

Tuesday, March 9, 2021
Electronic City Council Meeting

7:00 P.M.
2070th Regular City Council Meeting - Electronic Attendance
Zoom Attendee Link: <https://zoom.us/j/92019836156>

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured

Or you may call this number to listen: 1-669-900-9128 ID#920 1983 6156

1. Opening Items.

Subject :	1.01 Council Reference Materials
Meeting :	Mar 9, 2021 - Electronic City Council Meeting
Category :	1. Opening Items.
Access :	Private
Type :	Information
Subject :	1.02 Call To Order
Meeting :	Mar 9, 2021 - Electronic City Council Meeting
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Hernández will call the meeting to order.

Subject :	1.03 Pledge of Allegiance
Meeting :	Mar 9, 2021 - Electronic City Council Meeting
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

Subject :	1.04 Moment of Silence for Reflection / Invocation - Any City Employee or Elected Official; delivering the invocation, does so in his/her capacity as a private citizen, and not in his
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/her official position as a city employee/elected city official.

Meeting : Mar 9, 2021 - Electronic City Council Meeting
Category : 1. Opening Items.
Access : Public
Type : Procedural
Subject : 1.05 Public Comment Procedure for Virtual Meetings - Council meetings are primarily structured to permit Council Members to arrive at the decisions necessary to govern the City.

Meeting : Mar 9, 2021 - Electronic City Council Meeting
Category : 1. Opening Items.
Access : Public
Type : Information

Public Content

Council meetings are primarily structured to permit Council Membersto arrive at the decisions necessary to govern the City.

COVID-19 Virtual Meeting Protocol for Public Comment:

When submitting public comments, include the following regardless of the manner you are using: - Note that there are deadlines for each method of commenting.

- Your Name
- Your Address

Public comments may be provided in one of three ways:

- Comments in writing of no more than 1 page (If typewritten, no less than 11 pt font.) may be submitted no later than 4:30PM on the meeting date to be included in the record.
- Comments may be madeby telephone during the meeting by calling a number that will be provided to you upon notification to the City Clerkno later than 4:30 PM the day of the meeting.*
- Comments may be made by virtual meeting attendance with a link that will be provided to your emailupon notification to the City Clerkno later than 4:30 the day of the meeting.*

*If you would like to make a public commentby either phone or virtual meeting, you can contact the clerk at lneissl@cpwa.usor by phone at 509-394-8511 no later than 4:30 on the meeting date.

2. Consent Agenda.

Subject : 2.01 AB 21053 - Approve Agenda for 3/9 /2021

Meeting : Mar 9, 2021 - Electronic City Council Meeting

Category : 2. Consent Agenda.

Access : Public

Type :

Action (Consent)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Subject : 2.02 AB 21054 - Approve Council Minutes from February 23, 2021

Meeting : Mar 9, 2021 - Electronic City Council Meeting

Category : 2. Consent Agenda.

Access : Public

Type : Action (Consent), Minutes

File Attachments

[2021-02-23_Council_Minutes_Draft.pdf \(945 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Subject : 2.03 AB 21055 - Approve Council Minutes from March 2, 2021 Workshop

Meeting : Mar 9, 2021 - Electronic City Council Meeting

Category : 2. Consent Agenda.

Access : Public

Type : Action (Consent), Minutes

File Attachments

[2021-03-02_Council_Minutes_Draft.pdf \(926 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Subject :	2.04 AB 21056 - Purchase of New Pickup for Fire Captain & Surplus 2006 Chevy 1/2 Ton PU
Meeting :	Mar 9, 2021 - Electronic City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)
Preferred Date :	Mar 09, 2021
Fiscal Impact :	Yes
Dollar Amount :	\$37,681.73
Budgeted :	Yes
Recommended Action :	Approve purchase of 2021 Dodge Ram 1500 Classic 4WD off of state bid for a price of \$37,681.73 and surplus the 2006 Chevy 1/2 ton pickup, VIN #3GCEC14V86G236151.

Public Content

Historical Perspective:

Council approved the replacement of the fire captain's pickup in the 2021 budget. The truck has reached its useful life and is in need of replacement.

Information for Consideration:

After the truck is received it will be delivered to ERS to outfit the truck for its use and purpose. The cost for outfitting the truck will be approximately \$12,000.

File Attachments

[State Bid for Truck.pdf \(3.320 KB\)](#)

[ERS Outfitting Estimate.pdf \(2.049 KB\)](#)

Consent

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Subject :	2.05 AB 21057 - Acceptance of FEMA COVID Grant - Fire Department
Meeting :	Mar 9, 2021 - Electronic City Council Meeting
Category :	2. Consent Agenda.
Access :	Public

Type :	Action (Consent)
Dollar Amount :	\$78,605.68

Public Content

Historical Perspective:

The City has been trying to obtain these grant funds since March 2020.

Information for Consideration:

This grant agreement covers cost of some PPE, equipment, and overtime for Fire Department in response to COVID-19.

File Attachments

[Award_Notice.pdf \(189 KB\)](#)
[Resol_No_21-010_FEMA_COVID-19_Grant_Acceptance.pdf \(128 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Subject :	2.06 Excuse Absence of Council Members Selby and Trop
Meeting :	Mar 9, 2021 - Electronic City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Subject :	2.07 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a
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workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Meeting : Mar 9, 2021 - Electronic City Council Meeting
Category : 2. Consent Agenda.
Access : Public
Type : Action (Consent)
Recommended Action : Motion to approve the consent agenda

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

3. Presentations-None.

4. Public Hearings-None.

5. Action Items.

Subject : 5.01 AB 21058 - Deccio Rd Safety Issues - Decision Resolution
Meeting : Mar 9, 2021 - Electronic City Council Meeting
Category : 5. Action Items.
Access : Public
Type : Action
Recommended Action : Motion to approve Resolution No. 21-011 (A,B,C or D) which chooses one of the options identified in the Technical Memorandum to be implemented for parking on Deccio Road.

Public Content

Historical Perspective:

Mr. Spencer Montgomery from J-U-B Engineers gave a presentation about the safety issues on NE Deccio Rd during the March 2nd, 2021 City Council Workshop.

Information for Consideration:

City Council put a temporary hold on Resolution 20-049 via Resolution 21-003 at its January 12th, 2021 City Council meeting based on input from community members along the corridor contrary to some of the initial

complaints of community members further up the roadway corridor. The City directed On-Call Engineer J-U-B Engineering at its January 12th, 2021 meeting to develop a memo exploring the safety concerns of some residents and parking concerns of other residents and see what can be done.

File Attachments

[Resolution No. 21-011-A DeccioParking.pdf \(151 KB\)](#)
[Resolution No. 21-011-B DeccioParking.pdf \(151 KB\)](#)
[Resolution No. 21-011-C DeccioParking.pdf \(151 KB\)](#)
[Resolution No. 21-011-D DeccioParking.pdf \(151 KB\)](#)
[DeccioRoadParkingOption_TechnicalMemorandums2-23-21_Optimized.pdf \(2.159 KB\)](#)
[Deccio Memo_Redacted.pdf \(556 KB\)](#)
[Dianna_Barnett.pdf \(98 KB\)](#)
[DomToomey_Complaint_Redacted.pdf \(679 KB\)](#)
[Joanna_Starcher_Redacted.pdf \(256 KB\)](#)
[Kim_Toomey.pdf \(13 KB\)](#)
[Michael_Laizure2_Redacted.pdf \(265 KB\)](#)
[Nicole_Larsen.pdf \(2.865 KB\)](#)
[RobertsonComplaint_Redacted.pdf \(500 KB\)](#)
[Stephanie_Kaping.pdf \(114 KB\)](#)
[ToomeyComplaint_9162019_Redacted.pdf \(499 KB\)](#)

Subject :	5.02 AB 21059 - Body Worn Cameras - Chief Tomaras, Rea Culwell
Meeting :	Mar 9, 2021 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to approve Resolution No. 21-012 authorizing the use of Body Worn Cameras for the College Place Police Department.

Public Content

Follow up from workshop -

The Police Union has approved the use of Body Worn Cameras. The next step is for Council to authorize.

File Attachments

[Resol_No_21-012_Police_Department_Body_Worn_Cameras.pdf \(273 KB\)](#)
[Lexipol 421 - Portable_Audio_Video_Recorders_Body_Worn_Cameras \(2\).pdf \(22 KB\)](#)
[Chapter 10.109 RCW_USE OF BODY WORN CAMERAS.pdf \(86 KB\)](#)

Subject :	5.03 AB 21060 - Agreement with Anderson-Perry for Topographical Survey and Bathroom redesign at Lions Park - Mr. Hartwig
Meeting :	Mar 9, 2021 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action

Fiscal Impact :	Yes
Dollar Amount :	\$20,000.00
Recommended Action :	Motion to approve agreement with Anderson-Perry for topographical survey and redesign of restrooms at Lions' Park for an amount not to exceed \$22,000.

Public Content

Historical Perspective:

The City has funding requests in with the State of Washington for improvements at Lions' Park and are waiting for approval from the legislature. The first item that will need to be done is a topographical survey before anything can be done. This is the base starting level and would be nice to have completed, so we are ready to move forward with design if the City is awarded funding. The City staff would also like to look at a redesign of the bathrooms at the park as they are in desperate need of updating and improvement.

File Attachments

[2845_001.pdf \(514 KB\)](#)

Subject :	5.04 AB 21061 - Public Works Director Position - Professional Recruitment - Ms. Doering
Meeting :	Mar 9, 2021 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Fiscal Impact :	Yes
Dollar Amount :	\$25,000.00
Budgeted :	No
Budget Source :	531.10.41.00 - \$2,000, 534.10.41.00 - \$9,500, 535-10-41.00 - \$4,000, 543.10.41.00 - \$4,750, 548.70.41.00 - \$2,500, 546.10.41.00 - \$2,250
Recommended Action :	Motion to authorize the Human Resources Manager to enter the City of College Place into an agreement with Prothman Executive Recruitment, not to exceed \$25,000, to provide recruitment services for the Public Works Director position.

Public Content

Historical Perspective:

In the past the City has used a professional recruitment agency to fill upper level positions, most recently the Police Chief and City Administrator positions.

Information for Consideration: - Estimated Expenditure - \$25,000

Using the services of a professional recruitment agency will increase our ability to reach an increased number of highly qualified candidates making it more likely that we will find the right person for the position the first time. Other benefits include a recruitment tailored to our organization, specialized marketing, and comprehensive background reporting. This expenditure was not included in the 2021 budget.

Select city staff have reviewed and graded proposals from three agencies on the MRSC Consultants Roster. Prothman Executive Recruitment was selected based upon cost/value, evidence of success in recruiting similar positions, experience in recruiting for municipalities, services included, and guarantee provided.

File Attachments

[Public Works Director Recruitment Quote Grading_Totals.pdf \(109 KB\)](#)

[Prothman PW Director Proposal.pdf \(384 KB\)](#)

Subject :	5.05 AB 21062 - Resolution of Support for Community Heart & Soul Grant for Seed Grant Application - Mr. Rizzitiello
Meeting :	Mar 9, 2021 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Fiscal Impact :	Yes
Dollar Amount :	\$10,000.00
Budgeted :	No
Budget Source :	Funds would come from Orton Foundation Community Heart & Soul Grant.
Recommended Action :	Motion to adopt Resolution No. 21-013 which authorizes and supports a application to Community Heart & Soul Seed Grant Program by the Orton Foundation.

Public Content

Historical Perspective:

The City adopted the existing ten year Strategic Plan via Ordinance 17-029 during the July 25th, 2017 Council meeting (<http://go.boarddocs.com/wa/cocp/Board.nsf/goto?open&id=APCUDL7B92BB>) with an update adopted via Ordinance 19-005 during its February 12th, 2019 Council meeting (<http://go.boarddocs.com/wa/cocp/Board.nsf/goto?open&id=B96SZ467B47D>)

Information for Consideration:

The Orton Foundation has a Seed Grant program for Small Communities to Undertake a program entitled Community Heart & Soul: <https://www.communityheartandsoul.org/seed-grants/> City staff believe the Seed Grant would be helpful in obtaining a consultant to assist the City in completing a more extensive public outreach process and perform a update to the Strategic Plan (which we try to do every two years before the upcoming budget cycle). The City is working on turning in the application jointly with the College Place Lions Club and Walla Walla Valley Blue Zones.

File Attachments

[Resol_No_21-013_Community_Heart_&_Soul_Grant_Support.pdf \(127 KB\)](#)

Subject :	5.06 AB 21063 - Resolution of Support for AARP Community Challenge Grant for wireless internet at City Parks and Municipal Campus - Mr. Rizzitiello
Meeting :	Mar 9, 2021 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Fiscal Impact :	Yes
Dollar Amount :	\$20,000.00
Budgeted :	No
Budget Source :	Funds would come from AARP Community Challenge Grant if awarded.
Recommended Action :	Motion to adopt Resolution No. 21-014 which authorizes and supports an application to AARP for the Community Challenge Grant.

Public Content

The City wishes to submit a Community Challenge grant for \$20,000 to AARP under the Public Places category to install wireless high speed wireless internet at Lions Park, Kiwanis Park, Veterans Park, and the Municipal Campus area of College Avenue. The grant webpage is located here: <https://www.aarp.org/livable-communities/community-challenge/>

The City is partnering with Pocketinet on this grant proposal. Thanks to Wrandoll Brenes and Todd Brandenburg at Pocketinet for providing cost estimation for this project. Pocketinet would extend the fiber to each site at no cost, and would discount the cost to run the services within each site and install the hotspots. The breakout is as follows:

Lions Park: \$7,500 plus tax. Extend fiber service across Larch and into the Community Building. Install Wi-Fi access point inside the building, install outside access point on a mast on the outside of the building, connect existing cameras to the new fiber service.

Kiwanis Park: \$6,650 plus tax. Extend fiber across Date Street to Park camera pole. Install Wi-Fi access point on existing camera pole, connect existing cameras to new fiber service.

Veterans Park: \$2,700 plus tax. Extend fiber to Park camera pole. Install Wi-Fi access point on existing camera pole, connect cameras to new fiber service.

City Hall: \$1,500 plus tax. Install an access point on a mast on the roof of the Police Building. Connect the access point to the existing internet service in the building.

File Attachments

[Resol_No_21-014_AARP_Free_Wireless_Internet_Grant_Support.pdf \(129 KB\)](#)

6. Administrative Reports-None.

7. Informational Reports-None.

8. Executive Session-None.

9. Closing Items.

Subject :	9.01 Adjournments
Meeting :	Mar 9, 2021 - Electronic City Council Meeting
Category :	9. Closing Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to adjourn the meeting

Electronic City Council Meeting (Tuesday, February 23, 2021)

Generated by Lisa Neissl on Tuesday, February 23, 2021

PRESENT:

Mayor – Via Web Norma L. Hernández

Council Members – Via Web Jerry Bobbitt, Michael Cleveland, Loren Peterson, Marge Nyhagen, Melodie Selby, Heather Schermann, Byron Trop

City Attorney – Via Web Rea Culwell
Administrator, Mike Rizzitiello; Finance Director, Brian Carleton;
Public Works Director, Paul Hartwig (left at 7:28 PM);Staff – Via Web Police Chief, Troy Tomaras; HR Manager, Shawn Doering;
City Clerk, Lisa Neissl; Deputy Clerk; Carolyn Holm

MEMBERS EXCUSED:

MEMBERS ABSENT:

1. Opening Items.Procedural: 1.02 Call To Order**Mayor Hernández called the meeting to order at 7:00 PM.**Procedural: 1.03 Pledge of AllegianceProcedural: 1.04 Moment of Silence for Reflection / Invocation - Any City Employee or Elected Official; delivering the invocation, does so in his/her capacity as a private citizen, and not in his/her official position as a city employee/elected city official.Information: 1.05 Public Comment Procedure for Virtual Meetings - Council meetings are primarily structured to permit Council Members to arrive at the decisions necessary to govern the City.

The City Clerk noted that no one had submitted comments in writing or contacted to make arrangements for telephone or video comments.

2. Consent Agenda.Action (Consent): 2.01 AB 21047 - Approve Agenda for February 23, 2021Action (Consent), Minutes: 2.02 AB 21048 - Approve Council Minutes from February 9, 2021Action (Consent): 2.03 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.**Council Member Nyhagen made a motion to approve the consent agenda. Second by Council Member Trop and the motion passed 7-0.****3. Presentations.**Discussion, Information: 3.01 AB 21049 - City Snow Removal Activities -

Mr. Hartwig gave a report to Council regarding the snow removal activities during this recent snow event. He noted the significant difficulties staff had keeping up with the lack of equipment on top of the large amount of snowfall during a very condensed time frame.

Discussion ensued.

Discussion, Information: 3.02 AB 21050 – 2020 Police Department Annual Report -

Chief Tomaras gave a PowerPoint presentation on the recently completed 2020 PD Annual Report. He noted the significant highlights of 2020 which includes receiving accreditation, and spoke about the changes in calls as compared to previous years.

Discussion ensued.

Discussion, Information: 3.03 AB 21051 - Update on COVID-19 Pandemic -

Mr. Rizzitiello provided an update on the COVID-19 Pandemic including case numbers in Walla Walla County and the State as a whole. He spoke about the metrics being watched for regions in the Healthy Washington Plan and provided information on significant differences between Phase One and Phase Two.

He gave an update on vaccination efforts and discussions between the Walla Walla County Leaders and the Governor's Office. He then answered a couple questions.

Ms. Neissl provided an overview of what challenges the staff face with the current guidance for in-person meetings in combination with Open Public Meetings Act regulations. After discussion on the challenges and risks, the consensus was to continue with only virtual meetings until the rules are not so restrictive.

4. Public Hearings-None.

5. Action Items.

Action: 5.01 AB 21052 - Department of Ecology loan agreement for partial funding of the SW Sewer Project -

Mr. Carleton spoke to Council about the funding plan for the Southwest Sewer Project. He noted that the Department of Ecology requested a Resolution authorizing the funding their agency will be providing for this project.

Council Member Selby made a motion to adopt Resolution No. 21-009 which authorizes the City Administrator to sign funding agreement for \$2,623,681.00 with the Department of Ecology for the Southwest Sewer Project. Second by Council Member Trop and the motion passed 7-0.

6. Administrative Reports-None.

7. Informational Reports. The following reports were included in the packet for review:

Information: 7.01 CPPD Monthly Report

Information: 7.02 Public Works/Water Department Monthly Report

Information: 7.03 Community Development Reports

8. Executive Session-None.

9. Closing Items.

Action: 9.01 Adjournments

Council Member Trop made a motion to adjourn the meeting at 8:34 PM. Second by Council Member Selby and, with no objection, the meeting adjourned.

Approved:

Norma L. Hernández –
Mayor

Attest:

Lisa R. Neissl – City Clerk

The foregoing minutes are the official record of the City Council meeting that occurred February 23, 2021. Further detail may be obtained by reviewing the actual audio recording made during this session.

Electronic City Council Workshop (Tuesday, March 2, 2021)

Generated by Lisa Neissl on Tuesday, March 2, 2021

PRESENT:

Mayor – Via Web Norma L. Hernández

Council Members – Via Web Jerry Bobbitt, Michael Cleveland, Loren Peterson, Melodie Selby, Heather Schermann, Byron Trop

City Attorney – Via Web Rea Culwell (left at 6:35 PM)
Administrator, Mike Rizzitiello (arrived at 6:09 PM); Finance Director, Brian Carleton; Public Works Director, Paul Hartwig (left at 6:25 PM); Police Chief, Troy Tomaras; HR Manager, Shawn Doering; Staff – Via Web City Clerk, Lisa Neissl;

Marge Nyhagen

MEMBERS EXCUSED:**MEMBERS ABSENT:****1. Opening Items.**

Procedural: 1.02 Call To Order

Mayor Hernández called the meeting to order at 5:30 PM.

Procedural: 1.03 Pledge of Allegiance

Procedural: 1.04 Moment of Silence for Reflection / Invocation - Any City Employee or Elected Official; delivering the invocation, does so in his/her capacity as a private citizen, and not in his/her official position as a city employee/elected city official.

2. Workshop Topics.Discussion, Information: 2.01 Deccio Rd Safety Issues Memo -

Spencer Montgomery of JUB Engineers reported on the study findings of the parking and safety issues on Deccio Rd. The report identified four options and provided information on the number of parking spaces, and compliance with City Standards that each one had.

Discussion ensued.

Discussion, Information: 2.02 Wastewater System Plan -

Alex Fazzari of JUB Engineers reported on the current status of the wastewater system plan. He reviewed work on the plan to date, and explained next steps and estimated costs of the three phases.

Discussion ensued.

Discussion, Information: 2.03 SW Sewer Construction Update -

Mr. Hartwig and Alex Fazzari reported on the construction phase of the Southwest Sewer and Lift Station project.

Discussion, Information: 2.04 Body Worn Cameras -

Chief Tomaras reported on the plan to implement body worn cameras for the College Place Police Department.

Discussion ensued.

Discussion, Information: 2.05 Peddler/Business License Code Update -

Rea Culwell reported to Council on a recent discovery of conflict between what our code currently requires and the preferred practice of staff regarding peddler/solicitors in the City. She requested direction as to if Council wants her to pursue an update to the code.

After discussion, the consensus was to proceed with a code amendment.

Discussion, Information: 2.06 Recruitment Service Contract for Public Works Director -

Ms. Doering inquired if the Council would be agreeable to using a recruitment service to locate candidates for the Public Works Director position as Mr. Hartwig has informed her that he intends to retire later this year.

After discussion, the Council indicated they would be inclined to use a recruitment service for this.

3. Closing Items.

Action: 3.01 Adjournments

Council Member Bobbitt made a motion to adjourn the meeting at 6:42 PM. Second by Council Member Trop and, with no objection, the meeting adjourned.

Approved:

Norma L. Hernández –
Mayor

Attest:

Lisa R. Neissl – City Clerk

The foregoing minutes are the official record of the City Council workshop that occurred March 2, 2021. Further detail may be obtained by reviewing the actual audio recording made during this session.

Contract Automobile Request System (CARS)



Create Vehicle Quote

Contract & Dealer Information

Captain's Truck

Replaces UT304

Contract #: 05916 - Motor Vehicles [View Contract](#)

Dealer: Northsound Dwayne Lane - W1675

10515 Evergreen Way

Everett WA 98204

Dealer Contact: Mike O'Donnell

Dealer Phone: (425) 551-4905 Ext:

Dealer Email: fleet@dwaynelane.com

Order Code	Vehicle Description	Base Price
2021-0858-001	2021 Dodge Ram 1500 Classic 4WD View contract standard specifications	\$24,190.00

Organization Information

Organization: COLLEGE PLACE, CITY OF - 23601

[My org is not listed](#)Email Address: jgoodson@cpwa.us

Final Vehicle Location: COLLEGE PLACE

Internal Notes:

Color Options

Color Name	Qty	
Bright White Clear Coat (PW7)	1	Edit
-- Select vehicle color --		Add Color

Tax Exempt: ☐ Yes

Vehicle Options

Order Code	Option Description	Unit Price
☐ 2021-0858-002	INFORMATION ONLY: Upfit Options coming at a later date.	\$0.00
☐ 2021-0858-010	2021 Dodge Ram 1500 Classic Regular Cab, Four Wheel Drive (4WD) (DS6L61) (29B) (120.5inch WB, 6ft 4in Box) with 3.6L V6 24V VVT Engine (ERB), 8-spd Auto 845RE Trans (DFT), and 3.21 Axle Ratio (DMC).	\$0.00
☐ 2021-0858-011	2021 Dodge Ram 1500 Classic Regular Cab, Four Wheel Drive (4WD) (DS6L62) (29B) (140.5inch WB, 8ft Box) with 3.6L V6 24V VVT Engine (ERB), 8-spd Auto 845RE Trans (DFT), and 3.21 Axle Ratio (DMC).	\$200.00
☐ 2021-0858-012	2021 Ram 1500 Classic Tradesman Quad Cab, Four Wheel Drive (4WD) (DS6L41) (29B) (140.5inch WB, 6ft 4in Box) with 3.6L V6 24V VVT Engine (ERB), 8-spd Auto 845RE Trans (DFT), and 3.21 Axle Ratio (DMC). Includes Power Windows and Locks with NO Remotes, and Power Heated Mirrors.	\$1,200.00
☐ 2021-0858-013	2021 Ram 1500 Classic Tradesman Crew Cab, Four Wheel Drive (4WD) (DS6L98) (29B) (140.5inch WB, 5ft 7in Box) with 3.6L V6 24V VVT Engine (ERB), 8-spd Auto 845RE Trans (DFT) and 3.21 Rear Axle Ratio (DMC). Includes Power Windows and Locks with NO Remotes, and Power Heated Mirrors.	\$3,500.00
☒ 2021-0858-014	2021 Ram 1500 Classic Tradesman Crew Cab, Four Wheel Drive (4WD) (DS6L91) (26B) (149.5inch WB, 6ft 4in Box) with 5.7L V8 HEMI MDS VVT Engine (EZH), 8-spd Auto 8HP70 Trans (DFK) and 3.55 Axle Ratio (DMD). Includes Power Windows and Locks with NO Remotes, and Power Heated Mirrors.	\$4,900.00
☐ 2021-0858-015	Engine Upgrade: 5.7L V8 HEMI MDS VVT Engine (EZH) and includes 8-spd auto transmission 8HP70 (DFD).	\$1,750.00
☐ 2021-0858-016	For Regular Cab Only. Cloth 40/20/40 Bench Seat/Black/Diesel Gray for Regular Cab (*V9/-X8): Includes 40/20/40 Split Bench Seat (CBE), Front Armrest w/Three Cupholders (CDR), Manual Adjust Seats (JP8).	\$95.00
☐ 2021-0858-017	For Regular Cab Only. Cloth 40/20/40 PREMIUM Bench Seat/Black/Diesel Gray for Regular Cab (*M9/-X8): Includes 40/20/40 Split Bench Seat (CBE), Front Armrest w/Three Cupholders (CDR), Power 10-way Drivers Seat (JRT), Power Lumbar Adjust (JPW), 115V Aux Power Outlet (JKV), Remote USB Port - Charge Only (RS3), Front Center Seat Cushion Storage (CVH). Requires Power and Remote Entry Group (AJH).	\$850.00
☐ 2021-0858-018	For Quad and Crew Cabs Only. Cloth 40/20/40 Bench Seat/Black/Diesel Gray for Quad and Crew Cab (*V9/-X8): Includes 40/20/40 Split Bench Seat (CBE), Front Armrest w/Three Cupholders (CDR), Manual Adjust Seats (JP8), and Rear Folding Seat (CFM).	\$315.00
☐ 2021-0858-019	For Quad and Crew Cabs Only. Cloth 40/20/40 PREMIUM Bench Seat/Black/Diesel Gray for Quad and Crew Cab (*M9/-X8): Includes 40/20/40 Split Bench Seat (CBE), Front Armrest w/Three Cupholders (CDR), Power 10-way Drivers Seat (JRT), Power Lumbar Adjust (JPW), 115V Aux Power Outlet (JKV), Remote USB Port - Charge Only (RS3), Front Center Seat Cushion Storage (CVH) and Folding Rear Seat.	\$1,000.00
☐ 2021-0858-020	For Regular Cab Only. Power and Remote Entry Group (AJH): Includes Prem Vinyl Door Trim w/Map Pocket (CBZ), Power Heated Mirrors, Fold Away (GT6), Remote Keyless Entry with All Secure (GXM), Power Locks (JPB), Pwr Windows, Front 1-Touch Down (JPY), Black Exterior Mirrors (LE4), Exterior Mirrors w/Heating Element (NHJ).	\$735.00
☒ 2021-0858-021	For Quad and Crew Cabs Only: Remote Keyless Entry with All-Secure (GXM).	\$190.00
☒ 2021-0858-022	Remote Start and Security Alarm Group (AJB): Includes Security Alarm (LSA) and Remote Start System (XBM). With Regular Cab requires Power and Remote Entry Group (AJH), Popular Equipment Group (AJY) and Cloth 40/20/40 Bench Seat (*V9/-X8). With Quad and Crew Cabs requires Remote Keyless Entry with All-Secure (GXM) or Popular Equipment Group (AJY) and Cloth 40/20/40 Bench Seat (*V9/-X8).	\$395.00
☐ 2021-0858-023	Tradesman SXT Package (AAY): Includes Carpet Floor Covering (CKE), Front Floor Mats (CLA), Front Fog Lamps (LNJ), Bright Rear Bumper (MBF), Bright Front Bumper (MCT), Bright Grille (MFD), Full Size Temporary Use Spare Tire (TBS), P275/60R20 BSW All Season Tires (TTN), 20x8.0 Aluminum Wheels (WHE), SiriusXM Satellite Radio (RSD), SiriusXM Radio Service (X9B), For More Info, Call 800-643-2112 (X9H). Requires and includes Cloth 40/20/40 Bench Seat (*V9/-X8).	\$2,895.00

☐	2021-0858-024 Popular Equipment Group (AJY): Includes Carpet Floor Covering (CKE), SiriusXM Satellite Radio (RSD), SiriusXM Radio Service (X9B), For More Info, Call 800-643-2112 (X9H), Cloth 40/20/40 Bench Seat (*V9). With Quad Cab and Crew Cab additionally includes Remote Keyless Entry with all-Secure (GXM).	\$875.00
☐	2021-0858-025 Delete Carpet (CK9): Includes Delete Floor Mats (CLB). Requires Popular Equipment Group (AJY) and Cloth 40/20/40 Bench Seat (*V9/-X8).	\$0.00
☐	2021-0858-026 Carpet Floor Covering (CKE).	\$110.00
☐	2021-0858-027 Front Rubber Floor Mats (CLY). Requires Carpeted Floor Covering (CKE) or Popular Equipment Group (AJY) and Cloth 40/20/40 Bench Seat (*V9/-X8). Only available with Regular Cab.	\$125.00
☐	2021-0858-028 Front and Rear Rubber Floor Mats (CLF). Requires Carpeted Floor Covering (CKE) or Popular Equipment Group (AJY) and Cloth 40/20/40 Bench Seat (*V9/-X8). Only available with Quad and Crew Cabs.	\$135.00
☐	2021-0858-029 Electronics Group for Regular Cab (AFC): Includes SiriusXM Radio Service (X9B), SiriusXM Satellite Radio (RSD), HD Radio (RE8), Uconnect 4C with 8.4 inch Display (UAS), SiriusXM Guardian 1-Yr Trial (RSK), Cluster 7.0 inch TFT Color Display (JAL), 8.4 inch Touchscreen Display (RFL), Apple CarPlay (RFP), Google Android Auto (RF5), USB Host Flip (RF7).	\$695.00
☐	2021-0858-030 Electronics Group for Quad and Crew Cabs (AFC): Includes SiriusXM Radio Service (X9B), SiriusXM Satellite Radio (RSD), HD Radio (RE8), Uconnect 4C with 8.4 inch Display (UAS), SiriusXM Guardian 1-Yr Trial (RSK), Cluster 7.0 inch TFT Color Display (JAL), 8.4 inch Touchscreen Display (RFL), Apple CarPlay (RFP), Air Cond ATC w/Dual Zone Control (HAF), Google Android Auto (RF5), USB Host Flip (RF7).	\$795.00
☐	2021-0858-031 For Regular Cab Only. Trailer Tow Group (AHC): Includes Tow Hitch, Class IV Receiver Hitch (XFH), Trailer Brake Control (XHC), MANUAL Folding Trailer Tow Mirrors (GPD).	\$480.00
☐	2021-0858-032 Power Black Trailer Tow Mirrors (GPG): Includes Black Exterior Mirrors (LE4), Ext Mirrors w/Supplemental Signals (LEB), Exterior Mirrors Courtesy Lamps (LEC), Trailer Tow Mirrors (LEG), Exterior Mirrors w/Heating Element (NHJ). With Regular Cab requires Power and Remote Entry Group (AJH). With Quad Cab and Crew Cab requires Remote Keyless Entry with All-Secure (GXM).	\$180.00
☒	2021-0858-033 For Quad and Crew Cabs only. Trailer Tow Group (AHC): Includes Tow Hitch, Class IV Receiver Hitch (XFH), Trailer Brake Control (XHC), Power Black Trailer Mirrors with Supplemental Signals (GPG).	\$560.00
☐	2021-0858-034 Tow Hitch, Class IV Receiver Hitch (XFH).	\$345.00
☐	2021-0858-035 Trailer Brake Control (XHC).	\$295.00
☒	2021-0858-036 Anti-Spin Differential Rear Axle (DSA).	\$495.00
☐	2021-0858-037 3.55 Rear Axle Ratio (DMD). Only available with 3.6L V6 Engine (ERB).	\$95.00
☒	2021-0858-038 3.92 Rear Axle Ratio (DMH). Only available with 5.7L HEMI V8 Engine (EZH).	\$95.00
☐	2021-0858-039 SiriusXM Satellite Radio (RSD): Includes SiriusXM Radio Service (X9B), For More Info, Call 800-643-2112 (X9H).	\$195.00
☐	2021-0858-040 Single Disc Remote CD Player (RH1)	\$345.00
☒	2021-0858-041 2nd Row In Floor Storage Bins (CB9). Crew Cab only.	\$45.00
☒	2021-0858-042 Daytime Running Lights, Low Beam (LM1)	\$40.00
☒	2021-0858-043 Protection Group (ADB): Includes Tow Hooks (XEA), Transfer Case Skid Plate Shield (XEF), Front Suspension Skid Plate (XEU)	\$395.00
☐	2021-0858-044 ParkSense Rear Park Assist System (XAA). Not available with LED Bed Lighting (LPL) and not available with RamBox Cargo Management System (XB9).	\$250.00
☐	2021-0858-045 LED Bed Lighting (LPL). Not available with ParkSense Rear Park Assist System (XAA).	\$145.00

☒	2021-0858-046 RamBox Cargo Management System (XB9): Includes 4 Adjustable Cargo Tie Down Hooks (CL2), Bed Cargo Divider and Extender (XMC), LED Bed Lighting (LPL). Not available with ParkSense Rear Park Assist System (XAA). Not available with 8ft bed. With Regular Cab requires Power and Remote Entry Group (AJH). With Quad Cab and Crew Cab requires Remote Keyless Entry with All-Secure (GXM) or Popular Equipment Group (AJY).	\$1,295.00
☒	2021-0858-047 Rear Window Defroster (GFA). Only available with Quad and Crew Cabs.	\$195.00
☐	2021-0858-048 Rear Sliding Window (GFD). Regular Cab only.	\$195.00
☐	2021-0858-049 Black Tubular Side Steps (MRU).	\$695.00
☒	2021-0858-050 Wheel to Wheel Side Steps (MRA). Not available with 8ft bed.	\$740.00
☐	2021-0858-051 Full Size Spare Tire (TBB).	\$200.00
☐	2021-0858-052 20X8.0 Aluminum Chrome Clad Wheels (WHK): Includes Full Size Temporary Use Spare Tire (TBS), Center Hub (WMJ), P275/60R20 BSW All Season Tires (TTN). Requires Tradesman SXT Package (AAY) and Cloth 40/20/40 Bench Seat (*V9).	\$1,595.00
☐	2021-0858-053 Tire Upgrade LT265/70R17E BSW All Terrain Tires (TTB).	\$250.00
☐	2021-0858-054 17X7.0 Aluminum Wheels (WFE): Includes Center Hub (WMJ).	\$350.00
☐	2021-0858-055 32 Gallon Fuel Tank (NFX). Only available with Quad and Crew Cabs.	\$445.00
☒	2021-0858-056 Engine Block Heater (NHK).	\$95.00
☐	2021-0858-057 Locking Lug Nuts (XJC).	\$60.00
☐	2021-0858-058 Chrome Appearance Group (AED): Includes Bright Front Bumper (MCT), Bright Grille (MFD), Bright Rear Bumper (MBF), 17x7.0 Aluminum Wheels (WFE).	\$695.00
☐	2021-0858-059 Chrome Plus Package (AEP): Includes Carpet Floor Covering (CKE), Front Floor Mats (CLA), Bright Rear Bumper (MBF), Bright Front Bumper (MCT), Bright Grille (MFD), 17x7.0 Aluminum Wheels (WFE). Requires Cloth 40/20/40 Bench Seat (*V9/-X8).	\$1,295.00
☐	2021-0858-060 Tri-Fold Tonneau Cover (CS7).	\$595.00
☐	2021-0858-061 Under Rail Bedliner (XME)	\$305.00
☒	2021-0858-062 Spray in Bedliner (XMF).	\$595.00
☐	2021-0858-063 RAM Telematics (RFQ): Includes 1 Year Telematics Service (X9R).	\$800.00
☐	2021-0858-064 RAM Telematics 3 year subscription (X9S)	\$960.00
☐	2021-0858-065 RAM Telematics 5 year subscription (X9T)	\$1,920.00
☐	2021-0858-066 ExtraCost-DelmonicoRed PearlCoat (PRV)	\$100.00
☐	2021-0858-067 ExtraCost-DiamondBlackCrystal P/C (PXJ)	\$100.00
☐	2021-0858-068 ExtraCost-Hydro Blue PearlCoat (PBJ)	\$100.00
☐	2021-0858-069 ExtraCost-Olive Green Pearl Coat (PFP)	\$100.00
☐	2021-0858-070 ExtraCost-Patriot Blue Pearl Coat (PPX)	\$100.00
☐	2021-0858-071 ExtraCost-Granite Crystal Met CC (PAU)	\$200.00
☐	2021-0858-072 ExtraCost-BilletSilverMet ClearCoat (PSC)	\$200.00
☐	2021-0858-073 ExtraCost-Max Steel Met Clear Coat (PAR)	\$200.00
☐	2021-0858-074 ExtraCost-RV MatchWalnutBrnMet CC (PUW)	\$200.00
	ExtraCost-Low Vol Black Clear Coat (PX8)	\$450.00

☐ 2021-0858-075	
☐ 2021-0858-076 ExtraCost-LowVolDetonatorYellow CC(PYB)	\$450.00
☐ 2021-0858-077 ExtraCost-Low Vol Light Green (PGC)	\$450.00
☐ 2021-0858-078 ExtraCost-Low Vol Omaha Orange (P62)	\$450.00
☐ 2021-0858-079 ExtraCost-Low Vol SchoolBusYellow (PL1)	\$450.00
☐ 2021-0858-080 ExtraCost-LowVolTimberlineGreen P/C (PGW)	\$450.00
☐ 2021-0858-081 ExtraCost-Low Vol Yellow (P63)	\$450.00
☐ 2021-0858-082 ExtraCost-New Holland Blue (P72)	\$450.00
☐ 2021-0858-083 ExtraCost-Case IH Red (P61)	\$450.00
☐ 2021-0858-200 Dealer installed options 0200-0299	\$0.00
☐ 2021-0858-201 Mud Flaps, Front and Rear (DLR)	\$400.00
☐ 2021-0858-202 Back-up alarm (DLR)	\$250.00
☐ 2021-0858-203 Spotlight 6 inch Clear Lens, Pillar Mounted Leftside (DLR)	\$750.00
☐ 2021-0858-204 Spotlight 6 inch LED Lens, Pillar Mounted Leftside (DLR)	\$900.00
☐ 2021-0858-205 Undercoating (DLR)	\$300.00
☐ 2021-0858-206 Keys, set of 2 instead of 4 (Deduct)	\$250.00
☐ 2021-0858-207 Stock Vehicle upcharge (DLR)	\$249.00

Quote Totals

		Total Vehicles:	1
		Sub Total:	\$34,225.00
		10.1 % Sales Tax:	\$3,456.73
		Quote Total:	\$37,681.73
Vehicle Menu	Clear Form	Create Quote	



Vehicle: 2021 Dodge Ram 1500 Classic 4WD 2021-0858-001

Contract #: 05916 - Pick-up Trucks (2WD - 4WD)

Dealer: Northsound Dwayne Lane

Vehicle Standard Specifications And Additional Information

Specification Description	Specification
2021 Dodge Ram 1500 Classic 4WD	(DS6L61) (29B)
Tradesman Trim Level, Reg Cab, 6ft 4inch Box, 140.5 inch WB	Standard
3.6L V6 24V VVT	Standard
Horsepower/Torque: 305 hp, 269 lb ft torque	Standard
GVWR: 6,300 lbs	Standard
Estimated Fuel Economy: City 19, Hwy 24	Standard
8-Spd Auto 850RE	Standard
Manual Door Locks, Manual Windows, 4Keys, and NO Remotes	Standard
Full Size Temporary Use Spare Tire, 17inch Steel Spare Wheel	Standard
P265/70R17 BSW All-Season, 17X7.0 Steel Wheels	Standard
Tire Chain/Traction Devise Compatible. Describe: Yes	Standard
HD Vinyl 40/20/40 Split Bench Seat, Manual Adjust Seats and NO Lumbar Adjust	Standard
Black Vinyl Floor Covering	Standard
730 Amp Maintenance Free Battery/160 Amp Alternator	Standard
Fuel Tank Capacity Gallons: 26	Standard
Rear Axle Ratio: 3.21	Standard
Ground Clearance: 8.1	Standard
Skid Plates: Not standard equipment. Available as a cost option.	Standard
Advanced Multistage Front Air Bags, Supplemental Frt Seat Side Air Bags, Supplemental Side Air Bags, Supp Side Curtain Front Air Bags	Standard
Fleet deviations from retail: none	Standard
BED LENGTH 6ft 4inch pickup box	Standard
Electronic Shift On The Fly, Part Time Transfer Case	Standard
Air Conditioning	Standard
Manual Door Locks and Windows	Standard
Uconnect 3 with 5inch Touchscreen Display	Standard
ParkView Rear Backup Camera	Standard
Tilt Steering Column	Standard

Var Intermittent Windshield Wipers	Standard
Rear Dome Light	Standard
Audio Jack Input for Mobile Devices	Standard
12V Auxiliary Power Outlet	Standard
Media Hub (USB, Aux)	Standard
Behind the Seat Storage/Bin	Standard
Locking Tailgate	Standard
Exterior Mirrors, Manual 6 X 9 Black Mirrors	Standard
Tinted Glass Windows	Standard
Tinted Windshield Glass	Standard
Power Rack and Pinion Steering	Standard
Anti-Lock 4-Wheel Disc Brakes	Standard
Electronic Stability Control	Standard
Front and Rear Stabilizer Bar	Standard
Black Rear Step Bumper	Standard
Auxiliary Transmission Oil Cooler	Standard
Engine Oil Cooler	Standard
Front Heavy Duty Shock Absorbers	Standard
Halogen Quad Headlamps	Standard
Integrated Voice command with Bluetooth	Standard
Overhead Console	Standard
Rear Fixed Window	Standard
Rear Heavy Duty Shock Absorbers	Standard
Speed Control	Standard
Temperature and Compass Gauge	Standard



ERS
Emergency Responder Services, Inc
1204 6th St North
Nampa, ID 83687

4-\$12,794
5-\$10,532
6-\$9,029

Estimate

Date	Estimate #
2/17/2021	M1505

Estimate Prepared For:

COLLEGE PLACE POLICE DEPARTMENT
526 S. COLLEGE PLACE
COLLEGE PLACE, WA 99324

Questions?

Please refer to your Estimate # when calling your ERS Sales Representative.
Your rep can be reached on location at
Ph: (208) 362-1741 or Fx: (208) 562-1318

Thank you for considering us!

To see more ways we can serve you, please visit our website:
www.ERSINC-NW.COM

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Customer Reference #

Item	Description	Rate	Qty	Total
VEHICLE	2021 RAM 1500 4X4	35,111.00	1	35,111.00
SAP002R	2021 RAM 1500 CREW CAB FIRE CAPTAINS			
	FRONT OF VEHICLE			
	ERS ULTRA THIN WARNING LIGHT, 6-LED, SPLIT COLOR. RED/RED (BEHIND GRILLE)	150.00	2	300.00
LL-41 BRACKET	ERS "L" BRACKET	14.00	2	28.00
LHMG-61-R	ERS ALL-IN-ONE HIDE-A-WAY, 6 LED, LOW PROFILE, SINGLE COLOR, RED	75.00	2	150.00
BEZEL RLH-BE-B	ERS BLACK BEZEL FOR THE HIDE-A-WAY LED. INCLUDES GASKET	6.00	2	12.00
SA315P	WHELEN SIREN SPEAKER, 100W, NYLON COMPOSITE	169.00	1	169.00
SAK1	WHELEN HEAVY DUTY UNIVERSAL "L" MOUNTING BRACKET FOR SIREN SPEAKER	39.00	1	39.00
SHIPPING	SHIPPING AND HANDLING	29.00	1	29.00
LABOR	LABOR/INSTALLATION	80.00	9	720.00
CENATOR 54 D...	ROOF OF VEHICLE WHELEN CENATOR LED DUO COLOR LIGHTBAR, 54" WECANX. INCLUDES SUPER TAKEDOWN AND DIRECTIONAL STICK. INCLUDES HOOK KIT --FRONT RED/WHITE --REAR RED/AMBER	1,499.00	1	1,499.00
436486	LARSEN NMOKHFUD VEHICLE ROOF MOUNT ANTENNA 0-6000 MHz, 3/4" MOUNT, NO CONNECTOR	24.00	1	24.00
MISC	POLICE RADIO ANTENNA	39.00	1	39.00
SHIPPING	SHIPPING AND HANDLING	35.00	1	35.00
LABOR	LABOR/INSTALLATION	80.00	4	320.00
	OFFICER AREA OF VEHICLE			

Total



ERS
Emergency Responder Services, Inc
1204 6th St North
Nampa, ID 83687

Estimate

Date	Estimate #
2/17/2021	M1505

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Item	Description	Rate	Qty	Total
C399	WHELEN CENCOM CORE SIREN/LIGHT CONTROLLER, FLASHING OUTPUTS, INCLUDES 3 WECANX PORTS, AND CONTROLS UP TO 99 DEVICES/REMOTE MODULES. CONTROL HEAD SOLD SEPARATELY	899.00	1	899.00
C399K3	WHELEN CENCOM CORE OBDII CANPORT INSTALLATION KIT FOR 2018-2020 RAM CLASSIC 1500 AND 2018-2020 DODGE CHARGER AND DURANGO	55.00	1	55.00
CCTL7	WHELEN CENCOM CORE SIREN/LIGHT CONTROLLER. WORKS WIT C399. INCLUDES 3 SELECTION CONTROL HEAD, 21 PUSH BUTTON, 4 POSITION SLIDE SWITCH	125.00	1	125.00
KNG-M150R	RELM/BK TECHNOLOGIES KNG SERIES P25 DIGITAL REMOTE-MOUNT MOBILE RADIO	1,842.00	1	1,842.00
KAA0660	RELM/BK TECHNOLOGIES KNG SERIES REMOTE CONTROL HEAD W/ INSTALL KIT	960.00	1	960.00
KAA0636	BK TECHNOLOGIES CABLE ASSEMBLY, REMOTE MOUNT, 17"	142.00	1	142.00
KAA0290	RELM//BK TECHNOLOGIES HANDHELD PROGRAMMING MICROPHONE, KNG SERIES MOBILE	325.00	1	325.00
C-2410	HAVIS 24" CENTER CONSOLE. 10" TALL. INCLUDES FACE PLATES	395.00	1	395.00
C-TMW-RAM-01	HAVIS TUNNEL MOUNT ASSEMBLY FOR 03-19 DODGE RAM	105.00	1	105.00
C-CUP2-I	HAVIS INTERNAL 2-CUP HOLDER	40.00	1	40.00
C-LP2-PS1-USB	HAVIS 2 LIGHTER PLUG OUTLET W/ 1 USB CUT OUTS	99.00	1	99.00
C-AP-0325	HAVIS 3" ACCESSORY POCKET, 2.5" DEEP	42.00	1	42.00
CA-0130	D & R ELECTRONICS LED MAPLIGHT, 18" RED/WHITE	90.00	1	90.00
MMSU-11	INNOVATIVE PRODUCTS MAGNETIC MIC CLIP	34.95	2	69.90
C-MCB	HAVIS MIC CLIP BRACKET	12.00	2	24.00
MISC	GLOBAL SAT BU-353S4 USB GPS RECEIVER	49.99	1	49.99
MISC	BAYCO 9944XL FLASHLIGHT	115.00	1	115.00
SAP002R	ERS ULTRA THIN WARNING LIGHT, 6-LED, SPLIT COLOR. RED/RED (MOUNTED IN REAR WINDOW)	75.00	2	150.00

Total



ERS
Emergency Responder Services, Inc
1204 6th St North
Nampa, ID 83687

Estimate

Date	Estimate #
2/17/2021	M1505

Estimate Prepared For:

COLLEGE PLACE POLICE DEPARTMENT
526 S. COLLEGE PLACE
COLLEGE PLACE, WA 99324

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are necessary, final figures will be available prior to the onset of signing.
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Customer Reference #

Item	Description	Rate	Qty	Total
LL-41 BRACKET	ERS "L" BRACKET	14.00	2	28.00
SHIPPING	SHIPPING AND HANDLING	65.00	1	65.00
LABOR	LABOR/INSTALLATION	80.00	16	1,280.00
SAP002R	REAR OF VEHICLE ERS ULTRA THIN WARNING LIGHT, 6-LED, SPLIT COLOR. RED/RED (MOUNTED TO TAILGATE)	75.00	2	150.00
ERS DUAL RW	ERS ALL-IN-ONE, LBG OPTICS, 12 LED, STEADY BURN FUNCTION, RED/WHITE (REVERSE LIGHT CAVITY)	75.00	2	150.00
PDU8S	D & R PDU-8S POWER DISTRIBUTION PANEL W/ TIMER AND 26 OUTPUTS	295.00	1	295.00
ERSCB1	ERS 150AMP RESETTABLE BREAKER	75.00	1	75.00
SHIPPING	SHIPPING AND HANDLING	20.00	1	20.00
LABOR	LABOR/INSTALLATION	80.00	9	720.00

Total

\$46,785.89

- 35,111.00
11,674.89



STATE OF WASHINGTON
MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION

*MS: TA-20, Building 20B
Camp Murray, Washington 98430-5122*

February 26, 2021

Mr. Michael Rizzitiello
City Administrator
City of College Place
325 S College Ave
College Place WA 99324

RE: State No. D20-119
Disaster No. 4481
FEMA No. 071-13855-00
PW No. 188 ✓

Dear Mr. Rizzitiello:

This is your copy of Amendment No. 180 for the above referenced application, which has been approved in the amount of \$ 78,605.68.

Federal Share of this amendment is:	\$ 78,605.68 ✓
State Share of this amendment is:	\$ 0.00
City Share of this amendment is:	\$ 0.00
Total:	\$ 78,605.68 ✓

The Federal Emergency Management Agency (FEMA) will reimburse 75 percent of the eligible costs associated with your approved projects. City of College Place will pay 25 percent of the eligible non-federal share.

Please note the required conditions on the attached Project Worksheet (PW) that have been highlighted. In addition, please note the established mandatory work completion date.

If you do not agree with the determinations that have been made regarding project eligibility, time limits, funding, or any other determination made about the Project Worksheet, an appeal procedure requires the City to make a written request for appeal directly to this office. The appeal shall contain documented justification supporting the City's position, specifying the monetary figure in dispute and the provisions in federal law, regulation, or policy with which the City believes the initial action was inconsistent. Two copies of any related documentation supporting the appeal must be attached to the letter of appeal. This request for an appeal must be made within sixty days of the date of receipt of this amendment.

Enclosed is a completed invoice voucher (A-19-1A). The funds shown on this invoice voucher is the amount currently available for payment on your approved small project in this amendment.

Mr. Michael Rizzitiello
February 26, 2021
Page Two

Please return the original invoice voucher, which has been dated and signed by the applicant agent or alternate listed on the Disaster Assistance Application:

Mr. Gerard Urbas
Public Assistance Program
Washington State Military Department
Building 20-B, MS: TA-20
Camp Murray, WA 98430-5122

Please retain this letter and your copy of the Project Worksheet for your records.

Please contact Geoff Phillips, Program Delivery Manager, at (253) 512-7447 or geoffrey.phillips@mil.wa.gov should you have any questions regarding the approved Project Worksheet.

Sincerely,



Gerard Urbas
Deputy State Coordinating Officer
Public Assistance

GU:bt

Enclosure

FORM A19-1A (Rev. 12/96)		STATE OF WASHINGTON INVOICE VOUCHER

AGENCY USE ONLY		
AGENCY NO.	LOCATION CODE	P.R. OR AUTH. NO.

AGENCY NAME
Military Department Public Assistance Program, Bldg. 20B Camp Murray TA-20 Tacoma, Washington 98430-5122
VENDOR OR CLAIMANT (Warrant is to be payable to)
City of College Place 625 S College Ave College Place, WA 99324

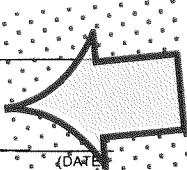
INSTRUCTIONS TO VENDOR OR CLAIMANT: Submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.

Vendor's Certificate. I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

BY _____
(SIGN IN INK)

(TITLE)

(DATE)



FEDERAL I.D. NO. OR SOCIAL SECURITY NO. (For Reporting Personal Services Contract Payments to IRS)	RECEIVED BY	DATE RECEIVED
91-6001412		

DISASTER ASSISTANCE PAYMENT REQUEST	
Payment requested for disaster assistance to help in the repair or restoration of damaged public facilities.	
Contract No: D20-119	
Disaster No: 4481-DR-WA	
Type of Request:	Project Costs:
☒ Small Project Payment	Proj/Sub 704UC \$ <u>78,605.68</u> (F)
Package #: 180 PW# 188	Proj/Sub 702UE \$ _____ (S)
☐ Large Project Payment	Administrative Costs:
PW #:	Proj/Sub 704UD \$ _____ (F)
☐ Indirect Administrative Allowance	
☐ Final Payment	

PREPARED BY		TELEPHONE NUMBER ()		DATE	AGENCY APPROVAL		DATE
DOC DATE	PMT. DUE DATE	CURRENT DOC. NO.	REF. DOC. NO.	VENDOR NO. SVN0028965-00	VENDOR MESSAGE	USE TAX	UBI NUMBER

REF DOC SUF	TRANS CODE	M O D	FUND	MASTER INDEX		SUB OBJ	SUB OBJ	ORG INDEX	WORK CLASS	COUNTY	CITY/TOWN	PROJECT	SUB PROJ	PROJ PHAS	AMOUNT	INVOICE NO.
				APPN INDEX	PROGRAM INDEX				ALLOC	BUDGET UNIT	MOS					

ACCOUNTING APPROVAL FOR PAYMENT	DATE	WARRANT TOTAL	WARRANT NUMBER

City of College Place, Washington
RESOLUTION NO. 21-010

**A RESOLUTION OF THE CITY OF COLLEGE PLACE, WASHINGTON ACCEPTING
FEMA REIMBURSEMENT GRANT FOR COVID-19 PANDEMIC**

WHEREAS, the City of College Place is a non-charter code city under Title 35A RCW; and

WHEREAS, the AARP has a Community Challenge program which awards grants to cities and non-profits for small capital projects; and

WHEREAS, the City Council of the City of College Place (City) wishes to accept a grant from the Federal Emergency Management Agency (FEMA).

Now therefore, be it Resolved that the City Council of the City of College Place does hereby

Section 1: The City Council of College Place, Washington accepts Federal Emergency Management Agency (FEMA) grant agreement through the State of Washington Military Department and authorizes City Administrator or designee to sign agreement for reimbursement on some COVID-19 related expenditures.

Section 2: Clerical Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Section 3: Effective Date. This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 9th day of March, 2021.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk

City of College Place, Washington
RESOLUTION NO. 21-011

AN RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON TO TAKE ACTION AS DIRECTED IN RESOLUTION 21-003 WHICH CEASED IMPLEMENTATION OF RESOLUTION NO. 20-049 REGARDING PARKING REGULATIONS FOR SECTION OF NE DECCIO RD.

WHEREAS on November 24, 2020, the City of College Place passed Resolution No. 20-049 to prohibit parking on either side of NE Deccio Rd from the point where the road is 24 to 28 feet wide. From the section where it is 28 to 34 feet wide parking should be allowed only on one side of the roadway. After 34 feet in width parking can be permitted on both sides of the roadway.

WHEREAS RESOLUTION 20-003 ORDERED, that implementation of RESOLUTION 20-049 cease until one of the following occurs:

1. The City engages and obtains a satisfactory opinion from a traffic professional to determine if a traffic safety issue exists on the section of road implicated in RESOLUTION 20-049 and said opinion is presented to City Council;
2. The City determines that an opinion from a traffic professional to determine if a traffic safety issue exists on the subject road section is unwarranted; or
3. Sixty days has passed without further action by Council regarding RESOLUTION 20-049.

WHEREAS the City did engage a traffic professional to review the safety issue and their report was presented to Council at their workshop on March 2, 2021

Now therefore, it is hereby resolved by the City Council of the City of College Place, Washington, as follows:

Option 1 of the Technical Memorandum from JUB Engineers regarding Deccio Road Parking Issues and Options Dated February 23, 2021 is to be implemented, which includes repeal of Resolution 20-049.

Clerical Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Effective Date. This resolution shall take effect and be in full force upon its approval as provided by law.

APPROVED by the City Council of the City of College Place, Washington, this 9th day of March, 2021.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk

City of College Place, Washington
RESOLUTION NO. 21-011

AN RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON TO TAKE ACTION AS DIRECTED IN RESOLUTION 21-003 WHICH CEASED IMPLEMENTATION OF RESOLUTION NO. 20-049 REGARDING PARKING REGULATIONS FOR SECTION OF NE DECCIO RD.

WHEREAS on November 24, 2020, the City of College Place passed Resolution No. 20-049 to prohibit parking on either side of NE Deccio Rd from the point where the road is 24 to 28 feet wide. From the section where it is 28 to 34 feet wide parking should be allowed only on one side of the roadway. After 34 feet in width parking can be permitted on both sides of the roadway.

WHEREAS RESOLUTION 20-003 ORDERED, that implementation of RESOLUTION 20-049 cease until one of the following occurs:

1. The City engages and obtains a satisfactory opinion from a traffic professional to determine if a traffic safety issue exists on the section of road implicated in RESOLUTION 20-049 and said opinion is presented to City Council;
2. The City determines that an opinion from a traffic professional to determine if a traffic safety issue exists on the subject road section is unwarranted; or
3. Sixty days has passed without further action by Council regarding RESOLUTION 20-049.

WHEREAS the City did engage a traffic professional to review the safety issue and their report was presented to Council at their workshop on March 2, 2021

Now therefore, it is hereby resolved by the City Council of the City of College Place, Washington, as follows:

Option 2 of the Technical Memorandum from JUB Engineers regarding Deccio Road Parking Issues and Options Dated February 23, 2021 is to be implemented, which includes implementation of Resolution 20-049, and meets city standards.

Clerical Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Effective Date. This resolution shall take effect and be in full force upon its approval as provided by law.

APPROVED by the City Council of the City of College Place, Washington, this 9th day of March, 2021.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk

City of College Place, Washington
RESOLUTION NO. 21-011

AN RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON TO TAKE ACTION AS DIRECTED IN RESOLUTION 21-003 WHICH CEASED IMPLEMENTATION OF RESOLUTION NO. 20-049 REGARDING PARKING REGULATIONS FOR SECTION OF NE DECCIO RD.

WHEREAS on November 24, 2020, the City of College Place passed Resolution No. 20-049 to prohibit parking on either side of NE Deccio Rd from the point where the road is 24 to 28 feet wide. From the section where it is 28 to 34 feet wide parking should be allowed only on one side of the roadway. After 34 feet in width parking can be permitted on both sides of the roadway.

WHEREAS RESOLUTION 20-003 ORDERED, that implementation of RESOLUTION 20-049 cease until one of the following occurs:

1. The City engages and obtains a satisfactory opinion from a traffic professional to determine if a traffic safety issue exists on the section of road implicated in RESOLUTION 20-049 and said opinion is presented to City Council;
2. The City determines that an opinion from a traffic professional to determine if a traffic safety issue exists on the subject road section is unwarranted; or
3. Sixty days has passed without further action by Council regarding RESOLUTION 20-049.

WHEREAS the City did engage a traffic professional to review the safety issue and their report was presented to Council at their workshop on March 2, 2021

Now therefore, it is hereby resolved by the City Council of the City of College Place, Washington, as follows:

Option 3 of the Technical Memorandum from JUB Engineers regarding Deccio Road Parking Issues and Options Dated February 23, 2021 is to be implemented, which is a modification of Resolution 20-049 allowing parking on one side of the street.

Clerical Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Effective Date. This resolution shall take effect and be in full force upon its approval as provided by law.

APPROVED by the City Council of the City of College Place, Washington, this 9th day of March, 2021.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk



THE
LANGDON
GROUP



GATEWAY
MAPPING
INC.

OTHER J-U-B COMPANIES

TECHNICAL MEMORANDUM

DATE: February 23, 2021
TO: College Place City Council
CC:
FROM: Spencer D. Montgomery, Transportation Planner *SDM*
Darral S. Moore, P.E.
SUBJECT: RE: Deccio Road Parking Issues and Options



This memo has been prepared at your request to develop options to address recent parking concerns on Deccio Road north of Whitman Drive.

Background

Deccio Road is a local north-south street approximately 800' – 1000' west of Myra Road. It connects to C Street on the north and Whitman Drive on the south. In the early 2000's Deccio Road existed as a dead end road with access only to C Street. In approximately 2007 Whitman Drive was constructed and Deccio Road was connected at that time. As-Built drawings provided by the City indicate that the street width is 36' wide approximately 250' north of Whitman Drive and tapers to 28' wide approximately 110' north of Whitman Drive. It is wider than that further to the north and narrower further to the south but these are critical widths as further explained below. The right-of way is 45' wide. No traffic volumes have been collected on Deccio Road; however, with approximately 27-30 homes the Institute of Transportation Engineers *Trip Generation Manual* indicates that there are likely 250 – 300 trips per day on Deccio Road.

Our understanding is that parking has been permitted on both sides of Deccio Road since it's connection to Whitman Drive was constructed. Although narrower than city standards, a prior city administrator gave permission to the homeowner on the northwest corner of Deccio Road/Whitman Drive to park his commercial vehicle on the city street. An additional complexity is that at the south end of Deccio Road the Deccio Place Townhomes Homeowners Association does not allow residents to park in the driveways. Exhibit A shows the southern end of Deccio Road including widths and where parking is restricted because of driveways, fire hydrants and for sight distance clearance near Whitman Drive.

Complaints about the parking situation arose last fall, with residents indicating that there was a safety issue with parking occurring on both sides of the street at the south end of Deccio Road where the roadway narrows. Streetview pictures of the street with parking occurring on both sides are attached. The Utilities and Transportation Advisory Commission reviewed the issue and provided a recommendation to Council that:

- No Parking allowed where the street is less than 28' wide
- Parking on one side allowed where it is 28' – 34' and,
- Parking allowed on both sides where the roadway width is greater than 34'.

Following the council resolution that adopted the recommendation, residents at the south end of the street complained about the removal of parking.

Applicable Current Standards and Code Requirements

Multiple sources were reviewed to provide an understanding of current City standards. These include Standard Specifications & Drawings for the City of College Place (Update Approved by City Council 3/24/20), the City of College Place Municipal Code and Development Standards as well as the American Association of State Highway and Transportation Officials (AASHTO) *A Policy on Geometric Design of Highways and Streets*. Standards for other communities was also researched for comparative purposes.

The College Place Standard Specifications for Local Streets indicates (in part, page 6-7)

- “Traffic movement and access to abutting properties are equally important functions of Local Street. Therefore, parking removal or additional street widening should be undertaken only at specific problem locations or under special circumstances.”
- “Two 10-ft travel lanes are required and should be 10-ft. minimum width with 8-ft parallel parking along each side. Sidewalks are required and shall not be less than 6-ft. in residential areas...”
- “Elimination of parking on one or either side of the street shall only be considered under extenuating circumstances and requires the City to initiate the proposal based on their assessment of required infrastructure and current or anticipated public parking demand.”

Three Standard Road Cross Sections are also included for Two Lane Local Streets, see attached Standard Plans 110.05, 110.06 and 110.07.

- On street parking permitted – 63’ right of way, 36’ wide roadway from curb to curb
- No on street parking permitted – 47’ right of way, 20’ wide roadway curb to curb
- On street parking permitted on one side – 55’ right of way, 28’ wide roadway curb to curb

The College Place Municipal Code Chapter 10.12 discusses Stopping Standing and Parking

10.12.110: Commercial Vehicles:

Except for temporary parking when loading or unloading, it shall be unlawful for commercial vehicles to be parked in any area other than a commercial or light industrial area. This part shall not apply to any two-axle truck (maximum 24,000 pounds gross), nor shall it apply to any two- or three-axle tractor truck when not attached to its trailer or load. A tractor truck with its trailer "piggy-backed" shall not be considered a tractor truck with trailer attached.

10.12.120: Boats, Trailers, Campers, Buses:

Owners of boats on trailers, campers, buses, and trailers of all types, shapes, and sizes are prohibited from parking such vehicles on public streets with the exception of temporarily loading and unloading belongings, merchandise or cleaning the vehicle.

10.12.122: Parking Large Vehicles Close To Intersections:

It is a violation of this section to park a truck of any size, a pickup, a boat, a trailer of any size or shape, a camper, a bus, or any other oversized vehicle within 60 feet of any intersection which obscures the visibility of on-coming traffic. Existing, delineated parking stalls previously approved by the city shall be accepted until such time as improvements in the right-of-way associated with the abutting lot are required or permitted. Posting of no-parking signs for oversized vehicles shall not be required.

Chapter 14.60 discusses Development Standards and section 14.60.070, Parking and Loading Standards indicates:

Required Off-Street Parking Spaces.

- a. Single residential dwelling units and duplexes: Two spaces/dwelling unit.
- b. Multiple family dwellings:
 - (1) one and one-half spaces/dwelling unit with two or more bedrooms, or
 - (2) One space/dwelling unit with one bedroom or a studio apartment

The AASHTO *Policy on Geometric Design of Highways and Streets* indicates the following for local urban streets:

- “Street lanes for moving traffic preferably should be at least 10-ft wide. Where practical, they should be 11-ft wide, and in industrial areas they should be 12-ft wide. Where the available or attainable width of right-of-way imposes severe limitations, 9-ft lanes can be used in residential areas, as can 11-ft lanes in industrial areas.”
- “Where used in residential areas, a parallel parking lane a minimum of 7-ft wide should be provided on one or both sides, as appropriate to the conditions of lot size and intensity of development. In commercial or industrial areas, parking lanes should be a minimum of 8-ft wide and are usually provided on both sides.”

The current International Fire Code indicates that for street parking on one side of the street the roadway must be 28 feet wide, for parking on both sides of the street the roadway must be 36 feet wide.

Street standards for the City of Walla Walla, City of Kennewick and City of Richland were researched as well. For the most part their standards are very similar for local streets. The following summary is provided:

- Walla Walla local roadway section indicates a 36’ width is typical, but varies depending on location as approved by the City Engineer.
- City of Kennewick standard for local streets is 36’ width.
- City of Richland standard for local streets is 34’, with an alternate standard that allows for a 27’ width where there is only single frontage development, but this requires a variance request approved by the City Engineer.

Options to Address Parking Issue

Presented below are four options for consideration to address the parking concern. With each option is an explanation for why it might be a reasonable solution. Under all options, it makes sense to enforce Chapter 10.12.112 – B which restricts the parking of commercial vehicles in residential areas., and Chapter 10.12.120 which restricts the parking of boats, trailers, campers and buses. A table is presented after the discussion that summarizes the number of parking spaces anticipated under each alternative. Exhibit B is attached that shows the parking available under options 2 – 4.

Option 1: Do Nothing

This option would allow parking on both sides where other factors do not limit parking such as driveways, fire hydrants and sight distance at intersections.

This option would retain the status quo but would be contrary to current standards.

Option 2: Adopt The Utilities & Transportation Advisory Commission Recommendation

The recommendation from the UTAC would:

- a) Prohibit parking on both sides where the street width is less than 28'
- b) Allow parking on one side where the street width is between 28' – 34'
- c) Allow parking on both sides where the street width is greater than 34'

This option has already been considered by the City Council back in November of 2020. It essentially would enforce current city standards and is the safest option.

Option 3: Allow Parking On One Side

This modified UTAC recommendation would:

- a) restrict parking on both sides within 60' of intersection based on City Code, and
- b) restrict parking on one side where the road is less than 36 feet wide.

This would be contrary to city standards for a portion of the street and International Fire Code that indicates that street width should be 28' to allow parking on one side. This alternative would essentially be a compromise for a less than ideal situation. Although it would create for a narrow width when cars are parked on the street, it would prevent a situation where the passage of vehicles in both directions (plus parking on both sides) is unachievable which creates a situation where one vehicle must wait for a vehicle in the opposite direction to pass prior to being able to proceed between two parked cars. A close read of the AASHTO guidelines above shows that where right of way is an issues narrower lanes of 9-ft and parking lane of 7-ft can be used, which would amount to 25' width and Deccio Road appears to have a width of 26-ft at the southernmost end. Restricting parking on the east side would result in the largest number of available parking spaces.

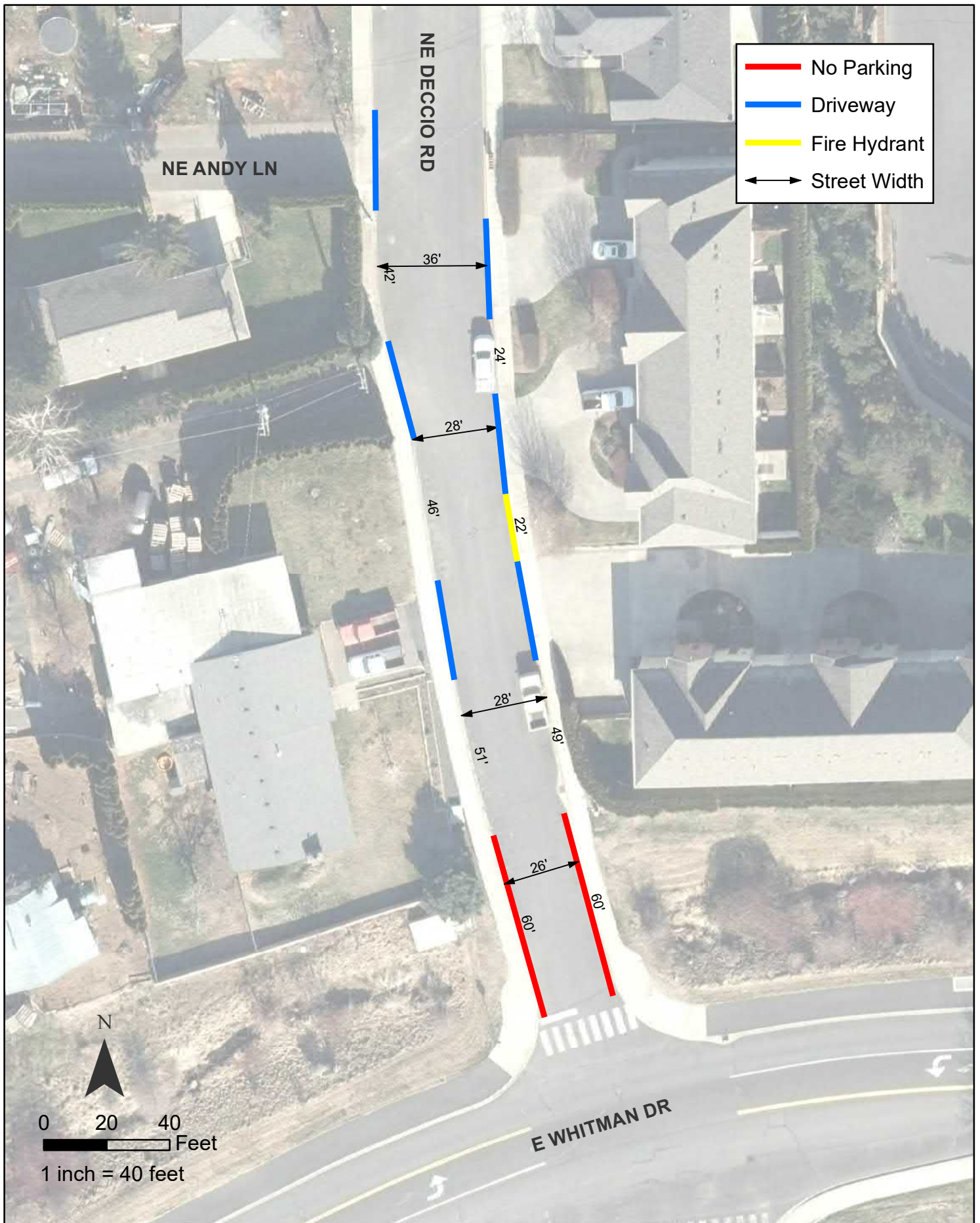
Option 4: Widen Deccio Road

This option would widen the west side of Deccio Road (which is clearly the side of the street that was narrowed when originally constructed) to at least 34'. This widening would end prior to a large electrical box located on the west side and prior to the sight distance clearance.

This option would accommodate parking on both sides and meet city standards. Widening further to the south would have significant costs for relocation of utilities and creek crossing and does not provide any additional parking. The parking area in front of the home on the southwest may not be able to be retained, but is likely to add two parking spaces on the street if the driveway is removed amounting to no net loss.

Number of Parking Spaces Available Under Each Option

Option	West Side	East Side	Total
1 - Do Nothing	6	3	9
2 - UTAC Recommendation	4	0	4
3- Modified UTAC	6	0	6
4- Widen Deccio Road	6	3	9



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INC.

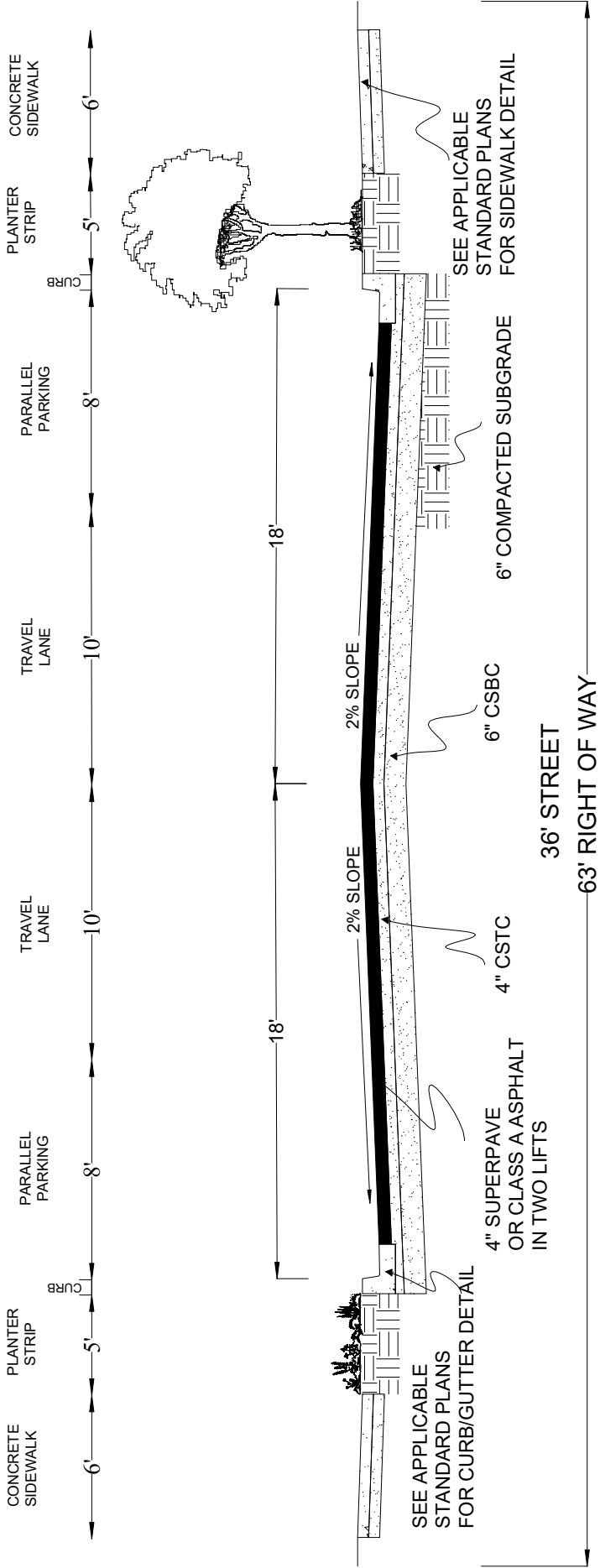
OTHER J-U-B COMPANIES

CITY OF COLLEGE PLACE
Deccio Road Parking Issues and Options
EXHIBIT A: EXISTING CONDITIONS



Deccio Road looking North from Whitman Drive

CITY OF COLLEGE PLACE - STANDARD SPECIFICATIONS



ON STREET PARKING PERMITTED

NOTES:

- 1 PLANTER STRIP WIDTH MAY VARY TO ACCOMMODATE STORMWATER MANAGEMENT FACILITIES UPON APPROVAL BY CITY. WITH THE EXCEPTION OF CROSSINGS, NO INFRASTRUCTURE OR FRANCHISE UTILITIES SHALL BE PLACED IN STORMWATER MANAGEMENT FACILITIES.
- 2 PLANTER STRIP SHALL INCLUDE STREET TREES LOCATED EVERY 60 FEET AND BE SELECTED FROM THE OFFICIAL STREET TREE LISTING. STREET TREES SHALL NOT BE PLACED IN STORMWATER MANAGEMENT FACILITIES.
- 3 DIMENSIONS PROVIDED FOR SIDEWALK AND PLANTER STRIP WIDTHS ARE MINIMUM AND APPLICABLE IF SUFFICIENT RIGHT-OF-WAY WIDTH IS AVAILABLE AS DETERMINED BY THE CITY. IN THE EVENT SUFFICIENT RIGHT-OF-WAY WIDTH IS NOT AVAILABLE, SIDEWALK AND PLANTER STRIP FEASIBILITY AND WIDTHS ARE DETERMINED BY THE CITY.
- 4 REFER TO GENERAL STREET CONSTRUCTION NOTES - STANDARD PLAN 110.00 FOR SPECIFICATIONS INCLUDING BUT NOT LIMITED TO COMPACTION STANDARDS AND TESTING REQUIREMENTS.

DRAWING NOT TO SCALE

CITY ENGINEER: Robert Gordon, P.E.
DRAWING: Robert Endsley, EIT
LAST REVISION: MARCH 2020

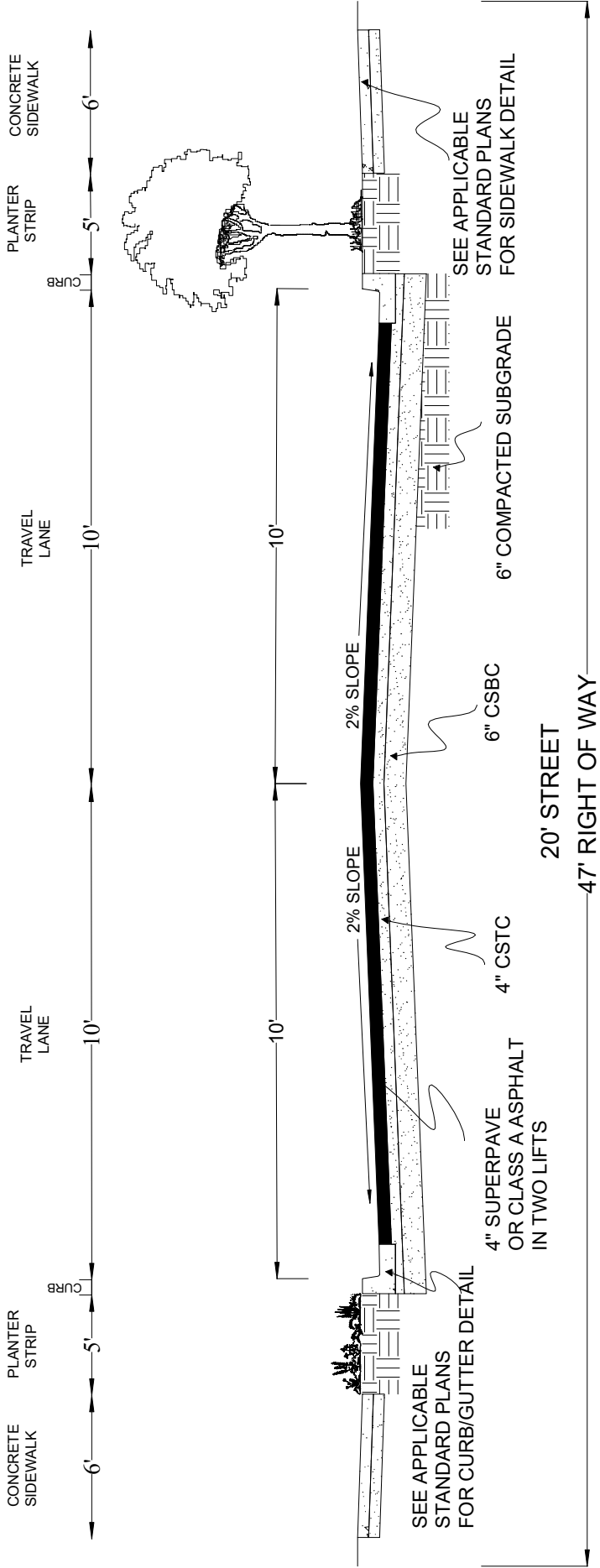
STANDARD ROAD CROSS SECTION (TWO LANE LOCAL STREET)

STANDARD PLAN
110.05

CITY OF COLLEGE PLACE - STANDARD SPECIFICATIONS



LIMITED USE STANDARD: PROPOSAL BY CITY REQUIRED



NO FRONTAGE STREET - NO ON STREET PARKING PERMITTED

NOTES:

- 1 PLANTER STRIP WIDTH MAY VARY TO ACCOMMODATE STORMWATER MANAGEMENT FACILITIES UPON APPROVAL BY CITY. WITH THE EXCEPTION OF CROSSINGS, NO INFRASTRUCTURE OR FRANCHISE UTILITIES SHALL BE PLACED IN STORMWATER MANAGEMENT FACILITIES.
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- 4 REFER TO GENERAL STREET CONSTRUCTION NOTES - STANDARD PLAN 110.00 FOR SPECIFICATIONS INCLUDING BUT NOT LIMITED TO COMPACTION STANDARDS AND TESTING REQUIREMENTS.

DRAWING NOT TO SCALE

CITY ENGINEER: Robert Gordon, P.E.
DRAWING: Robert Endsley, EIT
LAST REVISION: MARCH 2020

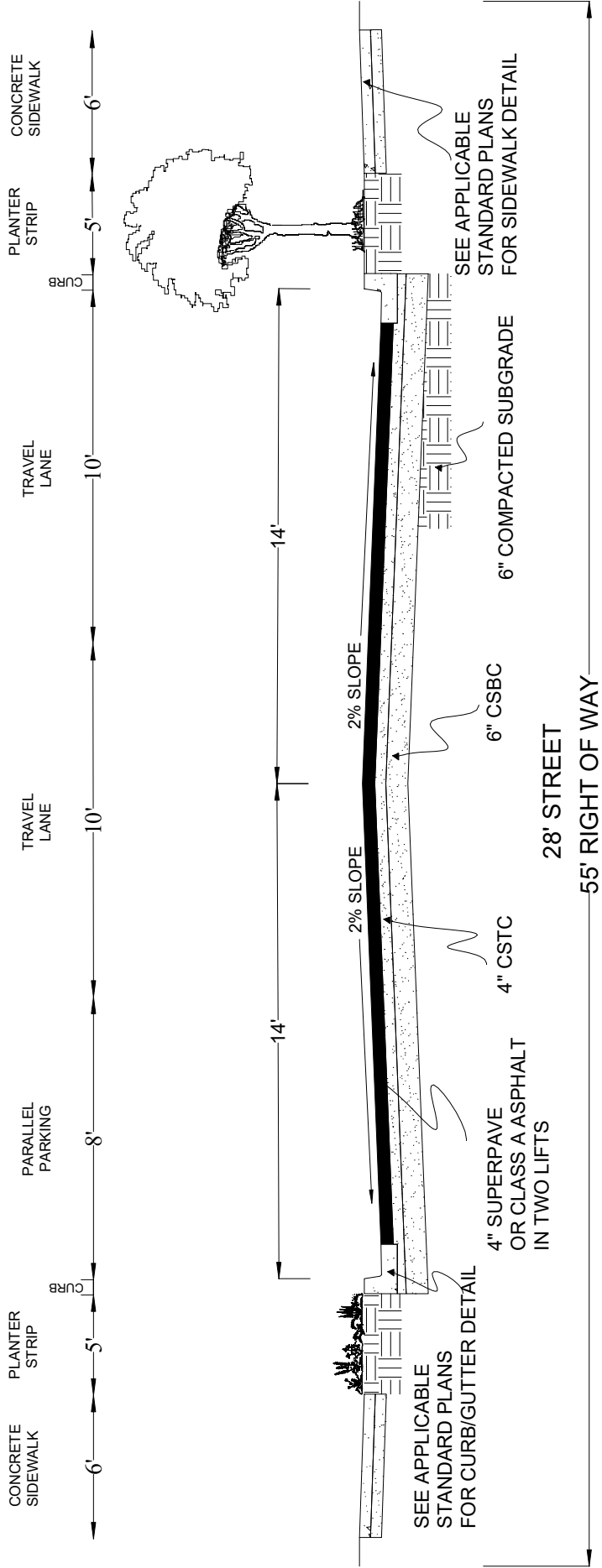
STANDARD ROAD CROSS SECTION
(TWO LANE LOCAL STREET)

STANDARD PLAN
110.06

CITY OF COLLEGE PLACE - STANDARD SPECIFICATIONS



LIMITED USE STANDARD: PROPOSAL BY CITY REQUIRED



NOTES:

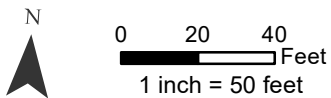
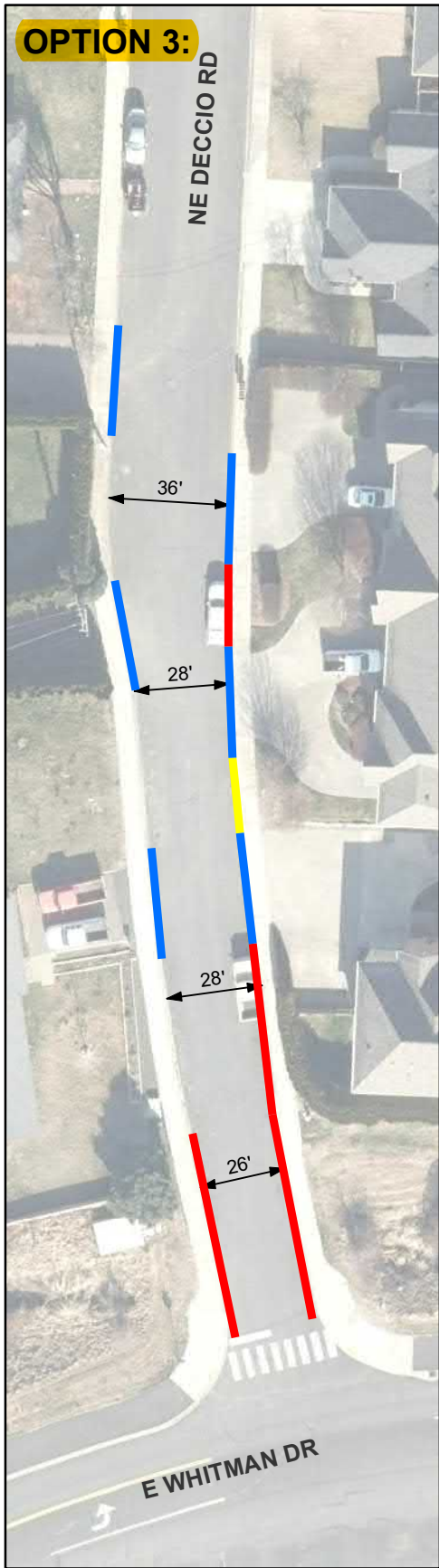
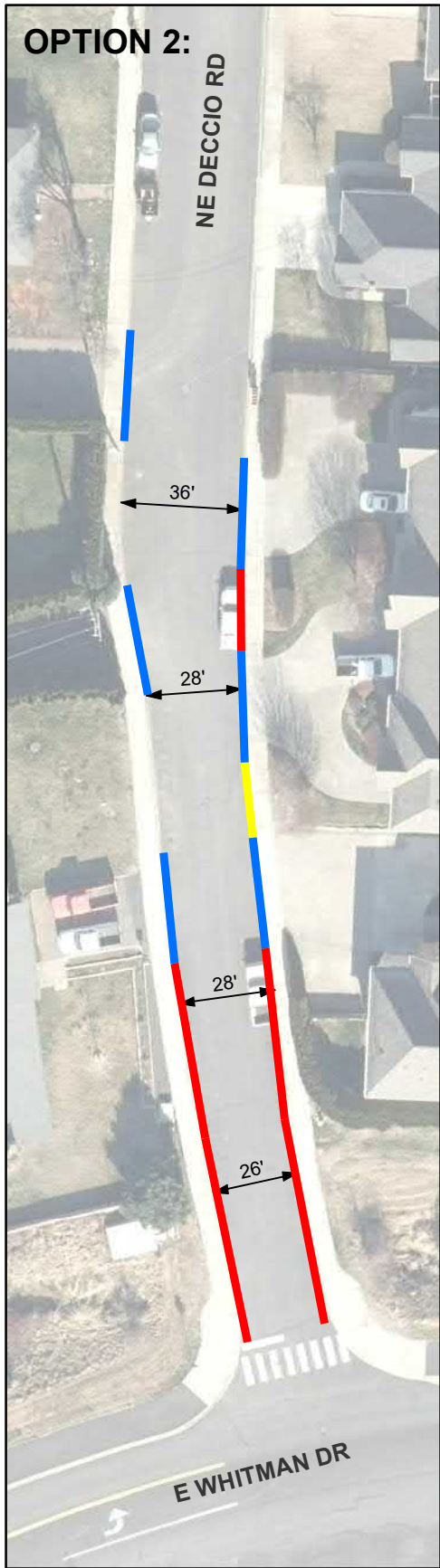
- 1 PLANTER STRIP WIDTH MAY VARY TO ACCOMMODATE STORMWATER MANAGEMENT FACILITIES UPON APPROVAL BY CITY. WITH THE EXCEPTION OF CROSSINGS, NO INFRASTRUCTURE OR FRANCHISE UTILITIES SHALL BE PLACED IN STORMWATER MANAGEMENT FACILITIES.
- 2 PLANTER STRIP SHALL INCLUDE STREET TREES LOCATED EVERY 60 FEET AND BE SELECTED FROM THE OFFICIAL STREET TREE LISTING. STREET TREES SHALL NOT BE PLACED IN STORMWATER MANAGEMENT FACILITIES.
- 3 DIMENSIONS PROVIDED FOR SIDEWALK AND PLANTER STRIP WIDTHS ARE MINIMUM AND APPLICABLE IF SUFFICIENT RIGHT-OF-WAY WIDTH IS AVAILABLE AS DETERMINED BY THE CITY. IN THE EVENT SUFFICIENT RIGHT-OF-WAY WIDTH IS NOT AVAILABLE, SIDEWALK AND PLANTER STRIP FEASIBILITY AND WIDTHS ARE DETERMINED BY THE CITY.
- 4 REFER TO GENERAL STREET CONSTRUCTION NOTES - STANDARD PLAN 110.00 FOR SPECIFICATIONS INCLUDING BUT NOT LIMITED TO COMPACTION STANDARDS AND TESTING REQUIREMENTS.

DRAWING NOT TO SCALE

CITY ENGINEER: Robert Gordon, P.E.
DRAWING: Robert Endsley, EIT
LAST REVISION: MARCH 2020

STANDARD ROAD CROSS SECTION
(TWO LANE LOCAL STREET)

STANDARD PLAN
110.07



- Road Widening
- Blue line Driveway
- Red line No Parking
- Yellow line Fire Hydrant



THE LANGDON GROUP



GATEWAY MAPPING INC.

OTHER J-U-B COMPANIES

CITY OF COLLEGE PLACE
Deccio Road Parking Issues and Options
EXHIBIT B: PARKING OPTIONS

City of College Place, Washington
RESOLUTION NO. 21-011

AN RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON TO TAKE ACTION AS DIRECTED IN RESOLUTION 21-003 WHICH CEASED IMPLEMENTATION OF RESOLUTION NO. 20-049 REGARDING PARKING REGULATIONS FOR SECTION OF NE DECCIO RD.

WHEREAS on November 24, 2020, the City of College Place passed Resolution No. 20-049 to prohibit parking on either side of NE Deccio Rd from the point where the road is 24 to 28 feet wide. From the section where it is 28 to 34 feet wide parking should be allowed only on one side of the roadway. After 34 feet in width parking can be permitted on both sides of the roadway.

WHEREAS RESOLUTION 20-003 ORDERED, that implementation of RESOLUTION 20-049 cease until one of the following occurs:

1. The City engages and obtains a satisfactory opinion from a traffic professional to determine if a traffic safety issue exists on the section of road implicated in RESOLUTION 20-049 and said opinion is presented to City Council;
2. The City determines that an opinion from a traffic professional to determine if a traffic safety issue exists on the subject road section is unwarranted; or
3. Sixty days has passed without further action by Council regarding RESOLUTION 20-049.

WHEREAS the City did engage a traffic professional to review the safety issue and their report was presented to Council at their workshop on March 2, 2021

Now therefore, it is hereby resolved by the City Council of the City of College Place, Washington, as follows:

Option 4 of the Technical Memorandum from JUB Engineers regarding Deccio Road Parking Issues and Options Dated February 23, 2021 is to be implemented, which requires widening of Deccio Road to accommodate parking on both sides and meets city standards.

Clerical Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Effective Date. This resolution shall take effect and be in full force upon its approval as provided by law.

APPROVED by the City Council of the City of College Place, Washington, this 9th day of March, 2021.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk



THE
LANGDON
GROUP



GATEWAY
MAPPING
INC.

OTHER J-U-B COMPANIES

TECHNICAL MEMORANDUM

DATE: February 23, 2021
TO: College Place City Council
CC:
FROM: Spencer D. Montgomery, Transportation Planner *SDM*
Darral S. Moore, P.E.
SUBJECT: RE: Deccio Road Parking Issues and Options



This memo has been prepared at your request to develop options to address recent parking concerns on Deccio Road north of Whitman Drive.

Background

Deccio Road is a local north-south street approximately 800' – 1000' west of Myra Road. It connects to C Street on the north and Whitman Drive on the south. In the early 2000's Deccio Road existed as a dead end road with access only to C Street. In approximately 2007 Whitman Drive was constructed and Deccio Road was connected at that time. As-Built drawings provided by the City indicate that the street width is 36' wide approximately 250' north of Whitman Drive and tapers to 28' wide approximately 110' north of Whitman Drive. It is wider than that further to the north and narrower further to the south but these are critical widths as further explained below. The right-of way is 45' wide. No traffic volumes have been collected on Deccio Road; however, with approximately 27-30 homes the Institute of Transportation Engineers *Trip Generation Manual* indicates that there are likely 250 – 300 trips per day on Deccio Road.

Our understanding is that parking has been permitted on both sides of Deccio Road since it's connection to Whitman Drive was constructed. Although narrower than city standards, a prior city administrator gave permission to the homeowner on the northwest corner of Deccio Road/Whitman Drive to park his commercial vehicle on the city street. An additional complexity is that at the south end of Deccio Road the Deccio Place Townhomes Homeowners Association does not allow residents to park in the driveways. Exhibit A shows the southern end of Deccio Road including widths and where parking is restricted because of driveways, fire hydrants and for sight distance clearance near Whitman Drive.

Complaints about the parking situation arose last fall, with residents indicating that there was a safety issue with parking occurring on both sides of the street at the south end of Deccio Road where the roadway narrows. Streetview pictures of the street with parking occurring on both sides are attached. The Utilities and Transportation Advisory Commission reviewed the issue and provided a recommendation to Council that:

- No Parking allowed where the street is less than 28' wide
- Parking on one side allowed where it is 28' – 34' and,
- Parking allowed on both sides where the roadway width is greater than 34'.

Following the council resolution that adopted the recommendation, residents at the south end of the street complained about the removal of parking.

Applicable Current Standards and Code Requirements

Multiple sources were reviewed to provide an understanding of current City standards. These include Standard Specifications & Drawings for the City of College Place (Update Approved by City Council 3/24/20), the City of College Place Municipal Code and Development Standards as well as the American Association of State Highway and Transportation Officials (AASHTO) *A Policy on Geometric Design of Highways and Streets*. Standards for other communities was also researched for comparative purposes.

The College Place Standard Specifications for Local Streets indicates (in part, page 6-7)

- “Traffic movement and access to abutting properties are equally important functions of Local Street. Therefore, parking removal or additional street widening should be undertaken only at specific problem locations or under special circumstances.”
- “Two 10-ft travel lanes are required and should be 10-ft. minimum width with 8-ft parallel parking along each side. Sidewalks are required and shall not be less than 6-ft. in residential areas...”
- “Elimination of parking on one or either side of the street shall only be considered under extenuating circumstances and requires the City to initiate the proposal based on their assessment of required infrastructure and current or anticipated public parking demand.”

Three Standard Road Cross Sections are also included for Two Lane Local Streets, see attached Standard Plans 110.05, 110.06 and 110.07.

- On street parking permitted – 63’ right of way, 36’ wide roadway from curb to curb
- No on street parking permitted – 47’ right of way, 20’ wide roadway curb to curb
- On street parking permitted on one side – 55’ right of way, 28’ wide roadway curb to curb

The College Place Municipal Code Chapter 10.12 discusses Stopping Standing and Parking

10.12.110: Commercial Vehicles:

Except for temporary parking when loading or unloading, it shall be unlawful for commercial vehicles to be parked in any area other than a commercial or light industrial area. This part shall not apply to any two-axle truck (maximum 24,000 pounds gross), nor shall it apply to any two- or three-axle tractor truck when not attached to its trailer or load. A tractor truck with its trailer "piggy-backed" shall not be considered a tractor truck with trailer attached.

10.12.120: Boats, Trailers, Campers, Buses:

Owners of boats on trailers, campers, buses, and trailers of all types, shapes, and sizes are prohibited from parking such vehicles on public streets with the exception of temporarily loading and unloading belongings, merchandise or cleaning the vehicle.

10.12.122: Parking Large Vehicles Close To Intersections:

It is a violation of this section to park a truck of any size, a pickup, a boat, a trailer of any size or shape, a camper, a bus, or any other oversized vehicle within 60 feet of any intersection which obscures the visibility of on-coming traffic. Existing, delineated parking stalls previously approved by the city shall be accepted until such time as improvements in the right-of-way associated with the abutting lot are required or permitted. Posting of no-parking signs for oversized vehicles shall not be required.

Chapter 14.60 discusses Development Standards and section 14.60.070, Parking and Loading Standards indicates:

Required Off-Street Parking Spaces.

- a. Single residential dwelling units and duplexes: Two spaces/dwelling unit.
- b. Multiple family dwellings:
 - (1) one and one-half spaces/dwelling unit with two or more bedrooms, or
 - (2) One space/dwelling unit with one bedroom or a studio apartment

The AASHTO *Policy on Geometric Design of Highways and Streets* indicates the following for local urban streets:

- “Street lanes for moving traffic preferably should be at least 10-ft wide. Where practical, they should be 11-ft wide, and in industrial areas they should be 12-ft wide. Where the available or attainable width of right-of-way imposes severe limitations, 9-ft lanes can be used in residential areas, as can 11-ft lanes in industrial areas.”
- “Where used in residential areas, a parallel parking lane a minimum of 7-ft wide should be provided on one or both sides, as appropriate to the conditions of lot size and intensity of development. In commercial or industrial areas, parking lanes should be a minimum of 8-ft wide and are usually provided on both sides.”

The current International Fire Code indicates that for street parking on one side of the street the roadway must be 28 feet wide, for parking on both sides of the street the roadway must be 36 feet wide.

Street standards for the City of Walla Walla, City of Kennewick and City of Richland were researched as well. For the most part their standards are very similar for local streets. The following summary is provided:

- Walla Walla local roadway section indicates a 36’ width is typical, but varies depending on location as approved by the City Engineer.
- City of Kennewick standard for local streets is 36’ width.
- City of Richland standard for local streets is 34’, with an alternate standard that allows for a 27’ width where there is only single frontage development, but this requires a variance request approved by the City Engineer.

Options to Address Parking Issue

Presented below are four options for consideration to address the parking concern. With each option is an explanation for why it might be a reasonable solution. Under all options, it makes sense to enforce Chapter 10.12.112 – B which restricts the parking of commercial vehicles in residential areas., and Chapter 10.12.120 which restricts the parking of boats, trailers, campers and buses. A table is presented after the discussion that summarizes the number of parking spaces anticipated under each alternative. Exhibit B is attached that shows the parking available under options 2 – 4.

Option 1: Do Nothing

This option would allow parking on both sides where other factors do not limit parking such as driveways, fire hydrants and sight distance at intersections.

This option would retain the status quo but would be contrary to current standards.

Option 2: Adopt The Utilities & Transportation Advisory Commission Recommendation

The recommendation from the UTAC would:

- a) Prohibit parking on both sides where the street width is less than 28'
- b) Allow parking on one side where the street width is between 28' – 34'
- c) Allow parking on both sides where the street width is greater than 34'

This option has already been considered by the City Council back in November of 2020. It essentially would enforce current city standards and is the safest option.

Option 3: Allow Parking On One Side

This modified UTAC recommendation would:

- a) restrict parking on both sides within 60' of intersection based on City Code, and
- b) restrict parking on one side where the road is less than 36 feet wide.

This would be contrary to city standards for a portion of the street and International Fire Code that indicates that street width should be 28' to allow parking on one side. This alternative would essentially be a compromise for a less than ideal situation. Although it would create for a narrow width when cars are parked on the street, it would prevent a situation where the passage of vehicles in both directions (plus parking on both sides) is unachievable which creates a situation where one vehicle must wait for a vehicle in the opposite direction to pass prior to being able to proceed between two parked cars. A close read of the AASHTO guidelines above shows that where right of way is an issues narrower lanes of 9-ft and parking lane of 7-ft can be used, which would amount to 25' width and Deccio Road appears to have a width of 26-ft at the southernmost end. Restricting parking on the east side would result in the largest number of available parking spaces.

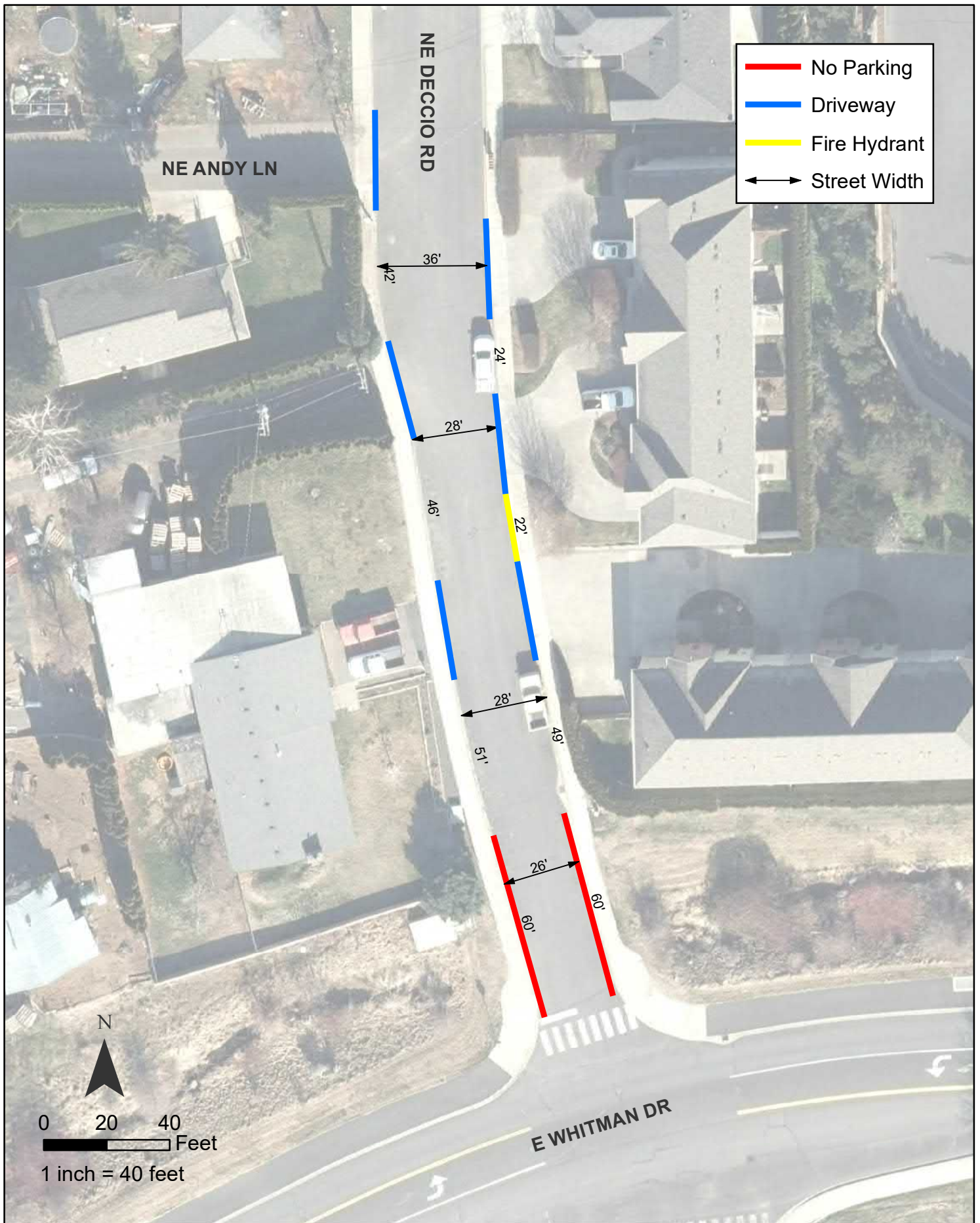
Option 4: Widen Deccio Road

This option would widen the west side of Deccio Road (which is clearly the side of the street that was narrowed when originally constructed) to at least 34'. This widening would end prior to a large electrical box located on the west side and prior to the sight distance clearance.

This option would accommodate parking on both sides and meet city standards. Widening further to the south would have significant costs for relocation of utilities and creek crossing and does not provide any additional parking. The parking area in front of the home on the southwest may not be able to be retained, but is likely to add two parking spaces on the street if the driveway is removed amounting to no net loss.

Number of Parking Spaces Available Under Each Option

Option	West Side	East Side	Total
1 - Do Nothing	6	3	9
2 - UTAC Recommendation	4	0	4
3- Modified UTAC	6	0	6
4- Widen Deccio Road	6	3	9



THE
LANGDON
GROUP



GATEWAY
MAPPING
INC.

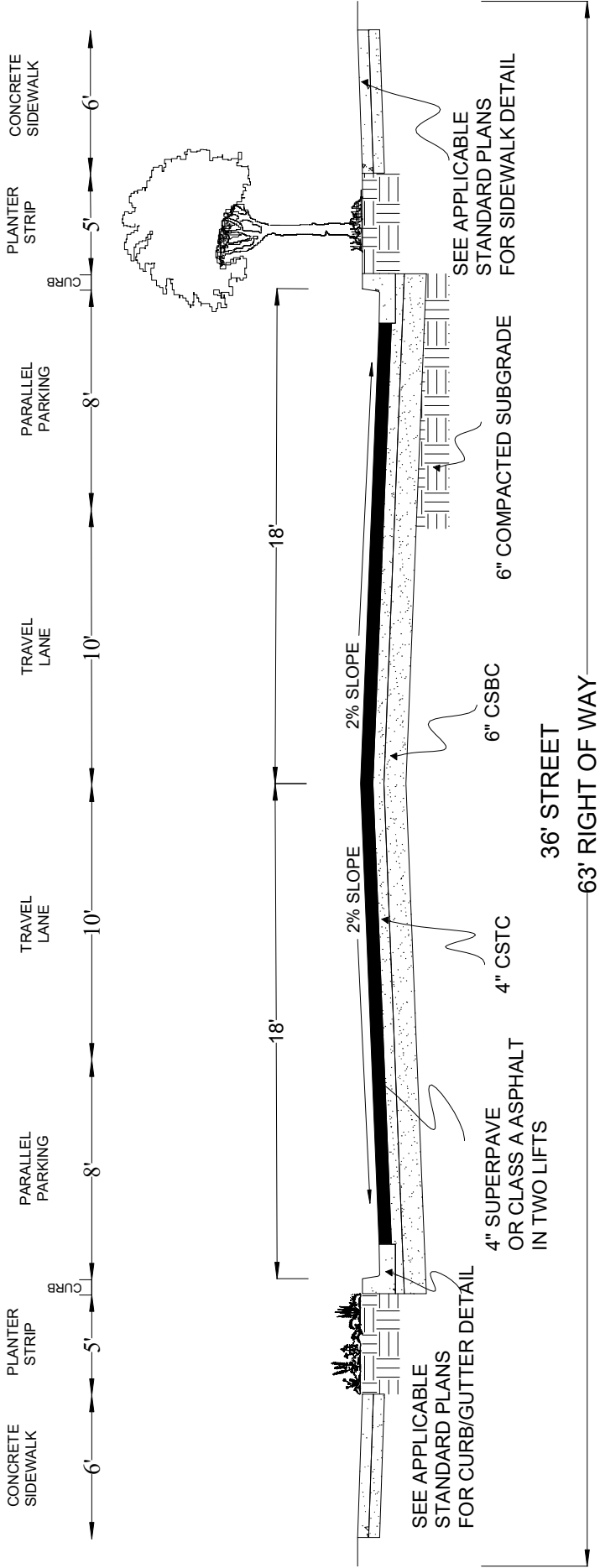
OTHER J-U-B COMPANIES

CITY OF COLLEGE PLACE
Deccio Road Parking Issues and Options
EXHIBIT A: EXISTING CONDITIONS



Deccio Road looking North from Whitman Drive

CITY OF COLLEGE PLACE - STANDARD SPECIFICATIONS



ON STREET PARKING PERMITTED

NOTES:

- 1 PLANTER STRIP WIDTH MAY VARY TO ACCOMMODATE STORMWATER MANAGEMENT FACILITIES UPON APPROVAL BY CITY. WITH THE EXCEPTION OF CROSSINGS, NO INFRASTRUCTURE OR FRANCHISE UTILITIES SHALL BE PLACED IN STORMWATER MANAGEMENT FACILITIES.
- 2 PLANTER STRIP SHALL INCLUDE STREET TREES LOCATED EVERY 60 FEET AND BE SELECTED FROM THE OFFICIAL STREET TREE LISTING. STREET TREES SHALL NOT BE PLACED IN STORMWATER MANAGEMENT FACILITIES.
- 3 DIMENSIONS PROVIDED FOR SIDEWALK AND PLANTER STRIP WIDTHS ARE MINIMUM AND APPLICABLE IF SUFFICIENT RIGHT-OF-WAY WIDTH IS AVAILABLE AS DETERMINED BY THE CITY. IN THE EVENT SUFFICIENT RIGHT-OF-WAY WIDTH IS NOT AVAILABLE, SIDEWALK AND PLANTER STRIP FEASIBILITY AND WIDTHS ARE DETERMINED BY THE CITY.
- 4 REFER TO GENERAL STREET CONSTRUCTION NOTES - STANDARD PLAN 110.00 FOR SPECIFICATIONS INCLUDING BUT NOT LIMITED TO COMPACTION STANDARDS AND TESTING REQUIREMENTS.

DRAWING NOT TO SCALE

CITY ENGINEER: Robert Gordon, P.E.
DRAWING: Robert Endsley, EIT
LAST REVISION: MARCH 2020

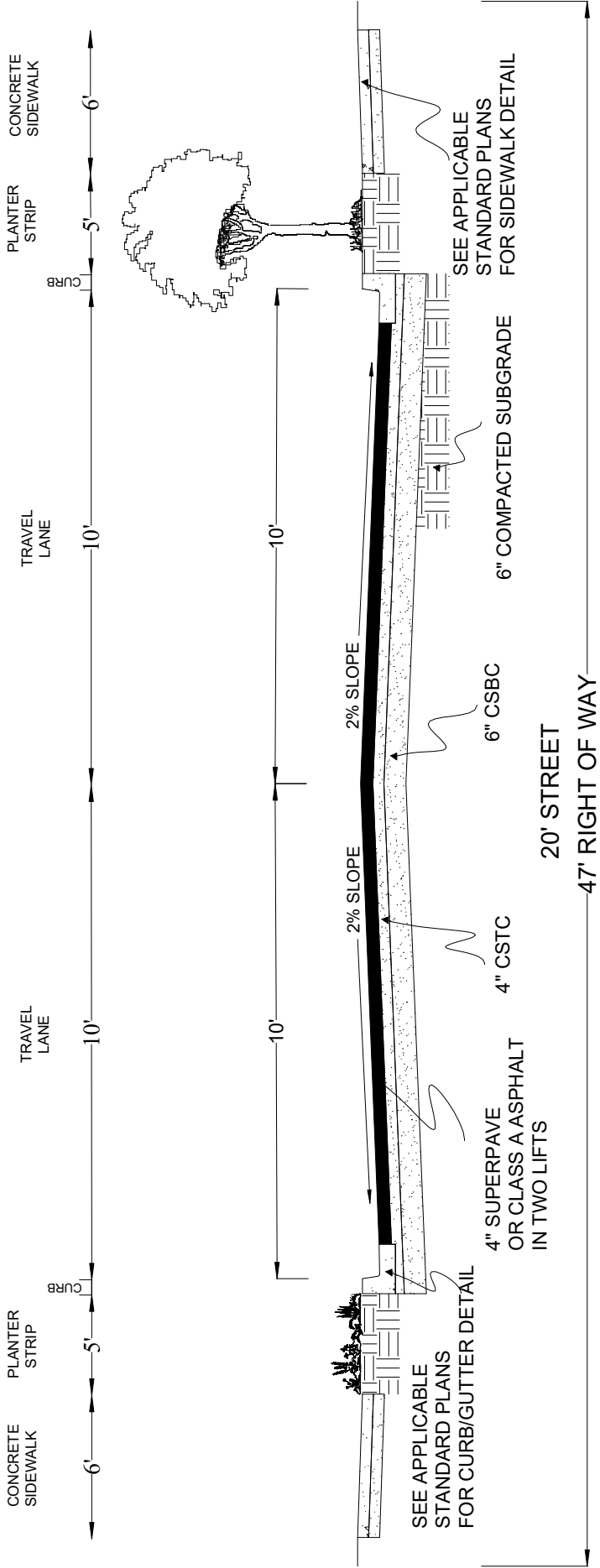
STANDARD ROAD CROSS SECTION (TWO LANE LOCAL STREET)

STANDARD PLAN
110.05

CITY OF COLLEGE PLACE - STANDARD SPECIFICATIONS



LIMITED USE STANDARD: PROPOSAL BY CITY REQUIRED



NO FRONTAGE STREET - NO ON STREET PARKING PERMITTED

NOTES:

- 1 PLANTER STRIP WIDTH MAY VARY TO ACCOMMODATE STORMWATER MANAGEMENT FACILITIES UPON APPROVAL BY CITY. WITH THE EXCEPTION OF CROSSINGS, NO INFRASTRUCTURE OR FRANCHISE UTILITIES SHALL BE PLACED IN STORMWATER MANAGEMENT FACILITIES.
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DRAWING NOT TO SCALE

CITY ENGINEER: Robert Gordon, P.E.
DRAWING: Robert Endsley, EIT
LAST REVISION: MARCH 2020

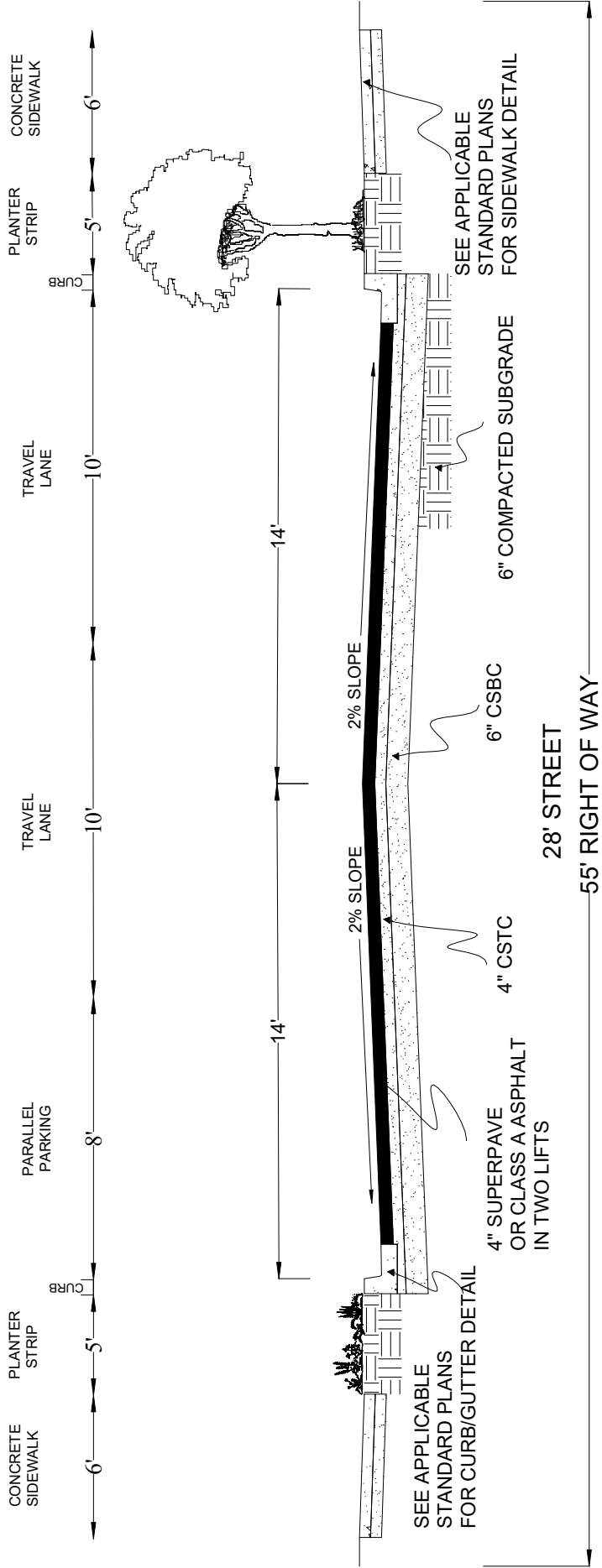
STANDARD ROAD CROSS SECTION
(TWO LANE LOCAL STREET)

STANDARD PLAN
110.06

CITY OF COLLEGE PLACE - STANDARD SPECIFICATIONS



LIMITED USE STANDARD: PROPOSAL BY CITY REQUIRED



ON STREET PARKING PERMITTED ON ONE SIDE

NOTES:

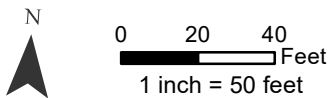
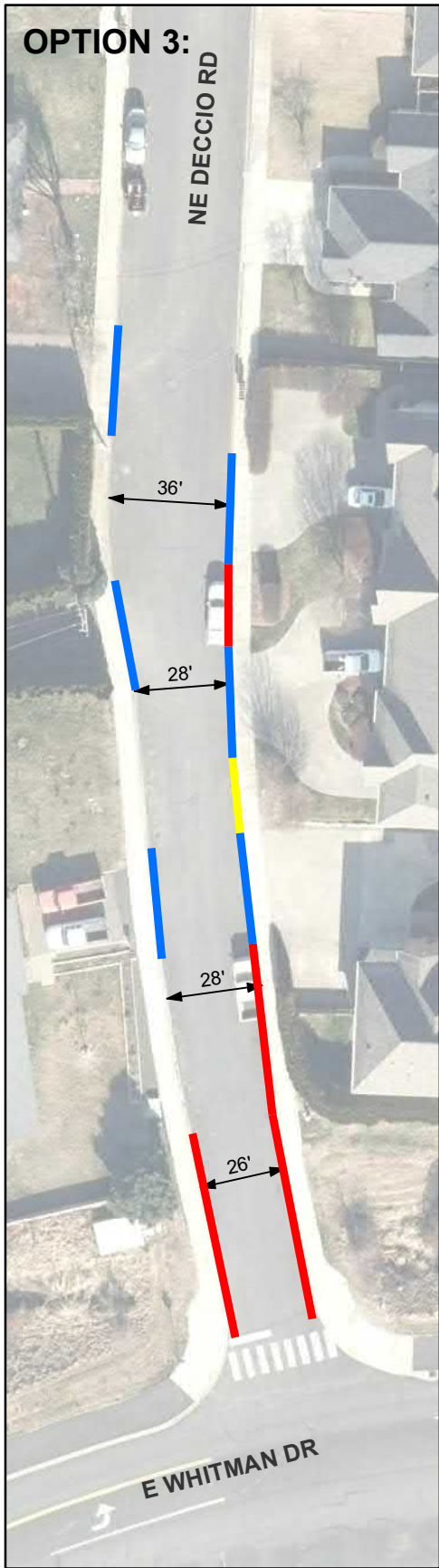
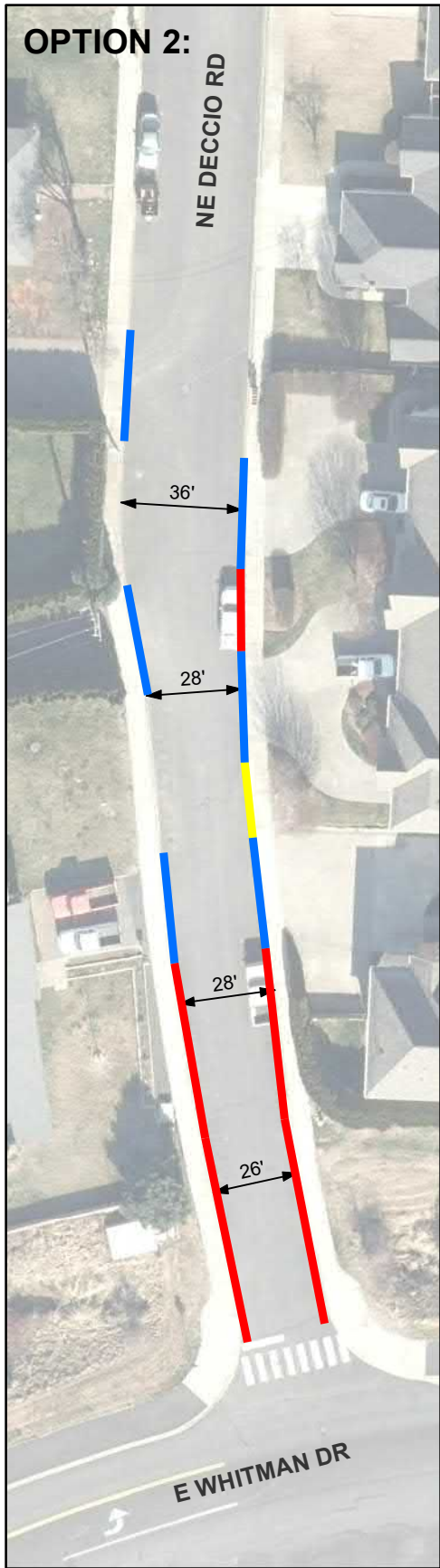
- 1 PLANTER STRIP WIDTH MAY VARY TO ACCOMMODATE STORMWATER MANAGEMENT FACILITIES UPON APPROVAL BY CITY. WITH THE EXCEPTION OF CROSSINGS, NO INFRASTRUCTURE OR FRANCHISE UTILITIES SHALL BE PLACED IN STORMWATER MANAGEMENT FACILITIES.
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DRAWING NOT TO SCALE

CITY ENGINEER: Robert Gordon, P.E.
DRAWING: Robert Endsley, EIT
LAST REVISION: MARCH 2020

STANDARD ROAD CROSS SECTION
(TWO LANE LOCAL STREET)

STANDARD PLAN
110.07



- Road Widening
- Red line No Parking
- Blue line Driveway
- Yellow line Fire Hydrant

MEMORANDUM



To: Michael Rizzitiello, City Administrator

From: Troy Tomaras, Chief of Police

Subject: Parking issues on NE Deccio Rd

Date: November 10, 2020

Goal one of the College Place Police Departments Operations plan is to reduce crime and improve traffic safety within our community. Parking issues and roadway design both contribute to traffic and pedestrian safety concerns. An ongoing issue located on NE Deccio road near E. Whitman Drive has created navigation challenges for neighbors and the College Place Public School District.

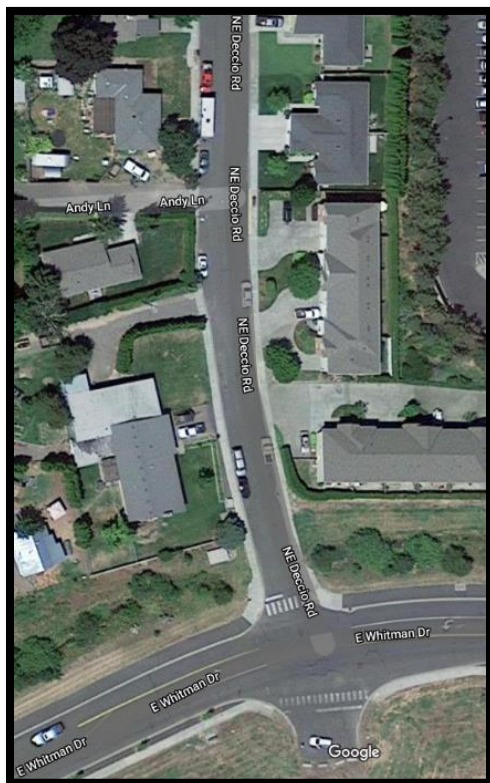


Image A: Shown left is an aerial photo of NE Deccio road intersecting E. Whitman Drive. Although not shown within image, the complaint is parking along Deccio road near E. Whitman drive which restricts the traffic ingress and egress.

Problem identification: At the top of the hill near Andy Lane the roadway is 35 feet wide. As the roadway travels south toward E. Whitman, the roadway narrows to 24 feet (11-foot difference). See image D.

When normal sized vehicles park upon the roadway it leaves approximately 13 feet of access between vehicles. When a neighbor's commercial vehicle is parked upon the roadway it leaves approximately 10 feet of access for ingress/egress traffic traveling on NE Deccio road. This limits the size of vehicle traveling on NE Deccio road. Subsequently, the School District is unable to consistently access this roadway with a school bus and has ultimately changed the bus stop location as a result. This also creates a hazard for fire truck ingress/egress.

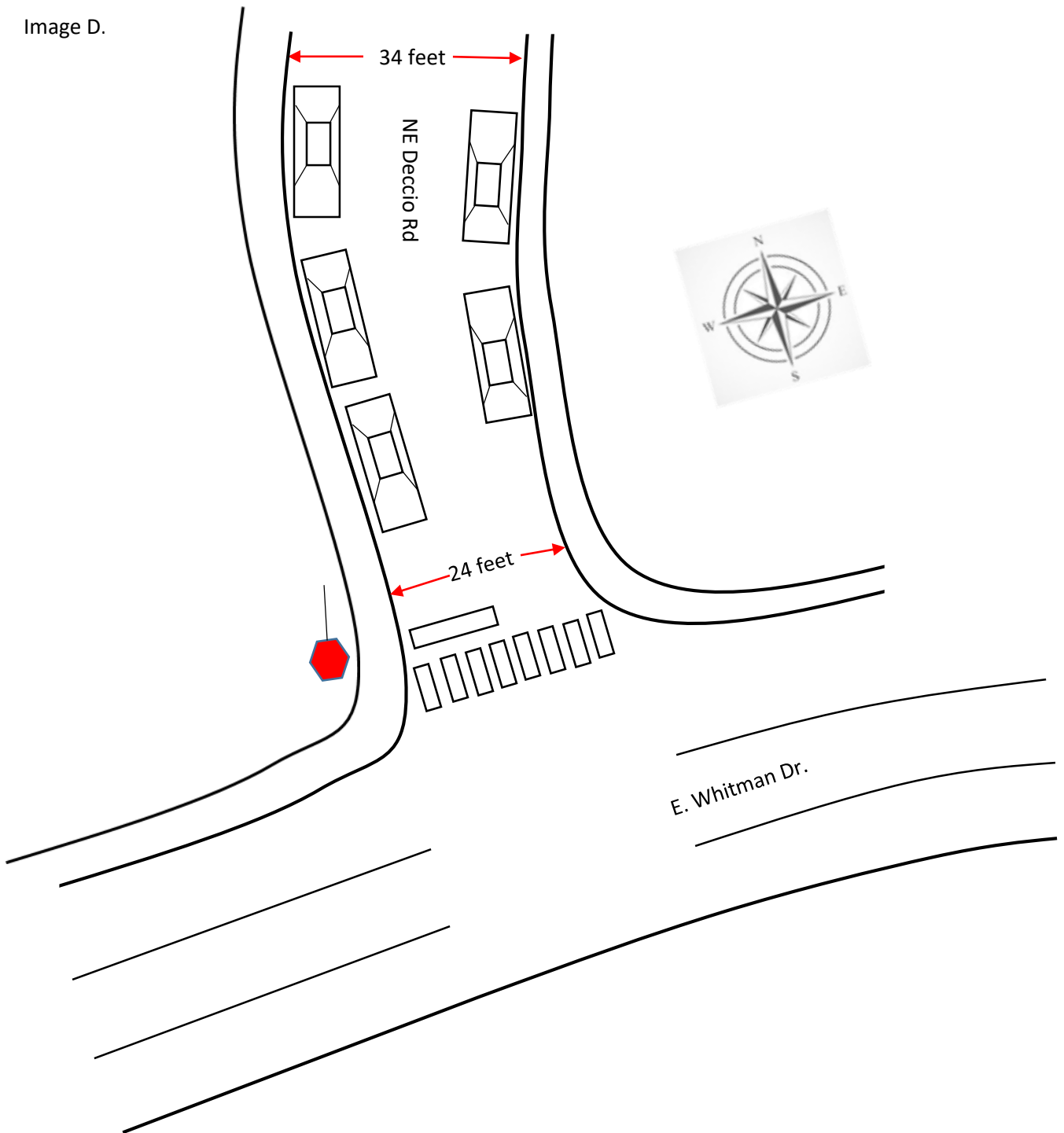
Complainant: Kimberly Toomey sent an email on October 22nd, 2020 complaining on behalf of her neighbors about the parking problem (See Appendix A.). Mrs. Toomey complains of the road narrowing which has forced the school district to move the bus stop location.

On November 10th Chief Tomaras called the College Place School District Transportation Supervisor Carman Gerking (509-525-██████) who confirmed the bus stop was moved to the bottom of Deccio at the corner of E. Whitman drive due to the parking issue.

Historical perspective: NE Deccio Road was once a dead end road prior to E. Whitman being built. Apparently when the road was connected, the former City Administrator gave permission to Mr. Michael Laizure who resides at ████████ NE Deccio road permission to park his commercial vehicle on the city street. This decision has added to the congestion/narrowing issue.

MEMORANDUM

Image D.



International Fire Code: For street parking on one side of the street the roadway must be 28 feet wide. For parking on both sides of the street, the roadway must be 36 feet wide.

Recommendation(s):

- 1) Install "no parking signs" on one side of roadway to increase ingress/egress access on NE Deccio road to and from E. Whitman (Will not be fire code)
- 2) Install "no parking signs" on both sides of roadway to allow proper roadway ingress/egress to meet fire code and remove narrowing of ingress/egress.

MEMORANDUM

Appendix A:

From: kimberly clifton [REDACTED]@live.com]

Sent: Thursday, October 22, 2020 1:44 PM

To: Norma Hernandez <NHernandez@cpwa.us>; Troy Tomaras <TTomaras@cpwa.us>; Paul Hartwig <PHartwig@cpwa.us>; David Winter <dwinter@cpwa.us>

Subject: Deccio Rd concerns

STOP and VERIFY - This message came from **outside** of the City of College Place.

To Whom It May Concern,

I am emailing all of you today as several of my neighbors and myself have reached out to the city multiple times with no results regarding the house on the corner of Deccio and Whitman. There are many times where we have to barely squeeze through because that house has semi-trucks and other large vehicles and large trailers and construction signs parked on the road. It also poses a safety and security risk, If we barely have room, how will a firetruck or ambulance make it through should the need arise? Go all the way around which could waste precious time in the event of an emergency as this block is not really a normal city block. I have also witnessed FedEx and ups struggling to do their jobs due to all of the large vehicles. The road significantly narrows there and should really only be parking on one side. The school also had to move the kids bus stop because the bus could not get through. We have tried speaking with the home owners, and they state they don't care and have someone in the city who lets them park like this. We have seen code enforcement down there but nothing ever seems to change. I'm really hoping that we can come to a resolution about this. I would greatly appreciate a response on this matter. Either by this email, or my personal cell is 509200[REDACTED]

Thank you

Kimberly Toomey and Concerned Neighbors

From: [Dianna Barnett](#)
To: [Norma Hernandez](#)
Cc: [Clerk](#)
Subject: City Resolution- Street parking
Date: Wednesday, December 2, 2020 1:14:36 PM

STOP and VERIFY - This message came from outside of the City of College Place.

I was just aware that the City had a meeting in November about parking on the south side of Deccio Rd. I have lived here for over 19 years and never had this problem before. I feel that if we close both side of the street is not fair to our guest or our residence since some of us have more then one car. If we close the west side of the street at the south end I understand that but both sides is ridiculous. I would like to be apart of your zoom meeting on December 8th 2020 in regards to this matter.

Sincerely
Dianna Barnett

Sent from my iPhone

Michael Rizzitiello

From: Dom Toomey [REDACTED]
Sent: Tuesday, January 12, 2021 1:43 PM
To: Michael Rizzitiello
Subject: Deccio RD

STOP and VERIFY - This message came from outside of the City of College Place.

Hello

I've been watching the council meetings on ne deccio rd and I feel the safety issue is being over looked more then the parking issue the Whitman side of deccio rd is 24 feet across and there is two tucks that park side by side (ford f150 and a chevy truck the width of the f150 6.65 ft and the width of the chevy is 6.66 ft so if we average each vehicle to 7 ft you could only fit 3 cars on that end of the street and roughly give you 1.5 to 2 feet clearance in-between each vehicle. if you pull up google maps you can see that they always park side by side. also if there was allowed parking on the west side of the street could it be limited to 7 foot width? I know on one of the more recent meetings, one of the members stated that they drove through and didn't see any issue. Since the initial parking law change, it has been somewhat better regarding the number of vehicles parked and how they are parked, but that's not to say it is no longer an issue.

Thank for your time
Mr. Toomey

From: [Lisa Neissl](#)
To: [Johna Starcher](#)
Cc: [Clerk](#)
Subject: RE: Deccio RD Issue Zoom Conference
Date: Thursday, December 3, 2020 1:16:06 PM

I will add you to the list and you will receive a zoom invitation the day of the meeting.

Lisa R. Neissl, CMC
City Clerk / Public Records Officer
City of College Place
625 S College Ave
College Place WA 99324
Direct Ph. 509-394-8511
Email: lneissl@cpwa.us

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From: Johna Starcher [REDACTED]
Sent: Thursday, December 3, 2020 1:10 PM
To: Lisa Neissl <lneissl@cpwa.us>
Subject: Deccio RD Issue Zoom Conference

STOP and VERIFY - This message came from outside of the City of College Place.

Good afternoon. As a resident of Deccio Rd I'd like to be included and have time to comment at the December 8th meeting. Thank you.

Best regards,
Johna R. Starcher

Johna R. Starcher

Amalgamated Holdings LLC

Phone: [REDACTED]

[REDACTED]

[REDACTED]

From: [kimberly clifton](#)
To: [Lisa Neissl](#)
Subject: Deccio Rd
Date: Friday, December 4, 2020 3:47:33 PM

STOP and VERIFY - This message came from outside of the City of College Place.

Hello!

I was informed that the residents down the road will making an argument against changing the parking and I would also like to be able to speak at the meeting in favor of the signs. I'm not sure how to go about that, if you could please let me know. Thank you!

Kim Toomey

Sent from my iPhone

From: [michael](#) [REDACTED]
To: [Lisa Neissl](#)
Subject: RE: Resolution 20-049 & UTAC Board
Date: Monday, December 7, 2020 9:57:18 AM

STOP and VERIFY - This message came from outside of the City of College Place.

Lisa:

Find attached the images that we discussed last week for the Council meeting on Tuesday. I / we may also refer to the Memorandum from Troy Tomaras dated 11/10/20 with appendix A as well as the emails from Kimberly Toomey dated Sept 16 2019 and the email from Amanda Robertson dated Sept 18 2019

There has been discussion about some of us getting together tomorrow and attending the zoom call as a group from one computer/location.

Thanks Mike

Michael Laizure

Phone [REDACTED]

Fax [REDACTED]

michael [REDACTED]

From: Lisa Neissl <Lneissl@cpwa.us>
Sent: Friday, December 4, 2020 3:43 PM
To: michael [REDACTED]
Subject: RE: Resolution 20-049 & UTAC Board

Ok, and that information will be provided with the zoom links for the meeting as well.

From: [michael](#) [REDACTED] <[michael](#) [REDACTED]>
Sent: Friday, December 4, 2020 3:34 PM
To: Lisa Neissl <Lneissl@cpwa.us>
Subject: RE: Resolution 20-049 & UTAC Board

STOP and VERIFY - This message came from outside of the City of College Place.

OK I will let the group know when we get together this weekend

Thanks Mike

From: Lisa Neissl <Lneissl@cpwa.us>
Sent: Friday, December 4, 2020 3:26 PM
To: [michael](#) [REDACTED]
Subject: RE: Resolution 20-049 & UTAC Board

No you cannot.

From: [michael](#) [REDACTED] <[michael](#) [REDACTED]>
Sent: Friday, December 4, 2020 3:16 PM
To: Lisa Neissl <Lneissl@cpwa.us>
Subject: RE: Resolution 20-049 & UTAC Board

STOP and VERIFY - This message came from **outside** of the City of College Place.

Oh this is going to be interesting. 20 years of cutting corners and mistakes packed in to 5 mins. I would like to be the last one to speak in regards to this issue on Tuesday.

Can we yield our time to others?

Mike

From: Lisa Neissl <Lneissl@cpwa.us>
Sent: Friday, December 4, 2020 3:08 PM
To: [michael](#) [REDACTED]
Subject: RE: Resolution 20-049 & UTAC Board

Five minutes firm.

From: [michael](#) [REDACTED] <[michael](#) [REDACTED]>
Sent: Friday, December 4, 2020 2:53 PM
To: Lisa Neissl <Lneissl@cpwa.us>
Subject: RE: Resolution 20-049 & UTAC Board

STOP and VERIFY - This message came from **outside** of the City of College Place.

What is the time allowed for each of us to speak on Tuesday?

From: Lisa Neissl <Lneissl@cpwa.us>

Sent: Friday, December 4, 2020 2:14 PM
To: [michael](#) [REDACTED]
Subject: RE: Resolution 20-049 & UTAC Board

I will add it when you get it to me. It will just reduce the time council has to review. I will look for it on Monday.

From: [michael](#) [REDACTED] <[michael](#) [REDACTED]>
Sent: Friday, December 4, 2020 2:07 PM
To: Lisa Neissl <Lneissl@cpwa.us>
Subject: RE: Resolution 20-049 & UTAC Board

STOP and VERIFY - This message came from **outside** of the City of College Place.

Lisa:

There is no way that I can have these to you by 3pm. 1st I'm working till 1700 2nd a few of the residents at this end of Deccio or going to be going over this issue this weekend. Best I can do will be Monday morning.

Mike

From: Lisa Neissl <Lneissl@cpwa.us>
Sent: Friday, December 4, 2020 1:39 PM
To: [michael](#) [REDACTED]
Subject: FW: Resolution 20-049 & UTAC Board

Mr. Laizure,

I am publishing the packet later this afternoon. If you want any of your documents to go to council for review prior to the meeting, I will need them by 3PM today please.

Lisa R. Neissl, CMC
City Clerk / Public Records Officer
City of College Place
625 S College Ave
College Place WA 99324
Direct Ph. 509-394-8511
Email: Lneissl@cpwa.us

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From: Lisa Neissl
Sent: Thursday, December 3, 2020 1:15 PM
To: 'michael [REDACTED]' <[michael \[REDACTED\]](#)>
Subject: RE: Resolution 20-049 & UTAC Board

Provide me with whatever documents/images you want to provide. They will be included with the packet that goes to council.

From: [michael \[REDACTED\]](#) <[michael \[REDACTED\]](#)>
Sent: Thursday, December 3, 2020 12:36 PM
To: Lisa Neissl <Lneissl@cpwa.us>
Subject: RE: Resolution 20-049 & UTAC Board

STOP and VERIFY - This message came from outside of the City of College Place.

Yes I would. I need to know how to make documents / images available to the group during the meeting?

Thanks Mike

From: Lisa Neissl <Lneissl@cpwa.us>
Sent: Thursday, December 3, 2020 12:21 PM
To: [michael \[REDACTED\]](#)
Subject: RE: Resolution 20-049 & UTAC Board

Mr. Laizure,

I have received several requests to speak at the December 8th meeting from your neighbors. Would you like to be added to the list to speak at that time as well?

Lisa R. Neissl, CMC
City Clerk / Public Records Officer
City of College Place
625 S College Ave
College Place WA 99324
Direct Ph. 509-394-8511
Email: Lneissl@cpwa.us

NOTICE OF PUBLIC DISCLOSURE: Any correspondence from or to this e-mail account may be a public record. Accordingly, this e-mail, in whole or in part, may be subject to disclosure pursuant to the State of Washington's Public Records Act (RCW 42.56), regardless of any claim of confidentiality or privilege asserted by an external party

From: [michael](#) [REDACTED] <[michael](#) [REDACTED]>

Sent: Tuesday, December 1, 2020 2:40 PM

To: Lisa Neissl <Lneissl@cpwa.us>

Subject: Resolution 20-049 & UTAC Board

STOP and VERIFY - This message came from outside of the City of College Place.

Lisa:

This is a follow up to the msg that I left you on your voice mail.

1. I would like to discuss / present with the City Council concerns and questions that have been arisen from Resolution 20-049 and need to know the procedure for getting on the next agenda.
2. Would like to discuss the procedure of becoming a member of the UTAC Board as it appears there are a couple of members terms that are set to expire at the end of the year.

Thanks in advance for your help

Mike

Michael Laizure

Phone [REDACTED]

Fax [REDACTED]

[michael](#) [REDACTED]

From: [Nicole Larsen](#)
To: [Norma Hernandez](#); [Clerk](#)
Subject: Response to Resolution No. 20-049
Date: Thursday, December 3, 2020 10:29:05 AM

STOP and VERIFY - This message came from outside of the City of College Place.

To: City of College Place
From: Nicole Larsen
Re: Response to Resolution No. 20-049
Date: Thursday, December 3, 2020

I am a homeowner, resident and taxpayer of the City of College Place residing at 270 NE Deccio Rd. It has been a pleasure to live at that address for over 7 years. I am currently the president of Deccio Townhomes homeowner's association. Our community has 10 homes, the majority of which are owner occupied.

There are only two street parking spaces available to us in front of our residence. The rest of our side of the street is clearly marked as a no parking zone.

The four (4) photos attached were taken this morning. The two vehicles parked in these spaces on the street are in no way impeding the flow of traffic, nor are they creating a safety concern.

Please consider this a formal request to amend the resolution and allow us to continue parking in the two spaces on our side of the street.

Thank you.



Michael Rizzitiello

From: request@cpwa.us
Sent: Wednesday, September 18, 2019 8:03 AM
To: Paul Hartwig
Cc: Michael Rizzitiello
Subject: Street Complaint Online Form:
Attachments: 20190918_073538.jpg

STOP and VERIFY - This message came from **outside** of the City of College Place.

Name = Amanda Robertson

Address = [REDACTED] NE Diccio rd college pl

Phone = [REDACTED]@yahoo.com

Email =

Comments = We're having a big parking problem at the end of Diccio and Whitman. Street gets really narrow.

Client IP = [REDACTED]

From: [Stephanie Kaping](#)
To: [Norma Hernandez](#); [Clerk](#)
Subject: Resolution 20-049
Date: Wednesday, December 2, 2020 1:30:01 PM

STOP and VERIFY - This message came from outside of the City of College Place.

Dear Mayor Hernandez,

This resolution that was passed last month was brought to my attention this morning, 12/2/2020. I am a long time resident and board member of the Deccio Place condos on the west side of NE Deccio Rd. The resolution that was passed without consultation to the residents is very troubling and without input from the people it will affect.

If there is no on street parking it will greatly restrict the condos ability to have any parking at all and also will force visitors to park down the block which is also blocked by lots of on street parking. I know that there is a big problem and it comes primarily from the east side of the street with a continuous stream of semi trucks, long trailers, cherry picker, hwy direct sign, wood chippers and numerous person vehicles, often all at the same time. Of which causes the inability for emergency vehicles, school buses, delivery trucks to come through and makes for very tight quarters for cars and suvs. I often have to pull over as much as possible to the curb for oncoming cars.

Just as background if the city had widened our end of the street to match the rest of Deccio Rd when it was redone in the mid 2000s, this would not be an issue.

My proposal is that you leave on street parking open on the west side of the street and block the east side.

I would like to be present via zoom for your Dec. 8 meeting to discuss the situation and solutions that we may have.

Best regards,
Stephanie Kaping

Michael Rizzitiello

From: request@cpwa.us
Sent: Monday, September 16, 2019 2:55 PM
To: Paul Hartwig
Cc: Michael Rizzitiello
Subject: Street Complaint Online Form:
Attachments: road2.jpg

STOP and VERIFY - This message came from **outside** of the City of College Place.

Name = Kimberly Toomey

Address = [REDACTED] NE Deccio

Phone = 509200 [REDACTED]

Email = [REDACTED]@live.com

Comments = due to parking, concerns that emergency vehicles would have difficulty, school bus cant get through

Client IP = [REDACTED]

City of College Place, Washington
RESOLUTION NO. 21-012

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON TO
AUTHORIZE THE USE OF BODY-WORN CAMERAS FOR LAW ENFORCEMENT PERSONNEL.**

Whereas, the City of College Place is a non-charter code city entitled to the privileges and provisions of RCW 35A; and

Whereas, RCW 35A.11.020 allows non-charter code cities to adopt and enforce ordinances and resolutions pertaining to local affairs; and

Whereas, the Washington legislature through RCW 10.109.010 has authorized the use of body-worn video cameras in law enforcement and corrections agencies and provided specific regulations and exemptions for body-worn camera recordings as public records; and

Whereas, The College Place Police Department has established policies regarding the use of the body worn video cameras that comply with RCW 10.109.010;

Now therefore, the City Council of the City of College Place does hereby resolve as follows:

Section 1: The City of College Place authorizes the deployment of body-worn video cameras by the College Place Police Department pursuant to RCW 10.109.010.

Section 2: Definitions. Unless the context clearly requires otherwise or unless otherwise defined herein, the definitions contained in RCW 10.109.010, and as amended, shall apply to this Chapter.

Section 3: Clerical Corrections. The City Clerk and the codifiers of this resolution are authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Section 4: Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this resolution.

Section 5: Effective Date. This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 9th day of March, 2021.

Norma Hernández, Mayor

Attest:

Approved as to form:

Lisa R. Neissl, City Clerk

Rea Culwell, City Attorney
WSBA 37889

Portable Audio/Video Recorders/Body Worn Cameras

421.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties (RCW 10.109.010). Portable audio/video recording devices include all recording systems whether body-worn, hand held or integrated into portable equipment.

This policy does not apply to in-car mobile audio/video recordings, interviews or interrogations conducted at any College Place Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

421.2 POLICY

The College Place Police Department may provide members with body-worn cameras (BWC) or other recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public in accordance with the law.

It is the policy of the College Place Police Department that officers shall activate the BWC when such use is appropriate to the proper performance of his or her official duties, where the recordings are consistent with this policy and law.

421.3 MEMBER PRIVACY EXPECTATION

All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity of the department, regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

421.4 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member shall be responsible for making sure that he/she is equipped with a Body-worn camera (BWC) issued by the Department, and that the recorder is in good working order. If the BWC is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members shall wear the recorder in a conspicuous manner and notify persons that they are being recorded, whenever reasonably practicable. Suggested language "this conversation is being recorded".

Any member assigned to a non-uniformed position may carry an approved portable recorder or BWC at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members shall wear the

College Place Police Department

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recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a portable recorder, the assigned member shall record his/her name, CPPD identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members shall document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members shall include the reason for deactivation (RCW 10.109.010).

421.4.1 AUDIO RECORDING STATEMENT OF SUSPECT(S)

The first item of business is to inform the suspect that he/she is being recorded by audio means and to have him/her acknowledge this fact and state that he/she has agreed to have the interview/conversation recorded. Reference Revised Code of Washington (RCW) 9.73.090 for informational purposes.

The interviewing officer will initially state on the audio recording the time, date, and place said recording is being made. The interviewer will also identify himself and the title/position he/she holds.

Other persons, should they be authorized to participate in the interview, will be identified by full name (first, middle initial, last), date of birth, address and telephone number.

The suspect will be identified by his/her full name (first, middle, last), their date of birth, their current address and other addresses if they exist, and all telephone numbers.

Prior to beginning the questioning the interviewing officer shall read the suspect his/her Miranda Rights using the following or similar verbiage:

- (a) You have the right to remain silent.
- (b) Anything you say can be used as evidence in court against you. If you are under the age of 18, anything you say can be used against you in a juvenile court prosecution for a juvenile offense and can also be used against you in an adult court criminal prosecution if you are to be tried as an adult.
- (c) You have the right at this time to an attorney of your own choosing and you may have an attorney with you at any or all times during questioning.
- (d) If you cannot afford an attorney, you may have one appointed for you by a court at no expense to yourself before any questioning.
- (e) You may stop answering any questions at any time, even though you have commenced answering questions without asking for an attorney.
- (f) Do you understand each of these rights I have explained to you?

The subject must waive his rights on the audio recording, then questioning can commence.

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At the conclusion of the interview the time, date, and those present must be restated.

According to Washington law any audio recording which does not include the above information will not be admissible in a court of competent jurisdiction.

421.5 ACTIVATION OF THE BODY-WORN CAMERA

This policy is not intended to describe every possible situation in which the BWC or portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the BWC/recorder any time the member believes it would be appropriate or valuable to record an incident.

Officers shall activate the BWC in any of the following situations:

- (a) All enforcement and investigative contacts including stops and field interview (FI) situations
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance, collision investigations and all crime interdiction stops
- (c) Self-initiated activity in which a member would normally notify the Dispatch Center
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

No member of this department may record a face-to-face conversation without first announcing to everyone present that the conversation is going to be recorded and ensuring the announcement is recorded except pursuant to a warrant, or when the communication is of an emergency nature or relates to communications by a hostage holder or barricaded suspect (RCW 9.73.030).

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

If an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the officer shall document when and why a recording was not made, was interrupted, or was terminated.

421.5.1 SURREPTITIOUS USE OF THE AUDIO/VIDEO RECORDER

Washington law prohibits any individual from surreptitiously recording any conversation, except as provided in RCW 9.73.040, RCW 9.73.090 and RCW 9.73.210.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

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Portable Audio/Video Recorders/Body Worn Cameras

421.5.2 AUDIO RECORDED INTERVIEWS OF PERSONS NOT SUSPECTED OF A CRIME.

Interviews will start by stating the purpose of said interview, then recording the time date and the case number.

The Interviewer will identify himself/herself by name and the position/rank he/she holds within the department.

The person interviewed will be identified by full name (First, Middle Initial, Last), Date of Birth, Address, and Telephone number(s).

The person interviewed will be asked and acknowledge that he/she is fully aware that an audio tape recording of the pending conversation is occurring. The person will also state that they have no objection to an audio recording being made.

At the termination of the interview, the time, date, and those present will be documented again.

421.5.3 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

421.5.4 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

421.6 PROHIBITED USE OF PORTABLE RECORDERS/BWC

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with a department-issued or personally owned recorder. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Shift Sergeant. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

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Officers assigned to the regional SWAT team or regional task forces will not wear a BWC if those units do not have specific policies for their use.

421.7 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members shall download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member shall transfer, tag or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an undercover officer or confidential informant.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

421.8 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy 306.8 for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

The Chief or designee may review recorded media files at any time:

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance. Supervisors shall periodically review/audit officers recorded media files for consistency and procedure. It is not the intent of the CPPD to use these reviews to initiate disciplinary action in instances of minor violations of policy. Recordings may serve as training tools that provide the opportunity for ongoing constructive interaction.

Recorded files may also be reviewed:

- (a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.
- (b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.

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- (c) By media personnel with permission of the Chief of Police or the authorized designee.
- (d) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

Civilians shall not be allowed to review recorded media files at the scene.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

421.9 COORDINATOR

The Chief of Police or the authorized designee should appoint a coordinator responsible for (RCW 10.109.010):

- (a) Establishing procedures for the security, storage and maintenance of data and recordings.
- (b) Establishing procedures for transferring, downloading, tagging or marking events.
- (c) Establishing procedures for members communicating to non-English speakers, those with limited English proficiency or those who are deaf or hard of hearing that a portable recorder is being used.
- (d) Establishing procedures for accessing data and recordings.
- (e) Establishing procedures for logging or auditing access.

421.10 TRAINING

The Sergeant should ensure that those members issued a Body-worn camera or other portable recorder receive initial training upon issue and periodic training thereafter (RCW 10.109.010).

421.11 RETENTION OF RECORDINGS

All recordings shall be retained for a period consistent with the requirements of the Office of the Secretary of State records retention schedule but in no event for a period less than 90 days.

Chapter Listing | RCW Dispositions

Chapter 10.109 RCW

USE OF BODY WORN CAMERAS

Sections

- 10.109.010** Policies.
- 10.109.020** Ordinance or resolution—Community involvement process.
- 10.109.030** Limitations on use.

RCW 10.109.010

Policies.

(1) A law enforcement or corrections agency that deploys body worn cameras must establish policies regarding the use of the cameras. The policies must, at a minimum, address:

- (a) When a body worn camera must be activated and deactivated, and when a law enforcement or corrections officer has the discretion to activate and deactivate the body worn camera;
- (b) How a law enforcement or corrections officer is to respond to circumstances when it would be reasonably anticipated that a person may be unwilling or less willing to communicate with an officer who is recording the communication with a body worn camera;
- (c) How a law enforcement or corrections officer will document when and why a body worn camera was deactivated prior to the conclusion of an interaction with a member of the public while conducting official law enforcement or corrections business;
- (d) How, and under what circumstances, a law enforcement or corrections officer is to inform a member of the public that he or she is being recorded, including in situations where the person is a non-English speaker or has limited English proficiency, or where the person is deaf or hard of hearing;
- (e) How officers are to be trained on body worn camera usage and how frequently the training is to be reviewed or renewed; and
- (f) Security rules to protect data collected and stored from body worn cameras.

(2) A law enforcement or corrections agency that deploys body worn cameras before June 9, 2016, must establish the policies within one hundred twenty days of June 9, 2016. A law enforcement or corrections agency that deploys body worn cameras on or after June 9, 2016, must establish the policies before deploying body worn cameras.

[2018 c 285 § 2; 2016 c 163 § 5.]

NOTES:

Finding—Intent—2016 c 163: See note following RCW 42.56.240.

RCW 10.109.020

Ordinance or resolution—Community involvement process.

For a city or town that is not deploying body worn cameras on June 9, 2016, a legislative authority of a city or town is strongly encouraged to adopt an ordinance or resolution authorizing the use of body worn cameras prior to their use by law enforcement or a corrections agency. Any ordinance or resolution authorizing the use of body worn cameras should identify a community involvement process for providing input into the development of operational policies governing the use of body worn cameras.

[**2016 c 163 § 6.**]

NOTES:

Finding—Intent—2016 c 163: See note following RCW **42.56.240**.

RCW **10.109.030**

Limitations on use.

For state and local agencies, a body worn camera may only be used by officers employed by a general authority Washington law enforcement agency as defined in RCW **10.93.020**, any officer employed by the department of corrections, and personnel for jails as defined in RCW **70.48.020** and detention facilities as defined in RCW **13.40.020**.

[**2018 c 285 § 3; 2016 c 163 § 8.**]

NOTES:

Finding—Intent—2016 c 163: See note following RCW **42.56.240**.



PROJECT: LIONS PARK IMPROVEMENTS

THIS AGREEMENT, made this 9th day of March 2021, by and between the City of College Place, Washington, hereinafter referred to as the Owner, and Anderson Perry & Associates, Inc., hereinafter referred to as the Consultant:

The Owner intends to construct improvements to enhance the safety, accessibility, and aesthetics of Lions Park. Anticipated improvements include an all-inclusive playground, splash pad, Americans with Disabilities Act (ADA) compliant amenities, walking path, new restrooms and parking lot, existing play field and restroom modifications, improvements to the existing stormwater facilities and fish pond, and various other associated improvements.

The Consultant agrees to provide the following professional services requested by the Owner: Topographical survey and conceptual restroom design pursuant to the attached Scope of Work (Exhibit A).

WITNESSETH:

That for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed:

SECTION A - Consultant SERVICES

Scope of Services

1. The Consultant shall provide to the Owner the services outlined in Appendix A of this Contract: Project administration, data collection, and preliminary design.
2. The Consultant shall provide the services set out above in accordance with the following schedule:
 - a. All deliverables to be provided to the Owner no later than June 30, 2021.
3. To assist the Consultant in carrying out these obligations, the Owner shall perform the following services:
 - a. Make all records on file and necessary to complete the work, available to the Consultant.

SECTION B - COMPENSATION FOR SERVICES

The Owner shall compensate the Consultant on an hourly fee basis, plus direct reimbursable expenses, for the services to be provided as the Owner and Consultant agree.

1. The Owner shall pay the Consultant for work performed under this Contract an amount not to exceed \$19,500 for all work identified in the Scope of Services and in accordance with Exhibit B of this Contract.
2. The Owner agrees to pay the Consultant for the services outlined in this section on a monthly basis for the actual services provided. The Consultant will render to the Owner an itemized bill at the end of each month, for compensation for such services performed under this agreement during such month, the same to be due and payable by the Owner to the Consultant. Past due amounts owed shall include a service fee charge of 12 percent annual interest beginning the 30th day after the date of billing. The Consultant may suspend work under this Agreement until the account is paid in full.

3. Direct reimbursable expenses shall include, but not be limited to, such direct job costs as the costs of travel, subsistence, lodging, document printing, outside consultants, recording costs, etc. Direct reimbursable expenses shall include a 10 percent additional fee to cover handling, overhead, insurance costs, etc. Mileage shall be charged at \$0.56 per mile for passenger vehicles and \$0.75 per mile for pickups. There shall be no charge for phone calls and postage.

SECTION C - RESPONSIBILITIES OF Owner

1. The Owner shall provide the Consultant with all criteria and full information as to the Owner's requirements for specific work tasks, including objectives and constraints, performance requirements, and any budgetary limitations, including copies of all design and construction standards which the Owner will require to be included in Drawings and Specifications.
2. The Owner shall furnish to the Consultant all available information pertinent to a project including reports and data relative to previous designs, all existing maps, field survey data, lines of streets and boundaries or rights-of-way, and other surveys presently available. The Owner shall also provide all known information concerning the existing underground utilities, etc., that could impact proposed improvements.
3. The Owner shall provide for full, safe, and free access for the Consultant to enter upon all property required for the performance of the Consultant services under this Agreement.
4. The Owner shall give prompt written notice to the Consultant whenever the Owner observes or otherwise becomes aware of a Hazardous Environmental Condition or of any development that affects the scope or time of performance of the Consultant's services, or defect or nonconformance in the work of any Contractor.
5. The Owner shall pay for any agency plan review fees, advertisement for bids, building or other permits, licenses, etc., as may be required by local, state, or federal authorities. The Owner shall also secure necessary land easements, rights-of-way, and construction permits. The Consultant can assist the Owner with these tasks, if requested, as outlined in Exhibit B.
6. The Owner shall examine all alternate solutions, studies, reports, sketches, Drawings, Specifications, proposals, and other documents presented by the Consultant (including obtaining the advice of an attorney, insurance counselor, and other consultants as the Owner deems appropriate with respect to such examination) and render timely decisions pertaining thereto.
7. The Owner shall obtain, with guidance from the Consultant, reviews, approvals, and permits from all governmental authorities having jurisdiction to approve all Phases of a project designed or specified by the Consultant, and such reviews, approvals, and consents from others as may be necessary for completion of each Phase of a project.
8. The Owner shall provide, as required for a project:
 - a. Accounting, bond, financial advisory, and insurance counseling services;
 - b. Legal services with regard to issues pertaining to a project as the Owner requires, the Contractor raises, or the Consultant reasonably requests; and
 - c. Such auditing services as the Owner requires to ascertain how or for what purpose the Contractor has used the monies paid.
9. The Owner shall advise the Consultant in a timely manner of the identity and scope of services of any independent consultants employed by the Owner to perform or furnish services in regard to a project.

10. The Owner shall attend a Pre-Bid Conferences, Bid Openings, Pre-Construction Conferences, construction progress meetings, warranty inspections, and other project-related meetings and shall review and act upon Change Orders, Applications for Payment, Certificates of Substantial Completion, and Final Acceptance Reports.

SECTION D - TERM OF AGREEMENT

1. This Contract shall be effective as of the date set forth above.
2. The Owner and the Consultant may, by mutual written agreement, terminate this Contract at any time.
3. The Owner may, on 30 days written notice to the Consultant, terminate this Contract for any reason deemed appropriate at its sole discretion.

SECTION E - GENERAL PROVISIONS

1. Approval of this Agreement by the Owner and the Consultant will serve as written authorization for the Consultant to proceed with the services called for in this Agreement.
2. This Agreement represents the entire and integrated agreement between the Owner and the Consultant. This Agreement may be amended only by written instrument signed by both the Owner and the Consultant.
3. Neither party shall hold the other responsible for damages or delays in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's employees and agents.
4. In the event any provisions of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provisions, term, condition or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.
5. The Consultant intends to render his services under this Agreement in accordance with generally accepted professional practices and makes no warranty expressed or implied. The Consultant shall be responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services furnished by the Consultant under this Agreement. The Consultant shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in his designs, drawings, specifications, reports, and other services.
6. Any opinion of construction costs prepared by the Consultant represents his judgment as a design professional and is supplied for the general guidance of the Owner. Since the Consultant has no control over the cost of labor and material, or over competitive bidding or market conditions, the Consultant does not guarantee the accuracy of such opinions as compared to contractor bids or actual costs to the Owner.
7. The Consultant shall acquire and maintain statutory Worker's Compensation insurance coverage, employer's liability, and comprehensive general liability insurance coverage.
8. This Agreement is to be binding on the heirs, successors, and assigns of the parties hereto and is not to be assigned by either party without first obtaining the written consent of the other.
9. There are no third-party beneficiaries of this Agreement between Owner and Consultant and no third party shall be entitled to rely upon any work performed or reports prepared by the Consultant hereunder.
10. Neither the Owner nor the Consultant shall delegate his duties under this Agreement without the written consent of the other.

11. This Agreement may be terminated by either party in the event of default under this contract by the other party. Either party may do so by giving written notice to the other of its intent to terminate this Agreement for substantial failure to perform according to this Agreement, which written notice shall specify the failure and demand correction or remedy thereof in 20 days. In the event of failure to remedy or correct in 20 days, this Agreement may be terminated in writing at the option of the party giving the prior notice. If this Agreement is terminated, the Consultant shall be paid for services based on actual manhours worked to the termination notice date, including reimbursable expenses due, less any amount in dispute.
12. Unless otherwise specified within this Agreement, this Agreement shall be governed by the laws of the State of Washington.
13. The Owner will require that any contractor or subcontractor performing construction work in connection with drawings and specifications produced under this Agreement to hold harmless, indemnify and defend, the Owner and the Consultant, their consultants, and each of their officers, agents, and employees from any and all liability claims, losses or damage arising out of or alleged to arise from the contractor's (or subcontractor's) negligence in the performance of the work described in the Construction Contract Documents, but not including liability that may be due to the sole negligence of the Owner, the Consultant, their consultants, or their officers, agents and employees.
14. The Owner and Consultant acknowledge that during construction projects, changes may be required as the result of possible omissions, ambiguities, or inconsistencies in the drawing and specifications or changes that are identified during construction which will result in an better overall project for the Owner, or changes which are necessary due to unusual field conditions, or construction circumstances beyond the control of the Owner, Consultant or Contractor.

As a consequence of the above, the Owner realizes that the construction contractors may be entitled to additional payment. The Owner agrees to set up a reserve in the project budget to be used as required to make additional payments to the construction contractors with respect to such changes. When additional payments are due the contractor they will be made in accordance with an approved change order. The Owner further agrees to make no claim by way of direct or third party action against the Consultant with respect to additional payments made to construction contractors or as a result of any claim made by construction contracts relating to such changes.

15. The Consultant shall comply with all applicable provisions of the Regulations of the U.S. Department of Commerce (Part 8 of Subtitle 15 of the Code of Federal Regulations) issued pursuant to the Civil Rights Act of 1964, in regard to nondiscrimination in employment because of race, religion, color, sex, or national origin. The Consultant shall comply with Executive Order 11246 (41 CFR 60-1. 4), Section 503 of the Rehabilitation Act of 1973 (41 CFR 60-741. 5(a)), Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 (41 CFR 60-250. 5(a)), the Jobs for Veterans Act of 2003 (41 CFR 60-300. 5(a)), and, the organizing and collective bargaining Clauses of Executive Order 13496 (29 CFR 471). The Consultant shall comply with applicable federal, state, and local laws, rules, and regulations concerning Equal Employment Opportunity.
16. To the fullest extent permitted by law, the Owner and Consultant each agree to indemnify and hold the other harmless, and their respective officers, employees, agents, and representatives from and against liability for all claims, losses, damages, and expenses, including reasonable attorneys' fees, to the extent such claims, losses, damages, and expenses are caused by the indemnifying party's negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of the Owner and Consultant, they shall be borne by each party in proportion to its negligence.

This Agreement is executed in duplicate the day and year written at the beginning of this Agreement.

Owner:

City of College Place, Washington

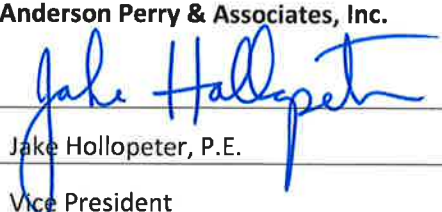
By _____

Type Name _____

Title _____

Consultant:

Anderson Perry & Associates, Inc.

By  _____

Type Name Jake Hollopeter, P.E. _____

Title Vice President _____

**EXHIBIT A
CITY OF COLLEGE PLACE, WASHINGTON
LIONS PARK IMPROVEMENTS
DESIGN ENGINEERING SERVICES**

SCOPE OF WORK

TASK DESCRIPTION AND BACKGROUND

The initial tasks for this project are limited to the completion of topographical survey and conceptual design of the restroom modifications. Ultimately, the City of College Place's (Owner) Lions Park Improvements project will include the full design of the addition of an all-inclusive playground, splash pad, Americans with Disabilities Act (ADA) compliant amenities, a walking path, new restrooms and parking lot, existing play field and restroom modifications, improvements to the existing stormwater facilities and fish pond, and various other associated improvements.

In general, the initial preliminary design engineering services will be limited to the following key components and deliverables:

- Topographic Survey Compatible with AutoCAD Civil 3D 2020 or Later
- Preliminary Design and Cost Estimate of Existing Restroom Modifications
- Supplemental if Requested – Right-of-way retracement and the preparation of right-of-way map, architectural history evaluation, preparation of final design documents, bidding and award phase services, construction management, administration and inspection services, cultural resource investigation and monitoring (during construction), project documentation and closeout, or other services as requested.

DUTIES AND RESPONSIBILITIES OF ANDERSON PERRY & ASSOCIATES, INC. (CONSULTANT)

TASK 1 - PROJECT ADMINISTRATION

The Consultant will oversee project tasks and coordinate with Owner representatives to manage the project's scope, schedule, and budget.

1.1 Contract Administration, Invoicing, and Progress Reports

1. Prepare and submit monthly invoices. Each invoice will include the date period covered by the invoice, the number of hours worked during the billing period, and include the percentage of the total fee relative to the percent completion of the work.
2. Prepare a brief Project Status Report to accompany the monthly invoices. The Project Status Report will include the date period covered by the report, a brief summary of the work performed during the billing period, a notice to the Owner raising any issues or concerns that could require a contract amendment/supplement, a brief summary of completed and/or upcoming project milestones, and any Owner action items needed for project delivery. The Consultant will monitor the budget status and take actions to correct undesirable budget trends involving the Owner if the scope is impacted.
3. Project management. General coordination with the Owner, subconsultants, other consultants, and stakeholders as well as ongoing monitoring of tasks and resources.

4. Maintain all contract-required documentation. Provide copies of project files and records to the Owner for audits and public information requests. All final documents will be provided in electronic format as requested.

Deliverables

- ☐ Monthly Invoices and Project Status Reports
- ☐ Project Documentation

1.2 Meetings

Various meetings will likely require the Consultant to prepare information, participate, and document outcomes. Subconsultant team members shall attend meetings related to their specific tasks as requested by the Consultant. The anticipated meetings are as follows:

1. Project kickoff meeting with Owner staff.
2. Internal Consultant design team meetings.
3. Meetings with Owner staff to discuss review comments from each submittal package.
4. As needed project meetings with Owner staff to discuss and resolve issues as they arise. These meetings will likely be a combination of phone conference calls and in-person meetings depending on the agenda.

TASK 2 - DATA COLLECTION

2.1 Topographic Mapping

The Consultant will provide the data needed to fully map the project area. Design surveying services will include the following elements: Records research, survey control, topographic mapping, and base map preparation. Each element is generally described below.

1. **Records Research** – Right-of-way, plats, short plats, surveys, and ownership records will be researched at the Walla Walla County Courthouse and Surveyor's office.
2. **Survey Control** – Survey control will be placed throughout the project, and existing survey monumentation will be tied into the survey control. The field crew will bring the Owner's horizontal and vertical control onto the site utilizing RTK GPS surveying techniques, thus establishing primary control points along the route. A precise digital level loop will be run from an Owner benchmark and through all the primary control points. Once topographic mapping commences, it may be necessary to set secondary control points or "jump hubs" to gather additional information that the primary control is unable to see. A digital level will also be run to all jump hubs. The project will conform horizontally and vertically to Owner GPS control based on the Washington State Coordinate System, South Zone, NAD 83, and vertically to NAVD 1988.
3. **Topographic Mapping (Design Survey)** – All relevant roadway topographic and utility features will be identified to the right-of-way and, where needed, approximately 25 feet beyond the right-of-way (as long as landowner permission is granted). Additionally, the mapping will extend approximately 50 feet in each direction at all public street intersections. This survey will contain adequate data to prepare a topographic model for the Owner's use in road and utility design. The underground utility notification center will be

contacted prior to the field crew arrival, and all paint marks will be located. All overhead utilities and the invert elevations on all visible catch basins and manholes will be shown on the survey. For all storm and sanitary lines, the next manhole will also be located.

4. **Base Map Preparation** – The field data will be reduced and the design survey base map will be completed. A surface will be created and contours shown in the design survey.

The Consultant will conduct site visits and perform field and office verification of survey data represented in the project base map.

TASK 3 - PRELIMINARY DESIGN

3.1 Existing Restroom Modifications

The Consultant will prepare a draft and final conceptual design for the proposed modifications to the existing Lions Park restrooms. The conceptual design will include modifications to modernize the restrooms and bring them into compliance with current ADA standards.

Deliverables

- ☐ Draft Preliminary Design Drawings for Proposed Restroom Improvements
- ☐ Final Preliminary Design Drawings for Proposed Restroom Improvements
- ☐ Initial Preliminary Project Construction Cost Estimate for Restroom Improvements
- ☐ Final Preliminary Project Construction Cost Estimate for Restroom Improvements

PROJECT ASSUMPTIONS

The following assumptions apply to this Scope of Work:

1. All preliminary plans will be produced on 11x17 sheets.
2. The Owner will pay all permit and advertisement fees.
3. No community outreach or public involvement is included in this Scope of Work.
4. The Owner will identify a specific Owner representative for this project.

ADDITIONAL SERVICES

This section of the agreement is for additional services not identified in the Consultant's Scope of Work. Potential additional scope the Owner may consider includes retracement of right-of-way and the preparation of a right-of-way map, an architectural history evaluation, preparation of final design documents, bidding and award phase services, construction management, administration and inspections services, cultural resource investigation and monitoring (during construction), project documentation and closeout, or other services as requested.

EXHIBIT B
CITY OF COLLEGE PLACE, WASHINGTON
LIONS PARK IMPROVEMENTS
DESIGN ENGINEERING SERVICES

FEE ESTIMATE

Task Description		Anderson Perry & Associates, Inc.						
		Principal	Senior Engineer (I-II)	Surveyor	Survey Crew	CADD	Subconsultant Cost	AP Task Total Cost
		\$190	\$160	\$160	\$195	\$100		
TASK 1 - PROJECT ADMINISTRATION								
1.1	Contract Administration, Invoicing, and Progress Reports	6						
	- Invoicing and Progress Reports							
	- Overall Project Management							
	- Maintain and Provide Project Documentation							
1.2	Meetings	2	6					
	- Project Kickoff Meeting							
	- Design Team Meetings							
	- Owner Staff and Design Meetings							
TOTAL TASK 1		8	6	0	0	0		\$2,480
TASK 2 - DATA COLLECTION								
2.1	Topographic Mapping		2	8	35	6		
	- Records Research							
	- Survey Control							
	- Topographic Mapping (Design Survey)							
	- Base Map Preparation							
TOTAL TASK 2		0	2	8	35	6		\$9,025
TASK 3 - PRELIMINARY DESIGN								
3.1	Existing Restroom Modifications							
	- Prepare Initial Preliminary Design of Proposed Restroom Improvements							
	- Prepare Final Preliminary Design of Proposed Restroom Improvements	2	4				\$6,000	
	- Prepare Initial Preliminary Project Construction Cost Estimate for Restroom Improvements							
	- Prepare Final Preliminary Project Construction Cost Estimate for Restroom Improvements							
TOTAL TASK 3		2	4	0	0	0		\$1,020

Total Estimated AP Costs \$12,525

DIRECT COSTS

Mileage, Equipment, etc. \$375
Subtotal \$375

SUBCONSULTANT COSTS

Existing Restroom Architecture (EK) \$6,000
Subconsultant Markup (10%) \$600
Subtotal \$6,600

TOTAL PROPOSED PROJECT BUDGET \$19,500

PWD Proposal Review & Grading - 2021

	Municipal Experience	Position Experience	Recruitment Success	Services Included	Position Filled Guarantee	Pricing & Value	Total
ACS Professional Staffing	24	21	24	25	26	21	141
JLH Group	24	17	21	24	26	27	139
Prothman	38	38	31	33	37	34	211

Rating Instructions

Quotes for a full-service recruitment were requested from the above vendors who were all listed on the MRSC Consultants Roster. Please rate the attached proposals for the Public Works Director recruitment on a 1-10 scale for each of the following measures:

Municipal Experience - The experience the vendor has in recruiting positions for a city.

Position Experience - How often they have recruited for a similar position.

Recruitment Success - Recruitment success reflected in proposal.

Services Included - Total rate of all the services included in the contract.

Position Filled Guarantee - Guaranteed time frame to fill position.

Pricing/Value - Prothman gives an actual quote, the others give a % based upon the first years salary. The salary range is:

Public Works Director	8,648	8,907	9,174	9,449	9,733
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Pricing Scale

Recruitment Firm	Step 1	Step 2	Step 3	Step 4	Step 5	
ACS Professional Staffing	\$ 25,944.00	\$ 26,721.00	\$ 27,522.00	\$ 28,347.00	\$ 29,199.00	
JLH Group	\$ 18,679.68	\$ 19,239.12	\$ 19,815.84	\$ 20,409.84	\$ 21,023.28	
Prothman	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	*plus reimbursable items

Notes

JLH doesn't mention any additional costs for advertising or travel.

ACS with Advertising Exp	\$ 28,444.00	\$ 29,221.00	\$ 30,022.00	\$ 30,847.00	\$ 31,699.00	
JLH Group 3% Discount	\$ 18,119.29	\$ 18,661.95	\$ 19,221.36	\$ 19,797.54	\$ 20,392.58	*If paid all upfront
Prothman Other Exp Low	\$ 22,920.00	\$ 22,920.00	\$ 22,920.00	\$ 22,920.00	\$ 22,920.00	
Prothman Other Exp High	\$ 24,510.00	\$ 24,510.00	\$ 24,510.00	\$ 24,510.00	\$ 24,510.00	

Proposal to provide recruitment services for the City of College Place's next Public Works Director



Leadership is Key to the Sustainability of Any Organization

Character, integrity, and the commitment of a leader inspires those in the workplace to go the extra mile and can greatly influence the team's success in achieving its objectives.

Finding great leaders is what we do!



Executive Recruitment

Interim Staffing. Application Software. Job Board.

STATEMENT OF QUALIFICATIONS

ABOUT PROTHMAN

Prothman specializes in providing national executive recruitment services to cities, counties, districts, and other governmental agencies throughout the western United States. Founded in 2001, Prothman has become an industry leader known and respected for outstanding customer service, quality candidate pools, and our knowledge of local government. Prothman operates as an S corporation.

OUR EXPERTISE

Recruitment Knowledge and Experience: The Prothman team has conducted over 500 recruitments and interim placements. We have read and screened over 15,000 resumes, and we have personally interviewed over 6,500 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

Firsthand Knowledge of Local Government: Every Prothman team member has worked in local government. Our talented consultants have a cumulative 175 years in local government service, with expertise ranging from organization management, police and fire management, human resources, finance, public works and elected official public service.

OUR PROVEN PROCESS

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that "fit" is the most important part of the process; not just fit within the organization, but fit within the community, as well.

OUR GUARANTEE

We are confident in our ability to recruit an experienced and qualified candidate who will be the perfect "fit" for your organization. Should the selected finalist leave the position or be terminated for cause within one year from the employment date, we will conduct a replacement search with no additional professional fee.

CONTACT INFORMATION

Co-Owner: Sonja Prothman - sonja@prothman.com, 206.368.0050
371 NE Gilman Blvd., Suite 310, Issaquah, WA 98027
www.prothman.com
www.prothman-jobboard.com
Submittal Date: November 25, 2020

COMMITMENT TO PROVIDE SERVICE

Prothman commits to performing all services represented in this proposal.

STATEMENT OF QUALIFICATIONS - EXPERIENCE

Current Recruitments

City of Blaine, WA – PW Director – just completed
Pacific County, WA – PW Director/County Engineer
Ouray County, CO – Roads & Bridge Superintendent
Benton-Franklin COG, WA - Executive Director
Whatcom Transit Authority, WA – General Manager
Pacific County, WA – Chief Deputy Prosecuting Attorney
City of Tacoma, WA – City Treasurer
City of Powers, OR – Police Chief
Cowlitz 911, WA – Director
Columbia River Fire & Rescue, OR – Fire Chief
City of Erie, CO – Finance Director
Mountain View Fire & Rescue, WA – Deputy Fire Chief
King County Fire District 27, WA – Fire Chief
Gig Harbor Fire & Medic One, WA – Fire Chief
Pacific Transit System, WA - Director

Sample Schedule

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
Week of January 4 & 11, 2021	Work contract. Gather information for position profile. Send position profile for review and edits. Hold stakeholder interviews via Zoom/phone.
January 18, 2021	Post Profile & Start Advertising
January 27, 2021	Send Direct Mail
February 28, 2021	Application Closing Date
Weeks of March 1 & 8, 2021	Prothman screens applications & interviews top 8 - 15 candidates
Week of March 15 - 19, 2021	Meet via phone/Zoom for Work Session to review semifinalists and design final interview
Week of March 29 or April 5, 2021	Final Interview Process

STATEMENT OF QUALIFICATIONS - PROJECT TEAM

Bill McDonald - Project Lead

Bill is a senior consultant and has been associated with the Prothman team for over 17 years. With 45 years of experience in local government in Washington and Oregon, nearly 30 years of experience as a City Manager/Administrator, Bill's past service includes City Manager, Puyallup, WA, City Administrator, DuPont, WA, Interim City Manager, Fircrest, WA, City Manager, Snohomish, WA, and Clatskanie, OR, County Commissioner, Columbia County, OR, Assistant to the City Manager, Milwaukie, OR, and Criminal Justice Planner in Clackamas, OR. Bill has an MPA from Portland State University. His awards include the 2010 Excellence Award from the Washington City/County Management Association.

Steve Worthington – Project Support

Steve is a senior consultant for Prothman and brings over 25 years of successful leadership in local government and is currently serving his second 4-year term as a Council Member for the City of University Place, WA. Prior to retirement after 6 years as the City Manager for the City of Fife, WA, Steve served as Community Development Director for six years in Fife and for nine years for the City of Cheney, WA. Steve was also an economic development specialist for the Spokane WA Economic Development Council and member of the Association of Washington Cities Legislative Task Force and Economic Development Board Tacoma/Pierce County Trustee. Steve has a Bachelor of Arts degree in Speech Communications from the University of Washington, and a Master of Public Administration degree from Eastern Washington University.

Sonja Prothman - Project Support

As Co-Owner and Vice President, Sonja directs the day-to-day operations of the Prothman Company and has over 14 years of experience in local government recruiting, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the "elected official" side of government – a vital perspective for understanding our clients' needs. Sonja also brings private sector expertise having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a bachelor's degree in Communications from the University of Washington.

Barry Gaskins - Project Support

Barry is responsible for candidate management. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his bachelor's degree from California State University in Los Angeles.

JARED ECKHARDT - Project Support

Jared is responsible for profile development and candidate outreach. Jared works one-on-one with the client for the profile development and works with Sonja and the lead consultant on each client's outreach strategies. Jared graduated from the University of Washington earning his BA in Communications.

EXECUTIVE SUMMARY

Prothman has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for 17 years. We have worked for small organizations like Yachats, Oregon, pop. 800, to Pasco, Washington, pop. 74,000, to large counties like King County, Washington, pop. 2+ million. We understand politics, council and board dynamics and community passion, and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to and treated with respect. Our company takes pride in and stakes its reputation on finding qualified candidates who are the right “fit” for our clients.

COVID–19 Experience: We have successfully completed many recruitments during the current pandemic and social distancing regulations. We have implemented many levels of Zoom meetings with the client including work sessions and final interviews with Boards. We have held final interviews via Zoom to narrow the candidates down to the top one or two to be invited for a personal onsite interview. We have had a final candidate chosen based solely on the Zoom interviews and we have had boards narrow it down to one final candidate to bring in for in person interviews based on the Zoom interviews. We have also had final interviews where all candidates were on site and social distancing parameters and masks were adhered to. There is no cookie cutter here; we work with the client to address your concerns and comfort level with social distancing and we provide a process that supports your needs.

PROPOSED SCOPE OF WORK

1. Develop a Tailored Recruitment Strategy

Project Review

The first step will be to:

- ◆ Review the scope of work, project schedule and salary

Information Gathering and Research (*Soliciting Input*)

We will meet via phone or Zoom and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next Public Works Director. We will:

- ◆ Meet with Mayor and City Administrator
- ◆ Meet with Current Public Works Director, as directed
- ◆ Meet with Leadership Team and Public Works Staff, as directed
- ◆ Meet with other stakeholders, as directed
- ◆ Review all documents related to the position

Position Profile Development (*Identifying the Ideal Candidate*)

We will develop a profile of your ideal candidate. Profiles include the following:

- ◆ **A description of the ideal candidate’s qualifications**
 - Years of related experience, education required and ideal personality traits
- ◆ **Organization-specific information**
 - Description of the organization, position, and key responsibilities
 - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

2. Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy (*Locating Qualified Candidates*)

We recognize that often the best candidates are not actively looking for a new position--**this is the person we want to reach and recruit**. We have an aggressive recruitment strategy which involves the following:

- ♦ **Print and Internet-based Ads** placed nationally in professional publications, journals, and related websites.
- ♦ **Targeted Direct Mail Recruitment Brochures** sent directly to city and county public works professionals who are not actively searching for a new position.
- ♦ **Focused Candidate Outreach** via thousands of personal emails from our extensive database of APW city/county public works professionals and PE's.
- ♦ **Posting the Position Profile on the Prothman Facebook, LinkedIn and Website**, which receives over five thousand visits per month from potential candidates.

3. Conduct Preliminary Screening

Candidate Screening (*Narrowing the Field*)

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental questions (to determine a candidate's writing skills, analytical abilities and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 8 to 15 candidates. During the interviews, we ask the technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation

We will prepare and send to you a detailed summary report and binders which include each candidate's application materials and the results of the personal interviews and publication search.

We will meet via Zoom and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 6 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process during this meeting.

4. Prepare Materials and Process for Final Interviews

Final Interview Process (*Selecting the Right Candidate*)

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**

- **Deciding on the Structure of the Interviews**

- We will tailor the interview process to fit your needs. It may involve using various interview panels, community tours and/or a public evening reception.

- **Deciding on Candidate Travel Expenses**

- We will help you identify which expenses your organization wishes to cover.

- **Identifying Interview Panel Participants & Panel Facilitators**

- ◆ **Background Checks**

Background checks include the following:

- **References**

- We conduct 6-8 reference checks on each candidate. We ask each candidate to provide names of their supervisors, subordinates and peers for the last several years.

- **Education Verification, Criminal History, Driving Record and Sex Offender Check**

- We contract with Sterling for all background checks.

- ◆ **Candidate Travel Coordination**

After you have identified the expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.

- ◆ **Final Interview Binders**

The Final Interview Binders include the candidates' application materials and are the tool that keeps the final interview process organized. Each panel member will be provided a binder.

- ◆ **Final Interviews with Candidates**

We will travel to College Place or participate via Zoom and facilitate the interviews. The interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.

- ◆ **Panelists & Decision Makers Debrief:** After the interviews are complete, we will facilitate a debrief with all panel participants where the panel facilitators will report their panel's view of the strengths and weaknesses of each candidate interviewed. The decision makers will also have an opportunity to ask panelists questions.

- ◆ **Candidate Evaluation Session:** After the debrief we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.

- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we will offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

FEE, EXPENSES & GUARANTEE

Professional Fee

The fee for conducting a Public Works Director recruitment with a one-year guarantee is \$17,500. The professional fee covers all Prothman consultant and staff time required to conduct the recruitment. This includes all correspondence and on-site meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and sending invitation letters, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, professional reference checks on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

Professional fees are billed in three equal installments throughout the recruitment; at the beginning, halfway, and upon completion.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark-up expenses and we work diligently to keep expenses at a minimum and keep records of all expenditures. The City of College Place will be responsible for reimbursing expenses Prothman incurs on your behalf. Expenses include:

- Newspaper, trade journal, websites, and other advertising (approx. \$1,400 - 1,700)
- Direct mail announcements (approx. \$1,900 – 2,100)
- Interview Binders & printing of materials (approx. \$200 - 500)
- Delivery expenses for Interview Binders (approx. \$200 - 400)
- Consultant travel: mileage @ IRS rate, travel time, lodging (approx. \$700 – 950 per trip)
- Background checks performed by Sterling (approx. \$170 per candidate)

Other Expenses

Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

Warranty

Repeat the Recruitment: If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

Guarantee

Prothman will guarantee with a full recruitment that if the selected finalist is terminated or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

City of College Place, Washington
RESOLUTION NO. 21-013

A RESOLUTION OF THE CITY OF COLLEGE PLACE, WASHINGTON, AUTHORIZING & SUPPORTING A COMMUNITY HEART & SOUL SEED GRANT APPLICATION

WHEREAS, the City of College Place is a non-charter code city under Title 35A RCW; and

WHEREAS, the Orton Foundation has a Community Heart & Soul Seed Grant program which awards grants to small cities to conduct public outreach and community visioning sessions; and

Now therefore, be it Resolved that the City Council of the City of College Place does hereby

Section 1: The City Council of College Place, Washington authorizes and fully supports an application into the Orton Foundation Community Heart & Soul Seed Grant Program to conduct community visioning/outreach work for an update to the City's Strategic Plan.

Section 2: Clerical Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Section 3: Effective Date. This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 9th day of March, 2021.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk

City of College Place, Washington
RESOLUTION NO. 21-014

A RESOLUTION OF THE CITY OF COLLEGE PLACE, WASHINGTON, AUTHORIZING & SUPPORTING AN AARP COMMUNITY CHALLENGE GRANT TO INSTALL FREE WIRELESS INTERNET FOR THE PUBLIC AT CITY PARKS & THE COLLEGE PLACE MUNICIPAL CAMPUS

WHEREAS, the City of College Place is a non-charter code city under Title 35A RCW; and

WHEREAS, the AARP has a Community Challenge program which awards grants to cities and non-profits for small capital projects; and

WHEREAS, the City Council of the City of College Place (City) wishes to submit and support a Community Challenge Grant application for to install free wireless internet at Kiwanis Park, Lions Park, Veterans Park, and the College Place Municipal Campus.

Now therefore, be it Resolved that the City Council of the City of College Place does hereby

Section 1: The City Council of College Place, Washington authorizes and fully supports the AARP Community Challenge Grant to install free wireless internet hotspot locations at Kiwanis Park, Lions Park, Veterans Park, and the College Place Municipal Campus.

Section 2: Clerical Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Section 3: Effective Date. This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 9th day of March 2021.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk