City Council Meeting - Hybrid (In-Person & Electronic) (Tuesday, July 23, 2024)
Generated by Athen Reid on Tuesday, July 23, 2024

1. Opening Items.

Procedural: 1.01 Call To Order

Mayor Hernandez called the meeting to order at 7:02PM

Procedural: 1.02 Roll Call

PRESENT:

Mayor -	Norma L. Hernández
Council Members –	Paul Jessup; Michael Cleveland; Tito Espinoza; Loren Peterson; Melodie Williams; Heather Schermann; Monica Boyle
Staff-	City Administrator, Michael Rizzitiello; Finance Director, Brian Carleton; Deputy City Clerk, Athen Reid
Also Present -	
MEMBERS EXCUSED:	Loren Peterson
MEMBERS ABSENT:	

Procedural: 1.03 Pledge of Allegiance

Information: 1.04 Public Comment - None

2. Consent Agenda.

Action (Consent): 2.01 AB 24172 - Approve Agenda for July 23rd, 2024

Action (Consent), Minutes: 2.02 AB 24173 - Approve Council Minutes from July 9th, 2024

Action (Consent): 2.03 Excuse the absence of Council Member Loren Peterson

Action (Consent): 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 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.

Procedural: 4.01 Procedure for Public Testimony

Action: 4.02 AB 24174 - FY 2025 to FY 2030 Transportation Improvement Plan (TIP) -
Mr. McAndrews presented on the Fiscal Year 2025 to Fiscal Year 2030 Transportation Improvement Plan.

> **Council Member Williams motioned to open the Public Hearing. Second by Council Member Jessup and the motion passed 6-0.**

There were no participants in the Public Hearing.

> **Council Member Schermann motioned to close the Public Hearing. Second by Member Boyle and the motion passed 6-0.**

5. Action Items.

Action: 5.01 AB 24175 - FY 2025 to 2030 Transportation Improvement Plan (TIP) -
Mr. McAndrews referred back to the previous presentation on the Fiscal Year 2025 to Fiscal Year 2030 Transportation Improvement Plan.

Discussion ensued.

> **Council Member Jessup made a motion to approve Resolution #24-057 which adopts FY 2025 to 2030 Transportation Improvement Plan (TIP). Second by Member Boyle and the motion Passed 6-0.**

Action: 5.02 AB 24176 - Award of the Firehouse Stairs Project -
Mr. McAndrews presented the bid results for the Firehouse Staircase project, where Moreno & Castillo Construction Company was the lowest bid.

> **Council Member Cleveland made a 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. Second by Member Williams and the motion passed 6-0.**

Action (Consent): 5.03 AB 24177 - Resolution to approve new Police Building for bond -
Chief Tomaras presented the concept plans for a new Police Station on S College Avenue, which will need to be on the ballot this November.

Discussion ensued.

> **Council Member Boyle made a motion to approve Resolution 24-058 which authorizes the City to register for Bond/Vote for November ballot. Must be registered by August 6, 2024. Second by Member Schermann and the motion passed 6-0.**

Action: 5.04 AB 24178 - Accept Grant for Flock Safety Cameras -
Chief Tomaras shared that the police department received a grant for Flock safety cameras for the city, and elaborated on their purpose, function, and placement.

Discussion ensued.

> **Council Member Schermann made a motion to accept grant from WATPA for Flock Safety Cameras for $53,000. Second by Member Williams and the motion passed 6-0**

Action, Discussion: 5.05 AB 24179 - Regulating Private Charitable Transfer Fees -
Ms. Culwell referred to a presentation during the last Council workshop, and reiterated the results, leading to this new ordinance on Private Charitable Transfer Fee Regulation.

Discussion ensued

> **Council Member Williams made a 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 . Second by Member Boyle and the motion passed 6-0.**

6. Administrative Reports.

Discussion: 6.01 AB 24180 - Assumption of Private Infrastructure - Code Update -
Ms. Culwell explained suggested code updates for assumption of private infrastructure into City ownership. The updates will clarify and simplify the process of assumption.

Discussion: 6.02 AB 24181 - Pacific Power & Light Company - Failure to Remove Old Utility Poles - Opportunity to be heard by Council

Pacific Power & Light Company Regional Representative, Lori Wyman, addressed the notice of non-compliance in removal of decommissioned utility poles, which was dispersed to council members. The discussion resulted in an extended timeline for removal and a better understanding for direction in communication.

Discussion ensued.

7. Informational Reports.

Information: 7.01 CPPD Monthly Report - None

Information: 7.02 Community Development Department Monthly Report - None

Information: 7.03 Public Works/Water Department Monthly Report - None

Information: 7.04 Fire Department Monthly Report - None

Information: 7.05 June Yard of the month

8. Executive Session - None

9. Closing Items.
Discussion, Information: 9.01 Good of the Order?

Action: 9.02 Conclusion - Motion to Conclude the Meeting.

> **Council Member Williams made a motion to conclude the meeting at 8:32PM. Second by Council Member Jessup and with no objection, the meeting concluded.**

Approved:

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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 23, 2024. Further detail may be obtained by reviewing the actual audio recording made during this session.

Financial Reports Descriptions

Monthly Expenditure Analysis

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

Check Register

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

Treasurer's Report, Bank Statement Report & Investment Detail Report

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

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

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

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

Cash Flow Report

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

Budget Position Report

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

Totals for Credit Accounts

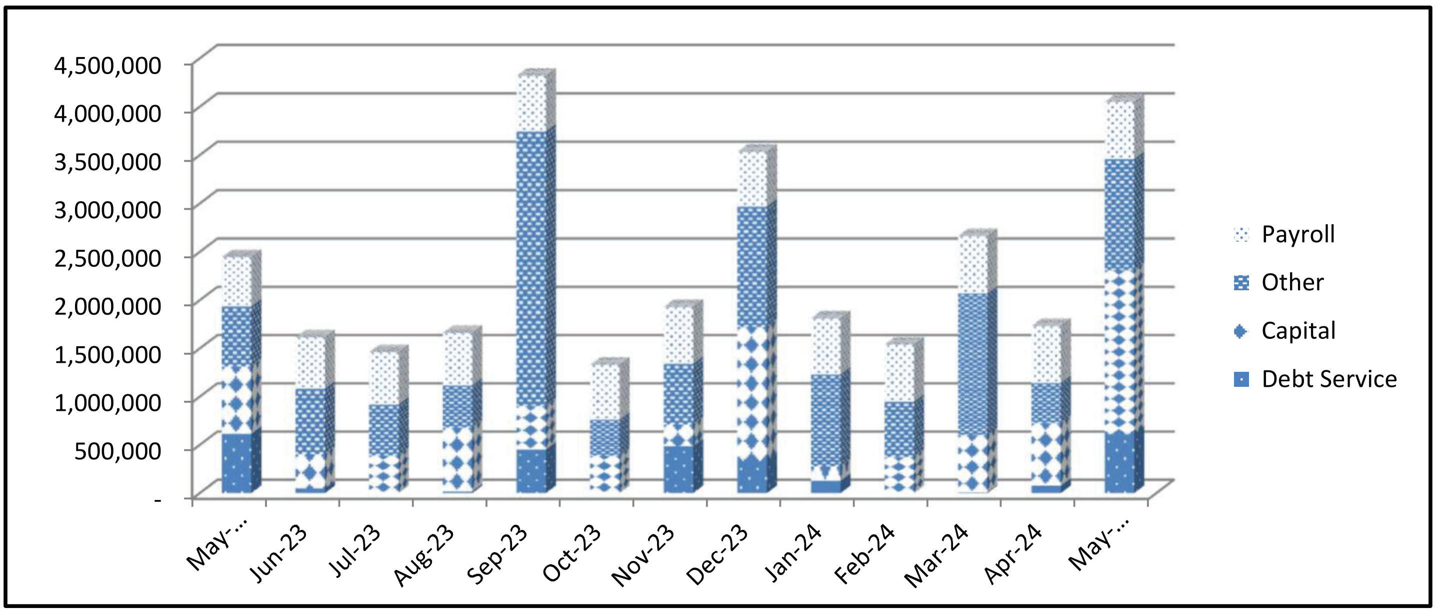
Detail of credit account transactions for the period. Reported by vendor and subtotaled by department.

City of College Place

Monthly Expenditure Analysis

May-24

Month	Operating Expenses		Capital	Debt Service	Total
	Payroll	Other			
May-24	591,698	1,147,827	1,700,103	610,707	4,050,335
Apr-24	590,695	412,836	651,282	76,856	1,731,669
Mar-24	593,697	1,467,144	595,052	7,356	2,663,250
Feb-24	591,432	573,195	373,336	973	1,538,936
Jan-24	581,645	952,261	150,217	127,567	1,811,690
Dec-23	564,605	1,245,764	1,390,103	332,939	3,533,411
Nov-23	588,393	630,484	225,475	485,370	1,929,722
Oct-23	568,291	372,438	387,783	234	1,328,745
Sep-23	573,476	2,839,849	452,481	451,826	4,317,633
Aug-23	543,829	435,696	663,709	17,234	1,660,467
Jul-23	541,376	527,641	390,550	256	1,459,823
Jun-23	532,440	678,886	354,169	48,935	1,614,430
May-23	508,788	621,384	698,337	615,313	2,443,822



Other Detail - Significant Expenditures and Related Party Transactions		
Interfund Transfers	$	815,650
Related Party Transactions: None		
Total Other Detail	**$**	**815,650**

City of College Place, WA

CP Check Register

By Check Number

Date Range: 05/01/2024 - 05/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Bank #28-Bank #28						
Payment Type: Regular						
13270	American Legal Services	05/03/2024	Regular	0.00	7.24	80316
95	College Place Fire Fighters Assn.	05/03/2024	Regular	0.00	340.00	80317
5215	IAFF Local 4203, C/O BMCU Acct. 59881001	05/03/2024	Regular	0.00	640.00	80318
3275	Marianne Barr C/O CPPD Emp Donations	05/03/2024	Regular	0.00	175.00	80319
3273	Teamsters - Public Employees	05/03/2024	Regular	0.00	1,963.00	80320
12901	United Way of The Blue Mountains	05/03/2024	Regular	0.00	5.00	80321
5218	IAFF- MERP	05/03/2024	Regular	0.00	600.00	80322
			Total Regular:	**0.00**	**3,730.24**	

CP Check Register **Date Range: 05/01/2024 - 05/31/2024**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Virtual Payment						
11369	Abadan Tri-Cities	05/10/2024	Virtual Payment	0.00	5.44	APA001393
13458	Alison Mckinney	05/10/2024	Virtual Payment	0.00	1,791.00	APA001394
348	Anatek Labs Inc	05/10/2024	Virtual Payment	0.00	1,935.00	APA001395
68	Beeline Auto Center	05/10/2024	Virtual Payment	0.00	92.84	APA001396
357	Blue Mountain Action Council	05/10/2024	Virtual Payment	0.00	518.25	APA001397
14696	Bushkovskiy, Anton P	05/10/2024	Virtual Payment	0.00	300.00	APA001398
13621	CBS Reporting Inc	05/10/2024	Virtual Payment	0.00	260.00	APA001399
6157	CI Shred	05/10/2024	Virtual Payment	0.00	100.10	APA001400
9954	Civic Plus, LLC	05/10/2024	Virtual Payment	0.00	10,579.50	APA001401
VEN01280	College Place Adventist Church	05/10/2024	Virtual Payment	0.00	750.00	APA001402
330	Core & Main LP	05/10/2024	Virtual Payment	0.00	96.48	APA001403
11566	Corwin Ford - Tri Cities	05/10/2024	Virtual Payment	0.00	481.10	APA001404
100	Crown Paper & Janitorial Supply Inc	05/10/2024	Virtual Payment	0.00	42.26	APA001405
9018	Dash Medical Gloves, Inc.	05/10/2024	Virtual Payment	0.00	348.90	APA001406
105	Day Wireless Systems	05/10/2024	Virtual Payment	0.00	46.28	APA001407
499	Department Of Commerce	05/10/2024	Virtual Payment	0.00	530,507.96	APA001408
14468	Design West Architects, P.A.	05/10/2024	Virtual Payment	0.00	5,930.00	APA001409
14822	Desimone Consulting LLC	05/10/2024	Virtual Payment	0.00	3,000.00	APA001410
12229	Diaz, Salvador M	05/10/2024	Virtual Payment	0.00	142.20	APA001411
VEN01020	Duncan, Jarrid	05/10/2024	Virtual Payment	0.00	179.40	APA001412
5985	ERGOMETRICS	05/10/2024	Virtual Payment	0.00	851.47	APA001413
6036	Ferguson Enterprises, Inc.	05/10/2024	Virtual Payment	0.00	988.97	APA001414
839	Gem Body Shop, Inc.	05/10/2024	Virtual Payment	0.00	2,965.51	APA001415
13879	GNAT Enterprises	05/10/2024	Virtual Payment	0.00	80.00	APA001416
139	Grainger, Inc.	05/10/2024	Virtual Payment	0.00	696.36	APA001417
148	Humbert Asphalt, Inc.	05/10/2024	Virtual Payment	0.00	447.98	APA001418
864	IBS Inc.	05/10/2024	Virtual Payment	0.00	164.25	APA001419
332	Jones Truck & Implement	05/10/2024	Virtual Payment	0.00	7.76	APA001420
159	KIE Supply Corporation	05/10/2024	Virtual Payment	0.00	391.37	APA001421
163	L&G Ranch Supply Inc. - Acct # 270	05/10/2024	Virtual Payment	0.00	40.59	APA001422
9680	Les Schwab Tire Center - CP	05/10/2024	Virtual Payment	0.00	517.63	APA001423
VEN01031	Marques Harrer	05/10/2024	Virtual Payment	0.00	1,412.33	APA001424
183	McLoughlin & Eardley Corporation	05/10/2024	Virtual Payment	0.00	11,187.86	APA001425
14397	Meier Enterprises, Inc.	05/10/2024	Virtual Payment	0.00	10,760.00	APA001426
VEN01271	Miguel Ruiz	05/10/2024	Virtual Payment	0.00	762.30	APA001427
VEN01262	Miriam Technologies Inc	05/10/2024	Virtual Payment	0.00	70.73	APA001428
194	Napa Of Walla Walla	05/10/2024	Virtual Payment	0.00	8,758.13	APA001429
200	One Call Concepts Inc.	05/10/2024	Virtual Payment	0.00	26.91	APA001430
13072	O'Reilly Auto Parts	05/10/2024	Virtual Payment	0.00	39.07	APA001431
9612	Outwest Printing	05/10/2024	Virtual Payment	0.00	327.94	APA001432
202	OXARC Inc	05/10/2024	Virtual Payment	0.00	181.48	APA001433
VEN01034	Pacific Northwest Emergency Equipment Co	05/10/2024	Virtual Payment	0.00	1,015.95	APA001434
6750	Pacific Office Automation	05/10/2024	Virtual Payment	0.00	257.02	APA001435
6034	Pepsi Cola Bottling of Walla Walla	05/10/2024	Virtual Payment	0.00	332.75	APA001436
181	Ponti & Wernette PS	05/10/2024	Virtual Payment	0.00	2,500.00	APA001437
8689	Port Of Walla Walla	05/10/2024	Virtual Payment	0.00	1,200.00	APA001438
5547	Postal Annex #397	05/10/2024	Virtual Payment	0.00	173.62	APA001439
12508	Public Safety Testing, Inc	05/10/2024	Virtual Payment	0.00	297.00	APA001440
208	Rexel USA Inc.(dba Platt Electric)	05/10/2024	Virtual Payment	0.00	8,407.38	APA001441
10275	RH2 Engineering, Inc.	05/10/2024	Virtual Payment	0.00	12,931.33	APA001442
5852	Sea Western, Inc.	05/10/2024	Virtual Payment	0.00	2,491.41	APA001443
14039	Smarsh Inc.	05/10/2024	Virtual Payment	0.00	49.92	APA001444
12255	Snap On Tools - Dan's Tool Truck	05/10/2024	Virtual Payment	0.00	237.18	APA001445
14616	Tyler Technologies Inc	05/10/2024	Virtual Payment	0.00	837.20	APA001446
12489	WA St. Consolidated Tech. Services	05/10/2024	Virtual Payment	0.00	285.00	APA001447
324	WA St. Patrol, Accounts Receivable	05/10/2024	Virtual Payment	0.00	166.75	APA001448
291	Walla Walla Electric	05/10/2024	Virtual Payment	0.00	51.90	APA001449
13591	Walla Walla Motors Inc.	05/10/2024	Virtual Payment	0.00	9,341.01	APA001450
10141	Walla Walla Regional Water Testing Services LL	05/10/2024	Virtual Payment	0.00	315.00	APA001451
11236	Walt's Plumbing & Septic Tank Service LL	05/10/2024	Virtual Payment	0.00	75.00	APA001452

CP Check Register | **Date Range: 05/01/2024 - 05/31/2024**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11369	Abadan Tri-Cities	05/10/2024	Virtual Payment	0.00	73.76	APA001453
54	Anderson-Perry & Associates, Inc.	05/10/2024	Virtual Payment	0.00	877.50	APA001454
VEN01025	Christopher Price	05/10/2024	Virtual Payment	0.00	4,140.93	APA001455
VEN01281	Jennifer Anne Krouse	05/10/2024	Virtual Payment	0.00	2,782.24	APA001456
183	McLoughlin & Eardley Corporation	05/10/2024	Virtual Payment	0.00	8,228.55	APA001457
216	Quality Petroleum Products Inc.	05/10/2024	Virtual Payment	0.00	9,179.60	APA001458
572	Western States Equipment Co.	05/10/2024	Virtual Payment	0.00	1,028.97	APA001459
333	Wilbur-Ellis Company	05/10/2024	Virtual Payment	0.00	260.16	APA001460
14010	ZOLL Medical Corporation	05/10/2024	Virtual Payment	0.00	369.05	APA001461
3637	Apollo Inc.	05/16/2024	Virtual Payment	0.00	363,868.74	APA001462
VEN01284	Big River Sign	05/16/2024	Virtual Payment	0.00	521.76	APA001463
VEN01036	Gregory Drilling Inc	05/16/2024	Virtual Payment	0.00	136,624.75	APA001464
183	McLoughlin & Eardley Corporation	05/16/2024	Virtual Payment	0.00	6,251.97	APA001465
VEN01238	Mountain View Tree Service LLC	05/16/2024	Virtual Payment	0.00	543.50	APA001466
13625	Solid Waste Systems, Inc	05/16/2024	Virtual Payment	0.00	535,250.98	APA001467
11406	U.S. Bank St. Paul	05/16/2024	Virtual Payment	0.00	79,575.00	APA001468
443	123 Printing	05/24/2024	Virtual Payment	0.00	755.77	APA001469
8191	Association Of Washington Cities	05/24/2024	Virtual Payment	0.00	500.00	APA001470
13740	BD College Place I LLC, Regency At The Park	05/24/2024	Virtual Payment	0.00	12,000.00	APA001471
357	Blue Mountain Action Council	05/24/2024	Virtual Payment	0.00	2,250.85	APA001472
5700	CH2M Hill OMI	05/24/2024	Virtual Payment	0.00	113,770.17	APA001473
VEN01283	Common Roots Housing Trust	05/24/2024	Virtual Payment	0.00	4,870.00	APA001474
10863	Community Council	05/24/2024	Virtual Payment	0.00	3,000.00	APA001475
VEN01287	Denise Earhart	05/24/2024	Virtual Payment	0.00	237.92	APA001476
VEN01023	EverBank, NA	05/24/2024	Virtual Payment	0.00	233.96	APA001477
12139	Geophex Limited Inc.	05/24/2024	Virtual Payment	0.00	7,659.00	APA001478
13879	GNAT Enterprises	05/24/2024	Virtual Payment	0.00	160.00	APA001479
VEN01288	Gunnerson Consulting and Communication Site	05/24/2024	Virtual Payment	0.00	1,010.00	APA001480
10444	J-U-B Engineers, Inc.	05/24/2024	Virtual Payment	0.00	78,689.91	APA001481
8622	Moreno & Nelson Construction Corp.	05/24/2024	Virtual Payment	0.00	407,725.02	APA001482
VEN01286	Pansy Park	05/24/2024	Virtual Payment	0.00	93.01	APA001483
3330	PocketiNet Communications Inc	05/24/2024	Virtual Payment	0.00	200.00	APA001484
13532	PowerDMS, Inc	05/24/2024	Virtual Payment	0.00	598.40	APA001485
9081	Precision Garage Doors	05/24/2024	Virtual Payment	0.00	636.48	APA001486
10141	Walla Walla Regional Water Testing Services LL	05/24/2024	Virtual Payment	0.00	150.00	APA001487
11236	Walt's Plumbing & Septic Tank Service LL	05/24/2024	Virtual Payment	0.00	75.00	APA001488
119	Wesley Group, The	05/24/2024	Virtual Payment	0.00	5,850.00	APA001489
9053	49er Communications Inc.	05/24/2024	Virtual Payment	0.00	3,643.35	APA001490
68	Beeline Auto Center	05/24/2024	Virtual Payment	0.00	1,025.11	APA001491
7596	Bound Tree Medical LLC.	05/24/2024	Virtual Payment	0.00	112.37	APA001492
14045	Car Wash Partners, LLC	05/24/2024	Virtual Payment	0.00	240.00	APA001493
10080	Connell Oil, Inc	05/24/2024	Virtual Payment	0.00	392.29	APA001494
11383	Cortez, Rachel Lynn	05/24/2024	Virtual Payment	0.00	4,487.04	APA001495
VEN01009	Dell Marketing LP	05/24/2024	Virtual Payment	0.00	17,591.09	APA001496
12229	Diaz, Salvador M	05/24/2024	Virtual Payment	0.00	93.78	APA001497
13879	GNAT Enterprises	05/24/2024	Virtual Payment	0.00	80.00	APA001498
139	Grainger, Inc.	05/24/2024	Virtual Payment	0.00	284.27	APA001499
864	IBS Inc.	05/24/2024	Virtual Payment	0.00	85.71	APA001500
159	KIE Supply Corporation	05/24/2024	Virtual Payment	0.00	20.45	APA001501
163	L&G Ranch Supply Inc. - Acct # 270	05/24/2024	Virtual Payment	0.00	167.32	APA001502
14599	Larson, Clifford	05/24/2024	Virtual Payment	0.00	70.66	APA001503
183	McLoughlin & Eardley Corporation	05/24/2024	Virtual Payment	0.00	1,651.02	APA001504
6034	Pepsi Cola Bottling of Walla Walla	05/24/2024	Virtual Payment	0.00	212.75	APA001505
5547	Postal Annex #397	05/24/2024	Virtual Payment	0.00	29.59	APA001506
14390	Rhodes, Brandon L	05/24/2024	Virtual Payment	0.00	16.16	APA001507
VEN01290	Tanner Bollinger	05/24/2024	Virtual Payment	0.00	37.61	APA001508
8955	Town & Country Tree Service	05/24/2024	Virtual Payment	0.00	3,804.50	APA001509
14616	Tyler Technologies Inc	05/24/2024	Virtual Payment	0.00	6,590.50	APA001510
333	Wilbur-Ellis Company	05/24/2024	Virtual Payment	0.00	260.16	APA001511
526	Office Of Minority & Women's Business	05/30/2024	Virtual Payment	0.00	792.27	APA001512
299	City of Walla Walla	05/30/2024	Virtual Payment	0.00	10,000.03	APA001513

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
283	Walla Walla County Auditor	05/30/2024	Virtual Payment	0.00	29,462.87	APA001514
293	Walla Walla County Fire District #4	05/30/2024	Virtual Payment	0.00	65,000.00	APA001515
298	Walla Walla Union-Bulletin	05/30/2024	Virtual Payment	0.00	3,071.92	APA001516
14010	ZOLL Medical Corporation	05/30/2024	Virtual Payment	0.00	7,581.52	APA001517
			Total Virtual Payment:	**0.00**	**2,585,598.06**	

CP Check Register **Date Range: 05/01/2024 - 05/31/2024**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
14312	Empower Retirement, LLC	05/03/2024	Bank Draft	0.00	844.20	DFT0001407
14312	Empower Retirement, LLC	05/03/2024	Bank Draft	0.00	5,162.06	DFT0001408
14312	Empower Retirement, LLC	05/03/2024	Bank Draft	0.00	2,508.40	DFT0001409
14312	Empower Retirement, LLC	05/03/2024	Bank Draft	0.00	3,943.85	DFT0001410
14312	Empower Retirement, LLC	05/03/2024	Bank Draft	0.00	480.50	DFT0001411
3271	American Family Life Ins	05/03/2024	Bank Draft	0.00	347.62	DFT0001412
3271	American Family Life Ins	05/03/2024	Bank Draft	0.00	1,642.19	DFT0001413
60	Association Of Washington Cities	05/03/2024	Bank Draft	0.00	5,205.74	DFT0001414
60	Association Of Washington Cities	05/03/2024	Bank Draft	0.00	24.50	DFT0001415
60	Association Of Washington Cities	05/03/2024	Bank Draft	0.00	16.66	DFT0001416
60	Association Of Washington Cities	05/03/2024	Bank Draft	0.00	570.00	DFT0001417
60	Association Of Washington Cities	05/03/2024	Bank Draft	0.00	617.06	DFT0001418
60	Association Of Washington Cities	05/03/2024	Bank Draft	0.00	1,202.00	DFT0001419
3278	City Of College Place	05/03/2024	Bank Draft	0.00	1,872.22	DFT0001420
60	Association Of Washington Cities	05/03/2024	Bank Draft	0.00	22,662.58	DFT0001421
60	Association Of Washington Cities	05/03/2024	Bank Draft	0.00	13,934.96	DFT0001422
60	Association Of Washington Cities	05/03/2024	Bank Draft	0.00	12,687.28	DFT0001423
60	Association Of Washington Cities	05/03/2024	Bank Draft	0.00	34,287.74	DFT0001424
3270	State Of Washington	05/03/2024	Bank Draft	0.00	25,886.19	DFT0001425
3543	Washington State Support Registry	05/03/2024	Bank Draft	0.00	803.86	DFT0001426
3270	State Of Washington	05/03/2024	Bank Draft	0.00	23,775.66	DFT0001427
3270	State Of Washington	05/03/2024	Bank Draft	0.00	3,357.16	DFT0001428
3270	State Of Washington	05/03/2024	Bank Draft	0.00	1,015.65	DFT0001429
3270	State Of Washington	05/03/2024	Bank Draft	0.00	648.53	DFT0001430
3270	State Of Washington	05/03/2024	Bank Draft	0.00	2,231.69	DFT0001431
3269	Washington Teamsters Welfare Trust	05/03/2024	Bank Draft	0.00	1,687.00	DFT0001432
3269	Washington Teamsters Welfare Trust	05/03/2024	Bank Draft	0.00	22,191.77	DFT0001433
3269	Washington Teamsters Welfare Trust	05/03/2024	Bank Draft	0.00	252.00	DFT0001434
3269	Washington Teamsters Welfare Trust	05/03/2024	Bank Draft	0.00	239.40	DFT0001435
60	Association Of Washington Cities	05/03/2024	Bank Draft	0.00	167.90	DFT0001436
60	Association Of Washington Cities	05/03/2024	Bank Draft	0.00	75.00	DFT0001437
151	Internal Revenue Service (Payroll)	05/03/2024	Bank Draft	0.00	10,414.02	DFT0001439
151	Internal Revenue Service (Payroll)	05/03/2024	Bank Draft	0.00	37,662.16	DFT0001442
570	Oregon Department Of Revenue	05/03/2024	Bank Draft	0.00	767.95	DFT0001447
13120	Oregon Department Of Revenue-Transit	05/03/2024	Bank Draft	0.00	12.76	DFT0001449
151	Internal Revenue Service (Payroll)	05/03/2024	Bank Draft	0.00	26,077.24	DFT0001450
60	Association Of Washington Cities	05/03/2024	Bank Draft	0.00	775.14	DFT0001454
60	Association Of Washington Cities	05/03/2024	Bank Draft	0.00	7.00	DFT0001455
14083	Amazon Business Prime	05/08/2024	Bank Draft	0.00	-606.62	DFT0001456
82	Cascade Natural Gas Corporation	05/09/2024	Bank Draft	0.00	786.43	DFT0001457
270	Centurylink Communications LLC	05/09/2024	Bank Draft	0.00	783.10	DFT0001458
292	CHS Primeland	05/09/2024	Bank Draft	0.00	217.61	DFT0001459
103	Columbia Rural Electric	05/10/2024	Bank Draft	0.00	3,756.06	DFT0001460
60	Association Of Washington Cities	05/14/2024	Bank Draft	0.00	856.11	DFT0001461
151	Internal Revenue Service (Payroll)	05/15/2024	Bank Draft	0.00	1,328.24	DFT0001462
151	Internal Revenue Service (Payroll)	05/15/2024	Bank Draft	0.00	4,535.30	DFT0001463
570	Oregon Department Of Revenue	05/15/2024	Bank Draft	0.00	72.52	DFT0001464
151	Internal Revenue Service (Payroll)	05/15/2024	Bank Draft	0.00	2,342.49	DFT0001465
265	Pitney Bowes Postage By Phone	05/16/2024	Bank Draft	0.00	922.63	DFT0001466
5629	Home Depot Credit Services	05/14/2024	Bank Draft	0.00	4,244.64	DFT0001467
270	Centurylink Communications LLC	05/23/2024	Bank Draft	0.00	56.91	DFT0001488
11452	CenturyLink Communications LLC	05/23/2024	Bank Draft	0.00	8.43	DFT0001489
204	Pacific Power & Light	05/23/2024	Bank Draft	0.00	13,130.75	DFT0001490
207	Pitney Bowes Global Financial Serv. LLC.	05/21/2024	Bank Draft	0.00	389.72	DFT0001491
8712	Verizon Wireless	05/23/2024	Bank Draft	0.00	3,280.39	DFT0001492
14083	Amazon Business Prime	05/29/2024	Bank Draft	0.00	2,226.70	DFT0001494
218	Quill Corporation	05/29/2024	Bank Draft	0.00	1,567.74	DFT0001495
318	WA St. Dept Of Revenue	05/24/2024	Bank Draft	0.00	15,221.49	DFT0001496

CP Check Register **Date Range: 05/01/2024 - 05/31/2024**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
7404	Banner Bank Credit Cards	05/31/2024	Bank Draft	0.00	13,472.74	DFT0001497
			Total Bank Draft:	**0.00**	**334,651.02**	

Bank Code Bank #28 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	8	7	0.00	3,730.24
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	119	59	0.00	334,651.02
EFT's	0	0	0.00	0.00
	325	**191**	**0.00**	**2,923,979.32**

CP Check Register **Date Range: 05/01/2024 - 05/31/2024**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Bank #29 Travel Adv-Bank # 29 Travel Adv						
Payment Type: Regular						
13453	Cota De La Cruz, Laurencio	05/03/2024	Regular	0.00	406.00	2044
8544	Doering, Shawn R	05/07/2024	Regular	0.00	62.00	2045
12345	Rizzitiello, Michael	05/16/2024	Regular	0.00	239.00	2046
12466	Tomaras, Troy E	05/16/2024	Regular	0.00	110.00	2047
14268	McAndrews, Robert	05/17/2024	Regular	0.00	185.00	2048
12229	Diaz, Salvador M	05/20/2024	Regular	0.00	18.00	2049
12672	Schmick, Dylan E	05/20/2024	Regular	0.00	18.00	2050
			Total Regular:	**0.00**	**1,038.00**	

Bank Code Bank #29 Travel Adv Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	7	0.00	1,038.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	7	**7**	**0.00**	**1,038.00**

CP Check Register **Date Range: 05/01/2024 - 05/31/2024**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Bank #36-Bank #36 Manual Checks						
Payment Type: Regular						
92	City Of College Place-General	05/10/2024	Regular	0.00	7,673.90	80335
92	City Of College Place-General	05/10/2024	Regular	0.00	300.00	80336
14483	Broxson, Dalton	05/10/2024	Regular	0.00	204.00	80337
281	Walla Walla University	05/17/2024	Regular	0.00	250.00	80338
13966	Scherger, Kristi	05/24/2024	Regular	0.00	137.73	80339
283	Walla Walla County Auditor	05/24/2024	Regular	0.00	315.50	80340
211	Postmaster	05/28/2024	Regular	0.00	717.29	80341
14239	Smith, Makaylee	05/30/2024	Regular	0.00	50.00	80342
10687	Walla Walla County Rural Library Dist	05/30/2024	Regular	0.00	500.00	80343
13415	Wolfe, Cynthia S.	05/30/2024	Regular	0.00	200.00	80344
320	WA St. Board Of Volunteer Firefighters	05/30/2024	Regular	0.00	120.00	80345
			Total Regular:	**0.00**	**10,468.42**	

Bank Code Bank #36 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	12	11	0.00	10,468.42
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	12	**11**	**0.00**	**10,468.42**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	27	25	0.00	15,236.66
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	119	59	0.00	334,651.02
EFT's	0	0	0.00	0.00
	344	**209**	**0.00**	**2,935,485.74**

Fund Summary

Fund	Name	Period	Amount
001	Current Expense Fund	5/2024	1,038.00
997	Pooled Cash Operating	5/2024	2,934,447.74
			2,935,485.74

Authorization Signatures

Check Register

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

City Administrator: DocuSigned by: Michael Rizzitiello DD9C4A07410F41D... ____________________ Finance Director: DocuSigned by: Brian Carleton 082AF622633743F... ____________________________

WE, the undersigned members of the City Council of the City of College Place, Walla Walla County, Washington, representing the entire Council in attendance, DO HEREBY certify that the Council has reviewed the above list of expenditures and related vouchers or checks for the period described, has discussed any concerns with City Management and Staff and has had any such concerns answered adequately. We further certify that the above list of expenditures has been approved by the City of College Place City Council, DATED this ________ day of ___________________,2024.

X___________________________________ X___________________________________ X_________________________________

Councilmember Councilmember Councilmember

Payroll Bank Transaction Report

City of College Place, WA

By Payment Number

Date: 5/1/2024 - 5/31/2024

Payroll Set: 01 - Payroll Set 01

Payment Number	Payment Date	Payment Type	Employee Number	Employee Name	Check Amount	Direct Deposit Amount	Total Payment
1318	05/03/2024	Regular	13529	Adams, Eric H	0.00	3,794.36	3,794.36
1319	05/03/2024	Regular	EMP14850	Anthes, Jonathan M	0.00	4,093.87	4,093.87
1320	05/03/2024	Regular	57	Antle, M Wade	0.00	4,940.71	4,940.71
1321	05/03/2024	Regular	14494	Barker, Kyle A	0.00	3,534.16	3,534.16
1322	05/03/2024	Regular	8573	Barr, Marianne K	0.00	3,841.57	3,841.57
1323	05/03/2024	Regular	14649	Bartlett, Logan K	0.00	2,407.94	2,407.94
1324	05/03/2024	Regular	11879	Bennett, George R	0.00	4,666.14	4,666.14
1325	05/03/2024	Regular	14767	Betancourt, Juan C	0.00	1,840.82	1,840.82
1326	05/03/2024	Regular	13939	Bollinger, Tanner R	0.00	1.87	1.87
1327	05/03/2024	Regular	11916	Boose, John A	0.00	3,535.07	3,535.07
1328	05/03/2024	Regular	14222	Boyle, Monica H	0.00	341.66	341.66
1329	05/03/2024	Regular	14483	Broxson, Dalton J	0.00	3,694.79	3,694.79
1330	05/03/2024	Regular	14696	Bushkovskiy, Anton P	0.00	4,699.74	4,699.74
1331	05/03/2024	Regular	13390	Calkins, Noelle E	0.00	1,035.61	1,035.61
1332	05/03/2024	Regular	13662	Carleton, Brian J	0.00	5,507.43	5,507.43
1333	05/03/2024	Regular	EMP14859	Carlton, Levi E	0.00	298.83	298.83
1334	05/03/2024	Regular	13271	Chamberlain, Randall J	0.00	370.09	370.09
1335	05/03/2024	Regular	716	Chamberlain, Randall J	0.00	3,666.42	3,666.42
1336	05/03/2024	Regular	14606	Clark, Camron J	0.00	4,076.03	4,076.03
1337	05/03/2024	Regular	12104	Cleveland, Michael A	0.00	341.66	341.66
1338	05/03/2024	Regular	12933	Cole, Tanner C	0.00	5,717.82	5,717.82
1339	05/03/2024	Regular	13453	Cota De La Cruz, Laurencio	0.00	2,391.92	2,391.92
1340	05/03/2024	Regular	EMP14866	Craik, Heidi L	0.00	2,945.25	2,945.25
1341	05/03/2024	Regular	14842	Creek, David T	0.00	3,281.72	3,281.72
1342	05/03/2024	Regular	14213	Culwell, Rea L	0.00	5,858.83	5,858.83
1343	05/03/2024	Regular	14848	Dennis, Austin R	0.00	3,572.59	3,572.59
1344	05/03/2024	Regular	12229	Diaz, Salvador M	0.00	5,444.11	5,444.11
1345	05/03/2024	Regular	13858	Dill, Benjamin G	0.00	37.51	37.51
1346	05/03/2024	Regular	8544	Doering, Shawn R	0.00	5,483.17	5,483.17
1347	05/03/2024	Regular	13992	Downs, Emily A	0.00	4,777.33	4,777.33
1348	05/03/2024	Regular	11920	Drury, Charles O	0.00	4,283.53	4,283.53
1349	05/03/2024	Regular	14650	Erb, Brittney E	0.00	3,452.78	3,452.78
1350	05/03/2024	Regular	14423	Espinoza JR, Tito	0.00	341.66	341.66
1351	05/03/2024	Regular	12851	Evensen, Patrick J	0.00	2,779.95	2,779.95
1352	05/03/2024	Regular	14695	Felty, John	0.00	304.76	304.76
1353	05/03/2024	Regular	11806	Fortin, Brian R	0.00	6,207.69	6,207.69
1354	05/03/2024	Regular	EMP14855	Fortune, Joshua	0.00	144.42	144.42
1355	05/03/2024	Regular	14301	Garcia, Armando	0.00	23.76	23.76
1356	05/03/2024	Regular	EMP14865	Gonzalez-Cazares, Estela A	0.00	2,735.31	2,735.31
1357	05/03/2024	Regular	11862	Goodson, Jeffrey R	0.00	4,007.74	4,007.74
1358	05/03/2024	Regular	13870	Graham, Jayme L	0.00	25.63	25.63
1359	05/03/2024	Regular	14768	Graham, Jayme L	0.00	982.48	982.48
1360	05/03/2024	Regular	12611	Grove, Travis B	0.00	2,596.90	2,596.90
1361	05/03/2024	Regular	13236	Guse, Neosha K	0.00	41.57	41.57
1362	05/03/2024	Regular	13230	Guse, Richard F	0.00	49.39	49.39
1363	05/03/2024	Regular	14832	Guse, Wyatt R	0.00	3,173.56	3,173.56
1364	05/03/2024	Regular	11934	Hall, Scott W	0.00	4,775.62	4,775.62
1365	05/03/2024	Regular	EMP14861	Hammond, Brandon A	0.00	1,734.34	1,734.34
1366	05/03/2024	Regular	13237	Hanson, Scott A	0.00	25.64	25.64
1367	05/03/2024	Regular	11810	Harris, Tanner M	0.00	4,586.19	4,586.19
1368	05/03/2024	Regular	13427	Hernandez, Norma L	0.00	904.63	904.63
1369	05/03/2024	Regular	14648	Hoffer, Zackery A	0.00	5,287.56	5,287.56
1370	05/03/2024	Regular	11735	Holden, Michael C	0.00	4,084.41	4,084.41
1371	05/03/2024	Regular	EMP14858	Irwin, Thomas L	0.00	730.16	730.16
1372	05/03/2024	Regular	13240	Jackson, Nattilie E	0.00	1,209.14	1,209.14
1373	05/03/2024	Regular	13241	James, Jason C	0.00	245.37	245.37
1374	05/03/2024	Regular	14460	Jessup, Paul T	0.00	341.66	341.66

Payment Number	Payment Date	Payment Type	Employee Number	Employee Name	Check Amount	Direct Deposit Amount	Total Payment
1375	05/03/2024	Regular	EMP14863	Kates, Courtney J	0.00	4,044.99	4,044.99
1376	05/03/2024	Regular	13242	Kelly, William P	0.00	11.87	11.87
1377	05/03/2024	Regular	14299	Laizure, Michael A	0.00	126.60	126.60
1378	05/03/2024	Regular	12241	Langlois, Joseph T	0.00	4,087.13	4,087.13
1379	05/03/2024	Regular	13244	Lee, Heather M	0.00	5.94	5.94
1380	05/03/2024	Regular	EMP14854	Lua, Mark	0.00	13.76	13.76
1381	05/03/2024	Regular	14268	McAndrews, Robert A	0.00	4,572.56	4,572.56
1382	05/03/2024	Regular	14731	Mirasol, Michael L	0.00	168.17	168.17
1383	05/03/2024	Regular	EMP14856	Nelson, Aaron M	0.00	530.44	530.44
1384	05/03/2024	Regular	14651	Nilsson, Trenton M	0.00	4,798.09	4,798.09
1385	05/03/2024	Regular	13128	Nordman, Ronald A	0.00	3,529.25	3,529.25
1386	05/03/2024	Regular	14766	Peal, Benjamin O	0.00	1,736.06	1,736.06
1387	05/03/2024	Regular	11756	Peterson, Loren D	0.00	341.66	341.66
1388	05/03/2024	Regular	13697	Price, Joshua W	0.00	1,070.88	1,070.88
1389	05/03/2024	Regular	EMP14857	Read, Cooper P	0.00	857.09	857.09
1390	05/03/2024	Regular	14757	Reid, Athen A	0.00	1,618.76	1,618.76
1391	05/03/2024	Regular	EMP14862	Renwick, Aidan T	0.00	346.34	346.34
1392	05/03/2024	Regular	14390	Rhodes, Brandon L	0.00	5,093.98	5,093.98
1393	05/03/2024	Regular	11826	Rickard, Jonathan J	0.00	6,520.57	6,520.57
1394	05/03/2024	Regular	12346	Rizzitiello, Michael J	0.00	5,700.60	5,700.60
1395	05/03/2024	Regular	13966	Scherger, Kristi J	0.00	3,500.61	3,500.61
1396	05/03/2024	Regular	11804	Schermann, Heather M	0.00	341.66	341.66
1397	05/03/2024	Regular	13161	Schild, Andrew D	0.00	5,053.12	5,053.12
1398	05/03/2024	Regular	12467	Schmick, DaShari C	0.00	4,867.34	4,867.34
1399	05/03/2024	Regular	12672	Schmick, Dylan E	0.00	5,154.95	5,154.95
1400	05/03/2024	Regular	14300	Scholl, Richard Ian E	0.00	144.41	144.41
1401	05/03/2024	Regular	EMP14860	Schroetlin, Ian H	0.00	524.51	524.51
1402	05/03/2024	Regular	14057	St Clair, Andrea M	0.00	3,247.73	3,247.73
1403	05/03/2024	Regular	14388	St Clair, Sherri L	0.00	4,634.46	4,634.46
1404	05/03/2024	Regular	14691	Starcher, Johna R	0.00	174.11	174.11
1405	05/03/2024	Regular	14302	Swopes, Hunter S	0.00	13.76	13.76
1406	05/03/2024	Regular	12466	Tomaras, Troy E	0.00	6,757.77	6,757.77
1407	05/03/2024	Regular	14358	Torres, Gabriel R	0.00	5.94	5.94
1408	05/03/2024	Regular	12666	Watkins, Daniel I	0.00	4,337.14	4,337.14
1409	05/03/2024	Regular	14781	West, Robert R	0.00	631.41	631.41
1410	05/03/2024	Regular	EMP14864	Wexler, Benjamin A	0.00	423.54	423.54
1411	05/03/2024	Regular	14673	Widner, Naddile A	0.00	3,480.01	3,480.01
1412	05/03/2024	Regular	12193	Williams, Melodie A	0.00	336.66	336.66
1413	05/03/2024	Regular	13517	Williams, Troy J	0.00	3,300.35	3,300.35
1414	05/03/2024	Regular	11790	Winter, David W	0.00	8,110.58	8,110.58
1415	05/03/2024	Regular	11760	Wolpert, Kevin E	0.00	3,174.64	3,174.64
1416	05/15/2024	Regular	13529	Adams, Eric H	0.00	1,521.62	1,521.62
1417	05/15/2024	Regular	14494	Barker, Kyle A	0.00	1,847.00	1,847.00
1418	05/15/2024	Regular	14649	Bartlett, Logan K	0.00	1,742.67	1,742.67
1419	05/15/2024	Regular	14767	Betancourt, Juan C	0.00	1,477.60	1,477.60
1420	05/15/2024	Regular	11916	Boose, John A	0.00	1,619.04	1,619.04
1421	05/15/2024	Regular	13662	Carleton, Brian J	0.00	2,606.33	2,606.33
1422	05/15/2024	Regular	13453	Cota De La Cruz, Laurencio	0.00	1,338.09	1,338.09
1423	05/15/2024	Regular	14213	Culwell, Rea L	0.00	2,672.17	2,672.17
1424	05/15/2024	Regular	12229	Diaz, Salvador M	0.00	1,662.30	1,662.30
1425	05/15/2024	Regular	14650	Erb, Brittney E	0.00	591.30	591.30
1426	05/15/2024	Regular	12851	Evensen, Patrick J	0.00	1,962.70	1,962.70
1427	05/15/2024	Regular	EMP14865	Gonzalez-Cazares, Estela A	0.00	1,108.20	1,108.20
1428	05/15/2024	Regular	11862	Goodson, Jeffrey R	0.00	230.87	230.87
1429	05/15/2024	Regular	12611	Grove, Travis B	0.00	1,227.16	1,227.16
1430	05/15/2024	Regular	EMP14861	Hammond, Brandon A	0.00	1,480.44	1,480.44
1431	05/15/2024	Regular	11735	Holden, Michael C	0.00	1,120.46	1,120.46
1432	05/15/2024	Regular	12241	Langlois, Joseph T	0.00	1,477.60	1,477.60
1433	05/15/2024	Regular	14268	McAndrews, Robert A	0.00	3,486.35	3,486.35
1434	05/15/2024	Regular	14651	Nilsson, Trenton M	0.00	886.95	886.95
1435	05/15/2024	Regular	14766	Peal, Benjamin O	0.00	1,241.75	1,241.75
1436	05/15/2024	Regular	14757	Reid, Athen A	0.00	1,439.27	1,439.27
1437	05/15/2024	Regular	12346	Rizzitiello, Michael J	0.00	3,190.03	3,190.03
1438	05/15/2024	Regular	12672	Schmick, Dylan E	0.00	1,156.38	1,156.38

Payment Number	Payment Date	Payment Type	Employee Number	Employee Name		Check Amount	Direct Deposit Amount	Total Payment
1439	05/15/2024	Regular	12666	Watkins, Daniel I		0.00	1,593.04	1,593.04
1440	05/15/2024	Regular	13517	Williams, Troy J		0.00	1,773.90	1,773.90
					Total:	**0.00**	**295,117.53**	**295,117.53**

City of College Place, WA

Treasurers Report
Summary
Date Range: 05/01/2024 - 05/31/2024

Fund	Beginning Cash Balance	Revenues	Expenses	Net Change Assets	Net Change Liabilities	Calculated Ending Balance	Actual Ending Balance	Calculated - Actual Ending
001 - Current Expense Fund	970,798.81	1,121,770.50	882,077.76	0.00	0.00	1,210,491.55	1,229,583.61	-19,092.06
005 - Current Expense Reserve Fund	487,119.35	1,948.30	30.93	0.00	0.00	489,036.72	489,036.72	0.00
012 - Technology Reserve Fund	181,020.70	50,893.31	43,972.00	0.00	0.00	187,942.01	182,001.51	5,940.50
061 - Employee Benefit Reserve Fund	315,472.46	1,355.46	13,110.33	0.00	0.00	303,717.59	303,717.59	0.00
100 - Street Fund	55,026.99	73,710.02	57,497.28	0.00	0.00	71,239.73	71,239.74	-0.01
120 - Criminal Justice Fund	28,094.84	4,244.46	1,264.16	0.00	0.00	31,075.14	31,075.14	0.00
121 - Forfeited Proceeds Fund	2,086.44	8.35	0.01	0.00	0.00	2,094.78	2,094.78	0.00
130 - Hotel/Motel Tax	97,820.59	3,746.02	6.95	0.00	0.00	101,559.66	101,559.66	0.00
201 - ULTGO Bond Fund	17,046.58	79,832.91	79,571.78	0.00	0.00	17,307.71	17,307.71	0.00
202 - LTGO Bond Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
235 - Commercial Drive Bond Debt Service Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
240 - Local Improvement District Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301 - Street Capital Contribution Fund	2,123.93	1.45	0.00	0.00	0.00	2,125.38	2,125.38	0.00
305 - Capital Improvement Fund (REET)	662,385.99	16,549.40	44.47	0.00	0.00	678,890.92	678,890.92	0.00
306 - Capital Improvement Fund (REET 2)	1,174,082.52	4,039.53	304,028.89	0.00	0.00	874,093.16	874,093.16	0.00
309 - CDBG Projects Fund	1,217.79	10,000.07	8,112.00	0.00	0.00	3,105.86	3,105.86	0.00
311 - Street Improvement Fund	125,206.53	696.48	11,556.87	0.00	0.00	114,346.14	114,346.14	0.00
315 - Facility Maintenance Reserve Fund (CE)	823,249.52	3,286.36	86,673.98	0.00	0.00	739,861.90	739,955.44	-93.54
320 - Equipment Reserve Fund	199,876.83	226,635.84	27,549.47	0.00	0.00	398,963.20	398,963.20	0.00
330 - Economic Development Fund	105,615.04	1,703.26	-584.01	0.00	0.00	107,902.31	107,902.31	0.00
340 - Economic Development Reserve Fund	73.79	0.20	0.00	0.00	0.00	73.99	73.99	0.00
350 - Tax Benefit District Construction Fund	0.00	10,650.40	0.00	0.00	0.00	10,650.40	0.00	10,650.40
360 - Tax Increment Financing Construction Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
400 - Water Fund	101,694.71	141,404.60	120,396.31	0.00	0.00	122,703.00	122,703.01	-0.01
401 - Wastewater Fund	2,257,239.75	256,317.39	115,387.39	0.00	0.00	2,398,169.75	2,398,169.75	0.00
402 - Stormwater Fund	638,281.28	58,262.92	423,880.41	0.00	0.00	272,663.79	272,663.79	0.00
403 - Stormwater Capital Reserve Fund	265,506.00	379,582.69	539,004.11	0.00	0.00	106,084.58	106,084.58	0.00
410 - Water Capital Reserve Fund	1,645,552.01	5,184.45	272,266.66	0.00	0.00	1,378,469.80	1,378,469.80	0.00
411 - Wastewater Capital Reserve Fund	2,689,081.93	446,220.50	397,252.54	0.00	0.00	2,738,049.89	2,738,049.89	0.00
412 - Wastewater Debt Service Fund	1,364,607.70	54,156.55	12,647.14	0.00	0.00	1,406,117.11	1,406,117.11	0.00
413 - Water Capital Improvement Reserve Fund	1,458,075.82	90,558.61	517,967.14	0.00	0.00	1,030,667.29	1,030,667.29	0.00
425 - Water Revenue Bond Fund	385,441.38	1,498.21	15.71	0.00	0.00	386,923.88	386,923.88	0.00
426 - Water Bond Reserve Fund	153,531.80	603.83	5.89	0.00	0.00	154,129.74	154,129.74	0.00
431 - Water System Construction Fund	870,308.98	3,936.60	41.02	0.00	0.00	874,204.56	874,204.56	0.00
440 - Ambulance	710,106.23	274,062.78	76,147.07	0.00	0.00	908,021.94	908,021.94	0.00
500 - Equipment Rental & Replacement	167,026.46	468.61	59,155.65	0.00	0.00	108,339.42	108,339.40	0.02
625 - Flexible Benefits Plan Fund	8,182.42	1,873.04	1,254.90	0.00	0.00	8,800.56	8,800.56	0.00

Fund	Beginning Cash Balance	Revenues	Expenses	Net Change Assets	Net Change Liabilities	Calculated Ending Balance	Actual Ending Balance	Calculated - Actual Ending
997 - Pooled Cash Operating	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
998 - Investment Pool LGIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999 - Investment Pool Safekeeping	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Report Total:	**17,962,955.17**	**3,325,203.10**	**4,050,334.81**	**0.00**	**0.00**	**17,237,823.46**	**17,240,418.16**	**-2,594.70**

Monthly Bank Statement Balances

City of College Place, WA

Period Ending Date 5/31/2024

Bank Account Number	Bank Account Name	Beginning Balance	Ending Balance	Statement Balance	Is Closed
04	4 LGIP	2,566,643	2,578,412	2,578,412	Yes
12	12 Banner Gen Acct	327,511	327,511	327,511	Yes
24	24 US Bank Safekeeping Inv	6,225,828	6,246,374	6,246,374	Yes
25	25 US Bank MIA	228,829	244,402	244,402	Yes
26	26 CB CDBG Project	1,018	1,018	1,018	Yes
27	27 CB Farm Market	5,632	5,632	5,632	Yes
28	28 CB Public Funds Checking	2,466,579	1,612,978	1,612,978	Yes
29	29 CB Travel Adv	4,609	4,425	4,425	Yes
30	30 CB Flex Spend	10,063	9,396	9,396	Yes
31	31 CB Public Funds Acct	3,026,709	3,041,417	3,041,417	Yes
32	32 CB Dev Escrow Acct	8,137	8,137	8,137	Yes
33	33 CB Pub Funds Inc	563,114	563,580	563,580	Yes
34	34 CB Capital Mitigation Acct	17,083	17,085	17,085	Yes
35	35 CB Projects	2,005,411	2,007,698	2,007,698	Yes
36	36 CB Checking	7,293	77,819	77,819	Yes
		17,464,459	16,745,883	16,745,883	

Difference between Treasurers Report Calculated Ending Balance and Bank Statement Ending Balance	(491,940)
Difference between Treasurers Report Actual Ending Balance and Bank Statement Ending Balance	494,535
Tie out to Treasurers Report Calculated Actual Ending Difference	2,595

City of College Place, WA

Detail Report
Account Summary
Date Range: 05/01/2024 - 05/31/2024

Account	Name		Beginning Balance	Total Activity	Ending Balance
Fund: 001 - Current Expense Fund					
001-111-15	Claim On Cash		-539,586.15	252,252.08	-287,334.07
001-111-27	CB #2255 Farm Market		5,631.68	0.47	5,632.15
001-111-29	CB #2263 Travel Adv		4,250.44	154.37	4,404.81
001-111-32	CB #2174 Dev Escrow Acct		8,136.58	0.69	8,137.27
001-111-33	CB #2298 Pub Funds Inc		563,113.68	466.26	563,579.94
		Total Fund: 001 - Current Expense Fund:	**41,546.23**	**252,873.87**	**294,420.10**
Fund: 005 - Current Expense Reserve Fund					
005-111-15	Claim On Cash		272,139.10	698.65	272,837.75
		Total Fund: 005 - Current Expense Reserve Fund:	**272,139.10**	**698.65**	**272,837.75**
Fund: 012 - Technology Reserve Fund					
012-111-15	Claim On Cash		495.50	-42.58	452.92
		Total Fund: 012 - Technology Reserve Fund:	**495.50**	**-42.58**	**452.92**
Fund: 061 - Employee Benefit Reserve Fund					
061-111-15	Claim On Cash		133,466.95	-12,786.66	120,680.29
		Total Fund: 061 - Employee Benefit Reserve Fund:	**133,466.95**	**-12,786.66**	**120,680.29**
Fund: 100 - Street Fund					
100-111-15	Claim On Cash		-13,990.29	15,821.49	1,831.20
		Total Fund: 100 - Street Fund:	**-13,990.29**	**15,821.49**	**1,831.20**
Fund: 120 - Criminal Justice Fund					
120-111-15	Claim On Cash		15,998.00	2,911.72	18,909.72
		Total Fund: 120 - Criminal Justice Fund:	**15,998.00**	**2,911.72**	**18,909.72**
Fund: 121 - Forfeited Proceeds Fund					
121-111-15	Claim On Cash		1,163.74	3.11	1,166.85
		Total Fund: 121 - Forfeited Proceeds Fund:	**1,163.74**	**3.11**	**1,166.85**
Fund: 130 - Hotel/Motel Tax					
130-111-15	Claim On Cash		65,806.46	3,557.58	69,364.04
		Total Fund: 130 - Hotel/Motel Tax:	**65,806.46**	**3,557.58**	**69,364.04**
Fund: 201 - ULTGO Bond Fund					
201-111-15	Claim On Cash		17,046.58	261.13	17,307.71
		Total Fund: 201 - ULTGO Bond Fund:	**17,046.58**	**261.13**	**17,307.71**
Fund: 301 - Street Capital Contribution Fund					
301-111-34	Cash		17,083.40	1.45	17,084.85
		Total Fund: 301 - Street Capital Contribution Fund:	**17,083.40**	**1.45**	**17,084.85**

Detail Report | **Date Range: 05/01/2024 - 05/31/2024**

Account	Name		Beginning Balance	Total Activity	Ending Balance
Fund: 305 - Capital Improvement Fund (REET)					
305-111-15	Claim On Cash		409,382.70	15,070.67	424,453.37
		Total Fund: 305 - Capital Improvement Fund (REET):	**409,382.70**	**15,070.67**	**424,453.37**
Fund: 306 - Capital Improvement Fund (REET 2)					
306-111-15	Claim On Cash		604,077.65	-303,220.69	300,856.96
		Total Fund: 306 - Capital Improvement Fund (REET 2):	**604,077.65**	**-303,220.69**	**300,856.96**
Fund: 309 - CDBG Projects Fund					
309-111-15	Claim On Cash		188.17	1,888.00	2,076.17
		Total Fund: 309 - CDBG Projects Fund:	**188.17**	**1,888.00**	**2,076.17**
Fund: 311 - Street Improvement Fund					
311-111-15	Claim On Cash		4,074.47	-11,547.07	-7,472.60
		Total Fund: 311 - Street Improvement Fund:	**4,074.47**	**-11,547.07**	**-7,472.60**
Fund: 315 - Facility Maintenance Reserve Fund (CE)					
315-111-15	Claim On Cash		385,140.91	-85,777.70	299,363.21
		Total Fund: 315 - Facility Maintenance Reserve Fund (CE):	**385,140.91**	**-85,777.70**	**299,363.21**
Fund: 320 - Equipment Reserve Fund					
320-111-15	Claim On Cash		-190,912.32	196,871.00	5,958.68
		Total Fund: 320 - Equipment Reserve Fund:	**-190,912.32**	**196,871.00**	**5,958.68**
Fund: 330 - Economic Development Fund					
330-111-35	Cash		2,005,410.69	2,287.27	2,007,697.96
		Total Fund: 330 - Economic Development Fund:	**2,005,410.69**	**2,287.27**	**2,007,697.96**
Fund: 340 - Economic Development Reserve Fund					
340-111-15	Claim On Cash		73.79	0.20	73.99
		Total Fund: 340 - Economic Development Reserve Fund:	**73.79**	**0.20**	**73.99**
Fund: 400 - Water Fund					
400-111-15	Claim On Cash		12,311.48	20,629.68	32,941.16
		Total Fund: 400 - Water Fund:	**12,311.48**	**20,629.68**	**32,941.16**
Fund: 401 - Wastewater Fund					
401-111-15	Claim On Cash		1,812,168.14	138,522.97	1,950,691.11
		Total Fund: 401 - Wastewater Fund:	**1,812,168.14**	**138,522.97**	**1,950,691.11**
Fund: 402 - Stormwater Fund					
402-111-15	Claim On Cash		166,485.36	-367,909.55	-201,424.19
		Total Fund: 402 - Stormwater Fund:	**166,485.36**	**-367,909.55**	**-201,424.19**
Fund: 403 - Stormwater Capital Reserve Fund					
403-111-15	Claim On Cash		161,251.43	-160,012.44	1,238.99
		Total Fund: 403 - Stormwater Capital Reserve Fund:	**161,251.43**	**-160,012.44**	**1,238.99**
Fund: 410 - Water Capital Reserve Fund					
410-111-15	Claim On Cash		1,053,844.18	-269,795.26	784,048.92
		Total Fund: 410 - Water Capital Reserve Fund:	**1,053,844.18**	**-269,795.26**	**784,048.92**

Detail Report

Date Range: 05/01/2024 - 05/31/2024

Account	Name		Beginning Balance	Total Activity	Ending Balance
Fund: 411 - Wastewater Capital Reserve Fund					
411-111-15	Claim On Cash		1,413,953.70	41,739.32	1,455,693.02
		Total Fund: 411 - Wastewater Capital Reserve Fund:	**1,413,953.70**	**41,739.32**	**1,455,693.02**
Fund: 412 - Wastewater Debt Service Fund					
412-111-15	Claim On Cash		672,501.50	38,336.02	710,837.52
		Total Fund: 412 - Wastewater Debt Service Fund:	**672,501.50**	**38,336.02**	**710,837.52**
Fund: 413 - Water Capital Improvement Reserve Fund					
413-111-15	Claim On Cash		520,547.63	-431,707.20	88,840.43
		Total Fund: 413 - Water Capital Improvement Reserve Fund:	**520,547.63**	**-431,707.20**	**88,840.43**
Fund: 425 - Water Revenue Bond Fund					
425-111-15	Claim On Cash		141,134.24	362.32	141,496.56
		Total Fund: 425 - Water Revenue Bond Fund:	**141,134.24**	**362.32**	**141,496.56**
Fund: 426 - Water Bond Reserve Fund					
426-111-15	Claim On Cash		52,537.73	134.88	52,672.61
		Total Fund: 426 - Water Bond Reserve Fund:	**52,537.73**	**134.88**	**52,672.61**
Fund: 431 - Water System Construction Fund					
431-111-15	Claim On Cash		334,706.30	859.27	335,565.57
		Total Fund: 431 - Water System Construction Fund:	**334,706.30**	**859.27**	**335,565.57**
Fund: 440 - Ambulance					
440-111-15	Claim On Cash		710,285.05	197,926.78	908,211.83
		Total Fund: 440 - Ambulance:	**710,285.05**	**197,926.78**	**908,211.83**
Fund: 500 - Equipment Rental & Replacement					
500-111-15	Claim On Cash		107,080.04	-59,001.60	48,078.44
		Total Fund: 500 - Equipment Rental & Replacement:	**107,080.04**	**-59,001.60**	**48,078.44**
Fund: 625 - Flexible Benefits Plan Fund					
625-111-15	Claim On Cash		-1,880.86	1,285.42	-595.44
625-111-30	Cash		10,063.28	-667.28	9,396.00
		Total Fund: 625 - Flexible Benefits Plan Fund:	**8,182.42**	**618.14**	**8,800.56**
		Grand Totals:	**10,935,180.93**	**-770,425.23**	**10,164,755.70**

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
001 - Current Expense Fund	41,546.23	252,873.87	294,420.10
005 - Current Expense Reserve Fund	272,139.10	698.65	272,837.75
012 - Technology Reserve Fund	495.50	-42.58	452.92
061 - Employee Benefit Reserve Fund	133,466.95	-12,786.66	120,680.29
100 - Street Fund	-13,990.29	15,821.49	1,831.20
120 - Criminal Justice Fund	15,998.00	2,911.72	18,909.72
121 - Forfeited Proceeds Fund	1,163.74	3.11	1,166.85
130 - Hotel/Motel Tax	65,806.46	3,557.58	69,364.04
201 - ULTGO Bond Fund	17,046.58	261.13	17,307.71
301 - Street Capital Contribution Fund	17,083.40	1.45	17,084.85
305 - Capital Improvement Fund (REET)	409,382.70	15,070.67	424,453.37
306 - Capital Improvement Fund (REET 2)	604,077.65	-303,220.69	300,856.96
309 - CDBG Projects Fund	188.17	1,888.00	2,076.17
311 - Street Improvement Fund	4,074.47	-11,547.07	-7,472.60
315 - Facility Maintenance Reserve Fund (	385,140.91	-85,777.70	299,363.21
320 - Equipment Reserve Fund	-190,912.32	196,871.00	5,958.68
330 - Economic Development Fund	2,005,410.69	2,287.27	2,007,697.96
340 - Economic Development Reserve Fur	73.79	0.20	73.99
400 - Water Fund	12,311.48	20,629.68	32,941.16
401 - Wastewater Fund	1,812,168.14	138,522.97	1,950,691.11
402 - Stormwater Fund	166,485.36	-367,909.55	-201,424.19
403 - Stormwater Capital Reserve Fund	161,251.43	-160,012.44	1,238.99
410 - Water Capital Reserve Fund	1,053,844.18	-269,795.26	784,048.92
411 - Wastewater Capital Reserve Fund	1,413,953.70	41,739.32	1,455,693.02
412 - Wastewater Debt Service Fund	672,501.50	38,336.02	710,837.52
413 - Water Capital Improvement Reserve	520,547.63	-431,707.20	88,840.43
425 - Water Revenue Bond Fund	141,134.24	362.32	141,496.56
426 - Water Bond Reserve Fund	52,537.73	134.88	52,672.61
431 - Water System Construction Fund	334,706.30	859.27	335,565.57
440 - Ambulance	710,285.05	197,926.78	908,211.83
500 - Equipment Rental & Replacement	107,080.04	-59,001.60	48,078.44
625 - Flexible Benefits Plan Fund	8,182.42	618.14	8,800.56
Grand Total:	**10,935,180.93**	**-770,425.23**	**10,164,755.70**

City of College Place, WA

Detail Report
Account Summary
Date Range: 05/01/2024 - 05/31/2024

Account	Name		Beginning Balance	Total Activity	Ending Balance
Fund: 001 - Current Expense Fund					
001-111-17	Claim on Investments		925,724.64	5,910.93	931,635.57
001-111-27	CB #2255 Farm Market		5,631.68	0.47	5,632.15
001-111-29	CB #2263 Travel Adv		4,250.44	154.37	4,404.81
001-111-32	CB #2174 Dev Escrow Acct		8,136.58	0.69	8,137.27
001-111-33	CB #2298 Pub Funds Inc		563,113.68	466.26	563,579.94
		Total Fund: 001 - Current Expense Fund:	**1,506,857.02**	**6,532.72**	**1,513,389.74**
Fund: 005 - Current Expense Reserve Fund					
005-111-17	Claim On Investments		214,980.25	1,218.72	216,198.97
		Total Fund: 005 - Current Expense Reserve Fund:	**214,980.25**	**1,218.72**	**216,198.97**
Fund: 012 - Technology Reserve Fund					
012-111-17	Claim On Investments		180,525.20	1,023.39	181,548.59
		Total Fund: 012 - Technology Reserve Fund:	**180,525.20**	**1,023.39**	**181,548.59**
Fund: 061 - Employee Benefit Reserve Fund					
061-111-17	Claim On Investments		182,005.51	1,031.79	183,037.30
		Total Fund: 061 - Employee Benefit Reserve Fund:	**182,005.51**	**1,031.79**	**183,037.30**
Fund: 100 - Street Fund					
100-111-17	Claim On Investments		69,017.28	391.26	69,408.54
		Total Fund: 100 - Street Fund:	**69,017.28**	**391.26**	**69,408.54**
Fund: 120 - Criminal Justice Fund					
120-111-17	Claim On Investments		12,096.84	68.58	12,165.42
		Total Fund: 120 - Criminal Justice Fund:	**12,096.84**	**68.58**	**12,165.42**
Fund: 121 - Forfeited Proceeds Fund					
121-111-17	Claim On Investments		922.70	5.23	927.93
		Total Fund: 121 - Forfeited Proceeds Fund:	**922.70**	**5.23**	**927.93**
Fund: 130 - Hotel/Motel Tax					
130-111-17	Claim On Investments		32,014.13	181.49	32,195.62
		Total Fund: 130 - Hotel/Motel Tax:	**32,014.13**	**181.49**	**32,195.62**
Fund: 301 - Street Capital Contribution Fund					
301-111-34	Cash		17,083.40	1.45	17,084.85
		Total Fund: 301 - Street Capital Contribution Fund:	**17,083.40**	**1.45**	**17,084.85**
Fund: 305 - Capital Improvement Fund (REET)					
305-111-17	Claim On Investments		253,003.29	1,434.26	254,437.55
		Total Fund: 305 - Capital Improvement Fund (REET):	**253,003.29**	**1,434.26**	**254,437.55**

Detail Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name		Beginning Balance	Total Activity	Ending Balance
Fund: 306 - Capital Improvement Fund (REET 2)					
306-111-17	Claim On Investments		570,004.87	3,231.33	573,236.20
		Total Fund: 306 - Capital Improvement Fund (REET 2):	**570,004.87**	**3,231.33**	**573,236.20**
Fund: 309 - CDBG Projects Fund					
309-111-17	Claim On Investments		11.97	0.07	12.04
		Total Fund: 309 - CDBG Projects Fund:	**11.97**	**0.07**	**12.04**
Fund: 311 - Street Improvement Fund					
311-111-17	Claim On Investments		121,132.06	686.68	121,818.74
		Total Fund: 311 - Street Improvement Fund:	**121,132.06**	**686.68**	**121,818.74**
Fund: 315 - Facility Maintenance Reserve Fund (CE)					
315-111-17	Claim On Investments		438,108.61	2,483.62	440,592.23
		Total Fund: 315 - Facility Maintenance Reserve Fund (CE):	**438,108.61**	**2,483.62**	**440,592.23**
Fund: 320 - Equipment Reserve Fund					
320-111-17	Claim On Investments		390,789.15	2,215.37	393,004.52
		Total Fund: 320 - Equipment Reserve Fund:	**390,789.15**	**2,215.37**	**393,004.52**
Fund: 330 - Economic Development Fund					
330-111-35	Cash		2,005,410.69	2,287.27	2,007,697.96
		Total Fund: 330 - Economic Development Fund:	**2,005,410.69**	**2,287.27**	**2,007,697.96**
Fund: 400 - Water Fund					
400-111-17	Claim On Investments		89,383.23	378.62	89,761.85
		Total Fund: 400 - Water Fund:	**89,383.23**	**378.62**	**89,761.85**
Fund: 401 - Wastewater Fund					
401-111-17	Claim On Investments		445,071.61	2,407.03	447,478.64
		Total Fund: 401 - Wastewater Fund:	**445,071.61**	**2,407.03**	**447,478.64**
Fund: 402 - Stormwater Fund					
402-111-17	Claim On Investments		471,795.92	2,292.06	474,087.98
		Total Fund: 402 - Stormwater Fund:	**471,795.92**	**2,292.06**	**474,087.98**
Fund: 403 - Stormwater Capital Reserve Fund					
403-111-17	Claim On Investments		104,254.57	591.02	104,845.59
		Total Fund: 403 - Stormwater Capital Reserve Fund:	**104,254.57**	**591.02**	**104,845.59**
Fund: 410 - Water Capital Reserve Fund					
410-111-16	Claim On LGIP		591,707.83	2,713.05	594,420.88
		Total Fund: 410 - Water Capital Reserve Fund:	**591,707.83**	**2,713.05**	**594,420.88**
Fund: 411 - Wastewater Capital Reserve Fund					
411-111-17	Claim On Investments		1,275,128.23	7,228.64	1,282,356.87
		Total Fund: 411 - Wastewater Capital Reserve Fund:	**1,275,128.23**	**7,228.64**	**1,282,356.87**
Fund: 412 - Wastewater Debt Service Fund					
412-111-16	Claim On LGIP		692,106.20	3,173.39	695,279.59
		Total Fund: 412 - Wastewater Debt Service Fund:	**692,106.20**	**3,173.39**	**695,279.59**

Detail Report

Date Range: 05/01/2024 - 05/31/2024

Account	Name		Beginning Balance	Total Activity	Ending Balance
Fund: 413 - Water Capital Improvement Reserve Fund					
413-111-16	Claim On LGIP		937,528.19	4,298.67	941,826.86
		Total Fund: 413 - Water Capital Improvement Reserve Fund:	**937,528.19**	**4,298.67**	**941,826.86**
Fund: 425 - Water Revenue Bond Fund					
425-111-16	Claim On LGIP		244,307.14	1,120.18	245,427.32
		Total Fund: 425 - Water Revenue Bond Fund:	**244,307.14**	**1,120.18**	**245,427.32**
Fund: 426 - Water Bond Reserve Fund					
426-111-16	Claim On LGIP		100,994.07	463.06	101,457.13
		Total Fund: 426 - Water Bond Reserve Fund:	**100,994.07**	**463.06**	**101,457.13**
Fund: 431 - Water System Construction Fund					
431-111-17	Claim On Investments		535,602.68	3,036.31	538,638.99
		Total Fund: 431 - Water System Construction Fund:	**535,602.68**	**3,036.31**	**538,638.99**
Fund: 440 - Ambulance					
440-111-17	Claim On Investments		-178.82	-11.07	-189.89
		Total Fund: 440 - Ambulance:	**-178.82**	**-11.07**	**-189.89**
Fund: 500 - Equipment Rental & Replacement					
500-111-17	Claim On Investments		59,946.42	314.54	60,260.96
		Total Fund: 500 - Equipment Rental & Replacement:	**59,946.42**	**314.54**	**60,260.96**
Fund: 625 - Flexible Benefits Plan Fund					
625-111-30	Cash		10,063.28	-667.28	9,396.00
		Total Fund: 625 - Flexible Benefits Plan Fund:	**10,063.28**	**-667.28**	**9,396.00**
		Grand Totals:	**11,551,673.52**	**50,131.45**	**11,601,804.97**

Date Range: 05/01/2024 - 05/31/2024

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
001 - Current Expense Fund	1,506,857.02	6,532.72	1,513,389.74
005 - Current Expense Reserve Fund	214,980.25	1,218.72	216,198.97
012 - Technology Reserve Fund	180,525.20	1,023.39	181,548.59
061 - Employee Benefit Reserve Fund	182,005.51	1,031.79	183,037.30
100 - Street Fund	69,017.28	391.26	69,408.54
120 - Criminal Justice Fund	12,096.84	68.58	12,165.42
121 - Forfeited Proceeds Fund	922.70	5.23	927.93
130 - Hotel/Motel Tax	32,014.13	181.49	32,195.62
301 - Street Capital Contribution Fund	17,083.40	1.45	17,084.85
305 - Capital Improvement Fund (REET)	253,003.29	1,434.26	254,437.55
306 - Capital Improvement Fund (REET 2)	570,004.87	3,231.33	573,236.20
309 - CDBG Projects Fund	11.97	0.07	12.04
311 - Street Improvement Fund	121,132.06	686.68	121,818.74
315 - Facility Maintenance Reserve Fund (	438,108.61	2,483.62	440,592.23
320 - Equipment Reserve Fund	390,789.15	2,215.37	393,004.52
330 - Economic Development Fund	2,005,410.69	2,287.27	2,007,697.96
400 - Water Fund	89,383.23	378.62	89,761.85
401 - Wastewater Fund	445,071.61	2,407.03	447,478.64
402 - Stormwater Fund	471,795.92	2,292.06	474,087.98
403 - Stormwater Capital Reserve Fund	104,254.57	591.02	104,845.59
410 - Water Capital Reserve Fund	591,707.83	2,713.05	594,420.88
411 - Wastewater Capital Reserve Fund	1,275,128.23	7,228.64	1,282,356.87
412 - Wastewater Debt Service Fund	692,106.20	3,173.39	695,279.59
413 - Water Capital Improvement Reserve	937,528.19	4,298.67	941,826.86
425 - Water Revenue Bond Fund	244,307.14	1,120.18	245,427.32
426 - Water Bond Reserve Fund	100,994.07	463.06	101,457.13
431 - Water System Construction Fund	535,602.68	3,036.31	538,638.99
440 - Ambulance	-178.82	-11.07	-189.89
500 - Equipment Rental & Replacement	59,946.42	314.54	60,260.96
625 - Flexible Benefits Plan Fund	10,063.28	-667.28	9,396.00
Grand Total:	**11,551,673.52**	**50,131.45**	**11,601,804.97**

City of College Place, WA

Detail Report
Account Summary
Date Range: 05/01/2024 - 05/31/2024

Account	Name		Beginning Balance	Total Activity	Ending Balance
Fund: 001 - Current Expense Fund					
001-111-15	Claim On Cash		-539,586.15	252,252.08	-287,334.07
001-111-17	Claim on Investments		925,724.64	5,910.93	931,635.57
001-111-27	CB #2255 Farm Market		5,631.68	0.47	5,632.15
001-111-29	CB #2263 Travel Adv		4,250.44	154.37	4,404.81
001-111-32	CB #2174 Dev Escrow Acct		8,136.58	0.69	8,137.27
001-111-33	CB #2298 Pub Funds Inc		563,113.68	466.26	563,579.94
		Total Fund: 001 - Current Expense Fund:	**967,270.87**	**258,784.80**	**1,226,055.67**
Fund: 005 - Current Expense Reserve Fund					
005-111-15	Claim On Cash		272,139.10	698.65	272,837.75
005-111-17	Claim On Investments		214,980.25	1,218.72	216,198.97
		Total Fund: 005 - Current Expense Reserve Fund:	**487,119.35**	**1,917.37**	**489,036.72**
Fund: 012 - Technology Reserve Fund					
012-111-15	Claim On Cash		495.50	-42.58	452.92
012-111-17	Claim On Investments		180,525.20	1,023.39	181,548.59
		Total Fund: 012 - Technology Reserve Fund:	**181,020.70**	**980.81**	**182,001.51**
Fund: 061 - Employee Benefit Reserve Fund					
061-111-15	Claim On Cash		133,466.95	-12,786.66	120,680.29
061-111-17	Claim On Investments		182,005.51	1,031.79	183,037.30
		Total Fund: 061 - Employee Benefit Reserve Fund:	**315,472.46**	**-11,754.87**	**303,717.59**
Fund: 100 - Street Fund					
100-111-15	Claim On Cash		-13,990.29	15,821.49	1,831.20
100-111-17	Claim On Investments		69,017.28	391.26	69,408.54
		Total Fund: 100 - Street Fund:	**55,026.99**	**16,212.75**	**71,239.74**
Fund: 120 - Criminal Justice Fund					
120-111-15	Claim On Cash		15,998.00	2,911.72	18,909.72
120-111-17	Claim On Investments		12,096.84	68.58	12,165.42
		Total Fund: 120 - Criminal Justice Fund:	**28,094.84**	**2,980.30**	**31,075.14**
Fund: 121 - Forfeited Proceeds Fund					
121-111-15	Claim On Cash		1,163.74	3.11	1,166.85
121-111-17	Claim On Investments		922.70	5.23	927.93
		Total Fund: 121 - Forfeited Proceeds Fund:	**2,086.44**	**8.34**	**2,094.78**
Fund: 130 - Hotel/Motel Tax					
130-111-15	Claim On Cash		65,806.46	3,557.58	69,364.04
130-111-17	Claim On Investments		32,014.13	181.49	32,195.62

Detail Report | **Date Range: 05/01/2024 - 05/31/2024**

Account	Name		Beginning Balance	Total Activity	Ending Balance
		Total Fund: 130 - Hotel/Motel Tax:	**97,820.59**	**3,739.07**	**101,559.66**
Fund: 201 - ULTGO Bond Fund					
201-111-15	Claim On Cash		17,046.58	261.13	17,307.71
		Total Fund: 201 - ULTGO Bond Fund:	**17,046.58**	**261.13**	**17,307.71**
Fund: 301 - Street Capital Contribution Fund					
301-111-34	Cash		17,083.40	1.45	17,084.85
		Total Fund: 301 - Street Capital Contribution Fund:	**17,083.40**	**1.45**	**17,084.85**
Fund: 305 - Capital Improvement Fund (REET)					
305-111-15	Claim On Cash		409,382.70	15,070.67	424,453.37
305-111-17	Claim On Investments		253,003.29	1,434.26	254,437.55
		Total Fund: 305 - Capital Improvement Fund (REET):	**662,385.99**	**16,504.93**	**678,890.92**
Fund: 306 - Capital Improvement Fund (REET 2)					
306-111-15	Claim On Cash		604,077.65	-303,220.69	300,856.96
306-111-17	Claim On Investments		570,004.87	3,231.33	573,236.20
		Total Fund: 306 - Capital Improvement Fund (REET 2):	**1,174,082.52**	**-299,989.36**	**874,093.16**
Fund: 309 - CDBG Projects Fund					
309-111-15	Claim On Cash		188.17	1,888.00	2,076.17
309-111-17	Claim On Investments		11.97	0.07	12.04
		Total Fund: 309 - CDBG Projects Fund:	**200.14**	**1,888.07**	**2,088.21**
Fund: 311 - Street Improvement Fund					
311-111-15	Claim On Cash		4,074.47	-11,547.07	-7,472.60
311-111-17	Claim On Investments		121,132.06	686.68	121,818.74
		Total Fund: 311 - Street Improvement Fund:	**125,206.53**	**-10,860.39**	**114,346.14**
Fund: 315 - Facility Maintenance Reserve Fund (CE)					
315-111-15	Claim On Cash		385,140.91	-85,777.70	299,363.21
315-111-17	Claim On Investments		438,108.61	2,483.62	440,592.23
		Total Fund: 315 - Facility Maintenance Reserve Fund (CE):	**823,249.52**	**-83,294.08**	**739,955.44**
Fund: 320 - Equipment Reserve Fund					
320-111-15	Claim On Cash		-190,912.32	196,871.00	5,958.68
320-111-17	Claim On Investments		390,789.15	2,215.37	393,004.52
		Total Fund: 320 - Equipment Reserve Fund:	**199,876.83**	**199,086.37**	**398,963.20**
Fund: 330 - Economic Development Fund					
330-111-35	Cash		2,005,410.69	2,287.27	2,007,697.96
		Total Fund: 330 - Economic Development Fund:	**2,005,410.69**	**2,287.27**	**2,007,697.96**
Fund: 340 - Economic Development Reserve Fund					
340-111-15	Claim On Cash		73.79	0.20	73.99
		Total Fund: 340 - Economic Development Reserve Fund:	**73.79**	**0.20**	**73.99**
Fund: 400 - Water Fund					
400-111-15	Claim On Cash		12,311.48	20,629.68	32,941.16
400-111-17	Claim On Investments		89,383.23	378.62	89,761.85

Detail Report

Date Range: 05/01/2024 - 05/31/2024

Account	Name		Beginning Balance	Total Activity	Ending Balance
		Total Fund: 400 - Water Fund:	**101,694.71**	**21,008.30**	**122,703.01**
Fund: 401 - Wastewater Fund					
401-111-15	Claim On Cash		1,812,168.14	138,522.97	1,950,691.11
401-111-17	Claim On Investments		445,071.61	2,407.03	447,478.64
		Total Fund: 401 - Wastewater Fund:	**2,257,239.75**	**140,930.00**	**2,398,169.75**
Fund: 402 - Stormwater Fund					
402-111-15	Claim On Cash		166,485.36	-367,909.55	-201,424.19
402-111-17	Claim On Investments		471,795.92	2,292.06	474,087.98
		Total Fund: 402 - Stormwater Fund:	**638,281.28**	**-365,617.49**	**272,663.79**
Fund: 403 - Stormwater Capital Reserve Fund					
403-111-15	Claim On Cash		161,251.43	-160,012.44	1,238.99
403-111-17	Claim On Investments		104,254.57	591.02	104,845.59
		Total Fund: 403 - Stormwater Capital Reserve Fund:	**265,506.00**	**-159,421.42**	**106,084.58**
Fund: 410 - Water Capital Reserve Fund					
410-111-15	Claim On Cash		1,053,844.18	-269,795.26	784,048.92
410-111-16	Claim On LGIP		591,707.83	2,713.05	594,420.88
		Total Fund: 410 - Water Capital Reserve Fund:	**1,645,552.01**	**-267,082.21**	**1,378,469.80**
Fund: 411 - Wastewater Capital Reserve Fund					
411-111-15	Claim On Cash		1,413,953.70	41,739.32	1,455,693.02
411-111-17	Claim On Investments		1,275,128.23	7,228.64	1,282,356.87
		Total Fund: 411 - Wastewater Capital Reserve Fund:	**2,689,081.93**	**48,967.96**	**2,738,049.89**
Fund: 412 - Wastewater Debt Service Fund					
412-111-15	Claim On Cash		672,501.50	38,336.02	710,837.52
412-111-16	Claim On LGIP		692,106.20	3,173.39	695,279.59
		Total Fund: 412 - Wastewater Debt Service Fund:	**1,364,607.70**	**41,509.41**	**1,406,117.11**
Fund: 413 - Water Capital Improvement Reserve Fund					
413-111-15	Claim On Cash		520,547.63	-431,707.20	88,840.43
413-111-16	Claim On LGIP		937,528.19	4,298.67	941,826.86
		Total Fund: 413 - Water Capital Improvement Reserve Fund:	**1,458,075.82**	**-427,408.53**	**1,030,667.29**
Fund: 425 - Water Revenue Bond Fund					
425-111-15	Claim On Cash		141,134.24	362.32	141,496.56
425-111-16	Claim On LGIP		244,307.14	1,120.18	245,427.32
		Total Fund: 425 - Water Revenue Bond Fund:	**385,441.38**	**1,482.50**	**386,923.88**
Fund: 426 - Water Bond Reserve Fund					
426-111-15	Claim On Cash		52,537.73	134.88	52,672.61
426-111-16	Claim On LGIP		100,994.07	463.06	101,457.13
		Total Fund: 426 - Water Bond Reserve Fund:	**153,531.80**	**597.94**	**154,129.74**
Fund: 431 - Water System Construction Fund					
431-111-15	Claim On Cash		334,706.30	859.27	335,565.57
431-111-17	Claim On Investments		535,602.68	3,036.31	538,638.99

Detail Report | **Date Range: 05/01/2024 - 05/31/2024**

Account	Name		Beginning Balance	Total Activity	Ending Balance
		Total Fund: 431 - Water System Construction Fund:	**870,308.98**	**3,895.58**	**874,204.56**
Fund: 440 - Ambulance					
440-111-15	Claim On Cash		710,285.05	197,926.78	908,211.83
440-111-17	Claim On Investments		-178.82	-11.07	-189.89
		Total Fund: 440 - Ambulance:	**710,106.23**	**197,915.71**	**908,021.94**
Fund: 500 - Equipment Rental & Replacement					
500-111-15	Claim On Cash		107,080.04	-59,001.60	48,078.44
500-111-17	Claim On Investments		59,946.42	314.54	60,260.96
		Total Fund: 500 - Equipment Rental & Replacement:	**167,026.46**	**-58,687.06**	**108,339.40**
Fund: 625 - Flexible Benefits Plan Fund					
625-111-15	Claim On Cash		-1,880.86	1,285.42	-595.44
625-111-30	Cash		10,063.28	-667.28	9,396.00
		Total Fund: 625 - Flexible Benefits Plan Fund:	**8,182.42**	**618.14**	**8,800.56**
		Grand Totals:	**19,873,164.70**	**-722,537.01**	**19,150,627.69**

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
001 - Current Expense Fund	967,270.87	258,784.80	1,226,055.67
005 - Current Expense Reserve Fund	487,119.35	1,917.37	489,036.72
012 - Technology Reserve Fund	181,020.70	980.81	182,001.51
061 - Employee Benefit Reserve Fund	315,472.46	-11,754.87	303,717.59
100 - Street Fund	55,026.99	16,212.75	71,239.74
120 - Criminal Justice Fund	28,094.84	2,980.30	31,075.14
121 - Forfeited Proceeds Fund	2,086.44	8.34	2,094.78
130 - Hotel/Motel Tax	97,820.59	3,739.07	101,559.66
201 - ULTGO Bond Fund	17,046.58	261.13	17,307.71
301 - Street Capital Contribution Fund	17,083.40	1.45	17,084.85
305 - Capital Improvement Fund (REET)	662,385.99	16,504.93	678,890.92
306 - Capital Improvement Fund (REET 2)	1,174,082.52	-299,989.36	874,093.16
309 - CDBG Projects Fund	200.14	1,888.07	2,088.21
311 - Street Improvement Fund	125,206.53	-10,860.39	114,346.14
315 - Facility Maintenance Reserve Fund (	823,249.52	-83,294.08	739,955.44
320 - Equipment Reserve Fund	199,876.83	199,086.37	398,963.20
330 - Economic Development Fund	2,005,410.69	2,287.27	2,007,697.96
340 - Economic Development Reserve Fur	73.79	0.20	73.99
400 - Water Fund	101,694.71	21,008.30	122,703.01
401 - Wastewater Fund	2,257,239.75	140,930.00	2,398,169.75
402 - Stormwater Fund	638,281.28	-365,617.49	272,663.79
403 - Stormwater Capital Reserve Fund	265,506.00	-159,421.42	106,084.58
410 - Water Capital Reserve Fund	1,645,552.01	-267,082.21	1,378,469.80
411 - Wastewater Capital Reserve Fund	2,689,081.93	48,967.96	2,738,049.89
412 - Wastewater Debt Service Fund	1,364,607.70	41,509.41	1,406,117.11
413 - Water Capital Improvement Reserve	1,458,075.82	-427,408.53	1,030,667.29
425 - Water Revenue Bond Fund	385,441.38	1,482.50	386,923.88
426 - Water Bond Reserve Fund	153,531.80	597.94	154,129.74
431 - Water System Construction Fund	870,308.98	3,895.58	874,204.56
440 - Ambulance	710,106.23	197,915.71	908,021.94
500 - Equipment Rental & Replacement	167,026.46	-58,687.06	108,339.40
625 - Flexible Benefits Plan Fund	8,182.42	618.14	8,800.56
Grand Total:	**19,873,164.70**	**-722,537.01**	**19,150,627.69**

CASH FLOW REPORT

City of College Place
YTD 2024

REVENUES

Fund #	Fund Name	January*	February	March	April	May	June	July	August	September	October	November	December	YTD
001	Current Expense Fund	$383,070	$405,598	$ 546,687	$ 380,975	$ 1,121,771								$2,838,101
5	Current Expense Fund Reserve	611	(775)	1,786	(649)	1,948								2,920
12	Technology Reserve Fund	64,170	99,348	64,694	99,068	50,893								378,173
61	Employee Benefit Reserve Fund	409	(656)	13,832	(689)	1,355								14,251
100	Street Fund	13,540	13,591	193,716	1,870	73,710								296,427
120	Criminal Justice Fund	4,190	(44)	104	(33)	4,244								8,462
121	Forfeited Proceeds Fund	3	(3)	8	(3)	8								13
130	Hotel/Motel Tax	2,517	1,716	2,845	(54)	3,746								10,770
201	ULTGO Bond Fund	27	0	33	29	79,833								79,921
235	Commercial Drive Bond Debt Service Fund	-	-	-	-	-								
240	Local Improvement District Fund	-	-	-	-	-								
301	Street Capital Contribution Fund	0	0	40,001	1	1								40,004
305	Capital Improvement Fund (REET)	18,578	27,676	8,721	10,366	16,549								81,889
306	Capital Improvement Fund (REET 2)	1,536	(2,056)	119,234	(1,823)	4,040								120,931
309	CDBG Projects Fund	0	(0)	0	1,000	10,000								11,000
311	Street Improvement Fund	31	29,886	90,075	129,274	696								249,963
315	Facility Maintenance Reserve Fund (CE)	711	(1,401)	53,045	(1,592)	3,286								54,049
320	Equipment Reserve Fund	251	99,270	240,687	(2,020)	226,636								564,824
330	Economic Development Fund	17	16	41,158	131,647	1,703								174,541
340	Economic Development Reserve Fund	0	-	0	0	0								1
400	Water Fund	118,128	136,127	134,452	137,344	141,405								667,455
401	Wastewater Fund	236,233	262,755	271,230	248,002	256,317								1,274,538
402	Stormwater Fund	56,523	51,216	62,871	54,351	58,263								283,225
403	Stormwater Capital Reserve Fund	369	(376)	8,832	(247)	379,583								388,161
410	Water Capital Reserve Fund	4,043	3,275	524,249	23,191	5,184								559,943
411	Wastewater Capital Reserve Fund	3,327	100,070	224,721	3,765	446,221								778,103
412	Wastewater Debt Service Fund	52,665	51,638	55,003	52,880	54,157								266,342
413	Water Capital Improvement Reserve Fund	89,917	88,804	181,194	89,679	90,559								540,153
425	Water & Sewer Revenue Bond Fund	1,321	1,038	1,382	1,321	1,498								6,561
426	2007 Water/Sewer Bond Reserve Fund	537	429	560	536	604								2,667
431	Water System Construction Fund	1,132	(1,932)	3,961	(2,202)	3,937								4,896
440	Ambulance Fund	71,419	90,878	70,448	129,245	274,063								636,053
500	Equipment Rental & Replacement	427	4,935	214,398	112	469								220,341
625	Flexible Benefits Plan Fund	0	3,558	1,873	1	1,873								7,305
		$ 1,125,700	$1,464,582	$3,171,801	$ 1,485,347	$ 3,314,553	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,561,983

*Does not include beginning balances totaling $ 20,105,269

CASH FLOW REPORT

City of College Place
YTD 2024

EXPENDITURES

Fund #	Fund Name	January	February	March	April	May	June	July	August	September	October	November	December	YTD
001	Current Expense Fund	$ 792,761	$ 635,417	$ 1,075,035	$ 570,778	$ 882,078								$ 3,956,069
5	Current Expense Reserve Fund	2	4	2	2	31								42
12	Technology Reserve Fund	66,536	69,622	93,429	106,817	43,972								380,377
61	Employee Benefit Reserve Fund	1,017	1,098	21,149	15,262	13,110								51,637
100	Street Fund	70,348	39,615	185,732	55,922	57,497								409,115
120	Criminal Justice Fund	1,189	19,385	1,262	1,256	1,264								24,357
121	Forfeited Proceeds Fund	0	0	0	0	0								0
130	Hotel/Motel Tax	0	1,531	0	0	7								1,539
201	ULTGO Bond Fund	27	350	-	-	79,572								79,948
235	Commercial Drive Bond Debt Service Fund	-	-	-	-	-								-
240	Local Improvement District Fund	-	-	-	-	-								-
301	Street Capital Contribution Fund	-	-	40,000	-	-								40,000
305	Capital Improvement Fund (REET)	3	4	3	3	44								57
306	Capital Improvement Fund (REET 2)	6	100,781	21,310	57,864	304,029								483,990
309	CDBG Projects Fund	-	-	-	1,782	8,112								9,894
311	Street Improvement Fund	23,196	1,897	64,487	67,851	11,557								168,988
315	Facility Maintenance Reserve Fund (CE)	4	7,775	59,818	11,637	86,674								165,908
320	Equipment Reserve Fund	7,177	104,672	87,083	192,386	27,549								418,868
330	Economic Development Fund	-	30,000	60,012	130,608	(584)								220,036
340	Economic Development Reserve Fund	-	-	-	-	-								-
400	Water Fund	167,444	105,720	160,159	148,829	120,396								702,548
401	Wastewater Fund	264,220	146,682	227,466	312,699	115,387								1,066,454
402	Stormwater Fund	67,131	41,055	62,316	49,167	423,880								643,550
403	Stormwater Capital Reserve Fund	1	7,851	8,076	10,593	539,004								565,524
410	Water Capital Reserve Fund	3	23,057	107,532	221,018	272,267								623,876
411	Wastewater Capital Reserve Fund	77,873	63,724	156,073	(18,030)	397,253								676,893
412	Wastewater Debt Service Fund	88,521	3	4	80,764	12,647								181,940
413	Water Capital Improvement Reserve Fund	5	4	5	5	517,967								517,986
425	Water & Sewer Revenue Bond Fund	1	1	1	1	16								21
426	2007 Water/Sewer Bond Reserve Fund	1	0	1	0	6								8
431	Water System Construction Fund	6	9	87,506	6	41								87,568
440	Ambulance Fund	69,208	92,350	86,217	71,019	76,147								394,942
500	Equipment Rental & Replacement	112,025	44,719.26	57,260	52,876	59,156								326,036
625	Flexible Benefits Plan Fund	3,012	1,607	1,312	1,613	1,255								8,799
		$ 1,811,716	$ 1,538,936	$ 2,663,250	$ 2,142,730	$ 4,050,335	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 12,206,967
GAIN/(LOSS)		**$ (686,016)**	**$ (74,354)**	**$ 508,552**	**$ (657,384)**	**$ (735,782)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (1,644,984)**

CASH FLOW REPORT

City of College Place
YTD 2024

NET

Fund #	Fund Name	January	February	March	April	May	June	July	August	September	October	November	December	YTD
001	Current Expense Fund	($409,691)	$ (229,819)	$ (528,348)	$ (189,803)	$ 239,693	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (1,117,968)
5	Current Expense Fund Reserve	608	(779)	1,783	(651)	1,917	-	-	-	-	-	-	-	2,879
12	Technology Reserve Fund	(2,366)	29,726	(28,735)	(7,750)	6,921	-	-	-	-	-	-	-	(2,203)
61	Employee Benefit Reserve Fund	(608)	(1,755)	(7,317)	(15,951)	(11,755)	-	-	-	-	-	-	-	(37,386)
100	Street Fund	(56,808)	(26,024)	7,984	(54,053)	16,213	-	-	-	-	-	-	-	(112,688)
120	Criminal Justice Fund	3,001	(19,429)	(1,158)	(1,289)	2,980	-	-	-	-	-	-	-	(15,895)
121	Forfeited Proceeds Fund	3	(3)	8	(3)	8	-	-	-	-	-	-	-	12
130	Hotel/Motel Tax	2,517	185	2,844	(54)	3,739	-	-	-	-	-	-	-	9,231
201	ULTGO Bond Fund	-	(350)	33	29	261	-	-	-	-	-	-	-	(27)
235	Commercial Drive Bond Debt Service Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
240	Local Improvement District Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
301	Street Capital Contribution Fund	0	0	1	1	1	-	-	-	-	-	-	-	4
305	Capital Improvement Fund (REET)	18,575	27,671	8,718	10,363	16,505	-	-	-	-	-	-	-	81,832
306	Capital Improvement Fund (REET 2)	1,530	(102,837)	97,924	(59,687)	(299,989)	-	-	-	-	-	-	-	(363,059)
309	CDBG Projects Fund	0	(0)	0	(782)	1,888	-	-	-	-	-	-	-	1,106
311	Street Improvement Fund	(23,164)	27,989	25,588	61,423	(10,860)	-	-	-	-	-	-	-	80,975
315	Facility Maintenance Reserve Fund (CE)	707	(9,176)	(6,773)	(13,229)	(83,388)	-	-	-	-	-	-	-	(111,859)
320	Equipment Reserve Fund	(6,927)	(5,401)	153,604	(194,406)	199,086	-	-	-	-	-	-	-	145,957
330	Economic Development Fund	17	(29,984)	(18,854)	1,039	2,287	-	-	-	-	-	-	-	(45,495)
340	Economic Development Reserve Fund	0	-	0	0	0	-	-	-	-	-	-	-	1
400	Water Fund	(49,316)	30,407	(25,707)	(11,485)	21,008	-	-	-	-	-	-	-	(35,093)
401	Wastewater Fund	(27,987)	116,073	43,764	(64,696)	140,930	-	-	-	-	-	-	-	208,084
402	Stormwater Fund	(10,608)	10,161	555	5,184	(365,617)	-	-	-	-	-	-	-	(360,325)
403	Stormwater Capital Reserve Fund	368	(8,227)	756	(10,839)	(159,421)	-	-	-	-	-	-	-	(177,363)
410	Water Capital Reserve Fund	4,040	(19,782)	416,718	(197,827)	(267,082)	-	-	-	-	-	-	-	(63,933)
411	Wastewater Capital Reserve Fund	(74,546)	36,346	68,647	21,795	48,968	-	-	-	-	-	-	-	101,210
412	Wastewater Debt Service Fund	(35,857)	51,635	54,999	(27,885)	41,509	-	-	-	-	-	-	-	84,402
413	Water Capital Improvement Reserve Fund	89,912	88,800	181,189	89,675	(427,409)	-	-	-	-	-	-	-	22,167
425	Water & Sewer Revenue Bond Fund	1,320	1,037	1,381	1,320	1,483	-	-	-	-	-	-	-	6,540
426	2007 Water/Sewer Bond Reserve Fund	537	429	560	536	598	-	-	-	-	-	-	-	2,659
431	Water System Construction Fund	1,126	(1,941)	(83,545)	(2,208)	3,896	-	-	-	-	-	-	-	(82,672)
440	Ambulance Fund	2,211	(1,472)	(15,769)	58,226	197,916	-	-	-	-	-	-	-	241,111
500	Equipment Rental & Replacement	(111,598)	(39,785)	157,138	(52,764)	(58,687)	-	-	-	-	-	-	-	(105,696)
625	Flexible Benefits Plan Fund	(3,012)	1,951	561	(1,612)	618	-	-	-	-	-	-	-	(1,494)
		$ (686,016)	$ (74,354)	$ 508,552	$ (657,384)	$ (735,782)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (1,644,984)

City of College Place, WA

Detail vs Budget Report
Account Summary
Date Range: 05/01/2024 - 05/31/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - Current Expense Fund							
001-311-10-00-00	Real & Personal Prop Tax	-2,126,555.46	-225,566.55	-838,428.78	-1,063,995.33	-1,062,560.13	-49.97%
001-313-11-00-00	Retail Sales & Use Tax	-2,103,000.00	-496,302.96	-139,086.88	-635,389.84	-1,467,610.16	-69.79%
001-313-15-00-00	Criminal Justice Tax 3/10th Of 1% C.J.	-420,000.00	-100,315.15	-27,692.20	-128,007.35	-291,992.65	-69.52%
001-313-61-00-00	Natural Gas Use Tax	-25,000.00	-8,505.05	-2,547.70	-11,052.75	-13,947.25	-55.79%
001-313-71-00-00	Criminal Justice Tax	-240,000.00	-57,808.27	-16,413.47	-74,221.74	-165,778.26	-69.07%
001-316-41-00-00	Utility Tax - Priv Utils Electric	-440,000.00	-138,958.87	-29,702.21	-168,661.08	-271,338.92	-61.67%
001-316-43-00-00	Utility Tax - Priv Utils Gas	-145,000.00	-21,140.93	-1,777.07	-22,918.00	-122,082.00	-84.19%
001-316-45-00-00	Utility Tax - Priv Utils Garbage/Solid Waste	-150,000.00	-48,894.71	-13,040.96	-61,935.67	-88,064.33	-58.71%
001-316-46-00-00	Utility Tax - Priv Utils Cable	-85,000.00	-81,231.44	-7,364.31	-88,595.75	3,595.75	4.23%
001-316-47-00-00	Utility Tax - Priv Utils Telephone	-92,000.00	-64,383.25	0.00	-64,383.25	-27,616.75	-30.02%
001-316-48-00-00	Utility Tax - Priv Utils Water	-340,000.00	-84,022.32	-22,290.15	-106,312.47	-233,687.53	-68.73%
001-316-49-00-00	Utility Tax - Priv Utils Wastewater	-372,000.00	-119,868.30	29,643.43	-90,224.87	-281,775.13	-75.75%
001-321-10-00-00	Alcoholic Beverage Permits	0.00	121.73	0.00	121.73	-121.73	0.00%
001-321-91-00-00	Franchise Fees	-75,000.00	-67,443.78	0.00	-67,443.78	-7,556.22	-10.07%
001-321-91-00-01	Franchise Application Fees	0.00	-5,000.00	0.00	-5,000.00	5,000.00	0.00%
001-321-99-00-02	Other Business Licenses And Permits	-17,000.00	-7,902.91	-3,938.75	-11,841.66	-5,158.34	-30.34%
001-322-10-00-00	Building/Structures/Equip.	-400,000.00	-91,823.18	-6,778.24	-98,601.42	-301,398.58	-75.35%
001-322-10-00-01	Building Dept Plan Check / Review Fees	-250,000.00	-49,211.48	-1,311.26	-50,522.74	-199,477.26	-79.79%
001-322-30-00-00	Animal Licenses	-3,000.00	-1,721.00	-110.00	-1,831.00	-1,169.00	-38.97%
001-322-90-00-00	Other Non-bus Lic/Permits	-4,000.00	-2,903.75	-549.25	-3,453.00	-547.00	-13.68%
001-322-90-00-01	Concealed Pistol License State Portion	-1,200.00	837.00	165.00	1,002.00	-2,202.00	-183.50%
001-322-90-00-02	Vacation/Short Term Rental Permits	0.00	0.00	-548.00	-548.00	548.00	0.00%
001-333-20-60-01	DUI Emphasis Patrols Grant Program	-1,000.00	0.00	0.00	0.00	-1,000.00	-100.00%
001-333-20-60-03	Distracted Driving Emphasis Patrol Grant Program	-500.00	0.00	0.00	0.00	-500.00	-100.00%
001-334-01-30-00	WSP Fire Marshall Safety Program	-3,000.00	0.00	0.00	0.00	-3,000.00	-100.00%
001-334-02-70-00	Rec'n And Conservation Office Grant - Kiwanis Par	-25,000.00	0.00	0.00	0.00	-25,000.00	-100.00%
001-334-03-10-05	Dept Of Ecology - Solid Waste Enforcement Grant	-800.00	0.00	0.00	0.00	-800.00	-100.00%
001-334-04-20-30	St Grant Dept Of Commerce - Drug Task Force Gra	-60,000.00	-20,000.00	-5,000.00	-25,000.00	-35,000.00	-58.33%
001-334-06-90-00	State Grant-Other	-332,689.66	0.00	0.00	0.00	-332,689.66	-100.00%
001-336-00-98-00	Local Government Assistance Program	-180,394.00	-20,169.69	0.00	-20,169.69	-160,224.31	-88.82%
001-336-06-51-00	DUI & Other Criminal Justice Assistance	-1,600.00	-325.91	-212.79	-538.70	-1,061.30	-66.33%
001-336-06-94-00	Liquor Excise Tax	-71,505.00	-16,654.22	-17,875.62	-34,529.84	-36,975.16	-51.71%
001-336-06-95-00	Liquor Control Brd Profit	-74,670.00	-18,332.40	0.00	-18,332.40	-56,337.60	-75.45%
001-342-10-00-00	Law Enforcement Services	-3,000.00	-1,846.02	-622.68	-2,468.70	-531.30	-17.71%
001-342-10-00-01	Law Enforcement Services - Non LEOFF	-2,000.00	0.00	0.00	0.00	-2,000.00	-100.00%
001-342-10-00-02	Law Enforcement Services - DUI Restitution	-2,000.00	-206.58	-11.00	-217.58	-1,782.42	-89.12%
001-342-21-00-02	Fireworks Permits For Sales	-200.00	0.00	0.00	0.00	-200.00	-100.00%

Detail vs Budget Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-342-21-51-00	Intergov Fire Serv /MOB Reimbursement - Person	-50,000.00	-16,535.15	0.00	-16,535.15	-33,464.85	-66.93%
001-342-21-51-01	Intergov Fire Serv /MOB Reimbursement - Equipm	-10,000.00	0.00	0.00	0.00	-10,000.00	-100.00%
001-342-40-00-01	Building Inspection Fees - Bldg Dept	-2,000.00	-462.00	0.00	-462.00	-1,538.00	-76.90%
001-343-50-01-99	Sewer Inspection Fee	-3,000.00	-2,838.00	0.00	-2,838.00	-162.00	-5.40%
001-345-81-00-08	Preliminary Plat / PUD - P&D	-1,000.00	0.00	0.00	0.00	-1,000.00	-100.00%
001-345-81-00-09	Plats, Final P&D	-700.00	0.00	0.00	0.00	-700.00	-100.00%
001-345-81-00-10	Plats, Short P&D	-800.00	-1,600.00	0.00	-1,600.00	800.00	100.00%
001-345-81-00-12	Site Plan Application P&D	-3,500.00	-150.00	0.00	-150.00	-3,350.00	-95.71%
001-345-81-00-13	Site Plan Review; SF / MF (Up To 4 Units) P&D	-2,000.00	-975.17	-232.83	-1,208.00	-792.00	-39.60%
001-345-81-00-15	Zoning Amendments P&D	0.00	-69.00	0.00	-69.00	69.00	0.00%
001-345-83-00-00	Plan Checking Fees - Building Dept - Pass Through	-2,500.00	0.00	0.00	0.00	-2,500.00	-100.00%
001-345-83-00-04	Non-Plat - Engineering Review Fees	-500.00	0.00	0.00	0.00	-500.00	-100.00%
001-345-83-00-05	Plan Checking Fees - Engineering - Pass Through	-5,000.00	0.00	0.00	0.00	-5,000.00	-100.00%
001-345-83-00-06	Plan Review - Fire Department	-500.00	-800.00	0.00	-800.00	300.00	60.00%
001-345-86-00-00	Critical Areas Permit P&D	-400.00	0.00	0.00	0.00	-400.00	-100.00%
001-345-86-00-01	SEPA Related Mitigation Fees (Checklist) P&D	-1,000.00	0.00	0.00	0.00	-1,000.00	-100.00%
001-345-89-01-20	Planning & Development Costs - Pass Thru Charge	-20,000.00	-2,049.80	-200.00	-2,249.80	-17,750.20	-88.75%
001-345-89-01-25	Planning & Development Pass Thru Cost Admin. F	-3,500.00	-169.96	-40.00	-209.96	-3,290.04	-94.00%
001-345-89-01-27	State Building Code Fee	-1,300.00	-511.57	-125.93	-637.50	-662.50	-50.96%
001-347-90-00-00	Farmer's Market Vendor Fees	-4,500.00	-980.00	-735.00	-1,715.00	-2,785.00	-61.89%
001-347-90-00-01	Vendor Fees - Other Community Events	-200.00	-419.70	-475.00	-894.70	694.70	347.35%
001-347-90-00-02	Farmer's Market Pass-through Sales - SNAP/EBT	-500.00	0.00	0.00	0.00	-500.00	-100.00%
001-347-90-00-03	Fireworks Bonds	-100.00	0.00	0.00	0.00	-100.00	-100.00%
001-353-10-05-00	Traffic Infraction Penalties	-30,000.00	-11,579.34	-3,804.83	-15,384.17	-14,615.83	-48.72%
001-359-90-00-02	Penalty/Non-Bus Licenses	0.00	0.00	-66.00	-66.00	66.00	0.00%
001-361-10-00-00	Unrealized Gain/Loss	0.00	13,077.95	-2,985.26	10,092.69	-10,092.69	0.00%
001-361-11-00-00	Investment Interest	-20,000.00	-26,671.77	-303.03	-26,974.80	6,974.80	34.87%
001-361-30-00-00	Realized Gain/Loss On Investments	0.00	2,129.73	0.00	2,129.73	-2,129.73	0.00%
001-361-40-00-00	Sales Interest	-2,500.00	-2,285.38	-620.26	-2,905.64	405.64	16.23%
001-361-40-00-43	Interest - Contract Bond Non-Rev	0.00	-1.14	0.00	-1.14	1.14	0.00%
001-361-41-00-00	Investment Interest - Purchased	-10,000.00	-807.81	0.00	-807.81	-9,192.19	-91.92%
001-362-00-00-02	Lease Payment (Annual) WWU Community Garde	-1.00	0.00	0.00	0.00	-1.00	-100.00%
001-362-00-50-01	Water Tower Space Rental	-90,000.00	-35,199.14	-3,549.66	-38,748.80	-51,251.20	-56.95%
001-367-11-00-02	Contributions/Gifts - Fire Dept	-10,000.00	0.00	0.00	0.00	-10,000.00	-100.00%
001-367-11-00-03	Contributions/Gifts - Police Dept	-20,000.00	-1,000.00	0.00	-1,000.00	-19,000.00	-95.00%
001-367-11-00-04	Contr/Donations - Private	-100,000.00	-2,115.00	0.00	-2,115.00	-97,885.00	-97.89%
001-369-30-00-00	Sale Of Confiscated And Forfeited Property	0.00	0.00	-10.44	-10.44	10.44	0.00%
001-369-81-01-00	Bank's Over / Short	0.00	-1,116.42	0.00	-1,116.42	1,116.42	0.00%
001-369-91-00-00	Other Misc Revenue	-2,000.00	-4,574.37	-1,040.67	-5,615.04	3,615.04	180.75%
001-369-91-00-02	Misc - Police Fees	-1,000.00	-1,003.41	-2,088.70	-3,092.11	2,092.11	209.21%
001-369-91-00-10	Reimbursements/Refunds	-20,000.00	-21,633.64	0.00	-21,633.64	1,633.64	8.17%
001-382-10-00-02	Developer Bond / Deposit For Project	-200,000.00	0.00	0.00	0.00	-200,000.00	-100.00%
001-389-10-00-03	Building Permit Deposit`	-10,000.00	0.00	0.00	0.00	-10,000.00	-100.00%
001-389-90-00-00	Other Non-Revenues	0.00	-240.00	0.00	-240.00	240.00	0.00%

Detail vs Budget Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-389-90-00-04	Deposits To Travel Advance Account	-3,000.00	0.00	0.00	0.00	-3,000.00	-100.00%
001-397-00-00-00	Interfund Transfer To CE	-75,000.00	0.00	0.00	0.00	-75,000.00	-100.00%
001-511-30-44-01	Advertising / Publication	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
001-511-60-10-00	Wages & Overtime	8,820.00	2,940.00	735.00	3,675.00	5,145.00	58.33%
001-511-60-20-00	Personnel Benefits	821.37	278.88	59.22	338.10	483.27	58.84%
001-511-60-31-00	Operating Supplies - Legislative	150.00	0.00	0.00	0.00	150.00	100.00%
001-511-60-31-01	Office Supplies - Legislative	150.00	0.00	0.00	0.00	150.00	100.00%
001-511-60-41-00	Professional Services	100.00	0.00	0.00	0.00	100.00	100.00%
001-511-60-42-00	Communications	0.00	0.00	7.47	7.47	-7.47	0.00%
001-511-60-43-00	Travel - Council Pos. 1	100.00	0.00	0.00	0.00	100.00	100.00%
001-511-60-43-01	Travel - Council Pos. 2	100.00	0.00	0.00	0.00	100.00	100.00%
001-511-60-43-02	Travel - Council Pos. 3	100.00	0.00	0.00	0.00	100.00	100.00%
001-511-60-43-03	Travel - Council Pos. 4	100.00	0.00	0.00	0.00	100.00	100.00%
001-511-60-43-04	Travel - Council Pos. 5	100.00	0.00	0.00	0.00	100.00	100.00%
001-511-60-43-05	Travel - Council Pos. 6	300.00	0.00	0.00	0.00	300.00	100.00%
001-511-60-43-06	Travel - Council Pos. 7	100.00	0.00	0.00	0.00	100.00	100.00%
001-511-60-48-00	Repairs And Maintenance	50.00	0.00	1.03	1.03	48.97	97.94%
001-511-60-49-00	Misc/Contingency Expense	200.00	0.00	0.00	0.00	200.00	100.00%
001-511-60-49-01	Miscellaneous	500.00	61.72	29.45	91.17	408.83	81.77%
001-511-60-49-02	Travel/Misc - Council Pos. 1	150.00	0.00	0.00	0.00	150.00	100.00%
001-511-60-49-03	Travel/Misc - Council Pos. 2	150.00	0.00	0.00	0.00	150.00	100.00%
001-511-60-49-04	Travel/Misc - Council Pos. 3	150.00	0.00	0.00	0.00	150.00	100.00%
001-511-60-49-05	Travel/Misc - Council Pos. 4	150.00	0.00	0.00	0.00	150.00	100.00%
001-511-60-49-06	Travel/Misc - Council Pos. 5	150.00	50.00	0.00	50.00	100.00	66.67%
001-511-60-49-07	Travel/Misc - Council Pos. 6	500.00	86.72	0.00	86.72	413.28	82.66%
001-511-60-49-08	Travel/Misc - Council Pos. 7	150.00	0.00	0.00	0.00	150.00	100.00%
001-511-60-49-09	Registrations/Fees - Training Classes & Seminars	300.00	0.00	0.00	0.00	300.00	100.00%
001-511-70-49-00	Lobbying Agreement - Port	15,600.00	4,800.00	1,200.00	6,000.00	9,600.00	61.54%
001-511-70-49-01	Lobbying Agreement - Federal	36,000.00	12,000.00	3,000.00	15,000.00	21,000.00	58.33%
001-512-52-41-02	Professional Services - Other Than Attorneys	90,000.00	39,298.18	0.00	39,298.18	50,701.82	56.34%
001-513-10-10-00	Wages & Overtime	63,241.65	20,912.56	5,270.32	26,182.88	37,058.77	58.60%
001-513-10-20-00	Personnel Benefits	19,550.38	6,563.10	1,635.40	8,198.50	11,351.88	58.06%
001-513-10-31-00	Operating Supplies - Executive	1,000.00	384.72	0.00	384.72	615.28	61.53%
001-513-10-31-01	Office Supplies - Executive	400.00	199.97	48.87	248.84	151.16	37.79%
001-513-10-41-00	Professional Services	0.00	24.01	8.15	32.16	-32.16	0.00%
001-513-10-42-00	Communications	1,500.00	488.18	151.88	640.06	859.94	57.33%
001-513-10-43-00	Travel Expense	4,000.00	2,385.86	90.82	2,476.68	1,523.32	38.08%
001-513-10-43-01	Travel/Training Staff	0.00	27.36	0.00	27.36	-27.36	0.00%
001-513-10-43-02	Travel / Training Mayor	1,700.00	830.23	0.00	830.23	869.77	51.16%
001-513-10-44-01	Advertising	420.00	405.95	0.00	405.95	14.05	3.35%
001-513-10-48-00	Repairs & Maintenance	100.00	4.31	15.28	19.59	80.41	80.41%
001-513-10-49-00	Miscellaneous	4,500.00	7,107.09	582.13	7,689.22	-3,189.22	-70.87%
001-513-10-49-02	Registrations/Fees - Training Classes & Seminars	2,000.00	200.00	190.00	390.00	1,610.00	80.50%
001-513-10-49-03	Travel Miscellaneous	50.00	0.00	0.00	0.00	50.00	100.00%

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Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-513-10-49-50	Misc. AWC Annual Dues / WWVCC Membership	8,300.00	8,619.00	0.00	8,619.00	-319.00	-3.84%
001-514-23-10-00	Wages & Overtime - Financial Services	74,511.55	21,541.76	6,145.38	27,687.14	46,824.41	62.84%
001-514-23-20-00	Personnel Benefits	27,353.00	7,898.21	2,315.25	10,213.46	17,139.54	62.66%
001-514-23-31-00	Operating Supplies - Budgeting, Accounting	200.00	284.33	0.00	284.33	-84.33	-42.17%
001-514-23-31-01	Office Supplies - Budgeting, Accounting	1,000.00	396.45	128.94	525.39	474.61	47.46%
001-514-23-35-00	Small Tools/Minor Equip.	200.00	0.00	0.00	0.00	200.00	100.00%
001-514-23-41-00	Professional Services	14,616.00	1,370.50	-1.62	1,368.88	13,247.12	90.63%
001-514-23-42-00	Communications	1,300.00	440.87	159.58	600.45	699.55	53.81%
001-514-23-43-00	Travel	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
001-514-23-44-01	Advertising	1,000.00	127.82	0.00	127.82	872.18	87.22%
001-514-23-48-00	Repairs & Maintenance	500.00	171.04	76.39	247.43	252.57	50.51%
001-514-23-49-00	Miscellaneous	1,000.00	237.84	0.00	237.84	762.16	76.22%
001-514-23-49-01	Registration Fees / Training Classes & Seminars	1,000.00	316.31	0.00	316.31	683.69	68.37%
001-514-30-10-00	Wages/O.T. Record Services	60,156.02	18,016.63	4,627.52	22,644.15	37,511.87	62.36%
001-514-30-20-00	Personnel Benefits	22,800.41	8,180.98	2,042.53	10,223.51	12,576.90	55.16%
001-514-30-31-00	Operating Supplies - Records	350.00	0.00	0.00	0.00	350.00	100.00%
001-514-30-31-01	Office Supplies - Records	550.00	85.94	23.87	109.81	440.19	80.03%
001-514-30-35-00	Sm Tools/Minor Equip,	200.00	0.00	0.00	0.00	200.00	100.00%
001-514-30-41-00	Prof Serv - Codification/Records Destruction	5,500.00	85.56	53.43	138.99	5,361.01	97.47%
001-514-30-42-00	Communication	1,450.00	253.39	78.77	332.16	1,117.84	77.09%
001-514-30-43-00	Travel	4,210.00	3,906.81	0.00	3,906.81	303.19	7.20%
001-514-30-44-01	Advertising	100.00	0.00	0.00	0.00	100.00	100.00%
001-514-30-48-00	Repairs & Maintenance	425.00	45.64	23.11	68.75	356.25	83.82%
001-514-30-49-00	Miscellaneous	700.00	183.36	100.00	283.36	416.64	59.52%
001-514-30-49-01	Registrations/Fees - Training Classes & Seminars	4,250.00	1,537.00	-17.50	1,519.50	2,730.50	64.25%
001-514-40-45-00	Intergovenmental Election Costs	12,000.00	9,818.00	0.00	9,818.00	2,182.00	18.18%
001-514-40-49-00	Intergov. Services - Voter Registration	27,000.00	0.00	29,462.87	29,462.87	-2,462.87	-9.12%
001-514-81-40-00	Concealed Pistol License Fee	1,000.00	787.75	165.00	952.75	47.25	4.73%
001-515-31-10-00	Salary & Wages - City Attorney	60,334.98	19,936.84	5,027.88	24,964.72	35,370.26	58.62%
001-515-31-20-00	Personnel Benefits	20,934.51	7,017.11	1,753.40	8,770.51	12,164.00	58.11%
001-515-31-31-00	Operating Supplies - City Attorney	500.00	0.00	0.00	0.00	500.00	100.00%
001-515-31-31-01	Office Supplies - City Attorney	250.00	0.00	18.18	18.18	231.82	92.73%
001-515-31-35-00	Small Tools/Minor Equipment	150.00	0.00	0.00	0.00	150.00	100.00%
001-515-31-41-00	Prof Legal Servs Retainer	8,000.00	0.00	0.00	0.00	8,000.00	100.00%
001-515-31-41-01	Professional Legal Services	6,000.00	0.00	0.00	0.00	6,000.00	100.00%
001-515-31-41-02	Professional Services	0.00	0.00	1,010.00	1,010.00	-1,010.00	0.00%
001-515-31-42-00	Communication - City Attorney	500.00	165.01	41.23	206.24	293.76	58.75%
001-515-31-43-00	Travel - City Attorney	500.00	0.00	0.00	0.00	500.00	100.00%
001-515-31-48-00	Repairs & Maintenance - City Attorney	250.00	39.14	3.72	42.86	207.14	82.86%
001-515-31-49-00	Miscellaneous - City Attorney	855.00	209.72	0.00	209.72	645.28	75.47%
001-515-31-49-01	Reg Fees / Train Classes & Seminars - City Atty	500.00	132.00	-110.00	22.00	478.00	95.60%
001-515-91-41-00	Professional Services - Legal - Indigent Defense	60,000.00	20,748.16	6,987.04	27,735.20	32,264.80	53.77%
001-517-90-24-00	Employee Benefit Prg Cost	1,200.00	400.00	1,285.42	1,685.42	-485.42	-40.45%
001-518-10-10-00	Salaries & Wages - HR	56,511.99	19,630.87	4,709.01	24,339.88	32,172.11	56.93%

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Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-518-10-20-00	Personnel Benefits - HR	25,041.76	8,567.60	2,096.72	10,664.32	14,377.44	57.41%
001-518-10-31-00	Operating Supplies - HR Administration	1,100.00	7.04	3.71	10.75	1,089.25	99.02%
001-518-10-31-01	Office Supplies - HR Administration	800.00	395.71	43.42	439.13	360.87	45.11%
001-518-10-31-02	Operating Supplies - HR Wellness	5,000.00	1,308.99	10.86	1,319.85	3,680.15	73.60%
001-518-10-31-04	Operating Supplies - HR Wellness Grant Reimburs	205.00	0.00	0.00	0.00	205.00	100.00%
001-518-10-41-00	Prof. Services - Labor Negotiations	1,000.00	2.40	0.00	2.40	997.60	99.76%
001-518-10-41-01	Professional Services	8,048.00	6,981.68	7.05	6,988.73	1,059.27	13.16%
001-518-10-42-00	Communications - HR	544.00	173.74	41.23	214.97	329.03	60.48%
001-518-10-43-00	Travel	1,600.00	0.00	404.04	404.04	1,195.96	74.75%
001-518-10-48-00	Repairs And Maintenance	750.00	0.00	0.00	0.00	750.00	100.00%
001-518-10-49-00	Miscellaneous	800.00	263.42	24.78	288.20	511.80	63.98%
001-518-10-49-01	Training / Class Registration Fees & Charges	1,400.00	330.10	-7.50	322.60	1,077.40	76.96%
001-518-10-49-02	Train/Class Reg Fees & Charge - City-wide Educat	1,500.00	73.14	0.00	73.14	1,426.86	95.12%
001-518-20-10-00	Wages & Overtime	104,546.06	32,910.51	8,578.50	41,489.01	63,057.05	60.32%
001-518-20-20-00	Personnel Benefits	45,749.13	17,914.26	4,492.57	22,406.83	23,342.30	51.02%
001-518-20-31-00	Operating Supplies - Facilities	20,000.00	6,431.60	1,745.94	8,177.54	11,822.46	59.11%
001-518-20-31-01	Office Supplies - Facilities	500.00	26.25	0.00	26.25	473.75	94.75%
001-518-20-35-00	Sm Tools/Minor Equip	10,000.00	316.94	0.00	316.94	9,683.06	96.83%
001-518-20-41-00	Professional Services	500.00	1,072.80	233.73	1,306.53	-806.53	-161.31%
001-518-20-42-00	Communication	500.00	298.16	79.35	377.51	122.49	24.50%
001-518-20-43-00	Travel / Training	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
001-518-20-44-01	Advertising	500.00	0.00	0.00	0.00	500.00	100.00%
001-518-20-45-00	Operating Rentals/Leases	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
001-518-20-47-00	Public Utility Services	20,000.00	7,614.15	1,533.23	9,147.38	10,852.62	54.26%
001-518-20-47-01	Utilities - Annex Bldg	6,500.00	3,725.59	545.29	4,270.88	2,229.12	34.29%
001-518-20-48-00	Repairs & Maintenance	15,000.00	6,708.98	657.66	7,366.64	7,633.36	50.89%
001-518-20-48-02	Repairs & Maintenance Annex Bldg	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
001-518-20-49-00	Miscellaneous	750.00	0.00	195.88	195.88	554.12	73.88%
001-518-30-41-00	Professional Services - Janitorial	14,500.00	5,373.00	1,791.00	7,164.00	7,336.00	50.59%
001-518-30-46-00	Insurance	100,079.00	100,855.49	0.00	100,855.49	-776.49	-0.78%
001-521-10-10-00	Wages & Overtime	157,805.59	52,143.65	13,150.05	65,293.70	92,511.89	58.62%
001-521-10-20-00	Personnel Benefits	47,631.70	19,584.57	4,911.49	24,496.06	23,135.64	48.57%
001-521-10-31-00	Operating Supplies - Administration	1,400.00	399.59	719.42	1,119.01	280.99	20.07%
001-521-10-31-01	Office Supplies - Administration	500.00	467.28	135.06	602.34	-102.34	-20.47%
001-521-10-35-00	Sm Tools/Minor Equipment	2,500.00	0.00	0.00	0.00	2,500.00	100.00%
001-521-10-41-00	Professional Services	7,000.00	5,048.40	6,448.40	11,496.80	-4,496.80	-64.24%
001-521-10-41-01	Prof Services - Labor Negotiations.	6,500.00	0.00	0.00	0.00	6,500.00	100.00%
001-521-10-41-03	Prof Services - Lexipol Consulting Service	4,000.00	0.00	0.00	0.00	4,000.00	100.00%
001-521-10-42-00	Communication	5,000.00	1,438.84	472.23	1,911.07	3,088.93	61.78%
001-521-10-43-00	Travel	3,000.00	0.00	110.00	110.00	2,890.00	96.33%
001-521-10-44-01	Advertising	500.00	160.00	0.00	160.00	340.00	68.00%
001-521-10-48-00	Repairs & Maintenance	200.00	47.42	0.00	47.42	152.58	76.29%
001-521-10-49-00	Miscellaneous	2,500.00	1,195.81	240.00	1,435.81	1,064.19	42.57%
001-521-10-49-01	Registrations / Fees Training Classes & Seminars	3,000.00	45.00	-37.50	7.50	2,992.50	99.75%

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Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-521-10-49-02	Miscellaneous - PD Donations	6,700.00	671.28	0.00	671.28	6,028.72	89.98%
001-521-10-49-96	Interfund Rentals O & M	20,000.00	32,613.79	0.00	32,613.79	-12,613.79	-63.07%
001-521-19-10-00	Wages Support Serv	137,804.03	41,913.75	10,576.02	52,489.77	85,314.26	61.91%
001-521-19-20-00	Benefits Support Servs	54,090.77	18,022.97	4,494.04	22,517.01	31,573.76	58.37%
001-521-19-20-01	Benefits/Uniforms Support Services	400.00	0.00	0.00	0.00	400.00	100.00%
001-521-19-31-00	Operating Supplies - Support Services	2,400.00	0.00	0.00	0.00	2,400.00	100.00%
001-521-19-31-01	Office Supplies - Support Services	2,500.00	323.93	156.10	480.03	2,019.97	80.80%
001-521-19-35-00	Sm Tools Support Servs	500.00	0.00	0.00	0.00	500.00	100.00%
001-521-19-41-00	Prof Services Support Ser	5,705.00	283.76	204.95	488.71	5,216.29	91.43%
001-521-19-43-00	Travel Support Services	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
001-521-19-44-01	Advertising Support Servs	250.00	0.00	0.00	0.00	250.00	100.00%
001-521-19-45-00	Oper Rentals Support Serv	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
001-521-19-48-00	Repairs/Maint Support Ser	800.00	172.36	0.00	172.36	627.64	78.46%
001-521-19-49-00	Misc. Support Services	200.00	25.00	0.00	25.00	175.00	87.50%
001-521-19-49-01	Registrations / Fees - Training Classes / Seminars	500.00	0.00	0.00	0.00	500.00	100.00%
001-521-19-49-02	WW SSMA New World Records Sys Support	20,000.00	19,261.47	0.00	19,261.47	738.53	3.69%
001-521-21-10-00	Wages Investigation	91,054.53	32,521.39	8,489.91	41,011.30	50,043.23	54.96%
001-521-21-20-00	Benefits - Investigation	29,086.65	11,368.63	2,917.82	14,286.45	14,800.20	50.88%
001-521-21-31-00	Operating Supplies - Investigation	1,500.00	691.34	469.32	1,160.66	339.34	22.62%
001-521-21-31-01	Office Supplies - Investigation	800.00	177.95	78.05	256.00	544.00	68.00%
001-521-21-35-00	Sm Tools/Equip Invest	500.00	0.00	0.00	0.00	500.00	100.00%
001-521-21-41-00	Prof Servs Investigation	1,500.00	1,106.75	74.62	1,181.37	318.63	21.24%
001-521-21-42-00	Communication Invest.	2,300.00	688.74	200.07	888.81	1,411.19	61.36%
001-521-21-43-00	Travel Investigation	1,000.00	0.00	17.23	17.23	982.77	98.28%
001-521-21-48-00	Repairs/Maint Invest.	75.00	0.57	0.00	0.57	74.43	99.24%
001-521-21-49-00	Misc Investigation	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
001-521-21-49-01	Registration Fees - Training Classes & Seminars	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
001-521-22-10-00	Wages Patrol	1,003,689.13	294,250.53	72,515.60	366,766.13	636,923.00	63.46%
001-521-22-20-00	Benefits Patrol	293,169.78	101,077.20	25,838.37	126,915.57	166,254.21	56.71%
001-521-22-20-01	Benefits Uniforms Patrol	12,000.00	5,524.80	1,627.04	7,151.84	4,848.16	40.40%
001-521-22-20-03	Patrol Equipment & Clothing Allowance	5,400.00	1,972.02	442.20	2,414.22	2,985.78	55.29%
001-521-22-31-00	Operating Supplies - Patrol	5,000.00	160.14	0.00	160.14	4,839.86	96.80%
001-521-22-31-01	Office Supplies - Patrol	2,200.00	607.35	292.70	900.05	1,299.95	59.09%
001-521-22-32-00	Fuel Consumed Patrol	1,000.00	481.20	43.46	524.66	475.34	47.53%
001-521-22-35-00	Sm Tools/Equip Patrol	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
001-521-22-41-00	Prof Services Patrol	3,500.00	525.96	234.00	759.96	2,740.04	78.29%
001-521-22-42-00	Communication Patrol	9,000.00	2,573.08	637.82	3,210.90	5,789.10	64.32%
001-521-22-42-01	Patrol Air Cards - Communication	7,000.00	3,312.10	720.39	4,032.49	2,967.51	42.39%
001-521-22-48-00	Repairs/Maint. Patrol	500.00	253.42	0.00	253.42	246.58	49.32%
001-521-22-49-00	Miscellaneous Patrol	100.00	0.00	0.00	0.00	100.00	100.00%
001-521-22-49-01	Intergov Servs Patrol - Dispatch Charges	259,411.00	130,264.80	0.00	130,264.80	129,146.20	49.78%
001-521-22-49-02	WW PD Support/Maint MDT Software	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
001-521-22-49-96	Interfund Rentals O & M	20,000.00	32,613.79	0.00	32,613.79	-12,613.79	-63.07%
001-521-23-10-00	Wages Spec Unit	0.00	25,150.27	6,363.30	31,513.57	-31,513.57	0.00%

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Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-521-23-20-00	Benefits Spec Unit	0.00	8,958.13	2,317.47	11,275.60	-11,275.60	0.00%
001-521-30-10-01	Wages - Drug Task Force	90,153.00	31,288.39	7,772.03	39,060.42	51,092.58	56.67%
001-521-30-20-01	Benefits - Drug Task Force	23,975.08	11,124.15	2,823.64	13,947.79	10,027.29	41.82%
001-521-30-31-00	Operating Supplies - Crime Prevention	100.00	0.00	0.00	0.00	100.00	100.00%
001-521-30-31-01	Office Supplies - Crime Prevention	100.00	0.00	0.00	0.00	100.00	100.00%
001-521-30-49-00	Misc Crime Prevention	100.00	0.00	0.00	0.00	100.00	100.00%
001-521-30-49-06	Registrations/Fees - Training Classes & Seminars	300.00	0.00	0.00	0.00	300.00	100.00%
001-521-40-31-00	Operating Supplies - Training	15,000.00	11,224.44	58.58	11,283.02	3,716.98	24.78%
001-521-40-31-01	Office Supplies - Training	100.00	0.00	0.00	0.00	100.00	100.00%
001-521-40-41-00	Prof Services Training	3,000.00	300.00	75.00	375.00	2,625.00	87.50%
001-521-40-43-00	Travel Training	10,000.00	333.91	950.59	1,284.50	8,715.50	87.16%
001-521-40-48-00	Repairs/Maint Training	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
001-521-40-49-01	Registrations/Fees - Training Classes & Seminars	20,000.00	11,815.65	1,625.00	13,440.65	6,559.35	32.80%
001-521-70-10-00	Wages Traffic	334,563.03	98,083.35	24,171.81	122,255.16	212,307.87	63.46%
001-521-70-10-04	Wages - Hwy Safety CFDA#20.600 Grant Program	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
001-521-70-20-00	Benefits Traffic	97,723.27	33,688.49	8,611.72	42,300.21	55,423.06	56.71%
001-521-70-20-06	BVFF Pension & Disability Payments	180.00	0.00	0.00	0.00	180.00	100.00%
001-521-70-31-00	Operating Supplies - Traffic	250.00	5.66	0.00	5.66	244.34	97.74%
001-521-70-31-01	Office Supplies - Traffic	75.00	202.49	97.59	300.08	-225.08	-300.11%
001-521-70-35-00	Sm Tools Traffic	200.00	0.00	0.00	0.00	200.00	100.00%
001-521-70-35-01	Small Tools DUI Emphasis Funded	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
001-521-70-41-00	Prof Services Traffic	250.00	0.00	0.00	0.00	250.00	100.00%
001-521-70-48-00	Repairs/Maint Traffic	250.00	0.00	0.00	0.00	250.00	100.00%
001-521-70-49-00	Miscellaneous Traffic	100.00	0.00	0.00	0.00	100.00	100.00%
001-521-70-49-96	Interfund Rentals - O & M	20,000.00	32,613.79	0.00	32,613.79	-12,613.79	-63.07%
001-522-10-10-00	Wages & Overtime	48,102.80	15,702.08	3,929.85	19,631.93	28,470.87	59.19%
001-522-10-20-00	Personnel Benefits	14,410.57	5,454.46	1,355.27	6,809.73	7,600.84	52.74%
001-522-10-20-01	Other Benefits - Uniforms	300.00	75.18	0.00	75.18	224.82	74.94%
001-522-10-31-00	Operating Supplies - Administration	500.00	0.00	481.11	481.11	18.89	3.78%
001-522-10-31-01	Office Supplies - Administration	500.00	99.10	0.21	99.31	400.69	80.14%
001-522-10-35-00	Sm Tools & Minor Equipmnt	250.00	0.00	0.00	0.00	250.00	100.00%
001-522-10-41-00	Prof Serv - Comprehens Analysis Of FD Services	500.00	0.00	0.00	0.00	500.00	100.00%
001-522-10-41-02	Professional Services - Admin	6,000.00	2,023.75	1,111.47	3,135.22	2,864.78	47.75%
001-522-10-42-00	Communication	1,300.00	384.50	140.12	524.62	775.38	59.64%
001-522-10-43-00	Travel	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
001-522-10-44-01	Advertising	500.00	0.00	0.00	0.00	500.00	100.00%
001-522-10-48-00	Repairs & Maintenance	750.00	317.68	73.76	391.44	358.56	47.81%
001-522-10-49-00	Miscellaneous	3,500.00	830.33	0.00	830.33	2,669.67	76.28%
001-522-10-49-01	Registrations/Fees - Training Classes & Seminars	3,000.00	626.50	-1.25	625.25	2,374.75	79.16%
001-522-20-10-00	Wages Fire	151,625.99	54,461.10	13,190.25	67,651.35	83,974.64	55.38%
001-522-20-10-01	Stipends (Volunteers)	35,000.00	13,234.43	3,237.96	16,472.39	18,527.61	52.94%
001-522-20-20-00	Benefits Fire	48,801.65	21,687.50	5,361.33	27,048.83	21,752.82	44.57%
001-522-20-20-01	Benefits (Volunteers)	3,700.00	1,301.72	260.79	1,562.51	2,137.49	57.77%
001-522-20-20-02	Benefits - Mobilization	0.00	0.14	0.00	0.14	-0.14	0.00%

Detail vs Budget Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-522-20-20-03	Uniforms - Volunteers	8,000.00	1,910.38	176.69	2,087.07	5,912.93	73.91%
001-522-20-20-04	Uniforms - FT Firefighter	4,000.00	0.00	1,193.43	1,193.43	2,806.57	70.16%
001-522-20-31-00	Operating Supplies - Suppression	3,500.00	6,583.75	3,559.33	10,143.08	-6,643.08	-189.80%
001-522-20-31-01	Office Supplies - Suppression	300.00	218.51	0.00	218.51	81.49	27.16%
001-522-20-31-02	Fire Mobilization - Protective Equipment	2,000.00	204.48	7.02	211.50	1,788.50	89.43%
001-522-20-31-03	Radios/Pagers - Parts & Supplies	750.00	0.00	0.00	0.00	750.00	100.00%
001-522-20-31-04	Oper Supplies - Vehicles	0.00	1,272.48	0.00	1,272.48	-1,272.48	0.00%
001-522-20-32-00	Fuel - Suppression	2,000.00	686.79	92.84	779.63	1,220.37	61.02%
001-522-20-32-02	Fire Mobilization - Fuel Consumed	3,000.00	316.39	174.15	490.54	2,509.46	83.65%
001-522-20-35-00	Sm Tools/Equipment	1,000.00	2,301.96	0.00	2,301.96	-1,301.96	-130.20%
001-522-20-35-01	Small Tools Vehicle	500.00	1,505.51	0.00	1,505.51	-1,005.51	-201.10%
001-522-20-35-02	Fire Mobilization - Sm Tools / Equipment	800.00	0.00	0.00	0.00	800.00	100.00%
001-522-20-41-00	Fire Dept Personnel Physicals	3,000.00	130.00	152.93	282.93	2,717.07	90.57%
001-522-20-42-00	Communication - Air Cards For MDTs	2,500.00	960.24	240.06	1,200.30	1,299.70	51.99%
001-522-20-48-00	Repairs/Maintenance	4,500.00	330.38	0.00	330.38	4,169.62	92.66%
001-522-20-48-01	Repairs/Maint Vehicle	0.00	336.97	0.00	336.97	-336.97	0.00%
001-522-20-48-02	Fire Mobilization - Repairs & Maint.	100.00	16.32	5.44	21.76	78.24	78.24%
001-522-20-49-00	Misc Fire	100.00	0.00	45.16	45.16	54.84	54.84%
001-522-20-49-02	Fire Mobilization - Misc. Expense	500.00	0.00	0.00	0.00	500.00	100.00%
001-522-20-49-04	Intergov Services - Dispatch Charges	36,000.00	17,242.50	0.00	17,242.50	18,757.50	52.10%
001-522-20-49-06	BVFF Pension & Disability Payments	1,800.00	1,260.00	60.00	1,320.00	480.00	26.67%
001-522-20-49-96	Interfund Rentals - O & M	15,000.00	14,780.99	0.00	14,780.99	219.01	1.46%
001-522-30-10-00	Wages & OT	43,914.00	13,850.86	3,397.38	17,248.24	26,665.76	60.72%
001-522-30-20-00	Benefits	19,465.47	7,117.52	1,835.10	8,952.62	10,512.85	54.01%
001-522-30-20-01	Other Benefits/Uniforms	300.00	0.00	0.00	0.00	300.00	100.00%
001-522-30-31-00	Operating Supplies - Prevention / Investigation	2,500.00	0.00	0.00	0.00	2,500.00	100.00%
001-522-30-31-01	Office Supplies - Prevention / Investigation	200.00	0.00	0.00	0.00	200.00	100.00%
001-522-30-42-00	Communication	1,000.00	165.01	41.23	206.24	793.76	79.38%
001-522-30-43-00	Travel	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
001-522-30-48-00	Repairs/Maintenance	100.00	0.00	0.00	0.00	100.00	100.00%
001-522-30-49-00	Miscellaneous	750.00	19.09	23.50	42.59	707.41	94.32%
001-522-45-10-00	Wages & OT	63,229.40	26,357.03	5,488.08	31,845.11	31,384.29	49.64%
001-522-45-20-00	Benefits	11,818.64	6,664.93	1,575.08	8,240.01	3,578.63	30.28%
001-522-45-20-03	Uniforms - FT Firefighter	300.00	0.00	0.00	0.00	300.00	100.00%
001-522-45-31-00	Operating Supplies - Training	5,000.00	4,178.57	0.00	4,178.57	821.43	16.43%
001-522-45-31-01	Office Supplies - Training	250.00	5,900.36	0.00	5,900.36	-5,650.36	-2,260.14%
001-522-45-43-00	Travel	10,000.00	0.00	37.61	37.61	9,962.39	99.62%
001-522-45-48-00	Repairs/Maintenance	150.00	0.00	0.00	0.00	150.00	100.00%
001-522-45-49-00	Miscellaneous	2,500.00	485.27	0.00	485.27	2,014.73	80.59%
001-522-45-49-01	Registrations/Fees - Training Classes & Seminars	5,000.00	1,624.21	10,000.03	11,624.24	-6,624.24	-132.48%
001-522-50-31-00	Operating Supplies - Facilities	4,000.00	1,676.78	58.04	1,734.82	2,265.18	56.63%
001-522-50-31-01	Office Supplies - Facilities	100.00	0.00	0.00	0.00	100.00	100.00%
001-522-50-35-00	Small Tools/Equipment	150.00	0.00	0.00	0.00	150.00	100.00%
001-522-50-47-00	Public Utility Services	20,000.00	10,531.83	1,806.74	12,338.57	7,661.43	38.31%

Detail vs Budget Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-522-50-48-00	Repairs/Maintenance	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
001-522-50-49-00	Miscellaneous	150.00	259.10	0.00	259.10	-109.10	-72.73%
001-523-60-41-00	Professional Services	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
001-523-60-49-00	Miscellaneous	150.00	0.00	0.00	0.00	150.00	100.00%
001-523-60-49-01	Intergov Services - Cnty Jail Services	35,000.00	19,799.12	0.00	19,799.12	15,200.88	43.43%
001-524-10-10-00	Wages - Bldg Clerical	20,425.06	6,754.12	1,702.40	8,456.52	11,968.54	58.60%
001-524-10-20-00	Benefits - Bldg Clerical	13,404.73	4,525.49	1,128.88	5,654.37	7,750.36	57.82%
001-524-20-10-00	Wages & OT	129,353.39	42,768.37	10,779.50	53,547.87	75,805.52	58.60%
001-524-20-20-00	Benefits	67,512.86	23,449.61	5,880.96	29,330.57	38,182.29	56.56%
001-524-20-31-00	Operating Supplies - Bldg. Inspection	1,200.00	0.00	0.00	0.00	1,200.00	100.00%
001-524-20-31-01	Office Supplies - Bldg. Inspection	500.00	177.63	120.55	298.18	201.82	40.36%
001-524-20-35-00	Sm Tools/Equipment	450.00	0.00	0.00	0.00	450.00	100.00%
001-524-20-41-00	Professional Services	2,000.00	21.11	0.00	21.11	1,978.89	98.94%
001-524-20-41-01	Plan Check Professional Services	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
001-524-20-42-00	Communication	2,893.00	954.74	250.83	1,205.57	1,687.43	58.33%
001-524-20-43-00	Travel	4,560.00	0.00	0.00	0.00	4,560.00	100.00%
001-524-20-48-00	Repairs/Maintenance	200.00	56.73	2.10	58.83	141.17	70.59%
001-524-20-49-00	Miscellaneous	400.00	0.00	110.00	110.00	290.00	72.50%
001-524-20-49-01	Training Class Registration Costs - Bldg Dept	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
001-525-60-49-00	Intergov Servs Emergency Management Cnty	9,400.00	25,025.00	0.00	25,025.00	-15,625.00	-166.22%
001-548-68-49-96	INF ER&R From CE O&M Costs	40,000.00	35,168.98	0.00	35,168.98	4,831.02	12.08%
001-554-30-10-00	Wages Special Enforcement	60,494.91	20,002.00	5,042.00	25,044.00	35,450.91	58.60%
001-554-30-20-00	Benefits	30,683.87	12,830.41	3,224.56	16,054.97	14,628.90	47.68%
001-554-30-20-01	Uniforms	500.00	177.50	0.00	177.50	322.50	64.50%
001-554-30-31-00	Operating Supplies - Special Enforcement	500.00	72.42	0.00	72.42	427.58	85.52%
001-554-30-31-01	Office Supplies - Special Enforcement	300.00	161.98	78.04	240.02	59.98	19.99%
001-554-30-35-00	Sm Tools/Equipment	75.00	119.67	0.00	119.67	-44.67	-59.56%
001-554-30-41-00	Professional Services	10,000.00	5,000.00	0.00	5,000.00	5,000.00	50.00%
001-554-30-42-00	Communications - Special Enforcement	1,500.00	514.35	81.00	595.35	904.65	60.31%
001-554-30-43-00	Travel	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
001-554-30-48-00	Repairs/maintenance	20.00	0.00	0.00	0.00	20.00	100.00%
001-554-30-49-00	Miscelleanous	40.00	61.25	0.00	61.25	-21.25	-53.13%
001-554-30-49-01	Registrations/Fees - Training Classes & Seminars	500.00	0.00	0.00	0.00	500.00	100.00%
001-554-30-49-96	Interfund Rentals - O & M	2,300.00	4,259.75	0.00	4,259.75	-1,959.75	-85.21%
001-558-50-40-00	State Bldg Code Fee	1,500.00	508.25	0.00	508.25	991.75	66.12%
001-558-60-10-00	Wages & OT	107,916.37	35,597.08	8,970.45	44,567.53	63,348.84	58.70%
001-558-60-20-00	Personnel Benefits	52,229.35	17,869.92	4,463.97	22,333.89	29,895.46	57.24%
001-558-60-31-00	Operating Supplies - Planning	500.00	0.00	27.19	27.19	472.81	94.56%
001-558-60-31-01	Office Supplies - Planning	300.00	156.51	136.28	292.79	7.21	2.40%
001-558-60-41-00	Professional Services	100,000.00	18,316.63	6,018.31	24,334.94	75,665.06	75.67%
001-558-60-42-00	Communication	1,500.00	463.89	184.72	648.61	851.39	56.76%
001-558-60-43-00	Travel	1,400.00	2.68	86.19	88.87	1,311.13	93.65%
001-558-60-44-01	Advertising	2,500.00	855.08	0.00	855.08	1,644.92	65.80%
001-558-60-48-00	Repairs And Maintenance	1,400.00	132.89	45.24	178.13	1,221.87	87.28%

Detail vs Budget Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-558-60-49-00	Miscellaneous	2,000.00	521.51	0.00	521.51	1,478.49	73.92%
001-558-60-49-01	Registrations/Fees - Training Classes & Seminars	600.00	46.50	-38.75	7.75	592.25	98.71%
001-558-60-49-02	Intergov Services	5,200.00	0.00	0.00	0.00	5,200.00	100.00%
001-558-70-41-00	Community Development / Planning Prof Servs	10,000.00	649.80	0.00	649.80	9,350.20	93.50%
001-558-70-49-00	Economic Development - Miscellaneous	5,000.00	1,329.45	3,315.50	4,644.95	355.05	7.10%
001-558-75-41-01	Planning & Development Costs - Pass Thru	15,000.00	600.00	0.00	600.00	14,400.00	96.00%
001-566-00-49-00	Intergovernmntl Services	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
001-573-90-31-00	Operating Supplies - Community Events	10,000.00	326.36	772.30	1,098.66	8,901.34	89.01%
001-573-90-31-01	Office Supplies - Community Events	500.00	0.00	0.00	0.00	500.00	100.00%
001-573-90-35-00	Sm Tools/Minor Equip.	25,000.00	2,463.15	153.65	2,616.80	22,383.20	89.53%
001-573-90-40-02	Farmer's Market Pass-through Payments - SNAP/E	1,400.00	0.00	15.00	15.00	1,385.00	98.93%
001-573-90-40-03	Farmer Market Pass-through Process - State Matc	1,400.00	0.00	0.00	0.00	1,400.00	100.00%
001-573-90-40-05	Farmer Market Pass-through Process - DOH Kid Ca	1,400.00	0.00	0.00	0.00	1,400.00	100.00%
001-573-90-41-00	Professional Services - Community Events	50,000.00	3,121.79	771.76	3,893.55	46,106.45	92.21%
001-573-90-41-02	Professional Services - Blue Mountain United Way	10,000.00	0.00	0.00	0.00	10,000.00	100.00%
001-573-90-41-03	Professional Services - Community Grant	0.00	2,808.00	4,870.00	7,678.00	-7,678.00	0.00%
001-573-90-42-00	Communications - Community Events	1,000.00	325.05	81.24	406.29	593.71	59.37%
001-573-90-44-01	Advertising	10,000.00	0.00	25.00	25.00	9,975.00	99.75%
001-573-90-48-00	Repairs & Maintenance - Community Events	500.00	0.00	0.00	0.00	500.00	100.00%
001-573-90-49-00	Miscellaneous	10,000.00	481.27	0.00	481.27	9,518.73	95.19%
001-573-90-49-01	Community Assistance Program	15,000.00	0.00	0.00	0.00	15,000.00	100.00%
001-576-80-10-00	Wages	60,826.03	20,254.47	5,360.16	25,614.63	35,211.40	57.89%
001-576-80-20-00	Benefits	35,008.55	14,151.88	3,617.22	17,769.10	17,239.45	49.24%
001-576-80-20-01	Uniforms / Other Benefits	250.00	205.39	0.00	205.39	44.61	17.84%
001-576-80-31-00	Operating Supplies - Parks	12,000.00	2,190.71	561.66	2,752.37	9,247.63	77.06%
001-576-80-35-00	Sm Tools/Equipment	750.00	357.62	0.00	357.62	392.38	52.32%
001-576-80-41-00	Professional Services	750.00	16,769.42	0.00	16,769.42	-16,019.42	-2,135.92%
001-576-80-42-00	Communication	300.00	0.00	0.00	0.00	300.00	100.00%
001-576-80-45-00	Operating Rentals	300.00	12.40	0.00	12.40	287.60	95.87%
001-576-80-47-00	Utility Services	31,000.00	6,303.92	1,969.91	8,273.83	22,726.17	73.31%
001-576-80-48-00	Repairs/Maintenance	5,000.00	0.00	543.50	543.50	4,456.50	89.13%
001-576-80-49-00	Miscellaneous	5,000.00	24.94	0.00	24.94	4,975.06	99.50%
001-576-80-49-01	Intergov Services	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
001-576-80-49-02	Registration Fees / Training Classes & Seminars	500.00	0.00	0.00	0.00	500.00	100.00%
001-576-81-10-00	Wages & OT	46,968.85	12,629.07	3,208.72	15,837.79	31,131.06	66.28%
001-576-81-20-00	Personnel Benefits	20,617.67	6,862.46	1,757.48	8,619.94	11,997.73	58.19%
001-576-81-20-01	Parks Administration - Uniform	0.00	20.87	1.84	22.71	-22.71	0.00%
001-576-81-31-00	Operating Supplies - Parks Administration	200.00	8.62	59.83	68.45	131.55	65.78%
001-576-81-31-01	Office Supplies - Parks Administration	200.00	70.75	16.71	87.46	112.54	56.27%
001-576-81-42-00	Communication	500.00	125.35	41.13	166.48	333.52	66.70%
001-576-81-43-00	Travel	750.00	10.99	14.80	25.79	724.21	96.56%
001-576-81-44-01	Advertising	0.00	540.64	0.00	540.64	-540.64	0.00%
001-576-81-49-00	Miscellaneous	500.00	9.30	0.00	9.30	490.70	98.14%
001-582-10-00-03	Refund Of Fireworks Bonds	100.00	0.00	0.00	0.00	100.00	100.00%

Detail vs Budget Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-589-90-00-00	Other Non-Expenditures	500.00	1,365.40	-789.73	575.67	-75.67	-15.13%
001-589-90-00-04	Travel Account Expenditures	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
001-589-90-00-10	Covid-19 Reimbursement	0.00	1,742.18	2,769.10	4,511.28	-4,511.28	0.00%
001-594-14-64-00	Machinery & Equipment	500.00	0.00	0.00	0.00	500.00	100.00%
001-594-14-64-01	Machinery & Equipment	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
001-594-18-64-16	Machinery And Equipment - HR	250.00	0.00	0.00	0.00	250.00	100.00%
001-594-18-64-19	Machinery/Equipment	302,000.00	0.00	0.00	0.00	302,000.00	100.00%
001-594-21-64-01	Machinery Investigation	8,700.00	0.00	0.00	0.00	8,700.00	100.00%
001-594-21-64-02	Machinery/Equip Patrol	20,000.00	21,319.24	0.00	21,319.24	-1,319.24	-6.60%
001-594-21-64-05	WASPC TrafficSafety Grant	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
001-594-21-64-09	Equipment Purchases - Traffic Policing	2,500.00	4,747.73	0.00	4,747.73	-2,247.73	-89.91%
001-594-21-64-10	Machinery & Equipment - Grant Funded	2,500.00	0.00	0.00	0.00	2,500.00	100.00%
001-594-21-64-11	Machinery & Equipment - Support Svcs	4,200.00	0.00	0.00	0.00	4,200.00	100.00%
001-594-21-64-12	Wildhorse Camera Grant	2,000.00	25,001.00	0.00	25,001.00	-23,001.00	-1,150.05%
001-594-21-64-55	Machinery/Equipment - Special Enforcement	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
001-594-22-64-10	Equipment - Radios & Pagers (Fire)	19,500.00	220.82	3,643.35	3,864.17	15,635.83	80.18%
001-594-22-64-20	Machinery/Equipment	20,000.00	8,193.14	0.00	8,193.14	11,806.86	59.03%
001-594-22-64-40	Train Equip/Software/Matls - WSP FF Train Progra	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
001-594-22-64-50	Machinery/Equipment	8,000.00	0.00	0.00	0.00	8,000.00	100.00%
001-594-58-64-01	Machinery & Equipment	300.00	0.00	0.00	0.00	300.00	100.00%
001-594-76-61-00	Land & Land Improvements - Parks	20,000.00	0.00	0.00	0.00	20,000.00	100.00%
001-594-76-63-00	Other Improvements - Parks	100,000.00	5,621.80	14,235.03	19,856.83	80,143.17	80.14%
001-597-00-00-01	Interfund Transfer CE/Sts	700,000.00	175,000.00	110,000.00	285,000.00	415,000.00	59.29%
001-597-00-00-03	Transfers-Out - CE To SCCF #101	0.00	40,000.00	0.00	40,000.00	-40,000.00	0.00%
001-597-00-00-12	Transfer To Technology Reserve Fund	575,000.00	327,750.00	0.00	327,750.00	247,250.00	43.00%
001-597-00-00-15	Transfers-Out - CE To Bldg Facility Maint. Reserve	200,000.00	50,000.00	0.00	50,000.00	150,000.00	75.00%
001-597-00-00-20	CARS GO Bond Payment - INF To 201 Bond Fun	489,050.00	0.00	80,000.00	80,000.00	409,050.00	83.64%
001-597-00-00-50	Transfer To ER&R For Police Vehicle Purchase	0.00	5,000.00	0.00	5,000.00	-5,000.00	0.00%
001-597-00-00-61	Interfund Transf From CE To Empl Bene Reserv #6	50,000.00	12,500.00	0.00	12,500.00	37,500.00	75.00%
001-597-00-04-04	IF Transf To SW Cap For ARPA Exp (CFDA # 21.027)	7,446.00	0.00	0.00	0.00	7,446.00	100.00%
001-597-00-15-21	Transfer To 320 For Equipment Replacement	473,351.00	118,337.75	0.00	118,337.75	355,013.25	75.00%
001-597-00-15-24	Transfer To 320 For Equipment Replacement	0.00	50,000.00	0.00	50,000.00	-50,000.00	0.00%
001-597-00-15-26	Transfer To 320 For Equipment Replacement	0.00	81,250.00	0.00	81,250.00	-81,250.00	0.00%
001-597-00-15-76	Transfer To 320 For Equipment Replacement	0.00	0.00	225,000.00	225,000.00	-225,000.00	0.00%
	Totals:	**-2,602.59**	**1,203,764.28**	**-239,692.74**	**964,071.54**	**-966,674.13**	
	Totals:	**-2,602.59**	**1,203,764.28**	**-239,692.74**	**964,071.54**	**-966,674.13**	
	Totals:	**-2,602.59**	**1,203,764.28**	**-239,692.74**	**964,071.54**	**-966,674.13**	
	001 - Current Expense Fund Totals:	**-2,602.59**	**1,203,764.28**	**-239,692.74**	**964,071.54**	**-966,674.13**	
005 - Current Expense Reserve Fund							
005-361-10-00-05	Unrealized Gain/Loss	0.00	2,618.90	-693.27	1,925.63	-1,925.63	0.00%
005-361-11-00-05	Investment Interest	-5,000.00	-3,828.19	-1,255.03	-5,083.22	83.22	1.66%
005-361-30-00-05	Realized Gain/Loss On Investments	0.00	382.06	0.00	382.06	-382.06	0.00%

Detail vs Budget Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
005-361-41-00-05	Investment Interest - Purchased	0.00	-144.92	0.00	-144.92	144.92	0.00%
005-514-29-41-05	Banking Service Fees/Charges	20.00	10.79	30.93	41.72	-21.72	-108.60%
	Totals:	**-4,980.00**	**-961.36**	**-1,917.37**	**-2,878.73**	**-2,101.27**	
	Totals:	**-4,980.00**	**-961.36**	**-1,917.37**	**-2,878.73**	**-2,101.27**	
	Totals:	**-4,980.00**	**-961.36**	**-1,917.37**	**-2,878.73**	**-2,101.27**	
	005 - Current Expense Reserve Fund Totals:	**-4,980.00**	**-961.36**	**-1,917.37**	**-2,878.73**	**-2,101.27**	
012 - Technology Reserve Fund							
012-361-10-00-20	Unrealized Gain/Loss	0.00	2,199.17	-582.15	1,617.02	-1,617.02	0.00%
012-361-11-00-20	Interest Earned - Technology Reserve Fund	-4,000.00	-1,928.45	-311.16	-2,239.61	-1,760.39	-44.01%
012-361-30-00-20	Realized Gain/Loss On Investments	0.00	320.83	0.00	320.83	-320.83	0.00%
012-361-41-00-20	Investment Interest - Purchased	0.00	-121.69	0.00	-121.69	121.69	0.00%
012-397-00-00-13	Interfund Transfer CE To Tech Reserve Fund	-575,000.00	-327,750.00	-50,000.00	-377,750.00	-197,250.00	-34.30%
012-514-20-41-00	Professional Financial / Banking Costs	20.00	9.01	-1.10	7.91	12.09	60.45%
012-518-88-41-00	Professional Technology Services	89,236.00	18,306.71	4,140.93	22,447.64	66,788.36	74.84%
012-518-88-41-01	Professional Technology Services-Data Storage	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
012-518-89-10-00	Salaries & Wages	63,901.20	21,328.65	5,170.00	26,498.65	37,402.55	58.53%
012-518-89-20-00	Benefits	40,079.83	13,539.58	3,332.16	16,871.74	23,208.09	57.90%
012-518-89-31-00	Operating Supplies - Data Processing	0.00	1,382.15	0.00	1,382.15	-1,382.15	0.00%
012-518-89-31-01	Office Supplies - Data Processing	500.00	0.00	0.00	0.00	500.00	100.00%
012-518-89-35-00	Sm Tools/Minor Equipment	2,000.00	249.98	0.00	249.98	1,750.02	87.50%
012-518-89-41-00	Professional Services	3,265.00	0.00	0.00	0.00	3,265.00	100.00%
012-518-89-42-00	Communication	3,268.08	1,005.02	241.23	1,246.25	2,021.83	61.87%
012-518-89-43-00	Travel / Training	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
012-518-89-45-00	Operating Rentals/Leases	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
012-518-89-48-00	Repairs & Maintenance	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
012-518-89-49-01	Registration Fees - Training Classes & Seminars	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
012-591-18-75-05	Cap Leases & Installment Purchas - Postage Meter	1,558.00	389.43	389.72	779.15	778.85	49.99%
012-591-21-75-01	Cap Leases & Installment Purchas - Police Dept	43,800.00	42,133.75	0.00	42,133.75	1,666.25	3.80%
012-591-58-75-04	Cap Leases & Installment Purchas - CD Copier Lea	2,805.00	1,029.10	233.96	1,263.06	1,541.94	54.97%
012-594-18-64-00	Machinery / Equipment	600.00	0.00	0.00	0.00	600.00	100.00%
012-594-18-64-01	Machinery & Equipment - Technology	89,204.00	62,392.00	17,544.31	79,936.31	9,267.69	10.39%
012-594-18-64-02	Machinery & Equipment	34,000.00	0.00	0.00	0.00	34,000.00	100.00%
012-594-18-64-03	Software / Software Update Purchases	304,244.00	174,639.17	12,920.79	187,559.96	116,684.04	38.35%
	Totals:	**108,981.11**	**9,124.41**	**-6,921.31**	**2,203.10**	**106,778.01**	
	Totals:	**108,981.11**	**9,124.41**	**-6,921.31**	**2,203.10**	**106,778.01**	
	Totals:	**108,981.11**	**9,124.41**	**-6,921.31**	**2,203.10**	**106,778.01**	
	012 - Technology Reserve Fund Totals:	**108,981.11**	**9,124.41**	**-6,921.31**	**2,203.10**	**106,778.01**	
061 - Employee Benefit Reserve Fund							
061-361-10-00-61	Unrealized Gain/Loss	0.00	2,217.19	-586.93	1,630.26	-1,630.26	0.00%
061-361-11-00-61	Investment Interest-Employee Benefit Reserve	-4,000.00	-2,813.96	-768.53	-3,582.49	-417.51	-10.44%
061-361-30-00-61	Realized Gain/Loss On Investments	0.00	323.46	0.00	323.46	-323.46	0.00%

Detail vs Budget Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
061-361-41-00-61	Investment Interest - Purchased	0.00	-122.69	0.00	-122.69	122.69	0.00%
061-397-00-00-61	IF Trans From CE Fund To Employe Benefit Resv Fu	-50,000.00	-12,500.00	0.00	-12,500.00	-37,500.00	-75.00%
061-518-10-41-50	Professional Services-Banking Fees	25.00	9.11	15.19	24.30	0.70	2.80%
061-518-61-20-01	Postemployment Benefits - Med Exp Reimb LEOFF	100,000.00	35,417.00	12,320.00	47,737.00	52,263.00	52.26%
061-518-61-20-02	Postemployment Benefits - Ins Premiums LEOFF 1	12,450.00	3,100.56	775.14	3,875.70	8,574.30	68.87%
	Totals:	**58,475.00**	**25,630.67**	**11,754.87**	**37,385.54**	**21,089.46**	
	Totals:	**58,475.00**	**25,630.67**	**11,754.87**	**37,385.54**	**21,089.46**	
	Totals:	**58,475.00**	**25,630.67**	**11,754.87**	**37,385.54**	**21,089.46**	
	061 - Employee Benefit Reserve Fund Totals:	**58,475.00**	**25,630.67**	**11,754.87**	**37,385.54**	**21,089.46**	
100 - Street Fund							
100-322-40-00-00	Street & Curb Permits	-6,000.00	-3,050.00	-1,200.00	-4,250.00	-1,750.00	-29.17%
100-336-00-71-00	Multimodal Transportation â€“ Cities	-12,812.00	0.00	0.00	0.00	-12,812.00	-100.00%
100-336-00-87-00	Motor Veh Fuel Tax St.	-185,000.00	-43,932.08	-12,282.32	-56,214.40	-128,785.60	-69.61%
100-361-10-00-01	Unrealized Gain/Loss	0.00	1,038.06	-222.57	815.49	-815.49	0.00%
100-361-11-00-01	Investment Interest	-1,500.00	-1,216.11	-5.13	-1,221.24	-278.76	-18.58%
100-361-30-00-01	Realized Gain/Loss On Investments	0.00	175.70	0.00	175.70	-175.70	0.00%
100-361-41-00-01	Investment Interest - Purchased	0.00	-66.64	0.00	-66.64	66.64	0.00%
100-369-91-00-01	Other Misc. Revenue	0.00	-665.67	0.00	-665.67	665.67	0.00%
100-397-00-00-01	Transfer From CE To Sts	-700,000.00	-175,000.00	-60,000.00	-235,000.00	-465,000.00	-66.43%
100-542-30-10-00	Wages & OT	103,502.18	28,834.94	7,309.84	36,144.78	67,357.40	65.08%
100-542-30-20-00	Benefits	50,056.11	16,240.85	4,132.27	20,373.12	29,682.99	59.30%
100-542-30-20-01	Benefits - Uniforms	500.00	589.15	3.82	592.97	-92.97	-18.59%
100-542-30-31-00	Operating Supplies - Traveled Way	25,000.00	5,656.47	536.10	6,192.57	18,807.43	75.23%
100-542-30-35-00	Sm Tools/Equipment	1,000.00	0.00	490.31	490.31	509.69	50.97%
100-542-30-41-00	Professional Services	5,000.00	18,370.82	3,746.80	22,117.62	-17,117.62	-342.35%
100-542-30-42-00	Communications	2,500.00	656.02	193.66	849.68	1,650.32	66.01%
100-542-30-43-00	Travel	750.00	5.60	0.00	5.60	744.40	99.25%
100-542-30-45-00	Operating Rentals	10,000.00	0.00	0.00	0.00	10,000.00	100.00%
100-542-30-48-00	Repairs/Maintenance	15,000.00	2,265.22	3,804.50	6,069.72	8,930.28	59.54%
100-542-30-49-00	Miscellaneous	500.00	264.59	198.07	462.66	37.34	7.47%
100-542-30-49-96	Interfund Rentals - O & M	50,000.00	8,644.89	0.00	8,644.89	41,355.11	82.71%
100-542-63-47-00	Public Util St. Lighting	30,000.00	27,687.28	6,150.46	33,837.74	-3,837.74	-12.79%
100-542-64-10-00	Wages & OT	18,157.81	6,132.04	1,540.20	7,672.24	10,485.57	57.75%
100-542-64-20-00	Benefits	9,522.01	3,353.40	831.78	4,185.18	5,336.83	56.05%
100-542-64-20-01	Benefits - Uniforms	0.00	60.00	0.00	60.00	-60.00	0.00%
100-542-64-31-00	Operating Supplies - Traffic Control Devices	35,000.00	10,847.80	0.97	10,848.77	24,151.23	69.00%
100-542-64-35-00	Sm Tools/Equipment	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
100-542-64-47-00	Public Utilities	14,000.00	2,599.65	692.88	3,292.53	10,707.47	76.48%
100-542-64-49-00	Intergovernmntl Services	7,500.00	1,906.18	0.00	1,906.18	5,593.82	74.58%
100-542-64-49-01	Miscellaneous	0.00	12.60	0.00	12.60	-12.60	0.00%
100-542-64-49-96	Interfund Rentals - O & M	14,500.00	4,743.08	0.00	4,743.08	9,756.92	67.29%
100-542-66-10-00	Wages & OT	6,052.60	2,044.01	513.40	2,557.41	3,495.19	57.75%

Detail vs Budget Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100-542-66-20-00	Benefits	3,174.02	1,117.82	277.26	1,395.08	1,778.94	56.05%
100-542-66-20-01	Benefits - Uniforms	0.00	20.00	0.00	20.00	-20.00	0.00%
100-542-66-31-00	Operating Supplies - Snow & Ice Removal	15,000.00	310.47	0.00	310.47	14,689.53	97.93%
100-542-66-49-00	Miscellaneous	0.00	4.20	0.00	4.20	-4.20	0.00%
100-542-66-49-96	Interfund Rentals - O & M	6,800.00	602.67	0.00	602.67	6,197.33	91.14%
100-542-70-10-00	Wages & OT	6,052.60	2,044.01	513.40	2,557.41	3,495.19	57.75%
100-542-70-20-00	Benefits	3,173.96	1,117.56	277.15	1,394.71	1,779.25	56.06%
100-542-70-20-01	Benefits - Uniforms	200.00	20.00	0.00	20.00	180.00	90.00%
100-542-70-31-00	Operating Supplies - Roadside	7,500.00	5,193.68	260.16	5,453.84	2,046.16	27.28%
100-542-70-35-00	Sm Tools/Equipment	500.00	669.94	0.00	669.94	-169.94	-33.99%
100-542-70-48-00	Repairs/Maintenance	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
100-542-70-48-10	Road & Street Repairs & Maintenance - Myra Rd	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
100-542-70-49-00	Intergovernmntl Services	7,800.00	2,182.87	9.95	2,192.82	5,607.18	71.89%
100-542-70-49-01	Miscellaneous	0.00	24.45	0.00	24.45	-24.45	0.00%
100-542-70-49-96	Interfund Rentals - O & M	9,000.00	2,268.73	0.00	2,268.73	6,731.27	74.79%
100-542-90-10-00	Wages & OT	8,635.60	2,854.62	719.55	3,574.17	5,061.43	58.61%
100-542-90-20-00	Benefits	3,605.87	1,209.40	301.73	1,511.13	2,094.74	58.09%
100-543-10-10-00	Wages & OT	60,844.30	18,868.16	4,798.34	23,666.50	37,177.80	61.10%
100-543-10-10-02	Wages - Clerical	1,075.01	355.48	89.60	445.08	629.93	58.60%
100-543-10-20-00	Benefits	20,029.23	7,830.55	1,947.75	9,778.30	10,250.93	51.18%
100-543-10-20-02	Benefits - Clerical	705.52	238.16	59.40	297.56	407.96	57.82%
100-543-10-31-00	Operating Supplies - Administration	2,000.00	1,367.99	0.88	1,368.87	631.13	31.56%
100-543-10-31-01	Office Supplies - Administration	500.00	170.21	47.65	217.86	282.14	56.43%
100-543-10-41-00	Professional Services	1,500.00	703.34	0.62	703.96	796.04	53.07%
100-543-10-42-00	Communication	400.00	242.68	58.18	300.86	99.14	24.79%
100-543-10-43-00	Travel	0.00	714.95	38.88	753.83	-753.83	0.00%
100-543-10-44-01	Advertising	1,500.00	142.95	0.00	142.95	1,357.05	90.47%
100-543-10-47-00	Public Services	2,000.00	1,076.47	97.85	1,174.32	825.68	41.28%
100-543-10-49-00	Miscellanous	1,500.00	89.16	198.06	287.22	1,212.78	80.85%
100-543-30-41-00	Professional Financial / Banking Costs	400.00	4.63	-4.94	-0.31	400.31	100.08%
100-543-30-43-00	Travel - Training	500.00	0.00	0.00	0.00	500.00	100.00%
100-543-30-46-00	Insurance	37,967.00	38,252.40	0.00	38,252.40	-285.40	-0.75%
100-543-30-49-01	Registrations/Fees - Training Classes & Seminars	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
100-544-20-10-00	Salary / Wages - City Engineer	2,280.00	0.00	0.00	0.00	2,280.00	100.00%
100-544-20-20-00	Benefits - City Engineer	227.00	0.00	0.00	0.00	227.00	100.00%
100-544-20-31-00	Operating Supplies - Engineering	200.00	0.00	0.00	0.00	200.00	100.00%
100-544-20-31-01	Office Supplies - Engineering	200.00	0.00	0.00	0.00	200.00	100.00%
100-544-20-41-00	Professional Services - Engineering	20,000.00	5.32	7,660.75	7,666.07	12,333.93	61.67%
100-544-20-43-00	Travel Expense - Engineering	200.00	0.00	0.00	0.00	200.00	100.00%
100-544-20-49-00	Miscellaneous - Engineering	150.00	0.00	0.00	0.00	150.00	100.00%
100-544-20-49-01	Training Registration Fees - Engineering	500.00	0.00	0.00	0.00	500.00	100.00%
100-597-00-00-11	Transfer To St Imp Resv.	0.00	30,000.00	0.00	30,000.00	-30,000.00	0.00%
100-597-00-01-00	Transfer To 320 For Equipment Replacement	360,000.00	90,000.00	0.00	90,000.00	270,000.00	75.00%
100-597-00-03-12	Inter Fund Transfer - 309	0.00	1,000.00	10,000.00	11,000.00	-11,000.00	0.00%

Detail vs Budget Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
	Totals:	**85,348.82**	**128,900.72**	**-16,212.74**	**112,687.98**	**-27,339.16**	
	Totals:	**85,348.82**	**128,900.72**	**-16,212.74**	**112,687.98**	**-27,339.16**	
	Totals:	**85,348.82**	**128,900.72**	**-16,212.74**	**112,687.98**	**-27,339.16**	
	100 - Street Fund Totals:	**85,348.82**	**128,900.72**	**-16,212.74**	**112,687.98**	**-27,339.16**	
120 - Criminal Justice Fund							
120-336-06-21-00	C.J. Funds - Regular	-6,750.00	-912.54	-914.87	-1,827.41	-4,922.59	-72.93%
120-336-06-26-00	C.J. - Municipal Criminal Justice Funding	-13,352.00	-3,213.36	-3,221.50	-6,434.86	-6,917.14	-51.81%
120-361-10-00-12	Unrealized Gain/Loss	0.00	147.37	-39.01	108.36	-108.36	0.00%
120-361-11-00-12	Interest Earned - Criminal Justice	-300.00	-252.50	-69.08	-321.58	21.58	7.19%
120-361-30-00-12	Realized Gain/Loss On Investments	0.00	21.50	0.00	21.50	-21.50	0.00%
120-361-41-00-12	Investment Interest - Purchased	0.00	-8.15	0.00	-8.15	8.15	0.00%
120-521-10-41-02	Banking Service Fees/ Charges - CJ Fund	0.00	0.60	1.34	1.94	-1.94	0.00%
120-521-30-10-12	Salaries & Wages - School Programs Officer	0.00	3,658.73	925.70	4,584.43	-4,584.43	0.00%
120-521-30-20-12	Personnel Benefits - School Programs Officer	0.00	1,303.14	337.12	1,640.26	-1,640.26	0.00%
120-521-30-49-01	Misc Criminal Justice	300.00	18,130.03	0.00	18,130.03	-17,830.03	-5,943.34%
120-591-18-75-02	Cap Leases & Installment Purchas - Police Dept	20,330.00	0.00	0.00	0.00	20,330.00	100.00%
	Totals:	**228.00**	**18,874.82**	**-2,980.30**	**15,894.52**	**-15,666.52**	
	Totals:	**228.00**	**18,874.82**	**-2,980.30**	**15,894.52**	**-15,666.52**	
	Totals:	**228.00**	**18,874.82**	**-2,980.30**	**15,894.52**	**-15,666.52**	
	120 - Criminal Justice Fund Totals:	**228.00**	**18,874.82**	**-2,980.30**	**15,894.52**	**-15,666.52**	
121 - Forfeited Proceeds Fund							
121-361-10-00-02	Unrealized Gain/Loss	0.00	11.23	-2.98	8.25	-8.25	0.00%
121-361-11-00-02	Investment Interest	-20.00	-16.40	-5.37	-21.77	1.77	8.85%
121-361-30-00-02	Realized Gain/Loss On Investments	0.00	1.64	0.00	1.64	-1.64	0.00%
121-361-41-00-02	Investment Interest - Purchased	0.00	-0.62	0.00	-0.62	0.62	0.00%
121-514-29-41-21	Bank Service Charges / Costs	0.00	0.05	0.01	0.06	-0.06	0.00%
	Totals:	**-20.00**	**-4.10**	**-8.34**	**-12.44**	**-7.56**	
	Totals:	**-20.00**	**-4.10**	**-8.34**	**-12.44**	**-7.56**	
	Totals:	**-20.00**	**-4.10**	**-8.34**	**-12.44**	**-7.56**	
	121 - Forfeited Proceeds Fund Totals:	**-20.00**	**-4.10**	**-8.34**	**-12.44**	**-7.56**	
130 - Hotel/Motel Tax							
130-313-31-00-01	Hotel/Motel Lodging	-20,000.00	-3,338.72	-1,694.16	-5,032.88	-14,967.12	-74.84%
130-313-31-00-02	Transient Rental	-20,000.00	-3,423.03	-1,694.16	-5,117.19	-14,882.81	-74.41%
130-361-10-00-30	Unrealized Gain/Loss	0.00	390.00	-103.24	286.76	-286.76	0.00%
130-361-11-01-30	Investment Interest	-500.00	-687.13	-254.46	-941.59	441.59	88.32%
130-361-30-00-30	Realized Gain/Loss On Investments	0.00	56.89	0.00	56.89	-56.89	0.00%
130-361-41-00-30	Investment Interest - Purchased	0.00	-21.58	0.00	-21.58	21.58	0.00%
130-557-30-41-30	Professional Financial / Banking Costs	3.00	1.60	6.95	8.55	-5.55	-185.00%
130-557-30-44-30	Tourism Advertising	1,900.00	1,530.00	0.00	1,530.00	370.00	19.47%
130-557-30-49-01	Contributions To Other Agencies - Miscellaneous	22,500.00	0.00	0.00	0.00	22,500.00	100.00%

Detail vs Budget Report | **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
130-557-30-49-30	City Event Entertainment	14,000.00	0.00	0.00	0.00	14,000.00	100.00%
	Totals:	**-2,097.00**	**-5,491.97**	**-3,739.07**	**-9,231.04**	**7,134.04**	
	Totals:	**-2,097.00**	**-5,491.97**	**-3,739.07**	**-9,231.04**	**7,134.04**	
	Totals:	**-2,097.00**	**-5,491.97**	**-3,739.07**	**-9,231.04**	**7,134.04**	
	130 - Hotel/Motel Tax Totals:	**-2,097.00**	**-5,491.97**	**-3,739.07**	**-9,231.04**	**7,134.04**	
201 - ULTGO Bond Fund							
201-361-11-00-21	Investment Interest	-500.00	-88.13	167.09	78.96	-578.96	-115.79%
201-397-00-00-21	Transfer CE To ULTGO 201	-489,050.00	0.00	-80,000.00	-80,000.00	-409,050.00	-83.64%
201-514-29-41-01	Banking Service Fees/Charges - ULTGO Bond Fund	0.00	0.00	-3.22	-3.22	3.22	0.00%
201-591-95-71-01	Principle UTGO 2014 Issue (CARS)	330,000.00	0.00	0.00	0.00	330,000.00	100.00%
201-592-95-83-01	Interest UTGO 2014 Issue (CARS)	159,150.00	0.00	79,575.00	79,575.00	79,575.00	50.00%
201-592-95-83-02	Other Debt Service Costs (CARS)	300.00	350.00	0.00	350.00	-50.00	-16.67%
	Totals:	**-100.00**	**261.87**	**-261.13**	**0.74**	**-100.74**	
	Totals:	**-100.00**	**261.87**	**-261.13**	**0.74**	**-100.74**	
	Totals:	**-100.00**	**261.87**	**-261.13**	**0.74**	**-100.74**	
	201 - ULTGO Bond Fund Totals:	**-100.00**	**261.87**	**-261.13**	**0.74**	**-100.74**	
301 - Street Capital Contribution Fund							
301-345-89-01-23	Street Capital Developer Contributions	-380,828.00	0.00	0.00	0.00	-380,828.00	-100.00%
301-361-11-00-03	Investment Interest	-10.00	-2.71	-1.45	-4.16	-5.84	-58.40%
301-397-00-00-03	Interfund Transfers - CE To SCCF #101	0.00	-40,000.00	0.00	-40,000.00	40,000.00	0.00%
301-597-00-01-01	Interfund Transfer For CARS Signalization	40,000.00	40,000.00	0.00	40,000.00	0.00	0.00%
301-597-00-03-11	Interfund Transfer To Street Improvement Fund	320,828.00	0.00	0.00	0.00	320,828.00	100.00%
	Totals:	**-20,010.00**	**-2.71**	**-1.45**	**-4.16**	**-20,005.84**	
	Totals:	**-20,010.00**	**-2.71**	**-1.45**	**-4.16**	**-20,005.84**	
	Totals:	**-20,010.00**	**-2.71**	**-1.45**	**-4.16**	**-20,005.84**	
	301 - Street Capital Contribution Fund Totals:	**-20,010.00**	**-2.71**	**-1.45**	**-4.16**	**-20,005.84**	
305 - Capital Improvement Fund (REET)							
305-318-34-00-00	Real Estate Excise Tax Local	-230,000.00	-63,887.84	-14,018.40	-77,906.24	-152,093.76	-66.13%
305-361-10-00-35	Unrealized Gain/Loss	0.00	3,082.11	-815.88	2,266.23	-2,266.23	0.00%
305-361-11-00-35	Investment Interest	-4,000.00	-4,813.32	-1,715.12	-6,528.44	2,528.44	63.21%
305-361-30-00-35	Realized Gain/Loss On Investments	0.00	449.63	0.00	449.63	-449.63	0.00%
305-361-41-00-35	Investment Interest - Purchased	0.00	-170.55	0.00	-170.55	170.55	0.00%
305-367-00-00-01	Contrib And Donations From Nongovernmental Se	-219,656.00	0.00	0.00	0.00	-219,656.00	-100.00%
305-514-20-41-35	Professional Financial / Banking Costs	35.00	12.72	44.47	57.19	-22.19	-63.40%
305-594-42-63-00	Street And Path Projects	849,066.15	0.00	0.00	0.00	849,066.15	100.00%
305-594-42-65-02	Chipsealing / Walla Walla Cnty PW	100,000.00	0.00	0.00	0.00	100,000.00	100.00%
305-595-10-63-00	Professional Services - Engineering Services	60,000.00	0.00	0.00	0.00	60,000.00	100.00%
	Totals:	**555,445.15**	**-65,327.25**	**-16,504.93**	**-81,832.18**	**637,277.33**	
	Totals:	**555,445.15**	**-65,327.25**	**-16,504.93**	**-81,832.18**	**637,277.33**	

Detail vs Budget Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
	Totals:	**555,445.15**	**-65,327.25**	**-16,504.93**	**-81,832.18**	**637,277.33**	
	305 - Capital Improvement Fund (REET) Totals:	**555,445.15**	**-65,327.25**	**-16,504.93**	**-81,832.18**	**637,277.33**	
306 - Capital Improvement Fund (REET 2)							
306-318-35-00-00	REET 2 - Second Quarter Percent	-230,000.00	0.00	0.00	0.00	-230,000.00	-100.00%
306-331-11-00-00	Fed Direct Grant From The Department Of Comm	-512,735.90	0.00	0.00	0.00	-512,735.90	-100.00%
306-334-02-70-01	Rec And Conservation Office Grant - Lions' Park	-1,349,550.00	-54,781.30	0.00	-54,781.30	-1,294,768.70	-95.94%
306-334-03-10-09	State Direct/Indirect Grant From Dept Of Ecology	-866,150.00	-59,985.99	0.00	-59,985.99	-806,164.01	-93.07%
306-361-10-00-36	Unrealized Gain/Loss	0.00	6,943.84	-1,838.14	5,105.70	-5,105.70	0.00%
306-361-11-00-36	Investment Interest	-10,000.00	-9,696.71	-2,201.39	-11,898.10	1,898.10	18.98%
306-361-30-00-36	Realized Gain/Loss On Investments	0.00	1,013.00	0.00	1,013.00	-1,013.00	0.00%
306-361-41-00-36	Investment Interest - Purchased	0.00	-384.23	0.00	-384.23	384.23	0.00%
306-367-00-03-06	Local Grants - Lions Park Renovation	-1,025,471.80	0.00	0.00	0.00	-1,025,471.80	-100.00%
306-367-11-00-06	Contr/Donations - Private	-1,009,283.08	0.00	0.00	0.00	-1,009,283.08	-100.00%
306-514-20-41-36	Professional Financial / Banking Costs	0.00	28.60	50.56	79.16	-79.16	0.00%
306-594-76-63-04	Other Improvements - Parks REET II	0.00	-18,364.91	303,978.33	285,613.42	-285,613.42	0.00%
306-595-30-63-36	Other Capital Improvements - REET 2	3,720,000.00	4,119.64	0.00	4,119.64	3,715,880.36	99.89%
306-595-30-63-37	Other Capital Improvements - Grant Reimbursed	2,280,000.00	194,178.12	0.00	194,178.12	2,085,821.88	91.48%
	Totals:	**996,809.22**	**63,070.06**	**299,989.36**	**363,059.42**	**633,749.80**	
	Totals:	**996,809.22**	**63,070.06**	**299,989.36**	**363,059.42**	**633,749.80**	
	Totals:	**996,809.22**	**63,070.06**	**299,989.36**	**363,059.42**	**633,749.80**	
	306 - Capital Improvement Fund (REET 2) Totals:	**996,809.22**	**63,070.06**	**299,989.36**	**363,059.42**	**633,749.80**	
309 - CDBG Projects Fund							
309-333-14-00-00	Fed Ind Grt Fr Dept Of Hous/Urb Dev-Sidewalk-CD	-309,400.00	0.00	0.00	0.00	-309,400.00	-100.00%
309-333-14-00-01	Fed Ind Grt Fr Dept Of Hous/Urb Dev-Microbusn-	-15,000.00	0.00	0.00	0.00	-15,000.00	-100.00%
309-361-10-00-09	Unrealized Gain/Loss	0.00	0.16	-0.04	0.12	-0.12	0.00%
309-361-11-00-09	Investment Interest - CDBG Project Fund	0.00	-0.14	-0.03	-0.17	0.17	0.00%
309-361-41-00-09	Investment Interest - Puchased	0.00	-0.01	0.00	-0.01	0.01	0.00%
309-397-00-03-12	Interfund Transfer Streets	0.00	-1,000.00	-10,000.00	-11,000.00	11,000.00	0.00%
309-558-70-40-00	Economic Dev - Microbusiness Assistance Progra	15,000.00	0.00	0.00	0.00	15,000.00	100.00%
309-595-61-63-00	Capital Expenditures/Expenses - Sidewalks	309,400.00	1,782.20	8,112.00	9,894.20	299,505.80	96.80%
	Totals:	**0.00**	**782.21**	**-1,888.07**	**-1,105.86**	**1,105.86**	
	Totals:	**0.00**	**782.21**	**-1,888.07**	**-1,105.86**	**1,105.86**	
	Totals:	**0.00**	**782.21**	**-1,888.07**	**-1,105.86**	**1,105.86**	
	309 - CDBG Projects Fund Totals:	**0.00**	**782.21**	**-1,888.07**	**-1,105.86**	**1,105.86**	
311 - Street Improvement Fund							
311-331-20-00-00	Fed Dir Grt From The Dept Of Transportation.	-750,000.00	0.00	0.00	0.00	-750,000.00	-100.00%
311-331-97-00-02	Fed Dir Grant From The Dept Of Homeland Securit	-8,500.00	0.00	0.00	0.00	-8,500.00	-100.00%
311-334-00-10-11	State Grant From Legislature	-214,687.84	0.00	0.00	0.00	-214,687.84	-100.00%
311-334-03-80-06	TIB C Street Grant	-50,000.00	0.00	0.00	0.00	-50,000.00	-100.00%
311-334-03-80-08	TIB Overlay Grants	-688,088.00	0.00	0.00	0.00	-688,088.00	-100.00%

Detail vs Budget Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
311-361-10-00-11	Unrealized Gain/Loss	0.00	883.78	-390.62	493.16	-493.16	0.00%
311-361-11-00-11	Investment Interest St. Improvement Fund	-500.00	-185.31	-305.86	-491.17	-8.83	-1.77%
311-361-30-00-11	Realized Gain/Loss On Investments	0.00	56.15	0.00	56.15	-56.15	0.00%
311-361-41-00-11	Investment Interest - Purchased	0.00	-21.30	0.00	-21.30	21.30	0.00%
311-367-00-03-11	Pacific Power Grant	-3,400.00	0.00	0.00	0.00	-3,400.00	-100.00%
311-397-00-00-11	Transfer From Streets > St Res	0.00	-30,000.00	0.00	-30,000.00	30,000.00	0.00%
311-397-00-00-37	Interfund Transfer - 350 to 311	-381,000.00	0.00	0.00	0.00	-381,000.00	-100.00%
311-397-00-00-38	Interfund Transfer - 360 to 311	-4,090,032.00	0.00	0.00	0.00	-4,090,032.00	-100.00%
311-397-00-03-11	IF Transfer From Street Cap Devr Contribs Fund	-320,828.00	0.00	0.00	0.00	-320,828.00	-100.00%
311-397-00-03-30	Transfer From Economic Development Fund	0.00	-220,000.00	0.00	-220,000.00	220,000.00	0.00%
311-543-30-41-11	Professional Financial / Banking Costs	25.00	2.57	1.33	3.90	21.10	84.40%
311-595-30-63-12	Roads/Streets Const & Other Infrast-St Improv Fu	11,900.00	2,666.85	605.14	3,271.99	8,628.01	72.50%
311-595-30-63-20	Street Fund Capital Project Roadways	5,345,176.00	122,508.89	300.00	122,808.89	5,222,367.11	97.70%
311-595-30-63-21	Street Fund Cap Proj Roadways - TIB Grant Portio	1,069,088.00	32,252.55	0.00	32,252.55	1,036,835.45	96.98%
311-597-00-00-39	Interfund Account - St Imp Fund	0.00	0.00	10,650.40	10,650.40	-10,650.40	0.00%
	Totals:	**-80,846.84**	**-91,835.82**	**10,860.39**	**-80,975.43**	**128.59**	
	Totals:	**-80,846.84**	**-91,835.82**	**10,860.39**	**-80,975.43**	**128.59**	
	Totals:	**-80,846.84**	**-91,835.82**	**10,860.39**	**-80,975.43**	**128.59**	
	311 - Street Improvement Fund Totals:	**-80,846.84**	**-91,835.82**	**10,860.39**	**-80,975.43**	**128.59**	
315 - Facility Maintenance Reserve Fund (CE)							
315-334-04-20-15	Department Of Commerce Energy Efficiency Grant	-20,000.00	0.00	0.00	0.00	-20,000.00	-100.00%
315-361-10-00-15	Unrealized Gain/Loss	0.00	5,008.26	-1,412.81	3,595.45	-3,595.45	0.00%
315-361-11-00-15	Investment Interest- Facility Maint Resv Fund	-5,000.00	-6,199.64	-1,873.55	-8,073.19	3,073.19	61.46%
315-361-30-00-15	Realized Gain/Loss On Investments	0.00	690.20	0.00	690.20	-690.20	0.00%
315-361-41-00-15	Investment Interest - Purchased	0.00	-261.79	0.00	-261.79	261.79	0.00%
315-391-20-04-12	Revenue Bond Proceeds	-2,000,000.00	0.00	0.00	0.00	-2,000,000.00	-100.00%
315-397-00-00-15	Operating Transfer From CE To Bldg Fac Reserve	-200,000.00	-50,000.00	0.00	-50,000.00	-150,000.00	-75.00%
315-514-20-41-15	Financial Services / Fees & Charges	100.00	20.02	39.80	59.82	40.18	40.18%
315-594-18-62-16	Cap Expend/Expense - Bdgs & Structures (Grt Fun	64,900.00	0.00	65,000.00	65,000.00	-100.00	-0.15%
315-594-18-62-17	Capital Expenditures/Expenses - Bdgs & Structure	2,105,944.00	75,892.92	21,634.18	97,527.10	2,008,416.90	95.37%
315-594-18-63-15	Capital Expenditures/Expenses - Other Imprvmts	94,400.00	0.00	0.00	0.00	94,400.00	100.00%
315-594-18-64-15	Capital Expenditures/Expenses - Equip/Furnishing	34,458.00	3,321.13	0.00	3,321.13	31,136.87	90.36%
	Totals:	**74,802.00**	**28,471.10**	**83,387.62**	**111,858.72**	**-37,056.72**	
	Totals:	**74,802.00**	**28,471.10**	**83,387.62**	**111,858.72**	**-37,056.72**	
	Totals:	**74,802.00**	**28,471.10**	**83,387.62**	**111,858.72**	**-37,056.72**	
	315 - Facility Maintenance Reserve Fund (CE) Totals:	**74,802.00**	**28,471.10**	**83,387.62**	**111,858.72**	**-37,056.72**	
320 - Equipment Reserve Fund							
320-361-10-00-04	Unrealized Gain/Loss	0.00	3,513.85	-1,260.21	2,253.64	-2,253.64	0.00%
320-361-11-00-04	Investment Interest	-2,500.00	-2,337.75	-375.63	-2,713.38	213.38	8.54%
320-361-30-00-04	Realized Gain/Loss On Investments	-1,050.00	359.31	0.00	359.31	-1,409.31	-134.22%
320-361-41-00-04	Investment Interest - Purchased	0.00	-136.29	0.00	-136.29	136.29	0.00%

Detail vs Budget Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
320-397-00-01-00	Transfer From Streets For Equipment Replacemen	-360,000.00	-90,000.00	0.00	-90,000.00	-270,000.00	-75.00%
320-397-00-15-21	Transfer From PD For Equipment Replacement	-473,351.00	-118,337.75	0.00	-118,337.75	-355,013.25	-75.00%
320-397-00-15-24	Transfer From Bldg/Facilities For Equip Replace	0.00	-50,000.00	-225,000.00	-275,000.00	275,000.00	0.00%
320-397-00-15-26	Transfer From EMS For Equipment Replacement	-325,000.00	-81,250.00	0.00	-81,250.00	-243,750.00	-75.00%
320-514-89-41-20	Professional Financial / Banking Costs	33.00	12.16	-17.49	-5.33	38.33	116.15%
320-591-21-75-03	Capital Leases & Installment Purchases - PD	185,351.00	10,956.73	0.00	10,956.73	174,394.27	94.09%
320-594-21-64-32	Vehicles/Equip Police Department	217,000.00	195,327.57	27,151.41	222,478.98	-5,478.98	-2.52%
320-594-22-64-27	Vehicles/Equip EMS	325,000.00	1,445.60	0.00	1,445.60	323,554.40	99.56%
320-594-22-64-31	Vehicles/Equip Fire Department	0.00	1,557.85	0.00	1,557.85	-1,557.85	0.00%
320-594-22-64-32	Vehicles/Equip Fire Department Mobilization	0.00	434.80	415.55	850.35	-850.35	0.00%
320-594-42-64-32	Vehicles/Equip Streets	360,000.00	48,543.10	0.00	48,543.10	311,456.90	86.52%
320-594-48-64-03	Capital Expenditures/Expenses - Machinery & Equ	0.00	133,040.40	0.00	133,040.40	-133,040.40	0.00%
320-597-00-00-00	Transfer to CE from 320	75,000.00	0.00	0.00	0.00	75,000.00	100.00%
	Totals:	**483.00**	**53,129.58**	**-199,086.37**	**-145,956.79**	**146,439.79**	
	Totals:	**483.00**	**53,129.58**	**-199,086.37**	**-145,956.79**	**146,439.79**	
	Totals:	**483.00**	**53,129.58**	**-199,086.37**	**-145,956.79**	**146,439.79**	
	320 - Equipment Reserve Fund Totals:	**483.00**	**53,129.58**	**-199,086.37**	**-145,956.79**	**146,439.79**	
330 - Economic Development Fund							
330-361-11-00-30	Interest Earned Economic Development	-375.00	-2,837.93	-1,703.26	-4,541.19	4,166.19	1,110.98%
330-397-00-01-01	Interfund Transfer For Signalization	-40,000.00	-40,000.00	0.00	-40,000.00	0.00	0.00%
330-397-00-41-33	Transfer From Wastewater Fund To Econ Dev Fund	0.00	-130,000.00	0.00	-130,000.00	130,000.00	0.00%
330-514-29-41-33	Banking Service Fees/Charges - Econ Dev Fund	0.00	620.13	-584.01	36.12	-36.12	0.00%
330-595-20-63-03	ROW Acquisition	40,000.00	0.00	0.00	0.00	40,000.00	100.00%
330-597-00-03-30	Transfer To Street Improvement Fund	0.00	220,000.00	0.00	220,000.00	-220,000.00	0.00%
	Totals:	**-375.00**	**47,782.20**	**-2,287.27**	**45,494.93**	**-45,869.93**	
	Totals:	**-375.00**	**47,782.20**	**-2,287.27**	**45,494.93**	**-45,869.93**	
	Totals:	**-375.00**	**47,782.20**	**-2,287.27**	**45,494.93**	**-45,869.93**	
	330 - Economic Development Fund Totals:	**-375.00**	**47,782.20**	**-2,287.27**	**45,494.93**	**-45,869.93**	
340 - Economic Development Reserve Fund							
340-361-11-00-32	Interest Earned - Econ Development Reserve Fund	0.00	-0.37	-0.20	-0.57	0.57	0.00%
	Totals:	**0.00**	**-0.37**	**-0.20**	**-0.57**	**0.57**	**0.00%**
	Totals:	**0.00**	**-0.37**	**-0.20**	**-0.57**	**0.57**	**0.00%**
	Totals:	**0.00**	**-0.37**	**-0.20**	**-0.57**	**0.57**	**0.00%**
	340 - Economic Development Reserve Fund Totals:	**0.00**	**-0.37**	**-0.20**	**-0.57**	**0.57**	**0.00%**
350 - Tax Benefit District Construction Fund							
350-313-21-00-00	Sales Tax - TBD	-381,000.00	0.00	0.00	0.00	-381,000.00	-100.00%
350-397-00-00-39	Interfund Transfer - 311 to 350	0.00	0.00	-10,650.40	-10,650.40	10,650.40	0.00%
350-597-00-00-37	Interfund Transfer 350 to 311	381,000.00	0.00	0.00	0.00	381,000.00	100.00%
	Totals:	**0.00**	**0.00**	**-10,650.40**	**-10,650.40**	**10,650.40**	

Detail vs Budget Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
	Totals:	**0.00**	**0.00**	**-10,650.40**	**-10,650.40**	**10,650.40**	
	Totals:	**0.00**	**0.00**	**-10,650.40**	**-10,650.40**	**10,650.40**	
	350 - Tax Benefit District Construction Fund Totals:	**0.00**	**0.00**	**-10,650.40**	**-10,650.40**	**10,650.40**	
360 - Tax Increment Financing Construction Fund							
360-391-10-00-04	Revenue Bond Proceeds - TIF	-4,090,032.00	0.00	0.00	0.00	-4,090,032.00	-100.00%
360-597-00-00-38	Interfund Transfer - 360 to 311	4,090,032.00	0.00	0.00	0.00	4,090,032.00	100.00%
	Totals:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
	Totals:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
	Totals:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
	360 - Tax Increment Financing Construction Fund Totals:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
400 - Water Fund							
400-341-70-00-00	Sale Of Merchandise	-10,000.00	0.00	0.00	0.00	-10,000.00	-100.00%
400-343-40-00-00	Water Sales	-1,648,846.00	-406,748.99	-113,154.09	-519,903.08	-1,128,942.92	-68.47%
400-343-40-00-01	Water Sales - Irrigation Only	0.00	-29.70	0.00	-29.70	29.70	0.00%
400-343-40-00-02	Water Charges For Utility Tax	-291,445.00	-84,022.32	-22,290.15	-106,312.47	-185,132.53	-63.52%
400-343-40-01-70	Misc Util Fees/Activation Fees	-8,214.00	-60.75	-22.50	-83.25	-8,130.75	-98.99%
400-343-40-01-85	Water - Sale Of Materials & Services	-15,103.00	-7,754.28	0.00	-7,754.28	-7,348.72	-48.66%
400-343-40-01-99	Utility Balance on SBX Conversion	0.00	-8,445.69	-3,406.31	-11,852.00	11,852.00	0.00%
400-359-90-00-40	Penalty/Late Fee	-20,000.00	-8,041.11	-1,876.84	-9,917.95	-10,082.05	-50.41%
400-361-10-00-40	Unrealized Gain/Loss	0.00	1,254.44	-288.24	966.20	-966.20	0.00%
400-361-11-00-40	Investment Interest	-10,000.00	-1,694.60	-366.47	-2,061.07	-7,938.93	-79.39%
400-361-30-00-40	Realized Gain/Loss On Investments	0.00	203.28	0.00	203.28	-203.28	0.00%
400-361-41-00-40	Investment Interest - Purchased	0.00	-77.10	0.00	-77.10	77.10	0.00%
400-362-00-00-01	Water - Hydrant Meter & Backflow Rental Fees	-1,081.00	-667.00	0.00	-667.00	-414.00	-38.30%
400-362-00-50-40	Rental Charges / Fees	-23,000.00	-9,125.25	0.00	-9,125.25	-13,874.75	-60.33%
400-369-10-00-06	Sale Of Surplus - Water	-5,512.00	0.00	0.00	0.00	-5,512.00	-100.00%
400-369-91-00-40	Other Misc. Revenues	0.00	188.52	0.00	188.52	-188.52	0.00%
400-382-10-00-01	Water - Hydrant Meter DEPOSIT	-2,000.00	-1,030.00	0.00	-1,030.00	-970.00	-48.50%
400-397-00-00-32	Interfund Transfer Fund 431 To Fund 400	-285,000.00	0.00	0.00	0.00	-285,000.00	-100.00%
400-534-10-10-00	Wages & OT	107,125.32	34,932.20	8,801.36	43,733.56	63,391.76	59.18%
400-534-10-20-00	Benefits	36,984.42	14,191.59	3,539.54	17,731.13	19,253.29	52.06%
400-534-10-31-00	Operating Supplies - Administration	500.00	133.69	46.49	180.18	319.82	63.96%
400-534-10-31-01	Office Supplies - Administration	650.00	1,186.10	320.14	1,506.24	-856.24	-131.73%
400-534-10-35-00	Small Tools/Equipment	500.00	1,093.34	0.00	1,093.34	-593.34	-118.67%
400-534-10-41-00	Professional Service	42,000.00	12,674.05	1,543.84	14,217.89	27,782.11	66.15%
400-534-10-42-00	Communication	4,000.00	1,319.69	531.21	1,850.90	2,149.10	53.73%
400-534-10-43-00	Travel	4,000.00	1,316.23	800.66	2,116.89	1,883.11	47.08%
400-534-10-44-00	External Taxes	115,000.00	37,866.66	9,168.61	47,035.27	67,964.73	59.10%
400-534-10-44-01	Advertising	1,000.00	415.37	442.50	857.87	142.13	14.21%
400-534-10-44-02	Utility Tax	290,000.00	84,022.32	22,290.15	106,312.47	183,687.53	63.34%
400-534-10-46-00	Insurance	78,160.00	78,776.31	0.00	78,776.31	-616.31	-0.79%

Detail vs Budget Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
400-534-10-49-00	Miscellaneous	6,500.00	8,694.94	198.07	8,893.01	-2,393.01	-36.82%
400-534-10-49-01	Registrations/Fees - Training Classes & Seminars	3,500.00	1,952.80	95.00	2,047.80	1,452.20	41.49%
400-534-20-10-00	Salaries & Wages	26,780.43	8,853.60	2,231.76	11,085.36	15,695.07	58.61%
400-534-20-20-00	Benefits	12,826.02	4,284.41	1,069.87	5,354.28	7,471.74	58.25%
400-534-20-49-00	Miscellaneous	0.00	208.00	0.00	208.00	-208.00	0.00%
400-534-27-10-00	Water Utilities - Salaries & Wages	108,135.69	34,357.29	8,723.87	43,081.16	65,054.53	60.16%
400-534-27-20-00	Water Utilities - Personnel Benefits	40,936.28	15,524.54	4,246.02	19,770.56	21,165.72	51.70%
400-534-27-31-00	Water Utilities - Operating Supplies	1,500.00	107.16	0.00	107.16	1,392.84	92.86%
400-534-27-31-01	Water Utilities - Office Supplies	3,000.00	333.42	134.12	467.54	2,532.46	84.42%
400-534-27-35-00	Water Utilities - Small Tools And Minor Equipment	200.00	0.00	0.00	0.00	200.00	100.00%
400-534-27-41-00	Water Utilities - Professional Services	22,704.00	12,228.59	2,501.50	14,730.09	7,973.91	35.12%
400-534-27-42-00	Water Utilities - Communications	5,000.00	1,236.98	210.16	1,447.14	3,552.86	71.06%
400-534-27-43-00	Water Utilities - Travel	400.00	75.38	0.00	75.38	324.62	81.16%
400-534-27-48-00	Water Utilities - Repairs & Maintenance	300.00	59.78	5.10	64.88	235.12	78.37%
400-534-27-49-00	Water Utilities - Miscellaneous	300.00	20.25	0.00	20.25	279.75	93.25%
400-534-27-49-01	Water Utilities - Reg/Fees - Trainings & Seminars	500.00	433.06	0.00	433.06	66.94	13.39%
400-534-50-10-00	Wages & OT	372,646.82	88,985.37	23,151.51	112,136.88	260,509.94	69.91%
400-534-50-20-00	Benefits	184,910.27	49,712.36	13,627.23	63,339.59	121,570.68	65.75%
400-534-50-20-01	Benefits Uniforms	1,500.00	1,283.03	7.65	1,290.68	209.32	13.95%
400-534-50-31-00	Operating Supplies - Maintenance	110,000.00	25,551.91	713.78	26,265.69	83,734.31	76.12%
400-534-50-35-00	Sm Tools/Equipment	2,000.00	2,840.77	467.74	3,308.51	-1,308.51	-65.43%
400-534-50-41-00	Professional Services	3,000.00	137.03	0.00	137.03	2,862.97	95.43%
400-534-50-43-00	Travel	2,000.00	95.04	204.00	299.04	1,700.96	85.05%
400-534-50-45-00	Operating Rentals/Leases	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
400-534-50-48-00	Repairs & Maintenance	10,000.00	0.00	0.00	0.00	10,000.00	100.00%
400-534-50-49-00	County 911 / Dispatch Services	2,096.00	628.80	0.00	628.80	1,467.20	70.00%
400-534-50-49-01	Miscellaneous	200.00	497.44	829.00	1,326.44	-1,126.44	-563.22%
400-534-50-49-96	Interfund Rentals - O & M	60,000.00	15,633.26	0.00	15,633.26	44,366.74	73.94%
400-534-80-10-00	Wages & OT	11,522.96	4,205.77	960.33	5,166.10	6,356.86	55.17%
400-534-80-20-00	Benefits	5,550.52	2,003.44	480.63	2,484.07	3,066.45	55.25%
400-534-80-31-00	Operating Supplies - General	30,000.00	8,012.91	2,095.17	10,108.08	19,891.92	66.31%
400-534-80-33-00	Water Purchase For Resale	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
400-534-80-35-00	Small Tools/Equipment	1,000.00	129.72	0.00	129.72	870.28	87.03%
400-534-80-41-00	Water Utilities - Prof Services - Water Testing	17,000.00	9,181.75	2,429.59	11,611.34	5,388.66	31.70%
400-534-80-43-00	Travel	0.00	592.25	0.00	592.25	-592.25	0.00%
400-534-80-47-00	Public Utility Services	165,000.00	35,869.40	8,496.08	44,365.48	120,634.52	73.11%
400-534-80-48-00	Repairs/Maintenance	40,000.00	9,344.13	28.67	9,372.80	30,627.20	76.57%
400-534-80-49-00	Intergov Maintenance	7,500.00	4,423.70	0.00	4,423.70	3,076.30	41.02%
400-534-80-49-01	Miscellaneous	200.00	0.00	0.00	0.00	200.00	100.00%
400-534-90-41-00	Professional Financial / Banking Costs	920.00	5.44	4.96	10.40	909.60	98.87%
400-594-34-64-04	Machinery/Equipment	4,500.00	0.00	0.00	0.00	4,500.00	100.00%
400-594-34-64-27	Water Utilities - Machinery & Equipment	0.00	5,068.78	0.00	5,068.78	-5,068.78	0.00%
400-597-34-00-41	IF Transfer-Revenue Resvd For Rate-Funded Capita	100,000.00	0.00	0.00	0.00	100,000.00	100.00%
400-597-34-00-95	Interfund Rentals - Repl	100,000.00	25,000.00	0.00	25,000.00	75,000.00	75.00%

Detail vs Budget Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
400-597-34-04-32	Interfund Transfer To Capital Projects Fund 431	200,000.00	0.00	0.00	0.00	200,000.00	100.00%
	Totals:	**29,847.73**	**119,449.50**	**-21,008.29**	**98,441.21**	**-68,593.48**	
	Totals:	**29,847.73**	**119,449.50**	**-21,008.29**	**98,441.21**	**-68,593.48**	
	Totals:	**29,847.73**	**119,449.50**	**-21,008.29**	**98,441.21**	**-68,593.48**	
	400 - Water Fund Totals:	**29,847.73**	**119,449.50**	**-21,008.29**	**98,441.21**	**-68,593.48**	
401 - Wastewater Fund							
401-343-50-00-00	Wastewater Charges	-2,822,565.00	-882,842.41	-218,339.27	-1,101,181.68	-1,721,383.32	-60.99%
401-343-50-00-02	Wastewater Charges For Utility Tax	-383,036.00	-119,868.30	-29,643.43	-149,511.73	-233,524.27	-60.97%
401-343-50-00-41	Misc Util Fees & Charges	-2,000.00	-60.75	-25.50	-86.25	-1,913.75	-95.69%
401-343-50-02-41	Sewer Assessment Charges	-1,500.00	0.00	0.00	0.00	-1,500.00	-100.00%
401-359-90-00-41	Penalty/Late Fee	-6,000.00	-2,730.22	-660.99	-3,391.21	-2,608.79	-43.48%
401-361-10-00-41	Unrealized Gain/Loss	0.00	5,899.22	-1,435.26	4,463.96	-4,463.96	0.00%
401-361-11-00-41	Investment Interest WW	-15,000.00	-19,187.57	-6,212.94	-25,400.51	10,400.51	69.34%
401-361-30-00-41	Realized Gain/Loss On Investments	0.00	917.55	0.00	917.55	-917.55	0.00%
401-361-41-00-41	Investment Interest - Purchased	0.00	-348.03	0.00	-348.03	348.03	0.00%
401-369-91-00-41	Other Misc Revenues	-50,000.00	0.00	0.00	0.00	-50,000.00	-100.00%
401-535-10-10-00	Wages & OT	93,868.80	30,936.46	7,794.25	38,730.71	55,138.09	58.74%
401-535-10-20-00	Benefits	30,929.83	10,776.02	2,682.64	13,458.66	17,471.17	56.49%
401-535-10-31-01	Office Supplies - Administration	500.00	172.70	55.75	228.45	271.55	54.31%
401-535-10-41-00	Professional Services	1,242,036.00	423,329.09	103,519.56	526,848.65	715,187.35	57.58%
401-535-10-42-00	Communication	350.00	93.14	33.93	127.07	222.93	63.69%
401-535-10-43-00	Travel	2,000.00	1,969.34	116.06	2,085.40	-85.40	-4.27%
401-535-10-44-00	External Taxes	68,000.00	22,491.81	5,520.40	28,012.21	39,987.79	58.81%
401-535-10-44-02	Utility Tax	330,000.00	119,868.30	-29,643.43	90,224.87	239,775.13	72.66%
401-535-10-46-00	Insurance	118,350.00	119,254.80	0.00	119,254.80	-904.80	-0.76%
401-535-10-49-00	Misc	11,500.00	935.00	198.07	1,133.07	10,366.93	90.15%
401-535-10-49-01	Registrations/Fees - Training Classes & Seminars	500.00	64.50	195.00	259.50	240.50	48.10%
401-535-20-10-00	Salaries & Wages	27,896.29	9,222.50	2,324.75	11,547.25	16,349.04	58.61%
401-535-20-20-00	Benefits	13,360.46	4,462.91	1,114.45	5,577.36	7,783.10	58.25%
401-535-27-10-00	Sewer Utilities - Salaries & Wages	109,593.45	35,126.07	8,842.92	43,968.99	65,624.46	59.88%
401-535-27-20-00	Sewer Utilities - Personnel Benefits	41,203.73	16,099.91	4,416.72	20,516.63	20,687.10	50.21%
401-535-27-31-00	Sewer Utilities - Operating Supplies	500.00	90.01	0.00	90.01	409.99	82.00%
401-535-27-31-01	Sewer Utilities - Office Supplies	1,000.00	371.40	145.11	516.51	483.49	48.35%
401-535-27-35-00	Sewer Utilities - Small Tools And Minor Equipment	200.00	0.00	0.00	0.00	200.00	100.00%
401-535-27-41-00	Sewer Utilities - Professional Services	30,578.00	17,782.02	3,776.74	21,558.76	9,019.24	29.50%
401-535-27-42-00	Sewer Utilities - Communications	500.00	2,296.20	615.93	2,912.13	-2,412.13	-482.43%
401-535-27-43-00	Sewer Utilities - Travel	400.00	70.36	0.00	70.36	329.64	82.41%
401-535-27-48-00	Sewer Utilities - Repairs & Maintenance	500.00	90.60	7.73	98.33	401.67	80.33%
401-535-27-49-00	Sewer Utilities - Miscellaneous	300.00	21.00	0.00	21.00	279.00	93.00%
401-535-27-49-01	Sewer Utilities - Reg/Fees - Trainings & Seminars	500.00	456.30	0.00	456.30	43.70	8.74%
401-535-50-31-00	Operating Supplies - Maintenance	500.00	157.36	0.00	157.36	342.64	68.53%
401-535-50-35-00	Small Tools / Equipment	500.00	0.00	0.00	0.00	500.00	100.00%

Detail vs Budget Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
401-535-50-48-00	Repairs / Maintenance	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
401-535-50-49-00	Intergov Services	2,500.00	252.62	0.00	252.62	2,247.38	89.90%
401-535-50-49-01	County 911 / Dispatch Services	2,096.00	1,194.72	0.00	1,194.72	901.28	43.00%
401-535-50-49-96	Interfund Rentals - O & M	30,000.00	695.40	0.00	695.40	29,304.60	97.68%
401-535-80-41-00	Professional Services	24,000.00	0.00	0.00	0.00	24,000.00	100.00%
401-535-80-47-00	Public Utility Services	31,500.00	13,876.24	3,469.06	17,345.30	14,154.70	44.94%
401-535-80-48-00	Repairs / Maintenance Capital Reserve	45,000.00	1.80	0.06	1.86	44,998.14	100.00%
401-535-80-49-00	Miscellaneous	13,000.00	3,668.46	0.00	3,668.46	9,331.54	71.78%
401-535-80-49-96	Interfund Transfers - O&M	10,000.00	695.40	0.00	695.40	9,304.60	93.05%
401-535-90-41-00	Professional Financial / Banking Costs	630.00	25.50	201.69	227.19	402.81	63.94%
401-597-00-41-33	Transfer From Wastwater Fund To Econ Dev Fund	0.00	130,000.00	0.00	130,000.00	-130,000.00	0.00%
401-597-40-14-11	Transfer For Rate Funded Capital	300,000.00	75,000.00	0.00	75,000.00	225,000.00	75.00%
	Totals:	**-694,808.44**	**23,327.43**	**-140,930.00**	**-117,602.57**	**-577,205.87**	
	Totals:	**-694,808.44**	**23,327.43**	**-140,930.00**	**-117,602.57**	**-577,205.87**	
	Totals:	**-694,808.44**	**23,327.43**	**-140,930.00**	**-117,602.57**	**-577,205.87**	
	401 - Wastewater Fund Totals:	**-694,808.44**	**23,327.43**	**-140,930.00**	**-117,602.57**	**-577,205.87**	
402 - Stormwater Fund							
402-334-03-10-06	St Dir/Ind Grt Fr Ecol Dept-Poll Prevent Partner	0.00	-1,374.86	0.00	-1,374.86	1,374.86	0.00%
402-343-10-00-00	Stormwater Charges	-654,308.00	-223,113.53	-54,953.44	-278,066.97	-376,241.03	-57.50%
402-343-10-00-41	Misc Util Fees & Charges - Stormwater	0.00	-96.75	-25.50	-122.25	122.25	0.00%
402-359-90-00-42	Penalty/Late Fee - Stormwater	-2,500.00	-447.82	-128.27	-576.09	-1,923.91	-76.96%
402-361-10-04-02	Unrealized Gain/Loss	0.00	5,748.04	-1,521.44	4,226.60	-4,226.60	0.00%
402-361-11-04-02	Investment Interest - Stormwater Fund	-6,000.00	-6,197.24	-1,634.27	-7,831.51	1,831.51	30.53%
402-361-30-04-02	Realized Gain/Loss On Investments	0.00	838.59	0.00	838.59	-838.59	0.00%
402-361-41-04-02	Investment Interest - Purchased	0.00	-318.08	0.00	-318.08	318.08	0.00%
402-531-10-10-00	Wages & OT - Stormwater Administration	98,193.24	29,530.78	7,464.68	36,995.46	61,197.78	62.32%
402-531-10-20-00	Benefits - Stormwater Administration	37,273.59	12,634.92	3,190.55	15,825.47	21,448.12	57.54%
402-531-10-20-01	Stormwater Administration - Uniform	0.00	22.60	1.99	24.59	-24.59	0.00%
402-531-10-31-00	Operating Supplies - Stormwater Administration	1,000.00	341.84	61.64	403.48	596.52	59.65%
402-531-10-31-01	Office Supplies - Stormwater Administration	200.00	122.55	34.43	156.98	43.02	21.51%
402-531-10-41-00	Professional Services - Stormwater Administration	10,000.00	383.37	8.41	391.78	9,608.22	96.08%
402-531-10-43-00	Travel - Stormwater	2,000.00	549.04	37.43	586.47	1,413.53	70.68%
402-531-10-44-01	Advertising - Stormwater	500.00	71.48	0.00	71.48	428.52	85.70%
402-531-10-46-00	Insurance - Stormwater	26,800.00	26,985.66	0.00	26,985.66	-185.66	-0.69%
402-531-10-49-00	Miscellaneous - Stormwater	5,000.00	2,562.72	269.20	2,831.92	2,168.08	43.36%
402-531-10-49-01	Reg/Fees - Training Classes Stormwater Admin	2,500.00	527.85	-22.50	505.35	1,994.65	79.79%
402-531-20-10-00	Wages & OT - Stormwater Engineering	53,932.45	17,385.86	4,363.90	21,749.76	32,182.69	59.67%
402-531-20-20-00	Benefits - Stormwater Engineering	22,149.22	9,456.97	2,375.81	11,832.78	10,316.44	46.58%
402-531-20-31-00	Operating Supplies - Stormwater Engineering	0.00	174.14	0.00	174.14	-174.14	0.00%
402-531-20-41-00	Professional Services - Stormwater Engineering	2,000.00	3,525.80	1,181.60	4,707.40	-2,707.40	-135.37%
402-531-20-42-00	Communications - Stormwater Engineering	0.00	325.05	81.24	406.29	-406.29	0.00%
402-531-20-43-00	Travel Expense - Stormwater Engineering	0.00	15.21	345.10	360.31	-360.31	0.00%

Detail vs Budget Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
402-531-27-10-00	Stormwater Utilities - Salaries & Wages	64,273.51	20,324.95	5,141.21	25,466.16	38,807.35	60.38%
402-531-27-20-00	Stormwater Utilities - Personnel Benefits	24,257.94	9,364.72	2,544.19	11,908.91	12,349.03	50.91%
402-531-27-31-00	Stormwater Utiltiies - Operating Supplies	500.00	47.46	104.37	151.83	348.17	69.63%
402-531-27-31-01	Stormwater Utilities - Office Supplies	250.00	33.69	35.40	69.09	180.91	72.36%
402-531-27-41-00	Stormwater Utilities - Professional Services	9,110.00	7,245.05	830.82	8,075.87	1,034.13	11.35%
402-531-27-42-00	Stormwater Utilities - Communications	2,600.00	1,647.22	418.33	2,065.55	534.45	20.56%
402-531-27-43-00	Stormwater Utilities - Travel	400.00	65.33	0.00	65.33	334.67	83.67%
402-531-27-48-00	Stormwater Utilities - Repairs & Maintenance	1,000.00	19.94	1.70	21.64	978.36	97.84%
402-531-27-49-00	Stormwater Utilities - Miscellaneous	50.00	10.50	0.00	10.50	39.50	79.00%
402-531-27-49-01	Stormwater Utilities - Reg/Fees - Train & Seminars	500.00	234.84	0.00	234.84	265.16	53.03%
402-531-50-10-00	Wages & OT - Stormwater Maintenance	102,113.18	33,548.53	8,618.76	42,167.29	59,945.89	58.71%
402-531-50-20-00	Benefits - Stormwater Maintenance	64,315.70	24,143.24	6,086.34	30,229.58	34,086.12	53.00%
402-531-50-20-01	Benefits - Uniforms	1,000.00	217.36	0.00	217.36	782.64	78.26%
402-531-50-31-00	Operating Supplies - Stormwater Maintenance	500.00	0.00	0.00	0.00	500.00	100.00%
402-531-50-35-00	Small Tools/Equipment - Stormwater Maintenanc	5,000.00	3,989.32	0.00	3,989.32	1,010.68	20.21%
402-531-50-41-00	Professional Services - Stormwater Maintenance	750.00	0.00	0.00	0.00	750.00	100.00%
402-531-50-43-00	Travel - Stormwater Maintenance	500.00	0.00	0.00	0.00	500.00	100.00%
402-531-50-48-00	Repairs & Maintenance - Stormwater Maintenanc	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
402-531-50-49-01	County 911 / Dispatch Services	1,000.00	272.48	0.00	272.48	727.52	72.75%
402-531-50-49-96	Interfund Rentals - O&M - Stormwater Maintenan	25,000.00	13,888.63	0.00	13,888.63	11,111.37	44.45%
402-531-70-43-00	Travel - DOE Inter Agreement - Hazardous Waste	500.00	0.00	0.00	0.00	500.00	100.00%
402-531-80-31-00	Operating Supplies - Stormwater Operations/Gen	200.00	0.00	0.00	0.00	200.00	100.00%
402-531-80-42-00	Communications - Stormwater Maintenance	500.00	0.00	0.00	0.00	500.00	100.00%
402-531-80-43-00	Travel Expense - Stormwater Operations/General	500.00	0.00	687.60	687.60	-187.60	-37.52%
402-531-80-48-00	Repairs/Maint - Stormwater Operations/General	0.00	0.03	0.00	0.03	-0.03	0.00%
402-531-80-49-01	Registration/Fees - Training Classes Stormwater	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
402-531-90-41-00	Professional Financial / Banking Costs	225.00	0.04	18.21	18.25	206.75	91.89%
402-597-00-04-03	Interfund Transfer - SW Operating To SW Capital	100,000.00	0.00	380,000.00	380,000.00	-280,000.00	-280.00%
	Totals:	**8,285.83**	**-5,292.48**	**365,617.49**	**360,325.01**	**-352,039.18**	
	Totals:	**8,285.83**	**-5,292.48**	**365,617.49**	**360,325.01**	**-352,039.18**	
	Totals:	**8,285.83**	**-5,292.48**	**365,617.49**	**360,325.01**	**-352,039.18**	
	402 - Stormwater Fund Totals:	**8,285.83**	**-5,292.48**	**365,617.49**	**360,325.01**	**-352,039.18**	
403 - Stormwater Capital Reserve Fund							
403-334-00-10-43	State Grant From Legislature	-555,000.00	0.00	0.00	0.00	-555,000.00	-100.00%
403-334-03-10-01	Dept Of Ecology - SFAP	-700,000.00	0.00	0.00	0.00	-700,000.00	-100.00%
403-334-03-10-02	St Dir/Ind Grt Fr Dept Of Ecol-Stormwater Capacit	-558,365.00	0.00	0.00	0.00	-558,365.00	-100.00%
403-334-03-00-03	Dept Of Ecology - Decant Facility	0.00	-7,903.48	0.00	-7,903.48	7,903.48	0.00%
403-334-03-80-43	State Grant From TIB	-730,000.00	0.00	0.00	0.00	-730,000.00	-100.00%
403-361-10-04-03	Unrealized Gain/Loss	0.00	1,270.03	-336.20	933.83	-933.83	0.00%
403-361-11-04-03	Investment Interest - Stormwater Capital Resv Fun	-2,000.00	-2,059.81	753.51	-1,306.30	-693.70	-34.69%
403-361-30-04-03	Realized Gain/Loss On Investments	0.00	185.28	0.00	185.28	-185.28	0.00%
403-361-41-04-03	Investment Interest - Purchased	0.00	-70.28	0.00	-70.28	70.28	0.00%

Detail vs Budget Report — **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
403-397-00-04-03	Interfund Transfer - SW Operating To SW Capital	-100,000.00	0.00	-380,000.00	-380,000.00	280,000.00	280.00%
403-397-00-04-04	IF Trans From CE For ARPA Expenses (CFDA #21.02	-7,446.00	0.00	0.00	0.00	-7,446.00	-100.00%
403-531-10-41-41	Banking Service Fee/Charges - SW Cap Res Fund	0.00	5.25	-15.83	-10.58	10.58	0.00%
403-591-31-70-00	Principal Payment - Street Sweeper LTGO Bond 20	47,305.76	0.00	0.00	0.00	47,305.76	100.00%
403-592-31-80-00	Interest Payment - Street Sweeper LTGO Bond 201	1,395.52	0.00	0.00	0.00	1,395.52	100.00%
403-594-31-61-00	Stormwater Land And Land Improvements	7,366.67	1,645.85	373.47	2,019.32	5,347.35	72.59%
403-594-31-63-02	Stormwater System Design Engineering	325,302.00	7,566.19	2,930.70	10,496.89	314,805.11	96.77%
403-594-31-63-03	Stormwater System Design Eng - Grant Funded	1,288,365.00	17,302.96	464.79	17,767.75	1,270,597.25	98.62%
403-594-31-64-00	Stormwater Machinery & Equipment	225,000.00	0.00	0.00	0.00	225,000.00	100.00%
403-594-31-64-01	Stormwater Machinery & Equipment - Grant Fund	750,000.00	0.00	535,250.98	535,250.98	214,749.02	28.63%
	Totals:	**-8,076.05**	**17,941.99**	**159,421.42**	**177,363.41**	**-185,439.46**	
	Totals:	**-8,076.05**	**17,941.99**	**159,421.42**	**177,363.41**	**-185,439.46**	
	Totals:	**-8,076.05**	**17,941.99**	**159,421.42**	**177,363.41**	**-185,439.46**	
	403 - Stormwater Capital Reserve Fund Totals:	**-8,076.05**	**17,941.99**	**159,421.42**	**177,363.41**	**-185,439.46**	
410 - Water Capital Reserve Fund							
410-321-50-00-40	Utility Permits	-428,857.00	-18,054.76	0.00	-18,054.76	-410,802.24	-95.79%
410-331-97-00-00	Fed Dir Grt Fr Dept Of Homeland Security	-1,300,000.00	0.00	0.00	0.00	-1,300,000.00	-100.00%
410-334-00-10-41	State Grant From Legislature	-1,769,187.50	0.00	0.00	0.00	-1,769,187.50	-100.00%
410-334-04-20-40	State Grant From Dept Of Commerce	-50,000.00	0.00	0.00	0.00	-50,000.00	-100.00%
410-361-11-00-42	Investment Interest - Water Equip Reserv	-12,000.00	-15,494.78	-4,805.04	-20,299.82	8,299.82	69.17%
410-361-42-00-41	Interest Income - Private Loans	-1,300.00	-400.00	-100.00	-500.00	-800.00	-61.54%
410-362-00-50-13	Lease Paym(Annual)-Consol Irrigation District #14	-75,000.00	0.00	0.00	0.00	-75,000.00	-100.00%
410-362-00-50-14	Lease Payment (Annual) - WWU	-25,000.00	0.00	0.00	0.00	-25,000.00	-100.00%
410-367-00-00-00	Developer Proceeds	-50,000.00	0.00	0.00	0.00	-50,000.00	-100.00%
410-367-00-04-11	Principal Payments On Private Loans For Infrast	0.00	-1,117.64	-279.41	-1,397.05	1,397.05	0.00%
410-391-80-04-10	DWSRF Loan From EPA/WA St Dept Of Health	0.00	-494,691.14	0.00	-494,691.14	494,691.14	0.00%
410-391-80-04-14	DOC PWTF Loan PC22-96103-062	-1,619,868.00	0.00	0.00	0.00	-1,619,868.00	-100.00%
410-391-80-04-16	DOC PWTF Loan PR22-96103-011	-106,372.00	0.00	0.00	0.00	-106,372.00	-100.00%
410-397-34-00-41	IF Trans-Rev Reserved For Rate-funded Capital	-100,000.00	0.00	0.00	0.00	-100,000.00	-100.00%
410-397-34-00-95	INF Equip/Veh Lease/Repl.	-100,000.00	-25,000.00	0.00	-25,000.00	-75,000.00	-75.00%
410-534-10-41-41	Banking Service Fees/Charges - W Cap Res Fund	280.00	11.89	95.71	107.60	172.40	61.57%
410-594-34-61-41	Water Utility Land And Land Improvements	7,366.67	1,653.46	375.20	2,028.66	5,338.01	72.46%
410-594-34-63-03	Water Utility Capital Expenditures	4,733,850.00	379,566.64	263,524.77	643,091.41	4,090,758.59	86.42%
410-594-34-63-09	Water Util Cap Expenditure-DOC PWTF PC22-961	187,500.00	0.00	0.00	0.00	187,500.00	100.00%
410-594-34-64-41	Water Utility Equipment	250,000.00	0.00	8,270.98	8,270.98	241,729.02	96.69%
410-597-00-04-31	Transfer To 431	140,000.00	0.00	0.00	0.00	140,000.00	100.00%
	Totals:	**-318,587.83**	**-173,526.33**	**267,082.21**	**93,555.88**	**-412,143.71**	
	Totals:	**-318,587.83**	**-173,526.33**	**267,082.21**	**93,555.88**	**-412,143.71**	
	Totals:	**-318,587.83**	**-173,526.33**	**267,082.21**	**93,555.88**	**-412,143.71**	
	410 - Water Capital Reserve Fund Totals:	**-318,587.83**	**-173,526.33**	**267,082.21**	**93,555.88**	**-412,143.71**	

411 - Wastewater Capital Reserve Fund

Detail vs Budget Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
411-321-50-00-41	Utility Permits	-350,000.00	-148,000.00	0.00	-148,000.00	-202,000.00	-57.71%
411-331-10-04-03	Fed Dir Grt Fr Dept Of Agriculture - USDA SWSEW	-3,500,000.00	0.00	0.00	0.00	-3,500,000.00	-100.00%
411-331-11-00-01	Fed Dir Grt Fr The Department Of Commerce.	-3,510,000.00	0.00	0.00	0.00	-3,510,000.00	-100.00%
411-334-00-14-11	State Grant From Legislature	-3,000,000.00	0.00	0.00	0.00	-3,000,000.00	-100.00%
411-334-03-10-08	DOE Grant - WWTP	-750,000.00	-7,220.22	0.00	-7,220.22	-742,779.78	-99.04%
411-334-04-20-42	State Dir/Ind Grant From Department Of Commer	-1,740,000.00	0.00	0.00	0.00	-1,740,000.00	-100.00%
411-361-10-00-43	Unrealized Gain/Loss	0.00	15,040.48	-4,112.01	10,928.47	-10,928.47	0.00%
411-361-11-00-43	Investment Interest - WW Equip Resev	-20,000.00	-20,847.52	-5,847.76	-26,695.28	6,695.28	33.48%
411-361-30-00-43	Realized Gain/Loss On Investments	0.00	2,133.53	0.00	2,133.53	-2,133.53	0.00%
411-361-41-00-43	Investment Interest - Purchased	0.00	-809.25	0.00	-809.25	809.25	0.00%
411-391-20-04-11	Revenue Bond Proceeds	0.00	0.00	-436,260.73	-436,260.73	436,260.73	0.00%
411-391-80-04-11	DOE CWSRF Loan	-750,000.00	-97,179.18	0.00	-97,179.18	-652,820.82	-87.04%
411-391-80-04-13	DOC PWTF Loan PC22-96103-051	-1,237,205.00	0.00	0.00	0.00	-1,237,205.00	-100.00%
411-397-40-14-11	Transfer For Rate Funded Capital	-300,000.00	-75,000.00	0.00	-75,000.00	-225,000.00	-75.00%
411-397-41-24-11	Transfer Of Surplus To Capital Reserve	-200,000.00	0.00	0.00	0.00	-200,000.00	-100.00%
411-535-10-41-41	Banking Service Fees/Charges - WW Cap Res Fund	0.00	61.06	97.11	158.17	-158.17	0.00%
411-594-35-61-00	Wastewater Land And Land Improvements	7,366.67	1,653.46	375.20	2,028.66	5,338.01	72.46%
411-594-35-63-01	Other Improvements	100,000.00	69,324.57	3,122.88	72,447.45	27,552.55	27.55%
411-594-35-63-04	Other Improvements	5,000,000.00	52,663.80	-71,846.75	-19,182.95	5,019,182.95	100.38%
411-594-35-63-05	Other Improvements - DOE Grant Funded	3,000,000.00	0.00	436,260.73	436,260.73	2,563,739.27	85.46%
411-594-35-63-06	Other Improvements - DOE Loan Funded	1,000,000.00	0.00	0.00	0.00	1,000,000.00	100.00%
411-594-35-64-41	Wastewater Capital Equipment	5,123,206.00	146,030.46	29,243.37	175,273.83	4,947,932.17	96.58%
411-594-35-64-42	Wstwtr Cap Equip - DOE PWTFB Loan PC22-96103	1,237,205.00	0.00	0.00	0.00	1,237,205.00	100.00%
411-595-35-63-33	Other Improvements	0.00	23,490.07	0.00	23,490.07	-23,490.07	0.00%
	Totals:	**110,572.67**	**-38,658.74**	**-48,967.96**	**-87,626.70**	**198,199.37**	
	Totals:	**110,572.67**	**-38,658.74**	**-48,967.96**	**-87,626.70**	**198,199.37**	
	Totals:	**110,572.67**	**-38,658.74**	**-48,967.96**	**-87,626.70**	**198,199.37**	
	411 - Wastewater Capital Reserve Fund Totals:	**110,572.67**	**-38,658.74**	**-48,967.96**	**-87,626.70**	**198,199.37**	
412 - Wastewater Debt Service Fund							
412-343-50-00-51	LT Debt Collection For Sewer Utility	-620,000.00	-196,367.96	-49,086.00	-245,453.96	-374,546.04	-60.41%
412-361-11-00-44	Investment Interest Earned	-15,000.00	-15,817.54	-5,070.55	-20,888.09	5,888.09	39.25%
412-535-10-41-42	Banking Service Fees/Charges - WW LTD Res Fund	25.00	4,224.33	75.43	4,299.76	-4,274.76	-17,099.04%
412-591-35-78-13	Loan Payment PWTF - Principal PC22-96103-051	74,985.57	0.00	10,752.40	10,752.40	64,233.17	85.66%
412-591-35-78-53	Loan Payment USDA - SW SEWER Principal	57,227.14	57,227.14	0.00	57,227.14	0.00	0.00%
412-591-35-78-54	Loan Payment DOE SW SEWER Principal	106,661.58	63,918.68	0.00	63,918.68	42,742.90	40.07%
412-591-35-78-55	Loan Payment DOE WWTP Design Principal	83,753.34	0.00	0.00	0.00	83,753.34	100.00%
412-592-35-83-13	Interest Payment PWTF Loan - PC22-96103-051	15,430.10	0.00	1,819.31	1,819.31	13,610.79	88.21%
412-592-35-83-53	Interest Payment USDA Loan - SW SEWER	31,290.86	31,290.86	0.00	31,290.86	0.00	0.00%
412-592-35-83-54	Interest Payment DOE Loan - SW SEWER	26,897.52	12,631.77	0.00	12,631.77	14,265.75	53.04%
412-592-35-83-55	Interest Payment DOE Loan - WWTP Design	35,657.28	0.00	0.00	0.00	35,657.28	100.00%
412-597-41-24-11	Transfer Of Surplus To Capital Reserve	200,000.00	0.00	0.00	0.00	200,000.00	100.00%
	Totals:	**-3,071.61**	**-42,892.72**	**-41,509.41**	**-84,402.13**	**81,330.52**	

Detail vs Budget Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
	Totals:	**-3,071.61**	**-42,892.72**	**-41,509.41**	**-84,402.13**	**81,330.52**	
	Totals:	**-3,071.61**	**-42,892.72**	**-41,509.41**	**-84,402.13**	**81,330.52**	
	412 - Wastewater Debt Service Fund Totals:	**-3,071.61**	**-42,892.72**	**-41,509.41**	**-84,402.13**	**81,330.52**	
413 - Water Capital Improvement Reserve Fund							
413-343-40-01-43	Capital Reserve Fund Collections	-1,292,629.20	-343,832.82	-86,019.79	-429,852.61	-862,776.59	-66.75%
413-361-11-00-13	Interest - Water Capital Reserve Fund	-25,000.00	-18,261.65	-4,538.82	-22,800.47	-2,199.53	-8.80%
413-397-00-00-43	IF Trans From Water Const Fund #431 To WCIR #4	-350,000.00	-87,500.00	0.00	-87,500.00	-262,500.00	-75.00%
413-534-10-41-43	Banking Service Fees/Charges - W LTD Res Fund	35.00	18.50	30.89	49.39	-14.39	-41.11%
413-591-34-78-00	Loan Payment SRF Principal 04-65104-005	87,599.40	0.00	0.00	0.00	87,599.40	100.00%
413-591-34-78-01	Loan Payment PWTF Principal PW-05-691-010	168,885.24	0.00	0.00	0.00	168,885.24	100.00%
413-591-34-78-04	Principal PWTF Loan 2007 PC08-951-011	253,664.48	0.00	422,549.71	422,549.71	-168,885.23	-66.58%
413-591-34-78-05	Loan Payment DOH Well #1 Principal DWL23476	65,359.05	0.00	0.00	0.00	65,359.05	100.00%
413-591-34-78-06	Loan Payment DOH Well #1 Principal DWL23478	25,535.73	0.00	44,315.79	44,315.79	-18,780.06	-73.54%
413-591-34-78-07	Loan Payment DOH Well #2 Principal DWL23479	89,316.05	0.00	0.00	0.00	89,316.05	100.00%
413-591-34-78-08	Loan Payment DOH Well #2 Principal DWL 24936	128,608.04	0.00	0.00	0.00	128,608.04	100.00%
413-591-34-78-09	Loan Payment PWTF Principal PC22-96103-055	44,315.80	0.00	0.00	0.00	44,315.80	100.00%
413-591-34-78-14	Loan Payment PWTF Principal PC22-96103-062	93,779.74	0.00	7,002.77	7,002.77	86,776.97	92.53%
413-591-34-78-16	Loan Payment PWTF Principal PR22-96103-011	116,120.05	0.00	30,907.05	30,907.05	85,213.00	73.38%
413-592-34-83-00	Loan Payment SRF Interest 04-65104-005	2,627.98	0.00	0.00	0.00	2,627.98	100.00%
413-592-34-83-01	Loan Payment PWTF Interest PW-05-691-010	1,688.86	0.00	0.00	0.00	1,688.86	100.00%
413-592-34-83-04	Interest PWTF Loan 2007 PC08-951-011	6,341.61	0.00	8,030.46	8,030.46	-1,688.85	-26.63%
413-592-34-83-05	Interest Payment DOH Well #1 Interest DWL2347	12,418.22	0.00	0.00	0.00	12,418.22	100.00%
413-592-34-83-06	Interest Payment DOH Well #1 Interest DWL2347	5,314.21	0.00	3,509.81	3,509.81	1,804.40	33.95%
413-592-34-83-07	Interest Payment DOH Well #2 Interest DWL2347	24,024.73	0.00	0.00	0.00	24,024.73	100.00%
413-592-34-83-08	Interest Payment DOH Well #2 Interest DWL2493	44,116.17	0.00	0.00	0.00	44,116.17	100.00%
413-592-34-83-09	Loan Payment PWTF Interest PC22-96103-055	7,498.23	0.00	0.00	0.00	7,498.23	100.00%
413-592-34-83-14	Interest Payment PWTF PC22-96103-062	19,297.46	0.00	1,184.87	1,184.87	18,112.59	93.86%
413-592-34-83-16	Interest Payment PWTF PR22-96103-011	1,645.00	0.00	435.79	435.79	1,209.21	73.51%
413-597-00-42-50	Transfer To 425	332,100.00	0.00	0.00	0.00	332,100.00	100.00%
	Totals:	**-137,338.15**	**-449,575.97**	**427,408.53**	**-22,167.44**	**-115,170.71**	
	Totals:	**-137,338.15**	**-449,575.97**	**427,408.53**	**-22,167.44**	**-115,170.71**	
	Totals:	**-137,338.15**	**-449,575.97**	**427,408.53**	**-22,167.44**	**-115,170.71**	
	413 - Water Capital Improvement Reserve Fund Totals:	**-137,338.15**	**-449,575.97**	**427,408.53**	**-22,167.44**	**-115,170.71**	
425 - Water Revenue Bond Fund							
425-361-11-00-25	Investment Interest	-10,000.00	-5,062.68	-1,498.21	-6,560.89	-3,439.11	-34.39%
425-397-00-42-50	Transfer From 413	-332,100.00	0.00	0.00	0.00	-332,100.00	-100.00%
425-535-10-41-44	Banking Service Fees/Charges - W/S Debt Res Fun	0.00	4.82	15.71	20.53	-20.53	0.00%
425-591-34-70-17	Principle Payment On 2017 Revenue Bonds	225,000.00	0.00	0.00	0.00	225,000.00	100.00%
425-592-34-83-17	Interest Payment Of 2017 Revenue Bonds	88,200.00	0.00	0.00	0.00	88,200.00	100.00%
	Totals:	**-28,900.00**	**-5,057.86**	**-1,482.50**	**-6,540.36**	**-22,359.64**	
	Totals:	**-28,900.00**	**-5,057.86**	**-1,482.50**	**-6,540.36**	**-22,359.64**	

Detail vs Budget Report — **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
	Totals:	**-28,900.00**	**-5,057.86**	**-1,482.50**	**-6,540.36**	**-22,359.64**	
	425 - Water Revenue Bond Fund Totals:	**-28,900.00**	**-5,057.86**	**-1,482.50**	**-6,540.36**	**-22,359.64**	
426 - Water Bond Reserve Fund							
426-361-11-00-26	Interest Earned	-4,000.00	-2,063.05	-603.83	-2,666.88	-1,333.12	-33.33%
426-534-10-41-45	Banking Service Fees/Charges - W/S Bond Res Fun	802.20	2.00	5.89	7.89	794.31	99.02%
	Totals:	**-3,197.80**	**-2,061.05**	**-597.94**	**-2,658.99**	**-538.81**	
	Totals:	**-3,197.80**	**-2,061.05**	**-597.94**	**-2,658.99**	**-538.81**	
	Totals:	**-3,197.80**	**-2,061.05**	**-597.94**	**-2,658.99**	**-538.81**	
	426 - Water Bond Reserve Fund Totals:	**-3,197.80**	**-2,061.05**	**-597.94**	**-2,658.99**	**-538.81**	
431 - Water System Construction Fund							
431-361-10-00-31	Unrealized Gain/Loss	0.00	6,524.75	-1,727.20	4,797.55	-4,797.55	0.00%
431-361-11-00-31	Investment Interest	-10,000.00	-8,074.60	-2,209.40	-10,284.00	284.00	2.84%
431-361-30-00-31	Realized Gain/Loss On Investments	0.00	951.86	0.00	951.86	-951.86	0.00%
431-361-41-00-31	Investment Interest - Purchased	0.00	-361.04	0.00	-361.04	361.04	0.00%
431-397-00-04-31	Transfer From 410	-140,000.00	0.00	0.00	0.00	-140,000.00	-100.00%
431-397-00-04-32	Transfer From Water Fund 400	-200,000.00	0.00	0.00	0.00	-200,000.00	-100.00%
431-534-10-49-31	Banking Service Fees/Charges - W Const Fund	0.00	26.80	41.02	67.82	-67.82	0.00%
431-597-00-00-43	IF Trans To WCIR #413 From Water Const Fund #4	350,000.00	87,500.00	0.00	87,500.00	262,500.00	75.00%
	Totals:	**0.00**	**86,567.77**	**-3,895.58**	**82,672.19**	**-82,672.19**	
	Totals:	**0.00**	**86,567.77**	**-3,895.58**	**82,672.19**	**-82,672.19**	
	Totals:	**0.00**	**86,567.77**	**-3,895.58**	**82,672.19**	**-82,672.19**	
	431 - Water System Construction Fund Totals:	**0.00**	**86,567.77**	**-3,895.58**	**82,672.19**	**-82,672.19**	
440 - Ambulance							
440-332-93-40-10	Ground Emerg Med Transport (GEMT) Payment Pr	-65,000.00	0.00	0.00	0.00	-65,000.00	-100.00%
440-334-04-98-10	Department Of Health - EMS Trauma Grant	0.00	-766.00	0.00	-766.00	766.00	0.00%
440-342-21-41-02	Emergency Medical Services	-613,240.00	-50,376.21	-186,678.74	-237,054.95	-376,185.05	-61.34%
440-342-60-00-06	Ambulance Charges	-250,000.00	-189,544.19	-43,834.42	-233,378.61	-16,621.39	-6.65%
440-342-60-00-07	Misc Util Fees/Activation Fees	-500.00	-87.75	-25.50	-113.25	-386.75	-77.35%
440-342-60-00-10	Ambulance Services - Commercial/State Insuranc	-120,000.00	-35,398.61	-10,440.78	-45,839.39	-74,160.61	-61.80%
440-342-60-00-20	Ambulance Services - Medicare	-130,000.00	-70,998.29	-25,691.08	-96,689.37	-33,310.63	-25.62%
440-342-60-00-30	Ambulance Services - Medicaid	-25,000.00	-6,521.06	-1,721.48	-8,242.54	-16,757.46	-67.03%
440-342-60-00-40	Ambulance Services - Self Pay	-50,000.00	-4,629.45	-3,783.27	-8,412.72	-41,587.28	-83.17%
440-342-60-00-50	Ambulance Services - Restitution	-100.00	-7.60	0.00	-7.60	-92.40	-92.40%
440-359-90-00-43	Penalty/Late Fee - Ambulance	-200.00	-280.35	-75.39	-355.74	155.74	77.87%
440-361-11-00-24	Investment Interest - EMS	-3,000.00	-3,380.73	-1,812.12	-5,192.85	2,192.85	73.10%
440-522-24-10-00	Wages & OT - EMS Admin	100,280.57	32,958.94	8,280.17	41,239.11	59,041.46	58.88%
440-522-24-10-80	Wages & OT - EMS Rescue & Emergency	374,469.18	136,288.52	32,943.77	169,232.29	205,236.89	54.81%
440-522-24-10-81	Stipends (Volunteers) - EMS	85,000.00	26,765.57	6,762.04	33,527.61	51,472.39	60.56%
440-522-24-20-00	Benefits - EMS Admin	29,111.82	10,834.76	2,670.93	13,505.69	15,606.13	53.61%
440-522-24-20-80	Benefits - EMS Rescue & Emergency	123,835.58	56,171.51	13,890.84	70,062.35	53,773.23	43.42%

Detail vs Budget Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
440-522-24-20-81	Benefits - (Volunteers) - EMS	8,855.00	2,780.74	535.66	3,316.40	5,538.60	62.55%
440-522-24-31-00	Operating Supplies - EMS Administration	1,000.00	79.22	1.37	80.59	919.41	91.94%
440-522-24-31-01	Office Supplies - EMS Administration	0.00	40.78	0.21	40.99	-40.99	0.00%
440-522-24-31-03	Operating Supplies - EMS Training	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
440-522-24-31-80	Operating Supplies - EMS Rescue & Emergency	11,000.00	1,189.29	516.43	1,705.72	9,294.28	84.49%
440-522-24-31-83	Radios/Pagers - Parts & Supplies - EMS	300.00	0.00	0.00	0.00	300.00	100.00%
440-522-24-35-80	Sm Tools / Equipment - EMS Rescue & Emergency	50,000.00	1,314.34	157.80	1,472.14	48,527.86	97.06%
440-522-24-41-80	Professional Services - EMS Rescue & Emergency	15,000.00	3,809.62	7,479.16	11,288.78	3,711.22	24.74%
440-522-24-41-81	Professional Financial / Banking Costs	200.00	0.14	382.36	382.50	-182.50	-91.25%
440-522-24-42-80	Communication - EMS Rescue & Emergency	200.00	94.03	30.84	124.87	75.13	37.57%
440-522-24-43-00	Travel - EMS	3,000.00	217.51	8.68	226.19	2,773.81	92.46%
440-522-24-49-00	Miscellaneous - EMS Admin	100.00	53.88	0.00	53.88	46.12	46.12%
440-522-24-49-01	Reg/Fees - Training Classes & Seminars - EMS	5,000.00	90.30	5.00	95.30	4,904.70	98.09%
440-522-24-49-02	Intergov Services - Dispatch Charges - EMS	36,000.00	17,242.50	0.00	17,242.50	18,757.50	52.10%
440-522-24-49-80	Miscellaneous - EMS Rescue & Emergency	100.00	0.00	0.00	0.00	100.00	100.00%
440-522-24-49-96	Interfund Rentals - O & M	30,000.00	14,780.99	0.00	14,780.99	15,219.01	50.73%
440-522-27-10-00	Ambulance Utilities - Salaries & Wages	16,387.32	5,152.70	1,296.65	6,449.35	9,937.97	60.64%
440-522-27-20-00	Ambulance Utilities - Personnel Benefits	6,192.07	2,390.25	631.82	3,022.07	3,170.00	51.19%
440-522-27-31-00	Ambulance Utilities - Operating Supplies	0.00	6.79	0.00	6.79	-6.79	0.00%
440-522-27-31-01	Ambulance Utilities - Office Supplies	0.00	3.88	6.79	10.67	-10.67	0.00%
440-522-27-41-00	Ambulance Utilities - Professional Services	5,650.00	6,442.97	545.62	6,988.59	-1,338.59	-23.69%
440-522-27-43-00	Ambulance Utilities - Travel	0.00	25.13	0.00	25.13	-25.13	0.00%
440-522-27-48-00	Ambulance Utilities - Repairs & Maintenanc	0.00	10.86	0.93	11.79	-11.79	0.00%
440-522-27-49-00	Ambulance Utilities - Miscellaneous	0.00	2.25	0.00	2.25	-2.25	0.00%
440-522-27-49-01	Ambulance Utilities - Reg/Fees - Train & Seminars	0.00	47.09	0.00	47.09	-47.09	0.00%
440-594-22-64-80	Equipment - Radios & Pagers (EMS)	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
440-597-00-15-23	Interfund Transfer	325,000.00	0.00	0.00	0.00	325,000.00	100.00%
	Totals:	**-23,358.46**	**-43,195.68**	**-197,915.71**	**-241,111.39**	**217,752.93**	
	Totals:	**-23,358.46**	**-43,195.68**	**-197,915.71**	**-241,111.39**	**217,752.93**	
	Totals:	**-23,358.46**	**-43,195.68**	**-197,915.71**	**-241,111.39**	**217,752.93**	
	440 - Ambulance Totals:	**-23,358.46**	**-43,195.68**	**-197,915.71**	**-241,111.39**	**217,752.93**	
500 - Equipment Rental & Replacement							
500-348-65-00-01	INF - O & M	-690,000.00	-214,004.14	0.00	-214,004.14	-475,995.86	-68.98%
500-361-10-00-50	Unrealized Gain/Loss	0.00	732.16	-193.32	538.84	-538.84	0.00%
500-361-11-00-50	Investment Interest	-1,500.00	-1,082.29	-275.29	-1,357.58	-142.42	-9.49%
500-361-30-00-50	Realized Gain/Loss On Investments	0.00	106.79	0.00	106.79	-106.79	0.00%
500-361-41-00-50	Investment Interest - Purchased	0.00	-40.53	0.00	-40.53	40.53	0.00%
500-362-00-00-00	Equip & Vehicle Rental	-3,000.00	-584.01	0.00	-584.01	-2,415.99	-80.53%
500-397-00-00-50	Transfer From CE For Police Vehicle Purchase	0.00	-5,000.00	0.00	-5,000.00	5,000.00	0.00%
500-548-68-10-00	Wages & OT	123,175.64	42,041.59	10,387.67	52,429.26	70,746.38	57.44%
500-548-68-20-00	Benefits	65,661.93	27,196.90	6,797.66	33,994.56	31,667.37	48.23%
500-548-68-20-01	Benefits - Uniforms	1,000.00	477.80	0.00	477.80	522.20	52.22%

Detail vs Budget Report **Date Range: 05/01/2024 - 05/31/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
500-548-68-31-00	Operating Supplies - General	90,000.00	31,576.92	6,353.64	37,930.56	52,069.44	57.85%
500-548-68-32-00	Fuel Consumed	120,000.00	29,986.35	9,179.60	39,165.95	80,834.05	67.36%
500-548-68-35-00	Small Tools / Equipment	15,000.00	8,685.63	237.18	8,922.81	6,077.19	40.51%
500-548-68-44-00	External Taxes	700.00	38.65	0.00	38.65	661.35	94.48%
500-548-68-48-00	Repairs / Maintenance	90,000.00	16,359.50	6,558.39	22,917.89	67,082.11	74.54%
500-548-68-49-00	Miscellaneous	0.00	80.50	0.00	80.50	-80.50	0.00%
500-548-70-10-00	Wages & OT	19,274.08	6,209.70	1,565.28	7,774.98	11,499.10	59.66%
500-548-70-20-00	Personnel Benefits	6,881.45	2,885.11	721.66	3,606.77	3,274.68	47.59%
500-548-70-31-00	Operating Supplies - ER&R Administration	100.00	0.00	0.19	0.19	99.81	99.81%
500-548-70-31-01	Office Supplies - ER&R Administration	500.00	956.65	30.34	986.99	-486.99	-97.40%
500-548-70-35-00	Small Tools / Equipment	150.00	0.00	0.00	0.00	150.00	100.00%
500-548-70-41-00	Professional Services	800.00	16.62	6.00	22.62	777.38	97.17%
500-548-70-42-00	Communication	600.00	125.35	41.13	166.48	433.52	72.25%
500-548-70-43-00	Travel	4,000.00	159.28	540.76	700.04	3,299.96	82.50%
500-548-70-44-01	Advertising	500.00	0.00	0.00	0.00	500.00	100.00%
500-548-70-46-00	Insurance	89,500.00	90,179.34	0.00	90,179.34	-679.34	-0.76%
500-548-70-47-00	Public Utility Services	7,000.00	3,599.42	511.02	4,110.44	2,889.56	41.28%
500-548-70-49-00	Miscellaneous	500.00	4.50	0.00	4.50	495.50	99.10%
500-548-70-49-01	Registrations/Fees - Training Classes & Seminars	4,000.00	12.90	0.00	12.90	3,987.10	99.68%
500-548-79-41-00	Professional Financial / Banking Costs	400.00	3.03	8.18	11.21	388.79	97.20%
500-594-22-64-76	Fire Mobilization Equipment	500.00	0.00	0.00	0.00	500.00	100.00%
500-594-48-64-00	Machinery / Equipment	6,875.94	0.00	6,875.94	6,875.94	0.00	0.00%
500-594-48-64-01	Machinery / Equipment	22,000.00	6,284.84	9,341.01	15,625.85	6,374.15	28.97%
500-594-48-64-02	Machinery / Equipment	20,000.00	0.00	0.00	0.00	20,000.00	100.00%
	Totals:	**-5,380.96**	**47,008.56**	**58,687.04**	**105,695.60**	**-111,076.56**	
	Totals:	**-5,380.96**	**47,008.56**	**58,687.04**	**105,695.60**	**-111,076.56**	
	Totals:	**-5,380.96**	**47,008.56**	**58,687.04**	**105,695.60**	**-111,076.56**	
	500 - Equipment Rental & Replacement Totals:	**-5,380.96**	**47,008.56**	**58,687.04**	**105,695.60**	**-111,076.56**	
625 - Flexible Benefits Plan Fund							
625-361-11-00-65	Investment Interest	0.00	-1.60	-0.82	-2.42	2.42	0.00%
625-389-40-00-73	Trust Contribs Employee	-12,000.00	-5,430.29	-1,872.22	-7,302.51	-4,697.49	-39.15%
625-389-60-00-01	Investment Interest	0.00	-0.18	0.00	-0.18	0.18	0.00%
625-589-40-00-73	Unreimbursed Medical Pays	12,000.00	7,544.04	1,254.90	8,798.94	3,201.06	26.68%
	Totals:	**0.00**	**2,111.97**	**-618.14**	**1,493.83**	**-1,493.83**	
	Totals:	**0.00**	**2,111.97**	**-618.14**	**1,493.83**	**-1,493.83**	
	Totals:	**0.00**	**2,111.97**	**-618.14**	**1,493.83**	**-1,493.83**	
	625 - Flexible Benefits Plan Fund Totals:	**0.00**	**2,111.97**	**-618.14**	**1,493.83**	**-1,493.83**	
	Report Total:	**695,527.80**	**952,314.73**	**725,131.71**	**1,677,446.44**	**-981,918.64**	

Fund Summary

Fund	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - Current Expense Fund	-2,602.59	1,203,764.28	-239,692.74	964,071.54	-966,674.13	
005 - Current Expense Reserve Fund	-4,980.00	-961.36	-1,917.37	-2,878.73	-2,101.27	
012 - Technology Reserve Fund	108,981.11	9,124.41	-6,921.31	2,203.10	106,778.01	
061 - Employee Benefit Reserve Fund	58,475.00	25,630.67	11,754.87	37,385.54	21,089.46	
100 - Street Fund	85,348.82	128,900.72	-16,212.74	112,687.98	-27,339.16	
120 - Criminal Justice Fund	228.00	18,874.82	-2,980.30	15,894.52	-15,666.52	
121 - Forfeited Proceeds Fund	-20.00	-4.10	-8.34	-12.44	-7.56	
130 - Hotel/Motel Tax	-2,097.00	-5,491.97	-3,739.07	-9,231.04	7,134.04	
201 - ULTGO Bond Fund	-100.00	261.87	-261.13	0.74	-100.74	
301 - Street Capital Contribution Fund	-20,010.00	-2.71	-1.45	-4.16	-20,005.84	
305 - Capital Improvement Fund (REET)	555,445.15	-65,327.25	-16,504.93	-81,832.18	637,277.33	
306 - Capital Improvement Fund (REET 2)	996,809.22	63,070.06	299,989.36	363,059.42	633,749.80	
309 - CDBG Projects Fund	0.00	782.21	-1,888.07	-1,105.86	1,105.86	
311 - Street Improvement Fund	-80,846.84	-91,835.82	10,860.39	-80,975.43	128.59	
315 - Facility Maintenance Reserve Fund (CE	74,802.00	28,471.10	83,387.62	111,858.72	-37,056.72	
320 - Equipment Reserve Fund	483.00	53,129.58	-199,086.37	-145,956.79	146,439.79	
330 - Economic Development Fund	-375.00	47,782.20	-2,287.27	45,494.93	-45,869.93	
340 - Economic Development Reserve Fund	0.00	-0.37	-0.20	-0.57	0.57	0.00%
350 - Tax Benefit District Construction Fund	0.00	0.00	-10,650.40	-10,650.40	10,650.40	
360 - Tax Increment Financing Construction	0.00	0.00	0.00	0.00	0.00	
400 - Water Fund	29,847.73	119,449.50	-21,008.29	98,441.21	-68,593.48	
401 - Wastewater Fund	-694,808.44	23,327.43	-140,930.00	-117,602.57	-577,205.87	
402 - Stormwater Fund	8,285.83	-5,292.48	365,617.49	360,325.01	-352,039.18	
403 - Stormwater Capital Reserve Fund	-8,076.05	17,941.99	159,421.42	177,363.41	-185,439.46	
410 - Water Capital Reserve Fund	-318,587.83	-173,526.33	267,082.21	93,555.88	-412,143.71	
411 - Wastewater Capital Reserve Fund	110,572.67	-38,658.74	-48,967.96	-87,626.70	198,199.37	
412 - Wastewater Debt Service Fund	-3,071.61	-42,892.72	-41,509.41	-84,402.13	81,330.52	
413 - Water Capital Improvement Reserve F	-137,338.15	-449,575.97	427,408.53	-22,167.44	-115,170.71	
425 - Water Revenue Bond Fund	-28,900.00	-5,057.86	-1,482.50	-6,540.36	-22,359.64	
426 - Water Bond Reserve Fund	-3,197.80	-2,061.05	-597.94	-2,658.99	-538.81	
431 - Water System Construction Fund	0.00	86,567.77	-3,895.58	82,672.19	-82,672.19	
440 - Ambulance	-23,358.46	-43,195.68	-197,915.71	-241,111.39	217,752.93	
500 - Equipment Rental & Replacement	-5,380.96	47,008.56	58,687.04	105,695.60	-111,076.56	
625 - Flexible Benefits Plan Fund	0.00	2,111.97	-618.14	1,493.83	-1,493.83	
Report Total:	**695,527.80**	**952,314.73**	**725,131.71**	**1,677,446.44**	**-981,918.64**	

Docusign Envelope ID: BACF3522-FDEB-4F1A-AFE5-985B7C25398C

City of College Place, WA

Vendor History Report
By Vendor Name

Posting Date Range -

Payment Date Range 05/01/2024 - 05/31/2024

Payable Number / Item Description	Description / Units	Price	Post Date / Amount	1099 / Account Number	Payment Number	Payment Date / Account Name	Amount / Dist Amount	Shipping	Tax	Discount	Net	Payment
Vendor Set: 01 - Vendor Set 01												
14083 - Amazon Business Prime							**1,620.08**	**0.00**	**0.00**	**0.00**	**1,620.08**	**1,620.08**
#113-9131535-5881821	S. Doering Phone Case		5/29/2024		DFT0001494	5/29/2024	9.77	0.00	0.00	0.00	9.77	9.77
S. Doering Phone Case	1.00	9.77	9.77	001-518-10-31-00		Operating Supplies - HR Administra	3.71					
				100-543-10-31-00		Operating Supplies - Administratioı	0.87					
				400-534-10-31-00		Operating Supplies - Administratioı	1.37					
				401-535-10-31-01		Office Supplies - Administration	0.98					
				402-531-10-31-00		Operating Supplies - Stormwater A	1.27					
				440-522-24-31-00		Operating Supplies - EMS Administ	1.37					
				500-548-70-31-00		Operating Supplies - ER&R Admini	0.20					
#113-9602069-0113050	D. Broxson Phone Accessories		5/29/2024		DFT0001494	5/29/2024	35.04	0.00	0.00	0.00	35.04	35.04
D. Broxson Phone Acces	1.00	35.04	35.04	400-534-50-31-00		Operating Supplies - Maintenance	35.04					
111-7232164-6597054	FD - Block Party Giveaway		5/29/2024		DFT0001494	5/29/2024	388.14	0.00	0.00	0.00	388.14	388.14
FD - Block Party Giveaw	1.00	388.14	388.14	001-573-90-31-00		Operating Supplies - Community Ev	388.14					
111-8563648-2271431	FD - Admin Pouch		5/29/2024		DFT0001494	5/29/2024	26.11	0.00	0.00	0.00	26.11	26.11
FD - Admin Pouch	1.00	26.11	26.11	440-522-24-31-80		Operating Supplies - EMS Rescue &	26.11					
112-2736125-1839428	Office Supplies - CD		5/29/2024		DFT0001494	5/29/2024	21.75	0.00	0.00	0.00	21.75	21.75
Office Supplies - CD	1.00	21.75	21.75	001-524-20-31-01		Office Supplies - Bldg. Inspection	8.26					
				001-558-60-31-01		Office Supplies - Planning	8.92					
				100-543-10-31-01		Office Supplies - Administration	0.44					
				400-534-10-31-01		Office Supplies - Administration	2.17					
				401-535-10-31-01		Office Supplies - Administration	1.52					
				402-531-10-31-01		Office Supplies - Stormwater Admi	0.22					
				500-548-70-31-01		Office Supplies - ER&R Administra	0.22					
113-0037362-2754653	Blink Cameras for Range		5/30/2024		DFT0001494	5/29/2024	301.32	0.00	0.00	0.00	301.32	301.32
Blink Cameras for Range	1.00	301.32	301.32	315-594-18-62-17		Capital Expenditures/Expenses - Bc	301.32					
113-4585579-2685805	PD - Buckles		5/29/2024		DFT0001494	5/29/2024	16.32	0.00	0.00	0.00	16.32	16.32
PD - Buckles	1.00	16.32	16.32	001-521-10-31-00		Operating Supplies - Administratioı	16.32					
113-6298353-3513026	Blink Cameras		5/29/2024		DFT0001494	5/29/2024	373.16	0.00	0.00	0.00	373.16	373.16
Blink Cameras	1.00	373.16	373.16	315-594-18-62-17		Capital Expenditures/Expenses - Bc	373.16					
113-6866086-9229869	Battery Charger		5/29/2024		DFT0001494	5/29/2024	62.21	0.00	0.00	0.00	62.21	62.21
Battery Charger	1.00	62.21	62.21	001-521-21-31-00		Operating Supplies - Investigation	62.21					
14F7-6VXC-3NWG	Utility Clerk Phone Case		5/29/2024		DFT0001494	5/29/2024	10.87	0.00	0.00	0.00	10.87	10.87

Vendor History Report **Posting Date Range -**

Payable Number	Description		Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description	Units	Price	Amount	Account Number		Account Name	Dist Amount					
Utility Clerk Phone Case	1.00	10.87	10.87	400-534-27-41-00		Water Utilities - Professional Servic	3.70					
				401-535-27-41-00		Sewer Utilities - Professional Servic	4.46					
				402-531-27-41-00		Stormwater Utilities - Professional	2.28					
				440-522-27-41-00		Ambulance Utilities - Professional S	0.43					
14KT-CT37-6MMK	Headlight		5/29/2024		DFT0001494	5/29/2024	118.58	0.00	0.00	0.00	118.58	118.58
Headlight	1.00	118.58	118.58	500-548-68-31-00		Operating Supplies - General	118.58					
19H6-RF9T-QYGM	LED Bulbs		5/29/2024		DFT0001494	5/29/2024	43.51	0.00	0.00	0.00	43.51	43.51
LED Bulbs	1.00	43.51	43.51	500-548-68-31-00		Operating Supplies - General	43.51					
1GQM-4J7C-7RVM	Block Party Giveaways		5/29/2024		DFT0001494	5/29/2024	274.12	0.00	0.00	0.00	274.12	274.12
Block Party Giveaways	1.00	274.12	274.12	001-573-90-31-00		Operating Supplies - Community Ev	274.12					
1MMF-747Q-KTXQ	Storage Bins		5/29/2024		DFT0001494	5/29/2024	27.19	0.00	0.00	0.00	27.19	27.19
Storage Bins	1.00	27.19	27.19	001-558-60-31-00		Operating Supplies - Planning	27.19					
1NKG-79DY-P99W	Block Party Giveaway		5/29/2024		DFT0001494	5/29/2024	103.68	0.00	0.00	0.00	103.68	103.68
Block Party Giveaway	1.00	103.68	103.68	001-573-90-31-00		Operating Supplies - Community Ev	103.68					
1PQ4-3JJJ-H9H1	Office Supplies - CD		5/29/2024		DFT0001494	5/29/2024	49.71	0.00	0.00	0.00	49.71	49.71
Office Supplies - CD	1.00	49.71	49.71	001-524-20-31-01		Office Supplies - Bldg. Inspection	18.89					
				001-558-60-31-01		Office Supplies - Planning	20.38					
				100-543-10-31-01		Office Supplies - Administration	0.99					
				400-534-10-31-01		Office Supplies - Administration	4.97					
				401-535-10-31-01		Office Supplies - Administration	3.48					
				402-531-10-31-01		Office Supplies - Stormwater Admi	0.50					
				500-548-70-31-01		Office Supplies - ER&R Administra	0.50					
1QJ3-VXC9-39D6	Office Supplies - PW		5/29/2024		DFT0001494	5/29/2024	60.84	0.00	0.00	0.00	60.84	60.84
Office Supplies - PW	1.00	60.84	60.84	001-576-81-31-01		Office Supplies - Parks Administrati	4.87					
				100-543-10-31-01		Office Supplies - Administration	10.95					
				400-534-10-31-01		Office Supplies - Administration	24.34					
				401-535-10-31-01		Office Supplies - Administration	5.48					
				402-531-10-31-01		Office Supplies - Stormwater Admi	7.29					
				500-548-70-31-01		Office Supplies - ER&R Administra	7.91					
1R7L-41GN-4VNL	Office Supplies - CD		5/29/2024		DFT0001494	5/29/2024	92.58	0.00	0.00	0.00	92.58	92.58
Office Supplies - CD	1.00	92.58	92.58	001-524-20-31-01		Office Supplies - Bldg. Inspection	35.18					
				001-558-60-31-01		Office Supplies - Planning	37.96					
				100-543-10-31-01		Office Supplies - Administration	1.85					
				400-534-10-31-01		Office Supplies - Administration	9.25					
				401-535-10-31-01		Office Supplies - Administration	6.48					
				402-531-10-31-01		Office Supplies - Stormwater Admi	0.93					
				500-548-70-31-01		Office Supplies - ER&R Administra	0.93					
1VQ3-RPDM-6C9G	Office Supplies - CD		5/29/2024		DFT0001494	5/29/2024	153.22	0.00	0.00	0.00	153.22	153.22

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Vendor History Report **Posting Date Range -**

Payable Number	Description		Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description	Units	Price	Amount	Account Number		Account Name	Dist Amount					
Office Supplies - CD	1.00	153.22	153.22	001-524-20-31-01		Office Supplies - Bldg. Inspection	58.22					
				001-558-60-31-01		Office Supplies - Planning	62.82					
				100-543-10-31-01		Office Supplies - Administration	3.06					
				400-534-10-31-01		Office Supplies - Administration	15.32					
				401-535-10-31-01		Office Supplies - Administration	10.73					
				402-531-10-31-01		Office Supplies - Stormwater Admi	1.53					
				500-548-70-31-01		Office Supplies - ER&R Administra	1.54					
1W6F-4NJT-P6LH	PD - Firearms Training		5/29/2024		DFT0001494	5/29/2024	58.58	0.00	0.00	0.00	58.58	58.58
PD - Firearms Training	1.00	58.58	58.58	001-521-40-31-00		Operating Supplies - Training	58.58					
1X3X-D9RK-1F4R	RETURN - M. Holden Monitors		5/8/2024		DFT0001456	5/8/2024	-606.62	0.00	0.00	0.00	-606.62	-606.62
RETURN - M. Holden Mo	-1.00	606.62	-606.62	012-594-18-64-01		Machinery & Equipment - Technolo	-606.62					
7404 - Banner Bank Credit Cards							**13,175.24**	**0.00**	**297.50**	**0.00**	**13,472.74**	**13,472.74**
0169 - 05.13.2024	0169 - 05.13.2024		5/31/2024		DFT0001497	5/31/2024	455.00	0.00	0.00	0.00	455.00	455.00
D. Broxson Exam Prep	1.00	430.00	430.00	400-534-50-49-01		Miscellaneous	430.00					
Facebook City Events Po	1.00	25.00	25.00	001-573-90-44-01		Advertising	25.00					
2169 - 05.13.2024	McAndrews Hotel for APWA Spring Confer		5/31/2024		DFT0001497	5/31/2024	672.57	0.00	0.00	0.00	672.57	672.57
McAndrews Hotel for AI	1.00	672.57	672.57	400-534-10-43-00		Travel	672.57					
3647 - 05.13.2024	3647 - 05.13.2024		5/31/2024		DFT0001497	5/31/2024	21.75	0.00	0.00	0.00	21.75	21.75
Adobe Subscription	1.00	21.75	21.75	012-594-18-64-03		Software / Software Update Purcha	21.75					
4551 - 05.13.2024	4551 - 05.13.2024		5/31/2024		DFT0001497	5/31/2024	1,159.94	0.00	4.69	0.00	1,164.63	1,164.63
Uniform Order - Gloves	1.00	493.45	493.45	001-522-20-31-00		Operating Supplies - Suppression	493.45					
L. Bartlett Boots	1.00	435.59	435.59	001-522-20-20-04		Uniforms - FT Firefighter	435.59					
Uniform Order - Pants	1.00	154.05	154.05	001-522-20-20-04		Uniforms - FT Firefighter	154.05					
Misc Supplies	1.00	53.35	58.04	001-522-50-31-00		Operating Supplies - Facilities	58.04					
J. Boose Breakfast	1.00	23.50	23.50	001-522-30-49-00		Miscellaneous	23.50					
5296 - 05.13.2024 1	Bitdefender		5/31/2024		DFT0001497	5/31/2024	964.72	0.00	84.22	0.00	1,048.94	1,048.94
Bitdefender Gravity Cyb	1.00	964.72	1,048.94	012-594-18-64-03		Software / Software Update Purcha	1,048.94					
5296 - 05.13.2024 2	5296 - 05.13.2024 2		5/31/2024		DFT0001497	5/31/2024	1,139.40	0.00	34.57	0.00	1,173.97	1,173.97
M. Holden Office TV	1.00	392.87	427.44	001-576-81-31-00		Operating Supplies - Parks Adminis	53.43					
				100-542-30-31-00		Operating Supplies - Traveled Way	106.86					
				400-534-50-31-00		Operating Supplies - Maintenance	213.72					
				402-531-10-31-00		Operating Supplies - Stormwater A	53.43					
PW License	1.00	326.40	326.40	012-594-18-64-03		Software / Software Update Purcha	326.40					
J. Anthes ACCIS Membe	1.00	225.00	225.00	001-513-10-49-00		Miscellaneous	225.00					
S. Hall International Coc	1.00	110.00	110.00	001-524-20-49-00		Miscellaneous	110.00					
PW Surge Protector	1.00	59.84	59.84	012-594-18-64-01		Machinery & Equipment - Technolo	59.84					
J. Rickard Breakfast	1.00	25.29	25.29	001-558-60-43-00		Travel	25.29					
6464 - 05.13.2024 1	6464 - 05.13.2024 1		5/31/2024		DFT0001497	5/31/2024	-478.00	0.00	0.00	0.00	-478.00	-478.00
Partial Zoom Refund	-1.00	478.00	-478.00	012-594-18-64-03		Software / Software Update Purcha	-478.00					

Docusign Envelope ID: BACF3522-FDEB-4F1A-AFE5-985B7C25398C

Vendor History Report **Posting Date Range -**

Payable Number / Item Description	Description / Units	Price	Post Date / Amount	1099 / Account Number	Payment Number	Payment Date / Account Name	Amount / Dist Amount	Shipping	Tax	Discount	Net	Payment
6464 - 05.13.2024 2	448 - Truck Bed Storage Unit		5/31/2024		DFT0001497	5/31/2024	1,499.99	0.00	132.00	0.00	1,631.99	1,631.99
448 - Truck Bed Storage	1.00	1,499.99	1,631.99	320-594-21-64-32		Vehicles/Equip Police Department	1,631.99					
6577 - 05.13.2024 1	6577 - 05.13.2024 1		5/31/2024		DFT0001497	5/31/2024	240.00	0.00	0.00	0.00	240.00	240.00
Gun Range Internet	1.00	120.00	120.00	001-521-10-49-00		Miscellaneous	120.00					
Gun Range Internet	1.00	120.00	120.00	001-521-10-49-00		Miscellaneous	120.00					
6577 - 05.13.2024 2	Uniform & Equipment issue		5/31/2024		DFT0001497	5/31/2024	86.95	0.00	0.00	0.00	86.95	86.95
Uniforms & equipment	0.00	0.00	86.95	001-521-22-20-01		Benefits Uniforms Patrol	86.95					
6577 - 05.13.2024 3	Training/travel for DT		5/31/2024		DFT0001497	5/31/2024	1,679.65	0.00	0.00	0.00	1,679.65	1,679.65
DT Certification Registra	1.00	875.00	875.00	001-521-40-49-01		Registrations/Fees - Training Classe	875.00					
DT Certification Course	0.00	0.00	804.65	001-521-40-43-00		Travel Training	804.65					
7573 - 05.13.2024	7573 - 05.13.2024		5/31/2024		DFT0001497	5/31/2024	944.28	0.00	0.00	0.00	944.28	944.28
Power Source	1.00	407.40	407.40	500-548-68-31-00		Operating Supplies - General	407.40					
W. Guse Training	1.00	399.00	399.00	400-534-50-49-01		Miscellaneous	399.00					
Stormwater Giveaway	1.00	269.20	269.20	402-531-10-49-00		Miscellaneous - Stormwater	269.20					
WMCA Membership St.	1.00	100.00	100.00	001-514-30-49-00		Miscellaneous	100.00					
City of WW Late Fees	1.00	9.95	9.95	100-542-70-49-00		Intergovernmntl Services	9.95					
S. Doering Postage	1.00	8.73	8.73	001-513-10-42-00		Communications	8.73					
R. Culwell WSAMA Refu	1.00	-250.00	-250.00	001-514-30-49-01		Registrations/Fees - Training Classe	-17.50					
				001-515-31-49-01		Reg Fees / Train Classes & Seminar	-110.00					
				001-518-10-49-01		Training / Class Registration Fees &	-7.50					
				001-521-10-49-01		Registrations / Fees Training Classe	-37.50					
				001-522-10-49-01		Registrations/Fees - Training Classe	-1.25					
				001-558-60-49-01		Registrations/Fees - Training Classe	-38.75					
				402-531-10-49-01		Reg/Fees - Training Classes Stormw	-37.50					
8472 - 05.13.2024	8472 - 05.13.2024		5/31/2024		DFT0001497	5/31/2024	75.79	0.00	3.11	0.00	78.90	78.90
E. Gonzalez & C. Kates U	1.00	40.81	40.81	001-521-22-20-01		Benefits Uniforms Patrol	40.81					
Gun Range Training	1.00	34.98	38.09	315-594-18-62-17		Capital Expenditures/Expenses - Bc	38.09					
9400 - 05.13.2024	9400 - 05.13.2024		5/31/2024		DFT0001497	5/31/2024	409.93	0.00	0.00	0.00	409.93	409.93
S. Doering Travel Lodgin	1.00	339.68	339.68	001-518-10-43-00		Travel	339.68					
S. Doering Travel Fuel	1.00	40.80	40.80	001-518-10-43-00		Travel	40.80					
Council Snacks	1.00	29.45	29.45	001-511-60-49-01		Miscellaneous	29.45					
9418 - 05.13.2024	9418 - 05.13.2024		5/31/2024		DFT0001497	5/31/2024	515.47	0.00	0.00	0.00	515.47	515.47
J. Goodson Travel - Lodg	1.00	236.48	236.48	500-548-70-43-00		Travel	236.48					
B. Peal Travel - Lodging	1.00	236.48	236.48	500-548-70-43-00		Travel	236.48					
J. Goodson Travel - Fuel	1.00	42.51	42.51	500-548-70-43-00		Travel	42.51					
9426 - 05.13.2024	Laurencio Hotel for Backflow Class		5/31/2024		DFT0001497	5/31/2024	687.60	0.00	0.00	0.00	687.60	687.60
Laurencio Hotel for Bacl	1.00	687.60	687.60	402-531-80-43-00		Travel Expense - Stormwater Opera	687.60					
9467 - 05.13.2024 1	9467 - 05.13.2024 1		5/31/2024		DFT0001497	5/31/2024	86.95	0.00	0.00	0.00	86.95	86.95
New Equipment & Unifc	0.00	0.00	86.95	001-521-22-20-01		Benefits Uniforms Patrol	86.95					
9467 - 05.13.2024 2	9467 - 05.13.2024 2		5/31/2024		DFT0001497	5/31/2024	1,176.91	0.00	0.00	0.00	1,176.91	1,176.91

Vendor History Report **Posting Date Range -**

Payable Number	Description		Post Date	1099	Payment Number	Payment Date	Amount		Shipping	Tax	Discount	Net	Payment
Item Description	Units	Price	Amount	Account Number		Account Name		Dist Amount					
National Night Out Give	1.00	388.00	388.00	001-521-10-31-00		Operating Supplies - Administratioı		388.00					
Range Classroom TV	1.00	378.62	378.62	315-594-18-62-17		Capital Expenditures/Expenses - Bc		378.62					
National Night Out Give	1.00	315.10	315.10	001-521-10-31-00		Operating Supplies - Administratioı		315.10					
Drone	1.00	58.21	58.21	001-521-21-31-00		Operating Supplies - Investigation		58.21					
R. Nordman Mail	1.00	19.75	19.75	001-554-30-42-00		Communications - Special Enforcen		19.75					
B. Fortin Travel - Meal	1.00	17.23	17.23	001-521-21-43-00		Travel Investigation		17.23					
9965 - 05.13.2024	9965 - 05.13.2024		5/31/2024		DFT0001497	5/31/2024	1,836.34		0.00	38.91	0.00	1,875.25	1,875.25
Uniform Order - Gloves	1.00	420.00	420.00	001-522-20-31-00		Operating Supplies - Suppression		420.00					
Uniform Order	1.00	412.32	412.32	001-522-20-20-04		Uniforms - FT Firefighter		412.32					
Misc Supplies	1.00	254.66	277.07	001-522-10-31-00		Operating Supplies - Administratioı		277.07					
Misc Supplies	1.00	187.54	204.04	001-522-10-31-00		Operating Supplies - Administratioı		204.04					
Uniform Order	1.00	191.47	191.47	001-522-20-20-04		Uniforms - FT Firefighter		191.47					
Uniform Order	1.00	176.69	176.69	001-522-20-20-03		Uniforms - Volunteers		176.69					
Uniform Order - Gloves	1.00	148.50	148.50	001-522-20-31-00		Operating Supplies - Suppression		148.50					
Shipment	1.00	45.16	45.16	001-522-20-49-00		Misc Fire		45.16					

Vendor History Report **Posting Date Range -**

Payable Number / Item Description	Description / Units	Price	Post Date / Amount	1099 / Account Number	Payment Number	Payment Date / Account Name	Amount / Dist Amount	Shipping	Tax	Discount	Net	Payment
5629 - Home Depot Credit Services							**4,244.64**	**0.00**	**0.00**	**0.00**	**4,244.64**	**4,244.64**
04.28.24	04.28.2024 Statement		5/13/2024		DFT0001467	5/14/2024	2,674.00	0.00	0.00	0.00	2,674.00	2,674.00
PD Gun Range Repairs	1.00	314.40	314.40	001-518-20-31-00		Operating Supplies - Facilities	314.40					
Tools	1.00	262.95	262.95	400-534-50-35-00		Sm Tools/Equipment	262.95					
PD Gun Range Repairs	1.00	261.63	261.63	001-518-20-31-00		Operating Supplies - Facilities	261.63					
Breakroom Supplies	1.00	216.51	216.51	001-518-20-31-00		Operating Supplies - Facilities	216.51					
PW Cleaning Supplies	1.00	186.87	186.87	400-534-10-31-01		Office Supplies - Administration	186.87					
FD Repairs	1.00	127.67	127.67	001-518-20-31-00		Operating Supplies - Facilities	127.67					
PW Irrigation and Toilet	1.00	112.39	112.39	001-518-20-31-00		Operating Supplies - Facilities	112.39					
Spill Absorber	1.00	104.37	104.37	402-531-27-31-00		Stormwater Utiltiies - Operating Su	104.37					
Supplies	1.00	94.20	94.20	500-548-68-31-00		Operating Supplies - General	94.20					
WWU Mixer	1.00	81.50	81.50	100-542-30-31-00		Operating Supplies - Traveled Way	81.50					
City Hall Lights	1.00	80.25	80.25	001-518-20-31-00		Operating Supplies - Facilities	80.25					
FD Breaker	1.00	79.94	79.94	001-518-20-31-00		Operating Supplies - Facilities	79.94					
Park Supplies	1.00	55.93	55.93	001-576-80-31-00		Operating Supplies - Parks	55.93					
D. Creek Vehicle Stock	1.00	53.75	53.75	001-518-20-31-00		Operating Supplies - Facilities	53.75					
Irrigation	1.00	51.02	51.02	400-534-50-31-00		Operating Supplies - Maintenance	51.02					
City Hall Irrigation	1.00	48.34	48.34	001-576-80-31-00		Operating Supplies - Parks	48.34					
PW Cleaning Supplies	1.00	45.12	45.12	400-534-10-31-00		Operating Supplies - Administratioı	45.12					
Water Service Repair	1.00	42.76	42.76	400-534-50-31-00		Operating Supplies - Maintenance	42.76					
PW Shop Vac Parts	1.00	42.33	42.33	100-542-30-35-00		Sm Tools/Equipment	42.33					
6th Street Water	1.00	33.08	33.08	400-534-50-31-00		Operating Supplies - Maintenance	33.08					
City Hall Irrigation	1.00	32.26	32.26	001-576-80-31-00		Operating Supplies - Parks	32.26					
Parts	1.00	31.98	31.98	001-576-80-31-00		Operating Supplies - Parks	31.98					
PD Gun Range Repairs	1.00	30.43	30.43	001-518-20-31-00		Operating Supplies - Facilities	30.43					
PD Repairs	1.00	30.17	30.17	001-521-10-31-01		Office Supplies - Administration	30.17					
City Hall Irrigation	1.00	28.06	28.06	001-576-80-31-00		Operating Supplies - Parks	28.06					
Shop Supplies	1.00	25.73	25.73	500-548-68-31-00		Operating Supplies - General	25.73					
Well 1 Supplies	1.00	25.40	25.40	400-534-80-31-00		Operating Supplies - General	25.40					
Kiwanis Park Irrigation	1.00	22.28	22.28	001-576-80-31-00		Operating Supplies - Parks	22.28					
PD Repairs	1.00	20.65	20.65	001-521-10-31-01		Office Supplies - Administration	20.65					
City Hall Irrigation	1.00	19.99	19.99	001-576-80-31-00		Operating Supplies - Parks	19.99					
Park Supplies	1.00	19.44	19.44	001-576-80-31-00		Operating Supplies - Parks	19.44					
Veterans Park	1.00	18.43	18.43	001-576-80-31-00		Operating Supplies - Parks	18.43					
PW Building Repair	1.00	16.29	16.29	001-518-20-31-00		Operating Supplies - Facilities	16.29					
Kiwanis Park Irrigation	1.00	14.66	14.66	001-576-80-31-00		Operating Supplies - Parks	14.66					
Park Supplies	1.00	9.33	9.33	001-576-80-31-00		Operating Supplies - Parks	9.33					
Supplies	1.00	9.18	9.18	500-548-68-31-00		Operating Supplies - General	9.18					
EV Power Install	1.00	7.56	7.56	001-518-20-31-00		Operating Supplies - Facilities	7.56					
Farmers Market Supplie	1.00	6.36	6.36	001-573-90-31-00		Operating Supplies - Community Ev	6.36					
Kiwanis Park Irrigation	1.00	4.99	4.99	001-576-80-31-00		Operating Supplies - Parks	4.99					
Kiwanis Park	1.00	3.36	3.36	001-576-80-31-00		Operating Supplies - Parks	3.36					
Kiwanis Park Irrigation	1.00	2.44	2.44	001-576-80-31-00		Operating Supplies - Parks	2.44					

Vendor History Report

Posting Date Range -

Payable Number / Item Description	Description / Units	Price	Post Date / Amount	1099 / Account Number	Payment Number	Payment Date / Account Name	Amount / Dist Amount	Shipping	Tax	Discount	Net	Payment
04.28.24 2	Police Gun Range Windows		5/13/2024		DFT0001467	5/14/2024	834.34	0.00	0.00	0.00	834.34	834.34
Police Gun Range Wind(	0.00	0.00	834.34	315-594-18-62-17		Capital Expenditures/Expenses - Bc	834.34					
04.28.24 3	Police Gun Range Windows		5/13/2024		DFT0001467	5/14/2024	736.30	0.00	0.00	0.00	736.30	736.30
Police Gun Range Wind(	0.00	0.00	736.30	315-594-18-62-17		Capital Expenditures/Expenses - Bc	736.30					
194 - Napa Of Walla Walla							**8,012.35**	**30.00**	**715.78**	**0.00**	**8,758.13**	**8,758.13**
227176	R134a Recycling Machine		5/10/2024		APA001429	5/10/2024	6,313.99	0.00	561.95	0.00	6,875.94	6,875.94
R134a Recycling Machir	1.00	6,199.00	6,750.83	500-594-48-64-00		Machinery / Equipment	6,750.83					
R134a Recycling Machir	1.00	114.99	125.11	500-594-48-64-00		Machinery / Equipment	125.11					
April 2024	Misc Supplies		5/10/2024		APA001429	5/10/2024	1,698.36	30.00	153.83	0.00	1,882.19	1,882.19
Gen 3 Hub Assembly	1.00	377.80	411.42	500-548-68-31-00		Operating Supplies - General	411.42					
Battery	1.00	357.14	388.93	500-548-68-31-00		Operating Supplies - General	388.93					
Seat Cover	1.00	272.23	307.35	500-548-68-31-00		Operating Supplies - General	307.35					
Seat Cover	1.00	272.23	307.35	500-548-68-31-00		Operating Supplies - General	307.35					
Seat Cover	1.00	272.23	307.35	500-548-68-31-00		Operating Supplies - General	307.35					
Sheen	1.00	210.15	228.85	500-548-68-31-00		Operating Supplies - General	228.85					
Wire	1.00	89.00	96.92	500-548-68-31-00		Operating Supplies - General	96.92					
Wire	1.00	86.00	93.65	500-548-68-31-00		Operating Supplies - General	93.65					
Water Pump	1.00	83.99	91.47	500-548-68-31-00		Operating Supplies - General	91.47					
Wire	1.00	24.00	26.14	500-548-68-31-00		Operating Supplies - General	26.14					
LED	1.00	20.00	21.78	500-548-68-31-00		Operating Supplies - General	21.78					
Relay	1.00	16.46	17.92	500-548-68-31-00		Operating Supplies - General	17.92					
Fitting	1.00	11.97	13.04	500-548-68-31-00		Operating Supplies - General	13.04					
Headlight	1.00	11.81	12.86	500-548-68-31-00		Operating Supplies - General	12.86					
Relay	1.00	8.23	8.96	500-548-68-31-00		Operating Supplies - General	8.96					
Relay	1.00	8.23	8.96	500-548-68-31-00		Operating Supplies - General	8.96					
Lettering Stick	1.00	2.50	2.72	500-548-68-31-00		Operating Supplies - General	2.72					
RETURN - Headlight	1.00	-11.81	-12.86	500-548-68-31-00		Operating Supplies - General	-12.86					
RETURN - Battery	1.00	-36.00	-39.20	500-548-68-31-00		Operating Supplies - General	-39.20					
RETURN - Gen 3 Hub As	1.00	-377.80	-411.42	500-548-68-31-00		Operating Supplies - General	-411.42					
218 - Quill Corporation							**1,564.40**	**0.00**	**3.34**	**0.00**	**1,567.74**	**1,567.74**
38139418	Office Supplies - CH General		5/29/2024		DFT0001495	5/29/2024	63.94	0.00	0.00	0.00	63.94	63.94
Office Supplies - CH Ger	1.00	63.94	63.94	001-513-10-31-01		Office Supplies - Executive	8.41					
				001-514-23-31-01		Office Supplies - Budgeting, Accour	11.29					
				001-514-30-31-01		Office Supplies - Records	3.61					
				001-518-10-31-01		Office Supplies - HR Administration	7.26					
				100-543-10-31-01		Office Supplies - Administration	0.64					
				400-534-10-31-01		Office Supplies - Administration	3.09					
				400-534-27-31-01		Water Utilities - Office Supplies	12.56					
				401-535-10-31-01		Office Supplies - Administration	2.37					
				401-535-27-31-01		Sewer Utilities - Office Supplies	14.07					
				402-531-27-31-01		Stormwater Utilities - Office Suppli	0.64					

Vendor History Report **Posting Date Range -**

Payable Number	Description		Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description	Units	Price	Amount		Account Number	Account Name	Dist Amount					
38139594	Office Supplies - PW		5/29/2024		DFT0001495	5/29/2024	116.39	0.00	0.00	0.00	116.39	116.39
Office Supplies - PW	1.00	116.39	116.39		001-576-81-31-01	Office Supplies - Parks Administrati	9.31					
					100-543-10-31-01	Office Supplies - Administration	20.95					
					400-534-10-31-01	Office Supplies - Administration	46.55					
					401-535-10-31-01	Office Supplies - Administration	10.48					
					402-531-10-31-01	Office Supplies - Stormwater Admi	13.97					
					500-548-70-31-01	Office Supplies - ER&R Administra	15.13					
38204828	Office Supplies - PD		5/29/2024		DFT0001495	5/29/2024	167.53	0.00	0.00	0.00	167.53	167.53
Office Supplies - PD	1.00	167.53	167.53		001-521-10-31-01	Office Supplies - Administration	16.75					
					001-521-19-31-01	Office Supplies - Support Services	33.51					
					001-521-21-31-01	Office Supplies - Investigation	16.75					
					001-521-22-31-01	Office Supplies - Patrol	62.82					
					001-521-70-31-01	Office Supplies - Traffic	20.95					
					001-554-30-31-01	Office Supplies - Special Enforceme	16.75					
38205162	Office Supplies - PD		5/29/2024		DFT0001495	5/29/2024	142.02	0.00	0.00	0.00	142.02	142.02
Office Supplies - PD	1.00	142.02	142.02		001-521-10-31-01	Office Supplies - Administration	14.20					
					001-521-19-31-01	Office Supplies - Support Services	28.40					
					001-521-21-31-01	Office Supplies - Investigation	14.20					
					001-521-22-31-01	Office Supplies - Patrol	53.26					
					001-521-70-31-01	Office Supplies - Traffic	17.76					
					001-554-30-31-01	Office Supplies - Special Enforceme	14.20					
38275206	Office Supplies - PD		5/29/2024		DFT0001495	5/29/2024	123.59	0.00	0.00	0.00	123.59	123.59
Office Supplies - PD	1.00	123.59	123.59		001-521-10-31-01	Office Supplies - Administration	12.36					
					001-521-19-31-01	Office Supplies - Support Services	24.72					
					001-521-21-31-01	Office Supplies - Investigation	12.36					
					001-521-22-31-01	Office Supplies - Patrol	46.35					
					001-521-70-31-01	Office Supplies - Traffic	15.45					
					001-554-30-31-01	Office Supplies - Special Enforceme	12.35					
38316362	Office Supplies - CH General		5/29/2024		DFT0001495	5/29/2024	23.71	0.00	0.00	0.00	23.71	23.71
Office Supplies - CH Ger	1.00	23.71	23.71		001-513-10-31-01	Office Supplies - Executive	3.12					
					001-514-23-31-01	Office Supplies - Budgeting, Accour	4.18					
					001-514-30-31-01	Office Supplies - Records	1.34					
					001-518-10-31-01	Office Supplies - HR Administration	2.69					
					100-543-10-31-01	Office Supplies - Administration	0.24					
					400-534-10-31-01	Office Supplies - Administration	1.15					
					400-534-27-31-01	Water Utilities - Office Supplies	4.66					
					401-535-10-31-01	Office Supplies - Administration	0.87					
					401-535-27-31-01	Sewer Utilities - Office Supplies	5.22					
					402-531-27-31-01	Stormwater Utilities - Office Suppli	0.24					
38316519	Office Supplies - M. Holden		5/29/2024		DFT0001495	5/29/2024	5.97	0.00	0.00	0.00	5.97	5.97

Vendor History Report **Posting Date Range -**

Payable Number	Description		Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description	Units	Price	Amount	Account Number		Account Name	Dist Amount					
Office Supplies - PW	1.00	5.97	5.97	001-576-81-31-01		Office Supplies - Parks Administrati	0.48					
				100-543-10-31-01		Office Supplies - Administration	1.07					
				400-534-10-31-01		Office Supplies - Administration	2.38					
				401-535-10-31-01		Office Supplies - Administration	0.54					
				402-531-10-31-01		Office Supplies - Stormwater Admi	0.72					
				500-548-70-31-01		Office Supplies - ER&R Administra	0.78					
38338596	Office Supplies - M.Holden		5/29/2024		DFT0001495	5/29/2024	25.67	0.00	0.00	0.00	25.67	25.67
Office Supplies - PW	1.00	25.67	25.67	001-576-81-31-01		Office Supplies - Parks Administrati	2.05					
				100-543-10-31-01		Office Supplies - Administration	4.62					
				400-534-10-31-01		Office Supplies - Administration	10.27					
				401-535-10-31-01		Office Supplies - Administration	2.31					
				402-531-10-31-01		Office Supplies - Stormwater Admi	3.08					
				500-548-70-31-01		Office Supplies - ER&R Administra	3.34					
38338828	Office Supplies - Attorney		5/29/2024		DFT0001495	5/29/2024	37.98	0.00	3.34	0.00	41.32	41.32
Office Supplies - Attorne	1.00	37.98	41.32	001-514-30-31-01		Office Supplies - Records	2.89					
				001-515-31-31-01		Office Supplies - City Attorney	18.18					
				001-518-10-31-01		Office Supplies - HR Administration	1.24					
				001-521-10-31-01		Office Supplies - Administration	6.20					
				001-522-10-31-01		Office Supplies - Administration	0.21					
				001-558-60-31-01		Office Supplies - Planning	6.20					
				402-531-10-31-01		Office Supplies - Stormwater Admi	6.19					
				440-522-24-31-01		Office Supplies - EMS Administratic	0.21					
38384466	Office Supplies - PD		5/29/2024		DFT0001495	5/29/2024	177.71	0.00	0.00	0.00	177.71	177.71
Office Supplies - PD	1.00	177.71	177.71	001-521-10-31-01		Office Supplies - Administration	17.77					
				001-521-19-31-01		Office Supplies - Support Services	35.54					
				001-521-21-31-01		Office Supplies - Investigation	17.77					
				001-521-22-31-01		Office Supplies - Patrol	66.64					
				001-521-70-31-01		Office Supplies - Traffic	22.22					
				001-554-30-31-01		Office Supplies - Special Enforceme	17.77					
38560309	Office Supplies - CH General		5/29/2024		DFT0001495	5/29/2024	150.13	0.00	0.00	0.00	150.13	150.13
Office Supplies - CH Ger	1.00	150.13	150.13	001-513-10-31-01		Office Supplies - Executive	19.74					
				001-514-23-31-01		Office Supplies - Budgeting, Accour	26.50					
				001-514-30-31-01		Office Supplies - Records	8.48					
				001-518-10-31-01		Office Supplies - HR Administration	17.04					
				100-543-10-31-01		Office Supplies - Administration	1.50					
				400-534-10-31-01		Office Supplies - Administration	7.28					
				400-534-27-31-01		Water Utilities - Office Supplies	29.50					
				401-535-10-31-01		Office Supplies - Administration	5.56					
				401-535-27-31-01		Sewer Utilities - Office Supplies	33.03					
				402-531-27-31-01		Stormwater Utilities - Office Suppli	1.50					
38643841	Toner - Finance Director		5/29/2024		DFT0001495	5/29/2024	226.28	0.00	0.00	0.00	226.28	226.28

Payable Number	Description		Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description	Units	Price	Amount	Account Number		Account Name	Dist Amount					
Toner - Finance Director	1.00	226.28	226.28	001-514-23-31-01		Office Supplies - Budgeting, Accour	63.36					
				400-534-27-31-01		Water Utilities - Office Supplies	61.10					
				401-535-27-31-01		Sewer Utilities - Office Supplies	63.35					
				402-531-27-31-01		Stormwater Utilities - Office Suppli	31.68					
				440-522-27-31-01		Ambulance Utilities - Office Supplie	6.79					
38666704	Office Supplies - CH General		5/29/2024		DFT0001495	5/29/2024	77.24	0.00	0.00	0.00	77.24	77.24
Office Supplies - CH Ger	1.00	77.24	77.24	001-513-10-31-01		Office Supplies - Executive	10.16					
				001-514-23-31-01		Office Supplies - Budgeting, Accour	13.63					
				001-514-30-31-01		Office Supplies - Records	4.36					
				001-518-10-31-01		Office Supplies - HR Administration	8.77					
				100-543-10-31-01		Office Supplies - Administration	0.77					
				400-534-10-31-01		Office Supplies - Administration	3.75					
				400-534-27-31-01		Water Utilities - Office Supplies	15.18					
				401-535-10-31-01		Office Supplies - Administration	2.86					
				401-535-27-31-01		Sewer Utilities - Office Supplies	16.99					
				402-531-27-31-01		Stormwater Utilities - Office Suppli	0.77					
38712523	Office Supplies - CH General		5/29/2024		DFT0001495	5/29/2024	56.57	0.00	0.00	0.00	56.57	56.57
Office Supplies - CH Ger	1.00	56.57	56.57	001-513-10-31-01		Office Supplies - Executive	7.44					
				001-514-23-31-01		Office Supplies - Budgeting, Accour	9.98					
				001-514-30-31-01		Office Supplies - Records	3.19					
				001-518-10-31-01		Office Supplies - HR Administration	6.42					
				100-543-10-31-01		Office Supplies - Administration	0.57					
				400-534-10-31-01		Office Supplies - Administration	2.74					
				400-534-27-31-01		Water Utilities - Office Supplies	11.12					
				401-535-10-31-01		Office Supplies - Administration	2.09					
				401-535-27-31-01		Sewer Utilities - Office Supplies	12.45					
				402-531-27-31-01		Stormwater Utilities - Office Suppli	0.57					
38731098	Office Supplies - PD		5/29/2024		DFT0001495	5/29/2024	169.67	0.00	0.00	0.00	169.67	169.67
Office Supplies - PD	1.00	169.67	169.67	001-521-10-31-01		Office Supplies - Administration	16.96					
				001-521-19-31-01		Office Supplies - Support Services	33.93					
				001-521-21-31-01		Office Supplies - Investigation	16.97					
				001-521-22-31-01		Office Supplies - Patrol	63.63					
				001-521-70-31-01		Office Supplies - Traffic	21.21					
				001-554-30-31-01		Office Supplies - Special Enforceme	16.97					
					Vendors: (5)	**Total 01 - Vendor Set 01:**	**28,616.71**	**30.00**	**1,016.62**	**0.00**	**29,663.33**	**29,663.33**
					Vendors: (5)	**Report Total:**	**28,616.71**	**30.00**	**1,016.62**	**0.00**	**29,663.33**	**29,663.33**

Financial Reports Descriptions

Monthly Expenditure Analysis

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

Check Register

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

Treasurer's Report, Bank Statement Report & Investment Detail Report

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

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

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

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

Cash Flow Report

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

Budget Position Report

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

Totals for Credit Accounts

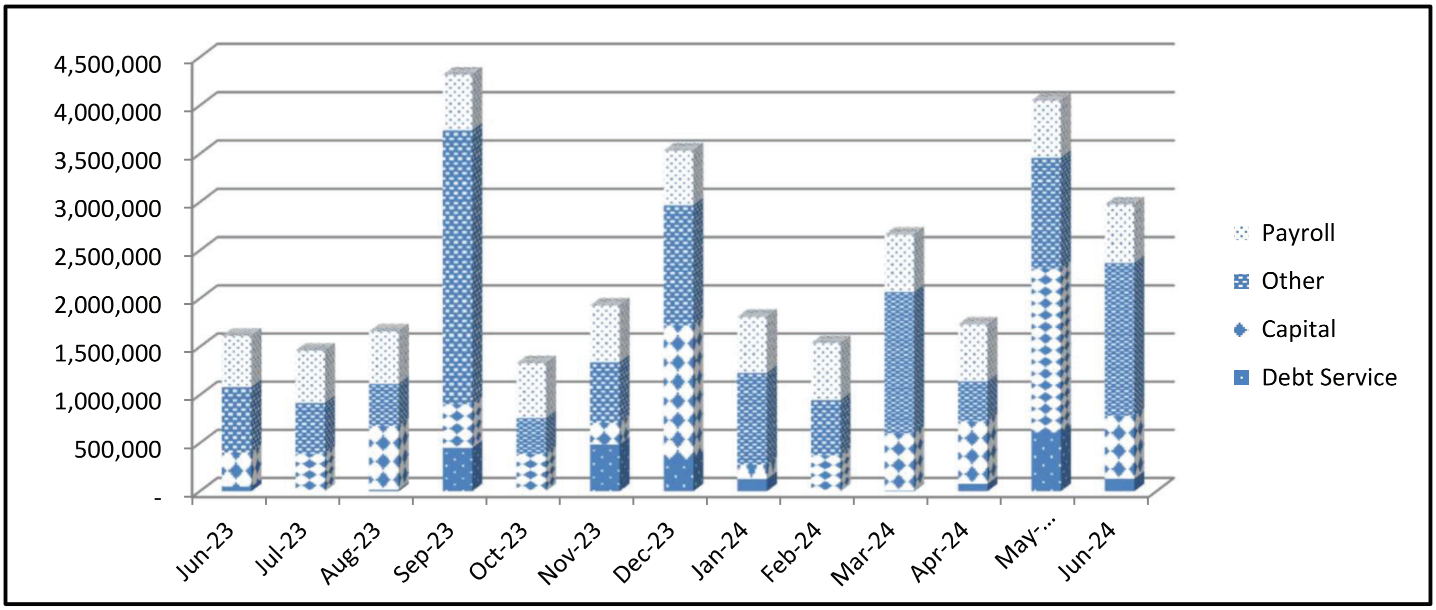
Detail of credit account transactions for the period. Reported by vendor and subtotaled by department.

City of College Place

Monthly Expenditure Analysis

Jun-24

Month	Operating Expenses		Capital	Debt Service	Total
	Payroll	Other			
Jun-24	603,743	1,587,640	653,747	129,696	2,974,825
May-24	591,698	1,147,827	1,700,103	610,707	4,050,335
Apr-24	590,695	412,836	651,282	76,856	1,731,669
Mar-24	593,697	1,467,144	595,052	7,356	2,663,250
Feb-24	591,432	573,195	373,336	973	1,538,936
Jan-24	581,645	952,261	150,217	127,567	1,811,690
Dec-23	564,605	1,245,764	1,390,103	332,939	3,533,411
Nov-23	588,393	630,484	225,475	485,370	1,929,722
Oct-23	568,291	372,438	387,783	234	1,328,745
Sep-23	573,476	2,839,849	452,481	451,826	4,317,633
Aug-23	543,829	435,696	663,709	17,234	1,660,467
Jul-23	541,376	527,641	390,550	256	1,459,823
Jun-23	532,440	678,886	354,169	48,935	1,614,430



Other Detail - Significant Expenditures and Related Party Transactions		
Interfund Transfers	$	984,588
2nd Qrt ER&R O&M		150,431
Related Party Transactions: None		
Total Other Detail	**$**	**1,135,019**

City of College Place, WA

CP Check Register

By Check Number

Date Range: 06/01/2024 - 06/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Bank #28-Bank #28						
Payment Type: Virtual Payment						
573005	Ash, John	06/06/2024	Virtual Payment	0.00	49.00	APA001518
VEN01294	Chinelle M Carrington	06/06/2024	Virtual Payment	0.00	9.00	APA001519
573004	Courson, Ron & Rose	06/06/2024	Virtual Payment	0.00	10.00	APA001520
11369	Abadan Tri-Cities	06/10/2024	Virtual Payment	0.00	5.44	APA001521
13458	Alison Mckinney	06/10/2024	Virtual Payment	0.00	1,791.00	APA001522
49	American Planning Association	06/10/2024	Virtual Payment	0.00	508.00	APA001523
13621	CBS Reporting Inc	06/10/2024	Virtual Payment	0.00	195.00	APA001524
14468	Design West Architects, P.A.	06/10/2024	Virtual Payment	0.00	360.00	APA001525
14822	Desimone Consulting LLC	06/10/2024	Virtual Payment	0.00	3,000.00	APA001526
13649	Fulton Patricia Ann	06/10/2024	Virtual Payment	0.00	180.00	APA001527
13879	GNAT Enterprises	06/10/2024	Virtual Payment	0.00	80.00	APA001528
10444	J-U-B Engineers, Inc.	06/10/2024	Virtual Payment	0.00	111,012.79	APA001529
12736	LeRoy Survey Consulting	06/10/2024	Virtual Payment	0.00	300.00	APA001530
7405028	Mayo Clinic	06/10/2024	Virtual Payment	0.00	152.93	APA001531
VEN01262	Miriam Technologies Inc	06/10/2024	Virtual Payment	0.00	183.88	APA001532
194	Napa Of Walla Walla	06/10/2024	Virtual Payment	0.00	1,750.75	APA001533
200	One Call Concepts Inc.	06/10/2024	Virtual Payment	0.00	87.75	APA001534
9612	Outwest Printing	06/10/2024	Virtual Payment	0.00	2,603.72	APA001535
181	Ponti & Wernette PS	06/10/2024	Virtual Payment	0.00	2,000.00	APA001536
8689	Port Of Walla Walla	06/10/2024	Virtual Payment	0.00	1,200.00	APA001537
657	Tompkins, Gregory A.	06/10/2024	Virtual Payment	0.00	267.05	APA001538
12901	United Way of The Blue Mountains	06/10/2024	Virtual Payment	0.00	10,000.00	APA001539
12489	WA St. Consolidated Tech. Services	06/10/2024	Virtual Payment	0.00	285.00	APA001540
299	City of Walla Walla	06/10/2024	Virtual Payment	0.00	132.97	APA001541
346	Alpine Products Inc.	06/10/2024	Virtual Payment	0.00	1,934.04	APA001542
50	American Public Works Assn	06/10/2024	Virtual Payment	0.00	656.00	APA001543
348	Anatek Labs Inc	06/10/2024	Virtual Payment	0.00	640.00	APA001544
43	ATCO International Inc.	06/10/2024	Virtual Payment	0.00	138.15	APA001545
14494	Barker, Kyle A	06/10/2024	Virtual Payment	0.00	39.26	APA001546
68	Beeline Auto Center	06/10/2024	Virtual Payment	0.00	1,147.26	APA001547
70	Bennett's Locksmith, LLC	06/10/2024	Virtual Payment	0.00	396.76	APA001548
VEN01270	Big Foot Signs	06/10/2024	Virtual Payment	0.00	51.73	APA001549
14045	Car Wash Partners, LLC	06/10/2024	Virtual Payment	0.00	192.00	APA001550
6157	CI Shred	06/10/2024	Virtual Payment	0.00	100.10	APA001551
10080	Connell Oil, Inc	06/10/2024	Virtual Payment	0.00	263.83	APA001552
13453	Cota De La Cruz, Laurencio	06/10/2024	Virtual Payment	0.00	200.00	APA001553
100	Crown Paper & Janitorial Supply Inc	06/10/2024	Virtual Payment	0.00	101.10	APA001554
VEN01020	Duncan, Jarrid	06/10/2024	Virtual Payment	0.00	179.40	APA001555
VEN01015	Enviro-Clean Equipment Inc	06/10/2024	Virtual Payment	0.00	12,272.64	APA001556
VEN01243	Estela Gonzalez	06/10/2024	Virtual Payment	0.00	35.89	APA001557
13879	GNAT Enterprises	06/10/2024	Virtual Payment	0.00	80.00	APA001558
139	Grainger, Inc.	06/10/2024	Virtual Payment	0.00	2,238.87	APA001559
148	Humbert Asphalt, Inc.	06/10/2024	Virtual Payment	0.00	1,209.23	APA001560
13	Imperial Supplies LLC	06/10/2024	Virtual Payment	0.00	1,225.64	APA001561
532	Intoximeters Inc.	06/10/2024	Virtual Payment	0.00	2,703.69	APA001562
10444	J-U-B Engineers, Inc.	06/10/2024	Virtual Payment	0.00	1,919.50	APA001563
14687	L-C Applicators Inc.	06/10/2024	Virtual Payment	0.00	469.03	APA001564
12124	PBS Engineering and Environmental LLC	06/10/2024	Virtual Payment	0.00	37,225.65	APA001565
14039	Smarsh Inc.	06/10/2024	Virtual Payment	0.00	49.92	APA001566
479	Traffic Safety Supply Company	06/10/2024	Virtual Payment	0.00	305.67	APA001567
7596	Bound Tree Medical LLC.	06/13/2024	Virtual Payment	0.00	577.03	APA001568
12983	EMG2, LLC	06/13/2024	Virtual Payment	0.00	524.00	APA001569
139	Grainger, Inc.	06/13/2024	Virtual Payment	0.00	1,218.72	APA001570

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10444	J-U-B Engineers, Inc.	06/13/2024	Virtual Payment	0.00	3,843.60	APA001571
159	KIE Supply Corporation	06/13/2024	Virtual Payment	0.00	175.50	APA001572
412	Koncrete Industries Inc.	06/13/2024	Virtual Payment	0.00	694.24	APA001573
VEN01299	Lamar Advertising Comany	06/13/2024	Virtual Payment	0.00	800.00	APA001574
170	Lawson Products Inc.	06/13/2024	Virtual Payment	0.00	97.84	APA001575
14815	Les Schwab Tire Center- MF	06/13/2024	Virtual Payment	0.00	500.93	APA001576
6257	Life Assist, Inc.	06/13/2024	Virtual Payment	0.00	346.93	APA001577
13416	MPH Industries, Inc.	06/13/2024	Virtual Payment	0.00	4,867.59	APA001578
6293	National Safety, Inc.	06/13/2024	Virtual Payment	0.00	147.59	APA001579
13072	O'Reilly Auto Parts	06/13/2024	Virtual Payment	0.00	884.50	APA001580
6034	Pepsi Cola Bottling of Walla Walla	06/13/2024	Virtual Payment	0.00	192.00	APA001581
265	Pitney Bowes Postage By Phone	06/13/2024	Virtual Payment	0.00	1,600.00	APA001582
216	Quality Petroleum Products Inc.	06/13/2024	Virtual Payment	0.00	11,246.37	APA001583
208	Rexel USA Inc.(dba Platt Electric)	06/13/2024	Virtual Payment	0.00	152.46	APA001584
6207	Rickard, Jon	06/13/2024	Virtual Payment	0.00	30.79	APA001585
12255	Snap On Tools - Dan's Tool Truck	06/13/2024	Virtual Payment	0.00	101.46	APA001586
13213	Systems Design West LLC	06/13/2024	Virtual Payment	0.00	1,911.44	APA001587
324	WA St. Patrol, Accounts Receivable	06/13/2024	Virtual Payment	0.00	66.25	APA001588
299	City of Walla Walla	06/13/2024	Virtual Payment	0.00	182.65	APA001589
11489	Walla Walla County Corrections Dept	06/13/2024	Virtual Payment	0.00	5,823.79	APA001590
291	Walla Walla Electric	06/13/2024	Virtual Payment	0.00	51.90	APA001591
333	Wilbur-Ellis Company	06/13/2024	Virtual Payment	0.00	662.82	APA001592
14010	ZOLL Medical Corporation	06/13/2024	Virtual Payment	0.00	483.56	APA001593
573005	Ash, John	06/18/2024	Virtual Payment	0.00	140.00	APA001594
573021	Brainard, Liliya	06/18/2024	Virtual Payment	0.00	77.00	APA001595
VEN01294	Chinelle M Carrington	06/18/2024	Virtual Payment	0.00	8.00	APA001596
573017	Clifton, Brenda TM	06/18/2024	Virtual Payment	0.00	4.00	APA001597
573004	Courson, Ron & Rose	06/18/2024	Virtual Payment	0.00	71.00	APA001598
573007	Ebersol, Agnes	06/18/2024	Virtual Payment	0.00	41.00	APA001599
13740	BD College Place I LLC, Regency At The Park	06/18/2024	Virtual Payment	0.00	12,400.00	APA001600
11139	Blue Mountain Humane Society	06/18/2024	Virtual Payment	0.00	1,000.00	APA001601
5700	CH2M Hill OMI	06/18/2024	Virtual Payment	0.00	113,770.17	APA001602
4053	College Place School District	06/18/2024	Virtual Payment	0.00	500.00	APA001603
VEN01030	F & L Mears Inc	06/18/2024	Virtual Payment	0.00	968.32	APA001604
13879	GNAT Enterprises	06/18/2024	Virtual Payment	0.00	80.00	APA001605
148	Humbert Asphalt, Inc.	06/18/2024	Virtual Payment	0.00	529.15	APA001606
VEN01305	Lisa Lynn Pennau	06/18/2024	Virtual Payment	0.00	7,500.00	APA001607
10275	RH2 Engineering, Inc.	06/18/2024	Virtual Payment	0.00	21,385.81	APA001608
14009	Stryker Sales Corporation	06/18/2024	Virtual Payment	0.00	987.60	APA001609
14577	United Rentals Inc.	06/18/2024	Virtual Payment	0.00	1,244.02	APA001610
12618	Zumar Industries Inc.	06/18/2024	Virtual Payment	0.00	3,867.42	APA001611
11369	Abadan Tri-Cities	06/25/2024	Virtual Payment	0.00	167.88	APA001612
54	Anderson-Perry & Associates, Inc.	06/25/2024	Virtual Payment	0.00	24,973.43	APA001613
68	Beeline Auto Center	06/25/2024	Virtual Payment	0.00	71.99	APA001614
357	Blue Mountain Action Council	06/25/2024	Virtual Payment	0.00	2,260.86	APA001615
11139	Blue Mountain Humane Society	06/25/2024	Virtual Payment	0.00	1,000.00	APA001616
8216	Bud Clary Chevrolet Cadillac, Inc	06/25/2024	Virtual Payment	0.00	55,972.35	APA001617
188	Byrnes Oil	06/25/2024	Virtual Payment	0.00	45.91	APA001618
12933	Cole, Tanner C	06/25/2024	Virtual Payment	0.00	19.00	APA001619
11383	Cortez, Rachel Lynn	06/25/2024	Virtual Payment	0.00	4,487.04	APA001620
VEN01244	Courtney Kates	06/25/2024	Virtual Payment	0.00	52.72	APA001621
14339	Duo-Safety Ladder Corporation	06/25/2024	Virtual Payment	0.00	76.36	APA001622
12496	ESRI	06/25/2024	Virtual Payment	0.00	4,310.90	APA001623
12503	Evangeline Specialties Inc	06/25/2024	Virtual Payment	0.00	732.00	APA001624
VEN01023	EverBank, NA	06/25/2024	Virtual Payment	0.00	233.96	APA001625
6036	Ferguson Enterprises, Inc.	06/25/2024	Virtual Payment	0.00	857.34	APA001626
10004	Freddie's Trading Post, Inc.	06/25/2024	Virtual Payment	0.00	5,074.00	APA001627
13879	GNAT Enterprises	06/25/2024	Virtual Payment	0.00	160.00	APA001628
148	Humbert Asphalt, Inc.	06/25/2024	Virtual Payment	0.00	221,820.93	APA001629
13	Imperial Supplies LLC	06/25/2024	Virtual Payment	0.00	1,471.30	APA001630
10444	J-U-B Engineers, Inc.	06/25/2024	Virtual Payment	0.00	26,914.20	APA001631

CP Check Register **Date Range: 06/01/2024 - 06/30/2024**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
159	KIE Supply Corporation	06/25/2024	Virtual Payment	0.00	643.41	APA001632
VEN01289	Lakeyland Inc	06/25/2024	Virtual Payment	0.00	1,015.38	APA001633
14599	Larson, Clifford	06/25/2024	Virtual Payment	0.00	277.19	APA001634
170	Lawson Products Inc.	06/25/2024	Virtual Payment	0.00	13.32	APA001635
9680	Les Schwab Tire Center - CP	06/25/2024	Virtual Payment	0.00	76.14	APA001636
950	Lightfoot's Inc.	06/25/2024	Virtual Payment	0.00	277.71	APA001637
14603	Lopez, Melissa	06/25/2024	Virtual Payment	0.00	300.00	APA001638
VEN01031	Marques Harrer	06/25/2024	Virtual Payment	0.00	68.47	APA001639
14397	Meier Enterprises, Inc.	06/25/2024	Virtual Payment	0.00	5,000.00	APA001640
192	New York Store, Western Outfitters Inc.	06/25/2024	Virtual Payment	0.00	294.02	APA001641
13072	O'Reilly Auto Parts	06/25/2024	Virtual Payment	0.00	87.24	APA001642
9612	Outwest Printing	06/25/2024	Virtual Payment	0.00	3,668.10	APA001643
6750	Pacific Office Automation	06/25/2024	Virtual Payment	0.00	36.55	APA001644
12124	PBS Engineering and Environmental LLC	06/25/2024	Virtual Payment	0.00	35,724.88	APA001645
6034	Pepsi Cola Bottling of Walla Walla	06/25/2024	Virtual Payment	0.00	194.25	APA001646
VEN01306	Phoenix Asphalt Maintenance, Inc	06/25/2024	Virtual Payment	0.00	7,215.00	APA001647
3330	PocketiNet Communications Inc	06/25/2024	Virtual Payment	0.00	200.00	APA001648
5547	Postal Annex #397	06/25/2024	Virtual Payment	0.00	151.60	APA001649
10275	RH2 Engineering, Inc.	06/25/2024	Virtual Payment	0.00	1,172.60	APA001650
11679	Schermann, Heather	06/25/2024	Virtual Payment	0.00	94.09	APA001651
12255	Snap On Tools - Dan's Tool Truck	06/25/2024	Virtual Payment	0.00	334.79	APA001652
14009	Stryker Sales Corporation	06/25/2024	Virtual Payment	0.00	69,211.88	APA001653
13213	Systems Design West LLC	06/25/2024	Virtual Payment	0.00	2,670.20	APA001654
14616	Tyler Technologies Inc	06/25/2024	Virtual Payment	0.00	3,900.00	APA001655
308	WA St. Dept Of Ecology	06/25/2024	Virtual Payment	0.00	80,761.04	APA001656
318	WA St. Dept Of Revenue	06/25/2024	Virtual Payment	0.00	15,779.81	APA001657
318	WA St. Dept Of Revenue	06/25/2024	Virtual Payment	0.00	-15,779.81	APA001657
493	Walla Walla Clinic, Inc	06/25/2024	Virtual Payment	0.00	294.00	APA001658
13591	Walla Walla Motors Inc.	06/25/2024	Virtual Payment	0.00	293.14	APA001659
10141	Walla Walla Regional Water Testing Services LL	06/25/2024	Virtual Payment	0.00	385.00	APA001660
298	Walla Walla Union-Bulletin	06/25/2024	Virtual Payment	0.00	1,107.08	APA001661
11236	Walt's Plumbing & Septic Tank Service LL	06/25/2024	Virtual Payment	0.00	75.00	APA001662
119	Wesley Group, The	06/25/2024	Virtual Payment	0.00	5,700.00	APA001663
14010	ZOLL Medical Corporation	06/25/2024	Virtual Payment	0.00	345.96	APA001664
			Total Virtual Payment:	**0.00**	**975,987.30**	

CP Check Register **Date Range: 06/01/2024 - 06/30/2024**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
14312	Empower Retirement, LLC	06/05/2024	Bank Draft	0.00	844.20	DFT0001499
14312	Empower Retirement, LLC	06/05/2024	Bank Draft	0.00	5,206.37	DFT0001500
14312	Empower Retirement, LLC	06/05/2024	Bank Draft	0.00	2,508.40	DFT0001501
14312	Empower Retirement, LLC	06/05/2024	Bank Draft	0.00	4,236.99	DFT0001502
14312	Empower Retirement, LLC	06/05/2024	Bank Draft	0.00	480.50	DFT0001503
3271	American Family Life Ins	06/05/2024	Bank Draft	0.00	347.62	DFT0001504
3271	American Family Life Ins	06/05/2024	Bank Draft	0.00	1,642.19	DFT0001505
60	Association Of Washington Cities	06/05/2024	Bank Draft	0.00	5,256.42	DFT0001506
60	Association Of Washington Cities	06/05/2024	Bank Draft	0.00	26.25	DFT0001507
60	Association Of Washington Cities	06/05/2024	Bank Draft	0.00	16.66	DFT0001508
60	Association Of Washington Cities	06/05/2024	Bank Draft	0.00	570.00	DFT0001509
60	Association Of Washington Cities	06/05/2024	Bank Draft	0.00	617.05	DFT0001510
60	Association Of Washington Cities	06/05/2024	Bank Draft	0.00	1,214.02	DFT0001511
14312	Empower Retirement, LLC	06/05/2024	Bank Draft	0.00	154.42	DFT0001512
3278	City Of College Place	06/05/2024	Bank Draft	0.00	1,872.22	DFT0001513
60	Association Of Washington Cities	06/05/2024	Bank Draft	0.00	22,662.58	DFT0001514
60	Association Of Washington Cities	06/05/2024	Bank Draft	0.00	13,934.96	DFT0001515
60	Association Of Washington Cities	06/05/2024	Bank Draft	0.00	12,687.28	DFT0001516
60	Association Of Washington Cities	06/05/2024	Bank Draft	0.00	34,653.10	DFT0001517
3270	State Of Washington	06/05/2024	Bank Draft	0.00	27,170.00	DFT0001518
3543	Washington State Support Registry	06/05/2024	Bank Draft	0.00	803.86	DFT0001519
3270	State Of Washington	06/05/2024	Bank Draft	0.00	24,122.31	DFT0001520
3270	State Of Washington	06/05/2024	Bank Draft	0.00	3,357.16	DFT0001521
3270	State Of Washington	06/05/2024	Bank Draft	0.00	1,015.65	DFT0001522
3270	State Of Washington	06/05/2024	Bank Draft	0.00	648.53	DFT0001523
3270	State Of Washington	06/05/2024	Bank Draft	0.00	2,231.69	DFT0001524
3269	Washington Teamsters Welfare Trust	06/05/2024	Bank Draft	0.00	1,687.00	DFT0001525
3269	Washington Teamsters Welfare Trust	06/05/2024	Bank Draft	0.00	22,191.77	DFT0001526
3269	Washington Teamsters Welfare Trust	06/05/2024	Bank Draft	0.00	252.00	DFT0001527
3269	Washington Teamsters Welfare Trust	06/05/2024	Bank Draft	0.00	239.40	DFT0001528
60	Association Of Washington Cities	06/05/2024	Bank Draft	0.00	167.90	DFT0001529
60	Association Of Washington Cities	06/05/2024	Bank Draft	0.00	75.00	DFT0001530
151	Internal Revenue Service (Payroll)	06/05/2024	Bank Draft	0.00	10,767.90	DFT0001532
151	Internal Revenue Service (Payroll)	06/05/2024	Bank Draft	0.00	38,652.36	DFT0001535
570	Oregon Department Of Revenue	06/05/2024	Bank Draft	0.00	767.95	DFT0001540
13120	Oregon Department Of Revenue-Transit	06/05/2024	Bank Draft	0.00	12.76	DFT0001542
151	Internal Revenue Service (Payroll)	06/05/2024	Bank Draft	0.00	27,598.17	DFT0001543
151	Internal Revenue Service (Payroll)	06/05/2024	Bank Draft	0.00	-58.00	DFT0001560
151	Internal Revenue Service (Payroll)	06/05/2024	Bank Draft	0.00	-228.33	DFT0001563
82	Cascade Natural Gas Corporation	06/13/2024	Bank Draft	0.00	319.03	DFT0001579
103	Columbia Rural Electric	06/13/2024	Bank Draft	0.00	5,840.84	DFT0001580
265	Pitney Bowes Postage By Phone	06/13/2024	Bank Draft	0.00	-1,600.00	DFT0001582
265	Pitney Bowes Postage By Phone	06/13/2024	Bank Draft	0.00	1,600.00	DFT0001582
5629	Home Depot Credit Services	06/13/2024	Bank Draft	0.00	1,408.44	DFT0001584
151	Internal Revenue Service (Payroll)	06/14/2024	Bank Draft	0.00	1,328.24	DFT0001589
151	Internal Revenue Service (Payroll)	06/14/2024	Bank Draft	0.00	4,535.30	DFT0001590
570	Oregon Department Of Revenue	06/14/2024	Bank Draft	0.00	72.52	DFT0001591
151	Internal Revenue Service (Payroll)	06/14/2024	Bank Draft	0.00	2,342.49	DFT0001592
60	Association Of Washington Cities	06/05/2024	Bank Draft	0.00	775.14	DFT0001593
60	Association Of Washington Cities	06/05/2024	Bank Draft	0.00	5.25	DFT0001594
14083	Amazon Business Prime	06/25/2024	Bank Draft	0.00	2,664.67	DFT0001604
270	Centurylink Communications LLC	06/25/2024	Bank Draft	0.00	56.91	DFT0001605
11452	CenturyLink Communications LLC	06/25/2024	Bank Draft	0.00	8.43	DFT0001606
292	CHS Primeland	06/25/2024	Bank Draft	0.00	303.87	DFT0001607
204	Pacific Power & Light	06/25/2024	Bank Draft	0.00	13,887.78	DFT0001608
14083	Amazon Business Prime	06/25/2024	Bank Draft	0.00	774.21	DFT0001609
218	Quill Corporation	06/25/2024	Bank Draft	0.00	1,252.34	DFT0001610
14083	Amazon Business Prime	06/28/2024	Bank Draft	0.00	4,087.10	DFT0001620

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
318	WA St. Dept Of Revenue	06/25/2024	Bank Draft	0.00	15,779.81	DFT0001708
			Total Bank Draft:	**0.00**	**325,848.68**	

Bank Code Bank #28 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	100	59	0.00	325,848.68
EFT's	0	0	0.00	0.00
	327	**207**	**0.00**	**1,301,835.98**

CP Check Register **Date Range: 06/01/2024 - 06/30/2024**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Bank #29 Travel Adv-Bank # 29 Travel Adv						
Payment Type: Regular						
8544	Doering, Shawn R	06/06/2024	Regular	0.00	101.00	2051
VEN01296	Heidi Craik	06/06/2024	Regular	0.00	101.00	2052
14757	Reid, Athen A	06/06/2024	Regular	0.00	83.00	2053
12345	Rizzitiello, Michael	06/14/2024	Regular	0.00	138.00	2054
14388	St Clair, Sherri L	06/14/2024	Regular	0.00	116.00	2055
			Total Regular:	**0.00**	**539.00**	

Bank Code Bank #29 Travel Adv Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	5	5	0.00	539.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	5	**5**	**0.00**	**539.00**

CP Check Register **Date Range: 06/01/2024 - 06/30/2024**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Bank #36-Bank #36 Manual Checks						
Payment Type: Regular						
14325	Campos, Jesse	06/06/2024	Regular	0.00	200.00	80346
14280	Lindsey, McKenzie	06/06/2024	Regular	0.00	300.00	80347
92	City Of College Place-General	06/10/2024	Regular	0.00	100.00	80348
204	Pacific Power & Light	06/10/2024	Regular	0.00	6,621.00	80349
VEN01297	Premera Blue Cross	06/10/2024	Regular	0.00	426.80	80350
VEN01298	Transamerica Life Insurance Company	06/10/2024	Regular	0.00	33.12	80351
5728	WA St. Dept Of Licensing	06/11/2024	Regular	0.00	142.75	80352
VEN01016	Brouillette, Jacob	06/13/2024	Regular	0.00	25.00	80353
92	City Of College Place-General	06/20/2024	Regular	0.00	9,073.47	80354
14239	Smith, Makaylee	06/20/2024	Regular	0.00	50.00	80355
13415	Wolfe, Cynthia S.	06/20/2024	Regular	0.00	200.00	80356
5728	WA St. Dept Of Licensing	06/21/2024	Regular	0.00	61.75	80357
211	Postmaster	06/26/2024	Regular	0.00	697.95	80358
4053	College Place School District	06/28/2024	Regular	0.00	1,000.00	80359
VEN01267	Diego Romero	06/28/2024	Regular	0.00	2,000.00	80360
283	Walla Walla County Auditor	06/28/2024	Regular	0.00	306.50	80361
289	Walla Walla County Treasurer	06/28/2024	Regular	0.00	10.00	80362
13270	American Legal Services	06/05/2024	Regular	0.00	7.24	300031
95	College Place Fire Fighters Assn.	06/05/2024	Regular	0.00	330.00	300032
5215	IAFF Local 4203, C/O BMCU Acct. 59881001	06/05/2024	Regular	0.00	640.00	300033
3275	Marianne Barr C/O CPPD Emp Donations	06/05/2024	Regular	0.00	175.00	300034
3273	Teamsters - Public Employees	06/05/2024	Regular	0.00	2,044.00	300035
12901	United Way of The Blue Mountains	06/05/2024	Regular	0.00	5.00	300036
5218	IAFF- MERP	06/05/2024	Regular	0.00	600.00	300037
			Total Regular:	**0.00**	**25,049.58**	

Bank Code Bank #36 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	25	24	0.00	25,049.58
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	25	**24**	**0.00**	**25,049.58**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	30	29	0.00	25,588.58
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	100	59	0.00	325,848.68
EFT's	0	0	0.00	0.00
	357	**236**	**0.00**	**1,327,424.56**

Fund Summary

Fund	Name	Period	Amount
001	Current Expense Fund	6/2024	539.00
997	Pooled Cash Operating	6/2024	1,326,885.56
			1,327,424.56

Authorization Signatures

Check Register

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

City Administrator: DocuSigned by: Michael Rizzitiello DD9C4A07410F41D... ___________________ Finance Director DocuSigned by: Brian Carleton 082AF622633743F... ___________________________

WE, the undersigned members of the City Council of the City of College Place, Walla Walla County, Washington, representing the entire Council in attendance, DO HEREBY certify that the Council has reviewed the above list of expenditures and related vouchers or checks for the period described, has discussed any concerns with City Management and Staff and has had any such concerns answered adequately. We further certify that the above list of expenditures has been approved by the City of College Place City Council, DATED this ________ day of ___________________,2024.

X___________________________________ X___________________________________ X__________________________________

Councilmember Councilmember Councilmember

Payroll Bank Transaction Report

City of College Place, WA

By Payment Number

Date: 6/1/2024 - 6/30/2024

Payroll Set: 01 - Payroll Set 01

Payment Number	Payment Date	Payment Type	Employee Number	Employee Name	Check Amount	Direct Deposit Amount	Total Payment
1441	06/05/2024	Regular	13529	Adams, Eric H	0.00	4,254.29	4,254.29
1442	06/05/2024	Regular	EMP14850	Anthes, Jonathan M	0.00	4,089.75	4,089.75
1443	06/05/2024	Regular	57	Antle, M Wade	0.00	4,928.16	4,928.16
1444	06/05/2024	Regular	14494	Barker, Kyle A	0.00	4,981.22	4,981.22
1445	06/05/2024	Regular	8573	Barr, Marianne K	0.00	4,061.86	4,061.86
1446	06/05/2024	Regular	14649	Bartlett, Logan K	0.00	4,429.44	4,429.44
1447	06/05/2024	Regular	11879	Bennett, George R	0.00	4,897.89	4,897.89
1448	06/05/2024	Regular	14767	Betancourt, Juan C	0.00	2,066.52	2,066.52
1449	06/05/2024	Regular	13939	Bollinger, Tanner R	0.00	74.68	74.68
1450	06/05/2024	Regular	11916	Boose, John A	0.00	4,134.09	4,134.09
1451	06/05/2024	Regular	14222	Boyle, Monica H	0.00	341.66	341.66
1452	06/05/2024	Regular	14483	Broxson, Dalton J	0.00	3,407.17	3,407.17
1453	06/05/2024	Regular	14696	Bushkovskiy, Anton P	0.00	4,579.63	4,579.63
1454	06/05/2024	Regular	13390	Calkins, Noelle E	0.00	1,226.40	1,226.40
1455	06/05/2024	Regular	13662	Carleton, Brian J	0.00	5,506.64	5,506.64
1456	06/05/2024	Regular	EMP14859	Carlton, Levi E	0.00	225.87	225.87
1457	06/05/2024	Regular	13271	Chamberlain, Randall J	0.00	231.91	231.91
1458	06/05/2024	Regular	716	Chamberlain, Randall J	0.00	3,626.72	3,626.72
1459	06/05/2024	Regular	13924	Charnley-Ovens, Caitlin	0.00	14.20	14.20
1460	06/05/2024	Regular	14606	Clark, Camron J	0.00	4,702.83	4,702.83
1461	06/05/2024	Regular	12104	Cleveland, Michael A	0.00	341.66	341.66
1462	06/05/2024	Regular	12933	Cole, Tanner C	0.00	6,158.13	6,158.13
1463	06/05/2024	Regular	13453	Cota De La Cruz, Laurencio	0.00	2,499.57	2,499.57
1464	06/05/2024	Regular	EMP14866	Craik, Heidi L	0.00	2,944.96	2,944.96
1465	06/05/2024	Regular	14842	Creek, David T	0.00	3,382.40	3,382.40
1466	06/05/2024	Regular	14213	Culwell, Rea L	0.00	5,857.16	5,857.16
1467	06/05/2024	Regular	14848	Dennis, Austin R	0.00	3,823.79	3,823.79
1468	06/05/2024	Regular	12229	Diaz, Salvador M	0.00	6,108.53	6,108.53
1469	06/05/2024	Regular	13858	Dill, Benjamin G	0.00	2.10	2.10
1470	06/05/2024	Regular	8544	Doering, Shawn R	0.00	5,484.35	5,484.35
1471	06/05/2024	Regular	13992	Downs, Emily A	0.00	4,533.99	4,533.99
1472	06/05/2024	Regular	11920	Drury, Charles O	0.00	4,666.29	4,666.29
1473	06/05/2024	Regular	14650	Erb, Brittney E	0.00	3,589.41	3,589.41
1474	06/05/2024	Regular	14423	Espinoza JR, Tito	0.00	341.66	341.66
1475	06/05/2024	Regular	12851	Evensen, Patrick J	0.00	2,766.56	2,766.56
1476	06/05/2024	Regular	11806	Fortin, Brian R	0.00	5,670.14	5,670.14
1477	06/05/2024	Regular	EMP14855	Fortune, Joshua	0.00	582.68	582.68
1478	06/05/2024	Regular	14301	Garcia, Armando	0.00	72.58	72.58
1479	06/05/2024	Regular	EMP14865	Gonzalez-Cazares, Estela A	0.00	2,738.17	2,738.17
1480	06/05/2024	Regular	11862	Goodson, Jeffrey R	0.00	4,161.10	4,161.10
1481	06/05/2024	Regular	13870	Graham, Jayme L	0.00	26.29	26.29
1482	06/05/2024	Regular	14768	Graham, Jayme L	0.00	578.86	578.86
1483	06/05/2024	Regular	12611	Grove, Travis B	0.00	2,531.04	2,531.04
1484	06/05/2024	Regular	13236	Guse, Neosha K	0.00	24.20	24.20
1485	06/05/2024	Regular	13230	Guse, Richard F	0.00	14.20	14.20
1486	06/05/2024	Regular	14832	Guse, Wyatt R	0.00	3,110.83	3,110.83
1487	06/05/2024	Regular	11934	Hall, Scott W	0.00	4,775.62	4,775.62
1488	06/05/2024	Regular	EMP14861	Hammond, Brandon A	0.00	1,601.73	1,601.73
1489	06/05/2024	Regular	13237	Hanson, Scott A	0.00	14.20	14.20
1490	06/05/2024	Regular	11810	Harris, Tanner M	0.00	4,782.89	4,782.89
1491	06/05/2024	Regular	13427	Hernandez, Norma L	0.00	904.63	904.63
1492	06/05/2024	Regular	14648	Hoffer, Zackery A	0.00	5,287.67	5,287.67
1493	06/05/2024	Regular	11735	Holden, Michael C	0.00	4,114.81	4,114.81
1494	06/05/2024	Regular	13240	Jackson, Nattilie E	0.00	1,149.02	1,149.02
1495	06/05/2024	Regular	13241	James, Jason C	0.00	340.77	340.77
1496	06/05/2024	Regular	14460	Jessup, Paul T	0.00	341.66	341.66
1497	06/05/2024	Regular	EMP14863	Kates, Courtney J	0.00	4,048.04	4,048.04

Payment Number	Payment Date	Payment Type	Employee Number	Employee Name	Check Amount	Direct Deposit Amount	Total Payment
1498	06/05/2024	Regular	13242	Kelly, William P	0.00	30.24	30.24
1499	06/05/2024	Regular	14299	Laizure, Michael A	0.00	98.86	98.86
1500	06/05/2024	Regular	12241	Langlois, Joseph T	0.00	4,113.00	4,113.00
1501	06/05/2024	Regular	13178	LeBaron, Jacob G	0.00	18.15	18.15
1502	06/05/2024	Regular	14268	McAndrews, Robert A	0.00	4,570.80	4,570.80
1503	06/05/2024	Regular	14731	Mirasol, Michael L	0.00	147.24	147.24
1504	06/05/2024	Regular	EMP14856	Nelson, Aaron M	0.00	872.98	872.98
1505	06/05/2024	Regular	14651	Nilsson, Trenton M	0.00	4,972.56	4,972.56
1506	06/05/2024	Regular	13128	Nordman, Ronald A	0.00	3,538.40	3,538.40
1507	06/05/2024	Regular	14766	Peal, Benjamin O	0.00	1,734.99	1,734.99
1508	06/05/2024	Regular	11756	Peterson, Loren D	0.00	341.66	341.66
1509	06/05/2024	Regular	13697	Price, Joshua W	0.00	1,195.64	1,195.64
1510	06/05/2024	Regular	EMP14857	Read, Cooper P	0.00	534.30	534.30
1511	06/05/2024	Regular	14757	Reid, Athen A	0.00	2,388.00	2,388.00
1512	06/05/2024	Regular	EMP14862	Renwick, Aidan T	0.00	455.69	455.69
1513	06/05/2024	Regular	14390	Rhodes, Brandon L	0.00	5,568.73	5,568.73
1514	06/05/2024	Regular	11826	Rickard, Jonathan J	0.00	6,517.42	6,517.42
1515	06/05/2024	Regular	12346	Rizzitiello, Michael J	0.00	5,697.45	5,697.45
1516	06/05/2024	Regular	13966	Scherger, Kristi J	0.00	3,503.13	3,503.13
1517	06/05/2024	Regular	11804	Schermann, Heather M	0.00	341.66	341.66
1518	06/05/2024	Regular	13161	Schild, Andrew D	0.00	5,052.99	5,052.99
1519	06/05/2024	Regular	12467	Schmick, DaShari C	0.00	4,872.86	4,872.86
1520	06/05/2024	Regular	12672	Schmick, Dylan E	0.00	5,182.26	5,182.26
1521	06/05/2024	Regular	14300	Scholl, Richard Ian E	0.00	38.38	38.38
1522	06/05/2024	Regular	EMP14860	Schroetlin, Ian H	0.00	534.30	534.30
1523	06/05/2024	Regular	14057	St Clair, Andrea M	0.00	3,598.45	3,598.45
1524	06/05/2024	Regular	14388	St Clair, Sherri L	0.00	4,272.42	4,272.42
1525	06/05/2024	Regular	14691	Starcher, Johna R	0.00	117.01	117.01
1526	06/05/2024	Regular	14302	Swopes, Hunter S	0.00	2.10	2.10
1527	06/05/2024	Regular	12466	Tomaras, Troy E	0.00	6,757.28	6,757.28
1528	06/05/2024	Regular	12666	Watkins, Daniel I	0.00	5,523.78	5,523.78
1529	06/05/2024	Regular	14781	West, Robert R	0.00	449.63	449.63
1530	06/05/2024	Regular	EMP14864	Wexler, Benjamin A	0.00	352.87	352.87
1531	06/05/2024	Regular	14673	Widner, Naddile A	0.00	3,478.36	3,478.36
1532	06/05/2024	Regular	12193	Williams, Melodie A	0.00	336.66	336.66
1533	06/05/2024	Regular	13517	Williams, Troy J	0.00	3,436.91	3,436.91
1534	06/05/2024	Regular	11790	Winter, David W	0.00	8,113.95	8,113.95
1535	06/05/2024	Regular	11760	Wolpert, Kevin E	0.00	3,318.57	3,318.57
1536	06/14/2024	Regular	13529	Adams, Eric H	0.00	1,521.62	1,521.62
1537	06/14/2024	Regular	14494	Barker, Kyle A	0.00	1,847.00	1,847.00
1538	06/14/2024	Regular	14767	Betancourt, Juan C	0.00	1,477.60	1,477.60
1539	06/14/2024	Regular	11916	Boose, John A	0.00	1,619.04	1,619.04
1540	06/14/2024	Regular	13662	Carleton, Brian J	0.00	2,606.33	2,606.33
1541	06/14/2024	Regular	13453	Cota De La Cruz, Laurencio	0.00	1,338.09	1,338.09
1542	06/14/2024	Regular	14213	Culwell, Rea L	0.00	2,672.17	2,672.17
1543	06/14/2024	Regular	12229	Diaz, Salvador M	0.00	1,662.30	1,662.30
1544	06/14/2024	Regular	14650	Erb, Brittney E	0.00	591.30	591.30
1545	06/14/2024	Regular	12851	Evensen, Patrick J	0.00	1,962.70	1,962.70
1546	06/14/2024	Regular	EMP14865	Gonzalez-Cazares, Estela A	0.00	1,108.20	1,108.20
1547	06/14/2024	Regular	11862	Goodson, Jeffrey R	0.00	230.87	230.87
1548	06/14/2024	Regular	12611	Grove, Travis B	0.00	1,227.16	1,227.16
1549	06/14/2024	Regular	EMP14861	Hammond, Brandon A	0.00	1,480.44	1,480.44
1550	06/14/2024	Regular	11735	Holden, Michael C	0.00	1,120.46	1,120.46
1551	06/14/2024	Regular	12241	Langlois, Joseph T	0.00	1,477.60	1,477.60
1552	06/14/2024	Regular	14268	McAndrews, Robert A	0.00	3,486.35	3,486.35
1553	06/14/2024	Regular	14651	Nilsson, Trenton M	0.00	886.95	886.95
1554	06/14/2024	Regular	14766	Peal, Benjamin O	0.00	1,241.75	1,241.75
1555	06/14/2024	Regular	14757	Reid, Athen A	0.00	1,439.27	1,439.27
1556	06/14/2024	Regular	12346	Rizzitiello, Michael J	0.00	3,190.03	3,190.03
1557	06/14/2024	Regular	12672	Schmick, Dylan E	0.00	1,156.38	1,156.38
1558	06/14/2024	Regular	12666	Watkins, Daniel I	0.00	1,593.04	1,593.04
1559	06/14/2024	Regular	13517	Williams, Troy J	0.00	1,773.90	1,773.90

Payment Number	Payment Date	Payment Type	Employee Number	Employee Name		Check Amount	Direct Deposit Amount	Total Payment
300031	06/14/2024	Regular	14649	Bartlett, Logan K		0.00	0.00	0.00
					Total:	**0.00**	**301,942.85**	**301,942.85**

City of College Place, WA

Treasurers Report
Summary
Date Range: 06/01/2024 - 06/30/2024

Fund	Beginning Cash Balance	Revenues	Expenses	Net Change Assets	Net Change Liabilities	Calculated Ending Balance	Actual Ending Balance	Calculated - Actual Ending
001 - Current Expense Fund	1,229,583.61	815,424.35	958,234.85	0.00	0.00	1,086,773.11	1,106,035.45	-19,262.34
005 - Current Expense Reserve Fund	489,036.72	2,230.28	14.88	0.00	0.00	491,252.12	491,252.12	0.00
012 - Technology Reserve Fund	182,001.51	21,429.47	17,439.39	0.00	0.00	185,991.59	185,991.59	0.00
061 - Employee Benefit Reserve Fund	303,717.59	14,173.72	13,582.05	0.00	0.00	304,309.26	304,309.26	0.00
100 - Street Fund	71,239.74	134,666.26	153,670.53	0.00	0.00	52,235.47	52,235.47	0.00
120 - Criminal Justice Fund	31,075.14	132.23	1,263.87	0.00	0.00	29,943.50	29,943.50	0.00
121 - Forfeited Proceeds Fund	2,094.78	9.56	0.01	0.00	0.00	2,104.33	2,104.33	0.00
130 - Hotel/Motel Tax	101,559.66	6,173.31	3,803.62	0.00	0.00	103,929.35	103,929.35	0.00
201 - ULTGO Bond Fund	17,307.71	24.49	27.14	0.00	0.00	17,305.06	17,305.06	0.00
202 - LTGO Bond Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
235 - Commercial Drive Bond Debt Service Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
240 - Local Improvement District Fund	0.00	0.00	220,994.56	0.00	0.00	-220,994.56	-220,994.56	0.00
301 - Street Capital Contribution Fund	2,125.38	1.41	0.00	0.00	0.00	2,126.79	2,126.79	0.00
305 - Capital Improvement Fund (REET)	678,890.92	21,784.41	23.12	0.00	0.00	700,652.21	700,652.21	0.00
306 - Capital Improvement Fund (REET 2)	874,093.16	5,095.43	20,327.98	0.00	0.00	858,860.61	858,860.61	0.00
309 - CDBG Projects Fund	3,105.86	0.10	655.00	0.00	0.00	2,450.96	2,450.96	0.00
311 - Street Improvement Fund	114,346.14	935.47	89,124.38	0.00	0.00	26,157.23	26,157.23	0.00
315 - Facility Maintenance Reserve Fund (CE)	739,955.44	54,048.82	7,151.61	0.00	0.00	786,852.65	786,759.11	93.54
320 - Equipment Reserve Fund	398,963.20	292,686.80	82,152.86	0.00	0.00	609,497.14	609,497.14	0.00
330 - Economic Development Fund	107,902.31	1,650.16	7,512.00	0.00	0.00	102,040.47	102,040.47	0.00
340 - Economic Development Reserve Fund	73.99	0.14	0.00	0.00	0.00	74.13	74.13	0.00
350 - Tax Benefit District Construction Fund	0.00	54.54	0.00	0.00	0.00	54.54	0.00	54.54
360 - Tax Increment Financing Construction Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
400 - Water Fund	122,703.01	172,445.44	266,241.97	0.00	0.00	28,906.48	28,906.48	0.00
401 - Wastewater Fund	2,398,169.75	328,399.66	252,883.81	0.00	0.00	2,473,685.60	2,473,685.60	0.00
402 - Stormwater Fund	272,663.79	59,768.08	40,238.76	0.00	0.00	292,193.11	292,193.11	0.00
403 - Stormwater Capital Reserve Fund	106,084.58	826.99	62,538.61	0.00	0.00	44,372.96	44,372.96	0.00
410 - Water Capital Reserve Fund	1,378,469.80	304,540.14	130,876.82	0.00	0.00	1,552,133.12	1,552,133.12	0.00
411 - Wastewater Capital Reserve Fund	2,738,049.89	429,939.89	62,188.86	0.00	0.00	3,105,800.92	3,105,800.92	0.00
412 - Wastewater Debt Service Fund	1,406,117.11	53,465.54	80,794.39	0.00	0.00	1,378,788.26	1,378,788.26	0.00
413 - Water Capital Improvement Reserve Fund	1,030,667.29	177,654.64	10.98	0.00	0.00	1,208,310.95	1,208,310.95	0.00
425 - Water Revenue Bond Fund	386,923.88	1,364.06	7.26	0.00	0.00	388,280.68	388,280.68	0.00
426 - Water Bond Reserve Fund	154,129.74	552.65	2.74	0.00	0.00	154,679.65	154,679.65	0.00
431 - Water System Construction Fund	874,204.56	4,892.10	87,521.28	0.00	0.00	791,575.38	791,575.38	0.00
440 - Ambulance	908,021.94	124,320.02	373,907.71	0.00	0.00	658,434.25	658,434.25	0.00
500 - Equipment Rental & Replacement	108,339.40	151,311.37	38,398.70	0.00	0.00	221,252.07	220,988.24	263.83
625 - Flexible Benefits Plan Fund	8,800.56	1,872.95	3,235.60	0.00	0.00	7,437.91	7,437.91	0.00

Treasurers Report

Date Range: 06/01/2024 - 06/30/2024

Fund	Beginning Cash Balance	Revenues	Expenses	Net Change Assets	Net Change Liabilities	Calculated Ending Balance	Actual Ending Balance	Calculated - Actual Ending
997 - Pooled Cash Operating	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
998 - Investment Pool LGIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999 - Investment Pool Safekeeping	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Report Total:	**17,240,418.16**	**3,181,874.48**	**2,974,825.34**	**0.00**	**0.00**	**17,447,467.30**	**17,466,317.73**	**-18,850.43**

Monthly Bank Statement Balances

City of College Place, WA

Period Ending Date 6/30/2024

Bank Account Number	Bank Account Name	Beginning Balance	Ending Balance	Statement Balance	Is Closed
04	4 LGIP	2,578,412	2,589,865	2,589,865	Yes
12	12 Banner Gen Acct	327,511	327,511	327,511	Yes
24	24 US Bank Safekeeping Inv	6,246,374	6,287,471	6,287,471	Yes
25	25 US Bank MIA	244,402	253,726	253,726	Yes
26	26 CB CDBG Project	1,018	1,018	1,018	Yes
27	27 CB Farm Market	5,632	6,043	6,043	Yes
28	28 CB Public Funds Checking	1,612,978	1,728,118	1,728,118	Yes
29	29 CB Travel Adv	4,425	4,756	4,756	Yes
30	30 CB Flex Spend	9,396	7,933	7,933	Yes
31	31 CB Public Funds Acct	3,041,417	3,055,141	3,055,141	Yes
32	32 CB Dev Escrow Acct	8,137	8,138	8,138	Yes
33	33 CB Pub Funds Inc	563,580	564,031	564,031	Yes
34	34 CB Capital Mitigation Acct	17,085	17,086	17,086	Yes
35	35 CB Projects	2,007,698	2,009,336	2,009,336	Yes
36	36 CB Checking	77,819	54,292	54,292	Yes
		16,745,883	16,914,464	16,914,464	

Difference between Treasurers Report Calculated Ending Balance and Bank Statement Ending Balance	(533,004)
Difference between Treasurers Report Actual Ending Balance and Bank Statement Ending Balance	551,854
Tie out to Treasurers Report Calculated Actual Ending Difference	18,850

City of College Place, WA

Detail Report
Account Summary
Date Range: 06/01/2024 - 06/30/2024

Account	Name		Beginning Balance	Total Activity	Ending Balance
Fund: 001 - Current Expense Fund					
001-111-15	Claim On Cash		-287,334.07	-132,584.34	-419,918.41
001-111-27	CB #2255 Farm Market		5,632.15	410.49	6,042.64
001-111-29	CB #2263 Travel Adv		4,404.81	509.36	4,914.17
001-111-32	CB #2174 Dev Escrow Acct		8,137.27	0.67	8,137.94
001-111-33	CB #2298 Pub Funds Inc		563,579.94	451.22	564,031.16
		Total Fund: 001 - Current Expense Fund:	**294,420.10**	**-131,212.60**	**163,207.50**
Fund: 005 - Current Expense Reserve Fund					
005-111-15	Claim On Cash		272,837.75	514.18	273,351.93
		Total Fund: 005 - Current Expense Reserve Fund:	**272,837.75**	**514.18**	**273,351.93**
Fund: 012 - Technology Reserve Fund					
012-111-15	Claim On Cash		452.92	2,561.51	3,014.43
		Total Fund: 012 - Technology Reserve Fund:	**452.92**	**2,561.51**	**3,014.43**
Fund: 061 - Employee Benefit Reserve Fund					
061-111-15	Claim On Cash		120,680.29	-848.61	119,831.68
		Total Fund: 061 - Employee Benefit Reserve Fund:	**120,680.29**	**-848.61**	**119,831.68**
Fund: 100 - Street Fund					
100-111-15	Claim On Cash		1,831.20	-19,550.43	-17,719.23
		Total Fund: 100 - Street Fund:	**1,831.20**	**-19,550.43**	**-17,719.23**
Fund: 120 - Criminal Justice Fund					
120-111-15	Claim On Cash		18,909.72	-1,227.38	17,682.34
		Total Fund: 120 - Criminal Justice Fund:	**18,909.72**	**-1,227.38**	**17,682.34**
Fund: 121 - Forfeited Proceeds Fund					
121-111-15	Claim On Cash		1,166.85	2.25	1,169.10
		Total Fund: 121 - Forfeited Proceeds Fund:	**1,166.85**	**2.25**	**1,169.10**
Fund: 130 - Hotel/Motel Tax					
130-111-15	Claim On Cash		69,364.04	2,116.35	71,480.39
		Total Fund: 130 - Hotel/Motel Tax:	**69,364.04**	**2,116.35**	**71,480.39**
Fund: 201 - ULTGO Bond Fund					
201-111-15	Claim On Cash		17,307.71	-2.65	17,305.06
		Total Fund: 201 - ULTGO Bond Fund:	**17,307.71**	**-2.65**	**17,305.06**
Fund: 240 - Local Improvement District Fund					
240-111-15	Claim On Cash		0.00	-220,994.56	-220,994.56
		Total Fund: 240 - Local Improvement District Fund:	**0.00**	**-220,994.56**	**-220,994.56**

Detail Report — **Date Range: 06/01/2024 - 06/30/2024**

Account	Name		Beginning Balance	Total Activity	Ending Balance
Fund: 301 - Street Capital Contribution Fund					
301-111-34	Cash		17,084.85	1.41	17,086.26
		Total Fund: 301 - Street Capital Contribution Fund:	**17,084.85**	**1.41**	**17,086.26**
Fund: 305 - Capital Improvement Fund (REET)					
305-111-15	Claim On Cash		424,453.37	19,759.17	444,212.54
		Total Fund: 305 - Capital Improvement Fund (REET):	**424,453.37**	**19,759.17**	**444,212.54**
Fund: 306 - Capital Improvement Fund (REET 2)					
306-111-15	Claim On Cash		300,856.96	-19,743.21	281,113.75
		Total Fund: 306 - Capital Improvement Fund (REET 2):	**300,856.96**	**-19,743.21**	**281,113.75**
Fund: 309 - CDBG Projects Fund					
309-111-15	Claim On Cash		2,076.17	-655.00	1,421.17
		Total Fund: 309 - CDBG Projects Fund:	**2,076.17**	**-655.00**	**1,421.17**
Fund: 311 - Street Improvement Fund					
311-111-15	Claim On Cash		-7,472.60	-89,147.47	-96,620.07
		Total Fund: 311 - Street Improvement Fund:	**-7,472.60**	**-89,147.47**	**-96,620.07**
Fund: 315 - Facility Maintenance Reserve Fund (CE)					
315-111-15	Claim On Cash		299,363.21	43,336.75	342,699.96
		Total Fund: 315 - Facility Maintenance Reserve Fund (CE):	**299,363.21**	**43,336.75**	**342,699.96**
Fund: 320 - Equipment Reserve Fund					
320-111-15	Claim On Cash		5,958.68	207,441.48	213,400.16
		Total Fund: 320 - Equipment Reserve Fund:	**5,958.68**	**207,441.48**	**213,400.16**
Fund: 330 - Economic Development Fund					
330-111-15	Claim On Cash		-1,899,795.65	-7,500.00	-1,907,295.65
330-111-35	Cash		2,007,697.96	1,638.16	2,009,336.12
		Total Fund: 330 - Economic Development Fund:	**107,902.31**	**-5,861.84**	**102,040.47**
Fund: 340 - Economic Development Reserve Fund					
340-111-15	Claim On Cash		73.99	0.14	74.13
		Total Fund: 340 - Economic Development Reserve Fund:	**73.99**	**0.14**	**74.13**
Fund: 400 - Water Fund					
400-111-15	Claim On Cash		32,941.16	-94,398.78	-61,457.62
		Total Fund: 400 - Water Fund:	**32,941.16**	**-94,398.78**	**-61,457.62**
Fund: 401 - Wastewater Fund					
401-111-15	Claim On Cash		1,950,691.11	72,127.94	2,022,819.05
		Total Fund: 401 - Wastewater Fund:	**1,950,691.11**	**72,127.94**	**2,022,819.05**
Fund: 402 - Stormwater Fund					
402-111-15	Claim On Cash		-201,424.19	15,863.66	-185,560.53
		Total Fund: 402 - Stormwater Fund:	**-201,424.19**	**15,863.66**	**-185,560.53**
Fund: 403 - Stormwater Capital Reserve Fund					
403-111-15	Claim On Cash		1,238.99	-62,536.62	-61,297.63

Detail Report — **Date Range: 06/01/2024 - 06/30/2024**

Account	Name		Beginning Balance	Total Activity	Ending Balance
		Total Fund: 403 - Stormwater Capital Reserve Fund:	**1,238.99**	**-62,536.62**	**-61,297.63**
Fund: 410 - Water Capital Reserve Fund					
410-111-15	Claim On Cash		784,048.92	171,023.02	955,071.94
		Total Fund: 410 - Water Capital Reserve Fund:	**784,048.92**	**171,023.02**	**955,071.94**
Fund: 411 - Wastewater Capital Reserve Fund					
411-111-15	Claim On Cash		1,455,693.02	357,660.46	1,813,353.48
		Total Fund: 411 - Wastewater Capital Reserve Fund:	**1,455,693.02**	**357,660.46**	**1,813,353.48**
Fund: 412 - Wastewater Debt Service Fund					
412-111-15	Claim On Cash		710,837.52	-30,417.15	680,420.37
		Total Fund: 412 - Wastewater Debt Service Fund:	**710,837.52**	**-30,417.15**	**680,420.37**
Fund: 413 - Water Capital Improvement Reserve Fund					
413-111-15	Claim On Cash		88,840.43	173,460.25	262,300.68
		Total Fund: 413 - Water Capital Improvement Reserve Fund:	**88,840.43**	**173,460.25**	**262,300.68**
Fund: 425 - Water Revenue Bond Fund					
425-111-15	Claim On Cash		141,496.56	266.66	141,763.22
		Total Fund: 425 - Water Revenue Bond Fund:	**141,496.56**	**266.66**	**141,763.22**
Fund: 426 - Water Bond Reserve Fund					
426-111-15	Claim On Cash		52,672.61	99.26	52,771.87
		Total Fund: 426 - Water Bond Reserve Fund:	**52,672.61**	**99.26**	**52,771.87**
Fund: 431 - Water System Construction Fund					
431-111-15	Claim On Cash		335,565.57	-86,867.61	248,697.96
		Total Fund: 431 - Water System Construction Fund:	**335,565.57**	**-86,867.61**	**248,697.96**
Fund: 440 - Ambulance					
440-111-15	Claim On Cash		908,211.83	-249,558.18	658,653.65
		Total Fund: 440 - Ambulance:	**908,211.83**	**-249,558.18**	**658,653.65**
Fund: 500 - Equipment Rental & Replacement					
500-111-15	Claim On Cash		48,078.44	112,176.73	160,255.17
		Total Fund: 500 - Equipment Rental & Replacement:	**48,078.44**	**112,176.73**	**160,255.17**
Fund: 625 - Flexible Benefits Plan Fund					
625-111-15	Claim On Cash		-595.44	100.00	-495.44
625-111-30	Cash		9,396.00	-1,462.65	7,933.35
		Total Fund: 625 - Flexible Benefits Plan Fund:	**8,800.56**	**-1,362.65**	**7,437.91**
		Grand Totals:	**8,264,960.05**	**164,026.48**	**8,428,986.53**

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
001 - Current Expense Fund	294,420.10	-131,212.60	163,207.50
005 - Current Expense Reserve Fund	272,837.75	514.18	273,351.93
012 - Technology Reserve Fund	452.92	2,561.51	3,014.43
061 - Employee Benefit Reserve Fund	120,680.29	-848.61	119,831.68
100 - Street Fund	1,831.20	-19,550.43	-17,719.23
120 - Criminal Justice Fund	18,909.72	-1,227.38	17,682.34
121 - Forfeited Proceeds Fund	1,166.85	2.25	1,169.10
130 - Hotel/Motel Tax	69,364.04	2,116.35	71,480.39
201 - ULTGO Bond Fund	17,307.71	-2.65	17,305.06
240 - Local Improvement District Fund	0.00	-220,994.56	-220,994.56
301 - Street Capital Contribution Fund	17,084.85	1.41	17,086.26
305 - Capital Improvement Fund (REET)	424,453.37	19,759.17	444,212.54
306 - Capital Improvement Fund (REET 2)	300,856.96	-19,743.21	281,113.75
309 - CDBG Projects Fund	2,076.17	-655.00	1,421.17
311 - Street Improvement Fund	-7,472.60	-89,147.47	-96,620.07
315 - Facility Maintenance Reserve Fund (	299,363.21	43,336.75	342,699.96
320 - Equipment Reserve Fund	5,958.68	207,441.48	213,400.16
330 - Economic Development Fund	107,902.31	-5,861.84	102,040.47
340 - Economic Development Reserve Fur	73.99	0.14	74.13
400 - Water Fund	32,941.16	-94,398.78	-61,457.62
401 - Wastewater Fund	1,950,691.11	72,127.94	2,022,819.05
402 - Stormwater Fund	-201,424.19	15,863.66	-185,560.53
403 - Stormwater Capital Reserve Fund	1,238.99	-62,536.62	-61,297.63
410 - Water Capital Reserve Fund	784,048.92	171,023.02	955,071.94
411 - Wastewater Capital Reserve Fund	1,455,693.02	357,660.46	1,813,353.48
412 - Wastewater Debt Service Fund	710,837.52	-30,417.15	680,420.37
413 - Water Capital Improvement Reserve	88,840.43	173,460.25	262,300.68
425 - Water Revenue Bond Fund	141,496.56	266.66	141,763.22
426 - Water Bond Reserve Fund	52,672.61	99.26	52,771.87
431 - Water System Construction Fund	335,565.57	-86,867.61	248,697.96
440 - Ambulance	908,211.83	-249,558.18	658,653.65
500 - Equipment Rental & Replacement	48,078.44	112,176.73	160,255.17
625 - Flexible Benefits Plan Fund	8,800.56	-1,362.65	7,437.91
Grand Total:	**8,264,960.05**	**164,026.48**	**8,428,986.53**

City of College Place, WA

Detail Report
Account Summary
Date Range: 06/01/2024 - 06/30/2024

Account	Name		Beginning Balance	Total Activity	Ending Balance
Fund: 001 - Current Expense Fund					
001-111-17	Claim on Investments		931,635.57	7,664.44	939,300.01
001-111-27	CB #2255 Farm Market		5,632.15	410.49	6,042.64
001-111-29	CB #2263 Travel Adv		4,404.81	509.36	4,914.17
001-111-32	CB #2174 Dev Escrow Acct		8,137.27	0.67	8,137.94
001-111-33	CB #2298 Pub Funds Inc		563,579.94	451.22	564,031.16
		Total Fund: 001 - Current Expense Fund:	**1,513,389.74**	**9,036.18**	**1,522,425.92**
Fund: 005 - Current Expense Reserve Fund					
005-111-17	Claim On Investments		216,198.97	1,701.22	217,900.19
		Total Fund: 005 - Current Expense Reserve Fund:	**216,198.97**	**1,701.22**	**217,900.19**
Fund: 012 - Technology Reserve Fund					
012-111-17	Claim On Investments		181,548.59	1,428.57	182,977.16
		Total Fund: 012 - Technology Reserve Fund:	**181,548.59**	**1,428.57**	**182,977.16**
Fund: 061 - Employee Benefit Reserve Fund					
061-111-17	Claim On Investments		183,037.30	1,440.28	184,477.58
		Total Fund: 061 - Employee Benefit Reserve Fund:	**183,037.30**	**1,440.28**	**184,477.58**
Fund: 100 - Street Fund					
100-111-17	Claim On Investments		69,408.54	546.16	69,954.70
		Total Fund: 100 - Street Fund:	**69,408.54**	**546.16**	**69,954.70**
Fund: 120 - Criminal Justice Fund					
120-111-17	Claim On Investments		12,165.42	95.74	12,261.16
		Total Fund: 120 - Criminal Justice Fund:	**12,165.42**	**95.74**	**12,261.16**
Fund: 121 - Forfeited Proceeds Fund					
121-111-17	Claim On Investments		927.93	7.30	935.23
		Total Fund: 121 - Forfeited Proceeds Fund:	**927.93**	**7.30**	**935.23**
Fund: 130 - Hotel/Motel Tax					
130-111-17	Claim On Investments		32,195.62	253.34	32,448.96
		Total Fund: 130 - Hotel/Motel Tax:	**32,195.62**	**253.34**	**32,448.96**
Fund: 301 - Street Capital Contribution Fund					
301-111-34	Cash		17,084.85	1.41	17,086.26
		Total Fund: 301 - Street Capital Contribution Fund:	**17,084.85**	**1.41**	**17,086.26**
Fund: 305 - Capital Improvement Fund (REET)					
305-111-17	Claim On Investments		254,437.55	2,002.12	256,439.67
		Total Fund: 305 - Capital Improvement Fund (REET):	**254,437.55**	**2,002.12**	**256,439.67**

Detail Report

Date Range: 06/01/2024 - 06/30/2024

Account	Name		Beginning Balance	Total Activity	Ending Balance
Fund: 306 - Capital Improvement Fund (REET 2)					
306-111-17	Claim On Investments		573,236.20	4,510.66	577,746.86
		Total Fund: 306 - Capital Improvement Fund (REET 2):	**573,236.20**	**4,510.66**	**577,746.86**
Fund: 309 - CDBG Projects Fund					
309-111-17	Claim On Investments		12.04	0.10	12.14
		Total Fund: 309 - CDBG Projects Fund:	**12.04**	**0.10**	**12.14**
Fund: 311 - Street Improvement Fund					
311-111-17	Claim On Investments		121,818.74	958.56	122,777.30
		Total Fund: 311 - Street Improvement Fund:	**121,818.74**	**958.56**	**122,777.30**
Fund: 315 - Facility Maintenance Reserve Fund (CE)					
315-111-17	Claim On Investments		440,592.23	3,466.92	444,059.15
		Total Fund: 315 - Facility Maintenance Reserve Fund (CE):	**440,592.23**	**3,466.92**	**444,059.15**
Fund: 320 - Equipment Reserve Fund					
320-111-17	Claim On Investments		393,004.52	3,092.46	396,096.98
		Total Fund: 320 - Equipment Reserve Fund:	**393,004.52**	**3,092.46**	**396,096.98**
Fund: 330 - Economic Development Fund					
330-111-35	Cash		2,007,697.96	1,638.16	2,009,336.12
		Total Fund: 330 - Economic Development Fund:	**2,007,697.96**	**1,638.16**	**2,009,336.12**
Fund: 400 - Water Fund					
400-111-17	Claim On Investments		89,761.85	602.25	90,364.10
		Total Fund: 400 - Water Fund:	**89,761.85**	**602.25**	**90,364.10**
Fund: 401 - Wastewater Fund					
401-111-17	Claim On Investments		447,478.64	3,387.91	450,866.55
		Total Fund: 401 - Wastewater Fund:	**447,478.64**	**3,387.91**	**450,866.55**
Fund: 402 - Stormwater Fund					
402-111-17	Claim On Investments		474,087.98	3,665.66	477,753.64
		Total Fund: 402 - Stormwater Fund:	**474,087.98**	**3,665.66**	**477,753.64**
Fund: 403 - Stormwater Capital Reserve Fund					
403-111-17	Claim On Investments		104,845.59	825.00	105,670.59
		Total Fund: 403 - Stormwater Capital Reserve Fund:	**104,845.59**	**825.00**	**105,670.59**
Fund: 410 - Water Capital Reserve Fund					
410-111-16	Claim On LGIP		594,420.88	2,640.30	597,061.18
		Total Fund: 410 - Water Capital Reserve Fund:	**594,420.88**	**2,640.30**	**597,061.18**
Fund: 411 - Wastewater Capital Reserve Fund					
411-111-17	Claim On Investments		1,282,356.87	10,090.57	1,292,447.44
		Total Fund: 411 - Wastewater Capital Reserve Fund:	**1,282,356.87**	**10,090.57**	**1,292,447.44**
Fund: 412 - Wastewater Debt Service Fund					
412-111-16	Claim On LGIP		695,279.59	3,088.30	698,367.89
		Total Fund: 412 - Wastewater Debt Service Fund:	**695,279.59**	**3,088.30**	**698,367.89**

Detail Report **Date Range: 06/01/2024 - 06/30/2024**

Account	Name		Beginning Balance	Total Activity	Ending Balance
Fund: 413 - Water Capital Improvement Reserve Fund					
413-111-16	Claim On LGIP		941,826.86	4,183.41	946,010.27
		Total Fund: 413 - Water Capital Improvement Reserve Fund:	**941,826.86**	**4,183.41**	**946,010.27**
Fund: 425 - Water Revenue Bond Fund					
425-111-16	Claim On LGIP		245,427.32	1,090.14	246,517.46
		Total Fund: 425 - Water Revenue Bond Fund:	**245,427.32**	**1,090.14**	**246,517.46**
Fund: 426 - Water Bond Reserve Fund					
426-111-16	Claim On LGIP		101,457.13	450.65	101,907.78
		Total Fund: 426 - Water Bond Reserve Fund:	**101,457.13**	**450.65**	**101,907.78**
Fund: 431 - Water System Construction Fund					
431-111-17	Claim On Investments		538,638.99	4,238.43	542,877.42
		Total Fund: 431 - Water System Construction Fund:	**538,638.99**	**4,238.43**	**542,877.42**
Fund: 440 - Ambulance					
440-111-17	Claim On Investments		-189.89	-29.51	-219.40
		Total Fund: 440 - Ambulance:	**-189.89**	**-29.51**	**-219.40**
Fund: 500 - Equipment Rental & Replacement					
500-111-17	Claim On Investments		60,260.96	472.11	60,733.07
		Total Fund: 500 - Equipment Rental & Replacement:	**60,260.96**	**472.11**	**60,733.07**
Fund: 625 - Flexible Benefits Plan Fund					
625-111-30	Cash		9,396.00	-1,462.65	7,933.35
		Total Fund: 625 - Flexible Benefits Plan Fund:	**9,396.00**	**-1,462.65**	**7,933.35**
		Grand Totals:	**11,601,804.97**	**63,421.75**	**11,665,226.72**

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
001 - Current Expense Fund	1,513,389.74	9,036.18	1,522,425.92
005 - Current Expense Reserve Fund	216,198.97	1,701.22	217,900.19
012 - Technology Reserve Fund	181,548.59	1,428.57	182,977.16
061 - Employee Benefit Reserve Fund	183,037.30	1,440.28	184,477.58
100 - Street Fund	69,408.54	546.16	69,954.70
120 - Criminal Justice Fund	12,165.42	95.74	12,261.16
121 - Forfeited Proceeds Fund	927.93	7.30	935.23
130 - Hotel/Motel Tax	32,195.62	253.34	32,448.96
301 - Street Capital Contribution Fund	17,084.85	1.41	17,086.26
305 - Capital Improvement Fund (REET)	254,437.55	2,002.12	256,439.67
306 - Capital Improvement Fund (REET 2)	573,236.20	4,510.66	577,746.86
309 - CDBG Projects Fund	12.04	0.10	12.14
311 - Street Improvement Fund	121,818.74	958.56	122,777.30
315 - Facility Maintenance Reserve Fund (	440,592.23	3,466.92	444,059.15
320 - Equipment Reserve Fund	393,004.52	3,092.46	396,096.98
330 - Economic Development Fund	2,007,697.96	1,638.16	2,009,336.12
400 - Water Fund	89,761.85	602.25	90,364.10
401 - Wastewater Fund	447,478.64	3,387.91	450,866.55
402 - Stormwater Fund	474,087.98	3,665.66	477,753.64
403 - Stormwater Capital Reserve Fund	104,845.59	825.00	105,670.59
410 - Water Capital Reserve Fund	594,420.88	2,640.30	597,061.18
411 - Wastewater Capital Reserve Fund	1,282,356.87	10,090.57	1,292,447.44
412 - Wastewater Debt Service Fund	695,279.59	3,088.30	698,367.89
413 - Water Capital Improvement Reserve	941,826.86	4,183.41	946,010.27
425 - Water Revenue Bond Fund	245,427.32	1,090.14	246,517.46
426 - Water Bond Reserve Fund	101,457.13	450.65	101,907.78
431 - Water System Construction Fund	538,638.99	4,238.43	542,877.42
440 - Ambulance	-189.89	-29.51	-219.40
500 - Equipment Rental & Replacement	60,260.96	472.11	60,733.07
625 - Flexible Benefits Plan Fund	9,396.00	-1,462.65	7,933.35
Grand Total:	**11,601,804.97**	**63,421.75**	**11,665,226.72**

City of College Place, WA

Detail Report
Account Summary
Date Range: 06/01/2024 - 06/30/2024

Account	Name		Beginning Balance	Total Activity	Ending Balance
Fund: 001 - Current Expense Fund					
001-111-15	Claim On Cash		-287,334.07	-132,584.34	-419,918.41
001-111-17	Claim on Investments		931,635.57	7,664.44	939,300.01
001-111-27	CB #2255 Farm Market		5,632.15	410.49	6,042.64
001-111-29	CB #2263 Travel Adv		4,404.81	509.36	4,914.17
001-111-32	CB #2174 Dev Escrow Acct		8,137.27	0.67	8,137.94
001-111-33	CB #2298 Pub Funds Inc		563,579.94	451.22	564,031.16
		Total Fund: 001 - Current Expense Fund:	**1,226,055.67**	**-123,548.16**	**1,102,507.51**
Fund: 005 - Current Expense Reserve Fund					
005-111-15	Claim On Cash		272,837.75	514.18	273,351.93
005-111-17	Claim On Investments		216,198.97	1,701.22	217,900.19
		Total Fund: 005 - Current Expense Reserve Fund:	**489,036.72**	**2,215.40**	**491,252.12**
Fund: 012 - Technology Reserve Fund					
012-111-15	Claim On Cash		452.92	2,561.51	3,014.43
012-111-17	Claim On Investments		181,548.59	1,428.57	182,977.16
		Total Fund: 012 - Technology Reserve Fund:	**182,001.51**	**3,990.08**	**185,991.59**
Fund: 061 - Employee Benefit Reserve Fund					
061-111-15	Claim On Cash		120,680.29	-848.61	119,831.68
061-111-17	Claim On Investments		183,037.30	1,440.28	184,477.58
		Total Fund: 061 - Employee Benefit Reserve Fund:	**303,717.59**	**591.67**	**304,309.26**
Fund: 100 - Street Fund					
100-111-15	Claim On Cash		1,831.20	-19,550.43	-17,719.23
100-111-17	Claim On Investments		69,408.54	546.16	69,954.70
		Total Fund: 100 - Street Fund:	**71,239.74**	**-19,004.27**	**52,235.47**
Fund: 120 - Criminal Justice Fund					
120-111-15	Claim On Cash		18,909.72	-1,227.38	17,682.34
120-111-17	Claim On Investments		12,165.42	95.74	12,261.16
		Total Fund: 120 - Criminal Justice Fund:	**31,075.14**	**-1,131.64**	**29,943.50**
Fund: 121 - Forfeited Proceeds Fund					
121-111-15	Claim On Cash		1,166.85	2.25	1,169.10
121-111-17	Claim On Investments		927.93	7.30	935.23
		Total Fund: 121 - Forfeited Proceeds Fund:	**2,094.78**	**9.55**	**2,104.33**
Fund: 130 - Hotel/Motel Tax					
130-111-15	Claim On Cash		69,364.04	2,116.35	71,480.39
130-111-17	Claim On Investments		32,195.62	253.34	32,448.96

Detail Report **Date Range: 06/01/2024 - 06/30/2024**

Account	Name		Beginning Balance	Total Activity	Ending Balance
		Total Fund: 130 - Hotel/Motel Tax:	**101,559.66**	**2,369.69**	**103,929.35**
Fund: 201 - ULTGO Bond Fund					
201-111-15	Claim On Cash		17,307.71	-2.65	17,305.06
		Total Fund: 201 - ULTGO Bond Fund:	**17,307.71**	**-2.65**	**17,305.06**
Fund: 240 - Local Improvement District Fund					
240-111-15	Claim On Cash		0.00	-220,994.56	-220,994.56
		Total Fund: 240 - Local Improvement District Fund:	**0.00**	**-220,994.56**	**-220,994.56**
Fund: 301 - Street Capital Contribution Fund					
301-111-34	Cash		17,084.85	1.41	17,086.26
		Total Fund: 301 - Street Capital Contribution Fund:	**17,084.85**	**1.41**	**17,086.26**
Fund: 305 - Capital Improvement Fund (REET)					
305-111-15	Claim On Cash		424,453.37	19,759.17	444,212.54
305-111-17	Claim On Investments		254,437.55	2,002.12	256,439.67
		Total Fund: 305 - Capital Improvement Fund (REET):	**678,890.92**	**21,761.29**	**700,652.21**
Fund: 306 - Capital Improvement Fund (REET 2)					
306-111-15	Claim On Cash		300,856.96	-19,743.21	281,113.75
306-111-17	Claim On Investments		573,236.20	4,510.66	577,746.86
		Total Fund: 306 - Capital Improvement Fund (REET 2):	**874,093.16**	**-15,232.55**	**858,860.61**
Fund: 309 - CDBG Projects Fund					
309-111-15	Claim On Cash		2,076.17	-655.00	1,421.17
309-111-17	Claim On Investments		12.04	0.10	12.14
		Total Fund: 309 - CDBG Projects Fund:	**2,088.21**	**-654.90**	**1,433.31**
Fund: 311 - Street Improvement Fund					
311-111-15	Claim On Cash		-7,472.60	-89,147.47	-96,620.07
311-111-17	Claim On Investments		121,818.74	958.56	122,777.30
		Total Fund: 311 - Street Improvement Fund:	**114,346.14**	**-88,188.91**	**26,157.23**
Fund: 315 - Facility Maintenance Reserve Fund (CE)					
315-111-15	Claim On Cash		299,363.21	43,336.75	342,699.96
315-111-17	Claim On Investments		440,592.23	3,466.92	444,059.15
		Total Fund: 315 - Facility Maintenance Reserve Fund (CE):	**739,955.44**	**46,803.67**	**786,759.11**
Fund: 320 - Equipment Reserve Fund					
320-111-15	Claim On Cash		5,958.68	207,441.48	213,400.16
320-111-17	Claim On Investments		393,004.52	3,092.46	396,096.98
		Total Fund: 320 - Equipment Reserve Fund:	**398,963.20**	**210,533.94**	**609,497.14**
Fund: 330 - Economic Development Fund					
330-111-15	Claim On Cash		-1,899,795.65	-7,500.00	-1,907,295.65
330-111-35	Cash		2,007,697.96	1,638.16	2,009,336.12
		Total Fund: 330 - Economic Development Fund:	**107,902.31**	**-5,861.84**	**102,040.47**
Fund: 340 - Economic Development Reserve Fund					
340-111-15	Claim On Cash		73.99	0.14	74.13

Account	Name		Beginning Balance	Total Activity	Ending Balance
		Total Fund: 340 - Economic Development Reserve Fund:	**73.99**	**0.14**	**74.13**
Fund: 400 - Water Fund					
400-111-15	Claim On Cash		32,941.16	-94,398.78	-61,457.62
400-111-17	Claim On Investments		89,761.85	602.25	90,364.10
		Total Fund: 400 - Water Fund:	**122,703.01**	**-93,796.53**	**28,906.48**
Fund: 401 - Wastewater Fund					
401-111-15	Claim On Cash		1,950,691.11	72,127.94	2,022,819.05
401-111-17	Claim On Investments		447,478.64	3,387.91	450,866.55
		Total Fund: 401 - Wastewater Fund:	**2,398,169.75**	**75,515.85**	**2,473,685.60**
Fund: 402 - Stormwater Fund					
402-111-15	Claim On Cash		-201,424.19	15,863.66	-185,560.53
402-111-17	Claim On Investments		474,087.98	3,665.66	477,753.64
		Total Fund: 402 - Stormwater Fund:	**272,663.79**	**19,529.32**	**292,193.11**
Fund: 403 - Stormwater Capital Reserve Fund					
403-111-15	Claim On Cash		1,238.99	-62,536.62	-61,297.63
403-111-17	Claim On Investments		104,845.59	825.00	105,670.59
		Total Fund: 403 - Stormwater Capital Reserve Fund:	**106,084.58**	**-61,711.62**	**44,372.96**
Fund: 410 - Water Capital Reserve Fund					
410-111-15	Claim On Cash		784,048.92	171,023.02	955,071.94
410-111-16	Claim On LGIP		594,420.88	2,640.30	597,061.18
		Total Fund: 410 - Water Capital Reserve Fund:	**1,378,469.80**	**173,663.32**	**1,552,133.12**
Fund: 411 - Wastewater Capital Reserve Fund					
411-111-15	Claim On Cash		1,455,693.02	357,660.46	1,813,353.48
411-111-17	Claim On Investments		1,282,356.87	10,090.57	1,292,447.44
		Total Fund: 411 - Wastewater Capital Reserve Fund:	**2,738,049.89**	**367,751.03**	**3,105,800.92**
Fund: 412 - Wastewater Debt Service Fund					
412-111-15	Claim On Cash		710,837.52	-30,417.15	680,420.37
412-111-16	Claim On LGIP		695,279.59	3,088.30	698,367.89
		Total Fund: 412 - Wastewater Debt Service Fund:	**1,406,117.11**	**-27,328.85**	**1,378,788.26**
Fund: 413 - Water Capital Improvement Reserve Fund					
413-111-15	Claim On Cash		88,840.43	173,460.25	262,300.68
413-111-16	Claim On LGIP		941,826.86	4,183.41	946,010.27
		Total Fund: 413 - Water Capital Improvement Reserve Fund:	**1,030,667.29**	**177,643.66**	**1,208,310.95**
Fund: 425 - Water Revenue Bond Fund					
425-111-15	Claim On Cash		141,496.56	266.66	141,763.22
425-111-16	Claim On LGIP		245,427.32	1,090.14	246,517.46
		Total Fund: 425 - Water Revenue Bond Fund:	**386,923.88**	**1,356.80**	**388,280.68**
Fund: 426 - Water Bond Reserve Fund					
426-111-15	Claim On Cash		52,672.61	99.26	52,771.87
426-111-16	Claim On LGIP		101,457.13	450.65	101,907.78

Detail Report | **Date Range: 06/01/2024 - 06/30/2024**

Account	Name		Beginning Balance	Total Activity	Ending Balance
		Total Fund: 426 - Water Bond Reserve Fund:	**154,129.74**	**549.91**	**154,679.65**
Fund: 431 - Water System Construction Fund					
431-111-15	Claim On Cash		335,565.57	-86,867.61	248,697.96
431-111-17	Claim On Investments		538,638.99	4,238.43	542,877.42
		Total Fund: 431 - Water System Construction Fund:	**874,204.56**	**-82,629.18**	**791,575.38**
Fund: 440 - Ambulance					
440-111-15	Claim On Cash		908,211.83	-249,558.18	658,653.65
440-111-17	Claim On Investments		-189.89	-29.51	-219.40
		Total Fund: 440 - Ambulance:	**908,021.94**	**-249,587.69**	**658,434.25**
Fund: 500 - Equipment Rental & Replacement					
500-111-15	Claim On Cash		48,078.44	112,176.73	160,255.17
500-111-17	Claim On Investments		60,260.96	472.11	60,733.07
		Total Fund: 500 - Equipment Rental & Replacement:	**108,339.40**	**112,648.84**	**220,988.24**
Fund: 625 - Flexible Benefits Plan Fund					
625-111-15	Claim On Cash		-595.44	100.00	-495.44
625-111-30	Cash		9,396.00	-1,462.65	7,933.35
		Total Fund: 625 - Flexible Benefits Plan Fund:	**8,800.56**	**-1,362.65**	**7,437.91**
		Grand Totals:	**17,250,832.04**	**225,899.57**	**17,476,731.61**

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
001 - Current Expense Fund	1,226,055.67	-123,548.16	1,102,507.51
005 - Current Expense Reserve Fund	489,036.72	2,215.40	491,252.12
012 - Technology Reserve Fund	182,001.51	3,990.08	185,991.59
061 - Employee Benefit Reserve Fund	303,717.59	591.67	304,309.26
100 - Street Fund	71,239.74	-19,004.27	52,235.47
120 - Criminal Justice Fund	31,075.14	-1,131.64	29,943.50
121 - Forfeited Proceeds Fund	2,094.78	9.55	2,104.33
130 - Hotel/Motel Tax	101,559.66	2,369.69	103,929.35
201 - ULTGO Bond Fund	17,307.71	-2.65	17,305.06
240 - Local Improvement District Fund	0.00	-220,994.56	-220,994.56
301 - Street Capital Contribution Fund	17,084.85	1.41	17,086.26
305 - Capital Improvement Fund (REET)	678,890.92	21,761.29	700,652.21
306 - Capital Improvement Fund (REET 2)	874,093.16	-15,232.55	858,860.61
309 - CDBG Projects Fund	2,088.21	-654.90	1,433.31
311 - Street Improvement Fund	114,346.14	-88,188.91	26,157.23
315 - Facility Maintenance Reserve Fund (	739,955.44	46,803.67	786,759.11
320 - Equipment Reserve Fund	398,963.20	210,533.94	609,497.14
330 - Economic Development Fund	107,902.31	-5,861.84	102,040.47
340 - Economic Development Reserve Fur	73.99	0.14	74.13
400 - Water Fund	122,703.01	-93,796.53	28,906.48
401 - Wastewater Fund	2,398,169.75	75,515.85	2,473,685.60
402 - Stormwater Fund	272,663.79	19,529.32	292,193.11
403 - Stormwater Capital Reserve Fund	106,084.58	-61,711.62	44,372.96
410 - Water Capital Reserve Fund	1,378,469.80	173,663.32	1,552,133.12
411 - Wastewater Capital Reserve Fund	2,738,049.89	367,751.03	3,105,800.92
412 - Wastewater Debt Service Fund	1,406,117.11	-27,328.85	1,378,788.26
413 - Water Capital Improvement Reserve	1,030,667.29	177,643.66	1,208,310.95
425 - Water Revenue Bond Fund	386,923.88	1,356.80	388,280.68
426 - Water Bond Reserve Fund	154,129.74	549.91	154,679.65
431 - Water System Construction Fund	874,204.56	-82,629.18	791,575.38
440 - Ambulance	908,021.94	-249,587.69	658,434.25
500 - Equipment Rental & Replacement	108,339.40	112,648.84	220,988.24
625 - Flexible Benefits Plan Fund	8,800.56	-1,362.65	7,437.91
Grand Total:	**17,250,832.04**	**225,899.57**	**17,476,731.61**

CASH FLOW REPORT
City of College Place
YTD 2024

REVENUES

Fund #	Fund Name	January*	February	March	April	May	June	July	August	September	October	November	December	YTD
001	Current Expense Fund	$383,070	$405,598	$ 546,687	$ 380,975	$ 1,121,771	$ 815,424							$3,653,525
5	Current Expense Fund Reserve	611	(775)	1,786	(649)	1,948	2,230							5,151
12	Technology Reserve Fund	64,170	99,348	64,694	99,068	50,893	21,429							399,603
61	Employee Benefit Reserve Fund	409	(656)	13,832	(689)	1,355	14,174							28,425
100	Street Fund	13,540	13,591	193,716	1,870	73,710	134,666							431,093
120	Criminal Justice Fund	4,190	(44)	104	(33)	4,244	132							8,594
121	Forfeited Proceeds Fund	3	(3)	8	(3)	8	10							22
130	Hotel/Motel Tax	2,517	1,716	2,845	(54)	3,746	6,173							16,943
201	ULTGO Bond Fund	27	0	33	29	79,833	24							79,946
235	Commercial Drive Bond Debt Service Fund	-	-	-	-	-	0							
240	Local Improvement District Fund	-	-	-	-	-	0							
301	Street Capital Contribution Fund	0	0	40,001	1	1	1							40,006
305	Capital Improvement Fund (REET)	18,578	27,676	8,721	10,366	16,549	21,784							103,674
306	Capital Improvement Fund (REET 2)	1,536	(2,056)	119,234	(1,823)	4,040	5,095							126,026
309	CDBG Projects Fund	0	(0)	0	1,000	10,000	0							11,000
311	Street Improvement Fund	31	29,886	90,075	129,274	696	935							250,899
315	Facility Maintenance Reserve Fund (CE)	711	(1,401)	53,045	(1,592)	3,286	54,049							108,098
320	Equipment Reserve Fund	251	99,270	240,687	(2,020)	226,636	292,687							857,511
330	Economic Development Fund	17	16	41,158	131,647	1,703	1,650							176,191
340	Economic Development Reserve Fund	0	-	0	0	0	0							1
400	Water Fund	118,128	136,127	134,452	137,344	141,405	172,445							839,901
401	Wastewater Fund	236,233	262,755	271,230	248,002	256,317	328,400							1,602,938
402	Stormwater Fund	56,523	51,216	62,871	54,351	58,263	59,768							342,993
403	Stormwater Capital Reserve Fund	369	(376)	8,832	(247)	379,583	827							388,988
410	Water Capital Reserve Fund	4,043	3,275	524,249	23,191	5,184	304,540							864,483
411	Wastewater Capital Reserve Fund	3,327	100,070	224,721	3,765	446,221	429,940							1,208,043
412	Wastewater Debt Service Fund	52,665	51,638	55,003	52,880	54,157	53,466							319,808
413	Water Capital Improvement Reserve Fund	89,917	88,804	181,194	89,679	90,559	177,655							717,808
425	Water & Sewer Revenue Bond Fund	1,321	1,038	1,382	1,321	1,498	1,364							7,925
426	2007 Water/Sewer Bond Reserve Fund	537	429	560	536	604	553							3,220
431	Water System Construction Fund	1,132	(1,932)	3,961	(2,202)	3,937	4,892							9,788
440	Ambulance Fund	71,419	90,878	70,448	129,245	274,063	124,320							760,373
500	Equipment Rental & Replacement	427	4,935	214,398	112	469	151,311							371,652
625	Flexible Benefits Plan Fund	0	3,558	1,873	1	1,873	1,873							9,178
		$ 1,125,700	$1,464,582	$3,171,801	$ 1,485,347	$ 3,314,553	$ 3,181,820	$ -	$ -	$ -	$ -	$ -	$ -	$ 13,743,803

*Does not include beginning balances totaling $ 20,105,269

CASH FLOW REPORT

City of College Place
YTD 2024

EXPENDITURES

Fund #	Fund Name	January	February	March	April	May	June	July	August	September	October	November	December	YTD
001	Current Expense Fund	$ 792,761	$ 635,417	$ 1,075,035	$ 570,778	$ 882,078	$ 958,235							$ 4,914,304
5	Current Expense Reserve Fund	2	4	2	2	31	15							57
12	Technology Reserve Fund	66,536	69,622	93,429	106,817	43,972	17,439							397,816
61	Employee Benefit Reserve Fund	1,017	1,098	21,149	15,262	13,110	13,582							65,219
100	Street Fund	70,348	39,615	185,732	55,922	57,497	153,671							562,785
120	Criminal Justice Fund	1,189	19,385	1,262	1,256	1,264	1,264							25,621
121	Forfeited Proceeds Fund	0	0	0	0	0	0							0
130	Hotel/Motel Tax	0	1,531	0	0	7	3,804							5,342
201	ULTGO Bond Fund	27	350	-	-	79,572	27							79,975
235	Commercial Drive Bond Debt Service Fund	-	-	-	-	-	-							-
240	Local Improvement District Fund	-	-	-	-	-	220,995							220,995
301	Street Capital Contribution Fund	-	-	40,000	-	-	-							40,000
305	Capital Improvement Fund (REET)	3	4	3	3	44	23							80
306	Capital Improvement Fund (REET 2)	6	100,781	21,310	57,864	304,029	20,328							504,318
309	CDBG Projects Fund	-	-	-	1,782	8,112	655							10,549
311	Street Improvement Fund	23,196	1,897	64,487	67,851	11,557	89,124							258,112
315	Facility Maintenance Reserve Fund (CE)	4	7,775	59,818	11,637	86,674	7,152							173,060
320	Equipment Reserve Fund	7,177	104,672	87,083	192,386	27,549	82,153							501,021
330	Economic Development Fund	-	30,000	60,012	130,608	(584)	7,512							227,548
340	Economic Development Reserve Fund	-	-	-	-	-	-							-
400	Water Fund	167,444	105,720	160,159	148,829	120,396	266,242							968,790
401	Wastewater Fund	264,220	146,682	227,466	312,699	115,387	252,884							1,319,338
402	Stormwater Fund	67,131	41,055	62,316	49,167	423,880	40,239							683,788
403	Stormwater Capital Reserve Fund	1	7,851	8,076	10,593	539,004	62,539							628,063
410	Water Capital Reserve Fund	3	23,057	107,532	221,018	272,267	130,877							754,753
411	Wastewater Capital Reserve Fund	77,873	63,724	156,073	(18,030)	397,253	62,189							739,082
412	Wastewater Debt Service Fund	88,521	3	4	80,764	12,647	80,794							262,734
413	Water Capital Improvement Reserve Fund	5	4	5	5	517,967	11							517,997
425	Water & Sewer Revenue Bond Fund	1	1	1	1	16	7							28
426	2007 Water/Sewer Bond Reserve Fund	1	0	1	0	6	3							11
431	Water System Construction Fund	6	9	87,506	6	41	87,521							175,089
440	Ambulance Fund	69,208	92,350	86,217	71,019	76,147	373,908							768,849
500	Equipment Rental & Replacement	112,025	44,719.26	57,260	52,876	59,156	38,399							364,435
625	Flexible Benefits Plan Fund	3,012	1,607	1,312	1,613	1,255	3,236							12,035
		$ 1,811,716	$ 1,538,936	$ 2,663,250	$ 2,142,730	$ 4,050,335	$ 2,974,825	$ -	$ -	$ -	$ -	$ -	$ -	$ 15,181,793
GAIN/(LOSS)		**$ (686,016)**	**$ (74,354)**	**$ 508,552**	**$ (657,384)**	**$ (735,782)**	**$ 206,995**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (1,437,990)**

CASH FLOW REPORT
City of College Place
YTD 2024

NET

Fund #	Fund Name	January	February	March	April	May	June	July	August	September	October	November	December	YTD
001	Current Expense Fund	($409,691)	$ (229,819)	$ (528,348)	$ (189,803)	$ 239,693	$ (142,811)	$ -	$ -	$ -	$ -	$ -	$ -	$ (1,260,778)
5	Current Expense Fund Reserve	608	(779)	1,783	(651)	1,917	2,215	-	-	-	-	-	-	5,094
12	Technology Reserve Fund	(2,366)	29,726	(28,735)	(7,750)	6,921	3,990	-	-	-	-	-	-	1,787
61	Employee Benefit Reserve Fund	(608)	(1,755)	(7,317)	(15,951)	(11,755)	592	-	-	-	-	-	-	(36,794)
100	Street Fund	(56,808)	(26,024)	7,984	(54,053)	16,213	(19,004)	-	-	-	-	-	-	(131,692)
120	Criminal Justice Fund	3,001	(19,429)	(1,158)	(1,289)	2,980	(1,132)	-	-	-	-	-	-	(17,026)
121	Forfeited Proceeds Fund	3	(3)	8	(3)	8	10	-	-	-	-	-	-	22
130	Hotel/Motel Tax	2,517	185	2,844	(54)	3,739	2,370	-	-	-	-	-	-	11,601
201	ULTGO Bond Fund	-	(350)	33	29	261	(3)	-	-	-	-	-	-	(30)
235	Commercial Drive Bond Debt Service Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
240	Local Improvement District Fund	-	-	-	-	-	(220,995)	-	-	-	-	-	-	(220,995)
301	Street Capital Contribution Fund	0	0	1	1	1	1	-	-	-	-	-	-	6
305	Capital Improvement Fund (REET)	18,575	27,671	8,718	10,363	16,505	21,761	-	-	-	-	-	-	103,593
306	Capital Improvement Fund (REET 2)	1,530	(102,837)	97,924	(59,687)	(299,989)	(15,233)	-	-	-	-	-	-	(378,292)
309	CDBG Projects Fund	0	(0)	0	(782)	1,888	(655)	-	-	-	-	-	-	451
311	Street Improvement Fund	(23,164)	27,989	25,588	61,423	(10,860)	(88,189)	-	-	-	-	-	-	(7,213)
315	Facility Maintenance Reserve Fund (CE)	707	(9,176)	(6,773)	(13,229)	(83,388)	46,897	-	-	-	-	-	-	(64,962)
320	Equipment Reserve Fund	(6,927)	(5,401)	153,604	(194,406)	199,086	210,534	-	-	-	-	-	-	356,491
330	Economic Development Fund	17	(29,984)	(18,854)	1,039	2,287	(5,862)	-	-	-	-	-	-	(51,357)
340	Economic Development Reserve Fund	0	-	0	0	0	0	-	-	-	-	-	-	1
400	Water Fund	(49,316)	30,407	(25,707)	(11,485)	21,008	(93,797)	-	-	-	-	-	-	(128,890)
401	Wastewater Fund	(27,987)	116,073	43,764	(64,696)	140,930	75,516	-	-	-	-	-	-	283,600
402	Stormwater Fund	(10,608)	10,161	555	5,184	(365,617)	19,529	-	-	-	-	-	-	(340,796)
403	Stormwater Capital Reserve Fund	368	(8,227)	756	(10,839)	(159,421)	(61,712)	-	-	-	-	-	-	(239,075)
410	Water Capital Reserve Fund	4,040	(19,782)	416,718	(197,827)	(267,082)	173,663	-	-	-	-	-	-	109,730
411	Wastewater Capital Reserve Fund	(74,546)	36,346	68,647	21,795	48,968	367,751	-	-	-	-	-	-	468,961
412	Wastewater Debt Service Fund	(35,857)	51,635	54,999	(27,885)	41,509	(27,329)	-	-	-	-	-	-	57,073
413	Water Capital Improvement Reserve Fund	89,912	88,800	181,189	89,675	(427,409)	177,644	-	-	-	-	-	-	199,811
425	Water & Sewer Revenue Bond Fund	1,320	1,037	1,381	1,320	1,483	1,357	-	-	-	-	-	-	7,897
426	2007 Water/Sewer Bond Reserve Fund	537	429	560	536	598	550	-	-	-	-	-	-	3,209
431	Water System Construction Fund	1,126	(1,941)	(83,545)	(2,208)	3,896	(82,629)	-	-	-	-	-	-	(165,301)
440	Ambulance Fund	2,211	(1,472)	(15,769)	58,226	197,916	(249,588)	-	-	-	-	-	-	(8,476)
500	Equipment Rental & Replacement	(111,598)	(39,785)	157,138	(52,764)	(58,687)	112,913	-	-	-	-	-	-	7,217
625	Flexible Benefits Plan Fund	(3,012)	1,951	561	(1,612)	618	(1,363)	-	-	-	-	-	-	(2,856)
		$ (686,016)	$ (74,354)	$ 508,552	$ (657,384)	$ (735,782)	$ 206,995	$ -	$ -	$ -	$ -	$ -	$ -	$ (1,437,990)

City of College Place, WA

Detail vs Budget Report
Account Summary
Date Range: 06/01/2024 - 06/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - Current Expense Fund							
001-311-10-00-00	Real & Personal Prop Tax	-2,126,555.46	-1,063,995.33	-133,610.13	-1,197,605.46	-928,950.00	-43.68%
001-313-11-00-00	Retail Sales & Use Tax	-2,103,000.00	-635,389.84	-159,146.07	-794,535.91	-1,308,464.09	-62.22%
001-313-15-00-00	Criminal Justice Tax 3/10th Of 1% C.J.	-420,000.00	-128,007.35	-33,871.70	-161,879.05	-258,120.95	-61.46%
001-313-61-00-00	Natural Gas Use Tax	-25,000.00	-11,052.75	-2,142.03	-13,194.78	-11,805.22	-47.22%
001-313-71-00-00	Criminal Justice Tax	-240,000.00	-74,221.74	-19,490.58	-93,712.32	-146,287.68	-60.95%
001-316-41-00-00	Utility Tax - Priv Utils Electric	-440,000.00	-168,661.08	-31,141.44	-199,802.52	-240,197.48	-54.59%
001-316-43-00-00	Utility Tax - Priv Utils Gas	-145,000.00	-22,918.00	-5,601.95	-28,519.95	-116,480.05	-80.33%
001-316-45-00-00	Utility Tax - Priv Utils Garbage/Solid Waste	-150,000.00	-61,935.67	-13,157.72	-75,093.39	-74,906.61	-49.94%
001-316-46-00-00	Utility Tax - Priv Utils Cable	-85,000.00	-88,595.75	-7,260.09	-95,855.84	10,855.84	12.77%
001-316-47-00-00	Utility Tax - Priv Utils Telephone	-92,000.00	-64,383.25	-8,517.75	-72,901.00	-19,099.00	-20.76%
001-316-48-00-00	Utility Tax - Priv Utils Water	-340,000.00	-106,312.47	-24,992.33	-131,304.80	-208,695.20	-61.38%
001-316-49-00-00	Utility Tax - Priv Utils Wastewater	-372,000.00	-90,224.87	-30,688.02	-120,912.89	-251,087.11	-67.50%
001-321-10-00-00	Alcoholic Beverage Permits	0.00	121.73	0.00	121.73	-121.73	0.00%
001-321-91-00-00	Franchise Fees	-75,000.00	-67,443.78	0.00	-67,443.78	-7,556.22	-10.07%
001-321-91-00-01	Franchise Application Fees	0.00	-5,000.00	0.00	-5,000.00	5,000.00	0.00%
001-321-99-00-02	Other Business Licenses And Permits	-17,000.00	-11,841.66	-2,890.00	-14,731.66	-2,268.34	-13.34%
001-322-10-00-00	Building/Structures/Equip.	-400,000.00	-98,601.42	-4,742.65	-103,344.07	-296,655.93	-74.16%
001-322-10-00-01	Building Dept Plan Check / Review Fees	-250,000.00	-50,522.74	-1,761.90	-52,284.64	-197,715.36	-79.09%
001-322-30-00-00	Animal Licenses	-3,000.00	-1,831.00	-55.00	-1,886.00	-1,114.00	-37.13%
001-322-90-00-00	Other Non-bus Lic/Permits	-4,000.00	-3,453.00	-432.25	-3,885.25	-114.75	-2.87%
001-322-90-00-01	Concealed Pistol License State Portion	-1,200.00	1,002.00	309.00	1,311.00	-2,511.00	-209.25%
001-322-90-00-02	Vacation/Short Term Rental Permits	0.00	-548.00	-216.00	-764.00	764.00	0.00%
001-333-20-60-01	DUI Emphasis Patrols Grant Program	-1,000.00	0.00	0.00	0.00	-1,000.00	-100.00%
001-333-20-60-03	Distracted Driving Emphasis Patrol Grant Program	-500.00	0.00	0.00	0.00	-500.00	-100.00%
001-334-01-30-00	WSP Fire Marshall Safety Program	-3,000.00	0.00	0.00	0.00	-3,000.00	-100.00%
001-334-02-70-00	Rec'n And Conservation Office Grant - Kiwanis Par	-25,000.00	0.00	0.00	0.00	-25,000.00	-100.00%
001-334-03-10-05	Dept Of Ecology - Solid Waste Enforcement Grant	-800.00	0.00	0.00	0.00	-800.00	-100.00%
001-334-04-20-30	St Grant Dept Of Commerce - Drug Task Force Gra	-60,000.00	-25,000.00	-5,000.00	-30,000.00	-30,000.00	-50.00%
001-334-06-90-00	State Grant-Other	-332,689.66	0.00	0.00	0.00	-332,689.66	-100.00%
001-336-00-98-00	Local Government Assistance Program	-180,394.00	-20,169.69	0.00	-20,169.69	-160,224.31	-88.82%
001-336-06-51-00	DUI & Other Criminal Justice Assistance	-1,600.00	-538.70	0.00	-538.70	-1,061.30	-66.33%
001-336-06-94-00	Liquor Excise Tax	-71,505.00	-34,529.84	0.00	-34,529.84	-36,975.16	-51.71%
001-336-06-95-00	Liquor Control Brd Profit	-74,670.00	-18,332.40	0.00	-18,332.40	-56,337.60	-75.45%
001-342-10-00-00	Law Enforcement Services	-3,000.00	-2,468.70	-270.00	-2,738.70	-261.30	-8.71%
001-342-10-00-01	Law Enforcement Services - Non LEOFF	-2,000.00	0.00	0.00	0.00	-2,000.00	-100.00%
001-342-10-00-02	Law Enforcement Services - DUI Restitution	-2,000.00	-217.58	-22.00	-239.58	-1,760.42	-88.02%
001-342-21-00-02	Fireworks Permits For Sales	-200.00	0.00	0.00	0.00	-200.00	-100.00%

Detail vs Budget Report **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-342-21-51-00	Intergov Fire Serv /MOB Reimbursement - Person	-50,000.00	-16,535.15	0.00	-16,535.15	-33,464.85	-66.93%
001-342-21-51-01	Intergov Fire Serv /MOB Reimbursement - Equipm	-10,000.00	0.00	0.00	0.00	-10,000.00	-100.00%
001-342-40-00-01	Building Inspection Fees - Bldg Dept	-2,000.00	-462.00	0.00	-462.00	-1,538.00	-76.90%
001-343-50-01-99	Sewer Inspection Fee	-3,000.00	-2,838.00	0.00	-2,838.00	-162.00	-5.40%
001-345-81-00-08	Preliminary Plat / PUD - P&D	-1,000.00	0.00	0.00	0.00	-1,000.00	-100.00%
001-345-81-00-09	Plats, Final P&D	-700.00	0.00	0.00	0.00	-700.00	-100.00%
001-345-81-00-10	Plats, Short P&D	-800.00	-1,600.00	0.00	-1,600.00	800.00	100.00%
001-345-81-00-12	Site Plan Application P&D	-3,500.00	-150.00	0.00	-150.00	-3,350.00	-95.71%
001-345-81-00-13	Site Plan Review; SF / MF (Up To 4 Units) P&D	-2,000.00	-1,208.00	-132.00	-1,340.00	-660.00	-33.00%
001-345-81-00-15	Zoning Amendments P&D	0.00	-69.00	0.00	-69.00	69.00	0.00%
001-345-83-00-00	Plan Checking Fees - Building Dept - Pass Through	-2,500.00	0.00	0.00	0.00	-2,500.00	-100.00%
001-345-83-00-04	Non-Plat - Engineering Review Fees	-500.00	0.00	0.00	0.00	-500.00	-100.00%
001-345-83-00-05	Plan Checking Fees - Engineering - Pass Through	-5,000.00	0.00	0.00	0.00	-5,000.00	-100.00%
001-345-83-00-06	Plan Review - Fire Department	-500.00	-800.00	-1,000.00	-1,800.00	1,300.00	260.00%
001-345-86-00-00	Critical Areas Permit P&D	-400.00	0.00	0.00	0.00	-400.00	-100.00%
001-345-86-00-01	SEPA Related Mitigation Fees (Checklist) P&D	-1,000.00	0.00	0.00	0.00	-1,000.00	-100.00%
001-345-89-01-20	Planning & Development Costs - Pass Thru Charge	-20,000.00	-2,249.80	-6,621.00	-8,870.80	-11,129.20	-55.65%
001-345-89-01-25	Planning & Development Pass Thru Cost Admin. F	-3,500.00	-209.96	0.00	-209.96	-3,290.04	-94.00%
001-345-89-01-27	State Building Code Fee	-1,300.00	-637.50	-103.00	-740.50	-559.50	-43.04%
001-347-90-00-00	Farmer's Market Vendor Fees	-4,500.00	-1,715.00	-617.50	-2,332.50	-2,167.50	-48.17%
001-347-90-00-01	Vendor Fees - Other Community Events	-200.00	-894.70	-220.00	-1,114.70	914.70	457.35%
001-347-90-00-02	Farmer's Market Pass-through Sales - SNAP/EBT	-500.00	0.00	-410.00	-410.00	-90.00	-18.00%
001-347-90-00-03	Fireworks Bonds	-100.00	0.00	0.00	0.00	-100.00	-100.00%
001-353-10-05-00	Traffic Infraction Penalties	-30,000.00	-15,384.17	-4,182.36	-19,566.53	-10,433.47	-34.78%
001-359-90-00-02	Penalty/Non-Bus Licenses	0.00	-66.00	0.00	-66.00	66.00	0.00%
001-361-10-00-00	Unrealized Gain/Loss	0.00	10,092.69	-5,975.23	4,117.46	-4,117.46	0.00%
001-361-11-00-00	Investment Interest	-20,000.00	-26,974.80	-1,277.97	-28,252.77	8,252.77	41.26%
001-361-30-00-00	Realized Gain/Loss On Investments	0.00	2,129.73	0.00	2,129.73	-2,129.73	0.00%
001-361-40-00-00	Sales Interest	-2,500.00	-2,905.64	-623.44	-3,529.08	1,029.08	41.16%
001-361-40-00-43	Interest - Contract Bond Non-Rev	0.00	-1.14	0.00	-1.14	1.14	0.00%
001-361-41-00-00	Investment Interest - Purchased	-10,000.00	-807.81	0.00	-807.81	-9,192.19	-91.92%
001-362-00-00-02	Lease Payment (Annual) WWU Community Garde	-1.00	0.00	0.00	0.00	-1.00	-100.00%
001-362-00-50-01	Water Tower Space Rental	-90,000.00	-38,748.80	-10,645.56	-49,394.36	-40,605.64	-45.12%
001-367-11-00-02	Contributions/Gifts - Fire Dept	-10,000.00	0.00	0.00	0.00	-10,000.00	-100.00%
001-367-11-00-03	Contributions/Gifts - Police Dept	-20,000.00	-1,000.00	0.00	-1,000.00	-19,000.00	-95.00%
001-367-11-00-04	Contr/Donations - Private	-100,000.00	-2,115.00	0.00	-2,115.00	-97,885.00	-97.89%
001-369-30-00-00	Sale Of Confiscated And Forfeited Property	0.00	-10.44	-0.19	-10.63	10.63	0.00%
001-369-81-01-00	Bank's Over / Short	0.00	-1,116.42	1,378.25	261.83	-261.83	0.00%
001-369-91-00-00	Other Misc Revenue	-2,000.00	-5,615.04	0.00	-5,615.04	3,615.04	180.75%
001-369-91-00-02	Misc - Police Fees	-1,000.00	-3,092.11	-100.00	-3,192.11	2,192.11	219.21%
001-369-91-00-09	NSF Charges Collected	0.00	0.00	-22.22	-22.22	22.22	0.00%
001-369-91-00-10	Reimbursements/Refunds	-20,000.00	-21,633.64	-171.52	-21,805.16	1,805.16	9.03%
001-382-10-00-02	Developer Bond / Deposit For Project	-200,000.00	0.00	0.00	0.00	-200,000.00	-100.00%
001-389-10-00-03	Building Permit Deposit`	-10,000.00	0.00	0.00	0.00	-10,000.00	-100.00%

Detail vs Budget Report

Date Range: 06/01/2024 - 06/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-389-90-00-00	Other Non-Revenues	0.00	-240.00	0.00	-240.00	240.00	0.00%
001-389-90-00-04	Deposits To Travel Advance Account	-3,000.00	0.00	0.00	0.00	-3,000.00	-100.00%
001-397-00-00-00	Interfund Transfer To CE	-75,000.00	0.00	0.00	0.00	-75,000.00	-100.00%
001-397-00-15-23	Interfund Trasnfers - Ambulance	0.00	0.00	-300,000.00	-300,000.00	300,000.00	0.00%
001-511-30-44-01	Advertising / Publication	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
001-511-60-10-00	Wages & Overtime	8,820.00	3,675.00	735.00	4,410.00	4,410.00	50.00%
001-511-60-20-00	Personnel Benefits	821.37	338.10	59.22	397.32	424.05	51.63%
001-511-60-31-00	Operating Supplies - Legislative	150.00	0.00	0.00	0.00	150.00	100.00%
001-511-60-31-01	Office Supplies - Legislative	150.00	0.00	0.00	0.00	150.00	100.00%
001-511-60-41-00	Professional Services	100.00	0.00	0.00	0.00	100.00	100.00%
001-511-60-42-00	Communications	0.00	7.47	0.11	7.58	-7.58	0.00%
001-511-60-43-00	Travel - Council Pos. 1	100.00	0.00	0.00	0.00	100.00	100.00%
001-511-60-43-01	Travel - Council Pos. 2	100.00	0.00	0.00	0.00	100.00	100.00%
001-511-60-43-02	Travel - Council Pos. 3	100.00	0.00	0.00	0.00	100.00	100.00%
001-511-60-43-03	Travel - Council Pos. 4	100.00	0.00	0.00	0.00	100.00	100.00%
001-511-60-43-04	Travel - Council Pos. 5	100.00	0.00	0.00	0.00	100.00	100.00%
001-511-60-43-05	Travel - Council Pos. 6	300.00	0.00	0.00	0.00	300.00	100.00%
001-511-60-43-06	Travel - Council Pos. 7	100.00	0.00	0.00	0.00	100.00	100.00%
001-511-60-48-00	Repairs And Maintenance	50.00	1.03	0.00	1.03	48.97	97.94%
001-511-60-49-00	Misc/Contingency Expense	200.00	0.00	0.00	0.00	200.00	100.00%
001-511-60-49-01	Miscellaneous	500.00	91.17	0.00	91.17	408.83	81.77%
001-511-60-49-02	Travel/Misc - Council Pos. 1	150.00	0.00	0.00	0.00	150.00	100.00%
001-511-60-49-03	Travel/Misc - Council Pos. 2	150.00	0.00	0.00	0.00	150.00	100.00%
001-511-60-49-04	Travel/Misc - Council Pos. 3	150.00	0.00	0.00	0.00	150.00	100.00%
001-511-60-49-05	Travel/Misc - Council Pos. 4	150.00	0.00	0.00	0.00	150.00	100.00%
001-511-60-49-06	Travel/Misc - Council Pos. 5	150.00	50.00	0.00	50.00	100.00	66.67%
001-511-60-49-07	Travel/Misc - Council Pos. 6	500.00	86.72	94.09	180.81	319.19	63.84%
001-511-60-49-08	Travel/Misc - Council Pos. 7	150.00	0.00	0.00	0.00	150.00	100.00%
001-511-60-49-09	Registrations/Fees - Training Classes & Seminars	300.00	0.00	0.00	0.00	300.00	100.00%
001-511-70-49-00	Lobbying Agreement - Port	15,600.00	6,000.00	1,200.00	7,200.00	8,400.00	53.85%
001-511-70-49-01	Lobbying Agreement - Federal	36,000.00	15,000.00	3,000.00	18,000.00	18,000.00	50.00%
001-512-52-41-02	Professional Services - Other Than Attorneys	90,000.00	39,298.18	0.00	39,298.18	50,701.82	56.34%
001-513-10-10-00	Wages & Overtime	63,241.65	26,182.88	5,270.32	31,453.20	31,788.45	50.27%
001-513-10-20-00	Personnel Benefits	19,550.38	8,198.50	1,637.20	9,835.70	9,714.68	49.69%
001-513-10-31-00	Operating Supplies - Executive	1,000.00	384.72	12.33	397.05	602.95	60.30%
001-513-10-31-01	Office Supplies - Executive	400.00	248.84	72.46	321.30	78.70	19.68%
001-513-10-41-00	Professional Services	0.00	32.16	4.28	36.44	-36.44	0.00%
001-513-10-42-00	Communications	1,500.00	640.06	42.59	682.65	817.35	54.49%
001-513-10-43-00	Travel Expense	4,000.00	2,476.68	52.44	2,529.12	1,470.88	36.77%
001-513-10-43-01	Travel/Training Staff	0.00	27.36	0.00	27.36	-27.36	0.00%
001-513-10-43-02	Travel / Training Mayor	1,700.00	830.23	0.00	830.23	869.77	51.16%
001-513-10-44-01	Advertising	420.00	405.95	0.00	405.95	14.05	3.35%
001-513-10-48-00	Repairs & Maintenance	100.00	19.59	0.00	19.59	80.41	80.41%
001-513-10-49-00	Miscellaneous	4,500.00	7,689.22	1,035.25	8,724.47	-4,224.47	-93.88%

Detail vs Budget Report — **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-513-10-49-02	Registrations/Fees - Training Classes & Seminars	2,000.00	390.00	0.00	390.00	1,610.00	80.50%
001-513-10-49-03	Travel Miscellaneous	50.00	0.00	0.00	0.00	50.00	100.00%
001-513-10-49-50	Misc. AWC Annual Dues / WWVCC Membership	8,300.00	8,619.00	0.00	8,619.00	-319.00	-3.84%
001-514-23-10-00	Wages & Overtime - Financial Services	74,511.55	27,687.14	6,145.38	33,832.52	40,679.03	54.59%
001-514-23-20-00	Personnel Benefits	27,353.00	10,213.46	2,316.23	12,529.69	14,823.31	54.19%
001-514-23-31-00	Operating Supplies - Budgeting, Accounting	200.00	284.33	0.00	284.33	-84.33	-42.17%
001-514-23-31-01	Office Supplies - Budgeting, Accounting	1,000.00	525.39	138.99	664.38	335.62	33.56%
001-514-23-35-00	Small Tools/Minor Equip.	200.00	0.00	0.00	0.00	200.00	100.00%
001-514-23-41-00	Professional Services	14,616.00	1,368.88	159.32	1,528.20	13,087.80	89.54%
001-514-23-42-00	Communications	1,300.00	600.45	59.01	659.46	640.54	49.27%
001-514-23-43-00	Travel	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
001-514-23-44-01	Advertising	1,000.00	127.82	0.00	127.82	872.18	87.22%
001-514-23-48-00	Repairs & Maintenance	500.00	247.43	0.00	247.43	252.57	50.51%
001-514-23-49-00	Miscellaneous	1,000.00	237.84	0.00	237.84	762.16	76.22%
001-514-23-49-01	Registration Fees / Training Classes & Seminars	1,000.00	316.31	0.00	316.31	683.69	68.37%
001-514-30-10-00	Wages/O.T. Record Services	60,156.02	22,644.15	4,517.06	27,161.21	32,994.81	54.85%
001-514-30-20-00	Personnel Benefits	22,800.41	10,223.51	2,048.90	12,272.41	10,528.00	46.17%
001-514-30-31-00	Operating Supplies - Records	350.00	0.00	0.00	0.00	350.00	100.00%
001-514-30-31-01	Office Supplies - Records	550.00	109.81	32.34	142.15	407.85	74.15%
001-514-30-35-00	Sm Tools/Minor Equip,	200.00	0.00	0.00	0.00	200.00	100.00%
001-514-30-41-00	Prof Serv - Codification/Records Destruction	5,500.00	138.99	51.76	190.75	5,309.25	96.53%
001-514-30-42-00	Communication	1,450.00	332.16	30.58	362.74	1,087.26	74.98%
001-514-30-43-00	Travel	4,210.00	3,906.81	67.66	3,974.47	235.53	5.59%
001-514-30-44-01	Advertising	100.00	0.00	0.00	0.00	100.00	100.00%
001-514-30-48-00	Repairs & Maintenance	425.00	68.75	0.00	68.75	356.25	83.82%
001-514-30-49-00	Miscellaneous	700.00	283.36	0.00	283.36	416.64	59.52%
001-514-30-49-01	Registrations/Fees - Training Classes & Seminars	4,250.00	1,519.50	0.00	1,519.50	2,730.50	64.25%
001-514-40-45-00	Intergovenmental Election Costs	12,000.00	9,818.00	0.00	9,818.00	2,182.00	18.18%
001-514-40-49-00	Intergov. Services - Voter Registration	27,000.00	29,462.87	0.00	29,462.87	-2,462.87	-9.12%
001-514-81-40-00	Concealed Pistol License Fee	1,000.00	952.75	327.00	1,279.75	-279.75	-27.98%
001-515-31-10-00	Salary & Wages - City Attorney	60,334.98	24,964.72	5,027.88	29,992.60	30,342.38	50.29%
001-515-31-20-00	Personnel Benefits	20,934.51	8,770.51	1,754.51	10,525.02	10,409.49	49.72%
001-515-31-31-00	Operating Supplies - City Attorney	500.00	0.00	187.79	187.79	312.21	62.44%
001-515-31-31-01	Office Supplies - City Attorney	250.00	18.18	7.46	25.64	224.36	89.74%
001-515-31-35-00	Small Tools/Minor Equipment	150.00	0.00	0.00	0.00	150.00	100.00%
001-515-31-41-00	Prof Legal Servs Retainer	8,000.00	0.00	0.00	0.00	8,000.00	100.00%
001-515-31-41-01	Professional Legal Services	6,000.00	0.00	0.00	0.00	6,000.00	100.00%
001-515-31-41-02	Professional Services	0.00	1,010.00	0.00	1,010.00	-1,010.00	0.00%
001-515-31-42-00	Communication - City Attorney	500.00	206.24	0.00	206.24	293.76	58.75%
001-515-31-43-00	Travel - City Attorney	500.00	0.00	0.00	0.00	500.00	100.00%
001-515-31-48-00	Repairs & Maintenance - City Attorney	250.00	42.86	0.00	42.86	207.14	82.86%
001-515-31-49-00	Miscellaneous - City Attorney	855.00	209.72	0.00	209.72	645.28	75.47%
001-515-31-49-01	Reg Fees / Train Classes & Seminars - City Atty	500.00	22.00	0.00	22.00	478.00	95.60%
001-515-91-41-00	Professional Services - Legal - Indigent Defense	60,000.00	27,735.20	6,667.04	34,402.24	25,597.76	42.66%

Detail vs Budget Report **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-517-90-24-00	Employee Benefit Prg Cost	1,200.00	1,685.42	100.00	1,785.42	-585.42	-48.79%
001-518-10-10-00	Salaries & Wages - HR	56,511.99	24,339.88	4,709.01	29,048.89	27,463.10	48.60%
001-518-10-20-00	Personnel Benefits - HR	25,041.76	10,664.32	2,094.55	12,758.87	12,282.89	49.05%
001-518-10-31-00	Operating Supplies - HR Administration	1,100.00	10.75	0.00	10.75	1,089.25	99.02%
001-518-10-31-01	Office Supplies - HR Administration	800.00	439.13	63.05	502.18	297.82	37.23%
001-518-10-31-02	Operating Supplies - HR Wellness	5,000.00	1,319.85	0.00	1,319.85	3,680.15	73.60%
001-518-10-31-04	Operating Supplies - HR Wellness Grant Reimburs	205.00	0.00	0.00	0.00	205.00	100.00%
001-518-10-41-00	Prof. Services - Labor Negotiations	1,000.00	2.40	0.00	2.40	997.60	99.76%
001-518-10-41-01	Professional Services	8,048.00	6,988.73	3.71	6,992.44	1,055.56	13.12%
001-518-10-42-00	Communications - HR	544.00	214.97	0.00	214.97	329.03	60.48%
001-518-10-43-00	Travel	1,600.00	404.04	38.38	442.42	1,157.58	72.35%
001-518-10-48-00	Repairs And Maintenance	750.00	0.00	0.00	0.00	750.00	100.00%
001-518-10-49-00	Miscellaneous	800.00	288.20	0.00	288.20	511.80	63.98%
001-518-10-49-01	Training / Class Registration Fees & Charges	1,400.00	322.60	0.00	322.60	1,077.40	76.96%
001-518-10-49-02	Train/Class Reg Fees & Charge - City-wide Educat	1,500.00	73.14	0.00	73.14	1,426.86	95.12%
001-518-20-10-00	Wages & Overtime	104,546.06	41,489.01	8,713.50	50,202.51	54,343.55	51.98%
001-518-20-20-00	Personnel Benefits	45,749.13	22,406.83	4,511.19	26,918.02	18,831.11	41.16%
001-518-20-31-00	Operating Supplies - Facilities	20,000.00	8,177.54	2,474.61	10,652.15	9,347.85	46.74%
001-518-20-31-01	Office Supplies - Facilities	500.00	26.25	0.00	26.25	473.75	94.75%
001-518-20-35-00	Sm Tools/Minor Equip	10,000.00	316.94	140.35	457.29	9,542.71	95.43%
001-518-20-41-00	Professional Services	500.00	1,306.53	329.09	1,635.62	-1,135.62	-227.12%
001-518-20-42-00	Communication	500.00	377.51	4.90	382.41	117.59	23.52%
001-518-20-43-00	Travel / Training	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
001-518-20-44-01	Advertising	500.00	0.00	0.00	0.00	500.00	100.00%
001-518-20-45-00	Operating Rentals/Leases	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
001-518-20-47-00	Public Utility Services	20,000.00	9,147.38	1,687.94	10,835.32	9,164.68	45.82%
001-518-20-47-01	Utilities - Annex Bldg	6,500.00	4,270.88	410.46	4,681.34	1,818.66	27.98%
001-518-20-48-00	Repairs & Maintenance	15,000.00	7,366.64	267.05	7,633.69	7,366.31	49.11%
001-518-20-48-02	Repairs & Maintenance Annex Bldg	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
001-518-20-49-00	Miscellaneous	750.00	195.88	61.75	257.63	492.37	65.65%
001-518-30-41-00	Professional Services - Janitorial	14,500.00	7,164.00	1,791.00	8,955.00	5,545.00	38.24%
001-518-30-46-00	Insurance	100,079.00	100,855.49	0.00	100,855.49	-776.49	-0.78%
001-521-10-10-00	Wages & Overtime	157,805.59	65,293.70	13,150.05	78,443.75	79,361.84	50.29%
001-521-10-20-00	Personnel Benefits	47,631.70	24,496.06	4,915.27	29,411.33	18,220.37	38.25%
001-521-10-31-00	Operating Supplies - Administration	1,400.00	1,119.01	15.87	1,134.88	265.12	18.94%
001-521-10-31-01	Office Supplies - Administration	500.00	602.34	50.11	652.45	-152.45	-30.49%
001-521-10-35-00	Sm Tools/Minor Equipment	2,500.00	0.00	0.00	0.00	2,500.00	100.00%
001-521-10-41-00	Professional Services	7,000.00	11,496.80	5,700.00	17,196.80	-10,196.80	-145.67%
001-521-10-41-01	Prof Services - Labor Negotiations.	6,500.00	0.00	0.00	0.00	6,500.00	100.00%
001-521-10-41-03	Prof Services - Lexipol Consulting Service	4,000.00	0.00	0.00	0.00	4,000.00	100.00%
001-521-10-42-00	Communication	5,000.00	1,911.07	237.90	2,148.97	2,851.03	57.02%
001-521-10-43-00	Travel	3,000.00	110.00	0.00	110.00	2,890.00	96.33%
001-521-10-44-01	Advertising	500.00	160.00	0.00	160.00	340.00	68.00%
001-521-10-48-00	Repairs & Maintenance	200.00	47.42	0.00	47.42	152.58	76.29%

Detail vs Budget Report

Date Range: 06/01/2024 - 06/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-521-10-49-00	Miscellaneous	2,500.00	1,435.81	0.00	1,435.81	1,064.19	42.57%
001-521-10-49-01	Registrations / Fees Training Classes & Seminars	3,000.00	7.50	0.00	7.50	2,992.50	99.75%
001-521-10-49-02	Miscellaneous - PD Donations	6,700.00	671.28	300.00	971.28	5,728.72	85.50%
001-521-10-49-96	Interfund Rentals O & M	20,000.00	32,613.79	34,350.57	66,964.36	-46,964.36	-234.82%
001-521-19-10-00	Wages Support Serv	137,804.03	52,489.77	10,905.36	63,395.13	74,408.90	54.00%
001-521-19-20-00	Benefits Support Servs	54,090.77	22,517.01	4,591.64	27,108.65	26,982.12	49.88%
001-521-19-20-01	Benefits/Uniforms Support Services	400.00	0.00	0.00	0.00	400.00	100.00%
001-521-19-31-00	Operating Supplies - Support Services	2,400.00	0.00	0.00	0.00	2,400.00	100.00%
001-521-19-31-01	Office Supplies - Support Services	2,500.00	480.03	175.66	655.69	1,844.31	73.77%
001-521-19-35-00	Sm Tools Support Servs	500.00	0.00	0.00	0.00	500.00	100.00%
001-521-19-41-00	Prof Services Support Ser	5,705.00	488.71	101.33	590.04	5,114.96	89.66%
001-521-19-43-00	Travel Support Services	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
001-521-19-44-01	Advertising Support Servs	250.00	0.00	0.00	0.00	250.00	100.00%
001-521-19-45-00	Oper Rentals Support Serv	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
001-521-19-48-00	Repairs/Maint Support Ser	800.00	172.36	0.00	172.36	627.64	78.46%
001-521-19-49-00	Misc. Support Services	200.00	25.00	0.00	25.00	175.00	87.50%
001-521-19-49-01	Registrations / Fees - Training Classes / Seminars	500.00	0.00	0.00	0.00	500.00	100.00%
001-521-19-49-02	WW SSMA New World Records Sys Support	20,000.00	19,261.47	0.00	19,261.47	738.53	3.69%
001-521-21-10-00	Wages Investigation	91,054.53	41,011.30	7,718.44	48,729.74	42,324.79	46.48%
001-521-21-20-00	Benefits - Investigation	29,086.65	14,286.45	2,676.64	16,963.09	12,123.56	41.68%
001-521-21-31-00	Operating Supplies - Investigation	1,500.00	1,160.66	0.00	1,160.66	339.34	22.62%
001-521-21-31-01	Office Supplies - Investigation	800.00	256.00	47.57	303.57	496.43	62.05%
001-521-21-35-00	Sm Tools/Equip Invest	500.00	0.00	0.00	0.00	500.00	100.00%
001-521-21-41-00	Prof Servs Investigation	1,500.00	1,181.37	352.16	1,533.53	-33.53	-2.24%
001-521-21-42-00	Communication Invest.	2,300.00	888.81	0.00	888.81	1,411.19	61.36%
001-521-21-43-00	Travel Investigation	1,000.00	17.23	0.00	17.23	982.77	98.28%
001-521-21-48-00	Repairs/Maint Invest.	75.00	0.57	0.00	0.57	74.43	99.24%
001-521-21-49-00	Misc Investigation	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
001-521-21-49-01	Registration Fees - Training Classes & Seminars	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
001-521-22-10-00	Wages Patrol	1,003,689.13	366,766.13	78,360.31	445,126.44	558,562.69	55.65%
001-521-22-20-00	Benefits Patrol	293,169.78	126,915.57	26,717.67	153,633.24	139,536.54	47.60%
001-521-22-20-01	Benefits Uniforms Patrol	12,000.00	7,151.84	196.34	7,348.18	4,651.82	38.77%
001-521-22-20-03	Patrol Equipment & Clothing Allowance	5,400.00	2,414.22	0.00	2,414.22	2,985.78	55.29%
001-521-22-31-00	Operating Supplies - Patrol	5,000.00	160.14	0.00	160.14	4,839.86	96.80%
001-521-22-31-01	Office Supplies - Patrol	2,200.00	900.05	178.40	1,078.45	1,121.55	50.98%
001-521-22-32-00	Fuel Consumed Patrol	1,000.00	524.66	0.00	524.66	475.34	47.53%
001-521-22-35-00	Sm Tools/Equip Patrol	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
001-521-22-41-00	Prof Services Patrol	3,500.00	759.96	192.00	951.96	2,548.04	72.80%
001-521-22-42-00	Communication Patrol	9,000.00	3,210.90	0.00	3,210.90	5,789.10	64.32%
001-521-22-42-01	Patrol Air Cards - Communication	7,000.00	4,032.49	0.00	4,032.49	2,967.51	42.39%
001-521-22-48-00	Repairs/Maint. Patrol	500.00	253.42	0.00	253.42	246.58	49.32%
001-521-22-49-00	Miscellaneous Patrol	100.00	0.00	0.00	0.00	100.00	100.00%
001-521-22-49-01	Intergov Servs Patrol - Dispatch Charges	259,411.00	130,264.80	132.97	130,397.77	129,013.23	49.73%
001-521-22-49-02	WW PD Support/Maint MDT Software	1,000.00	0.00	0.00	0.00	1,000.00	100.00%

Detail vs Budget Report **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-521-22-49-96	Interfund Rentals O & M	20,000.00	32,613.79	34,350.57	66,964.36	-46,964.36	-234.82%
001-521-23-10-00	Wages Spec Unit	0.00	31,513.57	6,363.30	37,876.87	-37,876.87	0.00%
001-521-23-20-00	Benefits Spec Unit	0.00	11,275.60	2,318.22	13,593.82	-13,593.82	0.00%
001-521-30-10-01	Wages - Drug Task Force	90,153.00	39,060.42	7,804.53	46,864.95	43,288.05	48.02%
001-521-30-20-01	Benefits - Drug Task Force	23,975.08	13,947.79	2,811.72	16,759.51	7,215.57	30.10%
001-521-30-31-00	Operating Supplies - Crime Prevention	100.00	0.00	0.00	0.00	100.00	100.00%
001-521-30-31-01	Office Supplies - Crime Prevention	100.00	0.00	0.00	0.00	100.00	100.00%
001-521-30-49-00	Misc Crime Prevention	100.00	0.00	0.00	0.00	100.00	100.00%
001-521-30-49-06	Registrations/Fees - Training Classes & Seminars	300.00	0.00	0.00	0.00	300.00	100.00%
001-521-40-31-00	Operating Supplies - Training	15,000.00	11,283.02	0.00	11,283.02	3,716.98	24.78%
001-521-40-31-01	Office Supplies - Training	100.00	0.00	0.00	0.00	100.00	100.00%
001-521-40-41-00	Prof Services Training	3,000.00	375.00	75.00	450.00	2,550.00	85.00%
001-521-40-43-00	Travel Training	10,000.00	1,284.50	19.00	1,303.50	8,696.50	86.97%
001-521-40-48-00	Repairs/Maint Training	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
001-521-40-49-01	Registrations/Fees - Training Classes & Seminars	20,000.00	13,440.65	0.00	13,440.65	6,559.35	32.80%
001-521-70-10-00	Wages Traffic	334,563.03	122,255.16	26,119.98	148,375.14	186,187.89	55.65%
001-521-70-10-04	Wages - Hwy Safety CFDA#20.600 Grant Program	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
001-521-70-20-00	Benefits Traffic	97,723.27	42,300.21	8,904.52	51,204.73	46,518.54	47.60%
001-521-70-20-06	BVFF Pension & Disability Payments	180.00	0.00	0.00	0.00	180.00	100.00%
001-521-70-31-00	Operating Supplies - Traffic	250.00	5.66	0.00	5.66	244.34	97.74%
001-521-70-31-01	Office Supplies - Traffic	75.00	300.08	59.46	359.54	-284.54	-379.39%
001-521-70-35-00	Sm Tools Traffic	200.00	0.00	0.00	0.00	200.00	100.00%
001-521-70-35-01	Small Tools DUI Emphasis Funded	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
001-521-70-41-00	Prof Services Traffic	250.00	0.00	0.00	0.00	250.00	100.00%
001-521-70-48-00	Repairs/Maint Traffic	250.00	0.00	0.00	0.00	250.00	100.00%
001-521-70-49-00	Miscellaneous Traffic	100.00	0.00	0.00	0.00	100.00	100.00%
001-521-70-49-96	Interfund Rentals - O & M	20,000.00	32,613.79	34,350.57	66,964.36	-46,964.36	-234.82%
001-522-10-10-00	Wages & Overtime	48,102.80	19,631.93	2,860.19	22,492.12	25,610.68	53.24%
001-522-10-20-00	Personnel Benefits	14,410.57	6,809.73	1,242.39	8,052.12	6,358.45	44.12%
001-522-10-20-01	Other Benefits - Uniforms	300.00	75.18	0.00	75.18	224.82	74.94%
001-522-10-31-00	Operating Supplies - Administration	500.00	481.11	316.42	797.53	-297.53	-59.51%
001-522-10-31-01	Office Supplies - Administration	500.00	99.31	53.61	152.92	347.08	69.42%
001-522-10-35-00	Sm Tools & Minor Equipmnt	250.00	0.00	0.00	0.00	250.00	100.00%
001-522-10-41-00	Prof Serv - Comprehens Analysis Of FD Services	500.00	0.00	0.00	0.00	500.00	100.00%
001-522-10-41-02	Professional Services - Admin	6,000.00	3,135.22	1,233.10	4,368.32	1,631.68	27.19%
001-522-10-42-00	Communication	1,300.00	524.62	61.19	585.81	714.19	54.94%
001-522-10-43-00	Travel	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
001-522-10-44-01	Advertising	500.00	0.00	0.00	0.00	500.00	100.00%
001-522-10-48-00	Repairs & Maintenance	750.00	391.44	167.88	559.32	190.68	25.42%
001-522-10-49-00	Miscellaneous	3,500.00	830.33	61.75	892.08	2,607.92	74.51%
001-522-10-49-01	Registrations/Fees - Training Classes & Seminars	3,000.00	625.25	0.00	625.25	2,374.75	79.16%
001-522-20-10-00	Wages Fire	151,625.99	67,651.35	10,635.77	78,287.12	73,338.87	48.37%
001-522-20-10-01	Stipends (Volunteers)	35,000.00	16,472.39	3,048.44	19,520.83	15,479.17	44.23%
001-522-20-10-02	Wages - Mobilization	0.00	0.00	13,888.22	13,888.22	-13,888.22	0.00%

Detail vs Budget Report **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-522-20-20-00	Benefits Fire	48,801.65	27,048.83	4,804.87	31,853.70	16,947.95	34.73%
001-522-20-20-01	Benefits (Volunteers)	3,700.00	1,562.51	246.48	1,808.99	1,891.01	51.11%
001-522-20-20-02	Benefits - Mobilization	0.00	0.14	2,646.93	2,647.07	-2,647.07	0.00%
001-522-20-20-03	Uniforms - Volunteers	8,000.00	2,087.07	0.00	2,087.07	5,912.93	73.91%
001-522-20-20-04	Uniforms - FT Firefighter	4,000.00	1,193.43	0.00	1,193.43	2,806.57	70.16%
001-522-20-31-00	Operating Supplies - Suppression	3,500.00	10,143.08	198.38	10,341.46	-6,841.46	-195.47%
001-522-20-31-01	Office Supplies - Suppression	300.00	218.51	0.00	218.51	81.49	27.16%
001-522-20-31-02	Fire Mobilization - Protective Equipment	2,000.00	211.50	0.00	211.50	1,788.50	89.43%
001-522-20-31-03	Radios/Pagers - Parts & Supplies	750.00	0.00	0.00	0.00	750.00	100.00%
001-522-20-31-04	Oper Supplies - Vehicles	0.00	1,272.48	0.00	1,272.48	-1,272.48	0.00%
001-522-20-31-05	Wildland Fire - Operating Supplies	0.00	0.00	66.36	66.36	-66.36	0.00%
001-522-20-32-00	Fuel - Suppression	2,000.00	779.63	18.10	797.73	1,202.27	60.11%
001-522-20-32-02	Fire Mobilization - Fuel Consumed	3,000.00	490.54	303.87	794.41	2,205.59	73.52%
001-522-20-35-00	Sm Tools/Equipment	1,000.00	2,301.96	0.00	2,301.96	-1,301.96	-130.20%
001-522-20-35-01	Small Tools Vehicle	500.00	1,505.51	704.37	2,209.88	-1,709.88	-341.98%
001-522-20-35-02	Fire Mobilization - Sm Tools / Equipment	800.00	0.00	0.00	0.00	800.00	100.00%
001-522-20-41-00	Fire Dept Personnel Physicals	3,000.00	282.93	294.00	576.93	2,423.07	80.77%
001-522-20-42-00	Communication - Air Cards For MDTs	2,500.00	1,200.30	0.00	1,200.30	1,299.70	51.99%
001-522-20-48-00	Repairs/Maintenance	4,500.00	330.38	1,412.14	1,742.52	2,757.48	61.28%
001-522-20-48-01	Repairs/Maint Vehicle	0.00	336.97	0.00	336.97	-336.97	0.00%
001-522-20-48-02	Fire Mobilization - Repairs & Maint.	100.00	21.76	5.44	27.20	72.80	72.80%
001-522-20-49-00	Misc Fire	100.00	45.16	0.00	45.16	54.84	54.84%
001-522-20-49-02	Fire Mobilization - Misc. Expense	500.00	0.00	0.00	0.00	500.00	100.00%
001-522-20-49-04	Intergov Services - Dispatch Charges	36,000.00	17,242.50	0.00	17,242.50	18,757.50	52.10%
001-522-20-49-06	BVFF Pension & Disability Payments	1,800.00	1,320.00	0.00	1,320.00	480.00	26.67%
001-522-20-49-96	Interfund Rentals - O & M	15,000.00	14,780.99	5,917.37	20,698.36	-5,698.36	-37.99%
001-522-30-10-00	Wages & OT	43,914.00	17,248.24	3,772.84	21,021.08	22,892.92	52.13%
001-522-30-20-00	Benefits	19,465.47	8,952.62	1,817.17	10,769.79	8,695.68	44.67%
001-522-30-20-01	Other Benefits/Uniforms	300.00	0.00	0.00	0.00	300.00	100.00%
001-522-30-31-00	Operating Supplies - Prevention / Investigation	2,500.00	0.00	0.00	0.00	2,500.00	100.00%
001-522-30-31-01	Office Supplies - Prevention / Investigation	200.00	0.00	0.00	0.00	200.00	100.00%
001-522-30-42-00	Communication	1,000.00	206.24	0.00	206.24	793.76	79.38%
001-522-30-43-00	Travel	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
001-522-30-48-00	Repairs/Maintenance	100.00	0.00	0.00	0.00	100.00	100.00%
001-522-30-49-00	Miscellaneous	750.00	42.59	0.00	42.59	707.41	94.32%
001-522-45-10-00	Wages & OT	63,229.40	31,845.11	5,235.93	37,081.04	26,148.36	41.35%
001-522-45-20-00	Benefits	11,818.64	8,240.01	1,541.17	9,781.18	2,037.46	17.24%
001-522-45-20-03	Uniforms - FT Firefighter	300.00	0.00	0.00	0.00	300.00	100.00%
001-522-45-31-00	Operating Supplies - Training	5,000.00	4,178.57	0.00	4,178.57	821.43	16.43%
001-522-45-31-01	Office Supplies - Training	250.00	5,900.36	0.00	5,900.36	-5,650.36	-2,260.14%
001-522-45-43-00	Travel	10,000.00	37.61	0.00	37.61	9,962.39	99.62%
001-522-45-48-00	Repairs/Maintenance	150.00	0.00	0.00	0.00	150.00	100.00%
001-522-45-49-00	Miscellaneous	2,500.00	485.27	0.00	485.27	2,014.73	80.59%
001-522-45-49-01	Registrations/Fees - Training Classes & Seminars	5,000.00	11,624.24	0.00	11,624.24	-6,624.24	-132.48%

Detail vs Budget Report **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-522-50-31-00	Operating Supplies - Facilities	4,000.00	1,734.82	0.00	1,734.82	2,265.18	56.63%
001-522-50-31-01	Office Supplies - Facilities	100.00	0.00	0.00	0.00	100.00	100.00%
001-522-50-35-00	Small Tools/Equipment	150.00	0.00	0.00	0.00	150.00	100.00%
001-522-50-47-00	Public Utility Services	20,000.00	12,338.57	2,010.68	14,349.25	5,650.75	28.25%
001-522-50-48-00	Repairs/Maintenance	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
001-522-50-49-00	Miscellaneous	150.00	259.10	0.00	259.10	-109.10	-72.73%
001-523-60-41-00	Professional Services	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
001-523-60-49-00	Miscellaneous	150.00	0.00	0.00	0.00	150.00	100.00%
001-523-60-49-01	Intergov Services - Cnty Jail Services	35,000.00	19,799.12	5,823.79	25,622.91	9,377.09	26.79%
001-524-10-10-00	Wages - Bldg Clerical	20,425.06	8,456.52	1,702.40	10,158.92	10,266.14	50.26%
001-524-10-20-00	Benefits - Bldg Clerical	13,404.73	5,654.37	1,127.45	6,781.82	6,622.91	49.41%
001-524-20-10-00	Wages & OT	129,353.39	53,547.87	10,779.50	64,327.37	65,026.02	50.27%
001-524-20-20-00	Benefits	67,512.86	29,330.57	5,880.54	35,211.11	32,301.75	47.85%
001-524-20-31-00	Operating Supplies - Bldg. Inspection	1,200.00	0.00	0.00	0.00	1,200.00	100.00%
001-524-20-31-01	Office Supplies - Bldg. Inspection	500.00	298.18	24.89	323.07	176.93	35.39%
001-524-20-35-00	Sm Tools/Equipment	450.00	0.00	0.00	0.00	450.00	100.00%
001-524-20-41-00	Professional Services	2,000.00	21.11	12.67	33.78	1,966.22	98.31%
001-524-20-41-01	Plan Check Professional Services	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
001-524-20-42-00	Communication	2,893.00	1,205.57	12.24	1,217.81	1,675.19	57.90%
001-524-20-43-00	Travel	4,560.00	0.00	0.00	0.00	4,560.00	100.00%
001-524-20-48-00	Repairs/Maintenance	200.00	58.83	0.00	58.83	141.17	70.59%
001-524-20-49-00	Miscellaneous	400.00	110.00	0.00	110.00	290.00	72.50%
001-524-20-49-01	Training Class Registration Costs - Bldg Dept	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
001-525-60-49-00	Intergov Servs Emergency Management Cnty	9,400.00	25,025.00	0.00	25,025.00	-15,625.00	-166.22%
001-548-68-49-96	INF ER&R From CE O&M Costs	40,000.00	35,168.98	10,063.75	45,232.73	-5,232.73	-13.08%
001-554-30-10-00	Wages Special Enforcement	60,494.91	25,044.00	5,042.00	30,086.00	30,408.91	50.27%
001-554-30-20-00	Benefits	30,683.87	16,054.97	3,189.48	19,244.45	11,439.42	37.28%
001-554-30-20-01	Uniforms	500.00	177.50	0.00	177.50	322.50	64.50%
001-554-30-31-00	Operating Supplies - Special Enforcement	500.00	72.42	12.01	84.43	415.57	83.11%
001-554-30-31-01	Office Supplies - Special Enforcement	300.00	240.02	47.57	287.59	12.41	4.14%
001-554-30-35-00	Sm Tools/Equipment	75.00	119.67	0.00	119.67	-44.67	-59.56%
001-554-30-41-00	Professional Services	10,000.00	5,000.00	2,000.00	7,000.00	3,000.00	30.00%
001-554-30-42-00	Communications - Special Enforcement	1,500.00	595.35	0.00	595.35	904.65	60.31%
001-554-30-43-00	Travel	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
001-554-30-48-00	Repairs/maintenance	20.00	0.00	0.00	0.00	20.00	100.00%
001-554-30-49-00	Miscelleanous	40.00	61.25	0.00	61.25	-21.25	-53.13%
001-554-30-49-01	Registrations/Fees - Training Classes & Seminars	500.00	0.00	0.00	0.00	500.00	100.00%
001-554-30-49-96	Interfund Rentals - O & M	2,300.00	4,259.75	3,484.86	7,744.61	-5,444.61	-236.72%
001-558-50-40-00	State Bldg Code Fee	1,500.00	508.25	0.00	508.25	991.75	66.12%
001-558-60-10-00	Wages & OT	107,916.37	44,567.53	8,993.55	53,561.08	54,355.29	50.37%
001-558-60-20-00	Personnel Benefits	52,229.35	22,333.89	4,502.46	26,836.35	25,393.00	48.62%
001-558-60-31-00	Operating Supplies - Planning	500.00	27.19	30.52	57.71	442.29	88.46%
001-558-60-31-01	Office Supplies - Planning	300.00	292.79	29.37	322.16	-22.16	-7.39%
001-558-60-41-00	Professional Services	100,000.00	24,334.94	6,780.23	31,115.17	68,884.83	68.88%

Detail vs Budget Report **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-558-60-42-00	Communication	1,500.00	648.61	528.69	1,177.30	322.70	21.51%
001-558-60-43-00	Travel	1,400.00	88.87	30.79	119.66	1,280.34	91.45%
001-558-60-44-01	Advertising	2,500.00	855.08	0.00	855.08	1,644.92	65.80%
001-558-60-48-00	Repairs And Maintenance	1,400.00	178.13	0.00	178.13	1,221.87	87.28%
001-558-60-49-00	Miscellaneous	2,000.00	521.51	508.00	1,029.51	970.49	48.52%
001-558-60-49-01	Registrations/Fees - Training Classes & Seminars	600.00	7.75	0.00	7.75	592.25	98.71%
001-558-60-49-02	Intergov Services	5,200.00	0.00	0.00	0.00	5,200.00	100.00%
001-558-70-41-00	Community Development / Planning Prof Servs	10,000.00	649.80	0.00	649.80	9,350.20	93.50%
001-558-70-49-00	Economic Development - Miscellaneous	5,000.00	4,644.95	2,271.44	6,916.39	-1,916.39	-38.33%
001-558-75-41-01	Planning & Development Costs - Pass Thru	15,000.00	600.00	9,635.00	10,235.00	4,765.00	31.77%
001-566-00-49-00	Intergovernmntl Services	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
001-573-90-31-00	Operating Supplies - Community Events	10,000.00	1,098.66	0.00	1,098.66	8,901.34	89.01%
001-573-90-31-01	Office Supplies - Community Events	500.00	0.00	0.00	0.00	500.00	100.00%
001-573-90-35-00	Sm Tools/Minor Equip.	25,000.00	2,616.80	0.00	2,616.80	22,383.20	89.53%
001-573-90-40-02	Farmer's Market Pass-through Payments - SNAP/E	1,400.00	15.00	162.00	177.00	1,223.00	87.36%
001-573-90-40-03	Farmer Market Pass-through Process - State Matc	1,400.00	0.00	116.00	116.00	1,284.00	91.71%
001-573-90-40-05	Farmer Market Pass-through Process - DOH Kid Ca	1,400.00	0.00	116.00	116.00	1,284.00	91.71%
001-573-90-41-00	Professional Services - Community Events	50,000.00	3,893.55	775.00	4,668.55	45,331.45	90.66%
001-573-90-41-02	Professional Services - Blue Mountain United Way	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00%
001-573-90-41-03	Professional Services - Community Grant	0.00	7,678.00	500.00	8,178.00	-8,178.00	0.00%
001-573-90-42-00	Communications - Community Events	1,000.00	406.29	0.00	406.29	593.71	59.37%
001-573-90-44-01	Advertising	10,000.00	25.00	524.00	549.00	9,451.00	94.51%
001-573-90-48-00	Repairs & Maintenance - Community Events	500.00	0.00	0.00	0.00	500.00	100.00%
001-573-90-49-00	Miscellaneous	10,000.00	481.27	732.00	1,213.27	8,786.73	87.87%
001-573-90-49-01	Community Assistance Program	15,000.00	0.00	0.00	0.00	15,000.00	100.00%
001-576-80-10-00	Wages	60,826.03	25,614.63	5,272.68	30,887.31	29,938.72	49.22%
001-576-80-20-00	Benefits	35,008.55	17,769.10	3,601.29	21,370.39	13,638.16	38.96%
001-576-80-20-01	Uniforms / Other Benefits	250.00	205.39	0.00	205.39	44.61	17.84%
001-576-80-31-00	Operating Supplies - Parks	12,000.00	2,752.37	412.17	3,164.54	8,835.46	73.63%
001-576-80-35-00	Sm Tools/Equipment	750.00	357.62	0.00	357.62	392.38	52.32%
001-576-80-41-00	Professional Services	750.00	16,769.42	250.00	17,019.42	-16,269.42	-2,169.26%
001-576-80-42-00	Communication	300.00	0.00	0.00	0.00	300.00	100.00%
001-576-80-45-00	Operating Rentals	300.00	12.40	0.00	12.40	287.60	95.87%
001-576-80-47-00	Utility Services	31,000.00	8,273.83	2,906.31	11,180.14	19,819.86	63.94%
001-576-80-48-00	Repairs/Maintenance	5,000.00	543.50	0.00	543.50	4,456.50	89.13%
001-576-80-49-00	Miscellaneous	5,000.00	24.94	0.00	24.94	4,975.06	99.50%
001-576-80-49-01	Intergov Services	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
001-576-80-49-02	Registration Fees / Training Classes & Seminars	500.00	0.00	0.00	0.00	500.00	100.00%
001-576-81-10-00	Wages & OT	46,968.85	15,837.79	3,873.36	19,711.15	27,257.70	58.03%
001-576-81-20-00	Personnel Benefits	20,617.67	8,619.94	2,209.42	10,829.36	9,788.31	47.48%
001-576-81-20-01	Parks Administration - Uniform	0.00	22.71	0.00	22.71	-22.71	0.00%
001-576-81-31-00	Operating Supplies - Parks Administration	200.00	68.45	0.00	68.45	131.55	65.78%
001-576-81-31-01	Office Supplies - Parks Administration	200.00	87.46	15.91	103.37	96.63	48.32%
001-576-81-42-00	Communication	500.00	166.48	9.78	176.26	323.74	64.75%

Detail vs Budget Report **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-576-81-43-00	Travel	750.00	25.79	0.00	25.79	724.21	96.56%
001-576-81-44-01	Advertising	0.00	540.64	0.00	540.64	-540.64	0.00%
001-576-81-49-00	Miscellaneous	500.00	9.30	0.00	9.30	490.70	98.14%
001-582-10-00-03	Refund Of Fireworks Bonds	100.00	0.00	0.00	0.00	100.00	100.00%
001-589-90-00-00	Other Non-Expenditures	500.00	575.67	267.17	842.84	-342.84	-68.57%
001-589-90-00-04	Travel Account Expenditures	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
001-589-90-00-10	Covid-19 Reimbursement	0.00	4,511.28	2,260.86	6,772.14	-6,772.14	0.00%
001-594-14-64-00	Machinery & Equipment	500.00	0.00	0.00	0.00	500.00	100.00%
001-594-14-64-01	Machinery & Equipment	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
001-594-18-64-16	Machinery And Equipment - HR	250.00	0.00	0.00	0.00	250.00	100.00%
001-594-18-64-19	Machinery/Equipment	302,000.00	0.00	0.00	0.00	302,000.00	100.00%
001-594-21-64-01	Machinery Investigation	8,700.00	0.00	0.00	0.00	8,700.00	100.00%
001-594-21-64-02	Machinery/Equip Patrol	20,000.00	21,319.24	2,703.69	24,022.93	-4,022.93	-20.11%
001-594-21-64-05	WASPC TrafficSafety Grant	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
001-594-21-64-09	Equipment Purchases - Traffic Policing	2,500.00	4,747.73	0.00	4,747.73	-2,247.73	-89.91%
001-594-21-64-10	Machinery & Equipment - Grant Funded	2,500.00	0.00	0.00	0.00	2,500.00	100.00%
001-594-21-64-11	Machinery & Equipment - Support Svcs	4,200.00	0.00	0.00	0.00	4,200.00	100.00%
001-594-21-64-12	Wildhorse Camera Grant	2,000.00	25,001.00	0.00	25,001.00	-23,001.00	-1,150.05%
001-594-21-64-55	Machinery/Equipment - Special Enforcement	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
001-594-22-64-10	Equipment - Radios & Pagers (Fire)	19,500.00	3,864.17	320.61	4,184.78	15,315.22	78.54%
001-594-22-64-20	Machinery/Equipment	20,000.00	8,193.14	0.00	8,193.14	11,806.86	59.03%
001-594-22-64-40	Train Equip/Software/Matls - WSP FF Train Progra	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
001-594-22-64-50	Machinery/Equipment	8,000.00	0.00	0.00	0.00	8,000.00	100.00%
001-594-58-64-01	Machinery & Equipment	300.00	0.00	0.00	0.00	300.00	100.00%
001-594-76-61-00	Land & Land Improvements - Parks	20,000.00	0.00	0.00	0.00	20,000.00	100.00%
001-594-76-63-00	Other Improvements - Parks	100,000.00	19,856.83	7,642.72	27,499.55	72,500.45	72.50%
001-597-00-00-01	Interfund Transfer CE/Sts	700,000.00	285,000.00	100,000.00	385,000.00	315,000.00	45.00%
001-597-00-00-03	Transfers-Out - CE To SCCF #101	0.00	40,000.00	0.00	40,000.00	-40,000.00	0.00%
001-597-00-00-12	Transfer To Technology Reserve Fund	575,000.00	327,750.00	20,000.00	347,750.00	227,250.00	39.52%
001-597-00-00-15	Transfers-Out - CE To Bldg Facility Maint. Reserve	200,000.00	50,000.00	50,000.00	100,000.00	100,000.00	50.00%
001-597-00-00-20	CARS GO Bond Payment - INF To 201 Bond Fun	489,050.00	80,000.00	0.00	80,000.00	409,050.00	83.64%
001-597-00-00-50	Transfer To ER&R For Police Vehicle Purchase	0.00	5,000.00	0.00	5,000.00	-5,000.00	0.00%
001-597-00-00-61	Interfund Transf From CE To Empl Bene Reserv #6	50,000.00	12,500.00	12,500.00	25,000.00	25,000.00	50.00%
001-597-00-04-04	IF Transf To SW Cap For ARPA Exp (CFDA # 21.027)	7,446.00	0.00	0.00	0.00	7,446.00	100.00%
001-597-00-15-21	Transfer To 320 For Equipment Replacement	473,351.00	118,337.75	118,337.75	236,675.50	236,675.50	50.00%
001-597-00-15-24	Transfer To 320 For Equipment Replacement	0.00	50,000.00	0.00	50,000.00	-50,000.00	0.00%
001-597-00-15-26	Transfer To 320 For Equipment Replacement	0.00	81,250.00	81,250.00	162,500.00	-162,500.00	0.00%
001-597-00-15-76	Transfer To 320 For Equipment Replacement	0.00	225,000.00	0.00	225,000.00	-225,000.00	0.00%
	Totals:	**-2,602.59**	**964,071.54**	**142,810.50**	**1,106,882.04**	**-1,109,484.63**	
	Totals:	**-2,602.59**	**964,071.54**	**142,810.50**	**1,106,882.04**	**-1,109,484.63**	
	Totals:	**-2,602.59**	**964,071.54**	**142,810.50**	**1,106,882.04**	**-1,109,484.63**	
	001 - Current Expense Fund Totals:	**-2,602.59**	**964,071.54**	**142,810.50**	**1,106,882.04**	**-1,109,484.63**	

Detail vs Budget Report | **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
005 - Current Expense Reserve Fund							
005-361-10-00-05	Unrealized Gain/Loss	0.00	1,925.63	-1,386.63	539.00	-539.00	0.00%
005-361-11-00-05	Investment Interest	-5,000.00	-5,083.22	-843.65	-5,926.87	926.87	18.54%
005-361-30-00-05	Realized Gain/Loss On Investments	0.00	382.06	0.00	382.06	-382.06	0.00%
005-361-41-00-05	Investment Interest - Purchased	0.00	-144.92	0.00	-144.92	144.92	0.00%
005-514-29-41-05	Banking Service Fees/Charges	20.00	41.72	14.88	56.60	-36.60	-183.00%
	Totals:	**-4,980.00**	**-2,878.73**	**-2,215.40**	**-5,094.13**	**114.13**	
	Totals:	**-4,980.00**	**-2,878.73**	**-2,215.40**	**-5,094.13**	**114.13**	
	Totals:	**-4,980.00**	**-2,878.73**	**-2,215.40**	**-5,094.13**	**114.13**	
	005 - Current Expense Reserve Fund Totals:	**-4,980.00**	**-2,878.73**	**-2,215.40**	**-5,094.13**	**114.13**	
012 - Technology Reserve Fund							
012-361-10-00-20	Unrealized Gain/Loss	0.00	1,617.02	-1,164.40	452.62	-452.62	0.00%
012-361-11-00-20	Interest Earned - Technology Reserve Fund	-4,000.00	-2,239.61	-265.07	-2,504.68	-1,495.32	-37.38%
012-361-30-00-20	Realized Gain/Loss On Investments	0.00	320.83	0.00	320.83	-320.83	0.00%
012-361-41-00-20	Investment Interest - Purchased	0.00	-121.69	0.00	-121.69	121.69	0.00%
012-397-00-00-13	Interfund Transfer CE To Tech Reserve Fund	-575,000.00	-377,750.00	-20,000.00	-397,750.00	-177,250.00	-30.83%
012-514-20-41-00	Professional Financial / Banking Costs	20.00	7.91	1.20	9.11	10.89	54.45%
012-518-88-41-00	Professional Technology Services	89,236.00	22,447.64	0.00	22,447.64	66,788.36	74.84%
012-518-88-41-01	Professional Technology Services-Data Storage	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
012-518-89-10-00	Salaries & Wages	63,901.20	26,498.65	5,170.00	31,668.65	32,232.55	50.44%
012-518-89-20-00	Benefits	40,079.83	16,871.74	3,338.33	20,210.07	19,869.76	49.58%
012-518-89-31-00	Operating Supplies - Data Processing	0.00	1,382.15	0.00	1,382.15	-1,382.15	0.00%
012-518-89-31-01	Office Supplies - Data Processing	500.00	0.00	0.00	0.00	500.00	100.00%
012-518-89-35-00	Sm Tools/Minor Equipment	2,000.00	249.98	0.00	249.98	1,750.02	87.50%
012-518-89-41-00	Professional Services	3,265.00	0.00	0.00	0.00	3,265.00	100.00%
012-518-89-42-00	Communication	3,268.08	1,246.25	200.00	1,446.25	1,821.83	55.75%
012-518-89-43-00	Travel / Training	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
012-518-89-45-00	Operating Rentals/Leases	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
012-518-89-48-00	Repairs & Maintenance	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
012-518-89-49-01	Registration Fees - Training Classes & Seminars	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
012-591-18-75-05	Cap Leases & Installment Purchas - Postage Meter	1,558.00	779.15	0.00	779.15	778.85	49.99%
012-591-21-75-01	Cap Leases & Installment Purchas - Police Dept	43,800.00	42,133.75	0.00	42,133.75	1,666.25	3.80%
012-591-58-75-04	Cap Leases & Installment Purchas - CD Copier Lea	2,805.00	1,263.06	233.96	1,497.02	1,307.98	46.63%
012-594-18-64-00	Machinery / Equipment	600.00	0.00	0.00	0.00	600.00	100.00%
012-594-18-64-01	Machinery & Equipment - Technology	89,204.00	79,936.31	0.00	79,936.31	9,267.69	10.39%
012-594-18-64-02	Machinery & Equipment	34,000.00	0.00	0.00	0.00	34,000.00	100.00%
012-594-18-64-03	Software / Software Update Purchases	304,244.00	187,559.96	8,495.90	196,055.86	108,188.14	35.56%
	Totals:	**108,981.11**	**2,203.10**	**-3,990.08**	**-1,786.98**	**110,768.09**	
	Totals:	**108,981.11**	**2,203.10**	**-3,990.08**	**-1,786.98**	**110,768.09**	
	Totals:	**108,981.11**	**2,203.10**	**-3,990.08**	**-1,786.98**	**110,768.09**	
	012 - Technology Reserve Fund Totals:	**108,981.11**	**2,203.10**	**-3,990.08**	**-1,786.98**	**110,768.09**	

Detail vs Budget Report — **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
061 - Employee Benefit Reserve Fund							
061-361-10-00-61	Unrealized Gain/Loss	0.00	1,630.26	-1,173.95	456.31	-456.31	0.00%
061-361-11-00-61	Investment Interest-Employee Benefit Reserve	-4,000.00	-3,582.49	-499.77	-4,082.26	82.26	2.06%
061-361-30-00-61	Realized Gain/Loss On Investments	0.00	323.46	0.00	323.46	-323.46	0.00%
061-361-41-00-61	Investment Interest - Purchased	0.00	-122.69	0.00	-122.69	122.69	0.00%
061-397-00-00-61	IF Trans From CE Fund To Employe Benefit Resv Fu	-50,000.00	-12,500.00	-12,500.00	-25,000.00	-25,000.00	-50.00%
061-518-10-41-50	Professional Services-Banking Fees	25.00	24.30	6.91	31.21	-6.21	-24.84%
061-518-61-20-01	Postemployment Benefits - Med Exp Reimb LEOFF	100,000.00	47,737.00	12,800.00	60,537.00	39,463.00	39.46%
061-518-61-20-02	Postemployment Benefits - Ins Premiums LEOFF 1	12,450.00	3,875.70	775.14	4,650.84	7,799.16	62.64%
	Totals:	**58,475.00**	**37,385.54**	**-591.67**	**36,793.87**	**21,681.13**	
	Totals:	**58,475.00**	**37,385.54**	**-591.67**	**36,793.87**	**21,681.13**	
	Totals:	**58,475.00**	**37,385.54**	**-591.67**	**36,793.87**	**21,681.13**	
	061 - Employee Benefit Reserve Fund Totals:	**58,475.00**	**37,385.54**	**-591.67**	**36,793.87**	**21,681.13**	
100 - Street Fund							
100-322-40-00-00	Street & Curb Permits	-6,000.00	-4,250.00	-1,200.00	-5,450.00	-550.00	-9.17%
100-334-02-30-01	St Grant From Dept Of Nat Res - Urban Forestry G	0.00	0.00	-19,026.57	-19,026.57	19,026.57	0.00%
100-336-00-71-00	Multimodal Transportation â€“ Cities	-12,812.00	0.00	0.00	0.00	-12,812.00	-100.00%
100-336-00-87-00	Motor Veh Fuel Tax St.	-185,000.00	-56,214.40	-13,718.32	-69,932.72	-115,067.28	-62.20%
100-361-10-00-01	Unrealized Gain/Loss	0.00	815.49	-445.17	370.32	-370.32	0.00%
100-361-11-00-01	Investment Interest	-1,500.00	-1,221.24	-102.67	-1,323.91	-176.09	-11.74%
100-361-30-00-01	Realized Gain/Loss On Investments	0.00	175.70	0.00	175.70	-175.70	0.00%
100-361-41-00-01	Investment Interest - Purchased	0.00	-66.64	0.00	-66.64	66.64	0.00%
100-369-91-00-01	Other Misc. Revenue	0.00	-665.67	0.00	-665.67	665.67	0.00%
100-395-20-00-10	Insurance/Other Compensation For Loss	0.00	0.00	-173.53	-173.53	173.53	0.00%
100-397-00-00-01	Transfer From CE To Sts	-700,000.00	-235,000.00	-100,000.00	-335,000.00	-365,000.00	-52.14%
100-542-30-10-00	Wages & OT	103,502.18	36,144.78	8,609.15	44,753.93	58,748.25	56.76%
100-542-30-20-00	Benefits	50,056.11	20,373.12	5,021.28	25,394.40	24,661.71	49.27%
100-542-30-20-01	Benefits - Uniforms	500.00	592.97	0.00	592.97	-92.97	-18.59%
100-542-30-31-00	Operating Supplies - Traveled Way	25,000.00	6,192.57	2,108.63	8,301.20	16,698.80	66.80%
100-542-30-35-00	Sm Tools/Equipment	1,000.00	490.31	76.17	566.48	433.52	43.35%
100-542-30-41-00	Professional Services	5,000.00	22,117.62	3,649.85	25,767.47	-20,767.47	-415.35%
100-542-30-42-00	Communications	2,500.00	849.68	24.47	874.15	1,625.85	65.03%
100-542-30-43-00	Travel	750.00	5.60	0.00	5.60	744.40	99.25%
100-542-30-45-00	Operating Rentals	10,000.00	0.00	8,482.03	8,482.03	1,517.97	15.18%
100-542-30-48-00	Repairs/Maintenance	15,000.00	6,069.72	0.00	6,069.72	8,930.28	59.54%
100-542-30-49-00	Miscellaneous	500.00	462.66	0.00	462.66	37.34	7.47%
100-542-30-49-96	Interfund Rentals - O & M	50,000.00	8,644.89	5,782.23	14,427.12	35,572.88	71.15%
100-542-63-47-00	Public Util St. Lighting	30,000.00	33,837.74	8,145.67	41,983.41	-11,983.41	-39.94%
100-542-64-10-00	Wages & OT	18,157.81	7,672.24	1,522.20	9,194.44	8,963.37	49.36%
100-542-64-20-00	Benefits	9,522.01	4,185.18	823.48	5,008.66	4,513.35	47.40%
100-542-64-20-01	Benefits - Uniforms	0.00	60.00	0.00	60.00	-60.00	0.00%
100-542-64-31-00	Operating Supplies - Traffic Control Devices	35,000.00	10,848.77	4,754.65	15,603.42	19,396.58	55.42%

Detail vs Budget Report **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100-542-64-35-00	Sm Tools/Equipment	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
100-542-64-47-00	Public Utilities	14,000.00	3,292.53	747.64	4,040.17	9,959.83	71.14%
100-542-64-49-00	Intergovernmntl Services	7,500.00	1,906.18	0.00	1,906.18	5,593.82	74.58%
100-542-64-49-01	Miscellaneous	0.00	12.60	0.00	12.60	-12.60	0.00%
100-542-64-49-96	Interfund Rentals - O & M	14,500.00	4,743.08	1,028.61	5,771.69	8,728.31	60.20%
100-542-66-10-00	Wages & OT	6,052.60	2,557.41	507.40	3,064.81	2,987.79	49.36%
100-542-66-20-00	Benefits	3,174.02	1,395.08	274.48	1,669.56	1,504.46	47.40%
100-542-66-20-01	Benefits - Uniforms	0.00	20.00	0.00	20.00	-20.00	0.00%
100-542-66-31-00	Operating Supplies - Snow & Ice Removal	15,000.00	310.47	0.00	310.47	14,689.53	97.93%
100-542-66-49-00	Miscellaneous	0.00	4.20	0.00	4.20	-4.20	0.00%
100-542-66-49-96	Interfund Rentals - O & M	6,800.00	602.67	165.39	768.06	6,031.94	88.71%
100-542-70-10-00	Wages & OT	6,052.60	2,557.41	507.40	3,064.81	2,987.79	49.36%
100-542-70-20-00	Benefits	3,173.96	1,394.71	274.44	1,669.15	1,504.81	47.41%
100-542-70-20-01	Benefits - Uniforms	200.00	20.00	0.00	20.00	180.00	90.00%
100-542-70-31-00	Operating Supplies - Roadside	7,500.00	5,453.84	2,596.86	8,050.70	-550.70	-7.34%
100-542-70-35-00	Sm Tools/Equipment	500.00	669.94	0.00	669.94	-169.94	-33.99%
100-542-70-48-00	Repairs/Maintenance	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
100-542-70-48-10	Road & Street Repairs & Maintenance - Myra Rd	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
100-542-70-49-00	Intergovernmntl Services	7,800.00	2,192.82	182.65	2,375.47	5,424.53	69.55%
100-542-70-49-01	Miscellaneous	0.00	24.45	0.00	24.45	-24.45	0.00%
100-542-70-49-96	Interfund Rentals - O & M	9,000.00	2,268.73	403.94	2,672.67	6,327.33	70.30%
100-542-90-10-00	Wages & OT	8,635.60	3,574.17	719.55	4,293.72	4,341.88	50.28%
100-542-90-20-00	Benefits	3,605.87	1,511.13	301.57	1,812.70	1,793.17	49.73%
100-543-10-10-00	Wages & OT	60,844.30	23,666.50	4,736.61	28,403.11	32,441.19	53.32%
100-543-10-10-02	Wages - Clerical	1,075.01	445.08	89.60	534.68	540.33	50.26%
100-543-10-20-00	Benefits	20,029.23	9,778.30	1,952.44	11,730.74	8,298.49	41.43%
100-543-10-20-02	Benefits - Clerical	705.52	297.56	59.33	356.89	348.63	49.41%
100-543-10-31-00	Operating Supplies - Administration	2,000.00	1,368.87	0.00	1,368.87	631.13	31.56%
100-543-10-31-01	Office Supplies - Administration	500.00	217.86	42.68	260.54	239.46	47.89%
100-543-10-41-00	Professional Services	1,500.00	703.96	0.33	704.29	795.71	53.05%
100-543-10-42-00	Communication	400.00	300.86	6.35	307.21	92.79	23.20%
100-543-10-43-00	Travel	0.00	753.83	46.90	800.73	-800.73	0.00%
100-543-10-44-01	Advertising	1,500.00	142.95	0.00	142.95	1,357.05	90.47%
100-543-10-47-00	Public Services	2,000.00	1,174.32	25.86	1,200.18	799.82	39.99%
100-543-10-49-00	Miscellanous	1,500.00	287.22	0.00	287.22	1,212.78	80.85%
100-543-30-41-00	Professional Financial / Banking Costs	400.00	-0.31	-0.23	-0.54	400.54	100.14%
100-543-30-43-00	Travel - Training	500.00	0.00	0.00	0.00	500.00	100.00%
100-543-30-46-00	Insurance	37,967.00	38,252.40	0.00	38,252.40	-285.40	-0.75%
100-543-30-49-01	Registrations/Fees - Training Classes & Seminars	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
100-544-20-10-00	Salary / Wages - City Engineer	2,280.00	0.00	0.00	0.00	2,280.00	100.00%
100-544-20-20-00	Benefits - City Engineer	227.00	0.00	0.00	0.00	227.00	100.00%
100-544-20-31-00	Operating Supplies - Engineering	200.00	0.00	0.00	0.00	200.00	100.00%
100-544-20-31-01	Office Supplies - Engineering	200.00	0.00	0.00	0.00	200.00	100.00%
100-544-20-41-00	Professional Services - Engineering	20,000.00	7,666.07	0.92	7,666.99	12,333.01	61.67%

Detail vs Budget Report — **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100-544-20-43-00	Travel Expense - Engineering	200.00	0.00	0.00	0.00	200.00	100.00%
100-544-20-49-00	Miscellaneous - Engineering	150.00	0.00	0.00	0.00	150.00	100.00%
100-544-20-49-01	Training Registration Fees - Engineering	500.00	0.00	0.00	0.00	500.00	100.00%
100-597-00-00-11	Transfer To St Imp Resv.	0.00	30,000.00	0.00	30,000.00	-30,000.00	0.00%
100-597-00-01-00	Transfer To 320 For Equipment Replacement	360,000.00	90,000.00	90,000.00	180,000.00	180,000.00	50.00%
100-597-00-03-12	Inter Fund Transfer - 309	0.00	11,000.00	0.00	11,000.00	-11,000.00	0.00%
	Totals:	**85,348.82**	**112,687.98**	**19,004.27**	**131,692.25**	**-46,343.43**	
	Totals:	**85,348.82**	**112,687.98**	**19,004.27**	**131,692.25**	**-46,343.43**	
	Totals:	**85,348.82**	**112,687.98**	**19,004.27**	**131,692.25**	**-46,343.43**	
	100 - Street Fund Totals:	**85,348.82**	**112,687.98**	**19,004.27**	**131,692.25**	**-46,343.43**	
120 - Criminal Justice Fund							
120-336-06-21-00	C.J. Funds - Regular	-6,750.00	-1,827.41	0.00	-1,827.41	-4,922.59	-72.93%
120-336-06-26-00	C.J. - Municipal Criminal Justice Funding	-13,352.00	-6,434.86	0.00	-6,434.86	-6,917.14	-51.81%
120-361-10-00-12	Unrealized Gain/Loss	0.00	108.36	-78.03	30.33	-30.33	0.00%
120-361-11-00-12	Interest Earned - Criminal Justice	-300.00	-321.58	-54.20	-375.78	75.78	25.26%
120-361-30-00-12	Realized Gain/Loss On Investments	0.00	21.50	0.00	21.50	-21.50	0.00%
120-361-41-00-12	Investment Interest - Purchased	0.00	-8.15	0.00	-8.15	8.15	0.00%
120-521-10-41-02	Banking Service Fees/ Charges - CJ Fund	0.00	1.94	0.94	2.88	-2.88	0.00%
120-521-30-10-12	Salaries & Wages - School Programs Officer	0.00	4,584.43	925.70	5,510.13	-5,510.13	0.00%
120-521-30-20-12	Personnel Benefits - School Programs Officer	0.00	1,640.26	337.23	1,977.49	-1,977.49	0.00%
120-521-30-49-01	Misc Criminal Justice	300.00	18,130.03	0.00	18,130.03	-17,830.03	-5,943.34%
120-591-18-75-02	Cap Leases & Installment Purchas - Police Dept	20,330.00	0.00	0.00	0.00	20,330.00	100.00%
	Totals:	**228.00**	**15,894.52**	**1,131.64**	**17,026.16**	**-16,798.16**	
	Totals:	**228.00**	**15,894.52**	**1,131.64**	**17,026.16**	**-16,798.16**	
	Totals:	**228.00**	**15,894.52**	**1,131.64**	**17,026.16**	**-16,798.16**	
	120 - Criminal Justice Fund Totals:	**228.00**	**15,894.52**	**1,131.64**	**17,026.16**	**-16,798.16**	
121 - Forfeited Proceeds Fund							
121-361-10-00-02	Unrealized Gain/Loss	0.00	8.25	-5.95	2.30	-2.30	0.00%
121-361-11-00-02	Investment Interest	-20.00	-21.77	-3.61	-25.38	5.38	26.90%
121-361-30-00-02	Realized Gain/Loss On Investments	0.00	1.64	0.00	1.64	-1.64	0.00%
121-361-41-00-02	Investment Interest - Purchased	0.00	-0.62	0.00	-0.62	0.62	0.00%
121-514-29-41-21	Bank Service Charges / Costs	0.00	0.06	0.01	0.07	-0.07	0.00%
	Totals:	**-20.00**	**-12.44**	**-9.55**	**-21.99**	**1.99**	
	Totals:	**-20.00**	**-12.44**	**-9.55**	**-21.99**	**1.99**	
	Totals:	**-20.00**	**-12.44**	**-9.55**	**-21.99**	**1.99**	
	121 - Forfeited Proceeds Fund Totals:	**-20.00**	**-12.44**	**-9.55**	**-21.99**	**1.99**	
130 - Hotel/Motel Tax							
130-313-31-00-01	Hotel/Motel Lodging	-20,000.00	-5,032.88	-2,863.10	-7,895.98	-12,104.02	-60.52%
130-313-31-00-02	Transient Rental	-20,000.00	-5,117.19	-2,922.39	-8,039.58	-11,960.42	-59.80%
130-361-10-00-30	Unrealized Gain/Loss	0.00	286.76	-206.49	80.27	-80.27	0.00%

Detail vs Budget Report **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
130-361-11-01-30	Investment Interest	-500.00	-941.59	-181.33	-1,122.92	622.92	124.58%
130-361-30-00-30	Realized Gain/Loss On Investments	0.00	56.89	0.00	56.89	-56.89	0.00%
130-361-41-00-30	Investment Interest - Purchased	0.00	-21.58	0.00	-21.58	21.58	0.00%
130-557-30-41-30	Professional Financial / Banking Costs	3.00	8.55	3.62	12.17	-9.17	-305.67%
130-557-30-44-30	Tourism Advertising	1,900.00	1,530.00	0.00	1,530.00	370.00	19.47%
130-557-30-49-01	Contributions To Other Agencies - Miscellaneous	22,500.00	0.00	0.00	0.00	22,500.00	100.00%
130-557-30-49-30	City Event Entertainment	14,000.00	0.00	3,800.00	3,800.00	10,200.00	72.86%
	Totals:	**-2,097.00**	**-9,231.04**	**-2,369.69**	**-11,600.73**	**9,503.73**	
	Totals:	**-2,097.00**	**-9,231.04**	**-2,369.69**	**-11,600.73**	**9,503.73**	
	Totals:	**-2,097.00**	**-9,231.04**	**-2,369.69**	**-11,600.73**	**9,503.73**	
	130 - Hotel/Motel Tax Totals:	**-2,097.00**	**-9,231.04**	**-2,369.69**	**-11,600.73**	**9,503.73**	
201 - ULTGO Bond Fund							
201-361-11-00-21	Investment Interest	-500.00	78.96	-24.49	54.47	-554.47	-110.89%
201-397-00-00-21	Transfer CE To ULTGO 201	-489,050.00	-80,000.00	0.00	-80,000.00	-409,050.00	-83.64%
201-514-29-41-01	Banking Service Fees/Charges - ULTGO Bond Fund	0.00	-3.22	27.14	23.92	-23.92	0.00%
201-591-95-71-01	Principle UTGO 2014 Issue (CARS)	330,000.00	0.00	0.00	0.00	330,000.00	100.00%
201-592-95-83-01	Interest UTGO 2014 Issue (CARS)	159,150.00	79,575.00	0.00	79,575.00	79,575.00	50.00%
201-592-95-83-02	Other Debt Service Costs (CARS)	300.00	350.00	0.00	350.00	-50.00	-16.67%
	Totals:	**-100.00**	**0.74**	**2.65**	**3.39**	**-103.39**	
	Totals:	**-100.00**	**0.74**	**2.65**	**3.39**	**-103.39**	
	Totals:	**-100.00**	**0.74**	**2.65**	**3.39**	**-103.39**	
	201 - ULTGO Bond Fund Totals:	**-100.00**	**0.74**	**2.65**	**3.39**	**-103.39**	
240 - Local Improvement District Fund							
240-595-69-63-00	Capital Exp Other	0.00	0.00	220,994.56	220,994.56	-220,994.56	0.00%
	Totals:	**0.00**	**0.00**	**220,994.56**	**220,994.56**	**-220,994.56**	**0.00%**
	Totals:	**0.00**	**0.00**	**220,994.56**	**220,994.56**	**-220,994.56**	**0.00%**
	Totals:	**0.00**	**0.00**	**220,994.56**	**220,994.56**	**-220,994.56**	**0.00%**
	240 - Local Improvement District Fund Totals:	**0.00**	**0.00**	**220,994.56**	**220,994.56**	**-220,994.56**	**0.00%**
301 - Street Capital Contribution Fund							
301-345-89-01-23	Street Capital Developer Contributions	-380,828.00	0.00	0.00	0.00	-380,828.00	-100.00%
301-361-11-00-03	Investment Interest	-10.00	-4.16	-1.41	-5.57	-4.43	-44.30%
301-397-00-00-03	Interfund Transfers - CE To SCCF #101	0.00	-40,000.00	0.00	-40,000.00	40,000.00	0.00%
301-597-00-01-01	Interfund Transfer For CARS Signalization	40,000.00	40,000.00	0.00	40,000.00	0.00	0.00%
301-597-00-03-11	Interfund Transfer To Street Improvement Fund	320,828.00	0.00	0.00	0.00	320,828.00	100.00%
	Totals:	**-20,010.00**	**-4.16**	**-1.41**	**-5.57**	**-20,004.43**	
	Totals:	**-20,010.00**	**-4.16**	**-1.41**	**-5.57**	**-20,004.43**	
	Totals:	**-20,010.00**	**-4.16**	**-1.41**	**-5.57**	**-20,004.43**	
	301 - Street Capital Contribution Fund Totals:	**-20,010.00**	**-4.16**	**-1.41**	**-5.57**	**-20,004.43**	

Detail vs Budget Report **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
305 - Capital Improvement Fund (REET)							
305-318-34-00-00	Real Estate Excise Tax Local	-230,000.00	-77,906.24	-18,958.00	-96,864.24	-133,135.76	-57.89%
305-361-10-00-35	Unrealized Gain/Loss	0.00	2,266.23	-1,631.89	634.34	-634.34	0.00%
305-361-11-00-35	Investment Interest	-4,000.00	-6,528.44	-1,194.52	-7,722.96	3,722.96	93.07%
305-361-30-00-35	Realized Gain/Loss On Investments	0.00	449.63	0.00	449.63	-449.63	0.00%
305-361-41-00-35	Investment Interest - Purchased	0.00	-170.55	0.00	-170.55	170.55	0.00%
305-367-00-00-01	Contrib And Donations From Nongovernmental Se	-219,656.00	0.00	0.00	0.00	-219,656.00	-100.00%
305-514-20-41-35	Professional Financial / Banking Costs	35.00	57.19	23.12	80.31	-45.31	-129.46%
305-594-42-63-00	Street And Path Projects	849,066.15	0.00	0.00	0.00	849,066.15	100.00%
305-594-42-65-02	Chipsealing / Walla Walla Cnty PW	100,000.00	0.00	0.00	0.00	100,000.00	100.00%
305-595-10-63-00	Professional Services - Engineering Services	60,000.00	0.00	0.00	0.00	60,000.00	100.00%
	Totals:	**555,445.15**	**-81,832.18**	**-21,761.29**	**-103,593.47**	**659,038.62**	
	Totals:	**555,445.15**	**-81,832.18**	**-21,761.29**	**-103,593.47**	**659,038.62**	
	Totals:	**555,445.15**	**-81,832.18**	**-21,761.29**	**-103,593.47**	**659,038.62**	
	305 - Capital Improvement Fund (REET) Totals:	**555,445.15**	**-81,832.18**	**-21,761.29**	**-103,593.47**	**659,038.62**	
306 - Capital Improvement Fund (REET 2)							
306-318-35-00-00	REET 2 - Second Quarter Percent	-230,000.00	0.00	0.00	0.00	-230,000.00	-100.00%
306-331-11-00-00	Fed Direct Grant From The Department Of Comm	-512,735.90	0.00	0.00	0.00	-512,735.90	-100.00%
306-334-02-70-01	Rec And Conservation Office Grant - Lions' Park	-1,349,550.00	-54,781.30	0.00	-54,781.30	-1,294,768.70	-95.94%
306-334-03-10-09	State Direct/Indirect Grant From Dept Of Ecology	-866,150.00	-59,985.99	0.00	-59,985.99	-806,164.01	-93.07%
306-361-10-00-36	Unrealized Gain/Loss	0.00	5,105.70	-3,676.56	1,429.14	-1,429.14	0.00%
306-361-11-00-36	Investment Interest	-10,000.00	-11,898.10	-1,418.87	-13,316.97	3,316.97	33.17%
306-361-30-00-36	Realized Gain/Loss On Investments	0.00	1,013.00	0.00	1,013.00	-1,013.00	0.00%
306-361-41-00-36	Investment Interest - Purchased	0.00	-384.23	0.00	-384.23	384.23	0.00%
306-367-00-03-06	Local Grants - Lions Park Renovation	-1,025,471.80	0.00	0.00	0.00	-1,025,471.80	-100.00%
306-367-11-00-06	Contr/Donations - Private	-1,009,283.08	0.00	0.00	0.00	-1,009,283.08	-100.00%
306-514-20-41-36	Professional Financial / Banking Costs	0.00	79.16	19.13	98.29	-98.29	0.00%
306-594-76-63-04	Other Improvements - Parks REET II	0.00	285,613.42	0.00	285,613.42	-285,613.42	0.00%
306-595-30-63-36	Other Capital Improvements - REET 2	3,720,000.00	4,119.64	20,308.85	24,428.49	3,695,571.51	99.34%
306-595-30-63-37	Other Capital Improvements - Grant Reimbursed	2,280,000.00	194,178.12	0.00	194,178.12	2,085,821.88	91.48%
	Totals:	**996,809.22**	**363,059.42**	**15,232.55**	**378,291.97**	**618,517.25**	
	Totals:	**996,809.22**	**363,059.42**	**15,232.55**	**378,291.97**	**618,517.25**	
	Totals:	**996,809.22**	**363,059.42**	**15,232.55**	**378,291.97**	**618,517.25**	
	306 - Capital Improvement Fund (REET 2) Totals:	**996,809.22**	**363,059.42**	**15,232.55**	**378,291.97**	**618,517.25**	
309 - CDBG Projects Fund							
309-333-14-00-00	Fed Ind Grt Fr Dept Of Hous/Urb Dev-Sidewalk-CD	-309,400.00	0.00	0.00	0.00	-309,400.00	-100.00%
309-333-14-00-01	Fed Ind Grt Fr Dept Of Hous/Urb Dev-Microbusn-	-15,000.00	0.00	0.00	0.00	-15,000.00	-100.00%
309-361-10-00-09	Unrealized Gain/Loss	0.00	0.12	-0.08	0.04	-0.04	0.00%
309-361-11-00-09	Investment Interest - CDBG Project Fund	0.00	-0.17	-0.02	-0.19	0.19	0.00%
309-361-41-00-09	Investment Interest - Puchased	0.00	-0.01	0.00	-0.01	0.01	0.00%
309-397-00-03-12	Interfund Transfer Streets	0.00	-11,000.00	0.00	-11,000.00	11,000.00	0.00%

Detail vs Budget Report **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
309-558-70-40-00	Economic Dev - Microbusiness Assistance Progra	15,000.00	0.00	0.00	0.00	15,000.00	100.00%
309-595-61-63-00	Capital Expenditures/Expenses - Sidewalks	309,400.00	9,894.20	655.00	10,549.20	298,850.80	96.59%
	Totals:	**0.00**	**-1,105.86**	**654.90**	**-450.96**	**450.96**	
	Totals:	**0.00**	**-1,105.86**	**654.90**	**-450.96**	**450.96**	
	Totals:	**0.00**	**-1,105.86**	**654.90**	**-450.96**	**450.96**	
	309 - CDBG Projects Fund Totals:	**0.00**	**-1,105.86**	**654.90**	**-450.96**	**450.96**	
311 - Street Improvement Fund							
311-331-20-00-00	Fed Dir Grt From The Dept Of Transportation.	-750,000.00	0.00	0.00	0.00	-750,000.00	-100.00%
311-331-97-00-02	Fed Dir Grant From The Dept Of Homeland Securit	-8,500.00	0.00	0.00	0.00	-8,500.00	-100.00%
311-334-00-10-11	State Grant From Legislature	-214,687.84	0.00	0.00	0.00	-214,687.84	-100.00%
311-334-03-80-06	TIB C Street Grant	-50,000.00	0.00	0.00	0.00	-50,000.00	-100.00%
311-334-03-80-08	TIB Overlay Grants	-688,088.00	0.00	0.00	0.00	-688,088.00	-100.00%
311-361-10-00-11	Unrealized Gain/Loss	0.00	493.16	-781.31	-288.15	288.15	0.00%
311-361-11-00-11	Investment Interest St. Improvement Fund	-500.00	-491.17	-154.16	-645.33	145.33	29.07%
311-361-30-00-11	Realized Gain/Loss On Investments	0.00	56.15	0.00	56.15	-56.15	0.00%
311-361-41-00-11	Investment Interest - Purchased	0.00	-21.30	0.00	-21.30	21.30	0.00%
311-367-00-03-11	Pacific Power Grant	-3,400.00	0.00	0.00	0.00	-3,400.00	-100.00%
311-397-00-00-11	Transfer From Streets > St Res	0.00	-30,000.00	0.00	-30,000.00	30,000.00	0.00%
311-397-00-00-37	Interfund Transfer - 350 to 311	-381,000.00	0.00	0.00	0.00	-381,000.00	-100.00%
311-397-00-00-38	Interfund Transfer - 360 to 311	-4,090,032.00	0.00	0.00	0.00	-4,090,032.00	-100.00%
311-397-00-03-11	IF Transfer From Street Cap Devr Contribs Fund	-320,828.00	0.00	0.00	0.00	-320,828.00	-100.00%
311-397-00-03-30	Transfer From Economic Development Fund	0.00	-220,000.00	0.00	-220,000.00	220,000.00	0.00%
311-543-30-41-11	Professional Financial / Banking Costs	25.00	3.90	1.33	5.23	19.77	79.08%
311-595-30-63-12	Roads/Streets Const & Other Infrast-St Improv Fu	11,900.00	3,271.99	47.15	3,319.14	8,580.86	72.11%
311-595-30-63-20	Street Fund Capital Project Roadways	5,345,176.00	122,808.89	89,075.90	211,884.79	5,133,291.21	96.04%
311-595-30-63-21	Street Fund Cap Proj Roadways - TIB Grant Portio	1,069,088.00	32,252.55	0.00	32,252.55	1,036,835.45	96.98%
311-597-00-00-39	Interfund Account - St Imp Fund	0.00	10,650.40	0.00	10,650.40	-10,650.40	0.00%
	Totals:	**-80,846.84**	**-80,975.43**	**88,188.91**	**7,213.48**	**-88,060.32**	
	Totals:	**-80,846.84**	**-80,975.43**	**88,188.91**	**7,213.48**	**-88,060.32**	
	Totals:	**-80,846.84**	**-80,975.43**	**88,188.91**	**7,213.48**	**-88,060.32**	
	311 - Street Improvement Fund Totals:	**-80,846.84**	**-80,975.43**	**88,188.91**	**7,213.48**	**-88,060.32**	
315 - Facility Maintenance Reserve Fund (CE)							
315-334-04-20-15	Department Of Commerce Energy Efficiency Grant	-20,000.00	0.00	0.00	0.00	-20,000.00	-100.00%
315-361-10-00-15	Unrealized Gain/Loss	0.00	3,595.45	-2,825.82	769.63	-769.63	0.00%
315-361-11-00-15	Investment Interest- Facility Maint Resv Fund	-5,000.00	-8,073.19	-1,223.00	-9,296.19	4,296.19	85.92%
315-361-30-00-15	Realized Gain/Loss On Investments	0.00	690.20	0.00	690.20	-690.20	0.00%
315-361-41-00-15	Investment Interest - Purchased	0.00	-261.79	0.00	-261.79	261.79	0.00%
315-391-20-04-12	Revenue Bond Proceeds	-2,000,000.00	0.00	0.00	0.00	-2,000,000.00	-100.00%
315-397-00-00-15	Operating Transfer From CE To Bldg Fac Reserve	-200,000.00	-50,000.00	-50,000.00	-100,000.00	-100,000.00	-50.00%
315-514-20-41-15	Financial Services / Fees & Charges	100.00	59.82	18.21	78.03	21.97	21.97%
315-594-18-62-16	Cap Expend/Expense - Bdgs & Structures (Grt Fun	64,900.00	65,000.00	0.00	65,000.00	-100.00	-0.15%

Detail vs Budget Report **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
315-594-18-62-17	Capital Expenditures/Expenses - Bdgs & Structure	2,105,944.00	97,527.10	7,133.40	104,660.50	2,001,283.50	95.03%
315-594-18-63-15	Capital Expenditures/Expenses - Other Imprvmts	94,400.00	0.00	0.00	0.00	94,400.00	100.00%
315-594-18-64-15	Capital Expenditures/Expenses - Equip/Furnishing	34,458.00	3,321.13	0.00	3,321.13	31,136.87	90.36%
	Totals:	**74,802.00**	**111,858.72**	**-46,897.21**	**64,961.51**	**9,840.49**	
	Totals:	**74,802.00**	**111,858.72**	**-46,897.21**	**64,961.51**	**9,840.49**	
	Totals:	**74,802.00**	**111,858.72**	**-46,897.21**	**64,961.51**	**9,840.49**	
	315 - Facility Maintenance Reserve Fund (CE) Totals:	**74,802.00**	**111,858.72**	**-46,897.21**	**64,961.51**	**9,840.49**	
320 - Equipment Reserve Fund							
320-361-10-00-04	Unrealized Gain/Loss	0.00	2,253.64	-2,520.61	-266.97	266.97	0.00%
320-361-11-00-04	Investment Interest	-2,500.00	-2,713.38	-578.44	-3,291.82	791.82	31.67%
320-361-30-00-04	Realized Gain/Loss On Investments	-1,050.00	359.31	0.00	359.31	-1,409.31	-134.22%
320-361-41-00-04	Investment Interest - Purchased	0.00	-136.29	0.00	-136.29	136.29	0.00%
320-397-00-01-00	Transfer From Streets For Equipment Replacemen	-360,000.00	-90,000.00	-90,000.00	-180,000.00	-180,000.00	-50.00%
320-397-00-15-21	Transfer From PD For Equipment Replacement	-473,351.00	-118,337.75	-118,337.75	-236,675.50	-236,675.50	-50.00%
320-397-00-15-24	Transfer From Bldg/Facilities For Equip Replace	0.00	-275,000.00	0.00	-275,000.00	275,000.00	0.00%
320-397-00-15-26	Transfer From EMS For Equipment Replacement	-325,000.00	-81,250.00	-81,250.00	-162,500.00	-162,500.00	-50.00%
320-514-89-41-20	Professional Financial / Banking Costs	33.00	-5.33	0.79	-4.54	37.54	113.76%
320-591-21-75-03	Capital Leases & Installment Purchases - PD	185,351.00	10,956.73	0.00	10,956.73	174,394.27	94.09%
320-594-21-64-32	Vehicles/Equip Police Department	217,000.00	222,478.98	7,073.11	229,552.09	-12,552.09	-5.78%
320-594-22-64-27	Vehicles/Equip EMS	325,000.00	1,445.60	67,041.74	68,487.34	256,512.66	78.93%
320-594-22-64-31	Vehicles/Equip Fire Department	0.00	1,557.85	0.00	1,557.85	-1,557.85	0.00%
320-594-22-64-32	Vehicles/Equip Fire Department Mobilization	0.00	850.35	0.00	850.35	-850.35	0.00%
320-594-42-64-32	Vehicles/Equip Streets	360,000.00	48,543.10	8,037.22	56,580.32	303,419.68	84.28%
320-594-48-64-03	Capital Expenditures/Expenses - Machinery & Equ	0.00	133,040.40	0.00	133,040.40	-133,040.40	0.00%
320-597-00-00-00	Transfer to CE from 320	75,000.00	0.00	0.00	0.00	75,000.00	100.00%
	Totals:	**483.00**	**-145,956.79**	**-210,533.94**	**-356,490.73**	**356,973.73**	
	Totals:	**483.00**	**-145,956.79**	**-210,533.94**	**-356,490.73**	**356,973.73**	
	Totals:	**483.00**	**-145,956.79**	**-210,533.94**	**-356,490.73**	**356,973.73**	
	320 - Equipment Reserve Fund Totals:	**483.00**	**-145,956.79**	**-210,533.94**	**-356,490.73**	**356,973.73**	
330 - Economic Development Fund							
330-361-11-00-30	Interest Earned Economic Development	-375.00	-4,541.19	-1,650.16	-6,191.35	5,816.35	1,551.03%
330-397-00-01-01	Interfund Transfer For Signalization	-40,000.00	-40,000.00	0.00	-40,000.00	0.00	0.00%
330-397-00-41-33	Transfer From Wastewater Fund To Econ Dev Fund	0.00	-130,000.00	0.00	-130,000.00	130,000.00	0.00%
330-514-29-41-33	Banking Service Fees/Charges - Econ Dev Fund	0.00	36.12	12.00	48.12	-48.12	0.00%
330-595-10-63-01	Engineering Services	0.00	0.00	7,500.00	7,500.00	-7,500.00	0.00%
330-595-20-63-03	ROW Acquisition	40,000.00	0.00	0.00	0.00	40,000.00	100.00%
330-597-00-03-30	Transfer To Street Improvement Fund	0.00	220,000.00	0.00	220,000.00	-220,000.00	0.00%
	Totals:	**-375.00**	**45,494.93**	**5,861.84**	**51,356.77**	**-51,731.77**	
	Totals:	**-375.00**	**45,494.93**	**5,861.84**	**51,356.77**	**-51,731.77**	
	Totals:	**-375.00**	**45,494.93**	**5,861.84**	**51,356.77**	**-51,731.77**	

Detail vs Budget Report **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
	330 - Economic Development Fund Totals:	**-375.00**	**45,494.93**	**5,861.84**	**51,356.77**	**-51,731.77**	
340 - Economic Development Reserve Fund							
340-361-11-00-32	Interest Earned - Econ Development Reserve Fund	0.00	-0.57	-0.14	-0.71	0.71	0.00%
	Totals:	**0.00**	**-0.57**	**-0.14**	**-0.71**	**0.71**	**0.00%**
	Totals:	**0.00**	**-0.57**	**-0.14**	**-0.71**	**0.71**	**0.00%**
	Totals:	**0.00**	**-0.57**	**-0.14**	**-0.71**	**0.71**	**0.00%**
	340 - Economic Development Reserve Fund Totals:	**0.00**	**-0.57**	**-0.14**	**-0.71**	**0.71**	**0.00%**
350 - Tax Benefit District Construction Fund							
350-313-21-00-00	Sales Tax - TBD	-381,000.00	0.00	0.00	0.00	-381,000.00	-100.00%
350-313-21-00-01	Public Transportation Tax	0.00	0.00	-54.54	-54.54	54.54	0.00%
350-397-00-00-39	Interfund Transfer - 311 to 350	0.00	-10,650.40	0.00	-10,650.40	10,650.40	0.00%
350-597-00-00-37	Interfund Transfer 350 to 311	381,000.00	0.00	0.00	0.00	381,000.00	100.00%
	Totals:	**0.00**	**-10,650.40**	**-54.54**	**-10,704.94**	**10,704.94**	
	Totals:	**0.00**	**-10,650.40**	**-54.54**	**-10,704.94**	**10,704.94**	
	Totals:	**0.00**	**-10,650.40**	**-54.54**	**-10,704.94**	**10,704.94**	
	350 - Tax Benefit District Construction Fund Totals:	**0.00**	**-10,650.40**	**-54.54**	**-10,704.94**	**10,704.94**	
360 - Tax Increment Financing Construction Fund							
360-391-10-00-04	Revenue Bond Proceeds - TIF	-4,090,032.00	0.00	0.00	0.00	-4,090,032.00	-100.00%
360-597-00-00-38	Interfund Transfer - 360 to 311	4,090,032.00	0.00	0.00	0.00	4,090,032.00	100.00%
	Totals:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
	Totals:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
	Totals:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
	360 - Tax Increment Financing Construction Fund Totals:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
400 - Water Fund							
400-341-70-00-00	Sale Of Merchandise	-10,000.00	0.00	0.00	0.00	-10,000.00	-100.00%
400-343-40-00-00	Water Sales	-1,648,846.00	-519,903.08	-137,749.79	-657,652.87	-991,193.13	-60.11%
400-343-40-00-01	Water Sales - Irrigation Only	0.00	-29.70	0.00	-29.70	29.70	0.00%
400-343-40-00-02	Water Charges For Utility Tax	-291,445.00	-106,312.47	-24,992.33	-131,304.80	-160,140.20	-54.95%
400-343-40-01-70	Misc Util Fees/Activation Fees	-8,214.00	-83.25	-9.00	-92.25	-8,121.75	-98.88%
400-343-40-01-85	Water - Sale Of Materials & Services	-15,103.00	-7,754.28	-4,171.96	-11,926.24	-3,176.76	-21.03%
400-343-40-01-99	Utility Balance on SBX Conversion	0.00	-11,852.00	-225.00	-12,077.00	12,077.00	0.00%
400-359-90-00-40	Penalty/Late Fee	-20,000.00	-9,917.95	-1,975.38	-11,893.33	-8,106.67	-40.53%
400-361-10-00-40	Unrealized Gain/Loss	0.00	966.20	-575.71	390.49	-390.49	0.00%
400-361-11-00-40	Investment Interest	-10,000.00	-2,061.07	-202.70	-2,263.77	-7,736.23	-77.36%
400-361-30-00-40	Realized Gain/Loss On Investments	0.00	203.28	0.00	203.28	-203.28	0.00%
400-361-41-00-40	Investment Interest - Purchased	0.00	-77.10	0.00	-77.10	77.10	0.00%
400-362-00-00-01	Water - Hydrant Meter & Backflow Rental Fees	-1,081.00	-667.00	-30.00	-697.00	-384.00	-35.52%
400-362-00-50-40	Rental Charges / Fees	-23,000.00	-9,125.25	-1,825.05	-10,950.30	-12,049.70	-52.39%
400-369-10-00-06	Sale Of Surplus - Water	-5,512.00	0.00	0.00	0.00	-5,512.00	-100.00%

Detail vs Budget Report

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Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
400-369-91-00-40	Other Misc. Revenues	0.00	188.52	-188.52	0.00	0.00	0.00%
400-382-10-00-01	Water - Hydrant Meter DEPOSIT	-2,000.00	-1,030.00	-500.00	-1,530.00	-470.00	-23.50%
400-397-00-00-32	Interfund Transfer Fund 431 To Fund 400	-285,000.00	0.00	0.00	0.00	-285,000.00	-100.00%
400-534-10-10-00	Wages & OT	107,125.32	43,733.56	8,801.36	52,534.92	54,590.40	50.96%
400-534-10-20-00	Benefits	36,984.42	17,731.13	3,542.51	21,273.64	15,710.78	42.48%
400-534-10-31-00	Operating Supplies - Administration	500.00	180.18	6.17	186.35	313.65	62.73%
400-534-10-31-01	Office Supplies - Administration	650.00	1,506.24	112.93	1,619.17	-969.17	-149.10%
400-534-10-35-00	Small Tools/Equipment	500.00	1,093.34	18.46	1,111.80	-611.80	-122.36%
400-534-10-41-00	Professional Service	42,000.00	14,217.89	2,661.20	16,879.09	25,120.91	59.81%
400-534-10-42-00	Communication	4,000.00	1,850.90	496.05	2,346.95	1,653.05	41.33%
400-534-10-43-00	Travel	4,000.00	2,116.89	40.36	2,157.25	1,842.75	46.07%
400-534-10-44-00	External Taxes	115,000.00	47,035.27	9,818.25	56,853.52	58,146.48	50.56%
400-534-10-44-01	Advertising	1,000.00	857.87	0.00	857.87	142.13	14.21%
400-534-10-44-02	Utility Tax	290,000.00	106,312.47	24,992.33	131,304.80	158,695.20	54.72%
400-534-10-46-00	Insurance	78,160.00	78,776.31	0.00	78,776.31	-616.31	-0.79%
400-534-10-49-00	Miscellaneous	6,500.00	8,893.01	61.75	8,954.76	-2,454.76	-37.77%
400-534-10-49-01	Registrations/Fees - Training Classes & Seminars	3,500.00	2,047.80	656.00	2,703.80	796.20	22.75%
400-534-20-10-00	Salaries & Wages	26,780.43	11,085.36	2,231.76	13,317.12	13,463.31	50.27%
400-534-20-20-00	Benefits	12,826.02	5,354.28	1,071.00	6,425.28	6,400.74	49.90%
400-534-20-49-00	Miscellaneous	0.00	208.00	0.00	208.00	-208.00	0.00%
400-534-27-10-00	Water Utilities - Salaries & Wages	108,135.69	43,081.16	8,675.14	51,756.30	56,379.39	52.14%
400-534-27-20-00	Water Utilities - Personnel Benefits	40,936.28	19,770.56	4,247.48	24,018.04	16,918.24	41.33%
400-534-27-31-00	Water Utilities - Operating Supplies	1,500.00	107.16	0.00	107.16	1,392.84	92.86%
400-534-27-31-01	Water Utilities - Office Supplies	3,000.00	467.54	140.74	608.28	2,391.72	79.72%
400-534-27-35-00	Water Utilities - Small Tools And Minor Equipment	200.00	0.00	0.00	0.00	200.00	100.00%
400-534-27-41-00	Water Utilities - Professional Services	22,704.00	14,730.09	4,038.53	18,768.62	3,935.38	17.33%
400-534-27-42-00	Water Utilities - Communications	5,000.00	1,447.14	181.82	1,628.96	3,371.04	67.42%
400-534-27-43-00	Water Utilities - Travel	400.00	75.38	64.19	139.57	260.43	65.11%
400-534-27-48-00	Water Utilities - Repairs & Maintenance	300.00	64.88	0.00	64.88	235.12	78.37%
400-534-27-49-00	Water Utilities - Miscellaneous	300.00	20.25	0.00	20.25	279.75	93.25%
400-534-27-49-01	Water Utilities - Reg/Fees - Trainings & Seminars	500.00	433.06	0.00	433.06	66.94	13.39%
400-534-50-10-00	Wages & OT	372,646.82	112,136.88	25,408.00	137,544.88	235,101.94	63.09%
400-534-50-20-00	Benefits	184,910.27	63,339.59	14,940.21	78,279.80	106,630.47	57.67%
400-534-50-20-01	Benefits Uniforms	1,500.00	1,290.68	388.12	1,678.80	-178.80	-11.92%
400-534-50-31-00	Operating Supplies - Maintenance	110,000.00	26,265.69	633.32	26,899.01	83,100.99	75.55%
400-534-50-35-00	Sm Tools/Equipment	2,000.00	3,308.51	1,772.45	5,080.96	-3,080.96	-154.05%
400-534-50-41-00	Professional Services	3,000.00	137.03	0.00	137.03	2,862.97	95.43%
400-534-50-43-00	Travel	2,000.00	299.04	0.00	299.04	1,700.96	85.05%
400-534-50-45-00	Operating Rentals/Leases	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
400-534-50-48-00	Repairs & Maintenance	10,000.00	0.00	0.00	0.00	10,000.00	100.00%
400-534-50-49-00	County 911 / Dispatch Services	2,096.00	628.80	0.00	628.80	1,467.20	70.00%
400-534-50-49-01	Miscellaneous	200.00	1,326.44	0.00	1,326.44	-1,126.44	-563.22%
400-534-50-49-96	Interfund Rentals - O & M	60,000.00	15,633.26	11,526.34	27,159.60	32,840.40	54.73%
400-534-80-10-00	Wages & OT	11,522.96	5,166.10	994.80	6,160.90	5,362.06	46.53%

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Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
400-534-80-20-00	Benefits	5,550.52	2,484.07	490.12	2,974.19	2,576.33	46.42%
400-534-80-31-00	Operating Supplies - General	30,000.00	10,108.08	1,583.07	11,691.15	18,308.85	61.03%
400-534-80-33-00	Water Purchase For Resale	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
400-534-80-35-00	Small Tools/Equipment	1,000.00	129.72	0.00	129.72	870.28	87.03%
400-534-80-41-00	Water Utilities - Prof Services - Water Testing	17,000.00	11,611.34	2,349.20	13,960.54	3,039.46	17.88%
400-534-80-43-00	Travel	0.00	592.25	0.00	592.25	-592.25	0.00%
400-534-80-47-00	Public Utility Services	165,000.00	44,365.48	9,253.19	53,618.67	111,381.33	67.50%
400-534-80-48-00	Repairs/Maintenance	40,000.00	9,372.80	36.55	9,409.35	30,590.65	76.48%
400-534-80-49-00	Intergov Maintenance	7,500.00	4,423.70	0.00	4,423.70	3,076.30	41.02%
400-534-80-49-01	Miscellaneous	200.00	0.00	0.00	0.00	200.00	100.00%
400-534-90-41-00	Professional Financial / Banking Costs	920.00	10.40	8.57	18.97	901.03	97.94%
400-594-34-64-04	Machinery/Equipment	4,500.00	0.00	0.00	0.00	4,500.00	100.00%
400-594-34-64-27	Water Utilities - Machinery & Equipment	0.00	5,068.78	0.00	5,068.78	-5,068.78	0.00%
400-597-34-00-41	IF Transfer-Revenue Resvd For Rate-Funded Capita	100,000.00	0.00	100,000.00	100,000.00	0.00	0.00%
400-597-34-00-95	Interfund Rentals - Repl	100,000.00	25,000.00	25,000.00	50,000.00	50,000.00	50.00%
400-597-34-04-32	Interfund Transfer To Capital Projects Fund 431	200,000.00	0.00	0.00	0.00	200,000.00	100.00%
	Totals:	**29,847.73**	**98,441.21**	**93,796.53**	**192,237.74**	**-162,390.01**	
	Totals:	**29,847.73**	**98,441.21**	**93,796.53**	**192,237.74**	**-162,390.01**	
	Totals:	**29,847.73**	**98,441.21**	**93,796.53**	**192,237.74**	**-162,390.01**	
	400 - Water Fund Totals:	**29,847.73**	**98,441.21**	**93,796.53**	**192,237.74**	**-162,390.01**	
401 - Wastewater Fund							
401-343-50-00-00	Wastewater Charges	-2,822,565.00	-1,101,181.68	-229,527.39	-1,330,709.07	-1,491,855.93	-52.85%
401-343-50-00-02	Wastewater Charges For Utility Tax	-383,036.00	-149,511.73	-30,688.02	-180,199.75	-202,836.25	-52.95%
401-343-50-00-41	Misc Util Fees & Charges	-2,000.00	-86.25	-15.00	-101.25	-1,898.75	-94.94%
401-343-50-02-41	Sewer Assessment Charges	-1,500.00	0.00	0.00	0.00	-1,500.00	-100.00%
401-359-90-00-41	Penalty/Late Fee	-6,000.00	-3,391.21	-705.98	-4,097.19	-1,902.81	-31.71%
401-361-10-00-41	Unrealized Gain/Loss	0.00	4,463.96	-2,869.99	1,593.97	-1,593.97	0.00%
401-361-11-00-41	Investment Interest WW	-15,000.00	-25,400.51	-4,441.26	-29,841.77	14,841.77	98.95%
401-361-30-00-41	Realized Gain/Loss On Investments	0.00	917.55	0.00	917.55	-917.55	0.00%
401-361-41-00-41	Investment Interest - Purchased	0.00	-348.03	0.00	-348.03	348.03	0.00%
401-369-91-00-41	Other Misc Revenues	-50,000.00	0.00	-60,152.02	-60,152.02	10,152.02	20.30%
401-535-10-10-00	Wages & OT	93,868.80	38,730.71	7,794.25	46,524.96	47,343.84	50.44%
401-535-10-20-00	Benefits	30,929.83	13,458.66	2,684.64	16,143.30	14,786.53	47.81%
401-535-10-31-01	Office Supplies - Administration	500.00	228.45	55.56	284.01	215.99	43.20%
401-535-10-41-00	Professional Services	1,242,036.00	526,848.65	103,552.35	630,401.00	611,635.00	49.24%
401-535-10-42-00	Communication	350.00	127.07	405.06	532.13	-182.13	-52.04%
401-535-10-43-00	Travel	2,000.00	2,085.40	63.92	2,149.32	-149.32	-7.47%
401-535-10-44-00	External Taxes	68,000.00	28,012.21	5,522.63	33,534.84	34,465.16	50.68%
401-535-10-44-02	Utility Tax	330,000.00	90,224.87	30,688.02	120,912.89	209,087.11	63.36%
401-535-10-46-00	Insurance	118,350.00	119,254.80	0.00	119,254.80	-904.80	-0.76%
401-535-10-49-00	Misc	11,500.00	1,133.07	0.00	1,133.07	10,366.93	90.15%
401-535-10-49-01	Registrations/Fees - Training Classes & Seminars	500.00	259.50	0.00	259.50	240.50	48.10%

Detail vs Budget Report **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
401-535-20-10-00	Salaries & Wages	27,896.29	11,547.25	2,324.75	13,872.00	14,024.29	50.27%
401-535-20-20-00	Benefits	13,360.46	5,577.36	1,115.63	6,692.99	6,667.47	49.90%
401-535-27-10-00	Sewer Utilities - Salaries & Wages	109,593.45	43,968.99	8,797.44	52,766.43	56,827.02	51.85%
401-535-27-20-00	Sewer Utilities - Personnel Benefits	41,203.73	20,516.63	4,417.84	24,934.47	16,269.26	39.48%
401-535-27-31-00	Sewer Utilities - Operating Supplies	500.00	90.01	0.00	90.01	409.99	82.00%
401-535-27-31-01	Sewer Utilities - Office Supplies	1,000.00	516.51	153.59	670.10	329.90	32.99%
401-535-27-35-00	Sewer Utilities - Small Tools And Minor Equipment	200.00	0.00	0.00	0.00	200.00	100.00%
401-535-27-41-00	Sewer Utilities - Professional Services	30,578.00	21,558.76	5,572.77	27,131.53	3,446.47	11.27%
401-535-27-42-00	Sewer Utilities - Communications	500.00	2,912.13	342.21	3,254.34	-2,754.34	-550.87%
401-535-27-43-00	Sewer Utilities - Travel	400.00	70.36	69.27	139.63	260.37	65.09%
401-535-27-48-00	Sewer Utilities - Repairs & Maintenance	500.00	98.33	0.00	98.33	401.67	80.33%
401-535-27-49-00	Sewer Utilities - Miscellaneous	300.00	21.00	0.00	21.00	279.00	93.00%
401-535-27-49-01	Sewer Utilities - Reg/Fees - Trainings & Seminars	500.00	456.30	0.00	456.30	43.70	8.74%
401-535-50-31-00	Operating Supplies - Maintenance	500.00	157.36	0.00	157.36	342.64	68.53%
401-535-50-35-00	Small Tools / Equipment	500.00	0.00	0.00	0.00	500.00	100.00%
401-535-50-48-00	Repairs / Maintenance	1,000.00	0.00	469.03	469.03	530.97	53.10%
401-535-50-49-00	Intergov Services	2,500.00	252.62	0.00	252.62	2,247.38	89.90%
401-535-50-49-01	County 911 / Dispatch Services	2,096.00	1,194.72	0.00	1,194.72	901.28	43.00%
401-535-50-49-96	Interfund Rentals - O & M	30,000.00	695.40	140.20	835.60	29,164.40	97.21%
401-535-80-41-00	Professional Services	24,000.00	0.00	0.00	0.00	24,000.00	100.00%
401-535-80-47-00	Public Utility Services	31,500.00	17,345.30	3,469.06	20,814.36	10,685.64	33.92%
401-535-80-48-00	Repairs / Maintenance Capital Reserve	45,000.00	1.86	0.00	1.86	44,998.14	100.00%
401-535-80-49-00	Miscellaneous	13,000.00	3,668.46	0.00	3,668.46	9,331.54	71.78%
401-535-80-49-96	Interfund Transfers - O&M	10,000.00	695.40	140.20	835.60	9,164.40	91.64%
401-535-90-41-00	Professional Financial / Banking Costs	630.00	227.19	105.39	332.58	297.42	47.21%
401-597-00-41-33	Transfer From Wastwater Fund To Econ Dev Fund	0.00	130,000.00	0.00	130,000.00	-130,000.00	0.00%
401-597-40-14-11	Transfer For Rate Funded Capital	300,000.00	75,000.00	75,000.00	150,000.00	150,000.00	50.00%
	Totals:	**-694,808.44**	**-117,602.57**	**-75,515.85**	**-193,118.42**	**-501,690.02**	
	Totals:	**-694,808.44**	**-117,602.57**	**-75,515.85**	**-193,118.42**	**-501,690.02**	
	Totals:	**-694,808.44**	**-117,602.57**	**-75,515.85**	**-193,118.42**	**-501,690.02**	
	401 - Wastewater Fund Totals:	**-694,808.44**	**-117,602.57**	**-75,515.85**	**-193,118.42**	**-501,690.02**	
402 - Stormwater Fund							
402-334-03-10-06	St Dir/Ind Grt Fr Ecol Dept-Poll Prevent Partner	0.00	-1,374.86	0.00	-1,374.86	1,374.86	0.00%
402-343-10-00-00	Stormwater Charges	-654,308.00	-278,066.97	-56,294.03	-334,361.00	-319,947.00	-48.90%
402-343-10-00-41	Misc Util Fees & Charges - Stormwater	0.00	-122.25	-15.00	-137.25	137.25	0.00%
402-359-90-00-42	Penalty/Late Fee - Stormwater	-2,500.00	-576.09	-110.08	-686.17	-1,813.83	-72.55%
402-361-10-04-02	Unrealized Gain/Loss	0.00	4,226.60	-3,040.66	1,185.94	-1,185.94	0.00%
402-361-11-04-02	Investment Interest - Stormwater Fund	-6,000.00	-7,831.51	-308.31	-8,139.82	2,139.82	35.66%
402-361-30-04-02	Realized Gain/Loss On Investments	0.00	838.59	0.00	838.59	-838.59	0.00%
402-361-41-04-02	Investment Interest - Purchased	0.00	-318.08	0.00	-318.08	318.08	0.00%
402-531-10-10-00	Wages & OT - Stormwater Administration	98,193.24	36,995.46	8,129.30	45,124.76	53,068.48	54.04%
402-531-10-20-00	Benefits - Stormwater Administration	37,273.59	15,825.47	3,642.75	19,468.22	17,805.37	47.77%

Detail vs Budget Report **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
402-531-10-20-01	Stormwater Administration - Uniform	0.00	24.59	0.00	24.59	-24.59	0.00%
402-531-10-31-00	Operating Supplies - Stormwater Administration	1,000.00	403.48	0.97	404.45	595.55	59.56%
402-531-10-31-01	Office Supplies - Stormwater Administration	200.00	156.98	27.08	184.06	15.94	7.97%
402-531-10-41-00	Professional Services - Stormwater Administration	10,000.00	391.78	15.71	407.49	9,592.51	95.93%
402-531-10-42-00	Communications - Stormwater Administration	0.00	0.00	201.31	201.31	-201.31	0.00%
402-531-10-43-00	Travel - Stormwater	2,000.00	586.47	17.27	603.74	1,396.26	69.81%
402-531-10-44-01	Advertising - Stormwater	500.00	71.48	0.00	71.48	428.52	85.70%
402-531-10-46-00	Insurance - Stormwater	26,800.00	26,985.66	0.00	26,985.66	-185.66	-0.69%
402-531-10-49-00	Miscellaneous - Stormwater	5,000.00	2,831.92	19.25	2,851.17	2,148.83	42.98%
402-531-10-49-01	Reg/Fees - Training Classes Stormwater Admin	2,500.00	505.35	0.00	505.35	1,994.65	79.79%
402-531-20-10-00	Wages & OT - Stormwater Engineering	53,932.45	21,749.76	4,494.80	26,244.56	27,687.89	51.34%
402-531-20-20-00	Benefits - Stormwater Engineering	22,149.22	11,832.78	2,587.39	14,420.17	7,729.05	34.90%
402-531-20-31-00	Operating Supplies - Stormwater Engineering	0.00	174.14	73.97	248.11	-248.11	0.00%
402-531-20-31-01	Office Supplies - Stormwater Engineering	0.00	0.00	15.99	15.99	-15.99	0.00%
402-531-20-41-00	Professional Services - Stormwater Engineering	2,000.00	4,707.40	356.00	5,063.40	-3,063.40	-153.17%
402-531-20-42-00	Communications - Stormwater Engineering	0.00	406.29	0.00	406.29	-406.29	0.00%
402-531-20-43-00	Travel Expense - Stormwater Engineering	0.00	360.31	0.00	360.31	-360.31	0.00%
402-531-27-10-00	Stormwater Utilities - Salaries & Wages	64,273.51	25,466.16	5,098.97	30,565.13	33,708.38	52.45%
402-531-27-20-00	Stormwater Utilities - Personnel Benefits	24,257.94	11,908.91	2,545.81	14,454.72	9,803.22	40.41%
402-531-27-31-00	Stormwater Utiltiies - Operating Supplies	500.00	151.83	0.00	151.83	348.17	69.63%
402-531-27-31-01	Stormwater Utilities - Office Supplies	250.00	69.09	21.81	90.90	159.10	63.64%
402-531-27-41-00	Stormwater Utilities - Professional Services	9,110.00	8,075.87	1,664.73	9,740.60	-630.60	-6.92%
402-531-27-42-00	Stormwater Utilities - Communications	2,600.00	2,065.55	107.05	2,172.60	427.40	16.44%
402-531-27-43-00	Stormwater Utilities - Travel	400.00	65.33	47.08	112.41	287.59	71.90%
402-531-27-48-00	Stormwater Utilities - Repairs & Maintenance	1,000.00	21.64	0.00	21.64	978.36	97.84%
402-531-27-49-00	Stormwater Utilities - Miscellaneous	50.00	10.50	0.00	10.50	39.50	79.00%
402-531-27-49-01	Stormwater Utilities - Reg/Fees - Train & Seminars	500.00	234.84	0.00	234.84	265.16	53.03%
402-531-50-10-00	Wages & OT - Stormwater Maintenance	102,113.18	42,167.29	4,248.00	46,415.29	55,697.89	54.55%
402-531-50-20-00	Benefits - Stormwater Maintenance	64,315.70	30,229.58	2,648.77	32,878.35	31,437.35	48.88%
402-531-50-20-01	Benefits - Uniforms	1,000.00	217.36	0.00	217.36	782.64	78.26%
402-531-50-31-00	Operating Supplies - Stormwater Maintenance	500.00	0.00	0.00	0.00	500.00	100.00%
402-531-50-35-00	Small Tools/Equipment - Stormwater Maintenanc	5,000.00	3,989.32	0.00	3,989.32	1,010.68	20.21%
402-531-50-41-00	Professional Services - Stormwater Maintenance	750.00	0.00	0.00	0.00	750.00	100.00%
402-531-50-43-00	Travel - Stormwater Maintenance	500.00	0.00	0.00	0.00	500.00	100.00%
402-531-50-48-00	Repairs & Maintenance - Stormwater Maintenanc	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
402-531-50-49-01	County 911 / Dispatch Services	1,000.00	272.48	0.00	272.48	727.52	72.75%
402-531-50-49-96	Interfund Rentals - O&M - Stormwater Maintenan	25,000.00	13,888.63	2,808.82	16,697.45	8,302.55	33.21%
402-531-70-43-00	Travel - DOE Inter Agreement - Hazardous Waste	500.00	0.00	0.00	0.00	500.00	100.00%
402-531-80-31-00	Operating Supplies - Stormwater Operations/Gen	200.00	0.00	1,471.30	1,471.30	-1,271.30	-635.65%
402-531-80-42-00	Communications - Stormwater Maintenance	500.00	0.00	0.00	0.00	500.00	100.00%
402-531-80-43-00	Travel Expense - Stormwater Operations/General	500.00	687.60	0.00	687.60	-187.60	-37.52%
402-531-80-48-00	Repairs/Maint - Stormwater Operations/General	0.00	0.03	0.00	0.03	-0.03	0.00%
402-531-80-49-01	Registration/Fees - Training Classes Stormwater	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
402-531-90-41-00	Professional Financial / Banking Costs	225.00	18.25	-5.37	12.88	212.12	94.28%

Detail vs Budget Report — **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
402-597-00-04-03	Interfund Transfer - SW Operating To SW Capital	100,000.00	380,000.00	0.00	380,000.00	-280,000.00	-280.00%
	Totals:	**8,285.83**	**360,325.01**	**-19,529.32**	**340,795.69**	**-332,509.86**	
	Totals:	**8,285.83**	**360,325.01**	**-19,529.32**	**340,795.69**	**-332,509.86**	
	Totals:	**8,285.83**	**360,325.01**	**-19,529.32**	**340,795.69**	**-332,509.86**	
	402 - Stormwater Fund Totals:	**8,285.83**	**360,325.01**	**-19,529.32**	**340,795.69**	**-332,509.86**	
403 - Stormwater Capital Reserve Fund							
403-334-00-10-43	State Grant From Legislature	-555,000.00	0.00	0.00	0.00	-555,000.00	-100.00%
403-334-03-10-01	Dept Of Ecology - SFAP	-700,000.00	0.00	0.00	0.00	-700,000.00	-100.00%
403-334-03-10-02	St Dir/Ind Grt Fr Dept Of Ecol-Stormwater Capacit	-558,365.00	0.00	0.00	0.00	-558,365.00	-100.00%
403-334-03-00-03	Dept Of Ecology - Decant Facility	0.00	-7,903.48	0.00	-7,903.48	7,903.48	0.00%
403-334-03-80-43	State Grant From TIB	-730,000.00	0.00	0.00	0.00	-730,000.00	-100.00%
403-361-10-04-03	Unrealized Gain/Loss	0.00	933.83	-672.45	261.38	-261.38	0.00%
403-361-11-04-03	Investment Interest - Stormwater Capital Resv Fun	-2,000.00	-1,306.30	-154.54	-1,460.84	-539.16	-26.96%
403-361-30-04-03	Realized Gain/Loss On Investments	0.00	185.28	0.00	185.28	-185.28	0.00%
403-361-41-04-03	Investment Interest - Purchased	0.00	-70.28	0.00	-70.28	70.28	0.00%
403-397-00-04-03	Interfund Transfer - SW Operating To SW Capital	-100,000.00	-380,000.00	0.00	-380,000.00	280,000.00	280.00%
403-397-00-04-04	IF Trans From CE For ARPA Expenses (CFDA #21.02	-7,446.00	0.00	0.00	0.00	-7,446.00	-100.00%
403-531-10-41-41	Banking Service Fee/Charges - SW Cap Res Fund	0.00	-10.58	0.57	-10.01	10.01	0.00%
403-591-31-70-00	Principal Payment - Street Sweeper LTGO Bond 20	47,305.76	0.00	47,305.76	47,305.76	0.00	0.00%
403-592-31-80-00	Interest Payment - Street Sweeper LTGO Bond 201	1,395.52	0.00	1,395.52	1,395.52	0.00	0.00%
403-594-31-61-00	Stormwater Land And Land Improvements	7,366.67	2,019.32	29.10	2,048.42	5,318.25	72.19%
403-594-31-63-02	Stormwater System Design Engineering	325,302.00	10,496.89	1,498.80	11,995.69	313,306.31	96.31%
403-594-31-63-03	Stormwater System Design Eng - Grant Funded	1,288,365.00	17,767.75	12,308.86	30,076.61	1,258,288.39	97.67%
403-594-31-64-00	Stormwater Machinery & Equipment	225,000.00	0.00	0.00	0.00	225,000.00	100.00%
403-594-31-64-01	Stormwater Machinery & Equipment - Grant Fund	750,000.00	535,250.98	0.00	535,250.98	214,749.02	28.63%
	Totals:	**-8,076.05**	**177,363.41**	**61,711.62**	**239,075.03**	**-247,151.08**	
	Totals:	**-8,076.05**	**177,363.41**	**61,711.62**	**239,075.03**	**-247,151.08**	
	Totals:	**-8,076.05**	**177,363.41**	**61,711.62**	**239,075.03**	**-247,151.08**	
	403 - Stormwater Capital Reserve Fund Totals:	**-8,076.05**	**177,363.41**	**61,711.62**	**239,075.03**	**-247,151.08**	
410 - Water Capital Reserve Fund							
410-321-50-00-40	Utility Permits	-428,857.00	-18,054.76	0.00	-18,054.76	-410,802.24	-95.79%
410-331-97-00-00	Fed Dir Grt Fr Dept Of Homeland Security	-1,300,000.00	0.00	0.00	0.00	-1,300,000.00	-100.00%
410-334-00-10-41	State Grant From Legislature	-1,769,187.50	0.00	0.00	0.00	-1,769,187.50	-100.00%
410-334-04-20-40	State Grant From Dept Of Commerce	-50,000.00	0.00	-175,000.00	-175,000.00	125,000.00	250.00%
410-361-11-00-42	Investment Interest - Water Equip Reserv	-12,000.00	-20,299.82	-4,160.73	-24,460.55	12,460.55	103.84%
410-361-42-00-41	Interest Income - Private Loans	-1,300.00	-500.00	-100.00	-600.00	-700.00	-53.85%
410-362-00-50-13	Lease Paym(Annual)-Consol Irrigation District #14	-75,000.00	0.00	0.00	0.00	-75,000.00	-100.00%
410-362-00-50-14	Lease Payment (Annual) - WWU	-25,000.00	0.00	0.00	0.00	-25,000.00	-100.00%
410-367-00-00-00	Developer Proceeds	-50,000.00	0.00	0.00	0.00	-50,000.00	-100.00%
410-367-00-04-11	Principal Payments On Private Loans For Infrast	0.00	-1,397.05	-279.41	-1,676.46	1,676.46	0.00%
410-391-80-04-10	DWSRF Loan From EPA/WA St Dept Of Health	0.00	-494,691.14	0.00	-494,691.14	494,691.14	0.00%

Detail vs Budget Report **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
410-391-80-04-14	DOC PWTF Loan PC22-96103-062	-1,619,868.00	0.00	0.00	0.00	-1,619,868.00	-100.00%
410-391-80-04-16	DOC PWTF Loan PR22-96103-011	-106,372.00	0.00	0.00	0.00	-106,372.00	-100.00%
410-397-34-00-41	IF Trans-Rev Reserved For Rate-funded Capital	-100,000.00	0.00	-100,000.00	-100,000.00	0.00	0.00%
410-397-34-00-95	INF Equip/Veh Lease/Repl.	-100,000.00	-25,000.00	-25,000.00	-50,000.00	-50,000.00	-50.00%
410-534-10-41-41	Banking Service Fees/Charges - W Cap Res Fund	280.00	107.60	39.88	147.48	132.52	47.33%
410-594-34-61-41	Water Utility Land And Land Improvements	7,366.67	2,028.66	29.24	2,057.90	5,308.77	72.06%
410-594-34-63-03	Water Utility Capital Expenditures	4,733,850.00	643,091.41	74,835.35	717,926.76	4,015,923.24	84.83%
410-594-34-63-09	Water Util Cap Expenditure-DOC PWTF PC22-961	187,500.00	0.00	0.00	0.00	187,500.00	100.00%
410-594-34-64-41	Water Utility Equipment	250,000.00	8,270.98	55,972.35	64,243.33	185,756.67	74.30%
410-597-00-04-31	Transfer To 431	140,000.00	0.00	0.00	0.00	140,000.00	100.00%
	Totals:	**-318,587.83**	**93,555.88**	**-173,663.32**	**-80,107.44**	**-238,480.39**	
	Totals:	**-318,587.83**	**93,555.88**	**-173,663.32**	**-80,107.44**	**-238,480.39**	
	Totals:	**-318,587.83**	**93,555.88**	**-173,663.32**	**-80,107.44**	**-238,480.39**	
	410 - Water Capital Reserve Fund Totals:	**-318,587.83**	**93,555.88**	**-173,663.32**	**-80,107.44**	**-238,480.39**	
411 - Wastewater Capital Reserve Fund							
411-321-50-00-41	Utility Permits	-350,000.00	-148,000.00	0.00	-148,000.00	-202,000.00	-57.71%
411-331-10-04-03	Fed Dir Grt Fr Dept Of Agriculture - USDA SWSEW	-3,500,000.00	0.00	-342,032.13	-342,032.13	-3,157,967.87	-90.23%
411-331-11-00-01	Fed Dir Grt Fr The Department Of Commerce.	-3,510,000.00	0.00	0.00	0.00	-3,510,000.00	-100.00%
411-334-00-14-11	State Grant From Legislature	-3,000,000.00	0.00	0.00	0.00	-3,000,000.00	-100.00%
411-334-03-10-08	DOE Grant - WWTP	-750,000.00	-7,220.22	0.00	-7,220.22	-742,779.78	-99.04%
411-334-04-20-42	State Dir/Ind Grant From Department Of Commer	-1,740,000.00	0.00	0.00	0.00	-1,740,000.00	-100.00%
411-361-10-00-43	Unrealized Gain/Loss	0.00	10,928.47	-8,224.65	2,703.82	-2,703.82	0.00%
411-361-11-00-43	Investment Interest - WW Equip Resev	-20,000.00	-26,695.28	-4,683.11	-31,378.39	11,378.39	56.89%
411-361-30-00-43	Realized Gain/Loss On Investments	0.00	2,133.53	0.00	2,133.53	-2,133.53	0.00%
411-361-41-00-43	Investment Interest - Purchased	0.00	-809.25	0.00	-809.25	809.25	0.00%
411-391-20-04-11	Revenue Bond Proceeds	0.00	-436,260.73	0.00	-436,260.73	436,260.73	0.00%
411-391-80-04-11	DOE CWSRF Loan	-750,000.00	-97,179.18	0.00	-97,179.18	-652,820.82	-87.04%
411-391-80-04-13	DOC PWTF Loan PC22-96103-051	-1,237,205.00	0.00	0.00	0.00	-1,237,205.00	-100.00%
411-397-40-14-11	Transfer For Rate Funded Capital	-300,000.00	-75,000.00	-75,000.00	-150,000.00	-150,000.00	-50.00%
411-397-41-24-11	Transfer Of Surplus To Capital Reserve	-200,000.00	0.00	0.00	0.00	-200,000.00	-100.00%
411-535-10-41-41	Banking Service Fees/Charges - WW Cap Res Fund	0.00	158.17	77.95	236.12	-236.12	0.00%
411-594-35-61-00	Wastewater Land And Land Improvements	7,366.67	2,028.66	29.24	2,057.90	5,308.77	72.06%
411-594-35-63-01	Other Improvements	100,000.00	72,447.45	10,496.02	82,943.47	17,056.53	17.06%
411-594-35-63-04	Other Improvements	5,000,000.00	-19,182.95	-313,569.03	-332,751.98	5,332,751.98	106.66%
411-594-35-63-05	Other Improvements - DOE Grant Funded	3,000,000.00	436,260.73	0.00	436,260.73	2,563,739.27	85.46%
411-594-35-63-06	Other Improvements - DOE Loan Funded	1,000,000.00	0.00	0.00	0.00	1,000,000.00	100.00%
411-594-35-63-07	Other Improvements - USDA Grant Funded	0.00	0.00	342,032.13	342,032.13	-342,032.13	0.00%
411-594-35-64-41	Wastewater Capital Equipment	5,123,206.00	175,273.83	23,122.55	198,396.38	4,924,809.62	96.13%
411-594-35-64-42	Wstwtr Cap Equip - DOE PWTFB Loan PC22-96103	1,237,205.00	0.00	0.00	0.00	1,237,205.00	100.00%
411-595-35-63-33	Other Improvements	0.00	23,490.07	0.00	23,490.07	-23,490.07	0.00%
	Totals:	**110,572.67**	**-87,626.70**	**-367,751.03**	**-455,377.73**	**565,950.40**	
	Totals:	**110,572.67**	**-87,626.70**	**-367,751.03**	**-455,377.73**	**565,950.40**	

Detail vs Budget Report | **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
	Totals:	**110,572.67**	**-87,626.70**	**-367,751.03**	**-455,377.73**	**565,950.40**	
	411 - Wastewater Capital Reserve Fund Totals:	**110,572.67**	**-87,626.70**	**-367,751.03**	**-455,377.73**	**565,950.40**	
412 - Wastewater Debt Service Fund							
412-343-50-00-51	LT Debt Collection For Sewer Utility	-620,000.00	-245,453.96	-49,006.37	-294,460.33	-325,539.67	-52.51%
412-361-11-00-44	Investment Interest Earned	-15,000.00	-20,888.09	-4,459.17	-25,347.26	10,347.26	68.98%
412-535-10-41-42	Banking Service Fees/Charges - WW LTD Res Fund	25.00	4,299.76	33.35	4,333.11	-4,308.11	-17,232.44%
412-591-35-78-13	Loan Payment PWTF - Principal PC22-96103-051	74,985.57	10,752.40	0.00	10,752.40	64,233.17	85.66%
412-591-35-78-53	Loan Payment USDA - SW SEWER Principal	57,227.14	57,227.14	0.00	57,227.14	0.00	0.00%
412-591-35-78-54	Loan Payment DOE SW SEWER Principal	106,661.58	63,918.68	64,303.15	128,221.83	-21,560.25	-20.21%
412-591-35-78-55	Loan Payment DOE WWTP Design Principal	83,753.34	0.00	0.00	0.00	83,753.34	100.00%
412-592-35-83-13	Interest Payment PWTF Loan - PC22-96103-051	15,430.10	1,819.31	0.00	1,819.31	13,610.79	88.21%
412-592-35-83-53	Interest Payment USDA Loan - SW SEWER	31,290.86	31,290.86	0.00	31,290.86	0.00	0.00%
412-592-35-83-54	Interest Payment DOE Loan - SW SEWER	26,897.52	12,631.77	16,457.89	29,089.66	-2,192.14	-8.15%
412-592-35-83-55	Interest Payment DOE Loan - WWTP Design	35,657.28	0.00	0.00	0.00	35,657.28	100.00%
412-597-41-24-11	Transfer Of Surplus To Capital Reserve	200,000.00	0.00	0.00	0.00	200,000.00	100.00%
	Totals:	**-3,071.61**	**-84,402.13**	**27,328.85**	**-57,073.28**	**54,001.67**	
	Totals:	**-3,071.61**	**-84,402.13**	**27,328.85**	**-57,073.28**	**54,001.67**	
	Totals:	**-3,071.61**	**-84,402.13**	**27,328.85**	**-57,073.28**	**54,001.67**	
	412 - Wastewater Debt Service Fund Totals:	**-3,071.61**	**-84,402.13**	**27,328.85**	**-57,073.28**	**54,001.67**	
413 - Water Capital Improvement Reserve Fund							
413-343-40-01-43	Capital Reserve Fund Collections	-1,292,629.20	-429,852.61	-85,787.14	-515,639.75	-776,989.45	-60.11%
413-361-11-00-13	Interest - Water Capital Reserve Fund	-25,000.00	-22,800.47	-4,367.50	-27,167.97	2,167.97	8.67%
413-397-00-00-43	IF Trans From Water Const Fund #431 To WCIR #4	-350,000.00	-87,500.00	-87,500.00	-175,000.00	-175,000.00	-50.00%
413-534-10-41-43	Banking Service Fees/Charges - W LTD Res Fund	35.00	49.39	10.98	60.37	-25.37	-72.49%
413-591-34-78-00	Loan Payment SRF Principal 04-65104-005	87,599.40	0.00	0.00	0.00	87,599.40	100.00%
413-591-34-78-01	Loan Payment PWTF Principal PW-05-691-010	168,885.24	0.00	0.00	0.00	168,885.24	100.00%
413-591-34-78-04	Principal PWTF Loan 2007 PC08-951-011	253,664.48	422,549.71	0.00	422,549.71	-168,885.23	-66.58%
413-591-34-78-05	Loan Payment DOH Well #1 Principal DWL23476	65,359.05	0.00	0.00	0.00	65,359.05	100.00%
413-591-34-78-06	Loan Payment DOH Well #1 Principal DWL23478	25,535.73	44,315.79	0.00	44,315.79	-18,780.06	-73.54%
413-591-34-78-07	Loan Payment DOH Well #2 Principal DWL23479	89,316.05	0.00	0.00	0.00	89,316.05	100.00%
413-591-34-78-08	Loan Payment DOH Well #2 Principal DWL 24936	128,608.04	0.00	0.00	0.00	128,608.04	100.00%
413-591-34-78-09	Loan Payment PWTF Principal PC22-96103-055	44,315.80	0.00	0.00	0.00	44,315.80	100.00%
413-591-34-78-14	Loan Payment PWTF Principal PC22-96103-062	93,779.74	7,002.77	0.00	7,002.77	86,776.97	92.53%
413-591-34-78-16	Loan Payment PWTF Principal PR22-96103-011	116,120.05	30,907.05	0.00	30,907.05	85,213.00	73.38%
413-592-34-83-00	Loan Payment SRF Interest 04-65104-005	2,627.98	0.00	0.00	0.00	2,627.98	100.00%
413-592-34-83-01	Loan Payment PWTF Interest PW-05-691-010	1,688.86	0.00	0.00	0.00	1,688.86	100.00%
413-592-34-83-04	Interest PWTF Loan 2007 PC08-951-011	6,341.61	8,030.46	0.00	8,030.46	-1,688.85	-26.63%
413-592-34-83-05	Interest Payment DOH Well #1 Interest DWL2347	12,418.22	0.00	0.00	0.00	12,418.22	100.00%
413-592-34-83-06	Interest Payment DOH Well #1 Interest DWL2347	5,314.21	3,509.81	0.00	3,509.81	1,804.40	33.95%
413-592-34-83-07	Interest Payment DOH Well #2 Interest DWL2347	24,024.73	0.00	0.00	0.00	24,024.73	100.00%
413-592-34-83-08	Interest Payment DOH Well #2 Interest DWL2493	44,116.17	0.00	0.00	0.00	44,116.17	100.00%
413-592-34-83-09	Loan Payment PWTF Interest PC22-96103-055	7,498.23	0.00	0.00	0.00	7,498.23	100.00%

Detail vs Budget Report **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
413-592-34-83-14	Interest Payment PWTF PC22-96103-062	19,297.46	1,184.87	0.00	1,184.87	18,112.59	93.86%
413-592-34-83-16	Interest Payment PWTF PR22-96103-011	1,645.00	435.79	0.00	435.79	1,209.21	73.51%
413-597-00-42-50	Transfer To 425	332,100.00	0.00	0.00	0.00	332,100.00	100.00%
	Totals:	**-137,338.15**	**-22,167.44**	**-177,643.66**	**-199,811.10**	**62,472.95**	
	Totals:	**-137,338.15**	**-22,167.44**	**-177,643.66**	**-199,811.10**	**62,472.95**	
	Totals:	**-137,338.15**	**-22,167.44**	**-177,643.66**	**-199,811.10**	**62,472.95**	
	413 - Water Capital Improvement Reserve Fund Totals:	**-137,338.15**	**-22,167.44**	**-177,643.66**	**-199,811.10**	**62,472.95**	
425 - Water Revenue Bond Fund							
425-361-11-00-25	Investment Interest	-10,000.00	-6,560.89	-1,364.06	-7,924.95	-2,075.05	-20.75%
425-397-00-42-50	Transfer From 413	-332,100.00	0.00	0.00	0.00	-332,100.00	-100.00%
425-535-10-41-44	Banking Service Fees/Charges - W/S Debt Res Fun	0.00	20.53	7.26	27.79	-27.79	0.00%
425-591-34-70-17	Principle Payment On 2017 Revenue Bonds	225,000.00	0.00	0.00	0.00	225,000.00	100.00%
425-592-34-83-17	Interest Payment Of 2017 Revenue Bonds	88,200.00	0.00	0.00	0.00	88,200.00	100.00%
	Totals:	**-28,900.00**	**-6,540.36**	**-1,356.80**	**-7,897.16**	**-21,002.84**	
	Totals:	**-28,900.00**	**-6,540.36**	**-1,356.80**	**-7,897.16**	**-21,002.84**	
	Totals:	**-28,900.00**	**-6,540.36**	**-1,356.80**	**-7,897.16**	**-21,002.84**	
	425 - Water Revenue Bond Fund Totals:	**-28,900.00**	**-6,540.36**	**-1,356.80**	**-7,897.16**	**-21,002.84**	
426 - Water Bond Reserve Fund							
426-361-11-00-26	Interest Earned	-4,000.00	-2,666.88	-552.65	-3,219.53	-780.47	-19.51%
426-534-10-41-45	Banking Service Fees/Charges - W/S Bond Res Fun	802.20	7.89	2.74	10.63	791.57	98.67%
	Totals:	**-3,197.80**	**-2,658.99**	**-549.91**	**-3,208.90**	**11.10**	
	Totals:	**-3,197.80**	**-2,658.99**	**-549.91**	**-3,208.90**	**11.10**	
	Totals:	**-3,197.80**	**-2,658.99**	**-549.91**	**-3,208.90**	**11.10**	
	426 - Water Bond Reserve Fund Totals:	**-3,197.80**	**-2,658.99**	**-549.91**	**-3,208.90**	**11.10**	
431 - Water System Construction Fund							
431-361-10-00-31	Unrealized Gain/Loss	0.00	4,797.55	-3,454.67	1,342.88	-1,342.88	0.00%
431-361-11-00-31	Investment Interest	-10,000.00	-10,284.00	-1,437.43	-11,721.43	1,721.43	17.21%
431-361-30-00-31	Realized Gain/Loss On Investments	0.00	951.86	0.00	951.86	-951.86	0.00%
431-361-41-00-31	Investment Interest - Purchased	0.00	-361.04	0.00	-361.04	361.04	0.00%
431-397-00-04-31	Transfer From 410	-140,000.00	0.00	0.00	0.00	-140,000.00	-100.00%
431-397-00-04-32	Transfer From Water Fund 400	-200,000.00	0.00	0.00	0.00	-200,000.00	-100.00%
431-534-10-49-31	Banking Service Fees/Charges - W Const Fund	0.00	67.82	21.28	89.10	-89.10	0.00%
431-597-00-00-43	IF Trans To WCIR #413 From Water Const Fund #4	350,000.00	87,500.00	87,500.00	175,000.00	175,000.00	50.00%
	Totals:	**0.00**	**82,672.19**	**82,629.18**	**165,301.37**	**-165,301.37**	
	Totals:	**0.00**	**82,672.19**	**82,629.18**	**165,301.37**	**-165,301.37**	
	Totals:	**0.00**	**82,672.19**	**82,629.18**	**165,301.37**	**-165,301.37**	
	431 - Water System Construction Fund Totals:	**0.00**	**82,672.19**	**82,629.18**	**165,301.37**	**-165,301.37**	
440 - Ambulance							

Detail vs Budget Report **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
440-332-93-40-10	Ground Emerg Med Transport (GEMT) Payment Pr	-65,000.00	0.00	0.00	0.00	-65,000.00	-100.00%
440-334-04-98-10	Department Of Health - EMS Trauma Grant	0.00	-766.00	0.00	-766.00	766.00	0.00%
440-342-21-41-02	Emergency Medical Services	-613,240.00	-237,054.95	-43,740.36	-280,795.31	-332,444.69	-54.21%
440-342-60-00-06	Ambulance Charges	-250,000.00	-233,378.61	-49,034.74	-282,413.35	32,413.35	12.97%
440-342-60-00-07	Misc Util Fees/Activation Fees	-500.00	-113.25	-15.00	-128.25	-371.75	-74.35%
440-342-60-00-10	Ambulance Services - Commercial/State Insuranc	-120,000.00	-45,839.39	-12,431.32	-58,270.71	-61,729.29	-51.44%
440-342-60-00-20	Ambulance Services - Medicare	-130,000.00	-96,689.37	-14,109.88	-110,799.25	-19,200.75	-14.77%
440-342-60-00-30	Ambulance Services - Medicaid	-25,000.00	-8,242.54	-2,107.88	-10,350.42	-14,649.58	-58.60%
440-342-60-00-40	Ambulance Services - Self Pay	-50,000.00	-8,412.72	-1,043.20	-9,455.92	-40,544.08	-81.09%
440-342-60-00-50	Ambulance Services - Restitution	-100.00	-7.60	0.00	-7.60	-92.40	-92.40%
440-359-90-00-43	Penalty/Late Fee - Ambulance	-200.00	-355.74	-82.86	-438.60	238.60	119.30%
440-361-11-00-24	Investment Interest - EMS	-3,000.00	-5,192.85	-1,754.78	-6,947.63	3,947.63	131.59%
440-522-24-10-00	Wages & OT - EMS Admin	100,280.57	41,239.11	6,025.82	47,264.93	53,015.64	52.87%
440-522-24-10-80	Wages & OT - EMS Rescue & Emergency	374,469.18	169,232.29	27,024.03	196,256.32	178,212.86	47.59%
440-522-24-10-81	Stipends (Volunteers) - EMS	85,000.00	33,527.61	6,951.56	40,479.17	44,520.83	52.38%
440-522-24-20-00	Benefits - EMS Admin	29,111.82	13,505.69	2,450.37	15,956.06	13,155.76	45.19%
440-522-24-20-80	Benefits - EMS Rescue & Emergency	123,835.58	70,062.35	12,402.04	82,464.39	41,371.19	33.41%
440-522-24-20-81	Benefits - (Volunteers) - EMS	8,855.00	3,316.40	550.01	3,866.41	4,988.59	56.34%
440-522-24-31-00	Operating Supplies - EMS Administration	1,000.00	80.59	0.00	80.59	919.41	91.94%
440-522-24-31-01	Office Supplies - EMS Administration	0.00	40.99	0.08	41.07	-41.07	0.00%
440-522-24-31-03	Operating Supplies - EMS Training	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
440-522-24-31-80	Operating Supplies - EMS Rescue & Emergency	11,000.00	1,705.72	1,699.95	3,405.67	7,594.33	69.04%
440-522-24-31-83	Radios/Pagers - Parts & Supplies - EMS	300.00	0.00	0.00	0.00	300.00	100.00%
440-522-24-35-80	Sm Tools / Equipment - EMS Rescue & Emergency	50,000.00	1,472.14	3,157.74	4,629.88	45,370.12	90.74%
440-522-24-41-80	Professional Services - EMS Rescue & Emergency	15,000.00	11,288.78	4,581.64	15,870.42	-870.42	-5.80%
440-522-24-41-81	Professional Financial / Banking Costs	200.00	382.50	505.21	887.71	-687.71	-343.86%
440-522-24-42-80	Communication - EMS Rescue & Emergency	200.00	124.87	7.34	132.21	67.79	33.90%
440-522-24-43-00	Travel - EMS	3,000.00	226.19	15.52	241.71	2,758.29	91.94%
440-522-24-49-00	Miscellaneous - EMS Admin	100.00	53.88	0.00	53.88	46.12	46.12%
440-522-24-49-01	Reg/Fees - Training Classes & Seminars - EMS	5,000.00	95.30	0.00	95.30	4,904.70	98.09%
440-522-24-49-02	Intergov Services - Dispatch Charges - EMS	36,000.00	17,242.50	0.00	17,242.50	18,757.50	52.10%
440-522-24-49-80	Miscellaneous - EMS Rescue & Emergency	100.00	0.00	0.00	0.00	100.00	100.00%
440-522-24-49-96	Interfund Rentals - O & M	30,000.00	14,780.99	5,917.37	20,698.36	9,301.64	31.01%
440-522-27-10-00	Ambulance Utilities - Salaries & Wages	16,387.32	6,449.35	1,280.41	7,729.76	8,657.56	52.83%
440-522-27-20-00	Ambulance Utilities - Personnel Benefits	6,192.07	3,022.07	632.62	3,654.69	2,537.38	40.98%
440-522-27-31-00	Ambulance Utilities - Operating Supplies	0.00	6.79	0.00	6.79	-6.79	0.00%
440-522-27-31-01	Ambulance Utilities - Office Supplies	0.00	10.67	3.33	14.00	-14.00	0.00%
440-522-27-41-00	Ambulance Utilities - Professional Services	5,650.00	6,988.59	597.94	7,586.53	-1,936.53	-34.27%
440-522-27-42-00	Ambulance Utilities - Communications	0.00	0.00	90.74	90.74	-90.74	0.00%
440-522-27-43-00	Ambulance Utilities - Travel	0.00	25.13	13.99	39.12	-39.12	0.00%
440-522-27-48-00	Ambulance Utilities - Repairs & Maintenanc	0.00	11.79	0.00	11.79	-11.79	0.00%
440-522-27-49-00	Ambulance Utilities - Miscellaneous	0.00	2.25	0.00	2.25	-2.25	0.00%
440-522-27-49-01	Ambulance Utilities - Reg/Fees - Train & Seminars	0.00	47.09	0.00	47.09	-47.09	0.00%
440-594-22-64-80	Equipment - Radios & Pagers (EMS)	2,000.00	0.00	0.00	0.00	2,000.00	100.00%

Detail vs Budget Report | **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
440-597-00-15-23	Interfund Transfer	325,000.00	0.00	300,000.00	300,000.00	25,000.00	7.69%
	Totals:	**-23,358.46**	**-241,111.39**	**249,587.69**	**8,476.30**	**-31,834.76**	
	Totals:	**-23,358.46**	**-241,111.39**	**249,587.69**	**8,476.30**	**-31,834.76**	
	Totals:	**-23,358.46**	**-241,111.39**	**249,587.69**	**8,476.30**	**-31,834.76**	
	440 - Ambulance Totals:	**-23,358.46**	**-241,111.39**	**249,587.69**	**8,476.30**	**-31,834.76**	
500 - Equipment Rental & Replacement							
500-348-65-00-01	INF - O & M	-690,000.00	-214,004.14	-150,430.79	-364,434.93	-325,565.07	-47.18%
500-361-10-00-50	Unrealized Gain/Loss	0.00	538.84	-386.47	152.37	-152.37	0.00%
500-361-11-00-50	Investment Interest	-1,500.00	-1,357.58	-176.87	-1,534.45	34.45	2.30%
500-361-30-00-50	Realized Gain/Loss On Investments	0.00	106.79	0.00	106.79	-106.79	0.00%
500-361-41-00-50	Investment Interest - Purchased	0.00	-40.53	0.00	-40.53	40.53	0.00%
500-362-00-00-00	Equip & Vehicle Rental	-3,000.00	-584.01	-317.24	-901.25	-2,098.75	-69.96%
500-397-00-00-50	Transfer From CE For Police Vehicle Purchase	0.00	-5,000.00	0.00	-5,000.00	5,000.00	0.00%
500-548-68-10-00	Wages & OT	123,175.64	52,429.26	10,594.52	63,023.78	60,151.86	48.83%
500-548-68-20-00	Benefits	65,661.93	33,994.56	6,833.75	40,828.31	24,833.62	37.82%
500-548-68-20-01	Benefits - Uniforms	1,000.00	477.80	0.00	477.80	522.20	52.22%
500-548-68-31-00	Operating Supplies - General	90,000.00	37,930.56	4,720.72	42,651.28	47,348.72	52.61%
500-548-68-32-00	Fuel Consumed	120,000.00	39,165.95	11,246.37	50,412.32	69,587.68	57.99%
500-548-68-35-00	Small Tools / Equipment	15,000.00	8,922.81	608.77	9,531.58	5,468.42	36.46%
500-548-68-44-00	External Taxes	700.00	38.65	0.00	38.65	661.35	94.48%
500-548-68-48-00	Repairs / Maintenance	90,000.00	22,917.89	1,706.23	24,624.12	65,375.88	72.64%
500-548-68-49-00	Miscellaneous	0.00	80.50	0.00	80.50	-80.50	0.00%
500-548-70-10-00	Wages & OT	19,274.08	7,774.98	1,565.28	9,340.26	9,933.82	51.54%
500-548-70-20-00	Personnel Benefits	6,881.45	3,606.77	722.47	4,329.24	2,552.21	37.09%
500-548-70-31-00	Operating Supplies - ER&R Administration	100.00	0.19	0.00	0.19	99.81	99.81%
500-548-70-31-01	Office Supplies - ER&R Administration	500.00	986.99	64.50	1,051.49	-551.49	-110.30%
500-548-70-35-00	Small Tools / Equipment	150.00	0.00	0.00	0.00	150.00	100.00%
500-548-70-41-00	Professional Services	800.00	22.62	0.98	23.60	776.40	97.05%
500-548-70-42-00	Communication	600.00	166.48	9.80	176.28	423.72	70.62%
500-548-70-43-00	Travel	4,000.00	700.04	2.02	702.06	3,297.94	82.45%
500-548-70-44-01	Advertising	500.00	0.00	0.00	0.00	500.00	100.00%
500-548-70-46-00	Insurance	89,500.00	90,179.34	0.00	90,179.34	-679.34	-0.76%
500-548-70-47-00	Public Utility Services	7,000.00	4,110.44	389.86	4,500.30	2,499.70	35.71%
500-548-70-49-00	Miscellaneous	500.00	4.50	0.00	4.50	495.50	99.10%
500-548-70-49-01	Registrations/Fees - Training Classes & Seminars	4,000.00	12.90	0.00	12.90	3,987.10	99.68%
500-548-79-41-00	Professional Financial / Banking Costs	400.00	11.21	1.12	12.33	387.67	96.92%
500-594-22-64-76	Fire Mobilization Equipment	500.00	0.00	0.00	0.00	500.00	100.00%
500-594-48-64-00	Machinery / Equipment	6,875.94	6,875.94	0.00	6,875.94	0.00	0.00%
500-594-48-64-01	Machinery / Equipment	22,000.00	15,625.85	-67.69	15,558.16	6,441.84	29.28%
500-594-48-64-02	Machinery / Equipment	20,000.00	0.00	0.00	0.00	20,000.00	100.00%
	Totals:	**-5,380.96**	**105,695.60**	**-112,912.67**	**-7,217.07**	**1,836.11**	
	Totals:	**-5,380.96**	**105,695.60**	**-112,912.67**	**-7,217.07**	**1,836.11**	

Detail vs Budget Report **Date Range: 06/01/2024 - 06/30/2024**

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
	Totals:	**-5,380.96**	**105,695.60**	**-112,912.67**	**-7,217.07**	**1,836.11**	
	500 - Equipment Rental & Replacement Totals:	**-5,380.96**	**105,695.60**	**-112,912.67**	**-7,217.07**	**1,836.11**	
625 - Flexible Benefits Plan Fund							
625-361-11-00-65	Investment Interest	0.00	-2.42	0.00	-2.42	2.42	0.00%
625-389-40-00-73	Trust Contribs Employee	-12,000.00	-7,302.51	-1,872.22	-9,174.73	-2,825.27	-23.54%
625-389-60-00-01	Investment Interest	0.00	-0.18	-0.73	-0.91	0.91	0.00%
625-589-40-00-73	Unreimbursed Medical Pays	12,000.00	8,798.94	3,235.60	12,034.54	-34.54	-0.29%
	Totals:	**0.00**	**1,493.83**	**1,362.65**	**2,856.48**	**-2,856.48**	
	Totals:	**0.00**	**1,493.83**	**1,362.65**	**2,856.48**	**-2,856.48**	
	Totals:	**0.00**	**1,493.83**	**1,362.65**	**2,856.48**	**-2,856.48**	
	625 - Flexible Benefits Plan Fund Totals:	**0.00**	**1,493.83**	**1,362.65**	**2,856.48**	**-2,856.48**	
	Report Total:	**695,527.80**	**1,677,446.44**	**-207,049.14**	**1,470,397.30**	**-774,869.50**	

Fund Summary

Fund	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - Current Expense Fund	-2,602.59	964,071.54	142,810.50	1,106,882.04	-1,109,484.63	
005 - Current Expense Reserve Fund	-4,980.00	-2,878.73	-2,215.40	-5,094.13	114.13	
012 - Technology Reserve Fund	108,981.11	2,203.10	-3,990.08	-1,786.98	110,768.09	
061 - Employee Benefit Reserve Fund	58,475.00	37,385.54	-591.67	36,793.87	21,681.13	
100 - Street Fund	85,348.82	112,687.98	19,004.27	131,692.25	-46,343.43	
120 - Criminal Justice Fund	228.00	15,894.52	1,131.64	17,026.16	-16,798.16	
121 - Forfeited Proceeds Fund	-20.00	-12.44	-9.55	-21.99	1.99	
130 - Hotel/Motel Tax	-2,097.00	-9,231.04	-2,369.69	-11,600.73	9,503.73	
201 - ULTGO Bond Fund	-100.00	0.74	2.65	3.39	-103.39	
240 - Local Improvement District Fund	0.00	0.00	220,994.56	220,994.56	-220,994.56	0.00%
301 - Street Capital Contribution Fund	-20,010.00	-4.16	-1.41	-5.57	-20,004.43	
305 - Capital Improvement Fund (REET)	555,445.15	-81,832.18	-21,761.29	-103,593.47	659,038.62	
306 - Capital Improvement Fund (REET 2)	996,809.22	363,059.42	15,232.55	378,291.97	618,517.25	
309 - CDBG Projects Fund	0.00	-1,105.86	654.90	-450.96	450.96	
311 - Street Improvement Fund	-80,846.84	-80,975.43	88,188.91	7,213.48	-88,060.32	
315 - Facility Maintenance Reserve Fund (CE	74,802.00	111,858.72	-46,897.21	64,961.51	9,840.49	
320 - Equipment Reserve Fund	483.00	-145,956.79	-210,533.94	-356,490.73	356,973.73	
330 - Economic Development Fund	-375.00	45,494.93	5,861.84	51,356.77	-51,731.77	
340 - Economic Development Reserve Fund	0.00	-0.57	-0.14	-0.71	0.71	0.00%
350 - Tax Benefit District Construction Fund	0.00	-10,650.40	-54.54	-10,704.94	10,704.94	
360 - Tax Increment Financing Construction	0.00	0.00	0.00	0.00	0.00	
400 - Water Fund	29,847.73	98,441.21	93,796.53	192,237.74	-162,390.01	
401 - Wastewater Fund	-694,808.44	-117,602.57	-75,515.85	-193,118.42	-501,690.02	
402 - Stormwater Fund	8,285.83	360,325.01	-19,529.32	340,795.69	-332,509.86	
403 - Stormwater Capital Reserve Fund	-8,076.05	177,363.41	61,711.62	239,075.03	-247,151.08	
410 - Water Capital Reserve Fund	-318,587.83	93,555.88	-173,663.32	-80,107.44	-238,480.39	
411 - Wastewater Capital Reserve Fund	110,572.67	-87,626.70	-367,751.03	-455,377.73	565,950.40	
412 - Wastewater Debt Service Fund	-3,071.61	-84,402.13	27,328.85	-57,073.28	54,001.67	
413 - Water Capital Improvement Reserve F	-137,338.15	-22,167.44	-177,643.66	-199,811.10	62,472.95	
425 - Water Revenue Bond Fund	-28,900.00	-6,540.36	-1,356.80	-7,897.16	-21,002.84	
426 - Water Bond Reserve Fund	-3,197.80	-2,658.99	-549.91	-3,208.90	11.10	
431 - Water System Construction Fund	0.00	82,672.19	82,629.18	165,301.37	-165,301.37	
440 - Ambulance	-23,358.46	-241,111.39	249,587.69	8,476.30	-31,834.76	
500 - Equipment Rental & Replacement	-5,380.96	105,695.60	-112,912.67	-7,217.07	1,836.11	
625 - Flexible Benefits Plan Fund	0.00	1,493.83	1,362.65	2,856.48	-2,856.48	
Report Total:	**695,527.80**	**1,677,446.44**	**-207,049.14**	**1,470,397.30**	**-774,869.50**	

Docusign Envelope ID: 32862565-9BCD-4C20-9DF9-3A82D1C71327

City of College Place, WA

Vendor History Report
By Vendor Name

Posting Date Range -

Payment Date Range 06/01/2024 - 06/30/2024

Payable Number	Description		Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description	Units	Price	Amount	Account Number		Account Name	Dist Amount					
Vendor Set: 01 - Vendor Set 01												
14083 - Amazon Business Prime							**6,916.75**	**0.00**	**609.23**	**0.00**	**7,525.98**	**7,525.98**
#113-3484252-7788221	M. Rizzitiello Phone Accessories		6/25/2024		DFT0001604	6/25/2024	29.83	0.00	2.63	0.00	32.46	32.46
M. Rizzitiello Phone Acc	1.00	29.83	32.46	001-513-10-31-00		Operating Supplies - Executive	12.33					
				001-522-10-31-00		Operating Supplies - Administratio	0.33					
				400-534-10-31-00		Operating Supplies - Administratio	6.17					
				401-535-10-31-01		Office Supplies - Administration	12.66					
				402-531-10-31-00		Operating Supplies - Stormwater A	0.97					
111-2884645-5965061	Tactical Pouch		6/25/2024		DFT0001604	6/25/2024	13.00	0.00	1.14	0.00	14.14	14.14
Tactical Pouch	1.00	13.00	14.14	001-522-20-31-05		Wildland Fire - Operating Supplies	14.14					
111-4161470-7553821	Tactical Admin Pouch		6/25/2024		DFT0001604	6/25/2024	48.00	0.00	4.22	0.00	52.22	52.22
Tactical Admin Pouch	1.00	48.00	52.22	001-522-20-31-05		Wildland Fire - Operating Supplies	52.22					
112-8725518-6798625	Pens - R. McAndrews		6/25/2024		DFT0001604	6/25/2024	19.99	0.00	1.76	0.00	21.75	21.75
Pens - R. McAndrews	1.00	19.99	21.75	001-576-81-31-01		Office Supplies - Parks Administrati	1.73					
				100-543-10-31-01		Office Supplies - Administration	3.92					
				400-534-10-31-01		Office Supplies - Administration	8.70					
				401-535-10-31-01		Office Supplies - Administration	1.96					
				402-531-10-31-01		Office Supplies - Stormwater Admi	2.61					
				500-548-70-31-01		Office Supplies - ER&R Administra	2.83					
11G7-TK9X-K791	Memory Card		6/25/2024		DFT0001604	6/25/2024	67.99	0.00	5.98	0.00	73.97	73.97
Memory Card	1.00	67.99	73.97	402-531-20-31-00		Operating Supplies - Stormwater E	73.97					
14HV-VKVM-JVY3	Facilities/HVAC/Mechanical Van Compone		6/28/2024		DFT0001620	6/28/2024	1,291.42	0.00	113.65	0.00	1,405.07	1,405.07
Shelf Unit - 9375-3-03	1.00	547.99	596.21	320-594-42-64-32		Vehicles/Equip Streets	596.21					
Shelf Unit - 9373-3-03	1.00	310.74	338.09	320-594-42-64-32		Vehicles/Equip Streets	338.09					
2 Drawer Cabinet - 991	1.00	296.99	323.13	320-594-42-64-32		Vehicles/Equip Streets	323.13					
Shelf Door - 9503-3-01	1.00	135.70	147.64	320-594-42-64-32		Vehicles/Equip Streets	147.64					
199T-FNML-NJJW	M. Holden Supplies		6/25/2024		DFT0001604	6/25/2024	50.43	0.00	4.44	0.00	54.87	54.87
M. Holden Supplies	1.00	50.43	54.87	001-576-81-31-01		Office Supplies - Parks Administrati	4.39					
				100-543-10-31-01		Office Supplies - Administration	9.88					
				400-534-10-31-01		Office Supplies - Administration	21.95					
				401-535-10-31-01		Office Supplies - Administration	4.94					
				402-531-10-31-01		Office Supplies - Stormwater Admi	6.58					
				500-548-70-31-01		Office Supplies - ER&R Administra	7.13					
1DNC-GKX9-FW63	Shop Supplies		6/25/2024		DFT0001604	6/25/2024	34.89	0.00	3.07	0.00	37.96	37.96

Vendor History Report **Posting Date Range -**

Payable Number	Description		Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description	Units	Price	Amount	Account Number		Account Name		Dist Amount				
Shop Supplies	1.00	34.89	37.96	500-548-70-31-01		Office Supplies - ER&R Administra		37.96				
1HDK-TV1R-KPXQ	R. Chamberlain Retirement Plaque		6/25/2024		DFT0001604	6/25/2024	30.07	0.00	2.65	0.00	32.72	32.72
R. Chamberlain Retirem	1.00	30.07	32.72	001-513-10-49-00		Miscellaneous		32.72				
1HYF-LTPP-91W6	Metal H-Stakes		6/25/2024		DFT0001620	6/28/2024	27.88	0.00	2.64	0.00	30.52	30.52
Metal H-Stakes	1.00	27.88	30.52	001-558-60-31-00		Operating Supplies - Planning		30.52				
1J7P-7P1D-6GHT	Ear Plugs		6/25/2024		DFT0001620	6/28/2024	42.49	0.00	3.74	0.00	46.23	46.23
Ear Plugs	1.00	42.49	46.23	100-542-30-31-00		Operating Supplies - Traveled Way		46.23				
1KF7-QYM7-JKMC	Backflow Postcards		6/25/2024		DFT0001604	6/25/2024	95.66	0.00	8.42	0.00	104.08	104.08
Backflow Postcards	1.00	95.66	104.08	400-534-80-31-00		Operating Supplies - General		104.08				
1KH6-DNPH-1KX7	Box Light		6/25/2024		DFT0001604	6/25/2024	647.40	0.00	56.97	0.00	704.37	704.37
Box Light Replacement	3.00	215.80	704.37	001-522-20-35-01		Small Tools Vehicle		704.37				
1KMG-PHQT-1WFF	Facilities Van Equipment		6/25/2024		DFT0001604	6/25/2024	302.99	0.00	26.66	0.00	329.65	329.65
Roof Mounting Kit - 211	1.00	302.99	329.65	320-594-42-64-32		Vehicles/Equip Streets		329.65				
1MQD-WMTL-JWRT	R. Chamberlain Retirement Party Supplies		6/25/2024		DFT0001604	6/25/2024	31.44	0.00	2.77	0.00	34.21	34.21
R. Chamberlain Retirem	1.00	31.44	34.21	001-513-10-49-00		Miscellaneous		34.21				
1MYL-HYFM-9RKP	Weatherguard Cabinet		6/25/2024		DFT0001609	6/25/2024	296.09	0.00	26.06	0.00	322.15	322.15
Weatherguard Cabinet	1.00	296.09	322.15	500-548-68-31-00		Operating Supplies - General		322.15				
1N4Y-HN9G-NMQP	Buckle Strap		6/25/2024		DFT0001604	6/25/2024	14.59	0.00	1.28	0.00	15.87	15.87
Buckle Strap	1.00	14.59	15.87	001-521-10-31-00		Operating Supplies - Administratioı		15.87				
1NCY-77T7-96PQ	PD Supplies		6/25/2024		DFT0001604	6/25/2024	85.03	0.00	7.48	0.00	92.51	92.51
PD Admin Supplies	1.00	73.99	80.50	001-521-19-31-01		Office Supplies - Support Services		80.50				
Sharps Container	1.00	11.04	12.01	001-554-30-31-00		Operating Supplies - Special Enforc		12.01				
1NVY-WKCY-DHNP	Jumper Cables		6/25/2024		DFT0001609	6/25/2024	415.52	0.00	36.54	0.00	452.06	452.06
Jumper Cables	1.00	59.36	64.58	500-548-68-31-00		Operating Supplies - General		64.58				
Jumper Cables	1.00	59.36	64.58	500-548-68-31-00		Operating Supplies - General		64.58				
Jumper Cables	1.00	59.36	64.58	500-548-68-31-00		Operating Supplies - General		64.58				
Jumper Cables	1.00	59.36	64.58	500-548-68-31-00		Operating Supplies - General		64.58				
Jumper Cables	1.00	59.36	64.58	500-548-68-31-00		Operating Supplies - General		64.58				
Jumper Cables	1.00	59.36	64.58	500-548-68-31-00		Operating Supplies - General		64.58				
Jumper Cables	1.00	59.36	64.58	500-548-68-31-00		Operating Supplies - General		64.58				
1PQ9-DNHY-4DCQ	Weather Guard Cabinet		6/25/2024		DFT0001604	6/25/2024	345.89	0.00	30.44	0.00	376.33	376.33
Weather Guard Cabinet	1.00	345.89	376.33	320-594-42-64-32		Vehicles/Equip Streets		376.33				
1PXQ-DWGF-9T9M	Hose Nozzle		6/25/2024		DFT0001620	6/28/2024	14.99	0.00	1.32	0.00	16.31	16.31
Hose Nozzle	1.00	14.99	16.31	001-576-80-31-00		Operating Supplies - Parks		16.31				
1Q63-RPLG-W9JG	FD Tech Supplies		6/25/2024		DFT0001604	6/25/2024	290.16	0.00	25.93	0.00	316.09	316.09
FD Tech Supplies	1.00	290.16	316.09	001-522-10-31-00		Operating Supplies - Administratioı		316.09				
1QXT-VFFJ-JGFK	Facilities Van Equipment		6/28/2024		DFT0001620	6/28/2024	2,206.97	0.00	194.21	0.00	2,401.18	2,401.18
Roof Mounted Ladder R	1.00	1,587.73	1,727.45	320-594-42-64-32		Vehicles/Equip Streets		1,727.45				

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Vendor History Report **Posting Date Range -**

Payable Number	Description		Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description	**Units**	**Price**	**Amount**	**Account Number**		**Account Name**	**Dist Amount**					
Shelf Unit - 9376-3-03	1.00	619.24	673.73	320-594-42-64-32		Vehicles/Equip Streets	673.73					
1QYF-VV11-PKWT	Shop Supplies		6/25/2024		DFT0001604	6/25/2024	45.16	0.00	3.98	0.00	49.14	49.14
Shop Supplies	1.00	45.16	49.14	500-548-68-31-00		Operating Supplies - General	49.14					
1R1Q-1MMH-4VCV	Headphones		6/25/2024		DFT0001604	6/25/2024	97.00	0.00	8.54	0.00	105.54	105.54
Headphones	1.00	97.00	105.54	001-576-81-31-01		Office Supplies - Parks Administrati	8.44					
				100-543-10-31-01		Office Supplies - Administration	19.00					
				400-534-10-31-01		Office Supplies - Administration	42.22					
				401-535-10-31-01		Office Supplies - Administration	9.50					
				402-531-10-31-01		Office Supplies - Stormwater Admi	12.66					
				500-548-70-31-01		Office Supplies - ER&R Administra	13.72					
1RKK-6M4C-QYNR	Irwin NPT		6/25/2024		DFT0001604	6/25/2024	147.56	0.00	12.98	0.00	160.54	160.54
Irwin NPT	1.00	147.56	160.54	400-534-50-31-00		Operating Supplies - Maintenance	160.54					
1TRP-1DMY-KCYD	City Attorney Headset		6/25/2024		DFT0001620	6/28/2024	172.60	0.00	15.19	0.00	187.79	187.79
City Attorney Headset	1.00	172.60	187.79	001-515-31-31-00		Operating Supplies - City Attorney	187.79					
1VJQ-7VCK-LHQG	Filter		6/25/2024		DFT0001604	6/25/2024	35.00	0.00	3.07	0.00	38.07	38.07
Filter	1.00	35.00	38.07	100-542-64-31-00		Operating Supplies - Traffic Control	38.07					
1VJT-LH6Y-4PRF	Weatherguard Hook		6/25/2024		DFT0001604	6/25/2024	16.71	0.00	1.47	0.00	18.18	18.18
Weatherguard Hook	1.00	16.71	18.18	320-594-42-64-32		Vehicles/Equip Streets	18.18					

Vendor History Report **Posting Date Range -**

Payable Number / Item Description	Description / Units	Price	Post Date / Amount	1099 / Account Number	Payment Number	Payment Date / Account Name	Amount / Dist Amount	Shipping	Tax	Discount	Net	Payment
5629 - Home Depot Credit Services							**1,308.25**	**0.00**	**100.19**	**0.00**	**1,408.44**	**1,408.44**
05.28.24	05.28.2024 Statement		6/10/2024		DFT0001584	6/13/2024	1,308.25	0.00	100.19	0.00	1,408.44	1,408.44
Saw	1.00	129.00	140.35	001-518-20-35-00		Sm Tools/Minor Equip	140.35					
Gun Range Repairs	1.00	119.85	130.40	315-594-18-62-17		Capital Expenditures/Expenses - Bc	130.40					
Tools	1.00	102.92	111.98	400-534-50-35-00		Sm Tools/Equipment	111.98					
Park Irrigation	1.00	74.82	81.40	001-576-80-31-00		Operating Supplies - Parks	81.40					
Park Irrigation	1.00	65.70	71.48	001-576-80-31-00		Operating Supplies - Parks	71.48					
Traffic Screws	1.00	64.82	70.52	100-542-30-31-00		Operating Supplies - Traveled Way	70.52					
Shop Supplies	1.00	65.00	65.00	500-548-68-31-00		Operating Supplies - General	65.00					
Crack and Seal	1.00	53.55	58.26	100-542-30-31-00		Operating Supplies - Traveled Way	58.26					
Safety Equipment - B. H	1.00	49.94	54.33	400-534-50-20-01		Benefits Uniforms	54.33					
PD Cabinet	1.00	42.42	46.15	001-518-20-31-00		Operating Supplies - Facilities	46.15					
Fire Department repairs	1.00	46.03	46.03	001-518-20-31-00		Operating Supplies - Facilities	46.03					
Crack Seal	1.00	42.78	42.78	100-542-30-31-00		Operating Supplies - Traveled Way	42.78					
Park Irrigation	1.00	38.68	42.08	001-576-80-31-00		Operating Supplies - Parks	42.08					
Safety Equipment - C. Cl	1.00	36.55	39.77	400-534-50-20-01		Benefits Uniforms	39.77					
Concrete	1.00	35.88	39.04	500-548-68-31-00		Operating Supplies - General	39.04					
Ear Muffs	1.00	33.78	36.75	100-542-30-35-00		Sm Tools/Equipment	36.75					
Round Up	1.00	29.97	32.61	001-576-80-31-00		Operating Supplies - Parks	32.61					
Maintenance Supplies	1.00	28.94	31.49	001-518-20-31-00		Operating Supplies - Facilities	31.49					
Park Irrigation	1.00	28.58	31.10	001-576-80-31-00		Operating Supplies - Parks	31.10					
Well Parts	1.00	28.17	30.65	400-534-80-31-00		Operating Supplies - General	30.65					
Police Department repa	1.00	24.51	26.67	001-518-20-31-00		Operating Supplies - Facilities	26.67					
Well Parts	1.00	20.40	22.20	400-534-80-31-00		Operating Supplies - General	22.20					
EV PED	1.00	19.88	21.63	315-594-18-62-17		Capital Expenditures/Expenses - Bc	21.63					
Well #6 Maintenance	1.00	19.20	20.89	400-534-80-31-00		Operating Supplies - General	20.89					
Miscellaneous Supplies	1.00	17.42	18.95	400-534-50-31-00		Operating Supplies - Maintenance	18.95					
EV Chargers	1.00	16.97	18.46	400-534-10-35-00		Small Tools/Equipment	18.46					
Maintenance Supplies	1.00	16.76	18.24	001-518-20-31-00		Operating Supplies - Facilities	18.24					
Recycle Bin	1.00	15.99	15.99	402-531-20-31-01		Office Supplies - Stormwater Engin	15.99					
Well House #6 Supplies	1.00	12.80	13.93	400-534-80-31-00		Operating Supplies - General	13.93					
Well House Plumbing	1.00	7.98	8.68	400-534-80-31-00		Operating Supplies - General	8.68					
Chlorine Analyzers	1.00	6.56	7.14	400-534-80-31-00		Operating Supplies - General	7.14					
Lighting	1.00	5.92	6.44	400-534-80-31-00		Operating Supplies - General	6.44					
Lighting	1.00	3.55	3.86	400-534-80-31-00		Operating Supplies - General	3.86					
Kiwanis Park Irrigation	1.00	2.93	3.19	001-576-80-31-00		Operating Supplies - Parks	3.19					

Vendor History Report | **Posting Date Range -**

Payable Number / Item Description	Description / Units	Price	Post Date / Amount	1099 / Account Number	Payment Number	Payment Date / Account Name	Amount / Dist Amount	Shipping	Tax	Discount	Net	Payment
194 - Napa Of Walla Walla							**1,600.70**	**0.00**	**150.05**	**0.00**	**1,750.75**	**1,750.75**
June 2024	Misc Supplies		6/10/2024		APA001533	6/10/2024	1,600.70	0.00	150.05	0.00	1,750.75	1,750.75
A/C Refrigerant	1.00	300.08	326.79	500-548-68-31-00		Operating Supplies - General	326.79					
30lb 134A Refrigerant	1.00	239.99	261.35	500-548-68-31-00		Operating Supplies - General	261.35					
Filters	1.00	195.31	212.69	500-548-68-31-00		Operating Supplies - General	212.69					
Wire	1.00	111.00	120.88	500-548-68-31-00		Operating Supplies - General	120.88					
Wire	1.00	100.00	108.90	500-548-68-31-00		Operating Supplies - General	108.90					
Tire Parts	1.00	82.72	90.08	500-548-68-31-00		Operating Supplies - General	90.08					
Digital Caliper	1.00	69.99	76.22	500-548-68-35-00		Small Tools / Equipment	76.22					
Air Filter	1.00	69.75	75.96	500-548-68-31-00		Operating Supplies - General	75.96					
Tape	10.00	5.52	60.11	500-548-68-31-00		Operating Supplies - General	60.11					
Accy	1.00	54.99	59.88	500-548-68-35-00		Small Tools / Equipment	59.88					
Air Filter	3.00	16.68	54.49	500-548-68-31-00		Operating Supplies - General	54.49					
Heat Shrink Tubing	5.00	9.47	51.56	500-548-68-31-00		Operating Supplies - General	51.56					
Wire	1.00	37.00	40.29	500-548-68-31-00		Operating Supplies - General	40.29					
Tire Parts	1.00	35.96	39.16	500-548-68-31-00		Operating Supplies - General	39.16					
Fuse	1.00	34.36	37.42	500-548-68-31-00		Operating Supplies - General	37.42					
Joint Saw	1.00	33.44	36.42	500-548-68-35-00		Small Tools / Equipment	36.42					
Camshaft Sensor	1.00	29.73	32.38	500-548-68-31-00		Operating Supplies - General	32.38					
Grommet	1.00	29.67	32.31	500-548-68-31-00		Operating Supplies - General	32.31					
Connector	1.00	28.17	30.68	500-548-68-31-00		Operating Supplies - General	30.68					
Terminal Adapter	1.00	26.81	29.20	500-548-68-31-00		Operating Supplies - General	29.20					
Junction Block	1.00	21.04	22.91	500-548-68-31-00		Operating Supplies - General	22.91					
Spark Plug	2.00	8.99	19.58	500-548-68-31-00		Operating Supplies - General	19.58					
Fuse	4.00	3.86	16.81	500-548-68-31-00		Operating Supplies - General	16.81					
CREDIT Wrong Price for	1.00	-33.76	-33.76	500-548-68-31-00		Operating Supplies - General	-33.76					
CREDIT tubing	1.00	-51.56	-51.56	500-548-68-31-00		Operating Supplies - General	-51.56					
218 - Quill Corporation							**1,151.04**	**0.00**	**101.30**	**0.00**	**1,252.34**	**1,252.34**
110928844	Office Supplies - PD		6/25/2024		DFT0001610	6/25/2024	135.92	0.00	11.96	0.00	147.88	147.88
Office Supplies - PD	1.00	135.92	147.88	001-521-10-31-01		Office Supplies - Administration	14.79					
				001-521-19-31-01		Office Supplies - Support Services	29.58					
				001-521-21-31-01		Office Supplies - Investigation	14.79					
				001-521-22-31-01		Office Supplies - Patrol	55.46					
				001-521-70-31-01		Office Supplies - Traffic	18.47					
				001-554-30-31-01		Office Supplies - Special Enforceme	14.79					
38852526	Office Supplies - CD		6/25/2024		DFT0001610	6/25/2024	21.59	0.00	1.90	0.00	23.49	23.49

Vendor History Report **Posting Date Range -**

Payable Number	Description		Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description	**Units**	**Price**	**Amount**	**Account Number**		**Account Name**	**Dist Amount**					
Office Supplies - CD	1.00	21.59	23.49	001-524-20-31-01		Office Supplies - Bldg. Inspection	8.94					
				001-558-60-31-01		Office Supplies - Planning	9.63					
				100-543-10-31-01		Office Supplies - Administration	0.47					
				400-534-10-31-01		Office Supplies - Administration	2.35					
				401-535-10-31-01		Office Supplies - Administration	1.64					
				402-531-10-31-01		Office Supplies - Stormwater Admi	0.23					
				500-548-70-31-01		Office Supplies - ER&R Administra	0.23					
38874582	Office Supplies - CH General		6/25/2024		DFT0001610	6/25/2024	407.90	0.00	35.90	0.00	443.80	443.80
Office Supplies - CH Ger	1.00	407.90	443.80	001-513-10-31-01		Office Supplies - Executive	58.36					
				001-514-23-31-01		Office Supplies - Budgeting, Accour	78.33					
				001-514-30-31-01		Office Supplies - Records	25.07					
				001-518-10-31-01		Office Supplies - HR Administration	50.37					
				100-543-10-31-01		Office Supplies - Administration	4.44					
				400-534-10-31-01		Office Supplies - Administration	21.52					
				400-534-27-31-01		Water Utilities - Office Supplies	87.21					
				401-535-10-31-01		Office Supplies - Administration	16.42					
				401-535-27-31-01		Sewer Utilities - Office Supplies	97.64					
				402-531-27-31-01		Stormwater Utilities - Office Suppli	4.44					
38874733	Office Supplies - PD		6/25/2024		DFT0001610	6/25/2024	142.78	0.00	12.56	0.00	155.34	155.34
Office Supplies - PD	1.00	142.78	155.34	001-521-10-31-01		Office Supplies - Administration	15.53					
				001-521-19-31-01		Office Supplies - Support Services	31.08					
				001-521-21-31-01		Office Supplies - Investigation	15.53					
				001-521-22-31-01		Office Supplies - Patrol	58.25					
				001-521-70-31-01		Office Supplies - Traffic	19.42					
				001-554-30-31-01		Office Supplies - Special Enforceme	15.53					
38880911	Office Supplies - PD		6/25/2024		DFT0001610	6/25/2024	47.99	0.00	4.22	0.00	52.21	52.21
Office Supplies - PD	1.00	47.99	52.21	001-521-10-31-01		Office Supplies - Administration	5.22					
				001-521-19-31-01		Office Supplies - Support Services	10.44					
				001-521-21-31-01		Office Supplies - Investigation	5.22					
				001-521-22-31-01		Office Supplies - Patrol	19.58					
				001-521-70-31-01		Office Supplies - Traffic	6.53					
				001-554-30-31-01		Office Supplies - Special Enforceme	5.22					
38961478	Toner - Finance Director		6/25/2024		DFT0001610	6/25/2024	94.99	0.00	8.36	0.00	103.35	103.35
Toner - Finance Director	1.00	94.99	103.35	001-514-23-31-01		Office Supplies - Budgeting, Accour	28.94					
				400-534-27-31-01		Water Utilities - Office Supplies	27.90					
				401-535-27-31-01		Sewer Utilities - Office Supplies	28.94					
				402-531-27-31-01		Stormwater Utilities - Office Suppli	14.47					
				440-522-27-31-01		Ambulance Utilities - Office Supplie	3.10					
39008424	Office Supplies - CD		6/25/2024		DFT0001610	6/25/2024	22.99	0.00	2.02	0.00	25.01	25.01

Vendor History Report **Posting Date Range -**

Payable Number / Item Description	Description / Units	Price	Post Date / Amount	1099 / Account Number	Payment Number	Payment Date / Account Name	Amount / Dist Amount	Shipping	Tax	Discount	Net	Payment
Office Supplies - CD	1.00	22.99	25.01	001-524-20-31-01		Office Supplies - Bldg. Inspection	9.51					
				001-558-60-31-01		Office Supplies - Planning	10.25					
				100-543-10-31-01		Office Supplies - Administration	0.50					
				400-534-10-31-01		Office Supplies - Administration	2.50					
				401-535-10-31-01		Office Supplies - Administration	1.75					
				402-531-10-31-01		Office Supplies - Stormwater Admi	0.25					
				500-548-70-31-01		Office Supplies - ER&R Administra	0.25					
39028051	Office Supplies - CH General		6/25/2024		DFT0001610	6/25/2024	92.56	0.00	8.15	0.00	100.71	100.71
Office Supplies - CH Ger	1.00	92.56	100.71	001-513-10-31-01		Office Supplies - Executive	13.24					
				001-514-23-31-01		Office Supplies - Budgeting, Accour	17.78					
				001-514-30-31-01		Office Supplies - Records	5.69					
				001-518-10-31-01		Office Supplies - HR Administration	11.43					
				100-543-10-31-01		Office Supplies - Administration	1.01					
				400-534-10-31-01		Office Supplies - Administration	4.88					
				400-534-27-31-01		Water Utilities - Office Supplies	19.78					
				401-535-10-31-01		Office Supplies - Administration	3.73					
				401-535-27-31-01		Sewer Utilities - Office Supplies	22.16					
				402-531-27-31-01		Stormwater Utilities - Office Suppli	1.01					
39028804	Office Supplies - AP		6/25/2024		DFT0001610	6/25/2024	20.99	0.00	1.85	0.00	22.84	22.84
Office Supplies - AP	1.00	20.99	22.84	001-514-23-31-01		Office Supplies - Budgeting, Accour	12.79					
				400-534-27-31-01		Water Utilities - Office Supplies	4.57					
				401-535-27-31-01		Sewer Utilities - Office Supplies	3.42					
				402-531-27-31-01		Stormwater Utilities - Office Suppli	1.83					
				440-522-27-31-01		Ambulance Utilities - Office Supplie	0.23					
39030580	Office Supplies - CH General		6/25/2024		DFT0001610	6/25/2024	5.99	0.00	0.53	0.00	6.52	6.52
Office Supplies - CH Ger	1.00	5.99	6.52	001-513-10-31-01		Office Supplies - Executive	0.86					
				001-514-23-31-01		Office Supplies - Budgeting, Accour	1.15					
				001-514-30-31-01		Office Supplies - Records	0.37					
				001-518-10-31-01		Office Supplies - HR Administration	0.74					
				100-543-10-31-01		Office Supplies - Administration	0.07					
				400-534-10-31-01		Office Supplies - Administration	0.32					
				400-534-27-31-01		Water Utilities - Office Supplies	1.28					
				401-535-10-31-01		Office Supplies - Administration	0.24					
				401-535-27-31-01		Sewer Utilities - Office Supplies	1.43					
				402-531-27-31-01		Stormwater Utilities - Office Suppli	0.06					
39115043	Office Supplies - Multiple		6/25/2024		DFT0001610	6/25/2024	46.77	0.00	4.12	0.00	50.89	50.89
Office Supplies - PW	1.00	15.59	16.97	001-576-81-31-01		Office Supplies - Parks Administrati	1.35					
				100-543-10-31-01		Office Supplies - Administration	3.05					
				400-534-10-31-01		Office Supplies - Administration	6.79					
				401-535-10-31-01		Office Supplies - Administration	1.53					
				402-531-10-31-01		Office Supplies - Stormwater Admi	2.04					
				500-548-70-31-01		Office Supplies - ER&R Administra	2.21					

Vendor History Report **Posting Date Range -**

Payable Number	Description		Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description	Units	Price	Amount	Account Number		Account Name	Dist Amount					
Office Supplies - CD	1.00	15.59	16.96	001-524-20-31-01		Office Supplies - Bldg. Inspection	6.44					
				001-558-60-31-01		Office Supplies - Planning	6.95					
				100-543-10-31-01		Office Supplies - Administration	0.34					
				400-534-10-31-01		Office Supplies - Administration	1.70					
				401-535-10-31-01		Office Supplies - Administration	1.19					
				402-531-10-31-01		Office Supplies - Stormwater Admi	0.17					
				500-548-70-31-01		Office Supplies - ER&R Administra	0.17					
Office Supplies - Attorn	1.00	15.59	16.96	001-514-30-31-01		Office Supplies - Records	1.21					
				001-515-31-31-01		Office Supplies - City Attorney	7.46					
				001-518-10-31-01		Office Supplies - HR Administration	0.51					
				001-521-10-31-01		Office Supplies - Administration	2.54					
				001-522-10-31-01		Office Supplies - Administration	0.08					
				001-558-60-31-01		Office Supplies - Planning	2.54					
				402-531-10-31-01		Office Supplies - Stormwater Admi	2.54					
				440-522-24-31-01		Office Supplies - EMS Administratic	0.08					
39173955	Office Supplies - PD		6/25/2024		DFT0001610	6/25/2024	110.57	0.00	9.73	0.00	120.30	120.30
Office Supplies - PD	1.00	110.57	120.30	001-521-10-31-01		Office Supplies - Administration	12.03					
				001-521-19-31-01		Office Supplies - Support Services	24.06					
				001-521-21-31-01		Office Supplies - Investigation	12.03					
				001-521-22-31-01		Office Supplies - Patrol	45.11					
				001-521-70-31-01		Office Supplies - Traffic	15.04					
				001-554-30-31-01		Office Supplies - Special Enforceme	12.03					
					Vendors: (4)	**Total 01 - Vendor Set 01:**	**10,976.74**	**0.00**	**960.77**	**0.00**	**11,937.51**	**11,937.51**
					Vendors: (4)	**Report Total:**	**10,976.74**	**0.00**	**960.77**	**0.00**	**11,937.51**	**11,937.51**

CITY OF COLLEGE PLACE

City Attorney

LEGAL MEMORANDUM

TO: **City Council, Mayor Norma Hernández, Police Chief Troy Tomaras**

CC: **City Administrator Mike Rizzitiello, department heads**

Date: **August 9, 2024**

RE: **Election season Dos and Don'ts – applicable law**

DON'Ts:

- **Use of public facilities.** City Councilmembers nor City staff may use City funds, buildings, facilities, uniforms, equipment or supplies to support or oppose a candidate for office or a ballot proposition. **DON'T USE CITY EMAIL TO CAMPAIGN**
- **Activities during work time.** Activities in support or opposition of a candidate for office or a ballot proposition during work time, including official work business outside of normal work hours, are prohibited.

DOs:

- **Legislative body motions/resolutions.** City Council may vote on a motion or resolution to express support of or opposition to a ballot proposition, provided Council follows the required procedural steps (proper notice, open public meeting, and equal time allowed for comment and discourse by opponents and proponents).
- **Statements by elected officials about ballot propositions.** City Councilmember and (authorized) staff may make a statement in support of or opposition to a ballot proposition:
  - at an open press conference
  - in response to a specific inquiry.
- **Normal and regular conduct.** City Councilmembers and staff may act in their normal and regular roles as government representatives. (Example: staff may prepare an objective and neutral presentation of ***facts*** concerning a ballot measure; e.g. the financial impact of a ballot proposition).
- **Expression of personal opinions.** City Councilmembers and staff may express their own personal views supporting or opposing a candidate or ballot proposition so long as that expression does not involve using public facilities, to include:

    - Campaigning on their own time, using their own supplies and equipment; and
    - Writing letters to the editor expressing their personal views, including indicating their position with the City so long as it is clear the position being conveyed is not that of the City's.

RAMIFICATIONS OF VIOLATIONS

- Elected Officials
    - Voiding of election results
    - Civil (monetary) penalty
    - For illegal use of public assets, personal liability of at least equal to the amount or value of public assets expended or used
    - Recall from office
    - Denial of indemnification by the City
    - Referral for criminal prosecution
- Staff, in addition to those applicable to Elected Officials
    - Discipline up to and including termination

Legal Analysis:

Political speech, speech about and critical of government and government officials, is the most protected form of speech under the First Amendment to the United States Constitution. Political and ideological speech is considered to be at the core of the First Amendment. Political speech can take forms beyond written or spoken word such as symbolic acts (burning the American flag) or funding (*Citizens United* decision).

City elected officials and appointed personnel, employees and volunteers (agency staff) retain their right to free political speech as individuals but must be careful not to violate state laws prohibiting the use of public funds for election campaigns.

The main restriction on the support or opposition of candidates for office or ballot issues is found at RCW 42.17A.555 prohibits the use of public facilities to support or oppose a ballot measure or an election campaign for public office. RCW 42.17A.555 states, in part:

> *No elective official* nor any employee of his or her *office nor any person appointed to or employed by any public* office or *agency may use* or authorize the use of *any of the facilities of a public* office or *agency*, directly or indirectly, *for the purpose of assisting a campaign for election of any person to any office* or *for the promotion of or opposition to any ballot proposition*. Facilities of a public office or agency include, but are not limited to, use of stationery, postage, machines, and equipment, use of employees of the office or agency during working hours, vehicles, office space, publications of the office or agency, and clientele lists of persons served by the office or agency.

(*emphasis added)*

This prohibition means that council members and city staff cannot work to support or oppose a candidate or ballot proposition during work time and cannot use or allow to be used public facilities, equipment, or supplies to support or oppose a candidate or ballot proposition. This prohibition was crafted to allow for free political speech and to provide options for elected officials and agency staff to inform the public. RCW 42.17A.555 specifies activities to which this prohibition does not apply, to include:

> (1) *Action taken at an open public meeting by members of an elected legislative body* or by an elected board, council, or commission of a special purpose district including, but not limited to, fire districts, public hospital districts, library districts, park districts, port districts, public utility districts, school districts, sewer districts, and water districts, *to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition* so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;
>
> (2) A *statement by an elected official in support of or in opposition to any ballot proposition at an open press conference or in response to a specific inquiry;*
>
> (3) Activities which are part of the normal and regular conduct of the office or agency.

Councilmembers and City staff can use public funds for proper purposes, including providing or communicating information related to their official work. RCW 42.17A.635(3).

Guidelines for Local Government Agencies in Election Campaigns

Cite as PDC Interpretation No. 04-02

Use of the Guidelines

These Guidelines are meant to aid and assist in compliance with the law.

This document is an educational tool that is an expression of the Commission's view of the meaning of RCW 42.17A.555 and relevant administrative rules and case law involving local government and election campaign activity. It is intended to provide guidance regarding the Commission's approach and interpretation of how the statutory prohibition on the use of public facilities for campaigns impacts activities that may be contemplated by government employees and other persons who may seek to utilize those public facilities. Readers are strongly encouraged to review the statute and rules referenced in these Guidelines.

For ease of reference, the majority of this interpretation is in chart form. In part, the chart identifies categories of persons, some possible activities, and some general considerations. These illustrative examples in the columns of the chart are not intended to be exhaustive.

For example, the categories of persons identified are, in many cases, illustrative only and simply identify groups of persons more likely to undertake or consider undertaking the activity mentioned in the adjacent columns. If an activity is described as being viewed as "Permitted," it is viewed as permitted for all agency personnel otherwise having the authority under law or agency policy to undertake that action, not just the persons identified in the chart or in a particular column. The same approach is applied to the "Not Permitted" column.   Further, the remarks in the chart's "General Considerations" column have relevance for the entire section and are not limited to the specific bullet point immediately to the left of the general consideration.

As noted in the Basic Principles section below, hard and fast rules are difficult to establish for every fact pattern involving agency facilities that may occur.

- School Districts are directed to Guidelines for School Districts in Election Campaigns, Interpretation 01-03.

Situations may arise that are not squarely addressed by the guidelines or that merit additional discussion. The PDC urges government agencies to review the guidelines in their entirety, and to consult with their own legal counsel and with the PDC. The PDC can be reached at pdc@pdc.wa.gov, 360/753-1111 or toll free at 1-877-601-2828.

Use of public office or agency facilities in campaigns - Prohibition - Exceptions. RCW 42.17A.555

No elective official nor any employee of his or her office nor any person appointed to or employed by any public office or agency may use or authorize the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. Facilities of a public office or agency include, but are not limited to, use of stationery, postage, machines, and equipment, use of employees of the office or agency during working hours, vehicles, office space, publications of the office or agency, and clientele lists of persons served by the office or agency. However, this does not apply to the following activities:

1. Action taken at an open public meeting by members of an elected legislative body or by an elected board, council, or commission of a special purpose district including, but not limited to, fire districts, public hospital districts, library districts, park districts, port districts, public utility districts, school districts, sewer districts, and water districts, to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board,

council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;
2. A statement by an elected official in support of or in opposition to any ballot proposition at an open press conference or in response to a specific inquiry;
3. Activities which are part of the normal and regular conduct of the office or agency.
4. This section does not apply to any person who is a state officer or state employee as defined in RCW 42.52.010.

Finding -- Intent -- 2006 c 215: "(1) The legislature finds that the public benefits from an open and inclusive discussion of proposed ballot measures by local elected leaders, and that for twenty-five years these discussions have included the opportunity for elected boards, councils, and commissions of special purpose districts to vote in open public meetings in order to express their support of, or opposition to, ballot propositions affecting their jurisdictions.

(2) The legislature intends to affirm and clarify the state's long-standing policy of promoting informed public discussion and understanding of ballot propositions by allowing elected boards, councils, and commissions of special purpose districts to adopt resolutions supporting or opposing ballot propositions." [2006 c 215 § 1.]

General applications of RCW 42.17A.555 WAC 390-05-271

- RCW 42.17A.555 does not restrict the right of any individual to express his or her own personal views concerning, supporting, or opposing any candidate or ballot proposition, if such expression does not involve a use of the facilities of a public office or agency.
- RCW 42.17A.555 does not prevent a public office or agency from (a) making facilities available on a nondiscriminatory, equal access basis for political uses or (b) making an objective and fair presentation of facts relevant to a ballot proposition, if such action is part of the normal and regular conduct of the office or agency.

Definition of normal and regular conduct. WAC 390-05-273

Normal and regular conduct of a public office or agency, as that term is used in the proviso to RCW 42.17A.555, means conduct which is (1) lawful, i.e., specifically authorized, either expressly or by necessary implication, in an appropriate enactment, and (2) usual, i.e., not effected or authorized in or by some extraordinary means or manner. No local office or agency may authorize a use of public facilities for the purpose of assisting a candidate's campaign or promoting or opposing a ballot proposition, in the absence of a constitutional, charter, or statutory provision separately authorizing such use.

Similar prohibitions on the use of public facilities by state employees and state officers are described in a memorandum from the Attorney General's Office regarding RCW 42.52 and available at http://www.ethics.wa.gov.

Basic principles

1. Public facilities may not be used to support or oppose a candidate or ballot proposition. RCW 42.17A.555. Facilities include local government agency equipment, buildings, supplies, employee work time, and agency publications. The statute includes an exception to the prohibition for "activities which are part of the normal and regular conduct of the office or agency."
2. The Public Disclosure Commission holds that it is not only the right, but the responsibility of local government to inform the general public of the operational and maintenance issues facing local agencies. This includes informing the community of the needs of the agency that the community may not realize exist. Local governments may expend funds for this purpose provided that the preparation and distribution of information is not for the purpose of influencing the outcome of an election.
3. Public employees do not forfeit their rights to engage in political activity because of their employment. Neither may agency employees be subjected to coercion, pressure, or undue influence to participate in political activity or to take a particular position. Public officials and employees should make it clear that any participation is personal rather than officially sponsored.
4. Supervisory personnel have a duty to know, apply, and communicate to their staffs the difference between acceptable information activities and inappropriate promotional activities in support of local government ballot measures.
5. Local elected officials are free to support agency ballot issues and engage in other political activities as long as such activities do not make use of government facilities, time or resources and do not either pressure or condone employees' use of agency facilities, time or resources to support ballot issues.
6. The PDC is charged with enforcing RCW 42.17A.555. This requires consideration and analysis of activities, which may or may not be determined to be in violation of

the statute. The PDC has, over the years, developed methods of considering and analyzing activities engaged in by public offices. Among the factors considered are the normal and regular conduct and the timing, tone, and tenor of activities in relation to ballot measure elections. As in any matter where intent is to be considered, hard and fast rules, which will be applicable to all situations, are difficult to establish.

7. The combination of a number of activities into a coordinated campaign involving close coordination between agency activities and citizens' committee activities which closely resembles traditional election campaign activities and which is targeted at and/or occurs close in time to a ballot measure election is likely to draw close scrutiny and careful consideration by the PDC as to whether a violation has occurred.
    - (A)Historically, the PDC has routinely advised and held that with respect to election-related publications, one jurisdiction-wide objective and fair presentation of the facts per ballot measure is appropriate. In addition, if an agency* has also customarily distributed this information through means other than a jurisdiction-wide mailing (e.g. regularly scheduled newsletter, website, bilingual documents, or other format), that conduct has also been permitted under RCW 42.17A.555 so long as the activity has been normal and regular for the government agency. (PDC staff note: For more discussion of fact sheets, see this staff analysis).
    - (B)The PDC will presume that every agency may distribute throughout its jurisdiction an objective and fair presentation of the facts for each ballot measure. If the agency distributes more than this jurisdiction-wide single publication, the agency must be able to demonstrate to the PDC that this conduct is normal and regular for that agency. In other words, the agency must be able to demonstrate that for other major policy issues facing the government jurisdiction, the agency has customarily communicated with its residents in a manner similar to that undertaken for the ballot measure.
    - (C) Agencies are urged to read the definitions of "normal and regular" at WAC 390-05-271 and WAC 390-05-273. **Agencies need to be aware, however, that in no case will the PDC view a marketing or sales effort related to a campaign or election as normal and regular conduct.**
8. The PDC attributes publications or other informational activity of a department or subdivision as the product of the local agency as a whole.

9. Providing an objective and fair presentation of facts to the public of ballot measures that directly impact a jurisdiction's maintenance and operation, even though the measure is not offered by the jurisdiction, may be considered part of the normal and regular conduct of the local agency. The agency must be able to demonstrate that for other major policy issues facing the jurisdiction, the agency has customarily communicated with its residents in a manner similar to that undertaken for the ballot measure.
10. State law provides certain exemptions from the prohibition on the use of public office or agency facilities in campaigns for an elected legislative body, an elected board, council or commission of a special purpose district, and elected officials that are not afforded appointed officials. RCW 42.17A.555 (1) and (2) apply only to these elected bodies and elected officials.**

*Agency means any county, city, town, port district, special district, or other state political subdivision.

**See Chapter 215, Laws of 2006 and AGO 2005 No. 4.

Guidelines for Local Agency Officials and Employees Who Engage In Election Activities

Expand All | Collapse All

Agency* Administrators (County Administrator, City Manager, Executive Director, Fire Chief, PUD Manager, Etc.)

Permitted

- May inform staff during non-work hours[1] of opportunities to participate in campaign activities.[2]
- Are encouraged to communicate to staff the difference between acceptable and unacceptable activities related to a ballot measure.
- In the course of normal publications for the agency, may distribute an objective and fair presentation of the facts[3] based on and expanded upon the information[4] prepared by the agency in accordance with the normal and regular conduct of the agency.[5]
- May speak at community forums and clubs to present factual and objective information on a ballot measure during regular work hours.

- May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections.
- May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties.
- May wear campaign buttons or similar items while on the job if the agency's policy generally permits employees to wear political buttons.
- May engage in campaign activities on their own time, during non-work hours and without using public resources.

Not Permitted

- Shall not pressure or coerce employees to participate in campaign activities.
- Shall not use internal memoranda solely for the purpose of informing employees of meetings supporting or opposing ballot measures.
- Shall not coordinate informational activities with campaign efforts, in a manner that makes the agency appear to be supporting or opposing a ballot measure.
- Shall not use public resources to operate a speakers' bureau in a manner that may be viewed as promoting a ballot measure.

General Considerations

- Has there been communications with staff and with union representatives regarding the prohibition on the use of the agency's internal mail or email system to support or oppose a ballot measure?
- Is the distribution of this information consistent with the normal practices of the agency (such as newsletters, websites, or some other format)?
- Is the information provided an objective and fair presentation of the facts?
- Is the activity consistent with the agency's normal and regular course of business?
- Do the materials accurately present the costs and other anticipated impacts of a ballot measure?
- For considerations regarding uniforms and related equipment, see sections on Equipment and Supplies and Uniforms and Related Equipment.

Community Groups

Permitted

- May use agency facilities for meetings supporting or opposing a ballot measure to the extent that the facilities are made available on an equal access, nondiscriminatory basis, and it is part of the normal and regular activity of the jurisdiction.

Not Permitted

- Shall not use agency facilities to produce materials that support or oppose a ballot measure.

Local Elected Legislative Body*

Permitted

- May collectively vote to support or oppose a ballot measure at a properly noticed public meeting, where opponents of the measure are given an equal opportunity to express views.[6]

Not Permitted

- Shall not pressure or coerce agency management to participate in campaign activities.
- Shall not explicitly include passage of a ballot measure in the agency's annual goals.

Local Government Elected Officials

Permitted

- May engage in political activities on his or her own time, if no public equipment, vehicle or facility is used. (An elected official may use his or her title, but should clarify that he/she is speaking on his/her own behalf, and not on behalf of the agency. If the elected legislative body has adopted a resolution, the official can then speak on behalf of the agency.)
- May attend any function or event at any time during the day and voice his or her opinion about a candidate or ballot proposition as long as they are not being compensated and are not using any public equipment, vehicle or other facility.

Not permitted

- Shall not direct agency staff to perform tasks to support or oppose campaign activities or ballot measures.
- Shall not use public facilities or resources to engage in political activities.

General Considerations

- Is the elected official using staff time, a public vehicle, or other public resources?
- Has the agency adopted a resolution? If yes, the elected official can speak on behalf of the agency. If not, has the elected official made it clear that he or she is not speaking on behalf of the agency?
- Also see Uniforms and Related Equipment Section below.
- Also see Agency Calendars Section below.

Appointed Officials (Boards, Commissions, and similar appointed positions)

Permitted

- May engage in political activities on his or her own time, if no public equipment, vehicle or facility is used. An appointed official may use his or her title, but should clarify that he/she is speaking on his/her own behalf, and not on behalf of the agency.
- May attend any function or event at any time during the day and voice his or her opinion about a candidate or ballot proposition as long as they are not being compensated and are not using any public equipment, vehicle or other facility.

Not Permitted

- Shall not direct agency staff to perform tasks to support or oppose campaign activities or ballot measures.
- Shall not use public facilities or resources to engage in political activities.
- Shall not use public facilities to express a collective decision or actually vote upon a motion or resolution to support or oppose a ballot proposition.
- Shall not use public facilities to make a statement at a press conference or responding to an inquiry in support or opposition to any ballot proposition.

General Considerations

- Is the appointed official using staff time, a public vehicle, or other public resources?
- Has the appointed official made it clear that he or she is not speaking on behalf of the agency?
- Also see Uniforms and Related Equipment Section below.
- Also see Agency Calendars Section below.

Management Staff or Their Designees

Permitted

- May speak at community forums and clubs to present an objective and fair presentation of the facts on a ballot measure during regular work hours.[7]
- May fully participate in campaign activities, including meeting with citizens' campaign committees to plan strategies, during non-work hours and without the use of public resources.
- May inform staff during non-work hours of opportunities to participate in campaign activities.
- May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties.
- May wear campaign buttons or similar items while on the job if the agency's policy generally permits employees to wear political buttons.
- May place window signs or bumper stickers on their privately owned cars, even if those cars are parked on government property during working hours.
- Are encouraged to communicate to staff the difference between acceptable and unacceptable activities related to a ballot measure.
- May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections.

Not Permitted

- Shall not use public resources to operate a speakers' bureau in a manner that may be viewed as promoting a ballot measure.
- Shall not use public resources to promote or defeat a candidate or ballot measure.
- Shall not pressure or coerce employees to participate in campaign activities.
- Shall not use agency resources to organize the distribution of campaign materials.

General Considerations

- Is the management staff using public resources in a manner that promotes or opposes a candidate or a ballot measure?
- Does the presentation accurately present the costs and other anticipated impacts of a ballot measure?
- Does the agency have a policy permitting employees to wear political buttons?
- For considerations regarding agency employees' calendars, see section on Agency Calendars.

Agency Employees

Permitted

- May speak at community forums and clubs to present an objective and fair presentation of the facts on a ballot measure during regular work hours.
- May inform staff during non-work hours of opportunities to participate in campaign activities.
- May engage in campaign activities on their own time, during non-work hours and without using public resources.
- May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties.
- May wear campaign buttons or similar items while on the job if the agency's policy generally allows employees to wear political buttons.
- May, during non-work hours, make available campaign materials to employees in lunchrooms and break rooms that are used only by staff or other authorized individuals.
- May place window signs or bumper stickers on their cars, even if those cars are parked on government agency property during working hours.
- May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections.

Not Permitted

- Shall not use work hours or public resources to promote or oppose a candidate or ballot measure (such as gathering signatures, distributing campaign materials, arranging speaking engagements, coordinating phone banks, or fundraising).
- Shall not pressure or coerce other employees to participate in campaign activities.
- Shall not use agency resources to organize the distribution of campaign materials.

General Considerations

- Do the presentations accurately present the costs and other anticipated impacts of a ballot measure?
- Is the employee acting on his or her own time, during non-work hours?
- See section on Agency Calendars below.

Union Representatives

Permitted

- May, during non-work hours, make available campaign materials to union members in lunchrooms and break rooms that are used only by staff or other authorized individuals.
- May distribute campaign materials at union-sponsored meetings.
- May post campaign materials on a bulletin board, if such a board is in an area that is not accessible to the general public and if such activity is consistent with the agency's policy and the collective bargaining agreements.

Not Permitted

- Shall not use the agency's internal mail or email system to communicate campaign-related information, including endorsements.
- Shall not distribute promotional materials in public areas.

General Considerations

- Are campaign materials made available only in those areas used solely by staff or other authorized individuals?
- Does such distribution occur during non-work hours?

Equipment and Supplies

Permitted

- Agency employees, in the course of their employment, may use equipment (including but not limited to projectors and computers) to make an objective and fair presentation of the facts at community forums and clubs.
- Agency employees, in the course of their employment, may produce information that is an objective and fair presentation of the facts using public resources.

Not Permitted

- Public resources (including but not limited to internal mail systems, email systems, copiers, telephone) shall not be used to support or oppose a candidate or ballot measure, whether during or outside of work hours.
- Citizens' campaign committees and other community groups shall not use agency equipment (including but not limited to internal mail systems, projectors, computers, and copiers) to prepare materials for meetings regarding ballot measures.

General Considerations

- Do the presentations fairly and objectively present the costs and other anticipated impacts of a ballot measure?

Uniforms & Related Equipment Purchased with Non-Public Funds

Permitted

- Agency employees and campaigns may use uniforms that are not the property of the agency and are rented or purchased with non-public funds (such as campaign funds), to assist campaigns including to support or oppose ballot propositions.
- These same provisions apply to related equipment including but not limited to: firearms; badges; nametags; holsters; handcuffs; jackets; belts; vests; agency patches, logos, insignias, emblems; and radios.

CURRENT Uniforms & Related Equipment[8] Purchased with Public Funds

Permitted

- Agency employees may use or wear their own uniforms to assist a campaign including to support or oppose a ballot proposition. This use includes any part of the employee's own uniform (shirt, pants, shoes, hat, etc.). This use includes clothing that may not appear to be a uniform (example, detective's suit). "Own uniform" means: The employee has purchased the uniform. The agency has not issued, purchased or replaced the uniform, or has not reimbursed the employee for the employee's purchase of the uniform, in whole or in part (such as reimbursement to the employee through a clothing allowance used to pay for the item).[9]
- These same provisions apply to related equipment including but not limited to: firearms; badges; nametags; holsters; handcuffs; hats; jackets; belts; vests; agency patches, logos, insignias, emblems; and radios.

Not Permitted

- Agency employees shall not use or wear their agency-issued, agency-purchased, agency-owned or agency-replaced uniforms to assist a campaign or to support or oppose a ballot proposition.
- This prohibition applies to use of any part of such a uniform (shirt, pants, shoes, hat, etc.).
- This same prohibition applies to clothing that may not appear to be a uniform (example, a detective's suit).

- This same prohibition applies to related equipment including but not limited to: firearms; badges; nametags; holsters; handcuffs; jackets; belts; vests; shoes; agency patches, logos, insignias, emblems; and radios.
- Prohibited uses include but are not limited to using or wearing those uniforms at campaign functions or in political advertisements such as TV commercials.
- Exceptions for attending campaign functions in uniform may be made on a case-by-case basis under exigent circumstances.[10]
- Public funds shall not be used to rent or purchase uniforms to assist campaigns, or to support or oppose ballot propositions.
- This same prohibition applies to related equipment including but not limited to: firearms; badges; nametags; holsters; handcuffs; jackets; belts; vests; agency patches, logos, insignias, emblems; and radios.

General Considerations

- Are any public funds used to purchase, reimburse, or replace the uniforms or related equipment? See footnote 9.

CURRENT Uniforms & Related Equipment in Agency Photos and Videos

Permitted

- Agency photos and agency videos depicting agency employees wearing agency uniforms may be used by a campaign to assist a campaign including to support or oppose ballot proposition, if the photos or videos: (1) were made in the ordinary course of the agency's business, (2) were not "staged" for campaign purposes and, (3) are made available to a campaign on the same terms and conditions as any other member of the public would receive the photos or videos. For example, agency photos or agency videos could be provided in response to a public records request, or by other authorized agency policy.
- This same provision applies to agency photos and agency videos depicting agency personnel wearing or using related equipment, including but not limited to: firearms; badges; nametags; holsters; handcuffs; jackets; belts; vests; agency patches, logos, insignias, emblems; and radios.

Not Permitted

- Agency employees shall not make special arrangements for or "stage" the taking of an agency photo or agency video of an employee in uniform so the photo or video can be used for campaign purposes.

- This same prohibition applies to related equipment including but not limited to: firearms; badges; nametags; holsters; handcuffs; jackets; belts; vests; agency patches, logos, insignias, emblems; and radios.

General Considerations

- Was the agency photo or agency video taken in the ordinary course of agency business, and not "staged" for a campaign?
- Was a campaign provided an agency photo or agency video of an employee wearing a uniform in the same manner, and under the same conditions, as any other member of the public requesting the photo or video? For example, was the agency providing it in response to a public records request, or pursuant to authorized agency policies?
- Does the campaign's ad make it clear to voters that the public agency is not endorsing or supporting the candidate or ballot measure, even though an employee in the photo/video is wearing a uniform? It is suggested that a disclaimer be added to the advertising to clarify that the photo/video has been obtained in the manner prescribed by the agency.

FORMER Uniforms & Related Equipment [see Footnote No. 8]

Permitted

- When a uniform or piece of related equipment was previously purchased, issued, replaced or reimbursed by the agency and is no longer used by the agency, the item may be used by a campaign to assist a campaign, or support or oppose a ballot measure.
- "No longer used by the agency" means the employee or agency has documented that:
  - The uniform or equipment has exceeded its life expectancy as defined by the agency and/or has been officially retired by the agency;
  - The uniform or equipment has been given or sold to an employee or another person following agency procedures; and,
  - The agency has no expectation the uniform or equipment will be returned to or used by the agency in the future.

General Considerations

- Has the employee or campaign documented that the uniform or piece of related equipment is no longer used by the agency?

Meeting Facilities

Permitted

- Agency meeting facilities, including audio visual equipment, may be used by campaign committees for activities on the same terms and conditions available to other community groups, subject to the provisions of the agency's policy.
- Use of agency meeting facilities is permitted when the facility is merely a "neutral forum" where the activity is taking place, and the public agency in charge of the facility is not actively endorsing or supporting the activity that is occurring.

General Considerations

- Can community groups typically use agency facilities?
- Are facilities made available to all groups on the same terms?
- Has the agency adopted a policy regarding the distribution of campaign materials on agency property?
- Is the meeting facility customarily made available on an equal access, nondiscriminatory basis for a variety of uses?

Lists

Permitted

- Lists of names (such as agency vendors or customers) that a agency has obtained or created in the course of transacting its regular public business are subject to public disclosure requirements; thus, unless otherwise exempt, the lists must be released subject to public records requests.
- Agencies may charge a pre'established fee to cover the costs of providing copies of such lists on an equal access, nondiscriminatory basis.

Not Permitted

- Agencies shall not sell copies of such lists (though they may charge a pre-established fee to recover the costs of providing copies of the lists).
- If a list is generally available as a public record, it cannot be denied to a person or group on the grounds that it might be used in a campaign.

General Considerations

- Is the list obtained or created in the course of the agency transacting its public business?
- Are the fees charged no greater than necessary to cover the costs of providing copies?

- Has the agency complied with established policy in responding to any public record requests?

Voting Information

Permitted

- Agency personnel may encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections.
- Public facilities may be used to register people to vote and to do periodic poll checking.

Not Permitted

- Agencies shall not pressure or coerce employees to vote.
- Agencies shall not organize an effort to encourage staff to wear campaign buttons or display campaign materials.

General Considerations

- Is the activity related to providing voting information for elections, as opposed to advocating for or against a particular candidate or ballot measure?

Agency Publications (Specific to Elections)

Permitted

- Agencies may develop an objective and fair presentation of the facts regarding agency needs and the anticipated impact of a ballot measure, and may distribute it in the agency's customary manner. This information[11] may be printed in various languages and communicated in other formats as required by the ADA.
- In the course of regular publications for the agency, the agency may distribute an objective and fair presentation of the facts for each ballot measure in accordance with the normal and regular conduct of the agency.

Not Permitted

- Agencies shall not distribute election-related information in a manner that targets specific subgroups. Targeting does not refer to mailing information to agency constituencies such as community leaders, or some other group, or to the agency's regular distribution list to provide information in a manner that is consistent with the normal and regular conduct of the agency.

- Agencies shall not publicize information supporting or opposing a candidate or ballot measure.

General Considerations

- Does the information provide an objective and fair presentation of the facts?
- Is the timing, format, and style, including tone and tenor, of the information presented in a manner that is normal and regular for the agency?
- Is the information distributed in a manner that is normal and regular for the agency?
- Do the materials accurately present the costs and other anticipated impacts of a ballot measure?
- Does the agency typically distribute information by newsletters, websites, or some other format?

Agency Publications (Regular)

Permitted

- Agencies may include all or part of the information regarding agency needs and the anticipated impacts of a ballot measure in the agency's regular publications, such as agency and department newsletters. (For example, a department newsletter may specifically describe the projects and/or programs planned for that department.)
- Agencies may inform staff and/or others of community meetings related to ballot measures if other such information is normally published in a newsletter or community calendar, and if both those supporting or opposing a ballot measure have the opportunity to appear on the calendar or in the newsletter.
- Agencies may factually report jurisdictional support for a ballot measure, so long as it is the normal and regular conduct for the agency. (For example, a community newsletter that ordinarily reports on governmental actions may report that the jurisdiction adopted a resolution supporting a ballot measure.)
- Agencies may thank citizens for their support after an election in agency publications.

Not Permitted

- Agencies shall not use internal memoranda or other agency publications to encourage employees to participate in campaign activities.
- Agencies shall not publish materials supporting or opposing a candidate or ballot measure.

General Considerations

- Does the agency routinely distribute such information?
- Does the agency normally inform staff and/or parents of community activities and meetings?
- Is the information presented in an objective and fair manner?
- Is the agency engaging in significantly different activities during the time period immediately prior to the ballot measure compared to all other times of the year?

Reader Boards/Posters

Permitted

- Information encouraging staff and members of the public to vote, or providing the dates of upcoming elections such as "vote on February ___", may be posted, as long as such encouragement is customarily posted for elections other than just an agency's ballot measure.
- Agencies may thank citizens on their reader boards for their support after an election.
- May post objective and fair information at an agency or at a future site regarding anticipated improvements to be funded by a ballot measure that is specific to that agency or site.

Not Permitted

- Agencies shall not display a "Vote for "." sign or other promotional messages on reader boards or posters.
- Signs advocating for or against candidates or ballot measures shall not be posted on agency property in any area accessible to the general public.
- Publicly owned vehicles shall not be used to carry or display political material.

Surveys and Research

Permitted

- Agencies may conduct surveys and/or other community research, including demographic questions, to determine the community's priorities, public perception of performance, and/or to inform the community about agency programs and policies.
- Agencies may conduct community research (including but not limited to the use of questionnaires, surveys, workshops, focus groups, and forums) to determine

the community's priorities for both programs and/or facilities and their associated total costs and projected dollars per thousand assessment.
- The surveys and/or other community research can be conducted before or after the governing body has approved a resolution to place a ballot measure on the ballot. However, research conducted after the adoption of the resolution may be subject to greater scrutiny.
- Agencies may publish survey results if it is consistent with the normal and regular conduct of the agency.

Not Permitted

- Agencies shall not conduct surveys to determine what taxation level the public would support.
- Agencies shall not conduct surveys designed to shore up support or opposition for a ballot measure.
- Agencies shall not target registered voters or other specific subgroups of the jurisdiction in conducting their election-related surveys.
- Agencies shall not use survey results in a manner designed to support or oppose a candidate or ballot measure.

General Considerations

- Has the elected legislative body passed a resolution authorizing a measure to be placed on the ballot? (If so, actions may be more closely scrutinized.)
- Does the election-related survey target specific subgroups?
- Is the survey or community research consistent with normal and regular activities of the agency?

Technology (websites, emails, computerized calling systems)

Permitted

- An agency may develop an objective and fair presentation of the facts and post that information on its website, including information regarding agency needs and the anticipated impacts of a ballot measure. This information may be reformatted so that it is consistent with the manner in which the agency customarily presents information on its website.
- Agency websites may permit viewers to make selections to learn about the anticipated impacts of a ballot measure for a specific division, or otherwise allow readers to explore issues in greater or lesser detail.

- Agencies may update the information on their websites in a manner that is customary for the agency.
- Staff may respond to inquiries regarding a ballot measure in an objective and fair manner, via email or by telephone, if it is part of their normal and regular duties.

Not Permitted

- Agency computers, email systems, telephones, and other information technology systems shall not be used to aid a campaign for or against a candidate or ballot measure.
- Electronic communication systems shall not be used to generate or forward information that supports or opposes a candidate or ballot measure.
- Agency websites shall not be used for the purposes of supporting or opposing a candidate or ballot measure.

General Considerations

- Are the materials developed an objective and fair presentation of the facts?
- Is the agency engaging in significantly different activities during the time period immediately prior to the ballot measure compared to all other times of the year?
- Do the materials accurately present the costs and other anticipated impacts of a ballot measure?
- Has there been communications with staff and with union representatives regarding the prohibition on the use of the agency's technology to support or oppose a ballot measure?

Agency Calendars

Permitted

- Agency officials, appointees and employees may place on their individual agency calendar the basic information that he/she is scheduled to be out of the office to attend campaign events. They may synchronize their personal electronic calendars with agency electronic calendars so long as only basic information gets placed on the agency calendar about campaign events.
- Agency officials, appointees and employees may respond to public inquiries, including from campaigns, about the employee's, appointee's or official's availability on his/her schedule to attend a campaign event.
- A supervising employee, appointee or official may request his or her scheduling assistant (agency staff) to block out time on the supervising employee's,

appointee's or official's individual calendar for campaign events.

- A scheduling assistant may receive information and block out time on the supervising employee's, appointee's or official's individual calendar for campaign events, as directed by the supervising employee, appointee or official.
- A scheduling assistant may respond to public inquiries, including from campaigns, about the supervising employee's, appointee's or official's availability on his/her schedule to attend a campaign event.
- Agencies may inform staff and/or others of community meetings related to ballot measures if other such information is normally published in a community calendar, and if both those supporting or opposing a ballot measure have the opportunity to appear on the calendar. (See more regarding "Agency Publications Regular" at p. 22).

Not Permitted

- Agency officials, appointees and employees shall not use, nor direct their staff to use, public facilities or resources to arrange or plan campaign activities, or to assist with a campaign activity. Arranging details of the official's, appointee's or employee's appearance or participation in the campaign activity such as travel logistics, tickets, invitations to other participants, or agenda while at the event, are not permitted. Communicating about the individual's interest and/or potential for participating in planned or possible future campaign events or activities, including endorsement interviews, are not permitted. Those activities must use campaign resources and staff, not public agency resources and staff.
- Agency officials, appointees and employees shall not place their individual campaign-related events on agency-wide distributed calendars such as monthly calendars of agency events, or regularly scheduled newsletters with agency events provided or distributed to staff or the public.

General Considerations

- Is the scheduling activity limited to calendaring for the official, appointee or employee?
- Is the calendaring limited to the ministerial act of placing only basic information about the campaign event (name, date, time, location, duration and contact number) on the official's appointee's or employee's schedule; conducted solely for business and security purposes related to the agency's need to know the official's, appointee's or employee's availability and location; and, to avoid scheduling conflicts?

- Is the calendaring request to a scheduling assistant to block out time (generally or only for specific appointments), on the individual's calendar directed in the first instance by the official appointee or supervising employee to agency staff, and not by a campaign?
- Is the campaign contact information the publicized means by the campaign of reaching the individual who is a candidate or assisting a campaign, for the purpose of scheduling his/her attendance at campaign events, or for participating in other campaign events?
- Do agency staff refer campaign-related inquiries to the campaign when the person contacting the agency seeks information beyond an individual's availability on his/her agency schedule?

Note on Timing of Activities: A particular activity may be subject to the scrutiny of the Public Disclosure Commission depending in part on whether it is a part of the "normal and ordinary" conduct of a local government agency. Generally, activities that occur after the elected legislative body has passed a resolution authorizing a measure to be placed on the ballot will be subject to greater scrutiny by the Public Disclosure Commission than those occurring before such a resolution has been passed.

Note on Agency Policies: The application of these guidelines is also subject to each jurisdiction's own adopted policies.

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[1] Agencies may set the definition of work hours for their employees. For example, to the extent that an agency defines the lunch hour as a non-work hour, activities to support or oppose a candidate or a ballot measure that do not use public resources and that are held away from government facilities are permitted during the lunch hour.

[2] RCW 42.17A.495(2) provides that "[n]o employer or labor organization may discriminate against an officer or employee in the terms or conditions of employment for (a) the failure to contribute to, (b) the failure in any way to support or oppose, or (c) in any way supporting or opposing a candidate, ballot proposition, political party, or political committee."

[3] Throughout these guidelines, the clause "objective and fair presentation of the facts" means that in addition to presenting the facts, the materials should present accurately the costs and other anticipated impacts of a ballot measure.

[4] For the purposes of these guidelines, "information" refers to the documents prepared, printed, and mailed to persons within the governmental jurisdiction by that agency solely for the purposes of informing residents regarding an upcoming ballot measure. The agency may continue to distribute information consistent with the customary practices of the agency, including but not limited to newsletters, websites, and multi-lingual documents. These publications may continue, but if they discuss the ballot measure, the information needs to be an objective and fair presentation of the facts.

[5] For the purpose of these guidelines, the term "normal and regular" is defined in WAC 390-05-273 and clarified further by WAC 390-05-271.

*Agency means any county, city, town, port district, special district, or other state political subdivision.

[6] RCW 42.17A.555(1) provides that action may be "taken at an open public meeting by members of an elected legislative body or by an elected board, council, or commission of a special purpose district including, but not limited to, fire districts, public hospital districts, library districts, park districts, port districts, public utility districts, school districts, sewer districts, and water districts, to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (a)any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;".

* The term "elected" modifies the term "body," connoting that the body itself must be elected. "We therefore conclude that bodies composed in any of the three ways you suggest in your question are not elected bodies for purposes of RCW 42.17.130 [the former codification of RCW 42.17A.555]. Bodies containing a combination of elected or

appointed members, bodies whose members serve ex officio by virtue of being elected to another office, or informal groups of elected officials from different jurisdictions are not "elected" for purposes of this analysis." (AGO 2005 No. 4, Page 4)

[7] Agencies may set the definition of work hours for their employees. For example, to the extent that a agency defines the lunch hour as a non-work hour, activities to support or oppose a candidate or a ballot measure that do not use public resources and that are held away from agency facilities are permitted during the lunch hour.

[8] For members of the judiciary subject to the Code of Judicial Conduct, see PDC Interpretation 00-03.

[9] An agency's reimbursement for or other means of providing for cleaning/maintenance of uniforms or related equipment does not convert the privately-purchased item to a public facility.

[10] For example, in examining all the surrounding circumstances, the Commission may determine that an enforcement action will not proceed when public safety and the demands of the public employee's office with respect to an ongoing law enforcement matter unexpectedly required the official to remain in uniform at a campaign function, and if that uniform use is part of the agency's "normal and regular" activities under those circumstances. However, the Commission anticipates these situations will be rare and isolated. This exception does not apply when campaigns or employees may seek to use agency uniforms and related equipment under other circumstances, or for other campaign activities such as in political advertising.

[11] For the purposes of these guidelines, "information" refers to the documents prepared, printed, and mailed jurisdiction-wide by the agency solely for the purposes of informing residents regarding an upcoming ballot measure. The agency may continue to distribute information consistent with the customary practices of the agency, including but not limited to newsletters, websites, and multi-lingual documents. These publications may continue, but if they discuss the ballot measure, the information should be an objective and fair presentation of the facts.

Contact Us

Email us

Use our help portal to ask questions, file a complaint, request public records, and submit public comment for commission meetings.

Get help

Call us

Talk to a staff member to get help filing reports, ask questions, or report an issue.

We're available from 8 a.m. to 5 p.m. Monday through Friday.

(360)753-1111

Toll free in Washington state: 877-601-2828

Where to find us

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PDF **RCW 42.17A.555**

Use of public office or agency facilities in campaigns—Prohibition—Exceptions. *(Effective until January 1, 2026. Recodified as RCW 29B.45.010.)*

No elective official nor any employee of his or her office nor any person appointed to or employed by any public office or agency may use or authorize the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. Facilities of a public office or agency include, but are not limited to, use of stationery, postage, machines, and equipment, use of employees of the office or agency during working hours, vehicles, office space, publications of the office or agency, and clientele lists of persons served by the office or agency. However, this does not apply to the following activities:

(1) Action taken at an open public meeting by members of an elected legislative body or by an elected board, council, or commission of a special purpose district including, but not limited to, fire districts, public hospital districts, library districts, park districts, port districts, public utility districts, school districts, sewer districts, and water districts, to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;

(2) A statement by an elected official in support of or in opposition to any ballot proposition at an open press conference or in response to a specific inquiry;

(3) Activities which are part of the normal and regular conduct of the office or agency.

(4) This section does not apply to any person who is a state officer or state employee as defined in RCW **42.52.010**.

[**2010 c 204 s 701**; **2006 c 215 s 2**; **1979 ex.s. c 265 s 2**; 1975-'76 2nd ex.s. c 112 s 6; **1973 c 1 s 13** (Initiative Measure No. 276, approved November 7, 1972). Formerly RCW **42.17.130**.]

NOTES:

Finding—Intent—2006 c 215: "(1) The legislature finds that the public benefits from an open and inclusive discussion of proposed ballot measures by local elected leaders, and that for twenty-five years these discussions have included the opportunity for elected boards, councils, and commissions of special purpose districts to vote in open public meetings in order to express their support of, or opposition to, ballot propositions affecting their jurisdictions.

(2) The legislature intends to affirm and clarify the state's long-standing policy of promoting informed public discussion and understanding of ballot propositions by allowing elected boards, councils, and commissions of special purpose districts to adopt resolutions supporting or opposing ballot propositions." [**2006 c 215 s 1**.]

Disposition of violations before January 1, 1995: "Any violations occurring prior to January 1, 1995, of any of the following laws shall be disposed of as if chapter 154, Laws of 1994 were not enacted and such laws continued in full force and effect: *RCW **42.17.130**, chapter **42.18** RCW, chapter **42.21** RCW, and chapter **42.22** RCW." [**1994 c 154 s 226**.]

***Reviser's note:** RCW **42.17.130** was recodified as RCW **42.17A.555** pursuant to 2010 c 204 s 1102, effective January 1, 2012.

PDF **RCW 42.17A.635**

Legislative activities of state agencies, other units of government, elective officials, employees. *(Effective until January 1, 2026. Recodified as RCW 29B.50.090.)*

(1) The house of representatives and the senate shall report annually: The total budget; the portion of the total attributed to staff; and the number of full-time and part-time staff positions by assignment, with dollar figures as well as number of positions.

(2) Unless authorized by subsection (3) of this section or otherwise expressly authorized by law, no public funds may be used directly or indirectly for lobbying. However, this does not prevent officers or employees of an agency from communicating with a member of the legislature on the request of that member; or communicating to the legislature, through the proper official channels, requests for legislative action or appropriations that are deemed necessary for the efficient conduct of the public business or actually made in the proper performance of their official duties. This subsection does not apply to the legislative branch.

(3) Any agency, not otherwise expressly authorized by law, may expend public funds for lobbying, but such lobbying activity shall be limited to (a) providing information or communicating on matters pertaining to official agency business to any elected official or officer or employee of any agency or (b) advocating the official position or interests of the agency to any elected official or officer or employee of any agency. Public funds may not be expended as a direct or indirect gift or campaign contribution to any elected official or officer or employee of any agency. For the purposes of this subsection, "gift" means a voluntary transfer of any thing of value without consideration of equal or greater value, but does not include informational material transferred for the sole purpose of informing the recipient about matters pertaining to official agency business. This section does not permit the printing of a state publication that has been otherwise prohibited by law.

(4) No elective official or any employee of his or her office or any person appointed to or employed by any public office or agency may use or authorize the use of any of the facilities of a public office or agency, directly or indirectly, in any effort to support or oppose an initiative to the legislature. "Facilities of a public office or agency" has the same meaning as in RCW **42.17A.555** and **42.52.180**. The provisions of this subsection shall not apply to the following activities:

(a) Action taken at an open public meeting by members of an elected legislative body to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose an initiative to the legislature so long as (i) any required notice of the meeting includes the title and number of the initiative to the legislature, and (ii) members of the legislative body or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;

(b) A statement by an elected official in support of or in opposition to any initiative to the legislature at an open press conference or in response to a specific inquiry;

(c) Activities that are part of the normal and regular conduct of the office or agency;

(d) Activities conducted regarding an initiative to the legislature that would be permitted under RCW **42.17A.555** and **42.52.180** if conducted regarding other ballot measures.

(5) Each state agency, county, city, town, municipal corporation, quasi-municipal corporation, or special purpose district that expends public funds for lobbying shall file with the commission, except as exempted by (d) of this subsection, quarterly statements providing the following information for the quarter just completed:

(a) The name of the agency filing the statement;

(b) The name, title, and job description and salary of each elected official, officer, or employee who lobbied, a general description of the nature of the lobbying, and the proportionate amount of time spent on the lobbying;

(c) A listing of expenditures incurred by the agency for lobbying including but not limited to travel, consultant or other special contractual services, and brochures and other publications, the principal purpose of which is to influence legislation;

(d) For purposes of this subsection, "lobbying" does not include:

(i) Requests for appropriations by a state agency to the office of financial management pursuant to chapter **43.88** RCW nor requests by the office of financial management to the legislature for appropriations other than its own agency budget requests;

(ii) Recommendations or reports to the legislature in response to a legislative request expressly requesting or directing a specific study, recommendation, or report by an agency on a particular subject;

(iii) Official reports including recommendations submitted to the legislature on an annual or biennial basis by a state agency as required by law;

(iv) Requests, recommendations, or other communication between or within state agencies or between or within local agencies;

(v) Any other lobbying to the extent that it includes:

(A) Telephone conversations or preparation of written correspondence;

(B) In-person lobbying on behalf of an agency of no more than four days or parts thereof during any three-month period by officers or employees of that agency and in-person lobbying by any elected official of such agency on behalf of such agency or in connection with the powers, duties, or compensation of such official. The total expenditures of nonpublic funds made in connection with such lobbying for or on behalf of any one or more members of the legislature or state elected officials or public officers or employees of the state of Washington may not exceed fifteen dollars for any three-month period. The exemption under this subsection (5)(d)(v)(B) is in addition to the exemption provided in (d)(v)(A) of this subsection;

(C) Preparation or adoption of policy positions.

The statements shall be in the form and the manner prescribed by the commission and shall be filed within one month after the end of the quarter covered by the report.

(6) In lieu of reporting under subsection (5) of this section, any county, city, town, municipal corporation, quasi municipal corporation, or special purpose district may determine and so notify the public disclosure commission that elected officials, officers, or employees who, on behalf of any such local agency, engage in lobbying reportable under subsection (5) of this section shall register and report such reportable lobbying in the same manner as a lobbyist who is required to register and report under RCW **42.17A.600** and **42.17A.615**. Each such local agency shall report as a lobbyist employer pursuant to RCW **42.17A.630**.

(7) The provisions of this section do not relieve any elected official or officer or employee of an agency from complying with other provisions of this chapter, if such elected official, officer, or employee is not otherwise exempted.

(8) The purpose of this section is to require each state agency and certain local agencies to report the identities of those persons who lobby on behalf of the agency for compensation, together with certain separately identifiable and measurable expenditures of an agency's funds for that purpose. This section shall be reasonably construed to accomplish that purpose and not to require any agency to report any of its general overhead cost or any other costs that relate only indirectly or incidentally to lobbying or that are equally attributable to or inseparable from nonlobbying activities of the agency.

The public disclosure commission may adopt rules clarifying and implementing this legislative interpretation and policy.

[**2010 c 204 s 808**; **1995 c 397 s 7**; **1986 c 239 s 1**; **1979 ex.s. c 265 s 1**; **1977 ex.s. c 313 s 6**; **1975 1st ex.s. c 294 s 12**; **1973 c 1 s 19** (Initiative Measure No. 276, approved November 7, 1972). Formerly RCW **42.17.190**.]

NOTES:

Effective date—Severability—1977 ex.s. c 313: See notes following RCW **42.17A.005**.

PDF **RCW 42.17A.750**

Civil remedies and sanctions—Referral for criminal prosecution. *(Effective until January 1, 2026. Recodified as RCW 29B.60.010.)*

(1) In addition to the penalties in subsection (2) of this section, and any other remedies provided by law, one or more of the following civil remedies and sanctions may be imposed by court order in addition to any other remedies provided by law:

(a) If the court finds that the violation of any provision of this chapter by any candidate, committee, or incidental committee probably affected the outcome of any election, the result of that election may be held void and a special election held within sixty days of the finding. Any action to void an election shall be commenced within one year of the date of the election in question. It is intended that this remedy be imposed freely in all appropriate cases to protect the right of the electorate to an informed and knowledgeable vote.

(b) If any lobbyist or sponsor of any grass roots lobbying campaign violates any of the provisions of this chapter, the lobbyist's or sponsor's registration may be revoked or suspended and the lobbyist or sponsor may be enjoined from receiving compensation or making expenditures for lobbying. The imposition of a sanction shall not excuse the lobbyist from filing statements and reports required by this chapter.

(c) A person who violates any of the provisions of this chapter may be subject to a civil penalty of not more than ten thousand dollars for each violation. However, a person or entity who violates RCW **42.17A.405** may be subject to a civil penalty of ten thousand dollars or three times the amount of the contribution illegally made or accepted, whichever is greater.

(d) When assessing a civil penalty, the court may consider the nature of the violation and any relevant circumstances, including the following factors:

(i) The respondent's compliance history, including whether the noncompliance was isolated or limited in nature, indicative of systematic or ongoing problems, or part of a pattern of violations by the respondent, resulted from a knowing or intentional effort to conceal, deceive or mislead, or from collusive behavior, or in the case of a political committee or other entity, part of a pattern of violations by the respondent's officers, staff, principal decision makers, consultants, or sponsoring organization;

(ii) The impact on the public, including whether the noncompliance deprived the public of timely or accurate information during a time-sensitive period or otherwise had a significant or material impact on the public;

(iii) Experience with campaign finance law and procedures or the financing, staffing, or size of the respondent's campaign or organization;

(iv) The amount of financial activity by the respondent during the statement period or election cycle;

(v) Whether the late or unreported activity was within three times the contribution limit per election, including in proportion to the total amount of expenditures by the respondent in the campaign or statement period;

(vi) Whether the respondent or any person benefited politically or economically from the noncompliance;

(vii) Whether there was a personal emergency or illness of the respondent or member of the respondent's immediate family;

(viii) Whether other emergencies such as fire, flood, or utility failure prevented filing;

(ix) Whether there was commission staff or equipment error, including technical problems at the commission that prevented or delayed electronic filing;

(x) The respondent's demonstrated good-faith uncertainty concerning commission staff guidance or instructions;

(xi) Whether the respondent is a first-time filer;

(xii) Good faith efforts to comply, including consultation with commission staff prior to initiation of enforcement action and cooperation with commission staff during enforcement action and a demonstrated wish to acknowledge and take responsibility for the violation;

(xiii) Penalties imposed in factually similar cases; and

(xiv) Other factors relevant to the particular case.

(e) A person who fails to file a properly completed statement or report within the time required by this chapter may be subject to a civil penalty of ten dollars per day for each day each delinquency continues.

(f) Each state agency director who knowingly fails to file statements required by RCW **42.17A.635** shall be subject to personal liability in the form of a civil penalty in the amount of one hundred dollars per statement. These penalties are in addition to any other civil remedies or sanctions imposed on the agency.

(g) A person who fails to report a contribution or expenditure as required by this chapter may be subject to a civil penalty equivalent to the amount not reported as required.

(h) Any state agency official, officer, or employee who is responsible for or knowingly directs or expends public funds in violation of RCW **42.17A.635** (2) or (3) may be subject to personal liability in the form of a civil penalty in an amount that is at least equivalent to the amount of public funds expended in the violation.

(i) The court may enjoin any person to prevent the doing of any act herein prohibited, or to compel the performance of any act required herein.

(2) The commission may refer the following violations for criminal prosecution:

(a) A person who, with actual malice, violates a provision of this chapter is guilty of a misdemeanor under chapter **9.92** RCW;

(b) A person who, within a five-year period, with actual malice, violates three or more provisions of this chapter is guilty of a gross misdemeanor under chapter **9.92** RCW; and

(c) A person who, with actual malice, procures or offers any false or forged document to be filed, registered, or recorded with the commission under this chapter is guilty of a class C felony under chapter **9.94A** RCW.

[**2019 c 428 s 37**; **2018 c 304 s 12**; **2013 c 166 s 1**; **2011 c 145 s 6**; **2010 c 204 s 1001**; **2006 c 315 s 2**; **1993 c 2 s 28** (Initiative Measure No. 134, approved November 3, 1992); **1973 c 1 s 39** (Initiative Measure No. 276, approved November 7, 1972). Formerly RCW **42.17.390**.]

NOTES:

Effective date—Finding—Intent—2019 c 428: See notes following RCW **42.17A.160**.

Finding—Intent—2018 c 304: See note following RCW **42.17A.235**.

Effective date—2013 c 166: See note following RCW **42.17A.055**.

Findings—Intent—Effective date—2011 c 145: See notes following RCW **42.17A.005**.

Intent—2006 c 315: "It is the intent of the legislature to increase the authority of the public disclosure commission to more effectively foster compliance with our state's public disclosure and fair campaign practices act. It is the intent of the legislature to make the agency's penalty authority for violations of this chapter more consistent with other agencies that enforce state ethics laws and more commensurate with the level of political spending in the state of Washington." [**2006 c 315 s 1**.]

Severability—2006 c 315: "If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected." [**2006 c 315 s 4**.]

City Code of Ethics & Core Values (personnel policy excerpts)

<u>Introduction</u>

3.03 Code of Ethics

The successful operation and reputation of the City of College Place is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The City is dependent upon our citizen's trust and we are dedicated to preserving that trust. State ethics laws, found at RCW 42.52, consider each City employee to be a "public official" and provides, among other things, that:

- No public official shall use or attempt to use his/her position for financial gain or to avoid financial detriment.
- No public official shall solicit gifts.
- No public official shall attempt personal gain through the use of confidential information gained in his/her position.

These laws are enforced by the Washington State Executive Ethics Board (WSEEB). The Board typically uses a "but for" test when deciding whether a public official has violated the ethics laws, ex: But for the fact that the person is a public official would the person have received the gift or otherwise benefited financially? The WSEEB publishes a manual for public employees available on the internet.

The City will comply with these and all applicable laws and regulations and expects its department heads, supervisors, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation occurs where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with your Department Head, and/or City Administrator for advice and consultation. The Mayor will make the final decision if necessary.

Compliance with this policy of business ethics and conduct is the responsibility of every City employee. If you believe anyone has violated this code of ethics, you should report it to a supervisor immediately. Employees who violate the Code of Ethics or who create an equally detrimental impact on the City may be subject to disciplinary action up to and including termination.

3.04 Core Values

- Open and Honest: The City is transparent and fair in its dealings. It is plain spoken in its communication. The City is engaged with its citizens in two-way communication and desires an aware and informed citizenry. The municipality is accountable for its actions and choices.
- Cooperation: College Place works well with others and values mutually beneficial outcomes for the City and its partners.

- Respect: The City fosters respect between its Council and staff, Citizens, neighbors, its natural resources and built environment, its resident businesses to bind College Place into a sustainable and prosperous community. The City honors its heritage.
- Service: The City exists to provide services to its constituents. It is an organized, learning organization that makes data-driven decisions. It's employees and Council are empathetic and humble.
- Diversity: The City recognizes differences between people and values these differences as an asset. College Place fosters an environment where individuals find safety, dignity, and acceptance.

CHAPTER 2.16 - INDEMNIFICATION OF CITY OFFICERS AND EMPLOYEES

2.16.010 - Generally.

The city, pursuant to RCW 36.16.138 and Chapter 48.62 RCW, and as hereafter amended, shall indemnify any person who was or is an elected or appointed councilmember, officers (including committee members) or employee of the city, and is threatened to be or has been made a part to an action, claim or other proceeding by a third party.

(Ord. 581 § 1, 1986)

2.16.020 - Scope of indemnification.

A. The city shall pay the reasonable and necessary expenses actually incurred and connected with the defense, settlement or monetary judgments, including costs, disbursements and reasonable attorney fees arising out of any action, claim or other proceeding, within the standard of conduct referred to in Section 2.16.030, and for which notice has been given pursuant to Section 2.16.040. The council shall be the sole judge of the reasonable and necessary expenses to be borne by the city.
B. Indemnification shall not extend to any claim, action or other proceeding against the city either for indemnification or for other cause.

(Ord. 581 § 2, 1986)

2.16.030 - Standard of conduct.

Indemnification shall be limited to any action, claim or other proceeding threatened, pending or instituted against any person who was, or is, at the time of the alleged conduct, an elected or appointed councilmember, officer or employee, and arising out of such person's performance, purported performance or failure to perform in good faith the duties for, or employment with, the city.

(Ord. 581 § 3, 1986)

2.16.040 - Determination of conduct.

A. Unless ordered or adjudged by a court of competent jurisdiction, indemnification may be authorized only as follows:
    1. To the extent that the other person has been successful on the merits, or otherwise in defense, such person shall be indemnified;

2. With respect to any other determination of conduct, a majority vote of all the councilmembers not interested in or a party to the action, claim or other proceeding. In the event a majority vote cannot be obtained because of disqualification of councilmembers, then the alternate or alternates of those disqualified shall be permitted to vote.

B. Indemnification shall not be authorized for any claim or action founded upon a statute, law, rule or regulation punishable by fine, imprisonment or both, or for any claim or action against the city.

C. Notice to every councilmember, officer or employee who seeks or believes he or she may claim indemnification must give notice, in writing, to the chairperson of his or her interest to seek indemnification before incurring any costs, disbursements or attorney fees for which indemnification is sought, and provide a copy of any and all claims, pleadings, reports or other written statements regarding the allegations.

(Ord. 581 § 4, 1986)

2.16.050 - Expenses prior to determination.

Expenses actually incurred in defending any action, claim or other proceeding may be paid as incurred, and prior to a final determination of conduct, if the action, claim or other proceedings makes no assertion that the person named acted outside the scope of his or her employment or authority, and that the city makes no claim that the person's acts or failure to act were outside the scope of the person's employment or authority.

(Ord. 581 § 5, 1986)

2.16.060 - Interpretation.

A. This chapter is intended to exercise the authority contained in RCW 36.16.138 and Chapter 48.62 RCW, and that it be construed in light of such statutes, and laws as hereafter amended, and interpretative case law.

B. The failure of the city to obtain insurance for any claim, action or other proceedings against the city shall not be construed to limit this indemnification.

(Ord. 581 § 6, 1986)

Excerpt from City Personnel Manual, Chapter 10 – Personal Conduct:

10.02 Employee Participation in Political Activities

Employee involvement in certain political activities is protected under the First Amendment. However, under state and federal law there are some restrictions with which each employee must comply. See RCW 41.06.250 and the Federal Hatch Act for more information.

The expression of personal political views while on the job during working hours is permitted only to the extent that it does not interfere with the performance of the employee's duties or performance of other employee's duties. Specific activities, such as fundraising, soliciting volunteer help on political campaigns, or disseminating partisan election material while on City time are prohibited.

City of College Place, Washington
ORDINANCE NO. 24-010

AN ORDINANCE REPEALING ORDINANCE NO. 24-008 AND ADOPTING SALARIES AND COMPENSATION FOR THE MAYOR, CITY COUNCIL, APPOINTED OFFICERS, AND EMPLOYEES OF THE CITY OF COLLEGE PLACE AND FIXING THE EFFECTIVE DATE THEREOF.

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

Section 1. The salaries and wages of the various appointive officers and employees are fixed as set out in this ordinance. The salaries and wages as set out herein shall be effective from and after August 1, 2024, for all officers and employees. These salaries shall remain in effect until changed by the City Council by a duly enacted ordinance. All salaries and wages are stated at the rate per month except where otherwise indicated. Unless otherwise shown, the positions have been approved with a five-step salary scale.

Position Title	**Salary Range**				
TITLE	STEP 1	STEP II	STEP III	STEP IV	STEP V
Section 2. NON-UNION, EXEMPT					
City Administrator	12,764				
Police Chief	11,436				
City Attorney	11,427				
Fire Chief	10,141	10,446	10,759	11,082	11,414
Public Works Director	9,578	9,866	10,162	10,466	10,780
Finance Director	9,188	9,464	9,747	10,040	10,341
Engineer	8,787	9,050	9,322	9,602	9,890
Community Development Director	8,262	8,510	8,765	9,028	9,299
Police Lieutenant	8,230	8,477	8,732	8,994	9,263
Building Official	7,216	7,432	7,655	7,885	8,121
HR Manager	7,104	7,317	7,536	7,763	7,995
Senior Planner	6,456	6,650	6,849	7,055	7,266
Engineering Division Manager	6,340	6,531	6,726	6,928	7,136
Deputy Finance Director/HR Assistant	6,210	6,397	6,588	6,786	6,990
City Clerk	6,149	6,333	6,523	6,719	6,921
Section 3. NON-UNION, NON EXEMPT					
Police Sergeant	7,510	7,736	7,968	8,207	8,453
Operations Manager	6,045	6,226	6,413	6,605	6,803
Capital Project Manager	6,045	6,226	6,413	6,605	6,803
Building Inspector	5,969	6,148	6,333	6,523	6,719
Information Technology Analyst	4,873	5,019	5,170	5,325	5,485
Chief Clerk - Police Department	4,439	4,572	4,709	4,851	4,996
Section 4. PUBLIC EMPLOYEE UNION					
Public Works Inspector	5,359	5,519	5,685	5,855	6,031
Public Works Foreman	5,359	5,519	5,685	5,855	6,031
Water Utility III	4,988	5,137	5,291	5,450	5,613
Fleet Maintenance Manager	4,975	5,124	5,278	5,436	5,599
Water Quality Operator	4,975	5,124	5,278	5,436	5,599
Stormwater Program/Permit Coordinator	4,961	5,109	5,263	5,421	5,583

Section 4. PUBLIC EMPLOYEE UNION – Cont.					
Water Quality Cross Connection Specialist	4,718	4,860	5,006	5,156	5,310
Mechanic II	4,520	4,655	4,795	4,939	5,087
Accounting Clerk III	4,520	4,655	4,795	4,939	5,087
Deputy City Clerk/Events Coordinator	4,520	4,655	4,795	4,939	5,087
Water Utility II	4,493	4,628	4,766	4,909	5,057
Facility Maintenance Worker II	4,493	4,628	4,766	4,909	5,057
Special Enforcement Officer	4,480	4,614	4,753	4,895	5,042
Street Worker III	4,468	4,602	4,740	4,882	5,029
Parks Worker III	4,468	4,602	4,740	4,882	5,029
Street Worker II	4,124	4,248	4,375	4,506	4,642
Parks Worker II	4,124	4,248	4,375	4,506	4,642
Stormwater Worker II	4,124	4,248	4,375	4,506	4,642
Mechanic I	4,124	4,248	4,375	4,506	4,642
Water Utility I	4,054	4,176	4,301	4,430	4,563
Facility Maintenance Worker I	4,054	4,176	4,301	4,430	4,563
Accounting Clerk II	4,054	4,176	4,301	4,430	4,563
Records Clerk	4,054	4,176	4,301	4,430	4,563
Administrative Assistant I	4,054	4,176	4,301	4,430	4,563
Street Worker I	3,964	4,083	4,205	4,331	4,461
Accounting Clerk I	3,667	3,777	3,890	4,007	4,127
Section 5. POLICE UNION					
Probationary (starting pay without state certification) *5,560*					
Police Officer	6,476	6,670	6,870	7,077	7,289
Detective	6,675	6,875	7,081	7,293	7,512
Section 6. FIRE FIGHTER UNION					
Firefighter	5,815	5,990	6,169	6,354	6,545
Fire Lieutenant	6,687	6,888	7,095	7,308	7,527
Fire Marshall	7,269	7,487	7,712	7,943	8,181
Section 7. MISCELLANEOUS					
Part-time Police Records Clerk / per hour	23.39	Maximum 16 hours/week			
Laborer / per hour		Minimum Wage to $18.00 per hour			
Intern / Work Study Program		Negotiated by Administration			
Hiring / Retention Bonus		Up to $5,000.00 to be negotiated by Administration			

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

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

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

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

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

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

Section 14. Ordinance No. 24-008 is hereby repealed.

Section 15: Clerical Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 16: Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 17: Effective Date. This ordinance shall be effective August 1, 2024, upon its passage and publication as required by law.

PASSED by the City Council of the City of College Place, Washington, this 13th day of August 2024.

____

Norma L. Hernández, Mayor

Attest:

____

Athen Reid, Deputy City Clerk

Approved as to form:

____

Rea Culwell, City Attorney

City of College Place, Washington
ORDINANCE NO. 24-010

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Section 17: Effective Date. This ordinance shall be effective August 1, 2024, upon its passage and publication as required by law.

PASSED by the City Council of the City of College Place, Washington, this 13th day of August 2024.

Norma L. Hernández, Mayor

Attest:

Approved as to form:

Athen Reid, Deputy City Clerk

Rea Culwell, City Attorney

Washington State Department of Transportation

Transportation Building
310 Maple Park Avenue S.E.
P.O. Box 47300
Olympia, WA 98504-7300
360-705-7000
TTY: 1-800-833-6388
www.wsdot.wa.gov

March 7, 2024

Mr. Robert McAndrews
Public Works Director
City of College Place
625 South College Avenue
College Place, Washington 99324

City of College Place
Mojonnier Road Reconstruction
STPUS-7152(004)
FUND AUTHORIZATION

Dear Mr. McAndrews:

We have received FHWA fund authorization, effective March 5, 2024, for this project as follows:

PHASE	TOTAL	FEDERAL SHARE
Right of Way	$621,091	$220,000

As a condition of authorization, you must show continuous project progress through monthly billings, until your project is complete. Failure to show continuous progress may result in your project becoming inactive per 23 CFR 630.106(a) (5) and subject to de-obligation of all federal funds and agreement closure.

Enclosed for your information and file is a fully executed copy of Supplement Number 1 to Local Agency Agreement LA10307 between WSDOT and your agency. All costs exceeding those shown on this agreement are the sole responsibility of your agency. ***Any costs incurred after the Project Agreement End Date shown on the supplement are not eligible for federal reimbursement. In addition, all eligible costs incurred prior to the End Date must be billed within sixty (60) days of the End Date or they are ineligible for federal reimbursement.***

FHWA requires projects utilizing federal funds for preliminary engineering or right of way to advance to construction. If this project is unable to proceed to construction, any expended federal funds must be repaid.

WSDOT authorization to proceed with construction is contingent upon receipt of your Right of Way Certification.

Please submit all future project correspondence to your Region Local Programs Engineer, Randy Giles.

Sincerely,

Stephanie Tax

Stephanie Tax
Manager, Program Management
Local Programs

ST:jg:ml
Enclosure
cc: Randy Giles, South Central Region Local Programs Engineer

City of College Place, Washington

RESOLUTION NO. 24-059

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON REGARDING RIGHT-OF-WAY ACQUISITION FOR THE MOJONNIER ROAD RECONSTRUCTION PROJECT.

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

Whereas, the Mojonnier Road Reconstruction Project has been on the City's Capital Facilities Plan for 6 years; and

Whereas, the City has begun the right-of-way acquisition phase of the project; and

Whereas, the City has hired PBS Engineers and Universal Field Services to assist with right-of-way acquisition and

Now therefore, it is hereby resolved by the City Council of the City of College Place, Washington, as follows: Authorize City Administrator to give administrative offers for the properties adjacent to Mojonnier Road for right-of-way acquisition subsequent to prices established by Universal Field Services.

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

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

PASSED by the City Council of the City of College Place, Washington, this 13th day of August, 2024.

Attest:

Norma L. Hernández, Mayor

Athen Reid
Acting City Clerk

CHAPTER 3.22 - ASSUMPTION OF PRIVATE INFRASTRUCTURE

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)

EXHIBIT A

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.
   6. Other: other infrastructure as permitted by law.

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. The City, at its sole discretion may extend the 30 day requirement to submit payment and/or financial guarantee at the City's sole discretion. Such extension must be in writing.

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 timely 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 to determine 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. Net costs owed by or to the petitioner, if any; and
   10. 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 and must be in writing.

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. Provide title report for all real property to be transferred or dedicated;
8. Provide title insurance for all real property to be transferred or dedicated;
9. Provide legally binding instruments transferring infrastructure ownership;
10. Provide legally binding instruments establishing required easements and dedications;
11. Provide an updated accounting of monies held by petitioner to be transferred to the City upon assumption;
12. Provide 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, Washington

ORDINANCE NO. 24-016

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON TO REPEAL COLLEGE PLACE MUNICIPAL CODE (CPMC) CHAPTER 3.22 – ASSUMPTION OF PRIVATE INFRASTRUCTURE AND ENACT NEW CHAPTER 3.22 PROVIDING FOR CITY ASSUMPTION OF PRIVATE INFRASTRUCTURE

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

Whereas, the City, in 2018 enacted a law, Chapter 3.22 CPMC, providing for the City to assume ownership and operation of private infrastructure serving property within City limits; and

Whereas, the City has assumed on private infrastructure since enactment of Chapter 3.22; and

Whereas, updates to Chapter 3.22 CPMC are necessary to clarify and simplify the assumption process, to more accurately reflect City practices, and to ensure the City is compensated or reimbursed for work performed in assuming the infrastructure**;**

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

Section 1: Chapter 3.22 CPMC is hereby repealed and new Chapter 3.22 CPMC is adopted and passed as attached hereto as Exhibit A.

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

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

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

PASSED by the City Council of the City of College Place, Washington, this 13th day of August, 2024.

Norma L. Hernández, Mayor

Attest:

Athen Reid, Interim City Clerk

Approved as to form:

Rea Culwell, City Attorney

CHAPTER 2.10 PUBLIC RECORDS

2.10.010 Purpose.

The purpose of this chapter is to comply with Chapter 42.56 Revised Code of Washington and to prevent unreasonable interference with the City's essential functions."

(Ord. No. 17-027, § 1, 7-25-2017)

2.10.020 Definitions.

A. "The City of College Place" and "the city" includes any office, department, division, bureau, board, commission, or agency of the City of College Place. RCW 42.56.010(1).

B. "Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by the city regardless of physical form or characteristics. RCW 42.56.010(3)

C. "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated. RCW 42.56.010(4).

D. "Identifiable record" means an identifiable record is one in existence at the time the records request is made and that city staff can locate after an objectively reasonable search.

E. "Exempt record" includes all agency records that are specifically exempted or prohibited from disclosure by state or federal law, either directly in RCW 42.56 or other statutes.

(Ord. No. 17-027, § 1, 7-25-2017)

2.10.030 Responsibility.

A. *Public Records Officer.* The city's public records officer is the city clerk. Other city staff members may also process public records requests, as needs require.

B. *City Attorney.* The city attorney's office shall provide legal advice to the public records officer or designee on those occasions when such advice is sought. Additionally, the city attorney's office will provide a timely written response to a written request for explanation of a denial of the release of public information as provided in Section 2.10.040(R).

C. *Central and Field Offices.* The city's central office for requesting records is City Hall, 625 S College Ave, College Place, WA 99324. The city is a non-charter code city governed by the provisions of RCW Chapter 35A.12 under the mayor-council form of government. The city has field offices located in various locations for departments such as police, fire, and public works. More information regarding the city's departments may be obtained through the city's website www.cpwa.us.

(Ord. No. 17-027, § 1, 7-25-2017)

2.10.040 Procedure.

A. How to *Request Records.*

1. *General Records Requests.* Any person requesting access to general public records or seeking assistance in making such a request can use our online public records form or could contact the city clerk located at:

   City Clerk/Public Records Officer

   625 S College Ave Phone: (509) 394-8511

   College Place WA 99324

   Hours: 8:00 a.m. to 5:00 p.m. Monday — Thursday; 8:00 a.m. to 4:00 p.m. Friday

2. *Police Records Requests.* Any person requesting police records must contact the police department records supervisor located at:

   Police Department Records Supervisor

   619 S College Ave, City Annex Phone: (509) 394-8552

   College Place WA 99324

   Hours: 8:00 a.m. to 5:00 p.m. Monday — Thursday; 8:00 a.m. to 4:00 p.m. Friday

B. *Request Format.* While there is no specific required format for a public records request, a requestor must provide the city with reasonable notice that the request being made is for public records. When a request is contained in a larger document not immediately recognized as a public records request, the requestor should point out the public records request by labeling the front page of the document as containing a public records request or otherwise calling the request to the attention of the public records officer to facilitate timely response to the request.

The city encourages all requests for public records be made in writing on a records request form, which is available at the city clerk's office, the city police department and on the city's website www.cpwa.us. Requests may be submitted in person, orally, by mail, fax, or e- mail. Mail, e-mail, and faxes will be considered received on the date the form is stamped "received", not on the date sent. Requests should include the following information:

1. The requestors name, mailing address, and contact phone number;
2. The date of the request;
3. The nature of the request, including a detailed description of the public record(s) adequate for the city personnel to be able to locate the records;
4. A statement regarding whether the records are being requested for a commercial purpose (RCW 42.56.070(9);
5. Whether the requestor desires copies, or electronic copies, or to inspect the requested records.

Requests for public records made orally must be made during normal business hours. Requests for public records made orally must be confirmed by the public records officer.

A variety of records are available on the city's website at www.cpwa.us. Requestors are encouraged to view records available on the website prior to submitting a records request.

C. *Response to Requests.* The city is charged by statute with adopting rules which provide how it will provide full access to public records, protect records from damage or disorganization, prevent excessive interference with other essential functions of the city, provide fullest assistance to requestors, and provide the most timely possible action on public records requests.

1. Within five business days of receiving a request, the city will either:

    a. Provide the record;

    b. Acknowledge that the request has been received and provide a reasonable time estimate it will need to respond to the request;

    c. Deny the request;

    d. Request clarification from the requestor.

2. Additional time to respond may be based on the need to clarify the intent of the request, to locate and assemble the records, to redact confidential or exempt information, to prepare a withholding index, to notify third parties or agencies affected by the request and provide such parties/agencies with the opportunity to seek a court order preventing disclosure where appropriate, and/or to consult with the city attorney about whether the records are exempt from disclosure. The public records officer should briefly explain the basis for the time estimated to respond. Should an extension of time be necessary to fulfill the request, the public records officer will provide a revised estimate and explain the changed circumstances that make it necessary.

3. In order to accomplish the policy that requests be processed, allowing the most requests to be processed in the most efficient manner, requests will be categorized as "immediate", "routine" or "complex" as set forth below. Complex requests will be processed separate from immediate or routine requests and will be processed with other complex requests in the order such requests were received.

4. In the event the records requested in any department are readily available, of a common nature and do not involve the interest of any other person, the public records officer or any department head my authorize the immediate inspection and/or copying of such record without the necessity of filing the request as provided for in Section 2.10.030(B) — Request Format.

5. The public records officer or designee shall consider the following criteria when identifying complex requests:

    a. The general, expansive or all-inclusive nature of the request;

    b. The number of departments involved;

    c. The location of records and available method of searching records;

    d. The potential number of records implicated;

    e. The rights of third parties;

    f. The need for clarification of the request;

    g. Administrative tasks necessary to process the requests;

    h. The amount of time needed to review documents for applicable exemptions;

    i. The need for legal review of the public records requests;

    j. The format of relevant records; and

    k. Any other relevant circumstances.

6. The public records officer or designee shall score those requests which appear to be potentially large or complex by using the public records evaluation sheet, attached hereto as exhibit A. A request that scores eight points or less shall be considered a routine request, and will be processed together with other routine requests in the order such requests were received. A request that scores nine points or greater shall be considered a complex request and will be process together with other complex requests in the order such requests were received.

7. The city sometimes receives requests for public records identified in terms of "any and all documents related to" or similar language. If the city receives a broad request that does not include a request for identifiable records or otherwise is not proper, the city should seek clarification. WAC 44-14-04002. If the requestor is unable or unwilling to help narrow the scope of the documents being sought in order to expedite the city's response and/or reduce the volume of potentially responsive documents, the public records officer is allowed to err on the side of producing more rather than fewer documents in response to such a broad, general request. These requests will generally fall into the complex category. Any requests that are narrowed or clarified will be rescored, using the public records request evaluation sheet, to determine if the request qualifies as routine and can then be processed with the other pending routine requests. Requestors are encouraged to consider the needs of others and utilize the public records requests process responsibly.

8. A requestor may appeal the determination that a request is complex to the city administrator or designee by providing a written request for review of the determination to the city administrator's office within ten business days of the determination. A written decision shall be issued by the city administrator or designee within five business days from receipt of the appeal unless extended or waived by mutual written agreement.

9. The city is not authorized to provide lists of individuals for commercial purposes. The public records officer may also seek sufficient information to determine if another statute or court order may prohibit disclosure. If the requestor fails to clarify an unclear request within 30 days, the city will treat the request as having been withdrawn and will close it. WAC 44-14-04003(7).

10. If the public record contains personal information that identifies an individual or organization other than the subject of the requested public record, the city may notify that individual or organization to allow the party to seek relief pursuant to RCW 42.56.540. Such relief may include a court injunction prohibiting release of the record because such examination would not be in the public interest and would substantially and irreparably damage any person or vital governmental function. The city may take the above into account when providing an estimate of when the records will be available. Nothing in this policy is intended to, nor does it, create any right to such notice.

11. When a request uses a phrase such as "all records relating to", the public records officer may interpret the request to be for records which directly and fairly address the topic. The city may respond to a request to provide access to a public record by providing the requestor with a link to the city's web site containing an electronic copy of that record if it can be determined that the requestor has internet access and the requestor agrees that the request has been satisfied.

12. When the requestor has found the records he or she is seeking, the requestor should advise the public records officer that the requested records have been provided and the remainder of the request may be cancelled.

D. *Delayed Responses from City.* If the city does not respond in writing within five business days after receiving a public records request, the requestor should contact the public records officer to determine the delay.

E. *Providing Records in Installments.* When the request is for a large number of records, the city may provide access for inspection and copying in partial installments if it's reasonably determined that it would be practical to provide the records in that way. If the requestor does not contact the public records officer within 30 working days to arrange for the review of the first installment, the city may deem the request abandoned and may stop fulfilling the remainder of the request. RCW 42.56.120. The city may prioritize record requests received after commencing to fulfill the large request.

F. *Electronic Records.* The process for requesting electronic public records is the same as the process for requesting paper public records.

1. When a requestor requests records in an electronic format, if technically feasible, the public records officer will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the city and is generally commercially available; or will provide the records in a format that is reasonably translatable from the format in which the agency keeps the record.

2. Making an electronic copy of an electronic record is not "creating" a new record; instead, it is similar to copying a paper copy. Similarly, eliminating a field of an electronic record can be a method of redaction; it is similar to redacting portions of a paper record using a black pen or white-out tape to make it available for inspection or copying. WAC 44-14-04003(5)

G. *No Duty to Create Records.* This policy does not require the city to answer written questions, summarize data or information, create new public records, or provide information in a format that is different from original public records; however, the city may in its discretion, create such a new record to fulfill the request where it may be easier for the city to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request.

H. *No Duty to Provide Information.* This policy does not require the city to respond to requests for information, research, opinions or advice. Requests for information, research, opinions, advice, or similar requests will not be responded to pursuant to this policy. WAC 44-14-04002(2)

I. *No Duty to Supplement Responses.* The city is not obligated to hold current records requests open to respond to requests for records that may be created in the future. A new request must be made to obtain later-created public records.

J. *Fees.* The charge for public records is listed in the administrative fee schedule and subject to change without notice. When public records are mailed to a requestor, a charge for postage and the cost of the envelope or container used may be added. No fee is charged for inspection of a public record or for locating a record. Fees may be waived due to the small number of copies made or other circumstances at the discretion of the public records officer or designee. Payment of fees is required prior to release of records unless other arrangements have been made. RCW 42.56.120

K. *Deposit.* The city may require a deposit of up to ten percent of the estimated cost of copying records prior to copying any records for a requestor. The city may also require payment of the remainder of the cost before providing all of the records, or the payment of the costs of copying an installment before providing that installment. RCW 42.56.120

L. *Availability of Public Records.* Public records are available for inspection and copying at the city clerk's office and the city police department during normal business hours: Monday through Thursday, 8:00 a.m. to 5:00 p.m., Friday, 8:00 a.m. to 4:00 p.m. excluding the lunch hour (Noon — 1:00 p.m.) and excluding legal holidays. City personnel and the requestor may make mutually agreeable arrangements for time(s) of inspection and copying.

1. To the extent possible given other demands for space and staff time, the public records officer shall promptly provide space to inspect public records at city hall. The city deems it necessary, in order to comply with the PRA's mandate to protect public records, to require that inspections of public records comply with the PRA's mandate to protect public records, to require that inspections of public records be conducted in the presence of the public records officer or designated staff. The city will make every effort to provide staff to oversee the expeditious inspection of public records without unduly compromising or unreasonably interfering with the essential functions of the city. In accommodating a

request for public records inspection, the city may consider the size of the request, the ease with which the requested records can be made available for inspection, and special accommodations requested by the requestor necessary in order to inspect the records, the availability (schedule) of the requestor to conduct the inspection, the availability of city staff to observe the inspection, the time constraints on staff availability imposed by other current city business, and any other relevant circumstance.

2. After inspection is complete, the requestor shall indicate which documents he/she wishes to have copied using a non-permanent method of marking the desired records as approved by the public records officer. The public records officer will arrange for copying.

M. *Preservation of Public Records.* No member of the public may remove a public record from any city buildings. No member of the public may remove a public record from a viewing area, disassemble, or alter, fold, mark, deface, tear, damage or destroy any public record. Public records maintained in a file jacket or binders, or in chronological order, may not be dismantled except for the purpose of copying, and then only by city staff. Copies of public records may be copied only on city copying machines unless other arrangements are made by the public records officer. No food or drink will be permitted during the inspection of public records. Access to file cabinets, shelves, vaults and other city storage areas is restricted to authorized city staff.

N. *Organization of Public Records.* The city finds that maintaining an index as provided in RCW 42.56.070(4) for use by the public would be unduly burdensome and would interfere with agency operations given the high volume, various locations, and types of public records received, generated and otherwise acquired by the city. RCW 42.56.070(4) Notwithstanding the foregoing, the city will maintain its records in a reasonably organized manner and take reasonable actions to protect records from damage and disorganization.

O. *Closing Abandoned or Unpaid Requests.* If the requestor withdraws the request, fails to fulfill his or her obligations to inspect the records within 30 days of notice that the records are available for inspection, or fails to pay the deposit, installment payment or final payment for the requested copies, city personnel will close the request. City personnel will document closure of the request and the conditions that led to closure. RCW 42.56.120

P. *Records Exempt from Public Disclosure.* The city is not required to permit public inspection and copying of records for which public disclosure of the record is prohibited, restricted or limited by state law or federal statute or regulation. The city is prohibited by statute from disclosing lists of individuals for commercial purposes. RCW 42.56.070(9)

1. The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. RCW 42.56.230 through 42.56.470 contains a large number of exemptions from public inspection and copying.

2. Other statutes outside the Public Records Act may prohibit and exempt disclosure of certain documents or information RCW 42.56.070(1). The city's failure to list an exemption shall not affect the effectiveness of the exemption.

Q. *Denial of Request Due to Exemption.* All denials of requests for public records will be accompanied by a written statement specifying the reason(s) for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld. RCW 42.56.210(3)

R. *Mechanism for Review of Denial.* Any person who objects to the denial of a public records request may petition in writing to the city clerk for a review by the city attorney of that decision. The petition shall include a copy of or reasonably identify the written statement by the public records officer denying the request. The city attorney shall perform a review of the denial as promptly as possible. Pursuant to state law, the review shall be deemed concluded at the end of the second business day following the denial to represent final action for the purposes of judicial review. RCW 42.56.520

S. *Judicial Review.* Any person may seek court review of denials of public records requests pursuant to RCW 42.56.550. This must be filed within one year of the agency's claim of exemption or the last production of a record on a partial or installment basis.

T. *Retention of Records.* The city is not required to retain all records it creates or uses. However, the city will follow RCW Chapter 40.14, Preservation and Destruction of Public Records, in the retention and destruction of public records. The Secretary of State, state archives committee approves a general retention schedule for local agency records (including cities) that is common to most agencies. Individual agencies may seek approval from the local records committee for retention schedules specific to their agency or that, due to their particular business needs, must be kept longer than provided in the general schedule.

1. The retention schedule for local agencies is available at www.secstate.wa.gov/archives. Retention schedules for documents vary based on the content of the record. WAC 44-14-03005.

U. *Loss of Right to Inspect.* Inspection shall be denied and the records withdrawn by the public records officer if the requestor, when reviewing the records, acts in a manner which will damage or substantially disorganize the records or interfere excessively with other essential functions of the city.

V. *Disclaimer of Liability.* Neither the city nor any officer, employee, official or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of public records if the person releasing the records acted in good faith in attempting to comply with this policy.

1. This policy is not intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law. Despite the use of any mandatory terms such as "shall", nothing in this policy is intended to impose mandatory duties on the city beyond those imposed by state and federal law.

(Ord. No. 17-027, § 1, 7-25-2017)

EXHIBIT A
PUBLIC RECORDS REQUEST EVALUATION SHEET

To determine if a public records request shall be classified as Routine or Complex

Weight	Measurement Criteria
	(1) General, expansive or all-inclusive nature of request
0	Specific documents, records are identified
1	Records generally identified
2	Records Unidentified
	(2) Number of departments involved
0	Records in one department
1	Records in two or three departments
2	Records in more than three departments
	(3) Location of available/relevant records
0	Records in active files
1	Records in archive files
2	Records in searchable database
1	Records must be searched in individual locations
	(4) Potential number of records implicated
0	Less than 10 documents (not pages)
1	More than 10 and less than 50 documents
3	More than 50 and less than 500 documents
5	Greater than 500 documents
	(5) Third party notifications
0	No third party notifications
1	Notifications are necessary

	(6) Need for clarification
0	No clarification needed
1	Clarification needed
	(7) Administrative tasks needed to process request
1	Interpretation
2	Search hard copies
1	Search electronic copies
2	Provide Metadata
2	Obtain records from other agencies
1	File prep for photocopy, scanning
1	Burning CD/DVD or outsourcing production
0	File prep for electronic production
	(8) Time needed for review for exemptions
0	No review time
1	Review time less than 2 hours
2	Greater than 2 hours and less than 10 hours
3	Greater than 10 hours
	(9) Legal review required
0	No legal review required
1	Legal review required
	(10) Formatting of relevant records
0	No need to reformat records
5	Requestor requires reformatting records
	(11) Other Relevant Factors

Total Score:

Score is 8 or less — Public Records request will be Routine and will be processed with other Routine requests and in the order such request was received.

Score is 9 or more — Public Records request will be Complex and will be processed with other Complex requests and in the order such request was received.

(Ord. No. 17-027, § 1, 7-25-2017)

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-00001 Statutory authority and purpose. The legislature directed the attorney general to adopt advisory model rules on public records compliance and to revise them from time to time. RCW ((~~42.17.348 (2) and (3)/~~)) 42.56.570 (2) and (3). The purpose of the model rules is to provide information to records requestors and state and local agencies about "best practices" for complying with the Public Records Act, ((~~RCW 42.17.250/42.56.040 through 42.17.348/42.56.570 (~~)) chapter 42.56 RCW ("PRA" or "act"). The overall goal of the model rules is to establish a culture of compliance among agencies and a culture of cooperation among requestors by standardizing best practices throughout the state. The attorney general encourages state and local agencies to adopt the model rules (but not necessarily the comments) by regulation or ordinance. The act provides that local agencies should consult the model rules when establishing local ordinances implementing the act. RCW 42.56.570(4). The act further provides that public records officer training must be consistent with the model rules. RCW 42.56.152(3).

The act applies to all state agencies and local units of government. The model rules use the term "agency" to refer to either a state or local agency. Upon adoption, each agency would change that term to name itself (such as changing references from "name of agency" to "city"). To assist state and local agencies considering adopting the model rules, an electronic version of the rules is available on the attorney general's web site, ((~~www.atg.wa.gov/records/modelrules~~)) <u>http://www.atg.wa.gov/model-rules-public-disclosure</u>.

The <u>initial</u> model rules ((~~are~~)) <u>in 2006-2007 were</u> the product of an extensive outreach project. The attorney general held thirteen public forums all across the state to obtain the views of requestors and agencies. Many requestors and agencies also provided detailed written comments ((~~that are contained in the rule-making file~~)). The model rules reflect many of the points and concerns presented in those forums. <u>For the model rules updates in 2018, the attorney general considered case law and legislative developments since 2006-2007. The attorney general sought additional comments from requestors, agencies, and others.</u>

The model rules provide one approach (or, in some cases, alternate approaches) to processing public records requests. Agencies vary enormously in size, resources, and complexity of requests received.

Any "one-size-fits-all" approach in the model rules, therefore, may not be best for requestors and agencies.[1]

Note: [1]See also *Hearst v. Hoppe*, 90 Wn.2d 123, 580 P.2d 246 (1978) (agencies "are afforded some discretion concerning the procedures whereby agency information is made available.")

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-00001, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-00002 Format of model rules. ((~~We are publishing~~)) The model rules are published with comments. The comments have five-digit WAC numbers such as WAC 44-14-04001. The model rules themselves have three-digit WAC numbers such as WAC 44-14-040.

The comments are designed to explain the basis and rationale for the rules themselves as well as provide broader context and legal guidance. To do so, the comments contain many citations to statutes, cases, and formal attorney ((~~general's~~)) general opinions. Agencies are encouraged to consult them.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-00002, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-00003 Model rules and comments are nonbinding. The model rules, and the comments accompanying them, are advisory only and do not bind any agency. Accordingly, many of the comments to the model rules use the word "should" or "may" to describe what an agency or requestor is encouraged to do. The use of the words "should" or "may" are permissive, not mandatory, and are not intended to create any legal duty.

The model rules and comments are a useful guide in fulfilling the requirement to publish procedures and rules for making records available for inspection and copying. RCW 42.56.040, 42.56.070(1), and WAC 44-14-01002. While the model rules and comments are nonbinding, they should be carefully considered by requestors and state agencies. ((~~The model rules and comments were adopted after extensive statewide hearings and voluminous comments from a wide variety of interested parties.~~)) Local agencies should consider them in establishing local ordinances implementing the act. RCW 42.56.570. The Washington courts have also considered the model rules in several appellate decisions.[1]

Note: [1] See, e.g., *Mechling v. City of Monroe*, 152 Wn. App. 830, 222 P.3d 808 (2009); *Mitchell v. Washington State Dep't of Corr.*, 164 Wn. App. 597, 277 P.3d 670 (2011); *Rental Hous. Ass'n of Puget Sound v. City of Des Moines*, 165 Wn.2d 525, 199 P.3d 393 (2009).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-00003, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-00004 Recodification of the act. On July 1, 2006, the act ((~~will be recodified. Chapter 274, Laws of 2005. The act will be known as the "Public Records Act" and will be codified in chapter 42.56 RCW. The exemptions in the act are recodified and grouped together by topic.~~)) was recodified from chapter 42.17 to 42.56 RCW, and titled the "Public Records Act." The recodification ((~~does~~)) did not change substantive law. The initial model rules ((~~provide dual citations to the current act, chapter 42.17 RCW, and the newly codified act, chapter 42.56 RCW (for example, RCW 42.17.340/42.56.550)~~)) and older court decisions referred to the prior codification numbers in chapter 42.17 RCW. A recodification conversion chart (from chapter 42.17 to 42.56 RCW) is on the attorney general's office web site at http://www.atg.wa.gov/model-rules-public-disclosure.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-00004, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-00005 Training is ((~~critical~~)) required. The act is complicated, and compliance requires training. ((~~Training can be the difference between a satisfied requestor and expensive litigation. The attorney general's office strongly encourages agencies to provide thorough and ongoing training to agency staff on public records compliance.~~)) Training on the act is required for local elected officials, statewide elected officials, persons appointed to fill vacancies in a local or statewide office, and public records officers. RCW 42.56.150; 42.56.152. Public records officers must also receive training on electronic records. RCW 42.56.152(5). All agency employees should receive basic training on public records compliance and records retention; public records officers should receive more intensive training. Agencies are encouraged to document training for persons required to receive training. The attorney general's office has training resources including sample training documentation forms available on its web site at http://www.atg.wa.gov/OpenGovernmentTraining.aspx. Training can be the difference between a satisfied requestor and expensive litigation. The courts can consider lack of training as a penalty factor in actions filed under RCW 42.56.550, the act's enforcement provision.[1]

Note: [1]*Yousoufian v. Office of Ron Sims*, 168 Wn.2d 444, 229 P.3d 738 (2010).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-00005, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-00006 Additional resources. Several web sites provide information on the act. The attorney general office's web site on public records is ((~~www.atg.wa.gov/records/deskbook.shtml~~)) http://www.atg.wa.gov/obtaining-records, which also includes a link to an *Open Government Resource Manual*. The municipal research and services center, an entity serving local governments, provides ((~~a~~)) public records ((~~handbook at www.mrsc.org/Publications/prdpub04.pdf~~)) resources on its web site at http://mrsc.org/Home.aspx. A requestor's organization, the Washington Coalition for Open Government, has materials on its web site at www.washingtoncog.org. The Washington Association of Public Records Officers has resources for public records officers on its web site at http://wapro.memberclicks.net.

More materials are available from other organizations such as the Washington State Bar Association ((~~is publishing a twenty-two-chapter deskbook on public records in 2006. It will be available for purchase at www.wsba.org~~)).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-00006, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-010 Authority and purpose. (1) RCW ((~~42.17.260(1) /~~)) 42.56.070(1) requires each agency to make available for inspection and copying nonexempt "public records" in accordance with published rules. The act defines "public record" at RCW 42.56.010(3) to include any "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained" by the agency. RCW 42.56.010(3) excludes from the definition of "public record" the records of volunteers that are not otherwise required to be retained by the agency and which are held by volunteers who do not serve in an administrative capacity; have not been appointed by the agency to an agency board, commission or internship; and do not have a supervisory role or delegated authority. RCW ((~~42.17.260(2)/~~)) 42.56.070(2) requires each agency to set forth "for informational purposes" every law, in addition to the Public Records Act, that exempts or prohibits the disclosure of public records held by that agency.

(2) The purpose of these rules is to establish the procedures (name of agency) will follow in order to provide full access to public records. These rules provide information to persons wishing to request access to public records of the (name of agency) and establish processes for both requestors and (name of agency) staff that are designed to best assist members of the public in obtaining such access.

(3) The purpose of the act is to provide the public full access to information concerning the conduct of government, mindful of individuals' privacy rights and the desirability of the efficient administration of government. The act and these rules will be interpreted in favor of disclosure. In carrying out its responsibilities under the act, the (name of agency) will be guided by the provisions of the act describing its purposes and interpretation.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-010, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-01001 Scope of coverage of Public Records Act. The act applies to an "agency." RCW ((~~42.17.260(1)/~~)) 42.56.070(1). "'Agency' includes all state agencies and all local agencies. 'State agency' includes every state office, department, division, bureau, board, commission, or other state agency. 'Local agency' includes every county, city, town, municipal corporation, quasi-municipal corporation, or special purpose district, or any office, department, division, bureau, board, commission, or agency thereof, or other local public agency." RCW ((~~42.17.020(2)~~)) 42.56.010(1).

Court ((~~files and~~)) records, judges' files, and the records of judicial branch agencies are not subject to the act.[1] Access to these records is governed by court rules and common law. The model rules, therefore, do not address access to court or judicial branch records.

An entity which is not an "agency" can still be subject to the act when it is the functional equivalent of an agency. Courts have applied a four-factor, case-by-case test. The factors are:

(1) Whether the entity performs a government function;

(2) The level of government funding;

(3) The extent of government involvement or regulation; and

(4) Whether the entity was created by the government((~~. Op. Att'y Gen. 2 (2002)~~)).[2]

Some agencies, most notably counties, are a collection of separate quasi-autonomous departments which are governed by different elected officials (such as a county assessor and prosecuting attorney). The act includes a county "office" as an agency. RCW 42.56.010(1). However, the act ((~~defines~~)) also includes the county as a whole as an "agency" subject to the act. ((~~RCW 42.17.020(2). An agency should coordinate responses to records requests across departmental lines. RCW 42.17.253(1)~~)) *Id.* (local agency includes every county and local office). Therefore, some counties may have one public records officer for the entire county; others may have public records officers for each county official or department. The act does not require a public agency that has a records request directed to it to coordinate its response with other public agencies; however, for example, if a request is directed to an entire county, then coordination in some manner among county offices or departments may be necessary.[3] Regardless, public records officers must be publicly identified. RCW 42.56.580 (2) and (3) (agency's public records officer must "oversee the agency's compliance" with act).

Notes: [1]*Nast v. Michels*, 107 Wn.2d 300, 730 P.2d 54 (1986); *West v. Washington State Assoc. of District and Municipal Court Judges*, 190 Wn. App. 931, 361 P.3d 210 (2015). See the courts' General Rule 31 and 31.1 regarding access to court records.
[2]*((~~See also~~)) Telford v. Thurston County Bd. of Comm'rs*, 95 Wn. App. 149, 162, 974 P.2d 886((~~, *review denied*, 138 Wn.2d 1015, 989 P.2d 1143~~)) (1999); *Fortgang v. Woodland Park Zoo*, 187 Wn.2d 509, 387 P.3d 690 (2017). See also Op. Att'y Gen. 2 (2002) and Op. Att'y Gen. 5 (1991).
[3]*Koenig v. Pierce County*, 151 Wn. App. 221, 211 P.3d 423 (2009).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-01001, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-01002 Requirement that agencies adopt reasonable regulations for public records requests. The act provides that state agencies are to publish a rule in the Washington Administrative Code (WAC) and local agencies are to make publicly available at the central office guidance for the public that includes where the public may obtain information and make submittals and requests. RCW 42.56.040.

The act provides: "Agencies shall adopt and enforce reasonable rules and regulations… to provide full public access to public records, to protect public records from damage or disorganization, and to prevent excessive interference with other essential functions of the agency…. Such rules and regulations shall provide for the fullest assistance to inquirers and the most timely possible action on requests for information." RCW ((~~42.17.290/~~)) 42.56.100. Therefore, an agency must adopt "reasonable" regulations providing for the "fullest assistance" to requestors and the "most timely possible action on requests."[1]

At the same time, an agency's regulations must "protect public records from damage or disorganization" and "prevent excessive interference" with other essential agency functions. Another provision of the act states that providing public records should not "unreasonably disrupt the operations of the agency." RCW ((~~42.17.270/~~)) 42.56.080. This provision allows an agency to take reasonable precautions to prevent a requestor from being unreasonably disruptive or disrespectful to agency staff.

The courts have held that the act requires strict compliance with its procedural provisions, but also that reasonable procedures will be sustained.[2]

Notes: [1]*Andrews v. Washington State Patrol*, 183 Wn .App. 644, 334 P.3d 94 (2014) (Court of Appeals recognized that agencies must provide fullest assistance to requestors, but also that "a flexible approach" that focuses on the thoroughness and diligence of an agency's response is most consistent with the concept of "fullest assistance.")
[2]*Zink v. City of Mesa*, 140 Wn. App. 328, 166 P.3d 738 (2007); *Parmelee v. Clarke*, 148 Wn. App. 748, 201 P.3d 1022 (2008).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-01002, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-01003 Construction and application of act. The act declares: "The people of this state do not yield their sovereignty to the agencies that serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may maintain control over the instruments that they have created." RCW ((~~42.17.251/~~)) 42.56.030. The initiative creating the act further provides: "… mindful of the right of individuals to privacy and of the desirability of the efficient administration of government, full access to information concerning the conduct of government on every level must be assured as a fundamental and necessary precondition to the sound governance of a free society." RCW ((~~42.17.010(11)~~)) 42.17A.001(11). The act further provides: "Courts shall take into account the policy of (the act) that free and open examination of public records is in the public interest, even though such examination may cause inconvenience or embarrassment to public officials or others." RCW ((~~42.17.340(3)/~~)) 42.56.550(3).

Because the purpose of the act is to allow people to be informed about governmental decisions (and therefore help keep government accountable) while at the same time being "mindful of the right of individuals to privacy," it should not be used to obtain records containing purely personal information that has absolutely no bearing on the conduct of government.[1]

The act emphasizes ((~~three separate times~~)) that it must be liberally construed to effect its purpose, which is the disclosure of nonexempt public records. RCW ((~~42.17.010, 42.17.251/~~)) 42.56.030((~~,~~ ~~42.17.920.~~[1])). The act places the burden on the agency of proving a record is not subject to disclosure, or that its estimate of time to provide a ((~~full~~)) response ((~~is~~)) or its estimated copy charges are "reasonable." RCW ((~~42.17.340 (1) and (2)/~~)) 42.56.550 (1) and (2). The act also encourages disclosure by awarding a prevailing requestor reasonable attorneys' fees, costs, and a possible daily penalty ((~~if the agency fails to meet its burden of proving the record is not subject to disclosure or its estimate is not "reasonable." RCW 42.17.340(4)/42.56.550(4)~~)). RCW 42.56.550.[2]

An additional incentive for disclosure is RCW ((~~42.17.258~~)) 42.56.060, which provides: "No public agency, public official, public employee, or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon the release of a public record if the public agency, public official, public employee, or custodian acted in good faith in attempting to comply" with the act.

Note: [1]See *King County v. Sheehan*, 114 Wn. App. 325, 338, 57 P.3d 307 (2002) (referring to the ((~~three~~)) legislative intent provisions of the act as "the thrice-repeated legislative mandate that exemptions under the Public Records Act are to be narrowly construed.")((~~.~~)) The courts have repeatedly held that the purpose of the act is a strongly worded mandate to provide access to public agency records concerning the workings of government, in order for the people to hold the government accountable. *Prog. Animal Welfare Soc'y v. Univ. of Wash.*, 125 Wn.2d 243, 251, 884 P.2d 592 (1994); *Amren v. City of Kalama*, 131 Wn.2d 25, 31, 929 P.2d 389 (1997). The legislature addressed concerns about uses of the act by prison inmates and persons residing in a civil commitment facility for sexually violent predators for purposes other than government accountability. RCW 42.56.565 (criteria for obtaining injunctions with respect to inmate requests, including requests made for the purposes of harassment); see also RCW 71.09.120(3) (persons residing in a civil commitment facility for sexually violent predators). The courts have also spoken with disfavor concerning use of the act for purposes other than government accountability. See, e.g., *Kozol v. Dept. of Corr.*, 191 Wn. App. 1034, 366 P.3d 933 (2015) (inmate "concocted a scheme in prison to make money off the Public Records Act"); *Mitchell v. Wash. State Inst. Of Pub. Policy*, 153 Wn. App. 803, 830 P.3d 280 (2009) ("Using the PRA as a vehicle of personal profit through false, inaccurate, or inflated costs is contrary to the PRA's stated purpose to keep the governed informed about their government and costs based on false, inaccurate, or inflated claims do not serve that purpose and are not reasonable.")

[2] See also, 182 Wn.2d 87, 343 P.3d 335 (2014) (attorneys' fees awarded for denied right to receive a response).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-01003, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-020 Agency description—Contact information—Public records officer. (1) The (name of agency) (describe services provided by agency). The (name of agency's) central office is located at (describe). The (name of agency) has field offices at (describe, if applicable).

(2) Any person wishing to request access to public records of (agency), or seeking assistance in making such a request should contact the public records officer of the (name of agency):

Public Records Officer

(Agency)

(Address)

(Telephone number)

(fax number if relevant)

(email)

Information is also available at the (name of agency's) web site at (web site address).

(3) The public records officer will oversee compliance with the act but another (name of agency) staff member may process the request. Therefore, these rules will refer to the public records officer "or designee." The public records officer or designee and the (name of agency) will provide the "fullest assistance" to requestors; create and maintain for use by the public and (name of agency) officials an index to public records of the (name of agency, if applicable); ensure that public records are protected from damage or disorganization; and prevent fulfilling public records requests from causing excessive interference with essential functions of the (name of agency).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-020, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-02001 Agency must publish its procedures. An agency must publish its public records policies, organizational information, and methods for requestors to obtain public records. RCW ((~~42.17.250(1)/~~)) 42.56.040(1).[1] A state agency must publish its procedures in the Washington Administrative Code and a local agency must prominently display and make them available at the central office of such local agency. RCW ((~~42.17.250(1) /~~)) 42.56.040(1). An agency should post its public records rules on its web site. An agency cannot invoke a procedure if it did not publish or display it as required (unless the party had actual and timely notice of its contents). RCW ((~~42.17.250(2) /~~)) 42.56.040(2).

Note: [1]See, e.g., WAC 44-06-030 (attorney ((~~general office's~~)) general's office organizational and public records methods statement); WAC 388-01-020 (department of social and health services organizational structure rule); City of Kirkland Public Records Act Rule 020 available at http://www.kirklandwa.gov/depart/Finance_and_Administration/Public_Records/Public_Records_Request.htm (agency description).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-02001, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-02002 Public records officers. An agency must appoint a public records officer whose responsibility is to serve as a "point of contact" for members of the public seeking public records. RCW ((~~42.17.253(1)~~)) 42.56.580(1). The purpose of this requirement is to provide the public with one point of contact within the agency to make a request. A state agency must provide the public records officer's name and contact information by publishing it in the state register. RCW 42.56.580(2). A state agency is encouraged to provide the public records officer's contact information on its web site. A local agency must publish the public records officer's name and contact information in a way reasonably calculated to provide notice to the public, such as posting it on the agency's web site. RCW ((~~42.17.253(3)~~)) 42.56.580(3).

The public records officer is not required to personally fulfill requests for public records. A request can be fulfilled by an agency employee other than the public records officer. If the request is made to the public records officer, but should actually be fulfilled by others in the agency, the public records officer should route the request to the appropriate person or persons in the agency for processing. An agency is not required to hire a new staff member to be the public records officer.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-02002, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-030 Availability of public records. (1) **Hours for inspection of records.** Public records are available for inspection and copying during normal business hours of the (name of agency), (provide hours, e.g., Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding legal holidays). Records must be inspected at the offices of the (name of agency). <u>Many public records are also available for inspection and copying on the (name of agency's) web site at any time, at no cost.</u>

(2) **Records index.** (*If agency keeps an index.*) An index of public records is available for use by members of the public, including (describe contents). The index may be accessed online at (web site address). (If there are multiple indices, describe each and its availability.)

(*If agency is local agency opting out of the index requirement.*) The (name of agency) finds that maintaining an index is unduly burdensome and would interfere with agency operations. The requirement would unduly burden or interfere with (name of agency) operations in the following ways (specify reasons).

(3) **Organization of records.** The (name of agency) will maintain its records in a reasonably organized manner. The (name of agency) will take reasonable actions to protect records from damage and disorganization. A requestor shall not take (name of agency) records from (name of agency) offices without the permission of the public records officer or designee. A variety of records is available on the (name of agency) web site at (web site address). Requestors are encouraged to view the documents available on the web site prior to submitting a records request.

(4) **Making a request for public records.**

(a) Any person wishing to inspect or copy public records of the (name of agency) should make the request in writing on the (name of agency's) request form or through an online portal, or by letter, fax (*if the agency uses a fax*), or email addressed to the public records officer at the email address publicly designated by (name of agency), or by submitting the request in person at (name of agency and address) and including the following information:

• Name of requestor;

• Address of requestor;

• Other contact information, including telephone number and any email address;

• Identification of the public records adequate for the public records officer or designee to locate the records; and

• The date and time of day of the request.

(b) If the requestor wishes to have copies of the records made instead of simply inspecting them, he or she should so indicate and make arrangements to pay for copies of the records or a deposit. Pursuant to section (insert section), ((~~standard photocopies will be provided at (amount) cents per page~~)) charges for copies are provided in a fee schedule available at (agency office location and web site address).

(c) A records request form is available for use by requestors at the office of the public records officer and online at (web site address).

(d) The public records officer or designee may accept requests for public records that contain the above information by telephone or in person. If the public records officer or designee accepts such a request, he or she will confirm receipt of the information and the substance of the request in writing.

(e) If requestors refuse to identify themselves or provide sufficient contact information, the agency will respond to the extent feasible and consistent with the law.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-030, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-03001 "Public record" defined. ((~~Courts use~~)) For most public records, the act uses a three-part test to determine if a record is a "public record." The document must be: A "writing," containing information "relating to the conduct of government" or the performance of any governmental or proprietary function, "prepared, owned, used, or retained" by an agency.((~~1~~)) Effective July 23, 2017, records of certain volunteers are excluded from the definition. RCW 42.56.010(3) (chapter 303, Laws of 2017).

(1) **Writing**. A "public record" can be any writing "regardless of physical form or characteristics." RCW ((~~42.17.020(41)~~)) 42.56.010(3). "Writing" is defined very broadly as: "… handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation((~~,~~)) including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated." RCW ((~~42.17.020(48)~~)) 42.56.010(4). An email ((~~is a "writing~~)), text, social media posting and database are therefore also "writings."

(2) **Relating to the conduct of government**. To be a "public record," a document must relate to the "conduct of government or the performance of any governmental or proprietary function." RCW

((~~42.17.020(41)~~)) 42.56.010(3).[1] Almost all records held by an agency relate to the conduct of government; however, some do not. A purely personal record having absolutely no relation to the conduct of government is not a "public record." Even though a purely personal record might not be a "public record," a record of its existence might be if its existence was used for a governmental purpose.[2] For example, a record showing the existence of a purely personal email sent by an agency employee on an agency computer would probably be a "public record," even if the contents of the email itself were not.((~~2~~)) [3]

(3) "**Prepared, owned, used, or retained.**" A "public record" is a record "prepared, owned, used, or retained" by an agency. RCW ((~~42.17.020(41)~~)) 42.56.010(3).

A record can be "used" by an agency even if the agency does not actually possess the record. If an agency uses a record in its decision-making process it is a "public record."((~~3~~)) [4] For example, if an agency considered technical specifications of a public works project and returned the specifications to the contractor in another state, the specifications would be a "public record" because the agency "used" the document in its decision-making process.((~~4~~)) [5] The agency could be required to obtain the public record, unless doing so would be impossible. An agency cannot send its only copy of a public record to a third party for the sole purpose of avoiding disclosure.((~~5~~)) [6]

Sometimes agency employees or officials may work on agency business from home computers((~~. These home computer~~)) or on other personal devices, or from nonagency accounts (such as a nonagency email account), creating and storing agency records on those devices or in those accounts. When the records are prepared, owned, used or retained within the scope of the employee's or official's employment, those records (including emails, texts and other records) were "used" by the agency and relate to the "conduct of government" so they are "public records."[7] RCW ((~~42.17.020(41)~~)) 42.56.010(3). However, the act does not authorize unbridled searches of agency property.((~~6~~)) [8] If agency property is not subject to unbridled searches, then neither is the home computer, or personal device or personal account of an agency employee or official. Yet, because the ((~~home computer documents~~)) records relating to agency business are "public records," they are subject to disclosure (unless exempt). Agencies should instruct employees and officials that all public records, regardless of where they were created, should eventually be stored on agency computers. Agencies should ask employees and officials to keep agency-related documents with any retention requirements on home computers or personal devices in separate folders ((~~and~~)) temporarily, until they are provided to the agency. An agency could also require an employee or official to routinely blind carbon copy ("bcc") work emails in a personal account back to ((~~the employee's~~)) an agency email account. If the agency receives a request for records that are located solely on employees' or officials' home computers or personal devices, or in personal accounts, the agency should direct the ((~~employee~~)) individual to ((~~forward~~)) search for and provide any responsive documents ((~~back~~)) to the agency, and the agency should process the request as it would if the records were on the agency's computers((~~.~~)) or in agency-owned devices or accounts. The agency employee or official may be required by the agency to sign an affidavit describing the nature and extent of his or her search for and production of responsive public records located on a home computer or personal device, or in a nonagency account, and a description of personal records not provided with sufficient facts to show the records are not public records.[9]

Agencies could provide employees and officials with an agency-issued device that the agency retains a right to access. Or an agency could limit or prohibit employees' and officials' use of home computers, personal devices or personal accounts for agency business. Agencies should have policies describing permitted uses, if any, of home computers, personal devices or personal accounts for agency business. The policies should also describe the obligations of employees and officials for retaining, searching for and producing the agency's public records.[10]

Notes:

[1]*Confederated Tribes of the Chehalis Reservation v. Johnson*, 135 Wn.2d 734, 748, 958 P.2d 260 (1998)((~~. For records held by the secretary of the senate or chief clerk of the house of representatives, a "public record" is a "legislative record" as defined in RCW 40.14.100. RCW 42.17.020(41)~~)) (broadly interpreting the provision concerning governmental function).

[2]See *Mechling v. Monroe*, 152 Wn. App. 830, 867, 222 P.3d 808 (2009) ("[P]urely personal emails of those government officials are not public records."); *Nissen v. Pierce County*, 183 Wn.2d 863, 357 P.3d 45 (2015) (describing that an employee or official must provide the agency responsive "public records" but is not required to provide "personal records").

[3]*Tiberino v. Spokane County Prosecutor*, 103 Wn. App. 680, 691, 13 P.3d 1104 (2000) (record of volume of personal emails used for governmental purpose).

((~~3~~)) 4*Concerned Ratepayers v. Public Utility Dist. No. 1*, 138 Wn.2d 950, 958-61, 983 P.2d 635 (1999)((~~.~~)); *Nissen*, 183 Wn.2d at 882. (For a record to be "used" it must bear a nexus with the agency's decision-making process; a record held by a third party, without more, is not a public record unless an agency "uses" it.)

((~~4Id.~~))[5]*Concerned Ratepayers*, 138 Wn.2d 950.

((~~5~~)) 6See Op. Att'y Gen. 11 (1989), at 4, n.2 ("We do not wish to encourage agencies to avoid the provisions of the public disclosure act by transferring public records to private parties. If a record otherwise meeting the statutory definition were transferred into private hands solely to prevent its public disclosure, we expect courts would take appropriate steps to require the agency to make disclosure or to sanction the responsible public officers.")

((~~6~~)) [7]*Nissen*, 183 Wn.2d at 882; *West v. Vermillion*, 196 Wn. App. 627, 384 P.3d 634 (2016). In *Nissen* the State Supreme Court held that a communication is "within the scope of employment" when the job requires it, the employer directs it, or it furthers the employer's interests. This inquiry is always case- and record-specific.

8See *Hangartner v. City of Seattle*, 151 Wn.2d 439, 448, 90 P.3d 26 (2004).

[9]*Nissen,* 183 Wn.2d at 886-887.

[10]*Id*. at 877, 886-887.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-03001, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-03002 Times for inspection and copying of records. An agency must make records available for inspection and copying for a minimum of thirty hours per week (except for weeks that include state legal holidays) during the "customary office hours of the agency." RCW ((~~42.17.280/~~)) 42.56.090. If the agency is very small and does not have customary office hours of at least thirty hours per week, and while the act does not specify a particular schedule, making the records ((~~must be~~)) available from 9:00 a.m. to noon, and 1:00 p.m. to 4:00 p.m. satisfies the thirty-hour requirement. The agency and requestor can make mutually agreeable arrangements for the times of inspection and copying.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-03002, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-03003 Index of records. State and local agencies are required by RCW ((~~42.17.260/~~)) 42.56.070 to provide an index for certain categories of records. An agency is not required to index every record it creates. Since agencies maintain records in a wide variety of ways, agency indices will also vary. An agency cannot use, rely on, or cite to as precedent a public record unless it was indexed or made available to the parties affected by it. RCW ((~~42.17.260(6)/~~)) 42.56.070(6). An agency should post its index on its web site.

The index requirements differ for state and local agencies.

A state agency must index only two categories of records:

(1) All records, if any, issued before July 1, 1990 for which the agency has maintained an index; and

(2) Final orders, declaratory orders, interpretive statements, and statements of policy issued after June 30, 1990. RCW ((~~42.17.260(5)/~~)) 42.56.070(5).

A state agency must adopt a rule governing its index.

A local agency may opt out of the indexing requirement if it issues a formal order specifying the reasons why doing so would "unduly burden or interfere with agency operations." RCW ((~~42.17.260 (4)(a)/~~)) 42.56.070 (4)(a). To lawfully opt out of the index requirement, a local agency must actually issue an order or adopt an ordinance specifying the reasons it cannot maintain an index.

The index requirements of the act were enacted in 1972 when agencies had far fewer records<u>, the vast majority of records were paper,</u> and an index was easier to maintain. However, technology allows agencies to map out, archive, and then electronically search for electronic documents. Agency resources vary greatly so not every agency can afford to utilize this technology. However, agencies should explore the feasibility of electronic indexing and retrieval to assist both the agency and requestor in locating public records. <u>Agencies could also consider using their records retention schedules as their index,</u>

or direct requestors to the schedules as a way to describe the types of records an agency retains and for what periods of time. See chapter 40.14 RCW and WAC 44-14-03005.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-03003, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-03004 Organization of records. An agency must "protect public records from damage or disorganization." RCW ((~~42.17.290/~~)) 42.56.100. The secretary of state provides extensive guidance and resources on organizing, inventorying and managing records. See https://www.sos.wa.gov/archives/recordsmanagement/.

An agency owns public records (subject to the public's right, as defined in the act, to inspect or copy nonexempt records) and must maintain custody of them. RCW 40.14.020; chapter 434-615 WAC. An agency's information "must be managed with great care to meet the objectives of citizens and their governments." RCW 43.105.351.[1] Therefore, an agency should not allow a requestor to take original agency records out of the agency's office, or alter or damage an original record. An agency may send original records to a reputable commercial copying center to fulfill a records request if the agency takes reasonable precautions to protect the records. See WAC 44-14-07001(5).[2]

The legislature encourages agencies to electronically store and provide public records:

> Broad public access to state and local government records and information has potential for expanding citizen access to that information and for providing government services. Electronic methods of locating and transferring information can improve linkages between and among citizens((~~...and~~)), organizations, business, and governments. Information must be managed with great care to meet the objectives of citizens and their governments. ((~~...~~)) It is the intent of the legislature to encourage state and local governments to develop, store, and manage their public records and information in electronic formats to meet their missions and objectives. Further, it is the intent of the legislature

for state and local governments to set priorities for making public records widely available electronically to the public.

RCW ((~~43.105.250~~)) 43.105.351. An agency could fulfill its obligation to provide "access" to a public record by providing a requestor with a link to an agency web site containing an electronic copy of that record. RCW 42.56.520. Agencies are encouraged to do so, and requestors are encouraged to access records posted online in order to preserve taxpayer resources.[3] For those requestors without access to the internet, an agency ((~~could provide a~~)) is to provide copies or allow the requestor to view copies using an agency computer terminal at its office. RCW 42.56.520.

Notes: [1]See also WAC 44-14-03001 (agency public records on nonagency devices or in nonagency accounts).
[2]See also *Benton County v. Zink*, 191 Wn. App. 269, 361 P.3d 801 (2015) (agency can send records to outside vendor for copying).
[3]See legislative findings in chapter 69, Laws of 2010 ("The internet provides for instant access to public records at a significantly reduced cost to the agency and the public. Agencies are encouraged to make commonly requested records available on agency web sites. When an agency has made records available on its web site, members of the public with computer access should be encouraged to preserve taxpayer resources by accessing those records online.")

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-03004, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-03005 Retention of records. An agency is not required to retain every record it ever created or used. The state and local records committees approve a general retention schedule for state and local agency records that applies to records that are common to most agencies.[1] Individual agencies seek approval from the state or local records committee for retention schedules that are specific to their agency, or that, because of particular needs of the agency, must be kept longer than provided in the general records retention schedule. The retention schedules for state and local agencies are available at ((~~www.secstate.wa.gov/archives/gs.aspx~~)) www.sos.wa.gov/archives/ (select "Records Management").

Retention schedules vary based on the content of the record. For example, documents with no value such as internal meeting scheduling emails can be destroyed when no longer needed, but documents such as periodic accounting reports must be kept for a period of years. Because different kinds of records must be retained for different periods of time, an agency is prohibited from automatically deleting all emails after a short period of time (such as thirty days). While many of the emails (like other public records) could be destroyed when no longer needed, many others must be retained for several years. Indiscriminate automatic deletion of all emails or other public records after a short period no matter what their content may prevent an agency from complying with its retention duties and could complicate performance of its duties under the Public Records Act. An agency should have a retention policy in which employees save retainable documents and delete nonretainable ones. An agency is strongly encouraged to train employees on retention schedules. Public records officers must receive training on retention of electronic records. RCW 42.56.152(5).

The lawful destruction of public records is governed by retention schedules. The unlawful destruction of public records can be a crime. RCW 40.16.010 and 40.16.020.

An agency is prohibited from destroying a public record, even if it is about to be lawfully destroyed under a retention schedule, if a public records request has been made for that record. RCW ((~~42.17.290/~~)) 42.56.100. Additional retention requirements might apply if the records may be relevant to actual or anticipated litigation. The agency is required to retain the record until the record request has been resolved. An exception exists for certain portions of a state employee's personnel file. RCW ((~~42.17.295/~~)) 42.56.110.

Note: [1]An agency can be found to violate the Public Records Act and be subject to the attorneys' fees and penalty provision if it prematurely destroys a requested record after a request is made. See *Yacobellis v. City of Bellingham*, 55 Wn. App. 706, 780 P.2d 272 (1989). However, it is not a violation of the Public Records Act if a record is destroyed prior to an agency's receipt of a public records request for that record. *Bldg. Indus. Ass'n of Wash. v. McCarthy*, 152 Wn. App. 720, 218 P.3d 196 (2009); *West v. Dep't of Nat. Res.*, 163 Wn. App. 238, 258 P.3d 78 (2011). The Public Records Act (chapter 42.56 RCW) and the records retention statutes (chapter 40.14 RCW) are two different laws.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-03005, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-03006 Form of requests. There is no statutorily required format for a valid public records request.((:)) RCW 42.56.080(2). Agencies may recommend that requestors submit requests using an agency-provided form or web page. However, a person seeking records must make a "specific request" for "identifiable records" which provides "fair notice" and "sufficient clarity" that it is a records request.[1] An agency may prescribe the means of requests in its rules. RCW 42.56.040; RCW 42.56.070(1); RCW 42.56.100; RCW 34.05.220 (1)(b) (state agencies). An agency can adopt reasonable procedures requiring requests to be submitted only to designated persons[2] (such as the public records officer), or a specific agency address (such as a dedicated agency email address for receiving requests, or a mailing/street address of the office where the public records officer is located, or a web portal).

Agency public internet web site records - No request required. A requestor is not required to make a public records request before inspecting, downloading or copying records posted on an agency's public web site. To save resources for both agencies and requestors, agencies are strongly encouraged to post commonly requested records on their web sites. Requestors are strongly encouraged to review an agency's web site before submitting a public records request.

In-person requests. An agency must honor requests received in person during normal business hours. RCW 42.56.080(2). An agency should have its public records request form available at the office reception area so it can be provided to a "walk-in" requestor. The form should be directed to the agency's public records officer.

Mail, email and fax requests. A request can be sent ((~~in~~)) to the appropriate person or address by U.S. mail. RCW ((~~42.17.290/~~)) 42.56.100. A request can also be made by email, fax (if an agency still uses fax), or orally((~~. A request should be made to the agency's public records officer. An agency may prescribe means of requests in its rules. RCW 42.17.250/42.56.040 and 42.17.260(1)/42.56.070(1); RCW 34.05.220 (state agencies)~~)) (but should then be confirmed in writing; see further comment herein).

Public records requests using the agency's form or web page. An agency should have a public records request form. An agency is encouraged to make its public records request form available at its office, and on its web site((~~.~~

~~A number of agencies routinely accept oral public records requests (for example, asking to look at a building permit). Some agencies find oral requests to be the best way to provide certain kinds of records. However, for some requests such as larger ones, oral requests may be allowed but are problematic. An oral request does not memorialize the exact records sought and therefore prevents a requestor or agency from later proving what was included in the request. Furthermore, as described in WAC 44-14-04002(1), a requestor must provide the agency with reasonable notice that the request is for the disclosure of public records; oral requests, especially to agency staff other than the public records officer or designee, may not provide the agency with the required reasonable notice. Therefore, requestors are strongly encouraged to make written requests. If an agency receives an oral request, the agency staff person receiving it should immediately reduce it to writing and then verify in writing with the requestor that it correctly memorializes the request.~~

~~An agency should have a public records request form~~)). Some agencies also have online public records request forms or portals on a page on their web sites, set up to specifically receive public records requests. Agencies may recommend that requestors submit requests using an agency-provided form or web page. RCW 42.56.080(2). In this comment, requestors are strongly encouraged to use the agency's public records request form or online form or portal to make records requests, and then provide it to the designated agency person or address. Following this step begins the important communication process under the act between the requestor and the agency.[3] This step also helps both the requestor and the agency, because it better enables the agency to more promptly identify the inquiry as a public records request, timely confirm its receipt with the requestor, promptly seek clarification from the requestor if needed, and otherwise begin processing the agency's response to the request under the act.

An agency request form or online form or portal should ask the requestor whether he or she seeks to inspect the records, receive a copy of them, or to inspect the records first and then consider selecting records to copy. An agency request form or online portal should recite that inspection of records is free and provide ((~~the per-page charge for standard photocopies~~)) information about copying fees.

An agency request form or online form or portal should require the requestor to provide contact information so the agency can communicate with the requestor to, for example, clarify the request, inform the requestor that the records are available, or provide an explanation of an exemption. Contact information such as a name, phone number, and address or email should be provided. Requestors should provide an email address because it is an efficient means of communication and creates a written record of the communications between them and the agency. An agency should not require a requestor to provide a driver's license number, date of birth, or photo identification. This information is not necessary for the agency to contact the requestor and requiring it might intimidate some requestors.

Bot requests. An agency may deny a "bot" request that is one of multiple requests from a requestor to the agency within a twenty-four-hour period, if the agency establishes that responding to the multiple requests would cause excessive interference with other essential agency functions. RCW 42.56.080(3). A "bot" request means a records request that an agency reasonably believes was automatically generated by a computer program or script.

Oral requests. A number of agencies routinely accept oral public records requests (for example, asking to look at a building permit). Some agencies find oral requests to be the best way to provide certain kinds of records. However, for some requests such as larger or complex ones, oral requests may be allowed but are problematic.[4] An oral request does not memorialize the exact records sought and therefore prevents a requestor or agency from later proving what was included in the request. Furthermore, as described in this comment and in WAC 44-14-04002(1), a requestor must provide the agency with fair notice that the request is for the disclosure of public records; oral requests, especially to agency staff other than the public records officer or designee, may not provide the agency with the required notice or satisfy the agency's Public Records Act procedures. Therefore, requestors are strongly encouraged to make written requests, directed to the designated agency person or address.

If an agency receives an oral request, the agency staff person authorized to receive the request such as the public records officer, should immediately reduce it to writing and then verify in writing with the requestor that it correctly memorialized the request. If the staff person is not the proper recipient, he or she should inform the person of how to contact the public records officer to receive information on submitting records requests. The public records officer serves "as a point of contact for members of the public in requesting disclosure of public records and oversees the agency's compliance with the public records disclosure requirements." RCW 42.56.580.

Prioritization of records requested. An agency may ask a requestor to prioritize the records he or she is requesting so that the agency is able to provide the most important records first. An agency is not required to ask for prioritization, and a requestor is not required to provide it.

Purpose of request. An agency cannot require the requestor to disclose the purpose of the request ((~~with two~~)), apart from exceptions permitted by law. RCW ((~~42.17.270/~~)) 42.56.080. ((~~First~~)) For example, if the request is for a list of individuals, an agency may ask the requestor if he or she intends to use the records for a commercial purpose and require the requestor to provide information about the purpose of the use of the list.((~~2~~)) 5 An agency should specify on its request form that the agency is not authorized to provide public records consisting of a list of individuals for a commercial use. RCW ((~~42.17.260(9)/ 42.56.070(9)~~)) 42.56.070(8).

((~~Second~~)) And, an agency may seek information sufficient to allow it to determine if another statute prohibits disclosure. For example, some statutes allow an agency to disclose a record only to ((~~a claimant for benefits or his or her representative~~)) identified persons. In such cases, an agency is authorized to ask the requestor if he or she fits ((~~this criterion~~)) the statutory criteria for disclosure of the record.

Indemnification. An agency is not authorized to require a requestor to indemnify the agency. ((~~Op. Att'y Gen. 12 (1988).~~[3]))[6]

Notes:

[1]RCW 42.56.080 (1) and (2); *Hangartner v. City of Seattle*, 151 Wn.2d 439, 447, 90 P.3d 26 (2004) ("there is no official format for a valid PDA [PRA] request.")((~~.~~)); *Wood v. Lowe*, 102 Wn. App. 872, 10 P.3d 494 (2000) (an agency's duty under the act is triggered when it receives a "specific request" for records and when the requestor states "the request with sufficient clarity to give the agency fair notice that it had received a request for public records").

[2]((~~Op. Att'y Gen. 12 (1988), at 11; Op. Att'y Gen. 2 (1998), at 4.~~)) *Parmelee v. Clarke*, 148 Wn. App. 748, 201 P.3d 1022 (2008) (upholding agency's procedures requiring public records requests to be made to a designated person).

[3]See *Hobbs v. State*, 183 Wn. App. 925, 335 P.3d 1004 (2014) (Court of Appeals encouraged requestors to communicate with agencies about issues related to their PRA requests) and WAC 44-14-04003(3) ("Communication is usually the key to a smooth public records process for both requestors and agencies.").

[4]Oral requests make it "unnecessarily difficult" for the requestor to prove what was requested. *Beal v. City of Seattle*, 150 Wn. App. 865, 874-75, 209 P.3d 872 (2009); see also *O'Neill v. City of Shoreline*, 170 Wn.2d 138, 151, 240 P.3d 1149 (2010) (holding that an oral request for "that email" did not provide the city with sufficient notice that metadata was also being requested).

[5]*SEIU Healthcare 775W v. State et al.*, 193 Wn. App. 377, 377 P.3d 214 (2016).

[6]Op. Att'y Gen. 12 (1988). See also RCW ((~~42.17.258/~~)) 42.56.060 which provides: "No public agency, public official, public employee, or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon the release of a public record if the public agency, public official, public employee, or custodian acted in good faith in attempting to comply with the provisions of this chapter." ((~~Therefore, an agency has little need for an indemnification clause. Requiring a requestor to indemnify an agency inhibits some requestors from exercising their right to request public records. Op. Att'y Gen. 12 (1988), at 11.~~))

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-03006, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-040 Processing of public records requests—General. (1) **Providing "fullest assistance."** The (name of agency) is charged by statute with adopting rules which provide for how it will "provide full access to public records," "protect records from damage or disorganization," "prevent excessive interference with other essential functions of the agency," provide "fullest assistance" to requestors, and provide the "most timely possible action" on public records requests. The public records officer or designee will process requests in the order allowing the most requests to be processed in the most efficient manner.

(2) Upon receipt of a request, the (name of agency) will assign it a tracking number and log it in.

(3) The public records officer or designee will evaluate the request according to the nature of the request, volume, and availability of requested records.

(4) **Acknowledging receipt of request.** Following the initial evaluation of the request under (3) of this subsection, and within five business days[1] of receipt of the request, the public records officer will do one or more of the following:

(a) Make the records available for inspection or copying((~~;~~

~~(b)~~)) including:

(i) If copies are available on the (name of agency's) internet web site, provide an internet address and link on the web site to specific records requested;

(ii) If copies are requested and payment of a deposit for the copies, if any, is made or other terms of payment are agreed upon, send the copies to the requestor;

((~~(c)~~)) (b) Acknowledge receipt of the request and provide a reasonable estimate of when records or an installment of records will be available (the public records officer or designee may revise the estimate of when records will be available); or

((~~(d) If the request is unclear or does not sufficiently identify the requested records, request clarification from the requestor.~~)) (c) Acknowledge receipt of the request and ask the requestor to provide clarification for a request that is unclear, and provide, to the greatest extent possible, a reasonable estimate of time the (name of agency) will require to respond to the request if it is not clarified.

(i) Such clarification may be requested and provided by telephone((~~. The public records officer or designee may revise the estimate of when records will be available~~)), and memorialized in writing;

(ii) If the requestor fails to respond to a request for clarification and the entire request is unclear, the (name of agency) need not respond to it. The (name of agency) will respond to those portions of a request that are clear; or

((~~(e)~~)) (d) Deny the request.

((~~(3)~~)) (5) **Consequences of failure to respond.** If the (name of agency) does not respond in writing within five business days of receipt of the request for disclosure, the requestor should ((~~consider contacting~~)) contact the public records officer to determine the reason for the failure to respond.

((~~(4)~~)) (6) **Protecting rights of others.** In the event that the requested records contain information that may affect rights of others and may be exempt from disclosure, the public records officer may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given so as to make it possible for those other persons to contact the requestor and ask him or her to revise the request, or, if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy of the request.

((~~(5)~~)) (7) **Records exempt from disclosure.** Some records are exempt from disclosure, in whole or in part. If the (name of agency) believes that a record is exempt from disclosure and should be withheld, the public records officer will state the specific exemption and provide a brief written explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the public records officer will redact the exempt portions, provide the nonexempt portions, and indicate to the requestor why portions of the record are being redacted.

((~~(6)~~)) (8) **Inspection of records.**

(a) Consistent with other demands, the (name of agency) shall promptly provide space to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor shall indicate which documents he or she wishes the agency to copy.

(b) The requestor must claim or review the assembled records within thirty days of the (name of agency's) notification to him or her that the records are available for inspection or copying. The agency will notify the requestor in writing of this requirement and inform the requestor that he or she should contact the agency to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the thirty-day period or make other arrangements, the (name of agency) may close the request and refile the assembled records. Other public records requests can be processed ahead of a subsequent request by the same person for the same or almost identical records, which can be processed as a new request.

((~~(7)~~)) (9) **Providing copies of records.** After inspection is complete, the public records officer or designee shall make the requested copies or arrange for copying. Where (name of agency) charges for copies, the requestor must pay for the copies.

((~~(8)~~)) (10) **Providing records in installments.** When the request is for a large number of records, the public records officer or designee will provide access for inspection and copying in installments, if he or she reasonably determines that it would be practical to provide the records in that way. If, within thirty days, the requestor fails to inspect the entire set of records or one or more of the installments, the public records officer or designee may stop searching for the remaining records and close the request.

((~~(9)~~)) (11) **Completion of inspection.** When the inspection of the requested records is complete and all requested copies are provided, the public records officer or designee will indicate that the (name of agency) has completed a ((~~diligent~~)) reasonable search for the requested records and made any located nonexempt records available for inspection.

((~~(10)~~)) (12) **Closing withdrawn or abandoned request.** When the requestor either withdraws the request, or fails to clarify an entirely unclear request, or fails to fulfill his or her obligations to inspect the records ((~~or~~)), pay the deposit, pay the required fees for an installment, or make final payment for the requested copies, the public records officer will close the request and, unless the agency has already indicated in previous correspondence that the request would be closed under the above circumstances, indicate to the requestor that the (name of agency) has closed the request.

((~~(11)~~)) (13) **Later discovered documents.** If, after the (name of agency) has informed the requestor that it has provided all available records, the (name of agency) becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis.

Note: [1]In calculating the five business days, the following are not counted: The day the agency receives the request, Saturdays, Sundays and holidays. RCW 1.12.040. See also WAC 44-14-03006.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-040, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-04001 Introduction. Both requestors and agencies have responsibilities under the act. The public records process can function properly only when both parties perform their respective responsibilities. An agency has a duty to promptly provide access to all nonexempt public records.[1] A requestor has a duty to give fair notice that he or she is making a records request, request identifiable records,[2] follow the agency's reasonable procedures, inspect the assembled records or pay for the copies, and be respectful to agency staff.((~~[2]~~)) Both the agency and the requestor have a responsibility to communicate with each other when issues arise concerning a request.[3]

Requestors should keep in mind that all agencies have essential functions in addition to providing public records. Agencies also have greatly differing resources. The act recognizes that agency public records procedures should prevent "excessive interference" with the other "essential functions" of the agency. RCW ((~~42.17.290/~~)) 42.56.100. Therefore, while providing public records is an essential function of an agency, it is not required to abandon its other, non-public records functions. Agencies without a full-time public records officer may assign staff part-time to fulfill records requests, provided the agency is providing the "fullest assistance" and the "most timely possible" action on the request. The proper level of staffing for public records requests will vary among agencies, considering the complexity and number of requests to that agency, agency resources, and the agency's other functions.

The burden of proof is on an agency to prove its estimate of time to provide a full response is "reasonable." RCW ((~~42.17.340(2)/~~)) 42.56.550(2). An agency should be prepared to explain how it arrived at its estimate of time and why the estimate is reasonable.

Agencies are encouraged to use technology to provide public records more quickly and, if possible, less expensively. An agency is allowed, of course, to do more for the requestor than is required by the letter of the act. Doing so often saves the agency time and money in the long run, improves relations with the public, and prevents litigation. For example, agencies are encouraged to post many nonexempt records of broad public interest on the internet. This may result in fewer requests for public records. See RCW ((~~43.105.270 (state~~)) chapter 69, Laws of 2010 (agencies encouraged to post frequently sought documents on the internet); RCW 43.105.351 (legislative intent that agencies prioritize making records widely available electronically to the public).

Notes: [1]RCW ((~~42.17.260(1)/~~)) 42.56.070(1) (agency "shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions" listed in the act or other statute).
[2]See RCW ((~~42.17.270/~~)) 42.56.080 ("identifiable record" requirement); RCW ((~~42.17.300/~~)) 42.56.120 (claim or review requirement); RCW ((~~42.17.290/~~)) 42.56.100 (agency may prevent excessive interference with other essential agency functions).
[3]See *Hobbs v. State*, 183 Wn. App. 925, 335 P.3d 1004 (2014) (Court of Appeals encouraged requestors to communicate with agencies about issues related to their PRA requests) and WAC 44-14-04003(3). ("Communication is usually the key to a smooth public records process for both requestors and agencies.")

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-04001, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-04002 Obligations of requestors. (1) **((~~Reasonable~~)) Fair notice that request is for public records.** A requestor must give an agency ((~~reasonable~~)) fair notice that the request is being made pursuant to the act. Requestors are encouraged to cite or name the act but are not required to do so.[1] A request using the agency's request form or online request form or portal, or using the terms "public records," "public disclosure," "FOIA," or "Freedom of Information Act" (the terms commonly used for federal records requests), especially in the subject line of an email or letter, is recommended. The request should be directed to the agency-designated person to receive requests (such as the public records officer) or the agency-designated address or submitted through the agency-designated portal for public records requests, which should provide an agency with ((~~reasonable~~)) fair notice in most cases. A requestor should not submit a "stealth" request, which is buried in another document in an attempt to trick the agency into not responding.

(2) **Identifiable record**. A requestor must request an "identifiable record" or "class of records" before an agency must respond to it. RCW ((~~42.17.270/~~)) 42.56.080 and ((~~42.17.340(1)/~~)) 42.56.550(1).

An "identifiable record" is one that is existing at the time of the request and which agency staff can reasonably locate.((~~[2]~~)) The act does not require agencies to be "mind readers" and to guess what records are being requested.[2] The act does not allow a requestor to make "future" or "standing" (ongoing) requests for records not in existence; nonexistent records are not "identifiable."[3]

A request for all or substantially all records prepared, owned, used or retained by an agency is not a valid request for identifiable records, provided that a request for all records regarding a particular topic or containing a particular keyword or name shall not be considered a request for all of an agency's records. RCW 42.56.080(1). A "keyword" must have some meaning that reduces a request from all or substantially all of an agency's records. For example, a request seeking any and all records from the department of ecology which contain the word "ecology" is not a request containing a keyword. The word "ecology" is likely on every agency letterhead, email signature block, notice, order, brochure, form, pleading and virtually every other agency document. A request for all of an agency's emails can encompass substantially all of an agency's records, and such a request contains no keywords. The act does not allow a requestor nor require an agency to search through agency files for records which cannot be reasonably identified or described to the agency.((~~3~~))[4] It benefits both the requestor and the agency when the request includes terms that are for identifiable records actually sought by the requestor, and which produce meaningful search results by the agency.

However, a requestor is not required to identify the exact record he or she seeks. For example, if a requestor requested an agency's "2001 budget," but the agency only had a 2000-2002 budget, the requestor made a request for an identifiable record.((~~[4]~~)) [5]

An "identifiable record" is not a request for "information" in general.((~~[5]~~)) [6] For example, asking "what policies" an agency has for handling discrimination complaints is merely a request for "information."[6] A request to inspect or copy an agency's policies and procedures for handling discrimination complaints would be a request for an "identifiable record."

Public records requests are not interrogatories (questions). An agency is not required to answer questions about records, or conduct legal research for a requestor.[7] A request for "any law that allows the county to impose taxes on me" is not a request for an identifiable record. Conversely, a request for "all records discussing the passage of this year's tax increase on real property" is a request for an "identifiable record."

When a request uses an inexact phrase such as all records "relating to" a topic (such as "all records relating to the property tax increase"), the agency may interpret the request to be for records which directly and fairly address the topic. When an agency receives a "relating to" or similar request, it should seek clarification of the request from the requestor <u>or explain how the agency is interpreting the requestor's request</u>.

(3) **"Overbroad" requests.** An agency cannot "deny a request for identifiable public records based solely on the basis that the request is overbroad." RCW ((~~42.17.270/~~)) 42.56.080. However, if such a request is not for identifiable records or otherwise is not proper, the request can still be denied. When confronted with a request that is unclear, an agency should seek clarification.

Notes: [1]*Wood v. Lowe*, 102 Wn. App. 872, 10 P.3d 494 (2000).
[2]*Bonamy v. City of Seattle*, 92 Wn. App. 403, 410, 960 P.2d 447 (1998), ((~~*review denied*, 137 Wn.2d 1012, 978 P.2d 1099 (1999)~~)) ("identifiable record" requirement is satisfied when there is a "reasonable description" of the record "enabling the government employee to locate the requested records.").
[3]*Limstrom v. Ladenburg*, 136 Wn.2d 595, 604, n.3, 963 P.2d 869 (1998), *appeal after remand*, 110 Wn. App. 133, 39 P.3d 351 (2002)<u>; *Sargent v. Seattle Police Dep't*, 16 Wn. App. 1, 260 P.3d 1006 (2011), *aff'd in part, rev'd in part on other grounds*, 179 Wn.2d 376, 314 P.3d 1093 (2013) ("We hold that there is no standing request under the PRA."); *Smith v. Okanogan County*, 100 Wn. App.7, 994 P.2d 857 (2000) (agency not required to create a record to respond to a PRA request)</u>.
[4]<u>*Bonamy*, 92 Wn. App. at 409.</u>
[5]*Violante v. King County Fire Dist. No. 20*, 114 Wn. App. 565, 571, n.4, 59 P.3d 109 (2002).
((~~[5]*Bonamy*, 92 Wn. App. at 409.~~))
[6]((~~*Id.*~~))<u>*Bonamy,* 92 Wn. App. at 409.</u>
[7]See *Limstrom*, 136 Wn.2d at 604, n.3 (act does not require "an agency to go outside its own records and resources to try to identify or locate the record requested."); *Bonamy*, 92 Wn. App. at 409 (act "does not require agencies to research or explain public records, but only to make those records accessible to the public((~~.~~))").

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-04002, filed 1/31/06, effective 3/3/06.]

<u>AMENDATORY SECTION</u> (Amending WSR 07-13-058, filed 6/15/07, effective 7/16/07)

WAC 44-14-04003 Responsibilities of agencies in processing requests. (1) **Similar treatment and purpose of the request.** The act provides: "Agencies shall not distinguish among persons requesting records, and such persons shall not be required to provide information as to the purpose for the request" (except to determine if the request is seeking a list of individuals for a commercial use or would violate another statute prohibiting disclosure or restricting disclosure to only certain persons). RCW ((~~42.17.270/~~)) 42.56.080.[1] The act also requires an agency to take the "most timely possible action on requests" and make records "promptly available." RCW ((~~42.17.290/~~)) 42.56.100 and ((~~42.17.270/~~)) 42.56.080. However, treating requestors similarly does not mean that agencies must process requests strictly in the order received because this might not be providing the "most timely possible action" for all requests. A relatively simple request need not wait for a long period of time while a much larger or more complex request is being fulfilled. Agencies are encouraged to be flexible and process as many requests as possible even if they are out of order.((~~[3]~~))

(2) **Purpose of request.** An agency cannot require a requestor to state the purpose of the request (with limited exceptions). RCW ((~~42.17.270/~~)) 42.56.080. However, in an effort to better understand the request and provide all responsive records, the agency can inquire about the purpose of the request. The requestor is not required to an-

swer the agency's inquiry (with limited exceptions as previously noted).

((~~(2)~~)) (3) **Provide "fullest assistance" and "most timely possible action."** The act requires agencies to adopt and enforce reasonable rules to provide for the "fullest assistance" to a requestor. RCW ((~~42.17.290/~~)) 42.56.100. The "fullest assistance" principle should guide agencies when processing requests. In general, an agency should devote sufficient staff time to processing records requests, consistent with the act's requirement that fulfilling requests should not be an "excessive interference" with the agency's "other essential functions." RCW ((~~42.17.290/~~)) 42.56.100. The agency should recognize that fulfilling public records requests is one of the agency's duties, along with its others.

The act also requires agencies to adopt and enforce rules to provide for the "most timely possible action on requests." RCW ((~~42.17.290/~~)) 42.56.100. This principle should guide agencies when processing requests. It should be noted that this provision requires the most timely "possible" action on requests. This recognizes that an agency is not always capable of fulfilling a request as quickly as the requestor would like.

((~~(3)~~)) (4) **Communicate with requestor.** Communication is usually the key to a smooth public records process for both requestors and agencies.[2] Clear requests for a small number of records usually do not require predelivery communication with the requestor. However, when an agency receives a large or unclear request, the agency should communicate with the requestor to clarify the request. If a requestor asks for a summary of applicable charges before any copies are made, an agency must provide it. RCW 42.56.120 (2)(f). The requestor may then revise the request to reduce the number of requested copies. If the request is clarified or modified orally, the public records officer or designee should memorialize the communication in writing.

For large requests, the agency may ask the requestor to prioritize the request so that he or she receives the most important records first. If feasible, the agency should provide periodic updates to the requestor of the progress of the request. Similarly, the requestor should periodically communicate with the agency and promptly answer any clarification questions. Sometimes a requestor finds the records he or she is seeking at the beginning of a request. If so, the requestor should communicate with the agency that the requested records have been provided and that he or she is canceling the remainder of the request. If the requestor's cancellation communication is not in writing, the agency should confirm it in writing.

((~~(4)~~)) (5) **Failure to provide initial response within five business days**. Within five business days of receiving a request, an agency must provide an initial response to requestor. The initial response must do one of four things:

(a) Provide the record;

(b) Acknowledge that the agency has received the request and provide a reasonable estimate of the time it will require to ((~~fully~~)) further respond;

(c) Seek a clarification of the request and if unclear, provide to the greatest extent possible a reasonable estimate of time the agency will require to respond to the request if it is not clarified; or

(d) Deny the request. RCW ((~~42.17.320/~~)) 42.56.520. An agency's failure to provide an initial response is arguably a violation of the act.((~~2~~)) 3

((~~(5)~~)) (6) **No duty to create records.** An agency is not obligated to create a new record to satisfy a records request.[4] However, sometimes it is easier for an agency to create a record responsive to the request rather than collecting and making available voluminous records that contain small pieces of the information sought by the requestor or find itself in a controversy about whether the request requires the creation of a new record. The decision to create a new record is left to the discretion of the agency. With respect to databases, for example, there is not always a simple dichotomy between producing an existing record and creating a new record.[5] In addition, an agency may decide to provide a customized service and if so, assess a customized service charge for the actual costs of staff technology expertise needed to prepare data compilations, or when such customized access services are not used by the agency for other business purposes. RCW 42.56.120.

If the agency is considering creating a new record instead of disclosing the underlying records, or creating new records from a database, it should obtain the consent of the requestor to ensure that the requestor is not actually seeking the underlying records, and describe any customized service charges that may apply.

Making an electronic copy of an electronic record is not "creating" a new record; instead, it is similar to copying a paper copy. If an agency translates a record into an alternative electronic format at the request of a requestor, the copy created does not constitute a new public record. RCW 42.56.120(1). Similarly, eliminating a field of an electronic record can be a method of redaction; it is ((~~similar to~~)) like redacting portions of a paper record using a black pen or white-out tape to make it available for inspection or copying. Scanning paper copies to make electronic copies is a method of copying paper records and does not create a new public record. RCW 42.56.120(1).

((~~(6)~~)) (7) **Provide a reasonable estimate of the time to ((~~fully~~)) respond.** Unless it is providing the records or claiming an exemption from disclosure within the five-business day period, an agency must provide a reasonable estimate of the time it will take to ((~~fully~~)) respond to the request. RCW ((~~42.17.320/~~)) 42.56.520. ((~~Fully~~)) Responding can mean processing the request (locating and assembling records, redacting, preparing a withholding ((~~index~~)) log, making an installment available, or notifying third parties named in the records who might seek an injunction against disclosure) or determining if the records are exempt from disclosure.

An estimate must be "reasonable." The act provides a requestor a quick and simple method of challenging the reasonableness of an agency's estimate. RCW ((~~42.17.340(2)/~~)) 42.56.550(2). See WAC 44-14-08004 (5)(b). The burden of proof is on the agency to prove its estimate is "reasonable." RCW ((~~42.17.340(2)/~~)) 42.56.550(2).

To provide a "reasonable" estimate, an agency should not use the same estimate for every request. An agency should roughly calculate the time it will take to respond to the request and send estimates of varying lengths, as appropriate. Some very large requests can legitimately take months or longer to fully provide. There is no standard amount of time for fulfilling a request so reasonable estimates should vary.

Some agencies send form letters with thirty-day estimates to all requestors, no matter the size or complexity of the request. Form letter thirty-day estimates for every requestor, regardless of the nature of the request, are rarely "reasonable" because an agency, which has the burden of proof, could find it difficult to prove that every single request it receives would take the same thirty-day period.

While not required,[6] in order to avoid unnecessary litigation over the reasonableness of an estimate, an agency ((~~should~~)) could briefly explain to the requestor the basis for the estimate in the initial response. The explanation need not be elaborate but should allow the requestor to make a threshold determination of whether he or she should question that estimate further or has a basis to seek judicial review of the reasonableness of the estimate.

An agency should either fulfill the request within the estimated time or, if warranted, communicate with the requestor about clarifications or the need for a revised estimate.[7] An agency should not ignore a request and then continuously send extended estimates. Routine extensions with little or no action to fulfill the request would show that the previous estimates probably were not "reasonable." Extended estimates are appropriate when the circumstances have changed (such as an increase in other requests or discovering that the request will require extensive redaction). An estimate can be revised when appropriate, but unwarranted serial extensions have the effect of denying a requestor access to public records.

((~~(7)~~)) (8) **Seek clarification of a request or additional time.** An agency may seek a clarification of an "unclear" or partially unclear request. RCW ((~~42.17.320/~~)) 42.56.520. An agency can only seek a clarification when the request is objectively "unclear." Seeking a "clarification" of an objectively clear request delays access to public records.

If the requestor fails to clarify an entirely unclear request, the agency need not respond to it further. RCW ((~~42.17.320/~~)) 42.56.520. However, an agency must respond to those parts of a request that are clear. If the requestor does not respond to the agency's request for a clarification within thirty days of the agency's request or other specified time, the agency may consider the request abandoned. If the agency considers the request abandoned, it should send a closing letter to the requestor if it has not already explained when it will close a request due to lack of response by the requestor.

An agency may take additional time to provide the records or deny the request if it is awaiting a clarification. RCW ((~~42.17.320/~~)) 42.56.520. After providing the initial response and perhaps even beginning to assemble the records, an agency might discover it needs to clarify a request and is allowed to do so. A clarification could also affect a reasonable estimate.

((~~(8)~~)) (9) **Preserving requested records.** If a requested record is scheduled shortly for destruction, and the agency receives a public records request for it, the record cannot be destroyed until the request is resolved. RCW ((~~42.17.290/~~)) 42.56.100.((~~5~~)) 8 Once a request has been closed, the agency can destroy the requested records in accordance with its retention schedule.

((~~(9)~~)) (10) **Searching for records.** An agency must conduct an objectively reasonable search for responsive records. The adequacy of a search is judged by the standard of reasonableness.[9] A requestor is not required to "ferret out" records on his or her own.((~~6~~)) A reasonable agency search usually begins with the public records officer for the agency or a records coordinator for a department of the agency deciding where the records are likely to be and who is likely to know where they are. One of the most important parts of an adequate search is to decide how wide the search will be. If the agency is small, it might be appropriate to initially ask all agency employees and officials if they have responsive records. If the agency is larger, the agency may choose to initially ask only the staff of the department or departments of an agency most likely to have the records. For example, a request for records showing or discussing payments on a public works project might initially be directed to all staff in the finance and public works departments if those departments are deemed most likely to have the responsive documents, even though other departments may have copies or alternative versions of the same documents. Meanwhile, other departments that may have documents should be instructed to preserve their records in case they are later deemed to be necessary to respond to the request. The agency could notify the requestor which departments are being surveyed for the documents so the requestor may suggest other departments.

If agency employees or officials are using home computers, personal devices, or personal accounts to conduct agency business, those devices and accounts also need to be searched by the employees or officials who are using them when those devices and accounts may have responsive records.[10] If an agency's contractors performing agency work have responsive public records of an agency as a consequence of the agency's contract, they should also be notified of the records request. It is better to be over inclusive rather than under inclusive when deciding which staff or others should be contacted, but not everyone in an agency needs to be asked if there is no reason to believe he or she has responsive records. An email to staff or agency officials selected as most likely to have responsive records is usually sufficient. Such an email also allows an agency to document whom it asked for records. Documentation of searches is recommended. The courts can consider the reasonableness of an agency's search when considering assessing penalties for an agency's failure to produce records.[11]

Agency policies should require staff and officials to promptly respond to inquiries about responsive records from the public records officer.

After records which are deemed potentially responsive are located, an agency should take reasonable steps to narrow down the number of records to those which are responsive. In some cases, an agency might find it helpful to consult with the requestor on the scope of the documents to be assembled. An agency cannot "bury" a requestor with nonresponsive documents. However, an agency is allowed to provide arguably, but not clearly, responsive records to allow the requestor to select the ones he or she wants, particularly if the requestor is unable or unwilling to help narrow the scope of the documents. If an agency does not find responsive documents, it should explain, in at least general terms, the places searched.[12]

((~~(10)~~)) (11) **Expiration of reasonable estimate.** An agency should provide a record within the time provided in its reasonable estimate or communicate with the requestor that additional time is required to fulfill the request based on specified criteria. ((~~Unjustified failure to provide the record by the expiration of the estimate is a denial of access to the record~~)) A failure of an agency to meet its own internal deadline is not a violation of the act, assuming the agency is working diligently to respond to the request.[13] Nevertheless, an agency should promptly communicate with a requestor when it determines its original estimate of time needs to be adjusted.

((~~(11)~~)) (12) **Notice to affected third parties.** Sometimes an agency decides it must release all or a part of a public record affecting a third party. The third party can file an action to obtain an injunction to prevent an agency from disclosing it, but the third party must prove the record or portion of it is exempt from disclosure.((~~,~~)) RCW ((~~42.17.330,~~)) 42.56.540. Before sending a notice, an agency should have a reasonable belief that the record is arguably exempt. Notices to affected third parties when the records could not reasonably be considered exempt might have the effect of unreasonably delaying the requestor's access to a disclosable record.

The act provides that before releasing a record an agency may, at its "option," provide notice to a person named in a public record or to whom the record specifically pertains (unless notice is required by law). RCW ((~~42.17.330,~~)) 42.56.540.[14] This would include all of those whose identity could reasonably be ascertained in the record and who might have a reason to seek to prevent the release of the record. An agency has wide discretion to decide whom to notify or not notify. First, an agency has the "option" to notify or not (unless notice is required by law). RCW ((~~42.17.330,~~)) 42.56.540. Second, if it acted in good faith, an agency cannot be held liable for its failure to notify enough people under the act. RCW ((~~42.17.258,~~)) 42.56.060. However, if an agency had a contractual obligation to provide notice of a request but failed to do so, the agency might lose the immunity provided by

RCW ((~~42.17.258/~~)) 42.56.060 because breaching the agreement probably is not a "good faith" attempt to comply with the act.

The practice of many agencies is to give ten days' notice. Many agencies expressly indicate the deadline date on which it must receive a court order enjoining disclosure, to avoid any confusion or potential liability. More notice might be appropriate in some cases, such as when numerous notices are required, but every additional day of notice is another day the potentially disclosable record is being withheld. When it provides a notice, the agency should include in its calculation the notice period in the "reasonable estimate" of time it provides to a requestor.

The notice informs the third party that release will occur on the stated date unless he or she obtains an order from a court enjoining release. The requestor has an interest in any legal action to prevent the disclosure of the records he or she requested. Therefore, the agency's notice should inform the third party that he or she should name the requestor as a party to any action to enjoin disclosure. If an injunctive action is filed, the third party or agency should name the requestor as a party or, at a minimum, must inform the requestor of the action to allow the requestor to intervene.

((~~(12)~~)) (13) **Later discovered records.** If the agency becomes aware of the existence of records responsive to a request which were not provided, the agency should notify the requestor in writing ((~~and~~)), provide a brief explanation of the circumstances, and provide the nonexempt records with a written explanation of any redacted or withheld records.

(14) **Maintaining a log.** Effective July 23, 2017, the agency must maintain a log of public records requests to include the identity of the requestor if provided by the requestor, the date the request was received, the text of the original request, a description of the records redacted or withheld and the reasons therefor, and the date of the final disposition of the request. RCW 40.14.026(4).

Notes:
[1]See also Op. Att'y Gen. 2 (1998).
[2]See *Hobbs v. State*, 183 Wn. App. 925, 335 P.3d 1004, n.12 (2014) (Court of Appeals encouraged requestors to communicate with agencies about issues related to their records requests).
[3]See *Smith v. Okanogan County*, 100 Wn. App. 7, 13, 994 P.2d 857 (2000) ("When an agency fails to respond as provided in RCW 42.17.320 (42.56.520), it violates the act and the individual requesting the public record is entitled to a statutory penalty."); *West v. State Dep't of Natural Res.*, 163 Wn. App. 235, 243, 258 P.3d 78 (2011) (failure to respond within five business days); *Rufin v. City of Seattle*, 199 Wn. App. 348, 398 P.3d 1237 (2017) (failure to respond within five business days entitles plaintiff to seek attorneys' fees but not penalties).
((~~[3]While an agency can fulfill requests out of order, an agency is not allowed to ignore a large request while it is exclusively fulfilling smaller requests. The agency should strike a balance between fulfilling small and large requests.~~
[4]*Smith*, 100 Wn. App. at 14.
[5]*Fisher Broadcasting v. City of Seattle*, 180 Wn.2d 515, 326 P.3d 688 (2014).
[6]*Ockerman v. King County Dep't of Dev. & Envtl. Servs.*, 102 Wn. App. 212, 214, 6 P.3d 1215 (2000) (agency is not required to provide a written explanation of its reasonable estimate of time when it does not provide records within five days of the request).
[7]*Andrews v. Wash. State Patrol*, 183 Wn. App. 644, 334 P.3d 94 (2014) (the act recognizes that agencies may need more time than initially anticipated to locate records).
[8]An exception is some state-agency employee personnel records. RCW ((~~42.17.295/~~)) 42.56.110.
((~~[6]*Daines v. Spokane County*, 111 Wn. App. 342, 349, 44 P.3d 909 (2002) ("an applicant need not exhaust his or her own ingenuity to 'ferret out' records through some combination of 'intuition and diligent research'").~~
~~[7]~~)) [9]*Neighborhood Alliance v. Spokane County*, 172 Wn.2d 702, 261 P.3d 119 (2011); *Forbes v. City of Gold Bar*, 171 Wn. App. 857, 288 P.3d 384 (2012).
[10]*O'Neill v. City of Shoreline*, 170 Wn.2d 138, 240 P.3d 1149 (2010); *Nissen v. Pierce County*, 182 Wn.2d 363, 357 P.3d 45 (2015); *West v. Vermillion*, 196 Wn. App. 627, 384 P.3d 634 (2016).
[11]*Yousoufian v. Office of Ron Sims*, 168 Wn.2d 444, 229 P.3d 735 (2010); *Neighborhood Alliance*, 172 Wn.2d at 728.
[12]*Neighborhood Alliance,* 172 Wn.2d at 722.
[13]*Andrews v. Wash. State Patrol*, 183 Wn. App. 644 at 653; *Hikel v. Lynnwood*, 197 Wn. App. 366, 389 P.3d 677 (2016).
[14]The agency holding the record can also file a RCW ((~~42.17.330/~~)) 42.56.540 injunctive action to establish that it is not required to release the record or portion of it. An agency can also file an action under the Uniform Declaratory Judgments Act at chapter 7.24 RCW. *Benton County v. Zink*, 191 Wn. App. 194, 361 P.2d 283 (2015).

[Statutory Authority: 2005 c 483 § 4, amending RCW 42.56.570. WSR 07-13-058, § 44-14-04003, filed 6/15/07, effective 7/16/07. Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-04003, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 07-13-058, filed 6/15/07, effective 7/16/07)

WAC 44-14-04004 Responsibilities of agency in providing records. (1) **General.** An agency may simply provide the records or make them available within the five-business day period of the initial response. When it does so, an agency should also provide the requestor a written cover letter or email briefly describing the records provided and informing the requestor that the request has been closed. This assists the agency in later proving that it provided the specified records on a certain date and told the requestor that the request had been closed. However, a cover letter or email might not be practical in some circumstances, such as when the agency provides a small number of records or fulfills routine requests.

An agency can, of course, provide the records sooner than five business days. Providing the "fullest assistance" to a requestor would mean providing a readily available record as soon as possible. For example, an agency might routinely prepare a premeeting packet of documents three days in advance of a city council meeting. The packet is readily available so the agency should provide it to a requestor on the same day of the request so he or she can have it for the council meeting.

(2) **Means of providing access.** An agency must make nonexempt public records "available" for inspection or provide a copy. RCW ((~~42.17.270/~~)) 42.56.080. An agency is only required to make records "available" and has no duty to explain the meaning of public records.[1] Making records available is often called "access."

Access to a public record can be provided by allowing inspection of the record, providing a copy, or posting the record on the agency's web site and assisting the requestor in finding it (if necessary). An agency must mail a copy of records if requested and if the requestor pays the actual cost of postage and the mailing container.[2] The requestor can specify which method of access (or combination, such as inspection and then copying) he or she prefers. Different processes apply to requests for inspection versus copying (such as copy charges) so an agency should clarify with a requestor whether he or she seeks to inspect or copy a public record.

An agency can provide access to a public record by posting it on its public internet web site. Once an agency provides a requestor an internet address and link on the agency's web site to the specific records requested, the agency has provided the records, and at no cost to the requestor. RCW 42.56.520. If requested, an agency should provide reasonable assistance to a requestor in finding a public record posted on its web site. If the requestor does not have internet access, the agency may provide access to the record by allowing the requestor to view the record on a specific computer terminal at the agency open to the public. An agency ((~~is not required to do so. Despite the availability of the record on the agency's web site, a requestor can still make a public records request and inspect the record or obtain a copy of it by paying the appropriate per-page copying charge~~)) shall not impose copying charges for access to or downloading records that the agency routinely posts on its web site prior to receipt of a request unless the requestor has specifically requested that the agency provide copies of such records through other means. RCW 42.56.120 (2)(e).

(3) **Providing records in installments.** The act ((~~now~~)) provides that an agency must provide records "if applicable, on a partial or installment basis as records that are part of a larger set of requested records are assembled or made ready for inspection or disclosure." RCW ((~~42.17.270/~~)) 42.56.080. An installment can include links to records on the agency's internet web site. The purpose of this install-

ments provision is to allow requestors to obtain records in installments as they are assembled and to allow agencies to provide records in logical batches. The provision is also designed to allow an agency to only assemble the first installment and then see if the requestor claims or reviews it before assembling the next installments. An agency can assess charges per installment for copies made for the requestor, unless it is using the up to two-dollar flat fee charge. RCW 42.56.120(4).

Not all requests should be provided in installments. For example, a request for a small number of documents which are located at nearly the same time should be provided all at once. Installments are useful for large requests when, for example, an agency can provide the first box of records as an installment. An agency has wide discretion to determine when providing records in installments is "applicable." However, an agency cannot use installments to delay access by, for example, calling a small number of documents an "installment" and sending out separate notifications for each one. The agency must provide the "fullest assistance" and the "most timely possible action on requests" when processing requests. RCW ((~~42.17.290/~~)) 42.56.100.

(4) **Failure to provide records.** A "denial" of a request can occur when an agency:

((~~Does not have the record;~~))

Fails to respond to a request;

Claims an exemption of the entire record or a portion of it; ((~~or~~))

Without justification, fails to provide the record after the reasonable estimate of time to respond expires((~~.~~

~~(a)~~ ~~**When the agency does not have the record**~~)); or

Determines the request is an improper "bot" request. An agency is only required to provide access to public records it has or has used.[3] An agency is not required to create a public record in response to a request.

An agency must only provide access to public records in existence at the time of the request. An agency is not obligated to supplement responses. Therefore, if a public record is created or comes into the possession of the agency after the request is received by the agency, it is not responsive to the request and need not be provided. A requestor must make a new request to obtain subsequently created public records.

Sometimes more than one agency holds the same record. When more than one agency holds a record, and a requestor makes a request to the first agency (agency A), ((~~the first~~)) agency A cannot respond to the request by telling the requestor to obtain the record from the second agency (agency B). Instead, an agency must provide access to a record it holds regardless of its availability from another agency.[4]

However, an agency is not required to go outside its own public records to respond to a request.[5] If agency A never prepared, owned, used or retained a record, but the record is available at agency B, the requestor must make the request to agency B, not agency A.

An agency is not required to provide access to records that were not requested. An agency does not "deny" a request when it does not provide records that are outside the scope of the request because they were never asked for.

((~~(b)~~)) (5) **Claiming exemptions.**

((~~(i)~~)) (a) **Redactions.** If a portion of a record is exempt from disclosure, but the remainder is not, an agency generally is required to redact (black out) the exempt portion and then provide the remainder. RCW ((~~42.17.310(2)/~~)) 42.56.210(1). There are a few exceptions.((~~5~~)) 6 Withholding an entire record where only a portion of it is exempt violates the act.((~~6~~)) 7 Some records are almost entirely exempt but small portions remain nonexempt. For example, information revealing the identity of a crime victim is exempt from disclosure if certain conditions are met. RCW ((~~42.17.310 (1)(e)/~~)) 42.56.240(2). If a requestor requested a police report in a case in which charges have been filed, <u>and the conditions of RCW 42.56.240(2) are met,</u> the agency must redact the victim's identifying information but provide the rest of the report.

Statistical information "not descriptive of any readily identifiable person or persons" is generally not subject to redaction or withholding. RCW ((~~42.17.310(2)/~~)) 42.56.210(1). For example, if a statute exempted the identity of a person who had been assessed a particular kind of penalty, and an agency record showed the amount of penalties assessed against various persons, the agency must provide the record with the names of the persons redacted but with the penalty amounts remaining.

Originals should not be redacted. For paper records, an agency should redact materials by first copying the record and then either using a black marker on the copy or covering the exempt portions with copying tape, and then making a copy. <u>Another approach is to scan the paper record and redact it electronically.</u> It is often a good practice to keep the initial copies which were redacted in case there is a need to make additional copies for disclosure or to show what was redacted<u>; in addition, an agency is required under its records retention schedules to keep responses to a public records request for a defined peri-</u>

od of time. For electronic records such as databases, an agency can sometimes redact a field of exempt information by excluding it from the set of fields to be copied. For other electronic records, an agency may use software that permits it to electronically redact on the copy of the record. However, in some instances electronic redaction might not be feasible and a paper copy of the record with traditional redaction might be the only way to provide the redacted record. If a record is redacted electronically, by deleting a field of data or in any other way, the agency must identify the redaction and state the basis for the claimed exemption as required by RCW 42.56.210(3). ((~~See (b)(ii) of this subsection.~~

~~(ii)~~))

(b) **Brief explanation of withholding.** When an agency claims an exemption for an entire record or portion of one, it must inform the requestor of the statutory exemption and provide a brief explanation of how the exemption applies to the record or portion withheld. RCW ((~~42.17.310(4)/~~)) 42.56.210(3). The brief explanation should cite the statute the agency claims grants an exemption from disclosure. The brief explanation should provide enough information for a requestor to make a threshold determination of whether the claimed exemption is proper. Nonspecific claims of exemption such as "proprietary" or "privacy" are insufficient.

One way to properly provide a brief explanation of the withheld record or redaction is for the agency to provide a withholding ((~~index. It~~)) log, along with the statutory citation permitting withholding, and a description of how the exemption applies to the information withheld. The log identifies the type of record, its date and number of pages, and the author or recipient of the record (unless their identity is exempt).((~~7~~)) 8 The withholding ((~~index~~)) log need not be elaborate but should allow a requestor to make a threshold determination of whether the agency has properly invoked the exemption.

Another way to properly provide a brief explanation is to use another format, such as a letter providing the required exemption citations, description of records, and brief explanations. Another way to properly provide a brief explanation is to have a code for each statutory exemption, place that code on the redacted information, and attach a list of codes and the brief explanations with the agency's response.

((~~(5)~~)) (6) **Notifying requestor that records are available.** If the requestor sought to inspect the records, the agency should notify him or her that the entire request or an installment is available for inspection and ask the requestor to contact the agency to arrange for a mutually agreeable time for inspection.((~~8~~)) 9 The notification should recite that if the requestor fails to inspect or copy the records or make other arrangements within thirty days of the date of the notification that the agency will close the request and refile the records. An agency might consider on a case-by-case basis sending the notification by certified mail to document that the requestor received it.

If the requestor sought copies, the agency should notify him or her of the projected costs and whether a copying deposit is required before the copies will be made. Such notice by the agency with a summary of applicable estimated charges is required when the requestor asks for an estimate. RCW 42.56.120 (2)(f). The notification can be oral to provide the most timely possible response, although it is recommended that the agency document that conversation in its file or in a follow-up email or letter.

((~~(6)~~)) (7) **Documenting compliance.** An agency should have a process to identify which records were provided to a requestor and the date of production. An agency may wish to apply a "read receipt" rule to emails to requestors or ask the requestor to confirm if he/she received the email from the agency. In some cases, an agency may wish to number-stamp or number-label paper records provided to a requestor to document which records were provided. The agency could also keep a copy of the numbered records so either the agency or requestor can later determine which records were or were not provided; and, an agency is required to keep copies of its response to a request for the time period set out in its records retention schedule. However, the agency should balance the benefits of stamping or labeling the documents and making extra copies against the costs and burdens of doing so. For example, it may not be necessary to affix a number on the pages of records provided in response to a small request.

If memorializing which specific documents were offered for inspection is impractical, an agency might consider documenting which records were provided for inspection by making ((~~an index or~~)) a list of the files or records made available for inspection.

Notes: [1] *Bonamy v. City of Seattle*, 92 Wn. App. 403, 409, 960 P.2d 447 (1998)((~~, *review denied*, 137 Wn.2d 1012, 978 P.2d 1099 (1999)~~)).
[2] *Am. Civil Liberties Union v. Blaine Sch. Dist. No. 503*, 86 Wn. App. 688, 695, 937 P.2d 1176 (1997); RCW 42.56.120.
[3] *Sperr v. City of Spokane*, 123 Wn. App. 132, 136-37, 96 P.3d 1012 (2004).
[4] *Hearst Corp. v. Hoppe*, 90 Wn.2d 123, 132, 580 P.2d 246 (1978).
[5] *Limstrom v. Ladenburg* (*Limstrom II*), 136 Wn.2d 595, 963 P.2d 896 (1998) n.3 ("On its face the Act does not require, and we do not interpret it to require, an agency to go outside its own records and resources to try to identify or locate the record requested."); *Koenig v. Pierce County*, 151 Wn. App. 221, 232-33, 211 P.3d 423 (2009) (agency has no duty to coordinate responses with other agencies, citing to and quoting *Limstrom II*).
[6] The two main exceptions to the redaction requirement are state "tax information" (RCW 82.32.330 (1)(c)) and law enforcement case files in active cases (((~~*Newman v. King County*, 133 Wn.2d 565, 574, 947 P.2d 712 (1997)~~))) *Sargent v. Seattle Police Dep't*, 179 Wn.2d 376, 314 P.3d 1093 (2013). Neither of these two kinds of records must be redacted but rather may be withheld in their entirety.
((~~6~~)) 7 *Seattle Firefighters Union Local No. 27 v. Hollister*, 48 Wn. App. 129, 132, 737 P.2d 1302 (1987).
((~~7~~)) 8 *Progressive Animal Welfare Soc'y. v. Univ. of Wash.*, 125 Wn.2d 243, 271, n.18, 884 P.2d 592 (1994) ("*PAWS II*").
((~~8~~)) 9 For smaller requests, the agency might simply provide them with the initial response or earlier so no notification is necessary.

[Statutory Authority: 2005 c 483 § 4, amending RCW 42.56.570. WSR 07-13-058, § 44-14-04004, filed 6/15/07, effective 7/16/07. Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-04004, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-04005 Inspection of records. (1) **Obligation of requestor to claim or review records.** After the agency notifies the requestor that the records or an installment of them ((~~are~~)) is ready for inspection or copying, the requestor must claim or review the records or the installment. RCW ((~~42.17.300/~~)) 42.56.120. If the requestor cannot claim or review the records him or herself, a representative may do so within the thirty-day period.[1] Other arrangements can be mutually agreed to between the requestor and the agency.

If a requestor fails to claim or review the records or an installment after the expiration of thirty days, an agency is authorized to stop assembling the remainder of the records or making copies. RCW ((~~42.17.300/~~)) 42.56.120. If the request is abandoned, the agency is no longer bound by the records retention requirements of the act prohibiting the scheduled destruction of a requested record. RCW ((~~42.17.290/~~)) 42.56.100.

If a requestor fails to claim or review the records or any installment of them within the thirty-day notification period, the agency may close the request and refile the records. Thirty days has been considered a reasonable time frame within which to claim or review records, but an agency may establish procedures that allow for a longer period. If a requestor who has failed to claim or review the records then requests the same or almost identical records again, the agency, which has the flexibility to prioritize its responses to be most efficient to all requestors, can process the repeat request for the now-refiled records as a new request after other pending requests.

(2) **Time, place, and conditions for inspection.** Inspection should occur at a time mutually agreed (within reason) by the agency and requestor. An agency should not limit the time for inspection to times in which the requestor is unavailable. Requestors cannot dictate unusual times for inspection. The agency is only required to allow inspection during the agency's customary office hours. RCW ((~~42.17.280/~~)) 42.56.090. Often an agency will provide the records in a conference room or other office area.

The inspection of records cannot create "excessive interference" with the other "essential functions" of the agency. RCW ((~~42.17.290/~~)) 42.56.100. Similarly, copying records at agency facilities cannot "unreasonably disrupt" the operations of the agency. RCW ((~~42.17.270/~~)) 42.56.080.

An agency may have an agency employee observe the inspection or copying of records by the requestor to ensure they are not altered, destroyed ((~~or~~)), disorganized, or removed. RCW ((~~42.17.290/~~)) 42.56.100. A requestor cannot alter, mark on, or destroy an original record during inspection. To select a paper record for copying during an inspection, a requestor must use a nonpermanent method such as a removable adhesive note or paper clip.

Inspection times can be broken down into reasonable segments such as half days. However, inspection times cannot be broken down into unreasonable segments to either harass the agency or delay access to the timely inspection of records.

Note: [1]See, e.g., WAC 296-06-120 (department of labor and industries provides thirty days to claim or review records).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-04005, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-04006 Closing request and documenting compliance. (1) **Fulfilling request and closing letter.** A records request has been fulfilled and can be closed when a requestor has inspected all the requested records, all copies have been provided, a web link has been provided (with assistance from the agency in finding it, if necessary), an entirely unclear request has not been clarified, a request or installment has not been claimed or reviewed, or the requestor cancels the request. An agency should provide a closing letter stating the scope of the request and memorializing the outcome of the request. A closing letter may not be necessary for smaller requests, or where the last communication with the requestor established that the request would be closed on a date certain. The outcome described in the closing letter might be that the requestor inspected records, copies were provided (with the number range of the stamped or labeled records, if applicable), the agency sent the requestor the web link, the requestor failed to clarify the request, the requestor failed to claim or review the records within thirty days, or the requestor canceled the request. The closing letter should also ask the requestor to promptly contact the agency if he or she believes additional responsive records have not been provided.

(2) **Returning assembled records.** An agency is not required to keep assembled records set aside indefinitely. This would "unreasonably disrupt" the operations of the agency. RCW ((~~42.17.270/~~))

42.56.080. After a request has been closed, an agency should return the assembled records to their original locations. Once returned, the records are no longer subject to the prohibition on destroying records scheduled for destruction under the agency's retention schedule. RCW ((~~42.17.290/~~)) 42.56.100.

(3) **Retain copy of records provided.** In some cases, particularly for commonly requested records, it may be wise for the agency to keep a separate copy of the records it copied and provided in response to a request. ((~~This allows the agency to document what was provided.~~)) A growing number of requests are for a copy of the records provided to another requestor, which can easily be fulfilled if the agency retains a copy of the records provided to the first requestor. The copy of the records provided should be retained for ((~~a~~)) the period of time consistent with the agency's retention schedules for records related to disclosure of documents.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-04006, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 07-13-058, filed 6/15/07, effective 7/16/07)

WAC 44-14-050 Processing of public records requests—Electronic records. (1) **Requesting electronic records.** The process for requesting electronic public records is the same as for requesting paper public records.

(2) **Providing electronic records.** When a requestor requests records in an electronic format, the public records officer will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the (name of agency) and is generally commercially available, or in a format that is reasonably translatable from the format in which the agency keeps the record. Costs for providing electronic records are governed by ((~~WAC 44-14-07003~~)) RCW 42.56.120 and 42.56.130. The fee schedule is available at (agency address and web site address).

(3) **Customized electronic access ((~~to databases~~)) services**. While not required, and with the consent of the requestor, the (name of agency) may decide to provide customized ((~~access under RCW 43.105.280 if the record is not reasonably locatable or not reasonably translatable into the format requested~~)) electronic access services and assess

charges under RCW 42.56.120 (2)(f). A customized service charge applies only if the (name of agency) estimates that the request would require the use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the agency for other purposes. The (name of agency) may charge a fee consistent with RCW ((~~43.105.280~~)) 42.56.120 (2)(f) for such customized access. The fee schedule is available at (agency address and web site address).

[Statutory Authority: 2005 c 483 § 4, amending RCW 42.56.570. WSR 07-13-058, § 44-14-050, filed 6/15/07, effective 7/16/07. Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-050, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 07-13-058, filed 6/15/07, effective 7/16/07)

WAC 44-14-05001 Access to electronic records. The Public Records Act does not distinguish between access to paper and electronic records. Instead, the act explicitly includes electronic records within its coverage. The definition of "public record" includes a "writing," which in turn includes "existing data compilations from which information may be obtained or translated." RCW ((~~42.17.020(48) (incorporated by reference into the act by RCW 42.56.010)~~)) 42.56.010(4)[1]. Many agency records are now in an electronic format. Many of these electronic formats such as Windows® products are generally available and are designed to operate with other computers to quickly and efficiently locate and transfer information. Providing electronic records can be cheaper and easier for an agency than paper records. Furthermore, RCW ((~~43.105.250~~)) 43.105.351 provides: "It is the intent of the legislature to encourage state and local governments to develop, store, and manage their public records and information in electronic formats to meet their missions and objectives. Further, it is the intent of the legislature for state and local governments to set priorities for making public records widely available electronically to the public."

In general, an agency should provide electronic records in an electronic format if requested in that format, if it is reasonable and feasible to do so.[2] While not required, an agency may translate a record into an alternative electronic format at the request of the requestor if it is reasonable and feasible to do so, and that action does not create a new public record for the purposes of the act. RCW 42.56.120(1). For example, an agency may scan a paper record to make an electronic copy, and that action does not create a new public record. *Id*. An agency can provide links to specific records on the agency's public internet web site. RCW 42.56.520. An agency shall not impose copy charges for access to or downloading records that the agency routinely posts on its internet web site prior to the receipt of a request unless the requestor has specifically requested that the agency provide copies of such records by other means. RCW 42.56.120 (2)(e).

Reasonableness and technical feasibility ((~~is~~)) are the touchstones for providing electronic records. An agency should provide reasonably locatable electronic public records in either their original generally commercially available format (such as an Acrobat PDF® file) or, if the records are not in a generally commercially available format, the agency should provide them in a reasonably translatable electronic format if possible. In the rare cases when the requested electronic records are not reasonably locatable, or are not in a generally commercially available format or are not reasonably translatable into one, the agency might consider customized access. ((~~See WAC 44-14-05004. An agency may recover its actual costs for providing electronic records, which in many cases is de minimis. See WAC 44-14-050(3).~~))

Delivering electronic records can be accomplished in several ways or a combination of ways. For example, an agency may post records on the agency's internet web site and provide the requestor links to specific documents; make a computer terminal available at the agency so a requestor can inspect electronic records and designate specific ones for copying; send records by email; copy records onto a CD, DVD or thumb drive and mail it to the requestor or make it available for pickup; upload records to a cloud-based server, including to a file transfer protocol (FTP) site and send the requestor a link to the site; provide records through an agency portal; or, through other means. Practices may vary among agencies in how they deliver records in an electronic format; the act does not mandate only one method and the courts have said agencies have some discretion in establishing their reasonable procedures under the act.[3] Finally, other delivery issues may be relevant to a particular agency or request. For example, there may be limits with the agency's email system or the requestor's email account with respect to the volume, size or types of emails and attachments that can be sent or received.

What is reasonable and technically feasible for copying and delivery of electronic records in one situation or for one agency may not be in another. Not all agencies, especially smaller units of local government, have the electronic resources of larger agencies and some of the generalizations in these model rules may not apply every time. If an agency initially believes it cannot provide electronic records in an electronic format, it should confer with the requestor and the two parties should attempt to cooperatively resolve any technical difficulties. See WAC 44-14-05003. It is usually a purely technical question whether an agency can provide electronic records in a particular format in a specific case.

An agency is not required to buy new software, hardware or licenses to process a request for production or delivery of public records. However, an agency lacking resources to provide, redact or deliver more records electronically may want to consider seeking funding or other arrangements in an effort to obtain such technologies. See RCW 43.105.355 (state and local agencies); RCW 40.14.026 (local agencies – competitive grant program).

Notes: [1]See also *Fisher Broadcasting v. City of Seattle*, 180 Wn.2d 515, 326 P.3d 688 (2014) (database discussion).
[2]*Mechling v. City of Monroe*, 152 Wn. App. 830, 222 P.3d 808 (2009) ("[T]here is no provision in the PDA [PRA] that expressly requires a governmental agency to provide records in electronic form. … [a]lthough the City has no express obligation to provide the requested email records in an electronic format, consistent with the statutory duty to provide the fullest assistance and the model rules, on remand the trial court shall determine whether it is reasonable and feasible for the City to do so."); *Mitchell v. Dep't of Corr.*, 164 Wn. App. 597 (2011) ("Nothing in the PRA obligates an agency to disclose records electronically.")
[3]*Hearst Corp. v. Hoppe*, 90 Wn.2d 123, 580 P.2d 246 (1978).

[Statutory Authority: 2005 c 483 § 4, amending RCW 42.56.570. WSR 07-13-058, § 44-14-05001, filed 6/15/07, effective 7/16/07.]

AMENDATORY SECTION (Amending WSR 07-13-058, filed 6/15/07, effective 7/16/07)

WAC 44-14-05002 "Reasonably locatable" and "reasonably translatable" electronic records. (1) **"Reasonably locatable" electronic rec-**

ords. The act obligates an agency to provide nonexempt "identifiable … records." RCW 42.56.080. An "identifiable record" is essentially one that agency staff can "reasonably locate." WAC 44-14-04002(2). Therefore, a general summary of the "identifiable record" standard as it relates to electronically locating public records is that the act requires an agency to provide a nonexempt "reasonably locatable" record. This does not mean that an agency can decide if a request is "reasonable" and only fulfill those requests. Rather, "reasonably locatable" is a concept, grounded in the act, for analyzing electronic records issues.

In general, a "reasonably locatable" electronic record is one which can be located with typical search features and organizing methods contained in the agency's current software. For example, a retained email containing the term "XYZ" is usually reasonably locatable by using the email program search feature. However, ((~~an~~)) <u>some</u> email search ((~~feature has~~)) <u>features have</u> limitations, such as not searching attachments, but ((~~is~~)) <u>are</u> a good starting point for the search. Information might be "reasonably locatable" by methods other than a search feature. For example, a request for a copy of all retained emails sent by a specific agency employee for a particular date is "reasonably locatable" because it can be found utilizing a common organizing feature of the agency's email program, such as a chronological "sent" folder. Another indicator of what is "reasonably locatable" is whether the agency keeps the information in a particular way for its business purposes. For example, an agency might keep a database of permit holders including the name of the business. The agency does not separate the businesses by whether they are publicly traded corporations or not because it has no reason to do so. A request for the names of the businesses which are publicly traded is not "reasonably locatable" because the agency has no business purpose for keeping the information that way. In such a case, the agency should provide the names of the businesses (assuming they are not exempt from disclosure) and the requestor can analyze the database to determine which businesses are publicly traded corporations.

(2) **"Reasonably translatable" electronic records.** The act requires an agency to provide a "copy" of nonexempt records (subject to certain copying charges). RCW 42.56.070(1) and 42.56.080. To provide a photocopy of a paper record, an agency must take some reasonable steps to mechanically translate the agency's original document into a useable copy for the requestor such as copying it in a copying machine, or scanning it into Adobe Acrobat PDF®. Similarly, an agency must take some reasonable steps to prepare an electronic copy of an electronic

record or a paper record. Providing an electronic copy is analogous to providing a paper record: An agency must take ((~~reasonable~~)) steps to translate the agency's original into a useable copy for the requestor, if it is reasonable and feasible for it to do so.

The "reasonably translatable" concept typically operates in three kinds of situations:

(a) An agency has only a paper record;

(b) An agency has an electronic record in a generally commercially available format (such as a Windows® product); or

(c) An agency has an electronic record in an electronic format but the requestor seeks a copy in a different electronic format.

The following examples assume no redactions are necessary.

(i) **Agency has paper-only records**. When an agency only has a paper copy of a record, an example of a "reasonably translatable" copy would be scanning the record into an Adobe Acrobat PDF® file and providing it to the requestor. The agency could recover its actual or statutory cost for scanning. See ((~~WAC 44-14-07003.~~)) RCW 42.56.120. While not required, providing a PDF copy of the record is analogous to making a paper copy. However, if the agency lacked a scanner (such as a small unit of local government), the record would not be "reasonably translatable" with the agency's own resources. In such a case, the agency could provide a paper copy to the requestor.

(ii) **Agency has electronic records in a generally commercially available format.** When an agency has an electronic record in a generally commercially available format, such as an Excel® spreadsheet, and the requestor requests an electronic copy in that format, no translation into another format is necessary; the agency should provide the spreadsheet electronically. Another example is where an agency has an electronic record in a generally commercially available format (such as Word®) and the requestor requests an electronic copy in Word®. An agency cannot instead provide a WordPerfect® copy because there is no need to translate the electronic record into a different format. In the paper-record context, this would be analogous to the agency intentionally making an unreadable photocopy when it could make a legible one. Similarly, the WordPerfect® "translation" by the agency is an attempt to hinder access to the record. In this example, the agency should provide the document in Word® format. Electronic records in generally commercially available formats such as Word® could be easily altered by the requestor. Requestors should note that altering public records and then intentionally passing them off as exact copies of public records might violate various criminal and civil laws.

(iii) **Agency has electronic records in an electronic format other than the format requested.** When an agency has an electronic record in an electronic format (such as a Word® document) but the requestor seeks a copy in another format (such as WordPerfect®), the question is whether the agency's document is "reasonably translatable" into the requested format. If the format of the agency document allows it to "save as" another format without changing the substantive accuracy of the document, <u>and the agency has a WordPerfect® license,</u> this would be "reasonably translatable." The agency's record might not translate perfectly, but it was the requestor who requested the record in a format other than the one used by the agency. Another example is where an agency has a database in a unique format that is not generally commercially available. A requestor requests an electronic copy. The agency can convert the data in its unique system into a near-universal format such as a comma-delimited or tab-delimited format. The requestor can then convert the comma-delimited or tab-delimited data into a database program (such as Access®) and use it. The data in this example is "reasonably translatable" into a comma-delimited or tab-delimited format so the agency should do so. A final example is where an agency has an electronic record in a generally commercially available format (such as Word®) but the requestor requests a copy in an obscure word processing format. The agency offers to provide the record in Word® format but the requestor refuses. The agency can easily convert the Word® document into a standard text file which, in turn, can be converted into most programs. The Word® document is "reasonably translatable" into a text file so the agency should do so. It is up to the requestor to convert the text file into his or her preferred format, but the agency has provided access to the electronic record in the most technically feasible way and not attempted to hinder the requestor's access to it.

(3) **Agency should keep an electronic copy of the electronic records it provides.** An electronic record is usually more susceptible to manipulation and alteration than a paper record. Therefore, an agency should keep((~~, when feasible,~~)) an electronic copy of the electronic records it provides to a requestor to show the exact records it provided, for the time period required in its records retention schedule. Additionally, an electronic copy might also be helpful when responding to subsequent electronic records requests for the same records.

[Statutory Authority: 2005 c 483 § 4, amending RCW 42.56.570. WSR 07-13-058, § 44-14-05002, filed 6/15/07, effective 7/16/07.]

AMENDATORY SECTION (Amending WSR 07-13-058, filed 6/15/07, effective 7/16/07)

WAC 44-14-05003 Parties should confer on technical issues. Technical reasonableness and feasibility can vary from request to request. When a request for electronic records involves technical issues, the best approach is for both parties to confer and cooperatively resolve them. Often a telephone conference will be sufficient. This approach is consistent with the requirement that agencies provide the "fullest assistance" to a requestor. RCW 42.56.100 and WAC 44-14-04003(2). Furthermore, if a requestor files an enforcement action under the act to obtain the records, the burden of proof is on the agency to justify its refusal to provide the records. RCW 42.56.550(1). If the requestor articulates a reasonable technical alternative to the agency's refusal to provide the records electronically or in the requested format, and the agency never offered to confer with the requestor, the agency will have difficulty proving that its refusal was justified.

[Statutory Authority: 2005 c 483 § 4, amending RCW 42.56.570. WSR 07-13-058, § 44-14-05003, filed 6/15/07, effective 7/16/07.]

AMENDATORY SECTION (Amending WSR 07-13-058, filed 6/15/07, effective 7/16/07)

WAC 44-14-05004 Customized access. When locating the requested records or translating them into the requested format cannot be done without specialized programming, RCW ((~~43.105.280 allows agencies to charge some fees for "customized access." The statute provides: "Agencies should not offer customized electronic access services as the primary way of responding to requests or as a primary source of revenue."~~)) 42.56.120(3) authorizes agencies to assess a customized service charge if the agency estimates that the request would require use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the agency for other business purposes.

Most public records requests for electronic records can be fulfilled based on the "reasonably locatable" and "reasonably translatable" standards. Resorting to customized access should not be the norm. An example of where "customized access" would be appropriate is if a state agency's old computer system stored data in a manner in which it was impossible to extract the data into comma-delimited or tab-delimited formats, but rather required a programmer to spend more than a nominal amount of time to write computer code specifically to extract it. Before resorting to customized access, the agency should confer with the requestor to determine if a technical solution exists not requiring the specialized programming. An agency must notify the requestor to provide an explanation of the service charge including why it applies, a description of the specific expertise, and a reasonable estimate of the cost of the charge. The notice must also provide the requestor the opportunity to amend his or her request in order to avoid or reduce the customized service charge. RCW 42.56.120(3).

[Statutory Authority: 2005 c 483 § 4, amending RCW 42.56.570. WSR 07-13-058, § 44-14-05004, filed 6/15/07, effective 7/16/07.]

AMENDATORY SECTION (Amending WSR 07-13-058, filed 6/15/07, effective 7/16/07)

WAC 44-14-05005 Relationship of Public Records Act to court rules on discovery of "electronically stored information." The ((~~December 2006 amendments to the~~)) Federal Rules of Civil Procedure provide guidance to parties in litigation on their respective obligations to provide access to, or produce, "electronically stored information." See Federal Rules of Civil Procedure 26 and 34. The obligations of state and local agencies under those federal rules (and under any state-imposed rules or procedures that adopt the federal rules) to search for and provide electronic records may be different, and in some instances more demanding, than those required under the Public Records Act. The federal discovery rules and the Public Records Act are two separate laws imposing different standards. However, sometimes requestors make public records requests to obtain evidence that later may be used in non-Public Records Act litigation against the agency providing the records. Therefore, it may be prudent for agencies to consult with their attorneys regarding best practices of retaining copies of the records provided under the act so there can be no question later of what was and what was not produced in response to the request in the event that electronic records, or records derived from them, become issues in court.

[Statutory Authority: 2005 c 483 § 4, amending RCW 42.56.570. WSR 07-13-058, § 44-14-05005, filed 6/15/07, effective 7/16/07.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-06001 Agency must publish list of applicable exemptions. An agency must publish and maintain a list of the "other statute" exemptions from disclosure (that is, those exemptions found outside the Public Records Act) that it believes potentially exempt records it holds from disclosure. RCW ((~~42.17.260(2)/~~)) 42.56.070(2). The list is "for informational purposes" only and an agency's failure to list an exemption "shall not affect the efficacy of any exemption." RCW ((~~42.17.260(2)/~~)) 42.56.070(2). A list of possible "other statute" exemptions is posted on the attorney general's office web site ((~~of the Municipal Research Service Center at www.mrsc.org/Publications/prdpub04.pdf (scroll to Appendix C)~~)). See WAC 44-14-06002.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-06001, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-06002 Summary of exemptions. ((~~(1) **General.**~~)) The act and other statutes contain hundreds of exemptions from disclosure and dozens of court cases interpret them. A full treatment of all exemptions is beyond the scope of the model rules. ((~~Instead, these comments to the model rules provide general guidance on exemptions and summarize a few of the most frequently invoked exemptions. However,~~

~~the scope of exemptions is determined exclusively by statute and case law; the comments to the model rules merely provide guidance on a few of the most common issues.~~

~~An exemption from disclosure will be narrowly construed in favor of disclosure. RCW 42.17.251/42.56.030. An exemption from disclosure must specifically exempt a record or portion of a record from disclosure. RCW 42.17.260(1)/42.56.070(1). An exemption will not be inferred.~~[1]

~~An agency cannot define the scope of a statutory exemption through rule making or policy.~~[2] ~~An agency agreement or promise not to disclose a record cannot make a disclosable record exempt from disclosure. RCW 42.17.260(1)/42.56.070(1).~~[3] ~~Any agency contract regarding the disclosure of records should recite that the act controls.~~

~~An agency must describe why each withheld record or redacted portion of a record is exempt from disclosure. RCW 42.17.310(4)/42.56.210(4). One way to describe why a record was withheld or redacted is by using a withholding index.~~

~~After invoking an exemption in its response, an agency may revise its original claim of exemption in a response to a motion to show cause.~~[4]

~~Exemptions are "permissive rather than mandatory." Op. Att'y Gen. 1 (1980), at 5. Therefore, an agency has the discretion to provide an exempt record. However, in contrast to a waivable "exemption," an agency cannot provide a record when a statute makes it "confidential" or otherwise prohibits disclosure. For example, the Health Care Information Act generally prohibits the disclosure of medical information without the patient's consent. RCW 70.02.020(1). If a statute classifies information as "confidential" or otherwise prohibits disclosure, an agency has no discretion to release a record or the confidential portion of it.[5] Some statutes provide civil and criminal penalties for the release of particular "confidential" records. See RCW 82.32.330(5) (release of certain state tax information a misdemeanor).~~

~~(2) **"Privacy" exemption**. There is no general "privacy" exemption. Op. Att'y Gen. 12 (1988).[6] However, a few specific exemptions incorporate privacy as one of the elements of the exemption. For example, personal information in agency employee files is exempt to the extent that disclosure would violate the employee's right to "privacy." RCW 42.17.310 (1)(b)/42.56.210 (1)(b). "Privacy" is then one of the elements, in addition to the others in RCW 42.17.310 (1)(b)/42.56.210 (1)(b), that an agency or a third party resisting disclosure must prove.~~

~~"Privacy" is defined in RCW 42.17.255/42.56.050 as the disclosure of information that "(1) Would be highly offensive to a reasonable person, and (2) is not of legitimate concern to the public." This is a two-part test requiring the party seeking to prevent disclosure to prove both elements.[7]~~

~~Because "privacy" is not a stand-alone exemption, an agency cannot claim RCW 42.17.255/42.56.050 as an exemption.[8]~~

~~(3) **Attorney-client privilege**. The attorney-client privilege statute, RCW 5.60.060 (2)(a), is an "other statute" exemption from disclosure.[9] In addition, RCW 42.17.310 (1)(j)/42.56.210 (1)(j) exempts attorney work-product involving a "controversy," which means completed, existing, or reasonably anticipated litigation involving the agency.[10] The exact boundaries of the attorney-client privilege and work-product doctrine is beyond the scope of these comments. However, in general, the attorney-client privilege covers records reflecting communications transmitted in confidence between a public official or employee of a public agency acting in the performance of his or her duties and an attorney serving in the capacity of legal advisor for the purpose of rendering or obtaining legal advice, and records prepared by the attorney in furtherance of the rendition of legal advice. The attorney-client privilege does not exempt records merely because they~~

~~reflect communications in meetings where legal counsel was present or because a record or copy of a record was provided to legal counsel if the other elements of the privilege are not met.[11] A guidance document prepared by the attorney general's office on the attorney-client privilege and work-product doctrine is available at www.atg.wa.gov/records/modelrules.~~

~~(4)~~ ~~**Deliberative process exemption**. RCW 42.17.310 (1)(i)/42.56.210 (1)(i) exempts "Preliminary drafts, notes, recommendations, and intra-agency memorandums in which opinions are expressed or policies formulated or recommended" except if the record is cited by the agency.~~

~~In order to rely on this exemption, an agency must show that the records contain predecisional opinions or recommendations of subordinates expressed as part of a deliberative process; that disclosure would be injurious to the deliberative or consultative function of the process; that disclosure would inhibit the flow of recommendations, observations, and opinions; and finally, that the materials covered by the exemption reflect policy recommendations and opinions and not the raw factual data on which a decision is based.[12] Courts have held that this exemption is "severely limited" by its purpose, which is to protect the free flow of opinions by policy makers.[13] It applies only to~~

~~those portions of a record containing recommendations, opinions, and proposed policies; it does not apply to factual data contained in the record.[14] The exemption does not apply to records or portions of records concerning the implementation of policy or the factual basis for the policy.[15] The exemption does not apply merely because a record is called a "draft" or stamped "draft." Recommendations that are actually implemented lose their protection from disclosure after they have been adopted by the agency.[16]~~

~~(5) **"Overbroad" exemption.** There is no "overbroad" exemption. RCW 42.17.270/42.56.080. See WAC 44-14-04002(3).~~

~~(6) **Commercial use exemption.** The act does not allow an agency to provide access to "lists of individuals requested for commercial purposes." RCW 42.17.260(9)/42.56.070(9). An agency may require a requestor to sign a declaration that he or she will not put a list of individuals in the record to use for a commercial purpose.[17] This authority is limited to a list of individuals, not a list of companies.[18] A requestor who signs a declaration promising not to use a list of individuals for a commercial purpose, but who then violates this declaration, could arguably be charged with the crime of false swearing. RCW 9A.72.040.[19]~~

~~(7) **Trade secrets**. Many agencies hold sensitive proprietary information of businesses they regulate. For example, an agency might require an applicant for a regulatory approval to submit designs for a product it produces. A record is exempt from disclosure if it constitutes a "trade secret" under the Uniform Trade Secrets Act, chapter 19.108 RCW.[20] However, the definition of a "trade secret" can be very complex and often the facts showing why the record is or is not a trade secret are only known by the potential holder of the trade secret who submitted the record in question.~~

~~When an agency receives a request for a record that might be a trade secret, often it does not have enough information to determine whether the record arguably qualifies as a "trade secret." An agency is allowed additional time under the act to determine if an exemption might apply. RCW 42.17.320/42.56.520.~~

~~When an agency cannot determine whether a requested record contains a "trade secret," usually it should communicate with the requestor that the agency is providing the potential holder of the trade secret an opportunity to object to the disclosure. The agency should then contact the potential holder of the trade secret in question and state that the record will be released in a certain amount of time unless the holder files a court action seeking an injunction prohibiting~~

~~the agency from disclosing the record under RCW 42.17.330/42.56.540. Alternatively, the agency can ask the potential holder of the trade secret for an explanation of why it contends the record is a trade secret, and state that if the record is not a trade secret or otherwise exempt from disclosure that the agency intends to release it. The agency should inform the potential holder of a trade secret that its explanation will be shared with the requestor. The explanation can assist the agency in determining whether it will claim the trade secret exemption. If the agency concludes that the record is arguably not exempt, it should provide a notice of intent to disclose unless the potential holder of the trade secret obtains an injunction preventing disclosure under RCW 42.17.330/42.56.540.~~

~~As a general matter, many agencies do not assert the trade secret exemption on behalf of the potential holder of the trade secret but rather allow the potential holder to seek an injunction.~~

~~Notes:~~

~~[1] *Progressive Animal Welfare Soc'y. v. Univ. of Wash.*, 125 Wn.2d 243, 262, 884 P.2d 592 (1994) ("*PAWS II*").~~
~~[2] *Servais v. Port of Bellingham*, 127 Wn.2d 820, 834, 904 P.2d 1124 (1995).~~
~~[3] *Spokane Police Guild v. Liquor Control Bd.*, 112 Wn.2d 30, 40, 769 P.2d 283 (1989); *Van Buren v. Miller*, 22 Wn. App. 836, 845, 592 P.2d 671, *review denied*, 92 Wn.2d 1021 (1979).~~
~~[4] *PAWS II*, 125 Wn.2d at 253.~~
~~[5] Op. Att'y Gen. 7 (1986).~~
~~[6] *See* RCW 42.17.255/42.56.050 ("privacy" linked to rights of privacy "specified in (the act) as express exemptions").~~
~~[7] *King County v. Sheehan*, 114 Wn. App. 325, 344, 57 P.3d 307 (2002).~~
~~[8] Op. Att'y Gen. 12 (1988), at 3 ("The legislature clearly repudiated the notion that agencies could withhold records based solely on general concerns about privacy.").~~
~~[9] *Hangartner v. City of Seattle*, 151 Wn.2d 439, 453, 90 P.3d 26 (2004).~~
~~[10] *Dawson v. Daly*, 120 Wn.2d 782, 791, 845 P.2d 995 (1993).~~
~~[11] This summary comes from the attorney general's proposed definition of the privilege in the first version of House Bill No. 1758 (2005).~~
~~[12] *PAWS II*, 125 Wn.2d at 256.~~
~~[13] *Hearst Corp. v. Hoppe*, 90 Wn.2d 123, 133, 580 P.2d 246 (1978); *PAWS II*, 125 Wn.2d at 256.~~
~~[14] *PAWS II*, 125 Wn.2d at 256.~~
~~[15] *Cowles Pub. Co. v. City of Spokane*, 69 Wn. App. 678, 685, 849 P.2d 1271 (1993).~~
~~[16] *Dawson*, 120 Wn.2d at 793.~~
~~[17] Op. Att'y Gen. 12 (1988). However, a list of individuals applying for professional licensing or examination may be provided to professional associations recognized by the licensing or examination board. RCW 42.17.260(9)/42.56.070(9).~~
~~[18] Op. Att'y Gen. 2 (1998).~~
~~[19] RCW 9A.72.040 provides: "(1) A person is guilty of false swearing if he makes a false statement, which he knows to be false, under an oath required or authorized by law. (2) False swearing is a gross misdemeanor." RCW 42.17.270/42.56.080 authorizes an agency to determine if a requestor will use a list of individuals for commercial purpose. *See* Op. Att'y Gen. 12 (1988), at 10-11 (agency could require requestor to sign affidavit of noncommercial use).~~

~~[20] *PAWS II*, 125 Wn.2d at 262.~~))

For a discussion of several commonly used exemptions, see these documents on the attorney general's office web site: *Open Government Resource Manual* at http://www.atg.wa.gov/open-government-resource-manual (the manual contains a discussion and summaries of many exemptions, links to statutes, and links to many court decisions and several attorney general opinions); and, the code reviser's annual list of exemptions in the state code, available at http://www.atg.wa.gov/sunshine-committee.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-06002, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 07-13-058, filed 6/15/07, effective 7/16/07)

WAC 44-14-070 Costs of providing copies of public records. (1) **((~~Costs for paper copies~~)) Inspection**. There is no fee for inspecting public records, including inspecting records on the (name of agency) web site.

((~~A requestor may obtain standard black and white photocopies for (amount) cents per page and color copies for (amount) cents per page.~~

~~(If agency decides to charge more than fifteen cents per page, use the following language:) The (name of agency) charges (amount) per~~

~~page for a standard black and white photocopy of a record selected by a requestor.~~)) (2) **Actual costs.** (*If the agency determines it will charge actual costs for copies, it may do so after providing notice and a public hearing.*) A statement of the factors and the manner used to determine ((~~this charge~~)) the charges for copies is available from the public records officer. The costs for copies of records are as follows (provide details):

(3) (*Alternative*) **Statutory default costs.** (*If the agency determines it will not charge actual costs for copies but instead will assess statutory costs, it must have a rule or regulation declaring the reasons that determining actual costs would be unduly burdensome*). The (name of agency) is not calculating actual costs for copying its records because to do so would be unduly burdensome for the following reasons: The (name of agency) does not have the resources to conduct a study to determine actual copying costs for all its records; to conduct such a study would interfere with other essential agency functions; and, through the legislative process, the public and requestors have commented on and been informed of authorized fees and costs provided in the Public Records Act including RCW 42.56.120 and other laws. Therefore, in order to timely implement a fee schedule consistent with the Public Records Act, it is more cost efficient, expe-

ditious and in the public interest for the (name of agency) to adopt the state legislature's approved fees and costs for most of the (name of agency) records, as authorized in RCW 42.56.120 and as published in the agency's fee schedule.

(4) **Fee schedule.** The fee schedule is available at (office location) and on (name of agency) web site at (insert web site address).

(5) **Processing payments.** Before beginning to make the copies or processing a customized service, the public records officer or designee may require a deposit of up to ten percent of the estimated costs of copying all the records selected by the requestor. The public records officer or designee may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. The (name of agency) will not charge sales tax when it makes copies of public records.

((~~(2)~~ ~~**Costs for electronic records**. The cost of electronic copies of records shall be (amount) for information on a CD-ROM. (If the agency has scanning equipment at its offices: The cost of scanning existing (agency) paper or other nonelectronic records is (amount) per page.) There will be no charge for emailing electronic records to a requestor, unless another cost applies such as a scanning fee.~~

~~(3)~~)) (6) **Costs of mailing.** The (name of agency) may also charge actual costs of mailing, including the cost of the shipping container.

((~~(4)~~)) (7) **Payment.** Payment may be made by cash, check, or money order to the (name of agency).

[Statutory Authority: 2005 c 483 § 4, amending RCW 42.56.570. WSR 07-13-058, § 44-14-070, filed 6/15/07, effective 7/16/07. Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-070, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-07001 General rules for charging for copies. (1) **No fees for costs of locating records or preparing records for inspection or copying**. An agency cannot charge a fee for locating public records or for preparing the records for inspection or copying. RCW ((~~42.17.300/~~)) 42.56.120.[1] An agency cannot charge fees for a person to inspect or access records on the agency's public internet web site. An agency cannot charge a fee for access to or downloading records the agency routinely posts on its public internet web site prior to the receipt of a request unless the requestor has specifically requested that the agency provide copies of such records through other means. RCW 42.56.120 (2)(e).

An agency cannot charge a "redaction fee" for the staff time necessary to prepare the records for inspection, for the copying required to redact records before they are inspected, or an archive fee for getting the records from ((~~offsite~~)) off-site. Op. Att'y Gen. 6 (1991). These are the costs of making the records available for inspection or copying and cannot be charged to the requestor.

(2) ((~~**Standard photocopy charges**. Standard photocopies are black and white 8x11 paper copies. An agency can choose to calculate its copying charges for standard photocopies or to opt for a default copying charge of no more than fifteen cents per page.~~

~~If it attempts to charge more than the fifteen cents per page maximum for photocopies,~~)) **Actual costs**. If assessing actual costs, an agency must establish a statement of the "actual cost" of the copies it provides, which must include a "statement of the factors and the manner used to ((~~the~~)) determine the actual per page cost." RCW ((~~42.17.260(7)/~~)) 42.56.070(7) and 42.56.120 (2)(a). ((~~An agency may include the costs "directly incident" to providing the copies such as paper, copying equipment, and staff time to make the copies. RCW 42.17.260 (7)(a)/42.56.070 (7)(a).[2]~~

~~An agency failing to properly establish a copying charge in excess of the default fifteen cents per page maximum is limited to the default amount. RCW 42.17.260 (7)(a) and (b)/42.56.070 (7)(a) and (b) and 42.17.300/42.56.120.~~

~~If it charges more than the default rate of fifteen cents per page, an agency must provide its calculations and the reasoning for its charges. RCW 42.17.260(7)/42.56.070(7) and 42.17.300/42.56.120.[3] A price list with no analysis is insufficient~~))[2] The actual costs include the actual cost of the paper and the per page cost for use of agency copying (including scanning) equipment; the actual cost of the electronic production or file transfer of the record; the use of any cloud-based data storage and processing service; costs directly incident to the cost of postage or delivery charges and the cost of any container or envelope used; and, the costs directly incident to transmitting such records in an electronic format, including the cost of any transmission charge and the use of any physical media device provided by the agency. An agency may include staff salaries, benefits or other general administrative or overhead charges only if those costs are directly related to the actual cost of copying or transmitting the public records. Staff time to copy and send (transmit) the records may be included in an agency's actual costs. An agency's calculations and reasoning need not be elaborate but should be detailed enough to allow a requestor or court to determine if the agency has properly calculated its copying charges. An agency should generally compare its copying charges to those of commercial copying centers.

An agency's statement of such actual costs may be adopted by an agency only after providing notice and public hearing. RCW 42.56.070(7).

(3) **Statutory default costs.** If an agency opts for the default copying charges ((~~of fifteen cents per page~~)) pursuant to RCW 42.56.120, it need not calculate its actual costs. RCW ((~~42.17.260(8)/42.56.070(8).~~

~~(3)~~ ~~**Charges for copies other than standard photocopies**~~~~. Nonstandard copies include color copies, engineering drawings, and photographs. An agency can charge its actual costs for nonstandard photocopies. RCW 42.17.300/42.56.120. For example, when an agency provides records in an electronic format by putting the records on a disk, it may charge its actual costs for the disk. The agency can provide a requestor with documentation for its actual costs by providing a catalog or price list from a vendor.~~

~~(4)~~)) 42.56.120 (2)(b). However, it must declare the reasons for why calculating the actual costs would be unduly burdensome, and then it is limited to the statutory costs for those records. *Id.*

The statutory default costs include different charges per record or groups of records, or an alternative flat fee of up to two dollars for any request when the agency reasonably estimates and documents that the allowable statutory costs are clearly equal to or more than two dollars. RCW 42.56.120 (2)(d). If using the statutory flat fee, the agency can charge the flat fee only for the first installment for records produced in multiple installments, and no fees can be assessed for subsequent installments.

Statutory default charges can be combined to the extent that more than one type of charge applies to a particular request, unless the agency is assessing the statutory flat fee for a request. RCW 42.56.120 (3)(c). The statutory default costs include actual costs of digital storage media, mailing containers, and postage. RCW 42.56.120 (3)(d).

(4) **Fee schedule.** The agency should make its fee schedule publicly available on its web site and through other means.

(5) **Estimate of costs for requestor.** If a requestor asks, an agency must provide a summary of the applicable charges before copies

are made and the requestor may revise the request to reduce the number of copies to be made, thus the applicable charges. RCW 42.56.120 (2)(f). An agency must also provide a requestor, in advance, information concerning customized service charges if the request involves customized service. RCW 42.56.120(3).

(6) **Copying charges apply to copies selected by requestor.** Often a requestor will seek to inspect a large number of records but only select a smaller group of them for copying. Copy charges can only be charged for the records selected by the requestor. RCW ((~~42.17.300,~~)) 42.56.120 (charges allowed for "providing" copies to requestor).

The requestor should specify whether he or she seeks inspection or copying. The agency should inform the requestor that inspection is free. This can be noted on the agency's request form. If the requestor seeks copies, then the agency should inform the requestor of the copying charges for the request. An agency should not assemble a large number of records, fail to inform the requestor that inspection is free, and then attempt to charge for copying all the records.

Sometimes a requestor will choose to pay for the copying of a large batch of records without inspecting them. This is allowed((~~, provided that the requestor is informed that inspection is free~~)). Informing the requestor on a request form that inspection is free is sufficient.

((~~(5)~~)) (7) **Use of outside vendor**. Typically an agency makes the requested copies. However, an agency is not required to copy records at its own facilities. An agency can send the project to a commercial copying center and bill the requestor for the amount charged by the vendor.[3] An agency is encouraged to do so when an outside vendor can make copies more quickly and less expensively than an agency. An agency can arrange with the requestor for him or her to pay the vendor directly. This is an example of where any agency might enter into an alternative fee arrangement under RCW 42.56.120(4). An agency cannot charge the default ((~~fifteen cents per page rate~~)) charges when its "actual cost" at a copying vendor is less. The default rates ((~~is~~)) are only for agency-produced copies. RCW ((~~42.17.300/~~)) 42.56.120.

((~~(6)~~)) (8) **Sales tax**. An agency cannot charge sales tax on copies it makes at its own facilities. RCW 82.12.02525 and 82.08.02525.

((~~(7)~~)) (9) **Costs of mailing or sending records**. If a requestor asks an agency to mail copies, the agency may charge for the actual cost of postage and the shipping container (such as an envelope or CD mailing sleeve). RCW ((~~42.17.260 (7)(a)/~~)) 42.56.070 (7)(a).

(10) **Sample fee statutory default schedule.** A sample statutory default fee schedule is provided in this comment. Some agencies may have other statutes that govern fees for particular types of records and which they may want to also include in the schedule. See RCW 42.56.130. Or, an agency may use the statutory default schedule for the majority of its records and go through the process to determine actual costs for some specialized records (for example, for large blueprints or oversized colored maps that are printed onto paper). While not included in the sample schedule below, an agency might also decide to use the up to two dollar statutory flat fee for some types of requests, per RCW 42.56.120 (2)(d).

(Name of Agency) Fee Schedule	
Inspection:	
No fee	Inspection of agency records on agency public internet web site or scheduled at agency office.
No fee	Accessing or downloading records the agency routinely posts on its public internet web site, unless the requestor asks the agency for records to be provided through other means (the following copy charges below then apply).
Copies:	
15 cents/page	Photocopies, printed copies of electronic records when requested by the requestor, or for the use of agency equipment to make photocopies.
10 cents/page	Scanned records, or use of agency equipment for scanning.
5 cents/each 4 electronic files or attachment	Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery.
10 cents/gigabyte	Records transmitted in electronic format or for use of agency equipment to send records electronically.

(Name of Agency) Fee Schedule	
Actual cost	Digital storage media or devices (*list*): • CD • DVD • Thumb drive • Other
Actual cost	Postage or delivery charges – Specific amount based upon postage/delivery charges for specific mailings or deliveries.
(Varies)	Records for which other costs are authorized pursuant to specific fee statutes. (*Describe*)
↑ *Copy charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request.*	
Customized Service:	
Actual cost	Data compilations prepared or accessed as a customized service (cost is in addition to above fees for copies).

Notes:

[1]See also Op. Att'y Gen. 6 (1991).

[2]The costs of staff time is allowed only for making and sending copies. An agency cannot charge for staff time for locating records or other noncopying functions. See RCW ((~~42.17.300/~~)) 42.56.120. ("No fee shall be charged for locating public documents and making them available for copying.")((~~.~~))

[3]((~~See also Op. Att'y Gen. 6 (1991) (agency must "justify" its copy charges).~~)) *Benton County v. Zink*, 191 Wn. App. 269, 361 P.3d 801 (2015).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-07001, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-07004 Other statutes govern copying of particular records. The act generally governs copying charges for public records, but several specific statutes govern charges for particular kinds of records. RCW ((~~42.17.305/~~)) 42.56.130. The following nonexhaustive list provides some examples: RCW 46.52.085 (charges for traffic accident reports), RCW 10.97.100 (copies of criminal histories), RCW

3.62.060 and 3.62.065 (charges for certain records of municipal courts), and RCW 70.58.107 (charges for birth certificates).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-07004, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-07005 Waiver of copying charges; other fee arrangements. (1) An agency ((~~has the discretion to waive copying charges. For administrative convenience, many agencies waive copying charges for small requests. For example, the attorney general's office does not charge copying fees if the request is for twenty-five or fewer standard photocopies~~)) may waive charges pursuant to its rules and regulations. RCW 42.56.120(4).

(2) An agency may enter into a contract, memorandum of understanding or other agreement with a requestor that provides an alternative fee arrangement to the charges, or in response to a voluminous or frequently occurring request. RCW 42.56.120(4).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-07005, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-07006 Requiring partial payment. (1) **Copying deposit.** An agency may charge a deposit of up to ten percent of the estimated copying costs of an entire request, including a customized service charge, before beginning to copy the records. RCW ((~~42.17.300/~~)) 42.56.120(4).((~~1~~)) The estimate must be reasonable. An agency can require the payment of the deposit before copying an installment of the records or the entire request. The deposit applies to the records selected for copying by the requestor, not all the records made available for inspection. An agency is not required to charge a deposit. An agency might find a deposit burdensome for small requests where the deposit might be only a few dollars. Any unused deposit must be refunded to the requestor.

When copying is completed, the agency can require the payment of the remainder of the copying charges before providing the records. For example, a requestor makes a request for records that comprise one box of paper documents. The requestor selects the entire box for copying. The agency estimates that the box contains three thousand pages of records. The agency charges ((~~ten~~)) fifteen cents per page so the cost would be three hundred fifty dollars. The agency obtains a ten percent deposit of ((~~thirty~~)) thirty-five dollars and then begins to copy the records. The total number of pages turns out to be two thousand nine hundred so the total cost is two hundred ninety dollars. The ((~~thirty~~)) thirty-five dollar deposit is credited to the two hundred ninety dollars. The agency requires payment of the remaining ((~~two hundred sixty dollars~~)) amount before providing the records to the requestor.

(2) **Copying charges for each installment.** If an agency provides records in installments, the agency may charge and collect all applicable copying fees (not just the ten percent deposit) for each installment, unless the agency is assessing a two-dollar flat fee. RCW ((~~42.17.300/~~)) 42.56.120. The agency may agree to provide an installment without first receiving payment for that installment.

((~~Note: [1]*See* RCW 42.17.300/42.56.120 (ten percent deposit for "a request").~~))

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-07006, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-080 Review of denials of public records. (1) **Petition for internal administrative review of denial of access.** Any person who objects to the initial denial or partial denial of a records request may petition in writing (including email) to the public records officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the public records officer or designee denying the request.

(2) **Consideration of petition for review.** The public records officer shall promptly provide the petition and any other relevant information to (public records officer's supervisor or other agency official designated by the agency to conduct the review). That person will immediately consider the petition and either affirm or reverse the denial within two business days following the (agency's) receipt of the petition, or within such other time as (name of agency) and the requestor mutually agree to.

(3) **(Applicable to state agencies only.) Review by the attorney general's office.** Pursuant to RCW ((~~42.17.325/~~)) 42.56.530, if the (name of state agency) denies a requestor access to public records because it claims the record is exempt in whole or in part from disclosure, the requestor may request the attorney general's office to review the matter. The attorney general has adopted rules on such requests in WAC 44-06-160.

(4) **Judicial review.** Any person may obtain court review of denials of public records requests pursuant to RCW ((~~42.17.340/~~)) 42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-080, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-08001 Agency internal procedure for review of denials of requests. The act requires an agency to "establish mechanisms for the most prompt possible review of decisions denying" records requests. RCW ((~~42.17.320/~~)) 42.56.520. An agency internal review of a denial need not be elaborate. It could be reviewed by the public records officer's supervisor, or other person designated by the agency. The act deems agency review to be complete two business days after the initial denial, after which the requestor may obtain judicial review. Large requests or requests involving many redactions may take longer than two business days for the agency to review. In such a case, the requestor could agree to a longer internal review period.

Requestors are encouraged to use such internal review procedures. The procedures give the requestor an opportunity to communicate his/her issues with respect to the request, give the agency a chance to do a "second look," and may result in release of additional records or other favorable outcomes at no cost to the requestor.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-08001, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-08002 Attorney general's office review of denials by state agencies. The attorney general's office is authorized to review a state agency's claim of exemption and provide a written opinion. RCW ((~~42.17.325/~~)) 42.56.530. This only applies to state agencies and a claim of exemption. See WAC 44-06-160. A requestor may initiate such a review by sending a request for review to Public Records Review, Office of the Attorney General, P.O. Box 40100, Olympia, Washington 98504-0100 or publicrecords@atg.wa.gov.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-08002, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-08004 Judicial review. ((~~(1)~~ ~~**Seeking judicial review.**~~ ~~The act provides that an agency's decision to deny a request is final for purposes of judicial review two business days after the initial denial of the request. RCW 42.17.320/42.56.520.[1] Therefore, the statute allows a requestor to seek judicial review two business days after the initial denial whether or not he or she has exhausted the internal agency review process.[2] An agency should not have an internal review process that implies that a requestor cannot seek judicial review until internal reviews are complete because RCW 42.17.320/42.56.520 allows judicial review two business days after the initial denial.~~

~~The act provides a speedy remedy for a requestor to obtain a court hearing on whether the agency has violated the act. RCW 42.17.340 (1) and (2)/42.56.550 (1) and (2). The purpose of the quick judicial procedure is to allow requestors to expeditiously find out if they are entitled to obtain public records.[3] To speed up the court process, a public records case may be decided merely on the "motion" of a requestor and "solely on affidavits." RCW 42.17.340 (1) and (3)/42.56.550 (1) and (3).~~

~~(2)~~ **Statute of limitations**~~. The statute of limitations for an action under the act is one year after the agency's claim of exemption or the last production of a record on a partial or installment basis. RCW 42.17.340(6)/42.56.550(6).~~

~~(3)~~ **Procedure**~~. To initiate court review of a public records case, a requestor can file a "motion to show cause" which directs the agency to appear before the court and show any cause why the agency did not violate the act. RCW 42.17.340 (1) and (2)/42.56.550 (1) and (2).[4] The case must be filed in the superior court in the county in which the record is maintained. RCW 42.17.340 (1) and (2)/42.56.550 (1) and (2). In a case against a county, the case may be filed in the superior court of that county, or in the superior court of either of the two nearest adjoining counties. RCW 42.17.340(5)/42.56.550(5). The show-cause procedure is designed so that a nonattorney requestor can obtain judicial review himself or herself without hiring an attorney. A requestor can file a motion for summary judgment to adjudicate the case.[5] However, most cases are decided on a motion to show cause.[6]~~

~~(4)~~ **Burden of proof**~~. The burden is on an agency to demonstrate that it complied with the act. RCW 42.17.340 (1) and (2)/42.56.550 (1) and (2).~~

~~(5)~~ ~~**Types of cases subject to judicial review**. The act provides three mechanisms for court review of a public records dispute.~~

~~(a)~~ ~~**Denial of record**. The first kind of judicial review is when a requestor's request has been denied by an agency. RCW 42.17.340(1)/42.56.550(1). This is the most common kind of case.~~

~~(b)~~ ~~**"Reasonable estimate."** The second form of judicial review is when a requestor challenges an agency's "reasonable estimate" of the time to provide a full response. RCW 42.17.340(2)/42.56.550(2).~~

~~(c)~~ ~~**Injunctive action to prevent disclosure**. The third mechanism of judicial review is an injunctive action to restrain the disclosure of public records. RCW 42.17.330/42.56.540. An action under this statute can be initiated by the agency, a person named in the disputed record, or a person to whom the record "specifically pertains." The party seeking to prevent disclosure has the burden of proving the record is exempt from disclosure.[7] The party seeking to prevent disclosure must prove both the necessary elements of an injunction and that a specific exemption prevents disclosure.[8]~~

~~(6)~~ ~~**"In camera" review by court**. The act authorizes a court to review withheld records or portions of records "in camera." RCW 42.17.340(3)/42.56.550(3). "In camera" means a confidential review by the judge alone in his or her chambers. Courts are encouraged to con-~~

~~duct an in camera review because it is often the only way to determine if an exemption has been properly claimed.~~[9]

~~An agency should prepare an in camera index of each withheld record or portion of a record to assist the judge's in camera review. This is a second index, in addition to a withholding index provided to the requestor. The in camera index should number each withheld record or redacted portion of the record, provide the unredacted record or portion to the judge with a reference to the index number, and provide a brief explanation of each claimed exemption corresponding to the numbering system. The agency's brief explanation should not be as detailed as a legal brief because the opposing party will not have an opportunity to review it and respond. The agency's legal briefing should be done in the normal course of pleadings, with the opposing party having an opportunity to respond.~~

~~The in camera index and disputed records or unredacted portions of records should be filed under seal. The judge should explain his or her ruling on each withheld record or redacted portion by referring to the numbering system in the in camera index. If the trial court's decision is appealed, the in camera index and its attachments should be made part of the record on appeal and filed under seal in the appellate court.~~

~~(7)~~ **~~Attorneys' fees, costs, and penalties to prevailing requestor~~**~~. The act requires an agency to pay a prevailing requestor's reasonable attorneys' fees, costs, and a daily penalty. RCW 42.17.340(4)/42.56.550(4). Only a requestor can be awarded attorneys' fees, costs, or a daily penalty under the act; an agency or a third party resisting disclosure cannot.[10]~~

~~A requestor is the "prevailing" party when he or she obtains a judgment in his or her favor, the suit was reasonably necessary to obtain the record, or a wrongfully withheld record was provided for another reason.[11] In an injunctive action under RCW 42.17.330/42.56.540, the prevailing requestor cannot be awarded attorneys' fees, costs, or a daily penalty against an agency if the agency took the position that the record was subject to disclosure.[12]~~

~~The purpose of the act's attorneys' fees, costs, and daily penalty provisions is to reimburse the requestor for vindicating the public's right to obtain public records, to make it financially feasible for requestors to do so, and to deter agencies from improperly withholding records.[13] However, a court is only authorized to award "reasonable" attorneys' fees. RCW 42.17.340(4)/42.56.550(4). A court has discretion to award attorneys' fees based on an assessment of reasona-~~

~~ble hourly rates and which work was necessary to obtain the favorable result.~~~~[14]~~

~~The award of "costs" under the act is for all of a requestor's nonattorney-fee costs and is broader than the court costs awarded to prevailing parties in other kinds of cases.~~~~[15]~~

~~A daily penalty of between five dollars to one hundred dollars must be awarded to a prevailing requestor, regardless of an agency's "good faith."~~~~[16]~~ ~~An agency's "bad faith" can warrant a penalty on the higher end of this scale.~~~~[17]~~ ~~The penalty is per day, not per-record per-day.~~~~[18]~~

~~Notes:~~

~~[1]*Progressive Animal Welfare Soc'y v. Univ. of Wash.*, 125 Wn.2d 243, 253, 884 P.2d 592 (1994) ("*PAWS II*") (RCW 42.17.320/42.56.520 "provides that, regardless of internal review, initial decisions become final for purposes of judicial review after two business days.").~~

~~[2]See, e.g., WAC 44-06-120 (attorney general's office internal review procedure specifying that review is final when the agency renders a decision on the appeal, or the close of the second business day after it receives the appeal, "whichever occurs first").~~

~~[3]*Spokane Research & Def. Fund v. City of Spokane*, 121 Wn. App. 584, 591, 89 P.3d 319 (2004), *reversed on other grounds*, 155 Wn.2d 89, 117 P.3d 1117 (2005) ("The purpose of the PDA is to ensure speedy disclosure of public records. The statute sets forth a simple procedure to achieve this.").~~

~~[4]See generally *Spokane Research & Def. Fund v. City of Spokane*, 155 Wn.2d 89, 117 P.3d 1117 (2005).~~

~~[5]*Id.* at 106.~~

~~[6]*Wood v. Thurston County*, 117 Wn. App. 22, 27, 68 P.3d 1084 (2003).~~

~~[7] *Confederated Tribes of the Chehalis Reservation v. Johnson*, 135 Wn.2d 735, 744, 958 P.2d 260 (1998).~~

~~[8]*PAWS II*, 125 Wn.2d at 257-58.~~

~~[9]*Spokane Research & Def. Fund v. City of Spokane*, 96 Wn. App. 568, 577 & 588, 983 P.2d 676 (1999), *review denied*, 140 Wn.2d 1001, 999 P.2d 1259 (2000).~~

~~[10]RCW 42.17.340(4)/42.56.550(4) (providing award only for "person" prevailing against "agency"); *Tiberino v. Spokane County Prosecutor*, 103 Wn. App. 680, 691-92, 13 P.3d 1104 (2000) (third party resisting disclosure not entitled to award).~~

~~[11]*Violante v. King County Fire Dist. No. 20*, 114 Wn. App. 565, 571, 59 P.3d 109 (2002); *Spokane Research & Def. Fund v. City of Spokane*, 155 Wn.2d 89, 104, 117 P.3d 1117 (2005).~~

~~[12]*Confederated Tribes*, 135 Wn.2d at 757.~~

~~[13]*Am. Civil Liberties Union v. Blaine Sch. Dist. No. 503*, 95 Wn. App. 106, 115, 975 P.2d 536 (1999) ("*ACLU II*") ("permitting a liberal recovery of costs is consistent with the policy behind the act by making it financially feasible for private citizens to enforce the public's right to access to public records.").~~

~~[14]*Id.* at 118.~~

~~[15]*Id.* at 115.~~

~~[16]*American Civil Liberties Union v. Blaine School Dist. No. 503*, 86 Wn. App. 688, 698-99, 937 P.2d 1176 (1997) ("*ACLU I*").~~

~~[17]*Id.*~~

~~[18]*Yousoufian v. Office of Ron Sims*, 152 Wn.2d 421, 436, 98 P.3d 463 (2004).~~))

A full discussion of judicial review is not provided in these comments. RCW 42.56.550 provides for judicial review, including possible penalty awards, and awards of attorneys' fees and costs. RCW 42.56.540 provides for court actions for injunctions from disclosure. For a brief discussion about judicial review, see http://www.atg.wa.gov/open-government-resource-manual.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-08004, filed 1/31/06, effective 3/3/06.]

REPEALER

The following section of the Washington Administrative Code is repealed:

WAC 44-14-07003 Charges for electronic records.

PUBLIC RECORDS ACT POLICY

CITY OF COLLEGE PLACE

PURPOSE AND SCOPE.

The City is required by the Public Records Act (PRA or the Act), Chapter 42.56 RCW, to adopt and enforce reasonable rules and regulations to provide full public access to Public Records. This policy complies with the requirements of the PRA by providing for straight-forward, predictable practices for responding to and fulfilling requests for disclosure of Public Records in a manner consistent with the PRA.

This policy includes both statutory requirements and best practices. Except where these provisions are mandated by statute, any duties identified in this policy are discretionary and advisory only and shall not impose any affirmative duty on the City, nor shall create any benefit to any person or groups of people. The City reserves the right to apply, interpret, modify, or suspend this policy at any time.

This policy shall be available at City hall, the police department and posted on the City's website.

POLICY

It is the policy of the City of College Place, (City) to release records of the City in compliance with the Public Records Act and any other applicable provisions of federal or state law.

1. Public Records Request

    a. Public Records Officer - The City Clerk shall serve as the Public Records Officer (PRO) of the City. All requests must be facilitated by the PRO unless the PRO has delegated the request to a specific staff member. Individuals submitting PRA requests (Requestors) may contract the PRO, via first class mail addressed to the PRO at City Hall, by phone at 509-529-1200, by fax at 509-XXX-XXX, via email at clerk@cpwa.us, or preferably via the Public Records Portal on the City's website at https://cityofcollegeplacewa.nextrequest.com/

    b. The Public Records Officer shall:

        i. Be responsible for implementing the City's process regarding disclosure of Public Records;

        ii. Serve as the principal contact point with any Requestor who has made a records request to the City, unless the PRO has delegated these responsibilities to a specific staff member;

iii. Coordinate City staff in this regard, generally ensuring the compliance of the staff with Public Records disclosure requirements;

iv. Make the final decision in cooperation with a legal advisor regarding disclosure and application of exemptions;

v. Maintain the agency's indices, if any;

vi. Maintain a log of Public Records requests;

vii. Undergo training required of Public Records Officers by Washington State law; and

viii. Administer training requirements for City staff and elected officials.

2. How to Make a PRA Request

   a. Public Records may be inspected, or copies of Public Records may be obtained by the public at the City Hall or the Police Department upon compliance with the following procedures:

      i. All requests must be facilitated by the Public Records Officer. The City encourages that all requests be made through the online records portal located on the City website. Additionally, requests may be mailed, emailed, faxed, or delivered in person to City Hall or the Police Department. In-person requests must be made during regular business hours. The request should include the following information:

         1) An indication that the request is being made for access to a Public Record pursuant to the PRA;

         2) Requestor's name, address, and convenient means of contact, such as email address, phone number, etc.;

         3) Date of the request;

         4) Description of the Public Record requested including sufficient details to allow the City to identify responsive records;

         5) Whether the Requestor wants to inspect records or wants copies. If the Requestor wants copies, the Requestor should indicate if they want the copies mailed, emailed, or if they want to pick them up;

6) Requests for body worn camera recordings must contain the following:

   a) Name of a person or persons involved in the incident;
   b) Incident/Report or case number;
   c) Date, time, and location of the incident or incidents; or
   d) Name and/or badge number of the law enforcement officer or personnel involved in the incident(s); and
   e) If the Requestor requests waiver of costs for redacting, altering, distorting, pixelating, suppressing, or otherwise obscuring any portion of a body worn camera record pursuant to RCW 42.56.240(14)(e), the Requestor must identify him/herself/theirself.

ii. Washington state Courts have recognized that oral requests for Public Records can be problematic and therefore Requestors are strongly encouraged to make written requests using the Records Portal. When a records request is made orally, the PRO shall document the request by creating a request in the online Records Portal and if an email address is provided a confirmation will be sent to the Requestor. Any oral request must be made during regular business hours.

iii. It is the Requestor's obligation to provide the City with fair notice that a PRA request has been made.

3. Procedure for Response to Request

   a. Initial Five-Day Response. The City shall respond promptly to PRA requests. Within five (5) business days of receiving a Records Request, the City shall acknowledge receipt of the request and take one or more of the following actions:

      i. Provide the records or provide notice that the records are available. If the record requested is available on the City's website, the response may include a specific link to the document;

      ii. Seek clarification or refinement of the request if needed to identify the record requested and provide to the greatest extent possible a reasonable estimate of the time the City will require to respond to the request if the request is not clarified;

      iii. Indicate any responsive records are exempt from disclosure and provide an exemption log of the withheld records;

iv. Provide a reasonable estimate of when the request can be fulfilled. For large requests that will be filled in installments, the response will also indicate when the first installment will be made. When providing a reasonable estimate of time required to fulfill a Public Records request, the PRO may take into account the time required to refine or clarify a request, locate or retrieve requested records, redact or withhold exempt records and create associated documentation, consult with appropriate staff or legal advisor regarding potential exemptions, and notify third parties or other agencies of requests for records of a sensitive nature consistent with the provisions of RCW 42.56.540; or

v. Deny the request, if authorized by the PRA.

Note that in calculating five (5) business days, the following are not counted: The day the agency receives the request, Saturdays, Sundays and holidays.

b. Large Requests. When receiving a request that appears to be broad in nature, the Public Records Officer may request clarification from the Requestor to ensure the appropriate records are identified and to determine if the request can be narrowed. Clarification shall focus on information needed to identify responsive records. Any information provided about the purpose of the request shall not be used as a basis for denying the request.

When appropriate, as part of the clarification process, the PRO may work with the Requestor to find ways to narrow the request. When a Requestor agrees to narrow a request, nothing prevents the Requestor from later expanding the request back to its original scope. When a records request is for a large volume of records, the City may elect to provide records on an installment basis. If a Requestor does not review, claim, or pay for the records requested within thirty (30) days of being made available, the City may deem the request abandoned and stop fulfilling the remainder of the request. See Section 7(e) of this Policy.

c. Requests for "All Records." A Public Records request must be for identifiable records. A request for all or substantially all City records is not a valid request for identifiable records.

d. Requests for List of Names. The PRA prohibits the City from producing a list of names to a Requestor who intends to use the list for commercial purposes. When a Requestor requests a list of names, the Requestor must explain the intended use of the list and will be asked to sign a declaration providing that the list will not be used for commercial purposes.

e. Bot Requests. The City may deny a Bot Request that is one of multiple requests from the Requestor to the City within a twenty-four (24) hour period if it is established that responding to the request would cause excessive interference with other essential functions. "Bot request" means a request for Public Records that an agency reasonably believes was automatically generated by a computer program or script.

f. Multiple Requests by the same party. When the same requestor simultaneously submits separate requests or makes one or more additional requests when previous are open, staff may queue the requests in the order in which they are received. Staff is not required to work on additional requests until the initial requests are completed and closed. Requestors are responsible for informing the Public Records Officer if they want to reprioritize the fulfillment of their requests.

g. Notice to Third Parties. If a Public Record contains personal information that identifies an individual or organization other than the subject of the requested Public Record, the City may notify that individual or organization to allow the third party to seek relief pursuant to RCW 42.56.540. If the City intends on issuing notice, pursuant to RCW 42.563.540, the PRO and/or the City's legal counsel should be consulted. The City may take this into account when providing an estimate for when the records will be available. The City should but is not required to review contracts with third parties to determine if the third-party requests notification prior to disclosure of the contract to a third-party. Nothing in this policy is intended to create any right to such notice.

   If a request seeks information located exclusively in an employee's personnel, payroll, supervisor, or training file, the City must provide notice to the employee, to any union representing the employee, and to the Requestor. The notice must state:

   i. Date of the request;
   ii. Nature of the requested record relating to the employee;
   iii. That the City will release any information in the record not exempt from disclosure at least ten days from the date the notice is made; and
   iv. That the employee may seek to enjoin release of the records under RCW 42.56.540.

h. Creating Records. A PRA request only applies to records that exist at the time of the request. The PRA does not apply to requests for information or require the City to create a new record. Requestors cannot make "standing" PRA requests.

   A request for information, contained in electronic databases, may be considered a valid request for records, if the information can be reasonably extracted to produce a record that is fully or partially responsive to the request.

i. Later discovered documents. If, after the PRO has informed the Requestor that they have provided all available records, the PRO becomes aware of additional responsive documents existing at the time of the request that had not been provided previously, they will promptly inform the Requestor of the additional documents and provide them on an expedited basis.

j. Requests for Metadata. Requests for emails shall, when possible, include metadata. For PRA request will specifically include a request metadata associated with Public Records the PRO and staff shall work with City IT to identify, gather, and produce the requested metadata.

4. City Actions After a Request is Received

    a. Order of Response. Fulfillment of requests shall be processed in the order that provides the timeliest response. Requests may be fulfilled in the order of receipt as long as easily fulfilled requests are not postponed behind larger or more complicated requests strictly because they were received later.

    b. Locating Responsive Records. After receiving a request, the PRO shall identify locations and City Departments where records are reasonably likely to be located. The PRO will then notify the appropriate department heads and other City staff of the request and inform them of the need to retain all potentially responsive records. The PRO will then coordinate with the department heads and other City staff to respond to the request, as needed.

       City staff and officials will be prompt in searching for responsive records and providing them to the PRO in accordance with the timeline established by the PRO and providing documentation of their search efforts. If City employees or officials are using home computers, personal devices, or personal accounts to conduct City business, the employees or officials shall promptly produce the devices and accounts to the City's IT department to be searched for responsive records. This shall apply when those devices and accounts are reasonably likely to contain responsive records. If the City's contractors performing City work have responsive Public Records as a consequence of the contract, they should also be notified of the records request. If department heads or other staff cannot provide the records by the date established by the PRO, a reasonable estimate of how long it will take to provide the records must be provided to the PRO.

    c. Identifying Potentially Exempt Records. The PRO is responsible for identifying records that are potentially exempt or contain potentially exempt information for all departments. The PRO or department designee may work with a legal advisor to determine if any exemption applies.

5. Exemptions

   a. Exemptions. The PRA and other statutes exempt from or prohibit disclosure of certain Public Records. It is the policy of the City to provide prompt and helpful access to all Public Records in the City's custody that are not exempt or prohibited from disclosure. Requested records may only be withheld or redacted consistent with the law, which shall be documented for the Requestor in accordance with the requirements of RCW 42.56.210.

      Some Public Records that are otherwise subject to disclosure may contain specific content that is exempt from disclosure. The presence of exempt information does not necessarily exempt an entire record from disclosure. Exempt portions of an otherwise disclosable record shall be 6lPageredacted prior to inspection or copying, and such redactions shall be documented. The Requestor shall be notified of the redaction in accordance with the requirements of RCW 42.56.210.

      Appendix A contains a list of common statutory exemptions and prohibitions that are not included in RCW Chapter 42.56. However, note that this list is not exhaustive. Any questions about exemptions should be directed to the PRA and/or the City's legal counsel. The City reserves the right to assert any exemptions permitted by law when the City determines nondisclosure serves the public interest and is not limited to the exemptions listed in Appendix A.

   b. Withholding Logs and Redaction Logs. When records are withheld or redacted, the Requestor shall be informed in writing the statutory citation for the exemption and a brief explanation of how the exemption applies. For withheld records, the City will also provide basic identifying information for each withheld record including the type of record, the date the record was created, the author, and recipients, if any.

6. Charges for Copying Public Records

   a. The fees set forth in this section are default fees set pursuant to RCW 42.56.120. The City finds that calculating the actual cost of providing Public Records would be unduly burdensome given the limited staff resources and funding to dedicate to a comprehensive study to determine actual copying costs and that conducting such a study would interfere with the City's other essential agency functions.

      i. No fee shall be charged for the inspection of Public Records.

      ii. No fee shall be charged for a records request that would not exceed a total cost of $ 1.00.

b. Copies. (See current City Fee Schedule)

   i. A customized service charge if the City estimates that the request would require the use of information technology expertise to prepare data compilations or provide customized electronic access services when such compilations or customized access services are not used for any other City purposes. The customized service charge may reimburse the City up to the actual cost of providing the services; and

   ii. Redaction costs for the production of body worn camera recordings, including the actual cost of redaction software technology and the PRO's time spent on redaction of the records. However, such time spent shall not count towards the City's allocation of, or limitation on, time or costs spent responding to public records requests, as established pursuant to any local ordinance, policy, procedure, or state law.

c. Deposits. Before copying any record, the City may require a deposit up to 10% of the estimated costs. When records are being produced on an installment basis, the City may charge for each installment. The decision not to request a deposit shall not serve to waive the City's right to request a deposit for future requests. If an installment is not claimed and paid for within thirty (30) days of having been notified the records are available or if the Requestor has not contacted the PRO within this thirty (30) day period to make arrangements to pay for the records outside of this thirty (30) day period, the City is not obligated to fulfill the balance of the records request.

d. Copies of Electronic Records. Records available in electronic format that do not require redaction may be provided in native format unless the Requestor specifically asks that they be provided in paper or other form. Electronic records that require redaction usually cannot be produced in a native format and will be converted to paper or PDF. When requested and deemed feasible, electronic records may be converted from one format to another provided such conversion is not unduly burdensome.

7. Providing Copies or Inspection of Records

   a. Notice. Once the PRO has collected all responsive records (or the first installment if the records are being produced on an installment basis), has reviewed the responsive records to remove exempt records, and has prepared an exemption log, the PRO shall notify the Requestor that the records are available.

   b. Response by Requestor. If the Requestor does not contact the PRO to arrange for payment of the copies or for review of the records within thirty (30) days after the date of the notice, the City may consider the Records Request abandoned and close the request, unless the Requestor seeks an additional amount of time within thirty (30) days to review the records. See Section 7(e) (Closing the File)

c. Protection of Records. In order for Public Records to be protected from damage or disorganization as required by the Act, the following procedures and practices are hereby instituted:

   i. No Public Records shall be removed from City Hall without the PRO's permission;

   ii. Inspection of any Public Records shall be conducted in the presence of the PRO or designated staff

   iii. No Public Record may be marked, defaced, tom, damaged, destroyed, unreasonably disorganized or removed from its proper location or order by a member of the public;

   iv. Public Records maintained in a file jacket or binders, or in chronological order, may not be dismantled except for the purpose of copying, and then only by City staff; and

   v. Public Records of the City may be copied only on the copying machines of the City unless other arrangements are made by the PRO.

d. Loss of Right to Inspect. Inspection shall be denied, and the records withdrawn by the PRO if the Requestor, when reviewing records, acts in a manner which will damage or substantially disorganize the records or interfere excessively with other essential functions of the City.

e. Closing the File. Once all copies of requested records have been provided to the Requestor, the Requestor has inspected the requested records, or thirty (30) days have passed since the Requestor was notified that the records were available and the Requestor has failed to claim, review, or pay for the records, the PRO shall close the request. Upon closing the request, the PRO should provide a closing letter stating the scope of the request and memorializing the outcome of the request.

8. Administrative Review of Denial. A Requestor may ask for review of a decision to withhold or redact exempt records by submitting a written petition to the PRO that includes a copy of the redaction or exemption log or detailed description of the City's statement of withholding. The request for review and any relevant information shall be forwarded immediately to the City's Public Records Attorney, who shall consider the

petition and either reverse or affirm the denial within two days of the City's receipt of the petition.

The City and the Requestor may mutually agree to a longer period of time for consideration of a petition for review. If the withholding or redaction is affirmed, the decision shall be considered the City's final action for the purposes of judicial review. If the decision to withhold or redact is reversed, the PRO shall proceed to make the subject records available to the Requestor for inspection in accordance with the provisions of this policy and procedure.

9. Index of Public Records. For the reasons stated in Resolution2004-16, incorporated herein by reference, the City finds that it would be unduly burdensome and would interfere with City operations to maintain an index of records. The City will make available for public disclosure all indices which may at a future time be developed for City use.

10. Disclaimer of Liability. Neither the City nor any officer, employee, official or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of Public Records if the person releasing the records acted in good faith in attempting to comply with this policy.

    This policy is not intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law. Despite the use of any mandatory terms such as "shall," nothing in this policy is intended to impose mandatory duties on the City beyond those imposed by state and federal law.

APPENDIX

EXCEPTIONS AND EXEMPTIONS

CHAPTER 2.10 - PUBLIC RECORDS

2.10.010 - Purpose.

The purpose of this chapter is to comply with the applicable requirements of the Washington state Public Records Act, Chapter 42.56 RCW

2.10.020 – Designation of Public Records Officer.

The City Clerk shall be the City's Public Records Officer for purposes of the Public Records Act.

2.10.030 – Public Records Policy

The City, by Resolution of City Council, shall establish a City Policy governing Public Records, to include all elements mandatory pursuant to the state Public Records Act, which shall govern requests for access to or copies of public records and the City's response thereto.

2.10.040 – 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.

2.10.050 – 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.