

Tuesday, August 9, 2022
City Council Meeting - Hybrid (In-Person & Electronic)

7:00 P.M.

2101st Regular City Council Meeting - Hybrid (In-Person & Electronic)

In-Person at City Hall, 625 S College Avenue, College Place Washington

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

Zoom Attendee Link: <https://us06web.zoom.us/j/85851438712>

Or you may call this number to listen: 1-669-900-9128 ID#858 5143 8712 Phone controls: *6 - toggle mute /un-mute and *9 - raise hand

1. Opening Items.

Subject :	1.01 Call To Order
Meeting :	Aug 9, 2022 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Hernández will call the meeting to order.

Subject :	1.02 Roll Call
Meeting :	Aug 9, 2022 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Norma L. Hernández

Paul T. Jessup,

Michael Cleveland,

Loren Peterson,

Council Members Tito Espinoza Jr.,

Melodie Williams,
Heather Schermann,
Monica Boyle

Administrator, Mike Rizzitiello;
City Attorney, Rea Culwell
Finance Director, Brian Carleton;
Public Works Director, Robert McAndrews;

Staff Police Chief, Troy Tomaras;
Fire Chief, David Winter;
Community Development Director, Jon Rickard;
HR Manager, Shawn Doering;
City Clerk, Lisa Neissl

Subject : 1.03 Pledge of Allegiance
Meeting : Aug 9, 2022 - City Council Meeting - Hybrid (In-Person & Electronic)
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 Public Comment -
Meeting : Aug 9, 2022 - City Council Meeting - Hybrid (In-Person & Electronic)
Category : 1. Opening Items.
Access : Public
Type : Information

Public Content

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

Meeting Protocol for Public Comment:

When submitting public comments, include the following information regardless of the manner you are using: Note that there are deadlines for written comments to be included in the meeting documents.

- Your Name
- Your Address

Written Public comments may be provided by submitting comment to Clerk@cpwa.us no later than 4:30 PM on the meeting date to be included in the record. (If typewritten, no less than 11 pt font).

Verbal Public Comments may be made during the meeting:

- In-person at the meeting location - provided at the beginning of each agenda.
- Telephone comment - Call 1-669-900-9128, entering the meeting ID (provided at beginning of agenda) and raise your hand (*9 to raise hand, *6 to mute/un-mute) when comments are requested.
- Virtual comment - Join using the Zoom Attendee link (provided at beginning of agenda) and raise your hand when comments are requested.

Once recognized, you will have five minutes to speak on any subject that is under the control of the Council.

File Attachments

[It is SO EASY to participate in public meetings!.png \(224 KB\)](#)

2. Consent Agenda.

Subject :	2.01 AB 22169 - Approve Agenda for August 9, 2022
Meeting :	Aug 9, 2022 - City Council Meeting - Hybrid (In-Person & Electronic)
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 22170 - Approve Council Minutes from July 26, 2022
Meeting :	Aug 9, 2022 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	2. Consent Agenda.

Access : Public
Type : Action (Consent), Minutes
Minutes : [View Minutes](#) for Jul 26, 2022 - City Council Meeting - Hybrid (In-Person & Electro

File Attachments

[2022-07-26_Council_Minutes_Draft.pdf \(1.038 KB\)](#)

Consent

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Subject : 2.03 AB 22165A - Salary Ordinance Update 5 - Mental Health Co-Responder Addition
Meeting : Aug 9, 2022 - City Council Meeting - Hybrid (In-Person & Electronic)
Category : 2. Consent Agenda.
Access : Public
Type : Action (Consent)
Preferred Date : Aug 09, 2022

Public Content

The \$200,000 is funded by a reimbursable grant for two years.

On June 14, 2022 council approved Resolution #22-046 to allow the City Administrator to sign an agreement with Greater Columbia Behavior Health to accept Federal Mental Health Professional grant.

The City will put the full grant amount to salary and benefits for the Mental Health Co-Responder position.

File Attachments

[Mental Health Professional-2022 Pay Estimate.pdf \(444 KB\)](#)
[Ord_No_22-013_Salary5_2022-08-09.pdf \(167 KB\)](#)

Consent

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and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Subject :	2.04 AB 22165B - Adoption of Mental Health Co-Responder Job Description
Meeting :	Aug 9, 2022 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)
Preferred Date :	Aug 09, 2022

Public Content

See Attached.

File Attachments

[College Place Mental Health Co-Responder JD 2022.pdf \(163 KB\)](#)

Consent

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Subject :	2.05 AB 22166 - Accident Prevention Program Adoption
Meeting :	Aug 9, 2022 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)

Public Content

Employers in Washington state are required to have a written Accident Prevention Program (APP). The last time College Place updated this document was in 2008.

The City of College Place Safety Committee has worked diligently over the past year to create a relevant Accident Prevention Program. Using a template provided by the Association of Washington Cities Retro Program, members crafted a document that addresses the safety and health hazards found in our workplace.

The APP will guide employees to a safer work environment and be the cornerstone of our safety program.

File Attachments

[Res_No_22-062_Accident_Prevention_Program_2022-08-09.pdf \(1.898 KB\)](#)

Consent

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Subject :	2.06 AB 22171 - Historic Preservation Commission Appointment Confirmation
Meeting :	Aug 9, 2022 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)

Public Content

Stanley Green chose not to serve another term on the commission after his term ended on 12/31/2021.

We recently received an interest form from Terrie Aamodt who is a retired Professor Emerita of History. The Mayor would like Council to confirm the appointment of Mrs. Aamodt to the Commission.

Interest form Questions:

Briefly describe your background and experience:

My doctoral degree and teaching field is American Studies (literature and history) and I have taught U. S. history since 1986. As you might imagine, I have an abiding interest in historic preservation. I wrote the centennial history of Walla Walla College, which was published in 1992, and thus gained some knowledge of College Place and the Walla Walla Valley. I have lived in College Place in the 1970s and 1980s and currently live in the county near College Place city limits. I currently serve on the Walla Walla County Rural Public Library board and thus have other connections to College Place as well.

Lisa any special training, skills, or experiences you may have that are pertinent to the Board/Commission to which you are applying:

In addition to the above, I was Honors director at Walla Walla University for a number of years and attended several annual Honors national conventions. A keystone part of those events was the "City as Text" experience, which encouraged both faculty and students to explore and study a city in depth. The idea of those demonstration experiences at the conventions was to encourage participants to explore their own cities more fully. My experience with those events would contribute to an item described in the goals list below.

Discuss your motivation for serving on the Board/Commission to which you are applying:

I would like to participate in discussions of how to preserve the historical underpinnings of College Place and to encourage appreciation for historic preservation.

State your goals for the City:

Develop a comprehensive understanding of how the past has shaped the City of College Place, including geology, Native American habitation, pioneer settlement, farming and orchardist activities, formation of a college town, and the broadening purpose of College Place today.

Provide historical markers and signage as appropriate.

Reach out to public and private schools with City as Text learning materials on the area (see "special training" section above).

Executive File Attachments

[TAamodt Historical Preservation Application.pdf \(433 KB\)](#)

Consent

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Subject :	2.07 AB 22172 - Lodging Tax Advisory Commission Appointment Confirmation
Meeting :	Aug 9, 2022 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)

Public Content

Kristen Taylor submitted her resignation as she has moved out of the state for a new job.

We have received an Interest Form from Jon Nickell who was her replacement at WWU as Director of Residential Live & Housing. In that position, he is responsible for payment of the lodging tax for the University guest housing which qualifies him to fill that position. The Mayor would like the Council to confirm his appointment to the LTAC.

Executive File Attachments

[Jon_Nickell_LTAC_2022-08-05.pdf \(80 KB\)](#)

Consent

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Subject :	2.08 AB 22173 - July 2022 Check Register and Financials
Meeting :	Aug 9, 2022 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)
Preferred Date :	Aug 09, 2022

Public Content

A breakdown by checking account is as follows:

Payroll Check Numbers*: 52493-52502

Claims Check Numbers*: 79639-79670, 106671-106814

Travel Advance Check Numbers*:

*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: \$899,923.45

Payroll: \$484,191.40

Total: \$1,384,114.85

File Attachments

[July 2022 Financials.pdf \(1.620 KB\)](#)

Consent

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Subject :	2.09 Excuse Absence of Council Member Cleveland
Meeting :	Aug 9, 2022 - City Council Meeting - Hybrid (In-Person & Electronic)
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 :	2.10 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.
Meeting :	Aug 9, 2022 - City Council Meeting - Hybrid (In-Person & Electronic)
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 22174 - Award Local Road Urban Forestry Management Plan Contract - Mr. McAndrews (for Mr. Rizzitiello)
Meeting :	Aug 9, 2022 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public

Type :	Action
Preferred Date :	Aug 09, 2022
Fiscal Impact :	Yes
Dollar Amount :	\$25,000.00
Budgeted :	No
Budget Source :	Expenditure is from 2022 Community Forestry Grant from State Department of Natural Resources
Recommended Action :	Motion to adopt Resolution No. 22-063 which permits the City Administrator to sign a contract with Community Forestry Consultants to create a Urban Forestry Management Plan for Local Road Right-of-Way Street Trees.

Public Content

The City was awarded a grant for \$25,000 to complete a urban forestry management plan for local roadway street trees in Summer 2022. The Grant expires on April 30th, 2023.

The City conducted a RSQ process. Three firms responded: Community Forestry Consultants, Dudek and Plan IT Geo. City staff ranked proposals and Community Forestry Consultants was ranked as the top proposal.

File Attachments

[GrantManagement_PublicWorks_2022_DNRLocalTreeInventoryandPlan_RFPFinal.pdf \(610 KB\)](#)
[Procurement_PublicWorks_DNRLocalRoadsGradings.pdf \(70 KB\)](#)
[93-103671_FHRD_GrantAgreement_CollegePlace_Final.pdf \(893 KB\)](#)
[Res_No_22-063_CFC_Urban_Forestry_Local_Rd_Mgmt_Plan_2022-08-09.pdf \(147 KB\)](#)

Subject :	5.02 AB 22175 - Agreement for Professional Services with JUB for SE Birch Ave - Mr. McAndrews
Meeting :	Aug 9, 2022 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Aug 09, 2022
Fiscal Impact :	Yes
Dollar Amount :	\$102,000.00
Budgeted :	Yes
Budget Source :	595.40.63.00 (Job Code 5004) (\$70,325.26 allocated from ARPA Funds balance from Storm utility)
Recommended Action :	Motion to authorize Public Works Director to Sign Agreement for Professional Services with JUB Engineers for On-Call Engineering for stormwater and roadway

Public Content

Historical Perspective:

There are storm drainage needs on SE Birch Ave between SE 4th St and SE 6th St. This location was previously identified in the City's Storm Water Master Plan.

The project was identified in the 2022 CFP and \$179,860 was allocated for 2022.

The ARPA Plan previously approved on 7/27/2021 allocated \$143,822 for Unspecified Road-Infrastructure Fixes

Information for Consideration:

Once engineering is completed for this project the City and JUB will be able to apply for Ecology funding. The funding application should be submitted in October with a target construction advertisement in fall of 2023.

This project will re-route Thompson Creek with connection to the existing storm drainage system in College Ave.

Design will include roadway improvements to incorporate storm drainage construction and will include sidewalk on one side within the existing right-of-way.

File Attachments

[T0033_SE_Birch-4th-6th_signed.pdf \(525 KB\)](#)

Subject :	5.03 AB 22176 - On-Call Engineering Services for 6th Street Water Main Replacements - Mr. McAndrews
Meeting :	Aug 9, 2022 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Aug 09, 2022
Fiscal Impact :	Yes
Dollar Amount :	\$64,500.00
Budgeted :	Yes
Budget Source :	594.34.63.03 (Job Code 8011)
Recommended Action :	Motion to authorize Public Works Director to sign Task Order for On-Call Engineering Services with JUB Engineers for engineering to replace the water main on 6th Street between College Ave and SE Elm Ave.

Public Content

Historical Perspective:

The water main in this stretch of road is old steel pipe and has had previous issues including leaks.

The 2022 CFP identified this project as high priority for 2022 and allocated \$150,000 from the Water Capital Reserve Fund.

Information for Consideration:

The City intends to replace the aging water main with new ductile iron and new water services.

The City intends to complete the engineering of this project so it can apply for construction funding.

File Attachments

[Task Order - On-Call Services.pdf \(384 KB\)](#)

[JUB_SOW_6thStreetWater.pdf \(643 KB\)](#)

6. Administrative Reports.

Subject :	6.01 AB 22177 - Vacant Property Registration Regulation - Ms. Culwell
Meeting :	Aug 9, 2022 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	6. Administrative Reports.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

Until relatively recently, the City required vacant residential property to be registered with CPPD. This afforded the City the information to monitor vacant property for trespassing, criminal activity, and presence of nuisances. With registration, the City could easily identify the owner or other responsible party to contact with any concerns. Also, owners of the property who may not live in the area were kept abreast of any concerns regarding their property, including presence of trespassers or criminal activity. The requirement was removed with the revamping of the City's nuisance regulations.

Information for Consideration:

The proposed code, if enacted, would bring back the registration requirement. Including maintenance requirement in the proposed code chapter provides the public with easily identifiable requirements for vacant properties.

Generally, with code enactment, the City desires to provide the City with appropriate, clear, and enforceable

regulations which mirror what the City is actually doing, while also providing the public with notice and clear mandates. In addition to the regulatory and notice purpose of city code, regulations generally influence behavior to the benefit of the public, regardless of whether enforcement occurs.

File Attachments

[Vacant Property Registration & Maintenance Draft Code.pdf \(231 KB\)](#)

Subject :	6.02 AB 22178 - Abandoned Property & Abandoned Construction Site Regulation - Ms. Culwell
Meeting :	Aug 9, 2022 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	6. Administrative Reports.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

After the housing crash of 2008, many jurisdictions were faced with an onslaught of empty residential, commercial and other property, property which was stuck in foreclosure or in which there was very little interest in using or occupying. Governments were without tools to keep squatters and criminals out of vacant properties because to do so required a request from the owner or occupier to trespass people and financial institutions were not responsive to requests to trespass. Also, governments were hindered in abating nuisances on abandoned properties because, again, financial institutions were not necessarily interested in the property and governments found it difficult to pin down who the responsible party was, (owner, lender, developer) as many owners simply walked away from property. In response, the state of Washington provide some statutory relief, but many jurisdictions enacted code to regulate abandoned property.

Information for Consideration:

While it is difficult to imagine a time in College Place when we would see wide-spread abandonment of property or construction, anything is possible and the proposed code would lay the ground work for the City to be able to maintain property nuisance free and safe and hopefully will encourage owners and lenders to take action to prevent abandonment of property and hopefully keep the property in use.

File Attachments

[Abandoned Property Maintenance - Draft Code.pdf \(197 KB\)](#)

Subject :	6.03 AB 22179 - Advisory Boards & Commissions General Regulation - Ms. Culwell
Meeting :	Aug 9, 2022 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	6. Administrative Reports.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

The City has created various advisory boards and commissions; some mandated by grant or by law, others voluntary. All have been created by enacting city code. While some mandatory advisory groups require the City enact code to create and govern the group, others do not. The result is rigid and differing governance and activity between and amongst the groups.

Information for Consideration:

Providing a baseline establishment and regulation of advisory groups should lead to more uniform activity of and efficient staff support for the group. If the City wants to change any aspect of the group such as number of members, member qualification, frequency of meetings and the like, instead of having to go through the process of changing the City code, a group specific policy can be changed, resulting in quicker responsiveness to the City's needs and reduced expense. Many other jurisdictions address advisory groups in this way.

Groups mandated by grants or laws will still need to be codified. If Council approves enacting this code, in doing so, it is recommended that non-mandatory groups created by code be repealed at that time.

File Attachments

[Advisory Boards & Commissions - Draft Code.pdf \(217 KB\)](#)

7. Informational Reports-None.

8. Executive Session-None.

9. Closing Items.

Subject :	9.01 Good of the Order?
Meeting :	Aug 9, 2022 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	9. Closing Items.
Access :	Public
Type :	Discussion, Information
Subject :	9.02 Conclusion - Motion to Conclude the Meeting.
Meeting :	Aug 9, 2022 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	9. Closing Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to conclude the meeting

City Council Meeting - Hybrid (In-Person & Electronic) (Tuesday, July 26, 2022)*Generated by Lisa Neissl on Monday, July 25, 2022*

1. Executive Session - At 6:32 PM. the Mayor opened an Executive Session with the following in attendance: Mayor Hernández; Council Members Jessup, Cleveland, Peterson, Espinoza, Williams, Schermann, and Boyle; City Attorney Culwell; City Administrator Rizzitiello; HR Manager Doering; and City Clerk Neissl.

The session was announced on the agenda and noted as expected to take no more than 30 minutes.

Discussion: 1.01 Executive Session - (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency [RCW 42.30.1 10(i)];.

2. Opening Items - 7:00 PM.Procedural: 2.01 Call To Order**Mayor Hernández called the open session to order at 7:00 PM.**Procedural: 2.02 Roll Call

PRESENT:

Mayor - Norma L. Hernández

Council Members – Paul Jessup, Michael Cleveland, Loren Peterson, Tito Espinoza Jr., Heather Schermann, Monica Boyle

Staff - Administrator, Mike Rizzitiello; City Attorney, Rea Culwell; Finance Director, Brian Carleton; Deputy Finance Director, DaShari Schmick; Public Works Director, Robert McAndrews; Police Chief, Troy Tomaras; HR Manager, Shawn Doering; City Clerk, Lisa Neissl;

MEMBERS EXCUSED: Melodie Williams left at the end of the Executive Session

MEMBERS ABSENT:

Procedural: 2.03 Pledge of AllegianceInformation: 2.04 Public Comment -

Amy Paolino of 716 Smith Drive requested that the City open discussions on the use of UTV's on city streets being allowed.

The Mayor requested that Ms. Paolino reach out to the City Attorney to discuss the matter.

3. Consent Agenda.Action (Consent): 3.01 AB 22149 - Approve Agenda for July 26, 2022Action (Consent), Minutes: 3.02 AB 22150 - Approve Council Minutes from June 28, 2022Action (Consent): 3.03 AB 22151 - Planning Commission Appointment - Ruben AlvaradoAction (Consent): 3.04 AB 22152 - June 2022 Check Register/Financial ReportsApprove the Absence of Council Member Williams

Action (Consent): 3.05 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.

Councilmember Schermann made a motion to approve the consent agenda. Second by Councilmember Boyle and the motion passed 6-0.

4. Presentations.Discussion, Information: 4.01 AB 22153 - June 2022 Yard of the Month - 128 SE 12th St -

Chief Tomaras presented the June 2022 Yard of the Month recipients 128 SE 12th Street. The Torres family have resided in College Place for two years.

5. Public Hearings-None.**6. Action Items.****Action: 6.01 AB 22154 - Possible - Action From Executive Session -**

Mayor Hernández asked if any council members had any questions or discussion for Ms. Culwell. And requested a proposal for how to resolve the conflict with iWorq regarding the balance of the contract or proposed settlement agreement options.

Councilmember Boyle made a motion to pay out the balance of the contract. Second by Councilmember Peterson and the motion passed 6-0.

Action: 6.02 AB 22136 - Pavement Rating Agreement -

Mr. Rizzitiello requested approval to contract with Capital Asset & Pavement Services for the pavement rating inventory as discussed at a prior meeting. He also noted that Blue Zones would contribute \$6,000 of this cost.

Discussion ensued.

Councilmember Cleveland made a motion to authorize the City Administrator to sign a contract with Capital Asset & Pavement Services for cost, not to exceed \$15,500, for pavement rating inventory report services. Second by Councilmember Jessup and the motion passed 6-0.

Action: 6.03 AB 22155 - Adoption of the 2021 Water System Plan -

Robert McAndrews reviewed the process involved with development of the Water System Plan and requested it be adopted.

Discussion ensued.

Councilmember Schermann made a motion to Approve Resolution No. 22-054 which adopts the 2021 Water System Plan. Second by Councilmember Boyle and the motion passed 6-0.

Action: 6.04 AB 22156 - Adoption of the General Sewer Plan -

Mr. McAndrews reviewed the process involved with development of the General Sewer Plan and requested it be adopted contingent upon approval by the WA St. Department of Health instead of Ecology as noted on the agenda bill.

Discussion ensued.

Councilmember Peterson made a motion to Approve Resolution No. 22-055 which adopts the General Sewer Plan contingent upon approval by the WA St. Dept. Of Health. Second by Councilmember Schermann and the motion passed 6-0.

Mr. McAndrews noted that the Department of Ecology was actually correct.

Councilmember Peterson made a motion to amend the previous motion to Approve Resolution No. 22-055 which adopts the General Sewer Plan contingent upon approval by the WA St. Dept. Of Ecology. Second by Councilmember Schermann and the motion passed 6-0.

Action: 6.05 AB 22157 - Sky Ave Overlay -

Mr. McAndrews reported the need to overlay Sky Avenue after the work on the Mountain View waterline project done recently created more damage to the road surface than expected. He provided information on funding sources for the overlay and requested authorization to enter into a contract with Central Washington Asphalt.

Discussion ensued.

Councilmember Espinoza made a motion to authorize the Public Works Director to sign the agreement with Central Washington Asphalt to overlay SE Sky Avenue from SE Scenic View to SE 12th Street in an amount not to exceed \$40,000. Second by Councilmember Jessup and the motion passed 6-0.

Action: 6.06 AB 22158 - Mojonnier Road Reconstruction Engineering -

Mr. McAndrews reported on the planned reconstruction of Mojonnier Road and requested authorization to execute the engineering contract for the project. He spoke about the funding and proposals received noting that PBS Engineering was the firm selected from the six proposals. He explained what the next steps would be.

Discussion ensued.

Councilmember Boyle made a motion to approve the execution of the contract with PBS Engineering for the conceptual design to 75% design of Mojonnier Road from College Ave to Bluvue Ln. Second by Councilmember Schermann and the motion passed 6-0.

Action: 6.07 AB 22159 - Resolution to Support Columbia REA More Powerful Together -

Mr. Rizzitiello reported on a grant opportunity to possibly help with the ever increasing costs of the Lions Park Renovation Project.

Councilmember Cleveland made a motion to approve Resolution No. 22-056 in support of Columbia REA More Powerful Together Grant Application for College Place Lions Park Renovation. Second by Councilmember Boyle and the motion passed 6-0.

Action: 6.08 AB 22160 - Resolution to Support NEA Our-Town Grant Application for Placemaking Initiative -

Mr. Rizzitiello reported on another grant opportunity to possibly help with the ever increasing costs of the Lions Park Renovation Project.

Councilmember Peterson made a motion to approve Resolution No. 22-057 in support of National Endowments for the Arts (NEA) Our-Town Application for College Place Lions Park Renovation. Second by Councilmember Schermann and the motion passed 6-0.

Action: 6.09 AB 22161 - Resolution of Support for TIB Urban Arterial Grant Program - Northeast College Place Connector Project -

Mr. Rizzitiello reported on an opportunity to apply for grant funding to reconstruct NE Damson since it is now federally classified. He explained that the engineering and right of way acquisition are already complete, and this funding would pay for construction as well as lighting and striping improvements on NE Rose Street.

Discussion ensued.

Councilmember Cleveland made a motion to adopt Resolution No. 22-058 which support's the City's Northeast College Place Connector Project into the TIB Urban Arterial Grant Program. Second by Councilmember Schermann and the motion passed 6-0.

Action: 6.10 AB 22162 - Resolution of Support for TIB Arterial Preservation Program - SE Scenic View Drive (Larch to Falbo) -

Mr. Rizzitiello reported on an opportunity to apply for grant funding to overlay SE Scenic View which is another road that was recently federally classified.

Discussion ensued.

Councilmember Espinoza made a motion to adopt Resolution No. 22-059 which support's the City's SE Scenic View Drive (Larch to Falbo) Overlay Project into the TIB Active Arterial Preservation Grant Program. Second by Councilmember Peterson and the motion passed 6-0.

Action: 6.11 AB 22162 - Hotel Market Feasibility Study - Core Distinction Group -

Mr. Rizzitiello spoke to Council about a Hotel Market Feasibility Study that he has learned we need to have prior to the large hotel chains considering our city for development. He explained the differences in how their development teams work after the pandemic and how this study would help to recruit a hotel for College Place.

Discussion ensued.

Councilmember Schermann made a motion to adopt Resolution No. 22-060 which permits City Administrator to contract with Core Distinction Group for Hotel Market Feasibility Study Services. Second by Councilmember Boyle and the motion passed 6-0.

Action: 6.12 AB 22163 - National Purchasing Cooperative Interlocal Participation Agreement (DBA Buyboard) -

Mr. Rizzitiello reported on a purchasing cooperative that many other agencies in the state are joining. He recommended joining it also.

Discussion ensued.

Councilmember Boyle made a motion to adopt Resolution No. 22-061 which permits City Administrator to sign National Purchasing Cooperative Interlocal Participation Agreement. Second by Councilmember Schermann and the motion passed 6-0.

7. Administrative Reports.

Discussion, Information: 7.01 AB 22164 - Addition of Mental Health Co-Responder to Salary Ordinance -

Ms. Doering spoke to Council about the addition of the Mental Health Co-Responder position being added to the salary ordinance and establishing a job description. She requested they review the proposed job description and salary range and provide feedback as it will be coming to the next meeting for action.

Discussion, Information: 7.02 AB 22165 - Accident Prevention Program -

Ms. Doering presented an Accident Prevention Program and spoke about the process involved with updating it as it had not been updated since 2008. She noted this will also be coming for action at the next meeting.

Discussion ensued.

Discussion, Information: 7.03 AB 22166 - Resolution to adopt ADA Transition Plan -

Mr. Rizzitiello presented the proposed final ADA Transition Plan and requested Council review it and provide feedback. He noted it is planned for action at the August 23rd meeting.

Discussion, Information: 7.04 AB 22167 - Resolution to contract with PISCES -

Mr. Rizzitiello introduced an opportunity to contract with the Public Infrastructure Security Cyber Education System (PISCES) which is a program to assist small municipalities with network monitoring for cyber security risks.

Discussion ensued.

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

Information: 8.01 CPPD Monthly Report

Information: 8.02 Community Development Department Monthly Report

Information: 8.03 Finance Department - First Half 2022 Capital Expenses

9. Closing Items.

Discussion, Information: 9.01 Good of the Order?

Council Member Peterson noted that he has received positive comments from newcomers to the area about living in College Place.

Action: 9.02 Conclusion - Motion to Conclude the Meeting.

Councilmember Schermann made a motion to conclude the meeting at 8:03 PM. Second by Councilmember Boyle and, with no objection, the meeting concluded.

Approved:

Norma L. Hernández – Mayor

Attest:

Lisa R. Neissl, MMC – City Clerk

The foregoing minutes are the official record of the City Council meeting that occurred July 26, 2022. Further detail may be obtained by reviewing the actual audio recording made during this session.

2022 Wage and Benefit Estimate

Full Family

Mental Health Co-responder	
Wages	Monthly
Monthly Salary	\$ 4,765
Annual Salary	\$ 57,180
Benefits	Monthly
LNI	\$ 106.30
SS	\$ 277.70
Medicare	\$ 64.95
DRS	\$ 488.41
Healthcare	\$ 2,627.08
PFML	\$ 7.67
Total	\$ 3,572.11
Monthly Costs	\$ 8,337.11
Yearly Costs	\$ 100,045.31

Employee Only

Mental Health Co-responder	
Wages	Monthly
Monthly Salary	\$ 6,246
Annual Salary	\$ 74,952
Benefits	Monthly
LNI	\$ 106.30
SS	\$ 369.52
Medicare	\$ 86.42
DRS	\$ 640.22
Healthcare	\$ 887.30
PFML	\$ 10.06
Total	\$ 2,099.81
Monthly Costs	\$ 8,345.81
Yearly Costs	\$ 100,149.75

	Monthly	Annual
Step I	\$ 4,765	\$ 57,180
Step II	\$ 5,099	\$ 61,183
Step III	\$ 5,455	\$ 65,465
Step IV	\$ 5,837	\$ 70,048
Step V	\$ 6,246	\$ 74,951

Comparable Salary Information

- Comprehensive Health - Behavioral Health Specialist - \$27.00 - \$33.75/hr (\$56,160.00 - \$70,200 annually)
- Comprehensive Health - Crisis Case Manager (Dayton)- \$19.75 - \$24.69/hr (\$41,080 - \$51,355.20 annually)
- Comprehensive Health – Crisis Outreach Professional - \$71,032.00 - \$88,790.00 annually
- Palouse River Counseling Center - Crisis Services Counselor (Pullman) - \$54,600 – \$62,753 annually
- North Sound Navigator - \$80,058 - \$101,780 annually
- Seattle Police Department – Mental Health Professional - \$72,851 - \$80,434
- City of Kirkland – Community Responder - \$87,295 - \$102,000

City of College Place, Washington
ORDINANCE NO. 22-013

AN ORDINANCE REPEALING ORDINANCE NO. 22-005 AND ADOPTING SALARIES AND COMPENSATION FOR THE MAYOR, CITY COUNCIL, APPOINTED OFFICERS, AND EMPLOYEES OF THE CITY OF COLLEGE PLACE AND FIXING THE EFFECTIVE DATE THEREOF.

BE IT ORDAINED by the City Council of the City of College Place, Washington, that;

Section 1. The salaries and wages of the various appointive officers and employees are fixed as set out in this ordinance. The salaries and wages as set out herein shall be effective from and after August 1, 2022 for all officers and employees. These salaries shall remain in effect until changed by the City Council by a duly enacted ordinance. All salaries and wages are stated at the rate per month except where otherwise indicated. Unless otherwise shown, the positions have been approved with a five-step salary scale.

Position Title	Salary Range				
TITLE	STEP 1	STEP II	STEP III	STEP IV	STEP V
Section 2. NON-UNION, EXEMPT					
City Administrator	11,355				
Police Chief	10,174				
City Attorney	10,166				
Public Works Director	8,907	9,174	9,449	9,732	10,025
Engineer	8,171	8,416	8,668	8,928	9,196
Finance Director	7,911	8,148	8,393	8,645	8,904
Community Development Director	7,683	7,913	8,150	8,395	8,647
Fire Chief	7,457	7,681	7,911	8,148	8,392
Police Lieutenant	7,537	7,763	7,996	8,236	8,483
Building Official	6,710	6,911	7,118	7,332	7,552
Engineering Division Manager	5,896	6,072	6,254	6,442	6,635
City Clerk	5,718	5,889	6,066	6,248	6,435
HR Manager	5,718	5,889	6,066	6,248	6,435
Deputy Finance Director/HR Assistant	4,942	5,091	5,244	5,401	5,563
Mental Health Co-Responder (Limited Term)	4,765	5,099	5,455	5,837	6,246
Section 3. NON-UNION, NON EXEMPT					
Police Sergeant	6,812	7,017	7,227	7,445	7,668
Operations Manager	5,621	5,789	5,963	6,142	6,326
Building Inspector	5,551	5,718	5,889	6,066	6,248
Chief Clerk - Police Department	4,128	4,252	4,379	4,511	4,646
Section 4. PUBLIC EMPLOYEE UNION					
Public Works Foreman	4,910	5,057	5,209	5,365	5,526
Water Utility III	4,615	4,753	4,896	5,043	5,194
Fleet Maintenance Manager	4,603	4,741	4,883	5,030	5,181
Water Quality Operator	4,603	4,741	4,883	5,030	5,181
Public Works Inspector	4,593	4,731	4,873	5,019	5,170
Stormwater Program/Permit Coordinator	4,590	4,728	4,870	5,016	5,166
Mechanic II	4,182	4,307	4,436	4,570	4,707
Accounting Clerk III	4,182	4,307	4,436	4,570	4,707

Section 4. PUBLIC EMPLOYEE UNION – Cont.

Deputy City Clerk/Events Coordinator	4,182	4,307	4,436	4,570	4,707
Water Utility II	4,157	4,282	4,410	4,543	4,679
Special Enforcement Officer	4,146	4,270	4,398	4,530	4,666
Street Worker III - Applicator	4,134	4,258	4,385	4,517	4,653
Parks Worker III	4,134	4,258	4,385	4,517	4,653
Street Worker II	3,816	3,931	4,049	4,170	4,295
Parks Worker II	3,816	3,931	4,049	4,170	4,295
Stormwater Worker II	3,816	3,931	4,049	4,170	4,295
Mechanic I	3,816	3,931	4,049	4,170	4,295
Water Utility I	3,751	3,864	3,979	4,099	4,222
Accounting Clerk II	3,751	3,864	3,979	4,099	4,222
Records Clerk	3,751	3,864	3,979	4,099	4,222
Administrative Assistant I	3,751	3,864	3,979	4,099	4,222
Street Worker I	3,668	3,778	3,891	4,008	4,128
Accounting Clerk I	3,393	3,495	3,599	3,707	3,819

Section 5. POLICE UNION

Probationary (starting pay without state certification) *5043*

Detective	6,054	6,236	6,424	6,616	6,815
Police Officer	5,874	6,049	6,231	6,418	6,611

Section 6. FIRE FIGHTER UNION

Firefighter	5,275	5,433	5,596	5,764	5,937
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Section 7. MISCELLANEOUS

Reserve Officer / per hour	15.00	
Part-time Police Records Clerk / per hour	21.59	Maximum 16 hours/week
Laborer / per hour		Minimum Wage to \$18.00 per hour
Intern / Work Study Program		Negotiated by Administration
Hiring Bonus	Up to \$5,000.00 per hire to be negotiated by Administration	

Section 8. 2.08.060 Compensation of Mayor. The Mayor shall be paid the sum of one thousand five hundred dollars per month and in addition receive reimbursement for actual expenses incurred in the discharge of his official duties upon presentation of claim for such expenses and approval by members of the City Council. The City Council will provide, by appropriate resolution from time to time, additional necessary supportive expenses for the carrying out of the necessary functions of the Mayor and his/her office.

Section 9. 2.08.070 Compensation of Council. Each member of the Council of the City, if elected subsequent to the effective date of the ordinance codified in this section, shall receive the sum of three hundred seventy-five dollars per month.

Section 10. Insurance - Non-Union, Exempt employees. As a part of the compensation, the City of College Place will provide the following to full-time Non-Union, Exempt employees: medical, dental, and vision insurance (full family), up to a \$100,000.00 life insurance policy (as offered by vendor), and Long Term Disability Insurance.

Section 11. Insurance - Non-Union, Non-Exempt. As a part of the compensation, the City of College Place will provide the following to full-time Non-Union, Non-Exempt employees: medical, dental, and vision insurance (full family) with an employee contribution of \$40.00/month, up to a \$100,000.00 life insurance policy (as offered by vendor), and Long Term Disability Insurance.

Section 12. Additional Compensation. Occasionally, the Fire Chief may work as part of a Washington State Incident Management Team involved in fighting fires, wildfires, or other disaster. The City will pay the Fire Chief for work outside of his normal work hours while deployed at 1.5 times his regular rate of pay. The City will subsequently be reimbursed by the agency utilizing his services for the amount of wages and benefits expended.

Section 13. Paid family and Medical Leave Act. The City will contribute the employer portion of the premium and the employee will contribute the employee portion of the premium.

Section 14. Ordinance No. 22-005 is hereby repealed.

Section 15: 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 16: 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 17: Effective Date. This ordinance shall be effective August 1, 2022 upon its passage and publication as required by law.

PASSED by the City Council of the City of College Place, Washington, this 9th day of August, 2022.

Norma L. Hernández, Mayor

Attest:

Approved as to form:

Lisa R. Neissl, City Clerk

Rea Culwell, City Attorney

Passed 08-09-2022
Published 08-14-2022
Effective 08-01-2022

City of College Place

Job Description

TITLE: Mental Health Co-Responder

REPORTS TO: Police Chief

Position Summary

Mental Health Co-Responders respond to individuals in social or emotional crisis to include those with symptoms of mental illness, substance use, homelessness, housing issues and more, alongside law enforcement with the objective of reducing violence and use of force, reducing reliance on the crisis and criminal justice systems, and improving people's lives by connecting them to long-term, community-based systems of care.

SUPERVISION RECEIVED

Serves under the direction of the Police Chief.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class. Essential duties and responsibilities may include, but are not limited to, the following:

- Employees of the City of College Place are expected to model and foster the City's core values: **Open and Honest, Cooperation, Respect, Service, & Diversity**
- Accompany law enforcement during response to 911 calls, and provide appropriate interventions to individuals in crisis. Respond, with or without law enforcement officers, to community members in crisis, provide de-escalation, assessment and referral to services.
- Follow up on referrals created by officers who have identified a behavioral health or social service need during a police contact. Outreach can include connecting individuals with long-term mental health or chemical dependency services, basic needs such as food or hygiene items, and assistance to families with a loved one in the involuntary treatment system, among many others.
- Collaborate with outside service providers, working as a multi-disciplinary team to bridge gaps in service and ensure continuity of care.
- Provide local, state and regional resource information, referrals, and advocacy.
- Cultivate and maintain collaborative working relationships with personnel from the City of College Place, City of Walla Walla, County of Walla Walla, State of Washington, to include police, fire, courts, service providers, schools, private practices, businesses and more.
- Collect and maintain detailed and accurate data and records.
- Ability to operate a vehicle in normal conditions.
- Work variable shifts including nights, weekends, and holidays.

- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Commitment to the philosophy and objectives of the City of College Place, as well as to the ethics and values of social services and community service programs.
- Understanding of mental illness, substance use disorder, homelessness, human development and behavior.
- Crisis intervention and de-escalation skills.
- Familiarity with community resources such as behavioral health services, healthcare facilities, substance use treatment, corrections/courts, rehabilitation centers and others, including both inpatient and outpatient services.
- Work effectively in team environments.
- Exercise a high degree of initiative and independent judgement, problem solving and decision making within the scope of assigned authority.
- Work effectively within a law enforcement environment, which includes exposure to high stress, rapidly evolving incidents, public safety culture and norms.
- Proficient in MS Word, Excel, and other MS Office applications.
- Familiar with NASW or AMHCA code of ethics, as well as confidentiality statutes including CJIS, HIPPA and CFR 42.
- Support diversity and multi-cultural understanding in the workplace and community.

TOOLS AND EQUIPMENT USED

Standard office equipment; software for word processing; spreadsheets

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to walk significant distances, climb stairs, be on one's feet for prolonged periods, lift and carry equipment and to work outside in all types of weather conditions.
- Ability to navigate rugged terrains and unsanitary public places, homes, and shelters.
- Ability to carry, don, and doff personal and safety equipment during community response, including N95 mask and eye protection
- Manual dexterity and visual acuity to operate a personal computer.
- Visual acuity to read and compose various correspondence and other documentation.
- Ability to hear and speak to communicate and provide information with others in person or on the telephone.
- Field work may include performing duties in hazardous areas, such as: street surfaces, rights-of-way, medians; homeless encampments; alleys; wooded areas, confined spaces; around potential bio-hazards such as used needles and human waste.

MINIMUM QUALIFICATIONS

Master's degree in social work, psychology, counseling or a related field and 2 years' experience in the direct treatment of acutely and severely mentally ill, homeless, and/or chemically dependent individuals, or equivalent professional experience.

DESIRED QUALIFICATIONS

- Bilingual in Spanish

Classification History

Created: 8/9/2022

Limited Term Position

FLSA: Exempt

SIGNATURES

Mike Rizzitiello, City Administrator

Date

Norma Hernandez, Mayor

Date

Employee

Date

City of College Place, Washington
RESOLUTION NO. 22-062

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE ADOPTING THE CITY OF COLLEGE PLACE ACCIDENT PREVENTION PROGRAM

Whereas, the City of College Place believes that it is in the best interest of the City and our employees to have written health and safety policies to assist in keeping our employees safe, to prevent misunderstandings and problems, and to ensure that all employees know what is expected of them; and

Whereas, every employer in Washington State is required to create a written Accident Prevention Program (APP) to address the safety and health hazards found in their workplace; and

Whereas, this Manual has been prepared as a guide and reference for employees. Nothing in this Manual creates an express or implied contract or promise concerning the City of College Place's policies or practices, including policies or practices it will implement in the future; and

Whereas, if the need arises, the Mayor and/or City Administrator may modify these policies with a regular review and approval by the City Council;

NOW THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of College Place, Washington, as follows:

Section 1: The Mayor and City Clerk are hereby authorized and directed to execute said Accident Prevention Program, a copy of which is attached hereto and by this reference made part hereof, as the official act and deed of the City of College Place.

Section 2: 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 3: Clerical Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Section 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 9th day of August, 2022.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, MMC
City Clerk

City of College Place Accident Prevention Program



Adopted August 9, 2022
Resolution 22-062

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Commitment to safety

The personal safety and health of each employee within the City of College Place is of primary importance. We are committed to protecting our employees and property from accidental loss by developing an Accident and Illness Prevention Program (APP). The City of College Place leadership and management will ensure the implementation of this program by dedicating time and resources to comply with all current and future safety & health codes and regulations. We want every employee to have a safe and productive work environment and return home each day free from injury.

In fulfilling this commitment, we will provide and maintain a safe and healthy work environment. We will strive to eliminate any foreseeable hazards, which may result in personal injuries/illnesses, fires, security losses, and damage to property.

All activities will be conducted (at a minimum) in accordance with the Division of Occupational Safety and Health (DOSH) requirements. The city will provide adequate training, proper equipment, and develop safe work procedures and practices to assure all activities will be performed safely and efficiently.

The responsibility for implementing this policy is management's. However, the City of College Place expects its staff and supervisory personnel to share and champion these goals. Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, observe employees for unsafe acts, and promptly respond to eliminate any hazards identified. Supervisors are trained and expected to be leaders, setting a proper example by showing dedication and support for all policies, laws, and regulations. In addition, all employees are responsible for performing their jobs in accordance with the established city and department safety rules and procedures.

We encourage all employees to be continually committed to our goals, to show leadership by setting good examples, and to actively participate in identifying ways to make the City of College Place a safer place to work.

Safety and health responsibilities

(WAC 296-800-110)

Management responsibilities

All leaders should continually build and support a culture and environment that clearly demonstrates to employees that safety is a vital part of their personal and professional activities. Leaders are responsible for implementing systems and programs that uphold the City of College Place safety culture and values.

The City of College Place leadership and management assume the responsibility for the safety and health program and ensure the program remains relevant and effective in practice.

Department leadership reports, or designates reporting responsibility for, all fatalities and hospitalizations within 8 hours and all amputations and enucleations within 24 hours to the Department of Labor and Industries (1-800-4BE SAFE).

The City of College Place management will:

- Make certain that an organization-wide Safety Committee is formed and is carrying out its responsibilities as described in this program.
- Ensure that sufficient employee time, supervisor support, and funds are allocated for safety programs and priorities, safety equipment, and training.
- Evaluate supervisors each year to make sure they are sufficiently trained, accountable for their reports' safety performance, and are carrying out their responsibilities as described in this program.

- Fully investigate incidents and assure corrective action is taken to prevent the hazardous conditions or behaviors from happening again.
- Ensure corrective action and discipline are administered consistently and fairly.
- Maintain or assign maintenance for the record of injuries and illnesses posts the record per program guidelines.
- Set a good example by following established safety rules and attending required training.
- Work with subcontractors to ensure both their workforce, and your staff, are following the agreed-upon safety program for any worksite.
- Ensure safety performance is included in each manager's, supervisor's, and worker's annual review or appraisal.
- Acknowledge and reward good safe practices.

Supervisor responsibilities

The City of College Place supervisors will:

- Ensure that each of their employees have received an initial orientation of City of College Place's safety program before beginning work.
- Make certain that each employee is competent or receives training on safe operation of equipment or tasks before starting work on that equipment or project.
- Ensure that each employee receives required personal protective equipment (PPE) before starting work on a project requiring PPE.
- Do a daily walk-around safety check of the work area and promptly correct any hazards identified.
- Spend dedicated time observing employees working. Promptly provide reminders, refresher training, and/or corrective action as necessary.
- Document employee safety concerns/violations on their evaluations.
- Set a good example for employees by following safety rules and attending required training.
- Investigate all incidents in assigned area and report findings to management in accordance with safety program expectations.
- Engage management to update work practices or equipment that will improve employee safety.
- Enforce all safety rules.
- Acknowledge and reward good safe practices and behaviors.

Employee responsibilities

The health and safety of each employee is a major responsibility; all employees share this obligation for themselves and those working with them. Employees must treat safety as one of their most important job responsibilities, watching for potential hazards and constantly being aware of the people and equipment around them.

To ensure a safe workplace, every employee will:

- Observe and comply with all safety signs, rules, and policies as described in this program.
- Report all on-the-job injuries promptly, following City of College Place's reporting policy.
- Correct or report any identified unsafe conditions or equipment.
- Report all near-miss incidents to your supervisor promptly in accordance with the reporting policy.
- Incorporate safe practices into all activities.
- Attend and participate in department safety meetings.
- Do a daily walk-around safety check of the work area and promptly correct any hazards identified.
- Always use personal protective equipment (PPE) where it is required. Ensure it is in good condition and fits properly before starting job tasks.
- Not remove or attempt to defeat any safety device or safeguard provided for employee protection.
- Operate equipment safely. This includes not operating equipment where training has not been provided or where required certification has lapsed.
- Report all equipment damage or failure to your supervisor immediately and mark/tag the equipment to identify it as damaged until repairs have taken place.

- Engage management and supervisors about problems that affect your safety or working conditions.
- Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.

New employee orientation

The supervisor must orient new employees to on-the-job health and safety requirements, including those who are new to a location, as they relate to the job being performed. This must take place before the employee is allowed to do the work.

Components of orientation

- Total description of the organization's Accident and Illness Prevention Program.
- Hazard-specific safety programs, policies and rules applicable to the job.
- Recognizing hazards of the workplace.
- Procedures on how to report hazards, near misses, and accidents.
- Proper lifting techniques and how to use available lift aids.
- Ergonomics in the office and operations.
- Use of tools, equipment, and procedures necessary to carryout work assignments safely and efficiently.
- Housekeeping procedures.
- Fire protection and emergency evacuation, including who is on the fire evacuation team and actions to take in the event of a fire alarm.
- Locations, types, and use of fire extinguishers.
- Emergency numbers.
- First Aid kit locations and training.
- Driver training.
- Purpose and techniques for use of any personal protective equipment (PPE) required on the job.

Reporting procedures

Reporting accidents, near misses, and safety hazards

Employees are required to report any injury or work-related illness to their immediate supervisor regardless of seriousness. Minor injuries such as cuts and scrapes can be emailed to Human Resources Manager who will log on the minor injury log. The employee must use an *Employee and Supervisor Report of Accident/Incident/Exposure* form, located on the Employee intranet/Employee Resources/Safety.

Accident/Injury reporting procedures

Employees will:

- Seek first aid or medical attention as needed.
- Immediately notify supervisor of the injury or accident.
- Complete an accident report and/or any necessary paperwork.

Supervisors will:

- Investigate a serious injury or illness using procedures in the *Accident Investigation* section of the APP.
- Complete the supervisor section of the *Employee and Supervisor Report of Accident/Incident/Exposure* form before the end of your shift.
- Submit the completed *Employee and Supervisor Report of Accident/Incident/Exposure* to the Human Resources department.

Human Resources personnel will:

- Determine from the *Employee and Supervisor Report of Accident/Incident/Exposure* form, and any L&I claim documents whether it must be recorded on the OSHA Injury and Illness Log and Summary (OSHA 300 and 300A forms). Decision tree in appendix.

- Enter a recordable incident onto OSHA logs within six days of City of College Place becoming aware of it.
- Report any injury or incident to AWC Retro within five days.
- If the injury is not recordable, add incident to the Minor Injury Log, which is used to record non-OSHA recordable injuries and near misses.
- Each month before the scheduled safety committee meeting, make any new injury reports and investigations available to the Safety Committee for review, along with an updated OSHA 300 log.

The Safety Committee will review the log for trends and may decide to conduct a separate investigation of any incident.

The Human Resources Manager will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board each February 1 through April 30. The log will be kept on file for at least 5 years. Any employee can view an OSHA log upon request at any time during the year.

For Return to Work/Time loss certification refer to City of College Place Personnel Manual.

The *Employee and Supervisor Report of Accident/Incident/Exposure* form can be found on the Employee Intranet/Employee Resources/Safety or on the S drive under safety. Paper forms are located on each department bulletin board.

Post-injury status reporting

[Activity prescription forms](#) (APFs) must be used to provide information on work restrictions due to injury to City of College Place. The form must be completed by the physician and returned to the employee's supervisor within two business days of receiving it from the physician. This employee obligation will continue each time an injured worker receives an updated APF with changes to release dates, restrictions, or any pertinent information until an APF is received that notes permanent restrictions or a full-duty release.

Injured workers will provide these forms to employee's supervisor. If the supervisor is not available or out of the office, workers may submit their forms to the Human Resources Department.

Hazard and near-miss reporting procedures

It is the expectation of the City of College Place that all staff will take immediate action to correct any unsafe condition, piece of equipment, or work practice.

If staff cannot correct the unsafe condition at the time of observation, it must be reported to a supervisor immediately.

City of College Place will approach all near-misses as unresolved hazards. When near-misses occur, it is the responsibility of involved and observing employees to report the near-miss to a supervisor or manager.

Employees **MUST** report observed or experienced near-misses and hazards to their supervisor or manager by the end of their shift. Upon receipt of a near-miss report, management of the involved department(s) will review the report within 48 hours.

Near-miss and observed hazard reviews will consider 1) the acts and events in question, 2) the current policy and system governing the work tasks and areas in the report, and 3) any causes of variance from expected process or status. Management will provide a response to the reporting party within five days to advise what solutions are being implemented. If additional research or planning is necessary, management will advise the reporting party of the timetable of this plan and advise when they will update staff on progress. Management will close communication with reporting staff when solutions have been implemented.

Accident investigation procedures

All accidents and near misses should be investigated. The seriousness of the accident will determine the extent of the investigation. The purpose of the investigation is to produce factual information that leads to corrective action in order to prevent further accidents from occurring.

Determining investigation thresholds

The type/level of accident investigation will be determined by the severity of the accident. Any accident/incident requiring medical treatment, time loss, or significant damage to vehicles or equipment will be subject to a full investigation.

Reporting accidents

In accordance with City of College Place's accident reporting policy, all accidents must be reported by end of shift.

The following procedures are to be used as guidance and training when responding to an accident.

Accident investigation procedures

Accident investigations can be broken down into four general steps:

1. Preserving and documenting the scene.
2. Collecting information.
3. Determining the causes.
4. Recommending corrective action for implementation.

If management determines an investigation is warranted, the Accident Investigation-Supervisor's Report can be used.

Accident investigations involving Labor and Industries

Some serious accidents will require reporting to the Department of Labor and Industries. If any worker is killed or admitted for inpatient hospitalization, City of College Place must report the accident to L&I within 8 hours. If any worker suffers an amputation or loss of an eye, the accident must be reported within 24 hours. If City of College Place, for any reason, is not notified of the accident until after the deadline the accident should be reported immediately.

To report accidents to L&I, call 800-423-7233; a message may be left if no one answers the phone.

If a serious accident occurs and L&I is expected to investigate, the first priorities after caring for and protecting workers are to control and maintain the accident scene. In scenarios where hazardous equipment or environments are involved, stabilize and secure the equipment so they do not pose a danger, then secure the scene. If no hazards are posed by equipment or environment, then securing the scene is the priority.

Once an L&I compliance officer presents themselves to the location, they should always be accompanied by an authorized staff member who can monitor their progress and scope of investigation, help answer any questions, and explain the accident as understood by City of College Place. This staff liaison will duplicate in notes and photographs the work of the compliance officer so City of College Place is aware of the information gathered by the compliance officer.

Human Resources personnel will, after notifying L&I, select an employee to serve in this liaison position, and will brief them on duties of that position ahead of L&I officials' arrival. Individuals selected for this duty must be in a management or supervisory position and have adequate knowledge of the working duties and environment and the governing safety policies and expectations.

Accident investigation training

Staff who will undertake accident investigations shall receive training on the purpose, expected work product, and recommended methods of accident investigations.

Investigation kits

The City of College Place will provide investigation kits to those tasked with accident investigations. These kits will include tools and equipment necessary to perform a successful investigation.

Suggested items to be included in kits:

- Set of investigative procedures
- Incident investigation forms
- List of approved questions to ask involved and witnessing employees
- Clipboard and writing pad
- Graph paper for sketching
- Camera (if staff not provided cameras with phones)
- Straight-edged ruler
- Flashlight
- Personal protective equipment (gloves, earplugs, dust mask, eye protection, etc.)

Investigation procedures

The investigation should take place as soon as possible after the incident. Following are a list of procedures that encompass a thorough investigation report:

- Report the accident
- Arrival at the scene
- Gather information
- Preserve evidence
- Interview witnesses
- Take photos
- Draw sketches
- Find root causes
- Determine corrective actions
- Provide recommendations
- Write a report

If warranted, accident investigations should result in some kind of change or control. Recommendations for change/control should include:

- Engineering control/changes-encompassing those actions that include physical changes to the work environment; and
- Administrative control/changes-include procedural, operating or training procedures.

The Safety Committee will review accident investigation reports to ensure corrections have been made.

Safety Committee

The purpose of the City of College Place safety committee is to assist and supplement management's efforts to provide a safe and healthy work place for its employees. The safety committee provides the structure and space for employees to become involved and participate in providing a safe work place and affect the environment where they work.

Duties and responsibilities

The safety committee will have core duties that assist the City of College Place staff in creating a safe work environment. The safety committee will have opportunities to provide services outside these main duties (e.g. education campaigns) with the approval of management.

The committee will:

- Evaluate accident investigations conducted since the last meeting to determine if the cause of the unsafe act or unsafe condition involved was properly identified and corrected.
- Conduct self-inspections of the facility: members of the safety committee inspect work areas to discover unsafe practices or conditions.
- Review safety and health inspection reports to assist in correction of identified unsafe condition or practices.
- Evaluate the accident and illness prevention program with a discussion of recommendations for improvement.
- Provide to management recommendations on safety needs and considerations.

In no instances shall the safety committee be asked to manage the City of College Place safety program or provide oversight of it. The safety committee will not be tasked with the enforcement of safety rules; management and enforcement will solely be the job of management.

Safety committee organization

Committee members are elected by fellow employees and serve a one-year term per election. There are no limits to the number of consecutive terms a member can serve on the committee.

The number of management-appointed personnel on the committee will not exceed the number of employees elected by their workgroups. Committee members represent a variety of work areas within City of College Place.

The City of College Place will appoint a management liaison. The purpose of this position is to allow direct communication with the executive officer of the city. The employee in this position should be management level and sit on the committee. The liaison will meet with the City Administrator before each safety committee meeting to ensure the committee is covering all necessary business and that the committee is aware of all incidents before committee review. The liaison will also discuss any potential efforts of the safety committee relating to projects or assignments that exceed the core duties noted in this section.

City of College Place will hold elections for safety committee positions during November of each year. Those elected shall start serving on the committee in January of the next year.

Committee meetings

The safety committee will meet at a minimum, on a quarterly basis. Meetings will be held at City Hall in the council chambers or remotely. An agenda will be created and made available for committee members prior to the committee meeting to allow for review and preparation. Meeting minutes will be taken and then made available to members. Meetings may last beyond the one-hour limit only by majority vote of the committee.

Committee positions

Chair/Vice Chair – elected annually by the committee and shall:

- Start and end meetings on time
- Summarize discussion and call for votes
- Make certain that minutes are kept
- Ensure that agendas are provided to the committee prior to the meeting

Secretary – elected annually by the committee and shall:

- Prepare agendas and distribute to committee members prior to the meeting
- Prepare minutes of the meeting and distribute to committee members
- Assist the chair as requested

Terms

The term of all employee elected members shall be one year. Elections for committee positions will occur during the November meeting. Should a vacancy occur, a new member shall be elected prior to the next scheduled meeting and shall hold that seat until the next regularly-scheduled election.

Committee member responsibilities

Each member has the responsibility to:

- Attend committee meetings
- Participate and engages with topics
- Report for fellow employees on various hazards or unsafe work practices
- Report to employees the safety efforts of the City of College Place
- Assist with educational campaigns around safety
- Review recent incidents and accidents, and provide recommendations for improvements
- Report on special assignments
- Report on inspections undertaken at committee's request

It is understood that a thriving safety committee cannot function only within the hour of the committee meeting. To allow for optimal committee efficiency, the City of College Place will allow committee members to work on committee duties during their regular work hours.

For larger projects that will take considerable time, committee members must coordinate with their supervisors or managers to determine how this work can be scheduled with minimal interference to core job duties.

First aid

The City of College Place has determined that first aid services are consistently available from the College Place Fire Department. Based on this availability, the City of College Place does not obligate any employees to provide first-aid services to co-workers as part of their job duties. Employees who are certified may still choose to provide first aid on a voluntary basis until medical services arrive and is done on a "Good Samaritan" basis. Volunteers will not undertake work that exceeds their level of skill or certification.

The City of College Place will provide first-aid training for those who are interested. This will allow staff to render such services if they are comfortable.

First-aid procedures following accidents

As first-aid services will be provided by an outside source, the priority must be contacting emergency services to call for help. If you or a co-worker is involved in an accident, you must:

- Ensure no further damage to yourself and/or the injured person.
- Get first aid or medical assistance (dial 9-1-1).
- Transport the injured individual to the nearest medical services center (if necessary).
- Report the incident immediately to your supervisor.

If involved in a situation involving blood:

- Avoid skin contact with blood/OPIM (other potential infectious materials) by letting the victim help as much as possible. Use gloves provided in first aid kits.
- Remove clothing with blood on it after rendering help. Secure the clothing per instructions in bloodborne pathogen control plan.
- Wash thoroughly with soap and water to remove blood.
- Report such first aid incident exposures to Human Resources personnel.

First-aid kits

The City of College Place will ensure that first-aid kits will be readily available for all employees. These kits will be easily accessible and clearly marked, with identifying signs indicating positions within facilities. First-aid kits will be housed in containers that protect supplies from damage, deterioration, and contamination. First-aid kits will be portable to enable moving them to the location of injured individuals; if kits are mounted, they shall be affixed in a way where they are easily disconnected and moved.

First-aid kits will be unique to the facilities and exposures of work duties. Each department head or their designee will be accountable for ensuring first-aid kits provide adequate supplies for any unique hazard particular to the facilities or duties of their employees. It is also the duty of each department head or their designee to ensure that first-aid kits continue to reflect the hazards of the facility, and are updated as necessary based on changes in work duties, environments, or equipment.

First-aid kit stocking

To ensure expected supplies are in first-aid kits when the need arises, kits should be regularly inventoried and re-stocked. All first-aid kits within the City of College Place will be inventoried and re-stocked quarterly. This work will be done by the department head or their designee. Supplies for each first-aid kit will be purchased or acquired through the fire department's EMS supplies.

All expired or out-of-date equipment or medicine should be removed from kits and disposed of properly and in a way that ensures others will not attempt to use the expired supplies.

First-aid kit locations

To ensure all first-aid kits are maintained as intended, the City of College Place has created an inventory of all first-aid kits available at facilities. First-aid kits are located:

- City Hall Administration break-room
- City Hall Community Development janitor closet
- In Police vehicles
- In some public works vehicles
- Public Works break-room
- Public Works vehicle shop
- Police Department restroom
- Police Department break-room
- Fire Department in each vehicle

It is the responsibility of each department head or their designee to update the inventory when first-aid kits are moved or retired from service so that the inventory remains accurate.

Emergency washing facilities

Certain hazardous chemicals or other exposures may require the availability of emergency washing facilities, including showers and eye wash stations. The City of College Place departments have reviewed the Safety Data Sheets (SDS) for all inventoried chemicals and considered all other hazards requiring washing facilities; based on this review, the following facilities are required to house these stations.

Emergency shower locations:

- College Place Fire Station
- Public Works Vehicle Shop

Emergency eye wash stations:

- College Place Fire Station in the bay
- Public Works Vehicle Shop

- Well #4 pump house

Note: per WAC 296-800-15030, emergency eyewash stations must take no longer than 10 seconds to reach from any area of a facility where the chemical is being used and should be no farther than 50 feet away from usage area.

Outdoor Heat Exposure

Purpose:

To help prevent heat-related illnesses and injuries.

Which workers does this program cover?

Anyone working outdoors more than 15 minutes in any 60-minute period in temperatures:

- As low as 52°F when wearing clothing that is non-breathable or provides a vapor barrier like rain gear, chemical resistant suits, or Level A suits.
- Starting at 77°F when wearing double layer woven clothing like sweatshirts, coveralls, and jackets on top of other clothes.
- At 89°F when wearing any other type of clothing like typical shirts and pants.

Some individuals are more susceptible to heat stress than others. For example, individuals who aren't acclimatized or who come to work dehydrated.

Workers doing the following jobs or tasks at our worksites are considered to meet the descriptions above:

- Public Works Employees performing work outside.

Prevention measures to follow:

Workers and supervisors share responsibility for safety at the jobsite. This includes watching out for yourself and others because heat illness can become a life-threatening condition quickly if unnoticed or ignored. Speak up if you notice anything that could be unsafe or result in someone getting hurt or sick.

Setting up the worksite for shade

Before work begins, the supervisor will assess shade options for each job site. Use available shade such as trees, walls and/or set up shade structures like a portable canopy when no other options are available. Fans can help as long as the air temperature doesn't go above 95°F, but if air-conditioned spaces are available, like cabs, they can be utilized to cool individuals off. The job supervisor will ensure that equipment is available, functional, transported, and set up properly.

Work scheduling to reduce heat exposure

Changes in shift timing may be used to avoid working during the hottest period of the day. For example, night work, early half days or stopping work completely

Hydration

Don't wait to be thirsty to drink water, and don't drink it all at once. In fact, it's best to start drinking water before work. Drink small amounts often throughout the day to stay hydrated (1 cup every 15-20 minutes). Additional water breaks are allowed during hot days.

Sport drinks low in sugar are okay. Avoid drinks with caffeine and high sugar content like sodas because they won't hydrate you.

The employer will make sure there is enough cool water to allow each employee to drink at least a quart of water each hour. The supervisor or designee is in charge of setting up and carrying supplies, checking water level and replenishing the supplies (e.g. disposable cups, etc.). If reusable containers are used, employees

should not share cups/bottles, should not dip cups in water supply, and should not drink from non-potable water sources like lakes or from hoses not labeled as safe for drinking.

Adjusting to heat (acclimatization)

It takes about two weeks to fully adjust to hot working conditions. This adjustment is lost if you are away from the hot conditions for a week or more. Acclimatization is especially critical for heavy work in hot temperatures.

Acclimatization plans for workers and supervisors

- Day 1: 90 minutes per 8 hours of work
- Day 2: 120 minutes per 8 hours of work
- Day 3: 150 minutes per 8 hours of work

Training

Each year before May, employees working on the jobs listed above will be provided with safety training on the dangers of outdoor heat exposure, the steps we take to protect them, and actions they must follow to prevent heat-related illness.

Additional training will be scheduled and provided for those that missed the session or when a new employee is hired.

Employees need to be aware of:

- How heat can make them sick, and how to recognize the common signs and symptoms of heat-related illness in themselves and coworkers. The four most common conditions are heat rash, heat cramps, heat exhaustion and heat stroke.
- The environmental factors that increase risk for heat-related illness such as higher temperatures, humidity, sunlight (working under direct sunlight makes it feel about 15 degrees hotter), additional sources of heat like powered equipment and asphalt, no wind, level of physical activity, and wearing of personal protective equipment (PPE) or layers of clothing.
- Personal factors that may increase susceptibility to heat-related illness including age, not being acclimatized, having medical conditions such as hormonal and heart issues and diabetes, dehydration, and use of substances that can affect the body's response to heat like drugs, alcohol, caffeine, nicotine, and medications.
- The importance of removing heat-retaining PPE such as non-breathable chemical resistant clothing during all breaks to allow their body to cool down.
- How to stay well hydrated by drinking small quantities of water or other acceptable beverages frequently throughout the day.
- The importance of acclimatization (to get used to the conditions). It takes about 5 days to start and two weeks to be fully acclimated.
- How to immediately report signs or symptoms of heat-related illness they experience or observe in coworkers, and how to immediately respond to prevent the situation from becoming a medical emergency.
- How to identify and what to do during a heat-related medical emergency (e.g., potential heat stroke).

Supervisors need to know the following (in addition to what is detailed for employees above):

- The procedures to follow to implement the heat-related illness prevention plan including the acclimatization schedule, how to keep track of environmental conditions throughout the day, when to increase the number of breaks or stop work early, to check that workers are accessing shade and water (especially for mobile operations), encourage hydration, and communicate with lone workers to ensure they are safe. (The free OSHA-NIOSH Heat Safety Tool app could be helpful.)
- When to provide personal protective equipment like cooling vests and gel-filled bandanas.

- What the supervisor needs to do if an employee shows signs and symptoms of possible heat-related illness including appropriate emergency response procedures including how to transport any affected employees to a medical service provider.

Responding to reports or observations of heat-related illness.

Let a supervisor or someone nearby know if you or a co-worker is experiencing any signs or symptoms of heat-related illness, and take immediate action to ensure things don't get dangerously worse.

- Time is critical. Get the worker away from the hot area into a cool shaded area. Quick action increases the chances for a full recovery.
- Let the worker rest and drink cool water.
- Never leave an employee who is experiencing heat-related problems alone, things could get worse.
- If the employee does not respond quickly, call emergency medical services.

If the employee receives medical attention get a written authorization from the provider that the worker can get back to work and if there is any restriction or limitations.

Fire extinguishers

The City of College Place appreciates that a recognized workplace hazard is fire. To minimize potential damage from fires and related fire suppression activities, the City of College Place authorizes all employees to use the portable fire extinguishers located throughout facilities to fight smaller fires.

In all scenarios where fire is identified, the first step is to call 9-1-1 to request fire services. In instances where the fire is put out by staff prior to fire service arrival, the call can be canceled.

Scope of use

The efficacy of fire extinguishers is related to the amount of contained suppression material and its type. The City of College Place currently carries the following types of extinguishers; 2A-10BC. These extinguishers should be used for the following types of fires: normal combustibles, flammable liquids, and electrical fires.

Employees outside of fire service should not attempt to put out larger fires. The City of College Place has deemed that trashcan-sized fires are the largest fires staff should attempt to extinguish. If fires are larger than an office trashcan, or grow beyond this size despite suppression efforts, staff should cease suppression efforts and evacuate the building.

Fire extinguisher servicing

All fire extinguishers will be serviced on a yearly basis. This includes examining for pitting, cracks and corrosion. This servicing will be provided by Oxarc.

Fire extinguishers should also be visually inspected on a monthly basis. This can be done during normal facility inspections. The inspection card attached to the extinguisher should be initialed to prove inspections took place. These visual inspections should ensure that the extinguisher is charged, has no visible defects and appears capable of firing, and the pin is still in place. Safety Committee members from each department will be responsible to ensure fire extinguishers are inspected on a monthly basis in their department's facilities.

Fire extinguisher placement

The placement of all Class A fire extinguishers shall be located so that there is a travel distance not to exceed 75 feet in any one direction for retrieval of this unit. Class B & C fire extinguishers shall be located so that there is a travel distance not to exceed 50 feet in any one direction from the unit to the potential fire hazard.

Training

Annually, the City of College Place is required to provide fire extinguisher training. It will be provided for the familiarization and general use principals of extinguisher operation and their capabilities by the fire department.

Training will include the following elements:

- Type of extinguishers to use depending on the type of fire.
- Operation of extinguishers (PASS method).
- Scope of use (when is a fire too large to fight).
- Inspection of fire extinguishers.

Bloodborne pathogens exposure control program

City of College Place is committed to providing a safe and healthful work environment for our entire staff. This is our plan to eliminate or minimize occupational exposure to bloodborne pathogens.

Employees who have occupational exposure to blood or other potentially infectious material (OPIM) must follow the procedures and work practices in this plan.

Employees can review this plan at any time during their work shifts. We will provide a copy to an employee within 15 days of a request.

Program management

City of College Place will oversee the exposure control plan generally, specifically focused on medical records and vaccination verifications, exposure reports, and trainings records. City of College Place expects individual department supervisors to ensure compliance of employees with the standards in this program.

The exposure control officer for the bloodborne pathogen exposure control plan is the Human Resources Manager. The Human Resources Manager will work with all departments with bloodborne pathogen exposures to ensure workers receive necessary training, vaccination opportunities, medical treatment, and safety equipment necessary to do their jobs while being protected from BBPs.

Exposure determinations

The City of College Place is required to make coverage determinations regarding who will be included in the exposure control plan. This determination will be made by reviewing job duties for all potentially exposed employees and determining whose job duties place them in reasonable anticipation of exposure to BBPs.

Public works

In the public works department, the following job classifications or positions are deemed to have reasonably anticipated exposure to BBPs and will be covered under this program:

- Water Utility Workers
- Street Workers
- Parks Workers
- Stormwater Workers

Police

In the police department, the following job classifications or positions are deemed to have reasonably anticipated exposure to BBPs and will be covered under this program:

- Police Officers

Fire

In the Fire Department, the following job classifications or positions are deemed to have reasonably anticipated exposure to BBPs and will be covered under this program:

- Firefighters

Hepatitis B vaccination

HBV vaccinations shall be offered to all employees identified as high risk free of charge by City of College Place. The City of College Place will allow the use of organization time and pay all fees associated with that service. The vaccination will be provided after the employee has received the training outlined in these policies, but within 10 (ten) days of assignment to duties. This policy shall exempt employees who have previously received the complete vaccination series, whose antibody testing indicates they are immune, or those employees for whom the vaccine is contraindicated. Employee vaccinations shall be documented and maintained in the employee's medical record files in the Human Resources Department and shall be for the duration of employment plus thirty (30) years in accordance with records retention rules.

Routine booster dose(s) of the HBV vaccine shall be provided in accordance with US Public Health Service recommendations at no cost to the employees.

If an employee refuses to obtain the required HBV vaccination, the employee will be required to document that refusal on the HBV Declination Form which will be maintained in the employee's medical record for the duration of employment plus thirty (30) years. If, however, an employee subsequently decides to have an HBV vaccination it will be made available under the same terms and conditions as stated above, upon employer's receipt of a written request to the Human Resource Manager.

Medical evaluations and follow-up after exposure incidents

All employees are required to report all exposure incidents to their immediate supervisor. All exposure incidents shall be recorded on the OSHA300 form and investigated. All needle stick injuries will be recorded on the Sharps Injury Log to protect personally identifiable information. All exposures must document the route(s) of exposure and the circumstances under which the exposure occurred.

Exposure incidents include percutaneous needle sticks or cuts, mucous membrane exposure to blood or body fluids meeting OPIM criteria, or contact with blood or body fluids via chapped, abraded, or otherwise non-intact skin surfaces.

If an exposure incident occurs, take the following steps:

- The source individual shall be notified of the exposure incident and be requested to consent to and obtain testing for HIV/HBV. A refusal of the source individual to consent for testing shall be documented
- The results of the source individual's test shall be made known to the exposed employee
- The exposed employee shall also be reminded of the laws and regulations concerning the disclosure of the identity and infectious status of the source individual
- If the source individual refuses to consent to HIV/HBV testing, or if the source individual tests positive, the exposed employee shall have a clinical evaluation which will include HIV and HBV antibody testing as soon as possible
- If the exposed employee refuses to submit to clinical evaluation and HIV and HBV testing, such refusal will be documented and maintained in the employee's medical record
- If the employee consents to baseline blood collection, but does not consent to testing, the employee's blood sample shall be preserved for ninety (90) days. If within ninety (90) days of exposure, the employee elects to have the baseline sample tested such testing will be conducted as soon as possible
- Exposed employees shall have access to post-exposure prophylaxis as recommended by the US Public Health Service when medically indicated, as well as counseling
- Exposed employees shall also be advised to report and seek medical evaluation of any acute febrile illness within twelve (12) weeks following exposure
- All tests shall be conducted by an accredited laboratory at no cost to the employee

Note: WAC 246-100-205 allows for employees in job duties with recognized hazard for BBP transmission to legally seek counseling and testing for the source individual. Firefighters and law enforcement officers are two recognized groups in this rule

The following information will be provided to the physician performing the post-exposure evaluation:

- A copy of the blood borne pathogens rule section addressing post-exposure requirements (WAC 296-823-160).
- A description of the employee's duties.
- Documentation of the route(s) of exposure and circumstances under which the exposure occurred.
- Results of the source individual's blood testing, if available.
- All relevant medical records of the employee, including vaccination status.

The City of College Place will ensure that all other findings or diagnoses remain confidential and are NOT included in the written report.

If the health care professional provides the written opinion directly to the employee, the City of College Place does not need to do so. If the employee's personal health care professional completes the evaluation, the City of College Place is not required to obtain the health care professional's written opinion.

Sharps containment and disposals

Handling of sharps, specifically used syringes, pose the greatest threat of BBP exposure for the City of College Place staff. This being the case, the City of College Place has implemented handling and disposal procedures with the intention of minimizing the potential for exposure coming from these interactions.

Subsequent to recovery or use, potentially contaminated sharp instruments and/or disposable sharps shall be disposed of in the following manner:

- All such sharp items shall be placed in a leak proof, rigid, puncture-resistant, break-resistant container which is conspicuously labeled and which is located: in vehicles licensed as aid vehicle, first aid stations at fire department, and patrol room at the police department.
- The person recovering/receiving a sharps instrument or item shall be responsible for its proper disposal as soon as feasible. In no instance will any employee leave any such sharp instrument at any work station or in any vehicle beyond the end of the employee's shift without notifying their supervisor.
- Needles shall not be recapped, purposely bent or broken, or removed from disposable syringes.
- Scalpel blades shall be removed from the handle using clamped forceps and placed in the appropriate sharps container by the person using that item.
- Knives and other sharps necessary for evidence will, at all times, remain in an approved, properly labeled sharps container.
- Appropriate protective gloves will be worn at all times when handling any sharps or knives possibly contaminated by blood or OPIM.
- At no time will any employee reach into a sharps container to retrieve any item. All such removal will be accomplished with tongs, pliers, or other mechanical tool. Such actions require prior approval by department head before attempted retrieval.

Contaminated sharps shall be discarded immediately after they are located or used, or as soon as feasible, in appropriate containers. This presumes that there is no compelling need to retain the item for evidentiary purposes.

Sharps containers should be emptied or replaced whenever two-thirds full, except evidence containers. When moving containers containing contaminated sharps, care should be taken to assure the container is closed to prevent spillage or protrusion of contents.

In the event of leakage or protrusion, the container is to be placed in a secondary container which must also be closable, puncture resistant, and leak-proof.

Handling contaminated clothing and laundry

Employees whose clothing or equipment becomes contaminated during the course of duties should remove the clothing or equipment at the earliest possible convenience.

Contaminated linen shall be handled as little as possible with a minimum of agitation. When handling contaminated laundry, PPE shall be used. Contaminated linen shall be bagged at the location where it is recovered/received and shall not be sorted or rinsed on location.

Contaminated linen shall be placed in a red, leak proof bag which shall be marked "Bio-Hazard" to indicate the potential infectious status of its contents. Should outside contamination of the bag occur, double bagging shall be required.

All bagged items will be secured in a location where accidental exposure is unlikely. Each department shall designate an area where bagged laundry can be secured while waiting pickup for specialized cleaning.

Police Department: Bags/receptacles located in the Evidence Processing Garage

Fire Department: Has specialized cleaning equipment on site.

Durable equipment

Some equipment that will come into contact with blood and OPIM will be durable and should not be disposed, but rather cleaned.

For all departments, when personal durable equipment is found to be exposed to blood or OPIM, it is the responsibility of the employee to appropriately clean the equipment and ensure it is safe for continued use.

If there is not time or resources to appropriately clean equipment ahead of next anticipated use, the equipment should be removed from service until it can be cleaned and verified to be safe

Cleaning instructions

Use a 10% diluted bleach spray or other as-effective cleaning agent to disinfect the durable equipment. Let the spray stand for at least 5 minutes before cleaning the equipment. If any rags used in cleaning have blood or OPIM on them at the conclusion of cleaning, they must be disposed of properly.

Cleaning supplies for the sterilization of equipment can be found in the following locations across departments:

Fire Department: Janitor's closet, Ambulances

Police Department: In vehicles

Public Works: In vehicles

Personal protective equipment

The City of College Place will provide and maintain, in a sanitary and reliable condition, necessary personal protective equipment (PPE) which is relevant to the procedures and job functions of the various employees. Employees are required to use appropriate PPE for the task they are performing, except in those extraordinary circumstances when such use would, in the employee's professional judgment, prevent the service from being provided. In such cases the incident shall be investigated and documented in order to determine if changes can be instituted to prevent such occurrences.

The use of gloves is indicated and must be worn:

- For all emergency response care which involves potential exposure to blood or body fluids, particularly if the employee has cuts, abraded skin, chapped hands, dermatitis, or other non-intact skin.
- During all decontamination procedures involving clean-up of blood or body fluids.
- When scrubbing equipment contaminated with blood or body fluids prior to sterilization.
- Gloves shall be of appropriate quality and material and shall comply with the standards of safety for the procedure performed. A sufficient quantity and appropriate size for each employee will be supplied by the City.
- Hypo-allergenic gloves, glove liners, powderless gloves or similar alternatives will be made available to those employees who are allergic to the gloves normally provided.
- Gloves shall be single-use and shall be disposed of immediately following each contaminant contact or procedure.

Masks and Eye Protectors are to be available and are required to be used:

- When contamination of mucosal membranes (eye, nose, or mouth) with body fluids is likely to occur.
- Resuscitation equipment is provided to minimize the need for mouth-to-mouth resuscitation and shall be easily accessible in the event resuscitation is necessary. Mouth suctioning of blood or other potentially infectious material is prohibited.

New or cleaned personal protective equipment will be installed to replace contaminated or used equipment. This will be the responsibility of the employee who used the equipment. Failure to replace/restock used materials will expose the employee(s) to disciplinary action.

Housekeeping and clean-up

All equipment and work surfaces shall be cleaned as soon as practical after any contamination by blood or other potentially infectious material. In no circumstances will this be left for other officers/employees to do. It is the responsibility of the officer/employee who contaminated the area.

Protective coverings used to cover equipment are to be removed, cleaned or replaced as soon as feasible after being contaminated.

All bins, cans, or other receptacles which will be reused and which may be contaminated are to be emptied, cleaned and decontaminated at the end of each work shift.

Broken glass which may be contaminated is not to be picked up by hand, but cleaned up or picked up by using a broom and dust pan, tongs, or forceps.

Reusable sharps are, after use, to be placed in the appropriate labeled container. Officers/Employees shall not reach into such containers with their hands, but must place and retrieve used, and presumably contaminated, sharps with tongs or forceps.

Regulated waste handling and disposal

Regulated waste related to BBP exposures may include:

- Liquid or semi-liquid blood or other infectious materials.
- Contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed.
- Items caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling.
- Contaminated sharps.
- Pathological and microbiological wastes containing blood or other potentially infectious materials.

Such regulated waste must be placed in the appropriate, labeled containers. Containers must meet the following specifications:

- Closable
- Able to prevent leakage during handling, storage, or transport
- Appropriately labeled

Containers must be closed prior to removal to prevent leaks. If outside contamination of a container occurs, the container is to be placed in a secondary container which is also closable, able to prevent leakage, and appropriately labeled.

Disposal of regulated waste

At the end of each day, remove waste from vehicles and other work areas and placed in an appropriate waste receptacle lined with a red, leak-proof plastic bag, and stored in the appropriate location for pick-up and disposal by an outside contractor. Such independent contractors will be responsible for the training of their employees regarding the identification, segregation, and disposal of infectious waste.

It is the Fire Chief or his designee's duty to contract regulated waste disposal and pickups, and ensure they are occurring as expected.

Procedures in the event of personal exposure

All employees are required to use the following procedures in the event of exposure to possibly infectious blood or body fluids:

Needle Stick/Cut: Milk the exposure to express blood and clean the wound vigorously with soap and water for at least 10-15 seconds using friction.

Mucosal Splash: For a mucosal splash to eyes, nose, or mouth, flush or rinse with saline or water. For a mucosal splash to the skin or contamination of open wound, wash with soap and water. Shower and change clothes if necessary.

Blood Splash/Contact: For blood splash to mucosal tissues follow mucosal splash guideline above. For blood splash or contact to chapped, abraded, cut or broken skin, wash with soap and water and again remove contaminated clothing as soon as possible.

For any other contact with blood or body fluids to skin surfaces, wash with soap and water immediately or antiseptic wipes when wash facilities are not available. Remove contaminated clothing, shower and if continued contamination is anticipated, put on appropriate personal protective equipment.

Reporting: Report all needle sticks, mucosal splashes, and contamination of open wounds with blood and/or body fluids to your immediate senior supervisor.

Employee training

All employees whose job functions involve the risk of exposure to blood or body fluids shall receive appropriate education and training prior to the commencement of their duties and annually thereafter. Such education and training shall, at a minimum, include:

- A copy of the regulation and an explanation of its contents.
- A general explanation of the epidemiology and symptoms of bloodborne diseases.
- An explanation of the modes of transmission of bloodborne pathogens.
- An explanation of each department's exposure control plan and means by which the employee can obtain a copy of the written plan.
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood or other potentially infectious materials.
- An explanation of the use and limitations of methods that will prevent or reduce exposure, including work practices and personal protective equipment.
- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
- An explanation of the basis for selecting personal protective equipment.
- Information on the Hepatitis B vaccine including information on its efficacy, safety, method of administration, benefits of being vaccinated, and that the vaccine will be offered free of charge.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- Information on the post-exposure evaluation and follow-up that the employer is required to provide.
- An explanation of the signs and labels and/or color-coding used by the employer.
- An opportunity for interactive questions and answers with the persons conducting the training sessions.

Additional training will be provided when new tasks or procedures involving potential exposure are instituted.

Medical records

A medical record for each employee whose duties include potential occupational exposure will be maintained by the City of College Place. These records will include:

- The name and social security number of the employee.
- A copy of the employee's HBV vaccination status including the dates of vaccination and any medical records regarding the employee's ability to receive the vaccination.
- A copy of all opinions, examinations, testing, and follow-up involving post-exposure incidents.
- A copy of any information provided to any other healthcare professional regarding possible exposure.

Such records will be kept confidential and will not be disclosed to any person, except as required by law, without the express written consent of the employee. Such records will be maintained for thirty (30) years beyond the duration of the employment.

In the event the City of College Place ceases to do business and there is no successor employer to transfer the records to, the City of College Place will notify the Department of Labor and Industries at least three (3) months prior to the disposal, and will transfer them to the Department if requested to do so.

Hearing conservation

The City of College Place has established a hearing conservation program to help protect the hearing of individual employees who have exposure to hazardous noise levels at work. Hazardous noise is sound that exceeds the 85 dBA threshold. At levels above this threshold, the City of College Place will consider at various controls and testing to monitor employee hearing and noise exposure.

Noise monitoring and exposure determinations

The City of College Place will conduct noise surveys to identify which work areas and groups have exposure to hazardous noise. Both sound level meters and dosimetry equipment will be used in this effort. Representative testing will be used, whereby one employee whose common work duties align well with co-workers' will be monitored and the results will be considered valid for all aligned employees. This will allow for efficiency in survey work.

If any employee feels they have been misclassified by such testing, and they were erroneously included or excluded from the program, it is their responsibility to report this to their supervisor along with an explanation as to why they feel an error has occurred. The department head will determine if new survey work is appropriate to answer this concern. If it is determined that no new work is needed, an explanation must be provided to the concerned worker within 5 days of the decision being made.

Noise survey work will be repeated on a regular basis; the City of College Place has determined that noise surveys will be repeated every five years. Survey work should also be done if any evidence arises that suggests there may be unidentified noise hazards. Such evidence can be work-related hearing loss identified by staff during audiometric testing, noise complaints from workers, or a change in equipment or operational policies that changed the effectiveness of engineering controls.

Past noise surveys are kept in the Safety Committee file on the S drive.

Noise surveys will be kept in accordance with retention rules.

All employees or represented employees whose tests results show a noise exposure exceeding 85 dBA TWA₈ (a time-weighted average exposure covering an 8-hour shift) shall be included in the hearing conservation program.

Hearing conservation program

The hearing conservation program elements will apply to those determined to have exposure to hazardous noise through noise survey work or departments where the noise survey work done shows no exposure to noise above the 85 dBA TWA8 threshold, but where work common to the department is known to cause hearing loss. Noise hazards might not be consistent from day-to-day, and thus may be missed because the survey does not account for such variance.

The following elements collectively make up the hearing conservation program:

- Baseline and annual audiometric testing
- Provision of hearing protection (ear plugs and ear muffs)
- Annual training regarding the City of College Place's hearing conservation program
- Engineering and administrative controls to reduce employee exposure
- Signage around areas where noise levels equal or exceed 115 dBA.

The following work groups and individuals are covered under the City of College Place hearing conservation program:

- Firefighters and EMTs
- Police Officers
- Public Works Field Employees

Baseline and annual audiometric testing

Before being exposed to any noise levels of 85 dBA at work, a baseline audiogram will be performed on all new employees or employees transitioning into positions covered by the hearing conservation program. The City of College Place will also provide annual testing to monitor any exposed employees for occupational hearing loss.

Baseline assessment provider information: Examinetics, Inc. and Providence Occupational Health
Annual testing provider information: Examinetics, Inc. and Providence Occupational Health

Testing providers will advise the City of College Place if there are any individuals with documented hearing loss that is occupationally related – identified by a standard threshold shift. For those individuals, the City of College Place will include the hearing loss on the OSHA Injury and Illness log (300 form). This recordkeeping will be the responsibility of the Human Resources Manager.

It is the City of College Place's right to seek a second testing opinion when the initial audiometric testing shows hearing loss that the provider links to work duties. This re-testing must be done within 30 days of the original test. If the new test does not confirm the threshold shift, or the relation to occupational exposure, then the hearing loss will not be added to the injury log.

When there is a recordable hearing loss related to work duties, it is the responsibility of the employee's department to review exposures. The City of College Place should review the hearing conservation program to determine if there were any failings that led to the exposure which caused the hearing loss. Where failings are identified, the City of College Place will consider updates to the program to prevent similar losses in the future.

Hearing protection

The City of College Place will strive to remove any barriers to use of hearing protection. Multiple types of hearing protection will be offered.

- Earplugs
- Earmuffs
- Earcaps

If none of the stocked options are viable for employees because of ear size or other physical/medical reasons, the City of College Place will review the situation to see what other reasonable alternatives exist. Those

desiring to use different hearing protection than those models offered by the City of College Place due to personal preference must receive permission by their respective department supervisor before doing so. The City of College Place must ensure the protection meets minimum requirements and provides the correct amount of noise reduction (noise reduction rating, or NRR).

Note: Some hearing protection can provide too much protection, along with too little. Workers should still be able to hear coworkers and critical environmental sounds. Hearing protection that removes all sound is not good as it makes the worker vulnerable to their surroundings.

Annual training

Workers in the hearing conservation program will receive training on the program, its intent, and the responsibilities of the City of College Place and staff. Training must be done before first exposure, and then annually thereafter.

The training will include:

- The effects of noise on hearing
- Noise controls used in the workplace
- Purpose of hearing protection (differences and advantages/disadvantages of assorted types)
- Instructions about selecting, fitting, using, and caring for hearing protection
- The purpose and procedures for program evaluation

Noise controls

The City of College Place currently implements both engineering and administrative controls to limit worker exposure to noise. The following are the engineering and administrative controls in use by the City of College Place.

Engineering controls:

- Ear protection
- Use of low-noise tools
- Proper maintenance on tools and machinery

Administrative controls:

- No workers will be exposed to noise levels meeting or exceeding 140 dBA
- Limit length of exposure

It shall be the duty of all supervisors to ensure that their direct reports and all those working at or visiting their facilities are wearing hearing protecting in compliance with this program and the known noise hazards identified in sampling work done.

Signage

The City of College Place will affix signs at the entrances and at boundaries of all work areas where employees may be exposed to noise equaling or exceeding 115 dBA (using SLM with slow response). The signs must clearly indicate that the area experiences high-noise and that hearing protection is required.

The following locations have been identified as work areas where employees may be exposed to noise at or above 115 dBA. Signs have been affixed in these areas in accordance with this rule.

- East-side booster station

Lockout/Tagout

Hazardous energy control

The control of hazardous energy (Lockout/Tagout, LOTO) helps protect and safeguard employees while they perform servicing and maintenance on machines and equipment in which the unexpected energization or startup of the machine or equipment, or the release of stored energy, could occur and cause injury or death.

Scope

Lockout/tagout procedures apply when:

- employees are performing servicing and maintenance, and there is a potential for injury from unexpected start-up or release of stored energy, or
- service and maintenance take place during normal production, if employees:
 - must remove or bypass a guard or safety device; or
 - must place any part of their body into the danger zone

Exceptions:

When working on electric equipment receiving power only through a cord and plug, if unplugging the equipment eliminates the possibility of unexpected energization, start up, or release of stored energy and the plug is kept under the exclusive control of the employee doing the service or maintenance, then LOTO procedures do not apply.

Service and maintenance during normal production operations do not need to apply LOTO if the employee servicing the equipment is not required to remove or bypass a guard or other safety device or place any body part into the point of operation or other hazardous area of the machine.

Minor tool changes, adjustments, and other minor service during normal production do not need to apply LOTO if they are routine, repetitive, and integral to the use of the equipment for production and the work is done using measures which provide effective protection from hazards.

Hazard identification

Hazardous energy presents itself in many forms, including electrical, mechanical, hydraulic, pneumatic, gravity, chemical, and thermal. It is the responsibility of all department heads to determine what hazardous energy exposures they have that fall under the scope of LOTO rules identified in the above section.

Each department should do a thorough review of equipment and system maintenance/work to determine what hazards they have exposure to which they should be using LOTO to control. The list of identified hazards should be review annually, at minimum, to ensure the department is controlling against all known hazards.

The inventory should identify the type of hazard, what machine or system it is located within, and how the staff should control the hazardous energy.

Location of LOTO inventories

- Public Works – Parts Room

Lockout/Tagout determinations

For each machine/system and maintenance/work interaction that falls within the scope of LOTO, department management must determine what level of protection is sufficient and required. It is always the City of College Place position that lockout methods are preferred to tagout alone, as the former uses positive methods that prohibit accidental re-energization of systems that the latter does not include.

All work where the machine will take a lock-out device must use one. For those machines and systems that cannot accept a lockout device, department management must approve use of a tagout-only system. A tagout system can only be used if all the following conditions are met:

1. The tagout device is attached where you would have put the lockout device
2. The tagout system provides the same level of employee protection as a lockout system.
3. You can demonstrate that the tagout system:
 - a. Meets all tagout requirements of this chapter.

- b. Includes additional safety measures to provide the same level of safety as a lockout system.

Employee determinations

For all work done which falls under LOTO, the department must determine all employees that fall into two categories: authorized worker and affected workers. Authorized workers are those who locks or tags out machines in order to work on them. Affected employees are those who are required to use or operate those machines or may be in the areas where machines may be locked or tagged out.

De-energization procedures and locking out devices

While machine specific shutdown procedures will vary due to types of energies, isolating devices, and reception of lock-out devices, the same general steps shall be taken on all equipment de-energizing under the LOTO program.

The accepted procedures for de-energization is as follows:

1. Prepare for shutdown
2. Shut down equipment
3. Isolate all energy sources
4. Apply locks and/or tags
5. Release stored energy
6. Verify equipment isolation

When preparing for shutdown, staff will ensure all equipment and tools are removed from the area of the machine. Equipment-specific procedures will be reviewed to ensure the authorized employee is aware of all hazardous energy types and the energy-isolating devices being used on the equipment. Authorized employees at this time will also notify affected employees of the impending work and provide details regarding scope and duration of work.

When shutting down equipment, staff will follow the manufacturer's recommended steps and shut the equipment down in normal process. All switches and buttons moved to the off position.

Using energy-isolating devices, isolate the machine or equipment from the energy source(s) that power it. Follow machine-specific procedures to ensure all energy sources are accounted for and isolated.

Once the machine is isolated from its energy source, use a positive locking method to ensure the machine or equipment cannot be inadvertently started or re-energized. The machine-specific procedures will dictate what type of locking device to use in conjunction with the energy-isolating device. Along with locks, place tags along with the lock at the energy-isolating device location. These tags should be specific to the type of lock and energy-isolation used, and should clearly note a LOTO situation and what workers should not do.

Release the blocked or stored energy. Different energy types will require different work here. As an example, staff may need to vent gases, block or disconnect lines, block elevated parts, or drain fluids. Ensure all energy sources identified in the machine-specific procedures are addressed here.

Verification of equipment isolation is done by attempting normal startup. There should be no re-energization or startup of the machine. If there is, go back to energy-isolation and release steps, verifying that all energy types and sources have been identified and addressed. Once attempted startup yields no response, return the control to the off/neutral position. The machine is ready for maintenance work.

Re-energization procedures

To re-energize machines after maintenance work is complete, follow these general steps:

1. Inspect work areas for items and equipment pieces; remove those not belonging to area
2. Employees safely positioned or removed
3. Affected employees notified of impending re-energization

4. Remove lock-out devices
5. Re-energize equipment
6. Inform affected employees of process completion.

Energy control procedures

The City of College Place must have machine-specific instructions for each machine or piece of equipment that falls under the LOTO scope. These procedures identify for each type of hazardous energy and the appropriate steps necessary to disconnect the machine from its energy source(s) and lock out the energy-isolating device in use.

Each department/facility shall maintain their list of machine-specific procedures. It will be the duty of the department head or their designee to review all procedures and ensure they comply with requirements and provide enough information on the energy type/source and lock-out devices for the procedure to be done safely.

Energy control procedures will be reviewed annually to ensure they are still correct and provide the best instructions for staff. Department management will be responsible to complete this work or may delegate the assignment with the requirement to review all reviews and updated prior to final approval.

Group locks

Some maintenance requires more than one individual working on a machine at a time. In cases where multiple individuals are working on the same machine or area, procedures must be undertaken to ensure all authorized workers are safe for re-energization; the group process must afford the same level of protection as an individual lock.

Where multiple people are working on a single machine there will be a primary authorized employee designated. This employee has overall responsibility for the service or maintenance being done. This person is the first to place their lock on and the last to remove it when the work is completed. Each additional authorized employee shall put their lock on via a group lockout device, lockbox, or a comparable mechanism. Individual workers must only remove their locks when their work is completed.

Coordination with outside employers

When outside employers bring staff into City of College Place facilities to perform work it is the duty of the department head or their designee to ensure that roles and expectations for LOTO have been discussed and agreed upon. Before work begins department personnel should communicate the City of College Place LOTO program, make sure internal staff understand the outside employer's LOTO procedures, and any variance from the City of College Place's program is clearly agreed upon. In such instances, affected employees should be advised of the variance from the normal LOTO procedures before work begins.

Training for authorized and affected employees

Training is required for both affected and authorized employees under the LOTO program.

Affected employees must be trained on:

- The purpose and function of the energy control program, and
- Skills necessary to carry out their responsibilities
- Purpose and use of energy control procedures
- Procedures in use in their area
- The prohibition against attempting to re-energize or re-start a device that has been locked-out or tagged out.

Authorized employees must be trained on:

- The type and magnitude of energy present in their work places
- Recognizing the sources of hazardous energy as present in their facilities

- The designated means of isolating devices from energy sources and then locking out that isolation device
- Procedures in use in their area
- The prohibition against attempting to re-energize or re-start a device that has been locked-out or tagged out

If tagout is used without lockout devices, additional training may be required. If any tagout device meets the criteria for use, the department head is responsible to ensure all training meets the standards in WAC 296-803-60010.

Employees shall be retrained when period audit, process review, or passive monitoring shows a deviation from expected procedures. Re-training may also be needed when changing job assignments or new equipment or energy sources are brought into facilities.

Procedures audits

A primary way the City of College Place monitors the effectiveness of safety programs is through audits. With the LOTO program procedure audits review the staff's ability to perform LOTO procedures according to policy and machine-specific procedures.

These audits will take place in each department where LOTO occurs at least annually. There should be an audit done for each machine-specific procedure in the department's program. It is not required that all audits be done in immediate succession but can be spread out through the year. All audits should be documented. For each audit the following should be recorded:

- What energy control procedures is being audited
- Date of the review
- Employees included in the review
- Person doing the review

Note: For work that is done less than annually, it is recommended that instead of audits the City of College Place just review the procedures prior to each use.

Audits should also review the staff's ability to properly use lockout and tagout devices. These can be undertaken at the same time as procedure audits, or separately. All staff should be reviewed to ensure they know how to appropriately use all locks in their area and how tags should be applied. Department heads are responsible for audits in their departments along with documentation of all such audits.

Audit results and reports should directly impact the training provided to staff on LOTO subject matter. Departments will review audits to determine if particular subject matter needs refresher training or if specific individuals need to have additional training on any particular subjects.

Fall protection

When City of College Place employees are exposed to a hazard of falling while working and performing duties on elevated surfaces and ladders, from a location 10 feet or more in height, the City of College Place shall ensure that fall restraint systems, fall arrest systems, or positioning device systems are provided. Employees will not perform any duties, which require the employee to get within 6 feet of an unprotected edge, platform, walkway, or utilize elevated equipment unless the employee is properly secured from falling.

Additionally, this program shall apply to all employees in order to minimize slips, trips and falls on the same elevation. All employees shall control fall hazards in their work area by maintaining good housekeeping and shall report conditions that may lead to slips, trips and falls to the appropriate maintenance unit.

Subcontractors/Contractors working on our projects are required to comply with all applicable WISHA workplace safety regulations and shall provide their own fall protection program and plan. Contractor's safety programs shall be available for review upon request by City of College Place representatives.

Exceptions

Employees may work without fall protection for inspection or observation purposes only.

Responsibilities

Department managers and supervisors are responsible for:

- ensuring that all requirements listed in the written program for fall protection are met
- ensuring new and existing employees receive fall protection training as applicable to their job duties
- for identifying elevated work areas

Department heads are responsible for:

- conducting periodic visits to elevated work locations to inspect equipment and to observe employees' procedures while working at elevated levels
- arranging for required training of employees in fall protection and in the safe use of elevating personal platforms
- evaluating other elevated work locations identified by managers and supervisors for fall protection requirements
- general oversight of the program

Employees whose duties involve work activities at elevated locations are required to comply with the rules established in this program and accepted safety practices outlined herein.

Fall protection coverage

The following work situations are covered by the City of College Place's fall protection program:

- **Ladders** – fixed, free standing, temporary, or roll away type
- **Elevating personal platforms** – bucket truck, scaffolds, aerial platforms, scissors lifts, forklift-mounted platforms, cherry pickers, etc.
- **Elevated surfaces** – water tower, roofs (closer than 6 feet to the edge), catwalks, skylights, boilers, chillers, etc.
- **Vertical opening** – ground level entry into excavations, trenches, holes, pits, vessels, and other confined spaces.

Fall protection is required whenever work is performed in an area 10 feet or above its surroundings and can generally be provided through the use of fall protection systems including:

- **Guardrails** – Standard guardrails consist of a top rail, located 42 inches above the floor, and a mid-rail. Screens and mesh may be used to replace the mid-rail, so long as they extend from the top rail to the floor.
- **Personal fall arresting systems** – Components of a personal fall arresting system include a body harness, lanyard, lifeline, connector, and an anchorage point capable of supporting at least 5000 pounds.
- **Positioning device systems** – Positioning device systems consist of a body belt or harness rigged to allow work on a vertical surface, such as a wall, with both hands free.
- **Warning line systems** – Warning line systems are made up of lines or ropes installed around a work area on a roof. These act as a barrier to prevent those working on the roof from approaching it edges.
- **Covers** – Covers are fastened over holes in the working surface to prevent falls. Where it can be clearly demonstrated that the use of these systems is infeasible or creates a greater hazard, alternative fall protection measures may be implemented.

Guidelines for employees using specific equipment

This section should be used extensively when determining the scope of training for exposed employees. Training should provide employees who work at heights with information regarding the protection systems available to them and preferred for any job they are assigned.

Ladders

Employees who work on ladders with a working height of 10 feet or more shall be knowledgeable of the following:

- How to inspect ladders for visible defects.
- How to use ladders properly.

Fall arrest systems

Employees who use personal fall arresting systems to control fall hazards in their work area shall be knowledgeable of the following:

- The application limits of the equipment.
- The proper hook-up, anchoring and tie-off techniques including determination of elongation and deceleration distance.
- Methods of use, inspection, and storage of equipment.

Personal fall arrest components including harnesses and lanyards shall be inspected prior to each use for mildew, wear, damage and other deterioration. Defective components shall be removed from service.

Fall arrest systems including harnesses shall be inspected at least twice each year or according to manufacturer's recommendations. The date of the most current semi-annual inspection shall be recorded on an inspection tag which shall be attached to the harness. In addition, records shall be kept and maintained showing date of purchase, dates when attachments were renewed, and dates when the entire harness assembly was inspected and by whom. Department head or their designee will ensure inspections occur and are documented as required.

Aerial lifts

Employees who use aerial lifts shall be knowledgeable of the following:

- The manufacturer's operating instructions.
- Pre-start inspection of the lift Inspection of the work area for dangerous conditions such as uneven surfaces, overhead obstructions such as power lines, or other hazards.
- Load capacities of the equipment.
- How to safely move the equipment.
- How to prevent falls and use appropriate fall protection personal protective equipment.
- Minimum safe approach distances to energized power lines.

Scaffolds

Employees who work on scaffolds shall be knowledgeable of the following:

- The nature of any electrical hazards, fall hazards, and falling object hazards in the work area.
- The correct procedures for dealing with electrical hazards and for erecting, maintaining, and disassembling the fall protection systems and falling object protection systems being used.
- The proper use of the scaffold, and the proper handling of materials on the scaffold.
- The maximum intended load and the load carrying capacities of the scaffolds.

Walking and working surfaces

All Employees should be aware of the following guidelines to minimize slips, trips and falls on the same elevation of walking/working surfaces:

- To prevent slipping, tripping and falling, all work environments including passageways, storerooms, and service areas must be kept clean, orderly and in a sanitary condition.
- The floor of every work area will be maintained in a clean and, so far as possible, dry condition.
- Where wet processes are used, drainage will be maintained and false floors, platforms, mats, or other dry standing places are provided.

Reporting requirements

Constant awareness of and respect for fall protection procedures and compliance with all applicable safety rules is mandatory.

Supervisors may issue warnings and implement disciplinary actions up to and including termination for failure to follow the guidelines of this program.

Employees shall report any safety concerns to their supervisor immediately.

Training

Under no circumstances will any employee work in areas of high fall hazards, perform work requiring fall protection devices, or use fall protection devices until they have attended training in fall protection. This includes all new employees regardless of previous experience.

The training program provided by the City of College Place includes classroom instruction and operational training on specific fall hazards on-site.

Employees will require retraining under any of the following conditions:

- Changes in the workplace.
- Changes in the types of fall protection systems or equipment to be used.
- Inadequacies in an employee's knowledge of use of fall protection systems or equipment or observed behavior indicate that the employee has not retained the required training.

Fall protection work plan

Whenever City of College Place employees must work at heights 10 feet or higher, they are required to work under a Fall Protection Work Plan. This document identifies all hazards associated with the particular work being done at height, and prescribes the appropriate controls to protect the employee.

Supervisors are required to ensure that all work done by their employees is done under a fall protection work plan. It is the department head's responsibility to review work plans and determine if they are being completed and followed appropriately.

Note: A fall protection work plan template can be viewed on [L&I's webpage](#).

All fall protection work plans will be kept in accordance with records retentions rules and then disposed of appropriately.

Respiratory protection program

The City of College Place recognizes there are some environmental hazards that cannot be completely controlled or segregated from employees in some areas or facilities. Additionally, there are some work duties undertaken which create the respiratory hazards staff then need protection from. It is both these exposures: naturally occurring and work-induced, that the City of College Place's respiratory protection program covers.

Exposure determinations

In an effort to fully understand what respirable hazards exist for staff, the City of College Place is committed to undertaking required environmental sampling. This is a two-step process for the City of College Place and respective departments.

Step one is to determine what potential exposures it might be worthwhile to monitor through environmental sampling. This step is approached in a variety of ways. First, departmental leadership meets with teams that work in environments that are potentially hazardous or who work with hazardous chemicals or substances which have the potential to create hazardous environments. Leadership collects information from these groups regarding what they know and presume causes hazardous environments they need protection from. Additionally, each department head or their designee should review chemical and other documentation to

determine if the chemicals or reactive process they are used in can or may create respiratory hazards. Finally, the City of College Place also uses information from industry or trade groups to review what exposures are common among types of job duties common in the City of College Place.

Based on monitoring done, the City of College Place has determined the following respiratory hazards exist that require respiratory protection:

- Fire Department
 - Entering IDLH environments
 - Hazmat incidents
- Public Works
 -
- Police Department
 - Hazmat incidents

Employee notifications

All personnel that work with or may contact the harmful substances or environments must be notified of:

- The existence of the substance or environment and appropriate counter-measures.
- Possible harmful effects.
- Protective equipment to be used; its limitations, proper fitting (techniques), and other pertinent information to its use.
- Any other information pertinent to protecting them from possible harm.

Hazard elimination

Hazard elimination by engineering methods such as improved ventilation, or administrative controls like, elimination of source, or removal of people is considered the first priority. Where such controls are unsuccessful or not feasible respiratory protection equipment will be used.

Additionally, where hazardous environments are caused at least in part by use of hazardous chemicals, the department will review purchasing options to determine if a less or non-hazardous substitution exists that is financially feasible and sufficiently effective. If such alternatives exist, the department will substitute the old chemical for the less or non-hazardous one.

Respirator selection

Careful respirator selection, fit-testing, proper care of your respirator, employee training, medical assessment of employee health and recordkeeping are covered in this section.

Types and brands of respirators vary widely, ranging from simple dust masks to supplied air respirators like those firefighter's wear. Following is a description of the main types of respirators the City of College Place makes available to staff.

When determining what type of respirator is appropriate for the task or environment, affected employees should consider the following selection criteria:

- Expected or estimated chemical concentration
- PEL (permissible exposure limit) of chemical in question
- Form of contaminant (gas, vapor, dust, or fume)
- Does the contaminant create an IDLH (immediate danger to life and health) atmosphere?
- Will the contaminant, at estimated exposure, irritate the eyes?
- Is skin absorption a concern?

Based on the responses to these questions, the appropriate level of respiratory protection should be obvious to employees.

Filtering face piece respirators (dust masks)

These simple, two-strap disposable dust masks are designed only for dust. They are not as protective as other respirators, but do an adequate job in many cases, unless the dust is toxic or copious. All dust masks bought by the City of College Place will be (minimally) NIOSH 95 rated.

The assigned duties and exposures where filtering face piece respirators are approved for use are listed below:

- Fire
 - Medical calls for service where the potential for exposure to illness exists
- Public Works
 - None
- Police
 - None

Cartridge respirators

Cartridge respirators come in half-and full-face options. Full-face respirators provide a higher protection factor, so these masks should be worn with more severe exposures. These respirators have removable cartridges that filter out either dust, chemicals or both. Selecting the correct cartridges is essential since they are designed for particular types of chemicals or dust.

Cartridges are available for solvents, ammonia, chlorine, acids and other chemicals. The cartridges must be changed out or replaced periodically, especially for chemicals, since they can absorb only so much contaminant before breakthrough occurs. A few cartridges are equipped with end-of-service indicators that show when a cartridge should be replaced.

Full-face masks should be worn in instances where exposures pose risks to skin absorption or irritation or eye protection is necessary.

The following exposures require the use of cartridge respirators:

- Fire
 - None, the fire department does not utilize cartridge respirators
- Public Works
 - None
- Police
 - None

It is critical that chemical cartridges be replaced before breakthrough occurs. Cartridges will be replaced per documentation that comes with the product or prior to breakthrough, whichever is first.

Supplied air respirators (Airline and SCBA)

The respirators that provide the greatest level of protection are supplied air respirators. These come in two forms, SCBA (self-contained breathing apparatus) and airline respirators (where a compressor pushes air through a hose to a respirator).

Some work duties that public employees undertake that require supplied air are firefighting, sandblasting, confined space work, and chemical leak/spill response.

Supplied air is needed in particular circumstances:

- Firefighting
- Oxygen deficiency (<19.5%)
- IDLH (immediately dangerous to life and health) atmospheres

The following work duties have been determined to require supplied air respirators:

- Firefighting
- Overhaul of a fire scene until dangerous levels of toxic gases have been mitigated

Medical evaluations

Prior to use of respirators and fit testing, the City of College Place must seek a medical opinion from a licensed health care provider regarding any employee's ability to wear a respirator. The purpose of this evaluation is to determine if the wearing of a respirator would cause any negative or adverse health effects, such as skin irritation or difficulty breathing.

Department heads will be responsible for gathering medical records relating to respiratory use. Records will be stored in the Human Resources Office in the employees confidential medical file.

The City of College Place will send a medical evaluation to employee's medical providers. This questionnaire asks them to identify any known issues that may be exacerbated by respirator use, or any reason why the employee cannot wear a respirator.

If the employee chooses, or the medical provider feels the need, they can meet to discuss the medical evaluation, and the City of College Place will cover the cost of that appointment.

Once the evaluations are returned to the City of College Place, management will determine if any potential respirator user is not able to use respirators or if a special type of respirator is needed. In these circumstances, department management will determine if it is needed to change job duties for the worker or purchase specialized equipment to enable the worker to have respiratory protection.

Additional medical evaluations will be conducted in the following situations:

- Our medical provider recommends it.
- Our respirator program administrator decides it is needed.
- An employee shows signs of breathing difficulty.
- Changes in work conditions that increase employee physical stress (such as high temperatures or greater physical exertion).

Fit testing

All employees who wear tight-fitting respirators will be fit-tested before using their respirator, or prior to changing models. Fit-testing will be repeated annually. Fit testing will also be done when a different respirator face piece is chosen, when there is a physical change in an employee's face that would affect fit, or when our employees, or medical provider notify us that the fit is unacceptable. No beards are allowed on wearers of tight-fitting respirators. Respirators are chosen for fit testing following procedures in the WISHA Respirator Rule. Fit testing is not required for loose-fitting, positive pressure (supplied air helmet or hood style) respirators.

Training

Minimum training shall include the following:

- Instruction in the nature of the hazard, whether acute, chronic, or both, and an appraisal of what may happen if the respirator is not used or fails.
- Explanation of why more positive control is not immediately feasible. This shall include recognition that every reasonable effort is being made to reduce or eliminate the need for respirators.
- A discussion of why this is the proper type of respirator for a particular purpose.
- A discussion of the respirator's capabilities and limitations.
- Instruction and training in actual use of the respirator (especially a respirator for emergency use) with close and frequent supervision to assure that it continues to be properly used.
- Classroom and field training to recognize and cope with emergency situations.
- Other special training as needed for special use.

Training shall provide the employee an opportunity to handle the respirator, have it fitted properly, test face piece to face seal, wear it in normal air for a familiarity period and wear it in a test atmosphere where applicable.

Maintenance and care of respirators

Inspection

All respirators shall be inspected routinely before and after use. A respirator that is not routinely used but is kept ready for emergency use shall be inspected after each use and at least monthly to ensure that it is in satisfactory working condition. Selected personnel will oversee inspections and ensure inspections are occurring as scheduled and are documented. It is important that care be taken with respirators to eliminate all physical abuse and a designated location shall be provided for the respirators after their use for cleaning and inspection.

Self-contained breathing apparatus shall be inspected monthly. Cylinders shall be fully charged according to the manufacturer's instructions. It shall be determined that the regulator and warning devices function properly.

A record shall be kept of inspection dates and findings for respirators maintained for emergency use.

Cleaning and disinfecting

Routinely used respirators shall be collected, cleaned, and disinfected as frequently as necessary to ensure that proper protection is provided for the wearer.

Each worker should be briefed on the cleaning procedure and be assured that he will always receive a clean and disinfected respirator. Such assurances are of greatest significance when respirators are not individually assigned to workers.

Respirators maintained for emergency use shall be cleaned and disinfected after each use.

The following procedure is to be followed in cleaning and disinfecting respirators:

- Remove any filter, cartridges, or canisters.
- Wash face piece and breathing tube in cleaner-disinfectant or detergent solution. Use a hand brush to facilitate removal of dirt.
- Rinse completely in clean, warm water.
- Air-dry in a clean area.
- Clean other respirator parts as recommended by manufacturer.
- Inspect valves, head straps, and other parts; replace with new parts if defective.
- Insert new filters, cartridges, or canisters; make sure seal is tight.
- Place in plastic bag or container for storage.

Disposable respirators shall be discarded after each day's use. If to be used intermittently during the day, they must be placed in a sealed plastic bag and labeled with the user's name.

Voluntary respirator use

This voluntary use program is to be implemented in conjunction with the City of College Place's broader respiratory protection program. That program contains information on considered exposures, exposure determinations, and methods of hazard elimination implemented by the City of College Place.

The City of College Place recognizes and accepts that there are situations, tasks, and environments where employees desire to use respirators for protection, but where hazards do not present an exposure significant enough to mandate such use. In such situations the City of College Place has approved voluntary use of respirators.

Before first use under this program, an employee must meet with their supervisor to discuss this policy and ensure intended use is appropriate and not a mandatory use circumstance, receive basic training and overview of respirator use, and sign the voluntary respirator use agreement form.

Respirators approved for voluntary use

The only respirators that are approved for voluntary use are filtering face piece respirators, commonly referred to as disposable respirators or dust masks. Filtering face piece respirators are negative pressure air purifying particulate respirators that differ from other respirators because the filtering media itself is the mask.

To be a certified filtering face piece respirator, the mask must be NIOSH approved, double strapped and clearly labeled with both a letter designation (N, R, P) indicating resistance to oil degradation and a filtering efficiency (95, 99, 100). Single strap varieties of “nuisance particle” masks are not certified by NIOSH and should not be considered an approved respirator. Masks that do not meet NIOSH standards are not approved for the voluntary use program for the City of College Place.

Eligible employees

The City of College Place has determined that not all facilities, work areas, and positions have exposure to respiratory hazards, even at a nuisance level. The City of College Place currently allows voluntary use of approved respirators to the following departments/work groups/facilities:

- Public works
- Police
- Fire

Respirator use and disposal

Filtering face piece respirators are intended to be single use. When the task with associated exposures is completed the respirator should be discarded, and not saved for re-use. It does not matter if it visually appears to be intact and in good shape. It is appropriate if short breaks in use are taken to remove the mask and then return to using it **within a single shift**. In such instances, the mask should be stored in a location and way that prevents the mask interior surfaces from exposure to hazardous particulates. Respirators are never to be shared or used by multiple individuals sequentially.

If voluntary use of a respirator leads to skin irritation or other physical symptoms, use should be ceased immediately. If any condition requires first aid or medical treatment an injury report shall be made within 24 hours to the supervisor.

Training

Employees who are eligible for voluntary use of respirators and not already covered under the full respiratory protection measures (medical evaluations and fit testing) should be trained on proper use and disposal of provided PPE. Eligible employees will be provided the information from Table 2 in WAC 296-842-11005 (see appendix for text). Initial training should be done prior to first use of PPE under the voluntary use program. Retraining will be provided at an interval of at least every two years. Training records will be kept by the City of College Place, identifying who presented the training, the training material, and who attended the training.

Appendix

Table two, WAC 296-842-11005 (4)

Table 2 Advisory Information for Employees Who Voluntarily Use Respirators

- Respirators protect against airborne hazards when properly selected and used. Respirator usage that is required by DOSH or your employer is not voluntary use. With required use, your employer will need to provide further training and meet additional requirements in this chapter. DOSH recommends voluntary use of respirators when exposure to substances is below DOSH permissible exposure limits (PELs) because respirators can provide you an additional level of comfort and protection.
- If you choose to voluntarily use a respirator (whether it is provided by you or your employer) be aware that **respirators can create hazards for you**, the user. You can avoid these hazards if you know how to use your respirator properly **AND** how to keep it clean. Take these steps:
 - Read and follow all instructions provided by the manufacturer about use, maintenance (cleaning and care), and warnings regarding the respirator's limitations.
 - Choose respirators that have been certified for use to protect against the substance of concern. The National Institute for Occupational Safety and Health (NIOSH) certifies respirators. If a respirator is not certified by NIOSH, you have no guarantee that it meets minimum design and performance standards for workplace use.
 - NIOSH approval label will appear on or in the respirator packaging. It will tell you what protection the respirator provides.
 - Keep track of your respirator so you do not mistakenly use someone else's.
 - **DO NOT** wear your respirator into:
 - Required use situations when you are only allowed voluntary use.
 - Atmospheres containing hazards that your respirator is not designed to protect against.

For example, a respirator designed to filter dust particles will not protect you against solvent vapor, smoke or oxygen deficiency.

Voluntary respirator use agreement

The City of College Place allows the voluntary use of respirators for occupational respiratory exposures that do not reach levels which mandate the use of respiratory protection.

I understand that I am only to use filtering face piece respirators (i.e. dust masks,) under the voluntary use program, and that using cartridge respirators, PAPR units, or other respirators is in violation of the City of College Place's voluntary use program. I will only use filtering face piece respirators provided by the City of College Place, which are NIOSH-approved designs with at least an N95 rating.

I will not attempt to share a disposable respirator with a co-worker or anyone else.

If voluntary use of a filtering face piece respirator leads to a rash, skin irritation, or any other medical condition, I will stop use immediately. If any first aid or medical treatment is needed, I will report this to my supervisor within 24 hours.

I have received a copy of the Table 2 guidelines contained in WAC 296-842-11005(4). I have also received training on the wearing and disposal of filtering face piece respirators. I have been provided an opportunity to ask any questions I may have regarding safe use of this equipment and the City of College Place's expectations of my use of it in my current position.

Employee signature _____ Date _____

Printed name _____

As supervisor I have discussed intended voluntary respirator use with this employee, and agree it is appropriate. We have discussed allowed types of respirators, proper use and disposal of respirators, and cessation and reporting expectations should medical conditions arise from respirator use. I verify that required training and informational documents have been provided to this employee.

Supervisor signature _____ Date _____

Printed name _____

Respirable crystalline silica modified program

This modified respiratory silica program was developed to prevent employee exposure to hazardous levels of respirable crystalline silica that could occur during maintenance and repair of properties and facilities of the City of College Place. To comply with WAC 296-840-100, a detailed assessment was conducted on the current work practices of the Public Works maintenance team.

WAC 296-840-105 describes what an “action level” is and how to determine if your work practices will require action. After work place evaluations and discussions with Labor and Industries Industrial Hygienist *Erica Minton*, it has been determined that respirable silica exposure levels fall below the 25mg/m³ minimum action level. The City understands that these very low levels of exposure will exempt the City of College Place from implementing a full respiratory crystalline silica program as outlined in WAC 296-840-105.

Described below are the work practices that are currently employed by City of College Place work crews that enable the City of College Place to fall below the action levels.

Nearly all of the jobs that public works crews perform related to crystalline silica are conducted outdoors in wide open areas. Those jobs consist of cutting asphalt and sidewalks and drilling “lag holes” in concrete to anchor street signs.

The walk behind street saws owned and operated by the Public Works Department are equipped with integrated water delivery systems. These specific saws meet the requirements laid out in WAC 296-840-100 (table 1). In addition, this type of work is always conducted less than 4 hours in any 8-hour shift. Again, this is in compliance with table 1.

If there is a rare occasion where the location would make it impossible to deploy the water delivery system, alternative manual means of water application is always used to minimize dust emissions.

Rotary impact drilling. This type of work is typically done when installing a street or regulatory sign post. The City of College Place work crews do not perform large installation projects involving many hours of drilling holes. Typically, damaged or outdated sign posts are replaced one at a time on an infrequent basis. An operator will run a rotary drill in concrete for a matter of minutes for a complete job – well below the 4 hours max in an 8-hour shift.

Grinding sidewalks. City of College Place Public Works will occasionally assign an employee to the task of grinding a protruding edge on a concrete sidewalk. Although this assignment may last up to 2 hours it does not exceed the 4-hour time mark listed in table 1. The unique design of this machine keeps dust exposure to a minimum. An operator may voluntarily choose to use a N95 dust mask.

With the above listed duties, conditions may be such that all methods have been deployed to minimize/eliminate crystalline silica dust, an operator may choose to use a N95 dust mask in addition to these control methods.

N95 dust masks are provided by the City of College Place Public Works Department. They are located in safety services room of the public works office. Additionally, they can be attained by request of the Public Works job foreman.

Because of the infrequency of the jobs conducted involving crystalline silica and the low potential exposure limit, the City of College Place does not routinely conduct job hazard analysis. The City relies on safety meetings and standard operating procedures to focus on the seriousness of respiratory crystalline silica, particularly for those who perform tasks where silica dust is a byproduct of their work.

Standard Operating Procedures

Employees working in public works who may have contact with respiratory crystalline silica in airborne form must undergo training. Training will be conducted by the public works foreman or designated/qualified

employee. Specifically, training will include the proper operation of hand held circular power saws, walk-behind power saws, sidewalk grinders and rotary hammer drills. Training shall include instruction and information on respiratory crystalline silica. In addition, employees not performing the work involving respiratory crystalline silica but will be in the vicinity of this work, shall be trained and made aware of the potential hazards and the voluntary use of PPE. All affected employees will receive the appropriate training. A standard form will be provided to have each employee sign off

Walk behind saws. Walk behind saws shall be inspected prior to each use to insure that the water delivery system is functioning properly. Employees who are not familiar with the water delivery system shall be instructed by the Public Works Foreman or a trained and qualified employee. Instruction shall include safe operation, personal protective equipment, mechanics of the water delivery system and proper maintenance of this water system. Each employee, where a risk of exposure is possible, must demonstrate an understanding of the hazards.

Handheld power saws. Hand held power saws shall be inspected prior to each use to insure that the water delivery system is functioning properly. At times, circumstances do not allow for the accessibility of a water supply to suppress dust while using this hand held saw. When these situations occur, alternate sources of water shall be provided, either through a “garden hose” extension or portable pump up sprayer tank filled with water. The public works foreman will assess the task and situation involved and provide the appropriate means of dust suppression.

Rotary hammer drills. The College Place Public Works crews do not frequently use rotary hammer drills. However, at times, when a drill will be used on a surface that contains crystalline silica, it shall be used in accordance with this standard operating procedure. A portable tank sprayer filled with water shall be provided or a portable shop vacuum may be utilized to minimize dust emissions.

Sidewalk Grinders. Sidewalk grinders are small walk behind machines (5.5 horsepower). The sidewalk grinder shall be inspected prior to use to insure it is in safe operational order. Proper PPE shall be provided. This shall include: hearing protection, eye protection, gloves and a N95 dust mask. Concrete that is to be ground shall be kept wet/damp during the grinding procedure. This wetting process may be accomplished through a mobile water tank (truck mounted) or hand held tank sprayer. The unique design of the grinding machine (SASE R-200) keeps ground up particles and dust at the ground level limiting respiratory crystalline silica exposure to the operator. Though it is not required, the N-95 dust mask shall be provided upon request.

Hazardous chemical communication

Each city employee will be informed about the chemicals, which he/she may be exposed to, the hazards associated with those chemicals, and the precautions that are necessary to avoid and control the hazards while in the performance of their job duties. The City of *College Place* is committed to the prevention of exposures that result in injury and/or illness and to compliance with all applicable state health and safety rules. To make sure that all affected employees know the dangers of all hazardous chemicals they may encounter or be exposed to in the fulfillment of their duties, the following hazardous chemical communication program has been established.

All employees of the City of College Place will participate in the Hazard Communication program. This written program will be available in each department for review by any interested employee.

Container labeling

Each department supervisor or their designee is responsible for container labeling procedures, including the review and updating of procedures and labels as needed. The responsible party must verify that all containers received for use will have the following required label elements, in accordance with WAC 296-901-14012(1):

- A. Product identifier;
- B. Signal word;

- C. Hazard statement(s);
- D. Pictogram(s);
- E. Precautionary statement(s); and
- F. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

With the inclusion of the Globally Harmonized System (GHS) standard in updated safety rules label elements have become more standardized. Labels from vendors and manufacturers will be similar in both content and looks. Any labels produced for use by the City of College Place will follow the requirements set forth in WAC 296-901-14012.

In instances where chemicals are moved from the properly labeled container they were shipped in and not used immediately labels shall be affixed to the new container. These labels must contain at least elements identified as (a) through (d) in the list above.

As allowed by WAC 296-901-14012(8), portable containers filled with hazardous chemicals that are used immediately by the employee performing the transfer do not need to be labeled. However, if the chemical is left in the container after use or if the original employee cedes possession of the container, it must be labeled according to the city policy outlined above.

It is imperative that employees exposed to hazardous chemicals understand the warnings that GHS labeling provide them. To assist in this understanding, an interpretation of required labeling elements is here provided:

Product identifier: the name or number used on a label. It provides a unique means by which the user can identify the chemical. The product identifier used must permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.

Signal word: a word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are “danger” and “warning.” “Danger” is used for the more severe hazards, while “warning” is used for the less severe.

Hazard statement: a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical including, where appropriate, the degree of hazard.

Pictogram: a composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard for application to a hazard category.

Precautionary statement: a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

Figure 1. Sample GHS-compliant label

A Acetone

CAS# 67-64-1



Hazards: C

Highly flammable liquid and vapor. Causes serious eye irritation. May cause drowsiness or dizziness.

DANGER B



Precautions: D

Keep away from heat, sparks, and open flames. No smoking. Keep container tightly closed. Ground/bond container and receiving equipment. Use explosion-proof electrical equipment, and non-sparking tools. Take precautionary measures against static discharge.

Avoid breathing vapors. Use only outdoors or in a well-ventilated area. Wear eye protection.

If on skin (or hair): Take off immediately all contaminated clothing. Rinse skin with water. If inhaled: Remove person to fresh air and keep comfortable for breathing. Call a doctor if you feel unwell. If in eyes: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical attention.

In case of fire: Use water spray, alcohol-resistant foam, dry chemical or carbon dioxide for extinction.

Store locked up, in a cool, well-ventilated place.

Dispose of contents to an EPA permitted incinerator.

- A. Product Identifier
- B. signal word(s)
- C. Hazard statement(s)
- D. Pictograms

Safety data sheets

The Public Works Director or designee is responsible to establish and monitor the City's SDS program. This group will make sure procedures are developed to obtain the necessary SDSs. Department heads will review incoming SDSs for new or significant health and safety information. If this new information necessitates additional training for exposed employees, they will ensure necessary training is provided. This person will see that any new information is passed on to affected employees.

SDS binders are available at all locations within the city where employees work with hazardous chemicals.

SDS binders are located at the following locations:

- Public Works- Public works office in key room on shelf
- Police Department – No chemical other than household
- City Hall – Shelf above mailboxes
- Fire Department –
- City Employee intranet by department- (online, in progress)

SDSs will be available to all employees during each work shift. If an SDS is not available, or a new chemical in use does not have an SDS, immediately contact your supervisor. Department heads or their designee are also responsible for ensuring all SDS book contain the correct SDSs for the assigned facility. At least once a year each SDS book should be reviewed against inventory records to ensure the needed SDSs are included in the book; old and retired SDSs and MSDSs may be removed from the books at facilities but should be kept by the city for 30 years in accordance with retention rules (WAC 296-800-18005).

Employee information and training

Department heads are responsible for the hazard communication training program. Both current and new employees of the city will attend all necessary and required training courses and will receive information on the following through this training:

- An overview of the requirements contained in the GHS and Hazard Communication Standard.

- Hazardous chemicals present at his/her work area.
- Physical and health risks of the hazardous chemicals they are exposed to.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in his or her work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- Steps the city has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and SDSs in order to obtain hazard information.
- Location of the SDS books and written Hazard Communication Program.

Department heads will be responsible for keeping training records, including who attended what training and the subject of the trainings.

Before introducing a new chemical hazard in any department, each employee in that department or work area will be given information and training as outlined above on the new chemical. Refresher training will be provided to both individuals and groups as needed at the discretion of the employer. Refresher training will be required when there are updates or changes in products or the use of products.

Much of the training material needed to cover the topics identified above may be obtained in the SDSs kept by the city, as illustrated in Figures 2 and 3. Information on exposure controls and signs of over-exposure are given within the SDS for each chemical. Trainers shall review SDSs of chemicals being trained on to collect appropriate information for training sessions.

Figure 2. SDS for Acetone, Section 8. Information on how to prevent or reduce exposure.

SECTION 8: Exposure controls/personal protection	
8.2. Exposure controls	
Appropriate engineering controls	: Emergency eye wash fountains and safety showers should be available in the immediate vicinity of any potential exposure.
Materials for protective clothing	: GIVE EXCELLENT RESISTANCE: No data available. GIVE GOOD RESISTANCE: butyl rubber, tetrafluoroethylene. GIVE LESS RESISTANCE: chlorosulfonated polyethylene, natural rubber, neoprene, polyurethane, PVA, styrene-butadiene rubber. GIVE POOR RESISTANCE: nitrile rubber, polyethylene, PVC, viton, nitrile rubber/PVC.
Hand protection	: Gloves.
Eye protection	: Protective goggles.
Skin and body protection	: Head/neck protection. Protective clothing.
Respiratory protection	: Wear gas mask with filter type A if conc. in air > exposure limit.
Other information	: Do not eat, drink or smoke during use.

Figure 3. SDS for Acetone, Section 11. Symptoms of overexposure.

SECTION 11: Toxicological information	
11.1. Information on toxicological effects	
Symptoms/injuries after inhalation	: EXPOSURE TO HIGH CONCENTRATIONS: Feeling of weakness. Irritation of the respiratory tract. Nausea. Vomiting. Headache. Central nervous system depression. Dizziness. Narcosis. Excited/restless. Drunkenness. Disturbed motor response. Respiratory difficulties. Disturbances of consciousness.
Symptoms/injuries after skin contact	: ON CONTINUOUS EXPOSURE/CONTACT: Dry skin. Cracking of the skin.
Symptoms/injuries after eye contact	: Irritation of the eye tissue.
Symptoms/injuries after ingestion	: Dry/sore throat. Risk of aspiration pneumonia. Symptoms similar to those listed under inhalation. AFTER ABSORPTION OF HIGH QUANTITIES: Irritation of the gastric/intestinal mucosa. Change in the haemogramme/blood composition. Change in urine output. Affection of the renal tissue. Enlargement/affection of the liver.

Hazardous non-routine tasks

Periodically, employees are required to perform hazardous non-routine tasks. (Some examples of non-routine tasks are confined space entry, tank cleaning, and painting reactor vessels.) Non-routine tasks that are performed at City locations include:

1. Public Works
 - a. Well sites-
2. Fire Department
 - a. Cleaning or repairing the inside of the water tender.
3. Police Department
 - a.

Prior to starting work on such projects, each affected employee will be given information by their supervisor about the hazardous chemicals he/she may encounter during these activities:

Informing contractors and multi-employer work places

It is the responsibility of the department head or their designee to provide the employers of any other employees, or sub-contractors at the work site, with the following information:

- Copy of the Hazardous Communication Program.
- Copies of SDSs (or make them available at a central location) for any hazardous chemicals that the other employers' employees may be exposed to while working.
- Inform other employers of any precautionary measures that need to be taken to protect employees during normal operating conditions or in foreseeable emergencies.
- Provide other employers with an explanation of the labeling system that is used at the work site.

It is also the responsibility of the department head or their designee to identify and obtain SDSs for the chemicals the contractor is bringing into the workplace. If there are any chemicals that your employees are not familiar with and have been trained on the city shall provide necessary training for its affected employees on the new chemical exposures.

Inventory of hazardous chemicals

The following is a list of all known hazardous chemicals used by our employees. Further information on each chemical may be obtained by reviewing the SDSs located at the City building where the product is used.

A list of all known Hazardous Chemicals used by the City of College Place employees on any particular job is available in the front of the Safety Data Sheets Books.

The master inventory list for the city is kept and maintained by Public Works Director. The city's inventory list shall be reviewed no less than one time per year. During this review Public Works Director will ensure that inventory records match the SDSs on file in the facility SDS books. If chemicals have been retired or SDSs are missing, records shall correct the, ensuring they reflect the actual inventory held by the city. This review shall also verify that the product name and additional information kept in inventory records matches the information on the SDSs.

Confined Space Entry Program

The City of College Place Confined Space Entry Program has been developed to establish protective measures and to ensure our employee's safety and health when they enter, work in and exit from confined spaces. The aim of this program is to make entry, and work in, confined spaces safe and routine; this will be accomplished by ensuring all preliminary work and training is completed by staff and safety protocols are adhered to during the entirety of the work assignment.

Scope of Work

This program addresses work done in areas that present extra-hazardous environments to our employees. For an area to be considered a confined space it must meet three criteria elements:

- 1) Large enough and arranged so an employee could fully enter the space and work,
- 2) Has a limited or restricted means of entry or exit, and
- 3) Not primarily designed for continuous human occupancy.

This program focuses on general confined space entry and will include elements of Permit Required Confined Space (PRCS) entry. For general confined space entry, the emphasis will be on atmospheric hazards. Although there are permit required confined spaces within the jurisdiction of the City of College Place (waste water related), public works employees do not access those areas at this time.

PRCS = Permit Required Confined Space

PA = Program Administrator

Identification and inventory of confined spaces

An initial program was developed in July of 2004. Public Works staff, under the direction of the public works director, identified the confined spaces within the jurisdiction of the City at that time. The most recent inventory and identification process took place in October of 2021. This was conducted by the confined space program administrator (PA). The documentation and findings of this process are included in the appendix of this program.

Employee Access

At this point in time only one permit required confined space has been identified: Main Water Tower located at the public works shop maintenance yard. Access to this PRCS is restricted. The access ladder is locked with anti-climbing panels and pad lock. The upper catwalk final access hatch is secured with a chain and pad lock.

Program Administrator

The City of College Place has appointed Kevin Wolpert as the confined space program administrator. Mr. Wolpert is a trained confined space supervisor, has sufficient training and experience with PRCS entry and will oversee the program implementation and evaluation of effectiveness.

Designated employee roles

The City has designated 5 public works employees who would be involved in a PRCS entry should the need arise.

Attendants: Wade Antle, Randy Reese, Mike Holden, Laurencio Cota, Kevin Wolpert

Entrants: Mike Holden, Randy Reese, Laurencio Cota

Program administrator / Atmospheric tester: Kevin Wolpert

Entry Supervisor / Competent Person: Wade Antle

Rescuer's: City of Walla Walla Fire and Rescue Team

Confined Space Entry Procedures

The following steps have been established by the City of College Place program administrator as essential steps that must take place prior to and during work in PRCS.

- 1) Review of entry procedures
- 2) Fill out entry permit
- 3) Evaluation and control of hazards (including atmospheric testing)
- 4) Confirmation of availability of rescue services
- 5) Entry and work completed
- 6) Closure and securing of space
- 7) PRCS permit closed and retained

Walla Walla City Fire and Rescue Team will be contacted initially to seek availability and approval from Walla Walla Deputy Chief Knowles – 509-527-4429. During the period of entry should an emergency arise contact will be through 911 dispatch. In this scenario, City of College Place emergency crews will respond quickly and “ready” the scene for the Walla Walla Rescue Team. A confined space entry extraction will not be attempted by the City of College Place Fire Department.

Coordinating with outside employees / contractors

At this point in time there is only one designated Permit Required Entry space (main water tower). The standing policy is to contract the necessary work out to outside agencies. It is the responsibility of the Public Works Director to ensure that all requirements set forth by the City of College Place and OSHA are met. The Public Works Director should coordinate with the program administrator. The entry supervisor must be on-site when the outside agency makes entry and remain there until the work assignment is complete.

The program administrator must see to it that:

- 1) A copy of the agencies PRCS entry procedures is received (in advance) and retained.
- 2) Determine methods to be used and where there may be differences.
- 3) Determine who has authority over the PRCS entry and work being done.
- 4) Keep all records for the work being done in the designated entry space.

Rescue Procedures

PRCS rescue services will be provided by City of Walla Walla Fire and Rescue Team. It is the responsibility of the program administrator to confirm, prior to the entry, that this rescue service will be available during the time of the entry. The entry supervisor must be responsible to ensure that the rescue team is available **at the time** entry begins. If rescue services become unavailable, the entry supervisor must immediately cancel the permit and entrants must exit the PRCS.

Permits

Permits are kept in the confined space manual as well as the program administrators confined space file. All closed out permits are also retained in the PA's confined space file.

Alternate methods of entry

There are no current circumstances where the City would choose to seek an alternate method of entry into a PRCS. There is only one designated PRCS and work in that space is contracted to outside providers.

Training

All employees who hold designated roles within the confined space entry program receive training that is commensurate with the degree of hazard to which they are exposed. Additional training is provided any time a change in duties occurs or new hazards are discovered that the employee has not been previously trained on. Retraining will occur when the program administrator, entry supervisor, or anyone else notes deviation from established procedures or an employee shows an inadequate knowledge of entry procedures and their assigned tasks.

Annual training confined space training is an established practice of the City of College Place Public Works Department. This training consists of demonstrated knowledge of the atmospheric air monitoring device and field exercises. These objectives are achieved in an annual safety meeting. Each employee's competency and proficiency is observed by the Public Works Supervisor. The supervisor and each employee are required to sign off on training exercises.

Field Evaluation

#	Confined Space Location	Evaluation Date *	Results
1	Public Works Water Tower	10-21-2021	Inaccessible
2	Rose & Myra Vault	10-21-2021	20.9
3	12th & Myra Vault	10-21-2021	20.9
4	Autumn Meadows Vault	10-21-2021	20.9
5	Well #3 Pump Pit	10-21-2021	20.9
6	Larch & 12th St Vault	10-21-2021	20.9

7	Bade & 7th St - Overpressure control manhole	10-21-2021	20.9
8	Davis St Vault (#14)	10-21-2021	20.9
9	"C" St & Larch Ave Vault	10-21-2021	20.9
10	Whitman & Deccio Vault	10-21-2021	20.9
11	Whitman & SE Corner - Home Depot Vault	10-21-2021	20.9
12	Damson & Rose Pressure - Sensing Manhole	10-21-2021	20.9
Eastside Booster Station			
13	Pressure sensing vault	10-21-2021	20.9
14	W Tank Inlet Vault	10-21-2021	20.9
15	S Tank Inlet Vault	10-21-2021	20.9

*10-21-2021 sample testing was completed from 10:30 a.m. to 1:30 p.m. Temperature = 67, 5 mph wind out of SW, dry conditions.

Safety bulletin boards

In all facilities which are considered a home base for City of College Place employees a safety bulletin board will be provided to assist in transmitting important and statutorily-required safety information to staff. The bulletin board and its presentation of current and appropriate materials is the responsibility of each department head. Department directors may choose to assign duties related to the board to staff, but they may not delegate responsibility.

Bulletin board contents

Safety bulletin boards should provide the following information:

- All safety-related information required by local, state and federal agencies
- OSHA 300A form (summary of injury and illness log) [February 1 – April 30]
- Redacted Safety committee meeting minutes
- Instructions on reporting accidents and near-misses or observed hazards
- L&I workers' compensation information poster
- Equal Employee Opportunity Rights- ADA Americans with Disability Act

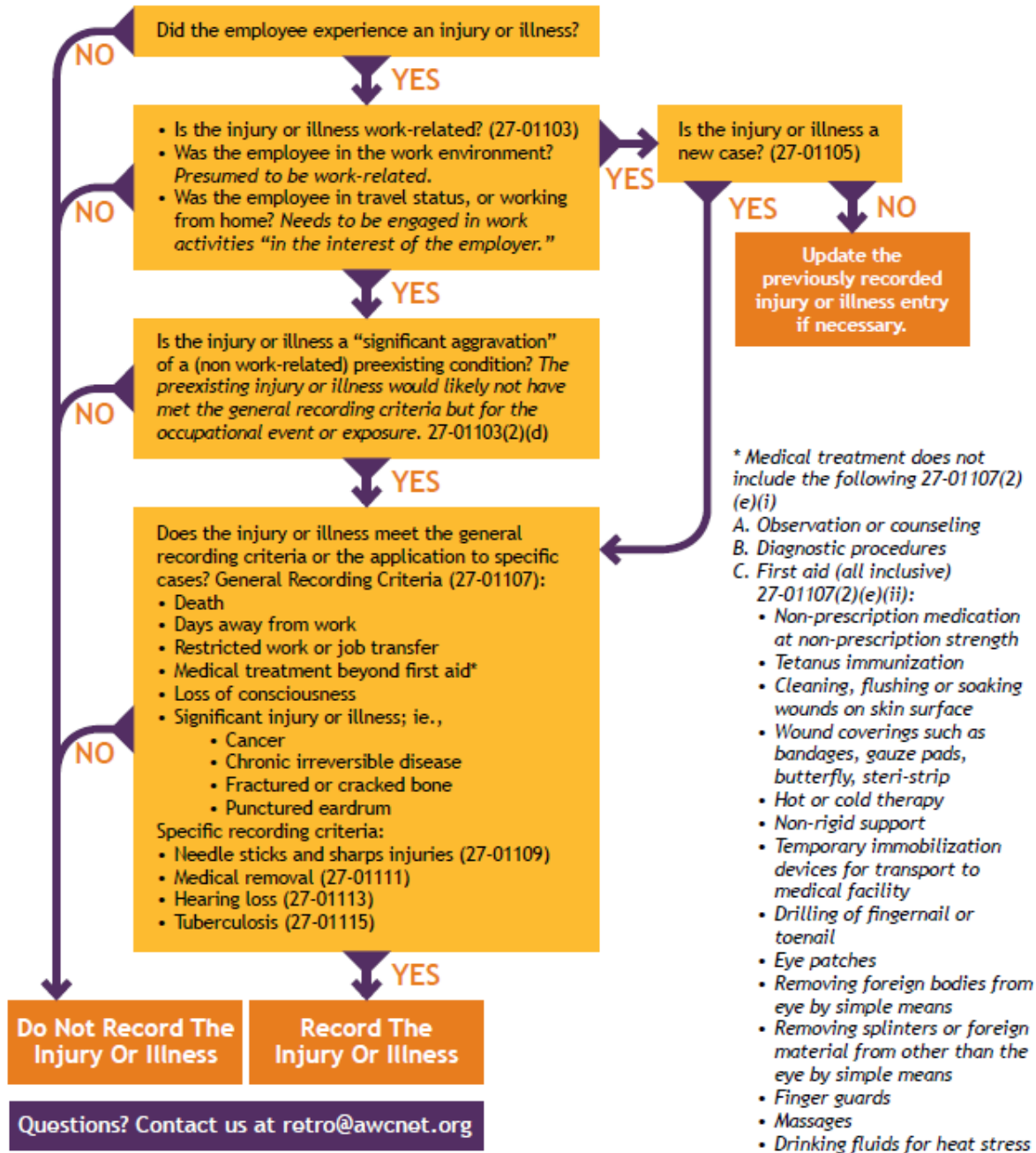
Appendix

Injury/Illness OSHA Log Record Keeping Decision Tree



Injury/Illness OSHA Log Record Keeping Decision Tree

You are subject to OSHA recording. It is a requirement to record certain injuries and illnesses on your OSHA 300 log. Use this tree to decide.



Voluntary respirator use agreement

The City of College Place allows the voluntary use of respirators for occupational respiratory exposures that do not reach levels which mandate the use of respiratory protection.

I understand that I am only to use filtering face piece respirators (i.e. dust masks,) under the voluntary use program, and that using cartridge respirators, PAPR units, or other respirators is in violation of the City of College Place's voluntary use program. I will only use filtering face piece respirators provided by the City of College Place, which are NIOSH-approved designs with at least an N95 rating.

I will not attempt to share a disposable respirator with a co-worker or anyone else.

If voluntary use of a filtering face piece respirator leads to a rash, skin irritation, or any other medical condition, I will stop use immediately. If any first aid or medical treatment is needed, I will report this to my supervisor within 24 hours.

I have received a copy of the Table 2 guidelines contained in WAC 296-842-11005(4). I have also received training on the wearing and disposal of filtering face piece respirators. I have been provided an opportunity to ask any questions I may have regarding safe use of this equipment and the City of College Place's expectations of my use of it in my current position.

Employee signature _____ Date _____

Printed name _____

As supervisor I have discussed intended voluntary respirator use with this employee, and agree it is appropriate. We have discussed allowed types of respirators, proper use and disposal of respirators, and cessation and reporting expectations should medical conditions arise from respirator use. I verify that required training and informational documents have been provided to this employee.

Supervisor signature _____ Date _____

Printed name _____

Table two, WAC 296-842-11005 (4)

Table 2 Advisory Information for Employees Who Voluntarily Use Respirators

- Respirators protect against airborne hazards when properly selected and used. Respirator usage that is required by DOSH or your employer is not voluntary use. With required use, your employer will need to provide further training and meet additional requirements in this chapter. DOSH recommends voluntary use of respirators when exposure to substances is below DOSH permissible exposure limits (PELs) because respirators can provide you an additional level of comfort and protection.
- If you choose to voluntarily use a respirator (whether it is provided by you or your employer) be aware that **respirators can create hazards for you**, the user. You can avoid these hazards if you know how to use your respirator properly **AND** how to keep it clean. Take these steps:
 - Read and follow all instructions provided by the manufacturer about use, maintenance (cleaning and care), and warnings regarding the respirator's limitations.
 - Choose respirators that have been certified for use to protect against the substance of concern. The National Institute for Occupational Safety and Health (NIOSH) certifies respirators. If a respirator is not certified by NIOSH, you have no guarantee that it meets minimum design and performance standards for workplace use.
 - NIOSH approval label will appear on or in the respirator packaging. It will tell you what protection the respirator provides.
 - Keep track of your respirator so you do not mistakenly use someone else's.
 - **DO NOT** wear your respirator into:
 - Required use situations when you are only allowed voluntary use.
 - Atmospheres containing hazards that your respirator is not designed to protect against.

For example, a respirator designed to filter dust particles will not protect you against solvent vapor, smoke or oxygen deficiency.

Accident Investigation Form



CITY OF COLLEGE PLACE
EMPLOYEE AND SUPERVISOR REPORT OF INJURY/ILLNESS/EXPOSURE

**SUBMIT THIS REPORT TO YOUR SUPERVISOR
THE SAME DAY OF INJURY/EXPOSURE**

EMPLOYEE'S SECTION: Complete this form for any on-the-job ☐ incident, ☐ illness, ☐ injury, ☐ accident, ☐ near miss, or ☐ exposure (i.e. blood borne or airborne pathogens), whether or not you take any time off work or see a doctor.

Employee Name _____ Department _____

Normal days worked _____ Normal start time _____ Hours per day _____ Days per week _____

Date & time of accident _____ Date & time reported _____

Location of accident _____

Supervisor's Name _____

OR, Name of person to whom you reported the accident (if not your supervisor): _____

Names of witness(es) _____

a) Describe what happened: _____

b) What were you doing at the time? _____

c) What do you think caused it? _____

d) Description of the injury:

Nature of injury:

- ☐ slip/fall
☐ sprain/strain
☐ laceration (cut)
☐ burn
☐ contusion (bruise)
☐ puncture
☐ fracture

Body location of injury (check all that apply):

- | | | | |
|--------------------------------------|------------------------------------|-----------------------------------|--------------------------------------|
| ☐ right | ☐ left | ☐ upper | ☐ lower |
| ☐ eye | ☐ ear | ☐ face | ☐ respiratory |
| ☐ head | ☐ neck | ☐ shoulder | ☐ elbow |
| ☐ hand | ☐ finger(s) | ☐ wrist | ☐ arm |
| ☐ chest | ☐ trunk | ☐ back | ☐ hips |
| ☐ leg | ☐ knee | ☐ ankle | ☐ foot/toe |
| ☐ other _____ | | | |

Injury Involved:

- ☐ tools (manual/power)
☐ equipment _____
☐ toxic/hazardous materials
☐ fumes
☐ vehicle accident
☐ other _____

other (explain): _____

e) Is this an aggravation of an earlier injury? ☐ YES ☐ NO ☐ Don't know

If Yes, provide approximate date: _____

f) What happened next?

Received first aid ☐ YES ☐ NO Continued to work ☐ YES ☐ NO Relieved of duty ☐ YES ☐ NO

If Yes, were you: ☐ Sent/taken home ☐ Sent/taken to doctor/hospital by ☐ City vehicle ☐ ambulance ☐ other

Will you miss work time? ☐ YES ☐ NO If Yes, expected date of return to work _____

What do you think could have prevented this accident? _____

g) If a vehicle was involved, which vehicle was it? _____

Did you file a vehicle or facility maintenance report? ☐ YES ☐ NO

h) If this was an exposure, what was the substance?

☐ Blood ☐ Tears ☐ Feces ☐ Urine ☐ Saliva ☐ Vomitus ☐ Sputum ☐ Sweat ☐ Other _____

Did you have any open cuts, sores, or rashes that came into contact with the above exposure substance? ☐ YES ☐ NO

If yes, please identify _____

Will testing be conducted? ☐ YES ☐ NO

- i) What PPE were you wearing at the time of the accident? _____
- j) In your opinion, did someone not employed at the City cause the accident in any way? ☐ YES ☐ NO
- If Yes, provide name, address, and phone # of the person: _____

Print Name _____ Department _____

Your Signature _____ Date _____

SUPERVISOR'S SECTION:

- a) Do you agree with the employee's version of the incident and the information provided above? ☐ YES ☐ NO
- If NO, add your comments below or on additional paper.
- b) What do you believe was the primary cause of the accident? (Check only one box.)
- ☐ Environmental: (Such as: inadequate lighting, ventilation, unsafe design, inadequately guarded, weather conditions, distraction, or the action of other people.)
- ☐ Physical Req'ts: (Such as: working in an awkward position, performing repetitive tasks, etc.)
- ☐ Equipment: (Such as: hard to operate, defective, failure, or unsafe clothing or shoes.)
- ☐ Procedural: (Such as: missing or unclear procedures, unaware of procedures, or insufficient instruction or training.)
- ☐ Behavioral: (Such as: inattention, misjudging the situation, misstep, overexertion, did not evaluate risk, or took known risk i.e., no personal protective equipment.)
- ☐ Other: _____

Please explain choice: _____

- c) Do you classify this injury as: ☐ non-preventable (Employee did everything reasonable to prevent injury?)
- ☐ preventable

Why or why not? _____

- d) Do you have reason to question the validity of this claim? ☐ YES ☐ NO

If Yes, why? _____

- e) Was the employee wearing the proper PPE? _____
- f) What steps will be taken to prevent a reoccurrence of this type of accident? _____

Date these steps will be completed? _____

Follow-up on vehicle or facility maintenance report, if filed: _____

If accident involved, fatality, inpatient hospitalization, amputation or loss of an eye, the incident has been reported to L&I by calling 1-800-4BE-SAFE (1-800-423-7233) as required by WAC 296-27-031. ☐ Yes, _____ date and time by _____ (person), ☐ n/a (within 8 hours if fatality or inpatient hospitalization, within 24 hours if amputation or loss of an eye)

Signature (if not supervisor) _____ Date _____

Supervisor's Signature _____ Date _____

PLEASE ATTACH COMPLETED INCIDENT REPORTS, WITNESS STATEMENTS AND ANY ACCUMULATED MEDICAL BILLS AND INFORMATION. ADDITIONAL COMMENTS MAY BE NOTED ON THE REVERSE OF THIS PAGE.

HR Tasks - Initial if completed:

Notified AWC via RiskConsole

Evaluated for FMLA

Return To Work paperwork needed?

Orientation Checklist

- Driver certification
- Location of chemical inventory and SDS sheets
- Location of fire escape routes
- Location of accident reporting forms
- Location of fire extinguishers
- Location of first aid kit



**BOARD AND COMMISSION APPLICATION/INTEREST FORM
CITY OF COLLEGE PLACE**

**625 S COLLEGE AVENUE
COLLEGE PLACE WA 99324**

DATE 7-28-22 BOARD OR COMMISSION College Place Historic Preservation Commission

NAME: ☐ Ms. ☒ Mrs. ☐ Mr. ☐ Other _____

EMPLOYER: Walla Walla University (retired)

POSITION: Professor Emerita of History

Terrie Aamodt

YEARS THERE: 43

EMAIL terrie.aamodt@wallawalla.edu

PHONE—CELL 509-730-9079

PHONE—WORK _____

PHONE—HOME 509-529-8264

PHYSICAL ADDRESS: 594 Snider Dr.

CITY Walla Walla ZIP 99362 HOW LONG? 30 YRS 6 MO

☒ SAME AS ABOVE

MAILING ADDRESS: _____

IF NOT APPOINTED AT THIS TIME, MAY WE KEEP YOUR APPLICATION ON FILE? ☒ YES ☐ NO

Briefly describe your background and experience:

My doctoral degree and teaching field is American Studies (literature and history) and I have taught U.S. history since 1986. As you might imagine, I have an abiding interest in historic preservation. I wrote the centennial history of Walla Walla College, which was published in 1992, and thus gained some knowledge of College Place and the Walla Walla Valley. I have lived in College Place in the 1970s and 1980s and currently live in the county near College Place city limits. I currently serve on the Walla Walla County Rural Public Library board and thus have other connections to College Place as well.

List any special training, skills, or experiences you may have that are pertinent to the Board/Commission to which you are applying:

In addition to the above, I was Honors director at Walla Walla University for a number of years and attended several annual Honors national conventions. A keystone part of those events was the "City as Text" experience, which encouraged both faculty and students to explore and study a city in depth. The idea of those demonstration experiences at the conventions was to encourage participants to explore their own cities more fully. My experience with those events would contribute to an item described in the goals list below.

Discuss your motivation for serving on the Board/Commission to which you are applying:

I would like to participate in discussions of how to preserve the historical underpinnings of College Place and to encourage appreciation for historic preservation.

State your goals for the City:

Develop a comprehensive understanding of how the past has shaped the City of College Place, including geology, Native American habitation, pioneer settlement, farming and orchardist activities, formation of a college town, and the broadening purpose of College Place today.

Provide historical markers and signage as appropriate.

Reach out to public and private schools with City as Text learning materials on the area (see "special training" section above).

RETURN APPLICATION/INTEREST FORM TO
CITY CLERK, CITY OF COLLEGE PLACE
625 S COLLEGE AVE, COLLEGE PLACE WA 99324
OR - SAVE WITH YOUR NAME IN FILE AND EMAIL TO: CLERK@CPWA.US



BOARD AND COMMISSION APPLICATION/INTEREST FORM
CITY OF COLLEGE PLACE

625 S COLLEGE AVENUE
COLLEGE PLACE WA 99324

DATE Aug 5, 2022 BOARD OR COMMISSION Lodging Tax Advisory Commission

NAME: Ms. Mrs. ☒ Mr. Other _____

EMPLOYER: Walla Walla University

POSITION: Dir. Residential Life & Housing

Jon Nickell

YEARS THERE: 8

EMAIL jon.nickell@wallawalla.edu

PHONE—CELL 509-520-4702

PHONE—WORK 509-527-2539

PHONE—HOME " "

PHYSICAL ADDRESS: 206 SW 1st St.

CITY College Place ZIP 99324 HOW LONG? 2 YRS 3 MO

☒ SAME AS ABOVE

MAILING ADDRESS: _____

IF NOT APPOINTED AT THIS TIME, MAY WE KEEP YOUR APPLICATION ON FILE? ☒ YES ☐ NO

Briefly describe your background and experience:

I have been in College Place, both as a student & citizen, since 2006. I received my MA. in counseling psychology and helped manage a free counseling clinic. I have worked at Walla Walla University since 2014. I also have experience working as a drug & alcohol counselor for adolescents. Since becoming a staff member at Walla Walla University I have helped manage budgets.

List any special training, skills, or experiences you may have that are pertinent to the Board/Commission to which you are applying:

I have needed to stay up to date on landlord tenant laws due to the apartments and houses I manage at Walla Walla University. I also have needed to advocate for clients and students.

Discuss your motivation for serving on the Board/Commission to which you are applying:

I love College Place and I want to be a part of the continued success of my town.

State your goals for the City:

We continue to pursue excellence and support for all its citizens.

RETURN APPLICATION/INTEREST FORM TO
CITY CLERK, CITY OF COLLEGE PLACE
625 S COLLEGE AVE, COLLEGE PLACE WA 99324
OR - SAVE WITH YOUR NAME IN FILE AND EMAIL TO: CLERK@CPWA.US

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

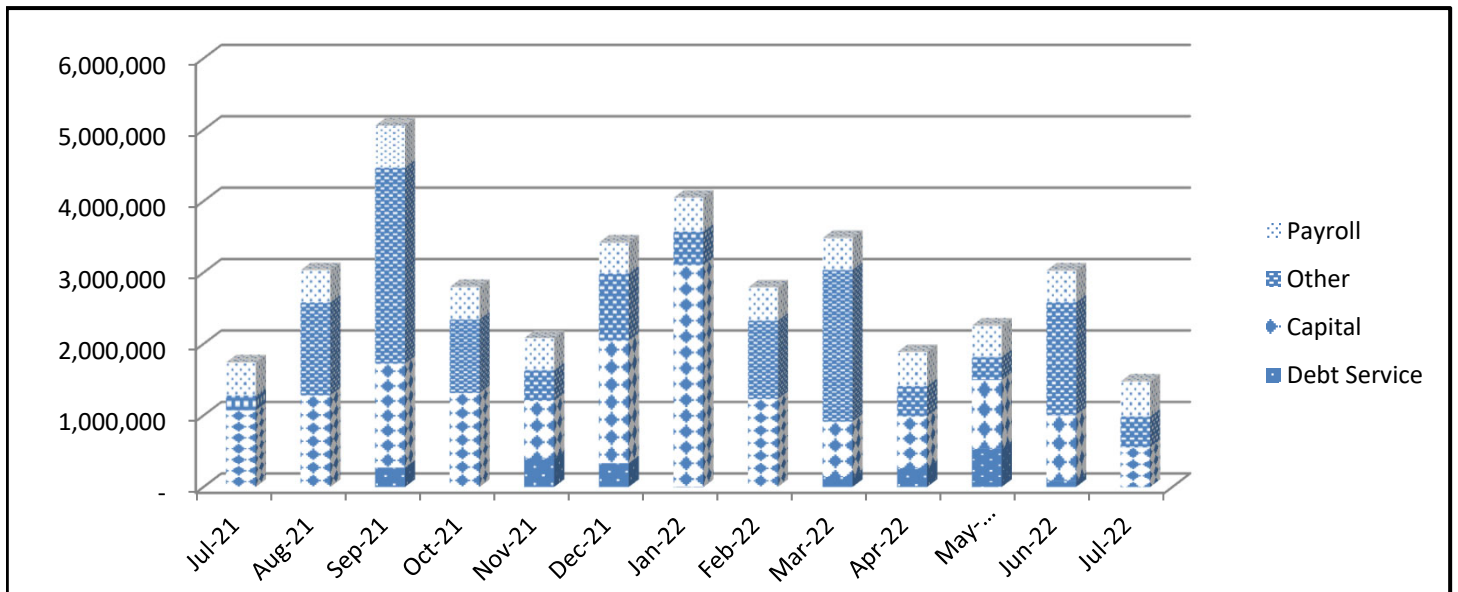
Detail of credit account transactions for the period. Reported by vendor and subtotaled by department.

City of College Place

Monthly Expenditure Analysis

Jul-22

Month	Operating Expenses		Capital	Debt Service	Total
	Payroll	Other			
Jul-22	484,191	435,219	553,295	234	1,472,939
Jun-22	442,242	1,582,180	914,079	89,237	3,027,738
May-22	435,678	324,213	965,221	531,173	2,256,285
Apr-22	471,291	429,642	720,766	263,336	1,885,035
Mar-22	443,940	2,127,468	771,912	140,484	3,483,804
Feb-22	460,762	1,101,597	1,227,707	-	2,790,065
Jan-22	469,913	478,653	3,093,498	5,250	4,047,314
Dec-21	430,084	949,152	1,708,324	332,100	3,419,660
Nov-21	445,702	434,277	803,272	398,775	2,082,027
Oct-21	452,127	1,031,313	1,313,344	-	2,796,784
Sep-21	586,006	2,749,625	1,450,866	270,564	5,057,061
Aug-21	449,973	1,303,448	1,278,741	-	3,032,162
Jul-21	459,852	209,430	1,070,608	-	1,739,890



Other Detail - Significant Expenditures and Related Party Transactions

Interfund Transfers		\$	101,683
Related Party Transactions: None			
Total Other Detail		\$	101,683

CHECK REGISTER

City Of College Place

Time: 11:14:16 Date: 08/04/2022

07/01/2022 To: 07/31/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4269	07/06/2022	Payroll	28	EFT		2,784.55	
4270	07/06/2022	Payroll	28	EFT		1,988.86	
4271	07/06/2022	Payroll	28	EFT		4,092.03	
4272	07/06/2022	Payroll	28	EFT		2,038.08	
4273	07/06/2022	Payroll	28	EFT		3,530.81	
4274	07/06/2022	Payroll	28	EFT		367.57	
4275	07/06/2022	Payroll	28	EFT		13,778.90	
4276	07/06/2022	Payroll	28	EFT		430.83	
4277	07/06/2022	Payroll	28	EFT		708.93	
4278	07/06/2022	Payroll	28	EFT		2,894.45	
4279	07/06/2022	Payroll	28	EFT		344.22	
4280	07/06/2022	Payroll	28	EFT		1,639.32	
4281	07/06/2022	Payroll	28	EFT		327.94	
4282	07/06/2022	Payroll	28	EFT		4,343.62	
4283	07/06/2022	Payroll	28	EFT		3,678.98	
4284	07/06/2022	Payroll	28	EFT		285.38	
4285	07/06/2022	Payroll	28	EFT		2,037.22	
4286	07/06/2022	Payroll	28	EFT		344.22	
4287	07/06/2022	Payroll	28	EFT		4,237.36	
4288	07/06/2022	Payroll	28	EFT		1,970.01	
4289	07/06/2022	Payroll	28	EFT		5,064.45	
4290	07/06/2022	Payroll	28	EFT		4,243.22	
4291	07/06/2022	Payroll	28	EFT		3,413.09	
4292	07/06/2022	Payroll	28	EFT		4,051.65	
4293	07/06/2022	Payroll	28	EFT		3,979.27	
4294	07/06/2022	Payroll	28	EFT		4,327.61	
4295	07/06/2022	Payroll	28	EFT		1,337.86	
4296	07/06/2022	Payroll	28	EFT		344.22	
4297	07/06/2022	Payroll	28	EFT		2,867.00	
4298	07/06/2022	Payroll	28	EFT		5,093.94	
4299	07/06/2022	Payroll	28	EFT		3,688.59	
4300	07/06/2022	Payroll	28	EFT		1,794.60	
4301	07/06/2022	Payroll	28	EFT		15.86	
4302	07/06/2022	Payroll	28	EFT		2,476.24	
4303	07/06/2022	Payroll	28	EFT		7.93	
4304	07/06/2022	Payroll	28	EFT		15.86	
4305	07/06/2022	Payroll	28	EFT		4,308.05	
4306	07/06/2022	Payroll	28	EFT		26.70	
4307	07/06/2022	Payroll	28	EFT		3,964.75	
4308	07/06/2022	Payroll	28	EFT		1,172.87	
4309	07/06/2022	Payroll	28	EFT		2,522.79	
4310	07/06/2022	Payroll	28	EFT		32.15	
4311	07/06/2022	Payroll	28	EFT		1,422.85	
4312	07/06/2022	Payroll	28	EFT		201.10	
4313	07/06/2022	Payroll	28	EFT		344.22	
4314	07/06/2022	Payroll	28	EFT		39.64	
4315	07/06/2022	Payroll	28	EFT		82.20	
4316	07/06/2022	Payroll	28	EFT		1,521.30	
4317	07/06/2022	Payroll	28	EFT		221.96	
4318	07/06/2022	Payroll	28	EFT		3,586.69	
4319	07/06/2022	Payroll	28	EFT		3,776.51	
4320	07/06/2022	Payroll	28	EFT		3,028.54	
4321	07/06/2022	Payroll	28	EFT		634.16	
4322	07/06/2022	Payroll	28	EFT		3,424.63	
4323	07/06/2022	Payroll	28	EFT		467.19	
4324	07/06/2022	Payroll	28	EFT		344.22	
4325	07/06/2022	Payroll	28	EFT		177.33	
4326	07/06/2022	Payroll	28	EFT		3,351.61	
4327	07/06/2022	Payroll	28	EFT		4,073.81	
4328	07/06/2022	Payroll	28	EFT		6,410.82	

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4329	07/06/2022	Payroll	28	EFT		4,304.15	
4330	07/06/2022	Payroll	28	EFT		3,043.56	
4331	07/06/2022	Payroll	28	EFT		344.22	
4332	07/06/2022	Payroll	28	EFT		4,421.05	
4333	07/06/2022	Payroll	28	EFT		2,591.84	
4334	07/06/2022	Payroll	28	EFT		3,968.85	
4335	07/06/2022	Payroll	28	EFT		546.96	
4336	07/06/2022	Payroll	28	EFT		1,640.42	
4337	07/06/2022	Payroll	28	EFT		3,199.88	
4338	07/06/2022	Payroll	28	EFT		6,043.87	
4339	07/06/2022	Payroll	28	EFT		472.33	
4340	07/06/2022	Payroll	28	EFT		39.64	
4341	07/06/2022	Payroll	28	EFT		3,602.33	
4342	07/06/2022	Payroll	28	EFT		339.22	
4343	07/06/2022	Payroll	28	EFT		2,829.94	
4344	07/06/2022	Payroll	28	EFT		6,024.19	
4345	07/06/2022	Payroll	28	EFT		3,356.95	
4422	07/06/2022	Payroll	28	EFT	AWC Life Insurance	228.40	Pay Cycle(s) 07/06/2022 To 07/06/2022 - Life Insurance
4423	07/06/2022	Payroll	28	EFT	American Family Life Ins	1,683.37	Pay Cycle(s) 07/06/2022 To 07/06/2022 - AFLAC-Post Tax; Pay Cycle(s) 07/06/2022 To 07/06/2022 - AFLAC-Pre Tax
4424	07/06/2022	Payroll	28	EFT	Association Of Washington Cities	68,001.98	Pay Cycle(s) 07/06/2022 To 07/06/2022 - Health First-250; Pay Cycle(s) 07/06/2022 To 07/06/2022 - AWC Life-Emp; Pay Cycle(s) 07/06/2022 To 07/06/2022 - AWC Life-Dep; Pay Cycle(s) 07/06/2022 To 07/06/2022
4425	07/06/2022	Payroll	28	EFT	City Of College Place	730.34	Pay Cycle(s) 07/06/2022 To 07/06/2022 - Flex Spending
4426	07/06/2022	Payroll	28	EFT	Empower Retirement	8,088.56	Pay Cycle(s) 07/06/2022 To 07/06/2022 - 457 Def Comp
4427	07/06/2022	Payroll	28	EFT	Internal Revenue Service (Payroll)	64,598.18	941 Deposit for Pay Cycle(s) 07/06/2022 - 07/06/2022
4428	07/06/2022	Payroll	28	EFT	Oregon Department Of Revenue	1,215.00	Pay Cycle(s) for OR Tax: 07/06/2022 - 07/06/2022
4429	07/06/2022	Payroll	28	EFT	State Of Washington	43,131.76	Pay Cycle(s) 07/06/2022 To 07/06/2022 - Leoff 2; Pay Cycle(s) 07/06/2022 To 07/06/2022 - Pers 2; Pay Cycle(s) 07/06/2022 To 07/06/2022 - Pers 3
4430	07/06/2022	Payroll	28	EFT	Washington State Support Registry	703.86	Pay Cycle(s) 07/06/2022 To 07/06/2022 - Office Of Support Enf.
4431	07/06/2022	Payroll	28	EFT	Washington Teamsters Welfare Trust	18,172.00	Pay Cycle(s) 07/06/2022 To 07/06/2022 - Teamsters Dental; Pay Cycle(s) 07/06/2022 To 07/06/2022 - Teamsters Medical; Pay Cycle(s) 07/06/2022 To 07/06/2022 - Teamsters Time Loss; Pay Cycle(s) 07/06/2022
4490	07/11/2022	Claims	28	EFT	Centurylink Communications LLC	770.19	Monthly Services; Monthly Services
4491	07/11/2022	Claims	28	EFT	Columbia Rural Electric	656.42	Monthly Services
4492	07/11/2022	Claims	28	EFT	Home Depot Credit Services		Incorrect amount due to early payment discount date

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4555	07/15/2022	Payroll	28	EFT		1,414.01	
4556	07/15/2022	Payroll	28	EFT		1,601.85	
4557	07/15/2022	Payroll	28	EFT		230.87	
4558	07/15/2022	Payroll	28	EFT		1,784.48	
4559	07/15/2022	Payroll	28	EFT		1,523.31	
4560	07/15/2022	Payroll	28	EFT		1,463.08	
4561	07/15/2022	Payroll	28	EFT		2,485.70	
4562	07/15/2022	Payroll	28	EFT		1,320.62	
4563	07/15/2022	Payroll	28	EFT		2,448.52	
4564	07/15/2022	Payroll	28	EFT		1,576.46	
4565	07/15/2022	Payroll	28	EFT		1,015.71	
4566	07/15/2022	Payroll	28	EFT		1,929.73	
4567	07/15/2022	Payroll	28	EFT		230.87	
4568	07/15/2022	Payroll	28	EFT		1,175.55	
4569	07/15/2022	Payroll	28	EFT		1,258.76	
4570	07/15/2022	Payroll	28	EFT		1,052.21	
4571	07/15/2022	Payroll	28	EFT		1,439.26	
4572	07/15/2022	Payroll	28	EFT		1,434.86	
4573	07/15/2022	Payroll	28	EFT		3,536.35	
4574	07/15/2022	Payroll	28	EFT		1,600.25	
4575	07/15/2022	Payroll	28	EFT		7,034.28	
4576	07/15/2022	Payroll	28	EFT		1,011.37	
4577	07/15/2022	Payroll	28	EFT		1,133.21	
4578	07/15/2022	Payroll	28	EFT		1,236.11	
4579	07/15/2022	Payroll	28	EFT		1,520.51	
4580	07/15/2022	Payroll	28	EFT		1,695.60	
4581	07/15/2022	Payroll	28	EFT	Internal Revenue Service (Payroll)	11,604.11	941 Deposit for Pay Cycle(s) 07/15/2022 - 07/15/2022
4582	07/12/2022	Claims	28	EFT	Home Depot Credit Services	331.93	Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot
4611	07/14/2022	Claims	28	EFT	Home Depot Credit Services	3.38	Home Depot Early Pay Discount Adjustment
4636	07/07/2022	Claims	28	EFT	WA St. Dept Of Licensing	13.00	Driving Record- PW
4658	07/15/2022	Payroll	28	EFT	State Of Washington	278.21	April - June 2022 Non-LEOFF Contributions
4730	07/19/2022	Claims	28	EFT	WA St. Dept Of Licensing	41.89	2nd Quarter Dyed Diesel Fuel User Tax
4810	07/25/2022	Claims	28	EFT	Amazon Business Prime	2,505.02	Parts; Oppering Supplies; Farm Market Supplies; Farm Market Oppering Supplies; Oppering Supplies; Office Supplies
4811	07/25/2022	Claims	28	EFT	Cascade Natural Gas Corporation	165.31	Monlthy Services; Monlthy Services; Monlthy Services; Monlthy Services
4812	07/25/2022	Claims	28	EFT	Centurylink Communications LLC	56.86	Monthly Services
4813	07/25/2022	Claims	28	EFT	Pacific Power & Light	24,060.27	Monthly Services
4814	07/25/2022	Claims	28	EFT	Verizon Wireless	2,676.62	Monlthy Services
4815	07/25/2022	Claims	28	EFT	WA St. Dept Of Revenue	15,141.28	Written From Use Tax Report; June 2022 Excise Tax
4937	07/15/2022	Payroll	28	EFT	WA St. Dept Of Labor & Industries	22,486.05	2ND Quarter L&I: 04/01/2022 - 06/30/2022 Plus Volunteers For Freedom Fest

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4941	07/28/2022	Claims	28	EFT	Banner Bank Credit Cards	8,173.73	CH-9343; CH-9384; CH-9400; CH-9418; CH-9426; PD-9467; PD-9475; PW-9483; CH-3647; FD-9965; CH-6464; CD-5296; PD-8472; FD-4551; CH-9418 Rebate
4944	07/28/2022	Payroll	28	EFT	ESD - PFMLA	5,488.62	Pay Cycle(s) 04/01/2022 To 06/30/2022 - PFMLA
4945	07/28/2022	Payroll	28	EFT	Oregon Department Of Revenue-Transit	51.02	Pay Cycle(s) 04/01/2022 To 06/30/2022 - Oregon Statewide Transit Tax
4987	07/31/2022	Claims	28	EFT	Xpress Solutions, Inc.	1,052.56	July 2022 Xpress Bill Pay Fee
4988	07/31/2022	Claims	28	EFT	Paymentech	248.83	Paymentech Fees- General Payments
4989	07/31/2022	Claims	28	EFT	Paymentech	2,425.18	Paymentech Fees- Utility Payments
4432	07/06/2022	Payroll	28	52493	American Legal Services	65.16	Pay Cycle(s) 07/06/2022 To 07/06/2022 - Teamsters Legal Defense Fund
4433	07/06/2022	Payroll	28	52494	City Of College Place-General	4,305.59	Pay Cycle(s) 07/06/2022 To 07/06/2022 - Hiring Bonus Repayment
4434	07/06/2022	Payroll	28	52495	College Place Fire Fighters Assn.	60.00	Pay Cycle(s) 07/06/2022 To 07/06/2022 - CP Volunteer Fire
4435	07/06/2022	Payroll	28	52496	Fraternal Order Of Police	350.00	Pay Cycle(s) 07/06/2022 To 07/06/2022 - Fraternal Order Of Police
4436	07/06/2022	Payroll	28	52497	C/O BMCU Acct. 59881001 IAFF Local 4203	250.00	Pay Cycle(s) 07/06/2022 To 07/06/2022 - IAFF Local 4203
4437	07/06/2022	Payroll	28	52498	Marianne Barr C/O CPPD Emp Donations	152.50	Pay Cycle(s) 07/06/2022 To 07/06/2022 - CP Police Fund
4438	07/06/2022	Payroll	28	52499	Teamsters - Police	760.00	Pay Cycle(s) 07/06/2022 To 07/06/2022 - Union Dues -
4439	07/06/2022	Payroll	28	52500	Teamsters - Public Employees	803.00	Pay Cycle(s) 07/06/2022 To 07/06/2022 - Union Dues - PW
4440	07/06/2022	Payroll	28	52501	United Way of The Blue Mountains	5.00	Pay Cycle(s) 07/06/2022 To 07/06/2022 - Donation - United Way
4441	07/06/2022	Payroll	28	52502	WSCFF Employee Benefit Trust	375.00	Pay Cycle(s) 07/06/2022 To 07/06/2022 - WSCFF Emp Ben Trust
4398	07/07/2022	Claims	28	79639	Melissa Lopez	450.00	CP Movies In The Park Kettle Corn 7/9/2022
4399	07/07/2022	Claims	28	79640	Makaylee Smith	50.00	CPFM Entertainment - 7/7/2022
4400	07/07/2022	Claims	28	79641	Cynthia S. Wolfe	150.00	CPFM Entertainment 7/7/22
4542	07/11/2022	Claims	28	79642	Calico Copy	706.58	Copies/Printing; 2nd Reissue Payment - Copy & Scan Services Payment - Copy & Scan Services
4612	07/14/2022	Claims	28	79643	Paul & Martha Anderson	66.88	589.00 - 774 SE Bedford Lp
4613	07/14/2022	Claims	28	79644	Apex Property, LLC	60.36	5500.00 - 7 SW 13th St
4614	07/14/2022	Claims	28	79645	Sandra D Blake	560.02	51500.00 - 615 SE Birch Ave
4615	07/14/2022	Claims	28	79646	Amy F Chapman	182.54	19000.00 - 1542 SE Freedom Pl
4616	07/14/2022	Claims	28	79647	Alexandra Grace Christ	50.00	CPFM Entertainment 7/14/2022
4617	07/14/2022	Claims	28	79648	Marie Gilla	116.00	62810.00 - 859 SE Sentry Dr
4618	07/14/2022	Claims	28	79649	Joseph Johnson #	104.77	7.00 - 319 NW B St
4619	07/14/2022	Claims	28	79650	Joseph Johnson #	190.00	81500.00 - 323 NW B St
4620	07/14/2022	Claims	28	79651	Ryan Kirk Miller	261.41	519.00 - 1400 SW Greeley St
4621	07/14/2022	Claims	28	79652	Kevin & Karen Molander #	121.94	278.00 - 252 NW Ruby Ln
4622	07/14/2022	Claims	28	79653	Jasmin Nateras	121.04	817.00 - 1177 SW 4th St
4623	07/14/2022	Claims	28	79654	Reuben & Delila Ojeda	18.34	19800.00 - 1484 SE Justice Ave
4624	07/14/2022	Claims	28	79655	Paul & Maria Quintana #	64.88	15923.00 - 123 NW Earl Ln

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4625	07/14/2022	Claims	28	79656	RoseMarie (Re) Reynolds	185.11	23850.00 - 115 SE Mountain View Dr
4626	07/14/2022	Claims	28	79657	Chance Royse	72.23	19550.00 - 1531 SE Freedom Pl
4627	07/14/2022	Claims	28	79658	SAAA LLC	192.70	58500.00 - 911 SE Date Ave
4628	07/14/2022	Claims	28	79659	Makaylee Smith	50.00	CPFM Entertainment 7/14/2022
4629	07/14/2022	Claims	28	79660	The Estate of Margaret Tilstra	171.93	62518.00 - 955 SE Garrison Dr
4630	07/14/2022	Claims	28	79661	Ralph & Susanne Trethewey	376.33	691.00 - 1348 SW Virginia St
4631	07/14/2022	Claims	28	79662	Gary L Vietz	90.52	62520.00 - 956 SE Garrison Dr
4632	07/14/2022	Claims	28	79663	Estate of Charlene Williamson	304.25	15.00 - 712 SE Magnoni Dr
4633	07/14/2022	Claims	28	79664	Esther Wilson ^	118.38	77150.00 - 506 NE Fleetwood Ave
4634	07/14/2022	Claims	28	79665	Hugh P Winn	345.37	37.00 - 749 SE Songbird Ln
4753	07/21/2022	Claims	28	79666	Alexandra Grace Christ	50.00	CPFM Entertainment 7/21/2022
4754	07/21/2022	Claims	28	79667	City Of College Place-General	250.00	SEPA Related Mitigation Fees
4755	07/21/2022	Claims	28	79668	David Garza Jr.	50.00	CPFM Entertainment 7/21/2022
4907	07/26/2022	Claims	28	79669	Postmaster	911.25	Utility Bulk Postage -August 2022 Statements
4939	07/28/2022	Claims	28	79670	City Of College Place-General	11,763.96	Monthly Services
4232	07/01/2022	Claims	28	106671	John Ash	54.00	Farm Market- Market Match, Kids Cash Reimbursement 6/30/22
4233	07/01/2022	Claims	28	106672	Brenda T M Clifton	6.00	Farm Market- Market Match, Kids Cash Reimbursement 6/30/22
4234	07/01/2022	Claims	28	106673	Ron & Rose Courson	104.00	Farm Market- Market Match, Kids Cash Reimbursement 6/30/22
4235	07/01/2022	Claims	28	106674	Agnes Ebersol	58.00	Farm Market- SNAP/EBT Reimbursement 6/30/22
4236	07/01/2022	Claims	28	106675	Macyn Scherger	16.00	Farm Market- Market Match, Kids Cash Reimbursement 6/30/22
4237	07/01/2022	Claims	28	106676	Willshire Investments LLC	18.00	Farm Market- SNAP/EBT Reimbursement 6/30/22
4493	07/11/2022	Claims	28	106677	Above The Line Cleaning LLC	1,367.00	Monthly Cleaning Services- June 2022; Monthly Cleaning Services- June 2022
4494	07/11/2022	Claims	28	106678	Armored Knights Locksmith	208.85	Keys; Re-key Lock To Master Key System
4495	07/11/2022	Claims	28	106679	Binder Sign & Design	2,117.48	Lettering For New Ambulance; Farm Market Signs
4496	07/11/2022	Claims	28	106680	Blue Mountain Humane Society	833.34	May 2022 Animal Services
4497	07/11/2022	Claims	28	106681	Bound Tree Medical, LLC.	77.15	EMS Supplies
4498	07/11/2022	Claims	28	106682	CBS Reporting Inc	374.00	Pre-Employment Background Check- PD, PW
4499	07/11/2022	Claims	28	106683	Chem-Aqua	271.75	Water Treatment Program
4500	07/11/2022	Claims	28	106684	Community Council	1,700.00	Sponsorship Of Affordable Housing Newspaper Insert Publication
4501	07/11/2022	Claims	28	106685	Core & Main LP	2,008.12	Water Supplies
4502	07/11/2022	Claims	28	106686	Corwin Ford - Tri Cities	578.60	Parts
4503	07/11/2022	Claims	28	106687	Doug's Septic Service	815.00	College Place Freedom Festival- Portable Toilets
4504	07/11/2022	Claims	28	106688	Exchange Club	175.00	3rd Quarter 2022 Dues- M. Rizzitiello
4505	07/11/2022	Claims	28	106689	Fastenal Company	151.22	Parts
4506	07/11/2022	Claims	28	106690	Ferguson Enterprises, Inc.	5,974.15	Meters And Radios; Parts
4507	07/11/2022	Claims	28	106691	GNAT Enterprises	80.00	Transportation Service - D. Lepiane
4508	07/11/2022	Claims	28	106692	Hach Company	360.15	Supplies
4509	07/11/2022	Claims	28	106693	Hays Electric, LLC	12,644.06	Rewire UPS
4510	07/11/2022	Claims	28	106694	KIE Supply Corporation	386.02	Parts; Supplies; Parts; Parts
4511	07/11/2022	Claims	28	106695	Brent P. Lane	201.01	Red Tag Door Hangers
4512	07/11/2022	Claims	28	106696	Clifford Larson	277.19	Pest Control
4513	07/11/2022	Claims	28	106697	LeRoy Survey Consulting	300.00	BLA Survey Review Comments

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4514	07/11/2022	Claims	28	106698	Life Assist, Inc.	229.88	EMS Supplies
4515	07/11/2022	Claims	28	106699	Moreno & Nelson Construction Corp.	201,774.38	Well House #6 Construction Pmt 5
4516	07/11/2022	Claims	28	106700	Norco	370.80	Supplies
4517	07/11/2022	Claims	28	106701	Northwest Vernacular, Inc.	1,062.50	Research & Story Maps
4518	07/11/2022	Claims	28	106702	One Call Concepts Inc.	103.79	Utility Notification- June 2022
4519	07/11/2022	Claims	28	106703	Outwest Printing	1,327.64	Fold/Stuff Utility Statements For June 2022; # 10 Envelopes
4520	07/11/2022	Claims	28	106704	Pepsi Cola Bottling of Walla Walla	378.00	Water- PW; Water- PW; Water- PW; Water-PD; Water -PD; Water -PD; Water-CH; Water-CH; Water-CH; Water-Annex; Water-Annex; Water-Annex
4521	07/11/2022	Claims	28	106705	Pipe of Washington, Inc	127,272.48	Mountain View Dr Waterline Project Pmt #3
4522	07/11/2022	Claims	28	106706	Pitney Bowes Inc.	388.03	Ink Cartridges
4523	07/11/2022	Claims	28	106707	Port Of Walla Walla	1,200.00	State Representation -June 2022
4524	07/11/2022	Claims	28	106708	Pyro Spectaculars North	2,250.00	2022 Freedom Festival Fireworks- Final Payment
4525	07/11/2022	Claims	28	106709	Quality Petroleum Products, Inc.	10,462.67	Fuel; Fuel; Fuel; Fuel; Fuel
4526	07/11/2022	Claims	28	106710	Quill Corporation	144.62	Supplies; Office Supplies; Office Supplies
4527	07/11/2022	Claims	28	106711	RH2 Engineering, Inc.	16,794.69	Well #7 Development; Well # 7 Development; Water System Consolidation And Well No 2 Relocation - PH 3 Well 2 Relocation
4528	07/11/2022	Claims	28	106712	Rodda Paint Co.	405.40	Supplies; Supplies
4529	07/11/2022	Claims	28	106713	Rotary Club Of Walla Walla	230.00	3rd Quarter 2022 Dues - M.Rizzitiello
4530	07/11/2022	Claims	28	106714	Specter Instruments, INC	660.00	WIN-911 Interactive License
4531	07/11/2022	Claims	28	106715	The Bancorp Bank	119,231.16	72 Month Lease Rental- Patrol Vehicles
4532	07/11/2022	Claims	28	106716	WA St. Consolidated Tech. Services	285.00	PD VPN Monthly Services- June 2022
4533	07/11/2022	Claims	28	106717	WA St. Criminal Justice	4,431.00	Training- BLEA K. Barker
4534	07/11/2022	Claims	28	106718	WA St. Dept Of Transportation - SCR	469.32	Signal Maintenance
4535	07/11/2022	Claims	28	106719	WA St. Patrol, Accounts Receivable	87.25	Background Checks- June 2022
4536	07/11/2022	Claims	28	106720	Walla Walla City of	148.68	Landfill Cust #09211; Landfill Cust #09211
4537	07/11/2022	Claims	28	106721	Walla Walla Area Utilities	150.00	Annual Membership Dues- 2022
4538	07/11/2022	Claims	28	106722	Walla Walla Regional Water Testing Servi	363.00	Water Testing-May 2022
4539	07/11/2022	Claims	28	106723	Walla Walla Union-Bulletin	2,150.40	May 2022
4540	07/11/2022	Claims	28	106724	Webcheck, Inc	226.10	Webcheck Services June 2022
4541	07/11/2022	Claims	28	106725	Woodpecker Truck Of Washington	3,176.08	Repair Engine
4583	07/12/2022	Claims	28	106726	Above The Line Cleaning LLC	45.00	Cleaning Service Remainder Due
4584	07/12/2022	Claims	28	106727	John Ash	46.00	Farm Market Reimbursement Market Match/Kids Club Cash
4585	07/12/2022	Claims	28	106728	Ron & Rose Courson	74.00	Farm Market Reimbursement EBT/Market Match/Kids Club Cash

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4586	07/12/2022	Claims	28	106729	Napa Of Walla Walla	2,801.52	Supplies Credit; Parts; Shop Supplies; Parts; Parts; Parts; Parts; Parts; Parts; Parts; Shop Supplies; Parts; Shop Supplies; Core Deposit Return; Parts; Parts; Shop Supplies; Parts; Shop Supplies; War
4587	07/12/2022	Claims	28	106730	Willshire Investments LLC	17.00	Farm Market Reimbursement EBT
4703	07/18/2022	Claims	28	106731	John Ash	63.00	Farm Market Market Match/ Kids Cash Reimbursement
4704	07/18/2022	Claims	28	106732	Brenda T M Clifton	5.00	Farm Market Market Match Reimbursement
4705	07/18/2022	Claims	28	106733	Ron & Rose Courson	253.00	Farm Market EBT/ Market Match/ Kids Cash Reimbursement
4706	07/18/2022	Claims	28	106734	Agnes Ebersol	27.00	Farm Market EBT Reimbursement
4707	07/18/2022	Claims	28	106735	Macyn Scherger	5.00	Farm Market Market Match/Kids Cash Reimbursement
4708	07/18/2022	Claims	28	106736	Willshire Investments LLC	74.00	Farm Market EBT Reimbursement
4788	07/25/2022	Claims	28	106737	John Ash	43.00	Farm Market Reimbursement 7/21/2022
4789	07/25/2022	Claims	28	106738	Brenda T M Clifton	11.00	Farm Market Reimbursement 7/21/2022
4790	07/25/2022	Claims	28	106739	Ron & Rose Courson	130.00	Farm Market Reimbursement 7/21/2022
4791	07/25/2022	Claims	28	106740	Agnes Ebersol	16.00	Farm Market Reimbursement 7/21/2022
4792	07/25/2022	Claims	28	106741	John P Stafford	8.00	Farm Market Reimbursement 7/21/2022
4793	07/25/2022	Claims	28	106742	Willshire Investments LLC	39.00	Farm Market Reimbursement 7/21/2022
4816	07/25/2022	Claims	28	106743	AM Conservation Group, Inc	1,282.60	Water Conservation Items
4817	07/25/2022	Claims	28	106744	Abadan Tri-Cities	155.46	Copy Machine Maintenance
4818	07/25/2022	Claims	28	106745	Jeffery B. Adams	450.00	Interpretation & Translation Services 1Q & 2Q 2022
4819	07/25/2022	Claims	28	106746	Anderson-Perry & Associates, Inc.	3,907.50	2020 Community Development Block Grant Program - Sidewalks – Final Pmt
4820	07/25/2022	Claims	28	106747	Aramark	286.62	PPE Clothing- J. Goodson
4821	07/25/2022	Claims	28	106748	Kyle A Barker	500.00	Reimbursement Lock Out Service- K. Barker
4822	07/25/2022	Claims	28	106749	Beeline Auto Center	357.52	Fuel; Fuel
4823	07/25/2022	Claims	28	106750	Binder Sign & Design	114.14	Shop Supplies
4824	07/25/2022	Claims	28	106751	Blue Mountain Action Council	4,871.54	Federal ARPA Utility Assistance - June 2022
4825	07/25/2022	Claims	28	106752	Bound Tree Medical, LLC.	253.21	EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies
4826	07/25/2022	Claims	28	106753	CH2M Hill OMI	105,846.70	WWTP Operations Maintenance And Management - June 2022; Equipment Scope June 2022
4827	07/25/2022	Claims	28	106754	CHS Primeland	244.39	Fuel; Fuel
4828	07/25/2022	Claims	28	106755	CI Shred	97.17	Monthly Shred Services
4829	07/25/2022	Claims	28	106756	Camp Fire Walla Walla	10,000.00	SEEK Grant Reimbursement
4830	07/25/2022	Claims	28	106757	CenturyLink Communications LLC	9.38	Monthly Services
4831	07/25/2022	Claims	28	106758	Chem-Aqua	271.75	Water Treatment Program
4832	07/25/2022	Claims	28	106759	Connell Oil, Inc	1,727.19	Supplies
4833	07/25/2022	Claims	28	106760	Core & Main LP	3,592.32	Parts
4834	07/25/2022	Claims	28	106761	Rachel Lynn Cortez	4,270.83	Indigent Defense Services- July 2022
4835	07/25/2022	Claims	28	106762	Corwin Ford - Tri Cities	38.74	Parts

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4836	07/25/2022	Claims	28	106763	Crown Paper & Janitorial Supply Inc	288.95	Supplies
4837	07/25/2022	Claims	28	106764	Shawn R Doering	14.94	Reimbursement- PD Interviews Refreshments
4838	07/25/2022	Claims	28	106765	Edge Analytical, Inc	2,221.00	Water Testing; Water Testing; Water Testing; Water Testing; Water Testing- Well #2
4839	07/25/2022	Claims	28	106766	FLEXIM Americans Corporation	9,829.04	Clamp On Flowmeter
4840	07/25/2022	Claims	28	106767	G. W., Inc. Law Enforcement & Safety Equ	840.25	GLOCK G43-9MM PISTOL,3.39" GLOCK N/SIGHT
4841	07/25/2022	Claims	28	106768	GNAT Enterprises	320.00	Transportation Service- D. Lepiane; Transportation Service- D. Lepiane; Transportation Services- D. Lepiane; Transportation Service- D. Lepiane
4842	07/25/2022	Claims	28	106769	H D Fowler Inc.	5,307.99	Parts; Parts
4843	07/25/2022	Claims	28	106770	Humbert Asphalt, Inc.	702.86	Material; Material; Material
4844	07/25/2022	Claims	28	106771	InterMountain Education Service District	2,691.76	Laptop
4845	07/25/2022	Claims	28	106772	J-U-B Engineers, Inc.	34,017.52	On-Call Services; Sky & 12th St Water Project; Lift Station No. 5
4846	07/25/2022	Claims	28	106773	KIE Supply Corporation	1,095.53	Parts; Parts; Parts; Tool; Parts
4847	07/25/2022	Claims	28	106774	Kent D. Bruce Co., LLC	2,396.67	Parts; Parts; Parts; Parts
4848	07/25/2022	Claims	28	106775	Koncrete Industries Inc.	64.12	Supplies
4849	07/25/2022	Claims	28	106776	Language Line Services, Inc	10.36	Over The Phone Interpretation; Reissue Payment- Over The Phone Interpretation
4850	07/25/2022	Claims	28	106777	Les Schwab Tire Center - CP	108.66	Winter Changeover
4851	07/25/2022	Claims	28	106778	Lexipol LLC	3,297.51	Annual Law Enforcement Policy Updates
4852	07/25/2022	Claims	28	106779	Life Assist, Inc.	496.22	EMS Supplies
4853	07/25/2022	Claims	28	106780	Mid-Columbia Polygraph	350.00	Pre-Employment Polygraph Examination
4854	07/25/2022	Claims	28	106781	New York Store, Western Outfitters Inc.	272.24	Boots- C. Clark
4855	07/25/2022	Claims	28	106782	Northstar Chemical, INC.	1,695.72	Sodium Hypochlorite
4856	07/25/2022	Claims	28	106783	Nvoicepay, Inc.	451.76	Bill Pay Batch Fees- June 2022
4857	07/25/2022	Claims	28	106784	Pacific Office Automation	226.32	Monthly Copy Machine Maintenance
4858	07/25/2022	Claims	28	106785	Pape Machinery, Inc.	633.63	Repair E3041
4859	07/25/2022	Claims	28	106786	PocketiNet Communications Inc	200.00	Monthly Internet Service- July 2022
4860	07/25/2022	Claims	28	106787	Ponti & Wernette, PS	1,710.00	Indigent Defence- June 2022
4861	07/25/2022	Claims	28	106788	Postal Annex #397	45.29	Shipping Services
4862	07/25/2022	Claims	28	106789	Public Safety Testing, Inc	138.00	Subscription Fees-2nd Q 2022
4863	07/25/2022	Claims	28	106790	Quill Corporation	612.22	Supplies; Office Supplies; Office Supplies; Office Supplies
4864	07/25/2022	Claims	28	106791	Brandon L Rhodes	141.31	Equipment Allowance Reimbursement- B. Rhodes
4865	07/25/2022	Claims	28	106792	Safety Kleen Systems, Inc	568.95	Used Oil Disposal
4866	07/25/2022	Claims	28	106793	Snap On Tools - Dan's Tool Truck	142.40	Tools
4867	07/25/2022	Claims	28	106794	Statewide Media Group LLC	699.00	Farm Market Advertising
4868	07/25/2022	Claims	28	106795	TIAA Commercial Finance, Inc.	233.75	Monthly Lease - Copy Machine
4869	07/25/2022	Claims	28	106796	Timken Motor & Crane Service LLC	13,724.50	Repair Well #3; Rapair Well #3
4870	07/25/2022	Claims	28	106797	Tompkins, Gregory A.	97.78	Repair- FD
4871	07/25/2022	Claims	28	106798	United Way of The Blue Mountains	10,000.00	2022 Summer Program Grant

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4872	07/25/2022	Claims	28	106799	WA St. Dept Of Labor & Industries	112.50	2022 Right To Know Program Assessment Fee
4873	07/25/2022	Claims	28	106800	WA St. Dept Of Transportation - SCR	1,139.57	Signal Maintenance
4874	07/25/2022	Claims	28	106801	Walla Walla City of	500.00	1/6th Share WSP ACCESS User Fees 2Q/2022
4875	07/25/2022	Claims	28	106802	Walla Walla County Auditor	31,280.33	2Q/2022 District Court Expenses
4876	07/25/2022	Claims	28	106803	Walla Walla County Corrections Dept	8,557.42	April 2022 Jail Services; May 2022 Jial Services
4877	07/25/2022	Claims	28	106804	Walla Walla County Fire District #4	180.00	Training- EVIP Course
4878	07/25/2022	Claims	28	106805	Walla Walla County	379.10	6/30/2022 Liquor Pofits; TRN4268, Tr Rec 78965
4879	07/25/2022	Claims	28	106806	Walla Walla Motors Inc.	393.10	Parts; Repairs
4880	07/25/2022	Claims	28	106807	Walla Walla Regional Water Testing Servi	330.00	Water Testing June 2022
4881	07/25/2022	Claims	28	106808	Walla Walla Union-Bulletin	50.00	Job Advertising- Utility Clerk
4882	07/25/2022	Claims	28	106809	Walla Walla University	782.64	WWU Archives Photos
4883	07/25/2022	Claims	28	106810	Walt's Plumbing & Septic Tank Service LL	75.00	Gun Range Restroom- June 2022
4884	07/25/2022	Claims	28	106811	The Wesley Group	1,050.00	Labor Relations- PW
4885	07/25/2022	Claims	28	106812	ZOLL Medical Corporation	9,537.34	Monitor Upgrade
4889	07/25/2022	Claims	28	106813	InterMountain Education Service District	790.96	Vipre Anti-Virus Thru 6/30/2023
4940	07/28/2022	Claims	28	106814	Dennis Lepiane	3,183.00	LEOFF I In-home Care Reimbursement - May 2022; LEOFF I In-home Care Reimbursement - June 2022; LEOFF I In-home Care Reimbursement - April 2022
4966	07/28/2022	Claims	30	EFT	Navia Benefit Solutions	100.00	FSA Participation Fee
4994	07/01/2022	Claims	30	EFT	Navia Benefit Solutions	7.57	Health Care FSA Distribution-Wk Ending 7/1/2022
4995	07/07/2022	Claims	30	EFT	Navia Benefit Solutions	64.39	Health Care FSA Distribution-Wk Ending 7/7/2022
4997	07/15/2022	Claims	30	EFT	Navia Benefit Solutions	255.40	Health Care FSA Distribution-Wk Ending 7/15/2022
4998	07/22/2022	Claims	30	EFT	Navia Benefit Solutions	116.08	Health Care FSA Distribution-Wk Ending 7/22/2022
						2,130.97	511 Legislative
						36,001.16	512 Municipal Court
						10,892.98	513 Executive
						10,100.43	514 Finance & Administration
						11,496.31	515 Legal
						6,335.56	516 Personnel
						100.00	517 Employee Benefit Program
						9,506.05	519 Other General Gov Services
						6,347.50	520 City Clerk/Records
						197,729.22	521 Law Enforcement
						41,382.61	522 Fire Control
						8,557.42	523 Detention & Correction
						8,635.98	524 Building Inspection
						45,832.17	526 Emergency Medical Services
						13,238.24	558 Planning/Community Development
						379.10	567 Alcohol & Drug Treatment/WW County
						28,273.23	573 Spectator & Community Events
						17,974.14	576 Parks & Recreation
						17,154.49	589 Non-Expenditures
						472,067.56	001 Current Expense Fund
						4,070.75	518 Data Processing Services

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			591		Interest & Debt Service	233.75	
		012			Technology Reserve Fund	4,304.50	
			517		Employee Benefit Program	4,325.50	
		061			Employee Benefit Reserve Fund	4,325.50	
			025		Miscellaneous	42.75	
			542		Road & Street Maintenance	27,350.77	
			543		Road & Street General Admin.	10,413.67	
			544		Engineering	2,068.55	
		100			Street Fund	39,875.74	
			521		Law Enforcement	689.79	
		120			Criminal Justice Fund	689.79	
			542		Road & Street Maintenance	64.12	
		305			Capital Improvement Fund (REET)	64.12	
			542		Road & Street Maintenance	3,907.50	
		309			CDBG Projects Fund	3,907.50	
			519		Other General Gov Services	12,644.06	
		315			Facility Maintenance Reserve Fund (CE)	12,644.06	
			521		Law Enforcement	119,231.16	
			522		Fire Control	1,347.88	
		320			Equipment Reserve Fund	120,579.04	
			006		Charges For Goods & Services	619.25	
			025		Miscellaneous	90.35	
			534		Water Utilities	130,337.10	
		400			Water Fund	131,046.70	
			006		Charges For Goods & Services	2,120.42	
			025		Miscellaneous	58.73	
			535		Wastewater Utilities	139,100.76	
		401			Wastewater Fund	141,279.91	
			006		Charges For Goods & Services	446.14	
			025		Miscellaneous	22.59	
			531		Stormwater	25,862.12	
		402			Stormwater Fund	26,330.85	
			534		Water Utilities	367,141.00	
		410			Water Capital Reserve Fund	367,141.00	
			535		Wastewater Utilities	18,175.79	
		411			Wastewater Capital Reserve Fund	18,175.79	
			006		Charges For Goods & Services	185.37	
		412			Wastewater Debt Service Fund	185.37	
			006		Charges For Goods & Services	253.26	
		413			Water Capital Improvement Reserve Fund	253.26	
			526		Emergency Medical Services	93.95	
		440			Ambulance	93.95	

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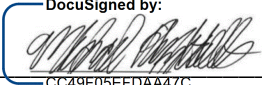
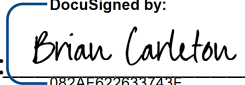
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			548		Equipment Rental & Replacement	40,706.77	
			500		Equipment Rental & Replacement	40,706.77	
			589		Non-Expenditures	443.44	
			625		Flexible Benefits Plan Fund	443.44	
* Transaction Has Mixed Revenue And Expense Accounts						1,384,114.85	Claims: 899,923.45 Payroll: 484,191.40

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: 082AF622633743F...

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 _____, 2022.

X _____ X _____ X _____
Councilmember Councilmember Councilmember

TREASURER'S REPORT**Fund Totals**

City Of College Place

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Current Expense Fund	3,067,003.31	517,441.97	463,341.38	3,121,103.90	11,943.74	5,611.63	-15,742.56	3,122,916.71
005 Current Expense Reserve Fund	372,557.12	1,022.26	2.05	373,577.33	0.00	0.00	0.00	373,577.33
012 Technology Reserve Fund	361,666.06	993.31	3,826.50	358,832.87	11,800.00	0.00	0.00	370,632.87
061 Employee Benefit Reserve Fund	325,877.45	894.18	4,327.29	322,444.34	0.00	0.00	0.00	322,444.34
100 Street Fund	194,974.73	1,318,045.37	39,870.20	1,473,149.90	360.00	86.76	0.00	1,473,596.66
120 Criminal Justice Fund	70,151.98	4,121.73	690.17	73,583.54	0.00	4.13	0.00	73,587.67
121 Forfeited Proceeds Fund	2,028.73	5.57	0.01	2,034.29	0.00	0.00	0.00	2,034.29
130 Hotel/Motel Tax	40,808.72	2,767.14	0.23	43,575.63	0.00	0.00	0.00	43,575.63
201 ULTGO Bond Fund	25,854.26	1.93	0.02	25,856.17	0.00	0.00	0.00	25,856.17
301 Street Capital Contribution Fund	4,135.85	0.14		4,135.99	0.00	0.00	0.00	4,135.99
305 Capital Improvement Fund (REET)	473,452.64	61,640.46	66.72	535,026.38	0.00	0.00	0.00	535,026.38
306 Capital Improvement Fund (REET 2)	1,275,524.06	106,169.30	7.01	1,381,686.35	0.00	0.00	0.00	1,381,686.35
309 CDBG Projects Fund	0.21	34,755.58	34,755.58	0.21	0.00	0.00	0.00	0.21
311 Street Improvement Fund	78,708.31	215.96	-30,847.65	109,771.92	0.00	0.00	0.00	109,771.92
315 Facility Maintenance Reserve Fund (CE)	708,955.80	1,945.35	12,647.96	698,253.19	0.00	0.00	0.00	698,253.19
320 Equipment Reserve Fund	623,608.73	1,711.13	120,582.46	504,737.40	0.00	0.00	0.00	504,737.40
330 Economic Development Fund	101.46	17.01		118.47	0.00	0.00	0.00	118.47
340 Economic Development Reserve Fund	64.87	0.00		64.87	0.00	0.00	0.00	64.87
400 Water Fund	200,420.17	161,724.01	176,293.30	185,850.88	2,320.89	197.56	-19,783.38	168,585.95
401 Wastewater Fund	808,934.58	226,290.92	194,981.92	840,243.58	3,035.31	76.88	-31,805.49	811,550.28
402 Stormwater Fund	598,012.66	51,972.20	25,887.99	624,096.87	1,236.39	63.85	-7,391.33	618,005.78
403 Stormwater Capital Reserve Fund	162,650.25	446.30	0.89	163,095.66	0.00	0.00	0.00	163,095.66
410 Water Capital Reserve Fund	951,944.75	8,674.52	367,146.26	593,473.01	0.00	0.00	0.00	593,473.01
411 Wastewater Capital Reserve Fund	2,940,330.34	495,424.27	18,191.96	3,417,562.65	0.00	0.00	0.00	3,417,562.65
412 Wastewater Debt Service Fund	609,437.61	47,279.51	2.53	656,714.59	263.54	0.00	-7,358.48	649,619.65
413 Water Capital Improvement Reserve Fund	1,135,179.09	82,819.47	4.71	1,217,993.85	438.23	0.00	-11,880.47	1,206,551.61
425 Water Revenue Bond Fund	339,153.87	333.30	1.41	339,485.76	0.00	0.00	0.00	339,485.76
426 Water Bond Reserve Fund	144,126.52	141.64	0.61	144,267.55	0.00	0.00	0.00	144,267.55
431 Water System Construction Fund	1,178,227.24	3,232.95	6.48	1,181,453.71	0.00	0.00	0.00	1,181,453.71
440 Ambulance	1,792.46	17,324.89		19,117.35	40.24	0.00	-3,976.98	15,180.61
500 Equipment Rental & Replacement	191,952.03	903.69	40,707.84	152,147.88	177.36	48.83	0.00	152,374.07
625 Flexible Benefits Plan Fund	12,688.11	730.45	443.44	12,975.12	0.00	0.00	0.00	12,975.12
	16,900,323.97	3,149,046.51	1,472,939.27	18,576,431.21	31,615.70	6,089.64	-97,938.69	18,516,197.86

TREASURER'S REPORT**Account Totals**

City Of College Place

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07/01/2022 To: 07/31/2022

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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	181,133.32	0.00	0.00	181,133.32	0.00	1,178.29	182,311.61
25	25 US Bank #2494 MIA	95,396.62	4,375.40	63.00	99,709.02	0.00	0.00	99,709.02
26	26 CB #2204 CDBG Project	1,017.48	0.00	0.00	1,017.48	0.00	0.00	1,017.48
27	27 CB #2255 Farm Market	3,247.07	440.03	0.00	3,687.10	0.00	0.00	3,687.10
28	28 CB #2158 Public Funds Check	5,462,835.56	3,019,212.22	1,383,686.41	7,098,361.37	-97,938.69	36,527.05	7,036,949.73
29	29 CB #2263 Travel Adv	4,754.06	0.04	0.00	4,754.10	0.00	0.00	4,754.10
30	30 CB #2166 Flex Spend	12,569.80	830.45	543.44	12,856.81	0.00	0.00	12,856.81
31	31 CB #2220 Public Funds Acct	2,001,049.22	1,206.03	1,048.22	2,001,207.03	0.00	0.00	2,001,207.03
32	32 CB #2174 Dev Escrow Acct	8,127.79	0.07	0.00	8,127.86	0.00	0.00	8,127.86
33	33 CB #2298 Pub Funds Inv	501,092.00	4.26	0.00	501,096.26	0.00	0.00	501,096.26
34	34 CB #2182 Capital Mitigation	17,078.12	0.14	0.00	17,078.26	0.00	0.00	17,078.26
35	35 CB #2271 Projects	2,002,891.61	17.01	0.00	2,002,908.62	0.00	0.00	2,002,908.62
Total Cash:		10,292,342.65	3,026,085.65	1,385,341.07	11,933,087.23	-97,938.69	37,705.34	11,872,853.88
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
4	Acct#00410 LGIP	2,361,291.32	3,246.86	11.70	2,364,526.48	0.00	0.00	2,364,526.48
24	24 US Bank #0609 Safekeeping I	4,246,690.00	36,502.50	4,375.00	4,278,817.50	0.00	0.00	4,278,817.50
Total Investments:		6,607,981.32	39,749.36	4,386.70	6,643,343.98	0.00	0.00	6,643,343.98
		16,900,323.97	3,065,835.01	1,389,727.77	18,576,431.21	-97,938.69	37,705.34	18,516,197.86

TREASURER'S REPORT**Fund Investments By Account**

City Of College Place

Time: 11:16:47 Date: 08/04/2022

07/01/2022 To: 07/31/2022

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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
410 000 Water Equipment Reserve Fund	890,111.94		1,223.94	1,223.94	350,004.41	541,331.47
412 000 Wastewater Debt Service Fund	402,438.72	104,679.26	553.37	105,232.63	1.99	507,669.36
413 000 Water Capital Reserve Fund	749,609.16	350,000.00	1,030.74	351,030.74	159,076.90	941,563.00
425 000 Water & Sewer Revenue Bond Fund	223,958.36	38,172.27	307.95	38,480.22	1.11	262,437.47
426 000 2007 Water/Sewer Bond Reserve Fund	95,173.14	16,221.66	130.86	16,352.52	0.48	111,525.18
4 - Acct#00410 LGIP	2,361,291.32	509,073.19	3,246.86	512,320.05	509,084.89	2,364,526.48
001 000 Current Expense Fund	952,380.80		8,186.21	8,186.21	102,422.95	858,144.06
005 000 Current Expense Reserve Fund	115,688.25		994.40	994.40	13,967.98	102,714.67
012 000 Technology Reserve Fund	112,306.31		965.33	965.33	14,610.94	98,660.70
061 000 Employee Benefit Reserve Fund	101,193.05		869.81	869.81	13,407.15	88,655.71
100 000 Street Fund	60,544.50	344,038.39	520.41	344,558.80	62.37	405,040.93
120 000 Criminal Justice Fund	21,783.93		187.24	187.24	1,739.46	20,231.71
121 000 Forfeited Proceeds Fund	629.97		5.41	5.41	76.05	559.33
130 000 Hotel/Motel Tax	12,672.12		108.93	108.93	799.98	11,981.07
305 000 Capital Improvemnt Fund (REET)	147,018.82		1,263.70	1,263.70	1,177.61	147,104.91
306 000 Capital Improvement Fund (REET 2)	396,081.94		3,404.53	3,404.53	19,593.34	379,893.13
309 000 Myra Road Fund	0.07				0.01	0.06
311 000 Street Improvement Fund	24,440.89	5,555.88	210.08	5,765.96	25.18	30,181.67
315 000 Facility Maintenance Reserve Fund (CE)	220,148.41		1,892.29	1,892.29	30,056.76	191,983.94
320 000 Equipment Reserve Fund	193,646.02		1,664.49	1,664.49	56,533.52	138,776.99
400 000 Water Fund	62,235.45		534.95	534.95	11,670.91	51,099.49
401 000 Wastewater Fund	251,194.30		2,159.14	2,159.14	22,329.38	231,024.06
402 000 Stormwater Fund	185,697.80		1,596.17	1,596.17	15,699.23	171,594.74
403 000 Stormwater Capital Reserve Fund	50,506.95		434.13	434.13	6,098.11	44,842.97
411 000 Wastewater Equip Reserve Fund	913,045.69	19,701.91	7,848.10	27,550.01	940.63	939,655.07
431 000 Water System Construction Fund	365,868.86		3,144.83	3,144.83	44,174.30	324,839.39
500 000 Equipment Rental & Replacement	59,605.87		512.35	512.35	18,285.32	41,832.90

TREASURER'S REPORT
Fund Investments By Account

City Of College Place

07/01/2022 To: 07/31/2022

Time: 11:16:47 Date: 08/04/2022
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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
24 - 24 US Bank #0609 Safekee	4,246,690.00	369,296.18	36,502.50	405,798.68	373,671.18	4,278,817.50
	6,607,981.32	878,369.37	39,749.36	918,118.73	882,756.07	6,643,343.98

TREASURER'S REPORT**Fund Investment Totals**

City Of College Place

Time: 11:16:47 Date: 08/04/2022

07/01/2022 To: 07/31/2022

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 Current Expense Fund	952,380.80		8,186.21	8,186.21	102,422.95	858,144.06	2,262,959.84
005 Current Expense Reserve Fund	115,688.25		994.40	994.40	13,967.98	102,714.67	270,862.66
012 Technology Reserve Fund	112,306.31		965.33	965.33	14,610.94	98,660.70	260,172.17
061 Employee Benefit Reserve Fund	101,193.05		869.81	869.81	13,407.15	88,655.71	233,788.63
100 Street Fund	60,544.50	344,038.39	520.41	344,558.80	62.37	405,040.93	1,068,108.97
120 Criminal Justice Fund	21,783.93		187.24	187.24	1,739.46	20,231.71	53,351.83
121 Forfeited Proceeds Fund	629.97		5.41	5.41	76.05	559.33	1,474.96
130 Hotel/Motel Tax	12,672.12		108.93	108.93	799.98	11,981.07	31,594.56
201 ULTGO Bond Fund						0.00	25,856.17
301 Street Capital Contribution Fund						0.00	4,135.99
305 Capital Improvement Fund (REET)	147,018.82		1,263.70	1,263.70	1,177.61	147,104.91	387,921.47
306 Capital Improvement Fund (REET 2)	396,081.94		3,404.53	3,404.53	19,593.34	379,893.13	1,001,793.22
309 CDBG Projects Fund	0.07				0.01	0.06	0.15
311 Street Improvement Fund	24,440.89	5,555.88	210.08	5,765.96	25.18	30,181.67	79,590.25
315 Facility Maintenance Reserve Fund (CE)	220,148.41		1,892.29	1,892.29	30,056.76	191,983.94	506,269.25
320 Equipment Reserve Fund	193,646.02		1,664.49	1,664.49	56,533.52	138,776.99	365,960.41
330 Economic Development Fund						0.00	118.47
340 Economic Development Reserve Fund						0.00	64.87
400 Water Fund	62,235.45		534.95	534.95	11,670.91	51,099.49	134,751.39
401 Wastewater Fund	251,194.30		2,159.14	2,159.14	22,329.38	231,024.06	609,219.52
402 Stormwater Fund	185,697.80		1,596.17	1,596.17	15,699.23	171,594.74	452,502.13
403 Stormwater Capital Reserve Fund	50,506.95		434.13	434.13	6,098.11	44,842.97	118,252.69
410 Water Capital Reserve Fund	890,111.94		1,223.94	1,223.94	350,004.41	541,331.47	52,141.54
411 Wastewater Capital Reserve Fund	913,045.69	19,701.91	7,848.10	27,550.01	940.63	939,655.07	2,477,907.58
412 Wastewater Debt Service Fund	402,438.72	104,679.26	553.37	105,232.63	1.99	507,669.36	149,045.23
413 Water Capital Improvement Reserve Fund	749,609.16	350,000.00	1,030.74	351,030.74	159,076.90	941,563.00	276,430.85
425 Water Revenue Bond Fund	223,958.36	38,172.27	307.95	38,480.22	1.11	262,437.47	77,048.29
426 Water Bond Reserve Fund	95,173.14	16,221.66	130.86	16,352.52	0.48	111,525.18	32,742.37
431 Water System Construction Fund	365,868.86		3,144.83	3,144.83	44,174.30	324,839.39	856,614.32
440 Ambulance						0.00	19,117.35
500 Equipment Rental & Replacement	59,605.87		512.35	512.35	18,285.32	41,832.90	110,314.98
625 Flexible Benefits Plan Fund						0.00	12,975.12
	<u>6,607,981.32</u>	<u>878,369.37</u>	<u>39,749.36</u>	<u>918,118.73</u>	<u>882,756.07</u>	<u>6,643,343.98</u>	<u>11,933,087.23</u>

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

18,576,431.21

CASH FLOW REPORTCity of College Place
YTD 2022**REVENUES**

Fund #	Fund Name	January*	February	March	April	May	June	July	August	September	October	November	December	YTD
001	Current Expense Fund	\$438,950	\$448,624	\$ 580,949	\$ 672,815	\$ 1,405,853	\$ 575,897	\$ 517,442						\$4,640,529
5	Current Expense Fund Reserve	(725)	(1,123)	(2,019)	(851)	647	-1,068	1,022						(4,116)
12	Technology Reserve Fund	(507)	(574)	149,213	(572)	417	149,351	993						298,321
61	Employee Benefit Reserve Fund	(658)	(1,017)	(1,805)	(758)	570	-937	894						(3,711)
100	Street Fund	13,777	18,386	320,623	12,854	15,881	320,119	1,318,045						2,019,686
120	Criminal Justice Fund	3,619	(92)	(160)	3,641	54	41,459	4,122						52,641
121	Forfeited Proceeds Fund	(4)	(6)	(11)	(5)	4	-6	6						(22)
130	Hotel/Motel Tax	1,440	1,608	1,581	2,101	3,557	4,198	2,767						17,252
201	ULTGO Bond Fund	-	-	99,375	4	8	12	2						99,401
235	Commercial Drive Bond Debt Service Fund	8	-	-	119,599	-	0							119,607
301	Street Capital Contribution Fund	-	8	140,500	-	-	0	0						140,509
305	Capital Improvement Fund (REET)	9,205	-	-	16,854	23,579	13,241	61,640						124,518
306	Capital Improvement Fund (REET 2)	7,707	12,526	7,466	16,579	24,932	11,089	106,169						186,467
309	CDBG Projects Fund	-	10,205	3,305	-	-	0	34,756						
311	Street Improvement Fund	(358)	102,676	-	(216)	160	-237	216						102,241
315	Facility Maintenance Reserve Fund (CE)	(916)	(554)	(783)	(1,412)	1,072	98,231	1,945						97,583
320	Equipment Reserve Fund	(880)	(1,419)	147,450	(1,347)	1,024	223,105	1,711						369,645
330	Economic Development Fund	20	686,094	197,864	18	19	61,561	17						945,594
340	Economic Development Reserve Fund	-	18	50,020	-	-	0							50,037
400	Water Fund	128,973	-	-	118,732	127,170	140,179	161,724						676,778
401	Wastewater Fund	238,094	172,555	111,748	228,153	236,590	236,145	226,291						1,449,576
402	Stormwater Fund	53,791	251,611	236,192	48,600	50,840	49,344	51,972						742,351
403	Stormwater Capital Reserve Fund	(217)	48,249	49,671	(368)	280	49,677	446						147,738
410	Water Capital Reserve Fund	3,983	(336)	49,397	4,282	139,503	513,283	8,675						718,786
411	Wastewater Capital Reserve Fund	2,837,981	22,287	7,617	(2,533)	658,020	197,429	495,424						4,216,226
412	Wastewater Debt Service Fund	46,409	47,507	1,558,922	47,038	47,074	46,583	47,280						1,840,812
413	Water Capital Improvement Reserve Fund	76,450	42,956	52,363	83,685	81,864	80,592	82,819						500,730
425	Water & Sewer Revenue Bond Fund	19	79,958	89,400	62	117	209	333						170,097
426	2007 Water/Sewer Bond Reserve Fund	8	19	38	26	50	89	142						372
431	Water System Construction Fund	(2,293)	8	16	(2,691)	2,047	-3,377	3,233						(3,057)
440	Ambulance Fund	-	-	-	-	-	1,792	17,325						19,117
500	Equipment Rental & Replacement	(87)	(3,553)	(6,384)	(87)	448	113,535	904						104,777
625	Flexible Benefits Plan Fund	755	(196)	128,400	813	813	813	730						132,129
		<u>\$ 3,854,547</u>	<u>\$ 838</u>	<u>\$ 838</u>	<u>\$ 1,365,016</u>	<u>\$ 2,822,591</u>	<u>\$ 2,922,309</u>	<u>\$ 3,149,047</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 19,972,614</u>

*Does not include beginning balances totaling \$ 17,519,503

2022 BUDGET POSITION

City Of College Place

Time: 11:26:33 Date: 08/04/2022

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001 Current Expense Fund

Months: 01 To: 07

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

002 Taxes

001 General Property Tax	2,056,619.00	1,211,117.30	845,501.70	41.1%
002 Retail Sales & Use Tax	2,373,399.00	1,479,911.83	893,487.17	37.6%
003 Business Tax	1,491,075.00	868,961.58	622,113.42	41.7%
005 Emergency Services	400,000.00	270,380.45	129,619.55	32.4%
002 Taxes	6,321,093.00	3,830,371.16	2,490,721.84	39.4%
002 Taxes	6,321,093.00	3,830,371.16	2,490,721.84	39.4%

003 Permits & Licenses

001 Licenses & Permits	85,000.00	82,675.88	2,324.12	2.7%
002 Non-Business License & Permits	306,000.00	124,501.70	181,498.30	59.3%
003 Fire - Nuisance Abatement Notice	0.00	0.00	0.00	100.0%
003 Licenses & Permits	391,000.00	207,177.58	183,822.42	47.0%
003 Permits & Licenses	391,000.00	207,177.58	183,822.42	47.0%

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	2,316.31	(2,316.31)	0.0%
006 Engineering	15,000.00	0.00	15,000.00	100.0%
007 Planning & Development	12,200.00	16,204.41	(4,004.41)	0.0%
008 Fire Department	197,700.00	182,943.24	14,756.76	7.5%
006 Charges For Goods & Services	224,900.00	201,463.96	23,436.04	10.4%
000	2,000.00	1,999.90	0.10	0.0%
001 Security Of Persons & Property	0.00	0.00	0.00	100.0%
010 Security Of Persons/Property	2,000.00	1,999.90	0.10	0.0%
012 Court Fines And Forfeitures	0.00	0.00	0.00	100.0%
516 Personnel	0.00	0.00	0.00	100.0%
524 Building Inspection	8,800.00	726.00	8,074.00	91.8%
006 Charges For Goods & Services	235,700.00	204,189.86	31,510.14	13.4%

012 Fines & Forfeits

012 Court Fines And Forfeitures	3,600.00	647.83	2,952.17	82.0%
013 Non-court Fines / Penalties	0.00	0.00	0.00	100.0%
512 Municipal Court	45,000.00	19,644.82	25,355.18	56.3%
012 Fines & Forfeits	48,600.00	20,292.65	28,307.35	58.2%

019 Physical Environment

001 Physical Environment	0.00	0.00	0.00	100.0%
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2022 BUDGET POSITION

City Of College Place

Time: 11:26:33 Date: 08/04/2022

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001 Current Expense Fund

Months: 01 To: 07

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 Beginning Balances	1.00	0.00	1.00	100.0%
001 Interest & Other Earnings	22,000.00	(38,756.44)	60,756.44	276.2%
002 Rents & Leases	100,000.00	54,509.90	45,490.10	45.5%
005 Other Miscellaneous Revenue	55,000.00	44,015.35	10,984.65	20.0%
007 Application Fees	0.00	0.00	0.00	100.0%
010 Judgements & Settlements	0.00	0.00	0.00	100.0%
025 Miscellaneous	177,000.00	59,768.81	117,231.19	66.2%
522 Fire Control	0.00	0.00	0.00	100.0%
025 Miscellaneous	177,001.00	59,768.81	117,232.19	66.2%

030 Contributions / Donations Priv

003 Police Dept Donations	15,000.00	23,809.47	(8,809.47)	0.0%
004 Other Donations	15,000.00	2,670.27	12,329.73	82.2%
005 Fire Dept Donations	0.00	0.00	0.00	100.0%
030 Contr & Donations Priv Sources	30,000.00	26,479.74	3,520.26	11.7%
030 Contributions / Donations Priv	30,000.00	26,479.74	3,520.26	11.7%

070 Interfund Transfers

000	0.00	0.00	0.00	100.0%
070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	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	757.50	(757.50)	0.0%
101 Indirect Federal Grants	0.00	757.50	(757.50)	0.0%
000	0.00	10,000.00	(10,000.00)	0.0%
001 State Grants	7,500.00	24,786.31	(17,286.31)	0.0%

2022 BUDGET POSITION

City Of College Place

Time: 11:26:33 Date: 08/04/2022

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001 Current Expense Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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105 State Grants

002 Police Department Grants	41,325.00	873.49	40,451.51	97.9%
003 Planning Department	0.00	0.00	0.00	100.0%
005 Fire Department Grants	4,200.00	4,725.00	(525.00)	0.0%
105 State Grants	53,025.00	40,384.80	12,640.20	23.8%
100 Grants	53,025.00	41,142.30	11,882.70	22.4%

106 State Shared Revenues

107 State Entitlements	274,072.00	137,559.31	136,512.69	49.8%
106 State Shared Revenues	274,072.00	137,559.31	136,512.69	49.8%

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	90,000.00	66,327.95	23,672.05	26.3%
109 Federal Revenues	90,000.00	66,327.95	23,672.05	26.3%

380 Non-Revenues

000	900.00	998.70	(98.70)	0.0%
003 Agency & Other Type Deposits	1,000.00	2,092.49	(1,092.49)	0.0%
004 Sales Tax Collected	0.00	0.00	0.00	100.0%
005 Non-Revenues	3,000.00	0.00	3,000.00	100.0%
006 Developer / Deposits	0.00	0.47	(0.47)	0.0%
080 Non-Revenues	4,900.00	3,091.66	1,808.34	36.9%
380 Non-Revenues	4,900.00	3,091.66	1,808.34	36.9%

519 General Government Services

019 Physical Environment	0.00	7,765.29	(7,765.29)	0.0%
519 General Government Services	0.00	7,765.29	(7,765.29)	0.0%

522 Fire Department

010 Mobilization Program	82,000.00	30,508.09	51,491.91	62.8%
522 Fire Control	82,000.00	30,508.09	51,491.91	62.8%
522 Fire Department	82,000.00	30,508.09	51,491.91	62.8%

532 Public Works & Engineering

2022 BUDGET POSITION

City Of College Place

Time: 11:26:33 Date: 08/04/2022

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001 Current Expense Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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532

532	0.00	0.00	0.00	100.0%
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532 Public Works & Engineering	0.00	0.00	0.00	100.0%
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573 Spectator & Community Events

036 Recreation Chrgs/Fees	5,000.00	3,405.00	1,595.00	31.9%
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573 Spectator & Community Events	5,000.00	3,405.00	1,595.00	31.9%
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576 Parks & Recreation

036 Recreation Chrgs/Fees	0.00	0.00	0.00	100.0%
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576 Parks & Recreation	0.00	0.00	0.00	100.0%
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Fund Revenues:	7,712,391.00	4,638,079.40	3,074,311.60	39.9%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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573 Spectator & Community Events	0.00	10,000.00	(10,000.00)	0.0%
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012 Fines & Forfeits

514 Finance & Administration	0.00	0.00	0.00	100.0%
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012 Fines & Forfeits	0.00	0.00	0.00	100.0%
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070 Interfund Transfers

000	2,778,434.00	1,509,432.04	1,269,001.96	45.7%
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080 Operations/General	0.00	0.00	0.00	100.0%
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070 Operating Transfers	2,778,434.00	1,509,432.04	1,269,001.96	45.7%
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070 Interfund Transfers	2,778,434.00	1,509,432.04	1,269,001.96	45.7%
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100 Grants

521 Law Enforcement	0.00	0.00	0.00	100.0%
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558 Planning/Community Development	10,000.00	24,786.31	(14,786.31)	0.0%
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100 Grants	10,000.00	24,786.31	(14,786.31)	0.0%
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109 Federal Revenues

109 Federal Revenues	370,187.00	0.00	370,187.00	100.0%
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109 Federal Revenues	370,187.00	0.00	370,187.00	100.0%
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511 Legislative

001 Administrative	15,450.00	8,540.07	6,909.93	44.7%
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002 Official Publication Service	1,500.00	300.45	1,199.55	80.0%
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003 Training	2,300.00	85.00	2,215.00	96.3%
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004 Legislative Services	9,962.09	5,834.91	4,127.18	41.4%
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2022 BUDGET POSITION

City Of College Place

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001 Current Expense Fund

Months: 01 To: 07

Expenditures	Amt Budgeted	Expenditures	Remaining
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511 Legislative

005 Election Costs	37,000.00	34,128.45	2,871.55	7.8%
511 Legislative	66,212.09	48,888.88	17,323.21	26.2%
515 Legal	2,000.00	0.00	2,000.00	100.0%
511 Legislative	68,212.09	48,888.88	19,323.21	28.3%

512 Municipal Court

512 Municipal Court	170,000.00	125,104.34	44,895.66	26.4%
515 Legal	3,000.00	0.00	3,000.00	100.0%
512 Municipal Court	173,000.00	125,104.34	47,895.66	27.7%

513 Executive

001 Administration	108,244.44	99,517.78	8,726.66	8.1%
003 Administrative Support Assist.	200.00	0.00	200.00	100.0%
513 Executive	108,444.44	99,517.78	8,926.66	8.2%
515 Legal	750.00	0.00	750.00	100.0%
519 Other General Gov Services	8,100.00	8,130.00	(30.00)	0.0%
513 Executive	117,294.44	107,647.78	9,646.66	8.2%

514 Finance Department

514 Finance & Administration	147,922.65	64,135.13	83,787.52	56.6%
515 Legal	300.00	0.00	300.00	100.0%
514 Finance Department	148,222.65	64,135.13	84,087.52	56.7%

515 Legal

000	16,350.00	14,130.00	2,220.00	13.6%
001 Administration	121,419.39	67,201.06	54,218.33	44.7%
515 Legal	137,769.39	81,331.06	56,438.33	41.0%
515 Legal	137,769.39	81,331.06	56,438.33	41.0%

516 Human Resources

515 Legal	250.00	0.00	250.00	100.0%
000	1,000.00	0.00	1,000.00	100.0%
001 Administration	86,656.95	49,901.48	36,755.47	42.4%
002 Wellness Program Supplies	3,980.00	1,109.35	2,870.65	72.1%
516 Personnel	91,636.95	51,010.83	40,626.12	44.3%
517 Employee Benefit Program	1,200.00	700.00	500.00	41.7%
516 Human Resources	93,086.95	51,710.83	41,376.12	44.4%

2022 BUDGET POSITION

City Of College Place

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001 Current Expense Fund

Months: 01 To: 07

Expenditures	Amt Budgeted	Expenditures	Remaining
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519 General Government Services

519 Other General Gov Services	0.00	0.00	0.00	100.0%
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519 General Government Services	0.00	0.00	0.00	100.0%
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520 City Clerk/Records

515 Legal	1,500.00	0.00	1,500.00	100.0%
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520 City Clerk/Records	126,281.04	70,929.65	55,351.39	43.8%
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520 City Clerk/Records	127,781.04	70,929.65	56,851.39	44.5%
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521 Police Operations

030 Contr & Donations Priv Sources	0.00	0.00	0.00	100.0%
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515 Legal	5,000.00	0.00	5,000.00	100.0%
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001 Administration	254,455.85	150,726.48	103,729.37	40.8%
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002 Investigation	134,563.00	71,287.13	63,275.87	47.0%
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003 Patrol	1,456,867.00	752,333.03	704,533.97	48.4%
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004 School Resource Officer	96,084.00	52,210.07	43,873.93	45.7%
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005 Crime Prevention	57,627.00	4,701.46	52,925.54	91.8%
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006 Training	47,400.00	20,183.47	27,216.53	57.4%
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007 Traffic Policing	378,848.00	220,510.86	158,337.14	41.8%
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008 Support Services	232,457.25	114,538.43	117,918.82	50.7%
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009 Criminal Justice	0.00	0.00	0.00	100.0%
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012 Special Enforcement	106,231.61	56,826.53	49,405.08	46.5%
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521 Law Enforcement	2,764,533.71	1,443,317.46	1,321,216.25	47.8%
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523 Detention & Correction	28,150.00	24,687.97	3,462.03	12.3%
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539 Special Enforcement	2,000.00	0.00	2,000.00	100.0%
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521 Police Operations	2,799,683.71	1,468,005.43	1,331,678.28	47.6%
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522 Fire Department

515 Legal	1,000.00	0.00	1,000.00	100.0%
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001 Administration	21,650.00	6,919.25	14,730.75	68.0%
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002 Fire Suppression	1,768,403.00	1,018,952.78	749,450.22	42.4%
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003 Fire Prevention/Investigation	66,366.00	34,086.02	32,279.98	48.6%
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004 Training	139,713.00	70,848.46	68,864.54	49.3%
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005 Facilities	43,400.00	25,499.07	17,900.93	41.2%
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009 Grants - FEMA	0.00	0.00	0.00	100.0%
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010 Mobilization Program	4,600.00	28,067.83	(23,467.83)	0.0%
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014 Long Term Debt - Equipment	0.00	0.00	0.00	100.0%
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522 Fire Control	2,044,132.00	1,184,373.41	859,758.59	42.1%
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001 Administration	1,000.00	978.56	21.44	2.1%
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002 Training	4,250.00	1,559.84	2,690.16	63.3%
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003 Rescue & Emergency	843,729.00	310,216.65	533,512.35	63.2%
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008 Emergency Med Servs - Rescue	2,000.00	0.00	2,000.00	100.0%
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526 Emergency Medical Services	850,979.00	312,755.05	538,223.95	63.2%
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2022 BUDGET POSITION

City Of College Place

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001 Current Expense Fund

Months: 01 To: 07

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Department	2,896,111.00	1,497,128.46	1,398,982.54	48.3%

524 Building / Facilities / ISM

515 Legal	500.00	0.00	500.00	100.0%
001 Facilities	111,016.00	61,615.80	49,400.20	44.5%
002 Miscellaneous	58,565.00	58,659.73	(94.73)	0.0%
003 Annex Facility	7,000.00	3,513.62	3,486.38	49.8%
519 Other General Gov Services	176,581.00	123,789.15	52,791.85	29.9%
524 Building Inspection	213,249.39	107,089.75	106,159.64	49.8%
524 Building / Facilities / ISM	390,330.39	230,878.90	159,451.49	40.9%

525 Intergovernmental Services

525 Emergency Services	9,400.00	10,324.00	(924.00)	0.0%
525 Intergovernmental Services	9,400.00	10,324.00	(924.00)	0.0%

531 Stormwater

531 Stormwater	310,000.00	412.50	309,587.50	99.9%
531 Stormwater	310,000.00	412.50	309,587.50	99.9%

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	62,000.00	14,277.85	47,722.15	77.0%
548 Equipment Rental & Replacement	62,000.00	14,277.85	47,722.15	77.0%

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	277,202.93	86,995.63	190,207.30	68.6%
002 Development	45,945.00	(17,504.94)	63,449.94	138.1%
558 Planning/Community Development	323,147.93	69,490.69	253,657.24	78.5%
558 Planning/Community Development	339,147.93	69,490.69	269,657.24	79.5%

565 Welfare

2022 BUDGET POSITION

City Of College Place

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001 Current Expense Fund

Months: 01 To: 07

Expenditures	Amt Budgeted	Expenditures	Remaining	
565 Welfare Services				
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	1,453.42	1,546.58	51.6%
567 Alcohol & Drug Treatment	3,000.00	1,453.42	1,546.58	51.6%
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%
573 Spectator & Community Events				
001 Spectator & Community Events	70,550.00	27,582.25	42,967.75	60.9%
003 Farmer's Market	0.00	0.00	0.00	100.0%
573 Spectator & Community Events	70,550.00	27,582.25	42,967.75	60.9%
573 Spectator & Community Events	70,550.00	27,582.25	42,967.75	60.9%
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	19,100.00	19,022.50	77.50	0.4%
001 Administration	29,143.05	16,494.56	12,648.49	43.4%
002 Recreational Services	126,656.38	54,908.39	71,747.99	56.6%
003 Recreational Materials/Equip.	65,000.00	2,500.00	62,500.00	96.2%
576 Parks & Recreation	239,899.43	92,925.45	146,973.98	61.3%
576 Parks & Recreation	239,899.43	92,925.45	146,973.98	61.3%
580 Non-Expenditures				
589 Non-Expenditures	8,900.00	51,737.59	(42,837.59)	0.0%
580 Non-Expenditures	8,900.00	51,737.59	(42,837.59)	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:	11,155,510.02	5,558,182.56	5,597,327.46	50.2%

2022 BUDGET POSITION

City Of College Place

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001 Current Expense Fund

Months: 01 To: 07

Fund Excess/(Deficit):	(3,443,119.02)	(920,103.16)
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2022 BUDGET POSITION

City Of College Place

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005 Current Expense Reserve Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	1,800.00	(4,116.46)	5,916.46	328.7%
025 Miscellaneous	1,800.00	(4,116.46)	5,916.46	328.7%
025 Miscellaneous	1,800.00	(4,116.46)	5,916.46	328.7%

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%

Fund Revenues:	101,800.00	(4,116.46)	105,916.46	104.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	14.72	(14.72)	0.0%
025 Miscellaneous	0.00	14.72	(14.72)	0.0%
025 Miscellaneous	0.00	14.72	(14.72)	0.0%

Fund Expenditures:	0.00	14.72	(14.72)	0.0%
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Fund Excess/(Deficit):	101,800.00	(4,131.18)
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2022 BUDGET POSITION

City Of College Place

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012 Technology Reserve Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

025 Miscellaneous	1,500.00	(1,679.28)	3,179.28	212.0%
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025 Miscellaneous	1,500.00	(1,679.28)	3,179.28	212.0%
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070 Interfund Transfers

070 Operating Transfers	600,000.00	300,000.00	300,000.00	50.0%
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070 Interfund Transfers	600,000.00	300,000.00	300,000.00	50.0%
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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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Fund Revenues:	601,500.00	298,320.72	303,179.28	50.4%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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518 Data Processing

025 Miscellaneous	40.00	9.34	30.66	76.7%
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518 Data Processing Services	557,587.00	179,452.51	378,134.49	67.8%
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591 Interest & Debt Service	1,560.00	389.43	1,170.57	75.0%
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518 Data Processing	559,187.00	179,851.28	379,335.72	67.8%
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521 Police Operations

591 Interest & Debt Service	21,793.00	21,792.86	0.14	0.0%
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521 Police Operations	21,793.00	21,792.86	0.14	0.0%
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558 Planning/Community Development

591 Interest & Debt Service	2,805.00	1,754.19	1,050.81	37.5%
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558 Planning/Community Development	2,805.00	1,754.19	1,050.81	37.5%
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Fund Expenditures:	583,785.00	203,398.33	380,386.67	65.2%
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Fund Excess/(Deficit):	17,715.00	94,922.39
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2022 BUDGET POSITION

City Of College Place

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061 Employee Benefit Reserve Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

025 Miscellaneous	2,500.00	(3,711.21)	6,211.21	248.4%
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025 Miscellaneous	2,500.00	(3,711.21)	6,211.21	248.4%
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070 Interfund Transfers

070 Operating Transfers	100,000.00	0.00	100,000.00	100.0%
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070 Interfund Transfers	100,000.00	0.00	100,000.00	100.0%
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Fund Revenues:	102,500.00	(3,711.21)	106,211.21	103.6%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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516 Human Resources

517 Employee Benefit Program	84,600.00	16,676.50	67,923.50	80.3%
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562 Employee Benefit Reserve	65.00	13.11	51.89	79.8%
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516 Human Resources	84,665.00	16,689.61	67,975.39	80.3%
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Fund Expenditures:	84,665.00	16,689.61	67,975.39	80.3%
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Fund Excess/(Deficit):	17,835.00	(20,400.82)
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2022 BUDGET POSITION

City Of College Place

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100 Street Fund Months: 01 To: 07

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	6,000.00	3,225.00	2,775.00	46.3%
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003 Permits & Licenses	6,000.00	3,225.00	2,775.00	46.3%
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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	1,000.00	(2,131.94)	3,131.94	313.2%
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005 Other Miscellaneous Revenue	0.00	480.83	(480.83)	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	1,000.00	(1,651.11)	2,651.11	265.1%
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025 Miscellaneous	1,000.00	(1,651.11)	2,651.11	265.1%
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070 Interfund Transfers

070 Operating Transfers	800,000.00	600,000.00	200,000.00	25.0%
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070 Interfund Transfers	800,000.00	600,000.00	200,000.00	25.0%
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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	212,771.00	110,079.22	102,691.78	48.3%
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106 State Shared Revenues	212,771.00	110,079.22	102,691.78	48.3%
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109 Federal Revenues

109 Federal Revenues	1,300,411.00	1,301,682.00	(1,271.00)	0.0%
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109 Federal Revenues	1,300,411.00	1,301,682.00	(1,271.00)	0.0%
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2022 BUDGET POSITION

City Of College Place

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100 Street Fund Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
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542 Street Department

019 Physical Environment	0.00	6,350.77	(6,350.77)	0.0%
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542 Street Department	0.00	6,350.77	(6,350.77)	0.0%
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Fund Revenues:	2,320,182.00	2,019,685.88	300,496.12	13.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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025 Miscellaneous

000	25.00	220.92	(195.92)	0.0%
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025 Miscellaneous	25.00	220.92	(195.92)	0.0%
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025 Miscellaneous	25.00	220.92	(195.92)	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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100 Grants

544 Engineering	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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542 Street Department

515 Legal	0.00	0.00	0.00	100.0%
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004 Traveled Way	191,638.15	144,440.81	47,197.34	24.6%
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005 Street Lighting	40,000.00	20,532.59	19,467.41	48.7%
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006 Traffic Control Devices	101,357.74	71,976.32	29,381.42	29.0%
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007 Snow & Ice Removal	38,681.48	20,705.89	17,975.59	46.5%
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008 Street Cleaning	0.00	0.00	0.00	100.0%
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009 Roadside	61,111.47	28,069.93	33,041.54	54.1%
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011 Interfund Transfers	340,000.00	416,750.00	(76,750.00)	0.0%
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012 Capital Projects	0.00	0.00	0.00	100.0%
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542 Road & Street Maintenance	772,788.84	702,475.54	70,313.30	9.1%
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001 Administration	115,632.87	65,655.42	49,977.45	43.2%
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002 General Services	22,220.00	22,248.42	(28.42)	0.0%
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004 Training	1,000.00	400.00	600.00	60.0%
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543 Road & Street General Admin.	138,852.87	88,303.84	50,549.03	36.4%
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542 Street Department	911,641.71	790,779.38	120,862.33	13.3%
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544 Engineering

544 Engineering	69,064.37	10,927.60	58,136.77	84.2%
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2022 BUDGET POSITION

City Of College Place

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100 Street Fund	Months: 01 To: 07			
Expenditures	Amt Budgeted	Expenditures	Remaining	
544 Engineering	69,064.37	10,927.60	58,136.77	84.2%
Fund Expenditures:	980,731.08	801,927.90	178,803.18	18.2%
Fund Excess/(Deficit):	1,339,450.92	1,217,757.98		

2022 BUDGET POSITION

City Of College Place

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120 Criminal Justice Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	150.00	(244.41)	394.41	262.9%
025 Miscellaneous	150.00	(244.41)	394.41	262.9%
025 Miscellaneous	150.00	(244.41)	394.41	262.9%

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	15,383.00	52,885.08	(37,502.08)	0.0%
106 State Shared Revenues	15,383.00	52,885.08	(37,502.08)	0.0%

511 Legislative

521 Law Enforcement	0.00	0.00	0.00	100.0%
511 Legislative	0.00	0.00	0.00	100.0%

Fund Revenues:	15,533.00	52,640.67	(37,107.67)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	1.47	(1.47)	0.0%
025 Miscellaneous	0.00	1.47	(1.47)	0.0%
025 Miscellaneous	0.00	1.47	(1.47)	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	13,977.00	7,595.26	6,381.74	45.7%
009 Criminal Justice	0.00	0.00	0.00	100.0%
521 Law Enforcement	13,977.00	7,595.26	6,381.74	45.7%

2022 BUDGET POSITION

City Of College Place

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120 Criminal Justice Fund			Months: 01 To: 07	
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Interest & Debt Service				
591 Interest & Debt Service	26,000.00	17,000.00	9,000.00	34.6%
521 Police Operations	39,977.00	24,595.26	15,381.74	38.5%
Fund Expenditures:	39,977.00	24,596.73	15,380.27	38.5%
Fund Excess/(Deficit):	(24,444.00)	28,043.94		

2022 BUDGET POSITION

City Of College Place

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121 Forfeited Proceeds Fund

Months: 01 To: 07

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	(27.66)	27.66	100.0%
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025 Miscellaneous	0.00	(27.66)	27.66	100.0%
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035 Other Miscellaneous	20.00	5.27	14.73	73.7%
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025 Miscellaneous	20.00	(22.39)	42.39	212.0%
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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:	520.00	(22.39)	542.39	104.3%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	0.08	(0.08)	0.0%
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025 Miscellaneous	0.00	0.08	(0.08)	0.0%
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025 Miscellaneous	0.00	0.08	(0.08)	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	0.08	(0.08)	0.0%
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Fund Excess/(Deficit):	520.00	(22.47)
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2022 BUDGET POSITION

City Of College Place

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130 Hotel/Motel Tax Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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002 Taxes

002 Taxes	36,000.00	17,679.68	18,320.32	50.9%
002 Taxes	36,000.00	17,679.68	18,320.32	50.9%

025 Miscellaneous

025 Miscellaneous	0.00	(528.16)	528.16	100.0%
035 Other Miscellaneous	200.00	100.44	99.56	49.8%
025 Miscellaneous	200.00	(427.72)	627.72	313.9%

Fund Revenues:	36,200.00	17,251.96	18,948.04	52.3%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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557 Tourism

557 Economic Development	30,100.00	9,740.56	20,359.44	67.6%
557 Tourism	30,100.00	9,740.56	20,359.44	67.6%

Fund Expenditures:	30,100.00	9,740.56	20,359.44	67.6%
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Fund Excess/(Deficit):	6,100.00	7,511.40
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2022 BUDGET POSITION

City Of College Place

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201 ULTGO Bond Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	10.00	27.04	(17.04)	0.0%
025 Miscellaneous	10.00	27.04	(17.04)	0.0%
025 Miscellaneous	10.00	27.04	(17.04)	0.0%

070 Interfund Transfers

070 Operating Transfers	487,950.00	99,375.00	388,575.00	79.6%
070 Interfund Transfers	487,950.00	99,375.00	388,575.00	79.6%

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:	487,960.00	99,402.04	388,557.96	79.6%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	30.31	(30.31)	0.0%
025 Miscellaneous	0.00	30.31	(30.31)	0.0%
025 Miscellaneous	0.00	30.31	(30.31)	0.0%

590 Long Term Debt Payment/Interes

000	487,050.00	89,025.00	398,025.00	81.7%
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	89,025.00	398,025.00	81.7%
590 Long Term Debt Payment/Interes	487,050.00	89,025.00	398,025.00	81.7%

Fund Expenditures:	487,050.00	89,055.31	397,994.69	81.7%
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Fund Excess/(Deficit):	910.00	10,346.73
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2022 BUDGET POSITION

City Of College Place

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235 Commercial Drive Bond Debt Service Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

025 Miscellaneous	250.00	58.65	191.35	76.5%
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025 Miscellaneous	250.00	58.65	191.35	76.5%
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070 Interfund Transfers

070 Operating Transfers	140,484.00	260,057.04	(119,573.04)	0.0%
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070 Interfund Transfers	140,484.00	260,057.04	(119,573.04)	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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Fund Revenues:	140,734.00	260,115.69	(119,381.69)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

514 Finance & Administration	0.00	1.52	(1.52)	0.0%
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025 Miscellaneous	0.00	1.52	(1.52)	0.0%
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590 Long Term Debt Payment/Interes

001 Long Term Debt Redemption	122,924.00	379,381.62	(256,457.62)	0.0%
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002 Interest & Other Debt Costs	17,559.00	24,438.25	(6,879.25)	0.0%
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591 Interest & Debt Service	140,483.00	403,819.87	(263,336.87)	0.0%
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590 Long Term Debt Payment/Interes	140,483.00	403,819.87	(263,336.87)	0.0%
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Fund Expenditures:	140,483.00	403,821.39	(263,338.39)	0.0%
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Fund Excess/(Deficit):	251.00	(143,705.70)
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2022 BUDGET POSITION

City Of College Place

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301 Street Capital Contribution Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

025 Miscellaneous	20.00	0.99	19.01	95.1%
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025 Miscellaneous	20.00	0.99	19.01	95.1%
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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	61,000.00	0.00	61,000.00	100.0%
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370 Capital Contributions	61,000.00	0.00	61,000.00	100.0%
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Fund Revenues:	61,020.00	0.99	61,019.01	100.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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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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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:	50,000.00	0.00	50,000.00	100.0%
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Fund Excess/(Deficit):	11,020.00	0.99		
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2022 BUDGET POSITION

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305 Capital Improvement Fund (REET)

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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002 Taxes

002 Taxes	210,000.00	149,871.40	60,128.60	28.6%
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002 Taxes	210,000.00	149,871.40	60,128.60	28.6%
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025 Miscellaneous

001 Interest & Other Earnings	2,500.00	(5,361.69)	7,861.69	314.5%
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025 Miscellaneous	2,500.00	(5,361.69)	7,861.69	314.5%
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025 Miscellaneous	2,500.00	(5,361.69)	7,861.69	314.5%
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Fund Revenues:	212,500.00	144,509.71	67,990.29	32.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	19.11	(19.11)	0.0%
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025 Miscellaneous	0.00	19.11	(19.11)	0.0%
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025 Miscellaneous	0.00	19.11	(19.11)	0.0%
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070 Interfund Transfers

070 Operating Transfers	0.00	61,544.80	(61,544.80)	0.0%
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070 Interfund Transfers	0.00	61,544.80	(61,544.80)	0.0%
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542 Street Department

542 Road & Street Maintenance	160,000.00	15,576.64	144,423.36	90.3%
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542 Street Department	160,000.00	15,576.64	144,423.36	90.3%
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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:	160,000.00	77,140.55	82,859.45	51.8%
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Fund Excess/(Deficit):	52,500.00	67,369.16
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2022 BUDGET POSITION

City Of College Place

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306 Capital Improvement Fund (REET 2)

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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002 Taxes

002 Taxes	210,000.00	149,871.42	60,128.58	28.6%
002 Taxes	210,000.00	149,871.42	60,128.58	28.6%

025 Miscellaneous

001 Interest & Other Earnings	4,000.00	(13,713.82)	17,713.82	442.8%
005 Other Miscellaneous Revenue	0.00	0.00	0.00	100.0%
025 Miscellaneous	4,000.00	(13,713.82)	17,713.82	442.8%
025 Miscellaneous	4,000.00	(13,713.82)	17,713.82	442.8%

030 Contributions / Donations Priv

030 Contr & Donations Priv Sources	500,000.00	42,328.00	457,672.00	91.5%
030 Contributions / Donations Priv	500,000.00	42,328.00	457,672.00	91.5%

100 Grants

102 Grants - Private Sources	0.00	1,500.00	(1,500.00)	0.0%
105 State Grants	1,500,000.00	0.00	1,500,000.00	100.0%
100 Grants	1,500,000.00	1,500.00	1,498,500.00	99.9%

Fund Revenues:	2,214,000.00	179,985.60	2,034,014.40	91.9%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	49.69	(49.69)	0.0%
025 Miscellaneous	0.00	49.69	(49.69)	0.0%
025 Miscellaneous	0.00	49.69	(49.69)	0.0%

596 Capital Expenditures

594 Capital Improvements	3,256,683.00	46,225.40	3,210,457.60	98.6%
596 Capital Expenditures	3,256,683.00	46,225.40	3,210,457.60	98.6%

Fund Expenditures:	3,256,683.00	46,275.09	3,210,407.91	98.6%
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Fund Excess/(Deficit):	(1,042,683.00)	133,710.51
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2022 BUDGET POSITION

City Of College Place

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309 CDBG Projects Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	0.00	0.06	(0.06)	0.0%
025 Miscellaneous	0.00	0.06	(0.06)	0.0%
025 Miscellaneous	0.00	0.06	(0.06)	0.0%

100 Grants

101 Indirect Federal Grants	364,000.00	137,431.20	226,568.80	62.2%
100 Grants	364,000.00	137,431.20	226,568.80	62.2%

Fund Revenues:	364,000.00	137,431.26	226,568.74	62.2%
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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%

100 Grants

594 Capital Improvements	0.00	0.00	0.00	100.0%
100 Grants	0.00	0.00	0.00	100.0%

531 Stormwater

594 Capital Improvements	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	364,000.00	102,675.62	261,324.38	71.8%
542 Street Department	364,000.00	102,675.62	261,324.38	71.8%

558 Planning/Community Development

558 Planning/Community Development	0.00	34,755.58	(34,755.58)	0.0%
558 Planning/Community Development	0.00	34,755.58	(34,755.58)	0.0%

Fund Expenditures:	364,000.00	137,431.20	226,568.80	62.2%
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Fund Excess/(Deficit):	0.00	0.06
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2022 BUDGET POSITION

City Of College Place

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311 Street Improvement Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	2,000.00	(1,772.23)	3,772.23	188.6%
025 Miscellaneous	2,000.00	(1,772.23)	3,772.23	188.6%
025 Miscellaneous	2,000.00	(1,772.23)	3,772.23	188.6%

070 Interfund Transfers

070 Operating Transfers	60,000.00	0.00	60,000.00	100.0%
070 Interfund Transfers	60,000.00	0.00	60,000.00	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	1,969,741.00	0.00	1,969,741.00	100.0%
100 Grants	2,040,841.00	0.00	2,040,841.00	100.0%

Fund Revenues:	2,102,841.00	(1,772.23)	2,104,613.23	100.1%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	25.00	4.96	20.04	80.2%
025 Miscellaneous	25.00	4.96	20.04	80.2%
025 Miscellaneous	25.00	4.96	20.04	80.2%

070 Interfund Transfers

070 Operating Transfers	100,000.00	50,000.00	50,000.00	50.0%
070 Interfund Transfers	100,000.00	50,000.00	50,000.00	50.0%

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	1,000,000.00	0.00	1,000,000.00	100.0%
012 Capital Projects	1,034,560.00	24,837.76	1,009,722.24	97.6%
542 Road & Street Maintenance	2,034,560.00	24,837.76	2,009,722.24	98.8%
542 Street Department	2,034,560.00	24,837.76	2,009,722.24	98.8%

Fund Expenditures:	2,134,585.00	74,842.72	2,059,742.28	96.5%
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2022 BUDGET POSITION

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311 Street Improvement Fund

Months: 01 To: 07

Fund Excess/(Deficit):	(31,744.00)	(76,614.95)
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2022 BUDGET POSITION

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315 Facility Maintenance Reserve Fund (CE)

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	1,500.00	(5,048.33)	6,548.33	436.6%
025 Miscellaneous	1,500.00	(5,048.33)	6,548.33	436.6%
025 Miscellaneous	1,500.00	(5,048.33)	6,548.33	436.6%

070 Interfund Transfers

070 Operating Transfers	500,000.00	250,000.00	250,000.00	50.0%
070 Interfund Transfers	500,000.00	250,000.00	250,000.00	50.0%

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:	501,500.00	244,951.67	256,548.33	51.2%
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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	22.28	77.72	77.7%
025 Miscellaneous	100.00	22.28	77.72	77.7%
025 Miscellaneous	100.00	22.28	77.72	77.7%

524 Building / Facilities / ISM

519 Other General Gov Services	492,900.00	23,812.36	469,087.64	95.2%
524 Building / Facilities / ISM	492,900.00	23,812.36	469,087.64	95.2%

Fund Expenditures:	493,000.00	23,834.64	469,165.36	95.2%
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Fund Excess/(Deficit):	8,500.00	221,117.03
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City Of College Place

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320 Equipment Reserve Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

025 Miscellaneous	2,500.00	(4,025.84)	6,525.84	261.0%
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025 Miscellaneous	2,500.00	(4,025.84)	6,525.84	261.0%
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070 Interfund Transfers

070 Operating Transfers	1,725,130.00	1,111,598.15	613,531.85	35.6%
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070 Interfund Transfers	1,725,130.00	1,111,598.15	613,531.85	35.6%
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Fund Revenues:	1,727,630.00	1,107,572.31	620,057.69	35.9%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

514 Finance & Administration	0.00	19.47	(19.47)	0.0%
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025 Miscellaneous	0.00	19.47	(19.47)	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	119,231.16	(119,231.16)	0.0%
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591 Interest & Debt Service	157,130.00	7,175.09	149,954.91	95.4%
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521 Police Operations	157,130.00	126,406.25	30,723.75	19.6%
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522 Fire Department

001 Administration	1,004,000.00	934,611.44	69,388.56	6.9%
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010 Mobilization Program	125,000.00	0.00	125,000.00	100.0%
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522 Fire Control	1,129,000.00	934,611.44	194,388.56	17.2%
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526 Emergency Medical Services	0.00	0.00	0.00	100.0%
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522 Fire Department	1,129,000.00	934,611.44	194,388.56	17.2%
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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	415,000.00	61.75	414,938.25	100.0%
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542 Street Department	415,000.00	61.75	414,938.25	100.0%
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Fund Expenditures:	1,701,130.00	1,061,098.91	640,031.09	37.6%
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2022 BUDGET POSITION

City Of College Place

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320 Equipment Reserve Fund

Months: 01 To: 07

Fund Excess/(Deficit):	26,500.00	46,473.40
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2022 BUDGET POSITION

City Of College Place

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330 Economic Development Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	250.00	127.92	122.08	48.8%
025 Miscellaneous	250.00	127.92	122.08	48.8%
025 Miscellaneous	250.00	127.92	122.08	48.8%

070 Interfund Transfers

070 Operating Transfers	140,000.00	111,544.80	28,455.20	20.3%
070 Interfund Transfers	140,000.00	111,544.80	28,455.20	20.3%

Fund Revenues:	140,250.00	111,672.72	28,577.28	20.4%
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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	712,879.14	(112,879.14)	0.0%
542 Road & Street Maintenance	600,000.00	712,879.14	(112,879.14)	0.0%
542 Street Department	600,000.00	712,879.14	(112,879.14)	0.0%

Fund Expenditures:	600,000.00	712,879.14	(112,879.14)	0.0%
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Fund Excess/(Deficit):	(459,750.00)	(601,206.42)
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2022 BUDGET POSITION

City Of College Place

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340 Economic Development Reserve Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

025 Miscellaneous	0.00	0.01	(0.01)	0.0%
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025 Miscellaneous	0.00	0.01	(0.01)	0.0%
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Fund Revenues:	0.00	0.01	(0.01)	0.0%
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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%
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025 Miscellaneous	0.00	0.00	0.00	100.0%
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590 Long Term Debt Payment/Interes

591 Interest & Debt Service	0.00	0.00	0.00	100.0%
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590 Long Term Debt Payment/Interes	0.00	0.00	0.00	100.0%
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Fund Expenditures:	0.00	0.00	0.00	100.0%
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Fund Excess/(Deficit):	0.00	0.01
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2022 BUDGET POSITION

City Of College Place

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400 Water Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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003 Permits & Licenses

003 Licenses & Permits	0.00	21,900.00	(21,900.00)	0.0%
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003 Permits & Licenses	0.00	21,900.00	(21,900.00)	0.0%
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006 Charges For Goods & Services

001 Charges For Goods & Services	50,000.00	7,956.32	42,043.68	84.1%
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004 Fines / Penalties / Charges	5,000.00	3,277.45	1,722.55	34.5%
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009 Water	1,943,216.00	899,294.20	1,043,921.80	53.7%
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006 Charges For Goods & Services	1,998,216.00	910,527.97	1,087,688.03	54.4%
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006 Charges For Goods & Services	1,998,216.00	910,527.97	1,087,688.03	54.4%
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012 Fines & Forfeits

006 Charges For Goods & Services	10,000.00	10,578.86	(578.86)	0.0%
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012 Fines & Forfeits	10,000.00	10,578.86	(578.86)	0.0%
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025 Miscellaneous

001 Interest & Other Earnings	3,000.00	(5,779.24)	8,779.24	292.6%
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002 Rents & Leases	25,000.00	10,950.30	14,049.70	56.2%
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005 Other Miscellaneous Revenue	10,000.00	1,253.94	8,746.06	87.5%
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025 Miscellaneous	38,000.00	6,425.00	31,575.00	83.1%
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025 Miscellaneous	38,000.00	6,425.00	31,575.00	83.1%
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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	0.00	0.00	100.0%
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100 Grants	0.00	0.00	0.00	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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380 Non-Revenues

080 Non-Revenues	0.00	1,500.00	(1,500.00)	0.0%
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380 Non-Revenues	0.00	1,500.00	(1,500.00)	0.0%
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2022 BUDGET POSITION

City Of College Place

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400 Water Fund Months: 01 To: 07

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	22,000.00	10,149.64	11,850.36	53.9%
534 Water Utilities	22,000.00	10,149.64	11,850.36	53.9%

534 Water Department	22,000.00	10,149.64	11,850.36	53.9%
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Fund Revenues:	2,068,216.00	961,081.47	1,107,134.53	53.5%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	549.34	(549.34)	0.0%
025 Miscellaneous	0.00	549.34	(549.34)	0.0%
025 Miscellaneous	0.00	549.34	(549.34)	0.0%

070 Interfund Transfers

070 Operating Transfers	337,000.00	309,250.00	27,750.00	8.2%
070 Interfund Transfers	337,000.00	309,250.00	27,750.00	8.2%

100 Grants

101 Indirect Federal Grants	0.00	0.00	0.00	100.0%
100 Grants	0.00	0.00	0.00	100.0%

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	608,303.97	372,757.67	235,546.30	38.7%
002 Administrative/Planning	44,607.31	26,018.77	18,588.54	41.7%
003 Maintenance	616,369.62	310,561.79	305,807.83	49.6%
004 Operations / General	284,784.02	133,447.80	151,336.22	53.1%
005 Capital Expenditures	0.00	0.00	0.00	100.0%
009 Finance	186,202.24	95,938.96	90,263.28	48.5%
534 Water Utilities	1,740,267.16	938,724.99	801,542.17	46.1%
534 Water Department	1,740,267.16	938,724.99	801,542.17	46.1%

580 Non-Expenditures

589 Non-Expenditures	0.00	1,500.00	(1,500.00)	0.0%
580 Non-Expenditures	0.00	1,500.00	(1,500.00)	0.0%

597 Interfund Transfers

City Of College Place

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400 Water Fund	Months: 01 To: 07			
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:	2,077,267.16	1,250,024.33	827,242.83	39.8%
Fund Excess/(Deficit):	(9,051.16)	(288,942.86)		

2022 BUDGET POSITION

City Of College Place

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401 Wastewater Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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003 Permits & Licenses

003 Licenses & Permits	0.00	15,965.35	(15,965.35)	0.0%
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003 Permits & Licenses	0.00	15,965.35	(15,965.35)	0.0%
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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	2,893,723.00	1,642,465.96	1,251,257.04	43.2%
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006 Charges For Goods & Services	2,893,723.00	1,642,465.96	1,251,257.04	43.2%
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006 Charges For Goods & Services	2,893,723.00	1,642,465.96	1,251,257.04	43.2%
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012 Fines & Forfeits

006 Charges For Goods & Services	5,000.00	3,756.24	1,243.76	24.9%
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012 Fines & Forfeits	5,000.00	3,756.24	1,243.76	24.9%
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019 Physical Environment

019 Physical Environment	871.00	304.35	566.65	65.1%
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019 Physical Environment	871.00	304.35	566.65	65.1%
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025 Miscellaneous

001 Interest & Other Earnings	9,000.00	(9,616.46)	18,616.46	206.8%
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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	200.04	(200.04)	0.0%
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025 Miscellaneous	9,000.00	(9,416.42)	18,416.42	204.6%
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025 Miscellaneous	9,000.00	(9,416.42)	18,416.42	204.6%
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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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2022 BUDGET POSITION

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401 Wastewater Fund Months: 01 To: 07

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:	2,908,594.00	1,653,075.48	1,255,518.52	43.2%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	120.00	376.63	(256.63)	0.0%
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025 Miscellaneous	120.00	376.63	(256.63)	0.0%
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025 Miscellaneous	120.00	376.63	(256.63)	0.0%
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070 Interfund Transfers

000	300,000.00	300,000.00	0.00	0.0%
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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	300,000.00	0.00	0.0%
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070 Interfund Transfers	300,000.00	300,000.00	0.00	0.0%
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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	1,876,003.40	1,090,838.51	785,164.89	41.9%
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002 Administration / Planning	36,916.39	21,533.81	15,382.58	41.7%
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003 Maintenance	21,500.00	2,319.42	19,180.58	89.2%
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004 Operations / General	105,646.00	54,545.66	51,100.34	48.4%
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005 Operations / Testing	0.00	0.00	0.00	100.0%
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012 Finance	200,746.88	96,227.25	104,519.63	52.1%
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535 Wastewater Utilities	2,240,812.67	1,265,464.65	975,348.02	43.5%
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535 Wastewater Department	2,242,312.67	1,265,464.65	976,848.02	43.6%
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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:	2,542,432.67	1,565,841.28	976,591.39	38.4%
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401 Wastewater Fund

Months: 01 To: 07

Fund Excess/(Deficit):	366,161.33	87,234.20
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2022 BUDGET POSITION

City Of College Place

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402 Stormwater Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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006 Charges For Goods & Services

006 Charges For Goods & Services	605,000.00	357,563.95	247,436.05	40.9%
025 Miscellaneous	0.00	0.01	(0.01)	0.0%
006 Charges For Goods & Services	605,000.00	357,563.96	247,436.04	40.9%

012 Fines & Forfeits

006 Charges For Goods & Services	10,000.00	1,304.09	8,695.91	87.0%
012 Fines & Forfeits	10,000.00	1,304.09	8,695.91	87.0%

019 Physical Environment

019 Physical Environment	0.00	351.91	(351.91)	0.0%
019 Physical Environment	0.00	351.91	(351.91)	0.0%

025 Miscellaneous

001 Interest & Other Earnings	2,500.00	(6,460.24)	8,960.24	358.4%
005 Other Miscellaneous Revenue	0.00	90.93	(90.93)	0.0%
025 Miscellaneous	2,500.00	(6,369.31)	8,869.31	354.8%
025 Miscellaneous	2,500.00	(6,369.31)	8,869.31	354.8%

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%

100 Grants

105 State Grants	0.00	(382.55)	382.55	100.0%
100 Grants	0.00	(382.55)	382.55	100.0%

Fund Revenues:	617,500.00	352,468.10	265,031.90	42.9%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	134.73	(134.73)	0.0%
025 Miscellaneous	0.00	134.73	(134.73)	0.0%
025 Miscellaneous	0.00	134.73	(134.73)	0.0%

531 Stormwater

515 Legal	0.00	0.00	0.00	100.0%
001 Administration / General	107,519.73	67,813.88	39,705.85	36.9%
002 Administration / Engineering	56,679.14	23,861.80	32,817.34	57.9%

2022 BUDGET POSITION

City Of College Place

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402 Stormwater Fund

Months: 01 To: 07

Expenditures	Amt Budgeted	Expenditures	Remaining	
531 Stormwater				
003 Maintenance	192,049.38	46,175.03	145,874.35	76.0%
004 Operations / General	127,500.00	100,754.07	26,745.93	21.0%
005 Finance	105,486.33	58,313.89	47,172.44	44.7%
531 Stormwater	589,234.58	296,918.67	292,315.91	49.6%
531 Stormwater	589,234.58	296,918.67	292,315.91	49.6%
Fund Expenditures:	589,234.58	297,053.40	292,181.18	49.6%
Fund Excess/(Deficit):	28,265.42	55,414.70		

2022 BUDGET POSITION

City Of College Place

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403 Stormwater Capital Reserve Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	2,200.00	(1,120.93)	3,320.93	151.0%
025 Miscellaneous	2,200.00	(1,120.93)	3,320.93	151.0%
025 Miscellaneous	2,200.00	(1,120.93)	3,320.93	151.0%

070 Interfund Transfers

000	0.00	0.00	0.00	100.0%
080 Operations/General	125,000.00	100,000.00	25,000.00	20.0%
070 Operating Transfers	125,000.00	100,000.00	25,000.00	20.0%
070 Interfund Transfers	125,000.00	100,000.00	25,000.00	20.0%

100 Grants

100 Direct Federal Grants	0.00	0.00	0.00	100.0%
105 State Grants	1,005,500.00	0.00	1,005,500.00	100.0%
100 Grants	1,005,500.00	0.00	1,005,500.00	100.0%

109 Federal Revenues

109 Federal Revenues	70,325.00	0.00	70,325.00	100.0%
109 Federal Revenues	70,325.00	0.00	70,325.00	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:	1,203,025.00	98,879.07	1,104,145.93	91.8%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	5.24	(5.24)	0.0%
025 Miscellaneous	0.00	5.24	(5.24)	0.0%
025 Miscellaneous	0.00	5.24	(5.24)	0.0%

531 Stormwater

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City Of College Place

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403 Stormwater Capital Reserve Fund

Months: 01 To: 07

Expenditures	Amt Budgeted	Expenditures	Remaining
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531 Stormwater

000	530,000.00	0.00	530,000.00	100.0%
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006 Capital Projects	0.00	0.00	0.00	100.0%
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531 Stormwater	530,000.00	0.00	530,000.00	100.0%
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531 Stormwater	530,000.00	0.00	530,000.00	100.0%
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590 Long Term Debt Payment/Interes

001 Long Term Debt Redemption	43,355.00	44,633.53	(1,278.53)	0.0%
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002 Interest & Other Debt Costs	5,347.00	4,067.74	1,279.26	23.9%
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591 Interest & Debt Service	48,702.00	48,701.27	0.73	0.0%
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590 Long Term Debt Payment/Interes	48,702.00	48,701.27	0.73	0.0%
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Fund Expenditures:	578,702.00	48,706.51	529,995.49	91.6%
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Fund Excess/(Deficit):	624,323.00	50,172.56
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410 Water Capital Reserve Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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003 Permits & Licenses

003 Licenses & Permits	500,000.00	46,298.33	453,701.67	90.7%
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003 Permits & Licenses	500,000.00	46,298.33	453,701.67	90.7%
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025 Miscellaneous

000	2,000.00	3,562.34	(1,562.34)	0.0%
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001 Interest & Other Earnings	0.00	763.94	(763.94)	0.0%
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005 Other Miscellaneous Revenue	0.00	0.00	0.00	100.0%
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025 Miscellaneous	2,000.00	4,326.28	(2,326.28)	0.0%
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026 Rentals & Leases	94,200.00	0.00	94,200.00	100.0%
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025 Miscellaneous	96,200.00	4,326.28	91,873.72	95.5%
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070 Interfund Transfers

070 Operating Transfers	337,000.00	309,250.00	27,750.00	8.2%
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070 Interfund Transfers	337,000.00	309,250.00	27,750.00	8.2%
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100 Grants

102 Grants - Private Sources	450,000.00	202,909.00	247,091.00	54.9%
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105 State Grants	1,005,362.00	0.00	1,005,362.00	100.0%
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100 Grants	1,455,362.00	202,909.00	1,252,453.00	86.1%
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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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109 Federal Revenues

109 Federal Revenues	299,862.00	0.00	299,862.00	100.0%
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109 Federal Revenues	299,862.00	0.00	299,862.00	100.0%
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370 Capital Contributions

370 Capital Contributions	0.00	1,891.93	(1,891.93)	0.0%
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370 Capital Contributions	0.00	1,891.93	(1,891.93)	0.0%
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390 Loan Proceeds

110 Federal Loans	2,850,000.00	134,953.85	2,715,046.15	95.3%
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390 Loan Proceeds	2,850,000.00	134,953.85	2,715,046.15	95.3%
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Fund Revenues:	5,538,424.00	699,629.39	4,838,794.61	87.4%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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2022 BUDGET POSITION

City Of College Place

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410 Water Capital Reserve Fund

Months: 01 To: 07

Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	280.00	54.27	225.73	80.6%
025 Miscellaneous	280.00	54.27	225.73	80.6%
025 Miscellaneous	280.00	54.27	225.73	80.6%

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%

534 Water Department

000	0.00	134,953.85	(134,953.85)	0.0%
001 Administration / General	4,964,000.00	1,481,771.51	3,482,228.49	70.1%
534 Water Utilities	4,964,000.00	1,616,725.36	3,347,274.64	67.4%
534 Water Department	4,964,000.00	1,616,725.36	3,347,274.64	67.4%

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:	4,964,280.00	1,616,779.63	3,347,500.37	67.4%
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Fund Excess/(Deficit):	574,144.00	(917,150.24)
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2022 BUDGET POSITION

City Of College Place

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411 Wastewater Capital Reserve Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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003 Permits & Licenses

003 Licenses & Permits	300,000.00	32,000.00	268,000.00	89.3%
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003 Permits & Licenses	300,000.00	32,000.00	268,000.00	89.3%
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025 Miscellaneous

000	2,500.00	5,738.06	(3,238.06)	0.0%
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001 Interest & Other Earnings	0.00	(25,142.24)	25,142.24	100.0%
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005 Other Miscellaneous Revenue	0.00	0.00	0.00	100.0%
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025 Miscellaneous	2,500.00	(19,404.18)	21,904.18	876.2%
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025 Miscellaneous	2,500.00	(19,404.18)	21,904.18	876.2%
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070 Interfund Transfers

070 Operating Transfers	600,000.00	300,000.00	300,000.00	50.0%
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070 Interfund Transfers	600,000.00	300,000.00	300,000.00	50.0%
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100 Grants

100 Direct Federal Grants	0.00	0.00	0.00	100.0%
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103 Intergovernmental Local Grants	0.00	0.00	0.00	100.0%
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105 State Grants	0.00	164,781.79	(164,781.79)	0.0%
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100 Grants	0.00	164,781.79	(164,781.79)	0.0%
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107 Loan Proceeds

092 Loan Receipts	3,640,000.00	3,694,045.32	(54,045.32)	0.0%
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000	2,000,000.00	0.00	2,000,000.00	100.0%
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001 Direct State Loans	0.00	1,621,327.89	(1,621,327.89)	0.0%
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111 State Loans	2,000,000.00	1,621,327.89	378,672.11	18.9%
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107 Loan Proceeds	5,640,000.00	5,315,373.21	324,626.79	5.8%
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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

090 Disposition Of Fixed Assets	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:	6,542,500.00	5,792,750.82	749,749.18	11.5%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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2022 BUDGET POSITION

City Of College Place

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411 Wastewater Capital Reserve Fund

Months: 01 To: 07

Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	91.28	(91.28)	0.0%
025 Miscellaneous	0.00	91.28	(91.28)	0.0%
025 Miscellaneous	0.00	91.28	(91.28)	0.0%

535 Wastewater Department

003 Maintenance	300,000.00	166,626.32	133,373.68	44.5%
005 Operations / Testing	0.00	0.00	0.00	100.0%
007 Interest Payment	0.00	0.00	0.00	100.0%
008 Capitalized Expenditures	2,000,000.00	3,858,872.89	(1,858,872.89)	0.0%
009 Operating Transfers	641,859.00	182,651.01	459,207.99	71.5%
535 Wastewater Utilities	2,941,859.00	4,208,150.22	(1,266,291.22)	0.0%
535 Wastewater Department	2,941,859.00	4,208,150.22	(1,266,291.22)	0.0%
Fund Expenditures:	2,941,859.00	4,208,241.50	(1,266,382.50)	0.0%
Fund Excess/(Deficit):	3,600,641.00	1,584,509.32		

2022 BUDGET POSITION

City Of College Place

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412 Wastewater Debt Service Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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006 Charges For Goods & Services

006 Charges For Goods & Services	721,211.00	328,406.82	392,804.18	54.5%
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006 Charges For Goods & Services	721,211.00	328,406.82	392,804.18	54.5%
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025 Miscellaneous

025 Miscellaneous	1,000.00	1,295.45	(295.45)	0.0%
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025 Miscellaneous	1,000.00	1,295.45	(295.45)	0.0%
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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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Fund Revenues:	722,211.00	329,702.27	392,508.73	54.3%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

025 Miscellaneous	25.00	39.26	(14.26)	0.0%
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025 Miscellaneous	25.00	39.26	(14.26)	0.0%
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070 Interfund Transfers

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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590 Long Term Debt Payment/Interes

001 Long Term Debt Redemption	57,546.11	5,250.00	52,296.11	90.9%
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002 Interest & Other Debt Costs	42,570.00	0.00	42,570.00	100.0%
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591 Interest & Debt Service	100,116.11	5,250.00	94,866.11	94.8%
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590 Long Term Debt Payment/Interes	100,116.11	5,250.00	94,866.11	94.8%
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Fund Expenditures:	400,141.11	5,289.26	394,851.85	98.7%
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Fund Excess/(Deficit):	322,069.89	324,413.01
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2022 BUDGET POSITION

City Of College Place

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413 Water Capital Improvement Reserve Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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006 Charges For Goods & Services

006 Charges For Goods & Services	934,754.00	572,011.17	362,742.83	38.8%
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006 Charges For Goods & Services	934,754.00	572,011.17	362,742.83	38.8%
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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	1,500.00	2,756.67	(1,256.67)	0.0%
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591 Interest & Debt Service	1,500.00	2,756.67	(1,256.67)	0.0%
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590 Long Term Debt Payment/Interes	1,500.00	2,756.67	(1,256.67)	0.0%
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Fund Revenues:	936,254.00	574,767.84	361,486.16	38.6%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

025 Miscellaneous	35.00	23.05	11.95	34.1%
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025 Miscellaneous	35.00	23.05	11.95	34.1%
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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	679,930.79	422,549.71	257,381.08	37.9%
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002 Interest & Other Debt Costs	59,846.00	12,255.96	47,590.04	79.5%
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591 Interest & Debt Service	739,776.79	434,805.67	304,971.12	41.2%
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590 Long Term Debt Payment/Interes	739,776.79	434,805.67	304,971.12	41.2%
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Fund Expenditures:	1,071,911.79	434,828.72	637,083.07	59.4%
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Fund Excess/(Deficit):	(135,657.79)	139,939.12
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2022 BUDGET POSITION

City Of College Place

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425 Water Revenue Bond Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	750.00	797.14	(47.14)	0.0%
025 Miscellaneous	750.00	797.14	(47.14)	0.0%
025 Miscellaneous	750.00	797.14	(47.14)	0.0%

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:	332,850.00	797.14	332,052.86	99.8%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	6.60	(6.60)	0.0%
025 Miscellaneous	0.00	6.60	(6.60)	0.0%
025 Miscellaneous	0.00	6.60	(6.60)	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	6.60	332,093.40	100.0%
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Fund Excess/(Deficit):	750.00	790.54
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2022 BUDGET POSITION

City Of College Place

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426 Water Bond Reserve Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	500.00	338.76	161.24	32.2%
025 Miscellaneous	500.00	338.76	161.24	32.2%
025 Miscellaneous	500.00	338.76	161.24	32.2%

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%

Fund Revenues:	500.00	338.76	161.24	32.2%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	2.81	(2.81)	0.0%
025 Miscellaneous	0.00	2.81	(2.81)	0.0%
025 Miscellaneous	0.00	2.81	(2.81)	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	2.81	(2.81)	0.0%
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Fund Excess/(Deficit):	500.00	335.95
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2022 BUDGET POSITION

City Of College Place

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431 Water System Construction Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	6,500.00	(13,018.47)	19,518.47	300.3%
009 PWTF Loan Related	0.00	0.00	0.00	100.0%
025 Miscellaneous	6,500.00	(13,018.47)	19,518.47	300.3%
025 Miscellaneous	6,500.00	(13,018.47)	19,518.47	300.3%

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%

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

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

Fund Revenues:	106,500.00	(13,018.47)	119,518.47	112.2%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	20.00	46.53	(26.53)	0.0%
025 Miscellaneous	20.00	46.53	(26.53)	0.0%
025 Miscellaneous	20.00	46.53	(26.53)	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%

2022 BUDGET POSITION

City Of College Place

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431 Water System Construction Fund

Months: 01 To: 07

Expenditures	Amt Budgeted	Expenditures	Remaining
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534 Water Department

000	0.00	0.00	0.00	100.0%
001 Administration / General	100,000.00	0.00	100,000.00	100.0%
005 Capital Expenditures	0.00	0.00	0.00	100.0%
534 Water Utilities	100,000.00	0.00	100,000.00	100.0%

534 Water Department	100,000.00	0.00	100,000.00	100.0%
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Fund Expenditures:	100,020.00	46.53	99,973.47	100.0%
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Fund Excess/(Deficit):	6,480.00	(13,065.00)
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2022 BUDGET POSITION

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440 Ambulance

Months: 01 To: 07

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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006 Charges For Goods & Services

004 Fines / Penalties / Charges	0.00	47.65	(47.65)	0.0%
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008 Fire Department	0.00	0.00	0.00	100.0%
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006 Charges For Goods & Services	0.00	47.65	(47.65)	0.0%
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526 Emergency Medical Services	0.00	19,092.46	(19,092.46)	0.0%
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006 Charges For Goods & Services	0.00	19,140.11	(19,140.11)	0.0%
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012 Fines & Forfeits

006 Charges For Goods & Services	0.00	(22.79)	22.79	100.0%
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012 Fines & Forfeits	0.00	(22.79)	22.79	100.0%
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025 Miscellaneous

001 Interest & Other Earnings	0.00	0.03	(0.03)	0.0%
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025 Miscellaneous	0.00	0.03	(0.03)	0.0%
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025 Miscellaneous	0.00	0.03	(0.03)	0.0%
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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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109 Federal Revenues

109 Federal Revenues	0.00	0.00	0.00	100.0%
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109 Federal Revenues	0.00	0.00	0.00	100.0%
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Fund Revenues:	0.00	19,117.35	(19,117.35)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	0.00	0.00	100.0%
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025 Miscellaneous	0.00	0.00	0.00	100.0%
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025 Miscellaneous	0.00	0.00	0.00	100.0%
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522 Fire Department

001 Administration	0.00	0.00	0.00	100.0%
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City Of College Place

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440 Ambulance

Months: 01 To: 07

Expenditures	Amt Budgeted	Expenditures	Remaining
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526 Emergency Medical Services

002 Training	0.00	0.00	0.00	100.0%
003 Rescue & Emergency	0.00	0.00	0.00	100.0%
008 Emergency Med Servs - Rescue	0.00	0.00	0.00	100.0%
526 Emergency Medical Services	0.00	0.00	0.00	100.0%

522 Fire Department	0.00	0.00	0.00	100.0%
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Fund Expenditures:	0.00	0.00	0.00	100.0%
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Fund Excess/(Deficit):	0.00	19,117.35
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2022 BUDGET POSITION

City Of College Place

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500 Equipment Rental & Replacement

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	6,500.00	536.27	5,963.73	91.7%
005 Other Miscellaneous Revenue	0.00	163.67	(163.67)	0.0%
025 Miscellaneous	6,500.00	699.94	5,800.06	89.2%
025 Miscellaneous	6,500.00	699.94	5,800.06	89.2%

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	425,000.00	242,216.98	182,783.02	43.0%
548 Equipment Rental & Replacement	425,000.00	242,216.98	182,783.02	43.0%
Fund Revenues:	431,500.00	242,916.92	188,583.08	43.7%

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	133,095.93	75,004.29	58,091.64	43.6%
002 Operations / General	311,492.80	214,843.73	96,649.07	31.0%
548 Equipment Rental & Replacement	444,588.73	289,848.02	154,740.71	34.8%
548 Equipment Rental & Replacement	444,588.73	289,848.02	154,740.71	34.8%
Fund Expenditures:	445,088.73	289,848.02	155,240.71	34.9%

2022 BUDGET POSITION

City Of College Place

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500 Equipment Rental & Replacement

Months: 01 To: 07

Fund Excess/(Deficit):	(13,588.73)	(46,931.10)
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2022 BUDGET POSITION

City Of College Place

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625 Flexible Benefits Plan Fund Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

025 Miscellaneous	0.00	0.74	(0.74)	0.0%
025 Miscellaneous	0.00	0.74	(0.74)	0.0%

380 Non-Revenues

060 Agency & Other Type Deposits	15,000.00	5,602.38	9,397.62	62.7%
380 Non-Revenues	15,000.00	5,602.38	9,397.62	62.7%

Fund Revenues:	15,000.00	5,603.12	9,396.88	62.6%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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516 Human Resources

589 Non-Expenditures	12,000.00	5,581.08	6,418.92	53.5%
516 Human Resources	12,000.00	5,581.08	6,418.92	53.5%

Fund Expenditures:	12,000.00	5,581.08	6,418.92	53.5%
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Fund Excess/(Deficit):	3,000.00	22.04
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2022 BUDGET POSITION TOTALS

City Of College Place

Months: 01 To: 07

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Current Expense Fund	7,712,391.00	4,638,079.40	39.9%	11,155,510.02	5,558,182.56	50%
005 Current Expense Reserve Fund	101,800.00	-4,116.46	104.0%	0.00	14.72	0%
012 Technology Reserve Fund	601,500.00	298,320.72	50.4%	583,785.00	203,398.33	65%
061 Employee Benefit Reserve Fund	102,500.00	-3,711.21	103.6%	84,665.00	16,689.61	80%
100 Street Fund	2,320,182.00	2,019,685.88	13.0%	980,731.08	801,927.90	18%
120 Criminal Justice Fund	15,533.00	52,640.67	0.0%	39,977.00	24,596.73	38%
121 Forfeited Proceeds Fund	520.00	-22.39	104.3%	0.00	0.08	0%
130 Hotel/Motel Tax	36,200.00	17,251.96	52.3%	30,100.00	9,740.56	68%
201 ULTGO Bond Fund	487,960.00	99,402.04	79.6%	487,050.00	89,055.31	82%
235 Commercial Drive Bond Debt Se	140,734.00	260,115.69	0.0%	140,483.00	403,821.39	0%
301 Street Capital Contribution Fund	61,020.00	0.99	100.0%	50,000.00	0.00	100%
305 Capital Improvement Fund (REE)	212,500.00	144,509.71	32.0%	160,000.00	77,140.55	52%
306 Capital Improvement Fund (REE)	2,214,000.00	179,985.60	91.9%	3,256,683.00	46,275.09	99%
309 CDBG Projects Fund	364,000.00	137,431.26	62.2%	364,000.00	137,431.20	62%
311 Street Improvement Fund	2,102,841.00	-1,772.23	100.1%	2,134,585.00	74,842.72	96%
315 Facility Maintenance Reserve Fu	501,500.00	244,951.67	51.2%	493,000.00	23,834.64	95%
320 Equipment Reserve Fund	1,727,630.00	1,107,572.31	35.9%	1,701,130.00	1,061,098.91	38%
330 Economic Development Fund	140,250.00	111,672.72	20.4%	600,000.00	712,879.14	0%
340 Economic Development Reserve	0.00	0.01	0.0%	0.00	0.00	100%
400 Water Fund	2,068,216.00	961,081.47	53.5%	2,077,267.16	1,250,024.33	40%
401 Wastewater Fund	2,908,594.00	1,653,075.48	43.2%	2,542,432.67	1,565,841.28	38%
402 Stormwater Fund	617,500.00	352,468.10	42.9%	589,234.58	297,053.40	50%
403 Stormwater Capital Reserve Func	1,203,025.00	98,879.07	91.8%	578,702.00	48,706.51	92%
410 Water Capital Reserve Fund	5,538,424.00	699,629.39	87.4%	4,964,280.00	1,616,779.63	67%
411 Wastewater Capital Reserve Func	6,542,500.00	5,792,750.82	11.5%	2,941,859.00	4,208,241.50	0%
412 Wastewater Debt Service Fund	722,211.00	329,702.27	54.3%	400,141.11	5,289.26	99%
413 Water Capital Improvement Rese	936,254.00	574,767.84	38.6%	1,071,911.79	434,828.72	59%
425 Water Revenue Bond Fund	332,850.00	797.14	99.8%	332,100.00	6.60	100%
426 Water Bond Reserve Fund	500.00	338.76	32.2%	0.00	2.81	0%
431 Water System Construction Fund	106,500.00	-13,018.47	112.2%	100,020.00	46.53	100%
440 Ambulance	0.00	19,117.35	0.0%	0.00	0.00	100%
500 Equipment Rental & Replacemen	431,500.00	242,916.92	43.7%	445,088.73	289,848.02	35%
625 Flexible Benefits Plan Fund	15,000.00	5,603.12	62.6%	12,000.00	5,581.08	53%
	40,266,135.00	20,020,107.60	50.3%	38,316,736.14	18,963,179.11	50.5%

TOTALS FOR: Banner Bank Credit Cards

City Of College Place

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Accts Pay #	Date	Vendor	Amount	Memo
82478	07/29/2022	7404 Banner Bank Credit Cards	119.88	CD-5296
001 - 518 20 31 00	Operating Supplies - Faci	American Flags.com	119.88	POW MIA Flags
82475	07/29/2022	7404 Banner Bank Credit Cards	50.67	CH-3647
001 - 513 10 43 00	Travel Expense	Pilot	50.67	Fuel- AWC Conf- M. Rizzitiello
82477	07/29/2022	7404 Banner Bank Credit Cards	478.24	CH-6464
001 - 573 90 35 00	Sm Tools/Minor Equip.	Wal-Mart Stores, Inc	478.24	Canopy, Weight (2)
82457	07/29/2022	7404 Banner Bank Credit Cards	916.83	CH-9343
001 - 514 23 49 01	Registration Fees / Traini	WFOA	126.00	WFOA 2022 Conference- B. Carleton
001 - 514 30 49 01	Registrations/Fees - Trai	WA Municipal Clerks Assn.	150.00	2022 Fall Education Days- S. St Clair
001 - 518 10 31 02	Operating Supplies - HR	Walmart	93.58	Employee Luncheon
001 - 518 10 31 02	Operating Supplies - HR	Safeway Inc.	12.68	Employee Luncheon
402 - 531 27 49 01	Stormwater Utilities - Re	WFOA	67.50	WFOA 2022 Conference- B. Carleton
402 - 531 50 41 00	Professional Services - St	WA St. Patrol	10.50	Wa St Patrol Collison Report
400 - 534 27 49 01	Water Utilities - Registra	WFOA	130.50	WFOA 2022 Conference- B. Carleton
401 - 535 27 49 01	Sewer Utilities - Registra	WFOA	126.00	WFOA 2022 Conference- B. Carleton
001 - 573 90 31 00	Operating Supplies - Con	Wal-Mart Stores, Inc	40.86	Freedom Fest Items, H2O , Streamers, Tbl Cover Clips
001 - 573 90 31 00	Operating Supplies - Con	Hobby Lobby	28.90	Freedom Fest/ Farm Market Items
001 - 573 90 41 00	Professional Services - C	Adobe Systems, Inc.	130.31	Adobe Photography Plan
82458	07/29/2022	7404 Banner Bank Credit Cards	676.42	CH-9384
001 - 518 10 31 02	Operating Supplies - HR	Safeway Inc.	35.15	Employee Luncheon
001 - 518 10 31 02	Operating Supplies - HR	Andy's Market, LLC	6.25	Employee Luncheon
402 - 531 10 49 01	Registration/Fees - Traini	Inland Northwest AGC Education Center	425.00	CECSL Taining- L.Cota
400 - 534 50 31 00	Operating Supplies - Mai	Harbor Freight Tools	32.66	Step Stool
500 - 548 68 31 00	Operating Supplies - Gen	Modern Machinery	177.36	Cap &. Nozzle
82459	07/29/2022	7404 Banner Bank Credit Cards	311.42	CH-9400
001 - 522 45 43 00	Travel	The Trails	73.50	BLEA - Travel Fuel - K.Barker
001 - 522 45 43 00	Travel	Sonic Drive-In	12.77	BLEA - Travel Meal - K.Barker
001 - 522 45 43 00	Travel	The Trails	78.00	BLEA - Travel Fuel - K.Barker
001 - 522 45 43 00	Travel	Ameristar 76	59.00	BLEA - Travel Fuel - K.Barker
001 - 522 45 43 00	Travel	Sonic Drive-In	8.11	BLEA - Travel Meal - K.Barker
001 - 522 45 43 00	Travel	AM/PM Gas Station	80.04	BLEA - Travel Fuel - K.Barker
82464	07/29/2022	7404 Banner Bank Credit Cards	706.74	CH-9418
001 - 511 60 31 01	Office Supplies - Legisla	My Name Plates	104.13	Name Plates- Jessup, Espinoza, Williams, Boyle
001 - 514 30 43 00	Travel	CHS Inc.	109.00	Fuel- WMCA EC Meeting- L. Neissl

TOTALS FOR: Banner Bank Credit Cards

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Accts Pay #	Date	Vendor	Amount	Memo
001 - 514 30 43 00	Travel	Circle K	86.07	Fuel- WMCA EC Meeting- L. Neissl
001 - 514 30 43 00	Travel	La Quinta Corporation	246.38	Lodging- WMCA EC Meeting- L. Neissl
001 - 573 90 31 00	Operating Supplies - Con	Hobby Lobby	139.40	Freedom Fest Items
001 - 573 90 35 00	Sm Tools/Minor Equip.	Staples Credit Plan	21.76	Paper Holder CPM
82465	07/29/2022	7404 Banner Bank Credit Cards	35.40	CH-9426
001 - 518 10 31 02	Operating Supplies - HR	Safeway Inc.	35.40	Employee Luncheon
82481	07/29/2022	7404 Banner Bank Credit Cards	-0.86	CH-9418 Rebate
001 - 514 30 43 00	Travel		-0.86	Exxon Rebate From Purchase On 6/17/2022
82480	07/29/2022	7404 Banner Bank Credit Cards	1,242.89	FD-4551
001 - 522 10 49 01	Registrations/Fees - Train	NPFCFA	135.00	Tuition For Chaplaincy Class
001 - 522 10 49 01	Registrations/Fees - Train	NPFCFA	500.00	Tuition For Chaplaincy Class
001 - 522 26 35 80	Sm Tools/Equipment	Batteries Plus Bulbs	233.02	Battery
001 - 522 45 31 01	Office Supplies - Trainin	Wal-Mart Stores, Inc	118.35	Lysol Wiped, Dividers, Binders, Scott Shop, Dish Soap
001 - 522 50 31 00	Operating Supplies - Faci	Home Depot Credit Services	14.11	Louwer
001 - 522 50 31 00	Operating Supplies - Faci	Wal-Mart Stores, Inc	242.41	Trash Bags, Lysol. Pens, Sticky Notes, Cleaner, Vacuum, Waste Basket
82476	07/29/2022	7404 Banner Bank Credit Cards	959.17	FD-9965
001 - 522 10 31 01	Office Supplies - Admini	Amazon.com	74.95	Bond Paper
001 - 522 20 31 00	Operating Supplies - Sup	Partdeal.com	102.28	Pressure Switch
001 - 522 20 31 00	Operating Supplies - Sup	Jones Truck & Implement	120.75	Oil Absorb
001 - 522 20 31 00	Operating Supplies - Sup	Home Depot Credit Services	222.57	Wheel Barrow, Storage Box, Cut Off Disc, Tape
001 - 522 26 31 00	Operating Supplies - EM	Amazon.com	30.42	Surface Go 3 Screen Protector
001 - 522 26 31 00	Operating Supplies - EM	Amazon.com	159.32	Surface Go 3Handstrap And Shoulder Strap (2)
001 - 522 26 31 00	Operating Supplies - EM	Amazon.com	43.44	Surface Go 3Car Charge (2)
001 - 522 26 35 80	Sm Tools/Equipment	Amazon.com	205.44	AED Battery
82479	07/29/2022	7404 Banner Bank Credit Cards	573.55	PD-8472
001 - 521 10 31 00	Operating Supplies - Adr	Galls, Inc.	93.79	Wool Pants-T.Tomaras
001 - 521 10 31 00	Operating Supplies - Adr	Table Covers Now	141.76	National Night Out - Table Covers
001 - 521 10 31 00	Operating Supplies - Adr	Badge & Wallet	156.00	Badge- Lieutenant
001 - 521 21 31 00	Operating Supplies - Inve	Badge & Wallet	182.00	Badge- Detective
82468	07/29/2022	7404 Banner Bank Credit Cards	1,433.29	PD-9467
001 - 513 10 49 00	Miscellaneous	Wal-Mart Stores, Inc	25.06	Retirement Supplies - R. Benfield
001 - 521 10 31 00	Operating Supplies - Adr	Positive Promotions	493.90	National Night Out Swag
001 - 521 10 31 00	Operating Supplies - Adr	OMG Nationl	290.00	National Night Out Swag
001 - 521 21 31 00	Operating Supplies - Inve	Crossbreed Holsters	149.69	Minituck Holster

TOTALS FOR: Banner Bank Credit Cards

City Of College Place

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Accts

Pay #	Date	Vendor	Amount	Memo
001 - 521 22 31 00	Operating Supplies - Patr	High Speed Gear	109.79	Pistol Double Pouch, Handcuff Pouch
001 - 522 10 44 01	Advertising	Facebook	4.85	Facebook Recruitment
100 - 543 10 49 00	Miscellaneous	Super 1 Foods	49.26	Retirement Supplies - R. Benfield
100 - 543 10 49 00	Miscellaneous	Pizza Hut	310.74	Retirement Supplies - R. Benfield
82473	07/29/2022	7404 Banner Bank Credit Cards	154.70	PD-9475
001 - 521 10 31 00	Operating Supplies - Adr	Amazon.com	27.22	Chief For A Day Uniform-Shoes
001 - 521 10 31 00	Operating Supplies - Adr	Amazon.com	14.45	Chief For A Day Uniform-Shirt
001 - 521 21 31 00	Operating Supplies - Inve	13 Fifty Apparel	74.53	Mens Police Shirt- J. Langlois
001 - 521 22 20 01	Benefits Uniforms Patrol	Atlas Consulting Group	38.50	Patch W/ Velcro - T.Cole
82474	07/29/2022	7404 Banner Bank Credit Cards	515.39	PW-9483
402 - 531 10 43 00	Travel - Stormwater	Big House Brew Pub	21.58	VCC Meeeting Meal - R. McAndrews
400 - 534 80 31 00	Operating Supplies - Gen	Flytec Computers	444.91	OMT Dish Moutning Kits
001 - 576 80 48 00	Repairs/Maintenance	DR Power Equipment	48.90	Battery

Total:	8,173.73
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TOTALS FOR: Home Depot Credit Services

City Of College Place

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Accts Pay #	Date	Vendor	Amount	Memo
82142	07/14/2022	5629 Home Depot Credit Services	3.38	Home Depot Early Pay Discount Adjustment
400 - 534 50 31 00	Operating Supplies - Mai		0.70	Early Pay Discount Adjustment
100 - 542 64 31 00	Operating Supplies - Tra		0.20	Early Pay Discount Adjustment
500 - 548 68 31 00	Operating Supplies - Gen		0.20	Early Pay Discount Adjustment
001 - 576 80 31 00	Operating Supplies - Parl		1.78	Early Pay Discount Adjustment
001 - 576 80 31 00	Operating Supplies - Parl		0.50	Early Pay Discount Adjustment
82152	07/12/2022	5629 Home Depot Credit Services	18.33	Home Depot
500 - 548 68 31 00	Operating Supplies - Gen		18.33	Magnetic Door Stop, Alex Flex, Ferrule & Stop Set
82153	07/12/2022	5629 Home Depot Credit Services	62.77	Home Depot
001 - 576 80 31 00	Operating Supplies - Parl		62.77	Wire Connector, 9v Batteries, Roundup Spray
82154	07/12/2022	5629 Home Depot Credit Services	10.84	Home Depot
500 - 548 68 31 00	Operating Supplies - Gen		10.84	LED Doorbell
82155	07/12/2022	5629 Home Depot Credit Services	32.58	Home Depot
100 - 542 64 31 00	Operating Supplies - Tra		32.58	Small Parts Organizer
82156	07/12/2022	5629 Home Depot Credit Services	41.22	Home Depot
001 - 576 80 31 00	Operating Supplies - Parl		41.22	Padlock, Key Ring, Trim Line, Mr. Clean Cleaner, Simple Green
82157	07/12/2022	5629 Home Depot Credit Services	6.52	Home Depot
100 - 542 64 31 00	Operating Supplies - Tra		6.52	Washers, Nust, Bolts
82158	07/12/2022	5629 Home Depot Credit Services	19.37	Home Depot
100 - 542 64 31 00	Operating Supplies - Tra		19.37	Concrete Anchors
82159	07/12/2022	5629 Home Depot Credit Services	22.79	Home Depot
001 - 573 90 31 00	Operating Supplies - Con		22.79	Garbage Bags
82160	07/12/2022	5629 Home Depot Credit Services	21.71	Home Depot
400 - 534 50 31 00	Operating Supplies - Mai		21.71	Bungee Cords, Bit Set
82161	07/12/2022	5629 Home Depot Credit Services	38.14	Home Depot
001 - 576 81 31 00	Operating Supplies - Parl		38.85	9V Batteries
001 - 576 81 31 00	Operating Supplies - Parl		-0.71	Early Pay Discount
82162	07/12/2022	5629 Home Depot Credit Services	57.66	Home Depot

TOTALS FOR: Home Depot Credit Services

City Of College Place

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Accts		Vendor	Amount	Memo
Pay #	Date			
001 - 576 80 31 00	Operating Supplies - Parl		58.74	FPT Elbow. Screw Drivers, 9V Batteries, Roundup Spray
001 - 576 80 31 00	Operating Supplies - Parl		-1.08	Early Pay Discount
Total:			335.31	

TOTALS FOR: Napa Of Walla Walla

City Of College Place

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Accts Pay #	Date	Vendor	Amount	Memo
82286	07/12/2022	194 Napa Of Walla Walla	-40.29	Core Deposit Return
500 - 548 68 31 00	Operating Supplies - Gen		-40.29	Core Desposit Return
82274	07/12/2022	194 Napa Of Walla Walla	82.47	Parts
500 - 548 68 31 00	Operating Supplies - Gen		82.47	Hydrolic Filter
82276	07/12/2022	194 Napa Of Walla Walla	446.29	Parts
500 - 548 68 31 00	Operating Supplies - Gen		446.29	Sway Bar Link, Control Arm And Ball
82277	07/12/2022	194 Napa Of Walla Walla	360.61	Parts
500 - 548 68 31 00	Operating Supplies - Gen		360.61	Police Interceptor Service Shock (2)
82278	07/12/2022	194 Napa Of Walla Walla	66.04	Parts
500 - 548 68 31 00	Operating Supplies - Gen		66.04	Police Interceptor Strut (2)
82279	07/12/2022	194 Napa Of Walla Walla	303.18	Parts
500 - 548 68 31 00	Operating Supplies - Gen		303.18	Tie Rod End, Strut Mate
82280	07/12/2022	194 Napa Of Walla Walla	349.48	Parts
500 - 548 68 31 00	Operating Supplies - Gen		349.48	Police Interceptor Hub Bearing Unit
82281	07/12/2022	194 Napa Of Walla Walla	238.62	Parts
500 - 548 68 31 00	Operating Supplies - Gen		238.62	Police Interceptor Serve Service Shock (2)
82282	07/12/2022	194 Napa Of Walla Walla	132.44	Parts
500 - 548 68 31 00	Operating Supplies - Gen		132.44	Battery
82284	07/12/2022	194 Napa Of Walla Walla	13.56	Parts
500 - 548 68 31 00	Operating Supplies - Gen		13.56	Hi Temp Head
82287	07/12/2022	194 Napa Of Walla Walla	7.61	Parts
500 - 548 68 31 00	Operating Supplies - Gen		7.61	Adheasive- Quick Set
82288	07/12/2022	194 Napa Of Walla Walla	9.34	Parts
500 - 548 68 31 00	Operating Supplies - Gen		9.34	Lamp
82290	07/12/2022	194 Napa Of Walla Walla	48.05	Parts
500 - 548 68 31 00	Operating Supplies - Gen		48.05	Oil Filter, Air Filter

TOTALS FOR: Napa Of Walla Walla

City Of College Place

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Accts Pay #	Date	Vendor	Amount	Memo
82294	07/12/2022	194 Napa Of Walla Walla	11.63	Parts
500 - 548 68 31 00	Operating Supplies - Gen		11.63	Oil Seal
82296	07/12/2022	194 Napa Of Walla Walla	70.07	Parts
500 - 548 68 31 00	Operating Supplies - Gen		70.07	Tie Rod End
82298	07/12/2022	194 Napa Of Walla Walla	85.38	Parts
500 - 548 68 31 00	Operating Supplies - Gen		85.38	Oil- Shop Compressor
82300	07/12/2022	194 Napa Of Walla Walla	-140.13	Parts Return
500 - 548 68 31 00	Operating Supplies - Gen		-140.13	Tie Rod End- Return (2)
82301	07/12/2022	194 Napa Of Walla Walla	49.39	Parts
500 - 548 68 31 00	Operating Supplies - Gen		49.39	LED Minitures
82275	07/12/2022	194 Napa Of Walla Walla	243.28	Shop Supplies
500 - 548 68 31 00	Operating Supplies - Gen		243.28	Severe Gear 75w-140
82283	07/12/2022	194 Napa Of Walla Walla	105.52	Shop Supplies
500 - 548 68 31 00	Operating Supplies - Gen		105.52	Shop Towels
82285	07/12/2022	194 Napa Of Walla Walla	72.05	Shop Supplies
500 - 548 68 31 00	Operating Supplies - Gen		72.05	Xenon Capsles
82289	07/12/2022	194 Napa Of Walla Walla	36.13	Shop Supplies
500 - 548 68 31 00	Operating Supplies - Gen		36.13	Oil
82291	07/12/2022	194 Napa Of Walla Walla	211.97	Shop Supplies
500 - 548 68 31 00	Operating Supplies - Gen		211.97	Oil Filter, Air Filter, Cabin Air Filter., Ring Terminal, Butt Connect (50), Nylon Butt, Slide Terminal
82293	07/12/2022	194 Napa Of Walla Walla	71.62	Shop Supplies
500 - 548 68 31 00	Operating Supplies - Gen		71.62	Connector (5)
82295	07/12/2022	194 Napa Of Walla Walla	14.15	Shop Tool
500 - 548 68 31 00	Operating Supplies - Gen		14.15	Oil Filter Plug
82297	07/12/2022	194 Napa Of Walla Walla	59.90	Shop Supplies
500 - 548 68 31 00	Operating Supplies - Gen		59.90	Terminal Adapter Bolt, Bulk Battery Cable

TOTALS FOR: Napa Of Walla Walla

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Accts Pay #	Date	Vendor	Amount	Memo
82299	07/12/2022	194 Napa Of Walla Walla	24.38	Shop Tool
500 - 548 68 31 00		Operating Supplies - Gen	24.38	Wire Test Lead
82273	07/12/2022	194 Napa Of Walla Walla	-26.11	Supplies Credit
500 - 548 68 31 00		Operating Supplies - Gen	-26.11	Return- Premium Capsules
82292	07/12/2022	194 Napa Of Walla Walla	-105.11	Warranty/Return
500 - 548 68 31 00		Operating Supplies - Gen	-150.63	Warranty Return, Core Dep Return, Warranty Adjustment
500 - 548 68 31 00		Operating Supplies - Gen	80.50	Warranty Adjustment
500 - 548 68 31 00		Operating Supplies - Gen	-34.98	Return 6" Bar Kit
Total:			2,801.52	

TOTALS FOR: Quill Corporation

City Of College Place

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Accts

Pay #	Date	Vendor	Amount	Memo
82215	07/11/2022	218 Quill Corporation	42.37	Office Supplies
001 - 513	10 31 01	Office Supplies - Executi	1.72	City Hall General Office Supplies- Scotch Tape
001 - 514	23 31 01	Office Supplies - Budgeti	2.30	City Hall General Office Supplies- Scotch Tape
001 - 514	30 31 01	Office Supplies - Record:	0.74	City Hall General Office Supplies- Scotch Tape
001 - 518	10 31 01	Office Supplies - HR Adi	1.49	City Hall General Office Supplies- Scotch Tape
402 - 531	27 31 01	Stormwater Utilities - Of	0.13	City Hall General Office Supplies- Scotch Tape
400 - 534	10 31 01	Office Supplies - Admini	0.64	City Hall General Office Supplies- Scotch Tape
400 - 534	27 31 01	Water Utilities - Office S	2.56	City Hall General Office Supplies- Scotch Tape
400 - 534	50 31 00	Operating Supplies - Mai	29.34	Water Office Supplies- Report Covers
401 - 535	10 31 01	Office Supplies - Admini	0.48	City Hall General Office Supplies- Scotch Tape
401 - 535	27 31 01	Sewer Utilities - Office S	2.87	City Hall General Office Supplies- Scotch Tape
100 - 543	10 31 01	Office Supplies - Admini	0.10	City Hall General Office Supplies- Scotch Tape
82216	07/11/2022	218 Quill Corporation	80.52	Office Supplies
402 - 531	27 31 01	Stormwater Utilities - Of	17.71	Utility Clerk Office Supplies -
400 - 534	27 31 01	Water Utilities - Office S	28.99	Utility Clerk Office Supplies -
401 - 535	27 31 01	Sewer Utilities - Office S	33.82	Utility Clerk Office Supplies -
82361	07/25/2022	218 Quill Corporation	158.20	Office Supplies
001 - 513	10 31 01	Office Supplies - Executi	20.83	City Hall General Office Supplies- Rubber Bands, Paper Clips, 9x12 & 5x7 Envelopes, AAA & AA Batteries, Sticky Notes, Note Pads
001 - 514	23 31 01	Office Supplies - Budgeti	27.95	City Hall General Office Supplies- Rubber Bands, Paper Clips, 9x12 & 5x7 Envelopes, AAA & AA Batteries, Sticky Notes, Note Pads
001 - 514	30 31 01	Office Supplies - Record:	8.97	City Hall General Office Supplies- Rubber Bands, Paper Clips, 9x12 & 5x7 Envelopes, AAA & AA Batteries, Sticky Notes, Note Pads
001 - 518	10 31 01	Office Supplies - HR Adi	18.03	City Hall General Office Supplies- Rubber Bands, Paper Clips, 9x12 & 5x7 Envelopes, AAA & AA Batteries, Sticky Notes, Note Pads
402 - 531	27 31 01	Stormwater Utilities - Of	1.58	City Hall General Office Supplies- Rubber Bands, Paper Clips, 9x12 & 5x7 Envelopes, AAA & AA Batteries, Sticky Notes, Note Pads
400 - 534	10 31 01	Office Supplies - Admini	7.72	City Hall General Office Supplies- Rubber Bands, Paper Clips, 9x12 & 5x7 Envelopes, AAA & AA Batteries, Sticky Notes, Note Pads
400 - 534	27 31 01	Water Utilities - Office S	31.12	City Hall General Office Supplies- Rubber Bands, Paper Clips, 9x12 & 5x7 Envelopes, AAA & AA Batteries, Sticky Notes, Note Pads

TOTALS FOR: Quill Corporation

City Of College Place

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Accts Pay #	Date	Vendor	Amount	Memo
401 - 535 10 31 01		Office Supplies - Admini	5.89	City Hall General Office Supplies- Rubber Bands, Paper Clips, 9x12 & 5x7 Envelopes, AAA & AA Batteries, Sticky Notes, Note Pads
401 - 535 27 31 01		Sewer Utilities - Office S	34.80	City Hall General Office Supplies- Rubber Bands, Paper Clips, 9x12 & 5x7 Envelopes, AAA & AA Batteries, Sticky Notes, Note Pads
100 - 543 10 31 01		Office Supplies - Admini	1.31	City Hall General Office Supplies- Rubber Bands, Paper Clips, 9x12 & 5x7 Envelopes, AAA & AA Batteries, Sticky Notes, Note Pads
82403	07/25/2022	218 Quill Corporation	289.06	Office Supplies
001 - 521 10 31 01		Office Supplies - Admini	28.91	General PD Office Supplies, Labels, Cd/dvd, Dvd-R
001 - 521 19 31 01		Office Supplies - Support	57.81	General PD Office Supplies, Labels, Cd/dvd, Dvd-R
001 - 521 21 31 01		Office Supplies - Investi	28.91	General PD Office Supplies, Labels, Cd/dvd, Dvd-R
001 - 521 22 31 01		Office Supplies - Patrol	144.53	General PD Office Supplies, Labels, Cd/dvd, Dvd-R
001 - 554 30 31 01		Office Supplies - Special	28.90	General PD Office Supplies, Labels, Cd/dvd, Dvd-R
82404	07/25/2022	218 Quill Corporation	121.49	Office Supplies
402 - 531 10 31 00		Operating Supplies - Stor	15.19	Office Supplies- Pens
400 - 534 50 31 00		Operating Supplies - Mai	60.74	Office Supplies- Pens
100 - 542 30 31 00		Operating Supplies - Trav	30.37	Office Supplies- Pens
001 - 576 81 31 00		Operating Supplies - Parl	15.19	Office Supplies- Pens
82214	07/11/2022	218 Quill Corporation	21.73	Supplies
402 - 531 20 31 01		Office Supplies - Stormw	11.95	Office Supplies - Calendar, L. Cota
401 - 535 10 31 01		Office Supplies - Admini	0.87	Office Supplies - Calendar, L. Cota
100 - 544 20 31 01		Office Supplies - Engine	5.43	Office Supplies - Calendar, L. Cota
001 - 558 60 31 01		Office Supplies - Plannin	3.48	Office Supplies - Calendar, L. Cota
82360	07/25/2022	218 Quill Corporation	43.47	Supplies
001 - 513 10 31 01		Office Supplies - Executi	5.72	City Hall General Office Supplies- Multifold Towels
001 - 514 23 31 01		Office Supplies - Budget	7.68	City Hall General Office Supplies- Multifold Towels
001 - 514 30 31 01		Office Supplies - Record	2.46	City Hall General Office Supplies- Multifold Towels
001 - 518 10 31 01		Office Supplies - HR Ad	4.96	City Hall General Office Supplies- Multifold Towels
402 - 531 27 31 01		Stormwater Utilities - Of	0.43	City Hall General Office Supplies- Multifold Towels
400 - 534 10 31 01		Office Supplies - Admini	2.12	City Hall General Office Supplies- Multifold Towels
400 - 534 27 31 01		Water Utilities - Office S	8.55	City Hall General Office Supplies- Multifold Towels
401 - 535 10 31 01		Office Supplies - Admini	1.62	City Hall General Office Supplies- Multifold Towels
401 - 535 27 31 01		Sewer Utilities - Office S	9.56	City Hall General Office Supplies- Multifold Towels
100 - 543 10 31 01		Office Supplies - Admini	0.37	City Hall General Office Supplies- Multifold Towels

TOTALS FOR: Quill Corporation

City Of College Place

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Accts		Vendor	Amount	Memo
Pay #	Date			
Total:			756.84	



Request for Proposals: Local Road ROW Tree Inventory & Urban Forestry Management Plan

Date of Release: Mon, June 13th, 2022 at 12 PM

Due Date: Mon, June 27th, 2022 at 5 PM

Introduction

The City is home to 9,900 people and is two square miles. College Place lies within the greater Walla Walla Valley. The City became a Tree City USA in 2017 and has retained that designation since that time. The City obtained a 2022 Community Forestry Assistance Grant from the State of Washington Department of Natural Resources in June 2022. The grant period ends June 1st, 2023. This RFP will involve a person/firm who is an Arborist or has Arborists on staff to GPS trees within local road right-of-way and to develop an urban forestry management plan for the local roads rights-of-way. Please note that this plan is a follow-up to the 2020 Urban Forestry Plan funded by an earlier grant through this program for Federally Classified right-of-way and City Parks.

Invitation to Propose

The City of College Place, Washington, (City) is requesting a proposal from qualified consulting firms to provide professional services to GPS/locate trees within local road rights-of-way and to create an Urban Forestry Management Plan for City local road rights-of-way street trees.

The City of College Place, in accordance with the Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4, and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26, will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the ground of race, color, national origin, or sex in consideration for an award. The City received funding from the U.S. Department of Natural Resources (DNR) and the selection and award for the contract must comply with DNR requirements.

Those submitting consultants determined to be best qualified to undertake the services required under this Request for Proposal may be invited to make a presentation to the City's interview team.

Intent of the City

The objective of this Request for Proposal (RFP) is to provide sufficient information to enable qualified Consultants to submit a Request for Proposal that demonstrates recent experience in the completion of a municipal Urban Forestry Management Plan.

The City's intent is to have a Consultant utilize arborists, planners, department managers, cultural resource professionals, environmentalists, and/or other key personnel to locate/gps trees within local roads right-of-way and to perform the compilation of a Comprehensive Urban Forest Management Plan for the City Parks and City local roadway rights-of-way street trees.

The selected Consultant is expected to work closely with the City's Public Works Department and City's Park, Arbor, and Recreation Advisory Board as part of the project team to successfully complete this project.

This RFP is not a contractual offer, nor is it a commitment to purchase services. Contents of this RFP and the Consultant's submittal will be used as the basis to determine final contractual obligations. It is understood that this RFP and the successful Consultant's submittal may be attached or included by reference, in part or in whole, to any agreement regarding the services included in this RFP between the City and said Consultant.

The City may choose to engage with any and all proposers to discuss a possible agreement. The City may withdraw from this process at any time, and submitters may withdraw their proposals and participation at any time they so choose, without recourse.

Submittal

Interested Consultants are required to submit one (1) digital copy of their submittal. Proposals received by 5:00 p.m. on Monday, June 27th, 2022 will be given priority review and consideration. Submit the above with the subject title "2022 Locate/GPS Trees Urban Forest Management Plan – Local Road Right-of-Way" to the following email address:

Michael Rizzitiello, City Administrator – mrizzitiello@cpwa.us

DUE DATE: June 27th, 2022 at 5:00 P.M.

Late Submittals and Modifications

Proposals received by 5 PM. On June 27th, 2022 will be given priority review and consideration. Proposals submitted after the due date may be given secondary review and consideration. Time of closing will be determined by e-mail timestamp upon receipt. The City is not responsible for technical difficulties resulting in non-submittal or late submittal and strongly recommends the consultant confirm receipt with the City Administrator at the time of submittal.

Conditions Affecting the Work

Before submitting a Response to the Request for Proposal, each submitting Consultant is advised to:

- A. Examine the RFP documents thoroughly.

- B. Familiarize themselves with Federal, State, and Local Laws, Ordinances, Rules, and Regulations that may – in any manner – affect the cost, profess, or performance of the work.
- C. Study and carefully correlate said Consultant’s observations with the RFP.
- D. Be aware of common industry best practices in creating urban forestry management plans for municipalities which are Tree City’s, specifically for smaller municipalities in Eastern Washington State.

Failure to do so will not relieve any Consultant from any contractual obligations of the work described herein.

Explanations for Submitting Consultants

There are seven (7) pages in this RFP, including the cover sheet and table of contents; each is sequentially numbered in the bottom right corner of the page. It is the responsibility of the submitting Consultant to ensure that all pages are included. If any pages are missing, the Consultant should immediately request a copy of the missing page(s) by emailing the request to the City Representative listed in the RFP. Please write “2022 Locate/GPS Trees and Urban Forest Management Plan – Local Road Rights-of-Way” in the subject line. It is the responsibility of the Consultant to procure missing pages; submittals based on incomplete information will not be granted exception for any faults deriving thereof. Any explanation desire by a submitting Consultant regarding the meaning or interpretation of the RFP, or any part thereof, must be requested in writing (via email) and directed to the City Representative listed within the RFP, no less than 72 hours prior to the time that submittals are due. Any interpretation made will be in the form of an addendum to the RFP and posted on the City’s website no later than 48 hours prior to the time submittals are due.

All notices, clarifications, and addenda to this RFP will be posted on the CITY webpage http://www.cpwa.us/businesses/doing_business_with_the_city.php . Please monitor the website for all information regarding this RFP. The City will not be sending individual notification of changes or updates. It is the sole responsibility of the prospective consultants to remain apprised of changes to the RFP.

City Representative

Mike Rizzitiello, City Administrator – mrizzitiello@cpwa.us , 509-394-8506

Form of Submittals

To assist in the evaluation process, submittals shall conform to the following:

- A. General:

1. The submittal shall be limited to a maximum of 10 numbered pages (ten single-sided pages).
2. All pages will be counted towards the page total, except for the front cover, back cover, tab pages, resumes, references, and the cover letter. The cover letter shall be limited to a maximum of 1 page.
3. All pages shall be typed on 8 1/2" X 11" size paper and submitted as a .pdf file.
4. Font shall be "Arial" no smaller than "10 point". Use of an alternate font or size smaller than 10- point will result in a 50% score reduction. The body of this RFP is written in "Arial 10 point" as example.
5. Margins on all edges should be a minimum of .075-inches.

Scope of Work/Deliverables

The City will select a consultant based on the consultant's demonstrated ability to deliver the highest overall value to the City.

A. General: The selection will give consideration to the consultant's demonstrated experience conducting similar projects. For the purpose of this RFP, "similar projects" shall mean the completion of an Urban Forest Management Plan where the tree population is similar to or larger than this project; the project was one of similar complexity; and, the project was of a similar type or scope. The Consultant must also demonstrate the ability to work closely with City staff as well as the Park, Arbor, and Recreation Advisory Board to ensure a successful completion of the project. The City reserves the right to modify the RFP at any time. The City is not responsible for the cost of submittal development.

B. Selection Committee: The Selection Committee shall be made up of City staff and Parks, Arbor, and Recreation Advisory Board members. The City reserves the right to reject any and/or all submittals.

C. Ranking:

1. Submittals will be ranked based on the following categories:
 - a. Project Understanding and Approach
 - b. Team Experience and Qualifications
 - c. Presentation, Organization and Clarity of Response to Request for Proposal Submittal
 - d. Project Management, Teamwork, and Communication
 - e. Timeline
 - f. Cost
2. Final Selection:
 - a. The Consultant judged to be the most qualified based on all the information presented and evaluated will be selected.

- b. The selected Consultant shall be notified in writing. No other method shall be considered to be official notification of selection by the City.
- c. The selection of the committee shall be final.
- 3. Projected Schedule
 - a. June 27th, 2022 – Submittal due date
 - b. June 28th – July 1st, 2022 – Selection Committee reviewed submittals, selects candidates for interviews if applicable, and extends invitations to short-listed Consultants for further deliberation.
 - c. July 7th, 2022– Interview with short-listed Consultants if applicable.
 - d. July 7th, 2022 – Consultant recommendation to City Administrator and notification to selected Consultant.
 - e. July 8th, 2022 – Negotiate detailed scope of services.
 - f. July 12th, 2022 – Contract approved by City Council.
 - g. July 13th, 2022 – Estimated start work date.
 - h. July 18th, 2022 – Begin Locating/GPS Street Trees in Local Road Rights-of-Way.
 - i. November 18th, 2022 – Give data presentation on street local road right-of-way trees to Park, Arbor, and Recreation Board.
 - j. April 28th, 2023 – Present Urban Forestry Management Plan to the Park, Arbor, and Recreation Board.
 - i. May 23rd, 2023 – Get Urban Forestry Management Plan Adopted by City Council.
 - j. May 31st, 2023 – Submit adopted Urban Forestry Management Plan to State Department of Natural Resources/Closeout grant.

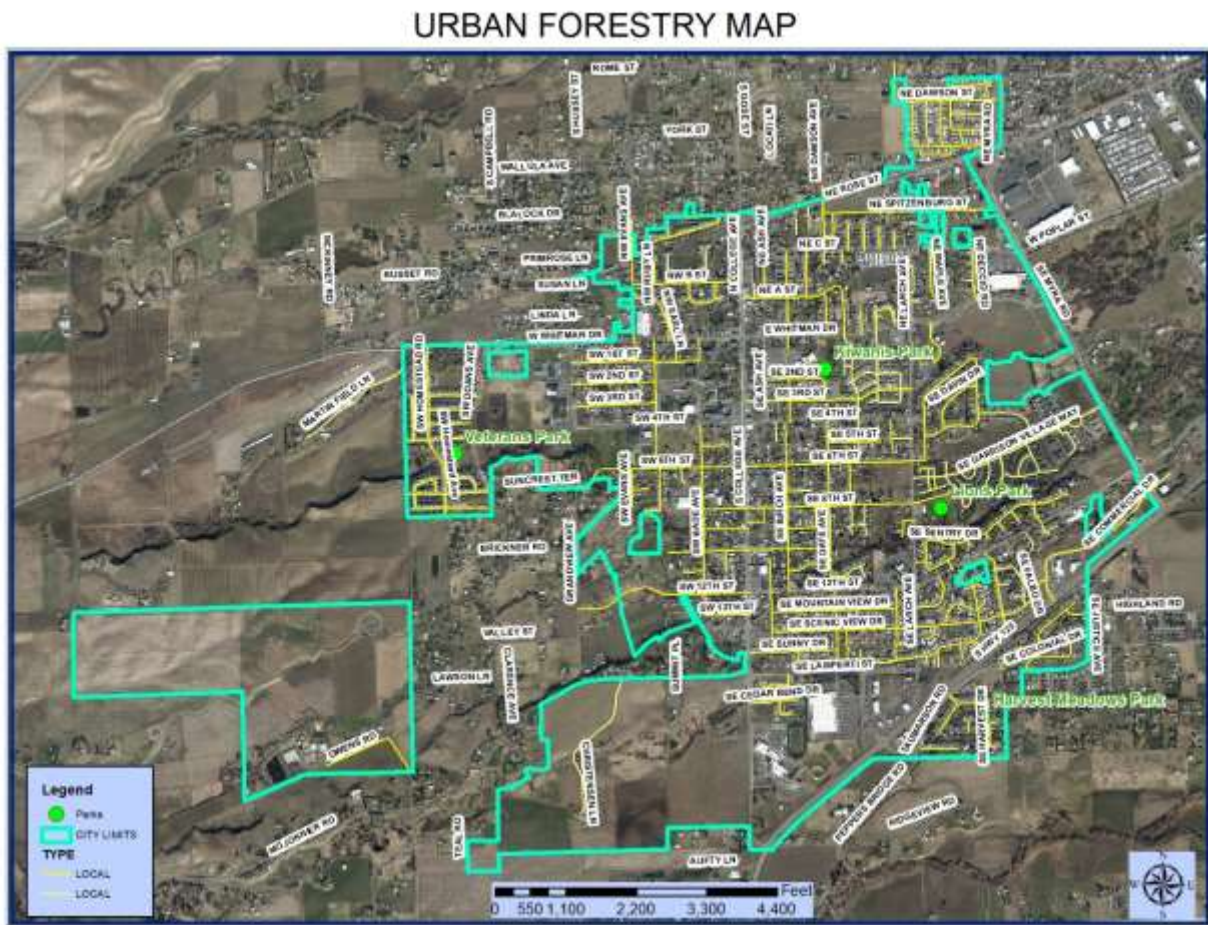
The City reserves the right to reject any or all the submittals. If the City elects to select one of the submitting Consultants, the City will have the right to negotiate with said submitting Consultant over the final terms and conditions of the contract in the best interest of the City. The primary objective of the negotiations is to maximize the City's ability to obtain the best value, based on the requirements and evaluations relating to this RFP. If an agreement cannot be reached, the negotiations will be terminated, and similar negotiations will occur with the second ranked submitting Consultant.

Scope Components

Consultant will inventory street trees throughout local road rights-of-way and develop Urban Forestry Management Plan (UFMP) for Local Road rights-of-way street trees. The scope of work will include at a minimum, the following elements:

- A. Inventory/GPS Local Road Right of Way Street Trees

1. Locate trees within local road rights-of-way as observed in map below



2. Located trees have filled in Attribute table as observed in Appendix A.

B. General

1. Project Management
2. Monthly Invoicing with summary of work performed
3. Project updates.

C. Complete Urban Forestry Management Plan

1. Plan Administration
 - i. Partner with City staff and the Park, Arbor, and Recreation Board in the identification of scope and purpose of the plan.
 - ii. Planning Horizon
 - iii. Environmental Assessment
2. Community Outreach
 - i. Conduct outreach to garner community and Council objectives pertaining to an updated Urban Forestry Management Plan specific to the City.
3. Assessment and recommendation regarding the strategic planning for:
 - i. Mature Trees
 - ii. Young Trees

- iii. New/Future Tree Planting
- iv. Trees by location type (Park, Street)
- v. Maintenance objectives and recommended action.
- vi. Risk assessment of current inventory including assessment intervals.
- 4. Implementation Plan
 - i. Funding Sources
 - ii. Strategy
 - iii. Performance Metric/Monitoring Plan
 - iv. Estimated cost for 1,5, and 10 year Urban Forest Management Plan Execution

Consultant Qualifications

The required minimum qualifications for submitting consulting firms are as follows:

- A. Staff shown in the organization chart should currently all possess all applicable certifications and licensing from the State of Washington, required to complete the project.
 - a. The organizational chart needs to identify the Project Manager who will be the primary staff person developing the plan and the direct contact with the City.
 - b. The organizational chart shall include all staff working on the project that possess a current International Society of Arboriculture Certification
- B. Knowledge of all applicable federal, State, and local regulations and standards.
- C. Experience with “similar projects”
- D. Knowledge of International Society of Arboriculture Best Practices.

Budget

A maximum budget of **\$25,000.00** for this project.

			Forest/ Natural		i-Tree		
DATA * ref definitions below			Core data	Optional data	Streets	i-Tree Eco	Comments
** (iR) i-STREET required for minimal assessment report - use for existing inventories (iFA) i-STREET will produce a full analysis of the tree resource - new inventories							
INVENTORY FEATURE CLASS							
Community Name	domain	X					standard code
Date of measurement	dd/mo/yyyy	X					
Type of inventory	domain	X					sample/complete
Data collector	format TBD		X				First and Last initials
Plot ID	format TBD			X		X	auto generated-UFORE
Plot size	format TBD			X		X	
Number of trees	integer			X			
Total street miles in community	miles				X	X	for random sampling
Total land area within community	acres				X	X	for random sampling
Shrub Information	format TBD					X	
Reference objects	format TBD					X	permanent plots - objects to assist re-location
Distance to reference object	feet					X	permanent plots - objects to assist re-location
Direction to reference object	azimuth					X	permanent plots - objects to assist re-location
Tree Measurement Point	format TBD					X	permanent plots - fixed point from where trees are measured if plot center is inaccessible
Measurement unit	domain					X	standard or metric
Percent measured	percentage					X	
Percent in	percentage					X	nearest 5%
Plot Tree Cover	percentage					X	nearest 5%
Plot Shrub Cover	percentage					X	nearest 5%
Plantable Space	percentage					X	nearest 5%
Ground Cover Information	percentage					X	nearest 5%
Plot Address	format TBD					X	descriptive notes on location
Percent measured	domain					X	UFORE required data
Percent in	domain					X	UFORE required data
Plot tree cover	domain					X	UFORE required data
Plot shrub cover	domain					X	UFORE required data
FIELD LOCATION							
Unique Identifier/Tree ID	auto-gen	X					(iR) auto generated with city code prefix
Actual Land Use	domain	X					residential/commercial/public/industrial
Lat/Long coordinates	format TBD	X					required for integration w/ GIS - & park trees
Location rating	domain		X				CTLA based rating system
Tree Address	format TBD		X				adjacent home address, if collecting hard copy
Street Name	format TBD		X				associated with house or lot address, if collecting hard copy
Location site	domain				X		(iFA) numeric address descriptors, front/side/rear/median
Street segment	format TBD				X		(iFA) for random sampling inventories - TIGER protocol
Zone	format TBD				X		(iFA) mngmnt zone, area, or neighborhood - city specific
TREE INFORMATION							
City Managed	domain	X					(iFA) private vs. publicly managed
Species common/botanic	domain	X					(iR) including code for available planting sites
DBH	inches	X					(iR) actual measurement to 1/10th in
Condition	domain	X					(iFA) structural & functional health
Age Class	domain		X				class/range
Insect & Disease	domain		X				presence
Height	domain		X			X	class/range
Height to base of live crown	domain					X	UFORE required - class/range
Canopy Width	feet		X			X	amount of ground area covered by tree canopy
Number Stems	integer		X				multistemmed trees - yes/no
Assessed Value	\$\$		X				generated by spp/location/condition/size
Planting Year	mo/yyyy		X				
Percent Canopy missing	percentage					X	% not occupied by leaves
Crown Dieback	percentage					X	within crown area
Crown light exposure	domain					X	# sides of tree receiving sunlight from above
Direction to building	azimuth					X	w/in 60' of residence ≤ 3 stories
Distance to building	feet					X	ref. Above
SHRUB & HERBACEOUS INFORMATION							
Species common/botanic	domain			X			List dominant native and all non-native species
Percent Cover for each species	percentage			X			
SITE DESCRIPTORS							
Wire Conflict	domain		X				describe presence/interference
Infrastructure - signs, hydrants, poles	domain		X				presence/conflict
Growspace size (measure)	feet		X				for planting trees
Soils	domain		X				community specific
MAINTENANCE MANAGEMENT							
Hazard Rating	number		X				CTLA standard
Visibility concerns	domain		X				level of interference
Maintenance recommendation	domain		X		X	X	(iFA) routine/immediate/critical
Priority Task	domain				X	X	(iFA) specific: prune/stake/remove, etc.
Sidewalk Damage	domain				X	X	(iFA) presence/absence and level
Other							
Comments	field		X				
Noteworthy	domain		X				Heritage, noteworthy
DEFINITIONS							
Essential data	Pertinent to trees managed individually; street trees, individual park trees. Minimum for development of management plan.						
Optional data	Data that may be included for local program management requirements						
Forest/natural areas	Trees managed as a group along with associated vegetation						
i-Tree Streets	Analysis of street trees - not all data listed is required; depends on reports desired						
i-Tree Eco	Analysis of entire urban forest populations - not all data listed is required; depends on reports desired						

Procurement_PublicWorks_DNRLocalRoadsGradings.xlsx

Firms	Grader 1	Grader 2	Grader 3	Total
Community Forestry	100	95	94	289
Dudek	98	91	76	265
PlanIT Geo	98	94	88	280



GRANT AGREEMENT
STATE OF WASHINGTON
DEPARTMENT OF NATURAL RESOURCES (DNR)
NO. 93-103671

PI: 248

Funding Source: State

Grant Funded: ☐ Yes ☒ No

COVID-19 Contractor Vaccination Declaration required: ☐ Yes ☒ No, the work performed is not subject to Proclamation Requirements.

This Grant Agreement is made and entered into by and between the state of Washington, Department of Natural Resources, hereinafter referred to as "**AGENCY/DNR**", and the below named firm, hereinafter referred to as "**GRANTEE**."

City of College Place
625 S. College Avenue
College Place, WA 99324
Phone: 509-394-8506
Email: mrizzitiello@cpwa.us

PURPOSE

The intent of the 2022 Community Forestry Assistance grant program is to assist communities with planning and implementing projects that improve management, care, and public engagement with trees growing in parks, natural areas, and along public rights-of-way. These projects address social and environmental disparities in Washington communities by investing in community-identified urban forestry needs that advance environmental, social, or public health outcomes.

The purpose of this grant agreement is to conduct a street tree inventory to supplement existing inventory data and develop an urban forest management plan.

SCOPE OF WORK

- A. Exhibit A, attached hereto and incorporated by reference, contains the *General Terms and Conditions* governing work to be performed under this grant agreement, the nature of the working relationship between DNR and the GRANTEE, and specific obligations of both parties.

- B. Exhibit B, attached hereto and incorporated by reference, contains the Scope of Work. The GRANTEE will provide services and staff, and otherwise do all things necessary for or incidental to the performance of work as included in the Scope of Work.

Projects must be located on public property, or be open to public access. Grant funds may not be used to meet ordinary maintenance and operating expenses.

- C. The GRANTEE shall produce the following written reports by the dates indicated below.

- Midterm Report: December 31, 2022
- Final Report: June 1, 2023

The GRANTEE must fill out a report template that includes the following information:

- Summary of the project status
- Achievements or setbacks (if any) to date
- Progress by deliverable
- Line item report of expenditures from the grant funding

The Final Report must be submitted with the final invoice at the conclusion of the project. The Final Report must include the following information in addition to the report template:

- Activities undertaken,
- Barriers and lessons learned,
- Any maps and/or other relevant graphics related to the deliverables,
- Outcomes achieved,
- Minimum Match Requirements Report (page 2, AWARD), and
- One of the following:
 - 400-500 word article telling the story of the project including references to DNR, local project partners, location, purpose, and outcomes as well as two high quality images
 - a copy of a formal news release in lieu of the article, regardless of the word count.

PERIOD OF PERFORMANCE

The period of performance under this grant agreement will be from July 1, 2022 through June 1, 2023 unless terminated sooner as provided herein. Amendments to extend the period of performance are not allowed.

AWARD

The total grant award payable to GRANTEE for satisfactory performance of the work under this grant agreement shall not exceed Twenty Five Thousand Dollars (\$25,000). GRANTEE's compensation for services rendered shall be based on Exhibit C – Budget.

Unless otherwise determined, funding for this agreement is provided by the Washington State Budget, DNR Program Index 248, Project Code NZH

Minimum Match Requirements Report

The minimum required amount of matching dollars for this grant award is \$25,000.

The GRANTEE must provide a report recording the source and amount of matching dollars (e.g. grantee, in-kind, donated cash match) that equals, or exceeds, the match requirement. This record must be submitted along with the Final Grant Report. The GRANTEE must also provide a list of any deliverables associated with the recorded match as well as a copy of created materials or data, if applicable. DNR reserves the right to withhold payment of the final invoice until the GRANTEE provides both the match record, and evidence of associated deliverables.

BILLING PROCEDURES

DNR will pay GRANTEE upon satisfactory acceptance of each fully completed activity, task, and/or deliverable as approved by the DNR Grant Manager. Invoices may be submitted to the DNR Grant Manager not more often than quarterly. Invoices and the required supporting documentation must be submitted as one PDF document.

Each invoice submitted to DNR shall include information needed by DNR to determine the exact nature of all expenditures and completed work. At a minimum, each invoice shall specify the following:

1. Agreement number 93-103671
2. Invoice date
3. Organization name and contact information
4. Primary contact phone number and email address
5. Narrative description of the work performed towards completing the deliverables and activities
6. Detail of the expenses being billed for each activity and/or task
 - a. The detail format must reflect Exhibit B, Scope of Work; include the task and deliverable descriptions, and the amount
7. Supporting documentation for all expenses being billed
8. Total invoice amount

No payments in advance or in anticipation of services or goods to be provided under this contract shall be made by DNR.

Payment will be made by check, warrant, or account transfer within 30 days of receipt of the invoice. Upon expiration of the Agreement, final invoices shall be paid, if received within 30 days after the expiration date. However, invoices for all work done within a fiscal year must be submitted within 30 days after the end of the fiscal year. Each invoice submitted to DNR shall include information needed by DNR to determine the exact nature of all expenditures and completed work.

Biennial Closures

Under biennial closing procedures, the Contractor must submit all invoices and/or billings for services or material supplied under this Contract through June 30, to DNR no later than July 10 of a given year. If DNR does not receive invoices and bills by July 10 of the year of the closing biennium, a considerable delay in payment may result.

DNR may, in its sole discretion, terminate the grant agreement or withhold payments claimed by the GRANTEE for services rendered if the GRANTEE fails to satisfactorily comply with any term or condition of this grant agreement.

Final payment will be withheld until satisfactory acceptance of the final report (page 2, SCOPE OF WORK) and Minimum Match Requirements Report (page 2, AWARD).

OUTREACH AND PRINTED MATERIALS

All printed materials, signs, and other products including websites resulting from this agreement must be reviewed by DNR prior to publishing. All projects must include an acknowledgement of funding sources, and may be recognized as follows:

"Funding to support this project was provided by the State of Washington Department of Natural Resources Urban and Community Forestry Program."

Appropriate agency logos may be used in addition to the above statement, and will be supplied to the GRANTEE.

GRANT MANAGEMENT

The Grant Manager for each of the parties shall be the contact person for all communications and billings regarding the performance of this grant agreement.

CONTRACTOR Grant Manager Information	AGENCY Grant Manager Information
Mike Rizzitiello City of College Place 625 S. College Avenue College Place, WA 99324 <i>Phone:</i> 509-394-8506 <i>Email address:</i> mrizzitiello@cpwa.us	Sydney Debien Department of Natural Resources 1111 Washington Street SE Olympia, WA 98504-7037 <i>Phone:</i> (360) 902-1324 <i>Email address:</i> Sydney.Debien@dnr.wa.gov
CONTRACTOR Project Manager Information	AGENCY Project Manager Information
Mike Rizzitiello City of College Place 625 S. College Avenue College Place, WA 99324 <i>Phone:</i> 509-394-8506 <i>Email address:</i> mrizzitiello@cpwa.us	Ben Thompson Department of Natural Resources 1111 Washington Street SE Olympia, WA 98504-7037 <i>Phone:</i> (360) 902-1382 <i>Email address:</i> Ben.Thompson@dnr.wa.gov

INSURANCE

Before using any of said rights granted herein and at its own expense, GRANTEE shall purchase and maintain, or require its agent(s)/subcontractor to purchase and maintain, the insurance described below for the entire duration of this Agreement. Failure to purchase and maintain the required insurance may result in the termination of the Agreement at DNR's option.

All insurance provided in compliance with this Agreement shall be primary as to any other insurance or self-insurance programs afforded to, or maintained by, the State of Washington, Department of Natural Resources.

GRANTEE shall provide DNR with certificates of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements specified in this Agreement before using any of said rights granted herein. The description section of the certificate shall contain the Grant Agreement Number and the name of the DNR Project Manager. GRANTEE shall also provide renewal certificates as appropriate during the term of this Agreement.

GRANTEE shall include all subcontractors and agents as insured under all required insurance policies or shall provide separate certificates of insurance for each subcontractor or agent. Failure of GRANTEE to have its subcontractors and agents comply with the insurance requirements contained herein does not limit GRANTEE's liability or responsibility.

INSURANCE TYPES & LIMITS: The limits of insurance, which may be increased by State, as deemed necessary, shall not be less than as follows:

Commercial General Liability (CGL) Insurance: GRANTEE shall purchase and maintain commercial general liability insurance with a limit of not less than \$1,000,000 per each occurrence. If such CGL insurance contains aggregate limits, the general aggregate limits shall be at least twice the "each occurrence" limit, and the products-completed operations aggregate limit shall be at least twice the "each occurrence" limit. All insurance must cover liability arising out of premises, operations, independent GRANTEES, products completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another party assumed in a business contract) and contain separation of insured (cross-liability) condition.

Employer's liability ("Stop Gap") Insurance: GRANTEE shall purchase and maintain employer's liability insurance and if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Business Auto Policy (BAP) Insurance: GRANTEE shall purchase and maintain business auto insurance and if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 per accident, with such insurance covering liability arising out of "Any Auto". The policy shall be endorsed to provide contractual liability coverage and cover a "covered pollution cost or expense." GRANTEE waives all rights of subrogation against State for the recovery of damages to the extent they are covered by business auto liability or commercial umbrella liability insurance.

Industrial Insurance (Workers Compensation): GRANTEE shall comply with Title 51 RCW by maintaining workers compensation insurance for its employees. GRANTEE waives all rights of subrogation against State for recovery of damages to the extent they are covered by Industrial Insurance, employer's liability, general liability, excess, or umbrella insurance. GRANTEE waives its Title 51 RCW immunity to the extent it is required by its indemnity obligation under this Agreement.

ADDITIONAL PROVISIONS:

Additional Insured: The State of Washington, Department of Natural Resources, its officials, agents, and employees shall be named as additional insured by endorsement on all general liability, excess, and umbrella insurance policies.

Cancellation: DNR shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accord with the following specifications.

1. Insurers subject to Chapter 48.18 RCW (Admitted and Regulated by the Insurance Commissioner): The insurer shall give the State 45 days advance notice of cancellation or nonrenewal. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.
2. Insurers subject to Chapter 48.15 RCW (Surplus Lines): The State shall be given 20 days advance notice of cancellation. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.

Insurance Carrier Rating: All insurance shall be issued by companies admitted to do business in the State of Washington and have a rating of A-, Class VII, or better. Any exception must be reviewed and approved by the DNR Risk Manager or the DNR Contracts Manager, in the Risk Manager's absence. If an insurer is not admitted to do business in the State of Washington, all insurance policies and procedures for issuing the insurance policies must comply with Chapters 48.15 RCW and 284-15 WAC.

Self-Insurance: If GRANTEE is self-insured, evidence of its status as a self-insured entity shall be provided to State. The evidence should demonstrate that GRANTEE's self-insurance meets all of the required insurance coverage of this Agreement to the satisfaction of State including the description of the funding mechanism and its financial condition. If the funding mechanism or financial condition of the self-insurance program of GRANTEE is inadequate, then State may require the purchase of additional commercial insurance to comply with this Agreement.

Waiver: GRANTEE waives all rights of subrogation against State for recovery of damages to the extent these damages are covered by general liability, excess, or umbrella insurance maintained pursuant to this Agreement.

ASSURANCES

AGENCY and the GRANTEE agree that all activity pursuant to this grant agreement will be in accordance with all the applicable current federal, state, and local laws, rules, and regulations.

ORDER OF PRECEDENCE

Each of the exhibits listed below is by this reference hereby incorporated into this grant agreement. In the event of an inconsistency in this grant agreement, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable federal statutes and rules;
2. Exhibit A – General Terms and Conditions
3. Exhibit B – Scope of Work
4. Exhibit C – Budget
5. Any other provision, term or material incorporated herein by reference or otherwise incorporated

ENTIRE AGREEMENT

This grant agreement, including referenced exhibits, represents all the terms and conditions agreed upon by the parties. No other statements or representations, written or oral, shall be deemed a part hereof.

CONFORMANCE

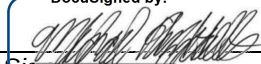
If any provision of this grant agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

APPROVAL

By signature below, the Parties certify that the individuals listed in this document, as representatives of the Parties, are authorized to act in their respective areas for matters related to this instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement.

CITY OF COLLEGE PLACE

DocuSigned by:

 Signature Date 6/15/2022

Mike Rizzitiello

Name

City Administrator

Title

625 S. College Avenue
 College Place, WA 99324

Address

509-394-8506

Telephone

**STATE OF WASHINGTON
DEPARTMENT OF NATURAL
RESOURCES**

Signature Date

Andy Tate

Name

Community & Landowner Assistance
 Assistant Division Manager

Title

1111 Washington Street SE
 Olympia, WA 98504-7037

Address

(360) 902-1798

Telephone

EXHIBIT A

WA STATE DEPARTMENT OF NATURAL RESOURCES GENERAL TERMS AND CONDITIONS

ACCESS TO DATA

The Contractor shall provide access to data generated under this contract to the Agency, the Joint Legislative Audit and Review Committee, and the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Contractor's reports, including computer models and methodology for those models.

ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this contract shall be made by the Agency.

AMENDMENTS

This contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35

The Contractor must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

ANTITRUST

The Contractor hereby assigns to Agency any and all of its claims for price fixing or overcharges, which arise under federal or state law relating to the goods, products, or services purchased under this contract.

ASSIGNMENT

Neither this contract, nor any claim arising under this contract, shall be transferred or assigned by the Contractor without prior written consent of the Agency.

Contractor may not assign its rights under this Agreement without Department of Natural Resources (DNR) prior written consent and DNR may consider any attempted assignment without such consent to be void; *Provided*, however, that, if Contractor provides written notice to DNR within thirty (30) calendar days, Contractor may assign its rights under this Agreement in full to any parent, subsidiary, or affiliate of the Contractor that controls or is controlled by or under common control with the Contractor, is merged or consolidated with the Contractor, or purchases a majority or controlling interest in the ownership or assets of the Contractor. Unless otherwise agreed, the Contractor guarantees prompt performance of all obligations under this Agreement notwithstanding any prior assignment of its rights.

ATTORNEYS' FEES

In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own attorney fees and costs.

COMPLIANCE WITH APPLICABLE LAW

At all times during the term of the contract, the Contractor shall comply with all applicable laws.

CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

The Contractor shall not use or disclose any information concerning the Agency, or information that may be classified as confidential, for any purpose not directly connected with the administration of this contract, except with prior written consent of the Agency, or as may be required by law.

CONFLICT OF INTEREST

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the Agency may, in its sole discretion, by written notice to the Contractor terminate this contract if it is found after due notice and examination by the Agent that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the Contractor in the procurement of, or performance under this contract.

In the event this contract is terminated as provided above, the Agency shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of a breach of the contract by the Contractor. The rights and remedies of the Agency provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which the Agent makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this contract.

COPYRIGHT PROVISIONS

Unless otherwise provided, all materials produced under this contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by the Agency. The Agency shall be considered the author of such materials. In the event the materials are not considered "works for hire" under the U.S. Copyright laws, Contractor hereby irrevocably assigns all right, title, and interest in materials, including all intellectual property rights, to the Agency effective from the moment of creation of such materials.

Materials means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.

For materials that are delivered under the contract, but that incorporate pre-existing materials not produced under the contract, Contractor hereby grants to the Agency a nonexclusive, royalty-free, irrevocable license (with rights to sublicense others) in such materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to the Agency.

The Contractor shall exert all reasonable effort to advise the Agency, at the time of delivery of materials furnished under this contract, of all known or potential invasions of privacy contained therein and of any portion of such document that was not produced in the performance of this contract.

The Agency shall receive prompt written notice of each notice or claim of infringement received by the Contractor with respect to any data delivered under this contract. The Agency shall have the right to modify or remove any restrictive markings placed upon the data by the Contractor.

COVENANT AGAINST CONTINGENT FEES

The Contractor warrants that no person or selling Agent has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established Agents maintained by the Contractor for securing business.

The Agency shall have the right, in the event of breach of this clause by the Contractor, to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fee.

COVID-19 VACCINATION REQUIREMENT

Pursuant to Proclamation 21-14.2 – COVID-19 Vaccination Requirement, [as now or hereafter amended by the Governor \("Proclamation"\)](#), contractors who have goods, services, or public works contracts with a Washington state agency, including the Department of Natural Resources (DNR), must ensure that their personnel (including subcontractors) who perform contract activities on-site comply with the COVID-19 vaccination requirements of the Proclamation, unless exempted as prescribed by the Proclamation. Compliance with the Proclamation is mandatory. Contractor shall comply with the Proclamation.

DEFAULT

Contractor shall be in default if it is in material breach of any term or condition of the contract. The time of default shall begin when the material breach occurs or after any applicable opportunity to cure period lapses, whichever is later.

DELIVERY, INSPECTION, REJECTION, CURE:

1. **TIME OF THE ESSENCE:** Time is of the essence in the performance of the contract.
2. **SHIPPING & RISK OF LOSS.** All goods subject to the Purchase Order shall be shipped F.O.B. destination. Risk of loss of the goods shall pass to the Agency at the time the goods are accepted by the Agency.
3. **INSPECTION:** The Agency's inspection of all goods upon delivery is for the sole purpose of identification. Such inspection shall not be construed as acceptance of the goods.
4. **REJECTION:** The Agency may reject any nonconforming Deliverables by reasonably notifying the Contractor in writing.
5. **OPPORTUNITY TO CURE:** Contractor shall have the right to cure the materiality of any breach prior to the time for performance under the Purchase Order. This right to cure terminates upon the time for performance.

DEFINITIONS

Definitions for the purposes of this solicitation include:

AGENCY – any state office or activity of the executive and judicial branches of state government, including state agencies, departments, offices, divisions, boards, commissions, institutions of higher education as defined in RCW 28B.10.016, and correctional and other types of institutions.

AGENT – Personnel authorized to act on behalf of the Agency for matters contained within.

APPARENT SUCCESSFUL GRANTEE – Applicant whose application provides the best value in meeting Agency needs and is selected to for an award with DNR for the proposed solution, subject to completion and execution of grant agreement.

APPLICANT – an individual or entity who submits an application in response to a competitive grant issued for goods and/or services by the Agency.

APPLICATION – a formal offer, submitted by an individual or entity, in response to this competitive grant.

AWARD DATE – the announcement date of the Apparent Successful Contractor.

BUSINESS DAYS – Monday through Friday, 8AM to 5PM, Pacific Standard Time, or, Pacific Daylight Time, Olympia, Washington, USA.

CALENDAR DAY – Midnight to midnight, any day of the week.

COMPETITIVE GRANT – a documented formal process providing an equal and open opportunity to Applicants and culminating in a selection based on predetermined criteria.

DNR – Washington State Department of Natural Resources, an Agency of the State of Washington, and any division, section, office, unit or other entity of, or any of the officers or other officials lawfully representing the department.

GOODS – products, materials, supplies, or equipment provided by a Contractor.

GRANT AGREEMENT – an agreement between DNR and GRANTEE that includes terms and conditions, the solicitation, the bid, quotation and/or proposal, all appendices, and exhibits, associated Statements of Work (e.g. Services Contract or Purchase Order), and all amendments awarded pursuant to this solicitation.

PURCHASE – the acquisition of goods or services, including the leasing or renting of goods.

SERVICES – labor, work, analysis, or similar activities provided by a GRANTEE to accomplish a specific scope of work.

SUBCONTRACTOR – one not in the employment of the GRANTEE, who is performing all or part of the business activities related to this competitive grant under a separate contract with the GRANTEE. The terms "Subcontractor" and "Subcontractors" means Subcontractor(s) in any solicitation tier.

VENDOR – individual, firm, organization, company or other entity offering products and/or services.

WORKING DAY – Midnight to midnight, Monday through Friday, excluding Saturday, Sunday and state legal holidays.

DISALLOWED COSTS

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Subcontractors.

DISPUTES

Except as otherwise provided in this contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Agent.

1. The request for a dispute hearing must:
 - Be in writing;
 - State the disputed issue(s);
 - State the relative positions of the parties;
 - State the Contractor's name, address, and contract number; and
 - Be mailed to the Agent and the other party's (respondent's) contract manager within three (3) working days after the parties agree that they cannot resolve the dispute.
2. The respondent shall send a written answer to the requester's statement to both the Agent and the requester within five 5 working days.
3. The Agent shall review the written statements and reply in writing to both parties within 10 working days. The Agent may extend this period if necessary by notifying the parties.
4. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this contract shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution method in addition to the dispute resolution procedure outlined above.

DUPLICATE PAYMENT

The Agency shall not pay the Contractor, if the Contractor has charged or will charge the State of Washington or any other party under any other contract or agreement, for the same goods delivered or services rendered.

ENVIRONMENTAL CONSIDERATIONS ELECTRONIC PRODUCTS

The State of Washington encourages the purchase of products that meet environmental performance standards relating to the reduction and elimination of hazardous materials. The database of all products that currently meet EPEAT criteria are viewable at www.greenelectronicscouncil.org. Only products listed as Active in the online EPEAT Registry are considered to have met the EPEAT criteria.

Contractor represents and warrants that, during the term of this contract, for any product(s) for which Contractor sought and was awarded an environmental purchasing preference pursuant to RCW 39.26.265 and Washington State Procurement Policy POL-DES-265-00, such product(s) shall have achieved EPEAT Silver or Gold registration that enabled Contractor to be awarded such preference.

NON-HYDROFLUOROCARBONS (HFCs)

Hydrofluorocarbons (HFCs) contribute to climate change and so have an adverse effect on human health and the environment. Accordingly, the State of Washington, through its procurement of goods is trying to minimize the purchase of products that contain HFCs or contain HFCs with a comparatively low global warming potential and to incentivize its vendors to sell products without HFCs.

Contractor represents and warrants that, during the term of this Contract, for any product(s) for which Contractor sought and was awarded a purchasing preference pursuant to RCW 39.26.310 and Washington State Procurement Policy DES-POL-310-00, such product(s) shall meet or have less than the HFC level(s) that enabled Contractor to be awarded such preference.

NON-MERCURY ADDED PRODUCTS

Mercury has an adverse effect on human health and the environment. Accordingly, the State of Washington, through its procurements of goods is trying to minimize the purchase of products with mercury and to incentivize its vendors to sell products without mercury.

Contractor represents and warrants that, during the term of this Contract, for any product(s) for which Contractor sought and was awarded a purchasing preference pursuant to RCW 70.95M.060 and Washington State Procurement Policy DES-POL-70.95M.060-00, such product(s) shall meet or have less than the lowest amount of mercury that enabled Contractor to be awarded such preference.

POLYCHLORINATED BIPHENYLS (PCBs)

Polychlorinated biphenyls, commonly known as PCBs, have adverse effects on human health and the environment. Accordingly, the State of Washington, through its procurements of goods, is trying to minimize the purchase of products with PCBs and to incentivize its vendors to sell products in packaging without them.

Contractor represents and warrants that, during the term of this contract, for any product(s) and/or product packaging for which Contractor sought and was awarded a purchasing preference pursuant to RCW 39.26.280 and Washington State Procurement Policy POL-DES-280-00, such product(s) and/or packaging shall meet or exceed the testing limitations that enabled Contractor to be awarded such preference.

RECYCLED CONTENT PRODUCTS

Buying products made from recycled content creates markets for materials collected in residential & business recycling programs. Recycling does not work without end-markets. In addition buying recycled products supports the development of green technologies, creates jobs and strengthens the local economy, and promotes and supports a more sustainable lifestyle. When manufacturers use recycled material vs. virgin materials to make new products, air and water pollution is reduced, natural resources are conserved, energy is saved, less water is used, and emissions of greenhouse gases that contribute to global climate change are reduced. Accordingly, the State of Washington through its procurements of goods is trying to maximize the purchase of products made from recycled content and to incentivize its vendors to sell products and products in packaging made with recycled content.

Contractor represents and warrants that, during the term of this Contract, for any product(s) for which Contractor sought and was awarded an environmental purchasing preference pursuant to RCW

39.26.255 and Washington State Procurement Policy POL-DES-255-00, such product(s) shall exceed the minimum post-consumer or total recycled content that enabled Contractor to be awarded such preference.

Notwithstanding any provision to the contrary, upon breach of warranty and Contractor's failure to provide satisfactory evidence of compliance within thirty (30) days, Agency may suspend or terminate this Contract. The rights and remedies of the parties under this warranty are in addition to any other rights and remedies of the parties provided by law or equity, including, without limitation, actual damages, and, as applicable and awarded under law, to a prevailing party, reasonable attorneys' fees and costs.

EXECUTIVE ORDER 18-03 – WORKERS' RIGHTS

MANDATORY INDIVIDUAL ARBITRATION. If Bidder returned Exhibit E - Contractor Certification – Worker's Rights Executive Order 18-03 Washington State Procurement of Goods & Services Contracts, and Contractor represents and warrants, as previously certified in Contractor's bid, quotation and/or proposal submission, that Contractor does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers. Contractor further represents and warrants that, during the term of this contract, Contractor shall not, as a condition of employment, require its employees to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

FUNDING SOURCE

At all times during the course of this contract, the Contractor must comply with applicable laws, rules, policy and regulations required by the source of funding for the contract.

GOVERNING LAW

This contract shall be construed and interpreted in accordance with the laws of the State of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

HARASSMENT

Per [RCW 43.01.135](#), Sexual harassment in the workplace, Agency Contractors hereby have access to DNR Policy PO01-007 Harassment Prevention:

https://www.dnr.wa.gov/publications/em_PO01-007_harassment_prevention.pdf

INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless the State, agencies of State and all officials, Agents and employees of the State, from and against all claims for injuries or death arising out of or resulting from the performance of the contract. "Claim," as used in this contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting therefrom.

Contractor's obligations to indemnify, defend, and hold harmless includes any claim by Contractors' Agents, employees, representatives, or any Subcontractor or its employees.

Contractor expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incidental to Contractor's or any Subcontractor's performance or failure to perform the contract. Contractor's obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its Agents, agencies, employees and officials.

Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless State and its agencies, officials, Agents or employees.

INDEPENDENT CAPACITY OF THE CONTRACTOR

The parties intend that an independent Contractor relationship will be created by this contract. The Contractor and his or her employees or Agents performing under this contract are not employees or Agents of the Agency. The Contractor will not hold himself/herself out as or claim to be an officer or employee of

the Agency or of the State of Washington by reason hereof, nor will the Contractor make any claim of right, privilege or benefit that would accrue to such employee under law. Conduct and control of the work will be solely with the Contractor.

INDUSTRIAL INSURANCE COVERAGE

The Contractor shall comply with the provisions of Title 51 RCW, Industrial Insurance. If the Contractor fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees, as may be required by law, Agency may collect from the Contractor the full amount payable to the Industrial Insurance accident fund. The Agency may deduct the amount owed by the Contractor to the accident fund from the amount payable to the Contractor by the Agency under this contract, and transmit the deducted amount to the Department of Labor and Industries (L&I), Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the Contractor.

INTERGRATION

The contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of the contract shall be deemed to exist or to bind any of the parties hereto.

LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards necessary for the performance of this contract.

LIMITATION OF AUTHORITY

Only the Agent or Agent's delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this contract. Furthermore, any alteration, amendment, modification, or waiver or any clause or condition of this contract is not effective or binding unless made in writing and signed by the Agent.

NONCOMPLIANCE WITH NONDISCRIMINATION LAWS

In the event of the Contractor's non-compliance or refusal to comply with any nondiscrimination law, regulation, or policy, this contract may be rescinded, canceled or terminated in whole or in part, and the Contractor may be declared ineligible for further contracts with the Agency. The Contractor shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

NONDISCRIMINATION

During the performance of this contract, the Contractor shall comply with all federal and state nondiscrimination laws, regulations and policies.

PRIVACY

Personal information including, but not limited to, "Protected Health Information," collected, used, or acquired in connection with this contract shall be protected against unauthorized use, disclosure, modification or loss. Contractor shall ensure its directors, officers, employees, Subcontractors or Agents use personal information solely for the purposes of accomplishing the delivery of goods or rendering of services as set forth herein. Contractor and its Subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the Agency or as otherwise required by law.

Any breach of this provision may result in termination of the contract and the demand for return of all personal information. The Contractor agrees to indemnify and hold harmless the Agency for any damages related to the Contractor's unauthorized use of personal information.

PUBLICITY

The Contractor agrees to submit to the Agency all advertising and publicity matters relating to this contract wherein the Agency's name is mentioned or language used from which the connection of the Agency's

name may, in the Agency's judgment, be inferred or implied. The Contractor agrees not to publish or use such advertising and publicity matters without the prior written consent of the Agency.

RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of services rendered and/or delivery of goods as described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by the Agency, personnel duly authorized by the Agency, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

REGISTRATION WITH DEPARTMENT OF REVENUE

The Contractor shall complete registration with the Washington State Department of Revenue and be responsible for payment of all taxes due on payments made under this contract.

REMEDIES:

1. With respect to any nonconforming Deliverables, the Agency may elect to do one or more of the following:
 - a. **SPECIFIC PERFORMANCE:** If the Deliverables are unique, sole sourced, or otherwise deemed by the Agency to be unavailable elsewhere, the Agency may demand specific performance.
 - b. **COVER:** The Agency may obtain substitute Deliverables and charge the Contractor the difference between the cost of the substitute Deliverables and the contracted for price.
 - c. **PRICE REDUCTION:** The Agency may retain nonconforming Deliverables and equitably reduce the price of the contract based on the difference between the contracted for price and the fair market value of the nonconforming Deliverables.
 - d. **RETURN:** The Agency may return or set aside for pickup by the Contractor any nonconforming goods and terminate the contract for cause.
2. The Contractor shall be liable for all compensatory, incidental and consequential damages caused by any breach of the contract. At the sole option of the Agency, such damages may be recovered, in whole or in part, by price reduction or credit against any amounts that may be owed to the Contractor under the contract.
3. THE AGENCY'S TOTAL LIABILITY FOR ALL DAMAGES ARISING OUT OF OR RELATED TO THE CONTRACT SHALL IN NO EVENT EXCEED THE PURCHASE PRICE OF THE CONTRACT. FURTHERMORE, IN THE EVENT OF A TERMINATION OF THE CONTRACT, THE AGENCY'S TOTAL LIABILITY FOR ALL DAMAGES ARISING OUT OF OR RELATED TO THE CONTRACT SHALL NOT EXCEED THE PURCHASE PRICE OF GOODS DELIVERED OR SERVICES RENDERED PRIOR TO THE EFFECTIVE DATE OF THE TERMINATION.
4. The rights and remedies provided by the contract are cumulative and are not exclusive of any other or additional rights or remedies available at law and in equity.

RIGHT OF INSPECTION

The Contractor shall provide right of access to its facilities to the Agency, or any of its officers, or to any other authorized Agent or official of the State of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this contract.

SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, the Agency may terminate the contract under the "Termination for Convenience" clause, without the ten-day notice requirement, subject to renegotiation at the Agency's discretion under those new funding limitations and conditions.

SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

SITE SECURITY

While on Agency premises, Contractor, its Agents, employees, or Subcontractors shall conform in all respects with physical, fire or other security policies or regulations.

SUBCONTRACTING

Neither the Contractor nor any Subcontractor shall enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval of the Agency. In no event shall the existence of the subcontract operate to release or reduce the liability of the Contractor to the Agency for any breach in the performance of the Contractor's duties. This clause does not include contracts of employment between the Contractor and personnel assigned to work under this contract.

Additionally, the Contractor is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this agreement are carried forward to any subcontracts. Contractor and its Subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the Agency or as provided by law.

TAXES

All payments accrued because of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the Contractor or its staff shall be the sole responsibility of the Contractor.

TERMINATION FOR CAUSE

In the event the Agency determines the Contractor has failed to comply with the conditions of this contract in a timely manner, the Agency has the right to suspend or terminate this contract. Before suspending or terminating the contract, the Agency shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

The Agency reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by the Agency to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of the Agency provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

TERMINATION FOR CONVENIENCE

Except as otherwise provided in this contract, the Agency may, by 10 calendar days written notice, beginning on the second calendar day after the mailing, terminate this contract, in whole or in part. If this

contract is so terminated, the Agency shall be liable only for payment required under the terms of this contract for goods delivered or services rendered prior to the effective date of termination.

TERMINATION PROCEDURES

Upon termination of this contract, the Agency, in addition to any other rights provided in this contract, may require the Contractor to deliver to the Agency any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

The Agency shall pay to the Contractor the agreed upon price, if separately stated, for goods or services accepted by the Agency, and the amount agreed upon by the Contractor and the Agency for (i) goods delivered or services rendered for which no separate price is stated, (ii) partially completed goods delivered or services rendered, (iii) other goods delivered or services rendered that are accepted by the Agency, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Agent shall determine the extent of the liability of the Agency. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. The Agency may withhold from any amounts due the Contractor such sum as the Agent determines to be necessary to protect the Agency against potential loss or liability.

The rights and remedies of the Agency provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Agent, the Contractor shall:

1. Stop work under the contract on the date, and to the extent specified, in the notice;
2. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
3. Assign to the Agency, in the manner, at the times, and to the extent directed by the Agent, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case the Agency has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
4. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Agent to the extent Agent may require, which approval or ratification shall be final for all the purposes of this clause;
5. Transfer title to the Agency and deliver in the manner, at the times, and to the extent directed by the Agent any property which, if the contract had been completed, would have been required to be furnished to the Agency;
6. Complete performance of such part of the work as shall not have been terminated by the Agent; and
7. Take such action as may be necessary, or as the Agent may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which the Agency has or may acquire an interest.

TREATMENT OF ASSETS

1. Title to all property furnished by the Agency shall remain in the Agency. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in the Agency upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in the Agency upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by the Agency in whole or in part, whichever first occurs.

2. Any property of the Agency furnished to the Contractor shall, unless otherwise provided herein or approved by the Agency, be used only for the performance of this contract.
3. The Contractor shall be responsible for any loss or damage to property of the Agency that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
4. If any Agency property is lost, destroyed or damaged, the Contractor shall immediately notify the Agency and shall take all reasonable steps to protect the property from further damage.
5. The Contractor shall surrender to the Agency all property of the Agency prior to settlement upon completion, termination or cancellation of this contract.
6. All reference to the Contractor under this clause shall also include Contractor's employees, Agents or Subcontractors.

U.S. DEPARTMENT OF TREASURY, OFFICE OF FOREIGN ASSETS CONTROL

The Agency complies with U.S. Department of the Treasury, Office of Foreign Assets Control (OFAC) payment rules. OFAC prohibits financial transactions with individuals or organizations, which have been placed on the OFAC Specially Designated Nationals (SDN) and Blocked Persons sanctions list located at <http://www.treas.gov/offices/enforcement/ofac/index.html>. Compliance with OFAC payment rules ensures that the Agency does not conduct business with individuals or organizations that have been determined to be supporters of terrorism and international drug dealing or that pose other dangers to the United States.

Prior to making payment to individuals or organizations, the Agency will download the current OFAC SDN file and compare it to Agency and statewide vendor files. In the event of a positive match, the Agency reserves the right to: (1) make a determination of "reasonability" before taking the positive match to a higher authority, (2) seek assistance from the Washington State Office of the State Treasurer (OST) for advanced assistance in resolving the positive match, (3) comply with an OFAC investigation, if required, and/or (4) if the positive match is substantiated, notify the Contractor in writing and terminate the contract according to the Termination for Convenience provision without making payment. The Agency will not be liable for any late payment fees or missed discounts that are the result of time required to address the issue of an OFAC match.

WAIVER

Waiver of any default or breach shall not be deemed a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this contract unless stated to be such in writing and signed by authorized representative of the Agency.

WARRANTIES

Contractor warrants that all Deliverables provided under this contract shall be fit for the purpose(s) for which intended, are merchantable, and shall conform to the requirements and specifications herein.

EXHIBIT B**SCOPE OF WORK****Activity 1: Collect Geospatial GPS Coordinate Tree Inventory on all Local road rights-of-way**

Utilize a hired Certified Arborist teamed with GIS Intern to develop a Tree Inventory for all trees within local road rights-of-way within the City of College Place.

Task	Deliverable	Completion Date	Estimated Cost
1A. In database list out tree type, condition, diameter, other information	A shapefile or .csv of recorded tree information which includes, but is not limited to, x,y coordinates and tree species.	May 2023	\$2,500
Activity 1 Total			\$2,500.00

Activity 2: Urban Forestry Management Plan completed for all street trees within 28.93 miles of city right-of-way.

Utilize a Certified Arborist Consultant to develop a urban forestry management plan for all street trees within 28.93 miles of city right-of-way.

Task	Deliverable	Completion Date	Estimated Cost
2A. Development of Urban Forestry Management Plan	Finished Urban Forestry Management Plan	May 2023	\$22,500.00
Activity 2 Total			\$22,500.00

EXHIBIT C**BUDGET**

The total budget is **\$25,000.00** See the Scope of Work for activity and task descriptions.

Activities	Personnel and Benefits	Travel	Supplies	Contractual	Cost
Activity 1	\$0.00	\$0.00	\$0.00	\$2,500	\$2,500.00
Activity 2	\$0.00	0.00	\$0.00	\$22,500	\$22,500.00
Total	\$0.00	\$0.00	\$0.00	\$25,000	\$25,000.00

Contractual	
Arborist Contractor Arborist to identify trees in Tree Inventory and Compile Plan	\$25,000
Total	\$25,000.00

City of College Place, Washington
RESOLUTION NO. 22-063

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON
REGARDING AWARDDING A LOCAL ROAD URBAN FORESTRY MASTER PLAN CONTRACT TO
COMMUNITY FORESTRY CONSULTANTS**

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 obtained a 2022 Community Forestry Grant to map local roadway street trees and create an associated urban forestry management plan; and

Whereas, three (3) arbor firms responded to the RSQ and a team of staff graded proposals;

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

1. Authorize the City Administrator to sign a contract with Community Forestry Consultants to complete an urban forestry management plan for local roadway street trees.

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 9th day of August, 2022.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, MMC
City Clerk

**J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES**

**Task Order No. 30-20-075-033
City of College Place**

DATE: 7/20/2022

PROJECT: On-Call Engineering Services

RE: Master Engineering Services Agreement between the City of College Place (CLIENT) and J-U-B ENGINEERS, Inc., (J-U-B), dated October 13, 2020.

Upon execution of this Task Order by CLIENT and J-U-B in the space provided below, this Task Order will serve as authorization for J-U-B to carry out and complete the services set forth below in accordance with the referenced Agreement between the CLIENT and J-U-B.

1. Purpose: Design storm drainage improvements as identified in the City's Storm Water Master Plan (CIP #52) for SE Birch Ave between SE 4th St and SE 6th St to re-route Thompson Creek with connection to the existing storm drainage system in S College Ave. Design will include roadway improvements for SE Birch Avenue to incorporate the storm drainage construction and roadway improvements including sidewalk on one side, within the existing right-of-way. J-U-B will assist with funding application with the Department of Ecology (DOE) for construction costs for this project. J-U-B will develop and submit a Design Report and associated deliverables as required for DOE funding.
2. Scope of Services: J-U-B will provide design and funding assistance per attached Exhibit A.
3. Time for Performance of Services: Funding application is anticipated for October 2022 with an anticipated construction advertisement fall of 2023.
4. Compensation for Services: Time & Materials at J-U-B standard billing rates. Estimated to be approximately \$102,000.

SIGNATURES

CLIENT:

City of College Place

By: Mike Rizzitiello

Title: City Administrator, City of College Place

Date: _____

ENGINEER:

J-U-B ENGINEERS, Inc.



By: Richard H. Door, P.E.

Title: Project Manager

Date: 7-20-22

EXHIBIT A
J-U-B ENGINEERS, Inc.
TASK ORDER NO. 033 – SCOPE OF SERVICES

PART 1 - PROJECT UNDERSTANDING

J-U-B's understanding of this project's history and CLIENT's general intent and scope of the project are described as follows:

A. The City would like to make storm water improvements for SE Birch Avenue from SE 4th St to SE 6th St under the Washington State Department of Ecology's Water Quality Combined Funding Program. As part of the storm water improvements reconstruction of SE Birch Avenue will be required. Roadway improvements will be incorporated into the project to include sidewalk on one side of the roadway with ADA ramps. The storm drainage improvements as identified in the Storm Water Master Plan CIP #52 will re-route Thompson Creek, mid-block SE Birch Ave, to connect with the existing storm drainage system in S. College Ave.

B. Assumptions:

All improvements will be within the existing roadway right-of-way. The design will incorporate the Concept Option No. 5 shown below:



PART 2 - SCOPE OF SERVICES BY J-U-B

J-U-B's Services under this Agreement are limited to the following tasks. Any other items necessary to plan and implement the project, including but not limited to those specifically listed in PART 3, are the responsibility of CLIENT.

A. Task 1: Project Management

1. Set up project into J-U-B's financial and record keeping systems for document retention and project controls.
2. Conduct project planning and risk assessment.
3. Coordinate quality assurance / quality control (QA/QC) processes.
4. Communicate and coordinate J-U-B team activities with kickoff and progress meetings as required.
5. Regularly monitor project status, budget and schedule.
6. Attend two client meetings to report project status.
7. During periods of project activity, provide a regular report to CLIENT on project status, budget and schedule.
8. Provide a monthly invoice including budget status.
9. Provide ongoing document handling and filing.

B. Task 2: Funding Assistance

1. Prepare funding application to Department of Ecology grant for construction funding.

C. Task 3: Surveying

1. Control Surveying and Research
 - a. CONSULTANT shall set up project base drawing, research surveys, plats, and binding site plans and prepare computations and models.
 - b. CONSULTANT shall search for, recover, and make ties to:
 - i. Section corners monuments
 - ii. Roadway monuments
 - iii. NGS horizontal and vertical control points
 - c. CONSULTANT shall process and adjust GPS observation data via National Geodetic Survey (NGS) On-Line Positioning Users System (OPUS) website and/or Trimble Business Center (TBC). CONSULTANT shall establish topographic survey mapping control points at site as needed.
2. Utility Coordination Locate Requests
 - a. CONSULTANT shall make utility locate requests prior to topographic surveys and pick up field information.
3. Topographic Surveys
 - a. CONSULTANT shall map site ground conditions, features and improvements within existing right-of-way boundaries at approximately 50-foot grid for the following:
 - i. SE Birch Ave from SE 4th St to SE 6th St including a minimum of 200 feet each leg on the intersections.
 - ii. The north half of SE 6th St from SE Birch Ave to S College Ave including the existing storm drainage system manholes and catch basins in the vicinity of S. College Ave and SE 6th St intersection.
4. Prepare Project Base Map
 - a. CONSULTANT will conduct survey field note reduction, draft topographic survey map, and provide QA/QC review of survey.
5. Deliverables:
 - a. Project electronic CADD base map in Civil3D 2019 or earlier.

D. Task 4: Storm Drainage Design

1. Design the proposed storm drainage system to intercept Thompson Creek approximately mid-block of SE Birch Ave. The Thompson Creek drainage to be incorporated into the roadway storm drainage of SE Birch Ave.
2. Model and design the roadway storm drainage improvements for SE Birch Ave from SE 4th St to SE 6th St.
3. Design the proposed storm drainage system from SE Birch Ave to S. College Ave along the north half of SE 6th Street. The proposed storm drainage will connect to the existing S. College Ave storm drainage system.
4. Prepare SEPA and environmental permitting required for DOE funding.
5. Develop and submit for approval a Design Report in accordance with DOE's Funding Guidelines Water Quality Combined Funding Program. The Design Report will include the following sections per Appendix L of said guidelines:
 - a. Introduction
 - b. Basin Description
 - c. Site Description
 - d. Minimum Requirements/Core Element Analysis
 - e. Alternatives Considered
 - f. Design Analysis
 - g. Quantify the Water Quality Benefit
 - h. Engineer's Opinion of Probable Cost
 - i. Schedule
 - j. Attachments
6. Assumptions:
 - a. Sizing of the proposed storm drainage re-routing of Thompson Creek will be based on the recommendations from the City's Storm Water Master Plan. No modeling of the Thompson Creek drainage is included in this scope.
 - b. Analysis will follow the Stormwater Management Manual for Eastern Washington (SWMMEW).
7. Deliverables:
 - a. Design calculations and assumptions for method, conveyance, and treatment of storm drainage.
 - b. Preliminary plans and details of storm drainage design.
 - c. 90% Design Submittal to DOE
 - d. Construction Quality Assurance Plan (CQAP) submittal to DOE
 - e. Operations and Maintenance Plan submittal to DOE
 - f. Engineer's opinion of Probable Costs including budget estimate for Department of Ecology funding application and 90% update submittal for DOE Design Report
 - g. Environmental will follow SEPA and WA State DOE required processes.

E. Task 5: Roadway Design

1. Design the proposed roadway improvements for SE Birch Ave from SE 4th St to SE 6th St. The roadway section will be based on a "hybrid" section which provides sidewalk on the east side, parking on the west side, and two 10-foot travel lanes.
2. Design of ADA ramps for the proposed sidewalk.
3. Assumptions:
 - a. No geotechnical investigation is proposed. The pavement and surfacing roadway section consisting with City Standards and of the following WSDOT standard items:
 - b. 4-inch HMA CL ½ inch PG 64-28H
 - c. 6-inch Crushed Surfacing Base Course
 - d. 4-inch Crushed Surfacing Top Course
 - e. The design will be within the existing right-of-way. No acquisition or appraisals are included.

4. Deliverables:
 - a. Preliminary plans and details of roadway design.
 - b. Engineer's opinion of Probable Costs.

F. Task 6: Plans, Specifications, and Estimate Preparation

1. Finalize plans and prepare bid ready specifications and Engineer's Opinion of Probable Costs.
2. Assumptions:
 - a. This task will be coordinated with the funding and authorization for construction. Specifications and costs will be updated to reflect current bidding environment.
3. Deliverables:
 - a. Bid ready contract documents.

PART 3 - CLIENT-PROVIDED WORK AND ADDITIONAL SERVICES

- A. **CLIENT-Provided Work** - CLIENT is responsible for completing, or authorizing others to complete, all tasks not specifically included above in PART 2 that may be required for the project including, but not limited to:
1. Timely reviews and direction.
- B. **Additional Services** - CLIENT reserves the right to add future tasks for subsequent phases or related work to the scope of services upon mutual agreement of scope, additional fees, and schedule. These future tasks, to be added by amendment at a later date as Additional Services, may include:
1. Project advertisement and bidding assistance
 2. Responding to Contractor Questions during Bidding Process
 3. Construction administration and observation, submittal reviews

PART 4 - BASIS OF FEE AND SCHEDULE OF SERVICES

- A. CLIENT shall pay J-U-B for the identified Services in PART 2 as follows:
1. For Time and Materials fees:
 - a. For all services performed on the project, Client shall pay J-U-B an amount equal to the cumulative hours charged to the Project by each class of J-U-B's personnel times J-U-B's standard billing rates.
 - b. Client shall pay J-U-B for Reimbursable Expenses times a multiplier of 1.1
 - c. Client shall pay J-U-B for J-U-B's Consultants' charges times a multiplier of 1.1.
- J-U-B may alter the distribution of compensation between individual tasks to be consistent with services actually rendered while not exceeding the total project amount.

Period of Service: If the period of service for the task identified above is extended beyond 12 months, the compensation amount for J-U-B's services may be appropriately adjusted to account for salary adjustments and extended duration of project management and administrative services.

CLIENT acknowledges that J-U-B will not be responsible for impacts to the schedule by actions of others over which J-U-B has no control.

The following table summarizes the fees and anticipated schedule for the services identified in PART 2. This schedule is based on the anticipated construction funding from DOE for Fall 2022 advertisement.

Task Number	Task Name	Fee Type	Amount	Anticipated Schedule
1	Project Management	Time and Materials	\$12,700	Concurrent with work progress
2	Funding Assistance	Time and Materials	\$3,000	October 2022
3	Surveying	Time and Materials	\$12,300	September 2022
4	Storm Drainage Design	Time and Materials	\$45,000	March 2023
5	Roadway Design	Time and Materials	\$17,400	March 2023
6	Plans, Specifications, and Estimate Preparation	Time and Materials	\$9,000	September 2023 for Advertisement October 2023
7	Expenses	Time and Materials	\$2,600	Concurrent with work progress
Total:			\$102,000	

For internal J-U-B use only:

PROJECT LOCATION (STATE): Washington

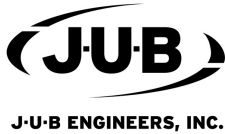
TYPE OF WORK: City

R&D: Yes

GROUP: Transportation

PROJECT DESCRIPTION(S):

1. Highway/Interstate/Roadway (H07)
- Traffic/Transportation (T03)



**J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES**

Attachment 1 – Scope of Services, Basis of Fee, and Schedule

PROJECT NAME: 6th Street Water Main Replacement

CLIENT: City of College Place

J-U-B PROJECT NUMBER: 30-22-057

ATTACHMENT TO:

☒ **AUTHORIZATION FOR ADDITIONAL SERVICES; DATED: 8/1/2022**

The referenced Agreement for Professional Services executed between J-U-B ENGINEERS, Inc. (J-U-B) and the CLIENT is amended and supplemented to include the following provisions regarding the Scope of Services, Basis of Fee, and/or Schedule:

PART 1 - PROJECT UNDERSTANDING

J-U-B's understanding of this project's history and CLIENT's general intent and scope of the project are described as follows:

An existing 12-inch steel waterline located in 6th Street between College Avenue and Date Street, is in poor condition due to the age of the pipe. The City of College Place intends to abandon the aging water pipes and replace with new ductile iron water main and water services. This project was identified in the Capital Facility Plan for FY 2022.

PART 2 - SCOPE OF SERVICES BY J-U-B

J-U-B's Services under this Agreement are limited to the following tasks. Any other items necessary to plan and implement the project, including but not limited to those specifically listed in PART 3, are the responsibility of CLIENT.

A. Sub-Task 001: Project Management

1. Set up project into J-U-B's financial and record keeping systems for document retention and project controls.
2. Conduct project planning and risk assessment.
3. Coordinate quality assurance / quality control (QA/QC) processes.
4. Communicate and coordinate J-U-B team activities with kickoff and progress meetings as required.
5. Communicate and coordinate subconsultant activities under J-U-B, if necessary.
6. Regularly monitor project status, budget and schedule.
7. During periods of project activity, provide a regular report to CLIENT on project status, budget and schedule.
8. Provide a monthly invoice including budget status.
9. Provide ongoing document handling and filing.
10. Achieve paper and electronic files and records.
11. Communicate the project completion to CLIENT and other affected agencies and stakeholders, as required.
12. Close financial billing and accounting records in J-U-B's financial and record-keeping systems.

B. Sub-Task 002: QC Reviews

1. Conduct internal reviews at appropriate phases for quality control and assurance.

C. Sub-Task 003: Funding Application

1. Assist in the development of a Public Works Trust Fund (PWTF) funding application.

D. Sub-Task 004: Base Map Development

1. For this task, J-U-B will perform a topographical survey of the project area. The survey area will include:
 - a. SE 6th Street from the intersection of College Avenue to the intersection with SE Elm Avenue. The survey corridor will be the entire width of the right-of-way.
 - b. Assumptions:
 - i. Data collection and mapping will use a combination of terrestrial, GPS and Unmanned Aerial Surveying methods.
 - ii. This scope of work does not include private utility locates – utilities will be surveyed as marked by the providing utility from the 811 one call system.
 - iii. This scope does not include detailed parcel title research. The existing GIS shapefiles are considered accurate enough for depicting property lines for this project.
 - c. Deliverables:
 - i. File compatible with AutoCAD Civil 3D including surface, roadway centerline alignments, right-of-way lines, vertical datum, basis of bearing, and point files.

E. Sub-Task 005: Design Phase Services

For this task, J-U-B will provide Design Phase Services focused on development of construction plans and specifications depicting the work to be completed by the Contractor.

1. 60% Draft Plans and Technical Specs
 - a. J-U-B will develop construction plans to the 60% progress stage. The progress print will include detailed information and all potential work call outs within City right-of-way.
 - b. J-U-B will develop the technical specifications based upon project requirements to the 60% progress stage.
 - c. J-U-B will develop an Opinion of Probable Cost based on the work to be completed. The 60% cost opinion will include a 20% contingency.
 - d. Assumptions:
 - i. City will obtain permission and/or easements to access private properties to conduct the work necessary for this project.
 - ii. A geotechnical investigation will not be completed for this project.
 - iii. Groundwater will not be a concern for this project.
 - iv. Abandonment and/or removal of asbestos cement pipe will be in accordance with all Washington State and Federal laws.
 - v. Review/approval by WDOH is not required.
 - vi. Construction stormwater permit is not required.
 - vii. Specifications will be based on the standard 16 Division Specifications.
 - viii. Restoration of the roadways will be trench patching.
 - e. Deliverables:
 - i. 60% Construction Plan Set (Electronic in .pdf format)
 - ii. 60% Technical Specifications
 - iii. 60% Opinion of Probable Cost
2. Final Bidding Documents
 - a. J-U-B will prepare final contract and bidding documents. J-U-B will incorporate comments from Client and will prepare final, bid-ready construction plans and technical specifications, which are stamped and signed by the responsible engineer.
 - b. Assumptions:
 - i. Client will advertise the project on QuestCDN website. No hard copies of bidding documents will be required.
 - c. Deliverables:

- i. Volume I – Bid Documents, Agreement Forms, and Specifications (Electronic copy in .pdf format, digitally signed)
- ii. Volume II – Final Construction Plan Set (Electronic copy in .pdf format, digitally signed)
- iii. Volume II – Final Water Service Connection Document (Electronic copy in .pdf format, digitally signed)

F. Task 006: Bid and Award Phase Services

1. For this task, J-U-B will:
 - a. Prepare an Advertisement for Bid for the Client to publish.
 - b. Provide construction and design professionals who worked on the project to be available in responding to contractor questions during the bidding phase.
 - c. Perform the following anticipated administrative tasks including:
 - i. Advertise for and obtain bids for the work.
 - ii. Maintain a record of prospective bidders to whom the bidding documents have been issued.
 - iii. Schedule and conduct a pre-bid conference.
 - iv. Issue addenda as appropriate to clarify, correct, or change the Bidding Documents.
 - v. Determine the acceptability of subcontractors, suppliers and other individuals and entities proposed by the prospective contractors.
 - vi. Coordinate and administer the Bid Opening.
 - vii. Prepare Bid Tabulation Sheets.
 - viii. Evaluate Bids.
 - ix. Assemble Contracts for the work.
 - d. Assumptions:
 - i. The bidding documents will be available through the QuestCDN website and Addenda will be uploaded as necessary. No hard copies of bidding documents will be provided.
 - ii. J-U-B will notify construction plan centers of project advertisement.
 - iii. Client will pay for the Advertisement for Bid to be published.
 - iv. Client will post the planholders list to the City's website.
 - v. In the event all bids are rejected and Client decides to rebid the project in whole or in part, the work associated with redesigning, repackaging and/or rebidding shall be considered and Additional Service.
 - e. Deliverables:
 - i. Addenda – As necessary (Electronic copy in .pdf format).
 - ii. Summary of Bid tabulation.
 - iii. Recommendation of Award Letter.
 - iv. Contracts for signature.

G. Sub-Task 007: Construction Phase Services

To be Determined.

PART 3 - CLIENT-PROVIDED WORK AND ADDITIONAL SERVICES

- A. CLIENT-Provided Work** - CLIENT is responsible for completing, or authorizing others to complete, all tasks not specifically included above in PART 2 that may be required for the project including, but not limited to:
1. Access permission from private landowners – including access easements, construction easements, and permanent easements.
 2. Provide public involvement services.

- B. **Additional Services** - CLIENT reserves the right to add future tasks for subsequent phases or related work to the scope of services upon mutual agreement of scope, additional fees, and schedule. These future tasks, to be added by amendment at a later date as Additional Services, may include:
1. Construction Phase Services.
 2. Assistance with easement acquisition.
 3. Developing legal descriptions and exhibits for easements.
 4. Private Utility Locates – utilities will be limited to those marked by the providing utility from the 811 One Call system

PART 4 - BASIS OF FEE AND SCHEDULE OF SERVICES

- A. CLIENT shall pay J-U-B for the identified Services in PART 2 as follows:
1. For Time and Materials fees:
 - a. For all services performed on the project, Client shall pay J-U-B an amount equal to the cumulative hours charged to the Project by each class of J-U-B's personnel times J-U-B's standard billing rates.
 - b. Client shall pay J-U-B for Reimbursable Expenses times a multiplier of 1.1
 - c. Client shall pay J-U-B for J-U-B's Consultants' charges times a multiplier of 1.1.
 2. J-U-B may alter the distribution of compensation between individual tasks to be consistent with services actually rendered while not exceeding the total project amount.
- B. Period of Service: If the period of service for the task identified above is extended beyond 12 months, the compensation amount for J-U-B's services may be appropriately adjusted to account for salary adjustments and extended duration of project management and administrative services.
- C. CLIENT acknowledges that J-U-B will not be responsible for impacts to the schedule by actions of others over which J-U-B has no control.
- D. The following table summarizes the fees and anticipated schedule for the services identified in PART 2.

Sub-Task Number	Task Name	Fee Type	Amount	Anticipated Schedule
001	Project Management	Time and Materials (Estimated Amount Shown)	\$3,000	Concurrent with work progress
002	QC Reviews	Time and Materials (Estimated Amount Shown)	\$3,000	Concurrent with work progress
003	Funding Application	Time and Materials (Estimated Amount Shown)	\$5,000	Complete PWTF Application by due date of September 9
004	Base Map Development	Time and Materials (Estimated Amount Shown)	\$7,000	Draft for CLIENT review 1 month after executed contract, notice to proceed, and receipt of all required data
005	Design Phase Services	Time and Materials (Estimated Amount Shown)	\$40,000	Draft for CLIENT review 1 month after survey base map is completed
006	Bid and Award Phase Services	Time and Materials (Estimated Amount Shown)	\$6,500	Concurrent with work progress
Total:			\$64,500	

For internal J-U-B use only:

PROJECT LOCATION (STATE): Washington

TYPE OF WORK: City

R&D: No

GROUP: Water/Wastewater

PROJECT DESCRIPTION(S):

1. Municipal/Utility Engineering (203)
2. Water Supply/Treatment/Distribution (W03)

J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES

Task Order - City of College Place

DATE: 8/1/2022

PROJECT: On-Call Engineering Services

RE: Master Engineering Services Agreement between the City of College Place (CLIENT) and J-U-B ENGINEERS, Inc., (J-U-B), dated October 13, 2020.

Upon execution of this Task Order by CLIENT and J-U-B in the space provided below, this Task Order will serve as authorization for J-U-B to carry out and complete the services set forth below in accordance with the referenced Agreement between the CLIENT and J-U-B.

1. Purpose: Water main replacement per Capital Facility Plan – 6th Street Water Main Replacements.
2. Scope of Services: See Attachment 1 – Scope of Services, Basis of Fee, and Schedule.
3. Time for Performance of Services: See Attachment 1 – Scope of Services, Basis of Fee, and Schedule.
4. Compensation for Services: See Attachment 1 – Scope of Services, Basis of Fee, and Schedule.

SIGNATURES

CLIENT:

City of College Place

By: Mike Rizzitiello

Title: City Administrator, City of College Place

Date: _____

ENGINEER:

J-U-B ENGINEERS, Inc.


By: Alex Fazzari, P.E.

Title: Area Manager

Date: _____

CHAPTER 8.45 –ABANDONED PROPERTY; ABANDONED CONSTRUCTION SITES; MAINTENANCE

8.45.010 – Purpose

8.45.020 – General

8.45.030 – Definitions

8.45.040 – Declaration of abandoned property or abandoned construction site

8.45.050 – Owner response; required maintenance

8.45.060 – Lender responsibilities; City maintenance

8.45.070 – Grantee of trustee's deed or sheriff's deed, or estate responsibilities; City maintenance

8.45.080 – Waiver for city to abate; trespass of unauthorized individuals

8.45.090 – 8.45.130 – Policies and Procedures

8.45.100 – Violations

8.45.010 – Purpose

This chapter's purpose is to preserve neighborhood and City character, property values, enjoyment of property, safety in land use, and affordable housing inventory and protect the public's health, safety and welfare, by identifying abandoned property and construction sites and providing for maintenance and nuisance abatement.

8.45.020 – General

- A. Applicability. This chapter applies to all property within the City limits of College Place except that, this chapter shall not apply to land with no buildings or structures.
- B. Administration. College Place Police Department (CPPD) or code enforcement officer or designee may administer this chapter, are authorized to declare a property vacant, and to interpret this chapter.
- C. Enforcement. Enforcement of this chapter will be pursuant to Chapter 1.20 CPMC or any other legal means. Enforcement is not mandatory and is at the discretion of the City.
- D. Supplemental. The authority pursuant to this chapter is in addition to and not in limitation of any other authority provided by law.

- E. No duty or benefit created. This chapter does not confer a benefit or create a duty to any one party, entity, or group of people or entities, and confers only benefit or duty to the public as a whole. No individual administering or enforcing this chapter is liable for any damages for acts or omissions in administration or enforcement.
- F. Joint and several responsibility. All responsible parties are jointly and severally responsible for compliance with this chapter and for any payments required. The City encourages all agreements to lease, rent, or occupy property to require lessee or tenant to comply with this chapter.
- G. All references to College Place Municipal Code (CPMC) and Revised Code of Washington (RCW) include any future amendments or recodifications.

8.45.030 – Definitions

The following definitions are specific to this chapter and shall have the following meanings:

- A. “Abandoned construction site” means lot, tract, parcel, or land area, including subdivisions, building or buildings, or other development, where notable construction activity began and subsequently ceased without completion, for any reason, for a period of 90 days.
- B. “Abandoned property” means property with no signs of occupancy and at least three of the following indications are visible from the exterior:
 - 1. Absence of furnishings and personal items consistent with residential habitation;
 - 2. Gas, electric, or water utility services have been disconnected;
 - 3. Statements by neighbors, passersby, delivery agents, or government employees that the property is vacant;
 - 4. Absence of window coverings such as curtains or blinds or windows are boarded up or closed off or are smashed through, broken, or unhinged;
 - 5. Doors on the residence are substantially damaged, broken off, unhinged, or conspicuously open;
 - 6. Property has been stripped of copper or other materials, or interior fixtures have been removed;

7. Law enforcement officials have received at least one report within the immediately preceding six months of trespassing or vandalism or other illegal activities by parties who enter unlawfully on the property;
 8. Property has been declared unfit for occupancy by the City, county or state authority;
 9. Newspapers, circulars, flyers, or mail has accumulated on the property or the United States postal service has discontinued delivery to the property;
 10. Presence of rubbish, trash, debris, overgrown vegetation, dead or diseased trees, noxious weeds;
 11. Presence of vermin, mold, algae, abandoned or wild animals, insect or bird infestation;
 12. Conditions which would obstruct emergency services access to the property or obstruction of public right-of-way;
 13. Presence of a hazard pursuant to CPMC 8.24.020;
 14. Other evidence of vacancy as determined by the City.
- C. “Building” means any structure used or intended for supporting or sheltering any use or occupancy.
- D. “Lender” means any party or entity who makes, extends, or holds a real estate loan agreement, including, but not limited to, mortgagees, mortgage servicers, beneficiaries under deed of trust, underwriters under deeds of trust, venders under conditional land sales contracts, trustees and successor in interest to any mortgagee, beneficiary, vendor, or trustee and any other lienholder on the property. The term also includes any party or entity that accepts a deed in lieu of foreclosure.
- E. “Mid-foreclosure” means when, pursuant to chapter 61.24 RCW, a notice of default or notice of preforeclosure options has been issued or a notice of trustee’s sale has been recorded with the Walla Walla county auditor, or a notice of a pending tax assessor’s lien sale, a deed in lieu of foreclosure/sale has occurred, or the property is subject to a contract forfeiture, or is an asset in a bankruptcy proceeding.
- F. “Occupied”. A property is considered occupied if a permitted use is physically located and lawfully occupying the property for at least six consecutive months.

- G. “Owner(s)” means any party, entity, group of people or groups of entities or any combination thereof having a legal or equitable interest in property regulated by this chapter.
- H. “Premises” means any lot, tract, parcel, or land area, building or structure in whole or in part and any appurtenances thereto in whole or in part, whether improved or unimproved. Premises include adjacent sidewalks, parking strips, planter strips, ingresses and egresses, alleys, curbs, drains, gutters, roundabouts, and rights-of-way adjacent to any land or building in whole or in part.
- I. “Responsible party” means any party or more than one party, or the following: owner, lessor, tenant, agent, contractor, operator, developer, applicant, occupant of the property, or other party entitled to control, use or occupy the premises or any other party causing or contributing to a violation of this chapter. Responsible party includes mortgagee, mortgage servicer, or lender with security interest in the property.
- J. “Structure” means anything constructed or erected fixed or intended to be fixed to the ground, including but not limited to residences, buildings, manufactured homes, accessory dwelling units, tiny homes, or any other construction which may affect the health, safety, or general welfare of the public, or any portion thereof.

8.45.040 – Declaration of abandoned property or abandoned construction site

When a property meets the definition of “abandoned property” or “abandoned construction site”, the City may declare the property abandoned. Upon declaration, the City shall send notice of abandonment to the owner(s) on record of the Walla Walla County Assessor’s office and shall post the notice on the property requesting the owner(s) contact the City to address the abandonment. The notice shall request owner(s) comply with Chapter 8.40 CPMC and this chapter, and take all other actions as requested by the City.

8.45.050 – Owner response; required maintenance

- A. Upon receipt of a notice of property abandonment, owner or responsible party shall immediately comply with all requirements of chapter 8.40 – vacant property registration and maintenance, CPMC.
- B. Upon receipt of a notice of construction site abandonment, owner or responsible party shall immediately comply with all requirements of chapter 8.40 – vacant property registration and maintenance, CPMC, and shall maintain the construction site as follows:

1. Security. Premises, building and structures shall be secure from access by the public and animals and pose no threat to the public health, safety, and welfare and do not constitute a nuisance pursuant to CPMC chapter 8.24 or at law.
2. Protection of facilities and watercourses. Premises shall be maintained so as to not cause any breakage, blockage, damage or destruction of any watercourse or stormwater facility and so as to not interfere with the public's or other's construction or redevelopment best management practices.
3. Erosion control. Premises shall be stabilized to prevent erosion and sediment from leaving the site.
4. Environmental protection. In addition to erosion control, premises shall be maintained to avoid spill, release, or exposure of oil or hazardous materials, presence of invasive species as identified by the Washington Invasive Species Council or other local, state, or federal agency, exposure of asbestos to air, ground, or water, and deterioration or damage to environmentally protected areas, cultural and archaeological resources and protected fish, birds and other species.
5. Minimize waste. Construction material and equipment shall be stored to prevent deterioration leading to unsafe or unusable conditions and to optimize industrial recycling.

C. Applicable fees. To defray the costs of administering this chapter:

1. Upon abandonment declaration, at least one responsible party shall pay a fee as set by the City Council in the City's Fee Schedule.
2. For a declared abandoned construction site that has not resumed notable and constant construction activities for a period of not less than 45 days or until completion of construction activities, at least one responsible party must pay on January 1 and July 1 of each year a fee as set by the City Council in the City's Fee Schedule. Each subsequent fee will increase unless set otherwise by City Council.
3. If a fee is not timely paid, the City may assess a late fee in addition to the declaration fee in an amount set by City Council in the City's Fee Schedule.

Nothing in this section shall relieve any responsible party from the duty to pay any fee assessed in chapter 8.40 CPMC. The City may take any available action to collect all fees, along with all costs to the City to collect the fees from the responsible party and amounts due may become a lien upon the property.

8.45.060 – Lender responsibilities; City maintenance

A. For a property which is in mid-foreclosure, upon receipt from the City of a declaration that a property or construction site is abandoned, or upon actual notice of the abandoned property or abandoned construction site, a Lender or its designee shall, within 30 days or greater time frame identified by the City:

1. Bring the property into compliance with this chapter;
2. Prior to entry, ensure that a notice is posted on the front door that includes the following:
 - a. A statement that the property owner may request locks installed by lender be removed within 24 hours and replaced with new locks accessible by the property owner;
 - b. A toll-free, 24-hour phone number the property owner may call to gain entry, which entry must be provided no later than the next business day;
 - c. The phone number of the Washington statewide foreclosure hotline and the statewide civil legal aid hotline.
3. Leave the property immediately if the property is found to be occupied, notify the City of the occupation, and not enter the property until a subsequent declaration of property abandonment is issued to the Lender by the City.

B. If a Lender receives notice from the City pursuant to this chapter, the property is unoccupied, and the Lender does not bring the property into compliance with this chapter, the City may abate any nuisance, secure the property, prevent waste, and take all action to bring the property into compliance with this chapter. The City may recover all costs to do so from the Lender, including and but not limited to collection costs and may place a lien on the property.

C. The City is not liable for any damages caused by any act or omission of a Lender.

8.45.070 – Grantee of trustee’s deed or sheriff’s deed, or estate responsibilities; City maintenance

A. Upon declaration of abandonment, if the property or site has been the subject of a foreclosure or is held in an estate and is not in compliance with this chapter, the trustee or personal representative of the estate shall, within 15 days or greater time frame identified by the City respond:

1. That the grantee or the estate's personal representative will bring the property or site into compliance; or
 2. That the grantee or the estate does not have the adequate resources to bring the property or site into compliance.
- B. If grantee or estate does not have adequate resources to or does not bring the property or site into compliance with this chapter, the City may abate any nuisance, secure the property, prevent waste, and take all action to bring the property into compliance with this chapter. The City may recover all costs to do so from the grantee or estate, including and but not limited to collection costs and may place a lien on the property.

8.45.080 – Waiver for city to abate; trespass of unauthorized individuals.

- A. Upon City declaring a property or construction site abandoned, if a Lender or responsible party does not bring the property or site into compliance with this chapter, the Lender or responsible party(ies) waive any objection to the City entering onto or into the premises for the purpose of abating a condition that would constitute a Dangerous structure or premise, Chronic nuisance property, Junk yard, or Class A Nuisance as defined in CPMC 8.24.010 or an unfit or substandard building as established in RCW 35.80.010. All abatement costs to the City shall be the responsibility of the Lender and responsible parties and amounts due and owing may become a lien on the property pursuant to CPMC 1.20.110.
- B. Upon City declaring a property or construction site abandoned, if a Lender or responsible party does not secure the property or site from trespassers, the responsible party grants the City authority to trespass unauthorized individuals from the property and to enforce trespass orders.

8.45.090 – Policies and Procedures.

The City may develop policies to implement the procedures set forth above, which are consistent and do not conflict with the provisions of this chapter or any other applicable law.

8.45.100 – Violations.

Noncompliance with any provisions of this chapter is a violation of this chapter and shall be a Nuisance pursuant to CPMC chapter 8.24. Each day of noncompliance shall constitute a separate violation.

Chapter 2.25 – Advisory Groups

2.25.005 – Preamble

2.25.010 – Definitions

2.25.020 – Creation, dissolution, membership, residency requirements, nomination and confirmation, removal

2.25.030 – Advisory group policies

2.25.040 - Officers, terms of office

2.25.050 – Meetings, quorums, governing procedure, record

2.25.060 – Vacancies.

2.25.070 – Conflicts of interest and appearance of fairness.

2.25.080 – Liaisons and representatives.

2.25.090 – Attendance and absenteeism

2.25.090 – Attendance and absenteeism

2.25.100 – Open Public Meetings Act

2.25.110 – Nondiscrimination

2.25.005 – Preamble

- A. Purpose. This Chapter provides general procedures to form and govern ad hoc advisory councils, commissions, committees, task forces, boards, and the like.
- B. Applicability. This chapter applies to all advisory groups, including but not limited to boards, commissions, committees, councils, and task forces unless exempted in whole or in part under a different chapter of the CPMC, by resolution of City council, by applicable grant, or by state law. This chapter applies to group members representing the City in multi-jurisdictional/agency advisory groups to the extent it does not conflict with the multi-jurisdictional/agency group's policies and procedures or applicable law.
- C. Compliance. The Washington state Revised Code of Washington (RCW) mandates cities establish boards and committees and other groups in certain circumstances. Grants may mandate the city to establish such groups. In addition, state law provides for optional advisory groups. This chapter complies with applicable law and grants, and, should this chapter conflict with any RCW or grant mandate, the RCW or grant should govern.

- D. Public duty. Nothing in this Chapter affords any one person or group of people any benefit or places upon the City a duty to any one person or group of people. Any duty created by this Chapter is a general duty to the public as a whole.

2.25.010 – Definitions. Words shall have their ordinary and common meaning, except that, unless the context otherwise indicates, shall have the following meanings:

- A. “Advisory group” means any committee, commission, board, council, task force, or group created by City council to advise on subjects and perform other functions as prescribed by City council. Advisory group includes groups mandated or tasked with decision-making authority.
- B. “Appearance of fairness issue” means a situation in which a person is in a position or appears to be in a position to conduct duties in an unfair or biased manner. In determining whether a member has an issue with appearance of fairness, the test is as follows: Would a disinterested person, apprised of the totality of a member’s personal interest in a matter being acted upon, be reasonable justified in thinking that partiality may exist? If yes, there exists an appearance of fairness issue.
- C. “Conflict of interest” means a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity. A conflict of interest means a conflict between the private interests and the official responsibility of a person in a position of trust.
- D. “Grant” shall also mean endowment, award, donation, contribution, subsidy, allotment, or other non-regular or singular conditional money given or awarded to the City.
- E. “Reside within City limits”. A person resides within City limits when he, she, or they maintain and reside in the City for at least eight (8) contiguous months out of a year. A person also resides within City limits when he, she, or they move to the City with the intent of permanently or non-temporarily residing within City and at least six (6) months have passed since moving to the City. A person resides within City limits when he, she, or they provide proof of residency to City council and City council determines the person resides within City limits.

2.25.020 – Creation, dissolution, membership, residency requirements, nomination and confirmation, removal.

- A. City council, by resolution, may create an advisory group to assist the City in performing City functions by:
1. Declaring a group formed;
 2. Determining the purpose of the group;

3. Setting initial number of members, initial member specific qualifications if any, and initial term of membership, which can be modified pursuant to section 2.25.030;
 4. Establishing a sunset provision, which can be extended pursuant to 2.25.030.
- B. City council, by resolution, may dissolve an advisory group, change the number of or qualification of members, redefine the purpose of the group, or modify the sunset date.
- C. Unless otherwise specifically provided by City council resolution or motion or by state law or due to the multi-jurisdictional/agency make up of an advisory group, the following procedures and requirements apply to all members of each advisory group.
1. Members must reside within City limits.
 2. The mayor or City administrator shall nominate persons to be members.
 3. City council must approve, by majority, each member.
 4. Each member shall begin membership activities upon approval by City council or upon effective date of the previous member's resignation or expiration of the term for the position.
 5. No member can serve on more than one advisory group unless specifically approved by City council.
- D. The mayor or City administrator may demote an officer or remove a member of an advisory group for one or more of the following reasons:
1. Disruptive or obstructive behavior or failing to follow the group's policies or this chapter by the member;
 2. The nominated and confirmed member fails to qualify or assume duties of membership within 30 calendar days of confirmation by City council;
 3. Three consecutive unexcused absences or such periodic and consistent unexcused absences by member;
 4. Member ceases to have the necessary qualifications to be a member;
 5. Member is convicted or enters an *Alford* plea to a crime and the mayor or City administrator, in consultation with the City attorney, determine, due to the nature

or circumstances of the crime, that service on the advisory group is not in the best interests of the public;

6. Member has a standing conflict of interest issue as it relates to the general activities of the group such that further participation in the group may be deemed unethical; or

7. Other reason as determined by the mayor or City administrator.

E. Any member removed from an advisory group is disqualified from serving on any advisory group for a period of 24 months from removal.

F. Any member may voluntarily resign from an advisory group and resignation shall be deemed to occur upon the effective date of the resignation or immediately if no effective date is stated.

2.25.030 – Advisory group policies.

The City shall establish a written policy for each advisory group. The policies shall reflect the initial group information established by City council resolution. The policy shall indicate if and when the OPMA applies to the group and shall provide guidance on complying with the OPMA. The policies may be modified if approved by the mayor or City administrator. Advisory group members shall follow the group policy.

2.25.040 - Officers, terms of office

Each advisory group shall elect from its membership a presiding officer. Advisory group may elect other officers with such duties as set forth in policies and procedures established by the City. For advisory groups that meet quarterly or less per year, the presiding officer shall serve for two years. For advisory groups that meet five times or more per a year, the presiding officer shall serve for one year. There are no term limits for officers.

2.25.050 – Meetings, quorums, governing procedure

A. Meetings. Each advisory group shall meet according to the group's policy.

B. Quorums. A majority of advisory group members shall constitute a quorum. An affirmative vote of the majority of a quorum in attendance at any meeting is necessary to elect officers, transact business or carry any proposition. The absence of any officer shall not prohibit a group with a quorum from meeting and fulfilling its duties. In the absence of the presiding officer, the liaison shall serve as the presiding officer to conduct the meeting, but shall not participate in any substantive deliberation or voting.

C. Governing procedure. *Standard Code of Parliamentary Procedure* – [edition utilized by City Clerk] shall govern advisory group deliberations and business unless they conflict with this Chapter or other law.

- D. A record of the agenda, attendance, and meeting notes shall be recorded and kept by the City pursuant to applicable law.

2.25.060 – Vacancies.

The mayor or City administrator shall nominate to City council, a person to fill a group membership vacancy. To serve on the group, City council must approve the nomination. Should the presiding officer step down from the position, the members shall elect a new presiding officer to fulfill the remaining term. Should the presiding officer vacate the advisory group, the remaining members or all members if City council has filled the open position shall elect a new presiding officer to fulfill the remaining term.

2.25.070 – Conflicts of interest and appearance of fairness.

- A. Members of advisory committees shall be subject to Chapter 42.23 RCW, Code of Ethics for Municipal Officers, and:
1. No member may use his, her, or their position to secure special privileges or exemptions on behalf of himself, herself, or themselves or others.
 2. No member may directly or indirectly give or receive or agree to give or receive any compensation, gift, reward, or gratuity from a source except from the City for a matter connected with or related to the member's services as a member unless allowed by law.
 3. No member may accept employment or engage in business or professional activity that the member might reasonably expect would require or induce him, her, or them due to his, her, or their membership position to disclose confidential information acquired due to his, her, or their membership position.
 4. No member may disclose confidential information gained due to the member's position, nor may the member otherwise use such information for his, her, or their personal gain or benefit.
- B. If any member concludes they have a conflict of interest respecting a matter pending before the advisory group they shall immediately disqualify themselves from participating in the deliberations and decision-making process with respect to the matter.
- C. If any member concludes they may have an appearance of fairness issue regarding a matter pending before the advisory group, they shall announce such appearance during a scheduled advisory group meeting upon which the remaining members at the meeting shall determine by vote whether the member should immediately disqualify themselves from participating in the deliberations and decision-making process with respect to the matter. A tie vote results in disqualification of the member's participation. While not

necessary, a statement from the subject member that he, she, or they will deliberate and decide in a fair and unbiased manner can be sufficient to overcome the appearance of fairness issue.

- D. If any member concludes they have a standing conflict of interest issue as it relates to the general activities of the group such that further participation in the group may be deemed unethical, said member shall immediately resign from the group.

2.25.080 – Liaisons and representatives.

The City administrator or his designee, with the mayor's approval, may designate himself, herself, or their self, a City council member, or a City employee who will represent the City, liaising between the advisory group and City council.

2.25.090 – Attendance and absenteeism

Attendance at meetings is mandatory and will be taken at all group meetings. No member may be absent and unexcused from any three consecutive meetings. Three consecutive unexcused absences may result in removal from the group. An absence is unexcused if the absent member did not notify the presiding officer or City liaison at least ten (10) days prior to the meeting of the expected absence. A member may request a leave of absence, which must be approved by the mayor or City administrator.

2.25.100 – Open Public Meetings Act

- A. The Washington Open Public Meetings Act, (OPMA), codified in chapter 42.30 RCW and as amended or recodified, requires that all meetings of governing bodies of public agencies, including cities, counties, and special purpose districts, be open to the public.
- B. Unless the law permits otherwise, the following groups are subject to the OPMA:
 - 1. Planning commission;
 - 2. Park boards;
 - 3. Civil service commissions;
 - 4. Library boards;
 - 5. Emergency management;
 - 6. Advisory groups, which, in whole or in part, exercise actual or de facto decision-making authority for the City, conduct hearings, or take testimony or public comment.

7. Other advisory groups as determined by the City.
- C. Advisory groups tasked with making non-binding recommendations, conducting community surveys or research, or serving as a liaison between City council and the community or other special interest, who do not conduct hearings or take testimony or public comment are not subject to the OPMA.
- D. All advisory group members must, upon request and as directed by the City, complete OPMA training.

2.25.110 – Nondiscrimination

No person shall be ineligible as a member of an advisory group by reason of race, color, ethnicity, native or national origin, political belief or affiliation, genetic information, religion, sex or gender, sexual or gender expression, sexual orientation, preferred pronoun use, veteran or military status, marital or pregnancy status, mental or physical disability, or any other class of individual protected from discrimination under state or federal law.