

Tuesday, November 12, 2024
City Council Meeting - Hybrid (In-Person & Electronic)

7:00 P.M.

#2149 Regular City Council Meeting - Hybrid (In-Person & Electronic)

Agenda: <https://go.boarddocs.com/wa/cocp/Board.nsf/goto?open&id=DA3T2V755050>
In-Person at College Place City Hall, 625 S College Avenue, College Place Washington

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSl-g/featured

Zoom Attendee Link: <https://us06web.zoom.us/j/89641733202>

Or you may call this number to listen: 1-669-900-9128 ID#896 4173 3202
Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

1. Opening Items.

Subject :	1.01 Call To Order
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Hernández will call the meeting to order.

File Attachments

[Small_Business_Saturday_2024.pdf \(506 KB\)](#)
[Small Business Saturday.png \(171 KB\)](#)

Subject :	1.02 Roll Call
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Norma L. Hernández

Paul T. Jessup,

Council Members
Michael Cleveland,
Tito Espinoza Jr.,
Loren Peterson,
Melodie Williams,
Heather Schermann,
Monica Boyle

Administrator, Mike Rizzitiello;
City Attorney, Rea Culwell
Finance Director, Brian Carleton;
Public Works Director, Robert McAndrews;
Staff Police Chief, Troy Tomaras;
Fire Chief, David Winter;
Community Development Director, Jon Rickard;
HR Manager, Shawn Doering;
City Clerk, Maryelizabeth Garcia

Subject : 1.03 Pledge of Allegiance
Meeting : Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category : 1. Opening Items.
Access : Public
Type : Procedural

Public Content

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

Subject : 1.04 Public Comment -
Meeting : Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category : 1. Opening Items.
Access : Public
Type : Information

Public Content

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

Meeting Protocol for Public Comment:

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

- Your Name
- Your Address

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

VerbalPublic Comments may be made during the meeting:

- In-person at the meeting location - provided at the beginning of each agenda.

Telephone and Virtual Comments:

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

- Telephone comment - Call1-669-900-9128, entering the meeting ID (provided at beginning of agenda) and raise your hand (*9 to raise hand, *6 to mute/un-mute) when comments are requested.
- Virtual comment -Join using theZoom Attendee link (provided at beginning of agenda) and raise your hand when comments are requested.

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

File Attachments

[Public Comment.png \(1,245 KB\)](#)

2. Consent Agenda.

Subject :	2.01 AB 24245 - Approve Agenda for November 12, 2024
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget

process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Subject :	2.02 AB 24246 - Approve Council Minutes from 10/22 /2024
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent), Minutes
Minutes :	View Minutes for Oct 22, 2024 - City Council Meeting - Hybrid (In-Person & Electro

File Attachments

[2024-10-22_Council_Meeting_Minutes.pdf \(731 KB\)](#)

Consent

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

Subject :	2.03 AB 24247 - September Financials
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)
Preferred Date :	Nov 12, 2024
Recommended Action :	Motion to approve the September 2024 check register and financial reports.

Public Content

Information for Consideration:

Claims & Benefits: \$3,047,726.75
Payroll: \$306,241.47
Total Expenses Paid: \$3,353,968.22

File Attachments

Consent

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

Subject :	2.04 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to approve the consent agenda

Consent

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

3. Presentations.

Subject :	3.01 AB 24248 - Small Business Saturday Proclamation - Mayor Hernández
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	3. Presentations.
Access :	Public
Type :	Information

Public Content

Mayor Hernández will read the Small Business Saturday Proclamation.

File Attachments

[Small_Business_Saturday_2024.pdf \(506 KB\)](#)

[Small_Business_Saturday.png \(171 KB\)](#)

Subject :	3.02 AB 24249 - Proposed Changes On Indigent Defense Caseload Standards - Ms. Culwell
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	3. Presentations.
Access :	Public
Type :	Information

Public Content

Historical Perspective:

Since the US Supreme Court decided *Gideon v. Wainwright* in 1963, indigent criminal defendants have had a federal constitutional right to legal counsel (public defender) to represent them. Following the decision, states have taken different approaches to meeting this constitutional obligation.

In regard to services rendered by public defenders, in 21 states, public defender services are regulated by commissions at the state level, 13 states regulate only certain aspects of public defender services, and 16 states provide no direct oversight.

In regard to funding for public defender services, 27 states fully fund public defense services for all criminal defense, 11 provide some some funding and 12 provide minimal or no funding.

Washington falls into the "no state oversight" and "minimal or no state funding" categories, therefore, the responsibility for providing, funding, and overseeing public defense services has been delegated mostly to local governments.

Information for Consideration:

The current caseload cap for indigent public defenders is 400 misdemeanor cases per year. The proposed change would reduce the maximum amount as follows:

July 2025: 400 to 280

July 2026: 280 to 225

July 2027: 225 to 120

NOTE: under new caseload cap rules, drug offenses, sex offenses, domestic violence offenses and DUIs each count as 1.5

The City anticipates it will file approximately 400 criminal cases in 2024. NOTE: this is an increase of approximately 50% from 2023. A more detailed look at case filings is included in the memo provided with this bill.

The City funds the majority of the cost of public defense services. The state Office of Public Defense (OPD) provides some funding to local government who have adopted standards. The City, upon adopting standards, qualified to receive funding from OPD and, for 2024 received \$4000 as general use funds. In the past year, the City has applied for and been awarded two grants from OPD, one to reimburse the City for providing indigent defense services in simple drug possession matters which has been utilized to supplement the current contract with the City's public defender and the other for improvement to indigent defense services which was fully utilized to retain current conflict council through increase in per case payment after the conflict counsel notified the City that he did not want to continue the services based on the then-payrate.

The City currently spends approximately \$73,000/year for indigent defense services, though this is likely to increase with grant fund spending.

The City will need to determine how it will meet the needs of public safety while fulfilling its constitutional requirements.

File Attachments

- [RCW 10.101.030_Standards_.pdf \(113 KB\)](#)
- [CPMC 2.58 - public defense standards.pdf \(97 KB\)](#)
- [Memo - New Caseload Standards for Indigent Defense.pdf \(594 KB\)](#)
- [WSBA Standards-Ltr to Supreme Court_Transmit 10.9.2024 - City of Kent.pdf \(14,422 KB\)](#)
- [Prosecutor's response to caseload limit proposal.pdf \(295 KB\)](#)
- [To protect the public, we must reduce public defender caseloads__The Seattle Times.pdf \(3,038 KB\)](#)

4. Public Hearings.

Subject :	4.01 Procedure for Public Testimony
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	4. Public Hearings.
Access :	Public
Type :	Procedural

Public Content

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

Meeting Protocol for Public Testimony:

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

- Your Name

- Your Address

Written Public comments may be provided by submitting comment to Clerk@cpwa.us no later than 4:00 PM the Friday before the meeting. (If typewritten, no less than 11 pt font).

Verbal Public Comments may be made during the meeting:

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

Once recognized, you will have five minutes to speak on the public hearing topic.

Subject :	4.02 AB 24250 - Fiscal Year 2025 Property Tax Levy - Mr. Carleton
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	4. Public Hearings.
Access :	Public
Type :	Discussion, Procedural

Public Content

Information for Consideration:

Open or public comment.

For the last two years, the City has not taken the maximum allowable 1% increase in property tax revenue.

These calculations are estimates based on preliminary information provided by the Walla Walla County Assessor. This calculation worksheet shows an increase for new construction and a 0% increase in property taxes. The following is the breakdown of the proposed tax collections based on a 0% increase for 2025:

General Property Tax: \$1,655,153

General Property Tax 1%: \$ 0

New Construction: \$ 14,997

Bond Related Collections: \$ 447,925

Total: \$2,103,078

The CARS Project Bond levy rate decreases in 2025 from \$0.470905 to \$0.388145 per thousand dollars of valuation. This equates to an annual decrease of \$8.28 debt service

collection per \$100,000 of property valuation. This reduction is associated to the Bond Refunding that was completed in October 2024. The yearly savings in property taxes is approximately \$25,000 per year for the remainder of the loan (2033).

The proposed 0% increase will actually result in a decrease to the tax bill of \$8.28 per \$100,000 of property value annually. This is because the increase in the total assessed value of the property in the City among which the dollars are spread. With the 1% increase, the tax bill of a home would decrease by \$6.79 per \$100,000 of value.

File Attachments

[2025 Budget Revenue 11-12-24.pdf \(741 KB\)](#)
[2025 Property Tax Levy Presentation 11-12-2024.pdf \(1.468 KB\)](#)

Subject :	4.03 AB 24251 - Fiscal Year 2025 Preliminary Budget Hearing - Mr. Carleton
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	4. Public Hearings.
Access :	Public
Type :	Discussion, Procedural

Public Content

Information for Consideration:

Finance Director Brian Carleton will review the Fiscal Year 2025 Budget Proposal.

File Attachments

[Notice_of_Public_Hearing_Preliminary_Budget_2024-11-12.pdf \(369 KB\)](#)
[Preliminary Budget Public Hearing Confirmation.pdf \(2,580 KB\)](#)
[2025 Budget_Presentation_Budget_Hearing 11-12-2024.pdf \(1,032 KB\)](#)
[Budget Worksheet 11-12-24.pdf \(866 KB\)](#)

5. Action Items.

Subject :	5.01 AB 24252 - Interagency Agreement for Community Court Prosecution Services - Ms. Culwell
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Fiscal Impact :	No
Recommended Action :	Motion to adopt Resolution 24-076 Approving the Memorandum of Understanding with Walla Walla City Attorney Office for the Community Court Prosecution Services and Authorizing Mayor to Execute

Public Content

Historical Perspective:

For the past year and a half, Walla Walla District Court, along with stakeholders, has developed a therapeutic court pursuant to chapter 2.30 RCW. This court is called "Community Court".

Information for Consideration:

The County was awarded a grant to hire a Community Court coordinator which it has done. The parties have finalized the program and believe having one prosecutor handle all community court cases is in the best interest of the public in that participants and cases will be handled in a uniform and consistent manner. Provided with this bill is more specific information about the Community Court program.

Staff recommends approving the MOU and authorizing the Mayor to execute the same.

File Attachments

- [Exhibit A - MOU Walla Walla Community Court Prosecuting Services.pdf \(946 KB\)](#)
- [Flow Chart.pdf \(63 KB\)](#)
- [WWCCC Handbook 11.06.2024 FINAL.pdf \(529 KB\)](#)
- [WWCCC Policies 11.06.2024 FINAL.pdf \(228 KB\)](#)
- [24-076 RESOLUTION Community Court MOU.pdf \(159 KB\)](#)

Subject :	5.02 AB 24253 - Award Holiday Light Contract to Moreno & Castillo Construction - Ms. Reid & Mr. McAndrews
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Nov 12, 2024
Absolute Date :	Nov 12, 2024
Fiscal Impact :	Yes
Dollar Amount :	\$26,628.00
Budgeted :	Yes
Budget Source :	Professional Services Account BARS # 001-573-90-41-00
Recommended Action :	Motion to approve the proposed Holiday Lights contract with Moreno & Castillo Construction for the City for \$26,628.

Public Content

Historical Perspective:

Public Works used to do this but are beyond capacity at this time. The City received bids for the Holiday Light Installation Project which consists of installation, maintenance, and removal of holiday banners and décor for the City. Installation consists of removing the existing Autumn pole-mounted welcome banners along College Avenue, replacing them with Winter banners, installing up to 111 pole-mounted lighted holiday fixtures along College Avenue, and install various holiday decorative items outside of the College Place City Hall before December 1, 2024. Removal consists of removing all aforementioned décor and return to its proper storage, and replacing the Winter banners with Spring welcome banners. The project includes maintenance as needed while decorations are on display.

Information for Consideration:

The City issued an RFB and put it out via our five social media channels, the website, published in WWUB twice, and emailed directly to eight companies. We received two responsive bids. It was graded that Moreno & Castillo Construction was the apparent lowest bidder.

File Attachments

[2024_City_Holiday_Light_Installation_Project_RFP.pdf \(325 KB\)](#)

[Bid Tab - 10-30-2024.pdf \(67 KB\)](#)

[Holiday Light Notice of Intent to Award.pdf \(192 KB\)](#)

Subject :	5.03 AB 24254 - Contract Amendment No 9 for WWTP Operations, Maintenance, and Management Services - Mr. McAndrews & Mr. Hintz
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Nov 12, 2024
Absolute Date :	Nov 12, 2024
Fiscal Impact :	Yes
Dollar Amount :	\$1,390,398.00
Budgeted :	Yes
Budget Source :	Wastewater Reserves
Recommended Action :	Motion to authorize the Mayor to sign Amendment No. 9 to the Agreement for Operations Maintenance and Management Services for CH2M to operate the City's Wastewater Treatment Plant

Public Content

Historical Perspective:

CH2M (Jacob's Group) has operated the City's Wastewater Treatment Plan (WWTP) since 2016.

Information for Consideration:

Jacobs Group has provided Amendment No. 9 to cover WWTP operation costs for 2025. The proposed cost is \$1,390,398 which represents a 1.8% increase from 2024. For reference, in 2024 the increase was 4.29%.

File Attachments

- [College Place_OM_03162016_A9_091224_BF_R2.pdf \(75 KB\)](#)
- [College Place Amendment 8 11-15-2023.pdf \(1.157 KB\)](#)
- [CH2M Contract for WWTP Operations 2016-03-16.pdf \(17.756 KB\)](#)

Admin Content

PW Director has asked Alex Hintz from Jacobs Group to be at the meeting to help present and to be available to answer questions.

Subject :	5.04 AB 24255 - 2025 Revenue and Property Tax Levy Resolution No. 24-075 - Mr. Carleton
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Nov 12, 2024
Absolute Date :	Nov 12, 2024
Fiscal Impact :	Yes
Budgeted :	Yes
Budget Source :	Current Expense Revenue
Recommended Action :	Motion to approve the 2025 Property Tax Levy Resolution No. 24-075.

Public Content

Historical Perspective:

For the last two years the city has not taken the maximum allowable 1% increase in property tax revenue.

These calculations are estimates based on preliminary information provided by the Walla Walla County Assessor. This calculation worksheet shows an increase for new construction and a 0% increase in property taxes. The following is the breakdown of the proposed tax collections based on a 0% increase for 2025:

General Property Tax: \$1,655,153

General Property Tax 1%: \$ 0

New Construction: \$ 14,997

Bond Related Collections: \$ 447,925

Total: \$2,103,078

The CARS Project Bond levy rate decreases in 2025 from \$0.470905 to \$0.388145 per thousand dollars of valuation. This equates to an annual decrease of \$8.28 debt service collection per \$100,000 of property valuation. This reduction is associated to the from the Bond Refunding that was completed in October 2024. The yearly savings in property taxes is approximately \$25,000 per year for the remainder of the loan (2033).

The proposed 0% increase will actually result in a decrease to the tax bill of \$8.28 per \$100,000 of property value annually. This is because of the increase in the total assessed value of the property in the city among which the dollars are spread. With the 1% increase, the tax bill of a home would decrease by \$6.79 per \$100,000 of value.

File Attachments

- [Property Tax Levy Public Hearing Confirmation.pdf \(2.515 KB\)](#)
- [2025 Property Tax Levy Presentation 11-12-2024.pdf \(1.468 KB\)](#)
- [Levy Cert.PNG \(46 KB\)](#)
- [Resolution 24-075.PNG \(67 KB\)](#)
- [2025 Levy Certification to County with 0% increase.pdf \(64 KB\)](#)
- [Resol No. 24-075 - 2025 Property Tax Levy with 0% increase.pdf \(165 KB\)](#)

Subject :	5.05 AB 24256 - Fiscal Year 2025 State Legislative Agenda - Mr. Rizzitiello
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Nov 12, 2024
Absolute Date :	Nov 12, 2024
Fiscal Impact :	No
Budgeted :	Yes
Recommended Action :	Motion to approve Resolution #24-077 which adopts 2025 State Legislative Priorities for the City of College Place.

Public Content

Historical Perspective:

Every year the City develops a legislative agenda for State of Washington Legislators.

Information for Consideration:

The core of our key issues include continuance and growth of grant programs for infrastructure, fire, and other city services. Also, reinvigoration of economic development programs.

Key Priority projects include:

- Reservoir #4 Construction: \$19 million
- Lions Park Community Center: \$10.1 million
- SR 125 & College Avenue Reconstruction: \$4 million.
- SE 12th (College to Sky) Construction: \$5.4 million.

File Attachments

[AWC_2025_LegislativeAgenda.pdf \(37 KB\)](#)

[Legislative_2025_EarlyStateLegislativeAgenda.pdf \(191 KB\)](#)

[Resolution No. 24-077 - 2025 State Legislative Agenda.pdf \(138 KB\)](#)

Subject :	5.06 AB 24257 - Fiscal Year 2025 Federal Legislative Agenda - Mr. Rizzitiello
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Nov 12, 2024
Absolute Date :	Nov 12, 2024
Fiscal Impact :	No
Budgeted :	No
Recommended Action :	Motion to approve Resolution #24-078 which adopts 2025 Federal Legislative Priorities for the City of College Place.

Public Content

Historical Perspective:

Every year the City develops a legislative agenda for Federal Congressional Legislators.

Information for Consideration:

The core of our key issues include continuance and growth of grant programs for infrastructure, fire, and other city services. Also, reinvigoration of economic development programs.

Key Priority projects include:

- Reservoir #4 Construction: \$20million
- Lions Park Community Center: \$10.1 million
- Police Station: \$14.0 million.
- SE 12th (College to Sky) Construction: \$5.4 million.

File Attachments

[Draft_FY2025_FederalLegislativeAgenda.pdf \(2.004 KB\)](#)
[Resolution No. 24-078 - 2025 Federal Legislative Agenda.pdf \(142 KB\)](#)

Subject :	5.07 AB 24258 - Accept 2024 City Safety Program Grant Funding for SW Davis & Whitman Drive Improvements - Mr. Rizzitiello
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Nov 12, 2024
Absolute Date :	Nov 12, 2024
Fiscal Impact :	Yes
Dollar Amount :	\$1,152,000.00
Budgeted :	Yes
Budget Source :	100% WSDOT HSIP Grant
Recommended Action :	Motion to adopt Resolution #24-079 which permits City Administrator to sign funding agreement from Washington State Department of Transportation for 2024 City Safety Program Improvements: SW Davis and Whitman.

Public Content

Historical Perspective:

The City Council adopted Resolution #23-071 during its November 28th, 2023 meeting to support the grant application. It requires 0% match.

Information for Consideration:

This project entails the following:

- Pedestrian streetlamps along West Whitman Drive (south side) from Adams to Davis.
- Pedestrian streetlamps along SW Davis Avenue between Whitman Drive and SW 6th Street.
- New 6' concrete sidewalk on SW Davis between SW 4th and SW 6th.
- Resurface SW Davis between SW 4th and SW 6th.
- Rapid Flashing Beacons at SW 4th & Davis and Whitman and Davis.

File Attachments

[2024 HSIP City Award Federal College Place.pdf \(470 KB\)](#)
[Application1-WWU_Area_Improvements.pdf \(145 KB\)](#)
[Application1-WWU_Area_Improvements_Exhibits.pdf \(336 KB\)](#)
[GIS_MXD_Grants_WSDOT_HSIP_2024_WWUArea.pdf \(3,869 KB\)](#)
[Res_No_23-071_State_of_Washington_HSIG_Grant_for_WWU_and_Davis_Area_2023-11-28.pdf \(302 KB\)](#)
[Resolution No. 24-079 Accept WSDOT HSIP Grant- Davis - Whitman.pdf \(146 KB\)](#)

Subject :	5.08 AB 24259 - Accept State Department of Health Contracts DWL 29312 and DWL 30985 for Well 8 Construction - Mr. Rizzitiello
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Nov 12, 2024
Absolute Date :	Nov 12, 2024
Fiscal Impact :	Yes
Dollar Amount :	\$4,182,400.00
Budgeted :	Yes
Budget Source :	100% State Drinking Water Revolving Fund
Recommended Action :	Motion to approve Resolution #24-080 which permits City Administrator to sign funding agreements #DWL29312 and #DWL30985 to finish up Well 8 Construction.

Public Content

Historical Perspective:

This project is within Ordinance 23-014 FY 2024 to 2029 Capital Facility Plan adopted by City Council during the November 28th, 2023 City Council Meeting.

Information for Consideration:

Contract #DWL29312 features a \$2,000,000 amount with a repayment of \$1,030,000 loan at 1.75% for 24 years with a \$970,000 forgivable portion (grant).

Contract #DWL30985 features a \$2,182,400 amount with a repayment of this amount at 1.75% for 24 years.

File Attachments

- [Well 8 Map.JPG \(112 KB\)](#)
- [DWL30985-0 City of College Place Well 8 add'l .pdf \(526 KB\)](#)
- [DWL29312-0 City of College Place Well 8 #2023-4212.pdf \(526 KB\)](#)
- [Resolution No. 24-080 Accept State DOH DWSRF Well 8 Agreements.pdf \(146 KB\)](#)

Subject :	5.09 AB - 24260 - Accept State Department of Health Contract # DWL 29313 for Reservoir 4 Construction - Mr. Rizzitiello
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Nov 12, 2024
Absolute Date :	Nov 12, 2024
Fiscal Impact :	Yes
Dollar Amount :	\$10,000,000.00
Budgeted :	Yes
Budget Source :	100% State Department of Health Drinking Water Revolving Fund (DWSRF) Program.
Recommended Action :	Motion to approve Resolution #24-081 which permits City Administrator to sign funding agreements #DWL29313 to construct Drinking Water Reservoir #4.

Public Content

Historical Perspective:

This project is within Ordinance 23-014 FY 2024 to 2029 Capital Facility Plan adopted by City Council during the November 28th, 2023 City Council Meeting.

Information for Consideration:

Contract #DWL29313 features a \$10,000,000 amount with a repayment of \$5,150,000 loan at 1.75% for 24 years with a \$4,850,000 forgivable portion (grant).

File Attachments

- [Reservoir 4 Map.JPG \(79 KB\)](#)
- [DWL29313-0 City of College Place #2023-4211.pdf \(576 KB\)](#)
- [Resolution No. 24-081 Accept State DOH DWSRF Reservoir 4 Agreement.pdf \(148 KB\)](#)

6. Administrative Reports.

Subject :	6.01 AB 24261 - 2025 LTAC Funding Recommendations for Council - Ms. Boyle & Ms. Garcia
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	6. Administrative Reports.
Access :	Public
Type :	Information, Reports

Public Content

To be included in expenditures for Fund 130 in the 2025 Budget.

Historical Perspective:

The Lodging Tax Advisory Commission reviews applications each year to recommend funding from the lodging tax funds received by the City.

Information for Consideration:

A Request for Proposals (RFP) for Lodging Tax Funds was published in the Walla Walla Union Bulletin on September 19, 2024. The RFP was also published on our five social media channels and sent to the members on the RFP Distribution List on Monday, September 16, 2024 along with the 2024 Application for Lodging Tax Funds. The deadline for applications was October 24, 2024.

Nine proposals were received:

- City of College Place in the amount of \$15,000 for the College Place Freedom Festival event for marketing/promotion, promotional items, and live entertainment.
- Walla Walla Valley Chamber of Commerce in the amount of \$18,000 for General Operating Support of the Film Walla Walla Valley/Taste of WW Valley/Tour D' Farm projects with emphasis on College Place.
- Power House Theatre in the amount of \$15,500 for General Operating Support.
- Little Theatre of Walla Walla in the amount of \$5,000 for General Operating Support.
- City of College Place in the amount of \$3,000 for the Refresh, Renew, Restore Welcome Pamphlet/Visitor's Guide for the City of College Place.
- Visit Walla Walla in the amount of \$10,000 for the Valley Wide Branding project and the Walla Walla Visitor's Guide with additional emphasis on College Place promotion.
- Walla Walla Movie Crush in the amount of \$6,000 for General Operating Support with emphasis on College Place businesses.
- CoWalla in the amount of \$2,000 for General Operating Support with additional emphasis on College Place's creative sector.

- Fort Walla Walla Museum in the amount of \$5,000 for General Operating Support.

The total of all nine requests was \$94,630. The Lodging Tax Advisory Commission had a meeting on November 7, 2024. The Commission reviewed the applications and recommended funding all nine applications as presented with two exceptions: reducing the funding of the City of College Place Refresh, Renew, Restore Welcome Pamphlet to \$3000 and reducing the funding of CoWalla General Operating Support to \$2000.

Fund 130 - Hotel/Motel Tax

Estimated 2025 Available Funds \$79,955.61

2025 Funding Requests Total -\$79,500.00

Estimated Fund 130 Balance \$ 455.61

File Attachments

[2024-9-19_Notice of LTAC Grant Opening.pdf \(79 KB\)](#)

[2024_RFP_Distribution_List.pdf \(92 KB\)](#)

[2024 LTAC Fund 130 Budget Report.pdf \(693 KB\)](#)

[2024 Budget Report - Fund 130 Summary.pdf \(110 KB\)](#)

7. Informational Reports.

Subject :	7.01 Community Development Department Monthly Report
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	7. Informational Reports.
Access :	Public
Type :	Information

File Attachments

[2024.10 Permit Statistics.pdf \(14 KB\)](#)

[2024.10 Walla Walla Permit List.pdf \(20 KB\)](#)

[10-2024 Permit Report CP Year to Date.pdf \(277 KB\)](#)

[10-2024 CP Building Permit Report.pdf \(28 KB\)](#)

Subject :	7.02 FY 2025 to 2030 Capital Facility Plan (Updated)
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	7. Informational Reports.
Access :	Public
Type :	Information

Public Content

Historical Perspective:

This was introduced to City Council during the October 1st, 2024 Workshop.

Information for Consideration:

Main changes are as follows:

- City Hall UPgrade: For financing removed GO Bond and put in higher percentage FEMA BRIC grant (50%).
- Move 2025 High Priority Water Main PProject to 2026.

File Attachments

[2025Budet_2025to2030CFP_Booklet.pdf \(16.210 KB\)](#)
[FY2025to2030_CFP_Summary.pdf \(533 KB\)](#)

Subject :	7.03 FY 2025 to 2030 Equipment Replacement Plan
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	7. Informational Reports.
Access :	Public
Type :	Information

Public Content

Historical Perspective:

This item was introduced to City Council during the October 1st, 2024 Workshop.

Information for Consideration:

- In the Police Department we moved all vehicles to the leasing program. Removed outright purchase of six vehicles and plugged those into leasing program.
- In Street moved bucket truck replacement from 2025 to 2026.

File Attachments

[2025Budget_FY2025to2030ERR_Booklet.pdf \(2.159 KB\)](#)
[2025Budget_FY2025to2030ERR_SummarySheet.pdf \(586 KB\)](#)

Subject :	7.04 FY 2025 Information Technology Plan
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	7. Informational Reports.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

Information for Consideration:

File Attachments

[2025Budget_FY2025to2030IT_DraftPlan.pdf \(574 KB\)](#)
[2025Budget_Fy2025to2030ITBooklet_Draft.pdf \(1.618 KB\)](#)

8. Executive Session.

Subject :	8.01 AB 24262 - Adjourn to Executive Session- Consideration of acquisition of real estate - RCW 42.30.100(b)
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	8. Executive Session.
Access :	Public
Type :	Discussion, Information

9. Closing Items.

Subject :	9.01 Good of the Order?
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In- Person & Electronic)
Category :	9. Closing Items.
Access :	Public
Type :	Discussion, Information
Subject :	9.02 Conclusion - Motion to Conclude the Meeting.
Meeting :	Nov 12, 2024 - City Council Meeting - Hybrid (In- Person & Electronic)
Category :	9. Closing Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to conclude the meeting.

Public Content

The next meeting is a regular City Council Meeting on November 26, 2024.

City Council Meeting - Hybrid (In-Person & Electronic) (Tuesday, October 22, 2024)*Generated by Maryelizabeth Garcia on Tuesday, October 22, 2024***1. Opening Items.**Procedural: 1.01 Call To Order**Mayor Hernández called the meeting to order at 7:00 PM.**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 Attorney, Rea Culwell; Finance Director, Brian Carleton; Community Development Director, Jon Rickard; City Clerk, Maryelizabeth Garcia

Also Present -

MEMBERS EXCUSED:

MEMBERS ABSENT:

Procedural: 1.03 Pledge of AllegianceInformation: 1.04 Public Comment -**2. Consent Agenda.**Action (Consent): 2.01 AB 24235 - Approve Agenda for October 22, 2024Action (Consent), Minutes: 2.02 AB 24236 - Approve Council Minutes for October 8, 2024Action (Consent): 2.03 AB 24237 - Youth Advisory Commission Appointments Confirmation

Mayor Hernández appointed all three candidates, Amelia Ferraro, Lydia Hayden, and Charley Amick to the Youth Advisory Commission.

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 Cleveland made a motion to approve the Consent Agenda. Second by Member Boyle and the motion passed 7-0.****3. Presentations.**Information: 3.01 AB 24238 - Arbor Day Proclamation - Mayor Hernández

Mayor Hernández proclaimed October 22nd, 2024 to be College Place Arbor Day and encouraged residents to plant and care for trees in College Place.

Information: 3.02 AB 24239 - Veteran's Day Proclamation - Mayor Hernández

Mayor Hernández proclaimed November 11th, 2024 to be Veteran's Day and urged all College Place residents to attend the Walla Walla Valley Veteran's Day Parade.

Information: 3.03 AB 24240 - Strategic Planning - Mr. Ratkai

Mr. Ratkai presented the current Vision Statement from 2017 to council and options for a new Vision Statement to Council. Ms. Culwell suggested adding "Visitors" and Council Member Williams requested language around "including the next generations" in the Vision Statement. The Mission Statement was accepted as presented, and discussion ensued regarding the Priorities. Decisions regarding adopting a Vision Statement and setting Priorities were tabled until the next presentation.

Information: 3.04 AB 24241 - FY 2025 Budget Review (1st Review) - Mr. Carleton

Mr. Carleton presented the prospective 2025 Budget. Mr. Carleton reported the budget appears to be in balance at this point with mandated and suggested reserves being met in all accounts besides the Current Expense Reserve Fund - also known as the "Rainy Day Fund" - which is being added to actively. Mr. Carleton explained the recommendation to make the Utility Tax the same as the Water Tax; the proposed 10% Utility Tax, which is modeled after the already-existing water tax, is proposed to help ease the burden on the Current Expense account in lieu of rising inflation and flatlined tax revenue. Mr. Carleton removed the language of "IT Manager position added to 2025 budget" and clarified that the current IT Analyst is getting a job promotion to IT Manager, and no staffing will change.

4. Public Hearings. - None

Procedural: 4.01 Procedure for Public Testimony.

5. Action Items.

Action: 5.01 AB 24244 - Award Comprehensive Economic Development Strategy (CEDS) Work to Economic Growth Strategies LLC - Mr. Rickard

Mr. Rickard informed the Council of the process through which the decision was made to choose Economic Growth Strategies LLC to complete a Comprehensive Development Strategy (CEDS) for the City, and anticipates a really nice final product when it is complete.

Council Member Jessup made a motion to adopt Resolution #24-074 which authorizes the City Administrator to sign the contract with Economic Growth Strategies LLC to complete a Comprehensive Economic Development Strategy (CEDS) for the City for \$80,000. Second by Member Espinoza and the motion passed 7-0.

6. Administrative Reports. - None

7. Informational Reports.

Information: 7.01 CPPD Monthly Report

Information: 7.02 FY 2025 to 2030 Capital Facility Plan (Updated).

Information: 7.03 FY 2025 to 2030 Equipment Replacement Plan (Updated).

Discussion, Information: 7.04 FY 2025 Information Technology Plan

Information: 7.05 FY 2025 Draft Federal Legislative Agenda

Information: 7.06 FY 2025 Draft State Legislative Agenda

8. Executive Session. - None

9. Closing Items.

Discussion, Information: 9.01 Good of the Order?

City Clerk Maryelizabeth Garcia informed the Council of the Entrance Conference on October 25, 2024 and identified that Council Members Schermann and Peterson as well as Mayor Hernández will be present at the meeting so as not to have a quorum.

Mayor Hernández reminded Council Members that the November 5th Council Workshop has been cancelled due to the impending Presidential Election.

Action: 9.02 Conclusion - Motion to Conclude the Meeting.

Council Member Espinoza made a motion to conclude the meeting at 8:49 PM. Second by Member Boyle and with no objection, the meeting concluded.

Approved:

Norma L. Hernández – Mayor

Attest:

Maryelizabeth Garcia - City Clerk

The foregoing minutes are the official record of the City Council meeting that occurred October 22, 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

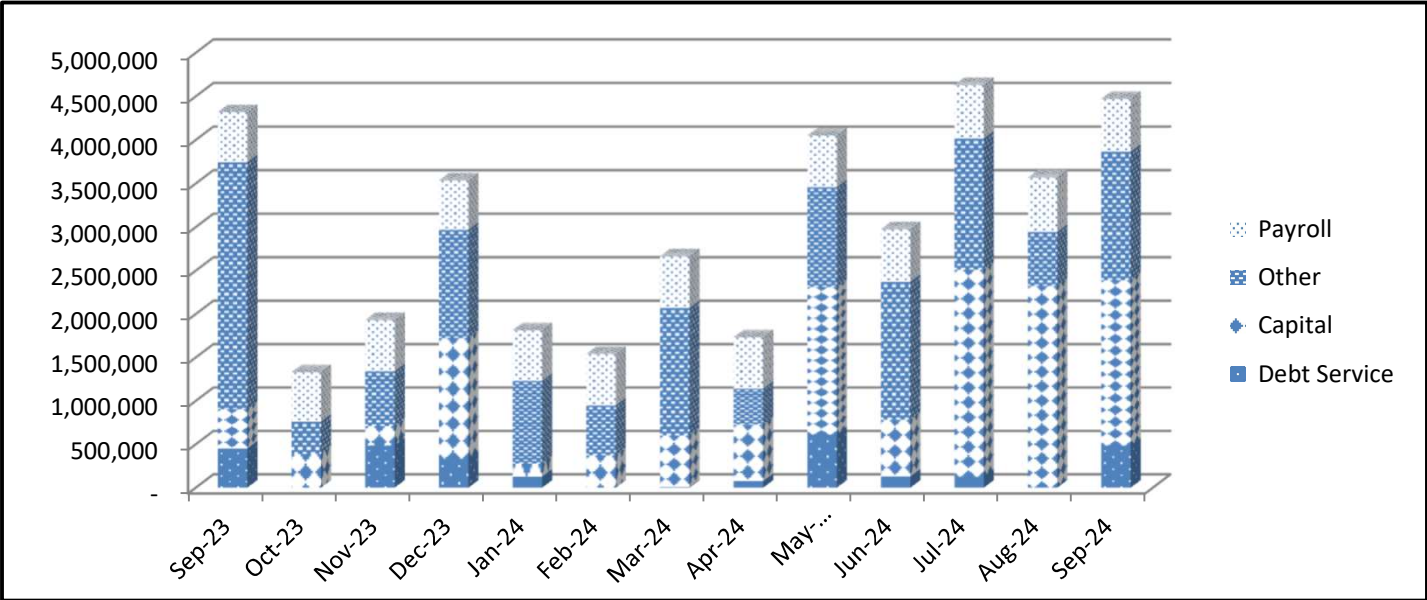
Detail of credit account transactions for the period. Reported by vendor and subtotaled by department.

City of College Place

Monthly Expenditure Analysis

Sep-24

Month	Operating Expenses		Capital	Debt Service	Total
	Payroll	Other			
Sep-24	605,734	1,474,179	1,907,382	483,466	4,470,762
Aug-24	623,167	620,863	2,322,751	624	3,567,405
Jul-24	613,750	1,506,299	2,384,445	125,106	4,629,600
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



Other Detail - Significant Expenditures and Related Party Transactions		
Interfund Transfers	\$	869,600
ER&R O&M		151,430
Related Party Transactions: None		
Total Other Detail	\$	1,021,030



City of College Place, WA

CP Check Register

By Check Number

Date Range: 09/01/2024 - 09/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Bank #28-Bank #28						
Payment Type: Virtual Payment						
13458	Alison Mckinney	09/10/2024	Virtual Payment	0.00	1,841.00	APA001970
50	American Public Works Assn	09/10/2024	Virtual Payment	0.00	763.32	APA001971
VEN01270	Big Foot Signs	09/10/2024	Virtual Payment	0.00	1,356.89	APA001972
188	Byrnes Oil	09/10/2024	Virtual Payment	0.00	664.18	APA001973
13621	CBS Reporting Inc	09/10/2024	Virtual Payment	0.00	220.00	APA001974
6157	CI Shred	09/10/2024	Virtual Payment	0.00	103.11	APA001975
809	Columbia Electric Supply	09/10/2024	Virtual Payment	0.00	460.10	APA001976
VEN01316	Culton Consulting LLC	09/10/2024	Virtual Payment	0.00	3,000.00	APA001977
14468	Design West Architects, P.A.	09/10/2024	Virtual Payment	0.00	2,785.00	APA001978
VEN01020	Duncan, Jarrid	09/10/2024	Virtual Payment	0.00	179.40	APA001979
76	Galls Inc.	09/10/2024	Virtual Payment	0.00	337.45	APA001980
13879	GNAT Enterprises	09/10/2024	Virtual Payment	0.00	160.00	APA001981
934	Graphic Apparel	09/10/2024	Virtual Payment	0.00	444.43	APA001982
VEN01036	Gregory Drilling Inc	09/10/2024	Virtual Payment	0.00	443,096.25	APA001983
14400	Industrial Software Solutions I, LLC	09/10/2024	Virtual Payment	0.00	1,664.64	APA001984
332	Jones Truck & Implement	09/10/2024	Virtual Payment	0.00	32.10	APA001985
14687	L-C Applicators Inc.	09/10/2024	Virtual Payment	0.00	766.32	APA001986
9443	Lexipol LLC	09/10/2024	Virtual Payment	0.00	332.20	APA001987
VEN01031	Marques Harrer	09/18/2024	Virtual Payment	0.00	-397.06	APA001988
VEN01031	Marques Harrer	09/10/2024	Virtual Payment	0.00	397.06	APA001988
VEN01262	Miriam Technologies Inc	09/10/2024	Virtual Payment	0.00	212.17	APA001989
8622	Moreno & Nelson Construction Corp.	09/10/2024	Virtual Payment	0.00	355,281.65	APA001990
200	One Call Concepts Inc.	09/10/2024	Virtual Payment	0.00	59.67	APA001991
9612	Outwest Printing	09/10/2024	Virtual Payment	0.00	328.08	APA001992
12124	PBS Engineering and Environmental LLC	09/10/2024	Virtual Payment	0.00	62,920.50	APA001993
14039	Smarsh Inc.	09/10/2024	Virtual Payment	0.00	49.92	APA001994
12489	WA St. Consolidated Tech. Services	09/10/2024	Virtual Payment	0.00	285.00	APA001995
291	Walla Walla Electric	09/10/2024	Virtual Payment	0.00	51.90	APA001996
281	Walla Walla University	09/10/2024	Virtual Payment	0.00	2,000.00	APA001997
VEN01323	Young Womens Christian Association	09/10/2024	Virtual Payment	0.00	1,630.00	APA001998
9493	Young's Heating And Cooling, LLC	09/10/2024	Virtual Payment	0.00	450.00	APA001999
11369	Abadan Tri-Cities	09/12/2024	Virtual Payment	0.00	5.44	APA002000
14045	Car Wash Partners, LLC	09/12/2024	Virtual Payment	0.00	312.00	APA002001
12229	Diaz, Salvador M	09/12/2024	Virtual Payment	0.00	24.67	APA002002
12983	EMG2, LLC	09/12/2024	Virtual Payment	0.00	524.00	APA002003
12878	Kent D. Bruce Co. LLC	09/12/2024	Virtual Payment	0.00	198.15	APA002004
159	KIE Supply Corporation	09/12/2024	Virtual Payment	0.00	156.06	APA002005
412	Koncrete Industries Inc.	09/12/2024	Virtual Payment	0.00	326.70	APA002006
166	L N Curtis & Sons	09/12/2024	Virtual Payment	0.00	21.76	APA002007
9680	Les Schwab Tire Center - CP	09/12/2024	Virtual Payment	0.00	19.57	APA002008
VEN01264	Les Schwab Tire Center - WW	09/12/2024	Virtual Payment	0.00	1,628.95	APA002009
6257	Life Assist, Inc.	09/12/2024	Virtual Payment	0.00	185.72	APA002010
950	Lightfoot's Inc.	09/12/2024	Virtual Payment	0.00	92.57	APA002011
183	McLoughlin & Eardley Corporation	09/12/2024	Virtual Payment	0.00	418.65	APA002012
VEN01271	Miguel Ruiz	09/12/2024	Virtual Payment	0.00	163.35	APA002013
13416	MPH Industries, Inc.	09/12/2024	Virtual Payment	0.00	727.10	APA002014
436	Norco	09/12/2024	Virtual Payment	0.00	5.55	APA002015
13072	O'Reilly Auto Parts	09/12/2024	Virtual Payment	0.00	2,032.65	APA002016
202	OXARC Inc	09/12/2024	Virtual Payment	0.00	158.68	APA002017
6750	Pacific Office Automation	09/12/2024	Virtual Payment	0.00	27.72	APA002018
6034	Pepsi Cola Bottling of Walla Walla	09/12/2024	Virtual Payment	0.00	312.00	APA002019
181	Ponti & Wernette PS	09/12/2024	Virtual Payment	0.00	4,000.00	APA002020
8689	Port Of Walla Walla	09/12/2024	Virtual Payment	0.00	1,200.00	APA002021

CP Check Register					Date Range: 09/01/2024 - 09/30/2024	
Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
216	Quality Petroleum Products Inc.	09/12/2024	Virtual Payment	0.00	8,654.72	APA002022
14390	Rhodes, Brandon L	09/12/2024	Virtual Payment	0.00	28.04	APA002023
10536	Rodda Paint Co.	09/12/2024	Virtual Payment	0.00	45.74	APA002024
12467	Schmick, DaShari C	09/12/2024	Virtual Payment	0.00	39.20	APA002025
12255	Snap On Tools - Dan's Tool Truck	09/12/2024	Virtual Payment	0.00	110.33	APA002026
324	WA St. Patrol, Accounts Receivable	09/12/2024	Virtual Payment	0.00	74.00	APA002027
11489	Walla Walla County Corrections Dept	09/12/2024	Virtual Payment	0.00	6,468.03	APA002028
293	Walla Walla County Fire District #4	09/12/2024	Virtual Payment	0.00	246.58	APA002029
10141	Walla Walla Regional Water Testing Services LL	09/12/2024	Virtual Payment	0.00	315.00	APA002030
11236	Walt's Plumbing & Septic Tank Service LL	09/12/2024	Virtual Payment	0.00	75.00	APA002031
572	Western States Equipment Co.	09/12/2024	Virtual Payment	0.00	2,617.14	APA002032
852	Widner Electric & Industrial, Inc.	09/12/2024	Virtual Payment	0.00	53.30	APA002033
333	Wilbur-Ellis Company	09/12/2024	Virtual Payment	0.00	927.72	APA002034
14010	ZOLL Medical Corporation	09/12/2024	Virtual Payment	0.00	795.03	APA002035
12618	Zumar Industries Inc.	09/12/2024	Virtual Payment	0.00	1,757.53	APA002036
573005	Ash, John	09/13/2024	Virtual Payment	0.00	234.00	APA002037
VEN01294	Chinelle M Carrington	09/13/2024	Virtual Payment	0.00	119.00	APA002038
573017	Clifton, Brenda TM	09/13/2024	Virtual Payment	0.00	48.00	APA002039
573004	Courson, Ron & Rose	09/13/2024	Virtual Payment	0.00	58.00	APA002040
573007	Ebersol, Agnes	09/13/2024	Virtual Payment	0.00	180.00	APA002041
573009	Klicker Homestead Berries	09/13/2024	Virtual Payment	0.00	379.00	APA002042
443	123 Printing	09/25/2024	Virtual Payment	0.00	79.50	APA002043
11369	Abadan Tri-Cities	09/25/2024	Virtual Payment	0.00	68.67	APA002044
VEN01330	Aeroquest Mapcon Ltd.	09/25/2024	Virtual Payment	0.00	5,023.00	APA002045
3637	Apollo Inc.	09/25/2024	Virtual Payment	0.00	332,733.95	APA002046
43	ATCO International Inc.	09/25/2024	Virtual Payment	0.00	126.00	APA002047
13740	BD College Place I LLC, Regency At The Park	09/25/2024	Virtual Payment	0.00	12,400.00	APA002048
68	Beeline Auto Center	09/25/2024	Virtual Payment	0.00	1,249.81	APA002049
357	Blue Mountain Action Council	09/25/2024	Virtual Payment	0.00	1,899.29	APA002050
11139	Blue Mountain Humane Society	09/25/2024	Virtual Payment	0.00	1,000.00	APA002051
188	Byrnes Oil	09/25/2024	Virtual Payment	0.00	205.45	APA002052
VEN01321	C. E. T. Fire Pumps Mfg Ltd	09/25/2024	Virtual Payment	0.00	67,764.47	APA002053
5700	CH2M Hill OMI	09/25/2024	Virtual Payment	0.00	113,770.17	APA002054
299	City of Walla Walla	09/25/2024	Virtual Payment	0.00	500.00	APA002055
809	Columbia Electric Supply	09/25/2024	Virtual Payment	0.00	409.25	APA002056
10080	Connell Oil, Inc	09/25/2024	Virtual Payment	0.00	261.52	APA002057
330	Core & Main LP	09/25/2024	Virtual Payment	0.00	2,423.66	APA002058
11383	Cortez, Rachel Lynn	09/25/2024	Virtual Payment	0.00	4,487.04	APA002059
11566	Corwin Ford - Tri Cities	09/25/2024	Virtual Payment	0.00	190.16	APA002060
14106	Dax Moreno Construction Company, LLC	09/25/2024	Virtual Payment	0.00	34,397.33	APA002061
VEN01009	Dell Marketing LP	09/25/2024	Virtual Payment	0.00	2,410.35	APA002062
13964	Eastern Oregon Contracting LLC	09/25/2024	Virtual Payment	0.00	325,270.94	APA002063
VEN01324	EnviroTech Services, LLC	09/25/2024	Virtual Payment	0.00	9,094.79	APA002064
13143	ESO Solutions, Inc	09/25/2024	Virtual Payment	0.00	8,994.46	APA002065
VEN01023	EverBank, NA	09/25/2024	Virtual Payment	0.00	233.96	APA002066
VEN01331	Frank & Jean Hall	09/25/2024	Virtual Payment	0.00	153.10	APA002067
VEN01309	GALLS PARENT HOLDINGS LLC	09/25/2024	Virtual Payment	0.00	168.59	APA002068
13879	GNAT Enterprises	09/25/2024	Virtual Payment	0.00	160.00	APA002069
139	Grainger, Inc.	09/25/2024	Virtual Payment	0.00	350.36	APA002070
VEN01288	Gunnerson Consulting and Communication Site	09/25/2024	Virtual Payment	0.00	170.00	APA002071
148	Humbert Asphalt, Inc.	09/25/2024	Virtual Payment	0.00	173.39	APA002072
VEN01322	Josue Reyes	09/25/2024	Virtual Payment	0.00	900.00	APA002073
10444	J-U-B Engineers, Inc.	09/25/2024	Virtual Payment	0.00	116,389.36	APA002074
12878	Kent D. Bruce Co. LLC	09/25/2024	Virtual Payment	0.00	795.44	APA002075
159	KIE Supply Corporation	09/25/2024	Virtual Payment	0.00	251.64	APA002076
14771	Language Testing International, Inc.	09/25/2024	Virtual Payment	0.00	63.00	APA002077
14599	Larson, Clifford	09/25/2024	Virtual Payment	0.00	277.19	APA002078
4247	Lepiane, Dennis	09/25/2024	Virtual Payment	0.00	5,647.50	APA002079
12736	LeRoy Survey Consulting	09/25/2024	Virtual Payment	0.00	400.00	APA002080
9680	Les Schwab Tire Center - CP	09/25/2024	Virtual Payment	0.00	2,271.46	APA002081
VEN01264	Les Schwab Tire Center - WW	09/25/2024	Virtual Payment	0.00	1,178.78	APA002082

CP Check Register

Date Range: 09/01/2024 - 09/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
183	McLoughlin & Eardley Corporation	09/25/2024	Virtual Payment	0.00	3,037.06	APA002083
194	Napa Of Walla Walla	09/25/2024	Virtual Payment	0.00	715.47	APA002084
192	New York Store, Western Outfitters Inc.	09/25/2024	Virtual Payment	0.00	283.13	APA002085
VEN01318	Nicholas Zachary Albert Ratkai	09/25/2024	Virtual Payment	0.00	2,650.00	APA002086
VEN01034	Pacific Northwest Emergency Equipment Co	09/25/2024	Virtual Payment	0.00	231.67	APA002087
10374	Pape Machinery Inc.	09/25/2024	Virtual Payment	0.00	502.11	APA002088
3330	PocketiNet Communications Inc	09/25/2024	Virtual Payment	0.00	200.00	APA002089
5547	Postal Annex #397	09/25/2024	Virtual Payment	0.00	225.07	APA002090
208	Rexel USA Inc.(dba Platt Electric)	09/25/2024	Virtual Payment	0.00	121.21	APA002091
10275	RH2 Engineering, Inc.	09/25/2024	Virtual Payment	0.00	34,492.12	APA002092
12286	Summit Law Group PLLC	09/25/2024	Virtual Payment	0.00	1,000.00	APA002093
13213	Systems Design West LLC	09/25/2024	Virtual Payment	0.00	1,521.42	APA002094
14797	T Enterprises, Inc.	09/25/2024	Virtual Payment	0.00	9,703.70	APA002095
13837	Tampa Enterprises LLC	09/25/2024	Virtual Payment	0.00	213.40	APA002096
VEN01304	The McGregor Company	09/25/2024	Virtual Payment	0.00	10,730.81	APA002097
14616	Tyler Technologies Inc	09/25/2024	Virtual Payment	0.00	1,852.50	APA002098
309	WA St. Dept Of Health	09/25/2024	Virtual Payment	0.00	816.00	APA002099
291	Walla Walla Electric	09/25/2024	Virtual Payment	0.00	4,225.71	APA002100
13591	Walla Walla Motors Inc.	09/25/2024	Virtual Payment	0.00	5,582.36	APA002101
298	Walla Walla Union-Bulletin	09/25/2024	Virtual Payment	0.00	1,677.48	APA002102
119	Wesley Group, The	09/25/2024	Virtual Payment	0.00	1,200.00	APA002103
572	Western States Equipment Co.	09/25/2024	Virtual Payment	0.00	536.59	APA002104
943	Whitney Equipment Co., Inc.	09/25/2024	Virtual Payment	0.00	438.25	APA002105
573005	Ash, John	09/27/2024	Virtual Payment	0.00	315.00	APA002106
573021	Brainard, Liliya	09/27/2024	Virtual Payment	0.00	64.00	APA002107
VEN01310	Clauida Granados	09/27/2024	Virtual Payment	0.00	429.00	APA002108
573017	Clifton, Brenda TM	09/27/2024	Virtual Payment	0.00	17.00	APA002109
VEN01325	Colt Partin	09/27/2024	Virtual Payment	0.00	24.00	APA002110
573004	Courson, Ron & Rose	09/27/2024	Virtual Payment	0.00	120.00	APA002111
573007	Ebersol, Agnes	09/27/2024	Virtual Payment	0.00	42.00	APA002112
Total Virtual Payment:				0.00	2,054,552.57	

CP Check Register				Date Range: 09/01/2024 - 09/30/2024		
Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
14312	Empower Retirement, LLC	09/05/2024	Bank Draft	0.00	744.20	DFT0001827
14312	Empower Retirement, LLC	09/05/2024	Bank Draft	0.00	5,848.34	DFT0001828
14312	Empower Retirement, LLC	09/05/2024	Bank Draft	0.00	2,508.40	DFT0001829
14312	Empower Retirement, LLC	09/05/2024	Bank Draft	0.00	3,622.81	DFT0001830
14312	Empower Retirement, LLC	09/05/2024	Bank Draft	0.00	480.50	DFT0001831
3271	American Family Life Ins	09/05/2024	Bank Draft	0.00	526.63	DFT0001832
3271	American Family Life Ins	09/05/2024	Bank Draft	0.00	1,642.19	DFT0001833
60	Association Of Washington Cities	09/05/2024	Bank Draft	0.00	5,205.74	DFT0001834
60	Association Of Washington Cities	09/05/2024	Bank Draft	0.00	28.00	DFT0001835
60	Association Of Washington Cities	09/05/2024	Bank Draft	0.00	16.66	DFT0001836
60	Association Of Washington Cities	09/05/2024	Bank Draft	0.00	570.00	DFT0001837
60	Association Of Washington Cities	09/05/2024	Bank Draft	0.00	616.30	DFT0001838
60	Association Of Washington Cities	09/05/2024	Bank Draft	0.00	1,202.00	DFT0001839
14312	Empower Retirement, LLC	09/05/2024	Bank Draft	0.00	154.42	DFT0001840
3278	City Of College Place	09/05/2024	Bank Draft	0.00	1,872.22	DFT0001841
60	Association Of Washington Cities	09/05/2024	Bank Draft	0.00	21,323.58	DFT0001842
60	Association Of Washington Cities	09/05/2024	Bank Draft	0.00	13,934.96	DFT0001843
60	Association Of Washington Cities	09/05/2024	Bank Draft	0.00	12,687.28	DFT0001844
60	Association Of Washington Cities	09/05/2024	Bank Draft	0.00	35,095.02	DFT0001845
3270	State Of Washington	09/05/2024	Bank Draft	0.00	28,159.83	DFT0001846
3543	Washington State Support Registry	09/05/2024	Bank Draft	0.00	100.00	DFT0001847
3270	State Of Washington	09/05/2024	Bank Draft	0.00	21,922.69	DFT0001848
3270	State Of Washington	09/05/2024	Bank Draft	0.00	3,825.14	DFT0001849
3270	State Of Washington	09/05/2024	Bank Draft	0.00	980.70	DFT0001850
3270	State Of Washington	09/05/2024	Bank Draft	0.00	627.65	DFT0001851
3270	State Of Washington	09/05/2024	Bank Draft	0.00	2,174.56	DFT0001852
3269	Washington Teamsters Welfare Trust	09/05/2024	Bank Draft	0.00	1,687.00	DFT0001853
3269	Washington Teamsters Welfare Trust	09/05/2024	Bank Draft	0.00	22,191.77	DFT0001854
3269	Washington Teamsters Welfare Trust	09/05/2024	Bank Draft	0.00	252.00	DFT0001855
3269	Washington Teamsters Welfare Trust	09/05/2024	Bank Draft	0.00	239.40	DFT0001856
60	Association Of Washington Cities	09/05/2024	Bank Draft	0.00	167.90	DFT0001858
60	Association Of Washington Cities	09/05/2024	Bank Draft	0.00	75.00	DFT0001859
151	Internal Revenue Service (Payroll)	09/05/2024	Bank Draft	0.00	10,721.60	DFT0001861
151	Internal Revenue Service (Payroll)	09/05/2024	Bank Draft	0.00	37,745.34	DFT0001864
570	Oregon Department Of Revenue	09/05/2024	Bank Draft	0.00	767.95	DFT0001869
13120	Oregon Department Of Revenue-Transit	09/05/2024	Bank Draft	0.00	12.76	DFT0001871
151	Internal Revenue Service (Payroll)	09/05/2024	Bank Draft	0.00	27,902.22	DFT0001872
60	Association Of Washington Cities	09/05/2024	Bank Draft	0.00	775.14	DFT0001876
60	Association Of Washington Cities	09/05/2024	Bank Draft	0.00	12.25	DFT0001877
82	Cascade Natural Gas Corporation	09/10/2024	Bank Draft	0.00	161.89	DFT0001893
270	Centurylink Communications LLC	09/10/2024	Bank Draft	0.00	789.38	DFT0001894
292	CHS Primeland	09/10/2024	Bank Draft	0.00	61.22	DFT0001895
103	Columbia Rural Electric	09/10/2024	Bank Draft	0.00	8,614.70	DFT0001896
151	Internal Revenue Service (Payroll)	09/13/2024	Bank Draft	0.00	1,448.60	DFT0001897
151	Internal Revenue Service (Payroll)	09/13/2024	Bank Draft	0.00	5,049.90	DFT0001898
570	Oregon Department Of Revenue	09/13/2024	Bank Draft	0.00	72.52	DFT0001899
151	Internal Revenue Service (Payroll)	09/13/2024	Bank Draft	0.00	2,523.49	DFT0001900
13532	PowerDMS, Inc	09/12/2024	Bank Draft	0.00	-598.40	DFT0001902
14083	Amazon Business Prime	09/25/2024	Bank Draft	0.00	-42.56	DFT0001921
14083	Amazon Business Prime	09/25/2024	Bank Draft	0.00	-42.56	DFT0001922
14083	Amazon Business Prime	09/25/2024	Bank Draft	0.00	-25.01	DFT0001923
14083	Amazon Business Prime	09/25/2024	Bank Draft	0.00	2,871.08	DFT0001930
270	Centurylink Communications LLC	09/25/2024	Bank Draft	0.00	56.91	DFT0001931
11452	CenturyLink Communications LLC	09/25/2024	Bank Draft	0.00	8.54	DFT0001932
292	CHS Primeland	09/25/2024	Bank Draft	0.00	149.50	DFT0001933
5629	Home Depot Credit Services	09/25/2024	Bank Draft	0.00	2,988.68	DFT0001934
204	Pacific Power & Light	09/25/2024	Bank Draft	0.00	21,131.72	DFT0001935
218	Quill Corporation	09/25/2024	Bank Draft	0.00	1,158.82	DFT0001936
218	Quill Corporation	09/25/2024	Bank Draft	0.00	-1,158.82	DFT0001936
8712	Verizon Wireless	09/25/2024	Bank Draft	0.00	3,755.52	DFT0001937

CP Check Register

Date Range: 09/01/2024 - 09/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
218	Quill Corporation	09/25/2024	Bank Draft	0.00	1,151.21	DFT0001939
318	WA St. Dept Of Revenue	09/25/2024	Bank Draft	0.00	24,316.91	DFT0001940
7404	Banner Bank Credit Cards	09/30/2024	Bank Draft	0.00	11,826.21	DFT0001941
Total Bank Draft:				0.00	354,689.60	

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	120	63	0.00	354,689.60
EFT's	0	0	0.00	0.00
	372	207	0.00	2,409,242.17

CP Check Register

Date Range: 09/01/2024 - 09/30/2024

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						
14766	Ben Peal	09/04/2024	Regular	0.00	101.00	2062
393	Goodson, Jeff	09/04/2024	Regular	0.00	101.00	2063
14606	Clark, Camron J	09/10/2024	Regular	0.00	90.00	2064
12933	Cole, Tanner C	09/10/2024	Regular	0.00	518.00	2065
14832	Guse, Wyatt	09/10/2024	Regular	0.00	90.00	2066
13662	Carleton, Brian J	09/17/2024	Regular	0.00	17.00	2067
12672	Schmick, Dylan E	09/25/2024	Regular	0.00	254.00	2068
Total Regular:				0.00	1,171.00	

Bank Code Bank #29 Travel Adv Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	7	0.00	1,171.00
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	1,171.00

CP Check Register

Date Range: 09/01/2024 - 09/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Bank #36-Bank #36 Manual Checks						
Payment Type: Regular						
VEN01010	Sedam, Dennis R	09/05/2024	Regular	0.00	100.00	80408
13270	American Legal Services	09/09/2024	Regular	0.00	7.24	80409
95	College Place Fire Fighters Assn.	09/09/2024	Regular	0.00	320.00	80410
5215	IAFF Local 4203, C/O BMCU Acct. 59881001	09/09/2024	Regular	0.00	640.00	80411
5218	IAFF- MERP	09/09/2024	Regular	0.00	600.00	80412
14041	Life Flight Network Foundation	09/09/2024	Regular	0.00	25.00	80413
3275	Marianne Barr C/O CPPD Emp Donations	09/09/2024	Regular	0.00	175.00	80414
3273	Teamsters - Public Employees	09/09/2024	Regular	0.00	2,035.00	80415
12901	United Way of The Blue Mountains	09/09/2024	Regular	0.00	5.00	80416
14106	Dax Moreno Construction Company, LLC	09/10/2024	Regular	0.00	122,966.13	80417
308	WA St. Dept Of Ecology	09/10/2024	Regular	0.00	6,606.50	80418
309	WA St. Dept Of Health	09/10/2024	Regular	0.00	161,008.45	80419
309	WA St. Dept Of Health	09/10/2024	Regular	0.00	24,912.77	80420
309	WA St. Dept Of Health	09/10/2024	Regular	0.00	77,777.27	80421
309	WA St. Dept Of Health	09/10/2024	Regular	0.00	129,363.41	80422
309	WA St. Dept Of Health	09/10/2024	Regular	0.00	90,470.55	80423
92	City Of College Place-General	09/12/2024	Regular	0.00	13,702.83	80424
12241	Langlois, Joseph T	09/12/2024	Regular	0.00	300.00	80425
14239	Smith, Makaylee	09/12/2024	Regular	0.00	50.00	80426
14239	Smith, Makaylee	09/12/2024	Regular	0.00	-50.00	80426
13415	Wolfe, Cynthia S.	09/12/2024	Regular	0.00	200.00	80427
14768	Graham, Jayme L	09/17/2024	Regular	0.00	25.00	80428
13561	Kuykendall, Kavin	09/17/2024	Regular	0.00	157.30	80429
3416	Stride Living Trust	09/17/2024	Regular	0.00	295.27	80430
1031	The Estate of Lois Kind	09/17/2024	Regular	0.00	277.02	80431
14325	Campos, Jesse	09/19/2024	Regular	0.00	200.00	80432
51	American Water Works Association	09/25/2024	Regular	0.00	412.00	80433
92	City Of College Place-General	09/25/2024	Regular	0.00	2,650.48	80434
204	Pacific Power & Light	09/25/2024	Regular	0.00	519.00	80435
VEN01010	Sedam, Dennis R	09/25/2024	Regular	0.00	100.00	80436
283	Walla Walla County Auditor	09/25/2024	Regular	0.00	355.50	80437
211	Postmaster	09/27/2024	Regular	0.00	1,106.86	80438
Total Regular:				0.00	637,313.58	

Bank Code Bank #36 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	33	31	0.00	637,363.58
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-50.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	33	32	0.00	637,313.58

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	40	38	0.00	638,534.58
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-50.00
Bank Drafts	120	63	0.00	354,689.60
EFT's	0	0	0.00	0.00
	412	246	0.00	3,047,726.75

Fund Summary

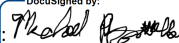
Fund	Name	Period	Amount
001	Current Expense Fund	9/2024	1,171.00
997	Pooled Cash Operating	9/2024	3,046,555.75
			3,047,726.75

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.

DocuSigned by:



DD9C4A07410F41D...

City Administrator: _____

DocuSigned by:



082AF622633743F...

Finance Director: _____

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 _____
Councilmember

X _____
Councilmember

X _____
Councilmember



City of College Place, WA

Payroll Bank Transaction Report

By Payment Number

Date: 9/1/2024 - 9/30/2024

Payroll Set: 01 - Payroll Set 01

Payment Number	Payment Date	Payment Type	Employee Number	Employee Name	Check Amount	Direct Deposit Amount	Total Payment
1799	09/05/2024	Regular	13529	Adams, Eric H	0.00	3,670.25	3,670.25
1800	09/05/2024	Regular	EMP14850	Anthes, Jonathan M	0.00	4,202.86	4,202.86
1801	09/05/2024	Regular	57	Antle, M Wade	0.00	4,933.45	4,933.45
1802	09/05/2024	Regular	14494	Barker, Kyle A	0.00	4,389.59	4,389.59
1803	09/05/2024	Regular	8573	Barr, Marianne K	0.00	3,898.00	3,898.00
1804	09/05/2024	Regular	14649	Bartlett, Logan K	0.00	3,476.90	3,476.90
1805	09/05/2024	Regular	11879	Bennett, George R	0.00	4,713.08	4,713.08
1806	09/05/2024	Regular	14767	Betancourt, Juan C	0.00	2,033.29	2,033.29
1807	09/05/2024	Regular	13939	Bollinger, Tanner R	0.00	353.90	353.90
1808	09/05/2024	Regular	11916	Boose, John A	0.00	4,329.93	4,329.93
1809	09/05/2024	Regular	14222	Boyle, Monica H	0.00	341.66	341.66
1810	09/05/2024	Regular	14483	Broxson, Dalton J	0.00	2,926.39	2,926.39
1811	09/05/2024	Regular	14696	Bushkovskiy, Anton P	0.00	3,413.88	3,413.88
1812	09/05/2024	Regular	13390	Calkins, Noelle E	0.00	1,729.39	1,729.39
1813	09/05/2024	Regular	13662	Carleton, Brian J	0.00	5,512.16	5,512.16
1814	09/05/2024	Regular	EMP14867	Chabre, Brayden M	0.00	3,036.81	3,036.81
1815	09/05/2024	Regular	13271	Chamberlain, Randall J	0.00	481.75	481.75
1816	09/05/2024	Regular	13924	Charnley-Ovens, Caitlin	0.00	127.70	127.70
1817	09/05/2024	Regular	14606	Clark, Camron J	0.00	4,069.12	4,069.12
1818	09/05/2024	Regular	12104	Cleveland, Michael A	0.00	341.66	341.66
1819	09/05/2024	Regular	12933	Cole, Tanner C	0.00	6,720.14	6,720.14
1820	09/05/2024	Regular	13453	Cota De La Cruz, Laurencio	0.00	2,503.54	2,503.54
1821	09/05/2024	Regular	EMP14866	Craik, Heidi L	0.00	1,741.72	1,741.72
1822	09/05/2024	Regular	14842	Creek, David T	0.00	3,381.52	3,381.52
1823	09/05/2024	Regular	14213	Culwell, Rea L	0.00	5,859.92	5,859.92
1824	09/05/2024	Regular	14848	Dennis, Austin R	0.00	3,149.20	3,149.20
1825	09/05/2024	Regular	12229	Diaz, Salvador M	0.00	6,016.32	6,016.32
1826	09/05/2024	Regular	13858	Dill, Benjamin G	0.00	29.34	29.34
1827	09/05/2024	Regular	8544	Doering, Shawn R	0.00	5,481.99	5,481.99
1828	09/05/2024	Regular	13992	Downs, Emily A	0.00	4,865.57	4,865.57
1829	09/05/2024	Regular	11920	Drury, Charles O	0.00	4,291.27	4,291.27
1830	09/05/2024	Regular	14650	Erb, Brittney E	0.00	3,569.43	3,569.43
1831	09/05/2024	Regular	14423	Espinoza JR, Tito	0.00	341.66	341.66
1832	09/05/2024	Regular	12851	Evensen, Patrick J	0.00	2,566.39	2,566.39
1833	09/05/2024	Regular	11806	Fortin, Brian R	0.00	5,781.76	5,781.76
1834	09/05/2024	Regular	EMP14855	Fortune, Joshua	0.00	9.67	9.67
1835	09/05/2024	Regular	14301	Garcia, Armando	0.00	19.67	19.67
1836	09/05/2024	Regular	EMP14877	Garcia, Maryelizabeth E	0.00	2,246.57	2,246.57
1837	09/05/2024	Regular	EMP14865	Gonzalez-Cazares, Estela A	0.00	3,402.19	3,402.19
1838	09/05/2024	Regular	11862	Goodson, Jeffrey R	0.00	4,114.77	4,114.77
1839	09/05/2024	Regular	13870	Graham, Jayme L	0.00	58.84	58.84
1840	09/05/2024	Regular	14768	Graham, Jayme L	0.00	621.35	621.35
1841	09/05/2024	Regular	EMP14875	Granchukoff, Hannah V	0.00	29.34	29.34
1842	09/05/2024	Regular	12611	Grove, Travis B	0.00	2,434.50	2,434.50
1843	09/05/2024	Regular	13236	Guse, Neosha K	0.00	19.67	19.67
1844	09/05/2024	Regular	13230	Guse, Richard F	0.00	49.01	49.01
1845	09/05/2024	Regular	14832	Guse, Wyatt R	0.00	3,110.83	3,110.83
1846	09/05/2024	Regular	11934	Hall, Scott W	0.00	4,787.97	4,787.97
1847	09/05/2024	Regular	EMP14861	Hammond, Brandon A	0.00	1,676.04	1,676.04
1848	09/05/2024	Regular	13237	Hanson, Scott A	0.00	39.18	39.18
1849	09/05/2024	Regular	11810	Harris, Tanner M	0.00	5,322.97	5,322.97
1850	09/05/2024	Regular	13427	Hernandez, Norma L	0.00	904.63	904.63
1851	09/05/2024	Regular	14648	Hoffer, Zackery A	0.00	5,287.56	5,287.56
1852	09/05/2024	Regular	11735	Holden, Michael C	0.00	4,207.16	4,207.16
1853	09/05/2024	Regular	EMP14876	Hutchens, Grady G	0.00	422.74	422.74
1854	09/05/2024	Regular	13240	Jackson, Nattilie E	0.00	353.89	353.89
1855	09/05/2024	Regular	13241	James, Jason C	0.00	580.09	580.09

Payment			Employee		Direct Deposit		
Number	Payment Date	Payment Type	Number	Employee Name	Check Amount	Amount	Total Payment
1856	09/05/2024	Regular	14460	Jessup, Paul T	0.00	341.66	341.66
1857	09/05/2024	Regular	EMP14863	Kates, Courtney J	0.00	4,938.20	4,938.20
1858	09/05/2024	Regular	13242	Kelly, William P	0.00	206.54	206.54
1859	09/05/2024	Regular	14299	Laizure, Michael A	0.00	275.20	275.20
1860	09/05/2024	Regular	12241	Langlois, Joseph T	0.00	4,834.34	4,834.34
1861	09/05/2024	Regular	EMP14873	Lara Urueta, Nazario A	0.00	19.51	19.51
1862	09/05/2024	Regular	EMP14872	Loe, Zachary G	0.00	452.41	452.41
1863	09/05/2024	Regular	14268	McAndrews, Robert A	0.00	4,803.81	4,803.81
1864	09/05/2024	Regular	EMP14856	Nelson, Aaron M	0.00	1,128.99	1,128.99
1865	09/05/2024	Regular	14651	Nilsson, Trenton M	0.00	4,040.41	4,040.41
1866	09/05/2024	Regular	13128	Nordman, Ronald A	0.00	3,530.47	3,530.47
1867	09/05/2024	Regular	14766	Peal, Benjamin O	0.00	1,743.86	1,743.86
1868	09/05/2024	Regular	11756	Peterson, Loren D	0.00	341.66	341.66
1869	09/05/2024	Regular	EMP14857	Read, Cooper P	0.00	1,462.24	1,462.24
1870	09/05/2024	Regular	14757	Reid, Athen A	0.00	2,052.65	2,052.65
1871	09/05/2024	Regular	EMP14862	Renwick, Aidan T	0.00	9.67	9.67
1872	09/05/2024	Regular	14390	Rhodes, Brandon L	0.00	5,659.79	5,659.79
1873	09/05/2024	Regular	11826	Rickard, Jonathan J	0.00	6,522.15	6,522.15
1874	09/05/2024	Regular	12346	Rizzitiello, Michael J	0.00	5,696.66	5,696.66
1875	09/05/2024	Regular	13966	Scherger, Kristi J	0.00	3,499.18	3,499.18
1876	09/05/2024	Regular	11804	Schermann, Heather M	0.00	341.66	341.66
1877	09/05/2024	Regular	13161	Schild, Andrew D	0.00	5,775.87	5,775.87
1878	09/05/2024	Regular	12467	Schmick, DaShari C	0.00	4,689.12	4,689.12
1879	09/05/2024	Regular	12672	Schmick, Dylan E	0.00	4,729.38	4,729.38
1880	09/05/2024	Regular	EMP14860	Schroetlin, Ian H	0.00	383.39	383.39
1881	09/05/2024	Regular	14057	St Clair, Andrea M	0.00	3,323.71	3,323.71
1882	09/05/2024	Regular	14691	Starcher, Johna R	0.00	127.69	127.69
1883	09/05/2024	Regular	12466	Tomaras, Troy E	0.00	6,759.77	6,759.77
1884	09/05/2024	Regular	12666	Watkins, Daniel I	0.00	5,256.89	5,256.89
1885	09/05/2024	Regular	14781	West, Robert R	0.00	127.70	127.70
1886	09/05/2024	Regular	EMP14864	Wexler, Benjamin A	0.00	255.54	255.54
1887	09/05/2024	Regular	14673	Widner, Naddile A	0.00	3,688.14	3,688.14
1888	09/05/2024	Regular	12193	Williams, Melodie A	0.00	336.66	336.66
1889	09/05/2024	Regular	13517	Williams, Troy J	0.00	3,960.37	3,960.37
1890	09/05/2024	Regular	11790	Winter, David W	0.00	12,746.32	12,746.32
1891	09/05/2024	Regular	11760	Wolpert, Kevin E	0.00	4,055.76	4,055.76
1892	09/13/2024	Regular	13529	Adams, Eric H	0.00	1,521.62	1,521.62
1893	09/13/2024	Regular	14494	Barker, Kyle A	0.00	1,847.00	1,847.00
1894	09/13/2024	Regular	14649	Bartlett, Logan K	0.00	1,742.67	1,742.67
1895	09/13/2024	Regular	14767	Betancourt, Juan C	0.00	1,477.60	1,477.60
1896	09/13/2024	Regular	11916	Boose, John A	0.00	1,619.04	1,619.04
1897	09/13/2024	Regular	13662	Carleton, Brian J	0.00	2,606.33	2,606.33
1898	09/13/2024	Regular	13453	Cota De La Cruz, Laurencio	0.00	1,338.09	1,338.09
1899	09/13/2024	Regular	EMP14866	Craik, Heidi L	0.00	1,356.92	1,356.92
1900	09/13/2024	Regular	14213	Culwell, Rea L	0.00	2,672.17	2,672.17
1901	09/13/2024	Regular	12229	Diaz, Salvador M	0.00	1,662.30	1,662.30
1902	09/13/2024	Regular	14650	Erb, Brittney E	0.00	591.30	591.30
1903	09/13/2024	Regular	12851	Evensen, Patrick J	0.00	1,962.70	1,962.70
1904	09/13/2024	Regular	EMP14877	Garcia, Maryelizabeth E	0.00	2,294.60	2,294.60
1905	09/13/2024	Regular	EMP14865	Gonzalez-Cazares, Estela A	0.00	1,108.20	1,108.20
1906	09/13/2024	Regular	11862	Goodson, Jeffrey R	0.00	230.87	230.87
1907	09/13/2024	Regular	12611	Grove, Travis B	0.00	1,227.16	1,227.16
1908	09/13/2024	Regular	EMP14861	Hammond, Brandon A	0.00	1,480.44	1,480.44
1909	09/13/2024	Regular	11735	Holden, Michael C	0.00	1,120.46	1,120.46
1910	09/13/2024	Regular	12241	Langlois, Joseph T	0.00	1,477.60	1,477.60
1911	09/13/2024	Regular	14268	McAndrews, Robert A	0.00	3,486.35	3,486.35
1912	09/13/2024	Regular	14651	Nilsson, Trenton M	0.00	886.95	886.95
1913	09/13/2024	Regular	14766	Peal, Benjamin O	0.00	1,241.75	1,241.75
1914	09/13/2024	Regular	14757	Reid, Athen A	0.00	1,439.27	1,439.27
1915	09/13/2024	Regular	12346	Rizzitiello, Michael J	0.00	3,190.03	3,190.03
1916	09/13/2024	Regular	12672	Schmick, Dylan E	0.00	1,156.38	1,156.38
1917	09/13/2024	Regular	12666	Watkins, Daniel I	0.00	1,593.04	1,593.04
1918	09/13/2024	Regular	13517	Williams, Troy J	0.00	1,773.90	1,773.90

Payment		Employee			Direct Deposit		Total Payment
Number	Payment Date	Payment Type	Number	Employee Name	Check Amount	Amount	
300034	09/05/2024	Regular	EMP14878	Burt, Stephen E	39.18	0.00	39.18
Total:					39.18	306,202.29	306,241.47



City of College Place, WA

Treasurers Report

Summary

Date Range: 09/01/2024 - 09/30/2024

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	912,975.08	762,337.65	615,600.78	0.00	0.00	1,059,711.95	1,078,926.69	-19,214.74
005 - Current Expense Reserve Fund	496,323.67	2,892.99	19.76	0.00	0.00	499,196.90	499,196.90	0.00
012 - Technology Reserve Fund	14,158.45	101,670.09	13,699.87	0.00	0.00	102,128.67	102,128.67	0.00
061 - Employee Benefit Reserve Fund	274,067.19	2,173.69	19,150.11	0.00	0.00	257,090.77	257,090.77	0.00
100 - Street Fund	136,690.28	38,820.60	71,865.31	0.00	0.00	103,645.57	103,645.65	-0.08
120 - Criminal Justice Fund	32,129.86	170.71	1,239.17	0.00	0.00	31,061.40	31,061.40	0.00
121 - Forfeited Proceeds Fund	2,126.15	12.41	0.01	0.00	0.00	2,138.55	2,138.55	0.00
130 - Hotel/Motel Tax	108,577.16	12,686.84	5.14	0.00	0.00	121,258.86	121,258.86	0.00
201 - ULTGO Bond Fund	17,372.96	32.77	1.10	0.00	0.00	17,404.63	17,404.63	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	2,129.69	1.40	0.00	0.00	0.00	2,131.09	2,131.09	0.00
305 - Capital Improvement Fund (REET)	91,434.03	13,010.59	-7.98	0.00	0.00	104,452.60	104,452.60	0.00
306 - Capital Improvement Fund (REET 2)	81,472.00	290,755.59	357,906.25	0.00	0.00	14,321.34	14,321.34	0.00
309 - CDBG Projects Fund	2,451.17	0.13	0.00	0.00	0.00	2,451.30	2,451.30	0.00
311 - Street Improvement Fund	742,391.66	257,434.70	786,087.75	0.00	0.00	213,738.61	213,738.61	0.00
315 - Facility Maintenance Reserve Fund (CE)	714,978.06	5,336.52	37,224.54	0.00	0.00	683,090.04	683,090.04	0.00
320 - Equipment Reserve Fund	84,421.79	3,716.69	72,731.02	0.00	0.00	15,407.46	15,407.46	0.00
330 - Economic Development Fund	69,679.02	1,050.85	7,108.12	0.00	0.00	63,621.75	63,621.75	0.00
340 - Economic Development Reserve Fund	74.42	0.14	0.00	0.00	0.00	74.56	74.56	0.00
350 - Tax Benefit District Construction Fund	0.00	44,802.09	0.00	0.00	0.00	44,802.09	0.00	44,802.09
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	109,707.51	255,626.61	194,312.49	0.00	0.00	171,021.63	171,054.04	-32.41
401 - Wastewater Fund	2,610,425.83	275,560.03	256,748.83	0.00	0.00	2,629,237.03	2,629,281.11	-44.08
402 - Stormwater Fund	341,626.19	177,455.19	75,544.68	0.00	0.00	443,536.70	443,546.05	-9.35
403 - Stormwater Capital Reserve Fund	20,181.72	987.12	-4,878.52	0.00	0.00	26,047.36	26,047.36	0.00
410 - Water Capital Reserve Fund	2,246,223.09	6,070.84	486,035.85	0.00	0.00	1,766,258.08	1,766,258.08	0.00
411 - Wastewater Capital Reserve Fund	2,352,453.21	91,044.08	428,701.25	0.00	0.00	2,014,796.04	2,014,796.04	0.00
412 - Wastewater Debt Service Fund	1,487,525.95	53,811.53	52.94	0.00	0.00	1,541,284.54	1,541,284.54	0.00
413 - Water Capital Improvement Reserve Fund	1,391,935.67	179,077.90	815,664.65	0.00	0.00	755,348.92	755,348.92	0.00
425 - Water Revenue Bond Fund	391,104.64	333,438.53	10.19	0.00	0.00	724,532.98	724,532.98	0.00
426 - Water Bond Reserve Fund	155,824.17	542.30	3.83	0.00	0.00	156,362.64	156,362.64	0.00
431 - Water System Construction Fund	802,514.47	6,389.12	87,521.71	0.00	0.00	721,381.88	721,381.88	0.00
440 - Ambulance	396,685.21	102,898.05	94,769.22	0.00	0.00	404,814.04	404,819.10	-5.06
500 - Equipment Rental & Replacement	133,737.31	152,386.43	52,760.90	0.00	0.00	233,362.84	233,982.09	-619.25
625 - Flexible Benefits Plan Fund	5,115.60	0.41	883.24	0.00	0.00	4,232.77	4,232.77	0.00

Treasurers Report

Date Range: 09/01/2024 - 09/30/2024

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:	16,228,513.21	3,172,194.59	4,470,762.21	0.00	0.00	14,929,945.59	14,905,068.47	24,877.12



City of College Place, WA

Monthly Bank Statement Balances

Period Ending Date 9/30/2024

Bank Account Number	Bank Account Name	Beginning Balance	Ending Balance	Statement Balance	Is Closed
04	4 LGIP	2,613,689	2,624,920	2,624,920	Yes
12	12 Banner Gen Acct	327,511	327,511	327,511	Yes
24	24 US Bank Safekeeping Inv	6,344,642	6,388,173	6,388,173	Yes
25	25 US Bank MIA	315,080	341,883	341,883	Yes
26	26 CB CDBG Project	1,018	1,018	1,018	Yes
27	27 CB Farm Market	6,743	7,142	7,142	Yes
28	28 CB Public Funds Checking	856,104	1,004,379	1,004,379	Yes
29	29 CB Travel Adv	4,569	3,788	3,788	Yes
30	30 CB Flex Spend	5,411	4,428	4,428	Yes
31	31 CB Public Funds Acct	2,582,868	2,094,352	2,094,352	Yes
32	32 CB Dev Escrow Acct	8,139	8,140	8,140	Yes
33	33 CB Pub Funds Inc	564,954	565,369	565,369	Yes
34	34 CB Capital Mitigation Acct	17,089	17,091	17,091	Yes
35	35 CB Projects	2,012,715	1,013,748	1,013,748	Yes
36	36 CB Checking	50,000	50,000	50,000	Yes
		15,710,530	14,451,941	14,451,941	
Difference between Treasurers Report Calculated Ending Balance and Bank Statement Ending Balance					(478,005)
Difference between Treasurers Report Actual Ending Balance and Bank Statement Ending Balance					453,128
Tie out to Treasurers Report Calculated Actual Ending Difference					(24,877)



City of College Place, WA

Detail Report Account Summary

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Beginning Balance	Total Activity	Ending Balance
Fund: 001 - Current Expense Fund				
001-111-15	Claim On Cash	-631,755.59	155,412.09	-476,343.50
001-111-27	CB #2255 Farm Market	6,742.71	399.57	7,142.28
001-111-29	CB #2263 Travel Adv	4,430.96	-780.65	3,650.31
001-111-32	CB #2174 Dev Escrow Acct	8,139.32	0.67	8,139.99
001-111-33	CB #2298 Pub Funds Inc	564,953.63	415.39	565,369.02
Total Fund: 001 - Current Expense Fund:		-47,488.97	155,447.07	107,958.10
Fund: 005 - Current Expense Reserve Fund				
005-111-15	Claim On Cash	274,424.40	500.10	274,924.50
Total Fund: 005 - Current Expense Reserve Fund:		274,424.40	500.10	274,924.50
Fund: 012 - Technology Reserve Fund				
012-111-15	Claim On Cash	-172,176.87	85,977.43	-86,199.44
Total Fund: 012 - Technology Reserve Fund:		-172,176.87	85,977.43	-86,199.44
Fund: 061 - Employee Benefit Reserve Fund				
061-111-15	Claim On Cash	86,203.94	-18,985.55	67,218.39
Total Fund: 061 - Employee Benefit Reserve Fund:		86,203.94	-18,985.55	67,218.39
Fund: 100 - Street Fund				
100-111-15	Claim On Cash	65,451.71	-33,806.49	31,645.22
Total Fund: 100 - Street Fund:		65,451.71	-33,806.49	31,645.22
Fund: 120 - Criminal Justice Fund				
120-111-15	Claim On Cash	19,643.66	-1,202.00	18,441.66
Total Fund: 120 - Criminal Justice Fund:		19,643.66	-1,202.00	18,441.66
Fund: 121 - Forfeited Proceeds Fund				
121-111-15	Claim On Cash	1,173.76	2.22	1,175.98
Total Fund: 121 - Forfeited Proceeds Fund:		1,173.76	2.22	1,175.98
Fund: 130 - Hotel/Motel Tax				
130-111-15	Claim On Cash	75,532.67	12,328.30	87,860.97
Total Fund: 130 - Hotel/Motel Tax:		75,532.67	12,328.30	87,860.97
Fund: 201 - ULTGO Bond Fund				
201-111-15	Claim On Cash	17,372.96	31.67	17,404.63
Total Fund: 201 - ULTGO Bond Fund:		17,372.96	31.67	17,404.63
Fund: 301 - Street Capital Contribution Fund				
301-111-34	Cash	17,089.16	1.40	17,090.56
Total Fund: 301 - Street Capital Contribution Fund:		17,089.16	1.40	17,090.56

Detail Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Beginning Balance	Total Activity	Ending Balance
Fund: 305 - Capital Improvement Fund (REET)				
305-111-15	Claim On Cash	-169,712.03	10,225.71	-159,486.32
Total Fund: 305 - Capital Improvement Fund (REET):		-169,712.03	10,225.71	-159,486.32
Fund: 306 - Capital Improvement Fund (REET 2)				
306-111-15	Claim On Cash	-506,878.15	-73,442.83	-580,320.98
Total Fund: 306 - Capital Improvement Fund (REET 2):		-506,878.15	-73,442.83	-580,320.98
Fund: 309 - CDBG Projects Fund				
309-111-15	Claim On Cash	1,421.17	0.00	1,421.17
Total Fund: 309 - CDBG Projects Fund:		1,421.17	0.00	1,421.17
Fund: 311 - Street Improvement Fund				
311-111-15	Claim On Cash	617,361.04	-529,990.20	87,370.84
Total Fund: 311 - Street Improvement Fund:		617,361.04	-529,990.20	87,370.84
Fund: 315 - Facility Maintenance Reserve Fund (CE)				
315-111-15	Claim On Cash	262,769.16	-36,724.21	226,044.95
Total Fund: 315 - Facility Maintenance Reserve Fund (CE):		262,769.16	-36,724.21	226,044.95
Fund: 320 - Equipment Reserve Fund				
320-111-15	Claim On Cash	-318,944.69	-73,328.18	-392,272.87
Total Fund: 320 - Equipment Reserve Fund:		-318,944.69	-73,328.18	-392,272.87
Fund: 330 - Economic Development Fund				
330-111-15	Claim On Cash	-1,943,035.65	992,910.00	-950,125.65
330-111-35	Cash	2,012,714.67	-998,967.27	1,013,747.40
Total Fund: 330 - Economic Development Fund:		69,679.02	-6,057.27	63,621.75
Fund: 340 - Economic Development Reserve Fund				
340-111-15	Claim On Cash	74.42	0.14	74.56
Total Fund: 340 - Economic Development Reserve Fund:		74.42	0.14	74.56
Fund: 400 - Water Fund				
400-111-15	Claim On Cash	17,845.36	60,413.69	78,259.05
Total Fund: 400 - Water Fund:		17,845.36	60,413.69	78,259.05
Fund: 401 - Wastewater Fund				
401-111-15	Claim On Cash	2,151,416.91	13,951.12	2,165,368.03
Total Fund: 401 - Wastewater Fund:		2,151,416.91	13,951.12	2,165,368.03
Fund: 402 - Stormwater Fund				
402-111-15	Claim On Cash	-144,801.39	96,731.34	-48,070.05
Total Fund: 402 - Stormwater Fund:		-144,801.39	96,731.34	-48,070.05
Fund: 403 - Stormwater Capital Reserve Fund				
403-111-15	Claim On Cash	-87,428.23	4,714.80	-82,713.43
Total Fund: 403 - Stormwater Capital Reserve Fund:		-87,428.23	4,714.80	-82,713.43
Fund: 410 - Water Capital Reserve Fund				
410-111-15	Claim On Cash	1,643,669.44	-482,554.05	1,161,115.39

Detail Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name		Beginning Balance	Total Activity	Ending Balance
Total Fund: 410 - Water Capital Reserve Fund:			1,643,669.44	-482,554.05	1,161,115.39
Fund: 411 - Wastewater Capital Reserve Fund					
411-111-15	Claim On Cash		1,036,285.69	-351,733.06	684,552.63
Total Fund: 411 - Wastewater Capital Reserve Fund:			1,036,285.69	-351,733.06	684,552.63
Fund: 412 - Wastewater Debt Service Fund					
412-111-15	Claim On Cash		782,733.65	50,730.25	833,463.90
Total Fund: 412 - Wastewater Debt Service Fund:			782,733.65	50,730.25	833,463.90
Fund: 413 - Water Capital Improvement Reserve Fund					
413-111-15	Claim On Cash		437,222.89	-640,688.95	-203,466.06
Total Fund: 413 - Water Capital Improvement Reserve Fund:			437,222.89	-640,688.95	-203,466.06
Fund: 425 - Water Revenue Bond Fund					
425-111-15	Claim On Cash		142,319.42	332,359.36	474,678.78
Total Fund: 425 - Water Revenue Bond Fund:			142,319.42	332,359.36	474,678.78
Fund: 426 - Water Bond Reserve Fund					
426-111-15	Claim On Cash		52,978.92	96.55	53,075.47
Total Fund: 426 - Water Bond Reserve Fund:			52,978.92	96.55	53,075.47
Fund: 431 - Water System Construction Fund					
431-111-15	Claim On Cash		249,673.70	-87,045.01	162,628.69
Total Fund: 431 - Water System Construction Fund:			249,673.70	-87,045.01	162,628.69
Fund: 440 - Ambulance					
440-111-15	Claim On Cash		396,914.94	8,134.40	405,049.34
Total Fund: 440 - Ambulance:			396,914.94	8,134.40	405,049.34
Fund: 500 - Equipment Rental & Replacement					
500-111-15	Claim On Cash		71,889.64	99,785.32	171,674.96
Total Fund: 500 - Equipment Rental & Replacement:			71,889.64	99,785.32	171,674.96
Fund: 625 - Flexible Benefits Plan Fund					
625-111-15	Claim On Cash		-295.44	100.00	-195.44
625-111-30	Cash		5,411.04	-982.83	4,428.21
Total Fund: 625 - Flexible Benefits Plan Fund:			5,115.60	-882.83	4,232.77
Grand Totals:			7,048,832.90	-1,405,009.76	5,643,823.14

Detail Report

Date Range: 09/01/2024 - 09/30/2024

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
001 - Current Expense Fund	-47,488.97	155,447.07	107,958.10
005 - Current Expense Reserve Fund	274,424.40	500.10	274,924.50
012 - Technology Reserve Fund	-172,176.87	85,977.43	-86,199.44
061 - Employee Benefit Reserve Fund	86,203.94	-18,985.55	67,218.39
100 - Street Fund	65,451.71	-33,806.49	31,645.22
120 - Criminal Justice Fund	19,643.66	-1,202.00	18,441.66
121 - Forfeited Proceeds Fund	1,173.76	2.22	1,175.98
130 - Hotel/Motel Tax	75,532.67	12,328.30	87,860.97
201 - ULTGO Bond Fund	17,372.96	31.67	17,404.63
301 - Street Capital Contribution Fund	17,089.16	1.40	17,090.56
305 - Capital Improvement Fund (REET)	-169,712.03	10,225.71	-159,486.32
306 - Capital Improvement Fund (REET 2)	-506,878.15	-73,442.83	-580,320.98
309 - CDBG Projects Fund	1,421.17	0.00	1,421.17
311 - Street Improvement Fund	617,361.04	-529,990.20	87,370.84
315 - Facility Maintenance Reserve Fund (	262,769.16	-36,724.21	226,044.95
320 - Equipment Reserve Fund	-318,944.69	-73,328.18	-392,272.87
330 - Economic Development Fund	69,679.02	-6,057.27	63,621.75
340 - Economic Development Reserve Fur	74.42	0.14	74.56
400 - Water Fund	17,845.36	60,413.69	78,259.05
401 - Wastewater Fund	2,151,416.91	13,951.12	2,165,368.03
402 - Stormwater Fund	-144,801.39	96,731.34	-48,070.05
403 - Stormwater Capital Reserve Fund	-87,428.23	4,714.80	-82,713.43
410 - Water Capital Reserve Fund	1,643,669.44	-482,554.05	1,161,115.39
411 - Wastewater Capital Reserve Fund	1,036,285.69	-351,733.06	684,552.63
412 - Wastewater Debt Service Fund	782,733.65	50,730.25	833,463.90
413 - Water Capital Improvement Reserve	437,222.89	-640,688.95	-203,466.06
425 - Water Revenue Bond Fund	142,319.42	332,359.36	474,678.78
426 - Water Bond Reserve Fund	52,978.92	96.55	53,075.47
431 - Water System Construction Fund	249,673.70	-87,045.01	162,628.69
440 - Ambulance	396,914.94	8,134.40	405,049.34
500 - Equipment Rental & Replacement	71,889.64	99,785.32	171,674.96
625 - Flexible Benefits Plan Fund	5,115.60	-882.83	4,232.77
Grand Total:	7,048,832.90	-1,405,009.76	5,643,823.14



City of College Place, WA

Detail Report

Account Summary

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Beginning Balance	Total Activity	Ending Balance
Fund: 001 - Current Expense Fund				
001-111-17	Claim on Investments	956,936.11	10,504.54	967,440.65
001-111-27	CB #2255 Farm Market	6,742.71	399.57	7,142.28
001-111-29	CB #2263 Travel Adv	4,430.96	-780.65	3,650.31
001-111-32	CB #2174 Dev Escrow Acct	8,139.32	0.67	8,139.99
001-111-33	CB #2298 Pub Funds Inc	564,953.63	415.39	565,369.02
Total Fund: 001 - Current Expense Fund:		1,541,202.73	10,539.52	1,551,742.25
Fund: 005 - Current Expense Reserve Fund				
005-111-17	Claim On Investments	221,899.27	2,373.13	224,272.40
Total Fund: 005 - Current Expense Reserve Fund:		221,899.27	2,373.13	224,272.40
Fund: 012 - Technology Reserve Fund				
012-111-17	Claim On Investments	186,335.32	1,992.79	188,328.11
Total Fund: 012 - Technology Reserve Fund:		186,335.32	1,992.79	188,328.11
Fund: 061 - Employee Benefit Reserve Fund				
061-111-17	Claim On Investments	187,863.25	2,009.13	189,872.38
Total Fund: 061 - Employee Benefit Reserve Fund:		187,863.25	2,009.13	189,872.38
Fund: 100 - Street Fund				
100-111-17	Claim On Investments	71,238.57	761.86	72,000.43
Total Fund: 100 - Street Fund:		71,238.57	761.86	72,000.43
Fund: 120 - Criminal Justice Fund				
120-111-17	Claim On Investments	12,486.20	133.54	12,619.74
Total Fund: 120 - Criminal Justice Fund:		12,486.20	133.54	12,619.74
Fund: 121 - Forfeited Proceeds Fund				
121-111-17	Claim On Investments	952.39	10.18	962.57
Total Fund: 121 - Forfeited Proceeds Fund:		952.39	10.18	962.57
Fund: 130 - Hotel/Motel Tax				
130-111-17	Claim On Investments	33,044.49	353.40	33,397.89
Total Fund: 130 - Hotel/Motel Tax:		33,044.49	353.40	33,397.89
Fund: 301 - Street Capital Contribution Fund				
301-111-34	Cash	17,089.16	1.40	17,090.56
Total Fund: 301 - Street Capital Contribution Fund:		17,089.16	1.40	17,090.56
Fund: 305 - Capital Improvement Fund (REET)				
305-111-17	Claim On Investments	261,146.06	2,792.86	263,938.92
Total Fund: 305 - Capital Improvement Fund (REET):		261,146.06	2,792.86	263,938.92

Detail Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Beginning Balance	Total Activity	Ending Balance
Fund: 306 - Capital Improvement Fund (REET 2)				
306-111-17	Claim On Investments	588,350.15	6,292.17	594,642.32
Total Fund: 306 - Capital Improvement Fund (REET 2):		588,350.15	6,292.17	594,642.32
Fund: 309 - CDBG Projects Fund				
309-111-17	Claim On Investments	12.35	0.13	12.48
Total Fund: 309 - CDBG Projects Fund:		12.35	0.13	12.48
Fund: 311 - Street Improvement Fund				
311-111-17	Claim On Investments	125,030.62	1,337.15	126,367.77
Total Fund: 311 - Street Improvement Fund:		125,030.62	1,337.15	126,367.77
Fund: 315 - Facility Maintenance Reserve Fund (CE)				
315-111-17	Claim On Investments	452,208.90	4,836.19	457,045.09
Total Fund: 315 - Facility Maintenance Reserve Fund (CE):		452,208.90	4,836.19	457,045.09
Fund: 320 - Equipment Reserve Fund				
320-111-17	Claim On Investments	403,366.48	4,313.85	407,680.33
Total Fund: 320 - Equipment Reserve Fund:		403,366.48	4,313.85	407,680.33
Fund: 330 - Economic Development Fund				
330-111-35	Cash	2,012,714.67	-998,967.27	1,013,747.40
Total Fund: 330 - Economic Development Fund:		2,012,714.67	-998,967.27	1,013,747.40
Fund: 400 - Water Fund				
400-111-17	Claim On Investments	91,862.15	932.84	92,794.99
Total Fund: 400 - Water Fund:		91,862.15	932.84	92,794.99
Fund: 401 - Wastewater Fund				
401-111-17	Claim On Investments	459,008.92	4,904.16	463,913.08
Total Fund: 401 - Wastewater Fund:		459,008.92	4,904.16	463,913.08
Fund: 402 - Stormwater Fund				
402-111-17	Claim On Investments	486,427.58	5,188.52	491,616.10
Total Fund: 402 - Stormwater Fund:		486,427.58	5,188.52	491,616.10
Fund: 403 - Stormwater Capital Reserve Fund				
403-111-17	Claim On Investments	107,609.95	1,150.84	108,760.79
Total Fund: 403 - Stormwater Capital Reserve Fund:		107,609.95	1,150.84	108,760.79
Fund: 410 - Water Capital Reserve Fund				
410-111-16	Claim On LGIP	602,553.65	2,589.04	605,142.69
Total Fund: 410 - Water Capital Reserve Fund:		602,553.65	2,589.04	605,142.69
Fund: 411 - Wastewater Capital Reserve Fund				
411-111-17	Claim On Investments	1,316,167.52	14,075.89	1,330,243.41
Total Fund: 411 - Wastewater Capital Reserve Fund:		1,316,167.52	14,075.89	1,330,243.41
Fund: 412 - Wastewater Debt Service Fund				
412-111-16	Claim On LGIP	704,792.30	3,028.34	707,820.64
Total Fund: 412 - Wastewater Debt Service Fund:		704,792.30	3,028.34	707,820.64

Detail Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name		Beginning Balance	Total Activity	Ending Balance
Fund: 413 - Water Capital Improvement Reserve Fund					
413-111-16	Claim On LGIP		954,712.78	4,102.20	958,814.98
Total Fund: 413 - Water Capital Improvement Reserve Fund:			954,712.78	4,102.20	958,814.98
Fund: 425 - Water Revenue Bond Fund					
425-111-16	Claim On LGIP		248,785.22	1,068.98	249,854.20
Total Fund: 425 - Water Revenue Bond Fund:			248,785.22	1,068.98	249,854.20
Fund: 426 - Water Bond Reserve Fund					
426-111-16	Claim On LGIP		102,845.25	441.92	103,287.17
Total Fund: 426 - Water Bond Reserve Fund:			102,845.25	441.92	103,287.17
Fund: 431 - Water System Construction Fund					
431-111-17	Claim On Investments		552,840.77	5,912.42	558,753.19
Total Fund: 431 - Water System Construction Fund:			552,840.77	5,912.42	558,753.19
Fund: 440 - Ambulance					
440-111-17	Claim On Investments		-229.73	-0.51	-230.24
Total Fund: 440 - Ambulance:			-229.73	-0.51	-230.24
Fund: 500 - Equipment Rental & Replacement					
500-111-17	Claim On Investments		61,847.67	459.46	62,307.13
Total Fund: 500 - Equipment Rental & Replacement:			61,847.67	459.46	62,307.13
Fund: 625 - Flexible Benefits Plan Fund					
625-111-30	Cash		5,411.04	-982.83	4,428.21
Total Fund: 625 - Flexible Benefits Plan Fund:			5,411.04	-982.83	4,428.21
Grand Totals:			11,809,575.68	-918,348.70	10,891,226.98

Detail Report

Date Range: 09/01/2024 - 09/30/2024

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
001 - Current Expense Fund	1,541,202.73	10,539.52	1,551,742.25
005 - Current Expense Reserve Fund	221,899.27	2,373.13	224,272.40
012 - Technology Reserve Fund	186,335.32	1,992.79	188,328.11
061 - Employee Benefit Reserve Fund	187,863.25	2,009.13	189,872.38
100 - Street Fund	71,238.57	761.86	72,000.43
120 - Criminal Justice Fund	12,486.20	133.54	12,619.74
121 - Forfeited Proceeds Fund	952.39	10.18	962.57
130 - Hotel/Motel Tax	33,044.49	353.40	33,397.89
301 - Street Capital Contribution Fund	17,089.16	1.40	17,090.56
305 - Capital Improvement Fund (REET)	261,146.06	2,792.86	263,938.92
306 - Capital Improvement Fund (REET 2)	588,350.15	6,292.17	594,642.32
309 - CDBG Projects Fund	12.35	0.13	12.48
311 - Street Improvement Fund	125,030.62	1,337.15	126,367.77
315 - Facility Maintenance Reserve Fund (	452,208.90	4,836.19	457,045.09
320 - Equipment Reserve Fund	403,366.48	4,313.85	407,680.33
330 - Economic Development Fund	2,012,714.67	-998,967.27	1,013,747.40
400 - Water Fund	91,862.15	932.84	92,794.99
401 - Wastewater Fund	459,008.92	4,904.16	463,913.08
402 - Stormwater Fund	486,427.58	5,188.52	491,616.10
403 - Stormwater Capital Reserve Fund	107,609.95	1,150.84	108,760.79
410 - Water Capital Reserve Fund	602,553.65	2,589.04	605,142.69
411 - Wastewater Capital Reserve Fund	1,316,167.52	14,075.89	1,330,243.41
412 - Wastewater Debt Service Fund	704,792.30	3,028.34	707,820.64
413 - Water Capital Improvement Reserve	954,712.78	4,102.20	958,814.98
425 - Water Revenue Bond Fund	248,785.22	1,068.98	249,854.20
426 - Water Bond Reserve Fund	102,845.25	441.92	103,287.17
431 - Water System Construction Fund	552,840.77	5,912.42	558,753.19
440 - Ambulance	-229.73	-0.51	-230.24
500 - Equipment Rental & Replacement	61,847.67	459.46	62,307.13
625 - Flexible Benefits Plan Fund	5,411.04	-982.83	4,428.21
Grand Total:	11,809,575.68	-918,348.70	10,891,226.98



City of College Place, WA

Detail Report Account Summary

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Beginning Balance	Total Activity	Ending Balance
Fund: 001 - Current Expense Fund				
001-111-15	Claim On Cash	-631,755.59	155,412.09	-476,343.50
001-111-17	Claim on Investments	956,936.11	10,504.54	967,440.65
001-111-27	CB #2255 Farm Market	6,742.71	399.57	7,142.28
001-111-29	CB #2263 Travel Adv	4,430.96	-780.65	3,650.31
001-111-32	CB #2174 Dev Escrow Acct	8,139.32	0.67	8,139.99
001-111-33	CB #2298 Pub Funds Inc	564,953.63	415.39	565,369.02
Total Fund: 001 - Current Expense Fund:		909,447.14	165,951.61	1,075,398.75
Fund: 005 - Current Expense Reserve Fund				
005-111-15	Claim On Cash	274,424.40	500.10	274,924.50
005-111-17	Claim On Investments	221,899.27	2,373.13	224,272.40
Total Fund: 005 - Current Expense Reserve Fund:		496,323.67	2,873.23	499,196.90
Fund: 012 - Technology Reserve Fund				
012-111-15	Claim On Cash	-172,176.87	85,977.43	-86,199.44
012-111-17	Claim On Investments	186,335.32	1,992.79	188,328.11
Total Fund: 012 - Technology Reserve Fund:		14,158.45	87,970.22	102,128.67
Fund: 061 - Employee Benefit Reserve Fund				
061-111-15	Claim On Cash	86,203.94	-18,985.55	67,218.39
061-111-17	Claim On Investments	187,863.25	2,009.13	189,872.38
Total Fund: 061 - Employee Benefit Reserve Fund:		274,067.19	-16,976.42	257,090.77
Fund: 100 - Street Fund				
100-111-15	Claim On Cash	65,451.71	-33,806.49	31,645.22
100-111-17	Claim On Investments	71,238.57	761.86	72,000.43
Total Fund: 100 - Street Fund:		136,690.28	-33,044.63	103,645.65
Fund: 120 - Criminal Justice Fund				
120-111-15	Claim On Cash	19,643.66	-1,202.00	18,441.66
120-111-17	Claim On Investments	12,486.20	133.54	12,619.74
Total Fund: 120 - Criminal Justice Fund:		32,129.86	-1,068.46	31,061.40
Fund: 121 - Forfeited Proceeds Fund				
121-111-15	Claim On Cash	1,173.76	2.22	1,175.98
121-111-17	Claim On Investments	952.39	10.18	962.57
Total Fund: 121 - Forfeited Proceeds Fund:		2,126.15	12.40	2,138.55
Fund: 130 - Hotel/Motel Tax				
130-111-15	Claim On Cash	75,532.67	12,328.30	87,860.97
130-111-17	Claim On Investments	33,044.49	353.40	33,397.89

Detail Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Beginning Balance	Total Activity	Ending Balance
Total Fund: 130 - Hotel/Motel Tax:		108,577.16	12,681.70	121,258.86
Fund: 201 - ULTGO Bond Fund				
201-111-15	Claim On Cash	17,372.96	31.67	17,404.63
Total Fund: 201 - ULTGO Bond Fund:		17,372.96	31.67	17,404.63
Fund: 301 - Street Capital Contribution Fund				
301-111-34	Cash	17,089.16	1.40	17,090.56
Total Fund: 301 - Street Capital Contribution Fund:		17,089.16	1.40	17,090.56
Fund: 305 - Capital Improvement Fund (REET)				
305-111-15	Claim On Cash	-169,712.03	10,225.71	-159,486.32
305-111-17	Claim On Investments	261,146.06	2,792.86	263,938.92
Total Fund: 305 - Capital Improvement Fund (REET):		91,434.03	13,018.57	104,452.60
Fund: 306 - Capital Improvement Fund (REET 2)				
306-111-15	Claim On Cash	-506,878.15	-73,442.83	-580,320.98
306-111-17	Claim On Investments	588,350.15	6,292.17	594,642.32
Total Fund: 306 - Capital Improvement Fund (REET 2):		81,472.00	-67,150.66	14,321.34
Fund: 309 - CDBG Projects Fund				
309-111-15	Claim On Cash	1,421.17	0.00	1,421.17
309-111-17	Claim On Investments	12.35	0.13	12.48
Total Fund: 309 - CDBG Projects Fund:		1,433.52	0.13	1,433.65
Fund: 311 - Street Improvement Fund				
311-111-15	Claim On Cash	617,361.04	-529,990.20	87,370.84
311-111-17	Claim On Investments	125,030.62	1,337.15	126,367.77
Total Fund: 311 - Street Improvement Fund:		742,391.66	-528,653.05	213,738.61
Fund: 315 - Facility Maintenance Reserve Fund (CE)				
315-111-15	Claim On Cash	262,769.16	-36,724.21	226,044.95
315-111-17	Claim On Investments	452,208.90	4,836.19	457,045.09
Total Fund: 315 - Facility Maintenance Reserve Fund (CE):		714,978.06	-31,888.02	683,090.04
Fund: 320 - Equipment Reserve Fund				
320-111-15	Claim On Cash	-318,944.69	-73,328.18	-392,272.87
320-111-17	Claim On Investments	403,366.48	4,313.85	407,680.33
Total Fund: 320 - Equipment Reserve Fund:		84,421.79	-69,014.33	15,407.46
Fund: 330 - Economic Development Fund				
330-111-15	Claim On Cash	-1,943,035.65	992,910.00	-950,125.65
330-111-35	Cash	2,012,714.67	-998,967.27	1,013,747.40
Total Fund: 330 - Economic Development Fund:		69,679.02	-6,057.27	63,621.75
Fund: 340 - Economic Development Reserve Fund				
340-111-15	Claim On Cash	74.42	0.14	74.56
Total Fund: 340 - Economic Development Reserve Fund:		74.42	0.14	74.56
Fund: 400 - Water Fund				
400-111-15	Claim On Cash	17,845.36	60,413.69	78,259.05

Detail Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Beginning Balance	Total Activity	Ending Balance
400-111-17	Claim On Investments	91,862.15	932.84	92,794.99
Total Fund: 400 - Water Fund:		109,707.51	61,346.53	171,054.04
Fund: 401 - Wastewater Fund				
401-111-15	Claim On Cash	2,151,416.91	13,951.12	2,165,368.03
401-111-17	Claim On Investments	459,008.92	4,904.16	463,913.08
Total Fund: 401 - Wastewater Fund:		2,610,425.83	18,855.28	2,629,281.11
Fund: 402 - Stormwater Fund				
402-111-15	Claim On Cash	-144,801.39	96,731.34	-48,070.05
402-111-17	Claim On Investments	486,427.58	5,188.52	491,616.10
Total Fund: 402 - Stormwater Fund:		341,626.19	101,919.86	443,546.05
Fund: 403 - Stormwater Capital Reserve Fund				
403-111-15	Claim On Cash	-87,428.23	4,714.80	-82,713.43
403-111-17	Claim On Investments	107,609.95	1,150.84	108,760.79
Total Fund: 403 - Stormwater Capital Reserve Fund:		20,181.72	5,865.64	26,047.36
Fund: 410 - Water Capital Reserve Fund				
410-111-15	Claim On Cash	1,643,669.44	-482,554.05	1,161,115.39
410-111-16	Claim On LGIP	602,553.65	2,589.04	605,142.69
Total Fund: 410 - Water Capital Reserve Fund:		2,246,223.09	-479,965.01	1,766,258.08
Fund: 411 - Wastewater Capital Reserve Fund				
411-111-15	Claim On Cash	1,036,285.69	-351,733.06	684,552.63
411-111-17	Claim On Investments	1,316,167.52	14,075.89	1,330,243.41
Total Fund: 411 - Wastewater Capital Reserve Fund:		2,352,453.21	-337,657.17	2,014,796.04
Fund: 412 - Wastewater Debt Service Fund				
412-111-15	Claim On Cash	782,733.65	50,730.25	833,463.90
412-111-16	Claim On LGIP	704,792.30	3,028.34	707,820.64
Total Fund: 412 - Wastewater Debt Service Fund:		1,487,525.95	53,758.59	1,541,284.54
Fund: 413 - Water Capital Improvement Reserve Fund				
413-111-15	Claim On Cash	437,222.89	-640,688.95	-203,466.06
413-111-16	Claim On LGIP	954,712.78	4,102.20	958,814.98
Total Fund: 413 - Water Capital Improvement Reserve Fund:		1,391,935.67	-636,586.75	755,348.92
Fund: 425 - Water Revenue Bond Fund				
425-111-15	Claim On Cash	142,319.42	332,359.36	474,678.78
425-111-16	Claim On LGIP	248,785.22	1,068.98	249,854.20
Total Fund: 425 - Water Revenue Bond Fund:		391,104.64	333,428.34	724,532.98
Fund: 426 - Water Bond Reserve Fund				
426-111-15	Claim On Cash	52,978.92	96.55	53,075.47
426-111-16	Claim On LGIP	102,845.25	441.92	103,287.17
Total Fund: 426 - Water Bond Reserve Fund:		155,824.17	538.47	156,362.64
Fund: 431 - Water System Construction Fund				
431-111-15	Claim On Cash	249,673.70	-87,045.01	162,628.69

Detail Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Beginning Balance	Total Activity	Ending Balance
431-111-17	Claim On Investments	552,840.77	5,912.42	558,753.19
Total Fund: 431 - Water System Construction Fund:		802,514.47	-81,132.59	721,381.88
Fund: 440 - Ambulance				
440-111-15	Claim On Cash	396,914.94	8,134.40	405,049.34
440-111-17	Claim On Investments	-229.73	-0.51	-230.24
Total Fund: 440 - Ambulance:		396,685.21	8,133.89	404,819.10
Fund: 500 - Equipment Rental & Replacement				
500-111-15	Claim On Cash	71,889.64	99,785.32	171,674.96
500-111-17	Claim On Investments	61,847.67	459.46	62,307.13
Total Fund: 500 - Equipment Rental & Replacement:		133,737.31	100,244.78	233,982.09
Fund: 625 - Flexible Benefits Plan Fund				
625-111-15	Claim On Cash	-295.44	100.00	-195.44
625-111-30	Cash	5,411.04	-982.83	4,428.21
Total Fund: 625 - Flexible Benefits Plan Fund:		5,115.60	-882.83	4,232.77
Grand Totals:		16,238,927.09	-1,323,444.74	14,915,482.35

Detail Report

Date Range: 09/01/2024 - 09/30/2024

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
001 - Current Expense Fund	909,447.14	165,951.61	1,075,398.75
005 - Current Expense Reserve Fund	496,323.67	2,873.23	499,196.90
012 - Technology Reserve Fund	14,158.45	87,970.22	102,128.67
061 - Employee Benefit Reserve Fund	274,067.19	-16,976.42	257,090.77
100 - Street Fund	136,690.28	-33,044.63	103,645.65
120 - Criminal Justice Fund	32,129.86	-1,068.46	31,061.40
121 - Forfeited Proceeds Fund	2,126.15	12.40	2,138.55
130 - Hotel/Motel Tax	108,577.16	12,681.70	121,258.86
201 - ULTGO Bond Fund	17,372.96	31.67	17,404.63
301 - Street Capital Contribution Fund	17,089.16	1.40	17,090.56
305 - Capital Improvement Fund (REET)	91,434.03	13,018.57	104,452.60
306 - Capital Improvement Fund (REET 2)	81,472.00	-67,150.66	14,321.34
309 - CDBG Projects Fund	1,433.52	0.13	1,433.65
311 - Street Improvement Fund	742,391.66	-528,653.05	213,738.61
315 - Facility Maintenance Reserve Fund (	714,978.06	-31,888.02	683,090.04
320 - Equipment Reserve Fund	84,421.79	-69,014.33	15,407.46
330 - Economic Development Fund	69,679.02	-6,057.27	63,621.75
340 - Economic Development Reserve Fur	74.42	0.14	74.56
400 - Water Fund	109,707.51	61,346.53	171,054.04
401 - Wastewater Fund	2,610,425.83	18,855.28	2,629,281.11
402 - Stormwater Fund	341,626.19	101,919.86	443,546.05
403 - Stormwater Capital Reserve Fund	20,181.72	5,865.64	26,047.36
410 - Water Capital Reserve Fund	2,246,223.09	-479,965.01	1,766,258.08
411 - Wastewater Capital Reserve Fund	2,352,453.21	-337,657.17	2,014,796.04
412 - Wastewater Debt Service Fund	1,487,525.95	53,758.59	1,541,284.54
413 - Water Capital Improvement Reserve	1,391,935.67	-636,586.75	755,348.92
425 - Water Revenue Bond Fund	391,104.64	333,428.34	724,532.98
426 - Water Bond Reserve Fund	155,824.17	538.47	156,362.64
431 - Water System Construction Fund	802,514.47	-81,132.59	721,381.88
440 - Ambulance	396,685.21	8,133.89	404,819.10
500 - Equipment Rental & Replacement	133,737.31	100,244.78	233,982.09
625 - Flexible Benefits Plan Fund	5,115.60	-882.83	4,232.77
Grand Total:	16,238,927.09	-1,323,444.74	14,915,482.35

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	\$ 735,620	\$ 550,137	\$ 762,338				\$5,701,620
5	Current Expense Fund Reserve	611	(775)	1,786	(649)	1,948	2,230	2,317	2,776	2,893				13,136
12	Technology Reserve Fund	64,170	99,348	64,694	99,068	50,893	21,429	1,501	1,646	101,670				504,420
61	Employee Benefit Reserve Fund	409	(656)	13,832	(689)	1,355	14,174	1,742	2,084	2,174				34,425
100	Street Fund	13,540	13,591	193,716	1,870	73,710	134,666	22,486	181,459	38,821				673,859
120	Criminal Justice Fund	4,190	(44)	104	(33)	4,244	132	135	4,572	171				13,472
121	Forfeited Proceeds Fund	3	(3)	8	(3)	8	10	10	12	12				56
130	Hotel/Motel Tax	2,517	1,716	2,845	(54)	3,746	6,173	4,801	5,828	12,687				40,259
201	ULTGO Bond Fund	27	0	33	29	79,833	24	34	35	33				80,047
235	Commercial Drive Bond Debt Service Fund	-	-	-	-	-	0	0	-	-				-
240	Local Improvement District Fund	-	-	-	-	-	0	220,995	-	-				-
301	Street Capital Contribution Fund	0	0	40,001	1	1	1	1	1	1				40,010
305	Capital Improvement Fund (REET)	18,578	27,676	8,721	10,366	16,549	21,784	14,019	(23,238)	13,011				107,466
306	Capital Improvement Fund (REET 2)	1,536	(2,056)	119,234	(1,823)	4,040	5,095	16,324	76,194	290,756				509,300
309	CDBG Projects Fund	0	(0)	0	1,000	10,000	0	395,576	0	0				406,577
311	Street Improvement Fund	31	29,886	90,075	129,274	696	935	408,612	1,168,299	257,435				2,085,245
315	Facility Maintenance Reserve Fund (CE)	711	(1,401)	53,045	(1,592)	3,286	54,049	4,300	5,131	5,337				122,866
320	Equipment Reserve Fund	251	99,270	240,687	(2,020)	226,636	292,687	3,655	4,210	3,717				869,093
330	Economic Development Fund	17	16	41,158	131,647	1,703	1,650	1,707	1,708	1,051				180,657
340	Economic Development Reserve Fund	0	-	0	0	0	0	0	0	0				1
400	Water Fund	118,128	136,127	134,452	137,344	141,405	172,445	206,920	248,953	255,627				1,551,400
401	Wastewater Fund	236,233	262,755	271,230	248,002	256,317	328,400	272,485	279,200	275,560				2,430,183
402	Stormwater Fund	56,523	51,216	62,871	54,351	58,263	59,768	59,572	62,642	177,455				642,662
403	Stormwater Capital Reserve Fund	369	(376)	8,832	(247)	379,583	827	743	13,743	987				404,461
410	Water Capital Reserve Fund	4,043	3,275	524,249	23,191	5,184	304,540	929,210	35,549	6,071				1,835,313
411	Wastewater Capital Reserve Fund	3,327	100,070	224,721	3,765	446,221	429,940	431,599	153,220	91,044				1,883,905
412	Wastewater Debt Service Fund	52,665	51,638	55,003	52,880	54,157	53,466	54,883	53,910	53,812				482,412
413	Water Capital Improvement Reserve Fund	89,917	88,804	181,194	89,679	90,559	177,655	92,549	91,126	179,078				1,080,561
425	Water & Sewer Revenue Bond Fund	1,321	1,038	1,382	1,321	1,498	1,364	1,412	1,422	333,439				344,197
426	2007 Water/Sewer Bond Reserve Fund	537	429	560	536	604	553	572	576	542				4,910
431	Water System Construction Fund	1,132	(1,932)	3,961	(2,202)	3,937	4,892	4,923	6,045	6,389				27,145
440	Ambulance Fund	71,419	90,878	70,448	129,245	274,063	124,320	92,899	48,119	102,898				1,004,289
500	Equipment Rental & Replacement	427	4,935	214,398	112	469	151,311	955	10,785	152,386				535,778
625	Flexible Benefits Plan Fund	0	3,558	1,873	1	1,873	1,873	1,873	0	0				11,052
		<u>\$ 1,125,700</u>	<u>\$1,464,582</u>	<u>\$3,171,801</u>	<u>\$ 1,485,347</u>	<u>\$ 3,314,553</u>	<u>\$ 3,181,820</u>	<u>\$ 3,984,430</u>	<u>\$ 2,986,146</u>	<u>\$ 3,127,393</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 23,620,777</u>

*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	\$ 921,732	\$ 598,093	\$ 615,601				\$ 7,049,729
5	Current Expense Reserve Fund	2	4	2	2	31	15	2	19	20				97
12	Technology Reserve Fund	66,536	69,622	93,429	106,817	43,972	17,439	116,684	58,296	13,700				586,496
61	Employee Benefit Reserve Fund	1,017	1,098	21,149	15,262	13,110	13,582	20,485	13,584	19,150				118,438
100	Street Fund	70,348	39,615	185,732	55,922	57,497	153,671	63,767	53,724	71,865				752,141
120	Criminal Justice Fund	1,189	19,385	1,262	1,256	1,264	1,264	1,259	1,261	1,239				29,380
121	Forfeited Proceeds Fund	0	0	0	0	0	0	0	0	0				0
130	Hotel/Motel Tax	0	1,531	0	0	7	3,804	4,735	1,246	5				11,329
201	ULTGO Bond Fund	27	350	-	-	79,572	27	-	1	1				79,977
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	600,003	(3)	(8)				600,072
306	Capital Improvement Fund (REET 2)	6	100,781	21,310	57,864	304,029	20,328	791,052	78,855	357,906				1,732,132
309	CDBG Projects Fund	-	-	-	1,782	8,112	655	395,576	-	-				406,126
311	Street Improvement Fund	23,196	1,897	64,487	67,851	11,557	89,124	26,900	831,777	786,088				1,902,877
315	Facility Maintenance Reserve Fund (CE)	4	7,775	59,818	11,637	86,674	7,152	46,828	34,385	37,225				291,496
320	Equipment Reserve Fund	7,177	104,672	87,083	192,386	27,549	82,153	131,527	401,413	72,731				1,106,692
330	Economic Development Fund	-	30,000	60,012	130,608	(584)	7,512	5,868	29,908	7,108				270,432
340	Economic Development Reserve Fund	-	-	-	-	-	-	-	-	-				-
400	Water Fund	167,444	105,720	160,159	148,829	120,396	266,242	179,331	195,820	194,312				1,538,254
401	Wastewater Fund	264,220	146,682	227,466	312,699	115,387	252,884	178,868	176,982	256,749				1,931,937
402	Stormwater Fund	67,131	41,055	62,316	49,167	423,880	40,239	37,631	35,165	75,545				832,129
403	Stormwater Capital Reserve Fund	1	7,851	8,076	10,593	539,004	62,539	9,686	28,991	(4,879)				661,862
410	Water Capital Reserve Fund	3	23,057	107,532	221,018	272,267	130,877	245,303	25,367	486,036				1,511,458
411	Wastewater Capital Reserve Fund	77,873	63,724	156,073	(18,030)	397,253	62,189	469,309	868,857	428,701				2,505,949
412	Wastewater Debt Service Fund	88,521	3	4	80,764	12,647	80,794	3	43	53				262,833
413	Water Capital Improvement Reserve Fund	5	4	5	5	517,967	11	4	23	815,665				1,333,689
425	Water & Sewer Revenue Bond Fund	1	1	1	1	16	7	1	9	10				48
426	2007 Water/Sewer Bond Reserve Fund	1	0	1	0	6	3	0	3	4				18
431	Water System Construction Fund	6	9	87,506	6	41	87,521	6	23	87,522				262,640
440	Ambulance Fund	69,208	92,350	86,217	71,019	76,147	373,908	314,047	88,720	94,769				1,266,386
500	Equipment Rental & Replacement	112,025	44,719.26	57,260	52,876	59,156	38,399	57,877	40,792	52,761				515,865
625	Flexible Benefits Plan Fund	3,012	1,607	1,312	1,613	1,255	3,236	3,764	431	883				17,113
		\$ 1,811,716	\$ 1,538,936	\$ 2,663,250	\$ 2,142,730	\$ 4,050,335	\$ 2,974,825	\$ 4,622,250	\$ 3,563,785	\$ 4,470,762	\$ -	\$ -	\$ -	\$ 27,838,589
GAIN/(LOSS)		\$ (686,016)	\$ (74,354)	\$ 508,552	\$ (657,384)	\$ (735,782)	\$ 206,995	\$ (637,820)	\$ (577,639)	\$ (1,343,370)	\$ -	\$ -	\$ -	\$ (4,217,813)

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)	\$ (186,113)	\$ (47,956)	\$ 146,737	\$ -	\$ -	\$ -	\$ (1,348,109)
5	Current Expense Fund Reserve	608	(779)	1,783	(651)	1,917	2,215	2,314	2,757	2,873	-	-	-	13,039
12	Technology Reserve Fund	(2,366)	29,726	(28,735)	(7,750)	6,921	3,990	(115,183)	(56,650)	87,970	-	-	-	(82,076)
61	Employee Benefit Reserve Fund	(608)	(1,755)	(7,317)	(15,951)	(11,755)	592	(18,742)	(11,500)	(16,976)	-	-	-	(84,012)
100	Street Fund	(56,808)	(26,024)	7,984	(54,053)	16,213	(19,004)	(41,281)	127,736	(33,045)	-	-	-	(78,282)
120	Criminal Justice Fund	3,001	(19,429)	(1,158)	(1,289)	2,980	(1,132)	(1,124)	3,311	(1,068)	-	-	-	(15,908)
121	Forfeited Proceeds Fund	3	(3)	8	(3)	8	10	10	12	12	-	-	-	56
130	Hotel/Motel Tax	2,517	185	2,844	(54)	3,739	2,370	66	4,582	12,682	-	-	-	28,930
201	ULTGO Bond Fund	-	(350)	33	29	261	(3)	34	34	32	-	-	-	70
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	1	1	1	-	-	-	10
305	Capital Improvement Fund (REET)	18,575	27,671	8,718	10,363	16,505	21,761	(585,984)	(23,234)	13,019	-	-	-	(492,606)
306	Capital Improvement Fund (REET 2)	1,530	(102,837)	97,924	(59,687)	(299,989)	(15,233)	(774,728)	(2,661)	(67,151)	-	-	-	(1,222,831)
309	CDBG Projects Fund	0	(0)	0	(782)	1,888	(655)	0	0	0	-	-	-	451
311	Street Improvement Fund	(23,164)	27,989	25,588	61,423	(10,860)	(88,189)	381,712	336,523	(528,653)	-	-	-	182,368
315	Facility Maintenance Reserve Fund (CE)	707	(9,176)	(6,773)	(13,229)	(83,388)	46,897	(42,527)	(29,254)	(31,888)	-	-	-	(168,631)
320	Equipment Reserve Fund	(6,927)	(5,401)	153,604	(194,406)	199,086	210,534	(127,873)	(397,203)	(69,014)	-	-	-	(237,599)
330	Economic Development Fund	17	(29,984)	(18,854)	1,039	2,287	(5,862)	(4,161)	(28,200)	(6,057)	-	-	-	(89,775)
340	Economic Development Reserve Fund	0	-	0	0	0	0	0	0	0	-	-	-	1
400	Water Fund	(49,316)	30,407	(25,707)	(11,485)	21,008	(93,797)	27,589	53,134	61,314	-	-	-	13,147
401	Wastewater Fund	(27,987)	116,073	43,764	(64,696)	140,930	75,516	93,617	102,217	18,811	-	-	-	498,246
402	Stormwater Fund	(10,608)	10,161	555	5,184	(365,617)	19,529	21,941	27,476	101,911	-	-	-	(189,468)
403	Stormwater Capital Reserve Fund	368	(8,227)	756	(10,839)	(159,421)	(61,712)	(8,943)	(15,248)	5,866	-	-	-	(257,401)
410	Water Capital Reserve Fund	4,040	(19,782)	416,718	(197,827)	(267,082)	173,663	683,908	10,182	(479,965)	-	-	-	323,855
411	Wastewater Capital Reserve Fund	(74,546)	36,346	68,647	21,795	48,968	367,751	(37,711)	(715,637)	(337,657)	-	-	-	(622,044)
412	Wastewater Debt Service Fund	(35,857)	51,635	54,999	(27,885)	41,509	(27,329)	54,880	53,867	53,759	-	-	-	219,579
413	Water Capital Improvement Reserve Fund	89,912	88,800	181,189	89,675	(427,409)	177,644	92,545	91,102	(636,587)	-	-	-	(253,128)
425	Water & Sewer Revenue Bond Fund	1,320	1,037	1,381	1,320	1,483	1,357	1,411	1,413	333,428	-	-	-	344,149
426	2007 Water/Sewer Bond Reserve Fund	537	429	560	536	598	550	572	573	538	-	-	-	4,892
431	Water System Construction Fund	1,126	(1,941)	(83,545)	(2,208)	3,896	(82,629)	4,917	6,022	(81,133)	-	-	-	(235,495)
440	Ambulance Fund	2,211	(1,472)	(15,769)	58,226	197,916	(249,588)	(221,148)	(40,601)	8,129	-	-	-	(262,097)
500	Equipment Rental & Replacement	(111,598)	(39,785)	157,138	(52,764)	(58,687)	112,913	(56,923)	(30,007)	99,626	-	-	-	19,913
625	Flexible Benefits Plan Fund	(3,012)	1,951	561	(1,612)	618	(1,363)	(1,891)	(431)	(883)	-	-	-	(6,062)
		<u>\$ (686,016)</u>	<u>\$ (74,354)</u>	<u>\$ 508,552</u>	<u>\$ (657,384)</u>	<u>\$ (735,782)</u>	<u>\$ 206,995</u>	<u>\$ (637,820)</u>	<u>\$ (577,639)</u>	<u>\$ (1,343,370)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (3,996,818)</u>



City of College Place, WA

Detail vs Budget Report

Account Summary

Date Range: 09/01/2024 - 09/30/2024

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	-1,217,934.85	-12,930.50	-1,230,865.35	-895,690.11	-42.12%
001-313-11-00-00	Retail Sales & Use Tax	-2,103,000.00	-1,168,930.98	-382,277.21	-1,551,208.19	-551,791.81	-26.24%
001-313-15-00-00	Criminal Justice Tax 3/10th Of 1% C.J.	-420,000.00	-228,631.94	-70,275.31	-298,907.25	-121,092.75	-28.83%
001-313-61-00-00	Natural Gas Use Tax	-25,000.00	-15,209.84	-728.11	-15,937.95	-9,062.05	-36.25%
001-313-71-00-00	Criminal Justice Tax	-240,000.00	-132,782.23	-40,846.21	-173,628.44	-66,371.56	-27.65%
001-316-41-00-00	Utility Tax - Priv Utils Electric	-440,000.00	-272,235.10	-42,800.57	-315,035.67	-124,964.33	-28.40%
001-316-43-00-00	Utility Tax - Priv Utils Gas	-145,000.00	-36,369.78	-3,959.28	-40,329.06	-104,670.94	-72.19%
001-316-45-00-00	Utility Tax - Priv Utils Garbage/Solid Waste	-150,000.00	-102,712.54	-13,833.14	-116,545.68	-33,454.32	-22.30%
001-316-46-00-00	Utility Tax - Priv Utils Cable	-85,000.00	-109,939.94	-6,824.08	-116,764.02	31,764.02	37.37%
001-316-47-00-00	Utility Tax - Priv Utils Telephone	-92,000.00	-82,268.24	-3,666.60	-85,934.84	-6,065.16	-6.59%
001-316-48-00-00	Utility Tax - Priv Utils Water	-340,000.00	-192,887.40	-33,704.37	-226,591.77	-113,408.23	-33.36%
001-316-49-00-00	Utility Tax - Priv Utils Wastewater	-372,000.00	-243,039.48	-31,297.21	-274,336.69	-97,663.31	-26.25%
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	-21,622.91	-3,243.75	-24,866.66	7,866.66	46.27%
001-322-10-00-00	Building/Structures/Equip.	-400,000.00	-131,725.70	-14,780.49	-146,506.19	-253,493.81	-63.37%
001-322-10-00-01	Building Dept Plan Check / Review Fees	-250,000.00	-56,609.02	-6,466.88	-63,075.90	-186,924.10	-74.77%
001-322-30-00-00	Animal Licenses	-3,000.00	-2,026.00	-15.00	-2,041.00	-959.00	-31.97%
001-322-90-00-00	Other Non-bus Lic/Permits	-4,000.00	-1,522.25	-52.00	-1,574.25	-2,425.75	-60.64%
001-322-90-00-01	Concealed Pistol License State Portion	-1,200.00	-1,515.00	-108.00	-1,623.00	423.00	35.25%
001-322-90-00-02	Vacation/Short Term Rental Permits	0.00	-1,253.00	-282.00	-1,535.00	1,535.00	0.00%
001-333-20-60-01	DUI Emphasis Patrols Grant Program	-1,000.00	0.00	-1,254.04	-1,254.04	254.04	25.40%
001-333-20-60-03	Distracted Driving Emphasis Patrol Grant Program	-500.00	0.00	0.00	0.00	-500.00	-100.00%
001-334-01-10-00	Criminal Justice Train Comm Reimbursement Gran	0.00	-41,666.00	0.00	-41,666.00	41,666.00	0.00%
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%
001-334-03-20-01	St Dept Of Archaeology & Hist Preserv Grt - Ceme	0.00	0.00	-5,000.00	-5,000.00	5,000.00	0.00%
001-334-03-50-00	WASPC-Traffic Safety - State Grant	0.00	-2,500.00	0.00	-2,500.00	2,500.00	0.00%
001-334-04-20-30	St Grant Dept Of Commerce - Drug Task Force Gra	-60,000.00	-35,000.00	-5,000.00	-40,000.00	-20,000.00	-33.33%
001-334-04-98-00	DOH-EMS Trauma Grant	-1,200.00	0.00	0.00	0.00	-1,200.00	-100.00%
001-334-06-90-00	State Grant-Other	-332,689.66	-10,000.00	0.00	-10,000.00	-322,689.66	-96.99%
001-336-00-98-00	Local Government Assistance Program	-180,394.00	-47,470.22	-35,351.59	-82,821.81	-97,572.19	-54.09%
001-336-06-51-00	DUI & Other Criminal Justice Assistance	-1,600.00	-751.49	0.00	-751.49	-848.51	-53.03%
001-336-06-94-00	Liquor Excise Tax	-71,505.00	-50,526.89	0.00	-50,526.89	-20,978.11	-29.34%
001-336-06-95-00	Liquor Control Brd Profit	-74,670.00	-37,040.33	-18,708.54	-55,748.87	-18,921.13	-25.34%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-337-00-00-01	Interlocal Grants - WASP	0.00	-3,329.90	0.00	-3,329.90	3,329.90	0.00%
001-342-10-00-00	Law Enforcement Services	-3,000.00	-3,512.35	-312.16	-3,824.51	824.51	27.48%
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	-413.62	-157.65	-571.27	-1,428.73	-71.44%
001-342-21-00-02	Fireworks Permits For Sales	-200.00	0.00	0.00	0.00	-200.00	-100.00%
001-342-21-51-00	Intergov Fire Serv /MOB Reimbursement - Person	-50,000.00	-24,723.36	0.00	-24,723.36	-25,276.64	-50.55%
001-342-21-51-01	Intergov Fire Serv /MOB Reimbursement - Equipm	-10,000.00	-10,197.07	-16,998.26	-27,195.33	17,195.33	171.95%
001-342-40-00-01	Building Inspection Fees - Bldg Dept	-2,000.00	-462.00	-65.00	-527.00	-1,473.00	-73.65%
001-342-60-00-01	Amb Services- Commercial Insurance	0.00	-12,350.33	12,350.33	0.00	0.00	0.00%
001-342-60-00-02	Amb Service - Medicare	0.00	-7,643.49	7,643.49	0.00	0.00	0.00%
001-342-60-00-03	Amb Services - Medicaid	0.00	-1,498.73	1,498.73	0.00	0.00	0.00%
001-342-60-00-04	AmbServices - Self Pay	0.00	-1,907.37	1,907.37	0.00	0.00	0.00%
001-343-50-01-99	Sewer Inspection Fee	-3,000.00	-2,838.00	0.00	-2,838.00	-162.00	-5.40%
001-345-81-00-04	Boundary Line Adjustment - P&D	0.00	-100.00	0.00	-100.00	100.00	0.00%
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	-600.00	-250.00	-850.00	150.00	21.43%
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	-1,802.00	-330.00	-2,132.00	132.00	6.60%
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	-1,900.00	0.00	-1,900.00	1,400.00	280.00%
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	-9,690.08	0.00	-9,690.08	-10,309.92	-51.55%
001-345-89-01-25	Planning & Development Pass Thru Cost Admin. F	-3,500.00	-445.81	0.00	-445.81	-3,054.19	-87.26%
001-345-89-01-27	State Building Code Fee	-1,300.00	-1,160.50	-235.50	-1,396.00	96.00	7.38%
001-347-90-00-00	Farmer's Market Vendor Fees	-4,500.00	-3,752.50	-529.00	-4,281.50	-218.50	-4.86%
001-347-90-00-01	Vendor Fees - Other Community Events	-200.00	-1,434.70	0.00	-1,434.70	1,234.70	617.35%
001-347-90-00-02	Farmer's Market Pass-through Sales - SNAP/EBT	-500.00	-1,109.00	-399.00	-1,508.00	1,008.00	201.60%
001-347-90-00-03	Fireworks Bonds	-100.00	0.00	0.00	0.00	-100.00	-100.00%
001-347-90-00-04	Farmer's Market Pass-through Process - State Mat	0.00	-32.76	0.00	-32.76	32.76	0.00%
001-347-90-00-05	Farmer Market Pass-through Process - DOH Kids C	0.00	-209.43	-449.28	-658.71	658.71	0.00%
001-353-10-05-00	Traffic Infraction Penalties	-30,000.00	-27,611.77	-3,483.69	-31,095.46	1,095.46	3.65%
001-359-90-00-02	Penalty/Non-Bus Licenses	0.00	-66.00	-111.08	-177.08	177.08	0.00%
001-361-10-00-00	Unrealized Gain/Loss	0.00	-3,677.88	-6,334.03	-10,011.91	10,011.91	0.00%
001-361-11-00-00	Investment Interest	-20,000.00	-36,145.51	-3,153.85	-39,299.36	19,299.36	96.50%
001-361-30-00-00	Realized Gain/Loss On Investments	0.00	2,653.60	0.00	2,653.60	-2,653.60	0.00%
001-361-40-00-00	Sales Interest	-2,500.00	-4,906.91	-1,884.77	-6,791.68	4,291.68	171.67%
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	-1,853.20	0.00	-1,853.20	-8,146.80	-81.47%
001-362-00-00-02	Lease Payment (Annual) WWU Community Garde	-1.00	0.00	0.00	0.00	-1.00	-100.00%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-362-00-50-01	Water Tower Space Rental	-90,000.00	-60,036.50	-12,670.92	-72,707.42	-17,292.58	-19.21%
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	-7,115.00	0.00	-7,115.00	-92,885.00	-92.89%
001-369-10-00-04	Sale Of Surplus - Current Expense	0.00	-19,025.00	-6,050.00	-25,075.00	25,075.00	0.00%
001-369-30-00-00	Sale Of Confiscated And Forfeited Property	0.00	-361.88	0.00	-361.88	361.88	0.00%
001-369-81-01-00	Bank's Over / Short	0.00	175.39	1,081.50	1,256.89	-1,256.89	0.00%
001-369-91-00-00	Other Misc Revenue	-2,000.00	-6,115.04	0.00	-6,115.04	4,115.04	205.75%
001-369-91-00-02	Misc - Police Fees	-1,000.00	-4,151.20	0.00	-4,151.20	3,151.20	315.12%
001-369-91-00-09	NSF Charges Collected	0.00	-22.22	0.00	-22.22	22.22	0.00%
001-369-91-00-10	Reimbursements/Refunds	-20,000.00	-52,478.61	0.00	-52,478.61	32,478.61	162.39%
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	-240.15	0.00	-240.15	240.15	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	-520,994.56	0.00	-520,994.56	520,994.56	0.00%
001-511-30-44-01	Advertising / Publication	2,000.00	837.90	253.98	1,091.88	908.12	45.41%
001-511-60-10-00	Wages & Overtime	8,820.00	5,880.00	735.00	6,615.00	2,205.00	25.00%
001-511-60-20-00	Personnel Benefits	821.37	515.76	59.22	574.98	246.39	30.00%
001-511-60-31-00	Operating Supplies - Legislative	150.00	0.00	25.95	25.95	124.05	82.70%
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	7.58	0.00	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	155.90	0.00	155.90	344.10	68.82%
001-511-60-49-02	Misc - Council Pos. 1	150.00	0.00	0.00	0.00	150.00	100.00%
001-511-60-49-03	Misc - Council Pos. 2	150.00	0.00	0.00	0.00	150.00	100.00%
001-511-60-49-04	Misc - Council Pos. 3	150.00	0.00	0.00	0.00	150.00	100.00%
001-511-60-49-05	Misc - Council Pos. 4	150.00	0.00	0.00	0.00	150.00	100.00%
001-511-60-49-06	Misc - Council Pos. 5	150.00	50.00	0.00	50.00	100.00	66.67%
001-511-60-49-07	Misc - Council Pos. 6	500.00	275.90	0.00	275.90	224.10	44.82%
001-511-60-49-08	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	9,600.00	1,200.00	10,800.00	4,800.00	30.77%
001-511-70-49-01	Lobbying Agreement - Federal	36,000.00	24,000.00	3,000.00	27,000.00	9,000.00	25.00%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-512-50-41-02	Professional Services - Other Than Attorneys	0.00	500.00	0.00	500.00	-500.00	0.00%
001-512-52-41-02	Professional Services - Other Than Attorneys	90,000.00	76,611.23	0.00	76,611.23	13,388.77	14.88%
001-513-10-10-00	Wages & Overtime	63,241.65	41,993.84	5,270.32	47,264.16	15,977.49	25.26%
001-513-10-20-00	Personnel Benefits	19,550.38	13,083.14	1,613.38	14,696.52	4,853.86	24.83%
001-513-10-31-00	Operating Supplies - Executive	1,000.00	397.05	0.00	397.05	602.95	60.30%
001-513-10-31-01	Office Supplies - Executive	400.00	350.07	3.57	353.64	46.36	11.59%
001-513-10-41-00	Professional Services	0.00	1,278.28	4.41	1,282.69	-1,282.69	0.00%
001-513-10-42-00	Communications	1,500.00	1,044.66	123.95	1,168.61	331.39	22.09%
001-513-10-43-00	Travel Expense	4,000.00	3,289.45	160.88	3,450.33	549.67	13.74%
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	73.40	8.19	81.59	18.41	18.41%
001-513-10-49-00	Miscellaneous	4,500.00	14,131.55	2,650.00	16,781.55	-12,281.55	-272.92%
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	46,123.28	6,302.18	52,425.46	22,086.09	29.64%
001-514-23-20-00	Personnel Benefits	27,353.00	17,130.04	2,307.32	19,437.36	7,915.64	28.94%
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	733.14	132.72	865.86	134.14	13.41%
001-514-23-35-00	Small Tools/Minor Equip.	200.00	16.10	0.00	16.10	183.90	91.95%
001-514-23-41-00	Professional Services	14,616.00	2,430.99	141.18	2,572.17	12,043.83	82.40%
001-514-23-42-00	Communications	1,300.00	1,080.84	123.87	1,204.71	95.29	7.33%
001-514-23-43-00	Travel	2,000.00	697.27	4.76	702.03	1,297.97	64.90%
001-514-23-44-00	External Taxes	0.00	0.00	62.12	62.12	-62.12	0.00%
001-514-23-44-01	Advertising	1,000.00	127.82	266.56	394.38	605.62	60.56%
001-514-23-48-00	Repairs & Maintenance	500.00	882.41	29.05	911.46	-411.46	-82.29%
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	454.91	0.00	454.91	545.09	54.51%
001-514-30-10-00	Wages/O.T. Record Services	60,156.02	34,670.03	4,265.51	38,935.54	21,220.48	35.28%
001-514-30-20-00	Personnel Benefits	22,800.41	15,242.76	1,577.53	16,820.29	5,980.12	26.23%
001-514-30-31-00	Operating Supplies - Records	350.00	0.00	27.03	27.03	322.97	92.28%
001-514-30-31-01	Office Supplies - Records	550.00	180.60	1.54	182.14	367.86	66.88%
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	296.12	79.19	375.31	5,124.69	93.18%
001-514-30-42-00	Communication	1,450.00	543.75	71.94	615.69	834.31	57.54%
001-514-30-43-00	Travel	4,210.00	4,070.01	0.00	4,070.01	139.99	3.33%
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	234.75	14.32	249.07	175.93	41.40%
001-514-30-49-00	Miscellaneous	700.00	285.54	59.50	345.04	354.96	50.71%
001-514-30-49-01	Registrations/Fees - Training Classes & Seminars	4,250.00	1,519.50	61.20	1,580.70	2,669.30	62.81%
001-514-40-45-00	Intergovernmental 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%

Detail vs Budget Report

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Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-514-81-40-00	Concealed Pistol License Fee	1,000.00	1,483.75	108.00	1,591.75	-591.75	-59.18%
001-515-31-10-00	Salary & Wages - City Attorney	60,334.98	40,048.36	5,027.88	45,076.24	15,258.74	25.29%
001-515-31-20-00	Personnel Benefits	20,934.51	14,007.33	1,727.55	15,734.88	5,199.63	24.84%
001-515-31-31-00	Operating Supplies - City Attorney	500.00	187.79	0.00	187.79	312.21	62.44%
001-515-31-31-01	Office Supplies - City Attorney	250.00	25.64	0.00	25.64	224.36	89.74%
001-515-31-35-00	Small Tools/Minor Equipment	150.00	228.02	0.00	228.02	-78.02	-52.01%
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	11,000.00	0.00	11,000.00	-5,000.00	-83.33%
001-515-31-41-02	Professional Services	0.00	2,917.52	170.00	3,087.52	-3,087.52	0.00%
001-515-31-42-00	Communication - City Attorney	500.00	329.99	41.29	371.28	128.72	25.74%
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	95.86	0.00	95.86	154.14	61.66%
001-515-31-49-00	Miscellaneous - City Attorney	855.00	223.45	0.00	223.45	631.55	73.87%
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	44,966.32	8,487.04	53,453.36	6,546.64	10.91%
001-517-90-24-00	Employee Benefit Prg Cost	1,200.00	1,985.42	100.00	2,085.42	-885.42	-73.79%
001-518-10-10-00	Salaries & Wages - HR	56,511.99	38,466.91	4,709.01	43,175.92	13,336.07	23.60%
001-518-10-20-00	Personnel Benefits - HR	25,041.76	16,926.80	2,073.59	19,000.39	6,041.37	24.13%
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	561.90	3.08	564.98	235.02	29.38%
001-518-10-31-02	Operating Supplies - HR Wellness	5,000.00	2,545.77	39.20	2,584.97	2,415.03	48.30%
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	7,003.56	3.82	7,007.38	1,040.62	12.93%
001-518-10-42-00	Communications - HR	544.00	348.40	41.29	389.69	154.31	28.37%
001-518-10-43-00	Travel	1,600.00	978.71	0.00	978.71	621.29	38.83%
001-518-10-48-00	Repairs And Maintenance	750.00	100.72	0.00	100.72	649.28	86.57%
001-518-10-49-00	Miscellaneous	800.00	784.04	32.65	816.69	-16.69	-2.09%
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	1,000.00	1,073.14	426.86	28.46%
001-518-20-10-00	Wages & Overtime	104,546.06	67,629.51	8,713.50	76,343.01	28,203.05	26.98%
001-518-20-20-00	Personnel Benefits	45,749.13	35,843.61	4,447.36	40,290.97	5,458.16	11.93%
001-518-20-20-01	Personnel Benefits - Uniforms & PPE - Facilities	0.00	304.91	0.00	304.91	-304.91	0.00%
001-518-20-31-00	Operating Supplies - Facilities	20,000.00	13,576.14	1,300.21	14,876.35	5,123.65	25.62%
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	2,126.59	513.53	2,640.12	7,359.88	73.60%
001-518-20-41-00	Professional Services	500.00	2,027.48	329.09	2,356.57	-1,856.57	-371.31%
001-518-20-42-00	Communication	500.00	616.29	79.66	695.95	-195.95	-39.19%
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	15,039.03	1,938.62	16,977.65	3,022.35	15.11%
001-518-20-47-01	Utilities - Annex Bldg	6,500.00	5,905.58	608.25	6,513.83	-13.83	-0.21%
001-518-20-48-00	Repairs & Maintenance	15,000.00	14,333.37	1,188.26	15,521.63	-521.63	-3.48%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
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	257.63	0.00	257.63	492.37	65.65%
001-518-30-41-00	Professional Services - Janitorial	14,500.00	12,537.00	1,841.00	14,378.00	122.00	0.84%
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	104,743.85	13,150.05	117,893.90	39,911.69	25.29%
001-521-10-20-00	Personnel Benefits	47,631.70	38,577.99	4,384.39	42,962.38	4,669.32	9.80%
001-521-10-31-00	Operating Supplies - Administration	1,400.00	1,175.85	90.14	1,265.99	134.01	9.57%
001-521-10-31-01	Office Supplies - Administration	500.00	775.29	96.60	871.89	-371.89	-74.38%
001-521-10-35-00	Sm Tools/Minor Equipment	2,500.00	0.00	769.19	769.19	1,730.81	69.23%
001-521-10-41-00	Professional Services	7,000.00	26,495.88	601.60	27,097.48	-20,097.48	-287.11%
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	3,774.99	332.20	4,107.19	-107.19	-2.68%
001-521-10-42-00	Communication	5,000.00	3,220.44	980.39	4,200.83	799.17	15.98%
001-521-10-43-00	Travel	3,000.00	1,399.26	61.86	1,461.12	1,538.88	51.30%
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	2,155.11	120.00	2,275.11	224.89	9.00%
001-521-10-49-01	Registrations / Fees Training Classes & Seminars	3,000.00	607.50	2,090.58	2,698.08	301.92	10.06%
001-521-10-49-02	Miscellaneous - PD Donations	6,700.00	1,077.70	0.00	1,077.70	5,622.30	83.91%
001-521-10-49-03	Miscellaneous - Grant Reimbursed	0.00	35.77	0.00	35.77	-35.77	0.00%
001-521-10-49-96	Interfund Rentals O & M	20,000.00	66,964.36	25,324.04	92,288.40	-72,288.40	-361.44%
001-521-19-10-00	Wages Support Serv	137,804.03	83,200.84	10,360.08	93,560.92	44,243.11	32.11%
001-521-19-20-00	Benefits Support Servs	54,090.77	35,910.90	4,446.25	40,357.15	13,733.62	25.39%
001-521-19-20-01	Benefits/Uniforms Support Services	400.00	39.96	300.30	340.26	59.74	14.94%
001-521-19-31-00	Operating Supplies - Support Services	2,400.00	149.12	0.00	149.12	2,250.88	93.79%
001-521-19-31-01	Office Supplies - Support Services	2,500.00	794.34	138.86	933.20	1,566.80	62.67%
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	756.02	110.15	866.17	4,838.83	84.82%
001-521-19-43-00	Travel Support Services	1,500.00	0.00	24.06	24.06	1,475.94	98.40%
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	263.01	41.76	304.77	495.23	61.90%
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	64,265.10	7,882.58	72,147.68	18,906.85	20.76%
001-521-21-20-00	Benefits - Investigation	29,086.65	22,529.87	2,746.91	25,276.78	3,809.87	13.10%
001-521-21-31-00	Operating Supplies - Investigation	1,500.00	1,199.69	43.92	1,243.61	256.39	17.09%
001-521-21-31-01	Office Supplies - Investigation	800.00	372.90	69.43	442.33	357.67	44.71%
001-521-21-35-00	Sm Tools/Equip Invest	500.00	29.74	0.00	29.74	470.26	94.05%
001-521-21-41-00	Prof Servs Investigation	1,500.00	1,866.95	167.19	2,034.14	-534.14	-35.61%
001-521-21-42-00	Communication Invest.	2,300.00	1,488.98	200.05	1,689.03	610.97	26.56%
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	1.07	0.00	1.07	73.93	98.57%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
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	598,502.42	76,220.49	674,722.91	328,966.22	32.78%
001-521-22-20-00	Benefits Patrol	293,169.78	206,693.92	26,336.22	233,030.14	60,139.64	20.51%
001-521-22-20-01	Benefits Uniforms Patrol	12,000.00	10,816.74	584.96	11,401.70	598.30	4.99%
001-521-22-20-03	Patrol Equipment & Clothing Allowance	5,400.00	2,555.15	300.00	2,855.15	2,544.85	47.13%
001-521-22-31-00	Operating Supplies - Patrol	5,000.00	1,158.40	30.45	1,188.85	3,811.15	76.22%
001-521-22-31-01	Office Supplies - Patrol	2,200.00	1,338.44	260.36	1,598.80	601.20	27.33%
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	1,079.30	0.00	1,079.30	-79.30	-7.93%
001-521-22-41-00	Prof Services Patrol	3,500.00	1,677.12	369.00	2,046.12	1,453.88	41.54%
001-521-22-42-00	Communication Patrol	9,000.00	5,295.86	720.70	6,016.56	2,983.44	33.15%
001-521-22-42-01	Patrol Air Cards - Communication	7,000.00	5,813.68	562.94	6,376.62	623.38	8.91%
001-521-22-48-00	Repairs/Maint. Patrol	500.00	402.51	43.43	445.94	54.06	10.81%
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	260,602.77	500.00	261,102.77	-1,691.77	-0.65%
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	66,964.36	25,324.04	92,288.40	-72,288.40	-361.44%
001-521-23-10-00	Wages Spec Unit	0.00	50,603.47	6,363.30	56,966.77	-56,966.77	0.00%
001-521-23-20-00	Benefits Spec Unit	0.00	18,182.77	2,145.25	20,328.02	-20,328.02	0.00%
001-521-30-10-01	Wages - Drug Task Force	90,153.00	63,530.41	8,779.65	72,310.06	17,842.94	19.79%
001-521-30-20-01	Benefits - Drug Task Force	23,975.08	22,447.51	2,829.32	25,276.83	-1,301.75	-5.43%
001-521-30-20-02	Uniforms - Drug Task Force	0.00	0.00	21.76	21.76	-21.76	0.00%
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	600.00	75.00	675.00	2,325.00	77.50%
001-521-40-43-00	Travel Training	10,000.00	1,589.14	772.00	2,361.14	7,638.86	76.39%
001-521-40-48-00	Repairs/Maint Training	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
001-521-40-49-00	Misc Training	0.00	36.83	0.00	36.83	-36.83	0.00%
001-521-40-49-01	Registrations/Fees - Training Classes & Seminars	20,000.00	13,440.65	927.00	14,367.65	5,632.35	28.16%
001-521-70-10-00	Wages Traffic	334,563.03	199,500.29	25,499.29	224,999.58	109,563.45	32.75%
001-521-70-10-04	Wages - Hwy Safety CFDA#20.600 Grant Program	1,500.00	0.00	1,050.58	1,050.58	449.42	29.96%
001-521-70-20-00	Benefits Traffic	97,723.27	68,889.26	8,795.48	77,684.74	20,038.53	20.51%
001-521-70-20-04	Benefits - Impair Driving CFDA#20.600 Grant Prog	0.00	0.00	203.46	203.46	-203.46	0.00%
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	28.80	0.00	28.80	221.20	88.48%
001-521-70-31-01	Office Supplies - Traffic	75.00	446.20	86.79	532.99	-457.99	-610.65%
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%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
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	66,964.36	25,324.04	92,288.40	-72,288.40	-361.44%
001-522-10-10-00	Wages & Overtime	48,102.80	34,458.74	5,944.37	40,403.11	7,699.69	16.01%
001-522-10-20-00	Personnel Benefits	14,410.57	10,905.83	1,527.41	12,433.24	1,977.33	13.72%
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	1,560.35	499.84	2,060.19	-1,560.19	-312.04%
001-522-10-31-01	Office Supplies - Administration	500.00	270.83	65.18	336.01	163.99	32.80%
001-522-10-35-00	Sm Tools & Minor Equipmnt	250.00	193.63	439.43	633.06	-383.06	-153.22%
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	6,456.80	139.50	6,596.30	-596.30	-9.94%
001-522-10-42-00	Communication	1,300.00	1,571.95	125.73	1,697.68	-397.68	-30.59%
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	610.49	0.08	610.57	139.43	18.59%
001-522-10-49-00	Miscellaneous	3,500.00	1,025.82	0.00	1,025.82	2,474.18	70.69%
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	109,874.16	14,824.58	124,698.74	26,927.25	17.76%
001-522-20-10-01	Stipends (Volunteers)	35,000.00	26,319.10	3,727.37	30,046.47	4,953.53	14.15%
001-522-20-10-02	Wages - Mobilization	0.00	20,782.47	0.00	20,782.47	-20,782.47	0.00%
001-522-20-20-00	Benefits Fire	48,801.65	43,064.75	5,512.29	48,577.04	224.61	0.46%
001-522-20-20-01	Benefits (Volunteers)	3,700.00	2,355.79	302.09	2,657.88	1,042.12	28.17%
001-522-20-20-02	Benefits - Mobilization	0.00	3,941.03	0.00	3,941.03	-3,941.03	0.00%
001-522-20-20-03	Uniforms - Volunteers	8,000.00	4,208.92	781.88	4,990.80	3,009.20	37.62%
001-522-20-20-04	Uniforms - FT Firefighter	4,000.00	1,743.91	168.59	1,912.50	2,087.50	52.19%
001-522-20-31-00	Operating Supplies - Suppression	3,500.00	11,636.28	0.00	11,636.28	-8,136.28	-232.47%
001-522-20-31-01	Office Supplies - Suppression	300.00	218.51	85.06	303.57	-3.57	-1.19%
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	1,188.07	68.63	1,256.70	-506.70	-67.56%
001-522-20-31-04	Oper Supplies - Vehicles	0.00	1,282.14	0.00	1,282.14	-1,282.14	0.00%
001-522-20-31-05	Wildland Fire - Operating Supplies	0.00	66.36	0.00	66.36	-66.36	0.00%
001-522-20-32-00	Fuel - Suppression	2,000.00	797.73	0.00	797.73	1,202.27	60.11%
001-522-20-32-02	Fire Mobilization - Fuel Consumed	3,000.00	2,861.37	210.72	3,072.09	-72.09	-2.40%
001-522-20-35-00	Sm Tools/Equipment	1,000.00	3,015.60	27.15	3,042.75	-2,042.75	-204.28%
001-522-20-35-01	Small Tools Vehicle	500.00	2,209.88	0.00	2,209.88	-1,709.88	-341.98%
001-522-20-35-02	Fire Mobilization - Sm Tools / Equipment	800.00	34.00	2.99	36.99	763.01	95.38%
001-522-20-41-00	Fire Dept Personnel Physicals	3,000.00	576.93	900.00	1,476.93	1,523.07	50.77%
001-522-20-42-00	Communication - Air Cards For MDTs	2,500.00	1,920.48	240.06	2,160.54	339.46	13.58%
001-522-20-48-00	Repairs/Maintenance	4,500.00	2,135.10	0.00	2,135.10	2,364.90	52.55%
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	91.11	74.11	165.22	-65.22	-65.22%
001-522-20-49-00	Misc Fire	100.00	209.02	0.00	209.02	-109.02	-109.02%
001-522-20-49-02	Fire Mobilization - Misc. Expense	500.00	87.48	0.00	87.48	412.52	82.50%
001-522-20-49-04	Intergov Services - Dispatch Charges	36,000.00	34,484.50	0.00	34,484.50	1,515.50	4.21%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
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	20,698.36	9,619.35	30,317.71	-15,317.71	-102.12%
001-522-30-10-00	Wages & OT	43,914.00	29,697.64	3,897.84	33,595.48	10,318.52	23.50%
001-522-30-20-00	Benefits	19,465.47	14,478.26	1,822.68	16,300.94	3,164.53	16.26%
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	329.99	41.29	371.28	628.72	62.87%
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	143.24	22.00	165.24	584.76	77.97%
001-522-45-10-00	Wages & OT	63,229.40	49,588.15	5,641.98	55,230.13	7,999.27	12.65%
001-522-45-20-00	Benefits	11,818.64	12,976.04	1,558.11	14,534.15	-2,715.51	-22.98%
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	4,441.84	65.15	4,506.99	493.01	9.86%
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	11,708.24	246.58	11,954.82	-6,954.82	-139.10%
001-522-50-31-00	Operating Supplies - Facilities	4,000.00	2,612.31	260.03	2,872.34	1,127.66	28.19%
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	440.69	0.00	440.69	-290.69	-193.79%
001-522-50-47-00	Public Utility Services	20,000.00	19,070.03	2,336.28	21,406.31	-1,406.31	-7.03%
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	45,726.83	6,468.03	52,194.86	-17,194.86	-49.13%
001-524-10-10-00	Wages - Bldg Clerical	20,425.06	13,563.72	1,702.40	15,266.12	5,158.94	25.26%
001-524-10-20-00	Benefits - Bldg Clerical	13,404.73	9,028.37	1,121.17	10,149.54	3,255.19	24.28%
001-524-20-10-00	Wages & OT	129,353.39	85,886.37	10,779.50	96,665.87	32,687.52	25.27%
001-524-20-20-00	Benefits	67,512.86	46,822.79	5,803.40	52,626.19	14,886.67	22.05%
001-524-20-31-00	Operating Supplies - Bldg. Inspection	1,200.00	37.58	23.90	61.48	1,138.52	94.88%
001-524-20-31-01	Office Supplies - Bldg. Inspection	500.00	345.35	0.00	345.35	154.65	30.93%
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	71.82	13.06	84.88	1,915.12	95.76%
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	1,959.58	251.37	2,210.95	682.05	23.58%
001-524-20-43-00	Travel	4,560.00	47.00	0.00	47.00	4,513.00	98.97%
001-524-20-48-00	Repairs/Maintenance	200.00	81.94	23.98	105.92	94.08	47.04%
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	1,050.00	110.00	1,160.00	3,840.00	76.80%
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%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-548-68-49-96	INF ER&R From CE O&M Costs	40,000.00	45,232.73	15,230.49	60,463.22	-20,463.22	-51.16%
001-554-30-10-00	Wages Special Enforcement	60,494.91	40,170.00	5,042.00	45,212.00	15,282.91	25.26%
001-554-30-20-00	Benefits	30,683.87	25,652.16	3,219.91	28,872.07	1,811.80	5.90%
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	101.82	0.00	101.82	398.18	79.64%
001-554-30-31-01	Office Supplies - Special Enforcement	300.00	356.91	69.43	426.34	-126.34	-42.11%
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	9,000.00	1,000.00	10,000.00	0.00	0.00%
001-554-30-42-00	Communications - Special Enforcement	1,500.00	793.51	77.04	870.55	629.45	41.96%
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	Miscellaneous	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	7,744.61	3,181.56	10,926.17	-8,626.17	-375.05%
001-558-50-40-00	State Bldg Code Fee	1,500.00	947.25	0.00	947.25	552.75	36.85%
001-558-60-10-00	Wages & OT	107,916.37	71,362.46	13.68	71,376.14	36,540.23	33.86%
001-558-60-20-00	Personnel Benefits	52,229.35	35,618.88	-305.55	35,313.33	16,916.02	32.39%
001-558-60-31-00	Operating Supplies - Planning	500.00	67.73	0.00	67.73	432.27	86.45%
001-558-60-31-01	Office Supplies - Planning	300.00	409.52	18.49	428.01	-128.01	-42.67%
001-558-60-35-00	Small Tools/Minor Equipment	0.00	441.14	0.00	441.14	-441.14	0.00%
001-558-60-41-00	Professional Services	100,000.00	43,099.36	460.06	43,559.42	56,440.58	56.44%
001-558-60-42-00	Communication	1,500.00	1,700.44	72.32	1,772.76	-272.76	-18.18%
001-558-60-43-00	Travel	1,400.00	137.18	0.00	137.18	1,262.82	90.20%
001-558-60-44-01	Advertising	2,500.00	1,419.48	476.00	1,895.48	604.52	24.18%
001-558-60-48-00	Repairs And Maintenance	1,400.00	380.96	59.20	440.16	959.84	68.56%
001-558-60-49-00	Miscellaneous	2,000.00	1,034.19	0.00	1,034.19	965.81	48.29%
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	955.30	0.00	955.30	9,044.70	90.45%
001-558-70-49-00	Economic Development - Miscellaneous	5,000.00	44,560.33	0.00	44,560.33	-39,560.33	-791.21%
001-558-75-41-01	Planning & Development Costs - Pass Thru	15,000.00	11,729.50	400.00	12,129.50	2,870.50	19.14%
001-559-30-49-01	Development / Customer Pass-Through Expense	0.00	0.00	0.00	0.00	0.00	0.00%
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	4,450.80	615.65	5,066.45	4,933.55	49.34%
001-573-90-31-01	Office Supplies - Community Events	500.00	53.11	0.00	53.11	446.89	89.38%
001-573-90-35-00	Sm Tools/Minor Equip.	25,000.00	3,134.26	0.00	3,134.26	21,865.74	87.46%
001-573-90-40-02	Farmer's Market Pass-through Payments - SNAP/E	1,400.00	749.00	764.00	1,513.00	-113.00	-8.07%
001-573-90-40-03	Farmer Market Pass-through Process - State Matc	1,400.00	702.00	481.00	1,183.00	217.00	15.50%
001-573-90-40-05	Farmer Market Pass-through Process - DOH Kid Ca	1,400.00	684.00	784.00	1,468.00	-68.00	-4.86%
001-573-90-41-00	Professional Services - Community Events	50,000.00	14,508.87	600.00	15,108.87	34,891.13	69.78%
001-573-90-41-02	Professional Services - Blue Mountain United Way	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00%
001-573-90-41-03	Professional Services - Community Grant	0.00	8,178.00	3,630.00	11,808.00	-11,808.00	0.00%
001-573-90-42-00	Communications - Community Events	1,000.00	650.07	81.30	731.37	268.63	26.86%
001-573-90-44-01	Advertising	10,000.00	2,520.98	524.00	3,044.98	6,955.02	69.55%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
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	1,277.69	0.00	1,277.69	8,722.31	87.22%
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	41,346.46	5,142.74	46,489.20	14,336.83	23.57%
001-576-80-20-00	Benefits	35,008.55	28,453.52	3,546.84	32,000.36	3,008.19	8.59%
001-576-80-20-01	Uniforms / Other Benefits	250.00	205.39	283.13	488.52	-238.52	-95.41%
001-576-80-31-00	Operating Supplies - Parks	12,000.00	4,909.23	755.28	5,664.51	6,335.49	52.80%
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	17,040.42	0.00	17,040.42	-16,290.42	-2,172.06%
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	20,310.73	5,540.41	25,851.14	5,148.86	16.61%
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	27,403.19	3,814.39	31,217.58	15,751.27	33.54%
001-576-81-20-00	Personnel Benefits	20,617.67	15,194.24	2,169.95	17,364.19	3,253.48	15.78%
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	927.72	996.17	-796.17	-398.09%
001-576-81-31-01	Office Supplies - Parks Administration	200.00	122.83	0.00	122.83	77.17	38.59%
001-576-81-42-00	Communication	500.00	290.77	41.37	332.14	167.86	33.57%
001-576-81-43-00	Travel	750.00	84.55	62.05	146.60	603.40	80.45%
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	69.85	81.24	151.09	348.91	69.78%
001-582-10-00-03	Refund Of Fireworks Bonds	100.00	50.00	0.00	50.00	50.00	50.00%
001-589-90-00-00	Other Non-Expenditures	500.00	575.67	519.00	1,094.67	-594.67	-118.93%
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	7,753.17	1,479.29	9,232.46	-9,232.46	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	24,933.72	0.00	24,933.72	-4,933.72	-24.67%
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	57,793.60	0.00	57,793.60	-55,293.60	-2,211.74%
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	11,494.43	411.84	11,906.27	7,593.73	38.94%
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%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
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	139,106.36	3,037.45	142,143.81	-42,143.81	-42.14%
001-597-00-00-01	Interfund Transfer CE/Sts	700,000.00	335,000.00	0.00	335,000.00	365,000.00	52.14%
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	397,750.00	100,000.00	497,750.00	77,250.00	13.43%
001-597-00-00-15	Transfers-Out - CE To Bldg Facility Maint. Reserve	200,000.00	100,000.00	0.00	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	25,000.00	0.00	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%
001-597-00-13-12	Transfer to LID	0.00	220,994.56	0.00	220,994.56	-220,994.56	0.00%
001-597-00-15-21	Transfer To 320 For Equipment Replacement	473,351.00	236,675.50	0.00	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	162,500.00	0.00	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:		-3,802.59	1,281,663.33	-146,736.87	1,134,926.46	-1,138,729.05	
Totals:		-3,802.59	1,281,663.33	-146,736.87	1,134,926.46	-1,138,729.05	
Totals:		-3,802.59	1,281,663.33	-146,736.87	1,134,926.46	-1,138,729.05	
001 - Current Expense Fund Totals:		-3,802.59	1,281,663.33	-146,736.87	1,134,926.46	-1,138,729.05	
005 - Current Expense Reserve Fund							
005-361-10-00-05	Unrealized Gain/Loss	0.00	-1,268.98	-1,468.77	-2,737.75	2,737.75	0.00%
005-361-11-00-05	Investment Interest	-5,000.00	-9,090.44	-1,424.22	-10,514.66	5,514.66	110.29%
005-361-30-00-05	Realized Gain/Loss On Investments	0.00	503.59	0.00	503.59	-503.59	0.00%
005-361-41-00-05	Investment Interest - Purchased	0.00	-387.43	0.00	-387.43	387.43	0.00%
005-514-29-41-05	Banking Service Fees/Charges	20.00	77.58	19.76	97.34	-77.34	-386.70%
Totals:		-4,980.00	-10,165.68	-2,873.23	-13,038.91	8,058.91	
Totals:		-4,980.00	-10,165.68	-2,873.23	-13,038.91	8,058.91	
Totals:		-4,980.00	-10,165.68	-2,873.23	-13,038.91	8,058.91	
005 - Current Expense Reserve Fund Totals:		-4,980.00	-10,165.68	-2,873.23	-13,038.91	8,058.91	
012 - Technology Reserve Fund							
012-361-10-00-20	Unrealized Gain/Loss	0.00	-1,065.60	-1,233.37	-2,298.97	2,298.97	0.00%
012-361-11-00-20	Interest Earned - Technology Reserve Fund	-4,000.00	-4,031.52	-436.72	-4,468.24	468.24	11.71%
012-361-30-00-20	Realized Gain/Loss On Investments	0.00	422.88	0.00	422.88	-422.88	0.00%
012-361-41-00-20	Investment Interest - Purchased	0.00	-325.33	0.00	-325.33	325.33	0.00%
012-397-00-00-13	Interfund Transfer CE To Tech Reserve Fund	-575,000.00	-397,750.00	-100,000.00	-497,750.00	-77,250.00	-13.43%
012-514-20-41-00	Professional Financial / Banking Costs	20.00	8.26	-8.94	-0.68	20.68	103.40%
012-518-88-41-00	Professional Technology Services	89,236.00	26,868.19	0.00	26,868.19	62,367.81	69.89%
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	42,008.65	5,325.00	47,333.65	16,567.55	25.93%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
012-518-89-20-00	Benefits	40,079.83	26,861.15	3,340.22	30,201.37	9,878.46	24.65%
012-518-89-31-00	Operating Supplies - Data Processing	0.00	1,481.24	0.00	1,481.24	-1,481.24	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	20.49	270.47	1,729.53	86.48%
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	1,970.00	241.29	2,211.29	1,056.79	32.34%
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	1,168.87	0.00	1,168.87	389.13	24.98%
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	1,964.94	233.96	2,198.90	606.10	21.61%
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	85,224.63	2,410.35	87,634.98	1,569.02	1.76%
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	342,856.07	2,137.50	344,993.57	-40,749.57	-13.39%
Totals:		108,981.11	170,046.16	-87,970.22	82,075.94	26,905.17	
Totals:		108,981.11	170,046.16	-87,970.22	82,075.94	26,905.17	
Totals:		108,981.11	170,046.16	-87,970.22	82,075.94	26,905.17	
012 - Technology Reserve Fund Totals:		108,981.11	170,046.16	-87,970.22	82,075.94	26,905.17	
061 - Employee Benefit Reserve Fund							
061-361-10-00-61	Unrealized Gain/Loss	0.00	-1,074.35	-1,243.48	-2,317.83	2,317.83	0.00%
061-361-11-00-61	Investment Interest-Employee Benefit Reserve	-4,000.00	-6,275.49	-930.21	-7,205.70	3,205.70	80.14%
061-361-30-00-61	Realized Gain/Loss On Investments	0.00	426.35	0.00	426.35	-426.35	0.00%
061-361-41-00-61	Investment Interest - Purchased	0.00	-328.00	0.00	-328.00	328.00	0.00%
061-397-00-00-61	IF Trans From CE Fund To Employee Benefit Resv Fu	-50,000.00	-25,000.00	0.00	-25,000.00	-25,000.00	-50.00%
061-518-10-41-50	Professional Services-Banking Fees	25.00	41.81	7.47	49.28	-24.28	-97.12%
061-518-61-20-01	Postemployment Benefits - Med Exp Reimb LEOFF	100,000.00	93,044.50	18,367.50	111,412.00	-11,412.00	-11.41%
061-518-61-20-02	Postemployment Benefits - Ins Premiums LEOFF 1	12,450.00	6,201.12	775.14	6,976.26	5,473.74	43.97%
Totals:		58,475.00	67,035.94	16,976.42	84,012.36	-25,537.36	
Totals:		58,475.00	67,035.94	16,976.42	84,012.36	-25,537.36	
Totals:		58,475.00	67,035.94	16,976.42	84,012.36	-25,537.36	
061 - Employee Benefit Reserve Fund Totals:		58,475.00	67,035.94	16,976.42	84,012.36	-25,537.36	
100 - Street Fund							
100-322-40-00-00	Street & Curb Permits	-6,000.00	-7,450.00	-100.00	-7,550.00	1,550.00	25.83%
100-334-02-30-01	St Grant From Dept Of Nat Res - Urban Forestry G	0.00	-19,026.57	0.00	-19,026.57	19,026.57	0.00%
100-336-00-71-00	Multimodal Transportation à€“ 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	-103,621.13	-35,597.19	-139,218.32	-45,781.68	-24.75%
100-361-10-00-01	Unrealized Gain/Loss	0.00	-210.11	-471.53	-681.64	681.64	0.00%
100-361-11-00-01	Investment Interest	-1,500.00	-1,831.84	-414.52	-2,246.36	746.36	49.76%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100-361-30-00-01	Realized Gain/Loss On Investments	0.00	214.72	0.00	214.72	-214.72	0.00%
100-361-41-00-01	Investment Interest - Purchased	0.00	-144.50	0.00	-144.50	144.50	0.00%
100-369-10-00-01	Sale of Surplus - Streets	0.00	-16,700.00	0.00	-16,700.00	16,700.00	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	-603.53	-2,237.36	-2,840.89	2,840.89	0.00%
100-397-00-00-01	Transfer From CE To Sts	-700,000.00	-335,000.00	0.00	-335,000.00	-365,000.00	-52.14%
100-397-00-00-02	IFT Street Imp to Streets	0.00	-150,000.00	0.00	-150,000.00	150,000.00	0.00%
100-542-30-10-00	Wages & OT	103,502.18	62,358.79	5,903.89	68,262.68	35,239.50	34.05%
100-542-30-20-00	Benefits	50,056.11	33,312.95	3,570.86	36,883.81	13,172.30	26.32%
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	25,850.33	595.51	26,445.84	-1,445.84	-5.78%
100-542-30-35-00	Sm Tools/Equipment	1,000.00	1,114.69	0.00	1,114.69	-114.69	-11.47%
100-542-30-41-00	Professional Services	5,000.00	32,899.09	2.01	32,901.10	-27,901.10	-558.02%
100-542-30-42-00	Communications	2,500.00	1,433.05	194.42	1,627.47	872.53	34.90%
100-542-30-43-00	Travel	750.00	123.10	223.67	346.77	403.23	53.76%
100-542-30-45-00	Operating Rentals	10,000.00	9,219.47	0.00	9,219.47	780.53	7.81%
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	568.60	162.51	731.11	-231.11	-46.22%
100-542-30-49-96	Interfund Rentals - O & M	50,000.00	14,427.12	9,993.39	24,420.51	25,579.49	51.16%
100-542-63-47-00	Public Util St. Lighting	30,000.00	57,715.20	3,854.58	61,569.78	-31,569.78	-105.23%
100-542-64-10-00	Wages & OT	18,157.81	12,566.57	0.00	12,566.57	5,591.24	30.79%
100-542-64-20-00	Benefits	9,522.01	5,441.65	0.00	5,441.65	4,080.36	42.85%
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	35,927.80	2,081.30	38,009.10	-3,009.10	-8.60%
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	6,471.46	1,424.85	7,896.31	6,103.69	43.60%
100-542-64-49-00	Intergovernmntl Services	7,500.00	2,745.39	0.00	2,745.39	4,754.61	63.39%
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	5,771.69	4,908.34	10,680.03	3,819.97	26.34%
100-542-66-10-00	Wages & OT	6,052.60	4,188.85	0.00	4,188.85	1,863.75	30.79%
100-542-66-20-00	Benefits	3,174.02	1,813.88	0.00	1,813.88	1,360.14	42.85%
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	1,566.96	20,184.40	21,751.36	-6,751.36	-45.01%
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	768.06	3,606.55	4,374.61	2,425.39	35.67%
100-542-70-10-00	Wages & OT	6,052.60	4,188.84	0.00	4,188.84	1,863.76	30.79%
100-542-70-20-00	Benefits	3,173.96	1,813.42	0.00	1,813.42	1,360.54	42.87%
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	11,228.34	37.58	11,265.92	-3,765.92	-50.21%
100-542-70-35-00	Sm Tools/Equipment	500.00	689.49	0.00	689.49	-189.49	-37.90%
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	2,758.16	0.00	2,758.16	5,041.84	64.64%
100-542-70-49-01	Miscellaneous	0.00	24.45	766.32	790.77	-790.77	0.00%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100-542-70-49-96	Interfund Rentals - O & M	9,000.00	2,672.67	897.63	3,570.30	5,429.70	60.33%
100-542-90-10-00	Wages & OT	8,635.60	5,732.82	719.55	6,452.37	2,183.23	25.28%
100-542-90-20-00	Benefits	3,605.87	2,412.34	298.29	2,710.63	895.24	24.83%
100-543-10-10-00	Wages & OT	60,844.30	37,080.48	4,652.56	41,733.04	19,111.26	31.41%
100-543-10-10-02	Wages - Clerical	1,075.01	713.88	89.60	803.48	271.53	25.26%
100-543-10-20-00	Benefits	20,029.23	14,999.12	1,689.86	16,688.98	3,340.25	16.68%
100-543-10-20-02	Benefits - Clerical	705.52	475.11	59.00	534.11	171.41	24.30%
100-543-10-31-00	Operating Supplies - Administration	2,000.00	1,370.85	15.10	1,385.95	614.05	30.70%
100-543-10-31-01	Office Supplies - Administration	500.00	315.97	0.28	316.25	183.75	36.75%
100-543-10-41-00	Professional Services	1,500.00	705.27	15.63	720.90	779.10	51.94%
100-543-10-42-00	Communication	400.00	423.92	38.93	462.85	-62.85	-15.71%
100-543-10-43-00	Travel	0.00	813.86	3.78	817.64	-817.64	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	1,220.12	8.62	1,228.74	771.26	38.56%
100-543-10-49-00	Miscellaneous	1,500.00	287.22	67.45	354.67	1,145.33	76.36%
100-543-30-41-00	Professional Financial / Banking Costs	400.00	28.55	4.91	33.46	366.54	91.64%
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%
100-543-30-49-00	Miscellaneous	0.00	225.00	0.00	225.00	-225.00	0.00%
100-543-30-49-01	Registrations/Fees - Training Classes & Seminars	1,000.00	0.00	770.00	770.00	230.00	23.00%
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	9,636.65	5,023.94	14,660.59	5,339.41	26.70%
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	180,000.00	0.00	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	47,237.44	33,044.71	80,282.15	5,066.67	
Totals:		85,348.82	47,237.44	33,044.71	80,282.15	5,066.67	
Totals:		85,348.82	47,237.44	33,044.71	80,282.15	5,066.67	
100 - Street Fund Totals:		85,348.82	47,237.44	33,044.71	80,282.15	5,066.67	
120 - Criminal Justice Fund							
120-336-06-21-00	C.J. Funds - Regular	-6,750.00	-2,806.84	0.00	-2,806.84	-3,943.16	-58.42%
120-336-06-26-00	C.J. - Municipal Criminal Justice Funding	-13,352.00	-9,868.78	0.00	-9,868.78	-3,483.22	-26.09%
120-361-10-00-12	Unrealized Gain/Loss	0.00	-71.40	-82.65	-154.05	154.05	0.00%
120-361-11-00-12	Interest Earned - Criminal Justice	-300.00	-560.42	-88.06	-648.48	348.48	116.16%
120-361-30-00-12	Realized Gain/Loss On Investments	0.00	28.34	0.00	28.34	-28.34	0.00%
120-361-41-00-12	Investment Interest - Purchased	0.00	-21.80	0.00	-21.80	21.80	0.00%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
120-521-10-41-02	Banking Service Fees/ Charges - CJ Fund	0.00	4.11	1.38	5.49	-5.49	0.00%
120-521-30-10-12	Salaries & Wages - School Programs Officer	0.00	7,361.53	925.70	8,287.23	-8,287.23	0.00%
120-521-30-20-12	Personnel Benefits - School Programs Officer	0.00	2,645.03	312.09	2,957.12	-2,957.12	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	14,839.80	1,068.46	15,908.26	-15,680.26	
Totals:		228.00	14,839.80	1,068.46	15,908.26	-15,680.26	
Totals:		228.00	14,839.80	1,068.46	15,908.26	-15,680.26	
120 - Criminal Justice Fund Totals:		228.00	14,839.80	1,068.46	15,908.26	-15,680.26	
121 - Forfeited Proceeds Fund							
121-361-10-00-02	Unrealized Gain/Loss	0.00	-5.46	-6.30	-11.76	11.76	0.00%
121-361-11-00-02	Investment Interest	-20.00	-38.95	-6.11	-45.06	25.06	125.30%
121-361-30-00-02	Realized Gain/Loss On Investments	0.00	2.16	0.00	2.16	-2.16	0.00%
121-361-41-00-02	Investment Interest - Purchased	0.00	-1.66	0.00	-1.66	1.66	0.00%
121-514-29-41-21	Bank Service Charges / Costs	0.00	0.10	0.01	0.11	-0.11	0.00%
Totals:		-20.00	-43.81	-12.40	-56.21	36.21	
Totals:		-20.00	-43.81	-12.40	-56.21	36.21	
Totals:		-20.00	-43.81	-12.40	-56.21	36.21	
121 - Forfeited Proceeds Fund Totals:		-20.00	-43.81	-12.40	-56.21	36.21	
130 - Hotel/Motel Tax							
130-313-31-00-01	Hotel/Motel Lodging	-20,000.00	-12,635.20	-6,428.03	-19,063.23	-936.77	-4.68%
130-313-31-00-02	Transient Rental	-20,000.00	-13,049.49	-5,762.63	-18,812.12	-1,187.88	-5.94%
130-361-10-00-30	Unrealized Gain/Loss	0.00	-188.97	-218.72	-407.69	407.69	0.00%
130-361-11-01-30	Investment Interest	-500.00	-1,715.76	-277.46	-1,993.22	1,493.22	298.64%
130-361-30-00-30	Realized Gain/Loss On Investments	0.00	74.99	0.00	74.99	-74.99	0.00%
130-361-41-00-30	Investment Interest - Purchased	0.00	-57.69	0.00	-57.69	57.69	0.00%
130-557-30-41-30	Professional Financial / Banking Costs	3.00	16.94	5.14	22.08	-19.08	-636.00%
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%
130-557-30-49-30	City Event Entertainment	14,000.00	9,776.64	0.00	9,776.64	4,223.36	30.17%
Totals:		-2,097.00	-16,248.54	-12,681.70	-28,930.24	26,833.24	
Totals:		-2,097.00	-16,248.54	-12,681.70	-28,930.24	26,833.24	
Totals:		-2,097.00	-16,248.54	-12,681.70	-28,930.24	26,833.24	
130 - Hotel/Motel Tax Totals:		-2,097.00	-16,248.54	-12,681.70	-28,930.24	26,833.24	
201 - ULTGO Bond Fund							
201-361-11-00-21	Investment Interest	-500.00	-14.37	-32.77	-47.14	-452.86	-90.57%
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	24.86	1.10	25.96	-25.96	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%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
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	-64.51	-31.67	-96.18	-3.82	
	Totals:	-100.00	-64.51	-31.67	-96.18	-3.82	
	Totals:	-100.00	-64.51	-31.67	-96.18	-3.82	
	201 - ULTGO Bond Fund Totals:	-100.00	-64.51	-31.67	-96.18	-3.82	
240 - Local Improvement District Fund							
240-397-00-13-12	Transfer from CE	0.00	-220,994.56	0.00	-220,994.56	220,994.56	0.00%
240-595-69-63-00	Capital Exp Other	0.00	220,994.56	0.00	220,994.56	-220,994.56	0.00%
	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	
	240 - Local Improvement District Fund Totals:	0.00	0.00	0.00	0.00	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	-8.47	-1.40	-9.87	-0.13	-1.30%
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	-8.47	-1.40	-9.87	-20,000.13	
	Totals:	-20,010.00	-8.47	-1.40	-9.87	-20,000.13	
	Totals:	-20,010.00	-8.47	-1.40	-9.87	-20,000.13	
	301 - Street Capital Contribution Fund Totals:	-20,010.00	-8.47	-1.40	-9.87	-20,000.13	
305 - Capital Improvement Fund (REET)							
305-318-34-00-00	Real Estate Excise Tax Local	-230,000.00	-82,349.75	-10,534.99	-92,884.74	-137,115.26	-59.62%
305-361-10-00-35	Unrealized Gain/Loss	0.00	-1,493.41	-1,728.55	-3,221.96	3,221.96	0.00%
305-361-11-00-35	Investment Interest	-4,000.00	-10,748.57	-747.05	-11,495.62	7,495.62	187.39%
305-361-30-00-35	Realized Gain/Loss On Investments	0.00	592.65	0.00	592.65	-592.65	0.00%
305-361-41-00-35	Investment Interest - Purchased	0.00	-455.95	0.00	-455.95	455.95	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	79.74	-7.98	71.76	-36.76	-105.03%
305-594-42-63-00	Street And Path Projects	849,066.15	600,000.00	0.00	600,000.00	249,066.15	29.33%
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	505,624.71	-13,018.57	492,606.14	62,839.01	
	Totals:	555,445.15	505,624.71	-13,018.57	492,606.14	62,839.01	
	Totals:	555,445.15	505,624.71	-13,018.57	492,606.14	62,839.01	
	305 - Capital Improvement Fund (REET) Totals:	555,445.15	505,624.71	-13,018.57	492,606.14	62,839.01	
306 - Capital Improvement Fund (REET 2)							

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
306-318-35-00-00	REET 2 - Second Quarter Percent	-230,000.00	-82,349.77	-10,413.01	-92,762.78	-137,237.22	-59.67%
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	-3,364.59	-3,894.33	-7,258.92	7,258.92	0.00%
306-361-11-00-36	Investment Interest	-10,000.00	-18,371.06	-1,448.25	-19,819.31	9,819.31	98.19%
306-361-30-00-36	Realized Gain/Loss On Investments	0.00	1,335.23	0.00	1,335.23	-1,335.23	0.00%
306-361-41-00-36	Investment Interest - Purchased	0.00	-1,027.23	0.00	-1,027.23	1,027.23	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%
306-397-00-31-34	IFT 306 to 311	0.00	0.00	-275,000.00	-275,000.00	275,000.00	0.00%
306-514-20-41-36	Professional Financial / Banking Costs	0.00	87.56	-25.88	61.68	-61.68	0.00%
306-594-76-63-04	Other Improvements - Parks REET II	0.00	1,079,497.92	357,932.13	1,437,430.05	-1,437,430.05	0.00%
306-595-30-63-36	Other Capital Improvements - REET 2	3,720,000.00	100,461.69	0.00	100,461.69	3,619,538.31	97.30%
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	1,155,680.58	67,150.66	1,222,831.24	-226,022.02	
Totals:		996,809.22	1,155,680.58	67,150.66	1,222,831.24	-226,022.02	
Totals:		996,809.22	1,155,680.58	67,150.66	1,222,831.24	-226,022.02	
306 - Capital Improvement Fund (REET 2) Totals:		996,809.22	1,155,680.58	67,150.66	1,222,831.24	-226,022.02	
309 - CDBG Projects Fund							
309-333-14-00-00	Fed Ind Grt Fr Dept Of Hous/Urb Dev-Sidewalk-CD	-309,400.00	-397,576.31	0.00	-397,576.31	88,176.31	28.50%
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	-0.06	-0.08	-0.14	0.14	0.00%
309-361-11-00-09	Investment Interest - CDBG Project Fund	0.00	-0.29	-0.05	-0.34	0.34	0.00%
309-361-41-00-09	Investment Interest - Puchased	0.00	-0.02	0.00	-0.02	0.02	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%
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	408,125.51	0.00	408,125.51	-98,725.51	-31.91%
Totals:		0.00	-451.17	-0.13	-451.30	451.30	
Totals:		0.00	-451.17	-0.13	-451.30	451.30	
Totals:		0.00	-451.17	-0.13	-451.30	451.30	
309 - CDBG Projects Fund Totals:		0.00	-451.17	-0.13	-451.30	451.30	
311 - Street Improvement Fund							
311-331-20-00-00	Fed Dir Grt From The Dept Of Transportation.	-750,000.00	0.00	-254,932.03	-254,932.03	-495,067.97	-66.01%
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	-1,166,477.80	0.00	-1,166,477.80	478,389.80	69.52%
311-361-10-00-11	Unrealized Gain/Loss	0.00	-1,306.87	-827.59	-2,134.46	2,134.46	0.00%
311-361-11-00-11	Investment Interest St. Improvement Fund	-500.00	-2,193.16	-1,675.08	-3,868.24	3,368.24	673.65%
311-361-30-00-11	Realized Gain/Loss On Investments	0.00	124.63	0.00	124.63	-124.63	0.00%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
311-361-41-00-11	Investment Interest - Purchased	0.00	-157.94	0.00	-157.94	157.94	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%
311-397-00-03-31	IFT WW Capital to Street Capital	0.00	-407,798.88	0.00	-407,798.88	407,798.88	0.00%
311-543-30-41-11	Professional Financial / Banking Costs	25.00	8.69	1.33	10.02	14.98	59.92%
311-595-30-63-12	Roads/Streets Const & Other Infrast-St Improv Fu	11,900.00	3,645.29	729.59	4,374.88	7,525.12	63.24%
311-595-30-63-20	Street Fund Capital Project Roadways	5,345,176.00	193,504.34	255,424.80	448,929.14	4,896,246.86	91.60%
311-595-30-63-21	Street Fund Cap Proj Roadways - TIB Grant Portio	1,069,088.00	760,980.35	0.00	760,980.35	308,107.65	28.82%
311-595-30-63-22	Street Fund Capital Project Roadways - DOT Grant	0.00	0.00	254,932.03	254,932.03	-254,932.03	0.00%
311-597-00-00-02	IFT St Imp to Street Fund	0.00	150,000.00	0.00	150,000.00	-150,000.00	0.00%
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%
311-597-00-31-34	IFT 311 to 306	0.00	0.00	275,000.00	275,000.00	-275,000.00	0.00%
Totals:		-80,846.84	-709,020.95	528,653.05	-180,367.90	99,521.06	
Totals:		-80,846.84	-709,020.95	528,653.05	-180,367.90	99,521.06	
Totals:		-80,846.84	-709,020.95	528,653.05	-180,367.90	99,521.06	
311 - Street Improvement Fund Totals:		-80,846.84	-709,020.95	528,653.05	-180,367.90	99,521.06	
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	-2,914.85	-2,993.20	-5,908.05	5,908.05	0.00%
315-361-11-00-15	Investment Interest- Facility Maint Resv Fund	-5,000.00	-14,796.38	-2,343.32	-17,139.70	12,139.70	242.79%
315-361-30-00-15	Realized Gain/Loss On Investments	0.00	937.86	0.00	937.86	-937.86	0.00%
315-361-41-00-15	Investment Interest - Purchased	0.00	-756.00	0.00	-756.00	756.00	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	-100,000.00	0.00	-100,000.00	-100,000.00	-50.00%
315-514-20-41-15	Financial Services / Fees & Charges	100.00	106.61	21.47	128.08	-28.08	-28.08%
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%
315-594-18-62-17	Capital Expenditures/Expenses - Bdgs & Structure	2,105,944.00	185,844.19	37,203.07	223,047.26	1,882,896.74	89.41%
315-594-18-63-15	Capital Expenditures/Expenses - Other Imprvmnts	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	136,742.56	31,888.02	168,630.58	-93,828.58	
Totals:		74,802.00	136,742.56	31,888.02	168,630.58	-93,828.58	
Totals:		74,802.00	136,742.56	31,888.02	168,630.58	-93,828.58	
315 - Facility Maintenance Reserve Fund (CE) Totals:		74,802.00	136,742.56	31,888.02	168,630.58	-93,828.58	
320 - Equipment Reserve Fund							
320-361-10-00-04	Unrealized Gain/Loss	0.00	-3,553.50	-2,669.91	-6,223.41	6,223.41	0.00%
320-361-11-00-04	Investment Interest	-2,500.00	-7,650.27	-1,046.78	-8,697.05	6,197.05	247.88%
320-361-30-00-04	Realized Gain/Loss On Investments	-1,050.00	580.22	0.00	580.22	-1,630.22	-155.26%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
320-361-41-00-04	Investment Interest - Purchased	0.00	-577.12	0.00	-577.12	577.12	0.00%
320-397-00-01-00	Transfer From Streets For Equipment Replacemen	-360,000.00	-180,000.00	0.00	-180,000.00	-180,000.00	-50.00%
320-397-00-15-21	Transfer From PD For Equipment Replacement	-473,351.00	-236,675.50	0.00	-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	-162,500.00	0.00	-162,500.00	-162,500.00	-50.00%
320-514-89-41-20	Professional Financial / Banking Costs	33.00	11.08	-15.93	-4.85	37.85	114.70%
320-591-21-75-03	Capital Leases & Installment Purchases - PD	185,351.00	135,829.03	0.00	135,829.03	49,521.97	26.72%
320-594-21-64-32	Vehicles/Equip Police Department	217,000.00	231,451.64	0.00	231,451.64	-14,451.64	-6.66%
320-594-22-64-27	Vehicles/Equip EMS	325,000.00	325,906.53	4,982.48	330,889.01	-5,889.01	-1.81%
320-594-22-64-31	Vehicles/Equip Fire Department	0.00	80,064.33	0.00	80,064.33	-80,064.33	0.00%
320-594-22-64-32	Vehicles/Equip Fire Department Mobilization	0.00	850.35	67,764.47	68,614.82	-68,614.82	0.00%
320-594-42-64-32	Vehicles/Equip Streets	360,000.00	126,807.43	0.00	126,807.43	233,192.57	64.78%
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	168,584.62	69,014.33	237,598.95	-237,115.95	
Totals:		483.00	168,584.62	69,014.33	237,598.95	-237,115.95	
Totals:		483.00	168,584.62	69,014.33	237,598.95	-237,115.95	
320 - Equipment Reserve Fund Totals:		483.00	168,584.62	69,014.33	237,598.95	-237,115.95	
330 - Economic Development Fund							
330-361-11-00-30	Interest Earned Economic Development	-375.00	-9,605.90	-1,050.85	-10,656.75	10,281.75	2,741.80%
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	84.12	18.12	102.24	-102.24	0.00%
330-595-10-63-01	Engineering Services	0.00	43,240.00	7,090.00	50,330.00	-50,330.00	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	83,718.22	6,057.27	89,775.49	-90,150.49	
Totals:		-375.00	83,718.22	6,057.27	89,775.49	-90,150.49	
Totals:		-375.00	83,718.22	6,057.27	89,775.49	-90,150.49	
330 - Economic Development Fund Totals:		-375.00	83,718.22	6,057.27	89,775.49	-90,150.49	
340 - Economic Development Reserve Fund							
340-361-11-00-32	Interest Earned - Econ Development Reserve Fund	0.00	-1.00	-0.14	-1.14	1.14	0.00%
Totals:		0.00	-1.00	-0.14	-1.14	1.14	0.00%
Totals:		0.00	-1.00	-0.14	-1.14	1.14	0.00%
Totals:		0.00	-1.00	-0.14	-1.14	1.14	0.00%
340 - Economic Development Reserve Fund Totals:		0.00	-1.00	-0.14	-1.14	1.14	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	-43,151.25	-44,802.09	-87,953.34	87,953.34	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%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
350-595-30-63-30	Street Fund Capital Project Roadways - TBD	0.00	4,970.44	0.00	4,970.44	-4,970.44	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	-48,831.21	-44,802.09	-93,633.30	93,633.30	
	Totals:	0.00	-48,831.21	-44,802.09	-93,633.30	93,633.30	
	Totals:	0.00	-48,831.21	-44,802.09	-93,633.30	93,633.30	
	350 - Tax Benefit District Construction Fund Totals:	0.00	-48,831.21	-44,802.09	-93,633.30	93,633.30	
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	-1,035,887.07	-215,529.06	-1,251,416.13	-397,429.87	-24.10%
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	-192,882.27	-33,704.37	-226,586.64	-64,858.36	-22.25%
400-343-40-01-70	Misc Util Fees/Activation Fees	-8,214.00	-164.25	-32.14	-196.39	-8,017.61	-97.61%
400-343-40-01-85	Water - Sale Of Materials & Services	-15,103.00	-17,026.87	-1,857.38	-18,884.25	3,781.25	25.04%
400-343-40-01-99	Utility Balance on SBX Conversion	0.00	-13,727.91	-50.00	-13,777.91	13,777.91	0.00%
400-359-90-00-40	Penalty/Late Fee	-20,000.00	-15,487.18	-1,611.64	-17,098.82	-2,901.18	-14.51%
400-361-10-00-40	Unrealized Gain/Loss	0.00	-358.84	-608.04	-966.88	966.88	0.00%
400-361-11-00-40	Investment Interest	-10,000.00	-2,934.76	-408.93	-3,343.69	-6,656.31	-66.56%
400-361-30-00-40	Realized Gain/Loss On Investments	0.00	253.68	0.00	253.68	-253.68	0.00%
400-361-41-00-40	Investment Interest - Purchased	0.00	-177.67	0.00	-177.67	177.67	0.00%
400-362-00-00-01	Water - Hydrant Meter & Backflow Rental Fees	-1,081.00	-697.00	0.00	-697.00	-384.00	-35.52%
400-362-00-50-40	Rental Charges / Fees	-23,000.00	-14,600.40	-1,825.05	-16,425.45	-6,574.55	-28.59%
400-369-10-00-06	Sale Of Surplus - Water	-5,512.00	-56.40	0.00	-56.40	-5,455.60	-98.98%
400-382-10-00-01	Water - Hydrant Meter DEPOSIT	-2,000.00	-2,030.00	0.00	-2,030.00	30.00	1.50%
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	70,263.24	8,926.96	79,190.20	27,935.12	26.08%
400-534-10-20-00	Benefits	36,984.42	28,318.95	3,521.46	31,840.41	5,144.01	13.91%
400-534-10-31-00	Operating Supplies - Administration	500.00	205.81	0.00	205.81	294.19	58.84%
400-534-10-31-01	Office Supplies - Administration	650.00	1,765.52	29.37	1,794.89	-1,144.89	-176.14%
400-534-10-35-00	Small Tools/Equipment	500.00	1,157.35	447.56	1,604.91	-1,104.91	-220.98%
400-534-10-41-00	Professional Service	42,000.00	17,186.48	10,180.23	27,366.71	14,633.29	34.84%
400-534-10-42-00	Communication	4,000.00	3,502.23	388.22	3,890.45	109.55	2.74%
400-534-10-43-00	Travel	4,000.00	3,105.98	88.86	3,194.84	805.16	20.13%
400-534-10-44-00	External Taxes	115,000.00	80,088.55	16,442.10	96,530.65	18,469.35	16.06%
400-534-10-44-01	Advertising	1,000.00	857.87	0.00	857.87	142.13	14.21%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
400-534-10-44-02	Utility Tax	290,000.00	192,887.40	33,704.37	226,591.77	63,408.23	21.86%
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	9,264.31	4,105.80	13,370.11	-6,870.11	-105.69%
400-534-10-49-01	Registrations/Fees - Training Classes & Seminars	3,500.00	2,928.80	1,313.32	4,242.12	-742.12	-21.20%
400-534-20-10-00	Salaries & Wages	26,780.43	17,780.64	2,231.76	20,012.40	6,768.03	25.27%
400-534-20-20-00	Benefits	12,826.02	8,554.71	1,058.14	9,612.85	3,213.17	25.05%
400-534-20-49-00	Miscellaneous	0.00	1,696.97	0.00	1,696.97	-1,696.97	0.00%
400-534-27-10-00	Water Utilities - Salaries & Wages	108,135.69	68,943.65	8,620.16	77,563.81	30,571.88	28.27%
400-534-27-20-00	Water Utilities - Personnel Benefits	40,936.28	32,020.17	4,012.75	36,032.92	4,903.36	11.98%
400-534-27-31-00	Water Utilities - Operating Supplies	1,500.00	196.93	129.24	326.17	1,173.83	78.26%
400-534-27-31-01	Water Utilities - Office Supplies	3,000.00	705.46	131.94	837.40	2,162.60	72.09%
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	44,385.23	3,713.58	48,098.81	-25,394.81	-111.85%
400-534-27-42-00	Water Utilities - Communications	5,000.00	2,267.47	307.75	2,575.22	2,424.78	48.50%
400-534-27-43-00	Water Utilities - Travel	400.00	730.91	4.59	735.50	-335.50	-83.88%
400-534-27-44-01	Advertising	0.00	0.00	95.20	95.20	-95.20	0.00%
400-534-27-48-00	Water Utilities - Repairs & Maintenance	300.00	138.41	27.81	166.22	133.78	44.59%
400-534-27-49-00	Water Utilities - Miscellaneous	300.00	20.25	26.25	46.50	253.50	84.50%
400-534-27-49-01	Water Utilities - Reg/Fees - Trainings & Seminars	500.00	566.71	27.00	593.71	-93.71	-18.74%
400-534-41-41-34	Legal Services (External) - Water	0.00	7,377.50	0.00	7,377.50	-7,377.50	0.00%
400-534-50-10-00	Wages & OT	372,646.82	194,393.43	29,046.46	223,439.89	149,206.93	40.04%
400-534-50-20-00	Benefits	184,910.27	113,531.30	17,710.55	131,241.85	53,668.42	29.02%
400-534-50-20-01	Benefits Uniforms	1,500.00	2,068.25	135.98	2,204.23	-704.23	-46.95%
400-534-50-31-00	Operating Supplies - Maintenance	110,000.00	54,567.76	3,184.70	57,752.46	52,247.54	47.50%
400-534-50-35-00	Sm Tools/Equipment	2,000.00	6,407.51	579.58	6,987.09	-4,987.09	-249.35%
400-534-50-41-00	Professional Services	3,000.00	216.03	1,664.64	1,880.67	1,119.33	37.31%
400-534-50-42-00	Communications	0.00	0.00	152.92	152.92	-152.92	0.00%
400-534-50-43-00	Travel	2,000.00	933.61	241.48	1,175.09	824.91	41.25%
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	2,096.00	0.00	2,096.00	0.00	0.00%
400-534-50-49-01	Miscellaneous	200.00	2,196.64	325.01	2,521.65	-2,321.65	-1,160.83%
400-534-50-49-96	Interfund Rentals - O & M	60,000.00	27,159.60	13,648.38	40,807.98	19,192.02	31.99%
400-534-80-10-00	Wages & OT	11,522.96	8,125.88	1,000.96	9,126.84	2,396.12	20.79%
400-534-80-20-00	Benefits	5,550.52	3,934.67	481.84	4,416.51	1,134.01	20.43%
400-534-80-31-00	Operating Supplies - General	30,000.00	15,714.56	968.01	16,682.57	13,317.43	44.39%
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	164.52	0.00	164.52	835.48	83.55%
400-534-80-41-00	Water Utilities - Prof Services - Water Testing	17,000.00	22,986.29	839.80	23,826.09	-6,826.09	-40.15%
400-534-80-43-00	Travel	0.00	674.09	0.00	674.09	-674.09	0.00%
400-534-80-47-00	Public Utility Services	165,000.00	96,114.76	23,949.20	120,063.96	44,936.04	27.23%
400-534-80-48-00	Repairs/Maintenance	40,000.00	9,487.00	30.45	9,517.45	30,482.55	76.21%
400-534-80-49-00	Intergov Maintenance	7,500.00	4,423.70	816.00	5,239.70	2,260.30	30.14%
400-534-80-49-01	Miscellaneous	200.00	0.00	0.00	0.00	200.00	100.00%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
400-534-90-41-00	Professional Financial / Banking Costs	920.00	95.81	2.11	97.92	822.08	89.36%
400-594-34-64-04	Machinery/Equipment	4,500.00	11,235.32	0.00	11,235.32	-6,735.32	-149.67%
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	100,000.00	0.00	100,000.00	0.00	0.00%
400-597-34-00-95	Interfund Rentals - Repl	100,000.00	50,000.00	0.00	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	111,482.68	-61,314.12	50,168.56	-20,320.83	
Totals:		29,847.73	111,482.68	-61,314.12	50,168.56	-20,320.83	
Totals:		29,847.73	111,482.68	-61,314.12	50,168.56	-20,320.83	
400 - Water Fund Totals:		29,847.73	111,482.68	-61,314.12	50,168.56	-20,320.83	
401 - Wastewater Fund							
401-343-50-00-00	Wastewater Charges	-2,822,565.00	-1,786,861.48	-234,777.35	-2,021,638.83	-800,926.17	-28.38%
401-343-50-00-02	Wastewater Charges For Utility Tax	-383,036.00	-243,031.01	-31,297.21	-274,328.22	-108,707.78	-28.38%
401-343-50-00-41	Misc Util Fees & Charges	-2,000.00	-186.75	-22.17	-208.92	-1,791.08	-89.55%
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	-5,263.82	-492.73	-5,756.55	-243.45	-4.06%
401-361-10-00-41	Unrealized Gain/Loss	0.00	-2,146.37	-3,038.21	-5,184.58	5,184.58	0.00%
401-361-11-00-41	Investment Interest WW	-15,000.00	-42,237.90	-5,932.36	-48,170.26	33,170.26	221.14%
401-361-30-00-41	Realized Gain/Loss On Investments	0.00	1,169.01	0.00	1,169.01	-1,169.01	0.00%
401-361-41-00-41	Investment Interest - Purchased	0.00	-849.82	0.00	-849.82	849.82	0.00%
401-369-10-00-07	Sale Of Surplus - Wastewater	0.00	-15,100.00	0.00	-15,100.00	15,100.00	0.00%
401-369-91-00-41	Other Misc Revenues	-50,000.00	-60,152.02	0.00	-60,152.02	10,152.02	20.30%
401-535-10-10-00	Wages & OT	93,868.80	62,141.72	7,822.51	69,964.23	23,904.57	25.47%
401-535-10-20-00	Benefits	30,929.83	21,475.32	2,654.89	24,130.21	6,799.62	21.98%
401-535-10-31-01	Office Supplies - Administration	500.00	334.20	1.00	335.20	164.80	32.96%
401-535-10-41-00	Professional Services	1,242,036.00	837,470.71	103,537.55	941,008.26	301,027.74	24.24%
401-535-10-42-00	Communication	350.00	619.04	31.57	650.61	-300.61	-85.89%
401-535-10-43-00	Travel	2,000.00	2,802.78	167.02	2,969.80	-969.80	-48.49%
401-535-10-44-00	External Taxes	68,000.00	45,192.80	6,276.97	51,469.77	16,530.23	24.31%
401-535-10-44-02	Utility Tax	330,000.00	243,039.48	31,297.21	274,336.69	55,663.31	16.87%
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	1,507.15	0.00	1,507.15	9,992.85	86.89%
401-535-10-49-01	Registrations/Fees - Training Classes & Seminars	500.00	259.50	0.00	259.50	240.50	48.10%
401-535-20-10-00	Salaries & Wages	27,896.29	18,521.50	2,324.75	20,846.25	7,050.04	25.27%
401-535-20-20-00	Benefits	13,360.46	8,911.15	1,102.24	10,013.39	3,347.07	25.05%
401-535-27-10-00	Sewer Utilities - Salaries & Wages	109,593.45	70,348.25	8,735.86	79,084.11	30,509.34	27.84%
401-535-27-20-00	Sewer Utilities - Personnel Benefits	41,203.73	33,316.92	4,193.27	37,510.19	3,693.54	8.96%
401-535-27-31-00	Sewer Utilities - Operating Supplies	500.00	226.03	188.88	414.91	85.09	17.02%
401-535-27-31-01	Sewer Utilities - Office Supplies	1,000.00	786.45	138.81	925.26	74.74	7.47%
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	37,225.23	5,612.95	42,838.18	-12,260.18	-40.09%
401-535-27-42-00	Sewer Utilities - Communications	500.00	4,463.98	581.75	5,045.73	-4,545.73	-909.15%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
401-535-27-43-00	Sewer Utilities - Travel	400.00	706.29	4.76	711.05	-311.05	-77.76%
401-535-27-44-01	Advertising	0.00	0.00	71.40	71.40	-71.40	0.00%
401-535-27-48-00	Sewer Utilities - Repairs & Maintenance	500.00	209.73	42.13	251.86	248.14	49.63%
401-535-27-49-00	Sewer Utilities - Miscellaneous	300.00	21.00	24.50	45.50	254.50	84.83%
401-535-27-49-01	Sewer Utilities - Reg/Fees - Trainings & Seminars	500.00	594.90	25.20	620.10	-120.10	-24.02%
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	469.03	0.00	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	1,048.00	0.00	1,048.00	1,048.00	50.00%
401-535-50-49-96	Interfund Rentals - O & M	30,000.00	835.60	0.00	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	27,752.48	3,469.06	31,221.54	278.46	0.88%
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	3,303.25	6,971.71	6,028.29	46.37%
401-535-80-49-96	Interfund Transfers - O&M	10,000.00	835.60	0.00	835.60	9,164.40	91.64%
401-535-90-41-00	Professional Financial / Banking Costs	630.00	506.08	141.30	647.38	-17.38	-2.76%
401-597-00-41-33	Transfer From Wastewater Fund To Econ Dev Fund	0.00	130,000.00	0.00	130,000.00	-130,000.00	0.00%
401-597-40-14-11	Transfer For Rate Funded Capital	300,000.00	150,000.00	75,000.00	225,000.00	75,000.00	25.00%
	Totals:	-694,808.44	-329,704.14	-18,811.20	-348,515.34	-346,293.10	
	Totals:	-694,808.44	-329,704.14	-18,811.20	-348,515.34	-346,293.10	
	Totals:	-694,808.44	-329,704.14	-18,811.20	-348,515.34	-346,293.10	
	401 - Wastewater Fund Totals:	-694,808.44	-329,704.14	-18,811.20	-348,515.34	-346,293.10	
402 - Stormwater Fund							
402-334-03-10-04	St Dir/Ind Grt From Dept Of Ecology - SW Capacity	0.00	0.00	-114,446.24	-114,446.24	114,446.24	0.00%
402-334-03-10-06	St Dir/Ind Grt Fr Ecol Dept-Poll Prevent Partner	0.00	-6,009.53	0.00	-6,009.53	6,009.53	0.00%
402-343-10-00-00	Stormwater Charges	-654,308.00	-443,561.08	-57,953.89	-501,514.97	-152,793.03	-23.35%
402-343-10-00-41	Misc Util Fees & Charges - Stormwater	0.00	-227.25	-22.19	-249.44	249.44	0.00%
402-359-90-00-42	Penalty/Late Fee - Stormwater	-2,500.00	-866.98	-98.68	-965.66	-1,534.34	-61.37%
402-361-10-04-02	Unrealized Gain/Loss	0.00	-2,777.55	-3,219.70	-5,997.25	5,997.25	0.00%
402-361-11-04-02	Investment Interest - Stormwater Fund	-6,000.00	-11,991.07	-1,714.49	-13,705.56	7,705.56	128.43%
402-361-30-04-02	Realized Gain/Loss On Investments	0.00	1,105.05	0.00	1,105.05	-1,105.05	0.00%
402-361-41-04-02	Investment Interest - Purchased	0.00	-849.79	0.00	-849.79	849.79	0.00%
402-531-10-10-00	Wages & OT - Stormwater Administration	98,193.24	61,341.18	8,082.87	69,424.05	28,769.19	29.30%
402-531-10-20-00	Benefits - Stormwater Administration	37,273.59	26,681.40	3,587.31	30,268.71	7,004.88	18.79%
402-531-10-20-01	Stormwater Administration - Uniform	0.00	307.72	0.00	307.72	-307.72	0.00%
402-531-10-31-00	Operating Supplies - Stormwater Administration	1,000.00	405.44	0.00	405.44	594.56	59.46%
402-531-10-31-01	Office Supplies - Stormwater Administration	200.00	242.27	0.00	242.27	-42.27	-21.14%
402-531-10-41-00	Professional Services - Stormwater Administration	10,000.00	453.19	12.34	465.53	9,534.47	95.34%
402-531-10-42-00	Communications - Stormwater Administration	0.00	201.31	0.00	201.31	-201.31	0.00%
402-531-10-43-00	Travel - Stormwater	2,000.00	750.67	93.17	843.84	1,156.16	57.81%
402-531-10-44-00	External Taxes - Stormwater	0.00	0.00	935.66	935.66	-935.66	0.00%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
402-531-10-44-01	Advertising - Stormwater	500.00	71.48	471.50	542.98	-42.98	-8.60%
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	3,261.91	0.00	3,261.91	1,738.09	34.76%
402-531-10-49-01	Reg/Fees - Training Classes Stormwater Admin	2,500.00	696.15	81.24	777.39	1,722.61	68.90%
402-531-20-10-00	Wages & OT - Stormwater Engineering	53,932.45	34,181.72	-46,391.11	-12,209.39	66,141.84	122.64%
402-531-20-20-00	Benefits - Stormwater Engineering	22,149.22	18,585.59	-24,415.84	-5,830.25	27,979.47	126.32%
402-531-20-31-00	Operating Supplies - Stormwater Engineering	0.00	248.11	0.00	248.11	-248.11	0.00%
402-531-20-31-01	Office Supplies - Stormwater Engineering	0.00	15.99	0.00	15.99	-15.99	0.00%
402-531-20-41-00	Professional Services - Stormwater Engineering	2,000.00	6,131.40	0.00	6,131.40	-4,131.40	-206.57%
402-531-20-42-00	Communications - Stormwater Engineering	0.00	650.07	81.30	731.37	-731.37	0.00%
402-531-20-43-00	Travel Expense - Stormwater Engineering	0.00	376.52	0.00	376.52	-376.52	0.00%
402-531-27-10-00	Stormwater Utilities - Salaries & Wages	64,273.51	40,494.87	5,025.19	45,520.06	18,753.45	29.18%
402-531-27-20-00	Stormwater Utilities - Personnel Benefits	24,257.94	19,121.95	2,351.14	21,473.09	2,784.85	11.48%
402-531-27-31-00	Stormwater Utilities - Operating Supplies	500.00	181.75	49.45	231.20	268.80	53.76%
402-531-27-31-01	Stormwater Utilities - Office Supplies	250.00	116.54	65.33	181.87	68.13	27.25%
402-531-27-41-00	Stormwater Utilities - Professional Services	9,110.00	11,997.74	1,242.09	13,239.83	-4,129.83	-45.33%
402-531-27-42-00	Stormwater Utilities - Communications	2,600.00	2,532.62	176.28	2,708.90	-108.90	-4.19%
402-531-27-43-00	Stormwater Utilities - Travel	400.00	406.80	2.38	409.18	-9.18	-2.30%
402-531-27-44-01	Advertising	0.00	0.00	38.08	38.08	-38.08	0.00%
402-531-27-48-00	Stormwater Utilities - Repairs & Maintenance	1,000.00	46.15	9.27	55.42	944.58	94.46%
402-531-27-49-00	Stormwater Utilities - Miscellaneous	50.00	10.50	27.95	38.45	11.55	23.10%
402-531-27-49-01	Stormwater Utilities - Reg/Fees - Train & Seminars	500.00	304.14	518.20	822.34	-322.34	-64.47%
402-531-50-10-00	Wages & OT - Stormwater Maintenance	102,113.18	55,254.81	4,248.00	59,502.81	42,610.37	41.73%
402-531-50-20-00	Benefits - Stormwater Maintenance	64,315.70	38,194.98	2,627.53	40,822.51	23,493.19	36.53%
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	134.78	0.00	134.78	365.22	73.04%
402-531-50-35-00	Small Tools/Equipment - Stormwater Maintenance	5,000.00	3,989.32	-2,564.68	1,424.64	3,575.36	71.51%
402-531-50-41-00	Professional Services - Stormwater Maintenance	750.00	130.00	0.00	130.00	620.00	82.67%
402-531-50-43-00	Travel - Stormwater Maintenance	500.00	14.68	0.00	14.68	485.32	97.06%
402-531-50-48-00	Repairs & Maintenance - Stormwater Maintenance	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	1,048.00	0.00	1,048.00	-48.00	-4.80%
402-531-50-49-96	Interfund Rentals - O&M - Stormwater Maintenance	25,000.00	16,697.45	4,752.96	21,450.41	3,549.59	14.20%
402-531-70-10-00	Wages & OT - Stormwater Capacity Grant DOE	0.00	1,238.16	59,865.78	61,103.94	-61,103.94	0.00%
402-531-70-20-00	Benefits - Stormwater Capacity Grant DOE	0.00	682.50	31,526.84	32,209.34	-32,209.34	0.00%
402-531-70-43-00	Travel - DOE Inter Agreement - Hazardous Waste	500.00	0.00	0.00	0.00	500.00	100.00%
402-531-70-49-00	Miscellaneous - Stormwater Capacity Grant DOE	0.00	0.00	23,053.63	23,053.63	-23,053.63	0.00%
402-531-80-31-00	Operating Supplies - Stormwater Operations/Gen	200.00	1,471.30	0.00	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	22.84	-9.18	13.66	211.34	93.93%
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%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
	Totals:	8,285.83	291,406.45	-101,910.51	189,495.94	-181,210.11	
	Totals:	8,285.83	291,406.45	-101,910.51	189,495.94	-181,210.11	
	Totals:	8,285.83	291,406.45	-101,910.51	189,495.94	-181,210.11	
402 - Stormwater Fund Totals:		8,285.83	291,406.45	-101,910.51	189,495.94	-181,210.11	
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	-20,710.39	0.00	-20,710.39	20,710.39	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	-615.40	-712.28	-1,327.68	1,327.68	0.00%
403-361-11-04-03	Investment Interest - Stormwater Capital Resv Fun	-2,000.00	-2,204.43	-274.84	-2,479.27	479.27	23.96%
403-361-30-04-03	Realized Gain/Loss On Investments	0.00	244.22	0.00	244.22	-244.22	0.00%
403-361-41-04-03	Investment Interest - Purchased	0.00	-187.89	0.00	-187.89	187.89	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	-10.88	-4.39	-15.27	15.27	0.00%
403-591-31-70-00	Principal Payment - Street Sweeper LTGO Bond 20	47,305.76	47,305.76	0.00	47,305.76	0.00	0.00%
403-592-31-80-00	Interest Payment - Street Sweeper LTGO Bond 201	1,395.52	1,395.52	0.00	1,395.52	0.00	0.00%
403-594-31-61-00	Stormwater Land And Land Improvements	7,366.67	2,249.70	450.26	2,699.96	4,666.71	63.35%
403-594-31-63-02	Stormwater System Design Engineering	325,302.00	39,645.57	13,907.89	53,553.46	271,748.54	83.54%
403-594-31-63-03	Stormwater System Design Eng - Grant Funded	1,288,365.00	40,903.51	-19,232.28	21,671.23	1,266,693.77	98.32%
403-594-31-64-00	Stormwater Machinery & Equipment	225,000.00	97,500.98	0.00	97,500.98	127,499.02	56.67%
403-594-31-64-01	Stormwater Machinery & Equipment - Grant Fund	750,000.00	437,750.00	0.00	437,750.00	312,250.00	41.63%
	Totals:	-8,076.05	263,266.27	-5,865.64	257,400.63	-265,476.68	
	Totals:	-8,076.05	263,266.27	-5,865.64	257,400.63	-265,476.68	
	Totals:	-8,076.05	263,266.27	-5,865.64	257,400.63	-265,476.68	
403 - Stormwater Capital Reserve Fund Totals:		-8,076.05	263,266.27	-5,865.64	257,400.63	-265,476.68	
410 - Water Capital Reserve Fund							
410-321-50-00-40	Utility Permits	-428,857.00	-47,181.53	0.00	-47,181.53	-381,675.47	-89.00%
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	-175,000.00	0.00	-175,000.00	125,000.00	250.00%
410-361-11-00-42	Investment Interest - Water Equip Reserv	-12,000.00	-35,124.12	-5,691.43	-40,815.55	28,815.55	240.13%
410-361-42-00-41	Interest Income - Private Loans	-1,300.00	-800.00	-100.00	-900.00	-400.00	-30.77%
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	-2,235.28	-279.41	-2,514.69	2,514.69	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	-476,509.28	0.00	-476,509.28	-1,143,358.72	-70.58%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
410-391-80-04-16	DOC PWTF Loan PR22-96103-011	-106,372.00	-226,371.81	0.00	-226,371.81	119,999.81	112.81%
410-391-80-04-17	DOC PWTF Loan PR24-96103-008	0.00	-221,329.36	0.00	-221,329.36	221,329.36	0.00%
410-397-34-00-41	IF Trans-Rev Reserved For Rate-funded Capital	-100,000.00	-100,000.00	0.00	-100,000.00	0.00	0.00%
410-397-34-00-95	INF Equip/Veh Lease/Repl.	-100,000.00	-50,000.00	0.00	-50,000.00	-50,000.00	-50.00%
410-534-10-41-41	Banking Service Fees/Charges - W Cap Res Fund	280.00	241.69	107.05	348.74	-68.74	-24.55%
410-594-34-61-41	Water Utility Land And Land Improvements	7,366.67	2,260.12	452.35	2,712.47	4,654.20	63.18%
410-594-34-63-03	Water Utility Capital Expenditures	4,733,850.00	8,648.33	485,476.45	494,124.78	4,239,725.22	89.56%
410-594-34-63-09	Water Util Cap Expenditure-DOC PWTF PC22-961	187,500.00	476,509.28	0.00	476,509.28	-289,009.28	-154.14%
410-594-34-63-13	Water Utility Cap Exp - DOC PR22-96103-011	0.00	226,371.81	0.00	226,371.81	-226,371.81	0.00%
410-594-34-63-14	Water Utility Cap Exp - DOC PR24-96103-008	0.00	221,329.36	0.00	221,329.36	-221,329.36	0.00%
410-594-34-64-41	Water Utility Equipment	250,000.00	119,684.52	0.00	119,684.52	130,315.48	52.13%
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	-774,197.41	479,965.01	-294,232.40	-24,355.43	
Totals:		-318,587.83	-774,197.41	479,965.01	-294,232.40	-24,355.43	
Totals:		-318,587.83	-774,197.41	479,965.01	-294,232.40	-24,355.43	
410 - Water Capital Reserve Fund Totals:		-318,587.83	-774,197.41	479,965.01	-294,232.40	-24,355.43	
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	-342,032.13	0.00	-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 COPLD-00172	-750,000.00	-40,713.47	0.00	-40,713.47	-709,286.53	-94.57%
411-334-03-10-09	DOE Grant - WQC-2023-COPLD-00138	0.00	-37,592.05	0.00	-37,592.05	37,592.05	0.00%
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	-8,019.99	-8,711.81	-16,731.80	16,731.80	0.00%
411-361-11-00-43	Investment Interest - WW Equip Resev	-20,000.00	-50,802.24	-7,332.27	-58,134.51	38,134.51	190.67%
411-361-30-00-43	Realized Gain/Loss On Investments	0.00	2,854.37	0.00	2,854.37	-2,854.37	0.00%
411-361-41-00-43	Investment Interest - Purchased	0.00	-2,247.67	0.00	-2,247.67	2,247.67	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	-127,822.82	0.00	-127,822.82	-622,177.18	-82.96%
411-391-80-04-13	DOC PWTF Loan PC22-96103-051	-1,237,205.00	-443,239.75	0.00	-443,239.75	-793,965.25	-64.17%
411-391-80-04-14	DOE Loan WQC-2023-COPLD-00138	0.00	-8,984.61	0.00	-8,984.61	8,984.61	0.00%
411-397-40-14-11	Transfer For Rate Funded Capital	-300,000.00	-150,000.00	-75,000.00	-225,000.00	-75,000.00	-25.00%
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	368.20	79.72	447.92	-447.92	0.00%
411-594-35-61-00	Wastewater Land And Land Improvements	7,366.67	2,260.12	452.35	2,712.47	4,654.20	63.18%
411-594-35-63-01	Other Improvements	100,000.00	78,716.98	8,005.80	86,722.78	13,277.22	13.28%
411-594-35-63-04	Other Improvements	5,000,000.00	-332,558.38	60,397.07	-272,161.31	5,272,161.31	105.44%
411-594-35-63-05	Other Improvements - DOE Grant Funded	3,000,000.00	504,496.42	0.00	504,496.42	2,495,503.58	83.18%
411-594-35-63-06	Other Improvements - DOE Loan Funded	1,000,000.00	71,085.30	0.00	71,085.30	928,914.70	92.89%
411-594-35-63-07	Other Improvements - USDA Grant Funded	0.00	342,032.13	0.00	342,032.13	-342,032.13	0.00%
411-594-35-64-41	Wastewater Capital Equipment	5,123,206.00	595,943.52	359,766.31	955,709.83	4,167,496.17	81.35%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
411-594-35-64-42	Wstwtr Cap Equip - DOC PWTFB Loan PC22-96103	1,237,205.00	414,632.31	0.00	414,632.31	822,572.69	66.49%
411-595-35-63-33	Other Improvements	0.00	6,055.59	0.00	6,055.59	-6,055.59	0.00%
411-597-00-03-31	IFT - Street Captial to WW Captial	0.00	407,798.88	0.00	407,798.88	-407,798.88	0.00%
Totals:		110,572.67	297,969.98	337,657.17	635,627.15	-525,054.48	
Totals:		110,572.67	297,969.98	337,657.17	635,627.15	-525,054.48	
Totals:		110,572.67	297,969.98	337,657.17	635,627.15	-525,054.48	
411 - Wastewater Capital Reserve Fund Totals:		110,572.67	297,969.98	337,657.17	635,627.15	-525,054.48	
412 - Wastewater Debt Service Fund							
412-343-50-00-51	LT Debt Collection For Sewer Utility	-620,000.00	-394,002.00	-49,303.84	-443,305.84	-176,694.16	-28.50%
412-361-11-00-44	Investment Interest Earned	-15,000.00	-34,585.88	-4,507.69	-39,093.57	24,093.57	160.62%
412-535-10-41-42	Banking Service Fees/Charges - WW LTD Res Fund	25.00	4,379.26	52.94	4,432.20	-4,407.20	-17,628.80%
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	128,221.83	0.00	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	29,089.66	0.00	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	-165,807.42	-53,758.59	-219,566.01	216,494.40	
Totals:		-3,071.61	-165,807.42	-53,758.59	-219,566.01	216,494.40	
Totals:		-3,071.61	-165,807.42	-53,758.59	-219,566.01	216,494.40	
412 - Wastewater Debt Service Fund Totals:		-3,071.61	-165,807.42	-53,758.59	-219,566.01	216,494.40	
413 - Water Capital Improvement Reserve Fund							
413-343-40-01-43	Capital Reserve Fund Collections	-1,292,629.20	-689,354.31	-86,646.74	-776,001.05	-516,628.15	-39.97%
413-361-11-00-13	Interest - Water Capital Reserve Fund	-25,000.00	-37,098.93	-4,931.16	-42,030.09	17,030.09	68.12%
413-397-00-00-43	IF Trans From Water Const Fund #431 To WCIR #4	-350,000.00	-175,000.00	-87,500.00	-262,500.00	-87,500.00	-25.00%
413-534-10-41-43	Banking Service Fees/Charges - W LTD Res Fund	35.00	88.12	32.20	120.32	-85.32	-243.77%
413-591-34-78-00	Loan Payment SRF Principal 04-65104-005	87,599.40	0.00	87,835.49	87,835.49	-236.09	-0.27%
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	65,359.05	65,359.05	0.00	0.00%
413-591-34-78-06	Loan Payment DOH Well #1 Principal DWL23478	25,535.73	44,315.79	20,935.10	65,250.89	-39,715.16	-155.53%
413-591-34-78-07	Loan Payment DOH Well #2 Principal DWL23479	89,316.05	0.00	105,602.78	105,602.78	-16,286.73	-18.23%
413-591-34-78-08	Loan Payment DOH Well #2 Principal DWL 24936	128,608.04	0.00	124,091.29	124,091.29	4,516.75	3.51%
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	2,635.06	2,635.06	-7.08	-0.27%
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%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
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	12,418.22	12,418.22	0.00	0.00%
413-592-34-83-06	Interest Payment DOH Well #1 Interest DWL2347	5,314.21	3,509.81	3,977.67	7,487.48	-2,173.27	-40.90%
413-592-34-83-07	Interest Payment DOH Well #2 Interest DWL2347	24,024.73	0.00	23,760.63	23,760.63	264.10	1.10%
413-592-34-83-08	Interest Payment DOH Well #2 Interest DWL2493	44,116.17	0.00	36,917.16	36,917.16	7,199.01	16.32%
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	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	332,100.00	332,100.00	0.00	0.00%
Totals:		-137,338.15	-383,428.87	636,586.75	253,157.88	-390,496.03	
Totals:		-137,338.15	-383,428.87	636,586.75	253,157.88	-390,496.03	
Totals:		-137,338.15	-383,428.87	636,586.75	253,157.88	-390,496.03	
413 - Water Capital Improvement Reserve Fund Totals:		-137,338.15	-383,428.87	636,586.75	253,157.88	-390,496.03	
425 - Water Revenue Bond Fund							
425-361-11-00-25	Investment Interest	-10,000.00	-10,758.89	-1,338.53	-12,097.42	2,097.42	20.97%
425-397-00-42-50	Transfer From 413	-332,100.00	0.00	-332,100.00	-332,100.00	0.00	0.00%
425-535-10-41-44	Banking Service Fees/Charges - W/S Debt Res Fun	0.00	37.77	10.19	47.96	-47.96	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	-10,721.12	-333,428.34	-344,149.46	315,249.46	
Totals:		-28,900.00	-10,721.12	-333,428.34	-344,149.46	315,249.46	
Totals:		-28,900.00	-10,721.12	-333,428.34	-344,149.46	315,249.46	
425 - Water Revenue Bond Fund Totals:		-28,900.00	-10,721.12	-333,428.34	-344,149.46	315,249.46	
426 - Water Bond Reserve Fund							
426-361-11-00-26	Interest Earned	-4,000.00	-4,367.85	-542.30	-4,910.15	910.15	22.75%
426-534-10-41-45	Banking Service Fees/Charges - W/S Bond Res Fun	802.20	14.43	3.83	18.26	783.94	97.72%
Totals:		-3,197.80	-4,353.42	-538.47	-4,891.89	1,694.09	
Totals:		-3,197.80	-4,353.42	-538.47	-4,891.89	1,694.09	
Totals:		-3,197.80	-4,353.42	-538.47	-4,891.89	1,694.09	
426 - Water Bond Reserve Fund Totals:		-3,197.80	-4,353.42	-538.47	-4,891.89	1,694.09	
431 - Water System Construction Fund							
431-361-10-00-31	Unrealized Gain/Loss	0.00	-3,161.53	-3,659.29	-6,820.82	6,820.82	0.00%
431-361-11-00-31	Investment Interest	-10,000.00	-17,883.49	-2,729.83	-20,613.32	10,613.32	106.13%
431-361-30-00-31	Realized Gain/Loss On Investments	0.00	1,254.64	0.00	1,254.64	-1,254.64	0.00%
431-361-41-00-31	Investment Interest - Purchased	0.00	-965.23	0.00	-965.23	965.23	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	117.89	21.71	139.60	-139.60	0.00%
431-597-00-00-43	IF Trans To WCIR #413 From Water Const Fund #4	350,000.00	175,000.00	87,500.00	262,500.00	87,500.00	25.00%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
	Totals:	0.00	154,362.28	81,132.59	235,494.87	-235,494.87	
	Totals:	0.00	154,362.28	81,132.59	235,494.87	-235,494.87	
	Totals:	0.00	154,362.28	81,132.59	235,494.87	-235,494.87	
	431 - Water System Construction Fund Totals:	0.00	154,362.28	81,132.59	235,494.87	-235,494.87	
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	-285,040.53	-5,272.27	-290,312.80	-322,927.20	-52.66%
440-342-60-00-06	Ambulance Charges	-250,000.00	-374,921.88	-47,167.55	-422,089.43	172,089.43	68.84%
440-342-60-00-07	Misc Util Fees/Activation Fees	-500.00	-222.75	-22.19	-244.94	-255.06	-51.01%
440-342-60-00-10	Ambulance Services - Commercial/State Insuranc	-120,000.00	-78,260.39	-30,189.72	-108,450.11	-11,549.89	-9.62%
440-342-60-00-20	Ambulance Services - Medicare	-130,000.00	-130,328.18	-14,025.55	-144,353.73	14,353.73	11.04%
440-342-60-00-30	Ambulance Services - Medicaid	-25,000.00	-11,041.43	-2,195.77	-13,237.20	-11,762.80	-47.05%
440-342-60-00-40	Ambulance Services - Self Pay	-50,000.00	-11,118.28	-3,212.30	-14,330.58	-35,669.42	-71.34%
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	-563.83	-64.21	-628.04	428.04	214.02%
440-361-11-00-24	Investment Interest - EMS	-3,000.00	-9,120.07	-748.49	-9,868.56	6,868.56	228.95%
440-522-24-10-00	Wages & OT - EMS Admin	100,280.57	71,469.79	12,156.68	83,626.47	16,654.10	16.61%
440-522-24-10-80	Wages & OT - EMS Rescue & Emergency	374,469.18	271,225.30	34,694.75	305,920.05	68,549.13	18.31%
440-522-24-10-81	Stipends (Volunteers) - EMS	85,000.00	53,680.90	6,272.63	59,953.53	25,046.47	29.47%
440-522-24-20-00	Benefits - EMS Admin	29,111.82	21,566.60	3,013.37	24,579.97	4,531.85	15.57%
440-522-24-20-80	Benefits - EMS Rescue & Emergency	123,835.58	111,480.97	14,074.59	125,555.56	-1,719.98	-1.39%
440-522-24-20-81	Benefits - (Volunteers) - EMS	8,855.00	4,917.79	503.12	5,420.91	3,434.09	38.78%
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	53.92	0.00	53.92	-53.92	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	8,046.36	1,139.43	9,185.79	1,814.21	16.49%
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	4,629.88	0.00	4,629.88	45,370.12	90.74%
440-522-24-41-80	Professional Services - EMS Rescue & Emergency	15,000.00	19,598.82	10,515.88	30,114.70	-15,114.70	-100.76%
440-522-24-41-81	Professional Financial / Banking Costs	200.00	1,153.04	25.17	1,178.21	-978.21	-489.11%
440-522-24-42-80	Communication - EMS Rescue & Emergency	200.00	218.10	31.03	249.13	-49.13	-24.57%
440-522-24-43-00	Travel - EMS	3,000.00	258.47	4.23	262.70	2,737.30	91.24%
440-522-24-49-00	Miscellaneous - EMS Admin	100.00	110.55	25.00	135.55	-35.55	-35.55%
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	34,484.50	0.00	34,484.50	1,515.50	4.21%
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	20,698.36	9,619.35	30,317.71	-317.71	-1.06%
440-522-27-10-00	Ambulance Utilities - Salaries & Wages	16,387.32	10,126.29	1,246.22	11,372.51	5,014.81	30.60%
440-522-27-20-00	Ambulance Utilities - Personnel Benefits	6,192.07	4,755.53	560.38	5,315.91	876.16	14.15%
440-522-27-31-00	Ambulance Utilities - Operating Supplies	0.00	23.11	25.30	48.41	-48.41	0.00%
440-522-27-31-01	Ambulance Utilities - Office Supplies	0.00	21.80	14.29	36.09	-36.09	0.00%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
440-522-27-41-00	Ambulance Utilities - Professional Services	5,650.00	8,790.40	675.83	9,466.23	-3,816.23	-67.54%
440-522-27-42-00	Ambulance Utilities - Communications	0.00	378.11	143.89	522.00	-522.00	0.00%
440-522-27-43-00	Ambulance Utilities - Travel	0.00	94.48	0.51	94.99	-94.99	0.00%
440-522-27-44-01	Advertising	0.00	0.00	4.76	4.76	-4.76	0.00%
440-522-27-48-00	Ambulance Utilities - Repairs & Maintenanc	0.00	25.15	5.06	30.21	-30.21	0.00%
440-522-27-49-00	Ambulance Utilities - Miscellaneous	0.00	2.25	8.75	11.00	-11.00	0.00%
440-522-27-49-01	Ambulance Utilities - Reg/Fees - Train & Seminars	0.00	61.94	9.00	70.94	-70.94	0.00%
440-594-22-64-80	Equipment - Radios & Pagers (EMS)	2,000.00	2,573.42	0.00	2,573.42	-573.42	-28.67%
440-597-00-15-23	Interfund Transfer	325,000.00	520,994.56	0.00	520,994.56	-195,994.56	-60.31%
Totals:		-23,358.46	270,225.34	-8,128.83	262,096.51	-285,454.97	
Totals:		-23,358.46	270,225.34	-8,128.83	262,096.51	-285,454.97	
Totals:		-23,358.46	270,225.34	-8,128.83	262,096.51	-285,454.97	
440 - Ambulance Totals:		-23,358.46	270,225.34	-8,128.83	262,096.51	-285,454.97	
500 - Equipment Rental & Replacement							
500-348-65-00-01	INF - O & M	-690,000.00	-364,434.93	-151,430.12	-515,865.05	-174,134.95	-25.24%
500-361-10-00-50	Unrealized Gain/Loss	0.00	-351.56	-409.40	-760.96	760.96	0.00%
500-361-11-00-50	Investment Interest	-1,500.00	-2,633.68	-388.29	-3,021.97	1,521.97	101.46%
500-361-30-00-50	Realized Gain/Loss On Investments	0.00	140.65	0.00	140.65	-140.65	0.00%
500-361-41-00-50	Investment Interest - Purchased	0.00	-108.14	0.00	-108.14	108.14	0.00%
500-362-00-00-00	Equip & Vehicle Rental	-3,000.00	-1,204.07	-158.62	-1,362.69	-1,637.31	-54.58%
500-369-10-00-08	Sale Of Surplus - ER&R	0.00	-9,800.00	0.00	-9,800.00	9,800.00	0.00%
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	84,018.13	10,521.51	94,539.64	28,636.00	23.25%
500-548-68-20-00	Benefits	65,661.93	54,345.81	6,705.90	61,051.71	4,610.22	7.02%
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	53,852.31	9,899.54	63,751.85	26,248.15	29.16%
500-548-68-32-00	Fuel Consumed	120,000.00	71,371.54	8,654.72	80,026.26	39,973.74	33.31%
500-548-68-35-00	Small Tools / Equipment	15,000.00	15,418.06	207.81	15,625.87	-625.87	-4.17%
500-548-68-44-00	External Taxes	700.00	55.90	0.00	55.90	644.10	92.01%
500-548-68-48-00	Repairs / Maintenance	90,000.00	26,462.25	9,223.64	35,685.89	54,314.11	60.35%
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	12,511.64	1,606.10	14,117.74	5,156.34	26.75%
500-548-70-20-00	Personnel Benefits	6,881.45	5,767.09	720.74	6,487.83	393.62	5.72%
500-548-70-31-00	Operating Supplies - ER&R Administration	100.00	1.18	37.96	39.14	60.86	60.86%
500-548-70-31-01	Office Supplies - ER&R Administration	500.00	1,085.54	135.01	1,220.55	-720.55	-144.11%
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	68.53	7.00	75.53	724.47	90.56%
500-548-70-42-00	Communication	600.00	297.73	41.36	339.09	260.91	43.49%
500-548-70-43-00	Travel	4,000.00	702.06	204.73	906.79	3,093.21	77.33%
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	5,341.69	406.65	5,748.34	1,251.66	17.88%

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024							
Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
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	2,502.90	732.70	3,235.60	764.40	19.11%
500-548-79-41-00	Professional Financial / Banking Costs	400.00	50.10	5.21	55.31	344.69	86.17%
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	15,558.16	3,650.32	19,208.48	2,791.52	12.69%
500-594-48-64-02	Machinery / Equipment	20,000.00	16,075.45	0.00	16,075.45	3,924.55	19.62%
Totals:		-5,380.96	79,712.42	-99,625.53	-19,913.11	14,532.15	
Totals:		-5,380.96	79,712.42	-99,625.53	-19,913.11	14,532.15	
Totals:		-5,380.96	79,712.42	-99,625.53	-19,913.11	14,532.15	
500 - Equipment Rental & Replacement Totals:		-5,380.96	79,712.42	-99,625.53	-19,913.11	14,532.15	
625 - Flexible Benefits Plan Fund							
625-361-11-00-65	Investment Interest	0.00	-3.58	-0.41	-3.99	3.99	0.00%
625-389-40-00-73	Trust Contribs Employee	-12,000.00	-11,046.95	0.00	-11,046.95	-953.05	-7.94%
625-389-60-00-01	Investment Interest	0.00	-0.91	0.00	-0.91	0.91	0.00%
625-589-40-00-73	Unreimbursed Medical Pays	12,000.00	16,230.23	883.24	17,113.47	-5,113.47	-42.61%
Totals:		0.00	5,178.79	882.83	6,061.62	-6,061.62	
Totals:		0.00	5,178.79	882.83	6,061.62	-6,061.62	
Totals:		0.00	5,178.79	882.83	6,061.62	-6,061.62	
625 - Flexible Benefits Plan Fund Totals:		0.00	5,178.79	882.83	6,061.62	-6,061.62	
Report Total:		694,327.80	2,651,729.85	1,298,567.62	3,950,297.47	-3,255,969.67	

Detail vs Budget Report

Date Range: 09/01/2024 - 09/30/2024

Fund Summary

Fund	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - Current Expense Fund	-3,802.59	1,281,663.33	-146,736.87	1,134,926.46	-1,138,729.05	
005 - Current Expense Reserve Fund	-4,980.00	-10,165.68	-2,873.23	-13,038.91	8,058.91	
012 - Technology Reserve Fund	108,981.11	170,046.16	-87,970.22	82,075.94	26,905.17	
061 - Employee Benefit Reserve Fund	58,475.00	67,035.94	16,976.42	84,012.36	-25,537.36	
100 - Street Fund	85,348.82	47,237.44	33,044.71	80,282.15	5,066.67	
120 - Criminal Justice Fund	228.00	14,839.80	1,068.46	15,908.26	-15,680.26	
121 - Forfeited Proceeds Fund	-20.00	-43.81	-12.40	-56.21	36.21	
130 - Hotel/Motel Tax	-2,097.00	-16,248.54	-12,681.70	-28,930.24	26,833.24	
201 - ULTGO Bond Fund	-100.00	-64.51	-31.67	-96.18	-3.82	
240 - Local Improvement District Fund	0.00	0.00	0.00	0.00	0.00	
301 - Street Capital Contribution Fund	-20,010.00	-8.47	-1.40	-9.87	-20,000.13	
305 - Capital Improvement Fund (REET)	555,445.15	505,624.71	-13,018.57	492,606.14	62,839.01	
306 - Capital Improvement Fund (REET 2)	996,809.22	1,155,680.58	67,150.66	1,222,831.24	-226,022.02	
309 - CDBG Projects Fund	0.00	-451.17	-0.13	-451.30	451.30	
311 - Street Improvement Fund	-80,846.84	-709,020.95	528,653.05	-180,367.90	99,521.06	
315 - Facility Maintenance Reserve Fund (CE	74,802.00	136,742.56	31,888.02	168,630.58	-93,828.58	
320 - Equipment Reserve Fund	483.00	168,584.62	69,014.33	237,598.95	-237,115.95	
330 - Economic Development Fund	-375.00	83,718.22	6,057.27	89,775.49	-90,150.49	
340 - Economic Development Reserve Fund	0.00	-1.00	-0.14	-1.14	1.14	0.00%
350 - Tax Benefit District Construction Fund	0.00	-48,831.21	-44,802.09	-93,633.30	93,633.30	
360 - Tax Increment Financing Construction	0.00	0.00	0.00	0.00	0.00	
400 - Water Fund	29,847.73	111,482.68	-61,314.12	50,168.56	-20,320.83	
401 - Wastewater Fund	-694,808.44	-329,704.14	-18,811.20	-348,515.34	-346,293.10	
402 - Stormwater Fund	8,285.83	291,406.45	-101,910.51	189,495.94	-181,210.11	
403 - Stormwater Capital Reserve Fund	-8,076.05	263,266.27	-5,865.64	257,400.63	-265,476.68	
410 - Water Capital Reserve Fund	-318,587.83	-774,197.41	479,965.01	-294,232.40	-24,355.43	
411 - Wastewater Capital Reserve Fund	110,572.67	297,969.98	337,657.17	635,627.15	-525,054.48	
412 - Wastewater Debt Service Fund	-3,071.61	-165,807.42	-53,758.59	-219,566.01	216,494.40	
413 - Water Capital Improvement Reserve F	-137,338.15	-383,428.87	636,586.75	253,157.88	-390,496.03	
425 - Water Revenue Bond Fund	-28,900.00	-10,721.12	-333,428.34	-344,149.46	315,249.46	
426 - Water Bond Reserve Fund	-3,197.80	-4,353.42	-538.47	-4,891.89	1,694.09	
431 - Water System Construction Fund	0.00	154,362.28	81,132.59	235,494.87	-235,494.87	
440 - Ambulance	-23,358.46	270,225.34	-8,128.83	262,096.51	-285,454.97	
500 - Equipment Rental & Replacement	-5,380.96	79,712.42	-99,625.53	-19,913.11	14,532.15	
625 - Flexible Benefits Plan Fund	0.00	5,178.79	882.83	6,061.62	-6,061.62	
Report Total:	694,327.80	2,651,729.85	1,298,567.62	3,950,297.47	-3,255,969.67	



City of College Place, WA

Vendor History Report

By Vendor Name

Posting Date Range -

Payment Date Range 09/01/2024 - 09/30/2024

Payable Number	Description	Units	Price	Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description				Amount	Account Number	Account Name		Dist Amount					
Vendor Set: 01 - Vendor Set 01													
14083 - Amazon Business Prime													
1316-X7NQ-TLLK	PD - Robber Costumes			9/25/2024		DFT0001930	9/25/2024	2,698.39	0.00	62.56	0.00	2,760.95	2,760.95
PD - Robber Costumes	1.00	59.97	65.25		001-521-10-31-00	Operating Supplies - Administrator		59.97	0.00	5.28	0.00	65.25	65.25
								65.25					
134V-1WHG-QP6K	Lamination Supplies			9/25/2024		DFT0001930	9/25/2024	19.57	0.00	0.00	0.00	19.57	19.57
Office Supplies - CH Gen	1.00	19.57	19.57		001-513-10-31-01	Office Supplies - Executive			2.57				
					001-514-23-31-01	Office Supplies - Budgeting, Accour			3.45				
					001-514-30-31-01	Office Supplies - Records			1.11				
					001-518-10-31-01	Office Supplies - HR Administration			2.22				
					100-543-10-31-01	Office Supplies - Administration			0.20				
					400-534-10-31-01	Office Supplies - Administration			0.95				
					400-534-27-31-01	Water Utilities - Office Supplies			3.84				
					401-535-10-31-01	Office Supplies - Administration			0.72				
					401-535-27-31-01	Sewer Utilities - Office Supplies			4.31				
					402-531-27-31-01	Stormwater Utilities - Office Suppli			0.20				
1394-9FNX-VXV7	Wireless Security Camera			9/25/2024		DFT0001930	9/25/2024	152.31	0.00	0.00	0.00	152.31	152.31
Wireless Security Camer	1.00	152.31	152.31		001-518-20-35-00	Sm Tools/Minor Equip			152.31				
13JD-PKD9-JTCW	Shop Paper			9/25/2024		DFT0001930	9/25/2024	85.12	0.00	0.00	0.00	85.12	85.12
Shop Paper	1.00	85.12	85.12		400-534-10-31-01	Office Supplies - Administration			85.12				
149X-F1VJ-WGTY	Herbicide Spray			9/25/2024		DFT0001930	9/25/2024	40.45	0.00	3.56	0.00	44.01	44.01
Herbicide Spray	1.00	40.45	44.01		001-576-80-31-00	Operating Supplies - Parks			44.01				
1C99-VLJL-17JF	Robinair Wireless OBD			9/25/2024		DFT0001930	9/25/2024	119.68	0.00	0.00	0.00	119.68	119.68
Robinair Wireless OBD	1.00	119.68	119.68		500-548-68-35-00	Small Tools / Equipment			119.68				
1CCP-YHRP-99HL	Mobile Stabilizer and Plan			9/25/2024		DFT0001930	9/25/2024	170.80	0.00	0.00	0.00	170.80	170.80
Mobile Stabilizer and Pl	1.00	170.80	170.80		001-521-10-35-00	Sm Tools/Minor Equipment			170.80				
1CJ6-YL71-M3Q7	Hitch Adaptor			9/25/2024		DFT0001930	9/25/2024	211.08	0.00	0.00	0.00	211.08	211.08
Hitch Adaptor	1.00	211.08	211.08		500-548-68-31-00	Operating Supplies - General			211.08				
1CJ6-YL71-N3NC	Fake Fire Decorations			9/25/2024		DFT0001930	9/25/2024	25.01	0.00	0.00	0.00	25.01	25.01
Fake Fire Decorations	1.00	25.01	25.01		001-573-90-31-00	Operating Supplies - Community Ev			25.01				
1DGX-6CVJ-97NK	Calendar			9/25/2024		DFT0001930	9/25/2024	18.49	0.00	0.00	0.00	18.49	18.49
Calendar	1.00	18.49	18.49		001-558-60-31-01	Office Supplies - Planning			18.49				
1F7H-MYMF-XXFR	Desk Calendar			9/25/2024		DFT0001930	9/25/2024	9.78	0.00	0.00	0.00	9.78	9.78

Vendor History Report

										Posting Date Range -	
Payable Number	Description		Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	
Item Description	Units	Price	Amount	Account Number	Account Name	Dist Amount					Net Payment
Desk Calendar	1.00	9.78	9.78	400-534-27-31-01	Water Utilities - Office Supplies	3.23					
				401-535-27-31-01	Sewer Utilities - Office Supplies	4.89					
				402-531-27-31-01	Stormwater Utilities - Office Supplies	1.08					
				440-522-27-31-01	Ambulance Utilities - Office Supplies	0.58					
1H3Q-C333-LK1K	Trunk or Treat Decorations		9/25/2024	DFT0001930	9/25/2024	40.89	0.00	0.00	0.00	0.00	40.89 40.89
Trunk or Treat Decorations	1.00	40.89	40.89	001-573-90-31-00	Operating Supplies - Community Ev	40.89					
1H9N-97N3-1W7H	Paint Strainer Bags		9/25/2024	DFT0001930	9/25/2024	24.80	0.00	0.00	0.00	0.00	24.80 24.80
Paint Strainer Bags	1.00	24.80	24.80	100-542-30-31-00	Operating Supplies - Traveled Way	24.80					
1K7F-FP94-4WQK	Drone Supplies		9/25/2024	DFT0001930	9/25/2024	315.51	0.00	0.00	0.00	0.00	315.51 315.51
Drone Supplies	1.00	315.51	315.51	001-521-10-35-00	Sm Tools/Minor Equipment	315.51					
1KGC-3GLY-1KMC	Metal Wall Cabinet		9/25/2024	DFT0001930	9/25/2024	130.43	0.00	0.00	0.00	0.00	130.43 130.43
Metal Wall Cabinet	1.00	130.43	130.43	400-534-50-31-00	Operating Supplies - Maintenance	130.43					
1M16-HT73-91G6	iPhone Charger		9/25/2024	DFT0001930	9/25/2024	27.18	0.00	0.00	0.00	0.00	27.18 27.18
iPhone Charger	1.00	27.18	27.18	001-521-10-31-01	Office Supplies - Administration	27.18					
1MY7-QKKP-C9YY	Trunk or Treat - PD Candy		9/25/2024	DFT0001930	9/25/2024	88.93	0.00	0.00	0.00	0.00	88.93 88.93
Trunk or Treat - PD Candy	1.00	88.93	88.93	001-573-90-31-00	Operating Supplies - Community Ev	88.93					
1N64-PYXL-9NRQ	Power Supply Switch		9/25/2024	DFT0001930	9/25/2024	20.49	0.00	0.00	0.00	0.00	20.49 20.49
Power Supply Switch	1.00	20.49	20.49	012-518-89-35-00	Sm Tools/Minor Equipment	20.49					
1ND9-PX66-4VJ1	GPS Antennas		9/25/2024	DFT0001930	9/25/2024	134.28	0.00	0.00	0.00	0.00	134.28 134.28
GPS Antennas	1.00	134.28	134.28	500-548-68-31-00	Operating Supplies - General	134.28					
1NN9-DNHM-GPX	Ink Cartridges		9/25/2024	DFT0001930	9/25/2024	37.96	0.00	0.00	0.00	0.00	37.96 37.96
Ink Cartridges	1.00	37.96	37.96	500-548-70-31-00	Operating Supplies - ER&R Admini	37.96					
1P1Q-GKVN-991H	CD Trunk or Treat Decorations		9/25/2024	DFT0001930	9/25/2024	98.96	0.00	0.00	0.00	0.00	98.96 98.96
CD Trunk or Treat Decorations	1.00	98.96	98.96	001-573-90-31-00	Operating Supplies - Community Ev	98.96					
1PNR-674M-1KWV	Spray		9/25/2024	DFT0001930	9/25/2024	23.88	0.00	2.10	0.00	0.00	25.98 25.98
Spray	1.00	23.88	25.98	001-518-20-31-00	Operating Supplies - Facilities	25.98					
1PQ1-N4MN-KV4N	Undeliverable Shop Paper 1 of 2		9/25/2024	DFT0001921	9/25/2024	-42.56	0.00	0.00	0.00	0.00	-42.56 -42.56
Undeliverable Shop Paper	-1.00	42.56	-42.56	400-534-10-31-01	Office Supplies - Administration	-42.56					
1PXF-XWKN-61JL	Phone Case		9/25/2024	DFT0001930	9/25/2024	24.89	0.00	0.00	0.00	0.00	24.89 24.89
Phone Case	1.00	24.89	24.89	001-521-10-31-00	Operating Supplies - Administration	24.89					
1QPM-F4QN-3471	Vacuum Bags		9/25/2024	DFT0001930	9/25/2024	21.75	0.00	0.00	0.00	0.00	21.75 21.75
Vacuum Bags	1.00	21.75	21.75	400-534-10-31-01	Office Supplies - Administration	21.75					
1RJL-61TR-MGD1	Sharpie		9/25/2024	DFT0001930	9/25/2024	6.30	0.00	0.00	0.00	0.00	6.30 6.30
Sharpie	1.00	6.30	6.30	400-534-10-31-01	Office Supplies - Administration	6.30					
1RNM-CYRN-4GDN	PD Phone Case		9/25/2024	DFT0001930	9/25/2024	30.45	0.00	0.00	0.00	0.00	30.45 30.45
PD Phone Case	1.00	30.45	30.45	001-521-22-31-00	Operating Supplies - Patrol	30.45					
1TFP-GNMW-9X9P	Microsoft Surface		9/25/2024	DFT0001930	9/25/2024	427.88	0.00	37.65	0.00	0.00	465.53 465.53

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					
Microsoft Surface	1.00	403.89	439.43	001-522-10-35-00	Sm Tools & Minor Equipmnt		439.43					
Waterproof Labels	1.00	23.99	26.10	001-522-10-31-00	Operating Supplies - Administratio		26.10					
1TWR-KYC1-GCGH	Undeliverable Shop Paper 2 of 2		9/25/2024		DFT0001922	9/25/2024	-42.56	0.00	0.00	0.00	-42.56	-42.56
Undeliverable Shop Pap	-1.00	42.56	-42.56	400-534-10-31-01	Office Supplies - Administration		-42.56					
1VNN-HDJH-CPC6	Return - CD Trunk or Treat Supplies		9/25/2024		DFT0001923	9/25/2024	-25.01	0.00	0.00	0.00	-25.01	-25.01
Return - CD Trunk or Tre	-1.00	25.01	-25.01	001-573-90-31-00	Operating Supplies - Community Ev		-25.01					
1YGK-FRYD-3GVY	Drone Batteries		9/25/2024		DFT0001930	9/25/2024	282.88	0.00	0.00	0.00	282.88	282.88
Drone Batteries	1.00	282.88	282.88	001-521-10-35-00	Sm Tools/Minor Equipment		282.88					
1YNG-3PCC-WKHR	Pliers		9/25/2024		DFT0001930	9/25/2024	158.80	0.00	13.97	0.00	172.77	172.77
Pliers	1.00	158.80	172.77	400-534-50-35-00	Sm Tools/Equipment		172.77					
7404 - Banner Bank Credit Cards							11,729.89	43.52	52.80	0.00	11,826.21	11,826.21
0169 - 09.12.24	0169 - 09.12.2024		9/30/2024		DFT0001941	9/30/2024	791.50	0.00	0.00	0.00	791.50	791.50
M. Holden APWA Confe	1.00	325.00	325.00	001-576-81-49-00	Miscellaneous		40.62					
				100-542-30-49-00	Miscellaneous		81.26					
				400-534-50-49-01	Miscellaneous		162.50					
				402-531-10-49-01	Reg/Fees - Training Classes Stormw		40.62					
C. Clark APWA Conferer	1.00	325.00	325.00	001-576-81-49-00	Miscellaneous		40.62					
				100-542-30-49-00	Miscellaneous		81.25					
				400-534-50-49-01	Miscellaneous		162.51					
				402-531-10-49-01	Reg/Fees - Training Classes Stormw		40.62					
Broom, Shovel, Dustpan	1.00	92.35	92.35	001-522-10-31-00	Operating Supplies - Administratio		92.35					
Hornet Spray, Grease, A	1.00	27.15	27.15	001-522-20-35-00	Sm Tools/Equipment		27.15					
J. Boose Breakfast	1.00	22.00	22.00	001-522-30-49-00	Miscellaneous		22.00					
2169 - 09.12.24 2	McAndrews - APWA Fall Conference Regist		9/30/2024		DFT0001941	9/30/2024	550.00	0.00	0.00	0.00	550.00	550.00
McAndrews - APWA Fal	1.00	550.00	550.00	400-534-10-49-01	Registrations/Fees - Training Classe		550.00					
2169 - 09.12.24 3	McAndrews and Rizzitiello - IACC Registrati		9/30/2024		DFT0001941	9/30/2024	500.00	0.00	0.00	0.00	500.00	500.00
McAndrews and Rizzitie	2.00	250.00	500.00	402-531-27-49-01	Stormwater Utilities - Reg/Fees - Tr		500.00					
2169 09.12.24 1	2169 09.12.2024 1		9/30/2024		DFT0001941	9/30/2024	21.02	0.00	0.00	0.00	21.02	21.02
R. McAndrews UCC Lun	1.00	21.02	21.02	001-576-81-43-00	Travel		1.68					
				100-543-10-43-00	Travel		3.78					
				400-534-10-43-00	Travel		8.42					
				401-535-10-43-00	Travel		1.89					
				402-531-10-43-00	Travel - Stormwater		2.52					
				500-548-70-43-00	Travel		2.73					
3647 - 09.12.24	3647 - 09.12.2024		9/30/2024		DFT0001941	9/30/2024	873.55	0.00	0.00	0.00	873.55	873.55
M. Rizzitiello Lodging	1.00	389.37	389.37	001-513-10-43-00	Travel Expense		147.96					
				400-534-10-43-00	Travel		73.98					
				401-535-10-43-00	Travel		151.86					
				402-531-10-43-00	Travel - Stormwater		11.68					
				440-522-24-43-00	Travel - EMS		3.89					

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						
Finance Booth Trunk Or	1.00	193.12	193.12	001-573-90-31-00	Operating Supplies - Community Ev	193.12						
M. Garcia Public Record	1.00	140.00	140.00	001-514-30-49-01	Registrations/Fees - Training Classe	47.60						
				100-543-10-49-00	Miscellaneous	26.60						
				400-534-27-49-01	Water Utilities - Reg/Fees - Training	21.00						
				401-535-27-49-01	Sewer Utilities - Reg/Fees - Training	19.60						
				402-531-27-49-01	Stormwater Utilities - Reg/Fees - Tr	18.20						
				440-522-27-49-01	Ambulance Utilities - Reg/Fees - Tr	7.00						
Finance Booth Trunk Or	1.00	93.41	93.41	001-573-90-31-00	Operating Supplies - Community Ev	93.41						
M. Rizzitiello Fuel	1.00	34.01	34.01	001-513-10-43-00	Travel Expense	12.92						
				400-534-10-43-00	Travel	6.46						
				401-535-10-43-00	Travel	13.27						
				402-531-10-43-00	Travel - Stormwater	1.02						
				440-522-24-43-00	Travel - EMS	0.34						
M. Holden UCC Lunch Iv	1.00	23.64	23.64	001-576-81-43-00	Travel	2.96						
				100-542-30-43-00	Travel	5.90						
				400-534-50-43-00	Travel	11.82						
				402-531-10-43-00	Travel - Stormwater	2.96						
5296 - 09.12.24	5296 - 09.12.2024		9/30/2024	DFT0001941	9/30/2024	160.00	0.00		0.00		160.00	160.00
Z. Hoffer Building Certifi	1.00	110.00	110.00	001-524-20-49-01	Training Class Registration Costs - E	110.00						
Senior Planner Job Posti	1.00	50.00	50.00	001-558-60-41-00	Professional Services	50.00						
6464 - 09.12.24	Sewer Camera		9/30/2024	DFT0001941	9/30/2024	599.99	43.52		52.80	0.00	696.31	696.31
Sewer Camera	1.00	599.99	696.31	402-531-50-35-00	Small Tools/Equipment - Stormwat	696.31						
6577 - 09.12.24 1	6577 - 09.12.2024 1		9/30/2024	DFT0001941	9/30/2024	1,079.23	0.00		0.00	0.00	1,079.23	1,079.23
B. Rhodes & T. Harris Gl	1.00	400.00	400.00	001-521-10-49-01	Registrations / Fees Training Classe	400.00						
D. Schmick NTOA Regist	1.00	311.00	311.00	001-521-10-49-01	Registrations / Fees Training Classe	311.00						
S. Diaz Leading Into Wel	1.00	188.58	188.58	001-521-10-49-01	Registrations / Fees Training Classe	188.58						
Gun Range Internet	1.00	120.00	120.00	001-521-10-49-00	Miscellaneous	120.00						
Fentanyl Labels	1.00	43.92	43.92	001-521-21-31-00	Operating Supplies - Investigation	43.92						
PD UPS	1.00	15.73	15.73	001-554-30-42-00	Communications - Special Enforcen	15.73						
6577 - 09.12.24 2	Leadership Training		9/30/2024	DFT0001941	9/30/2024	780.00	0.00		0.00	0.00	780.00	780.00
Training	4.00	195.00	780.00	001-521-40-49-01	Registrations/Fees - Training Classe	780.00						
7573 - 09.12.24	7573 - 09.12.2024		9/30/2024	DFT0001941	9/30/2024	797.61	0.00		0.00	0.00	797.61	797.61
Senior Planner Job Posti	1.00	395.00	395.00	001-558-60-41-00	Professional Services	395.00						
Battery & Paint	1.00	100.34	100.34	001-573-90-31-00	Operating Supplies - Community Ev	100.34						
M. Garcia WMCA Memt	1.00	100.00	100.00	001-514-30-49-00	Miscellaneous	34.00						
				100-543-10-49-00	Miscellaneous	19.00						
				400-534-27-49-00	Water Utilities - Miscellaneous	15.00						
				401-535-27-49-00	Sewer Utilities - Miscellaneous	14.00						
				402-531-27-49-00	Stormwater Utilities - Miscellaneou	13.00						
				440-522-27-49-00	Ambulance Utilities - Miscellaneou	5.00						
J. Graham Uniform Alter	1.00	67.30	67.30	001-521-19-20-01	Benefits/Uniforms Support Service	67.30						

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						
M. Garcia SCWMA Mem	1.00	50.00	50.00	001-514-30-49-00	Miscellaneous	17.00						
				100-543-10-49-00	Miscellaneous	9.50						
				400-534-27-49-00	Water Utilities - Miscellaneous	7.50						
				401-535-27-49-00	Sewer Utilities - Miscellaneous	7.00						
				402-531-27-49-00	Stormwater Utilities - Miscellaneous	6.50						
				440-522-27-49-00	Ambulance Utilities - Miscellaneous	2.50						
Council Workshop Snack	1.00	25.95	25.95	001-511-60-31-00	Operating Supplies - Legislative	25.95						
WAPRO Membership	1.00	25.00	25.00	001-514-30-49-00	Miscellaneous	8.50						
				100-543-10-49-00	Miscellaneous	4.75						
				400-534-27-49-00	Water Utilities - Miscellaneous	3.75						
				401-535-27-49-00	Sewer Utilities - Miscellaneous	3.50						
				402-531-27-49-00	Stormwater Utilities - Miscellaneous	3.25						
				440-522-27-49-00	Ambulance Utilities - Miscellaneous	1.25						
A. St.Clair Travel Meal	1.00	11.11	11.11	001-521-19-43-00	Travel Support Services	11.11						
USPS Clerk	1.00	9.96	9.96	001-514-30-42-00	Communication	9.96						
A. St.Clair Travel Meal	1.00	9.42	9.42	001-521-19-43-00	Travel Support Services	9.42						
A. St. Clair Travel Meal	1.00	3.53	3.53	001-521-19-43-00	Travel Support Services	3.53						
8472 - 09.12.24	8472 - 09.12.2024		9/30/2024	DFT0001941	9/30/2024	312.11	0.00	0.00	0.00	0.00	312.11	312.11
Clerk Uniform Items	1.00	233.00	233.00	001-521-19-20-01	Benefits/Uniforms Support Services	233.00						
J. Langlois Uniform	1.00	79.11	79.11	001-521-22-20-01	Benefits Uniforms Patrol	79.11						
9400 - 09.12.24	9400 - 09.12.2024		9/30/2024	DFT0001941	9/30/2024	399.83	0.00	0.00	0.00	0.00	399.83	399.83
C. Clark Hotel	1.00	369.30	369.30	001-576-81-43-00	Travel	46.16						
				100-542-30-43-00	Travel	92.32						
				400-534-50-43-00	Travel	184.66						
				402-531-10-43-00	Travel - Stormwater	46.16						
L. Cota Travel Lunch	1.00	17.58	17.58	402-531-10-43-00	Travel - Stormwater	17.58						
W. Guse Travel Lunch	1.00	12.95	12.95	100-542-30-43-00	Travel	12.95						
9418 - 09.12.24 1	9418 - 09.12.24 1		9/30/2024	DFT0001941	9/30/2024	87.00	0.00	0.00	0.00	0.00	87.00	87.00
B. Hammond Waterwor	1.00	87.00	87.00	400-534-10-49-00	Miscellaneous	87.00						
B. Hammond Waterwor	1.00	87.00	87.00	400-534-10-49-00	Miscellaneous	87.00						
REFUND B. Hammond V	1.00	-87.00	-87.00	400-534-10-49-00	Miscellaneous	-87.00						
9418 09.12.24 2	Road & Street Conference - Guse & Clark		9/30/2024	DFT0001941	9/30/2024	770.00	0.00	0.00	0.00	0.00	770.00	770.00
Road & Street Conferen	1.00	770.00	770.00	100-543-30-49-01	Registrations/Fees - Training Classe	770.00						
9426 - 09.12.24	9426 - 09.12.2024		9/30/2024	DFT0001941	9/30/2024	1,111.19	0.00	0.00	0.00	0.00	1,111.19	1,111.19
J. Goodson APWA Fall C	1.00	325.00	325.00	500-548-70-49-01	Registrations/Fees - Training Classe	325.00						
Paper	1.00	135.01	135.01	500-548-70-31-01	Office Supplies - ER&R Administra	135.01						
J. Goodson NFPA Memb	1.00	125.10	125.10	500-548-70-49-01	Registrations/Fees - Training Classe	125.10						
B. Peal NFPA Membersh	1.00	125.10	125.10	500-548-70-49-01	Registrations/Fees - Training Classe	125.10						
J. Goodson EVT Test	1.00	90.00	90.00	500-548-70-49-01	Registrations/Fees - Training Classe	90.00						
Floor Jack Parts	1.00	73.85	73.85	500-548-68-31-00	Operating Supplies - General	73.85						
Ben EVT Test	1.00	67.50	67.50	500-548-70-49-01	Registrations/Fees - Training Classe	67.50						

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						
M. Garcia Law Enforcem	1.00	40.00	40.00	001-514-30-49-01	Registrations/Fees - Training Classe	13.60						
				100-543-10-49-00	Miscellaneous	7.60						
				400-534-27-49-01	Water Utilities - Reg/Fees - Training	6.00						
				401-535-27-49-01	Sewer Utilities - Reg/Fees - Training	5.60						
				402-531-27-49-00	Stormwater Utilities - Miscellaneou	5.20						
				440-522-27-49-01	Ambulance Utilities - Reg/Fees - Tr	2.00						
USB	1.00	20.43	20.43	500-548-68-31-00	Operating Supplies - General	20.43						
DOL Report of Sale	1.00	13.65	13.65	500-548-68-31-00	Operating Supplies - General	13.65						
DOL Report of Sale	1.00	13.65	13.65	500-548-68-31-00	Operating Supplies - General	13.65						
DOL Report of Sale	1.00	13.65	13.65	500-548-68-31-00	Operating Supplies - General	13.65						
DOL Report of Sale	1.00	13.65	13.65	500-548-68-31-00	Operating Supplies - General	13.65						
DOL Report of Sale	1.00	13.65	13.65	500-548-68-31-00	Operating Supplies - General	13.65						
DOL Report of Sale	1.00	13.65	13.65	500-548-68-31-00	Operating Supplies - General	13.65						
DOL Report of Sale	1.00	13.65	13.65	500-548-68-31-00	Operating Supplies - General	13.65						
DOL Report of Sale	1.00	13.65	13.65	500-548-68-31-00	Operating Supplies - General	13.65						
DOL Report of Sale	1.00	13.65	13.65	500-548-68-31-00	Operating Supplies - General	13.65						
9467 - 09.12.24	9467 - 09.12.2024		9/30/2024	DFT0001941	9/30/2024	2,028.00	0.00		0.00	0.00	2,028.00	2,028.00
K. Barker Training Dupo	1.00	495.00	495.00	001-521-10-49-01	Registrations / Fees Training Classe	495.00						
A. Schild Jumpsuit	1.00	397.06	397.06	001-521-22-20-01	Benefits Uniforms Patrol	397.06						
J. Langlois & D. Watkins	1.00	390.00	390.00	001-521-10-49-01	Registrations / Fees Training Classe	390.00						
Strangulation Preventio	1.00	375.00	375.00	001-521-10-49-01	Registrations / Fees Training Classe	375.00						
S. Diaz National Tactical	1.00	256.00	256.00	001-521-10-49-01	Registrations / Fees Training Classe	256.00						
D. Schmick Excel Course	1.00	147.00	147.00	001-521-40-49-01	Registrations/Fees - Training Classe	147.00						
A. St.Clair Uniform Alter	1.00	56.08	56.08	001-521-22-20-01	Benefits Uniforms Patrol	56.08						
A. Dennis & A. Bushkovs	1.00	34.30	34.30	001-521-10-43-00	Travel	34.30						
A. Dennis & A. Bushkovs	1.00	28.71	28.71	001-521-10-43-00	Travel	28.71						
Jersey Mikes Discount	1.00	-1.15	-1.15	001-521-10-43-00	Travel	-1.15						
Refund Crisis Negotiatio	1.00	-150.00	-150.00	001-521-10-49-01	Registrations / Fees Training Classe	-150.00						
9965 - 09.12.24	9965 - 09.12.2024		9/30/2024	DFT0001941	9/30/2024	868.86	0.00		0.00	0.00	868.86	868.86
Cleaning Supplies	1.00	307.54	307.54	001-522-10-31-00	Operating Supplies - Administratio	307.54						
Storage Closet	1.00	260.03	260.03	001-522-50-31-00	Operating Supplies - Facilities	260.03						
Office Supplies	1.00	85.06	85.06	001-522-20-31-01	Office Supplies - Suppression	85.06						
Batteries and USB Car C	1.00	73.85	73.85	001-522-10-31-00	Operating Supplies - Administratio	73.85						
Paper and Pens	1.00	65.18	65.18	001-522-10-31-01	Office Supplies - Administration	65.18						
Grade Stakes	1.00	65.15	65.15	001-522-45-31-00	Operating Supplies - Training	65.15						
USPS Postage	1.00	12.05	12.05	001-522-10-42-00	Communication	12.05						

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					
5629 - Home Depot Credit Services							2,746.98	0.00	241.70	0.00	2,988.68	2,988.68
08.28.24	08.28.2024 Monthly Statement		9/25/2024		DFT0001934	9/25/2024	2,746.98	0.00	241.70	0.00	2,988.68	2,988.68
Facilities Van Tools	1.00	332.00	361.22	001-518-20-35-00	Sm Tools/Minor Equip		361.22					
PW Irrigation	1.00	287.22	312.50	001-576-80-31-00	Operating Supplies - Parks		312.50					
Microwave PW City Sho	1.00	279.00	303.55	400-534-10-49-00	Miscellaneous		303.55					
Truck Tools	1.00	212.37	231.06	400-534-10-35-00	Small Tools/Equipment		231.06					
Battery	1.00	199.00	216.50	400-534-10-35-00	Small Tools/Equipment		216.50					
Shop Roof	1.00	120.65	131.27	001-518-20-31-00	Operating Supplies - Facilities		131.27					
Hose	1.00	112.92	122.86	001-518-20-31-00	Operating Supplies - Facilities		122.86					
Lawnmower parts	1.00	107.10	116.52	001-576-80-31-00	Operating Supplies - Parks		116.52					
Shop Supplies	1.00	99.93	108.71	500-548-68-31-00	Operating Supplies - General		108.71					
Facilities FD	1.00	87.76	95.48	001-518-20-31-00	Operating Supplies - Facilities		95.48					
Truck Tools	1.00	74.94	81.53	400-534-50-35-00	Sm Tools/Equipment		81.53					
Employee Gloves	1.00	74.91	81.50	400-534-50-20-01	Benefits Uniforms		81.50					
Paint	1.00	67.72	73.68	100-542-30-31-00	Operating Supplies - Traveled Way		73.68					
Paint	1.00	61.34	66.74	100-542-30-31-00	Operating Supplies - Traveled Way		66.74					
Truck Tools	1.00	60.91	66.27	400-534-50-35-00	Sm Tools/Equipment		66.27					
FD Sign	1.00	58.32	63.45	001-518-20-31-00	Operating Supplies - Facilities		63.45					
Park Supplies	1.00	54.71	59.51	001-576-80-31-00	Operating Supplies - Parks		59.51					
Rubber Hose	1.00	49.98	54.38	410-594-34-63-03	Water Utility Capital Expenditures		54.38					
Outdoor Wood	1.00	47.56	51.75	500-548-68-31-00	Operating Supplies - General		51.75					
Gloves	1.00	44.97	48.93	400-534-50-20-01	Benefits Uniforms		48.93					
FD Facilities	1.00	44.44	48.35	001-518-20-31-00	Operating Supplies - Facilities		48.35					
Batteries	1.00	41.81	45.49	001-576-80-31-00	Operating Supplies - Parks		45.49					
FD Tools	1.00	39.93	43.44	001-522-10-35-00	Sm Tools & Minor Equipmnt		43.44					
Water Service Parts	1.00	39.16	42.61	400-534-50-31-00	Operating Supplies - Maintenance		42.61					
School Signs	1.00	34.54	37.58	100-542-70-31-00	Operating Supplies - Roadside		37.58					
Pine Sol	1.00	29.96	32.60	400-534-80-31-00	Operating Supplies - General		32.60					
Shop Supplies	1.00	27.94	30.40	500-548-68-31-00	Operating Supplies - General		30.40					
Flashlight	1.00	21.97	23.90	001-524-20-31-00	Operating Supplies - Bldg. Inspectic		23.90					
Park Supplies	1.00	19.96	21.72	001-576-80-31-00	Operating Supplies - Parks		21.72					
Paint	1.00	13.12	14.27	100-542-30-31-00	Operating Supplies - Traveled Way		14.27					
Water Tower Rubber	1.00	11.27	12.26	400-534-50-31-00	Operating Supplies - Maintenance		12.26					
Tubing	1.00	10.96	11.92	400-534-50-31-00	Operating Supplies - Maintenance		11.92					
Park Irrigation	1.00	10.54	11.47	001-576-80-31-00	Operating Supplies - Parks		11.47					
Park Irrigation	1.00	8.00	8.70	001-576-80-31-00	Operating Supplies - Parks		8.70					
RETURN FD Tools	1.00	-39.93	-43.44	001-522-10-35-00	Sm Tools & Minor Equipmnt		-43.44					

Vendor History Report

										Posting Date Range -	
Payable Number	Description		Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	
Item Description	Units	Price	Amount	Account Number	Account Name		Dist Amount				Net Payment
194 - Napa Of Walla Walla							715.47	0.00	0.00	0.00	715.47 715.47
August 24	Misc Supplies		9/25/2024	APA002084	9/25/2024		715.47	0.00	0.00	0.00	715.47 715.47
Air Filter and Oil Filter	1.00	183.05	183.05	500-548-68-31-00	Operating Supplies - General			183.05			
Floor Liner	1.00	152.45	152.45	500-548-68-31-00	Operating Supplies - General			152.45			
Filter	1.00	96.91	96.91	500-548-68-31-00	Operating Supplies - General			96.91			
Air Filter	1.00	94.38	94.38	500-548-68-31-00	Operating Supplies - General			94.38			
Sprayer	1.00	79.38	79.38	500-548-68-31-00	Operating Supplies - General			79.38			
Interceptor Utility Valve	1.00	64.05	64.05	500-548-68-31-00	Operating Supplies - General			64.05			
Solenoid	1.00	61.16	61.16	500-548-68-31-00	Operating Supplies - General			61.16			
Trailer Connector Adapt	1.00	47.91	47.91	500-548-68-31-00	Operating Supplies - General			47.91			
Air Filter	1.00	43.75	43.75	500-548-68-31-00	Operating Supplies - General			43.75			
Hydraulic Filter	1.00	37.74	37.74	500-548-68-31-00	Operating Supplies - General			37.74			
Solvent	1.00	26.13	26.13	500-548-68-31-00	Operating Supplies - General			26.13			
Reducer Sleeve	1.00	25.04	25.04	500-548-68-31-00	Operating Supplies - General			25.04			
Air Filter	1.00	21.75	21.75	500-548-68-31-00	Operating Supplies - General			21.75			
Fuel Filter	1.00	19.81	19.81	500-548-68-31-00	Operating Supplies - General			19.81			
Oil	1.00	18.84	18.84	500-548-68-31-00	Operating Supplies - General			18.84			
Return	1.00	-31.46	-31.46	500-548-68-31-00	Operating Supplies - General			-31.46			
Warranty Credit	1.00	-225.42	-225.42	500-548-68-31-00	Operating Supplies - General			-225.42			
218 - Quill Corporation							1,068.55	0.00	90.27	0.00	1,158.82 1,151.21
09.16.2024	Office Supplies - CH General		9/25/2024	DFT0001936	9/25/2024						-7.61
Office Supplies - CH Gen	1.00	7.61	7.61	001-513-10-31-01	Office Supplies - Executive			1.00			
				001-514-23-31-01	Office Supplies - Budgeting, Accour			1.34			
				001-514-30-31-01	Office Supplies - Records			0.43			
				001-518-10-31-01	Office Supplies - HR Administration			0.86			
				100-543-10-31-01	Office Supplies - Administration			0.08			
				400-534-10-31-01	Office Supplies - Administration			0.37			
				400-534-27-31-01	Water Utilities - Office Supplies			1.50			
				401-535-10-31-01	Office Supplies - Administration			0.28			
				401-535-27-31-01	Sewer Utilities - Office Supplies			1.67			
				402-531-27-31-01	Stormwater Utilities - Office Suppli			0.08			
09.16.2024	Office Supplies - CH General		9/25/2024	DFT0001936	9/25/2024		7.61	0.00	0.00	0.00	7.61 7.61
Office Supplies - CH Gen	1.00	7.61	7.61	001-513-10-31-01	Office Supplies - Executive			1.00			
				001-514-23-31-01	Office Supplies - Budgeting, Accour			1.34			
				001-514-30-31-01	Office Supplies - Records			0.43			
				001-518-10-31-01	Office Supplies - HR Administration			0.86			
				100-543-10-31-01	Office Supplies - Administration			0.08			
				400-534-10-31-01	Office Supplies - Administration			0.37			
				400-534-27-31-01	Water Utilities - Office Supplies			1.50			
				401-535-10-31-01	Office Supplies - Administration			0.28			
				401-535-27-31-01	Sewer Utilities - Office Supplies			1.67			
				402-531-27-31-01	Stormwater Utilities - Office Suppli			0.08			

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					
40523960	Finance Director Printer Toner	9/25/2024		DFT0001936	9/25/2024						-349.22
Finance Director Printer	1.00	320.97	349.22	001-514-23-31-01	Office Supplies - Budgeting, Accour	97.78					
				400-534-27-31-01	Water Utilities - Office Supplies	94.29					
				401-535-27-31-01	Sewer Utilities - Office Supplies	97.78					
				402-531-27-31-01	Stormwater Utilities - Office Suppli	48.89					
				440-522-27-31-01	Ambulance Utilities - Office Supplie	10.48					
40523960	Finance Director Printer Toner	9/25/2024		DFT0001939	9/25/2024						349.22
Finance Director Printer	1.00	320.97	349.22	001-514-23-31-01	Office Supplies - Budgeting, Accour	97.78					
				400-534-27-31-01	Water Utilities - Office Supplies	94.29					
				401-535-27-31-01	Sewer Utilities - Office Supplies	97.78					
				402-531-27-31-01	Stormwater Utilities - Office Suppli	48.89					
				440-522-27-31-01	Ambulance Utilities - Office Supplie	10.48					
40523960	Finance Director Printer Toner	9/25/2024		DFT0001936	9/25/2024	320.97	0.00	28.25	0.00	349.22	349.22
Finance Director Printer	1.00	320.97	349.22	001-514-23-31-01	Office Supplies - Budgeting, Accour	97.78					
				400-534-27-31-01	Water Utilities - Office Supplies	94.29					
				401-535-27-31-01	Sewer Utilities - Office Supplies	97.78					
				402-531-27-31-01	Stormwater Utilities - Office Suppli	48.89					
				440-522-27-31-01	Ambulance Utilities - Office Supplie	10.48					
40527374	Finance Director Printer Toner	9/25/2024		DFT0001936	9/25/2024						-107.70
Finance Director Printer	1.00	98.99	107.70	001-514-23-31-01	Office Supplies - Budgeting, Accour	30.15					
				400-534-27-31-01	Water Utilities - Office Supplies	29.08					
				401-535-27-31-01	Sewer Utilities - Office Supplies	30.16					
				402-531-27-31-01	Stormwater Utilities - Office Suppli	15.08					
				440-522-27-31-01	Ambulance Utilities - Office Supplie	3.23					
40527374	Finance Director Printer Toner	9/25/2024		DFT0001939	9/25/2024						107.70
Finance Director Printer	1.00	98.99	107.70	001-514-23-31-01	Office Supplies - Budgeting, Accour	30.15					
				400-534-27-31-01	Water Utilities - Office Supplies	29.08					
				401-535-27-31-01	Sewer Utilities - Office Supplies	30.16					
				402-531-27-31-01	Stormwater Utilities - Office Suppli	15.08					
				440-522-27-31-01	Ambulance Utilities - Office Supplie	3.23					
40527374	Finance Director Printer Toner	9/25/2024		DFT0001936	9/25/2024	98.99	0.00	8.71	0.00	107.70	107.70
Finance Director Printer	1.00	98.99	107.70	001-514-23-31-01	Office Supplies - Budgeting, Accour	30.15					
				400-534-27-31-01	Water Utilities - Office Supplies	29.08					
				401-535-27-31-01	Sewer Utilities - Office Supplies	30.16					
				402-531-27-31-01	Stormwater Utilities - Office Suppli	15.08					
				440-522-27-31-01	Ambulance Utilities - Office Supplie	3.23					
40597288	Office Supplies - PD	9/25/2024		DFT0001936	9/25/2024	301.14	0.00	26.50	0.00	327.64	327.64

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					
Office Supplies - PD	1.00	301.14	327.64	001-521-10-31-01	Office Supplies - Administration		32.76					
				001-521-19-31-01	Office Supplies - Support Services		65.53					
				001-521-21-31-01	Office Supplies - Investigation		32.77					
				001-521-22-31-01	Office Supplies - Patrol		122.86					
				001-521-70-31-01	Office Supplies - Traffic		40.96					
				001-554-30-31-01	Office Supplies - Special Enforceme		32.76					
40597288	Office Supplies - PD		9/25/2024		DFT0001936	9/25/2024						-327.64
Office Supplies - PD	1.00	301.14	327.64	001-521-10-31-01	Office Supplies - Administration		32.76					
				001-521-19-31-01	Office Supplies - Support Services		65.53					
				001-521-21-31-01	Office Supplies - Investigation		32.77					
				001-521-22-31-01	Office Supplies - Patrol		122.86					
				001-521-70-31-01	Office Supplies - Traffic		40.96					
				001-554-30-31-01	Office Supplies - Special Enforceme		32.76					
40597288	Office Supplies - PD		9/25/2024		DFT0001939	9/25/2024						327.64
Office Supplies - PD	1.00	301.14	327.64	001-521-10-31-01	Office Supplies - Administration		32.76					
				001-521-19-31-01	Office Supplies - Support Services		65.53					
				001-521-21-31-01	Office Supplies - Investigation		32.77					
				001-521-22-31-01	Office Supplies - Patrol		122.86					
				001-521-70-31-01	Office Supplies - Traffic		40.96					
				001-554-30-31-01	Office Supplies - Special Enforceme		32.76					
40623141	Office Supplies - PD		9/25/2024		DFT0001939	9/25/2024						231.84
Office Supplies - PD	1.00	213.09	231.84	001-521-10-31-01	Office Supplies - Administration		23.18					
				001-521-19-31-01	Office Supplies - Support Services		46.37					
				001-521-21-31-01	Office Supplies - Investigation		23.18					
				001-521-22-31-01	Office Supplies - Patrol		86.94					
				001-521-70-31-01	Office Supplies - Traffic		28.98					
				001-554-30-31-01	Office Supplies - Special Enforceme		23.19					
40623141	Office Supplies - PD		9/25/2024		DFT0001936	9/25/2024						-231.84
Office Supplies - PD	1.00	213.09	231.84	001-521-10-31-01	Office Supplies - Administration		23.18					
				001-521-19-31-01	Office Supplies - Support Services		46.37					
				001-521-21-31-01	Office Supplies - Investigation		23.18					
				001-521-22-31-01	Office Supplies - Patrol		86.94					
				001-521-70-31-01	Office Supplies - Traffic		28.98					
				001-554-30-31-01	Office Supplies - Special Enforceme		23.19					
40623141	Office Supplies - PD		9/25/2024		DFT0001936	9/25/2024	213.09	0.00	18.75	0.00	231.84	231.84
Office Supplies - PD	1.00	213.09	231.84	001-521-10-31-01	Office Supplies - Administration		23.18					
				001-521-19-31-01	Office Supplies - Support Services		46.37					
				001-521-21-31-01	Office Supplies - Investigation		23.18					
				001-521-22-31-01	Office Supplies - Patrol		86.94					
				001-521-70-31-01	Office Supplies - Traffic		28.98					
				001-554-30-31-01	Office Supplies - Special Enforceme		23.19					

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						
40675437	Office Supplies - PD		9/25/2024		DFT0001936	9/25/2024	126.75	0.00	8.06	0.00	134.81	134.81
	Office Supplies - PD	1.00	126.75	134.81	001-521-10-31-01	Office Supplies - Administration	13.48					
					001-521-19-31-01	Office Supplies - Support Services	26.96					
					001-521-21-31-01	Office Supplies - Investigation	13.48					
					001-521-22-31-01	Office Supplies - Patrol	50.56					
					001-521-70-31-01	Office Supplies - Traffic	16.85					
					001-554-30-31-01	Office Supplies - Special Enforceme	13.48					
40675437	Office Supplies - PD		9/25/2024		DFT0001936	9/25/2024						-134.81
	Office Supplies - PD	1.00	126.75	134.81	001-521-10-31-01	Office Supplies - Administration	13.48					
					001-521-19-31-01	Office Supplies - Support Services	26.96					
					001-521-21-31-01	Office Supplies - Investigation	13.48					
					001-521-22-31-01	Office Supplies - Patrol	50.56					
					001-521-70-31-01	Office Supplies - Traffic	16.85					
					001-554-30-31-01	Office Supplies - Special Enforceme	13.48					
40675437	Office Supplies - PD		9/25/2024		DFT0001939	9/25/2024						134.81
	Office Supplies - PD	1.00	126.75	134.81	001-521-10-31-01	Office Supplies - Administration	13.48					
					001-521-19-31-01	Office Supplies - Support Services	26.96					
					001-521-21-31-01	Office Supplies - Investigation	13.48					
					001-521-22-31-01	Office Supplies - Patrol	50.56					
					001-521-70-31-01	Office Supplies - Traffic	16.85					
					001-554-30-31-01	Office Supplies - Special Enforceme	13.48					
Vendors: (5) Total 01 - Vendor Set 01:							18,959.28	43.52	447.33	0.00	19,450.13	19,442.52
Vendors: (5) Report Total:							18,959.28	43.52	447.33	0.00	19,450.13	19,442.52

Mayor Norma L. Hernández

PROCLAMATION

OFFICE OF THE MAYOR | CITY OF COLLEGE PLACE

WHEREAS, small businesses are the backbone of our community, fostering job creation, supporting public services, and enhancing our quality of life; and

WHEREAS, when we support local businesses, we support our friends, neighbors, and local artisans; and

WHEREAS, Small businesses generate \$68 of local economic return for every \$100 spent with them; and

WHEREAS, 65% of Americans' shopping budgets is still spent in-store; and,

WHEREAS, 61% of Americans shop at local businesses because of their unique product selection; and

WHEREAS, local business generates 70% more local economic activity per square foot than big box retail; and

WHEREAS, businesses with fewer than 500 employees account for 99.7% of all U.S. employers; and,

WHEREAS, small businesses employ 58.9 million people; and

WHEREAS, 56% of workers at locally owned businesses have high commitment scores; and

WHEREAS, small businesses donate 250% more than large businesses to community causes; and

WHEREAS, more than a quarter of small business owners are immigrants; and

WHEREAS, 48% of overall growth of U.S. business ownership is attributed to immigrant business owners; and,

WHEREAS, over \$9.3 billion would be directly returned to our economy if every U.S. family spent just \$10 a month at a local business;

THEREFORE, BE IT RESOLVED I, Norma L. Hernandez, Mayor of the City of College Place, Washington do proclaim November 30, 2024, as

Small Business Saturday

and appeal to the residents of College Place to shop locally this holiday season to help build a more vibrant, sustainable economy by keeping our dollars circulating within our community.

Dated this 12th Day of November, 2024.

Signed by:

Norma L. Hernández

E7C117EE7FEC409
Norma L. Hernández, Mayor

Mayoral Proclamation



From the office of
Mayor Norma Hernández

Small Business Saturday!!!



30 November 2024



**Support
College Place's
832 Businesses!!!**



www.cpwa.us/businesses/business_directory.php

CHAPTER 2.58 - PUBLIC DEFENSE STANDARDS

2.58.010 - Duties and responsibilities.

- A. Public defense services shall be provided to all clients in a professional, skilled manner consistent with the minimum standards set forth by the American Bar Association, the Washington State Bar Association, the Rules of Professional Conduct, case law and applicable court rules defining the duties of counsel and the rights of defendants in criminal cases. The public defender's primary and most fundamental responsibility is to promote and protect the interests of the client.
- B. Public defense shall be provided to indigent clients whose eligibility has been determined through an established screening process.
- C. All public defenders providing services by contract shall quarterly certify their compliance with the standards for indigent defense by filing a Certification of Compliance as required by CrRLJ 3.1. Such forms shall be filed with the Walla Walla County District Court. Copies of each public defender's certification shall be provided to the city administrator at the same time the certifications are filed with the court.
- D. *Non-Discrimination.* The public defender shall comply with all federal, state and local non-discrimination laws or ordinances. The duty of non-discrimination relates not only to the provision of services by the public defender to the clients, but also with respect to the hiring and employment practices of the public defender contractor.

(Ord. No. 1118, § 1, 1-12-2015)

2.58.020 - Administration, support services and infrastructure.

- A. Contracts for services and proposals submitted in pursuit of such contracts shall require the public defender to provide for or include adequate administrative support, including but not limited to:
 - 1. Travel, telephones, law library and/or electronic research capabilities, financial accounting, case management systems, computers, word processing equipment and software, office space and supplies. Proposals for contracts shall be evaluated to address the training of attorneys and staff (see subsection A. above) and provide for adequate staffing and other costs associated with the day to day management of a law office.
 - 2. Private offices and/or conference rooms shall be available which allow the maintenance of confidentiality. A telephone system, internet access and postal address shall be provided by the public defender.

- B. The public defender shall provide for adequate staffing under the contract. An adequate staff includes the provision for investigative services, legal assistance, accounting services, case management services and/or programs and access, when needed, to the services of a social worker, mental health professional and translator.

(Ord. No. 1118, § 2, 1-12-2015)

2.58.030 - Evaluation and monitoring.

Public defense services shall include a case reporting system and information management system. Such systems shall have the capability to provide periodic reports to the city regarding the caseloads generated under the contract for each attorney and intern providing services under the contract, case disposition and history.

(Ord. No. 1118, § 3, 1-12-2015)

2.58.040 - Caseload limits.

The public defender shall comply with all caseload limitations imposed pursuant to the Court Rules and adopted Standards of the Washington State Supreme Court.

(Ord. No. 1118, § 4, 1-12-2015)

2.58.050 - Compensation.

The public defender shall warrant that the compensation provided is sufficient to provide adequately for the training, administrative and staff services, and infrastructure required by these Standards, Court Rule and the State and Federal Constitution.

(Ord. No. 1118, § 5, 1-12-2015)

2.58.060 - Termination and removal.

- A. Termination of the contract shall occur only for "good cause." Good cause shall include the failure of the contract public defender to render adequate representation to clients, the willful disregard of the rights and best interests of the client, and the willful disregard of the these standards. Termination may also occur for violation of the express terms of the contract, provided, however, that the public defender shall be provided reasonable opportunity, following notice, to cure any technical contract violations that do not impair the provision of quality representation to the indigent client.
- B. Removal by the court of counsel from representation normally should not occur over the objection of the attorney and the client.

(Ord. No. 1118, § 6, 1-12-2015)

2.58.070 - Subcontractors, substitution, and conflict counsel.

- A. In the event of conflict or removal of the public defender, conflict counsel shall be available, either through a joint contract with the public defender and conflict counsel, by separate contract with conflict counsel or by court appointment. In the event that alternative or conflict counsel is required to be assigned, the public defender shall bear no part of the costs associated with the appointment of an alternative or conflict counsel. The contract should address the procedures for continuing representation of clients upon conclusion of the agreement.
- B. Conflict counsel shall adhere to the standards established by this chapter, including but not limited to, an evaluation of the overall case count annually by conflict counsel under the procedures set forth in this agreement.

(Ord. No. 1118, § 7, 1-12-2015)

2.58.080 - Update and evaluation.

As the rules established by the Washington State Supreme Court are applied and interpreted by the courts and, when appropriate, the Bar Association and other administrative agencies, the city states its intent to review and modify these standards.

(Ord. No. 1118, § 8, 1-12-2015)



CITY OF COLLEGE PLACE

City Attorney

LEGAL MEMORANDUM

TO: City Council, Mayor Norma Hernández
CC: City Administrator Mike Rizzitiello
From: City Attorney Rea Culwell
Date: November 7, 2024
RE: New Indigent Defense Caseload Standards – Effect on City

Summary:

- City is required to provide legal defense services to all indigent adults charged by the City with a misdemeanor crime.
- City currently spends approximately \$73,000 a year on indigent defense services.
- City currently receives approximately \$4,000 a year from the state to provide indigent defense services
 - City applied and received a \$10,000 grant to improve indigent defense. These funds were used to retain the current conflict defense counsel who noticed the City of his intent to not renew the agreement with the City;
 - City applied and received \$43,000 for reimbursement for indigent defense in drug cases, a new agreement, including additional pay for such cases has been implemented.
- Washington State Supreme Court sets rules applicable to attorneys.
- Currently, 400 misdemeanor cases is the limit one defense attorney can handle.
- New caseload standards the Supreme Court intends to adopt reduce the maximum caseload for indigent defense attorneys:
 - July 2025: 400 → 280
 - July 2026: 280 → 225
 - July 2027: 225 → 120
 - Drug offenses, sex offenses, domestic violence offenses and DUIs each count as 1.5
 - All other cases are counted as 1

- Compensation for a full caseload must be comparable to compensation of a district/municipal court prosecutor, including all benefits and administrative costs
- City of Walla Walla compensation to FTE municipal court prosecutor:
 - \$162,800 (salary \$102,000; benefits \$46,000; 10% overhead)
- Walla Walla County compensation to FTE district court prosecutor:
 - \$168,950 (salary \$109,000; \$49,050 benefits, 10% overhead)

College Place case counts and base need when caseload caps had been instituted:

Year	DUI	Other Traffic	Non-Traffic	Total	Adjusted total*	Annual increase	7/2025 FTE needs	7/2026 FTE needs	7/2027 FTE needs
2024	18	135	240	393	411	52.8%	1.5	1.8	3.4
2023	16	71	165	252	269	-9.9%	1	1.2	2.3
2022	20	57	204	281	298.5	3.6	1.1	1.3	2.5
2021	15	92	166	273	288	-7.3%	1	1.3	2.4
2020	17	82	196	295	310.5	-16.3%	1.1	1.4	2.6
2019	33	104	209	346	371	19.3%	1.4	1.7	3.1
2018	38	101	146	285	311	38.2%	1.1	1.4	2.6
2017	10	71	129	210	225	-3.4%	0.8	1	1.9
2016	5	64	156	225	233	-3.1%	0.9	1.1	2
2015	7	91	128	226	240.5	2.8%	0.9	1.1	2
2014	19	72	129	219	234	34.9%	0.9	1	2
2012	17	27	117	161	173.5	-12.8%	0.7	0.8	1.5
2011	13	19	159	191	203	-7.5%	0.8	0.9	1.7
2010	21	39	144	204	219.5		0.8	1	1.9

*counts DUI, drug and DV as 1.5

NOTE: the figures are most likely too low as the Walla Walla County Prosecuting Attorney will likely decline to file felony charges in many cases to reduce his office's case count; those declined cases will be referred to the City for consideration of charging a misdemeanor.

Responses:

Agencies such as Association of Washington Cities (AWC), Washington Association of Sheriffs and Police Chiefs (WASPC), Washington Association of Prosecuting Attorneys (WAPA), and numerous cities and counties have responded directly to the Supreme Court regarding the impossibility of fulfilling the new requirements and the detriment such a swift drastic change

would have on the criminal justice system and public safety. A few such communications are provided with this memo.

Solutions:

- Fully fund at comparable compensation, 4 FTEs to perform the services required
 - Where will the money come from? There is a push to get the state to provide more funding to local jurisdictions
 - Where will the attorneys come from? There are not enough attorneys in the area to perform all needed services if the cities and county continue to charge cases at current levels. Unlikely attorneys will move to the valley due to high cost of moving, and housing and living in the valley.
- Issue fewer criminal citations
 - Which ones?
 - Driving While License Suspended 3rd degree – many jurisdictions already don't charge this offense;
- Utilize pre-charging diversion
 - LEADs (Law Enforcement Aided Diversion) program is available for individuals suffering from substance use and/or mental health issues
 - July 1, 2022 – June 30, 2023: CPPD referred 10 cases (some were charged in addition to the referral)
 - July 1, 2023 – June 30, 2024: CPPD referred 3 cases
 - July 1, 2024 – present: CPPD referred 0 cases
 - Other?
- Refer all cases to prosecutor to review and file charges (versus officers directly citing)
- Pre-criminal activity
 - Other jurisdictions are working with retail to deter crimes actually happening

[Politics](#)

WA Supreme Court is told cutting public defender caseloads could incite ‘vigilante’ justice

The state bar association wants the high court to revise caseload standards. Prosecutors and local government leaders warn of financial and social costs.

By: [Jerry Cornfield](#) - September 26, 2024 6:16 pm



(HT Ganzo/Getty Images)

Prosecutors are warning the Washington state Supreme Court that reducing public defender caseloads could lead to filing of fewer criminal charges and people seeking retribution on their own.

“This is a social contract. People give up vigilante justice in exchange for the government to administer justice,” Okanogan County Deputy Prosecuting Attorney Teddy Chow told justices.

“Vigilantism will not only be limited to revenge or retribution to a particular offender but may also endanger those who work in public and criminal justice,” he said.

Chow wasn’t the only one making a dire prediction to justices [in a hearing](#) Wednesday on a request to amend the Supreme Court’s standards for indigent defense by trimming the number of cases public defense attorneys handle each year by up to two-thirds.

The state has a shortage of public defenders. Prosecutors say reducing defenders’ workloads will lead to filing of fewer cases to ensure no one’s rights to counsel are violated. And if the public defender ranks grow, cities and counties will need to amp up hiring of staff and prosecutors to keep pace and that will be exorbitantly expensive.

“Without sufficient attorneys or without sufficient resources, it would lead to a de facto decriminalization and an increase in vigilantism,” said Russell Brown, executive director of the Washington Association of Prosecuting Attorneys. He added that “way too many” people have had their cases dismissed or not filed because of a lack of

public defenders.

Supporters of reducing caseloads say the change is needed to stabilize the system. They contend that large caseloads and low pay are [driving people out of public defense](#) and deterring new lawyers from entering this line of legal work.

And they, too, pointed to the problem in some counties where those accused of crimes, but unable to afford a lawyer, can wait long periods of time before they receive counsel they are constitutionally guaranteed.

“Public defense is in a downward spiral. We can fix this,” said Jason Schwarz, director of the Snohomish County Office of Public Defense and chair of the Washington State Bar Association’s Council on Public Defense. “This will be expensive. Justice is not cheap.”

Need to get in touch?

Have a news tip?

CONTACT US

Larry Jefferson, director of the state’s Office of Public Defense, urged the justices to make the change and heaped praise on public defenders for their efforts amid rising caseloads, growing trial backlogs and increasing departures through retirements and resignations of those seeking higher-paying, less stressful jobs.

“They’re giving up their lives for this state right now,” he said.

Crisis of attrition

Caseloads of public defenders have been [a topic of conversations](#) the past two years.

Under standards adopted by the state Supreme Court in 2012, a full-time public defense attorney or assigned counsel should have [no more than 150 felony cases](#) a year.

Last year, the American Bar Association, the National Center for State Courts and the RAND Justice Policy Program released the [National Public Defense Workload Study](#) that concluded public defenders should handle far fewer.

Washington’s high court asked the Washington State Bar Association to weigh in on whether the cap needs adjusting. The association responded in March with [the recommendation](#) now under public review for new maximums of 47 felony or 120 misdemeanor cases in a year, depending on the severity. The reduction would be phased in over three years.

Under the proposal, crimes are assigned a number of credits based on seriousness and complexity of providing a legal defense. A motor vehicle theft is assigned one credit and a murder seven, for example. That means a lawyer could theoretically be assigned 47 vehicle theft or seven homicide cases in a year before hitting their limit.

In addition, the bar association wants the court to increase minimum support staff requirements and revise attorney qualifications to enable lawyers to handle a variety of cases faster.

“Attorneys are resigning from the public defense profession in droves because they cannot continue the work given the volume of cases,” bar association members wrote in the summary of the requested amendments to the Court’s Standards for Indigent Defense Services.

Justices will hold a second public hearing about the standards on Nov. 13 in the Temple of Justice and comments can [also be submitted](#) to the court until Oct. 31.

They can accept, reject or modify [any or all of the proposals](#). There is no deadline to act. Any decision will be handled similar to a court case where they confer behind closed doors then issue a decision and explanation.

‘Critical issue’

It will be expensive to reduce caseloads. On that point everyone agreed. But cost is not a concern for the court, justices noted.

Jefferson, with the Office of Public Defense, told justices he’s requesting \$137 million in the next two-year state budget of which \$40 million would be specifically to help defray costs of public defense at the local level. The current budget provides \$5.8 million to counties and roughly \$1 million to cities.

He also acknowledged the challenge of complying with the change will vary by county.

Reducing caseloads by roughly 60% will require hiring many attorneys. Local government leaders are concerned they won’t be able to find them and, if they do, will lack money to pay them. And if the Supreme Court sets new minimum staffing levels for paralegal and other support staff, it will compound the challenge.

Candice Bock, government relations director for the Association of Washington Cities, and Derek Young, interim executive director for the Washington State Association of Counties, said during a briefing for state lawmakers on the issue earlier in the week that collective costs could be in the hundreds of millions of dollars.

Even if the state managed to come up with money, a reduced caseload standard will not result in three times as many individuals being interested in pursuing a career in public defense in such a short amount of time.

“If these standards are enacted and if these standards are required, we’ll need help from the Legislature,” Young said.

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PDF**RCW 10.101.030****Standards.**

Each county or city under this chapter shall adopt standards for the delivery of public defense services, whether those services are provided by contract, assigned counsel, or a public defender office. Standards shall include the following: Compensation of counsel, duties and responsibilities of counsel, case load limits and types of cases, responsibility for expert witness fees and other costs associated with representation, administrative expenses, support services, reports of attorney activity and vouchers, training, supervision, monitoring and evaluation of attorneys, substitution of attorneys or assignment of contracts, limitations on private practice of contract attorneys, qualifications of attorneys, disposition of client complaints, cause for termination of contract or removal of attorney, and nondiscrimination. The standards endorsed by the Washington state bar association for the provision of public defense services should serve as guidelines to local legislative authorities in adopting standards.

[**2005 c 157 s 2; 1989 c 409 s 4.**]

Opinion

The Seattle Times

To protect the public, we must reduce public defender caseloads

Sep. 18, 2024 at 3:55 pm



Currently, 87% of Washington counties cannot recruit or retain sufficient public defenders, writes the author. Pictured is Judge Terry Tanner offering paperwork to attorney Nicole Preszler with her client at the Benton County... (Kevin Clark / The Seattle Times)

More ✓

By [Austin Field](#)

Special to The Seattle Times

No one disputes that Washington has a [public defense crisis](#). This crisis isn't new; The Seattle Times has reported on it since [at least 2004](#). The Washington State Bar Association, acting on the advice of the American Bar Association and [the RAND corporation](#), recently recommended that the Washington Supreme Court reduce public defender caseloads by up to two-thirds by 2027 — a long overdue decision that will protect all Washingtonians' constitutional rights. Our Supreme Court must approve these standards.

Unfortunately, two powerful King County judges — both former prosecutors — recently published an op-ed [[“Plan to cut WA public defender caseloads would have profound consequences,”](#) Sept. 12] urging our state Supreme Court to reject new caseload standards, which would prolong the public defense crisis. If the court follows their advice, our state's public defense system will finally collapse, leaving everyone less safe.

Public defenders protect [80% to 90%](#) of Washingtonians accused of crimes, according to the Washington State Supreme Court Minority and Justice Commission. But right now, 87% of Washington counties cannot [recruit or retain](#) sufficient public defenders. This January, Washington's chief justice, Stephen Gonzalez, [acknowledged](#) “significant and unacceptable delays in appointment of counsel for people accused of crimes.” A bipartisan group of state legislators, led by state Sen. Nikki Torres, R-Pasco, [declared](#) that “people are not getting the proper representation that they need.”

This crisis harms everyone. Public defenders are often the only line of defense against our increasingly intrusive government. Washington's police officers are now able to obtain cellphone location data showing a person's movements for days, weeks or even months — or track them in real time. [Powerful devices](#) allow officers to decrypt and view anything on your phone or computer. Databases of DNA permit officers to reconstruct your entire family tree, enabling them to learn your family's most intimate secrets.

All Americans understand that the government will abuse this power without proper oversight, but prosecutors rarely police the police — or face consequences for their own mistakes and misconduct. When Washington prosecutors **withhold** critical evidence from defense attorneys, including evidence of law enforcement misconduct, they often do so without **penalty**.

Judges also frequently fail to protect defendants' rights by holding police officers and prosecutors accountable. Often, judges are former prosecutors. Thirty-two of King County's 54 Superior Court judges (59%) are former city, county or state prosecutors, while only 13 (24%) were ever public defenders — four of whom later became prosecutors. This imbalance makes anti-defendant bias **inevitable**, especially because prosecutors' offices also actively **silence**, **intimidate** and **replace** judges they deem insufficiently compliant.

Washington's overworked public defenders are forced to keep police, prosecutors and judges in check. Lowering public defender caseloads is the only reliable way to prevent wrongful convictions, excessive punishments and wasted public resources.

The judges who opposed lowering caseloads paid lip service to these concerns, even acknowledging that public defenders are undervalued. Then, they urged Washington's Supreme Court to continue undervaluing us. These former prosecutors asked for yet another task force — the **best way** to kill any policy you don't like — to study a decadeslong crisis that has already been exhaustively studied. These judges correctly observe that Washington currently has no strategy to adequately fund public defense or change prosecutorial culture. But no such strategy exists because politicians and prosecutors have spent years kicking the can down the road. Now, these judges urge them to kick that can even farther.

If the Washington Supreme Court follows these judges' advice, Washington's public defense system will finally collapse. Public defenders will either quit outright or refuse to participate in a sham legal system that fails to safeguard individual rights. These judges claimed that reduced public defender caseloads will harm public safety, but nothing threatens the public more than unchecked government power.

Public defenders fight that power every day with only one weapon: the truth. Finding the truth takes time, but our current workloads force us to spend minutes doing work that takes days. Washingtonians deserve better. Our Supreme Court must reduce public defender caseloads.

Austin Field is a former Army infantry officer, current public defender and political action co-chair for SEIU Local 925. The views expressed are not those of his employer.

 [View 22 Comments / 22 New](#)



CITY OF KENT
220 4th Avenue South
Kent, WA 98032
Fax: 253-856-6700
PHONE: 253-856-5700

To: Washington State Supreme Court
Date: October 8, 2024
Re: Comments from the City of Kent in Response to the Suggested Amendments to the Standards for Indigent Defense and Caseload Limits

The City of Kent urges the Washington State Supreme Court to maintain the Court's existing *Standards for Indigent Defense* (Current Standards) and to reject the Court's Suggested Amendments to the Standards for Indigent Defense (Proposed Standards). The Proposed Standards are based upon an arbitrary and biased national study that did not accurately represent the current criminal justice system in Washington State, and in which not a single Washington defense attorney, prosecutor, or judge participated. Consideration of these standards for adoption also runs directly counter to the very study the WSBA itself relied upon in recommending the Proposed Standards to the Court, and is counter to the acknowledgment made by the Court's own Office of Public Defense (OPD) Director, both of which identify the need for a Washington-specific study.¹

This Court's inherent power to regulate the practice of law is immense, and its actions here will have significant state-wide impact well beyond the court system. For that reason, the Court's decision with respect to public defense standards and caseload limits should be cautious, deliberate, and based on reliable and demonstrated fact, not on a study that did not include the participation of any representative from Washington's criminal justice system, or on emotional appeals and unsubstantiated claims.

The Proposed Standards are not based on any demonstrated insufficiency of the Current Standards; were drafted without soliciting input from contract public defenders defending misdemeanor cases in municipal court, or from misdemeanor prosecutors, judges, or court staff; would lead to the prosecution of felony offenses as misdemeanors in municipal court; would result in the decriminalization of many felony and misdemeanor crimes; and would exacerbate inequities and further marginalize communities with lower incomes and a lower tax base by subjecting them to greater incidents of crime.

¹ See, (1) Nicholas M. Pace, et al., *National Public Defense Workload Study Research Report*, Page vii (Sept 2023) (hereinafter National Study, which is attached and incorporated as Exhibit 1); and (2) <https://opd.wa.gov/about-us/budget-information>: "Statewide Evaluation of Public Defense Services": ("OPD requests one-time funding to contract with an independent subject-matter expert organization to conduct a statewide evaluation of county and city public defense services. Using an objective perspective founded in state and national public defense standards and an understanding of public defense systems in other states, the selected organization will take a "deep-dive" look into a sample of representative jurisdictions in Washington. The sample cities and counties will be selected to reflect diversity in population, geographic characteristics, and public defense delivery models. The contracted organization will also engage with "Project Advisors" comprising public defense representatives, city and county government representatives, state representatives from the three branches of government, and community representatives experienced with and/or impacted by city and county public defense services. At the conclusion of the evaluation the organization will submit a report to the Legislature identifying current barriers to effective representation, and will recommend local government and state government solutions for effective strategies to ensure constitutionally sufficient services."), which is attached and incorporated as Exhibit 2.

The City of Kent implores upon the Court to decline to adopt the Proposed Standards. If, however, the Court is inclined to adopt new standards, the City of Kent respectfully requests the Court evaluate and adopt such standards only after a Washington-specific comprehensive study is first conducted that includes members from all aspects of our state's criminal justice system.

Submission of the Proposed Standards by the WSBA is Contrary to Representations Made by the Washington State Judicial Branch and its Office of Public Defense (OPD)

The very adoption of the Proposed Standards by the WSBA and consideration of them by the Court runs counter to WSBA's and OPD's acknowledged need for a Washington-specific study. Earlier this year, it appears that the OPD submitted a budget request to the Legislature to fund "a statewide evaluation of county and city public defense services to help inform OPD and the Legislature on the most effective methods to support, monitor, and resource local public defense services and ensure constitutionally sufficient representation of indigent individuals in all jurisdictions." The proposal:

- Acknowledged that Washington lacks a comprehensive evaluation of current local public defense services.
- Requested one-time funding to contract with an independent subject-matter expert organization to conduct a statewide evaluation of county and city public defense services.
- Identified the need to conduct a "deep-dive" look into sample Washington jurisdictions with different levels of diversity in population, geographic characteristics, and defense delivery models.
- Acknowledged the inclusion in the process of city and county government representatives, state representatives from the three branches of government, and community representatives experienced with and/or impacted by city and county public defense services.
- Acknowledged that no comprehensive evaluation has reviewed whether jurisdictions meet existing standards, or determined the consequences of falling short of these recommendations.

The budget request acknowledged wide-spread support for the above request, stating:

Throughout the summer OPD met with a variety of stakeholders who are in favor of engaging a subject-matter expert organization to conduct a statewide evaluation of public defense. Stakeholders at these meetings included legislators, staff from the Office of the Governor, members of the Washington State Association of Counties and the Association of Washington Cities, a County Manager, an elected County Prosecuting Attorney, and representatives of the Washington Defender Association and the Washington State Bar Association's Council on Public Defense.

Although the Office of Public Defense acknowledged its need for a statewide study, even going so far as prioritizing it as a specific request for the 2024 Supplemental Operating Budget, the Governor's Office and the Legislature did not honor OPD's request. However, it does not appear that OPD appropriately highlighted for lawmakers and their constituents the potential for newly

reduced caseload standards or the urgency behind completing a study to ensure those new standards would be well-informed. After the legislative session ended on March 7, 2024, without the requested funding having been granted, and **just one day later, the WSBA adopted the Proposed Standards and sent them to this Court.** Shockingly, most municipal agencies, including public defenders and prosecutors alike, were unaware that the Proposed Standards were even under consideration by the WSBA. They found out by way of an article in the Seattle Times on March 13, 2024.

OPD's director further acknowledged before the House Civil Rights and Judiciary Committee on September 24, 2024—the day before he testified to the Court:

There is no consensus amongst the defense community about the problems in public defense. . . because of all the differences between 39 counties and 200 cities, each location is structured completely differently. You get, um, defense directors right now that say, hey, we really don't need anything, we're doing okay, except for maybe recruiting, whereas I would have a completely different view based on my experiences.

See, House Civil Rights & Judiciary Committee, September 24, 2024, at <https://tvw.org/video/house-civil-rights-judiciary-2024091187/> at minute 48:57.

It is clear that the Proposed Standards should not be before this Court. All members of Washington's criminal justice system, specifically including the OPD and the WSBA through the national study it relied upon, acknowledge the need for a Washington-specific study that includes participation of all members of Washington's criminal justice system studying a wide array of localities and defense delivery systems.

The Proposed Standards Presume the Court's Current Standards are Ineffective

At its core, the Proposed Standards appear to evidence the opinion that all members of the criminal justice system—including prosecutors, public defenders, and judges alike—lack an ability to fulfill their constitutional, statutory, and ethical obligations to ensure that an indigent defendant's constitutional right to effective legal representation is maintained.

Every attorney licensed in the State of Washington takes an oath to support the constitutions of the State of Washington and the United States, to abide by the Rules of Professional Conduct, and to never delay unjustly the cause of any person. Similarly, the Rules of Professional Conduct require all lawyers in Washington provide competent representation; that they have the "legal knowledge, skill thoroughness and preparation reasonably necessary for the representation." RPC 1.1. In *Gideon v. Wainwright*, the Supreme Court of the United States held the 6th Amendment to the Constitution guarantees the accused the right to the assistance of counsel in all criminal prosecutions. They also held this guarantee was one of the fundamental and essential rights made obligatory upon the states by the 14th Amendment. Our courts, in reliance on decades of established case law, are designed to ensure this guarantee is met.

Further, prosecutors fill a special role as officers of the court, who carry with them a special duty to ensure that an accused's right to a fair trial is not violated. *State v. Bagby*, 200 Wn.2d 777, 787-788 (2023). Quintessential to a fair trial is the right to effective assistance of counsel. See e.g., *State v. Burri*, 87 Wn.2d 175, 180, 550 P.2d 507 (1976), *State v. Boyd*, 160 Wn.2d 424, 434 (2007). Finally, it is the duty of each judge who administers criminal cases to ensure

each defendant's right to competent counsel is protected, whether they are indigent or not. If either a prosecutor or the court is concerned that an individual is being denied their right to effective legal representation, they have the responsibility to act—the prosecutor must bring their concern to the court's attention, or the court must address the matter on its own, fashioning an appropriate remedy, including removal and appointment of a replacement public defender.

Additionally, Current Standards require public defenders to limit their caseloads to allow them to give "each client the time and effort necessary to ensure effective representation",² to not "accept workloads that by reason of their excessive size, interfere with the rendering of quality representation," and to adjust their caseload limits downward when necessary to account for the demands of any particular case with respect to complexity and effort required.³ Public defenders are required to file quarterly Certifications of Compliance affirming their compliance with the Current Standards.

The Proposed Standards were established without any determination that the Current Standards, originally adopted in 2012 after extensive Washington-based considerations, have been insufficient in addressing ineffective assistance of counsel concerns with respect to local municipal public defenders. In the absence of evidence to the contrary, the Current Standards and existing safeguards provide sufficient protection that no attorney will take on more cases than will allow them to effectuate effective representation of each of their clients. Furthermore, the Current Standards put the responsibility to decide whether effective representation can be had in the hands of the person in the best position to know whether that is possible—the public defender actually performing the work. To claim the Proposed Standards are necessary to ensure the consistent delivery of effective legal representation for indigent defendants assumes public defenders in every jurisdiction are currently breaching their legal and ethical obligations, and that courts and prosecutors are turning a blind eye. This is a premise not supported by evidence.

The Proposed Standards are Arbitrary and Should be Rejected

The Proposed Standards are inherently arbitrary. The national study the WSBA relied upon in adopting the WSBA's standards and upon which the Proposed Standards are based utilized the Delphi method⁴, which collected opinions from 33 individual defense attorneys in state trial-level courts, none of whom appeared to practice in Washington State's county or municipal courts, who rendered opinions and negotiated with one another on what they thought was their collective "best estimate of the average time needed to provide reasonably effective assistance

² Standards for Indigent Defense (hereinafter SID), Standard 3.2

³ SID, Standard 3.3

⁴ The Delphi method relies on expert opinion to estimate the amount of time associated with a particular case event, which has been used in federal district courts and other nations (Israel, Kosovo, Bulgaria). A more accurate method is based upon an empirical time study, which has been utilized by over 30 US states and is considered "the gold standard for case weighting studies." A noted weakness of the Delphi method is that it is unreliable due to errors in human perception and it creates the illusion of precision despite being based on personal estimates. A noted weakness of the time study is that it can be expensive and time consuming. See, Nicholas M. Pace, et al., *National Public Defense Workload Study Research Report*, Page ix, footnote 9 (Sept 2023) (hereinafter National Study, which is attached and incorporated as [Exhibit 1](#)); and Matthew Kleiman, et al., "Case Weighting as a Common Yardstick: A Comparative Review of Current Uses and Future Directions," *Oñati Socio-Legal Series*, Vol 7, No. 4, 2017, pp. 647 – 650 (hereinafter Case Weighting Yardstick, which is attached and incorporated as [Exhibit 3](#)).

of counsel.”⁵ There was no input from municipal public defenders, criminal defendants, prosecutors, judges, court representatives, or victims. This limited panel of attorneys did not themselves measure the reasonable time needed to provide effective assistance of counsel. Instead, they negotiated, professed opinions, and arrived at a consensus of the time they *estimated* would be necessary to provide effective assistance to an indigent defendant.⁶ This is a known weakness specific to the Delphi method—it can be unreliable due to errors in human perception, and it creates the illusion of precision despite being based on personal estimates.⁷

Further, the national study provides that its results are primarily applicable to locations or for purposes where jurisdictionally focused workload standards have *not* already been produced, in situations where earlier work did *not* adequately consider applicable ethics rules and practice standards, or in situations where existing studies may be outdated or otherwise flawed.⁸ In Washington, the Supreme Court undertook a multi-year review of standards for indigent defense, through which it specifically evaluated a public defender’s ethical and legal obligations, which culminated with the Court formally adopting standards and caseload limits in 2012. By its express terms, the national study was not intended for jurisdictions like Washington, and in adopting the WSBA standards, the WSBA did not present any evidence that the existing Current Standards are outdated or otherwise flawed.

Although further limiting caseloads may have some intuitive appeal, additional scrutiny of the Proposed Standards makes clear this is an extreme overcorrection to fix a problem that has not been shown to exist in any jurisdiction in Washington, certainly not in all of them, and definitely not in the City of Kent. Further, given the impact substantive law and court rules and procedures can have on the amount of time required of attorneys to effectively represent their clients, the national study relied upon by the WSBA recognized that the most accurate caseload model is one developed for an individual state or jurisdiction.⁹ The study itself cautioned that case weights and caseload maximums must be carefully examined and adjusted as necessary by a jurisdiction before they are adopted.¹⁰ None of this examination and adjustment appears to have occurred by the WSBA before it adopted the WSBA standards. The limited adjustment made by the WSBA was to adjust down caseload maximums to account for reasonable vacation and sick days—reducing available work hours from 2,080 in one year to 1,650.¹¹ The reduced caseload limits adopted in the WSBA standards were changed from those set through the national study **only** to account for this reduction in available work hours—not to reflect any adjustments necessary to account for changes in the State of Washington based on our state’s substantive law and court rules and procedures.

Contrary to the national study’s caution, there is no indication the WSBA evaluated the efficacy of the Current Standards; evaluated and adjusted the findings of the national study for appropriate variations based on Washington law and court rules and procedure; or consulted municipal contract public defenders, judges, or prosecutors in the discussion of the national study or solicit their input and experience in establishing the WSBA standards. In fact, the arguments put before the Court in public testimony on September 25, 2024, were emotional appeals about a desire for more balance between work and life, and not a submittal of any

⁵ National Study, pp. xi and page 66.

⁶ National Study, p. xi.

⁷ National Study, p. ix, footnote 9; Case Weighting Yardstick, p. 647

⁸ National Study, p. vii

⁹ National Study, p. ix

¹⁰ National Study, p. 84, footnote 184

¹¹ WSBA Standards for Indigent Defense Services, pp. 9-10 (March 8, 2024)

evidence that ineffective assistance of council has occurred due to the Current Standards. The impassioned and emotional pleas put forward, however, are not in any way unique to public defenders. Instead, they are the same experiences lived by all trial lawyers, whether those trial lawyers are prosecutors, public defenders, or civil litigators. At times, our chosen profession may take us away from our families, vacation, or other aspects of our personal lives. However, there was no evidence put forward that these life choices resulted in constitutionally ineffective assistance of counsel, which is where this Court's focus must remain.

The Proposed Standards are arbitrary, not based on any proven ineffective assistance of counsel that occurred due to existing caseload limits adopted through the Current Standards, and should be rejected.

The Proposed Standards Will Exacerbate the Current Shortage of Public Defenders

To the extent there is a public defender problem in Washington, it is due to a public defender shortage, which has been well documented in articles published by *The Seattle Times* at least four times in the last year.¹² Reducing caseload limits as provided for in the Proposed Standards will only serve to exacerbate this problem.

Currently, the City of Kent's contract public defender has eight (8) dedicated public defenders who are assigned to misdemeanor cases filed in Kent Municipal Court. In addition, the contract public defender provides two (2) additional attorneys who defend cases in both Kent Municipal Court and in other municipal courts in the surrounding area. In contrast, the City of Kent employs seven (7) prosecutors to manage all misdemeanor crimes filed in Kent Municipal Court, in addition to the legal work associated with advising Kent police officers in the field, providing regular legal training to these officers, reviewing cases referred by Kent police officers that are never filed, and reviewing and revising search warrants.

In 2023, City of Kent prosecutors filed a total of 2,231 misdemeanor cases with Kent Municipal Court. Of those cases, 1,775 were assigned to the City's contract public defender and the 10 attorneys they make available to Kent. Shockingly, using the weighting methodology and caseload limits included within the Proposed Standards, 27 public defenders would be needed to defend these same cases, requiring the public defender to hire an additional 17 attorneys. This staffing issue is compounded if pre-pandemic statistics are reviewed. In 2019, City of Kent prosecutors filed a total of 4,805 misdemeanor cases in Kent Municipal Court. Of those cases, 3,373 were assigned to the City's contract public defender. Using the weighting methodology and caseload limits of the Proposed Standards, 48 public defenders would be needed to defend these same cases.

Kent's public defender has high standards for the attorneys they hire to handle criminal defense work in the City of Kent. To meet the demands that would be required under the Proposed Standards, the public defender would likely be forced to lower their expectations and hire individuals they would otherwise prefer to pass over. As Justice Johnson aptly noted during public testimony taken on September 25, 2024, the Proposed Standards do not guarantee quality or effective representation will be provided by appointed public defenders; they simply

¹² Anita Khandelwal, Girmay Zahilay, "Our Public Defendant System is at a Breaking Point", *Seattle Times*, September 15, 2023; Donald Meyers, "Washington Grapples with a Public Defender Shortage", *Seattle Times*, December 2023; Daniel Beekman, "Washington's Public Defender System is Breaking Down, Communities Reeling", February 24, 2024; Daniel Beekman, "Washington to Train Public Defenders, Prosecutors for Rural, Underserved Areas", *Seattle Times*, March 5, 2024.

ensure an arbitrary ratio of public defenders to indigent defendants is established. No evidence has been put forward to the Court that a downward adjustment in caseload limits will necessarily increase the effectiveness of public defense counsel. Instead, the quality of public defense services is likely to substantially drop if these caseload limits are adopted as public agencies will be forced to hire less experienced and less skilled attorneys to meet the arbitrary ratio of attorneys-to-cases the Court establishes.

In a field that is struggling to find qualified attorneys to fill existing positions under the Current Standards, the Proposed Standards are untenable and will effectively lead to decriminalization of many crimes as local cities will be forced to prioritize criminal filings to protect extremely low caseload limits for public defenders, which will have to be reserved for the most violent and impactful offenders.

The true motivator behind the Proposed Standards, and the rush to adopt them without the careful examination and jurisdictional adjustment suggested by the national study, may just be decriminalization. In fact, during one of the listening sessions OPD conducted in April 2024, Director Larry Jefferson stated that he wanted listeners to understand that one of the goals of his office was to reduce the volume of cases in court. Disguising decriminalization through this current process is one way to force decriminalization at a time when our local communities are demanding more accountability for offenders and an increased focus on public safety from our state legislators and city leaders.

The Proposed Standards Fail to Accurately Represent Misdemeanor Prosecution

Without empirical data, the Proposed Standards arbitrarily reduce caseload limits for misdemeanor public defenders by two-thirds. The national study upon which both the WSBA standards and the Proposed Standards are based utilized opinions from state trial level attorneys, none of whom appear to practice misdemeanor defense or prosecution in Washington municipal or superior courts. These out of state attorneys opined that it takes an average of 13.8 to 22.3 hours to effectively defend a person charged with a misdemeanor crime. However, the appropriate experts to consult to make this assessment are *not* out of state trial level attorneys who primarily prosecute felonies, along with any secondary misdemeanor crimes that may be attached to those felonies. Instead, the appropriate experts to consult are municipal court public defenders, judges, and prosecutors—those who particularly and exclusively specialize in misdemeanor prosecution and defense in Washington municipal and district courts.

The national study fails to account for Washington jurisdictions in which experienced public defenders hold contracts to perform public defense services in municipal courts. In these jurisdictions, the contract public defenders are well-versed in the practice of the municipal court, the police officers who investigate misdemeanor crimes within that jurisdiction, and the prosecutors who prosecute misdemeanor crimes exclusively, all of which are factors that reduce the amount of time required to provide a constitutionally appropriate level of service to a misdemeanor client.

Imposing arbitrary caseload limits as a measure to improve defense representation also fails to recognize that there is no average case. Depending upon the facts associated with a particular case, a minimal amount of a public defender's time may be all that is needed to dispose of or resolve a case, while another case concerning the same offense may require more time and resources to resolve. However, under the Proposed Standards, these cases would be counted and weighted the same and the public defender would not be able to use their judgment and

discretion in determining how to count or weigh each case toward their caseload limits. Time devoted to a case does not correlate to the quality or effectiveness of the legal representation provided. This is especially true with today's technology where an increasing amount of criminal behavior (or the absence thereof) is being captured on body-worn or dash camera footage. Many times, video evidence now eliminates things that used to be briefed and argued over more vigorously between prosecutors and public defenders, for example issues related to: whether the officer's investigation met certain legal standards, witness and defendant identity, statements of defendants or witnesses, symptoms of intoxication or mental health issues.

Caseload limits also fail to take into consideration a defense attorney's ethical obligation under RPC 1.2 to abide by a client's decisions concerning the objectives of representation. For this reason, even if the criminal charge and the evidence in two cases was exactly the same, the time required by the representation could change drastically based on the goals of the specific defendant. One defendant may want to plead guilty at arraignment, while the other may want to see their case through trial and pursue an appeal, if necessary. Further, the particular circumstances attributable to individual defendants may also alter the representation they require, including mental health issues, custody status, substance abuse disorder issues, or cultural issues. However, again, under the Proposed Standards, each case type would be counted and weighted the same.

Caseload limits similarly fail to recognize the expertise of individual public defenders. An attorney who has spent 20 years working exclusively on misdemeanor public defense cases is treated the same as a public defender who recently graduated law school and just passed the bar exam. An attorney with 20 years of experience can effectively handle far more than 120 cases per year, likely with significantly more efficiency and success for their clients, while an attorney fresh in practice may be able to effectively handle fewer cases than the experienced attorney and is likely to obtain less favorable results for their clients. Any deviation from the Current Standards should allow discretion for public defenders to adjust any established caseload maximum up or down to account for the individual issues associated with each case they are handling with consideration given to the public defender's experience and expertise. An experienced public defender may quickly hit their maximum cases for the year and then be left to sit idle and unable to assist defendants who need representation and would benefit from the attorney's expertise and experience. A reduction in caseload limits will do little to improve or guarantee effective assistance of counsel. An underperforming public defender can do just as poor of a job defending 120 cases as they could defending 400 cases. The quality and effectiveness of their representation does not increase simply because an arbitrary limit has been set on the number of cases they can defend.

To attain the arbitrary ratio of public defenders with their limited financial resources, the Proposed Standards would force budget-strapped municipalities to seek inexperienced attorneys who would demand less compensation to perform defense work as compared to their experienced counterparts. The result would be that indigent defendants would receive less effective representation than those defendants who do not need to rely on public defenders.

Ultimately, public defenders themselves are in the best position to determine when they need to decline appointment on a particular case due to their own ethical responsibilities and obligations under the Current Standards. They are also in the best position to appropriately weigh the complexity of their cases and evaluate whether their ethical obligations require they adjust down their existing caseload, or whether they can accept additional cases while still providing effective representation to all of their clients.

The Proposed Standards will Lead to the Decriminalization of Many Crimes

Even if there were a plethora of available attorneys interested in serving as public defenders to meet the caseload limits established through the Proposed Standards, the budgetary impact is too great to be absorbed by local governments. Public defenders are funded through general fund money, which cities derive from taxes. The state constitution and legislative policies adopted in Washington limit significantly the ability of local cities to establish additional revenue to increase funding for the support of basic services, including public safety, public defenders, and social and human services.

Currently, the base cost the City of Kent pays its contract public defender for services is \$1,246,920 annually. This amount *excludes* routine case expenses such as investigative costs, costs for medical and psychiatric evaluations, expert witness fees, and interpreter costs. If the Proposed Standards were adopted, the City would need to raise *at least* an additional \$2.5 million to support its existing caseload. In addition, to attract new attorneys to the practice of public defense in an environment in which the caseload standards limit significantly the number of qualified and available attorneys, competition for public defenders among counties and cities would be extraordinary, and salaries would skyrocket.¹³

Local governments are continually being asked to do more with no ability to increase revenue, and in lower-income communities like Kent, the provision of general city services is becoming more and more difficult to perform. Legislative mandates for cities in areas such as housing policies, climate change policies, police training, and transportation are straining city budgets. In this instance, it is not the Legislature that holds an immense power to affect municipal funding, but the Court. As a result, the Court should exercise its powers with respect to the Proposed Standards with extraordinary caution and restraint.

If the Proposed Standards are adopted, cities will be placed in the difficult position of determining how to manage crime, as well as other mandated responsibilities, with their existing limited resources. Also, it is inevitable that county resources will be constrained, forcing counties to revise their filing guidelines and to decline to file felony charges in significant numbers. Those crimes that have statutorily been defined by the Legislature as felonies will instead be referred to local city prosecutors to file as misdemeanors in municipal court. In turn, if cities are required to establish the arbitrary ratio required by the Proposed Standards, they too will be forced to prioritize cases and many crimes, felonies and misdemeanors alike, will go unfilled, leading to defendants who will not be held accountable for their criminal misconduct, victims who will not receive the justice they are owed, and crime will increase in frequency due to a lack of offender accountability. The City of Kent urges the Court to review Washington crime statistics. In the wake of COVID, a significant reduction in the number of police officers across Washington State, and legislative actions relating to drugs and police pursuits,

¹³ In statements made before the House Civil Rights and Judiciary Committee, OPD's director testified that "anyone doing public defense is losing money if they're not making more than \$300,000 a year because that's what the attorney general is paying folks." See, House Civil Rights & Judiciary Committee, September 24, 2024, at <https://twv.org/video/house-civil-rights-judiciary-2024091187/> at minute 1:07:45.

Washington is experiencing an increase in crime¹⁴ while other states have seen a recent reduction.¹⁵

Proposed Standards will Exacerbate Inequities and Further Marginalize Lower-Income Communities.

Even if there was sufficient availability of public defenders, the budgetary impact associated with implementing the Proposed Standards would be enormous, which would exacerbate inequities and further marginalize lower-income communities. Kent is not a wealthy city and tax policies adopted by our legislature, such as streamlined sales tax which changed sales tax to a destination-based assessment instead of an origination-based assessment, have hit manufacturing and warehousing cities like Kent, and their general funds, hard. State law fails to provide cities local control over the establishment of taxes to increase general fund revenues to address basic issues like public safety and the impacts associated with the Proposed Standards, should they be implemented.

Kent is one of the nation's most culturally diverse communities, with approximately 130 languages spoken and a large immigrant and refugee population. Well over half of Kent's homicide victims in 2023 were from diverse populations, and over half of those cases had a drug or robbery nexus. According to US Census data, the average median income in east King County cities is \$159,975.40¹⁶, whereas the median income for a south King County city like Kent is nearly 50% of that amount—just \$81,373.¹⁷ Cities with higher median incomes have significantly greater property values, which similarly lead to greater property tax revenues, and additional general fund money, per capita than cities with lower median incomes. The average median home value in east King County cities is \$1,253,224.45, whereas the median home value in a south King County city like Kent is 49% of that amount at \$619,987.50¹⁸. Kent, centrally located near the State's largest city and the Ports of Seattle and Tacoma, also serves as the critical warehousing hub for Washington's economy. However, due to the State's decision to change the assessment of sales tax from the point of shipping to the point of delivery, Kent no longer receives sales tax revenue for goods manufactured or warehoused in its city. As such, warehousing does not provide the revenue opportunities that sales tax provides. Unlike sales tax associated with warehoused goods shipped to another city, Kent does not benefit from the sales tax revenue produced by auto dealerships and shopping malls found in other cities. At the same time, this warehousing district provides for greater environmental impacts and lower paying jobs. Kent is not alone. Washington's tax structure concentrates wealth in some jurisdictions, while other more diverse communities like Kent have insufficient access to

¹⁴ See <https://waspc.memberclicks.net/assets/Crime%20in%20Washington%202023-compressed.pdf> (5 Year Crime Trends, beginning on page 24).

¹⁵ See <https://www.fbi.gov/news/press-releases/fbi-releases-2023-crime-in-the-nation-statistics>, "FBI Releases 2023 Crime in the Nation Statistics" (national violent crime rate down 3%).

¹⁶ Bellevue, Kirkland, Redmond, Sammamish, Issaquah. Data Source: 2020 Census Data; Bellevue ([U.S. Census Bureau QuickFacts: Bellevue city, Washington](#)); Kirkland ([U.S. Census Bureau QuickFacts: Kirkland city, Washington](#)); Redmond ([U.S. Census Bureau QuickFacts: Redmond city, Washington](#)); Sammamish ([U.S. Census Bureau QuickFacts: Sammamish city, Washington](#)); Issaquah ([U.S. Census Bureau QuickFacts: Sammamish city, Washington](#)).

¹⁷ Data Source: 2020 Census Data; Kent (<https://www.census.gov/quickfacts/fact/table/kentcitywashington/PST045223>)

¹⁸ Data Source: Runstad Department of Real Estate, University of Washington, City House Price Data; <https://wcrer.be.uw.edu/housing-market-data-toolkit/house-prices/> (Bellevue 2023 Median Avg \$1,388,046; Issaquah 2023 Median Avg. \$991,873.75; Redmond 2023 Median Avg. 1,178,702.50; Sammamish 2023 Median Avg. \$1,568,750; Kirkland 2023 Median Avg. \$1,138,750; Kent 2023 Median Avg. \$619,987.50)

comparable tax revenue. Given our state's inequitable taxing structure, the Proposed Standards would impact Kent's funding hard.

For the time period of 2019 – 2023, on average, 88% of defendants charged in the Kent Municipal Court were appointed to the City of Kent's contract public defender, the law firm of Stewart MacNichols and Harmell, due to their indigency.¹⁹ Due to a lack of resources, a lack of available public defenders, and the high percentage of offenders who require public defense services, decriminalization will unfortunately be a natural consequence to any reduction in public defender caseload limits, and this decriminalization will occur to a greater degree in lower-income cities like Kent. Community members from lower-income communities like Kent, who become victims of crime, will be subjected to a lack of justice, while offenders will be undeterred and will re-offend so long as they continue to face no consequences as a result of their illegal conduct.

Adoption of the Proposed Standards will simply cripple our criminal justice system. Lower income cities like Kent will suffer the most and will be forced to eventually decline to file more cases. As a result, victim rights will not be adequately addressed, and crime will be undeterred and skyrocket in frequency. In response, businesses may relocate and move out of underfunded cities, choosing instead wealthier cities who are in a better financial position to respond to and address impacts associated with crime, which will further impact lower income cities financially. Additionally, residents' quality of life will decrease as cities are forced to choose between funding mandatory indigent defense services and those services they provide that are discretionary in nature, such as youth and recreational programs which have been found to help reduce incidences of crime.

Residents of lower-income communities have equal right to be safe and secure in their homes, and if they unfortunately become victims of crime, they should also have an equal right to have their harms redressed by a court by holding the offender just as accountable as their wealthier neighbors. The Proposed Standards will result in the de facto decriminalization of many crimes in our lower income communities.

City of Kent Requests the Court Take No Action on the Proposed Standards and Maintain Existing Court Standards

The City of Kent has complied with the Current Standards imposed in 2012 and there has been no deterioration in representation for indigent defendants. Kent's public defender and its municipal court both have a complaint process established through which indigent defendants can raise concerns involving their public defenders. Not a single complaint has been received by the Municipal Court concerning the representation provided to indigent defendants by their public defender. Without a demonstrable reason to react so hastily and so severely, the City of Kent cannot support the Proposed Standards and the unsubstantiated two-thirds reduction in

¹⁹ This is a 5-year average for the time period of 2019 – 2023 during which the public defender was appointed to 12,289 of the 15,234 misdemeanor cases filed in Kent Municipal Court. This average, however, is skewed slightly by the covid pandemic. In 2020, in an effort to address cases filed and pending during the pandemic, judges of the Kent Municipal Court appointed the City's contract public defender to all cases. For comparison purposes, in 2019 and prior to the pandemic, the contract public defender was appointed to 70% of the misdemeanor cases filed in Kent Municipal Court (3,373 of the 4,805 cases filed). In 2023, the contract public defender was appointed to 53% of the misdemeanor cases filed in Kent Municipal Court (1,775 of the 2,231 cases filed). These statistics do not include any conflict public defenders, which are occasionally needed, but at a significantly less frequency.

caseload limits they establish. It is simply unnecessary, and in the end, it will be the indigent defendants who suffer through less-experienced attorneys who can be retained at a lower cost.

Other methods to protect the quality of representation provided to indigent defendants should be explored before caseload limits are arbitrarily reduced. Public defenders are in the best position to assess their own experience, the relative complexities of the cases included within their caseloads, and the amount of work required of them to provide effective legal representation. The next best person to evaluate the effectiveness of a public defender would be the presiding judge of the court within which the case is pending. There was no consideration by the WSBA or the national study on which it relied of what role the courts may be able to play in ensuring effective representation is provided to indigent defendants in their respective jurisdictions. Additionally, no consideration was given to the WSBA complaint process through which anyone can contact the WSBA directly to raise a concern about a lawyer, their representation, and their compliance with the Rules of Professional Conduct.²⁰ The creation of an auditing agency could also be explored to monitor representation, field concerns, and provide solutions where appropriate. These are just a few ideas that could be further explored with true experts in the field of misdemeanor prosecution in Washington State, including misdemeanor public defenders, prosecutors, and judges.

Due to the absence of any evidence to support a need to revise the Current Standards or that the Current Standards are insufficient to guide public defenders in their efforts to provide effective representation to their indigent clients, the City of Kent respectfully asks the Supreme Court to reject the Proposed Standards and retain the Current Standards in their current form. If, however, the Court is inclined to further consider the Proposed Standards, the City of Kent respectfully requests that the Court establish a work group that specifically includes misdemeanor public defenders, prosecutors, and judges to evaluate the Proposed Standards and provide a collective recommendation to the Court.

Sincerely,


Dana Ralph
Mayor, City of Kent


Ken Harmell, Public Defender
Managing Partner of Stewart, MacNichols
and Harmell, Inc. P.S.


Honorable Michael Frans
Presiding Judge, Kent Municipal Court


Tammy White
City Attorney, City of Kent


Sara Watson,
Chief Prosecutor, City of Kent

Encls.

- Exhibit 1: Nicholas M. Pace, et al., *National Public Defense Workload Study Research Report* (Sept 2023)

²⁰ <https://www.wsba.org/for-the-public/concerns-about-a-lawyer>

- Exhibit 2: Washington State Judicial Branch, 2024 Supplemental Budget, Statewide Evaluation of Public Defense Services
- Exhibit 3: Matthew Kleiman, et al., "*Case Weighting as a Common Yardstick: A Comparative Review of Current Uses and Future Directions*," *Ojati Socio-Legal Series*, Vol 7, No. 4, 2017

EXHIBIT 1

Nicholas M. Pace, et al., *National Public Defense Workload Study Research Report* (Sept 2023).



Research Report

NICHOLAS M. PACE, MALIA N. BRINK, CYNTHIA G. LEE, STEPHEN F. HANLON

National Public Defense Workload Study

For more information on this publication, visit www.rand.org/t/RRA2559-1.

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About This Report

This report describes a collaboration between the RAND Corporation; the National Center for State Courts (NCSC); the American Bar Association (ABA) Standing Committee on Legal Aid and Indigent Defense (ABA SCLAID); and Stephen F. Hanlon, Principal, Law Office of Lawyer Hanlon, to assist governmental bodies, attorneys, policymakers, and other stakeholders when they plan for or manage the provision of counsel to represent adults who have been accused of criminal offenses in state trial courts but who cannot afford to engage an attorney (such provision is commonly referred to as *public defense*). This work, which was funded by the philanthropic organization Arnold Ventures, is intended to facilitate the use of functional metrics known as *case weights* and *caseload standards* (which are collectively described as *workload standards*) to help in estimating the numbers of criminal defense attorneys who should be made available for appointments as the nature and size of noncapital adult criminal caseloads change over time. The metrics are also intended to identify instances when caseloads for those lawyers have risen to the point at which those lawyers may be unable to adequately discharge their professional duties. A foundational underpinning of our research is the assumption that, to comply with controlling legal authorities, public defense workload standards must always reflect attorney responsibilities mandated by the ethics rules applicable to all criminal defense counsel in every state and be consistent with other practice standards that describe prevailing norms of effective representation.

Work developing similar metrics for the provision of public defense in certain states and localities has been conducted by various governmental agencies, research entities, and stakeholder organizations. Therefore, the results of our study are primarily applicable to locations or for purposes where jurisdictionally focused workload standards have not already been produced, in situations where earlier work did not adequately consider applicable ethics rules and practice standards, or in situations where existing studies may be outdated or otherwise flawed.

This report was produced by the RAND Corporation; NCSC; ABA SCLAID; and Stephen F. Hanlon, Principal, Law Office of Lawyer Hanlon. The views expressed herein represent the opinions of the authors. They have not been reviewed or approved by the House of Delegates or the Board of Governors of the American Bar Association and, accordingly, should not be construed as representing the position of the Association or any of its entities.

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ABA SCLAID serves the ABA by examining issues related to the delivery of civil legal assistance and criminal defense services to the poor. It maintains close relationships with state and local bar and legal aid and defender leaders, providing information and developing policy on civil legal aid and indigent defense. The Committee also advocates for and works to ensure the availability of legal aid and defender services for indigent persons. ABA SCLAID is the ABA's oldest standing committee; it was established in 1920 under the leadership of Charles Evans Hughes. For more information on ABA SCLAID, please visit the Committee's website at www.americanbar.org/groups/legal_aid_indigent_defense.

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Law Office of Lawyer Hanlon

Stephen F. Hanlon is the Principal of the Law Office of Lawyer Hanlon in St. Louis, Missouri. He has a long history of handling public interest and civil rights cases. In 1989, he founded the Community Services Team (CST) at Holland & Knight and, for the next 23 years, served as the Partner in Charge of the CST, which was the largest full-time private practice pro bono department in the country during Hanlon's tenure. In 1997, Holland & Knight received the ABA Pro Bono Publico Award. *The American Lawyer* described Holland & Knight as a "pro bono champion." In 2006, Hanlon received the Chesterfield Smith Award from Holland & Knight, the firm's highest individual recognition given to a firm partner. Since his retirement from Holland & Knight at the end of 2012, Hanlon has confined his practice to assisting and representing public defenders with excessive caseloads. As part of this work, Hanlon was ABA SCLAID's project director for seven groundbreaking state-level public defense workload studies. For more information, see www.lawyerhanlon.com or email stephen@lawyerhanlon.com.

RAND Justice Policy Program

RAND Social and Economic Well-Being is a division of the RAND Corporation that seeks to actively improve the health and social and economic well-being of populations and communities throughout the world. This research was conducted in the Justice Policy Program within RAND Social and Economic Well-Being. The program focuses on such topics as access to justice, policing, corrections, drug policy, and court system reform, as well as other policy concerns pertaining to public safety and criminal and civil justice. For more information, email justicepolicy@rand.org.

Acknowledgments

This research and report were made possible by a grant from Arnold Ventures, a philanthropic organization that supports evidence-based solutions that maximize opportunity and minimize injustice. We greatly appreciate the organization's help, and we especially thank Rebecca Silber, Director of Criminal Justice, for championing this effort from the initial idea through completion.

We would like to express our deep-felt appreciation to the 33 criminal defense attorneys from across the country who agreed to participate in this study as members of our expert panel. In addition to taking time out of their busy schedules to prepare for and travel to the Williamsburg, Virginia, conference held on April 28, 2022, the panelists gave this study the incalculable benefits of both their frank opinions and their considerable experience in defending the rights of the accused. The panel was selected from more than 100 nominations of highly regarded attorneys with outstanding competence in adult criminal defense in state trial-level courts and a track record of good practice. Those recommendations came from Gideon's Promise, the National Association for Public Defense, the National Association of Criminal Defense Lawyers, the National Criminal Defense College, and the National Legal Aid & Defender Association. We thank these organizations for identifying such a stellar group of defense counsel.

We express our special thanks to Brian Ostrom of NCSC for contributing his expertise. We also thank NCSC for hosting the project's expert panel session at its Williamsburg, Virginia, headquarters. Tracey Johnson, Travis Hansford, and Mark Wenger at NCSC provided invaluable logistical support.

We would like to thank the members and staff of ABA SCLAIID for their support of this study. Particular thanks is owed to the late professor Norm Lefstein, the longtime special adviser to ABA SCLAIID on public defense, who championed the need for caseload controls and, specifically, for new national workload standards. Lefstein was the driving force behind many of the standards and studies on which this project relied. We would also like to thank Mark Pickett and Jason Vail, counsel for ABA SCLAIID, for their editorial contributions. Counsel for the ABA's Center for Professional Responsibility also reviewed this report, and we appreciate their comments and suggestions.

Dulani Woods of RAND designed the online Delphi application used in this project and acted as the chief facilitator at the expert panel conference in Williamsburg, Virginia. We are indebted to him for offering his services, expertise, and insight to this effort. Blair Smith and Babitha Balan of RAND performed a highly professional and thorough job of editing, organizing, and producing the final version of this report. Laurie Martin supervised RAND's quality assurance (QA) process for this study, and Ninna Gudgell managed the QA workflow; both executed these responsibilities in their usual competent and timely manner. Beth Seitzinger at RAND did a wonderful job of coordinating the sometimes complicated travel plans of our expert panelists.

Jon Gould, dean of the University of California Irvine's School of Social Ecology, and Stephanie Walsh, policy analyst at RAND Corporation, provided helpful criticism and contributions in their formal reviews of this report. We value their suggestions and hope that we have responded appropriately. Any errors in methodology, data collection, or conclusions are, of course, solely the authors' responsibility.

Summary

The rules of professional conduct require lawyers to limit their workloads to ensure competent representation.¹ But what should those limits be? Clear standards for public defender workloads are essential to policymakers' ability to fund and staff the defense function at appropriate levels, to public defense authorities' ability to monitor and manage caseloads, and to attorneys' ability to provide their clients with effective assistance of counsel as guaranteed by the Sixth Amendment to the U.S. Constitution.

To create such standards, we conducted a comprehensive review and analysis of the 17 state-level public defense workload studies conducted between 2005 and 2022, and then employed the Delphi method (a quantitative research technique used for the elicitation of expert opinions) to facilitate the efforts of a panel of expert criminal defense attorneys to come to a consensus on the average amount of time needed to provide reasonably effective assistance of counsel in an array of adult criminal cases. The results of this study are new national public defense workload standards, which are intended to assist governmental bodies, public defense attorneys, policymakers, and other stakeholders in evaluating defender workloads and ensuring adequate representation. Our results are primarily applicable to locations or for purposes where jurisdictionally focused workload standards have not already been produced, in situations where earlier work did not adequately consider applicable ethics rules and practice standards, or in situations where existing studies may be outdated or otherwise flawed.

These new standards build on the methods developed in, and data gleaned from, prior state-level workload studies. The standards also reflect the expert attorneys' experience with modern criminal defense practice, including the tremendous expansion of digital discovery from body-worn cameras, cell phone data, and social media data; the increasing use of forensic evidence; and the expanding scope of a criminal defense lawyer's obligations, such as advising clients on the collateral consequences that attend criminal convictions.

¹ See Model Rules 1.1 and 1.3 in American Bar Association [ABA], *Model Rules of Professional Conduct*, 2023, and American Bar Association Standing Committee on Ethics and Professional Responsibility, Formal Opinion 06-441, *Ethical Obligations of Lawyers Who Represent Indigent Criminal Defendants When Excessive Caseloads Interfere with Competent and Diligent Representation*, May 13, 2006 (hereafter ABA Formal Opinion 06-441). See also "The Demands on a Defender's Time" section in Chapter 2.

Historical Background

Recognizing the need for clear standards for public defense workloads, in the early 1970s, a group of public defense leaders came up with the following estimate of the maximum number of cases a defense attorney could handle per year:²

- felonies: 150 cases per year
- misdemeanors: 400 cases per year
- mental health cases: 200 cases per year
- juvenile cases: 200 cases per year
- appeals: 25 cases per year.

In 1973, these estimates were adopted and incorporated into a report by the National Advisory Commission on Criminal Justice Standards and Goals (NAC). These estimates have since been referred to as the *NAC standards*.³

The NAC standards have been criticized for being overly broad. They fail to differentiate among types of felonies, giving equal weight to a burglary, a sexual assault, and a homicide. They have also been criticized for being developed without a defensible methodology. Additionally, there has always been concern that the NAC standards are simply too high. As early as 1978, a study noted that “one is hard put to imagine carefully investigating every case, as is required by [prevailing standards of criminal defense practice], if the lawyers are handling 150 felony cases per year, or 400 misdemeanors per year.”⁴ Even assuming that the lawyer is working 40 hours per week, 52 weeks per year on cases (2,080 hours per year), caseloads at the maximum sizes allowed under the NAC standards would permit an average of only 13.9 hours to be spent by that attorney on each felony case or 5.2 hours on each misdemeanor case.

Despite these weaknesses and in the absence of any other reliable, data-driven method of understanding the number of cases a lawyer can handle, the NAC standards have remained the default maximum for public defense attorney caseloads for almost 50 years.⁵

Recognizing the shortcomings of the NAC standards, over the past few decades, individual jurisdictions have sought to improve upon them by establishing more-realistic workload limits using more structured, defensible methodologies. These more recent studies all used some form

² For a complete history of the development and utilization of these standards as well as related criticism, see “The National Advisory Commission Caseload Standards” section in Chapter 2.

³ National Advisory Commission on Criminal Justice Standards and Goals, *Courts*, 1973, p. 276.

⁴ Shelvin Singer, Beth Lynch, and Karen Smith, *Indigent Defense Systems Analysis (IDSA)*, National Legal Aid and Defender Association, 1978, p. 52. Also see “The Emergence of Public Defense Workload Standards” in Chapter 2.

⁵ See “The Emergence of Public Defense Workload Standards” in Chapter 2. Specifically, despite being a product of the early 1970s (and arguably with roots that go back to the mid-1960s), the NAC standards remain the default option for many policymakers considering limits on defender caseloads. For example, the felony and misdemeanor ceilings were adopted, reaffirmed, or used as a foundation for caseload assignments by state public defense commissions, state public defender offices, state bar associations, or the judiciary in Washington (2015), Indiana (2016), Wyoming (2016), Ohio (2019), Oregon (2021), Michigan (2021), and New York (2021).

of the Delphi method to achieve a consensus among a group of experts—usually public defenders only or a mix of private and public defense attorneys—on the average amount of time needed for cases of various types.⁶ Furthermore, these efforts were grounded in jurisdiction-specific conditions and took account of current criminal defense practice obligations.

Over the years, these public defense workload studies became increasingly granular, dividing attorney work into more-specific case type categories and tasks. These workload studies primarily expressed their results in the form of a case weight (i.e., average attorney time needed per case of a particular case type) rather than an annualized caseload. The use of case weights allows for easier application to mixed caseloads (i.e., a lawyer taking cases of multiple case types). It also allows for adjustment for different amounts of time available for case work; for example, for supervisors who might carry half caseloads or attorneys in rural offices who must travel to multiple courthouses.⁷

The gold standard for analyzing attorney need is a weighted caseload model.⁸ The case weights are applied to the caseload in the jurisdiction to generate estimates of the number of attorneys needed to handle the jurisdiction’s current or projected workload. In comparison with other budget or resource allocation models based on such factors as population or raw caseloads, weighted caseload analyses provide a more accurate and nuanced account of attorney workload that reflects variations in caseload composition across offices and over time. Many state legislative and funding bodies across the United States are already familiar with the concept of a weighted caseload; states often use weighted caseload studies to analyze the need for judges.⁹ In the world of public defense, there were 17 state-level workload studies using a weighted caseload model conducted between 2005 and 2022.

Substantive law and court rules and procedures have an impact on the amount of time attorneys require to represent their clients. Because these factors can vary substantially from jurisdiction to jurisdiction, the most accurate weighted caseload model is developed specifically for an individual state or jurisdiction. For fiscal or practical reasons, most jurisdictions have not had the opportunity to conduct such research.

⁶ See the “Weighted Caseload Analyses” section in Chapter 2.

⁷ See the “Case Weights and Caseload Standards” section in Chapter 2; see also Chapter 5.

⁸ This statement applies only to efforts intended to help in the estimation of necessary attorney levels in a public defense delivery system, such as a statewide public defender office or a county’s contract defender program. Examinations of defender practices and techniques, support staff levels, case assignment strategies, holistic defense services, attorney education and training programs, office management policies, and other important aspects of public defense would require quantitative and qualitative research approaches that are very different from those used in a weighted caseload analysis. But if the purpose of the effort is to move away from using such metrics as raw caseload counts, prosecutor office size, or population size as a means for estimating required numbers of defenders, weighted caseload studies are arguably the tools most commonly used by justice system organizations.

⁹ More than 30 states use judicial weighted caseload studies. See Matthew Kleiman, Cynthia G. Lee, Brian J. Ostrom, and Richard Y. Schauffler, “Case Weighting as a Common Yardstick: A Comparative Review of Current Uses and Future Directions,” *Oñati Socio-Legal Series*, Vol. 7, No. 4, 2017, p. 646.

While having a specific state or local workload study remains the ideal approach for public defense resource planning, in the absence of a jurisdiction-specific study, nationally applicable workload standards are needed to provide benchmarks and assist administrators in assessing system needs. For the past 50 years, the NAC standards have filled that void, despite their age and flaws. New nationally applicable workload standards are needed to better reflect present criminal defense practice and contemporary professional and ethical responsibilities.

The National Public Defense Workload Study Approach

In this research effort, the National Public Defense Workload Study (NPDWS), we sought to capitalize on the methods used in the state-level public defense studies to develop new national workload standards.

Drawing from our review of those state-level studies, we identified and defined a set of 11 case types and eight activity types that reflect the work that defense attorneys conduct on behalf of adults accused of crimes in a state trial court (a *case* is defined as all charges filed against a client arising out of a single event or series of events and being prosecuted together).¹⁰

The 11 case types are

- Felony–High–Life Without Parole (LWOP)
- Felony–High–Murder
- Felony–High–Sex
- Felony–High–Other
- Felony–Mid
- Felony–Low
- Driving Under the Influence (DUI)–High
- DUI–Low
- Misdemeanor–High
- Misdemeanor–Low
- Probation and Parole Violations.

The eight activity types are

- Client Communication and Care
- Discovery and Investigation
- Experts
- Legal Research, Motions Practice, and Other Writing
- Negotiations
- Court Preparation
- Court Time
- Sentencing and Mitigation and Postadjudication.

¹⁰ See the “Case Type and Activity Type Categories Development” section in Chapter 3.

Death penalty prosecutions were outside the scope of the NPDWS, which meant that felonies with a potential sentence of LWOP would be the study case type with the highest severity.

We then assembled an expert panel of 33 highly regarded attorneys with extensive experience in adult criminal defense in state trial-level courts and a track record of good practice.¹¹ Through two online webinars and their review of NPDWS written materials, the expert panel received

- detailed information on applicable ethics rules and other professional standards
- background on case weights and caseload standards
- an overview of the methods and results of the 17 state-level public defense workload studies.¹²

Following this preparation, the panel was provided an initial response form, which asked for their preliminary best estimate of the average time needed to provide reasonably effective assistance of counsel pursuant to prevailing professional norms for each activity type within each case type.¹³

After filling out the initial response form, the expert panel met for a one-day in-person Delphi session. At the beginning of this meeting, the panelists entered their independent estimates from the initial response form into an online Delphi application that allowed panelist entries to remain anonymous. The application compiled and charted results, providing participants with the median total time estimate for each case type and a graph of response distributions.

The expert panel then engaged in a roundless (sometimes referred to as *real-time* or *continuous*) Delphi session with the goal of achieving a reasonable consensus of the group's professional judgment.¹⁴ Panelists were free to discuss the reasons for their professional judgments or submit anonymous comments through the Delphi application to be viewed by other panelists. At any point, panelists could change their responses and view updated statistics based on the entire group's submissions. Discussion continued until the panel reached a predefined level of consensus on the total time required for all of the case types.¹⁵

The expert panel's consensus on hours needed to provide reasonably effective assistance of counsel pursuant to prevailing professional norms for each case type constitute the study's final

¹¹ Recommendations for expert panel members came from Gideon's Promise, the National Association for Public Defense, the National Association of Criminal Defense Lawyers, the National Criminal Defense College, and the National Legal Aid & Defender Association. For details on the selection process, see the section titled "Expert Panel Selection" in Chapter 3. For the names of the panelists and their positions at the time of the Williamsburg conference, see Table 3.5 in Chapter 3.

¹² See the section titled "Expert Panel Preparation" in Chapter 4.

¹³ See Figure 4.1 and accompanying text in Chapter 4.

¹⁴ See the section titled "Session Procedures" in Chapter 4.

¹⁵ For details on what constituted a consensus and the level of consensus achieved by case type, see "Session Procedures" in Chapter 4.

case weights. Table S.1 presents those results and provides an illustrative example of what a caseload standard would be for each case type. The caseload standard represents the maximum number of cases of that type that should be assigned to a public defense attorney in a year, assuming that the attorney takes only cases of that one case type. The caseload standards presented in Table S.1 assume that each attorney has 2,080 hours per year available for all case-related work. It should be noted that the calculation of an annual caseload standard requires jurisdiction-specific information about annual attorney hours available for case-related work; the values shown in the table are for illustrative purposes only.¹⁶

Table S.1. Final Results of the Expert Panel Session with Example Caseload Standards

Case Type	Case Weight (Hours per Case)	Annual Caseload Standard
Felony–High–LWOP	286.0	7
Felony–High–Murder	248.0	8
Felony–High–Sex	167.0	12
Felony–High–Other	99.0	21
Felony–Mid	57.0	36
Felony–Low	35.0	59
DUI–High	33.0	63
DUI–Low	19.0	109
Misdemeanor–High	22.3	93
Misdemeanor–Low	13.8	150
Probation/Parole Violations	13.5	154

NOTE: Annual caseload standards were calculated using an assumption of 2,080 hours available annually to a defender for case-related work.

Using the National Public Defense Workload Standards

These case weights provide a basis for any public defense system or provider to reliably assess overall caseloads and staffing, as well as plan for anticipated future needs. Applying the

¹⁶ The 2,080 annual hours assumption is an extremely high estimate because it does not account for work time spent on activities not related to representing clients in adult criminal cases. The calculation of annual caseload standards is based on an assumption of the average annual hours available to defenders for case-related work. That assumption will vary from jurisdiction to jurisdiction, so our use of 2,080 hours (essentially 52 weeks each year of 40 case-related work hours) is simply for illustrative purposes. If such adjustments were made to the hours assumption we use for illustrative purposes only, the annualized caseload standards would be lower.

case weights for this purpose requires additional jurisdiction- or provider-specific data on both caseloads and staffing.¹⁷

Hours Needed

A system or provider will need to map its annual caseload, by highest charge, to the 11 case types in this study. Mapping the caseload by case types and applying the appropriate case weights allow the system or provider to estimate the total attorney workload associated with each case type, as follows:

$$\text{cases (by case type)} \times \text{case weight (by case type)} = \text{total hours needed (by case type)}.$$

Assume, for example, that a public defense system had 100 new Felony–High–Sex cases in one year. Multiplying 100 cases by the Felony–High–Sex case weight of 167 hours determines the estimate of total attorney hours needed for Felony–High–Sex cases for that year, as follows:

$$100 \text{ cases} \times 167 \text{ hours per case} = 16,700 \text{ hours needed per year for Felony–High–Sex cases.}$$

A jurisdiction would perform the same calculation for all 11 case types and sum them to determine the estimate of total attorney hours needed for adult criminal cases of all types.

Hours Available

The jurisdiction or provider must also determine or estimate the total number of hours attorneys are available to work on adult criminal cases annually. This requires subtracting leave and holidays, along with work not directly attributable to the representation of a specific client (e.g., administration, supervision, professional development, travel), from each attorney’s annual available hours. When attorneys handle other case types, such as juvenile delinquency or dependency matters, time spent on these cases must also be deducted from their availability for adult criminal defense work. Deductions would also be required for circumstances specific to individual attorneys, such as working on a half-time basis. When such adjustments are made, the result can be thought of as *annual case-related duty hours*. The product of that value and the number of full-time equivalent (FTE) attorneys in the jurisdiction or with the provider yields total attorney hour availability:

$$\text{FTE attorneys} \times \text{annual case-related duty hours per attorney} = \text{total attorney hours available annually.}$$

Assume, for example, that a public defense system has 50 full-time attorneys. Also assume that each attorney has 40 hours per week, 52 weeks per year (2,080 hours per year) to devote to

¹⁷ For a detailed description of how to use case weights, see Chapter 5.

case-related work. In this simplistic example of 2,080 annual case-related duty hours, we make no adjustment for time spent for vacations, professional development, supervision, administration, etc.:

$$50 \text{ attorneys} \times 2,080 \text{ annual case-related duty hours} = 104,000 \text{ total attorney hours available annually.}$$

However, if two of the FTE attorneys in this system are full-time administrators without an adult criminal defense caseload, and another five FTE attorneys are supervisors with only 50 percent of their time allocated to case-related work, annual attorney hour availability in this system is reduced:

$$(43 \text{ attorneys} \times 2,080 \text{ annual case-related duty hours}) + (2 \text{ attorney administrators} \times 0 \text{ annual case-related duty hours}) + (5 \text{ attorney supervisors} \times 1,040 \text{ annual case-related duty hours}) = 94,640 \text{ total attorney hours available annually.}$$

Caseload Standards Calculations

The NPDWS was focused on the development of new default national case weights and leaves the calculation of annual case-related duty hours to individual jurisdictions. A jurisdiction seeking to use the NPDWS case weights as the basis of caseload standards must first determine an appropriate annual case-related duty hours assumption based on conditions specific to the jurisdiction. Annual maximum caseload standards, which are similar in form to the NAC standards, can then be calculated using the NPDWS case weights by simply dividing the jurisdiction's estimate of annual case-related duty hours by the case weight for each case type. For example, assuming 2,080 case-related duty hours available annually, the NPDWS case weight of 33.0 hours for DUI–High cases suggests a caseload standard of 63 new cases each year ($2,080 \div 33.0$, rounded downward to the nearest whole number).

Staffing Need Analysis

Comparing the total time needed to represent the annual caseload (hours needed) with the total attorney hours available to work on cases for the year (hours available) allows a system or provider to assess whether attorney staffing levels are appropriate, as follows:

$$\text{Total hours needed} - \text{total hours available} = \text{deficient or surplus hours.}$$

If this calculation shows a deficiency, the jurisdiction can further calculate additional FTE needed:

$$\text{Deficient hours} \div \text{annual case-related duty hours per attorney FTE} = \text{additional FTE needed.}$$

For example, if, based on the NPDWS case weights, a provider required 20,725 attorney hours to provide reasonably effective assistance of counsel for its annual caseload and the provider's current staffing levels equated to 16,870 hours of annual attorney time for case-related work, the provider would have a deficiency of 3,945 hours. Assuming that each of the provider's FTEs has 2,080 case-related duty hours available each year, the provider can estimate that it needs roughly two additional FTEs:

$$20,725 \text{ total hours needed} - 16,780 \text{ total hours available} = 3,945 \text{ hours deficient}$$

$$3,945 \text{ hours deficient} \div 2,080 \text{ annual case-related duty hours per attorney FTE} = 1.9 \text{ FTE needed.}$$

Conclusion

Excessive caseloads are proscribed by ethics rules because they inevitably cause harm.¹⁸ Overloaded public defense attorneys simply cannot give appropriate time and attention to each client.¹⁹ They cannot investigate in a timely manner or fully. They cannot file the motions they should. Instead, attorneys are forced to triage cases, choosing which cases to focus attention on while allowing others to be resolved without appropriate diligence. A justice system burdened by triage risks unreliability, denying all people who rely on it—victims, witnesses, defendants, and their families and communities—efficient, equal, and accurate justice.

To avoid these harms and ensure that public defense attorneys have the time needed to provide their clients with effective assistance, providers, administrators, and policymakers must have a reliable means of estimating necessary staffing levels. This study will permit stakeholders in jurisdictions across the country to review their caseloads using a more justifiable, evidence-based set of case weights than those implied by the NAC standards and allow them to better estimate and plan for the attorney time needed for adult criminal cases to avoid overload, as required under the ethics rules.²⁰ To use this study effectively, jurisdictions should begin by gathering basic data on their providers' caseloads and attorney hours available and then go through the process described earlier to assess whether attorney staffing levels are appropriate; and establish standards, limits, or review processes to avoid overload.

Significant evidence exists that many public defense providers are overloaded, even when judged against the 1973 NAC standards. In validating the concerns that the NAC standards are outdated, the results of this study strongly suggest that the caseloads of public defense attorneys

¹⁸ See the section titled "The Requirement to Limit Workloads" in Chapter 2.

¹⁹ In 2019, *The New York Times* published a detailed profile of one public defender in Louisiana who was assigned almost 200 felony cases, noting the impact that this case overload had on his clients. See Richard A. Oppel, Jr., and Jugal K. Patel, "One Lawyer, 194 Felony Cases, and No Time," *New York Times*, January 31, 2019.

²⁰ ABA Formal Opinion 06-441, 2006. See also "The Requirement to Limit Workloads" in Chapter 2.

are more excessive than previously thought and that decisive action is needed to ensure that public defense clients receive the effective assistance of counsel required by the Constitution.

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Chapter 1. Introduction

Overview

The Sixth Amendment to the U.S. Constitution gives those accused in criminal prosecutions the right to “have the Assistance of Counsel” for their defense. The Supreme Court made clear in *Gideon v. Wainwright* that in “our adversary system of criminal justice, any person [hailed] into court, who is too poor to hire a lawyer, cannot be assured a fair trial unless counsel is provided.”²¹ Moreover, the right is not satisfied merely by having a lawyer present alongside the defendant; instead, the Supreme Court has also held in *Strickland v. Washington* that counsel must render “reasonably effective assistance” under “prevailing professional norms.”²²

In response to this clear mandate, state and local governments and judicial systems have taken steps in varying degrees to provide the accused, either wholly or partially at public expense, with attorneys appointed by the court to represent those involved in criminal cases, juvenile delinquency proceedings, or other legal matters. Despite such efforts, a governmental body may nevertheless be challenged to ensure that there are enough qualified members of the bar hired, contracted with, or otherwise committed to address the never-ending stream of new arrests and criminal case filings each day. When there are shortfalls in the supply of criminal defense attorneys available to represent those in need of Sixth Amendment assistance of counsel, too often appointments continue unabated, which in turn means that the number of open cases shouldered by each such attorney rises. Ultimately, counsel with caseloads that reach excessive levels can find themselves without sufficient time to present a professionally competent defense for each of their clients.

This report documents the results of a research collaboration among the RAND Corporation;²³ the National Center for State Courts (NCSC);²⁴ the American Bar Association (ABA) Standing Committee on Legal Aid and Indigent Defense (ABA SCLAIID);²⁵ and Stephen F. Hanlon, Principal, Law Office of Lawyer Hanlon. This collaboration, which was funded by the philanthropic organization Arnold Ventures, is intended to facilitate the use of functional metrics known as *case weights* and *caseload standards*. Such metrics, collectively described as *workload standards*, can be used to estimate the numbers of criminal defense

²¹ *Gideon v. Wainwright*, 372 U.S. 335, 344, 1963.

²² *Strickland v. Washington*, 466 U.S. 668, 687-688, 1984.

²³ RAND’s participation in this project was led by Nicholas M. Pace with contributions by Dulani Woods.

²⁴ NCSC’s participation in this project was led by Cynthia G. Lee with contributions by Brian Ostrom.

²⁵ ABA SCLAIID’s participation in this project was led by Malia Brink with contributions by Mark Pickett and Jason Vail.

attorneys who should be made available for appointments as the nature and size of noncapital adult criminal caseloads change over time.²⁶ The standards can also be used to identify when caseloads for those lawyers have risen to the point that they may be unable to adequately discharge their ethics duties or meet professional standards.

Workload standards are used by government bodies when planning for or managing the provision of counsel in state trial courts to represent adults who have been accused of criminal offenses but who cannot afford to engage an attorney (such provision is commonly referred to as *public defense*, and the attorneys themselves are often referred to as *defenders*, although the term *public defender* is usually reserved for a defender employed by a governmental entity).²⁷ A foundational underpinning of our research is the assumption that, to be in compliance with controlling legal authorities, public defense workload standards must always reflect attorney responsibilities mandated by the ethics rules currently applicable to all criminal defense counsel in every state and be consistent with other practice standards that describe prevailing norms of effective representation.

To accomplish the goals we set for our National Public Defense Workload Study (NPDWS), we revisited the considerable body of research on public defense workload standards intended for use in specific states and developed a tailored approach for our work that drew from the methods and findings in these prior studies. We also reviewed the applicable ethics rules and opinions relevant to a defense attorney's duties, as well as the detailed guidelines promulgated by influential organizations that describe the basic requirements for representing clients in criminal proceedings. With the input of five major national associations whose focus is on the provision of effective assistance of counsel in criminal cases, we assembled an expert panel of 33 highly regarded practitioners with considerable experience in representing adult clients in state trial court criminal proceedings. After the panel reviewed the key findings of prior public defense workload studies and considered the practice implications of applicable ethical and professional principles, they met in Williamsburg, Virginia, in April 2022.

At the Williamsburg conference, we employed the Delphi method—a feedback technique first developed by RAND researchers to systematically coalesce expert opinion on complex questions that are otherwise difficult to answer—to assist the panelists in reaching a consensus on what their experience and insight suggested should be the *average* hours necessary to deliver reasonably effective representation as defined by prevailing professional norms in various adult criminal case type categories. The results of the Williamsburg conference were used to develop workload standards grounded in both quantitative and qualitative empirical data.

²⁶ This study's scope excludes criminal proceedings where the sentence upon conviction could result in capital punishment.

²⁷ A commonly employed synonym for *public defense* is *indigent defense*, and attorneys who are appointed for such representations are often referred to as *indigent defenders*. We use these terms interchangeably with *public defense* and *defenders*, respectively. It should be noted that the adjective *indigent* as used here simply refers to overall eligibility for appointed counsel and not necessarily to the person's financial status.

Work developing similar metrics for the provision of public defense has been conducted previously in certain states and localities by various governmental agencies, research entities, and stakeholder organizations. Therefore, the results of the NPDWS would be primarily applicable to locations where jurisdictionally focused workload standards have not already been produced, to situations in which earlier work did not adequately consider applicable ethics rules and practice standards, or to situations in which existing studies may be outdated or otherwise flawed.

Organization of This Report

Chapter 2 provides background information on the problem of excessive public defense caseloads, on applicable ethics rules and practice standards relevant to the practice of criminal defense, on strategies for determining when attorneys are laboring under appointment volumes that may result in inadequate attention being paid to those clients, and on how workload standards are developed. The chapter also discusses why a nationally applicable set of public defense workload standards reflecting current conditions is necessary. In Chapter 3, we provide a closer look at the methods employed to produce our recommended set of national public defense workload standards. Chapter 4 describes the structure and results of the expert panel conference that took place in Williamsburg, Virginia, on April 28, 2022. In Chapter 5, we discuss how the national workload standards can be used. Chapter 6 summarizes what we heard from our expert panelists as to their rationales behind the Delphi session voting at the Williamsburg conference. Chapter 7 presents some concluding thoughts as to the future direction of public defense. Appendix A contains brief biographies for each member of the expert panel. Appendix B presents a detailed comparison of the 17 state-level public defense workload studies that informed our research approach. Finally, Appendix C contains graphical representations of the development of an expert panel consensus at the Williamsburg conference.

Chapter 2. Background and Justification

Statement of the Problem

Excessive Caseloads in Public Defense

Despite the Supreme Court's insistence that counsel must render reasonably effective assistance to criminal defendants, it is difficult to imagine any public defense attorney providing all clients with constitutionally appropriate representation if that defender's workload has reached unreasonable levels. Excessive caseloads are pervasive in public defense across the country, and reports of defenders being appointed to far more criminal defense cases than they can shoulder competently are common in the media.²⁸ In one widely reported instance, for example, attorneys assigned to a misdemeanor caseload at a metropolitan office providing public defense were each appointed to an average of 2,225 cases per year.²⁹ Assuming that 40 hours each week of the year were devoted to nothing but client representation, this caseload would allow an attorney to spend an average of about 56 minutes on each client's case. In that same office, attorneys assigned to a felony caseload were appointed to an annual average of more than 436 noncapital felonies, effectively allowing for only 4 hours and 47 minutes, on average, to defend clients facing decades in prison.³⁰ Under such circumstances, the assistance of counsel might consist of little more than meeting the client and immediately entering a guilty plea.

The examples given above are likely to be outliers,³¹ but defenders with far fewer cases annually can also lack enough time to fully address their clients' interests. Comprehensive and consistently available data on public defense attorney annual appointments can be difficult to

²⁸ See, e.g., Andrew Cohen, "Eric Holder: A 'State of Crisis' for the Right to Counsel," *The Atlantic*, March 15, 2013; Phil McCausland, "Public Defenders Nationwide Say They're Overworked and Underfunded," NBC News, December 11, 2017; Richard A. Oppel, Jr., and Jugal K. Patel, "One Lawyer, 194 Felony Cases, and No Time," *New York Times*, January 31, 2019; Nomin Ujjiyediin, "Kan. Public Defender Agency 'On Fire,' Struggling to Keep Staff," *Hays Post*, webpage, March 12, 2020; Lisa C. Wood, Daniel T. Goyette, and Geoffrey T. Burkhart, "Meet-and-Plead: The Inevitable Consequence of Crushing Defender Workloads," *Litigation*, Vol. 42, No. 2, 2016; and John Yang and Frank Carlson, "Missouri Public Defenders Are Overloaded with Hundreds of Cases While Defendants Wait in Jail," PBS NewsHour, May 2, 2018.

²⁹ Tonya Alanez and Missy Diaz, "Public Defenders May Begin Refusing Cases," *South Florida Sun Sentinel*, November 17, 2008.

³⁰ *Public Defender, Eleventh Judicial Circuit of Florida, et al., v. The State of Florida*, initial brief on the merits, cases SC09-1181 and SC10-1349, Supreme Court of Florida, filed December 27, 2011, p. 11.

³¹ But see *Phillips et al., v. State of California et al.*, Verified Petition for Writ of Mandate and Complaint for Declaratory and Injunctive Relief Under Cal. Const. Art. I § 15, U.S. Const. Amds. 6 and 14, Cal. Penal Code §§ 987, 1382, 859B, case 15 CE CG 02201, Superior Court of the State of California, County of Fresno, filed July 14, 2015, p. 2, in which it was alleged that felony defenders in a California public defender office annually handled an average of 418 felony cases (612 if supervised release cases are included) and misdemeanor attorneys handled an annual average of 1,375 misdemeanor cases (1,462 including supervised release cases).

come by, but looking at some reported *active* case counts (i.e., the number of client matters that a defender has open at any single point in time) rather than total annual appointments illustrates the problem well:

- 120 open cases, on average, for defenders in a large urban Midwestern county³²
- 265 open cases for the sole public defender serving two rural Southern counties³³
- “more than a hundred open cases,” on average, for a quarter of public defenders in a Northeastern state³⁴
- more than 120 open cases for a public defender in a large Northeastern city³⁵
- 169 open cases for a public defender in a large Western city³⁶
- 206 open cases for a public defender in a large Northwestern city³⁷
- 168 open cases for a public defender in a large Midwestern city³⁸
- 300 open cases for the sole public defender in a rural Southwestern county.³⁹

Not all of these active cases required expenditures of a public defense attorney’s time on each day they remained open. Nevertheless, their cumulative demands on a defender’s finite availability means that a type of triage would be needed. In such situations, all but the most mission-critical, time-sensitive tasks must be ignored, and effort must be minimized as much as possible on cases that appear more likely to result in an adverse outcome for the client. It is

³² “In Hennepin County, home to the state’s biggest city, approximately 100 public defenders are currently handling 12,000 open cases” (Andy Monserud, “Minnesota Public Defenders Vote to Authorize Strike,” Courthouse News Service, March 10, 2022).

³³ “‘I’m the only full-time employee with the public defenders’ office,’ explains Rhonda Covington, the public defender for East and West Feliciana—two mostly rural parishes. Covington says she’s got 265 open cases” (Debbie Elliott, “Public Defenders Hard to Come by in Louisiana,” NPR, March 10, 2017).

³⁴ “Today a quarter of all public defenders in the state have more than a hundred open cases” (Scott Merrill, “NH Supreme Court Task Force Addresses Shortage of Public Defenders,” Manchester Ink Link, webpage, November 13, 2021).

³⁵ According to Jocelyn Simonson, a criminal staff attorney with Bronx Defenders in New York, “I have over 120 active cases at any given time, and have represented more than 3,000 clients during my three years so far in the Bronx” (Lisa D. Williams, *Careers in Indigent Defense: A Guide to Public Defender Programs*, President and Fellows of Harvard College, 2012).

³⁶ “‘As of today, I have 169 open cases and 1,297 closed cases,’ said Kara Simmons, a Clark County deputy public defender of three and a half years” (Sean Golonka, “Lawmakers Considering Bill to Ensure Rural Counties Appoint Public Defenders Independently from the Judiciary,” The Nevada Independent, webpage, May 24, 2021).

³⁷ “Charles Peirson, who has worked at Multnomah Defenders for the past five years, currently is working 206 open cases, some felony but most misdemeanor” (Aimee Green, “Portland Public Defenders Toil under Crushing Caseloads, Stage Work Stoppage to Draw Attention,” *The Oregonian*, June 11, 2019).

³⁸ “On one day in September, an attorney had 168 active cases” in the public defender office for St. Louis County, Missouri (Lauren Gill, “In Missouri, Public Defenders Push to Put Poor Defendants on Wait List in Attempt to Improve Their Legal Representation,” The Appeal, webpage, November 26, 2019).

³⁹ “In Utah’s rapidly-growing St. George area, a single public defender, Edward Flint, has around 300 active cases; the county pays him a \$58,000 salary with no benefits” (Leia Larsen, “With Caseloads Skyrocketing, Public Defense Lawyers Are Desperate for Reform,” *Bitterroot Magazine*, August 9, 2019).

certainly possible that some of these attorneys' clients could receive an appropriate level of attention from their appointed legal counsel, but all of them certainly could not.

The causes of excessive workloads for attorneys providing public defense representation vary. In *public defender offices* (government agencies or nonprofit law firms with practices exclusively focused on public defense appointments and with attorneys who work on a salaried basis), for example, shortfalls in financial support may prevent hiring enough practitioners to handle current or expected caseloads. For private practice defenders who may contract with a court system or governmental body to receive a single payment in exchange for representing all new defendants in a jurisdiction over the course of a year (a type of *contract counsel program*), an unexpected increase in prosecutions might turn a reasonable workload into an unmanageable one. And for private counsel who are chosen for appointments as needed from a panel of prequalified attorneys (an *assigned counsel program*), the compensation received for each representation may be so low that accepting far too many cases than is reasonable might be the only way to sustain the financial viability of their legal practices.

The Demands on a Defender's Time

What defines *sufficient time* in the context of representing someone accused of a criminal offense? Looming large in the definition is the fact that lawyers, like doctors, engineers, architects, and accountants, must adhere to ethics rules and practice standards in the performance of their duties. In the United States, these rules are adopted by each jurisdiction's supreme court, as those courts possess regulatory authority over the legal profession, including in licensing and discipline. Typically, the jurisdiction's rules are based on the ABA's *Model Rules of Professional Conduct* (hereafter referred to as the Model Rules).⁴⁰ Such rules apply to all attorneys representing those accused of criminal law violations, regardless of whether the representation was the result of a court appointment or whether the client hired the attorney.⁴¹ Ethics opinions interpreting the jurisdiction's rules or the Model Rules also provide guidance. Professional performance is also informed by influential guidance in the form of such practice standards as the ABA's *Criminal Justice Standards for the Defense Function* (hereafter referred to as Defense Function Standards),⁴² *Ten Principles of a Public Defense Delivery System*,⁴³ *Eight Guidelines of Public Defense Related to Excessive Workloads*,⁴⁴ and *ABA Standards for*

⁴⁰ ABA, *Model Rules of Professional Conduct*, 2023.

⁴¹ "The Rules provide no exception for lawyers who represent indigent persons charged with crimes" (American Bar Association Standing Committee on Ethics and Professional Responsibility, Formal Opinion 06-441, *Ethical Obligations of Lawyers Who Represent Indigent Criminal Defendants When Excessive Caseloads Interfere with Competent and Diligent Representation*, May 13, 2006 (hereafter ABA Formal Opinion 06-441)).

⁴² Standards 4-1.1 to 4-9.6 (Chapter 4) in ABA, *Criminal Justice Standards*, 4th ed., 2017.

⁴³ ABA, *Ten Principles of a Public Defense Delivery System*, February 2002.

⁴⁴ ABA, *Eight Guidelines of Public Defense Related to Excessive Workloads*, August 2009.

Criminal Justice: Providing Defense Services,⁴⁵ as well as the National Legal Aid & Defender Association's (NLADA's) *Performance Guidelines for Criminal Defense Representation* and *Guidelines for Legal Defense Systems in the United States*.⁴⁶

These ethics rules and practice standards impose substantial duties upon defenders when representing any client accused of violating the law. For example, authoritative guidance requires the attorney to meet with the client often in the early stages to establish ground rules; assess the possibility of pretrial release and take steps to obtain the least restrictive release; determine whether there is a sufficient factual basis for criminal charges; interview the client as many times as necessary; hold frank and comprehensive discussions with the client about the short- and long-term consequences of various strategies, decisions, and potential outcomes; and promptly commence and complete an investigation to explore all reasonable avenues that could lead to relevant information.⁴⁷ The attorney must also seek and review all relevant materials in the possession of the prosecution, law enforcement, and other sources; retest the prosecution's physical, forensic, and expert evidence when needed; evaluate the client's mental state at the time of the alleged offense and in regard to the client's participation in the adjudication process; analyze relevant law; and fully prepare for all court proceedings and anticipate any possible issues that might arise. Such responsibilities arise in every representation, no matter how it is resolved, and represent only foundational activities prior to disposition.

Adding to these responsibilities are the professional standards and ethics rules that come into play when cases move toward the end stage. In cases in which a plea is offered, for example, standards prohibit counsel from recommending the acceptance of an offer unless a thorough investigation and study of the matter has been completed and the prosecution has been moved to disclose any information that may negate guilt, mitigate the offense, or potentially reduce punishment. In cases that are on a path to trial, a defender's level of effort rises dramatically, and relevant professional guidelines address additional duties that arise from activities related to voir dire through closing argument and, if necessary, post-trial motions. And if sentencing becomes part of the picture, the defender is required to conduct investigations into the background of the client, any possible grounds for mitigation, any collateral consequences that could result from a conviction, the court's usual sentencing practices, and any available potential alternatives to incarceration (if possible, the attorney should also accompany the client to all probation officer interviews related to the sentencing process).

Reading across the practice standards and rules of professional conduct described above, it is clear that "sufficient time" for a defender means more than just being able to appear in court

⁴⁵ ABA, *ABA Standards for Criminal Justice: Providing Defense Services*, 3rd ed., 1992.

⁴⁶ National Legal Aid & Defender Association, *Performance Guidelines for Criminal Defense Representation*, 2006; National Legal Aid & Defender Association, *Guidelines for Legal Defense Systems in the United States: Report of the National Study Commission on Defense Services—Final Report*, 1976.

⁴⁷ The descriptions of defender responsibilities in this section are largely drawn from the Defense Function Standards (ABA, 2017).

when required to do so, meet with the client only just before key events, skim through the police reports, and discuss possible case resolutions with prosecutors. Importantly, it is simply not possible for a defender to adhere to all the dictates of these mandatory principles in every client matter when that attorney's desk is stacked to the ceiling with the case files of far too many active representations. In these situations, the criminal justice system becomes a zero-sum game, as time spent to fully comply with the letter and spirit of ethics rules and practice standards in one case can mean that the attorney must scale back or completely skip equally important activities in another.

The Requirement to Limit Workloads

To ensure that attorneys have sufficient time to provide each client with representation that meets the ethics rules and practice standards, the Model Rules require all lawyers to limit their workload. Specifically, Rule 1.1 of the Model Rules requires all attorneys to act with competence, while Rule 1.3 requires that all lawyers act with diligence in representing a client.⁴⁸ Competence requires not only legal knowledge and skill, but the “thoroughness and preparation reasonably necessary for the representation.”⁴⁹ In other words, an essential element of competence is time to allow for adequate preparation.⁵⁰ For this reason, Comment 2 to Model Rule 1.3 notes that a “lawyer’s workload must be controlled so that each matter may be handled competently.”⁵¹

An ABA Formal Ethics Opinion makes clear that these ethics rules apply to public defense attorneys and require them to limit workloads to ensure that they can represent each client with the competence and diligence required.⁵² Similarly, the Defense Function Standards state that criminal defense attorneys “should not carry a workload that, by reason of its excessive size or complexity, interferes with providing quality representation, endangers a client’s interest in independent, thorough, or speedy representation, or has the potential to lead to the breach of professional obligations.”⁵³ For this same reason, the ABA’s *Ten Principles of a Public Defense*

⁴⁸ Model Rule 1.1 is “A lawyer shall provide competent representation to a client. Competent representation requires the legal knowledge, skill, thoroughness and preparation reasonably necessary for the representation,” while Model Rule 1.3 is “A lawyer shall act with reasonable diligence and promptness in representing a client” (ABA, 2023).

⁴⁹ Model Rule 1.1 (ABA, 2023).

⁵⁰ Model Rule 1.1, Comment 5 (ABA, 2023).

⁵¹ Model Rule 1.3, Comment 2 (ABA, 2023).

⁵² “The Rules provide no exception for lawyers who represent indigent persons charged with crimes” (ABA Formal Opinion 06-441, 2006).

⁵³ Defense Function Standard 4-1.8 (ABA, 2017).

Delivery System require that “[d]efense counsel’s workload is controlled to permit the rendering of quality representation.”⁵⁴

When an excessive caseload forces a lawyer to choose among the interests of clients, depriving some—if not all—of them of competent and diligent defense services, the situation constitutes a conflict of interest, according to the Model Rules. Although the lawyer may be able to provide reasonably effective assistance of counsel and meet ethical obligations for some clients, doing so requires the lawyer to sacrifice duties owed and the provision of effective assistance to other clients. In this situation, “there is a significant risk that the representation of one or more clients will be materially limited by the lawyer’s responsibilities to another client.”⁵⁵

The rules of professional conduct adopted by a jurisdiction are binding and enforceable. Failure to meet these obligations can result in damaged reputations; professional discipline, including suspension or disbarment; or court sanctions.⁵⁶ Practice standards, on the other hand, are not binding, but neither are they solely aspirational, as they have been cited by the U.S. Supreme Court as “important guides” in evaluating claims of ineffective assistance of counsel.⁵⁷ Indeed, the U.S. Supreme Court has specifically identified the Defense Function Standards as “valuable measures” of prevailing professional norms.⁵⁸ Failing to provide effective assistance of counsel can also result in lawsuits for civil damages for legal malpractice and/or the unjust punishment of a client who deserved nothing less than competent and dedicated counsel but instead received substandard representation.

Addressing Excessive Caseloads

The Model Rules, ethics opinions interpreting them, and practice standards all address what must be done when the volume of appointments rises to critical levels. ABA Ethics Opinion 06-441, for example, describes the steps an attorney must take to address an excessive caseload as follows:

If workload prevents a lawyer from providing competent and diligent representation to existing clients, she must not accept new clients. If the clients are being assigned through a court appointment system, the lawyer should request that the court not make any new appointments. Once the lawyer is

⁵⁴ Principle 5 in ABA, 2002, p. 2.

⁵⁵ Model Rule 1.7(a)(2) (ABA, 2023).

⁵⁶ See, e.g., Order, *In re Karl William Hinkebein*, No. SC96089, Mo. September 12, 2017, which suspended a public defender for missing multiple deadlines due to excessive workload, staying suspension and placing the public defender on probation for one year.

⁵⁷ *Missouri v. Frye*, 566 U.S. 134, 145, 2012.

⁵⁸ *Padilla v Kentucky*, 559 U.S. 356, 367, 2010. See also Defense Function Standard 4-1.1(b): These standards “may be relevant in judicial evaluation of constitutional claims regarding the right to counsel” (ABA, 2017).

representing a client, the lawyer must move to withdraw from representation if she cannot provide competent and diligent representation.⁵⁹

The Defense Function Standards similarly warn counsel to stop accepting new appointments when workloads become problematic:

Defense counsel should not carry a workload that, by reason of its excessive size or complexity, interferes with providing quality representation, endangers a client's interest in independent, thorough, or speedy representation, or has a significant potential to lead to the breach of professional obligations. A defense counsel whose workload prevents competent representation should not accept additional matters until the workload is reduced and should work to ensure competent representation in counsel's existing matters. Defense counsel within a supervisory structure should notify supervisors when counsel's workload is approaching or exceeds professionally appropriate levels.⁶⁰

And to the extent that time spent on one case reduces the time available to spend on another, the Model Rules mandate that a "lawyer shall not represent a client if the representation involves a concurrent conflict of interest," defining such conflicts to include situations in which "there is a significant risk that the representation of one or more clients will be materially limited by the lawyer's responsibilities to another client, a former client or a third person or by a personal interest of the lawyer."⁶¹ When concurrent conflicts of interest do arise, the lawyer is required to ask the court for leave to withdraw from the representation.⁶²

Despite these clear ethical and performance mandates, relatively few public defense attorneys laboring under excessive workloads have taken the corrective steps available to them to rapidly reduce the size of their caseloads.⁶³ There may be many reasons for this. For example, attorneys working in legal environments in which overload has been the norm for years may not recognize those workloads as excessive or realize that there are systemic professional and ethical shortcomings in the way they have been providing public defense services to their clients. If receiving offers and urging clients to plead at first appearance before investigation has been the norm, attorneys in the system may not recognize the practice as problematic. Attorneys may also believe that there are no competent counsel who can be appointed in their stead. For example, in smaller counties, the supply of attorneys with adequate criminal defense experience who could accept appointments may be limited. Even if qualified replacement counsel might eventually be found, public defense attorneys may be hesitant to suspend appointments or withdraw when the

⁵⁹ ABA Formal Opinion 06-441, 2006, p. 1.

⁶⁰ Defense Function Standard 4-1.8, Appropriate Workload (ABA, 2017).

⁶¹ Model Rule 1.7(a)(2) (ABA, 2023).

⁶² Model Rule 1.16(a)(1) (ABA, 2023).

⁶³ Stephen F. Hanlon, "Case Refusal: A Duty for a Public Defender and a Remedy for All of a Public Defender's Clients," *Indiana Law Review*, Vol. 51, 2018. But see also Conrad Wilson, "Oregon's Largest Public Defense Firm Stops Taking Washington County Cases as Crisis Deepens," Oregon Public Broadcasting, March 2, 2022.

impact may be increased numbers of defendants who languish in custody without the assistance of an advocate and whose case dispositions are unjustly delayed.

Regardless of the reasons why grossly overworked defenders fail to control their caseloads, such inaction runs afoul of ethics rules and professional guidelines. At the same time, efforts of individual overworked defenders to decline new appointments or to withdraw from existing ones are often analogous to applying tourniquets to injuries suffered in an automobile collision: Although the emergency aid certainly stops the bleeding during a crisis and helps keep the victim alive, the far better strategy would have been to *prevent* the accident in the first place.

In the context of public defense delivery systems,⁶⁴ a strategy to prevent excessive caseloads will succeed only if such systems have reliable means for estimating the numbers of attorneys that will be needed to provide competent and effective representation given the frequency and nature of existing and future case appointments.⁶⁵ Predicting necessary attorney levels long before actual need is required because the funds for supporting the provision of public defense counsel are governmental in origin and therefore are likely tied to rigid budget cycles that can require long-range advance planning and discourage mid-fiscal year financial and personnel augmentations. In addition, it can take months to identify appropriate candidates for positions with public defender offices or private law firms specializing in public defense, navigate the hiring process, and onboard the new attorneys; the lengthy process makes on-the-fly adjustments to office size impractical. Only by employing functional tools for making such predictions can a public defense delivery system “inform governmental officials of the workload of their offices, and request funding and personnel that are adequate to meet the defense caseload” as required by the Defense Function Standards.⁶⁶

⁶⁴ We define a *public defense delivery system* as the authority or group of authorities that define the means and mechanisms of how counsel are to be appointed at full or partial public expense to represent individuals within a defined geographical or jurisdictional area, as well as the management and staff in government agencies, law firms, and solo practices that supply such counsel. An example would be a system addressing the right to counsel in the trial courts of a single county. This would include the Board of Supervisors that established and funds the public defender office charged with providing most of the county’s public defense services, the public defender office itself, the courts that appoint and compensate private counsel as needed from a panel of attorneys when the county’s public defender office has a conflict or is unavailable for any other reason, the county bar association that manages the conflict panel membership and assignments, and the attorneys themselves who accept appointments. All of these individuals and entities have a shared responsibility for ensuring that appointed counsels’ caseloads are not excessive and for reporting when they are, although in this example, the Board of Supervisors (by determining the size of the public defender office’s annual budget) and the courts (by setting the fee schedule for panel appointments) would have primary control over the system’s resource availability.

⁶⁵ To be precise, the estimates would be for the number of full-time equivalent (FTE) attorneys and not simply the number of individual defenders.

⁶⁶ Defense Function Standard 4-1.8(c) (ABA, 2017).

Case Weights and Caseload Standards

The modern approach to estimating future public defense counsel needs begins with calculating *case weights*. Such weights express attorney workload in terms of the average amount of time required to represent clients in cases of a particular type, such as second-degree homicides. The averages are based on all cases regardless of disposition, including, for example, those that went to trial, those in which a plea was entered, and those that were dismissed. For example, the weight for high-severity felony cases might be 40 hours, which would be the sum of all defense attorney time likely to be needed for all high-severity felony appointments accepted over a single year divided by the number of those appointments. With such information, a public defense system can estimate how much attorney effort might be needed over the course of a year. Assume that a system projects to receive an annual caseload of 1,000 high-severity felony appointments. A case weight of 40 hours for those cases indicates a need to have enough attorneys to provide 40,000 hours ($1,000 \times 40$) of case-related time. Similarly, if low-level misdemeanors have a weight of ten hours and a projected annual caseload of 3,000 appointments in this same system, the projected weighted caseload of 30,000 for these types of cases would still be less than that of the high-severity felonies in this example, despite having three times as many appointments.

It should be noted that the focus here is on time that is *likely to be needed* rather than *likely to be expended*, which is an important distinction in the context of public defense. Although a relatively rare practice at the state trial court level, some defenders keep detailed records of their case-related time expenditures.⁶⁷ An analysis of such information for the purpose of calculating average hours spent in distinct types of representations would be a straightforward task, but the averages that result may reflect constraints on practitioners arising from excessive workload levels. If used for personnel planning, case weights that simply mirror existing conditions could lock in imbalances between caseload demands and attorney availability for years to come. As we will discuss more fully later, one of the primary challenges of creating functional public defense case weights is to move away from simply documenting current time expenditures, and instead develop values that truly reflect time necessary to provide assistance of counsel in a manner that complies with applicable ethics rules and practice standards.

Even with sufficient attention paid to both estimating need and arranging for the necessary attorney supply, the provision of legal services is never completely predictable. Prosecutorial initiatives, changes in substantive and procedural laws, shifting law enforcement priorities and

⁶⁷ In assigned counsel programs where panel attorneys can be compensated on an hourly basis, submitting vouchers containing information about hours expended is common, although such submissions may be required only in instances where the attorney is seeking reimbursement in excess of a presumptive fee cap. See, e.g., 94-649-301 Maine Administrative Code § 4. Even if every assigned counsel appointment produced detailed information about time expenditures, the nature of the cases to which such attorneys are typically appointed may be quite different from what others, such as attorneys in the local public defender office, in the same jurisdiction handle. Case weights are best calculated using information obtained from *all* public defense counsel in the jurisdiction of interest.

resources, and other factors can influence the number and types of new case filings over the course of a year, which, in turn, influence how many defenders need to be available to accept the appointments that result and be able to provide competent and effective representation to their clients. Moreover, the additional workloads that arise from fluctuations in new appointments are unlikely to be evenly distributed across a state, can vary greatly across defense providers within a county, and may not be balanced across individual defenders within a public defender office or private law firm. Furthermore, the supply of attorneys available to provide professional public defense services in a region or in a provider organization can change unexpectedly over time because of retirements, health absences, career shifts, law firm dissolutions, and other reasons. The result may be that a public defense delivery system that did its due diligence, realistically estimated future demands for services that met ethics rules and professional standards, and made all necessary financial and personnel arrangements in advance can still wind up with excessive caseloads systemwide, in certain regions or offices, or for individual attorneys.

For these reasons, a public defense delivery system also requires a means for determining whether current caseloads may be reaching potentially troublesome levels. A useful way to compare how the nature and frequency of representations relate to a defender's available time is through the use of *caseload standards*, which specify the maximum number of appointments recommended for a single type of case over a period of time, usually a 12-month span. The use of caseload standards is based on the premise that new cases beyond that maximum are likely to impede the delivery of representations that meet current professional and ethical guidance. Such standards may be applied to individual attorneys (e.g., no more than 46 high-severity felonies or 100 low-severity felonies or 280 misdemeanors per year) or to an entire public defender office, law firm, or other provider organization (e.g., no more than an average of 46 high-severity felonies per attorney). Although caseload standards appear simple in isolation, more-complicated analyses are required to implement them in the real world, where an attorney or a public defense organization handles many types of cases and where appointments are constantly accepted. A crude example of such an application might involve a set of standards in which the maximums limit annual appointments to 46 high-severity felonies or 100 low-severity felonies or 280 misdemeanors. Proportional application of these example standards would mean that an attorney who received a total of 23 high-severity felonies (50 percent of the annual standard for these types of cases), 20 low-severity felonies (20 percent of the standard), and 84 misdemeanors (30 percent of the standard) had reached the caseload cap.

It is important to keep in mind that caseload standards are simply one means of identifying when workload levels may be negatively affecting representations. Attorneys with particularly challenging cases and clients or attorneys with relatively modest levels of experience, for example, may be shouldering excessive workloads despite having caseload counts that are far under the recommended ceilings. Knowing when this point may have been reached requires attorneys to freely communicate their concerns to office management; in turn, such management needs to monitor staff morale, work closely with attorneys who may need additional guidance

and support, and regularly inquire as to whether staff are reducing or deferring potentially helpful activities and strategies for the simple reason that not enough time is available. It is also possible that a seasoned attorney who has a caseload consisting of relatively straightforward matters can exceed the annual standard but still be able to faithfully adhere to all prevailing professional norms in each case. The standard serves as a canary in a coal mine, a warning to supervisors to review and assess the attorney's caseload more closely. It should be noted that caseload standards are sometimes misinterpreted as a sort of case count "target" for defenders to strive for when accepting new clients. Rather, they are presumptive caps on appointments, not a measure of optimal caseload levels; they also are not tools for evaluating attorney quality, competency, or efficiency.

Together, case weights and caseload standards in the context of public defense can be thought of as examples of *workload standards* because they both involve measurements related to the amount of work (usually in terms of hours of time spent) defenders perform in the furtherance of their duties. In the following section, we describe early attempts to develop workload standards for public defense delivery systems and how such efforts have evolved over the ensuing years.

The Emergence of Public Defense Workload Standards

Early Development

Court systems appear to have been the first justice system organizations to employ the concept of case weights to assess staffing needs (here, the weights would be based on average time expenditures when judges are assigned to distinct types of cases, such as trademark disputes, personal injury torts, or bank robbery prosecutions). For example, the first studies of the federal courts that used case weights for assessing workload date back to 1946, and the Administrative Office of the U.S. Courts has relied on weighted caseload analyses for indicating when new federal district court judgeships might be needed since 1962.⁶⁸

Use of case weighting approaches in public defense during the 1960s, 1970s, and early 1980s was far more muted, in part because, at the time, a key component of the information needed to develop case weights—reliable case-level data on attorney time expenditures—did not exist (routine defender timekeeping requirements were rare) or because collecting these data would require the expenditure of financial resources and staff time that thinly budgeted systems did not possess. Assessments of defender services were certainly conducted during this period, but the focus was usually on refining practices and procedures to make the provision of counsel more efficient and cost-effective (i.e., less expensive for the funding entity) rather than on estimating

⁶⁸ Gordon Bermant, Patricia A. Lombard, and Elizabeth C. Wiggins, "A Day in the Life: The Federal Judicial Center's 1988–1989 Bankruptcy Court Time Study," *American Bankruptcy Law Journal*, Vol. 65, 1991, pp. 495–496; Robert W. Gillespie, "Measuring the Demand for Court Services: A Critique of the Federal District Courts Case Weights," *Journal of the American Statistical Association*, Vol. 69, No. 345, 1974, p. 38.

necessary attorney levels.⁶⁹ Although there was academic discussion about how statistical techniques that had been developed for court planning could be applied to public defense, there were not many examples of actual use.⁷⁰ Even by the mid-1980s, the technical capabilities of such providers to make use of case weights were called into question by a team of experts in justice system organizations who noted that the lawyers usually in charge were “not trained as managers and administrators” and, in the team’s experience, “weighted caseload formulas, complex procedures for monitoring caseload, and complicated data collection and maintenance processes are often too sophisticated for use in the typical defender agency.”⁷¹

The National Advisory Commission Caseload Standards

Given the relative inexperience of system administrators with case weighting and other sophisticated planning tools, the publication in 1973 of a proposed set of caseload standards for defenders would have been welcomed by public defense delivery systems looking for some sort of easy-to-use guidance in controlling workloads. The National Advisory Commission on Criminal Justice Standards and Goals (NAC) was funded by the Law Enforcement Assistance Administration (LEAA), a unit of the U.S. Department of Justice at the time, to conduct a comprehensive review of the criminal justice system in the United States. The NAC’s work was the combined product of 12 task forces, each of which was focused on a single subject-matter area, such as the police, corrections, drug abuse, or juvenile delinquency. One such working group (the Courts Task Force) explored a variety of issues related to criminal case processing in state and federal courts. One of the 15 chapters of its final report described the standards the Courts Task Force had adopted for publicly financed representations in criminal cases, perhaps most famously regarding a set of presumptive limits on defender caseloads:

Standard 13.12 Workload of Public Defenders

The caseload of a public defender office should not exceed the following:
felonies per attorney per year: not more than 150; misdemeanors (excluding traffic) per attorney per year: not more than 400; juvenile court cases per attorney per year: not more than 200; Mental Health Act cases per attorney per year: not more than 200; and appeals per attorney per year: not more than 25.

⁶⁹ For a comprehensive list of public defense delivery system studies conducted during the 1970s and early 1980s, see the annotated bibliography in Section VI, “State-by-State Listing of Technical Assistance Reports, Evaluations, and Studies of Defense Services,” in Richard J. Wilson, *Indigent Defense Resources: An Annotated Bibliography of Materials on Indigent Defense Systems, Including a State-by-State Listing of Reports and Studies*, American Bar Association, undated.

⁷⁰ See, e.g., Harold S. Jacobson, *Forecasting Caseload, Workload, Costs: A Primer for Defenders*, National Center for Defense Management, 1979. This source describes judge-focused methods employed by the Federal Judicial Center, California’s Administrative Office of the Courts and its Judicial Council, and the Michigan Circuit Courts, as well as some experimental applications in the public defense context.

⁷¹ Robert L. Spangenberg, Patricia A. Smith, Nancy Ames, Ronald L. Brandt, A. David Davis, Kathleen Floyd, and Robert Rosenblum, *Maximizing Public Defender Resources: Management Report*, Abt Associates Criminal Defense Group, July 1983, pp. 2, 4.

For purposes of this standard, the term case means a single charge or set of charges concerning a defendant (or other client) in one court in one proceeding. An appeal or other action for postjudgment review is a separate case. If the public defender determines that because of excessive workload the assumption of additional cases or continued representation in previously accepted cases by his office might reasonably be expected to lead to inadequate representation in cases handled by him, he should bring this to the attention of the court. If the court accepts such assertions, the court should direct the public defender to refuse to accept or retain additional cases for representation by his office.⁷²

The NAC did not independently develop these caseload limits, but instead acknowledged that it had adopted a set previously agreed to by a defender committee at a 1972 NLADA conference.⁷³ The specific process that yielded the caseload standards was not well documented, but however they were developed, the NAC standards were not without precedent. The Commission noted in its commentary to Standard 13.12 that there had been prior attempts to estimate maximum defender caseloads, identifying the 1966 Airlie House report that described a survey-based estimate of an upper bound of 150 annual felonies for what were characterized as “efficient appearances,” while estimates for misdemeanors ranged from about 300 to 1,000 maximum cases.⁷⁴ The commentary also described the findings of a 1967 report from the Johnson Administration’s President’s Commission on Law Enforcement and Administration of Justice that suggested that lawyers with adequate investigational capacity could effectively represent 150 to 200 felonies per year or 300 to 400 serious misdemeanors.⁷⁵ Not mentioned in

⁷² NAC, *Courts*, 1973, p. 276.

⁷³ NAC, 1973, p. 277.

⁷⁴ For example,

On the basis of a crude survey of present practice, it is estimated that a public defender (meaning someone who works full-time on the defense of criminal cases) can efficiently appear in 150 felony cases per year, although some thought that optimally this figure should be substantially lower. Estimates of the number of misdemeanor cases which a defender could handle efficiently ranged from less than 300 per year to nearly 1,000 per year depending on local circumstances (*Report of the Conference on Legal Manpower Needs of Criminal Law*, 41 F.R.D. 389, 393, 1966).

⁷⁵ According to the Task Force on Administration of Justice, The President’s Commission on Law Enforcement and Administration of Justice, *Task Force Report: Courts*, U.S. Department of Justice, 1967, pp. 55–56,

The experience of several defender offices that restrict their caseloads to ensure thorough preparation of cases indicates that a full-time lawyer with the support of adequate investigative services could effectively represent between 150 and 200 felony defendants each year. . . . Using the Airlie House estimates as a starting point, one may assume that each year a single lawyer working full time could provide representation in 300 to 400 serious misdemeanor cases, in 1,200 social nuisance cases, or in 600 of the remaining misdemeanor cases.

The felony estimates appear to be drawn from a separate paper in Appendix D of the Task Force report:

Limited available information on the actual caseloads of defender offices indicates that one lawyer can handle 150 felony cases a year with a fair degree of thoroughness, at least in an office located in a large city where the staff consists of several full-time lawyers. Indeed, some defender offices have case loads considerably larger than this figure (Lee Silverstein, “Manpower Requirements in

the Court Task Force's report but presumably known to those with a keen interest in public defense policy at the time were the early findings of the 1972 NLADA-led and LEAA-funded National Defender Survey. This survey collected information from 650 state court-level defender agencies and offices in such areas as attorney resources and availability, average attorney caseload size, and the opinions of chief public defenders as to "maximum effective caseloads" for full-time felony or misdemeanor defenders.⁷⁶

It is difficult to overstate the impact that the NAC standards have had on public defense, even if decades later it remains easy to identify many delivery systems where appointed counsel have caseloads far above the recommended limits.⁷⁷ Three notable events helped cement the NAC standards into the foundation of public defense planning: their implicit approval by the NLADA-convened National Study Commission on Defense Services in 1976,⁷⁸ their citation by the ABA in 2002,⁷⁹ and their utilization by the American Council of Chief Defenders (ACCD) in its workload policy in 2007.⁸⁰ These actions not only provided an imprimatur of authority to the NAC caseload maximums but also generated some confusion about their actual origin. (References to the "NLADA standards," "ABA standards," or "ACCD standards" in regard to the 150 felony and 400 nontraffic misdemeanor annual caseload caps originally adopted by the NAC are common in public defense-related literature.)

the Administration of Criminal Justice" in Task Force on Administration of Justice, The President's Commission on Law Enforcement and Administration of Justice, 1967).

This paper was also submitted to the 1966 Conference on Legal Manpower Needs of Criminal Law convened at Airlie House in Warrenton, Virginia.

⁷⁶ The final report of the survey can be found in Laurence A. Benner and Beth Lynch-Neary, *The Other Face of Justice: A Report of the National Defender Survey Funded by the Law Enforcement Assistance Administration of the U.S. Department of Justice*, National Legal Aid and Defender Association, 1973. See also Singer, Lynch, and Smith, 1978, for selected results from the National Defender Survey.

⁷⁷ Studies suggest that many public defense delivery systems are not in compliance with NAC standards. For example, a major survey of nearly 1,000 public defense offices concluded that if the standards are used as the benchmark, 73 percent of the county-based organizations had insufficient numbers of litigating attorneys to handle the cases received in 2007 (Donald J. Farole, Jr., and Lynn Langton, *Census of Public Defender Offices, 2007: County-Based and Local Public Defender Offices, 2007*, Bureau of Justice Statistics, September 2010, pp. 8–10).

⁷⁸ According to National Legal Aid & Defender Association, 1976, Guideline 5.1, Establishing Maximum Pending Workload Levels for Individual Attorneys, "Caseloads should reflect national standards and guidelines." Given that there were no national caseload standards other than the NAC maximums at the time, this National Study Commission on Defense Services' guideline effectively constituted a de facto adoption. See also National Legal Aid & Defender Association, *Model Contract for Public Defense Services*, February 2000, Section VII.E: "It is agreed that the Agency will maintain average annual caseloads per full time attorney or full time equivalent (FTE) no greater than the following: Felony Cases 150 Misdemeanor Cases 400 . . ."

⁷⁹ "National caseload standards should in no event be exceeded" (ABA, 2002, Principle 5, Defense Counsel's Workload is Controlled to Permit the Rendering of Quality Representation; citing the numbers in NAC Standard 13.12).

⁸⁰ "The ACCD recommends that public defender and assigned counsel caseloads not exceed the NAC recommended levels of 150 felonies, 400 non-traffic misdemeanors, 200 juvenile court cases, 200 Mental Health Act cases, or 25 non-capital appeals per attorney per year" (American Council of Chief Defenders, *American Council of Chief Defenders Statement on Caseloads and Workloads*, August 24, 2007).

The NAC standards received considerable attention following their original publication and were often adopted with minor modifications by organizations and governmental agencies involved in making public defense policy.⁸¹ Given that there were few other authoritative statements at the time that likewise described numerical limits on caseloads, the NAC standards were welcome news in the 1970s and beyond to defenders dealing with the consequences of excessive workloads.⁸² The standards also greatly simplified the mathematics of resource planning in the absence of more-nuanced information about case type-specific workload. As a first-order approximation, a public defense delivery system that projected an annual felony caseload of 3,000 appointments and that considered the NAC standards instructive could assume that at least 20 full-time attorneys would be needed for those new cases ($3,000 \div 150$ felonies per year).⁸³ A public defense delivery system without the resources to perform more-complex resource assessments would find the new standards to be an attractive alternative.⁸⁴

Despite being a product of the early 1970s (and arguably with roots that go back to the mid-1960s), the NAC standards remain the default option for many policymakers considering limits on defender caseloads. Within the past decade, for example, the felony and misdemeanor ceilings were adopted, reaffirmed, or used as a foundation for caseload assignments by state public defense commissions, state public defender offices, state bar associations, or the judiciary in Washington (2015), Indiana (2016), Wyoming (2016), Ohio (2019), Oregon (2021), Michigan (2021), and New York (2021).⁸⁵ And even in states where the NAC standards have no formal

⁸¹ See, e.g., Appendix K, Public Defender Workload Standards, in Robert L. Spangenberg, Jennifer W. Riggs, Jennifer M. Saubermann, David J. Newhouse, and Marea L. Beeman, *Status of Indigent Defense in New York: A Study for Chief Judge Kaye's Commission on the Future of Indigent Defense Services*, The Spangenberg Group, June 16, 2006. This appendix describes NAC-like standards adopted in Arizona, Florida, Georgia, Indiana, Louisiana, Massachusetts, Minnesota, New York City, Vermont, Washington, and Wisconsin between 1984 and 1996. Some guidelines were later dropped or revised.

⁸² The 1972 National Defender Survey reported that average caseloads of full-time attorneys with exclusive felony practices in 29 percent of responding public defender offices exceeded 200 cases per year, and in 7 percent of the offices, the averages exceeded 300 annual cases. A similar survey conducted in 1975 indicated that 18 percent of the responding public defender offices reported annual averages for full-time felony attorneys exceeding 200 cases, and annual averages for full-time misdemeanor attorneys exceeded 400 cases in 29 percent of the offices (almost half of the offices reported that at least one attorney had an annual misdemeanor caseload of more than 900 cases). Singer, Lynch, and Smith, 1978, pp. 50–53.

⁸³ *At least* is an important modifier because resource planning that uses the upper bounds for caseloads as the target values for attorney assignments is at immediate risk of excessive workloads. A public defense delivery system with 20 attorneys shouldering an annual caseload of 3,000 felonies would already be at the NAC ceiling with no room to spare.

⁸⁴ It should be noted that there were public defense delivery systems during the 1970s and 1980s that embraced the idea of caseload standards but chose to develop their own rather than adopting a version of the NAC limits. A 1983 review of some of the homegrown standards that were in effect in 1981 led the authors of the review to conclude that where “standards do exist, many appear to be informal and based upon guesswork of the chief public defender” (Spangenberg et al., 1983, p. 67).

⁸⁵ The values shown here are for annual felony and misdemeanor limits on full-time attorneys (either for individuals or for per-attorney averages across an organization). The limits for Washington are 150 felonies or 300 or 400 misdemeanors depending on the jurisdiction (*Washington State Superior Court Criminal Rules*, Rule 3.1 Stds,

standing, media articles discussing workload pressures in public defense and statements made by public defense administrators repeatedly imply that they remain the generally accepted upper bounds defining when the number and types of cases a defender represents are clearly excessive, although as noted previously, the source of the standards is variously attributed to the NAC, NLADA, ABA, ACCD, or simply described as “national.”⁸⁶ Clearly, the half-century-old NAC caseload standards are still very much in play in 2023.

Standards for Indigent Defense, Standard 3.4, 2015). For Indiana, the limits are 150 felonies or 400 misdemeanors for offices with “adequate support staff,” 120 felonies or 300 misdemeanors for office without (Indiana Public Defender Commission, *Standards for Indigent Defense Services in Non-Capital Cases*, Standard J, 2016). For Wyoming, the standards are 150 felonies or 400 misdemeanors (Office of the Wyoming State Public Defender, *Office of the State Public Defender Excessive Caseload Policy*, adopted June 20, 2016). For Ohio, the standards are 150 felonies or 400 nontraffic misdemeanors (Ohio Administrative Code Rule 120-1-07, 2019). For Oregon, the limits are as follows:

Each FTE contract attorney is obligated to take an annual caseload consistent with 115% of the 1973 ABA caseload standards, which provide that an attorney can handle 400 misdemeanors per year or 150 felonies per year, thus obligating our attorneys to provide legal services in 460 misdemeanors per year, 173 felonies per year, or some combination thereof. (Oregon Public Defense Services Commission, *Public Defense Services Commission Legislatively Adopted Budget: 2021–23 Biennium*, undated, p. 321)

For Michigan, the limits are 150 felonies or 400 nontraffic misdemeanors until more Michigan-specific standards are approved (Michigan Indigent Defense Commission, *Minimum Standards for Indigent Criminal Defense Services*, Proposed Standard 6, Indigent Defense Workloads, 2021. In New York, local workload standards shall not exceed the NAC “national workload standards” of 150 felonies or 400 misdemeanors (Committee on Mandated Representation, *2021 Revised Standards for Providing Mandated Representation*, New York State Bar Association, Standard G-2, 2021). See also *Rules of the Chief Administrative Judge* Section 127.7, 2010: 150 felonies or 400 misdemeanors for New York City defenders.

⁸⁶ Some examples are as follows: “The National Advisory Commission on Criminal Justice Standards and Goals recommends each public defender handle no more than 150 felonies per year” (Will Langhorne, “Covid, Chronic Underfunding Pose Ethical Dilemmas for Arkansas’ Public Defenders,” *Arkansas Democrat Gazette*, February 6, 2022); “That’s above a national recommendation of 150 felony cases per year” (Titus Wu, “Kansas’ Public Defenders, Already Overburdened, Adapt to Pandemic,” *Topeka Capital-Journal*, October 19, 2022); “It creates another obstacle in the system’s adhering to guidelines of the National Legal Aid and Defender Association, which recommends that no one attorney handle more than 150 felony cases or more than 400 misdemeanor and traffic cases in any given year” (Trevor Brown, “Law Giving More Defendants Lawyers Has Downside,” *Oklahoma Watch*, webpage, October 28, 2019); “National standards recommend that public defenders handle no more than 150 felony cases in a year” (Deirnesa Jefferson, “Overworked and Underpaid: a Public Defender Crisis,” *CBS 4 News*, February 12, 2019); “The [NAC] suggests each lawyer should have no more than 150 felony cases or 400 misdemeanor cases per year. Crowell said his attorneys average about 150 cases at a time” (Ashley Zavala, “KRCG 13 Investigates: Some Rural Judges Are Resistant to State Public Defender Problems,” *CBS 13 KRCG*, May 21, 2018); “The American Bar Association recommends 150 felony cases or 400 misdemeanor cases per full-time attorney” (Danielle Ferguson, “As Murder Cases Mount, County Attorneys Struggle to Keep Up,” *Argus Leader*, March 3, 2018); “The Executive Director [of the State Board of Indigent Defense Services] stated the most immediate problem is caseloads. The standard set by the [NAC] is to have no more than 150 felony cases, 400 misdemeanor cases, or 25 appeals per year per attorney. . . . The Executive Director stated in [fiscal year] 2020, the public defender offices had to turn down new cases in order to maintain a caseload of 150 felony cases per attorney per year” (Kansas Criminal Justice Reform Commission, *Report of the Kansas Criminal Justice Reform Commission to the 2021 Kansas Legislature*, November 2020); and “In 1973 the [NAC] recommended that public defender caseloads be set at no more than 150 felonies, or 400 misdemeanors. . . . [New Hampshire Public Defender] subscribes to [the ABA’s] position that, while those ‘national guidelines’ should never be exceeded, defense counsel’s workload should be controlled in such a way as to permit the rendering of quality defense.” (New Hampshire Public Defender, *Proposal to Provide Statewide Public Defender Service*, March 28, 2019).

At the same time, the NAC standards have been the subject of continuing criticism, almost from the moment they were published.⁸⁷ A 1978 study of indigent defense systems in the United States, for example, suggested that the thresholds seemed high: “Indeed, one is hard put to imagine carefully investigating every case, as is required by American Bar Association Standards Relating to the Defense Function, if the lawyers are handling 150 felony cases per year, or 400 misdemeanors per year.”⁸⁸ Decades later, many modern observers have also asserted, based on their own experience working in public defense, that many of the NAC caseload limitations are simply too high and permit a defender to take on an excessive workload.⁸⁹

The NAC standards have also been criticized for dividing all public defense representations into just a handful of overly broad categories, an approach that in the context of the felony standard, for example, would presumably ignore significant differences between defending a client on a charge of aggravated homicide and a simple accusation that a motor vehicle’s odometer was intentionally altered. Additionally, other common case types, such as probation violations, are not listed at all.

Besides their age, the most pertinent criticism of the NAC standards is that they lack any formally documented basis for the recommended caseload maximums, which have been variously described as the product of “educated guesses,”⁹⁰ “loosely” based on the elicitation of expert opinion,⁹¹ and a reflection of the “wisdom of the elders.”⁹² It is not quite true that the standards were without any foundation; as described previously, they were informed to some unknown degree by prior estimates of recommended caseload maximums. But evidence exists that the final numbers adopted by the NAC were at least partly shaped by considerations of how

⁸⁷ A detailed critique of the NAC standards’ development can be found in Norman Lefstein, *Securing Reasonable Caseloads: Ethics and Law in Public Defense*, American Bar Association, 2011, pp. 43–49. Lefstein later explicitly recommended that “[p]ublic defender agencies and programs that furnish private lawyers to provide indigent defense representation should not rely” on the NAC standards (Norman Lefstein, *Executive Summary and Recommendations: Securing Reasonable Caseloads—Ethics and Law in Public Defense*, American Bar Association, 2012, p. 34). He also noted that “the Missouri State Auditor recently rejected as invalid the Missouri State Public Defender’s caseload crisis protocol based substantially on caseload numbers recommended by the NAC” (Lefstein, 2012, p. 35). For more information about the State Auditor’s decision, see Thomas A. Schweich, *Missouri State Public Defender*, October, 2012, pp. 11–21.

⁸⁸ Singer, Lynch, and Smith, 1978, p. 52.

⁸⁹ For example, “[m]any of us don’t consider [the standards] to be realistic if you expect quality representation” (John Gross, National Association of Criminal Defense Lawyers, as quoted in Jaeah Lee, Hannah Levintova, and Brett Brownell, “Charts: Why You’re in Deep Trouble If You Can’t Afford a Lawyer,” *Mother Jones*, May 6, 2013).

⁹⁰ State Bar of California, *Guidelines on Indigent Defense Services Delivery Systems*, Office of Legal Services, Access and Fairness Programs, 2006, p. 26.

⁹¹ The Spangenberg Group and the Center for Justice, Law, and Society, George Mason University, *Assessment of the Washoe and Clark County, Nevada Public Defender Offices: Final Report*, July 1, 2009, p. 21.

⁹² Hunter Hurst III, “Workload Measurement for Juvenile Justice System Personnel: Practices and Needs,” Juvenile Accountability Incentive Block Grants Bulletin, Office of Juvenile Justice and Delinquency Prevention, U.S. Department of Justice, November 1999, p. 4.

the standards would be accepted by the larger criminal justice community.

Marshall Hartman, one of the drafters of the section of the NAC report that contained the standards related to indigent defense and NLADA's National Director of Defender Services at the time, later described in an interview how the caseload standards came to be after the NAC Courts Task Force (with just one defender among its 15 members) indicated that it would independently decide on a set of recommended numerical limits (we have lightly edited the transcript of the following interview for clarity):⁹³

Marshall Hartman: There was some caseload standards and the [Courts Task Force] was going to vote on what the caseload standards ought to be for us. I said to the task force people . . . gentlemen, 'you've approved the concept, why are you now voting on the numbers? I'll tell you what the numbers ought to be.' They said well, how can you do that? I said well, I met with the defender committee of NLADA just a month ago and reviewed with them what the numbers of the caseload ought to be and they are nine people from all over the country and they all had some experience in the field and what I will present to you is not my figures but what the defender committee of NLADA has approved.

At that point, I dictated to the task force the numbers of 150 felonies per lawyer per year as a maximum, 400 misdemeanors, 200 juvenile, 25 appeal. And that's how those went right in. I just dictated it right to the task force, they wrote it down. I think chutzpah is the word that comes to mind . . . gall.

Interviewer: . . . off the top of your head at that point did you . . .

MH: No, I had really, I told the truth, I had brought that to the [NLADA] defender committee a month or two before the defender committee meeting, however, I had made them up in the first place based upon some earlier things that I read. For example, there had been some conference at [Airlie House] where they had talked about 150 felonies—no empirical data for it—and 1,000 misdemeanors. I thought that was ridiculous, 1,000 misdemeanors and I thought 400 was high, plus we had figures from the [1972 NLADA National Defender Survey] that came in and that survey talked about what people did in the country and actually . . . it was pretty close, what people were doing was about 142 felonies per year per lawyer and somewhere between 300–500 misdemeanors if I remember exactly. They⁹⁴ said there ought to be . . . 100 felonies per year per lawyer and 300 misdemeanors per lawyer but I used the higher figures figuring I could justify [using the findings of the Airlie House Report] and I couldn't sell anything better. And on 25 appeals I made that up based on my experience in Cook County as head of the appeals division. Nobody could do two appeals per month in Cook County. . . . But there is [a] goal we could work for. Some other people talked about 90 appeals per lawyer per year, people who had never done it.

INT: Who was on the defender committee at that time?

⁹³ James Neuhard, *National Equal Justice Library Oral History Collection Interview with Marshall Hartman, Parts 1 and 2*, Georgetown University Law Library, 1990.

⁹⁴ They likely refers to those involved in the 1972 NLADA National Defender Survey.

MH: Jim Dougherty from Cook County, Rollie Rogers from Denver, Colorado, a very fine defense lawyer, Terry McCarthy who is a federal defender may have been on at that time. . . .

INT: What year?

MH: Ah '72. Because the advisory commission conference was in '73. In any event, they all approved it and so I had some basis.

As the transcript suggests, the empirical foundations of the NAC caseload standards are not compelling ones. But it should be kept in mind that the recommended case ceilings were the product of an era when only very limited information was available to policymakers and public defense administrators about the state of indigent defense in this country. In the absence of reliable, comprehensive information that would inform the development of caseload standards, and especially in the absence of any rigorously conducted standards efforts in the past to draw on, an “educated guess” approach managed by a knowledgeable and experienced leader may have been seen as an efficient and expedient means for producing a much-desired set of numerical limits. That said, continued reliance on the NAC standards is clearly misplaced in an age where more defensible approaches for measuring workload requirements exist.

Weighted Caseload Analyses

Analyses of state court trial-level public defense delivery system data that at least discussed the use of a weighted caseload approach were published in the late 1970s and 1980s, although they were generally quasi-experimental in design, were performed only for demonstration purposes, or were not intended to be used by a specific defense system for its resource planning.⁹⁵ While there may have been unreported applications of weighting models by public defense systems, perhaps the earliest published reports of workload studies clearly based on a case weighting model arose out of work led by Robert L. Spangenberg and conducted for the offices of the state public defenders in Wisconsin (1990) and Minnesota (1991),⁹⁶ as well as for the New York Legal Aid Society’s Criminal Division (1989).⁹⁷ In the years that followed, the

⁹⁵ See, e.g., William M. Rhodes, Richard Hildenbrand, Jack Hausner, and Terence Dungworth, *Case Weights for the Prosecution and Defense of Felony Cases in Los Angeles County (California)—Final Report*, Institute for Law and Social Research, 1979. That source describes an attempt to use attorney timekeeping information and data maintained in a computerized case management system to develop case weights for both prosecutors and public defenders. The values derived for the defense weights were felt to be questionable because of a lack of cooperation from the public defenders in the data collection phase. See also Joan E. Jacoby, *Case Weighting Systems for the Public Defender: A Handbook for Budget Preparation*, National Legal Aid and Defender Association, 1985, which used data from public defender agencies in Honolulu, Hawaii; Lincoln, Nebraska; and Nashville, Tennessee, to describe how weighted caseload analyses could work. Also see Paul Ligda, “Defender Workloads: The Numbers Game,” *NLADA Briefcase*, Vol. 34, No. 1, 1976, pp. 23–25, which analyzed work-hour data from a county public defender office for comparison with estimates from other jurisdictions.

⁹⁶ The Spangenberg Group, *Caseload/Workload Study for the State Public Defender of Wisconsin*, 1990; The Spangenberg Group, *Weighted Caseload Study for the State of Minnesota Board of Public Defense*, 1991.

⁹⁷ Spangenberg et al., 2006, p. 2.

idea of using weights for documenting the need for defenders became more commonplace. Technical assessments of public defense delivery systems in the 1990s, which had previously focused on structural and procedural issues, such as office management organization, funding models, and attorney assignment strategies, began to also include discussions about average time expenditures in distinct types of appointments and how that information could be used to support budget requests.⁹⁸

The key input for these weighted caseload studies was information about recent defender time expenditures. In those relatively rare public defense delivery systems where defenders routinely recorded time spent working, similar to the fashion in which private practice attorneys track their hours when billing clients, such timekeeping data would serve as the basis of the case weight calculations. More commonly, a special time study of limited duration would be conducted in which defenders would be asked or required to participate by tracking their time expenditures in all of their active cases during a defined data collection period of a few weeks or months (because some time study cases would begin or end outside the collection period, various statistical techniques would be employed for estimating unreported time information). Both continuous and temporary time data collection approaches often had the reporting defender also segment out expenditures by a set of activity type categories, such as “investigation,” “client conferences,” or “travel.”

Public defense case weighting studies during this era essentially assumed that the primary purpose for gathering information about current or past attorney time expenditures was to ensure that the balance between attorneys and caseloads in the future would be about the same as it was at the time of the study. If current data suggested that defenders were spending an average of 15 hours on each felony representation, for example, then next year’s budget should anticipate supporting enough attorneys to be able to devote an average of 15 hours per felony as well.

An important change in this assumption had its roots in judiciary-focused research. A highly influential 1996 treatise on assessing the need for judge and court staff suggested that one shortcoming of case weights was that they could “enshrine inefficiency” when used for personnel planning if they considered only current time expenditures:

An underlying goal of case weights is to measure not just workload, but work done in an efficient manner. From this perspective, case weights should be realistic and, to a degree, aspirational. If the weights simply codify current practice, whether it be sound or not, the weights lose credibility.⁹⁹

⁹⁸ See, e.g., The Spangenberg Group, *Tennessee Public Defender Case-Weighting Study: Final Draft Report*, 1999, p. 56. This report discusses how to use current weights to determine the number of cases an attorney should be assigned in a future year: “Once attorney-hours-per-disposition have been calculated, the equation to determine workload is fairly simple. First, determine the available hours the average attorney can work per year. Next, divide the total available attorney hours by the attorney-hours-per-disposition figure.”

⁹⁹ Victor E. Flango and Brian J. Ostrom, *Assessing the Need for Judges and Court Support Staff*, National Center for State Courts, 1996, p. 22.

The idea that case weights should be aspirational—and not enshrine or codify bad practice—was an important foundation of a 2000 NCSC workload study of the Florida state judiciary. The stated purpose of the work was to calculate “optimum” judge caseloads, and in that light, a judicial committee directing the study defined a “reasonable” caseload as the number of “weighted cases that allow sufficient time for a judge to deal with the average case in a satisfactory and timely manner.”¹⁰⁰

This approach was a departure from many prior workload studies in which weighted caseload analyses were ostensibly performed with the goals of predictability and continuity in mind, which could be achieved by essentially calculating future resource needs based almost exclusively on what was needed in the past. Now the focus would move away from simply having enough judges in the courthouse so that the current pace of case dispositions could be maintained next year and beyond. Instead, the objective would be to make sure enough judges were available so that each had “sufficient” time to work on the matters before them in a manner that would be both “satisfactory” and “timely.”

The challenge in the Florida judiciary study was to incorporate these normative concepts into the weight values. To do this, the researchers employed a two-pronged approach. There would be a traditional time study in which more than 100 judges would track the time they spent in each case before them, but in parallel to that data collection effort, a qualitative research technique known as the Delphi method would be used to elicit the opinions of another set of judges as to their estimates of the “typical amount of judicial time” needed to process cases of different types and complexities.¹⁰¹ In the researchers’ view, the time study would document the “what is” aspect of current case processing practices, while the Delphi estimates would describe the “what ought to be” in terms of judicial perceptions as to necessary time expenditures.¹⁰² The project’s design anticipated that the results of the Delphi assessment would be used to inform a reconciliation process designed to modify, if necessary, the preliminary weights derived from the time study information alone into what were characterized as “reasonable” weights to be recommended to the Supreme Court of Florida for adoption.

The NCSC study’s use of the Delphi method for eliciting expert opinion (in this instance, from judges who were actively presiding over Florida state trial court civil and criminal cases) was not unprecedented. Since it was originally developed by RAND during the 1950s to forecast the effect of technology on warfare, the Delphi method has been employed in a variety of public policy research settings, covering topics as diverse as national security, health care, information

¹⁰⁰ Brian J. Ostrom, Charles W. Ostrom, Daniel Hall, William E. Hewitt, and Timothy Fautsko, *Florida Delphi-Based Weighted Caseload Project: Final Report*, National Center for State Courts, 2000, p. 1.

¹⁰¹ See discussion of the Delphi-based data collection in Ostrom et al., 2000, pp. 34–40.

¹⁰² Ostrom et al., 2000, pp. 34–40.

science, education, and criminal justice.¹⁰³ The underlying principle of Delphi is that “‘pooled intelligence’ enhances individual judgment and captures the collective opinion of experts” in a group setting.¹⁰⁴ For a purpose that essentially required estimates of time that *should* have been available to judges when overseeing the cases before them, a tool like Delphi would have been a reasonable choice, given that its purpose is to address a “problem that does not lend itself to precise analytical techniques but can benefit from subjective judgments on a collective basis.”¹⁰⁵

The typical Delphi session involves a group (typically referred to as a *panel*) of experts answering the same questions, with the answers being sought numeric in nature, such as amounts, time durations, or values on a Likert scale.¹⁰⁶ The use of carefully selected experts to answer these questions rather than a sample of the general population is a defining characteristic of the Delphi method. Although the identity of the expert panel members may not always be secret, the answers themselves are submitted anonymously to avoid counterproductive group dynamics. The results of the initial responses are then shared with the panel, usually framed in terms of distributions, such as means, medians, and ranges. Depending on the session’s design, the panelists may then submit anonymous written comments about why they voted as they did (which are then shared with the rest of the group), or they can engage in open discussions. The panelists are then given the choice to change any of their individual answers. The provision of

¹⁰³ See, e.g., Norman Crolee Dalkey and Olaf Helmer-Hirschberg, *The Use of Experts for the Estimation of Bombing Requirements: A Project Delphi Experiment*, RAND Corporation, RM-0727, 1951; Harold A. Linstone and Murray Turoff, eds., *The Delphi Method: Techniques and Applications*, Addison-Wesley, 1975; Norman Crolee Dalkey, *The Delphi Method: An Experimental Study of Group Opinion*, RAND Corporation, RM-5888-PR, 1969; Marietjie R. de Villiers, Pierre J.T. de Villiers, and Athol P. Kent, “The Delphi Technique in Health Sciences Education Research,” *Medical Teacher*, Vol. 27, No. 7, 2005, pp. 639–643; Dolores Gallego and Salvador Bueno, “Exploring the Application of the Delphi Method as a Forecasting Tool in Information Systems and Technologies Research,” *Technology Analysis and Strategic Management*, Vol. 26, No. 9, 2014, pp. 987–999; Ravonne A. Green, “The Delphi Technique in Educational Research,” *SAGE Open*, April–June 2014, pp. 1–8; Kim Loyens, Jeroen Maesschalck, and Geert Bouckaert, “Delphi in Criminal Justice Policy: A Case Study on Judgmental Forecasting,” *The Qualitative Report*, Vol. 16, No. 6, 2011, pp. 1477–1495.

¹⁰⁴ de Villiers, de Villiers, and Kent, 2005, p. 639.

¹⁰⁵ Erio Ziglio, “The Delphi Method and Its Contribution to Decision-Making,” in Michael Adler and Erio Ziglio, eds., *Gazing into the Oracle: The Delphi Method and Its Application to Social Policy and Public Health*, Jessica Kingsley Publishers, 1996, p. 1.

¹⁰⁶ As originally designed, Delphi sessions would typically begin with an initial round of open-ended questions posed to the expert panel to generate ideas about the subject of interest. The answers to those questions would be reviewed by the researchers to define a more tailored inquiry for subsequent rounds in which numeric responses were sought. For the sake of efficiency, many current Delphi applications have already determined what questions the panelists will consider throughout the process. For example,

Instead of the traditional Delphi approach of starting the first round with open-ended questions, the first round in the present study was modified to begin with a pre-selected list of items. It has been deemed acceptable to modify the first round if it is based on literature and prior knowledge; is a common approach to the first round and may increase response rate. (Anika Wuestefeld et al., “Towards Reporting Guidelines of Research Using Whole-Body Vibration as Training or Treatment Regimen in Human Subjects—A Delphi Consensus Study,” *PLoS One*, Vol. 15, No. 7, 2020, p. 4 [citations omitted])

controlled feedback to the panelists in the form of information about the group's collective opinions and the ability of panelists to modify their answers if desired are also defining characteristics of the method. The goal of the process is to reach a point where the group answers approach a satisfactory level of consensus.

Some Delphi processes have the panelists contributing without physical or virtual contact with each other; in such instances, postal or electronic mail is often used both for receiving panel input and for sharing information about responses. Other approaches use in-person or remote video sessions. Traditionally, Delphi sessions consisted of distinct rounds, each of which began with the panelists submitting their responses (or changing prior ones) during a preset period, followed by the tabulation of the entries and then the presentation of the distributions of the results to the group for its consideration prior to the start of the next round. A popular alternative method moves away from the concept of rounds and uses a computer application to permit panelists to make or change their submissions at any time during the session and receive continuous updates about how the distributions are changing.

When there is an opportunity for immediate interaction, facilitators can be employed to focus the panel's attention on questions to which there is a relative lack of agreement and attempt to encourage the group to discuss their differing perspectives in an effort to drive members toward a narrower consensus. The process continues until, depending on design, the distributions of answers submitted by the expert panel have clustered around a single value with a predetermined level of "tightness" (for example, a coefficient of variation [CoV]). Usually there are rules for terminating the session if the desired level of consensus is never achieved, such as when the answers being submitted are stable and have not changed in many rounds, when a predetermined number of rounds have taken place, or when a predetermined period has elapsed since the start of the session.

The use of the Delphi method in the development of justice system organization weights was by no means unknown prior to the Florida judiciary study. In 1979, for example, the Georgia Administrative Office of the Courts used the Delphi method for estimating the median amount of time the state's Superior Court judges actually spent on different types of cases.¹⁰⁷ By 1996, at least six other states were also using Delphi in a similar manner for judgeship calculations.¹⁰⁸ In this context, however, the procedure was used as a *substitute* for direct measurement of judicial time expenditures. Such values could conceivably have been determined with greater precision than might be possible with Delphi by, for example, the requirement for judges to engage in case-based timekeeping as a routine business practice; the launch of a short-term, self-reported time study; the use of courtroom observers to record the time judges spent on the matters before them; or the employment of some other long-established management science technique for

¹⁰⁷ Judicial Council of Georgia, Administrative Office of the Courts, *Seventh Annual Report Regarding the Need for Additional Superior Court Judgeships in Georgia*, 1979, pp. 30–36.

¹⁰⁸ Flango and Ostrom, 1996, Table 1, p. 9.

collecting personnel time data. The use of Delphi for this purpose undoubtedly avoids what has been described as the “time and cost problem” of traditional time measurement approaches, which are expensive to conduct, can take a long time to complete, and, when being updated, usually require the original process to be repeated in its entirety.¹⁰⁹ But simply being cheaper or quicker than other data collection methods is not, in and of itself, a sufficient reason to employ Delphi, especially if practical means for obtaining information with greater reliability are available. As a noted researcher who had been involved in Delphi’s earliest civilian applications described the difference, “The primary strength of Delphi is its ability to explore, coolly and objectively, issues that require judgment; a weakness of Delphi is the ease with which questions can be asked for which better techniques exist.”¹¹⁰

The Florida NCSC study drew from Delphi’s “primary strength” in that the qualitative research technique was used to elicit the *subjective* judgments of participating judges and facilitate a consensus about *necessary* time expenditures. The researchers avoided a Delphi “weakness” by instead employing a time study for gathering precise information about *actual* time expenditures. This idea of viewing the subject of interest (here, time spent by judges on their cases) through two different lenses (subjective and objective) to yield a more functional weight set resonated among researchers in this field. Although a 2003 NCSC study of the Minnesota state judiciary employed what it described as a “a multi-round structured Delphi process” that differed from the Florida approach, as did the manner in which a final set of weights would be derived from that information, the researchers in this later work adhered to the same basic premise of having quantitatively based weights “adjusted for quality” to incorporate normative qualities into a needs assessment:

The preferred approach is to calculate the case weight based on current judicial practice (as determined by a time study) and then review, and potentially adjust, particular weights to ensure judges have sufficient time to handle cases in a reasonable and satisfactory manner.¹¹¹

Given NCSC’s shift toward the use of a qualitative adjustment approach when calculating case weights for judicial needs assessments, it is not surprising that a similar strategy was later adopted for its public defense work as well. Weighted caseload analyses conducted by NCSC for the statewide public defender systems in Maryland (2005), New Mexico (2007), and Virginia

¹⁰⁹ Beatrice Hoffman, *Determination and Justification of Judgeship Needs in the State Courts*, Institute for Advanced Studies in Justice, Washington College of Law, American University, 1981, pp. 28–29.

¹¹⁰ Theodore J. Gordon, “The Delphi Method,” in Jerome C. Glenn and Theodore J. Gordon, eds., *Futures Research Methodology: Version 3.0*, The Millennium Project, 2009, p. 10.

¹¹¹ Brian J. Ostrom, Charles W. Ostrom, William E. Hewitt, Neal B. Kauder, Robert C. LaFountain, Matthew Kleiman, and Brenda Otto, *Minnesota Judicial Workload Assessment, 2002*, National Center for State Courts, 2003, pp. 12, 43.

(2010) all followed the same basic pattern:¹¹²

1. A self-reported time study gathered information about actual defender time expenditures broken out at the activity level (e.g., “Legal Research,” “Client Contact,” “Sentencing/Post-Trial Activities”) for distinct categories of cases.
2. A survey of public defenders asked the respondents to estimate the relative frequency of cases within each case type category in which they felt that enough time was generally available to complete each activity (e.g., “Almost Never,” “Frequently,” “Almost Always”).
3. A qualitative research process asked selected practitioners to consider the time study and survey information and, drawing on their own knowledge and experience, adjust the preliminary weights as needed to incorporate sufficient time for effective representation.

As would be expected given that they were conducted over a five-year period and in jurisdictions with distinct indigent defense systems and expectations, the three studies differed somewhat in their approaches. Most notably, the 2005 and 2007 studies employed structured focus groups for their qualitative data collection components, while the 2010 study used the Delphi method with expert panels meeting in person for the same purpose. In actuality, structured focus groups and the Delphi method are both examples of consensus methods, which “attempt to assess the extent of agreement (consensus measurement) and to resolve disagreement (consensus development).”¹¹³ Although there are differences in the way the desired degree of agreement is determined, the give and take between in-person Delphi participants (versus the classical approach of relying exclusively on remote voting by anonymous panelists) can be similar to the group dynamics that characterize structured focused group discussions. Both approaches also rely on facilitators to focus decisionmaking on a narrow set of issues. But regardless of the distinguishing characteristics of either method, the important takeaway is that all three studies used *experts* (attorneys intimately familiar with the practice of criminal defense in a jurisdiction) to yield *consensus-based subjective judgments* as to the average amount of time needed for effective representations.

In the years that followed, all widely reported statewide public defense weighted caseload studies have used a variation on these methods, although for the past 12 years, the sole choice of qualitative weight adjustment has been the Delphi method. Table 2.1 lists these studies in publication year order.¹¹⁴

¹¹² Brian J. Ostrom, Matthew Kleiman, and Christopher Ryan, *Maryland Attorney and Staff Workload Assessment, 2005*, National Center for State Courts, 2005; Daniel J. Hall, *A Workload Assessment Study for the New Mexico Trial Court Judiciary, New Mexico District Attorneys’ Offices, and the New Mexico Public Defender Department: Final Report*, National Center for State Courts, June 2007; Matthew Kleiman and Cynthia G. Lee, *Virginia Indigent Defense Commission Attorney and Support Staff Workload Assessment: Final Report*, National Center for State Courts, March 2010.

¹¹³ Jeremy Jones and Duncan Hunter, “Consensus Methods for Medical and Health Services Research,” *BMJ*, Vol. 311, No. 7001, 1995, p. 377.

¹¹⁴ We include unpublished work performed by RAND researchers Nicholas M. Pace, Shamena Anwar, Dulani Woods, Thomas Bogdon, Chau Pham, and Karen C. Lui for the New York State Office of Indigent Legal Services

Table 2.1. State-Level Qualitatively Adjusted Public Defense Weighted Caseload Studies

Study State and Publication Year	Primary Research Organization	Study Bibliographic Description
Maryland, 2005	NCSC	Brian J. Ostrom, Matthew Kleiman, and Christopher Ryan, <i>Maryland Attorney and Staff Workload Assessment, 2005</i> , National Center for State Courts, 2005.
New Mexico, 2007	NCSC	Daniel J. Hall, <i>A Workload Assessment Study for the New Mexico Trial Court Judiciary, New Mexico District Attorneys' Offices, and New Mexico Public Defender Department: Final Report</i> , National Center for State Courts, June 2007.
Virginia, 2010	NCSC	Matthew Kleiman and Cynthia G. Lee, <i>Virginia Indigent Defense Commission Attorney and Support Staff Workload Assessment: Final Report</i> , National Center for State Courts, March 2010.
Massachusetts, 2014	Center for Court Innovation	Melissa Labriola and Ziyad Hopkins, <i>Answering Gideon's Call Project (2012-DB-BX-0010) Attorney Workload Assessment</i> , Committee for Public Counsel Services and Center for Court Innovation, October 2014.
Missouri, 2014	ABA SCLAID	RubinBrown and the American Bar Association's Standing Committee on Legal Aid and Indigent Defendants, <i>The Missouri Project: A Study of the Missouri Public Defender System and Attorney Workload Standards—With a National Blueprint</i> , June 2014.
Texas, 2015	Public Policy Research Institute	Dottie Carmichael, Austin Clemens, Heather Caspers, Miner P. Marchbanks, and Steve Wood, <i>Guidelines for Indigent Defense Caseloads: A Report to the Texas Indigent Defense Commission</i> , Public Policy Research Institute, Texas A&M University, January 2015.
New York (five counties), 2016	RAND	Unpublished 2016 project memorandum provided to the New York State Office of Indigent Legal Services by Nicholas M. Pace, Shamena Anwar, Dulani Woods, Thomas Bogdon, Chau Pham, and Karen C. Lui.
Colorado, 2017	ABA SCLAID	RubinBrown and the American Bar Association's Standing Committee on Legal Aid and Indigent Defendants, <i>The Colorado Project: A Study of the Colorado Public Defender System and Attorney Workload Standards</i> , August 2017.

(ILS) in 2016 as a “state-level” weighted caseload study even though the research was ostensibly focused only on defenders in five counties outside New York City. The study was conducted to address provisions in a class action settlement agreement between the State of New York and the New York Civil Liberties Union that required ILS to determine “the appropriate numerical caseload/workload standards for each provider of mandated representation, whether public defender, legal aid society, assigned counsel program, or conflict defender, in each [of the five counties], for representation in both trial- and appellate-level cases.” “Stipulation and Order of Settlement,” *Hurrell-Harring v. State of New York*, Supreme Court of the State of New York, County of Albany, Index No. 8867-07, executed October 21, 2014.

Nevertheless, there was wide expectation that the standards arising out of the settlement would later form the basis for an extension to the remainder of the state. See, e.g., David Carroll, “New York Caseload Standards Announced and Their Importance to Statewide Reform Explained,” Sixth Amendment Center, May 8, 2017. At the end of 2017, ILS issued a legislatively mandated report, laying “out a process for the implementation of those standards in the fifty-two counties outside of New York City where the Hurrell-Harring settlement did not apply, and in New York City itself” (New York State Office of Indigent Legal Services, *Plan for Implementation of Caseload Standards in New York State*, December 1, 2017, p. 4). See also New York State Office of Indigent Legal Services, *A Determination of Caseload Standards Pursuant to § IV of the Hurrell-Harring v. The State of New York Settlement*, December 8, 2016.

Study State and Publication Year	Primary Research Organization	Study Bibliographic Description
Louisiana, 2017	ABA SCLAID	Postlethwaite & Netterville and the American Bar Association's Standing Committee on Legal Aid and Indigent Defendants, <i>The Louisiana Project: A Study of the Louisiana Public Defender System and Attorney Workload Standards</i> , February 2017.
Rhode Island, 2017	ABA SCLAID	BlumShapiro, American Bar Association Standing Committee on Legal Aid and Indigent Defendants, and the National Association of Criminal Defense Lawyers, <i>The Rhode Island Project: A Study of the Rhode Island Public Defender System and Attorney Workload Standards</i> , November 2017.
Idaho, 2018	Idaho Policy Institute	Vanessa Crossgrove Fry, Sally Sargeant-Hu, Lantz McGinnis-Brown, and Greg Hill, <i>Idaho Public Defense Workload Study 2018</i> , Boise, Idaho: Idaho Policy Institute, Boise State University, 2018.
Michigan, 2019	RAND	Nicholas M. Pace, Dulani Woods, Shamera Anwar, Roberto Guevara, Chau Pham, and Karin Liu, <i>Caseload Standards for Indigent Defenders in Michigan: Final Project Report for the Michigan Indigent Defense Commission</i> , RAND Corporation, RR-2988-MIDC, 2019.
North Carolina, 2019	NCSC	Cynthia G. Lee, Lydia E. Hamblin, and Brittney Via, <i>North Carolina Office of Indigent Defense Services Workload Assessment</i> , National Center for State Courts, February 2019.
Indiana, 2020	ABA SCLAID	American Bar Association Standing Committee on Legal Aid and Indigent Defendants and Crowe LLP, <i>The Indiana Project: An Analysis of the Indiana Public Defense System and Attorney Workload Standards</i> , July 2020.
Utah, 2021	RAND	Nicholas M. Pace, Dulani Woods, Roberto Guevara, Chau Pham, and Shamera Anwar, <i>Provisional Caseload Standards for the Indigent Defense of Adult Criminal and Juvenile Delinquency Cases in Utah: Report for the Utah Indigent Defense Commission</i> , RAND Corporation, RR-A1241-1, 2021.
New Mexico, 2022	ABA SCLAID	American Bar Association Standing Committee on Legal Aid and Indigent Defense and Moss Adams LLP, <i>The New Mexico Project: An Analysis of the New Mexico Public Defense System and Attorney Workload Standards</i> , January 2022a.
Oregon, 2022	ABA SCLAID	American Bar Association Standing Committee on Legal Aid and Indigent Defense and Moss Adams LLP, <i>The Oregon Project: An Analysis of the Oregon Public Defense System and Attorney Workload Standards</i> , January 2022b.

Each of these 17 studies (conducted in 16 different states) produced a set of public defense case weights that were informed by the deliberations of expert practitioners with the goal of basing attorney resource planning on the assumption that clients who are unable to afford counsel nevertheless deserve constitutional representation. While challenges remain in convincing legislatures, courts, and other stakeholders of the need to provide funding that is adequate for supporting defender availability to the degree the case weights suggest, the studies constitute the best available assessments of public defense delivery system attorney requirements in the states where the research was conducted.¹¹⁵

¹¹⁵ Weighted caseload studies that share many of the characteristics of those listed in Table 2.1 have been conducted at the substate level. We have not included them here because our primary interest is in describing case weight development methods that have been used for defenders in a single state, which, given the substantial expense of these efforts, is likely to be the most common scope of future research. For examples of locally focused studies, see, e.g., Melissa Labriola, Erin J. Farley, Michael Rempel, Valerie Raine, and Margaret Martin, *Indigent Defense*

The Need for Updated National Guidance

Despite representing the state of the art in public defense weighted caseload analyses, the studies listed in Table 2.1 share some important challenges. First and foremost, they are expensive to conduct in a rigorous manner. Federal grants and philanthropic generosity can offset some of the financial pain, but without such external support, the allocation of limited budget dollars for research in a system where funds for addressing excessive workloads are already in short supply can be a difficult sell to stakeholders. A related concern is that such studies can be beyond the financial reach of local systems. In many states, public defense is primarily a local responsibility in terms of funding streams, control over major decisions, or both. Economies of scale that reduce the proportionate impact of a statewide weighted caseload analysis on the system's finances may not be available to administrators contemplating a similar study for defenders in a single county or city.

The analyses can also be quite disruptive. A special self-reported time study, for example, requires attorneys to turn some of their daily attention to a task that has no direct benefit to their existing clients, even if the duration of the data collection period is relatively short. In addition, these studies are often conducted in systems that are already experiencing excessive workloads. Although the qualitative adjustments to preliminary weights that are based on current conditions help offset some of the potential for locking in existing problems, the preferred approach would be to perform the analysis during a time of relative stability, which facilitates the identification of systemic issues unrelated to budget shortfalls.

Another aspect is that the analyses are typically conducted by outside researchers. Many public defense delivery systems have developed impressive research capabilities, but ramping up for internally conducted time studies, surveys, and Delphi sessions that are needed only infrequently may not be practical. The analyses can also take considerable time to complete. Even in a rapid turnaround effort, more than a year can transpire between soliciting the assistance of external researchers and the delivery of final case weights, a lengthy wait for a system already under stress.

Finally, the analyses can be perceived as self-serving. Although engaging the services of independent, well-regarded research organizations can help, some stakeholders may dismiss the findings of a weighted caseload analysis as suspect if the public defense delivery system itself was involved in the study's funding, design, or implementation, which is almost always the case.

Many of the issues described above undoubtedly contributed to the rapid acceptance of the NAC caseload standards by indigent defense systems across the country in the years following their publication in 1973. Those standards were easy to use (the mathematics were not complicated), were already available (no lengthy, disruptive, or expensive research study would

Reforms in Brooklyn, New York: An Analysis of Mandatory Case Caps and Attorney Workload, Center for Court Innovation, April 2015; and Elizabeth Neeley, *Lancaster County Public Defender Workload Assessment*, University of Nebraska Public Policy Center, July 2008.

be required), could be applied to average defender caseloads across entire statewide public defender agencies or in a single branch office or law firm (offering universal applicability), and had the imprimatur of being embraced by well-respected national organizations (thus undercutting any potential claim of self-interest when employing them as the basis for budget requests). Such features have continued to attract public defense delivery systems that are looking for alternatives to conducting qualitatively adjusted weighted caseload studies, as evidenced by recent use of the NAC thresholds in Ohio, Oregon, Michigan, and New York.¹¹⁶ But as we have already discussed, continued reliance on public defense workload standards that were created half a century ago, especially in light of the ad hoc manner in which they were developed, makes little logical or practical sense.

Despite such challenges, the gold standard for public defense resource planning related to attorney staffing levels continues to be a carefully planned, rigorously conducted weighted caseload study in which the focus is on defenders at the state or local level.¹¹⁷ Nevertheless, many jurisdictions have not had the opportunity or resources to conduct such research, and, as a result, an informational vacuum clearly exists. For the past 50 years, the NAC caseload standards have filled that void, providing benchmarks—however flawed they may be—for system administrators to use when they required a simple-to-employ, high-level view for assessing whether defender workloads have become excessive. The problem is that the NAC standards reflect a criminal justice system that no longer exists and professional responsibilities that have since been greatly expanded. To the extent that the NAC annual caseload maximums continue to influence budgetary and personnel decisions for indigent defense providers in jurisdictions across the United States, the potential exists for defenders whose caseloads are under the NAC thresholds in these locations to nevertheless be operating in conditions that make it impossible to render reasonably effective assistance under prevailing professional norms to all of their clients.

Because it is not realistic to assume that qualitatively adjusted public defense weighted caseload studies are likely to be conducted in the near future in a majority of the states other than the 16 noted in Table 2.1, updated default workload standards are needed to fill the vacuum described above. Absent a compelling alternative to the NAC standards, administrators in systems without the means, time, or existing data for a rigorous assessment will have little choice but to use the 1973 thresholds or continue to rely on instinct when planning for the future.

¹¹⁶ Ohio Administrative Code Rule 120-1-07, 2019; Oregon Public Defense Services Commission, undated, p. 321; Michigan Indigent Defense Commission, 2021; Committee on Mandated Representation, 2021.

¹¹⁷ This statement applies only to efforts intended to help in the estimation of necessary attorney levels in a public defense delivery system, such as a statewide public defender office or a county's contract defender program. Examinations of defender practices and techniques, support staff levels, case assignment strategies, holistic defense services, attorney education and training programs, office management policies, and other important aspects of public defense would require very different quantitative and qualitative research approaches that are not focused on a weighted caseload analysis. But if the purpose of the effort is to move away from using such metrics as raw caseload counts, prosecutor office size, or population size as a means for estimating required numbers of defenders, weighted caseload studies are arguably the tools most commonly used by justice system organizations.

Such updated workload standards that can be applied nationally should be in the form of a set of case weights for adult criminal representations that are more granular than the simple NAC felony-misdemeanor split but sufficiently generalizable to be applied to the criminal code in every state. Weights in such a form would provide a straightforward means for translating what is known or predicted for a public defense delivery system’s caseload numbers and types of appointments into values that appropriately estimate the number of FTE attorneys necessary to meet that expected demand. Importantly, the weights should reflect modern expectations about defender responsibilities, incorporating sufficient time to allow counsel a realistic opportunity to meet *Strickland*’s reasonably effective assistance standard.

A default set of weights informed by prevailing professional norms can also be used to create jurisdiction-specific annual caseload standards to mirror the form in which the NAC metrics were presented. In addition to the weight itself, a value that represents the average amount of time defenders are likely to have available annually for performing case-related work is needed to calculate such caseload standards. This value (variously described in weighted caseload studies as the annual “hours allotment,”¹¹⁸ annual “FTE hours,”¹¹⁹ “annual case-related duty hours,”¹²⁰ “year value,”¹²¹ or “hours/work-year”¹²²) can be derived from assumptions about the average annual hours defenders within a system are expected to devote to their practices, subtracting time necessary to address non-case-specific needs, such as office administration or continuing legal education. For example, the value might be based on expectations for salaried attorneys in state government for weekly work hours, sick leave, vacation days, and holidays, as well as survey data on the allocation of time spent by defenders for different work-related activities.¹²³ It might be derived instead by a simple conservative assumption of 40 hours per week for 52 weeks each year (2,080 total hours).¹²⁴ Ultimately, the annual available hours assumption is a jurisdiction-dependent decision but, using 2,080 hours as an example, a case weight of ten hours for a specific type of misdemeanor offense yields a caseload standard of no more than 208 such cases annually.

Whether in the form of default national case weights or default national caseload standards,

¹¹⁸ ABA SCLAID and Moss Adams LLP, 2022b, p. 28.

¹¹⁹ ABA SCLAID and Moss Adams LLP, 2022a, p. 29.

¹²⁰ Pace et al., 2021, p. 51.

¹²¹ Lee, Hamblin, and Via, 2019, p. 24.

¹²² Carmichael et al., 2015, p. 29.

¹²³ See, e.g., Pace et al., 2021, pp. 51–52.

¹²⁴ American Bar Association, Standing Committee on Legal Aid and Indigent Defendants, and Crowe LLP, 2020, p. 15, fn. 80. The 2,080 annual hours assumption is extremely conservative; it does not account for time not spent working during normal business hours (such as legal holidays, vacation time, sick leave, and other absences) or for work time spent on non-case-related activities (such as travel time, training time, administrative time, and supervisory time). If such adjustments were made to the 2,080 hours assumption, additional public defense attorneys would be required in the examples shown here.

updated workload guidance could also provide useful benchmarks for federal funding decisions regarding the delivery of public defense at the state and local levels. Some limited assistance in this area already exists (e.g., the Edward Byrne Memorial Justice Assistance Grant Program), but a significant expansion of federal assistance to state and local public defense systems to reduce defender workloads will inevitably require some common metric, first for identifying the level of assistance needed, and later for measuring the degree to which resource enhancements have improved the public defense system.

Given the foregoing, we believed that an effort to develop a set of nationally applicable workload standards was necessary. Such standards should not necessarily replace those already developed in jurisdictions that have conducted their own studies to establish limits on the numbers and types of adult criminal case appointments or to perform needs assessments. When based on empirical evidence and grounded in the *Strickland* performance standard of reasonably effective assistance of counsel pursuant to prevailing professional norms, state or local workload standards can provide more-tailored benchmarks for identifying excessive workloads or for estimating future attorney needs than could any national measures. But for those jurisdictions where a state or locally focused study is not feasible at this time or an existing study is flawed or outdated, the case weights yielded from this study can serve as a major upgrade from continued use of the NAC caseload standards.

Chapter 3. Approach

Overview

The goal of this study was to produce a set of case weights for adult criminal matters in state trial courts that could serve as default workload metrics for public defense delivery systems throughout the United States. The case weights could also be used by those systems to calculate annual caseload standards when informed by localized information about annual attorney availability. Although the need to develop a realistic alternative to the NAC standards was obvious, the method for developing the case weights required consideration. Nationally representative data on current defender time expenditures for distinct types of cases were not available, and the costs of conducting a special large-scale time study to gather such data from public defender offices and private law firms across the country in a reliable and generalizable way would be beyond the resources available to this effort. Moreover, such information, if used as the sole basis of updated weights, would simply document the existing state of public defense, a world in which excessive workloads (and, as a result, depressed average time expenditures) appear too often to be the norm. An important concern for our research team was to make sure that whatever case weights emerged from this study properly took into account all relevant ethics rules and professional guidelines. Time information from a region or a law firm in which defenders typically “carry a workload that, by reason of its excessive size or complexity, interferes with providing quality representation, endangers a client’s interest in independent, thorough, or speedy representation, or has a significant potential to lead to the breach of professional obligations” inherently reflects a departure from those rules and guidelines and therefore would be unsuitable for our purposes.¹²⁵

An alternative approach would have involved gathering time data from a purposely selected set of jurisdictions for which there was general agreement within the public defense community that the defenders operating in those locations all were doing so under reasonable resource conditions and in full compliance with applicable guidance. Although there is merit in such an idea, the number of such jurisdictions was believed to be small and skewed toward environments that might not reflect caseload compositions and client needs addressed by defenders nationally.

Instead, we chose to draw on the considerable body of research conducted in the workload studies listed in Table 2.1 to be the foundation for our work. The 17 studies all relied on the elicitation of expert opinion and the utilization of their consensus judgments to develop recommended necessary average time expenditures in about 140 different adult criminal case type categories in 16 states. Those findings reflect the experiences of defenders in large urban

¹²⁵ Defense Function Standard 4-1.8 (ABA, 2017).

settings, in suburbs, and in remote rural jurisdictions. They encompass a multitude of delivery systems, including contract counsel, assigned counsel programs, and public defender offices. And they are drawn from jurisdictions with different methods of funding public defense, including those where funding is a county or local court responsibility and those where the state provides the funding, as well as hybrids of these two models. In short, the information forming the basis of these studies reflects the varied landscape of state trial court public defense throughout the United States.

We also decided that the results of those studies would be used to inform our work, but not actually be used as the basis for our final case weights. We believed that the subjective nature of the questions we would seek to answer called for the use of an expert knowledge elicitation technique, as was used in one form or another in each of the state-level studies. The experts sitting on a panel assembled for this purpose would independently exercise their respective professional judgment as to the average amount of attorney time that indigent defense systems should plan on spending for distinct categories of representations, primarily drawing from their expertise, knowledge, and insight, but also considering the results of the state-level studies. Their initial estimates would be at the activity level, describing average times for different tasks that are commonly performed in the case types of interest (the results of the state-level studies were generally reported at the case level only). Most critically, we would make sure that each panel member's familiarity with the ethics rules and professional standards applicable to criminal defense had been refreshed just prior to the group session so that their deliberations could reflect those principles.

Key aspects of the approach we adopted for this work are outlined in the list that follows and described in greater detail in the remainder of this chapter. We

- reviewed all empirically based, qualitatively adjusted state-level public defense weighted caseload studies conducted in the United States since 2005 (a detailed comparison of the studies can be found in Appendix B)
- chose the Delphi method as our group communication process
- identified, reviewed, and summarized the key ethics rules and professional standards—including controlling case law and authoritative guidelines—related to the representation of the accused in adult criminal cases proceeding in state trial-level courts
- defined a set of case type and activity type categories to use for all subsequent data collection work
- assembled an expert panel of highly regarded attorneys with expertise in adult criminal defense in state trial-level courts and a track record of good practice
- provided the expert panel with detailed information about applicable ethics rules and professional standards, background on case weights and caseload standards, and an overview of the results of the 17 studies (Information about these project activities can be found in Chapter 4.)
- convened an in-person meeting in which the expert panel would submit their initial estimates of average time and then engage in a Delphi session with the goal of achieving a reasonable convergence of the group's opinions; the results of this meeting constitute

the basis of our proposed national public defense workload standards. (Information about these project activities can be found in Chapter 4.)

Review of Leading State-Level Studies in This Field

Scope and Purpose

Our review of the 17 state-level workload studies was performed for three main purposes.¹²⁶ First, it provided our research team with information about prior approaches for categorizing case types and case-related activities for adult criminal representations in state trial-level courts. Second, it described the models that have been employed in the past for eliciting expert opinion for the purpose of estimating average attorney time needed to provide reasonably effective representations pursuant to prevailing professional norms. And, finally, it served as the basis for a cross-jurisdictional comparison of those average time per case type estimates.

Although additional research partners have been involved in some of these efforts, it is helpful to group them by the lead organization for each: ABA SCLAID (Chicago, Illinois; seven studies), the Center for Court Innovation (New York, New York; one study), the Idaho Policy Institute (Boise, Idaho; one study); NCSC (Williamsburg, Virginia; four studies), the Public Policy Research Institute (College Station, Texas; one study), and RAND (Santa Monica, California; three studies). Selected members of our research team were involved with most of the ABA SCLAID, NCSC, and RAND projects. Table B.1 in Appendix B presents an overview of the key features in all 17 studies. It should be noted that there are many references in the table to decisions made by various actors as to what might be a *sufficient* or *adequate* or *necessary* amount of time that should be spent or was needed to achieve a particular goal. Each study defined that goal in a slightly different manner, such as “providing reasonably effective representation,”¹²⁷ rendering “reasonably effective assistance of counsel pursuant to prevailing professional norms,”¹²⁸ providing “a client adequate and effective defense,”¹²⁹ ensuring “the effective representation of counsel,”¹³⁰ performing “the duty effectively,”¹³¹ completing the task

¹²⁶ It should be noted that inclusion in this review does not necessarily constitute an endorsement of these studies or their methods by any of the authors or the organizations they represent.

¹²⁷ RubinBrown and ABA SCLAID, 2017, p. 18.

¹²⁸ Postlethwaite & Netterville and ABA SCLAID, 2017, p. 17. See also BlumShapiro, ABA SCLAID, and the National Association of Criminal Defense Lawyers, 2017, p. 20 (“provide reasonably effective assistance of counsel pursuant to prevailing professional norms”).

¹²⁹ Fry et al., 2018, p. 15.

¹³⁰ Ostrom, Kleiman, and Ryan, 2005, p. 27. See also Carmichael et al., 2015, p. 19 (“ensure effective assistance of counsel”).

¹³¹ Labriola and Hopkins, 2014, p. 16.

“with reasonable effectiveness,”¹³² providing “reasonably effective assistance of counsel,”¹³³ or ensuring “effective representation.”¹³⁴ Despite variation in the language used, ultimately all of the states’ standards-setting efforts shared a common goal of creating functional case weights that were not simply a mirror of current time expenditures.

Our research approach, summarized in the introduction to this chapter, drew from common themes found in the earlier studies, as will be apparent from a review of Appendix B. That said, we adapted those methods as needed to address the challenges of developing recommended default national case weights rather than ones intended for a specific state. We also took steps to enhance our approach in two areas that were sometimes given reduced attention in the past. One involved the selection of the expert panel. In some studies, the identification of the experts was largely left to the discretion of the administrators of the public defense systems that were the subjects of the research. As will be described subsequently in this chapter, we reached out to five national organizations that we believed were well situated to identify a pool of potential panelists who were regarded for their skills and experience in defending adult defendants. Another area we addressed was transparency. The studies varied in the degree to which the “black box” of the process was described. In contrast, we decided to use this report for documenting, in fine detail, our methods, the information provided to the panelists, the nature of the Delphi process, the manner in which a consensus was reached, the process by which those results were translated into recommended default national case weights, and how those weights compare with similar work done at the state level. Because the findings of the earlier studies were a key aspect of our current work, we briefly describe them in the section that follows.

Case Weights Recommended by the State-Level Studies

The tables in this section present the final case weights in hours for adult criminal case types from each of the state-level studies. In addition, we have included an illustrative caseload standard based on a simple annual case-related duty hours assumption of 2,080 hours (40-hour workweek and 52 workweeks per year) to facilitate cross-study comparisons, while being mindful of the fact that the value we chose was simply for the purpose of providing an example. Most studies did not calculate a caseload standard, presumably leaving the task of converting recommended case weights into annual maximums to the policymakers within the state being studied, given that annual case-related duty hours assumptions require localized information about state personnel practices and public defense provider expectations. The studies that did report a recommended caseload standard may have used annual case-related duty hours

¹³² RubinBrown and ABA SCLAID, 2014, p. 16; Carmichael et al., 2015, Appendix H, p. 1.

¹³³ RubinBrown and ABA SCLAID, 2014, p. 17.

¹³⁴ Hall, 2007, p. 35. See also Kleiman and Lee, 2010, p. 18 (avoiding insufficient time for “effective representation”).

assumptions that differ from the ones underlying the tables and, if so, their published standards will differ from the values shown here.

It should be noted that the relative differences in calculated caseload maximums across the 17 studies remain constant no matter what annual case-related duty hours assumption was chosen for the tables. Assume, for example, that when 2,080 hours is used as the assumption, the table describes an annual maximum of 88 felonies for state A and 44 felonies for state B. If 1,040 annual hours was instead used for the assumption, the maximums for states A and B would be 44 and 22 felonies, respectively. Under either assumption, the caseload maximums for state A are twice the value calculated for state B.

In addition, we used the weights as published in each study's final project report and rounded the values to the tenth of an hour prior to performing any further calculations for our work generally and this report specifically. In addition, our calculated annual caseload maximums are rounded down to the nearest integer. The combined effect of the two conventions may also result in values that differ somewhat from those found in the original study reports.

Table 3.1 presents the studies' adult criminal results ordered alphabetically by jurisdiction and study publication year, with case types within each jurisdiction ordered by decreasing weight size. Table 3.2 is ordered by decreasing case weight size across all studies and also contains entries for the 1973 NAC annual felony and misdemeanor recommendations for comparison.

Table 3.1. Study Case Weights in Jurisdiction and Publication Year Order

Study	Case Type	Effective Case Weight in Hours	Annual Caseload Standard Using 2,080 Hours
Colorado, 2017	Class 1 felony	427.3	4
	Class 2 felony	134.5	15
	Sexual assault felony, Class 2, 3, 4, 5, or 6	98.9	21
	Violent felony, Class 3 or 4	87.1	23
	Nonviolent felony, Class 3 or 4	47.0	44
	Misdemeanor sex offense	33.8	61
	Driving under the influence (DUI) felony, Class 4	29.9	69
	Drug felony, Class 1, 2, 3, or 4	28.6	72
	Class 5 or 6 felony	28.3	73
	Misdemeanor Class 1	16.3	127
	Misdemeanor DUI	15.5	134
	Misdemeanor Class 2 or 3	11.4	182
	Felony probation revocation	7.4	281
	Misdemeanor traffic or other	6.9	301
	Misdemeanor probation revocation	4.3	483

Study	Case Type	Effective Case Weight in Hours	Annual Caseload Standard Using 2,080 Hours
Idaho, 2018	Felony	67.2	30
	Misdemeanor	22.0	94
	Contempt	15.5	133
	Probation violation	10.4	200
	Other matter	9.7	215
Indiana, 2020	Noncapital murder (life without parole [LWOP])	311.3	6
	Noncapital murder (non-LWOP)	232.1	8
	High-level felony (levels 1–2)	68.2	30
	Mid-level felony (levels 3–4)	42.6	48
	Low-level felony (levels 5–6)	22.0	94
	Misdemeanor	12.6	165
	Probation or community corrections revocation	8.5	244
Louisiana, 2017	Felony, LWOP	200.7	10
	High-level felony	69.8	29
	Mid-level felony	41.1	50
	Low-level felony	22.0	94
	Enhanceable misdemeanor	12.1	172
	Revocation	8.5	245
	Misdemeanor or city parish ordinance	7.9	261
Maryland, 2005	Capital (death notice filed)	1,464.0	1
	Capital (death notice not filed)	429.0	4
	Homicide (average)	107.0	19
	Violent felony (average)	25.3	82
	Drug treatment court (urban)	15.2	136
	Nonviolent felony (average)	14.0	148
	Misdemeanor jury trial demand or appeal (average)	3.6	575
	District court criminal (average)	2.3	910
	Modifications or sentence reviews, circuit (average)	1.6	1,273
	District court traffic (average)	1.6	1,341
	Violations of probation, circuit	1.5	1,386
	Modifications or sentence review, district (average)	1.1	1,835
	Violations of probation, district	0.8	2,773
	Preliminary hearings, district (average)	0.2	12,480
Massachusetts, 2014	Superior nonconcurrent felony—chapter 265 crime against person	76.4	27
	Superior nonconcurrent felony—not chapter 265 crime against person	42.3	49
	District concurrent felony—crime against person	24.1	86

Study	Case Type	Effective Case Weight in Hours	Annual Caseload Standard Using 2,080 Hours
	Operating under the influence	19.7	105
	District concurrent felony—not crime against person	19.1	108
	Misdemeanor	16.8	123
	Superior court probation	9.2	226
	District court probation	8.3	251
	District court bail only	2.2	949
Michigan, 2019	Murder or manslaughter	120.0	17
	Criminal sexual conduct (1, 2, or 3)	80.0	26
	Other Class A felony	50.0	41
	Class B, C, D felony	40.0	52
	Class E, F, G, H felony or two-year misdemeanor	25.0	83
	One-year misdemeanor	8.0	260
	93-day misdemeanor	7.0	297
	Probation violation	3.5	594
	Other matter	3.0	693
Missouri, 2014	Murder or homicide	106.6	19
	Sex felony	63.8	32
	A/B felony	47.6	43
	C/D felony	25.0	83
	Misdemeanor	11.7	177
	Probation violation	9.8	212
New Mexico, 2007	Capital offense	492.4	4
	Murder	202.6	10
	Violent felony	29.6	70
	Drug court	14.4	144
	Nonviolent felony	8.5	245
	Driving while intoxicated	7.3	284
	Misdemeanor	3.8	554
	Probation violation	2.2	967
	Extradition	1.0	2,151
New Mexico, 2022	Murder including child abuse resulting in death (CARD)	391.0	5
	Child pornography with actual victim	177.4	11
	Child abuse or child sex crime (not including CARD or child pornography)	126.5	16
	Crime against person (adult victim)	50.7	41
	Drug crime, property crime, or status offense	32.5	63
	Driving while intoxicated	21.7	95
	Traffic or other minor crime	7.6	273

Study	Case Type	Effective Case Weight in Hours	Annual Caseload Standard Using 2,080 Hours
	Probation violation	5.2	402
New York (five counties), 2016	Violent felony	75.0	27
	Nonviolent felony	50.0	41
	Misdemeanor	21.0	99
	Probation revocation	15.0	138
	Postdisposition matter (other than probation revocation)	15.0	138
	Violation (sentence not more than 15 days)	10.0	208
North Carolina, 2016	First-degree murder (includes capital)	136.5	15
	Felony A, B1, and B2	75.3	27
	Felony C, D, E, and F	26.0	80
	Specialized court (any)	10.3	201
	Driving while impaired	8.8	236
	Felony G, H, and I	8.7	238
	Misdemeanor (includes traffic)	4.1	507
	Probation violation	3.2	660
	Other criminal	2.5	826
Oregon, 2022	Homicide or sex case	552.5	3
	High-level felony	149.0	13
	Mid-level felony	47.7	43
	Low-level felony	39.8	52
	Complex misdemeanor	37.0	56
	Low-level misdemeanor	22.3	93
	Probation violation	8.3	249
Rhode Island, 2017	Murder	181.6	11
	Nonmurder with possible life sentence	108.1	19
	Felony, more than ten years imprisonment	51.9	40
	Felony, up to ten years imprisonment	28.3	73
	Probation violation	16.9	123
	Misdemeanor	12.7	163
Texas, 2015	Felony, first degree	27.1	76
	Felony, second degree	19.9	104
	Felony, third degree	14.5	143
	State jail felony	12.0	173
	Class A misdemeanor	9.7	214
	Class B misdemeanor	8.9	233
Utah, 2021	Noncapital murder	300.0	6
	Mandatory sex or kidnap registration felony	150.0	13

Study	Case Type	Effective Case Weight in Hours	Annual Caseload Standard Using 2,080 Hours
	Other non-DUI felony	37.0	56
	Felony DUIs	25.0	83
	Class A misdemeanor	25.0	83
	Misdemeanor DUI	20.0	104
	Class B & C misdemeanor	12.0	173
	Probation violation, felony	6.0	346
	Probation violation, misdemeanor	5.0	416
Virginia, 2010	Capital crime	1,135.2	1
	Murder or homicide (noncapital)	41.2	50
	Violent felony	12.8	162
	Nonviolent felony	7.2	288
	Driving while intoxicated	3.2	653
	Probation violation, felony	2.5	826
	Misdemeanor	2.5	848
	Probation violation, misdemeanor	0.9	2,311

Table 3.2. Study Case Weights in Decreasing Case Weight Size Order

Study	Case Type	Effective Case Weight in Hours	Annual Standard Using 2,080 Hours
Maryland, 2005	Capital (death notice filed)	1,464.0	1
Virginia, 2010	Capital crime	1,135.2	1
Oregon, 2022	Homicide or sex case	552.5	3
New Mexico, 2007	Capital offense	492.4	4
Maryland, 2005	Capital (death notice not filed)	429.0	4
Colorado, 2017	Class 1 felony	427.3	4
New Mexico, 2022	Murder including CARD	391.0	5
Indiana, 2020	Noncapital murder (LWOP)	311.3	6
Utah, 2021	Noncapital murder	300.0	6
Indiana, 2020	Noncapital murder (non-LWOP)	232.1	8
New Mexico, 2007	Murder	202.6	10
Louisiana, 2017	Felony–LWOP	200.7	10
Rhode Island, 2017	Murder	181.6	11
New Mexico, 2022	Child pornography with actual victim	177.4	11
Utah, 2021	Mandatory sex or kidnap registration felony	150.0	13
Oregon, 2022	High-level felony	149.0	13
North Carolina, 2016	First-degree murder (includes capital)	136.5	15
Colorado, 2017	Class 2 felony	134.5	15

Study	Case Type	Effective Case Weight in Hours	Annual Standard Using 2,080 Hours
New Mexico, 2022	Child abuse or child sex crime (not including CARD or child pornography)	126.5	16
Michigan, 2019	Murder or manslaughter	120.0	17
Rhode Island, 2017	Nonmurder with possible life sentence	108.1	19
Maryland, 2005	Homicide (average)	107.0	19
Missouri, 2014	Murder or homicide	106.6	19
Colorado, 2017	Sexual assault felony, Class 2, 3, 4, 5, or 6	98.9	21
Colorado, 2017	Violent felony, Class 3 or 4	87.1	23
Michigan, 2019	Criminal sexual conduct (1, 2, or 3)	80.0	26
Massachusetts, 2014	Superior nonconcurrent felony-chapter 265 crime against person	76.4	27
North Carolina, 2016	Felony A, B1, and B2	75.3	27
New York (five counties), 2016	Violent felony	75.0	27
Louisiana, 2017	High-level felony	69.8	29
Indiana, 2020	High-level felony (levels 1–2)	68.2	30
Idaho, 2018	Felony	67.2	30
Missouri, 2014	Sex felony	63.8	32
Rhode Island, 2017	Felony, more than ten years imprisonment	51.9	40
New Mexico, 2022	Crime against person (adult victim)	50.7	41
Michigan, 2019	Other Class A felony	50.0	41
New York (five counties), 2016	Nonviolent felony	50.0	41
Oregon, 2022	Mid-level felony	47.7	43
Missouri, 2014	A/B felony	47.6	43
Colorado, 2017	Nonviolent felony, Class 3 or 4	47.0	44
Indiana, 2020	Mid-level felony (levels 3–4)	42.6	48
Massachusetts, 2014	Superior nonconcurrent felony—not chapter 265 crime against person	42.3	49
Virginia, 2010	Murder or homicide (noncapital)	41.2	50
Louisiana, 2017	Mid-level felony	41.1	50
Michigan, 2019	Class B, C, D felony	40.0	52
Oregon, 2022	Low-level felony	39.8	52
Oregon, 2022	Complex misdemeanor	37.0	56
Utah, 2021	Other non-DUI felony	37.0	56
Colorado, 2017	Misdemeanor sex offense	33.8	61
New Mexico, 2022	Drug crime, property crime, or status offense	32.5	63
Colorado, 2017	DUI felony, Class 4	29.9	69
New Mexico, 2007	Violent felony	29.6	70
Colorado, 2017	Drug felony Class 1, 2, 3, or 4	28.6	72
Rhode Island, 2017	Felony, up to ten years imprisonment	28.3	73

Study	Case Type	Effective Case Weight in Hours	Annual Standard Using 2,080 Hours
Colorado, 2017	Class 5 or 6 felony	28.3	73
Texas, 2015	Felony, first degree	27.1	76
North Carolina, 2016	Felony C, D, E, and F	26.0	80
Maryland, 2005	Violent felony (average)	25.3	82
Michigan, 2019	Class E, F, G, H felony or two-year misdemeanor	25.0	83
Missouri, 2014	C/D felony	25.0	83
Utah, 2021	Class A misdemeanor	25.0	83
Utah, 2021	Felony DUIs	25.0	83
Massachusetts, 2014	District concurrent felony—crime against person	24.1	86
Oregon, 2022	Low-level misdemeanor	22.3	93
Idaho, 2018	Misdemeanor	22.0	94
Indiana, 2020	Low-level felony (levels 5–6)	22.0	94
Louisiana, 2017	Low-level felony	22.0	94
New Mexico, 2022	Driving while intoxicated	21.7	95
New York (five counties), 2016	Misdemeanor	21.0	99
Utah, 2021	Misdemeanor DUI	20.0	104
Texas, 2015	Felony, second degree	19.9	104
Massachusetts, 2014	Operating under the influence	19.7	105
Massachusetts, 2014	District concurrent felony—not crime against person	19.1	108
Rhode Island, 2017	Probation violation	16.9	123
Massachusetts, 2014	Misdemeanor	16.8	123
Colorado, 2017	Misdemeanor Class 1	16.3	127
Idaho, 2018	Contempt	15.5	133
Colorado, 2017	Misdemeanor DUI	15.5	134
Maryland, 2005	Drug treatment court (urban)	15.2	136
New York (five counties), 2016	Postdisposition matter (other than probation revocation)	15.0	138
New York (five counties), 2016	Probation revocation	15.0	138
Texas, 2015	Felony, third degree	14.5	143
New Mexico, 2007	Drug court	14.4	144
Maryland, 2005	Nonviolent felony (average)	14.0	148
NAC	Felonies	13.9	150
Virginia, 2010	Violent felony	12.8	162
Rhode Island, 2017	Misdemeanor	12.7	163
Indiana, 2020	Misdemeanor	12.6	165
Louisiana, 2017	Enhanceable misdemeanor	12.1	172
Texas, 2015	State jail felony	12.0	173
Utah, 2021	Class B and C misdemeanor	12.0	173
Missouri, 2014	Misdemeanor	11.7	177

Study	Case Type	Effective Case Weight in Hours	Annual Standard Using 2,080 Hours
Colorado, 2017	Misdemeanor Class 2 or 3	11.4	182
Idaho, 2018	Probation violation	10.4	200
North Carolina, 2016	Specialized court (any)	10.3	201
New York (five counties), 2016	Violation (sentence not more than 15 days)	10.0	208
Missouri, 2014	Probation violation	9.8	212
Idaho, 2018	Other matter	9.7	215
Texas, 2015	Class A misdemeanor	9.7	214
Massachusetts, 2014	Superior court probation	9.2	226
Texas, 2015	Class B misdemeanor	8.9	233
North Carolina, 2016	Driving while impaired	8.8	236
North Carolina, 2016	Felony G, H, and I	8.7	238
Indiana, 2020	Probation or community corrections revocation	8.5	244
Louisiana, 2017	Revocation	8.5	245
New Mexico, 2007	Nonviolent felony	8.5	245
Massachusetts, 2014	District court probation	8.3	251
Oregon, 2022	Probation violation	8.3	249
Michigan, 2019	One-year misdemeanor	8.0	260
Louisiana, 2017	Misdemeanor or city parish ordinance	7.9	261
New Mexico, 2022	Traffic or other minor crime	7.6	273
Colorado, 2017	Felony probation revocation	7.4	281
New Mexico, 2007	Driving while intoxicated	7.3	284
Virginia, 2010	Nonviolent felony	7.2	288
Michigan, 2019	93-day misdemeanor	7.0	297
Colorado, 2017	Misdemeanor traffic or other	6.9	301
Utah, 2021	Probation violation, felony	6.0	346
NAC	Misdemeanors	5.2	400
New Mexico, 2022	Probation violation	5.2	402
Utah, 2021	Probation violation, misdemeanor	5.0	416
Colorado, 2017	Misdemeanor probation revocation	4.3	483
North Carolina, 2016	Misdemeanor (includes traffic)	4.1	507
New Mexico, 2007	Misdemeanor	3.8	554
Maryland, 2005	Misdemeanor jury trial demand or appeal (average)	3.6	575
Michigan, 2019	Probation violation	3.5	594
North Carolina, 2016	Probation violation	3.2	660
Virginia, 2010	Driving while intoxicated	3.2	653
Michigan, 2019	Other matter	3.0	693
North Carolina, 2016	Other criminal	2.5	826
Virginia, 2010	Misdemeanor	2.5	848
Virginia, 2010	Probation violation, felony	2.5	826

Study	Case Type	Effective Case Weight in Hours	Annual Standard Using 2,080 Hours
Maryland, 2005	District court criminal (average)	2.3	910
Massachusetts, 2014	District court bail only	2.2	949
New Mexico, 2007	Probation violation	2.2	967
Maryland, 2005	District court traffic (average)	1.6	1,341
Maryland, 2005	Modifications or sentence reviews, circuit (average)	1.6	1,273
Maryland, 2005	Violations of probation, circuit	1.5	1,386
Maryland, 2005	Modifications or sentence review, district (average)	1.1	1,835
New Mexico, 2007	Extradition	1.0	2,151
Virginia, 2010	Probation violation, misdemeanor	0.9	2,311
Maryland, 2005	Violations of probation, district	0.8	2,773
Maryland, 2005	Preliminary hearings, district (average)	0.2	12,480

Use of the Delphi Method

As noted previously, a key decision for this study was to use the consensus judgments of a group of experts in adult criminal defense as the basis for recommended necessary average attorney time expenditures in different types of cases. Our first task following that decision was to identify the manner in which we would elicit the experts' opinions and synthesize the results into a usable form.

Although such qualitative research methods as structured focus groups, nominal group technique, consensus development conferences, and brainstorming can be used for the elicitation of expert opinion in a group setting, we concluded that the Delphi method offered the most appropriate vehicle for measuring collective agreement among our panel members and for developing a consensus on recommended average time expenditures in distinct types of cases. Such recommendations require the consideration of a wide variety of normative principles (a Delphi strength), such as "reasonably effective assistance," "prevailing professional norms," "quality representation," "ethical obligations" and the like, but the judgments themselves would take the form of numerical values, which lends itself to the way a consensus is typically measured with Delphi. Choosing a Delphi-based approach for this task made sense, given that the technique is considered to be "practical in problematic areas where either statistical model-based evidence is not available, knowledge is uncertain and incomplete, and human expert judgment is better than individual opinion."¹³⁵ The previous chapter provided a summary of commonly employed features of the Delphi method, and later in this report we describe specific details of how we used Delphi at the Williamsburg conference, but it is important to

¹³⁵ Prashant Nasa, Ravi Jain, and Deven Juneja, "Delphi Methodology in Healthcare Research: How to Decide Its Appropriateness," *World Journal of Methodology*, Vol. 11, No. 4, 2021, p. 118.

acknowledge here that this qualitative research technique needs to be employed with care. There certainly are instances in which Delphi may not be the most appropriate tool for eliciting and coalescing group opinions, even when the questions are subjective in nature. For example, Delphi might not be appropriate if the information sought is available through other means after reasonable expenditures of time and resources. In this case, however, we did not believe that a practical alternative approach to answering our research questions existed.

It should also be noted that some researchers have called into question various aspects of the Delphi method, including the manner in which the experts are identified and the associated potential for selection bias; an inability to provide the experts with complete anonymity when cloaking the identity of fellow panel members and their submissions is thought to be necessary to facilitate open and truthful responses; the potential for experts to drop out of the process if it is extended over too long a period; and instances where researchers have modified Delphi's original design to suit their specific project needs without adequately considering the consequences of such changes.¹³⁶ Such concerns are important considerations, but all expert elicitation methods, and indeed, all quantitative research techniques, have their own sets of strengths and weaknesses. The challenge for researchers is not to identify the "best" elicitation method of all (if indeed one exists), but instead to choose the one that makes the most sense given the specific needs of the study and to shape the process so that known concerns are minimized.

We felt that our research team's considerable experience both in the use of Delphi generally and in its specific application to public defense workload standards development would help ensure the stability and success of the process and address some of the criticism of the research technique. For example, we took steps to prevent individual responses from being associated with the identity of the submitting party, although we actively encouraged panel members to openly discuss the reasoning behind their thinking if they felt comfortable doing so. We believed that panel member dropout would not be an issue during an in-person session taking place in a single day. And the process we employed adhered to the foundational principles of the Delphi method that have been in place for seven decades, even if some modern adaptations (such as the use of a web-based tool for collecting panel decisions and for sharing aggregate response information with the panel) were used.

As indicated at the outset of this chapter, we assembled a Delphi panel composed of well-regarded and experienced criminal defense attorneys. We discuss panelist selection more fully in a subsequent section, but a potential for bias exists as a function of the nomination process (organizations with varying degrees of interest in supporting the work of defenders were asked for panelist recommendations) and in the manner in which panel membership was determined

¹³⁶ For useful overviews of such criticisms, see Sinead Keeney, Felicity Hasson, and Hugh P. McKenna, "A Critical Review of the Delphi Technique as a Research Methodology for Nursing," *International Journal of Nursing Studies*, Vol. 38, No. 2, 2001; and Chia-Chien Hsu and Brian A. Sandford, "Delphi Technique," in Neil J. Salkind, ed., *Encyclopedia of Research Design*, SAGE Publications, Inc., 2010.

(nominees were free to accept or decline our invitation). One way we could have reduced the risk of bias would have been to select panelists on a random basis (perhaps using a sampling frame of attorneys who were members of the criminal law sections of their state bars and stratifying for geography and practice type), but we believed that assembling an expert panel with a set of knowledgeable and experienced defenders who were respected by their peers was our first priority.

The use of a panel composed entirely of experienced criminal defense attorneys can also raise questions of potential bias. One set of potential biases relates to the exclusive use of criminal defense attorneys. The second set relates to the attorneys' experience levels. First, such attorneys might have an incentive to inflate their estimates of the amount of time required to represent clients because the attorneys would directly benefit from reduced caseloads and increased funding for public defense. On the other hand, defense attorneys might be reluctant to acknowledge inadequacies in current practice, biasing their time estimates downward. Second, highly experienced attorneys, particularly private defense counsel, might ground their time estimates in an unreasonably high standard of practice, again inflating those estimates. On the other hand, experienced attorneys might also be more efficient, which would bias their estimates of the amount of time required by the average attorney downward.

One potential solution to the perceived incentive problem would be to include other criminal justice professionals, such as judges and prosecutors, in the panel, whether as full participants or in an advisory role without the power to enter time estimates. We chose to limit the panel to practicing criminal defense attorneys for multiple reasons. Most important, much of a defense attorney's work takes place outside the courtroom, is largely invisible to other participants in the proceedings, and has no direct analog on the prosecution side. Examples of such work include communicating with and supporting clients and their families; finding program placements to support alternative disposition plans; waiting to see clients in jail; investigating the client's social, educational, and health history; addressing collateral consequences; and preparing mitigation information. Prosecutors and judges do not possess the knowledge to weigh in on how much of this work is required to provide a constitutionally adequate defense, nor on how long it should take. Additionally, including prosecutors and judges in the Delphi process as advisory members or discussants might also have a chilling effect on the discussion, especially on conversations regarding practices that may not always be constitutionally adequate as a result of resource constraints. The decision to include in the Delphi panels only persons who do the type of work under discussion is in line with decisions made in previous public defender and judicial workload studies. All 17 previous state-level public defense workload studies conducted by six different organizations used current or former defense attorneys exclusively for an initial qualitative adjustment process involving Delphi panels or focus groups. Similarly, modern state-level judicial workload studies use judges and judicial officers exclusively for making similar adjustments.

With regard to the countervailing biases that may be introduced by including only experienced criminal defense attorneys with a reputation for high performance, it should be noted that many of the selected attorneys had experience training and supervising junior attorneys, giving them a close familiarity with both the activities performed and the time required by attorneys of a variety of experience levels. Indeed, during the Delphi panel discussions, panelists noted the need to not assume their own level of experience in formulating their time estimates but also to consider the time needs of attorneys of average experience. The instruction for panelists to ground their time estimates in a reasonable interpretation of the relevant professional standards rather than an ideal world in which time and resources were unlimited was also designed to counter any potential biases.

An issue sometimes raised about the Delphi method concerns reliability, and it is often framed in two distinct ways: (1) whether the accuracy of the consensus opinions elicited from the expert panels can be assessed and (2) whether the results of the process can be replicated if repeated. While these are legitimate concerns, they are less relevant when considering a research technique designed to answer questions for which hard data are unavailable or impractical to obtain and in which professional judgment is at the heart of the inquiry. As one observer noted:

Sackman (1975), in his critical review of the method, notes that Delphi studies are often oblivious to reliability measurements and scientific validation of the findings. Because the technique is intended to correct for lack of conclusive data by drawing on, and sharing, the knowledge and experience of experts (Fink et al. 1991), it should not be open to the same validation criteria as hard science. Murphy et al. (1998) note that the Delphi technique and other consensus development methods should not be viewed as a scientific method for creating new knowledge, but rather as processes for making the best use of available information, be that scientific data or the collective wisdom of participants. As Pill (1971, p. 62) suggested:

It is the questions of intuitive judgements, the marshalling of subconscious processes, dredging of half-formed ideas from the group memory that Delphi is most useful and as such, one cannot judge it on the same basis as a concrete measurement.¹³⁷

For example, one notable use of Delphi has been for forecasting, often by calling on leading experts in a particular field to contemplate the likelihood of events or developments taking place in the future. Although it is certainly possible to assess the accuracy of such findings by waiting an appropriate length of time to determine the percentage of predictions that actually come true, the reality is that when the forecasts were made there likely was not a more practical means than Delphi (or a similar group communication process) for utilizing the best information available (in this instance, expert knowledge and insight) to contemplate what the future might hold. An analogous situation exists in the context of public defense workload standard development. No

¹³⁷ Catherine Powell, "The Delphi Technique: Myths and Realities," *Journal of Advanced Nursing*, Vol. 41, No. 4, 2003, p. 380.

purely objective measurement currently exists for determining the exact number of witness interviews an attorney should conduct to provide effective assistance of counsel. In the absence of such information, a reasonable way to move forward to develop these critically necessary workload standards is by eliciting the group judgments reached by highly experienced practitioners who are well informed of controlling ethical and professional considerations. One of Delphi's most common applications is in needs assessment, which is the very type of question this study proposed to answer.¹³⁸

As for replicability, repeating a Delphi session using a different set of panelists can yield results that differ to some extent from those produced in an earlier session conducted in the same manner. The purpose of Delphi is to coalesce group opinion, and if the composition of the group changes, then changes in the group consensus are certainly possible. Research suggests that larger panel sizes reduce replicability concerns somewhat.¹³⁹ Larger panel sizes also allow greater heterogeneity across panel members, which in turn makes "the results more meaningful to a more varied population."¹⁴⁰ While one source has estimated that there were about 250,000 criminal defense attorneys employed in the United States in 2022, our pool of target participants was far smaller.¹⁴¹ As will be described subsequently (see the section titled "Expert Panel Selection" later in this chapter), the pool constituted the set of 105 attorneys recommended to us by five national organizations concerned with issues related to criminal defense in general and public defense in particular. The 33 panelists who participated in the Williamsburg conference made up about a third of that pool, a proportion that would help address replicability concerns, but they were self-selected, not randomly chosen. Essentially all recommended attorneys were invited, but the 33 were the only ones who accepted the invitation and were available to travel and attend the April 2022 conference (to be precise, a total of 55 recommended candidates accepted our invitation, although 22 later withdrew because of scheduling or health conflicts or were dropped for technical reasons).

We believe, however, that utilizing the national organizations' insight and knowledge of the backgrounds of all potential participants provided us with external objective evidence of the necessary expertise of all pool members, regardless of whether they volunteered or not. Separate from the question of expertise is the issue of whether the volunteers from the pool differed from

¹³⁸ See, e.g., Chia-Chien Hsu and Brian A. Sandford, "The Delphi Technique: Making Sense of Consensus," *Practical Assessment, Research, and Evaluation*, Vol. 12, No. 10, 2007; Harriett S. Chaney, "Needs Assessment: A Delphi Approach," *Journal of Nursing Staff Development*, April 1987.

¹³⁹ According to Wuestefeld et al., 2020, p. 20,

Small panel sizes and response rates may distort validity of the results of a Delphi study. There is little data on panel size and its effect on validity of reaching consensus. Yet, the reliability is thought to increase with panel size, while differences may be small with a panel of more than 12 experts. (citations omitted)

¹⁴⁰ Jane Chalmers and Mike Armour, "The Delphi Technique," in Pranee Liamputtong, ed., *Handbook of Research Methods in Health Social Sciences*, Springer, 2019.

¹⁴¹ Zippia, Inc., "Defense Attorney Demographics and Statistics in the US," webpage, September 9, 2022.

those who declined our invitation in ways that could interject bias into the results. Because we know little about the decliners other than that they had been recommended by the five national organizations, we are not in a position to assess this issue. The obvious need here is for the researchers to carefully choose the membership of the panel so that the experts included represent experienced thinking about the subject and are highly regarded by others in the same field. We believe we took such steps in our panel membership identification and recruitment stage.

One repeated criticism found in the literature regarding Delphi focuses not on the method itself but instead on researchers who have used the technique for their work and have failed to document their approach or appear to have addressed important design issues during the study on an ad hoc basis. A recent review of 34 Delphi studies seeking consensus recommendations from medical practitioners regarding pathophysiology, infection transmission or control, and management of coronavirus disease 2019 (COVID-19) during the early days of the pandemic (when quality information on such subjects was lacking and Delphi was an obvious choice for eliciting the opinions of these experts) concluded that all of the published reports were deficient in some way. The shortcomings noted included a lack of reported details on expert panel selection, measures used for gauging a consensus, and the criteria employed for signaling the end of the session.¹⁴²

Although we more fully describe some important aspects of our chosen Delphi process later in this chapter (see the “Expert Panel Selection” section) and in the next (see “Expert Panel Preparation and Session Procedures” in Chapter 4), the list that follows uses the quality assessment evaluation criteria employed in the COVID-19 study review as a framework for determining the appropriateness of our approach.¹⁴³

1. **Was the problem area to be studied explicitly defined and communicated to the panel members?** The panelists received written materials and participated in videoconferences providing background on the research and the key issues in play.
2. **Was the selection of panelists based on objective and predefined criteria and related to the problem under study?** We developed a selection strategy that asked national organizations for recommendations of attorneys skilled in adult criminal defense, the subject matter of this study. Only attorneys so recommended would receive an invitation to participate. Although the specific criteria for membership were predefined, some subjective considerations were included in our request to the national organizations.
3. **Did the Delphi session include iterative discussions among panelists, provide controlled feedback of response statistics to the panel, and maintain strict anonymity of the panel members and their responses?** We used a roundless Delphi approach and an in-person session. Panelist discussions were continuous and largely unstructured, although they were eventually focused on case types in which measures of consensus were less favorable. Participants received real-time updates of multiple

¹⁴² Nasa, Jain, and Juneja, 2021.

¹⁴³ Nasa, Jain, and Juneja, 2021, pp. 118–121.

summary statistics for submitted responses as values changed. Anonymity of responses was complete (neither the panelists nor the research team knew who submitted each estimate), but as is true for all in-person Delphi sessions, the identities of the panelists was not a secret. Although any open discussion would not be anonymous, the panelists could submit text comments and questions anonymously that would be immediately displayed to the group.

4. **Were the criteria for stopping the Delphi rounds based on consensus or stability and identified *a priori*? Were there alternative plans or methods to drop items if consensus was used as a stopping criterion of Delphi rounds?** In advance of the Delphi session, we chose the CoV for the distribution of recommended attorney hours for each study case type as both the consensus measure and the stability statistic. Group discussions would be focused on case types with consensus measures exceeding 0.5. Submissions of recommended average hours for case types would not be halted until the overall session itself was ended, although in actuality there were few submissions once a case type's consensus measure dropped below 0.5. Session end was defined as the earlier of either the predetermined cutoff time (5:00 p.m. Eastern) or when there were no meaning changes across all case types' stability statistics.

Summary of Key Ethics Rules and Professional Guidance

The purpose of this study is to produce a reliable professional consensus of the amount of time it should take, on average, for a lawyer to meet the *Strickland* standard for criminal defense services in different types of cases. In preparing the expert panel, we emphasized that “reasonably effective assistance of counsel” does not mean ideal or unlimited assistance, nor does it require pursuing every legal theory or every investigatory lead imaginable no matter how improbable. Rather, the panel should simply draw on the “prevailing professional norms” of practice and applicable ethics rules for understanding what a criminal defense attorney needs to do for each and every client.

Throughout the progeny of *Strickland*, the Supreme Court has repeatedly looked to various ABA practice standards as indicators of what those norms are. In *Padilla v. Kentucky*, for example, the Court noted,

We long have recognized that “[p]revailing norms of practice as reflected in American Bar Association standards and the like . . . are guides to determining what is reasonable” Although they are “only guides,” and not “inexorable commands,” these standards may be valuable measures of the prevailing professional norms of effective representation. . . .¹⁴⁴

Strickland specifically referred to the ABA's Defense Function Standards as an example of such guidance.¹⁴⁵ Another source for prevailing norms is the ABA's Model Rules, which have been adopted outright by most states and with minor modifications in all others. Accordingly,

¹⁴⁴ *Padilla v. Kentucky*, 559 U.S. 356, 366–67, 2010 (citations omitted).

¹⁴⁵ *Strickland v. Washington*, 466 U.S. 688, 1984.

our study uses both the Model Rules and the Defense Function Standards as our key sources for defining prevailing professional norms for determining reasonably effective assistance of counsel.¹⁴⁶

Our research team asked the panelists to refer to these key sources as they considered the attorney work needed and the time it would take to perform such work in each activity type and case type. Panelists participated in a webinar review of the applicable guidance in this area and received a written summary of those sources of prevailing professional norms to be referenced while completing the initial response chart and throughout the Delphi session.¹⁴⁷ In this way, authoritative ethics rules and practice standards anchor this study. In the next section, we briefly summarize the guidance presented to the panelists.

ABA Model Rules of Professional Conduct

The Model Rules address both the responsibilities of lawyers in representing a particular client and also situations in which a lawyer is not permitted to represent a client or must withdraw. The Model Rules are direct and straightforward, and, when adopted at a jurisdictional level, they apply with equal weight to both public defense providers and criminal defense attorneys who have paying clients.¹⁴⁸ The Model Rules have important implications for public defenders facing excessive caseloads.

The Model Rules require lawyers to provide competent representation, exercise diligence, and communicate with the client concerning the subject of the representation, as follows:

- Rule 1.1 Competence: A lawyer shall provide competent representation to a client. Competent representation requires the legal knowledge, skill, thoroughness, and preparation reasonably necessary for the representation.
- Rule 1.3 Diligence: A lawyer shall not neglect a legal matter entrusted to the lawyer.¹⁴⁹

¹⁴⁶ As noted earlier, the Model Rules used in this inquiry have been adopted in some form in all 50 states, and the U.S. Supreme Court has held that the Defense Function Standards are “valuable measures” for determining what is reasonably effective assistance of counsel pursuant to prevailing professional norms. These two bodies of law, therefore, are appropriate sources of prevailing professional norms to determine workload standards to be applicable in every state in the country.

¹⁴⁷ The specific materials provided to panelists are on file with the authors and are available on request. They can also be found at ABA SCLAID, “National Public Defense Workloads Standards,” webpage, July 20, 2023. As of July 24, 2023: https://www.americanbar.org/content/aba-cms-dotorg/en/groups/legal_aid_indigent_defense/indigent_defense_systems_improvement/natl-pub-def-standards/

¹⁴⁸ “The Rules provide no exception for lawyers who represent indigent persons charged with crimes” (ABA Formal Opinion 06-441, 2006).

¹⁴⁹ The Defense Function Standards similarly provide that

Defense counsel should act with diligence and promptness in representing a client . . . [b]ut defense counsel should not act with such haste that quality representation is compromised. Defense counsel and publicly funded defense entities should be organized and supported with adequate staff and facilities to enable them to represent clients effective and efficiently” (Defense Function Standard 4-1.9(a) [ABA, 2017]).

- Rule 1.4 Client-Lawyer Relationship: (a) A lawyer shall . . . (2) reasonably consult with the client about the means by which the client’s objectives are to be accomplished; (3) keep the client reasonably informed about the status of the matter; (4) promptly comply with reasonable requests for information . . . (b) A lawyer shall explain a matter to the extent reasonably necessary to permit the client to make informed decisions regarding the representation.¹⁵⁰

Additionally, the Model Rules create clear obligations for attorneys, including

the responsibilities to keep abreast of changes in the law; adequately investigate, analyze, and prepare cases; act promptly on behalf of clients; communicate effectively on behalf of and with clients; control workload so each matter can be handled competently; and, if a lawyer is not experienced with or knowledgeable about a specific area of the law, either associate with counsel who is knowledgeable in the area or educate herself about the area.¹⁵¹

Excessive workloads create conflicts for lawyers in violation of their ethical obligations. Model Rule 1.7(a)(2) provides that a lawyer shall not represent a client if the representation involves a concurrent conflict of interest. According to the rule, a concurrent conflict exists when there is a significant risk that the representation of one or more clients will be materially limited by the lawyer’s responsibilities to another client. That is exactly what happens when a lawyer represents more clients than he or she can competently represent. Model Rule 1.16(a) requires a lawyer to withdraw from the representation of a client if the representation will result in a violation of the rules of professional conduct.

Model Rule 5.1 provides that a lawyer with supervisory or managerial authority in the organization is responsible for another lawyer’s violation of the Rules of Professional Conduct if he or she orders, or with knowledge of the specific conduct, ratifies the conduct involved, or if he or she knows of the conduct at a time when its consequences can be avoided or mitigated and fails to take reasonable remedial action. Accordingly, the responsibility for violations of Model Rule 1.16(a) and 1.7(a)(2) caused by excessive caseloads may fall squarely on the shoulders of the supervising or lead attorney within the public defense provider.

ABA Criminal Justice Standards

The ABA Standards for Criminal Justice (otherwise known as the Criminal Justice Standards) are the preeminent substantive practice standards on all aspects of criminal law and the operations of the criminal justice system. These standards “are the result of the considered judgment of prosecutors, defense lawyers, judges and academics who have been deeply involved in the process.”¹⁵² The Criminal Justice Standards have been cited by federal courts in more than

¹⁵⁰ ABA, 2023.

¹⁵¹ ABA Formal Opinion 06-441, 2006, p. 3.

¹⁵² Martin Marcus, “The Making of the ABA Criminal Justice Standards,” *Criminal Justice*, Vol. 23, No. 4, 2009, p. 15.

700 opinions.¹⁵³ They cover every aspect of criminal justice, including separate volumes on criminal appeals, the defense function, discovery, DNA evidence, guilty pleas, mental health, pretrial release, the provision of public defense services, the prosecution function, prosecutorial investigations, sentencing, speedy trial issues, and the treatment of prisoners, among others.

The Defense Function Standards are the sections of the ABA Criminal Justice Standards that comprehensively address the duties of a criminal defense lawyer. The Defense Function Standards are the result of a lengthy process that began in 1964 and culminated with the approval and publication of a fourth edition of the standards by the ABA in 2015.¹⁵⁴ They are the most relevant standards to reference in reaching a professional consensus about what a criminal defense lawyer should do to provide reasonably effective assistance of counsel.

As noted above, prior to the in-person meeting in Williamsburg, each study participant was asked to review a summary of the applicable ethics rules and Defense Function Standards and attend a webinar presentation at which the rules and standards would be discussed.¹⁵⁵ Both the written summary and the review focused on rules and standards governing fundamental aspects of defense lawyer practice, including

- communications with clients¹⁵⁶
- pretrial release determinations¹⁵⁷
- discovery and investigations¹⁵⁸
- clients with mental disorders¹⁵⁹
- activities required before recommending a plea to a client¹⁶⁰
- hearings and trials¹⁶¹
- sentencing.¹⁶²

¹⁵³ Marcus, 2009, p. 2.

¹⁵⁴ Rory K. Little, “ABA’s Project to Revise the Criminal Justice Standards for the Prosecution and Defense Functions,” *Hastings Law Journal*, Vol. 62, 2011.

¹⁵⁵ The discussion focused on the Defense Function Standards but also included discussion of relevant portions of other Criminal Justice Standards, including the Standards on Mental Health, Discovery, Guilty Pleas, and Pretrial Release.

¹⁵⁶ See, e.g., Defense Function Standard 4-3.1, 4-3.3, 4-3.9, 4-5.1(b), and 4-5.2(b) (ABA, 2017).

¹⁵⁷ See, e.g., Defense Function Standard 4-3.2 (ABA, 2017).

¹⁵⁸ See, e.g., Defense Function Standard 4-3.7(b), 4-4.1, and 4-4.5 (ABA, 2017).

¹⁵⁹ See, e.g., ABA Criminal Justice Standards on Mental Health 7-1.4 (ABA, *Criminal Justice Standards on Mental Health*, August 8, 2016).

¹⁶⁰ See, e.g., Defense Function Standard 4-6.1 (ABA, 2017); ABA Criminal Justice Standards on Guilty Pleas Standard 14-3.2(b) (ABA, 2016).

¹⁶¹ See, e.g., Defense Function Standard 4-4.6 (ABA, 2017).

¹⁶² See, e.g., Defense Function Standard 4-8.3 (ABA, 2017).

Because more than 90 percent of state court criminal cases resolve prior to trial,¹⁶³ we placed particular emphasis on standards that are applicable before recommending a plea to a client. For example, defense counsel has a duty to explore disposition without trial and to “promptly communicate to the client every plea offer.”¹⁶⁴ In addressing pleas with clients, defense counsel must be candid; “not intentionally understat[ing] or overstat[ing] the risks, hazards, or prospects of the case or exert[ing] undue influence on the client’s decisions regarding a plea.” For this reason, the Defense Function Standards directly address the duties a defense lawyer must fulfil prior to a plea being recommended. Standard 4-6.1(b) provides as follows:

In every criminal matter, defense counsel should consider the individual circumstances of the case and of the client and should not recommend to a client acceptance of a disposition offer [plea] *unless and until appropriate investigation and study of the matter has been completed*. Such study should include discussion with the client and analysis of the relevant law, the prosecution’s evidence, and potential dispositions and relevant collateral consequences. Defense counsel should advise against a guilty plea at the first appearance, unless, after discussion with the client, a speedy disposition is clearly in the client’s best interest.¹⁶⁵

The Defense Function Standards further state that defense counsel “should not recommend to a defendant acceptance of a disposition without appropriate investigation. Before accepting or advising a disposition, defense counsel should request that the prosecution disclose any information that tends to negate guilt, mitigates the offense or is likely to reduce punishment.”¹⁶⁶

Case Type and Activity Type Category Development

Case Types

Drawing from similar work conducted in the state-level workload studies, we developed a set of case type categories that capture the bulk of public defense representations in adult criminal

¹⁶³ An NCSC analysis of 91 state court jurisdictions in 21 states (nearly all of which were located within the 300 most populous counties in the country) found that just 8 percent of misdemeanor cases and 5 percent of felony cases reached the trial stage (Brian J. Ostrom, Lydia E. Hamblin, Richard Y. Schauffler, and Nial Raaen, *Timely Justice in Criminal Cases: What the Data Tells Us*, National Center for State Courts, August 2020, p. 24).

¹⁶⁴ Defense Function Standard 4-6.1(a) and 4-5.1(c) (ABA, 2017).

¹⁶⁵ Defense Function Standard 4-6.1(b) (emphasis added) (ABA, 2017). Also see the following: “The court should not accept the plea where it appears the defendant has not had the effective assistance of counsel” (ABA Criminal Justice Standards, Guilty Pleas, Standard 14-1.4[d]); ABA Criminal Justice Standard 14-2.1, which notes that a defendant should be permitted to withdraw a plea if the defendant was denied the effective assistance of counsel; and “To aid the defendant in reaching a decision, defense counsel, after appropriate investigation, should advise the defendant of the alternatives available and address considerations deemed important by defense counsel or the defendant in reaching a decision. Defense counsel should not recommend to a defendant acceptance of a plea unless appropriate investigation and study of the case has been completed” (ABA Criminal Justice Standard 14-3.2[b]) (ABA, 2017).

¹⁶⁶ Defense Function Standard 4-6.2(d) (ABA, 2017).

cases at the state trial-court level. These categories were the ones used by our expert panel as they considered questions related to average attorney hour estimates in different types of cases. In the development of these categories, we were mindful of three needs: (1) the categories must be defined in a way that would translate into various state criminal codes in a straightforward manner, (2) they must reflect reasonable assumptions about relative differences between necessary average attorney time expenditures, and (3) they must make intuitive sense to experienced defenders when asked to consider their own caseloads without requiring them to refer to a detailed list of statute citations. The case types chosen for this study encompass representations arising out of probation and parole violation proceedings, DUIs, non-DUI misdemeanor prosecutions with a potential for incarceration, and noncapital/non-DUI felony prosecutions (Table 3.3).

Using the combined experiences of our research team members in conducting public defense weighted caseload studies, we believe that defenders with extensive backgrounds in representing clients in a variety of state trial-level court cases would be able to divide their felony representations into three relative severity groups (High, Mid, and Low), misdemeanors into two groups (High and Low), and DUIs (including both those charged as felonies and those charged as misdemeanors) into two groups (High and Low). The Felony–High categories were further divided by carving out offenses with a potential for LWOP, intentional homicide offenses, and sex offenses, distinguishing those specific subcategories from a catchall Felony–High–Other grouping.

Table 3.3. NPDWS Case Types

Case Type	Description	Sentencing Range	Examples
01: Felony–High–LWOP	Felonies with possible sentences of LWOP	LWOP	
02: Felony–High–Murder	Non-LWOP felonies involving intentional killing of a person	Up to life with possibility of parole	First-degree murder, malice murder, second-degree murder, felony murder
03: Felony–High–Sex	Non-LWOP felonies involving serious sex offenses	More than 15 years (including life with possibility of parole)	Rape, aggravated sexual assault, child sex abuse, child pornography with victim
04: Felony–High–Other	Non-LWOP felonies (including DUIs resulting in death) other than charges falling into the high felony categories for murder or serious sex offenses	More than 15 years (including life with possibility of parole)	Negligent homicide, manslaughter, aggravated assault, assault with a deadly weapon, kidnapping
05: Felony–Mid	Felonies (including DUIs resulting in death) including serious property crimes, serious drug distribution crimes, and less serious violent crimes	Possible sentences of 3 to 15 years	Arson, armed robbery, grand theft, breaking and entering, drug distribution or manufacturing, battery

Case Type	Description	Sentencing Range	Examples
06: Felony–Low	Felonies (including DUIs resulting in death) including less serious property crimes, less serious drug felonies, and minor crimes of violence	Possible sentences of up to 2 years	Theft, larceny, burglary, simple assault
07: DUI–High	Repeat DUIs, serious DUIs, and DUIs causing nonfatal injuries (can be a felony or misdemeanor)	Possible sentences of more than 2 years	
08: DUI–Low	First or successive DUIs (typically misdemeanors)	Possible sentences of up to 2 years	
09: Misdemeanor–High	Serious misdemeanors (other than DUIs) involving enhanceable misdemeanors (such as misdemeanors triggering repeat offender sentencing), sex misdemeanors, or violent misdemeanors	Any	Domestic violence, misdemeanor assault, misdemeanor animal cruelty, exposure
10: Misdemeanor–Low	Less serious misdemeanors (other than DUIs or those falling into the high misdemeanor category)	Any	Petty theft, drug possession, drug paraphernalia, trespass, status offenses, criminal traffic offenses
11: Probation or Parole Violations	Probation or parole violations derived from either felony or misdemeanor offenses	Any	

The “Sentencing Range” and “Examples” columns in Table 3.3 are intended to illustrate relative differences between categories within the felony and misdemeanor divisions. Many states use indeterminate sentencing, which means that workload standards categories based solely on potential sentence length at the time of arrest or when the charging document is filed would present challenges to administrators trying to map the case types to specific sections of a state’s criminal code. A related problem would even apply in states with determinate sentencing because there are no universally accepted rules for defining, for example, high-, medium-, and low-severity felonies on the basis of potential jail or prison time. The ranges provided in Table 3.3 are simply a way to help panelists think about the high, mid, and low types in terms of those involving the highest-severity sentences, those with the lowest, and a middle group with “typical” consequences for a felony conviction. The same applies to the examples shown in the table. Misdemeanor animal cruelty is commonly punishable by up to one year in jail, and we included it in the table to illustrate what might constitute a Misdemeanor–High “serious misdemeanor” case. But there certainly are states where a first conviction would be limited to about three months imprisonment, which would likely be considered a low-level misdemeanor by defenders practicing in those jurisdictions. Our intent was for panelists to focus on relative severity rather than on the examples provided, which may or may not be a good fit as applied to their practice states’ legal regimes. This further allows for flexibility to account for jurisdictional differences when applying these case types.

Mandatory sentencing enhancements, three-strikes laws, and multiple counts can turn an ostensibly low-level criminal case (as defined in our case type table) into a prosecution with decades of imprisonment on the line. We asked the panelists to focus only on the most serious charge in a case for the purpose of case type assignment. For example, if they have had Felony–Low cases with life sentences as potential consequences because of some sort of enhancement, they were instructed to nevertheless include such representations in their estimates for the Felony–Low category proportional to the relative frequency in which such situations were actually encountered.

We did not include capital crimes, in part because defendants in such matters are often represented by specialized counsel, private law firms, or units within public defender offices that have funding streams and compensation policies that are distinct from those applicable to traditional public defense providers. Another reason for carving out capital cases is that this specialized practice has long been the subject of close scrutiny by researchers, public defense administrators, advocacy organizations, and policymakers, thus reducing (although certainly not eliminating) concerns over excessive caseloads and resource shortfalls when compared with the situation arising from the far greater numbers of misdemeanor and noncapital felony prosecutions in this country.¹⁶⁷

It should also be noted that public defense counsel routinely represent adult clients in matters that fall outside the 11 categories listed in Table 3.3. Such matters can include, for example, extradition hearings, the seeking of postconviction relief, contempt proceedings, sentence modifications and reviews, witness representations, and civil commitments. We did not include these types of representations because of the significant diversity between states in the procedural and substantive law applicable to such proceedings and because local public defense delivery system policies differ markedly as to whether defenders would be appointed to represent clients in matters not directly related to a current prosecution.

The members of the expert panel were asked to consider a case as involving all charges filed against a client arising out of a single event or series of events and being prosecuted together. They were further asked to remember that the classification of that case for the purposes of this exercise would be by highest charge. Thus, if any charge in a case involved a felony with a possible sentence of LWOP, then the case would be classified as a Felony–High–LWOP regardless of what the other charges were; if no Felony–High–LWOP charges were present but the prosecution involved an allegation of intentionally killing a person, the case would be classified as a Felony–High–Murder regardless of what the other charges were, and so on. This sort of hierarchy based on both sentence severity and offense subject matter for the purpose of assigning a single case type designation to multicharge appointments is common in case management systems used by courts and indigent defense providers.

¹⁶⁷ See, e.g., ABA, *Guidelines for the Appointment and Performance of Defense Counsel in Death Penalty Cases*, February 2003.

Activity Types

As was done in the majority of the public defense workload studies we reviewed, we developed a set of eight activity type categories to capture panelists' estimates at the task level (Table 3.4). We kept the total number of categories to a minimum to reduce any burden on the panelists when developing their estimates. We instructed the panelists to consider only attorney time. For example, they were asked not to include time a staff member or outside investigator spends investigating one of their cases, but they would include the time an attorney spends supervising and meeting with the investigator, going over the investigator's work, and any additional follow-up work conducted directly by the attorney. In addition, only time directly spent on individual cases was sought, which would exclude time spent, for example, in general team or office meetings, professional training, travel, or waiting.

Table 3.4. NPDWS Activity Types

Activity Type	Definition	Includes	Excludes
Client communication and care	Time spent communicating with client or arranging care, support, or other personal and social services for the client	- All out-of-court communication with clients (mail, phone, video call, in person, etc.) as well as communication with client family members related to the criminal case - Client care and support activities performed by the trial attorney, including working with social services, treatment providers, or outside agencies on behalf of clients, as well as handling medical, family, or other issues affecting the client during a criminal case	- Meetings or communications to prepare client or family members for court hearings, which falls under Court Preparation - Arranging services exclusively related to Sentencing and Mitigation, which falls under Sentencing and Mitigation - Time spent traveling or waiting to meet with client.
Discovery and investigation	Time spent on investigation of the case and exchange of discovery with the prosecution	- Requesting and reviewing discovery materials and other case-related documents, materials, recordings, or other evidence - Case-related investigation activities conducted by the attorney, such as viewing the scene and physical evidence, canvassing for witnesses, preparing for witness interviews, and interviewing witnesses, preparing subpoenas, taking photos or videos, and working with and supervising investigators - Reviewing, analyzing, and organizing case-related materials and evidence; case file documentation - Drafting memos or notes related to discovery and investigation	
Experts	Time spent hiring and working with pretrial and trial experts (but	Locating, interviewing, corresponding with, consulting with, and reviewing reports of experts for the defense, including experts related to competency	Experts exclusively related to Sentencing and Mitigation, which

Activity Type	Definition	Includes	Excludes
	excluding experts exclusively related to sentencing)	and other pretrial matters, as well as trial experts	falls under Sentencing and Mitigation
Legal research, motions practice, other writing	Time spent on legal research and writing	Research; drafting of motions, pleadings, briefs, etc. related to pretrial, motions, or trial, including any written submission to the prosecutor related to negotiations	Research or writing exclusively related to Sentencing and Mitigation, which falls under Sentencing and Mitigation
Negotiations	Time spent on resolving the matter or any part of the matter by agreement	Discussions with a prosecutor or officer to dismiss a case or resolve by plea bargain	
Court preparation	Time spent preparing for any and all pretrial hearings, as well as trial	- Preparing for factual and legal arguments at hearings - Preparing for direct examinations, cross-examinations, voir dire, etc. - Client and/or family preparation for hearing and trial - Subpoenaing and preparing witnesses - Preparing materials for court, including exhibits and presentations - Defense team meetings or other consultation with colleagues specifically in preparation for hearing or trial - Moot arguments and mock examinations	Preparation for hearings exclusively related to Sentencing and Mitigation, which falls under Sentencing and Mitigation
Court time	Time spent in court for pretrial hearing and trial	- Attending pretrial hearings, such as initial appearance, bail hearings, status hearings, competency proceedings, motions hearings, etc. - Trial (bench or jury)	- Travel time and waiting time - Court time related to Sentencing and Mitigation, which falls under Sentencing and Mitigation
Sentencing and mitigation and post-adjudication	Time spent preparing for sentencing, attending sentencing hearing(s), and on any postadjudication activities	- Developing or collecting evidence to be used in sentencing - Witness preparation for sentencing hearings - Consulting with sentencing and mitigation experts - Preparing for sentencing, including review and rebuttal of prosecutorial sentencing materials - Preparing for and attending sentencing hearings - Addressing fines, fees, and restitution - Filing postadjudication motions or notices, e.g., notice of intent to appeal or waiver of appeal, motion or request for appellate counsel, motion for DNA expungement - Preparing and filing any required documentation for appeal, e.g., statement of issues - Preparing file for appeal or transition to appellate attorney - Communication with appellate attorney	

Expert Panel Selection

When using the Delphi method to structure a group communication process, “choosing the appropriate subjects [to serve as experts] is the most important step in the entire process because it directly relates to the quality of the results generated.”¹⁶⁸ To help us in our expert panel selection, we reached out to five major national organizations with a focus on the provision of effective assistance of counsel in criminal cases: Gideon’s Promise,¹⁶⁹ the National Association for Public Defense (NAPD),¹⁷⁰ the National Association of Criminal Defense Lawyers (NACDL),¹⁷¹ the National Criminal Defense College (NCDC),¹⁷² and NLADA.¹⁷³ All five organizations were asked to nominate several attorneys with expertise in adult criminal defense in state trial-level courts and a track record of good practice. The research team requested that each group identify a diverse group of criminal defense lawyers, in terms of gender identity, race, and ethnicity, as well as geography and practice type (e.g., public defenders, appointed private counsel, private counsel with contracts to provide indigent defense, and private counsel who primarily or exclusively represent paying clients). We further asked that the nominated attorneys have significant experience in misdemeanor cases, in felony cases, or in a mix of both. Importantly, we asked the organizations to identify attorneys “to whom you would send a beloved family member if he/she/they found themselves in the unfortunate circumstance of being charged with a crime.”

We discouraged the nomination of expert panelists who primarily or exclusively handle white-collar crimes (not a particular focus for indigent defenders) or case types outside the scope of this project (e.g., appeals, juvenile, or death penalty prosecutions). We further discouraged the nomination of those who primarily serve as public defense system administrators or supervisors

¹⁶⁸ Hsu and Sandford, 2007, p. 3.

¹⁶⁹ Gideon’s Promise describes itself as “a nonprofit public defender organization whose mission is to transform the criminal justice system by building a movement of public defenders who provide equal justice for marginalized communities” (Gideon’s Promise, “What We Do” webpage, undated).

¹⁷⁰ NAPD’s stated purpose is to engage “all public defense professionals into a clear and focused voice to address the systemic failure to provide the constitutional right to counsel, and to collaborate with diverse partners for solutions that bring meaningful access to justice for poor people” (NAPD, “Statement of Purpose,” webpage, undated.)

¹⁷¹ NACDL’s self-described mission “is to serve as a leader, alongside diverse coalitions, in identifying and reforming flaws and inequities in the criminal legal system, and redressing systemic racism, and ensuring that its members and others in the criminal defense bar are fully equipped to serve all accused persons at the highest level” (NACDL, homepage, undated).

¹⁷² NCDC indicates that it has provided “over 9,000 defense attorneys with transformative trial-skills training through its comprehensive Trial Practice Institute and shorter weekend programs on specific trial skills topics, all staffed by faculty who are talented and successful courtroom lawyers, trainers and coaches” (NCDC, “History of NCDC,” webpage, undated).

¹⁷³ NLADA states that it “leads a broad network of advocates on the frontlines to advance justice and expand opportunity for all by promoting excellence in the delivery of legal services for people who cannot afford counsel” (NLADA, “About NLADA,” webpage, undated).

unless they also retain a significant trial caseload. And we emphasized the importance of significant experience in the state courts rather than federal courts only.

In total, we received 119 nominations from the five organizations identifying 105 attorneys (some nominees had been recommended by more than one organization). We then drafted a letter to the nominees explaining the study's purpose and approach and informing them that they had been nominated to participate as an expert panelist. We explained that we anticipated that the expert panel conference would be held in person and that the project would cover reasonable travel expenses. The inclusion of an assurance to cover nearly all travel expenses was an important part of our outreach. We were aiming for a diverse panel of experts from across the country, including rural and urban jurisdictions. Covering travel expenses ensured that no individual was precluded from participation based on financial resources or remoteness of practice.

Because the study was still underway during what we hoped to be the waning days of the coronavirus pandemic, we required proof of COVID-19 vaccination as a condition of participation, along with the wearing of masks if required:

It should be also noted that at the present time, we anticipate that the Delphi panelists will meet in an all day, in-person session at the National Center for State Courts in Williamsburg, VA on February 3, 2022. . . . **In addition, panelists will be required to provide proof of full vaccination against COVID- 19 before admission to the in-person session and, if NCSC or local health authorities require them to do so, wear masks at all times indoors during the session unless actively eating or drinking.** Please note that should public health considerations or other factors make an in-person session impractical, the Delphi session will still take place on February 2–4, 2022, but as a virtual event instead.

In addition, we required certain commitments from the candidates if they wished to be considered for panel membership:

This study will require the participant to: (1) review background materials provided by the project team on criminal defense and ethical standards, as well as summary data regarding existing public defense workload studies; (2) virtually attend background webinars (up to 2); and (3) attend an in-person session in Williamsburg, VA on February 3, 2022 (air travel is likely to take place on February 2 and 4) with proof of full vaccination against COVID-19 and agree to wear masks if asked to do so. Will you be willing to participate in this study if selected, including traveling to Williamsburg for the in-person session as described as well as reviewing project materials and viewing the webinars?

A total of 54 attorneys agreed to the above requirements. We then assessed the degree to which each of the candidates possessed extensive state trial-level court criminal defense experience, excluding those whose career was primarily based in the federal courts, specialty courts, or in organizational leadership (the candidate's current position, such as working for a federal defender office or in an advocacy organization, would not serve as a basis for exclusion

as long as the requisite state court defense experience was present). Six candidates were excluded as a result of that review.

Reported uses of the Delphi method have described panels as small as seven members and some exceeding 1,000 members. According to the experiences of our research team in using Delphi for expert opinion elicitation, we believed that having between 30 and 40 panelists would strike a reasonable balance between enhanced expert diversity, stability of the results, and the logistical and organizational challenges of having many people in a single room trying to engage in meaningful discussions.¹⁷⁴ Accordingly, we divided the 49 potential panelists into two groups, one set of candidates to whom we would immediately offer panel membership, and another group that would be kept in reserve in the event that any of the initial set withdrew or were removed because of a failure to comply with the mandatory requirements set forth above. Nearly all who received our initial offer to join the panel accepted, although we later deemed two invitees to be ineligible because of noncompliance with project requirements.

By the end of December, however, the delta variant of COVID-19 was grabbing headlines and causing major disruptions in air travel. A virtual conference was initially considered as a possible alternative, but we continued to believe that an in-person session would offer the best opportunity for facilitating group consensus on our research questions. Out of an abundance of caution, we moved the February 3 event to April 28, 2022, but kept all other aspects of panel requirements and activities the same. Unfortunately, the change in date caused several of our original panelists to withdraw because of work conflicts. Thankfully, we had our reserve of equally qualified candidates on which to draw and eventually received 35 commitments to the new date from both the original invitees and from the reserve candidates who agreed to participate. With two last-minute withdrawals because of injury or workload pressures, 33 panelists ultimately made up our expert panel. (Table 3.5 lists the final panelists and their positions at the time of the conference.) Short biographies for these panelists can be found in Appendix A.

¹⁷⁴ See discussion of the relationship between sample size and stability in Anthony F. Jorm, “Using the Delphi Expert Consensus Method in Mental Health Research,” *Australian and New Zealand Journal of Psychiatry*, Vol. 49, No. 10, 2015, p. 891.

Table 3.5. Expert Panelists for the NPDWS

Panelist Name	Title and Organization
Jenny P. Andrews	Director of Training, Indigent Defense Improvement Division, Office of the State Public Defender, Oakland, California
Tamar R. Birkhead	Attorney, Parrett Porto Parese and Coldwell PC, Hamden, Connecticut
Alison Bloomquist	Vice President of Strategic Alliances and Innovation, National Legal Aid and Defender Association, Washington, D.C.
Carmen Brooks	Assistant Federal Defender, Federal Defender Program, Inc. (Northern District, Georgia), Atlanta, Georgia
Jason H. Broth	Assistant Public Defender, DeKalb County Public Defenders, Atlanta, Georgia
Thomas Carver	Attorney, Carver & Associates, Springfield, Missouri
Eric J. Davis	Chief of the Felony Trial Division, Harris County Public Defender's Office, Houston, Texas
C. Dawn Deaner	Attorney & Executive Director, Choosing Justice Initiative, Nashville, Tennessee
Damaris Del Valle	Deputy Chief of Felonies, Law Offices of the Public Defender, Carlos J. Martinez, Miami, Florida
Carrie Ellis	Misdemeanor Chief and Training Director, Harris County Office of Managed Assigned Counsel, Houston, Texas
Karl Fenske	Deputy Public Defender IV, Los Angeles County Public Defender's Office, Los Angeles, California
Carey Haughwout	Public Defender for Palm Beach County, Office of the Public Defender, 15th Judicial District, West Palm Beach, Florida
Aaron Hawbaker	Supervisor, Iowa Adult Public Defender Office, Waterloo, Iowa
Gemayel Haynes	Team Lead, Senior Litigator, Harris County Public Defender's Office, Houston, Texas
Bryan Kennedy	Senior Assistant Public Defender, Office of the Public Defender, Fairfax, Virginia
Andrea Konow	Senior Trial Attorney, Defender Association of Philadelphia, Philadelphia, Pennsylvania
Rick Kroeger	Associate Attorney, Simmons Hanly Conroy, LLC, Alton, Illinois
La Mer Kyle-Griffiths	Assistant Public Defender, Santa Barbara County Office of the Public Defender, Santa Barbara, California
Elizabeth Lashley-Haynes	Deputy Public Defender IV, Los Angeles County Office of the Public Defender, Los Angeles, California
Corrie-Ann Mainville	Public Defender, Connecticut Division of Public Defender Services, Litchfield, Connecticut
Alexzandria Poole	Director of Defender Initiatives, Zealous, Detroit, Michigan
Diane DePietropaolo Price	Assistant Deputy Public Defender, New Jersey Office of the Public Defender, Camden, New Jersey
Heather Rogers	Public Defender, Santa Cruz County Office of the Public Defender, Santa Cruz, California
Jamie C. Schickler	Managing Attorney of the Behavioral Health Division and Co-Director of the Intern/Extern Program, Law Office of the DeKalb County Public Defender, Atlanta, Georgia
Georgia L. Sims	Assistant Deputy Public Defender, Public Defender of Metropolitan Nashville & Davidson County, Nashville, Tennessee
S. Christie Smith IV	Senior Partner, Smith Advocates LLC, Leesville, Louisiana

Panelist Name	Title and Organization
Ryan Swingle	Attorney, Ryan J. Swingle Attorney at Law, Athens, Georgia
Amber L. Tucker	Owner/Principal, The Law Office of Amber L. Tucker, LLC, Portland, Maine
Colette Tvedt	Attorney, Law Firm of Colette Tvedt LLC, Denver, Colorado
Andre Vitale	First Assistant Deputy Public Defender, Trial Chief, New Jersey Office of the Public Defender, Jersey City, New Jersey
Nanzella Whitfield	Managing Director, Northern Region, Public Defender Division, Massachusetts Committee for Public Counsel Services, Boston, Massachusetts
Glover Wright	Assistant Public Defender, Law Office of the Shelby County Public Defender, Memphis, Tennessee
Lorinda Youngcourt	Trial Attorney, Federal Defenders of Eastern Washington and Idaho, Spokane, Washington

Our original target for the size of the panel was about 35 members, but with a pool of 105 recommended attorneys at the start of the selection process that was reduced to just the 54 who accepted our invitation to participate, we had few options for selecting a panel that could be stratified along gender, racial, ethnic, age, state, urban versus rural, or practice type lines to better represent the demographics of defenders in the United States. We did not collect information from the final panelists as to their gender, race, or ethnicity. We do know that there was at least one panelist from 19 different states, with California, Texas, and Tennessee contributing a total of 11 panelists. State breakdowns are as follows: California: five panelists, Colorado: one, Connecticut: two, District of Columbia: one, Florida: two, Georgia: four, Iowa: one, Illinois: one, Louisiana: one, Massachusetts: one, Maine: one, Michigan: one, Missouri: one, New Jersey: two, Pennsylvania: one, Tennessee: three, Texas: three, Virginia: one, Washington: one.¹⁷⁵ The state identification reflected here may not correspond to the location where a panelist spent the majority of his or her career as a state trial court-level defense attorney.

It is important to note that taking into account organizational or institutional affiliations and recommendations by third parties when selecting experts is a commonly employed procedure in Delphi studies.¹⁷⁶ Our use of Gideon’s Promise, NAPD, NACDL, NCDC, and NLADA for the identification of the initial pool of potential panelists was intended to remove the project team as the primary decisionmaker in the expert selection phase of our work and to capitalize on these organizations’ national reach and far greater familiarity with individual members of the criminal defense bar across the country. But as a review of the mission statements of the referring organizations noted earlier suggests, these organizations are not disinterested observers of the

¹⁷⁵ Building a panel that accurately reflects state-level populations and where each state contributes at least one panelist would not have been practical. If, for example, a single panelist represented the population in Wyoming, the least populated state in the country, 67 panelists would be needed from California alone.

¹⁷⁶ Marlen Niederberger and Julia Spranger, “Delphi Technique in Health Sciences: A Map,” *Frontiers in Public Health*, Vol. 8, No. 457, September 2020, p. 5.

criminal justice system; they are instead advocates for system improvement related to criminal defense specifically and the criminal justice system more broadly. This suggests at least the possibility that the nominations we received reflected certain organization biases that may have affected the final composition of the expert panel. We have no evidence that this was indeed the case and only note the possibility here as a factor to be used when interpreting the results.

Chapter 4. The Williamsburg Conference

Expert Panel Preparation

As described previously, each of the 33 panelists present in Williamsburg, Virginia, for the in-person conference was a highly regarded criminal defense attorney with considerable experience representing clients in state courts. Although we were confident that the panelists were extremely well versed in applicable law and procedures, as well as litigation strategy and courtroom tactics, we took steps in advance of the Delphi session to ensure that all participants understood what was required to properly fulfill the mandate of the Sixth Amendment as articulated by the Supreme Court in *Strickland v. Washington*.

We held a mandatory online video seminar to review ethical and practice standards as to prevailing professional norms for the purposes of defining *reasonably effective assistance of counsel*. The key sources referenced, both during the seminar and later at the Williamsburg conference, were the ABA's Model Rules and Defense Function Standards.¹⁷⁷ In addition, a document was provided to each panelist summarizing defense counsel's duties toward their clients in such areas as client communications, pretrial release determinations, discovery and investigations, and sentencing, as well as what is required before an attorney can recommend a proposed plea agreement.

We held a second mandatory videoconference to review the findings of prior public defense workload studies. This session also explained some of the concepts involved in the development of workload standards for counsel providing public defense services, including how case weights and annual caseload standards are used to determine attorney staffing needs based on expected caseloads and to identify instances where a public defense provider may have more cases than can be handled appropriately. As with the prior session, written materials providing additional detail about the topics covered in the videoconference were then sent to participants for their review prior to the in-person session.

The third pillar of our presession preparation for the expert panel conference was a set of instructions to the panelists describing the procedures for the Williamsburg meeting and what they should consider when addressing the core question of the average amount of attorney time required to provide reasonably effective assistance of counsel pursuant to prevailing professional norms.¹⁷⁸ The instructions asked them to consider that question in the context of the 11 study

¹⁷⁷ As discussed previously, the discussion centered on the Defense Function Standards but also included relevant portions of other Criminal Justice Standards, including the Standards on Mental Health, Discovery, Guilty Pleas, and Pretrial Release. See ABA Criminal Justice Standards (ABA, 1992; ABA, 2016; ABA, 2023).

¹⁷⁸ As noted previously, the materials presented to the panelists are on file with the authors and are available on request. They can also be found at ABA SCLAID, 2023.

case types described in Chapter 3. For ease of reference, Table 4.1 summarizes those categories (complete definitions for these case types can be found in Table 3.3).

Table 4.1. Summary of NPDWS Case Types

Case Type
01: Felony–High–LWOP
02: Felony–High–Murder
03: Felony–High–Sex
04: Felony–High–Other
05: Felony–Mid
06: Felony–Low
07: DUI–High
08: DUI–Low
09: Misdemeanor–High
10: Misdemeanor–Low
11: Probation and Parole Violations

In addition, the panelists were instructed to further divide their average attorney time recommendations for each of the case types into eight activity type (or case task) categories, which are also described in Chapter 3. Again, for ease of reference, Table 4.2 summarizes those categories (complete definitions for these activity types can be found in Table 3.4).

Table 4.2. Summary of NPDWS Activity Types

Activity Type
1. Client Communication and Care
2. Discovery and Investigation
3. Experts
4. Legal Research, Motions Practice, Other Writing
5. Negotiations
6. Court Preparation
7. Court Time
8. Sentencing and Mitigation and Postadjudication

We explained to the panelists that the recommended averages at the activity type level, like the averages for entire cases, should reflect the frequency with which the activity would take place. For example, the “Court Time” activity type for “Felony–Low” case types would include time spent in trial in such cases, but only to the extent that trials actually take place. The sum of a panelist’s recommended averages for each activity type for a particular case type should equal the panelist’s recommended average for all attorney time expenditures in cases of that case type.

The panelists were asked to review the full set of results from the 17 prior studies as presented in Table 3.1 and Table 3.2 for the purpose of seeing the results that other research efforts have produced, albeit for specific states rather than for a default set of case weights that are not jurisdiction-specific. To provide the panelists with some sense of what we were asking them to do in this study, we attempted to map, to the extent possible, the case weights developed in those 17 studies into the 11 study case type categories. The mapping presented significant difficulties because many of the prior studies described their chosen case types in ways that were either more detailed (e.g., “superior nonconcurrent felony-chapter 265 crime against person”) or less detailed (e.g., “misdemeanor”) than our definitions. In addition, the prior studies combined various offenses to create each of their case type categories in a way that would not be repeated if a public defense delivery system administrator wished to use the workload standards arising out of our effort. Some of the past studies included case types that were overinclusive when compared with the case types chosen for the national study. For example, the Colorado study created a case type category in which all Class 2, 3, 4, 5, and 6 felony sexual assault cases would be grouped together. In our case type scheme, Class 2 sexual assault felonies, which are punishable by up to 24 years of imprisonment, would likely be placed in the Felony–High–Sex category, while Class 3, 4, and 5 sexual assault felonies (punishable by up to 12, six, and three years, respectively) would likely be mapped into the Felony–Mid category and Class 6 sexual assault felonies (punishable by up to 18 months) would likely be placed into our Felony–Low category.¹⁷⁹ Deciding where the combined 2-3-4-5-6 cluster should be placed in our matrix thus required a judgment call. Our solution was to simply place the Colorado study category into our Felony–High–Other group to split the difference. Table 4.3 presents the results while considering the limitations of this effort (only 110 of the possible 140 prior study results were able to be mapped, and we do not have high confidence about all of our assignment decisions). A version of this table was provided to the panelists for their review.¹⁸⁰ Table 4.3 also includes two additional case types (shaded in gray in the table) to capture the results of prior studies that used a generic Felony or Misdemeanor category. These two categories were not part of the Delphi session for our work, but instead were included as additional data points for the panelists to consider.

¹⁷⁹ The maximum sentences described here represent the normal presumptive range under Colorado law. But if the offense was found to constitute an act of violence under Colorado Revised Statutes Section 18-1.3-406, Class 3 and 4 sexual assaults would be placed in the Felony–High–Sex category, Class 5 sexual assaults would remain in Felony–Mid, and Class 6 sexual assaults would move into Felony–Mid.

¹⁸⁰ After the conclusion of the Williamsburg conference, it was discovered that the findings for the 2017 Colorado study as reported in versions of Table 3.1, Table 3.2, Table 4.3, and Table 4.4 provided to our panelists differed somewhat from the actual results produced by that study. Those values have been corrected for this report. We do not believe that the panelists’ key takeaways from their review of prior studies results would have been meaningfully affected by the error.

Table 4.3. Prior Study Findings Grouped by NPDWS Case Type Categories

Current Categories	Prior Study and Year	Case Type	Recommended Average Attorney Hours
01: Felony-High-LWOP	Indiana, 2020	Noncapital murder (LWOP)	311.3
	Louisiana, 2017	Felony-LWOP	200.7
02: Felony-High-Murder	Oregon, 2022	Homicide or sex case	552.5
	New Mexico, 2022	Murder including CARD	391.0
	Utah, 2021	Noncapital murder	300.0
	Indiana, 2020	Noncapital murder (non-LWOP)	232.1
	New Mexico, 2007	Murder	202.6
	Rhode Island, 2017	Murder	181.6
03: Felony-High-Sex	New Mexico, 2022	Child pornography with actual victim	177.4
	Utah, 2021	Mandatory sex or kidnap registration felony	150.0
	New Mexico, 2022	Child abuse or child sex crime (not including CARD or child pornography)	126.5
04: Felony-High-Other	Oregon, 2022	High-level felony	149.0
	Colorado, 2017	Class 2 felony	134.5
	Michigan, 2019	Murder/manslaughter ^a	120.0
	Rhode Island, 2017	Nonmurder with possible life sentence	108.1
	Maryland, 2005	Homicide (average) ^a	107.0
	Missouri, 2014	Murder/homicide ^a	106.6
	Colorado, 2017	Sexual assault felony, Class 2, 3, 4, 5, or 6 ^b	98.9
	Michigan, 2019	Criminal sexual conduct (1, 2, or 3) ^c	80.0
	Massachusetts, 2014	Superior nonconcurrent felony-chapter 265 crime against person	76.4
	North Carolina, 2016	Felony A, B1, and B2	75.3
	New York (five counties), 2016	Violent felony	75.0
	Louisiana, 2017	High-level felony	69.8
	Indiana, 2020	High-level felony (levels 1–2)	68.2

Current Categories	Prior Study and Year	Case Type	Recommended Average Attorney Hours
Felony–Unspecified 05: Felony–Mid	Missouri, 2014	Sex felony ^d	63.8
	Michigan, 2019	Other Class A felony	50.0
	Missouri, 2014	A/B felony	47.6
	Virginia, 2010	Murder or homicide (noncapital) ^a	41.2
	Texas, 2015	Felony, first degree	27.1
	Texas, 2015	Felony, second degree	19.9
	Idaho, 2018	Felony	67.2
	Colorado, 2017	Violent felony, Class 3 or 4	87.1
	Rhode Island, 2017	Felony, more than ten years imprisonment	51.9
	New Mexico, 2022	Crime against person (adult victim)	50.7
	Oregon, 2022	Mid-level felony	47.7
	Indiana, 2020	Mid-level felony (levels 3–4)	42.6
	Massachusetts, 2014	Superior nonconcurrent felony—not chapter 265 crime against person	42.3
	Louisiana, 2017	Mid-level felony	41.1
06: Felony–Low	Michigan, 2019	Class B, C, D felony	40.0
	New Mexico, 2007	Violent felony	29.6
	Rhode Island, 2017	Felony, up to ten years imprisonment	28.3
	North Carolina, 2016	Felony C, D, E, and F	26.0
	Maryland, 2005	Violent felony (average)	25.3
	Texas, 2015	Felony, third degree	14.5
	Virginia, 2010	Violent felony	12.8
	New York (five counties), 2016	Nonviolent felony	50.0
	Colorado, 2017	Nonviolent felony, Class 3 or 4	47.0
	Oregon, 2022	Low-level felony	39.8
	Utah, 2021	Other non-DUI felony	37.0
	New Mexico, 2022	Drug crime, property crime, or status offense	32.5
	Colorado, 2017	Drug felony Class 1, 2, 3, or 4	28.6

Current Categories	Prior Study and Year	Case Type	Recommended Average Attorney Hours
07: DUI–High	Colorado, 2017	Class 5 or 6 felony	28.3
	Michigan, 2019	Class E, F, G, H felony or two-year misdemeanor	25.0
	Missouri, 2014	C/D felony	25.0
	Massachusetts, 2014	District concurrent felony—crime against person	24.1
	Indiana, 2020	Low-level felony (levels 5–6)	22.0
	Louisiana, 2017	Low-level felony	22.0
	Massachusetts, 2014	District concurrent felony—not crime against person	19.1
	Maryland, 2005	Nonviolent felony (average)	14.0
	Texas, 2015	State jail felony	12.0
	North Carolina, 2016	Felony G, H, and I	8.7
	New Mexico, 2007	Nonviolent felony	8.5
	Virginia, 2010	Nonviolent felony	7.2
	Colorado, 2017	DUI felony, Class 4	29.9
	Utah, 2021	Felony DUIs	25.0
08: DUI–Low	New Mexico, 2022	DWI	21.7
	Utah, 2021	Misdemeanor DUI	20.0
	Massachusetts, 2014	Operating under the influence	19.7
	Colorado, 2017	Misdemeanor DUI	15.5
	North Carolina, 2016	Driving while impaired	8.8
09: Misdemeanor–High	New Mexico, 2007	Driving while intoxicated	7.3
	Virginia, 2010	Driving while intoxicated	3.2
	Oregon, 2022	Complex misdemeanor	37.0
	Colorado, 2017	Misdemeanor sex offense	33.8
	Utah, 2021	Class A misdemeanor	25.0
	Colorado, 2017	Misdemeanor Class 1	16.3
	Louisiana, 2017	Enhanceable misdemeanor	12.1
	Texas, 2015	Class A misdemeanor	9.7

Current Categories	Prior Study and Year	Case Type	Recommended Average Attorney Hours
Misdemeanor–Unspecified	Idaho, 2018	Misdemeanor	22.0
	New York (five counties), 2016	Misdemeanor	21.0
	Massachusetts, 2014	Misdemeanor	16.8
	Rhode Island, 2017	Misdemeanor	12.7
	Indiana, 2020	Misdemeanor	12.6
	Missouri, 2014	Misdemeanor	11.7
	North Carolina, 2016	Misdemeanor (includes traffic)	4.1
	New Mexico, 2007	Misdemeanor	3.8
	Maryland, 2005	Misdemeanor jury trial demand or appeal (average)	3.6
	Virginia, 2010	Misdemeanor	2.5
	Oregon, 2022	Low-level misdemeanor	22.3
	Utah, 2021	Class B and C misdemeanor	12.0
	Colorado, 2017	Misdemeanor Class 2 or 3	11.4
10: Misdemeanor–Low	New York (five counties), 2016	Violation (sentence not more than 15 days)	10.0
	Texas, 2015	Class B misdemeanor	8.9
	Michigan, 2019	One-year misdemeanor	8.0
	Louisiana, 2017	Misdemeanor or city parish ordinance	7.9
	New Mexico, 2022	Traffic or other minor crime	7.6
	Michigan, 2019	93-day misdemeanor	7.0
	Colorado, 2017	Misdemeanor traffic and other	6.9
	Maryland, 2005	District court criminal (average)	2.3
	Maryland, 2005	District court traffic (average)	1.6
	Rhode Island, 2017	Probation violation	16.9
	New York (five counties), 2016	Probation revocation	15.0
	Idaho, 2018	Probation violation	10.4
	Missouri, 2014	Probation violation	9.8
11: Probation and Parole Violations			

Current Categories	Prior Study and Year	Case Type	Recommended Average Attorney Hours
	Massachusetts, 2014	Superior court probation	9.2
	Indiana, 2020	Probation and community corrections revocation	8.5
	Louisiana, 2017	Revocation	8.5
	Oregon, 2022	Probation violation	8.3
	Massachusetts, 2014	District court probation	8.3
	Colorado, 2017	Felony probation revocation	7.4
	Utah, 2021	Probation violation, felony	6.0
	New Mexico, 2022	Probation violation	5.2
	Utah, 2021	Probation violation, misdemeanor	5.0
	Colorado, 2017	Misdemeanor probation revocation	4.3
	Michigan, 2019	Probation violation	3.5
	North Carolina, 2016	Probation violation	3.2
	Virginia, 2010	Probation violation, felony	2.5
	New Mexico, 2007	Probation violation	2.2
	Maryland, 2005	Violations of probation, circuit	1.5
	Virginia, 2010	Probation violation, misdemeanor	0.9
	Maryland, 2005	Violations of probation, district	0.8

^a Category appears to include involuntary manslaughter and other nonintentional homicides. Treated as Felony–High–Other rather than Felony–High–Murder.

^b Class 6 sex crimes in Colorado punishable up to 18 months, Class 5 up to three years, Class 4 up to six years, Class 3 up to 12 years, and Class 2 up to 24 years. Treated as Felony–High–Other rather than Felony–High–Sex.

^c Criminal Sexual Conduct degrees 2 and 3 in Michigan are punishable for up to 15 years, although first degree carries a 25-year mandatory. Treated as Felony–High–Other rather than Felony–High–Sex.

^d Class E sex crimes in Missouri are punishable up to four years, Class D up to seven years, Class C up to ten years, Class B only up to 15 years, though Class A is 10 to 30 years. Treated as Felony–High–Other rather than Felony–High–Sex.

Another way to view prior study results in the context of the NPDWS is to examine the distributions within each case type category. The small counts of prior study findings in some of the case type categories is problematic; for example, we have only two case weight results that were clearly and solely focused on felonies in which LWOP was a potential sentence, only three case weights involving serious felony sex crimes, and just three high DUIs. The concern here is that what was observed in the studies that did separate such prosecutions from all others may not be generalizable to other jurisdictions in which workload analyses were also conducted.

In Table 4.4, we present prior study case weight distributions within our current categorization scheme, presenting information on the number of prior results, the median result, a mean, and, when there were more than three entries, a form of trimmed mean in which we simply dropped the lowest and highest values before calculating an average. As in the previous table, we include shaded entries for the generic groupings for unspecified felony and misdemeanor case types found in the prior studies.

Table 4.4. Distributions of Prior Study Results Grouped by NPDWS Case Type Categories

Current Categories	Prior Study Case Type Count	Highest Hours	Lowest Hours	Median	Mean	Trimmed Mean
01: Felony–High–LWOP	2	311.3	200.7	256.0	256.0	N/A
02: Felony–High–Murder	6	552.5	181.6	266.1	310.0	281.4
03: Felony–High–Sex	3	177.4	126.5	150.0	151.3	N/A
04: Felony–High–Other	19	149.0	19.9	75.3	79.9	79.4
05: Felony–Mid	1	67.2	67.2	67.2	67.2	N/A
Felony–Unspecified	14	87.1	12.8	40.6	38.6	36.7
06: Felony–Low	18	50.0	7.2	24.6	25.0	24.6
07: DUI–High	3	29.9	21.7	25.0	25.5	N/A
08: DUI–Low	6	20.0	3.2	12.1	12.4	12.8
09: Misdemeanor–High	6	37.0	9.7	20.7	22.3	21.8
Misdemeanor–Unspecified	10	22.0	2.5	9.5	11.1	10.8
10: Misdemeanor–Low	12	22.3	1.6	8.0	8.8	8.2
11: Probation and Parole Violations	21	16.9	0.8	6.0	6.5	3.1

The Initial Estimates

Prior to the expert panel meeting in Williamsburg, we asked the panelists to complete an initial response chart and bring it to the in-person session (Figure 4.1). The chart documented each panelist’s first estimates of the average time needed (in hours and tenths of hours) for each activity type within each case type to provide reasonably effective assistance of counsel pursuant to prevailing professional norms. Having the experts record their initial estimates in advance gave the panelists as much time as they felt necessary to consider the guidance provided over the

previous weeks as well as their own practice experiences when producing their first recommendations. Having this activity take place before the meeting also freed up considerable additional in-session time for discussions among panel members.

Figure 4.1. Initial Response Chart

	Misdemeanor - Low	Misdemeanor - High	DUI - Low	DUI - High	Felony - Low	Felony - Mid	Felony - High - Other	Felony - High - Sex	Felony - High - Murder	Felony - High - LWOP	Probation/Parole Violations
Client Communication and Care											
Discovery and Investigation											
Experts											
Legal Research, Motions and Other Writing											
Negotiations											
Court Preparation											
Court Time											
Sentencing/Mitigation and Post-Adjudication											
TOTAL											

To give the panelists a frame of reference for making these estimates, the guidance they were provided pointed out that the estimates are similar to the sorts of calculations of expected time expenditures that a supervising attorney must make to balance the incoming workload among staff attorneys. Experienced counsel are fully aware that every case presents unique challenges, no matter what charges or potential sentences are involved. However, for the purpose of estimating whether one has the time needed to take on a new client matter, prior representations of a particular case type provide a sense of the average amount of time required. The estimates, we explained, would be based on similar information.

The panelists were advised to consider only attorney time for case-related activities and not include time spent by others (e.g., investigators, social workers, paralegals) in the same office in support of the panelist's cases. They were asked to make their estimates assuming existing support staff levels in their own practices, to factor in trials and highly complex cases but only in relation to their likelihood, and to think about hundreds of cases of a particular type taken together rather than focusing on very brief or very lengthy representations. Importantly, we attempted to make clear that their recommendations should pertain to *all* state trial court adult

criminal case representations and not just those involving appointments to represent clients who are financially eligible for assistance of counsel at public expense.

We did not have information about the size of each panelist's current workload (or the workloads they faced in the past if they were no longer practicing state-level criminal defense), nor did we have information about whether the panelists were always in close compliance with their jurisdiction's ethics rules or were being guided by the Defense Function Standards when representing adult clients in state trial court criminal matters. Presumably, a panelist whose workload demands and practice resources provide a meaningful opportunity to adhere to prevailing professional norms in every case could simply draw on their own experiences and recommend an average time that mirrored their own average time expenditures. To address situations where that was not the case, we advised the panelists that, when they were making their individual estimates, to first think about how much time they currently spend, on average, for cases within each category. They were then to consider whether there were shortcomings in their representations or circumstances that negatively affect their ability to provide reasonably effective assistance. If they felt that such shortcomings existed, they were to estimate how much additional time would be needed, on average, to address such shortcomings and comply with applicable standards. They were told that the sum of their current average time expenditures and the additional average time they believed was required should be incorporated into recommended estimates. As an example, if a panelist was generally unable to meet with "a criminally accused person for consultation at or before any appearance before a judicial officer, including the first appearance" per Defense Function Standard 4-2.3, they could add an appropriate amount of time to their estimates for doing so.¹⁸¹

Finally, we cautioned the panelists not to artificially adjust their estimates to account for, for example, attorneys who may lack the panelist's level of expertise, offices with greater or lesser support staff or other resources, potential budget negotiations with state or local governments or other funding sources, offices in regions of a state that were different from where a panelist practices, or current and hopefully transitory problems related to court and office shutdowns and absences triggered by the COVID-19 pandemic.

Session Procedures

The Williamsburg conference began with a presentation by the project team that summarized the reasons for developing updated national workload standards for public defense counsel, the uses for such standards, and some key issues to consider when estimating necessary average times. It was emphasized that the estimates should be based solely on a constitutionally appropriate level of professional assistance to a client involved in adult criminal cases, i.e., reasonably effective assistance, and that they should refrain from veering into the realm of the

¹⁸¹ ABA, 2017.

unrealistic ideal. There was also a recap of the pertinent professional standards that should be considered during the day's deliberation, with a particular focus on Defense Function Standard 4-6.1(b)'s mandate: "Under no circumstances should defense counsel recommend to a defendant acceptance of a plea unless appropriate investigation and study of the case has been completed, including analysis of controlling law and the evidence likely to be introduced."¹⁸²

The panelists were then introduced to a RAND-developed web-based application to collect their estimates, which they could enter into their laptops, tablets, or other mobile computing devices. The use of the web application and the distribution of randomized credentials for the login process allowed the panelists to make their entries anonymously, and, if they chose to do so, add anonymous explanatory comments to their submissions. Importantly, options were provided for the experts to skip over a case type if they were uncomfortable with making a recommendation for that category, perhaps because of a lack of recent or extensive experience representing adult clients with such charges.

At this point, the panelists were asked to take the values from their initial response charts and enter them into the application. The process for doing so involved selecting a case type and then entering estimates for recommended average time at the activity type level for that case type. The application automatically summed a panelist's individual activity type entries to produce a case type-level estimate. Figure 4.2 provides an example of what a panelist would have viewed on the application display if the Felony-High-Sex category had been selected.

After the panelists entered their first set of recommendations, a statistical summary of their responses at the case type level was projected onto a screen in the meeting room. The display presented, for each of the 11 NPDWS case types, the number of panelists submitting entries for that case type, the minimum and maximum values entered by the panelists, and the median of all panelist entries (see Figure 4.3). The application on their computing devices provided similar information in the form of a dashboard display. The application also included a graphical representation of the distribution of all panelist estimates for each case type, along with a line indicating where the panelist's own estimate fit within that distribution (Figure 4.2). Providing the panelists with feedback about the group's estimates as they evolve is a defining feature of a Delphi session; doing so encourages the panelists to reassess their own submissions and, if desired, modify those estimates.

A member of the research team then took on the role of facilitator. A roundless (sometimes referred to as a *real-time* or *continuous*) Delphi session began at that point, one in which panelists were permitted to modify their responses on average time needed for any activity type within any case type and to do so at any point during the discussion. The facilitator encouraged the panelists to either openly discuss the reasoning behind their estimates or to submit anonymous comments that would be shared through the application. The panelists were also periodically reminded that they were free to change their estimates as often as they felt

¹⁸² ABA, 2017.

appropriate, but that they were also free to make no changes at all. The data summaries projected onto the meeting room's screen and on panelist dashboards were updated periodically as new responses were submitted.

Figure 4.2. Example of Panelist's View of the Delphi Application

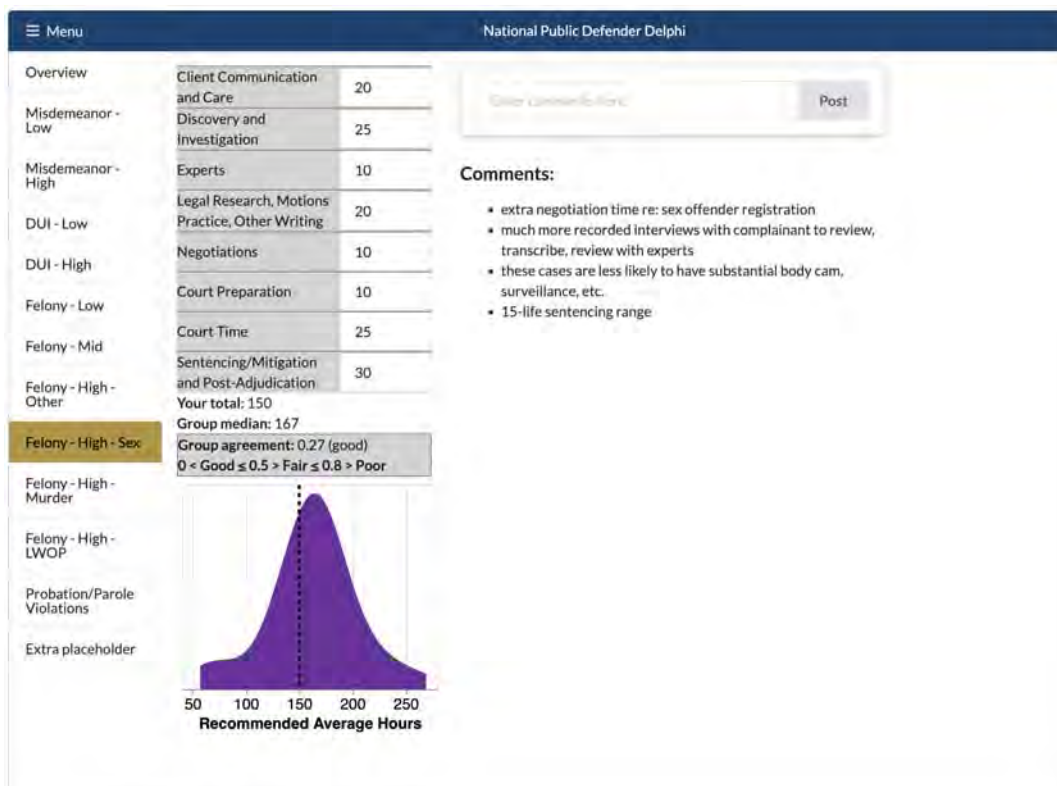


Figure 4.3. In-Room Projected Delphi Session Display

Case Type	N	Minimum	Median	Maximum	CV	Status
Misdemeanor - Low	33	3.5	13.8	37.5	0.48	good
Misdemeanor - High	33	4.6	22.3	65.5	0.5	good
DUI - Low	30	5.6	19	49	0.46	good
DUI - High	29	18	33	70	0.36	good
Felony - Low	33	10	35	98	0.5	good
Felony - Mid	33	14	57	125	0.4	good
Felony - High - Other	33	30	99	172	0.35	good
Felony - High - Sex	33	57	167	269	0.27	good
Felony - High - Murder	32	123	248	589	0.38	good
Felony - High - LWOP	29	160	286	821	0.43	good
Probation/Parole Violations	33	5	13.5	58	0.62	fair
Extra placeholder						

Two other items of information were included in the projected display and the individual computing device dashboard. The CoV (i.e., standard deviation divided by the mean) for the distribution of recommended attorney hours for each study case type had been chosen as both the consensus measure (i.e., how similar the panelists' estimates are at a specific point in time) and the stability statistic (i.e., when a reasonable cutoff point for further voting has been reached) for the Delphi session. We adopted a rule common in many research projects employing a Delphi strategy, in which a CoV of less than or equal to 0.5 indicated a good degree of consensus, making further discussion about the case type in question unnecessary.¹⁸³ CoVs exceeding 0.5 but less than or equal to 0.8 would be considered less satisfactory, and additional discussion would be recommended for the purpose of enhancing a consensus as much as possible. CoVs at the lower part of this range could be considered acceptable if it was clear that no further discussion would be useful. CoVs exceeding 0.8 would indicate a poor degree of consensus, and, unless the range of results could be tightened, the case type would need to be dropped from the standards-setting process. The summary statistics presented to the panelists included the CoVs

¹⁸³ These guidelines were originally described in J. Morley English and Gerard L. Kernan, "The Prediction of Air Travel and Aircraft Technology to the Year 2000 Using the Delphi Method," *Transportation Research*, Vol. 10, No. 1, 1976, and based on input from Delphi pioneer Norman Crolee Dalkey. The guidelines became a popular choice for Delphi researchers in subsequent years.

for each case type and a label describing the relative degree of consensus: “poor” (CoV greater than 0.8), “fair” (CoV greater than 0.5 and less than or equal to 0.8), and “good” (CoV less than or equal to 0.5).

As noted earlier, each panelist could change their activity type–level answers at any time until the day’s deliberations ended (which we had defined in advance as either the point at which the stability statistics for all case types showed no significant movement or 5:00 p.m. Eastern at the latest), even for case types with CoVs that had moved below the 0.5 mark. Therefore, entries could be made while discussions were taking place, when results were being displayed, and even during session coffee breaks. The facilitator typically focused the group dialogue on those case types with CoVs greater than 0.5, in part by seeking panelists to voice arguments for the low and high ends of the range for each case type. Another approach used by the facilitator was to steer the discussion toward activity types with the greatest spread in their estimates for those case types that had a fair or poor consensus at the case type level. Although the distributions of activity type estimates were not displayed to the panel as a group or in the individual panelists’ dashboards, that information was always available to the facilitator.

Results

Our project team consisted of representatives of organizations that have participated in 14 of the 17 major state-focused studies undertaken since 2005 to determine functional case weights (and, in some instances, appropriate caseload standards) for public defense appointments. One of our project team members also directed or participated in workload studies involving other justice system organizations, such as the judiciary and prosecuting attorney offices. In nearly all these studies, a key component involved the elicitation of expert judgments for the purpose of recommending time expenditures or adjusting estimates previously made by others. The elicitation was often accomplished using a Delphi session similar to the one employed here, although focus groups were also used on occasion. No matter what tool was used, our experience has generally (though not always) been that early in the process there is a very wide spread in the time estimates submitted by the experts for just about every case type category; narrowing that spread to the point where an appropriate degree of consensus has been reached can take many hours of debate and discussion.

A very different pattern was observed in the expert panel session held as part of the NPDWS. The initial panelist entries for some of the felony case types yielded CoVs that were already close to the 0.5 value used to indicate a good degree of consensus, even though some of the less severe case types (in terms of potential consequences) followed a more typical pattern of starting off in the poor range and not achieving a satisfactory degree of consensus until much later in the session. As can be seen in graphical representations of the movement toward consensus during the expert panel session shown in Appendix C, the four high-severity felony categories had CoVs at the start of the actual deliberations (i.e., after the initial data entry period) at about 0.6,

and, notably, Felony–High–Sex was just under 0.5. The consensus measures at the start for mid-level felonies was closer to 0.7, but low-level felonies and both misdemeanor categories began near or in the poor range of 0.8 and higher. After considerable discussion among panelists about the relative challenges of the various case types in terms of representation complexity and time demands, ten of the 11 case types eventually reached the good consensus threshold of 0.5, although that mark was hit last for low-level misdemeanors.

The Parole and Probations Violations category was associated with the lowest level of consensus of any of our case types, meriting only a fair rating (CoV = 0.62). The group discussion about this particular case category suggested that there were significant differences between states in exactly what is at stake in these proceedings, the ability of counsel to present a robust defense that would put the prosecution’s assertions to the test, and the complexity of the issues in play. Because there was little movement in the CoV for probation and parole representations throughout much of the day and, in the facilitator’s view, further discussion would not result in a meaningful change in that case type’s consensus level even though all other case types were already at or under 0.5, we locked down all the results and ended all further deliberations. No other category in our study elicited quite the same level of asserted diversity of experiences and expectations on the part of panel members (save the situation where discovery is automatically available to defense counsel in misdemeanor cases in some states but not in others, as noted later). This indicates that our result for the probation and parole category should be taken as suggestive rather than as having the same confidence as our other ten case type groupings.

The comments offered by the panelists during both the deliberation period and a group discussion that took place after the end of the formal session may provide some insight as to the patterns observed for the consensus process (see Chapter 6). One interpretation of those conversations is that interstate differences in criminal defense practice at the most serious felony levels are far less pronounced than what takes place in misdemeanor courts. It is possible that the substantive and procedural laws concerning, for example, homicides, offenses requiring sex offender registration upon conviction, and serious violent crimes have a higher degree of uniformity across states than would be true for matters that might result in less than a year in jail. One example cited during the discussions related to misdemeanor case types was a rule in one jurisdiction that restricts discovery in many misdemeanor cases, which could affect the time spent by counsel for investigation compared with similar cases in other jurisdictions. This comment elicited considerable surprise from many panelists who practice in states where discovery would always be available in criminal proceedings.¹⁸⁴

¹⁸⁴ Examples of cross-state differences in criminal procedures do not undercut the utility of a set of updated default national workload standards. All such standards, whether in the form of case weights or annual caseload maximums, should be carefully examined and adjusted as necessary by a jurisdiction before they are adopted. For example, in the jurisdiction mentioned earlier that restricts discovery in misdemeanor cases, additional time might be needed for the more difficult and time-consuming investigation required to provide adequate representation to each client in the

Table 4.5 presents the number of expert panelists submitting estimates for each of the study case types (*N*), the final CoV values for the distributions of panelists' estimates, and, as expressed in hours, the 25th percentile, median, and 75th percentile for those estimates. The median was chosen as the measure of central tendency statistic to report the group's consensus estimate as to average times because the median has the advantage over the mean of not being affected by extreme values that might be preferred by a small number of panelists.¹⁸⁵ Each of the median hour values shown in the table constitute our recommended case weight for the associated case type.

Table 4.5. Final Results of the Expert Panel Session

Case Type	<i>N</i>	CoV	Hours		
			25th Percentile	Median	75th Percentile
Felony–High–LWOP	29	0.43	251.0	286.0	427.4
Felony–High–Murder	32	0.38	193.3	248.0	331.0
Felony–High–Sex	33	0.27	145.0	167.0	180.0
Felony–High–Other	33	0.35	77.0	99.0	118.0
Felony–Mid	33	0.40	47.0	57.0	74.0
Felony–Low	33	0.50	27.5	35.0	52.0
DUI–High	29	0.36	27.2	33.0	44.0
DUI–Low	30	0.46	15.5	19.0	30.7
Misdemeanor–High	33	0.50	18.0	22.3	30.0
Misdemeanor–Low	33	0.48	10.0	13.8	18.5
Probation and Parole Violations	33	0.62	11.0	13.5	17.0

absence of discovery. Conversely, in the jurisdictions that provide open file discovery, a downward adjustment could be made to the time required for discovery.

¹⁸⁵ It should be kept in mind that, although the panelists were providing their estimates of *average* (mean) attorney hours, each value entered into the Delphi application was simply a number, and so the choice of statistic to use to report a typical result need not be limited to the mean. Although means, medians, and modes are commonly employed measures of central tendency in Delphi studies, medians and modes are favored as more-robust measures (Hsu and Sandford, 2007, p. 4). An interesting question is whether the CoV—the commonly used parametric statistical method for measuring stability and consensus in Delphi sessions involving 30 or more experts—would be the optimal choice for our purposes given that the median responses for each case type would determine our final results (CoV is related to the mean, not the median, of our expert panel's submissions). Quantile-based measures of relative dispersion have been employed in Delphi, but the CoV has both a long history of usage and the advantage of being associated with a set of widely accepted standards for determining when a consensus has been reached.

Chapter 5. Understanding and Using the Results

How Do the NPDWS Case Weights Compare with Those in Prior Studies?

Table 5.1 presents the final NPDWS case weights in hours for adult criminal representations (shaded in gray) against the backdrop of the 17 state-level workload studies results. Again, we include an example caseload standard based on a 2,080-hour work year for every case weight in the table (essentially just the case weight divided into 2,080, with the result rounded down to an integer value representing the recommended maximum cases per year). We believe that the key takeaway here is that the recommended national workload standards as expressed as case weights can be considered unremarkable. The weights for felonies involving the possibility of life imprisonment without parole or those including murder charges sit squarely within a collection of results from other studies for similar sorts of cases. The high-level felony sex case weight is shouldered on each side by particularly serious sex crime categories that were used in two different state studies. This pattern, in which an NPDWS result does not represent either the largest or the smallest case weight for a set of ostensibly similar case type categories used in prior studies is repeated throughout Table 5.1.

Table 5.1. NPDWS and Prior Study Case Weights in Decreasing Weight Size Order

Study and Year	Case Type	Effective Case Weight in Hours	Annual Standard Using 2,080 Hours
Maryland, 2005	Capital (death notice filed)	1,464.0	1
Virginia, 2010	Capital crime	1,135.2	1
Oregon, 2022	Homicide or sex case	552.5	3
New Mexico, 2007	Capital offense	492.4	4
Maryland, 2005	Capital (death notice not filed)	429.0	4
Colorado, 2017	Class 1 felony	427.3	4
New Mexico, 2022	Murder including CARD	391.0	5
Indiana, 2020	Noncapital murder (LWOP)	311.3	6
Utah, 2021	Noncapital murder	300.0	6
NPDWS, 2023	Felony–High–LWOP	286.0	7
NPDWS, 2023	Felony–High–Murder	248.0	8
Indiana, 2020	Noncapital murder (non-LWOP)	232.1	8
New Mexico, 2007	Murder	202.6	10
Louisiana, 2017	Felony–LWOP	200.7	10
Rhode Island, 2017	Murder	181.6	11
New Mexico, 2022	Child pornography with actual victim	177.4	11
NPDWS, 2023	Felony–High–Sex	167.0	12

Study and Year	Case Type	Effective Case Weight in Hours	Annual Standard Using 2,080 Hours
Utah, 2021	Mandatory sex or kidnap registration felony	150.0	13
Oregon, 2022	High-level felony	149.0	13
North Carolina, 2016	First-degree murder (includes capital)	136.5	15
Colorado, 2017	Class 2 felony	134.5	15
New Mexico, 2022	Child abuse or child sex crime (not including CARD or child pornography)	126.5	16
Michigan, 2019	Murder or manslaughter	120.0	17
Rhode Island, 2017	Nonmurder with possible life sentence	108.1	19
Maryland, 2005	Homicide (average)	107.0	19
Missouri, 2014	Murder or homicide	106.6	19
NPDWS, 2023	Felony–High–Other	99.0	21
Colorado, 2017	Sexual assault felony, Class 2, 3, 4, 5, or 6	98.9	21
Colorado, 2017	Violent felony, Class 3 or 4	87.1	23
Michigan, 2019	Criminal sexual conduct (1, 2, or 3)	80.0	26
Massachusetts, 2014	Superior nonconcurrent felony-chapter 265 crime against person	76.4	27
North Carolina, 2016	Felony A, B1, and B2	75.3	27
New York (five counties), 2016	Violent felony	75.0	27
Louisiana, 2017	High-level felony	69.8	29
Indiana, 2020	High-level felony (levels 1–2)	68.2	30
Idaho, 2018	Felony	67.2	30
Missouri, 2014	Sex felony	63.8	32
NPDWS, 2023	Felony–Mid	57.0	36
Rhode Island, 2017	Felony, more than ten years imprisonment	51.9	40
New Mexico, 2022	Crime against person (adult victim)	50.7	41
Michigan, 2019	Other Class A felony	50.0	41
New York (five counties), 2016	Nonviolent felony	50.0	41
Oregon, 2022	Mid-level felony	47.7	43
Missouri, 2014	A/B felony	47.6	43
Colorado, 2017	Nonviolent felony, Class 3 or 4	47.0	44
Indiana, 2020	Mid-level felony (levels 3–4)	42.6	48
Massachusetts, 2014	Superior nonconcurrent felony—not chapter 265 crime against person	42.3	49
Virginia, 2010	Murder or homicide (noncapital)	41.2	50
Louisiana, 2017	Mid-level felony	41.1	50
Michigan, 2019	Class B, C, D felony	40.0	52
Oregon, 2022	Low-level felony	39.8	52
Oregon, 2022	Complex misdemeanor	37.0	56
Utah, 2021	Other non-DUI felony	37.0	56
NPDWS, 2023	Felony–Low	35.0	59
Colorado, 2017	Misdemeanor sex offense	33.8	61

Study and Year	Case Type	Effective Case Weight in Hours	Annual Standard Using 2,080 Hours
NPDWS, 2023	DUI–High	33.0	63
New Mexico, 2022	Drug crime, property crime, or status offense	32.5	63
Colorado, 2017	DUI felony, Class 4	29.9	69
New Mexico, 2007	Violent felony	29.6	70
Colorado, 2017	Drug felony Class 1, 2, 3, or 4	28.6	72
Rhode Island, 2017	Felony, up to ten years imprisonment	28.3	73
Colorado, 2017	Class 5 or 6 felony	28.3	73
Texas, 2015	Felony, first degree	27.1	76
North Carolina, 2016	Felony C, D, E, and F	26.0	80
Maryland, 2005	Violent felony (average)	25.3	82
Michigan, 2019	Class E, F, G, H felony or two-year misdemeanor	25.0	83
Missouri, 2014	C/D felony	25.0	83
Utah, 2021	Class A misdemeanor	25.0	83
Utah, 2021	Felony DUIs	25.0	83
Massachusetts, 2014	District concurrent felony–crime against person	24.1	86
Oregon, 2022	Low-level misdemeanor	22.3	93
NPDWS, 2023	Misdemeanor–High	22.3	93
Idaho, 2018	Misdemeanor	22.0	94
Indiana, 2020	Low-level felony (levels 5–6)	22.0	94
Louisiana, 2017	Low-level felony	22.0	94
New Mexico, 2022	Driving while intoxicated	21.7	95
New York (five counties), 2016	Misdemeanor	21.0	99
Utah, 2021	Misdemeanor DUI	20.0	104
Texas, 2015	Felony, second degree	19.9	104
Massachusetts, 2014	Operating under the influence	19.7	105
Massachusetts, 2014	District concurrent felony–not crime against person	19.1	108
NPDWS, 2023	DUI–Low	19.0	109
Rhode Island, 2017	Probation violation	16.9	123
Massachusetts, 2014	Misdemeanor	16.8	123
Colorado, 2017	Misdemeanor Class 1	16.3	127
Idaho, 2018	Contempt	15.5	133
Colorado, 2017	Misdemeanor DUI	15.5	134
Maryland, 2005	Drug treatment court (urban)	15.2	136
New York (five counties), 2016	Postdisposition matter (other than probation revocation)	15.0	138
New York (five counties), 2016	Probation revocation	15.0	138
Texas, 2015	Felony, third degree	14.5	143
New Mexico, 2007	Drug court	14.4	144
Maryland, 2005	Nonviolent felony (average)	14.0	148

Study and Year	Case Type	Effective Case Weight in Hours	Annual Standard Using 2,080 Hours
NPDWS, 2023	Misdemeanor–Low	13.8	150
NPDWS, 2023	Probation or Parole Violations	13.5	154
Virginia, 2010	Violent felony	12.8	162
Rhode Island, 2017	Misdemeanor	12.7	163
Indiana, 2020	Misdemeanor	12.6	165
Louisiana, 2017	Enhanceable misdemeanor	12.1	172
Texas, 2015	State jail felony	12.0	173
Utah, 2021	Class B and C misdemeanor	12.0	173
Missouri, 2014	Misdemeanor	11.7	177
Colorado, 2017	Misdemeanor Class 2 or 3	11.4	182
Idaho, 2018	Probation violation	10.4	200
North Carolina, 2016	Specialized court (any)	10.3	201
New York (five counties), 2016	Violation (sentence not more than 15 days)	10.0	208
Missouri, 2014	Probation violation	9.8	212
Idaho, 2018	Other matter	9.7	215
Texas, 2015	Class A misdemeanor	9.7	214
Massachusetts, 2014	Superior court probation	9.2	226
Texas, 2015	Class B misdemeanor	8.9	233
North Carolina, 2016	Driving while impaired	8.8	236
North Carolina, 2016	Felony G, H, and I	8.7	238
Indiana, 2020	Probation or community corrections revocation	8.5	244
Louisiana, 2017	Revocation	8.5	245
New Mexico, 2007	Nonviolent felony	8.5	245
Massachusetts, 2014	District court probation	8.3	251
Oregon, 2022	Probation violation	8.3	249
Michigan, 2019	One-year misdemeanor	8.0	260
Louisiana, 2017	Misdemeanor or city parish ordinance	7.9	261
New Mexico, 2022	Traffic or other minor crime	7.6	273
Colorado, 2017	Felony probation revocation	7.4	281
New Mexico, 2007	Driving while intoxicated	7.3	284
Virginia, 2010	Nonviolent felony	7.2	288
Michigan, 2019	93-day misdemeanor	7.0	297
Colorado, 2017	Misdemeanor traffic or other	6.9	301
Utah, 2021	Probation violation, felony	6.0	346
New Mexico, 2022	Probation violation	5.2	402
Utah, 2021	Probation violation, misdemeanor	5.0	416
Colorado, 2017	Misdemeanor probation revocation	4.3	483
North Carolina, 2016	Misdemeanor (includes traffic)	4.1	507
New Mexico, 2007	Misdemeanor	3.8	554

Study and Year	Case Type	Effective Case Weight in Hours	Annual Standard Using 2,080 Hours
Maryland, 2005	Misdemeanor jury trial demand or appeal (average)	3.6	575
Michigan, 2019	Probation violation	3.5	594
North Carolina, 2016	Probation violation	3.2	660
Virginia, 2010	Driving while intoxicated	3.2	653
Michigan, 2019	Other matter	3.0	693
North Carolina, 2016	Other criminal	2.5	826
Virginia, 2010	Misdemeanor	2.5	848
Virginia, 2010	Probation violation, felony	2.5	826
Maryland, 2005	District court criminal (average)	2.3	910
Massachusetts, 2014	District court bail only	2.2	949
New Mexico, 2007	Probation violation	2.2	967
Maryland, 2005	District court traffic (average)	1.6	1,341
Maryland, 2005	Modifications or sentence review, circuit (average)	1.6	1,273
Maryland, 2005	Violations of probation, circuit	1.5	1,386
Maryland, 2005	Modifications or sentence review, district (average)	1.1	1,835
New Mexico, 2007	Extradition	1.0	2,151
Virginia, 2010	Probation violation, misdemeanor	0.9	2,311
Maryland, 2005	Violations of probation, district	0.8	2,773
Maryland, 2005	Preliminary hearings, district (average)	0.2	12,480

Notwithstanding the methodological challenges already described that relate to our earlier attempt to map categories used in the prior studies into the 11 NPDWS case types, we believe that there is value in examining where the new weights compare with those groupings. Table 5.2 shows the NPDWS results in that context and suggests that the new weights mostly fall in the middle of each pack, except for Felony–Mid, DUI–High, and Probation or Parole Violations.

Table 5.2. NPDWS and Prior Study Case Weights Grouped by NPDWS Case Type Categories

Current Categories	Prior Study	Case Type	Recommended Average Attorney Hours
01: Felony–High–LWOP	Indiana, 2020	Noncapital murder (LWOP)	311.3
	NPDWS, 2023	Felony–High–LWOP	286.0
	Louisiana, 2017	Felony–LWOP	200.7
	Oregon, 2022	Homicide or sex case	552.5
02: Felony–High–Murder	New Mexico, 2022	Murder including CARD	391.0
	Utah, 2021	Noncapital murder	300.0
	NPDWS, 2023	Felony–High–Murder	248.0
	Indiana, 2020	Noncapital murder (non-LWOP)	232.1
03: Felony–High–Sex	New Mexico, 2007	Murder	202.6
	Rhode Island, 2017	Murder	181.6
	New Mexico, 2022	Child pornography with actual victim	177.4
	NPDWS, 2023	Felony–High–Sex	167.0
04: Felony–High–Other	Utah, 2021	Mandatory sex or kidnap registration felony	150.0
	New Mexico, 2022	Child abuse or child sex crime (not including CARD or child pornography)	126.5
	Oregon, 2022	High-level felony	149.0
	Colorado, 2017	Class 2 felony	134.5
	Michigan, 2019	Murder or manslaughter ^a	120.0
	Rhode Island, 2017	Nonmurder with possible life sentence	108.1
	Maryland, 2005	Homicide (average) ^a	107.0
	Missouri, 2014	Murder or homicide ^a	106.6
	NPDWS, 2023	Felony–High–Other	99.0
	Colorado, 2017	Sexual assault felony: Class 2, 3, 4, 5, or 6 ^b	98.9
	Michigan, 2019	Criminal sexual conduct (1, 2, or 3) ^c	80.0
	Massachusetts, 2014	Superior nonconcurrent felony-chapter 265 crime against person	76.4
	North Carolina, 2016	Felony A, B1, and B2	75.3

Current Categories	Prior Study	Case Type	Recommended Average Attorney Hours
05: Felony–Mid	New York (five counties), 2016	Violent felony	75.0
	Louisiana, 2017	High-level felony	69.8
	Indiana, 2020	High-level felony (levels 1–2)	68.2
	Missouri, 2014	Sex felony ^d	63.8
	Michigan, 2019	Other Class A felony	50.0
	Missouri, 2014	A/B felony	47.6
	Virginia, 2010	Murder or homicide (noncapital) ^a	41.2
	Texas, 2015	Felony, first degree	27.1
	Texas, 2015	Felony, second degree	19.9
	Colorado, 2017	Violent felony, Class 3 or 4	87.1
	NPDWS, 2023	Felony–Mid	57.0
	Rhode Island, 2017	Felony, more than ten years imprisonment	51.9
	New Mexico, 2022	Crime against person (adult victim)	50.7
	Oregon, 2022	Mid-level felony	47.7
	Indiana, 2020	Mid-level felony (levels 3–4)	42.6
	Massachusetts, 2014	Superior nonconcurrent felony—not chapter 265 crime against person	42.3
06: Felony–Low	Louisiana, 2017	Mid-level felony	41.1
	Michigan, 2019	Class B, C, D felony	40.0
	New Mexico, 2007	Violent felony	29.6
	Rhode Island, 2017	Felony, up to ten years imprisonment	28.3
	North Carolina, 2016	Felony C, D, E, and F	26.0
	Maryland, 2005	Violent felony (average)	25.3
	Texas, 2015	Felony, third degree	14.5
	Virginia, 2010	Violent felony	12.8
	New York (five counties), 2016	Nonviolent felony	50.0
	Colorado, 2017	Nonviolent felony, Class 3 or 4	47.0
	Oregon, 2022	Low-level felony	39.8

Current Categories	Prior Study	Case Type	Recommended Average Attorney Hours
	Utah, 2021	Other non-DUI felony	37.0
	NPDWS, 2023	Felony—Low	35.0
	New Mexico, 2022	Drug crime, property crime, or status offense	32.5
	Colorado, 2017	Drug felony Class 1, 2, 3, or 4	28.6
	Colorado, 2017	Class 5 or 6 felony	28.3
	Michigan, 2019	Class E, F, G, H felony or two-year misdemeanor	25.0
	Missouri, 2014	C/D felony	25.0
	Massachusetts, 2014	District concurrent felony—crime against person	24.1
	Indiana, 2020	Low-level felony (levels 5–6)	22.0
	Louisiana, 2017	Low-level felony	22.0
	Massachusetts, 2014	District concurrent felony—not crime against person	19.1
	Maryland, 2005	Nonviolent felony (average)	14.0
	Texas, 2015	State jail felony	12.0
	North Carolina, 2016	Felony G, H, and I	8.7
	New Mexico, 2007	Nonviolent felony	8.5
	Virginia, 2010	Nonviolent felony	7.2
	NPDWS, 2023	DUI—High	33.0
	Colorado, 2017	DUI felony, Class 4	29.9
	Utah, 2021	Felony DUIs	25.0
	New Mexico, 2022	DWI	21.7
07: DUI—High	Utah, 2021	Misdemeanor DUI	20.0
	Massachusetts, 2014	Operating under the influence	19.7
	NPDWS, 2023	DUI—Low	19.0
	Colorado, 2017	Misdemeanor DUI	15.5
08: DUI—Low	North Carolina, 2016	Driving while impaired	8.8
	New Mexico, 2007	Driving while intoxicated	7.3
	Virginia, 2010	Driving while intoxicated	3.2
	Oregon, 2022	Complex misdemeanor	37.0
09: Misdemeanor—High			

Current Categories	Prior Study	Case Type	Recommended Average Attorney Hours
10: Misdemeanor–Low	Colorado, 2017	Misdemeanor sex offense	33.8
	Utah, 2021	Class A misdemeanor	25.0
	NPDWS, 2023	Misdemeanor–High	22.3
	Colorado, 2017	Misdemeanor Class 1	16.3
	Louisiana, 2017	Enhanceable misdemeanor	12.1
	Texas, 2015	Class A misdemeanor	9.7
	Oregon, 2022	Low-level misdemeanor	22.3
	NPDWS, 2023	Misdemeanor–Low	13.8
	Utah, 2021	Class B and C misdemeanor	12.0
	Colorado, 2017	Misdemeanor Class 2 or 3	11.4
	New York (five counties), 2016	Violation (sentence not more than 15 days)	10.0
	Texas, 2015	Class B misdemeanor	8.9
	Michigan, 2019	One-year misdemeanor	8.0
	Louisiana, 2017	Misdemeanor or city parish ordinance	7.9
	New Mexico, 2022	Traffic or other minor crime	7.6
	Michigan, 2019	93-day misdemeanor	7.0
	Colorado, 2017	Misdemeanor traffic or other	6.9
	Maryland, 2005	District court criminal (average)	2.3
	Maryland, 2005	District court traffic (average)	1.6
11: Probation or Parole Violations	Rhode Island, 2017	Probation violation	16.9
	New York (five counties), 2016	Probation revocation	15.0
	NPDWS, 2023	Probation or parole violations	13.5
	Idaho, 2018	Probation violation	10.4
	Missouri, 2014	Probation violation	9.8
	Massachusetts, 2014	Superior court probation	9.2
	Indiana, 2020	Probation or community corrections revocation	8.5
	Louisiana, 2017	Revocation	8.5
	Oregon, 2022	Probation violation	8.3

Current Categories	Prior Study	Case Type	Recommended Average Attorney Hours
	Massachusetts, 2014	District court probation	8.3
	Colorado, 2017	Felony probation revocation	7.4
	Utah, 2021	Probation violation, felony	6.0
	New Mexico, 2022	Probation violation	5.2
	Utah, 2021	Probation violation, misdemeanor	5.0
	Colorado, 2017	Misdemeanor probation revocation	4.3
	Michigan, 2019	Probation violation	3.5
	North Carolina, 2016	Probation violation	3.2
	Virginia, 2010	Probation violation, felony	2.5
	New Mexico, 2007	Probation violation	2.2
	Maryland, 2005	Violations of probation, circuit	1.5
	Virginia, 2010	Probation violation, misdemeanor	0.9
	Maryland, 2005	Violations of probation, district	0.8

^a Category appears to include involuntary manslaughter and other nonintentional homicides. Treated as Felony–High–Other rather than Felony–High–Murder.

^b Class 6 sex crimes in Colorado punishable up to 18 months, Class 5 up to three years, Class 4 up to six years, Class 3 up to 12 years, and Class 2 up to 24 years. Treated as Felony–High–Other rather than Felony–High–Sex.

^c Criminal Sexual Conduct degrees 2 and 3 in Michigan are punishable for up to 15 years, although first degree does carry a 25-year mandatory. Treated as Felony–High–Other rather than Felony–High–Sex.

^d Class E sex crimes in Missouri are punishable up to four years, Class D up to seven years, Class C up to ten years, Class B only up to 15 years, although Class A is ten to 30 years. Treated as Felony–High–Other rather than Felony–High–Sex.

Utilizing the Weights

The median value from the expert panel recommendations in each of the study case types constitutes an *absolute case weight*, essentially the average amount of attorney time (reported in hours) that should be planned for when estimating resource requirements in light of expected numbers and types of adult criminal defense representations. If the incoming annual caseload is predicted to consist of 500 new mid-level felony prosecutions, for example, a public defense delivery system should take steps to ensure sufficient attorney availability to provide 28,500 hours of legal services ($500 \times$ the 57.0 hour NPDWS case weight for this case type) to deliver reasonably effective representations pursuant to prevailing professional norms. It is likely that more than 57 hours would be expended in many of these 500 cases, and it is equally likely that less than 57 hours would be expended in many others. The case weight, as articulated above, is simply an average. But taking the results of the expert panel at face value, a public defense system that fails to plan for the provision of 28,500 attorney hours for these cases runs an elevated risk of forcing available staff to operate under workloads that prevent adherence to ethics rules, practice standards, and other professional guidance in every client matter.

Another way to employ these results is by the use of *relative case weights*. Here, the products of the expert panel's deliberations are normalized to a standard value, which presents information from weight-based workload calculations in a more intuitive form. One approach for calculating a set of relative case weights involves choosing a case type considered the typical appointed representation for the jurisdiction. A misdemeanor case type is a common choice, because in terms of raw case counts, misdemeanors often dominate the annual caseloads of public defense delivery systems. Arbitrarily selecting Misdemeanor–High as an example, its 22.3 hours absolute weight would become the reference point or basis for the other ten case types. As indicated in Table 5.3, Misdemeanor–High would receive a relative weight of 1.00, while Felony–Low cases would be associated with a relative weight of 1.57, which indicates that about 60 percent more attorney hours should be planned for Felony–Low representations than Misdemeanor–High appointments.

Table 5.3. Relative Case Weights Based on Misdemeanor–High

Case Type	Absolute Weight	Relative Weight
Felony–High–LWOP	286.0	12.83
Felony–High–Murder	248.0	11.12
Felony–High–Sex	167.0	7.49
Felony–High–Other	99.0	4.44
Felony–Mid	57.0	2.56
Felony–Low	35.0	1.57
DUI–High	33.0	1.48

Case Type	Absolute Weight	Relative Weight
DUI–Low	19.0	0.85
Misdemeanor–High	22.3	1.00
Misdemeanor–Low	13.8	0.62
Probation or Parole Violations	13.5	0.61

Absolute and relative weights are two different ways of communicating the same information and lead to the same calculations of attorney need. But relative weights are sometimes considered a more intuitive means for presenting how changes in annual caseload distributions can affect expected workload. Table 5.4 presents an example of a state’s public defense appointments over a two-year period. In Year 1, appointments based on raw (i.e., unadjusted) counts totaled 158,750 but dropped to 151,135 in Year 2. A weighted caseload analysis in which Misdemeanor–High weights are the baseline value suggests a different story, one in which the weighted caseload total in Year 1 was 142,695 and rose to 145,109 in Year 2, indicating that a 2-percent increase in attorney hours should be planned for in Year 2 despite a 5-percent drop in raw case counts. The same story is essentially told by the two rightmost columns in Table 5.4, which present Year 1 and Year 2 weighted caseloads based on the absolute weights and again suggests a 2-percent increase. It may be easier, however, to convey the impact of the second year by describing it as the equivalent of adding 2,414 Misdemeanor–High cases (using relative weights) to the workload of the state’s public defense attorneys rather than as a jump from 3.18 million hours to 3.24 million hours (using absolute weights).

Table 5.4. Example of Year-to-Year Change in Weighted Caseloads

Case Type	Year 1 Raw Counts	Year 2 Raw Counts	Year 1 Relative Weighted Caseload	Year 2 Relative Weighted Caseload	Year 1 Absolute Weighted Caseload	Year 2 Absolute Weighted Caseload
Felony–High–LWOP	50	75	641	962	14,300	21,450
Felony–High–Murder	100	110	1,112	1,223	24,800	27,280
Felony–High–Sex	1,000	1,200	7,489	8,987	167,000	200,400
Felony–High–Other	2,000	2,500	8,879	11,099	198,000	247,500
Felony–Mid	5,000	6,000	12,780	15,336	285,000	342,000
Felony–Low	10,000	12,000	15,695	18,834	350,000	420,000
DUI–High	600	650	888	962	19,800	21,450
DUI–Low	6,000	5,700	5,112	4,857	114,000	108,300
Misdemeanor–High	19,000	18,000	19,000	18,000	423,700	401,400
Misdemeanor–Low	110,000	100,000	68,072	61,883	1,518,000	1,380,000
Probation and Parole Violations	5,000	4,900	3,027	2,966	67,500	66,150
Total	158,750	151,135	142,695	145,109	3,182,100	3,235,930

Creating Caseload Standards

As suggested in Chapter 2, using case weights to develop caseload standards (sometimes described as *annual caseload maximums*) requires deciding on a value that represents the amount of time an attorney providing public defense services would typically have available annually to handle case-related work. That value can vary from year to year, law firm to law firm, location to location, and even attorney to attorney.

For the purpose of calculating annual caseload maximums, several important but sometimes difficult assumptions are made, including (1) the hours public defense attorneys are expected or likely to work each week, on average; (2) the number of likely absence days, such as vacation time, sick leave days, and holidays; and (3) the amount of time an attorney is likely to spend at work that does not involve directly providing services related to representing adult clients in criminal justice matters (for example, professional development time, general meeting time, travel time, time spent working on nonadult criminal cases). Such assumptions can involve issues related to labor laws, collective bargaining agreements, local practices and traditions, labor market demands, and other factors that do not lend themselves to generalizations with national application.

Table 5.5 provides an example of one prior workload study's approach to calculating an annual case-related duty hours assumption.¹⁸⁶ The first component of the calculation is a value representing the hours a defender would be expected to work each week, on average. Drawing on consultation with public defense system administrators and survey results for median hours worked reported by responding defenders in the state, the researchers in the study used an assumption of 45 hours per week, based on five workdays at nine hours per day. A second assumption involved what might be characterized as absence days, which were based on benefits roughly equivalent to those available to state employees. This included 12 days of vacation (four vacation hours accrual for each 80 work hours per period and 26 pay periods per year, less two weeks not worked), 13 business days of sick leave or personal leave (four sick leave hours accrual for each pay period and 26 pay periods per year), and an 11-day annual holiday schedule. A final assumption arose from the fact that not all business time can be spent handling client matters. The researchers used the results of an attorney survey in which participants reported spending an average of 11.8 percent of their work week in the practice of law but not working on specific cases. When these assumptions were plugged into the formula represented in Table 5.5, a total of 1,785.2 hours were estimated to be available to defenders, on average, for representing clients in that state's public defense cases.

¹⁸⁶ Pace et al., 2021, pp. 51–52.

Table 5.5. Example of an Annual Case-Related Duty Hours Calculation

Description	Number	Category	Basis
Days per year (leap-year adjusted)	365.25	A	
Days per week	7	B	
Workweeks per year	52.2	C	(= A ÷ B)
Workdays per week	5	D	
Total workdays per year	260.9	E	(= C × D)
Vacation days per year	12	F	
Personal leave days per year	13	G	
Holidays per year	11	H	
Total leave days per year	36	I	(= F + G + H)
Duty days per year	224.9	J	(= E – I)
Work hours per day	9	K1	
Average work hours per week	45	K2	(= D × K1)
Total duty hours per year	2,024.0	L	(= J × K1)
Average reported non–case-related percentage of work week	11.8	M	Attorney survey
Non–case-related duty hours	238.8	N	(= L × M)
Annual case-related duty hours	1,785.2	O	(= L – N)

Other state-level workload standards studies have used annual case-related duty hour assumptions of, for example, 1,742 hours, 1,856 hours, 2,080 hours, and 2,087 hours, but it is beyond the scope of our work to develop a national value.¹⁸⁷ Rather, each jurisdiction seeking to use these case weights as the basis of caseload standards must determine an appropriate annual case duty hours assumption based on conditions specific to the jurisdiction. Using 2,080 available hours as an example (40 work hours per week for 52 weeks per year), a case weight of 33.0 hours for DUI–High cases suggests that an attorney working exclusively on such cases

¹⁸⁷ Judicial workload studies similarly use a unit of time available for case-related work per year, often called a *judicial year value*. In most judicial workload studies, this year value is reduced to allow for vacation time and sick leave, as well as training, administrative, and other non–case-related work. The judicial year value typically ranges from 1,100 hours to 1,400 hours per year for case-related work. See, e.g., Suzanne Tallarico and Alicia Davis, *Oregon Circuit Court Judicial Officer Workload Assessment Study, 2016*, National Center for State Courts, May 2016, p. 8 and Appendix E, Line 28 (annual available time for case-related work is calculated at 1,240–1,300 hours per year); Suzanne Tallarico, John Douglas, and Erika Friess, *Iowa District Court Judicial Workload Assessment Study*, National Center for State Courts, November 2008, pp. 9–12 (annual time available for case-related work calculated at between 1,037 and 1,325 hours per year); Brian J. Ostrom and Matthew Kleiman, *Minnesota Judicial Workload Assessment: Final Report*, National Center for State Courts, July 2010, p. 13 (annual available time for case-related work calculated at 1,108–1,262 hours per year); and Suzanne Tallarico, Erika Friess, Jane Macoubrie, and Brian Ostrom, *Tennessee Trial Courts Judicial Weighted Caseload Study, 2007*, National Center for State Courts, October 2007, pp. 14–19 (annual available time for case-related work calculated at 1,009–1,241 hours per year).

should not be assigned more than 63 new cases each year ($2,080 \div 33.0$, rounded downward to the nearest whole number), absent compelling additional information that would suggest otherwise about the individual cases, specific clients, prosecutorial policies, attorney experience and competency, and other factors. Table 5.6 presents examples of what caseload standards based on the NPDWS case weights might look like as a function of various assumptions used in some of the 17 prior studies for annual case-related duty hours.

Table 5.6. Illustrative NPDWS Caseload Standards Based on Attorney Availability Assumptions

Case Type	NPDWS Weight	Annual Case-Related Duty Hour Assumption								
		1,742	1,785.2	1,800	1,856	1,900	1,950	2,000	2,080	2,087
Felony–High–LWOP	286	6	6	6	6	6	6	6	7	7
Felony–High–Murder	248	7	7	7	7	7	7	8	8	8
Felony–High–Sex	167	10	10	10	11	11	11	11	12	12
Felony–High–Other	99	17	18	18	18	19	19	20	21	21
Felony–Mid	57	30	31	31	32	33	34	35	36	36
Felony–Low	35	49	51	51	53	54	55	57	59	59
DUI–High	33	52	54	54	56	57	59	60	63	63
DUI–Low	19	91	93	94	97	100	102	105	109	109
Misdemeanor–High	22.3	78	80	80	83	85	87	89	93	93
Misdemeanor–Low	13.8	126	129	130	134	137	141	144	150	151
Probation and Parole Violations	13.5	129	132	133	137	140	144	148	154	154

Accounting for Practice Variations and Mixed Caseloads

Few attorneys exclusively represent clients who are facing prosecutions in only one of the 11 NPDWS case types. A more likely situation is that defenders handle a mix of client matters, which requires applying multiple case weights or caseload standards to assess overall workload. Assume that a solo practitioner who works only on adult criminal appointments receives a contract to represent clients in 60 Misdemeanor–High cases over the course of a year. For planning purposes, it might be expected that the attorney will spend 1,338 hours handling these cases ($60 \text{ cases} \times \text{an absolute weight of } 22.3 \text{ hours}$). Using an illustrative assumption of 2,080 annual case-related duty hours, this leaves the attorney 742 hours theoretically available that year for all other client-related matters. That residual could consist of, for example, 21 Felony–Low cases ($742 \div 35\text{-hour case weight}$), or seven Felony–High–Other cases ($742 \div 99\text{-hour case weight}$), or 22 Misdemeanor–Low cases *and* 32 Probation and Parole Violations cases ($[22 \times 13.8\text{-hour case weight}] + [32 \times 13.5\text{-hour case weight}] = 735.6 \text{ expected hours}$).

What about a situation in which an attorney devotes less than full time to handling adult criminal matters? Let us assume that the solo practitioner with the 60 Misdemeanor–High case contract described above had certified to local public defense that 90 percent of the practitioner’s work time would be devoted to adult criminal matters (it does not matter whether these are appointments or retained clients, nor does it matter what the attorney is doing during the other 10 percent of the work week). That means that only 90 percent of the 2,080 annual case-related duty hours in our example would be available for clients and their legal needs. So, rather than 742 hours remaining for additional representations beyond the contracted Misdemeanor–High cases, only 534 hours would be available ($[2,080 \text{ annual case-related duty hours} \times 0.90 \text{ FTE}] - [60 \text{ cases} \times \text{an absolute weight of } 22.3 \text{ hours}]$). Therefore, instead of as many as 21 Felony–Low cases potentially added to the solo practitioner’s caseload, just 15 of such cases could be represented ($534 \div 35\text{-hour case weight}$). Similar adjustments would be needed for attorneys working only part time on the practice of law, having reduced availability because of health reasons, spending a fixed portion of their days in an administrative or managerial capacity, or having caseloads that involve client matters outside the focus of their public defense appointments (such as personal injury cases or criminal appeals).

Measuring Need

Annual case-related duty hour assumptions can also be used for estimating required staff levels. Assume a projection that, over the next year, an office with attorneys working full-time on adult criminal appointments will be called on to handle 30 Felony–High–Murder cases, 40 Felony–High–Sex cases, 50 Felony–High–Other cases, 60 Felony–Mid cases, and 70 Felony–Low cases. The estimated number of total hours necessary for this work would be 24,290 when each of the projected case counts is multiplied by the absolute weight for its type. Dividing that estimate by the annual client-related duty hours value we are using solely for illustrative purposes (2,080) suggests that about 12 attorney FTEs will be needed by this office.

Another way to view attorney need calculations is to compare the total time needed to represent the annual caseload (hours needed) with the total attorney hours available to work on cases for the year (hours available). Doing so allows a system or provider to assess whether additional attorney resources are likely to be required, as follows:

Total hours needed – total hours available = deficient or surplus hours.

If this calculation shows a deficiency, the jurisdiction can further calculate additional FTE needed:

$\text{Deficient hours} \div \text{annual case-related duty hours per attorney FTE} = \text{additional FTE needed.}$

So, for example, if, based on the NPDWS case weights, a provider required 20,725 attorney hours to provide reasonably effective assistance of counsel for its annual caseload, while the provider's current staffing levels equated to 16,870 hours of annual attorney time for case-related work, the provider would have a deficiency of 3,945 hours. Assuming that each of the provider's FTE attorneys has 2,080 case-related duty hours available each year, the provider can estimate that it needs roughly two additional FTEs:

$$20,725 \text{ total hours needed} - 16,780 \text{ total hours available} = 3,945 \text{ hours deficient}$$

$$3,945 \text{ hours deficient} \div 2,080 \text{ annual case-related duty hours per attorney FTE} = 1.9 \text{ FTE needed.}$$

It should be noted that the use of absolute case weights for calculating attorney need provides estimates only for the case types contemplated by those weights. As indicated previously, the case types selected for this study together represent the vast majority of the adult criminal client matters that are believed to consume most of a defender's workday, but there were some exceptions. For example, extraditions, matters that involve the provision of advice unrelated to a prosecution, certain mental health proceedings, and expungements would not have informed the caseload standards and, therefore, any related absolute weights. Therefore, case weight-based estimates for attorney need should be viewed as minimum requirements and must be adjusted appropriately based on expectations about such supplemental duties.

Chapter 6. Insight into the Expert Panel's Deliberations

Overview

At the conclusion of the Delphi session, the research team conducted a focus group session with the participants. The session lasted approximately 90 minutes. The facilitator posed open-ended questions to stimulate group discussion on the activities and time needs of criminal defense attorneys and obtain insight as to what might have influenced the panelists' submissions during the Delphi session. Key questions posed to the group were as follows:

- Based on your experience, what are the most time-consuming aspects of representing defendants in the majority of adult criminal cases?
- Based on your experience, what types of cases require the greatest investment of attorney time, and what are the most time-consuming aspects in those cases?
- What changes, if any, have you observed in the practice of criminal defense during your career?
- What changes, if any, are you aware of in the practice of criminal defense over the past ten or 20 years?
- What types of challenges have you faced, if any, in adhering to ethical and professional standards during the practice of adult criminal defense, and what are the causes of any such challenges?

Qualitative analysis of the panelists' comments during the session suggest that five topic areas were of greatest concern:

- evidentiary issues
- the role of the public defense attorney
- aspects of criminal procedure and substantive law
- institutional issues
- the consideration of a plea offer.

A summary of the group dialogue in each of these areas follows. It should be noted that the discussion in this chapter is intended only to present commonly made assertions of the panelists and does not necessarily reflect the opinions of the authors, reflect the opinions of all panelists, or constitute factual statements.

Evidentiary Issues

There was near-universal agreement that the biggest change in criminal defense practice in recent years is also the most time-consuming aspect of defense practice. Media, technological, and scientific evidentiary issues, we were told, now dominate many criminal cases. A common refrain was that today's public defense attorney must not only identify whether such evidence

might exist but also understand how such material is created, authenticated, and challenged. As one participant lamented, “We have to become experts in everything.”

Media, Communication, and Other Technological Evidence

Panelists noted that, in many cases, criminal defense lawyers receive enormous amounts of evidence related to social media, communication, computers, and other technologically based sources. From the social media, text, and cell phone data of clients to traffic and doorbell camera footage, discovery in criminal cases today can sometimes be measured in terabytes rather than pages. For example, if the location of the accused is at issue in the criminal case, a public defense attorney must now not only consider who might have seen the accused but also whether there is video from traffic, store, or doorbell cameras or data from virtual home assistants (e.g., Alexa), car GPS, or cell phone towers that might identify the defendant’s movements. Social media posts would also be an area needing investigation. Understanding the evidentiary value of these data requires not only reviewing its substance, it was claimed, but also understanding its creation process (including analysis of metadata) to determine its reliability and the need for verification.

Focus group participants described seeking or receiving digital discovery in all types of cases, from misdemeanors to murder prosecutions. One participant noted that many misdemeanor cases, particularly domestic violence misdemeanors, have a considerable volume of social media evidence from such applications as Facebook, Twitter, and Instagram; text messages and chats; Alexa and other similar device data; and home security camera footage.

Several participants mentioned that tracking down and reviewing media evidence is essential to effective defense representation because it often results in helpful or even exculpatory evidence (“So much of the media stuff is good for our clients”). But many also noted that properly reviewing media evidence is time-consuming. One participant remarked that time is not spent only in reviewing the material; it is also spent in first figuring out how to transfer or upload it and deciding what software is needed to review it because media and digital evidence are produced in myriad formats. Time is also said to be consumed when manipulating technological evidence to better understand it.

Police and Jail Audio and Video Evidence

Panelists noted that in many of their jurisdictions, nearly all police interactions are now recorded. One participant remarked that defenders get “body-worn and dashcam [video] in . . . almost every case.” Interrogation-room cameras were described as another source of video evidence. Police video evidence is not just of a stop or arrest, it was asserted, but now has essentially replaced written documentation and reports as the primary evidence format involving searches, witness interviews, scene information, etc. As one participant stated, we get “recorded witness statements in every case with a human victim.”

Participants reported receiving police video evidence in most criminal cases and that there are often multiple police videos of the same event. For example, if five officers respond to a scene or incident, criminal defense lawyers receive five videos, all from different angles and perhaps talking to different people. To be effective, participants indicated, attorneys must watch and listen to all of the raw video to determine what, if anything, might be useful or harmful to the client's case. They may need to review portions of it several times to understand what is being said and who is saying it or watch portions of an incident over and over.

Much of the time spent reviewing police video may seem wasted in that there is nothing on the video of import, but most participants agreed that they still must review the video to determine its value. As one participant observed, the police may put the client in an interrogation room and leave the client there for 12 or even 24 hours:

You have to watch and listen to the whole video. Maybe someone comes in to talk to them and they say something important or maybe you watch hours upon hours of video of them sitting alone not talking to anyone. But if that client has a mental health issue, you may see it while they are sitting in that room.

There was some debate among participants as to whether the defense attorney should be required to watch all police video evidence. One participant observed that if there are three officers standing around, then for at least two of them, it would be better to have a paralegal watch to confirm that there is nothing unusual. Several others disagreed, stating that they feel an obligation to review all available video evidence personally, particularly if the client is facing jail time. One noted that only by watching the video can an attorney catch a *Miranda* violation or some relevant side comment. Many other participants stated that they do not have the paraprofessional resources to assign to such work, even if it were appropriate to do so. Several participants also stressed the importance of reviewing any important video evidence with the client, although several noted that clients are often unwilling or unable to devote the time needed to do so.

Many participants noted that jail call audio recordings are produced for every client who is or was detained, regardless of charge, and that reviewing these calls to understand what, if anything, they said about their arrest and charges is critical. Participants also noted that jail call audio recordings often require audio manipulation because of poor recording quality. Some recordings require translation by a person who understands not only the language but also the dialect and slang of a particular region or group.

Scientific Evidence

A participant who has practiced criminal law for multiple decades noted that "science has advanced so far." These advancements have opened new avenues of investigation and new means of challenging existing evidence, but they have also expanded the workload for criminal defense attorneys. Participants mentioned an extraordinary list of scientific evidence that they must pursue or review in their criminal defense practice, including

- forensics, such as DNA and ballistics
- medicine, including shaken baby syndrome and fetal alcohol syndrome
- technology, such as geolocation and ShotSpotter data
- psychology, including false confessions and identification procedures.

Almost all participants agreed that the number of cases utilizing scientific evidence has expanded enormously. Multiple participants highlighted that DNA is no longer used only for identification in rape and homicide cases but is now relevant in lower-level prosecutions, such as gun possessions and robberies. Furthermore, the depth of knowledge needed in each of these disciplines has grown. One participant noted that criminal defense lawyers must not only understand the basics of DNA, but the differences between STR, Y-STR, and mitochondrial DNA testing, not to mention probabilistic genotyping and familial DNA results. Others noted the breadth of forensic disciplines that they must understand, covering evidence from bite marks, tire marks, and tool marks to arson forensics on accelerants and initiation points. When such evidence is at issue, they must research and investigate error rates, if any, for methods used by the prosecution so that they can challenge the introduction and reliability of evidence as appropriate.

Participants noted that some statewide and large city public defender offices have created specialized forensic units to litigate whether scientific evidence is reliable and to train defenders on how to approach such evidence. But most agreed that, in most offices, individual lawyers must independently acquire whatever expertise may be applicable to their cases.

Additionally, the need for expertise in psychology and brain science has expanded tremendously. Participants repeatedly observed that they must identify mental health, substance use, cognitive disabilities, and other influences on brain development (e.g., toxin exposure) and understand how these factors affect issues related to competency, culpability, or mitigation. One participant observed that these issues affect all criminal cases, noting that a significant portion of the population charged with low-level misdemeanors needs forensic and competency evaluations.

The Role of the Public Defense Attorney

The increased understanding of psychological and brain disorders and their impact on clients was said to have led to a concomitant increase in the role of criminal defense attorneys in helping clients address these issues as just one aspect of their overall criminal case. Panelists noted that if a client has a substance use disorder or mental health issue, the defense attorney must not only seek consulting expertise to diagnose it but also try to identify treatment placements and supports as part of arguing for release, diversion, or mitigation. Participants also mentioned

- trying to find housing for unhoused clients to facilitate release from detention
- seeking treatment placement or programs as part of mitigation or diversion
- identifying programs that will accept dual-diagnosis clients

- working with treatment providers and placements to show progress.

Participant examples suggested that even clients with no diagnosis sometimes require help navigating different systems to resolve issues that could lead to ongoing criminal justice involvement. Participants described unhoused clients needing not only housing but also help signing up for benefits, including food assistance, income assistance, and health care. Similarly, in many jurisdictions, an inordinate number of clients have suspended drivers' licenses from failure to pay fines, outstanding tickets, etc. We were told that, to avoid clients picking up pretrial release and probation violations from license issues, as well as additional charges, defenders often must help clients navigate the process for reinstating their drivers' licenses. Some public defenders' offices have hired social workers to assist with this type of work, but in many offices, this burden continues to fall primarily on the attorneys. Even in offices with social worker support, participants noted that the support level is often insufficient and that working with the social worker takes time.

Changes in Criminal Law and Process

Participants also cited several changes in criminal law and process that have increased the time that defense attorneys need to provide reasonably effective assistance of counsel:

- **Client Communication:** Many participants remarked that they spend more time establishing a relationship of trust with the client than in the past. One participant noted that the heightened awareness of cultural competency and the barriers to trust mean that they spend more time building rapport. Another participant noted that clients are generally younger than when they started as a criminal defense lawyer and that dealing with youthful clients requires more time and often requires parental involvement.
- **Discovery:** Multiple participants cited the need to pursue discovery as a time-consuming aspect of defense practice. One participant noted that their office needs to "fight tooth and nail" to ensure that they receive all of the discovery to which they are entitled.
- **Alternative Court Programs:** Several participants noted that clients in diversion, probation, and other court programs with supervision obligations require significant support to navigate program requirements. Multiple participants mentioned that problem-solving courts (e.g., drug courts, veterans' courts, homeless courts)¹⁸⁸ require far more attorney time than a typical criminal case involving similar charges. The programs often take a year or more to complete, and there are regular status or check-in hearings with clients during that period.
- **Trial and Motion Displays:** Advances in technology have entered the courtroom and changed the nature of courtroom presentations. One participant noted that she used to be able to write major points on a whiteboard during an opening, closing, or evidentiary hearing, but now, juries and judges expect video compilations and PowerPoint presentations.

¹⁸⁸ These courts are sometimes called *accountability courts*.

- **Sentencing:** Many participants noted that sentencing laws and practices have changed dramatically in the past 20 or even ten years. From mandatory minimums to sentencing guidelines, clients are facing far more time for the same crime than clients in the past with similar charges. Even when clients are not at risk of significant incarceration, the collateral consequences of conviction can have serious impacts, such as possible deportation and other immigration consequences; professional consequences, including licensing issues; and personal consequences, including loss of housing and other benefits. As a result, preparing for sentencing, whether through mitigation work or simply argument, takes far more time than in the past. As one participant noted, “Penalties have more than doubled in my years of practice for the exact same actions. More at risk for the client, more stress and strain on us.”

Institutional Issues

Changes in the culture of the courtroom, as well as issues with retention of both defense attorneys and prosecutors, were also reported to add to the amount of time needed to defend cases.

Lack of Collegiality

Several participants mentioned that a general decline in civility and collegiality between prosecutors and defense attorneys creates extra work and decreases efficiency. This includes the need to file discovery motions to ensure that material required by law is produced, but also extends to other areas that result in wasted time, for example, prosecutors listing several cases for trial on the same day knowing that only one can proceed. Some participants stated that prosecutors refuse to make reasonable plea offers or will wait to make such offers until the day of trial. As a result, cases are proceeding far longer than might otherwise be necessary. One participant even asserted that they cannot recall the last time an offer from a prosecutor was accepted because they know the defense could do better with the judges.

Inexperienced Attorneys

Participants also asserted that both public defenders’ and prosecutors’ offices are finding it increasingly difficult to retain experienced attorneys, leading attorneys on both sides to take on more and more complex cases with less and less experience. New attorneys still developing critical lawyering skills require more time to handle every aspect of a case, as well as close attention from supervisors. Inexperienced prosecutors are often required to consult closely with their supervisors during the plea-bargaining process, drawing out negotiations. “We are lacking institutional knowledge,” explained one attorney. “Public defenders and [prosecutors] are leaving at a rate we’ve never seen before. It benefits no one to have someone on the other side who doesn’t know what’s reasonable or doesn’t know the law.”

Tension Between Investigation and Quick Resolution

A recurring theme of the panelists' discussion during the expert panel deliberations and the focus group session was the frequent tension between a client's desire for a swift resolution and the attorney's need to gather the information necessary to allow the client to make an informed plea decision. The defense attorney's ethical obligation is to investigate the facts of the case before advising the client on a plea, enabling the client to assess the strength of the prosecution's evidence, the likely defenses, and the risk of trial before entering a plea. This applies even for clients contemplating diversion programs. Because diversion can be burdensome and costly for participants, a client should understand the strength of the case, including whether the case should more appropriately be dismissed, before agreeing to diversion.

Yet we were told that many clients do not have the time or desire to wait for their attorneys to conduct the type of investigation that would lead to a fully informed plea or diversion decision. A client with a low-level misdemeanor charge may not want to miss work for multiple court appearances and risk losing their job; a client who cannot make bond may prefer to accept a guilty plea with time served just to get home. Even clients who are not detained may have trouble arranging transportation, time off work, or child care to meet with their attorneys, or may simply be unwilling to do so. As a result, it was asserted, attorneys frequently meet a client for the first time on the court date, conduct a brief client interview in the hallway, and advise the client on a plea based on the limited information available.

Although client-centered lawyering demands that attorneys respect their clients' preferences, several focus group participants expressed concern that clients' preferences are being distorted by observing the substandard representation afforded by an underfunded public defense system. "A lot of clients are saying they want diversion or to plead because they don't have faith in the system," asserted one attorney. "If they saw lawyers standing up and getting cases dismissed because the bodycam doesn't look good for the officer, then clients might say they wanted different things than they do now." In other words, if defense attorneys had more time for fact investigation, clients would observe the fruit of those investigations in other cases and might be more willing to delay accepting a plea offer until the investigation in their own case was complete.

Summary of the Panelists' Comments

The panelists reported that many factors have led to the overall increase in the number of attorney hours needed to provide reasonably effective assistance of counsel in adult criminal cases. The most noteworthy change, according to our focus group, is the volume of technological and forensic evidence defense lawyers must address in even simple cases. Today's public defender must possess the skills and time to review police and public camera video, social media and cell phone data, and forensic evidence from DNA to chemical drug analysis. This increased complexity extends not only to the evidence they must investigate, understand, and question but

also to the law and criminal process. They must consider not only the potential for incarceration or probation but also a multitude of diversion and specialty court program options, as well as myriad collateral consequences of a guilty plea. They must evaluate the role of mental health and substance abuse issues in their clients' cases. And they must navigate these issues through a perceived decline in collegiality among officers of the court and a growing perception that the client community views them as too poorly resourced, trained, or skilled to be effective. Given panelists' concerns in all of these areas, the stark difference between the caseload limits as exemplified by the 50-year-old NAC standards and the results of our Delphi session becomes easier to understand.

Chapter 7. Going Forward

The goal of this study is to establish new national public defense workload standards by utilizing the Delphi method with a panel of expert criminal defense attorneys and by building on approaches used by the 17 state-level public defense workload studies conducted between 2005 and 2022. The case weights resulting from the NPDWS Delphi session represent a significant departure from the 1973 NAC standards. Compare, for example, the NAC felony standard—150 felonies per year or 13.9 hours per felony case with an illustrative 2,080 annual case-related duty hours assumption¹⁸⁹—with the Felony–Low case weight from this study: 35 hours per case or 59 cases per year. The NPDWS suggests that the NAC standards underestimate the time needed for Felony–Low cases by more than 20 hours per case. Put another way, an attorney representing only clients with Felony–Low cases and shouldering an annual caseload at the NAC maximum for felonies may have more than 2.5 times as many cases as this study suggests can reasonably be handled. Similarly, if one compares the 1973 NAC standard for misdemeanors—400 per year or 5.2 hours per case (based on 2,080 annual hours)—with the Misdemeanor–Low case weight from this study (13.8 hours or 150 cases per year), the hypothetical attorney working right at the NAC upper limits may have more than 2.6 times as many cases as likely would allow enough time to provide reasonably effective representation pursuant to prevailing professional norms. The differentials are even greater for the other case types.¹⁹⁰

At the same time, as observed in Chapter 5, these results should not come as a surprise. When compared with the case weights from the 17 state-level workload studies conducted between 2005 and 2022, the case weights are unremarkable, often sitting squarely within a collection of results from similar case types.¹⁹¹ Rather, this study further confirms what the state-level public defense workload studies have been suggesting for more than 15 years: The 1973 NAC standards are outdated and should not be applied to determine appropriate public defense workloads in 2023.

¹⁸⁹ Assuming an attorney has 40 hours per week, 52 weeks per year available for case-related work, the total case-related work hours available per attorney is 2,080 hours. With a 150-felony-case annual maximum as described in the NAC standards, there would be 13.9 hours, on average, to devote to each case under that annual case-related work hour assumption ($2,080 \text{ hours} \div 150 \text{ cases} = 13.9 \text{ average hours per case}$).

¹⁹⁰ Comparing the NAC standards with the NPDWS standards by case type, NAC standards consistently allow significantly greater caseloads. The NAC felony standard permits 20 times as many cases annually as the NPDWS Felony–High–LWOP standard does, 17.8 times as many Felony–High–Murder cases; 12 times as many Felony–High–Sex cases, seven times as many Felony–High–Other cases, four times as many Felony–Mid cases, and 2.5 times as many Felony–Low cases. In addition, the NAC misdemeanor standard permits four times as many cases annually as the NPDWS Misdemeanor–High standard does. All calculations compare NPDWS case weights with NAC standards after those standards are translated to case weights based on an assumption that an attorney would have 2,080 hours available for case-related work each year.

¹⁹¹ See Table 5.1 in Chapter 5.

The two tables that follow compare the NAC standards with both the median results of the 17 state-level workload studies (see Table 4.4 in Chapter 4) and the results of the Delphi session conducted as part of this study.¹⁹² Table 7.1 uses case weights as the comparison measure, calculating an example case weight for the NAC standards based on an illustrative assumption that an attorney with an annual caseload at the NAC limits has 2,080 hours available to devote to case-related work (the 1973 NAC standards did not include any discussion of an associated case weight). Table 7.2 examines how the maximum annual caseload standards compare, again using 2,080 simply as an example annual case-related duty hour assumption, but in this instance applying it to the case weights that resulted from the NPDWS Delphi session and to the median values observed in prior state-level workload studies that used case type designations approximating those in the NPDWS. It should be noted that the NPDWS did not produce any recommendations for annual caseload maximums because of the need for localized information about annual attorney availability. Therefore, the rightmost column in Table 7.2 presents illustrative examples of what caseload standards derived from the NPDWS case weights might look like if 2,080 hours was used as the availability assumption.¹⁹³

¹⁹² Two caveats should be mentioned here. First, the reader is urged to review the discussion accompanying Table 4.3 and Table 4.4 regarding the challenges we faced when trying to map the case types in the 17 studies with those in this effort. Second, the NPDWS result for probation and parole violations received only a fair level of consensus among the panelists (CoV = 0.62) and, therefore, we have less confidence in that category's recommended case weight compared with those of the other ten study case types.

¹⁹³ Similarly, the column in Table 7.2 for the state-level studies also presents illustrative examples of caseload standards based on a 2,080-annual-hour assumption.

Table 7.1. Case Weights Comparison

NPDWS Case Type	NAC Standard (illustrative hours)^a	State-Level Study Medians (hours)^b	NPDWS Results (hours)
Felony–High–LWOP	13.9 (all felonies)	256.0	286.0
Felony–High–Murder		266.1	248.0
Felony–High–Sex		150.0	167.0
Felony–High–Other		75.3	99.0
Felony–Mid		67.2	57.0
Felony–Low		24.6	35.0
DUI–High	N/A	25.0	33.0
DUI–Low		12.1	19.0
Misdemeanor–High	5.2 (all misdemeanors)	20.7	22.3
Misdemeanor–Low		8.0	13.8
Probation and Parole Violations	N/A	6.0	13.5

^a Effective case weight based on 2,080 annual case-related duty hours assumption.

^b Categorizations of the case types used in the 17 state-level workload studies for the purpose of comparison with the NPDWS case types are subject to the limitations described in the discussion accompanying Table 4.3 and Table 4.4.

Table 7.2. Caseload Standards Comparison

Case Type	NAC Standards (maximum cases per year)	State-Level Study Medians (illustrative maximum cases per year)^{a, b}	NPDWS Results (illustrative maximum cases per year)^a
Felony–High–LWOP	150 (all felonies)	8	7
Felony–High–Murder		7	8
Felony–High–Sex		13	12
Felony–High–Other		27	21
Felony–Mid		30	36
Felony–Low		84	59
DUI–High	N/A	83	63
DUI–Low		171	109
Misdemeanor–High	400 (all misdemeanors)	100	93
Misdemeanor–Low		260	150
Probation and Parole Violations	N/A	346	154

^a Effective caseload standard based on 2,080 annual case-related duty hours assumption and result rounded down to the nearest whole number.

^b Categorizations of the case types used in the 17 state-level workload studies for the purpose of comparison with the NPDWS case types are subject to the limitations described in the discussion accompanying Table 4.3 and Table 4.4.

Excessive caseloads are pervasive in public defense, even when judged against the 1973 NAC standards. In December 2022, the public defender office in St. Clair County, Illinois, reported caseloads of 350 felony cases per attorney per year.¹⁹⁴ In Luzerne County, Pennsylvania, public defenders are “juggling more than 300 felonies annually, or double the [NAC] recommended standards of 150 per year.”¹⁹⁵ In validating the concerns raised over the past several decades that the NAC standards are outdated, the results of this study (as well as those of prior state-level weighted caseload research efforts) strongly suggest that these caseloads—along with those of countless other public defense providers across the country—are more excessive than previously thought.

Excessive caseloads are proscribed by legal ethics rules because they inevitably cause harm. Overloaded attorneys simply cannot give appropriate time and attention to each client.¹⁹⁶ They cannot investigate fully or in a timely manner. They cannot file the motions they should. Cases are delayed, and evidence and witnesses are lost. Almost no cases go to trial. They must triage, choosing which cases on which to focus, while allowing others to be resolved without appropriate diligence. Such difficult decisions not only negatively affect public defense clients and their families, they also negatively affect victims by contributing to delay and uncertainty in the process. Furthermore, systems burdened by triage risk unreliability, denying all people who rely on them efficient, equal, and accurate justice.

This study will permit public defense providers and jurisdictions across the country to review their caseloads against a more justifiable, data-driven set of standards and should allow them to better avoid overload, as required under the ethics rules.¹⁹⁷

¹⁹⁴ Dana Rieck and Steph Kukuljan, “St. Clair County Public Defenders Seek to Withdraw from New Cases, Citing Massive Caseloads,” *St. Louis Post-Dispatch*, December 2, 2022. For more examples, see the section titled “Excessive Caseloads in Public Defense” in Chapter 1.

¹⁹⁵ Jennifer Learn-Andes, “ACLU Calls on Luzerne County to Address Public Defender’s Office Staffing Shortages,” *Times Leader*, December 5, 2022.

¹⁹⁶ In 2019, the *New York Times* published a detailed profile on one public defender in Louisiana who was assigned almost 200 felony cases, noting the impact that this case overload had on his clients. See Oppel and Patel, 2019.

¹⁹⁷ ABA Formal Opinion 06-441, 2006.

Appendix A. Expert Panel Biographies

The biographies that follow were submitted by the individual panelists and have been lightly edited for consistency.

Jenny P. Andrews

Director of Training, Indigent Defense Improvement Division, Office of the State Public Defender, Oakland, California

Jenny Andrews is the Director of Training at the Indigent Defense Improvement Division (IDID) of the Office of the State Public Defender in Oakland, California. Andrews is a graduate of Cornell University and Harvard Law School. Prior to joining IDID in 2022, she litigated trial cases for 23 years in the public defense offices in Alameda, Sonoma, and Santa Barbara Counties in California. Since 1996, she has worked on the front lines of California’s criminal trial courts and has consistently and aggressively litigated trial cases, including misdemeanor, felony, three strikes, LWOP, juvenile, civil commitment (mentally disordered offender and sexually violent predator), mental competency, homicide, and multijurisdiction (and multijury) trials. She has carried specialized caseloads of complex, forensic, and capital litigation and has held a wide variety of positions, including Forensic Resource Counsel and Felony Team Leader in Sonoma County and Director of Training and Senior Deputy in Santa Barbara. She has taught on the faculty of Gideon’s Promise; the NAPD; the NCDC; the Trial Advocacy Workshop at Harvard Law School; the California Public Defenders Association; and in public defense training programs in New York, New Jersey, Montana, Mississippi, Louisiana, Kentucky, Kansas, Tennessee, and Georgia. She has designed and presented training for public defenders working at all levels, from intern to leadership, and from basic trial skills to capital litigation, as well as in specialized areas, such as mentorship, challenging forensic evidence, and sustaining well-being.

Tamar R. Birckhead

Attorney, Parrett Porto Parese and Coldwell PC, Hamden, Connecticut

For more than 26 years, Tamar Birckhead has represented individuals charged with criminal offenses in the state and federal court systems at both the trial and appellate levels. Licensed to practice in Connecticut, Massachusetts, New York, and North Carolina, Birckhead has defended clients in a wide variety of criminal cases—from serious felonies in state court to alleged acts of terrorism in federal court. Among her clients was Richard Reid, the attempted Shoe Bomber prosecuted in the District of Massachusetts under the Patriot Act. In her Connecticut practice,

Birckhead regularly defends clients facing serious criminal charges in Connecticut's Superior Courts (both GA and Part A) located in Bridgeport, Manchester, Meriden, Middletown, Milford, New Britain, New Haven, New London, Norwalk, and Waterbury, although she has handled cases throughout the state. She also defends the rights of clients prosecuted in federal court in the Districts of Connecticut and Massachusetts.

Birckhead graduated *cum laude* from Yale University and Harvard Law School. After a decade as a public defender in Massachusetts, she taught criminal and juvenile defense as a tenured law professor at the University of North Carolina at Chapel Hill School of Law, where she also served as Director of Clinical Programs. Birckhead is the author of more than a dozen law review articles on topics related to criminal defense and an editor and contributor to several juvenile justice-related books.

Alison Bloomquist

Vice President of Strategic Alliances and Innovation, National Legal Aid & Defender Association, Washington, D.C.

Alison Bloomquist is an experienced and dedicated public defender. Bloomquist has been trying public defense cases in New England for nearly 20 years. She served for more than ten years as a staff public defender in greater Boston, two of them as Attorney-in-Charge of the Norfolk Superior Court office at the Committee for Public Counsel Services. She spent the next six years trying complex cases in Connecticut as the Director of Training and Education for the Office of Chief Public Defender. Now, in addition to taking special public defender appointments in Connecticut, Bloomquist serves as Vice President of Strategic Alliances and Innovation for NLADA. In this role, she directs and supervises NLADA's defender initiatives, including the provision of training and technical assistance to defenders and defender organizations across the country. She teaches nationally, including as faculty at the NCDC and has authored several trial skills publications. Bloomquist is a graduate of Northeastern University School of Law and Boston University College of Arts and Sciences. She lives in West Hartford with her wife, three children, and their silver Lab, Cooper.

Carmen Brooks

Assistant Federal Defender, Federal Defender Program, Inc. (Northern District, Georgia), Atlanta, Georgia

Carmen Brooks earned her B.A. and M.A. at Washington University in St. Louis. She fell in love with indigent defense during her criminal law clinic at Georgetown University Law Center. A member of the Gideon's Promise class of 2012, after graduating from law school, Brooks worked in the Nashville Public Defender's Office for a year before moving home to Denver,

Colorado. Following two years as a paralegal in death penalty postconviction matters, Brooks landed at a three-attorney firm committed to indigent clients. While at this firm, Brooks carried adult and juvenile conflict contracts with the Office of Alternate Defense Counsel and Office of Respondent Parents' Counsel. In May 2019, she returned to full-time indigent defense as a Deputy Public Defender for the Colorado Springs Office of the Colorado Office of the State Public Defender (COSPD). During her time at the COSPD, in addition to her caseload, Brooks was a faculty member for the statewide mandatory public defender trial advocacy program. Currently, she is an Assistant Federal Defender with the Federal Defender Program, Inc., in Atlanta, Georgia. She is also Alumni Faculty with Gideon's Promise and has taught for other systems, such as the Kentucky Office of Public Advocacy and the Davidson County Public Defender's Office in Nashville, Tennessee.

Jason H. Broth

Assistant Public Defender, DeKalb County Public Defenders, Atlanta, Georgia

Jason Broth has worked as a licensed attorney in California and Georgia for more than 25 years. His experience includes judicial clerkship, private litigation practice, and public defense. As a public defender in two different offices in Georgia, he has litigated thousands of felony and misdemeanor cases through trial. In addition, he has been first chair counsel for multiple murder trials during his tenure. Currently he is the DUI specialist for the DeKalb County Public Defender's Office. His duties include both the litigation of misdemeanor and felony DUI matters, including vehicular homicide, and the training and supervision of attorneys in the handling of all DUI cases in DeKalb County.

Thomas Carver

Attorney, Carver & Associates, Springfield, Missouri

Thomas Carver will soon enter his 50th year of practicing law in the state and federal courts of Missouri. His portfolio includes representation of more than 300 clients in federal cases and thousands of clients in Missouri state courts. He has faced the ultimate challenge in serious and life-changing cases on many occasions, including the representation and trial of individuals accused of capital murder in federal court. Aside from representing litigants in thousands of state court cases, he received the Robert Duncan Award for Appellate Excellence from the Missouri Association of Criminal Defense Lawyers. Recently, he was awarded the Bernard Edelman Tradition Award for mentoring young lawyers with an interest in criminal defense and is a past president of the Missouri Association of Criminal Defense Lawyers. Carver is admitted to practice in all Missouri courts and has been a member of the U.S. Supreme Court Bar since 1993.

He is also a member of the federal bars for the U.S. Eastern and Western Districts and the U.S. Eighth and Tenth Circuit Courts of Appeal.

Eric J. Davis

Chief of the Felony Trial Division, Harris County Public Defender's Office, Houston, Texas

Eric Davis has been the Chief of the Felony Trial Division of the Harris County Public Defender's Office since 2016. He is also a former prosecutor, having served in a child sex abuse unit and tried many violent offenses during his time prosecuting. As Chief of the Felony Trial Division, Davis supervises more than 75 lawyers, 13 investigators, and several other administrative employees. He oversees training in the division and still regularly defends and tries criminal cases, sitting first chair in multiple jury trials each year. As a defense lawyer, he has tried more than 100 cases to juries on charges including capital murder, federal Medicare fraud conspiracies, and misdemeanors. He graduated from Howard University with honors in 1991 and from Tulane University Law School with honors in 1994. He is also a graduate of Gerry Spence's Trial Lawyer's College, where he honed his trial skills by learning from some of the best trial lawyers in the country. Following graduation, Davis was asked to join the staff of the college, and he currently helps train lawyers from across the country. In 2021, he received the President's Award from the Texas Criminal Defense Lawyers Association. In 2020, he received the Mentor of the Year Award from the Harris County Criminal Lawyers Association for his efforts in mentoring and training lawyers. He received that same award from the Harris County Criminal Lawyers Association in 2016 as well. Davis regularly presents at Continuing Legal Education (CLE) courses and is routinely a top-rated speaker at those CLEs. In 2006, Davis received the Unsung Hero Award from the Harris County Criminal Lawyers Association and the Man of the Year Award from the Houston Business and Professional Women's Association.

C. Dawn Deaner

Attorney and Executive Director, Choosing Justice Initiative, Nashville, Tennessee

Dawn Deaner is the Executive Director of Choosing Justice Initiative (CJI), a nonprofit law firm in Nashville that provides free client-centered legal representation to people facing criminal charges who are seeking justice and fair treatment and cannot afford to hire a lawyer. Before launching CJI in 2018, Deaner was Nashville's elected Public Defender for ten years, and she was an Assistant Public Defender in Nashville for 11 years before that. During those years, Deaner represented thousands of people in General Sessions Court, Criminal Court, and in Tennessee's appellate courts, serving as lead counsel in approximately 50 felony jury trials. At

CJI, Deaner continues to represent people in criminal cases at all levels of court, using a holistic service model and offering people in need of appointed counsel the opportunity to obtain a lawyer of their choice. Deaner received her undergraduate degree from Columbia College and her law degree from George Washington University Law School.

Damaris Del Valle

*Deputy Chief of Felonies, Law Offices of the Public Defender, Carlos J. Martinez,
Miami, Florida*

Damaris Del Valle is board certified in Criminal Trial Law by the Florida Bar and serves as the Deputy Chief of Felonies at the Law Offices of the Public Defender, Carlos J. Martinez. After graduating in 2009 from the University of Cincinnati with both a J.D. and an M.A. in women's studies, she began her legal career as an Assistant Public Defender in Miami-Dade County. Over the course of her tenure at the office, Del Valle has tried a wide array of cases, from cocaine possession to first-degree murder.

Carrie Ellis

*Misdemeanor Chief and Training Director, Harris County Office of Managed Assigned
Counsel, Houston, Texas*

Carrie Ellis is the Misdemeanor Chief and Training Director at the Harris County Office of Managed Assigned Counsel (MAC). Prior to joining the MAC, she worked as the Training Director at the Orleans Public Defenders, where she started as a staff attorney in 2008. Following graduation from law school, Ellis served as an E. Barrett Prettyman Fellow at Georgetown Law. Ellis received her B.S. in mathematics and B.A. in Russian literature from the University of Texas at Austin, her J.D. from Columbia University, and an LL.M. in Advocacy from Georgetown Law.

Karl Fenske

*Deputy Public Defender IV, Los Angeles County Public Defender's Office, Los Angeles,
California*

Karl Fenske has worked for the Office of the Los Angeles County Public Defender for more than 20 years. During that time, he has tried more than 100 adult criminal trials and dozens of juvenile adjudications and mental health-related jury trials. He is currently the Second Vice President on the board of the Los Angeles County Public Defender Union Local 148 and the lead steward. He has dedicated his work to serving the community by defending their constitutional rights in criminal court proceedings.

Carey Haughwout

Public Defender for Palm Beach County, Office of the Public Defender, 15th Judicial District, West Palm Beach, Florida

Carey Haughwout has been the Public Defender for Palm Beach County since 2001 and has practiced criminal defense since 1983. She is also the immediate past president of the Florida Association of Public Defenders. As part of her duties, Haughwout works with the legislature on criminal justice policy. She is a board-certified criminal trial lawyer and a fellow of the American College of Trial Lawyers. Haughwout's efforts have been recognized with the American Civil Liberty Union's Harriet S. Glasner Freedom Award, The Lord's Place Ending Homelessness Award, the Voter's Coalition of Palm Beach County, the March of Dimes Women of Distinction Award, the Palm Beach County Bar Association's Professionalism Award, and the Judge Barry M. Cohen Champion of Justice Award. She is a past president of the Florida Association of Criminal Defense Lawyers, served on the Board of Legal Specialization and Education, the Florida Bar Criminal Rules Committee, and on a variety of local committees dedicated to the improvement of the system of justice. She established and chairs the Reentry Task Force for the Palm Beach County Criminal Justice Commission, which has been credited with establishing services for ex-offenders to reduce recidivism. Besides the administrative duties of managing a 200-person law office, Haughwout maintains an active trial practice of serious cases and death penalty cases.

Aaron Hawbaker

Supervisor, Iowa Adult Public Defender Office, Waterloo, Iowa

Aaron Hawbaker graduated from Iowa Law School in 1994. He was in private practice until 2004 when he joined the State Public Defender and was first hired to work in the Waterloo Office. Hawbaker became the supervisor of the Marshalltown office in 2008 and the supervisor of the Waterloo Adult Office in 2010, where he remains. He has handled every type and level of offense in Iowa, from traffic tickets to Class A felonies, and has tried many cases involving every type and level of offense in Iowa to both juries and the court. He served several years as the president of the Public Defender Association of Iowa. He is a past member of the Iowa Bar Association Jury Instruction Committee. He is a member of the Iowa Supreme Court Advisory Committee for Criminal Procedure and a member of the Iowa Supreme Court Criminal Procedure Task Force. He is also a member of the Iowa Supreme Court Rules of Evidence Substantive Review Task Force. Hawbaker is a past Public Defender of the Year honoree and a recipient of the John Adams Award presented by the Iowa Association of Criminal Defense Lawyers.

Gemayel Haynes

Team Lead, Senior Litigator, Harris County Public Defender's Office, Houston, Texas

After graduating from law school, Gemayel Haynes became a prosecutor for the Harris County District Attorney's (DA's) Office, working in the Justice of the Peace, Misdemeanor, Juvenile, and Felony Trial Divisions. After leaving the DA's office, Haynes was in private practice for approximately five years, representing juvenile and adult clients charged with misdemeanors and felonies. He is currently an Assistant Public Defender serving as Senior Litigator and Team Lead in the Felony Trial Division of the Harris County Public Defender's Office. Haynes supervises and trains a team of eight lawyers, mentors other lawyers in the division, and represents indigent clients charged with first- and second-degree felonies. He is in trial, either as first chair on his own clients' cases or a second chair with younger lawyers, several times per year on everything from state jail felonies to first-degree murder and sex cases. He gives trainings to criminal lawyers locally and across the state on topics including bail, pretrial investigation, search and seizure, probation issues, trial preparation and strategy, and sentencing issues.

Bryan Kennedy

Senior Assistant Public Defender, Office of the Public Defender, Fairfax, Virginia

Bryan Kennedy has worked at the Office of the Public Defender in Fairfax, Virginia, since 2012. He has represented clients in all types of criminal cases and has tried cases from driving without a license to first-degree murder and serious sexual assault. He is a frequent lecturer at Continuing Legal Education programs at the local, state, and national levels. Kennedy serves as a supervisor in the office, where he is in charge of training new lawyers and overseeing their development as they practice in misdemeanor court. He has also represented clients on appeal to the Court of Appeals and Supreme Court of Virginia. Prior to joining the Public Defender's Office, Kennedy graduated from Georgetown University Law Center and was a clerk on the Superior Court for the District of Columbia.

Andrea Konow

Senior Trial Attorney, Defender Association of Philadelphia, Philadelphia, Pennsylvania

Andrea Konow is a Senior Trial Attorney at the Defender Association of Philadelphia. She is currently in the Homicide Unit, where she has spent the past 21 years handling a caseload that includes capital and noncapital homicides. Along with trial work, she is the forensics lead in her office. Konow has been a public defender since 1985 in several jurisdictions, including Philadelphia, Harrisburg, and Pittsburgh, Pennsylvania; and San Diego, California, and was on

the faculty of the Trial Lawyers College in Dubois, Wyoming, from 2000 to 2007. Konow is a graduate of Dickinson School of Law and holds an M.A. degree from California State University, Northridge, and a B.S. degree from Oregon State University. She lives in Philadelphia with her partner and two children.

Rick Kroeger

Associate Attorney, Simmons Hanly Conroy, LLC, Alton, Illinois

Rick Kroeger is an Associate Attorney at Simmons Hanly Conroy where he works on behalf of municipalities around the country in litigation against manufacturers, distributors, and pharmacies that flooded the country with opioids, as well as for victims of clergy sexual abuse. In addition to his current civil practice, he remains a special public defender in Missouri, where he was a full-time public defender with the Missouri State Public Defender for a decade in St. Louis. As a public defender, Kroeger handled trials at all levels, from misdemeanor charges to first-degree murder charges. Early in his career, he initiated procedures in St. Louis through which his office was able to identify police officers who had engaged in presenting false search warrant affidavits to the prosecutors and courts, which led to numerous cases being dismissed, as well as several police officers being removed from the force. In addition to handling cases from arrest to trial before judges and juries, Kroeger handled appeals and writs on behalf of his clients. During his last five years with the Missouri State Public Defender, Kroeger was at the St. Louis City Trial Office, where he was one of two managing attorneys responsible for training and overseeing 31 trial attorneys while handling his own clients' cases.

La Mer Kyle-Griffiths

Assistant Public Defender, Santa Barbara County Office of the Public Defender, Santa Barbara, California

La Mer Kyle-Griffiths is the recently appointed Assistant Public Defender of the Santa Barbara Public Defender's Office. Before that, she was the Director of Training and Complex Litigation with Still She Rises in Tulsa, Oklahoma. She has been a lifelong public defender amplifying the voices of the poor in Kentucky, Massachusetts, Oklahoma, Washington, and now California. In Seattle, she was responsible for designing, organizing, and facilitating training for the more than 400 team members of the Department of Public Defense. There, she gained an appreciation of the need for defense teams to actively engage with their own implicit bias. She became certified with King County to teach and facilitate issues of diversity, equity, and inclusion.

Earlier in her career, Kyle-Griffiths practiced for more than 17 years as a public defender in both Kentucky and Boston, Massachusetts. In Kentucky, she was part of the Capital Defense

Unit and litigated several death penalty cases. She has sat on many case reviews on death penalty cases and continues to teach nationally and at various state programs on capital litigation, voir dire, and mitigation. She has taught investigators, attorneys, mitigation specialists, and law students across the country in the areas of capital litigation, litigation with a racial and gender lens, investigation, sentencing, trial skills, and forensics. She has litigated juvenile, felony, and misdemeanor cases and has argued two cases before the Kentucky Supreme Court. She has been an adjunct professor at the Seattle University College of Law, the Iowa University of Law, and Boston College. Kyle-Griffiths currently teaches at the Darrow Baldus Death Penalty College, the NCDC, Gideon's Promise, and Harvard Law School's Trial Advocacy Workshop. She has taught in various organizations in the areas of diversity, equity, inclusion, and belonging, as well as leadership and supervision with an inclusive lens. A graduate of the University of Dayton School of Law, Kyle-Griffiths has been a lifelong advocate and is looking forward to her continuing adventure with Tom, her Chucks-wearing, crusading, capital defender husband and three young women who all learned to crow "acquittal" early!

Elizabeth Lashley-Haynes

Deputy Public Defender IV, Los Angeles County Office of the Public Defender, Los Angeles, California

Elizabeth Lashley-Haynes graduated from Syracuse University with degrees in sociology and African American studies and from Case Western Reserve University School of Law. After graduating from law school, she moved to Los Angeles to begin working for the Los Angeles County Public Defender's Office, where she has been employed for the past 20 years. There she has worked various assignments, including the Felony Trial Division, Juvenile Resource Attorney, and the Racial Justice Act Unit. She is the President of the Women's Defender Association, served on the Racial Justice Committee and on the National Legal Aid & Defenders Association's Defender Council. Lashley-Haynes is very active in the community, serving on the governing board of her church, in positions in her children's schools, and with the Lawyer Moms of Southern CA, where she hosts a holiday gift drive for hundreds of unaccompanied migrant children.

Corrie-Ann Mainville

Public Defender, Connecticut Division of Public Defender Services, Litchfield, Connecticut

Corrie-Ann Mainville earned her J.D. in 2005 from Western New England School of Law and after law school performed pro bono work for the Capital Defense Unit of the Connecticut Division of Public Defender Services, helping challenge the constitutionality of the state's lethal

injection protocol. In 2007, she was hired as a temporary attorney with the public defenders, achieving permanent status the following year. She has had a meteoric career trajectory as a public defender, starting off handling low-level misdemeanors and advancing to the most serious felony cases, including capital felonies. Mainville has worked in urban and rural jurisdictions across the state of Connecticut and has extensive litigation experience, including as co-counsel in the last capital case after the death penalty was abolished in the state. In 2016, Mainville was appointed as the head Public Defender of the Litchfield Judicial District, where she supervises an office that handles both low-level misdemeanors and serious felony cases while carrying a full caseload of her own. In 2018, the Connecticut Criminal Defense Lawyer's Association, which is made up of both public defenders and private criminal defense attorneys, recognized Mainville with the Diane "Cookie" Polan award, an annual recognition bestowed upon a rising female attorney fighting for civil rights in the spirit of legendary civil rights and criminal defense attorney Cookie Polan.

Alexzandria Poole

Director of Defender Initiatives, Zealous, Detroit, Michigan

Alexzandria Poole has spent her legal career serving as a public defender in New York City and Detroit. During her time as a public defender, she also played an integral role in several projects outside the courtroom, which include "Know Your Rights" training for both New York immigrant communities and for Detroit youth, educating on Certificates of Relief from Civil Disabilities for those directly affected, advocating for discovery reform in Albany, New York, and promoting data integrity in public defender office settings. As Director of Defender Initiatives for Zealous, Poole serves as the point person for public defender offices across the country to assist in establishing internal processes, policies, and training on nontraditional forms of advocacy. She also collaborates with the organization's communications practice to amplify public defender voices, codevelops and coteaches law school curriculum, and supervises law school clinical projects. She is currently based in Detroit, Michigan.

Diane DePietropaolo Price

Assistant Deputy Public Defender, New Jersey Office of the Public Defender, Camden, New Jersey

Diane DePietropaolo Price has been a trial attorney for the New Jersey State Office of the Public Defender in Camden, New Jersey, since 2017. Prior to her position in New Jersey, Price was an assistant public defender in Charlotte, North Carolina, from 2008 to 2014 and worked for the NACDL from 2014 to 2017. Price has extensive experience in misdemeanor and felony

courts, having represented hundreds of clients in criminal proceedings, including bench trials and jury trials.

Heather Rogers

Public Defender, Santa Cruz County Office of the Public Defender, Santa Cruz, California

Heather Rogers has been a public defender for more than 18 years in the state and federal courts. She has handled thousands of cases at every stage of litigation, from arraignment through trial and appeal. Rogers has represented clients accused of offenses from delinquency to homicide; defended detainees incarcerated at Naval Station Guantanamo Bay, Cuba; and argued cases in the Ninth Circuit Court of Appeals. Rogers is honored to serve as the first Public Defender of Santa Cruz County, her birthplace and home. Before her appointment, Rogers served as a public defender at Biggam, Christensen & Minsloff, the defense firm that provided public defense services for Santa Cruz County. Rogers is a faculty member of the NCDC; a lecturer in Legal Studies at the University of California, Santa Cruz; a frequent trainer at regional and national trial skills programs; and has taught at California Western School of Law and Monterey College of Law. She serves on the Board of Directors of the Housing for Health Partnership Policy Board, Community Corrections Partnership, Criminal Justice Council, Juvenile Justice Coordinating Council, Santa Cruz County Trial Lawyers Association, and Santa Cruz County Defense Bar. Rogers clerked for the Honorable M. Margaret McKeown on the Ninth Circuit Court of Appeals before starting her career in public defense at Federal Defenders of San Diego, Inc. She also served as a public defender in Monterey County and at the Federal Public Defender for the Northern District of California before coming home to Santa Cruz. Rogers has an A.B. in English language and literature from the University of Chicago and a J.D. from Stanford Law School. She lives in the Aptos mountains with her husband, children, and numerous pets.

Jamie C. Schickler

Managing Attorney of the Behavioral Health Division and Co-Director of the Intern/Extern Program, Law Office of the DeKalb County Public Defender, Atlanta, Georgia

Jamie Schickler is a Managing Attorney of the Behavioral Health Division and codirector of the Intern/Extern Program at the Law Office of the Public Defender in DeKalb County, Georgia. Prior to joining the Behavioral Health Division, Schickler spent nine years in trial work, including more than six years trying felony cases in Superior Court at the state level in Georgia. She also occasionally guest lectures in “crimmigration” law and is a member of the faculty of

Emory Law’s annual Trial Techniques program. She attended Northwestern University, where she obtained her undergraduate degree, later graduating from Emory University School of Law in 2013 with honors. Schickler then became a public defender and has never looked back. She recognizes how her own life has been affected by privilege and strives to use her time, energy, and talent to confront the systems of oppression she sees every day in the world of public defense and beyond. She believes in the inherent dignity and worth of every human being, regardless of what he or she might have done. As a wife and a mom to both biological and foster children, Jamie spends most of her free time chasing people (and the dog) around the house.

Georgia L. Sims

Assistant Deputy Public Defender, Public Defender of Metropolitan Nashville & Davidson County, Nashville, Tennessee

Georgia Sims attended Vanderbilt University Law School, where she served as Executive Director of the Vanderbilt Legal Aid Society and as an editor for the Vanderbilt Law Review. She received the 2008–09 Damali A. Booker Award in recognition of her commitment to public service. Sims joined the Nashville Defenders upon her graduation from Vanderbilt in 2009 as an Assistant Public Defender. She has tried cases from DUIs to first-degree murder and served as a supervising attorney for one of the office’s felony trial teams from 2014 to 2018. In 2018, she became the Training Director for the office, and in 2019 was sworn in as the Assistant Deputy Public Defender. She continues to directly represent clients and to serve as the office’s Training Director in this role, and especially enjoys working with new lawyers on their trial cases. Sims is a graduate of the Gideon’s Promise (formerly Southern Public Defender Training Center) Core 101 program and serves as a member of the Gideon’s Promise faculty.

S. Christie Smith IV

Senior Partner, Smith Advocates LLC, Leesville, Louisiana

Christie Smith is the senior partner of SmithBush, LLP, a regional Louisiana law firm originally established in 1911 to represent laborers—and, too often, their widows and children—who were harmed by the burgeoning and unregulated timber industry in the rural South. Smith’s work today is the modern extension of that century-old practice, in a broader, litigation-based platform. He defends individuals in the most serious types of criminal charges or in cases where their constitutional rights have been intentionally or systemically abridged. He has tried cases across the Gulf South, from personal injury and damage claims to first-degree murder and narcotics trafficking. He is one of the few lawyers dually board-certified in both civil and criminal trial advocacy by the National Board of Legal Specialty Certification, has been recognized in the Top 50 Louisiana SuperLawyers List, holds an AV—Preeminent rating (the

highest rating available from the Martindale-Hubbell Directory of Attorneys), and is listed in Best Lawyers in America. He is widely published and frequently lectures on emerging issues in trial and constitutional law.

Ryan Swingle

Attorney, Ryan J. Swingle Attorney at Law, Athens, Georgia

Ryan Swingle is a criminal defense attorney based in Athens, Georgia, who practices in both federal and state courts. He is a former state public defender and state capital defender. Swingle began his legal career in 2001 as an Athens public defender, and for 12 years dedicated himself to defending indigent defendants in cases from disorderly conduct to murder. During his five years as lead attorney for the Northeast Georgia Capital Defender Office, none of the office's clients were sentenced to death. Swingle's current private practice focuses 100 percent on criminal defense, and as experienced trial lawyer, he has tried all manner of misdemeanor and felony cases. Swingle is also a faculty member of the NCDC's Trial Practice Institute.

Amber L. Tucker

Owner/Principal, The Law Office of Amber L. Tucker, LLC, Portland, Maine

Amber Tucker is a Florida State University College of Law graduate and has actively represented the indigent accused since 2005. Initially, she practiced at the Hillsborough County Public Defender's Office in Tampa, Florida, and continued to do so for four years. Following her time at the Public Defender's Office, Tucker returned to her home state of Maine, where she spent several years as a prosecutor litigating felony drug crimes and then transitioned into private practice, where she has remained since 2012. She is the current President of the Maine Association of Criminal Defense Lawyers. In addition to her retained work, she represents the indigent accused through assignments from the Maine Commission of Indigent Legal Services and is a Criminal Justice Act panel attorney for appointed criminal matters in federal court. Tucker has represented thousands of defendants, litigated state and federal crimes from misdemeanors to life felonies (including murder), and has tried nearly 40 criminal jury trials to verdict.

Colette Tvedt

Attorney, Law Firm of Colette Tvedt LLC, Denver, Colorado

Colette Tvedt is the founder and owner of Tvedt Law, where she represents individuals in state and federal court charged with misdemeanors to first-degree murder. Prior to starting her law firm in Denver, she served as the Director of Public Defense Training and Reform for the

NACDL. In that capacity, she developed and delivered premier training programs for public defense providers nationwide, focusing on racism in the criminal justice system, police misconduct, pretrial detention, challenging forensic evidence, and trial skills. Tvedt also published reports regarding public defender workload studies, constitutional deficiencies in municipal courts, effective assistance of counsel and the right to counsel, and bail reform manuals. She has devoted her career over the past 25 years to representing poor people accused of crimes, spending 18 of those years as a public defender in Massachusetts and Washington State and seven years in private practice as a partner with the Seattle law firm Schroeter, Goldmark & Bender. She has organized training programs for thousands of defense lawyers and served for several years as a Clinical Professor of Law at Suffolk University Law School in Boston. She was also an adjunct professor at the University of Washington School of Law and at Seattle University Law School. She is a faculty member and board member of the NCDC, the Colorado National Representative for the federal Criminal Justice Act (CJA) Panel, and a member of the District of Colorado CJA Standing Committee. Tvedt is an honors graduate of Rutgers University, where she also attended law school.

Andre Vitale

First Assistant Deputy Public Defender, Trial Chief, New Jersey Office of the Public Defender, Jersey City, New Jersey

Andre Vitale has served as a public defense lawyer for more than 23 years as a trial lawyer, training director, educator, and mentor. He has extensive trial experience (taking more than 99 cases to verdict) while handling some of the most complex matters. He has developed an expertise in defending homicide and sex cases, with a proficiency in contesting forensic and other technical evidence, including DNA, fingerprints, child sexual abuse accommodation syndrome, and eyewitness identification. He is now Trial Chief for the Hudson County Office of the New Jersey Office of the Public Defender. He also designed a Defending a Child Sex Case advanced trial skills program that has been used by State Public Defender Offices in Montana, Missouri, and New Jersey. Because of his passion and commitment to client-centered representation, Vitale has received the Kevin Andersen Award from the New York State Defender's Association and the Denison Ray Award from the New York State Bar Association.

Nanzella Whitfield

Managing Director, Northern Region, Public Defender Division, Massachusetts Committee for Public Counsel Services, Boston, Massachusetts

Nan Whitfield is a career public defender who has earned a solid reputation as a brilliant trial lawyer. Serving as a trial lawyer in the office of the Los Angeles County Public Defender for

more than 30 years, Whitfield is now the Managing Director of the Northern region for Massachusetts' Committee for Public Counsel Services. She has been the lead trial lawyer in hundreds of jury trials, including more than 40 homicide jury trials. Throughout her career, she has received numerous accolades for her work, including recognition as Defense Attorney of the Year by the Los Angeles County Bar Association in 2011 and one of the Top 75 Female Litigators in the State of California in 2008. Whitfield has served as faculty at countless training programs for the NACDL, where she served as First Vice President and as Executive Officer on the Executive Committee. Recently, she was the chair for the Race Matters IV committee and has given several presentations highlighting the relevance of issues involving race in the criminal legal system. She has presented for the California Attorneys for Criminal Justice and for the Neighborhood Defender Service (the public defender agency in Detroit, Michigan), and it is her goal to elevate the standards of practice within the criminal defense bar. Whitfield earned her undergraduate degrees from the University of Illinois at Urbana-Champaign and her law degree from Northern Illinois University College of Law.

Glover Wright

Assistant Public Defender, Law Office of the Shelby County Public Defender, Memphis, Tennessee

Glover Wright is an assistant public defender at the Law Office of the Shelby County Public Defender in Memphis, Tennessee, where he represents clients charged with felonies. A graduate of Columbia College and Columbia Law School, he is originally from Humboldt, Tennessee. Wright is an alumni faculty member of Gideon's Promise, a nationwide public defender training program; sits on the Amicus Committee of the National Association for Public Defense; and is a former board member of the Tennessee Association of Criminal Defense Lawyers.

Lorinda Youngcourt

Trial Attorney, Federal Defenders of Eastern Washington and Idaho, Spokane, Washington

Lorinda Youngcourt has represented capital and noncapital clients in trial, direct appeal, state postconviction, and federal habeas corpus as a public defender and in private practice. She also serves as faculty at various trial programs around the country. She is the current Treasurer of the NAPD and a past chair of the Indiana Public Defender Council. Youngcourt was the first appointed King County (Seattle, Washington) Public Defender from 2015 to 2018, overseeing the unification of four nonprofit agencies into a single county department. She was also the first Lawrence County Indiana Public Defender from 2010 to 2014, creating a state- and county-funded agency to replace a contractual public defender system. In late 2018, Youngcourt

returned to her roots as a trial lawyer and is now practicing with the Federal Defenders of Eastern Washington and Idaho community defenders' program in Spokane, Washington.

Appendix B. Comparison of Prior State-Level Workload Studies

Overview

A detailed summary of the 17 state-level, qualitatively adjusted weighted caseload studies published since 2005 that we reviewed as part of our work is presented in Table B.1. The discussions that follow describe each of the study features described in the table's columns and present additional background on the methods that were employed to produce appropriate metrics for estimating attorney requirements.¹⁹⁸ Some of these studies were conducted in states where trial-level public defense is primarily provided through a statewide public defender agency, while others were conducted in states where defenders consist of a mix that includes both members of the private criminal bar (often working in relatively small firms and solo practices) and attorneys working in locally based public defender offices. In addition, some jurisdictions studied had extensive attorney time expenditure and case management data readily available to the researchers, while in others, there was a lack of even basic information, such as how many attorneys were appointed as counsel in the past year and what case types were the subjects in those appointments. Such considerations can affect study design, so the use of one approach over another should be viewed as the result of a conscious decision to employ methods that are most appropriate for the challenges being faced by the researchers at that time rather than any sort of strict adherence to a singular strategy.

Quoted passages contained within Table B.1 are taken from the final report for the study being described.

¹⁹⁸ Some of the descriptions of prior studies presented in this appendix have been drawn from Pace et al., 2019, pp. 7–18.

Table B.1. State-Level Public Defense Workload Studies Since 2005

Jurisdiction, Primary Research Organization, Year, and Source	Task- Based				Time Sufficiency Survey Inquiry	Expert Panels	Expert Decisions or Adjustments
	Scopes	Case Types	Current Time Analysis	Approach			
Colorado ABA SCLAIID, 2017 (RubinBrown and ABA SCLAIID, 2017)	All attorneys providing public defense services in state	15 adult criminal, 3 juvenile delinquency	Mandatory time study over 16 weeks involving statewide public defender system; results not shared with expert panel	Yes, using 26 task types	None	"Criminal defense experts (private, as well as public defense practitioners)"	(1) Time needed to complete each task within each case type; (2) percentage of cases within each case type where that task should take place
Idaho Idaho Policy Institute, 2018 (Fry et al., 2018)	All attorneys providing public defense services in state	5 adult criminal, 1 juvenile delinquency, 1 appeal, 1 dependency	Voluntary time study over 12 weeks	Yes, using 13 task types	(1) Average amount of time that should be spent on cases within each case type; (2) average time needed to complete each task within each case type	Between 12 and 16 attorneys, depending on the round	(1) Time needed to complete each task in a case within each case type; (2) percentage of cases within each case type where that task should take place
Indiana ABA SCLAIID, 2020 (ABA SCLAIID and Crowe LLP, 2020)	All attorneys providing public defense services in state	7 adult criminal, 6 juvenile delinquency, 7 appeals, 3 dependency	None	Yes, using 11 to 13 task types depending on case type	None	Experienced public defenders and private defense attorneys; for adult criminal, 27 attorneys completed the first round and 15 attorneys participated in the final session	For each case type: (1) percentages that should go to trial versus other resolution; (2) percentages in which each case task should be performed by disposition; and (3) cumulative time that should be spent on each case task by disposition

Jurisdiction, Primary Research Organization, Year, and Source	Task- Based Approach			Time Sufficiency Survey Inquiry	Expert Panels	Expert Decisions or Adjustments
	Scopes	Case Types	Current Time Analysis			
Louisiana ABA SCLAID, 2017 (Postlethwaite & Netterville and ABA SCLAID, 2017)	All attorneys providing public defense services in state	7 adult criminal, 1 juvenile delinquency, 2 dependency	Six-month time study of public defenders in four volunteer pilot districts; results not shared with expert panel	Yes, using 11 task types	Private defense attorneys, as well as public defense practitioners; 62 attorneys participated in the first round, 23 attorneys in final session	(1) Time needed to complete each task in a case within each case type; (2) percentage of cases within each case type where that task should take place
Maryland NCSC, 2005 (Ostrom, Kleiman, and Ryan, 2005)	Statewide public defender system attorneys	District offices: 15 adult criminal, 2 juvenile delinquency Statewide divisions: 7 adult criminal, 3 appeals, 2 dependency	Voluntary time study over four to six weeks	Yes, using 15 task types at start, collapsed to 8 at end	Likert scale to indicate frequency in which attorney generally had enough time for each task across all cases Three attorney focus groups, one each for urban, suburban, and rural cases Advisory Committee comprising statewide system management attorneys and attorney representatives from defender regions	Focus groups adjusted average time for each task within each case type upward when more time was believed to be necessary. Advisory Committee reviewed focus group adjustments and accepted, rejected, or made further changes.
Massachusetts Center for Court Innovation, 2014 (Labriola and Hopkins, 2014)	All attorneys providing public defense services in state	10 adult criminal, 4 juvenile delinquency, 2 dependency	Used existing billing data from private bar for 1 year of closed cases	No; some task data collected by survey but not basis of expert decisions	Likert scale to indicate frequency in which attorney generally had enough time for specified job duties within broad practice area Five Delphi groups, each considering a broad practice area, made up of "purposely selected seasoned attorneys."	For each case type, Delphi groups specified both the amount of additional time needed per case and the percentage of cases in which this additional time was required.

Jurisdiction, Primary Research Organization, Year, and Source	Task- Based Approach			Time Sufficiency Survey Inquiry		Expert Panels	Expert Decisions or Adjustments
	Scopes	Case Types	Current Time Analysis	Approach	Survey Inquiry		
Michigan RAND, 2019 (Pace et al., 2019)	All attorneys providing public defense services in state	9 adult criminal	Voluntary time study over eight weeks	No	Average amount of time that should be spent on cases within each case type	29 panelists consisting of “16 private criminal practitioners, nine public defenders, two appellate attorneys, and two federal public defenders”	Average amount of time that should be spent on cases within each case type
Missouri ABA SCLAID, 2014 (RubinBrown and ABA SCLAID, 2014)	All attorneys providing public defense services in state	6 adult criminal, 1 juvenile delinquency, 1 appeals	Used existing timekeeping data from statewide public defender system covering 25 weeks; results not shared with expert panel	Yes, using 11 task types	For each task within each case type: (1) percentage category of cases where sufficient time was available to accomplish task; (2) amount of time typically sufficient to accomplish each task; results not shared with expert panel	“Criminal defense experts (private, as well as public defense practitioners)”	(1) Time needed to complete each task within each case type; (2) percentage of cases within each case type that each task should take place
New Mexico NCSC, 2007 (Hall, 2007)	Statewide public defender system attorneys	District offices: 9 adult criminal, 1 juvenile delinquency, 1 appeals Statewide units: 2 adult criminal, 2 appeals	Voluntary time study over six weeks	Yes, using 51 task types	Likert scale to indicate frequency in which attorney generally had enough time for each task across all cases	Focus group: “seasoned experts from representative” state public defender offices Advisory committee: “judges, prosecutors and defense attorneys”	Focus group adjusted average time for each task in a case within each case type upward when more time was believed to be necessary. Advisory committee reviewed focus group adjustments and accepted, rejected, or made further changes.

Jurisdiction, Primary Research Organization, Year, and Source	Task- Based			Time Sufficiency Survey Inquiry	Expert Panels	Expert Decisions or Adjustments
	Scopes	Case Types	Current Time Analysis	Approach		
New Mexico ABA SCLAD, 2022 (ABA SCLAD and Moss Adams LLP, 2022a)	All attorneys providing public defense services in state	8 adult criminal, 5 juvenile delinquency, 7 appeals	Time data gathered from statewide public defender system; limited use; results not shared with expert panel	Yes, 9 to 12 task types depending on case type	A "mix of public defenders, contract attorneys and private practitioners;" for adult criminal, 60 attorneys participated in the first round and 29 participated in the final session	For each case type: (1) percentages that should go to trial versus other resolution; (2) percentages in which each case task should be performed by disposition, and (3) cumulative time that should be spent on each case task by disposition
New York (five counties) RAND, 2016 (Unpublished 2016 memorandum by Pace et al., provided to the New York State Office of Indigent Legal Services)	All attorneys providing public defense services in 5 counties	6 adult criminal, 2 appeals	Voluntary time study over eight weeks	No; some task data collected by survey but not basis of expert decisions	28 panelists representing "a diverse mix of indigent defense attorneys and retained client-only attorneys"	Average amount of time that should be spent on cases within each case type
North Carolina NCSC, 2019 (Lee, Hamblin, and Via, 2019)	Statewide public defender system attorneys	12 adult criminal, 3 juvenile delinquency, 3 dependency	Mandatory time study over seven weeks	Yes, using 35 task types	Four attorney panels, each focusing on a subset of case types (adult felonies, adult misdemeanors, juvenile, and parent representations) and drawn from "a representative variety of offices across the state."	When more time spent on a task within a case type was believed to be necessary, indicated (1) the percentage of additional time needed to complete task, and (2) the percentage of cases within case type where additional time was needed.

Jurisdiction, Primary Research Organization, Year, and Source	Scopes		Case Types	Current Time Analysis	Task- Based Approach	Time Sufficiency Survey Inquiry	Expert Panels	Expert Decisions or Adjustments
Oregon ABA SCLAID, 2022 (ABA SCLAID and Moss Adams LLP, 2022b)	All attorneys providing public defense services in state	7 adult criminal, 5 juvenile delinquency, dependency	None	Yes, 9 to 12 task types, depending on case type	None	A “mix of attorneys from a variety of contractor types, as well as private practice attorneys,” for adult criminal, 65 attorneys completed the first round and 30 attorneys participated in the final session.	For each case type: (1) percentages that should go to trial versus other resolution; (2) percentages in which each case task should be performed by disposition; and (3) cumulative time that should be spent on each case task by disposition	
Rhode Island ABA SCLAID, 2017 (BlumShapiro, ABA SCLAID, and NACDL, 2017)	All attorneys providing public defense services in state	6 adult criminal, 2 juvenile delinquency, 1 dependency	Six-month mandatory time study of public defenders; results not shared with expert panel	Yes, using 12 task types	None	22 private practice attorneys and 21 public defenders completed the first round; 15 public defenders and 8 private attorneys participated in the final session	(1) Time needed to complete each task in a case within each case type; (2) percentage of cases within each case type where each task should take place	

Jurisdiction, Primary Research Organization, Year, and Source	Scopes	Case Types	Current Time Analysis	Task- Based Approach	Time Sufficiency Survey Inquiry	Expert Panels	Expert Decisions or Adjustments
Texas Public Policy Research Institute, 2015 (Carmichael et al., 2015)	All attorneys providing public defense services in state	6 adult criminal	Voluntary time study over 12 weeks	Yes, using nine task types	For each task within each of three collapsed case types: (1) percentage of cases where task should be performed; (2) average hours per case when task is performed	"18 highly experienced criminal defense practitioners"	(1) Time needed to complete each task in a case within each case type; (2) percentage of cases within each case type where each task should take place; (3) percentage of cases within each case type that should go to trial NOTE: Results later split into cases going to trial and those resolved by other means.
Utah RAND, 2021 (Pace et al., 2021)	All attorneys providing public defense services in state	9 adult criminal, 5 juvenile delinquency	Used existing local public defender timekeeping data covering five months	No	Average amount of time that should be spent on cases within each case type	38 panelists consisting of "experienced adult criminal and juvenile delinquency" and "contract counsel, assigned counsel, and public defenders"	Average amount of time that should be spent on cases within each case type

Jurisdiction, Primary Research Organization, Year, and Source	Task- Based Approach			Time Sufficiency Survey Inquiry	Expert Panels	Expert Decisions or Adjustments
	Scopes	Case Types	Current Time Analysis			
Virginia NCSC, 2010 (Kleiman and Lee, 2010)	Statewide public defender system attorneys	Local offices: 8 adult criminal, 2 juvenile delinquency, 1 appeals Division offices: 1 adult criminal, 1 appeals	Mandatory time study over eight weeks	Likert scale to indicate frequency in which attorney generally had enough time for each task across all cases	Delphi groups: Three attorney groups drawn from defender field offices, capital defender offices, and the appellate defender office Advisory committee: "chief Public Defenders and senior support staff from a representative set of offices across the state"	Delphi groups: When more or less time spent on a task within a case type believed to be necessary, (1) amount of time to be added or subtracted for the task; (2) percentage of cases within case type where adjustment should be applied Advisory committee reviewed Delphi group adjustments and accepted, rejected, or made further changes.

NOTE: As defined in this table, *adult criminal case types* in the above-referenced studies include all representations that do not clearly involve juvenile delinquency, appeals, or dependency matters (which can include related proceedings, such as terminations of parental rights, child in need of assistance matters, child welfare care and protection matters, and abuse or neglect adjudications).

Key Features

Scope

For what defender populations are the standards being developed? Most states have a mix of public defender offices, assigned counsel programs, and contract defender programs to address the needs of indigent defendants. In four of the 17 studies, a single statewide public defender system was the sole subject of the research, as well as any workload standards that resulted from the work, while in the 13 others, the standards were developed for both public defenders and private attorneys accepting indigent defense appointments.¹⁹⁹ In one of the 13 studies in which all types of defenders were included, the focus was on attorneys in only five counties.

Case Types

What case type categories were used to group client matters represented by the defender population? Generally, the entity that commissioned the research had already identified what broad types of representation would be the subject of the research, such as adult criminal cases, appeals, juvenile delinquency proceedings, such specialized matters as terminations of parental rights, or a combination of the same. More-granular categories (such as violent felonies) may also be predetermined, although generally, those performing the research have input in the final decision. In other studies, a focus group of defense attorneys was used to determine appropriate case types. In some instances, the choice is largely driven by existing categorization schemes used by local case management systems (both those operating within the courts and within provider organizations) because of the benefits of being able to integrate the results of the workload standards efforts with accurate information about current caseloads.

Current Time Analysis

Was information about current attorney time expenditures acquired for this study? In 15 studies, the researchers took steps to collect information about current attorney time expenditures in the case types of interest. Methods used by these studies for measuring such expenditures included analyzing timekeeping data already collected by public defender offices, conducting temporary time studies in which defenders are asked to keep track of their hours over a predetermined span of time, and examining vouchers submitted by private counsel seeking

¹⁹⁹ Even in states that are characterized as relying exclusively on a network of public defender offices for delivering defender services, assigned counsel and contract defenders are often required for representing clients when the public defender has a legal or resource conflict or when specialized services are needed. Studies that focused on a single statewide public defender system may not have included those conflict attorneys in the data collections or analyses, although the standards that are produced may have been intended to apply to any attorney who accepts appointments.

compensation for services arising from court appointments. The data could be used for enhancing the general understanding of the current public defense environment, estimating necessary attorney levels if new workload standards were implemented, and informing other data collection tasks performed in the research, but in ten of the 15 data collections, supporting the panelists' deliberations was the key reason for the effort.

When time data are desired, the ideal source is an existing timekeeping process that has been in use for an extended period before the need for the data exists. When that practice is already in place, attorney time information felt necessary for caseload standards-setting can be quickly and inexpensively extracted from the provider's case management system. In addition, complete time information is available from appointment through case conclusion in all but the most recently commenced cases. But when timekeeping is not a routine practice systemwide, the usual alternative is to conduct a costly and often disruptive temporary time study in which defenders are asked to quickly learn new procedures for recording their time and then be faithful about those duties throughout the finite collection period.

The challenges involved in collecting time expenditure data required the researchers in the 15 studies that sought such information to make difficult choices. In four of the 15 studies, the scope of the standards-setting effort was limited to attorneys operating within a statewide public defender system, which made data collection relatively easier because the subjects are essentially state employees. Public defender office supervisors typically support the goals of the study and can encourage staff to participate (or, in some instances, order them to do so). Identification of and contact with public defenders during the project are relatively straightforward tasks (in contrast, many private indigent defenders are solo practitioners, some of whom are known only to the local courts that appoint them). In two of the four statewide public defender system studies, the researchers were able to make participation mandatory, although in the other two, public defenders were free to decline the invitation.

But in 11 of the 15 such studies, the standards arising out of the effort were intended to apply to all defenders accepting appointments in the state and not just a single statewide public defender system. No state requires all defenders within its borders to track their time as an ordinary business practice, so comprehensive existing information about both private counsel and public defender attorney time expenditures is not available. Moreover, no authority exists in any state that could require the participation of all defenders in any special time study, no matter how limited its duration. In four of the 11 studies applicable to all defenders, a voluntary time study was launched, which can be a hard sell to any attorney not already used to recording activities by client matter each and every day. Recruitment of an attorney pool that is large enough to produce results that can be generalizable to the larger population is only one hurdle to clear in a voluntary study. The other need is to maintain adequate participation levels over the course of the data collection period, which can be especially difficult in regard to the private attorney segment.

In light of such difficulties, the remaining seven studies seeking attorney time information chose to focus their efforts on specific types or specific locations of defenders despite the “all defenders in the state” scope of their standards-setting efforts, essentially using the information collected as proxies for the larger populations. Two of the seven studies conducted a mandatory time study, but involving only attorneys who were employees of a statewide public defender system. Existing timekeeping information available from statewide public defender systems was analyzed in two of the seven studies. One of the seven examined existing data in two of the three local public defender offices in the state, another conducted a voluntary time study in public defender offices in four counties, and the last of the seven examined invoices submitted by private attorneys in assigned counsel programs for hour-based compensation. None of these proxies was likely to have been viewed by the researchers involved as the ideal information source, but they may have been the most practical option at the time.

Task-Based Approach

Did the study obtain or use information about attorney time expenditures at the individual task level? An important distinction between the studies involved was whether the inquiry considered how much time attorneys were or should be spending performing specific activities (or tasks), such as client communication, fact investigation and discovery, and court time when representing clients in different types of cases. To be precise, all of the studies collected information about current time expenditures for different activities, conducted surveys designed to elicit attorney opinions about task-level effort, asked an expert panel to provide input for developing estimates of necessary average time expenditures at the task level (the estimates would then be aggregated to produce case-level values), or performed some combination of the foregoing. A true task-based approach, however, would also focus the expert panel’s deliberations on a discrete set of task types. Thirteen of the 17 studies would satisfy that criterion, some utilizing more than 25 separate activity categories for this purpose. The remaining four studies chose to ask the panel to consider only average necessary time expenditures for cases within a case type category rather than individual tasks within those cases. We discuss the rationales behind each approach in a later section.

Attorney Time Sufficiency Survey Inquiry

Were members of the bar surveyed to obtain information to directly inform the calculation or consideration of standards? Eleven of the 17 studies included an attorney survey, although the main purpose of those surveys differed.²⁰⁰ In the four studies with surveys

²⁰⁰ The focus here is on questions presented to a sample of attorneys throughout the state that seek input as to whether sufficient time is available in their representations. But these surveys can also be used to gather important information about defender caseloads, characteristics, and practices, information that was often previously unavailable to policymakers at the state level.

that did not ask their expert panels to make task-level estimates, the key inquiry involved having the participant estimate the average amount of attorney time that should be spent on cases within each case type (two of these studies collected some task-level information as part of their surveys, although the primary interest was in the respondents' case-level estimates). In those four studies, the survey respondent was usually made aware of the time study results prior to making those estimates and was typically given the option to agree with the time study value or modify it as desired.

In the seven task-based studies with attorney surveys, one of two lines of inquiry was employed. Four of the studies asked how often the survey respondent had sufficient time to complete each task. This information might be captured by asking (1) for an estimate of the percentage of cases when sufficient time was available, (2) to check the appropriate box that indicates a desired range of percentages (such as 20–39 percent of your caseload), or (3) to select the appropriate expression of relative frequency from a Likert scale (such as Always, Sometimes, or Almost Never).

The other task-based approach (three studies) asked the respondent to estimate the average time needed to complete each task, with a frequently included companion question that sought an estimate of the percentage of cases in which the task should be performed (one of these three studies did not provide the results of its survey to the expert panel). For example, for a particular case type, such as a low-level felony, a participant would be asked about the percentage of low-level felony cases for which experts should be consulted. And then, when they consult such experts, how much time would be needed, on average, to do so. The time needed and frequency were subsequently combined to determine the overall time needed for expert consultation in an average case.

Task-based studies also varied as to whether such questions were specific to each case type category level (so, for example, individual estimates of average time needed would be required for each task category within each case type) or whether the questions simply sought information about the participant's generalized experience for each task across all case types. Some of the studies used the information from these surveys to reduce the scope of inquiry presented to the expert panel. For example, participant responses indicating that sufficient time was generally available for a particular task might have resulted in that task being removed from the expert panel's deliberations.

Expert Panel Composition

Who will serve as experts or knowledgeable actors on panels or committees for the purpose of setting standards and/or reviewing and adjusting the results of earlier data collections? Although the precise title used varied (e.g., experts, focus group participants, Delphi panelists, luminaries, advisers, committee members), all 17 studies selected individuals external to the project team to make key decisions that directly contributed to the development of caseload standards. Depending on the study, these panels were created solely by the sponsor of

the study, by the sponsor in conjunction with the researchers, or by a selection process informed by an independent group of local experts.

The panels generally contained a mix of attorneys with a heavy concentration of defenders, although there usually were some panelists who were attorneys in private practice with paying clients exclusively. A casual review of panel membership suggests that there was a strong bias toward the inclusion of public defenders, even in states where the majority of defenders appeared to receive their appointments through contract or assigned counsel programs. It should be noted that, while public defenders may be outnumbered by private defenders, the heavy caseloads of the former group and their typical concentration in larger cities may make public defender offices the primary providers in the state in terms of total representations. Some panels have included indigent defense provider supervisors and managers who do not represent clients themselves; academics, such as law professors; criminal law practitioners who are not part of the subject population (e.g., those who handle appeals even though the standards will apply only to trial court–level matters); representatives from the sponsor of the research (such as members of the commission overseeing indigent defense services in the state); representatives from the state bar or other legal associations; members of the judiciary; or representatives of community or advocacy organizations.

In most studies, panel membership reflected a heavy bias toward attorneys with extensive contemporary experience in the subject matter of the needs assessment (e.g., state trial-court representations if the focus is on trial court–level defense work) and minimal participation on the part of administrators and others who have less firsthand knowledge of current criminal defense conditions.

In some instances, a second body (often referred to as an *advisory committee*) was used to review the decisions of the initial expert panel, and, if desired, change them in some way. When this oversight mechanism was used, the makeup of the second group could reflect a smaller proportion of active criminal defense attorneys than the first group and include such parties as chief public defenders and judges. It should be noted that, regardless of whether a second deliberative group was used to review the expert panel’s results, the standards that arose out of all of these development processes were often characterized as “recommended,” “interim,” or “provisional.” It is not until some sort of policymaking body (e.g., the state legislature, a state commission with oversight of all indigent defense services, the state Supreme Court) considers and adopts the proposed standards (sometimes after making additional adjustments) that the case weights or annual caseload maximums have the force of authority.

Expert Decisions or Adjustments

What roles do the panels or committees play in the development of the standards? The Delphi method was the primary group communication method employed for expert opinion solicitation, although, as mentioned previously, a Delphi-like structured focus group was used in some of the earliest qualitatively adjusted public defense workload studies. Although some of the

studies that followed those early efforts involved Delphi deliberations that were conducted asynchronously and anonymously, contemporary workload studies typically rely on real-time, face-to-face or video deliberations that incorporate facilitated discussion about the reasoning behind the panelists' estimates.

The ultimate goal in all of these studies was the development of estimates of the average amount of time required for cases within each case type, but there were distinct differences in the information provided to the expert panel and what questions were asked. The discussion that follows describes three key characteristics of the process by which the final estimates were decided on, and Table B.2 reflects the fact that different research organizations leading the 17 studies had individualized preferences in their chosen approaches.

Table B.2. Expert Panel Approaches

Time Data Shared With Panel?	Task-Based?	Deliberation Method	Primary Research Organization	Study State and Publication Year
No	Yes	Estimated without explicit consideration of current time expenditures	ABA SCLAIID	Colorado, 2017; Indiana, 2020; Louisiana, 2017; Missouri, 2014; New Mexico, 2022; Oregon, 2022; Rhode Island, 2017
		Identified case-related tasks needing additional time, then estimated amount and frequency of need (result added later to known time expenditures)	NCSC	North Carolina, 2019
Yes	Case-level only	Made adjustments to existing time expenditure information	Center for Court Innovation	Massachusetts, 2014
	Yes		NCSC	Maryland, 2005; New Mexico, 2007; Virginia, 2010
	Case-level only	Asked to estimate without explicit consideration of current time expenditures (panelists could refer to prior results if desired)	RAND	Michigan, 2019; New York (five counties), 2016; Utah, 2021
	Yes		Idaho Policy Institute Public Policy Research Institute	Idaho, 2018 Texas, 2015

One important distinction among the studies involved the *disclosure of data on current attorney time expenditures*. In nine of the 17 studies, the researchers had collected time expenditure information in the case types of interest for the primary purpose of providing the results of that work to the expert panel. A different approach was taken in the other eight studies. In six of these eight studies, at least some information regarding current attorney time expenditures was collected and used for various purposes (e.g., projecting additional attorneys needed if standards are implemented), but the results were not shared with the expert panel. In

the remaining two studies, no time data were sought and, therefore, none was available for the panel's consideration.

Seven of the eight studies in which no time data were provided to the panel were conducted by ABA SCLAIID, and the remaining study was conducted by NCSC. ABA SCLAIID's reasons behind this approach were discussed in its 2020 state-level workload standards report. While the authors acknowledged that "when possible, the analysis should include timekeeping data showing how current public defense attorneys are expending their time," they also noted that timekeeping "with sufficient accuracy and consistency to allow for reliable comparisons has proven difficult in several jurisdictions."²⁰¹ Finally, they noted that even if it were available, time expenditure data are "never shown to a Delphi panel under the research methodology" used by ABA SCLAIID and its research partners.²⁰² The rationale for not doing so was that "applicable law and standards, not current practices evidenced by timekeeping, [should be] the principal grounding or 'anchor' for the consensus professional judgment of the Delphi panel."²⁰³ A similar concern was voiced by NCSC in its most recent public defense workload study: "To avoid anchoring, a cognitive bias in which the decision-maker relies too heavily upon an initial piece of information, the panels were not presented with the preliminary case weights from the time study."²⁰⁴

In contrast, most studies conducted by NCSC, RAND, and others provided their expert panels with varying degrees of information about existing time expenditures and, when available, perceptions from the criminal defense bar as to whether defenders believe that sufficient time is available, and, if not, how much additional time is necessary, on average. Noting concerns voiced by ABA SCLAIID in this regard, the authors of a RAND study asserted their belief "that the findings of the time studies and attorney surveys play an important role in informing the provisional standards, one that outweighs the risks of anchoring," and that steps could be taken to minimize undesired influences on an expert panel.²⁰⁵

Another distinction among the studies was whether the panels' deliberations were task-based. As indicated previously, in 13 studies, the focus of the panelists' deliberations was at the task or

²⁰¹ ABA SCLAIID and Crowe LLP, 2020, p. 15 and footnote 79. In an ABA SCLAIID's review of its approach to conducting workload studies, the authors observed that time studies are rarely of sufficient duration to cover a case from opening to closing and asserted that the use of multipliers to estimate total case time is often inaccurate because of the different levels of attorney time needed at different points during a case (e.g., while awaiting discovery production versus immediately prior to trial). Furthermore, because most time studies rely on volunteers or have variable levels of compliance, the authors felt that the resulting time may be based on an inaccurate sample (Stephen F. Hanlon, Malia N. Brink, and Norman Lefstein, *Use of Delphi Method in ABA SCLAIID Public Defense Workload Studies: A Report on Lessons Learned*, American Bar Association Standing Committee on Legal Aid and Indigent Defense, 2021, pp. 22–23).

²⁰² ABA SCLAIID and Crowe LLP, 2020, p. 15, footnote 79.

²⁰³ ABA SCLAIID and Crowe LLP, 2020, p. 15, footnote 79.

²⁰⁴ Lee, Hamblin, and Via, 2019, p. 18.

²⁰⁵ Pace et al., 2021, p. 17.

activity level rather than for cases as a whole. Most (11) of these task-focused inquiries also sought panelist input into the percentage of cases in which a task would need to be performed. The summed products of the time values and percentages would yield the overall average for each case type.²⁰⁶ In four of those studies, the panelists provided separate information about task time and percentages for cases that went to trial and for cases that were disposed of by other means (the panelists in these studies also weighed in on the question of how often cases within each type should reach trial).²⁰⁷ In contrast to these 13 task-focused approaches, four studies sought panel input only at the case level.

One reason for adopting an approach that involves estimating or adjusting time expenditures at the task level rather than at the case level is that doing so allows for addressing specific areas known to be problematic for overworked defenders, such as insufficient time to conduct investigations, visit with clients in person, or discuss collateral consequences. But perhaps the common reason for employing a task-based approach is the assumption that by deconstructing an attorney's time expenditures into various task categories, a more accurate picture of overall expenditures at the case level can be obtained. There is evidence to support the proposition that bias in recalling the length of time of an event can be reduced by "unpacking" what took place into individual components and making estimates for each prior to aggregation, although the reduction was "not due to there being less bias in the individual segments, but rather due to bias across the different segments canceling each other out when combined into a sum."²⁰⁸

But there are challenges to drilling down to individual events, particularly if a special temporary time study is used to gather baseline information about current time expenditures. Considerably more effort is involved for an attorney participating in a time study if timekeeping requires deconstructing the workday to the case and task level. This can lead to withdrawals from voluntary time studies or overuse of a generic "other" task category to avoid having to make more-detailed entries. Burnout could also affect expert panelists. A study with ten case types and 15 activity categories in which the experts were asked to estimate average time expenditures in

²⁰⁶ For example, for a case type in which the only possible activities are *client communication*, *fact investigation and discovery*, and *court time*, and where the expert consensus on average times and frequency percentages for each activity type are 2 hours and 90 percent, 3 hours and 95 percent, and 1 hour and 85 percent, respectively, the overall time estimate for the case type would be 5.5 hours ($[\text{task1 time} \times \text{task1 percent}] + [\text{task2 time} \times \text{task2 percent}] + [\text{task3 time} \times \text{task3 percent}]$).

²⁰⁷ Building on the example in the previous footnote, a task-based approach that uses panelists' recommendations for trial frequency within each case type would calculate the overall time estimate for a case type using the following formula:

$$(\text{trial percent} \times ([\text{trial task1 time} \times \text{trial task1 percent}] + [\text{trial task2 time} \times \text{trial task2 percent}] + [\text{trial task3 time} \times \text{trial task3 percent}])) + (\text{non-trial percent} \times ([\text{non-trial task1 time} \times \text{non-trial task1 percent}] + [\text{non-trial task2 time} \times \text{non-trial task2 percent}] + [\text{non-trial task3 time} \times \text{non-trial task3 percent}]))).$$

²⁰⁸ Holly L. Gasper, Michael M. Roy, and Heather D. Flowe, "Improving Time Estimation in Witness Memory," *Frontiers in Psychology*, Vol. 10, June 2019.

each task type would require 300 separate submissions. Nevertheless, task-based estimates made by the expert panelists are the most common approach used in the 17 studies.

The studies could also differ in the process by which the experts' estimates were derived. In four studies, data on attorney time expenditures served as the explicit numerical foundation for the final case weights. The expert panel was charged with "adjusting" preliminary versions of those weights (essentially values derived from time studies) to allow attorneys sufficient time to discharge their professional responsibilities. Three of the four studies were task-based, and, as a result, panelists were first asked to identify specific activities that would require more (or infrequently, less) time than what prior time study data indicated and then come to a consensus on the recommended change in the time value. A similar adjustment would be needed for the percentage of cases in which each activity should be performed. The recommended adjustments were made to the time study case weights to produce the final case weights. The key assumption behind this design is that a time study or analysis of existing records, if properly conducted, is the most accurate way to quantify the work attorneys currently do, so the expert panel need only estimate the additional time required for work that is not already being performed.

In the other 13 public defender workload studies, the expert panel was charged with determining the total amount of attorney time required to deliver effective assistance of counsel in each case type without explicit reference to the results of any earlier data collection. That said, in five of these 13 studies, the panelists were able to review and consider time expenditure data if they chose to do so. In the remaining eight studies, existing data on time expenditures were not shown to the panel (although sometimes it had been collected as part of the research effort). Seven of those eight studies asked the panel for estimates that would directly yield the recommended case weight. The eighth study asked the panelists to identify specific activities for which more or less time than was currently spent would be required to provide effective assistance of counsel (as indicated, the panel did not know what the current expenditures were). Once the activities were identified, the panel would seek a consensus on the percentage of cases for which additional time was required and the amount of time required in each case. The product of that information was later added to the averages reported by the time study to yield the final case weight.

Appendix C. Consensus Trend Charts

The figures that follow show how the *CoV* for the attorney time estimates for each case type changed during the expert panel session deliberations, although in these figures, the proxy for time is each instance when the Delphi application performed a routine update of information displayed on the computing device dashboards and on the in-room projection by examining the panelists' entries and calculating summary statistics, such as medians and CoVs. Each iteration of this update cycle is simply when the application refreshed the data being displayed, not when a panelist made an entry. For the purpose of this discussion, we consider the start of the deliberations to be about the 250th to 300th iteration of the update cycle, which accounts for the fact that the panelists took a bit of time to become familiar with the application and then had to hand enter 88 values (eight estimates of recommended averages at the activity type level for each of the 11 case types) into the application, using their initial response charts as a reference. There was no group discussion during this prestart period (the yellow shaded areas in Figure C.1 through Figure C.11), and CoVs would have varied wildly depending on when any particular panelist began to enter values into the application for each case type. The trend lines to the right of the shaded areas of the figures represent when the Delphi session was in full swing. When comparing the trend lines across case types, note that the scale for the y-axis in these figures varies and that every 500 iterations shown on these charts represent about 44 minutes of deliberation time. In these figures, the y-axis represents the CoVs for the group's time estimates for each case type, and the x-axis represents the iterations of the update cycle of the Delphi application.

Figure C.1. CoV Trends for Felony–High–LWOP

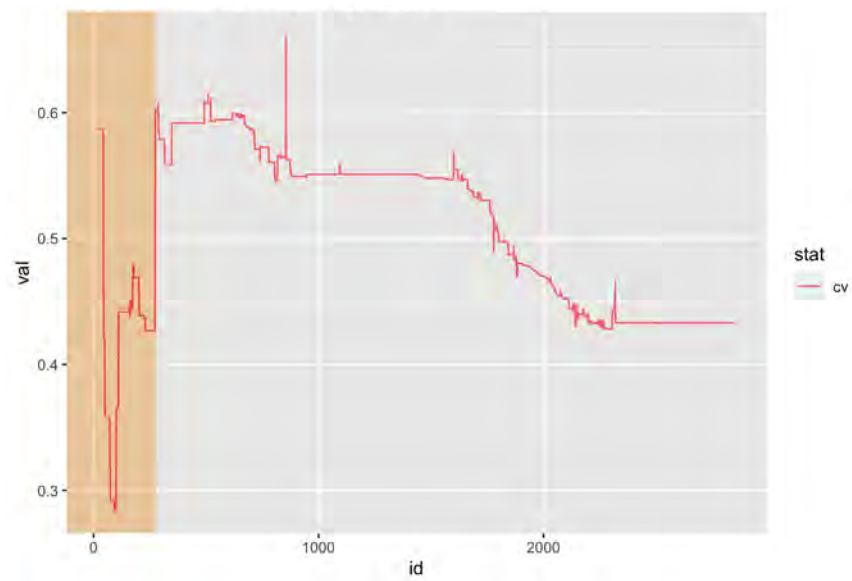


Figure C.2. CoV Trends for Felony–High–Murder

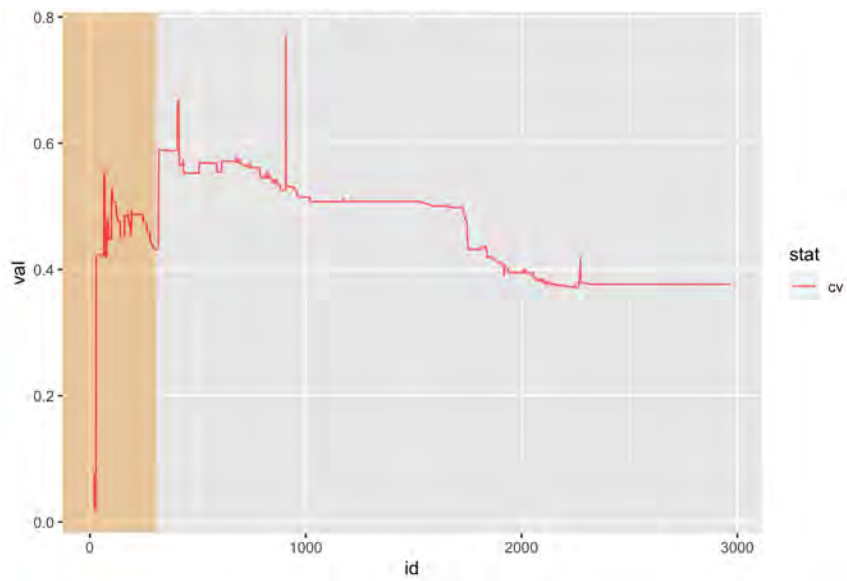


Figure C.3. CoV Trends for Felony–High–Sex

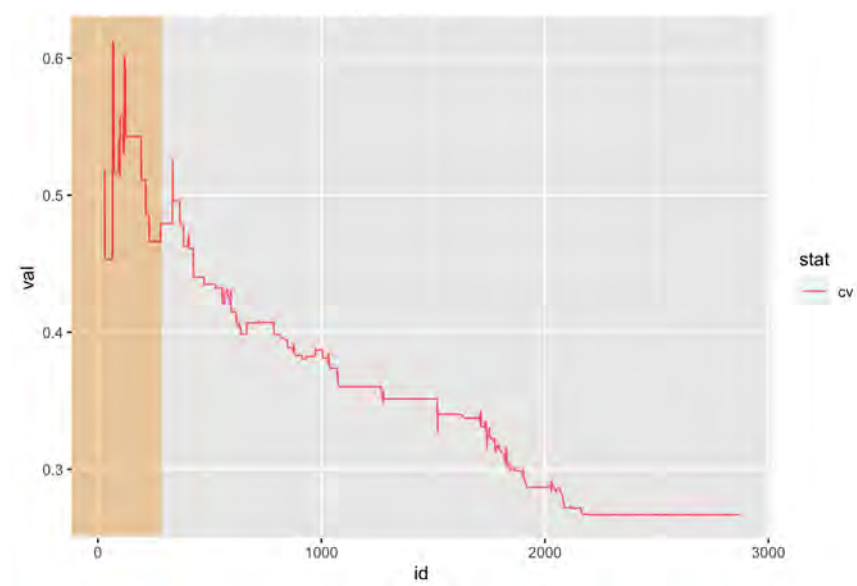


Figure C.4. CoV Trends for Felony–High–Other

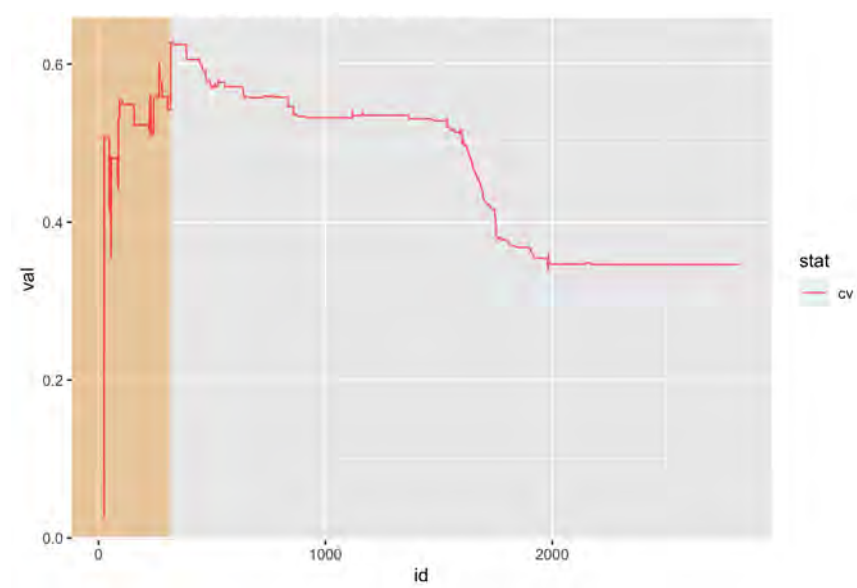


Figure C.5. CoV Trends for Felony–Mid

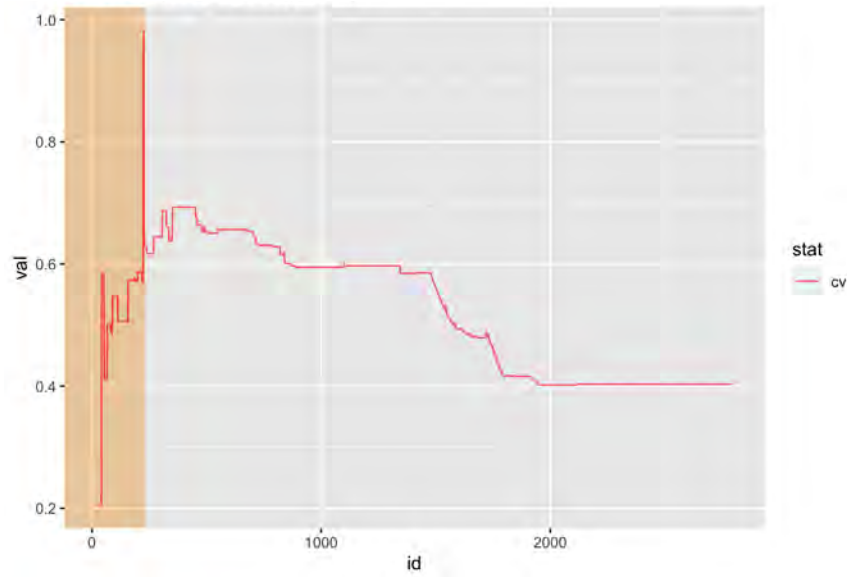


Figure C.6. CoV Trends for Felony–Low

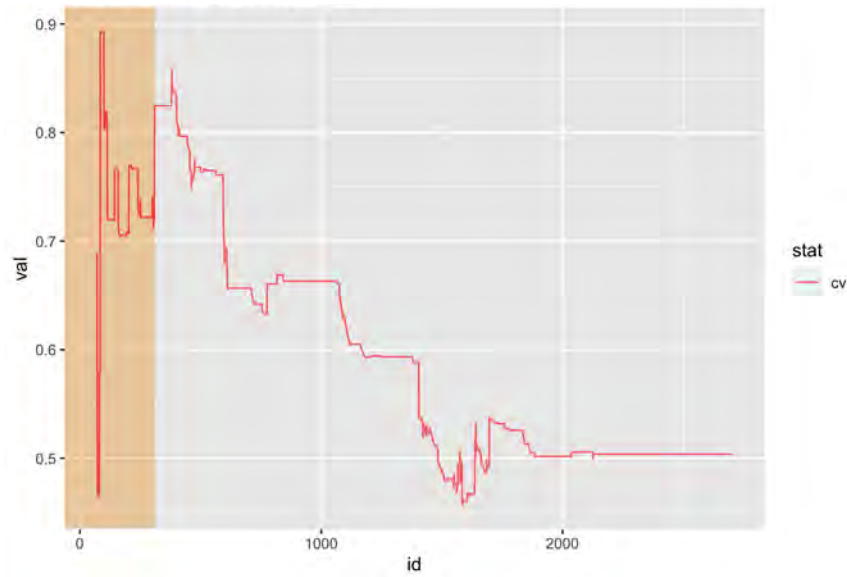


Figure C.7. CoV Trends for DUI-High

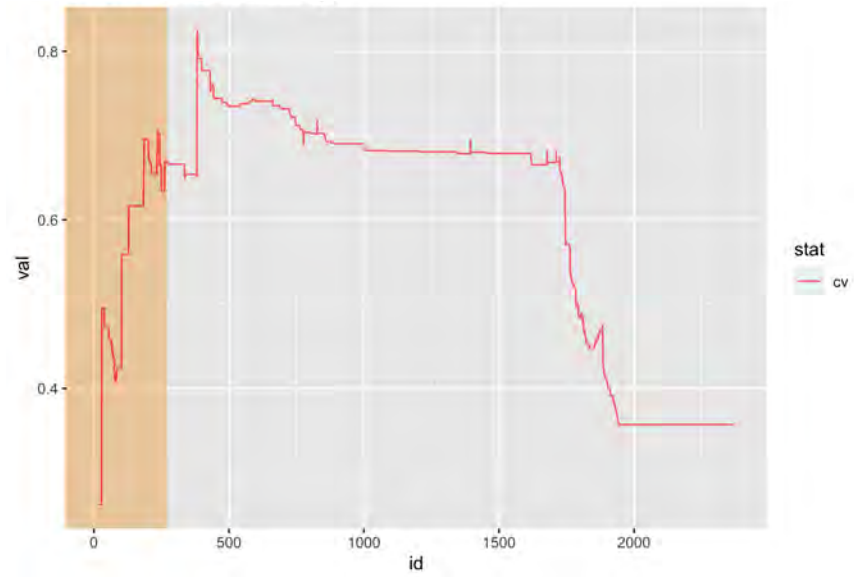


Figure C.8. CoV Trends for DUI-Low

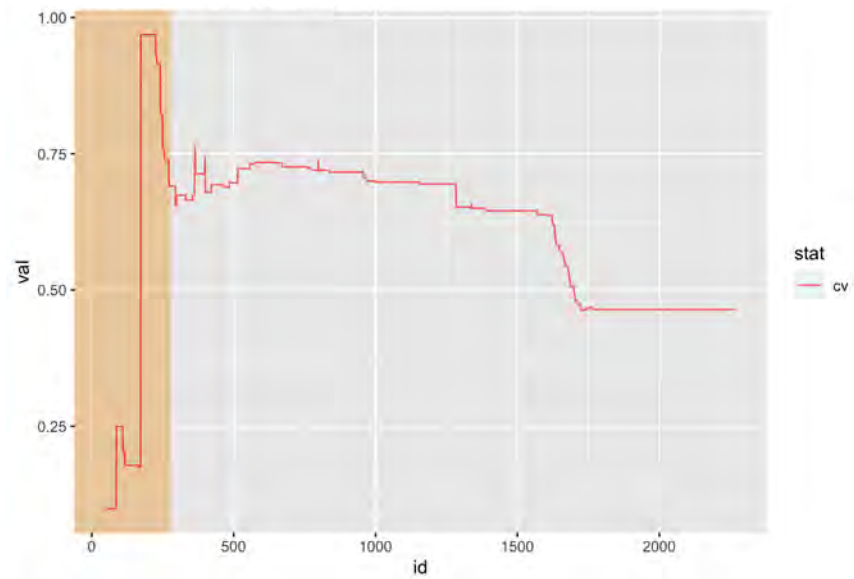


Figure C.9. CoV Trends for Misdemeanor–High

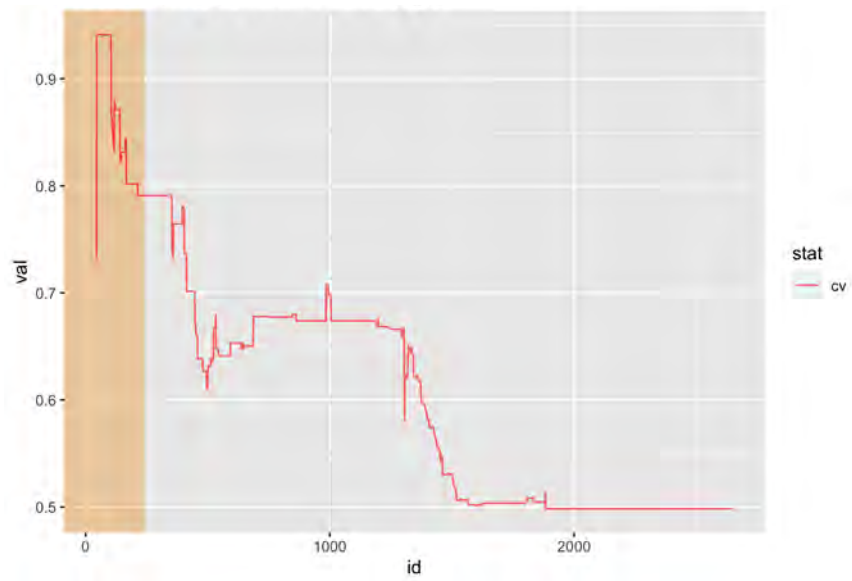


Figure C.10. CoV Trends for Misdemeanor–Low

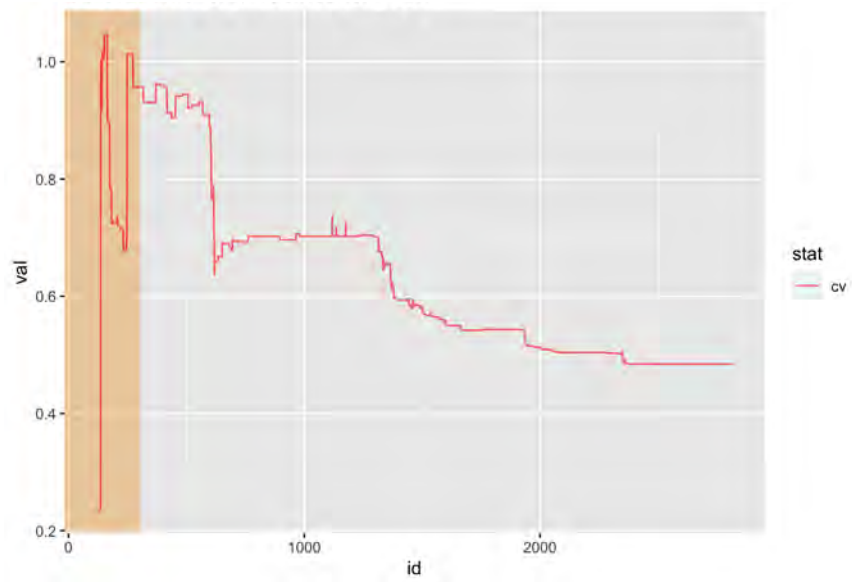
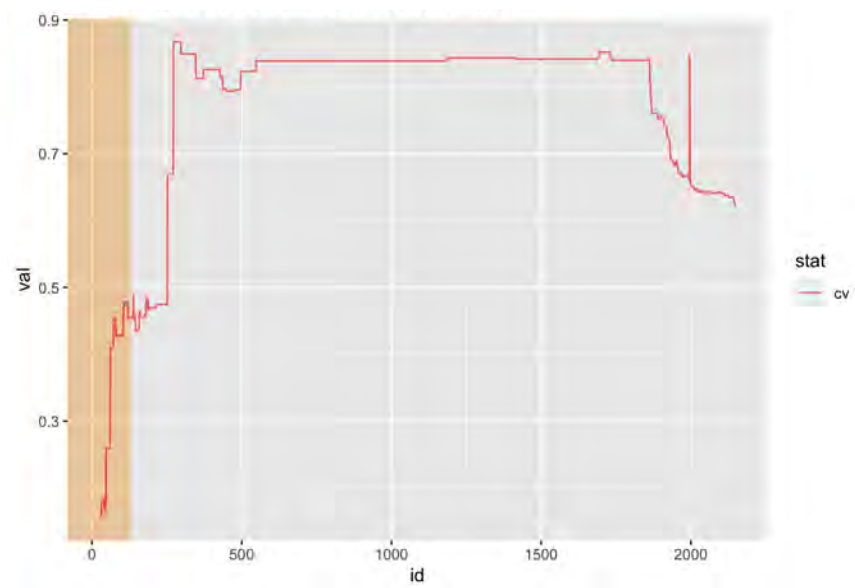


Figure C.11. CoV Trends for Probation or Parole Violations



Abbreviations

ABA	American Bar Association
ABA SCLAID	American Bar Association Standing Committee on Legal Aid and Indigent Defense (prior to 2020, this committee was known as the American Bar Association Standing Committee on Legal Aid and Indigent Defendants)
ACCD	American Council of Chief Defenders
CARD	child abuse resulting in death
CoV	coefficient of variation
COVID-19	coronavirus disease 2019
DUI	driving under the influence (sometimes referred to as <i>driving while intoxicated or impaired</i>)
FTE	full-time equivalent
ILS	New York State Office of Indigent Legal Services
LEAA	Law Enforcement Assistance Administration
LWOP	life without parole
NAC	National Advisory Commission on Criminal Justice Standards and Goals
NACDL	National Association of Criminal Defense Lawyers
NAPD	National Association for Public Defense
NCDC	National Criminal Defense College
NCSC	National Center for State Courts
NLADA	National Legal Aid & Defender Association
NPDWS	National Public Defense Workload Study

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EXHIBIT 2

Washington State Judicial Branch, 2024 Supplemental
Budget, Statewide Evaluation of Public Defense Services

Washington State Judicial Branch

2024 Supplemental Budget

Statewide Evaluation of Public Defense Services

Agency: Office of Public Defense

Decision Package Code/Title: BD – Evaluation of Public Defense Svcs.

Agency Recommendation Summary Text:

The Office of Public Defense (OPD) requests one-time funding to contract with an independent subject-matter expert organization to conduct a statewide evaluation of county and city public defense services to help inform OPD and the Legislature on the most effective methods to support, monitor, and resource local public defense services and ensure constitutionally sufficient representation of indigent individuals in all jurisdictions. (General Fund-State)

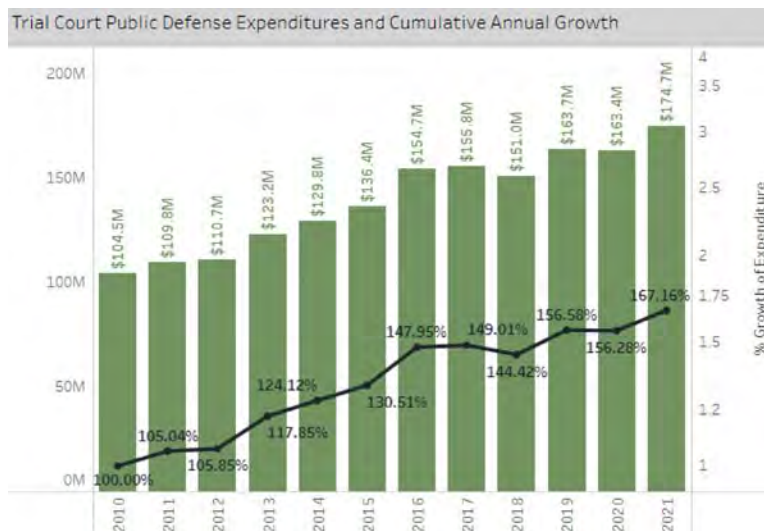
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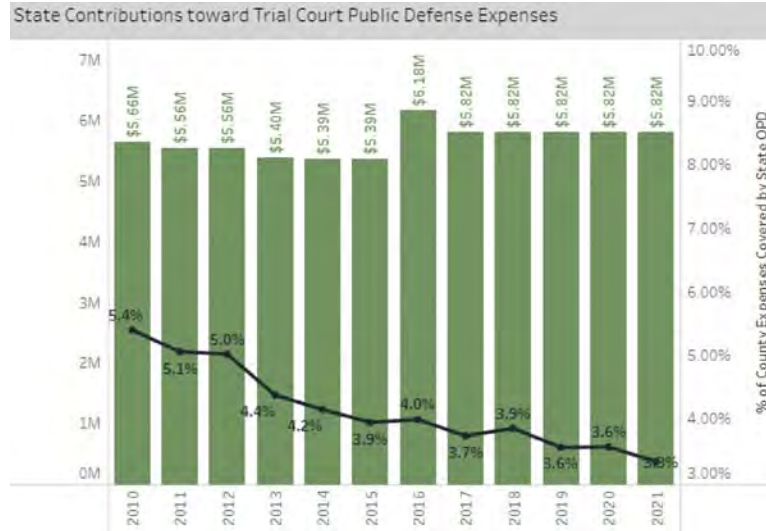
	FY 2024	FY 2025	Biennial	FY 2026	FY 2027	Biennial
Staffing						
FTEs	0.0	0.0	0.0	0.0	0.0	0.0
Operating Expenditures						
Fund 001-1	\$160,000	\$160,000	\$320,000	\$0	\$0	\$0
Total Expenditures						
Net Cost	\$160,000	\$160,000	\$320,000	\$0	\$0	\$0

Package Description:

Background and Current Situation:

Washington law requires county and city governments to fund and deliver indigent criminal defense within the scope of their local government functions. ([RCW 10.101.030](#)) Meanwhile, the Washington State Office of Public Defense (OPD) provides state-funded representation in other unique case types. ([RCW 2.70.020](#)) OPD also disburses some state grant funds to cities and counties to support improvements to local public defense services. ([RCW 10.101.050 - .080](#)) However, as shown in the following two charts published by the [Washington State Association of Counties](#), county public defense expenditures have increased, while state grant funds have remained largely stagnant:





In recent years there have been proposals to increase state funding for local governments' public defense services:

- [Senate Bill 5773, 2023-2024 Legislative Session](#)
- [House Bill 2687, 2017-2018 Legislative Session](#)
- [Counties Suffer from Inadequate State Funding for Trial Court Public Defense Services](#), Washington State Association of Cities, January 14, 2020.
- [Frustrated and Broke, Washington Counties Consider Suing the State](#), NW News Network, April 5, 2018.

Additionally, in recent years litigation has raised concerns about some local governments' capacity to deliver constitutionally sound public defense representation:

- [Davison v. State](#), 196 W2d. 285 (2020)
- [Wilbur v City of Mount Vernon et. al.](#), 989 F.Supp 2d 1122, W.D. Wash (2013)

Washington is not unique in facing questions and challenges to the funding and delivery of public defense services. Neighboring state legislatures have recently taken significant steps to address the funding sources and structural models needed to improve public defense representation. For example:

- In 2023 Idaho House Bill 236 transitioned public defense services from counties to a new, state-administered system. ([House Bill 236 and Next Steps](#), Idaho Association of Counties, April 24, 2023)
- In 2023 Oregon Senate Bill 337 increased funding for the state-run public defense system, and initiated a transition from a contract model to state employee staff attorneys to combat the current shortage of attorneys. ([Oregon Lawmakers Put \\$98 Million Toward Public Defender Crisis](#), Oregon Capital Chronical, June 22, 2023)

Problem:

Washington lacks a comprehensive evaluation of current local public defense services, and lacks a plan for how the state can most effectively channel resources to support constitutionally effective representation in trial courts statewide. Counties and cities administer public defense differently jurisdiction by jurisdiction, which makes it more difficult for the state to strategically identify needed resources or measure the effectiveness of state support. The absence of a strategy is particularly acute as some jurisdictions are currently experiencing extreme shortages in new applicants for public defense positions, and an increase of attorney attrition. In some instances, incarcerated indigent individuals are without

counsel and denied constitutional protections. (See, for example, [Defendants Have a Right to Counsel, but Tri-Cities Struggles to Hire Enough Lawyers](#), Tri-Cities Area Journal of Business, January 2022.)

Proposed Solution:

OPD requests one-time funding to contract with an independent subject-matter expert organization to conduct a statewide evaluation of county and city public defense services. Using an objective perspective founded in state and national public defense standards and an understanding of public defense systems in other states, the selected organization will take a “deep-dive” look into a sample of representative jurisdictions in Washington. The sample cities and counties will be selected to reflect diversity in population, geographic characteristics, and public defense delivery models. The contracted organization will also engage with “Project Advisors” comprising public defense representatives, city and county government representatives, state representatives from the three branches of government, and community representatives experienced with and/or impacted by city and county public defense services. At the conclusion of the evaluation the organization will submit a report to the Legislature identifying current barriers to effective representation, and will recommend local government and state government solutions for effective strategies to ensure constitutionally sufficient services.

Fully describe and quantify expected impacts on state residents.

State residents who engage with or who are represented by public defense counsel currently experience different levels of service jurisdiction-by-jurisdiction. A statewide evaluation will help residents understand the expectations of constitutionally sufficient public defense representation provided by their government.

Explain what alternatives were explored by the agency and why this was the best option chosen.

OPD currently lacks both the staffing capacity and subject-matter expertise to engage in such an evaluation on its own. OPD employees work intimately with local city and county governments, and collect data and information that can be helpful components for an evaluation. However, such an evaluation could have long-term implications and must be conducted by an organization that already has an established methodology that has been successfully employed to evaluate other public defense systems around the nation.

What are the consequences of not funding this request?

Not funding this Decision Package will leave Washington without expert guidance on whether and how to better support city and county governments for improved public defense services.

Is this an expansion or alteration of a current program or service?

No.

Decision Package expenditure, FTE and revenue assumptions:

Additional Costs	Round to Nearest \$1,000				Description/Assumptions
	FY 24	FY 25	FY 26	FY 27	
Contract with Expert Organization	\$150,000	\$150,000	\$0	\$0	Expert organization to conduct statewide evaluation of city and county public defense services and write report for the Legislature with findings and recommendations. Work would begin in FY 2024 and conclude in FY 2025.
Travel	\$10,000	\$10,000	\$0	\$0	Travel expenses for Project Advisors to inform the expert evaluation process.

How does the package relate to the Judicial Branch principal policy objectives?

Access to Necessary Representation

Cities and counties take individualized approaches to structuring and funding public defense services, which can have direct impacts on the quality of representation received by clients. For example, some jurisdictions provide monitoring and oversight of contracted defense counsel, while others do not. Some incorporate case investigation and social work services into their scope of public defense services, while others do not. Some fund legal assistants and paralegals, others do not. The administrative structure and resourcing of local public defense can directly impact an indigent individual's ability to effectively exercise their constitutional rights to challenge the state's evidence.

Sufficient Staffing and Support

The staffing and support of public defense services varies by jurisdiction. While the WSBA has published recommendations on appropriate staffing and support of public defense delivery systems ([Washington State Bar Association Standards for Indigent Defense Services, 2021](#)), no comprehensive evaluation has reviewed whether jurisdictions meet these standards, or determined the consequences of falling short of these recommendations.

OPD does not have sufficient agency staff to conduct the proposed comprehensive statewide evaluation, thus proposes a contract with an independent subject-matter expert.

Are there impacts to other governmental entities?

No.

Stakeholder response:

Throughout the summer OPD met with a variety of stakeholders who are in favor of engaging a subject-matter expert organization to conduct a statewide evaluation of public defense. Stakeholders at these meetings included legislators, staff from the Office of the Governor, members of the Washington State Association of Counties and the Association of Washington Cities, a County Manager, an elected County Prosecuting Attorney, and representatives of the Washington Defender Association and the Washington State Bar Association's Council on Public Defense.

Are there legal or administrative mandates that require this package to be funded?

No.

Does current law need to be changed to successfully implement this package?

No.

Are there impacts to state facilities?

No.

Are there other supporting materials that strengthen the case for this request?

- [Nine Ways that States can Provide Better Public Defense, Prison Policy Initiative, July 27, 2021.](#)
- [Reframing the Indigent Defense Crisis, John Gross, Harvard Law Review, March 18, 2023.](#)
- [State Evaluations, The Sixth Amendment Center](#)

Are there information technology impacts?

No.

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EXHIBIT 3

Matthew Kleiman, et al., *“Case Weighting as a Common Yardstick: A Comparative Review of Current Uses and Future Directions,” Oñati Socio-Legal Series*, Vol 7, No. 4, 2017

Case Weighting as a Common Yardstick: A Comparative Review of Current Uses and Future Directions

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Abstract

In recent years, court systems in the U.S. and abroad have begun to adopt objective, empirically based methods for determining the need for court resources. This methodology, called workload assessment or weighted caseload, provides an empirical basis to measure judicial work and assess how many judges are needed to handle the work in a particular jurisdiction, how judicial resources can be equitably allocated, and how much work any particular judge should handle. This article provides a general introduction to the basic elements and applications of the methodology in both nascent and transitional democracies, assesses the pros and cons of alternative methods (Delphi vs. time study) for developing case weighting systems, and profiles the usage of case weighting systems by three court systems (Bosnia and Herzegovina, the Republic of Serbia, and Kosovo). The article concludes with a set of practical findings regarding the development and implementation of a case weighting system.

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Key words

Workload assessment; case weighting systems; weighted caseload; court management

Resumen

En los últimos años, los sistemas judiciales de EEUU y otros países han comenzado a adoptar métodos objetivos y empíricos para determinar la necesidad de recursos judiciales. Esta metodología, llamada evaluación de la carga de trabajo o carga de trabajo ponderada, proporciona una base empírica para medir el trabajo judicial y valorar cuántos jueces hacen falta para desempeñar el trabajo en una jurisdicción concreta, cómo se pueden administrar los recursos judiciales de forma equitativa y cuánto trabajo debería encomendarse a cada juez. Este artículo proporciona una introducción general a los elementos y aplicaciones básicos de la metodología tanto en democracias nacientes como en aquellas transicionales, sopesa los pro y los contra que presentan métodos alternativos (Delphi, estudio del tiempo) para desarrollar sistemas de ponderación del trabajo, y realiza un perfil del uso de sistemas de ponderación del trabajo en tres sistemas judiciales (Bosnia y Herzegovina, la República de Serbia y Kosovo). El artículo concluye con un cúmulo de hallazgos prácticos referidos al desarrollo e implementación de un sistema de ponderación del trabajo.

Palabras clave

Valoración de la carga de trabajo; sistemas de ponderación del trabajo; carga de trabajo ponderada; gestión judicial

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1. Introduction

Throughout the realm there shall be the same yard of the same size and it should be of iron.

Assize of Measures, 1196

As early as the 10th century, governing bodies were seeking to establish standardized units of measurement. For example, the Saxon king Edgar kept a “yardstick” as the standard for measurement of a yard in southern Saxon lands. This represents clear progress from the earlier reliance on the distance from the tip of the King’s nose to the end of his outstretched thumb (National Physical Laboratory n.d.). The establishment of standards for measurement is also a key component of the Magna Carta (1215). Beyond famously declaring the sovereign to be subject to the rule of law and documenting the basic liberties of free men, the Magna Carta declares that “[t]here is to be one measure of wine throughout our kingdom, and one measure of ale (...) and let weights be dealt with as with measures” (Magna Carta, Clause 35). In these instances the development and enforcement of standardized units provide a framework for establishing commercial order and public confidence in trade and banking (Rosenthal 1964). More generally, standardized units provide a common yardstick for comparison and allow for “the judging of human performance and worth” (Bingen and Busch 2006).

Attention to measurement is increasingly the sine qua non of modern court administration. High-performing courts collect and monitor key performance indicators (e.g., time to disposition, age of active pending caseload, backlog) in an effort to assess and improve performance (Ostrom and Hanson 2010). When performance measures fall short of established standards, high-performing courts respond with course corrections. All too often, however, courts in the U.S. and across the globe fail to engage in this type of measurement-driven continuous improvement process. These courts fail to track key indicators and rely on anecdotal accounts or “nose-to-thumb” measures to make vital decisions. For example, in response to rising per-judge caseloads in the U.S. Court of Appeals, Judge Stephen Reinhardt proclaimed “you do not need long-range studies, extensive surveys, caseload measurement, or other bureaucratic techniques to learn the answer to our problem. There are simply far too few of us to do the job properly.” (52) Based on his intuitive assessment, Judge Reinhardt (1993) recommended that the number of U.S. Court of Appeals judges be doubled from 160 to 320, affording appellate judges more time to pay attention to individual cases and ultimately improve the quality of judicial work. Judge Reinhardt is not alone in adopting a normative, non-empirical approach to addressing the important question of how many judges are needed to efficiently and effectively handle caseloads.

Courts, in the U.S. and abroad have historically lacked an objective and empirically based method for determining the need for court resources. Budget negotiations with funding authorities have been based primarily on personal relationships and anecdotal accounts of the need for judicial resources. In most jurisdictions, the byproduct of this strategy was an under-resourced judiciary, along with the inequitable distribution of judicial resources among jurisdictions. These conditions compromise access to justice and the quality of case resolution for certain segments of the population.

Over the past 30 years, court systems have begun to move away from budgeting requests based on ‘finger in the air’ estimates and political patronage and towards a rigorous, empirically-based methodology—called workload assessment, weighted caseload analysis, or case weighting—to assess the need for judicial resources. The case weighting methodology provides an empirical basis to measure judicial work and assess how many judges are needed to handle the work in a particular

jurisdiction, how judicial resources can be equitably allocated, and how much work any particular judge should handle. A well-constructed weighted caseload system provides a common yardstick to help ensure that decisions about the number and allocation of judicial resources are fair and transparent.

This article comprises four sections. The first section provides a general introduction to the basic elements and applications of the weighted caseload methodology. The next section provides an overview of two alternative methods for developing case weighting systems (Delphi and time study). It introduces and describes each of the methods, outlines the advantages and disadvantages of each method, and summarizes real-world applications in the U.S. and other nations. The third section profiles the usage of case weighting systems by three court systems in the Balkans: Bosnia and Herzegovina, the Republic of Serbia, and Kosovo. This section also explores the feasibility of developing and implementing a case weighting system using either a Delphi approach or a time study in each court system. The final section discusses three findings and associated practical recommendations for the development of case weighting systems in nascent or transitional democracies drawing on the real-world experience of the three Balkan countries. These findings are based on the review of the two alternative methods for developing case weights, interviews conducted with key stakeholders in the three court systems, and the authors' experiences with conducting weighted caseload studies in the U.S. and abroad.

2. Elements of Weighted Caseload

For courts across the globe, an objective and standardized measure of judicial officer workload is an essential management tool. In the United States and Europe (e.g., Austria, Germany, the Netherlands, Norway, Spain, Switzerland), case weighting systems have long been recognized as a best practice for measuring court workload. In recent years, jurisdictions undertaking major judicial system reform efforts (e.g., Bulgaria, Kosovo,¹ Mongolia, the Republic of Serbia, the West Bank) have also begun to adopt case weighting systems to aid in analyzing court workload. Case weighting systems have a wide variety of practical applications. At a system-wide level, case weighting systems can be used to determine the total complement of judicial officers required to efficiently and effectively handle the workload of the courts, to determine the optimal allocation of judicial officers within and across geographic jurisdictions and court divisions, to aid in the process of redrawing judicial boundaries, and to assess the resources required to clear court backlogs. Case weighting systems can also be applied to the work of individual judges to evaluate judicial productivity and performance.

Case weighting systems are founded upon the basic premise that court cases vary in complexity, meaning that different types of cases require different amounts of judicial time and attention. Caseload composition, or the relative proportions of different types of cases making up a court's total caseload, can therefore have a profound impact on court workload. For example, courts in some border jurisdictions tend to have a higher proportion of human and drug trafficking cases than courts located in a nation's interior. These complex and time-consuming cases create additional work for judicial officers in border courts. Resource models that are based upon population or raw, unweighted case counts ignore this critical aspect of the work of the courts. By weighting cases to account for the differences in judicial workload associated with each case type, a case weighting system provides an accurate assessment of workload that accommodates differences in caseload composition, both over time and across jurisdictions.

¹ This designation is without prejudice to positions on status and is in line with United Nations Security Council Resolution 1244 and the International Court of Justice Opinion on the Kosovo Declaration of Independence.

A case weighting system calculates judicial need based on total judicial workload. The case weighting formula consists of three critical elements:

- **Case counts**, or the number of cases of each type handled over the course of one year. Case counts may be expressed either as filings (new cases initiated) or as dispositions (cases resolved). Case counts are obtained from the court's computerized case management system or from annual statistical reports. Accurate and reliable case counts are essential to the proper functioning of the case weighting system. Cases must be counted in a uniform manner across all jurisdictions. In criminal cases, for example, multiple charges may be filed against a single defendant arising from a single incident. If some jurisdictions count all charges against an individual defendant as a single case while other jurisdictions count each charge as a separate case, calculations of court workload will be artificially inflated in those jurisdictions counting each charge as a separate case.
- **Case weights**, which represent the average amount of time a judicial officer spends to handle cases of each type over the life of the case. Case weights are typically expressed in terms of minutes or hours, but may also be expressed in terms of relative values or units. Each weight includes all time required for a judge to resolve the case, from pre-filing activity (e.g., reviewing a search warrant or an arrest warrant) to the review of case files and preparation for hearings through the compilation of judgments and all post-disposition activity (e.g., post-trial motions and probation violations). Both on-bench work (e.g., hearings and trials) and off-bench work (e.g., reviewing case files, writing opinions) are included in the case weights. The case weights may be constructed upon the basis of expert opinion or a time study.
- The **year value**, or the amount of time each judicial officer has available for case-related work in one year. Like the case weights, the year value is expressed in terms of minutes or hours. The year value includes only the time judges have available to work directly on individual cases; it excludes time spent on work not directly related to the resolution of a particular case, such as committee meetings, court management, staff supervision, and travel. Different year values may be used to accommodate variations in the amount of non-case-related work performed by different types of judges. For example, in rural areas where judges spend a large amount of time traveling from court to court, a smaller year value for case-related work may be applied. Judges with special administrative responsibilities, such as chief judges, may also be assigned smaller year values for case-related work. Setting the year value is a policy decision that may be informed by empirical data gathered from a time study as well as expert opinion.

The total annual judicial workload is calculated by multiplying the annual case count for each case type by the corresponding case weight, then summing the workload across all case types. The workload is then divided by the year value to determine the total number of full-time equivalent judges needed to handle the workload. This calculation may be performed at the level of a single judge, a court division, a court, a jurisdiction, or the entire judicial system.

In the United States, case weighting is typically used to determine the total complement of judges required to handle a judicial system's workload, to support funding requests for the judiciary, to allocate judicial officers among jurisdictions within a state, and to inform the process of judicial redistricting. More than thirty U.S. states currently use weighted caseload to calculate judicial need at the statewide level. When current judicial staffing levels are inadequate to handle the workload, case weighting studies provide justification for requests to the legislature to create additional judgeships. In 2006, for example, the California legislature created 50 new judicial positions in response to a case weighting study; similarly,

the Wisconsin legislature approved eight new judicial positions between 2008 and 2010 to address unmet need identified through a case weighting study. In states where caseloads and judicial workload are declining, case weighting systems can be used to manage the process of reducing the size of the judiciary and to ensure that reductions in judicial positions are appropriately targeted (Kleiman *et al.* 2013). In Michigan, for example, annual filings in the district and municipal courts decreased by approximately 21 percent from 2002 through 2011, and annual circuit and probate court filings fell by more than 17 percent over the same period. In 2011, the Michigan State Court Administrative Office recommended a 7.7 percent reduction in the state's total complement of trial court judges. The recommendation was based on a case weighting study completed in 2010; this empirical support helped to secure the endorsement of the Michigan Supreme Court and three associations of Michigan trial judges. The legislature ultimately eliminated 36 judicial positions through attrition, resulting in a final cost savings of approximately \$6.3 million annually (Kleiman *et al.* 2013).

In addition to determining the overall complement of judicial officers, case weighting systems are helpful in allocating judges to individual courts or jurisdictions. North Carolina, for example, uses case weighting systems to distribute Superior Court judges as well as prosecutors among the state's various judicial and prosecutorial districts. When the state legislature authorizes funding for new positions, the North Carolina Administrative Office of the Courts uses case weighting to allocate the additional positions to those districts with the greatest need for additional resources.

More recently, states have turned to case weighting to assist in the process of judicial redistricting. In 2011, Virginia legislative leaders requested that the Supreme Court of Virginia formulate a plan to realign the boundaries of the state's judicial circuits and districts to increase efficiency. In response, the Supreme Court commissioned a case weighting study that revealed that combining judicial circuits and districts would not reduce the state's total need for judges (Ostrom *et al.* 2013). In contrast, a 2014 case weighting study commissioned by the West Virginia legislature revealed that sharing magistrates across county lines would substantially reduce the total need for magistrates, although the study recommended against such sharing of resources in order to preserve access to justice in rural areas (Lee *et al.* 2014).

Case weighting systems can also be used to determine the judicial resources needed to eliminate a backlog of cases. Calculating the amount of work associated with the resolution of excess pending cases provides guidance on the number of temporary resources (e.g., senior status or retired judges) needed to reduce or eliminate backlog. A recent case weighting system developed for First Instance and Conciliation Courts in the West Bank includes backlog reduction as one of its intended uses (Kleiman and Ostrom 2013).

Finally, case weighting systems have been used at the individual judge level to measure productivity and evaluate judicial performance. In 2000, the Spanish Judicial Council approved a case weighting system (*módulos de dedicación*) to measure the judicial productivity of individual judges. The system was created to establish performance-based remuneration and to provide salary bonuses to judges who exceed productivity standards (Contini *et al.* 2014). In Bulgaria, a case weighting system is being developed to allow for the comparison of the workload of individual judges to an established workload standard. This would allow the process of judicial performance evaluation to move beyond the basic indicator of the number of unweighted cases disposed. The proposed case weighting system plans to incorporate both legal and factual (e.g., number of parties, volume of evidence) complexity in the weighting of different types of cases (Kleiman and Ostrom 2015).

The multiple uses and applications of case weighting systems in various jurisdictions in the U.S. and Europe have been well documented (Flango and

Ostrom 1996, Gramckow 2011, Lienhard and Kettiger 2011, Kleiman *et al.* 2013). However, a detailed investigation into alternative methods for developing case weighting systems, particularly as it relates to regions undergoing major judicial reform efforts (e.g., Southeast Europe), has not yet been conducted.

3. Two Methods for Developing Case Weighting Systems

Two primary methods exist for the development of case weighting systems. The first method, the Delphi approach, relies on expert opinion to estimate the amount of judge time associated with particular case events. The Delphi approach was the chosen method for the development of case weighting systems for the U.S. District Courts (Lombard and Krafka 2005), Israel (Weinshall-Margel *et al.* n.d.), Kosovo (Kleiman 2010), and for the ongoing efforts in Bulgaria (Kleiman and Ostrom 2015). The second method is based upon an empirical time study, during which judges track all of their working time by case type and activity. Over 30 U.S. states (including, California (Ostrom *et al.* 2011), Michigan (Kleiman and Lee 2011), Minnesota (Ostrom and Kleiman 2010), New Hampshire (Kleiman *et al.* 2005), North Carolina (Lee and Kleiman 2011), Texas (Ostrom *et al.* 2007), Virginia (Ostrom *et al.* 2013), Wisconsin (Ostrom *et al.* 2006), Ontario, Canada (Kleiman and Ostrom 2008), the U.S. Bankruptcy Court (United States Government Accounting Office [USGAO] 2003a), Switzerland (Lienhard and Kettiger 2011), and Germany (Gramckow 2011) have utilized a time study approach. In this section, the two alternative methods are described along with overviews of direct applications that highlight the variation in the use of the methods.

3.1. Delphi Method

The Delphi method is a decision-making technique based on the opinion of experts (Dalkey and Helmer 1963). The method is designed to produce valid assessments of hard-to-measure and hard-to-quantify information and is characterized by a structured iterative process, incorporating controlled feedback. The Delphi method has been used extensively by both government and the private sector and is an accepted and often-used method for developing judicial case weights by a panel of experts (McDonald and Kirsch 1978, Flango and Ostrom 1996).

Under the Delphi methodology for developing case weighting systems, experts (seasoned judges) are asked to estimate the amount of time necessary to handle discrete events (e.g., initial appearance, trial) for different types of cases (e.g., crimes against persons, annulment). The initial responses are compiled, and panelists modify their individual estimates based upon the group estimates. This process is repeated until a consensus emerges. The strengths of the Delphi methodology are that it: 1) uses expert opinion; 2) achieves consensus; 3) is less burdensome than large-scale data collection efforts; 4) can be completed relatively quickly; and 5) is less expensive than traditional quantitative statistical methods. The weaknesses of the Delphi methodology are that it: 1) relies upon responses to specific questions that are subject to the quality of question design; 2) can be unreliable due to errors in human perception; and 3) creates the illusion of precision despite being based on personal estimates. For these reasons, the Delphi method is typically employed in contexts where administrative data are limited, project timelines are short, budgets are tight, cultural and political barriers reduce the likelihood of high judicial participation rates in a time study, and/or a decision is made to burden on judges of data collection.

Three examples of how the Delphi method has been used to develop judicial case weighting systems are presented below. The three examples all rely on an event-based Delphi approach, but highlight differences in the application of the method, the most fundamental of which lies in the manner in which the initial time and frequency estimates were established (site visits, surveys, and reliance on administrative data).

3.1.1. West Bank

As part of the Palestinian Justice Enhancement Program (PJEP), which was aimed at improving the efficiency, fairness, and responsiveness of the justice system, the High Judicial Council of the Palestinian Authority (HJC) undertook a project in 2013 to develop an empirically based, transparent formula to use in assessing the appropriate levels of judicial resources necessary to effectively resolve cases for the First Instance and Conciliation Courts. The model was intended to: 1) assess the current allocation of judicial resources; 2) provide a means by which to evaluate the impact of new legislation and court organization on court workload; and 3) assess the resources needed to manage and reduce the existing case backlog.

PJEP staff worked closely with the Optimum Time Standards Committee, comprising members of the HJC, First Instance Court judges, Conciliation Court judges, Court of Appeals judges, and members of the IT Department and Planning and Project Management Unit of the HJC. The Committee defined the relevant case types and case events for which case weights would be developed. Initial estimates of the amount of judge time spent on different pre-decision and decision-related events and the frequency of these events, for each case type, were developed through a series of interviews with judges during site visits to a set of representative courts. For example, for criminal cases in the First Instance Court, judges provided estimates of time and frequency for the first session, the presentation of prosecutor and defendant evidence, prosecutor pleadings, and defendant pleadings. Time estimates and frequency of occurrence were also obtained for discussing the decision with the panel, reading the file and writing the decision, review of the decision by the panel, reading of the decision in court, sentence deliberations, and editing of the decision. PJEP staff compiled the interview responses into an initial set of time and frequency estimates, by event, for each case type. These initial estimates were reviewed by the Time Standards Committee and a consensus was reached on a final set of case weights (Kleiman and Ostrom 2013).

One of the primary reasons for developing the case weighting system in the West Bank was to assess the resources needed to manage and reduce the existing case backlog. Backlog and delay are significant challenges confronting the judiciary of the West Bank. For example, 79 percent of pending criminal cases (as of August 1, 2012) in the First Instance court are over 12 months (1 year) old, with 34 percent being older than 60 months (5 years). The case weighting systems allows for the calculation of the number of judges needed to clear the backlog by multiplying the case weights by the number of cases that exceed the time standards for case disposition.

3.1.2. Bulgaria

In 2015, the Supreme Judicial Council of the Republic of Bulgaria developed and implemented a judicial case weighting system. The study was designed to provide a method to determine the number of judges needed to hear cases in a just and timely way, assess the equitable distribution of judicial resources, allow for a boundary analysis of the current administrative regions, and support the existing judicial evaluation process (Kleiman and Ostrom 2015). More specifically, "the workload of judicial bodies in Bulgaria is one of the key criteria applied by the Supreme Judicial Council in exercising its main function of appointing and managing the career of judges and making organizational arrangements that enable the functioning of the courts" (Georgiev *et al.* 2015, p. 3). Unlike the West Bank project, which relied upon interviews with a small set of judges, in Bulgaria preliminary estimates for the time and frequency of events were generated through a nationwide judicial questionnaire (survey).

TNS, a Bulgarian market research agency, worked with the Caseload Analysis and Evaluation Committee (the Committee) of the Supreme Judicial Council (SJC) to develop a case weighting system for regional, district, appellate and administrative

courts. The Committee assisted TNS in defining the parameters of the study, including the case types and events for which case weights were developed through the Delphi method. Questionnaires regarding the duration (time) and frequency of events were sent to all judges in regional, district, appellate and administrative courts.

The judicial questionnaire employed a retrospective approach to determine the amount of time judges spend handling different types of cases. For all cases, the questionnaire asked judges to estimate the time typically needed to complete select actions (e.g., preparations for court hearings) for particular types of cases in two categories: (a) less time-consuming cases and (b) more time-consuming. Judges were then asked to estimate the share of each case type that fall into each category. For criminal and administrative cases only, more specific time estimates were developed by asking judges to consider the last finished case of a particular type and to describe key facts about that particular case (e.g., number of pages of pretrial file, number of witnesses) as well as time spent handling select actions in that case (e.g., review of case at court hearing). After TNS compiled and analyzed the survey results a series of Delphi sessions (focus groups) were held with experienced judges to arrive at a set of judicial case weights. The case weighting system allows the case weights to be adjusted during the life of a case to accommodate for early settlements, the number of pages of evidence, multiple defendants, number of witnesses, and the use of experts. For example, the case weight for a criminal case file with 2,500 to 5,000 pages of evidence would receive an adjustment factor (multiplier) of 1.2 (Republic of Bulgaria 2015).

3.1.3. U.S. District Courts

In 2003-2004, the Federal Judicial Center (FJC), with assistance from the Administrative Office (AO) of the U.S. Courts conducted an event-based Delphi study to develop a new set of case weights for the U.S. Federal District Courts. The weights were developed to determine the need for additional judgeships including type, number, and location. The new study replaced a case weighting system developed through a 1993-time study. The update to the case weighting system was warranted because it was determined that the 1993 study no longer reflected current practice due to the changing volume and the nature of cases entering the federal system and changes in case management practices (Lombard and Krafka 2005).

The decision to adopt an event-based, Delphi approach was based primarily on pragmatic considerations. It was determined that an event-based Delphi approach eliminated the record-keeping burden on judges, could be completed in a shorter period of time, and could be updated more frequently and with less time and expense than a time study-based enquiry. Further, the new study was able to rely heavily on administrative data that came from standard statistical reports already submitted to the AO by courts and from data extracts from docketing databases (Lombard and Krafka 2005).

The FJC relied upon two distinct strategies to estimate the frequency of occurrence of case events (trials and other evidentiary hearings, non-evidentiary hearings, in-chambers case-related work) and the amount of judge time associated with those events in 42 civil and 21 criminal case types. First, monthly statistical reports were used to measure objectively the amount of time judges spent in trial proceedings. Second, time and frequency estimates were obtained for non-evidentiary proceedings (e.g., motion hearings) and in-chambers activities (e.g., preparing orders for a summary judgment) through a "structured iterative-feedback technique," similar to the Delphi method.² Initially, FJC staff held meetings in

² A case weighting system was recently developed for the Israeli judiciary. The approach taken by the research team is very similar to that of the FJC. The Israeli model relied heavily on administrative data to calculate courtroom time and frequency of hearings and motions and the Delphi method to estimate

twelve circuits to obtain regional estimates on activities for case types for which no objective data existed. More than 100 judges, representing 90 courts, participated. Following the initial meetings, 22 district court judges, all of whom had participated in the circuit meetings, attended a national meeting where consensus was reached on a final set of national case weights. The case weights, developed initially as estimates of judicial time, were converted into relative weights. For example, Firearms (criminal) has a weight of 1.00, while Murder, Manslaughter, Homicide had a weight of 1.99, indicating that the latter requires twice as much district judge work as a Firearms case.

3.2. Time Study

The time study method relies upon the tracking all judge time during a discrete data collection period (e.g., one month). During the time study, all judge time spent working directly on different types of cases and activities is also recorded. Time spent performing administrative work, attending committee meetings, receiving judicial education and training, and work-related travel is recorded. The results of the time study are used to calculate a set of case weights that represent a reliable and accurate profile of current judicial practice. Time studies have served as the foundation for judicial case weighting systems in over 30 U.S. states³ as well as the U.S. Bankruptcy Court (USGAO 2003a), Switzerland (Lienhard and Kettiger 2011), and Germany (Gramckow 2011). The time study method is considered the gold standard for case weighting studies.

Unlike the Delphi approach, the time study approach provides a direct measure, based upon real-time records, of the amount of time spent on different case-related and non-case-related activities. Despite the apparent advantages of the time study approach, the method has been criticized as expensive, time-consuming, and unduly burdensome to judges tasked with tracking time data. Flango and Ostrom (1996, p. 21) observe that "conducting a time study requires an additional layer of effort to judges and staff who may already feel overworked". The method requires training participants to ensure that they are tracking and recording their time accurately and consistently. Finally, participants have sometimes expressed concern that their individual-level data will be used improperly for purposes that extend beyond the study.

3.2.1. Wisconsin

Over the past twenty years the time study approach has continued to evolve and improve. Methodological and technological changes have altered sampling strategies, the duration of data collection, and the level of detail in data collection and analysis. A comparison of two separate case weighting studies conducted in Wisconsin by the National Center for State Courts highlights many of these changes. A 1995 case weighting study collected data from 79 judges and 40 circuit commissioners in 12 out of 72 counties over a three-week period. Participating counties were selected to be representative of courts of various sizes and geographical locations and with the fastest case processing times (Ostrom *et al.* 1996). An update to the model in 2006 was based on a 4-week time study involving *all* judges and commissioners from across the state of Wisconsin.⁴ Web-based data

time spent preparing for cases and in writing decisions. Further, the case weights are presented as relative weights with the reference being 2.8 minutes, the time for search and entry cases in the magistrate court (Weinshall-Margel *et al.* n.d.).

³ A listing of studies conducted in the US can be found at National Center for State Courts n.d.

⁴ The National Center for State Courts has concluded that a 4-week statewide time study is sufficient to generate accurate and reliable case weights. Earlier studies have relied upon a more extensive data collection period. For example, a study for the US Federal Bankruptcy Court relied on a 10 week time study (United States Government Accounting Office 2003a); a study in the 1990's for Germany was based on a 3 to 6 month time study (Gramckow 2011); and a study for the Swiss Federal Administrative Court required judges to track and record time for specific cases over a 6 month period (Lienhard and Kettiger 2011).

entry provided a more efficient and effective collection strategy that allowed for statewide participation, obviating the need for a sampling strategy to ensure representativeness of the data (Ostrom *et al.* 2006). Furthermore, Web-based data entry allows the research team to monitor participation rates in real time, as opposed to prior studies that relied on paper forms that were periodically mailed or faxed to the research team. Researchers have also made use of Web-based training to educate time study participants about the project and to improve the accuracy and reliability of data entry. This training, in conjunction with real-time monitoring of data entry, has resulted in time study participation rates that are in excess of 95 percent of all judges in many states.

Collecting data from all jurisdictions also allows for an examination of differences among practices across jurisdictions. For example, a Web-based time study conducted for Justices of the Peace in Ontario, Canada, revealed significant differences in travel demands for judges in different regions. Justices of the peace in the North East traveled 81 minutes per day and justices of the peace in the North West traveled in excess of 100 minutes per day, on average. Both groups of judges traveled in excess of the travel time of justices of the peace in the other five regions, who travel roughly 30 minutes per day. This information was used to develop separate judge year values that accommodate these observed differences (Kleiman and Ostrom 2008).

3.2.2. Virginia

A recent case weighting study for the Circuit, General District, and Juvenile and Domestic Relations District Courts in Virginia illustrates the state-of-the-art case weighting approach undertaken by the National Center for State Courts for courts in the United States. This method is highly participatory, includes a four-week time study, a quality-adjustment process, and is typically completed within a 12-to 15-month study period. The NCSC approach is designed to produce the necessary empirical data with minimal intrusion and demands on busy judicial officers. Data from the past ten studies shows that judicial officers spend less than 10 minutes per day to fully participate in the time study data collection process. This is in comparison to the 20 to 30 minutes of judge time per day it took to fill out forms in the development of the case weighting system in Germany (Gramckow 2011).

In 2012, the General Assembly of Virginia directed the Supreme Court of Virginia to develop and implement a weighted caseload system to evaluate the current allocation of judicial resources, determine the appropriate level of judicial resources in each circuit and district, and to examine judicial boundary realignment. The National Center for State Courts (NCSC) was contracted to conduct a weighted caseload analysis. The study was conducted over a 15-month period and utilized a time study to develop an empirical profile of judicial work. The case weighting system was developed through five inter-related tasks.

First, a Judicial Needs Assessment Committee, consisting of 15 judges and three courts representing Circuit, General District, and Juvenile and Domestic Relations Courts, was established by the Chief Justice of the Virginia Supreme Court. The committee met four times over the course of the project to advise and comment on the general study design, the selection of case types, alternative boundary alignment models, as well as to participate in a final set of meetings to review and reconcile all aspects of the project. Filing data for 2010, 2011, and 2012, by case type and jurisdiction, were provided by the Office of the Executive Secretary. Second, a four-week statewide Web-based time study was conducted. During the time study, all Circuit and District Court judges in Virginia were asked to track all of their working time by case type category and case-related event along with non-case-related work. Web-based time study training videos were provided to all judges. A total of 375 full-time judges, or 97 percent of all Virginia trial court judges participated in the study. The time study data and caseload data were used to develop a set of preliminary case weights that represent the average amount of

time judicial officers currently spend handling each type of case. The time data also provided an empirical reference in establishing the judge year value.

Third, NCSC staff conducted site visits in 11 judicial circuits and districts, including both urban and rural courts from all geographic regions of the state. The interviews conducted during these site visits allowed project staff to document procedures and practices believed to increase efficiency and quality, as well as resource constraints that might inhibit effectiveness. Fourth, a Web-based sufficiency of time survey was administered to all judges statewide to gather perspective on the sufficiency of time to perform key case-related and non-case-related tasks. Fifth, three separate quality adjustment sessions with groups of seasoned judges were held to provide a qualitative review of the preliminary case weights. Using the Delphi method, group members were asked to draw on current practice (as measured by the time study), judicial perspective (as measured by the sufficiency of time survey and the site visits), and their personal experience to make recommendations for particular case types and functions for which additional time would allow a judge to more effectively handle a case. The result was a final set of quality-adjusted case weights and the recommendation that the number of judges in Virginia's trial courts is inadequate to handle the total workload of the courts. The weighted caseload model showed a need to fill current vacancies as well as adding an additional 13 judges to the current total of 158 authorized Circuit Court judges and 17 judgeships to the current total of 117 authorized Juvenile and Domestic Relations District Court judges (Ostrom *et al.* 2013).

4. Case weighting in three Balkan Territories

Interviews were conducted with key judicial system actors from Bosnia and Herzegovina, the Republic of Serbia, and the Republic of Kosovo to document their prior experience with case weighting systems and the current method used to determine the number of judges. Further, the interviews were designed to assess the quality and content of existing data sources and any barriers to the development of a case weighting system. A series of profiles follows that feed directly into a set of pragmatic findings/recommendations regarding the development and use of case weighting systems in emerging or transitional democracies.

The method used to select the three countries to be profiled is based on the results from a more expansive project conducted by the Regional Coordinating Council (RCC) to support the South East Europe 2020 strategy for the implementation of a regional action plan in the area of justice (Langbroek and Kleiman 2016). The RCC report focused on weighted caseload and backlog reduction policies in six South East Europe beneficiaries (Albania, Bosnia and Herzegovina, The Former Yugoslav Republic of Macedonia, Kosovo, Montenegro, and Serbia). Basic data on caseloads and existing judicial resources as well as structured feedback on the application of each country's weighted caseload system was sought by questionnaire and follow-up phone interviews. This largely qualitative research design emphasized clarifying the experience of individuals directly involved in attempting to develop a more systematic, empirical approach to determining judicial need in countries with limited history and familiarity with such techniques. The focus was on better understanding the challenges and complexities each country faced. And while only a few individuals from each country typically participated making the findings not fully generalizable, the findings remain relevant and potentially transferrable to other countries in similar settings.

The main criteria for inclusion in the profiles was sufficient involvement in the RCC project. Regrettably, the quality of responses and the extent of participation varied among the six Beneficiaries. Questionnaire feedback and interviews with key stakeholders in Albania, The Former Yugoslav Republic of Macedonia, and Montenegro produced limited insight and explanation related to their experience

with developing and implementing case weighting systems. As a consequence, their experiences are excluded from the current review.

4.1. Bosnia and Herzegovina

A determination of the number of judges in the first instance courts (Cantonal, Municipal, and Basic Courts) was first established by the High Judicial and Prosecutorial Council (hereafter, the Council) in 2003 and was reevaluated in 2009. In 2009, the sole criterion used to determine the number of judges was the number of incoming cases, based on approximately five years of historical caseload data. A case weighting system also exists, but is used primarily to evaluate the performance of individual judges rather than to allocate judges across courts or geographic areas. The weights, last updated in 2011, were developed by a group of experts convened by the Council, to establish the number of cases each judge is expected to resolve on a monthly and annual basis, by case type, disposition type, and for each court level.

A 2007-2010 USAID-funded project sought to develop a more refined case weighting system based on a time study conducted in a set of pilot courts. An initial effort relied upon paper-based data collection and was highly detailed, seeking to establish the number of minutes required for each step in the life of a case. Low participation rates led to a second attempt by the High Judicial Council to implement this approach through the centrally administered case management system, but this effort also failed. This prior negative experience with an overly detailed and burdensome time study remains the most serious challenge to any future attempt to implement a time study. Judges in Bosnia and Herzegovina understand the rationale for measuring workload, but they do not accept the time study method or the need to measure time spent on an overly detailed set of specific tasks.

4.2. Republic of Serbia

The total number of judges in the Republic of Serbia is currently determined by the High Judicial Council in accordance with its responsibilities as laid down in Article 13, item 15 of the Law on the High Judicial Council. The total number of judges is determined for each court individually, taking into account the jurisdiction of that court, the average number of items in each matter in the last three years, the area covered by the jurisdiction of that court, as well as the average expected number of issues resolved in each matter. In addition, the High Judicial Council utilizes a quota system for the number of cases each judge is expected to resolve in a month for the evaluation of the performance of judges and court presidents (e.g., 24 civil cases in a month). These quotas were developed through expert opinion and public debate.

The High Judicial Council recently completed a project aimed at developing a case weighting system for the Republic of Serbia. The project was directed by a team of international consultants with support from USAID. The project made use of both the Delphi method and a targeted time study to develop case weights. A workgroup consisting of 12 judges from all courts and instances, as well as from the special jurisdiction courts (commercial courts, administrative courts and misdemeanor courts), provided guidance to the project team. The case weighting system was designed as a way to determine the number of judges needed in the Republic of Serbia, equitably allocate work to judges in the courts, and to evaluate judges.

The development of the case weighting system proceeded in three stages. In the first stage, the workgroup used the Delphi method to assign types of cases to three categories of complexity: simple, complex, and extremely complex. In phase two, 386 judges in 37 courts kept time logs of every procedural action that they conducted over a four-month period. Phase three represented the data analysis phase where the time needed to complete a single case was calculated. Despite the

completion of all three phases in 2012, the results have not been officially adopted and no official report is available.

4.3. Republic of Kosovo

Kosovo's experience with case weighting began in 2003 with the Justice System Assessment Review Team (JART) proposal for 1st and 2nd Instance Criminal and Civil cases in District and Municipal Courts. The weights were developed through a two-stage process that relied upon judicial interviews to develop initial estimates of case weights, followed the review and refinement of the initial estimates by a focus group. The Department of Statistics of the KJC Secretariat did not use the JART case weights for planning or for budget requests. Instead, the Department of Statistics continued to rely on a previously established quota system that was based upon the calculation of the number of cases a judge might resolve in a month.

A second case weighting system was developed by the USAID Kosovo Justice Support Program (KJSP) in 2010. The primary goals of the KJSP project were to: (1) develop a set of judicial case weights that allow for the measurement of judicial workload in District and Municipal Courts throughout Kosovo; (2) evaluate the current allocation of judicial resources among courts; (3) establish an empirically-based, transparent formula for the Kosovo Judicial Council (KJC) Secretariat to use in assessing the appropriate levels of judicial resources necessary to effectively resolve cases; and (4) provide a means by which to evaluate the impact of new legislation and court organization, functioning, and jurisdiction of the courts on court workload (Kleiman 2010). The update of the case weighting system was conducted through a series of site visits during which judges were asked to discuss the way that cases are currently handled, the adequacy of current resources, changes since the previous study in the way cases are handled, and any factors that impact the complexity of handling different types of cases. Additionally, a Delphi session was held where seasoned judges and members of the KJC Secretariat were asked to review and adjust the JART case weights to align them with current practice and recent changes in the law. The KJSP case weighting system is currently used to determine the number of judges needed in Kosovo's Courts and to assign judges to different jurisdictions, and to determine the norm, or performance quota, for judges.

The Director of Kosovo Judicial Council Secretariat has indicated that there is a strong desire for another update to the case weighting study. An update is warranted as a result of two significant changes have occurred that impact the efficacy of the current case weights. First, changes have been made to the criminal procedure code; second, there was a change in the structural organization of the courts in 2011. It is anticipated that the new case weighting system will be used for backlog reduction, determining the number of judges, and the distribution of judges among courts, especially in light of the new legal initiatives.

Backlog is currently a key concern for the judiciary of Kosovo. As of August 2013, there were approximately 142,000 cases designated as backlogged. In response, the KJC has adopted a National Strategy on Backlog Reduction. The plan calls for reviewing the overall caseload and workload for each judge and reviewing and analyzing the workload distribution within each court as well as across the judiciary. Efforts at implementing data-based management practices have been constrained by the lack of an automated case management system. Strategic Goal #6 of the plan calls for "adequate automation, computerization and information management resources so that the KJC and the Courts can make timely, informed and reasoned policy and management decisions" (Kosovo Judicial Council 2013, p. 2).

5. Conclusion and Practical Findings

The court systems in the three Balkan jurisdictions profiled above share some key features, while differing significantly with respect to others. For example, Kosovo lacks an automated case management system, whereas Bosnia and Herzegovina has recently implemented a case management system that is said to produce useful management information. Quotas (sometimes called "case weights," and defined as the number of cases a judge is expected to resolve) are used in all three jurisdictions, although their nature and the manner in which they are used varies; most quotas are used primarily for evaluation of judges, and some are also used to assure equity in the distribution of work among judges within a court and/or to determine the number of judges needed in each court. Finally, the experience of these three jurisdictions with respect to Delphi- or time study-based case weighting systems ranges from mixed (Delphi-based case weights used in Kosovo, Delphi and time study-based weights developed and not used in Serbia) to negative (time-study based case weights developed and not used in Bosnia and Herzegovina).

Three interrelated findings emerge regarding the added value of developing and utilizing a case weighting system, the selection of the type of method (Delphi v. time study) to use, and the importance of accurate and reliable case statistics. The recommendations are provided to ensure that future case weighting efforts result in a valid, reliable, and useful case weighting systems that will inform decisions about the efficient and equitable distribution of judicial resources as well as backlog reduction strategies. While the three findings are targeted directly at transitional court systems, they hold equally for consolidated court systems (Hanson et al., 2010).

Finding 1: All court systems should develop and implement a case weighting system. Around the world, nation-states and jurisdictions within nations are increasingly adopting the weighted caseload method of judicial workload assessment as a best practice. Case weighting systems provide a means to differentiate the work associated with different types of cases that is empirically-determined, based in current practice, and easily understood and explained. A credible case weighting system provides decision-makers with a robust and valuable management tool that can be used to inform a diverse set of management decisions. Case weighting systems can be used to:

- Determine the complement of judges needed to efficiently and effectively handle the workload of the courts. For the judiciary to manage caseloads effectively, dispose of court business without delay, and deliver quality service to the public, adequate resources are essential. A recent report by the Organization for Security and Co-operation in Europe (OSCE), Mission in Kosovo, states that insufficient judicial resources may have direct adverse repercussions on fundamental human rights (e.g., the right to a trial within a reasonable time; the right to a reasoned decision) and may prevent judges from adjudicating cases within legal time frames which "may deepen public distrust in courts and erode public confidence in the rule of law in general" (Organization for Security and Co-operation in Europe 2009).
- Determine additional resources that are needed to reduce and eliminate existing backlogs. The application of additional judicial resources must take place in the context of a comprehensive backlog reduction strategy that evaluates the way in which cases are currently handled and identifies and addresses impediments to the efficient and effective handling of cases.
- Equalize the workload between judges in the same court. Understanding the workload associated with the pending caseload allows for improved case assignment practices and, when necessary, the reallocation of cases to help ensure a balanced caseload. Further, the case weights can be incorporated into the random case assignment algorithm to help ensure that all judges in

a court random mix of cases of varying complexity that constitutes a similar workload.

- Balance judicial workloads among courts of the same type throughout a region or a country. An examination of workload and judicial need at the court level will allow for an assessment of the equitable distribution of judicial resources and inform decisions to reallocate cases or to transfer judgeships. Furthermore, it allows for the analysis of the boundaries of administrative regions. The issue of access to justice for all citizens should play an important part in the decision calculus for any adjustments to the assignment of judges or the boundaries of judicial regions.
- Inform the judicial evaluation process. Comparing the workload of individual judges to an established workload standard will provide additional insights into existing performance indicators (e.g., time to disposition; age of pending caseload). For example, knowing the workload of individual judges will help answer whether a particular judge's growing backlog of cases is a result of poor case management or excessive workload.

Finding 2: Transitioning or nascent court systems should generally use the Delphi method to develop weighting systems. The Delphi method is less burdensome, less expensive, and less time-consuming than the time study method. Recent experiences in Bosnia and Herzegovina and Serbia highlight the difficulties in developing and implementing a case weighting system via the time study approach. In contrast, experiences in Kosovo and the West Bank demonstrate that credible case weighting systems can be developed and implemented based upon the Delphi method.

A key to the development of any case weighting system, based on either the Delphi or time study method, is obtaining commitment and buy-in from key stakeholders, including judges, judicial council members, and the Ministry of Justice. This necessitates a clear articulation of the intended uses of the case weighting system as well as transparency in the process used to develop the case weights. Prior to conducting the study, a comprehensive assessment of readiness should be undertaken. This assessment should determine the capacity for data collection and data analysis and the willingness of judges and other key stakeholders to participate in the study. Objectivity and transparency can be improved by working with an independent consultant.

Ultimately, the selection of the 'best' method (Delphi v. time study) must be a pragmatic decision. Although the time study is considered the gold standard, Delphi-based case weighting systems can also provide useful and valuable information to manage the efficient and effective handling of cases.⁵ Key questions to consider when selecting the most appropriate method include: What is the project timeline? What level of burden (e.g., data collection) are judges willing to take on? How much money is available to conduct the study? What data limitations exist? Have reforms (e.g., changes to the structure of the law or courts) recently been implemented? Based on the experience of the authors the answers to many of these questions would lead most transitioning or nascent court systems to adopt the Delphi method. As technological and organizational capacities improve, the Delphi-based case weights can be validated by a targeted time study at a future date.

Finding 3: Accurate and reliable caseload statistics are a necessary component of any case weighting system. The continued integrity of the case weighting system depends on maintaining the quality of record keeping and statistical reporting. Specifically, accurate calculation of judicial workload requires knowing how many

⁵ Building on the work of Karl Weick (1993), Okoli and Pawlowski (2004) view the use of the Delphi method as a process similar to bricolage, a French term meaning to "use whatever resources and repertoire one has to perform whatever tasks one faces" (Weick 1993, p. 352).

cases of each type are filed with each court. If over- or under-counts of filings regularly occur in some courts, then the estimate of workload will be unreliable and inaccurate.

Regular and thorough auditing and feedback for correcting data collection problems is critical for achieving reliability in reporting across courts. Data reliability and accuracy could also be improved by adopting a uniform, country-wide case management system and providing training to staff on data definitions and input. Often the single most significant source of delay in conducting a workload assessment is the time required to compile, review, and organize the data to ensure its integrity for this purpose. Any study that proceeds without this investment will be quickly discredited.

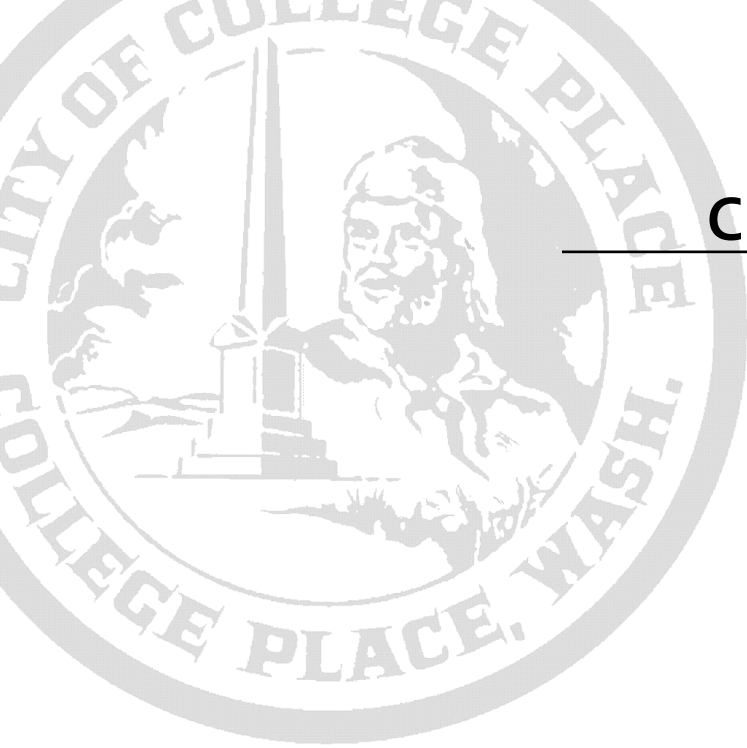
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CITY of COLLEGE PLACE

NOTICE OF PUBLIC HEARING

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Robert McAndrews, Public Works Director
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Maryelizabeth E. Garcia, City Clerk
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PUBLIC HEARING

2025 Property Tax Levy

NOTICE IS HEREBY GIVEN that the College Place City Council will be holding a public hearing on the 2025 property tax levy at the City Council meeting on Tuesday, November 12, 2024 at 7:00 p.m.

This will be a hybrid meeting, both in-person at College Place City Hall located at 625 S. College Avenue, College Place, WA. 99324 and virtually via Zoom (Zoom attendee link: <https://us06web.zoom.us/j/89641733202> Webinar ID: 896 4173 3202), and may be viewed live on the City YouTube page, at 7:00 p.m. Any citizen may submit written comments or appear at the hearing and speak about the proposed 2024 property tax collection.

Please submit written testimony to Maryelizabeth E. Garcia – City Clerk at mgarcia@cpwa.us or mail to 625 S College Avenue, College Place, WA 99324. To arrange telephonic or virtual meeting testimony, contact the Clerk at 509-394-8569. All written comments or arrangements for telephonic comments need to be made no later than 4:00 p.m. Monday November 11, 2024.

City of College Place



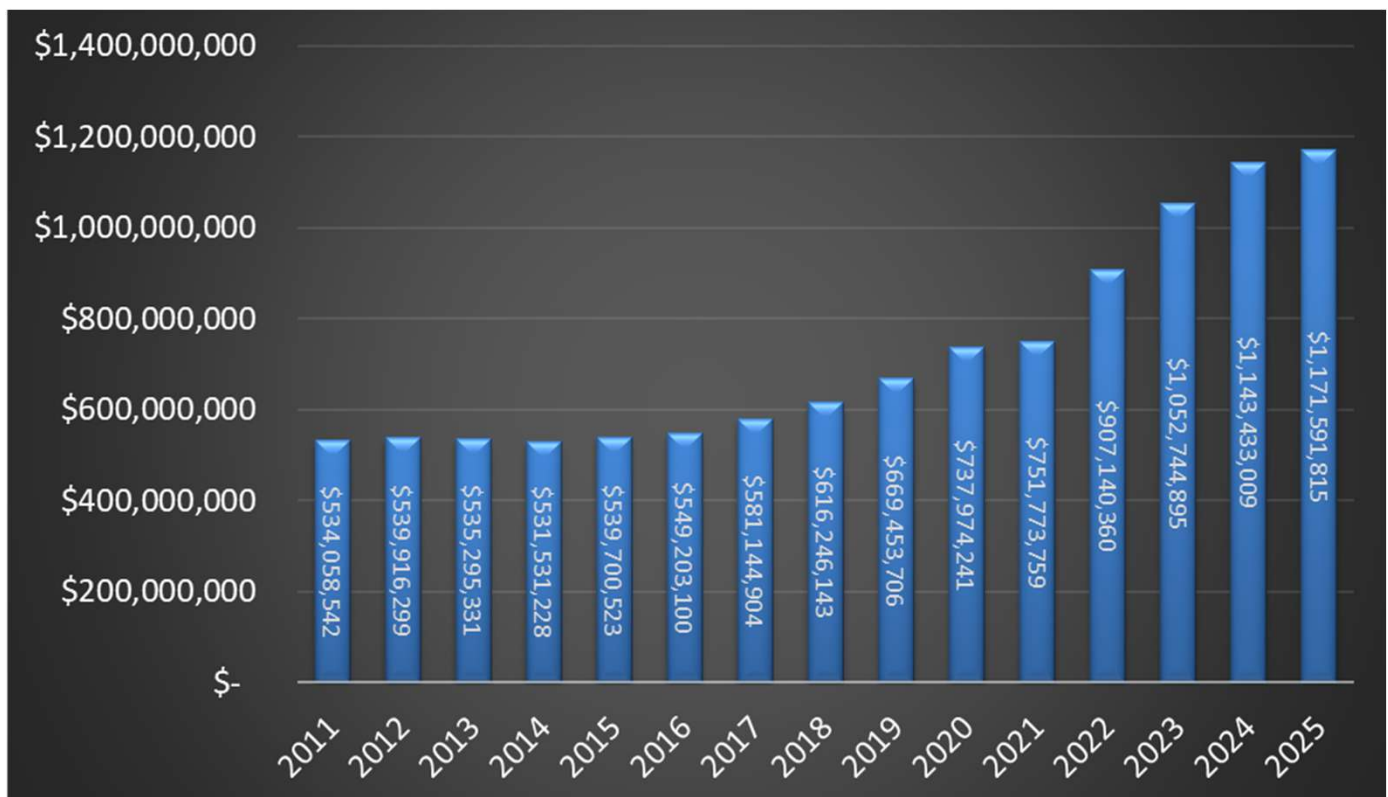
2025 PROPERTY TAX LEVY/PUBLIC
HEARING

Assessed Valuation - 2025

Regular Valuation	\$	1,161,216,314
New Consturction	\$	10,375,501
Total Valuation	\$	1,171,591,815
Prior Year Valuation	\$	1,143,433,009
Increase Valuation	\$	28,158,806
% Increase		2.46%
Information provided by Walla Walla County on 10/17/2024		

Assessed Valuations for 2011 through 2025

Year	Assessed Valuation	Amt Change	% Chng
2011	\$ 534,058,542	\$ 13,247,261	2.5%
2012	\$ 539,916,299	\$ 5,857,757	1.1%
2013	\$ 535,295,331	\$ (4,620,968)	-0.9%
2014	\$ 531,531,228	\$ (3,764,103)	-0.7%
2015	\$ 539,700,523	\$ 8,169,295	1.5%
2016	\$ 549,203,100	\$ 9,502,577	1.8%
2017	\$ 581,144,904	\$ 31,941,804	5.8%
2018	\$ 616,246,143	\$ 35,101,239	6.0%
2019	\$ 669,453,706	\$ 53,207,563	8.6%
2020	\$ 737,974,241	\$ 68,520,535	10.2%
2021	\$ 751,773,759	\$ 13,799,518	1.9%
2022	\$ 907,140,360	\$ 155,366,601	20.7%
2023	\$ 1,052,744,895	\$ 145,604,535	16.1%
2024	\$ 1,143,433,009	\$ 90,688,114	7.6%
2025	\$ 1,171,591,815	\$ 28,158,806	2.7%



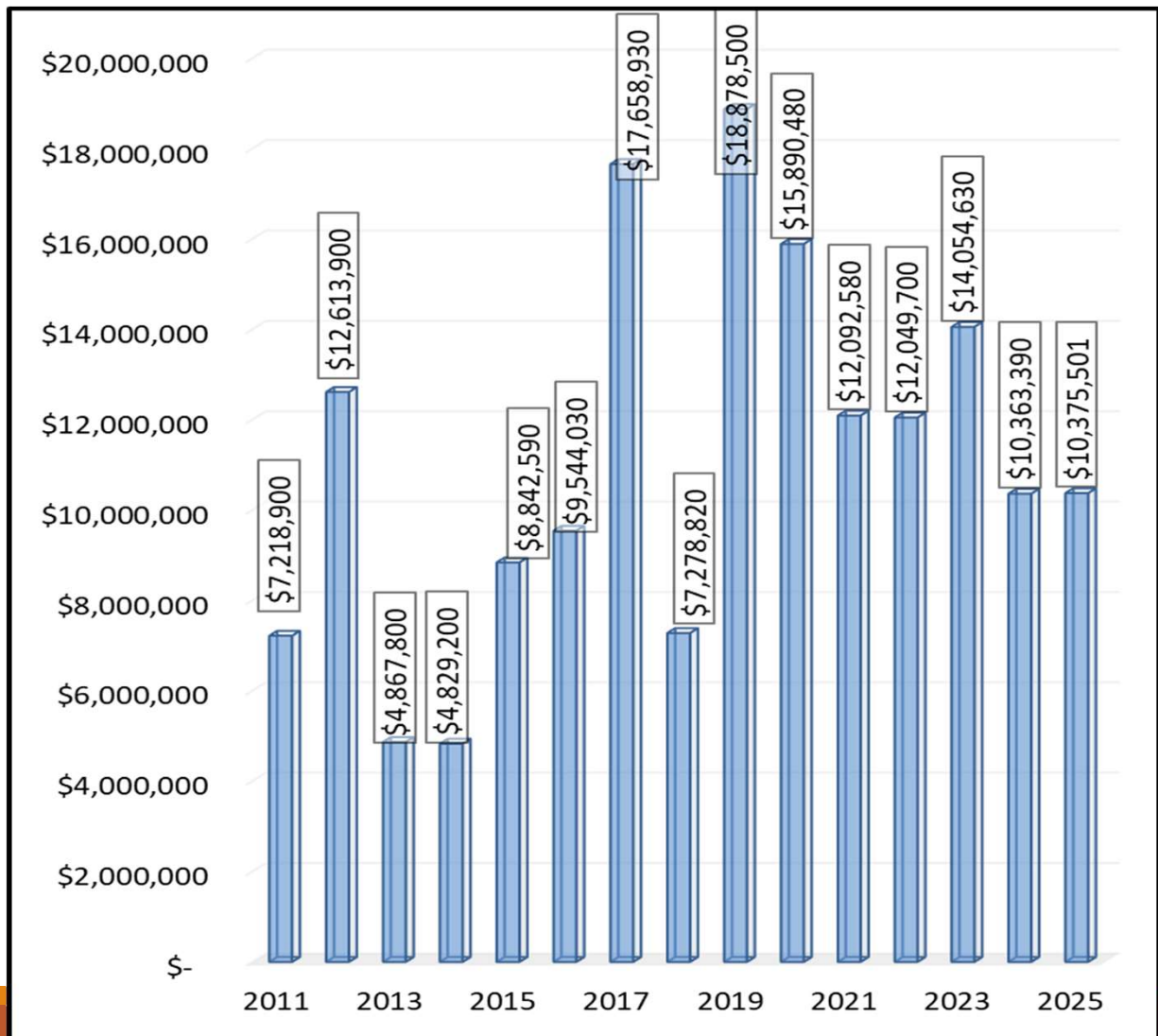
New Construction Calculation

New Construction Valuation: \$10,375,501
Increase from New Construction: \$ 12,111

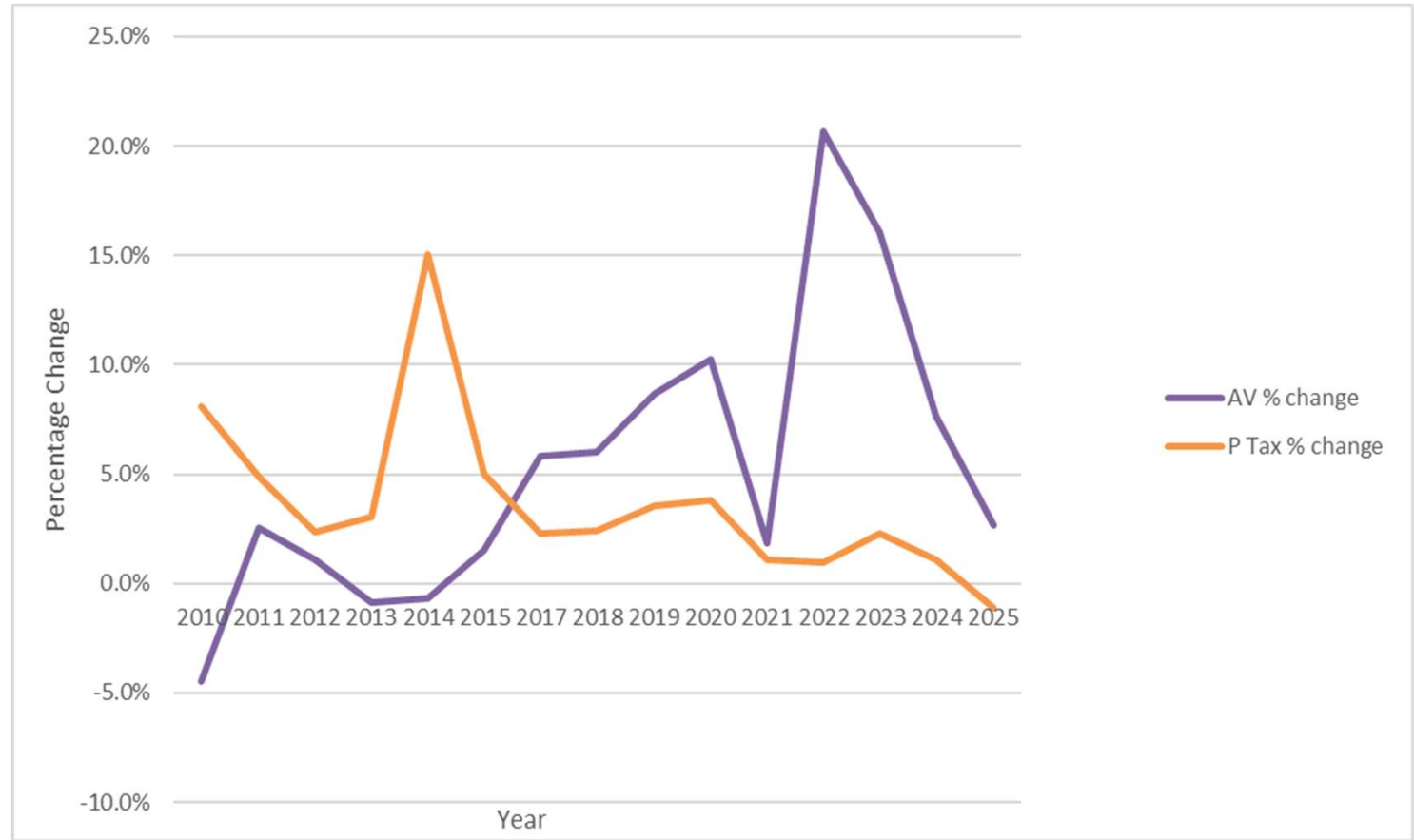


Property Tax - New Construction Valuation History

Year	New Const Valuation
2011	\$ 7,218,900
2012	\$ 12,613,900
2013	\$ 4,867,800
2014	\$ 4,829,200
2015	\$ 8,842,590
2016	\$ 9,544,030
2017	\$ 17,658,930
2018	\$ 7,278,820
2019	\$ 18,878,500
2020	\$ 15,890,480
2021	\$ 12,092,580
2022	\$ 12,049,700
2023	\$ 14,054,630
2024	\$ 10,363,390
2025	\$ 10,375,501



Year	Assessed Valuation	Amt Change	AV % change	Property Tax	P Tax % change	
2010	\$ 520,811,281	\$ (24,235,413)	-4.4%	\$ 1,314,052	8.12%	
2011	\$ 534,058,542	\$ 13,247,261	2.5%	\$ 1,377,836	4.85%	
2012	\$ 539,916,299	\$ 5,857,757	1.1%	\$ 1,410,388	2.36%	
2013	\$ 535,295,331	\$ (4,620,968)	-0.9%	\$ 1,453,561	3.06%	
2014	\$ 531,531,228	\$ (3,764,103)	-0.7%	\$ 1,671,740	15.01%	Cars Bond
2015	\$ 539,700,523	\$ 8,169,295	1.5%	\$ 1,755,842	5.03%	
2016	\$ 549,203,100	\$ 9,502,577	1.8%	\$ 1,791,423	2.03%	
2017	\$ 581,144,904	\$ 31,941,804	5.8%	\$ 1,832,106	2.27%	
2018	\$ 616,246,143	\$ 35,101,239	6.0%	\$ 1,875,724	2.38%	
2019	\$ 669,453,706	\$ 53,207,563	8.6%	\$ 1,942,285	3.55%	
2020	\$ 737,974,241	\$ 68,520,535	10.2%	\$ 2,015,879	3.79%	
2021	\$ 751,773,759	\$ 13,799,518	1.9%	\$ 2,037,448	1.07%	
2022	\$ 907,140,360	\$ 155,366,601	20.7%	\$ 2,056,790	0.95%	
2023	\$ 1,052,744,895	\$ 145,604,535	16.1%	\$ 2,103,845	2.29%	
2024	\$ 1,143,433,009	\$ 90,688,114	7.6%	\$ 2,126,555	1.08%	
2025	\$ 1,171,591,815	\$ 28,158,806	2.7%	\$ 2,103,087	-1.10%	Bond Refu



Levy Amount Calculation

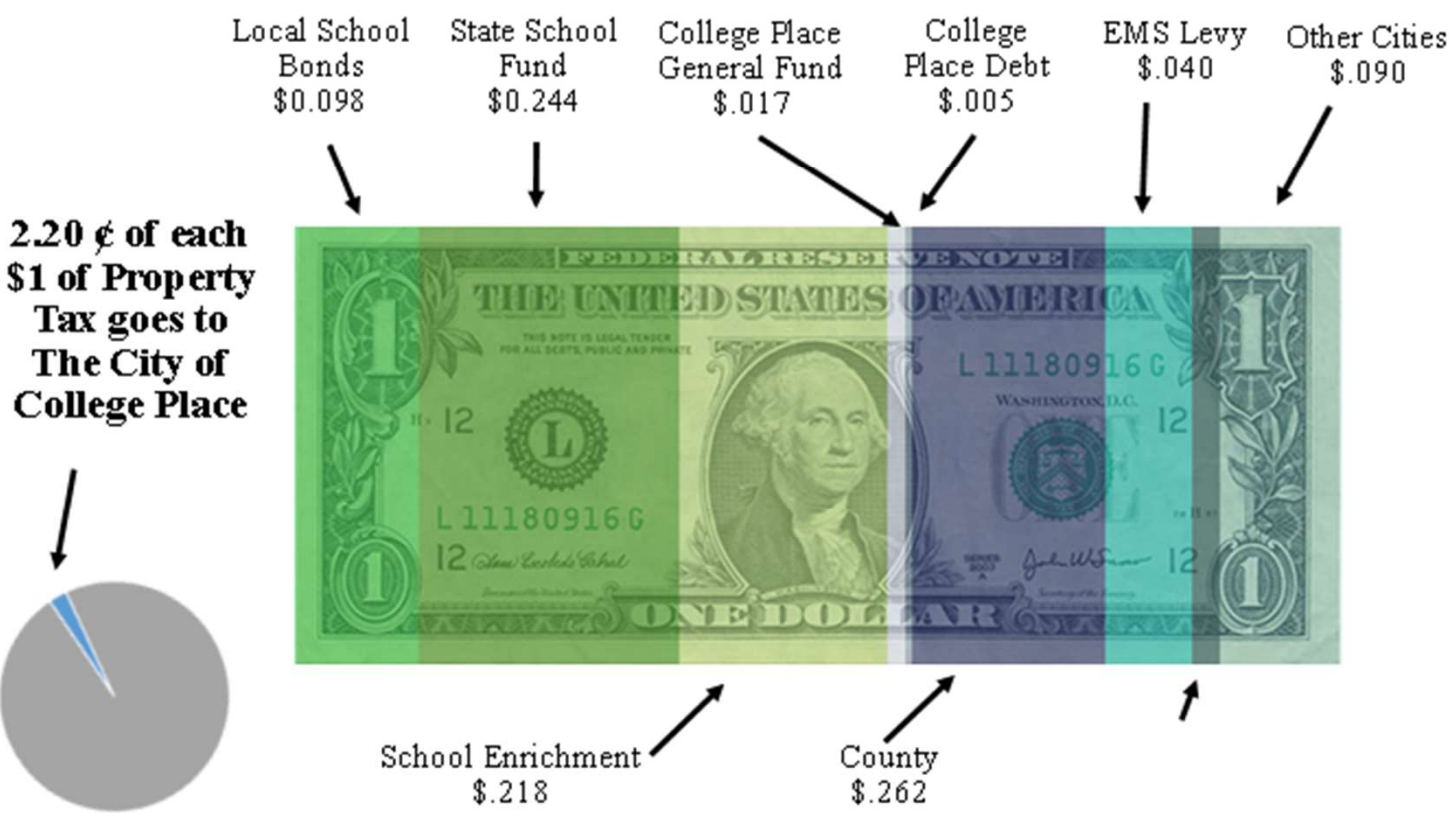
Levy Broken into two components:

1. General Fund		
2025 Levy	\$	1,640,157
New Construction	\$	14,997
Total without 1% increase	\$	1,655,153
Levy Rate per \$1,000 of AV	\$	1.412739
Prior Year - 2024	\$	1.445382
2. Bond Levy (CARS Project)		
Bond Levy Valuation	\$	1,154,015,672
Long Term Debt Requirement	\$	447,925
Bond Levy Rate per \$1,000	\$	0.388145
Rate - Prior Year (2024)	\$	0.470905

Combined Levy Calculation

Assessed Value 2024	\$ 1,143,433,009		
Assessed Value 2025	\$ 1,171,591,815		
% increase in assessed value	2.46%		
Without 1% Increase	Average Home Price	Levy Rate	PP tax
Average Home Price in College Place - 2024	399,519	1.8828061	752.22
Increase in assessed value in 2025	409,358	1.80088351	737.21
(Increased)/decreased tax due to increase in assessed value			15.01
With 1% Increase			
Average Home Price in College Place - 2024	399,519	1.8828061	752.22
Increase in assessed value in 2025	409,358	1.81488289	742.94
(Increased)/decreased tax due to increase in assessed value			9.28

2024 Break Down of How Each Dollar of Property Tax is Spent



City of College Place



2025 REVENUE ESTIMATES

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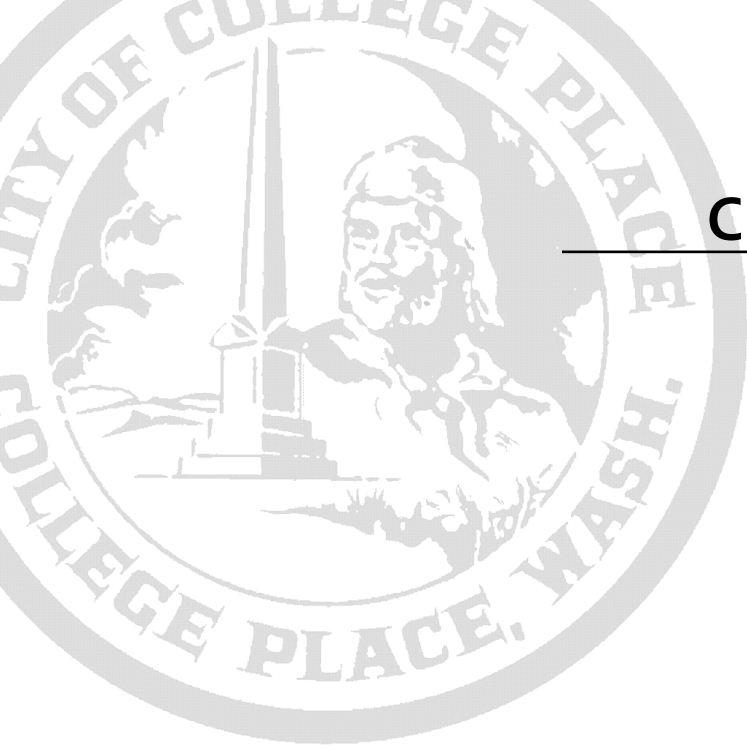
Major Revenue Sources for 2025

Assumptions/Potential Impacts for 2025

- Interest rates are expected to decline from 2024 levels.
- Commercial and residential projects expected to start moving forward in 2025.
- No Property tax increase recommended for 2025, 3% cumulative carryforward.
- Interfund transfers not included.
- Full year Transportation Benefit District (TBD).
- TIF bond proceeds received in 2024.
- Will seek approval to implement a 10% Utility Tax on the storm water utility revenues. This is commensurate with the other utilities and will help support current expense.

2025 Major Revenue Sources

Fund		2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Forecast	2025 Budget	\$ Change	2022 Comment
001	Property Taxes	2,048,308	2,081,710	2,103,845	2,126,555	2,144,442	2,150,000	5,558	Zero Percent for 2025, slight increase due to new construction
001	Sales Tax	2,505,477	2,699,009	3,048,000	3,133,000	2,725,127	2,770,000	44,873	1.6% increase in 2025 - new business
001	Business and Occupation Tax (B&O)	1,431,386	1,486,992	1,778,987	1,516,700	1,624,000	1,721,800	97,800	SW utility tax added for 2025 (\$75k)
001	Business Lic and Permits	88,653	93,728	89,000	92,000	95,778	95,000	(778)	
001	Non Business Lic and Permits	274,485	187,249	347,850	411,500	254,000	650,000	396,000	Building permit fees expected in 2025
001	American Rescue Plan Act (ARPA)	1,301,681	1,301,681	-		-		-	50% received in 2021 and 50% in 2022
001	State Shared Revenues	321,404	297,898	294,396	317,092	259,862	308,035	48,173	Expeced increase in development
001	Public Safety	773,379	72,743	64,627	913,300	103,101	110,000	6,899	Wildland fires estimate for 2025 (Amb moved in 2022)
001	Planning/Development Fees	19,318	27,751	35,658	37,200	272,419	676,000	403,581	New devlopment
001	Traffic Penalties	44,119	28,658	40,000	35,000	38,022	40,000	1,978	
001	Misc Revenues	(1,243)	(18,085)	10,650	16,725	122,000	35,000	(87,000)	Conservative estimate for 2025
001	GEMT	85,071	66,328	60,000				-	Moved to Fund 440 in 2023
	Total Current Expense	8,892,038	8,325,660	7,873,013	8,599,072	7,638,751	8,555,835	917,084	
								-	
100	Road Fund	209,639	198,983	203,512	210,609	169,331	180,800	11,469	Based on MRSC Budget Suggestions.
305/306	Real Estate Excise Tax (REET)	438,902	505,779	477,414	500,000	295,387	460,000	164,613	Property sales expected to increase in 2025
350	TBD Construction Fund	-		-	350,000	125,089	260,000	134,911	New revenue source for 2024 (.01% Sales Tax Increase)
360								-	
400	Water Revenues	2,013,955	1,975,723	2,014,813	2,075,149	2,107,000	2,137,000	30,000	From 2022 Rate Model
410	Water Capital Reserves	321,006	151,328	436,945	547,357	52,982	400,000	347,018	Based on planned development/Misc Revenues
413	Water Debt Service	930,572	996,130	961,430	1,292,629	1,209,856	1,225,000	15,144	Based on Debt Service/Rate Model
	Total Water Funds	3,265,533	3,123,180	3,413,188	3,915,135	3,369,838	3,762,000	392,162	
								-	
401	Wastewater Revenues	2,799,396	3,006,348	3,063,366	3,205,601	3,337,355	3,324,138	(13,217)	From 2022 Rate Model
411	Waste Water Capital Reserves	207,131	(3,912)	349,600	350,000	152,600	350,000	197,400	Based on expected Development
412	Waste Water Debt Service	550,376	570,957	621,967	620,000	608,764	620,000	11,236	Based on Debt Service/Rate Model
	Total Waste Water	3,556,903	3,573,393	4,034,933	4,175,601	4,098,719	4,294,138	195,419	
								-	
402	Storm Water Revenues	645,471	608,416	630,150	627,033	663,808	658,989	(4,819)	From 2022 Rate Model
440	Ambulance Utility	-	914,055	1,113,146	1,257,040	1,378,154	1,318,800	(59,354)	Ambulance services at historical averages
		17,008,486	17,249,467	17,745,356	19,634,490	17,739,077	19,490,562	1,751,485	



CITY of COLLEGE PLACE

NOTICE OF PUBLIC HEARING

Contacts: Michael Rizzitiello, City Administrator
509-529-1200 / mrizzitiello@cpwa.us

Brian Carleton, Finance Director
509-394-8569 / sstclair@cpwa.us

Maryelizabeth E. Garcia, City Clerk
509-394-8569 / mgarcia@cpwa.us

PUBLIC HEARING

2025 PRELIMINARY BUDGET

NOTICE IS HEREBY GIVEN that the College Place City Council will hold a public hearing on Tuesday November 12, 2024 at 7:00 p.m. to consider citizen input regarding the 2024 Preliminary Annual Budget. This public hearing will follow a presentation of the 2025 Preliminary Budget to the City Council.

The hearing will be held in hybrid format, both in-person at College Place City Hall located at 625 S. College Avenue, College Place, WA. 99324 and virtually via Zoom (Zoom attendee link: <https://us06web.zoom.us/j/89641733202> Webinar ID: 896 4173 3202). The hearing will be live streamed on the City You Tube page at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSl-g/featured or you can call to listen at 1-669-900-9128 ID# 896 4173 3202.

If you would like to testify by either phone or virtual meeting, you can contact the clerk at mgarcia@cpwa.us or by phone at 509-394-8569 no later than 5:00 PM on the Monday before the meeting date. Copies of the proposed preliminary budget will be available November 11, 2024 by contacting the Finance Director at bcarleton@cpwa.us.

Fiscal Year: 2025 Budget – Preliminary ▀ Budget Hearing

By: Brian Carleton – Finance Director

Presented November 12, 2024



2025 Key Assumptions

- Conservative projections on revenue and expenditures based on departmental requests
- Maintaining core services
- Investing in critical infrastructure
- Addressing staffing gaps and competitive wages
- Continue obtaining grants/funding opportunities

Changes since 10/22/2024 Presentation

- Updated payroll costs for:
 - Changed the arborist to stormwater worker.
 - Reviewed Salary Exempt Positions to abide by the 2025 WA St. Salary Threshold amount.
 - Updated incentive pay to be based on 2025 and not an estimate from 2024
- Reconciled and balanced all interfund transfers
- Reconciled all opening and closing fund balances
- Reconciled capital requests and associated funding mechanisms

■ Total Preliminary Budget

Beginning Fund Balance: \$23,951,413

Revenue	\$76,283,160
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Expenditures	\$82,518,278
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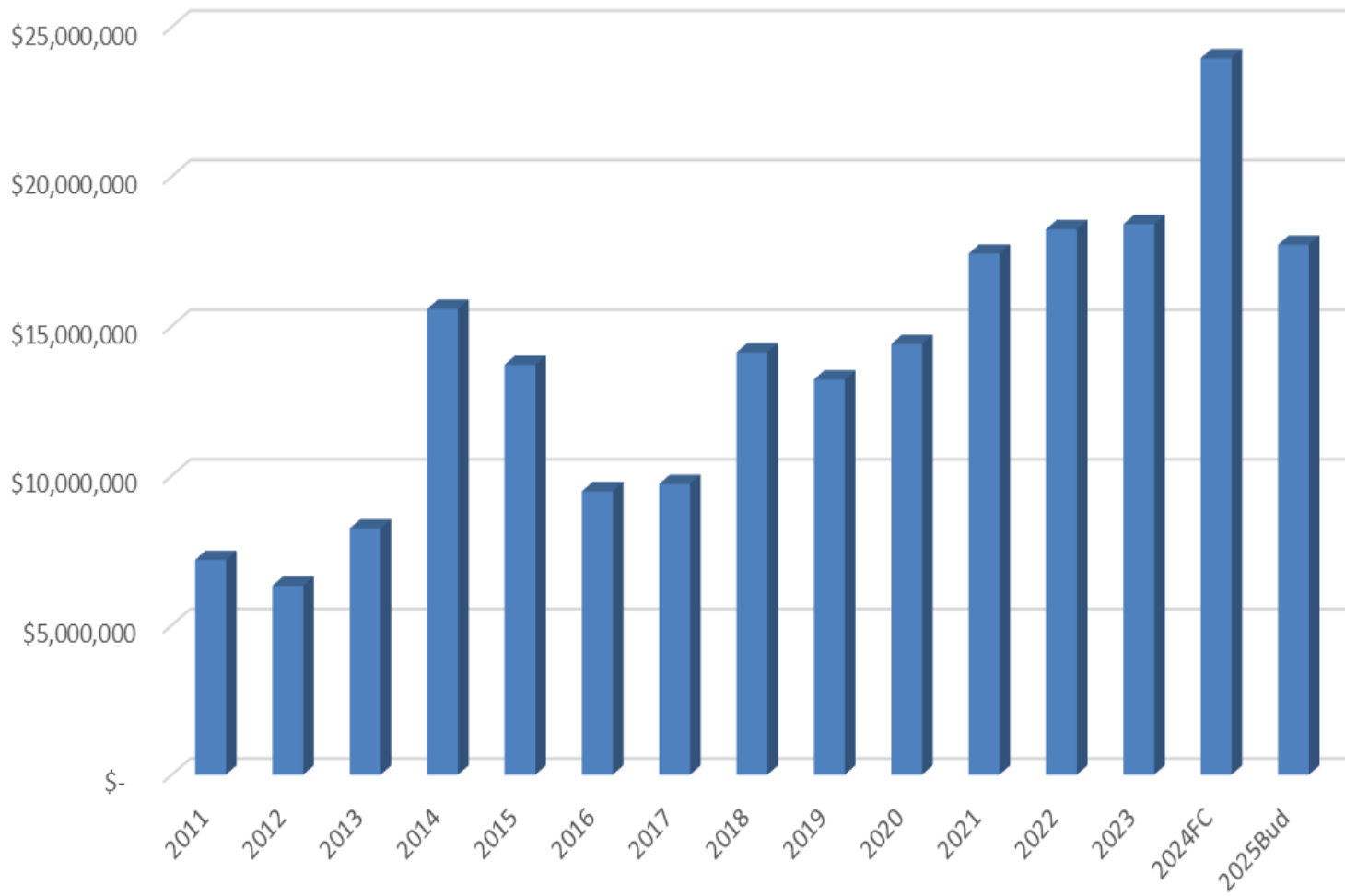
Ending Fund Balance: \$17,716,294

Draw Down \$ 6, 235,119

Key Points:

1. Draw down of \$6,081,000 associated to accumulated funds for Tax Increment Financing (TIF) project: Mojonner Road, Parking Lots, and East/ West Road.
2. Additional draw down of \$479,000 for water projects and the city's share of grants.
3. A small drawn down in Stormwater of \$349,000 for city's grant share on capital projects.

Ending Fund Balance by Year



2025 Budget Fund Balances - Preliminary

Fund	Fund Description	Opening Fund Balance	Revenue	Expenditure	Ending Fund Balance	Ending Fund Balance Change
001	Current Expense Fund	1,699,692	9,656,832	9,329,952	2,026,571	326,880
005	Current Expense Reserve Fund	499,579	7,500	20	507,059	7,480
012	Technology Reserve Fund	34,124	504,000	385,890	152,234	118,110
061	Employee Benefit Reserve Fund	248,370	104,000	192,475	159,895	(88,475)
	Total Current Expense	2,481,765	10,272,332	9,908,337	2,845,759	363,995
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121	Forfeited Proceeds Fund	2,140	20	-	2,160	20
130	Hotel/Motel Tax	94,856	50,500	48,018	97,338	2,482
	Total Special Revenue Funds	128,276	70,922	84,648	114,550	(13,726)
201	ULTGO Bond Fund	17,308	486,450	486,250	17,508	200
240	Local Improvement District Fund	-	-	-	-	-
	Total Debt Service Funds	17,308	486,450	486,250	17,508	200
					-	
305	Capital Improvement Fund (REET 1)	167,210	304,000	234,000	237,210	70,000
306	Capital Improvement Fund (REET 2)	390,819	2,238,691	2,559,228	70,282	(320,537)
309	CDBG Projects Fund	2,452	-	-	2,452	-
315	Facilitiy Maintenance Reserve Fund (CE)	429,865	2,342,000	2,302,402	469,463	39,598
320	Equipment Reserve Fund	197,703	657,851	644,250	211,304	13,601
330	Economic Development Fund	128,733	834,375	690,000	273,108	144,375
340	Economic Development Reserve Fund	75	-	-	75	-
350	Transportation Benefit District Fund (New)	143,351	260,000	350,934	52,417	(90,934)
360	Tax Increment Financing Fund (New)	6,800,000	200,000	6,281,223	718,777	(6,081,223)
	Total Capital Reserve Funds	8,260,207	6,836,917	13,062,037	2,035,087	(6,225,120)
100	Street Fund	192,577	969,312	898,847	263,042	70,465
301	Street Capital Contribution Fund	2,129	288,200	288,200	2,129	0
311	Street Improvement Fund	144,854	13,886,880	13,867,904	163,831	18,976
	Total Street Funds	339,560	15,144,392	15,054,951	429,002	89,442
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400	Water Fund	399,057	2,945,500	2,483,414	861,142	462,086
410	Water Capital Reserve Fund	1,120,094	17,239,300	17,633,280	726,114	(393,980)
413	Water Capital Improvement Reserve Fund	1,103,904	1,375,000	1,435,568	1,043,336	(60,568)
426	Water Bond Reserve Fund	157,920	4,000	802	161,118	3,198
431	Water System Construction Fund	823,195	210,000	700,000	333,195	(490,000)
	Total Water Fund	3,604,170	21,773,800	22,253,064	3,124,906	(479,264)
					-	-
401	Wastewater Fund	3,022,339	3,275,377	3,150,871	3,146,844	124,506
411	Wastewater Capital Reserve Fund	2,641,311	7,570,000	7,323,206	2,888,105	246,794
412	Wastewater Debt Service Fund	1,611,824	635,000	606,433	1,640,391	28,567
425	Water Revenue Bond Fund	315,970	316,900	306,900	325,970	10,000
	Total Waste Water Fund	7,591,444	11,797,277	11,387,410	8,001,311	409,867
					-	-
402	Stormwater Fund	409,579	862,300	1,067,124	204,755	(204,824)
403	Stormwater Capital Reserve Fund	366,074	6,801,970	6,946,220	221,824	(144,250)
	Total Stormwater Fund	775,653	7,664,270	8,013,344	426,579	(349,074)
					-	-
440	Ambulance Utility Fund	538,955	1,465,300	1,476,737	527,518	(11,437)
					-	-
500	Equipment Rental & Replacement	205,466	754,500	774,501	185,465	(20,001)
625	Flexible Benefits Plan Fund	8,609	17,000	17,000	8,609	-
	Total Funds	23,951,413	76,283,160	82,518,278	17,716,294	(6,235,118)

Financial Policies – Reserve Contingency

Fund	Title	Ending Fund Balance	Reserve Contingency	Factor	Target	Excess
001	Current Expense Fund	\$ 2,026,571	20% Budgeted Revenue	\$ 9,056,832	1,539,661	486,910
005	Current Expense Reserve Fund	\$ 507,059	10% CE budgeted revenue	9,056,832	905,683	(398,625)
100	Street Fund	\$ 257,551	60 days O&M	643,496	107,249	150,302
315	Facility Maintenance Reserve Fund (CE)	\$ 469,463	Target \$300,000		300,000	169,463
400	Water Fund	\$ 359,451	60 days O&M	2,083,414	347,236	12,215
401	Wastewater Fund	\$ 3,145,902	60 days O&M	2,550,871	425,145	2,720,756
402	Stormwater Fund	\$ 300,914	60 days O&M	927,124	154,521	146,393
412	Wastewater Debt Service Fund	\$ 1,640,391	1 year annual debt service		406,408	1,233,983
413	Water Capital Improvement Reserve Fund	\$ 1,043,336	1 year annual debt service		1,028,668	14,669
425	Water Revenue Bond Fund	\$ 325,970	1 year annual debt service		306,900	19,070
500	Equipment Rental & Replacement	\$ 185,465	60 days O&M	774,501	129,083	56,382

2025 Debt Payments

Fund	Description	Holder	Account Number	Pledge	Original Date	Maturity Date	Term (Years)	Interest Rate	Loan Amount	O/S Principle @ 12/31/2024	Payment	Principle	Interest	O/S Principle @ 12/31/2025
201	UTGO 2014 (CARS)	US Bank	COLPUTGO14	UTGO	02/11/2014	12/01/2033	20	3.00%	6,815,000	3,620,000	447,925	655,000	177,925	2,965,000
403	Street Sweeper (LTGO Bond 2019)	Community Bank		LTGO	06/01/2019	06/01/2024	6	2.95%	-	-	-	-	-	-
412	USDA - Southwest Sewer	USDA/DOC	TBD	WW Rev	01/6/2023	01/6/2062	40	1.125%	2,838,000	2,724,182	88,518	57,871	30,647	2,666,311
412	DOE - Southwest Sewer - 00133	DOE	EL210176	WW Rev	12/31/2022	12/31/2041	20	1.20%	2,854,628	2,598,825	161,394	130,208	31,186	2,468,617
412	DOE - WWTP Design - 00172	DOE	EL200291	WW Rev	12/31/2022	12/31/2041	20	2.00%	1,900,000	1,742,041	116,198	81,357	34,841	1,660,684
413	SRF #04-65104-005 (Water)	DOH	04-65104-005	Water Rev	10/01/2004	10/01/2025	20	1.50%	1,622,200	87,835	89,149	87,835	1,314	-
413	PWTF #PW-05-691-010	DOCTED	PW-05-691-010	Water Rev	04/04/2005	06/01/2025	20	0.50%	2,975,000	168,885	169,730	168,885	844	-
413	PWTF #PC08-951-011	DOCTED	PC08-951-011	Water Rev	06/30/2008	06/01/2028	20	0.50%	4,710,051	1,014,658	258,738	253,664	5,073	760,993
413	DWSRF #DWL23476	DOH	DWL23476	Water Rev	10/01/2018	10/01/2042	24	1.50%	1,500,000	1,176,463	77,124	65,359	11,765	1,111,104
413	DWSRF #DWL23478	DOH	DWL23478	Water Rev	10/01/2018	10/01/2042	24	1.00%	597,716	372,231	30,850	25,791	5,059	346,440
413	DWSRF #DWL23479	DOH	DWL23479	Water Rev	10/01/2020	10/01/2038	20	1.50%	1,822,615	1,494,726	113,341	90,656	22,685	1,404,070
413	DWSRF #DWL24936	DOH	DWL24936	Water Rev	10/01/2020	10/01/2040	20	1.50%	2,649,944	1,486,253	172,724	130,859	41,866	1,355,394
413	PWTF #PC22-96103-055	DOC	PC22-96103-055	Water Rev	9/6/2021	06/01/2041	20	0.94%	842,000	753,368	47,631	44,316	3,510	709,053
425	Whitman Dr. Water/Sewer Revenue	Community Bank		Revenue	10/19/2018	12/1/2037	20	2.80%	4,500,000	2,925,000	306,900	225,000	81,900	2,700,000
	Total - City of College Place									20,164,467	2,080,221	2,016,802	448,614	18,147,666

2025 Budget - Staffing

2025 Staffing Information

- Full-time employees
 - 67 Budgeted
- Part-time employees
 - Police Records Clerk (.4 FTE)
- Council
- Mayor
- Positions added to 2025 budget
 - Senior Planner (grant funded)
 - Arborist – SW (grant funded)
 - IT Manager – replaces IT Analyst
 - Police Lieutenant
 - Storm Water Worker
 - Financial Analyst (grants)

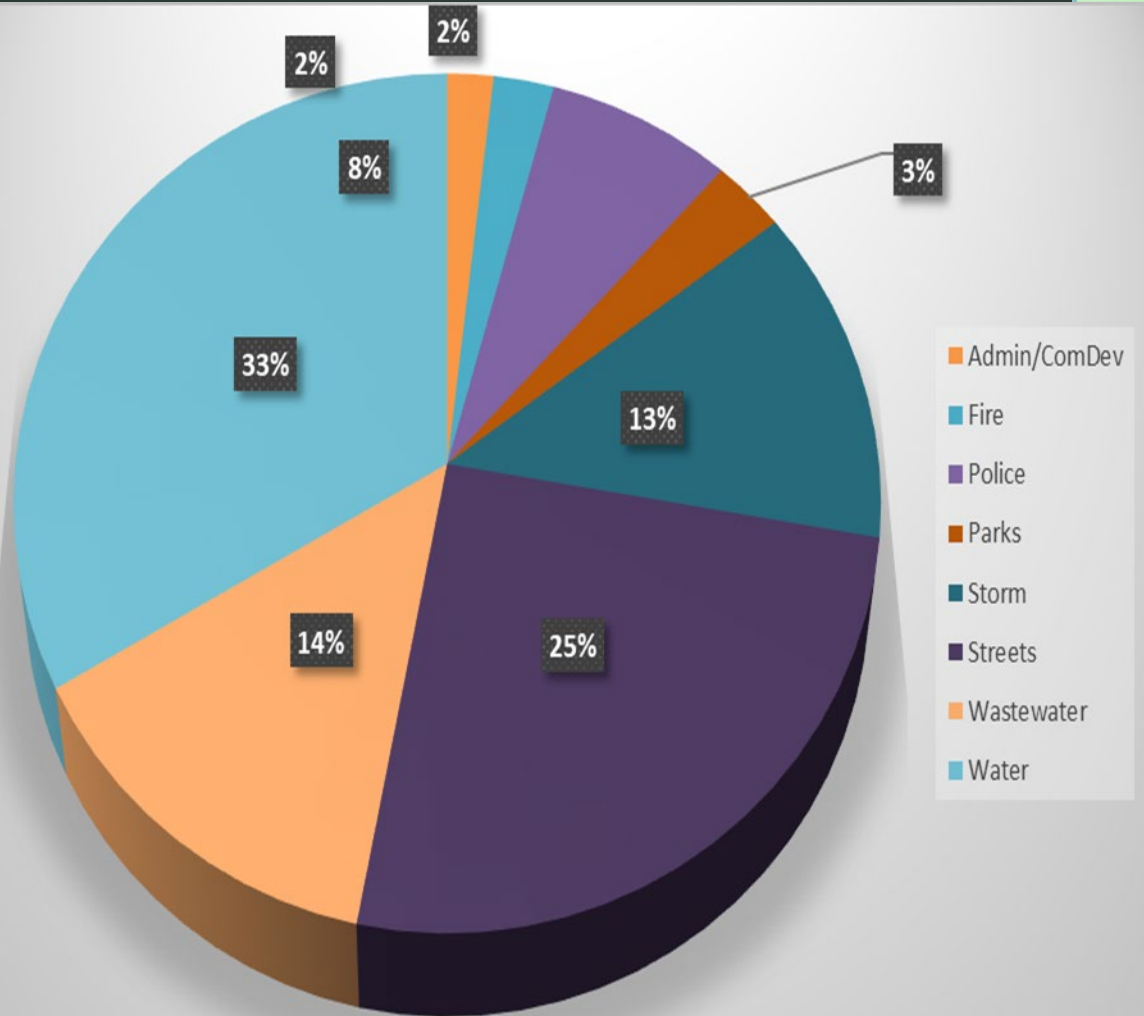
2025 Wage & Benefit Information

- Projected Wage Increases
 - Police – 4% + negotiated percentage-based education incentives
 - Fire – 6%
 - Public – In negotiations
 - Non-Union Exempt – Follows Public Employee Bargaining Unit
 - Non-Union, Non-exempt – Follows Public Employee Bargaining Unit
 - Sergeants – 4%
 - Contract Employees – CPI-W Sept to Sept – 2.2%
 - City Administrator – 13% (market adjustment)
- Health Insurance Increases
 - Police
 - Health – 4.2%
 - Vision – No increase
 - Dental- No Increase
 - Standard Life – No increase
 - All other employees
 - Health – 7.3%
 - Dental – No increase
 - Vision – No increase
 - Standard Life – No increase
 - Employee Assistance Program – No increase

Capital Facility Plan – FY 2025

Capital Facility Plan: FY 2025

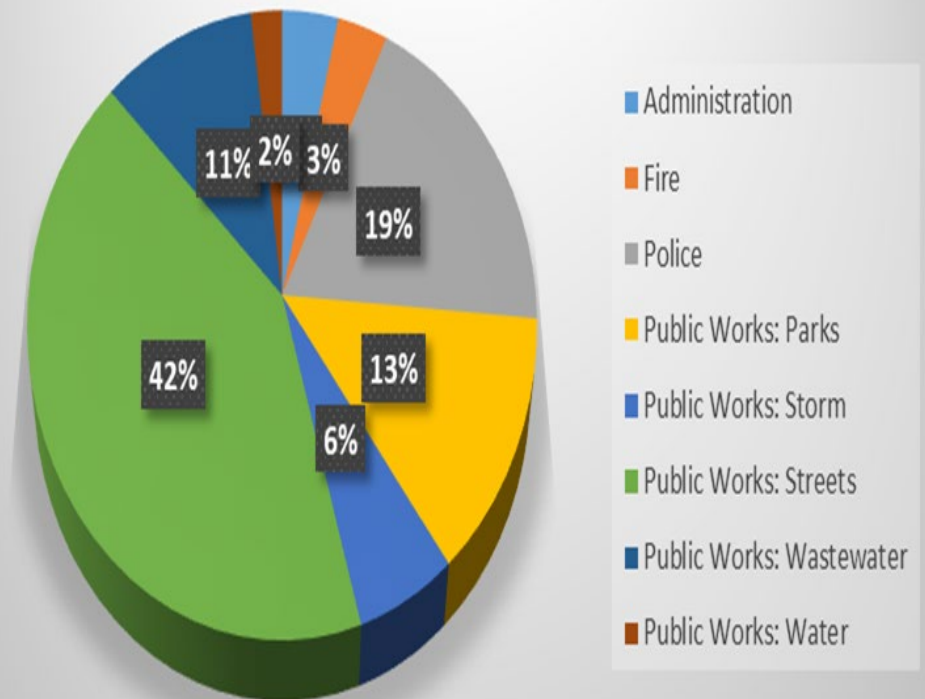
Department	Expense
Admin/ComDev	\$ 1,000,000.00
Fire	\$ 1,302,302.00
Police	\$ 4,000,000.00
Parks	\$ 1,559,228.00
Storm	\$ 6,864,970.00
Streets	\$ 13,456,103.77
Wastewater	\$ 7,200,000.00
Water	\$ 17,633,000.00
Total	\$ 53,015,603.77



Equipment replacement plan summary: Fiscal Year 2025

FY 2025 Equipment Replacement Plan	
Function	Cost
Administration	\$ 45,000.00
Fire	\$ 40,000.00
Police	\$ 217,000.00
Public Works: Parks	\$ 155,000.00
Public Works: Storm	\$ 67,000.00
Public Works: Streets	\$ 482,000.00
Public Works: Wastewater	\$ 122,412.00
Public Works: Water	\$ 25,000.00
Total	\$ 1,153,412.00

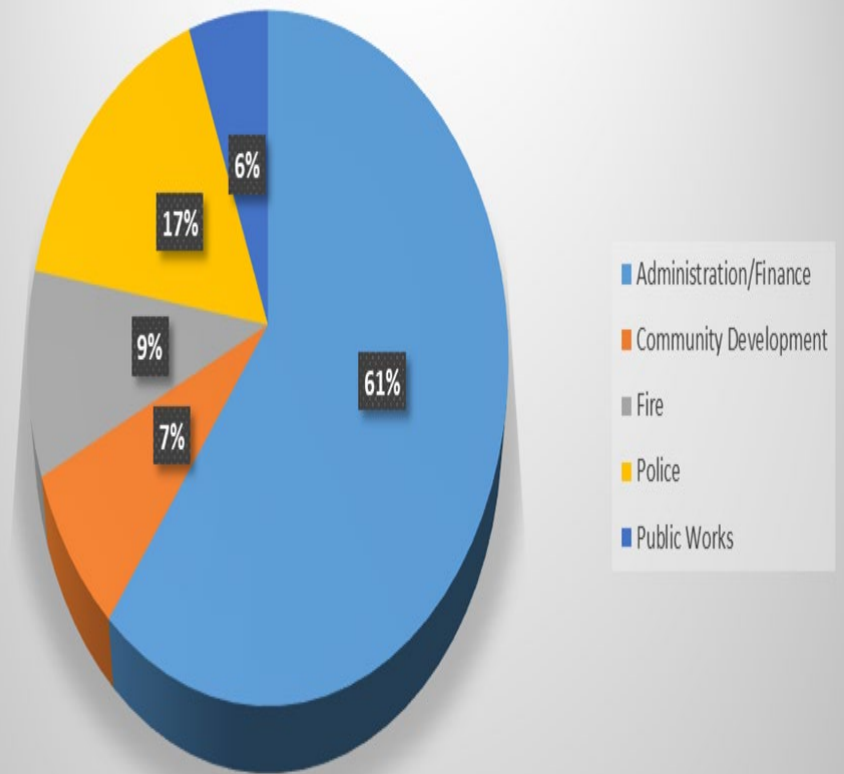
FY 2025: Equipment Replacement



FY 2025 Information Technology Expense

FY 2025 Information Technology Expense	
Department	Expense
Administration/Finance	\$ 213,278.88
Community Development	\$ 26,477.00
Fire	\$ 33,500.00
Police	\$ 58,517.00
Public Works	\$ 20,607.00
Total	\$ 352,379.88

FY 2025 Information Technology Expense



Next Steps

- 1. Continue review, update as necessary
- 2. Second Budget Hearing 11-26-24
- 3. Approve Budget Ordinance 11-26-24 or 12-10-24



Walla Walla Union-Bulletin

112 S 1st Ave
Walla Walla, WA 99362



**WALLA WALLA
UNION-BULLETIN**
We Bring the Valley to You

**City Of College Place
Maryelizabeth Garcia
625 S College Ave
College Place, WA 99324
USA**

Order Confirmation

Order #:	87687
Order Ref #:	
Date:	10/25/2024
Advertiser #:	22369
Advertiser Name:	City Of College Place
Agency #:	
Agency Name:	
Account Manager:	Simon Sizer ssizer@yakimaherald.com

\$ 114.54

Ad No.	Date	Description	Position	Format
463607	10/31/2024	CITY of COLLEGE PLACE NOTICE OF PUBLIC HEARING Contacts: Michael Rizzitiello, City Administrator 509-529-1200 / mrizzitiello@c	Walla Walla Union Bulletin Broadsheet - CL-Legals	1.67 × 8.62 in × 1.0000 col.
463608	10/31/2024	CITY of COLLEGE PLACE NOTICE OF PUBLIC HEARING Contacts: Michael Rizzitiello, City Administrator 509-529-1200 / mrizzitiello@c	Walla Walla Union-Bulletin CL Online - CL-Legals	1.67 × 8.62 in × 1.0000 col.

Summary

Total Net Amount	\$ 114.54
Taxes	\$ 0.00
Total Amount	\$ 114.54

Remittance Address:

Walla Walla Union-Bulletin
PO Box 3627
Seattle, WA 98124
Tel: (206) 464-2550

Walla Walla Union-Bulletin

112 S 1st Ave
Walla Walla, WA 99362



**WALLA WALLA
UNION-BULLETIN**
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Classified Category: Legals|Public Notices

**CITY of COLLEGE PLACE
NOTICE OF PUBLIC
HEARING**

Contacts: Michael Rizzitiello,
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PUBLIC HEARING 2025

PRELIMINARY BUDGET

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(87687) October 31, 2024

Fiscal Year: 2025 Budget – Preliminary ▀ Budget Hearing

By: Brian Carleton – Finance Director

Presented November 12, 2024



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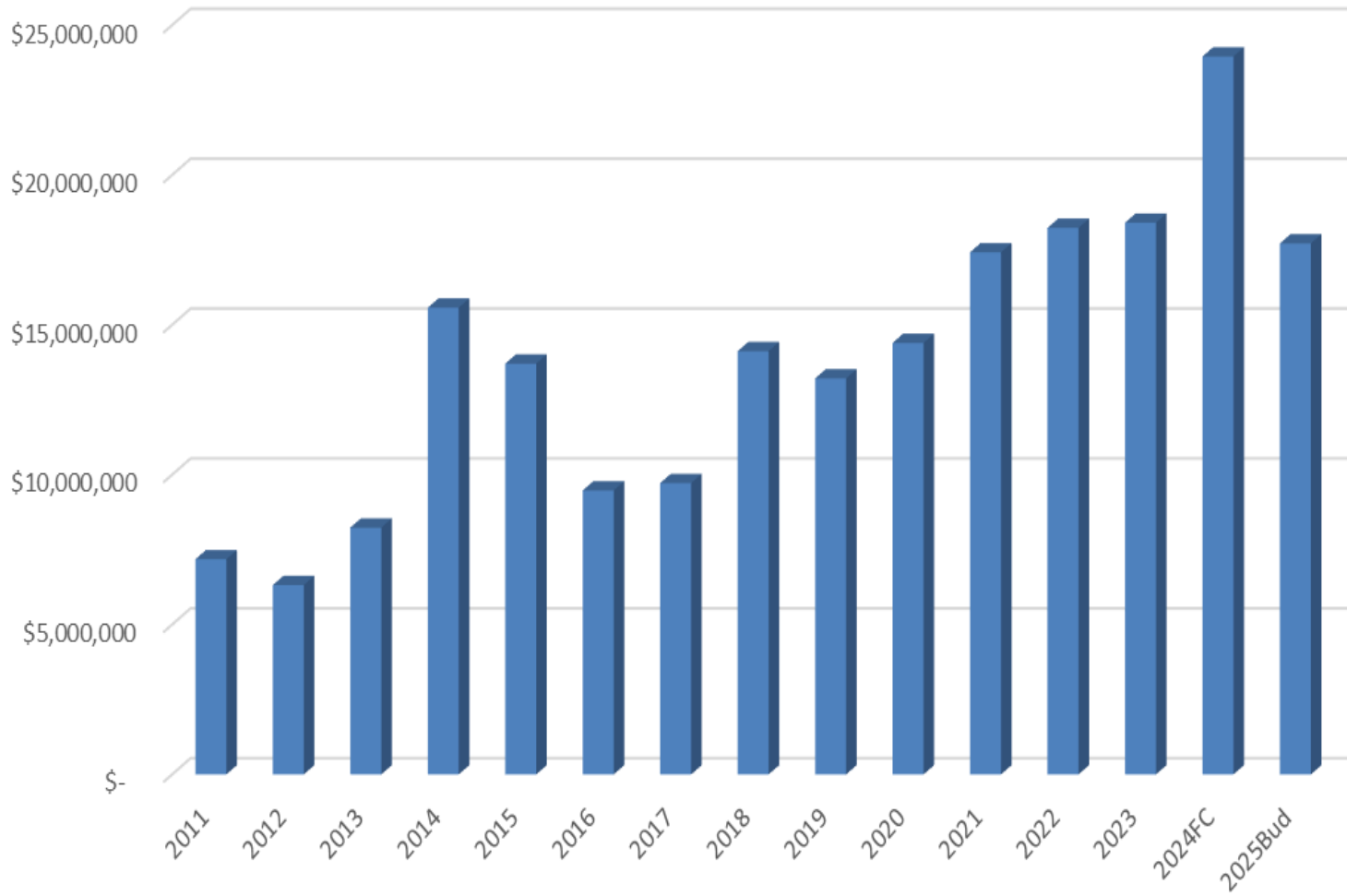
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412	Wastewater Debt Service Fund	1,611,824	635,000	606,433	1,640,391	28,567
425	Water Revenue Bond Fund	315,970	316,900	306,900	325,970	10,000
	Total Waste Water Fund	7,591,444	11,797,277	11,387,410	8,001,311	409,867
					-	-
402	Stormwater Fund	409,579	862,300	1,067,124	204,755	(204,824)
403	Stormwater Capital Reserve Fund	366,074	6,801,970	6,946,220	221,824	(144,250)
	Total Stormwater Fund	775,653	7,664,270	8,013,344	426,579	(349,074)
					-	-
440	Ambulance Utility Fund	538,955	1,465,300	1,476,737	527,518	(11,437)
					-	-
500	Equipment Rental & Replacement	205,466	754,500	774,501	185,465	(20,001)
625	Flexible Benefits Plan Fund	8,609	17,000	17,000	8,609	-
	Total Funds	23,951,413	76,283,160	82,518,278	17,716,294	(6,235,118)

Financial Policies – Reserve Contingency

Fund	Title	Ending Fund Balance	Reserve Contingency	Factor	Target	Excess
001	Current Expense Fund	\$ 2,026,571	20% Budgeted Revenue	\$ 9,056,832	1,539,661	486,910
005	Current Expense Reserve Fund	\$ 507,059	10% CE budgeted revenue	9,056,832	905,683	(398,625)
100	Street Fund	\$ 257,551	60 days O&M	643,496	107,249	150,302
315	Facility Maintenance Reserve Fund (CE)	\$ 469,463	Target \$300,000		300,000	169,463
400	Water Fund	\$ 359,451	60 days O&M	2,083,414	347,236	12,215
401	Wastewater Fund	\$ 3,145,902	60 days O&M	2,550,871	425,145	2,720,756
402	Stormwater Fund	\$ 300,914	60 days O&M	927,124	154,521	146,393
412	Wastewater Debt Service Fund	\$ 1,640,391	1 year annual debt service		406,408	1,233,983
413	Water Capital Improvement Reserve Fund	\$ 1,043,336	1 year annual debt service		1,028,668	14,669
425	Water Revenue Bond Fund	\$ 325,970	1 year annual debt service		306,900	19,070
500	Equipment Rental & Replacement	\$ 185,465	60 days O&M	774,501	129,083	56,382

2025 Debt Payments

Fund	Description	Holder	Account Number	Pledge	Original Date	Maturity Date	Term (Years)	Interest Rate	Loan Amount	O/S Principle @ 12/31/2024	Payment	Principle	Interest	O/S Principle @ 12/31/2025
201	UTGO 2014 (CARS)	US Bank	COLPUTGO14	UTGO	02/11/2014	12/01/2033	20	3.00%	6,815,000	3,620,000	447,925	655,000	177,925	2,965,000
403	Street Sweeper (LTGO Bond 2019)	Community Bank		LTGO	06/01/2019	06/01/2024	6	2.95%	-	-	-	-	-	-
412	USDA - Southwest Sewer	USDA/DOC	TBD	WW Rev	01/6/2023	01/6/2062	40	1.125%	2,838,000	2,724,182	88,518	57,871	30,647	2,666,311
412	DOE - Southwest Sewer - 00133	DOE	EL210176	WW Rev	12/31/2022	12/31/2041	20	1.20%	2,854,628	2,598,825	161,394	130,208	31,186	2,468,617
412	DOE - WWTP Design - 00172	DOE	EL200291	WW Rev	12/31/2022	12/31/2041	20	2.00%	1,900,000	1,742,041	116,198	81,357	34,841	1,660,684
413	SRF #04-65104-005 (Water)	DOH	04-65104-005	Water Rev	10/01/2004	10/01/2025	20	1.50%	1,622,200	87,835	89,149	87,835	1,314	-
413	PWTF #PW-05-691-010	DOCTED	PW-05-691-010	Water Rev	04/04/2005	06/01/2025	20	0.50%	2,975,000	168,885	169,730	168,885	844	-
413	PWTF #PC08-951-011	DOCTED	PC08-951-011	Water Rev	06/30/2008	06/01/2028	20	0.50%	4,710,051	1,014,658	258,738	253,664	5,073	760,993
413	DWSRF #DWL23476	DOH	DWL23476	Water Rev	10/01/2018	10/01/2042	24	1.50%	1,500,000	1,176,463	77,124	65,359	11,765	1,111,104
413	DWSRF #DWL23478	DOH	DWL23478	Water Rev	10/01/2018	10/01/2042	24	1.00%	597,716	372,231	30,850	25,791	5,059	346,440
413	DWSRF #DWL23479	DOH	DWL23479	Water Rev	10/01/2020	10/01/2038	20	1.50%	1,822,615	1,494,726	113,341	90,656	22,685	1,404,070
413	DWSRF #DWL24936	DOH	DWL24936	Water Rev	10/01/2020	10/01/2040	20	1.50%	2,649,944	1,486,253	172,724	130,859	41,866	1,355,394
413	PWTF #PC22-96103-055	DOC	PC22-96103-055	Water Rev	9/6/2021	06/01/2041	20	0.94%	842,000	753,368	47,631	44,316	3,510	709,053
425	Whitman Dr. Water/Sewer Revenue	Community Bank		Revenue	10/19/2018	12/1/2037	20	2.80%	4,500,000	2,925,000	306,900	225,000	81,900	2,700,000
	Total - City of College Place									20,164,467	2,080,221	2,016,802	448,614	18,147,666

2025 Budget - Staffing

2025 Staffing Information

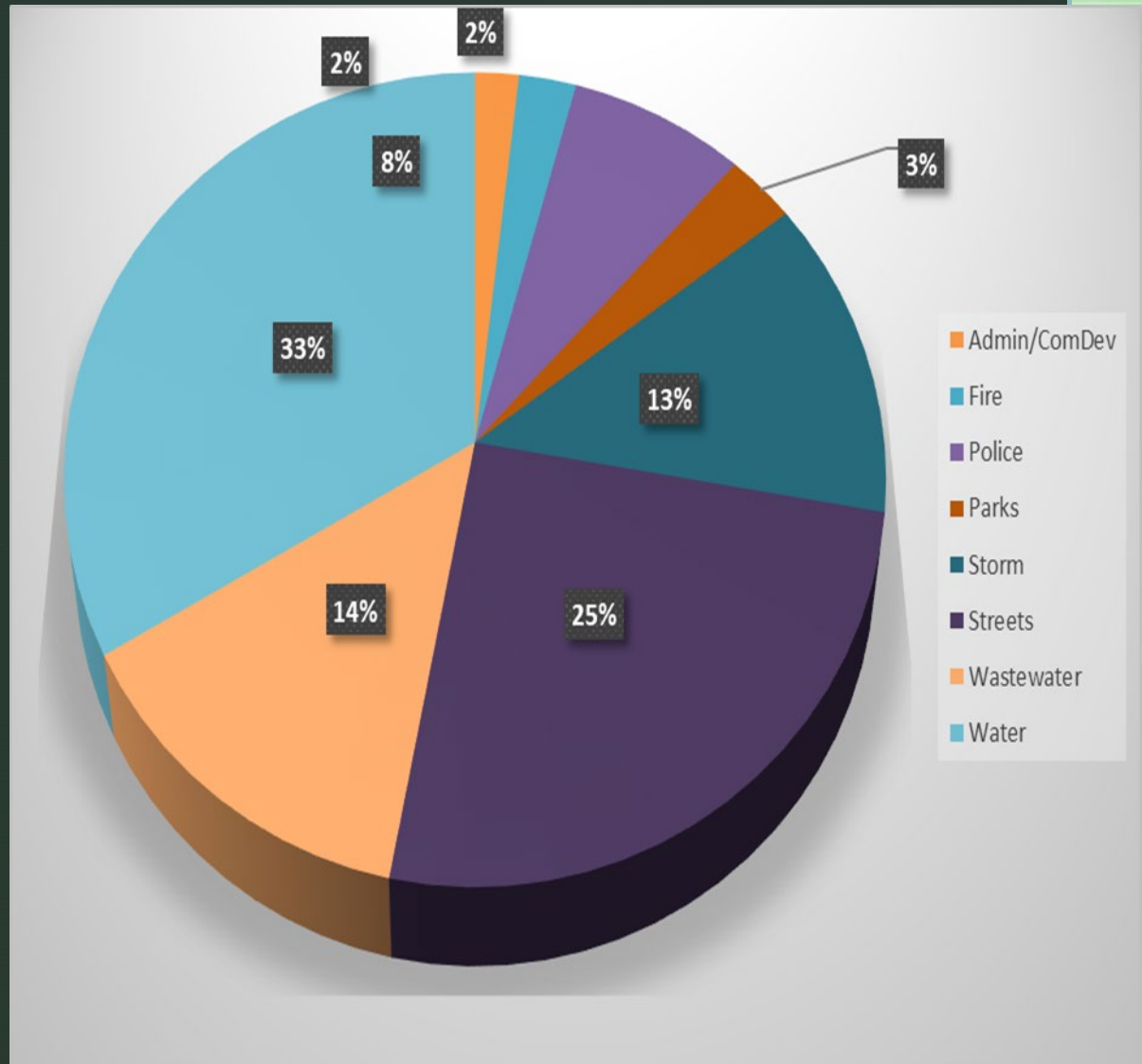
- Full-time employees
 - 67 Budgeted
- Part-time employees
 - Police Records Clerk (.4 FTE)
- Council
- Mayor
- Positions added to 2025 budget
 - Senior Planner (grant funded)
 - Arborist – SW (grant funded)
 - IT Manager – replaces IT Analyst
 - Police Lieutenant
 - Storm Water Worker
 - Financial Analyst (grants)

2025 Wage & Benefit Information

- Projected Wage Increases
 - Police – 4% + negotiated percentage-based education incentives
 - Fire – 6%
 - Public – In negotiations
 - Non-Union Exempt – Follows Public Employee Bargaining Unit
 - Non-Union, Non-exempt – Follows Public Employee Bargaining Unit
 - Sergeants – 4%
 - Contract Employees – CPI-W Sept to Sept – 2.2%
 - City Administrator – 13% (market adjustment)
- Health Insurance Increases
 - Police
 - Health – 4.2%
 - Vision – No increase
 - Dental- No Increase
 - Standard Life – No increase
 - All other employees
 - Health – 7.3%
 - Dental – No increase
 - Vision – No increase
 - Standard Life – No increase
 - Employee Assistance Program – No increase

Capital Facility Plan – FY 2025

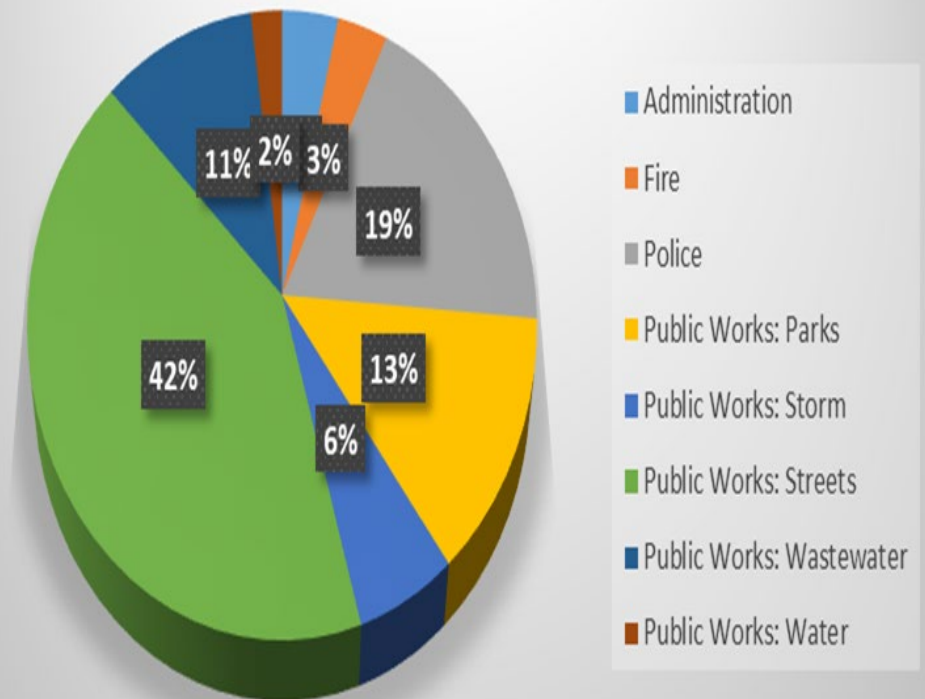
Capital Facility Plan: FY 2025	
Department	Expense
Admin/ComDev	\$ 1,000,000.00
Fire	\$ 1,302,302.00
Police	\$ 4,000,000.00
Parks	\$ 1,559,228.00
Storm	\$ 6,864,970.00
Streets	\$ 13,456,103.77
Wastewater	\$ 7,200,000.00
Water	\$ 17,633,000.00
Total	\$ 53,015,603.77



Equipment replacement plan summary: Fiscal Year 2025

FY 2025 Equipment Replacement Plan	
Function	Cost
Administration	\$ 45,000.00
Fire	\$ 40,000.00
Police	\$ 217,000.00
Public Works: Parks	\$ 155,000.00
Public Works: Storm	\$ 67,000.00
Public Works: Streets	\$ 482,000.00
Public Works: Wastewater	\$ 122,412.00
Public Works: Water	\$ 25,000.00
Total	\$ 1,153,412.00

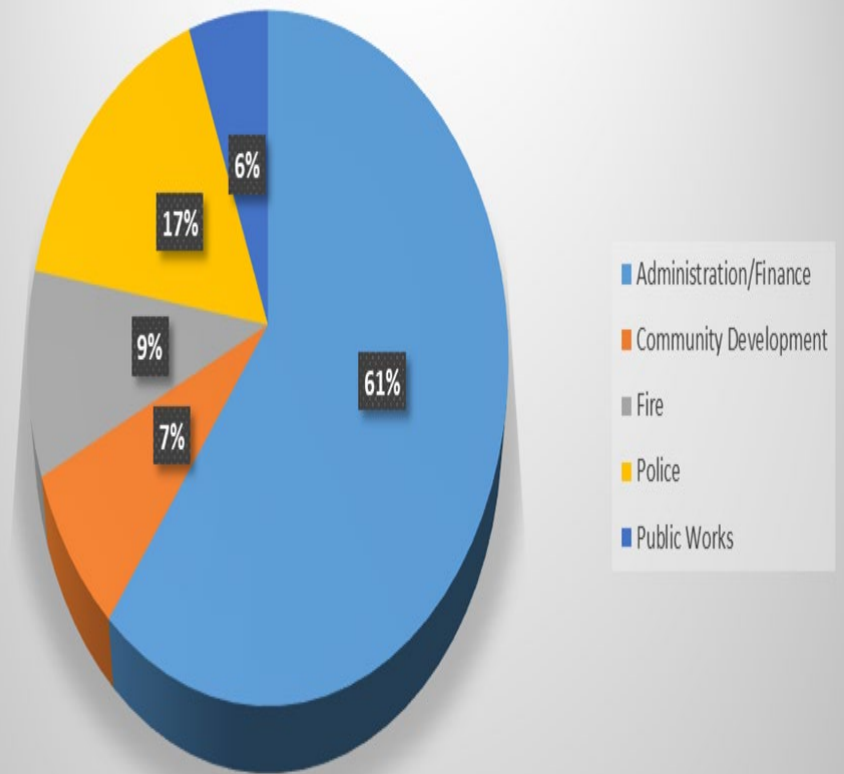
FY 2025: Equipment Replacement



FY 2025 Information Technology Expense

FY 2025 Information Technology Expense	
Department	Expense
Administration/Finance	\$ 213,278.88
Community Development	\$ 26,477.00
Fire	\$ 33,500.00
Police	\$ 58,517.00
Public Works	\$ 20,607.00
Total	\$ 352,379.88

FY 2025 Information Technology Expense



Next Steps

- 1. Continue review, update as necessary
- 2. Second Budget Hearing 11-26-24
- 3. Approve Budget Ordinance 11-26-24 or 12-10-24





City of College Place, WA

Budget Worksheet Condensed

Account Summary

For Fiscal: 2025 Period Ending: 12/31/2025

		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
Fund: 001 - Current Expense Fund								
Revenue								
001-308-91-00-01	Beginning Balance - Current Ex...	0.00	0.00	1,699,691.68	0.00	1,699,691.68	2,123,424.31	4,085,946.00
001-311-10-00-00	Real & Personal Prop Tax	2,100,986.95	1,263,370.30	2,150,000.00	0.00	2,150,000.00	2,126,555.46	2,103,845.00
001-313-11-00-00	Retail Sales & Use Tax	2,018,889.18	1,551,208.19	2,100,000.00	0.00	2,100,000.00	2,103,000.00	2,300,000.00
001-313-15-00-00	Criminal Justice Tax 3/10th Of ...	426,231.79	298,907.25	415,000.00	0.00	415,000.00	420,000.00	450,000.00
001-313-61-00-00	Natural Gas Use Tax	20,264.38	15,937.95	20,000.00	0.00	20,000.00	25,000.00	28,000.00
001-313-71-00-00	Criminal Justice Tax	246,890.62	173,628.44	235,000.00	0.00	235,000.00	240,000.00	270,000.00
001-316-41-00-00	Utility Tax - Priv Utils Electric	421,958.83	351,253.35	435,000.00	0.00	435,000.00	440,000.00	454,800.00
001-316-43-00-00	Utility Tax - Priv Utils Gas	141,018.50	44,826.93	100,000.00	0.00	100,000.00	145,000.00	122,100.00
001-316-44-00-00	Utility Tax - Priv Utils Stormwat...	0.00	0.00	74,800.00	0.00	74,800.00	0.00	0.00
001-316-45-00-00	Utility Tax - Priv Utils Garbage/...	148,745.84	129,681.96	160,000.00	0.00	160,000.00	150,000.00	133,000.00
001-316-46-00-00	Utility Tax - Priv Utils Cable	90,348.14	123,424.54	140,000.00	0.00	140,000.00	85,000.00	79,500.00
001-316-47-00-00	Utility Tax - Priv Utils Telephone	85,810.76	89,446.35	100,000.00	0.00	100,000.00	92,000.00	96,700.00
001-316-48-00-00	Utility Tax - Priv Utils Water	426,425.31	226,591.77	340,000.00	0.00	340,000.00	340,000.00	301,300.00
001-316-49-00-00	Utility Tax - Priv Utils Wastewa...	464,680.27	274,336.69	372,000.00	0.00	372,000.00	372,000.00	352,400.00
001-321-10-00-00	Alcoholic Beverage Permits	0.00	-121.73	0.00	0.00	0.00	0.00	0.00
001-321-91-00-00	Franchise Fees	74,608.94	67,443.78	75,000.00	0.00	75,000.00	75,000.00	77,000.00
001-321-91-00-01	Franchise Application Fees	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00
001-321-99-00-02	Other Business Licenses And Pe...	15,493.30	24,866.66	20,000.00	0.00	20,000.00	17,000.00	12,000.00
001-322-10-00-00	Building/Structures/Equip.	147,160.11	146,506.19	400,000.00	0.00	400,000.00	400,000.00	205,667.00
001-322-10-00-01	Building Dept Plan Check / Revi...	127,466.99	63,075.90	250,000.00	0.00	250,000.00	250,000.00	133,683.00
001-322-30-00-00	Animal Licenses	2,080.00	2,071.00	3,000.00	0.00	3,000.00	3,000.00	4,000.00
001-322-90-00-00	Other Non-bus Lic/Permits	4,017.50	1,810.75	6,000.00	0.00	6,000.00	4,000.00	3,000.00
001-322-90-00-01	Concealed Pistol License State ...	714.00	1,623.00	1,200.00	0.00	1,200.00	1,200.00	1,500.00
001-322-90-00-02	Vacation/Short Term Rental Pe...	0.00	1,535.00	7,500.00	0.00	7,500.00	0.00	0.00
001-331-16-60-00	Fed Dir Grant From Dept Of Just..	3,146.27	0.00	0.00	0.00	0.00	0.00	0.00

Budget Worksheet Condensed

For Fiscal: 2025 Period Ending: 12/31/2025

		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
001-333-20-60-00	Speeding Emphasis Patrols Gra...	965.95	1,000.00	0.00	0.00	0.00	0.00	2,000.00
001-333-20-60-01	DUI Emphasis Patrols Grant Pro...	1,548.93	1,500.00	1,000.00	0.00	1,000.00	1,000.00	1,400.00
001-333-20-60-02	Seatbelt Emphasis Patrols Grant..	0.00	0.00	0.00	0.00	0.00	0.00	600.00
001-333-20-60-03	Distracted Driving Emphasis Pat..	636.72	698.56	500.00	0.00	500.00	500.00	500.00
001-334-01-10-00	Criminal Justice Train Comm Re...	0.00	41,666.00	41,666.00	0.00	41,666.00	0.00	0.00
001-334-01-30-00	WSP Fire Marshall Safety Progr...	1,800.00	0.00	3,000.00	0.00	3,000.00	3,000.00	3,000.00
001-334-02-70-00	Rec'n And Conservation Office ...	0.00	0.00	25,000.00	0.00	25,000.00	25,000.00	0.00
001-334-03-10-05	Dept Of Ecology - Solid Waste ...	2,066.40	0.00	800.00	0.00	800.00	800.00	0.00
001-334-03-20-01	St Dept Of Archaeology & Hist ...	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00
001-334-03-50-00	WASPC-Traffic Safety - State Gr...	0.00	2,500.00	2,500.00	0.00	2,500.00	0.00	0.00
001-334-04-20-04	CERB Grant - Flex Light Industri...	0.00	0.00	86,000.00	0.00	86,000.00	0.00	0.00
001-334-04-20-05	Dept Of Commerce - Planner G...	5,740.00	0.00	127,875.00	0.00	127,875.00	0.00	0.00
001-334-04-20-06	Dept Of Commerce - LGDGMS...	0.00	0.00	170,500.00	0.00	170,500.00	0.00	0.00
001-334-04-20-30	St Grant Dept Of Commerce - D...	72,194.00	45,000.00	60,000.00	0.00	60,000.00	60,000.00	51,000.00
001-334-04-98-00	DOH-EMS Trauma Grant	554.00	0.00	1,200.00	0.00	1,200.00	1,200.00	1,200.00
001-334-06-90-00	State Grant-Other	0.00	10,000.00	332,689.66	0.00	332,689.66	332,689.66	0.00
001-336-00-98-00	Local Government Assistance P...	100,676.22	82,821.81	150,000.00	0.00	150,000.00	180,394.00	135,000.00
001-336-06-51-00	DUI & Other Criminal Justice As...	682.08	751.49	1,600.00	0.00	1,600.00	1,600.00	1,300.00
001-336-06-94-00	Liquor Excise Tax	68,043.88	50,526.89	70,000.00	0.00	70,000.00	71,505.00	67,605.00
001-336-06-95-00	Liquor Control Brd Profit	74,611.50	55,748.87	75,000.00	0.00	75,000.00	74,670.00	75,391.00
001-337-00-00-01	Interlocal Grants - WASP	10,000.00	3,329.90	0.00	0.00	0.00	0.00	0.00
001-342-10-00-00	Law Enforcement Services	5,490.90	4,357.52	6,000.00	0.00	6,000.00	3,000.00	2,500.00
001-342-10-00-01	Law Enforcement Services - No...	2,152.72	0.00	0.00	0.00	0.00	2,000.00	0.00
001-342-10-00-02	Law Enforcement Services - DUI..	1,568.84	571.27	2,000.00	0.00	2,000.00	2,000.00	3,000.00
001-342-21-00-02	Fireworks Permits For Sales	200.00	0.00	200.00	0.00	200.00	200.00	200.00
001-342-21-51-00	Intergov Fire Serv /MOB Reimb...	22,088.49	24,723.36	50,000.00	0.00	50,000.00	50,000.00	15,000.00
001-342-21-51-01	Intergov Fire Serv /MOB Reimb...	53,552.99	35,490.33	50,000.00	0.00	50,000.00	10,000.00	25,000.00
001-342-21-51-03	Intergov Fire Services /MOB Re...	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
001-342-40-00-01	Building Inspection Fees - Bldg ...	1,188.00	527.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00
001-343-50-00-95	Utility Drainage / St Const - Eng...	-153.28	0.00	0.00	0.00	0.00	0.00	0.00
001-343-50-01-99	Sewer Inspection Fee	2,674.00	2,838.00	3,000.00	0.00	3,000.00	3,000.00	3,000.00

Budget Worksheet Condensed

For Fiscal: 2025 Period Ending: 12/31/2025

		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
001-345-81-00-01	Administrative Approval With ...	150.00	0.00	0.00	0.00	0.00	0.00	0.00
001-345-81-00-02	Annexation Fee - P&D	500.00	0.00	0.00	0.00	0.00	0.00	0.00
001-345-81-00-04	Boundary Line Adjustment - P...	0.00	100.00	0.00	0.00	0.00	0.00	500.00
001-345-81-00-08	Preliminary Plat / PUD - P&D	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00	900.00
001-345-81-00-09	Plats, Final P&D	0.00	850.00	700.00	0.00	700.00	700.00	700.00
001-345-81-00-10	Plats, Short P&D	400.00	1,600.00	1,000.00	0.00	1,000.00	800.00	400.00
001-345-81-00-12	Site Plan Application P&D	4,650.00	150.00	3,500.00	0.00	3,500.00	3,500.00	3,600.00
001-345-81-00-13	Site Plan Review; SF / MF (Up T...	1,750.00	2,132.00	2,000.00	0.00	2,000.00	2,000.00	850.00
001-345-81-00-15	Zoning Amendments P&D	0.00	69.00	0.00	0.00	0.00	0.00	0.00
001-345-83-00-00	Plan Checking Fees - Building D...	0.00	0.00	2,500.00	0.00	2,500.00	2,500.00	2,000.00
001-345-83-00-03	Long Plats - Engineering Review...	100.00	0.00	0.00	0.00	0.00	0.00	0.00
001-345-83-00-04	Non-Plat - Engineering Review ...	0.00	0.00	500.00	0.00	500.00	500.00	500.00
001-345-83-00-05	Plan Checking Fees - Engineeri...	0.00	0.00	5,000.00	0.00	5,000.00	5,000.00	5,000.00
001-345-83-00-06	Plan Review - Fire Department	2,000.00	1,900.00	3,000.00	0.00	3,000.00	500.00	500.00
001-345-86-00-00	Critical Areas Permit P&D	0.00	0.00	400.00	0.00	400.00	400.00	400.00
001-345-86-00-01	SEPA Related Mitigation Fees (...)	500.00	0.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
001-345-89-01-20	Planning & Development Costs ...	29,663.51	10,030.08	40,000.00	0.00	40,000.00	20,000.00	10,000.00
001-345-89-01-25	Planning & Development Pass ...	5,573.87	1,859.21	3,500.00	0.00	3,500.00	3,500.00	2,000.00
001-345-89-01-27	State Building Code Fee	1,364.00	1,396.00	1,300.00	0.00	1,300.00	1,300.00	0.00
001-347-90-00-00	Farmer's Market Vendor Fees	4,162.51	4,281.50	4,500.00	0.00	4,500.00	4,500.00	5,000.00
001-347-90-00-01	Vendor Fees - Other Communit...	395.00	1,414.70	1,500.00	0.00	1,500.00	200.00	0.00
001-347-90-00-02	Farmer's Market Pass-through ...	1,085.04	1,508.00	1,300.00	0.00	1,300.00	500.00	900.00
001-347-90-00-03	Fireworks Bonds	50.00	0.00	100.00	0.00	100.00	100.00	0.00
001-347-90-00-04	Farmer's Market Pass-through ...	1,025.20	32.76	0.00	0.00	0.00	0.00	0.00
001-347-90-00-05	Farmer Market Pass-through P...	1,300.00	2,569.73	0.00	0.00	0.00	0.00	0.00
001-353-10-05-00	Traffic Infraction Penalties	21,957.32	36,314.47	35,000.00	0.00	35,000.00	30,000.00	40,000.00
001-359-90-00-02	Penalty/Non-Bus Licenses	0.00	399.24	0.00	0.00	0.00	0.00	0.00
001-361-10-00-00	Unrealized Gain/Loss	34,070.49	10,011.91	0.00	0.00	0.00	0.00	0.00
001-361-11-00-00	Investment Interest	42,828.52	39,299.84	30,000.00	0.00	30,000.00	20,000.00	15,000.00
001-361-30-00-00	Realized Gain/Loss On Investm...	0.00	-2,653.60	0.00	0.00	0.00	0.00	0.00
001-361-40-00-00	Sales Interest	7,367.94	6,791.68	6,000.00	0.00	6,000.00	2,500.00	1,500.00

Budget Worksheet Condensed

For Fiscal: 2025 Period Ending: 12/31/2025

		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
001-361-40-00-43	Interest - Contract Bond Non-R...	4.84	1.14	0.00	0.00	0.00	0.00	0.00
001-361-41-00-00	Investment Interest - Purchased	0.00	1,853.20	3,000.00	0.00	3,000.00	10,000.00	0.00
001-362-00-00-02	Lease Payment (Annual) WWU ...	1.00	1.00	1.00	0.00	1.00	1.00	1.00
001-362-00-50-01	Water Tower Space Rental	74,679.39	81,324.20	90,000.00	0.00	90,000.00	90,000.00	100,000.00
001-367-11-00-02	Contributions/Gifts - Fire Dept	0.00	0.00	5,000.00	0.00	5,000.00	10,000.00	0.00
001-367-11-00-03	Contributions/Gifts - Police Dept	12,756.17	1,000.00	5,000.00	0.00	5,000.00	20,000.00	20,000.00
001-367-11-00-04	Contr/Donations - Private	11,797.02	12,115.00	100,000.00	0.00	100,000.00	100,000.00	15,000.00
001-369-10-00-04	Sale Of Surplus - Current Expen...	1,755.00	25,959.00	0.00	0.00	0.00	0.00	0.00
001-369-30-00-00	Sale Of Confiscated And Forfeit...	5.15	361.88	0.00	0.00	0.00	0.00	0.00
001-369-81-00-00	Cashier's Over / Short	0.77	0.00	0.00	0.00	0.00	0.00	0.00
001-369-81-01-00	Bank's Over / Short	-1,116.41	1,116.43	0.00	0.00	0.00	0.00	0.00
001-369-91-00-00	Other Misc Revenue	7,547.85	6,115.04	5,000.00	0.00	5,000.00	2,000.00	0.00
001-369-91-00-02	Misc - Police Fees	1,742.54	4,151.20	5,000.00	0.00	5,000.00	1,000.00	0.00
001-369-91-00-09	NSF Charges Collected	0.00	22.22	0.00	0.00	0.00	0.00	0.00
001-369-91-00-10	Reimbursements/Refunds	2,587.93	70,813.51	20,000.00	0.00	20,000.00	20,000.00	50,000.00
001-382-10-00-02	Developer Bond / Deposit For P...	101,174.62	0.00	200,000.00	0.00	200,000.00	200,000.00	0.00
001-389-10-00-03	Building Permit Deposit	-12,514.93	0.00	10,000.00	0.00	10,000.00	10,000.00	0.00
001-389-90-00-00	Other Non-Revenues	36,664.38	440.15	0.00	0.00	0.00	0.00	0.00
001-389-90-00-04	Deposits To Travel Advance Ac...	0.00	0.00	3,000.00	0.00	3,000.00	3,000.00	3,000.00
001-397-00-00-00	Interfund Transfer To CE	0.00	0.00	0.00	0.00	0.00	75,000.00	0.00
001-397-00-15-23	Interfund Trasnfers - Ambulance	0.00	520,994.56	400,000.00	0.00	400,000.00	0.00	0.00
	Revenue Total:	7,793,198.74	6,071,800.32	11,356,523.34	0.00	11,356,523.34	10,878,239.43	11,884,888.00
Expense								
001-508-00-00-00	Ending Balance	18.57	0.00	0.00	0.00	0.00	0.00	0.00
001-508-91-00-01	Ending Fund Balance	0.00	0.00	2,026,571.38	0.00	2,026,571.38	2,127,226.90	2,741,800.00
001-511-30-44-01	Advertising / Publication	2,185.71	1,188.16	2,000.00	0.00	2,000.00	2,000.00	1,500.00
001-511-60-10-00	Wages & Overtime	8,820.00	8,085.00	12,465.00	0.00	12,465.00	8,820.00	8,820.00
001-511-60-20-00	Personnel Benefits	747.67	693.42	1,083.36	0.00	1,083.36	821.37	825.00
001-511-60-31-00	Operating Supplies - Legislative	0.00	68.88	150.00	0.00	150.00	150.00	150.00
001-511-60-31-01	Office Supplies - Legislative	0.00	0.00	150.00	0.00	150.00	150.00	150.00
001-511-60-41-00	Professional Services	0.00	0.00	100.00	0.00	100.00	100.00	0.00

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		2023	2024	2025	2025	2025	2024	2023
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001-511-60-42-00	Communications	12.91	7.58	15.00	0.00	15.00	0.00	0.00
001-511-60-43-00	Travel - Council Pos. 1	0.00	0.00	100.00	0.00	100.00	100.00	100.00
001-511-60-43-01	Travel - Council Pos. 2	0.00	0.00	100.00	0.00	100.00	100.00	100.00
001-511-60-43-02	Travel - Council Pos. 3	0.00	0.00	100.00	0.00	100.00	100.00	100.00
001-511-60-43-03	Travel - Council Pos. 4	0.00	0.00	100.00	0.00	100.00	100.00	100.00
001-511-60-43-04	Travel - Council Pos. 5	0.00	0.00	100.00	0.00	100.00	100.00	100.00
001-511-60-43-05	Travel - Council Pos. 6	0.00	0.00	650.00	0.00	650.00	300.00	300.00
001-511-60-43-06	Travel - Council Pos. 7	0.00	0.00	100.00	0.00	100.00	100.00	100.00
001-511-60-48-00	Repairs And Maintenance	0.00	1.03	50.00	0.00	50.00	50.00	50.00
001-511-60-49-00	Misc/Contingency Expense	125.00	0.00	200.00	0.00	200.00	200.00	200.00
001-511-60-49-01	Miscellaneous	-14,373.23	155.90	500.00	0.00	500.00	500.00	400.00
001-511-60-49-02	Misc - Council Pos. 1	0.00	0.00	150.00	0.00	150.00	150.00	150.00
001-511-60-49-03	Misc - Council Pos. 2	0.00	0.00	150.00	0.00	150.00	150.00	150.00
001-511-60-49-04	Misc - Council Pos. 3	0.00	0.00	150.00	0.00	150.00	150.00	150.00
001-511-60-49-05	Misc - Council Pos. 4	0.00	0.00	150.00	0.00	150.00	150.00	150.00
001-511-60-49-06	Misc - Council Pos. 5	0.00	50.00	150.00	0.00	150.00	150.00	150.00
001-511-60-49-07	Misc - Council Pos. 6	611.05	304.46	150.00	0.00	150.00	500.00	250.00
001-511-60-49-08	Misc - Council Pos. 7	0.00	0.00	150.00	0.00	150.00	150.00	150.00
001-511-60-49-09	Registrations/Fees - Training Cl...	190.00	0.00	300.00	0.00	300.00	300.00	300.00
001-511-70-49-00	Lobbying Agreement - Port	13,200.00	12,000.00	15,600.00	0.00	15,600.00	15,600.00	15,000.00
001-511-70-49-01	Lobbying Agreement - Federal	27,000.00	30,000.00	36,000.00	0.00	36,000.00	36,000.00	0.00
001-512-50-41-02	Professional Services - Other T...	33,952.04	500.00	0.00	0.00	0.00	0.00	0.00
001-512-52-41-02	Professional Services - Other T...	137,580.28	76,611.23	90,000.00	0.00	90,000.00	90,000.00	110,000.00
001-513-10-10-00	Wages & Overtime	61,932.92	56,208.80	98,125.92	0.00	98,125.92	63,241.65	60,872.00
001-513-10-20-00	Personnel Benefits	19,299.33	17,808.54	28,453.41	0.00	28,453.41	19,550.38	19,191.00
001-513-10-31-00	Operating Supplies - Executive	765.42	397.05	1,000.00	0.00	1,000.00	1,000.00	1,000.00
001-513-10-31-01	Office Supplies - Executive	372.70	353.64	400.00	0.00	400.00	400.00	400.00
001-513-10-35-00	Small Tools & Minor Equipment	0.00	0.00	0.00	0.00	0.00	0.00	100.00
001-513-10-41-00	Professional Services	50.25	7,650.37	0.00	0.00	0.00	0.00	200.00
001-513-10-42-00	Communications	1,545.01	1,345.07	1,500.00	0.00	1,500.00	1,500.00	1,500.00
001-513-10-43-00	Travel Expense	2,638.00	3,501.25	4,000.00	0.00	4,000.00	4,000.00	3,000.00

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		2023	2024	2025	2025	2025	2024	2023
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001-513-10-43-01	Travel/Training Staff	0.00	27.36	0.00	0.00	0.00	0.00	200.00
001-513-10-43-02	Travel / Training Mayor	1,422.41	830.23	1,700.00	0.00	1,700.00	1,700.00	350.00
001-513-10-44-01	Advertising	56.44	405.95	420.00	0.00	420.00	420.00	420.00
001-513-10-48-00	Repairs & Maintenance	34.99	81.59	100.00	0.00	100.00	100.00	100.00
001-513-10-49-00	Miscellaneous	3,455.02	16,986.85	20,000.00	0.00	20,000.00	4,500.00	4,500.00
001-513-10-49-02	Registrations/Fees - Training Cl...	620.00	390.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00
001-513-10-49-03	Travel Miscellaneous	0.00	0.00	50.00	0.00	50.00	50.00	50.00
001-513-10-49-50	Misc. AWC Annual Dues / WW...	15,697.99	8,619.00	8,300.00	0.00	8,300.00	8,300.00	8,300.00
001-514-23-10-00	Wages & Overtime - Financial S...	69,189.78	62,946.51	106,132.85	0.00	106,132.85	74,511.55	70,898.00
001-514-23-20-00	Personnel Benefits	32,716.22	23,237.33	46,889.35	0.00	46,889.35	27,353.00	32,810.00
001-514-23-31-00	Operating Supplies - Budgeting,...	35.53	284.33	300.00	0.00	300.00	200.00	350.00
001-514-23-31-01	Office Supplies - Budgeting, Ac...	793.14	865.86	1,200.00	0.00	1,200.00	1,000.00	1,000.00
001-514-23-35-00	Small Tools/Minor Equip.	0.00	16.10	1,400.00	0.00	1,400.00	200.00	200.00
001-514-23-41-00	Professional Services	24,106.79	4,769.40	16,000.00	0.00	16,000.00	14,616.00	14,616.00
001-514-23-41-01	Professional Servs Prog.	4.00	0.00	0.00	0.00	0.00	0.00	0.00
001-514-23-42-00	Communications	1,235.19	1,372.45	1,300.00	0.00	1,300.00	1,300.00	1,300.00
001-514-23-43-00	Travel	26.32	791.34	2,000.00	0.00	2,000.00	2,000.00	2,000.00
001-514-23-44-00	External Taxes	0.00	283.86	0.00	0.00	0.00	0.00	0.00
001-514-23-44-01	Advertising	1,448.96	394.38	1,400.00	0.00	1,400.00	1,000.00	500.00
001-514-23-48-00	Repairs & Maintenance	165.08	911.46	400.00	0.00	400.00	500.00	800.00
001-514-23-49-00	Miscellaneous	758.51	237.84	500.00	0.00	500.00	1,000.00	1,500.00
001-514-23-49-01	Registration Fees / Training Cla...	382.52	454.91	1,000.00	0.00	1,000.00	1,000.00	1,000.00
001-514-30-10-00	Wages/O.T. Record Services	50,510.02	45,535.12	95,514.64	0.00	95,514.64	60,156.02	52,120.00
001-514-30-20-00	Personnel Benefits	23,340.48	19,963.15	36,245.98	0.00	36,245.98	22,800.41	27,590.00
001-514-30-31-00	Operating Supplies - Records	62.66	333.36	350.00	0.00	350.00	350.00	350.00
001-514-30-31-01	Office Supplies - Records	521.85	192.97	550.00	0.00	550.00	550.00	550.00
001-514-30-35-00	Sm Tools/Minor Equip,	102.26	0.00	200.00	0.00	200.00	200.00	200.00
001-514-30-41-00	Prof Serv - Codification/Records..	47,397.26	439.60	50,000.00	0.00	50,000.00	5,500.00	51,450.00
001-514-30-42-00	Communication	808.25	694.44	1,450.00	0.00	1,450.00	1,450.00	825.00
001-514-30-43-00	Travel	2,172.64	4,070.01	4,210.00	0.00	4,210.00	4,210.00	4,000.00
001-514-30-44-01	Advertising	0.00	282.20	100.00	0.00	100.00	100.00	100.00

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001-514-30-48-00	Repairs & Maintenance	378.81	249.07	425.00	0.00	425.00	425.00	425.00
001-514-30-49-00	Miscellaneous	326.50	782.04	1,700.00	0.00	1,700.00	700.00	650.00
001-514-30-49-01	Registrations/Fees - Training Cl...	2,710.46	1,580.70	4,250.00	0.00	4,250.00	4,250.00	4,150.00
001-514-40-45-00	Intergovenmental Election Costs	7,563.25	9,818.00	12,000.00	0.00	12,000.00	12,000.00	12,000.00
001-514-40-49-00	Intergov. Services - Voter Regist..	25,037.79	29,462.87	30,000.00	0.00	30,000.00	27,000.00	27,000.00
001-514-81-40-00	Concealed Pistol License Fee	2,244.00	1,591.75	1,000.00	0.00	1,000.00	1,000.00	1,000.00
001-514-89-40-00	Remit Of Seized & Forfeit Prope..	25.84	0.00	0.00	0.00	0.00	0.00	0.00
001-515-31-10-00	Salary & Wages - City Attorney	57,858.24	53,812.00	53,000.20	0.00	53,000.20	60,334.98	58,239.00
001-515-31-20-00	Personnel Benefits	20,540.92	19,098.90	18,876.92	0.00	18,876.92	20,934.51	20,572.00
001-515-31-31-00	Operating Supplies - City Attor...	337.98	187.79	500.00	0.00	500.00	500.00	775.00
001-515-31-31-01	Office Supplies - City Attorney	0.00	25.64	250.00	0.00	250.00	250.00	500.00
001-515-31-35-00	Small Tools/Minor Equipment	306.28	228.02	150.00	0.00	150.00	150.00	150.00
001-515-31-41-00	Prof Legal Servs Retainer	4,685.00	0.00	1,000.00	0.00	1,000.00	8,000.00	18,000.00
001-515-31-41-01	Professional Legal Services	760.00	11,000.00	0.00	0.00	0.00	6,000.00	6,000.00
001-515-31-41-02	Professional Services	0.00	3,087.52	1,000.00	0.00	1,000.00	0.00	350.00
001-515-31-41-10	Legal Services - Mayor	0.00	0.00	0.00	0.00	0.00	0.00	250.00
001-515-31-42-00	Communication - City Attorney	493.95	441.16	500.00	0.00	500.00	500.00	460.00
001-515-31-43-00	Travel - City Attorney	45.76	0.00	500.00	0.00	500.00	500.00	1,800.00
001-515-31-48-00	Repairs & Maintenance - City A...	240.92	95.86	250.00	0.00	250.00	250.00	250.00
001-515-31-49-00	Miscellaneous - City Attorney	0.00	223.45	855.00	0.00	855.00	855.00	855.00
001-515-31-49-01	Reg Fees / Train Classes & Sem...	132.00	72.00	500.00	0.00	500.00	500.00	500.00
001-515-91-41-00	Professional Services - Legal - I...	57,362.25	59,940.40	60,000.00	0.00	60,000.00	60,000.00	60,000.00
001-517-90-24-00	Employee Benefit Prg Cost	1,100.00	2,085.42	1,200.00	0.00	1,200.00	1,200.00	1,200.00
001-518-10-10-00	Salaries & Wages - HR	50,415.37	52,503.94	72,970.99	0.00	72,970.99	56,511.99	54,643.00
001-518-10-20-00	Personnel Benefits - HR	23,967.18	23,147.20	33,783.96	0.00	33,783.96	25,041.76	26,288.00
001-518-10-31-00	Operating Supplies - HR Admini...	228.92	249.38	1,100.00	0.00	1,100.00	1,100.00	300.00
001-518-10-31-01	Office Supplies - HR Administrat..	457.26	1,050.36	1,300.00	0.00	1,300.00	800.00	500.00
001-518-10-31-02	Operating Supplies - HR Wellne...	3,322.04	3,360.47	4,750.00	0.00	4,750.00	5,000.00	3,500.00
001-518-10-31-03	Office Supplies - HR Wellness	47.65	0.00	0.00	0.00	0.00	0.00	300.00
001-518-10-31-04	Operating Supplies - HR Wellne...	23.78	0.00	215.00	0.00	215.00	205.00	180.00
001-518-10-41-00	Prof. Services - Labor Negotiati...	58.12	2.40	1,000.00	0.00	1,000.00	1,000.00	3,000.00

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001-518-10-41-01	Professional Services	227.98	7,011.17	8,048.00	0.00	8,048.00	8,048.00	8,000.00
001-518-10-42-00	Communications - HR	552.46	430.99	544.00	0.00	544.00	544.00	500.00
001-518-10-43-00	Travel	121.91	1,259.81	1,600.00	0.00	1,600.00	1,600.00	1,600.00
001-518-10-48-00	Repairs And Maintenance	704.67	100.72	750.00	0.00	750.00	750.00	700.00
001-518-10-49-00	Miscellaneous	1,585.80	816.69	800.00	0.00	800.00	800.00	800.00
001-518-10-49-01	Training / Class Registration Fe...	570.60	322.60	1,400.00	0.00	1,400.00	1,400.00	1,400.00
001-518-10-49-02	Train/Class Reg Fees & Charge -...	1,000.00	1,073.14	1,500.00	0.00	1,500.00	1,500.00	1,000.00
001-518-20-10-00	Wages & Overtime	76,565.58	93,770.01	76,041.12	0.00	76,041.12	104,546.06	100,800.00
001-518-20-20-00	Personnel Benefits	38,404.22	49,202.65	42,691.96	0.00	42,691.96	45,749.13	51,373.00
001-518-20-20-01	Personnel Benefits - Uniforms ...	0.00	304.91	150.00	0.00	150.00	0.00	0.00
001-518-20-31-00	Operating Supplies - Facilities	11,817.68	16,276.62	20,000.00	0.00	20,000.00	20,000.00	5,000.00
001-518-20-31-01	Office Supplies - Facilities	616.89	26.25	500.00	0.00	500.00	500.00	100.00
001-518-20-35-00	Sm Tools/Minor Equip	3,644.31	3,421.56	2,500.00	0.00	2,500.00	10,000.00	5,000.00
001-518-20-41-00	Professional Services	20,764.33	5,889.22	2,500.00	0.00	2,500.00	500.00	25,000.00
001-518-20-42-00	Communication	726.70	791.49	750.00	0.00	750.00	500.00	500.00
001-518-20-43-00	Travel / Training	366.49	0.00	1,000.00	0.00	1,000.00	1,000.00	0.00
001-518-20-44-01	Advertising	443.50	0.00	0.00	0.00	0.00	500.00	0.00
001-518-20-45-00	Operating Rentals/Leases	0.00	0.00	1,500.00	0.00	1,500.00	1,500.00	500.00
001-518-20-47-00	Public Utility Services	22,654.72	18,667.99	20,000.00	0.00	20,000.00	20,000.00	16,000.00
001-518-20-47-01	Utilities - Annex Bldg	7,458.83	7,012.55	8,700.00	0.00	8,700.00	6,500.00	5,000.00
001-518-20-48-00	Repairs & Maintenance	11,119.02	17,333.69	20,000.00	0.00	20,000.00	15,000.00	5,000.00
001-518-20-48-02	Repairs & Maintenance Annex ...	774.54	0.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00
001-518-20-49-00	Miscellaneous	0.00	617.63	750.00	0.00	750.00	750.00	0.00
001-518-30-41-00	Professional Services - Janitorial	0.00	17,825.00	20,000.00	0.00	20,000.00	14,500.00	0.00
001-518-30-46-00	Insurance	81,558.12	100,855.49	180,000.00	0.00	180,000.00	100,079.00	85,057.00
001-521-10-10-00	Wages & Overtime	167,370.50	143,744.00	222,965.74	0.00	222,965.74	157,805.59	159,297.00
001-521-10-20-00	Personnel Benefits	54,108.39	51,648.93	73,450.59	0.00	73,450.59	47,631.70	50,056.00
001-521-10-20-02	Benefits - Reimbursement Costs	106.72	0.00	0.00	0.00	0.00	0.00	0.00
001-521-10-31-00	Operating Supplies - Administra..	1,447.83	1,300.99	1,400.00	0.00	1,400.00	1,400.00	1,000.00
001-521-10-31-01	Office Supplies - Administration	435.90	871.89	500.00	0.00	500.00	500.00	500.00
001-521-10-35-00	Sm Tools/Minor Equipment	957.20	769.19	2,500.00	0.00	2,500.00	2,500.00	2,500.00

Budget Worksheet Condensed

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
001-521-10-41-00	Professional Services	7,361.04	28,739.48	7,000.00	0.00	7,000.00	7,000.00	7,000.00
001-521-10-41-01	Prof Services - Labor Negotiati...	825.00	0.00	10,000.00	0.00	10,000.00	6,500.00	8,500.00
001-521-10-41-03	Prof Services - Lexipol Consulti...	3,561.31	4,107.19	4,000.00	0.00	4,000.00	4,000.00	3,500.00
001-521-10-42-00	Communication	5,009.03	5,138.46	5,000.00	0.00	5,000.00	5,000.00	5,000.00
001-521-10-43-00	Travel	1,398.65	1,461.12	3,000.00	0.00	3,000.00	3,000.00	3,000.00
001-521-10-44-01	Advertising	1,087.00	160.00	500.00	0.00	500.00	500.00	500.00
001-521-10-48-00	Repairs & Maintenance	228.37	47.42	200.00	0.00	200.00	200.00	200.00
001-521-10-49-00	Miscellaneous	2,418.86	2,575.11	2,500.00	0.00	2,500.00	2,500.00	2,500.00
001-521-10-49-01	Registrations / Fees Training Cl...	817.50	2,873.08	3,500.00	0.00	3,500.00	3,000.00	3,000.00
001-521-10-49-02	Miscellaneous - PD Donations	313.78	1,077.70	6,700.00	0.00	6,700.00	6,700.00	0.00
001-521-10-49-03	Miscellaneous - Grant Reimbur...	5,211.00	2,171.25	0.00	0.00	0.00	0.00	0.00
001-521-10-49-96	Interfund Rentals O & M	91,558.22	92,288.40	40,000.00	0.00	40,000.00	20,000.00	34,305.00
001-521-19-10-00	Wages Support Serv	124,843.13	114,039.29	145,069.00	0.00	145,069.00	137,804.03	127,948.00
001-521-19-20-00	Benefits Support Servs	52,633.31	49,229.05	57,101.87	0.00	57,101.87	54,090.77	53,201.00
001-521-19-20-01	Benefits/Uniforms Support Serv..	367.68	340.26	500.00	0.00	500.00	400.00	400.00
001-521-19-31-00	Operating Supplies - Support Se..	194.77	149.12	2,800.00	0.00	2,800.00	2,400.00	2,400.00
001-521-19-31-01	Office Supplies - Support Servic...	1,082.89	933.20	3,000.00	0.00	3,000.00	2,500.00	2,500.00
001-521-19-35-00	Sm Tools Support Servs	0.00	0.00	0.00	0.00	0.00	500.00	500.00
001-521-19-41-00	Prof Services Support Ser	4,456.12	936.96	5,705.00	0.00	5,705.00	5,705.00	5,705.00
001-521-19-42-00	Communication Support Ser	46.63	0.00	0.00	0.00	0.00	0.00	0.00
001-521-19-43-00	Travel Support Services	345.79	67.85	1,500.00	0.00	1,500.00	1,500.00	1,500.00
001-521-19-44-01	Advertising Support Servs	0.00	0.00	250.00	0.00	250.00	250.00	250.00
001-521-19-45-00	Oper Rentals Support Serv	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
001-521-19-48-00	Repairs/Maint Support Ser	394.05	304.77	800.00	0.00	800.00	800.00	800.00
001-521-19-49-00	Misc. Support Services	49.26	25.00	200.00	0.00	200.00	200.00	200.00
001-521-19-49-01	Registrations / Fees - Training C...	0.00	100.00	1,000.00	0.00	1,000.00	500.00	500.00
001-521-19-49-02	WW SSMA New World Records...	18,600.97	19,261.47	50,000.00	0.00	50,000.00	20,000.00	40,000.00
001-521-21-10-00	Wages Investigation	94,597.07	89,160.33	94,687.26	0.00	94,687.26	91,054.53	92,543.00
001-521-21-20-00	Benefits - Investigation	32,292.27	31,173.31	30,718.13	0.00	30,718.13	29,086.65	32,751.00
001-521-21-31-00	Operating Supplies - Investigati...	1,712.21	1,447.86	2,500.00	0.00	2,500.00	1,500.00	1,500.00
001-521-21-31-01	Office Supplies - Investigation	426.04	442.33	800.00	0.00	800.00	800.00	800.00

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
001-521-21-35-00	Sm Tools/Equip Invest	460.63	29.74	500.00	0.00	500.00	500.00	500.00
001-521-21-41-00	Prof Servs Investigation	827.70	2,939.85	2,500.00	0.00	2,500.00	1,500.00	1,500.00
001-521-21-42-00	Communication Invest.	2,258.74	1,889.10	2,300.00	0.00	2,300.00	2,300.00	1,400.00
001-521-21-43-00	Travel Investigation	520.00	17.23	1,000.00	0.00	1,000.00	1,000.00	1,000.00
001-521-21-48-00	Repairs/Maint Invest.	3,220.37	1.07	75.00	0.00	75.00	75.00	75.00
001-521-21-49-00	Misc Investigation	9.39	0.00	1,500.00	0.00	1,500.00	1,500.00	1,500.00
001-521-21-49-01	Registration Fees - Training Cla...	1,148.00	0.00	2,000.00	0.00	2,000.00	1,500.00	1,500.00
001-521-21-49-96	Interfund Rentals - O & M	0.00	0.00	39,003.00	0.00	39,003.00	0.00	0.00
001-521-22-10-00	Wages Patrol	809,284.07	830,037.87	1,029,405.62	0.00	1,029,405.62	1,003,689.13	870,507.00
001-521-22-20-00	Benefits Patrol	271,709.97	287,257.84	304,508.88	0.00	304,508.88	293,169.78	302,277.00
001-521-22-20-01	Benefits Uniforms Patrol	8,708.06	11,401.70	14,000.00	0.00	14,000.00	12,000.00	12,000.00
001-521-22-20-02	Benefits Uniforms BVP Grant-F...	1,290.56	0.00	0.00	0.00	0.00	0.00	0.00
001-521-22-20-03	Patrol Equipment & Clothing Al...	3,894.49	3,118.33	5,400.00	0.00	5,400.00	5,400.00	4,500.00
001-521-22-31-00	Operating Supplies - Patrol	4,760.07	1,460.45	5,000.00	0.00	5,000.00	5,000.00	5,000.00
001-521-22-31-01	Office Supplies - Patrol	2,028.69	1,598.80	2,200.00	0.00	2,200.00	2,200.00	2,200.00
001-521-22-32-00	Fuel Consumed Patrol	501.76	524.66	1,000.00	0.00	1,000.00	1,000.00	1,000.00
001-521-22-35-00	Sm Tools/Equip Patrol	539.55	1,079.30	1,000.00	0.00	1,000.00	1,000.00	1,000.00
001-521-22-41-00	Prof Services Patrol	3,302.07	2,617.41	3,500.00	0.00	3,500.00	3,500.00	3,500.00
001-521-22-42-00	Communication Patrol	7,199.80	6,717.69	9,000.00	0.00	9,000.00	9,000.00	9,000.00
001-521-22-42-01	Patrol Air Cards - Communicati...	8,656.45	6,959.60	7,000.00	0.00	7,000.00	7,000.00	5,000.00
001-521-22-48-00	Repairs/Maint. Patrol	1,848.42	445.94	800.00	0.00	800.00	500.00	500.00
001-521-22-49-00	Miscellaneous Patrol	11.69	0.00	100.00	0.00	100.00	100.00	100.00
001-521-22-49-01	Intergov Servs Patrol - Dispatch...	356,920.74	261,102.77	268,420.00	0.00	268,420.00	259,411.00	200,000.00
001-521-22-49-02	WW PD Support/Maint MDT So...	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
001-521-22-49-96	Interfund Rentals O & M	91,558.22	92,288.40	79,003.00	0.00	79,003.00	20,000.00	34,305.00
001-521-23-10-00	Wages Spec Unit	18,975.94	69,693.37	0.00	0.00	0.00	0.00	0.00
001-521-23-20-00	Benefits Spec Unit	6,656.00	24,750.63	0.00	0.00	0.00	0.00	0.00
001-521-23-31-00	Operating Supplies - Special Unit	208.84	0.00	0.00	0.00	0.00	0.00	0.00
001-521-30-10-01	Wages - Drug Task Force	95,352.10	87,928.08	93,749.76	0.00	93,749.76	90,153.00	89,125.00
001-521-30-20-01	Benefits - Drug Task Force	32,326.23	30,986.08	25,409.25	0.00	25,409.25	23,975.08	32,252.00
001-521-30-20-02	Uniforms - Drug Task Force	0.00	21.76	0.00	0.00	0.00	0.00	0.00

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
001-521-30-31-00	Operating Supplies - Crime Pre...	406.52	0.00	100.00	0.00	100.00	100.00	100.00
001-521-30-31-01	Office Supplies - Crime Prevent...	15.27	0.00	100.00	0.00	100.00	100.00	100.00
001-521-30-49-00	Misc Crime Prevention	0.00	0.00	100.00	0.00	100.00	100.00	100.00
001-521-30-49-06	Registrations/Fees - Training Cl...	0.00	0.00	300.00	0.00	300.00	300.00	300.00
001-521-40-31-00	Operating Supplies - Training	13,492.57	11,944.05	15,000.00	0.00	15,000.00	15,000.00	17,500.00
001-521-40-31-01	Office Supplies - Training	0.00	0.00	100.00	0.00	100.00	100.00	100.00
001-521-40-41-00	Prof Services Training	1,117.44	825.00	3,000.00	0.00	3,000.00	3,000.00	700.00
001-521-40-43-00	Travel Training	11,996.57	3,931.06	10,000.00	0.00	10,000.00	10,000.00	10,000.00
001-521-40-48-00	Repairs/Maint Training	130.01	0.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
001-521-40-49-00	Misc Training	102.24	36.83	0.00	0.00	0.00	0.00	0.00
001-521-40-49-01	Registrations/Fees - Training Cl...	20,863.25	15,136.05	30,000.00	0.00	30,000.00	20,000.00	30,000.00
001-521-70-10-00	Wages Traffic	269,369.24	276,771.03	325,841.95	0.00	325,841.95	334,563.03	289,562.00
001-521-70-10-01	Wages - "X52 Sustained Enforce..	1,174.16	0.00	0.00	0.00	0.00	0.00	0.00
001-521-70-10-02	Wages - Impaired Driving CFDA...	480.64	0.00	0.00	0.00	0.00	0.00	0.00
001-521-70-10-04	Wages - Hwy Safety CFDA#20.6...	240.32	1,050.58	1,500.00	0.00	1,500.00	1,500.00	1,500.00
001-521-70-10-06	Wages - Use Of Force Grant Re...	7,532.02	0.00	0.00	0.00	0.00	0.00	0.00
001-521-70-20-00	Benefits Traffic	90,553.95	95,757.56	95,187.77	0.00	95,187.77	97,723.27	100,703.00
001-521-70-20-01	Benefits - "X52 Sustain Enforce ...	385.65	0.00	0.00	0.00	0.00	0.00	0.00
001-521-70-20-02	Benefits - Impair Driving CFDA...	156.07	0.00	0.00	0.00	0.00	0.00	0.00
001-521-70-20-04	Benefits - Impair Driving CFDA#...	78.04	203.46	0.00	0.00	0.00	0.00	0.00
001-521-70-20-06	BVFF Pension & Disability Pay...	340.00	0.00	180.00	0.00	180.00	180.00	180.00
001-521-70-20-07	Benefits - Use Of Force Grant R...	2,467.98	0.00	0.00	0.00	0.00	0.00	0.00
001-521-70-31-00	Operating Supplies - Traffic	93.56	28.80	250.00	0.00	250.00	250.00	250.00
001-521-70-31-01	Office Supplies - Traffic	3.75	532.99	75.00	0.00	75.00	75.00	75.00
001-521-70-35-00	Sm Tools Traffic	0.00	0.00	200.00	0.00	200.00	200.00	200.00
001-521-70-35-01	Small Tools DUI Emphasis Fund...	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
001-521-70-41-00	Prof Services Traffic	205.63	0.00	250.00	0.00	250.00	250.00	500.00
001-521-70-48-00	Repairs/Maint Traffic	0.00	0.00	250.00	0.00	250.00	250.00	500.00
001-521-70-49-00	Miscellaneous Traffic	0.00	0.00	100.00	0.00	100.00	100.00	100.00
001-521-70-49-96	Interfund Rentals - O & M	91,558.22	92,288.40	79,003.00	0.00	79,003.00	20,000.00	35,000.00
001-522-10-10-00	Wages & Overtime	46,140.46	51,424.41	50,350.67	0.00	50,350.67	48,102.80	47,563.00

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
001-522-10-20-00	Personnel Benefits	14,382.43	15,424.87	14,265.26	0.00	14,265.26	14,410.57	15,157.00
001-522-10-20-01	Other Benefits - Uniforms	0.00	75.18	300.00	0.00	300.00	300.00	300.00
001-522-10-31-00	Operating Supplies - Administra..	106.46	2,060.19	1,000.00	0.00	1,000.00	500.00	500.00
001-522-10-31-01	Office Supplies - Administration	893.44	336.01	500.00	0.00	500.00	500.00	500.00
001-522-10-35-00	Sm Tools & Minor Equipmnt	0.00	633.06	250.00	0.00	250.00	250.00	250.00
001-522-10-41-00	Prof Serv - Comprehens Analysi...	358.93	0.00	500.00	0.00	500.00	500.00	500.00
001-522-10-41-02	Professional Services - Admin	5,747.28	6,596.30	7,000.00	0.00	7,000.00	6,000.00	0.00
001-522-10-42-00	Communication	1,361.32	1,912.64	2,000.00	0.00	2,000.00	1,300.00	1,300.00
001-522-10-43-00	Travel	4,677.47	0.00	5,000.00	0.00	5,000.00	5,000.00	5,000.00
001-522-10-44-01	Advertising	443.50	0.00	500.00	0.00	500.00	500.00	500.00
001-522-10-48-00	Repairs & Maintenance	876.50	715.57	750.00	0.00	750.00	750.00	500.00
001-522-10-49-00	Miscellaneous	3,810.82	5,625.35	2,000.00	0.00	2,000.00	3,500.00	3,500.00
001-522-10-49-01	Registrations/Fees - Training Cl...	2,341.48	625.25	3,000.00	0.00	3,000.00	3,000.00	3,000.00
001-522-20-10-00	Wages Fire	153,654.09	154,226.40	164,674.06	0.00	164,674.06	151,625.99	169,345.00
001-522-20-10-01	Stipends (Volunteers)	43,116.65	37,008.23	47,000.00	0.00	47,000.00	35,000.00	35,000.00
001-522-20-10-02	Wages - Mobilization	18,376.26	20,782.47	0.00	0.00	0.00	0.00	0.00
001-522-20-20-00	Benefits Fire	59,560.78	59,659.07	52,463.54	0.00	52,463.54	48,801.65	61,423.00
001-522-20-20-01	Benefits (Volunteers)	3,617.20	3,228.55	3,700.00	0.00	3,700.00	3,700.00	6,118.00
001-522-20-20-02	Benefits - Mobilization	2,064.95	3,941.03	0.00	0.00	0.00	0.00	0.00
001-522-20-20-03	Uniforms - Volunteers	9,000.21	5,343.07	8,000.00	0.00	8,000.00	8,000.00	6,500.00
001-522-20-20-04	Uniforms - FT Firefighter	1,134.24	1,912.50	4,000.00	0.00	4,000.00	4,000.00	4,000.00
001-522-20-31-00	Operating Supplies - Suppressi...	3,661.40	12,307.93	35,000.00	0.00	35,000.00	3,500.00	3,500.00
001-522-20-31-01	Office Supplies - Suppression	22.91	303.57	300.00	0.00	300.00	300.00	300.00
001-522-20-31-02	Fire Mobilization - Protective E...	0.00	211.50	5,000.00	0.00	5,000.00	2,000.00	2,000.00
001-522-20-31-03	Radios/Pagers - Parts & Supplies	1,372.64	1,256.70	1,000.00	0.00	1,000.00	750.00	750.00
001-522-20-31-04	Oper Supplies - Vehicles	13.05	1,282.14	250.00	0.00	250.00	0.00	0.00
001-522-20-31-05	Wildland Fire - Operating Suppl...	483.36	66.36	0.00	0.00	0.00	0.00	0.00
001-522-20-32-00	Fuel - Suppression	1,909.96	797.73	1,000.00	0.00	1,000.00	2,000.00	250.00
001-522-20-32-02	Fire Mobilization - Fuel Consu...	3,918.23	3,072.09	4,000.00	0.00	4,000.00	3,000.00	1,200.00
001-522-20-35-00	Sm Tools/Equipment	2,233.39	3,444.84	8,500.00	0.00	8,500.00	1,000.00	1,000.00
001-522-20-35-01	Small Tools Vehicle	147.79	2,209.88	500.00	0.00	500.00	500.00	500.00

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001-522-20-35-02	Fire Mobilization - Sm Tools / E...	279.20	697.17	15,000.00	0.00	15,000.00	800.00	800.00
001-522-20-41-00	Fire Dept Personnel Physicals	3,258.62	1,836.37	18,500.00	0.00	18,500.00	3,000.00	3,000.00
001-522-20-42-00	Communication - Air Cards For...	3,113.36	2,400.60	2,500.00	0.00	2,500.00	2,500.00	0.00
001-522-20-43-00	Travel - Supression	377.88	0.00	0.00	0.00	0.00	0.00	0.00
001-522-20-48-00	Repairs/Maintenance	8,989.47	2,321.77	6,000.00	0.00	6,000.00	4,500.00	1,000.00
001-522-20-48-01	Repairs/Maint Vehicle	11.20	336.97	0.00	0.00	0.00	0.00	0.00
001-522-20-48-02	Fire Mobilization - Repairs & M...	531.51	170.66	100.00	0.00	100.00	100.00	100.00
001-522-20-49-00	Misc Fire	79.62	209.02	100.00	0.00	100.00	100.00	0.00
001-522-20-49-02	Fire Mobilization - Misc. Expen...	27.69	587.41	500.00	0.00	500.00	500.00	500.00
001-522-20-49-04	Intergov Services - Dispatch Ch...	45,169.05	34,484.50	36,000.00	0.00	36,000.00	36,000.00	25,000.00
001-522-20-49-06	BVFF Pension & Disability Pay...	1,260.00	1,320.00	1,800.00	0.00	1,800.00	1,800.00	1,800.00
001-522-20-49-96	Interfund Rentals - O & M	43,098.60	30,317.71	42,135.00	0.00	42,135.00	15,000.00	30,000.00
001-522-30-10-00	Wages & OT	39,545.48	40,381.15	47,917.32	0.00	47,917.32	43,914.00	40,865.00
001-522-30-20-00	Benefits	19,384.06	19,924.72	18,050.99	0.00	18,050.99	19,465.47	19,667.00
001-522-30-20-01	Other Benefits/Uniforms	235.47	0.00	300.00	0.00	300.00	300.00	300.00
001-522-30-31-00	Operating Supplies - Prevention..	458.88	0.00	2,500.00	0.00	2,500.00	2,500.00	2,500.00
001-522-30-31-01	Office Supplies - Prevention / I...	0.00	0.00	200.00	0.00	200.00	200.00	200.00
001-522-30-41-00	Professional Services	27.56	0.00	0.00	0.00	0.00	0.00	0.00
001-522-30-42-00	Communication	288.31	412.58	1,000.00	0.00	1,000.00	1,000.00	1,500.00
001-522-30-43-00	Travel	49.05	0.00	1,500.00	0.00	1,500.00	1,500.00	1,500.00
001-522-30-48-00	Repairs/Maintenance	0.00	0.00	100.00	0.00	100.00	100.00	100.00
001-522-30-49-00	Miscellaneous	436.19	165.24	750.00	0.00	750.00	750.00	750.00
001-522-45-10-00	Wages & OT	71,703.69	66,490.56	68,735.84	0.00	68,735.84	63,229.40	78,184.00
001-522-45-20-00	Benefits	17,976.02	17,739.19	12,543.72	0.00	12,543.72	11,818.64	18,070.00
001-522-45-20-03	Uniforms - FT Firefighter	620.45	0.00	300.00	0.00	300.00	300.00	300.00
001-522-45-31-00	Operating Supplies - Training	2,149.17	4,506.99	8,000.00	0.00	8,000.00	5,000.00	5,000.00
001-522-45-31-01	Office Supplies - Training	4.35	5,900.36	6,000.00	0.00	6,000.00	250.00	250.00
001-522-45-35-00	Small Tools & Equipment - Train..	309.50	0.00	21,000.00	0.00	21,000.00	0.00	0.00
001-522-45-41-00	Professional Services	41.34	0.00	0.00	0.00	0.00	0.00	0.00
001-522-45-42-00	Communication	12.73	0.00	0.00	0.00	0.00	0.00	0.00
001-522-45-43-00	Travel	1,946.97	37.61	10,000.00	0.00	10,000.00	10,000.00	12,000.00

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
001-522-45-48-00	Repairs/Maintenance	44.14	0.00	4,000.00	0.00	4,000.00	150.00	150.00
001-522-45-49-00	Miscellaneous	2,172.92	485.27	2,500.00	0.00	2,500.00	2,500.00	2,500.00
001-522-45-49-01	Registrations/Fees - Training Cl...	7,882.00	12,314.82	9,000.00	0.00	9,000.00	5,000.00	4,500.00
001-522-50-31-00	Operating Supplies - Facilities	7,321.41	3,793.80	4,000.00	0.00	4,000.00	4,000.00	4,000.00
001-522-50-31-01	Office Supplies - Facilities	434.39	143.65	100.00	0.00	100.00	100.00	100.00
001-522-50-35-00	Small Tools/Equipment	115.69	440.69	150.00	0.00	150.00	150.00	150.00
001-522-50-41-00	Professional Services	35.70	0.00	0.00	0.00	0.00	0.00	0.00
001-522-50-47-00	Public Utility Services	27,925.88	23,526.35	25,000.00	0.00	25,000.00	20,000.00	25,000.00
001-522-50-48-00	Repairs/Maintenance	24,185.02	0.00	0.00	0.00	0.00	5,000.00	5,000.00
001-522-50-49-00	Miscellaneous	54.87	259.10	300.00	0.00	300.00	150.00	150.00
001-523-60-41-00	Professional Services	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
001-523-60-49-00	Miscellaneous	0.00	0.00	150.00	0.00	150.00	150.00	150.00
001-523-60-49-01	Intergov Services - Cnty Jail Serv..	38,094.57	60,385.74	35,000.00	0.00	35,000.00	35,000.00	35,000.00
001-524-10-10-00	Wages - Bldg Clerical	19,484.03	18,721.46	41,623.54	0.00	41,623.54	20,425.06	18,689.00
001-524-10-20-00	Benefits - Bldg Clerical	13,053.30	12,400.20	26,963.31	0.00	26,963.31	13,404.73	12,983.00
001-524-20-10-00	Wages & OT	125,151.73	118,224.87	187,044.81	0.00	187,044.81	129,353.39	123,282.00
001-524-20-20-00	Benefits	68,405.65	64,251.30	92,310.93	0.00	92,310.93	67,512.86	67,692.00
001-524-20-31-00	Operating Supplies - Bldg. Insp...	300.50	348.82	1,200.00	0.00	1,200.00	1,200.00	2,600.00
001-524-20-31-01	Office Supplies - Bldg. Inspecti...	399.46	365.88	500.00	0.00	500.00	500.00	500.00
001-524-20-35-00	Sm Tools/Equipment	0.00	0.00	450.00	0.00	450.00	450.00	450.00
001-524-20-41-00	Professional Services	1,741.25	102.86	2,000.00	0.00	2,000.00	2,000.00	2,000.00
001-524-20-41-01	Plan Check Professional Services	0.00	0.00	2,000.00	0.00	2,000.00	2,000.00	0.00
001-524-20-42-00	Communication	2,949.08	2,501.91	4,000.00	0.00	4,000.00	2,893.00	2,893.00
001-524-20-43-00	Travel	826.52	363.00	4,560.00	0.00	4,560.00	4,560.00	4,560.00
001-524-20-48-00	Repairs/Maintenance	341.72	105.92	200.00	0.00	200.00	200.00	200.00
001-524-20-49-00	Miscellaneous	597.89	341.38	400.00	0.00	400.00	400.00	0.00
001-524-20-49-01	Training Class Registration Cost...	1,450.00	1,400.00	5,000.00	0.00	5,000.00	5,000.00	7,902.00
001-525-60-49-00	Intergov Servs Emergency Man...	17,200.00	25,025.00	9,400.00	0.00	9,400.00	9,400.00	9,400.00
001-548-68-49-95	INF CE To ER&R Replacement:	6.45	0.00	0.00	0.00	0.00	0.00	0.00
001-548-68-49-96	INF ER&R From CE O&M Costs	77,522.75	60,463.22	52,669.00	0.00	52,669.00	40,000.00	62,000.00
001-554-30-10-00	Wages Special Enforcement	58,164.47	55,296.00	63,529.20	0.00	63,529.20	60,494.91	62,668.00

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001-554-30-20-00	Benefits	34,592.11	35,275.13	38,868.34	0.00	38,868.34	30,683.87	31,933.00
001-554-30-20-01	Uniforms	0.00	177.50	500.00	0.00	500.00	500.00	500.00
001-554-30-31-00	Operating Supplies - Special En...	270.51	769.16	500.00	0.00	500.00	500.00	500.00
001-554-30-31-01	Office Supplies - Special Enforc...	367.55	426.34	300.00	0.00	300.00	300.00	300.00
001-554-30-35-00	Sm Tools/Equipment	66.94	119.67	75.00	0.00	75.00	75.00	75.00
001-554-30-41-00	Professional Services	11,190.09	11,000.00	10,000.00	0.00	10,000.00	10,000.00	10,000.00
001-554-30-42-00	Communications - Special Enfo...	991.36	931.87	1,500.00	0.00	1,500.00	1,500.00	1,500.00
001-554-30-43-00	Travel	0.00	0.00	1,500.00	0.00	1,500.00	1,500.00	1,500.00
001-554-30-48-00	Repairs/maintenance	0.00	0.00	20.00	0.00	20.00	20.00	20.00
001-554-30-49-00	Miscellaneous	0.00	61.25	40.00	0.00	40.00	40.00	40.00
001-554-30-49-01	Registrations/Fees - Training Cl...	0.00	0.00	500.00	0.00	500.00	500.00	500.00
001-554-30-49-96	Interfund Rentals - O & M	7,718.57	10,926.17	21,067.00	0.00	21,067.00	2,300.00	2,300.00
001-557-20-49-00	Community Services	122.79	0.00	0.00	0.00	0.00	0.00	0.00
001-558-50-40-00	State Bldg Code Fee	1,370.50	1,668.16	1,500.00	0.00	1,500.00	1,500.00	1,500.00
001-558-60-10-00	Wages & OT	105,916.65	88,407.34	112,450.30	0.00	112,450.30	107,916.37	105,130.00
001-558-60-20-00	Personnel Benefits	51,969.51	44,065.44	55,208.58	0.00	55,208.58	52,229.35	52,123.00
001-558-60-31-00	Operating Supplies - Planning	90.03	113.57	500.00	0.00	500.00	500.00	500.00
001-558-60-31-01	Office Supplies - Planning	284.16	539.47	500.00	0.00	500.00	300.00	300.00
001-558-60-35-00	Small Tools/Minor Equipment	0.00	441.14	0.00	0.00	0.00	0.00	0.00
001-558-60-41-00	Professional Services	44,267.05	73,869.26	110,000.00	0.00	110,000.00	100,000.00	100,000.00
001-558-60-41-01	Professional Services - Grant Re...	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
001-558-60-42-00	Communication	1,666.02	2,051.74	2,500.00	0.00	2,500.00	1,500.00	1,500.00
001-558-60-43-00	Travel	110.43	154.43	3,000.00	0.00	3,000.00	1,400.00	2,100.00
001-558-60-44-01	Advertising	3,371.25	1,895.48	2,500.00	0.00	2,500.00	2,500.00	2,500.00
001-558-60-48-00	Repairs And Maintenance	556.55	440.16	1,400.00	0.00	1,400.00	1,400.00	1,400.00
001-558-60-49-00	Miscellaneous	1,310.29	1,034.19	2,000.00	4,000.00	2,000.00	2,000.00	2,000.00
001-558-60-49-01	Registrations/Fees - Training Cl...	116.04	7.75	1,200.00	0.00	1,200.00	600.00	900.00
001-558-60-49-02	Intergov Services	8,701.00	0.00	5,200.00	0.00	5,200.00	5,200.00	5,200.00
001-558-70-41-00	Community Development / Pla...	21,237.23	955.30	0.00	0.00	0.00	10,000.00	35,000.00
001-558-70-41-01	Com Dev / Planning Prof Servs -...	0.00	0.00	292,500.00	0.00	292,500.00	0.00	0.00
001-558-70-49-00	Economic Development - Misce...	11,598.45	44,560.33	5,000.00	0.00	5,000.00	5,000.00	10,945.00

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001-558-75-41-01	Planning & Development Costs ...	14,403.62	13,252.00	15,000.00	0.00	15,000.00	15,000.00	10,000.00
001-559-30-49-01	Development / Customer Pass-...	63,003.06	0.00	0.00	0.00	0.00	0.00	0.00
001-564-10-10-00	Mental Health Services - Salarie...	0.00	0.00	0.00	0.00	0.00	0.00	70,000.00
001-564-10-20-00	Mental Health Services - Perso...	0.00	0.00	0.00	0.00	0.00	0.00	25,387.00
001-566-00-49-00	Intergovernmntl Services	3,067.76	4,799.09	3,000.00	0.00	3,000.00	3,000.00	3,000.00
001-573-90-31-00	Operating Supplies - Communit...	10,218.45	5,937.81	10,000.00	0.00	10,000.00	10,000.00	8,000.00
001-573-90-31-01	Office Supplies - Community Ev...	44.58	53.11	500.00	0.00	500.00	500.00	600.00
001-573-90-35-00	Sm Tools/Minor Equip.	22,267.87	6,161.07	0.00	0.00	0.00	25,000.00	25,000.00
001-573-90-40-01	Farmer's Market Pass-through ...	9.00	0.00	0.00	0.00	0.00	0.00	0.00
001-573-90-40-02	Farmer's Market Pass-through ...	1,118.39	1,513.00	2,000.00	0.00	2,000.00	1,400.00	1,400.00
001-573-90-40-03	Farmer Market Pass-through P...	827.21	1,183.00	1,400.00	0.00	1,400.00	1,400.00	1,400.00
001-573-90-40-05	Farmer Market Pass-through P...	1,297.40	1,468.00	2,000.00	0.00	2,000.00	1,400.00	1,400.00
001-573-90-41-00	Professional Services - Commun...	19,636.11	20,708.80	56,600.00	0.00	56,600.00	50,000.00	30,000.00
001-573-90-41-02	Professional Services - Blue Mo...	10,000.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00	0.00
001-573-90-41-03	Professional Services - Commun...	13,560.00	18,808.00	0.00	0.00	0.00	0.00	0.00
001-573-90-42-00	Communications - Community ...	974.07	812.68	1,000.00	0.00	1,000.00	1,000.00	1,000.00
001-573-90-44-01	Advertising	4,025.20	3,568.98	10,000.00	0.00	10,000.00	10,000.00	9,000.00
001-573-90-48-00	Repairs & Maintenance - Com...	0.00	0.00	500.00	0.00	500.00	500.00	0.00
001-573-90-49-00	Miscellaneous	1,571.55	1,277.69	5,000.00	0.00	5,000.00	10,000.00	2,000.00
001-573-90-49-01	Community Assistance Program	0.00	0.00	15,000.00	0.00	15,000.00	15,000.00	17,000.00
001-576-80-10-00	Wages	60,322.74	55,133.13	112,441.15	0.00	112,441.15	60,826.03	60,219.00
001-576-80-20-00	Benefits	41,263.94	38,921.22	64,462.06	0.00	64,462.06	35,008.55	41,559.00
001-576-80-20-01	Uniforms / Other Benefits	0.00	488.52	552.00	0.00	552.00	250.00	250.00
001-576-80-31-00	Operating Supplies - Parks	12,069.96	6,213.81	15,000.00	0.00	15,000.00	12,000.00	8,000.00
001-576-80-35-00	Sm Tools/Equipment	476.10	357.62	1,500.00	0.00	1,500.00	750.00	750.00
001-576-80-41-00	Professional Services	665.38	17,056.04	750.00	0.00	750.00	750.00	300.00
001-576-80-42-00	Communication	0.00	0.00	1,260.00	0.00	1,260.00	300.00	300.00
001-576-80-45-00	Operating Rentals	673.20	549.96	300.00	0.00	300.00	300.00	300.00
001-576-80-47-00	Utility Services	41,159.29	30,254.41	31,000.00	0.00	31,000.00	31,000.00	31,000.00
001-576-80-48-00	Repairs/Maintenance	110.87	543.50	5,000.00	0.00	5,000.00	5,000.00	5,000.00
001-576-80-49-00	Miscellaneous	252.52	24.94	5,000.00	0.00	5,000.00	5,000.00	5,000.00

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001-576-80-49-01	Intergov Services	0.00	0.00	1,500.00	0.00	1,500.00	1,500.00	1,500.00
001-576-80-49-02	Registration Fees / Training Cla...	99.50	0.00	1,000.00	0.00	1,000.00	500.00	500.00
001-576-81-10-00	Wages & OT	30,526.79	38,317.20	39,999.09	0.00	39,999.09	46,968.85	18,576.00
001-576-81-20-00	Personnel Benefits	15,867.74	21,702.36	19,203.77	0.00	19,203.77	20,617.67	9,102.00
001-576-81-20-01	Parks Administration - Uniform	8.57	22.71	0.00	0.00	0.00	0.00	0.00
001-576-81-31-00	Operating Supplies - Parks Adm...	1.33	996.17	200.00	0.00	200.00	200.00	200.00
001-576-81-31-01	Office Supplies - Parks Administ...	6.12	132.09	200.00	0.00	200.00	200.00	200.00
001-576-81-42-00	Communication	447.60	405.12	500.00	0.00	500.00	500.00	500.00
001-576-81-43-00	Travel	574.51	301.45	750.00	0.00	750.00	750.00	0.00
001-576-81-44-01	Advertising	0.00	599.02	750.00	0.00	750.00	0.00	0.00
001-576-81-49-00	Miscellaneous	246.52	152.89	500.00	0.00	500.00	500.00	100.00
001-582-10-00-03	Refund Of Fireworks Bonds	0.00	50.00	100.00	0.00	100.00	100.00	100.00
001-589-90-00-00	Other Non-Expenditures	2,809.40	1,094.67	500.00	0.00	500.00	500.00	500.00
001-589-90-00-04	Travel Account Expenditures	0.00	0.00	5,000.00	0.00	5,000.00	5,000.00	5,000.00
001-589-90-00-10	Covid-19 Reimbursement	9,135.69	9,232.46	0.00	0.00	0.00	0.00	0.00
001-589-90-00-98	Payroll Draw Clearing	-592.08	0.00	0.00	0.00	0.00	0.00	0.00
001-589-90-00-99	Payroll Clearing	1,786.89	0.00	0.00	0.00	0.00	0.00	0.00
001-594-14-64-00	Machinery & Equipment	0.00	0.00	500.00	0.00	500.00	500.00	500.00
001-594-14-64-01	Machinery & Equipment	0.00	0.00	5,000.00	0.00	5,000.00	3,000.00	2,500.00
001-594-18-64-16	Machinery And Equipment - HR	0.00	0.00	250.00	0.00	250.00	250.00	250.00
001-594-18-64-19	Machinery/Equipment	0.00	0.00	302,000.00	0.00	302,000.00	302,000.00	2,000.00
001-594-21-64-01	Machinery Investigation	20,411.68	0.00	8,700.00	0.00	8,700.00	8,700.00	8,700.00
001-594-21-64-02	Machinery/Equip Patrol	28,853.02	24,933.72	20,000.00	0.00	20,000.00	20,000.00	30,000.00
001-594-21-64-05	WASPC TrafficSafety Grant	0.00	0.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00
001-594-21-64-09	Equipment Purchases - Traffic ...	0.00	4,747.73	2,500.00	0.00	2,500.00	2,500.00	2,500.00
001-594-21-64-10	Machinery & Equipment - Grant..	0.00	57,793.60	2,500.00	0.00	2,500.00	2,500.00	2,500.00
001-594-21-64-11	Machinery & Equipment - Supp...	3,547.97	0.00	4,200.00	0.00	4,200.00	4,200.00	4,200.00
001-594-21-64-12	Wildhorse Camera Grant	4,771.50	25,001.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00
001-594-21-64-55	Machinery/Equipment - Special...	0.00	0.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00
001-594-22-64-10	Equipment - Radios & Pagers (F...	12,227.45	11,906.27	19,500.00	0.00	19,500.00	19,500.00	19,500.00
001-594-22-64-20	Machinery/Equipment	103,530.89	8,193.14	40,000.00	0.00	40,000.00	20,000.00	40,000.00

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001-594-22-64-40	Train Equip/Software/Matls - ...	5,187.68	0.00	0.00	0.00	0.00	2,000.00	2,000.00
001-594-22-64-50	Machinery/Equipment	5,713.45	0.00	0.00	0.00	0.00	8,000.00	8,000.00
001-594-58-64-01	Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	300.00	300.00
001-594-76-61-00	Land & Land Improvements - P...	14,193.40	0.00	0.00	0.00	0.00	20,000.00	20,000.00
001-594-76-63-00	Other Improvements - Parks	16,552.40	142,799.31	0.00	0.00	0.00	100,000.00	0.00
001-597-00-00-01	Interfund Transfer CE/Sts	402,000.00	335,000.00	150,000.00	0.00	150,000.00	700,000.00	600,000.00
001-597-00-00-03	Transfers-Out - CE To SCCF #101	200,000.00	40,000.00	0.00	0.00	0.00	0.00	0.00
001-597-00-00-05	Transfer To Current Expense Re...	1,000.00	0.00	0.00	0.00	0.00	0.00	100,000.00
001-597-00-00-12	Transfer To Technology Reserve..	262,000.00	497,750.00	500,000.00	0.00	500,000.00	575,000.00	400,000.00
001-597-00-00-15	Transfers-Out - CE To Bldg Facili..	555,500.00	100,000.00	200,000.00	0.00	200,000.00	200,000.00	1,100,000.00
001-597-00-00-20	CARS GO Bond Payment - INF T...	489,050.00	80,000.00	485,950.00	0.00	485,950.00	489,050.00	489,050.00
001-597-00-00-50	Transfer To ER&R For Police Ve...	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00
001-597-00-00-61	Interfund Transf From CE To E...	1,000.00	25,000.00	100,000.00	0.00	100,000.00	50,000.00	100,000.00
001-597-00-04-04	IF Transf To SW Cap For ARPA E...	0.00	0.00	0.00	0.00	0.00	7,446.00	7,446.00
001-597-00-13-11	Transfer From CE To Street Imp...	377,049.27	0.00	0.00	0.00	0.00	0.00	0.00
001-597-00-13-12	Transfer to LID	0.00	220,994.56	0.00	0.00	0.00	0.00	0.00
001-597-00-15-21	Transfer To 320 For Equipment...	228,351.00	236,675.50	200,000.00	0.00	200,000.00	473,351.00	228,351.00
001-597-00-15-22	Transfer To 320 For Equipment...	88,375.00	0.00	0.00	0.00	0.00	0.00	175,000.00
001-597-00-15-24	Transfer To 320 For Equipment...	0.00	50,000.00	45,000.00	0.00	45,000.00	0.00	0.00
001-597-00-15-26	Transfer To 320 For Equipment...	0.00	162,500.00	0.00	0.00	0.00	0.00	0.00
001-597-00-15-76	Transfer To 320 For Equipment...	50,500.00	225,000.00	155,000.00	0.00	155,000.00	0.00	100,000.00
	Expense Total:	8,743,597.35	7,872,675.90	11,356,523.34	4,000.00	11,356,523.34	10,878,239.43	11,884,888.00
	Fund: 001 - Current Expense Fund Surplus (Deficit):	-950,398.61	-1,800,875.58	0.00	-4,000.00	0.00	0.00	0.00
Fund: 005 - Current Expense Reserve Fund								
Revenue								
005-308-41-00-01	Beginning Balance - Current Ex...	0.00	0.00	499,578.54	0.00	499,578.54	585,745.23	420,933.22
005-361-10-00-05	Unrealized Gain/Loss	5,376.12	2,737.75	0.00	0.00	0.00	0.00	0.00
005-361-11-00-05	Investment Interest	8,009.57	10,514.66	7,500.00	0.00	7,500.00	5,000.00	1,500.00
005-361-30-00-05	Realized Gain/Loss On Investm...	0.00	-503.59	0.00	0.00	0.00	0.00	0.00
005-361-41-00-05	Investment Interest - Purchased	0.00	387.43	0.00	0.00	0.00	0.00	0.00
005-397-00-00-05	Interfund Transfer From Curren...	1,000.00	0.00	0.00	0.00	0.00	0.00	100,000.00
	Revenue Total:	14,385.69	13,136.25	507,078.54	0.00	507,078.54	590,745.23	522,433.22

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
Expense								
005-508-41-00-01	Ending Balance	0.00	0.00	507,058.54	0.00	507,058.54	590,725.23	522,433.22
005-514-29-41-05	Banking Service Fees/Charges	31.56	97.34	20.00	0.00	20.00	20.00	0.00
Expense Total:		31.56	97.34	507,078.54	0.00	507,078.54	590,745.23	522,433.22
Fund: 005 - Current Expense Reserve Fund Surplus (Deficit):		14,354.13	13,038.91	0.00	0.00	0.00	0.00	0.00
Fund: 012 - Technology Reserve Fund								
Revenue								
012-308-41-00-02	Beginning Balance - Technology...	0.00	0.00	34,124.07	0.00	34,124.07	400,210.69	325,395.00
012-361-10-00-20	Unrealized Gain/Loss	4,324.62	2,298.97	0.00	0.00	0.00	0.00	0.00
012-361-11-00-20	Interest Earned - Technology R...	5,056.01	4,468.24	4,000.00	0.00	4,000.00	4,000.00	1,000.00
012-361-30-00-20	Realized Gain/Loss On Investm...	0.00	-422.88	0.00	0.00	0.00	0.00	0.00
012-361-41-00-20	Investment Interest - Purchased	0.00	325.33	0.00	0.00	0.00	0.00	0.00
012-397-00-00-13	Interfund Transfer CE To Tech ...	262,000.00	497,750.00	500,000.00	0.00	500,000.00	575,000.00	400,000.00
Revenue Total:		271,380.63	504,419.66	538,124.07	0.00	538,124.07	979,210.69	726,395.00
Expense								
012-508-41-00-02	Ending Balance	0.00	0.00	152,234.17	0.00	152,234.17	291,229.58	294,924.40
012-514-20-41-00	Professional Financial / Banking...	26.07	-0.68	20.00	0.00	20.00	20.00	20.00
012-518-88-41-00	Professional Technology Servic...	51,356.93	26,868.19	10,000.00	0.00	10,000.00	89,236.00	99,539.00
012-518-88-41-01	Professional Technology Servic...	2,257.68	0.00	0.00	0.00	0.00	3,000.00	3,000.00
012-518-89-10-00	Salaries & Wages	19,525.84	23,283.73	32,243.18	0.00	32,243.18	63,901.20	0.00
012-518-89-20-00	Benefits	12,802.65	14,781.92	16,428.64	0.00	16,428.64	40,079.83	0.00
012-518-89-31-00	Operating Supplies - Data Proc...	337.36	1,481.24	2,000.00	0.00	2,000.00	0.00	0.00
012-518-89-31-01	Office Supplies - Data Processing	689.05	0.00	500.00	0.00	500.00	500.00	500.00
012-518-89-35-00	Sm Tools/Minor Equipment	1,736.71	270.47	1,000.00	0.00	1,000.00	2,000.00	400.00
012-518-89-41-00	Professional Services	80.50	0.00	3,265.00	0.00	3,265.00	3,265.00	0.00
012-518-89-42-00	Communication	2,752.17	2,452.59	3,268.08	0.00	3,268.08	3,268.08	2,400.00
012-518-89-43-00	Travel / Training	0.00	0.00	3,000.00	0.00	3,000.00	3,000.00	0.00
012-518-89-45-00	Operating Rentals/Leases	0.00	0.00	1,500.00	0.00	1,500.00	1,500.00	1,300.00
012-518-89-48-00	Repairs & Maintenance	0.51	0.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
012-518-89-49-01	Registration Fees - Training Cla...	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00	200.00
012-591-18-75-05	Cap Leases & Installment Purch...	1,557.72	1,168.87	1,558.00	0.00	1,558.00	1,558.00	1,560.00
012-591-21-75-01	Cap Leases & Installment Purch...	21,792.86	42,133.75	43,800.00	0.00	43,800.00	43,800.00	21,792.86

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
012-591-58-75-04	Cap Leases & Installment Purch...	2,917.58	2,432.86	2,805.00	0.00	2,805.00	2,805.00	2,805.00
012-594-18-64-00	Machinery / Equipment	383.04	0.00	600.00	0.00	600.00	600.00	600.00
012-594-18-64-01	Machinery & Equipment - Tech...	32,828.88	87,634.98	40,402.00	0.00	40,402.00	89,204.00	18,500.00
012-594-18-64-02	Machinery & Equipment	0.00	0.00	21,500.00	0.00	21,500.00	34,000.00	0.00
012-594-18-64-03	Software / Software Update Pu...	397,333.03	370,616.88	200,000.00	0.00	200,000.00	304,244.00	277,853.74
	Expense Total:	548,378.58	573,124.80	538,124.07	0.00	538,124.07	979,210.69	726,395.00
	Fund: 012 - Technology Reserve Fund Surplus (Deficit):	-276,997.95	-68,705.14	0.00	0.00	0.00	0.00	0.00
Fund: 061 - Employee Benefit Reserve Fund								
Revenue								
061-308-41-00-03	Beginning Balance - Employee ...	0.00	0.00	248,370.29	0.00	248,370.29	441,296.17	407,230.00
061-361-10-00-61	Unrealized Gain/Loss	4,561.30	2,317.83	0.00	0.00	0.00	0.00	0.00
061-361-11-00-61	Investment Interest-Employee ...	6,731.43	7,205.70	4,000.00	0.00	4,000.00	4,000.00	2,000.00
061-361-30-00-61	Realized Gain/Loss On Investm...	0.00	-426.35	0.00	0.00	0.00	0.00	0.00
061-361-41-00-61	Investment Interest - Purchased	0.00	328.00	0.00	0.00	0.00	0.00	0.00
061-397-00-00-61	IF Trans From CE Fund To Empl...	1,000.00	25,000.00	100,000.00	0.00	100,000.00	50,000.00	100,000.00
	Revenue Total:	12,292.73	34,425.18	352,370.29	0.00	352,370.29	495,296.17	509,230.00
Expense								
061-508-41-00-03	Ending Balance Employee Benef..	0.00	0.00	159,895.29	0.00	159,895.29	382,821.17	421,755.00
061-518-10-41-50	Professional Services-Banking F...	26.81	49.28	25.00	0.00	25.00	25.00	25.00
061-518-61-20-01	Postemployment Benefits - Me...	72,781.00	123,892.00	180,000.00	0.00	180,000.00	100,000.00	75,000.00
061-518-61-20-02	Postemployment Benefits - Ins ...	8,910.00	8,526.54	12,450.00	0.00	12,450.00	12,450.00	12,450.00
	Expense Total:	81,717.81	132,467.82	352,370.29	0.00	352,370.29	495,296.17	509,230.00
	Fund: 061 - Employee Benefit Reserve Fund Surplus (Deficit):	-69,425.08	-98,042.64	0.00	0.00	0.00	0.00	0.00
Fund: 100 - Street Fund								
Revenue								
100-308-41-00-04	Beginning Balance - Street Fund	0.00	0.00	192,577.17	0.00	192,577.17	392,139.44	250,360.00
100-322-40-00-00	Street & Curb Permits	6,750.00	7,550.00	15,000.00	0.00	15,000.00	6,000.00	6,000.00
100-334-02-30-01	St Grant From Dept Of Nat Res -...	0.00	19,026.57	0.00	0.00	0.00	0.00	0.00
100-336-00-71-00	Multimodal Transportation â€“...	6,399.02	0.00	12,812.00	0.00	12,812.00	12,812.00	12,812.00
100-336-00-87-00	Motor Veh Fuel Tax St.	188,914.28	139,218.32	180,000.00	0.00	180,000.00	185,000.00	190,596.00
100-361-10-00-01	Unrealized Gain/Loss	2,165.82	681.64	0.00	0.00	0.00	0.00	0.00
100-361-11-00-01	Investment Interest	3,453.45	2,246.36	1,500.00	0.00	1,500.00	1,500.00	750.00

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
100-361-30-00-01	Realized Gain/Loss On Investm...	0.00	-214.72	0.00	0.00	0.00	0.00	0.00
100-361-41-00-01	Investment Interest - Purchased	0.00	144.50	0.00	0.00	0.00	0.00	0.00
100-369-10-00-01	Sale of Surplus - Streets	0.00	16,700.00	0.00	0.00	0.00	0.00	0.00
100-369-91-00-01	Other Misc. Revenue	18,265.41	1,010.47	10,000.00	0.00	10,000.00	0.00	0.00
100-395-20-00-10	Insurance/Other Compensation...	20,411.92	2,940.89	0.00	0.00	0.00	0.00	0.00
100-397-00-00-01	Transfer From CE To Sts	402,000.00	335,000.00	150,000.00	0.00	150,000.00	700,000.00	600,000.00
100-397-00-00-02	IFT Street Imp to Streets	0.00	150,000.00	600,000.00	0.00	600,000.00	0.00	0.00
Revenue Total:		648,359.90	674,304.03	1,161,889.17	0.00	1,161,889.17	1,297,451.44	1,060,518.00
Expense								
100-508-41-00-04	Ending Fund Balance	0.00	0.00	263,042.43	0.00	263,042.43	306,790.62	286,454.00
100-542-30-10-00	Wages & OT	71,932.75	88,846.33	54,283.71	0.00	54,283.71	103,502.18	82,587.00
100-542-30-20-00	Benefits	39,138.77	49,813.60	29,810.14	0.00	29,810.14	50,056.11	44,125.00
100-542-30-20-01	Benefits - Uniforms	590.72	592.97	550.00	0.00	550.00	500.00	800.00
100-542-30-31-00	Operating Supplies - Traveled ...	22,300.16	28,569.61	35,000.00	0.00	35,000.00	25,000.00	35,000.00
100-542-30-35-00	Sm Tools/Equipment	1,223.01	1,114.69	1,500.00	0.00	1,500.00	1,000.00	500.00
100-542-30-41-00	Professional Services	18,079.78	34,934.35	5,000.00	0.00	5,000.00	5,000.00	2,500.00
100-542-30-42-00	Communications	2,061.44	1,900.96	480.00	0.00	480.00	2,500.00	2,500.00
100-542-30-43-00	Travel	581.85	694.24	750.00	0.00	750.00	750.00	0.00
100-542-30-45-00	Operating Rentals	7,190.51	9,219.47	12,500.00	0.00	12,500.00	10,000.00	10,000.00
100-542-30-48-00	Repairs/Maintenance	21,254.14	6,069.72	15,000.00	0.00	15,000.00	15,000.00	3,500.00
100-542-30-49-00	Miscellaneous	518.06	1,196.11	500.00	0.00	500.00	500.00	300.00
100-542-30-49-96	Interfund Rentals - O & M	50,800.89	24,420.51	31,601.00	0.00	31,601.00	50,000.00	35,000.00
100-542-63-47-00	Public Util St. Lighting	55,425.11	65,476.71	75,000.00	0.00	75,000.00	30,000.00	40,000.00
100-542-64-10-00	Wages & OT	18,185.26	15,151.37	16,867.44	0.00	16,867.44	18,157.81	32,405.00
100-542-64-20-00	Benefits	9,811.11	7,025.97	9,660.98	0.00	9,660.98	9,522.01	17,245.00
100-542-64-20-01	Benefits - Uniforms	201.56	60.00	90.00	0.00	90.00	0.00	200.00
100-542-64-31-00	Operating Supplies - Traffic Con...	47,606.75	39,018.28	45,000.00	0.00	45,000.00	35,000.00	35,000.00
100-542-64-35-00	Sm Tools/Equipment	951.16	580.03	1,000.00	0.00	1,000.00	1,000.00	1,000.00
100-542-64-42-00	Communications	0.00	0.00	288.00	0.00	288.00	0.00	0.00
100-542-64-47-00	Public Utilities	9,670.29	9,043.45	14,000.00	0.00	14,000.00	14,000.00	6,800.00
100-542-64-49-00	Intergovernmntl Services	8,151.61	7,828.45	7,500.00	0.00	7,500.00	7,500.00	7,500.00

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		2023	2024	2025	2025	2025	2024	2023
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100-542-64-49-01	Miscellaneous	21.25	12.60	0.00	0.00	0.00	0.00	0.00
100-542-64-49-96	Interfund Rentals - O & M	25,455.64	10,680.03	14,500.00	0.00	14,500.00	14,500.00	14,500.00
100-542-66-10-00	Wages & OT	6,061.76	5,050.45	5,622.48	0.00	5,622.48	6,052.60	19,073.00
100-542-66-20-00	Benefits	3,305.69	2,342.01	3,220.31	0.00	3,220.31	3,174.02	10,715.00
100-542-66-20-01	Benefits - Uniforms	32.99	20.00	30.00	0.00	30.00	0.00	0.00
100-542-66-31-00	Operating Supplies - Snow & Ice..	4,206.64	21,886.29	15,000.00	0.00	15,000.00	15,000.00	5,000.00
100-542-66-42-00	Communications	0.00	0.00	96.00	0.00	96.00	0.00	0.00
100-542-66-49-00	Miscellaneous	83.83	8,295.85	0.00	0.00	0.00	0.00	0.00
100-542-66-49-96	Interfund Rentals - O & M	4,791.03	4,374.61	5,267.00	0.00	5,267.00	6,800.00	6,800.00
100-542-67-20-01	Benefits - Uniforms	0.00	0.00	0.00	0.00	0.00	0.00	200.00
100-542-67-31-00	Operating Supplies - Street Cle...	0.00	80.31	0.00	0.00	0.00	0.00	0.00
100-542-70-10-00	Wages & OT	6,061.74	5,050.44	5,622.48	0.00	5,622.48	6,052.60	24,182.00
100-542-70-20-00	Benefits	3,327.27	2,341.38	3,220.31	0.00	3,220.31	3,173.96	13,782.00
100-542-70-20-01	Benefits - Uniforms	113.11	20.00	30.00	0.00	30.00	200.00	200.00
100-542-70-31-00	Operating Supplies - Roadside	5,492.48	11,821.05	15,000.00	0.00	15,000.00	7,500.00	6,000.00
100-542-70-32-00	Fuel	0.00	0.00	0.00	0.00	0.00	0.00	500.00
100-542-70-35-00	Sm Tools/Equipment	152.13	2,649.68	500.00	0.00	500.00	500.00	500.00
100-542-70-41-00	Professional Services	35.51	0.00	0.00	0.00	0.00	0.00	0.00
100-542-70-42-00	Communications	0.00	0.00	96.00	0.00	96.00	0.00	0.00
100-542-70-48-00	Repairs/Maintenance	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
100-542-70-48-10	Road & Street Repairs & Maint...	1,112.83	0.00	3,000.00	0.00	3,000.00	3,000.00	3,000.00
100-542-70-49-00	Intergovernmntl Services	3,904.61	2,886.42	7,800.00	0.00	7,800.00	7,800.00	7,800.00
100-542-70-49-01	Miscellaneous	0.00	790.77	0.00	0.00	0.00	0.00	0.00
100-542-70-49-96	Interfund Rentals - O & M	6,004.04	3,570.30	5,267.00	0.00	5,267.00	9,000.00	9,000.00
100-542-90-10-00	Wages & OT	8,289.68	7,891.47	9,071.72	0.00	9,071.72	8,635.60	8,351.00
100-542-90-20-00	Benefits	3,573.73	3,308.14	3,773.15	0.00	3,773.15	3,605.87	4,172.00
100-542-90-49-00	Miscellaneous - HR Wellness	0.00	0.00	1,125.00	0.00	1,125.00	0.00	0.00
100-543-10-10-00	Wages & OT	54,213.06	49,338.19	80,429.12	0.00	80,429.12	60,844.30	54,083.00
100-543-10-10-02	Wages - Clerical	1,025.48	985.34	12.00	0.00	12.00	1,075.01	984.00
100-543-10-20-00	Benefits	22,472.66	20,014.35	38,040.39	0.00	38,040.39	20,029.23	24,759.00
100-543-10-20-01	Unemployment Benefits	0.00	0.00	117.00	0.00	117.00	0.00	0.00

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
100-543-10-20-02	Benefits - Clerical	687.11	652.53	7.77	0.00	7.77	705.52	683.00
100-543-10-31-00	Operating Supplies - Administra..	10.97	1,385.95	2,000.00	0.00	2,000.00	2,000.00	1,850.00
100-543-10-31-01	Office Supplies - Administration	134.52	335.85	500.00	0.00	500.00	500.00	500.00
100-543-10-41-00	Professional Services	3,738.07	721.23	1,500.00	0.00	1,500.00	1,500.00	1,500.00
100-543-10-42-00	Communication	412.48	502.74	400.00	0.00	400.00	400.00	400.00
100-543-10-43-00	Travel	0.00	1,044.09	0.00	0.00	0.00	0.00	0.00
100-543-10-44-01	Advertising	1,008.06	259.69	1,500.00	0.00	1,500.00	1,500.00	300.00
100-543-10-47-00	Public Services	1,771.24	1,244.60	2,000.00	0.00	2,000.00	2,000.00	1,400.00
100-543-10-49-00	Miscellaneous	1,581.38	358.72	1,500.00	0.00	1,500.00	1,500.00	500.00
100-543-30-41-00	Professional Financial / Banking..	315.60	33.46	400.00	0.00	400.00	400.00	400.00
100-543-30-43-00	Travel - Training	223.55	0.00	500.00	0.00	500.00	500.00	500.00
100-543-30-46-00	Insurance	30,939.76	38,252.40	37,967.00	0.00	37,967.00	37,967.00	32,261.00
100-543-30-49-00	Miscellaneous	39.99	225.00	0.00	0.00	0.00	0.00	0.00
100-543-30-49-01	Registrations/Fees - Training Cl...	858.00	904.36	1,000.00	0.00	1,000.00	1,000.00	500.00
100-544-20-10-00	Salary / Wages - City Engineer	1,335.16	0.00	0.00	0.00	0.00	2,280.00	2,280.00
100-544-20-20-00	Benefits - City Engineer	-226.01	0.00	0.00	0.00	0.00	227.00	227.00
100-544-20-31-00	Operating Supplies - Engineering	50.00	0.00	0.00	0.00	0.00	200.00	200.00
100-544-20-31-01	Office Supplies - Engineering	20.43	0.00	0.00	0.00	0.00	200.00	200.00
100-544-20-41-00	Professional Services - Engineer...	40,535.57	43,843.03	20,000.00	0.00	20,000.00	20,000.00	37,500.00
100-544-20-42-00	Communications - Engineering	32.64	0.00	0.00	0.00	0.00	0.00	0.00
100-544-20-43-00	Travel Expense - Engineering	71.54	0.00	0.00	0.00	0.00	200.00	0.00
100-544-20-44-00	Advertising - Engineering	0.00	0.00	0.00	0.00	0.00	0.00	650.00
100-544-20-48-00	Repairs And Maintenance	0.12	0.00	0.00	0.00	0.00	0.00	0.00
100-544-20-49-00	Miscellaneous - Engineering	17.36	0.00	0.00	0.00	0.00	150.00	150.00
100-544-20-49-01	Training Registration Fees - Eng...	111.00	0.00	0.00	0.00	0.00	500.00	500.00
100-597-00-00-11	Transfer To St Imp Resv.	57,000.00	30,000.00	0.00	0.00	0.00	0.00	0.00
100-597-00-01-00	Transfer To 320 For Equipment...	60,600.00	180,000.00	255,350.74	0.00	255,350.74	360,000.00	120,000.00
100-597-00-03-12	Inter Fund Transfer - 309	2,000.00	11,000.00	0.00	0.00	0.00	0.00	0.00
	Expense Total:	748,680.63	865,730.15	1,161,889.17	0.00	1,161,889.17	1,297,451.44	1,060,518.00
	Fund: 100 - Street Fund Surplus (Deficit):	-100,320.73	-191,426.12	0.00	0.00	0.00	0.00	0.00

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
Fund: 120 - Criminal Justice Fund								
Revenue								
120-308-31-00-01	Beginning Balance - Criminal Ju...	0.00	0.00	31,279.31	0.00	31,279.31	49,595.76	30,117.00
120-336-06-21-00	C.J. Funds - Regular	3,565.00	2,806.84	6,750.00	0.00	6,750.00	6,750.00	3,548.00
120-336-06-26-00	C.J. - Municipal Criminal Justice...	12,582.39	9,868.78	13,352.00	0.00	13,352.00	13,352.00	12,516.00
120-361-10-00-12	Unrealized Gain/Loss	318.92	154.05	0.00	0.00	0.00	0.00	0.00
120-361-11-00-12	Interest Earned - Criminal Justi...	552.96	648.48	300.00	0.00	300.00	300.00	100.00
120-361-30-00-12	Realized Gain/Loss On Investm...	0.00	-28.34	0.00	0.00	0.00	0.00	0.00
120-361-41-00-12	Investment Interest - Purchased	0.00	21.80	0.00	0.00	0.00	0.00	0.00
120-367-11-00-07	Tribal Grant - Police	14,999.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Total:	32,018.27	13,471.61	51,681.31	0.00	51,681.31	69,997.76	46,281.00
Expense								
120-508-31-00-01	Ending Balance - C.J. Fund	0.00	0.00	15,051.31	0.00	15,051.31	49,367.76	28,981.00
120-521-10-41-02	Banking Service Fees/ Charges -...	1.84	5.49	0.00	0.00	0.00	0.00	0.00
120-521-30-10-12	Salaries & Wages - School Prog...	2,760.53	10,138.63	12,000.00	0.00	12,000.00	0.00	0.00
120-521-30-10-14	Sal & Wages - Impair Driving C...	0.00	0.00	4,000.00	0.00	4,000.00	0.00	0.00
120-521-30-20-12	Personnel Benefits - School Pro...	968.24	3,600.49	0.00	0.00	0.00	0.00	0.00
120-521-30-49-01	Misc Criminal Justice	0.00	18,130.03	300.00	0.00	300.00	300.00	300.00
120-591-18-75-02	Cap Leases & Installment Purch...	17,000.00	0.00	20,330.00	0.00	20,330.00	20,330.00	17,000.00
	Expense Total:	20,730.61	31,874.64	51,681.31	0.00	51,681.31	69,997.76	46,281.00
	Fund: 120 - Criminal Justice Fund Surplus (Deficit):	11,287.66	-18,403.03	0.00	0.00	0.00	0.00	0.00
Fund: 121 - Forfeited Proceeds Fund								
Revenue								
121-308-31-00-02	Beginning Fund Balance - Forfei...	0.00	0.00	2,140.04	0.00	2,140.04	2,059.00	2,020.00
121-352-90-00-00	Superior Court Forfeited Proce...	0.00	0.00	0.00	0.00	0.00	0.00	500.00
121-361-10-00-02	Unrealized Gain/Loss	23.08	11.76	0.00	0.00	0.00	0.00	0.00
121-361-11-00-02	Investment Interest	34.73	45.06	20.00	0.00	20.00	20.00	20.00
121-361-30-00-02	Realized Gain/Loss On Investm...	0.00	-2.16	0.00	0.00	0.00	0.00	0.00
121-361-41-00-02	Investment Interest - Purchased	0.00	1.66	0.00	0.00	0.00	0.00	0.00
	Revenue Total:	57.81	56.32	2,160.04	0.00	2,160.04	2,079.00	2,540.00
Expense								
121-508-31-00-02	Ending Balance - Forfeited Proc...	0.00	0.00	2,160.04	0.00	2,160.04	2,079.00	2,540.00

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		2023 Total Activity	2024 Total Activity	2025 Total Budget	2025 YTD Activity	2025 2025 Prelim #2	2024 2024 Final Budget	2023 2023 Final Budget
121-514-29-41-21	Bank Service Charges / Costs	0.12	0.11	0.00	0.00	0.00	0.00	0.00
	Expense Total:	0.12	0.11	2,160.04	0.00	2,160.04	2,079.00	2,540.00
	Fund: 121 - Forfeited Proceeds Fund Surplus (Deficit):	57.69	56.21	0.00	0.00	0.00	0.00	0.00
Fund: 130 - Hotel/Motel Tax								
Revenue								
130-308-31-00-03	Beginning Balance - Hotel/Mote..	0.00	0.00	94,856.19	0.00	94,856.19	63,644.83	44,217.00
130-313-31-00-01	Hotel/Motel Lodging	21,394.56	19,063.23	25,000.00	0.00	25,000.00	20,000.00	18,000.00
130-313-31-00-02	Transient Rental	21,645.79	18,812.12	25,000.00	0.00	25,000.00	20,000.00	18,000.00
130-361-10-00-30	Unrealized Gain/Loss	780.52	407.69	0.00	0.00	0.00	0.00	0.00
130-361-11-01-30	Investment Interest	1,209.13	1,993.22	500.00	0.00	500.00	500.00	150.00
130-361-30-00-30	Realized Gain/Loss On Investm...	0.00	-74.99	0.00	0.00	0.00	0.00	0.00
130-361-41-00-30	Investment Interest - Purchased	0.00	57.69	0.00	0.00	0.00	0.00	0.00
	Revenue Total:	45,030.00	40,258.96	145,356.19	0.00	145,356.19	104,144.83	80,367.00
Expense								
130-508-31-00-03	Ending Balance - Hotel/Motel T...	0.00	0.00	97,338.19	0.00	97,338.19	65,741.83	50,264.00
130-557-30-31-30	Community Services - Office & ...	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
130-557-30-41-30	Professional Financial / Banking...	4.54	22.08	18.00	0.00	18.00	3.00	3.00
130-557-30-44-30	Tourism Advertising	3,224.00	1,530.00	1,900.00	0.00	1,900.00	1,900.00	3,600.00
130-557-30-49-01	Contributions To Other Agencie...	1,000.00	0.00	31,100.00	0.00	31,100.00	22,500.00	4,000.00
130-557-30-49-30	City Event Entertainment	9,293.14	9,776.64	15,000.00	0.00	15,000.00	14,000.00	12,500.00
	Expense Total:	13,521.68	11,328.72	145,356.19	0.00	145,356.19	104,144.83	80,367.00
	Fund: 130 - Hotel/Motel Tax Surplus (Deficit):	31,508.32	28,930.24	0.00	0.00	0.00	0.00	0.00
Fund: 201 - ULTGO Bond Fund								
Revenue								
201-308-41-00-05	Beginning Balance Forward - U...	0.00	0.00	17,308.45	0.00	17,308.45	18,161.17	20,925.00
201-361-11-00-21	Investment Interest	1,755.77	47.14	500.00	0.00	500.00	500.00	10.00
201-397-00-00-21	Transfer CE To ULTGO 201	489,050.00	80,000.00	485,950.00	0.00	485,950.00	489,050.00	489,050.00
	Revenue Total:	490,805.77	80,047.14	503,758.45	0.00	503,758.45	507,711.17	509,985.00
Expense								
201-508-41-00-05	Ending Fund Balance	0.00	0.00	17,508.45	0.00	17,508.45	18,261.17	20,935.00
201-514-29-41-01	Banking Service Fees/Charges -...	1.40	25.96	0.00	0.00	0.00	0.00	0.00
201-591-95-71-01	Principle UTGO 2014 Issue (CA...	320,000.00	0.00	340,000.00	0.00	340,000.00	330,000.00	320,000.00
201-592-95-83-01	Interest UTGO 2014 Issue (CAR...	168,750.00	79,575.00	145,950.00	0.00	145,950.00	159,150.00	168,750.00

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		2023 Total Activity	2024 Total Activity	2025 Total Budget	2025 YTD Activity	2025 2025 Prelim #2	2024 2024 Final Budget	2023 2023 Final Budget
201-592-95-83-02	Other Debt Service Costs (CARS)	0.00	350.00	300.00	0.00	300.00	300.00	300.00
	Expense Total:	488,751.40	79,950.96	503,758.45	0.00	503,758.45	507,711.17	509,985.00
	Fund: 201 - ULTGO Bond Fund Surplus (Deficit):	2,054.37	96.18	0.00	0.00	0.00	0.00	0.00
Fund: 240 - Local Improvement District Fund								
Revenue								
240-397-00-13-12	Transfer from CE	0.00	220,994.56	0.00	0.00	0.00	0.00	0.00
	Revenue Total:	0.00	220,994.56	0.00	0.00	0.00	0.00	0.00
Expense								
240-595-69-63-00	Capital Exp Other	0.00	220,994.56	0.00	0.00	0.00	0.00	0.00
	Expense Total:	0.00	220,994.56	0.00	0.00	0.00	0.00	0.00
	Fund: 240 - Local Improvement District Fund Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund: 301 - Street Capital Contribution Fund								
Revenue								
301-308-41-00-08	Beginning Balance - Street Cap ...	0.00	0.00	2,128.96	0.00	2,128.96	4,139.34	4,137.00
301-345-89-01-23	Street Capital Developer Contri...	0.00	0.00	288,200.00	0.00	288,200.00	380,828.00	80,828.00
301-361-11-00-03	Investment Interest	2.65	9.87	0.00	0.00	0.00	10.00	15.00
301-397-00-00-03	Interfund Transfers - CE To SCC...	200,000.00	40,000.00	0.00	0.00	0.00	0.00	0.00
	Revenue Total:	200,002.65	40,009.87	290,328.96	0.00	290,328.96	384,977.34	84,980.00
Expense								
301-508-41-00-08	Ending Balance - Street Capital ...	0.00	0.00	2,128.96	0.00	2,128.96	24,149.34	24,152.00
301-595-64-63-01	Cap Expenditures/Expenses - T...	0.00	0.00	288,200.00	0.00	288,200.00	0.00	0.00
301-597-00-01-01	Interfund Transfer For CARS Si...	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	40,000.00
301-597-00-03-11	Interfund Transfer To Street Im...	162,018.14	0.00	0.00	0.00	0.00	320,828.00	20,828.00
	Expense Total:	202,018.14	40,000.00	290,328.96	0.00	290,328.96	384,977.34	84,980.00
	Fund: 301 - Street Capital Contribution Fund Surplus (Deficit):	-2,015.49	9.87	0.00	0.00	0.00	0.00	0.00
Fund: 305 - Capital Improvement Fund (REET)								
Revenue								
305-308-41-00-09	Beginning Balance - Cap Impro...	0.00	0.00	167,209.57	0.00	167,209.57	704,416.82	534,772.00
305-318-34-00-00	Real Estate Excise Tax Local	135,228.04	127,465.43	300,000.00	0.00	300,000.00	230,000.00	220,000.00
305-361-10-00-35	Unrealized Gain/Loss	6,136.16	3,221.96	0.00	0.00	0.00	0.00	0.00
305-361-11-00-35	Investment Interest	9,686.27	11,495.62	4,000.00	0.00	4,000.00	4,000.00	2,000.00
305-361-30-00-35	Realized Gain/Loss On Investm...	0.00	-592.65	0.00	0.00	0.00	0.00	0.00
305-361-41-00-35	Investment Interest - Purchased	0.00	455.95	0.00	0.00	0.00	0.00	0.00

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	Prelim #2	Final Budget	Final Budget
305-367-00-00-01	Contrib And Donations From N...	0.00	0.00	0.00	0.00	0.00	219,656.00	64,500.00
Revenue Total:		151,050.47	142,046.31	471,209.57	0.00	471,209.57	1,158,072.82	821,272.00
Expense								
305-508-41-00-09	Ending Fund Balance	0.00	0.00	237,209.57	0.00	237,209.57	148,971.67	434,581.00
305-514-20-41-35	Professional Financial / Banking...	38.02	71.76	0.00	0.00	0.00	35.00	35.00
305-594-42-63-00	Street And Path Projects	50,527.66	600,000.00	0.00	0.00	0.00	849,066.15	251,656.00
305-594-42-65-02	Chipsealing / Walla Walla Cnty ...	110,239.50	0.00	0.00	0.00	0.00	100,000.00	75,000.00
305-595-10-63-00	Professional Services - Engineer...	20,910.10	0.00	0.00	0.00	0.00	60,000.00	60,000.00
305-597-00-00-34	Transfer From REET(305) For C...	0.00	0.00	234,000.00	0.00	234,000.00	0.00	0.00
Expense Total:		181,715.28	600,071.76	471,209.57	0.00	471,209.57	1,158,072.82	821,272.00
Fund: 305 - Capital Improvement Fund (REET) Surplus (Deficit):		-30,664.81	-458,025.45	0.00	0.00	0.00	0.00	0.00
Fund: 306 - Capital Improvement Fund (REET 2)								
Revenue								
306-308-41-00-10	Beginning Balance - Cap Impro...	0.00	0.00	390,818.70	0.00	390,818.70	1,356,288.30	1,429,130.00
306-318-35-00-00	REET 2 - Second Quarter Perce...	145,846.27	127,343.48	300,000.00	0.00	300,000.00	230,000.00	220,000.00
306-331-11-00-00	Fed Direct Grant From The De...	0.00	0.00	0.00	0.00	0.00	512,735.90	62,735.90
306-334-02-70-01	Rec And Conservation Office Gr...	0.00	54,781.30	1,184,305.67	0.00	1,184,305.67	1,349,550.00	185,660.52
306-334-03-10-09	State Direct/Indirect Grant Fro...	0.00	59,985.99	0.00	0.00	0.00	866,150.00	200,377.44
306-334-04-20-02	CERB Grant - Larch Traffic Study	0.00	0.00	250,000.00	0.00	250,000.00	0.00	0.00
306-337-00-00-01	Rederal Earmark	0.00	0.00	250,000.00	0.00	250,000.00	0.00	0.00
306-361-10-00-36	Unrealized Gain/Loss	14,482.12	7,258.92	0.00	0.00	0.00	0.00	0.00
306-361-11-00-36	Investment Interest	21,315.29	19,819.31	15,000.00	0.00	15,000.00	10,000.00	2,500.00
306-361-30-00-36	Realized Gain/Loss On Investm...	0.00	-1,335.23	0.00	0.00	0.00	0.00	0.00
306-361-41-00-36	Investment Interest - Purchased	0.00	1,027.23	0.00	0.00	0.00	0.00	0.00
306-367-00-03-06	Local Grants - Lions Park Renov...	0.00	0.00	239,385.53	0.00	239,385.53	1,025,471.80	25,471.80
306-367-11-00-06	Contr/Donations - Private	1,513.00	0.00	0.00	0.00	0.00	1,009,283.08	76,273.59
306-397-00-31-34	IFT 306 to 311	0.00	275,000.00	0.00	0.00	0.00	0.00	0.00
Revenue Total:		183,156.68	543,881.00	2,629,509.90	0.00	2,629,509.90	6,359,479.08	2,202,149.25
Expense								
306-508-41-00-10	Ending Fund Balance	0.00	0.00	70,281.90	0.00	70,281.90	359,479.08	369,790.25
306-514-20-41-36	Professional Financial / Banking...	85.11	61.68	0.00	0.00	0.00	0.00	0.00
306-594-76-63-04	Other Improvements - Parks R...	306,589.91	1,669,541.27	2,559,228.00	0.00	2,559,228.00	0.00	0.00

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		2023 Total Activity	2024 Total Activity	2025 Total Budget	2025 YTD Activity	2025 2025 Prelim #2	2024 2024 Final Budget	2023 2023 Final Budget
306-595-30-63-36	Other Capital Improvements - ...	0.00	192,386.81	0.00	0.00	0.00	3,720,000.00	306,839.75
306-595-30-63-37	Other Capital Improvements - ...	0.00	194,178.12	0.00	0.00	0.00	2,280,000.00	1,525,519.25
	Expense Total:	306,675.02	2,056,167.88	2,629,509.90	0.00	2,629,509.90	6,359,479.08	2,202,149.25
	Fund: 306 - Capital Improvement Fund (REET 2) Surplus (Deficit):	-123,518.34	-1,512,286.88	0.00	0.00	0.00	0.00	0.00
Fund: 309 - CDBG Projects Fund								
Revenue								
309-308-41-00-11	Estimated Beginning Balance - ...	0.00	0.00	2,451.59	0.00	2,451.59	0.26	0.00
309-333-14-00-00	Fed Ind Grt Fr Dept Of Hous/Ur...	243,650.19	397,576.31	0.00	0.00	0.00	309,400.00	309,400.00
309-333-14-00-01	Fed Ind Grt Fr Dept Of Hous/Ur...	33,369.00	0.00	0.00	0.00	0.00	15,000.00	15,000.00
309-361-10-00-09	Unrealized Gain/Loss	0.34	0.14	0.00	0.00	0.00	0.00	0.00
309-361-11-00-09	Investment Interest - CDBG Pro...	26.19	0.34	0.00	0.00	0.00	0.00	0.00
309-361-41-00-09	Investment Interest - Purchased	0.00	0.02	0.00	0.00	0.00	0.00	0.00
309-397-00-03-12	Interfund Transfer Streets	2,000.00	11,000.00	0.00	0.00	0.00	0.00	0.00
	Revenue Total:	279,045.72	408,576.81	2,451.59	0.00	2,451.59	324,400.26	324,400.00
Expense								
309-508-41-00-11	Ending Balance	0.00	0.00	2,451.59	0.00	2,451.59	0.26	0.00
309-558-70-40-00	Economic Dev - Microbusiness ...	0.00	0.00	0.00	0.00	0.00	15,000.00	15,000.00
309-595-61-63-00	Capital Expenditures/Expenses -...	277,045.98	408,125.51	0.00	0.00	0.00	309,400.00	309,400.00
	Expense Total:	277,045.98	408,125.51	2,451.59	0.00	2,451.59	324,400.26	324,400.00
	Fund: 309 - CDBG Projects Fund Surplus (Deficit):	1,999.74	451.30	0.00	0.00	0.00	0.00	0.00
Fund: 311 - Street Improvement Fund								
Revenue								
311-308-41-00-12	Beginning Balance - Street Imp...	0.00	0.00	144,854.35	0.00	144,854.35	124,148.69	205,926.00
311-331-20-00-00	Fed Dir Grt From The Dept Of T...	122,507.55	254,932.03	5,176,217.59	0.00	5,176,217.59	750,000.00	164,241.00
311-331-97-00-02	Fed Dir Grant From The Dept Of..	0.00	0.00	0.00	0.00	0.00	8,500.00	223,199.25
311-334-00-10-11	State Grant From Legislature	0.00	0.00	0.00	0.00	0.00	214,687.84	0.00
311-334-03-60-00	WSDOT Safe Routes To Schools	0.00	0.00	545,394.10	0.00	545,394.10	0.00	0.00
311-334-03-80-06	TIB C Street Grant	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00
311-334-03-80-08	TIB Overlay Grants	0.00	1,166,477.80	471,238.40	0.00	471,238.40	688,088.00	85,476.00
311-334-03-80-31	State Grant From TIB - Complet...	0.00	0.00	1,184,765.00	0.00	1,184,765.00	0.00	0.00
311-361-10-00-11	Unrealized Gain/Loss	697.89	2,134.46	0.00	0.00	0.00	0.00	0.00
311-361-11-00-11	Investment Interest St. Improv...	1,056.94	3,868.24	500.00	0.00	500.00	500.00	1,500.00

Budget Worksheet Condensed

For Fiscal: 2025 Period Ending: 12/31/2025

		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
311-361-30-00-11	Realized Gain/Loss On Investm...	0.00	-124.63	0.00	0.00	0.00	0.00	0.00
311-361-41-00-11	Investment Interest - Purchased	0.00	157.94	0.00	0.00	0.00	0.00	0.00
311-367-00-03-11	Pacific Power Grant	0.00	0.00	292,609.25	0.00	292,609.25	3,400.00	89,279.70
311-391-10-00-03	Revenue Bond Proceeds - TIF	0.00	0.00	0.00	0.00	0.00	0.00	164,589.00
311-397-00-00-11	Transfer From Streets > St Res	57,000.00	30,000.00	0.00	0.00	0.00	0.00	0.00
311-397-00-00-34	IFT - 305 TO 311	0.00	0.00	234,000.00	0.00	234,000.00	0.00	0.00
311-397-00-00-37	Interfund Transfer - 350 to 311	0.00	0.00	350,933.09	0.00	350,933.09	381,000.00	0.00
311-397-00-00-38	Interfund Transfer - 360 to 311	0.00	0.00	5,031,222.84	0.00	5,031,222.84	4,090,032.00	0.00
311-397-00-03-11	IF Transfer From Street Cap De...	162,018.14	0.00	0.00	0.00	0.00	320,828.00	20,828.00
311-397-00-03-30	Transfer From Economic Devel...	0.00	220,000.00	600,000.00	0.00	600,000.00	0.00	0.00
311-397-00-03-31	IFT WW Capital to Street Capital	0.00	407,798.88	0.00	0.00	0.00	0.00	0.00
311-397-00-13-11	Transfer From CE To Street Imp...	377,049.27	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Total:	720,329.79	2,085,244.72	14,031,734.62	0.00	14,031,734.62	6,631,184.53	1,005,038.95
Expense								
311-508-41-00-12	Ending Balance	0.00	0.00	163,830.85	0.00	163,830.85	204,995.53	144,965.00
311-543-30-41-11	Professional Financial / Banking...	3.04	10.02	0.00	0.00	0.00	25.00	25.00
311-595-10-63-12	Engineering Services - St Impro...	0.00	0.00	100,000.00	0.00	100,000.00	0.00	0.00
311-595-10-63-20	Street Fund Capital Project Eng...	1,993.52	0.00	0.00	0.00	0.00	0.00	0.00
311-595-20-63-20	Street Fund Capital Project ROW	301,004.89	0.00	0.00	0.00	0.00	0.00	0.00
311-595-30-63-12	Roads/Streets Const & Other In...	2,232.00	4,374.88	11,722,284.48	0.00	11,722,284.48	11,900.00	12,478.95
311-595-30-63-20	Street Fund Capital Project Roa...	399,683.81	556,075.69	1,445,619.29	0.00	1,445,619.29	5,345,176.00	522,618.00
311-595-30-63-21	Street Fund Cap Proj Roadways ..	33,504.75	760,980.35	0.00	0.00	0.00	1,069,088.00	324,952.00
311-595-31-63-03	Overlays - City Portion	8,038.50	0.00	0.00	0.00	0.00	0.00	0.00
311-597-00-00-02	IFT St Imp to Street Fund	0.00	150,000.00	600,000.00	0.00	600,000.00	0.00	0.00
311-597-00-00-39	Interfund Account - St Imp Fund	0.00	10,650.40	0.00	0.00	0.00	0.00	0.00
311-597-00-31-34	IFT 311 to 306	0.00	275,000.00	0.00	0.00	0.00	0.00	0.00
	Expense Total:	746,460.51	1,757,091.34	14,031,734.62	0.00	14,031,734.62	6,631,184.53	1,005,038.95
	Fund: 311 - Street Improvement Fund Surplus (Deficit):	-26,130.72	328,153.38	0.00	0.00	0.00	0.00	0.00
Fund: 315 - Facility Maintenance Reserve Fund (CE)								
Revenue								
315-308-41-00-13	Beginning Fund Balance - Facili...	0.00	0.00	429,864.59	0.00	429,864.59	766,932.97	675,991.00
315-331-97-00-01	Fed Dir Grt From The Dept Of ...	0.00	0.00	1,000,000.00	0.00	1,000,000.00	0.00	0.00

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		2023 Total Activity	2024 Total Activity	2025 Total Budget	2025 YTD Activity	2025 2025 Prelim #2	2024 2024 Final Budget	2023 2023 Final Budget
315-334-04-20-15	Department Of Commerce Ene...	0.00	0.00	1,137,000.00	0.00	1,137,000.00	20,000.00	0.00
315-361-10-00-15	Unrealized Gain/Loss	9,042.80	5,908.05	0.00	0.00	0.00	0.00	0.00
315-361-11-00-15	Investment Interest- Facility Ma..	11,633.30	17,139.70	5,000.00	0.00	5,000.00	5,000.00	1,000.00
315-361-30-00-15	Realized Gain/Loss On Investm...	0.00	-937.86	0.00	0.00	0.00	0.00	0.00
315-361-41-00-15	Investment Interest - Purchased	0.00	756.00	0.00	0.00	0.00	0.00	0.00
315-367-00-03-15	Pacific Power Lighting Grant	0.00	0.00	0.00	0.00	0.00	0.00	20,524.30
315-367-00-03-16	Contrib And Donations From N...	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
315-391-20-04-12	Revenue Bond Proceeds	0.00	0.00	0.00	0.00	0.00	2,000,000.00	0.00
315-397-00-00-15	Operating Transfer From CE To...	555,500.00	100,000.00	200,000.00	0.00	200,000.00	200,000.00	1,100,000.00
	Revenue Total:	576,176.10	122,865.89	2,771,864.59	0.00	2,771,864.59	2,991,932.97	1,817,515.30
Expense								
315-508-41-00-13	Ending Fund Balance	0.00	0.00	469,462.59	0.00	469,462.59	692,130.97	654,115.30
315-514-20-41-15	Financial Services / Fees & Cha...	84.38	128.08	100.00	0.00	100.00	100.00	100.00
315-518-30-48-15	CE Facility Maintenace & Repai...	69.62	0.00	0.00	0.00	0.00	0.00	0.00
315-594-18-62-15	Cap Expend/Expense-Builds & S...	0.00	0.00	64,900.00	0.00	64,900.00	0.00	0.00
315-594-18-62-16	Cap Expend/Expense - Bdgs & S...	65,000.00	65,000.00	1,137,000.00	0.00	1,137,000.00	64,900.00	0.00
315-594-18-62-17	Capital Expenditures/Expenses -..	844,775.60	306,177.32	1,000,000.00	0.00	1,000,000.00	2,105,944.00	1,133,300.00
315-594-18-63-15	Capital Expenditures/Expenses -..	0.00	0.00	65,944.00	0.00	65,944.00	94,400.00	0.00
315-594-18-64-15	Capital Expenditures/Expenses -..	41,330.22	3,321.13	34,458.00	0.00	34,458.00	34,458.00	30,000.00
	Expense Total:	951,259.82	374,626.53	2,771,864.59	0.00	2,771,864.59	2,991,932.97	1,817,515.30
	Fund: 315 - Facility Maintenance Reserve Fund (CE) Surplus (Deficit):	-375,083.72	-251,760.64	0.00	0.00	0.00	0.00	0.00
Fund: 320 - Equipment Reserve Fund								
Revenue								
320-308-41-00-14	Beginning Balance - Equipment...	0.00	0.00	197,703.44	0.00	197,703.44	198,636.91	608,487.00
320-361-10-00-04	Unrealized Gain/Loss	2,697.57	6,223.41	0.00	0.00	0.00	0.00	0.00
320-361-11-00-04	Investment Interest	2,778.65	8,697.05	2,500.00	0.00	2,500.00	2,500.00	2,000.00
320-361-30-00-04	Realized Gain/Loss On Investm...	0.00	-580.22	0.00	0.00	0.00	1,050.00	0.00
320-361-41-00-04	Investment Interest - Purchased	0.00	577.12	0.00	0.00	0.00	0.00	0.00
320-397-00-01-00	Transfer From Streets For Equi...	60,600.00	180,000.00	255,350.74	0.00	255,350.74	360,000.00	120,000.00
320-397-00-15-21	Transfer From PD For Equipme...	228,351.00	236,675.50	200,000.00	0.00	200,000.00	473,351.00	228,351.00
320-397-00-15-22	Transfer From FD For Equipme...	88,375.00	0.00	0.00	0.00	0.00	0.00	175,000.00
320-397-00-15-24	Transfer From Bldg/Facilities Fo...	0.00	275,000.00	45,000.00	0.00	45,000.00	0.00	0.00

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	Prelim #2	Final Budget	Final Budget
320-397-00-15-26	Transfer From EMS For Equipm...	0.00	162,500.00	0.00	0.00	0.00	325,000.00	0.00
320-397-00-15-76	Transfer From Parks For Equip...	50,500.00	0.00	155,000.00	0.00	155,000.00	0.00	100,000.00
	Revenue Total:	433,302.22	869,092.86	855,554.18	0.00	855,554.18	1,360,537.91	1,233,838.00
Expense								
320-508-41-00-14	Ending Balance - Equipment Re...	0.00	0.00	211,304.18	0.00	211,304.18	198,153.91	610,454.00
320-514-89-41-20	Professional Financial / Banking...	14.79	-4.85	0.00	0.00	0.00	33.00	33.00
320-591-21-75-03	Capital Leases & Installment Pu...	151,191.52	149,332.02	200,000.00	0.00	200,000.00	185,351.00	168,351.00
320-594-18-64-20	Vehicles/Equip CE	94,020.90	0.00	200,000.00	0.00	200,000.00	0.00	0.00
320-594-21-64-32	Vehicles/Equip Police Departm...	56,671.62	231,451.64	0.00	0.00	0.00	217,000.00	60,000.00
320-594-22-64-27	Vehicles/Equip EMS	0.00	333,309.81	0.00	0.00	0.00	325,000.00	0.00
320-594-22-64-31	Vehicles/Equip Fire Department	11,153.80	88,670.49	0.00	0.00	0.00	0.00	0.00
320-594-22-64-32	Vehicles/Equip Fire Department..	0.00	74,113.89	0.00	0.00	0.00	0.00	175,000.00
320-594-42-64-32	Vehicles/Equip Streets	0.00	144,452.83	244,250.00	0.00	244,250.00	360,000.00	120,000.00
320-594-48-64-03	Capital Expenditures/Expenses -..	0.00	133,040.40	0.00	0.00	0.00	0.00	100,000.00
320-597-00-00-00	Transfer to CE from 320	0.00	0.00	0.00	0.00	0.00	75,000.00	0.00
	Expense Total:	313,052.63	1,154,366.23	855,554.18	0.00	855,554.18	1,360,537.91	1,233,838.00
Fund: 320 - Equipment Reserve Fund Surplus (Deficit):		120,249.59	-285,273.37	0.00	0.00	0.00	0.00	0.00
Fund: 330 - Economic Development Fund								
Revenue								
330-308-41-00-15	Beginning Balance - Economic ...	0.00	0.00	128,733.00	0.00	128,733.00	113,395.08	100,221.00
330-361-11-00-30	Interest Earned Economic Deve...	200.31	10,656.75	375.00	0.00	375.00	375.00	200.00
330-397-00-00-35	IFT From REET 305 To ED 330	0.00	0.00	234,000.00	0.00	234,000.00	0.00	0.00
330-397-00-01-01	Interfund Transfer For Signaliza...	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	40,000.00
330-397-00-41-33	Transfer From Wastewater Fun...	0.00	130,000.00	600,000.00	0.00	600,000.00	0.00	0.00
	Revenue Total:	40,200.31	180,656.75	963,108.00	0.00	963,108.00	153,770.08	140,421.00
Expense								
330-508-41-00-15	Ending Balance - Economic Dev...	0.00	0.00	273,108.00	0.00	273,108.00	113,770.08	100,421.00
330-514-29-41-33	Banking Service Fees/Charges -...	0.00	102.24	0.00	0.00	0.00	0.00	0.00
330-595-10-63-01	Engineering Services	0.00	68,830.00	50,000.00	0.00	50,000.00	0.00	0.00
330-595-20-63-03	ROW Acquisition	0.00	0.00	40,000.00	0.00	40,000.00	40,000.00	40,000.00

Budget Worksheet Condensed

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	Prelim #2	Final Budget	Final Budget
330-597-00-03-30	Transfer To Street Improvemen...	0.00	220,000.00	600,000.00	0.00	600,000.00	0.00	0.00
Expense Total:		0.00	288,932.24	963,108.00	0.00	963,108.00	153,770.08	140,421.00
Fund: 330 - Economic Development Fund Surplus (Deficit):		40,200.31	-108,275.49	0.00	0.00	0.00	0.00	0.00
Fund: 340 - Economic Development Reserve Fund								
Revenue								
340-308-41-00-16	Beg Balance - Economic Develo...	0.00	0.00	74.72	0.00	74.72	73.65	0.00
340-361-11-00-32	Interest Earned - Econ Develo...	1.15	1.14	0.00	0.00	0.00	0.00	0.00
Revenue Total:		1.15	1.14	74.72	0.00	74.72	73.65	0.00
Expense								
340-508-41-00-16	Ending Balance - Economic Dev...	0.00	0.00	74.72	0.00	74.72	73.65	0.00
Expense Total:		0.00	0.00	74.72	0.00	74.72	73.65	0.00
Fund: 340 - Economic Development Reserve Fund Surplus (Deficit):		1.15	1.14	0.00	0.00	0.00	0.00	0.00
Fund: 350 - Tax Benefit District Construction Fund								
Revenue								
350-308-41-00-26	Opening Fund Balance	0.00	0.00	143,351.29	0.00	143,351.29	0.00	0.00
350-313-21-00-00	Sales Tax - TBD	0.00	0.00	0.00	0.00	0.00	381,000.00	0.00
350-313-21-00-01	Public Transportation Tax	0.00	87,953.34	260,000.00	0.00	260,000.00	0.00	0.00
350-397-00-00-39	Interfund Transfer - 311 to 350	0.00	10,650.40	0.00	0.00	0.00	0.00	0.00
Revenue Total:		0.00	98,603.74	403,351.29	0.00	403,351.29	381,000.00	0.00
Expense								
350-508-41-00-26	Ending Fund Balance - TBD	0.00	0.00	52,417.20	0.00	52,417.20	0.00	0.00
350-595-10-63-30	TBD Capital Project Engineering	0.00	10,650.40	0.00	0.00	0.00	0.00	0.00
350-595-30-63-30	Street Fund Capital Project Roa...	0.00	10,602.25	0.00	0.00	0.00	0.00	0.00
350-597-00-00-37	Interfund Transfer 350 to 311	0.00	0.00	350,934.09	0.00	350,934.09	381,000.00	0.00
Expense Total:		0.00	21,252.65	403,351.29	0.00	403,351.29	381,000.00	0.00
Fund: 350 - Tax Benefit District Construction Fund Surplus (Deficit):		0.00	77,351.09	0.00	0.00	0.00	0.00	0.00
Fund: 360 - Tax Increment Financing Construction Fund								
Revenue								
360-308-41-00-16	Opening Fund Balance	0.00	0.00	6,800,000.00	0.00	6,800,000.00	0.00	0.00
360-311-10-00-01	Proerty Tax - TIF	0.00	3,557.36	0.00	0.00	0.00	0.00	0.00
360-361-11-00-40	Investment interest	0.00	0.00	200,000.00	0.00	200,000.00	0.00	0.00
360-391-10-00-04	Revenue Bond Proceeds - TIF	0.00	0.00	0.00	0.00	0.00	4,090,032.00	0.00
Revenue Total:		0.00	3,557.36	7,000,000.00	0.00	7,000,000.00	4,090,032.00	0.00

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		Total Activity	2024 Total Activity	2025 Total Budget	2025 YTD Activity	2025 2025 Prelim #2	2024 2024 Final Budget	
Expense								
360-508-41-00-16	Ending Fund Balance	0.00	0.00	718,777.16	0.00	718,777.16	0.00	0.00
360-597-00-00-38	Interfund Transfer - 360 to 311	0.00	0.00	5,031,222.84	0.00	5,031,222.84	4,090,032.00	0.00
360-597-00-00-39	IFT 360 to 410	0.00	0.00	1,250,000.00	0.00	1,250,000.00	0.00	0.00
Expense Total:		0.00	0.00	7,000,000.00	0.00	7,000,000.00	4,090,032.00	0.00
Fund: 360 - Tax Increment Financing Construction Fund Surplus (Defi...		0.00	3,557.36	0.00	0.00	0.00	0.00	0.00
Fund: 400 - Water Fund								
Revenue								
400-308-51-00-01	Beginning Fund Balance - Water..	0.00	0.00	399,056.59	0.00	399,056.59	612,943.59	298,747.00
400-341-70-00-00	Sale Of Merchandise	6,339.56	0.00	10,000.00	0.00	10,000.00	10,000.00	58,304.00
400-343-40-00-00	Water Sales	1,614,904.26	1,463,642.05	2,000,000.00	0.00	2,000,000.00	1,648,846.00	1,600,822.00
400-343-40-00-01	Water Sales - Irrigation Only	573.51	29.70	0.00	0.00	0.00	0.00	0.00
400-343-40-00-02	Water Charges For Utility Tax	314,503.82	261,234.89	345,000.00	0.00	345,000.00	291,445.00	285,310.00
400-343-40-01-40	Water Front Footage Fees	35,760.00	0.00	0.00	0.00	0.00	0.00	0.00
400-343-40-01-70	Misc Util Fees/Activation Fees	1,598.88	249.53	8,000.00	0.00	8,000.00	8,214.00	8,056.00
400-343-40-01-85	Water - Sale Of Materials & Ser...	19,461.71	18,884.25	20,000.00	0.00	20,000.00	15,103.00	14,812.00
400-343-40-01-99	Utility Balance on SBX Conversi...	0.00	13,777.91	0.00	0.00	0.00	0.00	0.00
400-359-90-00-40	Penalty/Late Fee	21,395.21	19,535.21	20,000.00	0.00	20,000.00	20,000.00	20,000.00
400-361-10-00-40	Unrealized Gain/Loss	3,050.13	966.88	0.00	0.00	0.00	0.00	0.00
400-361-11-00-40	Investment Interest	5,988.71	3,343.69	10,000.00	0.00	10,000.00	10,000.00	2,000.00
400-361-30-00-40	Realized Gain/Loss On Investm...	0.00	-253.68	0.00	0.00	0.00	0.00	0.00
400-361-41-00-40	Investment Interest - Purchased	0.00	177.67	0.00	0.00	0.00	0.00	0.00
400-362-00-00-01	Water - Hydrant Meter & Backf...	1,915.83	727.00	2,500.00	0.00	2,500.00	1,081.00	1,060.00
400-362-00-50-40	Rental Charges / Fees	18,250.50	20,075.55	23,000.00	0.00	23,000.00	23,000.00	19,044.00
400-369-10-00-06	Sale Of Surplus - Water	21.60	56.40	5,000.00	0.00	5,000.00	5,512.00	5,405.00
400-369-91-00-40	Other Misc. Revenues	246.79	0.00	0.00	0.00	0.00	0.00	0.00
400-382-10-00-01	Water - Hydrant Meter DEPOSIT	4,030.00	2,530.00	2,000.00	0.00	2,000.00	2,000.00	0.00
400-397-00-00-32	Interfund Transfer Fund 431 To...	0.00	0.00	500,000.00	0.00	500,000.00	285,000.00	0.00
Revenue Total:		2,048,040.51	1,804,977.05	3,344,556.59	0.00	3,344,556.59	2,933,144.59	2,313,560.00
Expense								
400-508-51-00-01	Fund Ending Balance	0.00	0.00	861,142.13	0.00	861,142.13	583,095.86	357,185.00
400-534-10-10-00	Wages & OT	102,481.64	102,229.05	114,503.71	0.00	114,503.71	107,125.32	99,663.00

Budget Worksheet Condensed

For Fiscal: 2025 Period Ending: 12/31/2025

		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
400-534-10-20-00	Benefits	41,388.72	43,551.96	45,852.03	0.00	45,852.03	36,984.42	41,983.00
400-534-10-20-01	Benefits - Work Study Intern	0.00	0.00	260.00	0.00	260.00	0.00	0.00
400-534-10-31-00	Operating Supplies - Administra..	293.39	205.81	500.00	0.00	500.00	500.00	1,000.00
400-534-10-31-01	Office Supplies - Administration	547.43	1,837.29	2,000.00	0.00	2,000.00	650.00	1,500.00
400-534-10-35-00	Small Tools/Equipment	8.66	1,658.76	1,500.00	0.00	1,500.00	500.00	500.00
400-534-10-41-00	Professional Service	47,829.30	27,781.54	30,000.00	0.00	30,000.00	42,000.00	42,000.00
400-534-10-42-00	Communication	4,238.78	4,716.01	4,000.00	0.00	4,000.00	4,000.00	4,000.00
400-534-10-43-00	Travel	3,100.87	3,707.12	4,000.00	0.00	4,000.00	4,000.00	3,000.00
400-534-10-44-00	External Taxes	128,982.46	112,747.62	115,000.00	0.00	115,000.00	115,000.00	115,000.00
400-534-10-44-01	Advertising	1,138.56	1,091.37	1,000.00	0.00	1,000.00	1,000.00	1,000.00
400-534-10-44-02	Utility Tax	426,425.31	226,591.77	270,000.00	0.00	270,000.00	290,000.00	290,000.00
400-534-10-46-00	Insurance	63,694.54	78,776.31	78,160.00	0.00	78,160.00	78,160.00	66,436.00
400-534-10-49-00	Miscellaneous	5,721.87	13,454.27	12,500.00	0.00	12,500.00	6,500.00	3,500.00
400-534-10-49-01	Registrations/Fees - Training Cl...	2,230.84	4,376.50	3,500.00	0.00	3,500.00	3,500.00	3,500.00
400-534-10-49-02	Miscellaneous - HR Wellness	0.00	0.00	1,750.00	0.00	1,750.00	0.00	0.00
400-534-20-10-00	Salaries & Wages	26,314.87	24,475.92	55,616.67	0.00	55,616.67	26,780.43	25,899.00
400-534-20-20-00	Benefits	12,592.03	11,735.82	29,650.89	0.00	29,650.89	12,826.02	12,575.00
400-534-20-41-01	Prof Eng. Srvs - DOH Feasibility ...	0.00	0.00	30,000.00	0.00	30,000.00	0.00	0.00
400-534-20-49-00	Miscellaneous	16.35	1,696.97	1,500.00	0.00	1,500.00	0.00	0.00
400-534-27-10-00	Water Utilities - Salaries & Wag...	93,779.36	92,280.64	93,565.49	0.00	93,565.49	108,135.69	101,468.00
400-534-27-20-00	Water Utilities - Personnel Ben...	44,048.30	43,702.86	46,165.35	0.00	46,165.35	40,936.28	49,248.00
400-534-27-31-00	Water Utilities - Operating Supp..	376.46	675.95	1,500.00	0.00	1,500.00	1,500.00	1,500.00
400-534-27-31-01	Water Utilities - Office Supplies	2,627.38	837.40	3,000.00	0.00	3,000.00	3,000.00	1,000.00
400-534-27-35-00	Water Utilities - Small Tools An...	21.46	0.00	200.00	0.00	200.00	200.00	200.00
400-534-27-41-00	Water Utilities - Professional Se...	27,777.21	50,483.97	50,000.00	0.00	50,000.00	22,704.00	22,704.00
400-534-27-42-00	Water Utilities - Communicatio...	3,964.88	2,905.04	5,000.00	0.00	5,000.00	5,000.00	5,000.00
400-534-27-43-00	Water Utilities - Travel	641.26	863.22	400.00	0.00	400.00	400.00	400.00
400-534-27-44-01	Advertising	158.10	95.20	0.00	0.00	0.00	0.00	0.00
400-534-27-48-00	Water Utilities - Repairs & Main..	411.89	166.22	300.00	0.00	300.00	300.00	300.00
400-534-27-49-00	Water Utilities - Miscellaneous	61.61	46.50	300.00	0.00	300.00	300.00	300.00
400-534-27-49-01	Water Utilities - Reg/Fees - Trai...	794.20	593.71	500.00	0.00	500.00	500.00	500.00

Budget Worksheet Condensed

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
400-534-41-41-34	Legal Services (External) - Water	0.00	7,377.50	5,000.00	0.00	5,000.00	0.00	0.00
400-534-50-10-00	Wages & OT	275,795.66	278,011.17	289,061.40	0.00	289,061.40	372,646.82	286,139.00
400-534-50-20-00	Benefits	140,627.98	166,314.71	156,290.33	0.00	156,290.33	184,910.27	149,022.00
400-534-50-20-01	Benefits Uniforms	1,758.98	2,232.47	1,374.50	0.00	1,374.50	1,500.00	1,500.00
400-534-50-31-00	Operating Supplies - Maintena...	80,855.85	59,574.84	90,000.00	0.00	90,000.00	110,000.00	120,000.00
400-534-50-35-00	Sm Tools/Equipment	2,191.73	7,052.83	6,500.00	0.00	6,500.00	2,000.00	1,500.00
400-534-50-41-00	Professional Services	7,581.91	1,943.18	3,000.00	0.00	3,000.00	3,000.00	3,000.00
400-534-50-42-00	Communications	0.00	412.36	960.00	0.00	960.00	0.00	0.00
400-534-50-43-00	Travel	2,365.32	1,424.89	2,000.00	0.00	2,000.00	2,000.00	200.00
400-534-50-45-00	Operating Rentals/Leases	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
400-534-50-48-00	Repairs & Maintenance	7,407.91	0.00	5,000.00	0.00	5,000.00	10,000.00	10,000.00
400-534-50-49-00	County 911 / Dispatch Services	2,096.00	2,096.00	2,096.00	0.00	2,096.00	2,096.00	2,100.00
400-534-50-49-01	Miscellaneous	1,295.87	2,671.65	2,000.00	0.00	2,000.00	200.00	200.00
400-534-50-49-96	Interfund Rentals - O & M	75,107.09	40,807.98	105,337.00	0.00	105,337.00	60,000.00	46,000.00
400-534-80-10-00	Wages & OT	11,582.90	11,110.46	23,208.98	0.00	23,208.98	11,522.96	11,549.00
400-534-80-20-00	Benefits	5,702.56	5,377.36	11,466.61	0.00	11,466.61	5,550.52	5,869.00
400-534-80-20-01	Benefits - Uniforms	0.00	0.00	25.50	0.00	25.50	0.00	0.00
400-534-80-31-00	Operating Supplies - General	21,870.69	20,503.36	30,000.00	0.00	30,000.00	30,000.00	30,000.00
400-534-80-33-00	Water Purchase For Resale	46,479.30	0.00	5,000.00	0.00	5,000.00	5,000.00	1,000.00
400-534-80-35-00	Small Tools/Equipment	774.51	744.57	1,000.00	0.00	1,000.00	1,000.00	1,000.00
400-534-80-41-00	Water Utilities - Prof Services -...	19,940.03	23,826.09	30,000.00	0.00	30,000.00	17,000.00	17,000.00
400-534-80-43-00	Travel	0.00	674.09	1,000.00	0.00	1,000.00	0.00	0.00
400-534-80-47-00	Public Utility Services	171,386.61	136,853.96	165,000.00	0.00	165,000.00	165,000.00	165,000.00
400-534-80-48-00	Repairs/Maintenance	60,703.97	11,294.53	30,000.00	0.00	30,000.00	40,000.00	15,000.00
400-534-80-49-00	Intergov Maintenance	4,393.70	5,239.70	7,500.00	0.00	7,500.00	7,500.00	7,500.00
400-534-80-49-01	Miscellaneous	202.98	0.00	200.00	0.00	200.00	200.00	200.00
400-534-90-41-00	Professional Financial / Banking..	769.87	97.92	920.00	0.00	920.00	920.00	920.00
400-594-34-63-04	Other Capital Improvements	1,984.00	0.00	0.00	0.00	0.00	0.00	0.00
400-594-34-64-04	Machinery/Equipment	1,810.44	11,235.32	106,250.00	0.00	106,250.00	4,500.00	4,500.00
400-594-34-64-05	Capital Expenditures/Expenses -..	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
400-594-34-64-27	Water Utilities - Machinery & E...	16,125.50	5,068.78	0.00	0.00	0.00	0.00	0.00

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	Prelim #2	Final Budget	Final Budget
400-597-34-00-41	IF Transfer-Revenue Resvd For ...	100,000.00	100,000.00	200,000.00	0.00	200,000.00	100,000.00	100,000.00
400-597-34-00-95	Interfund Rentals - Repl	40,400.00	50,000.00	0.00	0.00	0.00	100,000.00	80,000.00
400-597-34-04-32	Interfund Transfer To Capital P...	0.00	0.00	200,000.00	0.00	200,000.00	200,000.00	0.00
Expense Total:		2,142,879.09	1,805,230.52	3,344,556.59	0.00	3,344,556.59	2,933,144.59	2,313,560.00
Fund: 400 - Water Fund Surplus (Deficit):		-94,838.58	-253.47	0.00	0.00	0.00	0.00	0.00
Fund: 401 - Wastewater Fund								
Revenue								
401-308-51-00-02	Beginning Fund Balance - Wast...	0.00	0.00	3,022,338.65	0.00	3,022,338.65	2,317,434.72	1,185,431.00
401-343-50-00-00	Wastewater Charges	2,648,004.98	2,277,451.58	2,851,865.00	0.00	2,851,865.00	2,822,565.00	2,688,157.00
401-343-50-00-02	Wastewater Charges For Utility...	358,591.36	309,152.80	387,012.00	0.00	387,012.00	383,036.00	364,796.00
401-343-50-00-41	Misc Util Fees & Charges	-103.74	250.92	2,000.00	0.00	2,000.00	2,000.00	2,261.00
401-343-50-01-41	Wastewater Front Footage Fees	23,840.00	0.00	0.00	0.00	0.00	0.00	0.00
401-343-50-02-41	Sewer Assessment Charges	1,271.65	0.00	1,500.00	0.00	1,500.00	1,500.00	2,027.00
401-359-90-00-41	Penalty/Late Fee	7,298.52	6,393.04	8,000.00	0.00	8,000.00	6,000.00	3,125.00
401-361-10-00-41	Unrealized Gain/Loss	12,931.58	5,184.58	0.00	0.00	0.00	0.00	0.00
401-361-11-00-41	Investment Interest WW	34,868.73	48,170.26	25,000.00	0.00	25,000.00	15,000.00	3,000.00
401-361-30-00-41	Realized Gain/Loss On Investm...	0.00	-1,169.01	0.00	0.00	0.00	0.00	0.00
401-361-41-00-41	Investment Interest - Purchased	0.00	849.82	0.00	0.00	0.00	0.00	0.00
401-369-10-00-07	Sale Of Surplus - Wastewater	0.00	15,100.00	0.00	0.00	0.00	0.00	0.00
401-369-91-00-41	Other Misc Revenues	92,220.86	60,152.02	0.00	0.00	0.00	50,000.00	0.00
401-397-41-24-11	TRansfer of Surplus to Capital ...	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Total:		3,181,923.94	2,721,536.01	6,297,715.65	0.00	6,297,715.65	5,597,535.72	4,248,797.00
Expense								
401-508-51-00-02	Fund Ending Balance	0.00	0.00	3,146,844.36	0.00	3,146,844.36	3,012,243.16	1,658,539.00
401-535-10-10-00	Wages & OT	91,160.27	89,394.88	136,146.98	0.00	136,146.98	93,868.80	89,591.00
401-535-10-20-00	Benefits	31,520.08	32,980.02	54,163.80	0.00	54,163.80	30,929.83	32,070.00
401-535-10-20-01	Benefits - Work Study Intern	0.00	0.00	58.50	0.00	58.50	0.00	0.00
401-535-10-31-01	Office Supplies - Administration	262.56	338.98	500.00	0.00	500.00	500.00	500.00
401-535-10-41-00	Professional Services	1,113,659.89	1,044,567.49	1,279,297.08	0.00	1,279,297.08	1,242,036.00	1,300,000.00
401-535-10-42-00	Communication	196.78	1,117.83	350.00	0.00	350.00	350.00	350.00
401-535-10-43-00	Travel	2,707.72	3,115.80	2,000.00	0.00	2,000.00	2,000.00	500.00
401-535-10-44-00	External Taxes	54,395.93	57,980.88	68,000.00	0.00	68,000.00	68,000.00	68,000.00

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
401-535-10-44-01	Advertising	0.00	298.80	0.00	0.00	0.00	0.00	0.00
401-535-10-44-02	Utility Tax	464,680.27	274,336.69	330,000.00	0.00	330,000.00	330,000.00	330,000.00
401-535-10-46-00	Insurance	96,445.65	119,254.80	118,350.00	0.00	118,350.00	118,350.00	100,574.00
401-535-10-49-00	Misc	2,135.16	1,643.82	11,500.00	0.00	11,500.00	11,500.00	11,500.00
401-535-10-49-01	Registrations/Fees - Training Cl...	602.04	259.50	500.00	0.00	500.00	500.00	500.00
401-535-10-49-02	Miscellaneous - HR Wellness	0.00	0.00	1,250.00	0.00	1,250.00	0.00	0.00
401-535-20-10-00	Salaries & Wages	27,411.33	25,495.75	65,548.22	0.00	65,548.22	27,896.29	26,979.00
401-535-20-20-00	Benefits	13,113.79	12,224.85	34,945.73	0.00	34,945.73	13,360.46	13,099.00
401-535-20-42-00	Communication	5.22	0.00	0.00	0.00	0.00	0.00	0.00
401-535-27-10-00	Sewer Utilities - Salaries & Wag...	94,987.65	94,058.97	86,570.97	0.00	86,570.97	109,593.45	103,153.00
401-535-27-20-00	Sewer Utilities - Personnel Ben...	44,153.74	45,600.00	42,980.01	0.00	42,980.01	41,203.73	49,938.00
401-535-27-31-00	Sewer Utilities - Operating Supp..	544.43	944.87	500.00	0.00	500.00	500.00	500.00
401-535-27-31-01	Sewer Utilities - Office Supplies	3,585.35	925.26	1,000.00	0.00	1,000.00	1,000.00	1,000.00
401-535-27-35-00	Sewer Utilities - Small Tools An...	0.00	0.00	200.00	0.00	200.00	200.00	200.00
401-535-27-41-00	Sewer Utilities - Professional Se...	31,323.44	45,456.32	30,578.00	0.00	30,578.00	30,578.00	30,578.00
401-535-27-42-00	Sewer Utilities - Communicatio...	7,212.67	5,671.84	500.00	0.00	500.00	500.00	500.00
401-535-27-43-00	Sewer Utilities - Travel	631.99	843.51	400.00	0.00	400.00	400.00	400.00
401-535-27-44-01	Advertising	190.65	71.40	0.00	0.00	0.00	0.00	0.00
401-535-27-48-00	Sewer Utilities - Repairs & Main...	572.29	251.86	500.00	0.00	500.00	500.00	300.00
401-535-27-49-00	Sewer Utilities - Miscellaneous	52.50	45.50	300.00	0.00	300.00	300.00	300.00
401-535-27-49-01	Sewer Utilities - Reg/Fees - Trai...	528.30	620.10	500.00	0.00	500.00	500.00	500.00
401-535-50-31-00	Operating Supplies - Maintena...	70.89	263.97	500.00	0.00	500.00	500.00	500.00
401-535-50-35-00	Small Tools / Equipment	468.26	580.05	500.00	0.00	500.00	500.00	0.00
401-535-50-41-00	Professional Services	88.74	0.00	0.00	0.00	0.00	0.00	0.00
401-535-50-48-00	Repairs / Maintenance	2,487.39	469.03	1,000.00	0.00	1,000.00	1,000.00	3,000.00
401-535-50-49-00	Intergov Services	1,043.92	252.62	2,500.00	0.00	2,500.00	2,500.00	2,500.00
401-535-50-49-01	County 911 / Dispatch Services	2,096.00	1,048.00	2,096.00	0.00	2,096.00	2,096.00	2,096.00
401-535-50-49-96	Interfund Rentals - O & M	5,796.99	835.60	79,003.00	0.00	79,003.00	30,000.00	17,500.00
401-535-80-41-00	Professional Services	13,864.47	0.00	24,000.00	0.00	24,000.00	24,000.00	24,000.00
401-535-80-47-00	Public Utility Services	29,386.18	34,690.60	37,000.00	0.00	37,000.00	31,500.00	11,000.00
401-535-80-48-00	Repairs / Maintenance Capital ...	3,988.80	1.86	45,000.00	0.00	45,000.00	45,000.00	45,000.00

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	Prelim #2	Final Budget	Final Budget
401-535-80-49-00	Miscellaneous	12,548.31	6,971.71	13,000.00	0.00	13,000.00	13,000.00	13,000.00
401-535-80-49-96	Interfund Transfers - O&M	5,796.99	835.60	79,003.00	0.00	79,003.00	10,000.00	10,000.00
401-535-90-41-00	Professional Financial / Banking...	578.07	647.38	630.00	0.00	630.00	630.00	630.00
401-594-35-64-03	Capital Expenditures/Expenses -..	1,810.43	0.00	0.00	0.00	0.00	0.00	0.00
401-597-00-41-33	Transfer From Wastewater Fund...	0.00	130,000.00	600,000.00	0.00	600,000.00	0.00	0.00
401-597-40-14-11	Transfer For Rate Funded Capit...	3,000.00	225,000.00	0.00	0.00	0.00	300,000.00	300,000.00
Expense Total:		2,165,105.14	2,259,096.14	6,297,715.65	0.00	6,297,715.65	5,597,535.72	4,248,797.00
Fund: 401 - Wastewater Fund Surplus (Deficit):		1,016,818.80	462,439.87	0.00	0.00	0.00	0.00	0.00
Fund: 402 - Stormwater Fund								
Revenue								
402-308-51-00-03	Beginning Fund Balance - Stor...	0.00	0.00	409,578.68	0.00	409,578.68	549,320.32	696,291.00
402-334-03-10-04	St Dir/Ind Grt From Dept Of Eco...	0.00	114,446.24	0.00	0.00	0.00	0.00	0.00
402-334-03-10-06	St Dir/Ind Grt Fr Ecol Dept-Poll ...	10,230.79	6,009.53	100,000.00	0.00	100,000.00	0.00	0.00
402-343-10-00-00	Stormwater Charges	617,435.36	563,132.55	680,000.00	0.00	680,000.00	654,308.00	623,150.00
402-343-10-00-02	Stormwater Charges For Utility...	-0.57	0.00	74,800.00	0.00	74,800.00	0.00	0.00
402-343-10-00-41	Misc Util Fees & Charges - Stor...	310.00	294.44	0.00	0.00	0.00	0.00	0.00
402-359-90-00-42	Penalty/Late Fee - Stormwater	1,925.31	1,077.77	1,500.00	0.00	1,500.00	2,500.00	5,000.00
402-361-10-04-02	Unrealized Gain/Loss	11,529.15	5,997.25	0.00	0.00	0.00	0.00	0.00
402-361-11-04-02	Investment Interest - Stormwa...	9,885.18	13,705.56	6,000.00	0.00	6,000.00	6,000.00	2,000.00
402-361-30-04-02	Realized Gain/Loss On Investm...	0.00	-1,105.05	0.00	0.00	0.00	0.00	0.00
402-361-41-04-02	Investment Interest - Purchased	0.00	849.79	0.00	0.00	0.00	0.00	0.00
402-369-91-00-44	Other Misc. Revenues	37,154.59	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Total:		688,469.81	704,408.08	1,271,878.68	0.00	1,271,878.68	1,212,128.32	1,326,441.00
Expense								
402-508-51-00-03	Ending Balance - Stormwater F...	0.00	0.00	204,755.01	0.00	204,755.01	541,034.49	685,081.00
402-531-10-10-00	Wages & OT - Stormwater Adm...	80,588.42	91,627.21	96,267.09	0.00	96,267.09	98,193.24	67,904.00
402-531-10-20-00	Benefits - Stormwater Administ...	32,723.42	42,042.70	43,511.89	0.00	43,511.89	37,273.59	26,882.00
402-531-10-20-01	Stormwater Administration - U...	8.57	743.29	928.00	0.00	928.00	0.00	0.00
402-531-10-31-00	Operating Supplies - Stormwat...	491.81	405.44	1,000.00	0.00	1,000.00	1,000.00	1,000.00
402-531-10-31-01	Office Supplies - Stormwater A...	128.92	252.07	350.00	0.00	350.00	200.00	200.00
402-531-10-41-00	Professional Services - Stormwa..	27,479.44	493.22	5,000.00	0.00	5,000.00	10,000.00	7,055.00
402-531-10-42-00	Communications - Stormwater ...	0.00	412.31	0.00	0.00	0.00	0.00	0.00

Budget Worksheet Condensed

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
402-531-10-43-00	Travel - Stormwater	313.97	1,015.75	2,000.00	0.00	2,000.00	2,000.00	1,000.00
402-531-10-44-00	External Taxes - Stormwater	0.00	1,951.97	0.00	0.00	0.00	0.00	1,000.00
402-531-10-44-01	Advertising - Stormwater	434.00	601.36	500.00	0.00	500.00	500.00	500.00
402-531-10-44-02	Utility Tax	0.00	0.00	74,800.00	0.00	74,800.00	0.00	0.00
402-531-10-46-00	Insurance - Stormwater	21,838.97	26,985.66	26,800.00	0.00	26,800.00	26,800.00	22,760.00
402-531-10-49-00	Miscellaneous - Stormwater	42,343.09	5,508.16	5,000.00	0.00	5,000.00	5,000.00	5,000.00
402-531-10-49-01	Reg/Fees - Training Classes Sto...	628.40	782.39	2,500.00	0.00	2,500.00	2,500.00	2,500.00
402-531-10-49-02	Miscellaneous - HR Wellness	0.00	0.00	1,625.00	0.00	1,625.00	0.00	0.00
402-531-20-10-00	Wages & OT - Stormwater Engi...	48,767.48	-6,395.53	68,604.60	0.00	68,604.60	53,932.45	50,291.00
402-531-20-20-00	Benefits - Stormwater Engineer...	26,770.76	-1,557.76	34,259.32	0.00	34,259.32	22,149.22	26,505.00
402-531-20-31-00	Operating Supplies - Stormwat...	246.06	248.11	0.00	0.00	0.00	0.00	0.00
402-531-20-31-01	Office Supplies - Stormwater E...	55.76	15.99	0.00	0.00	0.00	0.00	0.00
402-531-20-41-00	Professional Services - Stormwa...	6,466.14	6,131.40	10,000.00	0.00	10,000.00	2,000.00	2,000.00
402-531-20-42-00	Communications - Stormwater ...	1,045.87	817.68	0.00	0.00	0.00	0.00	0.00
402-531-20-43-00	Travel Expense - Stormwater E...	263.48	376.52	0.00	0.00	0.00	0.00	0.00
402-531-27-10-00	Stormwater Utilities - Salaries &..	55,282.73	53,999.63	52,741.64	0.00	52,741.64	64,273.51	59,665.00
402-531-27-20-00	Stormwater Utilities - Personnel..	25,867.99	26,020.02	25,961.01	0.00	25,961.01	24,257.94	29,560.00
402-531-27-31-00	Stormwater Utilitiies - Operating..	142.63	347.79	500.00	0.00	500.00	500.00	500.00
402-531-27-31-01	Stormwater Utilities - Office Su...	791.20	181.87	250.00	0.00	250.00	250.00	250.00
402-531-27-41-00	Stormwater Utilities - Professio...	17,991.25	14,412.14	12,000.00	0.00	12,000.00	9,110.00	9,110.00
402-531-27-42-00	Stormwater Utilities - Commun...	3,576.32	2,892.10	2,600.00	0.00	2,600.00	2,600.00	2,600.00
402-531-27-43-00	Stormwater Utilities - Travel	528.56	475.40	400.00	0.00	400.00	400.00	400.00
402-531-27-44-01	Advertising	97.64	38.08	0.00	0.00	0.00	0.00	0.00
402-531-27-48-00	Stormwater Utilities - Repairs &..	126.11	55.42	1,000.00	0.00	1,000.00	1,000.00	1,000.00
402-531-27-49-00	Stormwater Utilities - Miscella...	86.71	38.45	50.00	0.00	50.00	50.00	50.00
402-531-27-49-01	Stormwater Utilities - Reg/Fees ..	550.83	1,442.34	500.00	0.00	500.00	500.00	500.00
402-531-50-10-00	Wages & OT - Stormwater Mai...	82,725.28	63,626.81	213,984.60	0.00	213,984.60	102,113.18	96,034.00
402-531-50-20-00	Benefits - Stormwater Mainten...	61,767.42	42,484.17	147,512.52	0.00	147,512.52	64,315.70	78,569.00
402-531-50-20-01	Benefits - Uniforms	1,649.85	348.70	1,000.00	0.00	1,000.00	1,000.00	500.00
402-531-50-31-00	Operating Supplies - Stormwat...	2,032.96	190.70	500.00	0.00	500.00	500.00	500.00
402-531-50-35-00	Small Tools/Equipment - Stor...	358.69	2,004.69	5,000.00	0.00	5,000.00	5,000.00	1,500.00

Budget Worksheet Condensed

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
402-531-50-41-00	Professional Services - Stormwa...	1,286.07	276.50	750.00	0.00	750.00	750.00	500.00
402-531-50-43-00	Travel - Stormwater Maintenan...	911.44	35.56	500.00	0.00	500.00	500.00	0.00
402-531-50-48-00	Repairs & Maintenance - Stor...	30.50	0.00	1,500.00	0.00	1,500.00	1,500.00	100.00
402-531-50-49-01	County 911 / Dispatch Services	430.00	1,048.00	1,000.00	0.00	1,000.00	1,000.00	2,000.00
402-531-50-49-96	Interfund Rentals - O&M - Stor...	34,889.17	21,450.41	79,003.00	0.00	79,003.00	25,000.00	15,500.00
402-531-70-10-00	Wages & OT - Stormwater Cap...	1,494.72	61,103.94	0.00	0.00	0.00	0.00	0.00
402-531-70-10-01	Wages/OT-DOE InterAgency Ag...	2,171.34	0.00	0.00	0.00	0.00	0.00	0.00
402-531-70-20-00	Benefits - Stormwater Capacity...	848.34	32,209.34	0.00	0.00	0.00	0.00	0.00
402-531-70-20-01	Benefits-DOE InterAgency Agre...	1,207.06	0.00	0.00	0.00	0.00	0.00	0.00
402-531-70-43-00	Travel - DOE Inter Agreement - ...	1,528.31	0.00	500.00	0.00	500.00	500.00	0.00
402-531-70-49-00	Miscellaneous - Stormwater Ca...	0.00	23,053.63	0.00	0.00	0.00	0.00	0.00
402-531-80-31-00	Operating Supplies - Stormwat...	0.00	1,471.30	2,000.00	0.00	2,000.00	200.00	200.00
402-531-80-42-00	Communications - Stormwater...	0.00	0.00	500.00	0.00	500.00	500.00	500.00
402-531-80-43-00	Travel Expense - Stormwater O...	0.00	687.60	1,000.00	0.00	1,000.00	500.00	500.00
402-531-80-48-00	Repairs/Maint - Stormwater O...	0.18	0.03	0.00	0.00	0.00	0.00	0.00
402-531-80-49-01	Registration/Fees - Training Cla...	4,568.60	134.38	3,000.00	0.00	3,000.00	3,000.00	1,500.00
402-531-90-41-00	Professional Financial / Banking...	190.92	13.66	225.00	0.00	225.00	225.00	225.00
402-597-00-04-03	Interfund Transfer - SW Operat...	75,500.00	380,000.00	140,000.00	0.00	140,000.00	100,000.00	125,000.00
Expense Total:		669,227.38	902,500.60	1,271,878.68	0.00	1,271,878.68	1,212,128.32	1,326,441.00
Fund: 402 - Stormwater Fund Surplus (Deficit):		19,242.43	-198,092.52	0.00	0.00	0.00	0.00	0.00
Fund: 403 - Stormwater Capital Reserve Fund								
Revenue								
403-308-41-00-17	Beginning Fund Balance - Stor...	0.00	0.00	366,074.39	0.00	366,074.39	371,851.62	187,016.00
403-331-10-04-02	Fed Dir Grt From Dept Of Agri -...	0.00	0.00	400,000.00	0.00	400,000.00	0.00	0.00
403-334-00-10-43	State Grant From Legislature	0.00	0.00	1,000,000.00	0.00	1,000,000.00	555,000.00	0.00
403-334-03-10-01	Dept Of Ecology - SFAP	0.00	0.00	857,520.00	0.00	857,520.00	700,000.00	200,000.00
403-334-03-10-02	St Dir/Ind Grt Fr Dept Of Ecol-S...	161,318.66	0.00	0.00	0.00	0.00	558,365.00	1,482,331.44
403-334-03-10-03	Dept Of Ecology - Decant Facility	0.00	20,710.39	1,000,000.00	0.00	1,000,000.00	0.00	0.00
403-334-03-10-05	Dept Of Ecology - SW 10th Sto...	0.00	0.00	3,402,450.00	0.00	3,402,450.00	0.00	0.00
403-334-03-80-43	State Grant From TIB	0.00	0.00	0.00	0.00	0.00	730,000.00	0.00
403-361-10-04-03	Unrealized Gain/Loss	2,446.49	1,327.68	0.00	0.00	0.00	0.00	0.00
403-361-11-04-03	Investment Interest - Stormwa...	5,410.02	2,479.27	2,000.00	0.00	2,000.00	2,000.00	2,000.00

Budget Worksheet Condensed

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
403-361-30-04-03	Realized Gain/Loss On Investm...	0.00	-244.22	0.00	0.00	0.00	0.00	0.00
403-361-41-04-03	Investment Interest - Purchased	0.00	187.89	0.00	0.00	0.00	0.00	0.00
403-397-00-04-03	Interfund Transfer - SW Operat...	75,500.00	380,000.00	140,000.00	0.00	140,000.00	100,000.00	125,000.00
403-397-00-04-04	IF Trans From CE For ARPA Exp...	0.00	0.00	0.00	0.00	0.00	7,446.00	7,446.00
	Revenue Total:	244,675.17	404,461.01	7,168,044.39	0.00	7,168,044.39	3,024,662.62	2,003,793.44
Expense								
403-508-41-00-17	Ending Balance	0.00	0.00	221,824.39	0.00	221,824.39	379,927.67	1,005,498.29
403-531-10-41-41	Banking Service Fee/Charges - ...	15.51	-15.27	0.00	0.00	0.00	0.00	0.00
403-591-31-70-00	Principal Payment - Street Swe...	45,950.22	47,305.76	0.00	0.00	0.00	47,305.76	45,950.00
403-592-31-80-00	Interest Payment - Street Swee...	2,751.05	1,395.52	0.00	0.00	0.00	1,395.52	2,751.00
403-594-31-61-00	Stormwater Land And Land Imp..	72,801.46	2,699.96	6,864,970.00	0.00	6,864,970.00	7,366.67	192,844.15
403-594-31-63-02	Stormwater System Design Eng...	56,489.95	60,999.46	0.00	0.00	0.00	325,302.00	167,350.00
403-594-31-63-03	Stormwater System Design Eng ..	42,717.41	21,671.23	0.00	0.00	0.00	1,288,365.00	364,400.00
403-594-31-64-00	Stormwater Machinery & Equi...	93,973.77	97,500.98	81,250.00	0.00	81,250.00	225,000.00	225,000.00
403-594-31-64-01	Stormwater Machinery & Equi...	132,500.00	437,750.00	0.00	0.00	0.00	750,000.00	0.00
	Expense Total:	447,199.37	669,307.64	7,168,044.39	0.00	7,168,044.39	3,024,662.62	2,003,793.44
	Fund: 403 - Stormwater Capital Reserve Fund Surplus (Deficit):	-202,524.20	-264,846.63	0.00	0.00	0.00	0.00	0.00
Fund: 410 - Water Capital Reserve Fund								
Revenue								
410-308-41-00-18	Beginning Balance - Water Capi...	0.00	0.00	1,120,094.48	0.00	1,120,094.48	1,182,195.02	1,880,258.00
410-321-50-00-40	Utility Permits	168,810.44	47,181.53	0.00	0.00	0.00	428,857.00	450,750.00
410-331-97-00-00	Fed Dir Grt Fr Dept Of Homela...	0.00	0.00	2,500,000.00	0.00	2,500,000.00	1,300,000.00	532,500.25
410-334-00-10-41	State Grant From Legislature	0.00	0.00	0.00	0.00	0.00	1,769,187.50	0.00
410-334-03-10-00	State Grant DOE	0.00	0.00	6,000,000.00	0.00	6,000,000.00	0.00	0.00
410-334-04-20-40	State Grant From Dept Of Co...	0.00	175,000.00	426,000.00	0.00	426,000.00	50,000.00	69,000.00
410-361-11-00-42	Investment Interest - Water Eq...	42,585.05	40,815.55	12,000.00	0.00	12,000.00	12,000.00	1,500.00
410-361-42-00-41	Interest Income - Private Loans	1,299.58	1,000.00	1,300.00	0.00	1,300.00	1,300.00	0.00
410-362-00-50-13	Lease Paym(Annual)-Consol Irri...	77,000.00	0.00	75,000.00	0.00	75,000.00	75,000.00	75,000.00
410-362-00-50-14	Lease Payment (Annual) - WWU	22,805.66	23,353.02	25,000.00	0.00	25,000.00	25,000.00	26,136.00
410-367-00-00-00	Developer Proceeds	0.00	0.00	0.00	0.00	0.00	50,000.00	120,000.00
410-367-00-04-11	Principal Payments On Private ...	3,253.34	2,794.10	0.00	0.00	0.00	0.00	0.00
410-391-80-04-10	DWSRF Loan From EPA/WA St ...	881,592.78	494,691.14	6,000,000.00	0.00	6,000,000.00	0.00	0.00

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
410-391-80-04-14	DOC PWTF Loan PC22-96103-0...	121,309.75	476,509.28	0.00	0.00	0.00	1,619,868.00	0.00
410-391-80-04-15	DOC PWTF Loan PC22-96103-0...	264,235.59	0.00	0.00	0.00	0.00	0.00	0.00
410-391-80-04-16	DOC PWTF Loan PR22-96103-0...	123,628.19	226,371.81	0.00	0.00	0.00	106,372.00	0.00
410-391-80-04-17	DOC PWTF Loan PR24-96103-0...	0.00	221,329.36	0.00	0.00	0.00	0.00	0.00
410-397-00-00-39	IFT 360 to 410	0.00	0.00	2,000,000.00	0.00	2,000,000.00	0.00	0.00
410-397-34-00-41	IF Trans-Rev Reserved For Rate...	100,000.00	100,000.00	200,000.00	0.00	200,000.00	100,000.00	100,000.00
410-397-34-00-95	INF Equip/Veh Lease/Repl.	40,400.00	50,000.00	0.00	0.00	0.00	100,000.00	80,000.00
Revenue Total:		1,846,920.38	1,859,045.79	18,359,394.48	0.00	18,359,394.48	6,819,779.52	3,335,144.25
Expense								
410-508-41-00-18	Ending Balance	0.00	0.00	726,114.48	0.00	726,114.48	1,500,782.85	1,711,127.30
410-534-10-41-41	Banking Service Fees/Charges -...	41.10	348.74	280.00	0.00	280.00	280.00	280.00
410-594-34-61-41	Water Utility Land And Land Im...	1,383.84	2,712.47	0.00	0.00	0.00	7,366.67	193,736.95
410-594-34-63-01	Water Utility Capital - C Street/...	8,497.25	0.00	0.00	0.00	0.00	0.00	0.00
410-594-34-63-03	Water Utility Capital Expenditu...	-355,701.24	546,898.98	17,207,000.00	0.00	17,207,000.00	4,733,850.00	1,162,500.00
410-594-34-63-09	Water Util Cap Expenditure-DO...	121,309.75	476,509.28	0.00	0.00	0.00	187,500.00	187,500.00
410-594-34-63-11	WtrUtil CapExpend-DOCPWTF...	264,235.59	0.00	0.00	0.00	0.00	0.00	0.00
410-594-34-63-12	Water Utility Capital Expenditu...	1,005,220.97	0.00	0.00	0.00	0.00	0.00	0.00
410-594-34-63-13	Water Utility Cap Exp - DOC PR...	0.00	226,371.81	0.00	0.00	0.00	0.00	0.00
410-594-34-63-14	Water Utility Cap Exp - DOC PR...	0.00	221,329.36	0.00	0.00	0.00	0.00	0.00
410-594-34-64-41	Water Utility Equipment	0.00	119,684.52	426,000.00	0.00	426,000.00	250,000.00	80,000.00
410-597-00-04-31	Transfer To 431	0.00	0.00	0.00	0.00	0.00	140,000.00	0.00
Expense Total:		1,044,987.26	1,593,855.16	18,359,394.48	0.00	18,359,394.48	6,819,779.52	3,335,144.25
Fund: 410 - Water Capital Reserve Fund Surplus (Deficit):		801,933.12	265,190.63	0.00	0.00	0.00	0.00	0.00
Fund: 411 - Wastewater Capital Reserve Fund								
Revenue								
411-308-41-00-19	Beginning Balance - Wastewate...	0.00	0.00	2,641,311.21	0.00	2,641,311.21	2,860,348.25	1,302,552.00
411-321-50-00-41	Utility Permits	86,100.00	148,000.00	350,000.00	0.00	350,000.00	350,000.00	347,600.00
411-331-10-04-03	Fed Dir Grt Fr Dept Of Agricultu...	0.00	342,032.13	0.00	0.00	0.00	3,500,000.00	0.00
411-331-11-00-01	Fed Dir Grt Fr The Department...	0.00	0.00	0.00	0.00	0.00	3,510,000.00	0.00
411-334-00-14-11	State Grant From Legislature	0.00	0.00	0.00	0.00	0.00	3,000,000.00	0.00
411-334-03-10-08	DOE Grant - WWTP COPLD-00...	141,977.29	40,713.47	6,000,000.00	0.00	6,000,000.00	750,000.00	510,000.00
411-334-03-10-09	DOE Grant - WQC-2023-COPLE...	0.00	37,592.05	0.00	0.00	0.00	0.00	0.00

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
411-334-04-20-42	State Dir/Ind Grant From Depar...	0.00	0.00	0.00	0.00	0.00	1,740,000.00	240,000.00
411-361-10-00-43	Unrealized Gain/Loss	30,304.32	16,731.80	0.00	0.00	0.00	0.00	0.00
411-361-11-00-43	Investment Interest - WW Equi...	46,177.70	58,134.51	20,000.00	0.00	20,000.00	20,000.00	2,000.00
411-361-30-00-43	Realized Gain/Loss On Investm...	0.00	-2,854.37	0.00	0.00	0.00	0.00	0.00
411-361-41-00-43	Investment Interest - Purchased	0.00	2,247.67	0.00	0.00	0.00	0.00	0.00
411-369-91-00-43	Misc Revenue	0.00	94,000.00	0.00	0.00	0.00	0.00	0.00
411-391-20-04-11	Revenue Bond Proceeds	0.00	436,260.73	0.00	0.00	0.00	0.00	0.00
411-391-80-04-11	DOE CWSRF Loan	166,142.49	127,822.82	1,000,000.00	0.00	1,000,000.00	750,000.00	480,000.00
411-391-80-04-12	DOE SWSEWER Loan WQC-202...	82,151.75	0.00	0.00	0.00	0.00	0.00	0.00
411-391-80-04-13	DOC PWTf Loan PC22-96103-0...	160,896.88	443,239.75	0.00	0.00	0.00	1,237,205.00	0.00
411-391-80-04-14	DOE Loan WQC-2023-COPLED-...	0.00	8,984.61	0.00	0.00	0.00	0.00	0.00
411-397-40-14-11	Transfer For Rate Funded Capit...	3,000.00	225,000.00	0.00	0.00	0.00	300,000.00	300,000.00
411-397-41-24-11	Transfer Of Surplus To Capital ...	0.00	0.00	200,000.00	0.00	200,000.00	200,000.00	300,000.00
Revenue Total:		716,750.43	1,977,905.17	10,211,311.21	0.00	10,211,311.21	18,217,553.25	3,482,152.00
Expense								
411-508-41-00-19	Ending Balance	0.00	0.00	2,888,105.21	0.00	2,888,105.21	2,749,775.58	1,835,209.05
411-535-10-41-41	Banking Service Fees/Charges -...	181.75	447.92	0.00	0.00	0.00	0.00	0.00
411-594-35-61-00	Wastewater Land And Land Im...	1,383.84	2,712.47	0.00	0.00	0.00	7,366.67	193,736.95
411-594-35-63-01	Other Improvements	69,829.85	94,527.58	200,000.00	0.00	200,000.00	100,000.00	100,000.00
411-594-35-63-04	Other Improvements	118,515.21	-198,099.84	0.00	0.00	0.00	5,000,000.00	1,000,000.00
411-594-35-63-05	Other Improvements - DOE Gr...	96,497.40	504,496.42	7,000,000.00	0.00	7,000,000.00	3,000,000.00	0.00
411-594-35-63-06	Other Improvements - DOE Loa...	91,211.89	71,085.30	0.00	0.00	0.00	1,000,000.00	0.00
411-594-35-63-07	Other Improvements - USDA G...	0.00	342,032.13	0.00	0.00	0.00	0.00	0.00
411-594-35-64-41	Wastewater Capital Equipment	335,102.73	1,037,015.26	123,206.00	0.00	123,206.00	5,123,206.00	353,206.00
411-594-35-64-42	Wstwtr Cap Equip - DOC PWTfB..	160,896.88	414,632.31	0.00	0.00	0.00	1,237,205.00	0.00
411-595-35-63-33	Other Improvements	0.00	6,055.59	0.00	0.00	0.00	0.00	0.00
411-597-00-03-31	IFT - Street Captial to WW Capt..	0.00	407,798.88	0.00	0.00	0.00	0.00	0.00
Expense Total:		873,619.55	2,682,704.02	10,211,311.21	0.00	10,211,311.21	18,217,553.25	3,482,152.00
Fund: 411 - Wastewater Capital Reserve Fund Surplus (Deficit):		-156,869.12	-704,798.85	0.00	0.00	0.00	0.00	0.00
Fund: 412 - Wastewater Debt Service Fund								
Revenue								
412-308-41-00-20	Beginning Balance - Wastewate...	0.00	0.00	1,611,824.39	0.00	1,611,824.39	1,193,222.29	584,694.00

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
412-343-50-00-51	LT Debt Collection For Sewer Ut..	567,335.13	499,150.84	620,000.00	0.00	620,000.00	620,000.00	619,967.00
412-361-11-00-44	Investment Interest Earned	40,017.78	39,093.57	15,000.00	0.00	15,000.00	15,000.00	2,000.00
	Revenue Total:	607,352.91	538,244.41	2,246,824.39	0.00	2,246,824.39	1,828,222.29	1,206,661.00
Expense								
412-508-41-00-20	Ending Balance	0.00	0.00	1,640,391.28	0.00	1,640,391.28	1,196,293.90	558,800.89
412-535-10-41-42	Banking Service Fees/Charges -...	42.52	4,432.20	25.00	0.00	25.00	25.00	25.00
412-591-35-78-13	Loan Payment PWTF - Principal...	10,752.39	10,752.40	35,142.53	0.00	35,142.53	74,985.57	0.00
412-591-35-78-53	Loan Payment USDA - SW SEW...	56,590.50	57,227.14	57,870.95	0.00	57,870.95	57,227.14	52,296.11
412-591-35-78-54	Loan Payment DOE SW SEWER ...	80,761.04	128,221.83	130,208.34	0.00	130,208.34	106,661.58	106,024.00
412-591-35-78-55	Loan Payment DOE WWTP Desi...	0.00	0.00	81,356.95	0.00	81,356.95	83,753.34	82,096.00
412-592-35-83-13	Interest Payment PWTF Loan - ...	454.80	1,819.31	5,128.58	0.00	5,128.58	15,430.10	0.00
412-592-35-83-53	Interest Payment USDA Loan - ...	31,927.50	31,290.86	30,674.05	0.00	30,674.05	31,290.86	42,570.00
412-592-35-83-54	Interest Payment DOE Loan - ...	0.00	29,089.66	31,185.90	0.00	31,185.90	26,897.52	27,535.00
412-592-35-83-55	Interest Payment DOE Loan - ...	0.00	0.00	34,840.81	0.00	34,840.81	35,657.28	37,314.00
412-597-41-24-11	Transfer Of Surplus To Capital ...	3,000.00	0.00	200,000.00	0.00	200,000.00	200,000.00	300,000.00
	Expense Total:	183,528.75	262,833.40	2,246,824.39	0.00	2,246,824.39	1,828,222.29	1,206,661.00
Fund: 412 - Wastewater Debt Service Fund Surplus (Deficit):		423,824.16	275,411.01	0.00	0.00	0.00	0.00	0.00
Fund: 413 - Water Capital Improvement Reserve Fund								
Revenue								
413-308-41-00-21	Beginning Balance-Water Cap ...	0.00	0.00	1,103,903.88	0.00	1,103,903.88	1,059,270.33	1,011,565.00
413-343-40-01-43	Capital Reserve Fund Collections	989,877.94	873,704.05	1,150,000.00	0.00	1,150,000.00	1,292,629.20	1,102,504.00
413-361-11-00-13	Interest - Water Capital Reserve..	46,867.44	42,030.09	25,000.00	0.00	25,000.00	25,000.00	5,000.00
413-397-00-00-43	IF Trans From Water Const Fun...	251,500.00	262,500.00	200,000.00	0.00	200,000.00	350,000.00	150,000.00
	Revenue Total:	1,288,245.38	1,178,234.14	2,478,903.88	0.00	2,478,903.88	2,726,899.53	2,269,069.00
Expense								
413-508-41-00-22	Ending Balance	0.00	0.00	1,043,336.21	0.00	1,043,336.21	1,196,608.48	973,124.00
413-534-10-41-43	Banking Service Fees/Charges -...	52.83	120.32	35.00	0.00	35.00	35.00	35.00
413-591-34-78-00	Loan Payment SRF Principal 04-...	87,835.49	87,835.49	87,835.00	0.00	87,835.00	87,599.40	87,835.00
413-591-34-78-01	Loan Payment PWTF Principal ...	168,885.24	0.00	168,885.24	0.00	168,885.24	168,885.24	168,885.00
413-591-34-78-04	Principal PWTF Loan 2007 PC08...	253,664.48	422,549.71	253,664.48	0.00	253,664.48	253,664.48	253,664.00
413-591-34-78-05	Loan Payment DOH Well #1 Pri...	65,359.05	65,359.05	65,359.05	0.00	65,359.05	65,359.05	65,359.00
413-591-34-78-06	Loan Payment DOH Well #1 Pri...	20,935.10	65,250.89	25,791.08	0.00	25,791.08	25,535.73	25,283.00

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
413-591-34-78-07	Loan Payment DOH Well #2 Pri...	105,602.78	105,602.78	90,655.79	0.00	90,655.79	89,316.05	87,996.00
413-591-34-78-08	Loan Payment DOH Well #2 Pri...	94,991.81	124,091.29	130,858.68	0.00	130,858.68	128,608.04	126,396.00
413-591-34-78-09	Loan Payment PWTF Principal ...	44,315.80	0.00	44,315.80	0.00	44,315.80	44,315.80	43,151.00
413-591-34-78-14	Loan Payment PWTF Principal ...	7,002.77	7,002.77	89,745.69	0.00	89,745.69	93,779.74	0.00
413-591-34-78-16	Loan Payment PWTF Principal ...	30,907.05	30,907.05	43,965.97	0.00	43,965.97	116,120.05	0.00
413-592-34-83-00	Loan Payment SRF Interest 04-...	3,952.60	2,635.06	1,313.99	0.00	1,313.99	2,627.98	3,942.00
413-592-34-83-01	Loan Payment PWTF Interest ...	2,533.28	0.00	844.43	0.00	844.43	1,688.86	3,378.00
413-592-34-83-04	Interest PWTF Loan 2007 PC08...	7,609.93	8,030.46	5,073.29	0.00	5,073.29	6,341.61	7,610.00
413-592-34-83-05	Interest Payment DOH Well #1 ...	13,071.81	12,418.22	11,764.63	0.00	11,764.63	12,418.22	13,071.00
413-592-34-83-06	Interest Payment DOH Well #1 ...	4,187.02	7,487.48	5,058.86	0.00	5,058.86	5,314.21	5,567.00
413-592-34-83-07	Interest Payment DOH Well #2 ...	25,344.67	23,760.63	22,684.99	0.00	22,684.99	24,024.73	25,345.00
413-592-34-83-08	Interest Payment DOH Well #2 ...	29,922.42	36,917.16	41,865.53	0.00	41,865.53	44,116.17	46,328.00
413-592-34-83-09	Loan Payment PWTF Interest P...	4,334.95	0.00	3,314.82	0.00	3,314.82	7,498.23	0.00
413-592-34-83-14	Interest Payment PWTF PC22-9...	190.08	1,184.87	28,535.60	0.00	28,535.60	19,297.46	0.00
413-592-34-83-16	Interest Payment PWTF PR22-9...	53.26	435.79	7,099.75	0.00	7,099.75	1,645.00	0.00
413-597-00-42-50	Transfer To 425	332,100.00	332,100.00	306,900.00	0.00	306,900.00	332,100.00	332,100.00
Expense Total:		1,302,852.42	1,333,689.02	2,478,903.88	0.00	2,478,903.88	2,726,899.53	2,269,069.00
Fund: 413 - Water Capital Improvement Reserve Fund Surplus (Defici...		-14,607.04	-155,454.88	0.00	0.00	0.00	0.00	0.00
Fund: 425 - Water Revenue Bond Fund								
Revenue								
425-308-41-00-23	Beginning Balance - Water/Se...	0.00	0.00	315,969.90	0.00	315,969.90	371,722.64	340,118.00
425-361-11-00-25	Investment Interest	16,424.11	12,097.42	10,000.00	0.00	10,000.00	10,000.00	1,500.00
425-397-00-42-50	Transfer From 413	332,100.00	332,100.00	306,900.00	0.00	306,900.00	332,100.00	332,100.00
Revenue Total:		348,524.11	344,197.42	632,869.90	0.00	632,869.90	713,822.64	673,718.00
Expense								
425-508-41-00-23	Ending Balance	0.00	0.00	325,969.90	0.00	325,969.90	400,622.64	354,218.00
425-535-10-41-44	Banking Service Fees/Charges -...	17.71	47.96	0.00	0.00	0.00	0.00	0.00
425-591-34-70-17	Principle Payment On 2017 Rev...	225,000.00	0.00	225,000.00	0.00	225,000.00	225,000.00	225,000.00
425-592-34-83-17	Interest Payment Of 2017 Reve...	94,500.00	0.00	81,900.00	0.00	81,900.00	88,200.00	94,500.00
Expense Total:		319,517.71	47.96	632,869.90	0.00	632,869.90	713,822.64	673,718.00
Fund: 425 - Water Revenue Bond Fund Surplus (Deficit):		29,006.40	344,149.46	0.00	0.00	0.00	0.00	0.00

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
Fund: 426 - Water Bond Reserve Fund								
Revenue								
426-308-41-00-24	Beginning Balance - Water/Se...	0.00	0.00	157,920.45	0.00	157,920.45	150,807.70	144,514.00
426-361-11-00-26	Interest Earned	5,777.31	4,910.15	4,000.00	0.00	4,000.00	4,000.00	1,000.00
	Revenue Total:	5,777.31	4,910.15	161,920.45	0.00	161,920.45	154,807.70	145,514.00
Expense								
426-508-41-00-24	Ending Balance	0.00	0.00	161,118.25	0.00	161,118.25	154,005.50	145,514.00
426-534-10-41-45	Banking Service Fees/Charges -...	6.31	18.26	802.20	0.00	802.20	802.20	0.00
	Expense Total:	6.31	18.26	161,920.45	0.00	161,920.45	154,807.70	145,514.00
	Fund: 426 - Water Bond Reserve Fund Surplus (Deficit):	5,771.00	4,891.89	0.00	0.00	0.00	0.00	0.00
Fund: 431 - Water System Construction Fund								
Revenue								
431-308-41-00-25	Beginning Fund Balance - Water..	0.00	0.00	823,194.57	0.00	823,194.57	1,195,138.89	1,173,092.00
431-361-10-00-31	Unrealized Gain/Loss	13,394.14	6,820.82	0.00	0.00	0.00	0.00	0.00
431-361-11-00-31	Investment Interest	19,605.89	20,613.32	10,000.00	0.00	10,000.00	10,000.00	4,000.00
431-361-30-00-31	Realized Gain/Loss On Investm...	0.00	-1,254.64	0.00	0.00	0.00	0.00	0.00
431-361-41-00-31	Investment Interest - Purchased	0.00	965.23	0.00	0.00	0.00	0.00	0.00
431-397-00-04-31	Transfer From 410	0.00	0.00	0.00	0.00	0.00	140,000.00	0.00
431-397-00-04-32	Transfer From Water Fund 400	0.00	0.00	200,000.00	0.00	200,000.00	200,000.00	0.00
	Revenue Total:	33,000.03	27,144.73	1,033,194.57	0.00	1,033,194.57	1,545,138.89	1,177,092.00
Expense								
431-508-41-00-25	Ending Fund Balance	0.00	0.00	333,194.57	0.00	333,194.57	1,195,138.89	1,027,092.00
431-534-10-49-31	Banking Service Fees/Charges -...	78.55	139.60	0.00	0.00	0.00	0.00	0.00
431-597-00-00-32	Interfund Transfer Fund 310 To...	0.00	0.00	500,000.00	0.00	500,000.00	0.00	0.00
431-597-00-00-43	IF Trans To WCIR #413 From W...	251,500.00	262,500.00	200,000.00	0.00	200,000.00	350,000.00	150,000.00
	Expense Total:	251,578.55	262,639.60	1,033,194.57	0.00	1,033,194.57	1,545,138.89	1,177,092.00
	Fund: 431 - Water System Construction Fund Surplus (Deficit):	-218,578.52	-235,494.87	0.00	0.00	0.00	0.00	0.00
Fund: 440 - Ambulance								
Revenue								
440-308-51-00-05	Beginning Balance- Ambulance...	0.00	0.00	538,954.83	0.00	538,954.83	572,163.37	317,312.00
440-332-93-40-10	Ground Emerg Med Transport ...	92,003.40	87,341.65	65,000.00	0.00	65,000.00	65,000.00	60,000.00
440-334-04-98-10	Department Of Health - EMS Tr...	0.00	766.00	0.00	0.00	0.00	0.00	0.00
440-342-21-41-02	Emergency Medical Services	473,565.85	299,793.22	500,000.00	0.00	500,000.00	613,240.00	400,000.00

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	2025 Prelim #2	2024 Final Budget	2023 Final Budget
440-342-60-00-06	Ambulance Charges	368,811.84	476,370.34	550,000.00	0.00	550,000.00	250,000.00	248,000.00
440-342-60-00-07	Misc Util Fees/Activation Fees	315.00	289.94	500.00	0.00	500.00	500.00	0.00
440-342-60-00-10	Ambulance Services - Commerc...	134,734.19	108,450.11	132,000.00	0.00	132,000.00	120,000.00	50,000.00
440-342-60-00-20	Ambulance Services - Medicare	110,799.92	144,353.73	165,000.00	0.00	165,000.00	130,000.00	130,000.00
440-342-60-00-30	Ambulance Services - Medicaid	18,734.91	13,237.20	27,500.00	0.00	27,500.00	25,000.00	2,000.00
440-342-60-00-40	Ambulance Services - Self Pay	30,548.14	14,330.58	22,000.00	0.00	22,000.00	50,000.00	15,000.00
440-342-60-00-50	Ambulance Services - Restituti...	50.00	7.60	100.00	0.00	100.00	100.00	100.00
440-359-90-00-43	Penalty/Late Fee - Ambulance	397.40	702.52	200.00	0.00	200.00	200.00	0.00
440-361-11-00-24	Investment Interest - EMS	6,872.49	9,868.56	3,000.00	0.00	3,000.00	3,000.00	0.00
	Revenue Total:	1,236,833.14	1,155,511.45	2,004,254.83	0.00	2,004,254.83	1,829,203.37	1,222,412.00
Expense								
440-508-51-00-05	Ending Balance - Ambulance Uti...	0.00	0.00	527,517.99	0.00	527,517.99	595,521.83	246,241.00
440-522-24-10-00	Wages & OT - EMS Admin	97,121.97	114,396.32	127,784.42	0.00	127,784.42	100,280.57	99,634.00
440-522-24-10-80	Wages & OT - EMS Rescue & E...	382,069.65	376,215.91	408,502.96	0.00	408,502.96	374,469.18	426,082.00
440-522-24-10-81	Stipends (Volunteers) - EMS	76,883.35	72,991.77	96,000.00	0.00	96,000.00	85,000.00	85,000.00
440-522-24-20-00	Benefits - EMS Admin	29,007.21	35,526.35	40,052.34	0.00	40,052.34	29,111.82	31,433.00
440-522-24-20-80	Benefits - EMS Rescue & Emerg...	151,154.12	153,959.35	134,471.16	0.00	134,471.16	123,835.58	159,640.00
440-522-24-20-81	Benefits - (Volunteers) - EMS	6,433.32	6,462.50	8,855.00	0.00	8,855.00	8,855.00	8,743.00
440-522-24-31-00	Operating Supplies - EMS Admi...	1,321.72	80.59	1,000.00	0.00	1,000.00	1,000.00	1,000.00
440-522-24-31-01	Office Supplies - EMS Administ...	9.35	64.78	0.00	0.00	0.00	0.00	0.00
440-522-24-31-03	Operating Supplies - EMS Train...	0.00	1,605.84	5,000.00	0.00	5,000.00	5,000.00	5,000.00
440-522-24-31-80	Operating Supplies - EMS Resc...	10,467.82	10,189.82	11,000.00	0.00	11,000.00	11,000.00	1,000.00
440-522-24-31-81	Office Supplies - EMS Rescue &...	0.00	259.79	0.00	0.00	0.00	0.00	0.00
440-522-24-31-83	Radios/Pagers - Parts & Supplie...	0.00	0.00	300.00	0.00	300.00	300.00	300.00
440-522-24-35-00	Sm Tools / Equipment - EMS A...	457.63	0.00	0.00	0.00	0.00	0.00	0.00
440-522-24-35-80	Sm Tools / Equipment - EMS Re...	16,310.56	4,629.88	30,000.00	0.00	30,000.00	50,000.00	50,000.00
440-522-24-41-80	Professional Services - EMS Res...	7,911.71	32,160.50	30,000.00	0.00	30,000.00	15,000.00	15,000.00
440-522-24-41-81	Professional Financial / Banking...	196.78	1,178.21	200.00	0.00	200.00	200.00	0.00
440-522-24-42-80	Communication - EMS Rescue ...	310.14	303.87	200.00	0.00	200.00	200.00	0.00
440-522-24-43-00	Travel - EMS	1,105.85	262.70	3,000.00	0.00	3,000.00	3,000.00	3,000.00
440-522-24-49-00	Miscellaneous - EMS Admin	2,584.09	137.40	100.00	0.00	100.00	100.00	100.00

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		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	Prelim #2	Final Budget	Final Budget
440-522-24-49-01	Reg/Fees - Training Classes & S...	41.00	95.30	5,000.00	0.00	5,000.00	5,000.00	5,000.00
440-522-24-49-02	Intergov Services - Dispatch Ch...	15,056.35	34,484.50	36,000.00	0.00	36,000.00	36,000.00	25,000.00
440-522-24-49-03	Miscellaneous - HR Wellness	0.00	0.00	1,750.00	0.00	1,750.00	0.00	0.00
440-522-24-49-80	Miscellaneous - EMS Rescue & ...	36.55	0.00	100.00	0.00	100.00	100.00	100.00
440-522-24-49-96	Interfund Rentals - O & M	43,098.60	30,317.71	63,202.00	0.00	63,202.00	30,000.00	30,000.00
440-522-27-10-00	Ambulance Utilities - Salaries &...	13,922.56	13,439.59	42,640.58	0.00	42,640.58	16,387.32	14,936.00
440-522-27-20-00	Ambulance Utilities - Personnel...	6,532.21	6,414.10	20,578.38	0.00	20,578.38	6,192.07	7,553.00
440-522-27-31-00	Ambulance Utilities - Operating...	68.44	112.01	0.00	0.00	0.00	0.00	0.00
440-522-27-31-01	Ambulance Utilities - Office Su...	340.68	36.09	0.00	0.00	0.00	0.00	0.00
440-522-27-41-00	Ambulance Utilities - Professio...	23,130.03	9,752.12	9,000.00	0.00	9,000.00	5,650.00	5,650.00
440-522-27-42-00	Ambulance Utilities - Communi...	133.09	665.04	0.00	0.00	0.00	0.00	0.00
440-522-27-43-00	Ambulance Utilities - Travel	168.58	109.18	0.00	0.00	0.00	0.00	0.00
440-522-27-44-01	Advertising	18.61	4.76	0.00	0.00	0.00	0.00	0.00
440-522-27-48-00	Ambulance Utilities - Repairs &...	68.67	30.21	0.00	0.00	0.00	0.00	0.00
440-522-27-49-00	Ambulance Utilities - Miscellan...	13.50	11.00	0.00	0.00	0.00	0.00	0.00
440-522-27-49-01	Ambulance Utilities - Reg/Fees -...	130.61	70.94	0.00	0.00	0.00	0.00	0.00
440-594-22-64-80	Equipment - Radios & Pagers (...)	5,413.86	2,573.42	2,000.00	0.00	2,000.00	2,000.00	2,000.00
440-597-00-15-23	Interfund Transfer	0.00	520,994.56	400,000.00	0.00	400,000.00	325,000.00	0.00
Expense Total:		891,518.61	1,429,536.11	2,004,254.83	0.00	2,004,254.83	1,829,203.37	1,222,412.00
Fund: 440 - Ambulance Surplus (Deficit):		345,314.53	-274,024.66	0.00	0.00	0.00	0.00	0.00
Fund: 500 - Equipment Rental & Replacement								
Revenue								
500-308-51-00-04	Beginning Balance - Equip Rent...	0.00	0.00	205,465.88	0.00	205,465.88	310,509.69	210,891.00
500-348-65-00-01	INF - O & M	654,755.02	515,865.05	750,000.00	0.00	750,000.00	690,000.00	450,000.00
500-361-10-00-50	Unrealized Gain/Loss	1,178.96	760.96	0.00	0.00	0.00	0.00	0.00
500-361-11-00-50	Investment Interest	2,332.73	3,021.97	1,500.00	0.00	1,500.00	1,500.00	1,000.00
500-361-30-00-50	Realized Gain/Loss On Investm...	0.00	-140.65	0.00	0.00	0.00	0.00	0.00
500-361-41-00-50	Investment Interest - Purchased	0.00	108.14	0.00	0.00	0.00	0.00	0.00
500-362-00-00-00	Equip & Vehicle Rental	2,197.42	1,362.69	3,000.00	0.00	3,000.00	3,000.00	3,000.00
500-369-10-00-08	Sale Of Surplus - ER&R	0.00	9,800.00	0.00	0.00	0.00	0.00	0.00
500-369-91-00-50	Other Misc. Revenues	139.31	0.00	0.00	0.00	0.00	0.00	0.00
500-395-20-00-50	Insurance Compensation For Lo...	70.00	0.00	0.00	0.00	0.00	0.00	0.00

Budget Worksheet Condensed

For Fiscal: 2025 Period Ending: 12/31/2025

		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	Prelim #2	2024 Final Budget	2023 Final Budget
500-397-00-00-50	Transfer From CE For Police Veh...	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00
Revenue Total:		660,673.44	535,778.16	959,965.88	0.00	959,965.88	1,005,009.69	664,891.00
Expense								
500-508-51-00-04	Fund Ending Balance	0.00	0.00	185,465.12	0.00	185,465.12	315,890.65	132,562.00
500-548-68-10-00	Wages & OT	113,598.89	115,120.55	129,336.60	0.00	129,336.60	123,175.64	118,574.00
500-548-68-20-00	Benefits	74,518.00	75,209.05	70,114.84	0.00	70,114.84	65,661.93	79,109.00
500-548-68-20-01	Benefits - Uniforms	1,534.96	477.80	1,200.00	0.00	1,200.00	1,000.00	1,500.00
500-548-68-31-00	Operating Supplies - General	138,981.63	68,795.58	90,000.00	0.00	90,000.00	90,000.00	70,000.00
500-548-68-32-00	Fuel Consumed	134,934.20	89,359.41	115,000.00	0.00	115,000.00	120,000.00	75,000.00
500-548-68-35-00	Small Tools / Equipment	11,414.72	15,640.56	18,000.00	0.00	18,000.00	15,000.00	8,500.00
500-548-68-44-00	External Taxes	68.17	60.80	700.00	0.00	700.00	700.00	700.00
500-548-68-48-00	Repairs / Maintenance	66,106.21	44,842.53	80,000.00	0.00	80,000.00	90,000.00	60,000.00
500-548-68-49-00	Miscellaneous	721.80	194.00	6,600.00	0.00	6,600.00	0.00	0.00
500-548-70-10-00	Wages & OT	18,131.25	16,798.27	57,890.71	0.00	57,890.71	19,274.08	17,417.00
500-548-70-20-00	Personnel Benefits	8,384.47	7,889.36	29,026.61	0.00	29,026.61	6,881.45	8,426.00
500-548-70-31-00	Operating Supplies - ER&R A...	73.35	39.14	500.00	0.00	500.00	100.00	100.00
500-548-70-31-01	Office Supplies - ER&R Admini...	495.35	1,221.09	600.00	0.00	600.00	500.00	500.00
500-548-70-35-00	Small Tools / Equipment	0.00	0.00	150.00	0.00	150.00	150.00	150.00
500-548-70-41-00	Professional Services	662.64	91.08	6,800.00	0.00	6,800.00	800.00	800.00
500-548-70-42-00	Communication	444.69	412.07	1,440.00	0.00	1,440.00	600.00	600.00
500-548-70-43-00	Travel	1,835.65	2,248.59	6,000.00	0.00	6,000.00	4,000.00	3,000.00
500-548-70-44-01	Advertising	129.97	0.00	500.00	0.00	500.00	500.00	500.00
500-548-70-46-00	Insurance	72,934.96	90,179.34	96,492.00	0.00	96,492.00	89,500.00	76,053.00
500-548-70-47-00	Public Utility Services	7,052.76	6,084.75	8,500.00	0.00	8,500.00	7,000.00	7,000.00
500-548-70-49-00	Miscellaneous	146.83	7.42	500.00	0.00	500.00	500.00	500.00
500-548-70-49-01	Registrations/Fees - Training Cl...	2,268.15	3,482.48	6,000.00	0.00	6,000.00	4,000.00	3,000.00
500-548-70-49-02	Miscellaneous - HR Wellness	0.00	0.00	250.00	0.00	250.00	0.00	0.00
500-548-79-41-00	Professional Financial / Banking...	310.37	55.31	400.00	0.00	400.00	400.00	400.00
500-594-18-64-05	Capital Expenditures - Shop	49,090.80	0.00	0.00	0.00	0.00	0.00	0.00
500-594-22-64-76	Fire Mobilization Equipment	0.00	0.00	500.00	0.00	500.00	500.00	500.00
500-594-48-64-00	Machinery / Equipment	0.00	6,875.94	10,000.00	0.00	10,000.00	6,875.94	0.00

Budget Worksheet Condensed

For Fiscal: 2025 Period Ending: 12/31/2025

		2023	2024	2025	2025	2025	2024	2023
		Total Activity	Total Activity	Total Budget	YTD Activity	Prelim #2	Final Budget	Final Budget
500-594-48-64-01	Machinery / Equipment	0.00	19,208.48	23,000.00	0.00	23,000.00	22,000.00	0.00
500-594-48-64-02	Machinery / Equipment	0.00	16,075.45	15,000.00	0.00	15,000.00	20,000.00	0.00
Expense Total:		703,839.82	580,369.05	959,965.88	0.00	959,965.88	1,005,009.69	664,891.00
Fund: 500 - Equipment Rental & Replacement Surplus (Deficit):		-43,166.38	-44,590.89	0.00	0.00	0.00	0.00	0.00
Fund: 625 - Flexible Benefits Plan Fund								
Revenue								
625-308-31-00-04	Beginning Balance - Flexible Be...	0.00	0.00	8,608.87	0.00	8,608.87	14,105.47	14,793.00
625-361-11-00-65	Investment Interest	0.20	3.99	0.00	0.00	0.00	0.00	0.00
625-389-40-00-73	Trust Contribs Employee	11,316.68	11,046.95	17,000.00	0.00	17,000.00	12,000.00	10,000.00
625-389-60-00-01	Investment Interest	0.91	0.91	0.00	0.00	0.00	0.00	0.00
Revenue Total:		11,317.79	11,051.85	25,608.87	0.00	25,608.87	26,105.47	24,793.00
Expense								
625-508-31-00-04	Ending Fund Balance	0.00	0.00	8,608.87	0.00	8,608.87	14,105.47	12,793.00
625-589-40-00-73	Unreimbursed Medical Pays	14,233.21	17,113.47	17,000.00	0.00	17,000.00	12,000.00	12,000.00
Expense Total:		14,233.21	17,113.47	25,608.87	0.00	25,608.87	26,105.47	24,793.00
Fund: 625 - Flexible Benefits Plan Fund Surplus (Deficit):		-2,915.42	-6,061.62	0.00	0.00	0.00	0.00	0.00
Report Surplus (Deficit):		175,568.69	-4,872,964.19	0.00	-4,000.00	0.00	0.00	0.00

Group Summary

Account Typ...	2023 Total Activity	2024 Total Activity	2025 Total Budget	2025 YTD Activity	2025 2025 Prelim #2	2024 2024 Final Budget	2023 2023 Final Budget
Fund: 001 - Current Expense Fund							
Revenue	7,793,198.74	6,071,800.32	11,356,523.34	0.00	11,356,523.34	10,878,239.43	11,884,888.00
Expense	8,743,597.35	7,872,675.90	11,356,523.34	4,000.00	11,356,523.34	10,878,239.43	11,884,888.00
Fund: 001 - Current Expense Fund Surplus (Deficit):	-950,398.61	-1,800,875.58	0.00	-4,000.00	0.00	0.00	0.00
Fund: 005 - Current Expense Reserve Fund							
Revenue	14,385.69	13,136.25	507,078.54	0.00	507,078.54	590,745.23	522,433.22
Expense	31.56	97.34	507,078.54	0.00	507,078.54	590,745.23	522,433.22
Fund: 005 - Current Expense Reserve Fund Surplus (Deficit):	14,354.13	13,038.91	0.00	0.00	0.00	0.00	0.00
Fund: 012 - Technology Reserve Fund							
Revenue	271,380.63	504,419.66	538,124.07	0.00	538,124.07	979,210.69	726,395.00
Expense	548,378.58	573,124.80	538,124.07	0.00	538,124.07	979,210.69	726,395.00
Fund: 012 - Technology Reserve Fund Surplus (Deficit):	-276,997.95	-68,705.14	0.00	0.00	0.00	0.00	0.00
Fund: 061 - Employee Benefit Reserve Fund							
Revenue	12,292.73	34,425.18	352,370.29	0.00	352,370.29	495,296.17	509,230.00
Expense	81,717.81	132,467.82	352,370.29	0.00	352,370.29	495,296.17	509,230.00
Fund: 061 - Employee Benefit Reserve Fund Surplus (Deficit):	-69,425.08	-98,042.64	0.00	0.00	0.00	0.00	0.00
Fund: 100 - Street Fund							
Revenue	648,359.90	674,304.03	1,161,889.17	0.00	1,161,889.17	1,297,451.44	1,060,518.00
Expense	748,680.63	865,730.15	1,161,889.17	0.00	1,161,889.17	1,297,451.44	1,060,518.00
Fund: 100 - Street Fund Surplus (Deficit):	-100,320.73	-191,426.12	0.00	0.00	0.00	0.00	0.00
Fund: 120 - Criminal Justice Fund							
Revenue	32,018.27	13,471.61	51,681.31	0.00	51,681.31	69,997.76	46,281.00
Expense	20,730.61	31,874.64	51,681.31	0.00	51,681.31	69,997.76	46,281.00
Fund: 120 - Criminal Justice Fund Surplus (Deficit):	11,287.66	-18,403.03	0.00	0.00	0.00	0.00	0.00
Fund: 121 - Forfeited Proceeds Fund							
Revenue	57.81	56.32	2,160.04	0.00	2,160.04	2,079.00	2,540.00
Expense	0.12	0.11	2,160.04	0.00	2,160.04	2,079.00	2,540.00
Fund: 121 - Forfeited Proceeds Fund Surplus (Deficit):	57.69	56.21	0.00	0.00	0.00	0.00	0.00
Fund: 130 - Hotel/Motel Tax							
Revenue	45,030.00	40,258.96	145,356.19	0.00	145,356.19	104,144.83	80,367.00
Expense	13,521.68	11,328.72	145,356.19	0.00	145,356.19	104,144.83	80,367.00
Fund: 130 - Hotel/Motel Tax Surplus (Deficit):	31,508.32	28,930.24	0.00	0.00	0.00	0.00	0.00
Fund: 201 - ULTGO Bond Fund							
Revenue	490,805.77	80,047.14	503,758.45	0.00	503,758.45	507,711.17	509,985.00
Expense	488,751.40	79,950.96	503,758.45	0.00	503,758.45	507,711.17	509,985.00
Fund: 201 - ULTGO Bond Fund Surplus (Deficit):	2,054.37	96.18	0.00	0.00	0.00	0.00	0.00

Budget Worksheet Condensed

For Fiscal: 2025 Period Ending: 12/31/2025

Account Typ...	2023 Total Activity	2024 Total Activity	2025 Total Budget	2025 YTD Activity	2025 2025 Prelim #2	2024 2024 Final Budget	2023 2023 Final Budget
Fund: 240 - Local Improvement District Fund							
Revenue	0.00	220,994.56	0.00	0.00	0.00	0.00	0.00
Expense	0.00	220,994.56	0.00	0.00	0.00	0.00	0.00
Fund: 240 - Local Improvement District Fund Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund: 301 - Street Capital Contribution Fund							
Revenue	200,002.65	40,009.87	290,328.96	0.00	290,328.96	384,977.34	84,980.00
Expense	202,018.14	40,000.00	290,328.96	0.00	290,328.96	384,977.34	84,980.00
Fund: 301 - Street Capital Contribution Fund Surplus (Deficit):	-2,015.49	9.87	0.00	0.00	0.00	0.00	0.00
Fund: 305 - Capital Improvement Fund (REET)							
Revenue	151,050.47	142,046.31	471,209.57	0.00	471,209.57	1,158,072.82	821,272.00
Expense	181,715.28	600,071.76	471,209.57	0.00	471,209.57	1,158,072.82	821,272.00
Fund: 305 - Capital Improvement Fund (REET) Surplus (Deficit):	-30,664.81	-458,025.45	0.00	0.00	0.00	0.00	0.00
Fund: 306 - Capital Improvement Fund (REET 2)							
Revenue	183,156.68	543,881.00	2,629,509.90	0.00	2,629,509.90	6,359,479.08	2,202,149.25
Expense	306,675.02	2,056,167.88	2,629,509.90	0.00	2,629,509.90	6,359,479.08	2,202,149.25
Fund: 306 - Capital Improvement Fund (REET 2) Surplus (Deficit):	-123,518.34	-1,512,286.88	0.00	0.00	0.00	0.00	0.00
Fund: 309 - CDBG Projects Fund							
Revenue	279,045.72	408,576.81	2,451.59	0.00	2,451.59	324,400.26	324,400.00
Expense	277,045.98	408,125.51	2,451.59	0.00	2,451.59	324,400.26	324,400.00
Fund: 309 - CDBG Projects Fund Surplus (Deficit):	1,999.74	451.30	0.00	0.00	0.00	0.00	0.00
Fund: 311 - Street Improvement Fund							
Revenue	720,329.79	2,085,244.72	14,031,734.62	0.00	14,031,734.62	6,631,184.53	1,005,038.95
Expense	746,460.51	1,757,091.34	14,031,734.62	0.00	14,031,734.62	6,631,184.53	1,005,038.95
Fund: 311 - Street Improvement Fund Surplus (Deficit):	-26,130.72	328,153.38	0.00	0.00	0.00	0.00	0.00
Fund: 315 - Facility Maintenance Reserve Fund (CE)							
Revenue	576,176.10	122,865.89	2,771,864.59	0.00	2,771,864.59	2,991,932.97	1,817,515.30
Expense	951,259.82	374,626.53	2,771,864.59	0.00	2,771,864.59	2,991,932.97	1,817,515.30
Fund: 315 - Facility Maintenance Reserve Fund (CE) Surplus (Deficit):	-375,083.72	-251,760.64	0.00	0.00	0.00	0.00	0.00
Fund: 320 - Equipment Reserve Fund							
Revenue	433,302.22	869,092.86	855,554.18	0.00	855,554.18	1,360,537.91	1,233,838.00
Expense	313,052.63	1,154,366.23	855,554.18	0.00	855,554.18	1,360,537.91	1,233,838.00
Fund: 320 - Equipment Reserve Fund Surplus (Deficit):	120,249.59	-285,273.37	0.00	0.00	0.00	0.00	0.00
Fund: 330 - Economic Development Fund							
Revenue	40,200.31	180,656.75	963,108.00	0.00	963,108.00	153,770.08	140,421.00
Expense	0.00	288,932.24	963,108.00	0.00	963,108.00	153,770.08	140,421.00
Fund: 330 - Economic Development Fund Surplus (Deficit):	40,200.31	-108,275.49	0.00	0.00	0.00	0.00	0.00
Fund: 340 - Economic Development Reserve Fund							
Revenue	1.15	1.14	74.72	0.00	74.72	73.65	0.00

Budget Worksheet Condensed

For Fiscal: 2025 Period Ending: 12/31/2025

Account Typ...	2023 Total Activity	2024 Total Activity	2025 Total Budget	2025 YTD Activity	2025 2025 Prelim #2	2024 2024 Final Budget	2023 2023 Final Budget
Expense	0.00	0.00	74.72	0.00	74.72	73.65	0.00
Fund: 340 - Economic Development Reserve Fund Surplus (Deficit):	1.15	1.14	0.00	0.00	0.00	0.00	0.00
Fund: 350 - Tax Benefit District Construction Fund							
Revenue	0.00	98,603.74	403,351.29	0.00	403,351.29	381,000.00	0.00
Expense	0.00	21,252.65	403,351.29	0.00	403,351.29	381,000.00	0.00
Fund: 350 - Tax Benefit District Construction Fund Surplus (Deficit):	0.00	77,351.09	0.00	0.00	0.00	0.00	0.00
Fund: 360 - Tax Increment Financing Construction Fund							
Revenue	0.00	3,557.36	7,000,000.00	0.00	7,000,000.00	4,090,032.00	0.00
Expense	0.00	0.00	7,000,000.00	0.00	7,000,000.00	4,090,032.00	0.00
Fund: 360 - Tax Increment Financing Construction Fund Surplus (Defi...:	0.00	3,557.36	0.00	0.00	0.00	0.00	0.00
Fund: 400 - Water Fund							
Revenue	2,048,040.51	1,804,977.05	3,344,556.59	0.00	3,344,556.59	2,933,144.59	2,313,560.00
Expense	2,142,879.09	1,805,230.52	3,344,556.59	0.00	3,344,556.59	2,933,144.59	2,313,560.00
Fund: 400 - Water Fund Surplus (Deficit):	-94,838.58	-253.47	0.00	0.00	0.00	0.00	0.00
Fund: 401 - Wastewater Fund							
Revenue	3,181,923.94	2,721,536.01	6,297,715.65	0.00	6,297,715.65	5,597,535.72	4,248,797.00
Expense	2,165,105.14	2,259,096.14	6,297,715.65	0.00	6,297,715.65	5,597,535.72	4,248,797.00
Fund: 401 - Wastewater Fund Surplus (Deficit):	1,016,818.80	462,439.87	0.00	0.00	0.00	0.00	0.00
Fund: 402 - Stormwater Fund							
Revenue	688,469.81	704,408.08	1,271,878.68	0.00	1,271,878.68	1,212,128.32	1,326,441.00
Expense	669,227.38	902,500.60	1,271,878.68	0.00	1,271,878.68	1,212,128.32	1,326,441.00
Fund: 402 - Stormwater Fund Surplus (Deficit):	19,242.43	-198,092.52	0.00	0.00	0.00	0.00	0.00
Fund: 403 - Stormwater Capital Reserve Fund							
Revenue	244,675.17	404,461.01	7,168,044.39	0.00	7,168,044.39	3,024,662.62	2,003,793.44
Expense	447,199.37	669,307.64	7,168,044.39	0.00	7,168,044.39	3,024,662.62	2,003,793.44
Fund: 403 - Stormwater Capital Reserve Fund Surplus (Deficit):	-202,524.20	-264,846.63	0.00	0.00	0.00	0.00	0.00
Fund: 410 - Water Capital Reserve Fund							
Revenue	1,846,920.38	1,859,045.79	18,359,394.48	0.00	18,359,394.48	6,819,779.52	3,335,144.25
Expense	1,044,987.26	1,593,855.16	18,359,394.48	0.00	18,359,394.48	6,819,779.52	3,335,144.25
Fund: 410 - Water Capital Reserve Fund Surplus (Deficit):	801,933.12	265,190.63	0.00	0.00	0.00	0.00	0.00
Fund: 411 - Wastewater Capital Reserve Fund							
Revenue	716,750.43	1,977,905.17	10,211,311.21	0.00	10,211,311.21	18,217,553.25	3,482,152.00
Expense	873,619.55	2,682,704.02	10,211,311.21	0.00	10,211,311.21	18,217,553.25	3,482,152.00
Fund: 411 - Wastewater Capital Reserve Fund Surplus (Deficit):	-156,869.12	-704,798.85	0.00	0.00	0.00	0.00	0.00
Fund: 412 - Wastewater Debt Service Fund							
Revenue	607,352.91	538,244.41	2,246,824.39	0.00	2,246,824.39	1,828,222.29	1,206,661.00
Expense	183,528.75	262,833.40	2,246,824.39	0.00	2,246,824.39	1,828,222.29	1,206,661.00
Fund: 412 - Wastewater Debt Service Fund Surplus (Deficit):	423,824.16	275,411.01	0.00	0.00	0.00	0.00	0.00

Budget Worksheet Condensed

For Fiscal: 2025 Period Ending: 12/31/2025

Account Typ...	2023 Total Activity	2024 Total Activity	2025 Total Budget	2025 YTD Activity	2025 2025 Prelim #2	2024 2024 Final Budget	2023 2023 Final Budget
Fund: 413 - Water Capital Improvement Reserve Fund							
Revenue	1,288,245.38	1,178,234.14	2,478,903.88	0.00	2,478,903.88	2,726,899.53	2,269,069.00
Expense	1,302,852.42	1,333,689.02	2,478,903.88	0.00	2,478,903.88	2,726,899.53	2,269,069.00
Fund: 413 - Water Capital Improvement Reserve Fund Surplus (Deficit):	-14,607.04	-155,454.88	0.00	0.00	0.00	0.00	0.00
Fund: 425 - Water Revenue Bond Fund							
Revenue	348,524.11	344,197.42	632,869.90	0.00	632,869.90	713,822.64	673,718.00
Expense	319,517.71	47.96	632,869.90	0.00	632,869.90	713,822.64	673,718.00
Fund: 425 - Water Revenue Bond Fund Surplus (Deficit):	29,006.40	344,149.46	0.00	0.00	0.00	0.00	0.00
Fund: 426 - Water Bond Reserve Fund							
Revenue	5,777.31	4,910.15	161,920.45	0.00	161,920.45	154,807.70	145,514.00
Expense	6.31	18.26	161,920.45	0.00	161,920.45	154,807.70	145,514.00
Fund: 426 - Water Bond Reserve Fund Surplus (Deficit):	5,771.00	4,891.89	0.00	0.00	0.00	0.00	0.00
Fund: 431 - Water System Construction Fund							
Revenue	33,000.03	27,144.73	1,033,194.57	0.00	1,033,194.57	1,545,138.89	1,177,092.00
Expense	251,578.55	262,639.60	1,033,194.57	0.00	1,033,194.57	1,545,138.89	1,177,092.00
Fund: 431 - Water System Construction Fund Surplus (Deficit):	-218,578.52	-235,494.87	0.00	0.00	0.00	0.00	0.00
Fund: 440 - Ambulance							
Revenue	1,236,833.14	1,155,511.45	2,004,254.83	0.00	2,004,254.83	1,829,203.37	1,222,412.00
Expense	891,518.61	1,429,536.11	2,004,254.83	0.00	2,004,254.83	1,829,203.37	1,222,412.00
Fund: 440 - Ambulance Surplus (Deficit):	345,314.53	-274,024.66	0.00	0.00	0.00	0.00	0.00
Fund: 500 - Equipment Rental & Replacement							
Revenue	660,673.44	535,778.16	959,965.88	0.00	959,965.88	1,005,009.69	664,891.00
Expense	703,839.82	580,369.05	959,965.88	0.00	959,965.88	1,005,009.69	664,891.00
Fund: 500 - Equipment Rental & Replacement Surplus (Deficit):	-43,166.38	-44,590.89	0.00	0.00	0.00	0.00	0.00
Fund: 625 - Flexible Benefits Plan Fund							
Revenue	11,317.79	11,051.85	25,608.87	0.00	25,608.87	26,105.47	24,793.00
Expense	14,233.21	17,113.47	25,608.87	0.00	25,608.87	26,105.47	24,793.00
Fund: 625 - Flexible Benefits Plan Fund Surplus (Deficit):	-2,915.42	-6,061.62	0.00	0.00	0.00	0.00	0.00
Report Surplus (Deficit):	175,568.69	-4,872,964.19	0.00	-4,000.00	0.00	0.00	0.00

Fund Summary

Fund	2023 Total Activity	2024 Total Activity	2025 Total Budget	2025 YTD Activity	2025 2025 Prelim #2	2024 2024 Final Budget	2023 2023 Final Budget
001 - Current Expense Fund	-950,398.61	-1,800,875.58	0.00	-4,000.00	0.00	0.00	0.00
005 - Current Expense Reserve Fund	14,354.13	13,038.91	0.00	0.00	0.00	0.00	0.00
012 - Technology Reserve Fund	-276,997.95	-68,705.14	0.00	0.00	0.00	0.00	0.00
061 - Employee Benefit Reserve Fund	-69,425.08	-98,042.64	0.00	0.00	0.00	0.00	0.00
100 - Street Fund	-100,320.73	-191,426.12	0.00	0.00	0.00	0.00	0.00
120 - Criminal Justice Fund	11,287.66	-18,403.03	0.00	0.00	0.00	0.00	0.00
121 - Forfeited Proceeds Fund	57.69	56.21	0.00	0.00	0.00	0.00	0.00
130 - Hotel/Motel Tax	31,508.32	28,930.24	0.00	0.00	0.00	0.00	0.00
201 - ULTGO Bond Fund	2,054.37	96.18	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
301 - Street Capital Contribution Fund	-2,015.49	9.87	0.00	0.00	0.00	0.00	0.00
305 - Capital Improvement Fund (REET)	-30,664.81	-458,025.45	0.00	0.00	0.00	0.00	0.00
306 - Capital Improvement Fund (REET 2)	-123,518.34	-1,512,286.88	0.00	0.00	0.00	0.00	0.00
309 - CDBG Projects Fund	1,999.74	451.30	0.00	0.00	0.00	0.00	0.00
311 - Street Improvement Fund	-26,130.72	328,153.38	0.00	0.00	0.00	0.00	0.00
315 - Facility Maintenance Reserve Fund (CE)	-375,083.72	-251,760.64	0.00	0.00	0.00	0.00	0.00
320 - Equipment Reserve Fund	120,249.59	-285,273.37	0.00	0.00	0.00	0.00	0.00
330 - Economic Development Fund	40,200.31	-108,275.49	0.00	0.00	0.00	0.00	0.00
340 - Economic Development Reserve Fund	1.15	1.14	0.00	0.00	0.00	0.00	0.00
350 - Tax Benefit District Construction Fund	0.00	77,351.09	0.00	0.00	0.00	0.00	0.00
360 - Tax Increment Financing Construction Fund	0.00	3,557.36	0.00	0.00	0.00	0.00	0.00
400 - Water Fund	-94,838.58	-253.47	0.00	0.00	0.00	0.00	0.00
401 - Wastewater Fund	1,016,818.80	462,439.87	0.00	0.00	0.00	0.00	0.00
402 - Stormwater Fund	19,242.43	-198,092.52	0.00	0.00	0.00	0.00	0.00
403 - Stormwater Capital Reserve Fund	-202,524.20	-264,846.63	0.00	0.00	0.00	0.00	0.00
410 - Water Capital Reserve Fund	801,933.12	265,190.63	0.00	0.00	0.00	0.00	0.00
411 - Wastewater Capital Reserve Fund	-156,869.12	-704,798.85	0.00	0.00	0.00	0.00	0.00
412 - Wastewater Debt Service Fund	423,824.16	275,411.01	0.00	0.00	0.00	0.00	0.00
413 - Water Capital Improvement Reserve Fund	-14,607.04	-155,454.88	0.00	0.00	0.00	0.00	0.00
425 - Water Revenue Bond Fund	29,006.40	344,149.46	0.00	0.00	0.00	0.00	0.00
426 - Water Bond Reserve Fund	5,771.00	4,891.89	0.00	0.00	0.00	0.00	0.00
431 - Water System Construction Fund	-218,578.52	-235,494.87	0.00	0.00	0.00	0.00	0.00
440 - Ambulance	345,314.53	-274,024.66	0.00	0.00	0.00	0.00	0.00
500 - Equipment Rental & Replacement	-43,166.38	-44,590.89	0.00	0.00	0.00	0.00	0.00
625 - Flexible Benefits Plan Fund	-2,915.42	-6,061.62	0.00	0.00	0.00	0.00	0.00
Report Surplus (Deficit):	175,568.69	-4,872,964.19	0.00	-4,000.00	0.00	0.00	0.00

City of College Place, Washington
RESOLUTION NO. 24-076

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON APPROVING MEMORANDUM OF UNDERSTANDING WITH CITY OF WALLA WALLA ATTORNEY OFFICE FOR COMMUNITY COURT PROSECUTION SERVICES AND AUTHORIZING MAYOR TO EXECUTE

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

Whereas, and Chapter 2.30 RCW allows district courts to develop therapeutic courts to remove criminal defendant's from the traditional criminal trial track and allow those defendants the opportunity to obtain treatment services to address particular issues that may have contributed to the conduct that lead to their arrest and/or criminal charges by focusing on specific individual's needs, providing treatment for the issues presented, and ensuring rapid and appropriate accountability for program violations to decrease recidivism, improve community safety, and improve the life of the participant; and

Whereas, Walla Walla District Court, which performs court services for the City, has developed a therapeutic court named "Community Court" staffed by one coordinator and held by one primary judge; and

Whereas, continuity and consistency in application of the Community Court Program is necessary to effectively and efficiently handle criminal matters in Community Court; and

Whereas, the City of Walla Walla has agreed to perform prosecution services on behalf of the City of College Place and the Walla Walla County Prosecuting Attorney's Office for all matters referred to and accepted into Community Court at no monetary cost to the City;

Whereas, granting authority to the City Attorney of Walla Walla to serve as the City's prosecution in Community Court is in the best interests of the City and the public; and

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

- 1. Mayor is authorized and directed to execute the Memorandum of Understanding at Exhibit A granting authority to the City of Walla Walla Attorney to serve as the City's prosecutor in Walla Walla Community Court.**

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

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 12th day of November, 2024.

Attest:

Norma L. Hernández, Mayor

Maryelizabeth Garcia, City Clerk

WALLA WALLA COUNTY



COMMUNITY COURT



Participant Handbook

November 6, 2024

Your Name: _____

To contact a representative of the WWCCC call (509) XXX-XXXX.

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HANDBOOK OVERVIEW

Dear Participant,

Welcome to the Walla Walla County Community Court. You are about to enter a program that will benefit you and your future. As you progress through the program, you will be given the tools to establish and achieve long term stability through a continuum of care with the development and utilization of community resources. This handbook is designed to answer questions, address concerns and provide overall information about the program. As a participant, you will be expected to follow the instructions given by the Judge and comply with the recommended treatment plan. This handbook will provide a general description of what is expected of you.

Sincerely,

The Walla Walla County Community Court Team

**PLEASE READ THIS BOOKLET VERY CAREFULLY.
YOU ARE RESPONSIBLE FOR KNOWING AND UNDERSTANDING ITS CONTENT.**

This handbook is designed to provide you with information regarding the Walla Walla County Community Court. These guidelines discuss general policies and procedures. The Court reserves the right to change these guidelines and to decide any matter based upon individual facts and circumstances.

POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE UPON WRITTEN ORDER OF THE COURT

PROGRAM INFORMATION

Introduction and Frequently Asked Questions

What is the Walla Walla County Community Court Program?

Walla Walla County Community Court (WWCCC) is designed to help participants. Instead of a traditional sentence and probation, you will enter a supervised, structured, treatment-based program designed to help you learn how to manage your behavioral health diagnosis. You may also learn other essential life skills in order to live a healthy life.

As a Community Court participant, you are expected to attend all recommended appointments, recovery support meetings, treatment, and counseling sessions. You are also required to attend WWCCC court dockets along with other program participants. Progress is monitored by WWCCC Team through regular appointments with case managers and/or probation officers and required drug and alcohol testing. Successful completion of WWCCC results in dismissal of the criminal charges. Most importantly, graduating participants gain the necessary tools to achieve long-term stability and live a healthy lifestyle.

WWCCC is designed to have both intense accountability and encouragement by a team made up of a Judge, community court coordinator/case manager(s), prosecutor, defense attorney, probation officer(s) and treatment providers who specifically work with the WWCCC participants. The Community Court Team (CCT) works collaboratively to monitor, supervise and guide each participant. Based on your needs, CCT connects you with resources that include stable, substance-free housing, education, employment, transportation, and mental health concerns—you will not be alone in your recovery efforts.

To successfully complete the program participants must work their way through the four program phases. The program phases are designed to gradually improve coping skills and encourage healthy choices by first focusing on treatment, then life skills, emotional needs and finally long-term goals.

How does the WWCCC work?

Community Court is designed to address your mental health issues (if applicable), substance use disorders (if applicable), social and family challenges, stable housing, employment, and educational needs. You will participate in a variety of activities, including group and/or individual therapy, random drug screens, and community-based self-help groups, when appropriate.

WWCCC participants remain in the program for a minimum of 12 months and must complete program requirements within 24 months (exceptions may occur). There are four phases that must be completed. If you successfully complete these stages, pay all restitution, and meet all other WWCCC obligations, you will graduate from the WWCCC program. Upon graduation, the criminal charges that brought you to the WWCCC will be dismissed. More importantly, you will gain the necessary tools to improve your life circumstances. However, if you consistently do not work toward treatment and stage goals, you may be terminated from the program. Termination causes detailed on page 22.

The WWCCC is a team approach that strives to help you be successful. Everyone wants you to succeed and create a healthy, stable, and satisfying lifestyle. We believe a critical part of your success is your ability to become involved in community-based support systems during your treatment. These supports help you transition into a healthier lifestyle and maintain your new way of living even after completing the WWCCC.

Who are the WWCCC Team and what do they do?

The WWCCC Team consists of the Judge, community court coordinator, prosecuting attorney, public defender, case managers, probation officers, and treatment providers. The WWCCC Team meets before every WWCCC hearing to discuss each participant's progress and treatment recommendations. These team meetings are regularly scheduled prior to each Court hearing.

What if I have a substance use disorder (SUD), aka: chemical dependency/addiction?

WWCCC accepts participants who may have both mental health and SUD challenges. You will be screened and assessed for behavioral health needs and expected to follow treatment recommendations for diagnoses related to your mental health and substance use. Some applicants to the WWCCC program will be required to obtain recent mental health and chemical dependency assessments.

The Community Court Team works collaboratively with your service providers to assist in your behavioral health treatment plan; however, there may be some behavioral health challenges better served outside the Community Court Program.

What happens once I am in the WWCCC Program?

You will regularly meet with the WWCCC court coordinator/case managers and/or probation officers to develop goal plans. The goal plans are designed to improve your functioning in the critical areas of your life. New goals and plans will be developed at each phase of the program. Phase One focuses on stabilization and treatment. The WWCCC requires you to have ongoing contact with the WWCCC case manager(s) and/or probation officer(s), individual and/or group

therapy, medication management, court appearances, random drug testing, and community-based support groups (as appropriate).

Program Components

Treatment Component

Participants will complete a mental health and/or substance use disorder (SUD) evaluation and engage in recommended treatment. In addition to the mandatory mental health/SUD treatment services, the WWCCC Team may recommend additional required services based on the individual needs of the participant.

Treatment Services that Participants Must Participate in During WWCCC

- Face-to-face sessions with WWCCC case managers and/or probation officers
- Mental health counseling if part of the reason for entering WWCCC
- Substance Use Disorder treatment if part of the reason for entering WWCCC

Examples of Other Treatment Services the WWCCC May Recommend for Participants

- Individual or family counseling
- Vocational Rehabilitation
- Community-based support groups
- Eye movement desensitization and reprocessing therapy (EMDR) or other specialized therapy
- Financial literacy counseling
- Domestic Violence Counseling and support

Case Management/Probation Component

The court coordinator/case manager and/or probation officers provide participant progress reports to the Community Court Team during staffing before Court. The participant progress reports will include the following information:

- Dates of the one-on-one appointments

- Any missed one-on-one appointments (and whether they were excused)
- Any missed treatment sessions (and whether they were excused)
- Updates regarding participant's performance and progress in treatment (compliant or non-compliant)
- Drug and alcohol testing results
- Concerns/announcements/questions/requests that the participant or the treatment provider may have
- Whether the participant is compliant or non-compliant with all WWCCC requirements
- Risk assessment information
- Gaps in services
- Updates regarding phase goals
- Any psychosocial, economic, and physical needs of the WWCCC participant

Participants will meet with their assigned WWCCC case manager and/or probation officer frequently.

The Community Court Coordinator will ensure that the WWCCC participants understand and comply with court orders and make progress towards accomplishing phase goals by following treatment plans. The Community Court Coordinator will review the risk/needs assessment for new participants and identify any gaps in services and make appropriate referrals to community agencies for needed resources. The case managers and/or probation officers will facilitate and link participants with needed services based on treatment needs, treatment plans, and community provider reports.

The Community Court Coordinator provides care coordination services to WWCCC participants including the coordination of housing, benefits, and basic needs for participants. They will assist with identifying, developing, organizing and supervising participants' community services and projects.

The Community Court Coordinator serve as liaisons between community providers and the Court. They work closely with community providers to monitor treatment plans along with addressing legal issues. The Community Court Coordinator will continually reassess participants' support systems, available community resources, and other factors. This requires the

Community Court Coordinator to develop and implement case plans with intervention strategies to meet the participant's needs including treatment plans, residential placement, job training, socialization, medical/dental care, legal intervention, and financial assistance according to state and federal regulatory guidelines and budget limitations.

The Community Court Coordinator will collaborate with community agencies and law enforcement to coordinate existing supports and encourage treatment participation by WWCCC participants.

The Community Court Coordinator will also collaborate with jail staff and law enforcement to coordinate services upon release for any in-custody participant, and monitor WWCCC participants as they re-enter the community, acting as a liaison between jail staff, community providers and the Court.

Court Component

Participants attend WWCCC dockets with other participants as required. At the Court hearings, participants will report to the Judge on their progress and setbacks on completion of program tasks and assignments. The WWCCC Team attends hearings to offer support, encouragement, and accountability and to identify barriers to success. The judge addresses accomplishments and violations and enters orders for each participant for the next WWCCC period. Throughout the program, the team will support the participant with incentives for success and accomplishments.

When a participant is out of compliance with program requirements, the Judge may impose sanctions. WWCCC tailors its expectations of participants by phases. At each phase, the Court will explain to the participant what the expectations are for compliance and how compliance will be monitored. The Court issues sanctions for non-compliance and attempts to tailor sanctions to each participant's individual treatment plan and circumstances. While sanctions may include jail time, the Court and team intend to use therapeutic, progressive sanctions for most violations.

Team Member Component

The success of the WWCCC is dependent upon the strength of the team. The team will meet to review the compliance of each participant.

Hon. Kristian Hedine	C/O Court Coordinator
Community Court Coordinator Stefanie Parrish	509-524-2851
Probation Officer Humberto Romo	509-524-2839
Probation Officer Daniel Lake	509-524-2763

Prosecuting Attorney June Riley	509-522-2843
Defense Attorney Bryan Ponti	509-525-5090
District Court Main Line	509-524-2760

Essential Walla Walla County Community Court Team Members

Judge: The Judge presides over WWCCC hearings, provides input and direction during WWCCC team meetings and issues incentives and sanctions for participants during WWCCC Court hearings. The Judge makes the final ruling on sanctions, incentives, and findings of facts.

Community Court Coordinator: The Community Court Coordinator performs administrative and supervisory work in overseeing program analysis, development, and implementation of the treatment support operations of the WWCCC. The Community Court Coordinator manages the fiscal, personnel, and other administrative functions of the program and serves as a liaison to internal and external stakeholders and community agencies. This position also acts as case manager, monitoring program requirements while coordinating with treatment staff in the rehabilitation process. The Community Court Coordinator meets with participants regularly to provide case management. They submit compliance reports for WWCCC staff meetings and attend all WWCCC staff meetings and review hearings. Also responsible for issuing non-compliance reports to the Court.

Prosecutor*: The prosecutor represents Walla Walla County, the Executive Branch of Government, and if applicable, the City of Walla Walla and the City of College Place. The Prosecutor will work with the public defender to identify eligible WWCCC participants, attends all WWCCC staff meetings and review hearings, dismisses charges upon graduation, and prosecutes upon participant's sanctions and/or termination from the WWCCC program.

Defense Counsel*: The defense counsel works with the prosecutor to identify and refer potentially eligible WWCCC participants to the program. The defense counsel provides legal counsel to participants, reviews all program documents with the participant, and meets with the WWCCC Team for staff meetings and all review hearings.

* In service as team members, BOTH the prosecutor and defense counsel will adhere to their ethical, statutory, and constitutional duties.

Probation Officers: The probation officer assists in coordinating efforts with collateral treatment service providers, provides probation reports, and treatment provider reports for each WCCC meeting for current participants. The probation officer is responsible for issuing treatment non-compliance reports to the Court.

Integral Collateral Professionals to WWCCC

Treatment Provider: WWCCC partners with community-based treatment agencies that provide intensive outpatient treatment, inpatient referral, cognitive behavior therapy, individual and group treatment services, and case management for WWCCC Participants. The WWCCC Treatment Provider provides direct treatment services to the WWCCC Participant and assists the WWCCC Team with monitoring and compliance issues.

Law Enforcement: WWCCC may collaborate with one or more local law enforcement agencies for the purposes of identifying eligible WWCCC participants and to assist with the program pursuant to availability, suitability and need.

Confidentiality and Professionalism

WWCCC is a unique model where traditional roles are blended to promote a unified interest in participants' recovery and success. The typical courtroom environment is put aside, and team members collaborate openly with each other and the WWCCC Judge has more direct involvement with participants and the WWCCC Team.

The Judge maintains the role of an impartial, independent decision-maker who is advised by professionals on participants' compliance and options to strengthen each participant's capacity to succeed in the program. To encourage this model and promote ethical and professional conduct, the team will:

- Limit their discussions at case staff meetings with the judge only to matters directly related to participants and will refrain from speaking about other cases, non-participants, and other irrelevant material.
- Hold information discussed during pretrial interviews, assessments, WWCCC staff meetings, WWCCC status hearings, and treatment sessions in confidence (except as required for mandated reporting of abuse or other laws or if required for a formal contested hearing).
- Not file new criminal charges against a participant on the basis of drug testing results or statements of drug use made by participants during WWCCC proceedings or during the

course of the WWCCC program.

NOTE: this does not stop a law enforcement agency from filing or referring charges to the prosecutor's office based on that or another agency's independent investigation. If you have had contact with law enforcement and new charges may result, WWCCC is not a shield from that investigation.

- Be respectful to one another during case staff meetings. The collaborative approach to the WWCCC program often means team members will have differing and equally valuable opinions.
- Support the wraparound efforts of the WWCCC Team by encouraging participants to complete case plans, court goals, and treatment plans which the case manager(s), treatment provider, or probation officers has established for them.

PROGRAM AND POLICIES

Eligibility Criteria

Not all applicants are accepted into WWCCC. Acceptance requires the Applicant possess a strong desire to address and overcome their mental health and/or substance abuse disorder issues and other life challenges. Applicants simply pursuing a dismissal of the underlying charge will not be admitted. In order to be eligible for the WWCCC program, the applicant must meet the conditions listed in RCW 2.30.030 and all of the following requirements:

1. Be charged in Walla Walla County District Court with a qualifying offense. A qualifying offense is any misdemeanor or gross misdemeanor crime excluding:
 - a. Sex offenses or any crime where sexual motivation is alleged; or inherent in the charge;
 - b. Any crime charged under RCW 46.61.502, or 46.61.504;
 - c. Any firearms related charges;
 - d. Assaults committed against family or household member or intimate partner (DV offense);
 - e. DUI, Malicious Mischief DV; or
 - f. Violations of DV protection orders
 - g. On a case-by-case basis, offenses otherwise ineligible; may be eligible for WWCCC with the consent of the victim, the prosecuting attorney's office, and the WWCCC Judge.
2. Approval from the Prosecutor's Office;
3. Be a Walla Walla County Resident, be out of custody at time of entry into WWCCC or be eligible for immediate release with no other holds; if on current supervision, eligibility will be determined on a case-by-case basis;
4. Not conduct any contested pre-trial motions other than pretrial release hearings;
5. Not have any other charged misdemeanor counts (or uncharged counts that will be filed) that cannot be handled in the Walla Walla County Community Court. There is a maximum of four misdemeanor charged counts allowed;
6. Not owe a total of over \$1,500 in restitution to all victims and be repaid in accordance the WWCCC repayment schedule;
7. Have a treatment evaluation and treatment plan that indicates a need for treatment,

and that the applicant agrees with the evaluation and plan;

8. Demonstrate an ability to attend all treatment and court sessions without absence or tardiness and to work closely with the WWCCC Coordinator; and
9. Have had no prior admissions to Walla Walla County Community Court, whether successful completion or not.

No Withdrawal After Entry: Participants who have been accepted into the WWCCC program and/or entered a plea may not later opt-out of the program. Graduation or termination are the only option once admitted.

Clean and Sober Housing:

All Community Court participants are required to reside in drug and alcohol-free housing. This means that no alcohol, illegal drugs or substances, or mind-altering substances are allowed in the residence or by any person residing there. Community Court staff will make unannounced visits to the residence for the purpose of ensuring compliance with this policy. If a participant does not have access to drug and alcohol-free housing, they will be required to secure placement in recovery housing such as Oxford House or Seasons Housing. Any other transitional housing must be preapproved by the Coordinator before the participant is allowed to live there.

Travel Policy

Any travel outside of Walla Walla, Columbia, Umatilla, Benton, or Franklin Counties must be approved by the Community Court Team. Travel request forms are available in the office. Travel requests must be submitted at least 72 hours in advance for it to be reviewed. Travel outside of the above listed counties is not authorized until the participant has been notified by the Coordinator or Probation officer that the travel request has been approved. The 72-hour requirement may be waived on a case-by-case basis if the requested travel is emergent in nature, or extenuating circumstances exist. Standard approved travel procedure is that a participant may be required to complete a drug test on the day of departure the day of return. The Community Court Team may make exceptions to the travel policy when a participant's verified place of employment is in a neighboring county or if their employment regularly takes them out of the county for the workday.

Law Enforcement Contact

Upon any contact with a law enforcement officer, participants are required to promptly

advise them that they are a participant in Community Court. Participants must also report any police contact to the Coordinator within 12 hours of contact. Law enforcement contact includes any situation in which a law enforcement officer asks a participant for their name including, new arrests, citations, or being a witness to an accident or a crime. If contact with law enforcement occurs after hours or on a weekend, the participant is still expected to leave a voicemail with their case manager within four hours. Failure to report law enforcement contact may result in responses for not being forthcoming. If a participant learns they have a warrant for their arrest or are the subject of an investigation, they must immediately report it to the Coordinator and take action to resolve the issue.

New Offenses & Charges

If a participant commits a new offense while in Community Court, continued participation in the program will be reassessed. The Team may decide to allow the participant to continue in Community Court after considering the new case and assessing the appropriateness of continued participation. If the Team determines that the participant is no longer appropriate for Community Court based upon new charges, the participant may be subject to termination. If a current participant's new case is accepted into Community Court, the participant may be subject to responses, new probationary conditions, and an increased term of probation in Community Court.

COMMUNITY COURT SCHEDULE & COURTROOM BEHAVIOR

WWCCC hearings in front of the Judge occur every other Thursday. Attendance in court is **ABSOLUTELY** mandatory on the dates you are ordered to appear by the Judge. As you advance to higher phases in the program, the number of required court appearances may be decreased.

Courtroom Behavior: You are expected to maintain appropriate behavior at all times in the courtroom and courthouse. This includes:

- No talking while court is in session
- No cell phone use while court is in session
- Be respectful of others.
- No food or beverage in courtroom.
- No smoking.
- No gum chewing.
- No chewing tobacco
- No vaping.
- If possible, arrange for childcare and do not bring your children to court.
- The judge should be addressed as “Judge” or “Your Honor.”
- Be on time and do not leave during the hearing except to use the restroom.
- **DRESS APPROPRIATELY!** Hats are to be removed in the courtroom. Clothing bearing profanities, alcohol or drug related themes or promoting or advertising alcohol or drug use is inappropriate. Clothing should be conservative in nature without exposing midriff or cleavage.

Case Staffing Meetings

Case staffing meetings take place prior to each WWCCC hearing. In staffing meetings, the WWCCC Team discusses each participant’s case. Team members are required to attend these meetings. Each team member may recommend actions taken for individual cases. The WWCCC Judge will consider these recommendations and also balance the participant’s position on matters.

After taking recommendations into consideration, the Judge makes a final determination for all

WWCCC orders and terminations and is not bound by the recommendations of the team.

Court Review Hearings

Walla Walla County Community Court hearings are open to the public. Friends, family, and guests of the participants are encouraged to attend and are permitted in the courtroom. Additionally, applicants considering joining WWCCC or other visitors are permitted in the courtroom. Visitors may not participate or comment on any of the proceedings during WWCCC hearings unless invited by the Judge or a participant.

The WWCCC Team and participants will meet every other Thursday in Court at WWCCC hearings. WWCCC hearings will occur with all the participants and the team at the Walla Walla County District Court. Participants are required to attend all hearings outlined on their current phase level.

INCENTIVES AND SANCTIONS

Incentives

Incentives will be used liberally throughout participation in the program to support and encourage all participants. Participant incentives may include:

• Encouragement and praise from the WWCCC Judge • Applause and praise by the WWCCC Team at Court hearing • Ceremonies and phase wristbands • Certificates of progress • Decreased required Court appearances • Modification of sanctions when authorized by the Judge • Restoration of a lost privilege	• Gift Cards • Candy and/or Snacks • Skip-a-court day pass • Movie Passes • Waived Court fees • Other tangible incentives as determined by the Team
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Sanctions

Participants are subject to immediate sanction(s) for any failure to comply with program rules, requirements, and Court orders. Any sanction imposed must be completed by the deadline set by the Court. Behavior that may result in sanctions can include: (list is not exhaustive)

- Dishonesty
- Missed Court appearances
- Missed drug testing (considered a positive)
- Positive drug test (positive drug test/dilute)
- Adulterated/tampered drug test
- Missed treatment
- Noncompliance with treatment plan
- New criminal arrest/charge
- Failure to report law enforcement contact within 24 hours
- Failure to perform/complete sanction(s)
- Violation of Court order
- Missed sober support meetings
- Failure to follow-up/obtain housing
- Failure to update information with the Court
- Failure to submit paperwork as directed by the Court
- Failure to meet program goals
- Failure to take medication as prescribed

Sanctions that may result from above behavior may include:

- Warnings and admonishments by the WWCCC Judge in open Court
- Increased frequency in Court appearances
- A written reflective or research essay
- Community service or project
- Electronic Home Monitoring (EHM) or equivalent program
- Delay in phase up
- Escalating periods of jail confinement
- Association restrictions that assist in rehabilitation needs (Court orders prohibiting a participant from having contact with certain individuals, etc....)
- Termination from the WWCCC program
- Other sanctions as determined by the team

RULES AND DEFINITIONS OF THE WALLA WALLA COUNTY COMMUNITY COURT PROGRAM

Rules

1. Be honest with yourself and the team at all times.
2. Maintain confidentiality of all other WWCCC participants.
3. Abide by all city, county, state, and federal laws—arrest and/or a finding of probable cause may be sufficient for WWCCC sanctions.
4. Any arrest or contact with law enforcement must be reported to the WWCCC case manager(s) and/or probation officer(s) within 24 hours of contact.
5. Do not commit any acts of violence or threats of violence or engage in belligerent behavior.
6. Do not possess, use, sell, distribute, or have under your control, alcohol beverages, paraphernalia, or drugs except as prescribed by a licensed physician. It is the responsibility of participants to report use of prescription medications to the WWCCC Team by providing prescription copies to the WWCCC Community Court Coordinator, case manager and/or probation officer. Any positive test for prescription medication that is not authorized is considered a positive drug test, subjects the participants to sanctions, and changes the participant's sobriety date (affecting stage advancement eligibility). All participants must inform all health care providers that they are participants in the WWCCC program.
7. Do not go to any place where drugs are illegally used or sold.
8. Report use of drugs or alcohol to assigned case manager and/or probation officer within 24 hours.
9. Do not carry or possess any weapon of any form, including firearms or knives, at any WWCCC program activity.
10. Be respectful to each other, the Team and the Judge.
11. Comply with any reasonable program requirement.
12. Comply with the requirements, deadlines, or sanctions issued by the WWCCC Judge.
13. Provide the WWCCC with an updated and correct phone number and address. Any changes must be immediately reported to the participant's assigned WWCCC case manager and/or probation officer.
14. Cooperate with all members of the WWCCC Team at each level and strive to move forward through each level to the best of your ability.

Attendance

1. Be on time and attend all scheduled appointments required in your WWCCC order. If

you are more than 15 minutes late to your appointment, you may be sanctioned for missing a scheduled Court- related appointment.

2. Be on time and attend all scheduled appointments with your assigned case manager or probation officer.
3. Be on time and attend all scheduled substance abuse treatment groups or classes.
4. Be on time and attend all scheduled mental health counseling appointments.
5. Be on time and attend all scheduled WWCCC program and counseling appointments (such as medical, mental health, face to face meetings, etc.).
6. Be on time and do not miss any WWCCC Court hearings without prior approval by the judge. If a participant fails to appear for a WWCCC Court hearing (and has not been excused) a bench warrant may be issued immediately and, upon arrest, participants may be held in jail until they appear before the judge to explain why they missed their missed Court hearing.

Excused Absences

Excused Counseling and Community Court Coordinator Appointments. All counseling/treatment, case management, and/or probation appointments are mandatory. It is at the discretion of the counselor/treatment provider, case manager, and/or probation officer to determine whether to excuse the absence and reschedule the appointment.

Excused Absence from WWCCC Hearing. All WWCCC hearings are mandatory. Calls on the day of Court will not be considered excused from Court. Unless otherwise permitted by the judge, the judge will determine whether to approve or deny the request.

If you are not present in court on the required days, a bench warrant may be issued. It is then your responsibility to get the warrant quashed or turn yourself in. An occasional absence may be excused if a documented, reasonable excuse for the absence is provided. The court, when possible, will attempt to accommodate academic and employment schedules when an unexpected conflict arises. To make a request, participants should be in compliance with their court order and produce documentation of their academic and/or employment obligations to their assigned case managers and probation officers.

Testing

Participants are responsible for what they put in their body. A participant's claim that they "did not know" is not an acceptable excuse.

WARNING: DO NOT ingest non-alcoholic beer or wine, kombucha tea, poppy seeds in any form (i.e. muffins, bagels), flushing agents, "natural" or herbal remedies, over the counter medications such as Nyquil, mouthwash containing alcohol, Metabolife (or other over the

counter diet aides), or any other substance containing alcohol. Supplements with creatinine are forbidden. YOU are responsible for what you put in and on your body. Read ingredients listed on the labels of everything. If you have any doubts, ask a pharmacist for assistance, or contact your case manager or probation officer. Once again, claiming that you did not know will not be an acceptable excuse.

The frequency of testing is subject to change at the Court's discretion at any time.

WWCCC participants may be required to submit randomly to alcohol and drug tests (including urine, saliva, breathe, and blood) and/or be hooked up on other equipment, to monitor your sobriety when requested by a WWCCC Team member and/or treatment provider, including on weekends and evenings. Any positive urine screens, tampered samples, positive readings on the equipment or refusal to provide a sample may be grounds for a sanction(s).

A refusal to provide a sample, an inability to provide a sample, a diluted sample, or an abnormal or missed test will be considered a positive screen. Any attempt to adulterate or falsify a test will be considered a positive screen. If you are unable to provide a sample within the designated testing hours, it is considered a positive screen.

Definitions

Refusal: Refusing to test when asked.

Rejected: Testing agency may reject a sample due to heavy sediment in urine, super clear urine or abnormal smell.

Dilute Test: All urine samples that return from the lab with a creatinine level below 20 ng are considered dilute and are treated as a positive screen. A dilute screen is caused by consuming large amounts of excessive fluids, i.e., water, coffee, tea or sodas. This technique is an attempt to manipulate urinalysis results and will be considered a violation. Claiming that you did not know will not be an acceptable excuse.

Abnormal Test: Urine creatinine that is either below 20 ng/dL or above 400 ng/dL is considered an abnormal urine sample.

Missed Test: Failure to appear for a scheduled testing time.

Adulterate or falsity: The intentional tampering with a urine sample by the donor. Example: eating or drinking substances that may alter a test, adding substances directly to the urine to alter results, diluting or substituting specimen with someone else's drug or alcohol-free urine.

Unable to Provide (UTP): Participant is unable to provide a urine sample at the time of testing.

TERMINATION

The WWCCC Team will endeavor to keep participants in the WWCCC Program. However, there are some situations that will result in termination. If a participant is terminated from WWCCC, all sanctions imposed by the Walla Walla County Community Court prior to formal termination shall be completed by the participant. No sanctions are automatically waived as a result of termination.

Court Termination

Administrative Termination: Any participant who has not had contact with the community court team or been on warrant status for 60 days or longer in WWCCC, may be administratively terminated by the Court and the Court will issue an order directing that the participant be taken off the active list of WWCCC participants.

Mandatory Grounds for Termination: A participant shall be set for termination if any of the following situations occur:

1. **Inability to Complete Program in 730 days.** If there is no feasible way for the participant to complete the WWCCC program within 730 days (24 months) or within the calendar month for which the 730th day falls (excluding days in inpatient treatment), the WWCCC Judge may extend this period for good cause at the termination hearing.
2. **A New Sex Offense/Violent Criminal Law Violation.** If any Court finds probable cause for a new charge against the participant that involves a sex offense or violent offense of any kind against another person, the WWCCC team may decide to terminate the participant from the WWCCC program. These terminations will be determined on a case-by-case basis.
3. **A New Delivery/Manufacture/Possession with Intent Criminal Law Violation.** If any Court finds probable cause for a new charge against the participant that involves the delivery, sale, manufacture, or possession with intent to sell illegal drugs.

Discretionary Grounds for Termination: The WWCCC Team will consider the facts and circumstances and recommendation(s) will be made to the Court as to whether a participant should be terminated from WWCCC if any of the following situations occur:

1. **Exceeding Maximum Time in a Stage.** If a participant is not able to advance within the maximum time for a stage, they may provide a written request to the WWCCC asking to be allowed to continue and explaining how he or she is going to come into compliance.

The team will review the request and make a recommendation regarding continuing participation in the program. The Court will consider the request and may grant a participant more time to complete a stage. The number of days for the extension will be clearly stated on the participant's Court order and may also require that the participant return to a prior level of treatment or impose other sanctions and remedies that may be appropriate. If the Court determines termination is appropriate, the matter will be addressed under the procedures below for termination hearings.

2. **A New Criminal Law Violation.** Except for new sex offense/violent crimes, or Delivery/Manufacture/Possession with Intent crimes, a finding of probable cause by any Court for a new crime may be grounds for termination from the WWCCC. The team will make a recommendation regarding continuing participation in the program. The Court will make a final decision after consideration of the team's recommendation and considering the point of view of the participant. The participant may incur sanctions for the violation. If the Court determines termination is appropriate, the matter will be addressed under the procedures below for termination hearings.
3. **Inactive for 30 Days.** If a participant has been inactive for at least 30 days but less than 60 days, during the period of non-engagement, the participant will incur sanctions, up to and including jail time. The inactive participant may be subject to a warrant being issued. Upon arrest, the participant may provide a written request to the WWCCC asking to be allowed to continue and explaining how they are going to come into compliance. The team will make a recommendation regarding continuing participation in the WWCCC. The Court will consider the request and may grant a participant's request to remain in the program. If the Court determines termination is appropriate, the matter will be addressed under the procedures below for termination hearings.

Procedure for Termination Hearing

Whenever a participant is subject to termination for any of the reasons set forth above, the following termination procedures apply:

1. When discretionary grounds for termination has occurred, any member of the WWCCC Team may propose that a participant be terminated from the program. In this case, the assigned case manager or probation officer shall write a short, concise statement of fact (Notice of Termination) constituting the grounds for termination which will be delivered to the participant, case parties and filed with the Court.
2. When mandatory grounds for termination has occurred, the decision to terminate is mandatory. The assigned case manager or probation officer shall provide a short, concise statement of fact (Notice of Termination) constituting the grounds for

termination which will be delivered to the participant, case parties, and filed with the Court.

3. If the participant wishes to contest the basis for termination, the WWCCC Judge shall set a time for the termination hearing at least 14 days after the Notice of Termination is filed. The participant may inform the Court that (s)he does not wish to contest the termination and the Court will enter an Order of Termination and set the matter for resolution and/or sentencing.

PHASE REQUIREMENTS

Phases of the Walla Walla County Community Court

The WWCCC program is comprised of four phases. Each phase is designed to support participants in achieving and maintaining a life of stability, sobriety, and prosocial living. After requirements are met for each phase, the participant will be presented with a certificate of completion for that phase and advance to the next phase.

The program takes a minimum of **approximately** one year to complete and participation may not exceed 24 months unless the judge extends this time period for good cause. Days spent at an intensive inpatient treatment program are subtracted from the days required in each phase.

Minimum Phase Requirements

	PHASE I STABILIZATION ENGAGEMENT (90—120 DAYS)	PHASE II ENGAGEMENT MAINTENANCE (60—120 DAYS)	PHASE III MAINTENANCE INDEPENDENCE (60— 120 DAYS)	PHASE IV INDEPENDENCE MASTERY (90 DAYS)
COURT APPEARANCES	EVERY OTHER WEEK	EVERY OTHER WEEK	EVERY 4 WEEKS	MINIMUM 1X OR AS DIRECTED
CASE MANAGEMENT/ PROBATION APPOINTMENTS	MINIMUM 1X WEEK FOR THE FIRST 30 DAYS	1X WEEK EVERY OTHER WEEK	1X PER MONTH	MINIMUM 1X OR AS DIRECTED
DRUG/ALCOHOL TESTING	REQUIRED TO UA MINIMUM OF ONCE PER WEEK IF INDICATED BY RA	RANDOM	RANDOM	RANDOM
MENTAL HEALTH TREATMENT SESSIONS *	PER TREATMENT PLAN	PER TREATMENT PLAN	PER TREATMENT PLAN	PER TREATMENT PLAN
CD TREATMENT SESSIONS *	PER TREATMENT PLAN	PER TREATMENT PLAN	PER TREATMENT PLAN	PER TREATMENT PLAN

Phase I: Stabilization and Engagement

PHASE I: FOCUS ON STABILIZATION AND TREATMENT PLAN

TIME IN PHASE: 90 DAYS MINIMUM – 180 DAYS MAXIMUM

Expectations for Phase I:

During the first 30 days participants must:

1. Attend WWCCC hearings every other week.
2. Attend WWCCC case management/probation appointments every week, Comply with any treatment recommendations
3. Required to Drug Test a minimum of once per week if indicated by Risk Assessment/Screenings.
4. Practice honesty with the WWCCC Team members and all providers.
5. Attend all appointments.

During days 30—90 days participants must:

1. Attend WWCCC Court hearings every other week.
2. Attend WWCCC case management/probation appointments minimum of every week.
3. Continue in any recommended mental health treatment and follow treatment recommendations.
4. Participate in case management and/or probation meetings in developing and creating a case plan and goals based on the risk/needs assessment, including but not limited to: psychosocial needs, economic and/or physical needs, such as clean and sober housing, long- term housing, job training, socialization, nursing/medical/dental services, education, etc.
5. Work with the WWCCC case managers and/or probation officers and other support resources, if needed, to seek stable, clean and sober housing.
6. Work with the WWCCC case managers and/or probation officers to develop peer and social support networks.

Requirement to Advance to Phase II:

1. Attend WWCCC hearings every other week.
2. Attend WWCCC case management and probation appointments as required.
3. Complete a risk/needs assessment.
4. Develop a case plan and goals based on the Risk/Needs Assessment, including but not

limited to: psychosocial needs, economic and/or physical needs, such as clean and sober housing, long-term housing, job training, socialization, medical/dental services, educational, transportation, etc.

5. Remain drug and alcohol free for at least thirty (30) consecutive days prior to phase promotion.
6. Continue to comply with mental health treatment plan.
7. Continue to comply with substance use disorder treatment plan, if applicable.
8. Continue taking medication as prescribed
9. Obtain or create a transportation plan (such as obtaining a license, personal vehicle, bus pass, etc.).
10. Complete Phase Review and objectives
11. Meet with WWCCC case manager and/ or probation officer and establish phase II goals.
12. Remain open and honest with WWCCC Team.

PHASE II: Engagement and Maintenance

PHASE II: PARTICIPANTS CONTINUE MANY OF THE ACTIVITIES FROM PHASE I AND THE TREATMENT PLAN WILL BEGIN TO FOCUS ON THE UNDERLYING ISSUES THAT BROUGHT THEM TO THE WWCCC

TIME IN PHASE: 60 DAYS MINIMUM – 120 DAYS MAXIMUM

Expectations for Phase II:

1. Attend all WWCCC hearings every other week.
2. Attend all regular mental health treatment as recommended.
3. Attend all Substance Use Disorder treatment, if applicable.
4. Comply with prescribed medication regimen.
5. Complete a minimum of ten (10) hours per week (at Court's discretion) of community engagement activities (this could include volunteering, job applications, DVR, treatment group participation, etc.) with prior approval of the WWCCC Team.
6. Attend WWCCC case management and/or probation officer appointments a minimum of one (1) time every two (2) weeks.
7. Address any outstanding school issues (GED, vocational training, college enrollment) or job placement issues, if applicable
8. Comply with community service or engagement requirements.

Requirement to Advance to Phase III:

1. Attend all Court hearings every other week.
2. Remain alcohol and drug free for at least forty-five (45 days) consecutive days prior to phase advancement.
3. Demonstrate compliant behavior and consistent treatment attendance prior to phase promotion.
4. Attend WWCCC case management appointments every two (2) weeks.
5. Comply with mental health treatment if applicable.
6. Comply with Substance Use Disorder treatment, if applicable.
7. Comply with prescribed medication regimen.
8. Complete a minimum of ten hours per week of community engagement activities as established with WWCCC case manager and/or probation officer.
9. Continue compliance with case plan/goals.
10. Meet all established phase II goals.
11. Meet with WWCCC case manager and/or probation officer and established phase III goals.
12. Pay 20% of total restitution owed.
13. Remain open and honest with WWCCC Team.

PHASE III: Maintenance and Life Skills

PHASE III: REINFORCES SOBER AND PRO-SOCIAL LIVING AND BEGINS TO FOCUS ON REBUILDING THE PARTICIPANT'S LIFE. THIS MAY INCLUDE EDUCATION, JOB SKILLS TRAINING, AND LONG-TERM GOAL SETTING. PARTICIPANTS WILL CONTINUE WITH MANY OF THE SAME REQUIREMENTS IN PRIOR STAGES AND BUILD UPON THEM.

TIME IN PHASE: 60 DAYS MINIMUM – 120 DAYS MAXIMUM

Expectations for Phase III:

1. Attend all Court hearings every four (4) weeks or as directed.
2. Meet with WWCCC case manager and/or probation officer a minimum of one (1) time per month.
3. Attend all regular mental health treatment as recommended, if applicable.
4. Attend all substance use disorder treatment, if applicable.
5. Comply with prescribed medication regimen.
6. Make efforts to seek employment, education, or maintain work and education schedules.
7. Develop long-term goals with assigned WWCCC case manager and/or probation officer.

Requirement to Advance to Phase IV:

1. Attend Court hearings every four (4) weeks.
2. Attend WWCCC case management and/or probation appointments a minimum of one (1) time per month.
3. Remain drug and alcohol free for at least sixty (60) consecutive days prior to phase advancement.
4. Demonstrate compliant behavior and consistent treatment attendance prior to phase promotion.
5. Engage in active employment or enrolled in an accredited learning institution or vocational program at a minimum of twenty (20) hours per week; or otherwise documented as a homemaker in lieu of outside the homework or education; or documented proof of disability and disability benefits preventing the individual from work, education or volunteer opportunities.
6. Comply with mental health treatment plan if applicable.
7. Comply with Substance Use Disorder treatment plan if applicable.
8. Comply with prescribed medication regimen.
9. Meet all established phase III goals.
10. Meet with WWCCC case manager and/or probation officer to establish phase IV goals.
11. Pay 50% of total restitution owed.
12. Remain open and honest with the WWCCC Team.

PHASE IV: Life Skills/Independence and Graduation

PHASE IV: HELPS PARTICIPANTS GAIN THE ABILITY TO MAKE HEALTHY, LONG TERM, UNSUPERVISED LIFE CHOICES ABOUT THINGS SUCH AS EDUCATIONAL AND EMPLOYMENT PROGRESS, SOBRIETY, TRUST AND RELATIONSHIP SKILLS. PARTICIPANTS WILL CONTINUE WITH MANY OF THE SAME REQUIREMENTS IN PRIOR STAGES.

TIME IN PHASE: 60 DAYS MINIMUM – 120 DAYS MAXIMUM

Expectations for Phase IV:

1. Attend all Court hearings as required.
2. Meet with WWCCC case manager and/or probation officer a minimum of one (1) time to develop a wellness plan and complete an updated ORAS screening.
3. Draft a written wellness plan, if applicable
4. Be deemed in compliance with all other court orders, with the exception of legal

financial obligations.

5. Maintain stable housing.
6. Attend all regular mental health treatment as recommended.
7. Attend aftercare outpatient treatment requirement as recommended.
8. Comply with prescribed medication regimen.
9. Be employed, in school, or provide documentation as a homemaker in lieu of outside the homework or education; or documented proof of disability and disability benefits preventing the individual from work, education or volunteer opportunities, or participating in at least 20 hours per week of otherwise approved pro-social activities.
10. Pay 100% total owed restitution and complete any community service, volunteer hours or community engagement requirements.
11. Participate in weekly support group for SUD (NA/AA/Celebrate Recovery, etc)

Requirements to Graduate:

1. Appear for Court as required.
2. Meet with WWCCC case manager and/or probation officer a minimum of one (1) time to develop a wellness plan.
3. Draft a written wellness plan.
4. Share written wellness plan with the WWCCC Team the day of graduation.
5. No new unaddressed arrests or warrants on record.
6. Comply with treatment plan for mental health and substance use disorder.
7. Maintain sobriety through duration of phase.
8. Comply with prescribed medication regimen.
9. Maintain stable housing.
10. Participate in community-based support groups.
11. Pay 100% of restitution owed.
12. Complete community service, volunteer hours or community engagement requirements.
13. Completed any required urinalysis test between phase III and graduation. Test results must come back negative, and participant must have at least 90 days of sobriety.

GRADUATION!!!

**WE WELCOME YOUR PARTICIPATION IN THE WALLA WALLA
COUNTY COMMUNITY COURT AND WE LOOK FORWARD TO
SUPPORTING YOU AS YOU DEVELOP NEW SKILLS TOWARDS
LIVING A HEALTHY AND SUPPORTIVE LIFE!**

ACKNOWLEDGMENT AND AGREEMENTS OF PARTICIPANT HANDBOOK AND COMMUNITY COURT PROGRAM REQUIREMENTS

I, _____ have read/have been read the Walla Walla County Community Court Participant Handbook and agree to the terms and conditions stated in the Handbook for acceptance and participation in the Walla Walla County Community Court Program. I understand that if I do not follow the Walla Walla County Community Court Program rules, I can be terminated from the program. I have received a copy of this agreement for my records.

Participant Signature

Date

Defense Counsel, WSBA# _____

Date

Prosecuting Attorney, WSBA# _____

Date

Participant Community Court Contract

I have chosen to voluntarily participate in the Walla Walla County Community Court Program, and I agree to the following conditions:

- I agree to cooperate with all WWCCC recommendations.
- I agree to follow my mental health treatment plan if applicable.
- I agree to follow my substance use disorder treatment plan if applicable.
- I agree to attend all scheduled WWCCC hearings.
- I must obtain permission if I am unable to attend a scheduled Court appearance from my probation officer or case manager.
- I agree to weekly or biweekly contact and to attend all scheduled appointments with the WWCCC case manager or WWCCC probation officer.
- I agree to sign all necessary releases of information.
- I agree to take all medications as prescribed, and I agree to remain compliant with my medications.
- I agree to abstain from the use or abuse of illegal or non-prescribed drugs.
- I agree to keep the Court apprised of my current address and telephone number and report any changes.
- I agree to remain law-abiding.
- Other: _____

I understand and agree to follow all of the above stated conditions of my WWCCC treatment plan.

I understand that failure to comply with these conditions will result in a review of my case with the WWCCC Team, to determine my continued participation or the imposition of Court ordered sanctions including incarceration or termination.

Participant Signature

Date

Participate Printed Name

Program Staff Signature

Date

Program Staff Printed Name

Title

WALLA WALLA COUNTY COMMUNITY COURT CONFIDENTIALITY AGREEMENT

As a Walla Walla County Community Court Program participant, I agree and authorize the following:

- I agree and authorize the WWCCC Judge to discuss my Court case and my treatment progress with my case manager and/or probation officer, my treatment providers, and the WWCCC Team outside the courtroom and outside my presence.
- I authorize my treatment providers to exchange my treatment information with the Court and my assigned case manager and/or probation officer. I further allow the Court and case manager and/or probation officer to disclose that treatment-related information to the WWCCC Team members and other medical, mental health, and/or treatment providers.
- I agree and acknowledge as part of the WWCCC program I will not disclose to any other person, business, or organization any treatment information I hear regarding another participant during a Court session.
- I authorize the case manager, probation officer, and the Court to discuss my treatment progress and records during Court sessions. I authorize the case manager, probation officer and treatment provider to disclose to the WWCCC Judge the results of any urinalysis tests and to have those results discussed in Court.
- I authorize my judgment and sentence and/or Participation acknowledgement to be placed in the Court file which is open to the public.
- I understand that this consent will remain in effect and cannot be revoked by me unless there has been a formal and effective termination or revocation of my release by me in writing. I agree I cannot participate in the WWCCC unless all releases remain in effect. I further acknowledge that this release will expire upon my successful completion of the program.

Participant Signature

Date

Defense Counsel, WSBA# _____

Date

Prosecuting Attorney, WSBA# _____

Date

Walla Walla County Community Court Requirements for Drug Testing

If you are asked to take a urinalysis test (UA) while active with the WWCCC Program, the Program will cover UA testing costs. You will be required to comply with testing as scheduled or directed. You may be required to go immediately after court to provide a urine sample immediately. If you are unable to produce a sample during a reasonable time frame, the test result will be reported to the Court as an “inability to provide.”

If you have questions about the UA, the UA slip, hours of operation or directions you will need to address these matters **PRIOR TO LEAVING** the Court room.

BUSINESS HOURS FOR UA TESTING

- Absolute Drug Testing Hours: for WWCCC participants: **Monday-Friday 8:00am-5:00pm**
- You will be expected to test as scheduled within these hours.
- You are responsible for calling daily if random testing has been Court ordered.
- You are also required to be aware of the testing times listed above and have transportation if needed.

I understand and agree to follow all of the above stated testing conditions of my WWCCC treatment plan.

Participant Signature

Date

Community Service Hours

WWCCC participants may be required to complete community service hours as part of the Court program.

These hours may be completed through community agencies and/or an independent source approved by your case manager, probation officer or the Court.

- Hours expected to be completed: _____
- Hours to be completed by: _____

You are expected to complete your community hours with assigned agency, remain free from drugs or alcohol, follow all agency rules and be courteous.

Participant Signature

Date

Location

Hours Completed

Community Service Supervisor Signature

Phone Number

Comments: _____

Walla Walla County Community Court
317 West Rose, Walla Walla, WA 99362
(509) XXX-XXXX

WALLA WALLA COUNTY



COMMUNITY COURT



Policy and Procedure Manual

Nov 6, 2024

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OVERVIEW

Walla Walla County District Court, in collaboration with local stakeholders, hereby establishes a therapeutic court known as Community Court. Community Court is created under the authority of RCW chapter 2.30 and shall operate according to parameters of RCW 2.30 and the guidelines and conditions outlined in this document and its attachments. This document and attachments shall be filed with the Walla Walla County District Court Clerk and available for use by all Community Court participants, stakeholders, and community members.

MISSION STATEMENT, GOALS, AND OBJECTIVES

Mission Statement: The Walla Walla County Community Court seeks to reduce and properly address certain criminal offenses by using a collaborative, problem-solving approach to crime. In doing so, the Community Court promotes and encourages accountability and personal responsibility while helping its participants avoid future involvement in the criminal justice system by connecting them to needed services or treatment. The court's primary objective is to make the community safer and help reduce the need for law enforcement intervention.

Vision Statement: The Walla Walla County Community Court

Goals: The goals of community Court are to: (1) improve safety and quality of life for all community members, (2) treat mental health and substance use disorders among nonviolent, misdemeanor offenders decreasing the risk of re-offending, (4) enhance trust of the community in the justice system, and (5) increase efficiency.

Objectives: The objectives of Community Court are:

Immediacy: Minimize time from citation/arrest to entry into Community Court and participation in a therapeutic program.

Due Process: Community Court is committed to the protection of due process rights, procedural fairness, and an individualized problem-solving approach for all court participants. Participants will have a voice throughout the Community Court process. All interactions will work toward participants' success.

Accountability: The Community Court will assist participants with responsible program participation through an individualized service plan and problem-solve with participants on any obstacles they may face. Community Court will increase the likelihood of participants success through early, continuous, and intense supervision and the use of appropriate sanctions for non-compliance.

Problem-Solving: Use evidence-based practices to determine the most appropriate level of supervision by identifying participant's risk of reoffending and individual needs.

Partnership and Collaboration: Build a network of community partners, including government and community-based organizations, who are essential to participant success.

LOCATION, HOURS, AND COURT SCHEDULE

Community Court is held at the Walla Walla County District Court at 317 W. Rose St., Walla Walla, Washington. Hearings in front of the Judge occur every other week.

ELIGIBILITY

Not all applicants are accepted into WWCCC. Acceptance requires the Applicant possesses a strong desire to address and overcome their mental health and/or substance abuse disorder issues and other life challenges. Applicants simply pursuing a dismissal of the underlying charge will not be admitted. In order to be eligible for the WWCCC program, the applicant must meet the conditions listed in RCW 2.30.030 and all of the following requirements:

1. Be charged in Walla Walla County District Court with a qualifying offense. A qualifying offense is any misdemeanor or gross misdemeanor crime excluding:
 - a. Sex offenses or any crime where sexual motivation is alleged; or inherent in the charge;
 - b. Any crime charged under RCW 46.61.502, or 46.61.504;
 - c. Any firearms related charges;
 - d. Assaults committed against family or household member or intimate partner (DV offense);
 - e. DUI, Malicious Mischief DV; or
 - f. Violations of DV protection orders
 - g. On a case-by-case basis, offenses otherwise ineligible; may be eligible for WWCC with the consent of the victim, the prosecuting attorney's office, and the WWCC Judge.
2. Approval from the Prosecutor's Office;
3. Be a Walla Walla County Resident, be out of custody at time of entry into WWCCC or be eligible for immediate release with no other holds; if on current supervision, eligibility will be determined on a case-by-case basis;
4. Not conduct any contested pre-trial motions other than pretrial release hearings;

5. Not have any other charged misdemeanor counts (or uncharged counts that will be filed) that cannot be handled in the Walla Walla County Community Court. There is a maximum of four misdemeanor charged counts allowed;
6. Not owe a total of over \$1,500 in restitution to all victims and be repaid in accordance the WWCCC repayment schedule;
7. Have a treatment evaluation and treatment plan that indicates a need for treatment, and that the applicant agrees with the evaluation and plan;
8. Demonstrate an ability to attend all treatment and court sessions without absence or tardiness and to work closely with the WWCCC Coordinator; and
9. Have had no prior admissions to Walla Walla County Community Court, whether successful completion or not.

Admission Steps

First step: Defendant or defense attorney initiates the Community Court admission process by contacting the prosecuting authority and providing the Defense Attorney Request for Community Court Referral. If the prosecuting authority decides the defendant qualifies for Community Court then move to step 2.

Within approximately one week of receiving the Defense Attorney's Request for Community Court, the deputy prosecutor assigned to the case shall review the case and complete the Prosecutor's Initial Screening for Community Court Eligibility form. The deputy prosecutor will notify defendant's lawyer of the prosecutor's position re defendant's eligibility for community court.

Second Step: Filing a Notice of Intent to Seek Admission to Community Court along with a speedy trial waiver as required to assure an expiration date a minimum of 60 days after the date eligibility is determined.

Third Step: Defendant must schedule and attend an intake meeting with the Community Court Coordinator within 10 days where all necessary documents will be collected, and a risk/need assessment will be scheduled.

Fourth step: Defendant shall, if not already done, immediately obtain a formal evaluation and treatment plan by a Washington State certified mental health or substance use disorder treatment provider. The evaluator shall conduct an investigation and examination to determine:

1. whether the person suffers from a mental health and/or substance use disorder;
2. whether extensive and long-term treatment is required;

3. whether effective treatment for the person's problem is available; and whether the person is amenable to treatment.

The evaluator shall make a written report to the court stating its findings and recommended treatment plan. Any treatment plan shall set out the type, nature, length, treatment time schedule, and approximate cost of the plan. It shall include a commitment and statement by the treatment facility that it will provide the treatment in accordance with the plan, and will provide the court with a progress statement at least every two weeks for the first year, and every month for the second year, regarding the defendant's cooperation with the treatment and their progress or failure in treatment. Any treatment plan shall include regular UA tests (and/or other tests) and attendance at self-help meetings when substance use disorder is an issue.

The defendant must sign confidentiality waivers to allow full communication between the court, defense attorney, prosecutor and treatment provider, and anyone else involved in community court, as well as an acknowledgment and waiver to allow the defendant's case and progress in community court to be reviewed in open court.

Fifth Step: Prior to the date set for hearing defendant's petition to enter community court, defendant sends to the prosecutor the Petition, Contract and Agreement to Enter Community Court along with the evaluation and treatment plan.

Sixth Step: The court will hold the Community Court docket twice a month. Defendants will likely be required to appear twice a month for the first and second phase of their program, and then once a month thereafter, but the frequency in phase three and four is subject to the court's discretion.

After a minimum of 12 months, if the defendant has complied with the program and met the conditions for graduation outlined in the Walla Walla County Community Court contract, including maintaining complete abstinence from alcohol and non-prescribed controlled substances for the most recent 90 days, the prosecutor will dismiss the charge(s) with prejudice.

Sanctions for Violations:

If the WWCCC Team has sufficient cause to believe a violation has occurred, then it shall file a motion for Sanction or Removal from the Court. The defendant will get a hearing within 2 weeks where the Court will determine by a preponderance of the evidence whether the participant has committed a willful violation.

Participants are subject to immediate sanction(s) for any failure to comply with program rules, requirements, and Court orders. Any sanction imposed must be completed by the deadline set by the Court. Behavior that may result in sanctions can include: (list is not exhaustive)

- Dishonesty

- Missed Court appearances
- Missed drug testing (considered a positive)
- Positive drug test (positive drug test/dilute)
- Adulterated/tampered drug test
- Missed treatment
- Noncompliance with treatment plan
- New criminal arrest/charge
- Failure to report law enforcement contact within 24 hours
- Failure to perform/complete sanction(s)
- Violation of Court order
- Missed sober support meetings
- Failure to follow-up/obtain housing
- Failure to update information with the Court
- Failure to submit paperwork as directed by the Court
- Failure to meet program goals
- Failure to take medication as prescribed

If defendant has a positive UA or other test (such as blood, breath, hair), the defendant will be found in violation of their treatment program if the court concludes by a preponderance of evidence that the test was performed in a manner that is reasonably relied upon in the substance use disorder treatment community. However, failure to be honest about substance use, or any attempt to falsify a test can be grounds for immediate expulsion from the program.

TERMINATION

The WWCCC Team will endeavor to keep participants in the WWCCC Program. However, there are some situations that will result in termination. If a participant is terminated from WWCCC, all sanctions imposed by the Walla Walla County Community Court prior to formal termination shall be completed by the participant. No sanctions are automatically waived as a result of termination.

Administrative Termination: Any participant who has not had contact with the community court team or been on warrant status for 60 days or longer in WWCCC, may be administratively terminated by the Court and the Court will issue an order directing that the participant be taken off the active list of WWCCC participants.

Mandatory Grounds for Termination: A participant shall be set for termination if any of the following situations occur:

1. **Inability to Complete Program in 730 days.** If there is no feasible way for the participant to complete the WWCCC program within 730 days (24 months) or within the calendar

month for which the 730th day falls (excluding days in inpatient treatment), the WWCCC Judge may extend this period for good cause at the termination hearing.

2. **A New Sex Offense/Violent Criminal Law Violation.** If any Court finds probable cause for a new charge against the participant that involves a sex offense or violent offense of any kind against another person, the WWCCC team may decide to terminate the participant from the WWCCC program. These terminations will be determined on a case-by-case basis.
3. **A New Delivery/Manufacture/Possession with Intent Criminal Law Violation.** If any Court finds probable cause for a new charge against the participant that involves the delivery, sale, manufacture, or possession with intent to sell illegal drugs.

Discretionary Grounds for Termination: The WWCCC Team will consider the facts and circumstances and recommendation(s) will be made to the Court as to whether a participant should be terminated from WWCCC if any of the following situations occur:

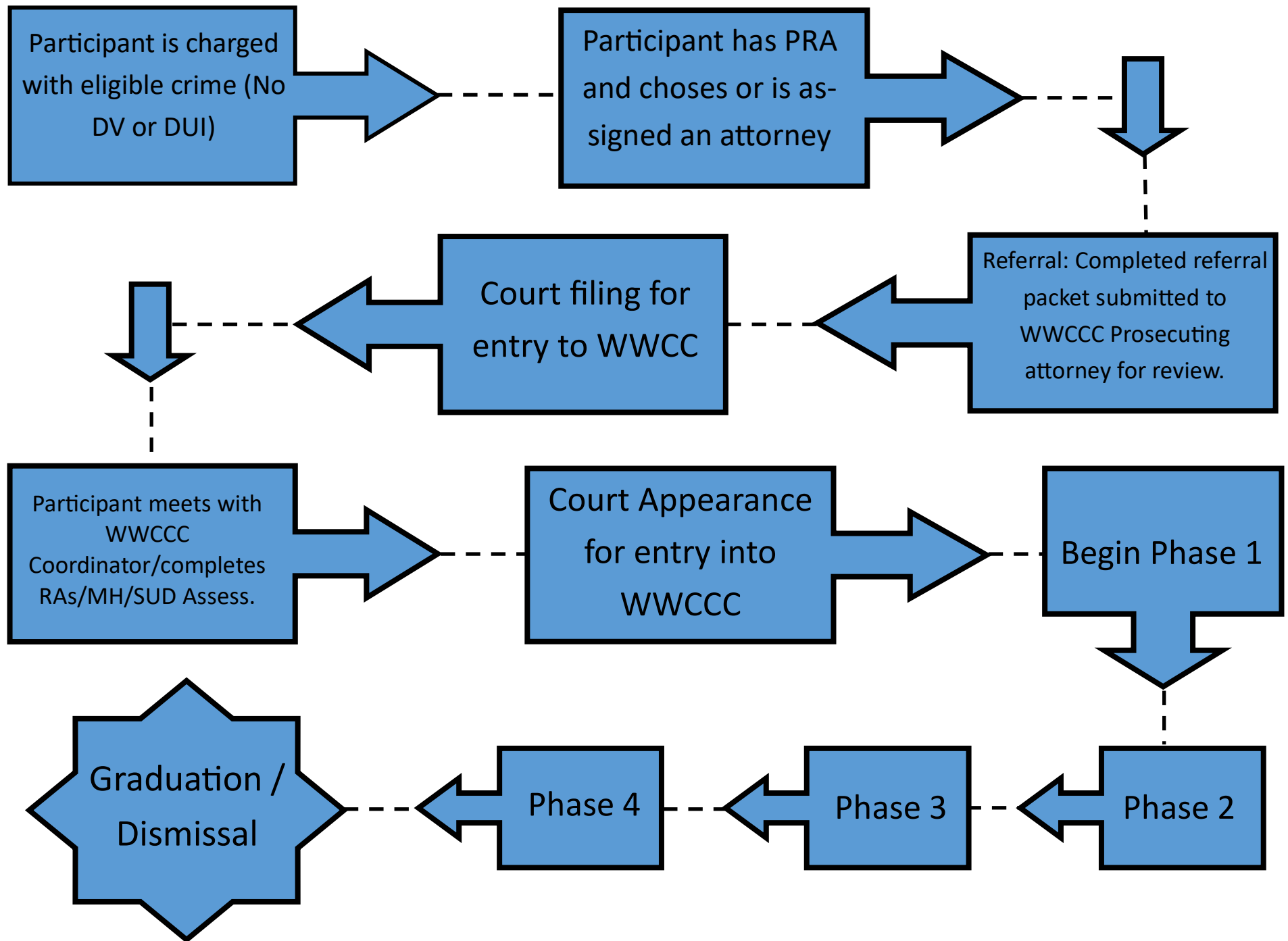
1. **Exceeding Maximum Time in a Stage.** If a participant is not able to advance within the maximum time for a stage, they may provide a written request to the WWCCC asking to be allowed to continue and explaining how he or she is going to come into compliance. The team will review the request and make a recommendation regarding continuing participation in the program. The Court will consider the request and may grant a participant more time to complete a stage. The number of days for the extension will be clearly stated on the participant's Court order and may also require that the participant return to a prior level of treatment or impose other sanctions and remedies that may be appropriate. If the Court determines termination is appropriate, the matter will be addressed under the procedures below for termination hearings.
2. **A New Criminal Law Violation.** Except for new sex offense/violent crimes, or Delivery/Manufacture/Possession with Intent crimes, a finding of probable cause by any Court for a new crime may be grounds for termination from the WWCCC. The team will make a recommendation regarding continuing participation in the program. The Court will make a final decision after consideration of the team's recommendation and considering the point of view of the participant. The participant may incur sanctions for the violation. If the Court determines termination is appropriate, the matter will be addressed under the procedures below for termination hearings.
3. **Inactive for 30 Days.** If a participant has been inactive for at least 30 days but less than 60 days, during the period of non-engagement, the participant will incur sanctions, up to

and including jail time. The inactive participant may be subject to a warrant being issued. Upon arrest, the participant may provide a written request to the WWCCC asking to be allowed to continue and explaining how they are going to come into compliance. The team will make a recommendation regarding continuing participation in the WWCCC. The Court will consider the request and may grant a participant's request to remain in the program. If the Court determines termination is appropriate, the matter will be addressed under the procedures below for termination hearings.

Procedure for Termination Hearing

Whenever a participant is subject to termination for any of the reasons set forth above, the following termination procedures apply:

1. When discretionary grounds for termination have occurred, any member of the WWCCC Team may propose that a participant be terminated from the program. In this case, the assigned case manager or probation officer shall write a short, concise statement of fact (Notice of Termination) constituting the grounds for termination which will be delivered to the participant, case parties and filed with the Court.
2. When mandatory grounds for termination have occurred, the decision to terminate is mandatory. The assigned case manager or probation officer shall provide a short, concise statement of fact (Notice of Termination) constituting the grounds for termination which will be delivered to the participant, case parties, and filed with the Court.
3. If the participant wishes to contest the basis for termination, the WWCCC Judge shall set a time for the termination hearing at least 14 days after the Notice of Termination is filed. The participant may inform the Court that (s)he does not wish to contest the termination and the Court will enter an Order of Termination and set the matter for resolution and/or sentencing.



**MEMORANDUM OF UNDERSTANDING REGARDING APPOINTMENT OF WALLA
WALLA CITY ATTORNEY OFFICE AS SPECIAL DEPUTY PROSECUTORS ON
BEHALF OF WALLA WALLA COUNTY PROSECUTING ATTORNEY AND
COLLEGE PLACE CITY ATTORNEY FOR THE WALLA WALLA COMMUNITY
COURT**

WHEREAS; A community court has been established by the Walla Walla County District Court pursuant to RCW 2.30.030,

WHEREAS; The Walla Walla Community Court has determined that the best practice for this jurisdiction is to have one prosecuting authority responsible for all prosecution responsibilities for the Walla Walla Community Court,

WHEREAS; The City of Walla Walla City Attorney Office agrees to act as the prosecuting authority for the Walla Walla Community Court,

WHEREAS; The parties desire to enter into a Memorandum of Understanding between the Walla Walla City Attorney Office, and the Walla Walla County Prosecuting Attorney and the City Attorney Office for College Place for the Walla Walla Community Court:

I. TERM

The term of this memorandum of understanding shall be three (3) years. This memorandum of understanding may be renewed at the end of the three year term on the same terms or be renegotiated.

II. DUTIES OF PARTIES

Walla Walla County Prosecuting Attorney Office (County) and College Place City Attorney (CPCA) will send to Walla Walla City Attorney Office (WWCA) any cases which they desire for admission into the Walla Walla Community Court by sending said case to the WWCA at a later specified email address. County and CPCA will provide all police reports and evidence obtained through investigation of the case.

County and CPCA hereby appoint WWCA Office as Special Deputy Prosecuting Attorneys for all cases referred to the Walla Walla Community Court, with full authority to process said cases in accordance with the Policies and Procedures of the Walla Walla Community Court.

WWCA and the Walla Walla Community Court will have authority to determine if the potential participant qualifies for the Walla Walla Community Court program. County and CPCA agree that they will accept the participant and case back into their jurisdiction on the regular criminal docket if WWCA or the Walla Walla Community Court determines that the participant does not qualify for the Walla Walla Community Court program or if the participant fails to comply with the requirements of the Walla Walla Community Court and is terminated from the Walla Walla Community Court program.

County and CPCA agree to accept the determination of the WWCA and/or Walla Walla Community Court as the final determination in regards to that participant's status with the Walla Walla Community Court program.

In recognition of the additional workload being taken on by WWCA, the County and CPCA agree to provide assistance to WWCA as agreed upon by the parties.

III. TERMINATION

This Memorandum of Understanding may be terminated by any party for any reason by providing written notice to the other parties thirty (30) days before date of termination.

IV. ENTIRE MEMORANDUM OF UNDERSTANDING

This document represents the entire memorandum of understanding of the parties, no verbal or written conditions not included in this memorandum of understanding are valid.

V. DISPUTES

In the event the parties have a dispute regarding this memorandum of understanding, the parties will set forth their positions in writing and engage in mediation with the Walla Walla County District Court. If mediation is not successful, any party may seek an appropriate judicial remedy. In any event, no party will be entitled to recover its reasonable attorney fees or costs from any other party.

VI. MODIFICATION

The parties may agree in writing at any time to modify this memorandum of understanding. If agreement cannot be reached, any party may seek to engage in mediation with the Walla Walla District Court or any appropriate judicial remedy.

COUNTY OF WALLA WALLA
PROSECUTING ATTORNEY:

GABE ACOSTA

COLLEGE PLACE CITY ATTORNEY:

REA CULWELL

CITY OF WALLA WALLA
CITY ATTORNEY:

TIMOTHY DONALDSON

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

CITY HOLIDAY LIGHT INSTALLATION PROJECT

**REQUEST FOR PROPOSALS
OCTOBER 2024**



Contracting Agency:

City of College Place
625 S. College Avenue
College Place, WA 99324
(509) 394-8511
Athen Reid, City Events Coordinator

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CITY OF COLLEGE PLACE
CITY HOLIDAY LIGHT INSTALLATION PROJECT
WALLA WALLA COUNTY, WASHINGTON

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CITY OF COLLEGE PLACE
CITY HOLIDAY LIGHTS INSTALLATION PROJECT
WALLA WALLA COUNTY, WASHINGTON

INVITATION TO BID

The City of College Place will receive sealed bids for the City Holiday Light Installation Project, at the City of College Place, City Hall, 625 S. College Avenue, College Place, Washington 99324 until 2:00 P.M., October 30, 2024, at which time the bids received will be publicly opened and read aloud.

The project consists of installation, maintenance, and removal of holiday banners and décor for the City. Installation consists of removing the existing Autumn pole-mounted welcome banners along College Avenue, replacing them with Winter banners, installing up to 111 pole-mounted lighted holiday fixtures along College Avenue, and install various holiday decorative items outside of the College Place City Hall before December 1, 2024. Removal consists of removing all aforementioned décor and return to it's proper storage, and replacing the Winter banners with Spring welcome banners. The project includes maintenance as needed while decorations are on display.

All bid proposals shall be accompanied by a bid proposal deposit in cash, certified check, cashiers check, or surety bond in an amount equal to five percent (5%) of the amount of such bid proposal. Should the successful Bidder fail to enter into such contract and furnish satisfactory performance bond or quality assurance submittals within the time stated in the contract documents, the bid proposal deposit shall be forfeited to the City of College Place. Each Bidder shall warrant that he has not entered into collusion with another bidder or any other person, and does not discriminate in any manner against any person based solely on race, color, sex, or creed.

The Issuing Office for the Bidding Documents is: City of College Place, 625 South College Avenue, College Place, Washington 99324. All questions should be directed to Athen Reid, City Events Coordinator, at (509) 394-8511 or areid@cpwa.us. Digital copies of the Bidding Documents, including addenda, may be obtained beginning on October 8, 2024 by contacting Athen.

All work performed on this project will be subject to the Washington State Prevailing Wage Requirements.

The City of College Place, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this

advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Only properly executed proposals submitted on the forms furnished by the City of College Place will be accepted. The City of College Place reserves the right to reject any or all bids, to waive any informalities, to accept any bid deemed to be responsive in the best interest of the City of College Place, and reserves the right to readvertise for new proposals.

The City of College Place is an Equal Opportunity and Affirmative Action Employer. Minority and women owned businesses are encouraged to bid.

Dates of Advertisement: **October 8, 2024 and October 12, 2024**

Owner: City of College Place

Athen Reid

Athen Reid, City Events Coordinator

10/8/2024

Date

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CITY OF COLLEGE PLACE
CITY HOLIDAY LIGHTS INSTALLATION PROJECT
WALLA WALLA COUNTY, WASHINGTON

PLANS AND SPECIFICATIONS

Schedule and Project Programming

The following table is a tentative outline of key dates in this RFP process.

Item	Date
Solicitation publication	October 8 th , 2024
Pre-submittal conference and site walk through	October 16, 2024
Last day to submit questions or Requests for Clarification	October 24, 2024
Submittals due	October 30, 2024
Review period	October 31-November 3, 2024
Notification of selection	November 4, 2024
Contract award anticipated	November 12, 2024

Project Information

Winter and Spring Banners

The City of College Place owns 111 light poles along College Avenue that are fitted with seasonal welcome banners. These are rotated based on season and holiday. The project includes taking down the current Autumn Banners and replacing with the Winter Banners. Then, during decoration removal, taking down the Winter Banners and replacing them with the Spring Banners. The awarded business will not be responsible for removal of the Spring Banners.

Light-Pole Holiday Light Fixtures

For the months of December and January each year, up to 111 City light poles are equipped with holiday light attachments in the shapes of snowflakes and stars. The light poles are on photo-cell

light sensing breakers, turning on each night and back off each morning. The holiday fixtures plug into 110v outlets at the top of each pole and will follow the same on/off schedule. If it should be discovered that a Light-pole needs maintenance or repair, City Staff shall be notified.

Municipal Campus Holiday Decorations

For the months of December and January each year, the City Hall Campus has a variety of holiday lights displayed:

- Three (3) Jumbo Lighted Lawn Gift Boxes
- One (1) Metal Lighted Gift Bow fixed on to the City Hall Digital Reader Board
- Approximately 250 feet of White String lights scalloped along the College Place Fire Department Bay Exit Lane, facing South College Avenue.
- Approximately 1,000 feet of string lights wrapped around the living holiday tree on the Municipal Campus.
- Two (2) “Starburst” light fixtures on the City Hall Lamp Posts

Scope of Work

Installation Scope

Test and install up to 111 Winter Pole Banners, up to 111 Light-Pole Holiday Fixtures, 3 jumbo metal lawn gift box displays, 1 Digital Reader Board Holiday Bow, 2 City Hall Lamp Post Starbursts, Fire Lane String Lights, and Municipal Campus Holiday Tree String Lights. City Staff can be made available to provide minimal oversight and direction.

Maintenance Scope

While the decorations are installed, maintenance concerns (example: burnt out light bulbs, broken fixtures, etc) will be reported to the Awardee Project Manager. The company chosen for the project will be responsible for replacements and repairs with the assistance of the City as seen fit. Replacement parts and bulbs will be provided by the City.

Removal Scope

Before February 1st, 2024, all holiday decorations and banners shall be properly removed and returned to City Hall storage. Winter banners shall be replaced with the Spring welcome banners. The awarded company will not be responsible for the removal of the Spring Banners.

Project Goals and Objectives:

- a. Have all listed banner and décor items installed and plugged in on or before December 1st, 2024
- b. Maintain functionality and safety of all listed holiday banner and décor items during installation, removal, and while they are on display
- c. Have all listed banners and décor items removed and safely returned to their storage location on or before February 1st, 2025

Submittal Requirements

1. Submittals must be received by 2:00PM October 30th, 2024. Submittals shall be in PDF format and emailed to areid@cpwa.us with “City Holiday Light Project RFP” and company name in the subject line. Email attachment size limit is 20 MB. An email response will be provided to confirm receipt of submittal. Late submittals will not be evaluated. The City is not responsible for delays by any outside party.
2. Maximum of 12 pages (one page is equivalent to one side of an 8.5x11 sheet of paper). Pages are to be letter size (8.5x11) and printed double sided. Pages larger than letter size are accepted, but will count double (i.e., an 11x17 page will count as two letter-size pages). Font size to be a minimum of 11 pt Arial (or equivalent) and margins are to be a minimum of 0.5” on all sides.

College Place reserves the right to reject any or all submittals and to waive any irregularities or information in the evaluation process. The final decision is at College Place’s sole discretion and respondents to this request have no appeal rights or procedures guaranteed to them.

Terms and Conditions

Submittal Costs: All submittal preparation costs are the sole responsibility of the proposer. College Place will not reimburse any costs associated with the preparation and/or submission of qualifications.

Business License: The selected company, and each of its sub-contractors in cases where a team is formed, will be required to obtain a city endorsement prior to performing any work for the City and to maintain the license/endorsement throughout the project’s life.

Insurance: The selected company(s) must have liability insurance naming the City additional insured. Coverage must be \$2,000,000/\$1,000,000 per occurrence.

INFORMATION FOR BIDDERS

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CITY OF COLLEGE PLACE
CITY HOLIDAY LIGHTS INSTALLATION PROJECT
WALLA WALLA COUNTY, WASHINGTON

INFORMATION FOR BIDDERS

1. DEFINED TERMS

The term "Successful Bidder" means the lowest, qualified, responsible Bidder to whom the CONTRACTING AGENCY made an award.

2. EXAMINATION OF PLANS, SPECIFICATIONS AND SITE OF WORK

The Bidder will examine carefully the sites, the proposal, plans, addenda, and contract forms therefore. The submission of a Proposal shall be conclusive evidence that the Bidder has made such examinations and has investigated and is satisfied as to the conditions and difficulties to be encountered, the character, quantity, quality, and scope of work, the quantities and qualities of materials to be supplied and equipment and labor to be used, and the requirements of the proposal, plans, and addenda for performance of the work in full.

The Bidder must be familiar with all Federal, State, and local laws, ordinances, and regulations that in any manner might affect those engaged or employed in the Work, the materials, equipment, or procedures used in the Work, or which in any other way would affect the conduct of the Work. The Bidder is assumed to be familiar with such laws and regulations and no plea of misunderstanding or ignorance of the law will be considered.

No information derived from any inspection of records or investigation or compilation thereof made by the CONTRACTING AGENCY will in any way relieve the Bidder or CONTRACTOR from any risks or from properly performing his obligations under the Contract.

The submission of a Bid will constitute an incontrovertible representation by the Bidder that he has complied with every requirement of the Information for Bidders and that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the Work.

3. BUSINESS LICENSE

A business license from the City of College Place will be required by any CONTRACTOR or SUBCONTRACTOR prior to commencement of the project.

4. CONTRACT TIME

The date(s) by which the Work is to be completed is set forth in the Contract. Date Contract Begins: The term of this agreement shall be for one year commencing on the Effective Date and ending after Work has concluded, at which point it may be extended on a year-by-year basis upon the agreement of both parties.

5. SUBSTITUTE MATERIAL AND EQUIPMENT

The Contractor will be supplied all materials and hardware for the project by the CONTRACTING AGENCY. The contractor is responsible for all equipment to be used to successfully complete the Work (e.g. bucket-truck, scissor-lift, ladder)

6. PROPOSAL FORM

The Proposal Form must be fully completed in black or blue ink or by typewriter.

Proposals by corporations must be executed in the corporate name by the president, or a vice-president, or other corporate officer accompanied by evidence of authority to sign and the corporate seal must be affixed and attested by the secretary or an assistant secretary. Such corporation must be licensed to do business in the State of Washington. The corporate address and state of incorporation shall be shown below the signature.

Proposals by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.

All names must be typed or printed below the signature. The address to which communications regarding the Proposal are to be directed must be shown.

7. BID SECURITY

All bid proposals shall be accompanied by a bid proposal deposit in cash, certified check, cashiers check, or security bond in an amount equal to five percent (5%) of the amount of such bid proposal. #1. Should the successful Bidder fail to enter into such contract and furnish satisfactory performance bond or quality assurance submittals within the time stated in the contract documents, the bid proposal deposit shall be forfeited to the City of College Place. *A bid submitted with other than the bid bond provided will be*

determined to be non-responsive and not considered for award action.

8. SUBCONTRACTOR LIST

The Bidder is to submit with the proposal a list of subcontractors, categories of work performed by those subcontractors, and the work to be performed by the Bidder. Prime Bidders are cautioned to verify that all subcontractors submitting bids are also registered and licensed to perform business in the State of Washington.

10. AWARD OF CONTRACT

The CONTRACTING AGENCY reserves the right to reject any and all Proposals, to waive any and all informalities and the right to disregard all nonconforming, nonresponsive or conditional Proposals.

Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

The CONTRACTING AGENCY may conduct such investigations as he deems necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications and financial ability of the Bidders to do the Work in accordance with the Contract Documents to the CONTRACTING AGENCY'S satisfaction within the prescribed time. The apparent low Bidder may be required to furnish references of similar work with other agencies and submit to a background and experience review. The CONTRACTING AGENCY reserves the right to reject the Bid of any Bidder who does not pass any such evaluation to the CONTRACTING AGENCY'S satisfaction.

When a bid contains alternate bid items, or deductive or additive bid items, award will be made to the lowest responsible Bidder of the total bid, after substitutions of the alternate(s) of City of College Place's choice.

If the Contract is to be awarded, the CONTRACTING AGENCY will give the Successful Bidder a Notice of Award within fourteen (14) calendar days after the Bid opening.

11. REQUIRED FORMS

Before progress payments are released, the CONTRACTOR shall have on file an approved STATEMENT OF INTENT TO PAY PREVAILING WAGES for themselves and all subcontractors covered under the progress payment. Failure to have an approved STATEMENT OF INTENT TO PAY PREVAILING WAGES on file may result in selected payment to be withheld.

Contractor shall also adhere to requirements for submitting Certified Payrolls prior to progress payment release. Final project completion notification and retainage will be held until releases are received from the State Department of Revenue and the Employment Security Department, the CONTRACTOR'S and all subcontractors premium status with the Department of Labor and Industries has been verified to be current and the "Affidavit of Wages Paid" for the CONTRACTOR and all subcontractors is on file. The fees shall be included in the bid proposal.

12. WAGE RATES

This project is subject to the provisions of the Washington State Public Works Law and related acts. The CONTRACTOR and every subcontractor on the project must pay Washington State prevailing wage rates for the project. The performance of any part of this contract shall be in accordance with the provisions of Chapter 39.12 RCW and to RCW 49 as amended. The rules and regulations of the Department of Labor and Industries and the schedule of prevailing wage rates for the locality or localities where this contract will be performed are as determined by the Industrial Statistician of the Department of Labor and Industries.

In case any dispute arises as to what are the prevailing rates of wages for work of a similar nature and such dispute cannot be adjusted by the parties of interest including labor and management representatives, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State and his decision therein shall be final and conclusive and binding on all parties involved in the dispute as provided for by RCW 39.12.060, as amended.

13. DESCRIPTION AND METHOD OF PAYMENT

All labor, and equipment required for the installation of this project shall be incorporated into the bid items as provided in the bid proposal. Payment for general construction items that are not listed in the bid proposal are indicative of the fact that no such item of work is required for the project, or that the items of work not listed are considered as incidental to the bid items listed in the proposal.

The CONTRACTOR shall bill the CONTRACTING AGENCY for 50% of the Total Bid amount after installation and again for 50% of the Total Bid amount after removal.

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CONTRACT DOCUMENTS

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CITY OF COLLEGE PLACE
CITY HOLIDAY LIGHTS INSTALLATION PROJECT
WALLA WALLA COUNTY, WASHINGTON

BIDDERS CHECKLIST

The following items must be completed and accompany the PROPOSAL:

1. All ADDENDA *must* be completed and signed and accompany the PROPOSAL.
2. The PROPOSAL *must* be signed with name and address of the Bidder typed or clearly printed.
3. The PROPOSAL *must* be complete. The Total Bid amounts must be shown in both words and figures.
4. A BID BOND, CERTIFIED CHECK, CASHIER'S CHECK, or CASH in the amount of five percent (5%) of the TOTAL BID *must* be included.
5. Other items needed with the Bid.

Each bid shall be submitted in a sealed envelope, addressed to the City Clerk, City of College Place, and plainly marked on the outside of the envelope: "BID on City Holiday Light Installation Project". The envelope shall show the name and address of the Bidder. If mailed to the City, the bid envelope shall be enclosed in another envelope addressed to the City Clerk.

All bids must contain the items listed above in complete form. Although desired to have the volume submitted intact, the City of College Place reserves the right to consider this requirement an informality, provided that all parts of the bid proposal items listed above are submitted and are acceptable to the City of College Place.

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CITY OF COLLEGE PLACE
CITY HOLIDAY LIGHTS INSTALLATION PROJECT
WALLA WALLA COUNTY, WASHINGTON

PROPOSAL

Proposal of _____ (hereinafter called "CONTRACTOR"),
organized and existing under the Laws of the State of _____, doing business
as a _____

To the **City of College Place** (hereinafter called the "CONTRACTING AGENCY"):

In compliance with the Invitation to Bids for the Firehouse Stairs, dated July 2024, having examined the Drawings and Specifications with related documents and the site of the proposed Work, and being familiar with all the conditions surrounding the construction of the proposed Project, including the availability of materials and labor, hereby proposes to furnish all labor, materials and supplies and to complete the Work in accordance with the Contract Documents within the time set forth therein and at the prices stated in the Proposal. These prices are to cover all expenses incurred in performing the Work required under the Contract Documents of which this is a part.

The Non-Collusion Affidavit and the Anti-Discrimination Affidavit along with other forms identified on the Bidder's Checklist must be signed, certified, and included in the bid.

The Bidder accepts the provisions of the Contract as to the time of completion and the liquidated damages in the event of a failure to complete the Work on time. The Bidder agrees the time allowed is a reasonable period to perform the work.

The Bidder understands that quantities listed are approximate and the CONTRACTING AGENCY reserves the right to increase or decrease individual items as may be, in his sole judgment, to his best interest depending upon conditions encountered or observed during the execution of the Work.

The undersigned Bidder hereby agrees that bid(s) may or may not be exercised by the CONTRACTING AGENCY.

The Bidder agrees to perform all work described in accordance with the specifications for the following unit prices. Unit prices for all items, all extensions, and the total amount of the Proposal shall be shown.

All labor, equipment, and materials required for the manufacturing and installation of this project shall be incorporated into the bid items as provided in the bid proposal. Payment for general construction items that are not listed in the bid proposal are indicative of the fact that no such item of work is required for the project, or that the items of work not listed are considered as incidental to the bid items listed in the proposal, even though the Standard Specifications may call for a separate measurement and payment.

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CITY OF COLLEGE PLACE
CITY HOLIDAY LIGHTS INSTALLATION PROJECT
WALLA WALLA COUNTY, WASHINGTON

BID					
Item No.	Item Description	Est. Qty.	Unit	Unit Price	Total Price
1	Holiday Light Project: Installation, maintenance, and removal.	1	L.S.		
Bid Subtotal					
Walla Walla County Sales Tax (8.8%)					
Bid Total					

TOTAL BID AMOUNT WRITTEN IN WORDS	DOLLARS	CENTS

The above prices shall include all labor, materials, overhead, profit, insurance, etc., to cover the finished work, and shall also include all applicable taxes and fees.

Bid Schedules shall be collective. The bidder shall bid on all bid schedules to be considered complete. Award will be made to the lowest bidder on the basis of the Bid total.

The undersigned Bidder acknowledge receipt of the following addendum(s).

Addendum No.	Date: _____
Addendum No.	Date: _____
Addendum No.	Date: _____
Addendum No.	Date: _____

**Washington State Department of Labor & Industries
Industrial Insurance ID No.**

License or Contractor's Registration Number

Washington State Department of Revenue Tax Number

UBI Number

(Seal if Bid By Corporation)

I certify (or declare) under penalty of perjury under the laws of the State of Washington that requirements of being a responsible bidder per RCW 39.4.350 are met.

BIDDER'S SIGNATURE

TYPED NAME AND TITLE

COMPANY NAME

TELEPHONE

MAILING ADDRESS

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CITY OF COLLEGE PLACE
CITY HOLIDAY LIGHTS INSTALLATION PROJECT
WALLA WALLA COUNTY, WASHINGTON

NOTICE TO BIDDER

1. This proposal form is not transferable. Any alteration of the Bidder's name entered herein without prior permission from the City of College Place will be cause for considering the proposal irregular and subsequent rejection of the bid.
2. A modification of a Proposal will be considered only if the modification is received prior to the time announced for the opening of proposals. All modifications shall be made in writing on company letterhead, signed by an authorized company officer, and executed and submitted in the same form and manner as the original proposal. No oral or telegraphic (fax) Proposals or modifications will be considered at any time.
3. Bids may be withdrawn prior to the scheduled time for the opening of bids. Requests to withdraw a bid must be in writing on company letterhead and be signed by an authorized company officer. Any request to withdraw a bid after the time and date set for the bid opening will be denied.
4. If the Bidder is a corporation, this proposal must be executed by a duly authorized official.

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CITY OF COLLEGE PLACE
CITY HOLIDAY LIGHTS INSTALLATION PROJECT
WALLA WALLA COUNTY, WASHINGTON

CONTRACT

THIS CONTRACT made and entered into in triplicate this ____ day of _____, 20__, by and between the City of College Place, hereinafter called the CONTRACTING AGENCY, and _____, hereinafter called the CONTRACTOR,

WITNESSETH: That in consideration of the terms and conditions contained herein and in the project plans and specifications which are by this reference incorporated herein and made a part hereof, the parties heretocovenant and agree as follows:

The CONTRACTOR shall do all work and furnish all tools, equipment, and labor, and equipment for the City Holiday Light Installation Project in accordance with and as described in the attached Plans and Specifications.

The CONTRACTOR agrees that the time allowed is a reasonable period to perform the work and Holiday Light and Banner installation shall be complete by December 1, 2024. Holiday Light and Banner Removal, and Spring Banner Installation, shall be complete by February 1, 2025. Extensions will be evaluated and duly processed by the CONTRACTING AGENCY for inclement weather delays when requested in writing by the CONTRACTING AGENCY. Any requested delay event will be evaluated in part using the submitted project schedules required herein.

The CONTRACTOR shall provide and bear the expense of all equipment, work, and labor of any sort whatsoever that may be required for completing the work provided for in this Contract and every part thereof. The CONTRACTING AGENCY is responsible for providing hardware and replacement parts specific to the Holiday Lights, Decorations and Banners.

The CONTRACTING AGENCY hereby promises and agrees with the CONTRACTOR to employ, and does employ the CONTRACTOR to provide the equipment and to do, and cause to be done, the herein-described work and to complete and finish the same according to the attached Plans and Specifications and the terms and conditions herein contained. The CONTRACTING AGENCY agrees to pay the CONTRACTOR in current funds for the performance of the work, subject to additions and deductions by Change Order as provided in the Contract Documents, the Contract Sum:

(\$_____)

All according to the specifications, and schedule of unit prices hereto attached, at the time and the manner and upon the conditions set forth in the Contract.

The CONTRACTOR, for himself, and for his heirs, executors, administrators, successors and assigns, does hereby agree to the full performance of all the covenants herein contained upon the part of the CONTRACTOR. CONTRACTOR acknowledges that pursuant to the terms of this agreement, CONTRACTOR is totally responsible for the safety of all persons and property in the performance of this Contract. CONTRACTOR assumes the risk of all damages, loss, cost penalties and expense and agrees to indemnify, defend and hold harmless the CONTRACTING AGENCY and ENGINEER, from and against any and all liability which may accrue to or be sustained by the CONTRACTING AGENCY on account of any claim, suit or legal action made or brought against the CONTRACTING AGENCY for the death of or injury to persons (including CONTRACTOR'S or SUBCONTRACTOR'S employees) or damage to property involving CONTRACTOR, or SUBCONTRACTOR(s) and their employees or agents, arising out of and in connection with or incident to the performance of the Contract except for injuries or damages caused by the sole negligence of the CONTRACTING AGENCY. In this regard, CONTRACTOR recognizes that CONTRACTOR is waiving immunity under Industrial Insurance Law, Title 51, RCW. This indemnification extends to the officials, officers and employees of the CONTRACTING AGENCY and also includes attorney's fees and the cost of establishing the right to indemnifications hereunder in favor of the CONTRACTING AGENCY.

It is further provided that no liability shall attach to the CONTRACTING AGENCY by reason of entering into this Contract, except as expressly provided herein.

The venue of any action brought to enforce the terms and conditions of this Contract shall be in Walla Walla County, Washington. The prevailing party shall be entitled to reasonable attorney fees and costs.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed the day and year first herein above written.

CITY OF COLLEGE PLACE

CONTRACTOR (NAME)

BY: _____

BY: _____

Signature

Signature

Name and Title

Name and Title

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CITY OF COLLEGE PLACE
CITY HOLIDAY LIGHTS INSTALLATION PROJECT
WALLA WALLA COUNTY, WASHINGTON

NOTICE OF AWARD

To: _____ Dated: _____

PROJECT DESCRIPTION: City Holiday Light Installation Project

The CONTRACTING AGENCY has considered the Bid submitted by you for the above-described Work in response to its Advertisement for Bids and Information to Bidders. You are hereby notified that your Bid has been accepted for items in the amount of _____ Dollars (\$ _____), For the Bid.

You are required by the Instructions to Bidders to fully execute the Contract and furnish the required CONTRACTOR'S certificates of insurance within ten (10) calendar days from the date of this Notice to you, that is by _____.

If you fail to execute said Agreement and to furnish said certificates of insurance within ten (10) calendar days from the date of this Notice, said CONTRACTING AGENCY will be entitled to consider all your rights arising out of the CONTRACTING AGENCY'S acceptance of your Bid as abandoned and as a forfeiture of your Bid Bond. The CONTRACTING AGENCY will be entitled to such other rights as may be granted by Law.

You are required to return the attached ACCEPTANCE OF NOTICE OF AWARD to the CONTRACTING AGENCY.

Dated this _____ day of _____, 20__.

CITY OF COLLEGE PLACE

By: _____

Signature

Name and Title

ACCEPTANCE OF NOTICE OF AWARD

PROJECT DESCRIPTION: **City Holiday Light Installation Project**

Receipt of the NOTICE OF AWARD is hereby acknowledged by _____,
this the ____ day of _____, 20____.

(SEAL if Bid is Corporation)

CONTRACTOR

By: _____

Signature

Name and Title

The City of College Place requires that a CONTRACTOR have a Business License. In accordance with this, it is necessary that the following information be supplied:
Business License No. _____.

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CITY OF COLLEGE PLACE
CITY HOLIDAY LIGHTS INSTALLATION PROJECT
WALLA WALLA COUNTY, WASHINGTON

NOTICE TO PROCEED

To: _____ Date: _____
(Contractor)

(Address)

PROJECT DESCRIPTION: City Holiday Light Installation Project

You are hereby notified that the Contract Time for the above Project will commence to run on the ____ day of _____, 20__. On that date you are to start performing the Work and your other obligations under the Contract Documents.

CITY OF COLLEGE PLACE

By: _____
Signature

Name and Title

ACCEPTANCE OF NOTICE TO PROCEED

PROJECT DESCRIPTION: **City Holiday Light Installation Project**

Receipt of the NOTICE TO PROCEED is hereby acknowledged by _____,
this the ____ day of _____, 20____.

CONTRACTOR

By: _____

Signature

Name and Title

[illegible]

CITY OF COLLEGE PLACE
City Holiday Light Installation Project
WALLA WALLA, COUNTY, WASHINGTON

NOTICE.OF.INTENT.TO.AWARD

The **City of College Place** announces its intent to award the contract for the **City Holiday Light Installation** project to **Moreno & Castillo Construction.** for the amount of **Twenty-Six Thousand, Six Hundred Twenty-Seven Dollars and Seventy-One Cents. (\$26,627.71).**

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

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

Thank you for participating in the competitive selection process.

Owner, **City of College Place**

DocuSigned by:

Athen Reid

F78C02BE662E4C4...

Athen Reid, City Events Coordinator

10/30/2024

Date

AGREEMENT

for

OPERATIONS, MAINTENANCE and
MANAGEMENT SERVICES for the City
of College Place

AGREEMENT FOR OPERATIONS, MAINTENANCE AND MANAGEMENT SERVICES

THIS AGREEMENT is made and entered into this 16th day of March 2016, (“Effective Date”) by and between the City of College Place, Washington, whose address for any formal notice is 619 S. College Avenue, College Place, Washington 99324 (hereinafter “Owner”) and Operations Management International, Inc., whose address for any formal notice is 9191 South Jamaica Street, Englewood, CO 80112 (hereinafter “CH2M”). Collectively referred to as the “Parties”.

STATEMENT OF PURPOSE

WHEREAS, the Owner owns certain facilities and systems which are further described in **Appendix C**; and

WHEREAS, Owner desires to employ CH2M to perform certain operation and maintenance services as further described in **Appendix A** under the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, Owner and CH2M agree as follows:

1. DEFINITIONS

- 1.1 “Adequate Nutrients” means plant influent nitrogen, phosphorous, and iron contents proportional to BOD5 in the ratio of five (5) parts nitrogen, one (1) part phosphorous, and one-half (0.5) part iron for each one hundred (100) parts BOD5.
- 1.2 “Base Fee” means the compensation paid by Owner to CH2M for the base services defined in **Appendix A** of this Agreement for any year of the Agreement. The Base Fee is specified in **Appendix D** and will be renegotiated annually. The Base Fee shall include Owner’s expenses for operating the project as listed in **Appendix D**. This compensation does not include payments for requests by Owner that are incidental to or outside the Scope of Services as defined herein.
- 1.3 “Biologically Toxic Substances” means any substance or combination of substances contained in the plant influent in sufficiently high concentrations so as to interfere with the biological processes necessary for the removal of the organic and chemical constituents of the wastewater required to meet the discharge requirements of any of Owner’s Permits as listed in **Appendix F** below. Biologically Toxic Substances include but are not limited to heavy metals, phenols, cyanides, pesticides, and herbicides.
- 1.4 “BOD” means Biochemical Oxygen Demand.
- 1.5 “Capital Expenditures” means any expenditures for (1) the purchase of new equipment or facility items that cost more than One Thousand Dollars (\$1,000.00); or (2) Major Repairs; or (3) expenditures that are planned, non-routine, and budgeted by Owner. Owner is responsible for payment of any Capital Expenditures, unless otherwise agreed to by the Parties.

- 1.6 “Change in the Scope” means those events or services which either change the basis of Cost or add additional scope to the services defined in **Appendix A**.
- 1.7 “Commencement Date” shall mean the date services shall begin for the Owner under this Agreement as defined in Section 2.1.
- 1.8 “Initial Term” means the first term of the Agreement as defined in Section 2.1.
- 1.9 “Major Repairs” mean those Repairs that significantly extend equipment or facility service life and cost more than Five Thousand Dollars (\$5,000.00).
- 1.10 “Permit” means the permits issued to the Owner for the operation of its facilities and services. This includes the NPDES Permit No. #WA0020656 Copies of these Permits are attached to this Agreement as **Appendix F**.
- 1.11 “Preventive Maintenance” means those routine and/or repetitive activities required or recommended by the equipment or facility manufacturer or CH2M to maximize the service life of the equipment, sewer, vehicles, and facility.
- 1.12 “Project” means all equipment, vehicles, grounds, and facilities described in **Appendix C** and **Appendix E**.
- 1.13 “Renewal Term” means any extended term of this Agreement beyond the Initial Term of the Agreement as defined in Section 2.1.
- 1.14 “Repairs” means those non-routine/non-repetitive activities required for operational continuity, safety, and performance generally resulting from failure or to avert a failure of the equipment, sewer, vehicle, or facility or some component thereof.
- 1.15 “Repair Limit” means the total Repair expenditures for the Project. Owner shall be billed for its Repair Limit as specified in **Appendix D**. Labor costs for Repairs performed by CH2M staff assigned to the Project shall not be applied to the Repairs Limit. All Repairs to the Collection System to components greater than 5 feet in depth or 20 feet in length shall be considered beyond the capability of project staff and will be performed by a sub-contractor. However, CH2M’s specialized maintenance personnel not assigned to the Project, who provide such specialized services, such as, but not limited to, vibration, thermographic and electrical analyses, instrumentation Repairs shall be charged to the Repair Limit. **Appendix D** shall list the annual Repair Limit applicable to this Agreement. The Repair Limit is subject to annual adjustment as agreed upon by Owner and CH2M.
- 1.16 “TSS” means total suspended solids.
- 1.17 “Unforeseen Circumstances” means any event or condition which has an effect on the rights or obligations of the Parties under this Agreement, or upon the Project, which is beyond the reasonable control of the party relying thereon and constitutes a justification for a delay in or non-performance of action required by this Agreement, including but not limited to (i) an act of God, landslide, lightening, earthquake, tornado, fire, explosion,

flood, failure to possess sufficient property rights, acts of the public enemy, war blockade, sabotage, insurrection, riot or civil disturbance or a pandemic event; (ii) any change in law, regulation, rule, requirement, interpretation or statute adopted, promulgated, issued or otherwise specifically modified or changed by any local, state, provincial, federal or other governmental body; (iii) labor disputes, strikes, work slowdowns or work stoppages, but excluding labor disputes, strike or work slowdowns or stoppages by employees of CH2M; (iv) the presence of Biologically Toxic Substances in the influent or the presence of hazardous wastes, materials or liquids in the influent or raw water supply, which detrimentally affect the machinery, infrastructure or processes at the Project; and (v) loss of or inability to obtain service from a utility necessary to furnish power for the operation and maintenance of the Project.

2. TERM

- 2.1 The Initial Term of this Agreement shall be for five (5) years commencing on April 1, 2016 (the "Commencement Date"). Thereafter, this Agreement shall be automatically renewed for successive terms of five (5) years each ("Renewal Term") unless cancelled by either party not less than one hundred twenty (120) calendar days prior to expiration.
- 2.2 Either party may terminate this Agreement, for its convenience upon ninety (90) calendar days' prior written notice to the non-terminating party.
- 2.3 Either party may terminate this Agreement for a material breach of this Agreement by the other party after giving written notice of the breach and allowing the other party a reasonable time to correct the breach. Excepting breaches by Owner for non-payment of CH2M's invoices, neither party shall terminate this Agreement without giving the other party thirty (30) calendar days' written notice of intent to terminate for failure of the other party to correct the breach within a reasonable time.
- 2.4 CH2M has contracted for services under this Agreement based on CH2M's agreement for O&M services for the City of Walla Walla. In the event that CH2M's relationship with Walla Walla ends during any term of this Agreement, the Parties agree to renegotiate the compensation for this Agreement. If the Parties cannot reach an agreement, this Agreement shall terminate.
- 2.5 Upon notice of termination by Owner, CH2M shall assist Owner in assuming operation of the Project. If additional Cost is incurred by CH2M at the request of Owner, Owner shall pay CH2M such Cost within fifteen (15) calendar days of invoice receipt.
- 2.6 Upon termination of this Agreement and all renewals and extensions of it, CH2M will return the Project to Owner in the same condition as it was upon the Commencement Date of this Agreement, ordinary wear and tear excepted. Equipment and other personal property purchased by CH2M for use in the routine operation or maintenance practices of the Project and billed to the Project shall become the property of the Owner upon termination of this Agreement, provided that Owner has reimbursed CH2M for such equipment and other personal property. However, any equipment or personal property

that is purchased by CH2M and not billed to the Owner shall be the property of CH2M and shall be removed from the Project by CH2M at the termination of this Agreement.

3. SERVICES AND STANDARD OF PERFORMANCE

- 3.1 CH2M shall perform the services set forth in **Appendix A** for the facilities described in **Appendix C**, within the design capacity and capability of these facilities as further described in **Appendix B**.
- 3.2 CH2M shall perform the services with the degree of skill and diligence normally employed by operations and maintenance personnel performing the same or similar services.

4. OWNER RESPONSIBILITIES

- 4.1 The Owner shall pay for all Capital Expenditures, as defined in Section 1.5. Any loss, damage or injury resulting from Owner's failure to provide Capital Expenditures and/or funds when reasonably requested by CH2M shall be the sole responsibility of Owner.
- 4.2 Maintain and renew, with respect to all existing portions of the Project, warranties, guarantees, easements, permits, authorizations and licenses that have been granted to the Owner, to the extent the maintenance thereof is not a responsibility of CH2M herein. All land, buildings, facilities, easements, licenses, structures, rights-of-way, equipment and vehicles presently or hereinafter acquired by Owner shall remain the exclusive property of Owner unless specifically provided for otherwise by the Parties.
- 4.3 Pay all amounts associated with the occupancy or operation of the Project and the performance of the obligations as listed in **Appendix A** including but not limited to all excise, ad valorem, property, franchise, occupational and disposal taxes, or other taxes associated with the Project, other than taxes imposed upon CH2M's net income and/or payroll taxes for CH2M employees.
- 4.4 The Owner shall provide CH2M within a reasonable time after request, any piece of Owner's heavy equipment that is available so that CH2M may discharge its obligations under this Agreement in the most cost-effective manner. In emergency situations Owner will use its best efforts to provide such equipment within one (1) hour of the request.
- 4.5 The Owner shall provide all registrations, licenses and insurance for Owner's vehicles and heavy equipment used in connection with the Project.
- 4.6 The Owner shall provide for CH2M's use of all vehicles and equipment currently in use at the Project, including the vehicles described in **Appendix E**. Such vehicles and equipment shall be in road safe condition. CH2M shall be responsible for the cost of operation, maintenance and fuel for such vehicles and equipment, unless otherwise agreed to between the parties. Owner shall retain title and ownership of such vehicles and equipment. Use of such vehicles and equipment by CH2M shall be limited to duties and use within the course and scope of this Agreement, unless otherwise agreed to in writing by the Parties. The Parties may supplement this Agreement to provide for an

agreed schedule of replacement of such vehicles and equipment and provision of any other insurance coverage deemed necessary or appropriate.

- 4.7 The Owner agrees to not offer employment or other compensation to all Project personnel of CH2M directly working on this Project, for a period of two (2) years after the end date of this Agreement or said employee's re-assignment from this Project.
- 4.8 Owner shall provide to CH2M all data in Owner's possession relating to the Project, including but not limited to operations and maintenance manuals, warranties or any other data necessary to operate, manage and maintain the Project. CH2M will reasonably rely upon the accuracy and completeness of the information provided by the Owner.
- 4.9 Owner warrants that during the interim period between the initial Project inspection by CH2M during the bidding process and the commencement of CH2M's services hereunder, the Project, facilities and equipment have been operated only in the normal course of business, all scheduled and proper maintenance has been performed and there are no issues known to Owner regarding the condition of the facilities or the Project, and/or any equipment used by the Project or facilities. Owner warrants and agrees that it will turn over the Project, facilities and equipment to CH2M in good working order and in compliance with the NPDES permit(s) and all other applicable laws, rules and regulations. In the event Owner fails to comply with the provisions of this clause, Owner shall be liable for all costs incurred by CH2M as a result of such failure.

5. COMPENSATION AND PAYMENT

Compensation for the services is described in **Appendix D**.

6. INDEMNITY AND LIABILITY

- 6.1 CH2M hereby agrees to indemnify and hold Owner harmless from any claim, liability or damages for property damage or bodily injury, including death, which may arise from CH2M's negligent operations under this Agreement, to the proportionate extent such negligence contributed to the damages, injury, or loss, whether such negligent operation be by CH2M or by a subcontractor of CH2M.
- 6.2 Owner agrees to indemnify and hold CH2M harmless from any claim, liability or damages for property damage or bodily injury, including death, which may arise, except to the proportionate extent caused by the negligence or willful misconduct of CH2M, its employees or its subcontractors.
- 6.3 CH2M and Owner recognize that existing conditions within collection systems varies and that failures may occur in the systems over time. CH2M agrees to exercise due diligence to maintain free-flowing conditions within these systems and to clean the sanitary collection system in accordance with the schedule set forth in **Appendix A**, but may not be able to prevent blockages or backups, particularly in sections of the system that have not yet been cleaned. Therefore, Owner agrees to defend CH2M against claims for injury, property damage, or economic loss arising from failures in the sanitary collection systems until such time as it is established by a finder of fact that such claims were caused by

CH2M's negligence. Furthermore, Owner agrees to indemnify CH2M against such claims for injury, property damage, or economic loss arising from failures in the sanitary collection systems unless such claims are caused by CH2M's negligence. This article takes precedence over any conflicting article of this Agreement, and extends to CH2M, its officers, employees, and subcontractors.

- 6.4 CH2M's responsibility is to operate the facilities in compliance with current laws and regulations, to the extent of their design and physical capacity. It is not part of CH2M's scope to test for or eliminate water borne bacteria or viruses except as required by current laws and regulations.

7. HAZARDOUS SUBSTANCES

- 7.1 If asbestos or hazardous substances in any form are encountered or suspected on the site, CH2M will stop its own work in the affected portions of the site to permit testing and evaluation.
- 7.2 If asbestos is suspected on the site, Client shall, in a timely manner, have a qualified contractor perform remediation services. CH2M will have no obligation to resume its performance of the services until it receives adequate proof that the affected area has been treated.
- 7.3 If hazardous substances other than asbestos are suspected on the site where the services are to be performed, the Parties may agree for CH2M to conduct tests to determine the extent of the hazardous condition and recommend necessary remedial measures. These services shall be performed under a separate agreement to be negotiated by the Parties and for an additional fee.
- 7.4 CH2M shall not be liable for any delays in performing the services which are caused by or related to the presence of asbestos or another hazardous substance.
- 7.5 CH2M assumes no risk and/or liability for any hazardous waste or conditions present at the site prior to the commencement of this Agreement or for any hazardous waste or conditions attributable to any party other than CH2M.
- 7.6 It is understood and agreed that, in seeking the services of CH2M under this Agreement, Owner is requesting CH2M to undertake inherently unsafe obligations for Owner's benefit involving the presence or potential presence of hazardous substances. Therefore, Owner agrees to hold harmless, indemnify, and defend CH2M from and against any and all claims, losses, damages, liability, and costs including, but not limited to, costs of defense arising out of or in any way connected with the presence, discharge, release, or escape of contaminants of any kind, excepting only such liability as may arise out of the negligence or willful misconduct of CH2M, its employees or its subcontractors in the performance of services under this Agreement.

8. FINES AND CIVIL PENALTIES

- 8.1 CH2M shall be liable for fines or civil penalties which may be imposed by a regulatory or enforcement agency for violations occurring on or after the Commencement Date, as a result of the failure to comply with the terms and conditions of any duly authorized permit, court order, administrative order, law, statute, or ordinance, resulting and to the extent of CH2M's breach, negligence or willful misconduct during the term of this Agreement. Owner will assist CH2M to contest any such fines in administrative proceedings and/or in court prior to any payment by CH2M. CH2M shall pay the costs of contesting any such fines.
- 8.2 CH2M shall not be liable for fines or civil penalties that result from violations (i) that occurred prior to the Commencement Date of this Agreement; (ii) for the effects of prior violations that have contributed to the assessment of any fine or civil penalty caused by CH2M's negligent operations; or (iii) are otherwise directly related to the ownership of the Project.

9. INSURANCE

- 9.1 CH2M shall provide the following insurances throughout the term of the Agreement, and shall provide to Owner Certificates of Insurance demonstrating compliance with this provision:
- 9.1.1 Statutory Worker's Compensation and Employers Liability Insurance as required by the State in which the Project is located.
 - 9.1.2 Comprehensive Automobile and Vehicle Liability Insurance with Two Million Dollars (\$2,000,000) combined single limits covering claims for injuries to members of the public and/or damages to property of others arising from the use of CH2M owned or leased motor vehicles, including onsite and offsite operations.
 - 9.1.3 Commercial General Liability Insurance with limits of Five Million Dollars (\$5,000,000) per occurrence and in the aggregate, covering claims for injuries to members of the public or damages to property of others arising out of any covered act or omission of CH2M or any of its employees, or subcontractors.
- 9.2 Owner will maintain the following insurances throughout the term of the Agreement, and shall provide CH2M with Certificates of Insurance to demonstrate compliance with this provision:
- 9.2.1 Property Damage Insurance for all property including Owner supplied vehicles and equipment for the full fair market value of such property.
 - 9.2.2 Liability Insurance for all motor vehicles and equipment provided by Owner and operated by CH2M under this Agreement.

- 9.3 Owner and CH2M will provide for a waiver of subrogation against the other as to all insurances required to be carried hereunder, and each party waives any claim against the other arising in contract or in tort which are covered by their respective insurance hereunder.
- 9.4 Insurance Certificates.
- 9.4.1 The Parties shall provide certificates of insurances, insurance limits, term of insurance, insured parties, and other information sufficient to demonstrate conformance with this Section 9 and its subsections shall be indicated on each certificate of insurance. Certificates of insurance shall reference the project name as identified on the first page of this Agreement.
- 9.4.2 In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this Agreement, then in that event, the party shall furnish, at least sixty (60) calendar days prior to the expiration of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of the Agreement and extension hereunder is in effect and has been secured for the balance of the Agreement period.
- 9.4.3 In the event that an insurance certificate evidencing the renewed coverage is not immediately available, that party shall provide to the other party, upon request, a memorandum of insurance, which shall be sufficient interim proof of continued coverage. The party shall furnish the insurance certificates to the other party immediately upon the first party's receipt.

10. LABOR DISPUTES

In the event activities by Owner's employee groups or unions causes disruption in CH2M's ability to perform its obligations under this Agreement, Owner, with CH2M's assistance, or CH2M at its own option, may seek appropriate injunctive court orders during any such disruption, CH2M shall operate the facilities on a best efforts basis until any such disruptions cease, but CH2M cannot assure compliance with all contract conditions.

11. UNFORESEEN CIRCUMSTANCE

- 11.1 Neither party shall be liable for damages, delays, or failure to perform its obligations under this Agreement if such failure is due to any Unforeseen Circumstance beyond its reasonable control. The party invoking this clause shall notify the other party immediately by verbal communication and in writing of the nature and extent of the contingency within ten (10) business days after its occurrence, and shall take reasonable measures to mitigate any impact of an Unforeseen Circumstance.
- 11.2 In the case of Unforeseen Circumstances, Owner agrees to pay any Costs (including without limitation all overtime charges and additional equipment charges) incurred by CH2M in connection with the Unforeseen Circumstance.

12. ACCESS TO FACILITIES AND PROPERTIES

- 12.1 Owner will make its facilities accessible to CH2M as required for CH2M's performance of its services, and will secure access to any other Owner property necessary for performance of CH2M's services.
- 12.2 CH2M shall provide 24-hour per day access to Project for Owner's personnel. Visits may be made at any time by any of Owner's employees so designated by Owner's Representative. Keys for the Project shall be provided to Owner by CH2M. All visitors to the Project shall comply with CH2M's operating and safety procedures.

13. CHANGES

- 13.1 Owner and CH2M may, from time to time, make changes to this Agreement or to any of the services performed under this Agreement. All changes, including changes to the services or to the compensation paid under this Agreement, must be mutually agreed upon and in writing in the form of a change order, modification or amendment to the Agreement executed by both parties.
- 13.2 Owner and CH2M may agree to out of scope services performed under the terms of this Agreement. Any out of scope services shall be mutually agreed in writing. Compensation for the out of scope services will be invoiced to Owner in an amount equal to CH2M's cost plus seventeen percent (17%) and shall be due and payable by Owner commencing the month following the Change in Scope.
- 13.3 A change in scope of services ("Change in Scope") shall occur when and as CH2M's costs of providing services under this Agreement change as a result of:
 - 13.3.1 Any change in Project operations, personnel qualifications, required certification, staffing or other cost which is a result of an Unforeseen Circumstance. Such Changes in Scope will be invoiced to Owner in an amount equal to CH2M's cost plus seventeen percent (17%) and shall be due and payable by Owner commencing the month following the Change in Scope occurs.
 - 13.3.2 Increases or decreases of not less than ten percent (10%) in the Wastewater Treatment Plant influent flow or loadings, as set forth in **Appendix B**, as demonstrated by a twelve month floating average compared to the twelve month period ending on the Commencement Date of this Agreement. Such Changes in Scope will be invoiced to Owner in an amount equal to CH2M's cost plus seventeen percent (17%).
 - 13.3.3 Increases in CH2M's labor costs as a result of prevailing wage rates being applied at any time to the service being provided by CH2M to Owner. In the event that prevailing wage rates are determined to be applicable, the Parties agree to negotiate a change in the Base Fee for CH2M's additional costs.

- 13.3.4 Increases or decreases in rates or other related charges (including taxes) imposed upon CH2M by a taxing authority – excluding taxes based on CH2M's net income. In such event, the Base Fee shall be increased (or decreased) by an amount equal to CH2M's additional (reduced) cost associated with the change in rates or other related charges described above.
- 13.3.5 Maintenance and services related to Owner's tree farm are specifically excluded from the services provided by CH2M. If Owner wishes for CH2M to provide such services, such services will be a Change in Scope or an Out of Scope service.
- 13.3.6 Owner's request of CH2M, and CH2M's consent, to provide additional services. Owner and CH2M shall negotiate an increase in CH2M's Base Fee for these Changes in Scope.
- 13.3.7 At any time, the Owner may request CH2M to provide support services for Owner's capital projects. In this case CH2M shall propose a scope of services, schedule and budget identifying direct costs and overhead/profit charges. CH2M shall not proceed with any such capital project services without express written authorization of the Owner.

14. WARRANTIES

- 14.1 CH2M warrants that all materials and equipment furnished under this Agreement will be to the best of its knowledge, of good quality and free from defective workmanship and materials.
- 14.2 CH2M will pass through to Owner the warranty extended by the manufacturer for all products, equipment, systems or materials.
- 14.3 **All other warranties, express or implied, including any warranty of merchantability and any warranty of fitness for a particular purpose are expressly disclaimed.**

15. NO THIRD PARTY BENEFICIARIES

This Agreement gives no rights or benefits to anyone other than Owner and CH2M and has no third party beneficiaries.

16. JURISDICTION

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Washington.

17. SEVERABILITY AND SURVIVAL

If any of the provisions contained in this Agreement are held for any reason to be invalid, illegal, or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby.

18. AUTHORITY

Both parties represent and warrant to the other party that the execution delivery and performance of this Agreement has been duly authorized by the responsible parties thereof. Both parties warrant that all required approvals have been obtained and the executing party below has such authority to bind the party.

19. NOTICE

Whenever either party desires to give notice to the other, it must be given by written notice, sent by certified United States mail, with return receipt requested, hand delivered or by national commercial express delivery service, to the addresses listed in introductory paragraph of this Agreement. Notice shall be deemed given upon receipt by any method of delivery authorized above.

20. NO WAIVER

The failure of any party at any time to require performance of any provision or to resort to any remedy provided under this Agreement shall in no way affect the right of that party to require performance or to resort to a remedy at any time thereafter, nor shall the waiver by any party of a breach be deemed to be a waiver of any subsequent breach. A waiver shall not be effective unless it is in writing and signed by the party against whom the waiver is being enforced.

21. SURVIVAL OF PROVISIONS

Any terms or conditions of this Agreement that require acts beyond the date of its termination shall survive the termination of this Agreement, shall remain in full force and effect unless and until the terms of conditions are completed, and shall be fully enforceable by either party.

22. ASSIGNMENT

Neither party shall have the power to or will assign any of the duties or rights or any claim arising out of or related to this Agreement, whether arising in tort, contract or otherwise, without the prior written consent of the other party. Any unauthorized assignment is void and unenforceable. These conditions and the entire Agreement is binding on and inures to the benefit of the parties and their respective permitted successors, and assigns.

23. NO CONFLICT OF INTEREST FOR FUTURE WORK

The services performed by CH2M under this Agreement do not preclude CH2M from proposing on or for providing services to Owner in the future. Information and knowledge gained by CH2M in providing the Services under this Agreement shall not constitute a conflict of interest in proposing on or providing any additional services for Owner.

24. DISPUTE RESOLUTION

The Parties will use their best efforts to resolve amicably any dispute, including use of alternative dispute resolution options.

25. CAPTIONS AND HEADINGS

The captions and headings of the paragraphs and sections are set forth only for the convenience and reference of the Parties and are not intended in any way to define, limit or describe the scope or intent of this Agreement.

26. ENTIRE AGREEMENT

This Agreement, together with all Appendices attached hereto, contains all representations and the entire understanding between the parties with respect to the subject matter of this Agreement. Any prior correspondence, memoranda, or agreements, whether or not such correspondence, memoranda or agreements are in conflict with this Agreement, are intended to be replaced in total by this Agreement and its Appendices. The Parties mutually declare there are no oral understandings or promises not contained in the Agreement which contains the complete, integrated, and final agreement between the parties.

The following Appendices are hereby made a part of this Agreement:

Appendix A Scope of Services

Appendix B Capacity and Characteristics

Appendix C Location of Project

Appendix D Compensation and Payment

Appendix E Project Vehicles and Equipment

Appendix F Permits

IN WITNESSETH WHEREOF, the Parties execute below:

OPERATIONS MANAGEMENT

Name: Al Amr
Title: SENIOR VICE PRESIDENT
Date: 3/16/16

**THE CITY OF COLLEGE PLACE,
WASHINGTON**

Name: Julie L. Scott
Title: mayor
Date: 3/14/2016

APPENDIX A - SCOPE OF SERVICE

CH2M shall perform the following services for the benefit of the Owner:

A.1 GENERAL

A.1.1 Staff

- A.1.1.01 Staff the Project with a sufficient number of qualified employees who possess the managerial, administrative, and technical skills to perform the services specified in this Agreement, and where appropriate, the certification requirements mandated by the state in which the Project is located.
- A.1.1.02 Operate, maintain and/or monitor the Project such that the Project is staffed at least Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. CH2M shall be responsive to alarms and emergency calls 24 hours per day, 7 days per week, within two (2) hours of its occurrence. CH2M shall designate a minimum of one (1) staff member as standby to respond to such calls.
- A.1.1.03 Place at each permanently staffed Project facility, a copy of CH2M's corporate safety program and provide all employees training specific to this Program, within forty-five (45) days from the effective date of this Agreement. The cost of any capital improvement required at the Project to bring the facilities within OSHA compliance will be paid by the Owner.
- A.1.1.04 Provide job related training for personnel in the areas including but not limited to operation, quality, maintenance, safety, supervisory skills, laboratory, and energy management. All such training shall be fully documented. Where employees are required by law or regulation to hold current licenses, certificates or authority to perform the work required of their respective positions, CH2M shall provide the training and agree with the employee to a reasonable time frame for the employee to qualify for such certificate, license or authority.
- A.1.1.05 Comply with all State and Federal requirements regarding affirmative action and provisions for minority hiring.

A.1.2 Alterations, Repairs and Maintenance

- A.1.2.01 Within ninety (90) days of the Commencement Date, CH2M shall provide Owner with a plan suggesting a prioritized lists of capital improvements to improve the operation of the facility. Owner shall be under no obligation to make such capital improvements and Owner's failure to do so shall not relieve CH2M of performing the services set forth in Appendix A. However, CH2M shall not be responsible for any damages caused by or related to Owner's failure to make recommended improvements.

- A.1.2.02 Alter as needed, the process and/or facilities to achieve the objectives of this Agreement.
- A.1.2.03 Perform Preventative Maintenance and Repairs for the Project, subject to the Repairs Limit.
- A.1.2.04 Pay all cost incurred in normal Project operations except as otherwise included in Article 4 - Owner's Responsibilities.
- A.1.2.05 Maintain aesthetics of the facilities, including maintaining all facilities in a clean, neat and orderly fashion.
- A.1.2.06 Administrative and other occupied spaces shall be kept clean, dry, and habitable. Other spaces and floors shall be free of sewage, screenings, sludge and debris.
- A.1.2.07 Equipment, tools, and material will be properly stored.
- A.1.2.08 Trees and shrubs shall be kept trimmed, grass shall be maintained, and other grounds shall be free of noxious weeds.
- A.1.2.09 In any emergency affecting the safety of persons or property, CH2M shall act without written amendment or change order, at CH2M's discretion, to prevent threatened damage, injury or loss; provided however, that CH2M shall obtain prior Owner approval for any emergency expenditure in excess of Five Thousand Dollars (\$5,000.00). CH2M will notify Owner as soon as reasonably possible and shall be compensated by Owner for any such emergency work notwithstanding the lack of written amendment or change order. Such compensation shall include CH2M's direct costs for the emergency work plus seventeen percent (17%).
- A.1.2.10 Utilize Owner provided security devices during CH2M's hours of operation to protect against any losses resulting from theft, damage or unauthorized use of the Project. Existing security devices include: fencing, lockable structures, and limited intrusion alarm. Upon exiting the Project, CH2M shall make sure that all Project gates and structures are locked and that any security alarms are activated.

A.2 WASTEWATER TREATMENT PLANT

- A.2.1 Within the design capacity and capability of the Wastewater Treatment Plant (the "WW Plant"), manage, operate, and maintain the WW Plant so that effluent discharged from the WW Plant meets of the Clean Water Act and the requirements specified in NPDES Permit No. #WA0020656, unless one or more of the following occurs: (1) WW Plant influent does not contain Adequate Nutrients to support operation of the WW Plant's biological processes and/or contains Biologically Toxic Substances that cannot be removed by the existing processes and facilities; (2) dischargers into Owner's sewer system violate any or all regulations as stated in the applicable Sewer Ordinance and, (3)

the flow, influent biochemical demand (BOD₅,) and/or total suspended solids (TSS) exceeds the WW Plant's design parameters; in which case Appendix B specifies responsibilities and remedies.

- A.2.2 Within the design capacity and capability of the WW Plant, operate the WW Plant in a manner such that odor and noise are minimized.
- A.2.3 Prepare and submit to Owner for transmittal to appropriate agencies, all regulatory reports pertaining to routine operation and maintenance of the facilities specified herein.
- A.2.4 CH2M shall comply with all current local, State and Federal notice and reporting requirements, regarding violations, upsets, excursions, or emergencies related to the Plant.
- A.2.5 Assist the Owner with the NPDES permit renewal process by providing Project information within CH2M's possession and control. Any additional assistance requested by the Owner will be handled as a Change in Scope.
- A.2.6 Provide for the disposal of screenings, grit, scum, sludges, and biosolids (collectively, "Residuals") to existing disposal sites. Any change in the cost of this service due to increased or unusual quantities of material, or increases in landfill rates, hauling costs, or tipping fees shall constitute a change in scope and give cause for an adjustment in fee. Owner and CH2M agree that Owner is the Generator of the Residuals.
- A.2.7 Where land application is used as the method for disposal of biosolids, CH2M shall comply with the State and Federal regulations, including 40 CFR 503 applicable to such method. Specifically, CH2M shall assist Owner in securing all permits and land use agreements, and perform soils and biosolids testing, and report the volume and quantity of biosolids land applied. CH2M may use the existing Owner secured permits and land application sites.
- A.2.8 Provide computerized maintenance, process control and laboratory management systems for the Project. Owner shall have the right to inspect these records during normal business hours. The maintenance program will include documentation of spare parts inventory. This system shall be capable of providing historical data.
- A.2.9 Where applicable, monitor and report the volume and nature of septic tank hauler discharges.
- A.2.10 Perform all laboratory testing and sampling currently required by the State and Federal Clean Water Act, NPDES Permit, NPDES referenced documents and all Federal or State issued permits. Additional laboratory testing and sampling that is non-routine as per the permit or requested by the Owner will be provided on a fee per test basis to be determined at the time of the request. This additional testing will be considered a Change in Scope as described in Appendix D.
- A.2.11 Provide and document all Preventive Maintenance for the WW Plant. Owner shall have the right to inspect these records during normal business hours.

A.2.12 Provide and document Repairs for the WW Plant. CH2M will provide Owner with a monthly report on the expenditures of Repairs.

A.3 SANITARY SEWER COLLECTION SYSTEM

A.3.1 Within the design capacity and capability of the Project, manage, operate, and maintain the sanitary sewer collection system (including associated lift stations) so that free flowing conditions are maintained and overflows are minimized.

A.3.2 Inspect and “high pressure clean” the sanitary collection system, including lines, manholes, and clean outs, so that the entire system is cleaned once every five (5) years. Locations not accessible by motorized inspection and cleaning equipment are excluded. When roots are encountered during routine “high pressure cleaning”, a root cutting tool shall be used to remove such roots. Within ninety (90) calendar days of such observation, such location shall be placed on the “Hot Spot” list and scheduled for routine root cutting on a ninety (90) day schedule until such time as the root intrusion is eliminated. A preventive maintenance schedule to “high pressure clean” problem areas (“Hot Spots”) shall be mutually agreed upon and specified herein. The schedule shall identify the specific location and frequency of cleaning for each Hot Spot, and may only be modified, as mutually agreed upon in writing. Owner and CH2M will seek alternative solutions to correct the cause(s) for the listing of any Hot Spot with the intent that such a location be eventually removed from the Hot Spot list.

A.3.3 Prepare an inspection schedule for those portions of the sanitary sewer collection system where access prevents the use of motorized line cleaning equipment, and inspect such lines to verify the condition of these lines. If conditions warrant cleaning, Owner shall assist CH2M in gaining access to such lines.

A.3.4 Respond to blockages upon two (2) hours of notification. Due diligence shall be exercised to clear the blockage. If the blockage cannot be cleared using equipment assigned to the Project for CH2M’s use, CH2M will bypass the affected area and notify the Owner of the situation. Owner will contact CH2M within one (1) hour and instruct CH2M to secure the services of a subcontractor having the equipment necessary to clear the blockage or otherwise repair the line to restore free flowing conditions. If no contact is made within the specified time, CH2M is authorized to secure the services of a subcontractor. Owner shall be invoiced in accordance with the Change in Scope provisions of Appendix D.3.2. CH2M shall respond to blockages which occur within any collection line up to the lateral connection to the public or private property. CH2M will not be responsible or liable from the main sewer line to the public or private property.

A.3.5 In the event cleaning or inspection discloses a requirement to excavate, at the Owner’s option, Owner will assume responsibility for the excavation, trenching, back-filling, and surface restoration associated with the repair or replacement of pipe, laterals, and manholes or Owner may direct CH2M to obtain the services of a subcontractor to perform these services. In such event, CH2M will invoice Owner in accordance with the Change in Scope provisions of Section 13.2.

- A.3.6 Provide for the disposal of screenings, grit, scum, and other debris to existing disposal sites. Any change in the cost of this service due to unusual quantities of material, increases in landfill rates or tipping fees shall constitute a Change in Scope and give cause for an adjustment in fee.
- A.3.7 Maintain a record of activities, including: for routine cleaning, the date, location, and feet of lines serviced; for blockages, the date, time, location, and to the degree possible, cause(s) for such blockage; and for other observations or activities, a record of the date, time, and a brief description.
- A.3.8 The following services are specifically excluded from CH2M's scope: televising lines; dye and smoke testing, adjusting and leveling manholes, control of vectors, chemical root treatment, and repairs to lines, manholes, and other appurtenances.

APPENDIX B - CAPACITY AND CHARACTERISTICS

B.1 CAPACITY AND CHARACTERISTICS OF WASTEWATER TREATMENT PLANT

B.1.1 Wastewater Treatment Plant Design Capacity is described as follows:

<u>Parameter</u>	<u>Plant</u>
Flow, million gallons/day	1.5
BOD5, pounds per day	4,500
TSS, pounds per day	3,400
Daily Peaking Factor, million gallons/day	5.7

All parameters shall be based on the design average dry weather flow with the Daily Peaking Factor being the multiplier applied to the design average dry weather flow.

B.1.2 In the event any one of the Project influent characteristics, suspended solids, BOD5, or flow, exceeds the design parameters stated above, CH2M shall return the plant effluent to the characteristics required by the NPDES permit in accordance with the following schedule after Project influent characteristics return to within design parameters.

Characteristics Exceeding Design Parameters By	Recovery Period Maximum
10% or Less	5 days
Above 10% Less than 20%	10 days
20% and Above	30 days

B.1.3 Notwithstanding the above schedule, if the failure to meet effluent quality limitations is caused by the presence of Biologically Toxic Substances or the lack of Adequate Nutrients in the influent, then CH2M will have a thirty (30) calendar day recovery period after the influent is free from said substances or contains Adequate Nutrients to return the plant effluent to the characteristics required by the NPDES permit.

B.1.4 CH2M shall not be responsible for fines or legal action as a result of discharge violations within the period that influent exceeds design parameters, does not contain Adequate Nutrients, contains Biologically Toxic Substances, and the subsequent recovery period.

B.1.5 The Base Fee for services under this Agreement is based on the following Project influent characteristics per current information provided by Owner:

Parameter	Plant
Flow, million gallons/day	0.82
BOD5, pounds per day	1,230
TSS, pounds per day	1,337

B.1.6 CH2M shall be responsible for performing the Scope of Services as set forth in Appendix A, in accordance with the treatment standards established in Appendix B, but shall not be responsible for events outside the control of CH2M, which include but are not limited to:

B.1.6.01 Materials or liquids contained in the raw water supply, which detrimentally affect the machinery, infrastructure or processes at the Project;

B.1.6.02 Raw water supply is insufficient to meet demand;

B.1.6.03 The demand for water exceeds the design capacity of the facilities specified in **Appendix B**;

B.1.6.04 Vandalism; and/or

B.1.6.05 Unforeseen Circumstances.

APPENDIX C - LOCATION OF PROJECT

C.1 CH2M agrees to provide the services necessary for the operation, maintenance, and management of the facilities described herein:

C.1.1 All equipment, grounds, and facilities now existing within the current property boundaries of or being used to operate Owner's WW Plant located at:

430 Owens Road, Walla Walla, Washington. 99362

C.1.2 All equipment, grounds, and facilities now existing within the current service boundaries of the Owner's Sanitary Collection System and identified in Owner's Sanitary Collection System maps, inventory list, or other documents. The Sanitary Collection System includes all force mains, gravity sewers, manholes, and clean outs in the quantities described as follows:

Miles of Force Mains	<1
Miles of Gravity Sewers	35

APPENDIX D - COMPENSATION, PAYMENT AND BASE FEE ADJUSTMENT FORMULA

D.1 COMPENSATION

D.1.1 Owner shall pay to CH2M as compensation for services performed under this Agreement a Base Fee of One Million One Hundred Twenty Four Thousand Six Hundred Three Dollars (\$1,124,603) for the first year of this Agreement, which shall be the sum of the estimated total direct cost plus the management fee. In addition to the Base Fee, Owner shall pay CH2M for transition activities prior to the Commencement Date, which shall equal one-twelfth (1/12) of the Base Fee (estimated to be \$93,717). Subsequent years' base fees shall be determined as hereinafter specified in Appendix D.4 below.

D.1.1.01 The estimated total direct cost shall be the estimated direct cost for CH2M HILL to manage, operate, repair, and maintain the project during a contract year. The estimated total direct cost for the first year of this Agreement shall be Nine Hundred Sixty One Thousand One Hundred Ninety Nine Dollars (\$961,199), including and subject to the Repairs Limit below. If, during any contract year, the actual total direct cost (excluding Repair costs), is less than the estimated total direct cost for that year (excluding Repair costs), then CH2M will pay to Owner a rebate in an amount equal to eighty-five percent (85%) of the difference between the actual total direct cost and the estimated total direct cost (exclusive of Repair costs), no later than sixty (60) days after the expiration of that contract year. If, during any contract year, the actual total direct cost (excluding Repair costs), is greater than the estimated total direct cost for that year (excluding Repair costs), then CH2M will be solely responsible for any such additional increased cost.

D.1.1.02 The management fee for the period set forth in Section D.1.1 shall be One Hundred Sixty Three Thousand Four Hundred Four Dollars (\$163,404).

D.1.1.03 The services provided under this Agreement are based on reasonably expected overtime for normal breakdowns or services required after hours. Any additional expenses including straight or overtime wages caused by Unforeseen Circumstances will be billed to the Owner for reimbursement.

D.1.1.04 If, at any time, during the first twelve months following the Commencement Date, (i) CH2M discovers new information about the condition of the Project or facilities that materially differs from the information provided to or reasonably available to CH2M prior to execution of this Agreement; and (ii) such information substantially impacts the ability of CH2M to meet the performance objectives described herein or causes a material increase in the operating and maintenance costs incurred by CH2M to meet such performance objective, CH2M shall be entitled to equitable adjustment of each and every

performance objective impacted by such new information and/or an equitable adjustment in the Base Fee.

D.1.2 Limitations

D.1.2.01 The total amount CH2M shall be required to pay for Repairs shall not exceed the annual Repairs Limit of Fifty Thousand Dollars (\$50,000) during the period set forth in Section D.1.1. CH2M shall provide Owner with a detailed invoice of Repairs over the annual Repairs Limit, and Owner shall pay CH2M for all Repairs in excess of such limit. CH2M will rebate to Owner the entire amount that the cost of Repairs is less than the annual Repairs Limit. CH2M shall rebate to Owner the entire amount that actual repair costs are less than the applicable contract year aggregate limit for repairs no later than ninety (90) days after the expiration of that contract year.

D.1.3 Owner shall pay to CH2M that portion of any actual increase in electricity costs that are attributable to an unanticipated rate increase occurring during any contract year which was not reflected in the calculation of the electricity cost component of the estimated total direct cost for that year. Payment will be determined based on actual monthly usage multiplied by the difference between the actual rate and the rate utilized in calculation of the electricity cost component of the estimated total direct cost for that year. Such increased electricity costs shall not increase CH2M's estimated total direct cost, CH2M's management fee, or the Base Fee, nor shall it affect the calculation of Owner rebate under Section D.1.01.

D.2 CHANGES IN COMPENSATION

D.2.1 Changes in the estimated total direct cost shall be negotiated annually. Base Fee adjustments shall be negotiated taking into consideration expenditures for Project management labor, employee benefits, chemicals, lab supplies, repairs, repair parts, maintenance parts, safety supplies, gasoline, oil, equipment rental, legal and professional services, quality assurance, travel, office supplies, other supplies, uniforms, telephone, postage, utilities, tools, memberships, training supplies and other direct and indirect costs, as the basis of adjustment of the Base Fee. Owner and CH2M agree that good faith negotiations resulting in mutual agreement are the preferred methodology to be used to determine changes in the Base Fee. In the event that Owner and CH2M fail to agree, the Base Fee shall be adjusted as set forth in Appendix D.4. Upon each contract year renegotiation, CH2M shall continue to invoice Owner at the previous amount until the new contract year Base Fee price is agreed upon. Upon written agreement between the parties as to the new contract year Base Fee, CH2M shall issue an invoice retroactively adjusting the previous contract year Base Fee amount.

D.2.2 The Repairs Limit shall be negotiated each year, three (3) months prior to anniversary of the Commencement Date hereof in accordance with Appendix D.2.1; should Owner and CH2M fail to agree, the Repairs Limit will be determined as set forth in Appendix D.4.

D.2.3 Compensation for Changes in Scope shall be handled as set forth in Section 13.

D.3 PAYMENT OF COMPENSATION

- D.3.1 One-twelfth (1/12) of the Base Fee for the current year shall be due and payable on the first of the month for the month in which services are provided.
- D.3.2 All other compensation to CH2M is due on receipt of CH2M's invoice and payable within fifteen (15) calendar days.
- D.3.3 Owner shall pay interest at an annual rate equal to nine percent (9%) or such other percentage as may be allowed by statute, said amount of interest not to exceed any limitation provided by law, on payments not paid and received within fifteen (15) calendar days, such interest being calculated from the due date of the payment.
- D.3.4 In the event of a disputed or contested billing, only that portion so contested shall be withheld from payment, and the undisputed portion shall be paid. Interest shall accrue on any contested portion of the billing and shall be immediately payable if the contested billing is resolved in favor of CH2M. No interest will be due on any disputed portion of the billing if the dispute is ultimately mutually resolved.

D.4 ADJUSTMENT FORMULA

The estimated total direct cost for each contract year subsequent to the first year of this Agreement shall be renegotiated between the parties using their best efforts, by the September 1st preceding that contract year. Should Owner and CH2M fail to agree on the estimated total direct cost for a contract year, the estimated total direct cost shall be calculated by increasing the annualized estimated total direct cost for the preceding contract year by three percent (3%).

APPENDIX E -PROJECT VEHICLES AND EQUIPMENT

The Project includes all vehicles, rolling stock, and other equipment as follows:

Year	Make	Model	Description	Unit No.
1999	International		Vactor	701
2000	Case	95X	skid steer	702
1998	Inter		dump truck	704
1992	GMC	1-Ton	flat bed	706
1996	Ford	Ranger	p/u lab	707
2003	Ford	f-550	utility collections	710
2007	Toro	328-D	Lawn Mower	711
2003	Ford	1-Ton	T.V.van	720
2007			Rodder Trailer	722
2012	John Deere	522	Tractor	726

APPENDIX F PERMITS

AMENDMENT NO. 8
to the
AGREEMENT for OPERATIONS,
MAINTENANCE and MANAGEMENT SERVICES
for the
CITY OF COLLEGE PLACE, WASHINGTON

THIS AMENDMENT to the Agreement for Operations Management and Maintenance dated March 16, 2016 is made and entered into this 15th day of November 2023 by and between the City of College Place, Washington, whose address for any formal notice is 619 S. College Avenue, College Place, Washington 99324 (hereinafter "Owner") and Operations Management International, Inc., whose address for any formal notice is **6312 S. Fiddlers Green Circle, Suite 300N, Greenwood Village, CO 80111** (hereinafter "CH2M").

Owner and CH2M agree as follows:

1. Article D.1.1 is deleted in its entirety and replaced with the following:

D.1.1 Owner shall pay to CH2M as compensation for services performed under this Agreement a Base Fee of One Million Three Hundred Sixty-Five Thousand Two Hundred Forty-Two Dollars (\$1,365,242) for the period of January 1, 2024 through December 31, 2024 which shall be the sum of the estimated total direct costs, management fee, repairs, equipment and vehicles and applicable markup. Subsequent years' base fees shall be determined as hereinafter specified in Appendix D.4 below.

2. Article D.1.1.01 is deleted in its entirety and replaced with the following:

D.1.1.01 The estimated total direct cost shall be the estimated direct cost for CH2M to manage, operate, repair, and maintain the project during a contract year. The estimated total direct cost for the term identified in D.1.1 shall be One Million Sixty-One Thousand Five Hundred Sixty-Nine Dollars (\$1,061,569), including and subject to the Repairs Limit below. If, during any contract year, the actual total direct cost (excluding Repair costs), is less than the estimated total direct cost for that year (excluding Repair costs), then CH2M will pay to Owner a rebate in an amount equal to eighty-five percent (85%) of the difference between the actual total direct cost and the estimated total direct cost (exclusive of Repair costs), no later than sixty (60) days after the expiration of that contract year. If, during any contract year, the actual total direct cost (excluding Repair costs), is greater than the estimated total direct cost for that year (excluding Repair costs), then CH2M will be solely responsible for any such additional increased cost.

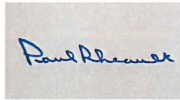
3. Article D.1.1.02 is deleted in its entirety and replaced with the following:

D.1.1.02 The management fee shall be equal to Seventeen percent (17%) of the estimated direct costs. The management fee for the period set forth in Section D.1.1 shall be One Hundred Eighty Thousand Four Hundred Sixty-Seven Dollars (\$180,467).

This Amendment No. 8 together with the Agreement constitutes the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of the Agreement shall remain in full force and effect. Neither this Amendment nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

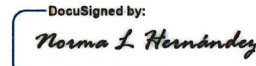
Both parties indicate their approval of this Agreement by their signatures below.

**OPERATIONS MANAGEMENT
INTERNATIONAL, INC.**



Paul Rheault
Geographic Director of Operations
Date: November 9, 2023

**THE CITY OF COLLEGE PLACE,
WASHINGTON**

DocuSigned by:


E7C117EE7FEC409...
Norma Hernandez
Mayor
Date: 11/15/2023

AMENDMENT NO. 9
to the
AGREEMENT for OPERATIONS,
MAINTENANCE and MANAGEMENT SERVICES
for the
CITY OF COLLEGE PLACE, WASHINGTON

THIS AMENDMENT to the Agreement for Operations Management and Maintenance dated March 16, 2016 is made and entered into this 13th day of November, 2024 by and between the City of College Place, Washington, whose address for any formal notice is 619 S. College Avenue, College Place, Washington 99324 (hereinafter “Owner”) and Operations Management International, Inc., whose address for any formal notice is **6312 S. Fiddlers Green Circle, Suite 300N, Greenwood Village, CO 80111** (hereinafter “CH2M”).

Owner and CH2M agree as follows:

1. Article A.1.1.02 is hereby deleted in its entirety and replaced with the following:

A.1.1.02 Operate, maintain and/or monitor the Project such that the Project is staffed at least and excluding city observed holidays, Monday through Friday between the hours of 7:00 a.m. and 4:00 p.m. CH2M shall be responsive to alarms and emergency calls 24 hours per day, 7 days per week, within two (2) hours of its occurrence. CH2M shall designate a minimum of one (1) staff member as standby to respond to such calls.

2. Article D.1.1 is deleted in its entirety and replaced with the following:

D.1.1 Owner shall pay to CH2M as compensation for services performed under this Agreement a Base Fee of One Million Three Hundred Ninety Thousand Three Hundred Ninety-Eight Dollars (\$1,390,398) for the period of January 1, 2025, through December 31, 2025, which shall be the sum of the estimated total direct costs, management fee, repairs, equipment and vehicles and applicable markup. Subsequent years' base fees shall be determined as hereinafter specified in Appendix D.4 below.

3. Article D.1.1.01 is deleted in its entirety and replaced with the following:

D.1.1.01 The estimated total direct cost shall be the estimated direct cost for CH2M to manage, operate, repair, and maintain the project during a contract year. The estimated total direct cost for the term identified in D.1.1 shall be One Million Eighty-Three, Seventy Dollars and Nineteen Cents (\$1,083,070.19), including and subject to the Repairs Limit below. If, during any contract year, the actual total direct cost (excluding Repair costs), is less than the estimated total direct cost for that year (excluding Repair costs), then CH2M will pay to Owner a rebate in an amount equal to eighty-five percent (85%) of the difference between the actual total direct cost and the estimated total direct cost (exclusive

of Repair costs), no later than sixty (60) days after the expiration of that contract year. If, during any contract year, the actual total direct cost (excluding Repair costs), is greater than the estimated total direct cost for that year (excluding Repair costs), then CH2M will be solely responsible for any such additional increased cost.

4. Article D.1.1.02 is deleted in its entirety and replaced with the following:

D.1.1.02 The management fee shall be equal to Seventeen percent (17%) of the estimated direct costs. The management fee for the period set forth in Section D.1.1 shall be One Hundred Eighty Thousand Four Hundred One Hundred Twenty-Two Dollars (\$184,122).

5. Article E is deleted in its entirety and hereby replaced with the following:

APPENDIX E – PROJECT VEHICLES AND EQUIPMENT

The Project includes all vehicles, rolling stock, and other equipment as follows:

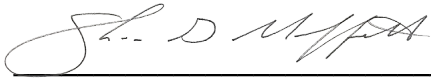
<u>Description</u>	<u>Model</u>
Camera Truck	Ford F350 SUBSITE CCTV INSPECTION VAN
VAC Truck	Sewer Equip Co of America 900 ECO 9-Yard Combination
Utility Tractor	John Deer Tractor
Dump Truck	Ford F-650 dump truck
Skid Steer	Kubota SSV75
SUV	Toyota RAV4 hybrid
F550	Ford Super Duty F-450 w/service box and crane
Mower	Kubota F2690

This Amendment No. 9 together with the Agreement constitutes the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of the Agreement shall remain in full force and effect. Neither this Amendment nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

Both parties indicate their approval of this Agreement by their signatures below.

** Signatures on following page **

**OPERATIONS MANAGEMENT
INTERNATIONAL, INC.**



Shawn Moffitt
Geographic Director of Operations
Date: October 28, 2024

**THE CITY OF COLLEGE PLACE,
WASHINGTON**

Norma Hernandez
Mayor
Date: _____

Levy Certification

In accordance with RCW 84.52.020, I, Maryelizabeth Garcia, City Clerk, for the City of College Place, do hereby certify to the Walla Walla County legislative authority that the City Council of said district requests that the following levy amounts be collected in 2024 as provided in the district's budget, which was adopted by Resolution No. 24-075 following a duly advertised public hearing held on November 12th, 2024.

Regular Levy: \$1,655,153.00 (includes new construction, state assessed value and annexation increases amount of \$14,997)

Excess Levy: \$447,925.00

Refund Levy: \$0.00

Total: \$2,103,078.00

Signature: _____

Date: _____

Maryelizabeth Garcia / City Clerk

City of College Place



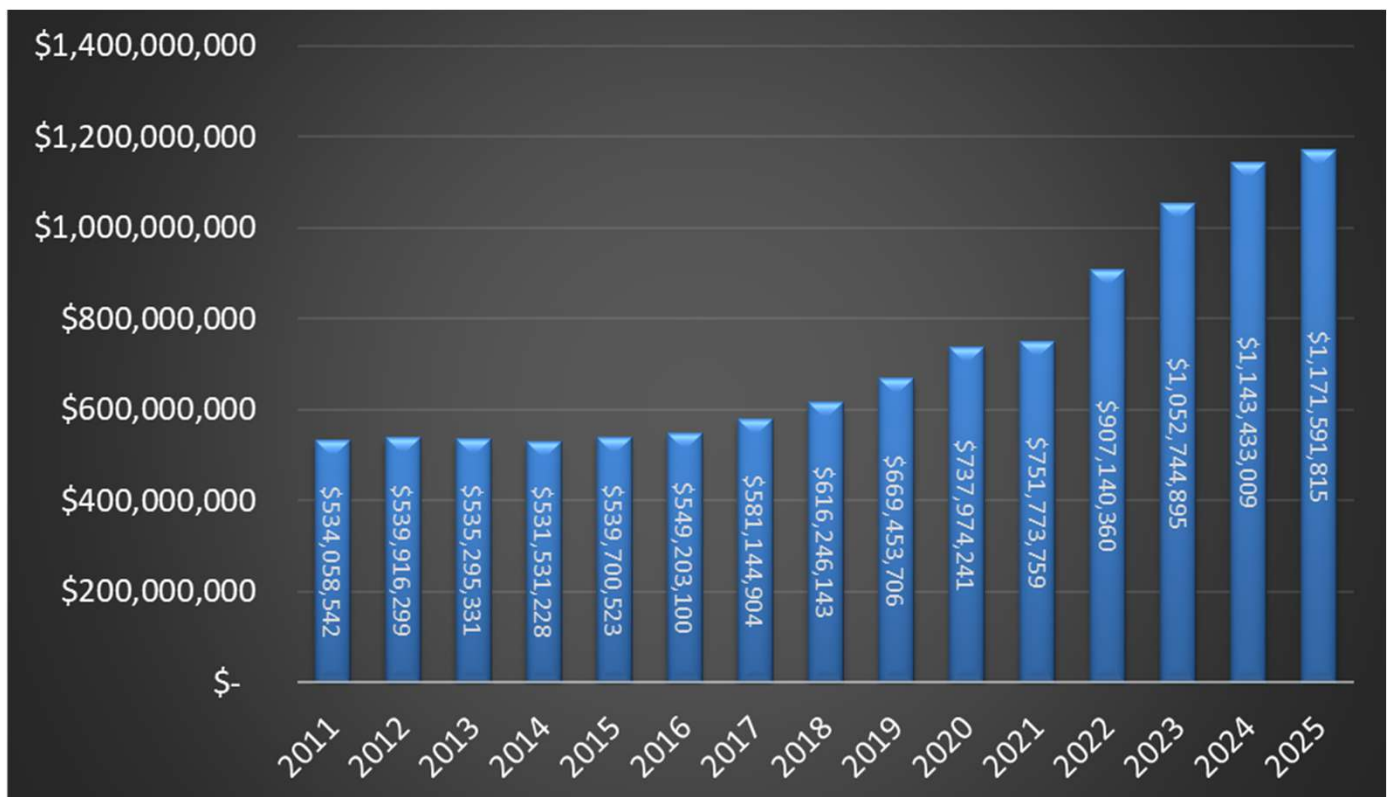
2025 PROPERTY TAX LEVY/PUBLIC
HEARING

Assessed Valuation - 2025

Regular Valuation	\$	1,161,216,314
New Consturction	\$	10,375,501
Total Valuation	\$	1,171,591,815
Prior Year Valuation	\$	1,143,433,009
Increase Valuation	\$	28,158,806
% Increase		2.46%
Information provided by Walla Walla County on 10/17/2024		

Assessed Valuations for 2011 through 2025

Year	Assessed Valuation	Amt Change	% Chng
2011	\$ 534,058,542	\$ 13,247,261	2.5%
2012	\$ 539,916,299	\$ 5,857,757	1.1%
2013	\$ 535,295,331	\$ (4,620,968)	-0.9%
2014	\$ 531,531,228	\$ (3,764,103)	-0.7%
2015	\$ 539,700,523	\$ 8,169,295	1.5%
2016	\$ 549,203,100	\$ 9,502,577	1.8%
2017	\$ 581,144,904	\$ 31,941,804	5.8%
2018	\$ 616,246,143	\$ 35,101,239	6.0%
2019	\$ 669,453,706	\$ 53,207,563	8.6%
2020	\$ 737,974,241	\$ 68,520,535	10.2%
2021	\$ 751,773,759	\$ 13,799,518	1.9%
2022	\$ 907,140,360	\$ 155,366,601	20.7%
2023	\$ 1,052,744,895	\$ 145,604,535	16.1%
2024	\$ 1,143,433,009	\$ 90,688,114	7.6%
2025	\$ 1,171,591,815	\$ 28,158,806	2.7%



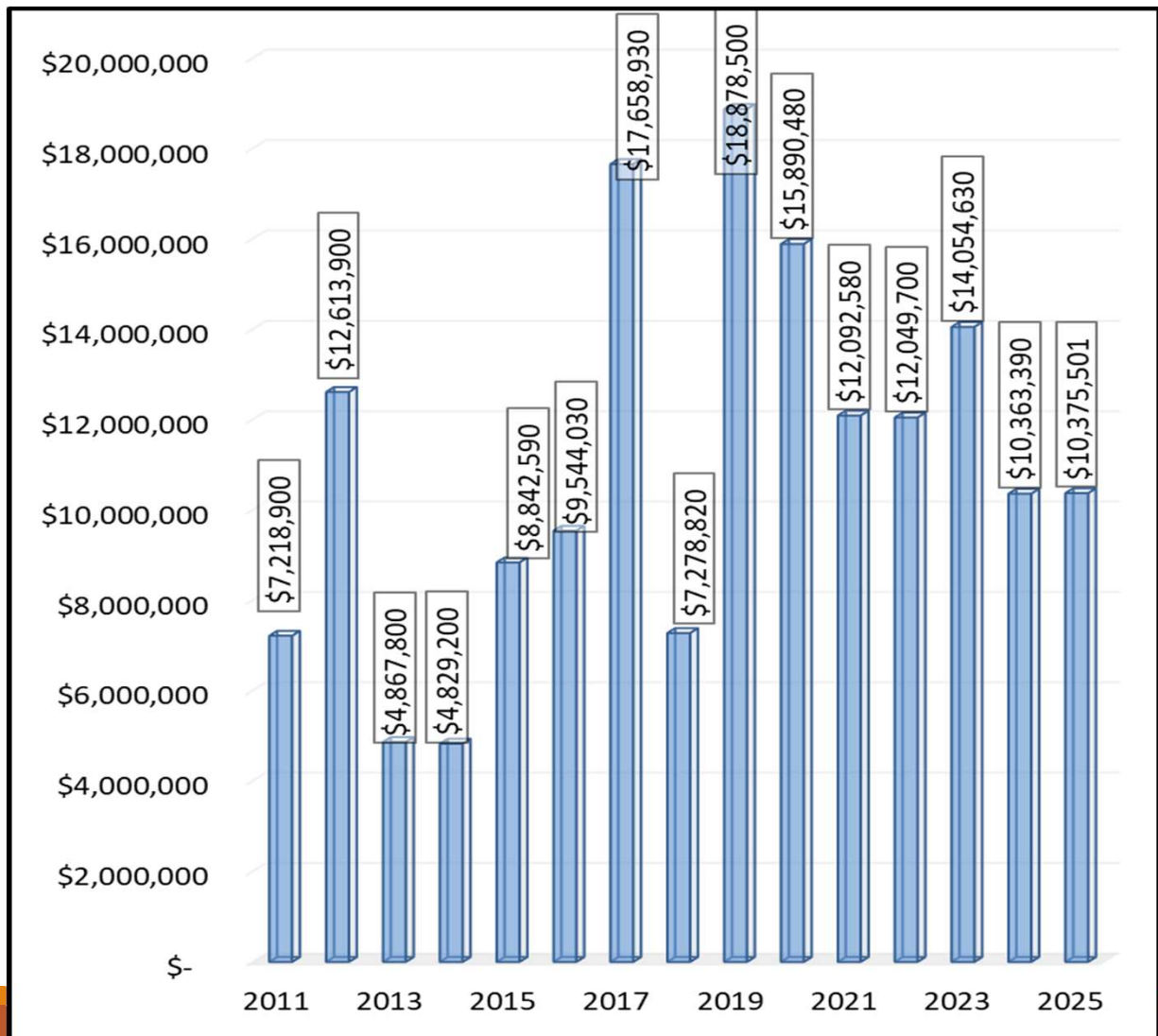
New Construction Calculation

New Construction Valuation: \$10,375,501
Increase from New Construction: \$ 12,111

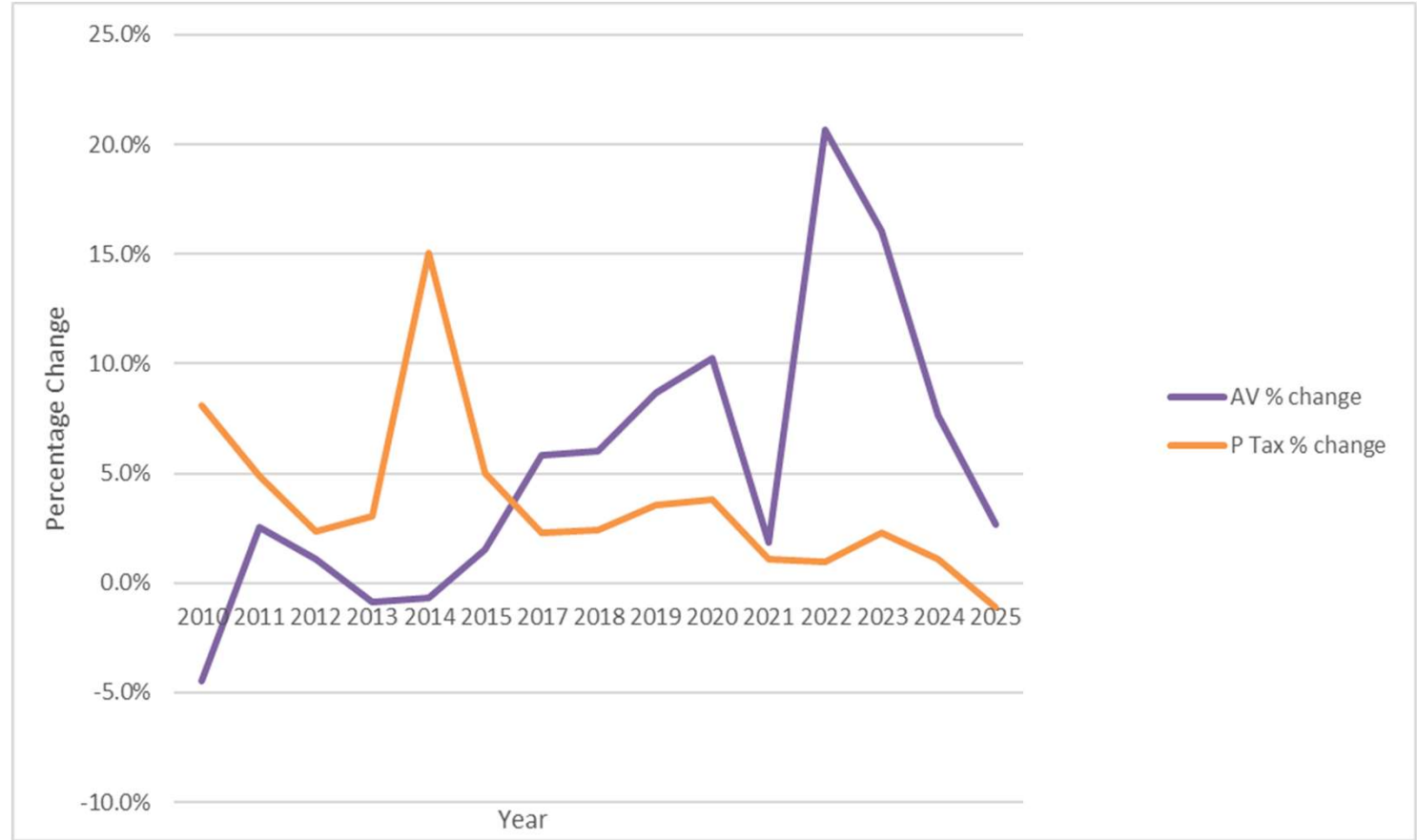


Property Tax - New Construction Valuation History

Year	New Const Valuation
2011	\$ 7,218,900
2012	\$ 12,613,900
2013	\$ 4,867,800
2014	\$ 4,829,200
2015	\$ 8,842,590
2016	\$ 9,544,030
2017	\$ 17,658,930
2018	\$ 7,278,820
2019	\$ 18,878,500
2020	\$ 15,890,480
2021	\$ 12,092,580
2022	\$ 12,049,700
2023	\$ 14,054,630
2024	\$ 10,363,390
2025	\$ 10,375,501



Year	Assessed Valuation	Amt Change	AV % change	Property Tax	P Tax % change	
2010	\$ 520,811,281	\$ (24,235,413)	-4.4%	\$ 1,314,052	8.12%	
2011	\$ 534,058,542	\$ 13,247,261	2.5%	\$ 1,377,836	4.85%	
2012	\$ 539,916,299	\$ 5,857,757	1.1%	\$ 1,410,388	2.36%	
2013	\$ 535,295,331	\$ (4,620,968)	-0.9%	\$ 1,453,561	3.06%	
2014	\$ 531,531,228	\$ (3,764,103)	-0.7%	\$ 1,671,740	15.01%	Cars Bond
2015	\$ 539,700,523	\$ 8,169,295	1.5%	\$ 1,755,842	5.03%	
2016	\$ 549,203,100	\$ 9,502,577	1.8%	\$ 1,791,423	2.03%	
2017	\$ 581,144,904	\$ 31,941,804	5.8%	\$ 1,832,106	2.27%	
2018	\$ 616,246,143	\$ 35,101,239	6.0%	\$ 1,875,724	2.38%	
2019	\$ 669,453,706	\$ 53,207,563	8.6%	\$ 1,942,285	3.55%	
2020	\$ 737,974,241	\$ 68,520,535	10.2%	\$ 2,015,879	3.79%	
2021	\$ 751,773,759	\$ 13,799,518	1.9%	\$ 2,037,448	1.07%	
2022	\$ 907,140,360	\$ 155,366,601	20.7%	\$ 2,056,790	0.95%	
2023	\$ 1,052,744,895	\$ 145,604,535	16.1%	\$ 2,103,845	2.29%	
2024	\$ 1,143,433,009	\$ 90,688,114	7.6%	\$ 2,126,555	1.08%	
2025	\$ 1,171,591,815	\$ 28,158,806	2.7%	\$ 2,103,087	-1.10%	Bond Refu



Levy Amount Calculation

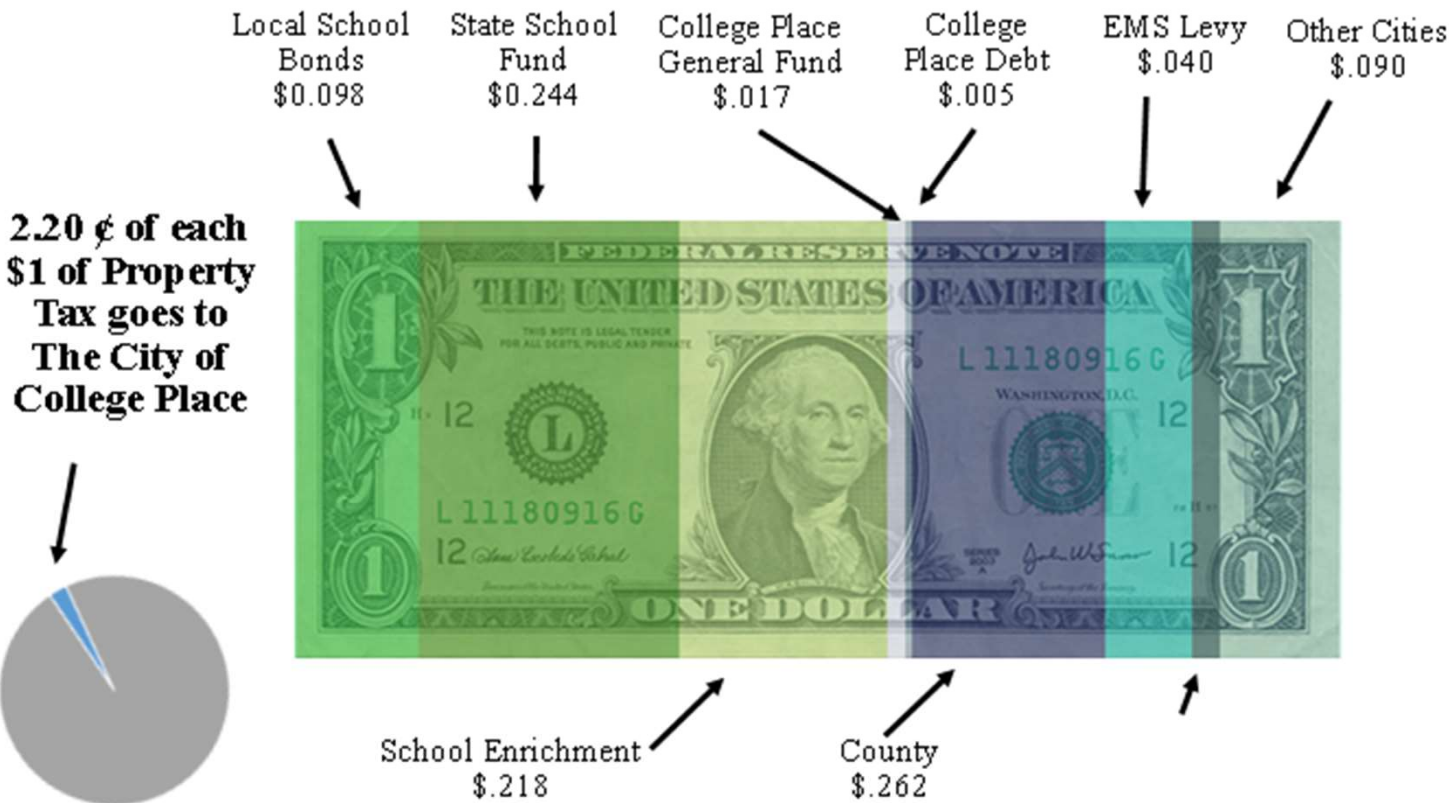
Levy Broken into two components:

1. General Fund		
2025 Levy	\$	1,640,157
New Construction	\$	14,997
Total without 1% increase	\$	1,655,153
Levy Rate per \$1,000 of AV	\$	1.412739
Prior Year - 2024	\$	1.445382
2. Bond Levy (CARS Project)		
Bond Levy Valuation	\$	1,154,015,672
Long Term Debt Requirement	\$	447,925
Bond Levy Rate per \$1,000	\$	0.388145
Rate - Prior Year (2024)	\$	0.470905

Combined Levy Calculation

Assessed Value 2024	\$ 1,143,433,009		
Assessed Value 2025	\$ 1,171,591,815		
% increase in assessed value	2.46%		
Without 1% Increase	Average Home Price	Levy Rate	PP tax
Average Home Price in College Place - 2024	399,519	1.8828061	752.22
Increase in assessed value in 2025	409,358	1.80088351	737.21
(Increased)/decreased tax due to increase in assessed value			15.01
With 1% Increase			
Average Home Price in College Place - 2024	399,519	1.8828061	752.22
Increase in assessed value in 2025	409,358	1.81488289	742.94
(Increased)/decreased tax due to increase in assessed value			9.28

2024 Break Down of How Each Dollar of Property Tax is Spent



Levy Certification

In accordance with RCW 84.52.020, I, Maryelizabeth Garcia, City Clerk, for the City of College Place, do hereby certify to the Walla Walla County legislative authority that the City Council of said district requests that the following levy amounts be collected in 2024 as provided in the district's budget, which was adopted by Resolution No. 24-075 following a duly advertised public hearing held on November 12th, 2024.

Regular Levy: \$1,655,153.00 (includes new construction, state assessed value and
annexation increases amount of \$14,997)

Excess Levy: \$447,925.00

Refund Levy: \$0.00

Total: \$2,103,078.00

Signature: _____

Date: _____

Maryelizabeth Garcia / City Clerk

Walla Walla Union-Bulletin

112 S 1st Ave
Walla Walla, WA 99362



**WALLA WALLA
UNION-BULLETIN**
We Bring the Valley to You

**City Of College Place
Maryelizabeth Garcia
625 S College Ave
College Place, WA 99324
USA**

Order Confirmation

Order #:	87689
Order Ref #:	
Date:	10/25/2024
Advertiser #:	22369
Advertiser Name:	City Of College Place
Agency #:	
Agency Name:	
Account Manager:	Simon Sizer ssizer@yakimaherald.com

\$ 107.90

Ad No.	Date	Description	Position	Format
463610	10/31/2024	CITY of COLLEGE PLACE NOTICE OF PUBLIC HEARING Contacts: Michael Rizzitiello, City Administrator 509-529-1200 / mrizzitiello@c	Walla Walla Union Bulletin Broadsheet - CL-Legals	1.67 × 8.13 in × 1.0000 col.
463611	10/31/2024	CITY of COLLEGE PLACE NOTICE OF PUBLIC HEARING Contacts: Michael Rizzitiello, City Administrator 509-529-1200 / mrizzitiello@c	Walla Walla Union-Bulletin CL Online - CL-Legals	1.67 × 8.13 in × 1.0000 col.

Summary

Total Net Amount	\$ 107.90
Taxes	\$ 0.00
Total Amount	\$ 107.90

Remittance Address:

Walla Walla Union-Bulletin
PO Box 3627
Seattle, WA 98124
Tel: (206) 464-2550

Walla Walla Union-Bulletin

112 S 1st Ave
Walla Walla, WA 99362



**WALLA WALLA
UNION-BULLETIN**
We Bring the Valley to You

Classified Category: Legals|Public Notices

**CITY of COLLEGE PLACE
NOTICE OF PUBLIC
HEARING**

Contacts: Michael Rizzitiello,
City Administrator
509-529-1200 /
mrizzitiello@cpwa.us

Robert McAndrews,
Public Works Director
509-394-8526 /
rmcandrews@cpwa.us

Maryelizabeth E. Garcia,
City Clerk
509-394-8569 /
mgarcia@cpwa.us

PUBLIC HEARING 2025

Property Tax Levy

NOTICE IS HEREBY GIVEN
that the College Place City
Council will be holding a
public hearing on the 2025
property tax levy at the City
Council meeting on Tuesday,
November 12, 2024 at 7:00
p.m.

This will be a hybrid meeting,
both in-person at College
Place City Hall located at 625
S. College Avenue, College
Place, WA. 99324 and
virtually via Zoom (Zoom
attendee link:
<https://us06web.zoom.us/j/89641733202> Webinar ID:
896 4173 3202), and may be
viewed live on the City
YouTube page, at 7:00 p.m.
Any citizen may submit written
comments or appear at the
hearing and speak about the
proposed 2024 property tax
collection.

Please submit written
testimony to Maryelizabeth E.
Garcia – City Clerk at
mgarcia@cpwa.us or mail to
625 S College Avenue,
College Place, WA 99324. To
arrange telephonic or virtual
meeting testimony, contact the
Clerk at 509-394-8569. All
written comments or
arrangements for telephonic
comments need to be made
no later than 4:00 p.m.
Monday November 11, 2024.

(87689) October 31, 2024

City of College Place, Washington
RESOLUTION NO. 24-075

A RESOLUTION LEVYING TAXES FOR MUNICIPAL PURPOSES FOR THE YEAR 2024 TO BE COLLECTED IN 2025 ON ALL OF THE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF COLLEGE PLACE.

WHEREAS, the City Council of the City of College Place has met and considered its budget for the calendar year 2025; and

WHEREAS, the district's actual levy from the previous year was \$1,640,156.73; and

WHEREAS, the population of this district is less than 10,000; and now, therefore,

BE IT RESOLVED by the City Council of the City of College Place that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2025 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$0.00 which is a percentage increase of 0% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

ADOPTED by the City Council of the City of College Place, Washington this 12th day of November, 2024.

Approved:

Attest:

Norma Hernández – Mayor

Maryelizabeth Garcia – City Clerk

City of College Place, Washington
RESOLUTION NO. 24-075

A RESOLUTION LEVYING TAXES FOR MUNICIPAL PURPOSES FOR THE YEAR 2024 TO BE COLLECTED IN 2025 ON ALL OF THE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF COLLEGE PLACE.

WHEREAS, the City Council of the City of College Place has met and considered its budget for the calendar year 2025; and

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WHEREAS, the population of this district is less than 10,000; and now, therefore,

BE IT RESOLVED by the City Council of the City of College Place that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2025 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$0.00 which is a percentage increase of 0% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

ADOPTED by the City Council of the City of College Place, Washington this 12th day of November, 2024.

Approved:

Attest:

Norma Hernández – Mayor

Maryelizabeth García – City Clerk

2025 City Legislative Priorities

Cities and towns are home to 65% of Washington's residents, drive the state's economy, and provide the most accessible form of government. The success of our cities and towns depends on adequate resources and community-based decision-making to best meet the unique needs of our communities.

Washington's 281 cities and towns ask the Legislature to partner with us and act on the following priorities:



Fiscal sustainability

Revise the arbitrary 1% property tax cap that has been in place for more than 20 years. Adopt a new cap tied to inflation and population growth factors, with a limit not to exceed 3%. This will allow local elected officials the option to adjust the local property tax rate to better serve our communities and keep up with the costs of providing basic services like police, fire, streets, and valued community amenities like parks.



Behavioral health treatment capacity

Expand funding for grants to establish and support ongoing funding for local behavioral health crisis co-responder programs. Support additional training and certification, and workforce development for co-responders. Seek increased investments in community behavioral health treatment funding – both capital start-up and operational expenses. Support continued expansion of continuum of treatment capacity, from crisis stabilization to inpatient to outpatient and continued expansion of forensic behavioral health treatment capacity. Provide additional mental health support for students.



Housing supply

Dedicate current funding and explore new funding options, such as the real estate transfer tax, to address needs across the housing continuum, including home ownership, senior, workforce, affordable, and permanent supportive housing. Ensure that funding availability extends to all communities with needs, including small and medium-sized cities and towns in both eastern and western Washington.



Public safety

Provide more resources and tools to cities and towns to address public safety and criminal justice challenges. Help cities hire new officers by covering 100% of the cost of attending the Basic Law Enforcement Academy (BLEA), and continue to expand existing—and create new—regional BLEA academies. Increase support for public safety and the overall criminal justice system with additional funding for the Municipal Criminal Justice Assistance Account, as well as enhanced local funding tools like the public safety sales tax. Increase programs to reduce gun violence, juvenile crime, and provide more juvenile behavioral health treatment and correctional capacity. Continue to support our officers and other first responders with wellness and injury prevention programs.



Infrastructure investment

Protect and expand direct and meaningful investments in traditional local infrastructure for needed expansion and ongoing operations and maintenance of aging systems, including expanded and reliable funding for the crucial Public Works Assistance Account. Support sustainable state transportation revenue that includes funding for local preservation, maintenance, and operations. Develop new fiscal tools to build infrastructure to support housing development and growth, including increased funding for the Connecting Housing and Infrastructure Program (CHIP). Expand cities' ability and flexibility to use the real estate excise tax (REET) for additional capital needs, including maintenance as well as to support affordable housing.

Contact:

Candice Bock

Government Relations Director
candiceb@awcnet.org

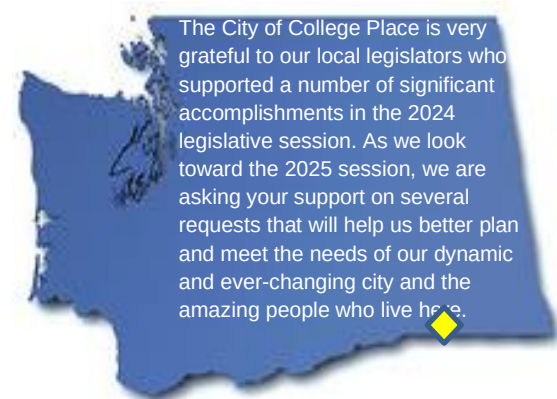


2025 State Legislative Agenda

Quick Facts

- Population: 9,945 (2024 State OFM)
- Median Household Income: \$60,417 (2018-2022 ACS)
- Poverty Rate: 11.7% (2018-2022 ACS)
- Median Housing Value: \$450,000 (Q2 2024 RMLS)
- Parks: 5 totaling 17.0 Acres
- Roads: 35 Miles of City Maintained Roads
- Home of Walla Walla University

Contact: Mr. Mike Rizzitiello – City Administrator Ph: 509-394-8506 Em: mrizzitiello@cpwa.us
Mr. Brian Enslow – Lobbyist Ph: 360-489-8121 Em: brian@arbutusllc.com



The City of College Place is very grateful to our local legislators who supported a number of significant accomplishments in the 2024 legislative session. As we look toward the 2025 session, we are asking your support on several requests that will help us better plan and meet the needs of our dynamic and ever-changing city and the amazing people who live here.

Priorities

College Place Reservoir #4 Construction



Construction of a one-million-gallon water tank needed for supply and resiliency of system. Total cost is \$20.0 million. \$19 million is fundraised. **Request is \$1 million dollars.**

Lions Park Community Center



Replace Community Center at Lions Park with 12,700 square foot multipurpose facility on two-floors with childcare, commercial kitchen, library, and community room components. Total cost is \$10.1 million. **Request is \$1 million dollars.**

SR 125 & College Avenue Reconstruction



Reconfigure intersection to a roundabout. Total estimated cost is \$4 million. **Request is \$1.5 million dollars.**

SE 12th Street (College to Sky Ave)



Reconstruction of 1.0 miles of roadway including underground utilities at: \$5.4 million.

Key Issues

Economic Development/Infrastructure

- **SUPPORT** – Protecting and strengthening pass through State grant agencies such as Transportation Improvement Board (TIB), Public Works Trust Fund (PWTF), Recreation Conservation Office (RCO), Community Economic Revitalization Board (CERB), Department of Health (DOH) and others including ensuring that grantmaking guidelines are not more restrictive than Federal guidelines.
- **SUPPORT** - Sustainable transportation revenue funding local preservation, maintenance, and operations.
- **SUPPORT** - Develop new fiscal tools to build infrastructure to support housing development.
- **SUPPORT** – New funding options for needs along the housing continuum.
- **SUPPORT** – Support augmenting RCW 43.360 and 82.73 to create a more accessible pathway for the City to become a full participant in the State Main Street Program and take advantage of the B&O Tax Credit.
- **SUPPORT** – Broaden RCW 84.14 – Multifamily Property Tax Exemption so all cities can participate in the program perpetually. Right now, the program for everyone sunsets in 2026.
- **SUPPORT** – Efforts to increase affordable, quality childcare access.

General Government

- **SUPPORT** – Protect against liability expansion and new policies driving additional claims.
- **SUPPORT** – Proposals to establish a product stewardship framework for packaging to reduce the impact on local solid waste programs.
- **SUPPORT** – Continued updates to the Public Records Act (PRA) to reduce the impacts of vexation litigation and vexatious requestors.
- **SUPPORT** – Open Public Meetings Act (OPMA) updates to help address the trend of increasing disruptive meetings.
- **SUPPORT** – Seek opportunities to balance costs and reduce unintended impacts on employers from expansion of leave laws and other proposed employee benefit enhancements.
- **OPPOSE** – Unfunded mandates.

Public Safety/Human Services

- **SUPPORT** – Enhanced state funding for indigent defense and workforce development for prosecutors and public defenders.
- **SUPPORT** – Expanding funding for grants to support ongoing funding for local behavioral health crisis co-responder programs. Ensure grant policies mesh with local operating environment.
- **SUPPORT** – Additional prosecutorial and law enforcement resources to address retail theft.
- **SUPPORT** – Continued 100% state funding of the Basic Law Enforcement Academy (BLEA)
- **SUPPORT** – Enhanced state investment in emergency and transitional housing.
- **SUPPORT** – Continued and expanded operational grant funding and ongoing operational funding for therapeutic courts and diversion programs.
- **SUPPORT** – Provide 100% reimbursement to cities that provide firefighting support for state wildland fire deployments.
- **SUPPORT** – Expansion of funding to cities for prevention planning, response, and recovery for wildfire and other natural disasters.
- **SUPPORT** – Increase resources for state crime lab to ensure timely processing of evidence.

The City supports the Association of Washington Cities Legislative Agenda.

City of College Place, Washington

RESOLUTION NO. 24-077

A RESOLUTION OF THE CITY OF COLLEGE PLACE, WASHINGTON, ADOPTING 2025 STATE LEGISLATIVE PRIORITIES

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

WHEREAS, the City Council of the City of College Place (City) wishes to state its 2025 legislative priorities for the State and Federal government.

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

1. The City of College Place hereby adopts the legislative priorities for the 2025 state legislative session outlined in Exhibit 2 of this agenda bill.
2. The City of College Place supports the legislative priorities identified by the Association of Washington Cities.
3. The City of College Place submits that strong cities result in a strong state and country.

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.

ADOPTED at a regular meeting of the City Council of the City of College Place, Washington held on the 12th day of November, 2024.

Attest:

Norma L. Hernández, Mayor

Maryelizabeth Garcia, City Clerk

College Place

2025 Federal Legislative Agenda

Contact: Mr. Mike Rizzitiello- City Administrator Ph: 509-394-8506 Em:mrizzitiello@cpwa.us



Lions Park Community Center

\$2.5 million ask

Replace outdated community center. To include commercial kitchen, common room, storage, business incubator library and childcare. Total cost \$10.1 million



Reservoir #4 Construction

\$3.0 million ask Reservoir #4



1 Million gallon Water Tank & additional Well needed for supply and resiliency of system
Estimated cost:

\$20.0 million for Reservoir #4



SE 12th Street- College to Larch Ave

\$3.0 million ask

Reconstruction of 1 mile of roadway including utilities at \$5.4 million

Police Department Building Replacement and modernization

\$3.0 million ask \$14 Million est. cost



Quick Facts:

Population 9,945 Poverty Rate: 11.7% Median Household Income \$60,417
Parks: 5 totaling 17 acres Median Housing Value \$450,00(Q4 2024 RMLS)
Home of Walla Walla University Roads: 35 miles of City Maintained Roads

City of College Place, Washington

RESOLUTION NO. 24-078

**A RESOLUTION OF THE CITY OF COLLEGE PLACE, WASHINGTON, ADOPTING 2025
FEDERAL LEGISLATIVE PRIORITIES**

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

WHEREAS, the City Council of the City of College Place (City) wishes to state its 2025 legislative priorities for the State and Federal government.

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

1. The City of College Place hereby adopts the legislative priorities for the 2025 federal legislative session outlined in Exhibit 2 of this agenda bill
2. The City of College Place submits that strong cities result in a strong state and country.

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.

ADOPTED at a regular meeting of the City Council of the City of College Place, Washington held on the 12th day of November, 2024.

Attest:

Norma L. Hernández, Mayor

Maryelizabeth Garcia, City Clerk

October 8, 2024

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

**RE: SW Davis Ave and Whitman Dr Pedestrian and Bicyclist Safety Improvements
2024 City Safety Program
Federal Funding**

Dear Mr. McAndrews:

WSDOT is pleased to advise you that the above-mentioned safety project was selected to receive funding through FHWA's Highway Safety Improvement Program (HSIP). The federal funding is limited as shown below:

SW Davis Ave and Whitman Dr Pedestrian and Bicyclist Safety Improvements \$1,152,000

Scope: See attached project summary.

NOTE: The project is eligible for 100% HSIP funding, for all phases authorized prior to April 30, 2027. If any phase is not obligated by this date, remaining funding may be rescinded, and the agency will need to re-compete for funding or construct the project with local funds. Scope and funding modifications require prior approval from WSDOT HQ Local Programs.

In order to meet state and federal requirements, the following are required:

- Project expenditures incurred before receiving notice from Local Programs of federal fund authorization are not eligible for reimbursement.
- Please refer to the Local Programs webpage for detailed authorization information, including: (<http://www.wsdot.wa.gov/localprograms/>)
 - ✓ Local Agency Guidelines (LAG) manual for detailed requirements;
 - ✓ Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP) amendments, as applicable;
 - ✓ Funding and billing forms;
 - ✓ Local Project Report is required to be completed by the end of June and December each year. To access the database you will need an account name and password. Your account name is **College Place** and your password is **ColPI899**. The password is case sensitive.

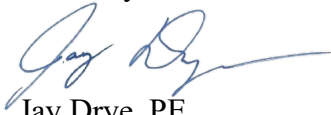
Mr. Robert McAndrews
City of College Place
October 8, 2024

- FHWA requires that all projects are ADA compliant upon completion or the federal funds must be repaid.

As a reminder, Local Programs requires all agencies to submit monthly progress billings to ensure timely reimbursement of eligible federal expenditures.

For questions or assistance, please contact your Region Local Programs Engineer, Seth Walker at 509.577.1780 or Seth.Walker@wsdot.wa.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jay Drye", with a long horizontal flourish extending to the right.

Jay Drye, PE
Director
Local Programs

Attachment

JD:me:cdm

cc: Andy Gomez, Executive Director, WWVMPO
Seth Walker, PE, South Central Region Local Programs Engineer
Ed Spilker, City Safety and Traffic Programs Manager

Project Summary

Program: 2024 City Safety Program

Date: September 2024

Agency: City of College Place

Project Title: SW Davis Ave and Whitman Dr Pedestrian and Bicyclist Safety Improvements

Project Description: Install sidewalk, street lighting, pedestrian crossing improvements, and ADA upgrades.

Detailed Project Description: Install sidewalk, rectangular rapid flashing beacons (RRFB), street lighting, crosswalk markings, bike lanes/sharrows, pavement markings, signing, and ADA upgrades.

Locations:

1. Install sidewalk:
 - a. Davis Ave from 4th St to 6th St
2. Install street lighting:
 - a. Davis Ave from Whitman Dr to 6th St
 - b. Whitman Dr from Davis Ave to Adams Ave
3. Install rectangular rapid flashing beacons and crosswalk improvements:
 - a. Davis Ave and Whitman Dr
 - b. Davis Ave and 4th St

Note: Project above includes associated ADA and utility work as needed.

Project Schedule (Estimated)

Project added to the STIP	10/24
Project agreement signed with WSDOT Local Programs	11/24
Begin PE (phase authorized by FHWA through WSDOT)	12/24
Community/stakeholder engagement complete	1/25
Environmental documents approved by WSDOT	4/25
Begin right-of-way (phase authorized by FHWA through WSDOT)	5/25
Right-of-Way completed (certification by FHWA through WSDOT)	10/25
Contract advertised	11/25
Contract awarded	12/25
Construction complete	9/26

Project Cost and Award Amount

Phase	Total Cost	Local Match	Amount Awarded
Preliminary Engineering	\$131,000	\$0	\$131,000
Right-of-Way	\$88,000	\$0	\$88,000
Construction	\$933,000	\$0	\$933,000
Total	\$1,152,000	\$0	\$1,152,000

If you agree to the project summary described above, please sign or electronically sign below and return to Ed Spilker at Ed.Spilker@wsdot.wa.gov.

Concurrence: I agree to the project summary described above.

Approving Authority Name (Print): Michael Rizzitiello

Approving Authority Signature:  **Date:** 9-13-2024

City of College Place Highway Safety Improvements Program

1/31/2024

Walla Walla University Area Improvements	Preliminary Engineering	Right of Way	Construction	Total
1. SW Davis Avenue - SW 6 th St. to W. Whitman Dr.	\$ 66,300.00	\$ 42,000.00	\$ 508,300.00	\$ 616,600.00
2. W. Whitman Drive - SW Davis Ave. to S. College Ave.	\$ 41,300.00	\$ 46,000.00	\$ 237,700.00	\$ 325,000.00
Totals	\$ 107,600.00	\$ 88,000.00	\$ 746,000.00	\$ 941,600.00





1/31/2024

PROJECT DESCRIPTION: A1-1: SW DAVIS (6TH TO WHITMAN) - Ped Street Lighting, Bicycle Infrastructure

CLIENT: CITY OF COLLEGE PLACE

J-U-B PROJ. NO.: 30-20-075-063

Prepared By: WSG

ITEM NO.	WSDOT STD NO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST
		PREPARATION				
1	0001	MOBILIZATION (10%)	1	L.S.	\$ 30,901.5	\$ 30,902
		GRADING				
2	0300	ROADWAY EXCAVATION INCL. HAUL	200	C.Y.	\$ 25.00	\$ 5,000
		SURFACING				
3	5120	CRUSHED SURFACING TOP COURSE	317	TON	\$ 40.00	\$ 12,690
		TRAFFIC				
4	6857	PLASTIC CROSSWALK LINE	85	S.F.	\$ 15.00	\$ 1,275
5	7042	ADA FEATURES SURVEYING	1	L.S.	\$ 5,000.00	\$ 5,000
6	6866	PAINTED BICYCLE LANE SYMBOL - SHARROW	40	EA.	\$ 275.00	\$ 11,000
7	SP	DOUBLE-SIDED RRFB SYSTEM	1	EA.	\$ 37,000.00	\$ 37,000
8	6974	PROJECT TEMPORARY TRAFFIC CONTROL	1	L.S.	\$ 11,000.00	\$ 11,000
9	6904	ILLUMINATION SYSTEM (180' LIGHT SPACING)	1	L.S.	\$ 99,000.00	\$ 99,000
10	7055	CEMENT CONC. SIDEWALK	1,420	S.Y.	\$ 70.00	\$ 99,400
11	7058	CEMENT CONC. CURB RAMP TYPE PARALLEL A	4	EA.	\$ 3,100.00	\$ 12,400
		OTHER ITEMS				
12	SP	CONSTRUCTION SURVEYING	1	L.S.	\$ 12,000.00	\$ 12,000
13	7736	SPCC PLAN	1	L.S.	\$ 750.00	\$ 750
14	SP	TESC PLAN	1	L.S.	\$ 2,500.00	\$ 2,500
		SUBTOTAL CONSTRUCTION COST				\$ 340,000
		SALES TAX @ 0%				\$ -
		CONTINGENCY @ 30%				\$ 102,000
		CONSTRUCTION TOTAL				\$ 442,000
		PRELIMINARY ENGINEERING @ 15%				\$ 66,300
		CONSTRUCTION ENGINEERING @ 15%				\$ 66,300
		RIGHT-OF-WAY				\$ 42,000.00
		TOTAL ESTIMATED PROJECT COST (2024 DOLLARS)				\$ 616,600

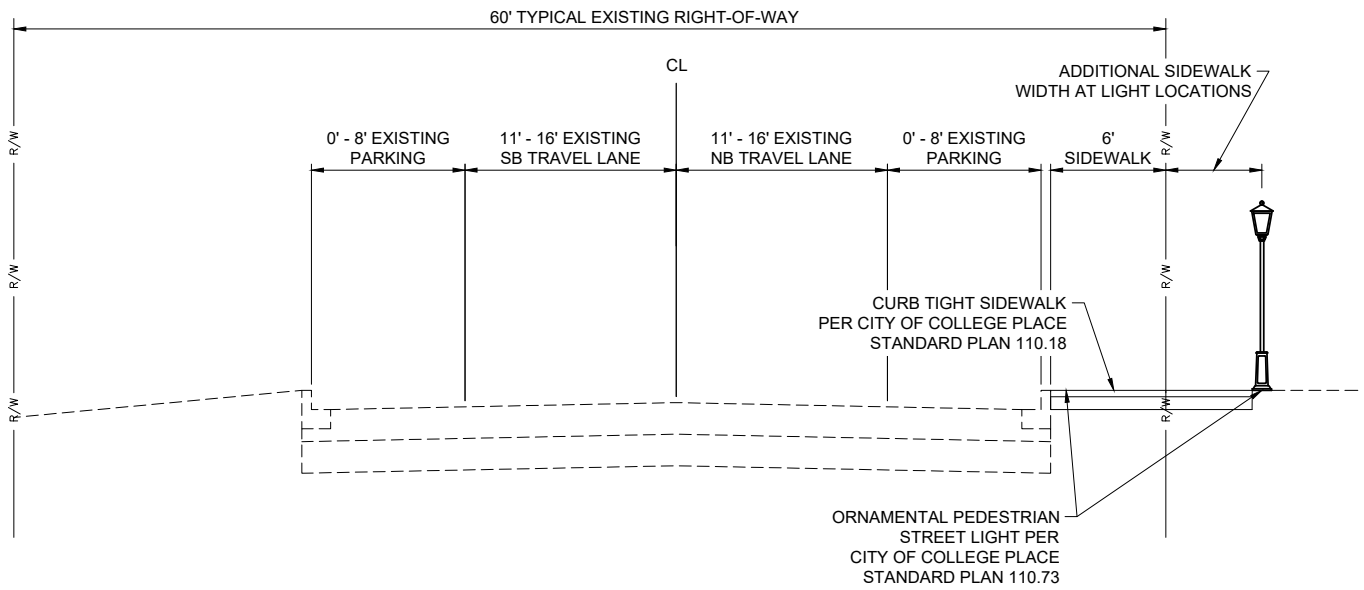


1/31/2024

CLIENT: CITY OF COLLEGE PLACE

Prepared By: WSG

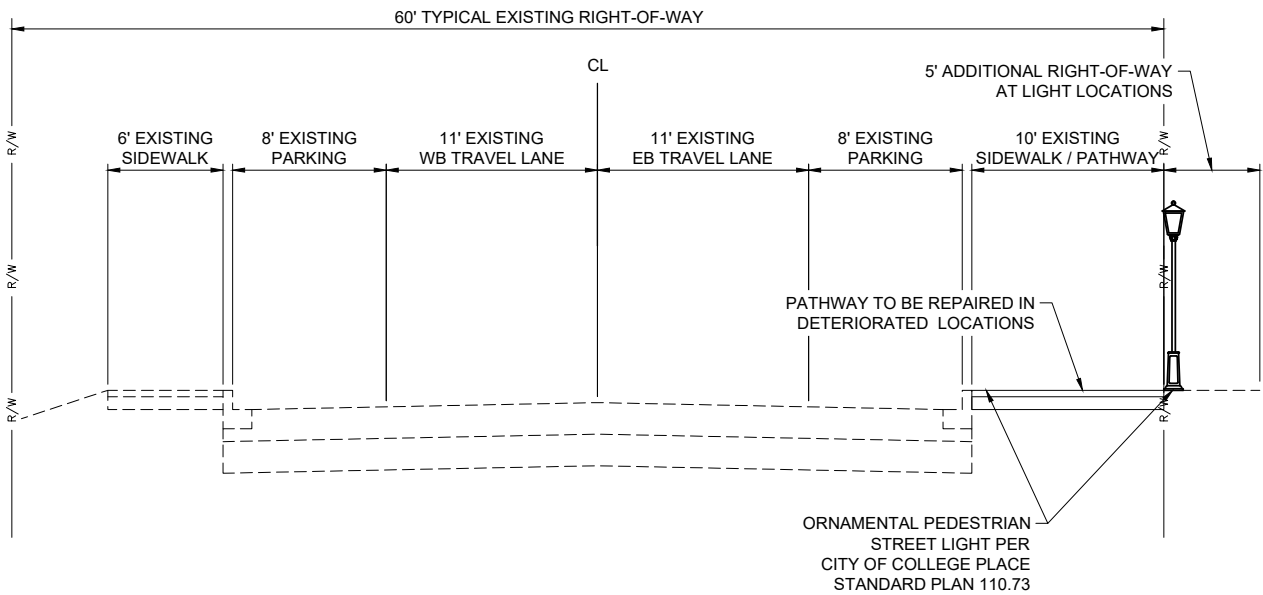
ITEM NO.	WSDOT STD NO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST
PREPARATION						
1	0001	MOBILIZATION (10%)	1	L.S.	\$ 14,424.14	\$ 14,424
2	0100	REMOVING CEMENT CONC. SIDEWALK	13	S.Y.	\$ 22.00	\$ 293
3	0108	REMOVING CEMENT CONC. CURB AND GUTTER	20	L.F.	\$ 15.00	\$ 300
4	0120	REMOVING ASPHALT CONC. PAVEMENT	371	S.Y.	\$ 8.00	\$ 2,969
5	5120	CRUSHED SURFACING TOP COURSE	82	TON	\$ 40.00	\$ 3,273
HOT MIX ASPHALT						
6	SP	COMMERCIAL HMA FOR PATHWAY	43	TON	\$ 175.00	\$ 7,486
TRAFFIC						
7	6857	PLASTIC CROSSWALK LINE	78	S.F.	\$ 15.00	\$ 1,170
8	7042	ADA FEATURES SURVEYING	1	L.S.	\$ 1,500.00	\$ 1,500
9	SP	DOUBLE-SIDED RRFB SYSTEM	1	EA.	\$ 37,000.00	\$ 37,000
10	6974	PROJECT TEMPORARY TRAFFIC CONTROL	1	L.S.	\$ 18,000.00	\$ 18,000
11	6904	ILLUMINATION SYSTEM (180' LIGHT SPACING)	1	L.S.	\$ 56,000.00	\$ 56,000
12	7058	CEMENT CONC. CURB RAMP TYPE PARALLEL A	1	EA.	\$ 4,000.00	\$ 4,000
OTHER ITEMS						
13	SP	CONSTRUCTION SURVEYING	1	L.S.	\$ 8,000.00	\$ 8,000
14	7736	SPCC PLAN	1	L.S.	\$ 750.00	\$ 750
15	SP	TESC PLAN	1	L.S.	\$ 3,500.00	\$ 3,500
SUBTOTAL CONSTRUCTION COST						\$ 159,000
SALES TAX @ 0%						\$ -
CONTINGENCY @ 30%						\$ 47,700
CONSTRUCTION TOTAL						\$ 206,700
PRELIMINARY ENGINEERING @ 20%						\$ 41,300
CONSTRUCTION ENGINEERING @ 15%						\$ 31,000
RIGHT-OF-WAY						\$ 46,000
TOTAL ESTIMATED PROJECT COST (2024 DOLLARS)						\$ 325,000



A-1-1 SW DAVIS (6TH TO WHITMAN)

NOTE:

1. LOCATION OF PEDESTRIAN LIGHT WILL BE DETERMINED DURING DESIGN. IT WILL BE EITHER BEHIND SIDEWALK OR BEHIND CURB

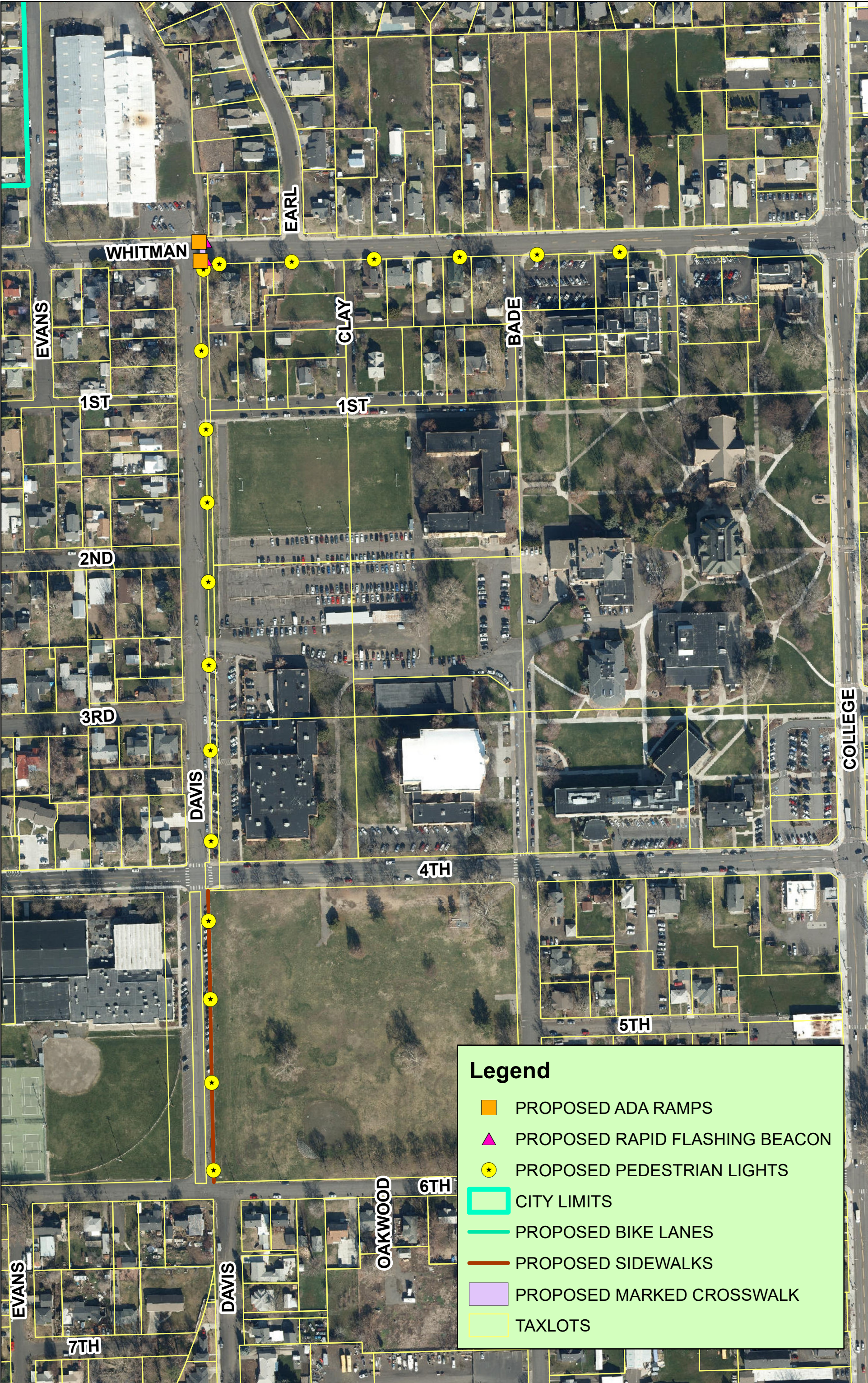


A1-2 WHITMAN DRIVE (DAVIS TO COLLEGE)

NOTE:

1. LOCATION OF PEDESTRIAN LIGHT WILL BE DETERMINED DURING DESIGN. IT WILL BE EITHER BEHIND SIDEWALK OR BEHIND CURB

WALLA WALLA UNIVERSITY AREA LRSP PROJECTS



Legend

- PROPOSED ADA RAMPS
- PROPOSED RAPID FLASHING BEACON
- PROPOSED PEDESTRIAN LIGHTS
- CITY LIMITS
- PROPOSED BIKE LANES
- PROPOSED SIDEWALKS
- PROPOSED MARKED CROSSWALK
- TAXLOTS



City of College Place, Washington
RESOLUTION NO. 23-071

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON REGARDING SUPPORT OF GRANT APPLICATION INTO THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION HIGHWAY SAFETY IMPROVEMENT GRANT PROGRAM FOR WALLA WALLA UNIVERSITY & DAVIS ELEMENTARY SCHOOL AREA IMPROVEMENTS AS IDENTIFIED IN THE ADOPTED LOCAL ROAD SAFETY PLAN

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 Council adopted the Local Road Safety Plan (LRSP) for the community via a year long public engagement process via Resolution #21-047 on October 26th, 2021; and

Whereas, this document now qualifies us to submit projects into the State of Washington Highway Safety Improvement Grant (HSIG) Program for consideration; and

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

- 1.** Directs the City Administrator or designee to file application into the Washington State Highway Safety Improvement Grant Program for improvements around the Walla Walla University & Davis Elementary School Area as outlined in the adopted College Place Local Road Safety Plan.

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 28th day of November, 2023.

Attest:

DocuSigned by:
Norma L. Hernández
E7C117EE7FEC409...
Norma L. Hernández, Mayor

DocuSigned by:
Sherri St. Clair
1F0CE8D2F0F846A...
Sherri St. Clair, City Clerk

City of College Place, Washington

RESOLUTION NO. 24-079

A RESOLUTION OF THE CITY OF COLLEGE PLACE, WASHINGTON, ACCEPTING WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (WSDOT) 2024 CITY SAFETY PROGRAM GRANT: SW DAVIS & WHITMAN IMPROVEMENTS.

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

WHEREAS, The City Council adopted Resolution #23-071 during its November 28th, 2023 meeting to support the grant application to the State Highway Safety Improvement Program (HSIP) for SW Davis and Whitman improvements; and

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

1. Accepts 2024 City Safety Program Grant for SW Davis & Whitman Safety Improvements and permits the City Administrator to sign necessary grant agreements.

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.

ADOPTED at a regular meeting of the City Council of the City of College Place, Washington held on the 12th day of November, 2024.

Attest:

Norma L. Hernández, Mayor

Maryelizabeth Garcia, City Clerk

November 6, 2024

City of College Place
Mike Rizzitiello
625 S. College Ave.,
College Place, WA 99324-1516
MRizzitiello@cpwa.us



RE: Loan Contract Number: DWL29312-0

Dear Mr. Rizzitiello;

Enclosed is the Drinking Water State Revolving Fund Loan Contract Number identified above for your signature. The Loan Contract details the terms and conditions that will govern the agreement between us, which includes the project's Scope of Work as a formal attachment. Failure to return the contracts within 60 calendar days of the date of this letter may result in your loan offer being withdrawn.

Review, print and sign the document. Once signatures are obtained, scan and return by email to dohcon.mgmt@doh.wa.gov or print and sign a hard copy, and return the originals to us for full execution.

Please note that the U.S. Environmental Protection Agency is the funding source for this program and the Catalog of Federal Domestic Assistance (CFDA) number is 66.468. Consequently, the loan funds are federal and subject to both state and federal requirements.

A non-refundable one-percent loan administration fee will be collected at contract execution (If applicable), including any subsequent amendments where funds are added. The loan amount may be modified to include an amount sufficient to cover the one-percent loan administration fee. In most cases, the fee will be collected in full at contract execution. Please review the terms and conditions of the Loan Contract and all attachments carefully for details.

A requirement of the DWSRF program is that you must maintain updated project records and yearly renewal of your registration in the System for Award Management at www.sam.gov.

Another requirement of the DWSRF program is that all entities are required to verify that the federal government has not suspended or debarred them from receiving federal funds. This includes, but is not limited to, project contractors, subcontractors, engineers, architects, consultants, and equipment vendors. The Exclusion Report can be accessed at www.sam.gov. Failure to provide this required certification may result in termination of your loan contract.

After the Loan Contracts have been signed by the Department or its designee, one fully executed original will be returned to you for your files. Instructions for drawing the loan funds will be returned to you with the executed Loan Contract, as well as the necessary forms. The Loan Contract specifies that draws may be made for costs that have been incurred within the contract period of performance, and which have supporting documentation such as receipts or bills.

We are looking forward to working with you over the course of this project. If you have any questions about this Loan Contract, please contact me.

Sincerely,
Rachel Paris
DOH Contract Manager
(360) 236-4294
Rachel.Paris@DOH.WA.GOV

Enclosures:

ATTACHMENT I: SCOPE OF WORK (PROJECT)
ATTACHMENT II: ATTORNEY'S CERTIFICATION
ATTACHMENT III: FEDERAL AND STATE REQUIREMENTS
ATTACHMENT IV: DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENTS
ATTACHMENT V: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
ATTACHMENT VI: DWSRF ELIGIBLE PROJECT COSTS
ATTACHMENT VII: LABOR STANDARD PROVISIONS FOR SUBRECIPIENTS THAT ARE GOVERNMENTAL ENTITIES

Washington State Department of Health

DWSRF Municipal Loan Boilerplate

May 2018

Version History		
Date	Revision(s)	Version
05-15-2018	Original - developed via a team of the DWSRF Grant and Loan Unit Supervisor, the DOH Office of Drinking Water Finance Director, the DOH Office of Contracts and Procurement Technical and Policy Advisor, and DOH's Financial Services Assistant Attorney General.	1

1. CONTRACT FACE SHEET

2023-4212 Loan Number: DWL29312-0
Washington State Department of Health (DOH)
Drinking Water State Revolving Fund (DWSRF)
Municipal

1. Borrower City of College Place 625 S. College Ave., College Place, WA 99324-1516		2. Borrower Doing Business As (optional)	
3. Borrower Type Construction Loan		4. Borrower's Statutory Authority	
5. Borrower Contract Manager Information Mike Rizzitiello City Administrator		6. DOH Contract Manager Rachel Paris P.O. Box 47822 Olympia, WA 98504-7822 Phone (360) 236 4294 Email Rachel.Paris@gmail.com	
7. Project Name City of College Place Well #8			
8. Loan Amount: \$2,000,000 Loan Fee: \$0.0 Interest Rate: 1.75%	9. Funding Source Federal: ☒ State: ☒ Other: ☐	10. Start Date DOE	11. End Date 10/01/2048
12. Federal Funding Agency Environmental Protection Agency Catalogue of Federal Assistance (CFDA) Number 66.468			
13. Borrower Tax ID # 02-7416270	14. SWV # 0028965-00	15. Borrower UBI # 36900056400	16. Borrower UEI # ZG1SNDHCCH16
17. Contract Purpose DOH and the party identified above as Borrower, hereafter referred to as BORROWER, have entered into this contract to fund the project identified above that furthers the goals and objectives of the DOH DWSRF Program. The project will be done by the BORROWER as described in the scope of work and this contract. The rights and obligations of the parties are governed by this contract and the following documents incorporated by reference: General Terms and Conditions including Declarations; Attachment I: Scope of Work (Project); Attachment II Attorney's Certification; Attachment III: Federal and State Requirements; Attachment IV: Disadvantaged Business Enterprise Requirements; Attachment V: Certification Regarding Debarment, Suspension, and Other Responsibility Matters; Attachment VI: DWSRF Eligible Project Costs; and Attachment VII: Labor Standard Provisions for Subrecipients that are Governmental Entities. By the signature below, the parties acknowledge and accept the terms of this contract.			
FOR CONTRACTOR		FOR DOH	
SIGNATURE AND DATE  11-15-2024		SIGNATURE and DATE	
NAME and TITLE Michael Rizzitiello City Administrator		NAME and TITLE APPROVED AS TO FORM ONLY Mark Calkins, AAG Signature on File	

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3.2.	PROJECT INFORMATION (PROJECT)
3.3.	CONTRACT COMMUNICATION
3.4.	LOAN INFORMATION
3.5.	FUNDING INFORMATION
3.6.	SPECIAL TERMS AND CONDITIONS
4.	GENERAL TERMS AND CONDITIONS
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4.2.	FULL AGREEMENT
4.3.	ORDER OF PRECEDENCE
4.4.	LOAN AMOUNT
4.5.	LOAN FEE
4.6.	LOAN TERM
4.7.	INTEREST RATE
4.8.	LOAN FORGIVENESS
4.9.	RELEASE OF LOAN FUNDS AND REQUIRED DOCUMENTATION
4.10.	TIME OF PERFORMANCE
4.11.	PROJECT COMPLETION AMENDMENT AND THE PROJECT COMPLETION REPORT
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4.44.	TERMINATION PROCEDURES
4.45.	WORK HOURS AND SAFETY STANDARDS

ATTACHMENT I	SCOPE OF WORK (PROJECT)
ATTACHMENT II	ATTORNEY'S CERTIFICATION
ATTACHMENT III	FEDERAL AND STATE REQUIREMENTS
ATTACHMENT IV	DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENTS
ATTACHMENT V	CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
ATTACHMENT VI	DWSRF ELIGIBLE PROJECT COSTS
ATTACHMENT VII	LABOR STANDARD PROVISIONS FOR SUBRECIPIENTS THAT ARE GOVERNMENTAL ENTITIES

3. DECLARATIONS

3.1. BORROWER INFORMATION

Legal Name:	City of College Place
Loan Number:	DWL29312-0
Award Year:	2023-4212
State Wide Vendor Number:	SWV0028965-00

3.2. PROJECT INFORMATION (PROJECT)

Project Title:	Well No. 8
Project Location (City or County):	City of College Place
Project State:	Washington
Project Zip Code:	99324-1516

Project Scope of Work (PROJECT): Attachment I, attached hereto and incorporated by reference.

3.3. CONTRACT COMMUNICATION

Communications regarding Contract performance is delegated by each party to its Contract Manager. Either party may change its Contract Manager by express notice to the other party. Either party may identify on an as needed basis an alternate Contract Manager to serve during the stated temporary absence of its primary Contract Manager. Notices between the parties regarding Contract performance must be provided by written communication to the other party's Contract Manager. Written communication includes email but not voice mail. Notices are presumed received by the other party's Contract Manager upon evidence of delivery between the hours of 8:00 am to 5:00 pm except for state holidays and weekends.

3.4. LOAN INFORMATION

Loan Amount:	\$2,000,000.00
Loan Fee (Included in loan amount if applicable):	\$0.0
Principal Loan Forgiveness %:	48.5%
Loan Term:	24 years
Interest Rate:	1.75%
Payment Month(s):	October 1 st Annually
Earliest Date for Construction Reimbursement:	One year prior to contract execution date
Time of Performance:	48 months from Contract start date (date of last signature) to Project Completion date.

Notice to Proceed:	18 months from Contract start date (date of last signature)
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3.5. FUNDING INFORMATION

Total Funds from BORROWER:	\$0.00
Source(s) of Funds from Borrower, with assigned amounts per source:	\$0.00
Total State Funds:	\$1,030,000.00
Total Amount of Federal Award (as applicable):	TBD
Total Amount of Loan:	\$2,000,000.00
Federal Award Date:	TBD
Federal Award ID # (FAIN):	TBD
Amount of Federal Funds Obligated by this Action:	TBD

3.6. SPECIAL TERMS AND CONDITIONS

N/A

4. GENERAL TERMS AND CONDITIONS

DRINKING WATER STATE REVOLVING FUND (MUNICIPAL)

4.1. AUTHORITY

Acting under the authority of Section 1452 of the Safe Drinking Water Act (SDWA) Section 130, RCW 39.34, RCW 43.70.040, and RCW 70.119A.170 the Washington State Department of Health (DOH) has awarded BORROWER a Drinking Water State Revolving Fund Loan (LOAN) for the project identified in the Declarations (PROJECT). Under this CONTRACT, BORROWER is a sub-recipient of funds provided by the United States Environmental Protection Agency (EPA), CFDA Number 66.468, Safe Drinking Water State Revolving Fund.

In some CONTRACT attachments, DOH is referred to as "Lender" and BORROWER is referred to as "Contractor."

4.2. FULL AGREEMENT

This CONTRACT contains the full agreement of the parties. No other understandings, oral or otherwise, regarding the subject matter of this CONTRACT exists.

4.3. ORDER OF PRECEDENCE

In the event of an inconsistency in this CONTRACT, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: The order of precedence for terms and conditions under categories B and C is subject to the proviso that when a contract term or condition appears in more than one contract document, the more specific contract term or condition shall control if the different contract provisions cannot be harmonized.

- A. Applicable local, state, and federal statutes and regulations
- B. Contract amendments
- C. The Contract (in this order)
 - Declarations and Special Terms and Conditions
 - General Terms and Conditions
 - Attachments I – VII

4.4. LOAN AMOUNT

DOH, using funds from the Drinking Water Assistance Account, will loan BORROWER a sum not to exceed the amount shown as LOAN AMOUNT in the Declarations. The LOAN AMOUNT shall not exceed one hundred percent (100%) of the actual eligible PROJECT costs.

4.5. LOAN FEE

If DOH assessed a LOAN FEE, it is shown in the Declarations as LOAN FEE and included in the total LOAN AMOUNT. The fee (if applicable) is one percent (1%) of the loan request and will not be reduced, regardless of the final LOAN AMOUNT at PROJECT completion. If the LOAN FEE applies and the total LOAN AMOUNT is increased by amendment, DOH will assess an additional LOAN FEE equal to one percent (1%) of the additional LOAN AMOUNT. LOAN FEES are non-refundable.

4.6. LOAN TERM

Unless changed by an amendment, the LOAN TERM will not exceed the period of time shown in the Declarations. The repayment period for DOH subsidized loans is twenty-four (24) years from this CONTRACT's start date. The repayment period for non-DOH subsidized loans is twenty (20) years from this CONTRACT's start date.

4.7. INTEREST RATE

The interest rate is stated in the Declarations. Interest is per annum on the outstanding principal balance and starts to accrue from the date DOH releases LOAN FUNDS to BORROWER.

4.8. LOAN FORGIVENESS

If the LOAN qualifies for LOAN Forgiveness, the percent of the LOAN balance that DOH will forgive at PROJECT completion is stated in the Declarations. DOH calculates the amount forgiven when DOH approves the BORROWER's Project Completion Report. The amount forgiven will be based on either the LOAN AMOUNT or BORROWER's ELIGIBLE PROJECT COSTS, whichever is less, and accrued interest.

4.9. RELEASE OF LOAN FUNDS AND REQUIRED DOCUMENTATION

DOH will release LOAN funds to BORROWER to reimburse BORROWER for eligible PROJECT costs. To request reimbursement, BORROWER must submit a signed and completed invoice using a form provided by DOH. The invoice must reference the PROJECT activity performed, and include supporting documentation such as bills, invoices, receipts, and documentation of compliance with CONTRACT requirements as requested by DOH. The invoice must be signed by an official of BORROWER with authority to bind BORROWER.

Invoices must also include a report of the progress made since the last invoice, and the PROJECT status to date. DOH will not release funds until the PROJECT status report and documentation are approved by DOH. Approval will not be unreasonably withheld or delayed. After approving the invoice, documentation, and PROJECT status report, DOH will release funds to BORROWER within thirty (30) days, if BORROWER is not in alleged or actual breach of CONTRACT.

DOH will withhold ten percent (10%) of LOAN funds until DOH confirms that BORROWER has successfully completed all steps for PROJECT COMPLETION. The 10% holdback will be available to BORROWER as part of the last LOAN disbursement.

4.10. TIME OF PERFORMANCE

BORROWER will begin the activities in the PROJECT within thirty (30) calendar days of the CONTRACT start date. BORROWER will issue a 'Notice to Proceed', after the formal award of a construction contract, within eighteen (18) months of the CONTRACT start date.

BORROWER must reach PROJECT COMPLETION within the TIME OF PERFORMANCE. If there are extenuating circumstances, BORROWER may request, in writing, at least ninety (90) calendar days prior to the PROJECT COMPLETION that DOH extend the deadline for PROJECT COMPLETION. At its discretion, DOH may issue an extension. DOH's decision is final and not subject to the dispute clause.

If BORROWER does not meet the requirements of this section, it is a breach of CONTRACT, and DOH may terminate or suspend this CONTRACT.

4.11. PROJECT COMPLETION AMENDMENT AND THE PROJECT COMPLETION REPORT

The PROJECT Completion Amendment determines the final LOAN AMOUNT and LOAN TERM. When activities in the PROJECT are complete, BORROWER will start the process for the PROJECT Completion Amendment by sending DOH the PROJECT Completion Report. In the PROJECT Completion Report, BORROWER will provide the following information to DOH:

- A. A statement of the actual dollar amount spent, from all fund sources, to complete the PROJECT.
- B. A statement that all ELIGIBLE PROJECT COSTS have been incurred. Costs are incurred when goods and services are received and/or contracted work is performed.
- C. Evidence showing BORROWER'S compliance with financial the audit requirements of this CONTRACT.
- D. An invoice for the remaining ELIGIBLE PROJECT COSTS.
- E. Documentation of BORROWER's compliance with National Historic Preservation Act, 54 USC Subtitle III.

4.12. LOAN PAYMENTS

BORROWER must begin repaying the LOAN no later than one (1) year after the CONTRACT start date. Payments are due on the first day of the month(s) shown as the PAYMENT MONTH(S) in the Declarations. Payments are

principal and interest accrued up to the PAYMENT MONTH(S).

BORROWER can repay in full the LOAN balance, including fees and repayment of LOAN FUNDS for ineligible project costs (if any), at any time or make accelerated payments without penalty. The final payment must be on or before the end of the LOAN TERM.

4.13. LOAN DEFAULT

DOH must receive BORROWER'S payment within thirty (30) calendar days of the due date. Late payments are delinquent and assessed a monthly penalty on the first (1st) day past the due date. The penalty is one percent (1%) of the late payment amount per month. Penalty and fees accrue interest at the rate stated as LOAN INTEREST in the Declarations.

DOH may notify any other entity, creditors, or potential creditors of BORROWER's delinquency. BORROWER is responsible for all attorney fees and costs incurred by DOH in any action taken to enforce its rights under this section, including in any alternative dispute resolution proceeding.

4.14. LOAN SECURITY

LOAN Security is only required if identified in the Declarations. In its sole discretion and if allowed under the EPA regulations relevant to this Contract, DOH may subordinate its LOAN security to Borrower's obligations under existing or future bonds and notes. Nothing in this section releases BORROWER from the obligation to make LOAN PAYMENTS when due, and to adjust rates, fees, or surcharges as necessary to meet its obligations under this CONTRACT.

4.15. AMENDMENTS, MODIFICATIONS, ASSIGNMENTS, AND WAIVERS

Amendments, modifications, assignments, and waivers to any of the terms of this CONTRACT supersede, if applicable, those terms as found in the original CONTRACT, and are not binding unless they are in writing and signed by representatives authorized to bind each of the parties. Only the authorized representative or their designee has the express, implied, or apparent authority to alter, amend, assign, modify, or waive any terms of this CONTRACT.

Neither this CONTRACT nor any claim arising under it may be transferred or assigned by BORROWER without DOH's prior written consent. During the LOAN TERM, DOH must approve in advance, any change in ownership of the water system(s) improved with LOAN FUNDS. DOH may require the LOAN, including fees and ineligible project costs (if any), be paid in full as a condition of approval.

Nothing in this CONTRACT may be waived unless approved by DOH in writing. No waiver of any default or breach is implied from any failure to take action upon such default or breach if the default of breach persists or repeats. Waiver of any default or breach is not a waiver of any subsequent default or breach.

4.16. BUILD AMERICA, BUY AMERICA

None of the LOAN funds can be used for the construction, alteration, maintenance, or repair of a public water system or treatment works unless all of the iron and steel, manufactured products, and construction materials used in the project to be produced in the United States ("Build America, Buy America Requirements") including iron and steel, manufactured products, and construction materials provided by the Contactor pursuant to this Agreement. The Contractor hereby represents and warrants to and for the benefit of the Owner and Funding authority.

DOH may waive this requirement if:

- A. Compliance would be inconsistent with the public interest; or
- B. The particular products are not produced in the United States in sufficient and reasonably available quantities and are not of a satisfactory quality; or
- C. Inclusion of products produced in the United States will increase the cost of the overall project by more than twenty-five (25) percent; and
- D. A waiver is approved by the Environmental Protection Agency (EPA).

BORROWER must submit the waiver request to DOH, which will submit it to EPA. The full text of the Build America, Buy America provision can be found under The Infrastructure Investment and Jobs Act ("IIJA"), Pub. L. No. 117-58, which includes the Build America, Buy America Act ("the Act"). Pub. L. No. 117-58, §§ 70901-52.

4.17. ATTORNEYS' FEES

Unless expressly stated under another section of the CONTRACT, each party agrees to bear its own attorneys' fees and costs for litigation or other action brought to enforce the contract terms.

4.18. BONUS AND COMMISSION PAYMENTS NOT ALLOWED

Funds provided under this CONTRACT cannot be used to pay any bonus or commission to gain approval of the loan application or any other approval under this CONTRACT. This section does not prohibit paying for bona fide technical consultants, managerial, or other such services, if payment is for ELIGIBLE PROJECT COSTS.

4.19. COMPLIANCE

BORROWER will comply with all applicable federal, state and local laws, requirements, and ordinances for the design, implementation, and administration of the PROJECT and this CONTRACT, including but not limited to those stated in the CONTRACT attachments. BORROWER will provide DOH with documentation of compliance, if requested.

In the event of BORROWER's alleged or actual noncompliance with any part of this CONTRACT, DOH may suspend all or part of the CONTRACT, withhold payments, or prohibit BORROWER from incurring additional obligations of LOAN FUNDS during the investigation and pending corrective action by BORROWER, or a decision by DOH to terminate the CONTRACT.

4.20. DISPUTES

Except as otherwise provided in this CONTRACT, when a dispute arises between the parties that cannot be solved by direct negotiation, either party may request a dispute hearing with the Director of the Office of Drinking Water (the Director), who may designate a neutral person to decide the dispute. The parties will be equally responsible for any reasonable costs and fees incurred by the neutral.

The party requesting a dispute hearing must:

- A. Be in writing;
- B. State the disputed issues;
- C. State the relative positions of the parties;
- D. State BORROWER's name, address, and the CONTRACT number;
- E. Provide contact information for the requester's representative, and,
- F. Be mailed to the other party's (respondent's) Contract Manager within three (3) working days after the parties agree that they cannot resolve the dispute.

The respondent must send a written answer within five (5) working days.

In the alternative, the parties can agree to submit a mutual request to the Director, which should include each party's response to the other party's characterization of the dispute.

The Director or designee will review the written statements and reply in writing to both parties within ten (10) working days. The Director or designee may extend this period if necessary by notifying the parties. The decision on the dispute is non-binding and is not admissible in any succeeding judicial or quasi-judicial proceeding.

This non-binding dispute process must precede any action in a judicial or quasi-judicial tribunal. Nothing in this CONTRACT limits the parties from using any mutually acceptable alternate dispute resolution (ADR) method in addition to or instead of the dispute hearing procedure outlined above.

4.21. ELIGIBLE PROJECT COSTS

BORROWER will comply with Attachment VI: DWSRF Eligible Project Costs and is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

The purchase of any land necessary for the PROJECT must be included in the PROJECT and be documented with an appraisal or equivalent market evaluation, if approved by DOH, and a valid purchase and sale agreement.

Construction expenses incurred after the date shown as earliest date for construction reimbursement in the Declarations are eligible for reimbursement. Requests for reimbursements for costs related to construction activities will not be accepted until BORROWER has met the following conditions:

- A. Completed the State Environmental Review Process (SEPA Review under RCW 43.21C);
- B. Complied with all provisions of the National Historic Preservation Act, 54 USC Subtitle III;
- C. Complied with Prevailing Wage requirements;
- D. Received approval from DOH of the project report and related construction documents for all applicable activities described in the PROJECT; and
- E. Complied with any other LOAN conditions required by DOH.

BORROWER cannot use LOAN FUNDS for any expenses charged by BORROWER against any other contract, subcontract, or source of funds.

If DOH reimburses BORROWER for costs that are later determined by DOH to be ineligible, BORROWER must repay these funds to DOH no later than when the BORROWER returns the PROJECT Completion Amendment to DOH. Prior to final completion, DOH may withhold payment for such costs as allowed under Section 4.36 RECAPTURE. Repayment is subject to interest retroactive to the date of the applicable disbursement by DOH.

4.22. FALSE, INCORRECT, OR INCOMPLETE INFORMATION OR CLAIM

BORROWER warrants that they have not and will not submit to DOH any information that is materially false, incorrect, or incomplete. Providing false, fictitious, or misleading information with respect to the receipt and disbursements of LOAN funds is a basis for criminal, civil, or administrative fines and/or penalties. DOH may also pursue applicable remedies for violations by BORROWER of this section.

4.23. FINANCIAL AUDIT

DOH may require BORROWER to obtain an audit of this PROJECT conforming to Generally Accepted Accounting Principles (GAAP). BORROWER will maintain its records and accounts to facilitate the audit. BORROWER is responsible for correcting any audit findings. BORROWER is responsible for any audit findings incurred by its own organization and/or its subcontractors. DOH reserves the right to recover from BORROWER all disallowed costs and INELEGIBLE PROJECT COSTS resulting from the audit.

The audit must include a report on compliance, including an opinion (or disclaimer of opinion) about whether the BORROWER is in compliance with laws, regulations and requirements of this CONTRACT that could have a direct and material effect on DOH.

BORROWER must send a copy of any required audit per 2 CFR §200.512 to the DOH Contract Manager, no later than nine (9) months after the end of BORROWER's fiscal year(s). BORROWER must send any audit corrective action plan for audit findings and a copy of the management letter, within three (3) months of the audit report.

4.24. GOVERNING LAW AND VENUE

This CONTRACT shall be construed and interpreted according to the laws of the state of Washington, and the venue of any action brought under the CONTRACT will be in the Superior Court for Thurston County.

4.25. HISTORICAL AND CULTURAL REQUIREMENTS

BORROWER will not conduct or authorize destructive PROJECT planning activities before completing the requirements of the National Historic Preservation Act, 54 USC Subtitle III. BORROWER will not begin construction activities, ground disturbance, or excavation of any sort, until BORROWER has complied with all requirements of the National Historic Preservation Act of 1966, as amended.

If historical or cultural artifacts are discovered during the PROJECT, BORROWER will immediately stop construction and implement reasonable measures to protect the discovery site from further disturbance, take

reasonable steps to ensure confidentiality of the discovery site, restrict access to the site, and notify the concerned tribe's cultural staff or committee, Tribal Historical Preservation Officer (THPO), DOH Contract Manager, and the State's Historical Preservation Officer (SHPO) at the Washington State Department of Archaeology and Historic Preservation (DAHP). If human remains are uncovered, BORROWER will report the presence and location of the remains to the local coroner and law enforcement immediately, then contact the concerned tribe's cultural staff or committee, DOH Contract Manager, and DAHP.

BORROWER is legally and financially responsible for compliance with all laws, regulations, and agreements related to the preservation of historical or cultural sites and artifacts and will hold harmless the state of Washington and DOH in relation to any claim related to historical or cultural sites discovered, disturbed, or damaged as a result of BORROWER'S and BORROWER's subcontractors activities.

BORROWER will include the requirements of this section in all contracts for work or services related to the PROJECT. BORROWER will require that bid documents include an inadvertent discovery plan that meets the requirements of this section.

4.26. INDEMNIFICATION

BORROWER agrees to defend, indemnify, and hold harmless DOH and the state of Washington for claims arising out of or incident to BORROWER'S or any BORROWER'S subcontractor's performance or failure to perform the CONTRACT. BORROWER'S obligation to indemnify, defend, and hold harmless DOH and the state of Washington shall not be eliminated or reduced by any actual or alleged concurrent negligence of DOH or its agents, agencies, employees and officials. BORROWER'S obligation to indemnify, defend and hold harmless DOH and the state of Washington includes any claim by BORROWER'S agents, employees, officers, subcontractors or subcontractor employees.

BORROWER waives immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless the state and its agencies, officers, agents or employees.

4.27. INDUSTRIAL INSURANCE COVERAGE

BORROWER will comply with the applicable parts of Title 51 RCW, Industrial Insurance. If BORROWER fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as required by law, DOH may collect from BORROWER the full amount payable to the Industrial Insurance Accident Fund. DOH may deduct the amount owed by BORROWER to the accident fund from the amount payable to BORROWER by DOH under this CONTRACT, and transmit the deducted amount to the Washington State Department of Labor and Industries (L&I).

4.28. LITIGATION

BORROWER warrants that there is no threatened or pending litigation, investigation, or legal action before any court, arbitrator, or administrative agency that, if adversely determined against BORROWER, would have a materially adverse effect on BORROWER's ability to repay the LOAN. BORROWER agrees to promptly notify DOH if any above-referenced actions become known to BORROWER during the pendency of the Contract.

4.29. NONDISCRIMINATION

BORROWER will not discriminate on the basis of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability in the performance of this CONTRACT. BORROWER will comply with all federal and state nondiscrimination laws, including, but not limited to Chapter 49.60 RCW, Washington's Law Against Discrimination and 42 USC 12101 et seq., the Americans with Disabilities Act (ADA), and 40 CFR Part 33 Participation by Disadvantaged Business Enterprises in US EPA Programs . Failure by BORROWER to carry out these requirements is a material breach of this CONTRACT. BORROWER is required to include these non-discriminatory provisions in any contract with a subcontractor.

4.30. PREVAILING WAGE

BORROWER will assure that all contractors and subcontractors performing work funded through this CONTRACT comply with prevailing wage laws by paying the higher of state or federal prevailing wages. BORROWER is legally and financially responsible for compliance with the prevailing wage requirements. BORROWER should consult the

United States Department of Labor and Washington State Department of Labor and Industries websites to determine the federal and State prevailing wages that must be paid.

4.31. PROCUREMENT

BORROWER will comply with all procurement requirements for subcontracting for the PROJECT and for obtaining PROJECT-related goods and services. BORROWER must maintain records to verify compliance with procurement requirements.

BORROWER must ensure that all contractors, subcontractors, engineers, vendors, and any other entity for work or services listed in the PROJECT will insert in full, in any contract, the labor standards provisions in Attachment VIII: Labor Standard Provisions for Subrecipients That Are Governmental Entities.

4.32. PROHIBITION STATEMENT

Per Section 106 of the federal Trafficking Victims Protection Act, BORROWER's contractors, subcontractors, engineers, vendors, and any other entity performing work funded by this CONTRACT must comply with and include the following terms and conditions in all contracts for work or services for the PROJECT.

"All forms of trafficking in persons, illegal sex trade, or forced labor practices are prohibited in the performance of this award or subawards under the award, or in any manner during the period of time that the award is in effect. This prohibition applies to you as the recipient, your employees, subrecipients under this award, and subrecipients' employees."

4.33. PROJECT SIGNS

If BORROWER displays, during the TIME OF PERFORMANCE, any signs or markers identifying parties that are providing funds for the PROJECT, BORROWER must include the Washington State Department of Health Drinking Water State Revolving Fund and the Washington State Department of Health as participants in the PROJECT.

4.34. PUBLICITY

BORROWER agrees to get prior written consent from DOH's Contract Manager before publishing or using any advertising or publicity materials that include Washington State or DOH's name, or includes language that may reasonably infer or imply a connection with either one.

4.35. RATES AND RESERVES

BORROWER will maintain reserves at a minimum as required by the Water System Plan or Small Water System Management Plan. BORROWER will timely adopt rate increases and/or capital assessments for the system's services to provide sufficient funds, along with other revenues of the system, to pay all operating expenses and debt repayments during the LOAN TERM.

4.36. RECAPTURE

DOH reserves the right to recapture from BORROWER sufficient funds to compensate DOH for BORROWER's noncompliance with any part of this CONTRACT, in addition to any other remedies available under the CONTRACT, at law, or in equity. DOH may withhold LOAN FUNDS from BORROWER to recapture such funds.

4.37. RECORDKEEPING AND ACCESS TO RECORDS

DOH, its agents, and authorized officials of the state and federal governments will have full access and the right to examine, copy, excerpt, or transcribe, at no additional cost and at all reasonable times, any pertinent documents, papers, records, and books of BORROWER and of persons, firms, or organizations with which BORROWER may contract, involving transactions related to this CONTRACT. BORROWER agrees to keep complete records of its compliance with this CONTRACT for a period of six (6) years from the date that the debt to DOH is paid in full. This includes but is not limited to financial reports. If any litigation, claim or audit is started before the expiration of the six (6) year period, BORROWER must keep the records until all litigation, claims or audit findings involving the records have been resolved. These records retention requirements are in addition to the local government records retention schedules applicable to the BORROWER.

4.38. REGISTRATION WITH THE SYSTEM FOR AWARD MANAGEMENT (SAM)

BORROWER must comply with 48 CFR 52.204-7 to register with the System for Awards Management (SAM.gov). BORROWER is responsible for the accuracy and completeness of its data in the SAM database and any liability resulting from the Government or DOH reliance on inaccurate or incomplete data in it. BORROWER must remain registered in the SAM database. BORROWER should annually review its information in SAM to ensure it is accurate and complete.

4.39. SEVERABILITY

If any part of this CONTRACT or part of any document incorporated by reference is found to be invalid, it will not affect the other parts of this CONTRACT that can be given effect without the invalid part.

4.40. SUBCONTRACTING

Prior to awarding contracts and/or subcontracts, BORROWER must verify that the complete names of both the selected contractor and the owner or president are not in the Federal Excluded Parties List System for Ineligible Professionals and Debarred Contractors (www.SAM.gov). BORROWER must provide the DOH Contract Manager with a screen printout documenting that neither the firm, the owner or the president are excluded.

BORROWER will ensure that every contract and subcontract awarded for the PROJECT after the CONTRACT start date will bind the parties to follow all applicable terms of this CONTRACT. BORROWER is responsible to DOH for noncompliance by its contractors and/or subcontractors. BORROWER's contracts or subcontracts do not release or reduce the BORROWER's liability to DOH for any breach in the performance of BORROWER's duties. BORROWER's contracts and subcontracts must include a term that the state of Washington and DOH are not liable for claims or damages arising from a contractor and/or subcontractor's performance or lack thereof.

4.41. SURVIVAL

The CONTRACT's terms, conditions, and warranties that by its sense and context are intended to survive the completion of the performance, cancellation or termination of this CONTRACT, shall so survive.

4.42. TERMINATION FOR CAUSE

If DOH concludes that BORROWER has failed to comply with the CONTRACT requirements or has otherwise breached one or more parts of the CONTRACT, DOH may, at its discretion, upon notice to BORROWER, terminate or suspend the CONTRACT and/or its attached agreements in whole or in part.

The notice will be in writing and state the reason(s) for termination or suspension, and the effective date. The effective date will be determined by DOH. The notice will allow BORROWER at least thirty (30) business days to cure the breach, if curable. If the breach is not cured or cannot be cured within thirty (30) business days, the outstanding balance of the LOAN, with any interest accrued and other costs as authorized by the CONTRACT shall be due and payable to DOH.

If DOH terminates this CONTRACT under this section, DOH is liable only for payment required under the terms of this CONTRACT for ELIGIBLE PROJECT COSTS incurred prior to the effective date of termination.

At DOH's discretion, the termination for cause may be deemed a termination for convenience if DOH determines that the default or failure to perform was outside BORROWER's control, fault or negligence. The rights and remedies of DOH provided in this CONTRACT are not exclusive and are in addition to any other rights and remedies provided by law. Nothing in this section affects BORROWER's obligations to immediately repay the unpaid balance of the LOAN as prescribed in the Washington Administrative Code (WAC) 246-296-150.

4.43. TERMINATION OR SUSPENSION FOR CONVENIENCE

If funding or appropriation from state, federal, or other sources is withdrawn, reduced, or limited in any way during the TIME OF PERFORMANCE, DOH may:

- A.** Delay or suspend releasing LOAN FUNDS until funding or appropriation are available to DOH; or
- B.** Amend the CONTRACT to reflect the new funding limitations and conditions; or

- C. Terminate the CONTRACT and/or its attached agreements, in whole or in part; or
- D. Suspend the CONTRACT and/or its attached agreements, in whole or in part.

If DOH terminates the CONTRACT and/or its attached agreements in whole or in part, under this section, DOH will notify BORROWER's representative in writing of the reason(s) for termination, and the effective date. The effective date will be determined by DOH.

DOH may choose to suspend this CONTRACT and/or its attached agreements in whole or in part, if DOH determines that the funding insufficiency will likely be resolved in time for BORROWER to resume activities prior to the end of the TIME OF PERFORMANCE. DOH will notify BORROWER's representative by facsimile or email of the reason(s) for suspension, and the effective date. DOH will determine the effective date. BORROWER must suspend performance on the effective date of the suspension. During the period of suspension each party must notify the other party's representative of any conditions that may reasonably affect its ability to resume performance.

During the suspension, when DOH determines that the funding insufficiency is resolved, DOH may notify BORROWER's representative of the proposed date to resume performance. BORROWER must respond to DOH's representative in writing, within five (5) business days of DOH sending notice, as to whether it can resume performance on that date or offer an alternative date to resume performance. If BORROWER cannot resume performance or the alternative date is not acceptable to DOH, the parties agree the CONTRACT will be deemed terminated for convenience, retroactive to the original date of suspension.

If DOH terminates or suspends this CONTRACT, DOH is liable only for payment required under the terms of this CONTRACT for eligible project costs incurred prior to the effective date of suspension or termination. Nothing in this section shall affect Contractor's obligations to repay the unpaid balance of the LOAN. Nothing in this section affects BORROWER's obligation to repay the LOAN, including fees and other expenses as allowed by the CONTRACT.

4.44. TERMINATION PROCEDURES

When BORROWER receives Notice of Termination or on the date a suspension is converted to a termination, except as otherwise directed by DOH, BORROWER will:

- A. Stop work under the CONTRACT on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities related to the CONTRACT;
- C. If expressly requested by DOH, assign to DOH any or all of the rights, title, and interest of BORROWER under the orders and subcontracts so terminated, in which case DOH has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts. Any attempt by BORROWER to settle such claims must have the prior written approval of DOH; and
- D. Preserve and transfer any materials, CONTRACT deliverables and/or DOH property in BORROWER's possession as directed by DOH.

Upon termination of this CONTRACT, DOH will pay BORROWER for amounts due under the CONTRACT prior to the date of termination unless such payment is precluded under any other provision of this CONTRACT. DOH may withhold any amount due as DOH reasonably determines is necessary to protect DOH against potential loss or liability resulting from the termination. DOH will pay any withheld amount to BORROWER if DOH later determines that loss or liability will not occur.

4.45. WORK HOURS AND SAFETY STANDARDS

If this CONTRACT exceeds \$100,000, BORROWER must comply with the applicable Contract Work Hours and Safety Standards Act (40 USC Chapter 37). These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

ATTACHMENT I: SCOPE OF WORK (PROJECT)

DWSRF Scope of Work Form:

Scope of Work:

Project to include:

1. Construct well house, install well pump, motor, variable speed drive, flow meter, disinfection system, pump control valves, HVAC system, standby generator with automatic transfer switch, telemetry panel and controls, fire alarm, and site fencing with access gate, and connect to existing water system with approximately 1,800 feet of 16- and 24-inch transmission main.

In addition to costs of construction, costs may include (but are not limited to): construction inspection, preparation of bid documents, fees, taxes, legal, administrative and audit.

Project Costs by Cost Category:

COST CATEGORY	CURRENT ESTIMATES
Engineering Report (Preliminary Engineering)	\$0
Environmental Review	\$0
Historical Review/Cultural Review	\$0
Land/ROW Acquisition	\$0
Permits	\$0
Public Involvement/Information	\$0
Bid Documents (Design Engineering)	\$0
Construction: Estimated Cost. Provide details on following pages.	\$2,000,000
Contingency: (10% min, 20% max)	\$0
DOH Review/Approval Fees:	\$0
Sales or Use Taxes	\$0
Construction Engineering/Inspection	\$0
Insurance:	\$0
Audit:	\$0
Legal:	\$0
Service Meters (Purchase and Installation)	\$0
Other:	\$0
TOTAL ESTIMATED PROJECT COSTS (before Loan Fee)	\$2,000,000
DWSRF Loan Origination Fee (1%)	<u>\$0.00</u>
DWSRF Loan Award	<u>\$2,000,000</u>

Project Funding:

TYPE OF FUNDING	SOURCE	CURRENT STATUS
Grants and Other Non-Matching Funds		
Grant #1		\$
Grant #2		\$
Other Grants		\$
New Grants		\$
Total Grants and Other Non-Matching Funds		a) \$
Loans		
<i>This Loan Request</i>	DWSRF loan 2023-4212 DWL29312-0	\$2,000,000
Other Loan #1	DWSRF loan 2023-4212 B DWL39085-0	\$2,182,400
Other Loan #2		\$
Other Loans		\$
New Loans		\$
Total Loans		b) <u>\$4,182,400</u>
Local Revenue		
Source #1		\$
Source #2		\$
Other Local Revenue		\$
New Local Revenue		\$
Total Local Revenue		c) \$
Other Funds		
Other Funds		\$
Other Funds		\$
Total Other Funds		d) \$
TOTAL PROJECT FUNDING		e) <u>\$4,182,400</u>

Engineer's Certification:

The term of this loan will be based on an engineer's certification of the expected useful life of the improvements, as stated below, or 20 years, whichever is less. If the jurisdiction prefers the term of its loan to be less than either 20 years or the useful life of the improvements, the preferred loan term should be indicated here: __ years.

I, _____, licensed engineer, certify that the average expected useful life for the improvements described above is __ years.

Signed: _____

Name: _____

Date: _____

Telephone: _____

Professional Engineer License Number: _____

ATTACHMENT II: ATTORNEY'S CERTIFICATION

DRINKING WATER STATE REVOLVING FUND (MUNICIPAL)

I, _____, hereby certify:

I am an attorney at law admitted to practice in the state of Washington and the duly appointed attorney of BORROWER identified in the Declarations of the Contract identified above; and

I have also examined any and all documents and records, which are pertinent to the Contract, including the application requesting this financial assistance.

Based on the foregoing, it is my opinion that:

1. BORROWER is a public body, properly constituted and operating under the laws of the State of Washington, empowered to receive and expend federal, state and local funds, to contract with the state of Washington, and to receive and expend the funds involved to accomplish the objectives set forth in its application.
2. BORROWER is empowered to accept the Drinking Water State Revolving Fund financial assistance and to provide for repayment of the loan as set forth in the loan agreement.
3. There is currently no litigation in existence seeking to enjoin the commencement or completion of the above-described public facilities project or to enjoin BORROWER from repaying the Drinking Water State Revolving Fund loan extended by DOH with respect to such project. BORROWER is not a party to litigation, which will materially affect its ability to repay such loan on the terms contained in the loan agreement.
4. Assumption of this obligation would not exceed statutory and administrative rule debt limitations applicable to BORROWER.

Signature of Attorney

Date

Name and BAR Number (WSBA No.)

Address

ATTACHMENT III: FEDERAL AND STATE REQUIREMENTS (NOT ALL INCLUSIVE)

1) Environmental and Cultural Authorities

- a) Archeological and Historic Preservation Act of 1974, Public Law 86-523 as amended
- b) Clean Air Act, Public Law 84-159 as amended
- c) Coastal Zone Management Act, Public Law 92-583 as amended
- d) Endangered Species Act, Public Law 93-205 as amended
- e) Environmental Justice, Executive Order 12898
- f) Floodplain Management, Executive Order 11988 as amended by Executive Order 12148
- g) Protection of Wetlands, Executive Order 11990
- h) Farmland Protection Policy Act, Public Law 97-98
- i) Fish and Wildlife Coordination Act, Public Law 85-624 as amended
- j) National Historic Preservation Act, 54 USC Subtitle III
- k) Safe Drinking Water Act, Public Law 93-523 as amended
- l) Wild and Scenic Rivers Act, Public Law 90-542 as amended
- m) Washington State Environmental Policy Act, Chapter 43.21C RCW
- n) Native American Graves Protection and Repatriation Act, Archaeological Resources Protection Act, Revised Code of Washington (RCW) 27.44 regarding Indian Graves and Records; RCW 27.53 regarding Archaeological Sites and Resources; RCW 68.60 regarding Abandoned and Historic Cemeteries and Historic Graves; and Washington Administrative Code (WAC) 25-48 regarding Archaeological Excavation and Removal Permits.

Buy America Build America Requirements

- 2) DWSRF construction projects chosen for FFATA/Equivalency reporting must comply with the Buy America Build America provisions. Projects started prior to May 14, 2022, may be exempt. Visit the EPA website for more information on the BABA requirements and the waiver process at <https://www.epa.gov/cwsrf/build-america-buy-america-baba>

3) Economic and Miscellaneous Authorities

- a) Demonstration Cities and Metropolitan Development Act of 1996, Public Law 89-754 as amended, Executive Order 12372
- b) Procurement Prohibitions under Section 306 of the Clean air Act and Section 508 of the Clean Water Act, including Executive Order 11738, Administration of the Clean Air Act and the Federal Water Pollution Control Act with Respect to Federal Contracts, Grants, or Loans
- c) Uniform Relocation and Real Property Policies Act, Public Law 91-646 as amended
- d) Debarment and Suspension, Executive Order 12549
- e) H.R. 3547, Consolidated Appropriations Act, 2014.

4) Social Policy Authorities

- a) Age Discrimination Act of 1975, Public Law 94-135
- b) Title VI of the Civil Rights Act of 1964, Public Law 88-352
- c) Section 13 of the Federal Water Pollution Control Act Amendments of 1972, Public Law 92-500 (the Clean Water Act)
- d) Section 504 of the Rehabilitation Act of 1973, Public Law 93-112 (including Executive Orders 11914 and 11250)
- e) Equal Employment Opportunity, Executive Order 11246
- f) Disadvantaged Business Enterprise, Public Law 101-549 (the Clean Air Act), and Public Law 102-389 (the Clean Water Act)
- g) Section 129 of the Small Business Administration Reauthorization and Amendment Act of 1988, Public Law 100-590
- h) Chapter 49.60 RCW, Washington's Law against Discrimination, and 42 USC 12101 et seq. the Americans with Disabilities Act (ADA).
- i) The Contract Work Hours and Safety Standards Act (40 USC 327-333)-Where applicable.
- j) The Genetic Information Nondiscrimination Act of 2008 (GINA), 42 USC s. 2000ff et seq.

5) State Laws

- a) Chapter 36.70A RCW, Growth Management Act
- b) Chapter 39.80 RCW, Contracts for Architectural and Engineering Services
- c) Chapter 39.12 RCW, Washington State Public Works Act
- d) Chapter 43.20 RCW, State Department of Health of Health

- e) Chapter 43.70 RCW, Department of Health
- f) Chapter 43.155 RCW, Public Works Project
- g) Chapter 70.116 RCW, Public Water Systems Coordination Act of 1977
- h) Chapter 70.119 RCW, Public Water Supply Systems Certification and Regulation of Operations
- i) Chapter 70.119A RCW, Public Water Systems, Penalties & Compliances
- j) Chapter 246-290 WAC, Group A Public Water Systems
- k) Chapter 246-291 WAC, Group B Public Water Systems
- l) Chapter 246-292 WAC, Waterworks Operator Certification Regulations
- m) Chapter 246-293 WAC, Water Systems Coordination Act
- n) Chapter 246-294 WAC, Drinking Water Operating Permits
- o) Chapter 246-295 WAC, Satellite System Management Agencies
- p) Chapter 246-296 WAC Drinking Water State Revolving Fund Loan Program
- q) Chapter 173-160 WAC, Minimum Standards for Construction & Maintenance of Wells
- r) Title 173 WAC, Department of Ecology Rules
- s) Title 40 Part 141 Code of Federal Regulations, Federal National Primary Drinking Water Regulations (Section Adopted by Reference)

ATTACHMENT IV: DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENTS

GENERAL COMPLIANCE, 40 CFR, Part 33

BORROWER must comply with the requirements of Environmental Protection Agency's Program for Utilization of Small, Minority and Women's Business Enterprises (MBE/WBE) in procurement under this Contract, contained in 40 CFR, Part 33. BORROWER will use the directory of certified firms available through the Washington State Office of Minority and Women's Business Enterprises to meet the requirements.

FAIR SHARE OBJECTIVES, 40 CFR, Part 33, Subpart D

The following are exemptions from the fair share objective Requirements:

- Grant and loan recipients receiving a total of \$250K or less in EPA financial assistance in a given fiscal year.
- Tribal recipients of Performance Partnership Eligible grants under 40 CFR Part 35, Subpart B.
 - There is a 3-year phase in period for the requirement to negotiate fair share goals for Tribal and Insular Area recipients.
- Recipients of Technical Assistance Grants.

The Fair Share Objectives or goals for the utilization of disadvantaged businesses negotiated with EPA by the WA Office of Minority Women Business are stated below.

Construction	10% MBE	6% WBE
Supplies	8% MBE	4% WBE
Equipment	8% MBE	4% WBE
Purchased Services	10% MBE	4% WBE

BORROWER must accept the fair share objectives/goals stated above and purchase the same or similar construction, supplies, services and equipment, in the same or similar relevant geographic buying market as WA Office of Minority Women Business goals.

SIX GOOD FAITH EFFORTS, 40 CFR, Part 33, Subpart C

Pursuant to 40 CFR, Section 33.301, BORROWER will make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to ensure that sub-recipients, loan recipients, and prime contractors also comply.

Records documenting compliance with the six good faith efforts shall be retained. The six good faith efforts shall include:

- Ensure Disadvantaged Business Enterprises are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local Government recipients, this will include placing the Disadvantaged Business Enterprises on solicitation lists and soliciting them whenever they are potential sources.
- Make information on forthcoming opportunities available to Disadvantaged Business Enterprises and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by Disadvantaged Business Enterprises in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of thirty (30) calendar days before the bid or proposal closing date.
- Consider in the contracting process whether firms competing for large contracts could subcontract with Disadvantaged Business Enterprises. For Indian Tribal, State and Local Government recipients, this will include dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by Disadvantaged Business Enterprises in the competitive process.
- Encourage contracting with a consortium of Disadvantaged Business Enterprises when a contract is too large for one of these firms to handle individually.
- Use the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Health.
- If the prime contractor awards subcontracts, also require the prime contractor to take the five good faith efforts in paragraphs A through E above.

MBE/WBE REPORTING, 40 CFR, Part 33, Sections 33.502 and 33.503

BORROWER is required to submit MBE/WBE participation reports to DOH, on a quarterly basis, beginning with the Federal fiscal year reporting period BORROWER receives the award and continuing until the project is completed.

CONTRACT ADMINISTRATION PROVISIONS, 40 CFR, Section 33.302

BORROWER agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

BORROWER agrees to require all general contractors to provide forms: EPA Form 6100-2 DBE Subcontractor Participation Form and EPA Form 6100-3 DBE Subcontractor Performance Form to all its Disadvantaged Business Enterprise subcontractors, engineers, vendors, and any other entity for work or services listed in the PROJECT. These two (2) forms may be obtained from the EPA Office of Small Business Program's website on the internet at <http://www.epa.gov/osbp/grants.htm>.

BORROWER agrees to require all general contractors to complete and submit to BORROWER and Environmental Protection Agency EPA Form 6100-4 DBE Subcontractor Utilization Form beginning with the Federal fiscal year reporting period BORROWER receives the award and continuing until the project is completed. Only procurements with certified MBE/WBEs are counted toward a Contractor's MBE/WBE accomplishments.

BIDDERS LIST, 40 CFR, Section 33.501(b) and (c)

BORROWER is also required to create and maintain a bidders list if BORROWER of the loan is subject to, or chooses to follow, competitive bidding requirements. Please see 40 CFR, Section 33.501 (b) and (c) for specific requirements and exemptions.

Section 33.501(b) of the rule is as follows:

A recipient of a Continuing Environmental Program Grant or other annual grant must create and maintain a bidders list. In addition, a recipient of an EPA financial assistance agreement to capitalize a revolving loan fund also must require entities receiving identified loans to create and maintain a bidders list if the recipient of the loan is subject to, or chooses to follow, competitive bidding requirements. The purpose of a bidders list is to provide the recipient and entities receiving identified loans who conduct competitive bidding with as accurate a database as possible about the universe of MBE/WBE and non-MBE/WBE prime and subcontractors. The list must include all firms that bid or quote on prime contracts or bid or quote on subcontracts under EPA assisted projects, including both MBE/WBEs.

The bidders list must be kept until the grant project period has expired and the recipient is no longer receiving EPA funding under the grant. For entities receiving identified loans, the bidders list must be kept until the project period for the identified loan has ended. The following information must be obtained from all prime and subcontractors:

- (1) Entity's name with point of contact;
- (2) Entity's mailing address, telephone number, and e-mail address;
- (3) The procurement on which the entity bid or quoted, and when; and
- (4) Entity's status as a MBE/WBE¹ or non-MBE/WBE.

The exemption found at § 33.501(c) is as follows:

A recipient of an EPA financial assistance agreement in the amount of \$250,000 or less for any single assistance agreement, or of more than one financial assistance agreement with a combined total of \$250,000 or less in any one fiscal year, is exempt from the paragraph (b) of this section requirement to create and maintain a bidders list. Also, a recipient under the CWSRF, DWSRF, or BCRLF Program is not required to apply the paragraph (b) of this section bidders list requirement of this subpart to an entity receiving an identified loan in an amount of \$250,000 or less, or to an entity receiving more than one identified loan with a combined total of \$250,000 or less in any one fiscal year. This exemption is limited to the paragraph (b) of this section bidders list requirements of this subpart.

¹ Qualified Women and Minority business enterprises may be found on the Internet at www.omwbe.wa.gov or by contacting the Washington State Office of Minority and Women's Enterprises at 360-704-1181.

ATTACHMENT V: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS



United States Environmental Protection Agency
Washington, DC 20460

EPA Project Control Number

The terms, "covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded", as used in this attachment, are defined in the rules implementing Executive Order 12549, including 13 CFR § 400.109. You may contact DOH for help getting a copy of these regulations.

BORROWER, defined as the primary participant and its principals, certifies by signing below that to the best of its knowledge and belief they:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- B. Have not within a three-year (3) period preceding this CONTRACT, been convicted of or had a civil judgment against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
- C. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses described in this attachment; and,
- D. Have not within a three-year period (3) preceding the signing of this CONTRACT had one or more public transactions (federal, state, or local) terminated for cause or default.

Prior to awarding contracts for the PROJECT, BORROWER must verify that neither the contractor's business name(s) nor the names of its principals are in the Federal Excluded Parties List System for Ineligible Professionals and Debarred Contractors (www.SAM.gov). BORROWER must keep documentation in the PROJECT files and provide a copy to the DOH Contract Manager.

BORROWER will include the language below without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

The lower tier contractor certifies, by signing this CONTRACT that neither it nor its principals are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

I understand that a false statement on this certification may be ground for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine or imprisonment for up to 5 years, or both.

Michael Rizzitiello - City Administrator

Typed or Printed Name & Title of Authorized Representative 1118-2024

Signature of Authorized Representative

Date

☐

I am unable to certify to the above statements. My explanation is attached.

ATTACHMENT VI: DWSRF ELIGIBLE PROJECT COSTS

Must be directly attributable to the project.

1. The costs for complying with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
2. DWSRF loan fees.
3. The purchase of a portion of another system's capacity, if it is the most cost effective solution (limited to publicly owned (municipal) systems).
4. Construction of reservoirs (clear wells) that are part of the treatment process and are collocated with the treatment facility.
5. Construction of distribution reservoirs (finished water).
6. Cost associated with restructuring or consolidation of existing water systems by publicly owned water systems.
7. Main extensions to connect to safe and reliable sources of drinking water.
8. Cost associated with collecting and preparing environmental assessment documents to obtain local permits.
9. Direct labor including related employee benefits:
 - a. Salaries and wages (at actual or average rates) covering productive labor hours of employees of the borrower (excluding the administrative organization of the operating unit involved) for periods of time actively or incidentally engaged in pre-design engineering, design engineering, construction engineering, acquisition of rights of way, and the cleaning, sterilization or bacteriological testing of water system components prior to public use. The costs of services rendered by employees generally classified as administration/project management of the loan are considered a direct cost only when such employees are assigned the types of services described above and shall be limited to 3% or less of the project loan amount.
 - b. Employee benefits relating to labor are considered a direct cost of construction projects. The following items may be included as employee benefits:
 - F.I.C.A. (Social Security) –employer's share.
 - Retirement benefits.
 - Hospital, health, dental, and other welfare insurance.
 - Life insurance.
 - Industrial and medical insurance.
 - Vacation.
 - Holiday.
 - Sick leave.
 - Military leave and jury duty.Employee benefits must be calculated as a percentage of direct labor dollars. The

computation of predetermined percentage rates to be applied to current labor costs must be based on the average of total employee benefits and total labor costs for the prior fiscal year and adjusted by known current year variations.

- c. Other than work identified in Number 9.a, no costs associated with labor performed by the borrower's employees, including force account work, are eligible for financing assistance.
10. Contract engineering, planning, design, legal, and financial planning services. The Department of Health reserves the right to declare ineligible legal costs that are unreasonable and disproportionate to the project.
11. Contract construction work.
12. Direct vehicle and equipment charges at the actual rental cost paid for the equipment or, in the case of city or county-owned equipment, at the rental rates established by the local government's "equipment rental and revolving fund" following the methods prescribed by the division of municipal corporations. However, such costs must be charged on a uniform basis to equipment used for all projects regardless of the source of funding. Cities with a population of eight thousand or less not using this type of fund are allowed the same rates as used by the State Department of Transportation.
13. Direct materials and supplies.
14. Other direct costs incurred for materials or services acquired for a specific project are eligible costs and may include, but are not limited to such items as:
 - a. Telephone charges.
 - b. Reproduction and photogrammetry costs.
 - c. Video and photography for project documentation.
 - d. Computer usage.
 - e. Printing and advertising.
15. Other project related costs include:
 - Competitive Bidding.
 - Audit.
 - Insurance.
 - Prevailing wages.
 - Attorney fees.
 - Environmental Review.
 - Archaeological Survey.

Water system plan costs are not eligible for reimbursement. Small water system management program and plan amendments costs are eligible for reimbursement.

Projects may be designed to accommodate reasonable growth. This is generally the 20-year projection included in the system's water system plan or small water system management program.

ATTACHMENT VII: LABOR STANDARD PROVISIONS FOR SUBRECIPIENTS THAT ARE GOVERNMENTAL ENTITIES

Wage Rate Requirements Under The Consolidated and Further Continuing Appropriations Act, 2013 (P.L. 113-6)

Preamble

With respect to the Clean Water and Safe Drinking Water State Revolving Funds, EPA provides capitalization grants to each state which in turn provides subgrants or loans to eligible entities within the state. Typically, the subrecipients are municipal or other local governmental entities that manage the funds. For these types of recipients, the provisions set forth under Roman Numeral I, below, shall apply. Although EPA and the State remain responsible for ensuring subrecipients' compliance with the wage rate requirements set forth herein, those subrecipients shall have the primary responsibility to maintain payroll records as described in Section 3(ii)(A), below and for compliance as described in Section I-5.

Occasionally, the subrecipient may be a private for profit or not for profit entity. For these types of recipients, the provisions set forth in Roman Numeral II, below, shall apply. Although EPA and the State remain responsible for ensuring subrecipients' compliance with the wage rate requirements set forth herein, those subrecipients shall have the primary responsibility to maintain payroll records as described in Section II-3(ii)(A), below and for compliance as described in Section II-5.

I. Requirements Under The Consolidated and Further Continuing Appropriations Act, 2013 (P.L. 113-6)

For Subrecipients That Are Governmental Entities:

The following terms and conditions specify how recipients will assist EPA in meeting its Davis-Bacon (DB) responsibilities when DB applies to EPA awards of financial assistance under the FY 2013 Continuing Resolution with respect to State recipients and subrecipients that are governmental entities. If a subrecipient has questions regarding when DB applies, obtaining the correct DB wage determinations, DB provisions, or compliance monitoring, it may contact Department of Health. If a State recipient needs guidance, they may obtain additional guidance from DOL's web site at <http://www.dol.gov/whd/>.

1. Applicability of the Davis- Bacon (DB) prevailing wage requirements.

Under the FY 2013 Continuing Resolution, DB prevailing wage requirements apply to the construction, alteration, and repair of treatment works carried out in whole or in part with assistance made available by a State water pollution control revolving fund and to any construction project carried out in whole or in part by assistance made available by a drinking water treatment revolving loan fund. If a subrecipient encounters a unique situation at a site that presents uncertainties regarding DB applicability, the subrecipient must discuss the situation with the recipient State before authorizing work on that site.

2. Obtaining Wage Determinations.

(a) Subrecipients shall obtain the wage determination for the locality in which a covered activity subject to DB will take place prior to issuing requests for bids, proposals, quotes or other methods for soliciting contracts (solicitation) for activities subject to DB. These wage determinations shall be incorporated into solicitations and any subsequent contracts. Prime contracts must contain a provision requiring that subcontractors follow the wage determination incorporated into the prime contract.

- (i) While the solicitation remains open, the subrecipient shall monitor www.wdol.gov weekly to ensure that the wage determination contained in the solicitation remains current. The subrecipients shall amend the solicitation if DOL issues a modification more than 10 days prior to the closing date (i.e. bid opening) for the solicitation. If DOL modifies or supersedes the applicable wage determination less than 10 days prior to the closing date, the subrecipients may request a finding from the State recipient that there is not a reasonable time to notify interested contractors of the modification of the wage determination. The State recipient will provide a report of its findings to the subrecipient.
- (ii) If the subrecipient does not award the contract within 90 days of the closure of the solicitation, any modifications or supersedes DOL makes to the wage determination contained in the solicitation shall be effective unless the State recipient, at the request of the subrecipient, obtains an extension of the 90 day period from DOL pursuant to 29 CFR 1.6(c) (3) (iv). The subrecipient shall monitor www.wdol.gov on a weekly

basis if it does not award the contract within 90 days of closure of the solicitation to ensure that wage determinations contained in the solicitation remain current.

(b) If the subrecipient carries out activity subject to DB by issuing a task order, work assignment or similar instrument to an existing contractor (ordering instrument) rather than by publishing a solicitation, the subrecipient shall insert the appropriate DOL wage determination from www.wdol.gov into the ordering instrument.

(c) Subrecipients shall review all subcontracts subject to DB entered into by prime contractors to verify that the prime contractor has required its subcontractors to include the applicable wage determinations.

(d) As provided in 29 CFR 1.6(f), DOL may issue a revised wage determination applicable to a subrecipient's contract after the award of a contract or the issuance of an ordering instrument if DOL determines that the subrecipient has failed to incorporate a wage determination or has used a wage determination that clearly does not apply to the contract or ordering instrument. If this occurs, the subrecipient shall either terminate the contract or ordering instrument and issue a revised solicitation or ordering instrument or incorporate DOL's wage determination retroactive to the beginning of the contract or ordering instrument by change order. The subrecipient's contractor must be compensated for any increases in wages resulting from the use of DOL's revised wage determination.

3. Contract and Subcontract provisions.

(a) The Recipient shall insure that the subrecipient(s) shall insert in full in any contract in excess of \$2,000 which is entered into for the actual construction, alteration and/or repair, including painting and decorating, of a treatment work under the CWSRF or a construction project under the DWSRF financed in whole or in part from Federal funds or in accordance with guarantees of a Federal agency or financed from funds obtained by pledge of any contract of a Federal agency to make a loan, grant or annual contribution (except where a different meaning is expressly indicated), and which is subject to the labor standards provisions of any of the acts listed in § 5.1 or the FY 2013 Continuing Resolution, the following clauses:

(1) Minimum wages.

(i) All laborers and mechanics employed or working upon the site of the work will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (a)(1)(iv) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in § 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under paragraph (a)(1)(ii) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the Borrower and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

Subrecipients may obtain wage determinations from the U.S. Department of Labor's web site, www.dol.gov.

(ii)(A) The subrecipient(s), on behalf of EPA, shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The State award official shall approve a request for an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the subrecipient(s) agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), documentation of the action taken and the request, including the local wage determination shall be sent by the subrecipient (s) to the State award official. The State award official will transmit the request, to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210 and to the EPA DB Regional Coordinator concurrently. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification request within 30 days of receipt and so advise the State award official or will notify the State award official within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the subrecipient(s) do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the award official shall refer the request and the local wage determination, including the views of all interested parties and the recommendation of the State award official, to the Administrator for determination. The request shall be sent to the EPA DB Regional Coordinator concurrently. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt of the request and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(ii)(B) or (C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, provided, that the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

(2) Withholding. The subrecipient(s), shall upon written request of the EPA Award Official or an authorized representative of the Department of Labor, withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work, all or part of the wages required by the contract, the (Agency) may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

(3) Payrolls and basic records.

(i) Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing

apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

(ii)(A) The contractor shall submit weekly, for each week in which any contract work is performed, a copy of all payrolls to the subrecipient, that is, the entity that receives the sub-grant or loan from the State capitalization grant recipient. Such documentation shall be available on request of the State recipient or EPA. As to each payroll copy received, the subrecipient shall provide written confirmation in a form satisfactory to the State indicating whether or not the project is in compliance with the requirements of 29 CFR 5.5(a)(1) based on the most recent payroll copies for the specified week. The payrolls shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on the weekly payrolls. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at <http://www.dol.gov/whd/forms/wh347instr.htm> or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to the subrecipient(s) for transmission to the State or EPA if requested by EPA, the State, the contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the subrecipient(s).

(B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be provided under § 5.5 (a)(3)(ii) of Regulations, 29 CFR part 5, the appropriate information is being maintained under § 5.5 (a)(3)(i) of Regulations, 29 CFR part 5, and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph (a)(3)(ii)(B) of this section.

(D) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under paragraph (a)(3)(i) of this section available for inspection, copying, or transcription by authorized representatives of the State, EPA or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the Federal agency or State may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

(4) Apprentices and trainees--

(i) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually

registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) Equal employment opportunity. The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

(5) Compliance with Copeland Act requirements. The Borrower must comply with the requirements of 29 CFR part 3, which are incorporated by reference in this contract.

(6) Subcontracts. The Borrower and/or subcontractor must insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as the EPA determines may be appropriate, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

(7) Contract termination; debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

(8) Compliance with Davis-Bacon and Related Act requirements. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

(9) Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes will be resolved according to the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and Subrecipient(s), State, EPA, the U.S. Department of Labor, or the employees or their representatives.

(10) Certification of eligibility.

(i) By entering into this contract, Borrower certifies that neither it (nor he or she) nor any person or firm who has an interest in the Borrower's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 USC 1001.

4. Contract Provision for Contracts in Excess of \$100,000.

(a) Contract Work Hours and Safety Standards Act. The subrecipient shall insert the following clauses set forth in paragraphs (a)(1), (2), (3), and (4) of this section in full in any contract in an amount in excess of \$100,000 and subject to the overtime provisions of the Contract Work Hours and Safety Standards Act. These clauses shall be inserted in addition to the clauses required by Item 3, above or 29 CFR 4.6. As used in this paragraph, the terms laborers and mechanics include watchmen and guards.

(1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (a)(1) of this section the contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (a)(1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (a)(1) of this section.

(3) Withholding for unpaid wages and liquidated damages. The subrecipient, upon written request of the EPA Award Official or an authorized representative of the Department of Labor, shall withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

(4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (a)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (a)(1) through (4) of this section.

(b) In addition to the clauses contained in Item 3, above, in any contract subject only to the Contract Work Hours and Safety Standards Act and not to any of the other statutes cited in 29 CFR 5.1, the Subrecipient shall insert a clause requiring that the contractor or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. Further, the Subrecipient shall insert in any such contract a clause providing that the records to be maintained under this paragraph shall be made available by the

contractor or subcontractor for inspection, copying, or transcription by authorized representatives of the (write the name of agency) and the Department of Labor, and the contractor or subcontractor will permit such representatives to interview employees during working hours on the job.

5. Compliance Verification

(a) The subrecipient shall periodically interview a sufficient number of employees entitled to DB prevailing wages (covered employees) to verify that contractors or subcontractors are paying the appropriate wage rates. As provided in 29 CFR 5.6(a)(6), all interviews must be conducted in confidence. The subrecipient must use Standard Form 1445 (SF 1445) or equivalent documentation to memorialize the interviews. Copies of the SF 1445 are available from EPA on request.

(b) The subrecipient shall establish and follow an interview schedule based on its assessment of the risks of noncompliance with DB posed by contractors or subcontractors and the duration of the contract or subcontract. Subrecipients must conduct more frequent interviews if the initial interviews or other information indicated that there is a risk that the contractor or subcontractor is not complying with DB.

Subrecipients shall immediately conduct interviews in response to an alleged violation of the prevailing wage requirements. All interviews shall be conducted in confidence."

(c) The subrecipient shall periodically conduct spot checks of a representative sample of weekly payroll data to verify that contractors or subcontractors are paying the appropriate wage rates. The subrecipient shall establish and follow a spot check schedule based on its assessment of the risks of noncompliance with DB posed by contractors or subcontractors and the duration of the contract or subcontract. At a minimum, if practicable, the subrecipient should spot check payroll data within two weeks of each contractor or subcontractor's submission of its initial payroll data and two weeks prior to the completion date the contract or subcontract. Subrecipients must conduct more frequent spot checks if the initial spot check or other information indicates that there is a risk that the contractor or subcontractor is not complying with DB. In addition, during the examinations the subrecipient shall verify evidence of fringe benefit plans and payments thereunder by contractors and subcontractors who claim credit for fringe benefit contributions.

(d) The subrecipient shall periodically review contractors and subcontractors use of apprentices and trainees to verify registration and certification with respect to apprenticeship and training programs approved by either the U.S Department of Labor or a state, as appropriate, and that contractors and subcontractors are not using disproportionate numbers of, laborers, trainees and apprentices. These reviews shall be conducted in accordance with the schedules for spot checks and interviews described in Item 5(b) and (c) above.

(e) Subrecipients must immediately report potential violations of the DB prevailing wage requirements to the Department of Health and to the appropriate DOL Wage and Hour District Office listed at

https://www.dol.gov/whd/WHD_district_offices.pdf.

November 6, 2024

City of College Place
Mike Rizzitiello
625 S. College Ave.,
College Place, WA
MRizzitiello@cpwa.us



RE: Loan Contract Number: DWL30985-0

Dear Mr. Rizzitiello;

Enclosed is the Drinking Water State Revolving Fund Loan Contract Number identified above for your signature. The Loan Contract details the terms and conditions that will govern the agreement between us, which includes the project's Scope of Work as a formal attachment. Failure to return the contracts within 60 calendar days of the date of this letter may result in your loan offer being withdrawn.

Review, print and sign the document. Once signatures are obtained, scan and return by email to dohcon.mgmt@doh.wa.gov or print and sign a hard copy, and return the originals to us for full execution.

Please note that the U.S. Environmental Protection Agency is the funding source for this program and the Catalog of Federal Domestic Assistance (CFDA) number is 66.468. Consequently, the loan funds are federal and subject to both state and federal requirements.

A non-refundable one-percent loan administration fee will be collected at contract execution (If applicable), including any subsequent amendments where funds are added. The loan amount may be modified to include an amount sufficient to cover the one-percent loan administration fee. In most cases, the fee will be collected in full at contract execution. Please review the terms and conditions of the Loan Contract and all attachments carefully for details.

A requirement of the DWSRF program is that you must maintain updated project records and yearly renewal of your registration in the System for Award Management at www.sam.gov.

Another requirement of the DWSRF program is that all entities are required to verify that the federal government has not suspended or debarred them from receiving federal funds. This includes, but is not limited to, project contractors, subcontractors, engineers, architects, consultants, and equipment vendors. The Exclusion Report can be accessed at www.sam.gov. Failure to provide this required certification may result in termination of your loan contract.

After the Loan Contracts have been signed by the Department or its designee, one fully executed original will be returned to you for your files. Instructions for drawing the loan funds will be returned to you with the executed Loan Contract, as well as the necessary forms. The Loan Contract specifies that draws may be made for costs that have been incurred within the contract period of performance, and which have supporting documentation such as receipts or bills.

We are looking forward to working with you over the course of this project. If you have any questions about this Loan Contract, please contact me.

Sincerely,
Rachel Paris
DOH Contract Manager
(360) 236-4294
Rachel.Paris@DOH.WA.GOV

Enclosures:

ATTACHMENT I: SCOPE OF WORK (PROJECT)
ATTACHMENT II: ATTORNEY'S CERTIFICATION
ATTACHMENT III: FEDERAL AND STATE REQUIREMENTS
ATTACHMENT IV: DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENTS
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ATTACHMENT VI: DWSRF ELIGIBLE PROJECT COSTS
ATTACHMENT VII: LABOR STANDARD PROVISIONS FOR SUBRECIPIENTS THAT ARE GOVERNMENTAL ENTITIES

Washington State Department of Health

DWSRF Municipal Loan Boilerplate

May 2018

Version History		
Date	Revision(s)	Version
05-15-2018	Original - developed via a team of the DWSRF Grant and Loan Unit Supervisor, the DOH Office of Drinking Water Finance Director, the DOH Office of Contracts and Procurement Technical and Policy Advisor, and DOH's Financial Services Assistant Attorney General.	1

1. CONTRACT FACE SHEET

#2023-4212 B Loan Number: DWL30985-0
Washington State Department of Health (DOH)
Drinking Water State Revolving Fund (DWSRF)
Municipal

1. Borrower City of College Place 625 S. College Ave., College Place, WA 99324-1516		2. Borrower Doing Business As (optional)	
3. Borrower Type Construction Loan		4. Borrower's Statutory Authority	
5. Borrower Contract Manager Information Name: Mike Rizzitiello Title City Administrator		6. DOH Contract Manager Rachel Paris P.O. Box 47822 Olympia, WA 98504-7822 Phone (360) 236 4294 Email rachel.paris@doh.wa.gov	
7. Project Name College Place Well #8 Add'l Funds			
8. Loan Amount: 2,182,000.00 Loan Fee: 0.00 Interest Rate: 1.75%	9. Funding Source Federal: ☐ State: ☒ Other: ☐	10. Start Date DOE	11. End Date 10/01/2044
12. Federal Funding Agency Environmental Protection Agency Catalogue of Federal Assistance (CFDA) Number 66.468			
13. Borrower Tax ID # 02-7416270	14. SWV # 0028965-00	15. Borrower UBI # 36900056400	16. Borrower UEI # ZG1SNDHCCH16
17. Contract Purpose DOH and the party identified above as Borrower, hereafter referred to as BORROWER, have entered into this contract to fund the project identified above that furthers the goals and objectives of the DOH DWSRF Program. The project will be done by the BORROWER as described in the scope of work and this contract. The rights and obligations of the parties are governed by this contract and the following documents incorporated by reference: General Terms and Conditions including Declarations; Attachment I: Scope of Work (Project); Attachment II Attorney's Certification; Attachment III: Federal and State Requirements; Attachment IV: Disadvantaged Business Enterprise Requirements; Attachment V: Certification Regarding Debarment, Suspension, and Other Responsibility Matters; Attachment VI: DWSRF Eligible Project Costs; and Attachment VII: Labor Standard Provisions for Subrecipients that are Governmental Entities. By the signature below, the parties acknowledge and accept the terms of this contract.			
FOR CONTRACTOR		FOR DOH	
SIGNATURE AND DATE  11-15-2024		SIGNATURE and DATE	
NAME and TITLE Michael Rizzitiello City Administrator		NAME and TITLE APPROVED AS TO FORM ONLY Mark Calkins, AAG Signature on File	

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ATTACHMENT II	ATTORNEY'S CERTIFICATION
ATTACHMENT III	FEDERAL AND STATE REQUIREMENTS
ATTACHMENT IV	DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENTS
ATTACHMENT V	CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
ATTACHMENT VI	DWSRF ELIGIBLE PROJECT COSTS
ATTACHMENT VII	LABOR STANDARD PROVISIONS FOR SUBRECIPIENTS THAT ARE GOVERNMENTAL ENTITIES

3. DECLARATIONS

3.1. BORROWER INFORMATION

Legal Name:	City of College Place
Loan Number:	DWL30985-0
Award Year:	2023-4212 B
State Wide Vendor Number:	SWV0028965-00

3.2. PROJECT INFORMATION (PROJECT)

Project Title:	Well No.8 Additional Funds
Project Location (City or County):	City of College Place
Project State:	Washington
Project Zip Code:	99324-1516

Project Scope of Work (PROJECT): Attachment I, attached hereto and incorporated by reference.

3.3. CONTRACT COMMUNICATION

Communications regarding Contract performance is delegated by each party to its Contract Manager. Either party may change its Contract Manager by express notice to the other party. Either party may identify on an as needed basis an alternate Contract Manager to serve during the stated temporary absence of its primary Contract Manager. Notices between the parties regarding Contract performance must be provided by written communication to the other party's Contract Manager. Written communication includes email but not voice mail. Notices are presumed received by the other party's Contract Manager upon evidence of delivery between the hours of 8:00 am to 5:00 pm except for state holidays and weekends.

3.4. LOAN INFORMATION

Loan Amount:	\$2,182,400.00
Loan Fee (Included in loan amount if applicable):	\$198,400.00
Principal Loan Forgiveness %:	0%
Loan Term:	20 years
Interest Rate:	1.75%
Payment Month(s):	October 1 st Annually
Earliest Date for Construction Reimbursement:	One year prior to contract execution date
Time of Performance:	48 months from Contract start date (date of last signature) to Project Completion date.
	18 months from Contract start date (date of last signature)

Notice to Proceed:

3.5. FUNDING INFORMATION

Total Funds from BORROWER:	\$0.00
Source(s) of Funds from Borrower, with assigned amounts per source:	\$0.00
Total State Funds:	\$2,182,400.00
Total Amount of Federal Award (as applicable):	N/A
Total Amount of Loan:	\$2,182,400.00
Federal Award Date:	N/A
Federal Award ID # (FAIN):	N/A
Amount of Federal Funds Obligated by this Action:	N/A

3.6. SPECIAL TERMS AND CONDITIONS

N/A

4. GENERAL TERMS AND CONDITIONS

DRINKING WATER STATE REVOLVING FUND (MUNICIPAL)

4.1. AUTHORITY

Acting under the authority of Section 1452 of the Safe Drinking Water Act (SDWA) Section 130, RCW 39.34, RCW 43.70.040, and RCW 70.119A.170 the Washington State Department of Health (DOH) has awarded BORROWER a Drinking Water State Revolving Fund Loan (LOAN) for the project identified in the Declarations (PROJECT). Under this CONTRACT, BORROWER is a sub-recipient of funds provided by the United States Environmental Protection Agency (EPA), CFDA Number 66.468, Safe Drinking Water State Revolving Fund.

In some CONTRACT attachments, DOH is referred to as "Lender" and BORROWER is referred to as "Contractor."

4.2. FULL AGREEMENT

This CONTRACT contains the full agreement of the parties. No other understandings, oral or otherwise, regarding the subject matter of this CONTRACT exists.

4.3. ORDER OF PRECEDENCE

In the event of an inconsistency in this CONTRACT, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: The order of precedence for terms and conditions under categories B and C is subject to the proviso that when a contract term or condition appears in more than one contract document, the more specific contract term or condition shall control if the different contract provisions cannot be harmonized.

- A. Applicable local, state, and federal statutes and regulations
- B. Contract amendments
- C. The Contract (in this order)
 - Declarations and Special Terms and Conditions
 - General Terms and Conditions
 - Attachments I – VII

4.4. LOAN AMOUNT

DOH, using funds from the Drinking Water Assistance Account, will loan BORROWER a sum not to exceed the amount shown as LOAN AMOUNT in the Declarations. The LOAN AMOUNT shall not exceed one hundred percent (100%) of the actual eligible PROJECT costs.

4.5. LOAN FEE

If DOH assessed a LOAN FEE, it is shown in the Declarations as LOAN FEE and included in the total LOAN AMOUNT. The fee (if applicable) is one percent (1%) of the loan request and will not be reduced, regardless of the final LOAN AMOUNT at PROJECT completion. If the LOAN FEE applies and the total LOAN AMOUNT is increased by amendment, DOH will assess an additional LOAN FEE equal to one percent (1%) of the additional LOAN AMOUNT. LOAN FEES are non-refundable.

4.6. LOAN TERM

Unless changed by an amendment, the LOAN TERM will not exceed the period of time shown in the Declarations. The repayment period for DOH subsidized loans is twenty-four (24) years from this CONTRACT's start date. The repayment period for non-DOH subsidized loans is twenty (20) years from this CONTRACT's start date.

4.7. INTEREST RATE

The interest rate is stated in the Declarations. Interest is per annum on the outstanding principal balance and starts to accrue from the date DOH releases LOAN FUNDS to BORROWER.

4.8. LOAN FORGIVENESS

If the LOAN qualifies for LOAN Forgiveness, the percent of the LOAN balance that DOH will forgive at PROJECT completion is stated in the Declarations. DOH calculates the amount forgiven when DOH approves the BORROWER's Project Completion Report. The amount forgiven will be based on either the LOAN AMOUNT or BORROWER's ELIGIBLE PROJECT COSTS, whichever is less, and accrued interest.

4.9. RELEASE OF LOAN FUNDS AND REQUIRED DOCUMENTATION

DOH will release LOAN funds to BORROWER to reimburse BORROWER for eligible PROJECT costs. To request reimbursement, BORROWER must submit a signed and completed invoice using a form provided by DOH. The invoice must reference the PROJECT activity performed, and include supporting documentation such as bills, invoices, receipts, and documentation of compliance with CONTRACT requirements as requested by DOH. The invoice must be signed by an official of BORROWER with authority to bind BORROWER.

Invoices must also include a report of the progress made since the last invoice, and the PROJECT status to date. DOH will not release funds until the PROJECT status report and documentation are approved by DOH. Approval will not be unreasonably withheld or delayed. After approving the invoice, documentation, and PROJECT status report, DOH will release funds to BORROWER within thirty (30) days, if BORROWER is not in alleged or actual breach of CONTRACT.

DOH will withhold ten percent (10%) of LOAN funds until DOH confirms that BORROWER has successfully completed all steps for PROJECT COMPLETION. The 10% holdback will be available to BORROWER as part of the last LOAN disbursement.

4.10. TIME OF PERFORMANCE

BORROWER will begin the activities in the PROJECT within thirty (30) calendar days of the CONTRACT start date. BORROWER will issue a 'Notice to Proceed', after the formal award of a construction contract, within eighteen (18) months of the CONTRACT start date.

BORROWER must reach PROJECT COMPLETION within the TIME OF PERFORMANCE. If there are extenuating circumstances, BORROWER may request, in writing, at least ninety (90) calendar days prior to the PROJECT COMPLETION that DOH extend the deadline for PROJECT COMPLETION. At its discretion, DOH may issue an extension. DOH's decision is final and not subject to the dispute clause.

If BORROWER does not meet the requirements of this section, it is a breach of CONTRACT, and DOH may terminate or suspend this CONTRACT.

4.11. PROJECT COMPLETION AMENDMENT AND THE PROJECT COMPLETION REPORT

The PROJECT Completion Amendment determines the final LOAN AMOUNT and LOAN TERM. When activities in the PROJECT are complete, BORROWER will start the process for the PROJECT Completion Amendment by sending DOH the PROJECT Completion Report. In the PROJECT Completion Report, BORROWER will provide the following information to DOH:

- A. A statement of the actual dollar amount spent, from all fund sources, to complete the PROJECT.
- B. A statement that all ELIGIBLE PROJECT COSTS have been incurred. Costs are incurred when goods and services are received and/or contracted work is performed.
- C. Evidence showing BORROWER'S compliance with financial the audit requirements of this CONTRACT.
- D. An invoice for the remaining ELIGIBLE PROJECT COSTS.
- E. Documentation of BORROWER's compliance with National Historic Preservation Act, 54 USC Subtitle III.

4.12. LOAN PAYMENTS

BORROWER must begin repaying the LOAN no later than one (1) year after the CONTRACT start date. Payments are due on the first day of the month(s) shown as the PAYMENT MONTH(S) in the Declarations. Payments are

principal and interest accrued up to the PAYMENT MONTH(S).

BORROWER can repay in full the LOAN balance, including fees and repayment of LOAN FUNDS for ineligible project costs (if any), at any time or make accelerated payments without penalty. The final payment must be on or before the end of the LOAN TERM.

4.13. LOAN DEFAULT

DOH must receive BORROWER'S payment within thirty (30) calendar days of the due date. Late payments are delinquent and assessed a monthly penalty on the first (1st) day past the due date. The penalty is one percent (1%) of the late payment amount per month. Penalty and fees accrue interest at the rate stated as LOAN INTEREST in the Declarations.

DOH may notify any other entity, creditors, or potential creditors of BORROWER's delinquency. BORROWER is responsible for all attorney fees and costs incurred by DOH in any action taken to enforce its rights under this section, including in any alternative dispute resolution proceeding.

4.14. LOAN SECURITY

LOAN Security is only required if identified in the Declarations. In its sole discretion and if allowed under the EPA regulations relevant to this Contract, DOH may subordinate its LOAN security to Borrower's obligations under existing or future bonds and notes. Nothing in this section releases BORROWER from the obligation to make LOAN PAYMENTS when due, and to adjust rates, fees, or surcharges as necessary to meet its obligations under this CONTRACT.

4.15. AMENDMENTS, MODIFICATIONS, ASSIGNMENTS, AND WAIVERS

Amendments, modifications, assignments, and waivers to any of the terms of this CONTRACT supersede, if applicable, those terms as found in the original CONTRACT, and are not binding unless they are in writing and signed by representatives authorized to bind each of the parties. Only the authorized representative or their designee has the express, implied, or apparent authority to alter, amend, assign, modify, or waive any terms of this CONTRACT.

Neither this CONTRACT nor any claim arising under it may be transferred or assigned by BORROWER without DOH's prior written consent. During the LOAN TERM, DOH must approve in advance, any change in ownership of the water system(s) improved with LOAN FUNDS. DOH may require the LOAN, including fees and ineligible project costs (if any), be paid in full as a condition of approval.

Nothing in this CONTRACT may be waived unless approved by DOH in writing. No waiver of any default or breach is implied from any failure to take action upon such default or breach if the default of breach persists or repeats. Waiver of any default or breach is not a waiver of any subsequent default or breach.

4.16. BUILD AMERICA, BUY AMERICA

None of the LOAN funds can be used for the construction, alteration, maintenance, or repair of a public water system or treatment works unless all of the iron and steel, manufactured products, and construction materials used in the project to be produced in the United States ("Build America, Buy America Requirements") including iron and steel, manufactured products, and construction materials provided by the Contactor pursuant to this Agreement. The Contractor hereby represents and warrants to and for the benefit of the Owner and Funding authority.

DOH may waive this requirement if:

- A. Compliance would be inconsistent with the public interest; or
- B. The particular products are not produced in the United States in sufficient and reasonably available quantities and are not of a satisfactory quality; or
- C. Inclusion of products produced in the United States will increase the cost of the overall project by more than twenty-five (25) percent; and
- D. A waiver is approved by the Environmental Protection Agency (EPA).

BORROWER must submit the waiver request to DOH, which will submit it to EPA. The full text of the Build America, Buy America provision can be found under The Infrastructure Investment and Jobs Act ("IIJA"), Pub. L. No. 117-58, which includes the Build America, Buy America Act ("the Act"). Pub. L. No. 117-58, §§ 70901-52.

4.17. ATTORNEYS' FEES

Unless expressly stated under another section of the CONTRACT, each party agrees to bear its own attorneys' fees and costs for litigation or other action brought to enforce the contract terms.

4.18. BONUS AND COMMISSION PAYMENTS NOT ALLOWED

Funds provided under this CONTRACT cannot be used to pay any bonus or commission to gain approval of the loan application or any other approval under this CONTRACT. This section does not prohibit paying for bona fide technical consultants, managerial, or other such services, if payment is for ELIGIBLE PROJECT COSTS.

4.19. COMPLIANCE

BORROWER will comply with all applicable federal, state and local laws, requirements, and ordinances for the design, implementation, and administration of the PROJECT and this CONTRACT, including but not limited to those stated in the CONTRACT attachments. BORROWER will provide DOH with documentation of compliance, if requested.

In the event of BORROWER's alleged or actual noncompliance with any part of this CONTRACT, DOH may suspend all or part of the CONTRACT, withhold payments, or prohibit BORROWER from incurring additional obligations of LOAN FUNDS during the investigation and pending corrective action by BORROWER, or a decision by DOH to terminate the CONTRACT.

4.20. DISPUTES

Except as otherwise provided in this CONTRACT, when a dispute arises between the parties that cannot be solved by direct negotiation, either party may request a dispute hearing with the Director of the Office of Drinking Water (the Director), who may designate a neutral person to decide the dispute. The parties will be equally responsible for any reasonable costs and fees incurred by the neutral.

The party requesting a dispute hearing must:

- A. Be in writing;
- B. State the disputed issues;
- C. State the relative positions of the parties;
- D. State BORROWER's name, address, and the CONTRACT number;
- E. Provide contact information for the requester's representative, and,
- F. Be mailed to the other party's (respondent's) Contract Manager within three (3) working days after the parties agree that they cannot resolve the dispute.

The respondent must send a written answer within five (5) working days.

In the alternative, the parties can agree to submit a mutual request to the Director, which should include each party's response to the other party's characterization of the dispute.

The Director or designee will review the written statements and reply in writing to both parties within ten (10) working days. The Director or designee may extend this period if necessary by notifying the parties. The decision on the dispute is non-binding and is not admissible in any succeeding judicial or quasi-judicial proceeding.

This non-binding dispute process must precede any action in a judicial or quasi-judicial tribunal. Nothing in this CONTRACT limits the parties from using any mutually acceptable alternate dispute resolution (ADR) method in addition to or instead of the dispute hearing procedure outlined above.

4.21. ELIGIBLE PROJECT COSTS

BORROWER will comply with Attachment VI: DWSRF Eligible Project Costs and is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

The purchase of any land necessary for the PROJECT must be included in the PROJECT and be documented with an appraisal or equivalent market evaluation, if approved by DOH, and a valid purchase and sale agreement.

Construction expenses incurred after the date shown as earliest date for construction reimbursement in the Declarations are eligible for reimbursement. Requests for reimbursements for costs related to construction activities will not be accepted until BORROWER has met the following conditions:

- A. Completed the State Environmental Review Process (SEPA Review under RCW 43.21C);
- B. Complied with all provisions of the National Historic Preservation Act, 54 USC Subtitle III;
- C. Complied with Prevailing Wage requirements;
- D. Received approval from DOH of the project report and related construction documents for all applicable activities described in the PROJECT; and
- E. Complied with any other LOAN conditions required by DOH.

BORROWER cannot use LOAN FUNDS for any expenses charged by BORROWER against any other contract, subcontract, or source of funds.

If DOH reimburses BORROWER for costs that are later determined by DOH to be ineligible, BORROWER must repay these funds to DOH no later than when the BORROWER returns the PROJECT Completion Amendment to DOH. Prior to final completion, DOH may withhold payment for such costs as allowed under Section 4.36 RECAPTURE. Repayment is subject to interest retroactive to the date of the applicable disbursement by DOH.

4.22. FALSE, INCORRECT, OR INCOMPLETE INFORMATION OR CLAIM

BORROWER warrants that they have not and will not submit to DOH any information that is materially false, incorrect, or incomplete. Providing false, fictitious, or misleading information with respect to the receipt and disbursements of LOAN funds is a basis for criminal, civil, or administrative fines and/or penalties. DOH may also pursue applicable remedies for violations by BORROWER of this section.

4.23. FINANCIAL AUDIT

DOH may require BORROWER to obtain an audit of this PROJECT conforming to Generally Accepted Accounting Principles (GAAP). BORROWER will maintain its records and accounts to facilitate the audit. BORROWER is responsible for correcting any audit findings. BORROWER is responsible for any audit findings incurred by its own organization and/or its subcontractors. DOH reserves the right to recover from BORROWER all disallowed costs and INELEGIBLE PROJECT COSTS resulting from the audit.

The audit must include a report on compliance, including an opinion (or disclaimer of opinion) about whether the BORROWER is in compliance with laws, regulations and requirements of this CONTRACT that could have a direct and material effect on DOH.

BORROWER must send a copy of any required audit per 2 CFR §200.512 to the DOH Contract Manager, no later than nine (9) months after the end of BORROWER's fiscal year(s). BORROWER must send any audit corrective action plan for audit findings and a copy of the management letter, within three (3) months of the audit report.

4.24. GOVERNING LAW AND VENUE

This CONTRACT shall be construed and interpreted according to the laws of the state of Washington, and the venue of any action brought under the CONTRACT will be in the Superior Court for Thurston County.

4.25. HISTORICAL AND CULTURAL REQUIREMENTS

BORROWER will not conduct or authorize destructive PROJECT planning activities before completing the requirements of the National Historic Preservation Act, 54 USC Subtitle III. BORROWER will not begin construction activities, ground disturbance, or excavation of any sort, until BORROWER has complied with all requirements of the National Historic Preservation Act of 1966, as amended.

If historical or cultural artifacts are discovered during the PROJECT, BORROWER will immediately stop construction and implement reasonable measures to protect the discovery site from further disturbance, take

reasonable steps to ensure confidentiality of the discovery site, restrict access to the site, and notify the concerned tribe's cultural staff or committee, Tribal Historical Preservation Officer (THPO), DOH Contract Manager, and the State's Historical Preservation Officer (SHPO) at the Washington State Department of Archaeology and Historic Preservation (DAHP). If human remains are uncovered, BORROWER will report the presence and location of the remains to the local coroner and law enforcement immediately, then contact the concerned tribe's cultural staff or committee, DOH Contract Manager, and DAHP.

BORROWER is legally and financially responsible for compliance with all laws, regulations, and agreements related to the preservation of historical or cultural sites and artifacts and will hold harmless the state of Washington and DOH in relation to any claim related to historical or cultural sites discovered, disturbed, or damaged as a result of BORROWER'S and BORROWER's subcontractors activities.

BORROWER will include the requirements of this section in all contracts for work or services related to the PROJECT. BORROWER will require that bid documents include an inadvertent discovery plan that meets the requirements of this section.

4.26. INDEMNIFICATION

BORROWER agrees to defend, indemnify, and hold harmless DOH and the state of Washington for claims arising out of or incident to BORROWER'S or any BORROWER'S subcontractor's performance or failure to perform the CONTRACT. BORROWER'S obligation to indemnify, defend, and hold harmless DOH and the state of Washington shall not be eliminated or reduced by any actual or alleged concurrent negligence of DOH or its agents, agencies, employees and officials. BORROWER'S obligation to indemnify, defend and hold harmless DOH and the state of Washington includes any claim by BORROWER'S agents, employees, officers, subcontractors or subcontractor employees.

BORROWER waives immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless the state and its agencies, officers, agents or employees.

4.27. INDUSTRIAL INSURANCE COVERAGE

BORROWER will comply with the applicable parts of Title 51 RCW, Industrial Insurance. If BORROWER fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as required by law, DOH may collect from BORROWER the full amount payable to the Industrial Insurance Accident Fund. DOH may deduct the amount owed by BORROWER to the accident fund from the amount payable to BORROWER by DOH under this CONTRACT, and transmit the deducted amount to the Washington State Department of Labor and Industries (L&I).

4.28. LITIGATION

BORROWER warrants that there is no threatened or pending litigation, investigation, or legal action before any court, arbitrator, or administrative agency that, if adversely determined against BORROWER, would have a materially adverse effect on BORROWER's ability to repay the LOAN. BORROWER agrees to promptly notify DOH if any above-referenced actions become known to BORROWER during the pendency of the Contract.

4.29. NONDISCRIMINATION

BORROWER will not discriminate on the basis of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability in the performance of this CONTRACT. BORROWER will comply with all federal and state nondiscrimination laws, including, but not limited to Chapter 49.60 RCW, Washington's Law Against Discrimination and 42 USC 12101 et seq., the Americans with Disabilities Act (ADA), and 40 CFR Part 33 Participation by Disadvantaged Business Enterprises in US EPA Programs . Failure by BORROWER to carry out these requirements is a material breach of this CONTRACT. BORROWER is required to include these non-discriminatory provisions in any contract with a subcontractor.

4.30. PREVAILING WAGE

BORROWER will assure that all contractors and subcontractors performing work funded through this CONTRACT comply with prevailing wage laws by paying the higher of state or federal prevailing wages. BORROWER is legally and financially responsible for compliance with the prevailing wage requirements. BORROWER should consult the

United States Department of Labor and Washington State Department of Labor and Industries websites to determine the federal and State prevailing wages that must be paid.

4.31. PROCUREMENT

BORROWER will comply with all procurement requirements for subcontracting for the PROJECT and for obtaining PROJECT-related goods and services. BORROWER must maintain records to verify compliance with procurement requirements.

BORROWER must ensure that all contractors, subcontractors, engineers, vendors, and any other entity for work or services listed in the PROJECT will insert in full, in any contract, the labor standards provisions in Attachment VIII: Labor Standard Provisions for Subrecipients That Are Governmental Entities.

4.32. PROHIBITION STATEMENT

Per Section 106 of the federal Trafficking Victims Protection Act, BORROWER's contractors, subcontractors, engineers, vendors, and any other entity performing work funded by this CONTRACT must comply with and include the following terms and conditions in all contracts for work or services for the PROJECT.

"All forms of trafficking in persons, illegal sex trade, or forced labor practices are prohibited in the performance of this award or subawards under the award, or in any manner during the period of time that the award is in effect. This prohibition applies to you as the recipient, your employees, subrecipients under this award, and subrecipients' employees."

4.33. PROJECT SIGNS

If BORROWER displays, during the TIME OF PERFORMANCE, any signs or markers identifying parties that are providing funds for the PROJECT, BORROWER must include the Washington State Department of Health Drinking Water State Revolving Fund and the Washington State Department of Health as participants in the PROJECT.

4.34. PUBLICITY

BORROWER agrees to get prior written consent from DOH's Contract Manager before publishing or using any advertising or publicity materials that include Washington State or DOH's name, or includes language that may reasonably infer or imply a connection with either one.

4.35. RATES AND RESERVES

BORROWER will maintain reserves at a minimum as required by the Water System Plan or Small Water System Management Plan. BORROWER will timely adopt rate increases and/or capital assessments for the system's services to provide sufficient funds, along with other revenues of the system, to pay all operating expenses and debt repayments during the LOAN TERM.

4.36. RECAPTURE

DOH reserves the right to recapture from BORROWER sufficient funds to compensate DOH for BORROWER's noncompliance with any part of this CONTRACT, in addition to any other remedies available under the CONTRACT, at law, or in equity. DOH may withhold LOAN FUNDS from BORROWER to recapture such funds.

4.37. RECORDKEEPING AND ACCESS TO RECORDS

DOH, its agents, and authorized officials of the state and federal governments will have full access and the right to examine, copy, excerpt, or transcribe, at no additional cost and at all reasonable times, any pertinent documents, papers, records, and books of BORROWER and of persons, firms, or organizations with which BORROWER may contract, involving transactions related to this CONTRACT. BORROWER agrees to keep complete records of its compliance with this CONTRACT for a period of six (6) years from the date that the debt to DOH is paid in full. This includes but is not limited to financial reports. If any litigation, claim or audit is started before the expiration of the six (6) year period, BORROWER must keep the records until all litigation, claims or audit findings involving the records have been resolved. These records retention requirements are in addition to the local government records retention schedules applicable to the BORROWER.

4.38. REGISTRATION WITH THE SYSTEM FOR AWARD MANAGEMENT (SAM)

BORROWER must comply with 48 CFR 52.204-7 to register with the System for Awards Management (SAM.gov). BORROWER is responsible for the accuracy and completeness of its data in the SAM database and any liability resulting from the Government or DOH reliance on inaccurate or incomplete data in it. BORROWER must remain registered in the SAM database. BORROWER should annually review its information in SAM to ensure it is accurate and complete.

4.39. SEVERABILITY

If any part of this CONTRACT or part of any document incorporated by reference is found to be invalid, it will not affect the other parts of this CONTRACT that can be given effect without the invalid part.

4.40. SUBCONTRACTING

Prior to awarding contracts and/or subcontracts, BORROWER must verify that the complete names of both the selected contractor and the owner or president are not in the Federal Excluded Parties List System for Ineligible Professionals and Debarred Contractors (www.SAM.gov). BORROWER must provide the DOH Contract Manager with a screen printout documenting that neither the firm, the owner or the president are excluded.

BORROWER will ensure that every contract and subcontract awarded for the PROJECT after the CONTRACT start date will bind the parties to follow all applicable terms of this CONTRACT. BORROWER is responsible to DOH for noncompliance by its contractors and/or subcontractors. BORROWER's contracts or subcontracts do not release or reduce the BORROWER's liability to DOH for any breach in the performance of BORROWER's duties. BORROWER's contracts and subcontracts must include a term that the state of Washington and DOH are not liable for claims or damages arising from a contractor and/or subcontractor's performance or lack thereof.

4.41. SURVIVAL

The CONTRACT's terms, conditions, and warranties that by its sense and context are intended to survive the completion of the performance, cancellation or termination of this CONTRACT, shall so survive.

4.42. TERMINATION FOR CAUSE

If DOH concludes that BORROWER has failed to comply with the CONTRACT requirements or has otherwise breached one or more parts of the CONTRACT, DOH may, at its discretion, upon notice to BORROWER, terminate or suspend the CONTRACT and/or its attached agreements in whole or in part.

The notice will be in writing and state the reason(s) for termination or suspension, and the effective date. The effective date will be determined by DOH. The notice will allow BORROWER at least thirty (30) business days to cure the breach, if curable. If the breach is not cured or cannot be cured within thirty (30) business days, the outstanding balance of the LOAN, with any interest accrued and other costs as authorized by the CONTRACT shall be due and payable to DOH.

If DOH terminates this CONTRACT under this section, DOH is liable only for payment required under the terms of this CONTRACT for ELIGIBLE PROJECT COSTS incurred prior to the effective date of termination.

At DOH's discretion, the termination for cause may be deemed a termination for convenience if DOH determines that the default or failure to perform was outside BORROWER's control, fault or negligence. The rights and remedies of DOH provided in this CONTRACT are not exclusive and are in addition to any other rights and remedies provided by law. Nothing in this section affects BORROWER's obligations to immediately repay the unpaid balance of the LOAN as prescribed in the Washington Administrative Code (WAC) 246-296-150.

4.43. TERMINATION OR SUSPENSION FOR CONVENIENCE

If funding or appropriation from state, federal, or other sources is withdrawn, reduced, or limited in any way during the TIME OF PERFORMANCE, DOH may:

- A.** Delay or suspend releasing LOAN FUNDS until funding or appropriation are available to DOH; or
- B.** Amend the CONTRACT to reflect the new funding limitations and conditions; or

- C. Terminate the CONTRACT and/or its attached agreements, in whole or in part; or
- D. Suspend the CONTRACT and/or its attached agreements, in whole or in part.

If DOH terminates the CONTRACT and/or its attached agreements in whole or in part, under this section, DOH will notify BORROWER's representative in writing of the reason(s) for termination, and the effective date. The effective date will be determined by DOH.

DOH may choose to suspend this CONTRACT and/or its attached agreements in whole or in part, if DOH determines that the funding insufficiency will likely be resolved in time for BORROWER to resume activities prior to the end of the TIME OF PERFORMANCE. DOH will notify BORROWER's representative by facsimile or email of the reason(s) for suspension, and the effective date. DOH will determine the effective date. BORROWER must suspend performance on the effective date of the suspension. During the period of suspension each party must notify the other party's representative of any conditions that may reasonably affect its ability to resume performance.

During the suspension, when DOH determines that the funding insufficiency is resolved, DOH may notify BORROWER's representative of the proposed date to resume performance. BORROWER must respond to DOH's representative in writing, within five (5) business days of DOH sending notice, as to whether it can resume performance on that date or offer an alternative date to resume performance. If BORROWER cannot resume performance or the alternative date is not acceptable to DOH, the parties agree the CONTRACT will be deemed terminated for convenience, retroactive to the original date of suspension.

If DOH terminates or suspends this CONTRACT, DOH is liable only for payment required under the terms of this CONTRACT for eligible project costs incurred prior to the effective date of suspension or termination. Nothing in this section shall affect Contractor's obligations to repay the unpaid balance of the LOAN. Nothing in this section affects BORROWER's obligation to repay the LOAN, including fees and other expenses as allowed by the CONTRACT.

4.44. TERMINATION PROCEDURES

When BORROWER receives Notice of Termination or on the date a suspension is converted to a termination, except as otherwise directed by DOH, BORROWER will:

- A. Stop work under the CONTRACT on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities related to the CONTRACT;
- C. If expressly requested by DOH, assign to DOH any or all of the rights, title, and interest of BORROWER under the orders and subcontracts so terminated, in which case DOH has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts. Any attempt by BORROWER to settle such claims must have the prior written approval of DOH; and
- D. Preserve and transfer any materials, CONTRACT deliverables and/or DOH property in BORROWER's possession as directed by DOH.

Upon termination of this CONTRACT, DOH will pay BORROWER for amounts due under the CONTRACT prior to the date of termination unless such payment is precluded under any other provision of this CONTRACT. DOH may withhold any amount due as DOH reasonably determines is necessary to protect DOH against potential loss or liability resulting from the termination. DOH will pay any withheld amount to BORROWER if DOH later determines that loss or liability will not occur.

4.45. WORK HOURS AND SAFETY STANDARDS

If this CONTRACT exceeds \$100,000, BORROWER must comply with the applicable Contract Work Hours and Safety Standards Act (40 USC Chapter 37). These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

ATTACHMENT I: SCOPE OF WORK (PROJECT)

DWSRF Scope of Work Form:

Scope of Work:

Project to include:

1. Construct well house, install well pump, motor, variable speed drive, flow meter, disinfection system, pump control valves, HVAC system, standby generator with automatic transfer switch, telemetry panel and controls, fire alarm, and site fencing with access gate, and connect to existing water system with approximately 1,800 feet of 16- and 24-inch transmission main.

In addition to costs of construction, costs may include (but are not limited to): construction inspection, preparation of bid documents, fees, taxes, legal, administrative and audit.

Project Costs by Cost Category:

COST CATEGORY	CURRENT ESTIMATES
Engineering Report (Preliminary Engineering)	\$0
Environmental Review	\$0
Historical Review/Cultural Review	\$0
Land/ROW Acquisition	\$0
Permits	\$0
Public Involvement/Information	\$0
Bid Documents (Design Engineering)	\$0
Construction: Estimated Cost. Provide details on following pages.	\$1,803,636
Contingency: (10% min, 20% max)	\$180,364
DOH Review/Approval Fees:	\$0
Sales or Use Taxes	\$0
Construction Engineering/Inspection	\$0
Insurance:	\$0
Audit:	\$0
Legal:	\$0
Service Meters (Purchase and Installation)	\$0
Other:	\$0
TOTAL ESTIMATED PROJECT COSTS (before Loan Fee)	\$1,984,000
DWSRF Loan Origination Fee (1%)	<u>\$198,400</u>
DWSRF Loan Award	<u>\$2,182,400</u>

Project Funding:

TYPE OF FUNDING	SOURCE	CURRENT STATUS
Grants and Other Non-Matching Funds		
Grant #1		\$
Grant #2		\$
Other Grants		\$
New Grants		\$
Total Grants and Other Non-Matching Funds		a) \$
Loans		
<i>This Loan Request</i>	DWSRF loan DWL30985-0	\$2,182,400
Other Loan #1	DWSRF loan DWL29312-0	\$2,000,000
Other Loan #2		\$
Other Loans		\$
New Loans		\$
Total Loans		b) <u>\$4,182,400</u>
Local Revenue		
Source #1		\$
Source #2		\$
Other Local Revenue		\$
New Local Revenue		\$
Total Local Revenue		c) \$
Other Funds		
Other Funds		\$
Other Funds		\$
Total Other Funds		d) \$
TOTAL PROJECT FUNDING		e) <u>\$4,182,400</u>

Engineer's Certification:

The term of this loan will be based on an engineer's certification of the expected useful life of the improvements, as stated below, or 20 years, whichever is less. If the jurisdiction prefers the term of its loan to be less than either 20 years or the useful life of the improvements, the preferred loan term should be indicated here: __ years.

I, _____, licensed engineer, certify that the average expected useful life for the improvements described above is __ years.

Signed: _____

Name: _____

Date: _____

Telephone: _____

Professional Engineer License Number: _____

ATTACHMENT II: ATTORNEY'S CERTIFICATION

DRINKING WATER STATE REVOLVING FUND (MUNICIPAL)

I, _____, hereby certify:

I am an attorney at law admitted to practice in the state of Washington and the duly appointed attorney of BORROWER identified in the Declarations of the Contract identified above; and

I have also examined any and all documents and records, which are pertinent to the Contract, including the application requesting this financial assistance.

Based on the foregoing, it is my opinion that:

1. BORROWER is a public body, properly constituted and operating under the laws of the State of Washington, empowered to receive and expend federal, state and local funds, to contract with the state of Washington, and to receive and expend the funds involved to accomplish the objectives set forth in its application.
2. BORROWER is empowered to accept the Drinking Water State Revolving Fund financial assistance and to provide for repayment of the loan as set forth in the loan agreement.
3. There is currently no litigation in existence seeking to enjoin the commencement or completion of the above-described public facilities project or to enjoin BORROWER from repaying the Drinking Water State Revolving Fund loan extended by DOH with respect to such project. BORROWER is not a party to litigation, which will materially affect its ability to repay such loan on the terms contained in the loan agreement.
4. Assumption of this obligation would not exceed statutory and administrative rule debt limitations applicable to BORROWER.

Signature of Attorney

Date

Name and BAR Number (WSBA No.)

Address

ATTACHMENT III: FEDERAL AND STATE REQUIREMENTS (NOT ALL INCLUSIVE)

1) Environmental and Cultural Authorities

- a) Archeological and Historic Preservation Act of 1974, Public Law 86-523 as amended
- b) Clean Air Act, Public Law 84-159 as amended
- c) Coastal Zone Management Act, Public Law 92-583 as amended
- d) Endangered Species Act, Public Law 93-205 as amended
- e) Environmental Justice, Executive Order 12898
- f) Floodplain Management, Executive Order 11988 as amended by Executive Order 12148
- g) Protection of Wetlands, Executive Order 11990
- h) Farmland Protection Policy Act, Public Law 97-98
- i) Fish and Wildlife Coordination Act, Public Law 85-624 as amended
- j) National Historic Preservation Act, 54 USC Subtitle III
- k) Safe Drinking Water Act, Public Law 93-523 as amended
- l) Wild and Scenic Rivers Act, Public Law 90-542 as amended
- m) Washington State Environmental Policy Act, Chapter 43.21C RCW
- n) Native American Graves Protection and Repatriation Act, Archaeological Resources Protection Act, Revised Code of Washington (RCW) 27.44 regarding Indian Graves and Records; RCW 27.53 regarding Archaeological Sites and Resources; RCW 68.60 regarding Abandoned and Historic Cemeteries and Historic Graves; and Washington Administrative Code (WAC) 25-48 regarding Archaeological Excavation and Removal Permits.

Buy America Build America Requirements

- 2) DWSRF construction projects chosen for FFATA/Equivalency reporting must comply with the Buy America Build America provisions. Projects started prior to May 14, 2022, may be exempt. Visit the EPA website for more information on the BABA requirements and the waiver process at <https://www.epa.gov/cwsrf/build-america-buy-america-baba>

3) Economic and Miscellaneous Authorities

- a) Demonstration Cities and Metropolitan Development Act of 1996, Public Law 89-754 as amended, Executive Order 12372
- b) Procurement Prohibitions under Section 306 of the Clean air Act and Section 508 of the Clean Water Act, including Executive Order 11738, Administration of the Clean Air Act and the Federal Water Pollution Control Act with Respect to Federal Contracts, Grants, or Loans
- c) Uniform Relocation and Real Property Policies Act, Public Law 91-646 as amended
- d) Debarment and Suspension, Executive Order 12549
- e) H.R. 3547, Consolidated Appropriations Act, 2014.

4) Social Policy Authorities

- a) Age Discrimination Act of 1975, Public Law 94-135
- b) Title VI of the Civil Rights Act of 1964, Public Law 88-352
- c) Section 13 of the Federal Water Pollution Control Act Amendments of 1972, Public Law 92-500 (the Clean Water Act)
- d) Section 504 of the Rehabilitation Act of 1973, Public Law 93-112 (including Executive Orders 11914 and 11250)
- e) Equal Employment Opportunity, Executive Order 11246
- f) Disadvantaged Business Enterprise, Public Law 101-549 (the Clean Air Act), and Public Law 102-389 (the Clean Water Act)
- g) Section 129 of the Small Business Administration Reauthorization and Amendment Act of 1988, Public Law 100-590
- h) Chapter 49.60 RCW, Washington's Law against Discrimination, and 42 USC 12101 et seq. the Americans with Disabilities Act (ADA).
- i) The Contract Work Hours and Safety Standards Act (40 USC 327-333)-Where applicable.
- j) The Genetic Information Nondiscrimination Act of 2008 (GINA), 42 USC s. 2000ff et seq.

5) State Laws

- a) Chapter 36.70A RCW, Growth Management Act
- b) Chapter 39.80 RCW, Contracts for Architectural and Engineering Services
- c) Chapter 39.12 RCW, Washington State Public Works Act
- d) Chapter 43.20 RCW, State Department of Health of Health

- e) Chapter 43.70 RCW, Department of Health
- f) Chapter 43.155 RCW, Public Works Project
- g) Chapter 70.116 RCW, Public Water Systems Coordination Act of 1977
- h) Chapter 70.119 RCW, Public Water Supply Systems Certification and Regulation of Operations
- i) Chapter 70.119A RCW, Public Water Systems, Penalties & Compliances
- j) Chapter 246-290 WAC, Group A Public Water Systems
- k) Chapter 246-291 WAC, Group B Public Water Systems
- l) Chapter 246-292 WAC, Waterworks Operator Certification Regulations
- m) Chapter 246-293 WAC, Water Systems Coordination Act
- n) Chapter 246-294 WAC, Drinking Water Operating Permits
- o) Chapter 246-295 WAC, Satellite System Management Agencies
- p) Chapter 246-296 WAC Drinking Water State Revolving Fund Loan Program
- q) Chapter 173-160 WAC, Minimum Standards for Construction & Maintenance of Wells
- r) Title 173 WAC, Department of Ecology Rules
- s) Title 40 Part 141 Code of Federal Regulations, Federal National Primary Drinking Water Regulations (Section Adopted by Reference)

ATTACHMENT IV: DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENTS

GENERAL COMPLIANCE, 40 CFR, Part 33

BORROWER must comply with the requirements of Environmental Protection Agency's Program for Utilization of Small, Minority and Women's Business Enterprises (MBE/WBE) in procurement under this Contract, contained in 40 CFR, Part 33. BORROWER will use the directory of certified firms available through the Washington State Office of Minority and Women's Business Enterprises to meet the requirements.

FAIR SHARE OBJECTIVES, 40 CFR, Part 33, Subpart D

The following are exemptions from the fair share objective Requirements:

- Grant and loan recipients receiving a total of \$250K or less in EPA financial assistance in a given fiscal year.
- Tribal recipients of Performance Partnership Eligible grants under 40 CFR Part 35, Subpart B.
 - There is a 3-year phase in period for the requirement to negotiate fair share goals for Tribal and Insular Area recipients.
- Recipients of Technical Assistance Grants.

The Fair Share Objectives or goals for the utilization of disadvantaged businesses negotiated with EPA by the WA Office of Minority Women Business are stated below.

Construction	10% MBE	6% WBE
Supplies	8% MBE	4% WBE
Equipment	8% MBE	4% WBE
Purchased Services	10% MBE	4% WBE

BORROWER must accept the fair share objectives/goals stated above and purchase the same or similar construction, supplies, services and equipment, in the same or similar relevant geographic buying market as WA Office of Minority Women Business goals.

SIX GOOD FAITH EFFORTS, 40 CFR, Part 33, Subpart C

Pursuant to 40 CFR, Section 33.301, BORROWER will make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to ensure that sub-recipients, loan recipients, and prime contractors also comply.

Records documenting compliance with the six good faith efforts shall be retained. The six good faith efforts shall include:

- Ensure Disadvantaged Business Enterprises are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local Government recipients, this will include placing the Disadvantaged Business Enterprises on solicitation lists and soliciting them whenever they are potential sources.
- Make information on forthcoming opportunities available to Disadvantaged Business Enterprises and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by Disadvantaged Business Enterprises in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of thirty (30) calendar days before the bid or proposal closing date.
- Consider in the contracting process whether firms competing for large contracts could subcontract with Disadvantaged Business Enterprises. For Indian Tribal, State and Local Government recipients, this will include dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by Disadvantaged Business Enterprises in the competitive process.
- Encourage contracting with a consortium of Disadvantaged Business Enterprises when a contract is too large for one of these firms to handle individually.
- Use the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Health.
- If the prime contractor awards subcontracts, also require the prime contractor to take the five good faith efforts in paragraphs A through E above.

MBE/WBE REPORTING, 40 CFR, Part 33, Sections 33.502 and 33.503

BORROWER is required to submit MBE/WBE participation reports to DOH, on a quarterly basis, beginning with the Federal fiscal year reporting period BORROWER receives the award and continuing until the project is completed.

CONTRACT ADMINISTRATION PROVISIONS, 40 CFR, Section 33.302

BORROWER agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

BORROWER agrees to require all general contractors to provide forms: EPA Form 6100-2 DBE Subcontractor Participation Form and EPA Form 6100-3 DBE Subcontractor Performance Form to all its Disadvantaged Business Enterprise subcontractors, engineers, vendors, and any other entity for work or services listed in the PROJECT. These two (2) forms may be obtained from the EPA Office of Small Business Program's website on the internet at <http://www.epa.gov/osbp/grants.htm>.

BORROWER agrees to require all general contractors to complete and submit to BORROWER and Environmental Protection Agency EPA Form 6100-4 DBE Subcontractor Utilization Form beginning with the Federal fiscal year reporting period BORROWER receives the award and continuing until the project is completed. Only procurements with certified MBE/WBEs are counted toward a Contractor's MBE/WBE accomplishments.

BIDDERS LIST, 40 CFR, Section 33.501(b) and (c)

BORROWER is also required to create and maintain a bidders list if BORROWER of the loan is subject to, or chooses to follow, competitive bidding requirements. Please see 40 CFR, Section 33.501 (b) and (c) for specific requirements and exemptions.

Section 33.501(b) of the rule is as follows:

A recipient of a Continuing Environmental Program Grant or other annual grant must create and maintain a bidders list. In addition, a recipient of an EPA financial assistance agreement to capitalize a revolving loan fund also must require entities receiving identified loans to create and maintain a bidders list if the recipient of the loan is subject to, or chooses to follow, competitive bidding requirements. The purpose of a bidders list is to provide the recipient and entities receiving identified loans who conduct competitive bidding with as accurate a database as possible about the universe of MBE/WBE and non-MBE/WBE prime and subcontractors. The list must include all firms that bid or quote on prime contracts or bid or quote on subcontracts under EPA assisted projects, including both MBE/WBEs.

The bidders list must be kept until the grant project period has expired and the recipient is no longer receiving EPA funding under the grant. For entities receiving identified loans, the bidders list must be kept until the project period for the identified loan has ended. The following information must be obtained from all prime and subcontractors:

- (1) Entity's name with point of contact;
- (2) Entity's mailing address, telephone number, and e-mail address;
- (3) The procurement on which the entity bid or quoted, and when; and
- (4) Entity's status as a MBE/WBE¹ or non-MBE/WBE.

The exemption found at § 33.501(c) is as follows:

A recipient of an EPA financial assistance agreement in the amount of \$250,000 or less for any single assistance agreement, or of more than one financial assistance agreement with a combined total of \$250,000 or less in any one fiscal year, is exempt from the paragraph (b) of this section requirement to create and maintain a bidders list. Also, a recipient under the CWSRF, DWSRF, or BCRLF Program is not required to apply the paragraph (b) of this section bidders list requirement of this subpart to an entity receiving an identified loan in an amount of \$250,000 or less, or to an entity receiving more than one identified loan with a combined total of \$250,000 or less in any one fiscal year. This exemption is limited to the paragraph (b) of this section bidders list requirements of this subpart.

¹ Qualified Women and Minority business enterprises may be found on the Internet at www.omwbe.wa.gov or by contacting the Washington State Office of Minority and Women's Enterprises at 360-704-1181.

ATTACHMENT V: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS



United States Environmental Protection Agency
Washington, DC 20460

EPA Project Control Number

The terms, "covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded", as used in this attachment, are defined in the rules implementing Executive Order 12549, including 13 CFR § 400.109. You may contact DOH for help getting a copy of these regulations.

BORROWER, defined as the primary participant and its principals, certifies by signing below that to the best of its knowledge and belief they:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- B. Have not within a three-year (3) period preceding this CONTRACT, been convicted of or had a civil judgment against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
- C. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses described in this attachment; and,
- D. Have not within a three-year period (3) preceding the signing of this CONTRACT had one or more public transactions (federal, state, or local) terminated for cause or default.

Prior to awarding contracts for the PROJECT, BORROWER must verify that neither the contractor's business name(s) nor the names of its principals are in the Federal Excluded Parties List System for Ineligible Professionals and Debarred Contractors (www.SAM.gov). BORROWER must keep documentation in the PROJECT files and provide a copy to the DOH Contract Manager.

BORROWER will include the language below without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

The lower tier contractor certifies, by signing this CONTRACT that neither it nor its principals are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

I understand that a false statement on this certification may be ground for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine or imprisonment for up to 5 years, or both.

Michael Rizzitiello - City Administrator

Typed or Printed Name & Title of Authorized Representative 11-18-2024

Signature of Authorized Representative

Date

☐

I am unable to certify to the above statements. My explanation is attached.

ATTACHMENT VI: DWSRF ELIGIBLE PROJECT COSTS

Must be directly attributable to the project.

1. The costs for complying with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
2. DWSRF loan fees.
3. The purchase of a portion of another system's capacity, if it is the most cost effective solution (limited to publicly owned (municipal) systems).
4. Construction of reservoirs (clear wells) that are part of the treatment process and are collocated with the treatment facility.
5. Construction of distribution reservoirs (finished water).
6. Cost associated with restructuring or consolidation of existing water systems by publicly owned water systems.
7. Main extensions to connect to safe and reliable sources of drinking water.
8. Cost associated with collecting and preparing environmental assessment documents to obtain local permits.
9. Direct labor including related employee benefits:
 - a. Salaries and wages (at actual or average rates) covering productive labor hours of employees of the borrower (excluding the administrative organization of the operating unit involved) for periods of time actively or incidentally engaged in pre-design engineering, design engineering, construction engineering, acquisition of rights of way, and the cleaning, sterilization or bacteriological testing of water system components prior to public use. The costs of services rendered by employees generally classified as administration/project management of the loan are considered a direct cost only when such employees are assigned the types of services described above and shall be limited to 3% or less of the project loan amount.
 - b. Employee benefits relating to labor are considered a direct cost of construction projects. The following items may be included as employee benefits:
 - F.I.C.A. (Social Security) –employer's share.
 - Retirement benefits.
 - Hospital, health, dental, and other welfare insurance.
 - Life insurance.
 - Industrial and medical insurance.
 - Vacation.
 - Holiday.
 - Sick leave.
 - Military leave and jury duty.Employee benefits must be calculated as a percentage of direct labor dollars. The

computation of predetermined percentage rates to be applied to current labor costs must be based on the average of total employee benefits and total labor costs for the prior fiscal year and adjusted by known current year variations.

- c. Other than work identified in Number 9.a, no costs associated with labor performed by the borrower's employees, including force account work, are eligible for financing assistance.
10. Contract engineering, planning, design, legal, and financial planning services. The Department of Health reserves the right to declare ineligible legal costs that are unreasonable and disproportionate to the project.
11. Contract construction work.
12. Direct vehicle and equipment charges at the actual rental cost paid for the equipment or, in the case of city or county-owned equipment, at the rental rates established by the local government's "equipment rental and revolving fund" following the methods prescribed by the division of municipal corporations. However, such costs must be charged on a uniform basis to equipment used for all projects regardless of the source of funding. Cities with a population of eight thousand or less not using this type of fund are allowed the same rates as used by the State Department of Transportation.
13. Direct materials and supplies.
14. Other direct costs incurred for materials or services acquired for a specific project are eligible costs and may include, but are not limited to such items as:
 - a. Telephone charges.
 - b. Reproduction and photogrammetry costs.
 - c. Video and photography for project documentation.
 - d. Computer usage.
 - e. Printing and advertising.
15. Other project related costs include:
 - Competitive Bidding.
 - Audit.
 - Insurance.
 - Prevailing wages.
 - Attorney fees.
 - Environmental Review.
 - Archaeological Survey.

Water system plan costs are not eligible for reimbursement. Small water system management program and plan amendments costs are eligible for reimbursement.

Projects may be designed to accommodate reasonable growth. This is generally the 20-year projection included in the system's water system plan or small water system management program.

ATTACHMENT VII: LABOR STANDARD PROVISIONS FOR SUBRECIPIENTS THAT ARE GOVERNMENTAL ENTITIES

Wage Rate Requirements Under The Consolidated and Further Continuing Appropriations Act, 2013 (P.L. 113-6)

Preamble

With respect to the Clean Water and Safe Drinking Water State Revolving Funds, EPA provides capitalization grants to each state which in turn provides subgrants or loans to eligible entities within the state. Typically, the subrecipients are municipal or other local governmental entities that manage the funds. For these types of recipients, the provisions set forth under Roman Numeral I, below, shall apply. Although EPA and the State remain responsible for ensuring subrecipients' compliance with the wage rate requirements set forth herein, those subrecipients shall have the primary responsibility to maintain payroll records as described in Section 3(ii)(A), below and for compliance as described in Section I-5.

Occasionally, the subrecipient may be a private for profit or not for profit entity. For these types of recipients, the provisions set forth in Roman Numeral II, below, shall apply. Although EPA and the State remain responsible for ensuring subrecipients' compliance with the wage rate requirements set forth herein, those subrecipients shall have the primary responsibility to maintain payroll records as described in Section II-3(ii)(A), below and for compliance as described in Section II-5.

I. Requirements Under The Consolidated and Further Continuing Appropriations Act, 2013 (P.L. 113-6)

For Subrecipients That Are Governmental Entities:

The following terms and conditions specify how recipients will assist EPA in meeting its Davis-Bacon (DB) responsibilities when DB applies to EPA awards of financial assistance under the FY 2013 Continuing Resolution with respect to State recipients and subrecipients that are governmental entities. If a subrecipient has questions regarding when DB applies, obtaining the correct DB wage determinations, DB provisions, or compliance monitoring, it may contact Department of Health. If a State recipient needs guidance, they may obtain additional guidance from DOL's web site at <http://www.dol.gov/whd/>.

1. Applicability of the Davis- Bacon (DB) prevailing wage requirements.

Under the FY 2013 Continuing Resolution, DB prevailing wage requirements apply to the construction, alteration, and repair of treatment works carried out in whole or in part with assistance made available by a State water pollution control revolving fund and to any construction project carried out in whole or in part by assistance made available by a drinking water treatment revolving loan fund. If a subrecipient encounters a unique situation at a site that presents uncertainties regarding DB applicability, the subrecipient must discuss the situation with the recipient State before authorizing work on that site.

2. Obtaining Wage Determinations.

(a) Subrecipients shall obtain the wage determination for the locality in which a covered activity subject to DB will take place prior to issuing requests for bids, proposals, quotes or other methods for soliciting contracts (solicitation) for activities subject to DB. These wage determinations shall be incorporated into solicitations and any subsequent contracts. Prime contracts must contain a provision requiring that subcontractors follow the wage determination incorporated into the prime contract.

- (i) While the solicitation remains open, the subrecipient shall monitor www.wdol.gov weekly to ensure that the wage determination contained in the solicitation remains current. The subrecipients shall amend the solicitation if DOL issues a modification more than 10 days prior to the closing date (i.e. bid opening) for the solicitation. If DOL modifies or supersedes the applicable wage determination less than 10 days prior to the closing date, the subrecipients may request a finding from the State recipient that there is not a reasonable time to notify interested contractors of the modification of the wage determination. The State recipient will provide a report of its findings to the subrecipient.
- (ii) If the subrecipient does not award the contract within 90 days of the closure of the solicitation, any modifications or supersedes DOL makes to the wage determination contained in the solicitation shall be effective unless the State recipient, at the request of the subrecipient, obtains an extension of the 90 day period from DOL pursuant to 29 CFR 1.6(c) (3) (iv). The subrecipient shall monitor www.wdol.gov on a weekly

basis if it does not award the contract within 90 days of closure of the solicitation to ensure that wage determinations contained in the solicitation remain current.

(b) If the subrecipient carries out activity subject to DB by issuing a task order, work assignment or similar instrument to an existing contractor (ordering instrument) rather than by publishing a solicitation, the subrecipient shall insert the appropriate DOL wage determination from www.wdol.gov into the ordering instrument.

(c) Subrecipients shall review all subcontracts subject to DB entered into by prime contractors to verify that the prime contractor has required its subcontractors to include the applicable wage determinations.

(d) As provided in 29 CFR 1.6(f), DOL may issue a revised wage determination applicable to a subrecipient's contract after the award of a contract or the issuance of an ordering instrument if DOL determines that the subrecipient has failed to incorporate a wage determination or has used a wage determination that clearly does not apply to the contract or ordering instrument. If this occurs, the subrecipient shall either terminate the contract or ordering instrument and issue a revised solicitation or ordering instrument or incorporate DOL's wage determination retroactive to the beginning of the contract or ordering instrument by change order. The subrecipient's contractor must be compensated for any increases in wages resulting from the use of DOL's revised wage determination.

3. Contract and Subcontract provisions.

(a) The Recipient shall insure that the subrecipient(s) shall insert in full in any contract in excess of \$2,000 which is entered into for the actual construction, alteration and/or repair, including painting and decorating, of a treatment work under the CWSRF or a construction project under the DWSRF financed in whole or in part from Federal funds or in accordance with guarantees of a Federal agency or financed from funds obtained by pledge of any contract of a Federal agency to make a loan, grant or annual contribution (except where a different meaning is expressly indicated), and which is subject to the labor standards provisions of any of the acts listed in § 5.1 or the FY 2013 Continuing Resolution, the following clauses:

(1) Minimum wages.

(i) All laborers and mechanics employed or working upon the site of the work will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (a)(1)(iv) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in § 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under paragraph (a)(1)(ii) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the Borrower and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

Subrecipients may obtain wage determinations from the U.S. Department of Labor's web site, www.dol.gov.

(ii)(A) The subrecipient(s), on behalf of EPA, shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The State award official shall approve a request for an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the subrecipient(s) agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), documentation of the action taken and the request, including the local wage determination shall be sent by the subrecipient (s) to the State award official. The State award official will transmit the request, to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210 and to the EPA DB Regional Coordinator concurrently. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification request within 30 days of receipt and so advise the State award official or will notify the State award official within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the subrecipient(s) do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the award official shall refer the request and the local wage determination, including the views of all interested parties and the recommendation of the State award official, to the Administrator for determination. The request shall be sent to the EPA DB Regional Coordinator concurrently. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt of the request and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(ii)(B) or (C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, provided, that the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

(2) Withholding. The subrecipient(s), shall upon written request of the EPA Award Official or an authorized representative of the Department of Labor, withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work, all or part of the wages required by the contract, the (Agency) may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

(3) Payrolls and basic records.

(i) Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing

apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

(ii)(A) The contractor shall submit weekly, for each week in which any contract work is performed, a copy of all payrolls to the subrecipient, that is, the entity that receives the sub-grant or loan from the State capitalization grant recipient. Such documentation shall be available on request of the State recipient or EPA. As to each payroll copy received, the subrecipient shall provide written confirmation in a form satisfactory to the State indicating whether or not the project is in compliance with the requirements of 29 CFR 5.5(a)(1) based on the most recent payroll copies for the specified week. The payrolls shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on the weekly payrolls. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at <http://www.dol.gov/whd/forms/wh347instr.htm> or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to the subrecipient(s) for transmission to the State or EPA if requested by EPA, the State, the contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the subrecipient(s).

(B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be provided under § 5.5 (a)(3)(ii) of Regulations, 29 CFR part 5, the appropriate information is being maintained under § 5.5 (a)(3)(i) of Regulations, 29 CFR part 5, and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph (a)(3)(ii)(B) of this section.

(D) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under paragraph (a)(3)(i) of this section available for inspection, copying, or transcription by authorized representatives of the State, EPA or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the Federal agency or State may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

(4) Apprentices and trainees--

(i) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually

registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) Equal employment opportunity. The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

(5) Compliance with Copeland Act requirements. The Borrower must comply with the requirements of 29 CFR part 3, which are incorporated by reference in this contract.

(6) Subcontracts. The Borrower and/or subcontractor must insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as the EPA determines may be appropriate, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

(7) Contract termination; debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

(8) Compliance with Davis-Bacon and Related Act requirements. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

(9) Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes will be resolved according to the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and Subrecipient(s), State, EPA, the U.S. Department of Labor, or the employees or their representatives.

(10) Certification of eligibility.

(i) By entering into this contract, Borrower certifies that neither it (nor he or she) nor any person or firm who has an interest in the Borrower's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 USC 1001.

4. Contract Provision for Contracts in Excess of \$100,000.

(a) Contract Work Hours and Safety Standards Act. The subrecipient shall insert the following clauses set forth in paragraphs (a)(1), (2), (3), and (4) of this section in full in any contract in an amount in excess of \$100,000 and subject to the overtime provisions of the Contract Work Hours and Safety Standards Act. These clauses shall be inserted in addition to the clauses required by Item 3, above or 29 CFR 4.6. As used in this paragraph, the terms laborers and mechanics include watchmen and guards.

(1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (a)(1) of this section the contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (a)(1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (a)(1) of this section.

(3) Withholding for unpaid wages and liquidated damages. The subrecipient, upon written request of the EPA Award Official or an authorized representative of the Department of Labor, shall withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

(4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (a)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (a)(1) through (4) of this section.

(b) In addition to the clauses contained in Item 3, above, in any contract subject only to the Contract Work Hours and Safety Standards Act and not to any of the other statutes cited in 29 CFR 5.1, the Subrecipient shall insert a clause requiring that the contractor or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. Further, the Subrecipient shall insert in any such contract a clause providing that the records to be maintained under this paragraph shall be made available by the

contractor or subcontractor for inspection, copying, or transcription by authorized representatives of the (write the name of agency) and the Department of Labor, and the contractor or subcontractor will permit such representatives to interview employees during working hours on the job.

5. Compliance Verification

(a) The subrecipient shall periodically interview a sufficient number of employees entitled to DB prevailing wages (covered employees) to verify that contractors or subcontractors are paying the appropriate wage rates. As provided in 29 CFR 5.6(a)(6), all interviews must be conducted in confidence. The subrecipient must use Standard Form 1445 (SF 1445) or equivalent documentation to memorialize the interviews. Copies of the SF 1445 are available from EPA on request.

(b) The subrecipient shall establish and follow an interview schedule based on its assessment of the risks of noncompliance with DB posed by contractors or subcontractors and the duration of the contract or subcontract. Subrecipients must conduct more frequent interviews if the initial interviews or other information indicated that there is a risk that the contractor or subcontractor is not complying with DB.

Subrecipients shall immediately conduct interviews in response to an alleged violation of the prevailing wage requirements. All interviews shall be conducted in confidence."

(c) The subrecipient shall periodically conduct spot checks of a representative sample of weekly payroll data to verify that contractors or subcontractors are paying the appropriate wage rates. The subrecipient shall establish and follow a spot check schedule based on its assessment of the risks of noncompliance with DB posed by contractors or subcontractors and the duration of the contract or subcontract. At a minimum, if practicable, the subrecipient should spot check payroll data within two weeks of each contractor or subcontractor's submission of its initial payroll data and two weeks prior to the completion date the contract or subcontract. Subrecipients must conduct more frequent spot checks if the initial spot check or other information indicates that there is a risk that the contractor or subcontractor is not complying with DB. In addition, during the examinations the subrecipient shall verify evidence of fringe benefit plans and payments thereunder by contractors and subcontractors who claim credit for fringe benefit contributions.

(d) The subrecipient shall periodically review contractors and subcontractors use of apprentices and trainees to verify registration and certification with respect to apprenticeship and training programs approved by either the U.S Department of Labor or a state, as appropriate, and that contractors and subcontractors are not using disproportionate numbers of, laborers, trainees and apprentices. These reviews shall be conducted in accordance with the schedules for spot checks and interviews described in Item 5(b) and (c) above.

(e) Subrecipients must immediately report potential violations of the DB prevailing wage requirements to the Department of Health and to the appropriate DOL Wage and Hour District Office listed at

https://www.dol.gov/whd/WHD_district_offices.pdf.

City of College Place, Washington

RESOLUTION NO. 24-080

A RESOLUTION OF THE CITY OF COLLEGE PLACE, WASHINGTON, ACCEPTING WASHINGTON STATE DEPARTMENT OF HEALTH DRINKING WATER REVOLVING FUND AGREEMENTS FOR DRINKING WATER WELL #8 CONSTRUCTION.

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

WHEREAS, the Drinking Water Well #8 project is within the FY 2024 to 2029 Capital Facility Plan adopted via Ordinance #23-014 during the November 28th, 2023 City Council Meeting; and

WHEREAS, the City applied to the State Department of Health Drinking Water Revolving Fund Program to finish construction of drinking water well #8 located on SW Teal Rd; and

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

1. Accepts Contract #DWL29312 and authorizes City Administrator or designee to sign which represents \$2,000,000 with a 1.75% interest rate for 24 years.
2. Accepts Contract #DWL 30985 and authorizes City Administrator or designee to sign which represents \$2,182,400 with a 1.75% interest rate for 24 years with a repayment loan of \$1,030,000 and a forgivable portion of \$970,000.

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.

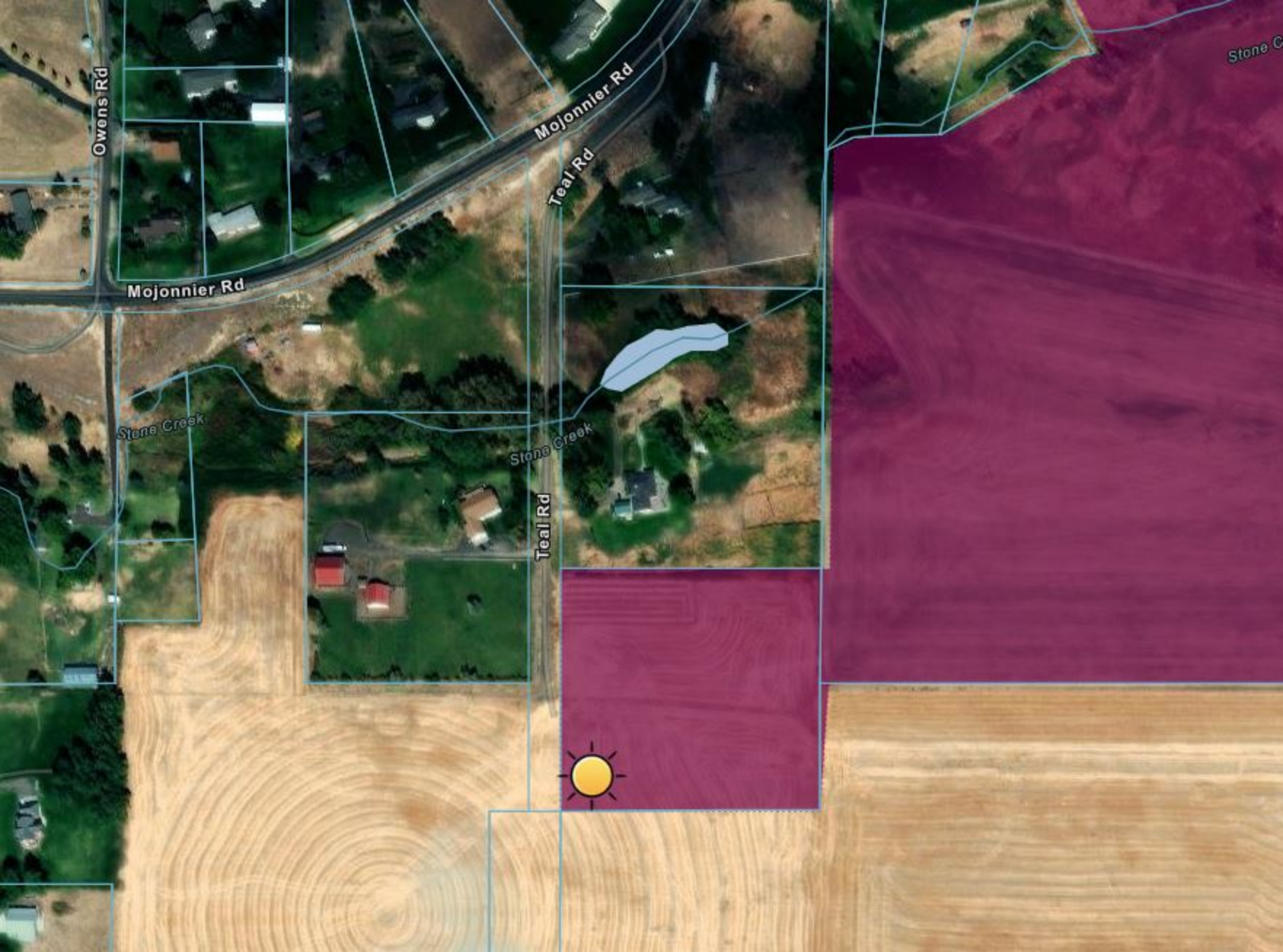
EFFECTIVE DATE. This resolution shall take effect and be in full force upon its passage as provided by law.

ADOPTED at a regular meeting of the City Council of the City of College Place, Washington held on the 12th day of November, 2024.

Attest:

Norma L. Hernández, Mayor

Maryelizabeth Garcia, City Clerk



Owens Rd

Mojonnier Rd

Teal Rd

Mojonnier Rd

Stone Creek

Stone Creek

Teal Rd

Stone C



November 5, 2024

City of College Place
Mr. Mike Rizzitiello
City Administrator
625 S. College Ave., College Place, WA 99324-1516
MRizzitiello@cpwa.us



RE: Loan Contract Number: DWL29313-0

Dear Mr. Rizzitiello,

Enclosed is the Drinking Water State Revolving Fund Loan Contract Number identified above for your signature. The Loan Contract details the terms and conditions that will govern the agreement between us, which includes the project's Scope of Work as a formal attachment. Failure to return the contracts within 60 calendar days of the date of this letter may result in your loan offer being withdrawn.

Review, print and sign the document. Once signatures are obtained, scan and return by email to dohcon.mgmt@doh.wa.gov or print and sign a hard copy, and return the originals to us for full execution.

Please note that the U.S. Environmental Protection Agency is the funding source for this program and the Catalog of Federal Domestic Assistance (CFDA) number is 66.468. Consequently, the loan funds are federal and subject to both state and federal requirements.

A non-refundable one-percent loan administration fee will be collected at contract execution (If applicable), including any subsequent amendments where funds are added. The loan amount may be modified to include an amount sufficient to cover the one-percent loan administration fee. In most cases, the fee will be collected in full at contract execution. Please review the terms and conditions of the Loan Contract and all attachments carefully for details.

A requirement of the DWSRF program is that you must maintain updated project records and yearly renewal of your registration in the System for Award Management at www.sam.gov.

Another requirement of the DWSRF program is that all entities are required to verify that the federal government has not suspended or debarred them from receiving federal funds. This includes, but is not limited to, project contractors, subcontractors, engineers, architects, consultants, and equipment vendors. The Exclusion Report can be accessed at www.sam.gov. Failure to provide this required certification may result in termination of your loan contract.

After the Loan Contracts have been signed by the Department or its designee, one fully executed original will be returned to you for your files. Instructions for drawing the loan funds will be returned to you with the executed Loan Contract, as well as the necessary forms. The Loan Contract specifies that draws may be made for costs that have been incurred within the contract period of performance, and which have supporting documentation such as receipts or bills.

We are looking forward to working with you over the course of this project. If you have any questions about this Loan Contract, please contact me.

Sincerely,
Rachel Paris
DOH Contract Manager
360.236.4294
Rachel.Paris@DOH.WA.GOV

Enclosures:

ATTACHMENT I: SCOPE OF WORK (PROJECT)
ATTACHMENT II: ATTORNEY'S CERTIFICATION
ATTACHMENT III: FEDERAL AND STATE REQUIREMENTS
ATTACHMENT IV: DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENTS
ATTACHMENT V: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
ATTACHMENT VI: DWSRF ELIGIBLE PROJECT COSTS
ATTACHMENT VII: LABOR STANDARD PROVISIONS FOR SUBRECIPIENTS THAT ARE GOVERNMENTAL ENTITIES

Washington State Department of Health

DWSRF Municipal Loan Boilerplate

May 2018

Version History		
Date	Revision(s)	Version
05-15-2018	Original - developed via a team of the DWSRF Grant and Loan Unit Supervisor, the DOH Office of Drinking Water Finance Director, the DOH Office of Contracts and Procurement Technical and Policy Advisor, and DOH's Financial Services Assistant Attorney General.	1

1. CONTRACT FACE SHEET

#2023-4211 Loan Number: DWL29313-0
Washington State Department of Health (DOH)
Drinking Water State Revolving Fund (DWSRF)
Municipal

1. Borrower City of College Place 625 S. College Ave., College Place, WA 99324-1516		2. Borrower Doing Business As (optional)	
3. Borrower Type Construction Loan		4. Borrower's Statutory Authority	
5. Borrower Contract Manager Information Mike Rizzitiello, City Administrator (509)394-8506 MRizzitiello@cpwa.us		6. DOH Contract Manager Rachel Paris P.O. Box 47822 Olympia, WA 98504-7822 360.236.4294 first.last@doh.wa.gov	
7. Project Name Reservoir No. 4			
8. Loan Amount: \$10,000,000 Loan Fee: \$0.00 Interest Rate: 1.75%	9. Funding Source Federal: ☒ State: ☒ Other: ☐	10. Start Date DOE	11. End Date 10/01/2048
12. Federal Funding Agency Environmental Protection Agency Catalogue of Federal Assistance (CFDA) Number 66.468			
13. Borrower Tax ID # 02- 7416270	14. SWV # 0028965 -00	15. Borrower UBI # 36900056400	16. Borrower UEI # ZG1SNDHCCH16
17. Contract Purpose DOH and the party identified above as Borrower, hereafter referred to as BORROWER, have entered into this contract to fund the project identified above that furthers the goals and objectives of the DOH DWSRF Program. The project will be done by the BORROWER as described in the scope of work and this contract. The rights and obligations of the parties are governed by this contract and the following documents incorporated by reference: General Terms and Conditions including Declarations; Attachment I: Scope of Work (Project); Attachment II Attorney's Certification; Attachment III: Federal and State Requirements; Attachment IV: Disadvantaged Business Enterprise Requirements; Attachment V: Certification Regarding Debarment, Suspension, and Other Responsibility Matters; Attachment VI: DWSRF Eligible Project Costs; and Attachment VII: Labor Standard Provisions for Subrecipients that are Governmental Entities. By the signature below, the parties acknowledge and accept the terms of this contract.			
FOR CONTRACTOR		FOR DOH	
SIGNATURE AND DATE  11-15-2024		SIGNATURE and DATE	
NAME and TITLE Michael Rizzitiello City Administrator		NAME and TITLE APPROVED AS TO FORM ONLY Mark Calkins, AAG Signature on File	

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ATTACHMENT VII	LABOR STANDARD PROVISIONS FOR SUBRECIPIENTS THAT ARE GOVERNMENTAL ENTITIES

3. DECLARATIONS

3.1. BORROWER INFORMATION

Legal Name:	City of College Place
Loan Number:	DWL29313-0
Award Year:	2023-4211
State Wide Vendor Number:	SWV0028965-00

3.2. PROJECT INFORMATION (PROJECT)

Project Title:	Reservoir No.4
Project Location (City or County):	City of College Place
Project State:	Washington
Project Zip Code:	99324-1516

Project Scope of Work (PROJECT): Attachment I, attached hereto and incorporated by reference.

3.3. CONTRACT COMMUNICATION

Communications regarding Contract performance is delegated by each party to its Contract Manager. Either party may change its Contract Manager by express notice to the other party. Either party may identify on an as needed basis an alternate Contract Manager to serve during the stated temporary absence of its primary Contract Manager. Notices between the parties regarding Contract performance must be provided by written communication to the other party's Contract Manager. Written communication includes email but not voice mail. Notices are presumed received by the other party's Contract Manager upon evidence of delivery between the hours of 8:00 am to 5:00 pm except for state holidays and weekends.

3.4. LOAN INFORMATION

Loan Amount:	\$10,000,000
Loan Fee (Included in loan amount if applicable):	\$0.0
Principal Loan Forgiveness %:	48.5%
Loan Term:	24 years
Interest Rate:	1.75%
Payment Month(s):	October 1st Annually
Earliest Date for Construction Reimbursement:	One year prior to contract execution date
Time of Performance:	48 months from Contract start date (date of last signature) to Project Completion date.

Notice to Proceed:	18 months from Contract start date (date of last signature)
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3.5. FUNDING INFORMATION

Total Funds from BORROWER:	\$0.00
Source(s) of Funds from Borrower, with assigned amounts per source:	N/A

Total State Funds:	\$5,150,000,
Total Amount of Federal Award (as applicable):	To Be Determined
Total Amount of Loan:	\$10,000,000
Federal Award Date:	To Be Determined
Federal Award ID # (FAIN):	To Be Determined
Amount of Federal Funds Obligated by this Action:	To be determined

3.6. SPECIAL TERMS AND CONDITIONS

N/A

4. GENERAL TERMS AND CONDITIONS

DRINKING WATER STATE REVOLVING FUND (MUNICIPAL)

4.1. AUTHORITY

Acting under the authority of Section 1452 of the Safe Drinking Water Act (SDWA) Section 130, RCW 39.34, RCW 43.70.040, and RCW 70.119A.170 the Washington State Department of Health (DOH) has awarded BORROWER a Drinking Water State Revolving Fund Loan (LOAN) for the project identified in the Declarations (PROJECT). Under this CONTRACT, BORROWER is a sub-recipient of funds provided by the United States Environmental Protection Agency (EPA), CFDA Number 66.468, Safe Drinking Water State Revolving Fund.

In some CONTRACT attachments, DOH is referred to as "Lender" and BORROWER is referred to as "Contractor."

4.2. FULL AGREEMENT

This CONTRACT contains the full agreement of the parties. No other understandings, oral or otherwise, regarding the subject matter of this CONTRACT exists.

4.3. ORDER OF PRECEDENCE

In the event of an inconsistency in this CONTRACT, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: The order of precedence for terms and conditions under categories B and C is subject to the proviso that when a contract term or condition appears in more than one contract document, the more specific contract term or condition shall control if the different contract provisions cannot be harmonized.

- A. Applicable local, state, and federal statutes and regulations
- B. Contract amendments
- C. The Contract (in this order)
 - Declarations and Special Terms and Conditions
 - General Terms and Conditions
 - Attachments I – VII

4.4. LOAN AMOUNT

DOH, using funds from the Drinking Water Assistance Account, will loan BORROWER a sum not to exceed the amount shown as LOAN AMOUNT in the Declarations. The LOAN AMOUNT shall not exceed one hundred percent (100%) of the actual eligible PROJECT costs.

4.5. LOAN FEE

If DOH assessed a LOAN FEE, it is shown in the Declarations as LOAN FEE and included in the total LOAN AMOUNT. The fee (if applicable) is one percent (1%) of the loan request and will not be reduced, regardless of the final LOAN AMOUNT at PROJECT completion. If the LOAN FEE applies and the total LOAN AMOUNT is increased by amendment, DOH will assess an additional LOAN FEE equal to one percent (1%) of the additional LOAN AMOUNT. LOAN FEES are non-refundable.

4.6. LOAN TERM

Unless changed by an amendment, the LOAN TERM will not exceed the period of time shown in the Declarations. The repayment period for DOH subsidized loans is twenty-four (24) years from this CONTRACT's start date. The repayment period for non-DOH subsidized loans is twenty (20) years from this CONTRACT's start date.

4.7. INTEREST RATE

The interest rate is stated in the Declarations. Interest is per annum on the outstanding principal balance and starts to accrue from the date DOH releases LOAN FUNDS to BORROWER.

4.8. LOAN FORGIVENESS

If the LOAN qualifies for LOAN Forgiveness, the percent of the LOAN balance that DOH will forgive at PROJECT completion is stated in the Declarations. DOH calculates the amount forgiven when DOH approves the BORROWER's Project Completion Report. The amount forgiven will be based on either the LOAN AMOUNT or BORROWER's ELIGIBLE PROJECT COSTS, whichever is less, and accrued interest.

4.9. RELEASE OF LOAN FUNDS AND REQUIRED DOCUMENTATION

DOH will release LOAN funds to BORROWER to reimburse BORROWER for eligible PROJECT costs. To request reimbursement, BORROWER must submit a signed and completed invoice using a form provided by DOH. The invoice must reference the PROJECT activity performed, and include supporting documentation such as bills, invoices, receipts, and documentation of compliance with CONTRACT requirements as requested by DOH. The invoice must be signed by an official of BORROWER with authority to bind BORROWER.

Invoices must also include a report of the progress made since the last invoice, and the PROJECT status to date. DOH will not release funds until the PROJECT status report and documentation are approved by DOH. Approval will not be unreasonably withheld or delayed. After approving the invoice, documentation, and PROJECT status report, DOH will release funds to BORROWER within thirty (30) days, if BORROWER is not in alleged or actual breach of CONTRACT.

DOH will withhold ten percent (10%) of LOAN funds until DOH confirms that BORROWER has successfully completed all steps for PROJECT COMPLETION. The 10% holdback will be available to BORROWER as part of the last LOAN disbursement.

4.10. TIME OF PERFORMANCE

BORROWER will begin the activities in the PROJECT within thirty (30) calendar days of the CONTRACT start date. BORROWER will issue a 'Notice to Proceed', after the formal award of a construction contract, within eighteen (18) months of the CONTRACT start date.

BORROWER must reach PROJECT COMPLETION within the TIME OF PERFORMANCE. If there are extenuating circumstances, BORROWER may request, in writing, at least ninety (90) calendar days prior to the PROJECT COMPLETION that DOH extend the deadline for PROJECT COMPLETION. At its discretion, DOH may issue an extension. DOH's decision is final and not subject to the dispute clause.

If BORROWER does not meet the requirements of this section, it is a breach of CONTRACT, and DOH may terminate or suspend this CONTRACT.

4.11. PROJECT COMPLETION AMENDMENT AND THE PROJECT COMPLETION REPORT

The PROJECT Completion Amendment determines the final LOAN AMOUNT and LOAN TERM. When activities in the PROJECT are complete, BORROWER will start the process for the PROJECT Completion Amendment by sending DOH the PROJECT Completion Report. In the PROJECT Completion Report, BORROWER will provide the following information to DOH:

- A. A statement of the actual dollar amount spent, from all fund sources, to complete the PROJECT.
- B. A statement that all ELIGIBLE PROJECT COSTS have been incurred. Costs are incurred when goods and services are received and/or contracted work is performed.
- C. Evidence showing BORROWER'S compliance with financial the audit requirements of this CONTRACT.
- D. An invoice for the remaining ELIGIBLE PROJECT COSTS.
- E. Documentation of BORROWER's compliance with National Historic Preservation Act, 54 USC Subtitle III.

4.12. LOAN PAYMENTS

BORROWER must begin repaying the LOAN no later than one (1) year after the CONTRACT start date. Payments are due on the first day of the month(s) shown as the PAYMENT MONTH(S) in the Declarations. Payments are

principal and interest accrued up to the PAYMENT MONTH(S).

BORROWER can repay in full the LOAN balance, including fees and repayment of LOAN FUNDS for ineligible project costs (if any), at any time or make accelerated payments without penalty. The final payment must be on or before the end of the LOAN TERM.

4.13. LOAN DEFAULT

DOH must receive BORROWER'S payment within thirty (30) calendar days of the due date. Late payments are delinquent and assessed a monthly penalty on the first (1st) day past the due date. The penalty is one percent (1%) of the late payment amount per month. Penalty and fees accrue interest at the rate stated as LOAN INTEREST in the Declarations.

DOH may notify any other entity, creditors, or potential creditors of BORROWER's delinquency. BORROWER is responsible for all attorney fees and costs incurred by DOH in any action taken to enforce its rights under this section, including in any alternative dispute resolution proceeding.

4.14. LOAN SECURITY

LOAN Security is only required if identified in the Declarations. In its sole discretion and if allowed under the EPA regulations relevant to this Contract, DOH may subordinate its LOAN security to Borrower's obligations under existing or future bonds and notes. Nothing in this section releases BORROWER from the obligation to make LOAN PAYMENTS when due, and to adjust rates, fees, or surcharges as necessary to meet its obligations under this CONTRACT.

4.15. AMENDMENTS, MODIFICATIONS, ASSIGNMENTS, AND WAIVERS

Amendments, modifications, assignments, and waivers to any of the terms of this CONTRACT supersede, if applicable, those terms as found in the original CONTRACT, and are not binding unless they are in writing and signed by representatives authorized to bind each of the parties. Only the authorized representative or their designee has the express, implied, or apparent authority to alter, amend, assign, modify, or waive any terms of this CONTRACT.

Neither this CONTRACT nor any claim arising under it may be transferred or assigned by BORROWER without DOH's prior written consent. During the LOAN TERM, DOH must approve in advance, any change in ownership of the water system(s) improved with LOAN FUNDS. DOH may require the LOAN, including fees and ineligible project costs (if any), be paid in full as a condition of approval.

Nothing in this CONTRACT may be waived unless approved by DOH in writing. No waiver of any default or breach is implied from any failure to take action upon such default or breach if the default of breach persists or repeats. Waiver of any default or breach is not a waiver of any subsequent default or breach.

4.16. BUILD AMERICA, BUY AMERICA

None of the LOAN funds can be used for the construction, alteration, maintenance, or repair of a public water system or treatment works unless all of the iron and steel, manufactured products, and construction materials used in the project to be produced in the United States ("Build America, Buy America Requirements") including iron and steel, manufactured products, and construction materials provided by the Contactor pursuant to this Agreement. The Contractor hereby represents and warrants to and for the benefit of the Owner and Funding authority.

DOH may waive this requirement if:

- A. Compliance would be inconsistent with the public interest; or
- B. The particular products are not produced in the United States in sufficient and reasonably available quantities and are not of a satisfactory quality; or
- C. Inclusion of products produced in the United States will increase the cost of the overall project by more than twenty-five (25) percent; and
- D. A waiver is approved by the Environmental Protection Agency (EPA).

BORROWER must submit the waiver request to DOH, which will submit it to EPA. The full text of the Build America, Buy America provision can be found under The Infrastructure Investment and Jobs Act ("IIJA"), Pub. L. No. 117-58, which includes the Build America, Buy America Act ("the Act"). Pub. L. No. 117-58, §§ 70901-52.

4.17. ATTORNEYS' FEES

Unless expressly stated under another section of the CONTRACT, each party agrees to bear its own attorneys' fees and costs for litigation or other action brought to enforce the contract terms.

4.18. BONUS AND COMMISSION PAYMENTS NOT ALLOWED

Funds provided under this CONTRACT cannot be used to pay any bonus or commission to gain approval of the loan application or any other approval under this CONTRACT. This section does not prohibit paying for bona fide technical consultants, managerial, or other such services, if payment is for ELIGIBLE PROJECT COSTS.

4.19. COMPLIANCE

BORROWER will comply with all applicable federal, state and local laws, requirements, and ordinances for the design, implementation, and administration of the PROJECT and this CONTRACT, including but not limited to those stated in the CONTRACT attachments. BORROWER will provide DOH with documentation of compliance, if requested.

In the event of BORROWER's alleged or actual noncompliance with any part of this CONTRACT, DOH may suspend all or part of the CONTRACT, withhold payments, or prohibit BORROWER from incurring additional obligations of LOAN FUNDS during the investigation and pending corrective action by BORROWER, or a decision by DOH to terminate the CONTRACT.

4.20. DISPUTES

Except as otherwise provided in this CONTRACT, when a dispute arises between the parties that cannot be solved by direct negotiation, either party may request a dispute hearing with the Director of the Office of Drinking Water (the Director), who may designate a neutral person to decide the dispute. The parties will be equally responsible for any reasonable costs and fees incurred by the neutral.

The party requesting a dispute hearing must:

- A.** Be in writing;
- B.** State the disputed issues;
- C.** State the relative positions of the parties;
- D.** State BORROWER's name, address, and the CONTRACT number;
- E.** Provide contact information for the requester's representative, and,
- F.** Be mailed to the other party's (respondent's) Contract Manager within three (3) working days after the parties agree that they cannot resolve the dispute.

The respondent must send a written answer within five (5) working days.

In the alternative, the parties can agree to submit a mutual request to the Director, which should include each party's response to the other party's characterization of the dispute.

The Director or designee will review the written statements and reply in writing to both parties within ten (10) working days. The Director or designee may extend this period if necessary by notifying the parties. The decision on the dispute is non-binding and is not admissible in any succeeding judicial or quasi-judicial proceeding.

This non-binding dispute process must precede any action in a judicial or quasi-judicial tribunal. Nothing in this CONTRACT limits the parties from using any mutually acceptable alternate dispute resolution (ADR) method in addition to or instead of the dispute hearing procedure outlined above.

4.21. ELIGIBLE PROJECT COSTS

BORROWER will comply with Attachment VI: DWSRF Eligible Project Costs and is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

The purchase of any land necessary for the PROJECT must be included in the PROJECT and be documented with an appraisal or equivalent market evaluation, if approved by DOH, and a valid purchase and sale agreement.

Construction expenses incurred after the date shown as earliest date for construction reimbursement in the Declarations are eligible for reimbursement. Requests for reimbursements for costs related to construction activities will not be accepted until BORROWER has met the following conditions:

- A. Completed the State Environmental Review Process (SEPA Review under RCW 43.21C);
- B. Complied with all provisions of the National Historic Preservation Act, 54 USC Subtitle III;
- C. Complied with Prevailing Wage requirements;
- D. Received approval from DOH of the project report and related construction documents for all applicable activities described in the PROJECT; and
- E. Complied with any other LOAN conditions required by DOH.

BORROWER cannot use LOAN FUNDS for any expenses charged by BORROWER against any other contract, subcontract, or source of funds.

If DOH reimburses BORROWER for costs that are later determined by DOH to be ineligible, BORROWER must repay these funds to DOH no later than when the BORROWER returns the PROJECT Completion Amendment to DOH. Prior to final completion, DOH may withhold payment for such costs as allowed under Section 4.36 RECAPTURE. Repayment is subject to interest retroactive to the date of the applicable disbursement by DOH.

4.22. FALSE, INCORRECT, OR INCOMPLETE INFORMATION OR CLAIM

BORROWER warrants that they have not and will not submit to DOH any information that is materially false, incorrect, or incomplete. Providing false, fictitious, or misleading information with respect to the receipt and disbursements of LOAN funds is a basis for criminal, civil, or administrative fines and/or penalties. DOH may also pursue applicable remedies for violations by BORROWER of this section.

4.23. FINANCIAL AUDIT

DOH may require BORROWER to obtain an audit of this PROJECT conforming to Generally Accepted Accounting Principles (GAAP). BORROWER will maintain its records and accounts to facilitate the audit. BORROWER is responsible for correcting any audit findings. BORROWER is responsible for any audit findings incurred by its own organization and/or its subcontractors. DOH reserves the right to recover from BORROWER all disallowed costs and INELEGIBLE PROJECT COSTS resulting from the audit.

The audit must include a report on compliance, including an opinion (or disclaimer of opinion) about whether the BORROWER is in compliance with laws, regulations and requirements of this CONTRACT that could have a direct and material effect on DOH.

BORROWER must send a copy of any required audit per 2 CFR §200.512 to the DOH Contract Manager, no later than nine (9) months after the end of BORROWER's fiscal year(s). BORROWER must send any audit corrective action plan for audit findings and a copy of the management letter, within three (3) months of the audit report.

4.24. GOVERNING LAW AND VENUE

This CONTRACT shall be construed and interpreted according to the laws of the state of Washington, and the venue of any action brought under the CONTRACT will be in the Superior Court for Thurston County.

4.25. HISTORICAL AND CULTURAL REQUIREMENTS

BORROWER will not conduct or authorize destructive PROJECT planning activities before completing the requirements of the National Historic Preservation Act, 54 USC Subtitle III. BORROWER will not begin construction activities, ground disturbance, or excavation of any sort, until BORROWER has complied with all requirements of the National Historic Preservation Act of 1966, as amended.

If historical or cultural artifacts are discovered during the PROJECT, BORROWER will immediately stop construction and implement reasonable measures to protect the discovery site from further disturbance, take

reasonable steps to ensure confidentiality of the discovery site, restrict access to the site, and notify the concerned tribe's cultural staff or committee, Tribal Historical Preservation Officer (THPO), DOH Contract Manager, and the State's Historical Preservation Officer (SHPO) at the Washington State Department of Archaeology and Historic Preservation (DAHP). If human remains are uncovered, BORROWER will report the presence and location of the remains to the local coroner and law enforcement immediately, then contact the concerned tribe's cultural staff or committee, DOH Contract Manager, and DAHP.

BORROWER is legally and financially responsible for compliance with all laws, regulations, and agreements related to the preservation of historical or cultural sites and artifacts and will hold harmless the state of Washington and DOH in relation to any claim related to historical or cultural sites discovered, disturbed, or damaged as a result of BORROWER'S and BORROWER's subcontractors activities.

BORROWER will include the requirements of this section in all contracts for work or services related to the PROJECT. BORROWER will require that bid documents include an inadvertent discovery plan that meets the requirements of this section.

4.26. INDEMNIFICATION

BORROWER agrees to defend, indemnify, and hold harmless DOH and the state of Washington for claims arising out of or incident to BORROWER'S or any BORROWER'S subcontractor's performance or failure to perform the CONTRACT. BORROWER'S obligation to indemnify, defend, and hold harmless DOH and the state of Washington shall not be eliminated or reduced by any actual or alleged concurrent negligence of DOH or its agents, agencies, employees and officials. BORROWER'S obligation to indemnify, defend and hold harmless DOH and the state of Washington includes any claim by BORROWER'S agents, employees, officers, subcontractors or subcontractor employees.

BORROWER waives immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless the state and its agencies, officers, agents or employees.

4.27. INDUSTRIAL INSURANCE COVERAGE

BORROWER will comply with the applicable parts of Title 51 RCW, Industrial Insurance. If BORROWER fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as required by law, DOH may collect from BORROWER the full amount payable to the Industrial Insurance Accident Fund. DOH may deduct the amount owed by BORROWER to the accident fund from the amount payable to BORROWER by DOH under this CONTRACT, and transmit the deducted amount to the Washington State Department of Labor and Industries (L&I).

4.28. LITIGATION

BORROWER warrants that there is no threatened or pending litigation, investigation, or legal action before any court, arbitrator, or administrative agency that, if adversely determined against BORROWER, would have a materially adverse effect on BORROWER's ability to repay the LOAN. BORROWER agrees to promptly notify DOH if any above-referenced actions become known to BORROWER during the pendency of the Contract.

4.29. NONDISCRIMINATION

BORROWER will not discriminate on the basis of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability in the performance of this CONTRACT. BORROWER will comply with all federal and state nondiscrimination laws, including, but not limited to Chapter 49.60 RCW, Washington's Law Against Discrimination and 42 USC 12101 et seq., the Americans with Disabilities Act (ADA), and 40 CFR Part 33 Participation by Disadvantaged Business Enterprises in US EPA Programs . Failure by BORROWER to carry out these requirements is a material breach of this CONTRACT. BORROWER is required to include these non-discriminatory provisions in any contract with a subcontractor.

4.30. PREVAILING WAGE

BORROWER will assure that all contractors and subcontractors performing work funded through this CONTRACT comply with prevailing wage laws by paying the higher of state or federal prevailing wages. BORROWER is legally and financially responsible for compliance with the prevailing wage requirements. BORROWER should consult the

United States Department of Labor and Washington State Department of Labor and Industries websites to determine the federal and State prevailing wages that must be paid.

4.31. PROCUREMENT

BORROWER will comply with all procurement requirements for subcontracting for the PROJECT and for obtaining PROJECT-related goods and services. BORROWER must maintain records to verify compliance with procurement requirements.

BORROWER must ensure that all contractors, subcontractors, engineers, vendors, and any other entity for work or services listed in the PROJECT will insert in full, in any contract, the labor standards provisions in Attachment VIII: Labor Standard Provisions for Subrecipients That Are Governmental Entities.

4.32. PROHIBITION STATEMENT

Per Section 106 of the federal Trafficking Victims Protection Act, BORROWER's contractors, subcontractors, engineers, vendors, and any other entity performing work funded by this CONTRACT must comply with and include the following terms and conditions in all contracts for work or services for the PROJECT.

"All forms of trafficking in persons, illegal sex trade, or forced labor practices are prohibited in the performance of this award or subawards under the award, or in any manner during the period of time that the award is in effect. This prohibition applies to you as the recipient, your employees, subrecipients under this award, and subrecipients' employees."

4.33. PROJECT SIGNS

If BORROWER displays, during the TIME OF PERFORMANCE, any signs or markers identifying parties that are providing funds for the PROJECT, BORROWER must include the Washington State Department of Health Drinking Water State Revolving Fund and the Washington State Department of Health as participants in the PROJECT.

4.34. PUBLICITY

BORROWER agrees to get prior written consent from DOH's Contract Manager before publishing or using any advertising or publicity materials that include Washington State or DOH's name, or includes language that may reasonably infer or imply a connection with either one.

4.35. RATES AND RESERVES

BORROWER will maintain reserves at a minimum as required by the Water System Plan or Small Water System Management Plan. BORROWER will timely adopt rate increases and/or capital assessments for the system's services to provide sufficient funds, along with other revenues of the system, to pay all operating expenses and debt repayments during the LOAN TERM.

4.36. RECAPTURE

DOH reserves the right to recapture from BORROWER sufficient funds to compensate DOH for BORROWER's noncompliance with any part of this CONTRACT, in addition to any other remedies available under the CONTRACT, at law, or in equity. DOH may withhold LOAN FUNDS from BORROWER to recapture such funds.

4.37. RECORDKEEPING AND ACCESS TO RECORDS

DOH, its agents, and authorized officials of the state and federal governments will have full access and the right to examine, copy, excerpt, or transcribe, at no additional cost and at all reasonable times, any pertinent documents, papers, records, and books of BORROWER and of persons, firms, or organizations with which BORROWER may contract, involving transactions related to this CONTRACT. BORROWER agrees to keep complete records of its compliance with this CONTRACT for a period of six (6) years from the date that the debt to DOH is paid in full. This includes but is not limited to financial reports. If any litigation, claim or audit is started before the expiration of the six (6) year period, BORROWER must keep the records until all litigation, claims or audit findings involving the records have been resolved. These records retention requirements are in addition to the local government records retention schedules applicable to the BORROWER.

4.38. REGISTRATION WITH THE SYSTEM FOR AWARD MANAGEMENT (SAM)

BORROWER must comply with 48 CFR 52.204-7 to register with the System for Awards Management (SAM.gov). BORROWER is responsible for the accuracy and completeness of its data in the SAM database and any liability resulting from the Government or DOH reliance on inaccurate or incomplete data in it. BORROWER must remain registered in the SAM database. BORROWER should annually review its information in SAM to ensure it is accurate and complete.

4.39. SEVERABILITY

If any part of this CONTRACT or part of any document incorporated by reference is found to be invalid, it will not affect the other parts of this CONTRACT that can be given effect without the invalid part.

4.40. SUBCONTRACTING

Prior to awarding contracts and/or subcontracts, BORROWER must verify that the complete names of both the selected contractor and the owner or president are not in the Federal Excluded Parties List System for Ineligible Professionals and Debarred Contractors (www.SAM.gov). BORROWER must provide the DOH Contract Manager with a screen printout documenting that neither the firm, the owner or the president are excluded.

BORROWER will ensure that every contract and subcontract awarded for the PROJECT after the CONTRACT start date will bind the parties to follow all applicable terms of this CONTRACT. BORROWER is responsible to DOH for noncompliance by its contractors and/or subcontractors. BORROWER's contracts or subcontracts do not release or reduce the BORROWER's liability to DOH for any breach in the performance of BORROWER's duties. BORROWER's contracts and subcontracts must include a term that the state of Washington and DOH are not liable for claims or damages arising from a contractor and/or subcontractor's performance or lack thereof.

4.41. SURVIVAL

The CONTRACT's terms, conditions, and warranties that by its sense and context are intended to survive the completion of the performance, cancellation or termination of this CONTRACT, shall so survive.

4.42. TERMINATION FOR CAUSE

If DOH concludes that BORROWER has failed to comply with the CONTRACT requirements or has otherwise breached one or more parts of the CONTRACT, DOH may, at its discretion, upon notice to BORROWER, terminate or suspend the CONTRACT and/or its attached agreements in whole or in part.

The notice will be in writing and state the reason(s) for termination or suspension, and the effective date. The effective date will be determined by DOH. The notice will allow BORROWER at least thirty (30) business days to cure the breach, if curable. If the breach is not cured or cannot be cured within thirty (30) business days, the outstanding balance of the LOAN, with any interest accrued and other costs as authorized by the CONTRACT shall be due and payable to DOH.

If DOH terminates this CONTRACT under this section, DOH is liable only for payment required under the terms of this CONTRACT for ELIGIBLE PROJECT COSTS incurred prior to the effective date of termination.

At DOH's discretion, the termination for cause may be deemed a termination for convenience if DOH determines that the default or failure to perform was outside BORROWER's control, fault or negligence. The rights and remedies of DOH provided in this CONTRACT are not exclusive and are in addition to any other rights and remedies provided by law. Nothing in this section affects BORROWER's obligations to immediately repay the unpaid balance of the LOAN as prescribed in the Washington Administrative Code (WAC) 246-296-150.

4.43. TERMINATION OR SUSPENSION FOR CONVENIENCE

If funding or appropriation from state, federal, or other sources is withdrawn, reduced, or limited in any way during the TIME OF PERFORMANCE, DOH may:

- A.** Delay or suspend releasing LOAN FUNDS until funding or appropriation are available to DOH; or
- B.** Amend the CONTRACT to reflect the new funding limitations and conditions; or

- C. Terminate the CONTRACT and/or its attached agreements, in whole or in part; or
- D. Suspend the CONTRACT and/or its attached agreements, in whole or in part.

If DOH terminates the CONTRACT and/or its attached agreements in whole or in part, under this section, DOH will notify BORROWER's representative in writing of the reason(s) for termination, and the effective date. The effective date will be determined by DOH.

DOH may choose to suspend this CONTRACT and/or its attached agreements in whole or in part, if DOH determines that the funding insufficiency will likely be resolved in time for BORROWER to resume activities prior to the end of the TIME OF PERFORMANCE. DOH will notify BORROWER's representative by facsimile or email of the reason(s) for suspension, and the effective date. DOH will determine the effective date. BORROWER must suspend performance on the effective date of the suspension. During the period of suspension each party must notify the other party's representative of any conditions that may reasonably affect its ability to resume performance.

During the suspension, when DOH determines that the funding insufficiency is resolved, DOH may notify BORROWER's representative of the proposed date to resume performance. BORROWER must respond to DOH's representative in writing, within five (5) business days of DOH sending notice, as to whether it can resume performance on that date or offer an alternative date to resume performance. If BORROWER cannot resume performance or the alternative date is not acceptable to DOH, the parties agree the CONTRACT will be deemed terminated for convenience, retroactive to the original date of suspension.

If DOH terminates or suspends this CONTRACT, DOH is liable only for payment required under the terms of this CONTRACT for eligible project costs incurred prior to the effective date of suspension or termination. Nothing in this section shall affect Contractor's obligations to repay the unpaid balance of the LOAN. Nothing in this section affects BORROWER's obligation to repay the LOAN, including fees and other expenses as allowed by the CONTRACT.

4.44. TERMINATION PROCEDURES

When BORROWER receives Notice of Termination or on the date a suspension is converted to a termination, except as otherwise directed by DOH, BORROWER will:

- A. Stop work under the CONTRACT on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities related to the CONTRACT;
- C. If expressly requested by DOH, assign to DOH any or all of the rights, title, and interest of BORROWER under the orders and subcontracts so terminated, in which case DOH has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts. Any attempt by BORROWER to settle such claims must have the prior written approval of DOH; and
- D. Preserve and transfer any materials, CONTRACT deliverables and/or DOH property in BORROWER's possession as directed by DOH.

Upon termination of this CONTRACT, DOH will pay BORROWER for amounts due under the CONTRACT prior to the date of termination unless such payment is precluded under any other provision of this CONTRACT. DOH may withhold any amount due as DOH reasonably determines is necessary to protect DOH against potential loss or liability resulting from the termination. DOH will pay any withheld amount to BORROWER if DOH later determines that loss or liability will not occur.

4.45. WORK HOURS AND SAFETY STANDARDS

If this CONTRACT exceeds \$100,000, BORROWER must comply with the applicable Contract Work Hours and Safety Standards Act (40 USC Chapter 37). These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

ATTACHMENT I: SCOPE OF WORK (PROJECT)

Scope of Work:

Project to include:

1. Submit the project report and construction drawings for Eastern Regional Office review and approval.
Submit approval letter.
2. Submit bid documents to Eastern Regional Office for review and approval. Submit approval letter.
3. Complete SEPA and submit determination and publication affidavit.
4. Complete cultural and historical review process.
5. Construct a 1-million-gallon elevated reservoir and connect to the existing water system with approximately 10,000 feet of new transmission main.

In addition to costs of construction, costs may include (but are not limited to): construction inspection, hydrogeologic assessment, permits, public involvement, preparation of bid documents, fees, taxes, legal, administrative and audit.

Project Costs by Cost Category:

COST CATEGORY	CURRENT ESTIMATES
Engineering Report (Preliminary Engineering)	\$0
Environmental Review	\$0
Historical Review/Cultural Review	\$0
Land/ROW Acquisition	\$0
Permits	\$0
Public Involvement/Information	\$0
Bid Documents (Design Engineering)	\$0
Construction: Estimated Cost. Provide details on following pages.	\$10,000,000
Contingency: (10% min, 20% max)	\$0
DOH Review/Approval Fees:	\$0
Sales or Use Taxes	\$0
Construction Engineering/Inspection	\$0
Insurance:	\$0
Audit:	\$0
Legal:	\$0
Service Meters (Purchase and Installation)	\$0
Other:	\$0
TOTAL ESTIMATED PROJECT COSTS (before Loan Fee)	\$10,000,000
DWSRF Loan Origination Fee (1%)	<u>\$0</u>
DWSRF Loan Award	<u>\$10,000,000</u>

Project Funding:

TYPE OF FUNDING	SOURCE	CURRENT STATUS
Grants and Other Non-Matching Funds		
Grant #1		\$
Grant #2		\$
Other Grants		\$
New Grants		\$
Total Grants and Other Non-Matching Funds		a) <u>\$0.00</u>
Loans		
<i>This Loan Request</i>	DWSRF loan DWL29313-0	\$10,000.000
Other Loan #1		\$
Other Loan #2		\$
Other Loans		\$
New Loans		\$
Total Loans		b) <u>\$10,000.000</u>
Local Revenue		
Source #1		\$
Source #2		\$
Other Local Revenue		\$
New Local Revenue		\$
Total Local Revenue		c) <u>\$</u>
Other Funds		
Other Funds		\$
Other Funds		\$
Total Other Funds		d) <u>\$</u>
TOTAL PROJECT FUNDING		e) <u>\$10,000.000</u>

ATTACHMENT II: ATTORNEY'S CERTIFICATION

DRINKING WATER STATE REVOLVING FUND (MUNICIPAL)

I, _____, hereby certify:

I am an attorney at law admitted to practice in the state of Washington and the duly appointed attorney of BORROWER identified in the Declarations of the Contract identified above; and

I have also examined any and all documents and records, which are pertinent to the Contract, including the application requesting this financial assistance.

Based on the foregoing, it is my opinion that:

1. BORROWER is a public body, properly constituted and operating under the laws of the State of Washington, empowered to receive and expend federal, state and local funds, to contract with the state of Washington, and to receive and expend the funds involved to accomplish the objectives set forth in its application.
2. BORROWER is empowered to accept the Drinking Water State Revolving Fund financial assistance and to provide for repayment of the loan as set forth in the loan agreement.
3. There is currently no litigation in existence seeking to enjoin the commencement or completion of the above-described public facilities project or to enjoin BORROWER from repaying the Drinking Water State Revolving Fund loan extended by DOH with respect to such project. BORROWER is not a party to litigation, which will materially affect its ability to repay such loan on the terms contained in the loan agreement.
4. Assumption of this obligation would not exceed statutory and administrative rule debt limitations applicable to BORROWER.

Signature of Attorney

Date

Name and BAR Number (WSBA No.)

Address

ATTACHMENT III: FEDERAL AND STATE REQUIREMENTS (NOT ALL INCLUSIVE)

1) Environmental and Cultural Authorities

- a) Archeological and Historic Preservation Act of 1974, Public Law 86-523 as amended
- b) Clean Air Act, Public Law 84-159 as amended
- c) Coastal Zone Management Act, Public Law 92-583 as amended
- d) Endangered Species Act, Public Law 93-205 as amended
- e) Environmental Justice, Executive Order 12898
- f) Floodplain Management, Executive Order 11988 as amended by Executive Order 12148
- g) Protection of Wetlands, Executive Order 11990
- h) Farmland Protection Policy Act, Public Law 97-98
- i) Fish and Wildlife Coordination Act, Public Law 85-624 as amended
- j) National Historic Preservation Act, 54 USC Subtitle III
- k) Safe Drinking Water Act, Public Law 93-523 as amended
- l) Wild and Scenic Rivers Act, Public Law 90-542 as amended
- m) Washington State Environmental Policy Act, Chapter 43.21C RCW
- n) Native American Graves Protection and Repatriation Act, Archaeological Resources Protection Act, Revised Code of Washington (RCW) 27.44 regarding Indian Graves and Records; RCW 27.53 regarding Archaeological Sites and Resources; RCW 68.60 regarding Abandoned and Historic Cemeteries and Historic Graves; and Washington Administrative Code (WAC) 25-48 regarding Archaeological Excavation and Removal Permits.

Buy America Build America Requirements

- 2) DWSRF construction projects chosen for FFATA/Equivalency reporting must comply with the Buy America Build America provisions. Projects started prior to May 14, 2022, may be exempt. Visit the EPA website for more information on the BABA requirements and the waiver process at <https://www.epa.gov/cwsrf/build-america-buy-america-baba>

3) Economic and Miscellaneous Authorities

- a) Demonstration Cities and Metropolitan Development Act of 1996, Public Law 89-754 as amended, Executive Order 12372
- b) Procurement Prohibitions under Section 306 of the Clean air Act and Section 508 of the Clean Water Act, including Executive Order 11738, Administration of the Clean Air Act and the Federal Water Pollution Control Act with Respect to Federal Contracts, Grants, or Loans
- c) Uniform Relocation and Real Property Policies Act, Public Law 91-646 as amended
- d) Debarment and Suspension, Executive Order 12549
- e) H.R. 3547, Consolidated Appropriations Act, 2014.

4) Social Policy Authorities

- a) Age Discrimination Act of 1975, Public Law 94-135
- b) Title VI of the Civil Rights Act of 1964, Public Law 88-352
- c) Section 13 of the Federal Water Pollution Control Act Amendments of 1972, Public Law 92-500 (the Clean Water Act)
- d) Section 504 of the Rehabilitation Act of 1973, Public Law 93-112 (including Executive Orders 11914 and 11250)
- e) Equal Employment Opportunity, Executive Order 11246
- f) Disadvantaged Business Enterprise, Public Law 101-549 (the Clean Air Act), and Public Law 102-389 (the Clean Water Act)
- g) Section 129 of the Small Business Administration Reauthorization and Amendment Act of 1988, Public Law 100-590
- h) Chapter 49.60 RCW, Washington's Law against Discrimination, and 42 USC 12101 et seq. the Americans with Disabilities Act (ADA).
- i) The Contract Work Hours and Safety Standards Act (40 USC 327-333)-Where applicable.
- j) The Genetic Information Nondiscrimination Act of 2008 (GINA), 42 USC s. 2000ff et seq.

5) State Laws

- a) Chapter 36.70A RCW, Growth Management Act
- b) Chapter 39.80 RCW, Contracts for Architectural and Engineering Services
- c) Chapter 39.12 RCW, Washington State Public Works Act
- d) Chapter 43.20 RCW, State Department of Health of Health

- e) Chapter 43.70 RCW, Department of Health
- f) Chapter 43.155 RCW, Public Works Project
- g) Chapter 70.116 RCW, Public Water Systems Coordination Act of 1977
- h) Chapter 70.119 RCW, Public Water Supply Systems Certification and Regulation of Operations
- i) Chapter 70.119A RCW, Public Water Systems, Penalties & Compliances
- j) Chapter 246-290 WAC, Group A Public Water Systems
- k) Chapter 246-291 WAC, Group B Public Water Systems
- l) Chapter 246-292 WAC, Waterworks Operator Certification Regulations
- m) Chapter 246-293 WAC, Water Systems Coordination Act
- n) Chapter 246-294 WAC, Drinking Water Operating Permits
- o) Chapter 246-295 WAC, Satellite System Management Agencies
- p) Chapter 246-296 WAC Drinking Water State Revolving Fund Loan Program
- q) Chapter 173-160 WAC, Minimum Standards for Construction & Maintenance of Wells
- r) Title 173 WAC, Department of Ecology Rules
- s) Title 40 Part 141 Code of Federal Regulations, Federal National Primary Drinking Water Regulations (Section Adopted by Reference)

ATTACHMENT IV: DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENTS

GENERAL COMPLIANCE, 40 CFR, Part 33

BORROWER must comply with the requirements of Environmental Protection Agency's Program for Utilization of Small, Minority and Women's Business Enterprises (MBE/WBE) in procurement under this Contract, contained in 40 CFR, Part 33. BORROWER will use the directory of certified firms available through the Washington State Office of Minority and Women's Business Enterprises to meet the requirements.

FAIR SHARE OBJECTIVES, 40 CFR, Part 33, Subpart D

The following are exemptions from the fair share objective Requirements:

- Grant and loan recipients receiving a total of \$250K or less in EPA financial assistance in a given fiscal year.
- Tribal recipients of Performance Partnership Eligible grants under 40 CFR Part 35, Subpart B.
 - There is a 3-year phase in period for the requirement to negotiate fair share goals for Tribal and Insular Area recipients.
- Recipients of Technical Assistance Grants.

The Fair Share Objectives or goals for the utilization of disadvantaged businesses negotiated with EPA by the WA Office of Minority Women Business are stated below.

Construction	10% MBE	6% WBE
Supplies	8% MBE	4% WBE
Equipment	8% MBE	4% WBE
Purchased Services	10% MBE	4% WBE

BORROWER must accept the fair share objectives/goals stated above and purchase the same or similar construction, supplies, services and equipment, in the same or similar relevant geographic buying market as WA Office of Minority Women Business goals.

SIX GOOD FAITH EFFORTS, 40 CFR, Part 33, Subpart C

Pursuant to 40 CFR, Section 33.301, BORROWER will make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to ensure that sub-recipients, loan recipients, and prime contractors also comply.

Records documenting compliance with the six good faith efforts shall be retained. The six good faith efforts shall include:

- Ensure Disadvantaged Business Enterprises are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local Government recipients, this will include placing the Disadvantaged Business Enterprises on solicitation lists and soliciting them whenever they are potential sources.
- Make information on forthcoming opportunities available to Disadvantaged Business Enterprises and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by Disadvantaged Business Enterprises in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of thirty (30) calendar days before the bid or proposal closing date.
- Consider in the contracting process whether firms competing for large contracts could subcontract with Disadvantaged Business Enterprises. For Indian Tribal, State and Local Government recipients, this will include dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by Disadvantaged Business Enterprises in the competitive process.
- Encourage contracting with a consortium of Disadvantaged Business Enterprises when a contract is too large for one of these firms to handle individually.
- Use the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Health.
- If the prime contractor awards subcontracts, also require the prime contractor to take the five good faith efforts in paragraphs A through E above.

MBE/WBE REPORTING, 40 CFR, Part 33, Sections 33.502 and 33.503

BORROWER is required to submit MBE/WBE participation reports to DOH, on a quarterly basis, beginning with the Federal fiscal year reporting period BORROWER receives the award and continuing until the project is completed.

CONTRACT ADMINISTRATION PROVISIONS, 40 CFR, Section 33.302

BORROWER agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

BORROWER agrees to require all general contractors to provide forms: EPA Form 6100-2 DBE Subcontractor Participation Form and EPA Form 6100-3 DBE Subcontractor Performance Form to all its Disadvantaged Business Enterprise subcontractors, engineers, vendors, and any other entity for work or services listed in the PROJECT. These two (2) forms may be obtained from the EPA Office of Small Business Program's website on the internet at <http://www.epa.gov/osbp/grants.htm>.

BORROWER agrees to require all general contractors to complete and submit to BORROWER and Environmental Protection Agency EPA Form 6100-4 DBE Subcontractor Utilization Form beginning with the Federal fiscal year reporting period BORROWER receives the award and continuing until the project is completed. Only procurements with certified MBE/WBEs are counted toward a Contractor's MBE/WBE accomplishments.

BIDDERS LIST, 40 CFR, Section 33.501(b) and (c)

BORROWER is also required to create and maintain a bidders list if BORROWER of the loan is subject to, or chooses to follow, competitive bidding requirements. Please see 40 CFR, Section 33.501 (b) and (c) for specific requirements and exemptions.

Section 33.501(b) of the rule is as follows:

A recipient of a Continuing Environmental Program Grant or other annual grant must create and maintain a bidders list. In addition, a recipient of an EPA financial assistance agreement to capitalize a revolving loan fund also must require entities receiving identified loans to create and maintain a bidders list if the recipient of the loan is subject to, or chooses to follow, competitive bidding requirements. The purpose of a bidders list is to provide the recipient and entities receiving identified loans who conduct competitive bidding with as accurate a database as possible about the universe of MBE/WBE and non-MBE/WBE prime and subcontractors. The list must include all firms that bid or quote on prime contracts or bid or quote on subcontracts under EPA assisted projects, including both MBE/WBEs.

The bidders list must be kept until the grant project period has expired and the recipient is no longer receiving EPA funding under the grant. For entities receiving identified loans, the bidders list must be kept until the project period for the identified loan has ended. The following information must be obtained from all prime and subcontractors:

- (1) Entity's name with point of contact;
- (2) Entity's mailing address, telephone number, and e-mail address;
- (3) The procurement on which the entity bid or quoted, and when; and
- (4) Entity's status as a MBE/WBE¹ or non-MBE/WBE.

The exemption found at § 33.501(c) is as follows:

A recipient of an EPA financial assistance agreement in the amount of \$250,000 or less for any single assistance agreement, or of more than one financial assistance agreement with a combined total of \$250,000 or less in any one fiscal year, is exempt from the paragraph (b) of this section requirement to create and maintain a bidders list. Also, a recipient under the CWSRF, DWSRF, or BCRLF Program is not required to apply the paragraph (b) of this section bidders list requirement of this subpart to an entity receiving an identified loan in an amount of \$250,000 or less, or to an entity receiving more than one identified loan with a combined total of \$250,000 or less in any one fiscal year. This exemption is limited to the paragraph (b) of this section bidders list requirements of this subpart.

¹ Qualified Women and Minority business enterprises may be found on the Internet at www.omwbe.wa.gov or by contacting the Washington State Office of Minority and Women's Enterprises at 360-704-1181.

ATTACHMENT V: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS



United States Environmental Protection Agency
Washington, DC 20460

EPA Project Control Number

The terms, "covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded", as used in this attachment, are defined in the rules implementing Executive Order 12549, including 13 CFR § 400.109. You may contact DOH for help getting a copy of these regulations.

BORROWER, defined as the primary participant and its principals, certifies by signing below that to the best of its knowledge and belief they:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- B. Have not within a three-year (3) period preceding this CONTRACT, been convicted of or had a civil judgment against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
- C. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses described in this attachment; and,
- D. Have not within a three-year period (3) preceding the signing of this CONTRACT had one or more public transactions (federal, state, or local) terminated for cause or default.

Prior to awarding contracts for the PROJECT, BORROWER must verify that neither the contractor's business name(s) nor the names of its principals are in the Federal Excluded Parties List System for Ineligible Professionals and Debarred Contractors (www.SAM.gov). BORROWER must keep documentation in the PROJECT files and provide a copy to the DOH Contract Manager.

BORROWER will include the language below without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

The lower tier contractor certifies, by signing this CONTRACT that neither it nor its principals are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

I understand that a false statement on this certification may be ground for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine or imprisonment for up to 5 years, or both.

Michael Rizzitiello

Typed or Printed Name & Title of Authorized Representative 11-18-2024

Signature of Authorized Representative

Date

☐

I am unable to certify to the above statements. My explanation is attached.

ATTACHMENT VI: DWSRF ELIGIBLE PROJECT COSTS

Must be directly attributable to the project.

1. The costs for complying with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
2. DWSRF loan fees.
3. The purchase of a portion of another system's capacity, if it is the most cost effective solution (limited to publicly owned (municipal) systems).
4. Construction of reservoirs (clear wells) that are part of the treatment process and are collocated with the treatment facility.
5. Construction of distribution reservoirs (finished water).
6. Cost associated with restructuring or consolidation of existing water systems by publicly owned water systems.
7. Main extensions to connect to safe and reliable sources of drinking water.
8. Cost associated with collecting and preparing environmental assessment documents to obtain local permits.
9. Direct labor including related employee benefits:
 - a. Salaries and wages (at actual or average rates) covering productive labor hours of employees of the borrower (excluding the administrative organization of the operating unit involved) for periods of time actively or incidentally engaged in pre-design engineering, design engineering, construction engineering, acquisition of rights of way, and the cleaning, sterilization or bacteriological testing of water system components prior to public use. The costs of services rendered by employees generally classified as administration/project management of the loan are considered a direct cost only when such employees are assigned the types of services described above and shall be limited to 3% or less of the project loan amount.
 - b. Employee benefits relating to labor are considered a direct cost of construction projects. The following items may be included as employee benefits:
 - F.I.C.A. (Social Security) –employer's share.
 - Retirement benefits.
 - Hospital, health, dental, and other welfare insurance.
 - Life insurance.
 - Industrial and medical insurance.
 - Vacation.
 - Holiday.
 - Sick leave.
 - Military leave and jury duty.Employee benefits must be calculated as a percentage of direct labor dollars. The

computation of predetermined percentage rates to be applied to current labor costs must be based on the average of total employee benefits and total labor costs for the prior fiscal year and adjusted by known current year variations.

- c. Other than work identified in Number 9.a, no costs associated with labor performed by the borrower's employees, including force account work, are eligible for financing assistance.
10. Contract engineering, planning, design, legal, and financial planning services. The Department of Health reserves the right to declare ineligible legal costs that are unreasonable and disproportionate to the project.
11. Contract construction work.
12. Direct vehicle and equipment charges at the actual rental cost paid for the equipment or, in the case of city or county-owned equipment, at the rental rates established by the local government's "equipment rental and revolving fund" following the methods prescribed by the division of municipal corporations. However, such costs must be charged on a uniform basis to equipment used for all projects regardless of the source of funding. Cities with a population of eight thousand or less not using this type of fund are allowed the same rates as used by the State Department of Transportation.
13. Direct materials and supplies.
14. Other direct costs incurred for materials or services acquired for a specific project are eligible costs and may include, but are not limited to such items as:
 - a. Telephone charges.
 - b. Reproduction and photogrammetry costs.
 - c. Video and photography for project documentation.
 - d. Computer usage.
 - e. Printing and advertising.
15. Other project related costs include:
 - Competitive Bidding.
 - Audit.
 - Insurance.
 - Prevailing wages.
 - Attorney fees.
 - Environmental Review.
 - Archaeological Survey.

Water system plan costs are not eligible for reimbursement. Small water system management program and plan amendments costs are eligible for reimbursement.

Projects may be designed to accommodate reasonable growth. This is generally the 20-year projection included in the system's water system plan or small water system management program.

ATTACHMENT VII: LABOR STANDARD PROVISIONS FOR SUBRECIPIENTS THAT ARE GOVERNMENTAL ENTITIES

Wage Rate Requirements Under The Consolidated and Further Continuing Appropriations Act, 2013 (P.L. 113-6)

Preamble

With respect to the Clean Water and Safe Drinking Water State Revolving Funds, EPA provides capitalization grants to each state which in turn provides subgrants or loans to eligible entities within the state. Typically, the subrecipients are municipal or other local governmental entities that manage the funds. For these types of recipients, the provisions set forth under Roman Numeral I, below, shall apply. Although EPA and the State remain responsible for ensuring subrecipients' compliance with the wage rate requirements set forth herein, those subrecipients shall have the primary responsibility to maintain payroll records as described in Section 3(ii)(A), below and for compliance as described in Section I-5.

Occasionally, the subrecipient may be a private for profit or not for profit entity. For these types of recipients, the provisions set forth in Roman Numeral II, below, shall apply. Although EPA and the State remain responsible for ensuring subrecipients' compliance with the wage rate requirements set forth herein, those subrecipients shall have the primary responsibility to maintain payroll records as described in Section II-3(ii)(A), below and for compliance as described in Section II-5.

I. Requirements Under The Consolidated and Further Continuing Appropriations Act, 2013 (P.L. 113-6)

For Subrecipients That Are Governmental Entities:

The following terms and conditions specify how recipients will assist EPA in meeting its Davis-Bacon (DB) responsibilities when DB applies to EPA awards of financial assistance under the FY 2013 Continuing Resolution with respect to State recipients and subrecipients that are governmental entities. If a subrecipient has questions regarding when DB applies, obtaining the correct DB wage determinations, DB provisions, or compliance monitoring, it may contact Department of Health. If a State recipient needs guidance, they may obtain additional guidance from DOL's web site at <http://www.dol.gov/whd/>.

1. Applicability of the Davis- Bacon (DB) prevailing wage requirements.

Under the FY 2013 Continuing Resolution, DB prevailing wage requirements apply to the construction, alteration, and repair of treatment works carried out in whole or in part with assistance made available by a State water pollution control revolving fund and to any construction project carried out in whole or in part by assistance made available by a drinking water treatment revolving loan fund. If a subrecipient encounters a unique situation at a site that presents uncertainties regarding DB applicability, the subrecipient must discuss the situation with the recipient State before authorizing work on that site.

2. Obtaining Wage Determinations.

(a) Subrecipients shall obtain the wage determination for the locality in which a covered activity subject to DB will take place prior to issuing requests for bids, proposals, quotes or other methods for soliciting contracts (solicitation) for activities subject to DB. These wage determinations shall be incorporated into solicitations and any subsequent contracts. Prime contracts must contain a provision requiring that subcontractors follow the wage determination incorporated into the prime contract.

- (i) While the solicitation remains open, the subrecipient shall monitor www.wdol.gov weekly to ensure that the wage determination contained in the solicitation remains current. The subrecipients shall amend the solicitation if DOL issues a modification more than 10 days prior to the closing date (i.e. bid opening) for the solicitation. If DOL modifies or supersedes the applicable wage determination less than 10 days prior to the closing date, the subrecipients may request a finding from the State recipient that there is not a reasonable time to notify interested contractors of the modification of the wage determination. The State recipient will provide a report of its findings to the subrecipient.
- (ii) If the subrecipient does not award the contract within 90 days of the closure of the solicitation, any modifications or supersedes DOL makes to the wage determination contained in the solicitation shall be effective unless the State recipient, at the request of the subrecipient, obtains an extension of the 90 day period from DOL pursuant to 29 CFR 1.6(c) (3) (iv). The subrecipient shall monitor www.wdol.gov on a weekly

basis if it does not award the contract within 90 days of closure of the solicitation to ensure that wage determinations contained in the solicitation remain current.

(b) If the subrecipient carries out activity subject to DB by issuing a task order, work assignment or similar instrument to an existing contractor (ordering instrument) rather than by publishing a solicitation, the subrecipient shall insert the appropriate DOL wage determination from www.wdol.gov into the ordering instrument.

(c) Subrecipients shall review all subcontracts subject to DB entered into by prime contractors to verify that the prime contractor has required its subcontractors to include the applicable wage determinations.

(d) As provided in 29 CFR 1.6(f), DOL may issue a revised wage determination applicable to a subrecipient's contract after the award of a contract or the issuance of an ordering instrument if DOL determines that the subrecipient has failed to incorporate a wage determination or has used a wage determination that clearly does not apply to the contract or ordering instrument. If this occurs, the subrecipient shall either terminate the contract or ordering instrument and issue a revised solicitation or ordering instrument or incorporate DOL's wage determination retroactive to the beginning of the contract or ordering instrument by change order. The subrecipient's contractor must be compensated for any increases in wages resulting from the use of DOL's revised wage determination.

3. Contract and Subcontract provisions.

(a) The Recipient shall insure that the subrecipient(s) shall insert in full in any contract in excess of \$2,000 which is entered into for the actual construction, alteration and/or repair, including painting and decorating, of a treatment work under the CWSRF or a construction project under the DWSRF financed in whole or in part from Federal funds or in accordance with guarantees of a Federal agency or financed from funds obtained by pledge of any contract of a Federal agency to make a loan, grant or annual contribution (except where a different meaning is expressly indicated), and which is subject to the labor standards provisions of any of the acts listed in § 5.1 or the FY 2013 Continuing Resolution, the following clauses:

(1) Minimum wages.

(i) All laborers and mechanics employed or working upon the site of the work will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (a)(1)(iv) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in § 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under paragraph (a)(1)(ii) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the Borrower and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

Subrecipients may obtain wage determinations from the U.S. Department of Labor's web site, www.dol.gov.

(ii)(A) The subrecipient(s), on behalf of EPA, shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The State award official shall approve a request for an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the subrecipient(s) agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), documentation of the action taken and the request, including the local wage determination shall be sent by the subrecipient (s) to the State award official. The State award official will transmit the request, to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210 and to the EPA DB Regional Coordinator concurrently. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification request within 30 days of receipt and so advise the State award official or will notify the State award official within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the subrecipient(s) do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the award official shall refer the request and the local wage determination, including the views of all interested parties and the recommendation of the State award official, to the Administrator for determination. The request shall be sent to the EPA DB Regional Coordinator concurrently. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt of the request and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(ii)(B) or (C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, provided, that the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

(2) Withholding. The subrecipient(s), shall upon written request of the EPA Award Official or an authorized representative of the Department of Labor, withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work, all or part of the wages required by the contract, the (Agency) may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

(3) Payrolls and basic records.

(i) Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing

apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

(ii)(A) The contractor shall submit weekly, for each week in which any contract work is performed, a copy of all payrolls to the subrecipient, that is, the entity that receives the sub-grant or loan from the State capitalization grant recipient. Such documentation shall be available on request of the State recipient or EPA. As to each payroll copy received, the subrecipient shall provide written confirmation in a form satisfactory to the State indicating whether or not the project is in compliance with the requirements of 29 CFR 5.5(a)(1) based on the most recent payroll copies for the specified week. The payrolls shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on the weekly payrolls. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at <http://www.dol.gov/whd/forms/wh347instr.htm> or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to the subrecipient(s) for transmission to the State or EPA if requested by EPA, the State, the contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the subrecipient(s).

(B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be provided under § 5.5 (a)(3)(ii) of Regulations, 29 CFR part 5, the appropriate information is being maintained under § 5.5 (a)(3)(i) of Regulations, 29 CFR part 5, and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph (a)(3)(ii)(B) of this section.

(D) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under paragraph (a)(3)(i) of this section available for inspection, copying, or transcription by authorized representatives of the State, EPA or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the Federal agency or State may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

(4) Apprentices and trainees--

(i) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually

registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) Equal employment opportunity. The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

(5) Compliance with Copeland Act requirements. The Borrower must comply with the requirements of 29 CFR part 3, which are incorporated by reference in this contract.

(6) Subcontracts. The Borrower and/or subcontractor must insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as the EPA determines may be appropriate, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

(7) Contract termination; debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

(8) Compliance with Davis-Bacon and Related Act requirements. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

(9) Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes will be resolved according to the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and Subrecipient(s), State, EPA, the U.S. Department of Labor, or the employees or their representatives.

(10) Certification of eligibility.

(i) By entering into this contract, Borrower certifies that neither it (nor he or she) nor any person or firm who has an interest in the Borrower's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 USC 1001.

4. Contract Provision for Contracts in Excess of \$100,000.

(a) Contract Work Hours and Safety Standards Act. The subrecipient shall insert the following clauses set forth in paragraphs (a)(1), (2), (3), and (4) of this section in full in any contract in an amount in excess of \$100,000 and subject to the overtime provisions of the Contract Work Hours and Safety Standards Act. These clauses shall be inserted in addition to the clauses required by Item 3, above or 29 CFR 4.6. As used in this paragraph, the terms laborers and mechanics include watchmen and guards.

(1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (a)(1) of this section the contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (a)(1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (a)(1) of this section.

(3) Withholding for unpaid wages and liquidated damages. The subrecipient, upon written request of the EPA Award Official or an authorized representative of the Department of Labor, shall withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

(4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (a)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (a)(1) through (4) of this section.

(b) In addition to the clauses contained in Item 3, above, in any contract subject only to the Contract Work Hours and Safety Standards Act and not to any of the other statutes cited in 29 CFR 5.1, the Subrecipient shall insert a clause requiring that the contractor or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. Further, the Subrecipient shall insert in any such contract a clause providing that the records to be maintained under this paragraph shall be made available by the

contractor or subcontractor for inspection, copying, or transcription by authorized representatives of the (write the name of agency) and the Department of Labor, and the contractor or subcontractor will permit such representatives to interview employees during working hours on the job.

5. Compliance Verification

(a) The subrecipient shall periodically interview a sufficient number of employees entitled to DB prevailing wages (covered employees) to verify that contractors or subcontractors are paying the appropriate wage rates. As provided in 29 CFR 5.6(a)(6), all interviews must be conducted in confidence. The subrecipient must use Standard Form 1445 (SF 1445) or equivalent documentation to memorialize the interviews. Copies of the SF 1445 are available from EPA on request.

(b) The subrecipient shall establish and follow an interview schedule based on its assessment of the risks of noncompliance with DB posed by contractors or subcontractors and the duration of the contract or subcontract. Subrecipients must conduct more frequent interviews if the initial interviews or other information indicated that there is a risk that the contractor or subcontractor is not complying with DB.

Subrecipients shall immediately conduct interviews in response to an alleged violation of the prevailing wage requirements. All interviews shall be conducted in confidence."

(c) The subrecipient shall periodically conduct spot checks of a representative sample of weekly payroll data to verify that contractors or subcontractors are paying the appropriate wage rates. The subrecipient shall establish and follow a spot check schedule based on its assessment of the risks of noncompliance with DB posed by contractors or subcontractors and the duration of the contract or subcontract. At a minimum, if practicable, the subrecipient should spot check payroll data within two weeks of each contractor or subcontractor's submission of its initial payroll data and two weeks prior to the completion date the contract or subcontract. Subrecipients must conduct more frequent spot checks if the initial spot check or other information indicates that there is a risk that the contractor or subcontractor is not complying with DB. In addition, during the examinations the subrecipient shall verify evidence of fringe benefit plans and payments thereunder by contractors and subcontractors who claim credit for fringe benefit contributions.

(d) The subrecipient shall periodically review contractors and subcontractors use of apprentices and trainees to verify registration and certification with respect to apprenticeship and training programs approved by either the U.S Department of Labor or a state, as appropriate, and that contractors and subcontractors are not using disproportionate numbers of, laborers, trainees and apprentices. These reviews shall be conducted in accordance with the schedules for spot checks and interviews described in Item 5(b) and (c) above.

(e) Subrecipients must immediately report potential violations of the DB prevailing wage requirements to the Department of Health and to the appropriate DOL Wage and Hour District Office listed at

https://www.dol.gov/whd/WHD_district_offices.pdf.



Lawson

Garrison Creek

Garrison Creek

Owens Rd

Owens Rd

McJannet Rd

City of College Place, Washington

RESOLUTION NO. 24-081

A RESOLUTION OF THE CITY OF COLLEGE PLACE, WASHINGTON, ACCEPTING WASHINGTON STATE DEPARTMENT OF HEALTH DRINKING WATER REVOLVING FUND AGREEMENT FOR DRINKING WATER RESERVOIR #4 CONSTRUCTION.

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

WHEREAS, the Drinking Water Reservoir #4 (1,000,000 gallon) Construction project to fix a system storage deficiency is within the FY 2024 to 2029 Capital Facility Plan adopted via Ordinance #23-014 during the November 28th, 2023 City Council Meeting; and

WHEREAS, the City applied to the State Department of Health Drinking Water Revolving Fund Program to help fund construction of Reservoir #4 Construction; and

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

1. Accepts Contract #DWL29313 and authorizes City Administrator or designee to sign which represents \$10,000,000 with a 1.75% interest rate for 24 years with a repayment loan of \$5,150,000 and a forgivable portion of \$4,850,000.

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.

ADOPTED at a regular meeting of the City Council of the City of College Place, Washington held on the 12th day of November, 2024.

Attest:

Norma L. Hernández, Mayor

Maryelizabeth Garcia, City Clerk

2024 Budget Report - Fund 130 Summary

Fund 130 Hotel/Motel Tax

Amount		Remark
\$	92,328.62	Actual 2024 Beginning Balance
\$	40,258.96	YTD 2024 Revenues
\$	3,085.65	Estimated Additional 2024 Revenues
\$	135,673.23	Estimated Total 2024 Revenues
	11,328.72	YTD 2024 Expenditures
\$	24,400.00	Estimated Additional 2024 Expenditures
\$	35,728.72	Estimated Total 2024 Expenditures
\$	99,944.51	Estimated Ending Fund Balance
\$	19,988.90	Policy 20% Reserve Minimum
\$	79,955.61	Estimated 2025 Available Funds



Budget Report Account Summary

For Fiscal: 2024 Period Ending: 11/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 130 - Hotel/Motel Tax							
Revenue							
130-308-31-00-03	Beginning Balance - Hotel/Motel Ta	63,644.83	63,644.83	0.00	0.00	-63,644.83	0.00 %
130-313-31-00-01	Hotel/Motel Lodging	20,000.00	20,000.00	0.00	19,063.23	-936.77	95.32 %
130-313-31-00-02	Transient Rental	20,000.00	20,000.00	0.00	18,812.12	-1,187.88	94.06 %
130-361-10-00-30	Unrealized Gain/Loss	0.00	0.00	0.00	407.69	407.69	0.00 %
130-361-11-01-30	Investment Interest	500.00	500.00	0.00	1,993.22	1,493.22	398.64 %
130-361-30-00-30	Realized Gain/Loss On Investments	0.00	0.00	0.00	-74.99	-74.99	0.00 %
130-361-41-00-30	Investment Interest - Purchased	0.00	0.00	0.00	57.69	57.69	0.00 %
	Revenue Total:	104,144.83	104,144.83	0.00	40,258.96	-63,885.87	38.66%
Expense							
130-508-31-00-03	Ending Balance - Hotel/Motel Tax	65,741.83	65,741.83	0.00	0.00	65,741.83	0.00 %
130-557-30-31-30	Community Services - Office & Ope	0.00	0.00	0.00	0.00	0.00	0.00 %
130-557-30-41-30	Professional Financial / Banking Co	3.00	3.00	0.00	22.08	-19.08	736.00 %
130-557-30-44-30	Tourism Advertising	1,900.00	1,900.00	0.00	1,530.00	370.00	80.53 %
130-557-30-49-01	Contributions To Other Agencies -	22,500.00	22,500.00	0.00	0.00	22,500.00	0.00 %
130-557-30-49-30	City Event Entertainment	14,000.00	14,000.00	0.00	9,776.64	4,223.36	69.83 %
	Expense Total:	104,144.83	104,144.83	0.00	11,328.72	92,816.11	10.88%
	Fund: 130 - Hotel/Motel Tax Surplus (Deficit):	0.00	0.00	0.00	28,930.24	28,930.24	0.00%
	Report Surplus (Deficit):	0.00	0.00	0.00	28,930.24	28,930.24	0.00%

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 130 - Hotel/Motel Tax						
Revenue	104,144.83	104,144.83	0.00	40,258.96	-63,885.87	38.66%
Expense	104,144.83	104,144.83	0.00	11,328.72	92,816.11	10.88%
Fund: 130 - Hotel/Motel Tax Surplus (Deficit):	0.00	0.00	0.00	28,930.24	28,930.24	0.00%
Report Surplus (Deficit):	0.00	0.00	0.00	28,930.24	28,930.24	0.00%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
130 - Hotel/Motel Tax	0.00	0.00	0.00	28,930.24	28,930.24
Report Surplus (Deficit):	0.00	0.00	0.00	28,930.24	28,930.24

Organization

Sherwood Trust
Sherwood Trust
Blue Mountain Community Foundation
Blue Mountain Community Foundation
WW Valley Chamber of Commerce
Port of Walla Walla
Port of Walla Walla
United Way of Blue Mountains
Walla Walla Union Bulletin
Walla Walla Union Bulletin
Fort Walla Walla Museum
Power House Theatre Walla Walla
Visit Walla Walla
Milton-Freewater Chamber Downtown Alliance

Contact

Julia Levitt
Brian Hunt
Kol Medina
Megan Patnode
Arlene Arlen
Paul Gerola
Pat Reay
Jodi
Classified staff
Simon Sizer
Katy Sassara
Monica Boyle
Guy Glaeser

Title

Program Director
CEO
President & CEO
Grant's Manager
President & CEO
Economic Development Director
Executive Director
Director of Development
NA
Legal & Obituary Clerk
Executive Assistant
Executive Director
Executive Director

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pg@portwallawalla.com
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katy@fwwm.org
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info@mfcda.org



WALLA WALLA
UNION-BULLETIN
We Bring the Valley to You

AFFIDAVIT OF PUBLICATION

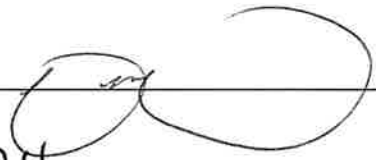
Maryelizabeth Garcia
City Of College Place
625 S College Ave
College Place WA 99324

STATE OF WASHINGTON, COUNTIES OF WALLA WALLA

The undersigned, on oath states that he/she is an authorized representative of Walla Walla Union-Bulletin, Inc., publisher of the Walla Walla Union-Bulletin, of general circulation published daily in Walla Walla County, State of Washington. The Walla Walla Union-Bulletin has been approved as a legal newspaper by orders of the Superior Court of Walla Walla County.

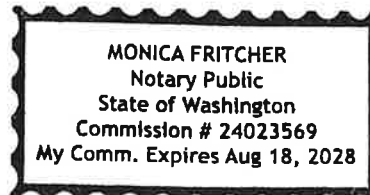
The notice, in the exact form annexed, was published in the regular and entire issue of said paper or papers and distributed to its subscribers during all of the said period.

09/19/2024

Agent Frankie Flight Signature 

Subscribed and sworn to before me on 9/19/2024
Monica Fritcher Monica Fritcher
(Notary Signature) Notary Public in and for the State of Washington, residing at Yakima

Publication Cost: \$96.28
Order No: 85418
Customer No: 22369
PO #:



City of College Place's Fiscal
Year 2024 Lodging Tax Funds
Grant Application Is Open!!!

Application
Here: https://www.cpwa.us/government/boards_and_commissions/lodging_tax_advisory_commission.php

The City of College Place is requesting proposals from parties interested in competing for estimated lodging tax funds available in the 2024 fiscal year. Lodging tax revenue under this chapter may be used directly by any municipality, or indirectly through a convention and visitors bureau or destination marketing organization for: a.) Tourism marketing; b.) The marketing and operations of special events and festivals designed to attract tourists; c.) Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district created under chapters 35.57 and 36.100 RCW; or d.) Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501(c)(3) and 26 U.S.C. Sec. 501(c)(6) or the internal revenue code of 1986, as amended.

Such proposals are to be submitted using the city provided form, or by emailing the City Clerk at Mgarcia@cpwa.us after September 16, 2024. Application Deadline: October 24, 2024 at 4:00 PM received electronically at Mgarcia@cpwa.us. Questions may be directed to the City Clerk at 509-394-8569.

(85418) September 19, 2024

Publication Cost: \$96.28
Order No: 85418
Customer No: 22369
PO #:

Permit Report

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Building Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0428.BP0066	Hedine Eric 1223 Central Ave SE 35-07-36-58-0736	INTERIOR REMODEL	3,000.00	10/09/2024	223.48	223.48
Contractor	Hedine Eric					
Totals:	1		3,000.00		223.48	223.48

Fire Department

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0436.FI0004	MAJ Royale, LLC, 1717 Meadowbrook Blvd SE 35-06-01-21-0087	INSTALL AND TEST KITCHEN FIRE SUPPRESSION SYSTEM IN NEW TYPE 1 HOOD		10/23/2024	100.00	100.00
Contractor	Pro Fire, Kuespert Kyle					
Totals:	1				100.00	100.00

Fencing Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0411.FP0007	Johanson Maybelle 1245 Dewey Dr SE 35-07-36-56-0201	FENCE		10/01/2024	66.00	66.00
Contractor	Johanson Maybelle					
2024.0426.FP0008	Bauer Jeanna 746 Songbird Ln SE 35-07-36-46-0002	FENCE		10/04/2024	66.00	66.00
Contractor	Bauer Jeanna					
2024.0438.FP0009	Salazar Soledad 503 6th SE 35-07-36-52-0216	REPLACE SIDE AND FRONT WOOD FENCE		10/25/2024	66.00	66.00
Contractor	Salazar Soledad					
Totals:	3				198.00	198.00

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Mechanical Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0410.MP0073	Hartzheim, David 1504 Linda Dr SE 35-07-36-58-0501	GAS FURNACE & AC		10/01/2024	132.00	132.00
Contractor	College Place HTG & A/C,					
2024.0415.MP0074	HVAC Properties LLC, 223 Roseville Ln SE 35-07-36-60-0620	DUCTLESS UNIT		10/03/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0416.MP0075	HVAC Properties LLC, 227 Roseville Ln SE 35-07-36-60-0620	DUCTLESS UNIT		10/03/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0417.MP0076	HVAC Properties LLC, 228 Roseville Ln SE 35-07-36-60-0620	DUCTLESS UNIT		10/03/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0418.MP0077	HVAC Properties LLC, 233 Roseville Ln SE 35-07-36-60-0620	DUCTLESS UNIT		10/03/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0419.MP0078	HVAC Properties LLC, 234 Roseville Ln SE 35-07-36-60-0620	Ductless Unit		10/03/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0420.MP0079	HVAC Properties LLC, 237 Roseville Ln SE 35-07-36-60-0620	DUCTLESS UNIT		10/03/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0421.MP0080	HVAC Properties LLC, 238 Roseville Ln SE 35-07-36-60-0620	DUCTLESS UNIT		10/03/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					

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2024.0422.MP0081	HVAC Properties LLC, 252 Roseville Ln SE 35-07-36-60-0620	DUCTLESS UNIT		10/03/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0423.MP0082	HVAC Properties LLC, 255 Roseville Ln SE 35-07-36-60-0620	DUCTLESS UNIT		10/03/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0424.MP0083	HVAC Properties LLC, 256 Roseville Ln SE 35-07-36-60-0620	DUCTLESS UNIT		10/03/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0425.MP0084	HVAC Properties LLC, 259 Roseville Ln SE 35-07-36-60-0620	DUCTLESS UNIT		10/03/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0427.MP0085	Edison Richard 216 B St NW 35-07-26-73-0001	GAS PIPE		10/08/2024	66.00	66.00
Contractor	Youngs Heating and Cooling, Young Erik					
2024.0434.MP0086	Upper Columbia Mission Soc SDA, 200 Academy Way SW 35-07-35-21-0103	REPLACE 3 ROOFTOP PACKAGE UNITS	46,560.00	10/22/2024	674.87	674.87
Contractor	College Place HTG & A/C,					
2024.0437.MP0087	Cholikul Suwitda 715 Pheasant Run SE 35-07-36-88-0041	REPLACE CARRIER GAS FURNACE AND 3 TON AIR CONDITIONER		10/24/2024	132.00	132.00
Contractor	Grassi Refrigeration Serv Inc.,					
2024.0440.MP0088	Waddle Richard P & Nicole D 518 Birch Ave SE 35-07-36-60-0422	GAS LINE TEST		10/25/2024	66.00	66.00
Contractor	A1 Plumbing,					

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Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0441.MP0089	Preciado Jose 22 9th St SE 35-07-36-60-1237	HEAT PUMPO AND AIR HANDLER		10/25/2024	132.00	132.00
Contractor	College Place HTG & A/C,					

Totals:	17		46,560.00		1,928.87	1,928.87
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Plumbing Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0433.PP0042	Ross Beatrice 619 6th St SE 35-07-36-60-0104	REPLACE WATER LINE TO HOME		10/21/2024	66.00	66.00
Contractor	A-1 Plumbing,					
2024.0435.PP0043	College Place Holdings, Seabendre 220 College Ave N 35-07-25-33-0018	REPLACEMENT OF KITCHEN SEWER BRANCH LINE UNDER SLAB FOR UNIT #4		10/23/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					

Totals:	2				132.00	132.00
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Roofing Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0408.RO0047	Carrasco Martha A 116 Scenic View Dr SE 35-07-36-58-0403	REROOF		10/01/2024	138.50	138.50
Contractor	Carrasco Martha A					
2024.0409.RO0048	Santana Mario A & Heidi J 292 Maple Ave NE 35-07-25-61-0201	REROOF		10/01/2024	138.50	138.50
Contractor	Santana Mario A & Heidi J					
2024.0429.RO0049	Walla Walla University 23 Whitman Dr E 35-07-25-33-0064	REROOF		10/10/2024	138.50	138.50
Contractor	Elsom Roofing Inc, More Scot					

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Roofing Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0432.RO0050	Bennett John 630 3rd St SW 35-07-35-52-4549	REROOF		10/18/2024	138.50	138.50
Contractor	VW Quality Roofing LLC, Venegas Jesus					
2024.0442.RO0051	Armstrong Gavin 306 Kingwood PI NE 35-07-25-66-0014	REROOF		10/28/2024	138.50	138.50
Contractor	Gonzalez Fred					
Totals:	5				692.50	692.50

Sign Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0439.SI0005	Banner Bank, Brenner Rqlph 1125 C St NE 35-07-25-52-3756	REMOVE 4 ILLUMINATED SIGNS AND REPLACE WITH 4 ILLUMINATED WALL SIGNS.		10/25/2024	250.00	250.00
Contractor	Total Brand Management, Miner Jim					
Totals:	1				250.00	250.00

Report Summary

Permit Type:	Total Qty.	Total Valuation	Total Fees	Oct. Qty.	Oct. Valuation	Oct. Fees
Building Permit	1	3,000.00	223.48	1	3,000.00	223.48
Fencing Permit	3		198.00	3		198.00
Fire Department	1		100.00	1		100.00
Mechanical Permit	17	46,560.00	1,928.87	17	46,560.00	1,928.87
Plumbing Permit	2		132.00	2		132.00
Roofing Permit	5		692.50	5		692.50
Sign Permit	1		250.00	1		250.00
	30	49,560.00	3,524.85	30	49,560.00	3,524.85

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Accessory Dwelling Unit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0126.AD0001	Brandaure LLC, Brandaure Paul 612 Davis Ave SW A-Lower 35-07-35-60-2203	ADU/DUPLEX - 2 UNIT 600 SQ FT EACH	208,090.32 Sq. Ft.: 1309	03/29/2024	2,984.11	2,984.11
Contractor	Brandaure LLC, Brandaure Paul					
2024.0146.AD0002	Patino Manuel 225 Valley Dr SE 35-07-36-58-0620	New ADU, addition of two sleeping rooms with emergency egress windows, kitchen and the removal of the interior staircase.	10,000.00	04/04/2024	602.65	602.65
Contractor	Patino Manuel					
Totals:	2		218,090.32		3,586.76	3,586.76
		Sq. Ft.	1,309			

Boundary Line Adjustment

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0257.BO0001	Reynolds Emil 458 8th St SW 35-07-35-60-2202	ADJUST BOUNDARY LINE TO FIT EXISTING FENCE LINE		06/25/2024	100.00	100.00
Contractor	Reynolds Emil					
Totals:	1				100.00	100.00

Building Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0015.BP0001	Niderost Tarah 204 4th St SE 35-07-36-60-0322	INTERIOR REMODEL: UPDATE KITCHEN AND BATH, WINDOWS, FLOORING, ADD BATH, UPDATE PLUMBING, MECHANICAL AND ELECTRICAL	60,000.00	01/18/2024	1,301.83	1,301.83
Contractor	Niderost Tarah					
2024.0017.BP0002	Dan Luce Construction and Roofing 15 Birch Ave SE 35-07-36-51-2204	REMODEL KITCHEN AND MASTER BATHROOM, ENCLOSING PORCH, ADD DECK. ADD BATHROOM IN BASEMENT. REPLACE 40% OF BASEMENT SLAB. FURRING OUT, INSULATE AND FINISH BASEMENT, UPGRADE INSULATION, WINDOWS AND EGRESS	65,000.00	01/19/2024	1,431.36	1,431.36
Contractor	Dan Luce Construction and Roofing, Luce Dan					

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2024.0019.BP0003	Finkbiner Bob 354 Highland Park Dr SE 35-07-36-63-0218	REMODEL MASTER BATHROOM	20,000.00	01/25/2024	589.45	589.45
Contractor	JO CO, Fackenthall Johannes					
2024.0020.BP0004	Sheperd Stan 427 Scenic View Dr SE 35-07-36-58-0833	REPLACING BATHTUB & CABINETS WITH SINK. REMOVING SHELIVING. FRAME THE OPENING	13,500.00	01/25/2024	528.30	528.30
Contractor	Meticulous Touch LLC, Kuznetson Slavik					
2024.0026.BP0005	Pestes Ryan H & Cheri Y 326 6th St SE 35-07-36-60-0637	INTERIOR AND EXTERIOR REMODEL DECK WITH STAIRS	20,000.00	01/31/2024	639.45	639.45
Contractor	Pestes Ryan H & Cheri Y					
2024.0032.BP0006	Randolph Albert 986 Brentwood Pl SE 35-07-36-66-0008	REPLACE DECK	6,846.34	02/13/2024	309.12	309.12
Contractor	Floor to Roof LLC, Lozano Jesus					
2024.0040.BP0007	Maxted, Glenn 1013 Birch SE 35-07-36-60-1401	28'X28' GARAGE WITH LIVING SPACE ABOVE ATTACHED TO 1013 SE BIRCH	183,965.49 Sq. Ft.: 1497	02/21/2024	2,728.42	2,728.42
Contractor	Brandaurer LLC, Brandauer Paul					
2024.0043.BP0008	Lamar Jamey 319 B St NW 35-07-26-52-3984	SIDING	5,000.00	02/22/2024	208.30	208.30
Contractor	Smith Construction, LLC, Smith Cody					
2024.0053.BP0009	Saldana Juan M & Fabiola S 26 6th St SE 35-07-36-60-0519	COVERED PATIO	3,000.00	03/07/2024	314.98	314.98
Contractor	Saldana Juan M & Fabiola S					
2024.0115.BP0010	Brown Rick 207 Mountain View Dr SE 35-07-36-58-0230	REPLACE 2 PATIO DOORS	13,349.22	03/25/2024	436.99	436.99
Contractor	Renewal By Anderson, Gaines Lloyd					

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2024.0128.BP0011	Upper Columbia Corp SDA 212 4th St SW 35-07-35-51-1601	15' X 8' FENCE WITH GATE	12,600.00	04/01/2024	477.58	477.58
Contractor	Home5150, Sandoval Adam					
2024.0132.BP0014	Primrose LLC, 241 Birch Ave NE 35-07-25-58-0102	REPLACEMENT OF ALL WINDOWS AND SIDING	22,450.00	04/02/2024	406.00	406.00
Contractor	Sany Construction, Alex					
2024.0131.BP0013	Primrose LLC, 251 Birch Ave NE 35-07-25-58-0101	REPLACE ALL WINDOWS AND SLIDING DOORS	22,450.00	04/02/2024	406.00	406.00
Contractor	Sany Construction, Alex					
2024.0133.BP0015	Primrose LLC, 231 Birch Ave NE 35-07-25-58-0103	REPLACE ALL WINDOWS AND SLIDING DOORS	22,450.00	04/02/2024	406.00	406.00
Contractor	Sany Construction, Alex					
2024.0134.BP0016	Primrose LLC, 221 Birch Ave NE 35-07-25-58-0104	REPLACE ALL WINDOWS AND GLASS SLIDING DOORS	22,450.00	04/02/2024	805.50	805.50
Contractor	Sany Construction, Alex					
2024.0135.BP0017	Lewis Theodore 393 Highland Park Dr SE 35-07-36-54-0305	PREFABRICATED HICKORY SHED	13,296.00 Sq. Ft.: 200	04/03/2024	502.99	502.99
Contractor	Lewis Theodore					
2024.0155.BP0019	Ordinola Jose Luis 12 8th St SE 35-07-36-60-1211	SIDING - EAST SIDE OF HOUSE	1,000.00	04/12/2024	91.70	91.70
Contractor	Ordinola, Jose Luis					
2024.0159.BP0020	Rundell Ryan R & Lanlan W 222 Cedar Ave NE 35-07-25-58-0304	BATHROOM REMODEL - FIRE DAMAGE	10,000.00	04/16/2024	335.35	335.35
Contractor	Rundell Ryan R & Lanlan W					

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2024.0162.BP0021	Walla Walla University - AP, 133 College Ave S 35-07-36-51-WWC	101 WINDOWS	133,800.00	04/19/2024	2,155.05	2,155.05
Contractor	Walla Walla University - AP,					
2024.0165.BP0022	Engelhart Andrew 911 Date Ave SE 35-07-36-60-1011	REMODEL	121,000.00	04/23/2024	2,089.13	2,089.13
Contractor	Engelhart Andrew					
2024.0175.BP0023	Reynolds Ron 458 8th St SW 35-07-35-60-2202	PORCH ADDITION	8,000.00	04/30/2024	350.53	350.53
Contractor	America's Construction, Villegas Leonel					
2024.0185.BP0026	Croft Lonnie 426 4th St SW 35-07-35-52-4552	WINDOWS	7,485.20	05/07/2024	343.50	343.50
Contractor	Jim's Glass Shop,					
2024.0184.BP0025	Vaughan Anthony & RoDawna 1024 Date Ave SE 35-07-36-57-0101	SIDING	7,000.00	05/07/2024	159.60	159.60
Contractor	Vaughan Anthony & RoDawna					
2024.0187.BP0027	Bleath Jacob L & Whitnee M 1318 Larch Ave SE 35-07-36-58-1020	RETAINING WALL AND STEPS	9,500.00	05/08/2024	401.35	401.35
Contractor	Reyes Brothers Construction, Reyes Santiago					
2024.0193.BP0028	Ettleman Jonathan 307 Kingwood PI NE 35-07-25-66-0001	SIDING & WINDOWS	8,000.00	05/09/2024	175.00	175.00
Contractor	Ettleman Jonathan					
2024.0194.BP0029	Hahn Jacob 517 Scenic View Dr SE 35-07-36-58-0826	REMOVE GARAGE DOOR - INSTALL 3 WINDOWS = FOR STORAGE AREA	1,133.00	05/10/2024	185.90	185.90
Contractor	Hahn Jacob					

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2024.0209.BP0030	Lomeland Jonathan & Vanessa 116 13th St SW 35-07-35-44-0040	RESLOPING PORTION OF ROOF AND INSTALL ADDITIONAL ROOF FRAMING	8,000.00	05/22/2024	284.53	284.53
Contractor	Lomeland Jonathan & Vanessa					
2024.0219.BP0031	Vaughan Anthony & RoDawna 1024 Date Ave SE 35-07-36-57-0101	WINDOWS	600.00	05/30/2024	54.68	54.68
Contractor	Vaughan Anthony & RoDawna					
2024.0236.BP0032	Barker Sam and Linda 1889 Larch Ave SE 35-06-01-52-0310	REPLACE 4 WINDOWS	18,500.00	06/13/2024	344.40	344.40
Contractor	Renewal By Anderson, Boesl Tyson					
2024.0237.BP0033	Tomlinson, Marshall 319 Beechwood Ln NE 35-07-25-52-3525	REPLACE 4 WINDOWS	15,000.00	06/13/2024	282.80	282.80
Contractor	Renewal By Anderson, Boesl Tyson					
2024.0241.BP0034	Gomez Jose 20 8th St SE 35-07-36-60-1213	SHED = SIDING, PLYWOOD, GARAGE DOOR REPLACED	3,000.00	06/18/2024	314.98	314.98
Contractor	Gomez Jose					
2024.0243.BP0035	Zachrison Family Trust, 128 Whitman Dr W 35-07-26-52-3925	HOUSE REMODEL	54,400.00	06/20/2024	1,304.31	1,304.31
Contractor	Zachrison James					
2024.0256.BP0036	Crosswhite Gina & Kyle 80 Spagnuolo Circle NW 35-07-26-60-0005	VINYL WINDOW	3,464.00	06/25/2024	113.40	113.40
Contractor	Home Depot, Jamie Reed					
2024.0267.BP0037	Johanson Maybelle 1245 Dewey Dr SE 35-07-36-56-0201	GARAGE REMODEL	2,000.00	07/08/2024	132.07	132.07
Contractor	Johanson Maybelle					

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2024.0272.BP0039	Nelson Bailey 27 Mulberry Ct NE 35-07-25-71-0004	INTERIOR REMODEL	95,000.00	07/10/2024	1,061.05	1,061.05
Contractor	Lofthouse Construction Inc, Lofthouse Larry					
2024.0273.BP0040	Denney Marvin 30 Tremont Dr NE 35-07-25-56-0113	DECK	5,000.00	07/10/2024	274.30	274.30
Contractor	Denney Marvin					
2024.0287.BP0041	Thornhill Lisa 604 1st St SW 35-07-35-52-4436	PORTABLE RV CARPORT	37,228.80 Sq. Ft.: 560	07/17/2024	1,020.80	1,020.80
Contractor	Jose Villegas					
2024.0309.BP0043	Headley Jed 428 12th St SW 35-07-35-42-0130	40FT CONNEX CONTAINER	2,500.00	08/01/2024	98.00	98.00
Contractor	Headley Jed					
2024.0308.BP0042	Ponti Karlene 215 College Ave N 35-07-26-52-3817	STEPS AND LANDING	3,500.00	08/01/2024	113.40	113.40
Contractor	C&R Concrete, Rodriguez Osvaldo					
2024.0315.BP0044	Michel Alejandro 230 6th St SE APT C 35-07-36-60-0609	6 WINDOWS	6,136.00	08/08/2024	259.12	259.12
Contractor	Home Depot, Jamie Reed					
2024.0322.BP0046	Garaza Elwyn 623 Whitman Dr W 35-07-35-63-0019	REPAIR FLOOD DAMAGE	13,986.00	08/12/2024	436.99	436.99
Contractor	Five Star Disaster Services, Barnhart Joey					
2024.0321.BP0045	Walla Walla University - AP, 100 4th St SW 35-07-35-51-0704	ROUGH FRAMING HEADER AND 90 MINUTE GLASS	11,834.00	08/12/2024	452.17	452.17
Contractor	Nelson Construction, DiMino Larry					

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2024.0324.BP0047	Koch, Terry 509 Highland Park Dr SE 35-07-36-13-0006	SIDING	10,000.00	08/13/2024	335.35	335.35
Contractor	D&A Professional Paint & Remodel, Hernandez Martin					
2024.0325.BP0048	Lesmeister, Todd & Teri 846 Marine Dr SE 35-07-36-70-0302	WINDOWS AND SIDING	10,038.00	08/13/2024	360.76	360.76
Contractor	Perfection Glass, Brooks Daniel					
2024.0327.BP0049	397 Martin LLC, 397 Martin Field Ln 35-07-34-11-0003	KITCHEN AND BATHROOM REMODEL	14,600.00	08/15/2024	528.40	528.40
Contractor	Ken Adams Plumbing Inc, Adams Ken					
2024.0330.BP0051	397 Martin LLC, 397 Martin Field Ln 35-07-34-11-0003	WINDOWS AND DOORS	30,840.00	08/16/2024	826.48	826.48
Contractor	KC Industries Inc,					
2024.0328.BP0050	McCloskey, Linda 978 Larch Ave SE 35-07-36-64-0004	REPLACE DECK	12,000.00	08/16/2024	452.17	452.17
Contractor	Serl Construction, Serl Larry					
2024.0337.BP0052	Dryden Arlene 1200 Broadway Ave SE 35-07-36-58-0120	CARPORT COVER -DECK	10,000.00	08/20/2024	534.65	534.65
Contractor	Prowess General Contracting, Curnuck Josiah					
2024.0338.BP0053	Hall Frank & Jean 854 Mockingbird Dr SE 35-07-36-43-0051	10x30 FRONT AWNING	6,200.00	08/21/2024	325.12	325.12
Contractor	Harvey & Son Construction LLC, Harvey Gary					
2024.0343.BP0054	Vargus Juan 304 12th St SE 35-07-36-58-0215	ADDITION WITH REMODEL & ALTERATIONS	34,944.00 Sq. Ft.: 300	08/23/2024	1,507.21	1,507.21
Contractor	Vargus-Cruz Juan Carlos					

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2024.0353.BP0055	Bruns Jennelle 1115 Cotter PI SE 35-07-36-57-0218	SIDING AND WINDOWS	10,500.00	08/27/2024	360.76	360.76
Contractor	America's Construction, Villegas Leonel					
2024.0354.BP0056	Baumgardner Leslie 408 12th St SE 35-07-36-58-0701	EGRESS WINDOWS	6,210.00	08/28/2024	259.12	259.12
Contractor	MRD General Contracting, Dougherty Matthew Ryan					
2024.0368.BP0057	Bruns Jennelle 1115 Cotter PI SE 35-07-36-57-0218	DEMOLISH DECK AND REPLACE	12,000.00	09/09/2024	452.17	452.17
Contractor	America's Construction, Villegas Leonel					
2024.0377.BP0059	Bryan William A IV 388 Highland Park Dr SE 35-07-36-54-0505	INTERIOR REMODEL	100,000.00	09/11/2024	2,969.08	2,969.08
Contractor	Meticulous Touch LLC, Kuznetson Slavik					
2024.0376.BP0058	Koch, Terry 509 Highland Park Dr SE 35-07-36-13-0006	REPAIR DECK	12,764.16 Sq. Ft.: 192	09/11/2024	477.58	477.58
Contractor	D&A Professional Paint & Remodel, Hernandez Martin					
2024.0378.BP0060	Strickland Dennis & Shari 611 4th St SE 35-07-36-65-0003	WINDOWS	300.00	09/11/2024	49.15	49.15
Contractor	Strickland Dennis & Shari					
2024.0379.BP0061	Walters, Alvern 736 Landen Dr SE 35-07-36-74-0201	4 WINDOWS	14,989.00	09/11/2024	462.40	
Contractor	Renewal By Anderson, Boesl Tyson					
2024.0395.BP0062	Jensen Floyd & Mary 308 Mountain View Dr SE 35-07-36-58-0316	INTERIOR REMODEL	60,000.00	09/19/2024	1,301.83	1,301.83
Contractor	Boggs Construction, Boggs Keiri					

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Building Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0397.BP0063	Brower Bernice 6 13th St SW 35-07-35-44-0053	Interior remodel	225,000.00	09/20/2024	3,078.47	3,078.47
Contractor	Bocanegra, Bocanegra Construction LLC Israel					
2024.0398.BP0064	Hanson Lars 222 Davis Ave SW 35-07-35-52-4535	WINDOWS, EXTERIOR DOORS, SIDING, PAINT, ISULATE, BASEMENT WALL EGRESS WINDOWS, DRYWALL	37,000.00	09/20/2024	1,500.09	1,500.09
Contractor	Alex's Quality Maintenance property LLC, Torres Al					
2024.0400.BP0065	Bryan William A IV 388 Highland Park Dr SE 35-07-36-54-0505	SIDING	4,500.00	09/20/2024	208.30	208.30
Contractor	Meticulous Touch LLC, Kuznetson Slavik					
2024.0428.BP0066	Hedine Eric 1223 Central Ave SE 35-07-36-58-0736	INTERIOR REMODEL	3,000.00	10/09/2024	223.48	223.48
Contractor	Hedine Eric					
Totals:	62		1,708,309.21		40,538.95	40,076.55

Sq. Ft.

2,749

Commercial

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0031.CO0001	Wal-Mart Stores Inc. # 01-2476 1700 Meadowbrook Blvd SE 35-06-01-21-0067	Remodel and Building Expansion. Vision center, restroom remodel, relocate fitting rooms; paint pharmacy; remodel online grocery pickup area with new walk in refrigerated display cases.	1,500,000.00	02/09/2024	13,106.28	13,106.28
Contractor	Sletten Construction Company, Wiedemer Ashley remodel customer service, remodel money center; repair/replace flooring throughout the store; revise location of registers in checkout area					
2024.0054.CO0002	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 1 36 UNITS TYPE B	4,619,860.52	03/07/2024	31,196.28	31,196.28
Contractor	TBD					

Sq. Ft.: 37844

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Commercial

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0059.CO0003	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 2 36 UNITS TYPE B	4,619,860.52 Sq. Ft.: 37844	03/07/2024	31,196.28	12,251.23
Contractor	TBD					
2024.0064.CO0004	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 3 36 UNITS TYPE B	4,619,860.52 Sq. Ft.: 37844	03/07/2024	31,196.28	12,251.23
Contractor	TBD					
2024.0069.CO0005	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 4 24 UNITS TYPE A	2,812,400.42 Sq. Ft.: 23114	03/07/2024	20,736.86	8,140.31
Contractor	TBD					
2024.0074.CO0006	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 5 24 UNITS TYPE A	2,812,400.42 Sq. Ft.: 23114	03/07/2024	20,736.86	8,140.31
Contractor	TBD					
2024.0079.CO0007	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 6 24 UNITS TYPE A	2,812,400.42 Sq. Ft.: 23114	03/07/2024	20,736.86	8,140.31
Contractor	TBD					
2024.0096.CO0008	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW CLUBHOUSE AND INCLUDES POOL	1,900,000.00	03/20/2024	15,416.28	
Contractor	TBD					
2024.0154.CO0009	City of College Place Police Depart 420 Owens Rd 35-07-34-41-0008	THEFT REPAIR OF WINDOWS	1,500.00	04/12/2024	84.35	84.35
Contractor	City of College Place Public Works, McAndrews Robe					
2024.0178.CO0010	Upper Columbia Corp SDA 212 4th St SW 35-07-35-51-1601	REPLACE STAIRS & HANDRAIL	19,000.00	05/03/2024	700.80	700.80
Contractor	Nelson Construction, Kemp Paul					

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Commercial

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0180.CO0011	Corbett, David W 349 Myra Rd NE 35-07-25-52-3727	STEPS AND HANDRAIL FOR SALON WEST	2,000.00	05/03/2024	101.10	101.10
Contractor	Corbett, David W					
2024.0234.CO0012	Walla Walla University - AP, 133 College Ave S 35-07-36-51-WWC	74 WINDOWS, 2ND & 4TH FLOOR	110,291.40	06/13/2024	1,185.70	1,185.70
Contractor	Walla Walla University - AP,					
2024.0288.CO0013	Walla Walla University - AP, 100 4th St SW 35-07-35-51-0704	REPLACE LANDING, STEPS AND HANDRAIL	40,440.00	07/17/2024	1,028.30	1,028.30
Contractor	Narum Concrete, Narum Rick					
2024.0318.CO0014	City of College Place Public Works, 629 College Ave S 35-07-36-60-0508	NEW FIRE STATION STAIRS	117,000.00	08/08/2024	2,001.04	2,001.04
Contractor	DAX Moreno Const Company Inc, Castillo Cruz					
2024.0339.CO0015	City of College Place Comm Develo 801 Larch Ave SE 35-07-36-42-0050	RESTROOM 1 OF 2	13,336.00 Sq. Ft.: 200	08/22/2024	455.49	455.49
Contractor	Nelson Construction, Triebwasser Matthew					
2024.0340.CO0016	City of College Place Comm Develo 801 Larch Ave SE 35-07-36-42-0050	RESTROOM 2 OF 2	13,296.00 Sq. Ft.: 200	08/22/2024	455.49	455.49
Contractor	Nelson Construction, Triebwasser Matthew					
2024.0341.CO0017	City of College Place Comm Develo 801 Larch Ave SE 35-07-36-42-0050	PAVILION	34,569.60 Sq. Ft.: 520	08/22/2024	918.31	918.31
Contractor	Nelson Construction, Triebwasser Matthew					
2024.0342.CO0018	City of College Place Comm Develo 801 Larch Ave SE 35-07-36-42-0050	UTILITY	39,888.00 Sq. Ft.: 600	08/22/2024	1,009.97	1,009.97
Contractor	Nelson Construction, Triebwasser Matthew					

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Commercial

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0358.CO0019	Walla Walla University - AP, 100 4th St SW 35-07-35-51-0704	Generator	30,000.00	09/04/2024	826.65	826.65
Contractor	Vickroy Plumbing, Vickroy Tom					
2024.0372.CO0020	Leeray Corp dba Jersey Mike's Sub, 1717 Meadowbrook Blvd SE 35-06-01-21-0087	TENANT IMPROVEMENT = JERSEY MIKE'S SUB	277,000.00	09/11/2024	3,624.64	3,624.64
Contractor	Granvista Construction Co,					
2024.0373.CO0021	Blue Mt Credit Union 520 College Ave S 35-07-35-60-1744	INTERIOR REMODEL	2,156,250.00	09/11/2024	16,900.46	16,900.46
Contractor	Winterbourne Construction LLC, Winterbourne Ian					
2024.0396.CO0022	Iris View LLC, Reser Yancey 219 3rd St SE 35-07-36-51-2136	GUARD REPLACEMENT	7,000.00	09/19/2024	277.62	277.62
Contractor	Prowess General Contracting, Curnuck Josiah					
2024.0399.CO0023	City of College Place Public Works, 801 Larch Ave SE 35-07-36-42-0050	1 = 6'X25' PEDESTRIAN BRIDGE 1 = 6'X15' PEDESTRIAN BRIDGE 1 = FISHING DOCK	180,600.00	09/20/2024	2,650.48	2,650.48
Contractor	Nelson Construction, Triebwasser Matthew					
Totals:	23		28,738,953.82		216,542.38	125,446.35

Sq. Ft.

184,394

Demolition Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0092.DP0001	City of College Place Public Works, 801 Larch Ave SE 35-07-36-42-0050	DEMO EXISTING PICNIC STRUCTURE, PLAYGROUND, BACKSTOP AND BLEACHERS	50,000.00	03/14/2024	1,240.78	1,240.78
Contractor	Nelson Construction, ONeill Chris					
2024.0158.DP0002	Dooley Alice 544 Villa Ave NE 35-07-25-13-0020	DEMOLITION MANUFACTURED HOME		04/15/2024	72.50	72.50
Contractor	Blue Mountain Valley Contracting LLC, Ritchie Noah					

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Demolition Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0329.DP0003	Hodgens & Konen Properties, LLC, 2010 Smith Access Rd 35-06-02-41-0060	DEMO HOME AND OUTBUILDINGS IN DISREPAIR		08/16/2024	172.50	172.50
Contractor	Konen Rock Products, Konen Charlie					
2024.0366.DP0004	Brower Bernice 6 13th St SW 35-07-35-44-0053	DEMO KITCHEN, 1/2 BATH = INTERIOR REMODEL		09/09/2024	72.50	72.50
Contractor	Bocanegra, Bocanegra Construction LLC Israel					
Totals:	4		50,000.00		1,558.28	1,558.28

Franchise Agreement

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0084.FA0001	PocketiNet Communications, Brene:	2024 RENEWAL FRANCHISE = FIBER OPTICS		03/07/2024	5,000.00	5,000.00
Contractor	Pocketlnet Communications Inc, Brandenburg Todd					
Totals:	1				5,000.00	5,000.00

Fire Department

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0200.FI0002	Wal-Mart Stores Inc. # 01-2476 1700 Meadowbrook Blvd SE 35-06-01-21-0067	ALARM SYSTEM PLAN REVIEW		05/15/2024	100.00	100.00
Contractor	Low Voltage Securities, Shaw Mark					
2024.0231.FI0003	Johnson Controls, Martin Jennifer 942 Spitzenburg St NE 35-07-25-52-3757	FIRE PLANS AND EQUIPMENT INSTALLATION		06/11/2024	1,000.00	1,000.00
Contractor	Johnson Controls, Martin Jennifer					
2024.0436.FI0004	MAJ Royale, LLC, 1717 Meadowbrook Blvd SE 35-06-01-21-0087	INSTALL AND TEST KITCHEN FIRE SUPPRESSION SYSTEM IN NEW TYPE 1 HOOD		10/23/2024	100.00	100.00
Contractor	Pro Fire, Kuespert Kyle					

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Fire Department

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
Totals:	3				1,200.00	1,200.00

Fencing Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0190.FP0001	Lument Capital, Regency At The Pa 420 Myra Rd SE 36-07-31-91-0001	FENCE		05/08/2024	66.00	
Contractor	Fence-it Co, Beckner Bradley					
2024.0201.FP0002	LaChanse Inc. 315 B St NW 35-07-26-52-3945	6' PRIVACY FENCE		05/17/2024	66.00	66.00
Contractor	LaRondelle Andre					
2024.0225.FP0003	Heger Star 364 Highland Park Dr SE 35-07-36-55-0204	100' OF 42" TALL POST & DOWEL FENCING		06/05/2024	66.00	66.00
Contractor	Fence-it Co, Beckner Bradley					
2024.0254.FP0004	Country Estates 938 Scenic View Dr SE 35-07-36-43-0051	34" FENCE IN LENGTH, 175' IN LENGTH		06/25/2024	66.00	66.00
Contractor	Smith Brothers Industries LLC, Brown Jon					
2024.0262.FP0005	Dull William 426 Birch Ave SE 35-07-36-60-0427	REPLACE OLD FENCE AND EXTEND 30ISH FEET TOWARD FRONT OF PROPERTY		06/28/2024	66.00	66.00
Contractor	Dull William					
2024.0345.FP0006	Jones Darrel 359 12th St SW 35-07-35-43-0055	6' FENCE		08/23/2024	66.00	66.00
Contractor	Fence-it Co, Beckner Bradley					
2024.0411.FP0007	Johanson Maybelle 1245 Dewey Dr SE 35-07-36-56-0201	FENCE		10/01/2024	66.00	66.00
Contractor	Johanson Maybelle					

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Fencing Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0426.FP0008	Bauer Jeanna 746 Songbird Ln SE 35-07-36-46-0002	FENCE		10/04/2024	66.00	66.00
Contractor	Bauer Jeanna					
2024.0438.FP0009	Salazar Soledad 503 6th SE 35-07-36-52-0216	REPLACE SIDE AND FRONT WOOD FENCE		10/25/2024	66.00	66.00
Contractor	Salazar Soledad					
Totals:	9				594.00	528.00

Short Plat Final

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0306.FS0001	Maiuri Marcus & Angie 429 12th St SW 35-07-35-43-0054	Final Short Plat		07/31/2024	250.00	250.00
Contractor	Maiuri Marcus & Angie					
2024.0355.FS0002	Kurnayev Andrey & Anna 127 Maria St NW 35-07-26-77-0052	Final Short Plat		08/28/2024	250.00	250.00
Contractor	PBS Engineering and Environmental Inc., Legassie K					
Totals:	2				500.00	500.00

Grading Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0030.GR0001	Wal-Mart Stores Inc. # 01-2476 1700 Meadowbrook Blvd SE 35-06-01-21-0067	REMODEL AND BUILDING EXPANSION	584,950.93	02/08/2024	4,024.30	4,024.30
Contractor	Sletten Construction Company, Wiedemer Ashley					
2024.0091.GR0002	City of College Place Public Works, 801 Larch Ave SE 35-07-36-42-0050	LIONS PARK IMPROVEMENT PROJECT	4,966,583.00	03/14/2024	20,062.55	20,062.55
Contractor	Nelson Construction, ONeill Chris					

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Grading Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0148.GR0003	Maiuri Marcus & Angie 429 12th St SW 35-07-35-43-0054	SALERNO ESTATES	222,936.00	04/05/2024	1,874.50	1,874.50
Contractor	Don Jackson Excavation, LLC, Jackson Don					
2024.0252.GR0004	J&J Kelly, 418 12th St SW 35-07-35-42-0131	DEER MEADOWS	620,000.00	06/21/2024	4,208.05	
Contractor	Big D's Construction,					
2024.0260.GR0005	Wal-Mart Stores, Inc 1700 Meadowbrook Blvd SE 35-06-01-21-0067	PAVEMENT REHABILITATION	3,039,062.62	06/27/2024	13,343.05	13,343.05
Contractor	Emerald Paving,					
Totals:	5		9,433,532.55		43,512.45	39,304.40

Special Inspection

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0167.IN0001	Emery Stewart 611 6th St SW 35-07-35-60-2105	UNIT CHARGE PROTOCOL CHANGE FROM 2 UNITS TO 1 UNIT		04/23/2024	66.00	66.00
Contractor	Emery Stewart					
2024.0168.IN0002	Windsor Properties 1192 Constitution Dr SE 35-07-36-62-0306	ADULT FAMILY HOME INSPECTION		04/25/2024	66.00	66.00
Contractor	Windsor Properties					
2024.0371.IN0003	Ford, Brenda Joyee 107 Scenic View Dr SE 35-07-36-58-0337	Special Inspection to verify setbacks		09/11/2024	65.00	65.00
Contractor	JH Contracting, Hardin Jared					
Totals:	3				197.00	197.00

Master Planned Development

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
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Master Planned Development

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0374.MD0001	Christensen Craig & Julie 454 Christensen Ln 35-06-02-13-0001	MASTER PLANNED DEVELOPMENT		09/11/2024	2,000.00	
Contractor	Krueger Connie					

Totals: 1 2,000.00

Mechanical Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0001.MP0001	Edison Andrew 328 Homestead Ave SW 35-07-35-72-0002	Gas furnace and heat pump replacement.		01/04/2024	132.00	132.00
Contractor	College Place HTG & A/C,					
2024.0002.MP0002	Gutierrez Emma and Jose 217 10th St SE 35-07-36-60-1145	Gas furnace replacement		01/04/2024	66.00	66.00
Contractor	College Place HTG & A/C,					
2024.0004.MP0003	Rogers Bakery 116 College Ave N 35-07-25-57-0105	GAS WATER HEATER		01/10/2024	100.00	100.00
Contractor	Total Comfort Solutions LLC,					
2024.0005.MP0004	Simcock Manford & Elizabeth 1055 Sentry Dr SE 35-07-36-71-0131	GAS FIREPLACE		01/10/2024	66.00	66.00
Contractor	Grassi Refrigeration Serv Inc.,					
2024.0008.MP0005	Studer Andreas 209 Birch Ave SE 35-07-36-51-2101	HEAT PUMP AND FURNACE		01/11/2024	132.00	132.00
Contractor	Total Comfort Solutions LLC,					
2024.0010.MP0006	Delannoy Narhan 1226 4th St SW 35-07-35-75-0005	80 GALLON ELECTRIC WATER HEATER		01/17/2024	66.00	66.00
Contractor	Right Now Heating and Air,					

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Mechanical Permit

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2024.0012.MP0007	Vicari Thomas 1305 Sky Ave SE 35-07-36-58-1005	GAS FURNACE		01/17/2024	66.00	66.00
Contractor	Grassi Refrigeration Serv Inc.,					
2024.0016.MP0008	Skurski, Sandra 1492 Freedom PI SE 35-07-36-62-0109	FORCED AIR FURNACE		01/19/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0021.MP0009	Maiuri Breanna 219 12th St SW 35-07-35-44-0122	GAS WATER HEATER		01/26/2024	66.00	66.00
Contractor	Right Now Heating and Air,					
2024.0023.MP0010	Gospel Outreach 712 C St NE 35-07-25-58-0404	HEAT PUMP AND AIR HANDLER		01/31/2024	200.00	200.00
Contractor	College Place HTG & A/C,					
2024.0024.MP0011	Warshauer, Jeff 992 Admiral PI SE 35-07-36-71-0226	GAS FURNACE AND AIR CONDITIONER		01/31/2024	132.00	132.00
Contractor	College Place HTG & A/C,					
2024.0027.MP0012	Brookdale College Place, 550 Whitman Dr E 35-07-36-99-0001	REPLACEMENT OF 4 ROOF MOUNTED GAS PACK UNITS		02/01/2024	400.00	400.00
Contractor	Total Comfort Solutions LLC,					
2024.0041.MP0013	Maxted, Glenn 1013 Birch SE 35-07-36-60-1401	28'X28' GARAGE WITH LIVING SPACE ABOVE ATTACHED TO 1013 SE BIRCH		02/21/2024	241.45	241.45
Contractor	Brandaure LLC, Brandauer Paul					
2024.0051.MP0014	Sure Temp Mechanical LLC, Swisher 205 Scenic View Dr SE 35-07-36-58-0330	REPLACE GAS FURNACE		03/05/2024	66.00	66.00
Contractor	Sure Temp Mechanical LLC, Swisher Mark					

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Mechanical Permit

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2024.0055.MP0015	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 1 36 UNITS TYPE B		03/07/2024	2,827.21	2,827.21
Contractor	TBD					
2024.0060.MP0016	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 2 36 UNITS TYPE B		03/07/2024	2,827.21	
Contractor	TBD					
2024.0065.MP0017	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 3 36 UNITS TYPE B		03/07/2024	2,827.21	
Contractor	TBD					
2024.0070.MP0018	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 4 24 UNITS TYPE A		03/07/2024	1,878.53	
Contractor	TBD					
2024.0075.MP0019	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 5 24 UNITS TYPE A		03/07/2024	1,878.53	
Contractor	TBD					
2024.0080.MP0020	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 6 24 UNITS TYPE A		03/07/2024	1,878.53	
Contractor	TBD					
2024.0086.MP0021	Kinney Christina 211 6th St SW 35-07-35-60-2317	GAS FURNACE AND AIR CONDITIONER		03/13/2024	132.00	132.00
Contractor	College Place HTG & A/C,					
2024.0087.MP0022	Blaze 2 Blizzard, Zavala Anthony 102 5th St SW 35-07-35-60-1726	GAS APPLIANCE AND GAS WATER HEATER		03/13/2024	132.00	132.00
Contractor	Blaze 2 Blizzard, Zavala Anthony					

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Mechanical Permit

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2024.0095.MP0023	Schmidt Roy 724 Mockingbird Dr SE 35-07-36-74-0321	GAS FURNACE, AC AND SINGLE HEAD DUCTLESS MINI SPLIT		03/19/2024	198.00	198.00
Contractor	College Place HTG & A/C,					
2024.0097.MP0024	Walla Walla Land Development Par 900 Whitman E 35-07-25-43-0067	FORT WW CLUBHOUSE		03/20/2024	1,399.21	
Contractor	TBD,					
2024.0105.MP0025	Ritchie Brandon 1040 Puff Ln SW 35-07-35-61-0006	Ductless heat pumps in all seven units.		03/21/2024	462.00	462.00
Contractor	Youngs Heating and Cooling, Young Erik					
2024.0106.MP0026	Ritchie Brandon 1037 Puff Ln SW 35-07-35-61-0005	Heat pumps in all seven units.		03/21/2024	462.00	462.00
Contractor	Youngs Heating and Cooling, Young Erik					
2024.0125.MP0027	Brandaurer LLC, Brandauer Paul 612 Davis Ave SW A-Lower 35-07-35-60-2203	ADU/DUPLEX - 2 UNIT 600 SQ FT: SINGLE BDRM LOWER UNIT A , 2 BDRM UPPER UNIT B		03/29/2024	264.51	264.51
Contractor	Brandaurer LLC, Brandauer Paul					
2024.0136.MP0028	Barnes Steve 1832 Bliss Ln SE 35-06-01-54-0011	SFR		04/03/2024	559.73	559.73
Contractor	Barnes Steve					
2024.0145.MP0029	Patino Manuel 225 Valley Dr SE 35-07-36-58-0620	New ADU, addition of two sleeping rooms with emergency egress windows, kitchen and the removal of the interior staircase.		04/04/2024	29.90	29.90
Contractor	Patino Manuel					
2024.0150.MP0030	Walla Walla University - AP, 129 Whitman Dr E 35-07-25-33-0037	MINI SPLIT WITH 3 INDOOR HEADS		04/05/2024	66.00	66.00
Contractor	College Place HTG & A/C,					

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2024.0163.MP0031	Vixie Gary 522 Mockingbird Dr SE 35-07-36-74-0310	AC & GAS FURNACE		04/19/2024	132.00	132.00
Contractor	Total Comfort Solutions LLC,					
2024.0181.MP0032	Bleath Jacob L & Whitnee M 1318 Larch Ave SE 35-07-36-58-1020	FURNACE		05/06/2024	66.00	66.00
Contractor	Noble HVAC Services Inc,					
2024.0203.MP0033	Martin Dan 813 Vintage Way SE 35-07-36-89-0007	Ductless Unit		05/21/2024	66.00	66.00
Contractor	Youngs Heating and Cooling, Young Erik					
2024.0204.MP0034	Pease Diane 621 Whimbrel Loop SE 35-07-36-68-0016	DUCTLESS MINISPLIT		05/21/2024	66.00	66.00
Contractor	College Place HTG & A/C,					
2024.0205.MP0035	Lument Capital, Regency At The Pa 420 Myra Rd SE 36-07-31-91-0001	ROOFTOP AND SPLIT CARRIER SYSTEMS		05/21/2024	1,700.00	1,700.00
Contractor	Grassi Refrigeration Serv Inc.,					
2024.0213.MP0036	Simcock Manford 804 Marine Dr SE 35-07-36-84-0002	Replace electric furnace and heat pump.		05/24/2024	132.00	132.00
Contractor	Grassi Refrigeration Serv Inc.,					
2024.0220.MP0037	Reasor Stephen 614 2nd St SW 35-07-35-52-4416	Heat Pump and Air Handler		05/30/2024	66.00	66.00
Contractor	College Place HTG & A/C,					
2024.0221.MP0038	Downey, Jasen & Kristina 1382 Newgate Dr SE 35-07-36-97-0213	GAS FURNACE AND AIR CONDITIONER		05/31/2024	132.00	132.00
Contractor	Grassi Refrigeration Serv Inc.,					

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2024.0230.MP0039	Myers Diane 316 4th St SE 35-07-36-60-0308	DUCTLESS HEAT PUMO WITH 3 INDOOR HEADS		06/11/2024	66.00	66.00
Contractor	College Place HTG & A/C,					
2024.0238.MP0040	Craik Aaron 720 Davis Ave SW 35-07-35-67-0002	HEAT PUMP		06/13/2024	66.00	66.00
Contractor	College Place HTG & A/C,					
2024.0239.MP0041	Bennington Leslie 731 Pheasant Run SE 35-07-36-88-0037	FURNACE		06/13/2024	66.00	66.00
Contractor	Grassi Refrigeration Serv Inc.,					
2024.0240.MP0042	Newton Beth 814 Marine Dr SE 35-07-36-98-0001	AIR CONDITIONER		06/17/2024	66.00	66.00
Contractor	College Place HTG & A/C,					
2024.0242.MP0043	Mama's Apartments, 1321 Riparian Ct SW 35-07-35-71-0035	AIR CONDITIONER		06/20/2024	66.00	66.00
Contractor	College Place HTG & A/C,					
2024.0244.MP0044	Cleveland, Nancy A 115 Sunny Dr SE 35-07-36-58-0436	GAS FURNACE AND AIR CONDITIONER		06/20/2024	132.00	132.00
Contractor	College Place HTG & A/C,					
2024.0264.MP0045	Smith Julie 604 2nd St SW 35-07-35-52-4409	3 HEAD DUCTLESS UNIT		07/02/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0265.MP0046	Haste Judy 634 3rd St SW 35-07-35-52-4546	REPLACE CARRIER 2.5 TON AIR CONDITIONER AND WATER HEATER		07/02/2024	132.00	132.00
Contractor	Grassi Refrigeration Serv Inc.,					

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2024.0270.MP0047	Bauer Jeanna 746 Songbird Ln SE 35-07-36-46-0002	GAS PIPING		07/08/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0271.MP0048	West Enterprises LLC, West Sidney 1129 C St NE 35-07-25-52-3753	DUCTLESS UNIT		07/10/2024	100.00	100.00
Contractor	Total Comfort Solutions LLC,					
2024.0274.MP0049	Life Estate, Edwards Sheryl 115 B St NW 35-07-26-60-0001	AIR CONDITIONER AND GAS FURNACE		07/10/2024	132.00	132.00
Contractor	Life Estate, Edwards Sheryl					
2024.0277.MP0050	College Place, WA (NWC) LLC, 108 Rodeo Lp SE 35-07-36-47-0006	AIR CONDITIONER		07/11/2024	66.00	66.00
Contractor	College Place 17 Associates LLC,					
2024.0278.MP0051	Walla Walla University - AP, 23 Whitman Dr E 35-07-25-33-0064	FURNACE & AC		07/11/2024	132.00	132.00
Contractor	Blaze to Blizzard, Avalos Anthony					
2024.0279.MP0052	Brown Shannon 725 Magnoni Dr SE 35-07-36-94-0005	AC AND GAS FURNACE		07/12/2024	132.00	132.00
Contractor	Youngs Heating and Cooling, Young Erik					
2024.0280.MP0053	Cost Less Carpet, 830 Rose St NE 35-07-25-52-2303	(2) AC UNITS		07/12/2024	200.00	200.00
Contractor	Total Comfort Solutions LLC,					
2024.0285.MP0054	Ferguson Lon 714 Mockingbird Dr SE 35-07-36-74-0303	GAS FURNACE AND AC		07/17/2024	132.00	132.00
Contractor	College Place HTG & A/C,					

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2024.0286.MP0055	Pearson, Scott 320 4th St SE 35-07-36-60-0307	DUCTLESS MINI SPLIT		07/17/2024	66.00	66.00
Contractor	College Place HTG & A/C,					
2024.0300.MP0056	Parnell, Odette 104 6th St SE 35-07-36-60-0531	Air Conditioner		07/22/2024	66.00	66.00
Contractor	College Place HTG & A/C,					
2024.0311.MP0057	Kitto Gary 223 Valley Dr SE A 35-07-36-58-0622	GAS FURNACE AND AIR CONDITIONER		08/02/2024	132.00	132.00
Contractor	Grassi Refrigeration Serv Inc.,					
2024.0314.MP0058	Walla Walla University - AP, 125 4th St SW 35-07-35-60-1722	Air Handler and Heat Pump		08/07/2024	66.00	66.00
Contractor	Blaze to Blizzard, Avalos Anthony					
2024.0317.MP0059	Zachrison Family Trust, 128 Whitman Dr W 35-07-26-52-3925	HEAT PUMP AND AIR HANDLER		08/08/2024	132.00	132.00
Contractor	College Place HTG & A/C,					
2024.0331.MP0060	397 Martin LLC, 397 Martin Field Ln 35-07-34-11-0003	GAS PIPING		08/16/2024	66.00	66.00
Contractor	Ken Adams Plumbing Inc, Adams Ken					
2024.0332.MP0061	Hovinga James 908 Birch Ave SE 35-07-36-60-1242	HEAT PUMP AND AIR HANDLER		08/19/2024	132.00	132.00
Contractor	College Place HTG & A/C,					
2024.0333.MP0062	Hovinga James 910 Birch Ave SE 35-07-36-60-1242	HEAT PUMP AND AIR HANDLER		08/19/2024	132.00	132.00
Contractor	College Place HTG & A/C,					

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2024.0334.MP0063	Irvine Lance & Melinda 1515 Valley View Terrace SE 35-07-36-34-0063	1 TON BOLER		08/19/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0335.MP0064	Irvine Lance & Melinda 1515 Valley View Terrace SE 35-07-36-34-0063	EVAPORATIVE COOLER		08/19/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0336.MP0065	Roddy Alex 25 6th St SE 35-07-36-60-0409	HEAT PUMP AND AIR HANDLER		08/20/2024	132.00	132.00
Contractor	College Place HTG & A/C,					
2024.0350.MP0066	Simons Jonathan 1144 Sentry Dr SE 35-07-36-71-0132	GAS FURNACE AND AC		08/27/2024	132.00	132.00
Contractor	College Place HTG & A/C,					
2024.0351.MP0067	Tomioka June 830 Parkside PI SE 35-07-36-79-0006	FURNACE AND AC Gas Water Heater		08/27/2024	198.00	198.00
Contractor	Total Comfort Solutions LLC,					
2024.0363.MP0068	Family Trust of John & Lillian Holste 735 Heron Dr SE 35-07-36-88-0004	RECONNECT GAS		09/05/2024	66.00	66.00
Contractor	Family Trust of John & Lillian Holstein, Chilson B					
2024.0364.MP0069	Riley, Donald & Lee Ann 463 Stanford PI SE 35-07-36-67-0307	HEAT PUMP AND GAS FURNACE		09/06/2024	132.00	132.00
Contractor	College Place HTG & A/C,					
2024.0367.MP0070	397 Martin LLC, 397 Martin Field Ln 35-07-34-11-0003	KITCHEN HOOD		09/09/2024	66.00	66.00
Contractor	Walla Walla Refrigeration, Justin Haifter					

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2024.0380.MP0071	Davis Carol 747 Nuthatch Dr SE Dr 35-07-36-04-0023	Gas Furnace and AC		09/16/2024	132.00	132.00
Contractor	College Place HTG & A/C,					
2024.0390.MP0072	City of College Place Public Works, 428 Owens Rd 35-06-03-11-0002	HEAT PUMP IN THE TREATMENT BLDG ELECTRICAL ROOM		09/18/2024	100.00	100.00
Contractor	Youngs Heating and Cooling, Young Erik					
2024.0410.MP0073	Hartzheim, David 1504 Linda Dr SE 35-07-36-58-0501	GAS FURNACE & AC		10/01/2024	132.00	132.00
Contractor	College Place HTG & A/C,					
2024.0415.MP0074	HVAC Properties LLC, 223 Roseville Ln SE 35-07-36-60-0620	DUCTLESS UNIT		10/03/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0416.MP0075	HVAC Properties LLC, 227 Roseville Ln SE 35-07-36-60-0620	DUCTLESS UNIT		10/03/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0417.MP0076	HVAC Properties LLC, 228 Roseville Ln SE 35-07-36-60-0620	DUCTLESS UNIT		10/03/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0418.MP0077	HVAC Properties LLC, 233 Roseville Ln SE 35-07-36-60-0620	DUCTLESS UNIT		10/03/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0419.MP0078	HVAC Properties LLC, 234 Roseville Ln SE 35-07-36-60-0620	Ductless Unit		10/03/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					

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2024.0420.MP0079	HVAC Properties LLC, 237 Roseville Ln SE 35-07-36-60-0620	DUCTLESS UNIT		10/03/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0421.MP0080	HVAC Properties LLC, 238 Roseville Ln SE 35-07-36-60-0620	DUCTLESS UNIT		10/03/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0422.MP0081	HVAC Properties LLC, 252 Roseville Ln SE 35-07-36-60-0620	DUCTLESS UNIT		10/03/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0423.MP0082	HVAC Properties LLC, 255 Roseville Ln SE 35-07-36-60-0620	DUCTLESS UNIT		10/03/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0424.MP0083	HVAC Properties LLC, 256 Roseville Ln SE 35-07-36-60-0620	DUCTLESS UNIT		10/03/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0425.MP0084	HVAC Properties LLC, 259 Roseville Ln SE 35-07-36-60-0620	DUCTLESS UNIT		10/03/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0427.MP0085	Edison Richard 216 B St NW 35-07-26-73-0001	GAS PIPE		10/08/2024	66.00	66.00
Contractor	Youngs Heating and Cooling, Young Erik					
2024.0434.MP0086	Upper Columbia Mission Soc SDA, 200 Academy Way SW 35-07-35-21-0103	REPLACE 3 ROOFTOP PACKAGE UNITS	46,560.00	10/22/2024	674.87	674.87
Contractor	College Place HTG & A/C,					

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2024.0437.MP0087	Cholikul Suwitda 715 Pheasant Run SE 35-07-36-88-0041	REPLACE CARRIER GAS FURNACE AND 3 TON AIR CONDITIONER		10/24/2024	132.00	132.00
Contractor	Grassi Refrigeration Serv Inc.,					
2024.0440.MP0088	Waddle Richard P & Nicole D 518 Birch Ave SE 35-07-36-60-0422	GAS LINE TEST		10/25/2024	66.00	66.00
Contractor	A1 Plumbing,					
2024.0441.MP0089	Preciado Jose 22 9th St SE 35-07-36-60-1237	HEAT PUMPO AND AIR HANDLER		10/25/2024	132.00	132.00
Contractor	College Place HTG & A/C,					
Totals:	89		46,560.00		27,412.89	14,723.67

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2024.0344.PF0001	Many Waters LLC, 35-07-36-13-0021	FINAL PLAT		08/23/2024	350.00	350.00
Contractor	J-U-B Engineers, Inc, Inwards, PE Paul					
Totals:	1				350.00	350.00

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2024.0034.PP0001	Floyde Frank 639 2nd St SW 35-07-35-52-4589	SPRINKLERS		02/13/2024	66.00	66.00
Contractor	Andrews Irrigation Repair, Torrey Andrew					
2024.0038.PP0002	Kirk Don & Mary 44 College Ave N 35-07-25-57-0414	REPLACE BROKEN SEWER LINE		02/15/2024	66.00	66.00
Contractor	Kirk Don & Mary					

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2024.0042.PP0003	Maxted, Glenn 1013 Birch SE 35-07-36-60-1401	28'X28' GARAGE WITH LIVING SPACE ABOVE ATTACHED TO 1013 SE BIRCH		02/21/2024	241.45	241.45
Contractor	Brandaure LLC, Brandauer Paul					
2024.0045.PP0004	Calhoon Ryan 221 9th St SE 35-07-36-60-1134	REPLACE SEWER FOR DUPLEX 221/223		02/22/2024	66.00	66.00
Contractor	Freewater Plumbing LLC, Miller Shannon					
2024.0056.PP0005	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 1 36 UNITS TYPE B		03/07/2024	2,827.21	2,827.21
Contractor	TBD					
2024.0061.PP0006	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 2 36 UNITS TYPE B		03/07/2024	2,827.21	
Contractor	TBD					
2024.0066.PP0007	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 3 36 UNITS TYPE B		03/07/2024	2,827.21	
Contractor	TBD					
2024.0071.PP0008	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 4 24 UNITS TYPE A		03/07/2024	1,878.53	
Contractor	TBD					
2024.0076.PP0009	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 5 24 UNITS TYPE A		03/07/2024	1,878.53	
Contractor	TBD					
2024.0081.PP0010	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 6 24 UNITS TYPE A		03/07/2024	1,878.53	
Contractor	TBD					

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2024.0089.PP0011	Cox Madison 528 1st St SW 35-07-35-52-4451	REPAIR APPROX 15 FEET OF SEWER SVC LINE IN BACK YARD		03/13/2024	66.00	66.00
Contractor	R&W Excavation LLC, Richardson Taylor					
2024.0098.PP0012	Walla Walla Land Development Par 900 Whitman E 35-07-25-43-0067	FORT WW CLUBHOUSE		03/20/2024	1,399.21	
Contractor	TBD,					
2024.0103.PP0013	Jessup Paul T & Ruth M 1110 College Ave S 35-07-35-60-2807	IRRIGATION SYSTEM		03/21/2024	66.00	66.00
Contractor	Jessup Paul T & Ruth M					
2024.0116.PP0014	Williams, Jackie 111 12th St SW 35-07-35-44-0056	REPLACE SEWWER SVC LINE FROM HOUSE TO CITY MAIN		03/27/2024	66.00	66.00
Contractor	R&W Excavation LLC, Richardson Taylor					
2024.0124.PP0015	Brandaurer LLC, Brandauer Paul 612 Davis Ave SW A-Lower 35-07-35-60-2203	ADU/DUPLEX - 2 UNIT 600 SQ FT: SINGLE BDRM LOWER UNIT A , 2 BDRM UPPER UNIT B		03/29/2024	264.51	264.51
Contractor	Brandaurer LLC, Brandauer Paul					
2024.0137.PP0016	Barnes Steve 1832 Bliss Ln SE 35-06-01-54-0011	SFR		04/03/2024	559.73	559.73
Contractor	Barnes Steve					
2024.0144.PP0017	Patino Manuel 225 Valley Dr SE 35-07-36-58-0620	New ADU, addition of two sleeping rooms with emergency egress windows, kitchen and the removal of the interior staircase.		04/04/2024	29.90	29.90
Contractor	Patino Manuel					
2024.0172.PP0018	Blackbeard Investments LLC, 236 College Ave N 35-07-25-33-0014	Sewer SVC		04/29/2024	66.00	66.00
Contractor	R&W Excavation LLC, Richardson Taylor					

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2024.0174.PP0019	Christian Julie 431 Scenic View Dr SE 35-07-36-58-0831	SEWER SVC		04/29/2024	66.00	66.00
Contractor	R&W Excavation LLC, Richardson Taylor					
2024.0177.PP0020	Steck Susan 633 6th St SE 35-07-36-60-0123	WALK IN TUB		05/03/2024	132.00	132.00
Contractor	AJ's Design & Construction, Kilmer Aaron					
2024.0183.PP0021	Aguilera Jesus 915 Date Ave SE 35-07-36-60-1012	UNDERGROUND IRRIGATION		05/06/2024	66.00	66.00
Contractor	Aguilera Jesus					
2024.0195.PP0022	Middlemas Shawn H & Marsha L 139 B St NW 35-07-26-52-3943	WATER LINE REPLACEMENT ON PROPERTY		05/10/2024	66.00	66.00
Contractor	Roto Rooter Service, Jared Ridgers					
2024.0212.PP0023	Armes Eric & Ashley 343 Davin Dr SE 35-07-36-55-0410	Water heater replacement.		05/23/2024	66.00	66.00
Contractor	Right Now Heating and Air,					
2024.0214.PP0024	Hewitt Suzann 1242 Dewey Dr SE 35-07-36-56-0108	CONNECTING HOUSE TO SEWER		05/28/2024	66.00	66.00
Contractor	Johnson Custom Farming & Excavating, Johnson Mike					
2024.0217.PP0025	Masferrer Roberto 402 3rd St SE 35-07-36-21-0053	REPLACE SEWER SVC LINE FROM DRIVEWAY TO CITY MAIN IN ALLEY		05/29/2024	66.00	66.00
Contractor	R&W Excavation LLC, Richardson Taylor					
2024.0227.PP0026	A-1 Plumbing & Emergency Rooter, 25 8th St SE 35-07-36-60-0522	REPLACE WATER LINE FROM CITY METER INTO THE HOUSE		06/11/2024	66.00	66.00
Contractor	A1 Plumbing,					

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2024.0229.PP0027	Bradley James 1909 Sunflower Ct SE 35-06-01-52-0239	WALK IN BATH TUB		06/11/2024	66.00	66.00
Contractor	Northwest Bath Specialist,					
2024.0250.PP0028	Lopez Maurilio & Ivonne 309 A St NE 35-07-25-56-0105	REPLACE WATER SVC LINE FROM HOUSE TO CITY METER		06/21/2024	66.00	66.00
Contractor	R&W Excavation LLC, Richardson Taylor					
2024.0266.PP0029	Doering Shawn & Les 1409 Julia St SW 35-07-35-78-0001	ADA TUB, RELOCATE TOILET, SHORTEN VANITY		07/08/2024	132.00	132.00
Contractor	Rincon Construction, Rowe Chris					
2024.0299.PP0030	Vixie Linda 33 Tremont Dr NE 35-07-25-56-0209	REPLACE SEWER SVC LINE FROM HOUSE TO EXISTING PIPE IN FRONT YARD		07/22/2024	66.00	66.00
Contractor	R&W Excavation LLC, Richardson Taylor					
2024.0305.PP0031	Niderost Tarah 204 4th St SE 35-07-36-60-0322	REPLACING WATER LINE		07/30/2024	66.00	
Contractor	Niderost Tarah					
2024.0307.PP0032	Mayne Marilyn 212 4th St SE 35-07-36-60-0324	PARTIAL REPLACEMENT OF SEWER LATERAL IN BACKYARD		08/01/2024	66.00	66.00
Contractor	Dicks Construction, Dick					
2024.0312.PP0033	Maiuri Marcus & Angie 429 12th St SW 35-07-35-43-0054			08/02/2024	66.00	66.00
Contractor	Maiuri Marcus & Angie					
2024.0319.PP0034	Engelhart Andrew 911 Date Ave SE 35-07-36-60-1011	REPLACE SEWER LINE TO STREET		08/08/2024	66.00	66.00
Contractor	Engelhart Andrew					

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Plumbing Permit

Permit Type:

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2024.0326.PP0035	The Villages of Garrison Creek Mas 900 Garrison Village Way SE 35-07-36-79-9901	BACKFLOW		08/14/2024	66.00	66.00
Contractor	Edwards Mechanical & Welding, Edwards Blaid					
2024.0349.PP0036	Many Waters LLC, 35-07-36-13-0021	Villages of Garrison Creek Phase 12 Water Svc & Meter for Landscaping		08/26/2024	66.00	66.00
Contractor	Goodman & Mehlanbacher Ent Inc, Beck Dustin					
2024.0359.PP0037	Eggers, Troy & Christi 25 8th St SE 35-07-36-60-0522	IRRIGATION SYSTEM IN THE BACKYARD		09/05/2024	66.00	66.00
Contractor	Ojcius Lawn Care, Ojcius Andrew					
2024.0389.PP0038	Bradley James 1909 Sunflower Ct SE 35-06-01-52-0239	WATER HEATER		09/18/2024	66.00	66.00
Contractor	Right Now Heating and Air,					
2024.0402.PP0039	Ashia Jordana 708 Date Ave SE 35-07-36-60-0627	REPAIR EXISTING SEWER BETWEEN CURB AND MAIN		09/23/2024	66.00	
Contractor	Johnson Custom Farming & Excavating, Johnson Mike					
2024.0404.PP0040	Schroeder Rita 380 Highland Park Dr SE 35-07-36-55-0305	REPLACE WATER MAIN IN YARD		09/23/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					
2024.0433.PP0042	Ross Beatrice 619 6th St SE 35-07-36-60-0104	REPLACE WATER LINE TO HOME		10/21/2024	66.00	66.00
Contractor	A-1 Plumbing,					
2024.0435.PP0043	College Place Holdings, Seabendre 220 College Ave N 35-07-25-33-0018	REPLACEMENT OF KITCHEN SEWER BRANCH LINE UNDER SLAB FOR UNIT #4		10/23/2024	66.00	66.00
Contractor	Total Comfort Solutions LLC,					

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Totals:	42				18,790.02	5,968.80

Short Plat

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0007.PS0002	Tinoco Jose 21 9th St SE 35-07-36-60-1212	DIVIDE PROPERTY INTO 2 LOTS		01/11/2024	400.00	400.00
Contractor	Rogers Surveying,					
2024.0018.PS0003	Kurnayev Andrey & Anna 127 Maria St NW 35-07-26-77-0052	SUBDIVIDE EXISTING 2 LOTS INTO 3 LOTS		01/24/2024	400.00	400.00
Contractor	Kurnayev Andrey & Anna					
2024.0044.PS0003	HLS Trust, Shaw Tom 880 C St NE 35-07-25-43-0045	SUBDIVIDE 1.61 ACRES INTO 5 LOTS		02/22/2024	400.00	400.00
Contractor	HLS Trust, Shaw Tom					
Totals:	3				1,200.00	1,200.00

Roofing Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0003.RO0001	Magnuson Jay 311 4th St SE 35-07-36-51-2124	REROOF GARAGE		01/09/2024	138.50	138.50
Contractor	R & Z Roofing & Gutters LLC, Fry Zachary					
2024.0013.RO0002	Foster John E. & Bethany K 1230 Murphy Ln SE 35-07-36-41-0041	REROOF		01/18/2024	138.50	138.50
Contractor	Elsom Roofing Inc, More Scot					
2024.0014.RO0003	Robinson Kendal 249 Cedar Ave NE 35-07-25-58-0206	REROOF 243/249		01/18/2024	138.50	138.50
Contractor	Elsom Roofing Inc, More Scot					

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Roofing Permit

Permit Type:

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2024.0028.RO0004	Johanson Maybelle 1245 Dewey Dr SE 35-07-36-56-0201	REROOF		02/02/2024	138.50	138.50
Contractor	Bocanegra, Bocanegra Construction LLC Israel					
2024.0033.RO0005	Simons Richard JR & Marjorie 220 Rose NE 35-07-25-52-3519	REROOF		02/13/2024	138.50	138.50
Contractor	Elsom Roofing Inc, More Scot					
2024.0101.RO0006	Irvine Lance & Melinda 968 Larch Ave SE BLDG A 35-07-36-64-0003	REROOF		03/20/2024	138.50	138.50
Contractor	Elsom Roofing, Inc, Elsom Dan					
2024.0102.RO0007	James Kenneth 705 Davis Ave SW 35-07-35-60-2324	REROOF		03/20/2024	138.50	138.50
Contractor	Berentsen Roofing & Construction,					
2024.0111.RO0008	Nebeker Teresa 127 12th St SW 35-07-35-44-0054	REROOF		03/22/2024	138.50	138.50
Contractor	Pina's Roofing, Pina Enrique					
2024.0113.RO0009	Vargas Juan 304 12th St SE 35-07-36-58-0215	REROOF		03/25/2024	138.50	138.50
Contractor	Vargas Juan					
2024.0129.RO0010	French Rebecca 101 Spagnuolo Circle NW 35-07-26-60-0029	REMOVE AND REPLACE ASHPALT SHINGLES 2430 SQFT		04/02/2024	138.50	138.50
Contractor	Roofnix Technologies LLC, Sanders Brittany					
2024.0151.RO0011	Nelson Robert & Alma 114 9th St SE Apt 1 35-07-36-60-1228	REROOF		04/09/2024	138.50	138.50
Contractor	Bradley Luce Construction, Luce Bradley					

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2024.0152.RO0012	Devary, Richard E 1522 Freedom Pl SE 35-07-36-62-0112	REROOF		04/11/2024	138.50	138.50
Contractor	Pina's Roofing, Enrique Pina					
2024.0156.RO0013	Green Phil & Amie 312 10th St SE 35-07-36-57-0103	REROOF		04/12/2024	138.50	138.50
Contractor	VW Quality Roofing LLC, Venegas Jesus					
2024.0161.RO0014	Cuevas Melissa & Ernesto 277 Laurella Ln NW 35-07-26-73-0009	REROOF		04/18/2024	138.50	138.50
Contractor	Real Roofing, Alondra					
2024.0166.RO0015	Saldana, Javier 124 12th St SW 35-07-35-53-0006	REROOF		04/23/2024	138.50	138.50
Contractor	Saldana, Javier					
2024.0182.RO0016	Bigler Kent H & Andrea 1164 Sentry Dr SE 35-07-36-77-0001	REROOF 1164 & 1168		05/06/2024	138.50	138.50
Contractor	GK Prime Construction, Jorge Gonzales					
2024.0189.RO0018	Griggs Travis 367 Kingwood Pl NE 35-07-25-66-0007	REROOF		05/08/2024	138.50	138.50
Contractor	Real Roofing, Alondra					
2024.0197.RO0019	Dankel, David 432 Mountain View Dr SE 35-07-36-58-0807	REROOF		05/14/2024	138.50	138.50
Contractor	Elsom Roofing Inc, More Scot					
2024.0198.RO0020	Schulke Jane 840 Parkside Pl SE 35-07-36-79-0005	REROOF		05/15/2024	138.50	138.50
Contractor	Schulke Jane					

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2024.0206.RO0021	Foster James 1103 Falbo Dr SE 35-07-36-97-0101	REROOF		05/21/2024	138.50	138.50
Contractor	Elsom Roofing Inc, More Scot					
2024.0210.RO0022	Maher, Tom 20 12th St SW 35-07-35-53-0001	REROOF		05/22/2024	138.50	138.50
Contractor	Reve Exteriors LLC, Orozco Stephanie					
2024.0215.RO0023	Zabor Phillip David 1231 Dewey Dr SE 35-07-36-56-0215	Tear-off and reroof.		05/29/2024	138.50	138.50
Contractor	Elsom Roofing, Inc, Elsom Dan					
2024.0218.RO0024	Peterson Byron 1277 Constitution Dr SE 35-07-36-62-0212	REROOF		05/29/2024	138.50	138.50
Contractor	Real Roofing, Alondra					
2024.0222.RO0025	Bagley Harley 319 6th St SE 35-07-36-61-0309	REROOF		06/04/2024	138.50	138.50
Contractor	Bagley Harley					
2024.0232.RO0026	Niderost Tarah 204 4th St SE 35-07-36-60-0322	REROOF		06/11/2024	138.50	138.50
Contractor	VW Quality Roofing LLC, Venegas Jesus					
2024.0235.RO0027	Brenneise Carl 24 Ivy Ln NE 35-07-25-56-0216	REROOF		06/13/2024	138.50	138.50
Contractor	Elsom Roofing Inc, More Scot					
2024.0253.RO0028	Bissell Lafe 606 Evans Ave SW 35-07-35-60-2209	REROOF		06/25/2024	138.50	138.50
Contractor	Elsom Roofing Inc, More Scot					

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2024.0258.RO0029	Sullivan Jason & Jennifer 418 12th St SE 35-07-36-58-0704	REROOF		06/26/2024	270.50	270.50
Contractor	Pina's Roofing, Pina Enrique					
2024.0263.RO0030	Melahn Mark 785 Harvest Dr SE 35-06-01-52-0235	REROOF		07/02/2024	138.50	138.50
Contractor	Real Roofing, Alondra					
2024.0275.RO0031	Foster Cindy 811 Larkspur Pl SE 35-07-36-82-0007	REROOF		07/10/2024	138.50	138.50
Contractor	Elsom Roofing Inc, More Scot					
2024.0283.RO0032	Willis Dee 1227 Murphy Ln SE 35-07-36-53-0012	REROOF		07/17/2024	138.50	138.50
Contractor	VW Quality Roofing LLC, Jesus Venegas					
2024.0284.RO0033	Toon Phil 1007 Sentry Dr SE 35-07-36-71-0123	REROOF		07/17/2024	138.50	138.50
Contractor	Silver Star Construction, Gonzalez Fred					
2024.0301.RO0034	Hartford, James L 304 Highland Park Dr SE 35-07-36-54-0101	REROOF		07/23/2024	138.50	138.50
Contractor	Pina's Roofing, Enrique Pina					
2024.0323.RO0036	Stirling, Ralph & Franice 414 7th St SW 35-07-35-60-2225	REROOF		08/12/2024	138.50	138.50
Contractor	Alex Lara General Contractor, Lara Alejandro					
2024.0320.RO0035	Zachrison Family Trust, 128 Whitman Dr W 35-07-26-52-3925	REROOF		08/12/2024	138.50	138.50
Contractor	R & Z Roofing & Gutters LLC, Fry Zachary					

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2024.0346.RO0037	Pina's Roofing, Pina Enrique 1048 Sentry Dr SE 35-07-36-71-0204	REROOF		08/26/2024	138.50	138.50
Contractor	Pina's Roofing, Pina Enrique					
2024.0347.RO0038	Brown Christopher 1172 Constitution Dr SE 35-07-36-62-0304	REROOF		08/26/2024	138.50	138.50
Contractor	Elsom Roofing Inc, More Scot					
2024.0357.RO0039	Gustin Rebekah 123 Valley Dr SE 35-07-36-58-0509	REROOF		09/03/2024	138.50	138.50
Contractor	Ren Lyle Contracting LLC, Renteria Carlos					
2024.0361.RO0040	Ayala, Jose & Irma 113 8th St SW 35-07-35-60-2510	REROOF		09/05/2024	138.50	138.50
Contractor	Real Roofing, Alondra					
2024.0362.RO0041	Jerez Clara 119 6th St SW 35-07-35-60-2407	REROOF		09/05/2024	138.50	138.50
Contractor	Alex Lara General Contractor, Lara Alejandro					
2024.0365.RO0042	Rod & Elizabeth Heisler Revo Lvg T 985 Creekside Dr SE 35-07-36-96-0026	REROOF		09/06/2024	138.50	138.50
Contractor	Elsom Roofing Inc, More Scot					
2024.0370.RO0043	Kelso Zelda 725 Evans Ave SW 35-07-35-60-2231	Reroof		09/11/2024	138.50	138.50
Contractor	R & Z Roofing & Gutters LLC, Fry Zachary					
2024.0403.RO0044	Jackson Yvonne 27 Evans Ave SW 35-07-35-52-4434	REROOF		09/23/2024	138.50	138.50
Contractor	R & Z Roofing & Gutters LLC, Fry Zachary					

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Roofing Permit

Permit Type:

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2024.0405.RO0045	Jones Joette 20 9th St SW 35-07-35-60-2518	REROOF		09/24/2024	138.50	
Contractor	Real Roofing, Alondra					
2024.0407.RO0046	Paine Scott C. 111 6th St SE 35-07-36-60-0428	REROOF		09/30/2024	138.50	138.50
Contractor	BN Covered Exteriors, Irvan Zach					
2024.0408.RO0047	Carrasco Martha A 116 Scenic View Dr SE 35-07-36-58-0403	REROOF		10/01/2024	138.50	138.50
Contractor	Carrasco Martha A					
2024.0409.RO0048	Santana Mario A & Heidi J 292 Maple Ave NE 35-07-25-61-0201	REROOF		10/01/2024	138.50	138.50
Contractor	Santana Mario A & Heidi J					
2024.0429.RO0049	Walla Walla University 23 Whitman Dr E 35-07-25-33-0064	REROOF		10/10/2024	138.50	138.50
Contractor	Elsom Roofing Inc, More Scot					
2024.0432.RO0050	Bennett John 630 3rd St SW 35-07-35-52-4549	REROOF		10/18/2024	138.50	138.50
Contractor	VW Quality Roofing LLC, Venegas Jesus					
2024.0442.RO0051	Armstrong Gavin 306 Kingwood PI NE 35-07-25-66-0014	REROOF		10/28/2024	138.50	138.50
Contractor	Gonzalez Fred					
Totals:	50				7,057.00	6,918.50

Roofing Permit-Commercial

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
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Roofing Permit-Commercial

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Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0127.RP0001	Bellcap Management, 46 College Ave N 35-07-25-57-0412	REMOVE SHAKES FROM FRONT PORCH AND INSTALL METAL	4,888.00	03/29/2024	147.30	147.30
Contractor	Browning Construction LLC, Browning Seth					
2024.0164.RP0002	SonBridge Community Center 1200 12th St SE 35-07-36-41-0037	REROOF	8,000.00	04/19/2024	193.50	193.50
Contractor	Elsom Roofing Inc, More Scot					
2024.0269.RP0003	Walla Walla Valley Academy 300 Academy Way SW 35-07-35-21-0102	REROOF	27,600.00	07/08/2024	488.63	488.63
Contractor	Elsom Roofing Inc, More Scot					
2024.0282.RP0004	Walla Walla University - AP, 201 1st St SW 35-07-35-51-0704	ROOF AREA SITTNER HALL	29,620.00	07/16/2024	510.85	510.85
Contractor	Gillespie Roofing Inc, Gillespie Allan					
2024.0369.RP0005	Walla Walla University - AP, 205 Ash St NE 35-07-25-33-0019	REROOF	122,200.00	09/10/2024	1,259.50	1,259.50
Contractor	Gillespie Roofing Inc, Gillespie Allan					
Totals:	5		192,308.00		2,599.78	2,599.78

Right Of Way Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0009.RW0001	Walla Walla University - AP, 401 College Ave S 35-07-36-60-0416	300 FT OF FIBER OPTIC CABLE FROM SOUTH OF 4TH AND COLLEGE AVE AND 6TH		01/12/2024	75.00	75.00
Contractor	PocketiNet Communications,					
2024.0011.RW0002	Charter Communications, Hofman K	BORE (1) 2" CONDUIT 950' FROM EXISTIING POLE, SET (3) NEW PEDESTALS, AND OVERLASH 1,000' OF NEW FIBER		01/17/2024	75.00	75.00
Contractor	Pro Communications, Echternkamp Aaron					

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2024.0022.RW0003	Sirmon Thad Real Estate LLC, Sirm 942 Spitzenburg St NE 35-07-25-52-3757	RETIRING GAS SERVICE LINE		01/29/2024	75.00	75.00
Contractor	Cascade Natural Gas,					
2024.0025.RW0004	Charter Communications, Hofman K	BORE (1) 2" CONDUIT 850' FROM EXISTING POLE, SET (3) NEW PEDESTALS AND INSTALL NEW FIBER		01/31/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Pro Communications, Echternkamp Aaron					
2024.0029.RW0005	Pacific Power and Light WW,	INSTALL NEW 35' POLE TO RAISE UP EXISTING SERVICE		02/05/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Pacific Power and Light WW,					
2024.0029.RW0006	Sirmon Thad Real Estate LLC, Sirm 942 Spitzenburg St NE 35-07-25-52-3757	Apartment Complex - 80 DU		02/07/2024	150.00	150.00
Contractor	Don Jackson Excavation, LLC, Jackson Don					
2024.0036.RW0008	Pacific Power and Light WW, 412 Date Ave SE 35-07-36-60-0305	INSTALL NEW 35' POLE TO RAISE UP EXISTING SERVICE		02/14/2024	100.00	100.00
Contractor	Pacific Power and Light WW,					
2024.0035.RW0007	Charter Communications, Hofman K	BORE (1) 2" CONDUIT 525' FROM EXISTING RISER		02/14/2024	100.00	100.00
	RIGHT-OF-WAY	1299 SE COMMERCIAL AVE AREA				
Contractor	Pro Communications, Echternkamp Aaron					
2024.0037.RW0009	Kirk Don & Mary 44 College Ave N 35-07-25-57-0414	REPLACE BROKEN SEWER LINE		02/15/2024	100.00	100.00
Contractor	Kirk Don & Mary					
2024.0039.RW0010	PocketiNet Communications, Rodrig	INSTALL FIBER OPTIC CABLE		02/20/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	PocketiNet Communications, Rodriguez Juan					

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2024.0046.RW0011	Calhoon, Ryan 221 9th St SE 35-07-36-60-1134	REPLACE SEWER FOR DUPLEX 221/223		02/22/2024	100.00	100.00
Contractor	Freewater Plumbing LLC, Miller Shannon					
2024.0048.RW0012	Pacific Power and Light WW, Wri 407 5th St SE 35-07-36-52-0315	REPLACE AND RELOCATE EXISTING POLE OUT OF THE SIDEWALK		03/01/2024	100.00	100.00
Contractor	Pacific Power and Light WW, Wright Kyle					
2024.0088.RW0013	PocketiNet Communications, Rodrig	INSTALLING FIBER OPTIC - WHISPERING CREEK		03/13/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	PocketiNet Communications, Rodriguez Juan					
2024.0093.RW0014	Niderost Tarah 204 4th St SE 35-07-36-60-0322	INSTALL NEW GAS SVC LINE		03/18/2024	100.00	
Contractor	Cascade Natural Gas,					
2024.0094.RW0015	Engelhart Andrew 911 Date Ave SE 35-07-36-60-1011	RETIRE GAS SVC LINE		03/18/2024	100.00	100.00
Contractor	Cascade Natural Gas,					
2024.0110.RW0019	City of College Place Public Works,	WEST - POWER LINE CLEARANCE. REMOVING LIMBS, TREES AND VEGETATION AWAY FROM THE POWER LINES		03/21/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Wright Tree Service, Purkeypile Patrick					
2024.0109.RW0018	City of College Place Public Works,	EAST - POWER LINE CLEARANCE. REMOVING LIMBS, TREES AND VEGETATION AWAY FROM THE POWER LINES		03/21/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Wright Tree Service, Purkeypile Patrick					
2024.0108.RW0017	City of College Place Public Works,	SOUTH - POWER LINE CLEARANCE. REMOVING LIMBS, TREES AND VEGETATION AWAY FROM THE POWER LINES		03/21/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Wright Tree Service, Purkeypile Patrick					

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2024.0107.RW0016	City of College Place Public Works,	NORTH - POWER LINE CLEARANCE. REMOVING LIMBS, TREES AND VEGETATION AWAY FROM THE POWER LINES		03/21/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Wright Tree Service, Purkeypile Patrick					
2024.0114.RW0020	Walla Walla University - AP,	DIG UP EXISTING WALLA WALLA COLLEGE CONDUIT IN ALLEY AND STUB OVER TO POWER POLE ON 4TH SE ST		03/25/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Paramount Communications Inc,					
2024.0117.RW0021	Williams, Jackie 111 12th St SW 35-07-35-44-0056	REPLACE SEWWER SVC LINE FROM HOUSE TO CITY MAIN		03/27/2024	100.00	100.00
Contractor	R&W Excavation LLC, Richardson Taylor					
2024.0118.RW0022	Charter Communications, Hofman K	BORE (1) 2" CONDUIT = 1867 SE BLISS LN		03/28/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Pro Communications, Echternkamp Aaron					
2024.0119.RW0023	Pacific Power and Light WW, Wright 213 12th St SE 35-07-36-57-0213	REPLACE STREET LIGHT POLE IN PLACE WO#7207129		03/28/2024	100.00	100.00
Contractor	Pacific Power and Light WW, Wright Kyle					
2024.0120.RW0024	Pacific Power and Light WW, Wright 715 Birch Ave SE 35-07-36-60-0612	REPLACE EXISTING POLE WITH NEW 45' POLE WO#7208387		03/28/2024	100.00	100.00
Contractor	Pacific Power and Light WW, Wright Kyle					
2024.0123.RW0025	Brandaure LLC, Brandauer Paul 612 Davis Ave SW A-Lower 35-07-35-60-2203	ADU/DUPLEX - 2 UNIT 600 SQ FT: SINGLE BDRM LOWER UNIT A , 2 BDRM UPPER UNIT B		03/29/2024	300.00	300.00
Contractor	Brandaure LLC, Brandauer Paul					
2024.0138.RW0026	Barnes Steve 1832 Bliss Ln SE 35-06-01-54-0011	SFR		04/03/2024	100.00	100.00
Contractor	Zaco Construction					

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2024.0149.RW0027	Maiuri Marcus & Angie 429 12th St SW 35-07-35-43-0054	SALERNO ESTATES		04/05/2024	300.00	300.00
Contractor	Don Jackson Excavation, LLC, Jackson Don					
2024.0153.RW0028	Pacific Power and Light WW, Wrihti	RELOCATING (2) POLES		04/12/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Pacific Power and Light WW, Wright Kyle					
2024.0171.RW0029	Blackbeard Investments LLC, 236 College Ave N 35-07-25-33-0014	SEWER SVC		04/26/2024	100.00	100.00
Contractor	R&W Excavation LLC, Richardson Taylor					
2024.0173.RW0030	Christian Julie 431 Scenic View Dr SE 35-07-36-58-0831	SEWER SVC		04/29/2024	100.00	100.00
Contractor	R&W Excavation LLC, Richardson Taylor					
2024.0176.RW0031	City of College Place Public Works,	GRIND AND OVERLAY ENTIRE SUBDIVISION		05/01/2024	300.00	300.00
	RIGHT-OF-WAY					
Contractor	Humbert Asphalt Inc					
2024.0188.RW0032	Bleath Jacob L & Whitnee M 1318 Larch Ave SE 35-07-36-58-1020	RETAINING WALL, STAIRS AND LANDING		05/08/2024	100.00	100.00
Contractor	Reyes Brothers Construction, Reyes Santiago					
2024.0191.RW0033	PocketiNet Communications, Rodrig 319 8th St SE 35-07-36-60-0613	FIBER OPTIC		05/09/2024	100.00	100.00
Contractor	PocketiNet Communications, Rodriguez Juan					
2024.0192.RW0034	PocketiNet Communications, Rodrig	FIBER OPTIC - ROSE ST		05/09/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	PocketiNet Communications, Rodriguez Juan					

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2024.0196.RW0035	PocketiNet Communications, Rodrig	POLE TRANSFER - LARCH AVE		05/10/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	PocketiNet Communications, Rodriguez Juan					
2024.0199.RW0036	PacifiCorp, 159 Sparrows PI SE 35-07-36-60-0429	CUTTING & DIGGING TRENCH ACROSS ROAD AND HOOKING UP EXISTING CONDUIT TO POLE.		05/15/2024	200.00	200.00
Contractor	Johnson Custom Farming & Excavating, Johnson Mlke					
2024.0208.RW0038	PocketiNet Communications, Rodrig	SE LARCH AVE TO GARRISON CREEK PH12 DEVELOPMENT FIBER OPTIC		05/21/2024	100.00	
	RIGHT-OF-WAY					
Contractor	PocketiNet Communications, Rodriguez Juan					
2024.0207.RW0037	Cascade Natural Gas, 22 9th St SE 35-07-36-60-1237	RETIRE GAS SVC LINE		05/21/2024	100.00	100.00
Contractor	Goodman & Mehlenbacher Ent Inc, Barr Chuck					
2024.0211.RW0039	Charter Communications, Hofman K 329 12th St SW 35-07-35-44-0125	AERIAL STRAND AND COAX ON EXISTING PPL POLES		05/22/2024	100.00	100.00
Contractor	Pro Communications, Echternkamp Aaron					
2024.0216.RW0040	Masferrer Roberto 402 3rd St SE 35-07-36-21-0053	REPLACE SEWER SVC LINE FROM DRIVEWAY TO CITY MAIN IN ALLEY		05/29/2024	100.00	100.00
Contractor	R&W Excavation LLC, Richardson Taylor					
2024.0223.RW0041	Charter Communications, Hofman K 428 12th St SW 35-07-35-42-0130	NEW AERIAL STRAND AND COAX ON EXISTING PPL POLES		06/04/2024	100.00	100.00
Contractor	Pro Communications, Echternkamp Aaron					
2024.0224.RW0042	Charter Communications, Hofman K 429 12th St SW 35-07-35-43-0054	TRENCH (1) 2" CONDUIT AS DEPICTED, SET PEDESTALS AS DEPICTED		06/04/2024	100.00	100.00
Contractor	Pro Communications, Echternkamp Aaron					

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Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0226.RW0043	City of College Place Public Works,	WIDENING RD ON DAMSON & ADD STREET LIGHTS		06/05/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Eastern Oregon Contracting, LLC,					
2024.0228.RW0044	Eggers, Troy & Christi 25 8th St SE 35-07-36-60-0522	REPLACE WATER LINE FROM CITY METER INTO THE HOUSE		06/11/2024	100.00	100.00
Contractor	A1 Plumbing,					
2024.0245.RW0045	Walla Walla University - AP, 418 Davis Ave SW 35-07-35-60-1904	POURING CONCRETE FOOTING FOR LIGHT POLE NEXT TO CITY SIDEWALK ON THE CORNER OF 4TH AND DAVIS		06/20/2024	100.00	100.00
Contractor	Doyle Electric,					
2024.0251.RW0050	J & J Kelly Construction, Inc, Kelly J 418 12th St SW 35-07-35-42-0131	DEER MEADOWS		06/21/2024	200.00	
Contractor	Big D's Construction,					
2024.0246.RW0046	Charter Communications, Hofman K	TRANSFERRING EXISTING CHARTER AERIAL FACILITIES FROM ONE EXISTING POLE TO A NEW POLE RECENTLY SET		06/21/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Valhalla Industries Inc, Jacob					
2024.0247.RW0047	Charter Communications, Hofman K	TRANSFERRING EXISTING CHARTER AERIAL FACILITIES FROM ONE EXISTING POLE TO A NEW POLE RECENTLY SET		06/21/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Valhalla Industries Inc, Jacob					
2024.0248.RW0048	Charter Communications, Hofman K	TRANSFERRING EXISTING CHARTER AERIAL FACILITIES FROM ONE EXISTING POLE TO A NEW POLE RECENTLY SET		06/21/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Valhalla Industries Inc, Jacob					
2024.0249.RW0049	Charter Communications, Hofman K	TRANSFERRING EXISTING CHARTER AERIAL FACILITIES FROM ONE EXISTING POLE TO A NEW POLE RECENTLY SET		06/21/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Valhalla Industries Inc, Jacob					

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2024.0255.RW0051	Pacific Power and Light WW, Wright 623 Birch Ave SE 35-07-36-60-0624	WO# 7151752 REPLACE EXISTING POLE WITH NEW 45' POLE		06/25/2024	100.00	100.00
Contractor	Pacific Power and Light WW, Wright Kyle					
2024.0259.RW0052	Charter Communications, Hofman K	OVERLASH (1) SPAN OF FIBER, UTILIZE EXISTING DUCT, HDDD/TRENCH (1) NEW 2" CONDUIT AND SET PEDESTALS AND TAPS AS NECESSARY.		06/26/2024	100.00	100.00
Contractor	Valhalla Industries Inc, Jacob	OPTIC CABLE THROUGHOUT FOR NEW DEVELOPMENT.				
2024.0261.RW0053	Stewart, Lyle 396 Highland Park Dr SE 35-07-36-54-0502			06/28/2024	200.00	200.00
Contractor	Triple J Const & Cncrete LLC, Guzman Julio					
2024.0276.RW0054	Cascade Natural Gas, RIGHT-OF-WAY	VAC DOWN TO THE MAIN FOR IDENTIFICATION		07/11/2024	100.00	100.00
Contractor	Goodman & Mehlenbacher Ent Inc, Barr Chuck					
2024.0281.RW0055	City of College Place Public Works, 500 College Ave S 35-07-35-60-1701	BULB OUTS RRFB COLLEGE AVE RECHANNELIZATION OF ASH ST		07/15/2024	100.00	100.00
Contractor	Moreno and Castillo Construction,					
2024.0289.RW0056	Charter Communications, Hofman K	KW002A/B COAX REPLACEMENT AND MAINTENANACE		07/19/2024	100.00	100.00
Contractor	Valhalla Industries Inc, Jacob					
2024.0290.RW0057	Charter Communications, Hofman K	KW003A/B COAX REPLACEMENT AND MAINTENANCE		07/19/2024	100.00	100.00
Contractor	Valhalla Industries Inc, Jacob					
2024.0291.RW0058	Charter Communications, Hofman K	COAX REPLACEMENT AND MAINTENANCE		07/19/2024	100.00	100.00
Contractor	Valhalla Industries Inc, Jacob					

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2024.0292.RW0059	Charter Communications, Hofman K	KW005 COAX REPLACEMENT AND MAINTAINENCE		07/19/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Valhalla Industries Inc, Jacob					
2024.0293.RW0060	Charter Communications, Hofman K	KW006A/B COAX REPLACEMENT AND MAINTENANCE		07/19/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Valhalla Industries Inc, Jacob					
2024.0294.RW0061	Charter Communications, Hofman K	KW007 COAX REPLACEMENT AND MAINTENANCE		07/19/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Valhalla Industries Inc, Jacob					
2024.0295.RW0062	Charter Communications, Hofman K	KW008 COAX REPLACEMENT AND MAINTENANCE		07/19/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Valhalla Industries Inc, Jacob					
2024.0296.RW0063	Charter Communications, Hofman K	KW009 COAX REPLACEMENT AND MAINTENANCE		07/19/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Valhalla Industries Inc, Jacob					
2024.0297.RW0064	Charter Communications, Hofman K	KW0010 COAX REPLACEMENT AND MAINTENANCE		07/19/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Valhalla Industries Inc, Jacob					
2024.0298.RW0065	Charter Communications, Hofman K	KW012 COAX REPLACEMENT AND MAINTENANCE		07/19/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Valhalla Industries Inc, Jacob					
2024.0302.RW0066	Noa Net	Pole transfers for existing NoaNet fiber located on NE Rose St & NE Lambert Ave and SE Larch Ave (1)		07/24/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Paramount Communications Inc,					

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2024.0303.RW0067	Noa Net	Pole transfers for existing NoaNet fiber located on NE Rose St & NE Lambert Ave and SE Larch Ave (2)		07/24/2024	100.00	100.00
	35-06-01-23-0029					
Contractor	Paramount Communications Inc,					
2024.0304.RW0068	Noa Net	Pole transfers for existing NoaNet fiber located on NE Rose St & NE Lambert Ave and SE Larch Ave (3)		07/24/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Paramount Communications Inc,					
2024.0310.RW0069	PocketiNet Communications, Rodrig	Highland Park Dr Install conduit and drilling		08/02/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	PocketiNet Communications, Rodriguez Juan					
2024.0356.RW0070	Peters Angelic	PacificCorp has replaced a damaged pole and Ziply must transfer their exiting system to the new pole		09/03/2024	100.00	
	407 5th St SE					
	35-07-36-52-0315					
Contractor	Crown Utilities, Thomas Kenneth					
2024.0360.RW0071	Walla Walla University - AP,	STRIPING PARKING LOT, BOTH SIDES OF THE STREET AT A TIME		09/05/2024	100.00	100.00
	418 Davis Ave SW					
	35-07-35-60-1904					
Contractor	John's Excavating & Paving,					
2024.0381.RW0072	Flock Safety	F#001 W Whitman Dr @ Hampton Ln EB 2330 W Whitman		09/16/2024	100.00	100.00
	--					
Contractor	Flock Safety					
2024.0383.RW0074	Flock Safety	F#004 NE C St @ NE Myra Rd WB 333 1125 NE C St		09/16/2024	100.00	100.00
	--					
Contractor	Flock Safety					
2024.0382.RW0073	Flock Safety	F#002 N College Ave @ NE Rose St SB 333 N College Ave		09/16/2024	100.00	100.00
	RIGHT-OF-WAY					
Contractor	Flock Safety					

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2024.0386.RW0077	Flock Safety	F#008 S College Ave @ WA-125 NB 1875 S College Ave		09/16/2024	100.00	100.00
	--					
Contractor	Flock Safety					
2024.0384.RW0075	Flock Safety	F#006 SE 12th St @ NE Myra Rd WB 1298 SE 12th St		09/16/2024	100.00	100.00
	--					
Contractor	Flock Safety					
2024.0385.RW0076	Flock Safety	F#007 SE Meadowbrook St @ 1715 SE Meadowbrook St		09/16/2024	100.00	100.00
	--					
Contractor	Flock Safety					
2024.0391.RW0080	Conner Fred & Brenda 218 Flowers Ln NE 35-07-25-69-0012	REMOVING OLD POLE BUTT		09/19/2024	100.00	
Contractor	Pacific Power and Light WW, Wright Kyle					
2024.0393.RW0082	Charter Communications, Hofman K	AERIAL MAINTENANCE WORK ON EXISTING UTILITY POLES SW 6TH ST		09/19/2024	100.00	
	RIGHT-OF-WAY					
Contractor	Valhalla Industries Inc, Jacob					
2024.0394.RW0083	Charter Communications, Hofman K	AERIAL MAINTENANCE WORK ON EXISTING UTILITY POLES		09/19/2024	100.00	
	RIGHT-OF-WAY	SE 8TH ST				
Contractor	Valhalla Industries Inc, Jacob					
2024.0401.RW0084	Ashia Jordana 708 Date Ave SE 35-07-36-60-0627	REPAIR SEWER BETWEEN MAIN AND CURB		09/20/2024	200.00	
Contractor	Johnson Custom Farming & Excavating, Johnson MIke					
2024.0414.RW0087	Charter Communications, Hofman K 8th St SE	TRENCH / BORE 600' (1) 2" CONDUIT FOR FIBER, TRENCH / BORE 600' (1) 2" CONDUIT FOR RF RELOCATE, DE/RE 2100 NEW AERIAL 96 CT FOC		10/02/2024	200.00	200.00
	-					
Contractor	NW Underground Utilities Inc,					
		-116377000 TO 40.050579, 116374752				

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2024.0412.RW0085	Charter Communications, Hofman K	DE/RE 2100' NEW AERIAL 96 CTCT FOC 942 NE SPITZEN BURG ST		10/02/2024	200.00	200.00
	RIGHT-OF-WAY					
Contractor	NW Underground Utilities Inc,					
2024.0413.RW0086	Charter Communications, Hofman K	TRENCH / BORE 600' (1(2" CONDUIT FOR FIBER, TRENCH / BORE 600' (1) 2" CONDUIT FOR RF RELOCATE, DE/RE 2100 NEW AERIAL 96 CT FOC		10/02/2024	200.00	200.00
	RIGHT-OF-WAY					
Contractor	NW Underground Utilities Inc,					
2024.0430.RW0088	Perry Wesley	RETAINING WALL		10/17/2024	100.00	100.00
	209 12th St SE					
	35-07-36-57-0212					
Contractor	Rhoades Construction,					
2024.0431.RW0089	Patino Manuel	New ADU, addition of two sleeping rooms with emergency egress windows, kitchen and the removal of the interior staircase.		10/17/2024	100.00	100.00
	225 Valley Dr SE					
	35-07-36-58-0620					
Contractor	America's Construction, Villegas Leonel					
2024.0443.RW0090	Lumen-CetruryLink, Eric Griffeth	DRIVEWAY EXTENSION Transfer Century Link services from old pole to new foreign pole already on place.		10/30/2024	100.00	
	RIGHT-OF-WAY					
Contractor	Crown Utilities, LLC, Daniel Katz	Lumen-CenturyLink Pole Transfer for P.164581.E.01/ 1404 SE Central Av				
2024.0444.RW0091	Engelhart Andrew	ADDING CONCRETE STREET GUTTER AND ADDING APPROACH WITH 2 WINGS		10/31/2024	100.00	100.00
	911 Date Ave SE					
	35-07-36-60-1011					
Contractor	Alex Lara General Contractor, Lara Alejandro					
Totals:	88				10,075.00	8,975.00

SEPA Checklist

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0375.SE0001	Christensen Craig & Julie	SEPA		09/11/2024	250.00	
	454 Christensen Ln					
	35-06-02-13-0001					
Contractor	Krueger Connie					

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SEPA Checklist

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Totals:	1				250.00	

Single Family Residence

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0140.SF0002	Barnes Steve 1832 Bliss Ln SE 35-06-01-54-0011	SFR	533,756.94 Sq. Ft.: 3904	04/03/2024	6,229.56	6,229.56
Contractor	Barnes Steve					
Totals:	1		533,756.94 Sq. Ft. 3,904		6,229.56	6,229.56

Sign Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0052.SI0001	NW Kings LLC, White Justin 2366 Taumarson Rd 35-06-01-21-0093	LED READER BOARD	40,000.00	03/07/2024	984.97	984.97
Contractor	Elite Construction & Development, Inman Duane					
2024.0202.SI0003	Hawk Family East Vallry, LLC, Hawl 1717 Meadowbrook Blvd SE 35-06-01-21-0087	(1) ONE WALL MOUNTED OVER STOREFRONT ENTRANCE		05/20/2024		100.00
Contractor	Mustang Signs, Wang Lauran					
2024.0352.SI0004	Upper Columbia Mission Soc SDA, 300 Academy Way SW 35-07-35-21-0102	LIGHTED MONUMENT SIGN	30,000.00	08/27/2024	867.65	867.65
Contractor	Cascade Sign & Fabrication, Fischer Joe					
2024.0439.SI0005	Banner Bank, Brenner Rqlph 1125 C St NE 35-07-25-52-3756	REMOVE 4 ILLUMINATED SIGNS AND REPLACE WITH 4 ILLUMINATED WALL SIGNS.		10/25/2024	250.00	250.00
Contractor	Total Brand Management, Miner Jim					
Totals:	4		70,000.00		2,102.62	2,202.62

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Solar Panels

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2024.0090.SO0001	Kirk Brenda 625 Creekside Dr SE 35-07-36-82-0018	ROOF TOP SOLAR		03/13/2024	101.50	101.50
Contractor	Ambia Energy LLC, Aguilar Pablo					
2024.0104.SO0002	Winn Ted 1110 Vista Pl SE 35-07-36-83-0011	ROOFTOP SOLAR		03/21/2024	101.50	101.50
Contractor	Pure Energy Systems LLC, Rhoton Wren					
2024.0170.SO0004	Solis David 1369 Virginia St SW 35-07-35-77-0022	ROOFTOP SOLAR		04/26/2024	101.50	101.50
Contractor	Pure Energy Systems LLC, Rhoton Wren					
2024.0169.SO0003	Pompei Michel 642 Magnoni Dr SE 35-07-36-48-0221	ROOFTOP SOLAR		04/26/2024	101.50	101.50
Contractor	Pure Energy Systems LLC, Rhoton Wren					
2024.0233.SO0005	O'Brien John 1210 Virginia St SW 35-07-35-79-0001	ROOFTOP SOLAR		06/12/2024	101.50	101.50
Contractor	Smart Solar Energy, Showers Jenn					
2024.0316.SO0006	Gustin Rebekah 123 Valley Dr SE 35-07-36-58-0509	ROOFTOP SOLAR		08/08/2024	101.50	101.50
Contractor	Solgen Power, Anthony Madrigal					
Totals:	6				609.00	609.00

Sewer Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0057.SP0001	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 1 36 UNITS TYPE B		03/07/2024	117,066.00	117,066.00
Contractor	TBD					

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2024.0062.SP0002	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 2 36 UNITS TYPE B		03/07/2024	117,066.00	
Contractor	TBD					
2024.0067.SP0003	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 3 36 UNITS TYPE B		03/07/2024	117,066.00	
Contractor	TBD					
2024.0072.SP0004	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 4 24 UNITS TYPE A		03/07/2024	66,066.00	
Contractor	TBD					
2024.0077.SP0005	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 5 24 UNITS TYPE A		03/07/2024	66,066.00	
Contractor	TBD					
2024.0082.SP0006	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 6 24 UNITS TYPE A		03/07/2024	66,066.00	
Contractor	TBD					
2024.0099.SP0007	Walla Walla Land Development Part 900 Whitman E 35-07-25-43-0067	FORT WW CLUBHOUSE		03/20/2024	3,566.00	
Contractor	TBD,					
2024.0122.SP0008	Brandaure LLC, Brandauer Paul 612 Davis Ave SW A-Lower 35-07-35-60-2203	ADU/DUPLEX - 2 UNIT 600 SQ FT: SINGLE BDRM LOWER UNIT A , 2 BDRM UPPER UNIT B		03/29/2024	1,066.00	1,066.00
Contractor	Brandaure LLC, Brandauer Paul					
2024.0139.SP0009	Barnes Steve 1832 Bliss Ln SE 35-06-01-54-0011	SFR		04/03/2024	3,566.00	3,566.00
Contractor	Barnes Steve					

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2024.0143.SP0010	Patino Manuel 225 Valley Dr SE 35-07-36-58-0620	New ADU, addition of two sleeping rooms with emergency egress windows, kitchen and the removal of the interior staircase.		04/04/2024	3,566.00	3,566.00
Contractor	Patino Manuel					

Totals:	10				561,160.00	125,264.00
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Vacation Rental

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0047.VR0001	Hammond Aron 115 Mountain View Dr SE 35-07-36-58-0236	3 BEDROOM 2 BATH VACATION RENTAL		01/19/2024	216.00	216.00
Contractor	Hammond Aron					

Totals:	1				216.00	216.00
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Water Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0058.WP0001	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 1 36 UNITS TYPE B		03/07/2024	123,016.82	123,016.82
Contractor	TBD					

2024.0063.WP0002	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 2 36 UNITS TYPE B		03/07/2024	123,016.82	
Contractor	TBD					

2024.0068.WP0003	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 3 36 UNITS TYPE B		03/07/2024	123,016.82	
Contractor	TBD					

2024.0073.WP0004	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 4 24 UNITS TYPE A		03/07/2024	72,016.82	
Contractor	TBD					

Permit Report

01/01/2024 to 10/31/2024

Time: 09:28:39 Date: 11/05/2024

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Water Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0078.WP0005	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 5 24 UNITS TYPE A		03/07/2024	72,016.82	
Contractor	TBD					
2024.0083.WP0006	Walla Walla Apartment Partners, LP 900 Whitman E 35-07-25-43-0067	FORT WW BLDG 6 24 UNITS TYPE A		03/07/2024	72,016.82	
Contractor	TBD					
2024.0100.WP0007	Walla Walla Land Development Pari 900 Whitman E 35-07-25-43-0067	FORT WW CLUBHOUSE		03/20/2024	25,326.38	
Contractor	TBD,					
2024.0121.WP0008	Brandaurer LLC, Brandauer Paul 612 Davis Ave SW A-Lower 35-07-35-60-2203	ADU/DUPLEX - 2 UNIT 600 SQ FT: SINGLE BD RM LOWER UNIT A , 2 BD RM UPPER UNIT B		03/29/2024	4,154.54	4,154.54
Contractor	Brandaurer LLC, Brandauer Paul					
2024.0141.WP0009	Barnes Steve 1832 Bliss Ln SE 35-06-01-54-0011	SFR		04/03/2024	5,200.11	5,200.11
Contractor	Barnes Steve					
2024.0142.WP0010	Patino Manuel 225 Valley Dr SE 35-07-36-58-0620	New ADU, addition of two sleeping rooms with emergency egress windows, kitchen and the removal of the interior staircase.		04/04/2024	3,500.00	3,500.00
Contractor	Patino Manuel					
2024.0160.WP0011	City of College Place Public Works, 80 Maple Ave SE 35-07-25-43-0065	WELL HOUSE NO.6		04/17/2024	5,200.11	5,200.11
Contractor	City of College Place Public Works, McAndrews Robe					
2024.0313.WP0012	Maiuri Marcus & Angie 429 12th St SW 35-07-35-43-0054	WATER PERMIT		08/02/2024	5,305.55	5,305.55
Contractor	Maiuri Marcus & Angie					

Permit Report

01/01/2024 to 10/31/2024

Time: 09:28:39 Date: 11/05/2024

Page: 58

Water Permit

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0348.WP0013	Many Waters LLC, 35-07-36-13-0021	VILLAGES OF GARRISON CREEK PHASE X11 & X111		08/26/2024	23,821.22	23,821.22
Contractor	Goodman & Mehlanbacher Ent Inc, Beck Dustin					

Totals:	13				657,608.83	170,198.35
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Zoning Compliance

Permit Type:

Permit Number	Name	Description	Valuation	Date Issued	FeeTotal	Total Paid
2024.0050.ZC0001	Zoning Reports LLC, Carter Cody 20 Larch Ave SE 35-07-36-76-0002	ZONING COMPLIANCE LETTER		03/04/2024	69.00	69.00
Contractor	Zoning Reports LLC, Carter Cody					

Totals:	1				69.00	69.00
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Report Summary

Permit Type:	Total Qty.	Total Valuation	Total Fees	Oct. Qty.	Oct. Valuation	Oct. Fees
Accessory Dwelling Unit	2	218,090.32	3,586.76			
Boundary Line Adjustment	1		100.00			
Building Permit	62	1,708,309.21	40,538.95	1	3,000.00	223.48
Commercial	23	28,738,953.82	216,542.38			
Demolition Permit	4	50,000.00	1,558.28			
Fencing Permit	9		594.00	3		198.00
Final Plat	1		350.00			
Fire Department	3		1,200.00	1		100.00
Franchise Agreement	1		5,000.00			
Grading Permit	5	9,433,532.55	43,512.45			
Master Planned Development	1		2,000.00			
Mechanical Permit	89	46,560.00	27,412.89	17	46,560.00	1,928.87
Plumbing Permit	42		18,790.02	2		132.00
Right Of Way Permit	88		10,075.00	7		1,000.00
Roofing Permit	50		7,057.00	5		692.50

Report Summary

Permit Type:	Total Qty.	Total Valuation	Total Fees	Oct. Qty.	Oct. Valuation	Oct. Fees
Roofing Permit-Commercial	5	192,308.00	2,599.78			
SEPA Checklist	1		250.00			
Sewer Permit	10		561,160.00			
Short Plat	3		1,200.00			
Short Plat Final	2		500.00			
Sign Permit	4	70,000.00	2,102.62	1		250.00
Single Family Residence	1	533,756.94	6,229.56			
Solar Panels	6		609.00			
Special Inspection	3		197.00			
Vacation Rental	1		216.00			
Water Permit	13		657,608.83			
Zoning Compliance	1		69.00			
	431	40,991,510.84	1,611,059.52	37	49,560.00	4,524.85

Report Period 10/1/2024 ~ 10/31/2024

WALLA WALLA AREA BUILDING PERMIT STATISTICS

JURISDICTION SINGLE FAMILY RESIDENCE PERMITS	THIS TIME PERIOD		YEAR TO DATE - Same time in:											
			2024		2023		2022		2021		2020		2019	
	#	\$ Amount	#	\$ Amount	#	\$ Amount	#	\$ Amount	#	\$ Amount	#	\$ Amount	#	\$ Amount
CITY OF WALLA WAL	6	1,833,145	65	20,764,263	103	25,428,259	32	9,196,563	37	12,634,193	27	8,669,879	44	13,338,151
COLLEGE PLACE			2	755,637	4	1,339,254	6	2,186,825	26	7,205,020	6	2,066,584	50	13,724,240
WALLA WALLA COU	5	2,174,517	28	16,557,850	40	18,727,673	41	16,894,628	31	10,577,344	44	17,757,231	38	14,379,857
TOTAL SINGLE FAMILY RESIDENCE	11	4,007,662	95	38,077,750	147	45,495,187	79	28,278,016	94	30,416,557	77	28,493,700	132	41,442,248
*MANUFACTURED HOMES														
ALL OTHER BUILDING PERMITS		6,633,392		130,607,479		105,750,863		68,397,456		88,783,361		105,406,140		67,899,597
GRAND TOTAL ALL PERMITS		10,641,054		168,685,229		151,246,049		96,675,472		119,199,918		133,899,840		109,341,845

**Manufactured Homes not included in totals*

1

HOME BUILDERS ASSOCIATION OF TRI-CITIES - WALLA WALLA BUILDING PERMIT LIST

MONTH END October 31,2024

Jurisdiction	Permit #	Description	Contractor	Owner	Site Address	Value	ValueN	MHValue
CITY OF WALLA WA	240039	RES REMODEL/REPAI	NUTTER CUSTOM CARPENTR	DENNIS & JEANNETTE	945 UNIVERSITY ST	\$122,738.00	\$0.00	\$0.00
	240475	RES ADDITION	OWNER	LISA ANDERSON	112 MERRIAM ST	\$182,340.00	\$0.00	\$0.00
	240774	COMM REMODEL/RE	CURT FAUS CONSTRUCTION	ALBERTSON'S INC #22	450 N WILBUR AVE	\$1,103,226.00	\$0.00	\$0.00
	240853	SOLAR MISC	***WALLA WALLA ELECTRIC	ERIK & NICOLE GRYLE	1106 WOODLAWN ST	\$13,296.00	\$0.00	\$0.00
	240901	SOLAR MISC	SOLAR AI WA LLC	JOHN FAIRES	644 JUNIPER ST	\$21,960.00	\$0.00	\$0.00
	240928	PATIO/PATIO COVER	PFC HOME IMPROVEMENTS L	MARLON & DIANE CAL	52 TALON LOOP	\$9,630.00	\$0.00	\$0.00
	240947	TENANT IMPROVEMT	FIVE STAR DISASTER SERVIC	ROSE CENTER LLC	698 W ROSE ST	\$75,790.00	\$0.00	\$0.00
	240974	SFR	***HAYDEN HOMES LLC	RICHLAND 132 LLC	1362 PAT AVE	\$264,845.00	\$0.00	\$0.00
	240982	TENANT IMPROVEMT	OWNER	THOMPSON GOLDEN-D	130 E ROSE	\$50,000.00	\$0.00	\$0.00
	240995	PATIO/PATIO COVER	TYAS CONSTRUCTION	WILLIAM III & KAREN N	1015 FRANCIS AVE	\$7,447.00	\$0.00	\$0.00
	241005	DECK/PERGOLA	CRAFTSMAN PAINT & RESTO	DAVID SCHMALTZ	5 S BLUE ST	\$7,665.00	\$0.00	\$0.00
	241029	RES REMODEL/REPAI	***ABENROTH BUILDERS	CHARY BROWN	1944 SCARPELLI DR	\$5,600.00	\$0.00	\$0.00
	241031	RES REMODEL/REPAI	SMITH CONSTRUCTION LLC	BETH HUDSON	111 NEWELL ST	\$75,000.00	\$0.00	\$0.00
	241032	SFR	SUREJAM CONSTRUCITON LL	DOUGLAS & CHRISTIN	2034 MARY LN	\$254,035.00	\$0.00	\$0.00
	241038	SFR	***HAYDEN HOMES LLC	RICHLAND 132 LLC	753 AVA ST	\$259,710.00	\$0.00	\$0.00
	241045	RES REMODEL/REPAI	PORTER & SONS CONSTRUC	ROBERT & BROOKE BE	905 E CHESTNUT ST	\$75,000.00	\$0.00	\$0.00
	241058	SIDING/STUCCO/WIN	***EMINENT ROOFING INC	JASON & CHERYL VAN	1527 DEFENSE AVE	\$15,000.00	\$0.00	\$0.00
	241060	SIDING/STUCCO/WIN	PNW WINDOWS & MORE LLC	BYRON & JULIANA MIL	1815 HILLBROOKE DR	\$10,000.00	\$0.00	\$0.00
	241062	SFR	***HAYDEN HOMES LLC	RICHLAND 132 LLC	731 AVA ST	\$234,901.00	\$0.00	\$0.00
	241064	SFR	***HAYDEN HOMES LLC	RICHLAND 132 LLC	765 AVA ST	\$555,322.00	\$0.00	\$0.00
	241070	RES ADDITION	OWNER	THOMAS CRAMER	510 WHITE ST	\$82,007.00	\$0.00	\$0.00
	241075	SFR	***HAYDEN HOMES LLC	RICHLAND 132 LLC	1372 BILL AVE	\$264,332.00	\$0.00	\$0.00
	241082	RES REMODEL/REPAI	OWNER	JOSEPH & CARMEN MI	116 N BLUE ST	\$231,885.00	\$0.00	\$0.00
	241089	SIDING/STUCCO/WIN	OWNER	SHAUNNA KATHLEEN	2014 S 3RD AVE	\$7,500.00	\$0.00	\$0.00
	241098	PATIO/PATIO COVER	N & J DIAZ FRAMING	FEDERICO & ERENDIR	418 KENWOOD ST	\$12,519.00	\$0.00	\$0.00
	241105	SIDING/STUCCO/WIN	SETTLE IN CONSTRUCTION L	JOHN & SHAUNA BOGL	1390 SHADE TREE LN	\$30,000.00	\$0.00	\$0.00
	CWW44	PERMIT UNDR \$5000				\$0.00	\$9,982.00	\$0.00
Jurisdiction Total						\$3,971,748.00	\$9,982.00	\$0.00
COLLEGE PLACE	240434	HEAT PUMP/HVAC	***COLLEGE PLACE HEATING	UPPER COLUMBIA MIS	200 ACADEMY WAY SW	\$46,560.00	\$0.00	\$0.00
	CP44	PERMIT UNDR \$5000				\$0.00	\$3,000.00	\$0.00
Jurisdiction Total						\$46,560.00	\$3,000.00	\$0.00
WALLA WALLA COU	230599	SFR	OWNER	SALVADOR SALDANA	270 BYRNES RD	\$463,574.00	\$0.00	\$0.00
	24062	FIRE ALARM SYST/ H	***DOYLE ELECTRIC	CHRIST COMMUNITY F	3170 PEPPERS BRIDGE RD	\$20,000.00	\$0.00	\$0.00
	24116	SFR	OWNER	JAKE & GINNY LANDG	312 RADAR RD	\$124,272.00	\$0.00	\$0.00
	24200	RES ADDITION	CRAFTS,AM [AOMT & RESTRP	TIMOTHY & SUSAN MC	1612 CIRCEL DR	\$64,114.00	\$0.00	\$0.00
	24216	ACCESSORY BLDG	OWNER	DEBRA & TROY TOMAR	1167 HONEYBEE LN	\$67,400.00	\$0.00	\$0.00
	24249	SFR -ADU	JM LEGACY BUILDERS LLC	STUART & JEANNETTE	790 GRANDVIEW AVE	\$100,000.00	\$0.00	\$0.00
	24283	NEW COMMERCIAL	KIRBY NAGELHOUT CONST C	WALLA WALLA PORT O	197 W BOEING AVE	\$2,059,798.00	\$0.00	\$0.00
	24285	SFR	***NORTHWEST CONST SERVI	ANDREW TOWNSEND	48 GLAD RD	\$945,269.00	\$0.00	\$0.00

***HBA MEMBER

SFR = SINGLE FAMILY RESIDENCE

<i>Jurisdiction</i>	<i>Permit #</i>	<i>Description</i>	<i>Contractor</i>	<i>Owner</i>	<i>Site Address</i>	<i>Value</i>	<i>ValueN</i>	<i>MHValue</i>
WALLA WALLA COU	24294	ACCESSORY BLDG	BOCANEGRA CONSTRUCTION	THALIA GARIELA BOCA	388 RUSSET RD	\$184,819.00	\$0.00	\$0.00
	24317	POLE BLDG	MENDEZ CONSTRUCTION LLC	CAROL ROBINSON	2010 MCMINN RD	\$92,434.00	\$0.00	\$0.00
	24338	RES REMODEL/REPAI	OWNER	NICOLETTE & JAMES D	2617 BYRNES RD	\$215,678.00	\$0.00	\$0.00
	24342	RES ADDITION	CONSTRUCTION SERVCS OF	JUDITH FRASE	26912 ICE HARBOR DR	\$76,208.00	\$0.00	\$0.00
	24358	RES ADDITION	***SCHNEIDER CONST	CLIFFORD & DEBRA BA	1010 W MAPLE ST	\$200,000.00	\$0.00	\$0.00
	24367	MISCELLANEOUS	TRIPLE J CONSTRUCITON & C	JAMES & NILUKSHI HIC	968 MILL CREEK RD	\$18,000.00	\$0.00	\$0.00
	24369	ACCESSORY BLDG	STONECREEK CUSTOM HOM	DANIEL & KENDALL RI	2536 WAINWRIGHT PL	\$179,000.00	\$0.00	\$0.00
	24373	POLE BLDG	BADEN CONSTRUCTION	GARY BADEN	1117 LAWSON LN	\$88,715.00	\$0.00	\$0.00
	24380	GARAGE	***ASPIRE HOMES LLC	ASPIRE HOMES LLC	82 FAIR ACRES LN	\$48,313.00	\$0.00	\$0.00
	24385	SFR	***BRETT LOTT HOMES	GARY & ANGELA FORD	893 LAKE RD	\$541,402.00	\$0.00	\$0.00
	24386	FIREPLACE/STOVE/G	SWANT CONTRNG & CONSTR	DANIEL & ANGELA WA	62 HUMMINGBIRD PL	\$8,500.00	\$0.00	\$0.00
	24393	POLE BLDG	JACK WALLACE CONSTRUCTI	DAVID & NATALIE DRAI	24 SHANE PORTER RD	\$186,768.00	\$0.00	\$0.00
	24394	GARAGE	BENKO ENTERPRISES LLC	MATTHEW MAHAN	1137 CHESTNUT DR	\$45,000.00	\$0.00	\$0.00
	24396	RES REMODEL/REPAI	WALLA WALLA RENTAL LLC	WALLA WALLA RENTA	1456 BRYANT AVE	\$45,000.00	\$0.00	\$0.00
	24397	RES REMODEL/REPAI	FAZZARI CONSTRUCTION INC	RICHARD & CYNTHIA	396 HILL RD	\$100,000.00	\$0.00	\$0.00
	24400	RES ADDITION	OWNER	BENJAMIN PEREZ	248 BLALOCK DR	\$35,178.00	\$0.00	\$0.00
	24401	RES ADDITION	***RHOADES CONST	JAKE & ALICE HOLLOP	3110 BRISBANE ST	\$150,000.00	\$0.00	\$0.00
	24402	RES REMODEL/REPAI	OWNER	ORVILLE & DIANE EXK	562 W SUNSET DR	\$5,000.00	\$0.00	\$0.00
	24407	MISCELLANEOUS	MOUNTAIN STATES CONST C	BOURGMONT VINEYAR	3281 MILL CREEK RD	\$95,000.00	\$0.00	\$0.00
	24411	POLE BLDG	KRALMAN STEEL STRUCTUR	SCAMAHORN LIVING T	887 LOCHER RD	\$116,730.00	\$0.00	\$0.00
	24417	RES REROOF	BOCANEGRA CONSTRUCTION	APOLINAR & ENEDINA	78 MOONLIGHT DR	\$8,500.00	\$0.00	\$0.00
	24420	HEAT PUMP/HVAC	NICO ELECTRICAL CONTRAC	TETIANA KLESHCHOV	156 CHERRY ST	\$8,560.00	\$0.00	\$0.00
	24422	HEAT PUMP/HVAC	NICO ELECTRICAL CONTRAC	CONNIE DOBBINS	232 DEWITT RD	\$7,500.00	\$0.00	\$0.00
	24435	HEAT PUMP/HVAC	***CAMPBELL COOL ELEC PLB	DENNIS & SANDRA AN	56 OAK LN	\$17,262.00	\$0.00	\$0.00
	24436	RES REROOF	SALAZAR GENERAL CONSTR	STEVEN BARKER & SH	278 HILL RD	\$15,000.00	\$0.00	\$0.00
	24437	HEAT PUMP/HVAC	***TOTAL COMFORT SOLUTIO	DALE & CAROL PETTIB	1840 GRAY LYNN DR	\$68,678.00	\$0.00	\$0.00
	24438	RES REROOF	BERENTSEN ROOFING & CON	KENNETH & KAREN BU	74 PRIMROSE LN	\$40,000.00	\$0.00	\$0.00
	24440	POLE BLDG	BROWN'S CONSTRUCTION	JAMES & BONNIE BRIC	947 W LANGDON RD BLDG 1	\$84,046.00	\$0.00	\$0.00
	24442	POLE BLDG	BROWN'S CONSTRUCTION	JAMES & BONNIE BRIC	947 W LANDGON RD BLDG 2	\$84,046.00	\$0.00	\$0.00
<i>Jurisdiction Total</i>						\$6,609,764.00	\$0.00	\$0.00
<i>Grand Total</i>						\$10,628,072.00	\$12,982.00	\$0.00



FY 2025 TO 2030 CAPITAL FACILITY PLAN

FY 2025 TO 2030 CAPITAL FACILITY PLAN



City of College Place: 625 S. College Ave, Phone: 509-529-1200 Website: www.cpwa.us

City Council

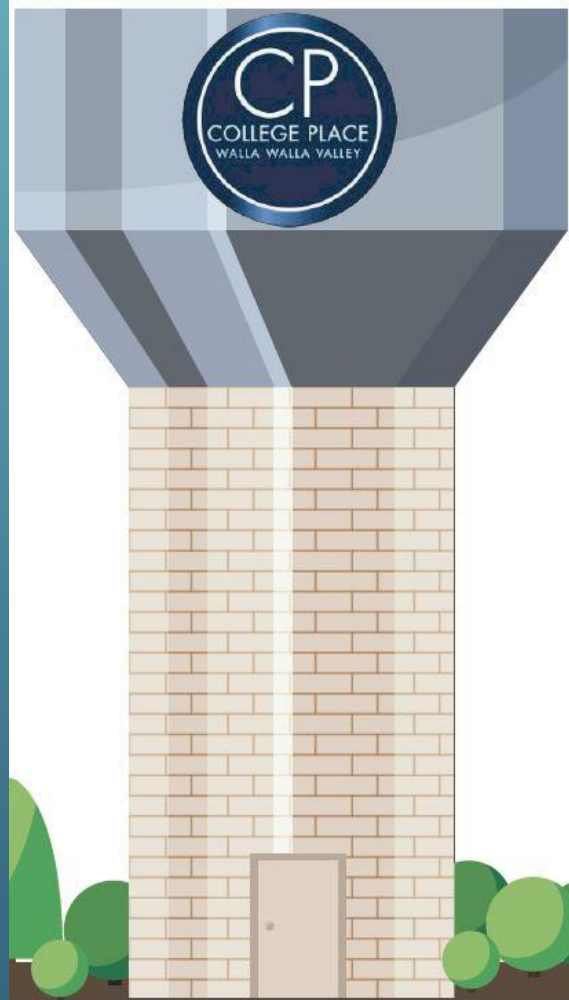
- Norma Hernandez, Mayor
- Paul Jessup, Council Position #1
- Michael Cleveland, Council Position #2
- TJ Espinoza, Council Position #3
- Loren Peterson, Council Position #4
- Melodie Williams, Council Position #5
- Heather Schermann, Council Position #6
- Monica Boyle, Council Position #7

CFP Management Team

- Mike Rizzitiello, City Administrator
- Brian Carleton, Finance Director
- Troy Tomaras, Police Chief
- David Winter, Fire Chief
- Robert McAndrews, Public Works Director
- Jon Rickard, Community Development Director

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II. WHAT IS A CAPITAL FACILITY PLAN (CFP)?

- ▶ The Capital Facilities & Transportation Improvement Plan (CFP) is a planning tool that lists current and future City capital facilities projects. It is important to note that just because a project is listed in the CFP, it does not mean funds have been budgeted or are available. This document is a tool for current and long-term planning purposes.
- ▶ Each year the city is required by the state to adopt a CFP for planning and funding of capital projects. The CFP is a project planning tool which covers all aspects of infrastructure planning within the city. The projects included in the CFP are those that are needed to meet the concurrency requirements of the Growth Management Act (GMA), transportation projects to be included in the TIP, and other capital projects planned for the next six-year period.
- ▶ The TIP is a transportation planning tool used by the Washington State Department of Transportation (WSDOT) to allocate funding for local agency projects. The WSDOT will not fund transportation projects that are not included in the TIP. Comments received on transportation projects will apply to both the CFP and TIP.
- ▶ Staff has identified and prioritized projects for consideration by the Council. The CFP and TIP are six-year planning tools. The general approach for project selection and prioritization was based on criteria covering City Council goals, infrastructure needs, community benefits, employment impact, safety, and other factors (mandates, obligations, and outside funding). The departments evaluated the proposed projects and results are forwarded to the City Council for consideration.
- ▶ **Many projects in Capital Facility Plan are reprioritized throughout the year based on the pursuit and award outside Federal, State, and Private grant opportunities.**
- ▶ **Inflation and supply chain issues have major impact on investments this year.** The City is able to reconstruct and maintain Federally classified roads better because they are eligible for Federal and State grant funds. These streets include: Rose, C, Whitman, 4th, 12th, Lamperti/Mojonnier, Taumaurson, Myra, Larch, Meadowbrook, College, Academy, and Doans.
- ▶ **All other streets are local and ineligible for Federal and State grants.**
- ▶ **Status Definitions**
 - ▶ **Budgeted:** Project will occur in Fiscal Year 2025.
 - ▶ **Planned:** Project planned for the future. City is in the process of assembling grant funds for the project.



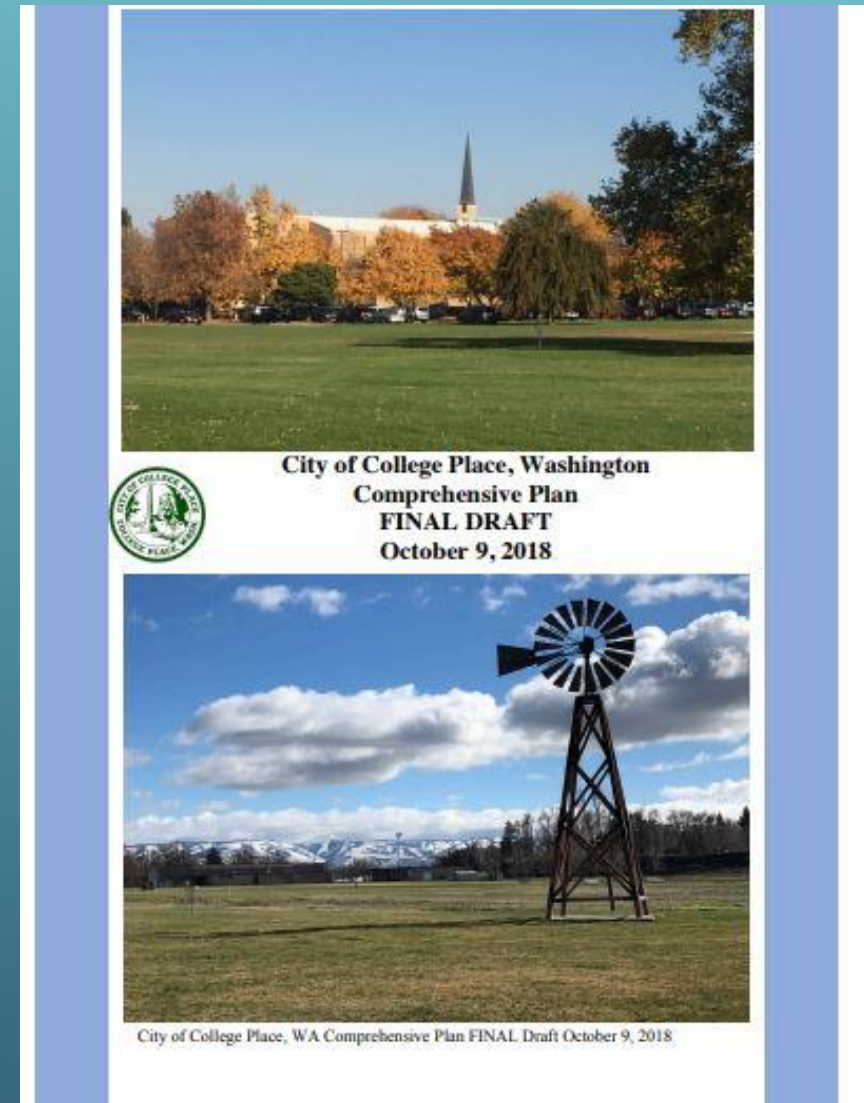
III. FY 2025 PRIORITY PROJECTS

- ▶ A. Wastewater: Wastewater Treatment Plant Improvement Phase 1 Construction: \$5,000,000-Phase 1 A (Ecology/USDA/Federal Appropriation)
- ▶ B. Water: Drinking Water Well #7: \$4,000,000 – Phase 1 B(State Department of Health Grant & Loan).
- ▶ C. Streets: SW Mojonier Rd Reconstruction: \$6,320,168 – (30.4% State TIB Grant, 11.87% MPO STBG Grant, 39.6% Federal FHWA Grant, 18.1% College Place TIF 1).
- ▶ D. Wastewater: Finish Up Lift Station #5: \$2,000,000 – (State Department of Ecology Grant & Loan).
- ▶ E. Streets: Safewalk College Place SE 8th (College to Larch): \$1,184,765 (MPO STBG-TA Grant, State TIB ATP Grant)



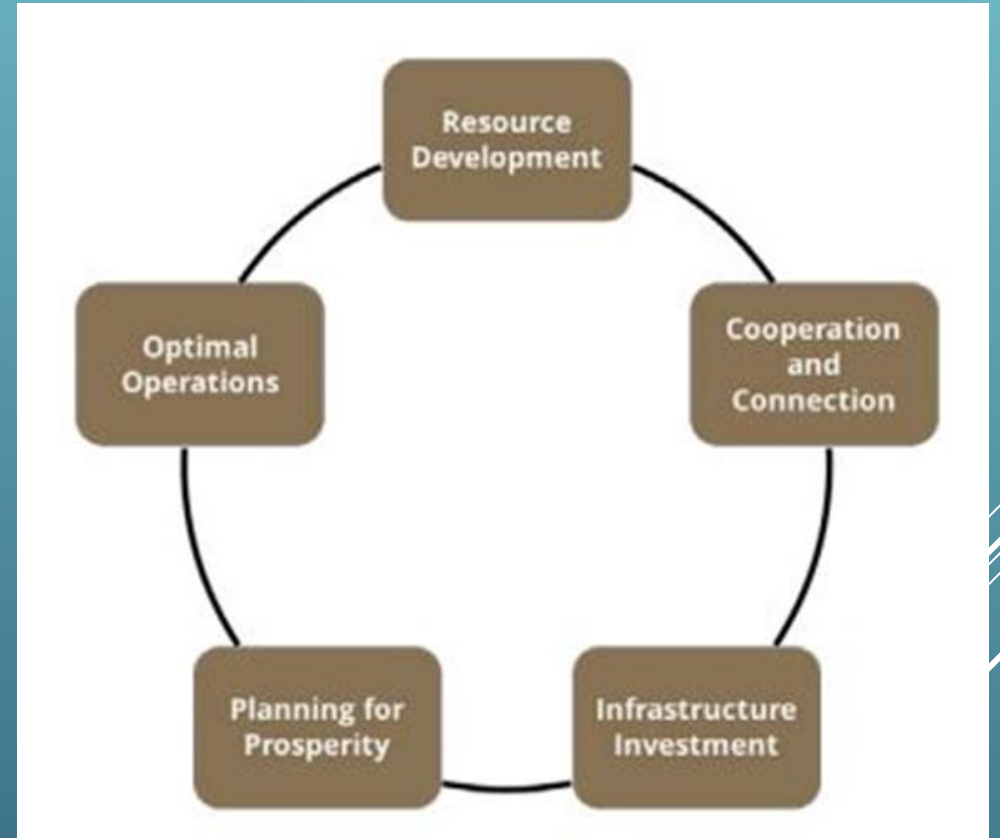
IV. 2018 COMPREHENSIVE PLAN

- Adopted by City Council on October 9th, 2018
- Aspirational goals and objectives for the City over the next twenty years.
- Mandated by the Washington State Growth Management Act.
- Goals that this Capital Facility Plan satisfies:
 - Goal #11: Maintain and improve existing utilities and services while planning for new growth and development.
 - Goal #17: Provide reliable, effective, and efficient utility services at the lowest reasonable cost, consistent with the City's aims of environmental stewardship, social equity, economic development, and the protection of public health.
 - Goal #23: Maintain the city's infrastructure so that it meets the needs of existing employers and targeted industries.



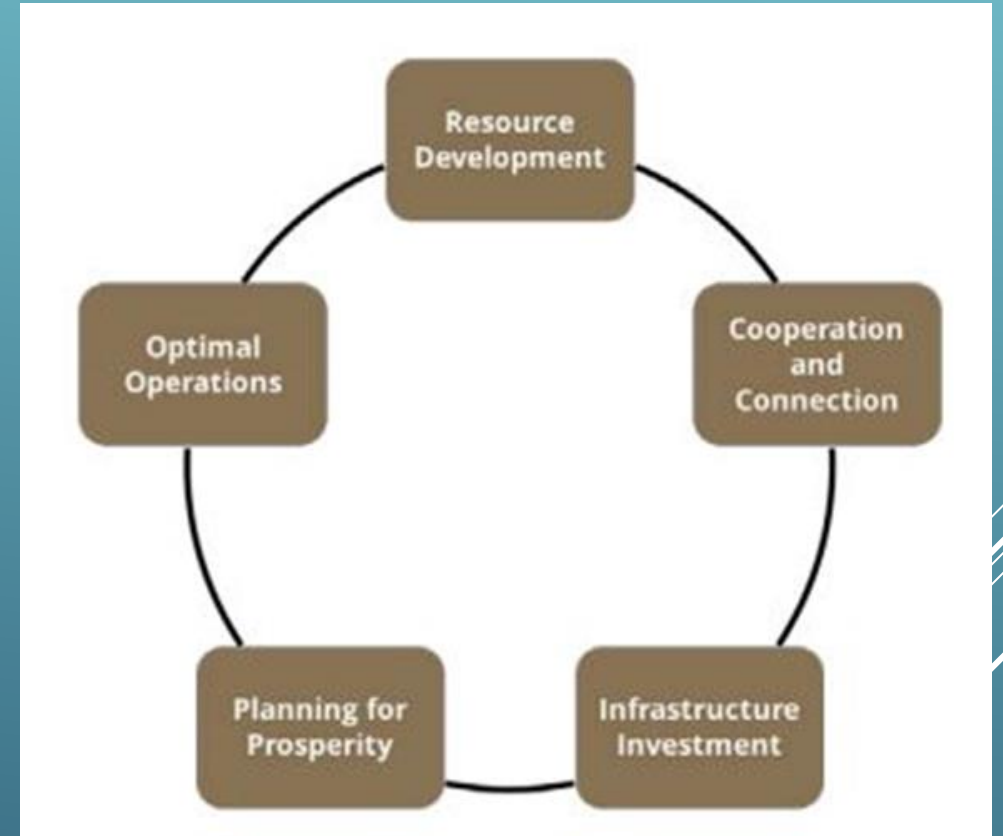
V. STRATEGIC PLAN: 2017 TO 2026

- Adopted by City Council on July 25th, 2017 and revised/adopted via Ordinance No. 19-005 on February 12th, 2019 as well as Ordinance No. 21-010 on June 22nd, 2021.
- Ten year framework for vision, values, and work plan.
- Five Tenants
 - Resource Development
 - Economic Development Strategy
 - Develop Design Standard and Mixed-Use Zone
 - Cooperation and Connection
 - Create annual community events
 - Increase outreach program
 - Increase volunteer commissions
 - Infrastructure Investment
 - Stormwater utility
 - Safe and sustainable water supply
 - Fully funded wastewater utility
 - Local streets are refurbished or rebuilt



V. STRATEGIC PLAN: 2017 TO 2026

- Adopted by City Council on July 25th, 2017 and revised/adopted via Ordinance No. 19-005 on February 12th, 2019 as well as Ordinance No. 21-010 on June 22nd, 2021.
- Ten year framework for vision, values, and work plan.
- Five Tenants
 - Planning for Prosperity
 - Produces and adopts a Comprehensive Plan
 - City government flexible enough to permit innovation
 - Optimal Operations
 - Staffed to nationally-recognized human resource levels
 - Construct new and modify existing City facilities based on nationally-recognized standards
 - GIS is used for comparative advantage and municipal leadership.



VI. LONG TERM FINANCIAL STRATEGY

Key Financial Principles

- ▶ Make Trade-Offs
- ▶ Do It Well
- ▶ Focus Programs on College Place Residents and Businesses
- ▶ Preserve Physical Infrastructure
- ▶ Use Unexpected One-Time Revenues for One-Time Costs or Reserves
- ▶ Invest in Employees
- ▶ Pursue Innovative Approaches to Service Delivery
- ▶ Contract In/Contract Out
- ▶ Maintain Capacity to Respond to Emerging Community Needs
- ▶ Pursue Entrepreneurial Initiatives
- ▶ Address Unfunded Liabilities
- ▶ Selectively Recover Costs
- ▶ Recognize the Connection Between the Operating and Capital Budgets.

Guidelines

- ▶ What Should the City Do Every Year, Whether the Financial Forecast is Positive or Negative?
 - ▶ Increase operating cost recovery (user fees)
 - ▶ Pursue cost sharing
- ▶ What Should the City DO in the Following Year's Budget When the Financial Forecast is Positive?
 - ▶ Assess the situation
 - ▶ Maintain adequate reserves
 - ▶ Use one-time revenues only for one-time expenses
 - ▶ Use recurring revenues for recurring costs or for one-time expenses
 - ▶ Stay faithful to City goals over the long run
 - ▶ Think carefully when considering revenue cuts
 - ▶ Think long-term
- ▶ What Should the City DO in the Following Year's Budget When the Financial Forecast is Negative?
 - ▶ Assess the situation
 - ▶ Use reserves sparingly
 - ▶ Reduce services
 - ▶ Continue to think carefully when considering tax increases
- ▶ What Should the Council Consider Before Increasing Taxes?
 - ▶ Will the increase result in programs or services that will have a quantifiable public benefit?
 - ▶ Is the tax source related and connected to the services that are to be supported by the new revenue?
 - ▶ Is the increase fully justifiable in terms of need?
 - ▶ Has every effort to educate citizens about the tax been taken in advance of the increase?
 - ▶ Are the services that are intended to be supported by the new revenue supportable into the foreseeable future?
- ▶ What Should the Council Consider Before Asking Residents to Increase Taxes?
 - ▶ Have efforts to educate residents about the tax been made?
 - ▶ Has there been ample time for residents to debate and discuss the issue?
 - ▶ Has the council taken the time to listen to residents' concerns?
 - ▶ Do our residents understand what the results will be following implementation of the new tax?

VII. CAPITAL FACILITY PLAN DEVELOPMENT & REVIEW PROCESS

August

- Department Head Capital Facility Proposals to Administration

September

- Administration prepares draft prioritization of projects.
- Estimate Revenues by Funding Source.
- Draft Capital Facility Plan Booklet Released on website

October

- Announcements in City Newsletter and Social Media.
- City Council: Public Works Committee Meeting
- City Council Workshop
- City Council Presentations
- Advisory Committee Presentations

November

- Advisory Committee Presentations
- City Council Workshop
- City Council presentations
- City Council Public Hearing
- Public Hearing & Expected Passage at November 26th, 2024 City Council Meeting

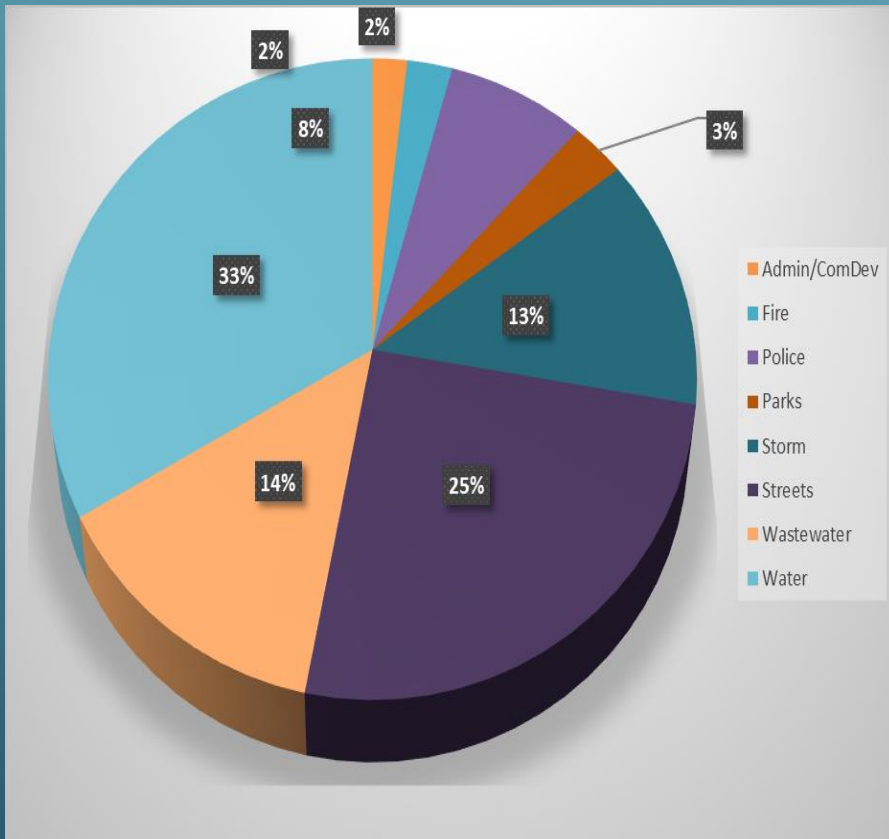
VIII. COMPLETED PROJECTS IN FY 2024

Capital Facility Projects Completed in FY 2024			
Project	Type	Description	Cost
Replace Exterior Staircase on East Side of Building	Fire	Replace Exterior Staircase on East Side	\$ 60,000.00
Regional Fire Training Tower Contribution (#4/#5)	Fire	Contribution to regional fire training tower.	\$ 64,900.00
Replace Police Department Facility Study	Police	Study to determine future needs of Police Department.	\$ 34,400.00
Lions Park	Park	pond and Garrison Creek channel, eliminate point source pollution of storm	\$ 6,000,000.00
Crosswalk Improvements in front of CP Post Office	Streets	Crosswalk improvements to include curb bump outs, Rapid Flashing Beacons, and more.	\$ 158,389.00
Northeast College Place Active Transportation Project	Streets	Reconstruct NE Damson (Cargill to Rose) and then rechannelize NE Rose from Lambert to Carey Ct.	\$ 1,900,000.00
Autumn Meadows Roads	Streets	Resurfacing roads acquired from HOA with LID funds.	\$ 219,656.00
Ash Street Realignment	Streets	Reconfigure lanes on NE Ash.	\$ 20,000.00
Neighborhood Sewer Lining	Wastewater	Ten years worth of sewer lining.	\$ 2,000,000.00
Well #2 Replacement	Water	Replace Well #2 with new well.	\$ 500,000.00
Total			\$10,957,345.00

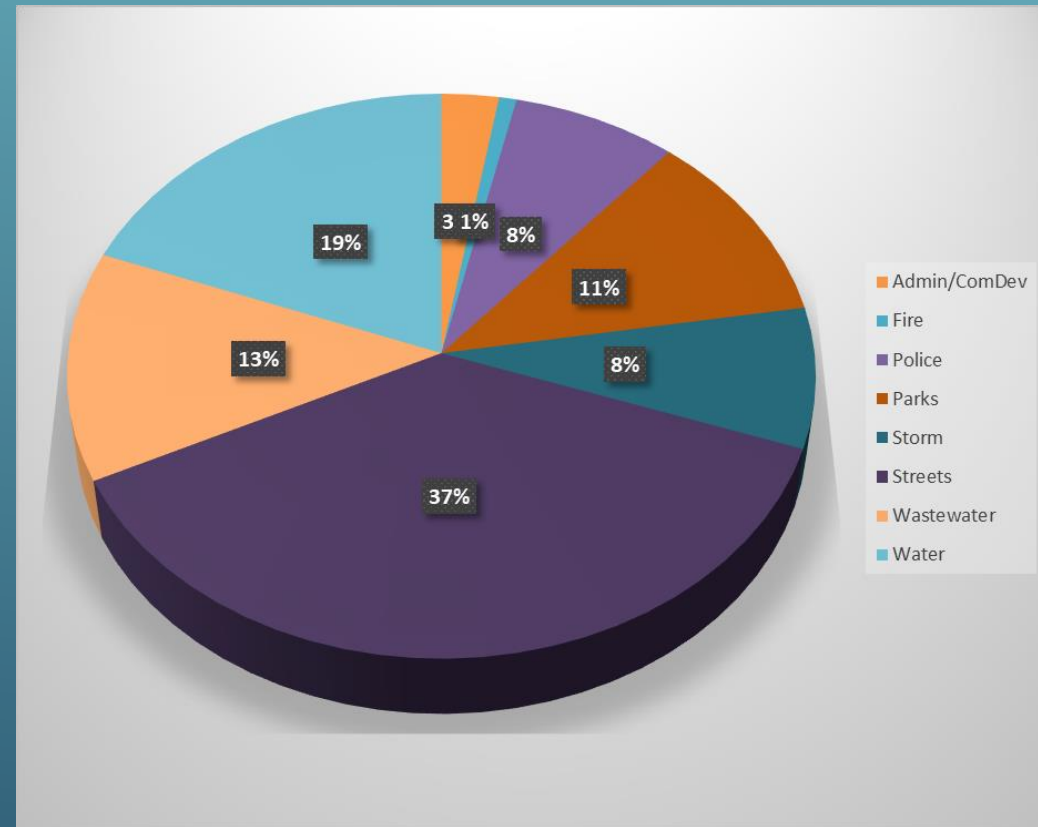


IX. CAPITAL FACILITY PLAN SUMMARY – FY 2025 VS. (2025 TO 2030)

Fiscal Year 2025

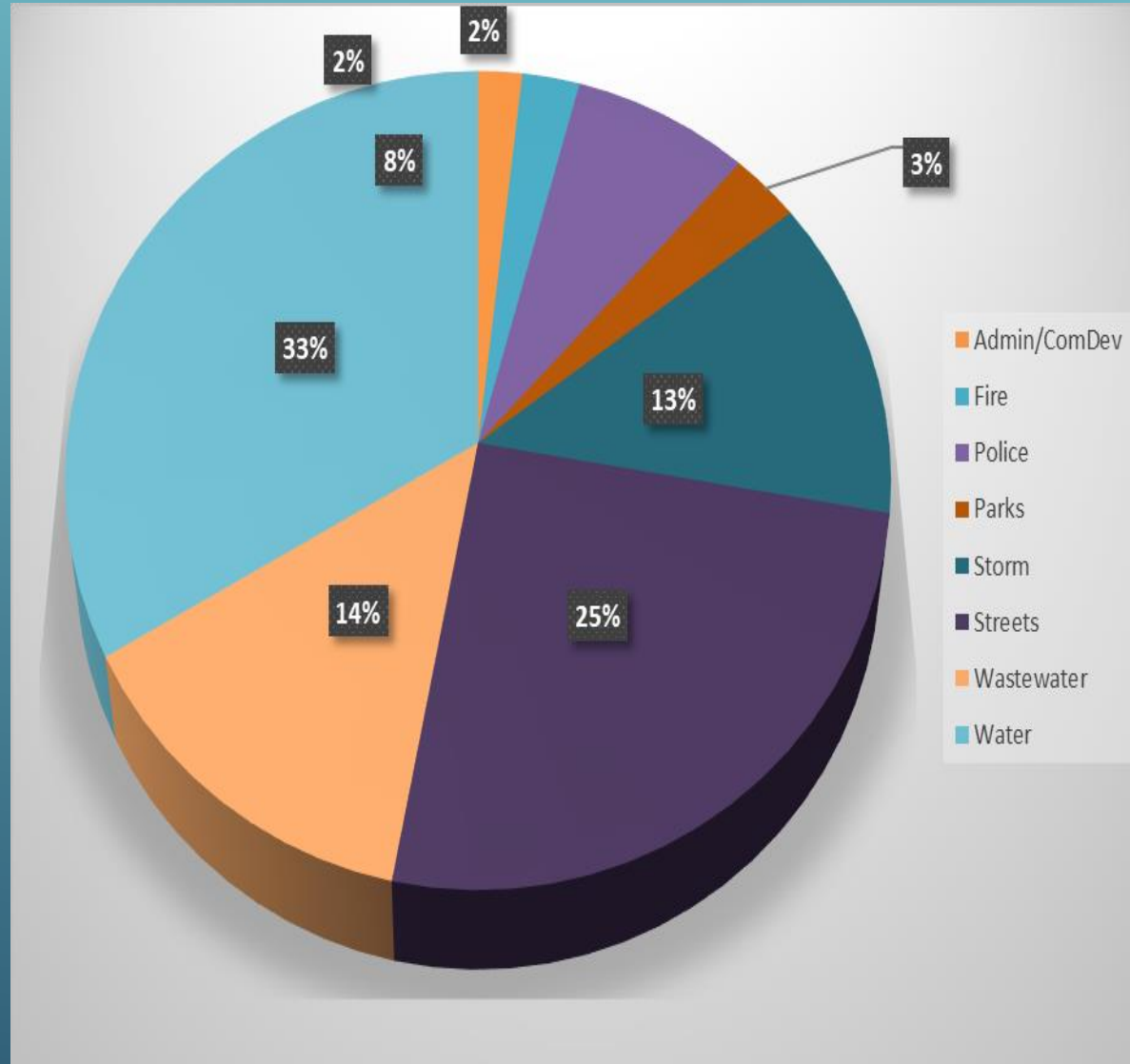


Fiscal Year 2025 to 2030



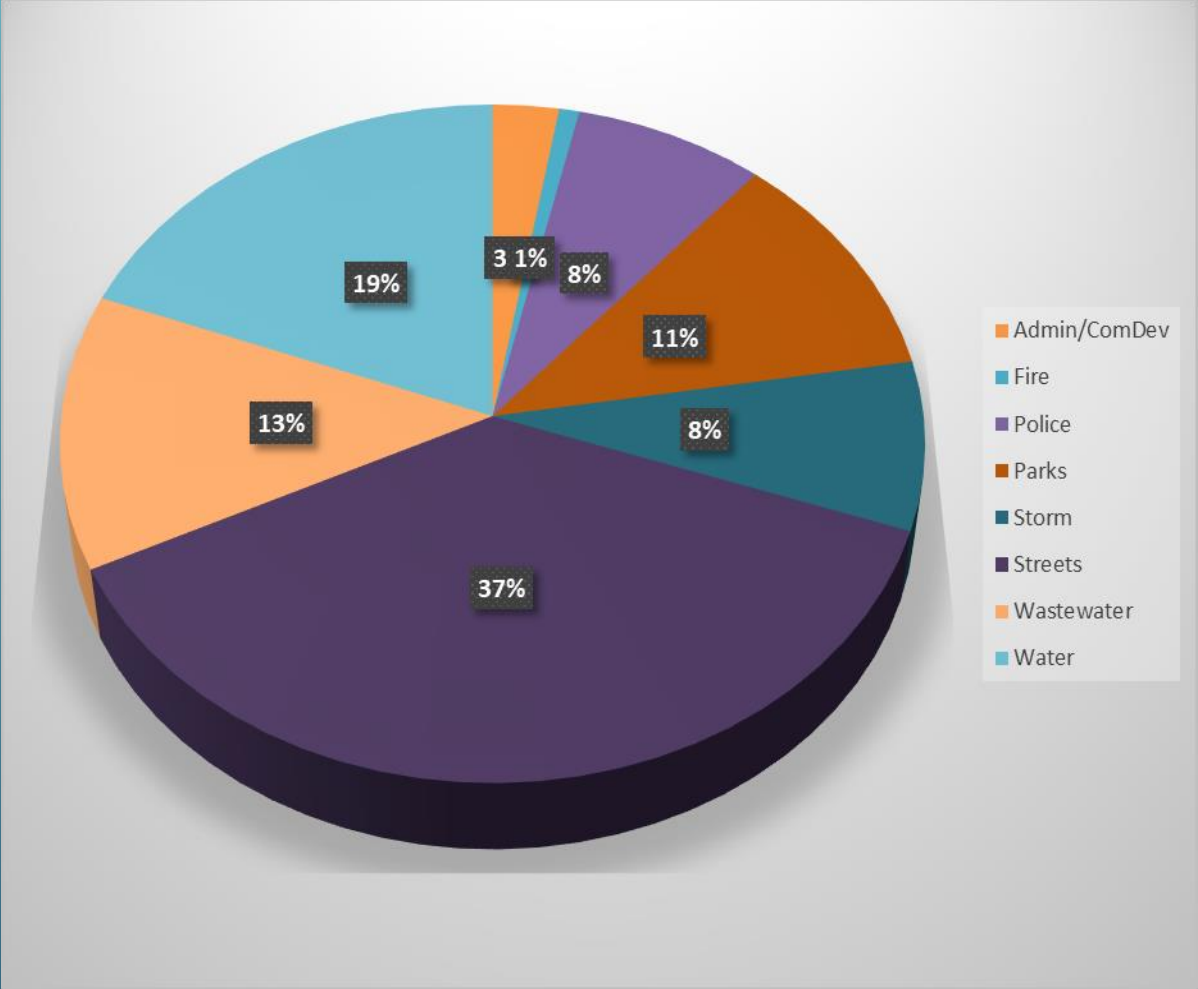
X. CAPITAL FACILITY PLAN – FY 2025

Capital Facility Plan: FY 2025	
Department	Expense
Admin/ComDev	\$ 1,000,000.00
Fire	\$ 1,302,302.00
Police	\$ 4,000,000.00
Parks	\$ 1,559,228.00
Storm	\$ 6,864,970.00
Streets	\$ 13,456,103.77
Wastewater	\$ 7,200,000.00
Water	\$ 17,633,000.00
Total	\$ 53,015,603.77



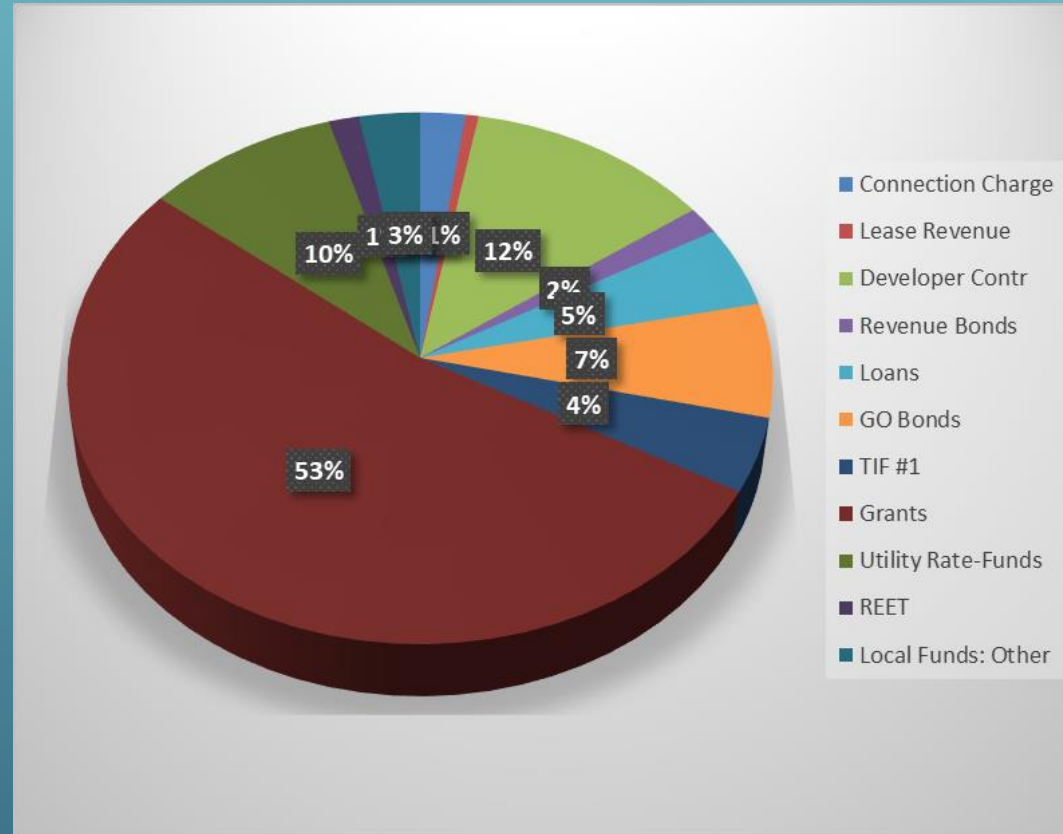
XI. CAPITAL FACILITY PLAN – FY 2025 TO 2030

Capital Facility Plan: FY 2025 to 2030	
Department	Expense
Admin/ComDev	\$ 4,859,269.00
Fire	\$ 1,467,202.00
Police	\$ 14,000,000.00
Parks	\$ 20,169,331.39
Storm	\$ 14,531,783.00
Streets	\$ 67,653,783.66
Wastewater	\$ 23,730,162.92
Water	\$ 34,642,494.00
Total	\$ 181,054,025.97



XII. ANTICIPATED REVENUE SOURCES

Revenue Projection: FY 2025 to FY 2030	
Revenue Type	Total
Connection Charge	\$ 4,047,755.00
Lease Revenue	\$ 1,140,720.00
Developer Contr	\$ 22,074,780.54
Revenue Bonds	\$ 2,998,626.09
Loans	\$ 8,965,082.15
GO Bonds	\$ 12,534,400.00
TIF #1	\$ 8,186,000.00
Grants	\$ 95,570,774.37
Utility Rate-Funds	\$ 17,380,579.79
REET	\$ 2,700,000.00
Local Funds: Other	\$ 5,455,308.03
Total	\$ 181,054,025.97



Revenue Narrative: The six-year Capital Facility Plan (excluding equipment replacement and Information Technology) amounts to \$181,054,025.97. Over 65% of the plan is contingent upon successful application of grants and future developer contributions. Around 35% of the Capital Facility Plan is funded by the City. Projects driven by development will not occur unless projected development occurs.

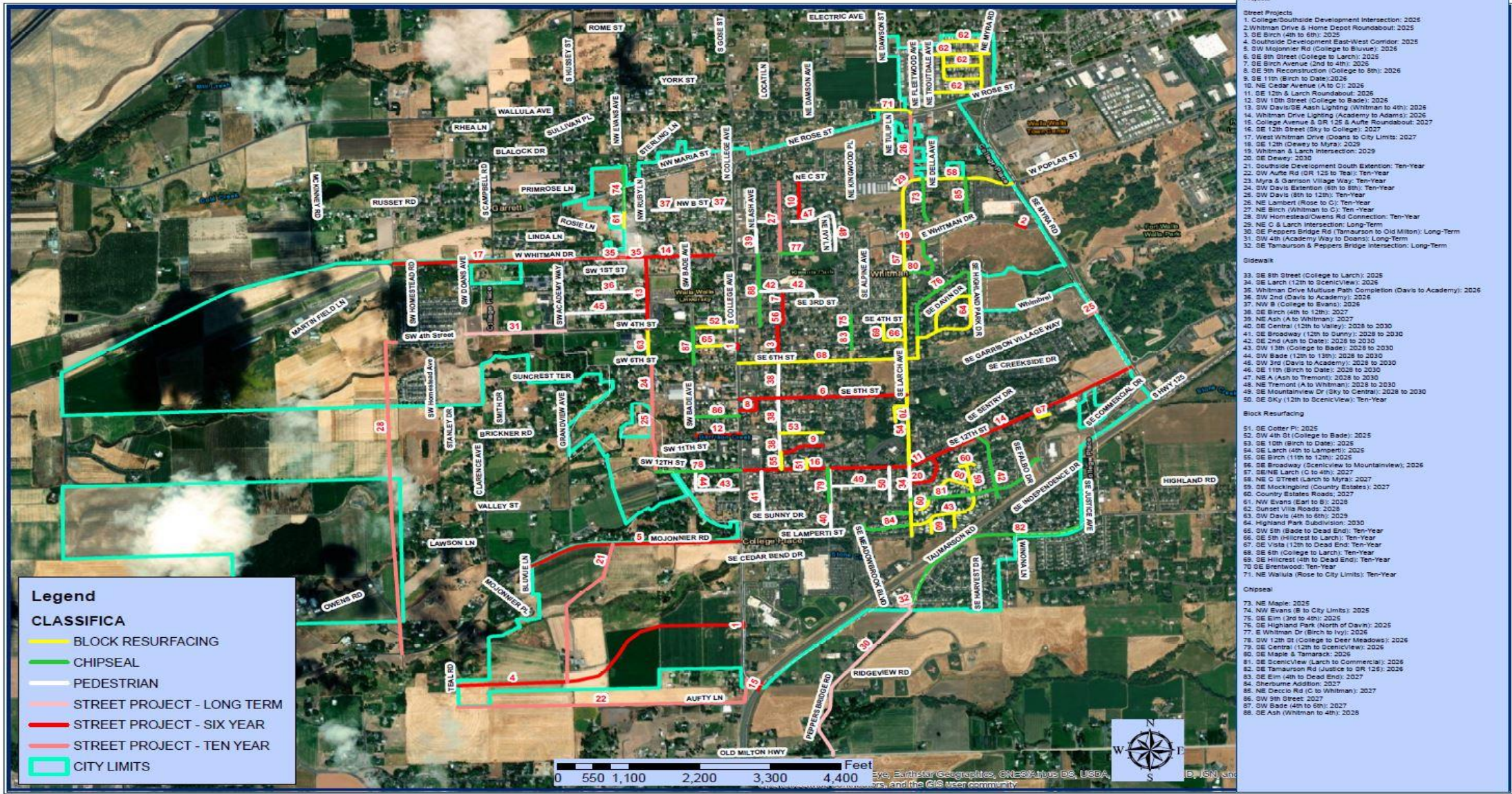
XIII. PRIORITIZATION EXPLANATION

- ▶ All projects in the Capital Facility Plan (CFP) were assigned a prioritization value.
- ▶ **Prioritization is very important this year due to supply chain and inflation issues. The City will prioritize High priority projects and others will be done as funds permit.**
 - ▶ High: Project needs to happen as soon as possible. Projects to be funded by a combination of city funds, grants, and loan dollars. Infrastructure in very poor condition or solving a key deficiency in existing system.
 - ▶ Medium: Project needs to happen at some point but is not an immediate concern.
 - ▶ Low: Project driven by availability of grants or pace of development. Project will not happen without grant or projected development pattern.



XIV. CAPITAL FACILITY PLAN SIX YEAR MAP

2025 TO 2030 TRANSPORTATION IMPROVEMENT PLAN

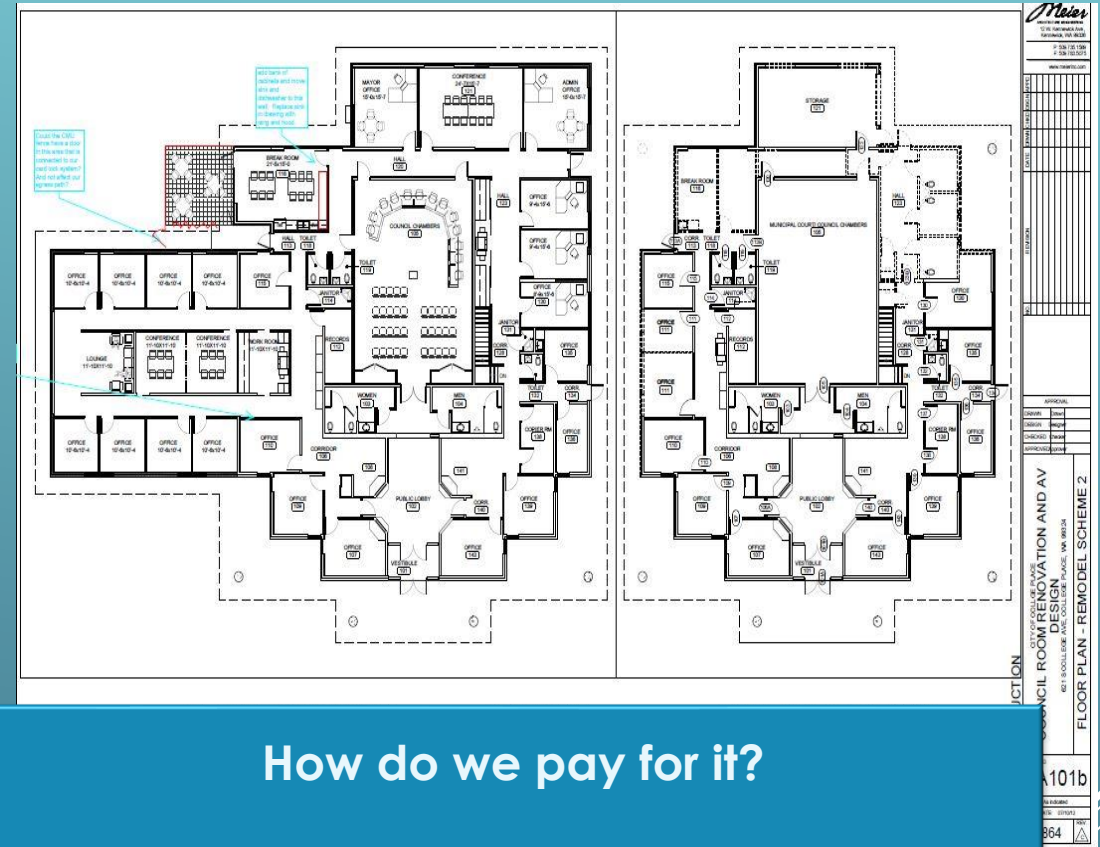


XV. CFP - FACILITIES



A. CITY HALL

- ▶ I. 2025
 - ▶ City Hall Sallyport Conversion (Start) - \$1,000,000 (High)
- ▶ II. 2026
 - ▶ City Hall Sallyport Conversion and Addition (End) - \$3,000,000 (High)
 - ▶ Municipal Campus ADA Sidewalk Compliance - \$40,000 (Low)
 - ▶ City Hall Parking Lot - \$100,000 (Low)
 - ▶ City Hall Exterior Beam Repair - \$40,000 (Low)
 - ▶ City Hall Exterior Paint - \$15,000 (Low)
 - ▶ Keycard Access All City - \$450,000 (Medium)
- ▶ III. 2027
 - ▶ City Hall Landscaping - \$54,269 (Low)
 - ▶ City Hall Restroom Renovation - \$60,000 (Low)



How do we pay for it?

- City Hall Sallyport Conversion
 - . 25% - Federal Congressional Directed Spending Grant.
 - . 25% - State Energy Efficiency Grant.
 - . 50% - FEMA BRIC Grant.
- Remainder of projects funded by Facilities Maintenance Reserve which is transfer from Current Expense and Utilities

B. FIRE DEPARTMENT

- ▶ Fire Department was constructed in 2001. Little renovation work has occurred since this time.
- ▶ I. 2022 to 2026
 - ▶ Regional Fire Training Tower Contribution - \$64,900 a year (High)
- ▶ III. 2025
 - ▶ Fire Station ESCO Upgrade - \$1,137,000 (High)
 - ▶ Renovate Dorm Rooms - \$45,944 (High)
 - ▶ Dorm Room Furniture - \$34,458 (High)
 - ▶ Fire Station Lock/Key Cards - \$20,000 (High)
- ▶ IV. 2026
 - ▶ Fire Station Flooring - \$100,000 (Medium)



How do we pay for it?

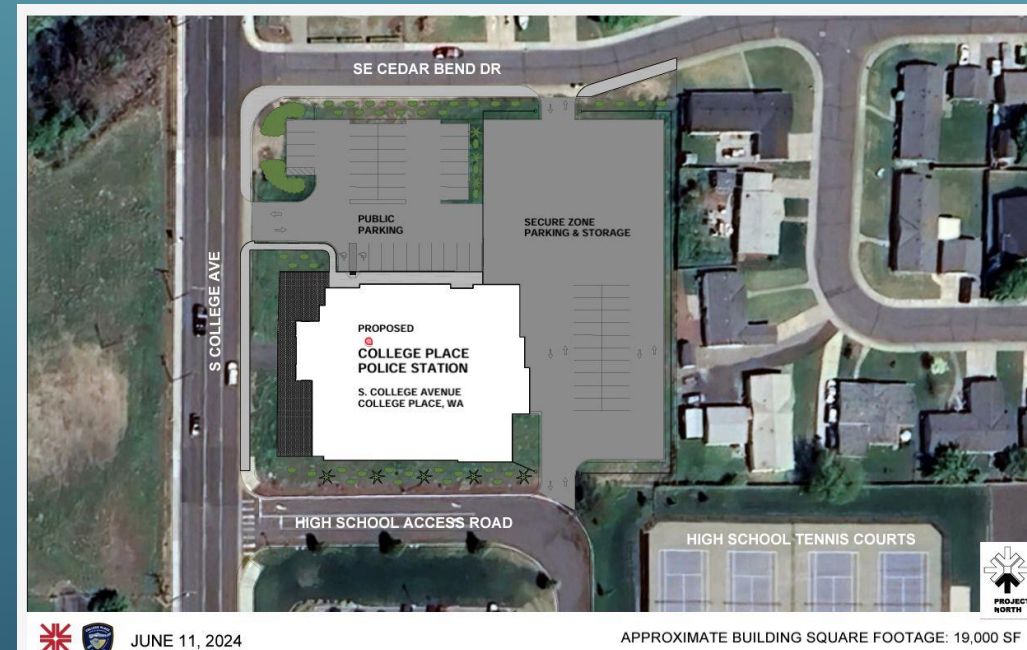
- 100 % Facility Maintenance Reserve for most projects.
- For Fire Station Rehab in FY 2025
 - 25% State Commerce Grant
 - 25% Foundation Grant
 - 50% Facility Maintenance Reserve

C. POLICE DEPARTMENT

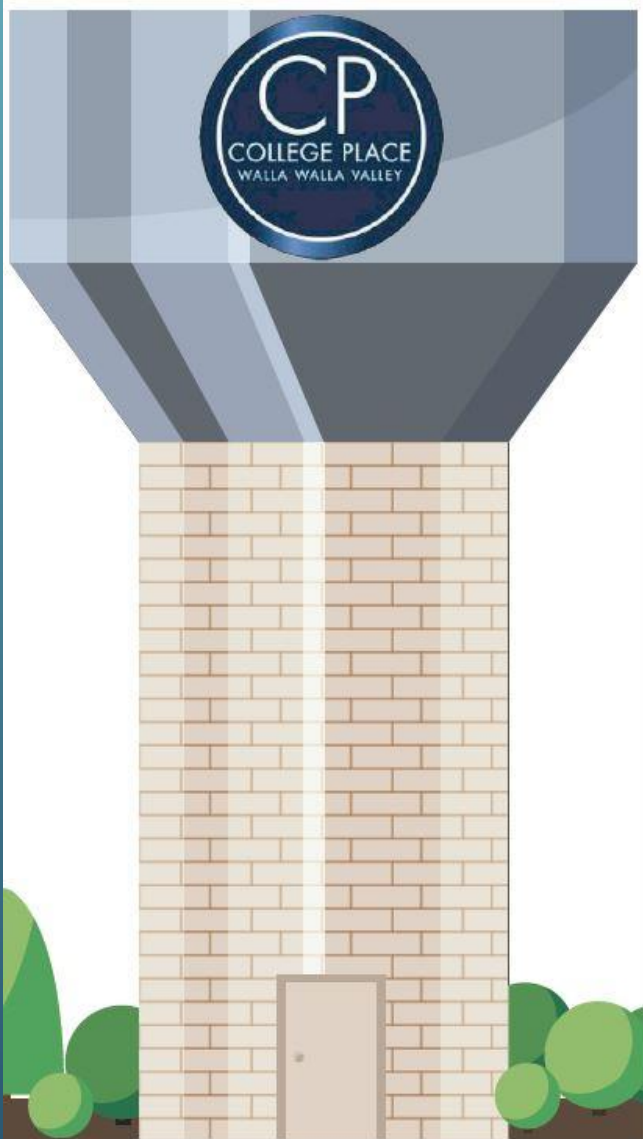
- ▶ All of Police moved into former Annex Building in 2017. For growing city the existing building has trouble meeting existing needs. It is a converted automotive shop and apartment complex.
- ▶ I. 2025-2026
 - ▶ Replacement Police Department Building - \$14,000,000 Estimate will know once have plans (High)

How do we pay for it?

- 100% - Replacement Police Bldg: Voter Approved Bond
- 21.4% - Pursue Federal Congressional Directed Spending Grant



XVI. CFP - INFRASTRUCTURE



A. PARKS



VETERANS PARK

- ▶ Prioritization: High
- ▶ Hayden Homes developed park property in late 2019.
- ▶ Existing park property has playground equipment, a bench, flagpole, and the Korean War Memorial.
- ▶ City received State RCO Youth Facility Grant for 50.0% in 2023.
- ▶ Estimated Total Cost: \$1,438,996 (2025-2026)
- ▶ Improvements added by City in Future:
 - ▶ Restrooms
 - ▶ Picnic Shelter
 - ▶ Basketball Court
 - ▶ Pickleball

How do we pay for it?

- 17.4% State RCP YAF Grant
- 22.6% Non-Profit Grants
- 60.0% City REET II Fund



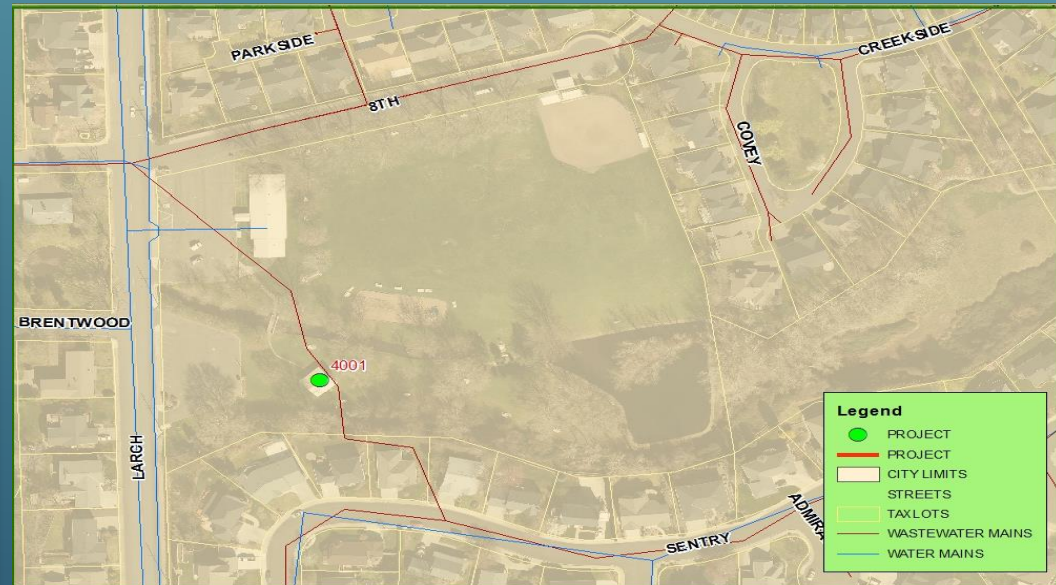
LIONS PARK COMMUNITY CENTER

- ▶ Prioritization: High
- ▶ Estimated Total Cost: \$10.1 Million (2025-2027)
- ▶ Conduct design work, engineering work, and construction of replacement Community Center for 1970 one.
- ▶ Preliminary drawings and costing recently done by Design West Architects (October 2021)
- ▶ Obtained grant funds to do 100% buildable architectural plans.
- ▶ Engaged with State Brownfield Program to do analysis of existing structure.
- ▶ Success with fundraising for multipurpose replacement structure.



How do we pay for it?

- 1.9% County .09 Grant
- 24.7% State Legislative Earmark
- 29.6% Federal Earmark
- 21.9% State Dept of Commerce
- 21.9% Federal Earmark II



WHITMAN & MAPLE PROPOSED PARK SITE

- ▶ Prioritization: Medium
- ▶ Estimated Total Cost: \$1,981,633.01 (2026-2027)
 - ▶ Engineering: \$513,756.71 (2026)
 - ▶ Construction: \$1,467,876.30 (2027)
- ▶ This property is left over encumbered property from drainage swale mandated by State from drinking water well #6 work.
- ▶ 0.25 Acre site.
- ▶ Park Board has recommended conceptual layout of site.
- ▶ Southwest corner of Whitman Drive and SE Maple Avenue.
- ▶ Northeast quadrant of City is underparked.

How do we pay for it?

- 20% Non-Profit Grants
- 20% City REET II
- 30% Developer Impact Fees
- 30% State RCO Grants



PERSEVERANCE PARK

- ▶ Prioritization: Medium
- ▶ Estimated Total Cost: \$820,074.38(2027-2028)
 - ▶ Engineering: \$212,471.88 (2027)
 - ▶ Construction: \$607,602.50 (2028)
- ▶ City acquired private Homeowners Association(HOA) Park since Autumn Meadows HOA petitioned City to allow it through Private to Public Code. HOA funded handing over infrastructure through LID.
- ▶ Park Board recommended conceptual design.
- ▶ Below 12th Street & Newgate intersection.
- ▶ Linking Autumn Meadows & Perseverance Park.

How do we pay for it?

- 50.0% City REET II Funds
- 50.0% State RCO Grant Funds



KIWANIS PARK REHAB

- ▶ Prioritization: High
- ▶ Project involves irrigation replacement in north half of park, turf replacement, lighting at pickleball/basketball courts, walking path, gazebo reroof.
- ▶ Estimated Total Cost: \$1,210,254 (2026-2027)
 - ▶ Engineering: \$210,254
 - ▶ Construction: \$1,000,000
- ▶ Park was rehabbed in 2017.
- ▶ Intersection of SE 3rd & Date Streets.

How do we pay for it?

- 90.0% State RCO/Commerce Grant Funds
- 10.0% City REET II Funds



PARK DEVELOPMENT @ STONE CREEK

- ▶ Prioritization: Low
- ▶ Driven by development and majority paid for by development.
- ▶ 260 Acres annexed into the City in 2017.
- ▶ Residential developer closed on western 2/3 of site in early 2022.
- ▶ Regional park concept.
- ▶ Estimated Cost: \$4,500,000 (2027-2028)
 - ▶ Along Stone Creek
 - ▶ Trails
 - ▶ Sportsplex

How do we pay for it?

- 50.0% Developer Impact Fees
- 25.0% State RCO Grants
- 12.5% College Place Public Schools
- 12.5% City REET II

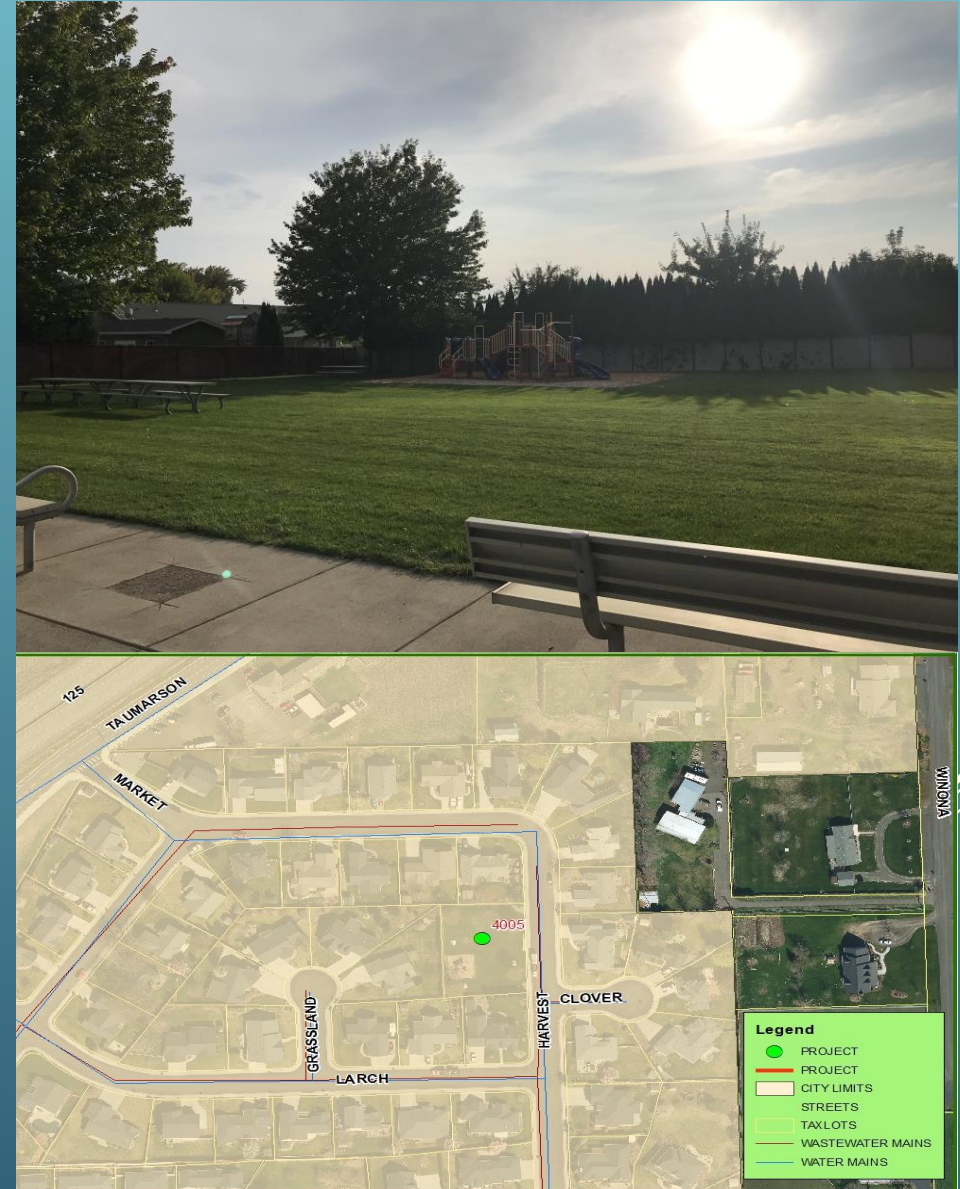


HARVEST MEADOWS PARK

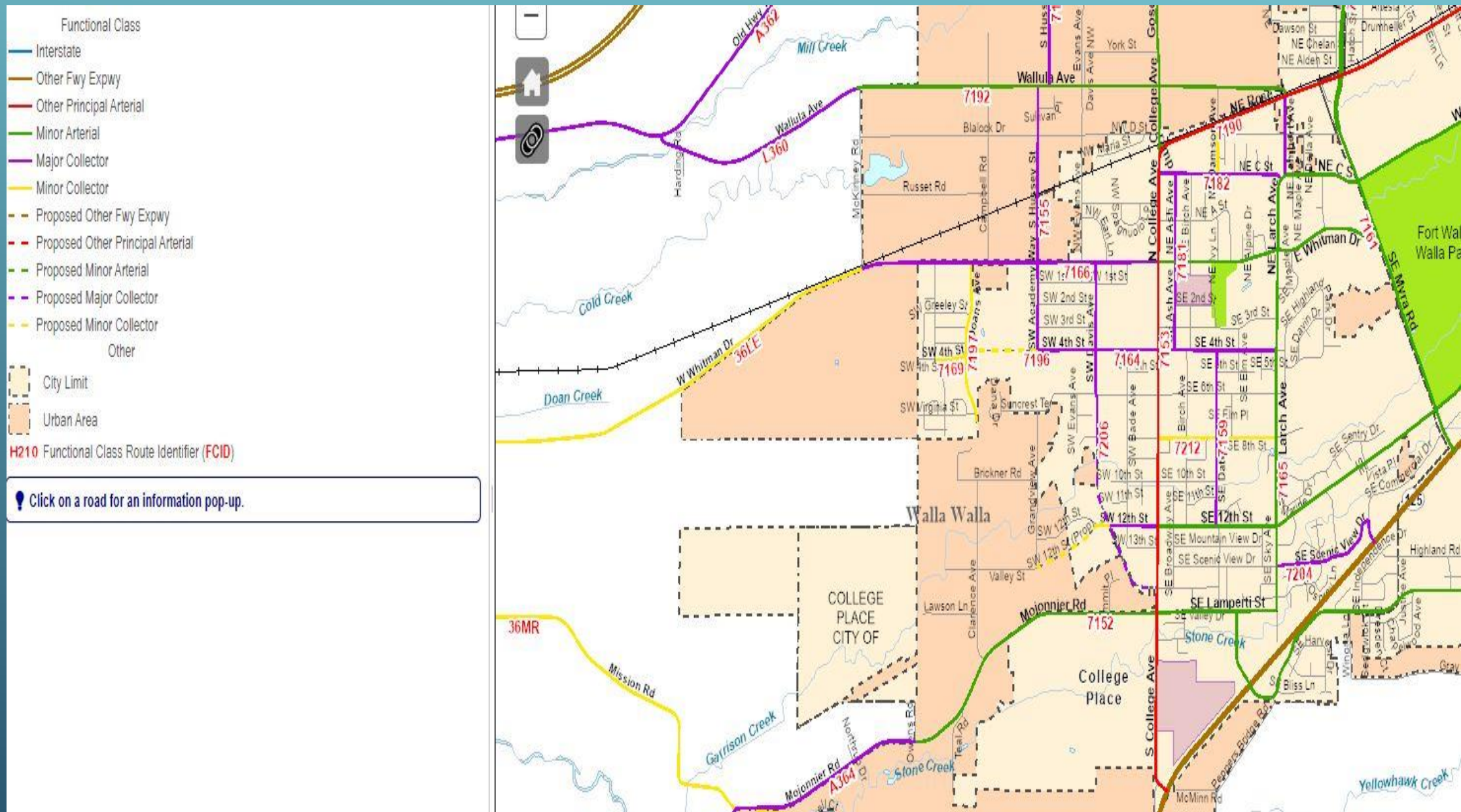
- ▶ Prioritization: Low
- ▶ Estimated Total Cost: \$100,000 (2029)
- ▶ 0.25 city park property dating from the 1980's.
- ▶ Near intersection of Harvest & Larch.
- ▶ Installation of welcome sign and picnic shelter.

How do we pay for it?

- 100% REET II Funds



FEDERALLY CLASSIFIED ROADWAYS



B. FULL CORRIDOR PROJECTS



What does Full Corridor Projects mean?

The roadway and certain associated utilities (water, wastewater, and storm) underneath roadway will be replaced.

SE MOJONNIER RD RECONSTRUCTION

- ▶ Prioritization: High (2023 - 2025)
- ▶ Road is functionally classified as a minor arterial.
- ▶ Driven by speed of Stone Creek development, new school, and grant opportunities.
- ▶ Walla Walla Valley MPO STP Grant acquired to partially cover final engineering and right-of-way acquisition expense.
- ▶ College Place/Stone Creek TIF #1 Project
- ▶ Residual right-of-way may wrap up in FY 2025
- ▶ Construction in FY 2025.
- ▶ SE Mojonnier Rd: College Ave to Bluvue Lane.
- ▶ Reconstruct 0.64 miles of roadway.
- ▶ Estimated Cost
 - ▶ **Total: \$7,921,000**

How do we pay for it?

- 39.6% Federal Appropriation Grant
- 11.87% Federal MPO Surface Transportation Grant
- 30.4% State TIB UAP Grant
- 18.1% City Tax Increment Financing



EAST-WEST ROAD IN STONE CREEK/LAKESIDE DEVELOPMENT

- ▶ Prioritization: Medium (2025-2026).
- ▶ Driven by development of Stone Creek/Lakeside Development as well as new public intermediate school.
- ▶ Includes water, wastewater, and stormwater infrastructure.
- ▶ Developer contribution required.
- ▶ East-West road will be developed with bike lanes and sidewalks.
- ▶ Proposed road will go from College Avenue to Teal Rd.
- ▶ Right-of-Way Easement is secured.
- ▶ Estimated Cost
 - ▶ Engineering (2025): \$1,936,000
 - ▶ Construction (2026): \$5,184,461
- ▶ **Total: \$7,120,461**

How do we pay for it?

- 27.2% College Place TIF District #1
- 72.8% Developer Contribution (Lakeside, CPPS, etc)



12TH (COLLEGE TO SKY)

- ▶ Prioritization: Low (2026-2027)
- ▶ State Federally Classified Route: Minor Arterial
- ▶ Eligible for Federal and State Grants
- ▶ Cross section likely to be bike lanes, 11' travel lanes, parking lane, new sidewalk, ADA ramps, pedestrian streetlamps.
- ▶ Full corridor reconstruction (0.50 Miles)
- ▶ Estimated Cost
 - ▶ Storm: \$1,000,000
 - ▶ Streets: \$5,430,750
 - ▶ Wastewater: \$237,005
 - ▶ Water: \$617,381.00
 - ▶ **Total: \$7,285,136**

How do we pay for it?

- 59.6% State TIB UAP Grant/Fed Inf Bill/MPO
- 13.7% Storm Utility
- 3.3% Wastewater Utility
- 8.5% Water Utility

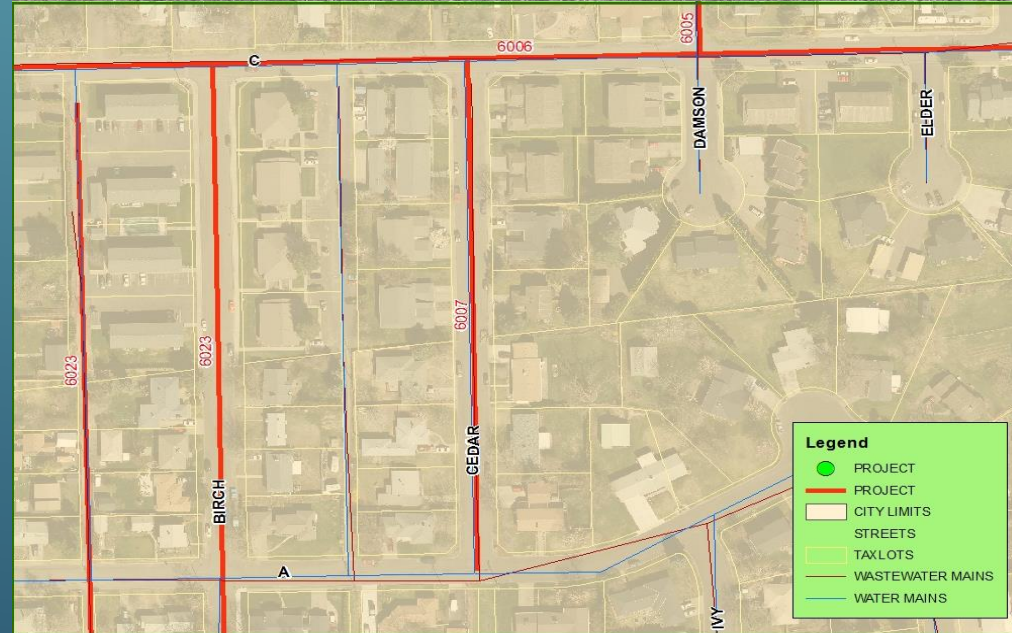


NE CEDAR AVE (A TO C ST)

- ▶ Prioritization: Low (2027-2028)
- ▶ Stormwater improvements along block to treat flows going into Military Springs.
- ▶ Reconstruct roadway.
- ▶ Really will be driven by success in obtaining outside capital grant dollars.
- ▶ Almost was awarded in FY 2019 & 2021 Legislature.
- ▶ Cost
 - ▶ Storm: \$598,323
 - ▶ Streets: \$598,323
 - ▶ **Total: \$1,196,646**

How do we pay for it?

- 50.0% - City TBD or State Appropriation
- 50.0% - Ecology Stormwater Grant

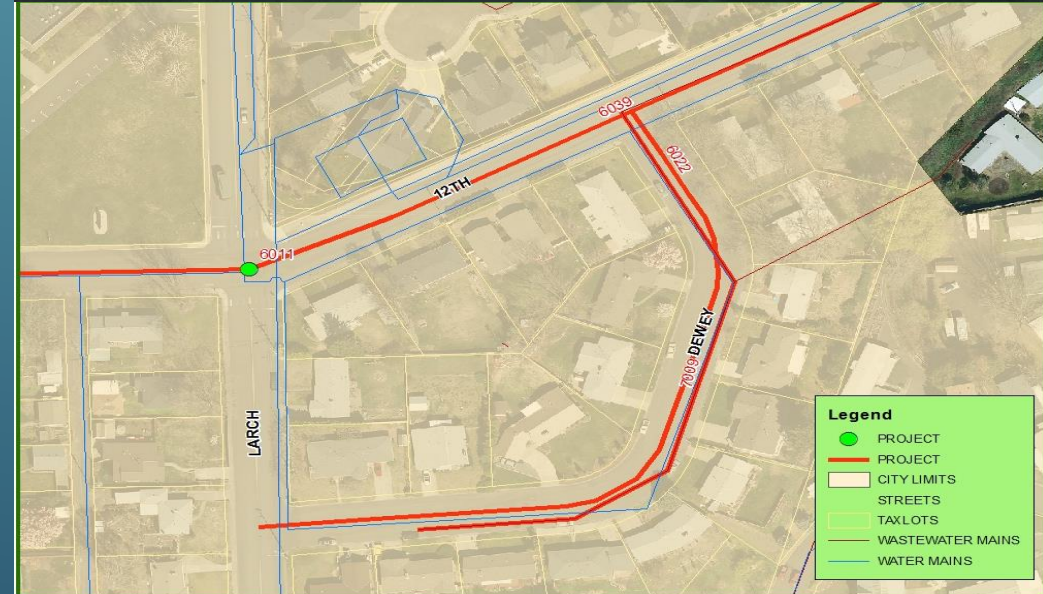


DEWEY DRIVE

- ▶ Prioritization: Low (2029)
- ▶ This project will likely be a combination Transportation Benefit District project with some WSDOT HSIP, Safe Routes to School, or Ped & Bike Grant Dollars.
- ▶ Full corridor reconstruction (0.14 Miles)
- ▶ Estimated Cost
 - ▶ Street: \$721,092.30
 - ▶ Wastewater: \$410,241.00
 - ▶ Water: \$286,000.00
 - ▶ **Total: \$1,417,333.30**

How do we pay for it?

- 10.1% - City Transportation Benefit District
- 40.7% - WSDOT HSIP, SRTS, or Ped & Bike Grant
- 29.0% Wastewater Utility (Ecology Financing)
- 20.2% Water Utility (DOH Financing)



12TH (DEWEY TO MYRA RD)

- ▶ Prioritization: Low (2029-2030)
- ▶ Federally Classified Road: Minor Arterial
- ▶ Eligible for TIB Grants
- ▶ Full corridor reconstruction (0.75 Miles)
- ▶ Estimated Cost
 - ▶ Engineering (2029): \$737,853.14
 - ▶ Construction (2030)
 - ▶ Storm: \$1,365,100.00
 - ▶ Street: \$4,045,766.00
 - ▶ Wastewater: \$426,974.92
 - ▶ Water: \$916,113.00
 - ▶ **Total: \$6,772,953.92**

How do we pay for it?

- 48.0% - State TIB UAP Grant/Federal Grant
- 20.2% - Storm Utility
- 6.3% - Wastewater Utility
- 13.5% Water Utility



C. STORM PROJECTS

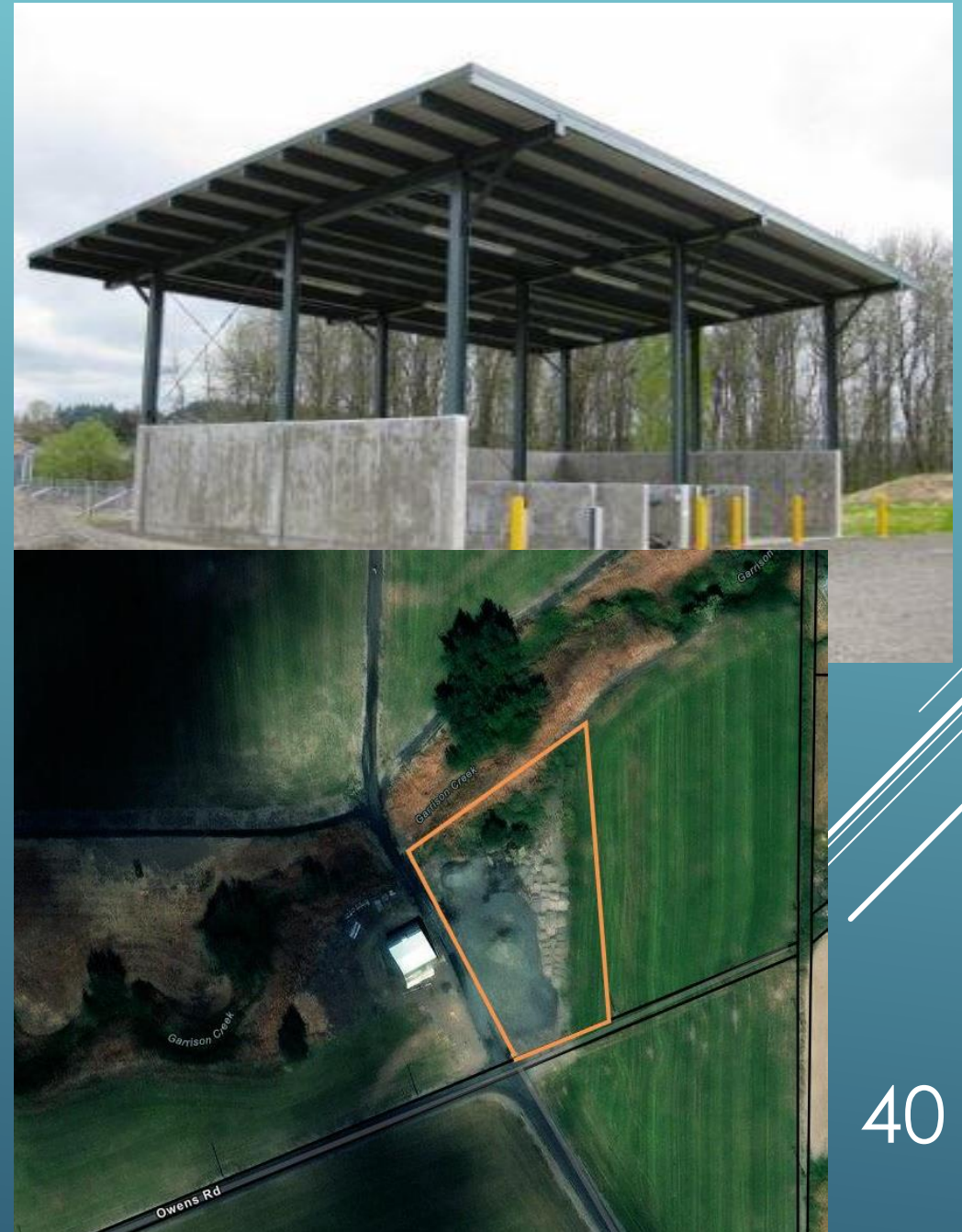


STORM DECANT FACILITY

- ▶ Needed for new Stormwater Utility operations and mandated by Eastern Washington Municipal Stormwater Manual.
- ▶ Prioritization: High (2025)
- ▶ Appropriately dispose of liquid waste generated during street sweeping, catch basin clearing and maintenance, and pipe cleaning.
- ▶ Pursuing Walla Walla 2050 earmark and State Department of Ecology Grant Dollars.
- ▶ Engineering Complete
- ▶ Storm Decant Facility: \$2,000,000
- ▶ Estimated Cost
 - ▶ Construction (FY 2025): \$2,000,000
 - ▶ **Total Cost: \$2,000,000**

How do we pay for it?

- 50% - Walla Walla 2050 Earmark
- 50% - State Dept of Ecology Grant

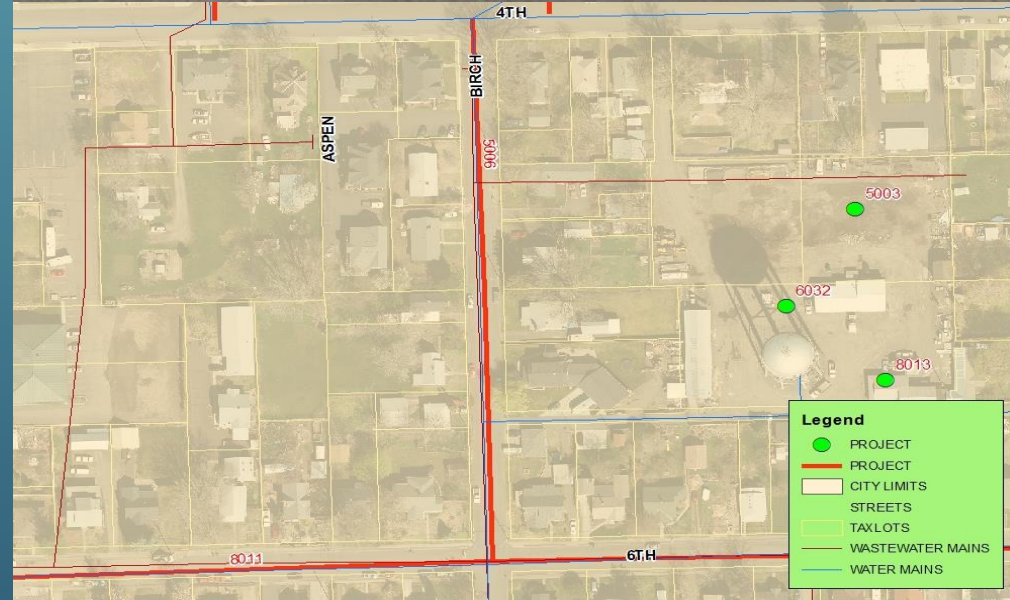


BIRCH AVE(4TH TO 6TH)

- ▶ Prioritization: High (2025)
- ▶ Roadway surface bad. Curb dislodged on east side of roadway. Stormwater issues.
- ▶ Engineering complete for project.
- ▶ Combined with SE 6th water main issue.
- ▶ State Public Works Trust Fund awarded \$3,402,450 for project.
- ▶ Estimated Cost:
 - ▶ Construction: \$3,402,450(2026).
 - ▶ **Total: \$3,402,450**

How do we pay for it?

- 100.0% State Public Works Trust Fund

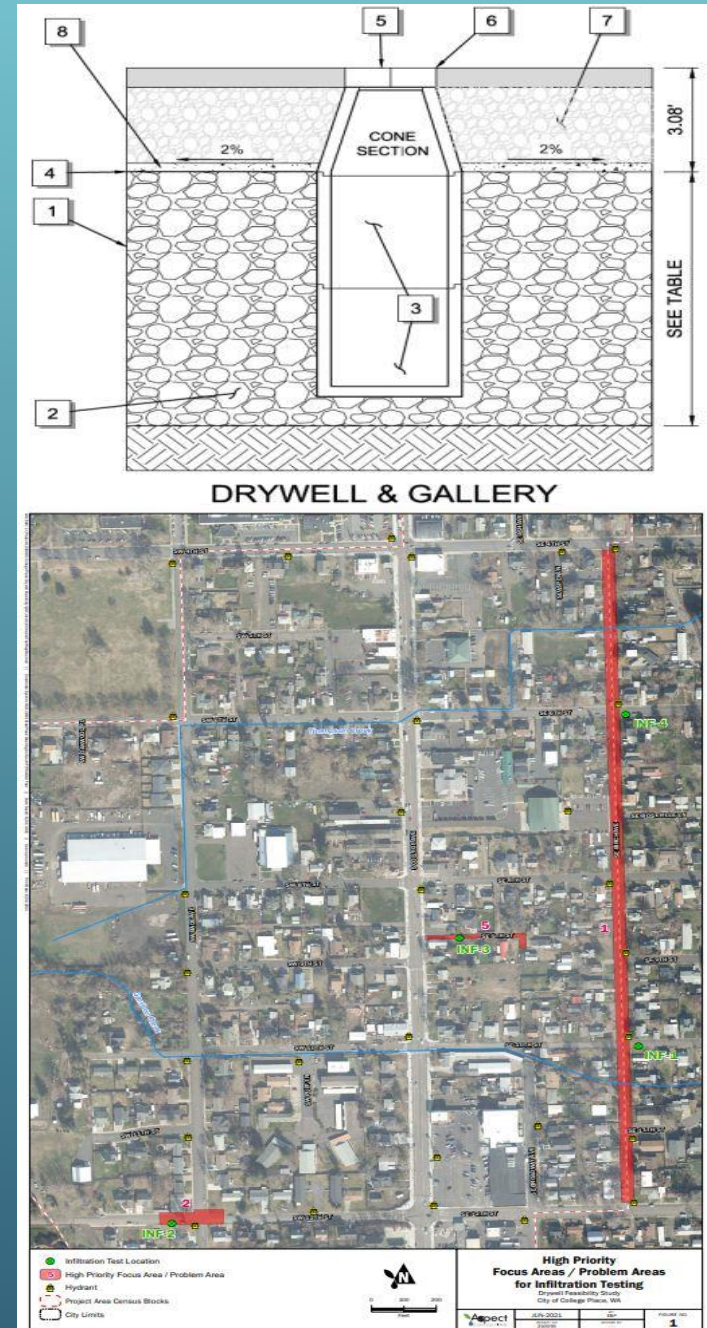


DRYWELL INSTALLATION PROGRAM

- ▶ Implementation of Aspect Consulting 2021 Drywell Study to Treat Stormwater in Central College Place to avoid having to put in large detention basin to treat the runoff.
- ▶ Prioritization: High (2022-2030)
- ▶ Funded 50% by State DOE Grant, 50% by State Stormwater Utility.
- ▶ \$99,930 every other year (FY 2026, FY 2028, FY 2030).
- ▶ Locations
 - ▶ Will install as City does road and sidewalk projects in the area.
- ▶ Estimated Cost
 - ▶ **Total Cost: \$299,790 (FY 2022 -2030)**

How do we pay for it?

- 50% State Department of Ecology Grant
- 50% Stormwater Utility

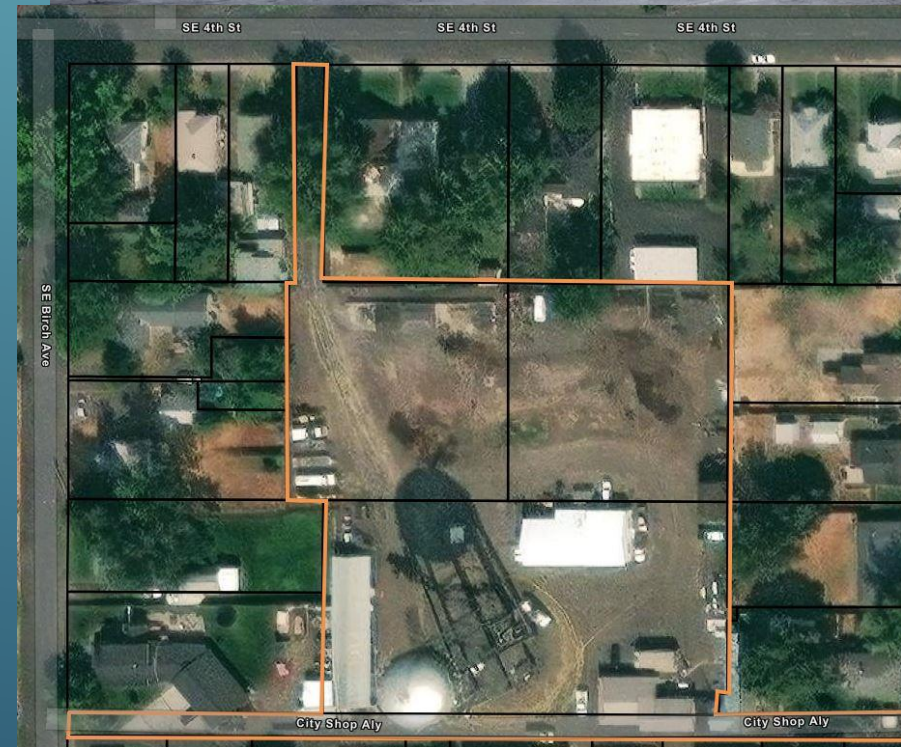


PUBLIC WORKS YARD STORM

- ▶ Prioritization: High (2025-2027)
- ▶ Stormwater infrastructure improvements needed for Public Works Yard. Seasonal creek runs through site.
- ▶ Pursue State Department of Ecology,, and other grant sources.
- ▶ PW Yard Storm Improvements: \$300,000
- ▶ Estimated Cost
 - ▶ Engineering (FY 2025): \$300,000
 - ▶ Construction (FY 2027): \$300,000
 - ▶ **Total Cost: \$600,000**

How do we pay for it?

- 75.0% - State Ecology Grant
- 25.0% - City Stormwater Utility



NW EARL LANE STORMWATER

- ▶ From Whitman Drive to Evans Avenue
- ▶ Prioritization: Medium (2025-2026)
- ▶ Design and construct stormwater infiltration system. Design in 2025 and construct in 2026.
- ▶ Project originally in Capital Facility Plan for FY 2019 and 2020 but was delayed due to cost overruns on NW Destito Ct.
- ▶ Estimated Cost
 - ▶ Engineering (2025): \$100,000
 - ▶ Construction (2026): \$500,000
 - ▶ **Total Cost: \$600,000**

How do we pay for it?

- 100.0% - Stormwater Utility Funds freed up from State Stormwater Hardship Capacity Grant.

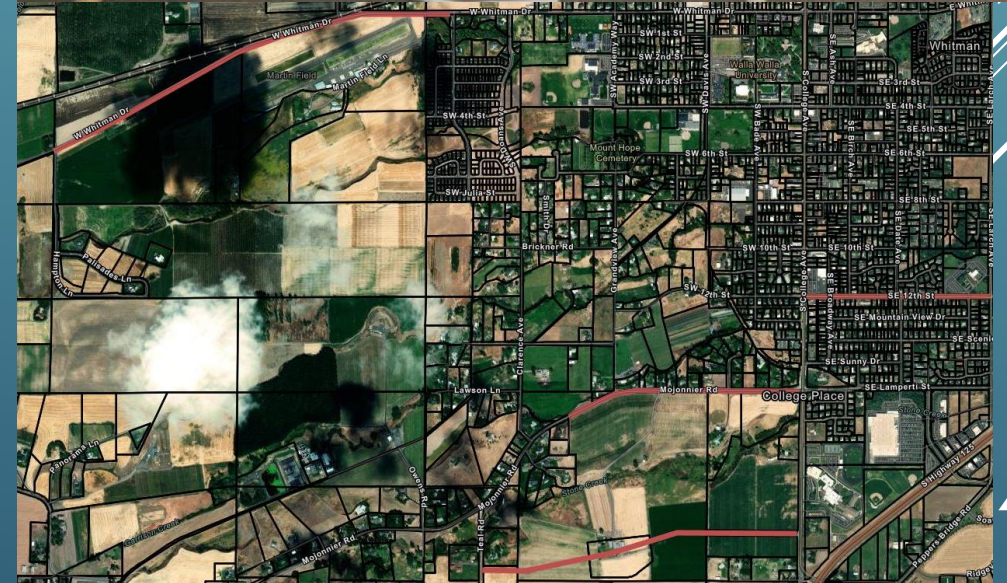


URBAN FORESTRY ENHANCEMENT

- ▶ Locations
 - ▶ SW Mojonnier Rd (College to Bluvue)
 - ▶ Proposed East-West Rd (College to Teal)
 - ▶ Whitman Drive (Homestead to Hampton Ln)
 - ▶ SE 12th (College to Larch)
- ▶ Prioritization: High(2025-2026)
- ▶ City obtained US Forest Service Urban Forestry Grant through the Inflation Reduction Act for \$600,000.
- ▶ City will install street trees and irrigation systems in corridor.
- ▶ Trees will be chosen by Park Board and City Council from adopted Street Tree Directory.
- ▶ Estimated Cost
 - ▶ **Total Cost: \$600,000**

How do we pay for it?

- 100.0% - US Forest Service Urban Forest Grant

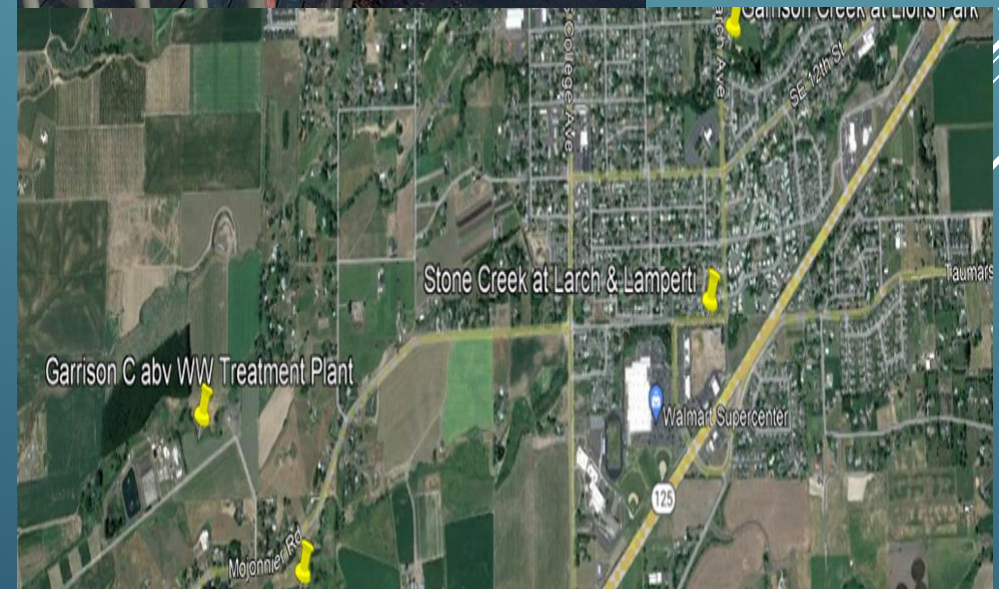


STREAM GAUGE INSTALLATION

- ▶ Locations
 - ▶ Upstream Garrison Creek: (Lions Park).
 - ▶ Downstream Garrison Creek: (Wastewater Treatment Plant).
 - ▶ Upstream Stone Creek: (SE Larch & Lamperti).
 - ▶ Downstream Stone Creek: (SW Teal).
- ▶ Prioritization: High(2025-Beyond)
- ▶ Installation Year 1 is \$112,500.
- ▶ Gauge Maintenance Annually: \$89,520
- ▶ City will install street trees and irrigation systems in corridor.
- ▶ Will help us get water quality data so we can enroll in NRCS PL-566 Grant Program.
- ▶ Requesting 2025 Walla Walla 2050 Office of Columbia River earmark for Year 1.
- ▶ Estimated Cost
 - ▶ **Total Cost: \$112,500**

How do we pay for it?

- 100.0% - Walla Walla 2050 Earmark (FY 2025)

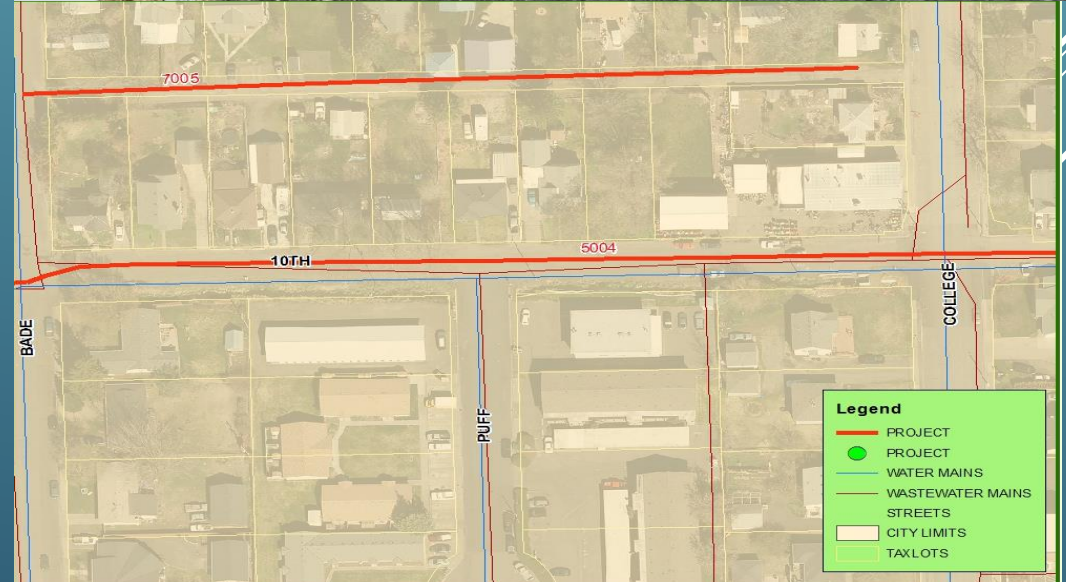


10TH STREET (COLLEGE TO BADE)

- ▶ From College to Bade Avenue
- ▶ Prioritization: High (2025-2026)
- ▶ Reconstruct 10th Street so it has curbs and storm inlets to treat stormwater draining to Garrison Creek adjacent to roadway.
- ▶ City obtained State Ecology Grant for Engineering.
- ▶ City will go after Ecology funds for Construction.
- ▶ Estimated Cost
 - ▶ Engineering (2025): \$150,000
 - ▶ Construction (2026): \$500,000
 - ▶ **Total Cost: \$650,000**

How do we pay for it?

- 80.0% - State Ecology Grant
- 20.0% - City Stormwater Utility

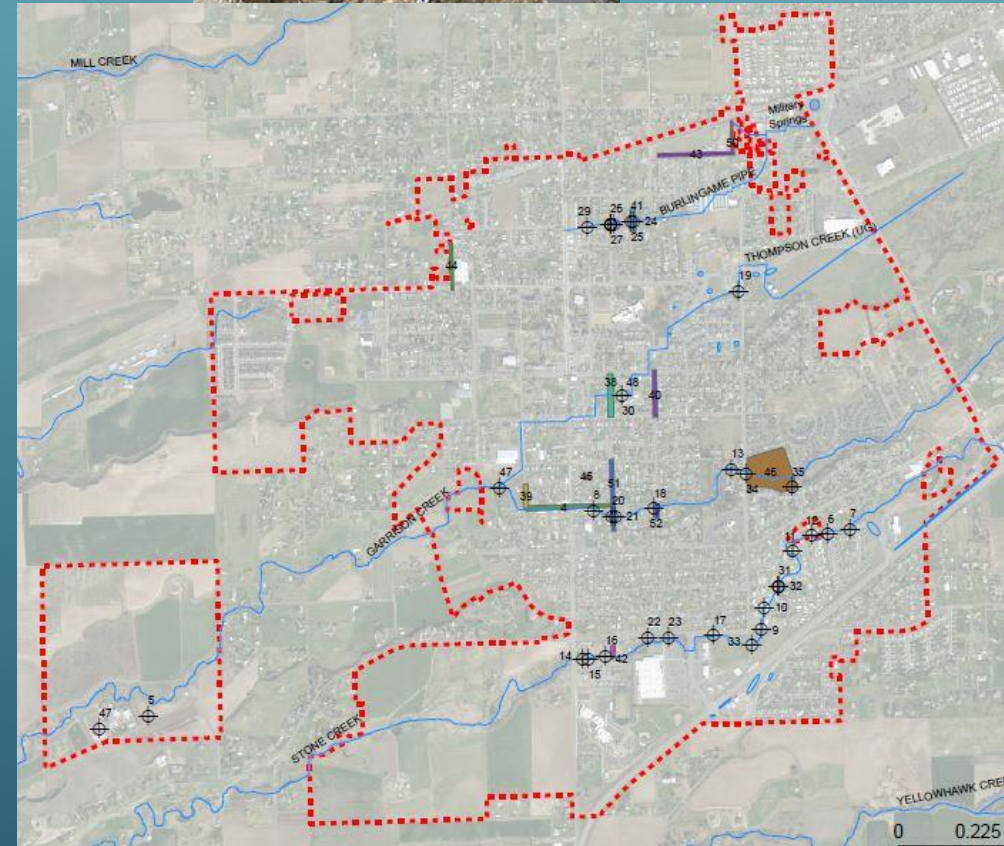


MUNICIPAL OUTFALL PROGRAM

- ▶ Need to replace various storm outfalls across the City that spills stormwater into natural water bodies so it complies with Federal and State National Pollutant Discharge Elimination System (NPDES) standards
- ▶ Prioritization: High (2020-Beyond)
- ▶ Funded 75% by State DOE Grant, 25% Storm Utility.
- ▶ \$400,000 annually.
- ▶ Locations
 - ▶ Prioritization to be determined through Stormwater Management Plan Criteria.
- ▶ Estimated Cost
 - ▶ **Total Cost: \$2,400,000 (FY 2025 to 2030)**

How do we pay for it?

- 75% - State Department of Ecology Grant
- 25% - City Stormwater Utility

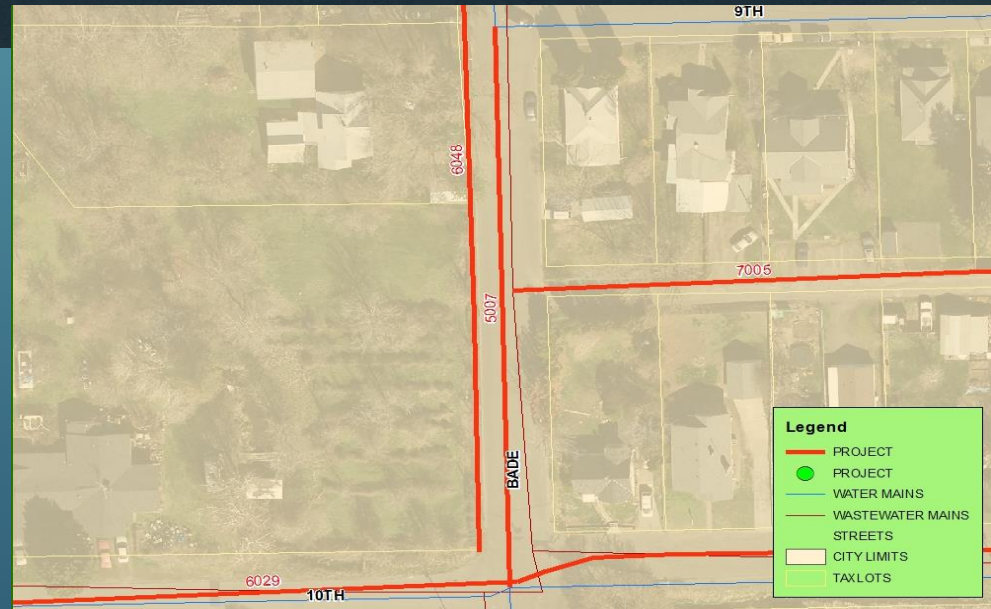
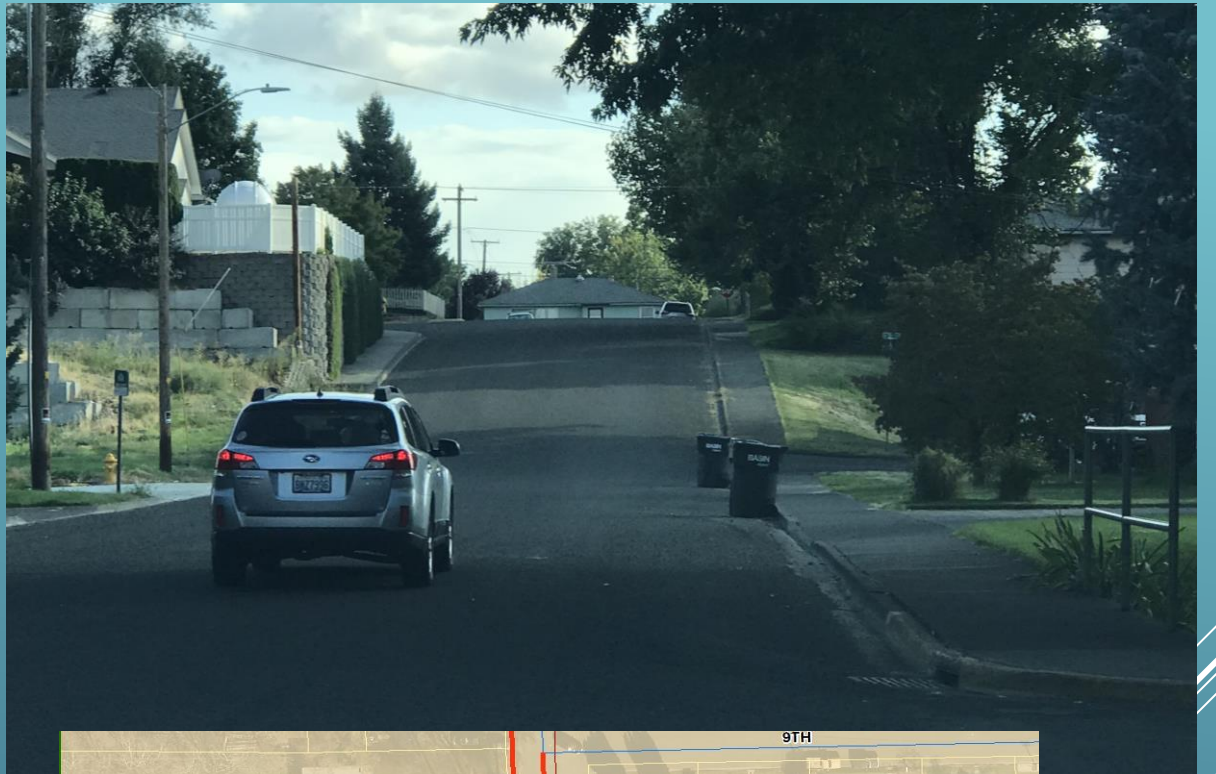


SE DATE AVE (8TH TO 11TH)

- ▶ From 8th to 11th Street
- ▶ Prioritization: Low (2029)
- ▶ Improve stormwater infrastructure on city block so it can more properly treat runoff into Garrison Creek.
- ▶ In City/State approved Stormwater System Master Plan.
- ▶ Funded by Local Stormwater Utility.
- ▶ Estimated Cost
 - ▶ **Total: \$456,000**

How do we pay for it?

- 100% City Stormwater Utility



D. STREET PROJECTS



ANNUAL CHIPSEAL PROJECT

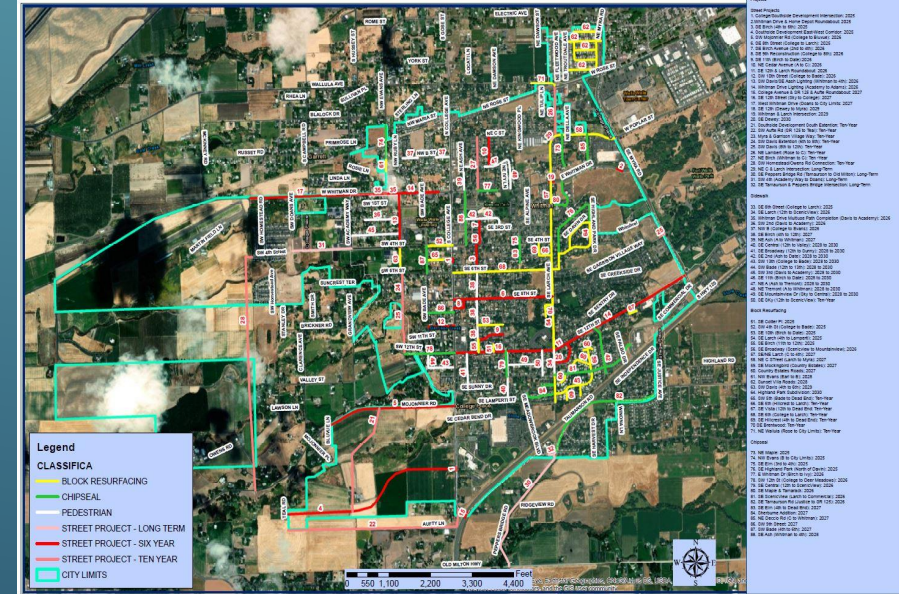
- ▶ Annual project that extends life of road by about a decade.
- ▶ Priority: High (Annually)
- ▶ **Annual expense: Around \$100,000 Annually/Reet I**
- ▶ 2025
 - ▶ NE Maple
 - ▶ NW Evans
 - ▶ SE Elm (150' S of 3rd)
 - ▶ SE Highland Park Dr (150 N of Davin Dr to Highland Park Dr)
- ▶ 2026
 - ▶ E. Whitman Drive (Birch to 440 ft east of Birch)
 - ▶ SW 12th (College Ave to Deer Meadows)
 - ▶ SE Central (Scenicview to 12th)
 - ▶ SE Maple and SE Tamarack
 - ▶ SE Tamaurson (SR 125 to

Justice)

- ▶ 2027
 - ▶ SE Elm (4th to Dead End)
 - ▶ Sherburne Addition
 - ▶ NE Deccio (C to Whitman)
 - ▶ SW 9th (College to Bade)
 - ▶ SW Bade (4th to 6th)
- ▶ 2028
 - ▶ SE Ash (Whitman to 4th)



2025 TO 2030 TRANSPORTATION IMPROVEMENT PLAN



How do we pay for it?

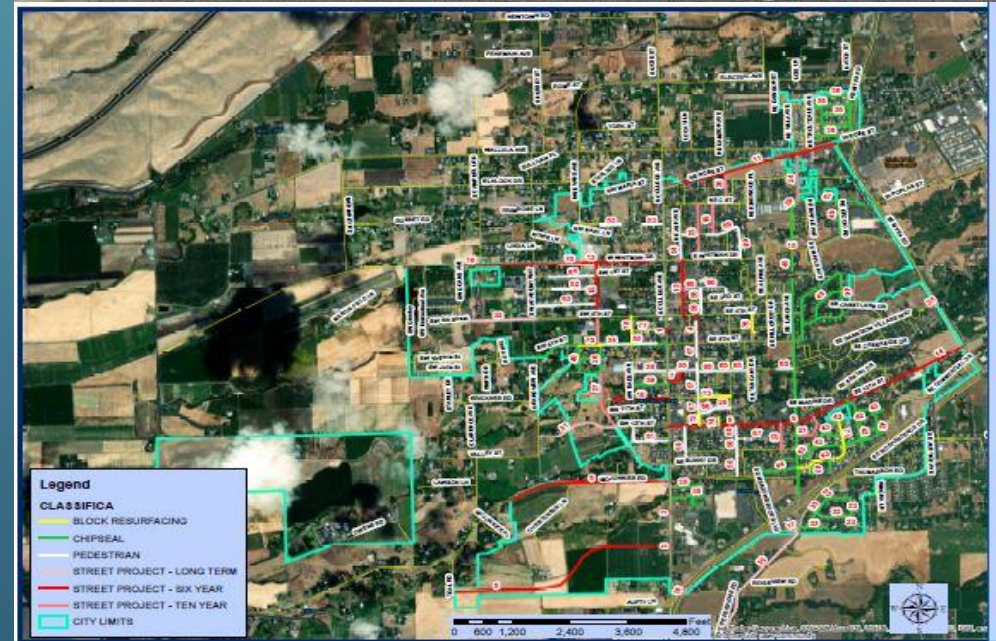
- 100% - REET 1

BLOCK RESURFACING PROGRAM

- ▶ Resurfacing of local roadways.
- ▶ Listing takes into account if Councilmanic 1/10th TBD was adopted.
- ▶ Priority: High (Annually)
- ▶ **Annual expense: \$34,000 REET 1 followed up by Transportation Benefit District Sales Tax Revenue .**
- ▶ 2025
 - ▶ SE Cotter Pl, SW 4th (College to Bade), SE 10th (Birch to Date)
- ▶ 2026
 - ▶ SE Larch (4th to 12th), SE Birch (11th to 12th), SE Broadway (SE Scenicview to SE Mountainview)
- ▶ 2027
 - ▶ SE/NE Larch Avenue (C to 4th Street), NE C Street (Larch to Myra)
- ▶ 2028
 - ▶ SE Mockingbird Drive (through Country Estates), and Country Estates Subdivision, NW Evans Avenue.
- ▶ 2029
 - ▶ Sunset Villa Subdivision
- ▶ 2030
 - ▶ Highland Park Addition

How do we pay for it?

- First \$34,000 – REET 1, Remainder Transportation Benefit District Sales Tax

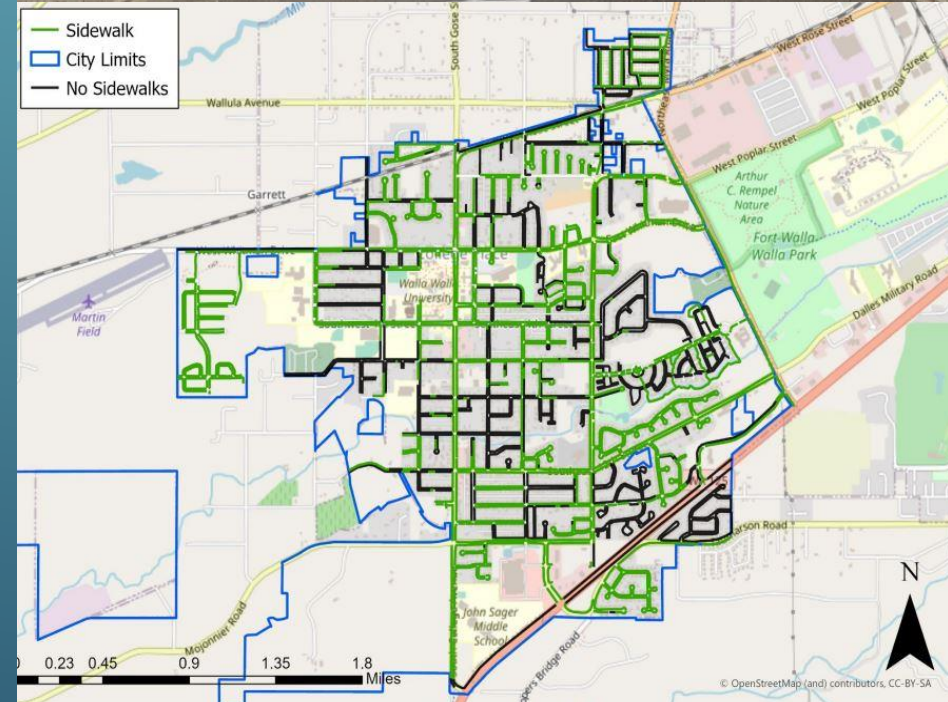


SAFEWALK COLLEGE PLACE

- ▶ Prioritization: Medium (2020 to 2030)
- ▶ Proposal is to utilize Proposed Transportation Benefit District funds as match to Community Development Block Grant funds in Block Group #9203.2 and #9203.3 and then WSDOT Safe Route to School, Highland Safety Program, and Ped/Bike Program for Others.
- ▶ Following sidewalks are prioritized based on Census Block Group and Safe Routes to School routes.
 - ▶ FY 2025: SE 8th Street (College to Larch) Engineering and Construction, Whitman Drive Multiuse Path Engineering.
 - ▶ FY 2026: Whitman Drive Path Construction (Davis to Academy) Engineering, Engineering of Sidewalk for SW 2nd (Davis to Academy) and NW B Street.
 - ▶ FY 2027: Construction of sidewalk on NW B Street (College to Evans) and SW 2nd (Academy to Davis), Engineering of sidewalk on SE Birch (4th to 12th) and NE Ash (A to Whitman).
 - ▶ FY 2028: Construction of sidewalk on SE Birch (4th to 12th) and NE Ash (A to Whitman), Engineering of sidewalk on SE Central (12th to ValleyView) and SE Broadway (12th to Sunny)
 - ▶ FY 2029: Construction of sidewalk on SE Central (12th to ValleyView) and Se Broadway (12th to Sunny); Engineering of SE 2nd (Ash to Date) and SW 13th (College to Bade)
- ▶ Need to acquire right-of-way for all of the proposals.
- ▶ Estimated Cost
 - ▶ FY 2025: \$1,184,765
 - ▶ FY 2026: \$699,232.26
 - ▶ FY 2027: \$1,055,777.49
 - ▶ FY 2028: \$1,225,459.82
 - ▶ FY 2029: \$1,116,948.51
 - ▶ FY 2030: \$963,528.60
- ▶ Total Cost: \$6,245,711.68

How do we pay for it?

- 10% City Transportation Benefit District Sales Tax
- 90% State TIB Grant, WSDOT Ped & Bike, Safe Routes to School Grant



DOWNTOWN PARKING LOTS

How do we pay for it?

- 100.0% City Tax Increment Financing District #1

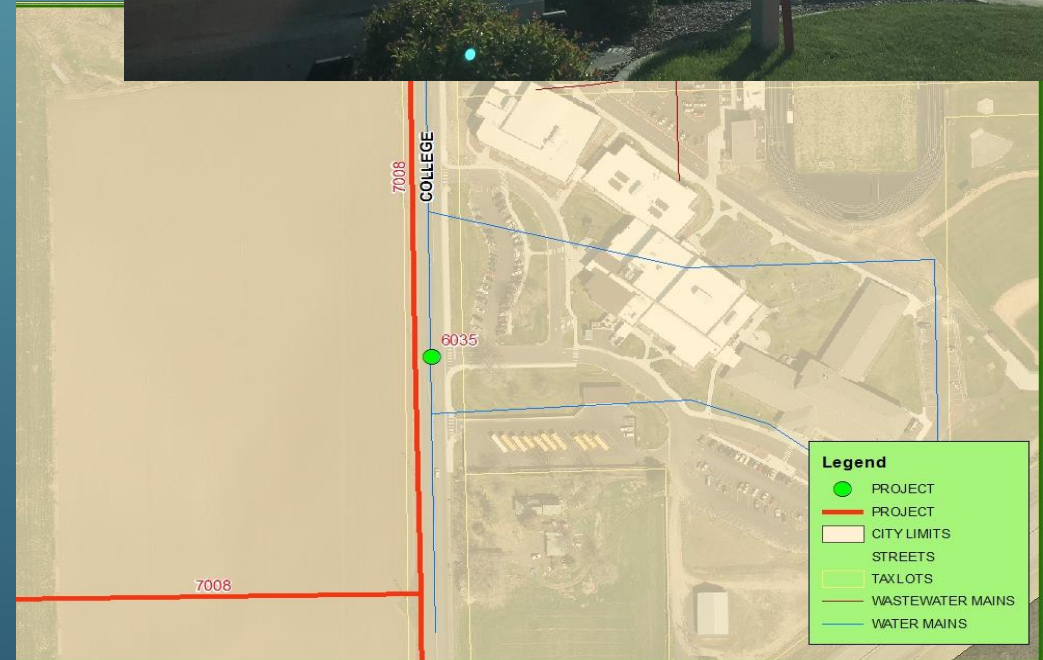


SIGNALIZATION OF STONE CREEK/LAKESIDE DEVELOPMENT

- ▶ Prioritization: Medium (2025-2026).
- ▶ Driven by development of Stone Creek/Lakeside Development.
- ▶ Developer contribution required.
- ▶ Intersection treatment needed for entryway into development (proposed East-West Rd) and College Place High School.
- ▶ Estimated Cost
 - ▶ Engineering (2025): \$125,000
 - ▶ Construction (2026): \$1,045,437
- ▶ **Total: \$1,170,437**

How do we pay for it?

- 50% College Place TIF District # 1
- 50% Developer Contribution



SE LAMPERTI & COLLEGE GUARDRAIL REPLACEMENT

- ▶ Prioritization: Medium (2025-2026)
- ▶ Reconfigure lanes to better accommodate school traffic and improve safety in the corridor.
- ▶ Highly traveled corridor with students from Walla Walla University and Davis Elementary School.
- ▶ Estimated Cost
 - ▶ Engineering (2025): \$100,000
 - ▶ Construction (2026): \$400,000
 - ▶ **Total: \$500,000**



How do we pay for it?

- 100% - City Streets Fund

SR 125/COLLEGE/AUFTE INTERSECTION RECONSTRUCTION

- ▶ Prioritization: Medium (2025-2027)
- ▶ Reconfigure intersection to better convey traffic to west development, College Ave, and Peppers Bridge corridor.
- ▶ Highest trafficked intersection in the Walla Walla Valley (20,000 ADT)
- ▶ Estimated Cost
 - ▶ Engineering (2025-2026): \$601,858.80
 - ▶ Construction (2027): \$3,460,688.30
 - ▶ **Total: \$4,062,547.10**

How do we pay for it?

- Engineering (2025 to 2026): 25% - City Transportation Benefit District, 50% - State CERB Grant, 25% - WSDOT Freight Grant.
- Construction (2027): 50% - State Freight Mobility Grant, 50% - Federal Congressional Directed Spending



WHITMAN & DAVIS LIGHTING/SIDEWALK PROJECT

- ▶ Prioritization: High (2025-2026)
- ▶ Project is within City Local Road Safety Plan.
- ▶ State Highway Safety Project.
- ▶ Add pedestrian street lighting on Whitman Drive (Adams to Davis).
- ▶ Add pedestrian street lighting on SW Davis Ave from Whitman Drive to SW 6th Street.
- ▶ RFB at Whitman & Davis and 4th & Davis.
- ▶ New sidewalk on SW Davis (4th to 6th).
- ▶ Repave SW Davis (4th to 6th).
- ▶ Estimated Cost
 - ▶ Engineering (2025): \$319,000.00
 - ▶ Construction (2026): \$933,000.00
- ▶ **Total: \$1,252,000.00**

How do we pay for it?

- 100% - Washington State Department of Transportation Highway Safety Improvement Program Grant.



NE ROSE ST (ASH TO CAREY) PEDESTRIAN STREET LIGHT PROJECT

- ▶ Prioritization: High (2025-2026)
- ▶ Originally obtained out of call Complete Street grant for implementation.
- ▶ Had to delay and go after more grants due to cost escalations due to materials and lack of conduit in appropriate places.
- ▶ Original estimated cost: \$500,000. New cost \$2 million.
- ▶ Pedestrian streetlamps on NE Rose between Ash and Carey Ct.
- ▶ Estimated Cost
 - ▶ Engineering/BidPrep (2025): \$200,000.00
 - ▶ Construction (2026): \$1,828,547.00
 - ▶ **Total: \$2,028,547.00**

How do we pay for it?

- 90% - State TIB Complete Street Grant
- 10% - City Transportation Benefit District

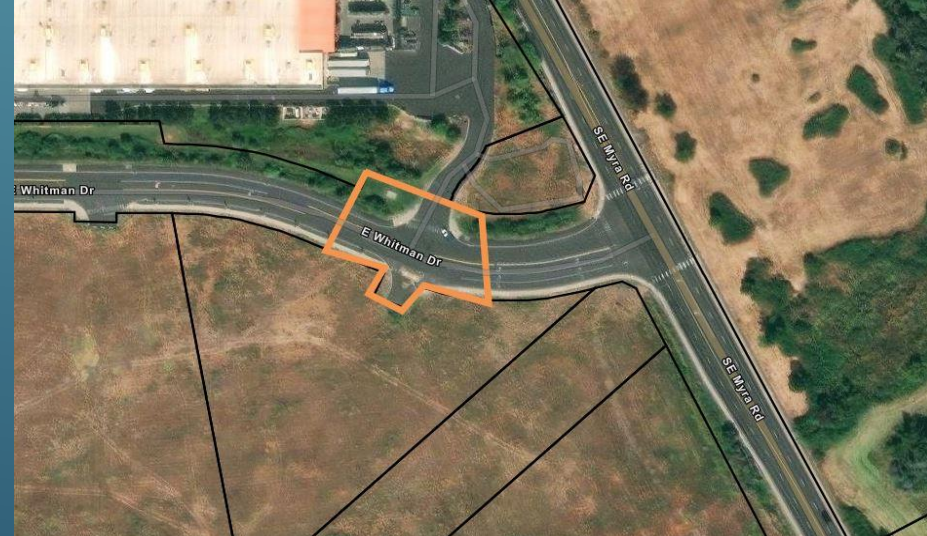


WHITMAN & HOME DEPOT INTERSECTION

- ▶ Prioritization: Medium (2025-2026)
- ▶ Reconfigure entryway to allow for full range of multimodal motions and allow full entry into property to the south.
- ▶ Dependent on engineering could be either full entryway or a traffic circle.
- ▶ Estimated Cost
 - ▶ Full Engineering (2025): \$288,200.00
 - ▶ Construction (2026): \$960,538.00
 - ▶ **Total: \$1,248,738.00**

How do we pay for it?

- 90% - State TIB UAP Grant
- 8% - City Transportation Benefit District
- 2% - Developer Contribution



12TH & LARCH INTERSECTION RECONSTRUCTION

- ▶ Prioritization: Medium (2025-2026)
- ▶ Project identified as being tripped by anticipated traffic counts in 2023 as far back as 2017 CERB Planning Study.
- ▶ Roundabout identified as best intersection treatment.
- ▶ Estimated Cost
 - ▶ Full Engineering (2025): \$301,376.00
 - ▶ Construction (2026): \$1,200,000.00
 - ▶ **Total: \$1,501,376.00**

How do we pay for it?

- 90% - State TIB UAP Grant
- 10% - City Transportation Benefit District



LARCH WALL NEAR SE 5TH & LARCH

- ▶ Prioritization: Medium (2026)
- ▶ Remove portion of failing wall and replace.
- ▶ Estimated Cost
 - ▶ **Total: \$100,000**



How do we pay for it?

- 100% - City Street Improvement Fund

PUBLIC WORKS YARD REPLACEMENT.

- ▶ Prioritization: Medium (2026 - 2027)
- ▶ Facility study to identify future needs in process.
- ▶ Best site is on grounds of Wastewater Treatment Plant along Owens Rd.
- ▶ FY 2027: Construct replacement facility.
- ▶ Estimated Cost
 - ▶ FY 2026: Engineering/Architecture: \$830,000.00
 - ▶ FY 2027: Construction: \$13,302,000.00
- ▶ **Total Cost: \$14,000,000.00**

How do we pay for it?

- 25% - FEMA HMA/BRIC Grant
- 10% - Pacific Power Rebates
- 21.7% - Water Utility
- 21.7% - Wastewater Utility
- 21.7% - Stormwater Utility

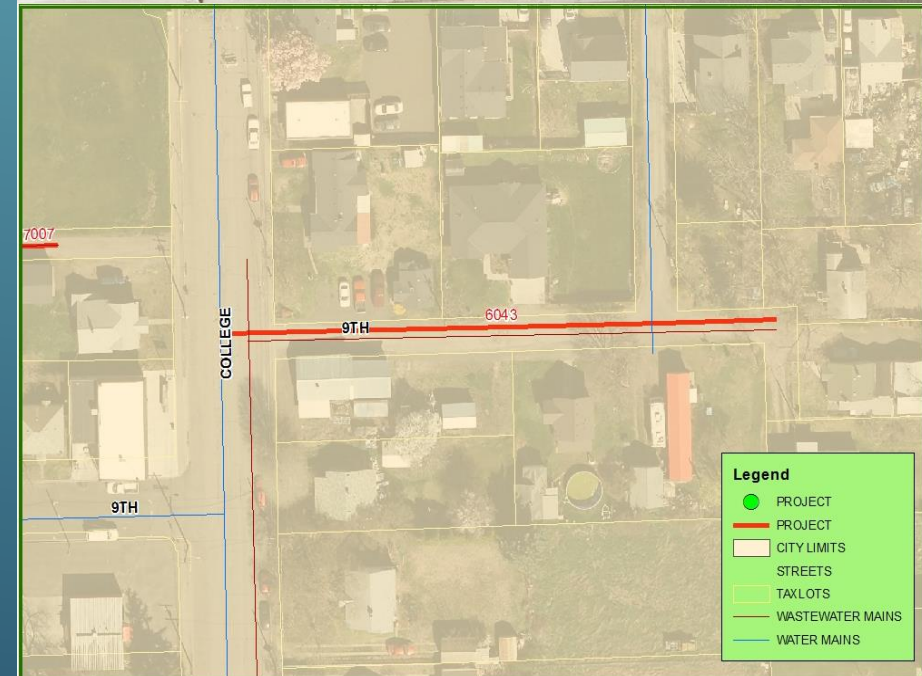


SE 9TH (COLLEGE TO DEAD END)

- ▶ Prioritization: Low (2026)
- ▶ SE 9th Street: College Ave to Dead End
- ▶ Surface 0.06 miles of gravel/dirt roadway
- ▶ Limited right-of-way. No storm facilities.
- ▶ Only five properties have sole access from roadway.
- ▶ Estimated Cost
 - ▶ **Total: \$700,000.00**

How do we pay for it?

- 80.0% - CDBG Grant, LID, or State Grant
- 20.0% - City Transportation Benefit District

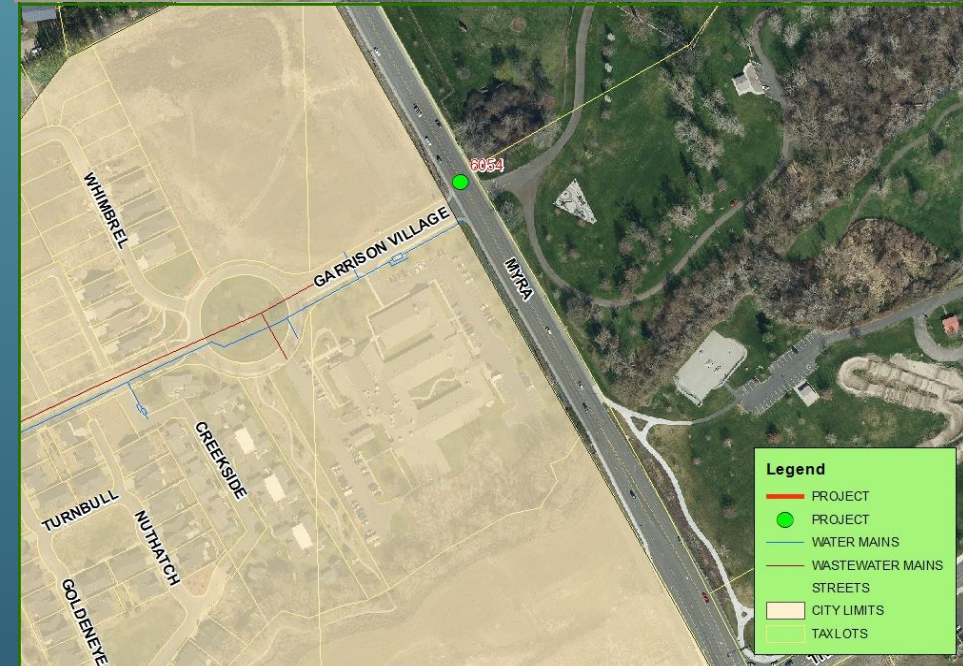


PEDESTRIAN SIGNALIZATION AT MYRA RD & GARRISON VILLAGE WAY

- ▶ Prioritization: Low (2026-2027).
- ▶ Dependent upon either developer contribution or WSDOT Pedestrian Safety Grant.
- ▶ Local Road Safety Plan/ADA Transition Plan will help obtain funds which City now has.
- ▶ Much pedestrian activity between Villages at Garrison Creek development and Fort Walla Walla park.
- ▶ Myra Rd has ADT of about 15,000
- ▶ Estimated Cost
 - ▶ Engineering (2026): \$100,000.00
 - ▶ Construction (2027): \$500,000.00
- ▶ **Total: \$600,000.00**

How do we pay for it?

- 20% - City of Walla Walla
- 20% - City of College Place Streets
- 30% - Developer Contribution
- 30% - WSDOT/TIB State Grant

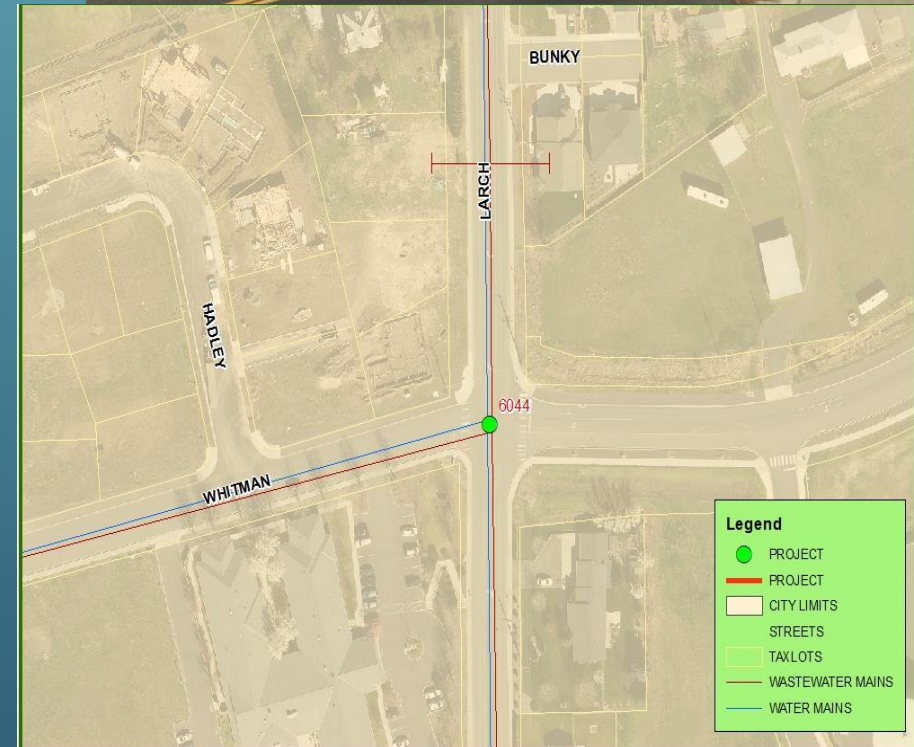


WHITMAN & LARCH INTERSECTION

- ▶ Low (2029) Stop Sign Intersection currently functions as two-way stop. Larch is thru intersection.
- ▶ CERB Planning Grant recommended immediate conversion to four-way stop. By 2025 stoplight recommended.
- ▶ Looking at developer contributions, local funds, and TIB for improvements.
- ▶ Estimated Cost
 - ▶ Engineering (2028) - \$301,376.00
 - ▶ Construction (2029) - \$1,200,000.00
- ▶ **Total: \$1,501,376.00**

How do we pay for it?

- 40% Developer Fees
- 40% State CERB Construction Grant
- 20% City Street Improvement Fund or Proposed Transportation Benefit District

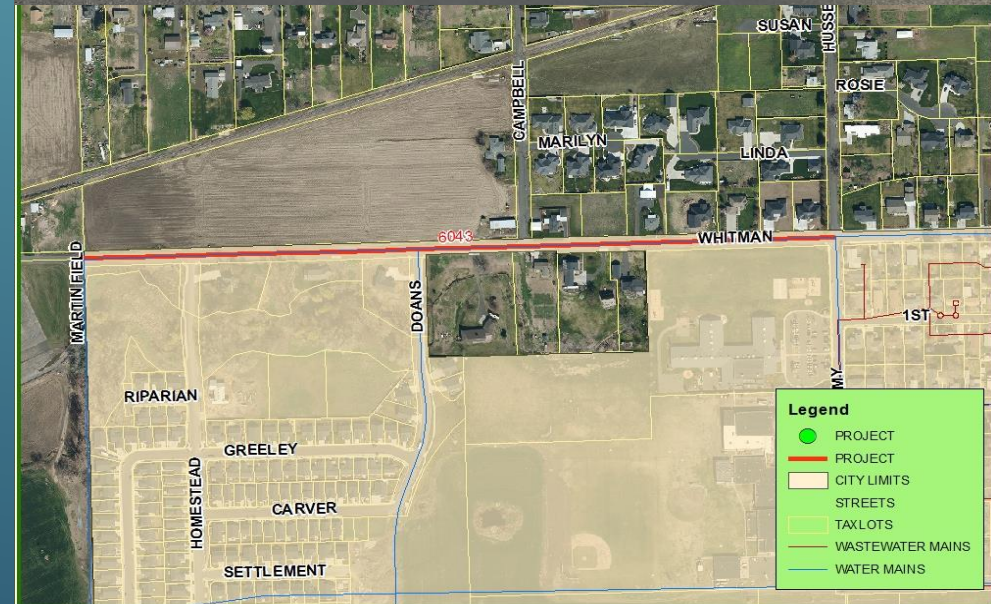


WHITMAN DR IMPROVEMENTS

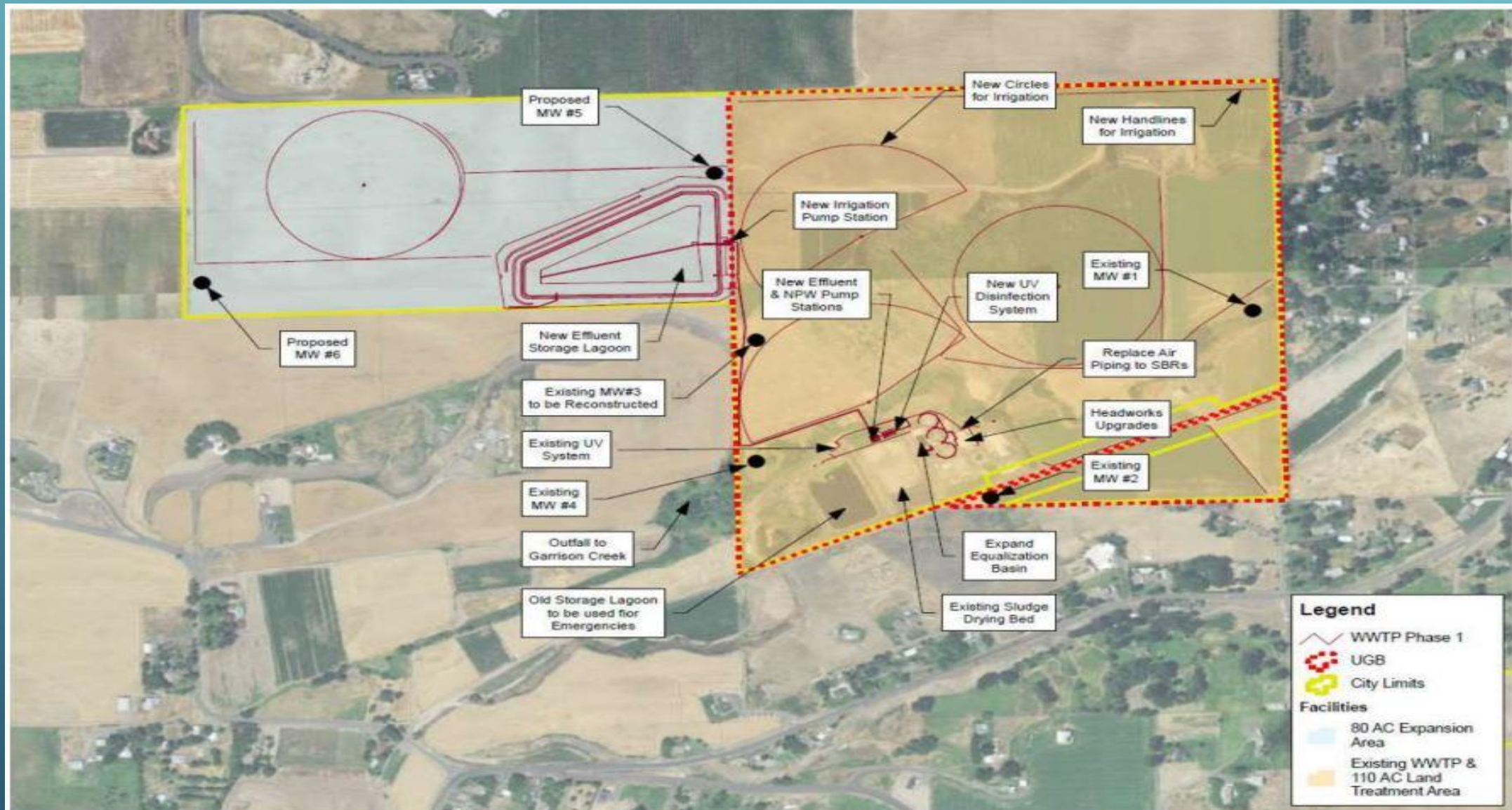
- ▶ Prioritization: Low (2027).
- ▶ Only ½ street improvements done in 2010.
- ▶ Finish north side with curb, gutter, storm, and new pavement.
- ▶ This project will become critical as Martin Airfield is still in the City's urban growth area and development may occur out there.
- ▶ Academy Way to western City Limit by Martin Airfield. Eligible for TIB, State, and Federal Grants.
- ▶ Estimated Cost
 - ▶ **Total: 1,048,616.70**

How do we pay for it?

- 50% - Developer Impact Fee/Contributions
- 50% - State TIB Grant/UAP



E. WASTEWATER PROJECTS

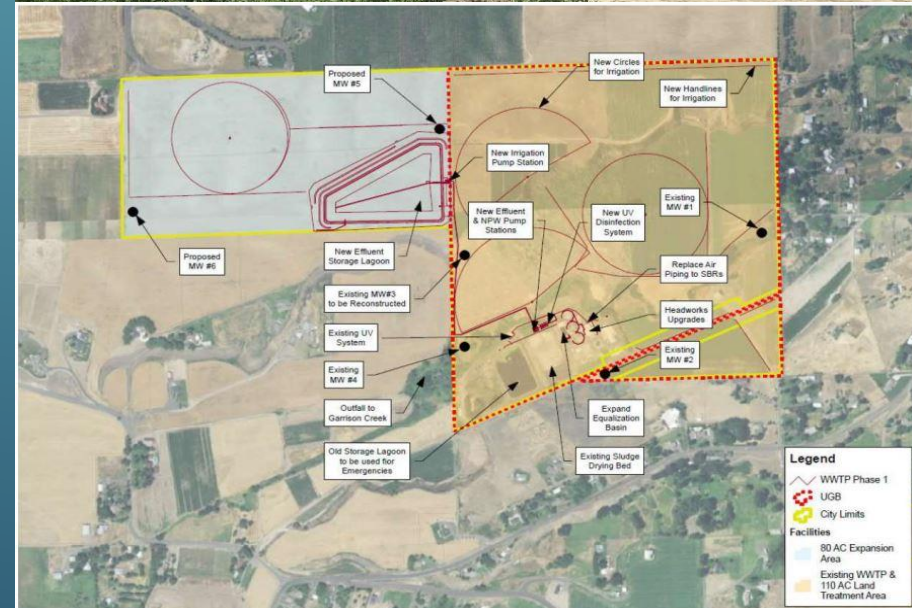


WASTEWATER TREATMENT PLANT IMPROVEMENTS – PHASE I

- ▶ Prioritization: High (2023-2026)
- ▶ Project Location: Owens Rd & Mojonnier.
- ▶ Improvements needed to satisfy new NPDES Permit.
- ▶ Improvements include headworks, reparation and cooling, and land treatment.
- ▶ In 2019 acquired 80 acres for land treatment/basin by State Department of Natural Resources adjacent to site.
- ▶ In 2019 also awarded State Loan of \$2,500,000 for design with \$600,000 principal forgiveness.
- ▶ In 2022 the State awarded the City a funding package of \$26 million with \$13 million grant and \$13 million low interest loan for this, Lift Station #5 and sewer lining projects.
- ▶ Investigating regionalization with City of Walla Walla.
- ▶ FY 2025: Phase 1A Headworks - \$5 million
- ▶ FY 2026: Either complete Phase 1B storage and facility improvements - \$15 million
- ▶ **Total: \$20 million**

How do we pay for it?

- 13.5% Federal Earmark Grant
- 38.5% State Ecology Hardship Grant
- 48.0% State Ecology Subsidized Loan/City Wastewater Fund



WASTEWATER LIFT STATION #5 REPLACEMENT

- ▶ Prioritization: High (2025)
- ▶ Project Location: SW 1st Street (632 to 529 Area)
- ▶ Replace over capacity wastewater lift station.
- ▶ City is relocating lift station to properly on south side of road and building conventional building.
- ▶ City acquired north half of property at 530 SW 2nd to relocate new lift station to.
- ▶ Project included new pavement, new sidewalk, and appropriately sized lift station.
- ▶ Construction in process FY 2024, to wrap up in FY 2025.
- ▶ Large State Ecology financing package will cover construction.
- ▶ Remaining Construction Cost (2025): \$2,000,000
- ▶ **Total Cost: \$2,000,000**

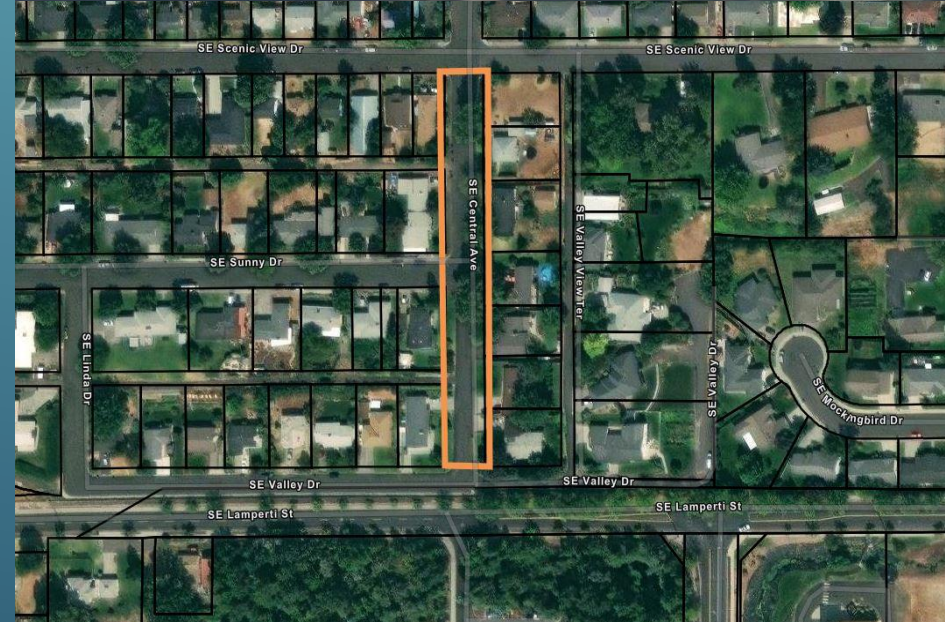
How do we pay for it?

- 50% State Ecology Grant
- 50% State Ecology Loan



SE CENTRAL AVE WASTEWATER LINE PROJECT

- ▶ Prioritization: Low (2027)
- ▶ Project Location: SE Central Ave (ScenicView to Valley Dr.
- ▶ Replace private decayed wastewater line serving many homes with city-owned one built to city standards.
- ▶ Funded by Wastewater Utility.
- ▶ **Total Cost: \$455,942**



How do we pay for it?

- 100.0% City Wastewater Utility

F. WATER PROJECTS



WELL NO# 8 DEVELOPMENT

- ▶ Prioritization: High (2024-2025)
- ▶ Well #8 location on SW Teal Rd adjacent to SW Sewer Lift Station.
- ▶ Will help supply west end of system (West of College Avenue).
- ▶ City needs additional wells to increase resiliency and be able to meet peak demand at geographically dispersed areas of town.
- ▶ Well shaft is drilled and lined.
- ▶ Need to construct wellhouse, get mechanical/electronic material, and link into the system.
- ▶ Cost.
 - ▶ Construction (2025): \$4,000,000.00
 - ▶ **Total: \$4,000,000.00**

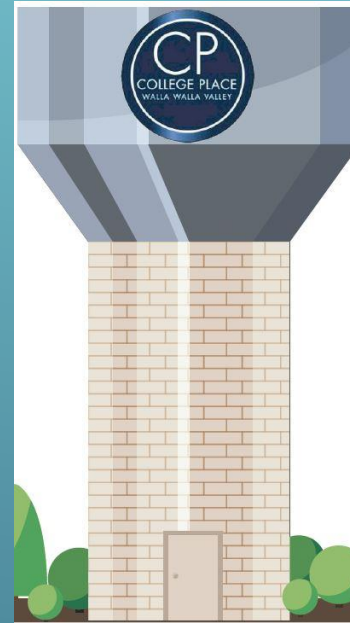
How do we pay for it?

- 50% - State DOH Grant
- 50% - State DOH Low-Interest Loan



WEST COLLEGE PLACE WATER TOWER TRANSMISSION MAIN

- ▶ Prioritization: High (2025)
- ▶ Transmission main to connect tower to water system.
- ▶ Project is fully engineered.
- ▶ Need to construct main during the SW Mojonnier project for that portion so we don't have to rip up a new road SW Mojonnier (College to Owen)
- ▶ Cost
 - ▶ FY 2025 –Construction: \$5,000,000.00
 - ▶ **Total: \$5,000,000.00**

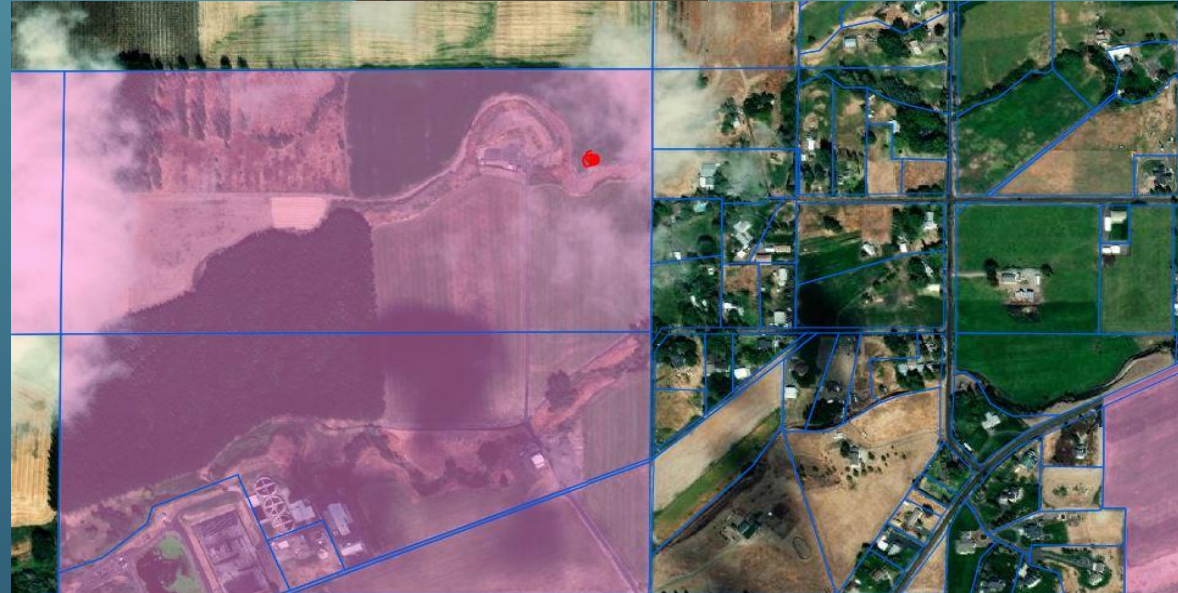
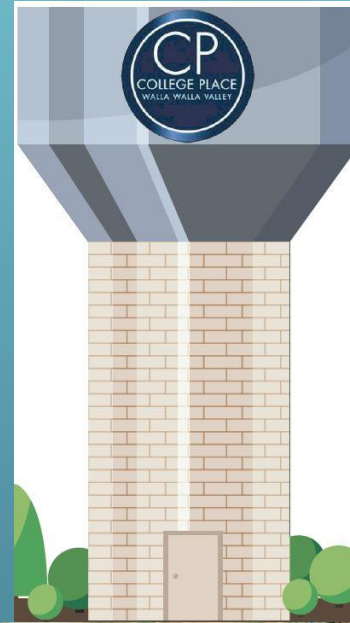


How do we pay for it?

- 25% - City Water Utility
- 25% - State DOH Grant/Loan
- 25% - City Tax Increment Finance District
- 25% - Federal Earmark (Mojonnier)

WEST COLLEGE PLACE WATER TOWER RESERVOIR #4

- ▶ Prioritization: High (2025-2026)
- ▶ Best project location is on bluff in northeast section of City Wastewater Treatment Plant property.
- ▶ Water storage tank needed to serve community as development occurs and to achieve the goal of having 48 hours of potable water storage.
- ▶ 1,000,000 Gallon Elevated Water Reservoir.
- ▶ Transmission main to connect tower to water system.
- ▶ Cost
 - ▶ FY 2025 (Construction): \$8,000,000.00
 - ▶ FY 2026 (Construction): \$10,000,000.00
- ▶ **Total: \$18,000,000.00**



How do we pay for it?

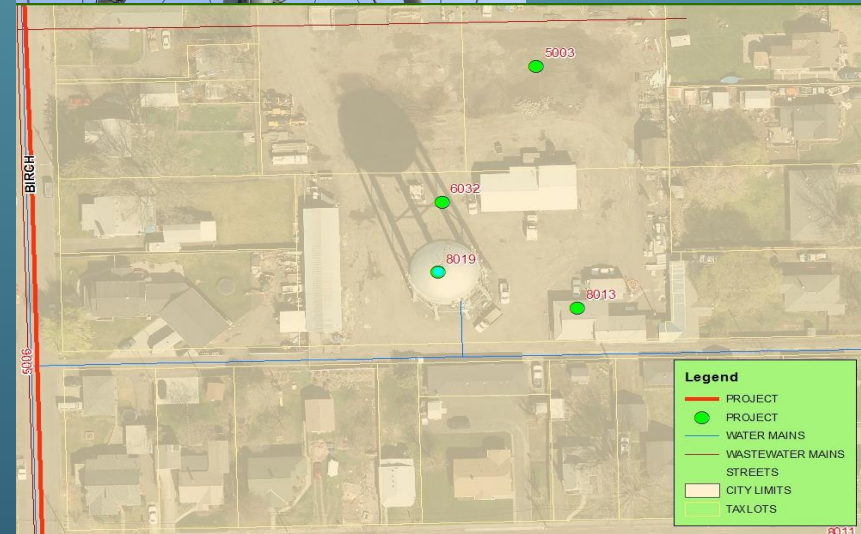
- 25.0% - State DOH Grant
- 25.0% - State DOH Loan
- 25.0% - Federal WRDA Grant
- 25.0% - Federal CDS Grant

REPAINT CENTRAL COLLEGE PLACE WATER TOWER

- ▶ Prioritization: High (2024 to 2026)
- ▶ Project Location: Public Works Yard located between Birch, Date, 4th, and 6th.
- ▶ Elevated water tank dates back to 1949.
- ▶ Central water tower is due for repainting. Higher cost since exterior paint is lead-based so will need to encase painting work in plastic.
- ▶ Water tower also needs to be seismically retrofitted and have overflow sized to current standards.
- ▶ Water utility will cover repainting cost.
- ▶ FEMA BRIC/HMA Grant we obtained will cover most of the overflow and seismic retrofit work.
 - ▶ FY 2025: \$207,000.00
 - ▶ FY 2026: \$2,000,000.00
- ▶ **Total: \$2,207,000.00**

How do we pay for it?

- 87.5% - FEMA BRIC/HMA Grant
- 12.5% - Water Utility



WELL #3 ELECTRICAL GENERATOR

- ▶ Prioritization: Medium (2025 - 2026)
- ▶ Project Location: Well #3 located on east side of SE Larch & Lamperti intersection.
- ▶ Well #3 dates back to 1967.
- ▶ The well lacks an electrical generator.
- ▶ FEMA HMA/BRIC Grant we are pursuing to cover 75% of the work.
- ▶ **Cost**
 - ▶ FY 2025 (Engineering): \$426,000.00
 - ▶ FY 2026 (Construction): \$1,000,000.00
 - ▶ **Total: \$1,426,000.00**

How do we pay for it?

- FY 2025: 100% State Public Works Trust Fund
- FY 2026:
 - 87.5% - FEMA HMA Grant
 - 12.5% - City Water Fund

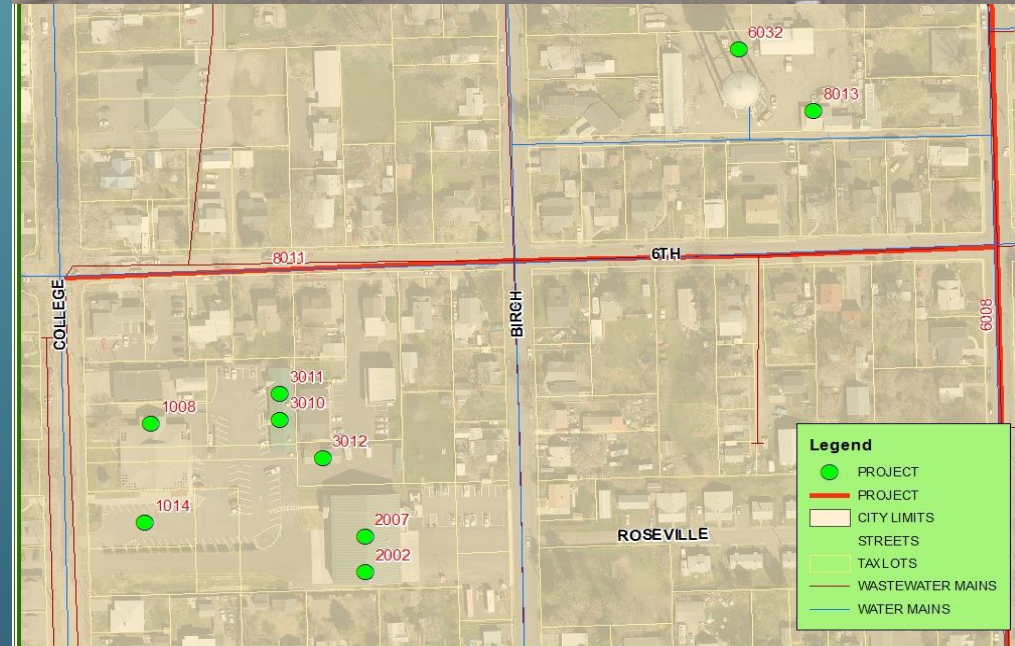


HIGH PRIORITY WATER MAIN REPLACEMENT PROGRAM

- ▶ Prioritization: High (2023 to Beyond)
- ▶ Replacement of critical neighborhood water lines in decayed condition identified in adopted 2022 Water System Plan.
- ▶ Locations
 - ▶ FY 2026 engineering /2026 construction: SW 4th & 5th (College to Bade)
 - ▶ FY 2026 construction of SE 6th (College to Date)
 - ▶ FY 2027 engineering/2028 construction: SE 8th & SE Elm
- ▶ Funded by Water Utility.
- ▶ Estimated Cost
 - ▶ FY 2026: \$1,250,000
 - ▶ FY 2027: \$100,000
 - ▶ FY 2028: \$450,000
- ▶ **Total: \$1,800,000**

How do we pay for it?

- 100% - Water Utility



MEDIUM PRIORITY NEIGHBORHOOD WATER MAIN REPLACEMENT PROGRAM

- ▶ Prioritization: Medium (2026-2028)
- ▶ Replacement of critical neighborhood water lines in decayed condition identified in adopted 2022 Water System Plan.
- ▶ Locations
 - ▶ FY 2026: NE Lambert (Rose to C)
 - ▶ FY 2027: SW 8th (College to Bade)
 - ▶ FY 2028: SE Robin (Scenic View to Mockingbird)
- ▶ Funded by Water Utility.
- ▶ Estimated Cost
 - ▶ FY 2026: \$317,000
 - ▶ FY 2027: \$10,000
 - ▶ FY 2028: \$63,000
- ▶ **Total: \$390,000**

How do we pay for it?

- 100% - Water Utility



XV. TABLE OF ACRONYMS

- ▶ ADA: Americans with Disabilities Act
- ▶ AMI: Advanced Metering Infrastructure
- ▶ AMR: Automated Metering Infrastructure
- ▶ CDBG: Community Development Block Grant
- ▶ EDA: Economic Development Administration
- ▶ DNR: Department of Natural Resources
- ▶ LID: Local Improvement District
- ▶ LTGO: Limited Tax General Obligation
- ▶ PWTF: State Public Works Trust Fund
- ▶ PVC: Polyvinyl Chloride
- ▶ RCO: Recreation and Conservation Office
- ▶ REET: Real Estate Excise Taxes
- ▶ SR: State Route
- ▶ SRTS: Safe Routes to School
- ▶ TIB: Transportation Improvement Board
- ▶ UGA: Urban Growth Area
- ▶ WSDOT: Washington State Department of Transportation
- ▶ WSRB: Washington Survey and Rating Bureau
- ▶ WWTP: Wastewater Treatment Plant



City of College Place: Capital Facility Plan (2025 to 2030) * Many projects subject to availability of grant dollars & future development*														
Name of Project	Project ID	Prioritization	Project Location	Project Description	Status	Year Budget	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total Project Cost	How is project funded?
Administration/Community Development														
City Hall Sallyport Conversion	1018	High	City Hall	Convert former Sallyport to Offices. City Admin Office, Conf Room, Mayor Office. FY 2024 Construction. Also, add a generator in FY 2025.	Budgeted	2025	\$ 1,000,000.00	\$ 3,000,000.00					\$ 4,000,000.00	25% Federal Congressional Directed Spending; 25% State Energy Efficiency Grant; 50% FEMA BRIC/HMGP Grant
Municipal Campus ADA Sidewalk Compliance	1020	Low	City Hall	Update sidewalks at Municipal Campus to be ADA Compliant.	Planned	2026		\$ 40,000.00					\$ 40,000.00	100% Facilities Maintenance Reserve (funded by CE)
City Hall Conference Room Furnishings	1013	Low	City Hall	Conference room, eight offices, break room.	Planned	2026		\$ 100,000.00					\$ 100,000.00	Facilities Maintenance Reserve (funded by CE)
Keycard Access City Buildings	1016	Medium	All Facilities	Uniform electronic keycard access for all city buildings.	Planned	2026		\$ 450,000.00					\$ 450,000.00	Facility Maintenance Reserve with Transfer from Utilities.
City Hall Parking Lot (East End Improvements)	1014	Low	City Hall	Patch, sealcoat, stripe, move dumpster, remove fence, parking stops, ADA ramp to City Hall. landscaping around City Hall and PD. underground power to charging stations and remove power pole.	Planned	2026		\$ 100,000.00					\$ 100,000.00	Facility Maintenance Reserve (funded by CE)
City Hall Exterior Beam Repair	1001	Low	City Hall		Planned	2026		\$ 40,000.00					\$ 40,000.00	Facilities Maintenance Reserve (funded by CE)
City Hall Exterior Paint	1017	Low	City Hall	Paint exterior & replace gutters.	Planned	2026		\$ 15,000.00					\$ 15,000.00	Facilities Maintenance Reserve (funded by CE)
City Hall Landscaping	1002	Low	City Hall	FY 2023 - Remove arborvitae and install low maintenance vegetation/plant Christmas tree. FY 2027 - Landscaping around City Hall campus.	Planned	2027			\$ 54,269.00				\$ 54,269.00	Facilities Maintenance Reserve (funded by CE)
City Hall Restroom Renovation	1015	Low	City Hall	Replace tile, stalls, fixtures, counterlights, paint-two public, three staff.	Planned	2027			\$ 60,000.00				\$ 60,000.00	Facility Maintenance Reserve (funded by CE)
Total: Administration/Community Development							\$ 1,000,000.00	\$ 3,745,000.00	\$ 114,269.00	\$ -	\$ -	\$ -	\$ 4,859,269.00	
Fire Department														
Regional Fire Training Tower Contribution	2016	High	City of WW	City 1/3 share contribution prorated over five years for replacement fire training tower. On Year 4 of 5. Tower exists and is in use.	Budgeted	2021	\$ 64,900.00	\$ 64,900.00					\$ 129,800.00	Facility Maintenance Reserve (funded by CE)
Renovate Dorm Rooms	2025	High	Fire Station	Renovate Dorm Rooms.	Budgeted	2025	\$ 45,944.00						\$ 45,944.00	Facility Maintenance Reserve (funded by CE)
Dorm Room Furniture	2026	High	Fire Station	Obtain Dorm Room Furniture	Budgeted	2025	\$ 34,458.00						\$ 34,458.00	Facilities Maintenance Reserve (funded by CE)
Fire Station Lock/Key Cards	2010	High	Fire Station	Replace card lock system to match CH and PD.	Budgeted	2025	\$ 20,000.00						\$ 20,000.00	100% Facilities Maintenance Reserve (funded by CE)
Fire Station ESCO Upgrade	2028	High	Fire Station	Replace boiler, water to heat exchanger, cooling tower with new high efficiency equipment. New LED fixtures.	Budgeted	2025	\$ 1,137,000.00						\$ 1,137,000.00	100.0% - State Legislative Earmark (Local Emission Reduction Project)
Fire Station Flooring	2027	Medium	Fire Station	Replace carpet, tile, and other flooring, to provide updated consistent flooring throughout the fire station.	Planned	2026		\$ 100,000.00					\$ 100,000.00	100% Facilities Maintenance Reserve (funded by CE)
Total: Fire Department							\$ 1,302,302.00	\$ 164,900.00	\$ -	\$ -	\$ -	\$ -	\$ 1,467,202.00	
Police Department														
Replacement Police Department	3010	Medium	Police Department	Ballot Measure Results November 5th. If it passes then plan for land acquisition next to CPHS and implementation throughout FY 2025 and 2026.	Budgeted	2025	\$ 4,000,000.00	\$ 10,000,000.00					\$ 14,000,000.00	100% - Bond (Attempting to get 21.4% of it through Federal Congressional Directed Spending).
Total: Police Department							\$ 4,000,000.00	\$ 10,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ 14,000,000.00	
Public Works Department - Parks														
Veterans Park	4004	High	Homestead Ave south of 4th Street	Renovation of park includes restroom, pickleball court, basketball court, new playground equipment.	Budgeted	2024	\$ 1,059,228.00	\$ 379,768.00					\$ 1,438,996.00	17.4% - State RCO YAF Grant; 22.6% - Non-Profit Grants; 60% - REET II Fund
Lions Park Community Center	4006	High	Lions Park	FY 2025: 100% Architectural Plans (50% County .09; 50% State Earmark) FY 2026: Demolition and start of Construction. FY 2027: Finish Construction.	Budgeted	2025	\$ 500,000.00	\$ 7,981,530.00	\$ 1,636,844.00				\$ 10,118,374.00	1.97% - County .09 Grant; 24.7% - State Legislative Earmark; 29.6% - Federal Earmark; 21.9% - State Dept of Commerce; 21.9% - Federal Earmark II
Whitman & Maple Park Site	4009	Medium	Southwest corner of Whitman Drive & Maple	Encumbered site with drainage swale adjacent to drinking water well 6. Looking at establishing a park site.	Planned	2026		\$ 513,756.71	\$ 1,467,876.30				\$ 1,981,633.01	20% Non-Profit Grants (Tony Hawk, AARP, others), 20% City REET II, 30% Developer Impact Fees, 30% State RCO Grants.

Name of Project	Project ID	Prioritization	Project Location	Project Description	Status	Year Budget	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total Project Cost	How is project funded?
Kiwanis Park	4008	High	Kiwanis Park	Renovation Phase II: Lighting at Pickleball and Basketball Court, Reroof Gazebo, Walking Path, Turf and resprinkler north field, fix up baseball field.	Planned	2027			\$ 210,254.00	\$ 1,000,000.00			\$ 1,210,254.00	90% - State RCO YAF Grant; 10% - REET II
Perseverance Park	4007	Medium	Autumn Meadows Park on Newgate.	City is taking over park from HOA with HOA giving City funds to improve infrastructure (roads, etc) to city standard.	Planned	2027			\$ 212,471.88	\$ 607,602.50			\$ 820,074.38	50% State RCO Grant; 50% City REET II
Park Development near Stone Creek	4003	Low	SW of College Ave & Mojonnier St	Per development standards, parkland will need to be donated to City for development. Will cooperate with State RCO, College Place School District, and developer for quality regional park.	Planned	2027			\$ 500,000.00	\$ 4,000,000.00			\$ 4,500,000.00	50% Developer Fees, 25% State RCO Grants, 12.5% CPPS, 12.5% City REET II
Harvest Meadows Park Improvements	4005	Low	Harvest Meadows Park	Improvements include a welcome sign and picnic shelter as identified in the 2018 Park Master Plan.	Planned	2029					\$ 100,000.00		\$ 100,000.00	100% REET II Funds
Total: Public Works Department - Parks							\$ 1,559,228.00	\$ 8,875,054.71	\$ 4,027,446.18	\$ 5,607,602.50	\$ 100,000.00	\$ -	\$ 20,169,331.39	
Public Works Department - Stormwater														
Street Waste Decant Facility	5003	High	Owens Rd	Construction in FY 2025.	Budgeted	2024	\$ 2,000,000.00						\$ 2,000,000.00	50% - WW 2050 Earmark; 50% State Dept of Ecology Grant.
SE Birch (4th to 6th)	5004	High	SE Birch (4th to 6th)	Reconstruction of SE Birch (4th to 6th) and then SE 6th Street (Date to Bade)	Budgeted	2024	\$ 3,402,450.00						\$ 3,402,450.00	100% - State Public Works Trust Fund.
SW 10th Street Retrofit (College to Bade)	5005	High	SW 10th from College to Bade.	Reconstruct 10th to include stormwater infrastructure to filter water into Garrison Creek.	Budgeted	2024	\$ 150,000.00	\$ 500,000.00					\$ 650,000.00	80% - State Ecology Grant; 20% - Stormwater Utility
Federal US Forest Service Tree and Irrigation Enhancement	5019	High	SW Mojonnier Rd, Whitman Drive, East-West Rd, and SE 12th	Installation of trees and irrigation along key corridors in the community	Budgeted	2024	\$ 400,000.00	\$ 200,000.00					\$ 600,000.00	100% US Forest Service Inflation Reduction Grant.
Public Works Yard Stormwater Improvements.	6032	Medium	Middle of block between 4th, 6th, Birch, and Date.	Stormwater improvements at Public Works Yard. FY 2025 - Engineering, FY 2026 - Construction	Budgeted	2025	\$ 300,000.00		\$ 300,000.00				\$ 600,000.00	75% State Department of Ecology Grant, 25% Stormwater Utility Funds.
NW Earl Ln Stormwater Improvements	6069	High	NW Earl Lane between Evans and Whitman	Design and construct stormwater infiltration system. Design in 2024. Construct in 2025.	Budgeted	2025	\$ 100,000.00	\$ 500,000.00					\$ 600,000.00	100% - Stormwater Utility Funds
River Gauge Project	5020	High	Lions Park, WWTP, SE Larch, and SW Teal Rd	Installation of river gauges at upstream and down stream entries along Garrison and Stone Creeks.	Budgeted	2025	\$ 112,520.00	\$ 89,520.00	\$ 89,520.00	\$ 89,520.00	\$ 89,520.00	\$ 89,520.00	\$ 560,120.00	FY 2025 - 80% Walla Walla Watershed Earmark; 20% City Storm Utility FY 2026 and Beyond - 100% City Stormwater Utility
Outfall Replacement Program	5012	Medium	Around Community.	Prioritization to be determined through Stormwater Management Plan Criteria.	Budgeted	2025	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	\$ 2,400,000.00	75% - State Ecology Grant; 25% - City Storm Utility
Drywell Install	5022	Medium	Community Wide	Earmark funds to install Drywells.	Planned	2026		\$ 99,930.00		\$ 99,930.00		\$ 99,930.00	\$ 299,790.00	Apply for State Department of Ecology Grant Funds for 50%. Other 50% Stormwater Utility.
NE Cedar Ave Storm Improvements	6007.2	Low	NE Cedar from A to C Street	Stormwater Improvements along corridor.	Planned	2027			\$ 63,611.50	\$ 534,711.50			\$ 598,323.00	50% - Storm Utility; 50% - Transportation Benefit District
SE 12th Street (College to Sky)	6010.2	Low	SE 12th (College to Sky)	Replace storm infrastructure on 12th from College to Sky Avenue.	Planned	2027			\$ 1,000,000.00				\$ 1,000,000.00	90% State TIB or State Ecology Grant.
SE Date Ave (8th to 11th)	5018	Low	SE Date (8th to 11th)	Stormwater Retrofit on SE Date from 8th to 11th.	Planned	2029					\$ 456,000.00		\$ 456,000.00	100% Stormwater Utility.
SE 12th Street (Dewey to Myra)	6039	Low	SE 12th Street (Dewey to Myra)	Stormwater Retrofit on SE 12th (Dewey to Myra).	Planned	2029						\$ 1,365,100.00	\$ 1,365,100.00	60% Ecology Storm Grant, 40% Storm Utility
Total: Public Works Department - Stormwater							\$ 6,864,970.00	\$ 1,789,450.00	\$ 1,853,131.50	\$ 1,124,161.50	\$ 945,520.00	\$ 1,954,550.00	\$ 14,531,783.00	
Public Works Department - Streets														
Block Resurfacing Program	6059	High	FY 2025 - SE Cotter Pl, SW 4th (College to Bade), SE 10th (Birch to Date) FY 2026 - SE Larch (4th to 12th), SE Birch (11th to 12th), SE Broadway (SE ScenicView to SE Mountainview) FY 2027 - SE/NE Larch Ave (C to 4th Street), NE C Street (Larch to Myra) FY 2028 - SE Mockingbird Dr (through Country Estates), and Country Estates Subdivision, NW Evans FY 2029 - Sunset Villa Subdivision FY 2030 - Highland Park Addition	Grind and overlay roadways. \$34,000 from REET 1. Remainder from Transportation Benefit District.	Budgeted	2024	\$ 160,854.29	\$ 419,269.89	\$ 341,592.66	\$ 436,847.04	\$ 493,614.24	\$ 543,090.24	\$ 2,395,268.36	First \$34,000 would be funded from REET 1 fund as in past, Remainder funded by Transportation Benefit District. Go to State TIB APP Program for any Federally Classified Roads.
CP Downtown Parking Lot Project	6063	High	South College Avenue Corridor from 4th to 13th	FY 2025 - Engineer and Construct Parking Lot on College Avenue between SW 6th and 8th.	Budgeted	2024	\$ 1,658,663.18	\$ 2,056,742.34	\$ 28,800.00	\$ 28,800.00	\$ 28,800.00	\$ 28,800.00	\$ 3,830,605.52	100% - Tax Increment Financing
SE Lamperti Wall/Guardrail Issue	6066	Medium	SE Lamperti & College Intersection.	Design and build guardrail above wall to improve safety.	Budgeted	2024	\$ 100,000.00	\$ 400,000.00					\$ 500,000.00	100.0% Street Improvement Fund.

Name of Project	Project ID	Prioritization	Project Location	Project Description	Status	Year Budget	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total Project Cost	How is project funded?
Chipseal Program	6018	High	FY 2025 - NE Maple, NW Evans, SE Elm (150' S of 3rd to 3rd), SE Highland Park Drive (150 N of Davin Dr to Highland Park Dr) FY 2026 - E Whitman (Birch to 440 ft east of Birch), SW 12th (College Ave to Deer Meadows), SE Central Ave (ScenicView to 12th), SE Maple and SE Tamarack, Tamaurson Rd (Justice Ave to SR 125) FY 2027 - SE Elm (4th to Dead End), Sherburne Addition Subdivision, NE Deccio Rd (C Street to Whitman Drive), SW 9th Street, and SW Bade Avenue (4th to 6th) FY 2028 - SE Ash Ave (Whitman to 4th)	Planned annual chip seal program	Budgeted	2024	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 600,000.00	100% REET 1 Fund
Safewalk College Place	6048	High	FY 2025 - SE 8th Street (College to Larch) Engineering and Construction. Whitman Drive Multiuse Path Engineering FY 2026 - Whitman Drive Path Construction (Davis to Academy) Engineering of Sidewalk for SW 2nd (Davis to Academy) and NW B Street. FY 2027 - Construction of sidewalk on NW B Street (College to Evans) and SW 2nd (Academy to Davis), Engineering of sidewalk on SE Birch (4th to 12th) and NE Ash (A to Whitman) FY 2028 - Construction of sidewalk on SE Birch (4th to 12th) and NE Ash (A to Whitman), Engineering of Sidewalk on SE Central (12th to Valley View) and SE Broadway (12th to Sunny). FY 2029 - Construction of Sidewalk on SE Central (12th to Valley View) and SE Broadway (12th to Sunny); Engineering of SE 2nd (Ash to Date) and SW 13th (College to Bade)	The purpose of this project is to install six foot wide concrete sidewalk at least on one side of every street in the community.	Budgeted	2025	\$ 1,184,765.00	\$ 699,232.26	\$ 1,055,777.49	\$ 1,225,459.82	\$ 1,116,948.51	\$ 963,528.60	\$ 6,245,711.68	With this project aim for 10% match from City Transportation Benefit District. Remainder is from Transportation Improvement Board Active Transportation Grant, WSDOT Ped and Bike Program, WSDOT Safe Routes to School, Transportation Improvement Board Complete Streets Grant, or Community Development Block Grant Dollars.
Mojonnier Rd Reconstruction (Bluvue Ln to College Ave)	5006.2	High	Mojonnier Rd from Bluvue Ct to College Ave	Reconstruction of Mojonnier Rd from Bluvue Ct to College Ave. Right of Way acquisition in 2024. Bid out construction and start construction in later 2024. Includes installing water, sewer, storm, conduit underneath.	Budgeted	2025	\$ 6,320,168.00						\$ 6,320,168.00	30.4% - Transportation Improvement Board UAP Grant; 11.87% MPO STBG Grant; 39.6% - Federal FHWA Earmark Grant, 18.1% College Place TIF 1
Stone Creek Development Intersection Signalization on College Ave by CPHS	6035	Medium - Dependent on future development.	College Avenue, south side of College Place High School.	Installation of signals at College Ave and arterial for the Stone Creek Development.	Budgeted	2025	\$ 585,218.50	\$ 585,218.50					\$ 1,170,437.00	FY 2025 - College Place TIF 1, FY 2026 - 50% TIF, 50% Developer
East-West Road to Connect to Lakeside and New School	6063	Medium - Dependent on future development.	East West Road south of Mojonnier	New East-West Road to connect College Avenue High School to Teal Rd and New School	Budgeted	2025	\$ 1,936,000.00	\$ 5,184,461.00					\$ 7,120,461.00	FY 2025 - College Place TIF 1, FY 2026 - Developer.
State Route 125 & College Avenue & Aufte Roundabout	6065	Medium - Dependent upon Future Development	State Route 125 & College Avenue & Aufte Intersection	Conversion of State Route 125 & College Avenue & Aufte Intersection into a double roundabout.	Budgeted	2025	\$ 301,858.80	\$ 300,000.00	\$ 3,460,688.30				\$ 4,062,547.10	FY 2025 - 25% City Transportation Benefit District, 50% - State CERB Planning, 25% WSDOT Freight Grant FY 2026 - 100% Freight Mobility
Whitman Drive & SW Davis Lighting, Pavement, Sidewalk Project	6066	High	West Whitman Drive (Adams to Davis) and SW Davis Avenue (Whitman to 6th)	Pedestrian streetlamps on Whitman and Davis. New sidewalk on SW Davis (4th to 6th), new pavement on SW Davis (4th to 6th) RFBs at Davis and Whitman as well as Davis and Fourth.	Budgeted	2025	\$ 319,000.00	\$ 933,000.00					\$ 1,252,000.00	100% - WSDOT Local Programs HSIP Grant
NE Rose Street (Ash to Carey Court) Pedestrian Lighting Project	6067	High	NE Rose Street (Ash to Carey Court)	Put in conduits in correct place and install pedestrian streetlamps throughout the corridor.	Budgeted	2025	\$ 200,000.00	\$ 1,828,547.00					\$ 2,028,547.00	90% - State Transportation Improvement Board Complete Street Grant; 10% - City Transportation Benefit District
Whitman & Home Depot/Commercial Intersection.	6067	Medium	East Whitman Drive and first entrance to Home Depot and Commercial Development.	Remove pork chop and make it fully functional intersection. Maybe turn into traffic circle.	Budgeted	2025	\$ 288,200.00	\$ 960,538.00					\$ 1,248,738.00	90% - State TIB UAP Grant; 8% City Transportation Benefit District; 2% - Developer Contribution
12th & Larch Intersection	6011	Low	The 12th and Larch Avenue intersection.	Reconstruction intersection from a four way stop into a roundabout. If awarded grant FY 2025 would be engineering and FY 2026 would be construction.	Budgeted	2025	\$ 301,376.00	\$ 1,200,000.00					\$ 1,501,376.00	90% - State Transportation Improvement Board UAP Grant, 10% - City Transportation Benefit District
Larch Wall @ 5th	6064	Medium	SE Larch and Fifth Street	Remove portion of failing wall and replace.	Planned	2026		\$ 100,000.00					\$ 100,000.00	100.0% Street Improvement Fund.
Public Works Yard Replacement	6032	Medium	Replace Yard with Current Day Operations.	FY 2024: Facility Planning, FY 2028: Replace PW Yard with Generational Facility.	Planned	2026		\$ 830,000.00	\$ 13,302,000.00				\$ 14,132,000.00	25% FEMA HMA Grnt/Homeland Security Grant, 10% Pac Power Rebates, 21.7% Water, 21.7% Wastewater, 21.7% Storm

Name of Project	Project ID	Prioritization	Project Location	Project Description	Status	Year Budget	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total Project Cost	How is project funded?
9th Street	6062	Low- Dependent on CDBG Grant Funds.	9th (College Ave to Alleyway)	Convert gravel road to pavement with curb and gutter.	Planned	2026		\$ 700,000.00					\$ 700,000.00	80 % via CDBG - General Purpose Grant, LID, or State Grant. 20.0% City Transportation Benefit District
Pedestrian signalization at Myra Rd & Garrison Village Way	6054	Low - Dependent on WSDOT Grant and Developers	Myra Rd at Garrison Village Way	Pedestrian crossing beacon with pedestrian refuge island so folks can get to Fort Walla Walla.	Planned	2026		\$ 100,000.00	\$ 500,000.00				\$ 600,000.00	Likely Scenario: 20% City of WW, 20% City of CP Street Fund, 30% Developer Contrib, 30% State Grant
SE 12th Street (College to Sky)	6010.2	Low	SE 12th Street from College to Larch	Street grind and overlay with water and sewer improvements on SE 12th Street from College to Larch.	Planned	2026		\$ 1,086,150.00	\$ 4,344,600.00				\$ 5,430,750.00	90% TIB or MPO Funding, 10% Street Improvement Fund.
NE Cedar Avenue ("A" to "C" Street)	6007.2	Low	NE Cedar Avenue from "A" to "C" Street	Resurface Cedar Avenue	Planned	2027			\$ 63,611.50	\$ 534,711.50			\$ 598,323.00	100.0% - Legislative Appropriation or 90% TIB Complete Street and 10.0% Street Fund
Whitman Dr Reconstruction	6043	Medium - Dependent upon Future Development	Whitman Drive & Maple Ave	Reconstruct roadway from Academy Way to Martin Airfield to Arterial Standards. Also, includes conversion of Academy & Whitman intersection to four way stop.	Planned	2027			\$ 1,048,616.70				\$ 1,048,616.70	50% Developer Fees; 50% State TIB or Public Works Trust Fund Grants
Larch & Whitman Intersection	6015	Low	Larch & Whitman Intersection	Intersections need to be improved for safe traffic.	Planned	2029				\$ 301,376.00	\$ 1,200,000.00		\$ 1,501,376.00	40% Developer Impact Fees, 40% WSDOT Safety Grants, 20% Street Improvement Fund
SE 12th Street (Dewey to Myra)	6039	Low	SE 12th Street from Larch to Myra Rd.	Reconstruction of 12th Street from Myra Rd to Larch Ave. Engineering only in 2029. Construction in 2030.	Planned	2029					\$ 890,069.00	\$ 3,155,697.00	\$ 4,045,766.00	90% TIB or MPO Funding, 10% Street Improvement Fund.
SE Dewey Dr	6022	Low	SE Dewey Drive.	Full street and sidewalk reconstruction on Dewey Drive to include water and sewer improvements.	Planned	2029					\$ 721,092.30		\$ 721,092.30	100% Street Improvement Fund
NE Spitzenburg Street	6068	Low	NE Spitzenburg (Damson to Lambert)	Street improvements and sidewalk engineering.	Planned	2030						\$ 500,000.00	\$ 500,000.00	100% Street Improvement Fund
Total: Public Works Department - Streets							\$ 13,456,103.77	\$ 17,483,158.99	\$ 24,245,686.65	\$ 2,627,194.36	\$ 4,550,524.05	\$ 5,291,115.84	\$ 67,653,783.66	
Public Works Department - Wastewater (From Adopted Wastewater Plan)														
WWTP Improvements - Implementation Phase 1:	7004	High - Mandated by our Wastewater Permit, also dependent on grants.	WWTP - 501 Owens Rd	WWTP Wastewater Treatment Plant Improvements: - 2024: Either WWTP Phase 1 Improvements (Whats shown) or we proceed with Regionalization if workable	Budgeted	2024	\$ 5,000,000.00	\$ 15,000,000.00					\$ 20,000,000.00	13.5% Federal Earmark Grant, 38.5% State Ecology Hardship Grant, 48.0% State Ecology Subsidized Loan/City Wastewater Fund
Life Station #5 Replacement	7019	High - Over Capacity and Tripping Hazard	SW 1st	Replace over capacity wastewater lift station. Construction onging between FY 2024 a	Budgeted	2024	\$ 2,000,000.00						\$ 2,000,000.00	50% - Ecology Grant, 50% Ecology Subsidized Loan
SE Birch (4th to 6th Sewer)		High	SE Birch (4th to 6th)	Wastewater Replacement Project under Se Birch Street	Budgeted	2025	\$ 200,000.00						\$ 200,000.00	100% - Wastewater Capital Reserve Fund
12th Street Wastewater Replacement Project	6010.3	Medium	12th Street from College to Sky	Wastewater replacement project below 12th Street project.	Planned	2027			\$ 237,005.00				\$ 237,005.00	100% Wastewater Capital Reserve Fund.
Central Avenue Wastewater Line Project (ScenicView to Valley)	7020	Low	Central Avenue from ScenicView to Valley.	Install new sewer line to replace private line in corridor.	Planned	2027			\$ 455,942.00				\$ 455,942.00	100% Wastewater Capital Reserve Fund.
SE Dewey Dr Sewer		Low			Planned	2029					\$ 410,241.00		\$ 410,241.00	100% Wastewater Capital Reserve Fund.
SE 12th Street (Dewey to Myra) Wastewater	6039	Low	SE 12th (Dewey to Myra).	Replace wastewater line from Dewey to Myra on SE 12th Street.	Planned	2030						\$ 426,974.92	\$ 426,974.92	100% Wastewater Capital Reserve Fund.
Total: Public Works Department - Wastewater							\$ 7,200,000.00	\$ 15,000,000.00	\$ 692,947.00	\$ -	\$ 410,241.00	\$ 426,974.92	\$ 23,730,162.92	
Public Works Department - Water (From Adopted Water Plan)														
Well #7 Development	8017	High	Teal Rd City Property.	Develop a fourth well with School District due to increased population.	Budgeted	2022	\$ 4,000,000.00						\$ 4,000,000.00	50.0% - State DOH Grant, 50.0% - State DOH Low-Interest Loan
Western College Place Water Storage Tank Reservoir 4 (1,000,000 Gallons)	8018	High	Martin Airfield Area	Engineering and development of 1,000,000 water storage tank to serve all of west/southwest College Place.	Budgeted	2023	\$ 8,000,000.00	\$ 10,000,000.00					\$ 18,000,000.00	25.0% - State DOH Grant, 25.0% - State DOH Loan, 25.0% Federal WRDA Army Corps Grant, 25.0% Federal Congressional Earmark.
Reservoir 4 Transmission Main Project	8021	High	Mojonnier Rd	Transmission Main to connect tower to system.	Budgeted	2025	\$ 5,000,000.00						\$ 5,000,000.00	25.0% City Water Utility, 25.0% City TIF, 50.0% Federal WRDA FY 2025 - 100% State Public Works Trust Fund, FY 2026 - 75% FEMA BRIC, 25% - City Water Utility
Well #3 Electrical Generator	8024	Medium	Lamperti & Larch	Electrical Generator at Well #3	Budgeted	2025	\$ 426,000.00	\$ 1,000,000.00					\$ 1,426,000.00	

Name of Project	Project ID	Prioritization	Project Location	Project Description	Status	Year Budget	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total Project Cost	How is project funded?
Reservoir #1 Repaint, Overflow, and Seismic Retrofit	8020	High	Water Tank in Public Works Yard	Elevated water tower from 1947 needs to be repainted. Also, pursuing FEMA Resiliency Grant to conduct seismic upgrades,	Budgeted	2025	\$ 207,000.00	\$ 2,000,000.00					\$ 2,207,000.00	87.5% - State FEMA HMA, 12.5% - City Water Fund
High Priority Water Main Replacement Program	8011	High	Spots Identified in Water System Plan - 2026 6th Street from College to Date. - 2025/2025 4th & 5th Date Design in 2025 and construction in 2026. - 2027 and 2028 8th & Elm Design in 2027 and construction in 2028.	Replace water main and services	Planned	2026		\$ 1,250,000.00	\$ 100,000.00	\$ 450,000.00			\$ 1,800,000.00	100% Water Capital Reserve Fund.
NE Lambert 12" Water Replacement	8025	Medium	NE Lambert Street (Rose to C).	Replace decayed 12" line.	Planned	2026		\$ 317,000.00					\$ 317,000.00	100% Water Capital Reserve Fund.
SW 8th Street 8" Water Main Replacement	8026	Low	SW 8th (College to Bade)	Replace decayed line as cited in adopted City Water System Plan.	Planned	2027			\$ 10,000.00				\$ 10,000.00	100% Water Capital Reserve Fund.
SE 12th St (College to Larch) Water Infrastructure Replacement Project	6010.4	Medium - Dependent on Grant Funds	SE 12th Street from College to Larch Ave.	Replace water infrastructure under SE 12th St project.	Planned	2028				\$ 617,381.00			\$ 617,381.00	100% Water Capital Reserve Fund.
SE Robin 8" Water Main Replacement	8027	Low	SE Robin Drive - Country Estates	Replace decayed line as cited in adopted City Water System Plan.	Planned	2028				\$ 63,000.00			\$ 63,000.00	100% Water Capital Reserve Fund.
Dewey Drive Water	6022.2	Low	Dewey Drive	Replace Water main & services	Planned	2029					\$ 286,000.00		\$ 286,000.00	100% Water Capital Reserve Fund.
SE 12th Street (Dewey to Myra) Water Replacement	6039	Low	SE 12th Street (Dewey to Myra)	Replace water main and services.	Planned	2030						\$ 916,113.00	\$ 916,113.00	100% Water Capital Reserve Fund.
Total: Public Works Department - Water							\$ 17,633,000.00	\$ 14,567,000.00	\$ 110,000.00	\$ 1,130,381.00	\$ 286,000.00	\$ 916,113.00	\$ 34,642,494.00	
Grand Total: All Capital Facility Projects							\$ 53,015,603.77	\$ 71,624,563.70	\$ 31,043,480.33	\$ 10,489,339.36	\$ 6,292,285.05	\$ 8,588,753.76	\$ 181,054,025.97	



FISCAL YEAR 2025 TO 2030 EQUIPMENT REPLACEMENT PLAN



FY 2025 TO 2030 EQUIPMENT REPLACEMENT PLAN



City of College Place: 625 S. College Ave, Phone: 509-529-1200, Website: www.cpwa.us

City Council

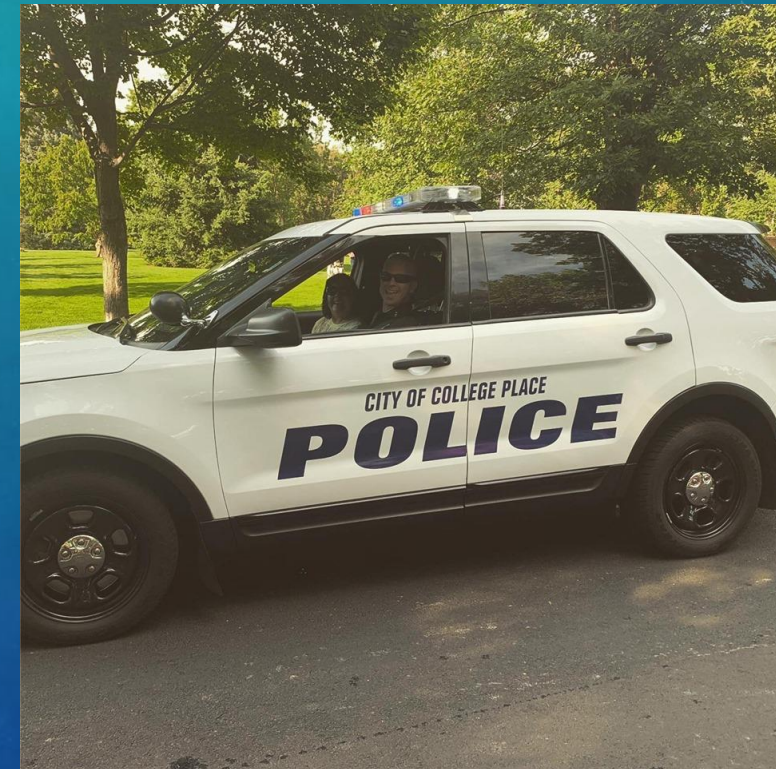
- Norma Hernandez, Mayor
- Paul Jessup, Council Position #1
- Michael Cleveland, Council Position #2
- TJ Espinoza, Council Position #3
- Loren Peterson, Council Position #4
- Melodie Williams, Council Position #5
- Heather Schermann, Council Position #6
- Monica Boyle, Council Position #7

ER&R Management Team

- Mike Rizzitiello, City Administrator
- Brian Carleton, Finance Director
- DaShari Schmick, Deputy Finance Director
- Robert McAndrews, Public Works Director
- Jeff Goodson, Fleet Manager
- Troy Tomaras, Police Chief
- David Winter, Fire Chief

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- V. ERP Summary 2025: Page 7
- VI. ERP Summary (FY 2025 to 2030): Page 8
- VII. Prioritization Explanation: Page 9
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II. WHAT IS AN EQUIPMENT REPLACEMENT PLAN?

- A six-year plan of replacements for vehicles and other types of operational equipment over a value of \$5,000
- City working toward funding depreciation on equipment. Still short on some items
- Across ALL departments.
- **Continued inflationary and supply chain issues will effect implementation of this plan.**
- Status Column
 - Budgeted: Means expense will occur in FY 2025.
 - Budgeted –Delay: Means expense could be delayed if revenues don't come in as projected.
 - Planned: Means expenditure will likely occur in the FY 2025 to 2030 planning period and City is actively pursuing/assembling funds to make it happen.



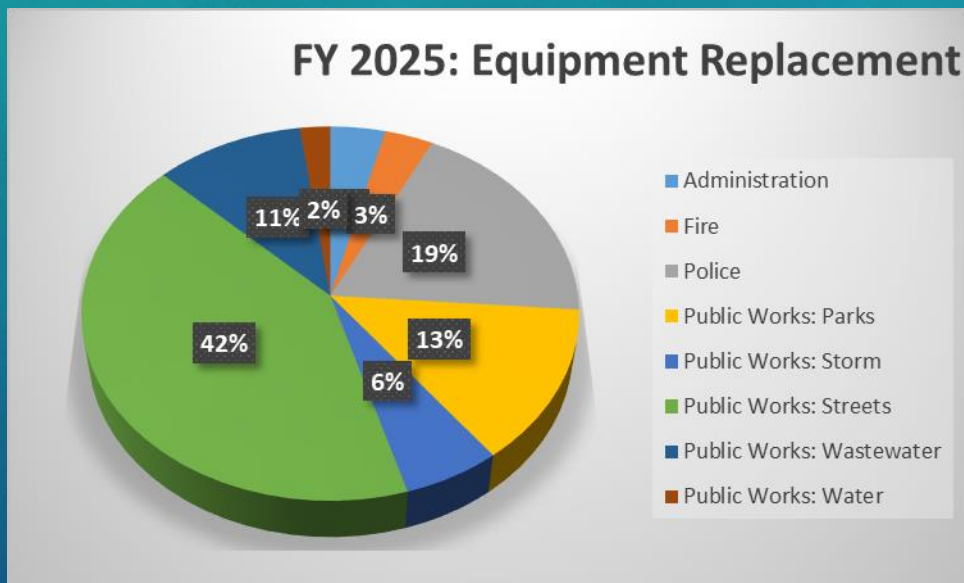
III. COMPLETED FY 2024 EQUIPMENT REPLACEMENTS

FY 2024 Completed Equipment Replacement		
Function	Department	Cost
Replace #R3041 Ambulance	Fire	\$ 325,000.00
Police Vehicle Leasing	Police	\$ 168,360.74
Replace #431	Police	\$ 72,000.00
Add Marked Vehicle	Police	\$ 72,000.00
Replace #338 Pick Up	Police	\$ 72,000.00
Replace Vehicle #540 Utility Truck	Public Works: Streets	\$ 140,000.00
Replace Vehicle #209 - Pick Up	Public Works: Streets	\$ 70,000.00
Facilities Coordinator Vehicle	Public Works: Streets	\$ 85,000.00
Replace Vehicle #547 Tilt Trailer	Public Works: Streets	\$ 30,000.00
Add Winter De-Icer Equipment	Public Works: Streets	\$ 35,000.00
Jacobs Equipment Contract	Public Works: Wastewater	\$ 120,000.00
Replace Vehicle #601	Public Works: Water	\$ 140,000.00
Water Utilities Truck	Public Works: Water	\$ 55,000.00
Project Management Truck	Public Works Water	\$ 55,000.00
Total		\$ 1,439,360.74

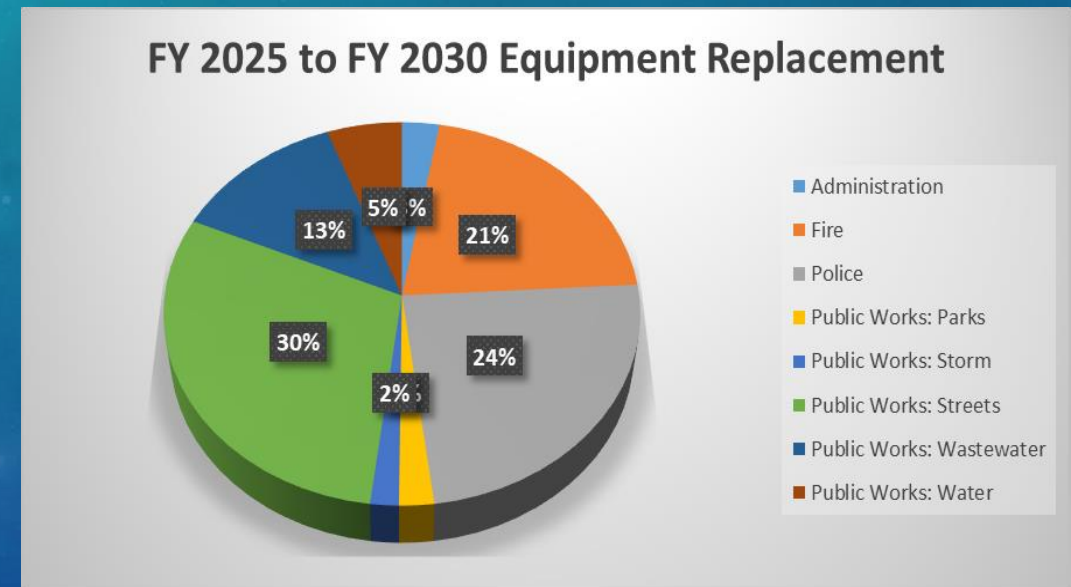


IV. EQUIPMENT REPLACEMENT PLAN SUMMARY

Fiscal Year 2025

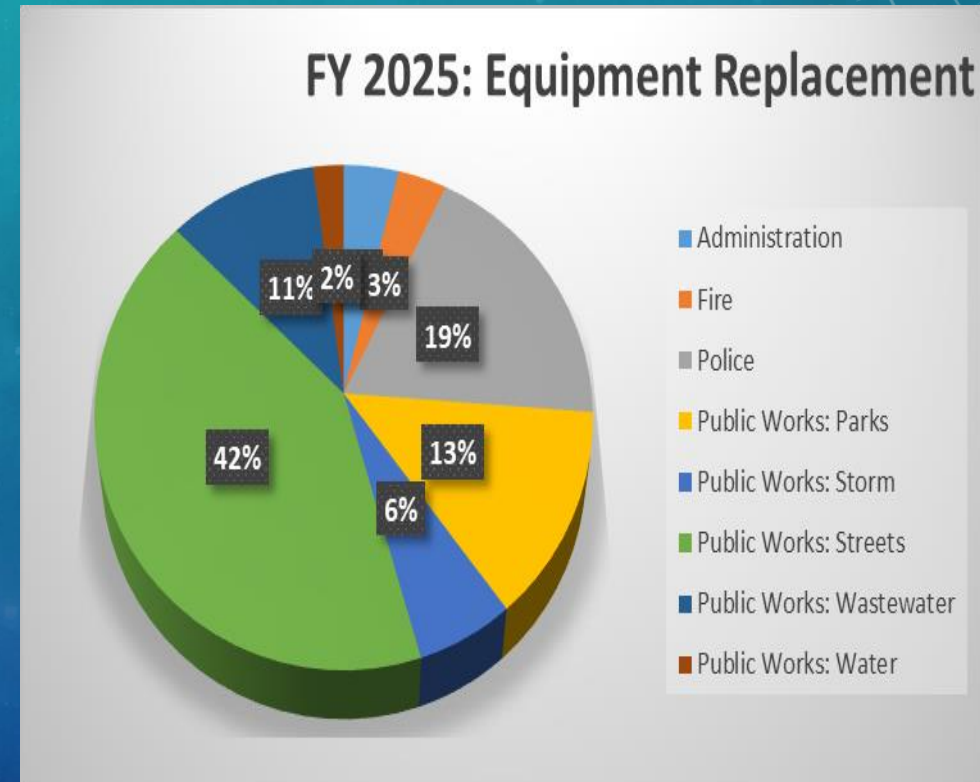


Fiscal Years 2025 to 2030



V. EQUIPMENT REPLACEMENT PLAN SUMMARY: FISCAL YEAR 2025

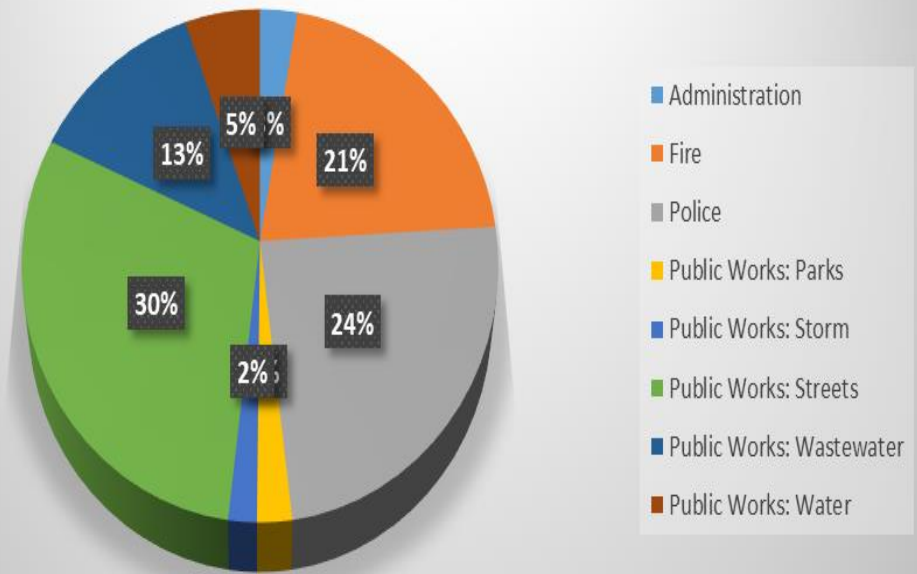
FY 2025 Equipment Replacement Plan	
Function	Cost
Administration	\$ 45,000.00
Fire	\$ 40,000.00
Police	\$ 217,000.00
Public Works: Parks	\$ 155,000.00
Public Works: Storm	\$ 67,000.00
Public Works: Streets	\$ 482,000.00
Public Works: Wastewater	\$ 122,412.00
Public Works: Water	\$ 25,000.00
Total	\$ 1,153,412.00



VI. EQUIPMENT REPLACEMENT PLAN SUMMARY: FISCAL YEAR 2025 TO 2030

FY 2025 to 2030 Equipment Replacement Plan	
Function	Cost
Administration	\$ 200,000.00
Fire	\$ 1,530,000.00
Police	\$ 1,721,000.00
Public Works: Parks	\$ 155,000.00
Public Works: Storm	\$ 127,000.00
Public Works: Streets	\$ 2,135,000.00
Public Works: Wastewater	\$ 918,145.00
Public Works: Water	\$ 400,000.00
Total	\$ 7,186,145.00

FY 2025 to FY 2030 Equipment Replacement



VII. PRIORITIZATION EXPLANATION

- Priority established to determine importance of equipment replacement.
- Three ratings: High, Medium, and Low.
- High: Equipment Replacement must happen. Needed for safe city operations or to maintain city insurance/fire insurance ratings. Equipment is at the end of its useful life.
- Medium: Equipment Replacement needed if fiscal capacity allows. Equipment is nearing the end of its useful life or is at the end of its useful life but not used daily. Will be prioritized if receive grant or outside financial resources.
- Low: Equipment not prioritized for replacement immediately unless the City identifies grant funding directly applicable for equipment.



VIII. EQUIPMENT REPLACEMENTS



A. ADMINISTRATION/COMMUNITY DEVELOPMENT

- Equipment needs for the operations of Administration, Finance, Community Development, and general City Hall Operations.
- Replacement emergency backup generator properly sized for electrical load of City Hall structure.
 - FY 2025: Vehicle for Planner: \$45,000.
 - FY 2026: Replace Vehicles #803 & 804 in Building Department - \$55,000 a piece/\$110,000 total
 - FY 2029: Replace #102 Jeep Compass Administration Car - \$45,000
 - **Estimated Total: \$200,000**



B. FIRE DEPARTMENT

- Equipment needed for operations of the Fire Suppression/Basic Life Support Ambulance functions of the City.
- Annually
 - Turnouts: \$40,000
- FY 2026
 - Replace #UT306 Ford F150 Pickup: \$75,000
 - Add New Ambulance: \$400,000
 - Replace #E3041 Brush Truck: \$500,000
- FY 2028
 - Replace #TR3081 Trailer: \$175,000
- FY 2029
 - Replace #UT301 Pick up: \$80,000
- FY 2030
 - Replace #TR3083/808 Police/Fire Command: \$60,000
- **Six Year Estimated Total: \$1,530,000**



C. POLICE DEPARTMENT

- Equipment needed for operations of the Police, Code Enforcement, and Animal Control functions of the City.
- Police vehicle leasing replacement program in effect.
- Entire Fleet Leased by FY 2022. Examining effectiveness of leasing program.
- FY 2025 through 2030
 - With that annual cost of leases is \$200,000 for Police Fleet including new Lieutenant Vehicle.
 - Taser Payments (2021 through 2026): \$17,000/year
 - Add One Marked Vehicle for new officer: \$80,000
- FY 2026
 - Replace \$474 Cone Trailer: \$15,000
- FY 2027
 - Replace #400 Unmarked Chiefs Car: \$75,000
 - Replace #411 Unmarked Detective Car: \$75,000
- FY 2028
 - Replace 4 four older backup vehicles: \$72,000
- FY 2029
 - Replace #408 Dodge Charger: \$70,000
- FY 2030
 - Replace #420 Dodge Durango: \$90,000
 - Replace #421 Dodge Durango: \$90,000
- **Six Year Estimated Total: \$1,721,000**



D. PUBLIC WORKS: PARKS DIVISION

- Equipment needed for operations of the park maintenance functions of the City.
- FY 2026
 - Replace lawn mower: \$25,000
 - Add Utility Gator #307: \$45,000
 - Add ½ Ton Pickup: \$55,000
 - Trailer #305 Replacement Trailer: \$30,000.
- **Six Year Estimated Total: \$155,000**



E. PUBLIC WORKS: STORMWATER DIVISION

- Equipment needed for operations of the stormwater functions of the City.
- FY 2025
 - Add 2500 Pickup: \$55,000
 - Power Washer (Split with Streets): \$12,000
- FY 2027
 - Replace Vehicle \$909 Chevy Colorado: \$60,000
- **Total Estimated Cost: \$127,000**



F. PUBLIC WORKS: STREETS DIVISION

- Equipment needed for operations of the street functions of the City.
- FY 2025:
 - Replace Vehicle #547 Tilt Trailer: \$45,000
 - Replace #534 Dump Truck: \$325,000
 - Additional Travel Vehicle: \$45,000
 - Additional 2500 Pickup: \$55,000
 - Replacement Traffic Counters: \$12,000
- FY 2026:
 - Replace Vehicle #507 Bucket Truck: \$300,000
 - Replace #211 Napa Shop Compressor: \$15,000
 - Replace #503 Roller: \$100,000
- FY 2027:
 - Replace #512 Trailer: \$20,000
 - Replace #529 Tractor: \$50,000
 - Replace #208 ER&R Vehicle: \$60,000



F. PUBLIC WORKS: STREETS DIVISION

- Equipment needed for operations of the street functions of the City.
- FY 2028
 - Replace #519 Walk Behind Paint Sprayer: \$8,000
 - Replace #511 Tack Machine: \$30,000
 - Replace #532 Dump Truck: \$350,000
- FY 2029
 - Replace #530 Street Sweeper: \$500,000
 - Replace #204: Travel Vehicle: \$45,000
- FY 2030
 - Replace #205 Travel Vehicle: \$45,000
 - Replace #514 Sign Board: \$50,000
 - Replace #525 Pickup: \$70,000
 - Replace #528 Weed Sprayer: \$10,000
- **Total Estimated Cost: \$2,135,000**



G. PUBLIC WORKS: WASTEWATER DIVISION

- Equipment needed for operations of the wastewater treatment plant and collection system functions of the City.
- Wastewater Treatment Plant (WWTP) operations contracted out to Jacobs Group.
- Jacobs Group provided us with a number to shift wastewater equipment replacement to them starting in FY 2020: \$for all inclusive equipment including vactor.
- 2% inflationary factor for this contract built into Equipment Replacement Plan year-to-year.



H. PUBLIC WORKS: WATER DIVISION

- Equipment needed for operations of the water treatment and distribution functions of the City.
- FY 2025:
 - Utility Box for Stellar 601: \$25,000
- FY 2026
 - Replace #607 Backhoe: \$250,000
- FY 2027
 - Replace #628 Pickup: \$70,000
- FY 2030
 - Replace #612 Flatbed Pickup: \$80,000
- **Total estimated cost: \$400,000**

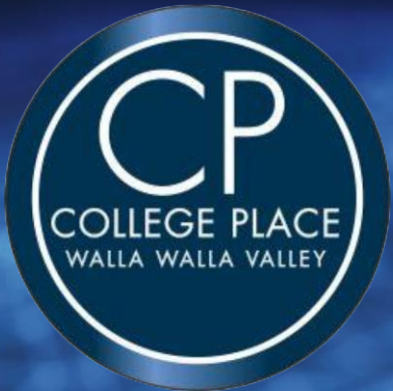


The background is a teal-to-blue gradient. On the left side, there are several concentric circular patterns, some with tick marks and numbers (150, 160, 170, 180, 190, 200, 210, 220, 230, 240, 250, 260) and arrows, resembling a clock face or a gauge. The right side of the image is filled with a bokeh effect of out-of-focus circles in various shades of blue and teal.

FY 2025 TO 2030 EQUIPMENT REPLACEMENT PLAN

City of College Place: Equipment Replacent Plan (FY 2025 to 2030) (\$5,000 ER&R Threshold)													
Name of Project	Project ID	Prioritization	Project Description	Status	First Year Budgeted	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total Project Cost	How is project funded?
Administration/Community Development													
Addition for Planner position		Low	Addition for Planner position	Budgeted	2025	\$ 45,000.00						\$ 45,000.00	Equipment Replacement Fund
Replace #803 - Vehicle	1020	Low	Replace Vehicle #803 2011 Ford Escape, Building Department. Possible EV Vehicle.	Planned	2026		\$ 55,000.00					\$ 55,000.00	Equipment Replacement Fund
Replace #804 - Vehicle	1021	Low	Replace Vehicle #804 2011 Ford Escape, Building Department. Possible EV Vehicle.	Planned	2026		\$ 55,000.00					\$ 55,000.00	Equipment Replacement Fund
Replace #102 - Administration Car		low	Replace #102 Jeep Compass, Administration Car	Planned	2029					\$ 45,000.00		\$ 45,000.00	Equipment Replacement Fund
Total: Administration/Community Development						\$ 45,000.00	\$ 110,000.00	\$ -	\$ -	\$ 45,000.00	\$ -	\$ 200,000.00	
Fire Department													
Replace #UT306 Pick up		Low	Replace #UT306 2011 Ford F150 Pick Up.	Planned	2026		\$ 75,000.00					\$ 75,000.00	Equipment Replacement Fund
Add New Ambulance		Medium	Add New Ambulance for increase medical calls.	Planned	2026		\$ 400,000.00					\$ 400,000.00	Ambulance Utility
Replace #E3041 - Brush Truck		Medium	Replace #E3041 2001 IH 4800, MOB Type 4 Brush Truck.	Planned	2026		\$ 500,000.00					\$ 500,000.00	Equipment Replacement Fund
Replace #TR3081 - Trailer		Low	Replace #TR3081 - 2008 Edith House Training Trailer.	Planned	2028				\$ 175,000.00			\$ 175,000.00	Equipment Replacement Fund
Replace #UT301 - Pick up		Low	Replace #UT301 Fire Chiefs Pick up	Planned	2029					\$ 80,000.00		\$ 80,000.00	Equipment Replacement Fund
Replace #TR3083/808 - Fire/Police Incident Command Trailer		Low	Replace #TR3083/808 - Fire/Police Incident Command Trailer	Planned	2030						\$ 60,000.00	\$ 60,000.00	Equipment Replacement Fund
Turnouts	2001	High	Annual replacement of turnouts	Budgeted	Perpetual	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 240,000.00	Current Expense (Fire Budget)
Total: Fire Department						\$ 40,000.00	\$ 1,015,000.00	\$ 40,000.00	\$ 215,000.00	\$ 120,000.00	\$ 100,000.00	\$ 1,530,000.00	
Police Department													
Police Vehicle Leasing Program	3005	High	Police Vehicle Leasing Program	Budgeted	2025	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 1,200,000.00	Equipment Replacement Fund
Taser Replacement	3006	High	Tasers need to be replaced as they are now out of warrantee.	Budgeted	2025	\$ 17,000.00	\$ 17,000.00					\$ 34,000.00	Equipment Replacement Fund
Replace #474 - Cone Trailer		Low	Replace #474 Cone Trailer.	Planned	2026		\$ 15,000.00					\$ 15,000.00	Equipment Replacement Fund
Replace #400 - Unmarked Chiefs Car		Medium	Replace #400 2021 Dodge Charger.	Planned	2027			\$ 75,000.00				\$ 75,000.00	Equipment Replacement Fund
Replace #411 - Unmarked Detectives Car		Medium	Replace #411 2021 Dodge Charger.	Planned	2027			\$ 75,000.00				\$ 75,000.00	Equipment Replacement Fund
Purchase (4) four of the Leased vehicles for Replacement of back up Vehicles		Medium	Replace (4) four older back up vehicles.	Planned	2028				\$ 72,000.00			\$ 72,000.00	Equipment Replacement Fund
Replace #408 - Dodge Charger Unmarked Unit		Low	Replace #408 Dodge Charger Unmarked Unit	Planned	2029					\$ 70,000.00		\$ 70,000.00	Equipment Replacement Fund
Replace #420 - Dodge Durango Marked Unit		High	Replace #420 Dodge Durango Marked Unit.	Planned	2030						\$ 90,000.00	\$ 90,000.00	Equipment Replacement Fund
Replace #421 - Dodge Durango Marked Unit		High	Replace #421 Dodge Durango Marked Unit.	Planned	2030						\$ 90,000.00	\$ 90,000.00	Equipment Replacement Fund
Total: Police Department						\$ 217,000.00	\$ 232,000.00	\$ 350,000.00	\$ 272,000.00	\$ 270,000.00	\$ 380,000.00	\$ 1,721,000.00	
Public Works Department - Parks													
Add Utility Gator - #307		Low	Add Utility Gator	Budgeted	2025	\$ 45,000.00						\$ 45,000.00	Equipment Replacement Fund
Replace #306 - Lawn Mower		Medium	Replace #306 lawn mower. Need more professional one for efficient operations.	Budgeted	2025	\$ 25,000.00						\$ 25,000.00	Equipment Replacement Fund
Add 1/2 ton Pickup		Low	Add 1/2 ton Pickup for new Parks Personel	Budgeted	2025	\$ 55,000.00						\$ 55,000.00	Equipment Replacement Fund
Replace #305 - Trailer	4011	Low	Replace #305 2007 Tilt Trailer.	Budgeted	2025	\$ 30,000.00						\$ 30,000.00	Equipment Replacement Fund
Total: Public Works Department - Parks						\$ 155,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 155,000.00	
Public Works Department - Stormwater													
Additional Stormwater 2500 Pickup		Medium	Add 2500 Pickup for new Stormwater Position	Budgeted	2025	\$ 55,000.00						\$ 55,000.00	Stormwater Utility
Power Washer		High	Power washer needed. Half in Streets. Half in Storm.	Budgeted	2025	\$ 12,000.00						\$ 12,000.00	50% Storm Utility, 50% Equipment Replacement - Streets
Replace Vehicle #909		Low	Replace Vehicle #909 2017 - Chevrolet Colorado Pick Up.	Planned	2027			\$ 60,000.00				\$ 60,000.00	Stormwater Utility
Total: Public Works Department - Stormwater						\$ 67,000.00	\$ -	\$ 60,000.00	\$ -	\$ -	\$ -	\$ 127,000.00	

Public Works Department - Streets													
Replace Vehicle #547 - Tilt Trailer	6037	Medium	Replace Vehicle #547 Walton 24,000 lb. Tilt Trailer.	Budgeted	2025	\$ 45,000.00						\$ 45,000.00	Equipment Replacement Fund
Replace #534 Dump Truck	6070	High	Replace #534 Dump Truck	Budgeted	2025	\$ 325,000.00						\$ 325,000.00	25% Equipment Replacement Street, 25% Water, 25%
Additional Travel Vehicle		Low	Possibly an EV Vehicle	Budgeted	2025	\$ 45,000.00						\$ 45,000.00	Equipment Replacement Fund
Traffic Counters		Medium	Replacement Traffic Counters. Helps for grant opportunities and economic development.	Budgeted	2025	\$ 12,000.00						\$ 12,000.00	Equipment Replacement Fund
Additional Street Dept. 2500 Pickup		Low	Add 2500 Pickup for new Street Position	Budgeted	2025	\$ 55,000.00						\$ 55,000.00	Equipment Replacement Fund
Replace Vehicle #507 - Bucket Truck	6034	High	Replace Vehicle #507 Ford F550 Utility Bucket Truck.	Planned	2026		\$ 300,000.00					\$ 300,000.00	Equipment Replacement Fund
Replace #211		Low	Replace Unit #211 2007 Napa Shop Air Compressor.	Planned	2026		\$ 15,000.00					\$ 15,000.00	Equipment Replacement Fund
Replace #503		Low	Replace #503 2010 Dynapac 48" Roller / Compactor.	Planned	2026		\$ 100,000.00					\$ 100,000.00	Equipment Replacement Fund
Replace #512 - Trailer	6066	Low	Replace #512 2007 Tilt Trailer.	Planned	2027			\$ 20,000.00				\$ 20,000.00	Equipment Replacement Fund
Replace #529 - Tractor	6067	Low	Replace #529 2012 Tractor.	Planned	2027			\$ 50,000.00				\$ 50,000.00	Equipment Replacement Fund
Replace #208 - ER&R Vehicle		Low	Replace #208 ER&R Vehicle.	Planned	2027			\$ 60,000.00				\$ 60,000.00	Equipment Replacement Fund
Replace #511 - Tack Machine		Low	Replace #511 - Tack Machine	Planned	2028				\$ 30,000.00			\$ 30,000.00	Equipment Replacement Fund
Replace #519 - Walk behind Paint Sprayer	6069	Low	Replace #519 2017 Walk Behind Paint Sprayer.	Planned	2028				\$ 8,000.00			\$ 8,000.00	Equipment Replacement Fund
Replace #532 - Dump Truck		Low	Replace #532 Dump Truck.	Planned	2028				\$ 350,000.00			\$ 350,000.00	Equipment Replacement Fund
Replace #530 - Street Sweeper		Low	Replace #530 Street Sweeper.	Planned	2029					\$ 500,000.00		\$ 500,000.00	Equipment Replacement Fund
Replace #204 - Travel Vehicle		Low	Replace #204 Travel Vehicle.	Planned	2029					\$ 45,000.00		\$ 45,000.00	Equipment Replacement Fund
Replace #205 - Travel Vehicle		Low	Replace #205 Travel Vehicle.	Planned	2030						\$ 45,000.00	\$ 45,000.00	Equipment Replacement Fund
Replace #514 - Sign Board		Low	Replace #514 Sign Board.	Planned	2030						\$ 50,000.00	\$ 50,000.00	Equipment Replacement Fund
Replace #525 - Pick up		Low	Replace #525 Pick up.	Planned	2030						\$ 70,000.00	\$ 70,000.00	Equipment Replacement Fund
Replace #528 - Weed Sprayer		Low	Replace #528 Weed Sprayer.	Planned	2030						\$ 10,000.00	\$ 10,000.00	Equipment Replacement Fund
Total: Public Works Department - Streets						\$ 482,000.00	\$ 415,000.00	\$ 130,000.00	\$ 388,000.00	\$ 545,000.00	\$ 175,000.00	\$ 2,135,000.00	
Public Works Department - Wastewater (Moving all items in here to all inclusive contract with Jacobs Group - WWTP Operator)													
Jacobs Contract Addendum Cost (Equipment Portion)	7018	High	The equipment portion of the Jacobs contract addendum will put all equipment needs on Jacobs Group, the Wastewater Treatment Plant operator.	Budgeted	2020	\$ 122,412.00	\$ 123,636.12	\$ 124,872.48	\$ 124,074.80	\$ 124,074.80	\$ 124,074.80	\$ 743,145.00	Wastewater Capital Reserve Fund
Replaces #722 - Sewer Line Rodder Trailer		Low	Replaces #722 - Sewer Line Rodder Trailer	Planned	2027			\$ 175,000.00				\$ 175,000.00	Wastewater Capital Reserve Fund
Total: Public Works Department - Wastewater						\$ 122,412.00	\$ 123,636.12	\$ 299,872.48	\$ 124,074.80	\$ 124,074.80	\$ 124,074.80	\$ 918,145.00	
Public Works Department - Water													
Utility Box for Stellar 601		High	Utility Box for Stellar 601	Budgeted	2025	\$ 25,000.00						\$ 25,000.00	Water Capital Reserve Fund
Replace #607 - Backhoe		Low	Replace #607 2011 Backhoe.	Planned	2026		\$ 225,000.00					\$ 225,000.00	Water Capital Reserve Fund
Replace #628 - Pick up		Medium	Replace #628 Pick up, possible EV Pick up.	Planned	2027			\$ 70,000.00				\$ 70,000.00	Water Capital Reserve Fund
Replace #612 - Flatbed Pick up		Medium	Replace #612 Flatbed Pick up, possible EV Pick up.	Planned	2030						\$ 80,000.00	\$ 80,000.00	Water Capital Reserve Fund
Total: Public Works Department - Water						\$ 25,000.00	\$ 225,000.00	\$ 70,000.00	\$ -	\$ -	\$ 80,000.00	\$ 400,000.00	
Grand Total: All Equipment Replacements						\$ 1,153,412.00	\$ 2,120,636.12	\$ 949,872.48	\$ 999,074.80	\$ 1,104,074.80	\$ 859,074.80	\$ 7,186,145.00	



FY 2025 TO 2030 IT PLAN

FY 2025 TO 2030 INFORMATION TECHNOLOGY PLAN



City Council

- Norma Hernandez, Mayor
- Paul Jessup, Council Position #1
- Michael Cleveland, Council Position #2
- TJ Espinoza, Council Position #3
- Loren Peterson, Council Position #4
- Melodie Williams, Council Position #5
- Heather Schermann, Council Position #6
- Monica Boyle, Council Position #7

IT Plan Management Team

- Mike Rizzitiello, City Administrator
- Brian Carleton, Finance Director
- Jon Anthes – IT Analyst
- Maryelizabeth Garcia - City Clerk
- Shawn Doering, Human Resources Manager
- Jon Rickard, Community Development Director
- Troy Tomaras, Police Chief
- David Winter, Fire Chief
- Robert McAndrews, Public Works Director

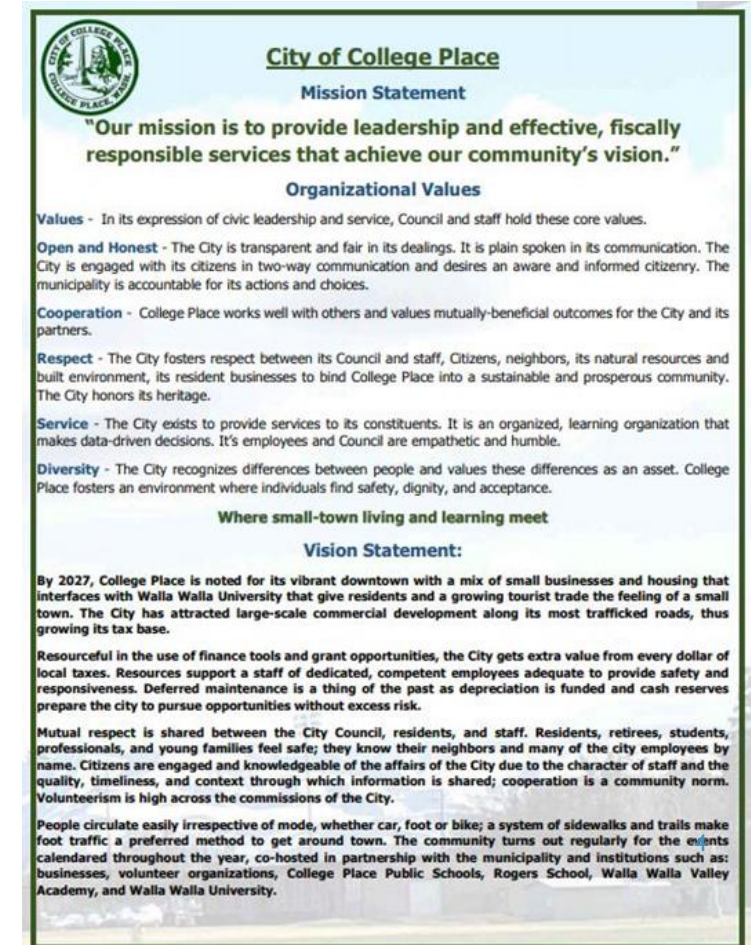
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 - C. Fire:
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II. METHODOLOGY

- Mission: To provide leadership and effective, fiscally responsible services that achieve our community's vision.
- Values: Open and Honest, Cooperation, Respect, Service, and Diversity.
- Administration recognizes the need to implement tools/process improvements to help prioritize business technology projects through the City.
- Prioritization is done through Technology Governance.
- Technology governance is a process for making technology investment decisions that meet the City's business needs and are consistent with its strategic goals.
- In June 2022, longtime contractor Intermountain Education Service District (IMESD) cut ties with all municipal clients.
- The City also hired a full time IT Analyst (Jon Anthes) in Summer 2022.
- Department heads with consultation of our IT Analyst as well as the City Administrator proposed technology investments consistent with efficient, effective, transparent, governance.
- Finance Director, City Administrator, and Mayor work at funding proposals with best investment payback within the resources of the budget.
- Proposal goes to City Council via budget for ultimate approval.
- Payback can include: efficiencies (staff, process), ecustomer service, and financial.
- **Increasing software maintenance costs due to corporate buyouts of software vendors, inflation, and significant contractor increase making IT budgets a challenge.**
- Status
 - Budgeted: Expense will occur in Fiscal Year 2025.
 - Planned: Expense will occur sometime in Fiscal Year 2025 to 2030 planning period. The City is actively assembling funding.



III. PRINCIPLES

- This work plan will be used to assist in the achievement of the City's business objectives to guide the City's efforts toward a clearly defined vision. The framework consists of the following initiatives:
 - Customer Service & Governance
 - Process & Workflow Improvements
 - Transparency & Accountability
 - Security & Privacy
 - Information Management
 - Records Management
 - Enterprise Systems
 - eGovernment & Citizen Interaction
 - Mobile Workforce
 - Innovative Ideas & Workforce Empowerment



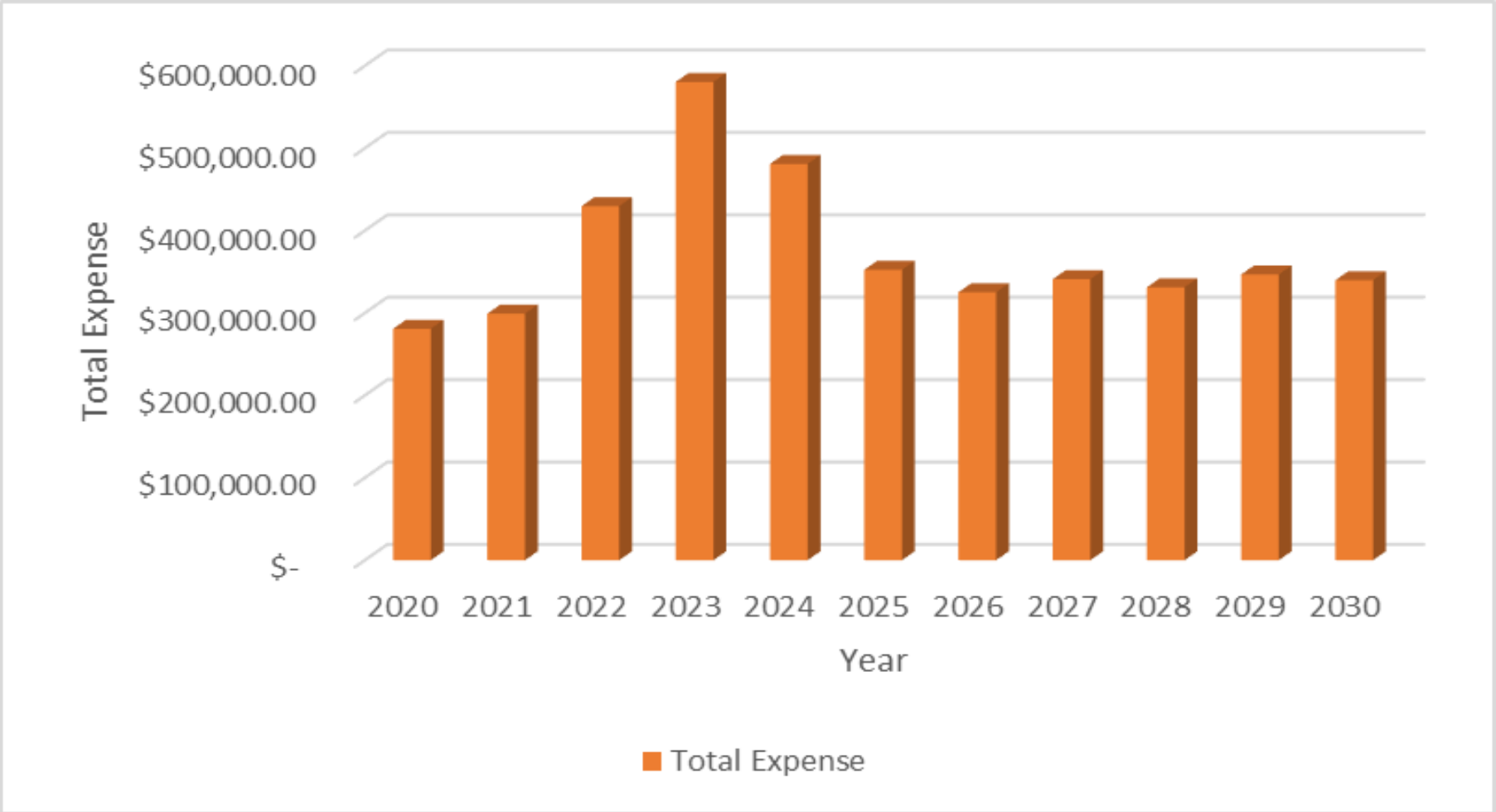
IV. EXISTING ENVIRONMENT

- Dell Computing equipment comprises most of the City network.
- Acquired Vipre software in 2020 to improve cybersecurity across the network.
- Replacement computer terminals are newest Dell Optiplex models.
- Seven-year replacement schedule on computer terminals.
- New computers come with seven-year warranties.
- Software on the local server include ESRI ArcGIS, Firehouse, WSRB Software, Net Motion.
- Cloud environment software includes ESRI Business Analyst, Revize website solution, ArchiveSocial, Microsoft Office 365, Surveymonkey, BoardDocs, Zoom, Smarsh, ESRI Business Analyst, Next Request, Tyler, Document Locator.
- Wrap up migration from legacy systems (Bias – Community Development, Iworq – Asset Management) to Tyler.



V. IT EXPENSE TIMELINE

Information Technology Expense: Total	
Year	Total Expense
2020	\$ 280,836.00
2021	\$ 299,240.58
2022	\$ 429,719.86
2023	\$ 580,422.00
2024	\$ 480,884.80
2025	\$ 352,379.88
2026	\$ 325,175.56
2027	\$ 340,944.23
2028	\$ 331,205.33
2029	\$ 346,685.51
2030	\$ 339,732.29



VI. FISCAL YEAR 2024 COMPLETED PROJECTS

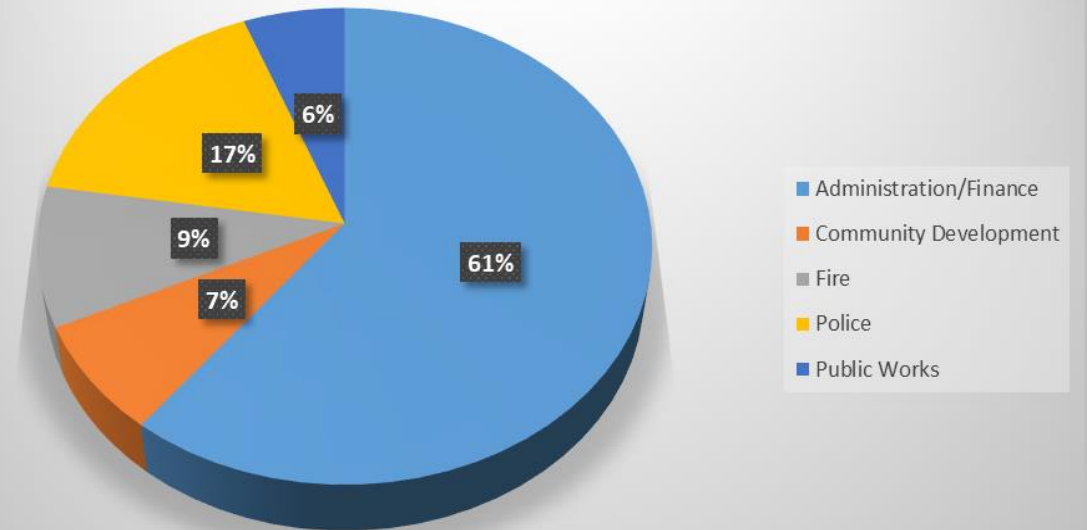
Completed Fiscal Year 2024 Projects			
Project	Classification	Description	Cost
Computer Replacements	Hardware	Computer replacements per replacement plan. Each computer terminal has useful life of seven years.	\$ 64,500.00
Revize Website	Software	Annual maintenance on city website	\$ 6,490.00
DocLocator	Software	Annual maintenance on software program used for paperless Accounts Payable/Receivable. Will be phased out with implementation of Tyler.	\$ 7,446.00
Bias	Software	Annual software maintenance for City finance and building permitting software. Tyler should go live by end of FY 2023.	\$ 6,000.00
Xpress Bill Pay	Software	Annual software maintenance for e-pay for residents to submit utility payment online. Will merge with Tyler once implemented.	\$ 6,000.00
Tyler	Software	In 2022 we did a RSQ for a company to provide Asset Management, Finance, and Community Development Software services. Tyler won bid.	\$ 55,416.00
Canva Pro	Software	Advertising Software for Special Events	\$ 238.80
Adobe Creative Cloud	Software	Needed for professional documents.	\$ 130.00
Archive Social	Software	Maintenance expense for social media metadata recording program.	\$ 6,287.00
Smarsh	Software	Maintenance expense for cell phone Metadata program	\$ 5,500.00
Municode/Munidocs	Software	Maintenance and Support for Municode Website.	\$ 6,876.00
KnowBe4	Software	Integrated Security Awareness Training and Simulated Phishing platform to manage IT security concerns like social engineering, phishing and ransomware attacks	\$ 3,905.00
Neogov Standard	Software	Maintenance Expense for program which automates recruitment & Onboarding process and ensure compliance	\$ 5,613.00
Neogov HR E forms	Software	Eform module addition to existing software to augment paperless capabilities of HR	\$ 4,000.00
Next Request	Software	Maintenance expense on a program that allows ease of use public records requests and creates automatic reports that satisfy state JLARC requirements.	\$ 5,896.00
BoardDOcs Maintenance	Software	Annual maintenance on BoardDOcs software used for City Council and Advisory Board agendas/minutes.	\$ 17,129.00

Zoom	Software	Maintenance expense for e-conferencing software for City Council and Commission meetings.	\$ 4,335.00
ESRI Business Analyst	Software	Maintenance expense on software to pull economic development data and reports	\$ 3,289.00
Docusign	Software	Maintenance on Docusign Software.	\$ 13,740.00
Price Computers	Consultant	Price Computers - Half Year	\$ 63,876.00
AWC GIS Consortium	Consultant	Lower Tier 1 Membership	\$ 3,300.00
Office 365	Software	Moving to Office 365 G3 will allow more effective remote working options and better security for city documents.	\$ 35,000.00
Wifi @ Community Parks	Hardware	Wifi internet access at Lions Park, Kiwanis Park, Veterans Park, and Municipal Campus	\$ 2,400.00
Bluebeam	Software	Streamline plan review process.	\$ 5,547.00
Survey Monkey	Software	Software to allow city staff to put together surveys on various topics. Unlimited participants can take surveys.	\$ 3,991.00
Azavar Short Term Vacation Rental	Software	Software utilized for short term vacation rental registration	\$ 500.00
Tyler ERP	Software	Setup for Tyler Community Development System.	\$ 12,248.00
FirehouSe Software Replacement	Software	Firehouse Software got bought out by another company. Will need to pay upgrade cost.	\$ 12,000.00
WSRB Software	Software	Required software for reporting of fire incidents.	\$ 2,000.00
Body Cameras	Hardware	New body cameras to use to capture interactions with the public for officer/resident safety. Redaction Software. Also, replacement tasers since current ones are out of warranty. (\$17,000 a year for Taser portion in Equipment Replacement)	\$ 40,000.00
Net Motion	Software	Software renewal for Net Motion	\$ 4,000.00
Syncta Backflow	Software	Backflow testing software to replace software that is no longer supported.	\$ 9,200.00
Tyler Asset Management	Software	Need to migrate to Tyler for Asset Management so it matches other modules.	\$ 26,428.00
ESRI ArcGIS Maintenance	Software	Annual software maintenance on ESRI ArcGIS software.	\$ 3,234.00
Total Expense			\$ 480,884.80

VII. FY 2025 EXPENSE

FY 2025 Information Technology Expense	
Department	Expense
Administration/Finance	\$ 213,278.88
Community Development	\$ 26,477.00
Fire	\$ 33,500.00
Police	\$ 58,517.00
Public Works	\$ 20,607.00
Total	\$ 352,379.88

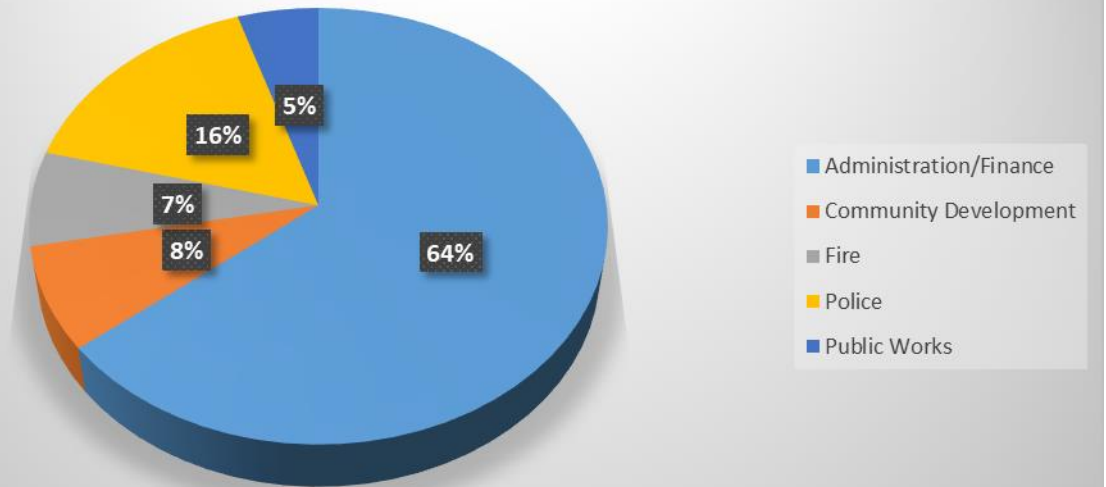
FY 2025 Information Technology Expense



VIII. FY 2025 TO 2030 INFORMATION TECHNOLOGY EXPENSE

FY 2025 to 2030 Information Technology Expense	
Department	Expense
Administration/Finance	\$ 1,309,374.09
Community Development	\$ 156,859.71
Fire	\$ 142,500.00
Police	\$ 326,517.00
Public Works	\$ 100,872.00
Total	\$ 2,036,122.80

FY 2025 to 2030 Information Technology Expense



IX. PRIORITIZATION

- High: Project is integral to city operations. Also, adds to transparency and accountability within the community.
- Medium: Project would yield significant efficiencies in the city organization or allow eCityHall services.
- Low: Project would yield efficiencies but is cost prohibitive. Will be funded either through saving Reserve money or grant funding.

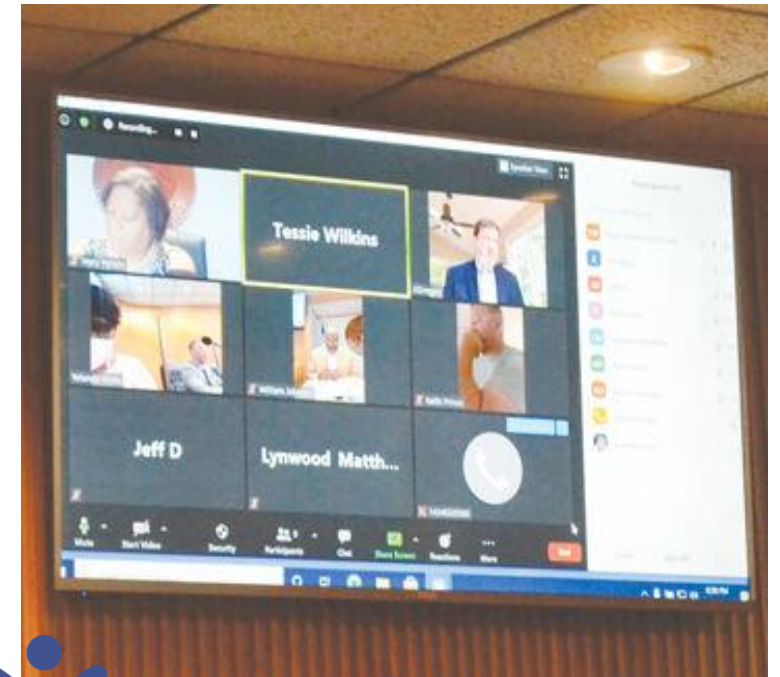


X. DEPARTMENTAL PROJECTS



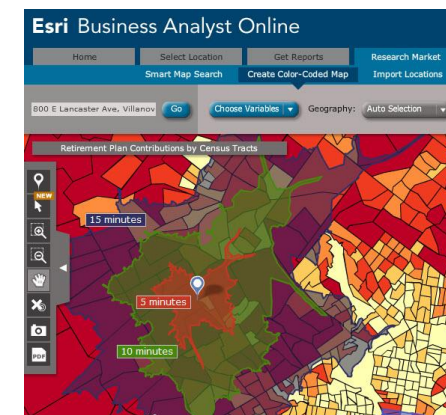
A. ADMINISTRATION & FINANCE (GENERAL GOVERNMENT)

- 2025
 - Continue Seven Year Computer Replacement Plan (High)
 - Phase out software being replaced by Tyler (Springbrook Express, Xpress Bill Pay)
 - Work to fully implement Tyler ERP (Finance, Utility Billing, Community Development)
 - Obtain Bitedefender for Anti-Virus, Malware Protection.
- Staffing
 - City supported by full-time IT Analyst Mr. Jon Anthes.
 - Association of Washington Cities GIS Consortium (Lower to Tier I since obtained PHIMA GIS Grant that cleaned up our data): \$3,333
 - Pocketinet wifi community hubs at Municipal Campus, Lions Park, Kiwanis Park, and Veterans Park: \$2,400 a year.



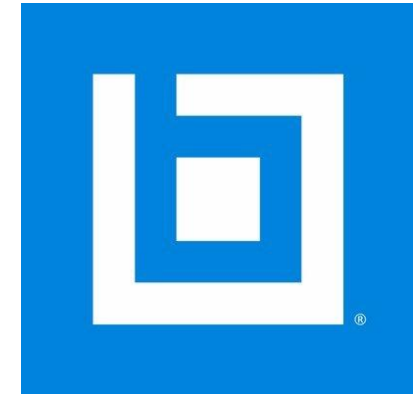
A. ADMINISTRATION & FINANCE (GENERAL GOVERNMENT)

- Annual Software Maintenance Agreements (High)
 - ArchiveSocial (<https://archivesocial.com/>) – Social media Metadata: \$6,539
 - Tyler ERP (<https://www.tylertech.com/>) – ERP system for Finance, Utility Billing, etc: \$55,416
 - BoardDocs (<http://boarddocs.com/>) – Paperless City Boards & Commissions/Voting: \$17,472
 - Document Locator (<https://www.documentlocator.com/>) – Paperless Accounts Payable: \$7,594
 - ESRI Business Analyst (<https://www.esri.com/en-us/arcgis/products/arcgis-business-analyst/overview>) – Economic Development Reports: \$4,310
 - Neogov (<https://www.neogov.com/>) – Paperless Human Resource: \$8,286.75+\$6,467.41 (forms).
 - NextRequest (<https://www.nextrequest.com/>) – Paperless Public Records Request: \$6,191
 - Revize (<https://www.revize.com/>) – Website provider: \$6,490
 - Smarsh (<https://www.smarsh.com/>) – Cell Phone Metadata: \$5,610
 - XpressBillPay (<https://www.xpressbillpay.com/#/>) – Online Bill Pay: \$1,500
 - Zoom (<https://zoom.us/>) – Online Meetings: \$4,488
 - Docusign (<https://www.docusign.com/>) – Online document signing: \$13,740
 - Canva (<https://www.canva.com/>) – Professional Designs: \$238.80
 - Adobe (<https://www.adobe.com>) – Design Documents: \$2,050.92



B. COMMUNITY DEVELOPMENT

- Computer Replacement Plan: Seven Year
- Bluebeam (Markup Building Plans with several users): \$5,547 Maintenance
- Tyler ERP Onboard (2025) for Community Development: \$12,248 Annually
- Annual Software Maintenance Agreements
 - Azavar Local Gov (<https://www.localgov.org/localgov-powered-by-azavar-government-solutions>) – Short Term Vacation Rental: \$3,500
 - SurveyMonkey (<https://www.surveymonkey.com/>) – Community Engagement Surveys: \$4,071 (additional seats needed due to new software security protocols).



SurveyMonkey®



tyler
community

C. FIRE DEPARTMENT

- Computer Replacement Plan – Seven Year
- Firehouse Software Maintenance (<https://www.firehousesoftware.com/>) – Will need to upgrade to new software since Firehouse was bought out by ESRO: \$12,000/Annually
- WSRB Software for reporting calls to State: \$2,000/Annually



D. POLICE DEPARTMENT

- Acquisition of Body Cameras and Redaction Software – Axon (<https://www.axon.com/>): \$40,000 thereafter parsed out taser portion to equipment replacement (2022 -)
- Security Cameras SecurityLines (<https://securitylines.us/>) – Remote cameras: \$9,000/piece (Funded by Forfeited Proceeds or Wildhorse Grant)
 - 2026 – Whitman & Academy Way
 - 2028 – Larch & 12th
 - 2030 – SW Mojonner Rd
- Computer Replacement Plan: Seven Years
 - Replace 12 rubbed labtops with new ones.
- Absolute Software: \$6,500 – Secure VPN.



/ABSOLUTE

E. PUBLIC WORKS DEPARTMENT

- Computer Replacement Plan: Seven Year
- Implementation of Tyler Asset Management System (<https://www.tylertech.com/solutions/public-administration/civic-services/asset-management>) : \$1,673 maintenance (needed for state grants and loans)
- Software Maintenance
 - Syncta Backflow (<https://www.syncta.com/>) : \$9,200 Annually
 - ESRI GIS (<https://www.esri.com/en-us/home>) – GIS maintenance and service credits: \$3,234





City of College Place: 2025 to 2030 Information Technology Plan

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Docusign		Medium	Budgeted	22% - Fire Ambulance, 35.6% - Tech Reserve, 18.6% City Admin Cost Split, 23.7% Public Works Split (25% Street, 25% Storm, 25% Water, 25% WW)	Maintenance on Docusign Software.	Software	\$ 13,740.00	\$ 13,740.00	\$ 13,740.00	\$ 13,740.00	\$ 14,152.20	\$ 14,576.77	\$ 83,688.97
Association of Washington Cities GIS Consortium: Tier I Membership	1058	Medium	Budgeted	Technology Reserve	Lower to Tier 1 membership since we obtained PHIMA Grant where JUB compiled our GIS data.	Staffing	\$ 3,333.00	\$ 3,366.33	\$ 3,399.99	\$ 3,433.99	\$ 3,468.33	\$ 3,503.02	\$ 20,504.67
Computers	1032	High - Replacement	Budgeted	Technology Reserve	Computer Replacement Plan (Seven Year Schedule)	Hardware	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00	\$ 21,000.00
Monitors		Medium	Budgeted	Technology Reserve	Replace aging monitors	Hardware	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 21,000.00
Office 365 Environment	1026	High	Budgeted	22% - Fire Ambulance, 35.6% - Tech Reserve, 18.6% City Admin Cost Split, 23.7% Public Works Split (25% Street, 25% Storm, 25% Water, 25% WW)	Includes Microsoft Office software, Teams, One Drive cloud storage, and hosted email server with added security.	Software	\$ 40,000.00	\$ 42,000.00	\$ 44,000.00	\$ 46,000.00	\$ 48,000.00	\$ 50,000.00	\$ 270,000.00
Bitdefender		High	Budgeted	Technology Reserve	Anti-Virus, Malware, treat protection	Software	\$ 1,930.00	\$ 1,987.90	\$ 2,047.54	\$ 2,108.96	\$ 2,172.23	\$ 2,237.40	\$ 12,484.03
Wifi @ Community Parks	1059	High	Budgeted	Technology Reserve	Wifi internet access at Lions Park, Kiwanis Park, Veterans Park, and Municipal Campus	Internet	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 14,400.00
Administration: Total							\$ 213,278.88	\$ 210,531.56	\$ 216,101.23	\$ 218,159.63	\$ 222,833.31	\$ 228,469.47	\$ 1,309,374.09
Community Development													
4k - 65" TV	1050	High	Budgeted	Technology Reserve	View electronic plans in full scale. Streamline plan review process.	Hardware	\$ 1,000.00						\$ 1,000.00
Bluebeam (CAAD Microsystems)	1051	High	Budgeted	Technology Reserve	Streamline plan review process.	Software	\$ 5,658.00	\$ 5,771.00	\$ 5,887.00	\$ 6,005.00	\$ 6,125.10	\$ 6,247.60	\$ 35,693.70
Azavar - Short Term Vacation Rental Software Maintenance	1047	High - Maintenance	Budgeted	Technology Reserve	Software utilized for short term vacation rental registration	Software	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 21,000.00
Survey Monkey	1049	Medium	Budgeted	Technology Reserve	Software to allow city staff to put together surveys on various topics. Unlimited participants can take surveys.	Software	\$ 4,071.00	\$ 4,152.00	\$ 4,235.00	\$ 4,319.70	\$ 4,406.09	\$ 4,494.22	\$ 25,678.01
Tyler EPL - Permitting	1048	Medium	Budgeted	Technology Reserve	Maintenance expense on Community Development/Permitting Portal	Software	\$ 12,248.00	\$ 12,248.00	\$ 12,248.00	\$ 12,248.00	\$ 12,248.00	\$ 12,248.00	\$ 73,488.00
Computers	1046	High - Replacement	Budgeted	Technology Reserve	Computer Replacement Plan (Seven Year Schedule).	Hardware	\$ 6,000	\$ 2,000.00	\$ 2,000.00			\$ 1,000.00	\$ 11,000.00
Community Development: Total							\$ 26,477.00	\$ 25,671.00	\$ 25,870.00	\$ 26,072.70	\$ 26,279.19	\$ 26,489.82	\$ 156,859.71
Fire													
Firehouse Software Replacement	2022	High - Existing Maintenance	Budgeted	Current Expense	Firehouse Software got bought out by another company. Will need to pay upgrade cost.	Software	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$72,000.00
WSRB Software	2023	High	Budgeted	Ambulance Utility	Required software for reporting of fire incidents.	Software	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$12,000.00
Portable Radio Replacement	2021	High - Replacement	Budgeted	Ambulance Utility	Replacement radios for Fire Department. Covered by 50% grant match from State Department of Natural Resources.	Hardware	\$ 19,500.00		\$ 19,500.00		\$ 19,500.00		\$58,500.00
Computers	2019	High - Replacement	Budgeted	Technology Reserve	Computer Replacement Plan (Seven Year Schedule).	Hardware	\$ 3,000.00	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00			\$10,000.00
Fire: Total							\$ 33,500.00	\$ 14,000.00	\$ 33,500.00	\$ 14,000.00	\$ 33,500.00	\$ 14,000.00	\$ 142,500.00
Police													
Axon Enterprise Inc.	3014	High	Budgeted	Tech Reserve - Body Cameras; Current Expense - Tasers	Redaction Software for body cameras.	Hardware	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 240,000.00
Security Camera - City Parks	3015	Medium	Budgeted	Forfeited Proceeds	Install Cameras in following areas: 2026-Whitman Dr/Academy Way, 2028 - Larch & 12th, 2030 - Mojonier	Hardware		\$ 9,000.00		\$ 9,000.00		\$ 9,000.00	\$ 27,000.00
Absolute Software	3018	High - Existing Maintenance	Budgeted	Current Expense	Secure VPN connection	Software	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 39,000.00
Computers	3016	High - Replacement	Budgeted	Technology Reserve	Replace rugged labtops and desktops to keep up with rotation.	Hardware	\$ 11,400.00	\$ 3,000.00	\$ 2,500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 19,900.00
Network - Access points		Medium	Budgeted	Technology Reserve	Unifi - Wireless AP	Hardware	\$ 617.00						\$ 617.00
Police: Total							\$ 58,517.00	\$ 58,500.00	\$ 49,000.00	\$ 56,500.00	\$ 47,500.00	\$ 56,500.00	\$ 326,517.00

Public Works													
Syncta Backflow	8021	High	Budgeted	Water Utility	Backflow testing software to replace software that is no longer supported.	Software	\$ 9,200.00	\$ 9,200.00	\$ 9,200.00	\$ 9,200.00	\$ 9,200.00	\$ 9,200.00	\$ 55,200.00
Tyler Asset Management (Working on quote, to replace Iworq)	8022	High - Existing Maintenance	Budgeted	25% Streets-Tech Reserve, 25% Storm Utility, 25% Wastewater Utility, 25% Water Utility	Need to migrate to Tyler for Asset Management so it matches other modules.	Software	\$ 1,673.00	\$ 1,673.00	\$ 1,673.00	\$ 1,673.00	\$ 1,673.00	\$ 1,673.00	\$ 10,038.00
ESRI ArcGIS - Maintenance	8023	High - Existing Maintenance	Budgeted	25% Streets-Tech Reserve, 25% Storm Utility, 25% Wastewater Utility, 25% Water Utility	Annual software maintenance on ESRI ArcGIS software.	Software	\$ 3,234.00	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 3,400.00	\$ 3,400.00	\$ 19,934.00
Computers	8021	High - Replacement	Budgeted	Technology Reserve	Computer Replacement Plan and computer for additional hire.	Hardware	\$ 6,500.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00		\$ 15,700.00
Network - Access points		Medium	Budgeted	Technology Reserve	Unifi - Wireless AP	Hardware	\$ 617.00						\$ 617.00
Public Works: Total							\$ 20,607.00	\$ 16,473.00	\$ 16,473.00	\$ 16,473.00	\$ 16,573.00	\$ 14,273.00	\$ 100,872.00
Total Cost							\$ 352,379.88	\$ 325,175.56	\$ 340,944.23	\$ 331,205.33	\$ 346,685.51	\$ 339,732.29	\$ 2,036,122.80