

Tuesday, April 13, 2021
Electronic City Council Meeting

7:00 P.M.
2072nd Regular City Council Meeting - Electronic Attendance

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#927 6729 4610

Zoom Attendee Link: <https://zoom.us/j/92767294610>

1. Opening Items.

Subject :	1.01 Council Reference Materials
Meeting :	Apr 13, 2021 - Electronic City Council Meeting
Category :	1. Opening Items.
Access :	Private
Type :	Information
Subject :	1.02 Call To Order
Meeting :	Apr 13, 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 :	Apr 13, 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,
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does so in his/her capacity as a private citizen, and not in his /her official position as a city employee/elected city official.

Meeting : Apr 13, 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 : Apr 13, 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 21075 - Approve Agenda for April 13, 2021
Meeting : Apr 13, 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 21076 - Approve Council Minutes from March 23, 2021
Meeting : Apr 13, 2021 - Electronic City Council Meeting
Category : 2. Consent Agenda.
Access : Public
Type : Action (Consent), Minutes

File Attachments

[2021-03-23_Council_Minutes_Draft.pdf \(949 KB\)](#)

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 21077 - Approve Council Minutes from April 6, 2021 Workshop
Meeting : Apr 13, 2021 - Electronic City Council Meeting
Category : 2. Consent Agenda.
Access : Public
Type : Action (Consent), Minutes

File Attachments

[2021-04-06_Council_Minutes_Draft_Workshop.pdf \(924 KB\)](#)

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 Approve Lease Agreement with Bancorp for the purchase of 2 police cars and 16 radios
Meeting :	Apr 13, 2021 - Electronic City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)
Preferred Date :	Apr 13, 2021
Fiscal Impact :	Yes
Dollar Amount :	\$20,678.00
Budgeted :	Yes
Budget Source :	\$18,130 Budgeted - Appropriation of \$2,548 will be funded by the Fund 320 equipment reserve fund. BARS 594.21.64.32
Recommended Action :	Motion to authorize Administration to execute lease agreement with Bancorp for an annual amount of \$20,678.08 for 2 police vehicles and 16 radios.

Public Content

This is a 6-year lease with no payout option. Council authorized the purchase in the 2021CFP budget.

File Attachments

[COLLEGE PLACE 2021 CHARGER CHIEFS RIG with \\$9000 residual.pdf \(267 KB\)](#)

[COLLEGE PLACE 2021 FINAL LEASE DETECTIVES VEHICLE.pdf with \\$9000 Residual.pdf \(262 KB\)](#)

[Master Lease Agreement.pdf \(361 KB\)](#)

Consent

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Subject :	2.05 AB 21079 - February 2021 Check Register and Financials
Meeting :	Apr 13, 2021 - Electronic City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to approve the check register and

financial reports.

Public Content

A breakdown by checking account is as follows:

Payroll Check Numbers*: 52300-52310

Claims Check Numbers*: 78537, 79154-79178, 104794-104894

Travel Advance Check Numbers*: 1950

*The check numbers were verified to certify that the beginning check numbers were correct and that there are no check numbers missing or not listed on the register.

Claims/Inter-fund Transfers: \$3,167,143.76

Payroll: \$424,091.13

Total: \$3,591,234.89

File Attachments

[February_2021_Financials.pdf \(1.966 KB\)](#)

Consent

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Subject :	2.06 Excuse Absence of Council Members Selby and Schermann
Meeting :	Apr 13, 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 : Apr 13, 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 21080 - Department of Archeology and Historic Preservation - Certified Local Government Grant Application - Mr. Rickard
Meeting : Apr 13, 2021 - Electronic City Council Meeting
Category : 5. Action Items.
Access : Public
Type : Action
Preferred Date : Apr 13, 2021
Recommended Action : Motion to approve Resolution No. 21-017 Authorizing a grant application to the Department of Archeology and Historic Preservation to create a self-guided This Building Has History walking tour through the installation of signage with quick response codes that will link to story maps about architectural styles and specific historical information.

Public Content

Historical Perspective:

In 2019 the city completed a city wide Historic Property Survey.

Information for Consideration:

The Certified Local Government Program (CLG) helps local governments toward preserving Washington's irreplaceable historic and cultural resources as assets for the future. This unique nationwide program of financial and technical assistance was established by the National Historic Preservation Act. In Washington, the CLG program is implemented and administered by the Department of Archaeology and Historic Preservation (DAHP).

For the fiscal year 2022 the Planning Commission would like to apply for funding for a project that would engage the public. The proposal is to create a self-guided walking tour using signage and technology to promote our local history. The project will install approximately 40 - 12"x18" signs within the public right-of-way that will identify properties that represent the nine architectural styles of architecture, properties that have been identified as potentially eligible for the National Register, and properties that have had intensive level surveys completed. Each sign will have its own unique QR code that will connect the tourist to a story map about each historic building.

The College Place Comprehensive Plan is supportive of this project. The following Historic Preservation Policies from the Comprehensive Plan support this project states:

POLICY 5: Assist older neighborhoods in discovering their origins and in appreciating their historic features.

POLICY 7: Promote College Place as a regional center with a rich, unique history.

POLICY 10: Establish methods to engage the public with the history and historical assets of College Place.

POLICY 18: Develop a comprehensive system of signage.

- a. Identification of historic properties.
- b. Identification of historic districts.
- c. Directing visitors to other historic sites.
- d. Integrate with a walking tour (including electronic).

The grant amount requested is \$19,500.00 with match of \$9,015 (PW & Community Development staff labor and equipment). Total project cost is \$28,515.00

File Attachments

[CLG Grant Application FY 2022.pdf \(2,977 KB\)](#)

[Example of Building History Tour Sign.pdf \(229 KB\)](#)

[Resol_No_21-017_CLG_Walking_Tour_Grant_Support.pdf \(131 KB\)](#)

Subject :	5.02 AB 21081 - Bird Scooter Sharing in College Place - Mr. Rizzitiello
Meeting :	Apr 13, 2021 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Apr 13, 2021
Recommended Action :	Motion to approve Resolution No. 21-018 authorizing execution of a Memorandum Of Understanding with Bird Rides Inc. (Bird Scooters) to operate in the City of College

Place.

Public Content

Historical Perspective:

In February Bird Scooters approached the City about operating in the City of College Place, Washington.

Information for Consideration:

Mr. Garrett Gronowski of Bird reached out to the City on February 16th, 2021. Bird is interested in serving the College Place market. The Bird Scooter concepts was recommended for approval by both the College Place Youth Advisory Board and the Parks, Arbor, and Recreation Board. The initial fleet of scooters will be 50 throughout the community. It will operate between 6 AM and 10 PM. The local operator will take the scooters in at night to charge them and perform maintenance. This concept has gone before the Youth, Park & Recreation, and Economic Development & Tourism Advisory Commissions which recommended approval of Bird Scooters to operate in the City. This concept went before the City Council at the April 6th, 2021 workshop.

File Attachments

[Resol_No_21-018_Bird_Rides_Inc_Scooter_MOU_Support.pdf \(150 KB\)](#)

[Bird City MOU.pdf \(68 KB\)](#)

[Bird Intro.pdf \(369 KB\)](#)

[What is Bird.pdf \(1,189 KB\)](#)

[Bird + College Place Planning.pdf \(2,680 KB\)](#)

Subject :	5.03 AB 21082 - Drywell Feasibility Study - Mr. Myrlie
Meeting :	Apr 13, 2021 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Apr 13, 2021
Fiscal Impact :	Yes
Dollar Amount :	\$52,849.00
Budgeted :	Yes
Budget Source :	\$40,000 budgeted - The balance of \$12,849 will come from the Stormwater Utility Reserve.
Recommended Action :	Authorize administration to execute Contract with Aspect Consulting for the dollar amount of \$52,849.00.

Public Content

Historical Perspective:

The City of College Place received funding of \$30,000 from the WA State Department of Commerce Community Development Block Grant (CDBG) to conduct a stormwater management feasibility study. The

City is required to contribute at least \$10,000 to the project. The project will result in a tool that will assess the feasibility of drywell based, small scale distribution infiltration systems and determine their viability as an effective stormwater management method.

Information for Consideration:

The project will be limited to the two census blocks making up the College Place corridor and is a stipulation of the funding agency. Figure 1 shows the project area. Major components of the planning project include evaluation of potential sites, infiltration testing, cost estimating, and engineering analysis. Results will be organized in a study report.

The project will provide an area benefit to the College Place service area consisting of approximately 3,653 persons with 57.9 percent having low- and moderate-incomes based on HUD's Census data.

File Attachments

[2021.03.23_Agreement and Scope_Aspect_Signed.pdf \(934 KB\)](#)

[Figure 1_OVERALL SITE MAP.pdf \(4,288 KB\)](#)

[Figure 2_PROJECT AREA.pdf \(10,290 KB\)](#)

Subject :	5.04 AB 21083 - Amendment of the 2021 Budget - Mr. Carleton
Meeting :	Apr 13, 2021 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Apr 13, 2021
Fiscal Impact :	Yes
Dollar Amount :	\$411,219.00
Budgeted :	No
Budget Source :	Fund Balances and revenue bond proceeds
Recommended Action :	Motion to Approve the 2021 Amended Budget Ordinance No. 21-004

Public Content

Historical Perspective:

We implemented Questica budget software for the 2021 budget. In order to provide the correct reporting mechanism out of Questica we needed to use a spreadsheet upload into excel. As a result of this interface there were some errors found after the budget ordinance was approved. This amendment corrects those errors.

Information for Consideration:

We are required by state law to amend our budget to absorb any expenditures in excess of the original expenditure budget adopted for each fund.

The amendments are as follows:

1. Fund 001 - Current Expense - The amendment is required in order to fund the change in fund 315 (facility maintenance reserve).
2. Fund 120 - Criminal Justice Fund - This amendment is required to correct an error in the revenue and expenditures amounts included in the original ordinance.
3. Fund 315 - Facilities Maintenance Reserve - The amendment will correct the capital expenditures that were included in the CFP and not in the approved ordinance. A transfer from the current expense fund will be necessary to maintain a positive fund balance in 315.
4. Fund 410 - Water Capital Reserve Fund/ Fund 411 - Wastewater Capital Reserve Fund - The amendment will correct the capital expenditures that were included in the wrong fund in the approved ordinance.

The City Council has the authority under RCW 35A.33.120 to amend the budget with a simple majority vote and there is no statutory requirement for a public hearing in this case.

File Attachments

[2021 Proposed Amended Budget - Summary.pdf \(201 KB\)](#)

[Ord_No_20-025_2021_Budget_Final_2020-12-08.pdf \(271 KB\)](#)

[Ord_No_21-004_Amend_Ord_No_20-025_2021_Budget.pdf \(192 KB\)](#)

Subject :	5.05 AB 21084 - Financial Policy Update - Mr. Carleton
Meeting :	Apr 13, 2021 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Apr 13, 2021
Recommended Action :	Motion to approve ordinance No. 21-005 for updates to the Financial Policies.

Public Content

Historical Perspective:

The City has made a number of updates to the financial policies. During the last audit the SAO office recommended changes/additions to the financial policies. The changes/additions were reviewed and approved by the Finance Committee on March 18th, 2021.

Information for Consideration:

The addition/changes to the financial policy include:

1. Modification to section D-10. The reference to the fire engine debt. This debt was paid off in 2020.
2. Modification to section H-13b. The NJPA is now called the "Sourcewell".
3. Changes to the procurement matrix section H :
 - a. Add profession services to architects and engineers section
 - b. Consolidate personal and purchased services, as they both have the same criteria.
 - c. Increase the limits on this section from \$5000 to \$15,000 for approval with informal quotes, and from \$15,000to \$40,000 not requiring an RFQ process.
4. New sections required by the auditors:
 - a. Sections I and J, Federal purchasing policy

- b. Section K, EFT controls
- c. Section L, Cost allocations

File Attachments

[Ord_No_21-005_Financial_Policies_Final_Phase.pdf \(131 KB\)](#)

[Finance_Policy_Update_04-13-2021.pdf \(1,478 KB\)](#)

Subject :	5.06 AB 21085 - UV Disinfection Equipment Award - Mr. Alex Fazzari of JUB
Meeting :	Apr 13, 2021 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Apr 13, 2021
Fiscal Impact :	Yes
Dollar Amount :	\$47,197.54
Recommended Action :	Motion to authorize Administration to execute a contract with Xylem for the manufacturing of a UV disinfection system meeting the specifications set by the JUB Design in an amount of \$47,197.54.

Public Content

Historical Perspective:

The goal was to select the specific UV disinfection equipment package to be used in the Phase 1 improvements so that a specific and detailed design can be developed around the selected equipment. Each of the UV vendors on the market have slightly different dimensions, bulb orientations, and control panel configurations. Rather than attempting to produce a generic design or several different designs that would accommodate all of the equipment options, it was decided to select one to design around. In order to provide a fair bidding opportunity for all of the equipment manufacturers, we publicly advertised for bids. In order to factor energy efficiency into the decision, the bidding documents include both capital cost and operational cost considerations. With a particular vendor and model number selected, J-U-B will now be able to continue with a detailed design around the selected equipment package. Per the Payment Scheduled in the Agreement, the City will be responsible for paying Payment Application No. 1 which will be 10% of the contract amount to reimburse the vendor for preparing the shop drawings which will provide dimensions for J-U-Bs design. The remainder of the contract will be assumed by the Contractor that is selected to construct the Phase 1 upgrades.

File Attachments

[L- Award Recommend.pdf \(972 KB\)](#)

Subject :	5.07 AB 21086 - Zoning Moratorium - Manufactured Home Parks - Mr. Rickard, Ms. Culwell, Mayor Hernandez
Meeting :	Apr 13, 2021 - Electronic City Council Meeting
Category :	5. Action Items.

Access :	Public
Type :	Action
Preferred Date :	Apr 13, 2021
Recommended Action :	Motion to approve Resolution 21-019 adopting a 12-month moratorium on the filing, acceptance, processing, and/or approval of applications for development in areas currently used as mobile/manufactured home parks; declaring an emergency; and establishing an immediate effective date.

Public Content

Historical Perspective:

Traditionally, the City has had two distinct manufactured housing communities, Country Estates (140 spaces /lots) and Sunset Villa (183 spaces/lots). While some residents own their home, they lease the land from a landlord. Prior to the City's most recent land use zoning update, the two communities were zoned as of Manufactured Home Park (MHP) and conformed to that use. With the most recent land use regulation update, the zoning district of MPH was eliminated and the districts zoned as MHP were rezoned as a Multi-Family Residential (MFR) which permits, in addition to manufactured homes, adult homes, bed and breakfast inns, boarding houses, cottage housings, co-housings, single dwelling units, duplexes, multiple dwelling units (apartments), townhouses, and vacation rentals. Access to affordable housing has been and is a need in the City and generally, manufactured homes are one of the most affordable homeownership options available.

Information for Consideration:

With the rezoning of MHP districts to MFR, there is a potential financial incentive to eliminate some or all manufactured dwelling units and replace them with any of the numerous options allowed in MFR zoning districts. Presumably, with future development, the cost of any new dwelling units would result in a significant increase to the cost of housing for those units. In sum, allowing development pursuant to the current development code will almost assuredly result in less affordable housing available to the public. This ramification was not or not fully appreciated at the time of passing the new zoning ordinance.

Passage of this Resolution will provide the City with a 12 month "pause" on development of any kind of the manufactured housing communities located in the City. During this time, the City can gather input from the community and stakeholders, study housing and housing needs trends and outlooks, explore options to meet housing demands, and to make an inform decision as to whether to lift the moratorium, continue the moratorium for an additional 6 months to further work on issues presented, or regulate the affected land differently within the law,

This moratorium will not prohibit a landowner from taking actions to evict a tenant or increase rent so long as such actions are taken within the applicable statutes and law.

File Attachments

[Resol_No_21-019_Mobile_Home_Park_Development_Moratorium.pdf \(166 KB\)](#)
[ManufacturedHousingPreservation_Policies_Report_August2020.pdf \(636 KB\)](#)
[RCW 36.70A.390_Moratoria_interim zoning controlsPublic hearingLimitation on lengthExceptions_.pdf \(58 KB\)](#)
[Seattle Moratorium Ordinance 125764.pdf \(2.505 KB\)](#)
[Request - EMERGENCY MORATORIUM_Redacted.pdf \(169 KB\)](#)
[Brochu_Email_MHCW - Rongey.pdf \(1.948 KB\)](#)
[MHCW - Rongey-Fall_2012.pdf \(1.042 KB\)](#)

Subject : 5.08 AB 21087 - Peddler Code - Ms. Culwell, Chief Tomaras

Meeting : Apr 13, 2021 - Electronic City Council Meeting

Category : 5. Action Items.

Access : Public

Type : Action

Preferred Date : Apr 13, 2021

Fiscal Impact : No

Recommended Action : Motion to approve Ordinance 21-006 Modifying Chapter 2.56 and 5.04 and enacting new Chapter 5.10 Establishing regulation of Peddling, Itinerant Vending, and Canvassing activity.

Public Content

Historical Perspective:

Washington State, through the state Department of Revenue, implemented a state-wide business licensing program (Business Licensing Services (BLS)) requiring local governments to implement regulations governing business licensing. In 2018, College Place revised CPMC Title 5 - Business Taxes, Licenses and Regulations, implementing the use of the state BLS. The intent at the time of the update was to not require individuals and entities who want to peddle, itinerant vend, and canvass to obtain a license through the BLS, but to require a local City license or permit to conduct such activities. The update to Title 5 included some language addressing such activity, but does not clearly convey the City's intent to regulate peddlers, itinerant vendors, and canvassers. In addition, there is no guidance on when an applicant may be denied a license due to a criminal background check.

Information for Consideration:

The proposed ordinance, in summary, defines the respective activities of peddlers, solicitors, itinerant vendors, and canvassers and requires peddlers, solicitors, itinerant vendors and certain canvassers to obtain annual City license to conduct activities within the City. Restrictions on time, place, and how activities are conducted are included in the proposed ordinance. The ordinance also requires a policy be established to govern the evaluation of a criminal background check to ensure the safety and well being of the public, without unduly burdening individuals who want to conduct such activity within the City. Notably, purely non-profit, political, and governmental activity (census taking) is exempt from the license requirement.

File Attachments

[Ord_No_21-006_Amending_Chapters_2.56_And_5.04_And_Adopting_New_ChapterPeddlers_Itinerant_Vendors_And_Canvassers.pdf \(112 KB\)](#)
[Peddler Code Revision - Ord. No 21-006 Exhibit 1.pdf \(200 KB\)](#)

Subject : 5.09 AB 21088 - Adoption of state VUCSA criminal laws with Addition of Knowledge as an Element of the Crime of Simple Possession - Ms. Culwell, Chief Tomaras

Meeting : Apr 13, 2021 - Electronic City Council Meeting

Category : 5. Action Items.

Access :	Public
Type :	Action
Preferred Date :	Apr 13, 2021
Fiscal Impact :	No
Recommended Action :	Motion to approve Resolution 21-007 adopting Chapter 69.41 RCW: Legend Drugs--Prescription Drugs and Chapter 69.50 RCW: Uniform Controlled Substance Act, with amendment to include knowledge as a required element of the crime of Possession of controlled substance.

Public Content

Historical Perspective:

Since at least 1971, Washington State has criminalized certain acts involving drugs. While College Place has addressed criminal use of marijuana and marijuana related substances and use of drug paraphernalia, College Place has not incorporated state criminal laws relating to Legend drugs (Chapter 69.41 RCW) and Controlled Substances (Chapter 69.50 RCW). The reason for not considering for adoption or for not adopting is unclear. At this time, there is no vehicle for the City to charge and prosecute drug related crimes defined as misdemeanors under 69.41 RCW or 69.50. This came to the City's attention when considering a legislative "fix" for the recent Washington Supreme Court decision in State v. Blake, which held unconstitutional RCW 69.50.4013 - possession of a controlled substance, because there was no requirement that the suspect have knowledge of the possession. The City anticipates that the State Legislature will amend the law to include the element of knowledge, however, this fix may take some time regardless of the final outcome. In the mean time, the City has no way to enforce acts that have up to the Blake decision, been a crime.

Information for Consideration:

The City has no way to enforce the crime of possession of a controlled substance, including actions that result in illegal drugs being removed from the community, the discovery of additional criminal activity, deterrence of criminal activity related to illegal drug possession and treatment for drug use and abuse, due to the Supreme Court's Blake decision declaring RCW 69.50.4013 unconstitutional because there was no knowledge of the possession requirement in the statute. The State Legislature has signaled that it will act in response to the decision, however, the City believes it will take an appreciable amount of time to enact a law addressing Blake. There are currently proposals to simply amend the statute to require knowledge and at least one proposal to decriminalize some acts that were criminal before Blake.

In the mean time, the City is without authority to enforce the crime of illegal drug possession; and the State, through the County Prosecuting Attorney's Office, can no longer prosecute a person for illegal drug possession pursuant to RCW 69.50.4013 and the courts can no longer offer or require substance abuse treatment. With adoption of this Resolution, Walla Walla County is back to the pre-Blake status as it relates to illegal drug possession that occurs in College Place, with the caveat that the law is constitutional in its inclusion of the requirement that the offender knew of the possession.

The proposed ordinance provides for the future in that it adopts the state statutes as they currently are and as they may be further amended or recodified. Nothing in this ordinance is a mandate to enforce the law and law enforcement retains the discretion to enforce the laws as they have always held.

The proposed ordinance also provides more tools for law enforcement in that it adopts by reference misdemeanor crimes that the police can enforce and the prosecutor can prosecute; crimes that normally the County Prosecutor's Office would not prosecute.

File Attachments

[Ord_No_21-007_VUCSA_Blake_Fix_&_State_Drug_Criminal_Laws_Adopted.pdf \(116 KB\)](#)

6. Administrative Reports-None.

7. Informational Reports-None.

8. Executive Session-None..

9. Closing Items.

Subject :	9.01 Adjournments
Meeting :	Apr 13, 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, March 23, 2021)

Generated by Lisa Neissl on Tuesday, March 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; Police Chief, Troy Tomaras; Community Development Director, Jon Rickard; 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 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.

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 21064 - Approve Agenda for March 23, 2021Action (Consent), Minutes: 2.02 AB 21065 - Approve Council Minutes from March 9, 2021Action (Consent): 2.03 AB 21066 - Confirm Appointments to Advisory CommissionsAction (Consent): 2.04 AB 21067 - January 2021 Check Register and Financial ReportsAction (Consent): 2.05 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 Schermann and the motion passed 7-0.****3. Presentations.**

Discussion, Information: 3.01 AB 21068 - 2020 Bias Report -

Chief Tomaras presented the College Place Police Department 2020 Bias Report.

4. Public Hearings-None.**5. Action Items.**Action: 5.01 AB 21069 - Approve Chip Seal Contract with Walla Walla County -

Mr. Rizzitiello requested authorization to execute the 2021 chip seal contract with Walla Walla County.

Council Member Selby made a motion to approve administration executing the agreement with Walla Walla County for performing the 2021 chip sealing. Second by Council Member Peterson and the motion passed 7-0.Action: 5.02 AB 21070 - Fees Resolution Update -

Mr. Rickard & Ms. Neissl explained the proposed updates to the fee schedule. Discussion ensued.

Council Member Schermann made a motion to approve Resolution No. 21-015, as amended to include the words "per minute of staff time" regarding redaction costs, setting and formalizing updated Administrative Fees for the City of College Place. Second by Council Member Cleveland and the motion passed 7-0.

Action: 5.03 AB 21071 - Prioritized List of Projects for Potential Federal Funding -

Mr. Rizzitiello reported on the need to provide our representatives with a prioritized listing of projects for potential federal funding.

Discussion ensued.

Council Member Trop made a motion to adopt Resolution No. 21-016 which demonstrates City Council support for prioritized list of infrastructure projects. Second by Council Member Bobbitt and the motion passed 7-0.

6. Administrative Reports.

Discussion, Information: 6.01 AB 21072 - 2019 Audit Review -

Mr. Carleton reported on the now complete 2019 audit.

Discussion, Information: 6.02 AB 21073 - COVID-19 Update: March 23rd, 2021 -

Mr. Rizzitiello reported on the current status of the COVID-19 emergency and vaccination progress.

Discussion ensued.

Discussion, Information: 6.03 AB 21074 - Legislative Update - Fiscal Year 2021 -

Mr. Rizzitiello reported on the status of several bills that the city staff and lobbyist are keeping an eye on.

Discussion ensued.

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

Information: 7.01 CPPD Monthly Report

Information: 7.02 Community Development Department Monthly Report

Information: 7.03 Public Works/Water Department Monthly Report

8. Executive Session-None.

9. Closing Items.

Action: 9.01 Adjournments

Council Member Selby made a motion to adjourn the meeting at 8:12 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 meeting that occurred March 23, 2021. Further detail may be obtained by reviewing the actual audio recording made during this session.

Electronic City Council Workshop (Tuesday, April 6, 2021)

Generated by Lisa Neissl on Tuesday, April 6, 2021

PRESENT:

Mayor – Via Web Norma L. Hernández

Council Members – Via Web Jerry Bobbitt, Michael Cleveland, Loren Peterson, Marge Nyhagen,
Melodie Selby, Heather Schermann
(Clerk Note: Bobbitt & Nyhagen arrived at 5:41PM)

City Attorney – Via Web Rea Culwell

Staff – Via Web Administrator, Mike Rizzitiello; Finance Director, Brian Carleton;
Police Chief, Troy Tomaras; Fire Chief, David Winter;
City Clerk, Lisa Neissl;

MEMBERS EXCUSED: Byron Trop

MEMBERS ABSENT:

1. Opening Items.

Information: 1.01 Council Reference Materials

Procedural: 1.02 Call To Order

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

Information: 1.05 Excuse Absence of Council Member Trop

2. Workshop Topics.

Discussion, Information: 2.01 Bird Scooter Sharing in College Place -

Mr. Rizzitiello and Garrett Gronowski of Bird presented information to Council and answered questions about the Bird Scooter program that wishes to operate in the City.
Discussion ensued.

Discussion, Information: 2.02 American Rescue Plan -

Mr. Rizzitiello reported on the current status of the American Rescue Plan.
Discussion ensued.

Discussion, Information: 2.03 Fireworks Regulations -

Mr. Rizzitiello presented the data collected regarding the community preferences related to fireworks regulations.
Discussion ensued.

Discussion, Information: 2.04 Emergency Moratorium - Manufactured Housing -

Ms. Culwell reported on information related to a possible emergency moratorium for manufactured housing developments. After discussion Council requested a moratorium be brought forward for action at the next meeting.

Discussion, Information: 2.05 Peddler Code -

Ms. Culwell reported on the current code related to peddlers in the City and what the preferences of staff would be. After discussion Council requested the changes be brought forward for action at the next meeting.

Discussion, Information: 2.06 VUSCA Blake Fix -

Ms. Culwell reported on an option to create a local ordinance to make possession of a controlled substance in the City of College Place illegal. After discussion Council requested the changes be brought forward for action at the next meeting.

3. Closing Items.

Procedural: 3.01 Adjournments

Council Member Bobbitt made a motion to adjourn the meeting at 7:03 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 workshop that occurred April 6, 2021. Further detail may be obtained by reviewing the actual audio recording made during this session.



OPEN-END LEASE SCHEDULE

The following vehicle is hereby added to the Master Lease Agreement dated 04/05/2019, between The Bancorp Bank (Lessor) and City of College Place (Lessee).

Date 04/06/2021 Customer # 19003
Unit # TBD

Year, Make & Model	VIN
2021 Dodge Charger Police AWD	TBD

Exterior Color	Interior Color	Optional Equipment	State of Registration	Est. Annual Mileage
		Police Lighting and Equipment	WA	17,000

Term & Frequency	<u>6</u> Annual	Security Deposit	<u>\$0.00</u>
Base Payment	<u>\$12,422.26</u>	Downpayment	<u>\$0.00</u>
Sales / Use Tax	<u>\$1,080.74</u>	Termination Value	<u>\$9,000.00</u>
Total Annual Payment	<u>\$13,503.00</u>	Estimated Initial Tax & Tags	<u>Dealer</u>
Interim Rent	<u>\$0.00</u>		

Additional Terms and Conditions:

LESSEE City of College Place Signature _____ Title _____ Signature _____ Title _____ Signature _____ Title _____	Signature _____ Title _____ Signature _____ Title _____ LESSOR The Bancorp Bank Signature _____ Title <u>RL HUGO VP Leasing</u>
---	--

6 Year with Residual



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

Estimate

Date	Estimate #
2/17/2021	M1507

Estimate Prepared For:

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

6 Year with \$9000 residual as requested.

6 Annual \$12,423 plus tax \$13,504

Questions?

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Customer Reference #

Item	Description	Rate	Qty	Total
VEHICLE	2021 DODGE CHARGER (BLACK) POLICE CHIEF'S VEHICLE			
	2021 DODGE CHARGER PPV 3.6L V6, AWD, FULL SIZE SPARE	27,454.00	1	27,454.00
SAP002RB	FRONT OF VEHICLE ERS ULTRA THIN WARNING LIGHT, 6-LED, SPLIT COLOR, RED/BLUE	75.00	2	150.00
LL-41 BRACKET	ERS "L" BRACKET	14.00	2	28.00
LHMG-61-RB	ERS ALL-IN-ONE HIDE-A-WAY, 6 LED, LOW PROFILE, SPLIT COLOR, RED/BLUE	75.00	2	150.00
BEZEL RLH-BE-B	(CORNER LIGHTS)(SMOKED) 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
SAK37	WHELEN SIREN SPEAKER MOUNTING BRACKET, FOR THE 2011+ DODGE CHARGER	39.00	1	39.00
SHIPPING LABOR	SHIPPING AND HANDLING LABOR/INSTALLATION	35.00 80.00	1 10	35.00 800.00
436486	ROOF OF VEHICLE LARSEN NMOKHFUD VEHICLE ROOF MOUNT ANTENNA 0-6000 MHz, 3/4" MOUNT, NO CONNECTOR	24.00	1	24.00
492878	LAIRD 150-160 MHz PHANTOM ELITE 0 dB-MEG LOW VISIBILITY BLACK ANTENNA	136.22	1	136.22
SHIPPING LABOR	SHIPPING AND HANDLING LABOR/INSTALLATION	20.00 80.00	1 1	20.00 80.00
BSFW35Z	OFFICER AREA OF VEHICLE WHELEN INNEREDGE WCX TEN LAMPS, DUO FOR 2011+ DODGE CHARGER	1,299.00	1	1,299.00

Total



ERS
Emergency Responder Services, Inc
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Estimate

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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 -DOOR OPEN WIRED TO CORE -IN PARK WIRED TO CORE	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 WITH C399. INCLUDES 3 SELECTION CONTROL HEAD, 21 PUSH BUTTON, 4 POSITION SLIDE SWITCH	125.00	1	125.00
F9511S	ICOM F9511S 01, 136-174 MHZ P25 CONVENTIONAL 50W MOBILE RADIO	1,400.00	1	1,400.00
MISC	ICOM SEPARATION CABLE FOR REMOTE MOUNTING KITS	76.00	1	76.00
MISC	ICOM BRACKET AND FACEPLATE FOR REMOTE MOUNTING	145.00	1	145.00
C-VS-0909-CHG...	HAVIS 18" ANGLED CONSOLE W/ INTERNAL PRINTER MOUNT FOR 2011-2021 DODGE CHARGER, INCLUDES FACE PLATES	520.00	1	520.00
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
PKG-PSM-368	HAVIS PREMIUM PASSENGER SIDE MOUNT KIT, 2011-2020 DODGE CHARGER	499.00	1	499.00
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
MISC	BAYCO 9944XL FLASHLIGHT	115.00	1	115.00
MPH BEE3 W/ D...	MPH BEE3 RADAR SYSTEM W/ DUAL ANTENNA'S. KA BAND	2,399.00	1	2,399.00
Total				



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

Estimate

Date	Estimate #
2/17/2021	M1507

Estimate Prepared For:

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

Questions?

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Customer Reference #

Item	Description	Rate	Qty	Total
PJ722	BROTHER POCKETJET PJ722 DIRECT THERMAL PRINTER-MONOCROME-PORTABLE (DOES NOT INCLUDE POWER CABLE, USB CABLE OR PRINTING SUPPLIES)	399.00	1	399.00
MISC	BROTHER POCKETJET PJ722 12V CAR CHARGER	20.99	1	20.99
MISC	GLOBAL SAT BU-353S4 USB GPS RECEIVER (BLACK)	49.99	1	49.99
BS35Z	WHELEN INNEREDGE RST WCX, TEN LAMP, DUO FOR 2011+ DODGE CHARGER	1,199.00	1	1,199.00
SHIPPING	SHIPPING AND HANDLING	135.00	1	135.00
LABOR	LABOR/INSTALLATION	80.00	18	1,440.00
PDU8S	REAR OF VEHICLE D & R PDU-8S POWER DISTRIBUTION PANEL W/ TIMER AND 26 OUTPUTS	295.00	1	295.00
FS2600-S	D AND R ELECTRONICS TAILLIGHT AND REVERSE LIGHT FLASHER, INCLUDES BLACKOUT OPTION	75.00	1	75.00
ERSCB1	ERS 150AMP RESETTABLE BREAKER	75.00	1	75.00
TK1167CGR11	SETINA TRUNK TRAY, ALUMINUM, W/ LID AND LOCK, 2011+ DODGE CHARGER	425.00	1	425.00
DOC FEE	ERS DOCUMENT SERVICE FEE	150.00		150.00
SHIPPING	SHIPPING AND HANDLING	75.00	1	75.00
LABOR	LABOR/INSTALLATION	80.00	6	480.00
F9011T-30	ICOM F9011T-30 VHF P25 CONVENTIONAL PORTABLE, 6W, FULL KEYPAD. COMES WITH ANTENNA, FA-S65V, BATTERY, BP-254 AND BELT CLIP MB-115, OWNERS MANUAL AND 3 YEAR WARRANTY	1,460.00	16	23,360.00
BC119NS11	ICOM BC119NS11 RAPID CHARGER WITH AD110 CHARGING POD	88.00	16	1,408.00
MISC	EXTRA BATTERY FOR EACH RADIO, BP-254	145.00	16	2,320.00
MISC	HM-HD716WP SPEAKER MIC	109.00	16	1,744.00
SHIPPING	SHIPPING AND HANDLING	75.00	1	75.00
Total				\$70,696.10



OPEN-END LEASE SCHEDULE

The following vehicle is hereby added to the Master Lease Agreement dated 04/05/2019, between The Bancorp Bank (Lessor) and City of College Place (Lessee).

Date 04/06/2021 Customer # 19003
Unit # TBD

Year, Make & Model	VIN
2021 Dodge Charger Police AWD	TBD

Exterior Color	Interior Color	Optional Equipment	State of Registration	Est. Annual Mileage
		Police Lighting and Equipment	WA	17,000

Term & Frequency	<u>b</u> Annual	Security Deposit	<u>\$0.00</u>
Base Payment	<u>\$6,600.81</u>	Downpayment	<u>\$0.00</u>
Sales / Use Tax	<u>\$574.27</u>	Termination Value	<u>\$9,000.00</u>
Total Annual Payment	<u>\$7,175.08</u>	Estimated Initial Tax & Tags	<u>Dealer</u>
Interim Rent	<u>\$0.00</u>		

Additional Terms and Conditions:

LESSEE City of College Place Signature _____ Title _____ Signature _____ Title _____ Signature _____ Title _____ Signature _____ Title _____	Signature _____ Title _____ Signature _____ Title _____ LESSOR The Bancorp Bank Signature _____ Title <u>RL HUGO VP Leasing</u>
---	--

6 Annual with Residual



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

Estimate

Date	Estimate #
3/24/2021	M1645

Estimate Prepared For:

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

6Year with \$9000 Residual as requested
\$6,601+ Tax \$7,176

Questions?

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Item	Description	Rate	Qty	Total
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	2021 DODGE CHARGER PPV 3.6L V6, AWD, FULL SIZE SPARE	27,895.00	1	27,895.00
ERS-SAP2-RB	FRONT OF VEHICLE ERS ULTRA THIN WARNING LIGHT, 6-LED, SPLIT COLOR, RED/BLUE (BEHIND GRILLE)	75.00	2	150.00
LL-41 BRACKET	ERS "L" BRACKET	14.00	2	28.00
LHMG-61-RB	ERS ALL-IN-ONE HIDE-A-WAY, 6 LED, LOW PROFILE, SPLIT COLOR, RED/BLUE (CORNER LIGHTS)(SMOKED)	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
SAK37	WHELEN SIREN SPEAKER MOUNTING BRACKET. FOR THE 2011+ DODGE CHARGER	39.00	1	39.00
SHIPPING LABOR	SHIPPING AND HANDLING LABOR/INSTALLATION	35.00 80.00	1 10	35.00 800.00
436486	ROOF OF VEHICLE LARSEN NMOKHFUD VEHICLE ROOF MOUNT ANTENNA 0-6000 MHz, 3/4" MOUNT, NO CONNECTOR	24.00	1	24.00
492878	LAIRD 150-160 MHz PHANTOM ELITE 0 dB-MEG LOW VISIBILITY BLACK ANTENNA	136.22	1	136.22
SHIPPING LABOR	SHIPPING AND HANDLING LABOR/INSTALLATION	20.00 80.00	1 1	20.00 80.00
BSFW35Z	OFFICER AREA OF VEHICLE WHELEN INNEREDGE WCX TEN LAMPS, DUO FOR 2011+ DODGE CHARGER	1,299.00	1	1,299.00
Total				



ERS
Emergency Responder Services, Inc
1204 6th St North
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Estimate

Date	Estimate #
3/24/2021	M1645

Estimate Prepared For:

COLLEGE PLACE POLICE DEPARTMENT
526 S. COLLEGE PLACE
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F9511S	ICOM F9511S 01, 136-174 MHZ P25 CONVENTIONAL 50W MOBILE RADIO	1,400.00	1	1,400.00
MISC	ICOM SEPARATION CABLE FOR REMOTE MOUNTING KITS	76.00	1	76.00
MISC	ICOM BRACKET AND FACEPLATE FOR REMOTE MOUNTING	145.00	1	145.00
C-VS-0909-CHG...	HAVIS 18" ANGLED CONSOLE W/ INTERNAL PRINTER MOUNT FOR 2021+ DODGE CHARGER	520.00	1	520.00
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
PKG-PSM-368	HAVIS PREMIUM PASSENGER SIDE MOUNT KIT. 2011-2020 DODGE CHARGER	499.00	1	499.00
C-ARM-102	HAVIS SIDE MOUNT ARMREST	65.00	1	65.00
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
MISC	BAYCO 9944XL FLASHLIGHT	115.00	1	115.00
PJ722	BROTHER POCKETJET PJ722 DIRECT THERMAL PRINTER-MONOCHRONE-PORTABLE (DOES NOT INCLUDE POWER CABLE, USB CABLE OR PRINTING SUPPLIES)	399.00	1	399.00
MISC	BROTHER POCKETJET PJ722 12V CAR CHARGER	20.99	1	20.99

Total



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

Estimate

Date	Estimate #
3/24/2021	M1645

Estimate Prepared For:

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

Questions?

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Item	Description	Rate	Qty	Total
MISC	GLOBAL SAT BU-353S4 USB GPS RECEIVER (BLACK)	49.99	1	49.99
BS35Z	WHELEN INNEREDGE RST WCX, TEN LAMP, DUO FOR 2011+ DODGE CHARGER	1,199.00	1	1,199.00
SHIPPING	SHIPPING AND HANDLING	115.00	1	115.00
LABOR	LABOR/INSTALLATION	80.00	16	1,280.00
PDU8S	REAR OF VEHICLE D & R PDU-8S POWER DISTRIBUTION PANEL W/ TIMER AND 26 OUTPUTS	295.00	1	295.00
FS2600-S	D AND R ELECTRONICS TAILLIGHT AND REVERSE LIGHT FLASHER, INCLUDES BLACKOUT OPTION	75.00	1	75.00
ERSCB1	ERS 150AMP RESETTABLE BREAKER	75.00	1	75.00
TK1167CGR11	SETINA TRUNK TRAY, ALUMINUM, W/ LID AND LOCK. 2011+ DODGE CHARGER	425.00	1	425.00
GK1025CGR15	SETINA TRUNK LID FIREARM MOUNT W/ SMALL LOCK, HANDCUFF KEY OVERRIDE. FOR DODGE CHARGER	259.00		259.00
DOC FEE	ERS DOCUMENT SERVICE FEE	150.00		150.00
SHIPPING	SHIPPING AND HANDLING	85.00	1	85.00
LABOR	LABOR/INSTALLATION	80.00	7	560.00
TINTING	WINDOW TINTING	399.00	1	399.00
Total				\$40,464.10



MASTER LEASE AGREEMENT
MUNICIPAL

The Bancorp Bank ("Lessor") with offices at 24437 Russell Road Suite 220, Kent, WA 98032 and the undersigned

City of College Place ("Lessee")
with offices at 826 South College Ave., College Place, WA 99324 hereby agree as follows:

1. **Use of Lease.** Lessee may finance Lessee's acquisition of vehicles (with all accessories, individually a "vehicle" and collectively "vehicles") under this lease. When Lessee wishes a vehicle to be covered hereby, Lessee will advise Lessor and upon agreement as to the terms the vehicle will be ordered and delivered in accordance with Lessor's usual procedures. Lessee will accept a vehicle on delivery. Lessor will deliver to Lessee a Schedule reflecting the agreed terms, which Lessee will sign promptly and return to Lessor.
2. **Lease Intended for Security.** This lease is a "lease intended for security". Accordingly, Lessee grants Lessor a security interest in each vehicle, which will secure Lessee's obligations to Lessor hereunder and under any other agreement in favor of Lessor. Lessee shall insure that Lessee has vehicle ownership and that Lessor's lien is the sole lien against a vehicle, other than the lien for property and similar taxes not yet due. As between the parties, Lessee takes the vehicles, **AS-IS AND WITH ALL FAULTS**. Lessee acknowledges that Lessee's obligations hereunder will not be released or otherwise affected if Lessee has any problems with any vehicle or for any other reason.
3. **Payments.** The monthly payment shall be due on the tenth day of the month following delivery of the vehicle(s). Subsequent lease payments will be due on the (10th) of each succeeding month up to and including the month during which the term expires for the vehicle. Lessee surrenders the vehicle to Lessor pursuant to the Termination Settlement paragraph or the Settlement Value thereof becomes due in accordance with the Loss or Destruction or Remedies paragraph, whether or not Lessor has rendered an invoice for any such payment. Any other amounts due hereunder will be payable upon demand. Upon payment of all amounts due under this lease as to a vehicle and the curing of any then defaults, Lessor will release Lessor's lien in the vehicle. Lessee will pay a late charge of \$25 if any amount is not paid within 10 days of the due date and interest at 1.5% per month from the due date until paid on all amounts past due.
4. **Tax Consideration.** This lease is intended to provide Lessor (or its consolidating entity) (a) tax free interest as provided by the Internal Revenue Code of 1986, as amended ("the Code") without any loss of deductibility of carrying costs and (b) similar tax exempt and deductibility treatment to the extent so provided under the laws of the State of Florida, (the "State").
5. **Left blank intentionally.**
6. **Non-Appropriation.** If no funds or insufficient funds are appropriated in any fiscal year for lease amounts due as to any vehicle and under law Lessee has a right to terminate this lease as to the related vehicle because of such non-appropriation, Lessee shall immediately notify Lessor of such occurrence, and this lease shall terminate as to such vehicle on the last day of the fiscal period for which appropriations were received, without penalty or expense to Lessee except as to related amounts herein for which funds shall have been appropriated and budgeted or are otherwise available and past due amounts and damages because of Lessee's default hereunder. Upon such termination, Lessee shall peacefully surrender possession of the vehicle to Lessor at a location contemplated in the Termination Settlement paragraph. Lessor shall have all legal and equitable rights and remedies to take possession of the vehicle. Lessee agrees (a) that it will not cancel this lease if any funds are appropriated to it, or by it, for the acquisition, retention, or operation of another vehicle performing functions similar to the vehicle for the fiscal period in which such termination occurs or the next succeeding fiscal period thereafter and (b) that Lessee shall not give priority in the application of funds to any other functionally similar property.
7. **Titling; Registration.** Except as Lessor may title or register a vehicle, each vehicle will be titled and/or registered by Lessee as Lessor's agent and attorney-in-fact with full power and authority to register (but without power to affect title to) the vehicle in such manner and in such jurisdiction or jurisdictions as Lessor directs. Lessee will promptly notify Lessor of any necessary or advisable re-titling and/or re-registration of a vehicle in a jurisdiction other than the one in which such vehicle is then titled and/or registered. Lessee will use reasonable efforts to cause any and all documents of title will be furnished or caused to be furnished Lessor by Lessee within sixty (60) days of the date any titling or registering or re-titling or re-registering, as appropriate, is directed by Lessor.
8. **Other Duties Regarding Vehicles.** Lessee will file all returns and pay all taxes related to each vehicle or this lease. Lessee will use a vehicle in accordance with all laws and manufacturer's and insurance company instructions. Each vehicle will be permanently garaged, and not removed from that state for more than thirty (30) days or the United States, at the vehicle location set forth in the applicable Schedule A, unless Lessor consents to Lessee's movement of the vehicle. Lessee will maintain each vehicle in good condition and repair, pay all costs of operation and not make any detrimental additions or modifications. Lessee will allow Lessor to inspect any vehicle and Lessee's related records upon reasonable prior notice.

9. **Assignment.** Lessee will not sell, transfer, lend, lease or grant a further lien in any vehicle. Lessor may assign Lessor's rights hereunder, and if Lessee receives notice of an assignment, Lessee will pay any assigned amounts as directed in the notice. ANY ASSIGNEE'S RIGHTS WILL BE FREE OF ANY CLAIMS LESSEE MAY HAVE AGAINST LESSOR.
10. **Loss or Destruction.** Lessee will notify Lessor of any significant damage to or the loss or destruction of vehicle. If Lessor determines the vehicle is repairable or may be replaced, Lessee will promptly repair or replace the vehicle. Otherwise Lessee will pay Lessor the sum (the "Settlement Value") of (a) all amounts then owed by Lessee to Lessor, (b) the amortized depreciated value of the original value of the vehicle set forth in the Schedule and (c) sum of two (2) rent payments. Upon such payment, Lessee's payment obligations as to the vehicle will be satisfied.
11. **Insurance; Indemnity.** Lessee will maintain physical damage insurance on the Vehicles. Lessee shall also provide liability insurance of at least \$500,000 single limit. The insurance must be primary, list Lessor as loss payee and, if relevant, an additional insured, provide Lessor at least 10 days' notice of change or cancellation and be issued by an insurance company acceptable to Lessor. Lessee will provide Lessor such evidence of this coverage as Lessor may request. Lessee can self-insure for physical damage coverage and liability up to the state limit. Lessee also agrees to indemnify, defend and hold Lessor harmless against all claims, suits, losses, damages and expenses, including attorney's fees and court costs, incurred by or asserted against Lessor arising out of the Vehicles or this lease. This indemnity includes strict and vicarious liability.
12. **Termination Settlement.** If the term of the lease exceeds twelve (12) months, at any time after twelve (12) months from delivery of a vehicle Lessee, upon not less than ten (10) days prior notice to Lessor and provided the lease is not in default, may surrender the vehicle to Lessor at Lessor's office address shown above or at a location mutually agreed upon by the parties for sale by Lessor as more fully set forth above. Lessee will so surrender the vehicle at such location for such sale at lease expiration. Following such surrender Lessor will sell the vehicle through Lessor's standard wholesale sales procedure for the highest bona fide bid received and open at time of sale; provided that Lessor may choose alternatively to retain the vehicle. Lessor may move the vehicle from the location where surrendered to any other location, including to Lessor's office location shown above where the vehicle is returned to another location, Lessor deems advisable and/or clean and repair the vehicle in connection with such sale in Lessor's sole discretion. If the amount received by Lessor on account of such sale or the highest bona fide bid received and open at time of crediting where the vehicle is retained, as appropriate, net in either instance of a handling charge of \$150.00 and Lessor's cost of sale, including sales commissions and costs of cleaning, repairing or transporting the vehicle, is greater than the vehicle's then Settlement Value, Lessee will have no settlement obligation to Lessor as to the vehicle and the excess will be returned to Lessee after application to any amounts then owed by Lessee to Lessor; if less, Lessee will pay Lessor the difference. Alternatively, if the lease is not in default, Lessee may pay the Settlement Value and retain the vehicle free of Lessor's lien.
13. **Default.** If (a) Lessee fails to make any payment due hereunder within 10 days of the due date, (b) Lessee breaches any of its other obligations hereunder or under any other agreement under which Lessee has obligations to Lessor, (c) any warranty or representation made by Lessee to Lessor is materially incorrect or misleading when made, (d) there is a cessation of Lessee's governmental functions, or (e) insolvency proceedings are instituted by or against Lessee, this lease will be in default.
14. **Remedies.** If a default occurs, Lessor may (a) declare the Settlement Value due as to any or all vehicles, (b) exercise all rights of a secured creditor under the Uniform Commercial Code, (c) perform any obligation Lessee has failed to perform, in which case Lessee will reimburse Lessor's related costs and expenses, and (d) exercise any other rights available to Lessor under law or equity. Lessee will pay Lessor all costs and expenses, including repossession and court costs and attorneys' fees, Lessor expends in enforcing its rights. All remedies are cumulative and may be exercised separately or together from time to time. No waiver by Lessor of any default or remedy will be binding unless acknowledged by Lessor in writing.
15. **Lessee's Representations.** Lessee represents that this lease has been duly authorized, executed and delivered by Lessee and constitutes Lessee's valid and binding obligation enforceable in accordance with its terms. Lessee also represents that this lease does not violate Lessee's charter documents, any agreement by which Lessee is bound or any law or obligation binding on Lessee and that Lessor's lien rights are governed by the Uniform Commercial Code.
16. **Notices.** Any notices relating to this lease must be in writing and will be effective when deposited in the United States Mail with proper first class postage paid, addressed to the appropriate party at the respective address indicated above or at such other address of which the party has provided the other notices as contemplated in this paragraph.
17. **General Provisions.** Any security deposit set forth in a Schedule A will be held by Lessor without interest and may be applied by Lessor to any of Lessee's past due obligations hereunder. Any balance remaining will be returned to Lessee upon payment of all amounts due under this lease as to the relevant vehicle and the curing of any then defaults. Lessee will provide Lessor any further documents and information Lessor may request in connection with this lease. This lease binds the parties and their successors and assigns and constitutes the entire agreement between the parties respecting the vehicles. Any amendment must be in writing signed by the party to be bound. Any unenforceable provision shall be deemed deleted without affecting the remainder of the lease. This lease will be governed by Florida law. Paragraph headings are for convenience only. Time is of the essence of this lease. The parties waive any right to a jury trial in any related action. Any waiver must be in writing.

18. Bank-Qualified Tax Designation. ☐ Initial box if this paragraph applies. Lessee certifies that Lessee and any subordinate entities does not expect to, and will not issue more than \$10,000,000 of obligations the interest on which is excludable from the gross income of the holder thereof for federal income tax purposes during any calendar year in which a vehicle is accepted under this lease. Lessee will designate the obligations undertaken pursuant to this lease with respect to all vehicles covered hereby as "qualified tax exempt obligations" within the meaning of §265 (b)(3)(D) of the Code. Lessee agrees to take all actions required of Lessee for Lessor to have, and not to take any action which would preclude Lessee from having, available such treatment, including, without limitation, filing of an IRS Form 8038-G. If Lessor (a) loses the right to claim, does not have or does not claim (based upon the advice of the Lessor's tax counsel) such exclusion of interest or deductibility or (b) if there is disallowed, deferred or recaptured, in whole or in part, any such tax free interest or deductibility for any reason (unless due solely to Lessor's failure to claim the tax free interest or deductibility on a timely basis in the absence of such advice) or (c) there is after the date hereof any change in federal, state, local or foreign tax law or tax rates which Lessor calculates has the direct effect of reducing Lessor's net after tax return respecting this lease (any of the foregoing constituting a "Loss"), then Lessee shall pay to Lessor, on demand, an after tax amount which after payment of all taxes, interest and penalties required to be paid by Lessor, restores Lessor to the same net after tax position Lessor would have enjoyed had such Loss not occurred. Upon Lessor's being notified by any tax authority of a potential Loss, Lessor will notify Lessee promptly thereof. Lessor agrees to exercise in good faith Lessor's best efforts, as determined in the sole discretion of Lessor's tax counsel to be reasonable for Lessor, to avoid Lessee's payment of such additional amounts; provided that Lessor has sole discretion as to proceeding beyond the level of an auditing agent; and Lessor shall not take any action unless Lessee shall indemnify Lessor in advance for all costs and expenses to be incurred, including accountants' and attorneys' fees.

By signing below, Lessor and Lessee agree the terms of this lease will govern Lessor's financing of Lessee's acquisition of the vehicles.

Dated: 04/05/2019

LESSEE City of College Place		Signature _____	
ADDRESS 625 South College Ave. College Place, WA 99324 <i>Michael Rizzhiello</i>		Title _____	
✓ Signature <i>[Signature]</i>		Signature _____	
✓ Title <i>City Administrator</i>		Title _____	
Signature _____			
Title _____		LESSOR The Bancorp Bank	
Signature _____		Signature _____	
Title _____		Title _____	

Financial Reports Descriptions

Monthly Expenditure Analysis

Summary of expenditures for the period. This report breaks out Payroll, Capital, and Debt Service expenditures. The total expenditures for the period on this report should tie out to the *Treasurer's Report Fund Totals* expenditure column.

Check Register

Detail of every check or electronic payment issued during the period. This report contains only cash items that require council approval. It does not include transactions that do not require council approval, such as interest income or bank fees. Therefore, the total of this report will not tie to the expenditures total on the *Monthly Expenditure Analysis*, *Treasurer's Report*, or *Cash Flow Report*.

Treasurer's Report

Fund Totals – Presents beginning fund balances, revenues for the period, expenditures for the period, ending fund balances, outstanding items, and fund balances adjusted for outstanding items.

Account Totals – Presents Cash and Investment account beginning balances, deposits, withdrawals, outstanding items, and adjusted ending balances.

Fund Investments by Account – Presents investment balances by fund. This is an allocation of the City's investments to applicable funds. The allocation is adjusted each month by the Finance Director according to fund balance. This adjustment displays in the "Purchases" and "Liquidated" columns.

Fund Investment Totals – Presents fund investments and cash allocated by fund. This report builds on the *Fund Investments by Account* report by also including cash balances.

Cash Flow Report

Shows cash in and cash out by fund for each period and year-to-date. Revenue and Expenditure totals should tie out to revenue and expenditure totals on the *Treasurer's Report Fund Totals* report.

Budget Position Report

Shows revenues and expenditures as compared to budget for the year-to-date. Excludes beginning and ending fund balances.

Totals for Credit Accounts

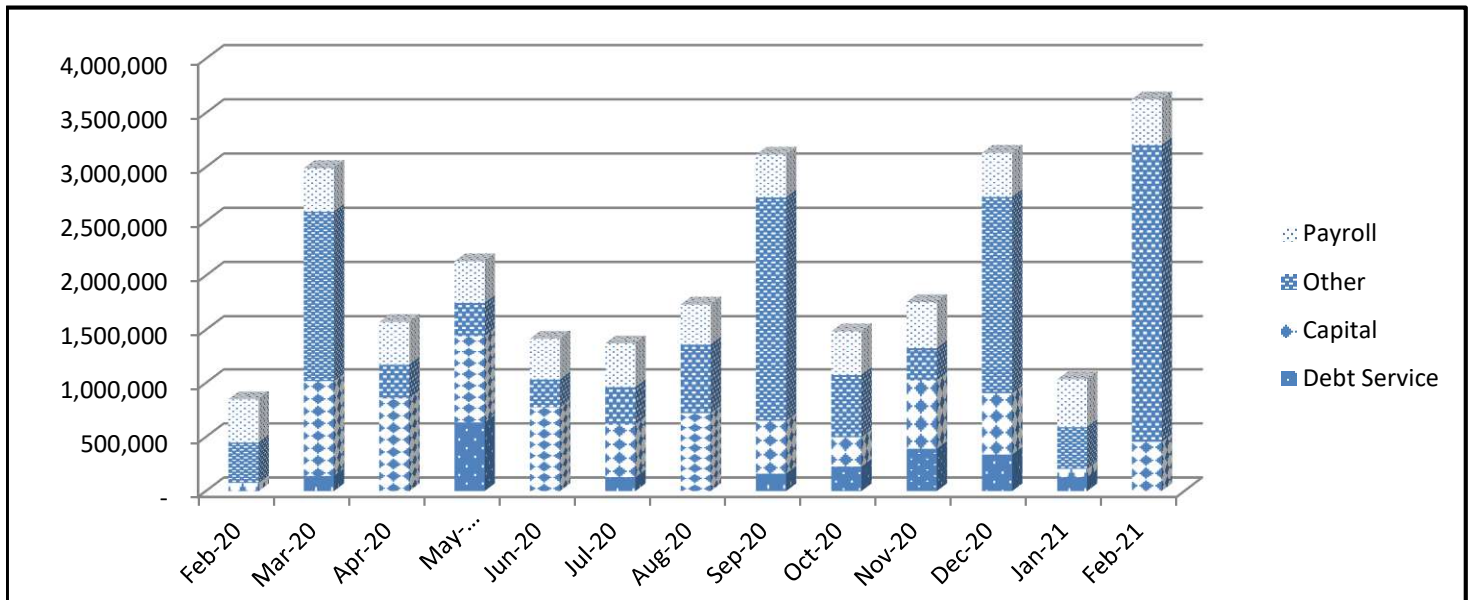
Detail of credit account transactions for the period. Reported by vendor and subtotaled by department.

City of College Place

Monthly Expenditure Analysis

Feb-21

Month	Operating Expenses		Capital	Debt Service	Total
	Payroll	Other			
Feb-21	424,091	2,746,832	455,374	-	3,626,297
Jan-21	442,987	384,943	76,177	129,584	1,033,691
Dec-20	407,690	1,819,771	566,385	338,400	3,132,246
Nov-20	425,114	309,399	630,233	391,475	1,756,221
Oct-20	412,627	574,664	272,063	226,497	1,485,851
Sep-20	395,250	2,070,347	488,286	161,730	3,115,614
Aug-20	369,505	641,953	720,840	-	1,732,298
Jul-20	414,911	347,650	483,414	129,584	1,375,559
Jun-20	386,661	256,261	775,059	-	1,417,981
May-20	383,120	307,715	805,795	634,441	2,131,072
Apr-20	402,735	312,597	856,415	-	1,571,747
Mar-20	401,199	1,573,004	876,327	140,484	2,991,014
Feb-20	401,598	372,968	75,069	-	849,636



Other Detail - Significant Expenditures and Related Party Transactions

Transfer funds to Community Bank		\$	2,300,000
CH2M			199,450
Related Party Transactions: None			
Total Other Detail		\$	2,499,450

CHECK REGISTER

City Of College Place

Time: 15:33:41 Date: 04/01/2021

02/01/2021 To: 02/28/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1651	02/03/2021	Claims	12	EFT	Paymentech	89.28	Paymentech Fees - CCD
							5887152 - General Payments
1652	02/03/2021	Claims	12	EFT	Paymentech	1,892.31	Paymentech Fees - CCD
							5887130 - Utility Payments
1653	02/05/2021	Claims	12	EFT	Xpress Solutions, Inc.	845.62	February 2021 Xpress Bill Pay Fee
1669	02/03/2021	Claims	12	EFT	WA St. Dept Of Licensing	315.00	January 2021 CPL
1243	02/26/2021	Claims	12	78537	City Of College Place-General	2,300,000.00	Transfer Cash From Banner Bank Account To Community Bank Account
1663	02/09/2021	Claims	15	EFT	Navia Benefit Solutions	100.00	FSA Participation Fees- 1/1-1/31/2021
1664	02/02/2021	Claims	15	EFT	Navia Benefit Solutions	276.22	Health Care FSA Disbursement- Wk Ending 1/29/21
1665	02/09/2021	Claims	15	EFT	Navia Benefit Solutions	98.12	Health Care FSA Disbursement- Wk Ending 2/5/21
1666	02/16/2021	Claims	15	EFT	Navia Benefit Solutions	813.46	Health Care FSA Disbursement- Wk Ending 2/12/21
1667	02/23/2021	Claims	15	EFT	Navia Benefit Solutions	152.54	Health Care FSA Disbursement- Wk Ending 2/5/21
619	02/01/2021	Claims	28	EFT	Staples Credit Plan	45.85	Office Supplies-AP
620	02/01/2021	Claims	28	EFT	Verizon Wireless	2,602.50	Monthly Services
683	02/03/2021	Payroll	28	EFT	Eric H Adams	3,105.03	
684	02/03/2021	Payroll	28	EFT	Dennis R Anderson	2,075.65	
685	02/03/2021	Payroll	28	EFT	M Wade Antle	3,765.30	
686	02/03/2021	Payroll	28	EFT	Marianne K Barr	3,392.97	
687	02/03/2021	Payroll	28	EFT	Logan K Bartlett	716.29	
688	02/03/2021	Payroll	28	EFT	Robert D Benfield	4,857.77	
689	02/03/2021	Payroll	28	EFT	George R Bennett	735.63	
690	02/03/2021	Payroll	28	EFT	Jerry L Bobbitt	344.94	
691	02/03/2021	Payroll	28	EFT	Tanner R Bollinger	461.02	
692	02/03/2021	Payroll	28	EFT	John A Boose	3,773.03	
693	02/03/2021	Payroll	28	EFT	Brielle M Brink	1,484.67	
694	02/03/2021	Payroll	28	EFT	Noelle E Calkins	75.50	
695	02/03/2021	Payroll	28	EFT	Brian J Carleton	4,154.34	
696	02/03/2021	Payroll	28	EFT	Ramon F Castelo	353.57	
697	02/03/2021	Payroll	28	EFT	Randall J Chamberlain	3,233.52	
698	02/03/2021	Payroll	28	EFT	Randall J Chamberlain	234.16	
699	02/03/2021	Payroll	28	EFT	Caitlin Charnley-Ovens	687.87	
700	02/03/2021	Payroll	28	EFT	DaShari D Cinnamon	2,494.96	
701	02/03/2021	Payroll	28	EFT	Michael A Cleveland	344.94	
702	02/03/2021	Payroll	28	EFT	Tanner C Cole	3,178.28	
703	02/03/2021	Payroll	28	EFT	Laurencio Cota De La Cruz	1,644.94	
704	02/03/2021	Payroll	28	EFT	Kyle L Crosswhite	97.45	
705	02/03/2021	Payroll	28	EFT	Salvador M Diaz	3,598.94	
706	02/03/2021	Payroll	28	EFT	Shawn R Doering	3,124.43	
707	02/03/2021	Payroll	28	EFT	Emily A Downs	3,409.19	
708	02/03/2021	Payroll	28	EFT	Charles O Drury	4,133.71	
709	02/03/2021	Payroll	28	EFT	Jimmy C Duede	4,962.89	
710	02/03/2021	Payroll	28	EFT	Alexander Edison	2,126.90	
711	02/03/2021	Payroll	28	EFT	Brittney E Erb	461.02	
712	02/03/2021	Payroll	28	EFT	Patrick J Evensen	2,788.42	
713	02/03/2021	Payroll	28	EFT	Brian R Fortin	4,872.78	
714	02/03/2021	Payroll	28	EFT	Jeffrey R Goodson	3,496.93	
715	02/03/2021	Payroll	28	EFT	Sharam L Goodwin	1,306.65	
716	02/03/2021	Payroll	28	EFT	Jayne L Graham	219.53	
717	02/03/2021	Payroll	28	EFT	Travis B Grove	1,715.88	
718	02/03/2021	Payroll	28	EFT	Neosha K Guse	43.90	
719	02/03/2021	Payroll	28	EFT	Richard F Guse	43.90	
720	02/03/2021	Payroll	28	EFT	Scott W Hall	3,908.44	
721	02/03/2021	Payroll	28	EFT	Scott A Hanson	24.27	
722	02/03/2021	Payroll	28	EFT	Tanner M Harris	4,425.07	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
723	02/03/2021	Payroll	28	EFT	Paul D Hartwig	6,766.79	
724	02/03/2021	Payroll	28	EFT	Norma L Hernandez	1,329.78	
725	02/03/2021	Payroll	28	EFT	Michael C Holden	2,042.16	
726	02/03/2021	Payroll	28	EFT	Carolyn S Holm	1,959.64	
727	02/03/2021	Payroll	28	EFT	Nattilie E Jackson	1,049.08	
728	02/03/2021	Payroll	28	EFT	Jason C James	360.90	
729	02/03/2021	Payroll	28	EFT	David M.O. Jardin	936.67	
730	02/03/2021	Payroll	28	EFT	William P Kelly	29.27	
731	02/03/2021	Payroll	28	EFT	Kameron W Kinsey	1,480.70	
732	02/03/2021	Payroll	28	EFT	Matthew R Kontra	419.43	
733	02/03/2021	Payroll	28	EFT	Joseph T Langlois	3,270.75	
734	02/03/2021	Payroll	28	EFT	Jacob G LeBaron	300.03	
735	02/03/2021	Payroll	28	EFT	Kenneth A Martin	2,455.61	
736	02/03/2021	Payroll	28	EFT	Noah R Merca	461.01	
737	02/03/2021	Payroll	28	EFT	Aidan L Murdoch	541.52	
738	02/03/2021	Payroll	28	EFT	Spencer Myrlie	1,766.01	
739	02/03/2021	Payroll	28	EFT	Lisa R Neissl	2,676.51	
740	02/03/2021	Payroll	28	EFT	Ronald A Nordman	3,181.95	
741	02/03/2021	Payroll	28	EFT	Marge M Nyhagen	344.94	
742	02/03/2021	Payroll	28	EFT	Tonya R Paffile	2,899.42	
743	02/03/2021	Payroll	28	EFT	Victor F Paolino	14.64	
744	02/03/2021	Payroll	28	EFT	Alan J Parker	3,679.90	
745	02/03/2021	Payroll	28	EFT	Loren D Peterson	344.94	
746	02/03/2021	Payroll	28	EFT	James R Reese	3,046.58	
747	02/03/2021	Payroll	28	EFT	Jonathan J Rickard	6,367.49	
748	02/03/2021	Payroll	28	EFT	Michael J Rizzitiello	4,191.14	
749	02/03/2021	Payroll	28	EFT	Antonin R Rosales	14.64	
750	02/03/2021	Payroll	28	EFT	Kristi Scherger	2,628.05	
751	02/03/2021	Payroll	28	EFT	Heather M Schermann	344.94	
752	02/03/2021	Payroll	28	EFT	Andrew D Schild	5,012.71	
753	02/03/2021	Payroll	28	EFT	Dylan E Schmick	3,502.19	
754	02/03/2021	Payroll	28	EFT	Melodie A Selby	339.94	
755	02/03/2021	Payroll	28	EFT	Andrea M St Clair	1,462.53	
756	02/03/2021	Payroll	28	EFT	Troy E Tomaras	5,660.88	
757	02/03/2021	Payroll	28	EFT	Byron P Trop	344.94	
758	02/03/2021	Payroll	28	EFT	Daniel I Watkins	3,549.05	
759	02/03/2021	Payroll	28	EFT	Christopher A Webber-Williams	1,884.45	
760	02/03/2021	Payroll	28	EFT	Troy J Williams	2,876.42	
761	02/03/2021	Payroll	28	EFT	David W Winter	5,842.57	
762	02/03/2021	Payroll	28	EFT	Kevin E Wolpert	2,012.11	
805	02/03/2021	Payroll	28	EFT	AWC Life Insurance	189.50	Pay Cycle(s) 02/03/2021 To 02/03/2021 - Life Insurance
806	02/03/2021	Payroll	28	EFT	American Family Life Ins	1,437.54	Pay Cycle(s) 02/03/2021 To 02/03/2021 - AFLAC-Post Tax; Pay Cycle(s) 02/03/2021 To 02/03/2021 - AFLAC-Pre Tax
807	02/03/2021	Payroll	28	EFT	Association Of Washington Cities	64,416.16	Pay Cycle(s) 02/03/2021 To 02/03/2021 - Health First-250; Pay Cycle(s) 02/03/2021 To 02/03/2021 - AWC Life-Emp; Pay Cycle(s) 02/03/2021 To 02/03/2021 - AWC Life-Dep; Pay Cycle(s) 02/03/2021 To 02/03/2
808	02/03/2021	Payroll	28	EFT	Internal Revenue Service (Payroll)	57,432.11	941 Deposit for Pay Cycle(s) 02/03/2021 - 02/03/2021
809	02/03/2021	Payroll	28	EFT	Mass Mutual	7,010.81	Pay Cycle(s) 02/03/2021 To 02/03/2021 - 457 Def Comp
810	02/03/2021	Payroll	28	EFT	Oregon Department Of Revenue	1,363.00	Pay Cycle(s) for OR Tax02/03/2021 - 02/03/2021

CHECK REGISTER

City Of College Place

Time: 15:33:41 Date: 04/01/2021

02/01/2021 To: 02/28/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
811	02/03/2021	Payroll	28	EFT	State Of Washington	47,533.43	Pay Cycle(s) 02/03/2021 To 02/03/2021 - Leoff 2; Pay Cycle(s) 02/03/2021 To 02/03/2021 - Pers 1; Pay Cycle(s) 02/03/2021 To 02/03/2021 - Pers 2; Pay Cycle(s) 02/03/2021 To
813	02/03/2021	Payroll	28	EFT	Washington Teamsters Welfare Trust	17,881.60	Pay Cycle(s) 02/03/2021 To 02/03/2021 - Teamsters Dental; Pay Cycle(s) 02/03/2021 To 02/03/2021 - Teamsters Medical; Pay Cycle(s) 02/03/2021 To 02/03/2021 - Teamsters Time Loss; Pay Cycle(s) 02/03/2021 To
860	02/05/2021	Claims	28	EFT	Pacific Power & Light		Payable entered for incorrect amount. Payment made was only \$11,249.60
908	02/08/2021	Claims	28	EFT	CenturyLink Communications LLC	8.31	Monthly Services
909	02/08/2021	Claims	28	EFT	Centurylink Communications LLC	833.41	Monthly Services; Monthly Services; Monthly Services
967	02/12/2021	Payroll	28	EFT	Eric H Adams	1,414.01	
968	02/12/2021	Payroll	28	EFT	Dennis R Anderson	1,601.85	
969	02/12/2021	Payroll	28	EFT	M Wade Antle	230.87	
970	02/12/2021	Payroll	28	EFT	John A Boose	1,523.31	
971	02/12/2021	Payroll	28	EFT	Brian J Carleton	2,485.70	
972	02/12/2021	Payroll	28	EFT	DaShari D Cinnamon	1,011.37	
973	02/12/2021	Payroll	28	EFT	Tanner C Cole	1,211.58	
974	02/12/2021	Payroll	28	EFT	Laurencio Cota De La Cruz	1,320.62	
975	02/12/2021	Payroll	28	EFT	Salvador M Diaz	1,576.46	
976	02/12/2021	Payroll	28	EFT	Shawn R Doering	1,015.71	
977	02/12/2021	Payroll	28	EFT	Alexander Edison	1,829.43	
978	02/12/2021	Payroll	28	EFT	Patrick J Evensen	1,929.73	
979	02/12/2021	Payroll	28	EFT	Jeffrey R Goodson	230.87	
980	02/12/2021	Payroll	28	EFT	Sharam L Goodwin	1,075.55	
981	02/12/2021	Payroll	28	EFT	Travis B Grove	1,258.76	
982	02/12/2021	Payroll	28	EFT	Paul D Hartwig	277.05	
983	02/12/2021	Payroll	28	EFT	Michael C Holden	1,052.21	
984	02/12/2021	Payroll	28	EFT	Carolyn S Holm	906.18	
985	02/12/2021	Payroll	28	EFT	Joseph T Langlois	1,434.86	
986	02/12/2021	Payroll	28	EFT	Kenneth A Martin	406.56	
987	02/12/2021	Payroll	28	EFT	Spencer Myrlie	1,517.34	
988	02/12/2021	Payroll	28	EFT	Lisa R Neissl	1,600.25	
989	02/12/2021	Payroll	28	EFT	Alan J Parker	1,556.45	
990	02/12/2021	Payroll	28	EFT	Michael J Rizzitiello	3,436.94	
991	02/12/2021	Payroll	28	EFT	Dylan E Schmick	1,133.21	
992	02/12/2021	Payroll	28	EFT	Andrea M St Clair	1,236.11	
993	02/12/2021	Payroll	28	EFT	Daniel I Watkins	1,520.51	
994	02/12/2021	Payroll	28	EFT	Christopher A Webber-Williams	1,597.69	
995	02/12/2021	Payroll	28	EFT	Troy J Williams	1,695.60	
996	02/12/2021	Payroll	28	EFT	Internal Revenue Service (Payroll)	9,646.70	941 Deposit for Pay Cycle(s) 02/12/2021 - 02/12/2021
1022	02/12/2021	Claims	28	EFT	Home Depot Credit Services	1,688.64	
1101	02/19/2021	Claims	28	EFT	Western Governors University	2,028.00	Tuition- S. Doering (000521234)

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1102	02/19/2021	Claims	28	EFT	Quill Corporation	2,185.00	Office Supplies; Office Supplies; Supplies; Office Supplies; Supplies; Supplies; Supplies; Office Supplies; Office Supplies; Office Supplies; Office Supplies; Office Supplies; Office Supplies; Supplye
1155	02/23/2021	Claims	28	EFT	Amazon Business Prime	2,170.84	Public Works; USB- C Phone Charger; Office Supplies; Phone Case & Screen Protectors- J. Boose; Screen Protectors- A. Edison & S. Hall; Smart Video Conference Camera; PW Supplies; Keyboard- L. Neissl;
1232	02/25/2021	Claims	28	EFT	WA St. Dept Of Revenue	14,679.88	Written From Use Tax Report; January 2021
1242	02/26/2021	Claims	28	EFT	Cascade Natural Gas Corporation	1,541.46	Monthly Services- February 2021; Monthly Services- February 2021; Monthly Services- February 2021; Monthly Services- February 2021; Monthly Services- February 2021
1244	02/26/2021	Claims	28	EFT	Verizon Wireless	5,019.77	Monthly Services
1784	02/05/2021	Claims	28	EFT	Pacific Power & Light	11,249.60	Monthly Services- January 2021
814	02/03/2021	Payroll	28	52300	American Legal Services	79.64	Pay Cycle(s) 02/03/2021 To 02/03/2021 - Teamsters Legal Defense Fund
815	02/03/2021	Payroll	28	52301	City Of College Place	1,118.33	Pay Cycle(s) 02/03/2021 To 02/03/2021 - Flex Spending
816	02/03/2021	Payroll	28	52302	College Place Fire Fighters Assn.	65.00	Pay Cycle(s) 02/03/2021 To 02/03/2021 - CP Volunteer Fire
817	02/03/2021	Payroll	28	52303	Fraternal Order Of Police	105.00	Pay Cycle(s) 02/03/2021 To 02/03/2021 - Fraternal Order Of Police
818	02/03/2021	Payroll	28	52304	C/O BMCU Acct. 59881001 IAFF Local 4203	250.00	Pay Cycle(s) 02/03/2021 To 02/03/2021 - IAFF Local 4203
819	02/03/2021	Payroll	28	52305	Marianne Barr C/O CPPD Emp Donations	172.50	Pay Cycle(s) 02/03/2021 To 02/03/2021 - CP Police Fund
820	02/03/2021	Payroll	28	52306	Teamsters - Police	834.00	Pay Cycle(s) 02/03/2021 To 02/03/2021 - Union Dues -
821	02/03/2021	Payroll	28	52307	Teamsters - Public Employees	709.00	Pay Cycle(s) 02/03/2021 To 02/03/2021 - Union Dues - PW
822	02/03/2021	Payroll	28	52308	United Way of Walla Walla County	5.00	Pay Cycle(s) 02/03/2021 To 02/03/2021 - Donation - United Way
823	02/03/2021	Payroll	28	52309	WSCFF Employee Benefit Trust	375.00	Pay Cycle(s) 02/03/2021 To 02/03/2021 - WSCFF Emp Ben Trust
812	02/03/2021	Payroll	28	52310	Washington State Support Registry	1,113.07	Case # 2512763 - Wolpert - Pay Cycle(s) 02/03/2021 To 02/03/2021 - Office Of Support Enf.
803	02/03/2021	Claims	28	79154	Smarsh Inc.	4,411.17	Fees For SMARSH Text Message Archive-12/1/2020-10/31/2021
997	02/10/2021	Claims	28	79155	American Public Works Assn	66.64	APWA Membership- Addition Of M. Holden
998	02/10/2021	Claims	28	79156	Benton Franklin & WW Co.	100.00	2021 Membership Dues-H. Schermann; M. Rizzitiello;New Delegate
999	02/10/2021	Claims	28	79157	SCWMCA - Treasurer	50.00	2021 Membership Dues
1000	02/10/2021	Claims	28	79158	WA St. Dept Of Health	4,423.40	2021 Water System Operating Permit & Certification Fees

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1001	02/10/2021	Claims	28	79159	WA St. Good Roads and	200.00	2021 Membership Dues- H. Schermann & M. Rizzitiello
1036	02/16/2021	Claims	28	79160	Carl & Judi Gage	136.75	114 SE Pepperidge Pl
1037	02/16/2021	Claims	28	79161	Richard & Nicole Harrison	160.55	519 SE Mockingbird Dr
1038	02/16/2021	Claims	28	79162	Rikki & Hitomi Johnson	60.82	204 SE 8th St
1039	02/16/2021	Claims	28	79163	Calvin Lee #	39.25	220 W Whitman Dr
1040	02/16/2021	Claims	28	79164	Jeffrey & Sharon Meyer	181.24	717 SE 6th St
1041	02/16/2021	Claims	28	79165	Aryn Morell ~	332.49	615 SW 6th St; 615 SW 6th St
1042	02/16/2021	Claims	28	79166	Charles Nelson	526.77	717 SE Scenic View Dr
1043	02/16/2021	Claims	28	79167	Michele Reyes	239.11	221 NE A St
1044	02/16/2021	Claims	28	79168	Rodger L & Ruth H Stevens	271.80	838 SE Marine Dr
1045	02/16/2021	Claims	28	79169	Dell & Lenore Wagner	158.54	306 SE Larch Ave
1046	02/16/2021	Claims	28	79170	Walde Living Trust	182.10	745 SE Magnoni Dr
1047	02/16/2021	Claims	28	79171	Walde Living Trust	185.63	747 SE Magnoni Dr
1048	02/16/2021	Claims	28	79172	William & Pauline Wilkie ^	93.90	537 NE Troutdale Ave
1104	02/19/2021	Claims	28	79173	City Of College Place-General	3,678.65	Monthly Services
1185	02/25/2021	Claims	28	79174	Jose L Chavez	27.81	Reissue Stipend Payment 7/3/20 Ck #52175
1186	02/25/2021	Claims	28	79175	City Of College Place-General	1,215.56	Grading Permit- Lift Station
1187	02/25/2021	Claims	28	79176	Dylan E Schmick	152.46	2021 Equipment Allowance Reimbursement- D. Schmick
1241	02/26/2021	Claims	28	79177	Postmaster	810.36	Utility Bulk Postage- March Statements
1473	02/28/2021	Claims	28	79178	Banner Bank Credit Cards	11,634.42	9343- CH; 9400-CH; 9467-PD; 9475-PD; 9483-PW; 9965-FD; 6464-CH; 3647-CH; 5994-FD; 5296-CD/FAC; 8472-PD
839	02/05/2021	Claims	28	104794	911 Supply Inc	1,873.88	Training Equipment-PD
840	02/05/2021	Claims	28	104795	Chemsearch	271.75	Contract Water Treatment Program- FD Tower
841	02/05/2021	Claims	28	104796	Outwest Printing	525.85	Fold/Stuff Utility Statements For February 2021
842	02/05/2021	Claims	28	104797	Snap On Tools - Dan's Tool Truck	187.78	Shop Tool; Shop Tool
911	02/10/2021	Claims	28	104798	123 Printing	37.03	Business Cards- C. Williams PD
912	02/10/2021	Claims	28	104799	Abadan Tri-Cities	256.13	Copy Machine Maintenance
913	02/10/2021	Claims	28	104800	Above The Line Cleaning LLC	1,412.00	Cleaning- City Hall- January 2021; Monthly Cleaning- Annex- January 2021
914	02/10/2021	Claims	28	104801	Andy's Market, LLC	19.73	Supplies
915	02/10/2021	Claims	28	104802	Association Of Washington Cities	75.00	City Action Days 2021- M. Rizzitiello
916	02/10/2021	Claims	28	104803	Blue Mountain Humane Society	833.34	January 2021 Animal Services
917	02/10/2021	Claims	28	104804	Builders FirstSource, Inc	111.00	Mechanics Shop Roof Repair; Mechanic Shop Roof Repair
918	02/10/2021	Claims	28	104805	CH2M Hill OMI	99,724.89	WWTP Operations Maintenance And Management- Equipment Scope- January 2021; WWTP Operations Maintenance And Management- January 2021
919	02/10/2021	Claims	28	104806	CHS Primeland	67.43	Fuel-FD
920	02/10/2021	Claims	28	104807	Columbia Rural Electric	728.90	Monthly Services
921	02/10/2021	Claims	28	104808	Core & Main LP	3,789.29	Supplies
922	02/10/2021	Claims	28	104809	Crown Paper & Janitorial Supply Inc	667.85	Supplies; Water Hog Mat
923	02/10/2021	Claims	28	104810	Dalmatian Fire Equipment, Inc	3,112.95	SCBA Packs
924	02/10/2021	Claims	28	104811	Don Jackson Excavation LLC	13,265.80	Release Of Retainage- Lamperti Overlay Project
925	02/10/2021	Claims	28	104812	Evergreen Rural Water Of Washington	200.00	2021 Annual Conference Registration- R. Chamberlain
926	02/10/2021	Claims	28	104813	Ferguson Enterprises, Inc.	8,761.98	Supplies; Supplies; Supplies

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927	02/10/2021	Claims	28	104814	GNAT Enterprises	160.00	Transportation Services- D. Lepiane; Transportation Services- D. Lepiane
928	02/10/2021	Claims	28	104815	Galls, Inc.	1,526.74	New Equipment Issue- C. Webber-Williams; New Equipment Issue- C. Webber-Williams; Twill Pants- A. St. Claire; Uniforms- FD; FD Uniforms
929	02/10/2021	Claims	28	104816	Grainger, Inc.	295.88	Measuring Wheel Disk
930	02/10/2021	Claims	28	104817	Travis B Grove	100.00	2021 Clothing Allowance Reimbursement
931	02/10/2021	Claims	28	104818	InterMountain Education Service District	15,148.70	Monitors- FD; Ethernet Cables; DP To HDMI Adapters; Technology Support Per Contract
932	02/10/2021	Claims	28	104819	Jones Truck & Implement	12.83	Part
933	02/10/2021	Claims	28	104820	KIE Supply Corporation	50.00	Supplies
934	02/10/2021	Claims	28	104821	L&G Ranch Supply Inc. - Acct # 270	14.15	Supplies
935	02/10/2021	Claims	28	104822	Leroy Survey Consulting	800.00	Brent Dawson BLA; Curnuck Short Plat Revised; Quail Park @ Country Estates Short Plat
936	02/10/2021	Claims	28	104823	Dax Moreno	3,543.62	Insurance Repair On Lamperti Street
937	02/10/2021	Claims	28	104824	Municipal Code Corporation	4,679.77	Supplement 9, Update 10; 2 Copies Supplement 9
938	02/10/2021	Claims	28	104825	Napa Of Walla Walla	1,125.09	RETURN/CREDIT
939	02/10/2021	Claims	28	104826	OXARC Inc	47.70	Fire Extinguisher Annual Maintenance/Tag/Certificate
940	02/10/2021	Claims	28	104827	One Call Concepts Inc.	32.10	Utility Notifications- January 2020
941	02/10/2021	Claims	28	104828	Owen Equipment Company	791.50	Gutter Brooms
942	02/10/2021	Claims	28	104829	Pape Machinery, Inc.	3.27	Part
943	02/10/2021	Claims	28	104830	Pepsi Cola Bottling of Walla Walla	214.65	Water- PW; Water- PW; Water- PD; Water- PD; Water- PW; Water-PD; Water-CH; Water-CH; Water- CH; Wate-Annex; Water-Annex; Water-Annex; Water-CH
944	02/10/2021	Claims	28	104831	Port Of Walla Walla	1,200.00	State Representation- January 2021
945	02/10/2021	Claims	28	104832	Precision Garage Doors	2,714.24	FD Garage Door Opener
946	02/10/2021	Claims	28	104833	Quality Petroleum Products, Inc.	5,228.68	Fuel; Fuel; Fuel; Fuel
947	02/10/2021	Claims	28	104834	Questica Ltd.	871.00	Remaining Balance For Dec 2021- Annual Questica Software Service- 2021
948	02/10/2021	Claims	28	104835	Brett R. Sargent	350.27	Part
949	02/10/2021	Claims	28	104836	Systems Design West, LLC	2,430.85	Ambulance Billing Services- November 2020; Ambulance Billing Services- December 2020
950	02/10/2021	Claims	28	104837	Telare' Law, PLLC	3,842.20	January 2021 Legal Services- Hourly
951	02/10/2021	Claims	28	104838	Tompkins, Gregory A.	217.66	Washer Repair
952	02/10/2021	Claims	28	104839	WA St. Auditor's Office	5,779.41	Accountability Audit No. 50475
953	02/10/2021	Claims	28	104840	WA St. Consolidated Tech. Services	285.00	PD VPN Monthly Services- January 2020
954	02/10/2021	Claims	28	104841	WA St. Dept Of Labor & Industries	33.20	Annual Operating Certificate 03/01/2021-03/01/2020
955	02/10/2021	Claims	28	104842	WA St. Dept Of Transportation - SCR	1,069.28	Signal Maintenance

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956	02/10/2021	Claims	28	104843	WA St. Employment Security Dept	22.94	4Q/2020 Benefit Charges- J. LeBaron
957	02/10/2021	Claims	28	104844	Walla Walla City of	343.49	Landfill Charges, Cust 09211; Landfill Charges, Cust 09211; Landfill Charges, Cust 09211; Landfill Charges, Cust 09211; Landfill Charges, Cust 09211; Landfill Charges, Cust 09211; Landfill Charges, Cu
958	02/10/2021	Claims	28	104845	Walla Walla County	313.26	1/29/2021 Liquor Excise, TRN 572: TR Rec 72280
959	02/10/2021	Claims	28	104846	Walla Walla County	9,403.00	2021 Member's Share Emergency Management Fund
960	02/10/2021	Claims	28	104847	Walla Walla Regional Water Testing Servi	270.00	Water Testing
961	02/10/2021	Claims	28	104848	Walla Walla Union Bulletin	230.91	Ordinance No. 21-001; Ordinance No. 21-002; Ordinance No. 21-003
962	02/10/2021	Claims	28	104849	Webcheck, Inc	155.44	January 2021 Webcheck Services
963	02/10/2021	Claims	28	104850	The Wesley Group	1,275.00	Labor Relations
1188	02/25/2021	Claims	28	104851	ATCO International, Inc.	98.00	Shop Supplies
1189	02/25/2021	Claims	28	104852	Azavar Audit Solutions	38.79	Local Government Audit Program Contingency Payment
1190	02/25/2021	Claims	28	104853	Bound Tree Medical, LLC.	268.99	EMS Supplies
1191	02/25/2021	Claims	28	104854	Byrnes Oil	372.37	Supplies; Shop Supplies; Supplies
1192	02/25/2021	Claims	28	104855	CH2M Hill OMI	99,724.89	WWTP Operations Maintenance And Management- Equipment Scope- February 2021; WWTP Operations Maintenance And Management- February 2021
1193	02/25/2021	Claims	28	104856	CI Shred	89.24	City Hall & PD Bins
1194	02/25/2021	Claims	28	104857	Calico Copy	190.38	Coy & Scan Services
1195	02/25/2021	Claims	28	104858	Car Wash Partners, Inc.	350.00	Monthly Patrol Car Wash
1196	02/25/2021	Claims	28	104859	Cascade Earth Sciences, LTD.	4,302.00	ICMP- Project 2020230001
1197	02/25/2021	Claims	28	104860	Rachel Lynn Cortez	4,166.66	Indigent Defense Services- February 2021
1198	02/25/2021	Claims	28	104861	Crown Paper & Janitorial Supply Inc	176.62	Supplies-FD
1199	02/25/2021	Claims	28	104862	Day Wireless Systems	1,626.42	Radio Service Call
1200	02/25/2021	Claims	28	104863	Ferguson Enterprises, Inc.	653.29	Supplies
1201	02/25/2021	Claims	28	104864	GNAT Enterprises	160.00	Transportation Services- D. Lepiane; Transportation Services- D. Lepiane
1202	02/25/2021	Claims	28	104865	Galls, Inc.	185.33	New Equipment Issue- C. Webber-Williams; New Equipment Issue- C. Webber-Williams
1203	02/25/2021	Claims	28	104866	General Paint & Parts, Inc.	13.48	Shop Supplies; Shop Supplies
1204	02/25/2021	Claims	28	104867	Graphic Apparel	521.49	City Logo Hats; City Logo Hats
1205	02/25/2021	Claims	28	104868	Iron Horse LLC	185,290.11	Sewer Lining; Video Of Sewer Main
1206	02/25/2021	Claims	28	104869	JD's Propane	5.20	Propane
1207	02/25/2021	Claims	28	104870	Jones Truck & Implement	59.66	Parts
1208	02/25/2021	Claims	28	104871	L&G Ranch Supply Inc. - Acct # 270	104.50	Supplies; Supplies
1209	02/25/2021	Claims	28	104872	Leroy Survey Consulting	50.00	Revised Frey BLA
1210	02/25/2021	Claims	28	104873	Les Schwab Tire Center - CP	154.60	Cam Chain & Rubber Spider
1211	02/25/2021	Claims	28	104874	Norco	59.33	Safety Equipment- R. Chamberlain
1212	02/25/2021	Claims	28	104875	Owen Equipment Company	571.62	Gutter Brooms
1213	02/25/2021	Claims	28	104876	Pitney Bowes Postage By Phone	1,600.00	Replenish Postage Meter
1214	02/25/2021	Claims	28	104877	Providence Health & Services WA	82.75	Vaccine- C. Webber-Williams

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1215	02/25/2021	Claims	28	104878	RH2 Engineering, Inc.	57,655.02	Water System Consolidation And Well No 2 Relocation - PH 3 Well 2 Relocation; 2020 Comprehensive Water System Plan Update; Green Tank Consolidation Feasibility Study; Water System Consolidation And We
1216	02/25/2021	Claims	28	104879	Rexel USA, Inc.(dba Platt Electric)	129.60	Supplies
1217	02/25/2021	Claims	28	104880	Safety Kleen Systems, Inc	809.55	Used Oil Disposal
1218	02/25/2021	Claims	28	104881	Snap On Tools - Dan's Tool Truck	193.48	Shop Tool; Shop Tools
1219	02/25/2021	Claims	28	104882	TD&H Engineering	4,748.50	Deficiencies Analysis For Autumn Meadows Subdivision
1220	02/25/2021	Claims	28	104883	TIAA Commercial Finance, Inc.	233.75	Monthly Lease- Copy Machine
1221	02/25/2021	Claims	28	104884	Tampa Enterprises, LLC	393.12	Stihl Chainsaw
1222	02/25/2021	Claims	28	104885	WA Fire Chiefs	1,260.00	2021 Annual Membership Dues
1223	02/25/2021	Claims	28	104886	WA St. Board Of Volunteer Firefighters	1,320.00	2021 Volunteer Firefighter's Disability Fees
1224	02/25/2021	Claims	28	104887	WA St. Dept Of Ecology	2,698.24	Annual Biosolids Permit- 2021
1225	02/25/2021	Claims	28	104888	WA St. Dept Of Enterprise Services	105.00	WA St. Diversity & Inclusion Virtual Training
1226	02/25/2021	Claims	28	104889	Walla Walla County Auditor	28,197.28	4Q/2020 District Court Expense
1227	02/25/2021	Claims	28	104890	Walla Walla County Corrections Dept	1,339.10	January 2021 Jail Services
1228	02/25/2021	Claims	28	104891	Walt's Plumbing & Septic Tank Service LL	68.00	Gun Range Restroom- January 2021
1229	02/25/2021	Claims	28	104892	Christopher A Webber-Williams	195.48	Reimbursement- Uniform Alterations
1230	02/25/2021	Claims	28	104893	The Wesley Group	1,875.00	Labor Relations- PD & PW
1231	02/25/2021	Claims	28	104894	Western States Equipment Co.	186,453.28	2012 Catepillar 140M2 AWD Motor Grader; Part
1250	02/26/2021	Claims	29	1950	Andrew D Schild	74.00	Knock & Talk Negotiations- Newman Lake, WA
						4,456.74	511 Legislative
						32,363.94	512 Municipal Court
						9,294.70	513 Executive
						11,521.44	514 Finance & Administration
						3,842.20	515 Legal
						9,251.96	516 Personnel
						100.00	517 Employee Benefit Program
						8,253.81	519 Other General Gov Services
						17,941.44	520 City Clerk/Records
						169,190.87	521 Law Enforcement
						45,538.21	522 Fire Control
						1,339.10	523 Detention & Correction
						15,599.64	524 Building Inspection
						9,403.00	525 Emergency Services
						34,836.22	526 Emergency Medical Services
						14,098.17	558 Planning/Community Development
						313.26	567 Alcohol & Drug Treatment/WW County
						160.08	573 Spectator & Community Events
						9,946.14	576 Parks & Recreation
						2,301,701.82	589 Non-Expenditures
						2,699,152.74	001 Current Expense Fund
						558.57	025 Miscellaneous
						12,539.29	518 Data Processing Services
						13,097.86	012 Technology Reserve Fund

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			517		Employee Benefit Program	1,062.50	
		061			Employee Benefit Reserve Fund	1,062.50	
			532			0.50	
			542		Road & Street Maintenance	27,771.74	
			543		Road & Street General Admin.	5,354.99	
			544		Engineering	2,303.03	
		100			Street Fund	35,430.26	
			521		Law Enforcement	1,112.60	
		120			Criminal Justice Fund	1,112.60	
			542		Road & Street Maintenance	13,265.80	
		311			Street Improvement Fund	13,265.80	
			519		Other General Gov Services	4,046.50	
		315			Facility Maintenance Reserve Fund (CE)	4,046.50	
			550		General Services	186,310.88	
		320			Equipment Reserve Fund	186,310.88	
			006		Charges For Goods & Services	730.30	
			101		Indirect Federal Grants	1,367.66	
			534		Water Utilities	105,101.52	
		400			Water Fund	107,199.48	
			006		Charges For Goods & Services	1,217.51	
			535		Wastewater Utilities	244,517.09	
		401			Wastewater Fund	245,734.60	
			006		Charges For Goods & Services	278.42	
			531		Stormwater	21,345.26	
		402			Stormwater Fund	21,623.68	
			534		Water Utilities	53,470.87	
		410			Water Capital Reserve Fund	53,470.87	
			535		Wastewater Utilities	183,665.34	
		411			Wastewater Capital Reserve Fund	183,665.34	
			006		Charges For Goods & Services	113.52	
		412			Wastewater Debt Service Fund	113.52	
			006		Charges For Goods & Services	229.20	
		413			Water Capital Improvement Reserve Fund	229.20	
			534		Water Utilities	2,816.49	
		431			Water System Construction Fund	2,816.49	
			548		Equipment Rental & Replacement	21,562.23	
		500			Equipment Rental & Replacement	21,562.23	
			589		Non-Expenditures	1,340.34	
		625			Flexible Benefits Plan Fund	1,340.34	

CHECK REGISTER

City Of College Place

Time: 15:33:41 Date: 04/01/2021

02/01/2021 To: 02/28/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
* Transaction Has Mixed Revenue And Expense Accounts						3,591,234.89	Claims: 3,167,143.76 Payroll: 424,091.13

WE, the City Administrator and the City Finance Director of the City of College Place, Walla Walla County, Washington, DO HEREBY certify that the merchandise and services listed above have been received, are appropriate business expenditures of the City of College Place, are an accounting of all expenditures for the period described, and that the related vouchers and checks have been properly documented and approved by City Management.

City Administrator  DocuSigned by: CC49F05EFDAA47C... Finance Director  DocuSigned by: 1BF6E86CB427474...

WE, the undersigned members of the City Council of the City of College Place, Walla Walla County, Washington, representing the entire Council in attendance, DO HEREBY certify that the Council has reviewed the above list of expenditures and related vouchers or checks for the period described, has discussed any concerns with City Management and Staff and has had any such concerns answered adequately. We further certify that the above list of expenditures has been approved by the City of College Place City Council, DATED this _____ day of _____, 2021.

X _____ X _____ X _____
Councilmember Councilmember Councilmember

TREASURERS REPORT

Fund Totals

City Of College Place

02/01/2021 To: 02/28/2021

Time: 10:17:10 Date: 04/02/2021

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Current Expense Fund	2,226,329.20	2,666,929.73	2,845,823.83	2,047,435.10	2,341,421.30	1,713.00	-6,772.20	4,383,797.20
005 Current Expense Reserve Fund	303,962.26	-277.00	1.89	303,683.37	0.00	0.00	0.00	303,683.37
012 Technology Reserve Fund	237,948.44	-216.73	13,099.16	224,632.55	3,440.62	0.00	0.00	228,073.17
061 Employee Benefit Reserve Fund	318,143.33	-289.94	1,064.48	316,788.91	0.00	0.00	0.00	316,788.91
100 Street Fund	273,188.64	15,129.16	135,434.62	152,883.18	602.46	0.00	-75.00	153,410.64
120 Criminal Justice Fund	17,898.09	-16.31	1,112.70	16,769.08	0.00	0.00	0.00	16,769.08
121 Forfeited Proceeds Fund	2,063.17	-1.87	0.01	2,061.29	0.00	0.00	0.00	2,061.29
130 Hotel/Motel Tax	26,537.24	551.12	0.16	27,088.20	0.00	0.00	0.00	27,088.20
201 ULTGO Bond Fund	14,888.32	0.14		14,888.46	0.00	0.00	0.00	14,888.46
235 Commercial Drive Bond Debt Service Fund	143,614.95	9.95	0.39	143,624.51	0.00	0.00	0.00	143,624.51
301 Street Capital Contribution Fund	16,058.16	0.38		16,058.54	0.00	0.00	0.00	16,058.54
305 Capital Improvement Fund (REET)	340,314.11	13,604.38	2.01	353,916.48	0.00	0.00	0.00	353,916.48
306 Capital Improvement Fund (REET 2)	594,461.19	13,372.74	3.63	607,830.30	0.00	0.00	0.00	607,830.30
309 CDBG Projects Fund	0.06	0.01		0.07	0.00	0.00	0.00	0.07
311 Street Improvement Fund	418,893.24	-381.66	13,265.80	405,245.78	0.00	0.00	0.00	405,245.78
315 Facility Maintenance Reserve Fund (CE)	220,595.86	149,798.92	4,047.95	366,346.83	4,046.50	0.00	0.00	370,393.33
320 Equipment Reserve Fund	265,426.40	99,758.10	186,312.53	178,871.97	0.00	0.00	0.00	178,871.97
330 Economic Development Fund	577,121.15	26.97		577,148.12	0.00	0.00	0.00	577,148.12
340 Economic Development Reserve Fund	64.86	0.00		64.86	0.00	0.00	0.00	64.86
400 Water Fund	445,251.69	131,690.50	124,225.66	452,716.53	2,482.60	0.00	-30,282.03	424,917.10
401 Wastewater Fund	1,889,134.18	220,920.96	270,476.35	1,839,578.79	3,111.99	0.00	-53,043.64	1,789,647.14
402 Stormwater Fund	380,668.31	52,104.03	21,347.55	411,424.79	1,095.93	0.00	-13,476.86	399,043.86
403 Stormwater Capital Reserve Fund	369,228.06	-337.70	2.29	368,888.07	0.00	0.00	0.00	368,888.07
410 Water Capital Reserve Fund	1,395,467.04	133,678.05	53,475.24	1,475,669.85	0.00	0.00	-3,500.00	1,472,169.85
411 Wastewater Capital Reserve Fund	708,830.04	194,119.78	180,867.69	722,082.13	1,215.56	0.00	-3,500.00	719,797.69
412 Wastewater Debt Service Fund	383,760.98	43,792.50	1.27	427,552.21	183.23	0.00	-10,317.67	417,417.77
413 Water Capital Improvement Reserve Fund	1,262,479.12	76,413.96	3.23	1,338,889.85	277.81	0.00	-18,671.96	1,320,495.70
425 Water Revenue Bond Fund	338,426.51	23.46	0.92	338,449.05	0.00	0.00	0.00	338,449.05
426 Water Bond Reserve Fund	143,843.17	9.97	0.40	143,852.74	0.00	0.00	0.00	143,852.74
431 Water System Construction Fund	1,134,514.96	-1,033.92	2,823.53	1,130,657.51	0.00	0.00	0.00	1,130,657.51
500 Equipment Rental & Replacement	133,120.25	605.09	21,563.41	112,161.93	838.01	0.00	0.00	112,999.94
625 Flexible Benefits Plan Fund	9,975.08	1,118.35	1,340.34	9,753.09	0.00	0.00	0.00	9,753.09
	14,592,208.06	3,811,103.12	3,876,297.04	14,527,014.14	2,358,716.01	1,713.00	-139,639.36	16,747,803.79

TREASURERS REPORT**Account Totals**

City Of College Place

02/01/2021 To: 02/28/2021

Time: 10:17:10 Date: 04/02/2021

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
2 2 Petty Cash	1,150.00	0.00	0.00	1,150.00	0.00	0.00	1,150.00
12 12 Banner #2526 Gen Acct	2,499,726.75	286,279.84	2,561,651.70	224,354.89	-29,451.63	2,305,096.74	2,500,000.00
14 14 Banner #2221 Travel Adv	4,000.00	0.00	0.00	4,000.00	0.00	0.00	4,000.00
15 15 Banner #2025 Flex Spend	8,754.03	100.00	1,440.34	7,413.69	0.00	0.00	7,413.69
16 16 Banner #2229 Public Funds A	1,315,444.80	258,527.67	0.00	1,573,972.47	0.00	0.00	1,573,972.47
17 17 Banner #2123 Dev Escrow Acc	77,785.03	0.61	0.00	77,785.64	0.00	0.00	77,785.64
19 19 Banner #7426 Pub Funds Inv	500,000.00	86.58	86.58	500,000.00	0.00	0.00	500,000.00
20 20 Banner #3515 Capital Mitiga	16,058.10	0.37	0.00	16,058.47	0.00	0.00	16,058.47
22 22 Banner #6210 Water Projects	2,001,509.99	0.00	0.00	2,001,509.99	0.00	0.00	2,001,509.99
23 23 Banner #5412 Complete Stree	500,526.70	26.88	0.00	500,553.58	0.00	0.00	500,553.58
25 25 US Bank #2494 MIA	288,249.08	1.26	63.00	288,187.34	0.00	0.00	288,187.34
26 26 CB #2204 CDBG Project	1,017.33	0.01	0.00	1,017.34	0.00	0.00	1,017.34
27 27 CB #2255 Farm Market	1,704.72	0.01	0.00	1,704.73	0.00	0.00	1,704.73
28 28 CB #2158 Public Funds Check	-104,278.66	3,797,961.83	1,286,813.41	2,406,869.76	-110,187.73	55,258.27	2,351,940.30
29 29 CB #2263 Travel Adv	1,017.33	0.01	74.00	943.34	0.00	74.00	1,017.34
30 30 CB #2166 Flex Spend	2,135.67	1,118.35	0.00	3,254.02	0.00	0.00	3,254.02
31 31 CB #2220 Public Funds Acct	849,266.30	41.77	550,000.00	299,308.07	0.00	0.00	299,308.07
32 32 CB #2174 Dev Escrow Acct	1,017.33	0.01	0.00	1,017.34	0.00	0.00	1,017.34
33 33 CB #2298 Pub Funds Inv	1,017.33	0.01	0.00	1,017.34	0.00	0.00	1,017.34
34 34 CB #2182 Capital Mitigation	1,017.36	0.01	0.00	1,017.37	0.00	0.00	1,017.37
35 35 CB #2271 Projects	1,017.33	0.01	0.00	1,017.34	0.00	0.00	1,017.34
36 36 CB #2247 Complete Streets M	1,017.33	0.01	0.00	1,017.34	0.00	0.00	1,017.34
Total Cash:	7,969,153.85	4,344,145.24	4,400,129.03	7,913,170.06	-139,639.36	2,360,429.01	10,133,959.71

Investment Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
4 Acct#00410 LGIP	2,354,120.59	253.92	10.58	2,354,363.93	0.00	0.00	2,354,363.93
24 24 US Bank #0609 Safekeeping I	4,268,933.62	-9,453.47	0.00	4,259,480.15	0.00	0.00	4,259,480.15
Total Investments:	6,623,054.21	-9,199.55	10.58	6,613,844.08	0.00	0.00	6,613,844.08
	14,592,208.06	4,334,945.69	4,400,139.61	14,527,014.14	-139,639.36	2,360,429.01	16,747,803.79

TREASURERS REPORT

Fund Investments By Account

City Of College Place

Time: 10:17:10 Date: 04/02/2021
Page: 3

02/01/2021 To: 02/28/2021

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
235 000 Commercial Drive Bond Debt Service Fund	87,360.10		9.39	9.39	0.39	87,369.10
410 000 Water Equipment Reserve Fund	972,000.87		104.84	104.84	4.37	972,101.34
412 000 Wastewater Debt Service Fund	233,439.48		30.53	30.53	1.27	233,468.74
413 000 Water Capital Reserve Fund	767,958.41		77.62	77.62	3.23	768,032.80
425 000 Water & Sewer Revenue Bond Fund	205,862.80		22.13	22.13	0.92	205,884.01
426 000 2007 Water/Sewer Bond Reserve Fund	87,498.93		9.41	9.41	0.40	87,507.94
4 - Acct#00410 LGIP	2,354,120.59	0.00	253.92	253.92	10.58	2,354,363.93
001 000 Current Expense Fund	922,140.74		-2,042.06	-2,042.06		920,098.68
005 000 Current Expense Reserve Fund	125,900.51		-278.80	-278.80		125,621.71
012 000 Technology Reserve Fund	98,557.73		-218.25	-218.25		98,339.48
061 000 Employee Benefit Reserve Fund	131,774.28		-291.81	-291.81		131,482.47
100 000 Street Fund	113,154.14		-250.58	-250.58		112,903.56
120 000 Criminal Justice Fund	7,413.35		-16.42	-16.42		7,396.93
121 000 Forfeited Proceeds Fund	854.56		-1.89	-1.89		852.67
130 000 Hotel/Motel Tax	10,991.67		-24.34	-24.34		10,967.33
305 000 Capital Improvemnt Fund (REET)	140,957.37		-312.15	-312.15		140,645.22
306 000 Capital Improvement Fund (REET 2)	246,224.54		-545.26	-545.26		245,679.28
309 000 Myra Road Fund	0.02					0.02
311 000 Street Improvement Fund	173,504.67		-384.22	-384.22		173,120.45
315 000 Facility Maintenance Reserve Fund (CE)	91,370.33		-202.34	-202.34		91,167.99
320 000 Equipment Reserve Fund	109,939.04		-243.46	-243.46		109,695.58
400 000 Water Fund	184,422.29		-408.40	-408.40		184,013.89
401 000 Wastewater Fund	782,475.29		-1,732.78	-1,732.78		780,742.51
402 000 Stormwater Fund	157,671.99		-349.16	-349.16		157,322.83
403 000 Stormwater Capital Reserve Fund	152,933.46		-338.67	-338.67		152,594.79
411 000 Wastewater Equip Reserve Fund	293,595.87		-650.16	-650.16		292,945.71
431 000 Water System Construction Fund	469,913.64		-1,040.61	-1,040.61		468,873.03

TREASURERS REPORT

Fund Investments By Account

City Of College Place

Time: 10:17:10 Date: 04/02/2021
Page: 4

02/01/2021 To: 02/28/2021

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
500 000 Equipment Rental & Replacement	55,138.13		-122.11	-122.11		55,016.02
24 - 24 US Bank #0609 Safekee	4,268,933.62	0.00	-9,453.47	-9,453.47		4,259,480.15
	6,623,054.21	0.00	-9,199.55	-9,199.55	10.58	6,613,844.08

TREASURERS REPORT**Fund Investment Totals**

City Of College Place

Time: 10:17:10 Date: 04/02/2021

02/01/2021 To: 02/28/2021

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 Current Expense Fund	922,140.74		-2,042.06	-2,042.06		920,098.68	1,127,336.42
005 Current Expense Reserve Fund	125,900.51		-278.80	-278.80		125,621.71	178,061.66
012 Technology Reserve Fund	98,557.73		-218.25	-218.25		98,339.48	126,293.07
061 Employee Benefit Reserve Fund	131,774.28		-291.81	-291.81		131,482.47	185,306.44
100 Street Fund	113,154.14		-250.58	-250.58		112,903.56	39,979.62
120 Criminal Justice Fund	7,413.35		-16.42	-16.42		7,396.93	9,372.15
121 Forfeited Proceeds Fund	854.56		-1.89	-1.89		852.67	1,208.62
130 Hotel/Motel Tax	10,991.67		-24.34	-24.34		10,967.33	16,120.87
201 ULTGO Bond Fund						0.00	14,888.46
235 Commercial Drive Bond Debt Service Fund	87,360.10		9.39	9.39	0.39	87,369.10	56,255.41
301 Street Capital Contribution Fund						0.00	16,058.54
305 Capital Improvement Fund (REET)	140,957.37		-312.15	-312.15		140,645.22	213,271.26
306 Capital Improvement Fund (REET 2)	246,224.54		-545.26	-545.26		245,679.28	362,151.02
309 CDBG Projects Fund	0.02					0.02	0.05
311 Street Improvement Fund	173,504.67		-384.22	-384.22		173,120.45	232,125.33
315 Facility Maintenance Reserve Fund (CE)	91,370.33		-202.34	-202.34		91,167.99	275,178.84
320 Equipment Reserve Fund	109,939.04		-243.46	-243.46		109,695.58	69,176.39
330 Economic Development Fund						0.00	577,148.12
340 Economic Development Reserve Fund						0.00	64.86
400 Water Fund	184,422.29		-408.40	-408.40		184,013.89	268,702.64
401 Wastewater Fund	782,475.29		-1,732.78	-1,732.78		780,742.51	1,058,836.28
402 Stormwater Fund	157,671.99		-349.16	-349.16		157,322.83	254,101.96
403 Stormwater Capital Reserve Fund	152,933.46		-338.67	-338.67		152,594.79	216,293.28
410 Water Capital Reserve Fund	972,000.87		104.84	104.84	4.37	972,101.34	503,568.51
411 Wastewater Capital Reserve Fund	293,595.87		-650.16	-650.16		292,945.71	429,136.42
412 Wastewater Debt Service Fund	233,439.48		30.53	30.53	1.27	233,468.74	194,083.47
413 Water Capital Improvement Reserve Fund	767,958.41		77.62	77.62	3.23	768,032.80	570,857.05
425 Water Revenue Bond Fund	205,862.80		22.13	22.13	0.92	205,884.01	132,565.04
426 Water Bond Reserve Fund	87,498.93		9.41	9.41	0.40	87,507.94	56,344.80
431 Water System Construction Fund	469,913.64		-1,040.61	-1,040.61		468,873.03	661,784.48
500 Equipment Rental & Replacement	55,138.13		-122.11	-122.11		55,016.02	57,145.91
625 Flexible Benefits Plan Fund						0.00	9,753.09
	6,623,054.21		-9,199.55	-9,199.55	10.58	6,613,844.08	7,913,170.06

Ending fund balance (Page 1) - Investment balance = Available cash.

14,527,014.14

CASH FLOW REPORT

City of College Place
YTD 2021

REVENUES

Fund #	Fund Name	January*	February	March	April	May	June	July	August	September	October	November	December	YTD
001	Current Expense Fund	\$511,035	\$ 2,666,930											\$3,177,965
5	Current Expense Fund Reserve	394	(277)											117
12	Technology Reserve Fund	50,043	(217)											49,827
61	Employee Benefit Reserve Fund	418	(290)											128
100	Street Fund	13,779	15,129											28,909
120	Criminal Justice Fund	3,576	(16)											3,559
121	Forfeited Proceeds Fund	3	(2)											1
130	Hotel/Motel Tax	512	551											1,063
201	ULTGO Bond Fund	0	0											1
202	99 South End Bond Fund													-
235	Commercial Drive Bond Debt Service Fund	13	10											23
301	Street Capital Contribution Fund	0	0											1
305	Capital Improvement Fund (REET)	17,064	13,604											30,669
306	Capital Improvement Fund (REET 2)	11,348	13,373											24,721
309	CDBG Projects Fund	0	0											
311	Street Improvement Fund	23,121	(382)											22,739
315	Facility Maintenance Reserve Fund (CE)	306	(201)											105
320	Equipment Reserve Fund	347	(242)											105
330	Economic Development Fund	30	27											57
340	Economic Development Reserve Fund													-
400	Water Fund	141,980	131,691											273,670
401	Wastewater Fund	223,374	220,921											444,295
402	Stormwater Fund	46,459	52,104											98,563
403	Stormwater Capital Reserve Fund	483	(338)											146
410	Water Capital Reserve Fund	34,509	133,678											168,187
411	Wastewater Capital Reserve Fund	25,402	194,120											219,522
412	Wastewater Debt Service Fund	46,529	43,793											90,322
413	Water Capital Improvement Reserve Fund	75,678	76,414											152,092
425	Water & Sewer Revenue Bond Fund	26	23											50
426	2007 Water/Sewer Bond Reserve Fund	11	10											21
431	Water System Construction Fund	1,483	(1,034)											449
500	Equipment Rental & Replacement	741	605											1,346
625	Flexible Benefits Plan Fund	1,118.35	1,118											2,237
		\$ 1,229,785	\$ 3,561,103	\$	-	\$	-	\$	-	\$	-	\$	-	\$ 4,790,889

*Does not include beginning balances totaling \$ 14,396,114

EXPENDITURES

[illegible]

[illegible]

2021 BUDGET POSITION

City Of College Place

Time: 15:57:07 Date: 04/01/2021

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001 Current Expense Fund Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
035 Other Miscellaneous	0.00	0.00	0.00	100.0%

002 Taxes

001 General Property Tax	1,998,482.00	21,708.73	1,976,773.27	98.9%
002 Retail Sales & Use Tax	2,169,000.00	376,164.39	1,792,835.61	82.7%
003 Business Tax	1,399,000.00	252,763.10	1,146,236.90	81.9%
005 Emergency Services	360,000.00	4,845.18	355,154.82	98.7%

002 Taxes	5,926,482.00	655,481.40	5,271,000.60	88.9%
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002 Taxes	5,926,482.00	655,481.40	5,271,000.60	88.9%
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003 Permits & Licenses

001 Licenses & Permits	80,000.00	2,061.66	77,938.34	97.4%
002 Non-Business License & Permits	385,000.00	63,614.30	321,385.70	83.5%
003 Fire - Nuisance Abatement Notice	0.00	0.00	0.00	100.0%

003 Licenses & Permits	465,000.00	65,675.96	399,324.04	85.9%
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003 Permits & Licenses	465,000.00	65,675.96	399,324.04	85.9%
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006 Charges For Goods & Services

001 Charges For Goods & Services	0.00	0.00	0.00	100.0%
002 General Government	0.00	0.00	0.00	100.0%
004 Fines / Penalties / Charges	0.00	0.00	0.00	100.0%
005 Building Dept	0.00	0.00	0.00	100.0%
006 Engineering	15,000.00	0.00	15,000.00	100.0%
007 Planning & Development	13,050.00	1,540.00	11,510.00	88.2%
008 Fire Department	177,700.00	42,894.24	134,805.76	75.9%

006 Charges For Goods & Services	205,750.00	44,434.24	161,315.76	78.4%
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000	2,000.00	5,604.03	(3,604.03)	0.0%
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001 Security Of Persons & Property	0.00	0.00	0.00	100.0%
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010 Security Of Persons/Property	2,000.00	5,604.03	(3,604.03)	0.0%
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012 Court Fines And Forfeitures	0.00	0.00	0.00	100.0%
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516 Personnel	0.00	0.00	0.00	100.0%
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524 Building Inspection	1,600.00	779.00	821.00	51.3%
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006 Charges For Goods & Services	209,350.00	50,817.27	158,532.73	75.7%
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012 Fines & Forfeits

012 Court Fines And Forfeitures	3,100.00	0.00	3,100.00	100.0%
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013 Non-court Fines / Penalties	0.00	0.00	0.00	100.0%
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512 Municipal Court	35,000.00	5,215.64	29,784.36	85.1%
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012 Fines & Forfeits	38,100.00	5,215.64	32,884.36	86.3%
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019 Physical Environment

001 Physical Environment	0.00	0.00	0.00	100.0%
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2021 BUDGET POSITION

City Of College Place

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001 Current Expense Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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019 Physical Environment

002 Economic Environment	0.00	0.00	0.00	100.0%
019 Physical Environment	0.00	0.00	0.00	100.0%
019 Physical Environment	0.00	0.00	0.00	100.0%

025 Miscellaneous

001 Interest & Other Earnings	38,000.00	1,282.70	36,717.30	96.6%
002 Rents & Leases	105,000.00	13,378.80	91,621.20	87.3%
005 Other Miscellaneous Revenue	50,000.00	38,049.34	11,950.66	23.9%
007 Application Fees	0.00	0.00	0.00	100.0%
010 Judgements & Settlements	0.00	0.00	0.00	100.0%
025 Miscellaneous	193,000.00	52,710.84	140,289.16	72.7%
522 Fire Control	0.00	0.00	0.00	100.0%
025 Miscellaneous	193,000.00	52,710.84	140,289.16	72.7%

030 Contributions / Donations Priv

003 Police Dept Donations	19,000.00	2,000.00	17,000.00	89.5%
004 Other Donations	15,000.00	750.00	14,250.00	95.0%
005 Fire Dept Donations	0.00	0.00	0.00	100.0%
030 Contr & Donations Priv Sources	34,000.00	2,750.00	31,250.00	91.9%
030 Contributions / Donations Priv	34,000.00	2,750.00	31,250.00	91.9%

070 Interfund Transfers

000	52,004.00	0.00	52,004.00	100.0%
070 Operating Transfers	52,004.00	0.00	52,004.00	100.0%
070 Interfund Transfers	52,004.00	0.00	52,004.00	100.0%

100 Grants

001 Direct Federal Grants	0.00	0.00	0.00	100.0%
002 Police Dept Grants	0.00	0.00	0.00	100.0%
003 Fire Dept Grants	0.00	0.00	0.00	100.0%
100 Direct Federal Grants	0.00	0.00	0.00	100.0%
001 Indirect Federal Grants	0.00	0.00	0.00	100.0%
002 Police Department Grants	0.00	0.00	0.00	100.0%
101 Indirect Federal Grants	0.00	0.00	0.00	100.0%
000	0.00	0.00	0.00	100.0%
001 State Grants	7,500.00	0.00	7,500.00	100.0%
002 Police Department Grants	0.00	1,222.90	(1,222.90)	0.0%

2021 BUDGET POSITION

City Of College Place

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001 Current Expense Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
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105 State Grants

003 Planning Department	0.00	0.00	0.00	100.0%
005 Fire Department Grants	4,200.00	4,800.00	(600.00)	0.0%
105 State Grants	11,700.00	6,022.90	5,677.10	48.5%
100 Grants	11,700.00	6,022.90	5,677.10	48.5%

106 State Shared Revenues

107 State Entitlements	243,917.00	16,046.72	227,870.28	93.4%
106 State Shared Revenues	243,917.00	16,046.72	227,870.28	93.4%

107 Loan Proceeds

092 Loan Receipts	0.00	0.00	0.00	100.0%
107 Loan Proceeds	0.00	0.00	0.00	100.0%

109 Federal Revenues

109 Federal Revenues	0.00	0.00	0.00	100.0%
109 Federal Revenues	0.00	0.00	0.00	100.0%

380 Non-Revenues

000	0.00	0.00	0.00	100.0%
003 Agency & Other Type Deposits	0.00	2,300,898.50	(2,300,898.50)	0.0%
004 Sales Tax Collected	0.00	0.00	0.00	100.0%
005 Non-Revenues	5,000.00	0.00	5,000.00	100.0%
006 Developer / Deposits	0.00	1.30	(1.30)	0.0%
080 Non-Revenues	5,000.00	2,300,899.80	(2,295,899.80)	0.0%
380 Non-Revenues	5,000.00	2,300,899.80	(2,295,899.80)	0.0%

519 General Government Services

019 Physical Environment	0.00	0.00	0.00	100.0%
519 General Government Services	0.00	0.00	0.00	100.0%

522 Fire Department

010 Mobilization Program	82,000.00	22,254.23	59,745.77	72.9%
522 Fire Control	82,000.00	22,254.23	59,745.77	72.9%
522 Fire Department	82,000.00	22,254.23	59,745.77	72.9%

532 Public Works & Engineering

532	0.00	0.00	0.00	100.0%
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2021 BUDGET POSITION

City Of College Place

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001 Current Expense Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
532 Public Works & Engineering	0.00	0.00	0.00	100.0%

573 Spectator & Community Events

036 Recreation Chrgs/Fees	5,000.00	90.00	4,910.00	98.2%
573 Spectator & Community Events	5,000.00	90.00	4,910.00	98.2%

576 Parks & Recreation

036 Recreation Chrgs/Fees	0.00	0.00	0.00	100.0%
576 Parks & Recreation	0.00	0.00	0.00	100.0%

Fund Revenues:	7,265,553.00	3,177,964.76	4,087,588.24	56.3%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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012 Fines & Forfeits

514 Finance & Administration	0.00	0.00	0.00	100.0%
012 Fines & Forfeits	0.00	0.00	0.00	100.0%

070 Interfund Transfers

000	1,853,434.00	0.00	1,853,434.00	100.0%
080 Operations/General	0.00	0.00	0.00	100.0%
070 Operating Transfers	1,853,434.00	0.00	1,853,434.00	100.0%
070 Interfund Transfers	1,853,434.00	0.00	1,853,434.00	100.0%

100 Grants

521 Law Enforcement	0.00	0.00	0.00	100.0%
100 Grants	0.00	0.00	0.00	100.0%

511 Legislative

001 Administrative	15,910.00	2,400.00	13,510.00	84.9%
002 Official Publication Service	1,500.00	230.91	1,269.09	84.6%
003 Training	2,300.00	270.00	2,030.00	88.3%
004 Legislative Services	34,111.00	5,665.31	28,445.69	83.4%
005 Election Costs	36,000.00	25,037.57	10,962.43	30.5%
511 Legislative	89,821.00	33,603.79	56,217.21	62.6%
515 Legal	2,000.00	0.00	2,000.00	100.0%
511 Legislative	91,821.00	33,603.79	58,217.21	63.4%

512 Municipal Court

512 Municipal Court	170,000.00	36,530.60	133,469.40	78.5%
515 Legal	3,000.00	0.00	3,000.00	100.0%

2021 BUDGET POSITION

City Of College Place

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001 Current Expense Fund

Months: 01 To: 02

Expenditures	Amt Budgeted	Expenditures	Remaining	
512 Municipal Court	173,000.00	36,530.60	136,469.40	78.9%

513 Executive

001 Administration	119,541.00	18,306.00	101,235.00	84.7%
003 Administrative Support Assist.	200.00	0.00	200.00	100.0%
513 Executive	119,741.00	18,306.00	101,435.00	84.7%
515 Legal	750.00	0.00	750.00	100.0%
519 Other General Gov Services	7,550.00	7,302.00	248.00	3.3%
513 Executive	128,041.00	25,608.00	102,433.00	80.0%

514 Finance Department

514 Finance & Administration	140,432.00	33,209.88	107,222.12	76.4%
515 Legal	300.00	0.00	300.00	100.0%
514 Finance Department	140,732.00	33,209.88	107,522.12	76.4%

515 Legal

515 Legal	60,000.00	3,842.20	56,157.80	93.6%
515 Legal	60,000.00	3,842.20	56,157.80	93.6%

516 Human Resources

515 Legal	250.00	0.00	250.00	100.0%
000	800.00	0.00	800.00	100.0%
001 Administration	103,002.00	22,660.09	80,341.91	78.0%
002 Wellness Program Supplies	1,975.00	0.00	1,975.00	100.0%
516 Personnel	105,777.00	22,660.09	83,116.91	78.6%
517 Employee Benefit Program	1,200.00	200.00	1,000.00	83.3%
516 Human Resources	107,227.00	22,860.09	84,366.91	78.7%

519 General Government Services

519 Other General Gov Services	0.00	0.00	0.00	100.0%
519 General Government Services	0.00	0.00	0.00	100.0%

520 City Clerk/Records

515 Legal	1,500.00	0.00	1,500.00	100.0%
520 City Clerk/Records	160,788.00	33,067.84	127,720.16	79.4%
520 City Clerk/Records	162,288.00	33,067.84	129,220.16	79.6%

521 Police Operations

030 Contr & Donations Priv Sources	0.00	0.00	0.00	100.0%
515 Legal	5,000.00	0.00	5,000.00	100.0%
001 Administration	231,262.00	31,149.41	200,112.59	86.5%

2021 BUDGET POSITION

City Of College Place

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001 Current Expense Fund

Months: 01 To: 02

Expenditures	Amt Budgeted	Expenditures	Remaining	
521 Law Enforcement				
002 Investigation	128,578.00	19,287.06	109,290.94	85.0%
003 Patrol	1,213,191.00	159,201.40	1,053,989.60	86.9%
004 School Resource Officer	93,924.00	15,281.51	78,642.49	83.7%
005 Crime Prevention	575.00	0.00	575.00	100.0%
006 Training	35,900.00	136.00	35,764.00	99.6%
007 Traffic Policing	341,513.00	49,754.63	291,758.37	85.4%
008 Support Services	238,200.00	32,061.65	206,138.35	86.5%
009 Criminal Justice	0.00	0.00	0.00	100.0%
012 Special Enforcement	91,190.00	14,215.56	76,974.44	84.4%
521 Law Enforcement	2,374,333.00	321,087.22	2,053,245.78	86.5%
523 Detention & Correction	33,150.00	3,592.72	29,557.28	89.2%
539 Special Enforcement	2,000.00	0.00	2,000.00	100.0%
521 Police Operations	2,414,483.00	324,679.94	2,089,803.06	86.6%

522 Fire Department

515 Legal	1,000.00	0.00	1,000.00	100.0%
001 Administration	19,400.00	4,809.58	14,590.42	75.2%
002 Fire Suppression	404,842.00	39,714.90	365,127.10	90.2%
003 Fire Prevention/Investigation	63,682.00	7,935.49	55,746.51	87.5%
004 Training	127,676.00	12,412.89	115,263.11	90.3%
005 Facilities	46,400.00	6,819.98	39,580.02	85.3%
010 Mobilization Program	3,600.00	23,344.92	(19,744.92)	0.0%
014 Long Term Debt - Equipment	0.00	0.00	0.00	100.0%
522 Fire Control	665,600.00	95,037.76	570,562.24	85.7%
001 Administration	1,000.00	122.42	877.58	87.8%
002 Training	5,750.00	0.00	5,750.00	100.0%
003 Rescue & Emergency Aif	545,664.00	59,006.98	486,657.02	89.2%
008 Emergency Med Servs - Rescue	2,000.00	0.00	2,000.00	100.0%
526 Emergency Medical Services	554,414.00	59,129.40	495,284.60	89.3%
522 Fire Department	1,221,014.00	154,167.16	1,066,846.84	87.4%

524 Building / Facilities / ISM

515 Legal	500.00	0.00	500.00	100.0%
001 Facilities	113,369.00	16,299.28	97,069.72	85.6%
002 Miscellaneous	49,900.00	51,248.30	(1,348.30)	0.0%
003 Annex Facility	7,000.00	181.73	6,818.27	97.4%
519 Other General Gov Services	170,269.00	67,729.31	102,539.69	60.2%
524 Building Inspection	201,979.00	30,499.97	171,479.03	84.9%
524 Building / Facilities / ISM	372,748.00	98,229.28	274,518.72	73.6%

525 Intergovernmental Services

2021 BUDGET POSITION

City Of College Place

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001 Current Expense Fund

Months: 01 To: 02

Expenditures	Amt Budgeted	Expenditures	Remaining	
525 Emergency Services				
525 Emergency Services	8,481.00	9,403.00	(922.00)	0.0%
525 Intergovernmental Services	8,481.00	9,403.00	(922.00)	0.0%
531 Stormwater				
531 Stormwater	0.00	0.00	0.00	100.0%
531 Stormwater	0.00	0.00	0.00	100.0%
532 Public Works & Engineering				
515 Legal	2,500.00	0.00	2,500.00	100.0%
532 Public Works & Engineering	2,500.00	0.00	2,500.00	100.0%
548 Equipment Rental & Replacement				
548 Equipment Rental & Replacement	61,075.00	0.00	61,075.00	100.0%
548 Equipment Rental & Replacement	61,075.00	0.00	61,075.00	100.0%
557 Tourism				
557 Economic Development	0.00	0.00	0.00	100.0%
557 Tourism	0.00	0.00	0.00	100.0%
558 Planning/Community Development				
515 Legal	16,000.00	0.00	16,000.00	100.0%
001 Planning	335,519.00	30,295.34	305,223.66	91.0%
002 Development	30,445.00	0.00	30,445.00	100.0%
558 Planning/Community Development	365,964.00	30,295.34	335,668.66	91.7%
558 Planning/Community Development	381,964.00	30,295.34	351,668.66	92.1%
565 Welfare				
565 Welfare Services	0.00	0.00	0.00	100.0%
565 Welfare	0.00	0.00	0.00	100.0%
567 Alcohol & Drug Treatment				
567 Alcohol & Drug Treatment/WW County	3,000.00	313.26	2,686.74	89.6%
567 Alcohol & Drug Treatment	3,000.00	313.26	2,686.74	89.6%
572 Library / Community Events				
572 Library Services	0.00	0.00	0.00	100.0%
572 Library / Community Events	0.00	0.00	0.00	100.0%

2021 BUDGET POSITION

City Of College Place

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001 Current Expense Fund

Months: 01 To: 02

Expenditures	Amt Budgeted	Expenditures	Remaining
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573 Spectator & Community Events

001 Spectator & Community Events	69,090.00	314.31	68,775.69	99.5%
003 Farmer's Market	500.00	0.00	500.00	100.0%
573 Spectator & Community Events	69,590.00	314.31	69,275.69	99.5%
573 Spectator & Community Events	69,590.00	314.31	69,275.69	99.5%

576 Parks & Recreation

515 Legal	0.00	0.00	0.00	100.0%
575 Cultural & Recreational	0.00	0.00	0.00	100.0%
000	0.00	0.00	0.00	100.0%
001 Administration	25,651.00	4,667.08	20,983.92	81.8%
002 Recreational Services	119,830.00	14,893.27	104,936.73	87.6%
003 Recreational Materials/Equip.	30,000.00	0.00	30,000.00	100.0%
576 Parks & Recreation	175,481.00	19,560.35	155,920.65	88.9%
576 Parks & Recreation	175,481.00	19,560.35	155,920.65	88.9%

580 Non-Expenditures

589 Non-Expenditures	12,100.00	2,311,322.85	(2,299,222.85)	0.0%
580 Non-Expenditures	12,100.00	2,311,322.85	(2,299,222.85)	0.0%

596 Capital Expenditures

515 Legal	0.00	0.00	0.00	100.0%
596 Capital Expenditures	0.00	0.00	0.00	100.0%

Fund Expenditures:	7,438,979.00	3,137,007.89	4,301,971.11	57.8%
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Fund Excess/(Deficit):	(173,426.00)	40,956.87
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2021 BUDGET POSITION

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005 Current Expense Reserve Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	1,000.00	116.73	883.27	88.3%
025 Miscellaneous	1,000.00	116.73	883.27	88.3%
025 Miscellaneous	1,000.00	116.73	883.27	88.3%

070 Interfund Transfers

070 Operating Transfers	75,000.00	0.00	75,000.00	100.0%
070 Interfund Transfers	75,000.00	0.00	75,000.00	100.0%

Fund Revenues:	76,000.00	116.73	75,883.27	99.8%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	3.75	(3.75)	0.0%
025 Miscellaneous	0.00	3.75	(3.75)	0.0%
025 Miscellaneous	0.00	3.75	(3.75)	0.0%

Fund Expenditures:	0.00	3.75	(3.75)	0.0%
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Fund Excess/(Deficit):	76,000.00	112.98
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2021 BUDGET POSITION

City Of College Place

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012 Technology Reserve Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

025 Miscellaneous	3,000.00	56.76	2,943.24	98.1%
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025 Miscellaneous	3,000.00	56.76	2,943.24	98.1%
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070 Interfund Transfers

070 Operating Transfers	200,000.00	0.00	200,000.00	100.0%
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070 Interfund Transfers	200,000.00	0.00	200,000.00	100.0%
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100 Grants

101 Indirect Federal Grants	0.00	49,770.00	(49,770.00)	0.0%
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100 Grants	0.00	49,770.00	(49,770.00)	0.0%
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Fund Revenues:	203,000.00	49,826.76	153,173.24	75.5%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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518 Data Processing

025 Miscellaneous	40.00	561.15	(521.15)	0.0%
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518 Data Processing Services	288,118.00	33,499.46	254,618.54	88.4%
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518 Data Processing	288,158.00	34,060.61	254,097.39	88.2%
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Fund Expenditures:	288,158.00	34,060.61	254,097.39	88.2%
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Fund Excess/(Deficit):	(85,158.00)	15,766.15
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2021 BUDGET POSITION

City Of College Place

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061 Employee Benefit Reserve Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

025 Miscellaneous	3,000.00	128.12	2,871.88	95.7%
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025 Miscellaneous	3,000.00	128.12	2,871.88	95.7%
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070 Interfund Transfers

070 Operating Transfers	50,000.00	0.00	50,000.00	100.0%
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070 Interfund Transfers	50,000.00	0.00	50,000.00	100.0%
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Fund Revenues:	53,000.00	128.12	52,871.88	99.8%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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516 Human Resources

517 Employee Benefit Program	87,000.00	2,045.00	84,955.00	97.6%
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562 Employee Benefit Reserve	65.00	3.48	61.52	94.6%
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516 Human Resources	87,065.00	2,048.48	85,016.52	97.6%
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Fund Expenditures:	87,065.00	2,048.48	85,016.52	97.6%
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Fund Excess/(Deficit):	(34,065.00)	(1,920.36)
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2021 BUDGET POSITION

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100 Street Fund Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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002 Taxes

002 Taxes	0.00	0.00	0.00	100.0%
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002 Taxes	0.00	0.00	0.00	100.0%
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003 Permits & Licenses

003 Licenses & Permits	5,000.00	2,175.00	2,825.00	56.5%
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003 Permits & Licenses	5,000.00	2,175.00	2,825.00	56.5%
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006 Charges For Goods & Services

006 Charges For Goods & Services	0.00	0.00	0.00	100.0%
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006 Charges For Goods & Services	0.00	0.00	0.00	100.0%
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025 Miscellaneous

001 Interest & Other Earnings	2,000.00	159.43	1,840.57	92.0%
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005 Other Miscellaneous Revenue	0.00	30.00	(30.00)	0.0%
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011 Project Plans & Specs Payments	0.00	0.00	0.00	100.0%
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025 Miscellaneous	2,000.00	189.43	1,810.57	90.5%
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025 Miscellaneous	2,000.00	189.43	1,810.57	90.5%
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070 Interfund Transfers

070 Operating Transfers	500,000.00	0.00	500,000.00	100.0%
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070 Interfund Transfers	500,000.00	0.00	500,000.00	100.0%
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100 Grants

101 Indirect Federal Grants	0.00	0.00	0.00	100.0%
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001 State Grants	0.00	0.00	0.00	100.0%
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005 Fire Department Grants	0.00	0.00	0.00	100.0%
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105 State Grants	0.00	0.00	0.00	100.0%
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100 Grants	0.00	0.00	0.00	100.0%
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106 State Shared Revenues

107 State Entitlements	220,833.00	26,369.41	194,463.59	88.1%
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106 State Shared Revenues	220,833.00	26,369.41	194,463.59	88.1%
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542 Street Department

019 Physical Environment	0.00	174.79	(174.79)	0.0%
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542 Street Department	0.00	174.79	(174.79)	0.0%
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2021 BUDGET POSITION

City Of College Place

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100 Street Fund Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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Fund Revenues:	727,833.00	28,908.63	698,924.37 96.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	25.00	6.40	18.60 74.4%
025 Miscellaneous	25.00	6.40	18.60 74.4%
025 Miscellaneous	25.00	6.40	18.60 74.4%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00 100.0%
070 Interfund Transfers	0.00	0.00	0.00 100.0%

532 Public Works & Engineering

532	0.00	0.50	(0.50) 0.0%
532 Public Works & Engineering	0.00	0.50	(0.50) 0.0%

542 Street Department

515 Legal	0.00	0.00	0.00 100.0%
004 Traveled Way	180,786.00	23,696.34	157,089.66 86.9%
005 Street Lighting	42,000.00	3,972.18	38,027.82 90.5%
006 Traffic Control Devices	101,104.00	9,344.39	91,759.61 90.8%
007 Snow & Ice Removal	36,529.00	4,148.35	32,380.65 88.6%
008 Street Cleaning	0.00	0.00	0.00 100.0%
009 Roadside	56,353.00	6,095.71	50,257.29 89.2%
011 Interfund Transfers	250,000.00	0.00	250,000.00 100.0%
012 Capital Projects	0.00	0.00	0.00 100.0%
542 Road & Street Maintenance	666,772.00	47,256.97	619,515.03 92.9%
001 Administration	48,847.00	9,914.95	38,932.05 79.7%
002 General Services	19,400.00	19,441.48	(41.48) 0.0%
004 Training	1,000.00	114.35	885.65 88.6%
543 Road & Street General Admin.	69,247.00	29,470.78	39,776.22 57.4%
542 Street Department	736,019.00	76,727.75	659,291.25 89.6%

544 Engineering

544 Engineering	76,465.00	4,650.24	71,814.76 93.9%
544 Engineering	76,465.00	4,650.24	71,814.76 93.9%

Fund Expenditures:	812,509.00	81,384.89	731,124.11 90.0%
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2021 BUDGET POSITION

City Of College Place

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100 Street Fund

Months: 01 To: 02

Fund Excess/(Deficit):	(84,676.00)	(52,476.26)
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2021 BUDGET POSITION

City Of College Place

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120 Criminal Justice Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	250.00	3.88	246.12	98.4%
025 Miscellaneous	250.00	3.88	246.12	98.4%
025 Miscellaneous	250.00	3.88	246.12	98.4%

100 Grants

100 Direct Federal Grants	0.00	0.00	0.00	100.0%
100 Grants	0.00	0.00	0.00	100.0%

106 State Shared Revenues

107 State Entitlements	14,670.00	3,555.49	11,114.51	75.8%
106 State Shared Revenues	14,670.00	3,555.49	11,114.51	75.8%
Fund Revenues:	14,920.00	3,559.37	11,360.63	76.1%

Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	0.20	(0.20)	0.0%
025 Miscellaneous	0.00	0.20	(0.20)	0.0%
025 Miscellaneous	0.00	0.20	(0.20)	0.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

100 Grants

105 State Grants	0.00	0.00	0.00	100.0%
100 Grants	0.00	0.00	0.00	100.0%

521 Police Operations

003 Patrol	0.00	0.00	0.00	100.0%
004 School Resource Officer	13,663.00	2,223.06	11,439.94	83.7%
009 Criminal Justice	17,000.00	0.00	17,000.00	100.0%
521 Law Enforcement	30,663.00	2,223.06	28,439.94	92.8%
521 Police Operations	30,663.00	2,223.06	28,439.94	92.8%
Fund Expenditures:	30,663.00	2,223.26	28,439.74	92.7%

2021 BUDGET POSITION

City Of College Place

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120 Criminal Justice Fund

Months: 01 To: 02

Fund Excess/(Deficit):	(15,743.00)	1,336.11
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2021 BUDGET POSITION

City Of College Place

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121 Forfeited Proceeds Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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012 Fines & Forfeits

012 Court Fines And Forfeitures	500.00	0.00	500.00	100.0%
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012 Fines & Forfeits	500.00	0.00	500.00	100.0%
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025 Miscellaneous

001 Interest & Other Earnings	0.00	(0.47)	0.47	100.0%
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025 Miscellaneous	0.00	(0.47)	0.47	100.0%
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035 Other Miscellaneous	25.00	1.29	23.71	94.8%
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025 Miscellaneous	25.00	0.82	24.18	96.7%
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100 Grants

100 Direct Federal Grants	0.00	0.00	0.00	100.0%
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100 Grants	0.00	0.00	0.00	100.0%
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Fund Revenues:	525.00	0.82	524.18	99.8%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	0.02	(0.02)	0.0%
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025 Miscellaneous	0.00	0.02	(0.02)	0.0%
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025 Miscellaneous	0.00	0.02	(0.02)	0.0%
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070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
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070 Interfund Transfers	0.00	0.00	0.00	100.0%
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521 Police Operations

521 Law Enforcement	0.00	0.00	0.00	100.0%
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521 Police Operations	0.00	0.00	0.00	100.0%
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Fund Expenditures:	0.00	0.02	(0.02)	0.0%
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Fund Excess/(Deficit):	525.00	0.80
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2021 BUDGET POSITION

City Of College Place

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130 Hotel/Motel Tax

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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002 Taxes

002 Taxes	16,000.00	1,052.97	14,947.03	93.4%
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002 Taxes	16,000.00	1,052.97	14,947.03	93.4%
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025 Miscellaneous

025 Miscellaneous	0.00	(5.89)	5.89	100.0%
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035 Other Miscellaneous	100.00	15.73	84.27	84.3%
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025 Miscellaneous	100.00	9.84	90.16	90.2%
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Fund Revenues:	16,100.00	1,062.81	15,037.19	93.4%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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557 Tourism

557 Economic Development	13,500.00	0.32	13,499.68	100.0%
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557 Tourism	13,500.00	0.32	13,499.68	100.0%
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Fund Expenditures:	13,500.00	0.32	13,499.68	100.0%
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Fund Excess/(Deficit):	2,600.00	1,062.49
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2021 BUDGET POSITION

City Of College Place

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201 ULTGO Bond Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	5.00	0.52	4.48	89.6%
025 Miscellaneous	5.00	0.52	4.48	89.6%
025 Miscellaneous	5.00	0.52	4.48	89.6%

070 Interfund Transfers

070 Operating Transfers	487,950.00	0.00	487,950.00	100.0%
070 Interfund Transfers	487,950.00	0.00	487,950.00	100.0%

390 Loan Proceeds

092 Loan Receipts	0.00	0.00	0.00	100.0%
390 Loan Proceeds	0.00	0.00	0.00	100.0%

Fund Revenues:	487,955.00	0.52	487,954.48	100.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	0.00	0.00	100.0%
025 Miscellaneous	0.00	0.00	0.00	100.0%
025 Miscellaneous	0.00	0.00	0.00	100.0%

590 Long Term Debt Payment/Interes

000	487,050.00	0.00	487,050.00	100.0%
001 Long Term Debt Redemption	0.00	0.00	0.00	100.0%
002 Interest & Other Debt Costs	0.00	0.00	0.00	100.0%
591 Interest & Debt Service	487,050.00	0.00	487,050.00	100.0%

590 Long Term Debt Payment/Interes	487,050.00	0.00	487,050.00	100.0%
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Fund Expenditures:	487,050.00	0.00	487,050.00	100.0%
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Fund Excess/(Deficit):	905.00	0.52
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2021 BUDGET POSITION

City Of College Place

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202 LTGO Bond Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	10.00	0.00	10.00	100.0%
025 Miscellaneous	10.00	0.00	10.00	100.0%
025 Miscellaneous	10.00	0.00	10.00	100.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

Fund Revenues:	10.00	0.00	10.00	100.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	0.00	0.00	100.0%
025 Miscellaneous	0.00	0.00	0.00	100.0%
025 Miscellaneous	0.00	0.00	0.00	100.0%

070 Interfund Transfers

070 Operating Transfers	52,004.00	0.00	52,004.00	100.0%
070 Interfund Transfers	52,004.00	0.00	52,004.00	100.0%

590 Long Term Debt Payment/Interes

001 Long Term Debt Redemption	0.00	0.00	0.00	100.0%
002 Interest & Other Debt Costs	0.00	0.00	0.00	100.0%
591 Interest & Debt Service	0.00	0.00	0.00	100.0%
590 Long Term Debt Payment/Interes	0.00	0.00	0.00	100.0%

Fund Expenditures:	52,004.00	0.00	52,004.00	100.0%
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Fund Excess/(Deficit):	(51,994.00)	0.00
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2021 BUDGET POSITION

City Of College Place

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235 Commercial Drive Bond Debt Service Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

025 Miscellaneous	750.00	22.50	727.50	97.0%
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025 Miscellaneous	750.00	22.50	727.50	97.0%
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070 Interfund Transfers

070 Operating Transfers	140,484.00	0.00	140,484.00	100.0%
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070 Interfund Transfers	140,484.00	0.00	140,484.00	100.0%
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370 Capital Contributions

370 Capital Contributions	0.00	0.00	0.00	100.0%
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370 Capital Contributions	0.00	0.00	0.00	100.0%
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Fund Revenues:	141,234.00	22.50	141,211.50	100.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

514 Finance & Administration	0.00	0.81	(0.81)	0.0%
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025 Miscellaneous	0.00	0.81	(0.81)	0.0%
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590 Long Term Debt Payment/Interes

001 Long Term Debt Redemption	117,561.00	0.00	117,561.00	100.0%
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002 Interest & Other Debt Costs	22,923.00	0.00	22,923.00	100.0%
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591 Interest & Debt Service	140,484.00	0.00	140,484.00	100.0%
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590 Long Term Debt Payment/Interes	140,484.00	0.00	140,484.00	100.0%
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Fund Expenditures:	140,484.00	0.81	140,483.19	100.0%
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Fund Excess/(Deficit):	750.00	21.69
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2021 BUDGET POSITION

City Of College Place

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301 Street Capital Contribution Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

025 Miscellaneous	20.00	0.80	19.20	96.0%
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025 Miscellaneous	20.00	0.80	19.20	96.0%
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070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
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070 Interfund Transfers	0.00	0.00	0.00	100.0%
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370 Capital Contributions

370 Capital Contributions	21,925.00	0.00	21,925.00	100.0%
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370 Capital Contributions	21,925.00	0.00	21,925.00	100.0%
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Fund Revenues:	21,945.00	0.80	21,944.20	100.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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070 Interfund Transfers

070 Operating Transfers	21,925.00	0.00	21,925.00	100.0%
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070 Interfund Transfers	21,925.00	0.00	21,925.00	100.0%
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542 Street Department

542 Road & Street Maintenance	0.00	0.00	0.00	100.0%
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542 Street Department	0.00	0.00	0.00	100.0%
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Fund Expenditures:	21,925.00	0.00	21,925.00	100.0%
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Fund Excess/(Deficit):	20.00	0.80
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2021 BUDGET POSITION

City Of College Place

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305 Capital Improvement Fund (REET)

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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002 Taxes

002 Taxes	150,000.00	30,555.56	119,444.44	79.6%
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002 Taxes	150,000.00	30,555.56	119,444.44	79.6%
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025 Miscellaneous

001 Interest & Other Earnings	1,500.00	113.30	1,386.70	92.4%
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025 Miscellaneous	1,500.00	113.30	1,386.70	92.4%
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025 Miscellaneous	1,500.00	113.30	1,386.70	92.4%
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Fund Revenues:	151,500.00	30,668.86	120,831.14	79.8%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	3.92	(3.92)	0.0%
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025 Miscellaneous	0.00	3.92	(3.92)	0.0%
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025 Miscellaneous	0.00	3.92	(3.92)	0.0%
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070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
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070 Interfund Transfers	0.00	0.00	0.00	100.0%
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542 Street Department

542 Road & Street Maintenance	90,000.00	0.00	90,000.00	100.0%
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542 Street Department	90,000.00	0.00	90,000.00	100.0%
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596 Capital Expenditures

000	0.00	0.00	0.00	100.0%
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005 Planning & Design	0.00	0.00	0.00	100.0%
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594 Capital Improvements	0.00	0.00	0.00	100.0%
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596 Capital Expenditures	0.00	0.00	0.00	100.0%
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Fund Expenditures:	90,000.00	3.92	89,996.08	100.0%
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Fund Excess/(Deficit):	61,500.00	30,664.94
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2021 BUDGET POSITION

City Of College Place

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306 Capital Improvement Fund (REET 2)

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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002 Taxes

002 Taxes	150,000.00	24,498.54	125,501.46	83.7%
002 Taxes	150,000.00	24,498.54	125,501.46	83.7%

025 Miscellaneous

001 Interest & Other Earnings	2,000.00	222.48	1,777.52	88.9%
005 Other Miscellaneous Revenue	0.00	0.00	0.00	100.0%
025 Miscellaneous	2,000.00	222.48	1,777.52	88.9%
025 Miscellaneous	2,000.00	222.48	1,777.52	88.9%

030 Contributions / Donations Priv

030 Contr & Donations Priv Sources	400,000.00	0.00	400,000.00	100.0%
030 Contributions / Donations Priv	400,000.00	0.00	400,000.00	100.0%

100 Grants

105 State Grants	1,000,000.00	0.00	1,000,000.00	100.0%
100 Grants	1,000,000.00	0.00	1,000,000.00	100.0%

Fund Revenues:	1,552,000.00	24,721.02	1,527,278.98	98.4%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	7.18	(7.18)	0.0%
025 Miscellaneous	0.00	7.18	(7.18)	0.0%
025 Miscellaneous	0.00	7.18	(7.18)	0.0%

596 Capital Expenditures

594 Capital Improvements	2,010,000.00	475.36	2,009,524.64	100.0%
596 Capital Expenditures	2,010,000.00	475.36	2,009,524.64	100.0%

Fund Expenditures:	2,010,000.00	482.54	2,009,517.46	100.0%
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Fund Excess/(Deficit):	(458,000.00)	24,238.48
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2021 BUDGET POSITION

City Of College Place

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309 CDBG Projects Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	0.00	0.02	(0.02)	0.0%
025 Miscellaneous	0.00	0.02	(0.02)	0.0%
025 Miscellaneous	0.00	0.02	(0.02)	0.0%

100 Grants

101 Indirect Federal Grants	339,530.00	0.00	339,530.00	100.0%
100 Grants	339,530.00	0.00	339,530.00	100.0%

Fund Revenues:	339,530.00	0.02	339,529.98	100.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	0.00	0.00	100.0%
025 Miscellaneous	0.00	0.00	0.00	100.0%
025 Miscellaneous	0.00	0.00	0.00	100.0%

531 Stormwater

531 Stormwater	0.00	0.00	0.00	100.0%
531 Stormwater	0.00	0.00	0.00	100.0%

542 Street Department

542 Road & Street Maintenance	339,530.00	0.00	339,530.00	100.0%
542 Street Department	339,530.00	0.00	339,530.00	100.0%

558 Planning/Community Development

558 Planning/Community Development	0.00	0.00	0.00	100.0%
558 Planning/Community Development	0.00	0.00	0.00	100.0%

Fund Expenditures:	339,530.00	0.00	339,530.00	100.0%
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Fund Excess/(Deficit):	0.00	0.02
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2021 BUDGET POSITION

City Of College Place

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311 Street Improvement Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	67,500.00	135.42	67,364.58	99.8%
025 Miscellaneous	67,500.00	135.42	67,364.58	99.8%
025 Miscellaneous	67,500.00	135.42	67,364.58	99.8%

070 Interfund Transfers

070 Operating Transfers	10,000.00	0.00	10,000.00	100.0%
070 Interfund Transfers	10,000.00	0.00	10,000.00	100.0%

100 Grants

001 Indirect Federal Grants	0.00	0.00	0.00	100.0%
002 Police Department Grants	0.00	0.00	0.00	100.0%
101 Indirect Federal Grants	0.00	0.00	0.00	100.0%
102 Grants - Private Sources	71,100.00	0.00	71,100.00	100.0%
105 State Grants	482,204.00	22,604.02	459,599.98	95.3%
100 Grants	553,304.00	22,604.02	530,699.98	95.9%

Fund Revenues:	630,804.00	22,739.44	608,064.56	96.4%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	25.00	3.11	21.89	87.6%
025 Miscellaneous	25.00	3.11	21.89	87.6%
025 Miscellaneous	25.00	3.11	21.89	87.6%

070 Interfund Transfers

070 Operating Transfers	100,000.00	0.00	100,000.00	100.0%
070 Interfund Transfers	100,000.00	0.00	100,000.00	100.0%

542 Street Department

006 Traffic Control Devices	0.00	0.00	0.00	100.0%
009 Roadside	0.00	0.00	0.00	100.0%
010 Engineering	0.00	0.00	0.00	100.0%
012 Capital Projects	613,560.00	13,265.80	600,294.20	97.8%
542 Road & Street Maintenance	613,560.00	13,265.80	600,294.20	97.8%
542 Street Department	613,560.00	13,265.80	600,294.20	97.8%

Fund Expenditures:	713,585.00	13,268.91	700,316.09	98.1%
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2021 BUDGET POSITION

City Of College Place

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311 Street Improvement Fund

Months: 01 To: 02

Fund Excess/(Deficit):	(82,781.00)	9,470.53
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2021 BUDGET POSITION

City Of College Place

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315 Facility Maintenance Reserve Fund (CE) Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	1,000.00	104.83	895.17	89.5%
025 Miscellaneous	1,000.00	104.83	895.17	89.5%
025 Miscellaneous	1,000.00	104.83	895.17	89.5%

070 Interfund Transfers

070 Operating Transfers	400,000.00	0.00	400,000.00	100.0%
070 Interfund Transfers	400,000.00	0.00	400,000.00	100.0%

100 Grants

102 Grants - Private Sources	0.00	0.00	0.00	100.0%
105 State Grants	0.00	0.00	0.00	100.0%
100 Grants	0.00	0.00	0.00	100.0%

Fund Revenues:	401,000.00	104.83	400,895.17	100.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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019 Physical Environment

048 Maintenance	0.00	0.00	0.00	100.0%
594 Capital Improvements	0.00	0.00	0.00	100.0%
019 Physical Environment	0.00	0.00	0.00	100.0%

025 Miscellaneous

000	100.00	2.11	97.89	97.9%
025 Miscellaneous	100.00	2.11	97.89	97.9%
025 Miscellaneous	100.00	2.11	97.89	97.9%

524 Building / Facilities / ISM

519 Other General Gov Services	459,800.00	16,422.50	443,377.50	96.4%
524 Building / Facilities / ISM	459,800.00	16,422.50	443,377.50	96.4%

Fund Expenditures:	459,900.00	16,424.61	443,475.39	96.4%
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Fund Excess/(Deficit):	(58,900.00)	(16,319.78)
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2021 BUDGET POSITION

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320 Equipment Reserve Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

025 Miscellaneous	4,000.00	105.29	3,894.71	97.4%
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025 Miscellaneous	4,000.00	105.29	3,894.71	97.4%
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070 Interfund Transfers

070 Operating Transfers	280,000.00	0.00	280,000.00	100.0%
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070 Interfund Transfers	280,000.00	0.00	280,000.00	100.0%
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Fund Revenues:

284,000.00	105.29	283,894.71	100.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

514 Finance & Administration	0.00	3.22	(3.22)	0.0%
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025 Miscellaneous	0.00	3.22	(3.22)	0.0%
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070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
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070 Interfund Transfers	0.00	0.00	0.00	100.0%
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521 Police Operations

521 Law Enforcement	72,520.00	0.00	72,520.00	100.0%
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521 Police Operations	72,520.00	0.00	72,520.00	100.0%
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522 Fire Department

001 Administration	18,000.00	0.00	18,000.00	100.0%
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010 Mobilization Program	20,000.00	0.00	20,000.00	100.0%
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522 Fire Control	38,000.00	0.00	38,000.00	100.0%
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526 Emergency Medical Services	0.00	0.00	0.00	100.0%
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522 Fire Department	38,000.00	0.00	38,000.00	100.0%
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542 Street Department

542 Road & Street Maintenance	0.00	0.00	0.00	100.0%
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550 General Services	307,000.00	186,310.88	120,689.12	39.3%
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542 Street Department	307,000.00	186,310.88	120,689.12	39.3%
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Fund Expenditures:

417,520.00	186,314.10	231,205.90	55.4%
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Fund Excess/(Deficit):

(133,520.00)	(186,208.81)
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2021 BUDGET POSITION

City Of College Place

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330 Economic Development Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	50.00	56.74	(6.74)	0.0%
025 Miscellaneous	50.00	56.74	(6.74)	0.0%
025 Miscellaneous	50.00	56.74	(6.74)	0.0%

070 Interfund Transfers

070 Operating Transfers	600,000.00	0.00	600,000.00	100.0%
070 Interfund Transfers	600,000.00	0.00	600,000.00	100.0%

Fund Revenues:	600,050.00	56.74	599,993.26	100.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	0.00	0.00	100.0%
025 Miscellaneous	0.00	0.00	0.00	100.0%
025 Miscellaneous	0.00	0.00	0.00	100.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

542 Street Department

010 Engineering	0.00	0.00	0.00	100.0%
012 Capital Projects	600,000.00	0.00	600,000.00	100.0%
542 Road & Street Maintenance	600,000.00	0.00	600,000.00	100.0%
542 Street Department	600,000.00	0.00	600,000.00	100.0%

Fund Expenditures:	600,000.00	0.00	600,000.00	100.0%
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Fund Excess/(Deficit):	50.00	56.74
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340 Economic Development Reserve Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

025 Miscellaneous	0.00	0.00	0.00	100.0%
025 Miscellaneous	0.00	0.00	0.00	100.0%

Fund Revenues:	0.00	0.00	0.00	100.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

025 Miscellaneous	0.00	0.00	0.00	100.0%
025 Miscellaneous	0.00	0.00	0.00	100.0%

590 Long Term Debt Payment/Interes

591 Interest & Debt Service	0.00	0.00	0.00	100.0%
590 Long Term Debt Payment/Interes	0.00	0.00	0.00	100.0%

Fund Expenditures:	0.00	0.00	0.00	100.0%
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Fund Excess/(Deficit):	0.00	0.00
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2021 BUDGET POSITION

City Of College Place

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400 Water Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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003 Permits & Licenses

003 Licenses & Permits	0.00	0.00	0.00	100.0%
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003 Permits & Licenses	0.00	0.00	0.00	100.0%
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006 Charges For Goods & Services

001 Charges For Goods & Services	20,000.00	17,085.43	2,914.57	14.6%
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004 Fines / Penalties / Charges	7,749.00	400.92	7,348.08	94.8%
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009 Water	1,720,158.00	235,001.01	1,485,156.99	86.3%
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006 Charges For Goods & Services	1,747,907.00	252,487.36	1,495,419.64	85.6%
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006 Charges For Goods & Services	1,747,907.00	252,487.36	1,495,419.64	85.6%
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012 Fines & Forfeits

006 Charges For Goods & Services	20,000.00	80.00	19,920.00	99.6%
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012 Fines & Forfeits	20,000.00	80.00	19,920.00	99.6%
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025 Miscellaneous

001 Interest & Other Earnings	7,000.00	197.61	6,802.39	97.2%
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002 Rents & Leases	19,044.00	5,449.60	13,594.40	71.4%
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005 Other Miscellaneous Revenue	13,000.00	1,003.20	11,996.80	92.3%
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025 Miscellaneous	39,044.00	6,650.41	32,393.59	83.0%
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025 Miscellaneous	39,044.00	6,650.41	32,393.59	83.0%
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070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
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070 Interfund Transfers	0.00	0.00	0.00	100.0%
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100 Grants

105 State Grants	0.00	10,247.02	(10,247.02)	0.0%
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100 Grants	0.00	10,247.02	(10,247.02)	0.0%
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370 Capital Contributions

370 Capital Contributions	0.00	0.00	0.00	100.0%
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370 Capital Contributions	0.00	0.00	0.00	100.0%
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380 Non-Revenues

080 Non-Revenues	0.00	500.00	(500.00)	0.0%
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380 Non-Revenues	0.00	500.00	(500.00)	0.0%
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2021 BUDGET POSITION

City Of College Place

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400 Water Fund Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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534 Water Department

019 Physical Environment	0.00	0.00	0.00	100.0%
003 Maintenance	14,247.00	3,705.60	10,541.40	74.0%
534 Water Utilities	14,247.00	3,705.60	10,541.40	74.0%
534 Water Department	14,247.00	3,705.60	10,541.40	74.0%

Fund Revenues:	1,821,198.00	273,670.39	1,547,527.61	85.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	7.05	(7.05)	0.0%
025 Miscellaneous	0.00	7.05	(7.05)	0.0%
025 Miscellaneous	0.00	7.05	(7.05)	0.0%

070 Interfund Transfers

070 Operating Transfers	337,000.00	0.00	337,000.00	100.0%
070 Interfund Transfers	337,000.00	0.00	337,000.00	100.0%

100 Grants

101 Indirect Federal Grants	0.00	1,608.02	(1,608.02)	0.0%
100 Grants	0.00	1,608.02	(1,608.02)	0.0%

534 Water Department

515 Legal	0.00	0.00	0.00	100.0%
000	0.00	0.00	0.00	100.0%
001 Administration / General	574,086.00	143,989.01	430,096.99	74.9%
002 Administrative/Planning	22,924.00	3,920.24	19,003.76	82.9%
003 Maintenance	564,433.00	82,076.68	482,356.32	85.5%
004 Operations / General	206,095.00	17,698.02	188,396.98	91.4%
005 Capital Expenditures	0.00	0.00	0.00	100.0%
009 Finance	184,042.00	34,229.96	149,812.04	81.4%
534 Water Utilities	1,551,580.00	281,913.91	1,269,666.09	81.8%
534 Water Department	1,551,580.00	281,913.91	1,269,666.09	81.8%

580 Non-Expenditures

589 Non-Expenditures	0.00	0.00	0.00	100.0%
580 Non-Expenditures	0.00	0.00	0.00	100.0%

597 Interfund Transfers

2021 BUDGET POSITION

City Of College Place

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400 Water Fund

Months: 01 To: 02

Expenditures

Amt Budgeted

Expenditures

Remaining

070 Operating Transfers

070 Operating Transfers

0.00

0.00

0.00

100.0%

597 Interfund Transfers**0.00****0.00****0.00****100.0%****Fund Expenditures:****1,888,580.00****283,528.98****1,605,051.02****85.0%****Fund Excess/(Deficit):****(67,382.00)****(9,858.59)**

2021 BUDGET POSITION

City Of College Place

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401 Wastewater Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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003 Permits & Licenses

003 Licenses & Permits	0.00	0.00	0.00	100.0%
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003 Permits & Licenses	0.00	0.00	0.00	100.0%
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006 Charges For Goods & Services

001 Charges For Goods & Services	0.00	0.00	0.00	100.0%
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010 Wastewater	2,667,896.00	443,034.15	2,224,861.85	83.4%
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006 Charges For Goods & Services	2,667,896.00	443,034.15	2,224,861.85	83.4%
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006 Charges For Goods & Services	2,667,896.00	443,034.15	2,224,861.85	83.4%
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012 Fines & Forfeits

006 Charges For Goods & Services	8,000.00	413.73	7,586.27	94.8%
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012 Fines & Forfeits	8,000.00	413.73	7,586.27	94.8%
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019 Physical Environment

019 Physical Environment	871.00	226.32	644.68	74.0%
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019 Physical Environment	871.00	226.32	644.68	74.0%
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025 Miscellaneous

001 Interest & Other Earnings	14,000.00	620.55	13,379.45	95.6%
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002 Rents & Leases	0.00	0.00	0.00	100.0%
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005 Other Miscellaneous Revenue	0.00	0.00	0.00	100.0%
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025 Miscellaneous	14,000.00	620.55	13,379.45	95.6%
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025 Miscellaneous	14,000.00	620.55	13,379.45	95.6%
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070 Interfund Transfers

000	0.00	0.00	0.00	100.0%
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070 Operating Transfers	0.00	0.00	0.00	100.0%
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070 Interfund Transfers	0.00	0.00	0.00	100.0%
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100 Grants

105 State Grants	0.00	0.00	0.00	100.0%
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100 Grants	0.00	0.00	0.00	100.0%
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107 Loan Proceeds

092 Loan Receipts	0.00	0.00	0.00	100.0%
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107 Loan Proceeds	0.00	0.00	0.00	100.0%
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2021 BUDGET POSITION

City Of College Place

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401 Wastewater Fund Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
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370 Capital Contributions

370 Capital Contributions	0.00	0.00	0.00	100.0%
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370 Capital Contributions	0.00	0.00	0.00	100.0%
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535 Wastewater Department

019 Physical Environment	0.00	0.00	0.00	100.0%
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535 Wastewater Department	0.00	0.00	0.00	100.0%
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Fund Revenues:	2,690,767.00	444,294.75	2,246,472.25	83.5%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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025 Miscellaneous

000	120.00	24.14	95.86	79.9%
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025 Miscellaneous	120.00	24.14	95.86	79.9%
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025 Miscellaneous	120.00	24.14	95.86	79.9%
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070 Interfund Transfers

000	300,000.00	0.00	300,000.00	100.0%
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050 Maintenance	0.00	0.00	0.00	100.0%
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080 Operations/General	0.00	0.00	0.00	100.0%
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070 Operating Transfers	300,000.00	0.00	300,000.00	100.0%
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070 Interfund Transfers	300,000.00	0.00	300,000.00	100.0%
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535 Wastewater Department

515 Legal	1,500.00	0.00	1,500.00	100.0%
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001 Administration / General	1,707,549.00	342,423.46	1,365,125.54	79.9%
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002 Administration / Planning	22,924.00	3,789.83	19,134.17	83.5%
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003 Maintenance	21,153.00	90.57	21,062.43	99.6%
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004 Operations / General	73,949.00	11,645.94	62,303.06	84.3%
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005 Operations / Testing	0.00	0.00	0.00	100.0%
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012 Finance	189,300.00	37,806.11	151,493.89	80.0%
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535 Wastewater Utilities	2,014,875.00	395,755.91	1,619,119.09	80.4%
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535 Wastewater Department	2,016,375.00	395,755.91	1,620,619.09	80.4%
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597 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
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597 Interfund Transfers	0.00	0.00	0.00	100.0%
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Fund Expenditures:	2,316,495.00	395,780.05	1,920,714.95	82.9%
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2021 BUDGET POSITION

City Of College Place

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401 Wastewater Fund

Months: 01 To: 02

Fund Excess/(Deficit):	374,272.00	48,514.70
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2021 BUDGET POSITION

City Of College Place

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402 Stormwater Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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006 Charges For Goods & Services

006 Charges For Goods & Services	562,936.00	99,541.71	463,394.29	82.3%
025 Miscellaneous	0.00	0.00	0.00	100.0%
006 Charges For Goods & Services	562,936.00	99,541.71	463,394.29	82.3%

012 Fines & Forfeits

006 Charges For Goods & Services	10,000.00	5.63	9,994.37	99.9%
012 Fines & Forfeits	10,000.00	5.63	9,994.37	99.9%

019 Physical Environment

019 Physical Environment	0.00	102.00	(102.00)	0.0%
019 Physical Environment	0.00	102.00	(102.00)	0.0%

025 Miscellaneous

001 Interest & Other Earnings	500.00	136.94	363.06	72.6%
025 Miscellaneous	500.00	136.94	363.06	72.6%
025 Miscellaneous	500.00	136.94	363.06	72.6%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

100 Grants

105 State Grants	90,000.00	(1,222.90)	91,222.90	101.4%
100 Grants	90,000.00	(1,222.90)	91,222.90	101.4%

Fund Revenues:	663,436.00	98,563.38	564,872.62	85.1%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	0.00	0.00	100.0%
025 Miscellaneous	0.00	0.00	0.00	100.0%
025 Miscellaneous	0.00	0.00	0.00	100.0%

531 Stormwater

515 Legal	0.00	0.00	0.00	100.0%
001 Administration / General	71,721.00	21,991.09	49,729.91	69.3%
002 Administration / Engineering	39,851.00	2,529.21	37,321.79	93.7%
003 Maintenance	100,426.00	15,385.98	85,040.02	84.7%

2021 BUDGET POSITION

City Of College Place

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402 Stormwater Fund

Months: 01 To: 02

Expenditures	Amt Budgeted	Expenditures	Remaining	
531 Stormwater				
004 Operations / General	102,500.00	0.00	102,500.00	100.0%
005 Finance	100,872.00	15,995.16	84,876.84	84.1%
531 Stormwater	415,370.00	55,901.44	359,468.56	86.5%
531 Stormwater	415,370.00	55,901.44	359,468.56	86.5%
Fund Expenditures:	415,370.00	55,901.44	359,468.56	86.5%
Fund Excess/(Deficit):	248,066.00	42,661.94		

2021 BUDGET POSITION

City Of College Place

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403 Stormwater Capital Reserve Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	1,000.00	145.58	854.42	85.4%
025 Miscellaneous	1,000.00	145.58	854.42	85.4%
025 Miscellaneous	1,000.00	145.58	854.42	85.4%

070 Interfund Transfers

000	0.00	0.00	0.00	100.0%
080 Operations/General	100,000.00	0.00	100,000.00	100.0%
070 Operating Transfers	100,000.00	0.00	100,000.00	100.0%
070 Interfund Transfers	100,000.00	0.00	100,000.00	100.0%

100 Grants

100 Direct Federal Grants	0.00	0.00	0.00	100.0%
105 State Grants	350,000.00	0.00	350,000.00	100.0%
100 Grants	350,000.00	0.00	350,000.00	100.0%

370 Capital Contributions

370 Capital Contributions	0.00	0.00	0.00	100.0%
370 Capital Contributions	0.00	0.00	0.00	100.0%

390 Loan Proceeds

092 Loan Receipts	0.00	0.00	0.00	100.0%
110 Federal Loans	0.00	0.00	0.00	100.0%
390 Loan Proceeds	0.00	0.00	0.00	100.0%

Fund Revenues:	451,000.00	145.58	450,854.42	100.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	4.28	(4.28)	0.0%
025 Miscellaneous	0.00	4.28	(4.28)	0.0%
025 Miscellaneous	0.00	4.28	(4.28)	0.0%

531 Stormwater

000	0.00	0.00	0.00	100.0%
006 Capital Projects	310,000.00	0.00	310,000.00	100.0%
531 Stormwater	310,000.00	0.00	310,000.00	100.0%

2021 BUDGET POSITION

City Of College Place

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403 Stormwater Capital Reserve Fund

Months: 01 To: 02

Expenditures	Amt Budgeted	Expenditures	Remaining	
531 Stormwater	310,000.00	0.00	310,000.00	100.0%

590 Long Term Debt Payment/Interes

001 Long Term Debt Redemption	43,355.00	0.00	43,355.00	100.0%
002 Interest & Other Debt Costs	5,347.00	0.00	5,347.00	100.0%
591 Interest & Debt Service	48,702.00	0.00	48,702.00	100.0%

590 Long Term Debt Payment/Interes	48,702.00	0.00	48,702.00	100.0%
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Fund Expenditures:	358,702.00	4.28	358,697.72	100.0%
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Fund Excess/(Deficit):	92,298.00	141.30		
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2021 BUDGET POSITION

City Of College Place

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410 Water Capital Reserve Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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003 Permits & Licenses

003 Licenses & Permits	732,000.00	74,200.00	657,800.00	89.9%
003 Permits & Licenses	732,000.00	74,200.00	657,800.00	89.9%

025 Miscellaneous

000	75,000.00	238.64	74,761.36	99.7%
001 Interest & Other Earnings	0.00	217.95	(217.95)	0.0%
005 Other Miscellaneous Revenue	0.00	0.00	0.00	100.0%
025 Miscellaneous	75,000.00	456.59	74,543.41	99.4%
026 Rentals & Leases	91,626.00	2,500.00	89,126.00	97.3%
025 Miscellaneous	166,626.00	2,956.59	163,669.41	98.2%

070 Interfund Transfers

070 Operating Transfers	237,000.00	0.00	237,000.00	100.0%
070 Interfund Transfers	237,000.00	0.00	237,000.00	100.0%

100 Grants

102 Grants - Private Sources	300,000.00	0.00	300,000.00	100.0%
105 State Grants	0.00	0.00	0.00	100.0%
100 Grants	300,000.00	0.00	300,000.00	100.0%

107 Loan Proceeds

092 Loan Receipts	0.00	0.00	0.00	100.0%
107 Loan Proceeds	0.00	0.00	0.00	100.0%

370 Capital Contributions

370 Capital Contributions	0.00	540.87	(540.87)	0.0%
370 Capital Contributions	0.00	540.87	(540.87)	0.0%

390 Loan Proceeds

110 Federal Loans	243,000.00	90,489.58	152,510.42	62.8%
390 Loan Proceeds	243,000.00	90,489.58	152,510.42	62.8%

Fund Revenues:	1,678,626.00	168,187.04	1,510,438.96	90.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	280.00	9.09	270.91	96.8%
025 Miscellaneous	280.00	9.09	270.91	96.8%

2021 BUDGET POSITION

City Of College Place

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410 Water Capital Reserve Fund

Months: 01 To: 02

Expenditures	Amt Budgeted	Expenditures	Remaining	
025 Miscellaneous	280.00	9.09	270.91	96.8%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

534 Water Department

000	0.00	0.00	0.00	100.0%
001 Administration / General	1,015,150.00	53,470.87	961,679.13	94.7%
534 Water Utilities	1,015,150.00	53,470.87	961,679.13	94.7%
534 Water Department	1,015,150.00	53,470.87	961,679.13	94.7%

590 Long Term Debt Payment/Interes

591 Interest & Debt Service	0.00	0.00	0.00	100.0%
590 Long Term Debt Payment/Interes	0.00	0.00	0.00	100.0%

Fund Expenditures:	1,015,430.00	53,479.96	961,950.04	94.7%
Fund Excess/(Deficit):	663,196.00	114,707.08		

2021 BUDGET POSITION

City Of College Place

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411 Wastewater Capital Reserve Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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003 Permits & Licenses

003 Licenses & Permits	871,700.00	63,000.00	808,700.00	92.8%
003 Permits & Licenses	871,700.00	63,000.00	808,700.00	92.8%

025 Miscellaneous

000	10,000.00	411.69	9,588.31	95.9%
001 Interest & Other Earnings	0.00	(155.23)	155.23	100.0%
005 Other Miscellaneous Revenue	0.00	(2,801.91)	2,801.91	100.0%
025 Miscellaneous	10,000.00	(2,545.45)	12,545.45	125.5%
025 Miscellaneous	10,000.00	(2,545.45)	12,545.45	125.5%

070 Interfund Transfers

070 Operating Transfers	580,686.00	0.00	580,686.00	100.0%
070 Interfund Transfers	580,686.00	0.00	580,686.00	100.0%

100 Grants

103 Intergovernmental Local Grants	0.00	0.00	0.00	100.0%
105 State Grants	0.00	0.00	0.00	100.0%
100 Grants	0.00	0.00	0.00	100.0%

107 Loan Proceeds

092 Loan Receipts	3,640,000.00	0.00	3,640,000.00	100.0%
111 State Loans	2,759,600.00	159,067.58	2,600,532.42	94.2%
107 Loan Proceeds	6,399,600.00	159,067.58	6,240,532.42	97.5%

370 Capital Contributions

370 Capital Contributions	0.00	0.00	0.00	100.0%
370 Capital Contributions	0.00	0.00	0.00	100.0%

535 Wastewater Department

090 Disposition Of Fixed Assets	0.00	0.00	0.00	100.0%
535 Wastewater Department	0.00	0.00	0.00	100.0%

Fund Revenues:	7,861,986.00	219,522.13	7,642,463.87	97.2%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	55,000.00	5.65	54,994.35	100.0%
025 Miscellaneous	55,000.00	5.65	54,994.35	100.0%

2021 BUDGET POSITION

City Of College Place

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411 Wastewater Capital Reserve Fund

Months: 01 To: 02

Expenditures	Amt Budgeted	Expenditures	Remaining	
025 Miscellaneous	55,000.00	5.65	54,994.35	100.0%

535 Wastewater Department

003 Maintenance	357,000.00	184,598.81	172,401.19	48.3%
005 Operations / Testing	0.00	0.00	0.00	100.0%
007 Interest Payment	0.00	(22,417.77)	22,417.77	100.0%
008 Capitalized Expenditures	8,087,097.00	20,831.42	8,066,265.58	99.7%
009 Operating Transfers	191,000.00	0.00	191,000.00	100.0%
535 Wastewater Utilities	8,635,097.00	183,012.46	8,452,084.54	97.9%

535 Wastewater Department	8,635,097.00	183,012.46	8,452,084.54	97.9%
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Fund Expenditures:	8,690,097.00	183,018.11	8,507,078.89	97.9%
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Fund Excess/(Deficit):	(828,111.00)	36,504.02		
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2021 BUDGET POSITION

City Of College Place

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412 Wastewater Debt Service Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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006 Charges For Goods & Services

006 Charges For Goods & Services	714,070.00	90,252.61	623,817.39	87.4%
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006 Charges For Goods & Services	714,070.00	90,252.61	623,817.39	87.4%
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025 Miscellaneous

025 Miscellaneous	3,000.00	69.37	2,930.63	97.7%
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025 Miscellaneous	3,000.00	69.37	2,930.63	97.7%
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107 Loan Proceeds

092 Loan Receipts	0.00	0.00	0.00	100.0%
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107 Loan Proceeds	0.00	0.00	0.00	100.0%
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Fund Revenues:	717,070.00	90,321.98	626,748.02	87.4%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

025 Miscellaneous	25.00	2.64	22.36	89.4%
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025 Miscellaneous	25.00	2.64	22.36	89.4%
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070 Interfund Transfers

070 Operating Transfers	280,686.00	0.00	280,686.00	100.0%
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070 Interfund Transfers	280,686.00	0.00	280,686.00	100.0%
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590 Long Term Debt Payment/Interes

001 Long Term Debt Redemption	359,834.00	129,584.20	230,249.80	64.0%
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002 Interest & Other Debt Costs	107,100.00	0.00	107,100.00	100.0%
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591 Interest & Debt Service	466,934.00	129,584.20	337,349.80	72.2%
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590 Long Term Debt Payment/Interes	466,934.00	129,584.20	337,349.80	72.2%
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Fund Expenditures:	747,645.00	129,586.84	618,058.16	82.7%
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Fund Excess/(Deficit):	(30,575.00)	(39,264.86)
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2021 BUDGET POSITION

City Of College Place

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413 Water Capital Improvement Reserve Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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006 Charges For Goods & Services

006 Charges For Goods & Services	925,499.00	151,904.61	773,594.39	83.6%
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006 Charges For Goods & Services	925,499.00	151,904.61	773,594.39	83.6%
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070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
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070 Interfund Transfers	0.00	0.00	0.00	100.0%
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100 Grants

101 Indirect Federal Grants	0.00	0.00	0.00	100.0%
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100 Grants	0.00	0.00	0.00	100.0%
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590 Long Term Debt Payment/Interes

000	11,000.00	187.61	10,812.39	98.3%
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591 Interest & Debt Service	11,000.00	187.61	10,812.39	98.3%
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590 Long Term Debt Payment/Interes	11,000.00	187.61	10,812.39	98.3%
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Fund Revenues:	936,499.00	152,092.22	784,406.78	83.8%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

025 Miscellaneous	35.00	6.72	28.28	80.8%
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025 Miscellaneous	35.00	6.72	28.28	80.8%
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070 Interfund Transfers

070 Operating Transfers	332,100.00	0.00	332,100.00	100.0%
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070 Interfund Transfers	332,100.00	0.00	332,100.00	100.0%
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590 Long Term Debt Payment/Interes

001 Long Term Debt Redemption	731,325.00	0.00	731,325.00	100.0%
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002 Interest & Other Debt Costs	76,810.00	0.00	76,810.00	100.0%
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591 Interest & Debt Service	808,135.00	0.00	808,135.00	100.0%
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590 Long Term Debt Payment/Interes	808,135.00	0.00	808,135.00	100.0%
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Fund Expenditures:	1,140,270.00	6.72	1,140,263.28	100.0%
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Fund Excess/(Deficit):	(203,771.00)	152,085.50
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2021 BUDGET POSITION

City Of College Place

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425 Water Revenue Bond Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	1,500.00	49.93	1,450.07	96.7%
025 Miscellaneous	1,500.00	49.93	1,450.07	96.7%
025 Miscellaneous	1,500.00	49.93	1,450.07	96.7%

070 Interfund Transfers

070 Operating Transfers	332,100.00	0.00	332,100.00	100.0%
070 Interfund Transfers	332,100.00	0.00	332,100.00	100.0%

Fund Revenues:	333,600.00	49.93	333,550.07	100.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	1.92	(1.92)	0.0%
025 Miscellaneous	0.00	1.92	(1.92)	0.0%
025 Miscellaneous	0.00	1.92	(1.92)	0.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

590 Long Term Debt Payment/Interes

001 Long Term Debt Redemption	225,000.00	0.00	225,000.00	100.0%
002 Interest & Other Debt Costs	107,100.00	0.00	107,100.00	100.0%
591 Interest & Debt Service	332,100.00	0.00	332,100.00	100.0%
590 Long Term Debt Payment/Interes	332,100.00	0.00	332,100.00	100.0%

Fund Expenditures:	332,100.00	1.92	332,098.08	100.0%
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Fund Excess/(Deficit):	1,500.00	48.01
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2021 BUDGET POSITION

City Of College Place

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426 Water Bond Reserve Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	1,500.00	21.38	1,478.62	98.6%
025 Miscellaneous	1,500.00	21.38	1,478.62	98.6%
025 Miscellaneous	1,500.00	21.38	1,478.62	98.6%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

107 Loan Proceeds

092 Loan Receipts	0.00	0.00	0.00	100.0%
107 Loan Proceeds	0.00	0.00	0.00	100.0%

Fund Revenues:	1,500.00	21.38	1,478.62	98.6%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	0.83	(0.83)	0.0%
025 Miscellaneous	0.00	0.83	(0.83)	0.0%
025 Miscellaneous	0.00	0.83	(0.83)	0.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

Fund Expenditures:	0.00	0.83	(0.83)	0.0%
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Fund Excess/(Deficit):	1,500.00	20.55
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2021 BUDGET POSITION

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431 Water System Construction Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	1,500.00	449.37	1,050.63	70.0%
009 PWTF Loan Related	0.00	0.00	0.00	100.0%
025 Miscellaneous	1,500.00	449.37	1,050.63	70.0%
025 Miscellaneous	1,500.00	449.37	1,050.63	70.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

100 Grants

105 State Grants	0.00	0.00	0.00	100.0%
100 Grants	0.00	0.00	0.00	100.0%

107 Loan Proceeds

111 State Loans	100,000.00	0.00	100,000.00	100.0%
107 Loan Proceeds	100,000.00	0.00	100,000.00	100.0%

390 Loan Proceeds

111 State Loans	0.00	0.00	0.00	100.0%
390 Loan Proceeds	0.00	0.00	0.00	100.0%

Fund Revenues:

	101,500.00	449.37	101,050.63	99.6%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	20.00	14.16	5.84	29.2%
025 Miscellaneous	20.00	14.16	5.84	29.2%
025 Miscellaneous	20.00	14.16	5.84	29.2%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

534 Water Department

000	0.00	0.00	0.00	100.0%
001 Administration / General	100,000.00	2,816.49	97,183.51	97.2%
005 Capital Expenditures	0.00	0.00	0.00	100.0%

2021 BUDGET POSITION

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431 Water System Construction Fund Months: 01 To: 02

Expenditures	Amt Budgeted	Expenditures	Remaining
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534 Water Utilities

534 Water Utilities	100,000.00	2,816.49	97,183.51	97.2%
534 Water Department	100,000.00	2,816.49	97,183.51	97.2%
Fund Expenditures:	100,020.00	2,830.65	97,189.35	97.2%
Fund Excess/(Deficit):	1,480.00	(2,381.28)		

2021 BUDGET POSITION

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500 Equipment Rental & Replacement

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	2,500.00	1,345.67	1,154.33	46.2%
005 Other Miscellaneous Revenue	0.00	0.00	0.00	100.0%
025 Miscellaneous	2,500.00	1,345.67	1,154.33	46.2%
025 Miscellaneous	2,500.00	1,345.67	1,154.33	46.2%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

107 Loan Proceeds

092 Loan Receipts	0.00	0.00	0.00	100.0%
107 Loan Proceeds	0.00	0.00	0.00	100.0%

548 Equipment Rental & Replacement

020 Economic Environment	0.00	0.00	0.00	100.0%
070 Operating Transfers	375,701.00	0.00	375,701.00	100.0%
548 Equipment Rental & Replacement	375,701.00	0.00	375,701.00	100.0%

Fund Revenues:	378,201.00	1,345.67	376,855.33	99.6%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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522 Fire Department

002 Fire Suppression	0.00	0.00	0.00	100.0%
010 Mobilization Program	500.00	0.00	500.00	100.0%
522 Fire Control	500.00	0.00	500.00	100.0%
522 Fire Department	500.00	0.00	500.00	100.0%

548 Equipment Rental & Replacement

515 Legal	0.00	0.00	0.00	100.0%
000	0.00	0.00	0.00	100.0%
001 Administration/Overhead Costs	74,555.00	50,398.91	24,156.09	32.4%
002 Operations / General	301,487.00	29,721.84	271,765.16	90.1%
548 Equipment Rental & Replacement	376,042.00	80,120.75	295,921.25	78.7%

548 Equipment Rental & Replacement	376,042.00	80,120.75	295,921.25	78.7%
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Fund Expenditures:	376,542.00	80,120.75	296,421.25	78.7%
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2021 BUDGET POSITION

City Of College Place

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500 Equipment Rental & Replacement

Months: 01 To: 02

Fund Excess/(Deficit):	1,659.00	(78,775.08)
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2021 BUDGET POSITION

City Of College Place

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625 Flexible Benefits Plan Fund Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

025 Miscellaneous	0.00	0.04	(0.04)	0.0%
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025 Miscellaneous	0.00	0.04	(0.04)	0.0%
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380 Non-Revenues

060 Agency & Other Type Deposits	15,000.00	2,236.66	12,763.34	85.1%
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380 Non-Revenues	15,000.00	2,236.66	12,763.34	85.1%
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Fund Revenues:	15,000.00	2,236.70	12,763.30	85.1%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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516 Human Resources

589 Non-Expenditures	15,000.00	2,503.72	12,496.28	83.3%
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516 Human Resources	15,000.00	2,503.72	12,496.28	83.3%
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Fund Expenditures:	15,000.00	2,503.72	12,496.28	83.3%
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Fund Excess/(Deficit):	0.00	(267.02)
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2021 BUDGET POSITION TOTALS

City Of College Place

Months: 01 To: 02

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Current Expense Fund	7,265,553.00	3,177,964.76	56.3%	7,438,979.00	3,137,007.89	58%
005 Current Expense Reserve Fund	76,000.00	116.73	99.8%	0.00	3.75	0%
012 Technology Reserve Fund	203,000.00	49,826.76	75.5%	288,158.00	34,060.61	88%
061 Employee Benefit Reserve Fund	53,000.00	128.12	99.8%	87,065.00	2,048.48	98%
100 Street Fund	727,833.00	28,908.63	96.0%	812,509.00	81,384.89	90%
120 Criminal Justice Fund	14,920.00	3,559.37	76.1%	30,663.00	2,223.26	93%
121 Forfeited Proceeds Fund	525.00	0.82	99.8%	0.00	0.02	0%
130 Hotel/Motel Tax	16,100.00	1,062.81	93.4%	13,500.00	0.32	100%
201 ULTGO Bond Fund	487,955.00	0.52	100.0%	487,050.00	0.00	100%
202 LTGO Bond Fund	10.00	0.00	100.0%	52,004.00	0.00	100%
235 Commercial Drive Bond Debt Se	141,234.00	22.50	100.0%	140,484.00	0.81	100%
301 Street Capital Contribution Fund	21,945.00	0.80	100.0%	21,925.00	0.00	100%
305 Capital Improvement Fund (REE	151,500.00	30,668.86	79.8%	90,000.00	3.92	100%
306 Capital Improvement Fund (REE	1,552,000.00	24,721.02	98.4%	2,010,000.00	482.54	100%
309 CDBG Projects Fund	339,530.00	0.02	100.0%	339,530.00	0.00	100%
311 Street Improvement Fund	630,804.00	22,739.44	96.4%	713,585.00	13,268.91	98%
315 Facility Maintenance Reserve Fu	401,000.00	104.83	100.0%	459,900.00	16,424.61	96%
320 Equipment Reserve Fund	284,000.00	105.29	100.0%	417,520.00	186,314.10	55%
330 Economic Development Fund	600,050.00	56.74	100.0%	600,000.00	0.00	100%
340 Economic Development Reserve	0.00	0.00	100.0%	0.00	0.00	100%
400 Water Fund	1,821,198.00	273,670.39	85.0%	1,888,580.00	283,528.98	85%
401 Wastewater Fund	2,690,767.00	444,294.75	83.5%	2,316,495.00	395,780.05	83%
402 Stormwater Fund	663,436.00	98,563.38	85.1%	415,370.00	55,901.44	87%
403 Stormwater Capital Reserve Fund	451,000.00	145.58	100.0%	358,702.00	4.28	100%
410 Water Capital Reserve Fund	1,678,626.00	168,187.04	90.0%	1,015,430.00	53,479.96	95%
411 Wastewater Capital Reserve Fund	7,861,986.00	219,522.13	97.2%	8,690,097.00	183,018.11	98%
412 Wastewater Debt Service Fund	717,070.00	90,321.98	87.4%	747,645.00	129,586.84	83%
413 Water Capital Improvement Rese	936,499.00	152,092.22	83.8%	1,140,270.00	6.72	100%
425 Water Revenue Bond Fund	333,600.00	49.93	100.0%	332,100.00	1.92	100%
426 Water Bond Reserve Fund	1,500.00	21.38	98.6%	0.00	0.83	0%
431 Water System Construction Fund	101,500.00	449.37	99.6%	100,020.00	2,830.65	97%
500 Equipment Rental & Replacemen	378,201.00	1,345.67	99.6%	376,542.00	80,120.75	79%
625 Flexible Benefits Plan Fund	15,000.00	2,236.70	85.1%	15,000.00	2,503.72	83%
	30,617,342.00	4,790,888.54	84.4%	31,399,123.00	4,659,988.36	85.2%

TOTALS FOR: Napa Of Walla Walla

City Of College Place

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Accts Pay #	Date	Vendor	Amount	Memo
76683	02/10/2021	194 Napa Of Walla Walla	69.72	
500 - 548	68 31 00	Operating Supplies - Gen	34.86	2.5 DEF (3)
500 - 548	68 31 00	Operating Supplies - Gen	23.24	2.5 DEF (2)
500 - 548	68 31 00	Operating Supplies - Gen	11.62	205 DEF
76684	02/10/2021	194 Napa Of Walla Walla	37.12	
500 - 548	68 31 00	Operating Supplies - Gen	37.12	Valve Air 3-Way Toggle
76686	02/10/2021	194 Napa Of Walla Walla	288.67	
500 - 548	68 31 00	Operating Supplies - Gen	288.67	Custom Seat Cover
76687	02/10/2021	194 Napa Of Walla Walla	6.54	
500 - 548	68 31 00	Operating Supplies - Gen	6.54	Shop Supplies: File Sheet
76688	02/10/2021	194 Napa Of Walla Walla	302.50	
500 - 548	68 31 00	Operating Supplies - Gen	302.50	Severe Service Shock (2)
76689	02/10/2021	194 Napa Of Walla Walla	264.00	
500 - 548	68 31 00	Operating Supplies - Gen	264.00	Battery, Core Deposit, Core Deposit Credit
76690	02/10/2021	194 Napa Of Walla Walla	161.62	
500 - 548	68 31 00	Operating Supplies - Gen	161.62	Universal Headlamp (2), Premium Capsules
76691	02/10/2021	194 Napa Of Walla Walla	32.54	
500 - 548	68 31 00	Operating Supplies - Gen	32.54	Air Filters (2)
76692	02/10/2021	194 Napa Of Walla Walla	16.41	
500 - 548	68 31 00	Operating Supplies - Gen	16.41	Air Filter
76693	02/10/2021	194 Napa Of Walla Walla	6.99	
500 - 548	68 31 00	Operating Supplies - Gen	6.99	Oil Filter
76685	02/10/2021	194 Napa Of Walla Walla	-61.02	RETURN/CREDIT
500 - 548	68 31 00	Operating Supplies - Gen	-61.02	Curved Hose

Total: 1,125.09

TOTALS FOR: Quill Corporation

City Of College Place

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Accts Pay #	Date	Vendor	Amount	Memo
76784	02/18/2021	218 Quill Corporation	26.39	Office Supplies
001 - 514	23 31 01	Office Supplies - Budgeti	7.66	Accounts Payable Office Supplies-2021 Calendar
400 - 534	27 31 01	Water Utilities - Office S	5.94	Utility Clerk Office Supplies - 2021 Calendar
400 - 534	27 31 01	Water Utilities - Office S	3.17	Accounts Payable Office Supplies-2021 Calendar
401 - 535	27 31 01	Sewer Utilities - Office S	7.25	Utility Clerk Office Supplies - 2021 Calendar
401 - 535	27 31 01	Sewer Utilities - Office S	2.37	Accounts Payable Office Supplies-2021 Calendar
76785	02/18/2021	218 Quill Corporation	349.16	Office Supplies
001 - 513	10 31 01	Office Supplies - Executi	5.59	Administrator Office Supplies -Notebooks
001 - 513	10 31 01	Office Supplies - Executi	6.78	City Hall General Office Supplies- Adding Machine Tape, Paper, Pens, 5x8 Notepads
001 - 514	23 31 01	Office Supplies - Budgeti	22.43	Accounts Payable Office Supplies-Calculator Ribbon, Folders, Gel Pens
001 - 514	23 31 01	Office Supplies - Budgeti	9.10	City Hall General Office Supplies- Adding Machine Tape, Paper, Pens, 5x8 Notepads
001 - 514	30 31 01	Office Supplies - Recordi	2.92	City Hall General Office Supplies- Adding Machine Tape, Paper, Pens, 5x8 Notepads
001 - 514	30 31 01	Office Supplies - Recordi	19.90	Dep City Clerk Office Supplies-Wall Calendar
001 - 518	10 31 01	Office Supplies - HR Adi	5.87	City Hall General Office Supplies- Adding Machine Tape, Paper, Pens, 5x8 Notepads
402 - 531	27 31 01	Stormwater Utilities - Of	0.51	City Hall General Office Supplies- Adding Machine Tape, Paper, Pens, 5x8 Notepads
400 - 534	10 31 01	Office Supplies - Admini	1.22	Administrator Office Supplies -Notebooks
400 - 534	10 31 01	Office Supplies - Admini	81.81	Paul Hartwig Office Supplies-Printer Ink (blk & Color)
400 - 534	10 31 01	Office Supplies - Admini	2.51	City Hall General Office Supplies- Adding Machine Tape, Paper, Pens, 5x8 Notepads
400 - 534	27 31 01	Water Utilities - Office S	9.28	Accounts Payable Office Supplies-Calculator Ribbon, Folders, Gel Pens
400 - 534	27 31 01	Water Utilities - Office S	9.55	Utility Clerk Office Supplies -Calculator Ribbon, Folders
400 - 534	27 31 01	Water Utilities - Office S	10.13	City Hall General Office Supplies- Adding Machine Tape, Paper, Pens, 5x8 Notepads
401 - 535	10 31 01	Office Supplies - Admini	1.29	Administrator Office Supplies -Notebooks
401 - 535	10 31 01	Office Supplies - Admini	29.37	Paul Hartwig Office Supplies-Printer Ink (blk & Color)
401 - 535	10 31 01	Office Supplies - Admini	1.92	City Hall General Office Supplies- Adding Machine Tape, Paper, Pens, 5x8 Notepads
401 - 535	27 31 01	Sewer Utilities - Office S	6.96	Accounts Payable Office Supplies-Calculator Ribbon, Folders, Gel Pens
401 - 535	27 31 01	Sewer Utilities - Office S	11.68	Utility Clerk Office Supplies -Calculator Ribbon, Folders
401 - 535	27 31 01	Sewer Utilities - Office S	11.33	City Hall General Office Supplies- Adding Machine Tape, Paper, Pens, 5x8 Notepads
100 - 543	10 31 01	Office Supplies - Admini	52.44	Paul Hartwig Office Supplies-Printer Ink (blk & Color)

TOTALS FOR: Quill Corporation

City Of College Place

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Accts Pay #	Date	Vendor	Amount	Memo
100 - 543	10 31 01	Office Supplies - Admini	0.42	City Hall General Office Supplies- Adding Machine Tape, Paper, Pens, 5x8 Notepads
500 - 548	70 31 01	Office Supplies - ER&R	23.07	Paul Hartwig Office Supplies-Printer Ink (blk & Color)
001 - 576	81 31 01	Office Supplies - Parks A	23.08	Paul Hartwig Office Supplies-Printer Ink (blk & Color)
76787	02/18/2021	218 Quill Corporation	108.44	Office Supplies
001 - 514	23 31 01	Office Supplies - Budgeti	9.11	Office Supplies - Deputy -3-Month Wall Calendar, Laminated Calendar
001 - 514	30 31 01	Office Supplies - Recordi	11.64	Office Supplies - Deputy -3-Month Wall Calendar, Laminated Calendar
001 - 514	30 31 01	Office Supplies - Recordi	28.91	Clerk Office Supplies- Laminated Wall Calendar
001 - 518	10 31 01	Office Supplies - HR Ad	19.77	HR Office Supplies- Laminated Wall Calendar
402 - 531	27 31 01	Stormwater Utilities - Of	5.06	Office Supplies - Deputy -3-Month Wall Calendar, Laminated Calendar
400 - 534	10 31 01	Office Supplies - Admini	4.13	HR Office Supplies- Laminated Wall Calendar
400 - 534	27 31 01	Water Utilities - Office S	12.15	Office Supplies - Deputy -3-Month Wall Calendar, Laminated Calendar
401 - 535	10 31 01	Office Supplies - Admini	1.82	HR Office Supplies- Laminated Wall Calendar
401 - 535	27 31 01	Sewer Utilities - Office S	12.66	Office Supplies - Deputy -3-Month Wall Calendar, Laminated Calendar
100 - 543	10 31 01	Office Supplies - Admini	2.37	HR Office Supplies- Laminated Wall Calendar
500 - 548	70 31 01	Office Supplies - ER&R	0.82	HR Office Supplies- Laminated Wall Calendar
76791	02/18/2021	218 Quill Corporation	12.60	Office Supplies
001 - 524	20 31 01	Office Supplies - Bldg. Ir	4.54	Community Development Admin Assistant Office Supplies-Tab System
402 - 531	10 31 01	Office Supplies - Stormw	1.01	Community Development Admin Assistant Office Supplies-Tab System
400 - 534	10 31 01	Office Supplies - Admini	1.89	Community Development Admin Assistant Office Supplies-Tab System
401 - 535	10 31 01	Office Supplies - Admini	0.88	Community Development Admin Assistant Office Supplies-Tab System
100 - 543	10 31 01	Office Supplies - Admini	0.63	Community Development Admin Assistant Office Supplies-Tab System
500 - 548	70 31 01	Office Supplies - ER&R	0.38	Community Development Admin Assistant Office Supplies-Tab System
001 - 558	60 31 01	Office Supplies - Plannin	3.27	Community Development Admin Assistant Office Supplies-Tab System
76792	02/18/2021	218 Quill Corporation	29.00	Office Supplies
001 - 524	20 31 01	Office Supplies - Bldg. Ir	8.61	Community Development Admin Assistant Office Supplies-Date Stamp

TOTALS FOR: Quill Corporation

City Of College Place

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Accts Pay # Date	Vendor	Amount	Memo
402 - 531 10 31 01	Office Supplies - Stormw	1.91	Community Development Admin Assistant Office Supplies-Date Stamp
400 - 534 10 31 01	Office Supplies - Admini	3.59	Community Development Admin Assistant Office Supplies-Date Stamp
401 - 535 10 31 01	Office Supplies - Admini	1.67	Community Development Admin Assistant Office Supplies-Date Stamp
100 - 543 10 31 01	Office Supplies - Admini	1.20	Community Development Admin Assistant Office Supplies-Date Stamp
500 - 548 70 31 01	Office Supplies - ER&R	0.72	Community Development Admin Assistant Office Supplies-Date Stamp
001 - 558 60 31 00	Operating Supplies - Plar	5.09	Community Development- Dishwand Refill
001 - 558 60 31 01	Office Supplies - Plannin	6.21	Community Development Admin Assistant Office Supplies-Date Stamp
76793 02/18/2021	218 Quill Corporation	29.54	Office Supplies
001 - 524 20 31 01	Office Supplies - Bldg. Ir	10.63	Community Development Admin Assistant Office Supplies- Hanging Folders
402 - 531 10 31 01	Office Supplies - Stormw	2.36	Community Development Admin Assistant Office Supplies- Hanging Folders
400 - 534 10 31 01	Office Supplies - Admini	4.43	Community Development Admin Assistant Office Supplies- Hanging Folders
401 - 535 10 31 01	Office Supplies - Admini	2.07	Community Development Admin Assistant Office Supplies- Hanging Folders
100 - 543 10 31 01	Office Supplies - Admini	1.48	Community Development Admin Assistant Office Supplies- Hanging Folders
500 - 548 70 31 01	Office Supplies - ER&R	0.89	Community Development Admin Assistant Office Supplies- Hanging Folders
001 - 558 60 31 01	Office Supplies - Plannin	7.68	Community Development Admin Assistant Office Supplies- Hanging Folders
76794 02/18/2021	218 Quill Corporation	10.85	Office Supplies
001 - 524 20 31 01	Office Supplies - Bldg. Ir	3.91	Community Development Admin Assistant Office Supplies- 2 In Tabs (2)
402 - 531 10 31 01	Office Supplies - Stormw	0.87	Community Development Admin Assistant Office Supplies- 2 In Tabs (2)
400 - 534 10 31 01	Office Supplies - Admini	1.63	Community Development Admin Assistant Office Supplies- 2 In Tabs (2)
401 - 535 10 31 01	Office Supplies - Admini	0.76	Community Development Admin Assistant Office Supplies- 2 In Tabs (2)
100 - 543 10 31 01	Office Supplies - Admini	0.54	Community Development Admin Assistant Office Supplies- 2 In Tabs (2)
500 - 548 70 31 01	Office Supplies - ER&R	0.33	Community Development Admin Assistant Office Supplies- 2 In Tabs (2)

TOTALS FOR: Quill Corporation

City Of College Place

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Accts Pay #	Date	Vendor	Amount	Memo
001 - 558	60 31 01	Office Supplies - Plannin	2.81	Community Development Admin Assistant Office Supplies- 2 In Tabs (2)
76795	02/18/2021	218 Quill Corporation	16.29	Office Supplies
001 - 524	20 31 01	Office Supplies - Bldg. Ir	5.86	Community Development Admin Assistant Office Supplies- 2021 Wall Calendar
402 - 531	10 31 01	Office Supplies - Stormw	1.30	Community Development Admin Assistant Office Supplies- 2021 Wall Calendar
400 - 534	10 31 01	Office Supplies - Admini	2.44	Community Development Admin Assistant Office Supplies- 2021 Wall Calendar
401 - 535	10 31 01	Office Supplies - Admini	1.14	Community Development Admin Assistant Office Supplies- 2021 Wall Calendar
100 - 543	10 31 01	Office Supplies - Admini	0.81	Community Development Admin Assistant Office Supplies- 2021 Wall Calendar
500 - 548	70 31 01	Office Supplies - ER&R	0.49	Community Development Admin Assistant Office Supplies- 2021 Wall Calendar
001 - 558	60 31 01	Office Supplies - Plannin	4.25	Community Development Admin Assistant Office Supplies- 2021 Wall Calendar
76796	02/18/2021	218 Quill Corporation	153.92	Office Supplies
001 - 524	20 31 01	Office Supplies - Bldg. Ir	55.41	Community Development Admin Assistant Office Supplies-Rubber Bands, Pens, Paper
402 - 531	10 31 01	Office Supplies - Stormw	12.31	Community Development Admin Assistant Office Supplies-Rubber Bands, Pens, Paper
400 - 534	10 31 01	Office Supplies - Admini	23.09	Community Development Admin Assistant Office Supplies-Rubber Bands, Pens, Paper
401 - 535	10 31 01	Office Supplies - Admini	10.77	Community Development Admin Assistant Office Supplies-Rubber Bands, Pens, Paper
100 - 543	10 31 01	Office Supplies - Admini	7.70	Community Development Admin Assistant Office Supplies-Rubber Bands, Pens, Paper
500 - 548	70 31 01	Office Supplies - ER&R	4.62	Community Development Admin Assistant Office Supplies-Rubber Bands, Pens, Paper
001 - 558	60 31 01	Office Supplies - Plannin	40.02	Community Development Admin Assistant Office Supplies-Rubber Bands, Pens, Paper
76798	02/18/2021	218 Quill Corporation	84.13	Office Supplies
001 - 513	10 31 01	Office Supplies - Executi	0.48	City Hall General Office Supplies-Posti It, Notebook, Paper
001 - 514	23 31 01	Office Supplies - Budgeti	6.21	Finance Director Office Supplies-Printer Ink For Home Printer
001 - 514	23 31 01	Office Supplies - Budgeti	0.65	City Hall General Office Supplies-Posti It, Notebook, Paper
001 - 514	30 31 01	Office Supplies - Recordi	2.00	Finance Director Office Supplies-Printer Ink For Home Printer
001 - 514	30 31 01	Office Supplies - Recordi	0.21	City Hall General Office Supplies-Posti It, Notebook, Paper
001 - 518	10 31 01	Office Supplies - HR Adi	0.42	City Hall General Office Supplies-Posti It, Notebook, Paper
001 - 518	20 31 00	Operating Supplies - Faci	58.28	City Hall Operating Supplies- Bath Tissue (1 Carton)

TOTALS FOR: Quill Corporation

City Of College Place

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Accts Pay #	Date	Vendor	Amount	Memo
402 - 531 27 31 01		Stormwater Utilities - Of	0.04	City Hall General Office Supplies-Posti It, Notebook, Paper
400 - 534 10 31 01		Office Supplies - Admini	0.18	City Hall General Office Supplies-Posti It, Notebook, Paper
400 - 534 27 31 01		Water Utilities - Office S	6.66	Finance Director Office Supplies-Printer Ink For Home Printer
400 - 534 27 31 01		Water Utilities - Office S	0.72	City Hall General Office Supplies-Posti It, Notebook, Paper
401 - 535 10 31 01		Office Supplies - Admini	0.14	City Hall General Office Supplies-Posti It, Notebook, Paper
401 - 535 27 31 01		Sewer Utilities - Office S	7.32	Finance Director Office Supplies-Printer Ink For Home Printer
401 - 535 27 31 01		Sewer Utilities - Office S	0.81	City Hall General Office Supplies-Posti It, Notebook, Paper
100 - 543 10 31 01		Office Supplies - Admini	0.01	City Hall General Office Supplies-Posti It, Notebook, Paper
76799 02/18/2021		218 Quill Corporation	8.97	Office Supplies
001 - 514 23 31 01		Office Supplies - Budgeti	5.20	Accounts Payable Office Supplies-Mouse Wrist Rest
400 - 534 27 31 01		Water Utilities - Office S	2.15	Accounts Payable Office Supplies-Mouse Wrist Rest
401 - 535 27 31 01		Sewer Utilities - Office S	1.62	Accounts Payable Office Supplies-Mouse Wrist Rest
76800 02/18/2021		218 Quill Corporation	271.70	Office Supplies
001 - 521 21 31 01		Office Supplies - Investig	271.70	64gb USB 3.0 Flashdrives (5)
76801 02/18/2021		218 Quill Corporation	31.51	Office Supplies
001 - 518 10 31 01		Office Supplies - HR Adh	21.55	HR Office Supplies- File Folders
400 - 534 10 31 01		Office Supplies - Admini	4.51	HR Office Supplies- File Folders
401 - 535 10 31 01		Office Supplies - Admini	1.99	HR Office Supplies- File Folders
100 - 543 10 31 01		Office Supplies - Admini	2.58	HR Office Supplies- File Folders
500 - 548 70 31 01		Office Supplies - ER&R	0.88	HR Office Supplies- File Folders
76786 02/18/2021		218 Quill Corporation	594.51	Supplies
001 - 513 10 31 01		Office Supplies - Executi	8.39	City Hall General Office Supplies- Sanitizer Wipes, Clorox Wipes(2), Paper
001 - 514 23 31 01		Office Supplies - Budgeti	11.25	City Hall General Office Supplies- Sanitizer Wipes, Clorox Wipes(2), Paper
001 - 514 30 31 01		Office Supplies - Recordi	3.61	City Hall General Office Supplies- Sanitizer Wipes, Clorox Wipes(2), Paper
001 - 518 10 31 01		Office Supplies - HR Adh	7.26	City Hall General Office Supplies- Sanitizer Wipes, Clorox Wipes(2), Paper
001 - 524 20 31 01		Office Supplies - Bldg. Ir	68.12	Community Development Admin Assistant Office Supplies-Office Chair- K. Scherger
402 - 531 10 31 01		Office Supplies - Stormw	15.14	Community Development Admin Assistant Office Supplies-Office Chair- K. Scherger
402 - 531 27 31 01		Stormwater Utilities - Of	0.64	City Hall General Office Supplies- Sanitizer Wipes, Clorox Wipes(2), Paper
400 - 534 10 31 01		Office Supplies - Admini	28.38	Community Development Admin Assistant Office Supplies-Office Chair- K. Scherger
400 - 534 10 31 01		Office Supplies - Admini	133.22	Paul Hartwig Office Supplies- Printer Ink (Blk & Color)

TOTALS FOR: Quill Corporation

City Of College Place

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Accts Pay #	Date	Vendor	Amount	Memo
400 - 534	10 31 01	Office Supplies - Admini	3.11	City Hall General Office Supplies- Sanitizer Wipes, Clorox Wipes(2), Paper
400 - 534	27 31 01	Water Utilities - Office S	12.53	City Hall General Office Supplies- Sanitizer Wipes, Clorox Wipes(2), Paper
401 - 535	10 31 01	Office Supplies - Admini	13.25	Community Development Admin Assistant Office Supplies-Office Chair- K. Scherger
401 - 535	10 31 01	Office Supplies - Admini	47.82	Paul Hartwig Office Supplies- Printer Ink (Blk & Color)
401 - 535	10 31 01	Office Supplies - Admini	2.37	City Hall General Office Supplies- Sanitizer Wipes, Clorox Wipes(2), Paper
401 - 535	27 31 01	Sewer Utilities - Office S	14.01	City Hall General Office Supplies- Sanitizer Wipes, Clorox Wipes(2), Paper
100 - 543	10 31 01	Office Supplies - Admini	9.46	Community Development Admin Assistant Office Supplies-Office Chair- K. Scherger
100 - 543	10 31 01	Office Supplies - Admini	85.40	Paul Hartwig Office Supplies- Printer Ink (Blk & Color)
100 - 543	10 31 01	Office Supplies - Admini	0.52	City Hall General Office Supplies- Sanitizer Wipes, Clorox Wipes(2), Paper
500 - 548	70 31 01	Office Supplies - ER&R	5.68	Community Development Admin Assistant Office Supplies-Office Chair- K. Scherger
500 - 548	70 31 01	Office Supplies - ER&R	37.57	Paul Hartwig Office Supplies- Printer Ink (Blk & Color)
001 - 558	60 31 01	Office Supplies - Plannin	49.20	Community Development Admin Assistant Office Supplies-Office Chair- K. Scherger
001 - 576	81 31 01	Office Supplies - Parks A	37.58	Paul Hartwig Office Supplies- Printer Ink (Blk & Color)
76788	02/18/2021	218 Quill Corporation	43.10	Supplies
001 - 521	19 31 00	Operating Supplies - Sup	43.10	Coffee (2), Computer Speakers-B. Brink
76789	02/18/2021	218 Quill Corporation	81.02	Supplies
001 - 521	19 31 01	Office Supplies - Support	81.02	Plastic Forks, Paper Clips, Paper (4)
76790	02/18/2021	218 Quill Corporation	151.29	Supplies
001 - 513	10 31 01	Office Supplies - Executi	2.33	City Hall General Office Supplies- Post Its, Pen, Paper
001 - 514	23 31 01	Office Supplies - Budgeti	3.13	City Hall General Office Supplies- Post Its, Pen, Paper
001 - 514	30 31 01	Office Supplies - Recordi	1.00	City Hall General Office Supplies- Post Its, Pen, Paper
001 - 518	10 31 01	Office Supplies - HR Ad	2.02	City Hall General Office Supplies- Post Its, Pen, Paper
001 - 518	20 31 00	Operating Supplies - Faci	32.04	Operating Supplies-Hand Sanitizer, Microban Sanitizing Spray (5)
001 - 518	20 31 00	Operating Supplies - Faci	45.57	Kleenex (10), Toilet Paper (1 Carton)
402 - 531	27 31 01	Stormwater Utilities - Of	0.18	City Hall General Office Supplies- Post Its, Pen, Paper
400 - 534	10 31 01	Office Supplies - Admini	0.86	City Hall General Office Supplies- Post Its, Pen, Paper
400 - 534	10 31 01	Office Supplies - Admini	21.82	Paul Hartwig Office Supplies-Printer Ink- Cyan (2)
400 - 534	27 31 01	Water Utilities - Office S	3.49	City Hall General Office Supplies- Post Its, Pen, Paper
401 - 535	10 31 01	Office Supplies - Admini	0.66	City Hall General Office Supplies- Post Its, Pen, Paper
401 - 535	10 31 01	Office Supplies - Admini	7.83	Paul Hartwig Office Supplies-Printer Ink- Cyan (2)

TOTALS FOR: Quill Corporation

City Of College Place

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02/01/2021 To: 02/28/2021

Accts Pay #	Date	Vendor	Amount	Memo
401 - 535	27 31 01	Sewer Utilities - Office S	3.90	City Hall General Office Supplies- Post Its, Pen, Paper
100 - 543	10 31 01	Office Supplies - Admini	0.15	City Hall General Office Supplies- Post Its, Pen, Paper
100 - 543	10 31 01	Office Supplies - Admini	13.99	Paul Hartwig Office Supplies-Printer Ink- Cyan (2)
500 - 548	70 31 01	Office Supplies - ER&R	6.16	Paul Hartwig Office Supplies-Printer Ink- Cyan (2)
001 - 576	81 31 01	Office Supplies - Parks A	6.16	Paul Hartwig Office Supplies-Printer Ink- Cyan (2)
76797	02/18/2021	218 Quill Corporation	182.58	Supplies
001 - 521	19 31 00	Operating Supplies - Sup	182.58	Paper Towels (3 Cartons)

Total: 2,185.00

TOTALS FOR: Home Depot Credit Services

City Of College Place

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Accts Pay #	Date	Vendor	Amount	Memo
76746	02/15/2021	5629 Home Depot Credit Services	60.83	
400 - 534	80 31 00	Operating Supplies - Gen	60.83	Paint (2 Gal)
76747	02/15/2021	5629 Home Depot Credit Services	23.60	
400 - 534	80 31 00	Operating Supplies - Gen	23.60	Shipping Tape 4pk, 10gal Liners (250ct)
76748	02/15/2021	5629 Home Depot Credit Services	86.89	
100 - 542	30 31 00	Operating Supplies - Trav	86.89	Magnetic I-Beam Level (2)
76749	02/15/2021	5629 Home Depot Credit Services	10.96	
400 - 534	80 31 00	Operating Supplies - Gen	10.96	Chip Flat Brush (6)
76750	02/15/2021	5629 Home Depot Credit Services	23.88	
402 - 531	50 31 00	Operating Supplies - Stor	23.88	4lb Blacksmith Hammer
76751	02/15/2021	5629 Home Depot Credit Services	21.66	
100 - 542	30 31 00	Operating Supplies - Trav	21.66	Wet Patch (2), Caulk Gun
76752	02/15/2021	5629 Home Depot Credit Services	61.59	
400 - 534	10 31 00	Operating Supplies - Adm	61.59	Trash Can (3), Sponge, DAP Stretch, Disinfectant Spray, Duster, Trash Bags
76753	02/15/2021	5629 Home Depot Credit Services	14.13	
400 - 534	10 31 00	Operating Supplies - Adm	14.13	Sink Drain Trim, Plastic Drain Body, Slip Joint Extension
76754	02/15/2021	5629 Home Depot Credit Services	22.77	
400 - 534	50 31 00	Operating Supplies - Mai	22.77	Laundry Soap, Grass Seed
76755	02/15/2021	5629 Home Depot Credit Services	96.70	
402 - 531	50 31 00	Operating Supplies - Stor	32.24	Cat6 Cable, 3-outlet Surge Protector, 2-port Surface Mount (2), Hole Cover, Cat5 Jack (2), USB-A-C Outlet
400 - 534	50 31 00	Operating Supplies - Mai	32.23	Cat6 Cable, 3-outlet Surge Protector, 2-port Surface Mount (2), Hole Cover, Cat5 Jack (2), USB-A-C Outlet
100 - 542	30 31 00	Operating Supplies - Trav	32.23	Cat6 Cable, 3-outlet Surge Protector, 2-port Surface Mount (2), Hole Cover, Cat5 Jack (2), USB-A-C Outlet
76756	02/15/2021	5629 Home Depot Credit Services	30.41	
400 - 534	80 31 00	Operating Supplies - Gen	30.41	Paint
76757	02/15/2021	5629 Home Depot Credit Services	33.91	

TOTALS FOR: Home Depot Credit Services

City Of College Place

02/01/2021 To: 02/28/2021

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Accts Pay #	Date	Vendor	Amount	Memo
400 - 534 80 31 00	Operating Supplies - Gen		33.91	White Wall Plate (3)
76758	02/15/2021	5629 Home Depot Credit Services	9.00	
400 - 534 50 31 00	Operating Supplies - Mai		4.50	Truck Bed Coating
100 - 542 30 31 00	Operating Supplies - Trav		4.50	Truck Bed Coating
76759	02/15/2021	5629 Home Depot Credit Services	301.02	
400 - 534 50 31 00	Operating Supplies - Mai		150.51	Butcher Block Island, Urethane, Stain, Wet/dry Sandpaper
100 - 542 30 31 00	Operating Supplies - Trav		150.51	Butcher Block Island, Urethane, Stain, Wet/dry Sandpaper
76760	02/15/2021	5629 Home Depot Credit Services	38.13	
400 - 534 50 31 00	Operating Supplies - Mai		19.07	Caster (4), Matte Black Spray Paint (2)
100 - 542 30 31 00	Operating Supplies - Trav		19.06	Caster (4), Matte Black Spray Paint (2)
76761	02/15/2021	5629 Home Depot Credit Services	3.97	
400 - 534 10 31 00	Operating Supplies - Adm		3.97	3-Wire Vinyl Heavy Duty Triple Tap
76762	02/15/2021	5629 Home Depot Credit Services	86.74	
100 - 542 64 31 00	Operating Supplies - Tral		86.74	Wet Patch (10)
76763	02/15/2021	5629 Home Depot Credit Services	18.56	
400 - 534 80 31 00	Operating Supplies - Gen		18.56	Paint Thinner, Mixing Container, Flat Brush (3)- Well #4
76764	02/15/2021	5629 Home Depot Credit Services	21.71	
100 - 542 30 31 00	Operating Supplies - Trav		21.71	Polysteel 700 Waterproof 800 Lumen Flashlight
76765	02/15/2021	5629 Home Depot Credit Services	3.23	
500 - 548 68 31 00	Operating Supplies - Gen		3.23	Anvil Glass Scraper W/ 10 Blades
76766	02/15/2021	5629 Home Depot Credit Services	149.16	
500 - 548 68 31 00	Operating Supplies - Gen		149.16	Toilet, Wax Seal, Wax Seal Kit, Parawedge (2), Braided Supply Line, Straight Valve (PW Shop)
76767	02/15/2021	5629 Home Depot Credit Services	20.12	
500 - 548 68 31 00	Operating Supplies - Gen		20.12	Gang Box, Outlet, Pull Elbow, Stainless Steel Wallplate (PW Shop)
76768	02/15/2021	5629 Home Depot Credit Services	6.42	
400 - 534 80 31 00	Operating Supplies - Gen		6.42	Braided Supply Line
76769	02/15/2021	5629 Home Depot Credit Services	27.14	

TOTALS FOR: Home Depot Credit Services

City Of College Place

02/01/2021 To: 02/28/2021 Time: 15:30:44 Date: 04/01/2021
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Accts Pay # Date	Vendor	Amount	Memo
001 - 518 20 31 00	Operating Supplies - Faci	27.14	26 Inch Snow Pusher
76770 02/15/2021	5629 Home Depot Credit Services	7.55	
500 - 548 68 31 00	Operating Supplies - Gen	7.55	Toilet Tank Repair Fill Valve (PW Shop)
76771 02/15/2021	5629 Home Depot Credit Services	108.34	
400 - 534 10 31 00	Operating Supplies - Adn	54.17	Waste Basket (5), Recycle Bin, Blk Door Mat (4), Stainless Steel Step Trash Receptacle
100 - 543 10 31 00	Operating Supplies - Adn	54.17	Waste Basket (5), Recycle Bin, Blk Door Mat (4), Stainless Steel Step Trash Receptacle
76772 02/15/2021	5629 Home Depot Credit Services	81.78	
400 - 534 10 31 00	Operating Supplies - Adn	40.89	Trash Basket (2), 7-outlet Surge Protector, HDMI Cable (2), Felt Pads, Washer(16), Nut (8), Bolt (4
100 - 543 10 31 00	Operating Supplies - Adn	40.89	Trash Basket (2), 7-outlet Surge Protector, HDMI Cable (2), Felt Pads, Washer(16), Nut (8), Bolt (4
76773 02/15/2021	5629 Home Depot Credit Services	4.33	
400 - 534 10 31 00	Operating Supplies - Adn	4.33	Painters Touch Gloss
76774 02/15/2021	5629 Home Depot Credit Services	9.99	
001 - 518 20 31 00	Operating Supplies - Faci	9.99	Female Disconnect 15pk, Nylon Female Disconnect 10 Pk (2)
76775 02/15/2021	5629 Home Depot Credit Services	10.85	
100 - 542 30 31 00	Operating Supplies - Trav	10.85	Microfiber Towel 24 Pk
76776 02/15/2021	5629 Home Depot Credit Services	278.67	
500 - 548 68 31 00	Operating Supplies - Gen	278.67	Sink Cabinet, Granite Countertop, ABS Female Adapter, ABS Coupling (PW Shop)
76777 02/15/2021	5629 Home Depot Credit Services	68.94	
402 - 531 50 31 00	Operating Supplies - Stor	22.98	Conduit Hanger (4), Hex (4), Washers, Stain
400 - 534 50 31 00	Operating Supplies - Mai	22.98	Conduit Hanger (4), Hex (4), Washers, Stain
100 - 542 30 31 00	Operating Supplies - Trav	22.98	Conduit Hanger (4), Hex (4), Washers, Stain
76778 02/15/2021	5629 Home Depot Credit Services	-54.34	
400 - 534 50 35 00	Sm Tools/Equipment	-18.48	Return/Credit: Ice Maker
401 - 535 50 35 00	Small Tools / Equipment	-17.93	Return/Credit: Ice Maker
100 - 542 30 35 00	Sm Tools/Equipment	-17.93	Return/Credit: Ice Maker

TOTALS FOR: Banner Bank Credit Cards

City Of College Place

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Accts Pay #	Date	Vendor	Amount	Memo
76928	02/28/2021	7404 Banner Bank Credit Cards	726.59	3647-CH
001 - 514	23 31 01	Office Supplies - Budgeti	4.35	1099-MISC
001 - 514	30 31 01	Office Supplies - Records	319.25	100 Thank You Cards
001 - 518	10 31 01	Office Supplies - HR Ad	79.42	Birthday Cards
012 - 518	89 31 00	Operating Supplies - Dat	194.57	Business To Business Prime Annual Fee
402 - 531	27 49 01	Stormwater Utilities - Re	27.09	Intro To Microsoft Excel 2016- S. Goodwin
400 - 534	27 49 01	Water Utilities - Registra	45.15	Intro To Microsoft Excel 2016- S. Goodwin
401 - 535	27 49 01	Sewer Utilities - Registra	56.76	Intro To Microsoft Excel 2016- S. Goodwin
76930	02/28/2021	7404 Banner Bank Credit Cards	1,382.93	5296-CD/FAC
001 - 524	20 31 00	Operating Supplies - Bldg	46.82	Coveralls- A. Edison
001 - 524	20 49 01	Training Class Registrati	39.99	Intro To Excel 2016- K. Scherger
402 - 531	10 49 01	Registration/Fees - Traini	9.03	Intro To Excel 2016- K. Scherger
400 - 534	10 49 01	Registrations/Fees - Trair	18.06	Intro To Excel 2016- K. Scherger
401 - 535	10 49 01	Registrations/Fees - Trair	9.03	Intro To Excel 2016- K. Scherger
100 - 543	30 49 01	Registrations/Fees - Trair	19.35	Intro To Excel 2016- K. Scherger
500 - 548	70 49 01	Registrations/Fees - Trair	2.58	Intro To Excel 2016- K. Scherger
001 - 558	60 31 00	Operating Supplies - Plar	303.27	Webcams (3)
001 - 558	60 49 01	Registrations/Fees - Trair	30.96	Intro To Excel 2016- K. Scherger
012 - 594	18 64 01	Machinery & Equipment	325.01	Monitor Arm For Well Computer
012 - 594	18 64 03	Software / Software Upd	578.83	GFI Archiver License Renewal
76929	02/28/2021	7404 Banner Bank Credit Cards	976.38	5994-FD
001 - 522	20 31 00	Operating Supplies - Sup	225.19	4x8 MDF, Storage Bin (8), Lock-on Pole, 25" Squeezege, LED Work Light
001 - 522	26 31 01	Office Supplies - EMS A	10.88	Paper
001 - 522	26 31 80	Operating Supplies - EM	406.99	EMS- Lifeband Trainer
001 - 522	30 43 00	Travel	15.01	Travel Meal: Inspector Breakfast- J. Boose
001 - 522	30 49 00	Miscellaneous	175.00	2021 NFPA Membership
001 - 522	50 31 00	Operating Supplies - Faci	4.48	Spray Gel
001 - 522	50 31 00	Operating Supplies - Faci	7.26	Lighter Fluid, Putty Knife (2)
001 - 522	50 31 00	Operating Supplies - Faci	131.57	Janitorial Supplies
76893	02/28/2021	7404 Banner Bank Credit Cards	4,046.50	6464-CH
315 - 594	18 62 15	Capital Expenditures/Exf	280.56	Lectern
315 - 594	18 62 15	Capital Expenditures/Exf	2,675.15	Tables
315 - 594	18 62 15	Capital Expenditures/Exf	186.02	Shipping
315 - 594	18 64 15	Capital Expenditures/Exf	904.77	Folding Chairs
76931	02/28/2021	7404 Banner Bank Credit Cards	1,531.02	8472-PD
001 - 521	19 20 01	Benefits/Uniforms Suppc	9.35	Croosover Tie- A. St. Claire

TOTALS FOR: Banner Bank Credit Cards

City Of College Place

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Accts Pay #	Date	Vendor	Amount	Memo
001 - 521 19 31 00	Operating Supplies - Sup	Varidesk	317.95	Standing Mat (4), Dual Monitor Arm
001 - 521 19 31 01	Office Supplies - Support	Staples Credit Plan	156.52	Office Chair- A. St. Claire
001 - 521 22 20 01	Benefits Uniforms Patrol	Galls, Inc.	88.04	Zip Up Shirt- T. Tomaras
001 - 521 22 20 01	Benefits Uniforms Patrol	Badge & Wallet	186.00	PD Badges
001 - 521 22 31 00	Operating Supplies - Patr	Amazon.com	126.00	Ratchet Cap Set, Sling Adjustable Strap
001 - 594 21 64 02	Machinery/Equip Patrol	Staples Credit Plan	218.48	Desk- B. Brink
001 - 594 21 64 02	Machinery/Equip Patrol	Home Depot Credit Services	367.18	Supplies For Gun Range Deck
001 - 594 21 64 02	Machinery/Equip Patrol	Home Depot Credit Services	61.50	Supplies For Gun Range Deck
76887 02/28/2021	7404 Banner Bank Credit Cards		952.73	9343- CH
001 - 514 23 49 00	Miscellaneous	WFOA	20.25	2021 Membership Dues- D. Cinnamon
001 - 514 30 49 00	Miscellaneous	WA St. Dept Of Licensing	45.00	Professional License Renewal- Notary Public- L. Neissle
001 - 514 30 49 01	Registrations/Fees - Trair	Walla Walla Community College	68.37	Intro To Microsoft Excel 2016- T. Paffile
001 - 518 10 31 00	Operating Supplies - HR	Wal-Mart Stores, Inc	9.20	Napkins, Cups, Plates
001 - 518 10 49 00	Miscellaneous	NPELRA / WAPELRA	225.00	Nat'l PELRA Membership-2021- S. Doering
001 - 518 10 49 00	Miscellaneous	Walla Walla University	15.00	Employer- Virtual Career Fair Registration- S. Doering
402 - 531 10 49 00	Miscellaneous - Stormwa	WFOA	12.75	2021 Membership Dues- D. Cinnamon
402 - 531 27 49 01	Stormwater Utilities - Re	Walla Walla Community College	18.06	Intro To Microsoft Excel 2016- T. Paffile
400 - 534 10 49 00	Miscellaneous	American Public Works Assn	150.00	CPII Examination- M. Holden
400 - 534 27 49 00	Water Utilities - Miscella	WFOA	21.75	2021 Membership Dues- D. Cinnamon
400 - 534 27 49 01	Water Utilities - Registra	Walla Walla Community College	29.67	Intro To Microsoft Excel 2016- T. Paffile
401 - 535 27 49 00	Sewer Utilities - Miscella	WFOA	20.25	2021 Membership Dues- D. Cinnamon
401 - 535 27 49 01	Sewer Utilities - Registra	Walla Walla Community College	12.90	Intro To Microsoft Excel 2016- T. Paffile
100 - 543 10 49 00	Miscellaneous	American Public Works Assn	150.00	CPII Examination- M. Holden
100 - 543 30 43 00	Travel - Training	American Public Works Assn	95.00	CPII Application Fee- M. Holden
012 - 594 18 64 03	Software / Software Upd:	Zoom	59.53	Zoom: Standard Biz 02/01-03/22/2021
76888 02/28/2021	7404 Banner Bank Credit Cards		106.52	9400-CH
001 - 514 30 31 00	Operating Supplies - Rec	Attorney & Notary Supply Of WA, Inc.	106.52	Notary Supplies
76889 02/28/2021	7404 Banner Bank Credit Cards		10.89	9467-PD
001 - 521 22 31 00	Operating Supplies - Patr		10.89	Dissinfectant Spray (10)
76890 02/28/2021	7404 Banner Bank Credit Cards		1,680.93	9475-PD
001 - 521 10 49 01	Registrations / Fees Trair	NTAO	294.00	Training- A. Parker
001 - 521 21 31 00	Operating Supplies - Inve	Nikon E-Commerce	79.30	Rechargeable Li-ion Battery For Nikon Camera
001 - 521 22 31 00	Operating Supplies - Patr	Amazon.com	24.97	Phone Case- C. Webber-Williams
001 - 594 21 64 02	Machinery/Equip Patrol	Varidesk	1,282.66	VariDesk Pro Plus (4)
76891 02/28/2021	7404 Banner Bank Credit Cards		209.03	9483-PW
400 - 534 10 49 00	Miscellaneous	WA St. Dept Of Health	1.74	DOH Service Fee

TOTALS FOR: Banner Bank Credit Cards

City Of College Place

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02/01/2021 To: 02/28/2021

Accts Pay #	Date	Vendor	Amount	Memo
400 - 534 10 49 00	Miscellaneous	WA St. Dept Of Health	1.74	DOH Service Fee
400 - 534 10 49 00	Miscellaneous	WA St. Dept Of Health	87.00	Waterworks Operator Certification- L. Cota
400 - 534 10 49 00	Miscellaneous	WA St. Dept Of Health	87.00	Waterworks Operator Certification- M. Holden
400 - 534 50 31 00	Operating Supplies - Mai	Bi-Mart Corporation	31.55	Safety Jacket
76892 02/28/2021	7404	Banner Bank Credit Cards	10.90	9965-FD
001 - 522 10 42 00	Communication	Postmaster	10.90	3-Day Priority Mail Postage
Total:			11,634.42	



Certified Local Government Grant Application

I. Applicant (Please carefully review the Application Instructions before completing the application.)

Name of Local Government: City of College Place

Mailing Address: 625 South College Ave

Grant Contact: Jon Rickard

Phone: 509-394-8524

Email: jrickard@cpwa.us

II. Grant Category

☐ Survey & Inventory ☐ Register nomination ☐ Planning ☒ Education

☐ Reconnaissance

☐ Intensive # of new or updated forms:

III. Project Summary (summarize your project in a few sentences)

This grant proposal entails creation of a self guided "This Building has History" walking tour of historic properties in College Place based on the 2019 College Place Intensive & Reconnaissance Level Survey funded by DHAP. The project would install "This Building Has History" signs in front of historic properties that would have a Quick Response code (QR code) that will directly link the tourist to a story map about the property and then guide them to the next historic property included in the tour.

The goal is to educate the public about architectural styles and buildings of historical significance.

*These fields will auto-populate from the budget sheet. They are not editable.

Grant Amount Requested: \$ 19,500

Match Amount: \$ 9,015

Total Project Cost: \$ 28,515

IV. Project Description

Organize your description in the following order (see instructions for more info):

- a. Introduction (includes local government goals & objectives)
- b. Project Description
- c. Statement of Need
- d. Project Objectives
- e. Maps, photographs, or other supporting documentation may be included as attachments. Please include them in the hard copies and the digital PDF submission.

*500 word maximum for each text box

Introduction

The purpose of this grant is to conduct a project that is key to embracing the city's heritage and educating the local public about our local history. City leadership wants the public to be aware of historical properties in College Place. One of the best ways to engage the public is to create a self guided walking tour using signage and technology to promote our local history. The College Place Comprehensive Plan is supportive of this project. The following Historic Preservation Policies from the Comprehensive Plan support this project states:

POLICY 5: Assist older neighborhoods in discovering their origins and in appreciating their historic features.

POLICY 7: Promote College Place as a regional center with a rich, unique history.

POLICY 10: Establish methods to engage the public with the history and historical assets of College Place.

POLICY 18: Develop a comprehensive system of signage.

- a. Identification of historic properties.
- b. Identification of historic districts.
- c. Directing visitors to other historic sites.
- d. Integrate with a walking tour (including electronic).

Project Description

The project will install approximately 40 - 12"x18" signs within the public right-of-way that will identify properties that represent the nine architectural styles of architecture, properties that have been identified as potentially eligible for the National Register, and properties that have had intensive level surveys completed. Each sign will have its own unique QR code that will connect the tourist to a story map about each historic building.

Activities to Complete

1. Work with Consultant and Historic Preservation Commission to identify properties to include in project and expand story maps as needed.
2. Public meeting involving key partners to introduce the project and identify resources.
3. Project staff, key partners, and DAHP review and comment on deliverables.
4. Final work completed and presented at 2nd public meeting.

IV. Project Description Continued

Activities to Complete (continued)

5. Post final report on City's and respective partners websites.
6. All products sent to DAHP to be shared with other CLG's for future reference.

Statement of Need

Funding for the historic walking tour project for the City of College Place is crucial now. The City does not have a decent inventory of historical assets. College Place is experiencing significant growth and it would be helpful to have signage identifying our historical assess. By understanding the significance of historical assets we have, we hope to be able to collaborate with preservation and development community to be able to save a significant number of assets.

The City of College Place is in need of financial assistance. We are a growing community of 9,780 individuals with an annual budget of around \$19 million dollars. Over 17% of our land mass is non-taxable, as Walla Walla University or other Seventh - day Adventist institutions own it. This puts a burden on our General Fund making it challenging to fund planning, police, fire, and general services. We want to build upon successes we have had recently including our wayfinding program, the 2019 Historic Property Survey and Storyboard, Poor Farm Cemetery GPR survey, and creation of a Historic Preservation Commission and Ordinance.

Objectives

The objective of this grant is we want to promote College Place as a cultural and historic destination. We also want to increase awareness of historic preservations value to the community.

V. Project Schedule

List each proposed grant activity separately estimating the start and completion dates. A start date and completion date are not sufficient for the Schedule of Project Completion. This should be a complete listing of all potential activities associated with the grant including appropriately timed check-ins or draft submittal (please think about your project and if drafts or a check-in is appropriate. There should be 14 days for draft review of all reports, documents, publications, HPI forms etc.). Mandatory check-in dates are April 29 and July 15, 2022 unless you specify otherwise. Final projects must be turned in by September 1, 2022. Final reimbursement requests must be in by September 30, 2022.

Work to be Accomplished	Start	Finish
Staff prepare RFP to solicit proposals from consultants if required	10/1/21	12/31/21
Identify sources of existing information and potential partners	1/1/22	2/28/22
First Public Meeting	3/17/22	3/17/22
First Draft of Signs & Story Maps	5/19/22	5/19/22
Second Draft of Signs & Story Maps	6/16/22	6/23/22
Signs manufactured	6/30/22	7/21/22
Installation by Public Works of signs & publishing final Story Maps	7/22/22	8/19/22
All required products sent to DAHP	9/5/22	9/9/22
Reimbursement request submitted to DAHP	9/12/22	9/30/22

VI. Project Budget

All "Total" boxes will auto calculate and are not individually editable.

Salaries/Volunteer Time

	Federal share	Hard Match	Soft Match	Total
Com Dev. Staff 2 x 20 hrs - Dir. & Admin.		\$ 2,189		\$ 2,189
Public Works Crew 2 x 40 hrs		\$ 3,600		\$ 3,600
Historic Pres. Com - 5 at 6, 1 hr meetings			\$ 426	\$ 426
Indirect % (if applicable):				
Total:	\$ 0	\$ 5,789	\$ 426	\$ 6,215

Goods & Contract Services

	Federal share	Hard Match	Soft Match	Total
Historian - research & story maps	\$ 5,000			\$ 5,000
Sign Design - two concepts	\$ 2,500			\$ 2,500
				\$ 0

Materials/Supplies/Equipment

40 - 12"x 18" signs & mounting hardware	\$ 12,000			\$ 12,000
Public Works Equipment - 40 hrs		\$ 2,800		\$ 2,800
				\$ 0

Travel/Other

				\$ 0
				\$ 0
				\$ 0

Total Goods & Contract Services:	\$ 19,500	\$ 2,800	\$ 0	\$ 22,300
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	Federal share	Hard Match	Soft Match	Total Project Cost
Total Funding Request:	\$ 19,500	\$ 8,589	\$ 426	\$ 28,515

VII. CHECKLIST – Due by April 26, 2021

To assure that your grant proposal is complete, please check off that you have included the following:

- ☐ One completed **UNSTAPLED paper copy** of the application with the three signature attachments and any supplemental materials included mailed to DAHP, Attn. Kim Gant, PO Box 48343, Olympia, WA 98504-8343
- ☐ One completed **digital copy** of the three signature attachments and any supplemental information included emailed to Kim Gant at kim.gant@dahp.wa.gov ***
- ☐ Written documentation for federally approved indirect cost rate, if applicable.
- ☐ Written justification for volunteer rates, if applicable
- ☐ **One** signed original Statement of Understanding for Grant Management Requirements (Attachment 1)
- ☐ **One** signed original Assurance of Compliance with the U.S. Department of the Interior Regulations under Title VI of the Civil Rights Act of 1964 (Attachment 2)
- ☐ **One** signed original Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Form (Attachment 3)

ATTACHMENT 3A

U. S. DEPARTMENT OF THE INTERIOR CIVIL RIGHTS ASSURANCE

As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any Federal financial assistance from the Department of the Interior, it will comply with all Federal laws relating to nondiscrimination. These laws include, but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et. seq.*), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. THE APPLICANT HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of the assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and subrecipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT/ORGANIZATION	DATE SUBMITTED
APPLICANT/ORGANIZATION MAILING ADDRESS	BUREAU OR OFFICE EXTENDING ASSISTANCE

ATTACHMENT 3B

STATEMENT OF UNDERSTANDING FOR GRANT MANAGEMENT REQUIREMENTS

- CLGs receiving HPF grant assistance must fulfill the terms of their grant agreement with the state and adhere to all requirements of the National Register Programs Manual. This requirement includes compliance with Title VI of the Civil Rights Act of 1964, 78 Stat. 241, as amended, which provides that no person on the grounds of age, race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any activity receiving Federal financial assistance.
- Local financial management systems shall be in accordance with the standards specified in OMB Circular A-128, "Standards for Grantee Financial Management Systems."
- Indirect costs may be charged as part of the CLG grant only if the CLG subgrantee meets the requirements of the manual. Unless the CLG has a current indirect cost rate approved by the cognizant federal agency, only direct costs may be charged.
- Grant recipients must maintain auditable financial records in accordance with the General Accounting Office's Standards for Audit of Governmental Organizations, Programs, Activities, and Functions.
- The CLG subgrantee will provide, with request for reimbursement, documentation to support billings (time sheets, front and back canceled checks, etc.) for federal and non-federal share claimed.
- Repayment will be made to the SHPO organization if terms and conditions of the subgrant agreement are not followed or costs claimed are disallowed following audit.

CLG

SIGNATURE OF APPLICANT

TITLE

DATE

ATTACHMENT 3C

U.S. Department of the Interior

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.500, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18th and C Streets, N.W., Washington, D.C. 20240.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

- (1) The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered and erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Tel.#).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

THIS BUILDING *has* HISTORY

SCAN THE CODE WITH YOUR SMARTPHONE TO FIND OUT FOR YOURSELF*



HISTORIC DOWNTOWN BUILDING #1

This Historic Downtown Building Tour is brought to you by
McKinney Main Street and the Historic Preservation Department.

*DOWNLOAD A QR CODE READER FROM YOUR APP STORE

City of College Place, Washington

RESOLUTION NO. 21-017

A RESOLUTION OF THE CITY OF COLLEGE PLACE, WASHINGTON, AUTHORIZING & SUPPORTING A CERTIFIED LOCAL GOVERNMENT GRANT APPLICATION FOR A “THIS BUILDING HAS HISTORY” WALKING TOUR & INSTALLATION OF SIGNAGE IN THE CITY OF COLLEGE PLACE

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

WHEREAS, the City of College Place obtained the Certified Local Government Designation in 2017 and is eligible to apply for CLG grants; and

WHEREAS, the Department of Archaeology and Historic Preservation (DAHP) published a calendar and application requirements for Certified Local Government grant proposals establishing that the application be received by April 23rd, 2021; and

WHEREAS, the City Council of the City of College Place (City) wishes to submit and support a DAHP Certified Local Government grant application for funding of a History Walking Tour & Installation of Signage.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE AS FOLLOWS:

1. The City Council of College Place, Washington authorizes and fully supports the grant application for \$19,500 towards the “This Building Has History” walking tour and installation of signage.
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.
3. 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.
4. 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 13th day of April 2021.

Approved:

Attest:

Norma L. Hernandez, Mayor

Lisa R. Neissl, City Clerk

City of College Place, Washington
RESOLUTION NO. 21-018

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON REGARDING A MEMORANDUM OF UNDERSTANDING FOR OPERATION OF AN ELECTRIC SCOOTER SHARING PROGRAM WITH BIRD RIDES, INC. IN THE CITY OF COLLEGE PLACE.

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, Bird Rides, Inc. (Bird Scooters) approached the City about operating within the community in February 2021; and

Whereas, the concept went through the Youth Advisory Commission which recommended approval on March 17th, 2021; and

Whereas, the concept went through the Park, Arbor, and Recreation Board which recommended approval on March 26th, 2021; and

Whereas, the concept went through the Economic Development, Tourism, and Events Commission which recommended approval on April 5th, 2021; and

Whereas, the concept went through the City Council Workshop for discussion on April 6th, 2021;

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

- 1.** The Mayor and City Administrator are authorized to execute the proposed Memorandum of Understanding with Bird Rides, Inc. (Bird Scooters)
- 2.** Bird Rides, Inc. (Bird Scooters) can operate their service within the corporate limits of the City of College Place in accordance with the Memorandum of Understanding and the College Place Municipal Code.

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 passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 13th day of April, 2021.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk

Memorandum of Understanding

(City/County) will permit Bird Rides, Inc. to provide services under the following terms and limitations. This agreement shall remain in effect until January 2022 unless terminated as set forth below.

AGREEMENT

- 1) Scope: This Agreement and its terms apply to any proposed deployment of Stand-up electric scooter sharing systems within City / County's jurisdictional boundaries. No person shall deploy a Stand-up electric scooter sharing system in the City / County in violation of this Agreement.
- 2) Stand-up electric scooters shall be governed by the rules applying to bicycles and are to be ridden on streets, and where available, in bike lanes and bike paths. Stand-up electric scooters are to stay to the right of street lanes and to offer the right of way to bicycles in bike lanes and on bike paths. Users of Stand-up electric scooters shall be 18 or older. Users of Stand-up electric scooters who violate these provisions may be fined by City / County consistent with fines for cyclists.
- 3) Bird Rides, Inc. shall provide easily visible contact information, including toll-free phone number and/or e-mail address on each Stand-up electric scooter for members of the public to make relocation requests or to report other issues with devices.
- 4) Hours of operation: Stand-up electric scooters will be made available to rent from 4 a.m. to midnight (local time)
- 5) Bird Rides, Inc. shall provide a minimum of 100 vehicles at launch.
- 6) Safety Education: Bird Rides will provide materials, videos, signage to promote safe riding and educate riders on rider responsibilities and encourage safe and courteous riding and parking.
- 7) Data sharing: Bird Rides, Inc. will provide data to the City/County as necessary to assist with monitoring program usage.
- 8) Indemnification: Bird Rides, Inc. agrees to indemnify, defend and hold harmless City / County (and City's/ County's employees, agents and affiliates) from and against all actions, damages or claims brought against City / County arising out of Bird Rides, Inc.'s negligence or willful misconduct, except that Bird Rides, Inc.'s indemnification obligation shall not extend to claims of City's / County's (or City's / County's employees', agents' or affiliates') negligence or willful misconduct. City / County expressly acknowledges that in no event shall Bird Rides, Inc. be liable for any special, indirect, consequential or punitive damages. Bird Rides, Inc.'s indemnification obligations shall survive for a period of one (1) year after expiration of this Agreement. Bird Rides, Inc. shall be released from its indemnification obligations under this section if the loss or damage was caused by the City's / County's negligent construction or maintenance of public infrastructure. City's / County's right to indemnification shall be contingent on City / County notifying Bird Rides, Inc. promptly following receipt or notice of any claim; Bird Ride, Inc. shall have sole control of any defense; City / County shall not consent to the entry of a judgment or enter into any settlement without the prior written consent of Bird Ride, Inc.
- 9) Insurance: Bird Rides, Inc. shall provide City / County with proof of insurance coverage exclusively for the operation of Stand-up electric scooters including: (a) Commercial General Liability insurance coverage with a limit of no less than \$1,000,000.00 each occurrence and \$2,000,000.00 aggregate; (b) Automobile Insurance coverage with a limit of no less than \$1,000,000.00 each occurrence and \$1,000,000.00 aggregate; and (c) where Bird Rides, Inc. employs persons within the City / County, Workers' Compensation coverage of no less than the statutory requirement.
- 10) Notices: All notices and communications to the City/County from Bird Rides, Inc. shall be made in writing (includes electronic communications) and sent to the address below.
- 11) Either party may terminate this agreement at any time and without cause upon (30) days prior written notice.
- 12) In carrying out their responsibilities, the parties shall remain independent contractors, and nothing herein shall be interpreted or intended to create a partnership, joint venture, employment, agency, franchise or other form of agreement or relationship.
- 13) The parties acknowledge that Bird Rides, Inc. may utilize independent business logistics providers to facilitate local operations. Bird's use of these logistics providers does not constitute a transfer or assignment of this Agreement, and Bird Rides, Inc. remains responsible for all obligations and requirements under this Agreement.
- 14) This agreement shall be governed by and construed in accordance with the laws of the state.

City/County/State

Bird Rides Inc

Recommended By:

Signature

Print Name:

Title:

Signature:

Print Name:

Title:

Approved By:

Signature

Print Name:

Title:

Signature:

Print Name:

Title:

Memorandum of Understanding

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- 11) Either party may terminate this agreement at any time and without cause upon (30) days prior written notice.
- 12) In carrying out their responsibilities, the parties shall remain independent contractors, and nothing herein shall be interpreted or intended to create a partnership, joint venture, employment, agency, franchise or other form of agreement or relationship.
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- 14) This agreement shall be governed by and construed in accordance with the laws of the state.

City/County/State

Bird Rides Inc

Recommended By:

Signature

Print Name:

Title:

Signature:

Print Name:

Title:

Approved By:

Signature

Print Name:

Title:

Signature:

Print Name:

Title:



How Bird Partners with Local Communities

Bird works closely with local government agencies to bring convenient, sustainable transit to communities with stand-up electric scooters, which can be rented for short trips using the Bird Mobile App. Our mission is to get people out of cars, reduce traffic and bring communities together by providing an affordable, environmentally-friendly transit alternative.



Cities who partner with Bird benefit from our Industry-leading approach:



Clean, equitable, transportation options



Safest vehicles with advanced detection



Smart technologies to eliminate concerns



Opportunities for local entrepreneurs

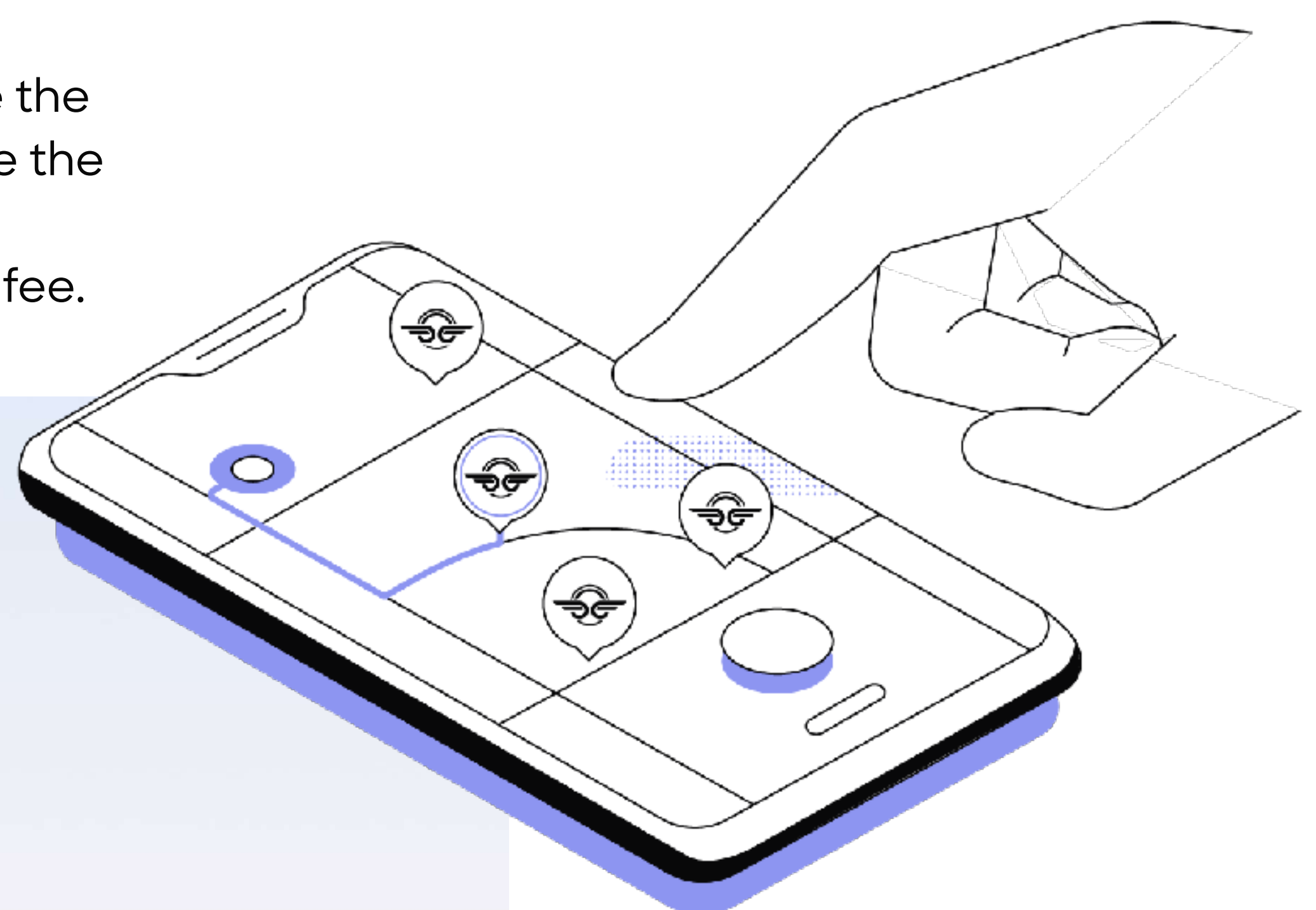


Hyperlocal operations

How it works

Through the Bird smartphone app, riders can see the closest Bird scooter on a map, unlock it, complete the safety tutorial and ride directly to their desired destination. It costs \$1 to start, then a per minute fee.

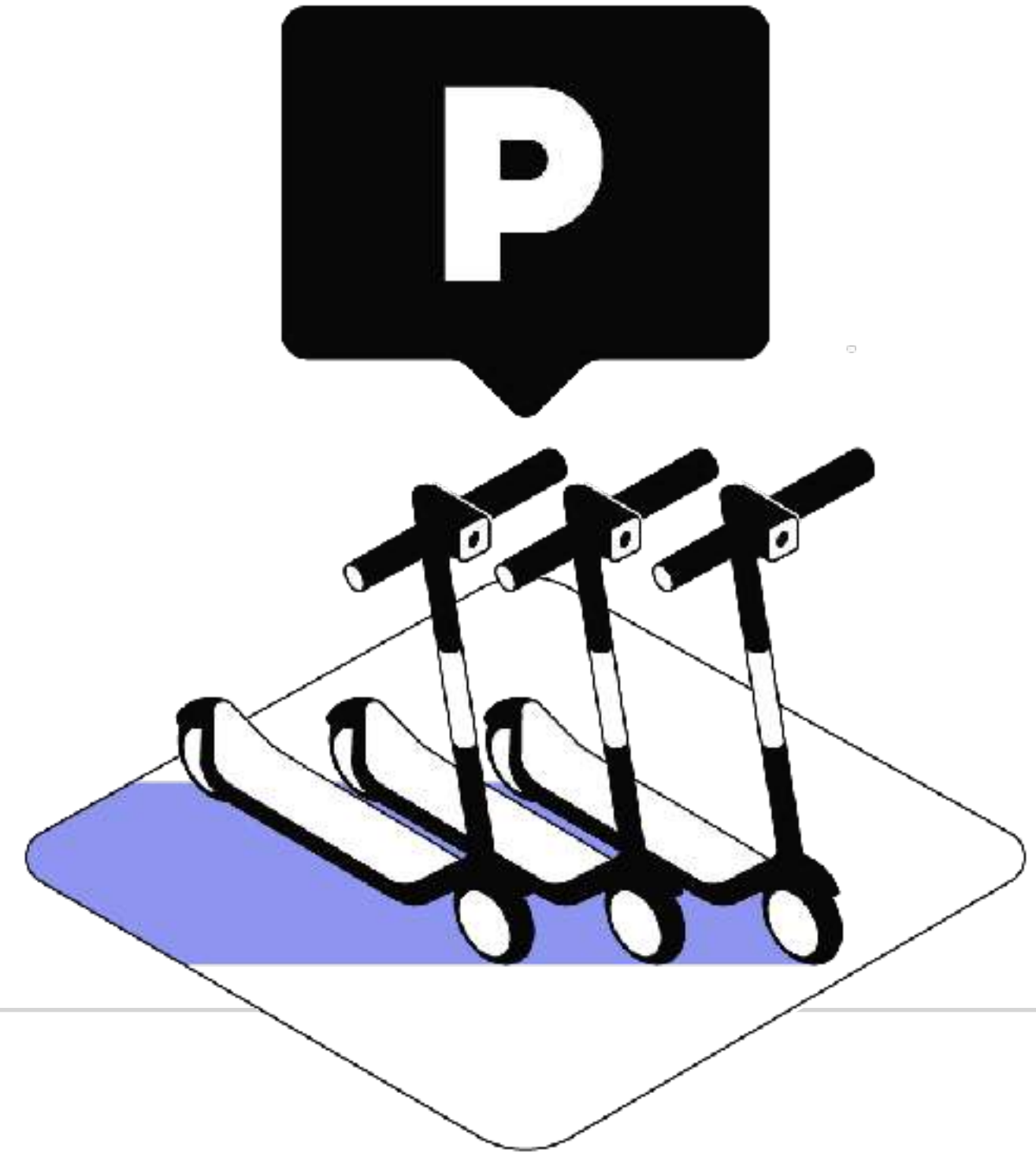
- 1 Find Birds on the map
- 2 Scan QR to begin ride
- 3 Watch safety tutorial
- 4 Enjoy the ride



THE BIRD LOCAL ADVANTAGE:

By Locals, For Locals

When Bird comes to town, we work with a local entrepreneur from the community to manage the fleet on the ground. They make money on every ride taken on the scooters that they manage. We provide the tools, operational experience and technology to help them be successful; and they provide the local pride, knowledge and expertise to cater the program to the community.

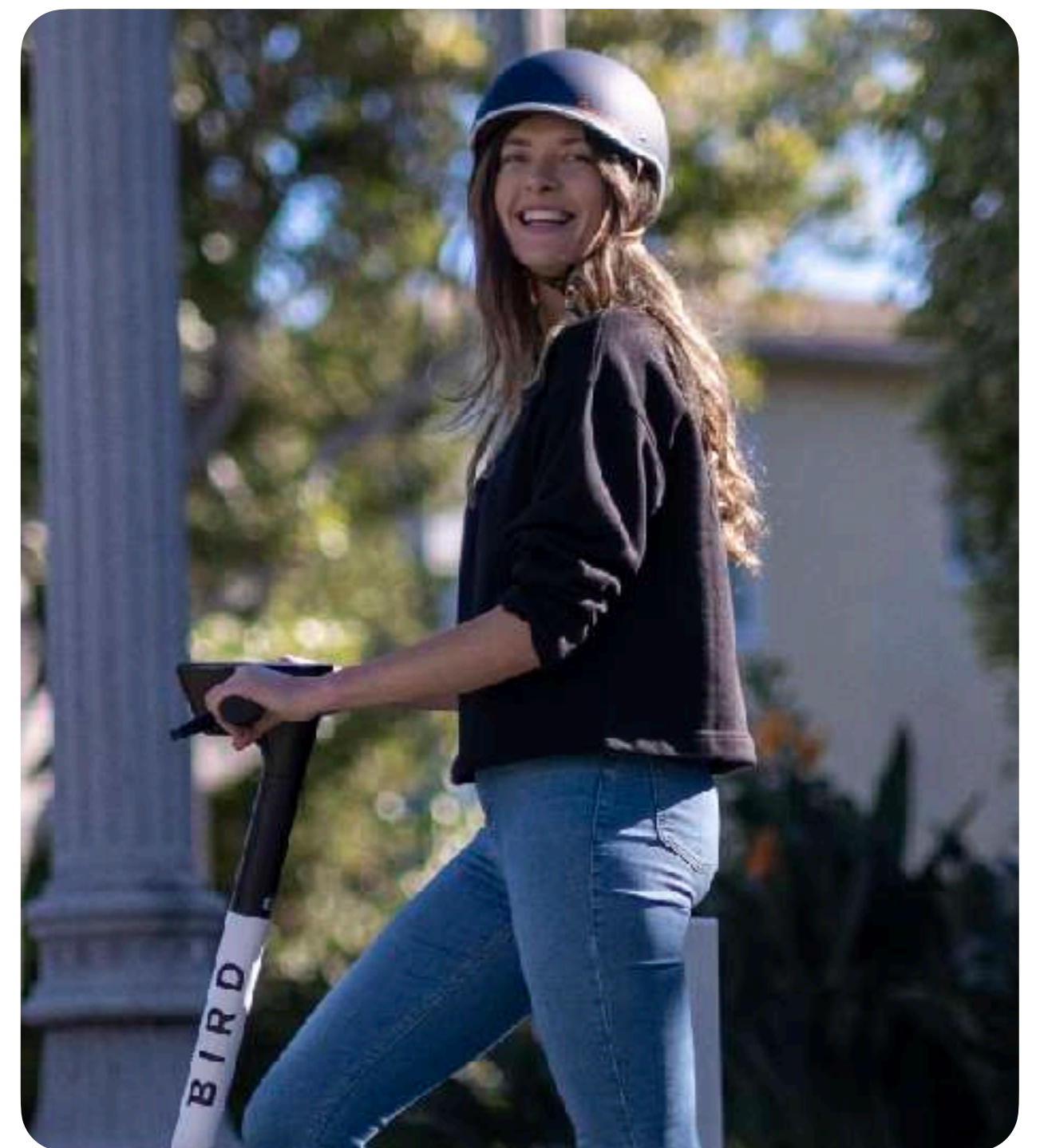


What Cities Are Saying

“We’re a relationship-based city and Bird works with us to understand our unique needs and challenges. With any new technology, we anticipate a steep learning curve. Bird stands out by being responsive, responsible and respectful of our community.”

Virginia Korte

Council Member, Scottsdale



“The Rider Incentives and your fleet managers on the ground seem to be doing a good job managing the devices, fleet rebalancing, and overall user parking performance. Keep up the great work and thank you for the partnership!”

Alyssa Muto

Deputy Director of Environment & Mobility
Planning, San Diego



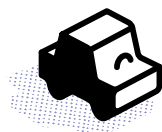
What is Bird?

Bird is a last-mile electric vehicle sharing company dedicated to bringing affordable, environmentally-friendly transportation solutions to communities everywhere. Today Bird serves over 100 cities worldwide.

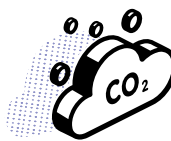
Our mission is to get people out of cars and:



Solve the last-mile problem and connect more residents to transit options



Reduce congestion and over-reliance on cars



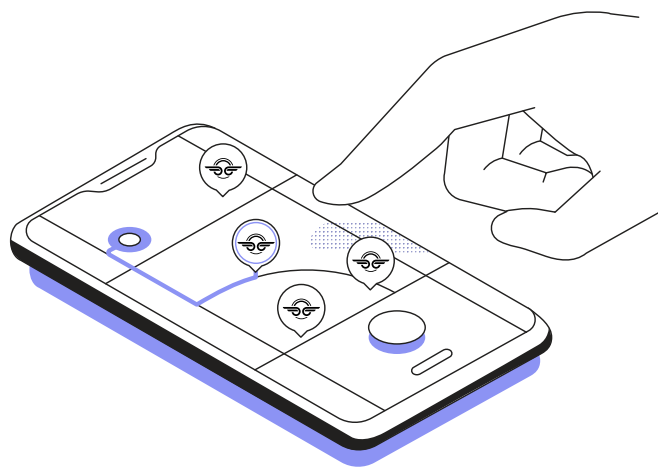
Improve air quality and reduce GHG emissions



Improve the overall quality of life in cities

How it works.

Through the Bird smartphone app, riders can see the closest Bird scooter on a map, unlock it, complete the safety tutorial and ride directly to their desired destination. It costs \$1 to start, then a per minute fee.



1

FIND BIRDS
ON THE MAP

2

SCAN QR TO
BEGIN RIDE

3

WATCH SAFETY
TUTORIAL

4

ENJOY THE
RIDE!



Bird's impact on the communities we serve

Prioritizing safety, first.

Bird partners with cities across the globe to develop programs that maximize the positive impact of micro-mobility.

Starting with less cars on the road

By replacing car trips with convenient options, like Bird, we can remove the biggest safety hazards from the road and make our cities safer today.



Bird leads the industry in safety.

Safety is deeply embedded across all components of our business- from our policy and operations; to our community education and engagement; to our industry leading vehicle design.

One sustainable ride at a time.

Bird's custom vehicles are the most durable micro-mobility options on the road today. **Each Bird One and Bird Two on the road today represents:**



18+ months

OF SUSTAINABLE RIDES



1,500 pounds

OF CO2 AVOIDED

Bolstering the local economy.



58%

of Bird rides ending at local businesses helping connect shops and restaurants with riders in their community.



9X

increase in the reach of transit stations expanding the mobility and job opportunities of more residents.



2.5M

in annual take-home pay for every 1,000 Birds in a city



Leading the way on innovative solutions for cities

Bird is committed to working with cities to manage and maximize the positive impact of our partnerships. That's why we've developed industry-leading technology to measure, innovate, and improve both our fleet and our reporting. Here's just a small sample of our offering for cities:

CUSTOM IN-APP EDUCATION

Bird riders are each shown a comprehensive education program that can be customized to address your city's chief concerns.

COMMUNITY-BASED REPORTING

Every member of your community can access community mode in the Bird app to submit complaints directly to our team for fast resolution.

LOCALIZED POLICY ZONES

Bird's geo-fencing technology allows us to implement no-ride zones, no-parking zones, and reduced-speed zones with custom messaging to increase safe riding.



PARKING MANAGEMENT

Bird offers a comprehensive suite of parking tools that bridges the gap between technology and infrastructure by both directing and incentivizing riders to park in city-designated areas.

INCENTIVES FOR HELMET USAGE

The Bird app encourages—and incentivizes—responsible riding. We even give out rewards to riders who take a #BirdHelmetSelfie, showing us that they wore a helmet on their ride.



INDUSTRY-LEADING VEHICLES

Bird's best-in-class teams create innovative new vehicles from the ground-up. From self-reporting damage sensors and tip detection to an industrial-grade anti-tipping kickstand, Bird offers the most advanced shared e-scooter on the road today.

PROGRAMS FOR EQUITABLE ACCESS

Our city dashboards provide customized information about how our partnership is helping to complement the city's mobility menu. In-depth data APIs provide cities with detailed and historical information on Bird operations and rider movement within their city.

CUSTOMIZED DASHBOARDS AND ROBUST APIS

Bird provides cities with easy-to-read dashboards and in-depth APIs to help cities understand how riders move about the city and how Bird is complementing their mobility menu.

Want to learn more about if Bird would be a good partner to meet your city's goals?

Just reach out to your Bird Government Partnerships Representative.



Hello, College Place

2021





What is Bird?

Bird is a last-mile, stand-up electric vehicle sharing company dedicated to bringing affordable, environmentally-friendly transportation solutions to communities everywhere.

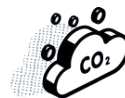
Our mission is to get people out of cars and:



Solve the last-mile challenge by connecting more residents to transit options.



Reduce congestion and over-reliance on single occupancy car trips



Improve air quality and reduce Greenhouse Gas emissions



Improve the overall quality of life in cities

How it works

Using the Bird smartphone app, riders find the closest Bird scooter on a map, unlock it and complete the safety tutorial to start their ride. It costs \$1 to start, then a per minute fee.



1

**FIND BIRDS
ON THE MAP**

2

**SCAN QR TO
BEGIN RIDE**

3

**WATCH SAFETY
TUTORIAL**

4

**ENJOY THE
RIDE!**

Bird Scooter

BirdZero	
Braking	Drum Brake + Regenerative Brake
Lights	Front/Rear LEDs



UNIQUE ID



SAFETY DECAL

Ride Safely

Helmet Required
License Required
No Riding on Sidewalks
No Double Riding
18+ Years Old

HELLO@BIRD.CO
1-866-205-2442



Transportation Benefits

- ✓ **No cost** micromobility solution for the city
- ✓ Provide a sustainable, open-aired transportation option
- ✓ Reduce congestion & carbon emissions
- ✓ Supplement bus and transit trips
- ✓ Alternative parking solution
- ✓ Provide increased access to businesses throughout the city
- ✓ Establish a multimodal transportation network



Our Approach

We partner closely with cities to design solutions that work for your community.

YOUR TEAM



Garrett Gronowski
Account Partner



Sajni Patel
Account Manager

Get to know each other:

Understand where Bird fits into the local transportation ecosystem.

Operating Plan:

Decision to move forward and local operational partner outreach started.

Ongoing:

Your dedicated Account Manager will provide ongoing support and serve as your main point of contact for all city requests.

Setting Expectations:

Align on how Bird can best serve your city based on city input and Bird data.

Launch Day:

Introduce a new transportation option to town.

Localized Operations

We work with a local entrepreneur from the community to manage the fleet on the ground, and in exchange they earn money on each ride.

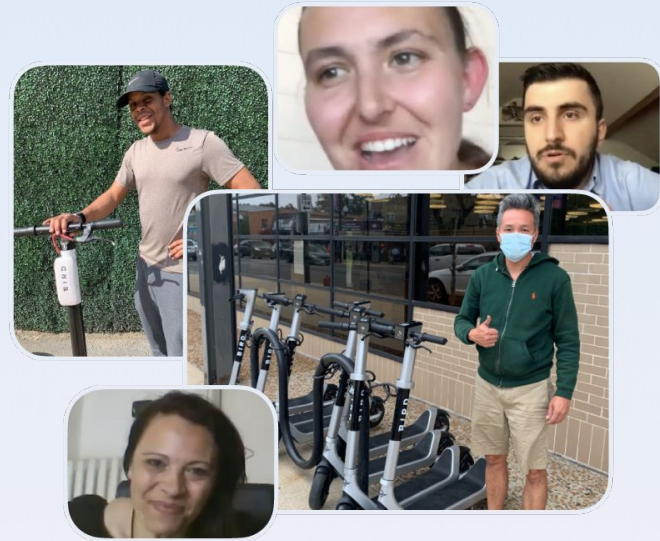
How cities benefit:

Local Touch:

- ✓ Deep community ties, local pride, and fast issue resolution
- ✓ Nuanced knowledge of where to deploy
- ✓ Economic Opportunity

Backed by the Industry Leader:

- ✓ World-class technology & compliance tools
- ✓ Operational know-how
- ✓ Industry's Safest Vehicles



“

I like being my own boss, the flexibility of setting my own schedule and being able to hire my nephew because he also needed a job. I also like being part of the growing micromobility industry. It's in line with my values regarding city transportation solutions.

- Mark, Azbri Productions, Nashville

”

The Local Impact



56%

of rides have connected to a local businesses



\$70K+

average take-home earnings from local entrepreneurs partnering with Bird.



16%

more jobs accessible



Leading the way on innovative solutions for cities

Warm Up Mode

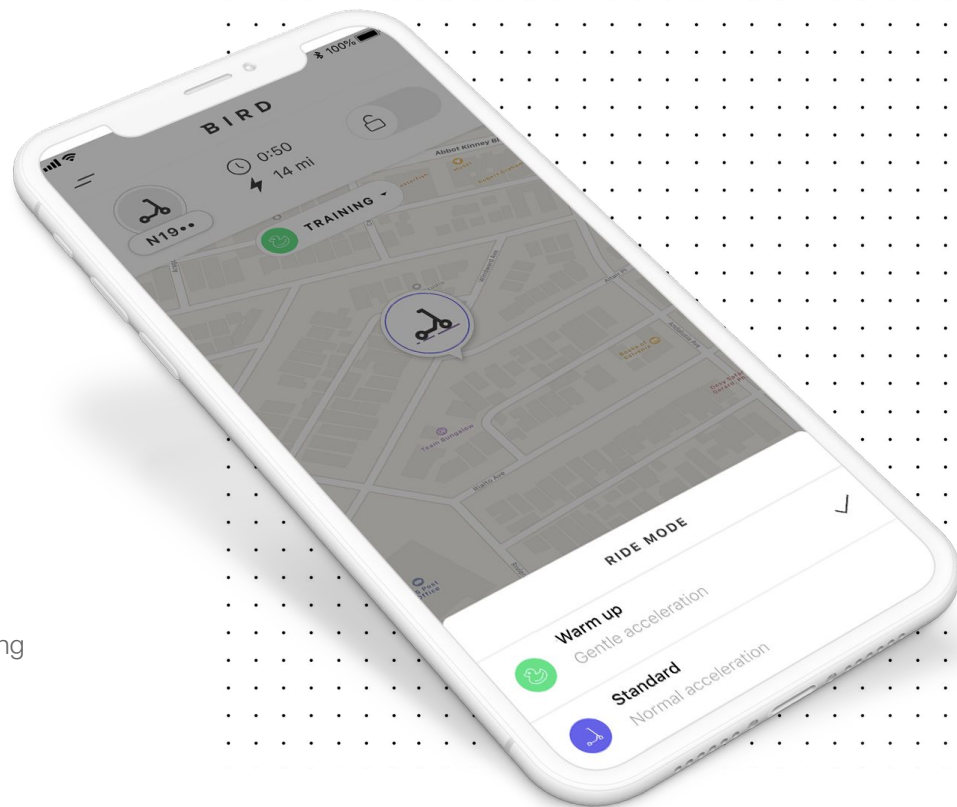
This feature offers a gentle acceleration profile that helps users learn to ride safely and confidently.

Quick Start

An industry-first feature that automatically detects when a Bird is within range and offers riders the opportunity to unlock it with the tap of a button.

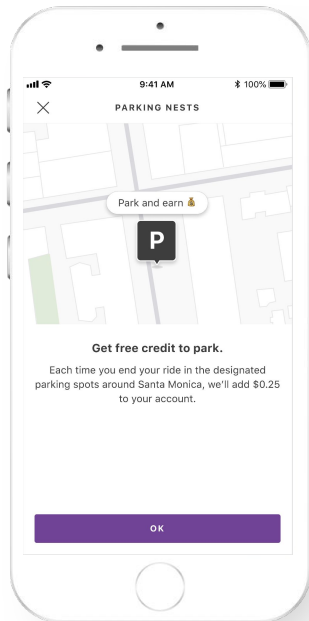
Parking Management

Bird offers a comprehensive suite of parking tools that bridges the gap between technology and infrastructure by both directing and incentivizing riders to park in city-designated areas.

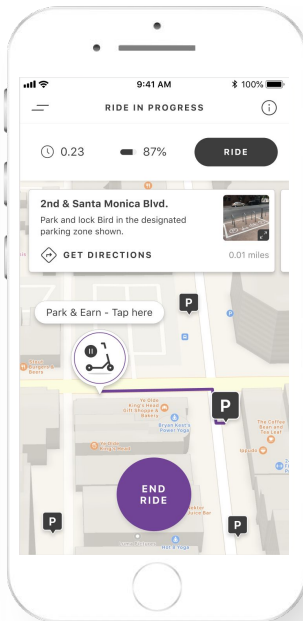
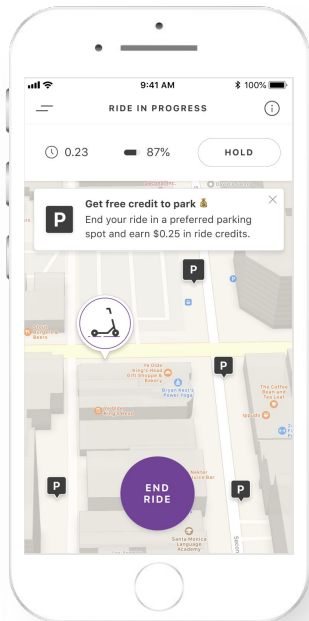


Recommended Parking Areas

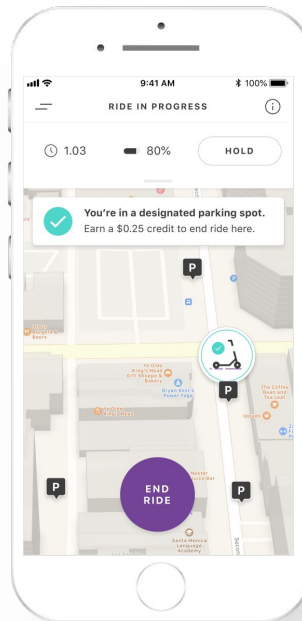
Always know where to park



Identify Locations



Direct Riders



Verify Parking

Thank you

Garrett Gronowski
Senior Manager
garrett@bird.co



Proposal

- ✓ **Launch Date:** April 1
- ✓ **Local Partner Onboarded:** March 15
- ✓ **# of Vehicles:** 50
- ✓ **Staging locations:** 25
- ✓ **Key staging areas:**
- ✓ **Prohibited Areas:**
Roadways over 35mph



MASTER SERVICES AGREEMENT

Between

Aspect Consulting, LLC
350 Madison Avenue North
Bainbridge Island, Washington 98110

AND

City of College Place
625 S. College Avenue
College Place, WA 99324

THIS MASTER SERVICES AGREEMENT ("Agreement") is entered into by Aspect Consulting, LLC ("Aspect") and the City of College Place ("Client"). This Agreement states all terms of the parties' agreement relative to the services by Aspect for the Client and can only be modified with a subsequent document signed by both parties. The following Terms and Conditions are part of this Agreement.

The work to be performed by Aspect, including the schedule and the budget for the work, will be described and authorized in an individual, project-specific Contract Order signed by Aspect and Client (the "Work"). The Contract Order will identify the project name ("Project") and Project owner (if different than Client). Each Contract Order incorporates this Agreement and this Agreement shall govern the performance of, and payment for, the Work, unless specifically stated otherwise in the Contract Order.

IN APPROVAL, authorized representatives of Aspect and Client have signed below.

Aspect Consulting, LLC

Signature: _____

Name: John H. Knutson, PE

Title: Principal Water Resources Engineer

Date: March 18, 2021

City of College Place

Signature: _____

Name: _____

Title: _____

Date: _____



Terms and Conditions

1. Term of Agreement. This Agreement will remain in effect until terminated in accordance with the terms of this Agreement.

2. Work to be Performed. During the term of this Agreement, the Work to be performed by Aspect shall be authorized by project-specific Contract Orders between Aspect and Client, each of which will state a Scope of Work, Schedule and a Budget. Any amendment to a Contract Order must be in writing and signed by authorized representatives of both parties. The Terms and Conditions of this Agreement shall apply to each Contract Order. Aspect may assign work included under this Agreement to subcontractors.

3. Right of Entry and Property Responsibility. The Client will obtain right of entry to the property where the Work is to be performed ("Property"). The right of entry shall allow Aspect and its subcontractors to enter the Property to perform the Work, which may require repeated visits to the Property. Aspect is responsible for its own activities, but has no responsibility for the Property.

4. Subsurface Risks and Site Damage. Client recognizes special risks exist whenever professional consulting services are employed to determine the composition of a site's subsurface, subsurface water resources, or to determine the existence or non-existence of any man-made or natural subsurface features, including, but not limited to, hazardous substances. Client shall disclose to Aspect all known conditions, substances, or features in writing or in maps, plans or drawings. Even with adequate disclosure by Client, Client acknowledges that the use of exploration and testing equipment may unavoidably damage or alter the Property surface or subsurface and Client accepts this risk. Client assumes responsibility for claims and/or damages arising from changed or differing site conditions or to subsurface structures, including buried utility lines, pipes, tanks, tunnels, or other conditions and agrees to hold harmless, defend and indemnify Aspect and its subcontractors from any such claims and/or damages, including attorney fees, except to the extent directly caused by the negligence of Aspect or its Subcontractors.

5. Hazardous Substances. Client shall provide Aspect with all information available to Client concerning past and present use of the Property and the nature and extent of any known or suspected hazardous substances or conditions, prior to Aspect performing the Work. Unless expressly stated otherwise in the Agreement, Client acknowledges that Aspect has no liability as a generator, operator, transporter, disposer,

or arranger of the transportation and/or disposal of hazardous substances from the Property. Client agrees to hold harmless, defend and indemnify Aspect and its subcontractors from any claims and/or damages, including attorney fees, arising out of the presence, release, or threatened release of hazardous substances on or from the Property, except to the extent directly caused by the negligence of Aspect or its subcontractors.

6. Slope Stability. Client recognizes risks are inherent with any site involving slopes. Client accepts full responsibility for these risks. Client acknowledges that the information obtained or recommendations made by Aspect may help to reduce Client's risk but no amount of engineering or geologic analysis can assure slope stability. Therefore, Client agrees to hold harmless, defend and indemnify Aspect and its subcontractors from any claims and/or damages, including attorney fees, arising out of or related to slope movement, except to the extent directly caused by the negligence of Aspect or its subcontractors.

7. Sample Disposal / Well Decommissioning. Aspect may dispose of any samples obtained from the Property 30 calendar days after the issuance of any document that includes the data obtained from the sample, unless other arrangements are mutually agreed upon in writing. Unless expressly stated otherwise in the description of Work, the disposal cost for samples is not included in any cost estimate for the Work. Client acknowledges the difficulty in determining disposal costs in advance and authorizes Aspect to bill Client for expenses incurred in disposing of samples obtained from the Property.

Any wells installed as part of Aspect's work may later need to be properly decommissioned and recorded in accordance with applicable law. Unless expressly stated otherwise in the description of Work, well decommissioning and recording are not included in the Work to be performed by Aspect.

8. Schedule. Time is of the essence and Client and Aspect agree to keep each other thoroughly informed as to the overall progress of each project for which Aspect receives a Contract Order. Aspect shall commence and complete the Work to be performed in a prompt and diligent manner in accordance with the schedule identified in the Contract Order ("Schedule").

9. Independent Client. Aspect is an independent contractor with respect to all the Work performed under this Agreement. Aspect shall be a licensed general or

specialty contractor in the state where the Work is performed.

10. Termination. Suspension or termination of all or any part of the Work may be initiated by Client; however Client shall be responsible for all fees owed Aspect for Work performed by Aspect, including all direct costs and all expenses incurred or committed that cannot be cancelled without penalty as well as reasonable termination expenses, prior to Aspect's receipt of written notice from Client. Either party may terminate this Agreement for cause in the event of the other party's substantial or material failure to perform in accordance with the terms hereof, through no fault of the terminating party. Except for termination arising out of delinquency in payment, a termination for cause shall not be effective unless: (i) not less than seven days' written notice of intent to terminate has been provided; (ii) the notice specifies all reasons for the termination; and (iii) the notified party is given an opportunity to consult with the terminating party to discuss the termination and to cure the substantial failure before the expiration of the period specified in the written notice.

11. Safety and Prudent Practices. Aspect shall take all reasonable precautions in performance of its Work to protect the health and safety of its employees, subcontractors and members of the public. Aspect shall comply with health, safety, and fire protection regulations as well as the reasonable requirements of Client or Project owner (if different than Client).

12. Performance and Warranty Limitation. Aspect will perform all Work consistent with recognized standards of professionals in the same locality and involving similar conditions. **ASPECT MAKES NO OTHER WARRANTIES OR GUARANTEES OF ANY KIND, EXPRESS OR IMPLIED, IN CONNECTION WITH THE WORK.** No representative of Aspect is authorized to give or make any other representation or warranty in any way, in connection with the Work. Aspect shall not be liable for any failure or delay in performance by Aspect resulting, in whole or in part, from any cause beyond the reasonable control of Aspect, nor shall Aspect be liable for the action or inaction of governmental agencies, including but not limited to, the issuance or non-issuance of any water right permit, certificate, amendment and/or transfer.

13. Insurance.

13.1 Aspect maintains primary General Liability Insurance for bodily injury and property damage with a limit of \$1,000,000 per occurrence and \$2,000,000 aggregate. Aspect maintains Professional Liability insurance to provide coverage for liability resulting from professional errors and omissions.

13.2 Aspect's liability to Client for bodily injury or property damage covered by Aspect's General Liability Insurance policy shall be limited to the proceeds available from the primary General Liability Insurance policy. The liability of Aspect, its manager, members, professionals, employees, and subcontractors to the Client for damages, including attorney fees, resulting from an act, error or omission in providing or failing to provide professional services, whether based in tort or in contract, shall be limited to the greater of \$50,000 or the amount of compensation paid to Aspect under this Agreement, unless higher limits are agreed upon in writing. In no event shall either party be liable to the other party, for any consequential or incidental damages, including, without limitation, damages for loss of income, loss of profits and/or loss or restriction of use of the Property.

14. Payment Terms. Invoices shall be submitted to Client upon completion of the Work, or if Work extend beyond 30 days, on a monthly basis for the preceding month's work. Billing corrections must be requested within 30 days of invoice date. Payment terms are net 30 days from the date of invoice. All overdue payments are subject to an additional interest and service charge of one and one-half percent (1.5%) (or the maximum rate permissible by law, whichever is lesser) per month or portion thereof from the due date until the date of payment. All fees will be charged or billed directly to Client. Aspect will not bill a third party without a statement, signed by the third party, accepting payment responsibility. In the event a third party fails to pay, Client shall remain liable for all unpaid invoices for the Work. Aspect may suspend services and/or withhold delivery of data for Work in the event Client fails to pay its invoices. Client shall be responsible for all costs and expenses of collection including reasonable attorney's fees.

15. Industrial Insurance Waiver. Aspect waives its immunity under Title 51 RCW, Industrial Insurance, with respect to claims against Client, its officers, members, employees and Project Owner (if different than Client) for injuries to Aspect's employees.

16. Liens. Aspect will promptly pay for all services, labor, material, and equipment used in the performance of the Work and will indemnify Client and Project Owner (if different than Client) from and against all costs arising from mechanics or other liens arising from Aspect's Work.

17. Confidentiality. Aspect agrees to prevent disclosure to others of any information or reports resulting from the Work, or confidential information provided by Aspect regardless of the termination of this Agreement, except upon receipt of written approval from Client or order of a court of competent jurisdiction. This confidentiality

obligation shall not apply to information that is available to the public or is obtained on a non-confidential basis from others.

18. Ownership of Documents.

18.1 Data, reports or information provided by Aspect or its subcontractors under this Agreement shall only become the property of Client upon full payment for the Work. After full payment, Aspect shall retain joint ownership of all such information. Aspect shall retain copies of the original electronic files and/or hardcopy versions of information provided by Aspect or by Client. Aspect's originals shall govern in the event of any dispute regarding the content of electronic media furnished to others.

18.2 All reports prepared by Aspect or its subcontractors under this Agreement are intended solely for the Client and apply only to the Work. Any use or reuse by Client for purposes outside of this Agreement is at the sole risk of Client and without liability to Aspect. Aspect shall not be liable for any third parties' use of the deliverables provided by Aspect.

18.3 Aspect is entitled to rely upon the completeness and accuracy of reports, documents, drawings, plans and other information furnished by Client concerning the Property or the Project that is the subject of this Agreement.

18.4 In the event Aspect is required to respond to legal process related to the Work for Client, Client agrees to reimburse Aspect its current hourly charges for personnel involved in the response and attorney fees reasonably incurred in obtaining advice concerning the response, preparation to testify, and appearances related to the legal process, travel and all reasonable expenses associated with the litigation.

18.5 Unless a different time period is stated in the Agreement, Aspect shall retain records in accordance with Aspect's records retention policy.

19. Dispute Resolution. Aspect and Client agree to use their best efforts to settle any disputes, claims, or other

matters in controversy related to or arising under this Agreement through direct negotiations. Aspect and Client agree to submit any dispute not resolved through direct negotiations within 60 days to mediation before resorting to litigation. Unless the parties agree otherwise later, the mediation will utilize the rules of the American Arbitration Association ("AAA") and will be conducted in Washington. The mediator shall be a licensed attorney with at least 15 years' experience in commercial law. Although the mediation shall be conducted according to AAA's rules, the mediation shall be conducted outside of the AAA administration. If the dispute cannot be resolved through negotiation or mediation, then Aspect and Client agree that exclusive jurisdiction and venue for litigation shall lie in Walla Walla County, Washington, Superior Court, or, in the court in which Client is bound to litigate with the Project owner (if different than Client) concerning the Project that is the subject of the applicable Contract Order. In any litigation between Aspect and Client, the prevailing party will be awarded its costs, attorney fees, and expert witness fees. The terms of this Section 19 shall survive the termination of this Agreement.

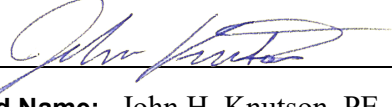
20. Miscellaneous.

20.1 These Terms and Conditions, together with the Agreement, the Schedule of Charges, and any additions or revisions agreed upon in writing by the parties, form the entire Agreement and control over all previous communications, representations, or agreements, either verbal or written, between Client and Aspect.

20.2 The unenforceability of any term or condition herein shall not affect the validity or enforceability of the remainder to these Terms and Conditions; the intent of the parties being the provisions are severable. The section headings of these Terms and Conditions are intended solely for convenience and do not define or affect these Terms and Conditions or their interpretation. No waiver by either party of any provision, term or condition hereof or of any obligation of the other party hereunder shall constitute a waiver of any subsequent breach or other obligation.



Contract Order #1 under Master Services Agreement

Client: City of College Place 625 S. College Avenue College Place, WA 99324	Date: March 18, 2021
Project No.: 210093	
Project Name: College Place Drywell Feasibility Study	
Description of Work	Cost
See Exhibit A – Scope of Work	Total Estimated CO No. 1 Cost \$52,849 Aspect will provide these services on a time and materials basis, not to exceed \$52,849 without authorization by the City, according to the attached Schedule of Charges.
This Contract Order incorporates the terms of the Master Services Agreement between Aspect Consulting, LLC and City of College Place executed _____ and the Terms and Conditions that are part thereof. If a conflict exists between a term stated in this Contract Order and any term stated in the Master Agreement, the term stated in this Contract Order shall control. Additional Terms: The additional terms in Attachment 5-C(1) are incorporated into this contract order.	
ASPECT CONSULTING, LLC	By: 
	Printed Name: John H. Knutson, PE Principal Water Resources Engineer
CITY OF COLLEGE PLACE	By:
	Printed Name/Date:

V:\210093 College Place Drywell FS\Contracts\Proposal Material\DRAFT_ClientMSA_CO01_210093_DrywellFS.docx

OFFICE LOCATIONS

WASHINGTON: [Bainbridge Island](#) | [Bellingham](#) | [Olympia](#) | [Seattle](#) | [Wenatchee](#) | [Yakima](#)

OREGON: [Bend](#) | [Portland](#)

www.aspectconsulting.com

DRYWELL FEASIBILITY STUDY

Scope of Work for the City of College Place

Aspect Consulting, LLC

Prepared March 17, 2021

Background

The City of College Place (City) has retained Aspect Consulting, LLC (Aspect) to provide stormwater infiltration retrofit feasibility services for the City's Drywell Feasibility Study project (Project). A large portion of City stormwater runoff is currently collected and conveyed to local creeks including Garrison and Stone Creek, and the City's 2018 – 2023 Capital Improvement Plan identifies the need for future, regional stormwater flow control and water quality facilities in the City's storm drainage basins to reduce flooding and stormwater pollution and enhance aquatic habitat in local creeks and wetlands. To meet these goals, the City desires to infiltrate some stormwater through regional, infiltration-based facilities before discharging to local waterbodies. Information about the study area includes:

- ✓ The overall study area includes the Central College Place Census Blocks which consists of an area approximately 310 acres in size. The existing drainage system serves various land uses including residential, commercial, public, institutional, and other land uses. Gutter flow along roadways is directed to catch basins which enters the City storm drainage system and discharges largely to local creeks.
- ✓ The City has 2-foot topography for the study area. This topography along with more recent LiDAR data for Walla Walla County will be used to support project planning.
- ✓ Based on NRCS soil surveys, surface soils within the study area are mainly within hydrologic soil groups B and C. A preliminary review of soil data reveals that the top five feet is estimated to be silt loam with saturated hydraulic conductivities ranging from 0.2 to 0.6 inches per hours (soil group C) to 0.6 to 2.0 inches per hour (soil group B). Infiltration appears to be more suitable within the more permeable soils if designed to account for potential shallow groundwater. Infiltration testing will be conducted within the study area to verify these assumptions.
- ✓ Based on a review of available well logs, surficial soils are generally comprised of silt and clays, with occasional clays, sands, and gravels, down to approximately 30 to 50 feet below ground surface (bgs). These surficial soils are underlain by deeper gravels and sands associated with the shallow unconfined gravel aquifer underlying the valley floor. Based on the well logs reviewed, static water levels were reported from 14 to 65 feet bgs at the time of drilling.
- ✓ The study area lies within mapped wellhead protection areas (WHPAs) for several public and private Group A systems. Further, per CMPM Chapter 14.70 – Critical Area Protection, the City has designated all lands within its municipal boundaries as a critical aquifer recharge area (CARA). As such, proposed future infiltration facilities will be required to meet state and local design guidelines when siting infiltration facilities near drinking water source wells and within the City's CARA.

Exhibit A – Scope of Work

- ✓ Review of WWBWC historic groundwater monitoring data reveals that seasonal high groundwater levels range from approximately 8 to 18 feet bgs across four sites in the study area vicinity. In addition, the USGS currently maintains a network of groundwater monitoring wells as part of an ongoing groundwater study withing the Walla Walla River Basin. The network includes seven stations within the study area. This information along with project-specific hydrogeological monitoring can be used to evaluate depth to seasonal high groundwater and assess the feasibility of infiltrating stormwater within the study area.

The City's request for proposals included the following Project activities:

1. Provide Project Administration Support,
2. Complete a Site Evaluation,
3. Conduct Percolation Testing,
4. Install Groundwater Monitoring Wells,
5. Complete an Engineering Analysis.

Aspect described the typical work associated with each of these activities in our proposal, however a shorter timeframe and more streamlined approach is recommended based on City's Project budget. Therefore, we recommend that: (a) the City handle all grant administration work; (b) that existing wells be used to assess groundwater conditions rather than new monitoring wells; and (c) performing hydrologic modeling and estimating specific BMP types, sizes, and costs be deferred to a future phase. Aspect's updated scope of work is presented below.

Scope of Work

Aspect's scope of work is provided below. Project work will be performed in close coordination with and input from City engineering and operations staff. Aspect's project management time assumes an approximately 4-month schedule.

Task 1: Project Management

Aspect will provide project management services during the project including:

- 1.1 Coordination and communications with the City regarding the project schedule, scope of work, budget, and any potential changes or project issues.
- 1.2 Ongoing coordination and communications with team members.
- 1.3 Ongoing tracking of project scope, schedule, and budget status.
- 1.4 Preparation of monthly project status reports, budget spreadsheets, and invoices.
- 1.5 Preparation of project changes orders or amendments, if needed.

Task 1 Products

- *Monthly project status reports, budget spreadsheets, and invoices.*
- *Project changes orders or amendments, if needed.*

Task 1 Assumptions

- *Project lasts up to 4 months.*

Task 2: Complete Drywell Feasibility Study

Task 2.1 Site Evaluation

2.1.1 Review Study Area Data. Aspect will gather and review study area topography, land use, parcels, well logs, soils, utilities maps, storm system maps, receiving waters, groundwater monitoring wells, groundwater maps, aquifer protection areas, and available drainage basin maps.

2.1.2 Identify Candidate Sites. Aspect will complete a GIS based infiltration feasibility review and identify promising infiltration sites and focus areas for discussion with the City.

2.1.3 Prioritize Infiltration Test Sites. Aspect will hold meeting with City staff to review and screen potential infiltration sites and select high priority locations for field tests.

Task 2.1 Products

- *Map of candidate infiltration sites/areas.*
- *Prioritized list of locations for potential infiltration testing.*
- *List/map of sites where testing will be performed.*

Task 2.1 Assumptions

- *To help streamline Aspect's work, the City provides initial input and guidance on potential infiltration areas to focus on during Task 2.1.*
- *Infiltration site screening meeting occurs by video conference and lasts one hour.*
- *No more than a total of 10 promising areas are considered, and no more than 5 are prioritized for further analysis.*

Task 2.2: Percolation Planning and Testing

2.2.1 Prepare Draft Infiltration Testing Plan. Aspect will prepare a draft infiltration testing plan to guide field work. The testing plan will cover issues such as: property access, water supply, traffic control, test methods, soil samples/tests, test phasing and schedule, utility issues, and field work safety considerations. The testing plan will be submitted to the City for review and comments.

2.2.2 Prepare Final Infiltration Testing Plan. Aspect will review City comments on the draft infiltration testing plan, hold a meeting with City staff to discuss comments and obtain direction for the final Plan, and prepare the final infiltration testing plan in preparation for field work.

2.2.3 Hire Excavator, Call for Locates. Aspect will coordinate with the City to call for utility locates, contract with a local excavation company to excavate and refill test pits.

2.2.4 Complete Testing. Aspect will complete pre-work instrument checks/calibration, travel to the site, observe excavations, photograph and log soils, set-up and complete infiltration tests, approve test pit filling/clean-up, and submit soil samples to a lab for analysis. Aspect will coordinate with City staff during the testing process.

Task 2.2 Products

- *Infiltration testing plan.*
- *Infiltration test data.*
- *Test pit logs (handwritten field logs).*

Exhibit A – Scope of Work

- *Soil grain size & treatability data.*

Task 2.2 Assumptions

- *One review on the infiltration testing plan.*
- *Testing plan meeting is by video conference and lasts one hour.*
- *Infiltration tests will generally follow small scale Pilot Infiltration Test (PIT) guidelines in the SWMMEW.*
- *No more than 4 infiltration test are conducted.*
- *Lab testing will include sieve grain size analyses, % Organic Matter, and Cation Exchange Capacity (4 samples, 1 from each site)*
- *Each PIT requires a total of one 10-hour day for one Aspect staff.*
- *City provides traffic control as needed.*
- *City secures test site access as needed.*
- *City handles utility locates.*
- *No asphalt/concrete saw cutting or restoration, or handled by the City.*
- *No permitting is required to conduct tests.*
- *Testing water supply is handled by the City (hydrant, water truck, etc.).*
- *Excavation contractor cost no more than \$8000.*
- *Laboratory tests cost no more than \$1800.*

Task 2.3: Complete Engineering Analysis and Prepare Deliverables

2.3.1 Analyze Infiltration Test Data. Aspect will review receptor soil grain size and chemical data; compile, review, and analyze infiltration testing data; and calculate design infiltration rates per the SWMMEW.

2.3.2 Assess Infiltration Feasibility. For each test site with a promising design infiltration rate, Aspect will estimate separation to high groundwater or low permeability restriction, assess the feasibility of subsurface versus surface infiltration BMPs, identify the most likely suitable category of infiltration BMP (surface or subsurface), and examine receptor soil treatability characteristics.

2.3.3 Prepare Draft Study Memorandum. Aspect will compile results of prior tasks and prepare a succinct draft study Memorandum and submit it for City review/comment.

2.3.4 Prepare Final Infiltration Testing Study Memorandum. Aspect will review City comments on the draft Study memo, hold a meeting with City staff to discuss comments and obtain direction for the final memo, and prepare the final Study Memorandum.

Task 2.3 Products

- *Infiltration Testing Study Memorandum.*

Task 2.3 Assumptions

- *One review on the Study Memo.*
- *Study Memo meeting is by video conference and lasts one hour.*
- *Generally minor comments on the draft memo, no significant rework.*

Project Budget

Task	Work Element	Total Labor Budget	Other Direct Charges (ODC)	Subs	Totals
1	Project Management	\$5,120			\$5,120
2	Complete Drywell Feasibility Study	\$37,229	\$2,500	\$8,000	\$47,729
	Total Project Budget	\$42,349	\$2,500	\$8,000	\$52,849

- Payment will be on a time and materials basis not to exceed the established project budget without authorization from the City.
- 10% Mark-up on subs and ODCs

Project Schedule

TASK	Month 2021																							
	Apr				May				Jun				Jul				Aug							
Task 1 - Project Management																								
Task 2 - Complete Drywell Feasibility Study																								
2.1 Site Evaluation						A																		
2.2 Percolation Planning and Testing							B		C	D	D	D												
2.3 Complete Engineering Analysis and Prepare Deliverables															E					F				

A – Infiltration site prioritization meeting with City.

B – Draft Testing Plan for City review.

C – Final Testing Plan.

D – Coordinate with City, prepare for and execute infiltration testing.

E – Draft Study Memorandum for City review.

F – Final Study Memorandum.



SCHEDULE OF CHARGES

Effective January 2021

Unless otherwise stated in the proposal or services agreement, current rates are as follows:

PERSONNEL CHARGES: ENGINEERS, SCIENTISTS, AND ANALYSTS		Hourly Rate
<i>Principals and Associates</i>		
Principal Scientist/Engineer/Analyst 2		\$272
Principal Scientist/Engineer/Analyst 1		\$258
Sr. Associate Scientist/Engineer/Analyst		\$238
Associate Scientist/Engineer/Analyst		\$223
<i>Technical Professionals</i>		
Senior Scientist/Engineer/Analyst 3		\$223
Senior Scientist/Engineer/Analyst 2		\$209
Senior Scientist/Engineer/Analyst 1		\$195
Project Scientist/Engineer/Analyst 3		\$179
Project Scientist/Engineer/Analyst 2		\$166
Project Scientist/Engineer/Analyst 1		\$155
Staff Scientist/Engineer/Analyst 3		\$143
Staff Scientist/Engineer/Analyst 2		\$129
Staff Scientist/Engineer/Analyst 1		\$120
PERSONNEL CHARGES: TECHNICAL AND PROJECT SUPPORT STAFF		Hourly Rate
<i>Field/Construction Staff</i>		
Field/Construction Supervisor		\$132
Field Technician 2		\$108
Field Technician 1		\$100
<i>Design, CAD, and Graphics Staff</i>		
Engineering Designer		\$155
Sr. CAD Technician/Specialist		\$140
CAD Technician		\$123
<i>Technical Editing and Project Operations</i>		
Sr. Technical Editor		\$124
Technical Editor/Project Coordinator 3		\$113
Project Coordinator 2		\$105
Project Coordinator 1		\$99
PERSONNEL CHARGES: TECHNOLOGY AND SOFTWARE DEVELOPMENT		Hourly Rate
Sr. Technology Project Manager		\$232
Technology Project Manager		\$215
Senior Software/Database Architect/Developer		\$220
Software/Database Architect/Developer		\$194
OTHER DISBURSEMENT CHARGES		
Legal Testimony (4-hour minimum)		\$350/hr
Mileage		Federal Gov Rate Plus 10%
Subcontractors and Miscellaneous Expenses		Cost Plus 10%
Other equipment, rentals, and expenses will be provided on a per job basis.		

Client acknowledges that Aspect will adjust the Schedule of Charges annually, and that the Agreement will remain valid for any and all annually adjusted Schedule of Charges.

REQUIRED FEDERAL STANDARD PROVISIONS

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

ACCESS TO RECORDS CLAUSE

The city/town/county, the Washington State Department of Commerce (COMMERCE), and other authorized representatives of the state and federal governments shall have access to any books, documents, papers, and records of the Consultant which are directly pertinent to the contract for the purposes of making audit, examination, excerpts, and transcriptions.

The Consultant agrees to maintain such records and follow such procedures as may be required under the state's CDBG Program and any such procedures as the City/Town/County or COMMERCE may prescribe. In general, such records will include information pertaining to the contract, obligations and unobligated balances, assets and liabilities, outlays, equal opportunity, labor standards (as appropriate), and performance.

All such records and all other records pertinent to this contract and work undertaken under this contract shall be retained by the Consultant for a period of three (3) years after final audit of the city/town/county's CDBG project, unless a longer period is required to resolve audit findings or litigation. In such cases, the city/town/county shall request a longer period of record retention.

SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED

No person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

PUBLIC LAW 101-336, AMERICANS WITH DISABILITIES ACT OF 1990

Subject to the provisions of this title, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

AGE DISCRIMINATION ACT OF 1975, AS AMENDED

No person shall be excluded from participation, denied program benefits, or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance. (42 U.S.C. 610 et. seq.)

SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED

No otherwise qualified individual shall, solely by reason of his or her handicap, be excluded from participation (including employment), denied program benefits, or subjected to discrimination under any program or activity receiving federal funds. (29 U.S.C. 794)

CONFLICT OF INTEREST PROVISION

Interest of Consultant and Employees:

The Consultant covenants that he/she presently has no interest and shall not acquire interest, direct or indirect, in the study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his/her services hereunder. The Consultant further covenants that in the performance of this contract, no person having such interest shall be employed.

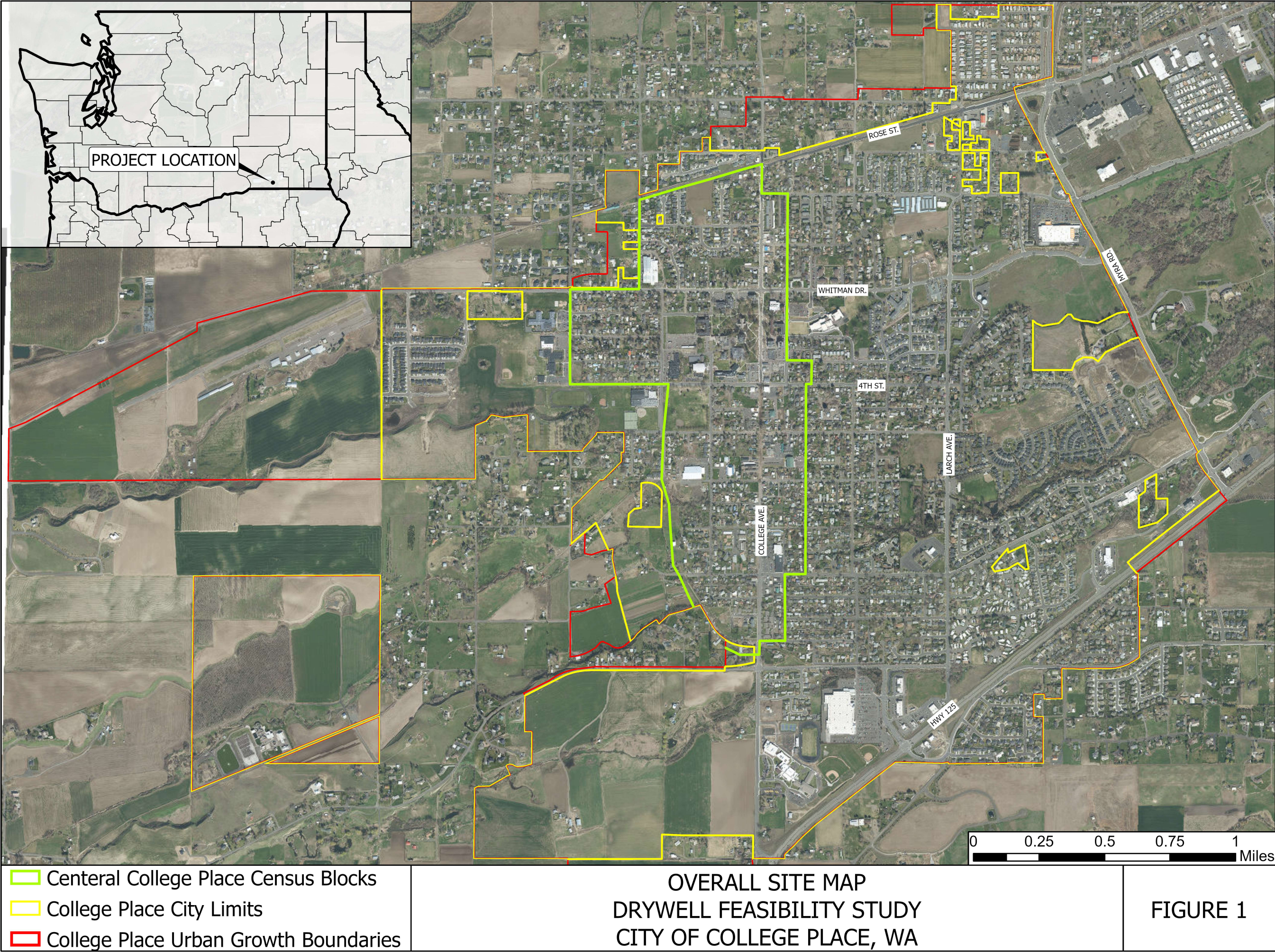
THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1968, SECTION 3
COMPLIANCE IN THE PROVISION OF TRAINING, EMPLOYMENT AND BUSINESS
OPPORTUNITIES CLAUSE

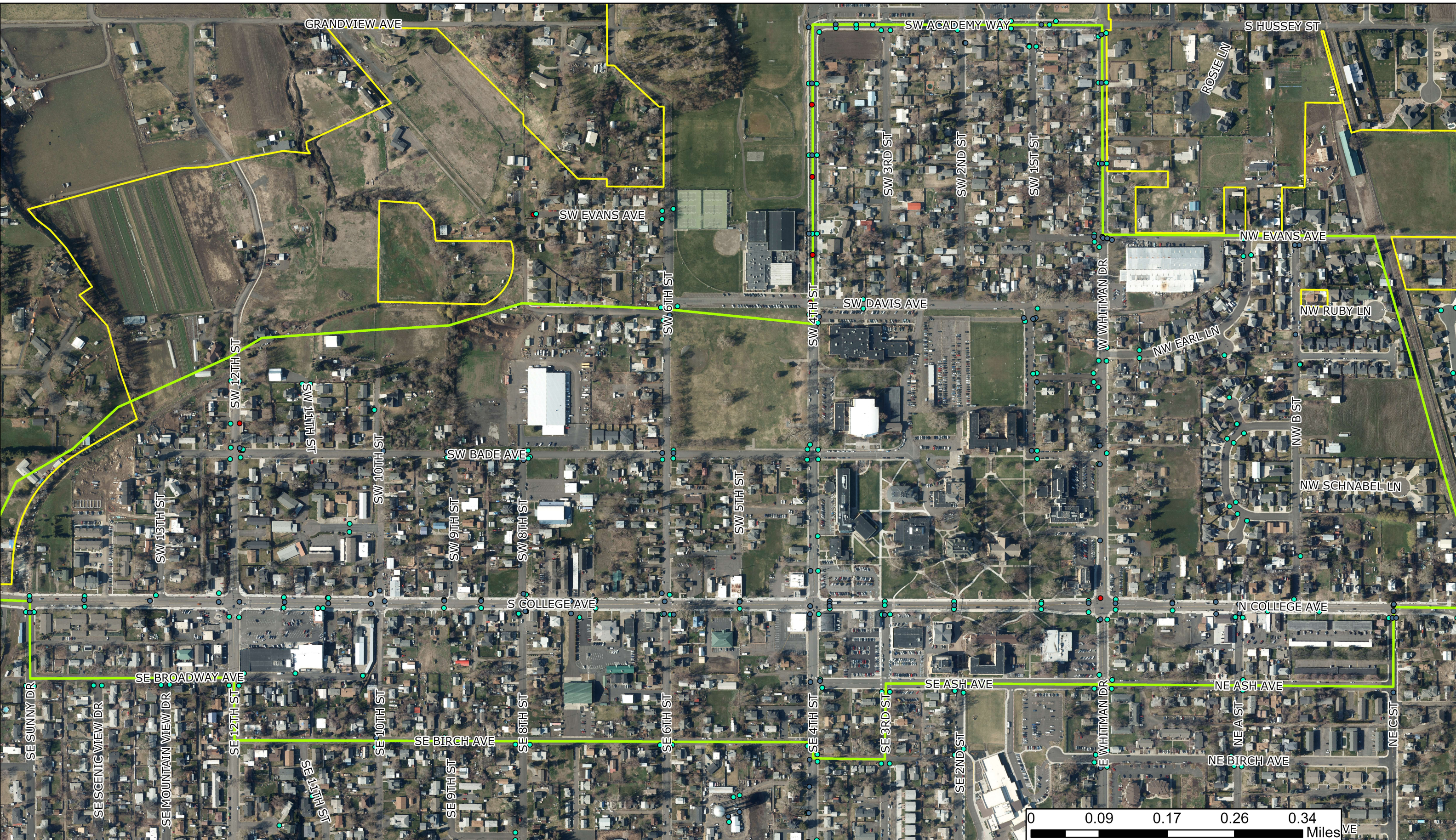
(Applies to Contracts over \$100,000)

- (a) The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns, which are located in, or owned in substantial part by persons residing in the area of the project.
- (b) The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability, which would prevent them from complying with these provisions.
- (c) The Consultant will send to each labor organization or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or worker's representative of his/her commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

ATTACHMENT 5-C (3)

- (d) The Consultant will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for, or recipient of federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135. The Consultant will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
- (e) Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued hereunder prior to the execution of the contract, shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its consultants and subcontractors, its successors and assigns to those sanctions specified by the grant or loan agreement or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.





- Manholes
- CatchBasins
- Drywells
- Central College Place Census Blocks
- College Place City Limits

PROJECT AREA
DRYWELL FEASIBILITY STUDY
CITY OF COLLEGE PLACE, WA

FIGURE 2



CITY OF COLLEGE PLACE

2021

Proposed Budget Amendments

Provided to the City Council on 04/13/2021

A solid red horizontal bar spanning the width of the page, located at the bottom.

Fund Changes

Fund	Title	Amended Ordinance		Approved Ordinance		Adjustment	
		Revenues	Expenditures	Revenues	Expenditures	Revenues	Expenditures
001	Current Expense Fund	\$ 9,382,080	\$ 9,382,080	\$ 9,182,080	\$ 9,182,080	\$ (200,000)	\$ (200,000)
005	Current Expense Reserve Fund	\$ 380,131	\$ 380,131	\$ 380,131	\$ 380,131	\$ -	\$ -
012	Technology Reserve Fund	\$ 430,441	\$ 430,441	\$ 430,441	\$ 430,441	\$ -	\$ -
061	Employee Benefit Reserve Fund	\$ 326,539	\$ 326,539	\$ 326,539	\$ 326,539	\$ -	\$ -
100	Street Fund	\$ 1,004,192	\$ 1,004,192	\$ 1,004,192	\$ 1,004,192	\$ -	\$ -
120	Criminal Justice Fund	\$ 30,694	\$ 30,694	\$ 19,475	\$ 19,475	\$ (11,219)	\$ (11,219)
121	Forfeited Proceeds Fund	\$ 2,594	\$ 2,594	\$ 2,594	\$ 2,594	\$ -	\$ -
130	Hotel/Motel Tax	\$ 46,300	\$ 46,300	\$ 46,300	\$ 46,300	\$ -	\$ -
201	ULTGO Bond Fund	\$ 500,230	\$ 500,230	\$ 500,230	\$ 500,230	\$ -	\$ -
202	LTGO Bond Fund	\$ 52,004	\$ 52,004	\$ 52,004	\$ 52,004	\$ -	\$ -
235	Commercial Drive Bond Debt Service Fund	\$ 285,853	\$ 285,853	\$ 285,853	\$ 285,853	\$ -	\$ -
301	Street Capital Contribution Fund	\$ 36,079	\$ 36,079	\$ 36,079	\$ 36,079	\$ -	\$ -
305	Capital Improvement Fund (REET 1)	\$ 537,653	\$ 537,653	\$ 537,653	\$ 537,653	\$ -	\$ -
306	Capital Improvement Fund (REET 2)	\$ 2,172,627	\$ 2,172,627	\$ 2,172,627	\$ 2,172,627	\$ -	\$ -
309	CDBG Projects Fund	\$ 339,530	\$ 339,530	\$ 339,530	\$ 339,530	\$ -	\$ -
311	Street Improvement Fund	\$ 1,119,690	\$ 1,119,690	\$ 1,119,690	\$ 1,119,690	\$ -	\$ -
315	Facility Maintenance Reserve Fund (CE)	\$ 540,828	\$ 540,828	\$ 340,828	\$ 340,828	\$ (200,000)	\$ (200,000)
320	Equipment Reserve Fund	\$ 583,655	\$ 583,655	\$ 583,655	\$ 583,655	\$ -	\$ -
330	Economic Development Fund	\$ 693,901	\$ 693,901	\$ 693,901	\$ 693,901	\$ -	\$ -
340	Economic Development Reserve Fund	\$ 65	\$ 65	\$ 65	\$ 65	\$ -	\$ -
400	Water Fund	\$ 2,319,445	\$ 2,319,445	\$ 2,319,445	\$ 2,319,445	\$ -	\$ -
401	Wastewater Fund	\$ 4,527,263	\$ 4,527,263	\$ 4,527,263	\$ 4,527,263	\$ -	\$ -
402	Stormwater Fund	\$ 1,033,093	\$ 1,033,093	\$ 1,033,093	\$ 1,033,093	\$ -	\$ -
403	Stormwater Capital Reserve Fund	\$ 619,002	\$ 619,002	\$ 619,002	\$ 619,002	\$ -	\$ -
410	Water Capital Reserve Fund	\$ 3,817,531	\$ 3,817,531	\$ 3,817,531	\$ 3,817,531	\$ -	\$ -
411	Wastewater Capital Reserve Fund	\$ 9,256,827	\$ 9,256,827	\$ 9,256,827	\$ 9,256,827	\$ -	\$ -
412	Wastewater Debt Service Fund	\$ 964,705	\$ 964,705	\$ 964,705	\$ 964,705	\$ -	\$ -
413	Water Capital Improvement Reserve Fund	\$ 4,072,616	\$ 4,072,616	\$ 4,072,616	\$ 4,072,616	\$ -	\$ -
425	Water Revenue Bond Fund	\$ 380,848	\$ 380,848	\$ 380,848	\$ 380,848	\$ -	\$ -
426	Water Bond Reserve Fund	\$ 440,475	\$ 440,475	\$ 440,475	\$ 440,475	\$ -	\$ -
431	Water System Construction Fund	\$ 578,421	\$ 578,421	\$ 578,421	\$ 578,421	\$ -	\$ -
500	Equipment Rental & Replacement	\$ 604,154	\$ 604,154	\$ 604,154	\$ 604,154	\$ -	\$ -
625	Flexible Benefits Plan Fund	\$ 25,183	\$ 25,183	\$ 25,183	\$ 25,183	\$ -	\$ -
Totals		\$ 47,104,657	\$ 47,104,657	\$ 46,693,438	\$ 46,693,438	\$ (411,219)	\$ (411,219)

Summary of Amendments

Only 5 fund budgets are being amended

Amendments total an increase of \$411,219

This equates to 0.88% of the original budget



Current Expense - 001

\$200,000

Amendment due to fund the increase in fund 315 (facility maintenance reserve) capital that was not included in original ordinance.

Current expense funds 315 – facility maintenance reserve

Criminal Justice Fund 120

\$11,219

Amendment due to revenue and expenditures not include in approved ordinance.

Spreadsheet cell reference error.

Revenue and Expenditure adjustment amount the same.

Facility Maintenance Reserve - 315

\$200,000

Amendment due to amount for capital spending approved in capital facility plan, but not updated in budget.

Expenditures increased by 200,000 to match approved CIP ordinance.

Revenue increased by \$200,000 by transfer from current expense. This is required in order to maintain a positive fund balance.

Water Capital Reserve - 410

Wastewater Capital Reserve - 411

\$357,000

Amendment due to error in capital spending not included in correct fund.

Decrease expenditures in fund 410 and increase expenditures in fund 411.

Matches expenditures in the CFP.

Questions?



City of College Place, Washington**ORDINANCE NO. 20-025**

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WALLA WALLA COUNTY, WASHINGTON ADOPTING THE BUDGET FO THE CITY FOR THE YEAR 2021 AND PROVIDING AN EFFECTIVE DATE THEREOF.

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, notice of hearing by the City Council of the City of College Place for and against said budget and the terms thereof having been given in the manner and time required by law and public hearings being held in the Council Chambers on November 24, 2020, and December 08, 2020; and

Whereas, the final budget of the City of College Place for the year 2021 has been submitted and approved;

Now therefore, the City Council of the City of College Place do hereby Ordain as follows:

Section 1: That the budget for the City of College Place is hereby established for the year 2021 as follows:

Fund	Title	Revenues	Expenditures
001	Current Expense Fund	\$ 9,182,080	\$ 9,182,080
005	Current Expense Reserve Fund	\$ 380,131	\$ 380,131
012	Technology Reserve Fund	\$ 430,441	\$ 430,441
061	Employee Benefit Reserve Fund	\$ 326,539	\$ 326,539
100	Street Fund	\$ 1,004,192	\$ 1,004,192
120	Criminal Justice Fund	\$ 19,475	\$ 19,475
121	Forfeited Proceeds Fund	\$ 2,594	\$ 2,594
130	Hotel/Motel Tax	\$ 46,308	\$ 46,308
201	ULTGO Bond Fund	\$ 500,230	\$ 500,230
202	LTGO Bond Fund	\$ 52,004	\$ 52,004
235	Commercial Drive Bond Debt Service Fund	\$ 285,853	\$ 285,853
301	Street Capital Contribution Fund	\$ 36,079	\$ 36,079
305	Capital Improvement Fund (REET 1)	\$ 537,653	\$ 537,653
306	Capital Improvement Fund (REET 2)	\$ 2,172,627	\$ 2,172,627
309	CDBG Projects Fund	\$ 339,530	\$ 339,530
311	Street Improvement Fund	\$ 1,119,690	\$ 1,119,690
315	Facility Maintenance Reserve Fund (CE)	\$ 340,828	\$ 340,828
320	Equipment Reserve Fund	\$ 583,655	\$ 583,655
330	Economic Development Fund	\$ 693,901	\$ 693,901
340	Economic Development Reserve Fund	\$ 65	\$ 65
400	Water Fund	\$ 2,319,445	\$ 2,319,445
401	Wastewater Fund	\$ 4,527,263	\$ 4,527,263
402	Stormwater Fund	\$ 1,033,093	\$ 1,033,093
403	Stormwater Capital Reserve Fund	\$ 619,002	\$ 619,002
410	Water Capital Reserve Fund	\$ 3,817,531	\$ 3,817,531
411	Wastewater Capital Reserve Fund	\$ 9,256,827	\$ 9,256,827
412	Wastewater Debt Service Fund	\$ 964,705	\$ 964,705
413	Water Capital Improvement Reserve Fund	\$ 4,072,616	\$ 4,072,616
425	Water Revenue Bond Fund	\$ 380,848	\$ 380,848
426	Water Bond Reserve Fund	\$ 440,475	\$ 440,475
431	Water System Construction Fund	\$ 578,421	\$ 578,421
500	Equipment Rental & Replacement	\$ 604,154	\$ 604,154
625	Flexible Benefits Plan Fund	\$ 25,183	\$ 25,183
Totals		\$ 46,693,438	\$ 46,693,438

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

Section 3: Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 4: Effective Date. This ordinance shall take effect and be in full force five days after its passage and publication as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 8th day of December, 2020.

DocuSigned by:

Norma L. Hernandez

Norma L. Hernandez, Mayor

Attest:

DocuSigned by:

Lisa R. Neissl

Lisa R. Neissl, City Clerk

Approved as to form:

DocuSigned by:

Rea Culwell

Rea Culwell, City Attorney

City of College Place
ORDINANCE NO. 21-004

AN ORDINANCE OF THE CITY OF COLLEGE PLACE, WALLA WALLA COUNTY, WASHINGTON, ADMENDING THE BUDGET OF THE CITY FOR THE YEAR 2021; AMENDING ORDINANCE NO. 20-025; AND PROVIDING AN EFFECTIVE DATE THEREOF.

WHEREAS, the College Place City Council has approved capital expenditure that were not correctly stated in the budget; and

WHEREAS, the City incorrectly stated revenue and expenditures in different funds; and

WHEREAS, the 2021 Budget needs to reflect the approved changes authorized by the College Place City Council; and

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WALLA WALLA COUNTY, WASHINGTON do ordain as follows:

Section 1: Ordinance No. 20-025 and the budget for the City of College Place is hereby amended for the year 2021 as follows:

Fund	Title	Revenues	Expenditures
001	Current Expense Fund	\$ 9,382,080	\$ 9,382,080
005	Current Expense Reserve Fund	\$ 380,131	\$ 380,131
012	Technology Reserve Fund	\$ 430,441	\$ 430,441
061	Employee Benefit Reserve Fund	\$ 326,539	\$ 326,539
100	Street Fund	\$ 1,004,192	\$ 1,004,192
120	Criminal Justice Fund	\$ 30,694	\$ 30,694
121	Forfeited Proceeds Fund	\$ 2,594	\$ 2,594
130	Hotel/Motel Tax	\$ 46,308	\$ 46,308
201	ULTGO Bond Fund	\$ 500,230	\$ 500,230
202	LTGO Bond Fund	\$ 52,004	\$ 52,004
235	Commercial Drive Bond Debt Service Fund	\$ 285,853	\$ 285,853
301	Street Capital Contribution Fund	\$ 36,079	\$ 36,079
305	Capital Improvement Fund (REET 1)	\$ 537,653	\$ 537,653
306	Capital Improvement Fund (REET 2)	\$ 2,172,627	\$ 2,172,627
309	CDBG Projects Fund	\$ 339,530	\$ 339,530
311	Street Improvement Fund	\$ 1,119,690	\$ 1,119,690
315	Facility Maintenance Reserve Fund (CE)	\$ 540,828	\$ 540,828
320	Equipment Reserve Fund	\$ 583,655	\$ 583,655
330	Economic Development Fund	\$ 693,901	\$ 693,901
340	Economic Development Reserve Fund	\$ 65	\$ 65
400	Water Fund	\$ 2,319,445	\$ 2,319,445
401	Wastewater Fund	\$ 4,527,263	\$ 4,527,263
402	Stormwater Fund	\$ 1,033,093	\$ 1,033,093
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426	Water Bond Reserve Fund	\$ 440,475	\$ 440,475
431	Water System Construction Fund	\$ 578,421	\$ 578,421
500	Equipment Rental & Replacement	\$ 604,154	\$ 604,154
625	Flexible Benefits Plan Fund	\$ 25,183	\$ 25,183
Totals		\$ 47,104,657	\$ 47,104,657

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

Section 3: Severability. That if any item, or part of this ordinance, or if the budget described in the same, shall be adjudged to be invalid, such adjudication shall not affect the validity of the ordinance as a whole, or any item, section of part of said ordinance or budget not adjudged invalid.

Section 4: Effective Date. This ordinance shall be in full force and effective retroactive to January 1, 2021 after passage and publication as required by law.

PASSED and **APPROVED** by the College Place City Council this 13th day of April, 2021.

APPROVED:

ATTEST:

Norma L. Hernández

Lisa R. Neissl – City Clerk

APPROVED AS TO FORM:

Rea Culwell - City Attorney

Passed: _____
Published: _____
Effective: _____

City of College Place, Washington
ORDINANCE NO. 21-005

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON AMENDING FINANCIAL POLICIES ADOPTED BY ORDINANCE 17-020, UPDATED BY ORDINANCES 18-012, 18-015, 20-006, BY ADDING SECTIONS I-K AND MODIFYING CERTAIN SECTIONS OF SECTION H AS INDICATED.

Whereas, the City of College Place and its City Council recognize the importance of sound financial planning and clear policies and guidelines for financial management, and

Whereas, financial policies have been developed to guide financial planning and management and to serve as City Council's approved values and expectations for council members, city staff, citizens, and other interested parties who may do business with the city, and

Whereas, Administration has developed proposed policies in the following areas: capital Improvement, debt management, fixed assets, accounting/financial reporting, bank returned checks, delinquent/uncollectible accounts receivable, city utility rates, long term financial planning, long term revenue, and unclaimed property, and

Whereas, the Finance Committee conducted a review of the proposed financial policies March 18th, 2021, and

Whereas, the proposed financial policies were presented to those City Council Members present on April 13th, 2021.

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

Section 1: The compilation of fiscal policies entitled "2021 Financial Policy, City of College Place, Washington" attached hereto, and incorporated herein by this reference as set forth in full, is hereby adopted as the official statement of financial policies for the City of College Place.

Section 2: Clerical Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not

limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3: Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 4: Effective Date. This ordinance shall take effect and be in full force five days after its passage and publication as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 13th day of April, 2021.

Norma Hernandez, Mayor

Attest:

Approved as to form:

Lisa R. Neissl, City Clerk

City Attorney

Passed: _____

Published: _____

Effective: _____



2021

Financial Policy



City of College Place, Washington
4/13/2021

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A. Purpose

The 2020 Financial Policy assembles all of the City's financial policies in one document. They are the tools to ensure that the City is financially able to meet its immediate and long-term service objectives. The individual policies contained herein serve as guidelines for both the financial planning and internal financial management of the City.

The City of College Place is accountable to its citizens for the use of public dollars. Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community's present and future needs. These policies safeguard the fiscal stability required to achieve the City's goals and objectives.

B. Objective

In order to achieve its purpose, the Financial Policies have the following objectives for the City's fiscal performance.

B-1 To guide the City Council and management policy decisions that have significant impact.

B-2 To set forth operating principles that minimize the cost of government and financial risk.

B-3 To employ balanced and fair revenue policies that provide adequate funding for desired programs.

B-4 To maintain appropriate financial capacity for present and future needs.

B-5 To promote sound financial management by providing accurate and timely information on the city's financial condition.

B-6 To protect the City's credit rating and provide for adequate resources to meet the provision of the City's debt obligations on all municipal debt.

B-7 To ensure the legal use of financial resources through an effective system of internal controls.

B-8 To promote cooperation and coordination with other governments and the private sector in the financing and delivery of services.

C. General Budget Policies

C-1 Department directors have primary responsibility for formulating budget proposals in line with City Council and Mayor direction, and for implementing, monitoring, and reporting them once they are approved.

C-2 All City Departments share in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and programs will be developed to reflect current policy directives, projected resources, and future service requirements.

C-3 The Mayor and City Administrator with assistance from the Finance Department may develop administrative directives and general procedures for implementing the City Council's financial policies.

C-4 The Finance Department is responsible for coordinating the overall preparation and administration of the City's budget and Capital Investment Program Plan. This function is fulfilled in compliance with applicable State of Washington statutes governing local government budgeting practices.

C-5 The Finance Department assists department staff in identifying budget problems, formulating solutions and alternatives, and implementing any necessary corrective actions.

C-6 The City Council shall adopt the budget by ordinance at the fund level.

C-7 The City Council may adopt resolutions or ordinances to set financial policies to assure the financial strength and accountability of the City.

C-8 Interfund charges will be based on recovery of the both direct and indirect costs associated with providing those services.

C-9 Regular employee positions will normally be budgeted only in the City's operating funds.

C-10 Monthly financial reports, including a review of budgeted expenditures and revenues, will be prepared and reported to the Council at regular meetings. Included will be provisions for amending the budget during the year in order to address unanticipated needs, emergencies, or compliance with State of Washington budgetary statutes. Budget adjustments requiring City Council approval will occur through a process coordinated by the Finance Director and will occur prior to fiscal year end.

C-11 The Finance Department will review agenda items with potential fiscal impact submitted for City Council action. The objective of these reviews will be to ensure compliance with the budget and disclosure of all fiscal issues to the Council. This information will be presented in the fiscal impact section of each agenda bill.

C-12 Revenues derived from fees associated with development will be designated for the support of activities within the public works and community development functions of the city.

C-13 The City's budget presentation will be directed at displaying the City's services plan in a Council/constituent-friendly format.

C-14 The City will maintain equipment replacement funds that will receive annually budgeted contributions from the operating expenses of departments owning the capital equipment in an amount necessary to replace the equipment at the end of its useful life. Life cycle assumptions and required contributions will be reviewed annually as part of the budget process. Monies collected from the sale of assets carried on the equipment replacement schedules will be receipted to equipment replacement funds.

C-15 Operating Deficits: Recurring revenues will be sufficient to support recurring expenditures. Revenue estimates will be realistic and debt financing will not be used to support recurring operating expenses.

C-16 Interfund Loans and Transfers: Any interfund transfers and/or loans will be completed only after specific Council approval or inclusion in the approved annual budget.

C-17 Resources Greater than Budgeted Expenditures – Resources (fund balances) greater than budgeted expenditures in any fund shall be considered "one time" resources and shall not be used to fund ongoing service delivery programs unless approved by Council.

C-18 Full Time Equivalent (FTE) Budgeting – As a tool for Council consideration, all adopted budgets of the City will list the actual and proposed FTE allocation by department.

C-19 Current Service Levels – To aid in the prudent management of City affairs, City service levels will be established, monitored, and reviewed so a determination of required resources (both personnel and non-personnel) can be made for the ensuing budget year.

C-20 Expenditures that Delay Future Cost Increases – When practical, resources should be allocated for selective expenditures whose purpose is to avoid even larger costs in the future.

C-21 Expenditures that Forestall Adding Permanent Staff – Recognizing that personnel-related expenditures represent the largest portion of the City's budget, methods to increase efficiency should receive priority funding if it can forestall the addition of permanent staff.

C-22 Future Fiscal Effect of Programs or Personnel – Whenever new or additional programs or personnel are proposed, the current and future fiscal impact (as reflected in the 6-year financial forecast) shall be determined and reported to the City Council to aid in their deliberations.

C-23 Commitments that Can Reasonably Be Maintained Over the Long Term – Funding for new programs and services should be limited to the extent that they can be funded over the near-to-long term given the current revenue stream.

C-24 Overhead and Full Cost Allocation- Department and Fund budgets shall be prepared in a manner that reflects the full cost of providing services.

C-25 Maintenance of Quality Service Programs – If expenditure reductions are necessary, elimination of selective services is preferable to across-the-board cuts.

C-26 Efforts should be coordinated with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis, and support favorable legislation at the state and federal level.

C-27 Initiate, encourage, and participate in economic development efforts to create job opportunities and strengthen the local economy.

C-28 The City will strive to maintain fair and equitable relationships with its contractors and suppliers.

C-29 Distinguished Budget Presentation – As staffing allows, the City will work toward producing a budget document that meets the Distinguished Budget Presentation program as defined by the Government Finance Officers Association (GFOA).

C-30 The City will subscribe to the various budgetary deadlines established in [RCW 35A.33](#) for non-charter code cities.

D. Funds

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The City uses governmental, proprietary, and fiduciary funds. Each governmental fund, expendable trust, or agency fund is accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balances, revenues, and expenditures. Proprietary and similar trust funds use the revenue, expenses, and equity accounts similar to businesses in the private sector. The City of College Place segregates money to funds based on use and function as is specified by the Budgeting Accounting Reporting System (BARS) cash basis manual created by the State of Washington Auditor's Office. The City of College Place has 33 active funds. Funds can be added or omitted to the city ledger of accounts based upon future updates of

the BARS manual, recommendation of city finance staff, and passage of an ordinance by City Council. Types and definitions of funds are located below.

D-1 Current Expense Fund #001 – This is the city's primary operating fund. It accounts for all financial resources except those required to be accounted for in other funds and is generally considered to represent the ordinary operations of the city.

D-2 Technology Reserve Fund #012 – This fund is a sub-fund of Current Expense #001 and is used to account for all transactions related to information technology across the city.

D-3 Current Expense Reserve Fund #005 – This fund is a sub-fund of Current Expense #001 and is used as a reserve used to fund emergency situations as approved by City Council.

D-4 Employee Benefit Reserve Fund #061 – This fund is a sub-fund of Current Expense #001 and primarily funds post-employment benefits.

D-5 Street Fund #100 – This fund covers the operation and maintenance of city-owned transportation thoroughfares.

D-6 Criminal Justice Fund #120 – This fund is restricted to innovative law enforcement strategies, programs for at-risk children, and programs related to domestic violence.

D-7 Forfeited Proceeds Fund #121 – This fund is utilized for drug enforcement and related activities.

D-8 Hotel/Motel Tax Fund #130 – This fund is Utilized for community development.

D-9 ULTGO Bond Fund #201 – Debt service for the College Avenue/Rose Street project.

D-10 LTGO Bond Fund #202 – Debt service for any general obligation bond the City has approved.

D-11 Commercial Drive Fund #235 – Debt service to construct Commercial Drive.

D-12 Street Capital Contribution Fund #301 – Capital Fund used as an escrow account for developer contributions for street related impacts as a result of approved projects. Funds can only be used for street infrastructure impacted by the developer's project.

D-13 Capital Improvement Fund #305 - This fund is used to receipt the first ¼% tax on real estate sales in the city. Can only be used for capital projects listed on the City's Capital Facilities Plan.

D-14 Capital Improvement Fund #306 – This fund is used to receipt the second ¼% tax on real estate sales in the city which was adopted by City Council in December 2016. Can only be used for capital projects listed on the City's Capital Facilities Plan.

D-15 CDBG Project Fund #309 – This fund is used to segregate capital projects from CDBG grant funds.

D-16 Street Improvement Fund #311 – This fund is used to segregate street capital projects.

D-17 Facility Maintenance Reserve Fund #315 – This fund is used to segregate expenditures on city facility maintenance and replacement.

D-18 Equipment Reserve Fund #320 – This fund is a reserve for expensive equipment. It is entirely funded by transfers from the appropriate departments in which the equipment is found.

D-19 Economic Development Fund # 330 – This fund is utilized for capital projects that are tied to economic development and infrastructure development in commercial areas.

D-20 Economic Development Reserve Fund #340 - This fund was created to provide capital funding for projects that would result in additional economic financial return on investment to the City.

D-21 Water Fund #400 – This fund covers the day to day operation and maintenance of the water utility.

D-22 Wastewater Fund #401 – This fund covers the day to day operation and maintenance of the wastewater utility.

D-23 Stormwater Fund #402 – This fund covers the day to day operation and maintenance of the stormwater utility.

D-24 Stormwater Capital Reserve Fund #403 – This fund pays for major equipment and infrastructure programs used to support the Stormwater Utility.

D-25 Water Capital Reserve Fund #410 – This fund pays for major equipment and infrastructure necessary to support the Water Utility.

D-26 Wastewater Capital Reserve Fund #411 – This fund pays for major equipment and infrastructure necessary to support the Wastewater Utility.

D-27 Wastewater Debt Service Fund #412 – Debt service for Wastewater Treatment Plant SRF and PWTF loans are paid out of this fund. Additionally, an annual transfer is made from this fund to Fund #425 for payment toward the 2007 Water/Sewer Bonds.

D-28 Water Capital Improvement Reserve/Debt Service Fund #413 – Debt service for the Eastside Water System Improvements is paid out of this fund. Additionally, an annual transfer is made from this fund to Fund #425 for payment toward the 2007 Water/Sewer Bonds.

D-29 Water & Sewer Revenue Bond Fund #425 – Debt service on the 2007 Water/Sewer Bonds for the East Whitman Drive improvements is paid out of this fund.

D-30 Water & Sewer Bond Reserve Fund #426 – This fund will become the Debt Service Fund for the 2017/2018 Water System Revenue Bonds, if issued.

D-31 Water System Construction Fund #431 – This fund tracks revenues and expenses for capital improvements to the water system.

D-32 Equipment Rental & Replacement Fund #500 – Supports all departments of the city for the operation, maintenance, and availability of city owned vehicles and equipment.

D-33 Flexible Benefits Plan Fund #625 – Fiduciary fund tracking of deposits and payments in and out of the City's Section 125 Flexible Spending Plan.

E. Reserve & Contingency Funds

Adequate reserve levels are a necessary component of the City's overall financial management strategy and a key factor in external agencies' measurement of the City's financial strength. Prudent use of reserve funds enables the City to defray future costs, take advantage of matching funds, and other beneficial (but limited) opportunities. Reserve funds provide the city with the ability to exercise

flexible financial planning in developing future capital projects. Reserve funds are necessary to enable the City to deal with unforeseen emergencies.

E-1 Unreserved Fund Balances – It is the City’s policy to maintain an unreserved fund balance within all operating funds in a reasonable amount for emergency or unforeseen needs. The target ending fund balance shall be at least 17% of the budgeted revenues (excluding transfers in and interfund loan repayments) for the Current Expense Fund and at least 60 days’ operating and maintenance expense for the other City operating funds.

E-2 Debt Service Funds – It is the City’s policy to maintain, as a target, a one (1) year average annual debt service payment reserve for all debt except assessment debt.

E-3 Facilities Capital Reserve – The City has Facility Maintenance Reserve Fund #315 to address unforeseen City facilities capital expenditures. Contributions to the Facilities Capital Reserve Fund will be budgeted from the Real Estate Excise Tax (REET) #305 and #306 and/or Current Expense Fund #001 resources. The fund balance target to maintain in this account is \$300,000.

E-4 Rainy Day Fund #005 – Once unreserved fund balance goals are met the City will establish a rainy day fund with the purpose of meeting any unforeseen municipal expense. Annual contributions to this fund will be budgeted from Current Expense Fund resources. All expenditures from this fund shall have prior approval of the City Council. The City will strive to achieve a target reserve fund balance of 10% of the Current Expense Fund’s annual budgeted revenues (excluding transfers in and interfund loan repayments).

F. Revenue Policy

F-1 Revenue estimates should be prepared on a conservative basis to minimize the economic fluctuations that could imperil ongoing service programs during the upcoming budget cycle. Revenue increases greater than inflation will require additional documentation. Major revenue sources will require explanation.

F-2 Current revenues will be sufficient to support current expenditures.

F-3 All fees for service shall be reviewed on an annual basis and approved by City ordinance.

F-4 Revenues of a limited or indefinite term will not be used to fund ongoing service programs.

F-5 Grant applications to fund new service programs will be reviewed with due consideration being given to whether locally generated revenues will be required to support these programs when outside funding is no longer available.

F-6 Whenever possible, charges for services shall be set at an amount that reflects the actual cost of service delivery.

F-7 The City should strive to maintain a diversified mix of revenues in order to maintain needed services during periods of declining economic activity.

a. A base of property taxes and other stable revenues should be developed and maintained to provide a reliable base of revenues during periods of economic downturn.

b. The City's overall revenue structure should be designed to recapture for the City some of the financial benefits resulting from City economic and community development investments.

F-8 The following factors will be considered when the City's taxes are increased, extended, changed, or reduced:

a. Stability of the tax source over its expected life

b. Suitability for a pledge against future debt, if that is part of the City Council's long range intent for the new tax.

c. Spread the tax burden throughout the City's tax base by utilizing a broad array of tax sources available and by investigating mitigation of inequities and hardships where appropriate (e.g. property tax rebates for low-income elderly). Legislative remedies for harmful tax impacts should be sought where appropriate.

d. Apply the tax impact information for both residential and business taxpayers against a future vision of what the tax policy decision is intended to foster, in addition to the raising of revenues.

F-9 As much as reasonably possible, City services that provide private benefit should be supported by fees and charges in order to provide maximum flexibility in use of general City taxes to meet the cost of services of broader public benefit. Charges for services that benefit specific users should be fully recovered, including all direct and indirect costs including but not limited to, capital costs, department overhead, and Citywide overhead. Departments that impose fees for service charges should prepare and periodically every five years' update cost-of-service studies for such service. When consistent with legal requirements, other City interests such as remaining competitive within the region or meeting other City objectives may dictate a subsidy of a portion of the costs of such services. Factors to consider when determining possible subsidies include job creation and the expansion of property and sales tax bases.

F-10 Rate increases should be small and applied frequently to avoid an overly burdensome future increase.

F-11 The City will not use deficit financing and borrowing to support on-going operations in the case of long-term (greater than one year) revenue downturns. Revenue forecasts will be revised and expenses will be reduced to conform to the revised long-term revenue forecast or revenue increases will be considered.

G. Expenditure & Operating Policy

- G-1 Expenditures approved by the City Council define the City's spending limits for the upcoming fiscal year. The City will maintain an operating philosophy of cost control and responsible financial management.
- G-2 Budgeted annual expenditures will be maintained within the limitations of annual revenues.
- G-3 All interfund borrowings shall only be completed following approval of the City Council.
- G-4 Short-term borrowings (less than 5 years and less than \$20,000) will not be done without full financial analysis and the Council shall be informed of all such borrowings. Such borrowings may include commercial lines of credit, equipment loans, and capital leases.
- G-5 All long-term borrowing (greater than 5 years and \$20,000) shall include full life-cycle financial analysis and prior approval by the City Council.
- G-6 All authorized positions will be budgeted for a full year and with the best estimate of benefit rate unless specifically designated by the City Council as a partial-year position.
- G-7 Ongoing resources should be equal to or exceed ongoing expenditures. Each City fund budget shall identify ongoing resources that at least match expected ongoing annual requirements. One-time cash transfers and non-recurring ending fund balances will be applied to reserve or to fund one-time expenditures; they will not be used to fund ongoing programs.
- G-8 The City will seek to optimize the efficiency and effectiveness of its services to reduce costs and improve service quality.
- G-9 *Accurate inventories of physical assets, their condition, life span, and cost will be maintained.*
- G-10 The Finance Department will develop, maintain, and constantly seek to improve cash management systems which ensure the accurate and timely accounting, investment, and security of all cash assets. All cash received by City departments will be deposited the same business day as feasible. The Finance Director has oversight over cash handling policies and procedures.

H. Purchasing

H-1 Purpose

This code establishes guidance for:

- a. Acquisition of materials, supplies, and equipment not associated with a public works project.
- b. Contracting for personal and purchased services.
- c. Contracting for architectural and engineering services.

- d. Selection and bidding requirements for public works projects.

H-2 Policy statement

The city desires a fair and open process for procurement of goods and services that is free from the potential for bias and conflict of interest. In addition, the city desires consistent and appropriate practices for solicitations and contracting. All procurements of goods and services shall provide the city with the best quality and best value. All purchases are to be made within budgetary limitations and for the purpose of the goals and objectives approved in the city's budget. Any requested purchase that is not included in the current city budget shall be pre-approved by the department head, city administrator or city council, based on allowable signing authority. All purchases made by the city shall ultimately be approved by the city council through the voucher approval process in accounts payable.

H-3 Definitions

For purposes of this chapter the following words and phrases shall be defined as follows:

- a. "Award" means the formal decision by the city notifying a responsible bidder with the lowest responsive bid of the city's acceptance of the bid and intent to enter into a contract with the bidder.
- b. "Bid limits" means dollar amounts below which neither competitive bids nor the small works roster process is required for the purchase of equipment, supplies, materials or for public works projects.
- c. "Competitive bids" means a process following advertisement in designated legal newspapers and other media for equipment, supplies, material, and public works contracts open to all suppliers, vendors, and contractors, and in which price is the primary basis for consideration and contract award.
- d. "Contract" means a contract in writing for the execution of public work for a fixed or determinable amount duly awarded after advertisement and competitive bid, or a contract awarded under the small works roster process in RCW 39.04.155.
- e. "Emergency" means unforeseen circumstances beyond the control of the city that either: (1) present a real, immediate threat to the proper performance of essential functions; or (2) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.
- f. "Informal quote" means a quote or estimate conveyed verbally over the phone or in person that is documented by city staff in notes or memos.
- g. "Ordinary and necessary" means common and accepted in your trade or business and helpful and appropriate for your trade or business. An expense does not have to be indispensable to be considered necessary.
- h. "Personal services" means services that involve technical expertise provided by a consultant to accomplish a specific study, project, task, or other work.

- i. "Purchased services" are those provided by vendors for routine, necessary, and continuing functions of a local agency, mostly relating to physical activities.
- j. "Professional services agreement" means an agreement with an independent contractor for the rendering of professional services to the city. The city does not provide direction to the provider. The city states a goal and objective and the provider, under his/her own direction, accomplishes the goal.
- k. "Public work" means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the city, or which is by law a lien or charge on any property therein.
- l. "Qualified based selection" means a competitive procurement process in which consultants submit qualification and/or non-cost proposal. Selection based on most highly qualified firm, then final project scope and associated fee negotiated.
- m. "Request for proposal (RFP)" means similar to the formal bid process, except that factors other than price are used to award the contract.
- n. "Request for qualifications (RFQ)" means a procurement process with a focus on the qualification of the consultants, including experience of key staff, relevant past experience of the company, and client references.
- o. "Responsible bidder" means a contractor who meets the criteria in RCW 39.04.010 and 39.04.350.
- p. "Small works roster (SWR)" means a process through which there is competition for public works contracts following notification, normally through a request for quotes (RFQ), to some or all public works contractors who have requested placement on a roster kept by the local government agency.
- q. "Public agency work or day labor limits" are limits set by the state legislature on the amount of public works that can be accomplished using the city's own work force or by hiring day laborers. Limits are expressed as specific dollar amounts for single or multiple craft projects.

H-4 Adoption of RCW by reference

The provisions of the following RCW sections are adopted by reference, together with any amendments or additions hereafter made:

- a. RCW 35A.40.200, General law relating to public works and contracts, which references the following:
 - i. RCW 35.23.352, Public works contracts.
 - ii. RCW 39.04.010, Definition of public work.
 - iii. RCW 39.04.020, Day/agency labor limits.
 - iv. RCW 39.04.105, Protest procedures.
 - v. RCW 39.04.190, Purchase contract process.
 - vi. RCW 39.04.200, List of contracts awarded through purchase contract process.
 - vii. RCW 39.04.280, Emergency or sole source purchases.

- viii. RCW 39.04.350, Lowest responsible bidder.
- ix. RCW 39.04.155, Small works roster.
- x. RCW 39.12.020, Prevailing wages.
- b. RCW 35A.40.210, Public work or improvement – Procedures – Purchases.
- c. Chapter 39.10 RCW, Alternative Public Works Contracting Procedures.
- d. Chapter 39.30 RCW, Competitive Bidding Violations.
- e. Chapter 39.34 RCW, Intergovernmental Cooperative Purchasing Agreements.
- f. Chapter 39.80 RCW, Architectural and Engineering Services.
- g. RCW 42.23.030, Interest in contracts prohibited.

H-5 Payment of Claims

- a. Pursuant to RCW 35A.40.20, the city adopts a policy for the payment of claims and obligations of the city from solvent funds by bank checks from banking institutions duly designated by the appropriate city staff, it being further policy that the officers authorized shall be the mayor, city administrator and finance director and/or those designated by duly approved resolution of the city council.
- b. It is further the policy that all funds for which checks are drawn shall be solvent at the time payment is ordered. Dual signatures shall be required on all banking instruments and transactions except the transfer of moneys between checking, market interest, savings, investments and clearing accounts established on behalf of the city.
- c. Payment of transactions by ACH/EFT, require the approval/authorization of the Finance Director and subsequently approved by City Council.
- d. The mayor, city administrator or mayor pro tem in the absence of the mayor, is authorized to pay and disburse from city funds such charges as are billed to the city for goods or services received by the city before such payment is approved by the city council.

H-6 Purchasing Policy Procedures

- a. The following procedures will be followed when procuring goods or services:

Purchasing and Contracting Matrix				
TYPE	AMOUNT	APPROVAL AUTHORITY	MINIMUM PROCEDURE	ADDITIONAL NOTES
Purchase of Ordinary and Necessary Supplies, Materials, and Equipment	Up to \$500	Department Director	P.O. and/or Invoice	Informal Quotes
	Up to \$7,500	City Administrator	P.O. and Invoice	Informal Quotes
	\$7,501 - \$15,000	City Administrator	Vendor Roster or Competitive Bid, P.O. and Invoice	Minimum of 3 informal or written quotes if using vendor roster
	\$15,001 and Over	City Council	Competitive Bid, P.O. and Invoice	Formal bid process according to RCW 35.23.352
Public Works Contracts	Up to \$500	Department Director	P.O. and Invoice	Informal quote from any licensed contractor
	Up to \$2,500	City Administrator	P.O. and Invoice	Informal quote from any licensed contractor
	\$2,501 - \$15,000	City Administrator	Contract, P.O. and Invoice	Request informal bids from 2-3 licensed contractors.
	\$15,001 - \$40,000 (single trade)	City Council	Contract, P.O. and Invoice	Request informal bids from 2-3 licensed contractors.
	\$40,001 - \$300,000 (single trade)	City Council	Small Works Roster or Competitive Bid, Contract, P.O. and Invoice	Post bidding/contract documents on agency website or on a service provider's, such as Builders Exchange, Daily Journal of Commerce, etc., and send email announcement to all contractors in the appropriate SWR category requesting quotes by a certain date, OR, request formal bids from minimum of 5 SWR contractors with the appropriate capabilities. If estimated cost of work is greater than \$150,000 and less than all appropriate SWR contractors are invited to bid, then notification must be sent to all other appropriate SWR contractors that bids were sought.
	\$15,001 - \$65,000 (multiple trades)	City Council	Contract, P.O. and Invoice	Request informal bids from 2-3 licensed contractors.
	\$65,001 - \$300,000 (multiple trades)	City Council	Small Works Roster or Competitive Bid, Contract, P.O. and Invoice	Post bidding/contract documents on agency website or on a service provider's, such as Builders Exchange, Daily Journal of Commerce, etc., and send email announcement to all contractors in the appropriate SWR category requesting quotes by a certain date, OR, request formal bids from minimum of 5 SWR contractors with the appropriate capabilities. If estimated cost of work is greater than \$150,000 and less than all appropriate SWR contractors are invited to bid, then notification must be sent to all other appropriate SWR contractors that bids were sought.
	\$300,001 and Over	City Council	Competitive Bid, Contract, P.O. and Invoice	Formal bid process according to RCW 35.23.352

Limited Public Works	Up to \$15,000	City Administrator	Small Works Roster	Solicit bids from a minimum of 3 appropriate SWR contractors
	\$15,001 - \$35,000	City Council	Small Works Roster	Solicit bids from a minimum of 3 appropriate SWR contractors
Professional Services - Architects & Engineers	Up to \$15,000	City Administrator	Consultant Roster, Contract/P.O. and Invoice	Request proposals from 1-3 qualified firms from consultant roster
	\$15,001 - \$25,000	City Council	Consultant Roster, Contract/P.O. and Invoice	Request proposals from 1-3 qualified firms from consultant roster
	\$25,001 - \$100,000	City Council	Consultant Roster, Contract/P.O. and Invoice	Request proposals from 3-5 qualified firms from consultant roster
	\$100,000 and Over	City Council	RFQ/RFP, Contract/P.O. and Invoice	Prepare formal RFQ/RFP, advertise, and solicit responses from a minimum of 6 qualified firms
Non - Professional Services	Up to \$500	Department Director	Contract, P.O. and Invoice	Informal or written quotes from 1-3 qualified firms
	\$501 to \$15,000	City Administrator	Contract, P.O. and Invoice	Informal or written quotes from 1-3 qualified firms
	\$15,001 - \$40,000	City Council	Consultant Roster, Contract/P.O. and Invoice	Request proposals from 3-5 qualified firms from consultant roster
	\$40,001 and Over	City Council	RFQ/RFP, Contract/P.O. and Invoice	Prepare formal RFQ/RFP, advertise, and solicit responses from a minimum of 6 qualified firms

b. Employees that do not comply with the Purchasing Policy Procedures as outlined may have their purchasing authorities suspended or revoked at the discretion of the City Administrator, Mayor, or City Council.

H-7 Bid procedures generally

The city shall utilize the bid procedures for public works construction as set forth in RCW 35.23.352, as it exists as of or as amended after the effective date of the ordinance codified in this chapter, except as otherwise allowed therein and by this chapter.

H-8 Ethics, integrity, and best value for money

a. All employees of the City of College Place shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in a professional manner. The employees of the City of College Place shall observe the following principles and standards through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- i. Full accountability shall be taken for all purchasing decisions and the efficient, effective, and proper expenditure of public funds based on achieving the best value of money.

- ii. All purchasing practices shall comply with relevant legislation, regulations and requirements consistent with the City of College Place's policies, Code of Ethics, and Core Values¹.
 - iii. Purchasing is to be undertaken in which all potential suppliers are treated impartially, honestly, and consistently.
 - iv. All processes, evaluations, and decisions shall be transparent, free from bias, and fully documented in accordance with applicable policies and audit requirements.
 - v. Any actual or perceived conflicts of interest are to be identified, disclosed, and appropriately managed.
- b. The best value for money is an overarching policy that governs purchasing in order to provide the best possible outcome for the city. It is important to note that compliance with specifications is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

H-9 Small Public Works Roster

The following small works roster procedures are established for use by the City pursuant to RCW 39.04.155:

- a. Cost: The City need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed Three Hundred Thousand Dollars (\$300,000.00), which includes the costs of labor, material, equipment, sales, or use taxes as applicable. Instead, the City may use the Small Public Works Roster procedures for public works projects as set forth in this ordinance. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.
- b. Publication: At least once a year, MRSC shall, on behalf of the City, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and solicit the names of contractors for the small works roster. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.
- c. Telephone, Written, or Electronic Quotations: The City shall obtain telephone, written, or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1). The

¹ Code of Ethics and Core Values are outlined in Chapter 3 of the COCP Personnel Manual Adopted January 9, 2018; Resolution 18-002

City may establish supplementary bidder criteria under RCW 39.04.350 (2) to be considered in the process of awarding a contract.

- i. A contract awarded from a small works roster will not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
- ii. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from one hundred and fifty thousand dollars (\$150,000) to three hundred thousand dollars (\$300,000), the City may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The City has the sole option of determining whether this notice to the remaining contractors is made by:

- (i) publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
 - (ii) mailing a notice to these contractors; or
 - (iii) sending a notice to these contractors by facsimile or email.
- iii. At the time bids are solicited, the City representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;
 - iv. A written record shall be made by the City representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

d. Limited Public Works Process: If a work, construction, alteration, repair, or improvement project is estimated to cost less than thirty-five thousand dollars (\$35,000), the City may award such a contract using the limited public works process provided under RCW 39.04.155 (3). For a limited public works project, the City will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the City may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material men, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the City shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The City shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

e. **Determining Lowest Responsible Bidder:** The City Council shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the city council may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010) and who meets any supplementary bidder responsibility criteria established by the City.

f. **Award:** All of the bids or quotations shall be collected by the Mayor or his or her designee.

- i. The Mayor or his or her designee shall then present all bids or quotations and their recommendation for award of the contract to the City Council. The City Council shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
- ii. If the City Council delegates the authority to award bids the Mayor of the City for public works projects costing less than or equal to \$25,000.00, the Mayor shall have the authority to award public works contracts without City Council approval, provided that the City Council shall ratify the Mayor's approval at the next scheduled City Council meeting by means of the consent agenda. For public works projects costing more than \$25,000.00, the City Council shall award all public works contracts.

H-10 Consulting Services Roster

The following consulting services roster procedures are established for use by the City pursuant to RCW 39.80.030:

- a. **Consulting Services:** Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.
- b. **Publication:** At least once a year, MRSC shall, on behalf of the City, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the consulting services roster and solicit the names of consultants for the consulting services roster. MRSC shall add responsible consultants to the consulting

services roster at any time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meets minimum State requirements for roster listing.

c. Review and Selection of the Statement of Qualifications Proposals: The City shall use the following process to select the most highly qualified Architectural or Engineering firm off of the Consulting Services Roster to provide the required services:

- i. The City Council shall establish criteria that the Mayor, or his or her designee, must consider in evaluating Architectural or Engineering firms for a given project. Such criteria shall include a plan to insure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for architectural or engineering services. The level of participation by minority and women-owned firms and veteran-owned firms shall be consistent with their general availability within the jurisdiction of the City of College Place.
- ii. The Mayor, or his or her designee, shall evaluate the written statements of qualifications and performance data on file with the City of College Place at the time that architectural or engineering services are required;
- iii. Such evaluations shall be based on the criteria established by the City Council; and
- iv. The Mayor, or his or her designee, shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.
- v. The firm deemed most highly qualified by the agency to do the project will be selected.

d. Award:

- i. The City Council considers the proposal received and awards the contract; or
- ii. If the City Council delegates the authority to award projects the Mayor of the City for consulting services costing less than or equal to \$7,500.00, the Mayor shall have the authority to award contracts for consulting services without City Council approval, provided that the City Council shall ratify the Mayor's approval at the next scheduled City Council meeting by means of the consent agenda. For consulting services costing more than \$7,500.00, the City Council shall award all contracts for consulting services.

H-11 Vendor List Roster

The following vendor list roster procedures are established for use by the City pursuant to RCW 39.04.190:

- a. Purchase of materials, supplies, or equipment not connected to a public works project: The City is not required to use formal sealed bidding procedures to purchase materials,

supplies, or equipment not connected to a public works project where the cost will not exceed \$15,000.00. The City will attempt to obtain the lowest practical price for such goods and services.

b. **Publication:** At least twice per year, MRSC shall, on behalf of the City, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add responsible vendors to the vendor list roster at any time when a vendor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.

c. **Telephone, Written, or Electronic Quotations:** The City shall use the following process to obtain telephone or written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:

- i. A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase;
- ii. The Mayor, or his or her designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone or written quotations from the vendors for the required materials, supplies, or equipment;
- iii. The Mayor, or his or her designee, shall not share telephone or written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;
- iv. A written record shall be made by the Mayor, or his or her designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;

d. **Determining the Lowest Responsible Bidder:** The City shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the City may call for new bids.

e. **Award:** All of the bids or quotations shall be collected by the Mayor or his or her designee. The Mayor, or his or her designee, shall create a written record of all bids or quotations received, which shall be made open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised.

- i. The Mayor, or his or her designee, shall then present all bids or quotations and their recommendation for award of the contract to the City Council. The City Council shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
- ii. If the City Council delegates the authority to award bids to the Mayor, or his or her designee, for materials, supplies, or equipment costing less than or equal to

\$7,500.00, the Mayor, or his or her designee, shall have the authority to award public works contracts without City Council approval, provided that the City Council shall ratify the approval at the next scheduled City Council meeting by means of the consent agenda. For materials, supplies, or equipment costing more than \$7,500.00, the City Council shall award all vendor contracts.

- f. Posting: A list of all contracts awarded under these procedures shall be posted at City main administrative offices once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.
- g. Upon written authorization of the city administrator, the materials, equipment or services will be ordered from the lowest responsible bidder, whose quotation meets all specifications established for the item or items being purchased.
- h. Written confirmation of telephone quotations from responsible vendors is not required, but may be requested when warranted.
- i. Immediately after the award is made, the bid quotations are to be recorded and open to public inspection and are to be available by telephone inquiry.
- j. Special preference may be given for the purchase of products made from recycled materials or products that may be recycled or reused.

H-12 Lowest responsible bids

- a. Preservation of the integrity of the competitive bid system dictates that after competitive bids have been opened, award must be made to that responsible bidder who submitted the lowest responsive bid, unless there is a compelling reason to reject all bids and cancel the solicitation.
- b. In determining the lowest responsible bidder, the city shall consider any preferences provided by law to Washington products and vendors and, further, may take into consideration the quality of the articles proposed to be supplied, their conformity with specifications, the purposes for which required, and the times of delivery.
- c. In determining "lowest responsible bidder," in addition to price, the following elements shall be given consideration:
 - i. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
 - ii. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
 - iii. Whether the bidder can perform the contract within the time specified;
 - iv. The quality of performance of previous contracts or services;

- v. The previous and existing compliance by the bidder with laws relating to the contract or services;
- vi. Such other information as may be secured having a bearing on the decision to award the contract.

H-13 Intergovernmental purchases

The city council authorizes the purchase of goods without public bidding when acquired through:

- a. The Washington State Purchasing Cooperative; or
- b. Sourcewell – Cooperative Purchasing; or
- c. King County Purchasing Cooperative; or
- d. Another governmental unit where the city administrator and the requesting department have shown that the procurement meets the city's requirements and represents the most favorable procurement for the city considering price and other evaluation factors.

H-14 Purchase at auction

The city may purchase any supplies, equipment, or materials at auctions conducted by the government of the United States or any agency thereof, any agency of the state of Washington, any municipality or other government agency, or any private party without being subject to public bidding requirements if the items can be obtained at a competitive price.

H-15 Change orders

Change orders can be approved by the mayor/city administrator if below a ten percent total contract value and within departmental budget appropriation. Any change orders above ten percent contract value or requiring an appropriation above what has been appropriated through the yearly budgetary process will require city council approval.

H-16 Competitive bidding requirements--Exemptions

- a. Competitive bidding requirements utilized by the city when awarding contracts for public works and for purchases of materials, supplies, and equipment may be waived by the city council for:
 - i. Purchases that are clearly and legitimately limited to a single source of supply;
 - ii. Purchases involving special facilities or market conditions;
 - iii. Purchases in the event of an emergency;
 - v. Public works in the event of an emergency.
- b. If an emergency exists, the city administrator may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the city to address the emergency situation. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by

the city administrator, or designee, and entered of record no later than two weeks following the award of the contract.

c. For purposes of this section "emergency" means unforeseen circumstances beyond the control of the city that either: (1) present a real, immediate threat to the proper performance of essential functions; or (2) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

H-17 Sole/Single Source Acquisition

The City utilizes competitive bidding as required by law and situations occasionally arise when a purchase may be limited or effectively limited to a single supplier. These situations can include licensed, copyrighted, or patented products or services that only one vendor provides; new equipment or products that must be compatible with existing equipment or products; proprietary or custom-built software or information systems that only one vendor provides; or products or services where only one vendor meets the required certifications or statutory requirements. RCW 39.04.280(1)(a) allows agencies to waive competitive bidding if a purchase is clearly and legitimately limited to a single supplier. In the event that purchases are clearly and legitimately limited to a single source of supply, the City will prepare the required Single Source documents and have it signed by the Finance Director and/or the City Administration.

I. Federal Code of Conduct

I-1 Purpose

The purpose of the Code of Conduct is to ensure the efficient, fair and professional administration of federal grant funds in compliance with 2 CFR §200.112, 2 CFR §200.318 and other applicable federal and state standards, regulations, and laws.

I-2 Application

This Code of Conduct applies to all elected officials, employees or agents of the City of College Place engaged in the award or administration of contracts supported by federal grant funds

I-3 REQUIREMENTS

No elected official, employee or agent of the City of College Place shall participate in the selection, award or administration of a contract supported by federal grant funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:

- The City employee, elected official, or agent; or
- Any member of their immediate family; or
- Their partner; or
- An organization which employs, or is about to employ any of the above.

The City of College Place's elected officials, employees or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors or subcontractors.

I-4 REMEDIES

To the extent permitted by federal, state or local laws or regulations, violation of these standards may cause penalties, sanctions or other disciplinary actions to be taken against the City of College Place's elected officials, employees or agents, or the contractors, potential contractors, subcontractors or their agents. Any potential conflict of interest will be disclosed in writing to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.

J. Federal Purchasing

J-1 Purpose

Establish and maintain internal controls that provide reasonable assurance that Federal awards are being managed in compliance with all Federal regulations and with the terms and conditions of the award. The City of College Place will follow the Uniform Guidance, the Local Agency Guidelines (LAG) distributed by The Washington State Department of Transportation (WSDOT), Government Accountability Office Standards for Internal Control in the Federal Government (the Green Book) and the Committee of Sponsoring Organizations of the Treadway Commission's (COSO) Internal Control - Integrated Framework Principles.

J-2 Internal Controls

The City of College Place will maintain effective internal control over the Federal award providing reasonable assurance that the City of College Place is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.

- Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive.

J-3 Certification

To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash

receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

J-4 Advance Payments and Reimbursements

Payment methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the City of College Place whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

- Advanced payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the City of College Place to carry out the purpose of the approved program or project. Any advanced payments must be consolidated to cover anticipated cash needs.
- The City of College Place shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs.

J-5 Allowable Costs

Federal awards will meet the following general criteria in order to be allowable except where otherwise authorized by statute;

- Be necessary and reasonable for the performance of the Federal award;
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items;
- Be consistent with policies and procedures that apply uniformly to both Federally- financed and other activities of the City of College Place;
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.;
- Not be included as cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period;
- Be adequately documented.

J-6 Procurement

When procuring property and services under a Federal award, the City of College Place will follow 2 CFR §200.318 General procurement standards through §200.326 Contract provisions or City of College Place purchasing procedures whichever is more restrictive.

Contracts for more than the simplified acquisition threshold currently set at \$250,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Contracts and sub-grants of amounts in excess of \$250,000 requires that the City of College Place will comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

Verify and document that vendors are not suspended or debarred from doing business with the Federal government. Federal guidelines require grant recipients to ensure vendors with contracts or purchases exceeding \$25,000 are not suspended or debarred from participating in federal programs. All City purchases and contracts issued from federal resources that exceed \$25,000 are subject to these guidelines.

Before initiating any purchases or contracts with federal funds that exceed, or may potentially exceed \$25,000 within the fiscal year, the responsible administrator shall verify that the vendor is not listed on the System for Award Management (SAM) Exclusion list by checking at <https://www.sam.gov>. If the vendor is listed on the EPLS the administrator shall not complete the purchase or contract with the vendor. If the EPLS shows no records for the vendor, print the screen, retain a copy in the department files and proceed to process a requisition.

NOTE: Washington State Department of Enterprise Services (DES) does not check for suspension or debarment on State bid contracts.

J-7 Single Audit Act

The City of College Place, as a recipient of Federal funds, shall adhere to the Federal regulations outlined in 2 CFR §200.501 as well as all applicable Federal and State statutes and regulations.

J-8 Closure

A project agreement end date will be established in accordance with 2 CFR §200.309. Any costs incurred after the project agreement end date are not eligible for Federal reimbursement.

The following table outlines procurement requirements when using Federal funds.

Procurement Method	Goods	Services
Micro-Purchase - No required quotes. However, must consider price as reasonable, and, to the extent practical, distribute equitably among suppliers.	Under \$10,000 <i>Must use more restrictive City threshold instead of \$10,000 Federal threshold</i>	Under \$10,000 <i>Must use more restrictive City threshold instead of \$10,000 Federal threshold</i>
Small Purchase Procedures (informal)- Obtain/document quotes from a reasonable number of qualified sources (at least three).	\$10,000 – 249,000 <i>Must use more restrictive Federal threshold instead of \$300,000 City Threshold</i>	\$10,000 – 249,000 <i>Must use more restrictive Federal threshold instead of \$300,000 City Threshold</i>
Sealed Bids/ Competitive Bids (Formal)	\$250,000 or more <i>Must use more restrictive Federal threshold instead of \$300,000 City Threshold</i>	\$250,000 or more <i>Must use more restrictive Federal threshold instead of \$300,000 City Threshold</i>
Competitive proposals	Used when conditions are not appropriate for the use of sealed bids. • Must publicize request for proposals soliciting from an adequate number of qualified sources • Maintain written method for conducting technical evaluations • Contract must be awarded to the responsible firm whose proposal is most advantageous to the program	
Non-competitive proposals	Appropriate only when: • Available only from a single source; or • Public emergency; and • Expressly authorized by awarding or pass- through agency in response to written request from the City of College Place; or • After soliciting a number of sources, competition is deemed inadequate.	

K. EFT Controls

In 2018 the City of College Place started remitting payment to accounts payable vendors through ACH in addition to by paper check. The process for setting up an AP vendor to receive payments electronically is as follows:

K-1 Authorization and Agreement

New or existing AP vendor signs up electronically or by paper and must read, agree and sign the “City of College Place Authorization for Direct Payment” form through NvoicePay. In the form it states that the customer authorizes and agrees to accept payment from the City of College Place through electronic funds transfer, directed to the bank and account number specified, for any payment obligations the City of College Place may have to the vendor. The payments will be in accordance with and governed by the National Automated Clearing House Associations’ Corporation Trade Payment Rules and Article 4A of the Uniform Commercial Code. The information provided by the individual or company is all handled through NvoicePay. The City is not responsible for incorrect information. It states that payments are deemed made by the City of College Place when the bank receives or has control of the transaction and the vendor shall not make claims against the City of College Place that occur thereafter. The vendor agrees to promptly notify the City of College Place if it does not receive any payment that it expected to receive as a result of the authorization form. The vendor receives an email notification from NvoicePay when payment is initiated.

K-2 Changes and Updates

All changed are made through NvoicePay. Prior to sending any changes to NvoicePay, the Deputy Finance Director calls the vendor to verify they want their ACH information updated. We use either the phone number on file or verify one on their website. We do not solely go off of an email request or mailed request. We always verify with a phone call.

K-3 Processing

When the AP Clerk runs a payable cycle, the payment batch can include ACH payments or not. If it does, an EFT batch file is created and downloaded on the server to be uploaded to NvoicePay.

K-4 Initiation

The AP Clerk initiates the payables through NvoicePay and the system sends an email requesting the Finance Director, Deputy Finance Director, or City Clerk, as back up, to initiate the ACH batch to the bank. The email from the system contains the ACH batch file name and the amount.

K-5 Bank Debit

NvoicePay then processes the transaction and processes a debit from the City's bank account for the full amount. There is no process for the City to upload a file to our bank to process the payments.

K-6 Auditing

The Finance Director runs an audit trail report through NvoicePay monthly to verify that the appropriate staff is creating, updating, or initiating payments.

The Roles:

The Accounts Payable Clerk

- Creates payment batch in Springbrook Express and uploads the payment to NvoicePay.

The Finance Director

- Initiates ACH batch through NvoicePay.
- Runs a monthly audit report to verify that internal controls are being followed.

Deputy Finance Director

- Backup to initiate the ACH batch through NvoicePay.

L. Cost Allocations - Payroll

In an effort to establish an allocation system that is fair, equitable, and supported by current data, and to comply with Washington State Law, RCW 43.09.210, which states in part, "All service rendered by...from, one department...to another, shall be paid for at its true and full value by the department...receiving the same, and no department...shall benefit in any financial manner whatever by an appropriation or fund made for the support of another," the City of College Place has identified payroll cost drivers which are used as the basis for the allocation of personnel costs to the responsible departments.

Cost drivers have been uniquely identified for each position based on that position's job duties and oversight of other positions. If a position is directly related to a specific fund, the allocation is solely to that fund. Positions that are allocated across multiple funds are based on either FTE's, expenses or revenues, job duties, a required time study, or a combination. These cost drivers and percentages will be reviewed and adjusted annually as needed in the Cost Allocation Procedures.

M. Credit Card Policy

RCW 43.09.2855 sets forth the requirements that local governments are to meet in order to use credit cards for making purchases and acquisitions. WAC 236-48-250 through WAC 236-48-254 gives additional detail in the usage of such credit cards.

The Administration in its desire to expedite the process of purchasing necessary materials, supplies and services in its operation of the city has authorized the use of credit cards by city staff.

While the use of credit cards may enhance the efficiency and convenience of making purchases for the City of College Place, it also demands additional responsibility by the credit card users. The Administration does not take this responsibility lightly and in accordance with state requirements, implements the following policy and procedures.

The College Place City Council shall adopt this policy and the noted procedures in accordance with RCW 43.09.2855.

M-1 Policy

All requirements with regard to the City of College Place's Purchasing policies shall be met in addition to the following procedures. Compliance with the conditions set forth in RCW 42.24.180; 43.09.2855; WAC 236-48-250 through 236-48-254 shall be met by the respective departments.

M-2 Procedures

a. Procedures for Obtaining Credit Cards

i. Cards Temporarily Issued to Individuals

- (i) Each individual will request a credit card as needed. The employee will be required to sign for the card at the time it is picked up at the Finance Department. Unless there is an emergency, the individual will try to schedule a time when they are going to pick up the credit card that is conducive to the work flow of the Finance Department.

ii. Cards Permanently Issued to Departments

- (ii) Department Heads will request approval from the Finance Director to receive and physically maintain credit cards within their department. The Finance Director will give approval in writing with a copy of such approval being forwarded to the other Finance Department staff and City Administrator.
- (iii) Upon approval of the Finance Director, Department Heads will be required to sign for the card(s) at the time they are picked up at the Finance Department. Should the department require additional cards than the number originally approved, they must once again request and receive approval from the Finance Director.

b. Log of Credit Card Activity

- i. A log will be kept for credit card usage, indicating for what purpose the card was used as for as well as the following information:
 - (i) Date Checked Out
 - (ii) Signed Out by (Finance Dept. staff or, if it is a card permanently checked out to a department, another department employee)
 - (iii) Last Name (of user, printed)
 - (iv) Card User's Signature
 - (v) Supplier Name (Vendor)
 - (vi) Purchase Amount
 - (vii) Date Checked In
 - (viii) Card Received by (Finance Dept. staff or, if it is a card permanently checked out to a department, another department employee)
 - (ix) Remarks (Reason for purchase)
 - ii. The original forms of credit card activity will be filed in the appropriate file in the Finance Department.
- c. Return of the Credit Card
- i. The card user will return the card within twenty-four (24) hours of use or of the employee's return to the city.
- d. Receipts for Credit Card Purchases
- i. Receipts will be turned in at the time the credit card is returned to the Finance Department (or the home department if the card is permanently assigned to a department). If there are missing receipts at the time the card is returned, a "Credit Card – Lost Receipt Form" must be completed, signed by the department head, and submitted in lieu of the receipt(s). For receipts returned to individual departments, no later than the 15th of each month, the Department Head will forward a copy of the log and any receipts, complete with BARS expense codes noted any other appropriate documentation or explanation to the Finance Department.
- e. Authorized Card Use
- i. Cardholders are authorized to use the card to purchase merchandise or services required as a function of their duties at the City of College Place. Unauthorized and/or inappropriate card use is addressed in the next section of this procedure.
 - ii. A purchase made with a credit card may be made in-store, by telephone, fax, Internet or U.S. mail. A purchase order is required per established Finance Department procedure.

If a credit card is issued for the purpose of covering expenses relating to authorized travel, the expenses must be listed on the pre-approved Travel/Training Request Form. Any charges against the credit card not properly identified on the Travel/Training Request Form shall be paid by the

- iii. official or employee by check or salary deduction, unless they were incurred due to unforeseen emergency circumstances and subsequently approved by administration.
- f. Unauthorized and/or Inappropriate Card Use
 - i. Credit cards must never be used to purchase items for personal use or for non-City of College Place purposes, even if the cardholder intends to reimburse the City of College Place. Unauthorized and/or inappropriate card use includes, but is not limited to:
 - (i) Items for personal use;
 - (ii) Items for non-City of College Place purposes;
 - (iii) Cash or cash advances;
 - (iv) Food and beverages for an individual employee. (However, authorized cards may allow for food and non-alcoholic beverages for business-related meetings and travel in compliance with system procedures and after obtaining approval for special expenses.);
 - (v) Alcoholic beverages;
 - (vi) Weapons of any kind or explosives (except authorized Police Department purchases);
 - (vii) Relocation expenses;
 - (viii) Entertainment; and
 - (ix) Recreation.
- g. Missing Receipts Procedure for Credit Cards
 - i. When a credit card is returned to the Finance Department and the card user does not have receipts or other appropriate documentation for purchases made with the card, the Finance Director will be notified immediately and a "Credit Card Missing Receipt" form will be given to the card user to assist them in documenting information about the lost receipt. Other receipts received when the card was used will be attached to the credit card missing receipt form.
 - ii. The Finance Director will review the form and forward the form, credit card and any other receipts attached to the Finance Department personnel for check in. Should further action be taken regarding the usage of the credit card by the user, it will be noted on the form and instructions given in memorandum form to the Finance Department personnel. A report of missing credit card activity will be forwarded to the City Administrator as deemed appropriate.
 - iii. When payment is made to the credit card issuer, the missing receipt form, other receipts and any other pertinent documentation will be attached to the voucher.

h. Disciplinary Action

- i. A cardholder who makes an unauthorized purchase with the card or uses the card in an inappropriate manner will be subject to revocation of credit card privileges and disciplinary action including restitution to the City of College Place for unauthorized purchases, possible card cancellation, possible termination of employment at the city and criminal prosecution.
- ii. If any item purchased with a credit card is not acceptable, arrangements must be made for a return for credit or an exchange. A cash refund or check is prohibited unless the vendor insists that a refund must be by cash or check, in which case the funds must be deposited immediately with the City of College Place.
- iii. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the City of College Place shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the official or employee up to an amount of the disallowed charges and interest at the same rate as charged by the company which issued the charge card. Any official or employee shall have credit card privileges revoked until any outstanding disallowed charge/interest balance is cleared. The City of College Place shall have unlimited authority to revoke use of any charge card issued under this section.

i. Responsibility and Accountability

It is the responsibility of each individual cardholder to:

- i. Follow all procedures as outlined in this document;
- ii. Safeguard the credit card and credit card account number at all times; lost or stolen credit cards must be reported immediately to the credit card agency and the City of College Place Finance Department;
- iii. Keep credit card in a secure location at all times;
- iv. Not allow anyone to use the credit card and/or credit card account number who is not authorized to do so;
- v. Obtain and retain original itemized receipts for goods and services purchased. An employee may be allowed to file a "Credit Card Missing Receipt Form" in lieu of a receipt if the original receipt is lost or a receipt was not/cannot be obtained;
- vi. Submit documentation in a timely manner (no later than the 15th of the month) to the Finance Department for payment processing;
- vii. Take any other steps necessary to ensure that the credit card is used only for authorized purposes.

j. Credit Card Limitations

- i. **Credit Limits:** The credit limit of credit cards used by the City of College Place shall be determined by the Administration after consultation with the Finance Committee. This limitation does not include “lines of credit” the City of College Place City Council may authorize. A listing of each credit card and the credit limit of each shall be maintained by the Finance Department.
 - ii. **Cash Advances:** In accordance with RCW 34.09.2855, no cash advances will be allowed. Credit card suppliers will be notified of this fact when credit cards are requested. Should a pin number be issued in error, the supplier will be notified and all copies of the pin number will be destroyed immediately.
 - iii. **Other Credit Accounts:** Some suppliers will request that the City of College Place have an open credit account for the purchase of supplies, services and other charges. These types of accounts would be for items such as public works maintenance supplies, building materials, office products, etc. Requests for open credit accounts shall be reviewed individually by the Finance Director. If it is determined that such an open credit account would be beneficial for the city, a request will be forwarded to the supplier with any required documentation in an effort to open an account. The Finance Department shall maintain a listing of each open credit account.
- k. **Periodic Reviews**
 - i. The City of College Place Finance Department shall conduct periodic reviews for proper card use. Credit card records will be audited from time to time.
- l. **Forms**
 - i. Credit Card Check-Out Register
 - ii. Credit Card Missing Receipt Form
 - iii. Listing of Credit Card
 - iv. Listing of Credit Accounts

N. Disposal of Surplus Property

N-1 Purpose

This chapter establishes procedures for disposition of property, other than real estate, which is surplus to the needs of the city. It is the intention of council that the procedures set forth in this chapter are preferred over others.

Therefore, special procedures called for under other legislation are to be deemed exceptions to this chapter, and their use is to be limited accordingly.

N-2 Responsibility for administration

The city administrator, or such other officer as may from time to time be appointed, is responsible for the administration of this chapter. The city administrator shall coordinate the disposition of surplus property and shall aid the council in determining the best method of disposal. All departments of the city shall cooperate with the city administrator to ensure the most efficient and beneficial disposition of surplus property. Surplus of city property shall be done in accordance with RCW 35A.11.010, 35.94.040, 39.33.010, 39.33.020, 42.30.110(l)(b), 42.30.110(l)(c), 42.56.260,

43.09.210, and Chapter 35.94 RCW.

N-3 Determination of value

A department wishing to dispose of a single item of surplus property, or a group of items, shall make an estimate of the reasonable market value in "as is, where is" condition. If the department responsible for the property cannot make the estimate, the city administrator shall determine the reasonable market value.

N-4 Report to city administrator--Initial procedure

A city department responsible for property which it wishes to declare surplus shall provide the city administrator with a detailed description of the property, its location and condition, and its estimated value. The city administrator shall then determine if any other department of the city has use for the property. If such a use is found, the city administrator shall carry out the transfer of ownership and shall ensure that, if necessary, the fund disposing of the property is reimbursed for its reasonable market value.

N-5 Property worth five thousand dollars or less

If the property is not needed by the city and the estimated value is five thousand dollars or less, the city administrator may dispose of the property by one of the methods listed in this chapter without reporting the matter to the city council.

N-6 Procedure - Property of a value over five thousand dollars

Disposition of surplus property of a value over five thousand dollars must be approved by a majority of the city council.

The procedure is as follows:

- a. The council shall examine the report of the city administrator at a public meeting and shall then either approve the report or give further directions to the city administrator.
- b. The city administrator shall carry out the directions of the council with the assistance of the department owning the property.
- c. If directed to do so by the council, the city administrator shall prepare a written report of the arrangements made, whereupon:
 - i. The council shall consider the report of the city administrator at either a public or an executive session, and shall then give further directions to the city administrator as follows:
 - (i) Approve the disposition;
 - (ii) Approve the disposition with additional special conditions; or
 - (iii) Disapprove the proposed disposition, whereupon it shall give the city administrator directions for further action.

N-7 Methods of disposition

Permissible methods of disposition of surplus property include, but are not limited to:

- a. Public auction;
- b. Solicitation of sealed bids:
 - i. The minimum bid threshold will be established by the department head in charge of the asset to be surplus;
 - ii. The minimum bid threshold will be approved by the city administrator;
- c. Transfer to another agency of government at or below reasonable market value; or
- d. Lease or loan to other governmental agencies.

N-8 Guidelines for decision

The council shall dispose of surplus property in the manner that they deem to be the best interests of the city. Considerations include but are not limited to:

- a. Possible future requirements of the city;
- b. Present value of the property;
- c. Likelihood of locating a buyer;
- d. Intergovernmental cooperation;
- e. The general welfare of the citizens of the city.

N-9 Statutory exceptions

Certain city ordinances and provisions of the Revised Code of Washington impose special conditions for the disposition of municipal property. Where necessary, city officials shall comply with those laws, treating them as limited exceptions to this chapter. Exceptions include, but are not limited to, the following as they may from time to time be amended:

- a. Disposition of works of art;
- b. RCW 27.12.305, 27.12.320, disposition of library materials;
- c. RCW 35.21.088, equipment rental;
- d. RCW 35.21.660 through 35.21.690, 35.21.745 through 35.21.757, transfers to municipally chartered corporations;
- e. RCW 35.21.820, ride-sharing vehicles;
- f. Chapter 35.94 RCW, surplus utility property;
- g. Chapters 39.33 and 39.34 RCW, intergovernmental agreements; alternate method for intergovernmental disposition of property;
- h. RCW 46.55.220, disposition of abandoned junk motor vehicles;
- i. Chapters 63.21 and 63.32 RCW, disposition of found or unclaimed property in the hands of the police.

O. Investments

O-1 Policy

It is the policy of the City of College Place to invest public funds in a manner which will provide the maximum security of the principle, meet the daily cash flow demands of the City, and strive for a high investment return while conforming to all laws and regulations governing the investment of public funds.

O-2 Scope

This investment policy applies to all financial assets of the City of College Place. These funds are accounted for in the City's annual report and include:

- a. General Fund
- b. Special Revenue Funds
- c. Capital Project Funds
- d. Enterprise Funds
- e. Trust and Agency Funds
- f. Any new fund created by ordinance of the City Council, unless specifically exempted.

O-3 Prudence

Investments shall be made with judgement and care – under circumstances then prevailing – which persons or prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

- a. The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

O-4 Objective

The primary objectives, in priority order, of the City’s investment activities shall be:

- a. **Safety:** Safety of principal is the foremost objective of the City of College Place. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- b. **Liquidity:** The City’s investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.
- c. **Return on investment:** The City’s investment portfolio shall be designed with the objective of attaining a market rate of return given the City’s risk constraints and cash flow requirements.

O-5 Delegation of Authority

Management responsibility for the investment program is hereby delegated to the Finance Director. The Finance Director will be responsible for all transactions undertaken. The Finance Director shall establish written procedures for the operation of the investment program consistent with the investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedure established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Subject to required procurement procedures, the City may engage the support services of outside professionals in regard to its financial program, so long as it can be determined or anticipated that these services produce a net financial advantage or necessary financial protection of the City’s

resources. External service providers shall be subject to the Revised Codes of Washington and the provisions of this Investment Policy.

O-6 Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Administrator any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the City of College Place, particularly with regard to the time of purchases and sales.

O-7 Authorized Financial Dealers and Institutions

The Finance Director is authorized to conduct investment transactions with several competing, reputable investment securities broker/dealers and financial institutions. Authorized broker/dealers and financial institutions will be limited to those that are approved by the Finance Director and meet one or more of the following:

- a. Financial institutions approved by the Washington Public Deposit Protection Commission (RCW 39.58); or,
- b. Primary dealers recognized by the Federal Reserve Bank; or
- c. Non-primary dealers qualified under the US Securities and Exchange Commission Rule 15C3-1, the Uniform Net Capital Rule, and a certified member of the National Association of Securities Dealers.

Each authorized broker/dealer or financial institution will be selected by creditworthiness, required to maintain an office in the State of Washington, and may be required to regularly submit annual reports, including audited financial statements when not available online. Additionally, broker/dealers may be required to complete a broker/dealer questionnaire or any other information that is required by the City to assess the qualifications of the firm.

O-8 Authorized Investments

Authorized investments are securities and investments authorized by state statute as defined in RCW's 39.58 and 39.59.040(4-5), 39.60.050, and 43.250. Authorized investments include:

- a. Investment deposits, including certificates of deposit, with qualified public depositories as defined in RCW 39.58.
- b. Certificates, notes, or bonds of the United States, or other obligations of the United States or its agencies, or of any corporation wholly owned by the government of the United States (such as the Government National Mortgage Association).
- c. Obligations of government-sponsored corporations which are eligible as collateral for advances to member banks as determined by the Board of Governors of the Federal Reserve System (These include but are not limited to Federal Home Loan Bank notes and bonds, Federal Farm Credit Bank consolidated notes and bonds, and Federal National Mortgage Association notes, bonds, and guaranteed certificates of participation.)
- d. State Investment Pool.

- e. Mutual funds, escrow accounts, public fund money market accounts or cash type accounts used specifically for proceeds of municipal securities.

O-9 Safekeeping and Custody

All security transactions entered into by the City of College Place shall be conducted on a delivery-versus payment (DVP) basis. Securities will be held by a third party custodian designated by the Finance Director.

O-10 Diversification

The City will diversify its investments by security type and institution. The following schedule provides the maximum holdings in any one type of investment or with any one issuer.

Type of Security	Maximum Holdings
Certificates of Deposit	50% of Portfolio, 10% per Issuer, 20% of Issuer's Net Worth
U.S. Treasury Notes, Bonds, or Certificates	100% of Portfolio
U.S. Government Sponsored Corporations	100% of Portfolio
State Investment Pool	100% of Portfolio
Public Fund Money Market Accounts, Escrow accounts, Cash Type Accounts	Minimum amount to be pledged as debt reserves, or other debt related monies.
Mutual Funds	Arbitrage related only

O-11 Maturities

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, or restricted by state guidelines, the City will not directly invest in securities maturing more than five years from the date of purchase.

O-12 Internal Control

The City will maintain processes of internal controls to protect against the loss of public funds arising from negligence, theft, or misuse. These controls will include, but not be limited to:

- a. The use of third party custody and safekeeping;
- b. The execution of all securities transactions on a delivery-versus payment basis;
- c. The clear delegation of investment authority;
- d. The separation of transaction authority from record keeping;
- e. The use of objective criteria in selecting financial institutions and dealers authorized to provide investment services to the state;
- f. The use of objective criteria in awarding investment purchases and sales to authorized financial institutions and dealers.

O-13 Performance Standards

The City's investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the City's investment risk constraints and cash flow needs.

- a. **Investment Strategy:** The City's investment strategy is passive. Securities are purchased and sold as it best meets the needs of the City as determined by the Finance

Director. The Finance Director will be authorized to trade before maturity if it is in the best interest of the City to do so.

b. Market Yield Benchmark for Long Term Portfolio: Given this strategy, the basis used by the City to determine whether market yields are being achieved shall be the Average US Treasury Note rate which corresponds with the average life of the investments in the portfolio.

c. Market Yield Benchmark for Short Term Portfolio: The weighted average yield of liquid portfolio, defined as securities with original maturity of less than 30 days, will be compared quarterly to the LGIP average yield.

O-14 Reporting

The Finance Director will provide the Mayor and/or City Administrator and Council with a monthly report of investment holdings and activity.

O-15 Monitoring

The Finance Director will routinely monitor the contents of the portfolio, the available markets, and the relative values of competing instruments. Securities will be bought and sold to obtain market yield through both transactions gains and interest earnings when the option is available.

O-16 Internal Purchases and Sales

The Finance Director may buy and sell investments between funds to meet monthly cash flow requirements. Earned interest on investments shall be credited to the fund holding ownership of the investment at the time the interest is earned.

P. Capital Improvement Program/Policies (CIP)

Purpose: To maintain the City's investment in infrastructure, this policy provides direction for the development and implementation of the annual CIP.

Scope: The City has a significant investment in the infrastructure necessary for the general public's use. The infrastructure systems – streets, bikeways and sidewalks, water distribution system, wastewater treatment plants and collection system, storm water conveyance system, parks, recreation facilities, open spaces, and municipal facilities – are important to the general well-being of the community. The City maintains and enhances the infrastructure systems by developing long-term plans and securing the funding necessary to implement the plans. The Capital Improvement Program is developed to advise the community of the plans for maintaining the public investment, and to ensure the resources are available to invest when the community requires them.

P-1 It is the City's policy to ensure that adequate resources are allocated to preserve existing infrastructure and other capital assets before targeting resources toward construction and acquisition of public facilities or major equipment.

P-2 The City will develop a six-year Capital Facilities Plan (CFP) to identify and coordinate infrastructure and facility needs in a way that maximizes the return to the community. All capital improvements will be made according to the adopted CFP.

P-3 The Capital Facilities Plan will be formulated using an analysis of long-term, overall resources and will include projected funding sources and ongoing operations and maintenance costs. Future changes in economic or demographic factors identified in the financial forecasting process will be incorporated in the capital budget projections. The plan will be updated annually. Any planned use of debt financing shall include an analysis of debt services costs and funding resources available to pay the associated debt.

P-4 The first year of the Capital Facilities Plan will constitute the capital budget for the ensuing budget year. The capital budget and the base operating budget will be reviewed at the same time to assure that the City's capital and operating needs are evaluated in a balanced manner.

P-5 A long-range Transportation Improvement Plan (TIP) will provide the framework for the City's future investment in transportation related infrastructure. This ensures that infrastructure projects incorporated into the Capital Facilities Plan (CFP) will be the embodiment of the officially stated direction of the City's Comprehensive Plan, Strategic Plan, and supporting documents.

P-6 The City may administer a Local Improvement District (LID) program. For capital projects whose financing depends in part or wholly on an LID, interim financing may be issued to support the LID's portion of the project budget. The amount of the interim financing shall be the current estimate of the final assessment roll as determined by the administering department.

P-7 The City will determine the most cost effective financing method for all new projects. Whenever possible, the City will use intergovernmental assistance and other outside resources to fund capital projects. Additional funding may come from designated surpluses in the Current Expense Fund and certain special revenue funds as outlined in the general budget policy.

P-8 An operating cost projection, including all funding sources will be required for all projects proposed for funding within six (6) years.

P-9 Construction Standards – Capital improvements constructed in the City shall be designed and built based on published construction standards which shall be periodically updated by the City Engineer and adopted by City Council. The construction standards will assure projects are built with an acceptable useful life and minimum maintenance costs.

P-10 Estimated useful lives for the various categories of capital facility and equipment assets:

- a. Land: N/A
- b. Land improvements: 20 years
- c. Buildings: 40 years
- d. Major Building Improvements: 40 years
- e. Minor Building Improvements: 20 years
- f. Construction in progress: N/A
- g. Machinery and Equipment
 - i. Outdoor Equipment: 20 years
 - ii. Police and Fire Equipment: 10 years
 - iii. Machinery and Tools: 15 years
 - iv. Business Machines: 10 years
 - v. Communications Equipment: 10 years
 - vi. Computer Equipment/Software: 7 years

- vii. Audiovisual Equipment: 10 years
- viii. Musical Instruments: 10 years
- h. Vehicles
 - i. Licensed Vehicles: 8 years
 - ii. Police Cruisers: 6 years
- i. Infrastructure
 - i. Roads (Bituminous Concrete): 20 years
 - ii. Road Improvements (Grind and Overlay): 10 years
 - iii. Bridges: 50 years
 - iv. Traffic Signals: 10 years
 - v. Sidewalks and Curbs: 20 years
 - vi. Basins and Levees: 60 years
 - vii. Street Lighting: 15 years
 - viii. Storm Drains: 50 years
 - ix. Sewer Mains and Interceptors: 50 years

Q. Debt Management

The amount of debt issued by the City is an important factor in measuring its financial performance and condition. Proper use and management of borrowing can yield significant advantages.

Q-1 The basic objectives of the City's debt management policies are to:

- a. Achieve the lowest possible cost of borrowing.
- b. Ensure access to capital markets to adequately provide the long-term financial needs of the City.
- c. Be received by the markets as a strong and sound credit which has fully demonstrated its commitment to meet all obligations in a timely manner.
- d. Monitor and control capital spending in such a way that capital market entry can be planned.
- e. Maintain a level and structure of outstanding indebtedness that does not lead to erratic and excessive debt service requirements, thereby avoiding unnecessary strain on the operating budgets.
- f. To smooth the use of debt so that debt service payments will be predictable and a manageable part of the operating budget.
- g. Provide for the distribution of pertinent information to rating agencies.
- h. Apply and promote prudent fiscal practices.

Q-2 The following debt guidelines are established to provide needed equipment and capital infrastructure improvements while minimizing the impact of debt payments on current revenues:

- a. City Council approval is required prior to the issuance of debt.
- b. The City will use the services of certified and credible legal counsel and underwriting firms in the preparation of all long-term debt representations.
- c. The term of the debt shall never extend beyond the useful life of the improvements to be financed.
- d. The City will use the most prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements. In no case will the City lease-purchase equipment whose useful life is less than the term of the lease.

- e. The City will not use long-term debt to pay for current operations. The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.
- f. Long-term borrowing will only be used for capital improvements that cannot be financed from current revenues.
- g. Interest earnings on bond proceeds will be limited to 1) funding the improvements specified in the authorizing bond ordinances, or 2) payment of debt services on the bonds.
- h. The City will maintain its bond rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved. The City will encourage and maintain good relations with financial bond rating agencies and will follow a policy of full and open disclosure.
- i. The City shall use refunding bonds in accordance with the Refunding Bond Act, RCW 39.53. Unless otherwise justified, the City will refinance debt to achieve true savings as market opportunities arise. Refunding debt shall never be used for the purpose of avoiding debt service obligations. A target 4% cost savings (discounted to its present value) over the remainder of the debt must be demonstrated for any “advance refunding”, unless otherwise justified.
- j. Short-term borrowing will only be used to meet the immediate financing needs of a project for which long-term financing has been secured but not yet received.
- k. The City will comply with all statutory debt limitations imposed by the Revised Code of Washington (RCW). The City of College Place debt will not exceed the aggregated total of 7.5% of the assessed valuation of the taxable property with the City. Compliance with state law and this policy shall be documented each year in the City’s Annual Report.

The following individual percentages (as defined in state law) shall not be exceeded in any specific debt category:

i. General Debt	2.5% of assessed valuation
ii. Utility Debt	2.5% of assessed valuation
iii. Open Space and Park Facilities	2.5% of assessed valuation

Q-3 Purpose and Overview

The Debt Policy for the City is established to help ensure that all debt is issued both prudently and cost effectively. The Debt Policy sets forth comprehensive guidelines for the issuance and management of all financings of the City. Adherence to the policy is essential to ensure that the City maintains a sound debt position and protects the credit quality of its obligations.

Q-4 Capital Planning

The City shall integrate its debt issuance with its Capital Improvement Program (CIP) spending to ensure that planned financing conforms to policy targets regarding the level and composition of outstanding debt. This planning considers the long-term horizon, paying particular attention to financing priorities, capital outlays, and competing projects. Long term borrowing shall be confined to the acquisition and/or construction of capital improvements and shall not be used to fund operating or maintenance costs. For all capital projects under consideration, the City shall set aside sufficient revenue from operations to fund ongoing normal maintenance needs and to provide reserves for periodic replacement and renewal. The issuance of debt to fund operating deficits is not permitted.

Q-5 Legal Governing Principles

In the issuance and management of debt, the City shall comply with the state constitution and with all other legal requirements imposed by federal, state, and local rules and regulations, as applicable.

- a. State Statutes – The City may contract indebtedness as provided for by State law, subject to statutory and constitutional limitations on indebtedness.
- b. Federal Rules and Regulations – The City shall issue and manage debt in accordance with the limitations and constraints imposed by federal rules and regulations including the Internal Revenue Code of 1986, as amended; the Treasury Department regulations there under; and the Securities Acts of 1933 and 1934.
- c. Local Rules and Regulations – The City shall issue and manage debt in accordance with the limitations and constraints imposed by local rules, policies, and regulations.

Q-6 Roles & Responsibilities

The City Council shall:

- a. Approve indebtedness;
- b. Approve appointment of the bond underwriter and bond counsel;
- c. Approve the Financial Policy, including the section on the Debt Policy;
- d. Approve budgets sufficient to provide for the timely payment of principal and interest on all debt; and

The Finance Director in consultation with the City staff members such as City Administrator, Finance Committee, the Mayor, and full Council shall:

- a. Assume primary responsibility for debt management;
- b. Provide for the issuance of debt at the lowest possible cost and risk;
- c. Determine the available debt capacity;
- d. Provide for the issuance of debt at appropriate intervals and in reasonable amounts as required to fund approved capital expenditures;
- e. Recommend to the City Council the manner of sale of debt;
- f. Monitor opportunities to refund debt and recommend such refunding as appropriate;
- g. Comply with all Internal Revenue Service (IRS), Securities and Exchange (SEC), and Municipal Securities Rulemaking Board (MSRB) rules and regulations governing the issuance of debt.
- h. Provide for the timely payment of principal and interest on all debt and ensure that the fiscal agent receives funds for payment of debt service on or before the payment date;
- i. Provide for and participate in the preparation and review of offering documents;
- j. Comply with all terms, conditions, and disclosure required by the legal documents governing the debt issued;
- k. Submit to the City Council all recommendations to issue debt;
- l. Provide for the distribution of pertinent information to rating agencies;
- m. Comply with undertakings for ongoing disclosure pursuant to SEC Rule 15c2;
- n. Apply and promote prudent fiscal practices.

Q-7 Ethical Standards Governing Conduct

The members of the City staff will adhere to the standards of conduct as stipulated by the Public Disclosure Act, RCW 42.17, and Ethics in Public Service RCW 42.52.

Q-8 Types of Debt Instruments

The City may utilize several types of municipal debt obligations to finance long-term capital projects. Subject to the approval of City Council, the City is authorized to sell:

- a. Unlimited Tax General Obligation Bonds – The City shall use Unlimited Tax General Obligation Bonds (UTGO), also known as “Voted General Obligation Bonds” for the purpose of general purpose, open space and parks, and utility infrastructure. Voted issues are limited to capital purposes only. Every project proposed for financing through general obligation debt should be accompanied by a full analysis of the future operating and maintenance costs associated with the project. UTGO Bonds are payable from excess tax levies and are subject to the assent of 60% of the voters at an election to be held for that purpose, plus validation requirements.
- b. Limited Tax General Obligation Bonds – A Limited-Tax General Obligation debt (LTGO), also known as “Non-Voted General Obligation Debt”, requires the City to levy a property tax sufficient to meet its debt service obligations but only up to a statutory limit. The City shall use LTGO Bonds as permitted under State law for lawful purposes only. General Obligation debt is backed by the full faith and credit of the City and is payable from non-voter approved property taxes and other money lawfully available. LTGO Bonds will only be issued if:
 - i. A project requires funding not available from alternative sources;
 - ii. Matching fund monies are available which may be lost if not applied for in a timely manner; or
 - iii. Emergency conditions exist.
- c. Revenue Bonds – The City shall use Revenue Bonds as permitted under State law for the purpose of financing construction or improvements to facilities of enterprise (ex: water, wastewater, stormwater) systems operated by the City in accordance with the Capital Improvement/Facility Plan.
- d. Special Assessment/Local Improvement District Bonds – The City shall use Special Assessment Bonds as permitted under State law for assuring the greatest degree of public equity in place of general obligation bond where possible. Local Improvement District (LID) Bonds represent debt that is repaid by the property owners who specifically benefit from the capital improvements through annual assessments paid to the City. LID’s are formed by the City Council after a majority of property owners agree to the assessment. No taxing power or current expense pledge is provided as security and LID Bonds are not subject to statutory debt limitations. The debt is backed by the value of the property within the district and an LID Guaranty Fund, as required by State Law.
- e. Short Term Debt – The City shall use short term debt as permitted by State law for the purpose of meeting any lawful purpose of the municipal corporation, including the immediate financing needs of a project for which long term funding has been secured but not yet received. The City may use inter-fund loans rather than outside debt instruments to meet short-term cash flow needs for the project. Inter-fund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of the funds will not impact the fund’s current operations. All inter-fund loans will be subject to Council approval and will bear interest at prevailing rates.
- f. Leases – The City is authorized to enter into capital leases under State law, subject to the approval of City Council.

- g. Public Works Trust Fund Loans – The City shall use Public Works Trust Fund Loans (when available) as provided under State law for the purpose of repairing, replacing, or creating domestic water systems, sanitary sewer systems, storm sewer systems, roads, streets, solid waste/recycling facilities and bridges.

Q-9 Communication Policy

- a. It is the policy of the City to remain as transparent as possible.
- b. The City shall manage relationships with the rating analysts assigned to the City's credit, using both informal and formal methods to disseminate information.
- c. The City's Basic Financial Statements and Notes shall be a vehicle for compliance with continuing disclosure requirements. The notes to the Financial Statements may be supplemented with additional documentation as required.
- d. The City shall seek to maintain and improve its current bond rating.

Q-10 Compliance Policy

Investment of Proceeds – The City shall comply with all applicable Federal, State, and contractual restrictions regarding the investment of bond proceeds. This includes compliance with restrictions on the types of investment securities allowed, restrictions on the allowable yield of invested funds as well as restrictions on the time period over which some of the proceeds may be invested.

Lease Covenants – The City shall comply with all covenants and conditions contained in governing law and any legal documents entered into at the time of a bond offering.

R. Fixed Assets

R-1 General Fixed Assets are long-lived assets of the City as a whole and are recorded as expenditures when purchased. Although no general fixed asset account group is established, it shall be the policy of the City to list and inventory fixed assets to ensure accountability and stewardship of the City's assets.

R-2 Capitalization Level: Assets costing more than \$5,000 and having a useful life of more than one year will be accounted for by listing the item, date of purchase, cost, and responsible person. When an asset is disposed of a notation of the method of disposal will be made in the listing.

R-3 Other Items: Assets such as cameras, televisions, DVD players, computers, or similar items in excess of \$1,000 will be capitalized. Sensitive items such as weapons, radar guns, or radios will also be capitalized regardless of cost.

R-4 Inventory of items: All items will be inventoried at least once every two years.

S. Accounting and Financial Reporting

The City of College Place recognizes the need for ensuring accountability for the collection, management, and expenditures of all public funds under its jurisdiction. To this end, a basic City accounting system and policy has evolved with a number of critical objectives including:

- a. Accountability for money and property under control of the City
- b. Compliance with governing laws, ordinances, and procedures
- c. Providing timely and accurate information on the financial status of the City
- d. Maintaining financial systems to monitor expenditures, revenues, and performance of all municipal programs.
- e. Reporting and providing information to City officials, City Council, and taxpayers.

To further these objectives, the following policies are adopted:

S-1 The City of College Place will establish and maintain a high standard of accounting practices. The City uses the cash basis of accounting which is a departure from Generally Accepted Accounting Principles (GAAP).

S-2 The City will maintain expenditure categories according to state statute and administrative regulation. The City will use the Budgeting, Accounting, and Reporting System (BARS) prescribed by the State Auditor for its revenues and expenditure classification.

S-3 A comprehensive accounting system will be maintained to provide all financial information necessary to effectively operate the City.

S-4 Full disclosure will be provided in all City financial reports and bond representations.

S-5 The Annual Financial Report will be prepared and submitted to the State Auditor's Office no later than 150 days from the end of the preceding fiscal year. The Annual Financial Report will be prepared on the basis of accounting that demonstrates compliance with Washington State statutes and the BARS manual prescribed by the State Auditor, which is a comprehensive basis of accounting other than Generally Accepted Accounting Principles. The report will provide full disclosure of all financial activities and related matters.

S-6 A audit will be performed as prescribed by the State Auditor's Office to include the issuance of a financial opinion.

T. Bank Returned (NSF) Checks

This policy applies to all checks made payable to the City, which are returned by the bank. The checks may be returned because of insufficient funds, closed account, invalid signature, stop payment, or any other condition making the check invalid. They are often called NSF checks (non-sufficient funds).

T-1 The City will accept only the following as payment for a bank returned check: cash, money order, cashier's, or other bank check. City departments will maintain lists of persons who have had checks returned by the bank. No checks will be accepted from these customers for a period of one year from the date of the returned check.

T-2 When a check issued in payment of goods or services is returned by the bank, it will be deemed that no payment has been received for the goods or services. When appropriate the service will be stopped, the license or permit revoked, the action voided, or other suitable action taken. No new goods or services will be provided until payment is received for the prior goods or services. The department will adequately document the action taken in their files and records.

T-3 Uncollected bank returned checks will be treated as delinquent accounts of the City. Interest or penalties will be charged as appropriate. The accounts will be sent out for collection service. Other legal action will be taken as appropriate.

U. Delinquent and Uncollectible Accounts Receivable

This policy applies to all private customer or intergovernmental accounts receivable which are delinquent or uncollectible, except as noted below.

U-1 Departments will age the individual accounts in the accounts receivable subsidiary ledger monthly. The aged accounts will show accounts which are 30 days, 60 days, and 90 days overdue, at a minimum.

U-2 Outstanding receivables will be reviewed on a regular basis for past due accounts. Past due notices will be sent out for all accounts that are 30 days in arrears. Past due notices for all customer accounts receivable will include a statement that the account will be referred to a collection agency if not paid in a timely manner.

U-3 Interest and penalties will be charged on all accounts as authorized by state statutes.

U-4 When applicable, a city department will no longer provide services to a private customer or other government when the individual or organization has a delinquent account balance, unless the service is required by some legal criteria.

U-5 Departments will send delinquent private customer accounts to a collection agency in accordance with City contract(s) for collection services. The accounts will be sent no later than 120 days after they become delinquent. Any exceptions must be authorized by the Finance Director. The customer must have had 30 days' notice prior to sending the account to the collection agency.

U-6 City Council will approve the write-offs of uncollectible accounts on the recommendation of the Finance Director/City Administrator and within State Statute.

V. City Utility Rates

V-1 Utility user charges for each of the City utilities will be based on the total cost of providing the service (ex: set to fully support the total direct, indirect, and capital costs) and are established so that the operating revenues of each utility are at least equal to its operating expenditures, reserves, debt coverage, and annual debt service obligations, and planned replacement of the utility's facilities.

V-2 Staff shall conduct an annual comprehensive rate review each fall for the utility funds for Council review. Rate increases will be targeted for implementation in January. Every effort shall be made to index/limit rate increases for the entire utility bill to the rate of inflation unless federal or state mandate, judgment arising out of litigation, or Council approved policy needs dictate otherwise.

V-3 Utility rates will be adopted in the annual fee schedule adopted by the College Place City Council.

W. General Long-Term Financial Planning

The City will strive to forecast revenues, expenditures, and fund balances for the Current Expense Fund mid-calendar year and for the next five years making it a rolling five-year forecast, as an early look at changing economic conditions and possible unfavorable consequences such as declining revenues and increasing costs. This enables the City to be flexible, and make choices to adjust its expectations and/or service levels as early as possible.

W-1 The utilities should strive to work towards a forecast for revenues, expenditures, and fund balances for a six-year period, updated every year and on the same update-cycle as the Capital Facilities Plan (CFP). The CFP is the basis for the amounts of planned capital spending for those six years. The plan should also include reasonable revenue and operating cost assumptions, as well as minimum funding for all reserves as established by these policies.

W-2 Estimates and forecasts of all revenues and expenditures should be cautious in a slow economic environment, taking a financially restrained approach. Estimates and forecasts of revenues and expenditures may become less restrained at a time of a more growth-oriented outlook.

W-3 The utilities' financial plans should assume that they support themselves through fees for service and that they do not receive financial or economic support from the Current Expense Fund.

W-4 The utilities should make every effort to set service fees that recover full life-cycle costs which may lead to periodic accumulations of fund balances. The accumulation of fund balance is regarded as competent long-term planning tool for foreseeable needs. This tool helps temper annual rate increases and enables the City to fund a large portion of its projects with cash or to position the City well for long-term debt issues.

X. Long Range Revenue Policies

X-1 Ability to Pay

- a. The Council shall consider the overall impact on the community and its "ability to pay" against the need to enact any tax, utility rate, or fee/charge increase.

X-2 Use of Highly Volatile Funding Sources

- a. Council shall prohibit the use of highly volatile funding sources such as Lodging Tax (“hotel-motel tax”), Real Estate Excise Tax I (REET-1) or Real Estate Excise Tax II (REET-11) for debt service or other long-term commitments. Preference for use of such volatile funding sources should be given to one-time capital expense, short-term funding commitments for a capital expense, or saving to create a funding pool that can “cash-out” a capital project.

X-3 Use of One-time Revenues

- a. Council shall require that one-time revenues or revenues significantly above the budgeted revenue target be used for one-time expenses and not be utilized to fund recurring expenses such as salaries and wages or debt service.

X-4 Capital Funding Priorities

- a. Council shall require the first priority for funding of capital projects should be given to those projects designed to preserve and maintain existing infrastructure.
- b. Council has established the following rank order:
 - i. Legal and statutory requirements and mandates provided realistic and affordable sources of funding are available to the City.
 - ii. Continuation of multi-year projects provided realistic and affordable sources of funding are available to the City.
 - iii. Capital funding shall be given to those projects that leverage City funding with grants from the State and/or federal agencies.
 - iv. Capital funding shall be given to public-private partnership projects whereby the City can leverage its contribution with private dollars to enable a more economically diverse project where the primary risk for the long-term financing is transferred to a private partner.

X-5 Property Tax

- a. The Finance Director shall forward to the City Administrator, Mayor, and City Council prior to any approval from Council for the 1.0% property tax increase a report that details the estimated revenue that may be generated if the 1.0% increase would be approved by Council. In addition, the report shall also include an analysis of the potential long-term impact on the Current Expense Fund if Council decided not to levy the 1.0% increase.
- b. Council shall not consider levying of any “banked” property tax capacity unless the following conditions exist:
 - i. The Council is considering adopting an annual budget that requires a reduction in core services as identified by Council; and
 - ii. Council has voted to authorize the implementation of the 1.0% in property tax collections.

X-6 Utility Excise Tax Rates: Prior to any proposal to Council for an increase in a utility excise tax rate, the Finance Director shall prepare a report for the City Administrator, Mayor, and City Council, noting the amount of the proposed tax increase, an estimate of new or additional annual revenues, and the need for the additional funding to be derived from the increased utility excise tax rate.

X-7 Setting of Fees and Charges for Building Permits

- a. Council shall consider that the fees and charges for building permits shall include a total cost recovery of direct and indirect costs.
- b. Council may consider a potential reduction in the fees and charges for a building permit; only if a project creates long-term family wage jobs and/or an identifiable long-term revenue increase in sales tax as a result of the project's construction.
- c. The Finance Director, together with the Community Development Director, shall prepare a report to the City Administrator, Mayor, and City Council annually that compares the City's building permit fee and charges in comparison to fees and charges from other comparable cities, together with an analysis of the net subsidy required of the Current Expense Fund to offset any shortfall in revenues associated with the total building permit operating costs.

X-8 Setting of Fees and Charges for Parks and Recreation Programs and Services

- a. Cost Recovery – Parks and Recreation services are funded through a combination of user fees, property taxes, grants, and donations. Fees and charges shall be assessed in an equitable manner in accordance with the following fee and charge assessment schedule. Services that provide recreational opportunities for populations with the fewest recreational alternatives (youth, limited income, senior adults, and families) may be more heavily supported by grants, donations, or property taxes than user fees to ensure that the population is well served by Parks & Recreation programs. Percentages shall be considered as guidelines; however, special circumstances, the nature and cost of each program, and persons to be served should be taken into consideration.
- b. Fee Model – the following lists represent all categories of services currently provided or those which may be provided in the future by the Parks & Recreation Department. The model is based upon the degree of benefit to the community (Tier 1 – mostly a community benefit), or individual (Tier 5 – mostly an individual benefit) of the service provided, the values of the College Place community, and the vision and mission of the Parks & Recreation Department. This model and policy form the basis for setting fees and charges.
 - i. Tier 5: Targeted to recover a minimum of 200 percent of direct costs
 - (i) Concession/Vending
 - (ii) Merchandise for Resale
 - (iii) Private/Semi-private Lesson
 - (iv) Rentals – Private/Commercial
 - (v) Long-term leases
 - (vi) Equipment Rentals
 - (vii) Trips
 - (viii) Organized Parties
 - (ix) Drop-in Childcare/Babysitting
 - (x) Leased Services – Private/Commercial
 - (xi) Permitted Services
 - ii. Tier 4: Targeted to recover a minimum of 100 percent of direct costs, and some of these services may be appropriate for use of alternative funding sources such as grants, donations, and use of volunteers.
 - (i) Classes and programs – intermediate/advanced
 - (ii) Leased services – non-profit/governmental agency
 - (iii) Preschool
 - (iv) Social clubs

- iii. Tier 3: Primarily fee supported with little tax investment. Targeted to recover a minimum of 60 percent of direct costs, and some of these services may be appropriate for use of alternative funding sources such as grants, donations, and use of volunteers.
 - (i) Health services, wellness clinics, and therapeutic recreation.
 - (ii) Classes and programs – beginning/multi-ability
 - (iii) Tournaments and leagues
 - (iv) Rentals – non-profit/governmental agency
 - (v) Specialized events/activities
 - (vi) Camps/after school care
 - (vii) Leased Services – Affiliates
 - iv. Tier 2: Partial tax investment with minimal to partial fee support. Targeted to recover a minimum of 35 percent of direct costs, and many of these services may be appropriate for use of alternative funding sources such as grants, donations, and use of volunteers.
 - (i) Life/safety classes
 - (ii) Rentals – affiliates
 - (iii) Supervised park/facility
 - (iv) Community-wide events
 - (v) Volunteer programs
 - v. Tier 1: Full tax investment with little or no fee support. Targeted to recover zero percent of direct costs, although some of these services may be appropriate for use of alternative funding sources such as grants, donations, and volunteers.
 - (i) Non-supervised park/facility
 - (ii) Inclusionary services
 - (iii) Support services
- c. Setting Fees – The City Administrator and the Park & Recreation Coordinator shall set fees for programs and services in compliance with the targets listed above. Fees shall be adjusted during the course of each year as needed to ensure the cost recovery targets are achieved. The following strategies will be used in arriving at fees:
 - i. Market pricing: A fee based on demand for a service or facility or what the target market is willing to pay for a service. One consideration for establishing a market fee is determined by identifying all providers of an identical service (ex: private sector providers, municipalities), and setting the highest fee. Another consideration is setting the fee at the highest level the market will bear.
 - ii. Competitive Pricing: A fee based on what similar service providers or close proximity competitors are charging for service. One consideration for establishing a competitive fee is determined by identifying all providers of an identical service (ex: private sector providers, municipalities), and setting the mid-point or lowest fee.
 - iii. Cost recovery pricing: A fee based on cost recovery goals within market pricing ranges.
- d. Fee Review – The City Administrator/Park and Recreation Coordinator shall conduct an annual comprehensive review of cost recovery targets in compliance with these policy targets; this review will be forwarded to the Parks, Arbor, and Recreation Board which will forward their recommendation to the City Council via the Finance Committee.
- e. Use of Volunteers – Through an aggressive volunteer recruitment program the City shall seek to minimize the amount required for full tax investment with little to no fee support

(tier 1 services) and partial tax investment with minimal to partial fee support (tier 2 services).

- f. Alternate Funding Sources – Solicitation of funds through donations, fundraising events, nontraditional sources, and various other modes shall be encouraged by the Park, Arbor, and Recreation Board. Funds collected for any special purpose shall be earmarked for that purpose.

X-9 Grants

- a. Grant Opportunities – The City shall aggressively pursue grant opportunities; however, before accepting grants, the City will consider the current and future implications of accepting the monies.
- b. Federal Funds – Federal funds shall be actively sought by the City. The City shall use these funds to further the applicable national program goal. Because federal funds are not a guaranteed revenue source and are intended for a specific purpose, they will not be relied upon as an alternative source of capital improvement funds unless the federal grant is specifically for capital projects. Use of Federal funds shall support City goals and services.
- c. Grant Review – In reviewing grants the department director and Finance Director shall evaluate each grant offer and make their recommendation to the City Administrator after considering:
 - i. The amount of the matching funds required;
 - ii. In kind services that are to be provided;
 - iii. Length of grant and consequential disposition of service (ex: is the City obliged to continue the service after the grant has ended?); and,
 - iv. The related expenditures including administration, record keeping, and auditing expenditures.

Y. Unclaimed Property

The Unclaimed Property Policy provides direction for reporting and disposing of unclaimed property. It is to ensure compliance with the laws of the State of Washington concerning the identification and disposition of unclaimed property while under the control of the City of College Place. The Washington Unclaimed Property Act protects unclaimed property until it is returned to its rightful owner or their heir. Washington State law (RCW 63.29.170) requires the City to review their records each year to determine whether they hold any property that has been unclaimed for a set period of time.

Y-1 This law requires the City to exercise due diligence in attempting to locate owners of unclaimed property in its custody and to annually report certain unclaimed property to the State. Any unclaimed property will be written off the Cities books and the funds will be deposited with the State Treasurer as unclaimed property. These funds then become the property of the State. A claim from the original owner of the property must be made with the State Treasurer's office in order to receive the funds.

Y-2 The City Finance Director is responsible for the proper disposition of unclaimed property in accordance with rules established by the State of Washington.

Appendix A: Glossary

- **Account:** A record of additions, deletions, and balances of individual assets, liabilities, equity, revenues, and expenses.
- **Ad Valorem Taxes (Property Tax):** A tax levied on the assessed value of real property.
- **Appropriation:** A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.
- **Appropriation for Ordinances or Resolutions:** An ordinance or resolution by means of which appropriations are given legal effect. It is the method by which the expenditure side of the annual operating budget is enacted into law by the legislative body.
- **Assessed Valuation:** A valuation set upon real estate or other property by the County Assessor as a basis for levying property taxes.
- **AWC:** Association of Washington Cities
- **Balanced Budget:** A budget is considered balanced when the fund's total resources of beginning fund balance, revenues, and other financing sources is equal to the total of expenditures, other financing uses, and ending fund balance.
- **BARS:** Budgeting, Accounting, and Reporting System
- **Basis of Accounting:** The timing of recognition; that is, when the effects of transactions or events should be recognized for financial reporting purposes. For example, the effects of transactions or events can be recognized on an accrual basis (that is, when the transactions or events take place), or on a cash basis (that is, when cash is received or paid). Basis of accounting is an essential part of measurement focus because a particular timing of recognition is necessary to accomplish a particular measurement focus.
 - **Cash Basis:** A basis of accounting under which transactions are recognized only when cash is received or disbursed.
- **Benefits:** For budgeting purposes, employee benefits are employer payments for social security, retirement, group health and life insurance, and worker's compensation.
- **Bond:** A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.
- **Budget:** A legal document that provides City officials with the authority to incur obligations and pay expenses, allocating resources among departments and funds to reflect Council priorities and policies.
- **Budgetary Control:** The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.
- **Budget Document:** The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body. In addition to the budget document, an appropriation ordinance is necessary to formally approve the budget.

- **Budget Amendment:** The method used to make revisions to the adopted budget. Transfers between expenses within a fund do not require Council approval unless the adjustment includes use of fund balance.
- **Capital Assets:** Capital assets include land, improvements to land, easements, building, building improvements, vehicles, machinery, equipment, infrastructure, and all other tangible or intangible assets that are used in operations and have a useful life extending beyond a single reporting period, and a cost of \$5,000 or greater.
- **Capital Expenditures:** Any asset purchase or creation over the \$5,000 threshold as set by the State.
- **Capital Facility Plan (CFP):** A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise.
- **Comprehensive Plan:** A long-range policy adopted by the City to guide decisions affecting the community's physical development.
- **Consumer Price Index (CPI):** CPI measures a price change for a constant market basket of goods and services from one period to the next within the same city.
- **Cost Allocation:** The assignment of applicable costs incurred by a central services department to a fund based on the benefit to the fund being assessed.
- **Council Approved Bonds:** General obligation bonds whose issuance was authorized by the City Council.
- **CP:** College Place
- **Debt:** An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, notes, contracts, and accounts payable.
- **Debt Service:** Interest and principal payments on debt.
- **Debt Limit:** The maximum amount of gross or net debt that is legally permitted.
- **Deficit:** The excess of the liabilities of a fund over its assets; and the excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during an accounting period.
- **DNR:** Department of Natural Resources
- **DOH:** Department of Health
- **Enterprise Fund:** Proprietary fund used to report an activity for which a fee is charged to external users for goods or services.
- **Expenditures:** For governmental funds. Decreases in net current assets. Expenditures include debt service, capital outlays, and those current operating costs that require the use of current assets.
- **Expenses:** For business type funds. Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.
- **Fiduciary Fund:** A fund that accounts for assets held by the City as a trustee.
- **Fiscal Year:** A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

- Fixed Assets: Assets intended to be held or used for a long term purpose, such as land, buildings, and improvements other than buildings, machinery, and equipment. The City's capitalization threshold is \$5,000.
- Full Time Equivalent (FTE) Position: Refers to budgeted employee positions based on the number of hours for each position. A full-time position is 1.0 FTE and represents 2,080 hours each year.
- Fund: A fiscal and accounting entity with self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities and balances, and changes therein, which are segregated for the purposes of attaining certain objectives in accordance with special regulations, restrictions, or limitations.
- Fund Balance: Fund Balance is a calculation of the difference between the assets and liabilities of a governmental fund. Fund balances are either designated (funds that have been dedicated to a particular purpose) or undesignated (the remaining unappropriated balance of the fund after account for the designated funds).
- General (Current Expense) Fund: A specific Governmental Fund that accounts for tax supported activities of the City and other types of activities not accounted for in other funds.
- General Obligation Bonds: Bonds for the payment of which the full faith o the issuing government is pledged. G.O. Bonds can be voter approved (unlimited-tax general obligation bond-UTGO) where property owners are assessed property taxes for the debt repayment, or non-voted (limited-tax-general obligation bonds-LTGO) that are authorized by the governing authority (City Council) and are paid with existing tax revenues or another source.
- GMA: Growth Management Act
- Governmental Fund Types: Funds that provide general government services. These include the General Fund, Special Revenue Funds, Capital Project Funds, and Debt Service Funds.
- HVAC: Heating, Ventilation, and Air Conditioning
- Intergovernmental Revenue: Funds received from federal, state, and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.
- Internal Service Funds: These funds account for operations that provide goods or services to other departments or funds of the City or to other governmental units on a cost-reimbursement basis.
- Levy Rate: The property tax percentage rate used in computing the property tax amount due to the City.
- LID: Local Improvement District
- MG: Million Gallons a Day
- Operating Budget: The annual appropriation to maintain the provision of City services to the public. Annual operating budgets are essential to sound financial management and should be adopted by every government.
- O&M: Operation and Maintenance.
- Operating Transfer: Routine and/or recurring transfers of assets between funds.

- Organizational Chart: A graphic portrayal of relationships among positions and officials established by the City.
- Personnel: Refers to the number of full-time or part-time regular authorized positions which may be employed within the operation of the City.
- RCO: Washington State Recreation and Conservation Office
- Recon: The global retail real estate convention.
- REET: Real Estate Excise Tax
- Refunding Bonds: Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds.
- Reserve: (1) An account used to segregate a portion of fund balance to indicate that it is not available for expenditure; and (2) an account used to segregate a portion of fund equity as legally set aside for a specific future use.
- Revenue: Income received by the City in support of a program of services to the community. It includes such items as property taxes, fees, user charges, grants, fines and forfeits, interest income, and miscellaneous revenue.
- Revenue Bonds: Bonds whose principal and interest are secured by and payable exclusively from earnings of an Enterprise or Proprietary Fund.
- Salaries and Wages: Monetary compensation in the form of an annual or hourly rate of pay for hours worked.
- SCADA: Supervisory Control and Data Acquisition.
- SEPA: State Environmental Policy Act.
- Services and Charges: Expenditures for services other than personal services which are required by the City in the administration of its assigned functions, such as contracted services, insurance, utilities, printing, advertising, insurance, and rental of equipment.
- Special Revenue Funds: Funds used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.
- Supplies and Materials: Articles and commodities which are consumed or materially altered when used; such as, office supplies, motor fuel, building supplies, and postage.
- Taxes: Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges.
- TIB: Transportation Improvement Board.
- UGA: Urban Growth Area.
- WAC: Washington Administrative Code.
- WSDOT: Washington State Department of Transportation.
- WSRB: Washington Survey and Ratings Bureau.
- WTP: Water Treatment Plant.
- WWTP: Wastewater Treatment Plant.



2021

Financial Policy



City of College Place, Washington
4/13/2021

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A. Purpose

The 2020 Financial Policy assembles all of the City's financial policies in one document. They are the tools to ensure that the City is financially able to meet its immediate and long-term service objectives. The individual policies contained herein serve as guidelines for both the financial planning and internal financial management of the City.

The City of College Place is accountable to its citizens for the use of public dollars. Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community's present and future needs. These policies safeguard the fiscal stability required to achieve the City's goals and objectives.

B. Objective

In order to achieve its purpose, the Financial Policies have the following objectives for the City's fiscal performance.

- B-1 To guide the City Council and management policy decisions that have significant impact.
- B-2 To set forth operating principles that minimize the cost of government and financial risk.
- B-3 To employ balanced and fair revenue policies that provide adequate funding for desired programs.
- B-4 To maintain appropriate financial capacity for present and future needs.
- B-5 To promote sound financial management by providing accurate and timely information on the city's financial condition.
- B-6 To protect the City's credit rating and provide for adequate resources to meet the provision of the City's debt obligations on all municipal debt.
- B-7 To ensure the legal use of financial resources through an effective system of internal controls.
- B-8 To promote cooperation and coordination with other governments and the private sector in the financing and delivery of services.

C. General Budget Policies

C-1 Department directors have primary responsibility for formulating budget proposals in line with City Council and Mayor direction, and for implementing, monitoring, and reporting them once they are approved.

C-2 All City Departments share in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and programs will be developed to reflect current policy directives, projected resources, and future service requirements.

C-3 The Mayor and City Administrator with assistance from the Finance Department may develop administrative directives and general procedures for implementing the City Council's financial policies.

C-4 The Finance Department is responsible for coordinating the overall preparation and administration of the City's budget and Capital Investment Program Plan. This function is fulfilled in compliance with applicable State of Washington statutes governing local government budgeting practices.

C-5 The Finance Department assists department staff in identifying budget problems, formulating solutions and alternatives, and implementing any necessary corrective actions.

C-6 The City Council shall adopt the budget by ordinance at the fund level.

C-7 The City Council may adopt resolutions or ordinances to set financial policies to assure the financial strength and accountability of the City.

C-8 Interfund charges will be based on recovery of the both direct and indirect costs associated with providing those services.

C-9 Regular employee positions will normally be budgeted only in the City's operating funds.

C-10 Monthly financial reports, including a review of budgeted expenditures and revenues, will be prepared and reported to the Council at regular meetings. Included will be provisions for amending the budget during the year in order to address unanticipated needs, emergencies, or compliance with State of Washington budgetary statutes. Budget adjustments requiring City Council approval will occur through a process coordinated by the Finance Director and will occur prior to fiscal year end.

C-11 The Finance Department will review agenda items with potential fiscal impact submitted for City Council action. The objective of these reviews will be to ensure compliance with the budget and disclosure of all fiscal issues to the Council. This information will be presented in the fiscal impact section of each agenda bill.

C-12 Revenues derived from fees associated with development will be designated for the support of activities within the public works and community development functions of the city.

C-13 The City's budget presentation will be directed at displaying the City's services plan in a Council/constituent-friendly format.

C-14 The City will maintain equipment replacement funds that will receive annually budgeted contributions from the operating expenses of departments owning the capital equipment in an amount necessary to replace the equipment at the end of its useful life. Life cycle assumptions and required contributions will be reviewed annually as part of the budget process. Monies collected from the sale of assets carried on the equipment replacement schedules will be receipted to equipment replacement funds.

C-15 Operating Deficits: Recurring revenues will be sufficient to support recurring expenditures. Revenue estimates will be realistic and debt financing will not be used to support recurring operating expenses.

C-16 Interfund Loans and Transfers: Any interfund transfers and/or loans will be completed only after specific Council approval or inclusion in the approved annual budget.

C-17 Resources Greater than Budgeted Expenditures – Resources (fund balances) greater than budgeted expenditures in any fund shall be considered "one time" resources and shall not be used to fund ongoing service delivery programs unless approved by Council.

C-18 Full Time Equivalent (FTE) Budgeting – As a tool for Council consideration, all adopted budgets of the City will list the actual and proposed FTE allocation by department.

C-19 Current Service Levels – To aid in the prudent management of City affairs, City service levels will be established, monitored, and reviewed so a determination of required resources (both personnel and non-personnel) can be made for the ensuing budget year.

C-20 Expenditures that Delay Future Cost Increases – When practical, resources should be allocated for selective expenditures whose purpose is to avoid even larger costs in the future.

C-21 Expenditures that Forestall Adding Permanent Staff – Recognizing that personnel-related expenditures represent the largest portion of the City's budget, methods to increase efficiency should receive priority funding if it can forestall the addition of permanent staff.

C-22 Future Fiscal Effect of Programs or Personnel – Whenever new or additional programs or personnel are proposed, the current and future fiscal impact (as reflected in the 6-year financial forecast) shall be determined and reported to the City Council to aid in their deliberations.

C-23 Commitments that Can Reasonably Be Maintained Over the Long Term – Funding for new programs and services should be limited to the extent that they can be funded over the near-to-long term given the current revenue stream.

C-24 Overhead and Full Cost Allocation- Department and Fund budgets shall be prepared in a manner that reflects the full cost of providing services.

C-25 Maintenance of Quality Service Programs – If expenditure reductions are necessary, elimination of selective services is preferable to across-the-board cuts.

C-26 Efforts should be coordinated with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis, and support favorable legislation at the state and federal level.

C-27 Initiate, encourage, and participate in economic development efforts to create job opportunities and strengthen the local economy.

C-28 The City will strive to maintain fair and equitable relationships with its contractors and suppliers.

C-29 Distinguished Budget Presentation – As staffing allows, the City will work toward producing a budget document that meets the Distinguished Budget Presentation program as defined by the Government Finance Officers Association (GFOA).

C-30 The City will subscribe to the various budgetary deadlines established in [RCW 35A.33](#) for non-charter code cities.

D. Funds

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The City uses governmental, proprietary, and fiduciary funds. Each governmental fund, expendable trust, or agency fund is accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balances, revenues, and expenditures. Proprietary and similar trust funds use the revenue, expenses, and equity accounts similar to businesses in the private sector. The City of College Place segregates money to funds based on use and function as is specified by the Budgeting Accounting Reporting System (BARS) cash basis manual created by the State of Washington Auditor's Office. The City of College Place has 33 active funds. Funds can be added or omitted to the city ledger of accounts based upon future updates of

the BARS manual, recommendation of city finance staff, and passage of an ordinance by City Council. Types and definitions of funds are located below.

D-1 Current Expense Fund #001 – This is the city's primary operating fund. It accounts for all financial resources except those required to be accounted for in other funds and is generally considered to represent the ordinary operations of the city.

D-2 Technology Reserve Fund #012 – This fund is a sub-fund of Current Expense #001 and is used to account for all transactions related to information technology across the city.

D-3 Current Expense Reserve Fund #005 – This fund is a sub-fund of Current Expense #001 and is used as a reserve used to fund emergency situations as approved by City Council.

D-4 Employee Benefit Reserve Fund #061 – This fund is a sub-fund of Current Expense #001 and primarily funds post-employment benefits.

D-5 Street Fund #100 – This fund covers the operation and maintenance of city-owned transportation thoroughfares.

D-6 Criminal Justice Fund #120 – This fund is restricted to innovative law enforcement strategies, programs for at-risk children, and programs related to domestic violence.

D-7 Forfeited Proceeds Fund #121 – This fund is utilized for drug enforcement and related activities.

D-8 Hotel/Motel Tax Fund #130 – This fund is Utilized for community development.

D-9 ULTGO Bond Fund #201 – Debt service for the College Avenue/Rose Street project.

D-10 LTGO Bond Fund #202 – Debt service for any general obligation bond the City has approved.

D-11 Commercial Drive Fund #235 – Debt service to construct Commercial Drive.

D-12 Street Capital Contribution Fund #301 – Capital Fund used as an escrow account for developer contributions for street related impacts as a result of approved projects. Funds can only be used for street infrastructure impacted by the developer's project.

D-13 Capital Improvement Fund #305 - This fund is used to receipt the first ¼% tax on real estate sales in the city. Can only be used for capital projects listed on the City's Capital Facilities Plan.

D-14 Capital Improvement Fund #306 – This fund is used to receipt the second ¼% tax on real estate sales in the city which was adopted by City Council in December 2016. Can only be used for capital projects listed on the City's Capital Facilities Plan.

D-15 CDBG Project Fund #309 – This fund is used to segregate capital projects from CDBG grant funds.

D-16 Street Improvement Fund #311 – This fund is used to segregate street capital projects.

D-17 Facility Maintenance Reserve Fund #315 – This fund is used to segregate expenditures on city facility maintenance and replacement.

D-18 Equipment Reserve Fund #320 – This fund is a reserve for expensive equipment. It is entirely funded by transfers from the appropriate departments in which the equipment is found.

D-19 Economic Development Fund # 330 – This fund is utilized for capital projects that are tied to economic development and infrastructure development in commercial areas.

D-20 Economic Development Reserve Fund #340 - This fund was created to provide capital funding for projects that would result in additional economic financial return on investment to the City.

D-21 Water Fund #400 – This fund covers the day to day operation and maintenance of the water utility.

D-22 Wastewater Fund #401 – This fund covers the day to day operation and maintenance of the wastewater utility.

D-23 Stormwater Fund #402 – This fund covers the day to day operation and maintenance of the stormwater utility.

D-24 Stormwater Capital Reserve Fund #403 – This fund pays for major equipment and infrastructure programs used to support the Stormwater Utility.

D-25 Water Capital Reserve Fund #410 – This fund pays for major equipment and infrastructure necessary to support the Water Utility.

D-26 Wastewater Capital Reserve Fund #411 – This fund pays for major equipment and infrastructure necessary to support the Wastewater Utility.

D-27 Wastewater Debt Service Fund #412 – Debt service for Wastewater Treatment Plant SRF and PWTF loans are paid out of this fund. Additionally, an annual transfer is made from this fund to Fund #425 for payment toward the 2007 Water/Sewer Bonds.

D-28 Water Capital Improvement Reserve/Debt Service Fund #413 – Debt service for the Eastside Water System Improvements is paid out of this fund. Additionally, an annual transfer is made from this fund to Fund #425 for payment toward the 2007 Water/Sewer Bonds.

D-29 Water & Sewer Revenue Bond Fund #425 – Debt service on the 2007 Water/Sewer Bonds for the East Whitman Drive improvements is paid out of this fund.

D-30 Water & Sewer Bond Reserve Fund #426 – This fund will become the Debt Service Fund for the 2017/2018 Water System Revenue Bonds, if issued.

D-31 Water System Construction Fund #431 – This fund tracks revenues and expenses for capital improvements to the water system.

D-32 Equipment Rental & Replacement Fund #500 – Supports all departments of the city for the operation, maintenance, and availability of city owned vehicles and equipment.

D-33 Flexible Benefits Plan Fund #625 – Fiduciary fund tracking of deposits and payments in and out of the City's Section 125 Flexible Spending Plan.

E. Reserve & Contingency Funds

Adequate reserve levels are a necessary component of the City's overall financial management strategy and a key factor in external agencies' measurement of the City's financial strength. Prudent use of reserve funds enables the City to defray future costs, take advantage of matching funds, and other beneficial (but limited) opportunities. Reserve funds provide the city with the ability to exercise

flexible financial planning in developing future capital projects. Reserve funds are necessary to enable the City to deal with unforeseen emergencies.

E-1 Unreserved Fund Balances – It is the City’s policy to maintain an unreserved fund balance within all operating funds in a reasonable amount for emergency or unforeseen needs. The target ending fund balance shall be at least 17% of the budgeted revenues (excluding transfers in and interfund loan repayments) for the Current Expense Fund and at least 60 days’ operating and maintenance expense for the other City operating funds.

E-2 Debt Service Funds – It is the City’s policy to maintain, as a target, a one (1) year average annual debt service payment reserve for all debt except assessment debt.

E-3 Facilities Capital Reserve – The City has Facility Maintenance Reserve Fund #315 to address unforeseen City facilities capital expenditures. Contributions to the Facilities Capital Reserve Fund will be budgeted from the Real Estate Excise Tax (REET) #305 and #306 and/or Current Expense Fund #001 resources. The fund balance target to maintain in this account is \$300,000.

E-4 Rainy Day Fund #005 – Once unreserved fund balance goals are met the City will establish a rainy day fund with the purpose of meeting any unforeseen municipal expense. Annual contributions to this fund will be budgeted from Current Expense Fund resources. All expenditures from this fund shall have prior approval of the City Council. The City will strive to achieve a target reserve fund balance of 10% of the Current Expense Fund’s annual budgeted revenues (excluding transfers in and interfund loan repayments).

F. Revenue Policy

F-1 Revenue estimates should be prepared on a conservative basis to minimize the economic fluctuations that could imperil ongoing service programs during the upcoming budget cycle. Revenue increases greater than inflation will require additional documentation. Major revenue sources will require explanation.

F-2 Current revenues will be sufficient to support current expenditures.

F-3 All fees for service shall be reviewed on an annual basis and approved by City ordinance.

F-4 Revenues of a limited or indefinite term will not be used to fund ongoing service programs.

F-5 Grant applications to fund new service programs will be reviewed with due consideration being given to whether locally generated revenues will be required to support these programs when outside funding is no longer available.

F-6 Whenever possible, charges for services shall be set at an amount that reflects the actual cost of service delivery.

F-7 The City should strive to maintain a diversified mix of revenues in order to maintain needed services during periods of declining economic activity.

a. A base of property taxes and other stable revenues should be developed and maintained to provide a reliable base of revenues during periods of economic downturn.

b. The City's overall revenue structure should be designed to recapture for the City some of the financial benefits resulting from City economic and community development investments.

F-8 The following factors will be considered when the City's taxes are increased, extended, changed, or reduced:

a. Stability of the tax source over its expected life

b. Suitability for a pledge against future debt, if that is part of the City Council's long range intent for the new tax.

c. Spread the tax burden throughout the City's tax base by utilizing a broad array of tax sources available and by investigating mitigation of inequities and hardships where appropriate (e.g. property tax rebates for low-income elderly). Legislative remedies for harmful tax impacts should be sought where appropriate.

d. Apply the tax impact information for both residential and business taxpayers against a future vision of what the tax policy decision is intended to foster, in addition to the raising of revenues.

F-9 As much as reasonably possible, City services that provide private benefit should be supported by fees and charges in order to provide maximum flexibility in use of general City taxes to meet the cost of services of broader public benefit. Charges for services that benefit specific users should be fully recovered, including all direct and indirect costs including but not limited to, capital costs, department overhead, and Citywide overhead. Departments that impose fees for service charges should prepare and periodically every five years' update cost-of-service studies for such service. When consistent with legal requirements, other City interests such as remaining competitive within the region or meeting other City objectives may dictate a subsidy of a portion of the costs of such services. Factors to consider when determining possible subsidies include job creation and the expansion of property and sales tax bases.

F-10 Rate increases should be small and applied frequently to avoid an overly burdensome future increase.

F-11 The City will not use deficit financing and borrowing to support on-going operations in the case of long-term (greater than one year) revenue downturns. Revenue forecasts will be revised and expenses will be reduced to conform to the revised long-term revenue forecast or revenue increases will be considered.

G. Expenditure & Operating Policy

- G-1 Expenditures approved by the City Council define the City's spending limits for the upcoming fiscal year. The City will maintain an operating philosophy of cost control and responsible financial management.
- G-2 Budgeted annual expenditures will be maintained within the limitations of annual revenues.
- G-3 All interfund borrowings shall only be completed following approval of the City Council.
- G-4 Short-term borrowings (less than 5 years and less than \$20,000) will not be done without full financial analysis and the Council shall be informed of all such borrowings. Such borrowings may include commercial lines of credit, equipment loans, and capital leases.
- G-5 All long-term borrowing (greater than 5 years and \$20,000) shall include full life-cycle financial analysis and prior approval by the City Council.
- G-6 All authorized positions will be budgeted for a full year and with the best estimate of benefit rate unless specifically designated by the City Council as a partial-year position.
- G-7 Ongoing resources should be equal to or exceed ongoing expenditures. Each City fund budget shall identify ongoing resources that at least match expected ongoing annual requirements. One-time cash transfers and non-recurring ending fund balances will be applied to reserve or to fund one-time expenditures; they will not be used to fund ongoing programs.
- G-8 The City will seek to optimize the efficiency and effectiveness of its services to reduce costs and improve service quality.
- G-9 *Accurate inventories of physical assets, their condition, life span, and cost will be maintained.*
- G-10 The Finance Department will develop, maintain, and constantly seek to improve cash management systems which ensure the accurate and timely accounting, investment, and security of all cash assets. All cash received by City departments will be deposited the same business day as feasible. The Finance Director has oversight over cash handling policies and procedures.

H. Purchasing

H-1 Purpose

This code establishes guidance for:

- a. Acquisition of materials, supplies, and equipment not associated with a public works project.
- b. Contracting for personal and purchased services.
- c. Contracting for architectural and engineering services.

- d. Selection and bidding requirements for public works projects.

H-2 Policy statement

The city desires a fair and open process for procurement of goods and services that is free from the potential for bias and conflict of interest. In addition, the city desires consistent and appropriate practices for solicitations and contracting. All procurements of goods and services shall provide the city with the best quality and best value. All purchases are to be made within budgetary limitations and for the purpose of the goals and objectives approved in the city's budget. Any requested purchase that is not included in the current city budget shall be pre-approved by the department head, city administrator or city council, based on allowable signing authority. All purchases made by the city shall ultimately be approved by the city council through the voucher approval process in accounts payable.

H-3 Definitions

For purposes of this chapter the following words and phrases shall be defined as follows:

- a. "Award" means the formal decision by the city notifying a responsible bidder with the lowest responsive bid of the city's acceptance of the bid and intent to enter into a contract with the bidder.
- b. "Bid limits" means dollar amounts below which neither competitive bids nor the small works roster process is required for the purchase of equipment, supplies, materials or for public works projects.
- c. "Competitive bids" means a process following advertisement in designated legal newspapers and other media for equipment, supplies, material, and public works contracts open to all suppliers, vendors, and contractors, and in which price is the primary basis for consideration and contract award.
- d. "Contract" means a contract in writing for the execution of public work for a fixed or determinable amount duly awarded after advertisement and competitive bid, or a contract awarded under the small works roster process in RCW 39.04.155.
- e. "Emergency" means unforeseen circumstances beyond the control of the city that either: (1) present a real, immediate threat to the proper performance of essential functions; or (2) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.
- f. "Informal quote" means a quote or estimate conveyed verbally over the phone or in person that is documented by city staff in notes or memos.
- g. "Ordinary and necessary" means common and accepted in your trade or business and helpful and appropriate for your trade or business. An expense does not have to be indispensable to be considered necessary.
- h. "Personal services" means services that involve technical expertise provided by a consultant to accomplish a specific study, project, task, or other work.

- i. "Purchased services" are those provided by vendors for routine, necessary, and continuing functions of a local agency, mostly relating to physical activities.
- j. "Professional services agreement" means an agreement with an independent contractor for the rendering of professional services to the city. The city does not provide direction to the provider. The city states a goal and objective and the provider, under his/her own direction, accomplishes the goal.
- k. "Public work" means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the city, or which is by law a lien or charge on any property therein.
- l. "Qualified based selection" means a competitive procurement process in which consultants submit qualification and/or non-cost proposal. Selection based on most highly qualified firm, then final project scope and associated fee negotiated.
- m. "Request for proposal (RFP)" means similar to the formal bid process, except that factors other than price are used to award the contract.
- n. "Request for qualifications (RFQ)" means a procurement process with a focus on the qualification of the consultants, including experience of key staff, relevant past experience of the company, and client references.
- o. "Responsible bidder" means a contractor who meets the criteria in RCW 39.04.010 and 39.04.350.
- p. "Small works roster (SWR)" means a process through which there is competition for public works contracts following notification, normally through a request for quotes (RFQ), to some or all public works contractors who have requested placement on a roster kept by the local government agency.
- q. "Public agency work or day labor limits" are limits set by the state legislature on the amount of public works that can be accomplished using the city's own work force or by hiring day laborers. Limits are expressed as specific dollar amounts for single or multiple craft projects.

H-4 Adoption of RCW by reference

The provisions of the following RCW sections are adopted by reference, together with any amendments or additions hereafter made:

- a. RCW 35A.40.200, General law relating to public works and contracts, which references the following:
 - i. RCW 35.23.352, Public works contracts.
 - ii. RCW 39.04.010, Definition of public work.
 - iii. RCW 39.04.020, Day/agency labor limits.
 - iv. RCW 39.04.105, Protest procedures.
 - v. RCW 39.04.190, Purchase contract process.
 - vi. RCW 39.04.200, List of contracts awarded through purchase contract process.
 - vii. RCW 39.04.280, Emergency or sole source purchases.

- viii. RCW 39.04.350, Lowest responsible bidder.
- ix. RCW 39.04.155, Small works roster.
- x. RCW 39.12.020, Prevailing wages.

- b. RCW 35A.40.210, Public work or improvement – Procedures – Purchases.
- c. Chapter 39.10 RCW, Alternative Public Works Contracting Procedures.
- d. Chapter 39.30 RCW, Competitive Bidding Violations.
- e. Chapter 39.34 RCW, Intergovernmental Cooperative Purchasing Agreements.
- f. Chapter 39.80 RCW, Architectural and Engineering Services.
- g. RCW 42.23.030, Interest in contracts prohibited.

H-5 Payment of Claims

- a. Pursuant to RCW 35A.40.20, the city adopts a policy for the payment of claims and obligations of the city from solvent funds by bank checks from banking institutions duly designated by the appropriate city staff, it being further policy that the officers authorized shall be the mayor, city administrator and finance director and/or those designated by duly approved resolution of the city council.
- b. It is further the policy that all funds for which checks are drawn shall be solvent at the time payment is ordered. Dual signatures shall be required on all banking instruments and transactions except the transfer of moneys between checking, market interest, savings, investments and clearing accounts established on behalf of the city.
- c. Payment of transactions by ACH/EFT, require the approval/authorization of the Finance Director and subsequently approved by City Council.
- d. The mayor, city administrator or mayor pro tem in the absence of the mayor, is authorized to pay and disburse from city funds such charges as are billed to the city for goods or services received by the city before such payment is approved by the city council.

H-6 Purchasing Policy Procedures

- a. The following procedures will be followed when procuring goods or services:

Purchasing and Contracting Matrix				
TYPE	AMOUNT	APPROVAL AUTHORITY	MINIMUM PROCEDURE	ADDITIONAL NOTES
Purchase of Ordinary and Necessary Supplies, Materials, and Equipment	Up to \$500	Department Director	P.O. and/or Invoice	Informal Quotes
	Up to \$7,500	City Administrator	P.O. and Invoice	Informal Quotes
	\$7,501 - \$15,000	City Administrator	Vendor Roster or Competitive Bid, P.O. and Invoice	Minimum of 3 informal or written quotes if using vendor roster
	\$15,001 and Over	City Council	Competitive Bid, P.O. and Invoice	Formal bid process according to RCW 35.23.352
Public Works Contracts	Up to \$500	Department Director	P.O. and Invoice	Informal quote from any licensed contractor
	Up to \$2,500	City Administrator	P.O. and Invoice	Informal quote from any licensed contractor
	\$2,501 - \$15,000	City Administrator	Contract, P.O. and Invoice	Request informal bids from 2-3 licensed contractors.
	\$15,001 - \$40,000 (single trade)	City Council	Contract, P.O. and Invoice	Request informal bids from 2-3 licensed contractors.
	\$40,001 - \$300,000 (single trade)	City Council	Small Works Roster or Competitive Bid, Contract, P.O. and Invoice	Post bidding/contract documents on agency website or on a service provider's, such as Builders Exchange, Daily Journal of Commerce, etc., and send email announcement to all contractors in the appropriate SWR category requesting quotes by a certain date, OR, request formal bids from minimum of 5 SWR contractors with the appropriate capabilities. If estimated cost of work is greater than \$150,000 and less than all appropriate SWR contractors are invited to bid, then notification must be sent to all other appropriate SWR contractors that bids were sought.
	\$15,001 - \$65,000 (multiple trades)	City Council	Contract, P.O. and Invoice	Request informal bids from 2-3 licensed contractors.
	\$65,001 - \$300,000 (multiple trades)	City Council	Small Works Roster or Competitive Bid, Contract, P.O. and Invoice	Post bidding/contract documents on agency website or on a service provider's, such as Builders Exchange, Daily Journal of Commerce, etc., and send email announcement to all contractors in the appropriate SWR category requesting quotes by a certain date, OR, request formal bids from minimum of 5 SWR contractors with the appropriate capabilities. If estimated cost of work is greater than \$150,000 and less than all appropriate SWR contractors are invited to bid, then notification must be sent to all other appropriate SWR contractors that bids were sought.
	\$300,001 and Over	City Council	Competitive Bid, Contract, P.O. and Invoice	Formal bid process according to RCW 35.23.352

Limited Public Works	Up to \$15,000	City Administrator	Small Works Roster	Solicit bids from a minimum of 3 appropriate SWR contractors
	\$15,001 - \$35,000	City Council	Small Works Roster	Solicit bids from a minimum of 3 appropriate SWR contractors
Professional Services - Architects & Engineers	Up to \$15,000	City Administrator	Consultant Roster, Contract/P.O. and Invoice	Request proposals from 1-3 qualified firms from consultant roster
	\$15,001 - \$25,000	City Council	Consultant Roster, Contract/P.O. and Invoice	Request proposals from 1-3 qualified firms from consultant roster
	\$25,001 - \$100,000	City Council	Consultant Roster, Contract/P.O. and Invoice	Request proposals from 3-5 qualified firms from consultant roster
	\$100,000 and Over	City Council	RFQ/RFP, Contract/P.O. and Invoice	Prepare formal RFQ/RFP, advertise, and solicit responses from a minimum of 6 qualified firms
Non - Professional Services	Up to \$500	Department Director	Contract, P.O. and Invoice	Informal or written quotes from 1-3 qualified firms
	\$501 to \$15,000	City Administrator	Contract, P.O. and Invoice	Informal or written quotes from 1-3 qualified firms
	\$15,001 - \$40,000	City Council	Consultant Roster, Contract/P.O. and Invoice	Request proposals from 3-5 qualified firms from consultant roster
	\$40,001 and Over	City Council	RFQ/RFP, Contract/P.O. and Invoice	Prepare formal RFQ/RFP, advertise, and solicit responses from a minimum of 6 qualified firms

b. Employees that do not comply with the Purchasing Policy Procedures as outlined may have their purchasing authorities suspended or revoked at the discretion of the City Administrator, Mayor, or City Council.

H-7 Bid procedures generally

The city shall utilize the bid procedures for public works construction as set forth in RCW 35.23.352, as it exists as of or as amended after the effective date of the ordinance codified in this chapter, except as otherwise allowed therein and by this chapter.

H-8 Ethics, integrity, and best value for money

a. All employees of the City of College Place shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in a professional manner. The employees of the City of College Place shall observe the following principles and standards through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- i. Full accountability shall be taken for all purchasing decisions and the efficient, effective, and proper expenditure of public funds based on achieving the best value of money.

- ii. All purchasing practices shall comply with relevant legislation, regulations and requirements consistent with the City of College Place's policies, Code of Ethics, and Core Values¹.
 - iii. Purchasing is to be undertaken in which all potential suppliers are treated impartially, honestly, and consistently.
 - iv. All processes, evaluations, and decisions shall be transparent, free from bias, and fully documented in accordance with applicable policies and audit requirements.
 - v. Any actual or perceived conflicts of interest are to be identified, disclosed, and appropriately managed.
- b. The best value for money is an overarching policy that governs purchasing in order to provide the best possible outcome for the city. It is important to note that compliance with specifications is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

H-9 Small Public Works Roster

The following small works roster procedures are established for use by the City pursuant to RCW 39.04.155:

- a. Cost: The City need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed Three Hundred Thousand Dollars (\$300,000.00), which includes the costs of labor, material, equipment, sales, or use taxes as applicable. Instead, the City may use the Small Public Works Roster procedures for public works projects as set forth in this ordinance. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.
- b. Publication: At least once a year, MRSC shall, on behalf of the City, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and solicit the names of contractors for the small works roster. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.
- c. Telephone, Written, or Electronic Quotations: The City shall obtain telephone, written, or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1). The

¹ Code of Ethics and Core Values are outlined in Chapter 3 of the COCP Personnel Manual Adopted January 9, 2018; Resolution 18-002

City may establish supplementary bidder criteria under RCW 39.04.350 (2) to be considered in the process of awarding a contract.

- i. A contract awarded from a small works roster will not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
- ii. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from one hundred and fifty thousand dollars (\$150,000) to three hundred thousand dollars (\$300,000), the City may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The City has the sole option of determining whether this notice to the remaining contractors is made by:

- (i) publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
 - (ii) mailing a notice to these contractors; or
 - (iii) sending a notice to these contractors by facsimile or email.
- iii. At the time bids are solicited, the City representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;
 - iv. A written record shall be made by the City representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

d. Limited Public Works Process: If a work, construction, alteration, repair, or improvement project is estimated to cost less than thirty-five thousand dollars (\$35,000), the City may award such a contract using the limited public works process provided under RCW 39.04.155 (3). For a limited public works project, the City will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the City may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material men, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the City shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The City shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

e. **Determining Lowest Responsible Bidder:** The City Council shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the city council may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010) and who meets any supplementary bidder responsibility criteria established by the City.

f. **Award:** All of the bids or quotations shall be collected by the Mayor or his or her designee.

- i. The Mayor or his or her designee shall then present all bids or quotations and their recommendation for award of the contract to the City Council. The City Council shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
- ii. If the City Council delegates the authority to award bids the Mayor of the City for public works projects costing less than or equal to \$25,000.00, the Mayor shall have the authority to award public works contracts without City Council approval, provided that the City Council shall ratify the Mayor's approval at the next scheduled City Council meeting by means of the consent agenda. For public works projects costing more than \$25,000.00, the City Council shall award all public works contracts.

H-10 Consulting Services Roster

The following consulting services roster procedures are established for use by the City pursuant to RCW 39.80.030:

- a. **Consulting Services:** Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.
- b. **Publication:** At least once a year, MRSC shall, on behalf of the City, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the consulting services roster and solicit the names of consultants for the consulting services roster. MRSC shall add responsible consultants to the consulting

services roster at any time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meets minimum State requirements for roster listing.

c. Review and Selection of the Statement of Qualifications Proposals: The City shall use the following process to select the most highly qualified Architectural or Engineering firm off of the Consulting Services Roster to provide the required services:

- i. The City Council shall establish criteria that the Mayor, or his or her designee, must consider in evaluating Architectural or Engineering firms for a given project. Such criteria shall include a plan to insure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for architectural or engineering services. The level of participation by minority and women-owned firms and veteran-owned firms shall be consistent with their general availability within the jurisdiction of the City of College Place.
- ii. The Mayor, or his or her designee, shall evaluate the written statements of qualifications and performance data on file with the City of College Place at the time that architectural or engineering services are required;
- iii. Such evaluations shall be based on the criteria established by the City Council; and
- iv. The Mayor, or his or her designee, shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.
- v. The firm deemed most highly qualified by the agency to do the project will be selected.

d. Award:

- i. The City Council considers the proposal received and awards the contract; or
- ii. If the City Council delegates the authority to award projects the Mayor of the City for consulting services costing less than or equal to \$7,500.00, the Mayor shall have the authority to award contracts for consulting services without City Council approval, provided that the City Council shall ratify the Mayor's approval at the next scheduled City Council meeting by means of the consent agenda. For consulting services costing more than \$7,500.00, the City Council shall award all contracts for consulting services.

H-11 Vendor List Roster

The following vendor list roster procedures are established for use by the City pursuant to RCW 39.04.190:

- a. Purchase of materials, supplies, or equipment not connected to a public works project: The City is not required to use formal sealed bidding procedures to purchase materials,

supplies, or equipment not connected to a public works project where the cost will not exceed \$15,000.00. The City will attempt to obtain the lowest practical price for such goods and services.

b. **Publication:** At least twice per year, MRSC shall, on behalf of the City, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add responsible vendors to the vendor list roster at any time when a vendor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.

c. **Telephone, Written, or Electronic Quotations:** The City shall use the following process to obtain telephone or written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:

- i. A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase;
- ii. The Mayor, or his or her designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone or written quotations from the vendors for the required materials, supplies, or equipment;
- iii. The Mayor, or his or her designee, shall not share telephone or written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;
- iv. A written record shall be made by the Mayor, or his or her designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;

d. **Determining the Lowest Responsible Bidder:** The City shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the City may call for new bids.

e. **Award:** All of the bids or quotations shall be collected by the Mayor or his or her designee. The Mayor, or his or her designee, shall create a written record of all bids or quotations received, which shall be made open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised.

- i. The Mayor, or his or her designee, shall then present all bids or quotations and their recommendation for award of the contract to the City Council. The City Council shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
- ii. If the City Council delegates the authority to award bids to the Mayor, or his or her designee, for materials, supplies, or equipment costing less than or equal to

\$7,500.00, the Mayor, or his or her designee, shall have the authority to award public works contracts without City Council approval, provided that the City Council shall ratify the approval at the next scheduled City Council meeting by means of the consent agenda. For materials, supplies, or equipment costing more than \$7,500.00, the City Council shall award all vendor contracts.

- f. Posting: A list of all contracts awarded under these procedures shall be posted at City main administrative offices once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.
- g. Upon written authorization of the city administrator, the materials, equipment or services will be ordered from the lowest responsible bidder, whose quotation meets all specifications established for the item or items being purchased.
- h. Written confirmation of telephone quotations from responsible vendors is not required, but may be requested when warranted.
- i. Immediately after the award is made, the bid quotations are to be recorded and open to public inspection and are to be available by telephone inquiry.
- j. Special preference may be given for the purchase of products made from recycled materials or products that may be recycled or reused.

H-12 Lowest responsible bids

- a. Preservation of the integrity of the competitive bid system dictates that after competitive bids have been opened, award must be made to that responsible bidder who submitted the lowest responsive bid, unless there is a compelling reason to reject all bids and cancel the solicitation.
- b. In determining the lowest responsible bidder, the city shall consider any preferences provided by law to Washington products and vendors and, further, may take into consideration the quality of the articles proposed to be supplied, their conformity with specifications, the purposes for which required, and the times of delivery.
- c. In determining "lowest responsible bidder," in addition to price, the following elements shall be given consideration:
 - i. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
 - ii. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
 - iii. Whether the bidder can perform the contract within the time specified;
 - iv. The quality of performance of previous contracts or services;

- v. The previous and existing compliance by the bidder with laws relating to the contract or services;
- vi. Such other information as may be secured having a bearing on the decision to award the contract.

H-13 Intergovernmental purchases

The city council authorizes the purchase of goods without public bidding when acquired through:

- a. The Washington State Purchasing Cooperative; or
- b. Sourcewell – Cooperative Purchasing; or
- c. King County Purchasing Cooperative; or
- d. Another governmental unit where the city administrator and the requesting department have shown that the procurement meets the city's requirements and represents the most favorable procurement for the city considering price and other evaluation factors.

H-14 Purchase at auction

The city may purchase any supplies, equipment, or materials at auctions conducted by the government of the United States or any agency thereof, any agency of the state of Washington, any municipality or other government agency, or any private party without being subject to public bidding requirements if the items can be obtained at a competitive price.

H-15 Change orders

Change orders can be approved by the mayor/city administrator if below a ten percent total contract value and within departmental budget appropriation. Any change orders above ten percent contract value or requiring an appropriation above what has been appropriated through the yearly budgetary process will require city council approval.

H-16 Competitive bidding requirements--Exemptions

- a. Competitive bidding requirements utilized by the city when awarding contracts for public works and for purchases of materials, supplies, and equipment may be waived by the city council for:
 - i. Purchases that are clearly and legitimately limited to a single source of supply;
 - ii. Purchases involving special facilities or market conditions;
 - iii. Purchases in the event of an emergency;
 - v. Public works in the event of an emergency.
- b. If an emergency exists, the city administrator may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the city to address the emergency situation. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by

the city administrator, or designee, and entered of record no later than two weeks following the award of the contract.

c. For purposes of this section "emergency" means unforeseen circumstances beyond the control of the city that either: (1) present a real, immediate threat to the proper performance of essential functions; or (2) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

H-17 Sole/Single Source Acquisition

The City utilizes competitive bidding as required by law and situations occasionally arise when a purchase may be limited or effectively limited to a single supplier. These situations can include licensed, copyrighted, or patented products or services that only one vendor provides; new equipment or products that must be compatible with existing equipment or products; proprietary or custom-built software or information systems that only one vendor provides; or products or services where only one vendor meets the required certifications or statutory requirements. RCW 39.04.280(1)(a) allows agencies to waive competitive bidding if a purchase is clearly and legitimately limited to a single supplier. In the event that purchases are clearly and legitimately limited to a single source of supply, the City will prepare the required Single Source documents and have it signed by the Finance Director and/or the City Administration.

I. Federal Code of Conduct

I-1 Purpose

The purpose of the Code of Conduct is to ensure the efficient, fair and professional administration of federal grant funds in compliance with 2 CFR §200.112, 2 CFR §200.318 and other applicable federal and state standards, regulations, and laws.

I-2 Application

This Code of Conduct applies to all elected officials, employees or agents of the City of College Place engaged in the award or administration of contracts supported by federal grant funds

I-3 REQUIREMENTS

No elected official, employee or agent of the City of College Place shall participate in the selection, award or administration of a contract supported by federal grant funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:

- The City employee, elected official, or agent; or
- Any member of their immediate family; or
- Their partner; or
- An organization which employs, or is about to employ any of the above.

The City of College Place's elected officials, employees or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors or subcontractors.

I-4 REMEDIES

To the extent permitted by federal, state or local laws or regulations, violation of these standards may cause penalties, sanctions or other disciplinary actions to be taken against the City of College Place's elected officials, employees or agents, or the contractors, potential contractors, subcontractors or their agents. Any potential conflict of interest will be disclosed in writing to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.

J. Federal Purchasing

J-1 Purpose

Establish and maintain internal controls that provide reasonable assurance that Federal awards are being managed in compliance with all Federal regulations and with the terms and conditions of the award. The City of College Place will follow the Uniform Guidance, the Local Agency Guidelines (LAG) distributed by The Washington State Department of Transportation (WSDOT), Government Accountability Office Standards for Internal Control in the Federal Government (the Green Book) and the Committee of Sponsoring Organizations of the Treadway Commission's (COSO) Internal Control - Integrated Framework Principles.

J-2 Internal Controls

The City of College Place will maintain effective internal control over the Federal award providing reasonable assurance that the City of College Place is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.

- Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive.

J-3 Certification

To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash

receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

J-4 Advance Payments and Reimbursements

Payment methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the City of College Place whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

- Advanced payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the City of College Place to carry out the purpose of the approved program or project. Any advanced payments must be consolidated to cover anticipated cash needs.
- The City of College Place shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs.

J-5 Allowable Costs

Federal awards will meet the following general criteria in order to be allowable except where otherwise authorized by statute;

- Be necessary and reasonable for the performance of the Federal award;
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items;
- Be consistent with policies and procedures that apply uniformly to both Federally- financed and other activities of the City of College Place;
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.;
- Not be included as cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period;
- Be adequately documented.

J-6 Procurement

When procuring property and services under a Federal award, the City of College Place will follow 2 CFR §200.318 General procurement standards through §200.326 Contract provisions or City of College Place purchasing procedures whichever is more restrictive.

Contracts for more than the simplified acquisition threshold currently set at \$250,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Contracts and sub-grants of amounts in excess of \$250,000 requires that the City of College Place will comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

Verify and document that vendors are not suspended or debarred from doing business with the Federal government. Federal guidelines require grant recipients to ensure vendors with contracts or purchases exceeding \$25,000 are not suspended or debarred from participating in federal programs. All City purchases and contracts issued from federal resources that exceed \$25,000 are subject to these guidelines.

Before initiating any purchases or contracts with federal funds that exceed, or may potentially exceed \$25,000 within the fiscal year, the responsible administrator shall verify that the vendor is not listed on the System for Award Management (SAM) Exclusion list by checking at <https://www.sam.gov>. If the vendor is listed on the EPLS the administrator shall not complete the purchase or contract with the vendor. If the EPLS shows no records for the vendor, print the screen, retain a copy in the department files and proceed to process a requisition.

NOTE: Washington State Department of Enterprise Services (DES) does not check for suspension or debarment on State bid contracts.

J-7 Single Audit Act

The City of College Place, as a recipient of Federal funds, shall adhere to the Federal regulations outlined in 2 CFR §200.501 as well as all applicable Federal and State statutes and regulations.

J-8 Closure

A project agreement end date will be established in accordance with 2 CFR §200.309. Any costs incurred after the project agreement end date are not eligible for Federal reimbursement.

The following table outlines procurement requirements when using Federal funds.

Procurement Method	Goods	Services
Micro-Purchase - No required quotes. However, must consider price as reasonable, and, to the extent practical, distribute equitably among suppliers.	Under \$10,000 <i>Must use more restrictive City threshold instead of \$10,000 Federal threshold</i>	Under \$10,000 <i>Must use more restrictive City threshold instead of \$10,000 Federal threshold</i>
Small Purchase Procedures (informal)- Obtain/document quotes from a reasonable number of qualified sources (at least three).	\$10,000 – 249,000 <i>Must use more restrictive Federal threshold instead of \$300,000 City Threshold</i>	\$10,000 – 249,000 <i>Must use more restrictive Federal threshold instead of \$300,000 City Threshold</i>
Sealed Bids/ Competitive Bids (Formal)	\$250,000 or more <i>Must use more restrictive Federal threshold instead of \$300,000 City Threshold</i>	\$250,000 or more <i>Must use more restrictive Federal threshold instead of \$300,000 City Threshold</i>
Competitive proposals	Used when conditions are not appropriate for the use of sealed bids. • Must publicize request for proposals soliciting from an adequate number of qualified sources • Maintain written method for conducting technical evaluations • Contract must be awarded to the responsible firm whose proposal is most advantageous to the program	
Non-competitive proposals	Appropriate only when: • Available only from a single source; or • Public emergency; and • Expressly authorized by awarding or pass- through agency in response to written request from the City of College Place; or • After soliciting a number of sources, competition is deemed inadequate.	

K. EFT Controls

In 2018 the City of College Place started remitting payment to accounts payable vendors through ACH in addition to by paper check. The process for setting up an AP vendor to receive payments electronically is as follows:

K-1 Authorization and Agreement

New or existing AP vendor signs up electronically or by paper and must read, agree and sign the "City of College Place Authorization for Direct Payment" form through NvoicePay. In the form it states that the customer authorizes and agrees to accept payment from the City of College Place through electronic funds transfer, directed to the bank and account number specified, for any payment obligations the City of College Place may have to the vendor. The payments will be in accordance with and governed by the National Automated Clearing House Associations' Corporation Trade Payment Rules and Article 4A of the Uniform Commercial Code. The information provided by the individual or company is all handled through NvoicePay. The City is not responsible for incorrect information. It states that payments are deemed made by the City of College Place when the bank receives or has control of the transaction and the vendor shall not make claims against the City of College Place that occur thereafter. The vendor agrees to promptly notify the City of College Place if it does not receive any payment that it expected to receive as a result of the authorization form. The vendor receives an email notification from NvoicePay when payment is initiated.

K-2 Changes and Updates

All changed are made through NvoicePay. Prior to sending any changes to NvoicePay, the Deputy Finance Director calls the vendor to verify they want their ACH information updated. We use either the phone number on file or verify one on their website. We do not solely go off of an email request or mailed request. We always verify with a phone call.

K-3 Processing

When the AP Clerk runs a payable cycle, the payment batch can include ACH payments or not. If it does, an EFT batch file is created and downloaded on the server to be uploaded to NvoicePay.

K-4 Initiation

The AP Clerk initiates the payables through NvoicePay and the system sends an email requesting the Finance Director, Deputy Finance Director, or City Clerk, as back up, to initiate the ACH batch to the bank. The email from the system contains the ACH batch file name and the amount.

K-5 Bank Debit

NvoicePay then processes the transaction and processes a debit from the City's bank account for the full amount. There is no process for the City to upload a file to our bank to process the payments.

K-6 Auditing

The Finance Director runs an audit trail report through NvoicePay monthly to verify that the appropriate staff is creating, updating, or initiating payments.

The Roles:

The Accounts Payable Clerk

- Creates payment batch in Springbrook Express and uploads the payment to NvoicePay.

The Finance Director

- Initiates ACH batch through NvoicePay.
- Runs a monthly audit report to verify that internal controls are being followed.

Deputy Finance Director

- Backup to initiate the ACH batch through NvoicePay.

L. Cost Allocations - Payroll

In an effort to establish an allocation system that is fair, equitable, and supported by current data, and to comply with Washington State Law, RCW 43.09.210, which states in part, "All service rendered by...from, one department...to another, shall be paid for at its true and full value by the department...receiving the same, and no department...shall benefit in any financial manner whatever by an appropriation or fund made for the support of another," the City of College Place has identified payroll cost drivers which are used as the basis for the allocation of personnel costs to the responsible departments.

Cost drivers have been uniquely identified for each position based on that position's job duties and oversight of other positions. If a position is directly related to a specific fund, the allocation is solely to that fund. Positions that are allocated across multiple funds are based on either FTE's, expenses or revenues, job duties, a required time study, or a combination. These cost drivers and percentages will be reviewed and adjusted annually as needed in the Cost Allocation Procedures.

M. Credit Card Policy

RCW 43.09.2855 sets forth the requirements that local governments are to meet in order to use credit cards for making purchases and acquisitions. WAC 236-48-250 through WAC 236-48-254 gives additional detail in the usage of such credit cards.

The Administration in its desire to expedite the process of purchasing necessary materials, supplies and services in its operation of the city has authorized the use of credit cards by city staff.

While the use of credit cards may enhance the efficiency and convenience of making purchases for the City of College Place, it also demands additional responsibility by the credit card users. The Administration does not take this responsibility lightly and in accordance with state requirements, implements the following policy and procedures.

The College Place City Council shall adopt this policy and the noted procedures in accordance with RCW 43.09.2855.

M-1 Policy

All requirements with regard to the City of College Place's Purchasing policies shall be met in addition to the following procedures. Compliance with the conditions set forth in RCW 42.24.180; 43.09.2855; WAC 236-48-250 through 236-48-254 shall be met by the respective departments.

M-2 Procedures

a. Procedures for Obtaining Credit Cards

i. Cards Temporarily Issued to Individuals

- (i) Each individual will request a credit card as needed. The employee will be required to sign for the card at the time it is picked up at the Finance Department. Unless there is an emergency, the individual will try to schedule a time when they are going to pick up the credit card that is conducive to the work flow of the Finance Department.

ii. Cards Permanently Issued to Departments

- (ii) Department Heads will request approval from the Finance Director to receive and physically maintain credit cards within their department. The Finance Director will give approval in writing with a copy of such approval being forwarded to the other Finance Department staff and City Administrator.
- (iii) Upon approval of the Finance Director, Department Heads will be required to sign for the card(s) at the time they are picked up at the Finance Department. Should the department require additional cards than the number originally approved, they must once again request and receive approval from the Finance Director.

b. Log of Credit Card Activity

- i. A log will be kept for credit card usage, indicating for what purpose the card was used as for as well as the following information:
 - (i) Date Checked Out
 - (ii) Signed Out by (Finance Dept. staff or, if it is a card permanently checked out to a department, another department employee)
 - (iii) Last Name (of user, printed)
 - (iv) Card User's Signature
 - (v) Supplier Name (Vendor)
 - (vi) Purchase Amount
 - (vii) Date Checked In
 - (viii) Card Received by (Finance Dept. staff or, if it is a card permanently checked out to a department, another department employee)
 - (ix) Remarks (Reason for purchase)
 - ii. The original forms of credit card activity will be filed in the appropriate file in the Finance Department.
- c. Return of the Credit Card
- i. The card user will return the card within twenty-four (24) hours of use or of the employee's return to the city.
- d. Receipts for Credit Card Purchases
- i. Receipts will be turned in at the time the credit card is returned to the Finance Department (or the home department if the card is permanently assigned to a department). If there are missing receipts at the time the card is returned, a "Credit Card – Lost Receipt Form" must be completed, signed by the department head, and submitted in lieu of the receipt(s). For receipts returned to individual departments, no later than the 15th of each month, the Department Head will forward a copy of the log and any receipts, complete with BARS expense codes noted any other appropriate documentation or explanation to the Finance Department.
- e. Authorized Card Use
- i. Cardholders are authorized to use the card to purchase merchandise or services required as a function of their duties at the City of College Place. Unauthorized and/or inappropriate card use is addressed in the next section of this procedure.
 - ii. A purchase made with a credit card may be made in-store, by telephone, fax, Internet or U.S. mail. A purchase order is required per established Finance Department procedure.

If a credit card is issued for the purpose of covering expenses relating to authorized travel, the expenses must be listed on the pre-approved Travel/Training Request Form. Any charges against the credit card not properly identified on the Travel/Training Request Form shall be paid by the

- iii. official or employee by check or salary deduction, unless they were incurred due to unforeseen emergency circumstances and subsequently approved by administration.
- f. Unauthorized and/or Inappropriate Card Use
 - i. Credit cards must never be used to purchase items for personal use or for non-City of College Place purposes, even if the cardholder intends to reimburse the City of College Place. Unauthorized and/or inappropriate card use includes, but is not limited to:
 - (i) Items for personal use;
 - (ii) Items for non-City of College Place purposes;
 - (iii) Cash or cash advances;
 - (iv) Food and beverages for an individual employee. (However, authorized cards may allow for food and non-alcoholic beverages for business-related meetings and travel in compliance with system procedures and after obtaining approval for special expenses.);
 - (v) Alcoholic beverages;
 - (vi) Weapons of any kind or explosives (except authorized Police Department purchases);
 - (vii) Relocation expenses;
 - (viii) Entertainment; and
 - (ix) Recreation.
- g. Missing Receipts Procedure for Credit Cards
 - i. When a credit card is returned to the Finance Department and the card user does not have receipts or other appropriate documentation for purchases made with the card, the Finance Director will be notified immediately and a "Credit Card Missing Receipt" form will be given to the card user to assist them in documenting information about the lost receipt. Other receipts received when the card was used will be attached to the credit card missing receipt form.
 - ii. The Finance Director will review the form and forward the form, credit card and any other receipts attached to the Finance Department personnel for check in. Should further action be taken regarding the usage of the credit card by the user, it will be noted on the form and instructions given in memorandum form to the Finance Department personnel. A report of missing credit card activity will be forwarded to the City Administrator as deemed appropriate.
 - iii. When payment is made to the credit card issuer, the missing receipt form, other receipts and any other pertinent documentation will be attached to the voucher.

h. Disciplinary Action

- i. A cardholder who makes an unauthorized purchase with the card or uses the card in an inappropriate manner will be subject to revocation of credit card privileges and disciplinary action including restitution to the City of College Place for unauthorized purchases, possible card cancellation, possible termination of employment at the city and criminal prosecution.
- ii. If any item purchased with a credit card is not acceptable, arrangements must be made for a return for credit or an exchange. A cash refund or check is prohibited unless the vendor insists that a refund must be by cash or check, in which case the funds must be deposited immediately with the City of College Place.
- iii. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the City of College Place shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the official or employee up to an amount of the disallowed charges and interest at the same rate as charged by the company which issued the charge card. Any official or employee shall have credit card privileges revoked until any outstanding disallowed charge/interest balance is cleared. The City of College Place shall have unlimited authority to revoke use of any charge card issued under this section.

i. Responsibility and Accountability

It is the responsibility of each individual cardholder to:

- i. Follow all procedures as outlined in this document;
- ii. Safeguard the credit card and credit card account number at all times; lost or stolen credit cards must be reported immediately to the credit card agency and the City of College Place Finance Department;
- iii. Keep credit card in a secure location at all times;
- iv. Not allow anyone to use the credit card and/or credit card account number who is not authorized to do so;
- v. Obtain and retain original itemized receipts for goods and services purchased. An employee may be allowed to file a "Credit Card Missing Receipt Form" in lieu of a receipt if the original receipt is lost or a receipt was not/cannot be obtained;
- vi. Submit documentation in a timely manner (no later than the 15th of the month) to the Finance Department for payment processing;
- vii. Take any other steps necessary to ensure that the credit card is used only for authorized purposes.

j. Credit Card Limitations

- i. **Credit Limits:** The credit limit of credit cards used by the City of College Place shall be determined by the Administration after consultation with the Finance Committee. This limitation does not include “lines of credit” the City of College Place City Council may authorize. A listing of each credit card and the credit limit of each shall be maintained by the Finance Department.
 - ii. **Cash Advances:** In accordance with RCW 34.09.2855, no cash advances will be allowed. Credit card suppliers will be notified of this fact when credit cards are requested. Should a pin number be issued in error, the supplier will be notified and all copies of the pin number will be destroyed immediately.
 - iii. **Other Credit Accounts:** Some suppliers will request that the City of College Place have an open credit account for the purchase of supplies, services and other charges. These types of accounts would be for items such as public works maintenance supplies, building materials, office products, etc. Requests for open credit accounts shall be reviewed individually by the Finance Director. If it is determined that such an open credit account would be beneficial for the city, a request will be forwarded to the supplier with any required documentation in an effort to open an account. The Finance Department shall maintain a listing of each open credit account.
- k. **Periodic Reviews**
 - i. The City of College Place Finance Department shall conduct periodic reviews for proper card use. Credit card records will be audited from time to time.
- l. **Forms**
 - i. Credit Card Check-Out Register
 - ii. Credit Card Missing Receipt Form
 - iii. Listing of Credit Card
 - iv. Listing of Credit Accounts

N. Disposal of Surplus Property

N-1 Purpose

This chapter establishes procedures for disposition of property, other than real estate, which is surplus to the needs of the city. It is the intention of council that the procedures set forth in this chapter are preferred over others.

Therefore, special procedures called for under other legislation are to be deemed exceptions to this chapter, and their use is to be limited accordingly.

N-2 Responsibility for administration

The city administrator, or such other officer as may from time to time be appointed, is responsible for the administration of this chapter. The city administrator shall coordinate the disposition of surplus property and shall aid the council in determining the best method of disposal. All departments of the city shall cooperate with the city administrator to ensure the most efficient and beneficial disposition of surplus property. Surplus of city property shall be done in accordance with RCW 35A.11.010, 35.94.040, 39.33.010, 39.33.020, 42.30.110(l)(b), 42.30.110(l)(c), 42.56.260,

43.09.210, and Chapter 35.94 RCW.

N-3 Determination of value

A department wishing to dispose of a single item of surplus property, or a group of items, shall make an estimate of the reasonable market value in "as is, where is" condition. If the department responsible for the property cannot make the estimate, the city administrator shall determine the reasonable market value.

N-4 Report to city administrator--Initial procedure

A city department responsible for property which it wishes to declare surplus shall provide the city administrator with a detailed description of the property, its location and condition, and its estimated value. The city administrator shall then determine if any other department of the city has use for the property. If such a use is found, the city administrator shall carry out the transfer of ownership and shall ensure that, if necessary, the fund disposing of the property is reimbursed for its reasonable market value.

N-5 Property worth five thousand dollars or less

If the property is not needed by the city and the estimated value is five thousand dollars or less, the city administrator may dispose of the property by one of the methods listed in this chapter without reporting the matter to the city council.

N-6 Procedure - Property of a value over five thousand dollars

Disposition of surplus property of a value over five thousand dollars must be approved by a majority of the city council.

The procedure is as follows:

- a. The council shall examine the report of the city administrator at a public meeting and shall then either approve the report or give further directions to the city administrator.
- b. The city administrator shall carry out the directions of the council with the assistance of the department owning the property.
- c. If directed to do so by the council, the city administrator shall prepare a written report of the arrangements made, whereupon:
 - i. The council shall consider the report of the city administrator at either a public or an executive session, and shall then give further directions to the city administrator as follows:
 - (i) Approve the disposition;
 - (ii) Approve the disposition with additional special conditions; or
 - (iii) Disapprove the proposed disposition, whereupon it shall give the city administrator directions for further action.

N-7 Methods of disposition

Permissible methods of disposition of surplus property include, but are not limited to:

- a. Public auction;
- b. Solicitation of sealed bids:
 - i. The minimum bid threshold will be established by the department head in charge of the asset to be surplus;
 - ii. The minimum bid threshold will be approved by the city administrator;
- c. Transfer to another agency of government at or below reasonable market value; or
- d. Lease or loan to other governmental agencies.

N-8 Guidelines for decision

The council shall dispose of surplus property in the manner that they deem to be the best interests of the city. Considerations include but are not limited to:

- a. Possible future requirements of the city;
- b. Present value of the property;
- c. Likelihood of locating a buyer;
- d. Intergovernmental cooperation;
- e. The general welfare of the citizens of the city.

N-9 Statutory exceptions

Certain city ordinances and provisions of the Revised Code of Washington impose special conditions for the disposition of municipal property. Where necessary, city officials shall comply with those laws, treating them as limited exceptions to this chapter. Exceptions include, but are not limited to, the following as they may from time to time be amended:

- a. Disposition of works of art;
- b. RCW 27.12.305, 27.12.320, disposition of library materials;
- c. RCW 35.21.088, equipment rental;
- d. RCW 35.21.660 through 35.21.690, 35.21.745 through 35.21.757, transfers to municipally chartered corporations;
- e. RCW 35.21.820, ride-sharing vehicles;
- f. Chapter 35.94 RCW, surplus utility property;
- g. Chapters 39.33 and 39.34 RCW, intergovernmental agreements; alternate method for intergovernmental disposition of property;
- h. RCW 46.55.220, disposition of abandoned junk motor vehicles;
- i. Chapters 63.21 and 63.32 RCW, disposition of found or unclaimed property in the hands of the police.

O. Investments

O-1 Policy

It is the policy of the City of College Place to invest public funds in a manner which will provide the maximum security of the principle, meet the daily cash flow demands of the City, and strive for a high investment return while conforming to all laws and regulations governing the investment of public funds.

O-2 Scope

This investment policy applies to all financial assets of the City of College Place. These funds are accounted for in the City's annual report and include:

- a. General Fund
- b. Special Revenue Funds
- c. Capital Project Funds
- d. Enterprise Funds
- e. Trust and Agency Funds
- f. Any new fund created by ordinance of the City Council, unless specifically exempted.

O-3 Prudence

Investments shall be made with judgement and care – under circumstances then prevailing – which persons or prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

- a. The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

O-4 Objective

The primary objectives, in priority order, of the City’s investment activities shall be:

- a. Safety: Safety of principal is the foremost objective of the City of College Place. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- b. Liquidity: The City’s investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.
- c. Return on investment: The City’s investment portfolio shall be designed with the objective of attaining a market rate of return given the City’s risk constraints and cash flow requirements.

O-5 Delegation of Authority

Management responsibility for the investment program is hereby delegated to the Finance Director. The Finance Director will be responsible for all transactions undertaken. The Finance Director shall establish written procedures for the operation of the investment program consistent with the investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedure established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Subject to required procurement procedures, the City may engage the support services of outside professionals in regard to its financial program, so long as it can be determined or anticipated that these services produce a net financial advantage or necessary financial protection of the City’s

resources. External service providers shall be subject to the Revised Codes of Washington and the provisions of this Investment Policy.

O-6 Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Administrator any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the City of College Place, particularly with regard to the time of purchases and sales.

O-7 Authorized Financial Dealers and Institutions

The Finance Director is authorized to conduct investment transactions with several competing, reputable investment securities broker/dealers and financial institutions. Authorized broker/dealers and financial institutions will be limited to those that are approved by the Finance Director and meet one or more of the following:

- a. Financial institutions approved by the Washington Public Deposit Protection Commission (RCW 39.58); or,
- b. Primary dealers recognized by the Federal Reserve Bank; or
- c. Non-primary dealers qualified under the US Securities and Exchange Commission Rule 15C3-1, the Uniform Net Capital Rule, and a certified member of the National Association of Securities Dealers.

Each authorized broker/dealer or financial institution will be selected by creditworthiness, required to maintain an office in the State of Washington, and may be required to regularly submit annual reports, including audited financial statements when not available online. Additionally, broker/dealers may be required to complete a broker/dealer questionnaire or any other information that is required by the City to assess the qualifications of the firm.

O-8 Authorized Investments

Authorized investments are securities and investments authorized by state statute as defined in RCW's 39.58 and 39.59.040(4-5), 39.60.050, and 43.250. Authorized investments include:

- a. Investment deposits, including certificates of deposit, with qualified public depositories as defined in RCW 39.58.
- b. Certificates, notes, or bonds of the United States, or other obligations of the United States or its agencies, or of any corporation wholly owned by the government of the United States (such as the Government National Mortgage Association).
- c. Obligations of government-sponsored corporations which are eligible as collateral for advances to member banks as determined by the Board of Governors of the Federal Reserve System (These include but are not limited to Federal Home Loan Bank notes and bonds, Federal Farm Credit Bank consolidated notes and bonds, and Federal National Mortgage Association notes, bonds, and guaranteed certificates of participation.)
- d. State Investment Pool.

- e. Mutual funds, escrow accounts, public fund money market accounts or cash type accounts used specifically for proceeds of municipal securities.

O-9 Safekeeping and Custody

All security transactions entered into by the City of College Place shall be conducted on a delivery-versus payment (DVP) basis. Securities will be held by a third party custodian designated by the Finance Director.

O-10 Diversification

The City will diversify its investments by security type and institution. The following schedule provides the maximum holdings in any one type of investment or with any one issuer.

Type of Security	Maximum Holdings
Certificates of Deposit	50% of Portfolio, 10% per Issuer, 20% of Issuer's Net Worth
U.S. Treasury Notes, Bonds, or Certificates	100% of Portfolio
U.S. Government Sponsored Corporations	100% of Portfolio
State Investment Pool	100% of Portfolio
Public Fund Money Market Accounts, Escrow accounts, Cash Type Accounts	Minimum amount to be pledged as debt reserves, or other debt related monies.
Mutual Funds	Arbitrage related only

O-11 Maturities

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, or restricted by state guidelines, the City will not directly invest in securities maturing more than five years from the date of purchase.

O-12 Internal Control

The City will maintain processes of internal controls to protect against the loss of public funds arising from negligence, theft, or misuse. These controls will include, but not be limited to:

- a. The use of third party custody and safekeeping;
- b. The execution of all securities transactions on a delivery-versus payment basis;
- c. The clear delegation of investment authority;
- d. The separation of transaction authority from record keeping;
- e. The use of objective criteria in selecting financial institutions and dealers authorized to provide investment services to the state;
- f. The use of objective criteria in awarding investment purchases and sales to authorized financial institutions and dealers.

O-13 Performance Standards

The City's investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the City's investment risk constraints and cash flow needs.

- a. Investment Strategy: The City's investment strategy is passive. Securities are purchased and sold as it best meets the needs of the City as determined by the Finance

Director. The Finance Director will be authorized to trade before maturity if it is in the best interest of the City to do so.

b. Market Yield Benchmark for Long Term Portfolio: Given this strategy, the basis used by the City to determine whether market yields are being achieved shall be the Average US Treasury Note rate which corresponds with the average life of the investments in the portfolio.

c. Market Yield Benchmark for Short Term Portfolio: The weighted average yield of liquid portfolio, defined as securities with original maturity of less than 30 days, will be compared quarterly to the LGIP average yield.

O-14 Reporting

The Finance Director will provide the Mayor and/or City Administrator and Council with a monthly report of investment holdings and activity.

O-15 Monitoring

The Finance Director will routinely monitor the contents of the portfolio, the available markets, and the relative values of competing instruments. Securities will be bought and sold to obtain market yield through both transactions gains and interest earnings when the option is available.

O-16 Internal Purchases and Sales

The Finance Director may buy and sell investments between funds to meet monthly cash flow requirements. Earned interest on investments shall be credited to the fund holding ownership of the investment at the time the interest is earned.

P. Capital Improvement Program/Policies (CIP)

Purpose: To maintain the City's investment in infrastructure, this policy provides direction for the development and implementation of the annual CIP.

Scope: The City has a significant investment in the infrastructure necessary for the general public's use. The infrastructure systems – streets, bikeways and sidewalks, water distribution system, wastewater treatment plants and collection system, storm water conveyance system, parks, recreation facilities, open spaces, and municipal facilities – are important to the general well-being of the community. The City maintains and enhances the infrastructure systems by developing long-term plans and securing the funding necessary to implement the plans. The Capital Improvement Program is developed to advise the community of the plans for maintaining the public investment, and to ensure the resources are available to invest when the community requires them.

P-1 It is the City's policy to ensure that adequate resources are allocated to preserve existing infrastructure and other capital assets before targeting resources toward construction and acquisition of public facilities or major equipment.

P-2 The City will develop a six-year Capital Facilities Plan (CFP) to identify and coordinate infrastructure and facility needs in a way that maximizes the return to the community. All capital improvements will be made according to the adopted CFP.

P-3 The Capital Facilities Plan will be formulated using an analysis of long-term, overall resources and will include projected funding sources and ongoing operations and maintenance costs. Future changes in economic or demographic factors identified in the financial forecasting process will be incorporated in the capital budget projections. The plan will be updated annually. Any planned use of debt financing shall include an analysis of debt services costs and funding resources available to pay the associated debt.

P-4 The first year of the Capital Facilities Plan will constitute the capital budget for the ensuing budget year. The capital budget and the base operating budget will be reviewed at the same time to assure that the City's capital and operating needs are evaluated in a balanced manner.

P-5 A long-range Transportation Improvement Plan (TIP) will provide the framework for the City's future investment in transportation related infrastructure. This ensures that infrastructure projects incorporated into the Capital Facilities Plan (CFP) will be the embodiment of the officially stated direction of the City's Comprehensive Plan, Strategic Plan, and supporting documents.

P-6 The City may administer a Local Improvement District (LID) program. For capital projects whose financing depends in part or wholly on an LID, interim financing may be issued to support the LID's portion of the project budget. The amount of the interim financing shall be the current estimate of the final assessment roll as determined by the administering department.

P-7 The City will determine the most cost effective financing method for all new projects. Whenever possible, the City will use intergovernmental assistance and other outside resources to fund capital projects. Additional funding may come from designated surpluses in the Current Expense Fund and certain special revenue funds as outlined in the general budget policy.

P-8 An operating cost projection, including all funding sources will be required for all projects proposed for funding within six (6) years.

P-9 Construction Standards – Capital improvements constructed in the City shall be designed and built based on published construction standards which shall be periodically updated by the City Engineer and adopted by City Council. The construction standards will assure projects are built with an acceptable useful life and minimum maintenance costs.

P-10 Estimated useful lives for the various categories of capital facility and equipment assets:

- a. Land: N/A
- b. Land improvements: 20 years
- c. Buildings: 40 years
- d. Major Building Improvements: 40 years
- e. Minor Building Improvements: 20 years
- f. Construction in progress: N/A
- g. Machinery and Equipment
 - i. Outdoor Equipment: 20 years
 - ii. Police and Fire Equipment: 10 years
 - iii. Machinery and Tools: 15 years
 - iv. Business Machines: 10 years
 - v. Communications Equipment: 10 years
 - vi. Computer Equipment/Software: 7 years

- vii. Audiovisual Equipment: 10 years
- viii. Musical Instruments: 10 years
- h. Vehicles
 - i. Licensed Vehicles: 8 years
 - ii. Police Cruisers: 6 years
- i. Infrastructure
 - i. Roads (Bituminous Concrete): 20 years
 - ii. Road Improvements (Grind and Overlay): 10 years
 - iii. Bridges: 50 years
 - iv. Traffic Signals: 10 years
 - v. Sidewalks and Curbs: 20 years
 - vi. Basins and Levees: 60 years
 - vii. Street Lighting: 15 years
 - viii. Storm Drains: 50 years
 - ix. Sewer Mains and Interceptors: 50 years

Q. Debt Management

The amount of debt issued by the City is an important factor in measuring its financial performance and condition. Proper use and management of borrowing can yield significant advantages.

Q-1 The basic objectives of the City's debt management policies are to:

- a. Achieve the lowest possible cost of borrowing.
- b. Ensure access to capital markets to adequately provide the long-term financial needs of the City.
- c. Be received by the markets as a strong and sound credit which has fully demonstrated its commitment to meet all obligations in a timely manner.
- d. Monitor and control capital spending in such a way that capital market entry can be planned.
- e. Maintain a level and structure of outstanding indebtedness that does not lead to erratic and excessive debt service requirements, thereby avoiding unnecessary strain on the operating budgets.
- f. To smooth the use of debt so that debt service payments will be predictable and a manageable part of the operating budget.
- g. Provide for the distribution of pertinent information to rating agencies.
- h. Apply and promote prudent fiscal practices.

Q-2 The following debt guidelines are established to provide needed equipment and capital infrastructure improvements while minimizing the impact of debt payments on current revenues:

- a. City Council approval is required prior to the issuance of debt.
- b. The City will use the services of certified and credible legal counsel and underwriting firms in the preparation of all long-term debt representations.
- c. The term of the debt shall never extend beyond the useful life of the improvements to be financed.
- d. The City will use the most prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements. In no case will the City lease-purchase equipment whose useful life is less than the term of the lease.

- e. The City will not use long-term debt to pay for current operations. The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.
- f. Long-term borrowing will only be used for capital improvements that cannot be financed from current revenues.
- g. Interest earnings on bond proceeds will be limited to 1) funding the improvements specified in the authorizing bond ordinances, or 2) payment of debt services on the bonds.
- h. The City will maintain its bond rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved. The City will encourage and maintain good relations with financial bond rating agencies and will follow a policy of full and open disclosure.
- i. The City shall use refunding bonds in accordance with the Refunding Bond Act, RCW 39.53. Unless otherwise justified, the City will refinance debt to achieve true savings as market opportunities arise. Refunding debt shall never be used for the purpose of avoiding debt service obligations. A target 4% cost savings (discounted to its present value) over the remainder of the debt must be demonstrated for any “advance refunding”, unless otherwise justified.
- j. Short-term borrowing will only be used to meet the immediate financing needs of a project for which long-term financing has been secured but not yet received.
- k. The City will comply with all statutory debt limitations imposed by the Revised Code of Washington (RCW). The City of College Place debt will not exceed the aggregated total of 7.5% of the assessed valuation of the taxable property with the City. Compliance with state law and this policy shall be documented each year in the City’s Annual Report.

The following individual percentages (as defined in state law) shall not be exceeded in any specific debt category:

i. General Debt	2.5% of assessed valuation
ii. Utility Debt	2.5% of assessed valuation
iii. Open Space and Park Facilities	2.5% of assessed valuation

Q-3 Purpose and Overview

The Debt Policy for the City is established to help ensure that all debt is issued both prudently and cost effectively. The Debt Policy sets forth comprehensive guidelines for the issuance and management of all financings of the City. Adherence to the policy is essential to ensure that the City maintains a sound debt position and protects the credit quality of its obligations.

Q-4 Capital Planning

The City shall integrate its debt issuance with its Capital Improvement Program (CIP) spending to ensure that planned financing conforms to policy targets regarding the level and composition of outstanding debt. This planning considers the long-term horizon, paying particular attention to financing priorities, capital outlays, and competing projects. Long term borrowing shall be confined to the acquisition and/or construction of capital improvements and shall not be used to fund operating or maintenance costs. For all capital projects under consideration, the City shall set aside sufficient revenue from operations to fund ongoing normal maintenance needs and to provide reserves for periodic replacement and renewal. The issuance of debt to fund operating deficits is not permitted.

Q-5 Legal Governing Principles

In the issuance and management of debt, the City shall comply with the state constitution and with all other legal requirements imposed by federal, state, and local rules and regulations, as applicable.

- a. State Statutes – The City may contract indebtedness as provided for by State law, subject to statutory and constitutional limitations on indebtedness.
- b. Federal Rules and Regulations – The City shall issue and manage debt in accordance with the limitations and constraints imposed by federal rules and regulations including the Internal Revenue Code of 1986, as amended; the Treasury Department regulations there under; and the Securities Acts of 1933 and 1934.
- c. Local Rules and Regulations – The City shall issue and manage debt in accordance with the limitations and constraints imposed by local rules, policies, and regulations.

Q-6 Roles & Responsibilities

The City Council shall:

- a. Approve indebtedness;
- b. Approve appointment of the bond underwriter and bond counsel;
- c. Approve the Financial Policy, including the section on the Debt Policy;
- d. Approve budgets sufficient to provide for the timely payment of principal and interest on all debt; and

The Finance Director in consultation with the City staff members such as City Administrator, Finance Committee, the Mayor, and full Council shall:

- a. Assume primary responsibility for debt management;
- b. Provide for the issuance of debt at the lowest possible cost and risk;
- c. Determine the available debt capacity;
- d. Provide for the issuance of debt at appropriate intervals and in reasonable amounts as required to fund approved capital expenditures;
- e. Recommend to the City Council the manner of sale of debt;
- f. Monitor opportunities to refund debt and recommend such refunding as appropriate;
- g. Comply with all Internal Revenue Service (IRS), Securities and Exchange (SEC), and Municipal Securities Rulemaking Board (MSRB) rules and regulations governing the issuance of debt.
- h. Provide for the timely payment of principal and interest on all debt and ensure that the fiscal agent receives funds for payment of debt service on or before the payment date;
- i. Provide for and participate in the preparation and review of offering documents;
- j. Comply with all terms, conditions, and disclosure required by the legal documents governing the debt issued;
- k. Submit to the City Council all recommendations to issue debt;
- l. Provide for the distribution of pertinent information to rating agencies;
- m. Comply with undertakings for ongoing disclosure pursuant to SEC Rule 15c2;
- n. Apply and promote prudent fiscal practices.

Q-7 Ethical Standards Governing Conduct

The members of the City staff will adhere to the standards of conduct as stipulated by the Public Disclosure Act, RCW 42.17, and Ethics in Public Service RCW 42.52.

Q-8 Types of Debt Instruments

The City may utilize several types of municipal debt obligations to finance long-term capital projects. Subject to the approval of City Council, the City is authorized to sell:

- a. Unlimited Tax General Obligation Bonds – The City shall use Unlimited Tax General Obligation Bonds (UTGO), also known as “Voted General Obligation Bonds” for the purpose of general purpose, open space and parks, and utility infrastructure. Voted issues are limited to capital purposes only. Every project proposed for financing through general obligation debt should be accompanied by a full analysis of the future operating and maintenance costs associated with the project. UTGO Bonds are payable from excess tax levies and are subject to the assent of 60% of the voters at an election to be held for that purpose, plus validation requirements.
- b. Limited Tax General Obligation Bonds – A Limited-Tax General Obligation debt (LTGO), also known as “Non-Voted General Obligation Debt”, requires the City to levy a property tax sufficient to meet its debt service obligations but only up to a statutory limit. The City shall use LTGO Bonds as permitted under State law for lawful purposes only. General Obligation debt is backed by the full faith and credit of the City and is payable from non-voter approved property taxes and other money lawfully available. LTGO Bonds will only be issued if:
 - i. A project requires funding not available from alternative sources;
 - ii. Matching fund monies are available which may be lost if not applied for in a timely manner; or
 - iii. Emergency conditions exist.
- c. Revenue Bonds – The City shall use Revenue Bonds as permitted under State law for the purpose of financing construction or improvements to facilities of enterprise (ex: water, wastewater, stormwater) systems operated by the City in accordance with the Capital Improvement/Facility Plan.
- d. Special Assessment/Local Improvement District Bonds – The City shall use Special Assessment Bonds as permitted under State law for assuring the greatest degree of public equity in place of general obligation bond where possible. Local Improvement District (LID) Bonds represent debt that is repaid by the property owners who specifically benefit from the capital improvements through annual assessments paid to the City. LID’s are formed by the City Council after a majority of property owners agree to the assessment. No taxing power or current expense pledge is provided as security and LID Bonds are not subject to statutory debt limitations. The debt is backed by the value of the property within the district and an LID Guaranty Fund, as required by State Law.
- e. Short Term Debt – The City shall use short term debt as permitted by State law for the purpose of meeting any lawful purpose of the municipal corporation, including the immediate financing needs of a project for which long term funding has been secured but not yet received. The City may use inter-fund loans rather than outside debt instruments to meet short-term cash flow needs for the project. Inter-fund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of the funds will not impact the fund’s current operations. All inter-fund loans will be subject to Council approval and will bear interest at prevailing rates.
- f. Leases – The City is authorized to enter into capital leases under State law, subject to the approval of City Council.

- g. Public Works Trust Fund Loans – The City shall use Public Works Trust Fund Loans (when available) as provided under State law for the purpose of repairing, replacing, or creating domestic water systems, sanitary sewer systems, storm sewer systems, roads, streets, solid waste/recycling facilities and bridges.

Q-9 Communication Policy

- a. It is the policy of the City to remain as transparent as possible.
- b. The City shall manage relationships with the rating analysts assigned to the City's credit, using both informal and formal methods to disseminate information.
- c. The City's Basic Financial Statements and Notes shall be a vehicle for compliance with continuing disclosure requirements. The notes to the Financial Statements may be supplemented with additional documentation as required.
- d. The City shall seek to maintain and improve its current bond rating.

Q-10 Compliance Policy

Investment of Proceeds – The City shall comply with all applicable Federal, State, and contractual restrictions regarding the investment of bond proceeds. This includes compliance with restrictions on the types of investment securities allowed, restrictions on the allowable yield of invested funds as well as restrictions on the time period over which some of the proceeds may be invested.

Lease Covenants – The City shall comply with all covenants and conditions contained in governing law and any legal documents entered into at the time of a bond offering.

R. Fixed Assets

R-1 General Fixed Assets are long-lived assets of the City as a whole and are recorded as expenditures when purchased. Although no general fixed asset account group is established, it shall be the policy of the City to list and inventory fixed assets to ensure accountability and stewardship of the City's assets.

R-2 Capitalization Level: Assets costing more than \$5,000 and having a useful life of more than one year will be accounted for by listing the item, date of purchase, cost, and responsible person. When an asset is disposed of a notation of the method of disposal will be made in the listing.

R-3 Other Items: Assets such as cameras, televisions, DVD players, computers, or similar items in excess of \$1,000 will be capitalized. Sensitive items such as weapons, radar guns, or radios will also be capitalized regardless of cost.

R-4 Inventory of items: All items will be inventoried at least once every two years.

S. Accounting and Financial Reporting

The City of College Place recognizes the need for ensuring accountability for the collection, management, and expenditures of all public funds under its jurisdiction. To this end, a basic City accounting system and policy has evolved with a number of critical objectives including:

- a. Accountability for money and property under control of the City
- b. Compliance with governing laws, ordinances, and procedures
- c. Providing timely and accurate information on the financial status of the City
- d. Maintaining financial systems to monitor expenditures, revenues, and performance of all municipal programs.
- e. Reporting and providing information to City officials, City Council, and taxpayers.

To further these objectives, the following policies are adopted:

S-1 The City of College Place will establish and maintain a high standard of accounting practices. The City uses the cash basis of accounting which is a departure from Generally Accepted Accounting Principles (GAAP).

S-2 The City will maintain expenditure categories according to state statute and administrative regulation. The City will use the Budgeting, Accounting, and Reporting System (BARS) prescribed by the State Auditor for its revenues and expenditure classification.

S-3 A comprehensive accounting system will be maintained to provide all financial information necessary to effectively operate the City.

S-4 Full disclosure will be provided in all City financial reports and bond representations.

S-5 The Annual Financial Report will be prepared and submitted to the State Auditor's Office no later than 150 days from the end of the preceding fiscal year. The Annual Financial Report will be prepared on the basis of accounting that demonstrates compliance with Washington State statutes and the BARS manual prescribed by the State Auditor, which is a comprehensive basis of accounting other than Generally Accepted Accounting Principles. The report will provide full disclosure of all financial activities and related matters.

S-6 A audit will be performed as prescribed by the State Auditor's Office to include the issuance of a financial opinion.

T. Bank Returned (NSF) Checks

This policy applies to all checks made payable to the City, which are returned by the bank. The checks may be returned because of insufficient funds, closed account, invalid signature, stop payment, or any other condition making the check invalid. They are often called NSF checks (non-sufficient funds).

T-1 The City will accept only the following as payment for a bank returned check: cash, money order, cashier's, or other bank check. City departments will maintain lists of persons who have had checks returned by the bank. No checks will be accepted from these customers for a period of one year from the date of the returned check.

T-2 When a check issued in payment of goods or services is returned by the bank, it will be deemed that no payment has been received for the goods or services. When appropriate the service will be stopped, the license or permit revoked, the action voided, or other suitable action taken. No new goods or services will be provided until payment is received for the prior goods or services. The department will adequately document the action taken in their files and records.

T-3 Uncollected bank returned checks will be treated as delinquent accounts of the City. Interest or penalties will be charged as appropriate. The accounts will be sent out for collection service. Other legal action will be taken as appropriate.

U. Delinquent and Uncollectible Accounts Receivable

This policy applies to all private customer or intergovernmental accounts receivable which are delinquent or uncollectible, except as noted below.

U-1 Departments will age the individual accounts in the accounts receivable subsidiary ledger monthly. The aged accounts will show accounts which are 30 days, 60 days, and 90 days overdue, at a minimum.

U-2 Outstanding receivables will be reviewed on a regular basis for past due accounts. Past due notices will be sent out for all accounts that are 30 days in arrears. Past due notices for all customer accounts receivable will include a statement that the account will be referred to a collection agency if not paid in a timely manner.

U-3 Interest and penalties will be charged on all accounts as authorized by state statutes.

U-4 When applicable, a city department will no longer provide services to a private customer or other government when the individual or organization has a delinquent account balance, unless the service is required by some legal criteria.

U-5 Departments will send delinquent private customer accounts to a collection agency in accordance with City contract(s) for collection services. The accounts will be sent no later than 120 days after they become delinquent. Any exceptions must be authorized by the Finance Director. The customer must have had 30 days' notice prior to sending the account to the collection agency.

U-6 City Council will approve the write-offs of uncollectible accounts on the recommendation of the Finance Director/City Administrator and within State Statute.

V. City Utility Rates

V-1 Utility user charges for each of the City utilities will be based on the total cost of providing the service (ex: set to fully support the total direct, indirect, and capital costs) and are established so that the operating revenues of each utility are at least equal to its operating expenditures, reserves, debt coverage, and annual debt service obligations, and planned replacement of the utility's facilities.

V-2 Staff shall conduct an annual comprehensive rate review each fall for the utility funds for Council review. Rate increases will be targeted for implementation in January. Every effort shall be made to index/limit rate increases for the entire utility bill to the rate of inflation unless federal or state mandate, judgment arising out of litigation, or Council approved policy needs dictate otherwise.

V-3 Utility rates will be adopted in the annual fee schedule adopted by the College Place City Council.

W. General Long-Term Financial Planning

The City will strive to forecast revenues, expenditures, and fund balances for the Current Expense Fund mid-calendar year and for the next five years making it a rolling five-year forecast, as an early look at changing economic conditions and possible unfavorable consequences such as declining revenues and increasing costs. This enables the City to be flexible, and make choices to adjust its expectations and/or service levels as early as possible.

W-1 The utilities should strive to work towards a forecast for revenues, expenditures, and fund balances for a six-year period, updated every year and on the same update-cycle as the Capital Facilities Plan (CFP). The CFP is the basis for the amounts of planned capital spending for those six years. The plan should also include reasonable revenue and operating cost assumptions, as well as minimum funding for all reserves as established by these policies.

W-2 Estimates and forecasts of all revenues and expenditures should be cautious in a slow economic environment, taking a financially restrained approach. Estimates and forecasts of revenues and expenditures may become less restrained at a time of a more growth-oriented outlook.

W-3 The utilities' financial plans should assume that they support themselves through fees for service and that they do not receive financial or economic support from the Current Expense Fund.

W-4 The utilities should make every effort to set service fees that recover full life-cycle costs which may lead to periodic accumulations of fund balances. The accumulation of fund balance is regarded as competent long-term planning tool for foreseeable needs. This tool helps temper annual rate increases and enables the City to fund a large portion of its projects with cash or to position the City well for long-term debt issues.

X. Long Range Revenue Policies

X-1 Ability to Pay

- a. The Council shall consider the overall impact on the community and its "ability to pay" against the need to enact any tax, utility rate, or fee/charge increase.

X-2 Use of Highly Volatile Funding Sources

- a. Council shall prohibit the use of highly volatile funding sources such as Lodging Tax (“hotel-motel tax”), Real Estate Excise Tax I (REET-1) or Real Estate Excise Tax II (REET-11) for debt service or other long-term commitments. Preference for use of such volatile funding sources should be given to one-time capital expense, short-term funding commitments for a capital expense, or saving to create a funding pool that can “cash-out” a capital project.

X-3 Use of One-time Revenues

- a. Council shall require that one-time revenues or revenues significantly above the budgeted revenue target be used for one-time expenses and not be utilized to fund recurring expenses such as salaries and wages or debt service.

X-4 Capital Funding Priorities

- a. Council shall require the first priority for funding of capital projects should be given to those projects designed to preserve and maintain existing infrastructure.
- b. Council has established the following rank order:
 - i. Legal and statutory requirements and mandates provided realistic and affordable sources of funding are available to the City.
 - ii. Continuation of multi-year projects provided realistic and affordable sources of funding are available to the City.
 - iii. Capital funding shall be given to those projects that leverage City funding with grants from the State and/or federal agencies.
 - iv. Capital funding shall be given to public-private partnership projects whereby the City can leverage its contribution with private dollars to enable a more economically diverse project where the primary risk for the long-term financing is transferred to a private partner.

X-5 Property Tax

- a. The Finance Director shall forward to the City Administrator, Mayor, and City Council prior to any approval from Council for the 1.0% property tax increase a report that details the estimated revenue that may be generated if the 1.0% increase would be approved by Council. In addition, the report shall also include an analysis of the potential long-term impact on the Current Expense Fund if Council decided not to levy the 1.0% increase.
- b. Council shall not consider levying of any “banked” property tax capacity unless the following conditions exist:
 - i. The Council is considering adopting an annual budget that requires a reduction in core services as identified by Council; and
 - ii. Council has voted to authorize the implementation of the 1.0% in property tax collections.

X-6 Utility Excise Tax Rates: Prior to any proposal to Council for an increase in a utility excise tax rate, the Finance Director shall prepare a report for the City Administrator, Mayor, and City Council, noting the amount of the proposed tax increase, an estimate of new or additional annual revenues, and the need for the additional funding to be derived from the increased utility excise tax rate.

X-7 Setting of Fees and Charges for Building Permits

- a. Council shall consider that the fees and charges for building permits shall include a total cost recovery of direct and indirect costs.
- b. Council may consider a potential reduction in the fees and charges for a building permit; only if a project creates long-term family wage jobs and/or an identifiable long-term revenue increase in sales tax as a result of the project's construction.
- c. The Finance Director, together with the Community Development Director, shall prepare a report to the City Administrator, Mayor, and City Council annually that compares the City's building permit fee and charges in comparison to fees and charges from other comparable cities, together with an analysis of the net subsidy required of the Current Expense Fund to offset any shortfall in revenues associated with the total building permit operating costs.

X-8 Setting of Fees and Charges for Parks and Recreation Programs and Services

- a. Cost Recovery – Parks and Recreation services are funded through a combination of user fees, property taxes, grants, and donations. Fees and charges shall be assessed in an equitable manner in accordance with the following fee and charge assessment schedule. Services that provide recreational opportunities for populations with the fewest recreational alternatives (youth, limited income, senior adults, and families) may be more heavily supported by grants, donations, or property taxes than user fees to ensure that the population is well served by Parks & Recreation programs. Percentages shall be considered as guidelines; however, special circumstances, the nature and cost of each program, and persons to be served should be taken into consideration.
- b. Fee Model – the following lists represent all categories of services currently provided or those which may be provided in the future by the Parks & Recreation Department. The model is based upon the degree of benefit to the community (Tier 1 – mostly a community benefit), or individual (Tier 5 – mostly an individual benefit) of the service provided, the values of the College Place community, and the vision and mission of the Parks & Recreation Department. This model and policy form the basis for setting fees and charges.
 - i. Tier 5: Targeted to recover a minimum of 200 percent of direct costs
 - (i) Concession/Vending
 - (ii) Merchandise for Resale
 - (iii) Private/Semi-private Lesson
 - (iv) Rentals – Private/Commercial
 - (v) Long-term leases
 - (vi) Equipment Rentals
 - (vii) Trips
 - (viii) Organized Parties
 - (ix) Drop-in Childcare/Babysitting
 - (x) Leased Services – Private/Commercial
 - (xi) Permitted Services
 - ii. Tier 4: Targeted to recover a minimum of 100 percent of direct costs, and some of these services may be appropriate for use of alternative funding sources such as grants, donations, and use of volunteers.
 - (i) Classes and programs – intermediate/advanced
 - (ii) Leased services – non-profit/governmental agency
 - (iii) Preschool
 - (iv) Social clubs

- iii. Tier 3: Primarily fee supported with little tax investment. Targeted to recover a minimum of 60 percent of direct costs, and some of these services may be appropriate for use of alternative funding sources such as grants, donations, and use of volunteers.
 - (i) Health services, wellness clinics, and therapeutic recreation.
 - (ii) Classes and programs – beginning/multi-ability
 - (iii) Tournaments and leagues
 - (iv) Rentals – non-profit/governmental agency
 - (v) Specialized events/activities
 - (vi) Camps/after school care
 - (vii) Leased Services – Affiliates
 - iv. Tier 2: Partial tax investment with minimal to partial fee support. Targeted to recover a minimum of 35 percent of direct costs, and many of these services may be appropriate for use of alternative funding sources such as grants, donations, and use of volunteers.
 - (i) Life/safety classes
 - (ii) Rentals – affiliates
 - (iii) Supervised park/facility
 - (iv) Community-wide events
 - (v) Volunteer programs
 - v. Tier 1: Full tax investment with little or no fee support. Targeted to recover zero percent of direct costs, although some of these services may be appropriate for use of alternative funding sources such as grants, donations, and volunteers.
 - (i) Non-supervised park/facility
 - (ii) Inclusionary services
 - (iii) Support services
- c. Setting Fees – The City Administrator and the Park & Recreation Coordinator shall set fees for programs and services in compliance with the targets listed above. Fees shall be adjusted during the course of each year as needed to ensure the cost recovery targets are achieved. The following strategies will be used in arriving at fees:
 - i. Market pricing: A fee based on demand for a service or facility or what the target market is willing to pay for a service. One consideration for establishing a market fee is determined by identifying all providers of an identical service (ex: private sector providers, municipalities), and setting the highest fee. Another consideration is setting the fee at the highest level the market will bear.
 - ii. Competitive Pricing: A fee based on what similar service providers or close proximity competitors are charging for service. One consideration for establishing a competitive fee is determined by identifying all providers of an identical service (ex: private sector providers, municipalities), and setting the mid-point or lowest fee.
 - iii. Cost recovery pricing: A fee based on cost recovery goals within market pricing ranges.
- d. Fee Review – The City Administrator/Park and Recreation Coordinator shall conduct an annual comprehensive review of cost recovery targets in compliance with these policy targets; this review will be forwarded to the Parks, Arbor, and Recreation Board which will forward their recommendation to the City Council via the Finance Committee.
- e. Use of Volunteers – Through an aggressive volunteer recruitment program the City shall seek to minimize the amount required for full tax investment with little to no fee support

(tier 1 services) and partial tax investment with minimal to partial fee support (tier 2 services).

- f. Alternate Funding Sources – Solicitation of funds through donations, fundraising events, nontraditional sources, and various other modes shall be encouraged by the Park, Arbor, and Recreation Board. Funds collected for any special purpose shall be earmarked for that purpose.

X-9 Grants

- a. Grant Opportunities – The City shall aggressively pursue grant opportunities; however, before accepting grants, the City will consider the current and future implications of accepting the monies.
- b. Federal Funds – Federal funds shall be actively sought by the City. The City shall use these funds to further the applicable national program goal. Because federal funds are not a guaranteed revenue source and are intended for a specific purpose, they will not be relied upon as an alternative source of capital improvement funds unless the federal grant is specifically for capital projects. Use of Federal funds shall support City goals and services.
- c. Grant Review – In reviewing grants the department director and Finance Director shall evaluate each grant offer and make their recommendation to the City Administrator after considering:
 - i. The amount of the matching funds required;
 - ii. In kind services that are to be provided;
 - iii. Length of grant and consequential disposition of service (ex: is the City obliged to continue the service after the grant has ended?); and,
 - iv. The related expenditures including administration, record keeping, and auditing expenditures.

Y. Unclaimed Property

The Unclaimed Property Policy provides direction for reporting and disposing of unclaimed property. It is to ensure compliance with the laws of the State of Washington concerning the identification and disposition of unclaimed property while under the control of the City of College Place. The Washington Unclaimed Property Act protects unclaimed property until it is returned to its rightful owner or their heir. Washington State law (RCW 63.29.170) requires the City to review their records each year to determine whether they hold any property that has been unclaimed for a set period of time.

Y-1 This law requires the City to exercise due diligence in attempting to locate owners of unclaimed property in its custody and to annually report certain unclaimed property to the State. Any unclaimed property will be written off the Cities books and the funds will be deposited with the State Treasurer as unclaimed property. These funds then become the property of the State. A claim from the original owner of the property must be made with the State Treasurer's office in order to receive the funds.

Y-2 The City Finance Director is responsible for the proper disposition of unclaimed property in accordance with rules established by the State of Washington.

Appendix A: Glossary

- **Account:** A record of additions, deletions, and balances of individual assets, liabilities, equity, revenues, and expenses.
- **Ad Valorem Taxes (Property Tax):** A tax levied on the assessed value of real property.
- **Appropriation:** A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.
- **Appropriation for Ordinances or Resolutions:** An ordinance or resolution by means of which appropriations are given legal effect. It is the method by which the expenditure side of the annual operating budget is enacted into law by the legislative body.
- **Assessed Valuation:** A valuation set upon real estate or other property by the County Assessor as a basis for levying property taxes.
- **AWC:** Association of Washington Cities
- **Balanced Budget:** A budget is considered balanced when the fund's total resources of beginning fund balance, revenues, and other financing sources is equal to the total of expenditures, other financing uses, and ending fund balance.
- **BARS:** Budgeting, Accounting, and Reporting System
- **Basis of Accounting:** The timing of recognition; that is, when the effects of transactions or events should be recognized for financial reporting purposes. For example, the effects of transactions or events can be recognized on an accrual basis (that is, when the transactions or events take place), or on a cash basis (that is, when cash is received or paid). Basis of accounting is an essential part of measurement focus because a particular timing of recognition is necessary to accomplish a particular measurement focus.
 - **Cash Basis:** A basis of accounting under which transactions are recognized only when cash is received or disbursed.
- **Benefits:** For budgeting purposes, employee benefits are employer payments for social security, retirement, group health and life insurance, and worker's compensation.
- **Bond:** A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.
- **Budget:** A legal document that provides City officials with the authority to incur obligations and pay expenses, allocating resources among departments and funds to reflect Council priorities and policies.
- **Budgetary Control:** The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.
- **Budget Document:** The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body. In addition to the budget document, an appropriation ordinance is necessary to formally approve the budget.

- Budget Amendment: The method used to make revisions to the adopted budget. Transfers between expenses within a fund do not require Council approval unless the adjustment includes use of fund balance.
- Capital Assets: Capital assets include land, improvements to land, easements, building, building improvements, vehicles, machinery, equipment, infrastructure, and all other tangible or intangible assets that are used in operations and have a useful life extending beyond a single reporting period, and a cost of \$5,000 or greater.
- Capital Expenditures: Any asset purchase or creation over the \$5,000 threshold as set by the State.
- Capital Facility Plan (CFP): A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise.
- Comprehensive Plan: A long-range policy adopted by the City to guide decisions affecting the community's physical development.
- Consumer Price Index (CPI): CPI measures a price change for a constant market basket of goods and services from one period to the next within the same city.
- Cost Allocation: The assignment of applicable costs incurred by a central services department to a fund based on the benefit to the fund being assessed.
- Council Approved Bonds: General obligation bonds whose issuance was authorized by the City Council.
- CP: College Place
- Debt: An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, notes, contracts, and accounts payable.
- Debt Service: Interest and principal payments on debt.
- Debt Limit: The maximum amount of gross or net debt that is legally permitted.
- Deficit: The excess of the liabilities of a fund over its assets; and the excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during an accounting period.
- DNR: Department of Natural Resources
- DOH: Department of Health
- Enterprise Fund: Proprietary fund used to report an activity for which a fee is charged to external users for goods or services.
- Expenditures: For governmental funds. Decreases in net current assets. Expenditures include debt service, capital outlays, and those current operating costs that require the use of current assets.
- Expenses: For business type funds. Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.
- Fiduciary Fund: A fund that accounts for assets held by the City as a trustee.
- Fiscal Year: A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

- Fixed Assets: Assets intended to be held or used for a long term purpose, such as land, buildings, and improvements other than buildings, machinery, and equipment. The City's capitalization threshold is \$5,000.
- Full Time Equivalent (FTE) Position: Refers to budgeted employee positions based on the number of hours for each position. A full-time position is 1.0 FTE and represents 2,080 hours each year.
- Fund: A fiscal and accounting entity with self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities and balances, and changes therein, which are segregated for the purposes of attaining certain objectives in accordance with special regulations, restrictions, or limitations.
- Fund Balance: Fund Balance is a calculation of the difference between the assets and liabilities of a governmental fund. Fund balances are either designated (funds that have been dedicated to a particular purpose) or undesignated (the remaining unappropriated balance of the fund after account for the designated funds).
- General (Current Expense) Fund: A specific Governmental Fund that accounts for tax supported activities of the City and other types of activities not accounted for in other funds.
- General Obligation Bonds: Bonds for the payment of which the full faith o the issuing government is pledged. G.O. Bonds can be voter approved (unlimited-tax general obligation bond-UTGO) where property owners are assessed property taxes for the debt repayment, or non-voted (limited-tax-general obligation bonds-LTGO) that are authorized by the governing authority (City Council) and are paid with existing tax revenues or another source.
- GMA: Growth Management Act
- Governmental Fund Types: Funds that provide general government services. These include the General Fund, Special Revenue Funds, Capital Project Funds, and Debt Service Funds.
- HVAC: Heating, Ventilation, and Air Conditioning
- Intergovernmental Revenue: Funds received from federal, state, and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.
- Internal Service Funds: These funds account for operations that provide goods or services to other departments or funds of the City or to other governmental units on a cost-reimbursement basis.
- Levy Rate: The property tax percentage rate used in computing the property tax amount due to the City.
- LID: Local Improvement District
- MG: Million Gallons a Day
- Operating Budget: The annual appropriation to maintain the provision of City services to the public. Annual operating budgets are essential to sound financial management and should be adopted by every government.
- O&M: Operation and Maintenance.
- Operating Transfer: Routine and/or recurring transfers of assets between funds.

- Organizational Chart: A graphic portrayal of relationships among positions and officials established by the City.
- Personnel: Refers to the number of full-time or part-time regular authorized positions which may be employed within the operation of the City.
- RCO: Washington State Recreation and Conservation Office
- Recon: The global retail real estate convention.
- REET: Real Estate Excise Tax
- Refunding Bonds: Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds.
- Reserve: (1) An account used to segregate a portion of fund balance to indicate that it is not available for expenditure; and (2) an account used to segregate a portion of fund equity as legally set aside for a specific future use.
- Revenue: Income received by the City in support of a program of services to the community. It includes such items as property taxes, fees, user charges, grants, fines and forfeits, interest income, and miscellaneous revenue.
- Revenue Bonds: Bonds whose principal and interest are secured by and payable exclusively from earnings of an Enterprise or Proprietary Fund.
- Salaries and Wages: Monetary compensation in the form of an annual or hourly rate of pay for hours worked.
- SCADA: Supervisory Control and Data Acquisition.
- SEPA: State Environmental Policy Act.
- Services and Charges: Expenditures for services other than personal services which are required by the City in the administration of its assigned functions, such as contracted services, insurance, utilities, printing, advertising, insurance, and rental of equipment.
- Special Revenue Funds: Funds used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.
- Supplies and Materials: Articles and commodities which are consumed or materially altered when used; such as, office supplies, motor fuel, building supplies, and postage.
- Taxes: Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges.
- TIB: Transportation Improvement Board.
- UGA: Urban Growth Area.
- WAC: Washington Administrative Code.
- WSDOT: Washington State Department of Transportation.
- WSRB: Washington Survey and Ratings Bureau.
- WTP: Water Treatment Plant.
- WWTP: Wastewater Treatment Plant.

April 6, 2021

Paul Hartwig, Public Works Director

RE: UV Disinfection Equipment Procurement WWTPMJRIMP-7004

Dear Paul,

On March 31, 2021 three eligible price proposal were received and opened on the above referenced project. The determination of the lowest bidder was determined on the life cycle cost. The award contract amount is based on the "Bid Schedule 1 – Equipment and Special Services". The bid tabulation is attached, and the results of the proposals are summarized as follows:

	Engineers Estimate	Xylem	Suez	Calgon
Equipment and Special Services Cost*	\$440,425.00	\$471,975.40	\$519,586.00	\$581,545.00
O&M Present Worth Cost		\$183,290.04	\$184,528.79	\$159,031.98
Life Cycle Cost		\$655,265.44	\$704,114.79	\$740,576.98

*Includes 8.7% sales tax

Based on the results of the eligible price proposals received, it is our recommendation that the City of College Place award the Bid Schedule 1 for the above-mentioned project to Xylem in the amount of \$471,975.40. Note that per the agreement, payment application No. 1 will be 10% of this contract amount and must be paid by the City to cover the cost of preparation of the shop drawings – while the remainder of the contract will be assumed by the Contractor that is selected to build the Phase 1 Improvements.

This recommendation is conditional upon the City having sufficient funding for the project. The City should work with legal counsel to review the bids, conduct any further review that is warranted, consider irregularities that may be present based on your review, waive any informalities, and make a final recommendation to the City Council for contract award.

Sincerely,



Alex Fazzari, PE

J-U-B ENGINEERS, Inc.

City of College Place
WWTP UV Disinfection Equipment Procurement
WWTPMJRIMP-7004
Bid Abstract

31-Mar-21

Low	Second	Third
Xylem	Suez	Calgon

Bid Schedule 1 – Equipment and Special Services

Item No.	Description of Bid Item	Price – Numerals	Price – Numerals	Price – Numerals
1.1	UV Disinfection System and special services, as specified in the technical specifications.	\$434,200.00	\$478,000.00	\$535,000.00
1.2	SALES TAX at 8.7%	\$37,775.40	\$41,586.00	\$46,545.00
1.3	LUMP SUM TOTAL	\$471,975.40	\$519,586.00	\$581,545.00

Bid Schedule 2 – Guaranteed Maximum Cost of Replacement Items

Item No.	Description of Bid Item	Unit	Price – Numerals	Price – Numerals	Price – Numerals
2.1	UV Lamps	EA	\$310.00	\$175.00	\$309.00
2.2	UV Lamp Ballast	EA	\$775.00	\$450.00	\$615.00
2.3	Quartz Sleeves	EA	\$175.00	\$75.00	\$109.00

Bid Schedule 3 – Annual Operation and Maintenance Costs

Item No.	Description of Bid Item	Quantity	Price – Numerals	Price – Numerals	Price – Numerals
3.1	Annual Cost for Electricity: Item No. 3.1a multiplied by the unit power cost (\$0.06/kW-hr) multiplied by 365 days per year.		\$6,833.00	\$6,864.34	\$4,003.00
3.1a	Average Power Consumption (APC) for all equipment supplied by the Vendor, expressed in kilowatt-hours/day, for the average annual flow condition and UV transmittance.				
3.2	Annual lamp replacement costs: Item No. 3.2d multiplied by Item No. 2.1.		\$4,345.00	\$3,500.00	\$2,707.00
3.2a	Number of lamps in service at the average annual flow rate and average UV transmittance.				
3.2b	Total lamp operating hours per year: Item No. 3.2a multiplied by 8,760 hours/year.				
3.2c	Guaranteed lamp life, expressed in hours, for the conditions in Item No. 3.2a.				
3.2d	Number of lamps replaced per year: Item No. 3.2b divided by Item No. 3.2c.				
3.3	Annual ballast replacement costs: Item No. 3.3a divided by Item No. 3.3b and then multiplied by Item No. 2.2.		\$3,720.00	\$4,860.00	\$5,904.00
3.3a	Total number of ballasts/transformers in operating channels.				
3.3b	Guaranteed ballasts/transformer life, expressed in years.				
3.4	Annual sleeve replacement costs: Item No. 3.4a divided by Item No. 3.4b and then multiplied by Item No. 2.3.		\$840.00	\$1,665.00	\$698.00

3.4a	Total number of installed quartz sleeves.				
3.4b	Guaranteed quartz sleeve life, expressed in years.				
3.5	Annual cost for cleaning system consumables: wipers, cleaning solutions, etc.	\$1,920.00	\$888.00	\$2,009.00	
3.6	Total Annual Operation and Maintenance Cost: (Sum of Item No's 3.1, 3.2, 3.3, 3.4, 3.5)	\$17,658.00	\$17,777.34	\$15,321.00	
3.7	Operation and Maintenance Present Worth Cost: (Item No. 3.6 multiplied by 10.38 ^(a))	\$183,290.04	\$184,528.79	\$159,031.98	

(a) Present worth factor based on a 15-year life cycle at 5% annual interest rate.

Bid Schedule 4 – Life-Cycle Cost

Item No.	Description of Item	Price – Numerals	Price – Numerals	Price – Numerals
4.1	Equipment and Special Services Cost (Bid Schedule 1 Item No. 1.3)	\$471,975.40	\$519,586.00	\$581,545.00
4.2	Operational and Maintenance Present Worth Cost (Bid Schedule 3, Item No. 3.7)	\$183,290.04	\$184,528.79	\$159,031.98
4.4	Life Cycle Cost: (Sum of Item No. 4.1 and 4.2)	\$655,265.44	\$704,114.79	\$740,576.98

City of College Place, Washington
RESOLUTION NO. 21-019

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON RELATING TO LAND USE AND ZONING; ADOPTING A MORATORIUM ON THE FILING, ACCEPTANCE, PROCESSING, AND/OR APPROVAL OF APPLICATIONS FOR DEVELOPMENT IN AREAS CURRENTLY USED AS MOBILE/MANUFACTURED HOME PARKS; DECLARING AN EMERGENCY; AND ESTABLISHING AN IMMEDIATE EFFECTIVE DATE.

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, the City of College Place regulates land use pursuant to RCW Chapter 36.70A RCW; and

Whereas, the City of College Place is facing increased housing affordability challenges along with the same challenges in the surrounding area; and

Whereas, housing costs disproportionately impact low-income households; and

Whereas, mobile home (aka manufactured homes) parks provide relatively affordable housing to all and in particular, a substantial number of elderly and low-income residents; and

Whereas, the City of College Place has historically had two mobile home parks consisting of approximately 323 lots for mobile/manufactured home unit dwellings; and

Whereas, the two mobile home parks within the City are, or may come, under development pressure and the residents of those parks are at risk of being displaced without alternative housing access; and

Whereas, in the City's most recent land use zoning district regulation, the former district zoned Manufactured Home Parks (MHP) which permitted the land to be used for mobile home dwelling units was changed to the zoning district Multi-Family Residential, (MFR), which permits the land therein to be used for in addition to mobile homes, bed and breakfast inns, cottage housing, co-housing, single dwelling units, duplexes, multiple dwelling units (apartments), townhouses and vacation rentals; and

Whereas, it may be attractive to landowners of mobile/manufactured home parks to redevelop the land to be used as single-family residents, apartments, townhomes, vacation rentals, duplexes, and/or bed and breakfast inns resulting in a relatively significant decrease in the availability of affordable housing within the City; and

Whereas, such a decrease is an immediate detriment to the safety and health of the public and is a public emergency; and

Whereas, a work plan to determine whether alternative development regulations encouraging preservation of affordable housing provided by the market will inform how the City mitigates development pressure and potential displacement of low-income mobile home residents; and

Whereas, a temporary moratorium is necessary to allow the City to develop that work plan and alternative development regulations, if appropriate;

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

1. Adopts a 12-month moratorium on the filing, acceptance, processing, and/or approval of any application to establish a new principal or accessory use, or change a principal or accessory use, for any site currently used as a mobile home park as defined in the City Municipal Code;
2. Within 60 days of adoption of this moratorium, the City will hold a public hearing before City Council to take testimony and consider adopting further findings; and
3. Exemption from conducting any required regulatory review prior to adopting the moratorium is necessary to prevent new vesting of development rights leading to development that would displace existing mobile home park tenants; and
4. The City shall develop a work plan for development of regulations to address the issues in this resolution and directs the Community Development Department to, in consultation with the City Planning Commission and other such boards and commissions as appropriate, do so by September 30, 2021; and
5. The provisions of this Resolution are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance, or the invalidity of its application to any person or circumstance, does not affect the validity of the remainder of this ordinance or the validity of its application to other persons or circumstances.

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 immediately upon its passage.

PASSED by the City Council of the City of College Place, Washington, this 13th day of April, 2021.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk



**Affordable Housing Implementation Task Force
Group B: Local Policies & Regulations Subcommittee**

Report on Policies to Help Preserve Manufactured Home Parks

The Affordable Housing Implementation Task Force Local Policies and Regulations Subcommittee is advocating for the preservation of manufactured housing communities. The following report explains several policy options that could be implemented locally to help preserve the manufactured home parks in our region. This report explores:

- Manufactured home park Opportunity to Purchase (OTP) legislation
- Non-profit organizations that support residents' ability to purchase the manufactured home parks in which they live
- Tax policies that incentivize the sale of manufactured home parks to residents
- Manufactured housing zoning
- Zoning ordinances placing conditions on manufactured home park closure
- A moratorium on manufactured home park redevelopment

The following stakeholders were consulted:

- Randy Chapman, Association of Manufactured Home Owners (AMHO) Board Member
- Ishbel Dickens, the lawyer who drafted HB 2610 and founder of AMHO
- Sam Green, Northwest Cooperative Development Center Financial Officer
- Rose Ojeda, CASA of Oregon Program Manager
- Miles Nowlin, ROC Northwest Development Specialist
- Anne Sadler, President of Association of Manufactured Home Owners
- Craig Rongey, Manufactured Housing Communities of Washington (MHCW) Southeast WA Chapter President and owner of Country Estates Manufactured Housing Community in College Place and Golden West Estates Manufactured Housing Community in Walla Walla
- Skyler Rude, 16th District Representative

Opportunity to Purchase Legislation

WA State House Bill 2610

Washington State House Bill 2610, "Concerning the sale or lease of manufactured/mobile home communities and the property on which they sit," would amend the Manufactured/Mobile Home Landlord-Tenant Act (MHLTA) as follows:

- require landlords to provide notices of opportunity to purchase to residents in the event of the sale or lease of manufactured/mobile home community;
- provide certain organizations (homeowners' associations, local governments, local housing authorities, nonprofit community organizations, federally recognized Indian tribes, regional or statewide housing assistance organizations, community land trusts, and resident nonprofit cooperatives) 45 days to express intent to purchase or lease and 120 days to make an offer, during which time the landlord shall not make a final unconditional acceptance of an offer from others;
- require, rather than encourage, landlords to negotiate in good faith; and
- impose civil penalties for failure to comply.

In 2019-2020, HB 2610 passed the State House of Representatives. The bill did not make it out of Senate committee and was not presented for a vote in the Senate. The 2019-2020 legislative session was a short session, and advocates of the bill intend to resubmit it during the next session.

Arguments against HB 2610

- Craig Rongey, local chapter president of the Manufactured Housing Communities of Washington (MCHW) opposed the bill because he considers it to be a 'right of first refusal' for manufactured homeowners, and as such constitutes an unacceptable level of government interference in a private transaction.
 - Rongey said that government does not have the right to "dictate" to an owner how they should conduct their business, but he is ok with the government "encouraging" owners to negotiate with residents.
- Rongey did not like the 120-day period which residents would be granted to make an offer, because he thought that was too much time for the exchange of property.
- Rongey believes that MCHW is generally supportive of ROC purchases, if residents are prepared in advance for when a park is for sale.
- Representative Skyler Rude opposed the bill because from a "philosophical property rights point,... restricting the ability to sell... is problematic."
- Rude thinks the 45-day period in which manufactured homeowners would have to notify the park owner of their intent to purchase is too long.

Arguments for HB 2610

- Ishbel Dickens, who wrote HB 2610, states that the proposed law does not constitute a 'right of first refusal' for manufactured housing park residents. The legislation would enable their opportunity to purchase the park where they live, because it would require park owners to "negotiate in good faith" with resident organizations; it would not require them to sell to residents. The intent of HB 2610 is to incentivize the park's sale to residents, not require it, or narrow the owners' selling options.
- Legal precedent supports HB 2610:
 - In 1993, Washington State enacted a manufactured housing resident opportunity to purchase (OTP) law. In 2000, the WA State Supreme Court ruled it unconstitutional. According to Dickens, the current Washington State Supreme Court would rule differently on a manufactured housing resident OTP law, because in 2019 the court unanimously upheld Seattle's First-in-Time ordinance (Yim vs. City of Seattle). That

ruling reframed the state's takings jurisprudence and gives state and local lawmakers more room to regulate housing and land use.

- Cities that have enacted zoning and/or ordinances protecting manufactured housing communities and residents in Washington have not triggered legal problems, because case law supports such local zoning and ordinances. For example, Tumwater's 2009 manufactured housing zoning ordinance was upheld in a state appeals court in 2012.
- In addition, several cities (e.g., Seattle, Berkeley, and Washington, D.C.) and several states (e.g., Maine, Massachusetts, New Hampshire, Oregon, Rhode Island, and Vermont) have enacted resident OTP ordinances/laws, some of which are for not just manufactured housing residents, but also for apartment building residents. OTP legislation can be pursued at local levels as well as state levels. Advocates and city council members in Olympia are currently pursuing a manufactured housing resident OTP ordinance and are willing to share their process, ordinance, and knowledge with Walla Walla.

Oregon Opportunity to Purchase Law

Oregon's OTP law (Statute 90.842, Notice of sale of manufactured dwelling park) gives residents 10 days to organize a tenants' committee and notify the owner of their intent to purchase the park, should the owner want to sell. The law does not set a date by which the tenants would have to close the purchase.

Non-profits that support resident purchase of manufactured home parks

ROC Northwest

ROC Northwest is a non-profit and receives its funding from ROC USA. The organization works in Washington State with "manufactured home park owners interested in selling their investment at a fair market price to the residents." They do this "with competitive pricing, dedicated financing, and resident training." Their goal is to work with city and state agencies to preserve manufactured housing communities through resident ownership. ROC Northwest "helps residents form cooperatives to secure financing and purchase the land under their homes." With each park conversion, ROC Northwest commits to providing 10 years of ongoing technical assistance to the cooperative. They work with non-profit lenders to not only secure acquisition funding but also to finance major infrastructure improvements. ROC Northwest can provide education to local manufactured housing park residents.

AMHO

AMHO works with park residents to form homeowners' associations so that they are organized in the event that a park goes on sale. AMHO does "know your rights" trainings with residents in spaces outside parks because some park owners intimidate and/or threaten residents when they organize. Just a few residents in a park can start a homeowners' association. AMHO would be happy to provide training and education to park residents, should they want it.

CASA of Oregon

CASA of Oregon plays the same role in Oregon as ROC Northwest plays in Washington. CASA: "organizes residents and prepares them to purchase the manufactured housing community cooperatively; negotiates the terms of the sale on behalf of the cooperative; conducts the required due diligence; and

secures the financing for purchase.” It appears that because Oregon has an OTP law, some park owners contact CASA directly if and when they want to sell their parks.

Tax Incentives

In Washington State, manufactured housing park owners who want to sell their parks can benefit from a newly-enacted real estate tax exemption (of approximately 1.67%) when they sell to a cooperative or a non-profit. This should make selling to resident owned communities (ROCs) a more attractive option.

Oregon provides a capital gains tax exclusion for community owners who sell their parks to the residents, a nonprofit, or a housing authority. To encourage low-cost loans, Oregon offers a tax credit equal to the value of a four percentage point reduction in the loan interest rate for lenders who finance a purchase by a resident group, nonprofit or housing authority. While the borrower benefits from a below-market loan, the credit provides the lender with a market-rate return, offsetting the reduced interest rate.

Manufactured Housing Zoning

To preserve manufactured housing, some cities have enacted manufactured housing-only zoning or limited range of use zoning in areas where manufactured housing parks already exist. Tumwater’s manufactured housing zoning was upheld by US appeals court. Tumwater’s ordinance permits manufactured home parks, single manufactured homes on single lots, parks, open areas, recreation facilities, support facilities, and child care facilities, as well as accessory uses such as clubhouses and conditional uses such as churches, agriculture, and group foster homes. The intent with allowing a broader range of uses is to apply the zoning category to a larger area than just already existing manufactured home communities.

A manufactured housing zoning ordinance can be written to allow owners to petition for future zoning changes. In such instances, the ordinance should include a requirement that residents be given advance notice of any petition for zoning changes or variances by owners.

More recently, Marysville, Lynwood, and Snohomish County have adopted manufactured housing community zoning overlays.

Zoning Ordinance Placing Conditions on Closure of Manufactured Home Communities

Cities can enact ordinances that place conditions on manufactured home park closure. Such ordinances can stipulate that before the city approves a zoning change that will result in a manufactured home community closure, the park owner must deal with relocation issues, such as:

- Present a relocation plan showing nearby communities where residents can move their homes;
- Move the residents homes and pay for the disposal of homes that cannot be moved;
- Pay residents’ relocation expenses;
- Compensate homeowners for the value of homes that cannot be moved; and
- Allow the residents the opportunity to match the sales price, if the community is being sold to a developer. A requirement of a resident OTP could be built into the zoning change.

By putting such requirements in place before any community closes, the city can make sure that if a community closes, it will be orderly and follow a plan to relocate households. Such rezoning conditions may also deter owners from closing parks, because they would require owners to bear many costs associated with closures.

Kent, WA has an ordinance requiring a relocation plan in the event that a manufactured home park is closed or redeveloped.

Moratorium on Manufactured Housing Community Redevelopment

A moratorium freezes redevelopment of manufactured housing communities for a fixed period of time, while a local government considers new land use regulations. During that time, the moratorium preserves the status quo for landowners and residents. A temporary moratorium on manufactured housing community redevelopment, if coupled with a long-term plan, can effectively preserve manufactured housing communities.

Bellingham and Seattle both have moratoriums on manufactured housing community redevelopment, enacted prior to the COVID-19 crisis.

RCW 36.70A.390

Moratoria, interim zoning controls—Public hearing—Limitation on length—Exceptions.

A county or city governing body that adopts a moratorium, interim zoning map, interim zoning ordinance, or interim official control without holding a public hearing on the proposed moratorium, interim zoning map, interim zoning ordinance, or interim official control, shall hold a public hearing on the adopted moratorium, interim zoning map, interim zoning ordinance, or interim official control within at least sixty days of its adoption, whether or not the governing body received a recommendation on the matter from the planning commission or department. If the governing body does not adopt findings of fact justifying its action before this hearing, then the governing body shall do so immediately after this public hearing. A moratorium, interim zoning map, interim zoning ordinance, or interim official control adopted under this section may be effective for not longer than six months, but may be effective for up to one year if a work plan is developed for related studies providing for such a longer period. A moratorium, interim zoning map, interim zoning ordinance, or interim official control may be renewed for one or more six-month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal.

This section does not apply to the designation of critical areas, agricultural lands, forestlands, and mineral resource lands, under RCW 36.70A.170, and the conservation of these lands and protection of these areas under RCW 36.70A.060, prior to such actions being taken in a comprehensive plan adopted under RCW 36.70A.070 and implementing development regulations adopted under RCW 36.70A.120, if a public hearing is held on such proposed actions.

[1992 c 207 § 6.]



SEATTLE CITY COUNCIL

Legislative Summary

CB 119451

Record No.: CB 119451

Type: Ordinance (Ord)

Status: Passed

Version: 2

Ord. no: Ord 125764

In Control: City Clerk

File Created: 01/18/2019

Final Action: 02/06/2019

Title: AN ORDINANCE relating to land use and zoning; adopting a moratorium on the filing, acceptance, processing, and/or approval of applications for development in areas currently used as mobile home parks; declaring an emergency; and establishing an immediate effective date; all by a 3/4 vote of the City Council.

Date

Notes:

Filed with City Clerk:

Mayor's Signature:

Sponsors: Sawant, O'Brien

Vetoed by Mayor:

Veto Overridden:

Veto Sustained:

Attachments: Mayor's Letter on Returning Bill Unsigned

Drafter: Emilia.Sanchez@seattle.gov

Filing Requirements/Dept Action:

History of Legislative File

Legal Notice Published:

☐ Yes

☐ No

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Clerk	01/22/2019	sent for review	Council President's Office			
	Action Text: The Council Bill (CB) was sent for review. to the Council President's Office						
	Notes:						
1	Council President's Office	01/22/2019	sent for review	City Council			
	Action Text: The Council Bill (CB) was sent for review. to the City Council						
	Notes:						
1	City Council	01/22/2019	referred	City Council			
	Action Text: The Council Bill (CB) was referred. to the City Council						
	Notes:						
1	City Council	01/28/2019	passed as amended				Pass
	Action Text: The Motion carried, the Council Bill (CB) was passed as amended by the following vote, and the President signed the Bill:						

Notes: ACTION 1:

Motion was made and duly seconded to pass Council Bill 119451.

ACTION 2:

Motion was made by Councilmember Johnson and duly seconded, to amend Council Bill 119451 by substituting Section 5, as shown in Attachment 1 to the Minutes.

ACTION 3:

Motion was made and duly seconded to pass Council Bill 119451 as amended.

In Favor: 8 Councilmember Bagshaw, Council President Harrell, Councilmember Herbold, Councilmember Johnson, Councilmember Juarez, Councilmember Mosqueda, Councilmember O'Brien, Councilmember Sawant

Opposed: 0

- 2 City Clerk 01/28/2019 submitted for Mayor
Mayor's signature
Action Text: The Council Bill (CB) was submitted for Mayor's signature. to the Mayor
Notes:
- 2 Mayor 02/06/2019 returned unsigned
Action Text: The Council Bill (CB) was returned unsigned.
Notes:
- 2 Mayor 02/06/2019 returned City Clerk
Action Text: The Council Bill (CB) was returned. to the City Clerk
Notes:
- 2 City Clerk 02/06/2019 attested by City Clerk
Action Text: The Ordinance (Ord) was attested by City Clerk.
Notes:
-



City of Seattle

FILED
CITY OF SEATTLE
19 FEB -8 AM 10:25
CITY CLERK

February 7, 2019

Monica Martinez Simmons
Seattle City Clerk
600 4th Avenue, 3rd Floor
Seattle, WA 98124

Dear Ms. Martinez Simmons,

I have returned Council Bill 119451 unsigned, understanding it will become law, with significant concerns that the bill does not sufficiently and equitably protect vulnerable communities at risk of displacement, and does not sufficiently protect the needs of the city to equitably add density. Additionally, the truncated consideration and enactment of the bill foreclosed the possibility of broader outreach to key stakeholders and the consideration of more holistic solutions.

This legislation establishes a one-year moratorium on development of areas currently used as mobile home parks. Although I share the Council's goal of protecting low-income and senior community members from displacement from affordable housing, this bill was unfortunately hastily conceived, written, and enacted without the range of thoughtful solutions being debated and considered. The moratorium does not preclude the current property owners from selling the property, evicting tenants, or raising rents.

We must create more affordable housing in order to make our city more equitable, diverse, and climate friendly, but an equally undeniable impact of growth in Seattle is that it has led to displacement and gentrification, particularly in communities of color and economically disadvantaged communities. This reality calls for deep community engagement and a holistic response. We should consider many tools, including using MHA funds to protect against displacement, incentivizing housing with a "right of return" for displaced households, working with owners of currently affordable housing to keep the housing in place and rents affordable, and improving protections against evictions. The moratorium does none of these things.

In recent days, my office has started a collaborative dialogue with interested parties in the hopes of forging a voluntary agreement whereby the owners forgo sale and redevelopment for a determined period of time, giving the City an opportunity to work with existing tenants and other stakeholders on longer term, broader solutions. The owners are willing and interested in exploring the options with us. They have been open to and willing to engage in a productive discussion.

Unfortunately, there is not enough time to meet with all parties, explore a range of options or put any agreement in place before the legislation takes effect. Had the prime sponsor of the legislation engaged the property owner several weeks ago when she introduced this legislation, there may have been sufficient time to put such an agreement in place that would have better protected residents from evictions or rent increases. In the coming weeks, I hope to continue the conversations with all interested parties to help resolve both the immediate issues and set a framework for longer term solutions.

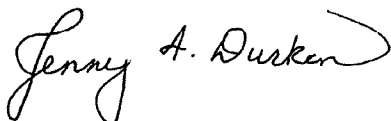
The bill also purports to establish a work program for the Office of Planning and Community Development and the Seattle Department of Construction and Inspections. Because the City Charter vests certain powers exclusively in the Executive, I am considering the current proposed Council "workplan" outlined in Council Bill 119451 as only advisory in nature.

We will be devising a path forward after we have had the opportunity to consult with the affected tenants, the owners, other stakeholders, members of the City Council and a range of affected Executive Departments, including the Office of Planning and Community Development, the Office of Housing, the Seattle Department of Construction and Inspections and the Department of Neighborhoods (none of whom were consulted in this process).

In short, the City should be approaching displacement strategies comprehensively. Instead of one-off development moratoriums, we must look at how regulations, tenant protections, incentives and funding work together to increase housing affordability while preventing and mitigating displacement. We must promote neighborhood stability by continuing our commitment to building affordable housing in locations at high risk of displacement that may also include ground floor spaces for cultural, community and commercial anchors. We must be strategic in acquiring properties to preserve affordability that sometimes exists in the market. We must proactively help longtime residents remain in their neighborhoods while also increasing our supply of housing to mitigate the pressures our growing economy places on our housing stock. We must look at these strategies as a suite of strategies that work together in a balanced way, all with the input of the communities they are meant to serve.

I look forward to working with a broad range of stakeholders and the City Council in developing and implementing these strategies.

Sincerely,

A handwritten signature in black ink that reads "Jenny A. Durkan". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Jenny A. Durkan
Mayor of Seattle

CITY OF SEATTLE

ORDINANCE 125764

COUNCIL BILL 119451

AN ORDINANCE relating to land use and zoning; adopting a moratorium on the filing, acceptance, processing, and/or approval of applications for development in areas currently used as mobile home parks; declaring an emergency; and establishing an immediate effective date; all by a 3/4 vote of the City Council.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. The City Council ("Council") hereby makes the following legislative findings of fact and declarations:

A. Seattle is facing increasing affordability challenges and many Seattle residents are cost-burdened;

B. Severe housing cost burdens disproportionately impact low-income households;

C. Mobile homes provide affordable shelter for a substantial number of elderly and low-income residents;

D. The few remaining mobile home parks within Seattle are under increased development pressure and the residents of those parks are at risk of being displaced;

E. Similar pressures within the county and region are reducing the number of available sites within and outside Seattle to which mobile homes can relocate;

F. With respect to the affordable housing provided by mobile homes, current development regulations may need to be amended to better advance the housing affordability policies of the City's Comprehensive Plan;

G. A work plan to develop alternative development regulations encouraging preservation of affordable housing provided by the market will inform how the City mitigates development pressure and potential displacement of low-income mobile home residents; and

H. A temporary moratorium is necessary to allow the City to develop that work plan and alternative development regulations.

Section 2. The Council hereby adopts a moratorium on the filing, acceptance, processing, and/or approval of any application to establish a new principal or accessory use, or change a principal or accessory use, for any site currently used as a mobile home park, as defined in Section 23.84A.032 of the Seattle Municipal Code.

Section 3. The moratorium set forth in this ordinance shall be in effect for a period of one year from the date this ordinance is effective and shall automatically expire after the one-year period unless the same is extended as provided by statute, or unless terminated sooner by the Council.

Section 4. Pursuant to RCW 36.70A.390, the Council will hold a public hearing within 60 days of adoption of this moratorium to take public testimony and consider adopting further findings.

Section 5. Under RCW 36.70A.390, the Council approves the following work plan for the development of regulations to address the issues in this ordinance and directs the Office of Planning and Community Development and the Seattle Department of Construction and Inspections to transmit proposed legislation for referral to the Planning, Land Use and Zoning (PLUZ) Committee of the Council by September 30, 2019.

Analyze Current Land Uses and Development Trends, Draft Legislation, and Conduct State Environmental Policy Act (SEPA) Review on Proposed Regulations	February 2019 to May 2019
Report to PLUZ Committee on Preliminary Options for Consideration	April 2019
Publish SEPA Threshold Determination	June 2019
Mayor Transmits Legislation to Council	September 2019

Council Deliberations and Public Hearing on Proposed Permanent Controls	October 2019 to December 2019
Permanent Controls Effective	January 2020

1 Section 6. Under Seattle Municipal Code Section 25.05.880, the Council finds that an
2 exemption from conducting State Environmental Protection Act (SEPA) review before adopting
3 a moratorium is necessary to prevent new vesting of development rights leading to development
4 that would displace existing mobile home park tenants. SEPA review of any permanent
5 regulations modifying existing regulations will be conducted according to the work plan in
6 Section 5 of this ordinance.

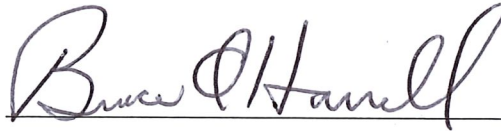
7 Section 7. Based on the authority of RCW 36.70A.390 and the findings in Section 1 of
8 this ordinance, Section 23.76.062 of the Seattle Municipal Code is waived for the adoption of
9 this ordinance.

10 Section 8. Based on the findings of fact set forth in Section 1 of this ordinance, the City
11 Council hereby finds and declares that this ordinance is a public emergency ordinance, which
12 shall take effect immediately and is necessary for the protection of the public health, safety, and
13 welfare. The City Council may, in its sole discretion, renew said moratorium for one or more six-
14 month period in accordance with state law.

15 Section 9. The provisions of this ordinance are declared to be separate and severable. The
16 invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance,
17 or the invalidity of its application to any person or circumstance, does not affect the validity of
18 the remainder of this ordinance or the validity of its application to other persons or
19 circumstances.

Section 10. By reason of the findings set out in this ordinance, and the emergency that is declared to exist, this ordinance shall become effective immediately upon its passage by a 3/4 vote of the Council, and its approval by the Mayor, as provided by Article 4, subsection 1(I) of the Charter of the City.

Passed by a 3/4 vote of all members of the City Council the 28th day of January, 2019, and signed by me in open session in authentication of its passage this 28th day of January, 2019.



President _____ of the City Council

Approved by me this _____ day of _____, 2019.

**Returned Unsigned
by Mayor**

Jenny A. Durkan, Mayor

Filed by me this 6th day of February, 2019.



Monica Martinez Simmons, City Clerk

(Seal)

From: [Elizabeth Brochu](#)
To: [Michael Cleveland](#); [Lisa Neissl](#)
Subject: EMERGENCY MORATORIUM
Date: Thursday, April 1, 2021 9:35:54 AM

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

April 1, 2021

Dear Mayor Hernandez and Members of the City Council,

Imagine sitting down to the watch the evening news where dozens of senior citizens are helplessly standing at the roadside with a few remaining possessions, as their homes are towed to a landfill. It's not Seattle, it's not Portland and it's not San Francisco, in fact it is College Place, Washington. That is a very real and looming possibility, therefore we are asking that you and the City Council impose an **emergency moratorium** that will preserve and protect the homes of hundreds of the city's most vulnerable residents.

We reside at Country Estates Manufactured Home Community, which provides affordable housing to senior citizens. Our oldest resident is 96 years old. We recently learned that zoning for Mobile Home Parks (MHP) has been eliminated; it is now zoned as Multi-Family Residential (MFR). For decades MHP zoning had preserved and protected our park from being sold for redevelopment. Elimination of MHP zoning now places 193 senior citizens at Country Estates at risk of being displaced. (There are an additional 180 lots at Sunset Villa, which is also a 55+ park). Displacement happens across the state and across the country more often than you might think. The Union-Bulletin recently ran an extensive front-page report on what is now a very real concern here in College Place. [Residents urge preserving manufactured home communities in College Place | News | union-bulletin.com \(union-bulletin.com\)](#)

Our landlord, Mr. Craig Rongey has in the past expressed a desire to sell Country Estates. For that very reason, as the president of the Manufactured Housing Communities of Washington (MHCW) he has vehemently opposed MHP zoning, even going all the way to the 9th circuit court where his request for review was denied. In other words, MHP zoning has been upheld repeatedly by the courts. And in fact many communities across the state and country have implemented MHP zoning precisely as a way to protect and preserve affordable housing.

We have asked the Planning Commission to consider re-establishing the MHP zone and Jon Rickard has agreed to do so. In fact, at the March 16, 2021 Planning Commission meeting Mr. Rickard stated that he had "not considered that eliminating the MHP zoning would make existing parks more vulnerable". However, he also noted that it could take as long as two years to re-instate the MHP zone. This means that for two long years 193 senior citizens are left vulnerable to a landlord who has stated that MHP zoning is, "a devastating scenario for someone who has for decades, expected they would be able to sell their property at its highest real value."

At the March 16, 2021 meeting Mr. Rickard also stated that the city has the option to impose a 1-

year moratorium, (RCW 36.70A. 390) much as they did with the hemp farm. He also stated that the moratorium may be extended as needed. [Seattle City Council adopts emergency moratorium on redevelopment of mobile-home parks | The Seattle Times](#). A moratorium would freeze redevelopment of Country Estates for a fixed period of time while you work towards re-establishing the MHP zone. It simply preserves the status quo for landowners and residents alike. It is our understanding that our landlord receives regular inquiries from developers and knowing that the city is considering re-establishing the MHP zone, it is our fear that he may act quickly to “sell his property at its highest real value”, therefore we ask you and the council city council to convene an emergency session so that an “emergency moratorium” may be imposed.

Thank you for your attention to our pressing concerns. We hope to hear from you at your earliest possible convenience.

Regards,

Elizabeth Brochu & Brian Thorne



College Place, WA 99324

Sent from [Mail](#) for Windows 10

From: [Elizabeth Brochu](#)
To: [Lisa Neissl](#)
Subject: MHCW - Rongey.pdf
Date: Tuesday, April 6, 2021 8:34:37 AM
Attachments: [MHCW - Rongey.pdf](#)

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

Dear Mayor Hernandez,

This article authored by our landlord lays bare Mr. Rongey's intentions. It was published at a time when Country Estates was still zoned as a MPH, therefore, we were not particularly concerned at that time. Moreover, because the courts had repeatedly ruled against the MHCW, we never imagined that the MPH zone which had protected us would be removed.

Elizabeth Brochu

MANUFACTURED HOUSING COMMUNITIES OF WASHINGTON

We Are Affordable Housing

509 12th Ave. SE • Ste #7
Olympia, WA 98501



(360) 753-8730

(800) 345-5608

Fax:

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www.mhcnw.org

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Treasurer..... Edlee Quesnell
Secretary..... Theresa Janzen
Gov. Relations Chair..... Robert Cochran
Member-at-Large..... Rick Jiles
Member-at-Large..... Debra Goethals
Member-at-Large..... Ross Rongner
Executive Director..... Ken Spencer
State Office
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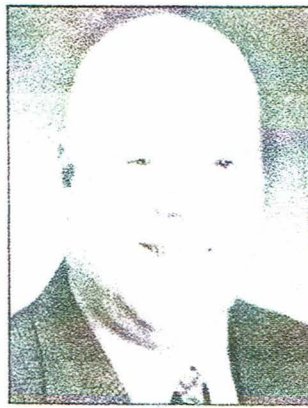
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Judy Lynn..... Clallam-Jefferson Unit
Robert Cochran..... Inland Empire Unit
TBA..... Island Unit
Joel Ertitz..... King County/Puget Sound Unit
Edlee Quesnell..... Kitsap Unit
Debra Goethals..... Pierce Unit
Rick Jiles..... Snohomish/Skagit Unit
Craig Rongey..... Southeast Unit
Scott Hess..... Southwest Unit
Theresa Janzen..... Thurston/Mason Unit
Darrell Peoples..... Twin Cities Unit
Richard Ensey..... Yakima Unit
Craig Hillis..... Moses Lake Unit

Editing and Graphic Design: Michelle Pate
Cover Photo: Theresa Hermanson

Articles or advertising for future publications can be
emailed to Theresa@mhcw.org or call 360-753-8730

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President's Message

Craig Rongey

MHCW State President

We live in a great country where we have all come to expect certain rights and protections, including property rights. We have watched those property rights erode, bit by bit, year after year, as our government and courts either restrict what we can do with our property, or transfer our rights to others. One major issue currently at the forefront is the imposing of exclusive Manufactured Housing Community Zones by city and county government.

Preservation of affordable housing is a high-priority issue for state and local government. Unfortunately some jurisdictions see manufactured housing communities as an easy solution to preserving affordable housing. By changing your current zone to an exclusive Manufactured Housing Community Zone, they feel they are providing long-term security to those renting home spaces, while also guaranteeing the availability of affordable housing for years to come. And all this is accomplished with the stroke of a pen, and at no cost to taxpayers!

One obvious problem with this approach is that it transfers the financial burden for providing government-mandated affordable housing to existing private property/business owners. It is also frighteningly obvious that the property value will be significantly reduced if it cannot be converted to other uses when it is no longer viable as a manufactured housing community, or when other factors result in there being better uses for the property. This is a devastating scenario for someone

who has, for years or decades, expected they would be able to sell their property at its highest real value, only to find the government has taken away a large portion of that value.

MHCW had been pursuing a legal challenge to the practice of imposing exclusive zones, but our request for review was denied by the 9th Circuit Court. As a result there is an immediate need for "boots on the ground" at the local level, and that is where you can help. Association of Mobile Home Owners (AMHO) has been actively lobbying building and planning departments at the local level to establish exclusive MHC zones. The Spokane City Council recently voted 4-3 against requesting that the Planning Commission recommend the creation of exclusive MHC zones, and this was only after one council member who had previously been in favor of the proposal reversed their position. The City of Spokane Valley has also been heavily lobbied to create MHC zones. The city of Tumwater and Snohomish County have already imposed this type of zoning, and other jurisdictions are considering it.

To fight this trend, every MHC owner needs to keep a close eye on the activities of his or her city and/or county government. Let your local planning officials know this is an extremely unfair and unrealistic approach to preserving affordable housing, and check the agenda for upcoming council or planning commission meetings to see if they are considering MHC zoning changes. If they are, do everything you can to represent your interests!

MHCW Board Actions, October 24, 2012

1. **APPROVED** the minutes of the Quarterly Board Meeting held July 27, 2012, as presented.
2. **APPROVED** additional signers on the Association bank accounts, to total five.
3. **APPROVED** the Treasurer's Report as presented.
4. **APPROVED** the preliminary budget for 2013 as presented.

Respectfully Submitted, Theresa Janzen, MHCW Secretary

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Craig Rongey

MHCW State President

We live in a great country where we have all come to expect certain rights and protections, including property rights. We have watched those property rights erode, bit by bit, year after year, as our government and courts either restrict what we can do with our property, or transfer our rights to others. One major issue currently at the forefront is the imposing of exclusive Manufactured Housing Community Zones by city and county government.

Preservation of affordable housing is a high-priority issue for state and local government. Unfortunately some jurisdictions see manufactured housing communities as an easy solution to preserving affordable housing. By changing your current zone to an exclusive Manufactured Housing Community Zone, they feel they are providing long-term security to those renting home spaces, while also guaranteeing the availability of affordable housing for years to come. And all this is accomplished with the stroke of a pen, and at no cost to taxpayers!

One obvious problem with this approach is that it transfers the financial burden for providing government-mandated affordable housing to existing private property/business owners. It is also frighteningly obvious that the property value will be significantly reduced if it cannot be converted to other uses when it is no longer viable as a manufactured housing community, or when other factors result in there being better uses for the property. This is a devastating scenario for someone

who has, for years or decades, expected they would be able to sell their property at its highest real value, only to find the government has taken away a large portion of that value.

MHCW had been pursuing a legal challenge to the practice of imposing exclusive zones, but our request for review was denied by the 9th Circuit Court. As a result there is an immediate need for "boots on the ground" at the local level, and that is where you can help. Association of Mobile Home Owners (AMHO) has been actively lobbying building and planning departments at the local level to establish exclusive MHC zones. The Spokane City Council recently voted 4-3 against requesting that the Planning Commission recommend the creation of exclusive MHC zones, and this was only after one council member who had previously been in favor of the proposal reversed their position. The City of Spokane Valley has also been heavily lobbied to create MHC zones. The city of Tumwater and Snohomish County have already imposed this type of zoning, and other jurisdictions are considering it.

To fight this trend, every MHC owner needs to keep a close eye on the activities of his or her city and/or county government. Let your local planning officials know this is an extremely unfair and unrealistic approach to preserving affordable housing, and check the agenda for upcoming council or planning commission meetings to see if they are considering MHC zoning changes. If they are, do everything you can to represent your interests!

MHCW Board Actions, October 24, 2012

1. **APPROVED** the minutes of the Quarterly Board Meeting held July 27, 2012, as presented.
2. **APPROVED** additional signers on the Association bank accounts, to total five.
3. **APPROVED** the Treasurer's Report as presented.
4. **APPROVED** the preliminary budget for 2013 as presented.

Respectfully Submitted, Theresa Janzen, MHCW Secretary

Country Estates MHC, LLC
Craig Rongey, Managing Member

April 13, 2021

Mayor Hernandez
Members of the City Council
City of College Place Planning Department

I was informed yesterday of Resolution No. 21-019 and felt it necessary to enter my comments into the record, since I, the other owners of Country Estates and its managers have been portrayed in a very negative and unwarranted manner regarding this resolution and the issues of the MHP zone, and the whole issue of park closure and/or redevelopment is being grossly misrepresented. An emergency is being declared for a problem that doesn't exist here.

In previous correspondence with city officials, Elizabeth Brochu and Brian Thorne have claimed they know my intentions and plans for the future of Country Estates based on an article I wrote in 2012 for the "Eye On Olympia", the newsletter of Manufactured Housing Communities of Washington (MHCW), the non-profit statewide association that represents manufactured housing community owners, managers and associated professionals in the industry. I was the state president of the association at that time, and our board of directors voted to support a lawsuit brought against the City of Tumwater by local community owners regarding the imposition of a new zone on several manufactured housing communities in Tumwater. The board felt the zoning was being unfairly and arbitrarily imposed, and it was seen as a serious property rights issue. Contrary to Mr. Thorne's statement, I did not pursue this lawsuit – it was MHCW that joined the suit. My article was not intended to promote closures, only to encourage the preservation of property rights. I have never encouraged community owners to close.

The March 18, 2021 article on the front page of the Union Bulletin set the stage for Resolution 21-019. If callously frightening our residents was the intention of the article, it was a success. The reporter did not contact anyone in Country Estates ownership or management for comment, and apologized after the fact for the fear and confusion caused by this one-sided report. We hand-delivered a bulletin to each home in Country Estates and Golden West Estates the next morning to try to ease the residents' fears and assure them the communities were not being sold or closed. Some were in tears or contacting their families, wondering what to do when they had lost their homes.

Ms. Brochu and Mr. Thorne also seem to believe I had something to do with the removal of the MHP zone in 2018. This is untrue, as I had no contact with the city regarding zoning, never requested any kind of zoning change, and was completely unaware the MHP zone was being removed until long after the fact. I never objected to the MHP zone, and its removal changes nothing in our long-term plans, since we intend to remain just what we are – a manufactured housing community. Other than the six new home spaces we're working to add to Country Estates, and a replacement storage building where the old barn was dismantled, we will not be doing any redevelopment.

Resolution 21-019 states the two MHPs in College Place are under development pressure. This comes as a surprise to me, as we have never been approached by anyone who wanted to redevelop the property, nor would we ever consider any redevelopment ourselves. We are contacted frequently by other community owners who want to purchase additional communities, but these potential buyers want

viable, successful MHPs to add to their portfolios. MHPs have been selling at around two per month in Washington over the past year or two, but it is extremely rare for a sale to lead to closure.

For any redevelopment to occur, a buyer would have to purchase the community at market value, which exceeds the land value alone, then begin the closure process, which takes any community owner a minimum of one year under state law. During that year, the community would be required to continue operating as a MHP. Add in all the engineering, surveys, applications, re-platting, complete removal and replacement of streets, sidewalks, lighting, stormwater systems and utilities (none of these things would be reusable) and it is a multi-year and costly process. This does not make redevelopment attractive in most cases, unless a community is failing for some reason and being sold for far below market value. Communities close for various reasons, but closures are relatively rare for larger communities. Two or more spaces constitutes a MHP under state law, so a closure may affect a small number of homes, such as last year's closure in Dayton of a six-space community with only three occupied lots. Hopefully with the one-year closure notice and the help of the state's Relocation Assistance Program those three residents were able to relocate.

This year there hasn't been a closure, although six homes in Ellensburg were relocated with state money because they encroached on a Bonneville Power easement. This was listed as a park closure on the Commerce website because the Relocation Program provided the funding, but the homes were actually relocated within the same community.

Mr. Thorne also stated our pending six-site development is separate from Country Estates and has something to do with my considering retirement, and both of those statements are untrue. We call the area Quail Park, but it is and will continue to be part of Country Estates, and I have no plans for retirement in the foreseeable future.

I do have concerns that the wording of this resolution might be used to halt the progress on our Quail Park development, and would like assurances that this will not be the case if this unnecessary resolution is passed and implemented. I don't believe anyone wants to lose new home sites, when there is such a demand for them.

Respectfully submitted,

A handwritten signature in black ink that reads "Craig Rongey". The signature is written in a cursive, flowing style.

Craig Rongey
Managing Member
Birch Tree MHC, LLC
Country Estates MHC, LLC
Golden West Estates MHC, LLC

City of College Place, Washington
ORDINANCE NO. 21-006

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON AMENDING CHAPTER 2.56 and 5.04 AND ADOPTING NEW CHAPTER 5.10 – PEDDLERS, ITINERANT VENDORS AND CANVASSERS; AND ESTABLISHING AN EFFECTIVE DATE.

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, the City of College Place pursuant to the Washington State Constitution, has the police power to regulated business activities within the City; and

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

Whereas, the 2018 update to Title 5 of the College Place Municipal Code repealed regulations pertaining to peddlers and solicitors; and

Whereas, for the safety and welfare of the public, door to door solicitations, itinerant vendors, and individuals soliciting sales in public should be regulated in time, place and how allowed, as well as prohibited for individuals with criminal backgrounds directly related to the activity;

Whereas, revisions to Chapter 2.56 and 5.04 and adoption of a new chapter serves this purpose;

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

Section 1: Modify Chapter 2.56 and 5.04 with language and adopt Ordinance title Chapter 5.10 as presented in Exhibit 1 of this agenda item.

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

Section 3: That if any section, subsection, clause, or phrase of this legislation is, for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance. The City hereby declares that it would have passed this law, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 4: That this law and the rules regulations, provisions, requirements, orders, and matters established and adopted hereby shall take effect and be in full force and effect five (5) days from and after date of its final passage and adoption.

ADOPTED at a regular meeting of the City Council of the City of College Place, Washington held on the 13th day of April 2021.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC City Clerk

Approved as to form:

Rea L Culwell, City Attorney

Passed: _____

Published: _____

Effective: _____

EXHIBIT 1 TO ORDINANCE 21-006

College Place Municipal Code
Chapter 2.56 CRIMINAL HISTORY INFORMATION
Chapter 5.04 BUSINESS LICENSES
Chapter 5.10 PEDDLERS OR SOLICITORS, ITINERANT VENDORS, AND CANVASSERS.

*New language underlined; language to be removed struck through.

~~2.56.010 – Applications for solicitor's license.~~

~~All applicants for solicitor's licenses must, as a condition to any application, provide written authorization for the College Place police department to release to the city administrator, the city clerk, the mayor and the members of the city council the results of its investigation required by [Section 5.04.050](#), including any criminal history which the department obtains from the Identification and Criminal History Section of the Washington State Patrol. Upon execution of such written authorization the College Place police department is fully authorized to disclose the results of its investigation to such officials.~~

5.04.015 – Immunity.

A. It is the specific intent of this chapter to place the obligation of complying with its terms on the licensee, and no provision of this chapter is intended to impose any duty upon the city or its employees or volunteers.

B. Nothing contained in this chapter is intended to be nor shall be construed to create any liability on the part of the City or its employees or volunteers for any injury or damage resulting from the failure of the licensee to comply with the provisions of this chapter, or by reason or in consequence of any act or omission in connection with the implementation or enforcement of this chapter on the part of the City or employees.

5.04.020 - Definitions.

The following definitions shall apply in construing the provisions of this chapter, except where otherwise declared or clearly apparent from the context:

~~A. "Breach of the peace" means a public disturbance or engaging in disorderly conduct, particularly by making an unnecessary or disturbing noise.~~

~~B.~~ A. "Business licensing services (BLS)" means the section of the State of Washington Department of Revenue authorized to provide business licensing services to the city pursuant to RCW Chapter 19.02 as now codified or as hereafter amended.

~~C.~~ B. "City" means the city of College Place.

~~D.~~ C. "Engaging in business."

- (1) The term "engaging in business" means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

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Chapter 5.04 BUSINESS LICENSES
Chapter 5.10 PEDDLERS OR SOLICITORS, ITINERANT VENDORS, AND CANVASSERS.

- (2) This section sets forth examples of activities that constitute engaging in business in the city, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimus business activities in the City without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in subsection (1). If an activity is not listed, whether it constitutes engaging in business in the city shall be determined by considering all the facts and circumstances and applicable law.
- (3) Without being all inclusive, any one of the following activities conducted within the city by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.
 - (a) Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the city.
 - (b) Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the city.
 - (c) Soliciting sales.
 - (d) Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.
 - (e) Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.
 - (f) Installing, constructing, or supervising installation or construction of, real or tangible personal property.
 - (g) Soliciting, negotiating, or approving franchise, license, or other similar agreements.
 - (h) Collecting current or delinquent accounts.
 - (i) Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.
 - (j) Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.
 - (k) Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball

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clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.

- (l) Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.
 - (m) Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the city, acting on its behalf, or for customers or potential customers.
 - (n) Investigating, resolving, or otherwise assisting in resolving customer complaints.
 - (o) In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.
 - (p) Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.
- E. D. "Fraud" means a knowing misrepresentation of the truth or concealment of a material fact to induce another to act to his or her detriment.
- F. E. "Moral turpitude" means an act or behavior that gravely violates the moral sentiments or the accepted moral standards of the community. Crimes of moral turpitude include, but are by no means limited to, misdemeanor offenses involving the following sorts of conduct, namely, assault, false advertising, false representation, fraud, harassment, theft, sexual exploitation of children, swindles and unlawful possession of a firearm.
- ~~G. "Peddler/solicitor." The terms "peddler" and "solicitor" and the terms "peddle" and "solicit" are used interchangeably in this chapter. A "peddler/solicitor" is defined as follows:~~
- ~~1. All persons, both principals and agents, as well as employers and employees, who shall sell, offer for or expose for sale, or who shall trade, deal or traffic in any personal property or services in the city by going from house to house, from place to place, or by indiscriminately approaching individuals from a location on any street, alley, sidewalk or other public thoroughfare and are otherwise not prohibited by local, state or federal law.~~
 - ~~2. Any person, both principals and agents, as well as employers and employees, who, while selling or offering for sale, any goods, wares, merchandise or anything of value, stands in a doorway or on any unenclosed vacant lot, parcel of land, or in any other place not used by such person as a permanent place of business. This definition is not intended to apply to yard sales or other selling related activities by the owners of property where such sales are being conducted and are otherwise not prohibited by local, state or federal law.~~
- H. F. "Person" means any individual, firm, partnership, limited liability company, corporation, association, receiver, assignee, trustee in bankruptcy, trust, estate, joint venture, club, joint stock company, business trust, society, or any group of individuals acting as a unit.

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~~I. "Registrant" means any person who engages in business or who is required to have a business license, or who performs any act for which a license fee is imposed by this chapter.~~

5.04.100 - Exception—Applicability of provisions.

This chapter shall not be applicable to:

- A. Suppliers who do not have a place of business in the city and who are engaged solely in wholesale selling to licensed retailers.
- B. Any fraternal, charitable or social entity or organization whose sole purpose is charitable and nonprofit and not organized or operated for the benefit of private interests, other than those operating pursuant to Chapter 69.51A RCW, included, but not limited to educational, scientific, literary, fostering local, national or international amateur sports competition, preventing cruelty to children or animals, relief of the poor, distressed, or underprivileged, erecting or maintaining public buildings, monuments, or works, eliminating prejudice and discrimination, defending human and civil rights secured by law, and combating community deterioration and juvenile delinquency.
- C. Any organization or assemblage whose sole purpose is religious and is not organized or operated for the benefit of private interests.
- D. Any municipality or political subdivision of the United States or the State of Washington.
- E. Any person who is exempt from paying the license fee by the laws of the United States of America or by the State of Washington.
- F. Artisans who produce their own art or craftwork, or sellers of prepared foods participating in a special event permit in which the sponsor has a city business license.
- G. Artisans who produce their own art or craftwork or sellers of prepared foods participating in a special event permitted by a lease entered into with the city.
- H. A person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 and who does not maintain a place of business within the city, shall be exempt from the general business license requirements of this chapter. The exemption does not apply to regulatory license requirements or activities that require a specialized permit.
- I. Persons selling trees solely used to celebrate a holiday.
- J. A seller located outside the city merely delivering goods into the city by means of a common carrier provided that it engages in no other business activities in the city.
- K. Minors engaged in babysitting, newspaper delivery, lemonade stands, lawn mowing, and similar activities.

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- L. Farmers, agriculturer, or gardeners selling their own farm products raised and grown exclusively upon lands owned or occupied by them. This exclusion is not applicable to the sale of value added products or prepared foods.
- M. Individuals who own or rent/lease property or otherwise use real property for their personal residence.
- N. Individuals who own real property that is rented/leased to others for residential use. Provided the individual rents/leases no more than two properties. Persons/entities that own three or more separate real properties that is leased/rented for residential use must obtain a license.
- O. Peddlers/Solicitors as defined in this Title.
- P. Itinerant Merchants, and Canvassers as defined in this Title.

5.04.150 - ~~Use of streets (peddler/solicitor).~~

~~No peddler shall have any exclusive right to any location in the public streets or publicly owned right-of-way, or be permitted a stationary location, nor be permitted to operate in any congested area where operations might impede or inconvenience the public. For purposes of this section, the judgment of a police officer, exercised in good faith, shall be conclusive as to whether the area is congested or the public impeded or inconvenienced.~~

5.04.160 - ~~Hours and notice (peddler/solicitor).~~

~~No person shall engage in the business of peddling between the hours of 8:00 p.m. and 8:00 a.m.~~

5.04.170 - Violation—Penalty.

Any person violating or failing to comply with any provision of this chapter shall be deemed to have committed a civil infraction as prescribed in CPMC Chapter 1.20. Any person violating or failing to comply with any provision of this chapter within 6 months of being cited with a civil infraction hereunder shall be guilty of a misdemeanor, as prescribed in CPMC Chapter 1.20. The City shall have the discretion to issue a civil infraction rather than file criminal charges, but is not obligated to do so.

*NEW CHAPTER:

5.10 – Peddlers or Solicitors, Itinerant Vendors, and Canvassers.

5.10.010 – Purpose

- A. The purpose of this chapter is to regulate the activities of peddlers, solicitors, itinerant vendors and canvassers to provide for and promote the health, safety and general welfare of the general public and not to create or designate any particular class of persons who will or should be specially protected by its terms.
- B. The investigation and licensing fees provided herein are levied to defray the costs of regulation and not to place an undue burden on interstate commerce.

5.10.020 – Immunity

- A. It is the specific intent of this chapter to place the obligation of complying with its terms on the licensee, and no provision of this chapter is intended to impose any duty upon the City or its employees.
- B. Nothing contained in this chapter is intended to be nor shall be construed to create any liability on the part of the City or its employees for any injury, death, or damage resulting from the failure of the licensee to comply with the provisions of this chapter, or by reason or in consequence of any act or omission in connection with the implementation or enforcement of this chapter on the part of the City or its employees.
- C. The City and its councilmembers, employees, and agents are immune from suit in law or equity, or any action under the administrative procedure act based upon its exercise of discretion in this Chapter.

5.10.030 – Definition and Terms

The following definitions shall apply in construing the provisions of this chapter, except where otherwise declared or clearly apparent from the context.

- A. "Canvassers" means any person who, by going door to door, residence to residence, or business to business, soliciting information, opinions or sentiments or while soliciting information, opinions or sentiments, does so at any place other than the canvasser's principle place of business or residence. Canvassing does not include soliciting opinions or sentiments regarding an election, vote or voting, religion, charity or purpose or activity of a non-profit entity. Canvassing does not include soliciting information by or on behalf of a federal, state, or local government. Canvasser does not include candidates for elected government positions and their campaign workers.
- B. "City" means the city of College Place.

- C. "Itinerant vendors" means a person who sells or offers for sale, hawks, barter, or auctions any goods, services or anything of value, while standing in a doorway or on any unenclosed vacant lot, parcel of land, or in any other place not used by such person as a permanent place of business. This definition is not intended to apply to yard sales or other selling related activities by the owners of property where such sales are being conducted and are otherwise not prohibited by local, state or federal law.
- D. "Peddler" and "Solicitor" means a person who peddles, sells, offers for sale, hawks, barter, or auctions goods, services, or anything of value by going from residence to residence, business to business, place to place and are otherwise not prohibited by local, state or federal law.
- E. "Person" means any individual, firm, partnership, limited liability company, corporation, association, receiver, assignee, trustee in bankruptcy, trust, estate, joint venture, club, joint stock company, business trust, society, any group of individuals acting as a unit or any agent or employee thereof.

5.10.030 – City License required.

It is unlawful for a person to conduct the business of a peddler or solicitor or itinerant vendor or canvasser within the City without a current valid City Peddler's License.

5.10.040 – Exemptions.

This chapter shall not apply to:

- A. Yard or garage sales or other selling related activities by the owners or occupants of property where such sales are being conducted and are otherwise not prohibited by local law.
- B. Farmers, growers, or gardeners selling their own farm products procured exclusively upon lands owned or occupied by them are excluded from this chapter. This exclusion is not applicable to the sale of value-added products.
- C. Newspaper carriers and delivery of subscription goods or services.
- D. Business conducted outside of a principle place of a licensed business if located in the Downtown Mixed Use zone.
- E. Food trucks or carts, or Food truck/cart pods which are governed by CPMC Chapter 5.0[]
- F. Any sale pursuant to a court order or governmental actor who is discharging their duties.
- G. Officers or members acting on behalf of any fraternal, nonprofit, charitable, fraternal or social entity or organization whose sole purpose is charitable and nonprofit, who are unpaid for their services and not organized or operated for the benefit of private interests, including entities

registered as nonprofit corporations under RCW Title 24 or an entity exempt from federal income tax under Section 501(c) of the Federal Income Tax Code, other than those operating pursuant to Chapter 69.51A RCW.

- H. Duly organized and operating in good faith and entitled to receive a declaration of current tax exempt status for religious purposes from the United States government, and the duly organized branches or chapters of those organizations.
- I. Persons dealing only with merchants, businesses, or commercial entities, for example, advertisers soliciting sales from a commercial business.
- J. Persons permitted to conduct business pursuant to a special use permit.
- K. Persons acting on behalf of a politician or political group or acting on behalf of a governmental organization.

5.10.050 – Application - Fee.

Every peddler or solicitor, itinerant vendor, and canvasser must obtain a City Peddler's License on an annual basis before commencing business or canvassing in the City by application in writing and under oath, on the form provided by the City, to the appropriate City official. The application shall be accompanied with the required fee(s) as set by the City Council, and may include the actual cost of performing a criminal background check. The application must contain the following information:

- A. Name, date of birth, permanent residential address, mailing address if different than residential address, phone number, and social security number of the applicant.
- B. If conducting activities on behalf of an entity, name, principle place of business address and phone number, Unified Business Identifier number, and registered agent's name and address.
- C. Description and license plate number of any vehicle(s) to be used to conduct activities.
- D. Brief description of the nature of the activity.
- E. Address or addresses of place or places where activities will be conducted.
- F. Signature of applicant authorizing the police department to conduct an investigation of the applicant, including, any criminal background check.
- G. Such other information as may be reasonable required by the City.

5.10.060 – Applicant Investigation – Criminal History Check – Recommendation

- A. By completing an application for a Peddler's License, the applicant gives express permission for the City to investigate the applicant, including permission to review the applicant's felony and misdemeanor convictions and committed civil infractions for the last 10 years. The City may charge an applicant a fee for conducting a criminal history check.
- B. The City shall investigate the applicant pursuant to the policy established by the City Police Department and approved by City Council and in compliance with Chapter 9.96A RCW and as amended.
- C. An investigation shall be conducted for each application regardless of whether one was performed for an application or applicant for a prior year.
- D. Upon completion of investigation the Police Department shall approve or disapprove based on its findings. Recommendation of disapproval must be for good cause, including but not limited to, unsatisfactory criminal history of convictions or committed civil infractions directly relating to fitness for a license; discovery of facts supporting lack of business responsibility; or any legitimate reason that the applicant presents a risk to public health, safety or general welfare.

5.10.070 – Issuance or denial of license.

Within 10 business days of the Police Department recommendation, the Police Department shall:

- A. Approve and issue a license to the applicant.
- B. Deny and notify the applicant in writing of the denial and procedures for appeal.

This period may be extended for good cause.

5.10.080 – Denial or Revocation of Application

- A. The City may deny or revoke an application for good cause, including but not limited to the following reasons:
 - 1. Incomplete application.
 - 2. Fraud, misrepresentation, or false information provided in the application for license.
 - 3. Fraud, misrepresentation, or false statement made in the course of carrying on the business, including, but not limited to misrepresenting items as authentic or of a certain brand.
 - 4. Conducting activities different than for which the license was intended.
 - 5. Any violation of this Chapter or any applicable law.
 - 6. Felony or misdemeanor conviction directly related to the fitness of licensee to carry on the activities.
 - 7. Conducting activities in such a manner as to constitute a breach of the peace or to the detriment of the health, safety, or general welfare of the public.
 - 8. Any grounds listed in CPMC 5.04.140 and as amended.

- B. Any denial or revocation is in addition to civil infraction issued, criminal charges filed, fine or imprisonment, and action in equity.

5.10.090 – Appeal procedure.

An applicant may appeal a license denial or revocation. The appeal must be in writing and must be received by the City within 10 days of the denial or revocation. Upon appeal, the City Administrator will review the reason(s) for the denial or revocation and the information provided in the appeal and, within 10 days of the appeal, either affirm the denial or revocation, or overturn the denial or revocation. The City Administrator's decision shall be in writing and shall state the reasons for affirming or overturning the denial or revocation. An applicant may appeal the City Administrator's decision to affirm the denial or revocation. An appeal of the City Administrator's decision shall be governed by CPMC Chapter 2.50.

5.10.100 – Restriction on time and place.

- A. No person shall engage or attempt to engage in any peddling, itinerant vending, or canvassing activity before 9:00am PST and after 7:00pm PST.
- B. No person shall engage or attempt to engage in any peddling, itinerant vending, or canvassing that obstructs vehicular or pedestrian traffic or otherwise obstructs the public's use of any government owned property, sidewalks, roadways, trails, or other public recreational area.
- C. No person shall engage or attempt to engage in any peddling, soliciting, itinerant vending or canvassing at any residence, business, or other building that displays a "no solicitor" or "no solicitation" or similar type sign or if the residence, business, or other building occupants inform the person that they do not want the person to continue to engage or attempt to engage at that location.
- D. Nothing in this section is intended to affect any permissible act in accordance with a City Special Use Permit.

5.10.110 – Exhibition of license required.

License shall be exhibited upon request.

5.10.120 – Rights not given.

Nothing in this Chapter grants any right or permission for any person to:

- A. Go onto or over any property from which the applicant has been trespassed or barred from entry by the owner or occupant.
- B. Go onto or over or approach any property with a "no solicitation/no solicitor" posted sign.

- C. Go onto or over or enter any property that is not commonly accessible to the public.

5.10.130 – Violation

Any person violating or failing to comply with any provision of this chapter shall be deemed to have committed a civil infraction as prescribed in CPMC Chapter 1.20. Any person violating or failing to comply with any provision of this chapter within 6 months of being cited with a civil infraction hereunder shall be guilty of a misdemeanor, as prescribed in CPMC Chapter 1.20. The City shall have the discretion to issue a civil infraction rather than file criminal charges but is not obligated to do so.

5.10.140 – Severability - Waiver

- A. If any provision of this chapter or its application or circumstances is held invalid, the remainder of the title or the application of the provision to other persons or circumstances is not affected, and the remaining provisions are in full force and effect.
- B. The City's failure to implement or enforce this Chapter does not alleviate any person from complying herewith.

EXHIBIT 1 TO ORDINANCE 21-006

College Place Municipal Code
Chapter 2.56 CRIMINAL HISTORY INFORMATION
Chapter 5.04 BUSINESS LICENSES
Chapter 5.10 PEDDLERS OR SOLICITORS, ITINERANT VENDORS, AND CANVASSERS.

*New language underlined; language to be removed struck through.

~~2.56.010 – Applications for solicitor's license.~~

~~All applicants for solicitor's licenses must, as a condition to any application, provide written authorization for the College Place police department to release to the city administrator, the city clerk, the mayor and the members of the city council the results of its investigation required by [Section 5.04.050](#), including any criminal history which the department obtains from the Identification and Criminal History Section of the Washington State Patrol. Upon execution of such written authorization the College Place police department is fully authorized to disclose the results of its investigation to such officials.~~

5.04.015 – Immunity.

A. It is the specific intent of this chapter to place the obligation of complying with its terms on the licensee, and no provision of this chapter is intended to impose any duty upon the city or its employees or volunteers.

B. Nothing contained in this chapter is intended to be nor shall be construed to create any liability on the part of the City or its employees or volunteers for any injury or damage resulting from the failure of the licensee to comply with the provisions of this chapter, or by reason or in consequence of any act or omission in connection with the implementation or enforcement of this chapter on the part of the City or employees.

5.04.020 - Definitions.

The following definitions shall apply in construing the provisions of this chapter, except where otherwise declared or clearly apparent from the context:

~~A. "Breach of the peace" means a public disturbance or engaging in disorderly conduct, particularly by making an unnecessary or disturbing noise.~~

~~B.~~ A. "Business licensing services (BLS)" means the section of the State of Washington Department of Revenue authorized to provide business licensing services to the city pursuant to RCW Chapter 19.02 as now codified or as hereafter amended.

~~C.~~ B. "City" means the city of College Place.

~~D.~~ C. "Engaging in business."

- (1) The term "engaging in business" means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

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- (2) This section sets forth examples of activities that constitute engaging in business in the city, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimus business activities in the City without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in subsection (1). If an activity is not listed, whether it constitutes engaging in business in the city shall be determined by considering all the facts and circumstances and applicable law.
- (3) Without being all inclusive, any one of the following activities conducted within the city by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.
 - (a) Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the city.
 - (b) Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the city.
 - (c) Soliciting sales.
 - (d) Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.
 - (e) Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.
 - (f) Installing, constructing, or supervising installation or construction of, real or tangible personal property.
 - (g) Soliciting, negotiating, or approving franchise, license, or other similar agreements.
 - (h) Collecting current or delinquent accounts.
 - (i) Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.
 - (j) Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.
 - (k) Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball

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clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.

- (l) Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.
 - (m) Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the city, acting on its behalf, or for customers or potential customers.
 - (n) Investigating, resolving, or otherwise assisting in resolving customer complaints.
 - (o) In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.
 - (p) Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.
- E. D. "Fraud" means a knowing misrepresentation of the truth or concealment of a material fact to induce another to act to his or her detriment.
- F. E. "Moral turpitude" means an act or behavior that gravely violates the moral sentiments or the accepted moral standards of the community. Crimes of moral turpitude include, but are by no means limited to, misdemeanor offenses involving the following sorts of conduct, namely, assault, false advertising, false representation, fraud, harassment, theft, sexual exploitation of children, swindles and unlawful possession of a firearm.
- ~~G. "Peddler/solicitor." The terms "peddler" and "solicitor" and the terms "peddle" and "solicit" are used interchangeably in this chapter. A "peddler/solicitor" is defined as follows:~~
- ~~1. All persons, both principals and agents, as well as employers and employees, who shall sell, offer for or expose for sale, or who shall trade, deal or traffic in any personal property or services in the city by going from house to house, from place to place, or by indiscriminately approaching individuals from a location on any street, alley, sidewalk or other public thoroughfare and are otherwise not prohibited by local, state or federal law.~~
 - ~~2. Any person, both principals and agents, as well as employers and employees, who, while selling or offering for sale, any goods, wares, merchandise or anything of value, stands in a doorway or on any unenclosed vacant lot, parcel of land, or in any other place not used by such person as a permanent place of business. This definition is not intended to apply to yard sales or other selling related activities by the owners of property where such sales are being conducted and are otherwise not prohibited by local, state or federal law.~~
- H. F. "Person" means any individual, firm, partnership, limited liability company, corporation, association, receiver, assignee, trustee in bankruptcy, trust, estate, joint venture, club, joint stock company, business trust, society, or any group of individuals acting as a unit.

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~~I. "Registrant" means any person who engages in business or who is required to have a business license, or who performs any act for which a license fee is imposed by this chapter.~~

5.04.100 - Exception—Applicability of provisions.

This chapter shall not be applicable to:

- A. Suppliers who do not have a place of business in the city and who are engaged solely in wholesale selling to licensed retailers.
- B. Any fraternal, charitable or social entity or organization whose sole purpose is charitable and nonprofit and not organized or operated for the benefit of private interests, other than those operating pursuant to Chapter 69.51A RCW, included, but not limited to educational, scientific, literary, fostering local, national or international amateur sports competition, preventing cruelty to children or animals, relief of the poor, distressed, or underprivileged, erecting or maintaining public buildings, monuments, or works, eliminating prejudice and discrimination, defending human and civil rights secured by law, and combating community deterioration and juvenile delinquency.
- C. Any organization or assemblage whose sole purpose is religious and is not organized or operated for the benefit of private interests.
- D. Any municipality or political subdivision of the United States or the State of Washington.
- E. Any person who is exempt from paying the license fee by the laws of the United States of America or by the State of Washington.
- F. Artisans who produce their own art or craftwork, or sellers of prepared foods participating in a special event permit in which the sponsor has a city business license.
- G. Artisans who produce their own art or craftwork or sellers of prepared foods participating in a special event permitted by a lease entered into with the city.
- H. A person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 and who does not maintain a place of business within the city, shall be exempt from the general business license requirements of this chapter. The exemption does not apply to regulatory license requirements or activities that require a specialized permit.
- I. Persons selling trees solely used to celebrate a holiday.
- J. A seller located outside the city merely delivering goods into the city by means of a common carrier provided that it engages in no other business activities in the city.
- K. Minors engaged in babysitting, newspaper delivery, lemonade stands, lawn mowing, and similar activities.

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- L. Farmers, agriculturer, or gardeners selling their own farm products raised and grown exclusively upon lands owned or occupied by them. This exclusion is not applicable to the sale of value added products or prepared foods.
- M. Individuals who own or rent/lease property or otherwise use real property for their personal residence.
- N. Individuals who own real property that is rented/leased to others for residential use. Provided the individual rents/leases no more than two properties. Persons/entities that own three or more separate real properties that is leased/rented for residential use must obtain a license.
- O. Peddlers/Solicitors as defined in this Title.
- P. Itinerant Merchants, and Canvassers as defined in this Title.

5.04.150 - ~~Use of streets (peddler/solicitor).~~

~~No peddler shall have any exclusive right to any location in the public streets or publicly owned right-of-way, or be permitted a stationary location, nor be permitted to operate in any congested area where operations might impede or inconvenience the public. For purposes of this section, the judgment of a police officer, exercised in good faith, shall be conclusive as to whether the area is congested or the public impeded or inconvenienced.~~

5.04.160 - ~~Hours and notice (peddler/solicitor).~~

~~No person shall engage in the business of peddling between the hours of 8:00 p.m. and 8:00 a.m.~~

5.04.170 - Violation—Penalty.

Any person violating or failing to comply with any provision of this chapter shall be deemed to have committed a civil infraction as prescribed in CPMC Chapter 1.20. Any person violating or failing to comply with any provision of this chapter within 6 months of being cited with a civil infraction hereunder shall be guilty of a misdemeanor, as prescribed in CPMC Chapter 1.20. The City shall have the discretion to issue a civil infraction rather than file criminal charges, but is not obligated to do so.

*NEW CHAPTER:

5.10 – Peddlers or Solicitors, Itinerant Vendors, and Canvassers.

5.10.010 – Purpose

- A. The purpose of this chapter is to regulate the activities of peddlers, solicitors, itinerant vendors and canvassers to provide for and promote the health, safety and general welfare of the general public and not to create or designate any particular class of persons who will or should be specially protected by its terms.
- B. The investigation and licensing fees provided herein are levied to defray the costs of regulation and not to place an undue burden on interstate commerce.

5.10.020 – Immunity

- A. It is the specific intent of this chapter to place the obligation of complying with its terms on the licensee, and no provision of this chapter is intended to impose any duty upon the City or its employees.
- B. Nothing contained in this chapter is intended to be nor shall be construed to create any liability on the part of the City or its employees for any injury, death, or damage resulting from the failure of the licensee to comply with the provisions of this chapter, or by reason or in consequence of any act or omission in connection with the implementation or enforcement of this chapter on the part of the City or its employees.
- C. The City and its councilmembers, employees, and agents are immune from suit in law or equity, or any action under the administrative procedure act based upon its exercise of discretion in this Chapter.

5.10.030 – Definition and Terms

The following definitions shall apply in construing the provisions of this chapter, except where otherwise declared or clearly apparent from the context.

- A. "Canvassers" means any person who, by going door to door, residence to residence, or business to business, soliciting information, opinions or sentiments or while soliciting information, opinions or sentiments, does so at any place other than the canvasser's principle place of business or residence. Canvassing does not include soliciting opinions or sentiments regarding an election, vote or voting, religion, charity or purpose or activity of a non-profit entity. Canvassing does not include soliciting information by or on behalf of a federal, state, or local government. Canvasser does not include candidates for elected government positions and their campaign workers.
- B. "City" means the city of College Place.

- C. "Itinerant vendors" means a person who sells or offers for sale, hawks, barter, or auctions any goods, services or anything of value, while standing in a doorway or on any unenclosed vacant lot, parcel of land, or in any other place not used by such person as a permanent place of business. This definition is not intended to apply to yard sales or other selling related activities by the owners of property where such sales are being conducted and are otherwise not prohibited by local, state or federal law.
- D. "Peddler" and "Solicitor" means a person who peddles, sells, offers for sale, hawks, barter, or auctions goods, services, or anything of value by going from residence to residence, business to business, place to place and are otherwise not prohibited by local, state or federal law.
- E. "Person" means any individual, firm, partnership, limited liability company, corporation, association, receiver, assignee, trustee in bankruptcy, trust, estate, joint venture, club, joint stock company, business trust, society, any group of individuals acting as a unit or any agent or employee thereof.

5.10.030 – City License required.

It is unlawful for a person to conduct the business of a peddler or solicitor or itinerant vendor or canvasser within the City without a current valid City Peddler's License.

5.10.040 – Exemptions.

This chapter shall not apply to:

- A. Yard or garage sales or other selling related activities by the owners or occupants of property where such sales are being conducted and are otherwise not prohibited by local law.
- B. Farmers, growers, or gardeners selling their own farm products procured exclusively upon lands owned or occupied by them are excluded from this chapter. This exclusion is not applicable to the sale of value-added products.
- C. Newspaper carriers and delivery of subscription goods or services.
- D. Business conducted outside of a principle place of a licensed business if located in the Downtown Mixed Use zone.
- E. Food trucks or carts, or Food truck/cart pods which are governed by CPMC Chapter 5.0[]
- F. Any sale pursuant to a court order or governmental actor who is discharging their duties.
- G. Officers or members acting on behalf of any fraternal, nonprofit, charitable, fraternal or social entity or organization whose sole purpose is charitable and nonprofit, who are unpaid for their services and not organized or operated for the benefit of private interests, including entities

registered as nonprofit corporations under RCW Title 24 or an entity exempt from federal income tax under Section 501(c) of the Federal Income Tax Code, other than those operating pursuant to Chapter 69.51A RCW.

- H. Duly organized and operating in good faith and entitled to receive a declaration of current tax exempt status for religious purposes from the United States government, and the duly organized branches or chapters of those organizations.
- I. Persons dealing only with merchants, businesses, or commercial entities, for example, advertisers soliciting sales from a commercial business.
- J. Persons permitted to conduct business pursuant to a special use permit.
- K. Persons acting on behalf of a politician or political group or acting on behalf of a governmental organization.

5.10.050 – Application - Fee.

Every peddler or solicitor, itinerant vendor, and canvasser must obtain a City Peddler's License on an annual basis before commencing business or canvassing in the City by application in writing and under oath, on the form provided by the City, to the appropriate City official. The application shall be accompanied with the required fee(s) as set by the City Council, and may include the actual cost of performing a criminal background check. The application must contain the following information:

- A. Name, date of birth, permanent residential address, mailing address if different than residential address, phone number, and social security number of the applicant.
- B. If conducting activities on behalf of an entity, name, principle place of business address and phone number, Unified Business Identifier number, and registered agent's name and address.
- C. Description and license plate number of any vehicle(s) to be used to conduct activities.
- D. Brief description of the nature of the activity.
- E. Address or addresses of place or places where activities will be conducted.
- F. Signature of applicant authorizing the police department to conduct an investigation of the applicant, including, any criminal background check.
- G. Such other information as may be reasonable required by the City.

5.10.060 – Applicant Investigation – Criminal History Check – Recommendation

- A. By completing an application for a Peddler's License, the applicant gives express permission for the City to investigate the applicant, including permission to review the applicant's felony and misdemeanor convictions and committed civil infractions for the last 10 years. The City may charge an applicant a fee for conducting a criminal history check.
- B. The City shall investigate the applicant pursuant to the policy established by the City Police Department and approved by City Council and in compliance with Chapter 9.96A RCW and as amended.
- C. An investigation shall be conducted for each application regardless of whether one was performed for an application or applicant for a prior year.
- D. Upon completion of investigation the Police Department shall approve or disapprove based on its findings. Recommendation of disapproval must be for good cause, including but not limited to, unsatisfactory criminal history of convictions or committed civil infractions directly relating to fitness for a license; discovery of facts supporting lack of business responsibility; or any legitimate reason that the applicant presents a risk to public health, safety or general welfare.

5.10.070 – Issuance or denial of license.

Within 10 business days of the Police Department recommendation, the Police Department shall:

- A. Approve and issue a license to the applicant.
- B. Deny and notify the applicant in writing of the denial and procedures for appeal.

This period may be extended for good cause.

5.10.080 – Denial or Revocation of Application

- A. The City may deny or revoke an application for good cause, including but not limited to the following reasons:
 - 1. Incomplete application.
 - 2. Fraud, misrepresentation, or false information provided in the application for license.
 - 3. Fraud, misrepresentation, or false statement made in the course of carrying on the business, including, but not limited to misrepresenting items as authentic or of a certain brand.
 - 4. Conducting activities different than for which the license was intended.
 - 5. Any violation of this Chapter or any applicable law.
 - 6. Felony or misdemeanor conviction directly related to the fitness of licensee to carry on the activities.
 - 7. Conducting activities in such a manner as to constitute a breach of the peace or to the detriment of the health, safety, or general welfare of the public.
 - 8. Any grounds listed in CPMC 5.04.140 and as amended.

- B. Any denial or revocation is in addition to civil infraction issued, criminal charges filed, fine or imprisonment, and action in equity.

5.10.090 – Appeal procedure.

An applicant may appeal a license denial or revocation. The appeal must be in writing and must be received by the City within 10 days of the denial or revocation. Upon appeal, the City Administrator will review the reason(s) for the denial or revocation and the information provided in the appeal and, within 10 days of the appeal, either affirm the denial or revocation, or overturn the denial or revocation. The City Administrator's decision shall be in writing and shall state the reasons for affirming or overturning the denial or revocation. An applicant may appeal the City Administrator's decision to affirm the denial or revocation. An appeal of the City Administrator's decision shall be governed by CPMC Chapter 2.50.

5.10.100 – Restriction on time and place.

- A. No person shall engage or attempt to engage in any peddling, itinerant vending, or canvassing activity before 9:00am PST and after 7:00pm PST.
- B. No person shall engage or attempt to engage in any peddling, itinerant vending, or canvassing that obstructs vehicular or pedestrian traffic or otherwise obstructs the public's use of any government owned property, sidewalks, roadways, trails, or other public recreational area.
- C. No person shall engage or attempt to engage in any peddling, soliciting, itinerant vending or canvassing at any residence, business, or other building that displays a "no solicitor" or "no solicitation" or similar type sign or if the residence, business, or other building occupants inform the person that they do not want the person to continue to engage or attempt to engage at that location.
- D. Nothing in this section is intended to affect any permissible act in accordance with a City Special Use Permit.

5.10.110 – Exhibition of license required.

License shall be exhibited upon request.

5.10.120 – Rights not given.

Nothing in this Chapter grants any right or permission for any person to:

- A. Go onto or over any property from which the applicant has been trespassed or barred from entry by the owner or occupant.
- B. Go onto or over or approach any property with a "no solicitation/no solicitor" posted sign.

- C. Go onto or over or enter any property that is not commonly accessible to the public.

5.10.130 – Violation

Any person violating or failing to comply with any provision of this chapter shall be deemed to have committed a civil infraction as prescribed in CPMC Chapter 1.20. Any person violating or failing to comply with any provision of this chapter within 6 months of being cited with a civil infraction hereunder shall be guilty of a misdemeanor, as prescribed in CPMC Chapter 1.20. The City shall have the discretion to issue a civil infraction rather than file criminal charges but is not obligated to do so.

5.10.140 – Severability - Waiver

- A. If any provision of this chapter or its application or circumstances is held invalid, the remainder of the title or the application of the provision to other persons or circumstances is not affected, and the remaining provisions are in full force and effect.
- B. The City's failure to implement or enforce this Chapter does not alleviate any person from complying herewith.

City of College Place, Washington
ORDINANCE NO. 21-007

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON ADOPTING BY REFERENCE CHAPTER 69.41 RCW – LEGEND DRUGS AND CHAPTER 69.50 RCW AS AMENDED; AND ESTABLISHING AN EFFECTIVE DATE.

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, the City of College Place pursuant to the Washington State Constitution, has the police power to designate certain acts and omissions as crimes to promote the safety and welfare of the public;

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

Whereas, the Washington State Supreme Court, in State v. Blake, No. 96873-0, February 25, 2021, found RCW 69.50.4013 unconstitutional in that it did not require a suspect to have knowledge of possession of a controlled substance in order for the suspect to be found guilty of a crime under RCW 69.50.4013; and

Whereas, the City anticipates that the State will respond to the Blake decision, however to do so may take an appreciable amount of time during which drug possession and related activity can still occur with immunity in the City; and

Whereas, the City desires to regulate drug related activities, including knowing drug possession to protect the safety and welfare of the public; and

Whereas, adoption of an ordinance adopting by reference the State statutes Chapter 69.41 RCW and Chapter 69.50 RCW serves this purpose;

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

Section 1: New Chapter:

CHAPTER 9.17 – LEGEND DRUGS AND CONTROLLED SUBSTANCES.

9.17.010 – Statutes incorporated by reference.

The following statutes as adopted and further amended and/or recodified regarding legend drugs and controlled substances are incorporated by reference:

9.17.020 – Knowledge required.

For the crime of Possession of controlled substance pursuant to 69.50.4013, as amended and/or recodified, the possession must be knowingly.

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

Section 3: That if any section, subsection, clause, or phrase of this legislation is, for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance. The City hereby declares that it would have passed this law, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 4: That this law and the rules regulations, provisions, requirements, orders, and matters established and adopted hereby shall take effect and be in full force and effect five (5) days from and after date of its final passage and adoption.

ADOPTED at a regular meeting of the City Council of the City of College Place, Washington held on the 13th day of April 2021.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC City Clerk

Approved as to form:

Rea L Culwell, City Attorney

Passed: _____

Published: _____

Effective: _____