

Tuesday, July 23, 2024
City Council Meeting - Hybrid (In-Person & Electronic)

7:00 P.M.

#2142 Regular City Council Meeting - Hybrid (In-Person & Electronic)

Agenda: <https://go.boarddocs.com/wa/cocp/Board.nsf/goto?open&id=D6KRKP6E6649>

In-Person at College Place 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/85615508282>

Or you may call this number to listen: 1-669-900-9128 ID# 856 1550 8282 Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

1. Opening Items.

Subject :	1.01 Call To Order
Meeting :	Jul 23, 2024 - 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 :	Jul 23, 2024 - 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,

Tito Espinoza Jr.,

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.usno 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 and Virtual Comments:

Any member of the public who desires to make a public comment at the City Council meeting by telephone or remote access shall provide at least 24 hours notice (excluding weekends and holidays) prior to the start of the meeting at which the member of the public wants to make a comment, notify the City Clerk or designee in writing or by direct verbal communication of their desire to make a comment. Those notice shall include the member's first and last name, address or place of residence, and the topic or topics the comment will touch upon.

- 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 24172 - Approve Agenda for July 23rd, 2024
Meeting :	Jul 23, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to approve Agenda for July 23rd, 2024.

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 24173 - Approve Council Minutes from July 9th, 2024
Meeting :	Jul 23, 2024 - City Council Meeting - Hybrid (In-

	Person & Electronic)
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent), Minutes
Recommended Action :	Motion to Approve Council Minutes from July 9th, 2024

File Attachments

[2024-7-9_City_Council_Meeting_Minutes_Draft.pdf \(688 KB\)](#)

Consent

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Subject :	2.03 Excuse the absence of Council Member Loren Peterson
Meeting :	Jul 23, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to excuse the absence of Council Member Peterson

Public Content

Excuse Councilmember Peterson from July 23rd Council Meeting

Consent

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Subject :	2.04 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
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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 :	Jul 23, 2024 - 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.

Subject :	4.01 Procedure for Public Testimony
Meeting :	Jul 23, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	4. Public Hearings.
Access :	Public
Type :	Procedural

Public Content

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

Meeting Protocol for Public Testimony:

When submitting public testimony, include the following information regardless of the manner you are using: (Note that there are deadlines for writtencomments 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 4:00 PM the Friday before the meeting.(If typewritten, no less than 11 pt font).

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- 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 the public hearing topic.

Subject :	4.02 AB 24174 - FY 2025 to FY 2030 Transportation Improvement Plan (TIP) - Mr. McAndrews
Meeting :	Jul 23, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	4. Public Hearings.
Access :	Public
Type :	Action
Preferred Date :	Jul 23, 2024
Absolute Date :	Jul 23, 2024
Fiscal Impact :	No
Budgeted :	Yes
Budget Source :	Current Expense; Transportation Benefit District; REET 1; REET II; Utilities
Recommended Action :	Motion to open Public Hearing.

File Attachments

[2025to2030TIP.pdf \(267 KB\)](#)

[Map.pdf \(7.851 KB\)](#)

[Resolution 24-057 TIP FY 2025 to 2030.pdf \(83 KB\)](#)

5. Action Items.

Subject :	5.01 AB 24175 - FY 2025 to 2030 Transportation Improvement Plan (TIP) - Mr. McAndrews
Meeting :	Jul 23, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Jul 23, 2024
Absolute Date :	Jul 23, 2024
Fiscal Impact :	No
Budgeted :	Yes
Budget Source :	Current Expense; Transportation Benefit District, REET

1; REET II;

Recommended Action :

Motion to approve Resolution #24-057 which adopts FY 2025 to 2030 Transportation Improvement Plan (TIP).

Public Content

Attached is the FY 2025 to 2030 Transportation Improvement Plan. This was introduced by the City Administrator at the July workshop.

File Attachments

[2025to2030TIP.pdf \(267 KB\)](#)

[Map.pdf \(7,851 KB\)](#)

[Resolution 24-057 TIP FY 2025 to 2030.pdf \(83 KB\)](#)

Subject :	5.02 AB 24176 - Award of the Firehouse Stairs Project - Mr. McAndrews
Meeting :	Jul 23, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Jul 23, 2024
Absolute Date :	Jul 23, 2024
Fiscal Impact :	Yes
Dollar Amount :	\$128,481.27
Budgeted :	Yes
Budget Source :	Facility Maintenance Reserve
Recommended Action :	Motion to award the Firehouse Stairs Project to Moreno & Castillo Construction Company, LLC in the amount of \$116,801.15 and authorize the Public Works Director or designee to sign contract documents and approve additional work up to a total of \$128,481.27, which includes a 10% contingency of \$11,680.12 based on the total construction costs.

Public Content

Historical Perspective:

The back stairs at the Fire Station are failing and are in a state of disrepair. The City has been planning and budgeting for replacement for several years. The City had Murar Engineering and Design Inc put plans together in 2021. The City opened bids for the replacement of the stairs on July 17, 2024 and recieved four bids.

Information for Consideration:

The total engineer's base bid and bid alternate 1 estimate for the stairs was \$151,000. The City received four bids from Dallum Build Company LLC, Moreno & Castillo Construction Company LLC, ESF Solutions, and KC Industries Inc. Bids ranged from \$116,801.15 up to \$233,376.00. Moreno & Castillo Construcion was the apparent low bidder.

The stairs are the outdoor stairs and landing at the rear of the Fire Station. They are rusting and are in immediate need of replacement. These stairs are critical for emergency egress.

File Attachments

[Corrected Notice Of Intent To Award 7-23-2024.pdf \(175 KB\)](#)

[Bid Tab - 7-19-2024.pdf \(75 KB\)](#)

Subject :	5.03 AB 24177 - Resolution to approve new Police Building for bond - Chief Tomaras
Meeting :	Jul 23, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action (Consent)
Preferred Date :	Jul 23, 2024
Absolute Date :	Jul 23, 2024
Fiscal Impact :	Yes
Dollar Amount :	\$14,000,000.00
Budgeted :	No
Budget Source :	Voter Bond
Recommended Action :	Motion to approve Resolution #24-058 which authorize city to register for Bond/vote for November ballot. Must be registered by August 6, 2024

Public Content

The Police Chief went over this concept at workshop. The existing Police Station was originally an automated shop and student apartments. The Police Department has utilized it the last couple decades but our organizational/community growth has outstripped the capacity of the existing structure. The Facility Need Assessment specs out our needs to accomodate growth the next couple decades. The City Administrator has submitted Federal earmark requests for up to \$5 million grant. However, we are asking authorization for bonding the full amount as a hedge in case the earmarks don't make it through Final Federal budget. It made it out of Committee.

File Attachments

[College Place Report Draft 6.27.24.pdf \(4,815 KB\)](#)

[Proposed college place police dept.pptx \(16,051 KB\)](#)

[Resolution 24-058 PD Voter-Approved Bond.pdf \(113 KB\)](#)

[Election Resolution_City of College Place_Police Building Bond \(November 2024 Election\)\(102848226.1\).pdf \(195 KB\)](#)

Consent

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Subject :	5.04 AB 24178 - Accept Grant for Flock Safety Cameras - Chief Tomaras
Meeting :	Jul 23, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Jul 23, 2024
Absolute Date :	Jul 23, 2024
Fiscal Impact :	Yes
Dollar Amount :	\$53,200.00
Budget Source :	Grant
Recommended Action :	Motion to Accept grant from WATPA for Flock Safety Cameras for \$53,200

Public Content

The City obtained a \$53,200 grant from the Washington Auto Theft Prevention Authority (WATPA) to obtain Flock cameras in the community. Flock Safety is the license plate readers that will be deployed around the city to combat auto theft.

File Attachments

[CPPD WATPA Grant Application.pdf \(2.013 KB\)](#)

[FE CPPD WATPA grant agreement.pdf \(576 KB\)](#)

Subject :	5.05 AB 24179 - Regulating Private Charitable Transfer Fees - Ms. Culwell
Meeting :	Jul 23, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action, Discussion
Recommended Action :	Motion to approve Ordinance 2024-009, an Ordinance by the City Council of the City of College Place, Washington to Amend Title 5, Enacting Chapter 5.20 to Regulate Real Property Charitable Transfer Fees.

Public Content

Historical Perspective:

Washington state prohibits real estate developers from establishing an ongoing stream of income by charging a fee on subsequent sales or other transfers of property by establishing a private transfer fee covenant which runs with the land, finding that such fees hinder the marketability and transferability of real estate.

The law excludes from the definition of "private transfer fee", [a]ny fee payable, upon a transfer, to an organization qualified under section 501(c)(3) or 501(c)(4) of the internal revenue code of 1986, if the sole purpose of such organization is to support cultural, educational, charitable, recreational, conservation, or similar activities benefiting the real property being transferred and the fee is used exclusively to fund such activities. A Copy of the governing RCW is attached to this item.

Information for Consideration:

Staff received a complaint from a member of the public about a developer in College Place who imposes a "charitable" transfer fee on all of its developed residences. The consensus reached is that buyers believe they must agree to the fee in order to purchase the home. The fee purportedly is used to fund the charitable arm of the developer's company which advertises that it provides affordable housing. It is apparent to City Attorney that the fee violates the RCW requiring the proceeds go to an organization who's "sole purpose . . . is to support . . . activities benefiting the real property being transferred" and violates the RCW requiring the proceeds to be used "exclusively to fund such activities."

Staff believe the state Attorney General's Office is investigating the matter, one through their charities and real estate transactions subdivisions of the AGO's consumer protection division. Such investigations and any legislative remedies at the state level take significant time to come to fruition such that any would protect the College Place public. While individual homeowners may have a cause of action against the developer, such action is cost prohibitive. Staff recommends enacting a local law to immediately address what appears to be illegal activity. Should the AGO be successful in curbing or stopping the illegal activity, or should state legislation be enacted to deter such activity, the City could revisit the matter.

Staff recommends enacting the proposed code amendment.

File Attachments

[Chapter 64.60 RCW_ PRIVATE TRANSFER FEE OBLIGATION ACT.pdf \(226 KB\)](#)

[Ordinance 24-009 Regulating Private Transfer Fees.pdf \(103 KB\)](#)

[Exhibit A - 5.20 Regulation of Charitable Transfer Fees.pdf \(107 KB\)](#)

6. Administrative Reports.

Subject :	6.01 AB 24180 - Assumption of Private Infrastructure - Code Update - Ms. Culwell
Meeting :	Jul 23, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)

Category :	6. Administrative Reports.
Access :	Public
Type :	Discussion

Public Content

Historical Perspective:

In 2018 the City enacted law authorizing owners of infrastructure such as roads and water systems to petition the City to assume ownership of such infrastructure. Upon transfer, the City would then maintain and/or operate the infrastructure.

Since the law was passed, one infrastructure owner, Autumn Meadows Homeowners Association, petition the City for assumption of its infrastructure consisting of roads, sidewalks, curbs and gutters, street lights, stormwater swells, green/open space and a park with play equipment. The City agreed to accept the petition and the HOA owner paid for a deficiency analysis to identify work needed, if any, to bring the infrastructure up to current City standards and specifications and the cost to the City therefor. The City agreed to assumed the infrastructure. As part of the assumption, the City required the owner to pay for all costs to bring the infrastructure up to City standards by transferring all monies the HOA held for the purpose of infrastructure maintenance and by forming a Local Improvement District (LID) to pay for any costs above the monies transferred. Because the transfer also included a park, the value of the park to the City partially offset the amount owed by the HOA owner.

Information for Consideration:

The City anticipates more infrastructure owners to petition the City to assume ownership of their infrastructure. In particular, the City anticipates two irrigation districts and possibly Green Tank, which owns/operates a water and system, will petition the City for assumption of the privately held infrastructure.

Updates to the code are suggested to clarify and simplify the process, to more accurately reflect how the City process requests and to ensure the City is compensated or reimbursed for the work performed (to avoid gifting public funds or unduly burdening residents not being served by the infrastructure).

Final review by Director of Public Works and Finance Director is necessary prior to final decision by City Council.

File Attachments

[Current City Code - Assumption of Private Infrastructure.pdf \(88 KB\)](#)
[Proposed Code - Assumption of Private Infrastructure.pdf \(512 KB\)](#)

Subject :	6.02 AB 24181 - Pacific Power & Light Company - Failure to Remove Old Utility Poles - Opportunity to be heard by Council
Meeting :	Jul 23, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	6. Administrative Reports.

Access :

Type :

Public

Discussion

Public Content

Historical Perspective:

PacificCorp dba Pacific Power & Light Company (PP&L) provides electric power to College Place customers. To do so, PP&L owns and operates electric power poles located within the City public right-of-ways (ROWs). The City granted to PP&L a utility franchise, giving PP&L permission to locate and use electric power poles in the City ROWs. In addition to other applicable federal, state, and local laws, the Franchise Agreement governs the relationship between the City and PP&L.

Information for Consideration:

Last October (2023), PP&L was granted City ROW permits to replace 48 poles with new poles and equipment. As of the submission of this item, July 19, 2024, PP&L has failed to remove the old poles. Capital Projects Manager Mike Holden has diligently attempted to resolve the matter to no avail. Ultimately staff took action to notify PP&L of its obligations to the City via letter notifying PP&L of their failure to comply with the issued ROW permits, the Franchise Agreement and City Code. A copy of the letter is provided with this information. Pursuant to the Franchise Agreement, prior to any finding of default of the Franchise Agreement, PP&L must be afforded the opportunity to be heard by City Council.

File Attachments

[PP&L Non-Compliance Notice & Demand to Cure - Power Pole Replacement 2024.pdf \(1,310 KB\)](#)

7. Informational Reports.

Subject :	7.01 CPPD Monthly Report
Meeting :	Jul 23, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	7. Informational Reports.
Access :	Public
Type :	Information
Subject :	7.02 Community Development Department Monthly Report
Meeting :	Jul 23, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	7. Informational Reports.
Access :	Public
Type :	Information
Subject :	7.03 Public Works/Water Department Monthly Report
Meeting :	Jul 23, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)

Category : 7. Informational Reports.
Access : Public
Type : Information
Subject : 7.04 Fire Department Monthly Report
Meeting : Jul 23, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)

Category : 7. Informational Reports.
Access : Public
Type : Information
Subject : 7.05 June Yard of the month
Meeting : Jul 23, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)

Category : 7. Informational Reports.
Access : Public
Type : Information

Public Content

Historical Perspective:

The City of College Place adopted a "Yard of the Month" program to be awarded during the months of June, July, August and September.

Information for Consideration:

The June yard of the month recipients are Alex Reyes and Alma Ceron who reside at 411 Mountain View drive. They have lived in College Place for 8 years

File Attachments

[June 2024 YOM photo.jpg \(2.441 KB\)](#)

8. Executive Session - None

9. Closing Items.

Subject : 9.01 Good of the Order?
Meeting : Jul 23, 2024 - 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 : Jul 23, 2024 - 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 9, 2024)

Generated by Athen Reid on Tuesday, July 9, 2024

1. Opening Items.

Procedural: 1.01 Call To Order

Mayor Hernández called the meeting to order at 7:03PM

Procedural: 1.02 Roll Call

PRESENT:

Mayor - Norma L. Hernández

Council Members – Paul Jessup; Michael Cleveland; Tito Espinoza; Loren Peterson; Melodie Williams; Heather Schermann;

Staff- City Administrator, Michael Rizzitiello; Finance Director, Brian Carleton; City Clerk, Sherri St. Clair; Deputy City Clerk, Athen Reid

Also Present -

MEMBERS EXCUSED: Monica Boyle

MEMBERS ABSENT:

Procedural: 1.03 Pledge of Allegiance

Information: 1.04 Public Comment - None

2. Consent Agenda.

Action (Consent): 2.01 AB 24161 - Approve Agenda for July 9, 2024

Action (Consent), Minutes: 2.02 AB 24162 - Approve Council Meeting Minutes from June 25, 2024

Action (Consent), Minutes: 2.03 AB 24163 - Approve Council Workshop Minutes from July 2, 2024.

Action (Consent): 2.04 AB 24164 - Approve April Financials

Action (Consent): 2.05 Excuse the Absence of Council Member Boyle

Action (Consent): 2.06 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Council Member Schermann made a motion to approve the consent agenda. Second by Member Jessup and the motion passed 6-0.

3. Presentations - None

4. Public Hearings - None

5. Action Items.

Action: 5.01 AB 24165 - Washington State Department of Transportation Railway-Highway Crossings Grant (NE Damson & NE Wallula) -

Mr. Rizzitiello explained the opportunity to apply for grant monies via the Washington State Department of Transportation for the railroad crossings at NE Damson and NE Wallula, which would improve crossings and add sidewalks.

Council Member Cleveland made a motion to recommend adoption of Resolution No. 24-050 authorizing and supporting City Administrator submitting grant application into the WSDOT Railway-Highway Crossings Grant Program for NE Damson & NE Wallula Crossings at Union Pacific Railroad operated by Columbia Rail. Second by Member Peterson and the motion passed 6-0.

Action: 5.02 AB 24166 - Resolution of Support for State TIB Urban Arterial & Active Transportation Program - SE 12th & Larch Roundabout Project -

Mr. Rizzitiello explained the opportunity to apply for grant funding via the TIB Urban Arterial Transportation Program for enhancements to SE 12th Street and SE Larch Avenue. Including a roundabout intersection, pedestrian crossings, streetlamps, and rapid flashing beacons.

Discussion Ensued.

Council Member Peterson made a motion to adopt Resolution No. 24-051 which support's the City's SE 12th & Larch Roundabout Urban Arterial & Active Transportation Program Grant into the State Transportation Improvement Board. Second by Member Schermann and the motion passed 6-0.

Action: 5.03 AB 24167 - Resolution of Support for State TIB Urban Arterial Grant Program - Commercial and Economic Development Band Whitman Drive Roundabout -

Mr. Rizzitiello explained the opportunity to apply for grant funding via the TIB Urban Arterial Transportation Program for a roundabout on Whitman Drive to encourage development south of Home Depot, including retail, restaurants, and lodging.

Discussion ensued.

Council Member Espinoza made a motion to adopt Resolution No. 24-052 which supports the City's application into the State Transportation Improvement Board Urban Arterial Grant Program - Economic Development Band for Whitman Drive Roundabout adjacent to Home Depot. Second by Member Peterson and the motion passed 6-0.

Action: 5.04 AB 24168 - Walla Walla 2050 Capital Requests for FY 2025 - Gardena Concept Engineering, Decant Facility Construction, and then River Gauge Installation -

Mr. Rizzitiello presented the three projects for capital consideration via the Walla Walla 2050 Committee, including river gauges, decant facility construction, and engineering analysis.

Discussion ensued.

Council Member Williams made a Motion to recommend adoption of Resolution No. 24-053 authorizing and supporting City capital requests to Walla Walla 2050 for Gardena Concept Engineering (\$2 million), Decant Facility Construction (\$1 million),

and River Gauge Installation (\$125,520). Second by Member Schermann and the motion passed 6-0.

Action: 5.05 AB 24169 - Resolution of Support: Walla Walla County .09 Grant Lions Park Community Center Architectural Plans -

Mr. Rizzitiello updated the Council on headway in funding for the Lions Park Community Center project, including a new opportunity for funding via the County.09 Grant program.

Discussion ensued.

Council Member Jessup made a motion to approve Resolution No. 24-054 supporting the City's grant application into the County.09 Grant Program for Lions Park Community Center Architectural Plans for \$200,000. Second by Member Espinoza and the motion passed 6-0.

Action: 5.06 AB 24170 - Potential Water System Consolidation Feasibility Studies with State Department of Health Planning Grant Program -

Mr. Rizzitiello explained a history of interest of water system consolidation from TheVillages of Garrison Creek HOA. This grant will support brining the water system up to city code prior to consolidation.

Discussion ensued.

Council Member Cleveland made a Motion to adopt Resolution No. 24-055 which directs City Administrator to pursue State of Washington Department of Health Water System Consolidation Planning Feasibility Study Grants for Villages of Garrison Creek HOA Water System and Irrigation District #14 System. Second by Member Jessup and the motion passed 6-0.

Action: 5.07 AB 24171 - Contract with Culton Consulting Services for Federal Lobbying -

Mr. Rizzitiello explained the historical success with Mr. Culton as the City's primary staff person working as our Federal Lobbying consultant with Desimone Consulting. Now that Mr. Culton has started his own firm, Mr. Rizzitiello expresses the City's best interest to continue partnership with Culton Consulting.

Discussion ensued.

Council Member Cleveland made a Motion to approve Resolution # 24-056 which sends notice of termination to Desimone Consulting & authorizes City Administrator to sign contract for Federal Lobbying services to Culton Consulting Services. Second by Member Jessup and the motion passed 6-0.

6. Administrative Reports - None

7. Informational Reports - None

8. Executive Session -

Discussion:8.01 Executive Session - To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price 42.30.110 (b).

Mayor Hernández announced the Council would adjourn to a 10-minute Executive Session at 7:44 PM with the following people in attendance:

Mayor – Norma L. Hernández
Council Members – Paul Jessup, Michael Cleveland, Tito Espinoza, Loren Peterson, Melodie Williams, Heather Schermann
City Attorney – Rea Culwell
Staff – Administrator, Mike Rizzitiello;
Finance Director, Brian Carleton
Deputy City Clerk, Athen Reid
City Clerk, Sherri St. Clair

At 7:54 PM Council reconvened to the public meeting. (slight delay for everyone to exit one meeting and re-join the open meeting.)

9. Closing Items.

Discussion, Information: 9.01 Good of the Order?

Council Member Williams inquired about the safety of our public works staff with the heatwave. Mr. McAndrews and Mayor Hernandez assured the Council that protocols and schedule adjustments were made to be proactive in the summer heat, including an earlier start time on outdoor projects.

Action: 9.02 Conclusion - Motion to Conclude the Meeting.

Council Member Peterson made a motion to conclude the meeting at 8:00 PM. Second by Council Member Cleveland and with no objection, the meeting concluded.

Approved:

Norma L. Hernández – Mayor

Attest:

Athen Reid - Acting City Clerk

The foregoing minutes are the official record of the City Council meeting that occurred July 9, 2024. Further detail may be obtained by reviewing the actual audio recording made during this session.

2025-2030 SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP)

July 23rd, 2024



MAP #	Year	Street Segment Description	Federal Classification	Scheduled Project Type
1	2025	College/Southside Development Intersection #1	Principal Arterial	Signalized Intersection
2	2025	Whitman Drive & Home Depot Roundabout	Minor Arterial	Intersection Reconstruction
3	2025	SE Birch (4th-6th)	Local	Full Section/Stormwater
4	2025	Southside Development East-West Corridor	Major Collector	Corridor Reconstruction
5	2025	SW Mojonnier Road (College to Bluvue-Ln)	Minor Arterial	Corridor Reconstruction
6	2025	SE 8 th Street (Larch to College)	Minor Collector	Corridor Reconstruction
7	2025	NE Rose Street Pedestrian Lighting (College to Carey)	Minor Arterial	Lighting Project
8	2026	SE Birch Avenue (2 nd to 4 th Street)	Local	Corridor Reconstruction
9	2026	SE 9 th Reconstruction (College to Dead End)	Local	Corridor Reconstruction
10	2026	SE 11th (Birch to Date)	Local	Grind and 2-1/2" Overlay
11	2026	NE Cedar Ave (A to C)	Local	Corridor Reconstruction
12	2026	SE 12th St & SE Larch Avenue Intersection	Minor Arterial	Intersection Improvement
13	2026	SW 10 th Street (College to Bade)	Local	Full Section/Stormwater
14	2026	SW Davis/SE Ash Lighting Project (Whitman to 4 th)	Major Collector	Lighting Project
15	2026	Whitman Drive Pedestrian/Lighting (Adams to Academy)	Major Collector	Pedestrian/Bicycle Improvements
16	2027	College Avenue/SR 125/Aufte Roundabout	Principal Arterial	Intersection Improvement
17	2027	SE 12 th Street (Sky to College)	Minor Arterial	Corridor Reconstruction
18	2027	W Whitman Dr -north half (Doans to City Limits)	Major Collector	Corridor Reconstruction
19	2029	SE 12th St (Dewey to Myra)	Minor Arterial	Corridor Reconstruction
20	2029	Whitman Drive & Larch Avenue Intersection	Minor Arterial	Signalized Intersection
21	2030	SE Dewey Dr	Local	Grind and 2-1/2" Overlay
22	Ten-year Plan	Southside Development South (Lakeside) Extension	Major Collector	Corridor Construction
23	Ten-Year Plan	SW Aufte Rd Development (SR 125 to Teal Rd)	Major Collector	Corridor Construction
24	Ten-year Plan	Myra Road & Garrison Village Way Intersection	Minor Arterial	Signalized Intersection

25	Ten-year Plan	SW Davis Extension (6th to 8th)	Major Collector	Corridor Reconstruction
26	Ten-year Plan	SW Davis Extension (8th to 12th)	Minor Collector	Corridor Reconstruction
27	Ten-year Plan	Lambert (Rose to "C" St)	Major Collector	Corridor Reconstruction
28	Ten-year Plan	NE Birch Ave (Whitman to C)	Local	Corridor Reconstruction
29	Ten-year Plan	SW Homestead/Owens Rd Connection	Minor Collector	Corridor Construction
30	Long-term Plan	"C" Street & Larch Avenue Intersection	Minor Arterial	Signalized Intersection
31	Long-term Plan	Peppers Bridge (McMinn Rd to Old Milton Hwy)	Local	Corridor Reconstruction
32	Long-term Plan	SW 4th (Academy Way to Doans Avenue)	Minor Collector	Corridor Reconstruction
33	Long-term Plan	Taumarson/Peppers Bridge Intersection	Minor Arterial	Signalized Intersection

2025-2030 SAFEWALK SIDEWALKS IMPROVEMENT PROGRAM

July 23rd, 2024



MAP #	Year	Street Segment Description
34	2025	SE 8 th Street (Larch to College)
35	2026	SE Larch Avenue (12 th to ScenicView)
36	2026	Whitman Drive Multiuse Path Completion (Evans to Davis Area) – South Side
37	2026	SW 2nd Street (Davis Avenue to Academy Way) – South Side
38	2026	NW B Street (College Avenue to Evans Avenue) – South Side
39	2027	SE Birch Avenue (4 th to 12 th Street)
40	2027	NE Ash Street (A Street to Whitman Drive)
41	2028-2030	SE Central Avenue (12 th Street to Valley Way)
42	2028-2030	SE Broadway Avenue (12 th Street to Sunny Drive)
43	2028-2030	SE 2 nd Street (Ash Avenue to Date Avenue)
44	2028-2030	SW 13 th Street (Bade Avenue to College Avenue)
45	2028-2030	SW Bade Avenue (12 th Street to 13 th Street)
46	2028-2030	SW 3 rd Street (Davis Avenue to Academy Way)
47	2028-2030	SE 11 th Street (Birch Avenue to Date Avenue)
48	2028-2030	NE A Street (Ash Avenue to Tremont Avenue)
49	2028-2030	NE Tremont Avenue (A Street to Whitman Drive)
50	2028-2030	SE Mountainview Drive (Sky Avenue to Central Avenue)
51	Ten-year Plan	SE Sky Ave (12th to Scenicview)

NOTES:

1. Ten-year Transportation Improvement Plan projects and Long-term Transportation Improvement Plan projects are Six-year Plan candidates that will be included on the Six-year Transportation Improvement Plan Projects list as need and funding dictate throughout the six-year cycle.
2. Projects listed in the Six-year, the Ten-year and the Long-term Transportation Improvement Plan Projects include a pedestrian facility (sidewalks and street-side amenities) component to be constructed as funds allow.
3. The City's chip seal program is a part of the Six-year Transportation Improvement Plan.
4. The City's Sefewalk Sidewalk Program is a part of the Six-year Transportation Improvement Plan.

2025-2030 BLOCK RESURFACING PROGRAM

July 23rd, 2024



MAP #	Year	Street Segment Description
52	2025	SE Cotter Place
53	2025	SW 4 th Street (College to Bade Avenue)
54	2025	SE 10 th (Birch to Date)
55	2025	SE Larch Avenue (4 th to 12 th Street)
56	2025	SE Birch (11 th to 12 th)
57	2026	SE Broadway (SE Scenic View to SE Mountain View)
58	2027	SE/NE Larch Avenue (C to 4 th Street)
59	2027	NE C Street (Larch to Myra)
60	2027	SE Mockingbird Drive (Through Country Estates)
61	2027	Country Estates Subdivision
62	2028	NW Evans (105' S. of Earl to B St)
63	2028	Sunset Villa
64	2029	SW Davis (6th to 4th)
65	2030	Highland Park Addition
66	Ten-Year Plan	SW 5 th Street (Bade to Dead End)
67	Ten-Year Plan	SE 5th St (Hillcrest Dr to Larch)
68	Ten-Year Plan	SE Vista (12th St to cul de sac east)
69	Ten-Year Plan	SE 6th St (College to Larch)
70	Ten-Year Plan	SE Hillcrest (dead end S of 5th to 4th)
71	Ten-Year Plan	SE Brentwood (Larch to Cul de Sac west)
72	Ten-Year Plan	Wallula Ave (Rose to city limits)

NOTES: This program is funded by REET 1 Funds and entails simple pavement resurfacing of a street. No other items included.

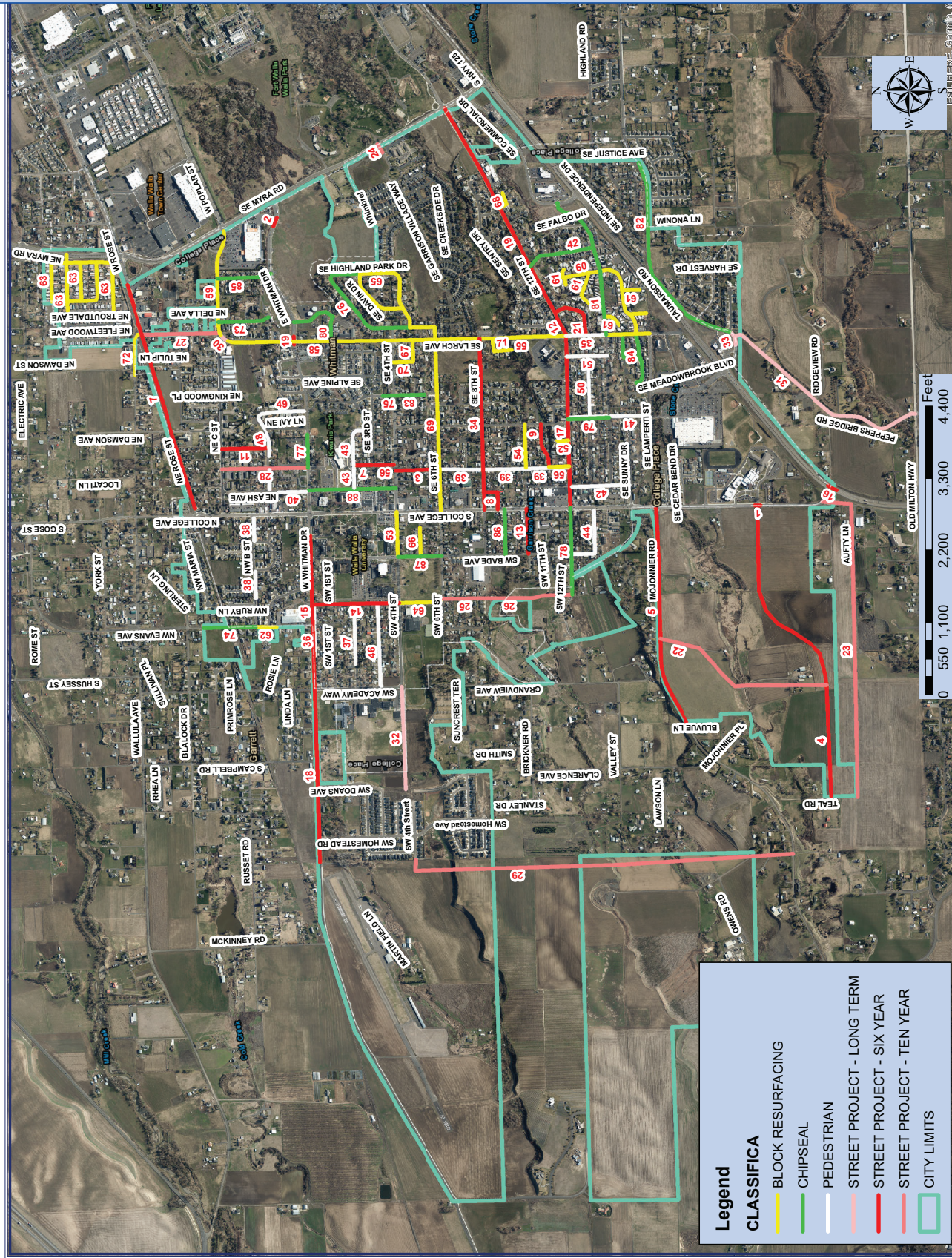
2025-2030 CHIP SEAL PROGRAM

July 23rd, 2024



MAP #	Year	Street Segment Description
73	2025	NE Maple (dead end south of Makiah to C St)
74	2025	NW Evans (B St to city limits north)
75	2025	SE Elm St (150' S of 3rd to 3rd)
76	2025	SE Highland Park Dr (150 N of Davin Dr to Highland Park Dr)
77	2026	E Whitman (Birch to 440 ft east of Birch)
78	2026	SW 12th St (College Avenue to Deer Meadows Subdivision)
79	2026	SE Central Avenue (Scenic View to 12th Street)
80	2026	SE Maple Ave & SE Tamarack
81	2026	SE Scenic View Dr (Commercial Drive to Larch Avenue)
82	2026	Taumarson Rd (Justice Ave to SR 125)
83	2027	SE Elm Street (4 th to Dead End)
84	2027	Sherburne Addition Subdivision
85	2027	NE Deccio Rd (C Street to Whitman Drive)
86	2027	SW 9 th Street
87	2027	SW Bade Avenue (4 th to 6 th)
88	2028	SE Ash Ave (Whitman to 4th)

2025 TO 2030 TRANSPORTATION IMPROVEMENT PLAN



2025-2030 SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP)

July 23rd, 2024



MAP #	Year	Street Segment Description	Federal Classification	Scheduled Project Type
1	2025	College/Southside Development Intersection #1	Principal Arterial	Signalized Intersection
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24	Ten-year Plan	Myra Road & Garrison Village Way Intersection	Minor Arterial	Signalized Intersection

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28	Ten-year Plan	NE Birch Ave (Whitman to C)	Local	Corridor Reconstruction
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30	Long-term Plan	"C" Street & Larch Avenue Intersection	Minor Arterial	Signalized Intersection
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2025-2030 SAFEWALK SIDEWALKS IMPROVEMENT PROGRAM

July 23rd, 2024



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July 23rd, 2024



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58	2027	SE/NE Larch Avenue (C to 4 th Street)
59	2027	NE C Street (Larch to Myra)
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61	2027	Country Estates Subdivision
62	2028	NW Evans (105' S. of Earl to B St)
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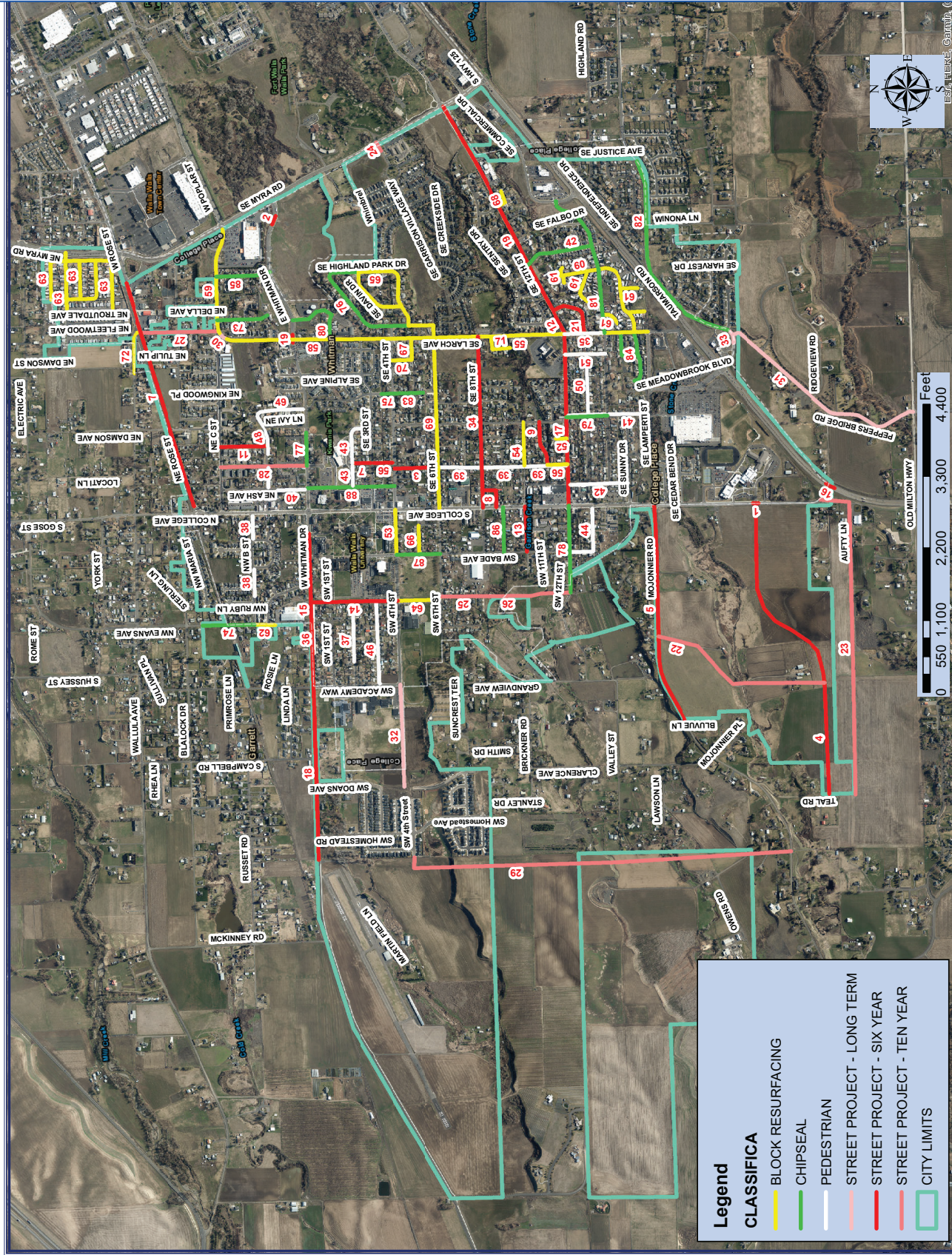
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July 23rd, 2024



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86	2027	SW 9 th Street
87	2027	SW Bade Avenue (4 th to 6 th)
88	2028	SE Ash Ave (Whitman to 4th)

2025 TO 2030 TRANSPORTATION IMPROVEMENT PLAN



Projects

- 1. NE Cedar Avenue (A to C): 2026
- 2. NE Cedar Avenue (C to D): 2026
- 3. SE Birch (4th to 6th): 2025
- 4. SE Birch (6th to 8th): 2025
- 5. SE Birch (8th to 10th): 2025
- 6. SE Birch (10th to 12th): 2025
- 7. NE Rose Street (College to Larch): 2025
- 8. NE Rose Street (Larch to College): 2025
- 9. SE 8th Street (College to Larch): 2025
- 10. SE 11th (Birch to Oak): 2026
- 11. NE Cedar Avenue (A to C): 2026
- 12. NE Cedar Avenue (C to D): 2026
- 13. SW 10th St (College to Evans): 2026
- 14. SW Davis/SE Asha Lighting (Whitman to 4th): 2026
- 15. Whitman Drive Lighting (Academy to Adams): 2026
- 16. SE 12th St (Sky to College): 2027
- 17. SE 12th St (Sky to College): 2027
- 18. West Whitman Drive (Owens to City Limits): 2027
- 19. SE 12th (Dewey to Mira): 2029
- 20. SE 12th (Dewey to Mira): 2029
- 21. SE 12th (Dewey to Mira): 2029
- 22. Southside Development South Extension: Ten-Year
- 23. SW Auto Rd (SR 125 to Teal): Ten-Year
- 24. SW Auto Rd (SR 125 to Teal): Ten-Year
- 25. SW Davis Extension (8th to 8th): Ten-Year
- 26. SW Davis Extension (8th to 8th): Ten-Year
- 27. NE Lambert (Rose to C): Ten-Year
- 28. NE Lambert (Rose to C): Ten-Year
- 29. SW Homestead Owners Rd Connection: Ten-Year
- 30. NE C & Larch Intersection: Long-Term
- 31. SE Peppers Bridge Rd (Tanner to Old Millen): Long-Term
- 32. SE Peppers Bridge Rd (Tanner to Old Millen): Long-Term
- 33. SE Tanner & Peppers Bridge Intersection: Long-Term
- 34. SE 8th Street (College to Larch): 2025
- 35. SE Larch (12th to Seaside): 2026
- 36. Whitman Drive Multiuse Path Completion (Davis to Academy): 2026
- 37. NW B (College to Evans): 2026
- 38. NW B (College to Evans): 2026
- 39. SE Birch (4th to 12th): 2027
- 40. NE Ash (A to Whitman): 2027
- 41. NE Ash (A to Whitman): 2027
- 42. SE Broadway (12th to Sunny): 2028 to 2030
- 43. SE 2nd (Ash to Date): 2028 to 2030
- 44. SE 2nd (College to Seaside): 2028 to 2030
- 45. SW 10th St (College to Seaside): 2028 to 2030
- 46. SW 3rd (Davis to Academy): 2028 to 2030
- 47. SE 11th (Birch to Date): 2028 to 2030
- 48. NE Ash (A to Whitman): 2028 to 2030
- 49. NE Ash (A to Whitman): 2028 to 2030
- 50. SE Mountainview Dr (Sky to Central): 2028 to 2030
- 51. SE Sky (12th to Seaside): Ten-Year
- 52. SE Cedar Ph: 2025
- 53. SE Cedar Ph: 2025
- 54. SE Cedar Ph: 2025
- 55. SE Birch (11th to 12th): 2025
- 56. SE Birch (11th to 12th): 2025
- 57. SE Birch (11th to 12th): 2025
- 58. SE Birch (11th to 12th): 2025
- 59. NE C Street (Larch to Myra): 2027
- 60. SE Modelling (County Estates): 2027
- 61. SE Modelling (County Estates): 2027
- 62. NW Evans (East to B): 2028
- 63. Sunset Villa Road: 2028
- 64. SW Davis (4th to 8th): 2029
- 65. SW Davis (4th to 8th): 2029
- 66. SW Davis (4th to 8th): 2029
- 67. SE 6th (Hilcrest to Larch): Ten-Year
- 68. SE 6th (Hilcrest to Larch): Ten-Year
- 69. SE 6th (Hilcrest to Larch): Ten-Year
- 70. SE 6th (Hilcrest to Larch): Ten-Year
- 71. SE Hillcrest (4th to Dead End): Ten-Year
- 72. NE Wallula (Rose to City Limits): Ten-Year
- 73. NE Maple: 2025
- 74. NE Maple: 2025
- 75. SE Elm (3rd to 4th): 2025
- 76. SE Elm (3rd to 4th): 2025
- 77. SE Elm (3rd to 4th): 2025
- 78. SE Elm (3rd to 4th): 2025
- 79. SE Elm (3rd to 4th): 2025
- 80. SE Maple & Tanner: 2026
- 81. SE Maple & Tanner: 2026
- 82. SE Maple & Tanner: 2026
- 83. SE Maple & Tanner: 2026
- 84. SE Maple & Tanner: 2026
- 85. SE Maple & Tanner: 2026
- 86. SE Maple & Tanner: 2026
- 87. SE Maple & Tanner: 2026
- 88. SE Maple & Tanner: 2026

City of College Place
RESOLUTION NO. 24-057

A RESOLUTION ADOPTING THE 2025 TO 2030 TRANSPORTATION IMPROVEMENT PLAN FOR CONSTRUCTION AND REPAIR OF ARTERIAL AND COLLECTOR STREETS IN THE CITY OF COLLEGE PLACE, WASHINGTON, ALL IN ACCORDANCE WITH THE LAWS OF THE STATE OF WASHINGTON.

WHEREAS, a public hearing was held by the College Place City Council on July 23rd, 2024, relating to a six-year transportation improvement plan for the City of College Place, pursuant to the laws of the State of Washington, pertaining to the construction and maintenance of certain arterial and collector streets; and

WHEREAS, notice of said hearing having been given as required by law; and

WHEREAS, the proposed plan would result in needed and essential construction work on certain arterial, collector and local streets, all as set forth in the proposed plan which is attached to this resolution and made a part hereof as fully set forth in this plan; and

WHEREAS, the City Council having heard the statements and having obtained complete information from the College Place Public Works Department:

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of College Place, Washington, that the six-year street plan for the development and construction of arterial, collector and local streets, under provision of the laws of the State of Washington, and as attached hereto and made a part hereof shall be and the same is hereby fully adopted; and

BE IT FURTHER RESOLVED, that certified copies of this resolution and said six-year transportation improvement plan be immediately forwarded to the State of Washington that control and manages said arterial and collector street plans.

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 AND APPROVED by the College Place City Council this 23rd day of July, 2024.

APPROVED:

ATTEST:

Norma Hernandez– Mayor

Athen Reid – Interim City Clerk

BID TABULATION
City of College Place
Firehouse Stairs
College Place, WA
Wednesday July 17, 2024 at 9:00am

Bidder's Name	Base Bid	Alternate Bid 1	Total Bid
Engineers Estimate	\$98,000.00	\$53,000.00	\$151,000.00
Dallum Build Company LLC	\$160,480.00	\$72,896.00	\$233,376.00
Moreno & Castillo Construction	\$75,845.57	\$40,955.58	\$116,801.15
ESF Solutions	\$81,841.54	\$36,012.80	\$117,854.34
KC Industries Inc.	\$128,307.00 *	\$65,822.81	\$194,129.81 *

** Deemed incomplete as item 3 on the bidders checklist was not completed.*

**CITY OF COLLEGE PLACE
FIREHOUSE STAIRS
WALLA WALLA, COUNTY, WASHINGTON**

CORRECTED NOTICE OF INTENT TO AWARD

The **City of College Place** announces its intent to award the contract for the **Firehouse Stairs** project (base bid and alternate bid 1 schedule) to Moreno & Castillo Construcion, for the amount of one hundred and sixteen thousand eight hundred and one dollars and fifteen cents. (\$116,801.15).

This Notice of Intent to Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the **City of College Place** and the apparent successful bidder. The bidder shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the **City of College Place** is executed. If the apparent successful bidder fails to negotiate and execute a contract with the **City of College Place**, the **City of College Place** may revoke the award and award the contract to the next lowest bidder or withdraw the Sealed Bid. The **City of College Place** further reserves the right to cancel this Notice of Intent to Award at any time prior to the execution of a written contract.

This Notice of Intent to Award starts the two (2) full business day period in which an unsuccessful bidder may file a written protest pursuant to RCW 39.04.105.

Thank you for participating in the competitive selection process.

Owner: **City of College Place**



Robert McAndrews, Public Works Director

7/23/2024

Date

COLLEGE PLACE FACILITY NEEDS ASSESSMENT

Review
DRAFT



**POLICE DEPARTMENT
AND PUBLIC WORKS
MAINTENANCE
FACILITY**

DRAFT: JUNE 27, 2024



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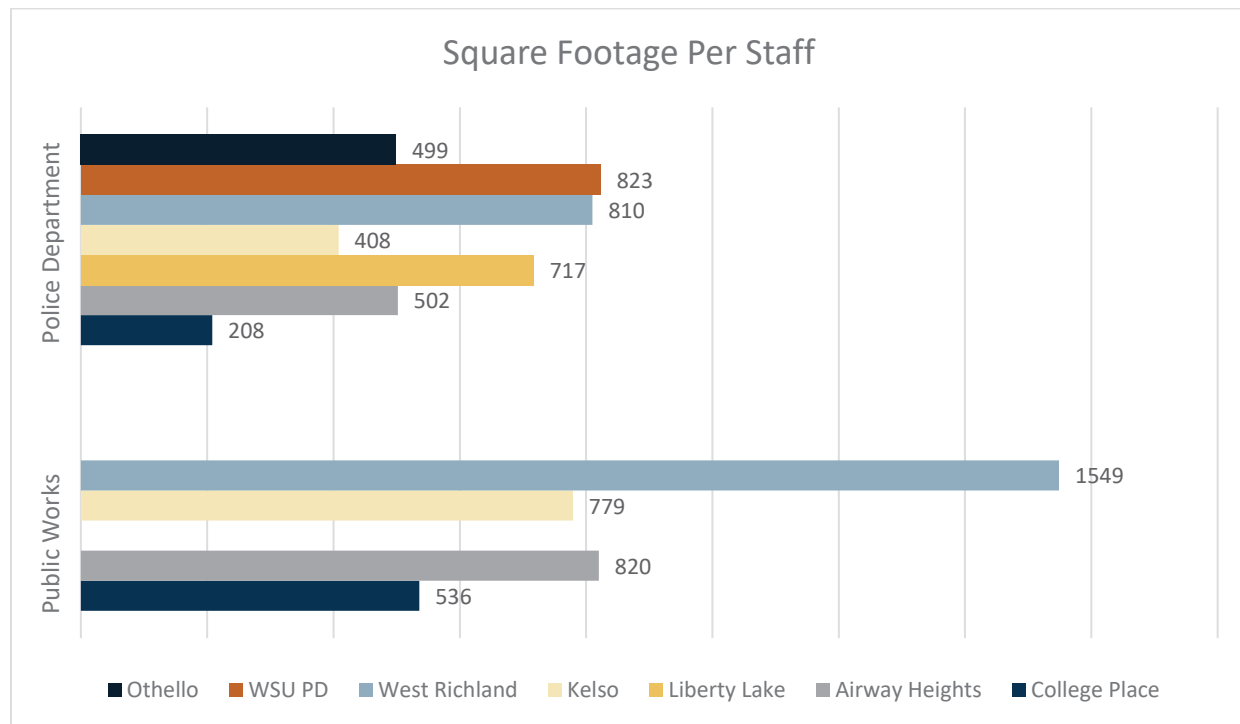
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Executive Summary

The city of College Place Police and Public Work Departments work to meet the demands and provide quality services to the community they serve. As College Place continues to grow in area and population these departments need to grow as well. In comparing other similar departments in Washington State, both facilities are undersized for the current and future staffing needs.



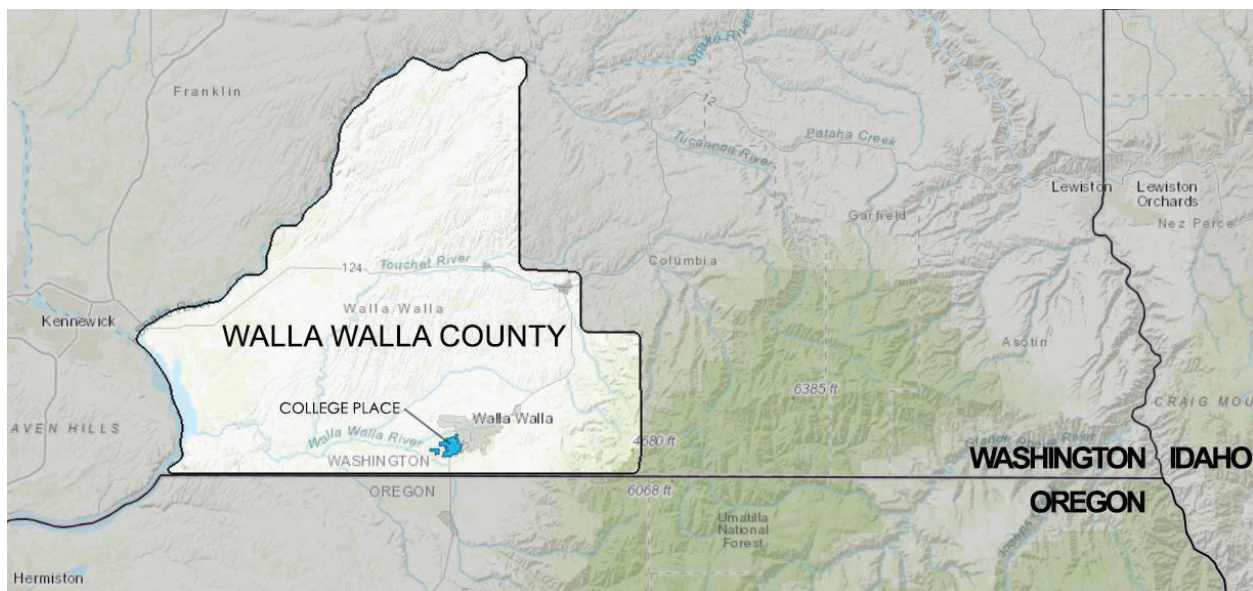
This report reviews the existing spaces, policies, and requirements against peer facilities to determine a new program and associated sizes that will help move both departments into the future. As public entities it is a high priority to make sure that resources are optimized to help facilitate spaces that provide the best services as cost effectively as possible without compromising in the required program. Several locations are being explored for separate and combined buildings that will set up the College Place Police Department and Public Works Department with enough space to grow into the future and continue to serve the community.

Existing Context

College Place

Community overview

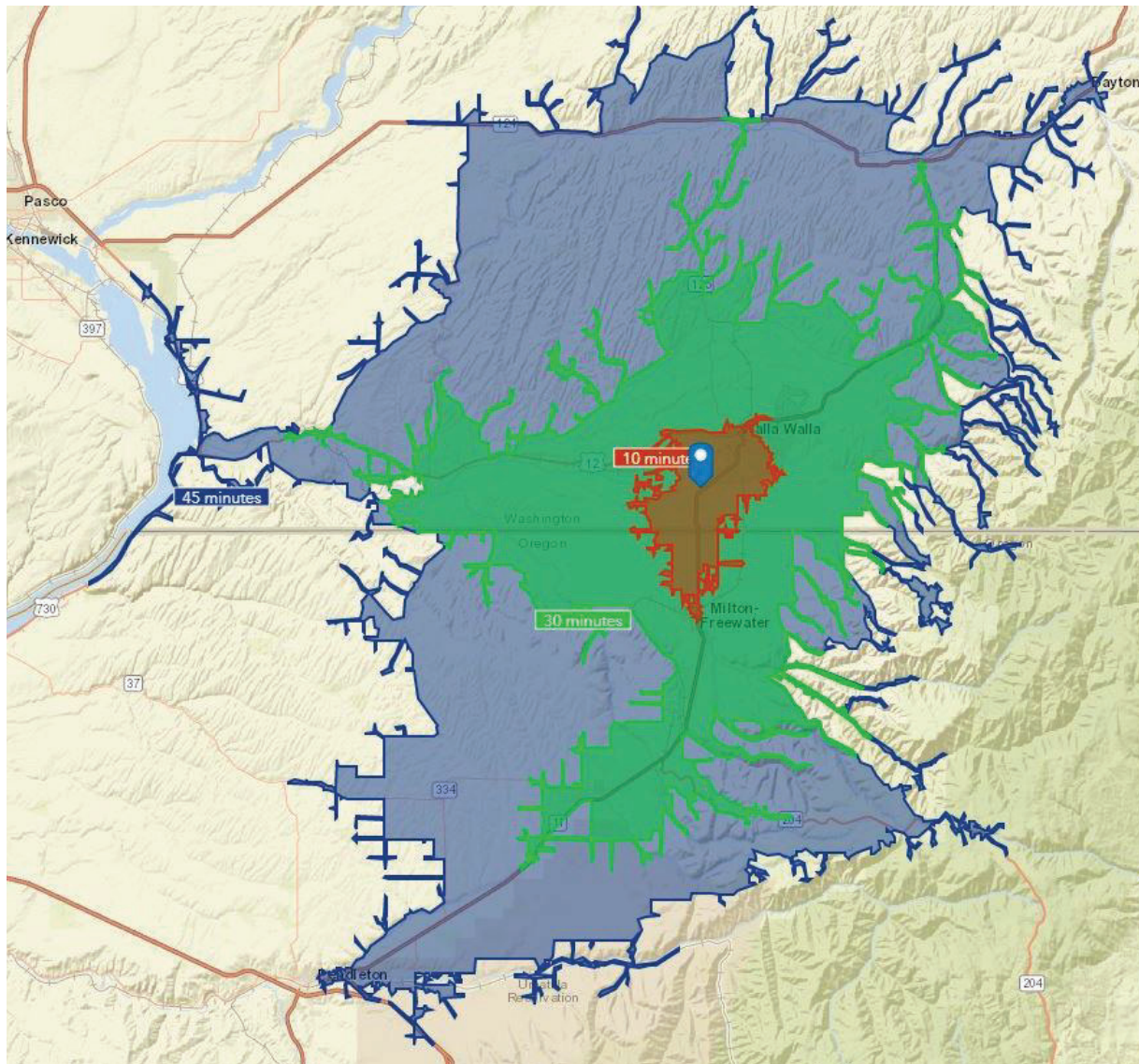
Originally given its name in 1891 with the decision to establish Walla Walla College (now Walla Walla University), College Place was incorporated in 1946 (Marshall, 2013). With the continued relationship with the university and organizational values of being fair, cooperative, respectful, empathetic, humble, and fostering diversity College Place is “where small-town living and learning meet” (City of College Place). Bordering the largest city of Walla Walla, College Place is the second largest city in Walla Walla County. Shown below in the map are the limits of College Place in blue and the adjacent grey zone of the city limits for Walla Walla.



County and City Map (Walla Walla County GIS, 2021)

In discussions with the city College Place staff, the southwest end of town is an area of future growth with more infrastructure and annexation continuing to grow in this region. The West Whitman and Marin Airfield area was noted as growing. In the map above you can see how the larger blue areas of College Place would naturally grow outward towards the already incorporated small blue dot. The Washington State Department of Transportation has also continued to make improvements to US Highway 12 which connects Walla Walla and College Place to the Tri-Cities area. The map below shows the amount of time it takes to drive to the neighboring areas and how these

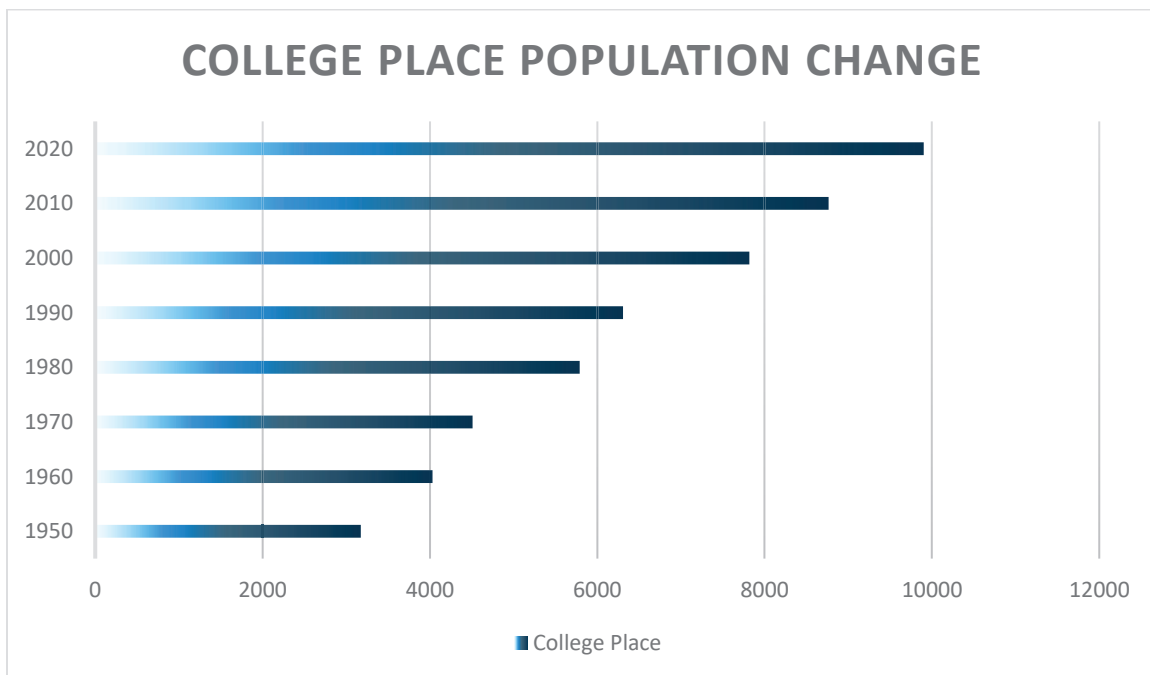
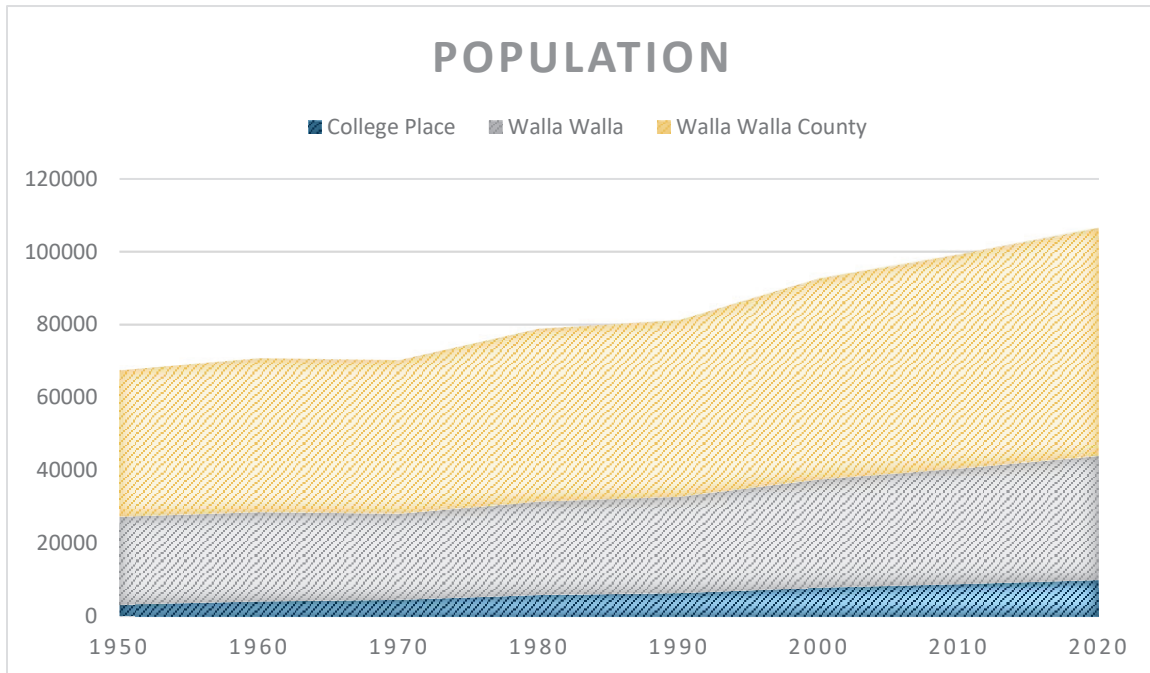
improvements will continue to connect and influence the growth of neighboring areas.



Travel Time by Car (City of College Place)

According to the April 1, 2020, United States Census the population of College Place, Washington is 9,902 people. This is approximately a 13% increase since the April 1, 2010 census (8,765). Over ten years this comes to 1.3% of growth a year. When looking at growth, another thing to consider is small town population trends in the United States with 2021 population estimates showing an average increase in population for small towns (populations of 5,000) in the west region of the U.S. experiencing an average increase of 1.1% (Toukarbi & Delbe, 2022). This is noted as the largest growth among U.S. small towns and something to consider in planning for growth. This has also been documented in surrounding

areas of West Richland, Pasco, and Richland which had a 27.7%, 21.3% and 20.1% population growth from 2010 – 2019 (Toukabri & Medina, 2020).

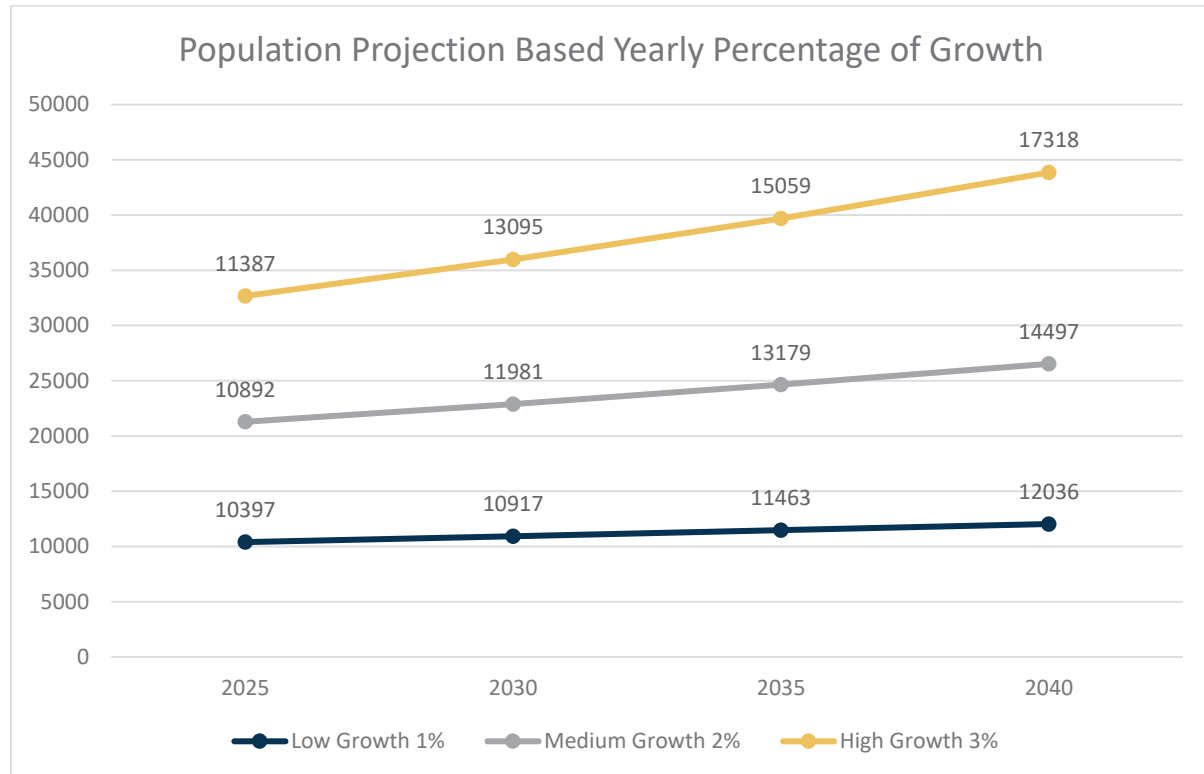


(Port of Walla Walla, 2023)

Project Goals

As the community of College Place continues to grow it is important to evaluate how this impacts the demand for services to ensure that the needs of the

community are met. In taking a closer look at the police and public works departments this needs assessment will look at how they meet the current needs and project growth into the future to make sure that resources are used to their fullest potential and truly meet the needs of the community.

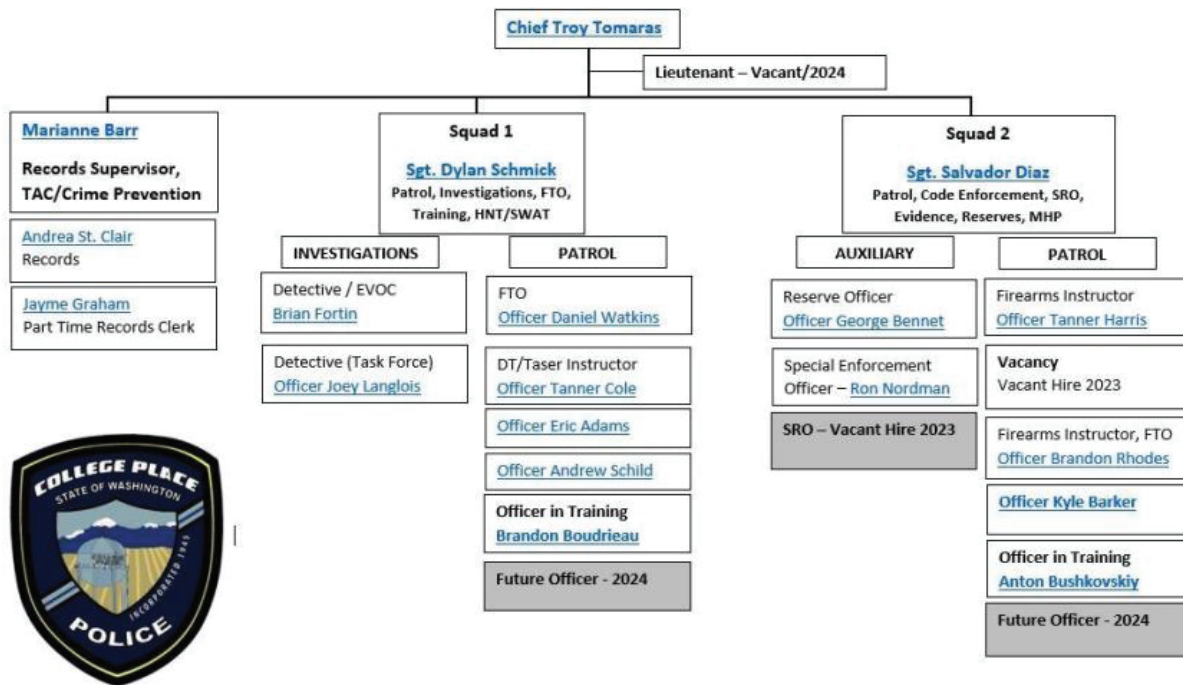


Over the last 10 years College Place has grown at a rate of 1.3% a year. National trends back this up as a reasonable baseline with a 1.1% rate of population growth for small towns in the west. Keeping in mind the trends and surrounding areas that have grown at a 3% growth rate the above chart shows what this could mean for the city of College Place. Based on the population growth over the next 20 years could bring anywhere from an additional 2,134 – 7,416 new residents (from the 2020 population of 9,902).

College Place Police Department

Department Procedures and Staffing

The current College Place Police department consists of a staff of 19 with 5 vacant positions. The department implemented body cameras in early 2021 as part of their continued efforts to be transparent with the community they serve.



College Place Police Department Organizational Chart (2023 Operations Plan, 2023)

The College Place Police Department is currently accredited by the WASPC (Washington Association of Sheriffs & Police Chiefs) which reviews agencies to operate under the industry best practices and standards. The department will be going through reaccreditation in spring of 2024 and will need to make sure that their facilities meet the standards to provide the best service to their community. These requirements are released at the start of the year but currently have suggested standards posted. Of the listed standards the ones with facilities implications include records security, decontamination cleaning station, employee wellness, evidence storage and processing, temporary holding facilities, and training spaces to facilitate the required programs.

Department Staff and Facility Size Comparison

To understand the facilities needs of the police department the table on the next page shows the staffing numbers against other departments to come up with the approximate square footage per staff member.

College Place Police (19)	Airway Heights Police (22)	Liberty Lake Police (24)	Kelso Police (31)	West Richland Police (25)	WSU Police (19)
Admin. (1)	Admin. (3)	Admin. (3)	Admin. (3)	Admin. (4)	Admin. (3)
1 Chief of Police	1 Chief of Police	1 Chief of Police	1 Chief of Police	1 Chief of Police	1 Chief of Police
	1 Administrative Assistant	1 Police Chaplain	1 Administrative Sergeant	1 Administrative Assistant	1 Assistant Chief
	1 Lieutenant	1 Deputy Chief	1 Captain	2 Commanders	1 Chaplin
Patrol (15)	Patrol (19)	Patrol (19)	Patrol (23)	Patrol (18)	Patrol (13)
9 Patrol Officers	9 Patrol Officers	12 Patrol Officers	15 Patrol Officers	12 Officers	6 Officers
2 Sergeants	4 Sergeants	3 Sergeants	4 Sergeants	4 Sergeants	4 Sergeants
2 Auxiliary Officers	3 Corporals	2 SRO & Ambassador	1 Recruit Officer	1 Animal and Code Officer	3 Corporals
2 Detectives	3 Detectives	2 Detectives	3 Detectives	1 Detective	
Support Services (3)	Support Services (0)	Support Services (2)	Support Services (5)	Support Services (3)	Support Services (3)
1 Records Supervisor			1 Records Supervisor	1 Records Supervisor	1 Support Services Manager
2 Records		1 Records	4 Records	1 Records	1 Records
		1 Office Assistant		1 Office Assistant	1 Finance Manager
Population Serving					
9,902 College Place, WA 2020	10,759 Airway Heights, WA 2020	12,001 Liberty Lake, WA 2020	12,715 Kelso, WA 2020	14,842 West Richland, WA 2020	17,827 WSU Student Pop. Fall 2022
Building Square Footage					
3,951 GSF	11,046 GSF	17,216 GSF	12,646 GSF	20,266 GSF	15,642 GSF
208 SF/Staff	502 SF/Staff	717 SF/Staff	408 SF/Staff	810 SF/Staff	823 SF/Staff
Building Construction					
Moved into current space 2017	Moving into approx. 13,700 sqft. of new public safety facility in 2025	N/A	2004 New Construction	2022 New Construction	2016 New Construction

In reviewing the square footage per staff member numbers, the College Place Police department is currently undersized. The Kelso Police Department, which is almost double the square footage per staff member of the College Place Police Department is the next closest but due to the construction of the Kelso Police Department space of 2004 it is fair to assess that this facility would also be undersized to meet their current demands. This is highlighted by looking at the

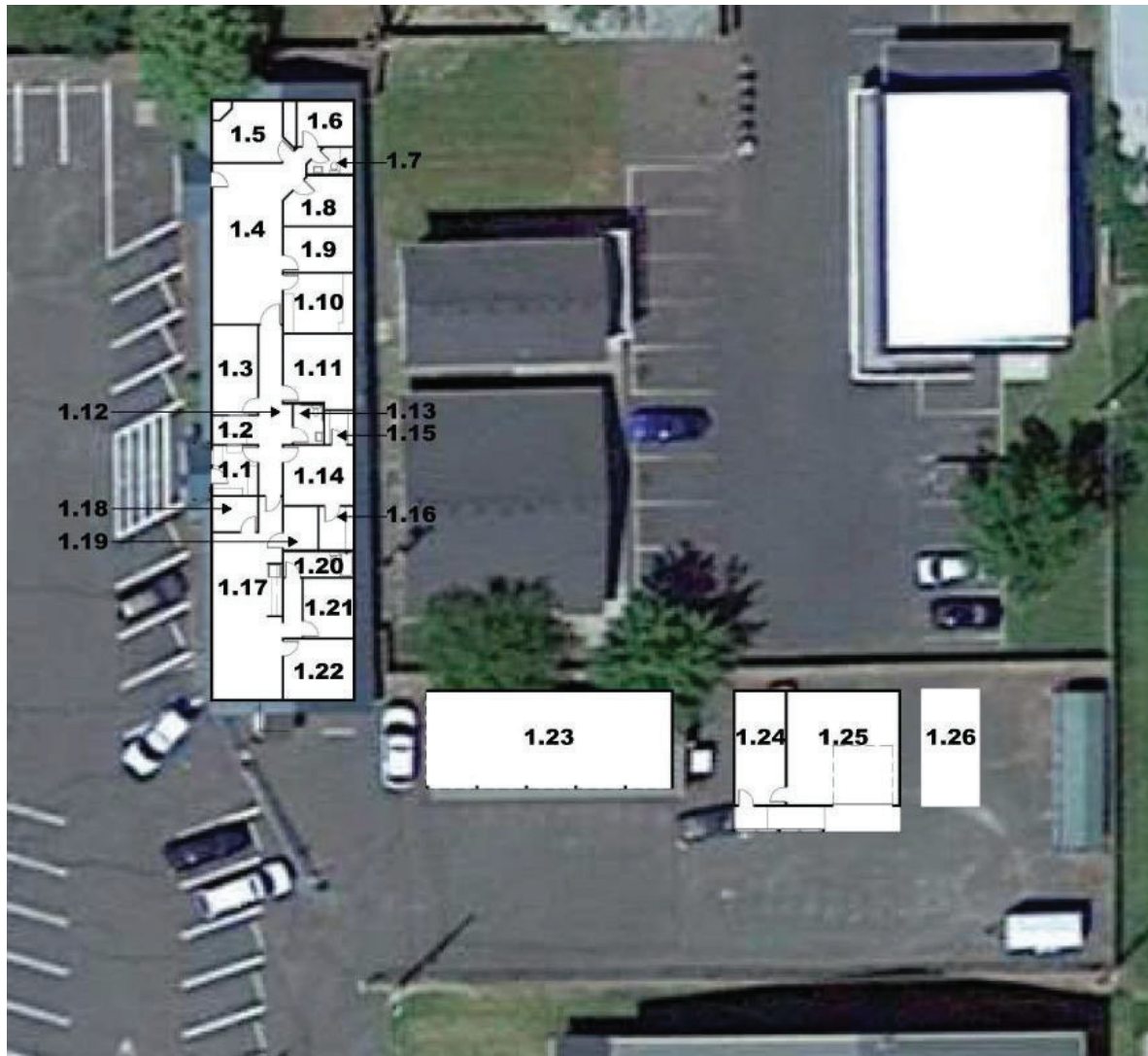
Airway Heights Police Department numbers which will increase to 622 SF/Staff in moving to a new facility in 2025. The square footage comparison between departments shows that an additional 414-615 square feet per staff member would be needed to meet current staffing. The 5 vacant positions at the police department were not included in the table but if filled would make the square footage per staff decrease to 165.

Currently the College Place Police Department is expecting to be at 25 staff members in 2025, this includes public records. With the projected growth in the community the department could expect to grow an additional 4-13 staff members to meet the population's needs in 2040. To be aligned with other department sizes approximately 20,575 square feet. This number will be further detailed in this report but is something to note based on other departments.

Current Floorplans and Needs

The current College Place Police department operates in approximately 4,000 square feet of interior space. The building they currently occupy is a converted duplex that was renovated to try and meet the needs of the department. Accessibility and security compliance is a major concern given the previous use of the building as well as noise and layout being tied to the existing structure. Training for the department takes place at the range in a portable classroom as there are no spaces that could be used in their existing building. To the south of the main building there is a small fenced exterior space with a covered vehicle bay, exterior vehicle evidence storage cage, and a small building that includes an enclosed vehicle bay for evidence processing, separate storage, and gun cleaning space.

The next page shows the plan of the existing facility with numbers that will be used to compare space sizes between other departments and identify the space described in the following pages.



College Place Police Department Keyed Plan

1.1 Public Entry and Waiting

Interaction between the department and the public is an extremely important relationship to maintain and enhance into the future. This space needs to be inviting to the public and accessible to everyone not only to meet code requirements but to continue to build relationships between the department and the community. Clarity in zones of space helps secure private spaces and creates understanding of what areas are public access. One service that is offered in this space is finger printing. The College Place Police department is the one agency that provides this service to the public and plans to continue this into the future. Adequate space for waiting and finger printing is essential to operations in the future. This is something that they would like is a separate room for fingerprinting off the lobby. The fingerprinting equipment is expensive, and the current space does not allow for enough space for fingerprinting to occur

with someone else waiting comfortably. The existing lobby is extremely small with seats next to the door swinging into the space.



Photos of the existing College Place Police Department lobby

1.2 Reception

The existing reception space is very small and is used as a location for temporary or part-time work. In the future it may be beneficial to make this spot larger for a full-time receptionist to work in to make sure that visitors to the station are greeted and directed to whatever they have come into the station for.

1.3 Public Records Office

This office is for two public records staff that also staff the front desk when the public enters the lobby. Visual connection between these spaces is crucial but some separation and privacy is needed. Storage was noted as something that they needed more of.

1.4 Meeting Room

Located off all the offices to the north of the building, this meeting room is in the middle of all the circulation through the space. While this area is large enough to accommodate meetings there is no privacy for any discussions in this space or from anyone entering through the north exterior door. Providing a space that is separate from circulation would help increase privacy, security, and enhance meetings and training by decreasing distractions. Another benefit would be in the decrease in sound moving between the conference space and surrounding offices.

1.5 Chief of Police Office

The Chief of Police Office includes a small storage room. While the space is large enough to work in independently, some departments prefer slightly larger Chief offices to provide a space that is used for both an office and a small meeting room. In discussions it was noted that having a space to meet with 8 people would be helpful but did not necessarily need to be included in the office space and could be a separate meeting room nearby.

1.6 Special Enforcement/Lieutenant Office

Adjacent to the Chiefs office is the Special Enforcement/Lieutenant Office this room is smaller than other peer offices but does include a small closet. To meet the needs of this position a larger office is recommended to accommodate groups of 4 meeting in the room.

1.7 Restroom

As one of the three restrooms in this building this single unisex restroom is a residential style bathroom that does not meet accessibility requirements.

1.8 Lieutenant Office

This office is reserved as the future Lieutenant office. Typically, a small meeting space is also expected in these room types for operational meetings with sergeants and records staff. The department would like to accommodate meetings for groups of 4 people.

1.9 Detective Office

Near the other offices this room is used as a Detective Office. Size-wise this space works okay but the proximity to the open large conference space is not ideal for sound privacy. In the future the detectives would like a shared office space with a private Sergeant office to the side.

1.10 Break Room

The existing breakroom is a repurposed residential style kitchen. While the space appears to work okay the room is full of cabinets and does not offer a large amount of space for staff to sit at the table and take a break.



Photos of the existing College Place Police Department break room

1.11 Public Records Office

Across the hall from the other public records office the Records Supervisor office is a well sized space for the use.

1.12 Hall Storage

In the hallway near the front reception is some storage and a mailbox system for the staff members. 24 mailbox slots are available which would all be used when all vacant positions are filled.

1.13 Restroom

This restroom appears to be the main public restroom in the department that is only accessible when granted access from the front reception. The room does not meet current accessibility requirements and is shared between the public and staff. In the future it would be nice to have men's and women's restrooms that are accessible to the public and able to be used if community events are hosted in a larger conference room.

1.14 Copy Room

The current copy room is shared with all staff and the space is on the larger size. There is not a lot of counter workspace and the several doors into the room make it difficult to lay out the space for its purpose.

1.15 Storage

This room contains several shelves for storage and appears to work well. Future iterations of this space should consider how things are accessed and where the door swings in relation to this.

1.16 IT/Storage

Similarly sized to the other storage room this room contains IT as well. With the potential to move to a new site in the future a larger IT room will be needed to run the department.

1.17 Squad Room

The current squad room is used for evidence processing, evidence storage, report writing, small break, and meeting space for officers. It is adjacent to the only interview room which makes it difficult to use when that space is being utilized. While the overall size of the space works it does come with challenges and limits the department in how they can grow in the future and meet best practice procedures.



Photos of the existing College Place Police Department squad room

1.18 Interview Room

As the only interview room in the department the current space is extremely small and is not ideally located. With the shared wall to the waiting room where people sit directly on the other side, privacy is a concern. Looking to the future, the department would like to have 1 soft interview room, and 2 regular interview rooms.

1.19 Armory

The armory is currently accessed from the squad room and appears to work well where officers can access it. The room is secured and only accessible to authorized staff members.

1.20 Restroom

This residential style restroom is used by officers and includes some lockers and storage. The room is very tight and is single meant for a single user. In the future having men's and women's officer locker rooms and restrooms will be important to accommodate growth of the department.

1.21 Sergeant Office

This room is a good size for a Sergeant Office and appears to work well. Being close to the squad room is a positive as well as being near the other Sergeants. Previously this room was the locker room until the department grew and needed additional office space.

1.22 Sergeant Office

This room is slightly larger than the adjacent office and appears to work well for its function. Having additional offices near the squad room that the department can grow into would be very beneficial.

1.23 Covered Exterior Vehicle Bay

The College Place Police department currently uses take home vehicles, so the covered vehicle bay only needs to be large enough to accommodate 1/3 of

the fleet at a time. In the future having designated enclosed space so officers can have a secure protected space to drop off evidence or bring people in safely.

1.24 Gun Cleaning and Storage

This room was added with the interior vehicle bay to provide space to clean guns, store equipment and store bikes.

1.25 Interior Vehicle Bay

This building was built to meet the requirements of accreditation and provide a secure interior space where evidence could be processed. In the future this will need to be recreated.

1.26 Exterior Vehicle Evidence Cage

This is a secure exterior space for vehicle evidence. Previously this was the only area used to secure vehicles but is now just used for vehicles that have already been processed.

Other Existing Areas

The College Place Police Department has been using the Axon Body Camera system since 2021, the data is cloud based and does not require onsite storage. IT and evidence are stored in city hall through an alarm and limited access. A rough approximation of the space would need to be accounted for in the future space design. SAK are not an area of high volume for this community, so storage requirements based on the new laws (House Bill 2318) is not a major concern but is something that will need to be accounted for in the new space.

The range is a great asset to the College Place Police department as it is the only one in the county. Defensive tactics training is on one side of the portable while a traditional classroom is on the other side.

Future Areas to Plan For

To best serve the growing community, the department would like to add spaces that enhance the level of service they are able to provide. One request was to include a large meeting room that could be used to hold training for multiple departments, be used for defensive tactics training, and would be open to the community to use. Another space that was brought up was a fitness room for staff. Fitness is extremely important for officers' physical and mental health, making this an extremely high priority. In discussions about this space, it was also brought up that the fitness room could also be used by other city staff. A decontamination room was another item that was noted as needed since they are likely moving away from the fire department that has this space. Adding 2 holding cells was noted as something that would be helpful as the county grows

and they are used for temporary holding. Some other spaces mentioned were small meeting rooms off the lobby that could be used for attorneys or other outside groups that would be meeting at the station. Other departments have used these rooms to allow for more mental health professionals and community groups focused on alternatives to violence and victim support. These additional spaces would help enhance the current staff and support the department in being able to retain qualified employees.

Facility Program Comparison

To further define what spaces in the police department are undersized and by how much the following table compares the existing College Place Police Department Spaces with the West Richland Police Department and the WSU Police.

Police Department Spaces								
			Existing Square Footage		West Richland PD		WSU Public Safety	
Space ID	Space Name	Space Notes	No. of Units	Total Net Area (sqft.)	Sqft.	Notes	Sqft.	Notes
1.1	Public Entry and Waiting	Small space used for public waiting and fingerprinting	1	90	1,554	Public Lobby & vestibule. Fingerprinting room is separate 92 sqft.	698	Public Lobby & vestibule
1.2	Reception	1 Station	1	53	207	2 Stations near front of shared public records space	229	2 Stations separate from records room
1.3	Public Records Office	Shared office 2 workstations with file storage	1	162	623	Shared workspace with built in storage	232	2 shared workstations with file storage
1.4	Meeting Room	Open to adjacent offices and breakroom	1	453	1,655	Meeting room with chair and av storage. Off of main lobby	914	Meeting room can be split in half, has storage for tables & chairs
1.5	Chief of Police Office	165 office +11 storage	1	176	285	Police Chief Office - separate conference space	146	Director Office
1.6	Special Enforcement/ Lieutenant Office	101 office + 20 storage	1	121	193	Captain Office - separate conference space	134	Assistant Chief Office

			Existing Square Footage		West Richland PD		WSU Public Safety	
Space ID	Space Name	Space Notes	No. of Units	Total Net Area (sqft.)	Sqft.	Notes	Sqft.	Notes
1.7	Restroom	Staff Restroom near Police Chief and Lieutenant Offices	1	43	123	Shared with Police Chief and Captain	342	2 Staff restrooms separate from locker room/ changing room
1.8	Lieutenant Office		1	128	-	See 1.6	125	Lieutenant Office
1.9	Detective Office		1	126	475	Shared Investigations Space	-	-
1.10	Break Room		1	168	563	Break with access to courtyard (not included in sqft.) drinking fountains	268	-
1.11	Public Records Office		1	200	135	Public Records Supervisor Office	136	Near front reception and records storage
1.12	Hall Storage		1	9	38	-	-	-
1.13	Restroom	Closest to the lobby not publicly accessible without permission	1	48	317	Public Access - Mens and womens restrooms	96	2 public restrooms
1.14	Copy Room		1	168	54	located in hallway	84	Work Room
1.15	Storage		1	38	415	General Storage 107, Records Storage 308	187	-
1.16	IT/Storage		1	60	212	Server Room	131	Data Room
1.17	Squad Room	Reports also written in this room	1	503	894	Squad room 654, Report room 240	400	Shared workspace 4 stations for report writing
1.18	Interview Room		1	63	515	1 soft interview 101, 2 interview rooms 151 total, 3 hard interview rooms 263 total	102	1 interview room
1.19	Armory		1	60	316	Equipment, Weapon Cleaning, and storage	164	Located near parking
1.20	Restroom		1	70	240	3 staff restrooms	-	See 1.7
1.21	Sergeant Office		1	120	596	5 Offices	472	4 Offices

			Existing Square Footage		West Richland PD		WSU Public Safety	
Space ID	Space Name	Space Notes	No. of Units	Total Net Area (sqft.)	Sqft.	Notes	Sqft.	Notes
1.22	Sergeant Office		1	168	-	See 1.21	-	See 1.21
1.23	Exterior Vehicle Bays	5 bays, 965 SF - not included in interior SF amount	-	-	-	Exterior	2,003	Interior 6 vehicles, and storage space
1.24	Storage/Gun Cleaning/Bike Storage		1	228	-	See 1.19	236	Maintenance Shop
1.25	Interior Vehicle Bay		1	152	-	-	503	Vehicle Sally
1.26	Exterior Vehicle Evidence Cage	289 SF - not included in interior SF amount	-	-	-	-	-	-
Total Net assignable SF				3,407	9,410		7,602	
-	Hallways/Circulation		1	544	2,970	-	1,627	-
-	Other Spaces		-	-	7,886	Fitness Room, Locker Room, Custodian rooms, Evidence Processing, Other Offices, Conference Spaces, Electrical, Mechanical	6,413	Conference, Evidence Storage and Processing, Electrical, Mechanical, Holding, Intake, Storage, Locker Rooms, Other Offices, Computer Forensics

Police Department Total Square Footage:

3,951

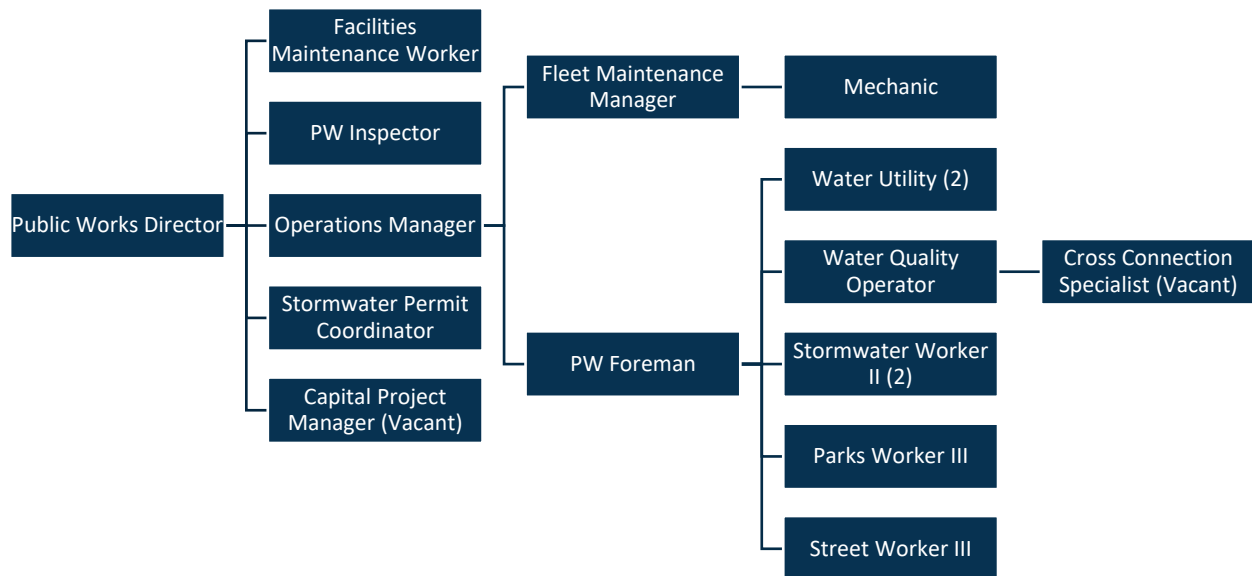
20,266

9,229

College Place Public Works Maintenance

Department Procedures and Staffing

The current College Place Public Works department has 17 positions, 2 of those are vacant. This department maintains all public infrastructure including water, sewer, stormwater, solid waste, recycling, street maintenance, parks, and fleet management for all city owned vehicles. The organizational chart on the next page highlights the breakdown of the public works staff.



College Place Public Works Organizational Chart

Department Staff and Facility Size Comparison

In looking at other public works departments we compared the size of facilities to gain more data about the size needed to accommodate College Place Public works.

College Place Public Works(15)	Airway Heights Public Works (13)	Kelso Public Works (22)	West Richland Public Works (9)
1 Public Works Director	1 Public Works Director	1 Public Works Manager	1 Public Works Director
1 Operations Manager	1 Operations Manager	1 Operations Manager	1 Operations Manager
1 Facilities Maintenance Worker		1 Departmental Assistant	1 Cross Connection
1 PW Inspector		1 Traffic Lead	1 City Engineer
1 Operations Manager	1 Water Lead	1 Water Treatment Plant Supervisor	1 Water supervisor
1 Stormwater Permit Coordinator		1 Street/ Drainage Lead	1 Street and Parks Supervisor
1 Fleet Maintenance Manager		1 Parks Lead	
1 PW Foreman	1 Sewer lead	2 Equipment Operator/ Water/ Sewage Lead	1 Sewer Supervisor
1 Mechanic	1 Operator in Training	7 Water/ Sewer Tech	1 Stormwater

2 Water Utility	1 Inspector	2 Water treatment operator	1 Contract Admin.
1 Water Quality Operator	4 WRP Operators	1 pump station operator	
2 Stormwater Worker II	3 Maintenance Workers	2 street/ Drainage tech	
1 Parks Worker III		1 general maintenance tech	
1 Street Worker			
Population Serving			
9,902 College Place, WA 2020	10,759 Airway Heights, WA 2020	12,715 Kelso, WA 2020	14,842 West Richland, WA 2020
Building Square Footage			
8,040 GSF	10,658 GSF	17,138 GSF	13,943 GSF
536 SF/Staff	820 SF/Staff	779 SF/Staff	1,549 SF/Staff
2,835 sqft. of covered storage	4,271 sqft. treatment plant	9,570 sqft. of covered storage	Large outdoor yard

In reviewing the square footage per staff member numbers, the College Place Public Works department is undersized. To catch up to the other departments would mean adding an additional 243 – 1,013 sqft. per staff member. One thing that makes public works more difficult to define needs is related to the differences between how each city determines how public works is split up and managed. In addition to looking at other departments, taking a closer look at the population, fleet number and parks are currently being maintained and can grow in the future will be critical and explored in this study before the proposed program is developed.

Current Floorplans and Needs

The Public Works Department of College Place is currently located in several different buildings including some offices in city hall and in buildings around the centrally located water tower. The water tower is very close in proximity to the College Place Police Department, City Hall, and Fire Department. This works well for fleet management, but the downside of this location is that the yard, buildings, and water tower are surrounded by residential homes. The Public Works Department does its best to be mindful of this proximity after hours but with the different vehicles mobilizing from this spot has some clear disadvantages. The existing floorplan is shown below with numbers that coordinate to written sections describing what the space is used for.



College Place Public Works Department Keyed Plan

2.1 *Parts and Storage*

This room includes parts and equipment storage related to infrastructure maintenance. Additional larger items or larger quantity items are stored outside in the yard. This was something that they would like to be able to have a minimum of covered storage for to lessen the amount of sun exposure and damage.

2.2 *Break Room*

Adjacent to the storage space in the first building this is a larger room with a small kitchen, lockers, and seating for breaks. The size of this space seems to

meet the needs for the current size of the department. The existing range is barely used but 2 microwaves work well. It was noted that a third fridge would be needed in the new space.

2.3 *Workroom*

This space includes worksurfaces and tools as well as a washer and dryer on the other side of the restroom wall. The washer and dryer is nice to have.

2.4 *Restroom*

This employee restroom is a single stall enclosure that is open above to the workroom. It was noted that it would be nice to have a shower for employees to clean up before going home after a dirtier job. Another consideration would be to move this room closer to the entrance and lockers. Hanging space was also mentioned as something to consider adding.



Inspectors, Water Quality, Cross Coordination, Stormwater Office Building

2.5 *Stormwater Coordination*

In the first room you walk into the office building shown above there is open office space with 2 workstations for stormwater coordination. There is a built-in counter and walkway that limits the arrangement of this space with the existing desks.

2.6 *Water Quality Operator and Operations Manager Office*

As a large shared office space this room also hosts the SKTA station that monitors the water in College Place. This building does have back up energy to keep the system running during a power outage.

2.7 *Restroom*

A larger and nicer restroom compared to the others onsite. This space does not meet accessibility requirements like the other restrooms.

2.8 IT Closet

This closet runs the building and has some difficulty with ventilation.

2.9 Copy/Reference Library

As a space that supports the adjacent offices this room contains equipment manuals, code books, safety equipment, and a copier.

2.10 Public Works Inspector and Foreman Office

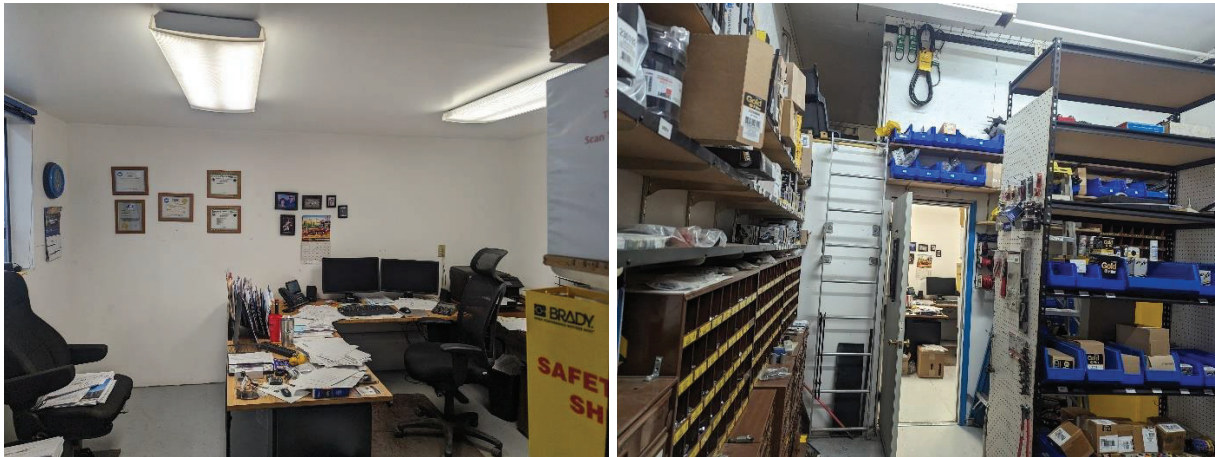
This shared office includes 2 workstations and a larger table for drawing layout.

2.11 Sign, Drawing, and Miscellaneous Storage

The first floor of this building includes sign storage and workspace. In the future the department would like to have blank storage and make the street signs in-house. The basement of this building is used for drawing storage and miscellaneous storage.

2.12 Fleet Maintenance Manager Office

When you walk in through the front door of the fleet maintenance building the manager's office is located adjacent to it with a window so that the manager can see who is coming into the shop.



Fleet Maintenance Manager Office (left) Parts Storage (right)

2.13 Parts Storage

The existing parts storage room includes the floor area shown in the plan and a ladder to some space above the manager's office. While this does allow them to use all the available accessing the upper level is difficult especially when carrying larger items. It was noted that for the fleet that is served this parts storage space is not large enough.

2.14 Vehicle Bay

This vehicle bay includes one lift and two overhead doors. This side of the maintenance shop is slightly shorter than the other side and does not have the same depth as the adjacent 2.15 vehicle bay.

2.15 Vehicle Bay

This bay includes 3 overhead doors, two of which create the only drive through bay. Off this room is a small restroom with a shower. 4 double bays would be preferred that can accommodate the size of vehicles in the fleet. The future shop will need an exhaust removal system.



Tire Storage (left) Covered Vehicle Storage (right)

2.16 Tire Storage

The wood structure shown above is the tire storage building that is used to store all the fleet tires. This space should be better protected from the weather and closer to the maintenance shop.

2.17 Storage

Behind the maintenance shop is a small storage shed and covered exterior storage at the back of the building. This includes miscellaneous storage and waste oils from the shop.

2.18 Covered Vehicle Storage

This open covered vehicle storage has 10 covered bays for equipment and vehicle storage.

Other Existing Areas

The yard for College Place includes storage of road work signs, barricades, valve box covers, pipes, scrap metal, miscellaneous equipment, manhole covers, gravel, sand, rock, etc. It was noted that having bins and the ability to winterize material storage as well as capacity for topsoil would be nice.

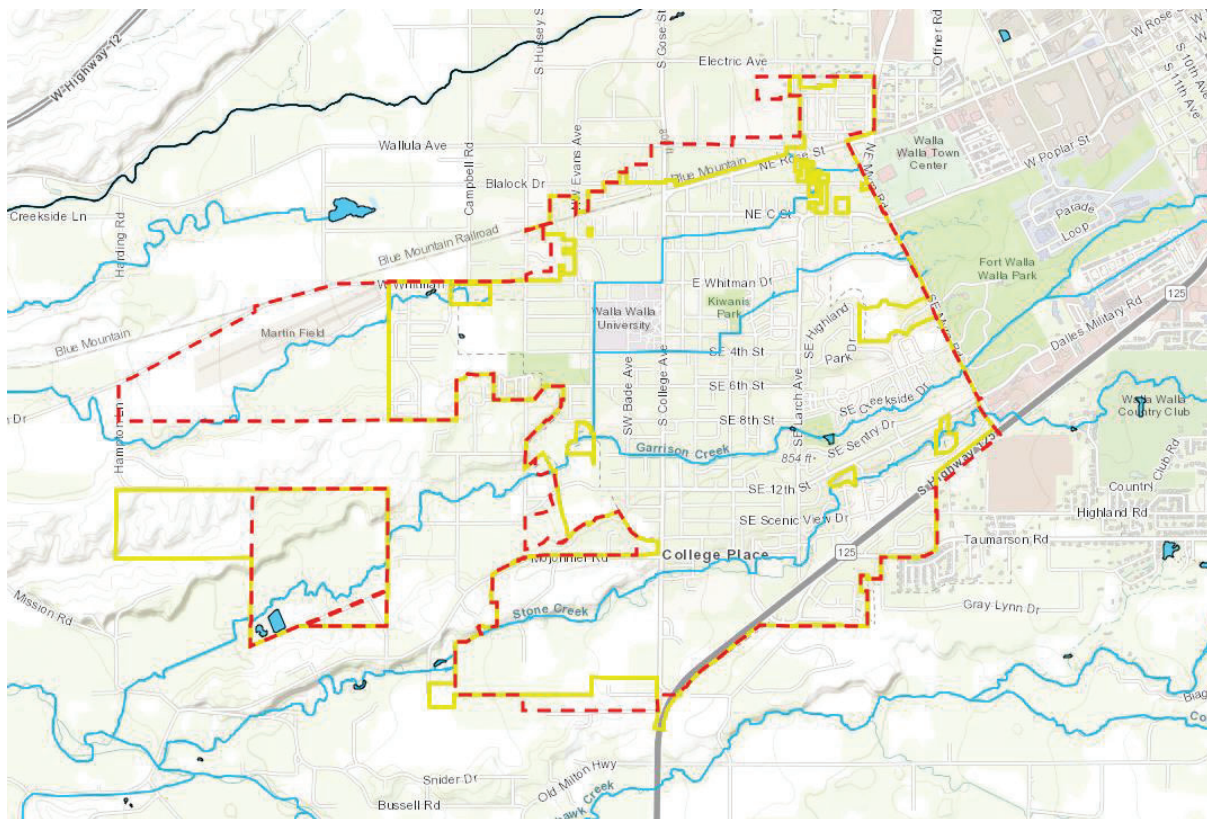
Future Areas to Plan For

For the maintenance of the fleet more covered parking would help protect equipment from the elements. Providing tanks for snow removal liquid was also mentioned as something that they were looking into for the future.

Public Works Maintenance

To predict the growth of the College Place Public Works Department it is important to take inventory of the different things that the department is responsible for maintaining.

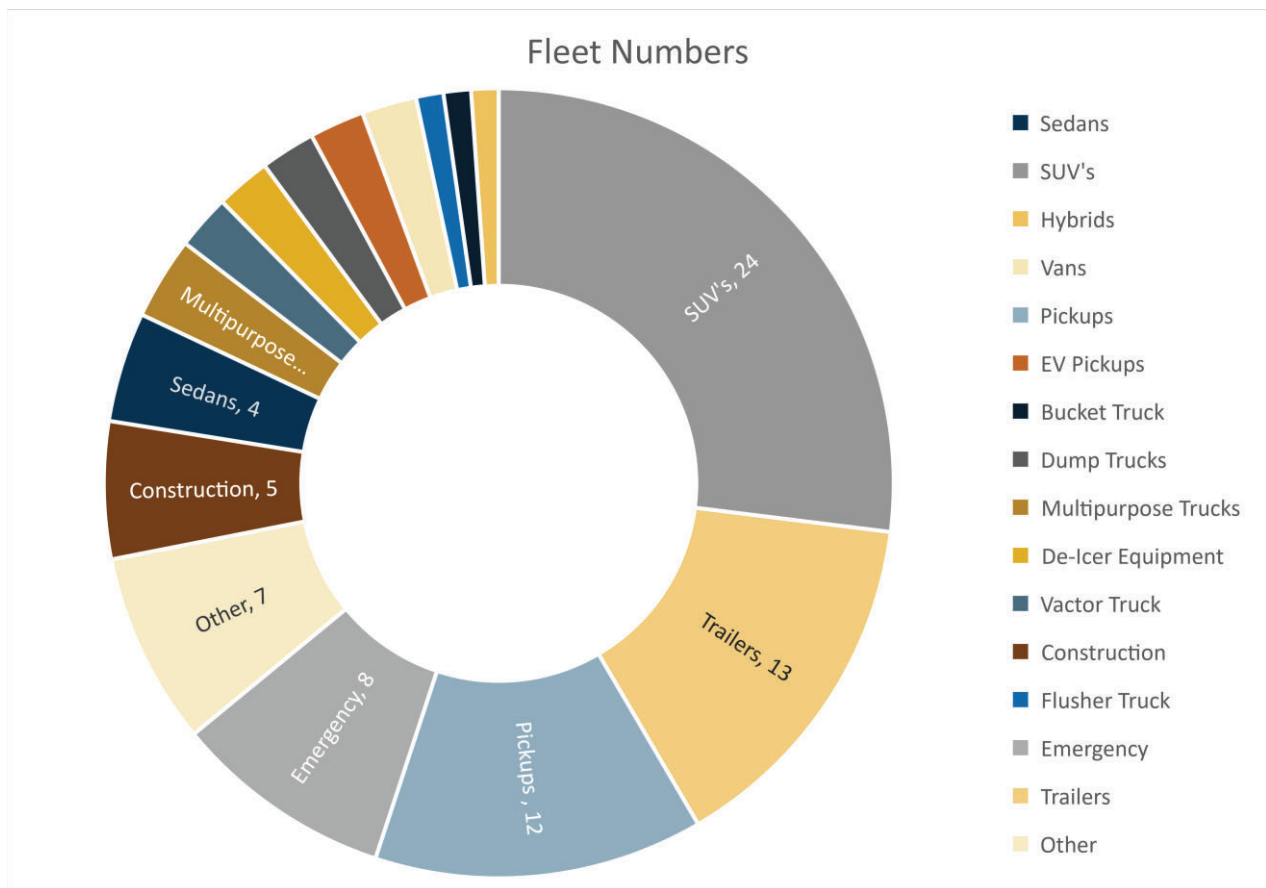
The department currently operates Lions Park (8 acres), Kiwanis Park (7.1 acres), Veterans Park (1.67 acres), and the parklet (.42 acres). Below is a map that shows the outline of college place in the dashed red and the 3 lighter green regions within the city limits. As the community continues to grow towards the southwest additional parks and additional staff will be needed to cover the area and make sure that the parks are maintained.



Public City Map College Place (City of College Place, n.d.)

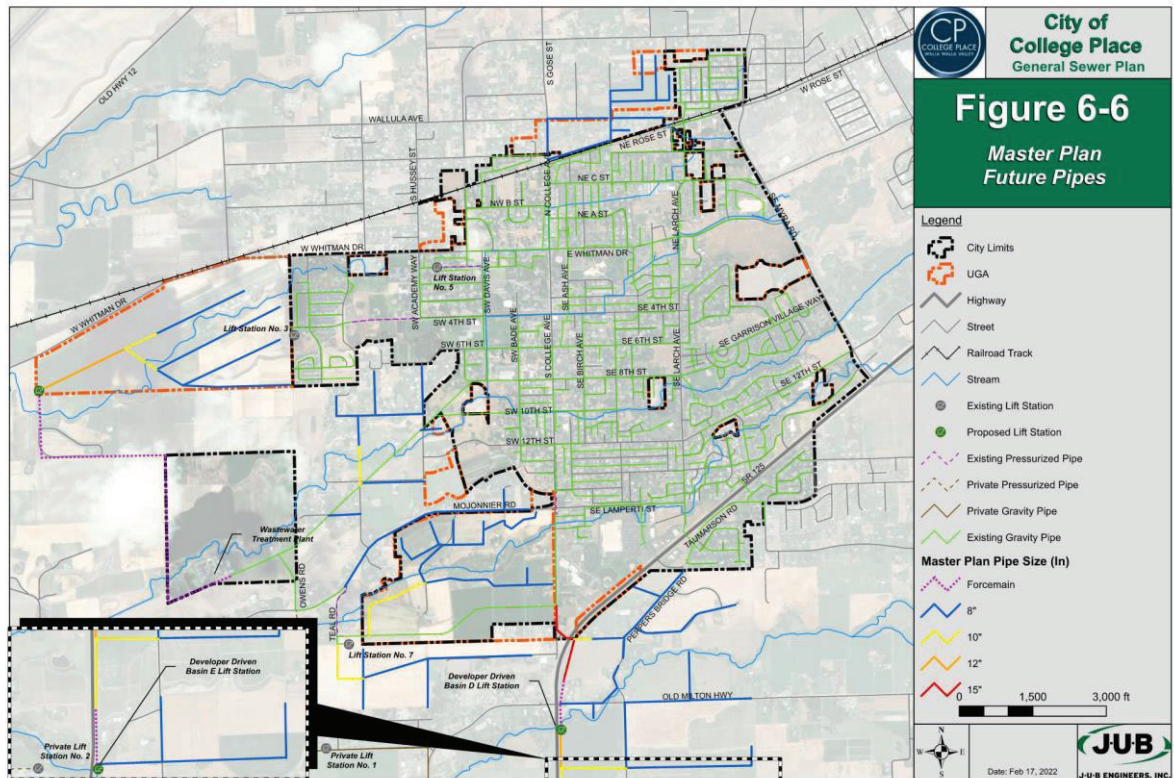
Fleet management within public works is an essential part of being able to maintain the city. Currently College Place has a fleet of 99 (including generators) that is maintained by the fleet maintenance manager and one

mechanic that ensures operations continue to run smoothly. The graphic below highlights the makeup of the fleet.



Currently the fleet is comprised of vehicles from 1985-2023 with the average age being 10 years old. The projected addition of vehicles includes 6-10 EV vehicles to follow the Washington State electrification of public fleets within the next 5-10 years. Other future vehicles include De-icer equipment, pickups, travel vehicles, police vehicles, 2nd sweeper, 3rd dump truck, 3rd backhoe, ladder fire truck, and 3rd fire pumper truck. That is a total of at least 15 additional vehicles. With this added capacity additional indoor storage would be needed for a minimum of 4 (up to 9) snow equipment and 3 Sweepers from late fall to early winter.

As the city expands its boundaries it expands the services provided by public works. This includes streets, water, sewer, garbage, recycling, and stormwater. To get an idea of where this growth is currently moving based on future plans from the city you can start to see how much larger the population and the services will grow. The next page includes a masterplan from the city highlighting areas where future pipes are planned to go and how this may impact future growth.



Master Plan for Future Pipes (City of College Place, 2022)

In looking at the map above you can see the boundary of College place and the brighter lines that show new pipes going in to the South and West of the existing city limits.

Future Planning

College Place Police Department

Proposed Program

Based on the needs of the department and compared with other department sizing the following looks at a detailed program for the police department. The space ID number matches the existing space and rooms without these numbers are added or spaces that were moved into separate rooms for the department.

Target Program - Police Department							
			Existing Square Footage		Proposed Program		
Space ID	Space Name	Space Notes	No. of Units	Total Net Area (sqft.)	No. of Units	Total Net Area (sqft.)	Notes
1.1	Waiting Room	Small space used for public waiting and fingerprinting	1	90	1	750	Space for seating, circulation and vestibule
	Fingerprinting	Included in existing waiting room.	-	-	1	100	Adjacent to reception and waiting
1.2	Reception	1 Station	1	53	1	200	2 stations with visibility to waiting.
1.3	Public Records Office	Shared office 2 workstations with file storage	1	162	1	250	Shared space behind reception room for 2 additional stations and storage
1.4	Meeting Room	Open to adjacent offices and breakroom	1	453	1	1750	Large meeting space for 50 people, multipurpose and publicly accessible
	Storage		-	-	1	100	Equipment and table storage for meeting room
1.5	Chief of Police Office	165 office +11 storage	1	176	1	175	
	Conference Room		-	-	1	300	Conference space to accommodate 8, located near police chief office and Lieutenant office
1.6	Special Enforcement/ Lieutenant Office	101 office + 20 storage	1	121	1	120	
1.7	Restroom	Staff Restroom near Police Chief and Lieutenant Offices	1	43	1	50	
1.8	Lieutenant Office		1	128	1	150	
1.9	Detective Office		1	126	1	300	Shared workspace for 3 people
	Detective Sergeant Office		-	-	1	120	Private office adjacent to main workspace

Space ID	Space Name	Space Notes	Existing Square Footage		Proposed Program		
			No. of Units	Total Net Area (sqft.)	No. of Units	Total Net Area (sqft.)	Notes
1.10	Break Room		1	168	1	520	Projection of a max of 38 staff, 1/3 using space at a time, space for approximately 13
1.11	Public Records Office		1	200	1	130	Private office near front reception and adjacent public records storage
1.12	Hall Storage		1	9	1	200	Space for records storage
1.13	Restroom	Closest to the lobby not publicly accessible without permission	1	48	2	300	Public Restrooms
	Janitor		-	-	2	100	Spaces for custodial supplies front of house and back of house
1.14	Copy Room		1	168	1	100	Centrally located workroom
1.15	Storage		1	38	1	100	General Storage Space for the department
1.16	IT/Storage		1	60	1	150	Server/Data room
1.17	Squad Room	Reports also written in this room	1	503	1	400	Squad/Report Room 4 report workstations, storage/charging for body cameras
1.18	Interview Room		1	63	3	300	1 soft interview and 2 regular interview spaces
1.19	Armory		1	60	1	150	
1.20	Restroom		1	70	1	50	Additional Staff restroom - quantity may adjust based on layout and proximity to locker rooms
1.21	Sergeant Office		1	120	1	120	
1.22	Sergeant Office		1	168	3	360	additional 2 for growth

			Existing Square Footage		Proposed Program		
Space ID	Space Name	Space Notes	No. of Units	Total Net Area (sqft.)	No. of Units	Total Net Area (sqft.)	Notes
1.23	Exterior Vehicle Bays	5 bays, 965 SF - not included in interior SF amount	-	-	-	-	Provide 10 covered bays approximately 200 each - 2,000 sf
1.24	Storage/Gun Cleaning/Bike Storage		1	228	1	250	
1.25	Interior Vehicle Bay		1	152	2	300	2 bays
1.26	Exterior Vehicle Evidence Cage	289 SF - not included in interior SF amount	-	-	-	-	Similar squarefootage replicated onsite
-	Exercise Room		-	-	1	600	
-	Decontamination Room		-	-	1	75	
-	Men's Locker/ Restroom		-	-	1	750	Provide half sized lockers for 30, anticipate 15 max use at once
-	Women's Locker/ Restroom		-	-	1	375	Provide half sized lockers for 15, anticipate 7 max use at once
-	Laundry		-	-	1	100	Near decontamination, space for washer and dryer
-	Evidence Processing		-	-	1	150	
-	Evidence Storage		-	-	1	300	
-	Drone Storage		-	-	1	200	Currently have growing drone capacity with 4 licenced, provide space for storage and charging
-	Holding		-	-	1	300	Includes 2 holding rooms and Intake space
-	Conference Room		-	-	1	300	
-	Small Meeting Rooms		-	-	2	200	Room for small meetings with attorney or mental health providers
-	Mechanical and Electrical Rooms		-	-	2	200	
Total Net SF				3407		11445	
Circulation				544		2289 20%	
Estimated Total				3951		13734	

College Place Public Works Maintenance

Proposed Program

Below is the proposed program for the public works department that estimates the sizes of spaces needed.

Target Program - Public Works							
			Existing Square Footage		Proposed Program		
Space ID	Space Name	Space Notes	No. of Units	Total Net Area (sqft.)	No. of Units	Total Net Area (sqft.)	Notes
2.1	Parts and Storage		1	751	1	1500	Large storage space for parts and storage
2.2	Break Room	2 Fridges - 3 needed in future, 2 microwaves, 1 range	1	531	1	400	
	Lockers		-	-	1	100	
2.3	Workroom	Washer and dryer	1	326	1	200	
	Laundry/Drying		-	-	1	100	Small space near exterior where staff can clean up after a job and hang wet items
2.4	Restroom	Include shower in future restroom	1	29	2	125	Restroom with shower near exterior for easy access, plus additional staff restroom
2.5	Stormwater Coordination	2 Workstations	1	167	1	400	Shared workspace for 4 people
	Stormwater Manager		-	-	1	120	Private office adjacent to stormwater
2.6	Water Quality Operator and Operations Manager Office	2 Desks, and monitor station	1	345	2	240	Separate private offices
	Monitor Station		-	-	1	100	Workstation with monitoring
2.7	Restroom		1	40	1	50	May adjust based on layout of staff and be included in other spaces
2.8	IT Closet		1	9	1	150	
2.9	Copy/ Reference Library		1	60	1	120	Shared copy/reference room for offices include table for drawings
2.10	Public Works Inspector and Foreman Office	2 workstations and table	1	148	2	240	Separate private offices

Target Program - Public Works							
			Existing Square Footage		Proposed Program		
Space ID	Space Name	Space Notes	No. of Units	Total Net Area (sqft.)	No. of Units	Total Net Area (sqft.)	Notes
2.11	Sign and Drawing Storage	2 story building, upstairs sign storage 597 sf, downstairs drawing storage 90 sf, general storage 507 sf	1	1194	1	700	Sign Storage and making space
	Drawing Storage		-	-	1	100	Near offices
	General Storage		-	-	1	100	
2.12	Fleet Maintenance Manager Office		1	167	1	120	
2.13	Parts Storage	284 main storage + upper storage of 167	1	451	1	700	One level of accessible part storage
2.14	Vehicle Bay	2 bays	1	951	4	3500	4 drive through bays with workstations for 4 mechanics
2.15	Vehicle Bay	3 bays with restroom and shower	1	1168			
	Restroom		-	-	1	75	restroom with shower
2.16	Tire Storage		1	451	1	600	
2.17	Storage		2	204	1	500	Incorporate in shop space
2.18	Covered Vehicle Storage	10 bays, 2,769 not included in interior sf	-	-	1	2700	Provide 20 covered bays, 9 interior covered spots requested
-	Public Works Director Office		-	-	1	150	
-	Deputy Director Office				1	120	
-	Capital Project Manager Office		-	-	1	120	
-	Facilities Maintenance Worker	1 currently plan for 3	-	-	1	300	3 workstations open office
-	Water Utility Office	2 staff	-	-	1	200	open workstation
-	Parks Worker Office	1 currently plan for 5	-	-	1	500	5 workstations open office
-	Street Worker	1 currently plan for 5	-	-	1	500	5 workstations open office

			Existing Square Footage		Proposed Program		
Space ID	Space Name	Space Notes	No. of Units	Total Net Area (sqft.)	No. of Units	Total Net Area (sqft.)	Notes
-	Signals Workers	plan for 2	-	-	1	200	open workstation
-	Cross Connection Office		-	-	1	100	Can incorporate in open office
-	Lobby		-	-	1	100	Small waiting space for department
-	Admin/ Reception		-	-	1	200	Space for front reception admin position - plan for 2 workstations
-	Conference Room		-	-	1	300	Have near offices
-	Mechanical and Electrical Rooms		-	-	2	200	
Total Net SF				6992		15930	
Circulation				1048		3186 20%	
Estimated Total				8040		19116	

College Place Facilities Options

Site Sizes and Locations

Based on the proposed programs the College Place Police Department is targeting a site of 1.5 acres – 3 acres and the College Place Public Works is looking for 3 acres – 5 acres. From the targeted size 9 sites were explored and evaluated. The table below gives an overview of the site sizes.

Site	Approximate Size	Police Department	Public Works	Combined
1	8 Acres		X	X
2	2.5 Acres	X		
3	4.5 Acres		X	
4	5 Acres		X	
5	2 Acres	X		
6	11 Acres		X	X
7	16 Acres		X	X
8	2 Acres	X	X	
9	5 Acres		X	

Of the sites explored 3 were deemed large enough to look at combining the Police and Public Works in one location. The sites were each evaluated by size, location, street access, zoning, terrain, utilities, feasibility, and existing site features. When diving into greater detail of the 3 larger sites, restrictions related to adjacent facilities in development restrictions and ability to acquire property made these undesirable.

Police Department

The College Place Police Department was focused on finding a site that was central to current and future growth to maintain fast response times. Access to the site was extremely important for officers to get in and out quickly and avoid a bottleneck. In reviewing the possible options, Site 5 was deemed the best location for the future police department. This site was relatively flat, near the High School and Middle School and in a location that provided easy access to College Place now and into the future.

Public Works

In exploring the sites that would work for Public Works, the criteria were to find something that would allow crews to dispatch from a central location that also had enough space to accommodate the program needs and lay out space for equipment and materials. Several sites were explored with the biggest concerns being ability to acquire property, utility connections, and location. Site 9 became the preferred site because of the location and size, as well as the ability to expand and develop the site over time to meet future needs. It is located next to an existing storage facility and should be able to be zoned for Public Works.

Schedule and Cost Estimates

Police Department

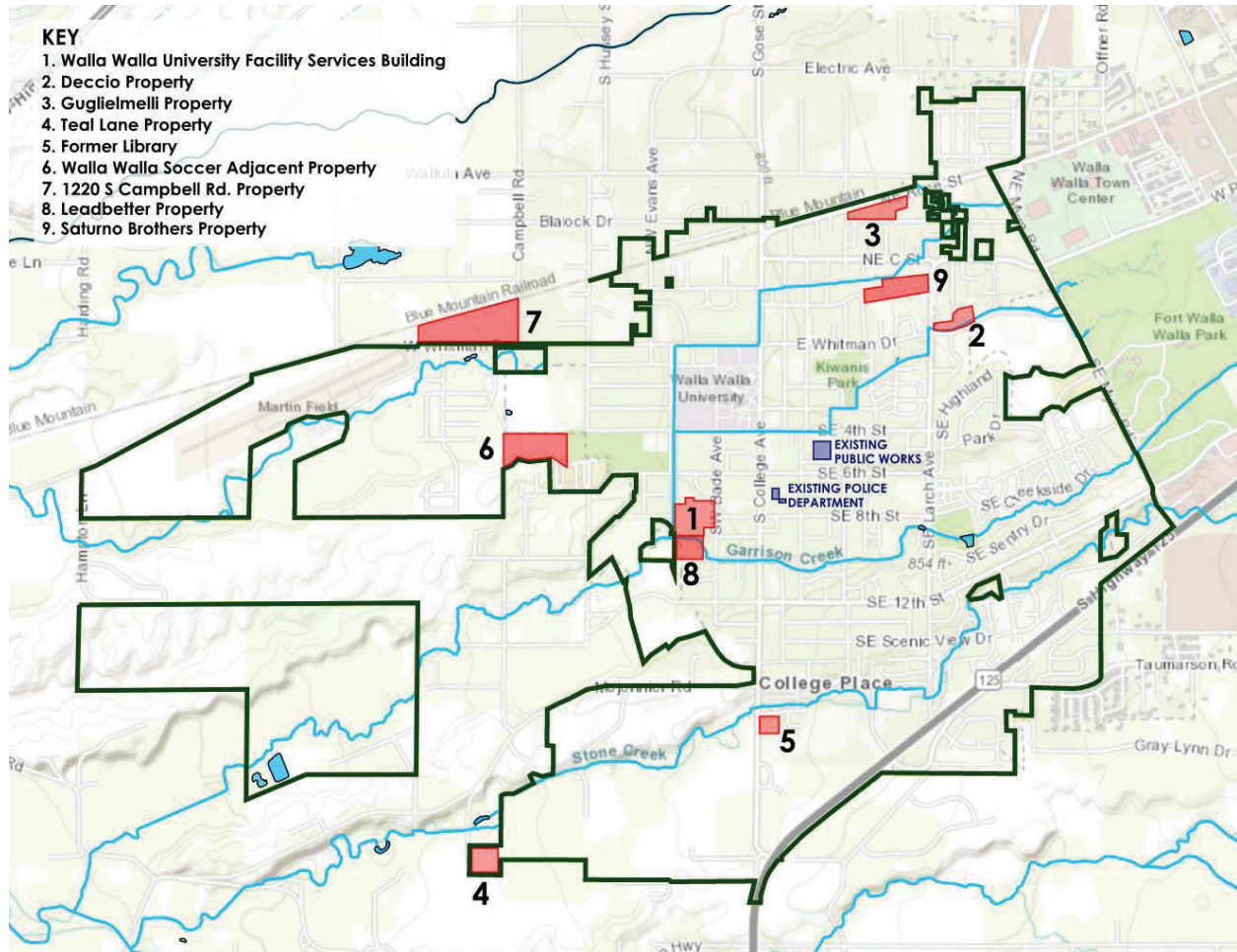
Based on the proposed program of approximately 14,000 sf, the Police Department is estimated to cost \$14 million and assuming the bond election in November of 2024 would open in November 2026.

Public Works

TBD.

Appendix

Site Locations



Site	Size	Zoning	Terrain	Access	Water	Location
1	8 Acres	Multi-Family	Flat	2 Sides	CP Water	Central
2	2.5 Acres	Single Family	Sloped	1 Side	CP Water	Near Existing
3	4.5 Acres	Commercial	Flat	2 Sides	Tank	Near Existing
4	5 Acres	Multi-Family	Flat	Limited	NA	Edge of CP
5	2 Acres	Commercial	Flat	2 Sides	CP Water	Near Existing
6	11 Acres	Single Family	Flat	2 Sides	CP Water	Central
7	16 Acres	Out of City	Flat	2 Sides	Irrigation	Near Growth
8	2 Acres	Single Family	Flat	Limited	CP Water	Central
9	5 Acres	Single Family	Flat	1 Side	CP Water	Near Existing

Police Department Site



APPROXIMATE BUILDING SQUARE FOOTAGE: 14,000 SF

JUNE 11, 2024

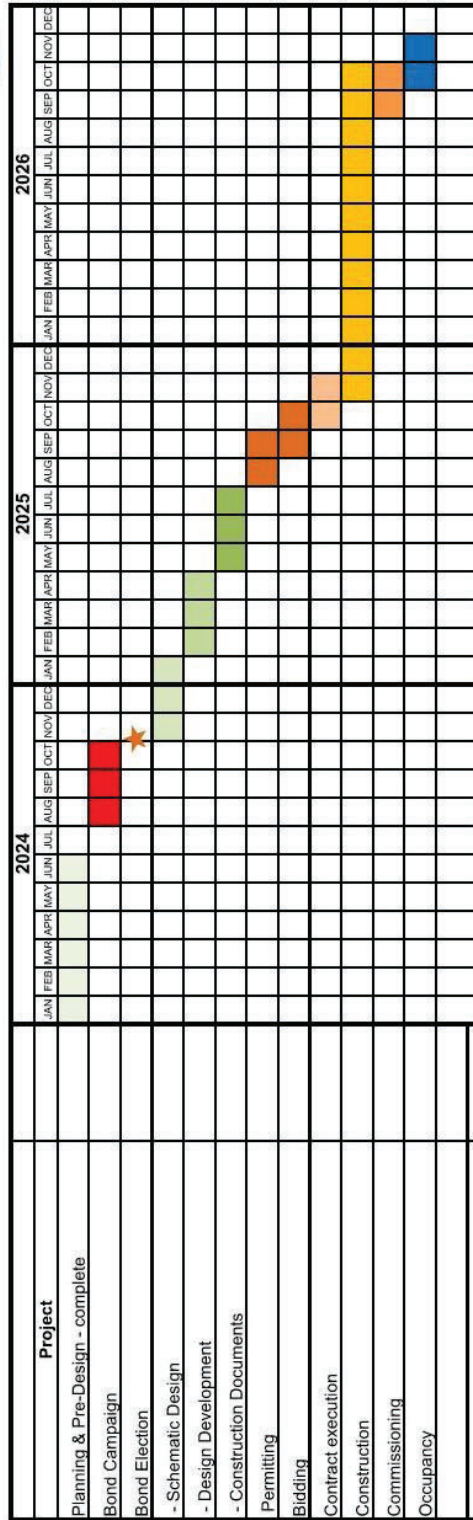


Schedule



Conceptual Project Schedule

College Place Police Department - New Police Station
updated: 06-03-24



Cost Estimate

Project Name: *College Place
Police Station*
Project Number: *23072*

Design West Architects

Preliminary Concept Estimate

6/28/2024 8:39

		TOTAL (rounded)
TOTAL CONSTRUCTION COST (see attached detail breakdown)		11,146,000
TOTAL CONSTRUCTION COST, less sales tax		10,321,000
OTHER PROJECT EXPENSES		
Property Purchase Cost		-
Legal Fees		-
Design Team services (WA State OFM Fee Schedule)	8.01%	827,000
Specialty services (estimated)	1.50%	155,000
Management & Commissioning		
Project Management	2.50%	258,000
Building Commissioning (estimated amount)	0.55%	57,000
Construction Testing		
Constr. Special Inspection/Testing (estimated amount)	0.45%	46,000
Furniture and Equipment		
Furniture, & Fixtures	3.00%	310,000
Equipment		-
Owner Related Services		
Topographic Survey		25,000
Geotechnical Investigation		20,000
Industrial Hygeinist - Haz. Mat Good Faith Survey	0.40%	NA
Contingency		
Owner's Contingency	10.00%	1,115,000
Misc.		
Reimbursables & Construction Document Print Costs		25,000
Bid Advertisement Costs		3,000
Misc Costs		-
Total Project Soft Costs (estimated) =	\$	2,841,000
Total Project Budget (estimated) =	\$	13,987,000

Project Name: College Place Police Station

Design West Architects

Project Number: 23072

Preliminary Concept Estimate

6/28/2024 8:39

General Information

Project Scope

New construction Police Station

14,000 SF

Project Schedule

Anticipated Construction Duration = 16 Months

Anticipated NTP / Calendar Day Duration / Completion Dates : 9/1/2025 480 12/25/2026

Estimate Summary

Division	Title	ROUNDED Division Total
Division 01	General Requirements	\$ 598,000
Division 02	Existing Conditions	\$ 16,000
Division 03	Concrete	\$ 302,000
Division 04	Masonry	\$ 223,000
Division 05	Metals	\$ 375,000
Division 06	Wood, Plastics, and Composites	\$ 181,000
Division 07	Thermal and Moisture Protection	\$ 368,000
Division 08	Openings	\$ 453,000
Division 09	Finishes	\$ 720,000
Division 10	Specialties	\$ 112,000
Division 11	Equipment	\$ 79,000
Division 12	Furnishings	\$ 33,000
Division 13	Special Construction	\$ -
Division 14	Conveying Equipment	\$ -
Division 21	Fire Suppression	\$ 85,000
Division 22	Plumbing	\$ 322,000
Division 23	Heating, Ventilating, and Air Conditioning	\$ 927,000
Division 25	Integrated Automation	\$ -
Division 26	Electrical	\$ 871,000
Division 27	Communications	\$ 204,000
Division 28	Electronic Safety and Security	\$ -
Division 31	Earthwork	\$ 250,000
Division 32	Exterior Improvements	\$ 335,000
Division 33	Utilities	\$ 118,000
MATERIALS & LABOR COST		\$ 6,572,000
	Contractor Taxes, Bonds, & Insurance 2.30% percentage	\$ 216,000
	Contractor Overhead & Profit 9.00% percentage	\$ 844,000
	Design/Construction Contingency (local adjustt 10.00% percentage	\$ 937,000
ESTIMATED CONTRACT COST (current 2023 values)		\$ 9,375,000
	Escalation (estimated 6% annual = 0.5% monthly) 8.59% 14.3 months	\$ 806,000
	Permits & Inspections 1.50% percentage	\$ 141,000
	Sales Tax (WA State tax) 8.80% percentage	\$ 825,000
ESTIMATED TOTAL CONSTRUCTION COST (including sales tax)		\$ 11,146,000

Public Works

Site

TBD.

Schedule

TBD.

Cost Estimate

TBD.

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PROPOSED COLLEGE PLACE POLICE DEPT. FACILITY PROJECT



Room plan

1st floor

Furniture lists

Bedroom

- ☒ King size bed
- ☐ Headboard
- ☒ Drawer
- ☒ Built in closet
- ☐ Mattress
- ☐ Lamps x 2

Living room

- ☒ Sofa
- ☒ Coffee table
- ☐ Television set
- ☐ Seals x 4
- ☒ Bookshelf

Kitchen

- ☐ Dining table
- ☐ Chairs x 6
- ☒ Cupboard
- ☐ Kitchen island
- ☐ Food pantry
- ☒ Stove & oven
- ☒ Sink
- ☐ Refrigerator

Will be delivered on for app

Bathroom

- ☒ Bath
- ☐ Shower

Second hand shop

9:30 am

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Agenda

History of current police building
Analysis
New building location
Preliminary estimate
Next steps – Register for Bond
Building schedule when approved



HISTORY OF CURRENT POLICE BUILDING



Building was built in 1954 as a chicken coop. Then converted to a mechanical garage.

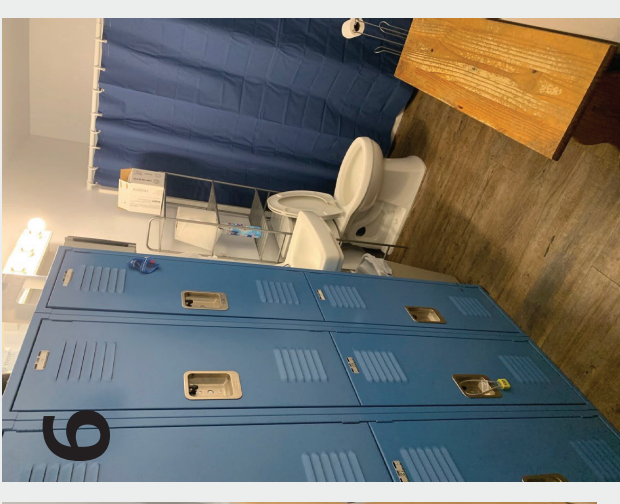


Building was converted to a duplex in the 80's. We replaced the green shag carpet in 2017.

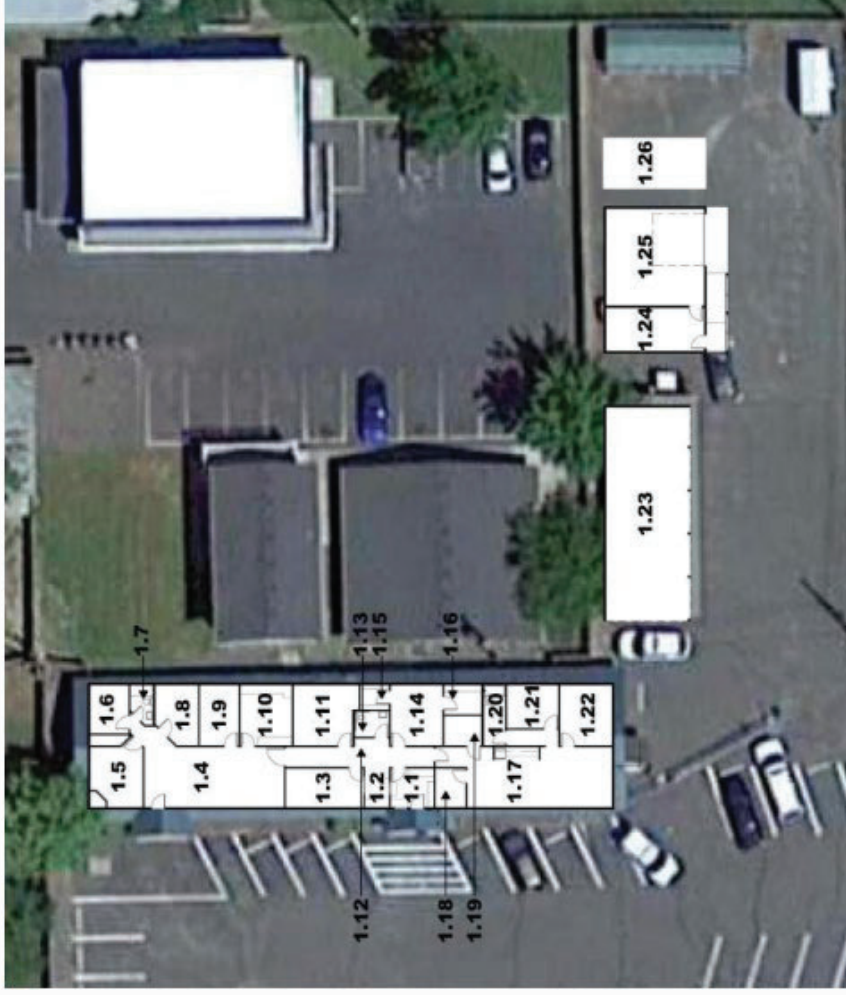


There was an indoor hot tub where the clerk's office is located now.









Current building is 4,000 sq'

Limited on size – Too small for Current operations. Growing Department. Current staffing 21. 17 officers including chief.

Noisy – Office to office, meetings Interview room and lobby.

Not ADA compliant

Limited on records storage & evidence storage.

Refer to analysis

Analysis – Do we need a new building?

Design's West was awarded the contract to conduct a police department facility needs assessment. They have recently designed the new West Richland Police Department building, WSP PD building, Pullman Fire stations 1 & 2.

Quick answer – Yes! we need a new building.

The analysis looked at staffing, calls for service, comparable departments, population, projected community growth, current needs and planning for future. (NOTE: Refer to *Police and Public Works Draft Analysis* for additional information.)

Based on the needs assessment, the recommendation is to build a 19,000 sq' building to accommodate staffing and growth for the next 30 – 50 years.





Building Site

Proposed location is the library property on S. College Ave next to the high school.



JUNE 11, 2024



APPROXIMATE BUILDING SQUARE

PRELIMINARY ESTIMATE

Project cost - \$14,012,000



Next Steps

The City must register for a request for bond during the upcoming November election. A bond requires a larger voter turnout. Traditionally, presidential elections fulfil that requirement.

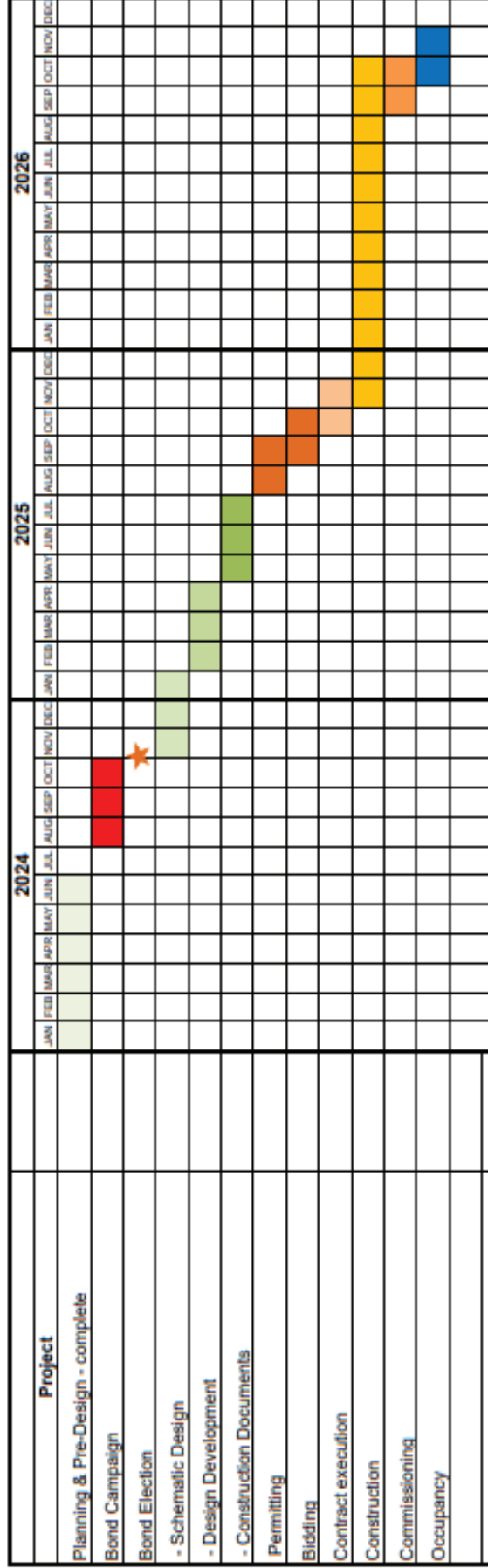
Need city council approval to register for bond/election.

Building schedule when approved

Colleg Place Police Department - New Police Station

updated: 06-03-24

Conceptual Project Schedule



THANK YOU

Troy Tomaras
Chief of Police
College Place Police
Department

City of College Place
Resolution NO. 24-058

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON, PROVIDING FOR THE SUBMISSION TO THE VOTERS OF THE CITY AT A SPECIAL ELECTION TO BE HELD ON NOVEMBER 5, 2024, IN CONJUNCTION WITH THE STATE GENERAL ELECTION TO BE HELD ON THE SAME DATE, OF A PROPOSITION AUTHORIZING THE CITY TO ISSUE GENERAL OBLIGATION BONDS FOR THE PURPOSE OF ACQUIRING LAND AND CONSTRUCTING AND EQUIPPING A NEW POLICE FACILITY, IN THE PRINCIPAL AMOUNT OF NOT MORE THAN \$14,015,000 PAYABLE BY ANNUAL PROPERTY TAX LEVIES TO BE MADE IN EXCESS OF REGULAR PROPERTY TAX LEVIES, AND TO LEVY THOSE EXCESS PROPERTY TAXES; AND PROVIDING FOR RELATED MATTERS.

Whereas, the City of College Place (the “City”) is a non-charter code city governed by Revised Code of Washington (RCW) Title 35A; and

Whereas, the City pursuant to Article XI, Section 11 of the Washington state Constitution, has broad police powers to govern; and

Whereas, City law enforcement officers are required to perform all those duties mandated by the State of Washington and to carry out peace keeping and enforcement duties authorized by City Council; and

Whereas, to perform law enforcement obligations and to serve public safety services, adequate facilities and equipment are necessary; and

Whereas, City Council determined it is in the best interest of the public to acquire land and construct, and equip a new police facility, all as more particularly defined and described in Section 1 (the “Project”); and

Whereas, the City Council wishes to seek voter approval for the issuance and sale not to exceed \$14,015,000 of unlimited tax general obligation bonds (the “Bonds”) of the City to pay for the Project, including the costs of issuing and selling such Bonds, to be repaid by an annual excess property tax levy; and

Whereas, the Constitution and laws of the State of Washington provide that the question of whether or not the City may issue such bonds be submitted to the qualified electors of the City for their approval or rejection;

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

Section 1. Description of the Project. The Project to be paid for with proceeds of the Bonds consists of acquiring land and constructing and equipping a new police facility, including safety and technology improvements. The estimated cost of the Project, including the costs of issuing and selling the Bonds authorized by this resolution, is declared to be approximately \$14,015,000. The term “land” as used herein includes all real property and improvements and other structures thereon and all interests therein.

The Project will include acquiring, constructing and installing all necessary facilities, equipment, apparatus, accessories, fixtures and appurtenances in or for the foregoing, all as determined necessary and advisable by the City Council.

The proceeds of the Bonds may also be used to pay incidental costs incurred in connection with carrying out and accomplishing the Project described above under RCW 39.46.070 and other laws. Such incidental costs constitute a part of the Project and include without limitation: (1) costs related to the issuance, sale and delivery of the Bonds; (2) payments for fiscal and legal costs; (3) costs of obtaining ratings and bond insurance; (4) costs of printing, advertising, establishing and funding accounts; (5) payment of interest due on the Bonds for up to six months after completion of construction; (6) necessary and related engineering, architectural, planning, consulting, inspection, permitting and testing costs; (7) administrative and relocation costs; (8) site assessment, acquisition and improvement costs; (9) demolition costs; (10) costs related to demolition and/or deconstruction of existing facilities to recycle, reclaim and repurpose such facilities and/or building materials; (11) costs of on-site and off-site utilities and road improvements; and (12) costs of other similar activities or purposes, all as determined necessary and advisable by the City Council.

Section 2. Description of Bonds. The Bonds may be issued as a single issue, as part of a combined issue with other authorized bonds, or in more than one series, as deemed advisable by the City Council and as permitted by law. The Bonds shall be fully registered bonds; shall bear interest payable as permitted by law; shall mature within 31 years from the date of issue, or within any shorter period fixed by the City Council; shall be paid by annual property tax levies sufficient in amount to pay both principal and interest when due, which annual property tax levies shall be made in excess of regular property tax levies without limitation as to rate or amount but only in amounts sufficient to meet such payments of principal and interest as they come due; and shall be issued and sold in such manner, at such times, and in such amounts as shall be required for the purpose for which the Bonds are to be issued. The exact date, number of series, form, terms, option of redemption prior to maturity, price, interest rate or rates, and maturities of the Bonds shall be hereafter fixed by ordinance of the City Council. Pending the issuance of the Bonds, the City may levy excess property taxes to repay those Bonds and may issue short-term obligations pursuant to chapter 39.50 RCW or such other obligations as are permitted by law to pay for the costs of the Project. Such obligations and their costs may be paid or refunded with proceeds of the Bonds when issued.

Section 3. Proceeds of the Bonds. If available money from the proceeds of the Bonds is more than sufficient to pay the costs of the Project, or if state or local circumstances require any alterations in the Project, the City may acquire land, construct, equip, and make other capital improvements to the City's public safety facilities, or retire and/or defease a portion of the Bonds, all as the City Council may determine and as permitted by law. If the proceeds of the sale of the Bonds and other available money are insufficient to make all of the capital improvements herein provided for, or if it has become impractical to accomplish the Project or portions of the Project, the City may use the proceeds of the Bonds and other available money for paying the costs of those portions of the Project deemed by the City Council to be most necessary and in the best interest of the City.

Section 4. Submission to the Voters at the General Election. The City Council requests that the Auditor of Walla Walla County, Washington (the "Auditor"), in the manner provided by law, submit to the voters of the City, at a special election to be held on November 5, 2024, in conjunction with the State General election to be held on the same date, for their approval or rejection, the question of whether or not general obligation bonds of the City shall be issued in the principal amount of not more than \$14,015,000 (or such lesser maximum amount as may be legally issued under the laws governing the limitation of indebtedness), the proceeds of which shall be expended to pay the costs of the Project, and annual excess property taxes shall be levied to pay and retire the Bonds. If such proposition is approved by the requisite number of voters, the City shall be authorized to issue the Bonds in the manner described in this resolution, spend the proceeds of the Bonds thereof to pay the costs of the Project, and to levy excess property taxes to pay and retire such Bonds. The proceeds of the Bonds shall be used for capital purposes only and not for the replacement of equipment.

Section 5. Ballot Proposition. The City Clerk is authorized and directed to certify, no later than August 6, 2024 to the Auditor, as *ex officio* supervisor of elections in the Walla Walla County, a copy of this resolution and the proposition to be submitted at the election in the form of a ballot title prepared by the City Attorney pursuant to RCW 29A.36.071, as follows:

PROPOSITION NO. 1
CITY OF COLLEGE PLACE

BONDS FOR LAND, POLICE FACILITY AND EQUIPMENT

The City Council of the City of College Place has adopted Resolution No. ____ concerning a proposition to finance construction of a police facility. This proposition would authorize the City to acquire land; construct and equip a larger police facility; provide for safety and technology improvements; issue up to \$14,015,000 of general obligation bonds maturing within 31 years; and levy annual excess property taxes to repay the bonds, all as provided in Resolution No. 24-058

Should this proposition be:

Approved..... ☒

Rejected..... ☐

For purposes of receiving notice of any matters related to the ballot title, as provided in RCW 29A.36.080, the City Council hereby designates (a) Rea Culwell, City Attorney, 509-529-1200, rculwell@cpwa.us and (b) Stacie Amasaki, the City's bond counsel, 206-447-6278, Stacie.amasaki@foster.com, as the people to whom such notice shall be provided. The City Attorney is authorized to approve changes to the ballot title, if any, deemed necessary by the Auditor.

Section 6. Participation in Local Voters' Pamphlet. The preparation and distribution of information regarding the ballot title for inclusion in the local voters' pamphlet (the "Pamphlet") is hereby authorized; provided that, the City reserves the right not to participate in the preparation and distribution of the Pamphlet if such participation would create undue financial hardship for the City or if the City publishes and distributes its own Pamphlet. The Mayor is authorized on behalf of the City Council to appoint a committee to prepare arguments advocating voters' approval of the measure ("For Committee") and a committee to prepare arguments advocating voters' rejection of the measure ("Against Committee"); and, to not participate in the preparation and distribution of the Pamphlet, as provided herein. The Pamphlet shall include, if applicable, an explanatory statement and statements in favor of and in opposition to the ballot title. The preparation of the explanatory statement, the appointment of For/Against Committees, the preparation of statements in favor of and in opposition to the ballot title, and the payment of the costs of the Pamphlet shall be in accordance with Chapter 29A.32 RCW and the rules and guidelines of the Auditor, as applicable.

Section 7. General Authorization. The proper City officials are authorized to perform such duties as are necessary or required by law to the end that the question of whether or not Bonds shall be issued and excess taxes necessary to pay and retire the Bonds be levied, all as provided in this resolution, shall be submitted to the voters of the City as the November 5, 2024 election.

Section 8. Intent to Reimburse. The City Council declares that to the extent that the City makes capital expenditures for the Project prior to the date the Bonds, short-term obligations or other bonds or obligations issued as tax-exempt obligations are issued to finance the Project, those capital expenditures are intended to be reimbursed out of proceeds of the Bond, short-term obligations or other bonds or obligations issued in an amount not to exceed the principal amount of the Bonds provided by this resolution.

Section 9. Severability. If any provision of this resolution is declared by any court of competent jurisdiction to be invalid, then such provision shall be null and void and shall be

severable from the remaining provisions of this resolution and shall in no way affect the validity of the other provisions of this resolution or of any other ordinance or resolution or of the Bonds.

Section 10. Effective Date. This resolution shall take effect immediately upon adoption.

ADOPTED by the City Council of the City of College Place, Washington, at a regular open public meeting thereof this 23rd day of July, 2024.

Norma Hernandez, Mayor

ATTEST:

Athen Reid, Interim City Clerk

City of College Place
Resolution NO. 24-058

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON, PROVIDING FOR THE SUBMISSION TO THE VOTERS OF THE CITY AT A SPECIAL ELECTION TO BE HELD ON NOVEMBER 5, 2024, IN CONJUNCTION WITH THE STATE GENERAL ELECTION TO BE HELD ON THE SAME DATE, OF A PROPOSITION AUTHORIZING THE CITY TO ISSUE GENERAL OBLIGATION BONDS FOR THE PURPOSE OF ACQUIRING LAND AND CONSTRUCTING AND EQUIPPING A NEW POLICE FACILITY, IN THE PRINCIPAL AMOUNT OF NOT MORE THAN \$14,015,000 PAYABLE BY ANNUAL PROPERTY TAX LEVIES TO BE MADE IN EXCESS OF REGULAR PROPERTY TAX LEVIES, AND TO LEVY THOSE EXCESS PROPERTY TAXES; AND PROVIDING FOR RELATED MATTERS.

Whereas, the City of College Place (the “City”) is a non-charter code city governed by Revised Code of Washington (RCW) Title 35A; and

Whereas, the City pursuant to Article XI, Section 11 of the Washington state Constitution, has broad police powers to govern; and

Whereas, City law enforcement officers are required to perform all those duties mandated by the State of Washington and to carry out peace keeping and enforcement duties authorized by City Council; and

Whereas, to perform law enforcement obligations and to serve public safety services, adequate facilities and equipment are necessary; and

Whereas, City Council determined it is in the best interest of the public to acquire land and construct, and equip a new police facility, all as more particularly defined and described in Section 1 (the “Project”); and

Whereas, the City Council wishes to seek voter approval for the issuance and sale not to exceed \$14,015,000 of unlimited tax general obligation bonds (the “Bonds”) of the City to pay for the Project, including the costs of issuing and selling such Bonds, to be repaid by an annual excess property tax levy; and

Whereas, the Constitution and laws of the State of Washington provide that the question of whether or not the City may issue such bonds be submitted to the qualified electors of the City for their approval or rejection;

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

Section 1. Description of the Project. The Project to be paid for with proceeds of the Bonds consists of acquiring land and constructing and equipping a new police facility, including safety and technology improvements. The estimated cost of the Project, including the costs of issuing and selling the Bonds authorized by this resolution, is declared to be approximately \$14,015,000. The term “land” as used herein includes all real property and improvements and other structures thereon and all interests therein.

The Project will include acquiring, constructing and installing all necessary facilities, equipment, apparatus, accessories, fixtures and appurtenances in or for the foregoing, all as determined necessary and advisable by the City Council.

The proceeds of the Bonds may also be used to pay incidental costs incurred in connection with carrying out and accomplishing the Project described above under RCW 39.46.070 and other laws. Such incidental costs constitute a part of the Project and include without limitation: (1) costs related to the issuance, sale and delivery of the Bonds; (2) payments for fiscal and legal costs; (3) costs of obtaining ratings and bond insurance; (4) costs of printing, advertising, establishing and funding accounts; (5) payment of interest due on the Bonds for up to six months after completion of construction; (6) necessary and related engineering, architectural, planning, consulting, inspection, permitting and testing costs; (7) administrative and relocation costs; (8) site assessment, acquisition and improvement costs; (9) demolition costs; (10) costs related to demolition and/or deconstruction of existing facilities to recycle, reclaim and repurpose such facilities and/or building materials; (11) costs of on-site and off-site utilities and road improvements; and (12) costs of other similar activities or purposes, all as determined necessary and advisable by the City Council.

Section 2. Description of Bonds. The Bonds may be issued as a single issue, as part of a combined issue with other authorized bonds, or in more than one series, as deemed advisable by the City Council and as permitted by law. The Bonds shall be fully registered bonds; shall bear interest payable as permitted by law; shall mature within 31 years from the date of issue, or within any shorter period fixed by the City Council; shall be paid by annual property tax levies sufficient in amount to pay both principal and interest when due, which annual property tax levies shall be made in excess of regular property tax levies without limitation as to rate or amount but only in amounts sufficient to meet such payments of principal and interest as they come due; and shall be issued and sold in such manner, at such times, and in such amounts as shall be required for the purpose for which the Bonds are to be issued. The exact date, number of series, form, terms, option of redemption prior to maturity, price, interest rate or rates, and maturities of the Bonds shall be hereafter fixed by ordinance of the City Council. Pending the issuance of the Bonds, the City may levy excess property taxes to repay those Bonds and may issue short-term obligations pursuant to chapter 39.50 RCW or such other obligations as are permitted by law to pay for the costs of the Project. Such obligations and their costs may be paid or refunded with proceeds of the Bonds when issued.

Section 3. Proceeds of the Bonds. If available money from the proceeds of the Bonds is more than sufficient to pay the costs of the Project, or if state or local circumstances require any alterations in the Project, the City may acquire land, construct, equip, and make other capital improvements to the City's public safety facilities, or retire and/or defease a portion of the Bonds, all as the City Council may determine and as permitted by law. If the proceeds of the sale of the Bonds and other available money are insufficient to make all of the capital improvements herein provided for, or if it has become impractical to accomplish the Project or portions of the Project, the City may use the proceeds of the Bonds and other available money for paying the costs of those portions of the Project deemed by the City Council to be most necessary and in the best interest of the City.

Section 4. Submission to the Voters at the General Election. The City Council requests that the Auditor of Walla Walla County, Washington (the "Auditor"), in the manner provided by law, submit to the voters of the City, at a special election to be held on November 5, 2024, in conjunction with the State General election to be held on the same date, for their approval or rejection, the question of whether or not general obligation bonds of the City shall be issued in the principal amount of not more than \$14,015,000 (or such lesser maximum amount as may be legally issued under the laws governing the limitation of indebtedness), the proceeds of which shall be expended to pay the costs of the Project, and annual excess property taxes shall be levied to pay and retire the Bonds. If such proposition is approved by the requisite number of voters, the City shall be authorized to issue the Bonds in the manner described in this resolution, spend the proceeds of the Bonds thereof to pay the costs of the Project, and to levy excess property taxes to pay and retire such Bonds. The proceeds of the Bonds shall be used for capital purposes only and not for the replacement of equipment.

Section 5. Ballot Proposition. The City Clerk is authorized and directed to certify, no later than August 6, 2024 to the Auditor, as *ex officio* supervisor of elections in the Walla Walla County, a copy of this resolution and the proposition to be submitted at the election in the form of a ballot title prepared by the City Attorney pursuant to RCW 29A.36.071, as follows:

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CITY OF COLLEGE PLACE

BONDS FOR LAND, POLICE FACILITY AND EQUIPMENT

The City Council of the City of College Place has adopted Resolution No. 24-058 concerning a proposition to finance construction of a police facility. This proposition would authorize the City to acquire land; construct and equip a larger police facility; provide for safety and technology improvements; issue up to \$14,015,000 of general obligation bonds maturing within 31 years; and levy annual excess property taxes to repay the bonds, all as provided in Resolution No. 24-058.

Should this proposition be:

Approved..... ☒

Rejected..... ☐

For purposes of receiving notice of any matters related to the ballot title, as provided in RCW 29A.36.080, the City Council hereby designates (a) Rea Culwell, City Attorney, 509-529-1200, rculwell@cpwa.us and (b) Stacie Amasaki, the City's bond counsel, 206-447-6278, Stacie.amasaki@foster.com, as the people to whom such notice shall be provided. The City Attorney is authorized to approve changes to the ballot title, if any, deemed necessary by the Auditor.

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Section 8. Intent to Reimburse. The City Council declares that to the extent that the City makes capital expenditures for the Project prior to the date the Bonds, short-term obligations or other bonds or obligations issued as tax-exempt obligations are issued to finance the Project, those capital expenditures are intended to be reimbursed out of proceeds of the Bond, short-term obligations or other bonds or obligations issued in an amount not to exceed the principal amount of the Bonds provided by this resolution.

Section 9. Severability. If any provision of this resolution is declared by any court of competent jurisdiction to be invalid, then such provision shall be null and void and shall be

severable from the remaining provisions of this resolution and shall in no way affect the validity of the other provisions of this resolution or of any other ordinance or resolution or of the Bonds.

Section 10. Effective Date. This resolution shall take effect immediately upon adoption.

ADOPTED by the City Council of the City of College Place, Washington, at a regular open public meeting thereof this 23rd day of July, 2024.

Norma Hernandez, Mayor

ATTEST:

Athen Reid, City Clerk

CITY OF COLLEGE PLACE

POLICE DEPARTMENT

625 South College Avenue
College Place, Washington 99324
(509) 394-8550
www.cpwa.us

June 7, 2024

I respectfully request to be considered for the Washington Auto Theft Prevention Authority (WATPA) auto theft grant program. The College Place Police Department (CPPD) is a fully accredited law enforcement agency through the Washington Association of Sheriffs and Police Chiefs (WASPC). The City of College Place is located in southeastern Washington State, within Walla Walla County. Our current population is around 10,300. College Place is located adjacent to the city of Walla Walla with a population of approximately 40,000 residents.

Goal one of the CPPD Operations plan is to "Reduce crime and improve traffic safety within our community". One of our written objectives is to reduce auto theft by 5%. Our three-year auto theft annual average for the City of College Place is twenty-two (22). In 2023, the city of College Place investigated 18 auto thefts. This was a 21.82% increase in auto thefts from the previous year (2022). Unfortunately, only one (1) occupied stolen recovery was apprehended by CPPD. In 2023 the CPPD recovered five (5) abandoned stolen vehicles. In the first six (6) months of 2024, the CPPD has recovered seven (7) abandoned stolen vehicles.

The CPPD works collaboratively with the Walla Walla Police Department (WWPD), the Walla Walla County Sheriff's Office (WWSO) and the Washington State Patrol (WSP) to reduce crime, increase safety and improve the quality of life within the Walla Walla valley. The Walla Walla Area Crime Prevention group encompasses members from each organization and contributes greatly toward a collaborative approach to reducing crime. Additionally, the regional drug, gang and violent crimes task force has assisted in the reduction of crimes such as auto theft. Therefore, auto theft is a crime we are all collaborating on as a regional law enforcement community.

The CPPD currently uses education through social media, luncheons and community engagements to discuss how to prevent auto theft. Our police department web page posts information on auto theft prevention along with tips and resources. The CPPD would like to embrace technology to assist with our reduction and apprehension of stolen vehicles within the city of College Place.

Proposed Project

The CPPD would like to install eight (8) Flock Safety license plate reader cameras within the city of College Place. These cameras would be placed strategically in partnership with the City of Walla Walla who are also installing Flock Safety license plate reader cameras. The combined effort will maximize our effectiveness within both cities, which would benefit the entire Walla Walla Valley.

The current quote (attached) from Flock safety for eight (8) cameras on a two-year plan:

Subtotal Year 1:	\$29,200.00
Year 2:	\$24,000.00
Estimated Tax:	\$4,681.60
Contract Total:	\$53,200.00

Specific goals and expected outcomes

The CPPD has a written goal to reduce auto theft by 5% in 2024. The CPPD would also like to increase our capabilities to apprehend offenders. Our expected outcome is to reduce thefts within our community and increase our likelihood of apprehension and prosecution.

Use of Equipment

The CPPD will work with Flock Safety and collaborate with the City of Walla Walla to maximize the effectiveness of the Flock Safety license plate reader cameras. Flock Safety subject matter experts will assist in mapping the cameras to maximize effectiveness.

Measurement of Outcomes

The CPPD annually tracks and reports on auto theft within the city of College Place. Currently, the three-year average for auto thefts is 22 annually. In 2023, the City of College Place reported 18 stolen vehicles with only one apprehension. The CPPD has recovered seven (7) stolen vehicles to date in 2024.

The CPPD would like to see a reduction of auto thefts and an increase in apprehensions in 2024 and into the future. It is our belief that the Flock Safety license plate reader cameras will assist with this goal.

Conclusion

Upon completion of the two-year contract with Flock through grant spending, the City of College Place will commit to assuming future costs if the cameras demonstrate effectiveness. The CPPD is convinced the Flock Safety cameras will be a "game changer" for apprehending and reducing auto theft within our community.

Respectfully,



Troy Tomaras
Chief of Police
College Place Police Department
TTomaras@cpwa.us
509-394-8550

**Flock Safety + WA - College Place
PD**

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Mack Larkin
mack.larkin@flocksafety.com
3603912071

Created Date: 06/10/2024
Expiration Date: 07/31/2024
Quote Number: Q-85547
PO Number:

flock safety

flock safety

Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

Bill To: 625 S College Ave College Place, Washington 99324

Ship To: 625 S College Ave College Place, Washington 99324

Billing Company Name: WA - College Place PD
Billing Contact Name:
Billing Email Address:
Billing Phone:

Subscription Term: 24 Months
Payment Terms: Net 30
Retention Period: 30 Days
Billing Frequency: Annual Plan - First Year Invoiced at Signing.

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$24,000.00
Flock Safety Flock OS			
FlockOS™ - Essentials	Included	1	Included
Flock Safety LPR Products			
Flock Safety Falcon®	Included	8	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Standard Implementation Fee	\$650.00	8	\$5,200.00

Subtotal Year 1:	\$29,200.00
Annual Recurring Subtotal:	\$24,000.00
Estimated Tax:	\$4,681.60
Contract Total:	\$53,200.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$29,200.00
Annual Recurring after Year 1	\$24,000.00
Contract Total	\$53,200.00

*Tax not included

Product and Services Description

Flock Safety Platform Items	Product Description
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

FlockOS Features & Description

FlockOS Features	Description
Community Network Access	The ability to request direct access to feeds from privately owned Flock Safety Falcon® LPR cameras located in neighborhoods, schools, and businesses in your community, significantly increasing actionable evidence that clears cases.
Unlimited Users	Unlimited users for FlockOS
State Network (License Plate Lookup Only)	Allows agencies to look up license plates on all cameras opted into the Flock Safety network within your state.
Nationwide Network (License Plate Lookup Only)	With the vast Flock Safety sharing network, law enforcement agencies no longer have to rely on just their devices alone. Agencies can leverage a nationwide system boasting 10 billion additional plate reads per month to amplify the potential to collect vital evidence in otherwise dead-end investigations.
Law Enforcement Network Access	The ability to request direct access to evidence detection devices from Law Enforcement agencies outside of your jurisdiction.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Insights & Analytics	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface	Map-based interface that consolidates all data streams and the locations of each connected asset, enabling greater situational awareness and a common operating picture.
Real-Time NCIC Alerts on Flock ALPR Cameras	Receive automated alerts when vehicles entered into established databases for missing and wanted persons are detected, including the FBI's National Crime Information Center (NCIC) and National Center for Missing & Exploited Children (NCMEC) databases.
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera

**AGREEMENT BETWEEN COLLEGE PLACE POLICE DEPARTMENT AND THE
WASHINGTON AUTO THEFT PREVENTION AUTHORITY**

AUTO THEFT PREVENTION GRANT PROGRAM AWARD AGREEMENT

Award Recipient Name and Address:

**College Place Police Department
629 S. College Avenue
College Place, WA, 99324**

Award Period:
06/1/2024 - 06/30/25

Amount Approved
\$53,200.00

Funding Authority:
**WASHINGTON AUTO THEFT
PREVENTION AUTHORITY**

Requests for reimbursement under this agreement are subject to the following Budget:

EQUIPMENT & TECHNOLOGY
\$53,200.00

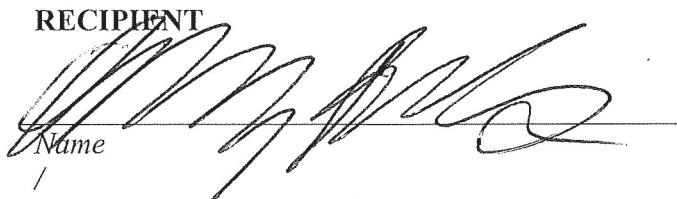
IN WITNESS WHEREOF, the WATPA and RECIPIENT acknowledge and accept the terms of this AGREEMENT and attachments hereto, and in witness whereof have executed this AGREEMENT as of the date and year last written below. The rights and obligations of both parties to this AGREEMENT are governed by the information on this Award Sheet and other document incorporated herein by reference: Non-Supplanting Declaration.

WATPA



Name
/ Bryan Jeter
Title: WATPA, Executive Director
Date: 7/10/2024

RECIPIENT



Name
/ Title: CITY ADMINISTRATOR, COLLEGE PLACE
Date: JULY 9, 2024

COLLEGE PLACE POLICE DEPT.
CHIEF TROY TOMARIS

WATPA

Non-supplanting Declaration

Supplanting

WATPA funds must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose (RCW 46.66.080 (5)). Supplanting shall be the subject of application review, as well as pre-award review, post-award monitoring, reimbursement and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-WATPA resources occurred for reasons other than the receipt or expected receipt of WATPA funds.

The COLLEGE PLACE POLICE DEPT (Applicant Agency) certifies that any funds awarded through WATPA shall be used to supplement existing funds for program activities and will not replace (supplant) non-WATPA funds that have been appropriated for the purposes and goals of the grant.

The Chief of Police (Applicant Agency Chief or designee) understands that supplanting violations may result in a range of penalties, including but not limited to suspension of future funds under this program, suspension or debarment from WATPA grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Printed Name and Title: TROY TOMMERS, Chief of Police

Signature: Troy Tommers Date: 7-9-24

Chapter Listing

Chapter 64.60 RCW

PRIVATE TRANSFER FEE OBLIGATION ACT

Sections

HTML	PDF	64.60.005	Findings.
HTML	PDF	64.60.010	Definitions.
HTML	PDF	64.60.020	Private transfer fee obligations—Enforceability—Interpretation.
HTML	PDF	64.60.030	Liability.
HTML	PDF	64.60.040	Notice of private transfer fee obligation.
HTML	PDF	64.60.900	Short title.
HTML	PDF	64.60.901	Effective date—2011 c 36.

[PDF](#) [RCW 64.60.005](#)

Findings.

The legislature finds and declares that the public policy of this state favors the marketability of real property and the transferability of interests in real property free of title defects or unreasonable restraints on alienation. The legislature further finds and declares that private transfer fee obligations violate this public policy by impairing the marketability and transferability of real property and by constituting an unreasonable restraint on alienation regardless of the duration of the obligation to pay a private transfer fee, the amount of a private transfer fee, or the method by which any private transfer fee is created or imposed. Thus, the legislature finds and declares that a private transfer fee obligation may not run with the title to real property, touch or concern the real property, or otherwise bind subsequent owners of real property under any common law or equitable principle.

[[2011 c 36 § 1.](#)]

[PDF](#) [RCW 64.60.010](#)

Definitions.

*** CHANGE IN 2024 *** (SEE [5796-S.SL](#)) ***

The definitions in this section apply throughout this chapter unless the context clearly requires otherwise.

(1) "Association" means: An association of apartment owners as defined in RCW **64.32.010**; a unit owners' association as defined in RCW **64.34.020**; a homeowners' association as defined in RCW **64.38.010**; a corporation organized pursuant to chapter **24.06** RCW for the purpose of owning real estate under a cooperative ownership plan; or a nonprofit or cooperative membership organization composed exclusively of owners of mobile homes, manufactured housing, timeshares, camping resort interests, or other interests in real property that is responsible for the maintenance, improvements, services, or expenses related to real property that is owned, used, or enjoyed in common by the members.

(2) "Payee" means the person or entity who claims the right to receive or collect a private transfer fee payable under a private transfer fee obligation. A payee may or may not have a pecuniary interest in the private transfer fee obligation.

(3) "Private transfer fee" means a fee or charge payable upon the transfer of an interest in real property, or payable for the right to make or accept such transfer, regardless of whether the fee or charge is a fixed amount or is determined as a percentage of the value of the real property, the purchase price, or other consideration given for the transfer. The following are not private transfer fees for the purposes of this section:

(a) Any consideration payable by the grantee to the grantor for the interest in real property being transferred, including any subsequent additional consideration for the real property payable by the grantee based upon any subsequent appreciation, development, or sale of the real property, if such additional consideration is payable on a one-time basis only and the obligation to make such payment does not bind successors in title to the real property;

(b) Any commission payable to a licensed real estate broker for services rendered in connection with the transfer of real property pursuant to an agreement between the broker and the grantor or the grantee including, but not limited to, any subsequent additional commission for that transfer payable by the grantor or the grantee based upon any subsequent appreciation, development, or sale of the property;

(c) Any interest, charges, fees, or other amounts payable by a borrower to a lender pursuant to a loan secured by a mortgage against real property including, but not limited to, any fee payable to the lender for consenting to an assumption of the loan or a transfer of the real property subject to the mortgage, any fees or charges payable to the lender for estoppel letters or certificates, and any shared appreciation interest, profit participation, or other consideration, and payable to the lender in connection with the loan;

(d) Any rent, reimbursement, charge, fee, or other amount payable by a lessee or licensee to a lessor or licensor under a lease or license including, but not limited to, any fee payable to the lessor or licensor for consenting to an assignment, subletting, encumbrance, or transfer of the lease or license;

(e) Any consideration payable to the holder of an option to purchase an interest in real property or the holder of a right of first refusal or first offer to purchase an interest in real property for waiving, releasing, or not exercising the option or right upon the transfer of the real property to another person;

(f) Any tax, fee, charge, assessment, fine, or other amount payable to or imposed by a governmental authority;

(g) Any assessment, fee, charge, fine, dues, or other amount payable to an association pursuant to chapter **64.32**, **64.34**, or **64.38** RCW, payable by a purchaser of a camping resort contract, as defined in RCW **19.105.300**, or a timeshare, as defined in RCW **64.36.010**, or payable pursuant to a recorded servitude encumbering the real property being transferred, as long as no portion of the fee is required to be passed through or paid to a third party;

(h) Any fee payable, upon a transfer, to an organization qualified under section 501(c)(3) or 501(c)(4) of the internal revenue code of 1986, if the sole purpose of such organization is to support cultural, educational, charitable, recreational, conservation, or similar activities benefiting the real property being transferred and the fee is used exclusively to fund such activities;

(i) Any fee, charge, assessment, dues, fine, contribution, or other amount pertaining solely to the purchase or transfer of a club membership relating to real property owned by the member including, but

not limited to, any amount determined by reference to the value, purchase price, or other consideration given for the transfer of the real property;

(j) Any fee charged by an association or an agent of an association to a transferor or transferee for a service rendered contemporaneously with the imposition of the fee, provided that the fee is not to be passed through to a third party other than an agent of the association.

(4) "Private transfer fee obligation" means an obligation arising under a declaration or covenant recorded against the title to real property, or under any other contractual agreement or promise, recorded or not, that requires or purports to require the payment of a private transfer fee upon a subsequent transfer of an interest in the real property.

(5) "Transfer" means the sale, gift, grant, conveyance, lease, license, assignment, inheritance, or other act resulting in a transfer of ownership interest in real property located in this state.

[2011 c 36 § 3.]

PDF

RCW 64.60.020

Private transfer fee obligations—Enforceability—Interpretation.

(1) A private transfer fee obligation recorded or entered into in this state on or after April 13, 2011, does not run with the title to real property and is not binding on or enforceable at law or in equity against any subsequent owner, purchaser, or mortgagee or holder of any interest in real property as an equitable servitude or otherwise. Any private transfer fee obligation that is recorded or entered into in this state on or after April 13, 2011, is void and unenforceable.

(2) A private transfer fee obligation recorded or entered into in this state before April 13, 2011, is not presumed valid and enforceable. Any such private transfer fee obligation must be interpreted and enforced according to principles of applicable real estate, servitude contract, and other law including, without limitation, restraints on alienation, the rule against perpetuities, the touch and concern doctrine, and the requirement for covenants to run with the land, as well as fraud, misrepresentation, violation of public policy, or another invalidating cause.

[2011 c 36 § 4.]

PDF

RCW 64.60.030

Liability.

Any person who records, or enters into, an agreement imposing a private transfer fee obligation in the person's favor after April 13, 2011, is liable for (1) any damages resulting from the imposition of the private transfer fee obligation on the transfer of an interest in the real property including, but not limited to, the amount of any private transfer fee paid by a party to the transfer, and (2) reasonable attorneys' fees, expenses, and costs incurred by a party to the transfer or mortgagee of the real property to recover any private transfer fee paid or in connection with an action to quiet title. If an agent acts on behalf of a principal to record or secure a private transfer fee obligation, liability must be assessed to the principal, rather than the agent.

[2011 c 36 § 5.]

[PDF](#)**RCW 64.60.040****Notice of private transfer fee obligation.**

(1) A payee of a private transfer fee obligation imposed before April 13, 2011, shall record, before December 31, 2011, against the real property subject to the private transfer fee obligation, a separate document in the county auditor's office in the county in which the real property is located that includes all of the following requirements:

- (a) The title, "Notice of Private Transfer Fee Obligation";
- (b) The amount if the private transfer fee is a flat amount, the percentage of the sales price constituting the cost of the private transfer fee, or another basis by which the private transfer fee is to be calculated;
- (c) The date under which the private transfer fee obligation expires, if any;
- (d) The name and address of the payee;
- (e) The acknowledged signature of the payee or a representative of the payee; and
- (f) The legal description of the real property purportedly burdened by the private transfer fee obligation.

(2) A payee may file an amendment to the notice of private transfer fee obligation containing new contact information. The amendment must contain the recording information of the notice of private transfer fee obligation which it amends and the legal description of the real property burdened by the private transfer fee obligation.

(3) If a payee fails to file the notice required under subsection (1) of this section before December 31, 2011, the private transfer fee obligation is not enforceable by the payee.

[2011 c 36 § 6.]

[PDF](#)**RCW 64.60.900****Short title.**

This chapter may be known and cited as the private transfer fee obligation act.

[2011 c 36 § 2.]

[PDF](#)**RCW 64.60.901****Effective date—2011 c 36.**

This act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and takes effect immediately [April 13, 2011].

[2011 c 36 § 7.]

City of College Place, Washington
ORDINANCE NO. 24-009

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE,
WASHINGTON TO AMEND TITLE 5, ENACTING CHAPTER 5.20 TO REGULATE REAL
PROPERTY CHARITABLE TRANSFER FEES**

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

Whereas, RCW 35A.11.020 allows the City to adopt and enforce ordinances pertaining to local affairs; and

Whereas, Article XI, § 11 of the Washington state Constitution allows the City to make and enforce within its limits all such local police, sanitary and other regulations as are not in conflict with general laws; and

Whereas, sufficient and adequate housing, in particular affordable housing is scarce in Walla Walla county;

Whereas, real estate transfer fees negatively affect the marketability and transferability of real property, in particular residential real property;

Whereas, requiring real estate developers and sellers/grantors to obtain City approval before imposing a charitable transfer fee on real property ensures said developers are compliant with state law and that any such transfer fee is beneficial and not harmful to home buyers and the local housing market;

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

Section 1: Ordinance No. 242-XXX adding a new chapter to Title 5 of the College Place Municipal Code to real property charitable transfer fees as shown in Exhibit A, which is fully incorporated herein, is enacted.

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

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

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

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

PASSED by the City Council of the City of College Place, Washington, this 23rd day of July, 2024.

Norma L. Hernández, Mayor

Attest:

Approved as to form:

Athen Reid, Interim City Clerk

Rea Culwell, City Attorney

EXHIBIT A

Title 5 – BUSINESS TAXES, LICENSES AND REGULATIONS

5.20 – REAL PROPERTY CONVEYANCES AND CHARITABLE TRANSFER FEES

5.20.005 – Purpose and applicability.

The purpose of this chapter is to promote the marketability and transferability of real property by regulating charitable transfer fees and shall apply to all conveyances of real property located in whole or in part within City limits.

5.20.010 – Definitions

The definitions contained in Revised Code of Washington State (RCW) 64.60.010, and as amended or recodified, apply in addition to the following:

- A. “charitable organization” means an entity formed pursuant to section 501(c)(3) or 501(c)(4) of the United States internal revenue code of 1986.
- B. “benefiting the real property” means actual goods, services, or things of value which provide a direct benefit to and are realized by the real property being transferred. The benefit to the real property transferred must be direct and cannot be a benefit realized by the public as a whole.
- C. “sole purpose” means the charitable organization’s sole purpose is to provide the benefit to the real property being transferred.

5.20.020 – Establishing a charitable transfer fee

- A. Registration required. No charitable transfer fee shall be established without a determination by the City that the proposed transfer fee meets the requirements of this chapter and chapter 64.60 RCW.
- B. Opt-in required. No charitable transfer fee shall be established without the affirmative approval and consent of the purchaser/grantee of the real property. Such approval and consent shall be in written form and must require the purchaser/grantee to answer in the affirmative that the purchaser/grantee agrees to the charitable transfer fee.
- C. Opt-out prohibited. No charitable transfer fee shall be established as a result of the purchaser/grantee failing to opt out of the charitable transfer fee.
- D. Prior to establishing a charitable transfer fee on real property, the party seeking to establish the charitable transfer fee shall:
 - 1. Register the charitable organization with the City. Registration shall be in the form as directed by the City to include at least the following:

- a. Organization name
- b. Purpose(s) of the organization
- c. Description of all activities
- d. Concise statement of the direct benefit to the subject real property
- e. Name(s) and title(s) of individual(s) with authority to act on behalf of the organization and to legally bind it
- f. Proof of registration and compliance with Washington state Office of the Secretary of State and the state Department of Revenue
- g. Proof of Washington state business license and City endorsement
- h. Other information as required by the City

2. Pay to the City a registration fee as adopted by City Council.

- E. Upon receipt of a complete registration application, the City shall, within 45 calendar days, make a written determination as to whether the proposed charitable transfer fee meets the requirements of this chapter and chapter 64.60 RCW.
- F. Seller/grantor shall have the right to appeal the City's determination. Said appeal must be in writing and delivered to the City Clerk within 14 calendar days of the City's written determination. The City Administrator or designee shall affirm or reverse the decision and, within 14 calendar days of receipt of the written appeal, issue a written decision. The City Administrator/designee's decision shall be final. Should the City Administrator have a conflict of interest, the Mayor or Mayor's designee shall serve in the City Administrator's role for the purpose of this subsection.

5.20.030 – Annual report, removal option

- A. Every charitable organization registered with the City pursuant to this chapter shall, between January 1 and January 31, file an annual report with the City. The annual report shall be in the form as directed by the City to include at least the following:
 - 1. Itemized list of all transfer fees received for the prior year, to include the identification of the real property transferred.
 - 2. Itemized list of expenditures for the prior year with sufficient description for the City to determine whether the real property subject to the transfer fee is benefiting.
- B. If the City determines that the charitable organization does not meet the requirements of this chapter or chapter 64.50 RCW, the charitable organization must notify all owners of the real property subject to the transfer fee that the owners have the option to have the transfer fee removed. If any owner requests the transfer fee be removed, the charitable organization shall remove the transfer fee at the sole cost to the charitable organization.

5.20.040 – Enforcement

- A. Failure to comply with any provision of this chapter or chapter 64.60 RCW will result in a fine twice the amount of the charitable transfer fee as applied to the Walla Walla County assessed value at the time of the violation.
- B. Each day of non-compliance is a violation pursuant to subsection A.

5.20.050 – Severability

Should any portion of this chapter be void, voided or held to be unlawful or unconstitutional, all remaining portions of this chapter shall remain in full force and effect.

5.20.060 – No individual or third-party duty or benefit

This chapter does not create any a special relationship between the City and any individual or group of individuals, does not create third-party benefit or duty to any third-party and only conveys benefit to the public as a whole.

3.22.010 - Petition.

- A. A legally and duly established association of at least three landowners may petition the city to consider assuming ownership of infrastructure held in common when such petition is made in writing and is consistent with the bylaws of the association so as to make such petition, if accepted by the city, legally binding on all members of the association. Such petition shall be signed and dated by the executive authority for the association and shall include:
1. Documentation substantiating the petition is made in accordance with the by-laws of the association to include a listing of the full member ship of the association along with the signatures of all members in support of the petition;
 2. An inventory of facilities, described to the satisfaction of the city engineer, for which ownership assumption by the city is desired; and
 3. An inventory of property and assets proposed to be dedicated to the city to offset any cost of assumption of infrastructure.
 4. A statement agreeing to reimburse the city for the costs of evaluating the petition for acceptance to include city staff and third party professional costs with the understanding that the city shall direct and determine the nature and scope of the evaluation effort.

(Ord. No. 18-007, § 1, 2-27-2018)

3.22.020 - Council consideration.

- A. At the mayor's discretion the petition may be scheduled for consideration by the council. The council may decide whether the city will proceed with an analysis considering acceptance of the infrastructure based on the potential short and long-term benefits to the community as a whole.

(Ord. No. 18-007, § 1, 2-27-2018)

3.22.030 - Financial guarantee.

- A. In the event council agrees to proceed with the analysis, the petitioner shall provide a financial guarantee of \$15,000.00 or as otherwise required by the city, acceptable to the city attorney, to cover evaluation and analysis costs with the understanding that the city shall direct and determine the nature and scope of the evaluation effort and shall use third-party services as deemed necessary. The city shall only bill for actual costs and shall not expend costs in excess of this amount without written confirmation by the petitioner to proceed and provision of an

accompanying financial guarantee up to the additional amount approved by the petitioner where such additional expenditure approvals and guarantees by the petitioner may be repeated as desired by the petitioner. In the event the petitioner at any point opts not to proceed, the petition shall be deemed to be withdrawn and the city reimbursed for all outstanding evaluation expenses. All expenses shall be due and payable within 30 days of invoice. Non-payment within 30 days shall be deemed to be withdrawal of the petition. Under no circumstances shall the city be held responsible for evaluation expenditures except by written agreement by the petitioner and council.

(Ord. No. 18-007, § 1, 2-27-2018)

3.22.040 - Infrastructure/standards deficiencies analysis.

A. Once the petitioner provides the financial guarantee, the city engineer or designee shall evaluate:

1. Existing infrastructure against city standards and develop the cost-to-cure needed to bring the facilities up to city standards for new infrastructure. Cost-to-cure for infrastructure already meeting city standards may be reduced based on estimated remaining life of the assets.
2. Required dedications and easements (and terminations) needed to bring the development into current development regulations for public infrastructure.
3. Assessed value of properties dedicated to the city to offset any costs of assumption of infrastructure. Such assessment shall not include the value of any of the facilities, the land they occupy or benefitting easements associated with facilities being petitioned for public assumption.
4. Third party interests in infrastructure proposed to be assumed and properties and assets proposed to be dedicated.

B. The evaluation above shall also include:

1. Property title searches for all properties associated with infrastructure proposed to be assumed and assets proposed to be dedicated.
2. Benefits and liabilities for each infrastructure element proposed for assumption.
3. Recommendations regarding proposed infrastructure to assume and off-setting properties and assets to accept.
4. The net costs owed either by or to the petitioner based on the recommendation above.

(Ord. No. 18-007, § 1, 2-27-2018)

3.22.050 - Agreement to assume/local improvement district (LID) formation.

- A. Upon completion of the infrastructure/standards deficiencies analysis and payment by the petitioner for evaluation and analysis costs accrued by the city, the council shall notify the petitioner of:
1. The infrastructure the city would be willing to assume;
 2. The offsetting properties and assets the city would be willing to accept;
 3. Required easements and easement terminations;
 4. Schedule of valuations for the elements identified above;
 5. The net costs owed either by or to the petitioner;
 6. Assessment schedule for repayment of full net cost owed (through LID); and
 7. Any other conditions of assumption.
- B. In the event the petitioner elects to proceed with the assumption of infrastructure, the petitioner shall provide to the city:
1. Legal descriptions and exhibits of all properties and easements to be dedicated
 2. Title insurance for all properties to be dedicated.
 3. Legally binding instruments abandoning third party easements and interests as identified by the city to be effective upon execution of the agreement to assume infrastructure between the city and petitioner.
 4. Legally binding dedications by the association, association members, and third-party members for all dedications identified by the city to be effective upon execution of the agreement to assume infrastructure between the city and petitioner; and
 5. Amount of net costs owed for the assumption of infrastructure to be paid to the city at execution of the agreement; and
 6. Petition for creation of local improvement district acceptable to the city administrator, finance director and city engineer per Chapter 3.20 for any remaining costs owed for the assumption of infrastructure.
 7. Documentation substantiating the decision to execute an agreement to assume infrastructure has been made in accordance with the by-laws of the association to include a listing of the full member ship of the association along with the signatures and land ownership of all members in support of entering into the agreement acknowledging that they are aware of the documentation above and the obligation to compensate the city for any unpaid costs through an LID and the obligation to maintain the association in perpetuity as long as any properties, assets, or rights remain held in common by association members.
- C. Upon receipt of the documents above, the city shall prepare an agreement to assume infrastructure to include:

1. A detailed listing of the infrastructure being assumed by the city to include legally identifiable areas and beginning and end points along with scaled exhibits;
 2. Legal descriptions and exhibits of offsetting properties and assets being accepted by the city;
 3. Legal descriptions and agreements for required easements;
 4. Legal descriptions and agreements for required third-party interest and easement terminations;
 5. Amount of net costs owed for the assumption of infrastructure to be paid to or by the city at execution of the agreement;
 6. Recitation of terms and conditions to be instituted under an LID for repayment of full net cost owed by the petitioner or a financial agreement where compensation is to be made by the city; and
 7. Obligation to maintain association in perpetuity if any properties, assets or rights remain held in common by association members.
 8. Any other conditions of assumption.
 9. Statement to the effect that the agreement shall be effective upon passage of a resolution or ordinance by council wherein the resolution or ordinance specifically states that it satisfies the LID requirements of the agreement to assume infrastructure as identified by name and date of execution.
- D. The agreement to assume infrastructure shall be effective upon passage of a resolution or ordinance specifically stating that it satisfies the LID requirements of the agreement to assume infrastructure as identified by name and date of execution.

(Ord. No. 18-007, § 1, 2-27-2018)

Title 3 – REVENUE AND FINANCE

CHAPTER 3.22 ASSUMPTION OF PRIVATE INFRASTRUCTURE

3.22.010 – Purpose

The purpose of this Chapter is to provide a mechanism for the City to assume ownership of private infrastructure and ensure the City is adequately compensated for expenses incurred in assumption and costs to improve the infrastructure to meet at least City standards and specifications in place at the time of City assumption.

3.22.020 – Definitions

The following definitions shall apply to this chapter:

- A. “Cost to the City/City cost” means actual costs to the City, including but not limited to legal, financial, administrative and third-party costs.
- B. “Infrastructure” means:
 - 1. Land, property, or interest in property: when associated with and necessary to maintain infrastructure.
 - 2. Park and recreation facilities: land, physical structures and systems that support park and recreation facilities, including but not limited to parks, playgrounds and equipment, athletic courts and fields, pedestrian, bike and other paths, open/green spaces, ponds and critical areas.
 - 3. Parking facilities: land, physical structures and systems that support vehicle parking.
 - 4. Streets: land, physical structures and systems that support vehicle and pedestrian transportation, including but not limited to streets, roadways, alleys, and bridges, sidewalks, curbs and gutters, crosswalks, bike paths, on street parking, traffic control areas, devices, and signage, and lighting.
 - 5. Water, sewer, and stormwater facilities: physical structures and systems that support water, sewer, and stormwater facilities, including but not limited to, wells, lift stations, mains, pipes, manholes and covers, pumps and meters.
- C. “LID” means Local Improvement District as defined and contemplated in chapters 35.43 RCW through 35.56 RCW.
- D. “Owner/Petitioner” means the person, group of people, association, or entity owning the private infrastructure and petitioning the City for ownership assumption.
- E. “Private Infrastructure” means infrastructure owned by someone other than the City.

3.22.030 – Petition

- A. The owner of private infrastructure may petition the City to consider City assumption of ownership of the infrastructure. The petition must be in the form and provide information as proscribed by the City, but must at least include:
1. A sworn statement the petition is made with legal authority to bind all owners of the private infrastructure;
 2. A complete inventory of the infrastructure to include, but not be limited to, all land, rights, parts, equipment, systems, and facilities for which ownership assumption by the City is desired;
 3. A complete title report for all real property for which ownership assumption by the City is desired;
 4. A complete and detailed history of acquisition, construction, installation, replacement, removal, and maintenance of the infrastructure, to include the individual or entity performing the construction, installation, replacement, removal, and maintenance of the infrastructure;
 5. An identification and accounting of any and all monies, including future expected and anticipated funds used for maintaining and operating the infrastructure.
 6. Identification and appraisal of any in-kind assets petitioner wants the City to consider accepting as part of the assumption.
 7. A statement of the petitioner agreeing to enter into a legally binding agreement to pay for and/or reimburse the City for all City costs of the assumption, including agreement to form a LID or other process to finance infrastructure improvements if necessary to pay City cost of assumption.
- B. A fee set by City Council Fees Resolution shall be paid by petitioner at the time of submission of the petition.
- C. The City will not evaluate a petition that is not complete as determined by the City or for which the petition fee is not paid.

3.22.040 – Initial review; cost of analysis

Upon receipt of a complete Petition pursuant to 3.22.030, at the discretion of the Mayor and/or the City Administrator, the petition may be scheduled for consideration by City council who will make an initial determination as to whether the City will consider assumption of some or all of the private infrastructure. The City shall notify the owner of its decision. If the City desires to consider assumption of the private infrastructure, in whole or in part, the petitioner shall have 30 days from receipt of notice to submit payment and/or financial guarantee to the City as indicated in the notice. The amount and/or form of the payment and/or financial guarantee shall be at the discretion of the City and shall be in an amount of at least 110% of the estimated cost to the City to evaluate the infrastructure assumption. If petitioner fails to timely provide the required payment and/or financial guarantee, the petition will be denied.

3.22.050 – Repeat petitions.

The City will not consider assumption of infrastructure in whole or in part sooner than 6 months after the date of a notice of denial of assumption of the same infrastructure in whole or in part. The City may waive this restriction.

3.22.050 – Evaluation; infrastructure deficiencies analysis

- A. After the City has determined it will consider assumption of some or all of the private infrastructure and the payment and/or financial guarantee required is provided to the City, the City shall cause an evaluation of the proposal to occur which shall include:
 - 1. Full and detailed inventory of the infrastructure to be assumed;
 - 2. Infrastructure deficiencies analysis to determine the work necessary to bring the infrastructure up to at least City standards and specifications and the cost thereof;
 - 3. Required dedications, easements and/or terminations thereof necessary for assumption and cost thereof;
 - 4. Impact assumption will have on City resources to including staff workload, staffing levels, and use of City equipment and other resources;
 - 5. Identification of third-party interests affecting the infrastructure to be assumed, including but not limited to third-party easements.
 - 6. Appraisal, title report and title insurance for assumption of any real property if necessary;
 - 7. Risk assessment;
 - 8. Impact fees if any;
 - 9. Impact on City resources;
 - 10. Net costs owed by or to the petitioner, if any; and
 - 11. Other analysis and/or information required by the City.
- B. The City reserves the right to require additional payment and/or financial guarantee for a more extensive or additional analysis of assuming the infrastructure. Failure to pay or provide financial guarantee as required may result in the petition being denied.
- C. The City reserves the right to request additional information from the petitioner. Failure to provide said information may result in the petition being denied.
- D. The City is not required to take public comment/testimony or accept any other documents or information when considering the petition.

3.22.060 – Notice of decision, acceptance

- A. The City will notify the petitioner of its decision. If the City is willing to assume infrastructure, the notice will include identification of:
 - 1. Infrastructure the City is willing to assume;
 - 2. Assets the City is willing to accept to offset the cost of assumption;
 - 3. Anticipated required easements, dedications, and any terminations thereof;
 - 4. Net costs owed by or to the Petitioner;

5. Requirement for LID and anticipated assessment schedule for payment of cost to City, if required;
 6. Requirement for non-LID financing required for payment of costs to the City if required;
 7. Schedule of assumption; and
 8. Any other terms or conditions of assumption.
- B. Within 30 days of receipt of notice of the City's willingness to assume the infrastructure, the petitioner shall execute the Agreement to assume infrastructure pursuant to 3.22.070. The deadline may be extended at the sole discretion of the City.
- C. Upon notification of denial of the petition, the City will release that portion of any financial guarantee and/or return any funds not used for the City's cost of evaluating the petition.

3.22.070 – Agreement to assume infrastructure

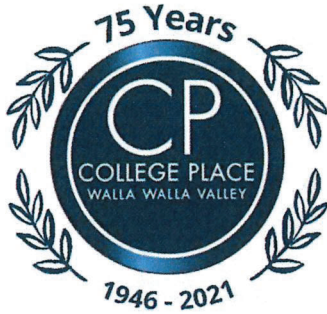
- A. Prior to transfer of ownership of infrastructure, petitioner must enter into a written agreement with the City which shall govern the transfer of ownership of the infrastructure. The agreement will govern the duties of the City and the petitioner to affect the assumption of infrastructure. The City will determine the terms of the agreement, which may include, but is not limited to addressing requiring the Petitioner to:
1. Provide additional information about the infrastructure;
 2. Provide additional information about ownership and authorization for transfer of ownership of infrastructure;
 3. Provide professional legal descriptions with required exhibits for transfer of infrastructure, land dedications, easements, and termination of easements;
 4. Secure release of third-party easements and interests in property to be assumed;
 5. Provide professional accounting of financial assets to be transferred to the City;
 6. Form a LID or other financing mechanism to encompass property to be served by the infrastructure to pay City costs of assumption of the infrastructure;
 7. Title report for all real property to be transferred or dedicated;
 8. Title insurance for all real property to be transferred or dedicated;
 9. Legally binding instruments transferring infrastructure ownership;
 10. Legally binding instruments establishing required easements and dedications;
 11. An updated accounting of monies held by petitioner to be transferred to the City upon assumption;
 12. Professional appraisal of all real property and other assets to be assumed by the City.

3.22.080 – Severability

Should any portion of this chapter be void, voided or held to be unlawful or unconstitutional, all remaining portions of this chapter shall remain in full force and effect.

3.22.090 – No individual or third-party duty or benefit

This chapter does not create any a special relationship between the City and any individual or group of individuals, does not create third-party benefit or duty to any third-party and only conveys benefit to the public as a whole.



CITY OF COLLEGE PLACE

City Attorney

625 South College
Avenue
College Place, WA 99324
509-394-8540

July 16, 2024

PacifiCorp DBA Pacific Power & Light Company
825 NE Multnomah St, Ste 2000
Portland, OR 97232-2152

Washington state Registered Agent
C T Corporation System
711 Capitol Way S, Ste 204
Olympia, WA 98501-1267

WUTC Authorized Representatives
Ariel Son
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Primary contact
washingtondockets@pacificorp.com

**RE: NOTICE OF FAILURE TO COMPLY WITH FRANCHISE – 30 day
COMPLIANCE DEMAND
NOTICE OF CODE VIOLATIONS – DEMAND TO CURE within 30 days
NOTICE OF INTENT TO FIND DEFAULT OF FRANCHISE – Opportunity
to be heard at Regular City Council Meeting July 23, 2024 at 7:00pm and
Regular City Council Meeting August 13, 2024 at 7:00pm**

To whom it may concern:

This letter is **NOTICE OF FAILURE TO COMPLY WITH FRANCHISE and
DEMAND TO COME INTO COMPLIANCE.**

This letter is also **NOTICE OF CODE VIOLATIONS and DEMAND TO CURE
VIOLATIONS**

Beginning in October of 2023, PacificCorp DBA Pacific Power & Light Company (PP&L), installed 48 new power poles within the City of College Place. As permitted, the installation project required removal of the old power poles. PP&L has failed to timely

remove the old power poles as promised and required. PP&L has 30 days from the date of receipt of this letter to remove the old power poles.

Pursuant to the Franchise granted by the City to PP&L:

The locations and methods of installation and maintenance of all poles, wires, fixtures, underground conduits, and appurtenances shall be subject at all times to reasonable regulation by the . . . City as may be designated by the Council, and all such poles, wires, figures, underground conduits, and appurtenances thereto (facilities) shall be so constructed and maintained so to interfere as little as practicable with street or other traffic.

All of such facilities shall be installed and at all times maintained by Grantee in safe order and condition and in accordance with good electrical practice, and the Grantee, at its own cost and expense, shall promptly repair all streets, alleys, bridges, highways and other public places in any way disturbed by the Grantee.

The City reserves the right to require the Grantee to relocate structures within their right-of-way if necessary, at no cost to the City.

(SECTION 3, page 2)

Grantee hereby agrees and covenants to indemnify and save harmless the City and officers thereof against and from any and all claims, and all damages, cost and expense to which it or they may be subjected by reason of any negligent acts of Grantee, or its agents, or servants, in any manner arising out of the construction, maintenance or operation of any property of Grantee in or on any said Streets.

(SECTION 9, page 4)

If Grantee shall fail to perform or comply with any of the obligations and requirements imposed by this franchise, and shall continue to so fail after the receipt of written notice from the City, specifying the respect in which Grantee is deemed to be in default hereunder, and demanding that such default be remedied within a reasonable time as fixed in such notice, the right and franchise granted hereby may be terminated and annulled by the City Council; provided, however, that Grantee shall be afforded reasonable opportunity to be heard before any appropriate determination is made with respect to such alleged default.

(SECTION 10, page 4).

Requiring timely removal of the old poles is a reasonable regulation by the City. Failure to timely remove the old poles is a breach of PP&L's Franchise obligations to "construct[] and maintain[] [facilities] so to interfere as little as practicable with street or other traffic" and to "install[] and at all times maintain[] [facilities] in safe order and condition". PP&L has failed to, "at its own cost and expense, [to] promptly repair all streets, alleys, bridges, highways and other public places in any way disturbed by [PP&L] as required by the Franchise.

The old poles remaining constitute a nuisance under College Place Municipal Code. CPMC Chapter 8.24 declares as a nuisance a:

Condition or use which obstructs, damages, or may obstruct or damage any right-of-way, including but not limited to sidewalks and drainage systems.

And:

Condition or use which obstructs in whole or in part, any public sign or traffic signal, warning, or symbol, or unreasonably limits the visibility or poses any other safety threat to use of rights-of-way.

And:

Abandoning, storing, leaving, repairing . . . any item [within the public right-of-way] unless approved by the city.

The old poles remaining are a nuisance and said nuisance must be abated within 30 days of receipt of this Notice. Failure to do so will result in the City abating the nuisance. Any cost to the City for such abatement is the responsibility of PP&L.

Any and all injuries, death or damages or any governmental agency regulatory action or finding due to PP&L's failure to remove the old poles, breach of the Franchise, non-compliance with City issued permit(s), or code violation, will be the responsibility of PP&L.

PP&L representatives claim contractual obligations with third-parties are the reason for the delay in removing the old poles. Any relationship with or obligations to third-parties is not a valid defense of breach of the Franchise, non-compliance with City issued permit(s) or code violations.

Due solely to PP&L's breach of the Franchise and violation of City code, the affected areas are no longer ADA compliant, present a possible traffic and/or pedestrian hazard, and are unsightly. Failure to remove the poles within the time frame designated will result in the City removing the old poles and assessing the costs, including legal fees and staff time, to PP&L.

Your immediate attention to this notice and demand is necessary.

Please contact City Attorney with any questions or concerns.



Rea Culwell
City Attorney

cc: City Administrator Mike Rizzitiello
Public Works Director Robert McAndrews
Capital Projects Manager Mike Holden
WUTC