

Tuesday, October 6, 2020
Electronic City Council Workshop

5:30 P.M.
City Council Workshop - Electronic Attendance

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

Or you may call this number to listen: 1-669-900-9128 ID#991 5517 9237

1. Opening Items.

Subject :	1.01 Council Reference Materials
Meeting :	Oct 6, 2020 - Electronic City Council Workshop
Category :	1. Opening Items.
Access :	Private
Type :	Information
Subject :	1.02 Call To Order
Meeting :	Oct 6, 2020 - Electronic City Council Workshop
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Hernández will call the meeting to order.

Subject :	1.03 Pledge of Allegiance
Meeting :	Oct 6, 2020 - Electronic City Council Workshop
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

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

Subject :	1.04 Moment of Silence for Reflection / Invocation - Any City Employee or Elected Official; delivering the invocation, does so in his/her capacity as a private citizen, and not in his /her official position as a city employee/elected city official.
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Meeting :	Oct 6, 2020 - Electronic City Council Workshop
Category :	1. Opening Items.
Access :	Public
Type :	Procedural
Subject :	1.05 Note: Council Member Bobbitt Excused
Meeting :	Oct 6, 2020 - Electronic City Council Workshop
Category :	1. Opening Items.
Access :	Public
Type :	Information

Public Content

Council Member Bobbitt has a scheduling conflict, and has requested to be excused.

2. Workshop Topics.

Subject :	2.01 Permit Sherwood Trust Class of 2020 Leadership Group to Construct 12th Street Parklet - Mr. Rizzitiello
Meeting :	Oct 6, 2020 - Electronic City Council Workshop
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Workshop only No action to be taken

Historical Perspective:

The 12th Street parklet property was acquired by the City of College Place on March 18th, 2019. The project is in the FY 2020 to FY 2025 Capital Facility Plan adopted via Ordinance 19-023 on December 10th, 2019.

Information for Consideration:

The concept of developing a parklet has gone through extensive discussion through the Park, Arbor, and Recreation Advisory Board as well as an open house held at the College Place Farmers Market on September 24th, 2020. The Sherwood Trust Class of 2020 Leadership Group wants to take on construction of the 12th Street parklet as their class volunteer project. The Sherwood Trust Class of 2020 Leadership Group will develop the parklet to what is shown in the infographic

File Attachments

[Parks_12thStreet_VisualFinal.pdf \(2,244 KB\)](#)
[Resolution_Draft.pdf \(113 KB\)](#)

Subject :	2.02 On-Call Engineering & Surveying Services - Mr. Rizzitiello
Meeting :	Oct 6, 2020 - Electronic City Council Workshop
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Workshop only No action to be taken

Historical Perspective:

City Engineer Robert Gordon passed away on Tuesday, August 25th, 2020. The volatility of city engineering projects, development review, grant work, and more leads to difficulty for the city to fully staff this function adequately in house.

Information for Consideration:

The City put out a RSQ for On-Call Engineering Services on September 1st, 2020. The City received five responses: JUB, RH2, PBS, Anderson Perry, and TD&H. One of the requirements is the firm have an office within 100 miles of the City. Six city staff graded proposals. JUB was chosen based on the multitude of services offered within the firm, adequate staffing, and city satisfaction with previous projects they have done for us. JUB has a similar setup with the cities of Umatilla, Oregon and Deer Park, Washington.

The plan is when we recruit to fill the Public Works Director when Paul Hartwig retires that this position will be reimagined as a Public Works Director/City Engineer in which a PE license will be required. The on call contract term is for four years.

File Attachments

[Procurement_Engineering_RSQ_MRSCSmallWorksRoster.pdf \(36 KB\)](#)
[Procurement_Engineering_RSQ_OnCallEngineeringServices_92020.pdf \(322 KB\)](#)
[Grades.pdf \(405 KB\)](#)
[Procurement_Engineering_RSQ_OnCallEngineeringServices_JUBProposal.pdf \(2.389 KB\)](#)
[A-COCP_OnCallMaster.pdf \(139 KB\)](#)

Subject :	2.03 COVID Grant Distribution - Mr. Rizzitiello
Meeting :	Oct 6, 2020 - Electronic City Council Workshop
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Workshop only No action to be taken

File Attachments

[CARES Money Potential Projects.pdf \(87 KB\)](#)

[Council_AgendaItem_COVIDGrantDistribution.pdf \(109 KB\)](#)

Subject :	2.04 Fiscal Year 2021 State & Federal Legislative Agenda - Mr. Rizzitiello
Meeting :	Oct 6, 2020 - Electronic City Council Workshop
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Workshop only No action to be taken

Historical Perspective:

Every year the City develops a legislative agenda for State of Washington and Federal 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:

- Wastewater Treatment Plant Upgrades at \$20.2 million.
- Lions Park Renovation at \$2 million.
- Stormwater Decant Facility at \$700,000
- Southwest College Place infrastructure work including the Southwest Wastewater Trunk Line at \$7.5 million, Mojonner Rd reconstruction at \$6 million, and regional park development at \$2 million.

File Attachments

[AWCLegislativeAgenda_2021.pdf \(305 KB\)](#)

[Legislative_2021_DraftFederalAgenda.pdf \(137 KB\)](#)

[Legislative_2021_DraftStateAgenda.pdf \(140 KB\)](#)

[Resolution_Draft.pdf \(107 KB\)](#)

Subject :	2.05 Draft FY 2021 to 2026 Capital Facility Plan - Mr. Rizzitiello
Meeting :	Oct 6, 2020 - Electronic City Council Workshop
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Workshop only No action to be taken

Historical Perspective:

Every year staff compiles a six-year Capital Facility Plan. The capitalization threshold for projects to appear in this plan is \$5,000.

Information for Consideration:

The six-year plan details all projects on the radar for the next six fiscal years. Projects are ranked high, medium, low. High means the project really needs to happen. Medium means the infrastructure is in deteriorating condition or no longer meets the demands put upon it but will be prioritized if grants become available or from other project savings. Low means project likely won't happen unless the City receives grant funds. The estimated total facility need in FY 2021 is \$16.2 million. The total estimate over 2021 through 2026 is \$79.9 million. This will be presented at every City Council meeting until its passage in December. Also, it will go to the Utilities & Transportation Advisory Commission, Parks, Arbor, and Recreation Board, and the Economic Development, Tourism, and Events Commission for concurrence.

File Attachments

[2021Budget_SixYearPlans_Draft20212026Plan_September2020Rendition.pdf \(12,626 KB\)](#)
[CFP_Draft_Ordinance.pdf \(115 KB\)](#)

Subject :	2.06 FY 2020 to 2025 Equipment Replacement Plan - Mr. Rizzitiello
Meeting :	Oct 6, 2020 - Electronic City Council Workshop
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Workshop only No action to be taken

Historical Perspective:

Every year the City develops an Equipment Replacement Plan. The City is working towards fully funding equipment replacement. Projects shown are over the capitalization threshold of \$5,000.

Information for Consideration:

Key equipment (ranked high) proposed for replacement this year includes the following:

- Fire Department: Turnouts - \$12,000, Vehicle #UT303 Fire Marshall Replacement - \$9,000 (Lease), SCBA Replacement - \$27,744, and Vehicle #304 Fire Captain - \$9,000 (Lease)
- Police Department: Police Vehicle Leasing Program : \$72,520.32, Taser Replacement: \$17,000
- Streets: Replacement #509 Grader: \$160,000
- Wastewater: Jacobs Equipment Contract: \$191,000
- Water: Vehicle #603: \$37,000

File Attachments

[2021Budget_SixYearPlans_ERR_Booklet.pdf \(2,294 KB\)](#)
[Draft_Ordinance.pdf \(114 KB\)](#)

Subject :	2.07 FY 2021 to 2026 Information Technology Plan - Mr. Rizzitiello
Meeting :	Oct 6, 2020 - Electronic City Council Workshop
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Workshop only No action to be taken

Historical Perspective:

Every year the City Administrator presents a six-year plan for Information Technology across the organization.

Information for Consideration:

The goal at the City is to get computer terminals into a seven-year rotation as that is the length of the warranties. This year includes the city's share toward a new server out a dispatch WESCOM (911).

The lions share of software expense in 2021 is software maintenance on a variety of modules across the City organization. If the City can swing it projects we would like to accomplish in 2021 is replacing the AV system in the City Council Chambers, bring in video walls to Council Chamber, and establish a AV/Computer Server Room in the old jail section of City Hall.

From a staffing perspective the City will continue to contract with the Intermountain Education Service District for 12 hours a week of service and as a Tier II member with the Association of Washington Cities GIS Consortium.

File Attachments

[FY2021to2026ITBooklet_Draft.pdf \(1,655 KB\)](#)
[Draft_Ordinance.pdf \(113 KB\)](#)

Subject :	2.08 FY 2021 Budget - Mr. Carleton
Meeting :	Oct 6, 2020 - Electronic City Council Workshop
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

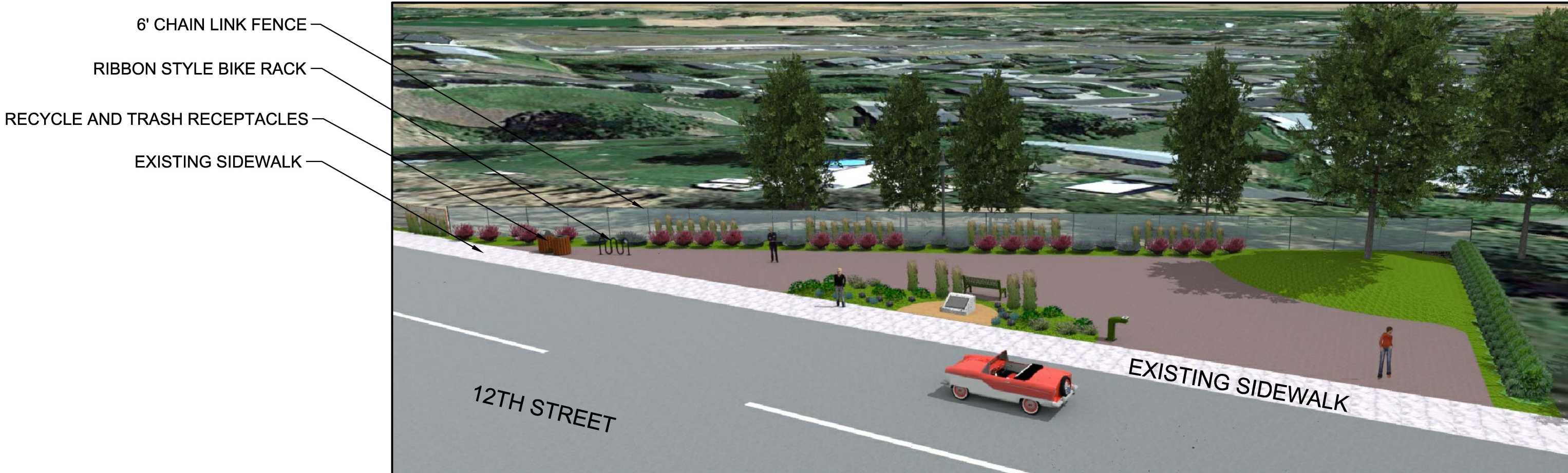
Public Content

Workshop only No action to be taken

Additional Packet materials to be added prior to meeting.

File Attachments

[2021Budget_Presentation_Preliminary.pdf \(1,364 KB\)](#)
[2021_Budget_Narrative_Administrative_Department.pdf \(248 KB\)](#)
[2021_Budget_Narrative_\(ER&R\).pdf \(27 KB\)](#)
[2021_Budget_Narrative_\(Parks\).pdf \(27 KB\)](#)
[2021_Budget_Narrative_\(Street\).pdf \(28 KB\)](#)
[2021_Budget_Narrative_\(Wastewater\).pdf \(29 KB\)](#)
[2021_Budget_Narrative_\(Water\).pdf \(29 KB\)](#)
[2021_Budget_Narrative_City_Clerk.pdf \(475 KB\)](#)
[2021_Budget_Narrative_Community_Development.2020.10.01.pdf \(40 KB\)](#)
[2021_Budget_Narrative_Engineering_Department.pdf \(304 KB\)](#)
[2021_Budget_Narrative_Finance_Dept.pdf \(168 KB\)](#)
[2021_Budget_Narrative_Human_Resources.pdf \(146 KB\)](#)
[2021_Budget_Narrative_Police.doc.pdf \(539 KB\)](#)
[2021_Budget_Narrative_Stormwater.pdf \(237 KB\)](#)
[2021_Budget_Narrative_Fire.doc.pdf \(83 KB\)](#)



- HEDGE BUFFER
- 6' PARK BENCH
- MONUMENT/SIGNAGE
- DRINKING FOUNTAIN



12TH STREET PARKLET
SEPTEMBER, 2020

City of College Place, Washington
RESOLUTION NO. 20-XXX

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON
REGARDING ACCEPTANCE OF PARKLET DESIGN BY SHERWOOD LEADERSHIP GROUP AND
ALLOWANCE OF GROUP TO CONSTRUCT PARKLET.**

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

Whereas, the City obtained a triangular piece of property on SE 12th Street near Newgate Drive commonly identified by Walla Walla County as #35073642CITY_CP via a land swap agreement that was approved by the College Place City Council via Agenda Bill 17262 on January 23rd, 2018; and

Whereas, consultant SPVV developed a conceptual plan for the 12th Street Parklet on March 18th, 2019; and

Whereas, the concept of developing a parklet has gone through extensive discussion through the Park, Arbor, and Recreation Advisory Board as well as an open house held at the College Place Farmers Market on September 24th, 2020; and

Whereas, the 12th Street parklet is listed as a project under the FY 2020 to FY 2025 Capital Facility Plan adopted by Ordinance 19-023 on December 10th, 2019; and

Whereas, a Sherwood Trust Class of 2020 Leadership Group wants to take on construction of the 12th Street parklet as their class volunteer project; and

Whereas, the Sherwood Trust Class of 2020 Leadership Group will develop the parklet to what is shown in the infographic; and

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

- 1.** Hereby grants permission to the Sherwood Trust Class of 2020 to construct the 12th Street Parklet to what is shown in the infographic furnished to the College Place City Council.
- 2.** The CITY will cover the cost of the water connection/right-of-way permit since the resulting project is a city-owned parklet to be enjoyed by all community members.

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 ____ day of _____, 20__.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk

Public Agency Name: City of College Place
Roster Type: Consultant Roster
Date: 09/01/2020
Time: 06:14 pm
Main-Category: Engineering Services
Sub-Category: Civil Engineering

Consultant Roster Businesses:

AGR Management Group, Inc.
AHBL, Inc.
Alta Planning + Design
Alta Science and Engineering, Inc.
Anchor QEA, LLC
Anderson Perry & Associates
Apex Engineering
Applied Pavement Technology, Inc.
Arculus Design & Technical Services, PLLC
Art Anderson Associates
Aspect Consulting, LLC
Baer Testing Inc
Belsby Engineering-Horrocks Engineers
BHC Consultants
BLUEFIN LLC
Blueline
Budinger & Associates, Inc.
Burgess & Niple, Inc.
Burns & McDonnell
Cardno
Cascade Earth Sciences, LTD
Century West Engineering
Clear Creek Solutions, Inc
Clearway Environmental LLC
CM Design Group, LLC
Coast & Harbor Engineering, A Division of Mott MacDonald
Coffman Engineers
Coffman Engineers
Collins Engineers, Inc.
Complete Design, Inc.
CONSOR Engineers, LLC
COWI North America Inc.
CPH Consultants
CRW Engineering Group, LLC
Dahle Engineering, LLC
D A Hogan & Associates, Inc.
Daramola, Inc.
David Evans and Associates, Inc.
DCI Engineers
DKS Associates
DN Traffic Consultants
DOWL LLC, D.B.A. DOWL
Dragon Analytical Laboratory
Duncanson Company, Inc.
E&H Engineering, Inc.
EA Engineering, Science, and Technology, Inc., PBC
Echelon Engineering, Inc.
EHS-International, Inc.
Electric Power Systems, Inc.
Element Solutions
Energy Northwest
Epic Land Solutions, Inc.
Erlandsen & Associates
ESA
Evergreen Coating Engineers, LLC
Exeltech Consulting, Inc.

Fehr & Peers
Fisheries Engineers, Inc.
Floyd|Snider
Forsgren Associates, Inc
GeoDesign, Inc., An NV5 Company
GeoEngineers Inc.
GEO Group Northwest, Inc.
GeoResources, LLC
GeoTek, Inc.
GHD Inc.
Golder Associates Inc.
Gray and Osborne, Inc.
Great West Engineering, Inc.
Hanson Professional Services Inc.
Harms Engineering Inc.
Harper Houf Peterson Righellis Inc.
Harris Group Inc.
HDR Engineering, Inc.
Herrera Environmental Consultants, Inc.
HLA Engineering and Land Surveying, Inc.
HMA Engineering
Huitt-Zollars, Inc.
HWA GeoSciences Inc.
IDAX
Impact Design
Integral Consulting Inc.
Inter-Fluve, Inc.
J-U-B ENGINEERS, Inc.
Jackola Engineering & Architecture, PC
Jacobs Engineering Group Inc.
Jerome W. Morrisette & Associates Inc., P.S.
JF Engineering, PLLC
KBA, Inc.
Keller Associates, Inc.
Kimley-Horn
Kindred Hydro, Inc.
Kleinfelder
KPFF Consulting Engineers
KPG
Landau Associates
Land Development Consultants, Inc.
Larson & Associates, Inc.
Leslie Engineering, LLC
Lochner (H.W. Lochner)
MacKay Sposito
Mackenzie
Maul Foster & Alongi, Inc.
Mead & Hunt, Inc.
Meier Architecture • Engineering
MICHAEL F. WNEK, PE., PS
MIG, Inc.
Migizi Group, Inc.
Morrison-Maierle
Mott MacDonald
Murraysmith
Nicholls Kovich Engineering, PLLC
Northwest Hydraulic Consultants
OAC Services, Inc.
Osborn Consulting Inc
Otak, Inc.
PACE Engineers, Inc.
Pacific Engineering & Design, PLLC
Pacific Surveying and Engineering Services
PACLAND - Seattle, P.C.

Parametrix
PBS Engineering and Environmental Inc.
Perteet Inc.
Peterson Structural Engineers
PH Consulting LLC
PLACE LA
PND Engineers, Inc.
Quanta Utility Engineering Services
Raedeke Associates, Inc.
Ramboll
Red Barn Engineering, Inc.
Reid Middleton, Inc.
RH2 Engineering, Inc
RHC Engineering Inc.
Rock Project Management Services, L.L.C.
Salaga Design, LLC
Sargent Engineers, Inc.
SCE, Inc.
SCJ Alliance
SCS Engineers
Seahurst Electric, Inc.
Sealaska Technical Services
Shannon & Wilson, Inc.
Sitts & Hill Engineers, Inc.
Skillings, Inc.
SRT Consultants
Staheli Trenchless Consultants, Inc.
Stantec
STRATA
Strata Inc.
SubTerra, Inc
SynTier Engineering, Inc
T-O Engineers
TD&H Engineering, Inc.
TerraGraphics Environmental Engineering, Inc.
Tetra Tech, Inc.
Toole Design Group LLC
Tower Engineering Company
Transpo Group
TRANSPORTATION ENGINEERING NORTHWES
TranTech Engineering, LLC
Tri-City Engineers
TripleNet Technologies, Inc.
Varela & Associates, Inc.
Varius Inc.
Vikek Environmental Engineers, LLC
W.E.S. Landscape Architecture
Waterfall Engineering, LLC
Welch Comer Engineers
WEST Consultants, Inc.
Western Pacific Engineering & Survey, Inc.
White Shield, Inc.
WHPacific, Inc.
Wilson Engineering, LLC
Windsor Engineers
Wood
WSP USA Inc.
YOY INC DBA Verdis

Request for Qualifications
City of College Place
On-Call Engineering & Surveying Services

Project Description

City of College Place (City) is seeking written Statements of Qualifications (SOQ) from engineering firms (Consultants) interested in providing on-call professional engineering and surveying services to the City. This RFQ is for a four-year term. A new RFQ will be issued every four years.

Minimum qualifications/information required:

- A. General statement of the understanding of the City and its future needs from a transportation, stormwater, wastewater, and water standpoint.
- B. Have an organizational office within **100 miles** of the College Place City Hall which is located at (625 S. College Avenue, College Place, Washington, 99324)
- C. Working knowledge of the Walla Walla Valley Metropolitan Planning Organization (WWVMPO), Walla Walla County (WWC), and the ability to work with WWVMPO, WWC, Washington State Department of Transportation (WSDOT), Washington State Department of Health (DOH) , Washington State Department of Ecology (DOE) , and the Washington State Transportation Improvement Board (TIB) on the City's transportation and utility needs.
- D. Working knowledge of the city's/Walla Walla Valley's private developer community and experience with development review.
- E. Ability to assist with updating the City's engineering and planning documents to comply with federal and state law.
- F. The experience of the managers and personnel that would work with the City most frequently.
- G. Consultant's experience with Federal, State, and other project funding applications.
- H. Experience with IJR's and access revisions involving FHWA and WSDOT.
- I. Experience with development plat reviews.
- J. Approach to managing and completing projects (general).
- K. Experience with other engineering disciplines: electrical, structural, and mechanical engineering.
- L. Experience with environmental permitting, mitigation, design and review (SEPA, NEPA, etc).
- M. Experience with Geographic Information Systems and AutoCAD files.

Here are some documents that may serve as supporting documentation:

- A. Comprehensive Plan:
http://www.cpwa.us/departments/planning/comprehensive_plan.php
- B. Development Code:
http://www.cpwa.us/departments/planning/development_code.php
- C. Critical Areas Ordinance:
http://www.cpwa.us/departments/planning/critical_area_maps.php
- D. College Avenue Design Standards:
http://www.cpwa.us/departments/planning/design_standards.php
- E. Engineering Standards and Specifications:
http://www.cpwa.us/departments/engineering/engineering_standards.php
- F. Six-Year Capital Facility Plan:
http://cms6.revize.com/revize/cityofcollegeplace/document_center/Finance/Budget%202020/2020to2025_CFPBooklet_Final.pdf
- G. Right-of-Way & Street Cut Restoration:
http://www.cpwa.us/departments/engineering/right_of_way.php
- H. Walla Walla County Comprehensive Plan and Development Regulations including Urban Growth Areas: https://www.co.walla-walla.wa.us/government/community_development/2018_update.php
- I. Walla Walla Valley MPO 2040 & 2045 Metropolitan and Regional Transportation Plan: <https://www.mpo.org/2040-plan.html>
- J. Walla Walla Valley Transportation Improvement Program: <https://www.mpo.org/transportation-improvement-program.html>
- K. Blue Mountain Regional Trails Plan: <https://www.mpo.org/blue-mountain-region-trails-plan.html>
- L. College Place Municipal Code:
https://library.municode.com/wa/college_place/codes/code_of_ordinances
- M. College Place Public City Map Viewer:
<https://cocp.maps.arcgis.com/apps/webappviewer/index.html?id=86f9039347fa48749100523105fc84bb>

Project Title: City of College Place General Engineering and Surveying Services

Any firm failing to submit information in accordance with the procedures set forth in the RFQ may be considered unresponsive and may therefore be subject to disqualification by the City.

Background

Throughout the contract the City may require the services of a professional engineering firm for planning, concept, design, estimating, and specification work for various public projects. The City may require the services of a professional engineering firm for assistance with private development plat reviews, SEPA, NEPA, and other associated work. The City may also require assistance applying grants, loans, or other sources of

project funding. The City does not expect that one firm will have all the minimum qualifications listed. A team of consultants may meet the minimum qualifications.

Procurement Process

General Information

- A. Compliance with Legal Requirements: The procurement of these consultant services will be in accordance with applicable city, federal, state, and local laws, regulations, and procedures. The City reserves the right to reject any and all submittals received. Any Consultant failing to submit information in accordance with the procedures set forth herein may not be considered responsive and may therefore subject to disqualification by the City. In accordance with the provisions of this RFQ, the City will evaluate the Submittals. The final selection, if any, will be that Consultant which, in the opinion of the City, best meets the requirements set forth in the RFQ and is determined to be the most highly qualified.
- B. Clear and Concise Submittal: Consultants are discouraged from submitting lengthy Submittals (20-page maximum). The City requests that Submittals be concise and clearly written containing only essential information.
- C. Cost Borne by Proposers. All cost incurred in the preparation for and in participation of this RFQ and negotiations process shall be borne by the proposing firms.
- D. Paper Reduction. The RFQ shall be provided to the City digitally via email. The RFQ shall be emailed to Mr. Mike Rizzitiello, City Administrator, at mrizzitiello@cpwa.us **No paper copies will be accepted.**
- E. Public Disclosure. Once in the City's possession, Submittals shall become property of the City and considered public documents under applicable Washington State law. All documentation provided to the City may be subject to disclosure in accordance with Washington State public disclosure laws.
- F. **Schedule**

The selection process is anticipated to proceed as outlined below:

Date	Selection Process
September 2 nd , 2020	Announcement of the RFQ
September 18 th , 2020	Submittals due (5 P.M to mrizzitiello@cpwa.us)
September 21 st , 2020	Announce finalists
September 22 nd thru 25 th , 2020	Interview over Zoom, if deemed necessary
September 25 th , 2020	Email out Notice of Selection
September 28 th to October 2 nd , 2020	Complete contract negotiations
October 3 rd , 2020	Council authorize Mayor & City Administrator to sign and execute consultant contract.

- G. Addenda: Updates on this RFQ opportunity will be posted on this webpage:
http://www.cpwa.us/businesses/doing_business_with_the_city.php

Negotiations

- A. At the completion of the selection process, the selected Consultant will enter into contract negotiations with the City. Negotiations of a contract will be in conformance with applicable Federal, state, and local laws, regulations and procedures. The negotiated cost and pricing data once agreed to by the City and the Consultant, shall form the basis for a billing/payment provision.
- B. If the City and the selected Consultant cannot come to terms after three (3) revisions, the City may discontinue negotiations and go to the next highest ranked Consultant. Failure to reach agreement after three (3) revisions demonstrates an inability to reach agreement within a reasonable timeframe.

Cost and Pricing Data

The selected consultant shall provide the following information within two (2) business days after receiving Notice of Selection. Failure to provide such information in a timely manner may result in the City determining to discontinue negotiations with the selected Consultant and start negotiations with the next highest ranked Consultant.

Standard Rate Table

Please provide a standard rate table where it shows the hourly rate charged for the role/title independent of the individual.

Evaluation and Selection Criteria

- A. Evaluation and Technical Competence (50 points): The City will evaluate the experience and technical competence of the Consultant's Team to provide the services as listed in the Project Description.
- B. Record of Past Performance & Project Examples (50 Points):
 - 1. The City will evaluate the Consultant's record of performance on previous projects with consideration given to quality of work, ability to meet schedules and budget, cooperation, responsiveness, and other managerial considerations.
 - 2. The City will evaluate the project examples provided with respect to the Consultant's experience with similar projects and the amount of involvement the Consultant had with the project examples. The project examples provided should demonstrate the Consultant's experience in providing services similar to those listed in the Project Description.
- C. Interviews (50 Points Potentially):

1. The City may or may not conduct an interview. If the City determines that interviews are necessary, the City will conduct interviews with the short listed Consultants (finalists).
2. Consultants will be notified in writing of the interview request and provided the date and time of the interview. Interview would be conducted via Zoom. The interview process may or may not include a Consultant presentation and the Consultant will not be given questions to prepare for in advance of the interview. The City may choose different criteria for the interview, in which case the Consultants will be notified in writing.

Questions

Questions must be directed to Michael Rizzitiello, City Administrator at mrizzitiello@cpwa.us or by phone 509-394-8506.

Publication Dates: September 3rd and 5th, 2020 MRSC Consultant Roster

Americans with Disabilities Act (ADA) Information

The City in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. The material can be made available in an alternate format by emailing Michael Rizzitiello, City Administrator at mrizzitiello@cpwa.us or by calling 509-394-8506.

Title VI Statement

The City in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Proposal	Grader A Review	Grader B Review	Grader C	Grader D	Grader E	Grader F	Out Of	Total Score
RH2	94	98	97	71	98	65	100	523
JUB	98	98	99	97	98	75	100	565
TD&H	76	91	92	56	98	60	100	473
PBS	92	94	95	86	100	55	100	522
Anderson Perry	80	96	94	93	100	75	100	538

STATEMENT OF QUALIFICATIONS
CITY OF COLLEGE PLACE

**On-Call Engineering &
Surveying Services**

September 18, 2020



J-U-B ENGINEERS, INC.



**THE
LANGDON
GROUP**
a J-U-B Company



**GATEWAY
MAPPING
INC.**
a J-U-B Company

OTHER J-U-B COMPANIES

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J-U-B ENGINEERS, INC.

J-U-B COMPANIES



THE
LANGDON
GROUP



GATEWAY
MAPPING
INC.

September 18, 2020

Mike Rizzitiello
City Administrator
College Place City Hall
625 South College Avenue
College Place, WA 99324

Re: 2020-2024 City of College Place: On-Call Engineering & Surveying Services

Dear Mike and the Selection Committee:

College Place is a city on the move, with the vision to build opportunities and improvements that will allow the City to thrive and grow. You want a community that children want to come back to, a destination location for travelers, a prime location for businesses, and a place where people want to be. We share that vision and are excited to continue working together to create tomorrow's College Place, Washington.

College Place is near and dear to my heart. I lived in a house on Liberty Way during my childhood and still have a host of relatives in the area. I get a sense of personal satisfaction when I am able to practice my profession in an area that can impact the lives of family and loved ones. I truly appreciate the opportunity to have worked on your Wastewater Treatment Plant Upgrades and more recently, on the sewer collection system improvements. We have been pleased with our funding successes and look forward to updating your GIS system.

We are deeply saddened by the loss that your staff recently suffered. Our commitment is to provide whatever assistance you may need to fill in the gaps until you are able to re-staff the engineering department. We look forward to continuing our long-term relationship as a trusted advisor.

This Statement of Qualifications presents our understanding of your needs and the qualifications of our team, tailored to the needs you discussed during our meetings and identified in the RFQ. We have a significant amount of experience that is not specifically mentioned in this SOQ, so don't hesitate to ask what else we can do for you. We will join with you in taking a holistic approach to your community needs, evaluating all aspects of community services and developing a coordinated approach each of your projects.

Respectfully submitted,
J-U-B ENGINEERS, Inc.

A handwritten signature in blue ink that reads "Alex Fazzari".

Alex Fazzari, PE
Client Services Manager &
Kennewick Area Manager

FIRM INTRODUCTION

FIRM BACKGROUND

What has kept J-U-B in business for 66 years? We work hard, we work smart, and we work with integrity. **Hard work builds character, smart work builds confidence, and working with integrity builds trust**—our longevity is a reflection of our work ethic. Our clients trust us and we work hard to make them successful. They know we will be honest, ethical, and deliver quality engineering, because this is our culture. From engineering services including wastewater, water resources, transportation, stormwater, and irrigation to construction and environmental services, public involvement and GIS services, our appeal grows as our clients learn of the breadth and depth of our expertise.

Established in 1954, J-U-B is an employee-owned professional consulting corporation. We are headquartered in Meridian, Idaho and employ more than 430 personnel who are located in 20 offices across seven states with local offices in Kennewick, Spokane, and Clarkston. We have steadily and sustainably grown in staff and areas of expertise over the years through listening to our clients and providing responsible engineering, innovative ideas, practical solutions, and high-quality products.

WHAT DOES THE J-U-B TEAM OFFER?

Expertise and Experience

J-U-B has provided practical, real-world, value-driven solutions for numerous municipal clients and projects throughout the Intermountain and Northwest. Our staff's breadth of expertise and experience, depth of manpower (430 multi-disciplinary staff firm-wide), and a 43-year local understanding of surrounding infrastructure is unmatched.

Local and Institutional Knowledge

Our appreciation of the College Place area and personal relationships with your staff will be the greatest assets to your projects. We understand and support your long-term vision, infrastructure, local stakeholders, and policies. This immediate, local, and personal

assistance results in efficient, cost-effective, and successful projects. For example, in the Southwest Sewer project we teamed with local subconsultants and worked with land owners to identify the best alignment for the Southwest Sewer trunk which will serve 1500 acres of future development for the City.

Trusted Advisors and Clear, Concise Solutions

Successful working relationships are based on trust and forthright, honest communication. We always have your interests and those of the community members in mind. We provide straightforward solutions and clear, concise deliverables. For example, presentations made to the City Council and the Utility Committee for both the WWTP Facility planning process and the Southwest Sewer project delivered a clear vision of the benefits of these projects to the City.

J-U-B's two independent, but related subsidiaries, The Langdon Group and Gateway Mapping, Inc., offer the City of College Place access to specialists in public involvement and Geographic Information Systems (GIS). Both subsidiary firms work as extensions of J-U-B's staff providing seamless breadth of services for our clients.

THE LANGDON GROUP, INC. (TLG)

The Langdon Group supports J-U-B projects and provides public involvement, public relations, mediation, facilitation, and conflict resolution services to help facilitate public and stakeholder approval of challenging projects.

GATEWAY MAPPING, INC. (GMI)

Gateway Mapping, Inc. (GMI) has provided Geographic Information Systems (GIS) and asset management services since 1991, including enterprise master planning, application development, system design and implementation, presentation mapping, custom GIS application development, programming and training. They specialize in using GIS to help you better manage your infrastructure.

SUBCONSULTANTS

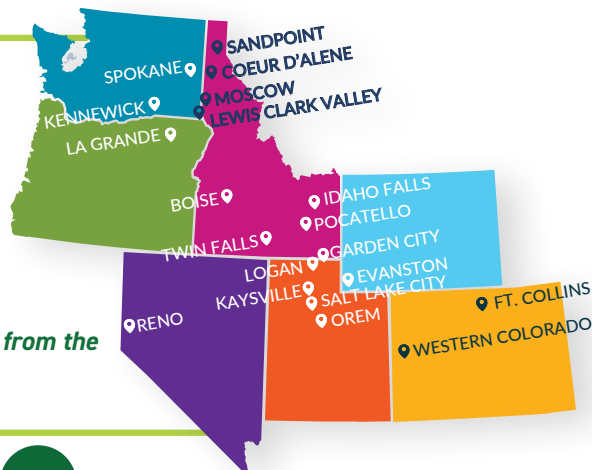
J-U-B determines the need for subconsultants on a project by project basis. Once a project is defined, we will contract with the appropriate subconsultants that will give the City the best value.

CONTACT INFORMATION FOR THE NEAREST OFFICE:

2810 W Clearwater Ave., Ste. 201
Kennewick, WA 99336

Client Contact: Alex Fazzari, PE
afazzari@jub.com | 509.783.2144

We are 50 miles and 59 minutes away from the City of College Place's City Hall



ORGANIZATIONAL CHART

Organized to Deliver

Led by Alex Fazzari, PE, J-U-B's professional engineering team selected for these services is organized to efficiently deliver a full range of expertise. The team is structured to provide results-oriented, streamlined, and scalable project teams. It shows direct reporting lines and depicts key personnel in general and support service areas.

As Client Manager, Alex will function as the key contact for the City. His 20 years of engineering consulting experience has centered on a wide range of infrastructure projects throughout Washington. Alex has the authority to commit and allocate sufficient resources to successfully accomplish projects.

As tasks arise, Alex will contact the appropriate Service Area Lead and, together, they will identify the right-size project team with a sufficient breadth of expertise; an appropriate mix of senior, mid, and junior staff; and the availability to accomplish the project's needs, while maximizing value for the City. That said, we are also informal and encourage the City to reach out directly to members as needed.

Our Leads work hand-in-hand with City staff as though they are an extension of the City staff. They are responsible for quality, cost and schedule control, and progress reporting. Project Engineers assist Service Area Leads to direct, coordinate, and manage technical team assignments and deliverables. The technical and support services staff are responsible for executing their assignments on time with a focus on quality and accuracy.



ON-CALL SERVICES & CONTRACT ADMINISTRATION

Holistic On-Call Engineering Services

College Place has a lean engineering staff that has recently experienced some key losses – on top of trying to prepare for the pending retirement of the Public Works Director. You are looking for a local engineering firm that can help fill in the gaps until you are able to hire a City Engineer and/or Public Works Director. J-U-B is uniquely suited to fill this need. We already have great relationships with City Staff. J-U-B is a full-service firm that has the experience to handle all of the services identified in your RFQ. We are only an hour away and provide the responsiveness and service of a local firm backed by the technical expertise of a larger firm.

J-U-B has vast experience with private land development including residential, commercial, and industrial developments. We have been on the receiving end of many development review comments from several municipalities throughout Eastern Washington. Although we are familiar with the private developer community in the Walla Walla Valley, we aren't actively involved in any developments there – this will allow us to represent the City without any perceived conflicts of interest when it comes to development review.

Our partnership with Deer Park is a great example of how we can partner with you and how you can learn from other cities we work with. Deer Park has been willing to share its tools and experience with other communities that J-U-B serves. We have been able to make those connections between communities and create a network that helps other communities elevate their knowledge and preparation and help City staff elevate their careers. **To us, you are more than your projects.**

College Place is thriving and experiencing a level of interest similar to what Deer Park has experienced in recent years. Key to Deer Park's success has been a holistic approach to municipal planning and infrastructure development beginning with a municipal code and development review process that assures the City can grow in a healthy and properly managed fashion.

Through integrated comprehensive planning, they have been able to anticipate and encourage smart growth wherein growth pays for itself.

The following are some examples of on-call services we provide for other similar communities. We currently provide these services for including Deer Park, Umatilla, and City of West Richland. College Place can benefit from what we've learned together and can apply the following to your growing community:

- Provide **third-party plan review services for new residential and commercial developments**, assuring that the developments meet standards and do not produce undesirable impacts on the infrastructure or adjacent landowners and uses.

- Offer **construction observation services** during construction to assure that the developer complies with the approved plans and specifications. These review costs are passed along to the developer to assure that the cost of development does not impact the existing citizens.
- Advise the City on how to assure that mandates placed upon them by **regulatory agencies** are implemented in a fair and reasonable fashion and do not create undue burdens on the City.
- Work closely with the City legal counsel to **provide the technical basis for responses to legal inquiries** or claims on the City and to avoid scenarios that could result in a legal liability for the City.
- Maintain continuous availability to City staff to provide them with **technical support** when situations require the latest knowledge or technology or a creative solution to a challenging problem.
- Make our experts immediately available to the City when emergencies arise, to provide solutions to resolve the emergency as quickly as possible.
- Work with the City staff to **procure funding**, maximizing grants for all their project needs. We attend funding coordination meetings with funding agencies and partners, help them prepare funding applications and even make visits to legislators when needed to secure the needed funding.
- Assist the City in **securing or updating water rights** for their drinking water sources.
- Assist the City in **acquiring right-of-way** for projects.
- Coordinated multiple **pre-development conferences** between the City and private parties considering property improvements over the last five years. These meetings outline the City's typical expectations and schedules for processing various types of projects and the related infrastructure impacts. The City goal in these efforts is **to minimize surprise costs or timing** for developers relative to residential.





SEWER COLLECTION SYSTEMS & WASTEWATER TREATMENT

What Makes Our Projects Flow

'Value' summarizes our approach to wastewater facilities — giving you as much as possible and helping leverage grant dollars. Our focus is to provide wastewater collection, treatment, and reclamation projects that are operator friendly, as well as master planning, asset management, and mapping that are truly useful. We track regulatory changes, apply innovative approaches, and stay current with industry trends. We are active listeners, critical thinkers, and thoughtful problem solvers.

Familiarity and Understanding

Wastewater projects account for a full 36% of your 6-year Capital Facility Plan. The two largest projects are the Wastewater Treatment Plant Improvements and the SW Sewer Trunk and Lift Station No. 7 projects that we are currently assisting you with.

Wastewater Treatment. J-U-B completed your WWTP Facility Plan in 2015 and we are currently working on design of the Phase 1 improvements. The goal is to complete design by the end of 2021. We are also actively assisting you in securing funding to cover the enormous expense of this project. We have appreciated assisting you on this journey and look forward to helping you construct these improvements and meet the compliance schedule in your permit.

General Sewer Plan. Although you don't currently have a General Sewer Plan on file, we are working on getting you headed in that direction. We are developing a Fiscal Sustainability Plan that is essentially an asset management program for your sewer collection system. Once this Plan is complete, we simply need to add a few more elements (such as hydraulic modeling to identify any bottlenecks) and then we can submit it as a General Sewer Plan for Ecology review. Having an approved GSP on file allows you to apply for Ecology funding for any projects identified in the GSP.

Pipe Rehabilitation. We recently assisted in the development of plans, specifications, and bid documents for a Cured-In-Place-Pipe rehabilitation project in College Place. These bid documents can be easily updated for each of the CIPP lining projects identified in your 6-year Capital Facility Plan. The Fiscal Sustainability Plan may even identify some other areas of the collection system to focus on. These CIPP projects are a great way of extending the life of assets and reducing the flows conveyed to the WWTP for treatment and disposal.

Wastewater Permitting. Our relationship with College Place began back in 2014 when we helped you negotiate some permit compliance issues with Ecology. These negotiations allowed you to defer some requirements and buy some valuable time. The City is expecting a new permit from Ecology sometime this year and J-U-B is willing and ready to provide a review of the draft permit and compliance schedule on your behalf. As the State of Washington tightens regulations, the City will need support to review and negotiate future permit changes which may include PCBs, metals, temperature, and nutrients.

You have recently seen several proposals from J-U-B which have highlighted our project experience with sewer collection systems and wastewater treatment. Here, we have highlighted a few wastewater projects, demonstrating the range of wastewater services we can provide College Place. We are a regional leader when it comes to sewer collection systems and wastewater treatment and are excited to continue advising you on all things wastewater.

How We Can Help You Address Sewer Collection & Wastewater Treatment Challenges

The Wastewater Treatment Group within J-U-B includes a vibrant group of over 40 professionals focused on treatment process engineering and related water resources infrastructure. This network excels at resource sharing and assigning the best person(s) for the task at hand. Our team's skills are closely aligned with your needs. Specifically, we offer:

We are #1 in
the #2 business!



Treatment Systems:

- Permitting
- Treatment facilities
- Reclamation/disposal
- Biosolids management
- Construction administration
- Procurement

Collection Systems:

- Collection system modeling
- Asset condition assessment

Lift Stations:

- Trenchless rehabilitation solutions
- System-wide inflow and infiltration reduction
- Condition assessment and asset management
- GIS integration for updated modeling and long-range planning

Funding:

- Leverage available funding
- Strategic phasing/planning
- Knowledge of funding sources



Similar Successful Sewer Team Experience

Wastewater Facility Plan Update | Deer Park, WA

J-U-B recently updated the City's Wastewater Facility Plan. The Plan update evaluated existing system basins, facilities, lift station functions, and background waste-load generation for the entire City. Future system basin needs, population projections, facilities, and recommended capital cost improvement data were also generated. Current and future regulatory issues and potential issues were evaluated and discussed within the framework of the current system and planned improvements. A special section of the Plan discussed the potential for reclaimed water facilities to be funded and constructed within the City. This plan update is now complete and includes a detailed project phasing schedule.



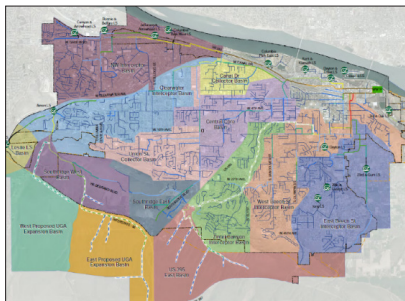
Collection, Treatment, General Sewer Plan and Modeling | Walla Walla, WA

The City of Walla Walla retained J-U-B to provide facilities planning, capacity and condition analysis, a phased upgrade, schedule, Capital Improvement Plan (CIP), design, construction management, and funding support to rebuild virtually the entire facility, which upgrades the Walla Walla WWTP to Class A reclaimed water standards (the first in eastern Washington) and increases the capacity to 9.5 mgd. Technical aspects of the project included biological nutrient removal, solids handling, hypochlorite backup, and UV disinfection. A national consultant firm

had estimated \$54 million for the project, but our value-driven approach reduced the completed construction cost to \$30 million over a 10-year period. We also recently helped the City with a Quality Assurance Project Plan that helped them meet their PCB limits without additional treatment and a General Sewer Plan that helped prioritize collection system upgrades. Value was a key driver for Walla Walla, so J-U-B consistently looked toward options that give Walla Walla the biggest bang for their buck.

Collection and Treatment System Planning | Sandpoint, ID

The City of Sandpoint and J-U-B began working together in 2005 on a combined collection system master plan and treatment facility plan. Using flow monitoring data and a system-wide hydraulic model, J-U-B identified hot spots for targeted inflow/infiltration (I/I) removal and developed a comprehensive I/I removal plan to reduce peak flows (often exceeding 10 mgd). We helped the City through NPDES permit negotiations, getting a 10 year compliance schedule and removing several onerous requirements in the permit. In 2017, we revisited the facility plan and developed a CIP to provide 100% biological treatment for all flows (including peak I/I) in a phased approach over the next 20 years. The phasing allows existing debts to be paid off to keep user rates as low as possible, while systematically removing risks associated with not achieving permit compliance.



General Sewer Plan and Treatment Plant Expansion | City of Kennewick, WA

J-U-B recently completed both a General Sewer Plan and an update to the City's facility plan. We are currently upgrading the City's UV disinfection system. The phased plan will completely update the facility over the next 10 years with minimal impact to rates. This work builds on our work with the City in the mid-1990s to develop a unique solution that addressed capacity, compliance, and odor concerns by maximizing the use of its existing facilities and processes instead of making major changes. The General Sewer Plan involved an update and calibration of the existing collection system hydraulic model and analysis of existing system bottlenecks. A master plan was developed for the expansion of the existing collection system to serve approximately 5,000 acres of future growth

Collection System Prioritization | Wallace, ID

J-U-B evaluated the condition of the City's sanitary sewer collection system including mainline pipe and manholes, which identified the most critical pipelines for replacement, prioritized them by need, and developed an implementation plan based on available City funds. The City was awarded nearly \$6M in grant funding for sewer replacement, including mainlines and service laterals. Part of the prioritization process was to coordinate sanitary sewer replacement with roadway improvements based on pipeline condition rating, which allowed the City to recognize a significant cost savings.



WATER STORAGE, WELLS, DISTRIBUTION, AND TREATMENT

A Thirst for Water Projects

The J-U-B water team loves everything about water — where it comes from, who owns it, how it flows, where it's stored, how it's treated, and how to get it into your glass — crystal clear. Our fascination with water coupled with our expertise allows us to solve even the most challenging water problems. J-U-B offers the industry's finest water supply, treatment, storage, and distribution engineers.

Familiarity and Understanding

Source water is vital for a growing community. College Place has recently persevered through several major challenges with the source water supply — including declining groundwater levels. The City is in the middle of reconstructing two new groundwater source wells. Several other projects have also been identified which represent 17% of the budget in the Capital Facility Plan.

Asset Management Plan. We understand that RH2 is currently completing your Water System Plan Update. We have performed several Water System Plan updates and could provide a third-party review of the document. To take things to the next level, it would be a good idea to develop an asset management plan for the water system — similar to what we are doing for the sewer system. Documenting the condition of this infrastructure, identifying what is missing and prioritizing maintenance projects will help the City focus their growth and development. The asset management plan will also help the City be efficient as they coordinate utility improvements under roadways, so that roadways do not need to be disturbed after they are rebuilt.

New Wells. The City's wells are smaller and there is a need to drill two new wells to achieve higher flows to meet future growth and demand. There is a benefit of operating and maintaining multiple wells to spread the pumping demand instead of having fewer wells carrying the full load. Helping communities drill and develop wells is something J-U-B is well-versed in.

Tanks. A need has been identified for a new elevated storage tank in the southwest portion of the City. This tank is needed to provide standby storage and increase resiliency and reliability of the water system. J-U-B has engineered over 50 storage tanks and can provide quality designs for College Place.

Pipelines. Several water main replacement projects have been identified throughout the City. J-U-B has completed design on hundreds of miles of water pipelines through out the seven western states. Having done so, we are equipped with the expertise to provide College Place with high-quality pipeline design for future projects.

RH2 has been a reliable firm for your water and system planning and design in the past. We can provide third-party reviews of their

deliverables. J-U-B can also assist with securing funding for your future water projects. We have the experience and desire to step in and take the lead on the planning and design if you wish, we are here to help in whatever capacity that you need!

How We Can Help You Face Water System Challenges

You supply the water, we will help you plan, design, construct, and fund it. Our J-U-B staff brings expertise in many areas, some of which include:

Planning:

- Comprehensive planning
- Review of developer requests
- Energy efficiency evaluations
- Asset - condition assessment and management
- Water right evaluations and regulation compliance

Design/Construction:

- Wells, wellhead and spring systems
- Pump station rehabilitation or new construction
- Water mains, transmission and distribution lines
- Storage tanks and reservoirs
- Treatment systems
- Groundwater protection zone delineation and plans
- Distribution system hydraulic modeling
- Construction administration
- Procurement of equipment

Funding:

- Funding applications and funding process support
- Leverage available funding
- Strategic phasing/planning
- Knowledge of funding sources

"J-U-B's personal attention to our issues and their expertise are a unique combination.

We have found larger engineering firms usually do not have the personal feel that comes along with J-U-B. They are easily the most cost effective solution for engineering, where you get big engineering quality and expertise for that home town price and feel. It truly is the best of both worlds."

Barney Metz, General Manager Lewiston Orchards Irrigation District

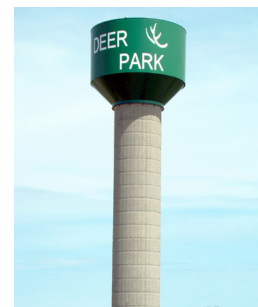


Similar Successful Water Team Experience

Cedar Road Reservoir | Deer Park, WA

2010 IACC Outstanding Achievement Infrastructure Award • 2010 APWA Best Project of the Year Structures

The Cedar Road Reservoir, Booster Station and Watermain Improvements project consisted of constructing a 170-foot-tall, 500,000 gallon elevated water storage tank; a 1.8 mgd booster pumping station; 3,700 lineal feet of water main improvements and telemetry controls to serve the upper pressure zone in Deer Park. The concrete base and steel composite elevated reservoir provides a much lower life cycle cost for the City of Deer Park than two other reservoir types considered. Extensive system planning was required to site this tank. This was also one of the first composite tanks constructed in this area and saved the City almost \$1.0M compared to the other alternatives.



Horn Rapids Reservoir | Richland, WA

J-U-B assisted the City of Richland with the design and construction service for a new 1 MG elevated storage tank on the northwest corner of the water system. After a location was selected for the new tank, J-U-B performed a cost/benefit analysis evaluating the life-cycle cost for various tank options and materials. Ultimately, it was decided that a welded steel tank on top of a concrete pedestal would provide the lowest life-cycle cost. At the time, this was one of the first composite water tanks in Washington State. Therefore, this evaluation included a site visit to the

Landmark Structures manufacturing plant in Texas. J-U-B assisted the City in preparing engineering reports and approval documentation for the Department of Health. The new well provides essential storage for this portion of the water system that experiencing rapid growth.

Water System Upgrades | Brewster, WA

2017 Infrastructure Assistance Coordinating Council (IACC) Best of Drinking Water Award

J-U-B worked hand-in-hand with the City of Brewster to establish emergency funding for a critical tank repair project after the Carleton Complex Fires. The project included adding 600,000 gallons of storage to the system and repairing an existing 500,000-gallon tank that had significant cracking and leakage. Funding included State Revolving Funds, State Appropriation and a Community Development Block Grant. J-U-B utilized the success of the storage project as a springboard to work with funding agencies and the State to obtain a State Appropriation and significant grant funding from USDA Rural Development to identify new supply wells, well houses and a new public utilities building. The existing supply wells had extremely high manganese levels causing both maintenance issues and concern for public health. Supply well location identification was challenging, and seven test wells were drilled, and many other local wells were evaluated, before two (2) sites were selected that met criteria for both quality and quantity. Funding included the replacement of a large portion of the undersized distribution system to improve overall system performance and fire flows. The project also included cleaning of the system to remove as much residual manganese as possible.



Water Improvements | City of West Richland, WA

J-U-B has been providing potable water system planning for the City of West Richland for over twenty years. The 2009 Water System Plan identified a future source deficiency and planned for a new groundwater well to be drilled and developed. J-U-B assisted the City in securing funding for the design and construction of the proposed Well No. 11 in 2013. Development of this well was conducted in a systematic approach and required close monitoring of neighboring groundwater levels with Washington State Department of Ecology. The 1,100' depth groundwater well was drilled and developed in 2015-2016. Upon a successful pump test and source approval, J-U-B then developed construction plans and specifications for the wellhouse and transmission main. The transition main consists of approximately 10,000 LF of 16-inch diameter ductile iron pipe. The wellhouse consists of

an approximately 1,200 SF CMU block building that houses an electrical/control room and onsite hypochlorite generation system. A removable structure houses the 300 hp vertical turbine well pump. The project was completed in 2019.



DEVELOPMENT REVIEW

Residential and Commercial Development – Helping Create Better Communities

Private land development has always been a key service provided by J-U-B. We are proud of our residential, commercial, and industrial developments and the impacts they have had on our communities. J-U-B combines the expert skills of land planners, engineers, and landscape architects to help bring together those interests and goals. Through inspired design, we create communities—and families.

Familiarity and Understanding

College Place has an immediate need for help with the development review process. Existing developments are expanding and new planned developments are coming. Historically, you have relied upon SAFEbuilt for assisting with development review; however, they are not local. Plan review comments are always better received by those that have a familiarity with the area and a good reputation amongst the regional engineering firms.

Lessons Learned. Our Kennewick Office has a team of engineers that specialize in private land development. They have performed site civil designs for hundreds of residential, commercial, and industrial land development projects throughout the Northwest. They have worked with many different municipalities and have experienced both good and bad development review processes. Our team understands the fast-paced world of private land development and are committed to help provide timely reviews to keep projects moving along smoothly. You can rest assured that we will provide thorough reviews and will be paying attention to all of the details. We will endeavor to streamline the development review process and make development in College Place a positive experience for everyone involved.

We have been on the receiving end of many development review comments from several municipalities throughout eastern Washington. Although we are familiar with the private developer community in the Walla Walla Valley, we aren't actively involved in any developments there – this will allow us to represent the City without any perceived conflicts of interest when it comes to development review.

Construction Phase Services. Should the need arise to have assistance with inspection of the construction phases of projects, we have a construction services group in our Kennewick Office that includes four full-time and part-time construction inspectors. They have been around the block and have over 100 years of combined experience. They have experience with underground utilities, above ground structures, residential development review under construction, and miles and miles of paving experience, we can assist the City in inspection during construction if needed.

How We Can Help You Face Development Review Challenges

Our J-U-B staff brings expertise in many areas, some of which include:

Planning:

- Code review
- Plat review
- Review of developer requests

Design Review:

- Timely construction plan review
- Thorough construction plan review with detailed comment letters
- Availability for meetings with developers and engineers
- Familiarity with local issues such as shallow groundwater

Construction:

- Surveying and construction staking
- Construction inspection
- Subconsultants that can provide materials testing
- Drone capabilities to document progress

We have performed Development Reviews for the Clients:

- Deer Park, WA
- Umatilla, OR
- Millville, UT
- Kaysville, UT
- Clinton City, UT
- Nibley City, UT
- Cache County, UT
- Lewiston, UT



TRANSPORTATION & TRAFFIC IMPROVEMENTS

Paving the Way

Our local and responsive transportation team has helped many cities like College Place evaluate traffic volumes and growth impacts on roadways; align community needs, such as downtown revitalization, with funding sources; consider complete street design for multimodal uses; analyze intersection configurations including signals and roundabouts; and understand and mitigate potential transportation impacts on arterials and collectors from area development. Our expertise lends itself to helping College Place navigate transportation decisions holistically, including public input, City leadership goals, traffic needs, simultaneous roadway improvements along with sewer and water upgrades and project funding.

Familiarity and Understanding WWVMO

The Walla Walla Valley Metropolitan Planning Organization (WWVMO) supports regional planning for transportation projects. Regional projects can be funded fully or in phases from the STP allocations that come from FHWA through WSDOT to the regional WWVMO. J-U-B can assist the City in scoping projects and developing the 6-year Transportation Improvement Program for planned projects. WWVMO uses the local agency 6-year TIP to submit the fiscally constraint 4-year year regional projects to be incorporated into the State Transportation Improvement Program (STIP).

Funding and Working with Federal, State and Local Agencies

In reviewing the City of College Place Capital Improvement Plan (2018 to 2023) many of the projects refer to a potential federal funding source of FASTLANE grants. Since 2018, FASTLANE grants have been replaced with the INFRA grant program. Recently, J-U-B led one of two successful funding applications from INFRA on the west coast. Because many of the planned projects will no longer qualify for federal funds, J-U-B can work with the City to identify potential projects that would qualify for INFRA along the few selections of highways in College Place that can qualify for those grants. We can work with the City to update the project list to meet the requirements of the INFRA if desired.

Transportation Improvement Board (TIB) has long been a reliable resource of transportation funding. J-U-B has designed over 50 TIB projects. TIB's budget is not as protected as WSDOT gas tax funding protection by the 18th Amendment. There have been years that their funds have been allocated to other state priorities. Planning to promote projects that meets TIB's scoring criteria is important in success.

An good project example of coordinating with TIB and positioning the project for success is the Asotin County SR 129/Fleshman Way Interchange project. We conducted a one-day workshop-- sort of a mini VE study with our TIB Engineer, WSDOT and the County looking for creative ways to fund the construction phase. We had developed concepts of phasing the project. During this workshop, it was obvious

changed had to be made to qualify for funding. Working closely with TIB and WSDOT led to a revised design, enabling the project to receive a \$3.3 M TIB grant. The project was completed in 2019.

WSDOT

J-U-B provides Transportation design services for local, state, and federal-aid projects throughout Washington, Oregon, Idaho, Utah, and Colorado. These projects range from local road overlay projects to major interchanges. As such, we are very familiar with access modifications and coordination with the FHWA and state DOTs.

J-U-B has worked extensively with WSDOT's South Central Region's (SCR) Highways and Local Programs Office on many federal and state funded transportation projects. We recently assisted SCR with the Red Mountain Interchange Justification Report (IJR) by providing specific tasks under the WSDOT On-Call Transportation Studies agreement. Between our On-Call WSDOT agreements, we have completed 31 projects involving surveying, design PS&E and Transportation Studies. In addition to our on-call services agreements we provided the design documentation for the US395 Hillsboro Interchange in Pasco and have participated in two WSDOT Design-Build projects.

The proposed SR 125 S. College Avenue improvements will require an Intersection Plan for Approval process with WSDOT. Access revisions for State Routes do not require FHWA approval. J-U-B has done many Intersection Plans for Approval for local agencies. Most recent example is the SR 240 / Duportail Avenue intersection for the City of Richland Duportail Bridge Project which is currently

"J-U-B has completed numerous significant projects for the City over the past 10 years, ranging from large Federally funded corridor projects like Bombing Range Road to small locally funded sidewalk and pathway projects along Keene Road. J-U-B understands the pressure local agencies are under to complete the required work within the funding available and are very good at catering projects to fit within budgetary constraints."

Andrew Woodruff, PE, City Engineer, West Richland, WA



under construction. Because the S. College Place and SR 125 is part of the National Highway System, the design will require full WSDOT standards. This was the case for SR 240 / Duportail as well as the SR 240 / Stevens Drive project constructed in 2007.

J-U-B is experienced in following procedures in accordance with the Local Agency Guidelines (LAG) Manual, and just as important, we strive to keep current with the ever-changing process and procedures. We regularly send key staff to LTAP trainings including the recent Stormwater Runoff Manual Training, NEPA Categorical Exclusions training, and the Local Agency Right-of-Way meeting. As a representative for local agencies, we are familiar with and can assist you in preparing WSDOT forms such as the Local Agency Project Authorization Package, Local Agency Prospectus, Local Agency Agreements, Supplements, and reimbursable forms for submittal at the appropriate times. One J-U-B advantage in having two WSDOT certified biologists that can provide Biological Assessments when required. Having a full environmental group with WSDOT experience is important in keeping projects moving. J-U-B also has WSDOT certified noise experts and several Highway Runoff Manual Certified individual within the Kennewick office.

J-U-B's Transportation group uses exclusively APWA/WSDOT standard specifications in contract document preparation. Contractors are accustomed to the APWA/WSDOT format, so this ensures expectations including methods of construction. For City specific

preferences Special Provisions can be written following the same standard format to customize the project documents.

During construction, we maintain records for materials, observation, reports, testing, progress payments, and general oversight in accordance with WSDOT Construction Manual procedures.

How We Can Help You Address Transportation Needs

Our expertise in this area includes:

- Serve as a trustworthy extension of your staff, allowing for candid conversations and practical solutions
- Clearly defined project scope and budget
- Complete contract documents to minimize the potential for change orders
- Look ahead to identify and start projects on schedule
- Planning
- Intersection design including extensive roundabout experience
- Railroad crossings and grade separation projects
- Signal design
- Illumination design
- Corridor studies
- Federal aid
- Signage and pavement marking
- Traffic studies and modeling
- Environmental
- Structures (bridges and retaining walls)

Similar Successful Transportation Team Experience

6th Street and Cedar Road Construction | Deer Park, WA

J-U-B assisted the City of Deer Park in obtaining an Economic Development Grant for the development of light industrial lands adjacent to the City of Deer Park Airport. The project constructed a new roadway to provide an extension of the existing 6th street to the east to connect to Cedar Road. Stormwater drainage was accomplished by the construction of a continuous 208 swale along both sides of Cedar Road and 6th street. Curb cuts were constructed at low points in the concrete curb and at specific intervals along the curb to provide the stormwater a means of entering the swales from the roadway. Infrastructure improvements also included the installation of new 12" PVC watermain and services to provide fire suppression and potable water services for the individual parcels adjacent to 6th Street and Cedar Road. Sanitary sewer was extended to provide service to the adjoining parcels for future development.

Schweitzer Cutoff Roundabout | Sandpoint, ID

J-U-B addressed a mobility need in a critical area, the Schweitzer Cutoff Road (SCO) intersection with Boyer Avenue. Immediately adjacent and east of the intersection, federal funds were secured by the City to reconstruct the SCO bridge over Sand Creek. West of the intersection, additional federal funds were obtained to reconstruct the SCO alignment. Both the east and west adjacent project designs were initiated by J-U-B, knowing the City would eventually plan on constructing a roundabout between them. The roundabout design was accelerated, and J-U-B designed a single-lane roundabout tying the east and west improvements together. J-U-B's careful planning and foresight to align all three projects under one design system allowed the City to improve intersection safety concurrent with adjacent federally funded improvements.

Similar Successful Transportation Team Experience

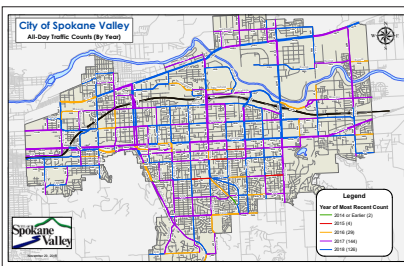
Main Avenue Reconstruction Phases 1 & 2 | Brewster, WA

J-U-B provided the design engineering and construction administration and observation for the reconstruction of Main Avenue through five city blocks. This project included public involvement with public meetings to get input as to the types of amenities desired. Design included bulbout curbs with ADA ramps, decorative street lighting, a new storm drain system and full sidewalks.



Main Street Reconstruction | Latah, WA

J-U-B provided the design engineering services and construction engineering/inspection services for the reconstruction of approximately 0.35 miles of Main Street in the Town of Latah. The project included the construction of new curb, gutter, sidewalks, ADA compliant ramps, pulverization of the existing asphalt, storm drainage swales and other facilities in this residential area. The existing pavement condition of Main Street was severely deteriorated and was approximately 60' in width. Pedestrian sidewalks were approximately 4' wide and were separated from the existing curb and not used by individuals walking along the corridor. The improvements called for the construction of a new arterial roadway 40' in width, curb to curb, new curb and gutter and adjacent 6' sidewalk to encourage pedestrian use. During the planning and preliminary design phase, three public meetings were held at the town hall, to explain the project to the residents and gather input and suggestions for the project. The project also included the replacement of approximately 250 linear feet of existing sidewalk along the portion of Main Street south of State Highway 27.



Street Master Plan | City of Spokane Valley, WA

The City selected J-U-B to assist in the preparation of the first Street Master Plan. The City's vision included using modern GIS tools and databases to assist in the evaluation of the transportation system that would facilitate the decision making process. This database tool facilitated evaluation of funding alternatives and was developed to help the City balance the potential funding from various sources from year to year. It has been modified over time to meet the City's changing needs.



STORMWATER MANAGEMENT

A Perfect Storm

When you combine our engineering skills with our GIS expertise, you get the perfect storm of valuable tools to help plan, analyze, and manage all of your organization's stormwater needs. Today's regulations have made stormwater management even more complex, but J-U-B's stormwater professionals are well-versed in the current and ever-changing state and federal regulations so you can sing when it rains.

Familiarity and Understanding

We understand that College Place does not currently have a city-wide stormwater collection and disposal system, but that you have a collection of various catch basins, swales, and outfalls to address the disposal of stormwater. The City recently completed (nearly) a stormwater management plan to serve as guidance for the future as the community grows. Stormwater improvements represent 6% of the budget for your 6-year Capital Facility Plan. The stormwater projects identified include a few roadways, several outfalls, a decant facility, and a regional stormwater facility.

Stormwater Team Expertise

J-U-B had three years of involvement in writing the 2006 Washington Department of Ecology "Stormwater Management Manual for Eastern Washington." This manual has been updated to the 2019 version, which includes clarifications for the Underground Injection Control (UIC) program, updated best management practices (BMP), and

updated definitions to be consistent with the Municipal Stormwater Permit for eastern Washington. Our expertise includes the following:

- Master planning and capital facilities planning
- Stormwater system mapping and modeling
- Stormwater capital facilities plans
- Phase II Stormwater Management Program Development for Eastern Washington
- Stormwater utilities and impact fee analysis
- Hydrologic/hydraulic modeling
- Stormwater Quantity and Quality System Design
- LID Design
- Flood plain analysis

Similar Successful Stormwater Team Experience

Stormwater Decant Facility | West Richland, WA

In 2014, the City of West Richland selected J-U-B for permitting and design of a proposed Street Waste Decant Facility that handles waste from street sweepers and vector trucks in accordance with state stormwater and solid waste requirements. The Decant Facility provides a centralized facility for street sweepers and eductor trucks to more efficiently maneuver, empty/clean vehicles, manage stockpiled solids, and provide additional treatment for the decant wastewater. This facility will improve the efficiency of the street sweeping operations and allow the City to increase the miles of roadway swept per year - thus resulting in significant water quality benefits. J-U-B developed permits, construction plans, and bid documents and also developed a successful grant application which covered 75% of the cost of this \$1.1 million facility. Construction was completed in 2015.



Stormwater Master Plan and Utility Support | Lewiston, ID

J-U-B conducted a planning-level storm drainage study to provide for uniform development of future storm-drainage systems and identify improvement needs within the existing system. Work included defining storm-drainage basin boundaries and developing a storm-drainage layout.

Hydraulic analysis of the existing and proposed system was conducted to assess the capacity needs and preliminary sizing of each system segment. To facilitate daily use by City staff, maps of each drainage basin were provided showing the existing pipe size, preliminary pipe sizing, flow direction, and peak flow at key locations. Subsequent work included GIS mapping of impervious areas to support the City's stormwater utility.



GIS

Places for People

Gateway Mapping, Inc. (GMI). We credit our longevity to taking great care of clients and staying on the leading edge of technology. Our clients' success with GIS is our priority. This means that with your selection of GMI, we will become your trusted advisor, we are committed to your success, and you will benefit from over twenty-five years of GIS experience.

Our experience alone isn't what makes us great advisors and team members – what makes us great is that we focus our efforts on user needs and work for long-term relationships with our clients. Our goal is to do excellent work and meet your needs.

Familiarity and Understanding

GMI is currently working with the City to create a comprehensive GIS and asset management system which includes the water, sewer, storm, and transportation systems. Work will include GIS mapping, GPS data collection, and the conversion of existing City as-builts data to a map-based system. By gathering this data to one system will help the City better understand the City infrastructure and needs which will assist in providing for more informed decisions. Once the GIS system and data are collected, future analysis can be conducted to assist in the asset management system.

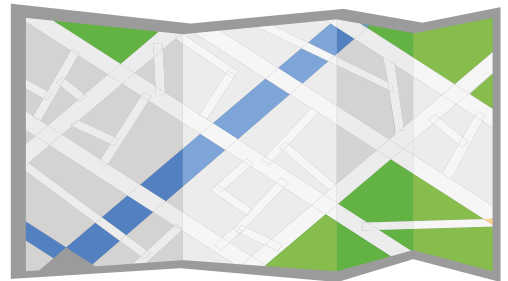
GIS Team Expertise

Our GIS team provides experience in data analysis, system design, analytical cartography, and online/mobile map development. We routinely coordinate with local governments to support their GIS needs, offering training and suggesting innovations to enhance GIS services across departments and improve data sharing and analysis. We specialize in producing maps to effectively communicate information supporting decision making, design, and public involvement.

Similar Successful Parks & Recreation Experience

County-wide GIS | Bingham County, Idaho

Gateway Mapping Inc. (GMI) has worked with Bingham County, Idaho on an ongoing basis since 2003. We have helped the County accomplish a series of GIS projects, including the mapping of school district/school zone boundaries, implementation of mapping for E911, the creation of a county-wide GIS parcel layer, and implementation of a GIS based asset management program for streets, signs, culverts and bridges. We credit our excellent working relationship with the County as a primary factor in the success of these projects. County staff members and Gateway Mapping employees have been able to work together as a single team with the same vision, resulting in the accomplishment of the County's GIS goals.



City-wide GIS Implementation and Support | Midvale City, UT

Since 2010 Gateway Mapping Inc. (GMI) has supported Midvale City's GIS. This has included developing, managing and maintaining the City GIS library, implementing GIS software and hardware, along with Server for ArcGIS, and ArcGIS Online. GMI has created specific web applications for both the public and for internal staff. GMI has also supported initiating third-party mapping tools to meet specific regulations and requirements. The City's GIS is also used for code enforcement as well as in the engineering and planning departments in their day-to-day operations.

City GIS Implementation and Support | Lindon City, UT

Gateway Mapping Inc. (GMI) has supported Lindon City and helped the City implement GIS data and applications for over 20 years. Lindon has the benefit of having established map-based systems that provide a working knowledge base for the planning and zoning as well as public works departments. Many of the GIS users at the City consume it through web interfaces. Lindon has implemented Esri's ArcGIS Online tools as the primary center for GIS data, maps, and applications. City staff use web-based GIS daily as they review development and manage City assets. Some specific examples of applications are street sweeping records, water share tracking, ADA curb ramp compliance, sidewalk and trail condition, and speed limit mapping.



SUPPORT SERVICES

One Stop Shop

In addition to the major service categories listed on the previous pages, we provide significant support services necessary to provide a complete suite of services. These services are used on a variety of projects, so are included separately here. This section provides a brief overview of those services. We have listed example projects for each support service, but have dozens more to show additional experience, if requested.



Grant Writing/Administration • Alex Fazzari, PE

J-U-B is poised to assist the City of College Place in every aspect of project funding and grant administration, and we bring a broad range of tools to carry projects from vision to reality. The key to any successful project is to acquire and properly utilize available funding and affordable financing. State and federal funding programs are often critical to help communities upgrade their infrastructure systems at an affordable cost. And many of the programs can be leveraged against each other as a match. J-U-B recognizes the importance of this and has secured funding and administered grant funds for a variety of projects for communities throughout the western United States. **Our Funding Team has helped clients receive more than \$728 million for planning and infrastructure improvements over the past 12 years.**

Example Projects:

- City of West Richland Stormwater Projects (\$1.4M grant; \$740k loan)
- City of West Richland Water System Projects (5.6M loan)
- City of West Richland Wastewater Projects (180k grant, 740k loan)
- City of Union Gap Regional Roadway Connectors (9M grant)
- City of Newport Wastewater Master Planning (\$160K grant; \$160K loan)



Public Involvement • Bryant Keuchle, Public Involvement Practitioner

The Langdon Group (TLG), a subsidiary of J-U-B, provides public involvement, facilitation, mediation, conflict management and strategic visioning to design and conduct project-specific and context-appropriate processes that help our clients and their communities solve problems as well as implement solutions. Processes involve a variety of proven communication tools, such as stakeholder interviews, websites, citizen groups, open houses and media relations, to provide cost-effective and successful public engagement and consensus-building during all phases of transportation, land-use and environmental planning issues. Having TLG as an integrated part of our company, yet with unique offerings and perspectives, helps projects progress more smoothly and with a higher likelihood for funding and stakeholder support.

Example Projects:

- Lake Chelan Airport Master Plan. Chelan, WA
- Yakima County Trails Plan. Yakima County, WA
- Downtown Connectivity Study. City of Richland, WA
- Reimann Industrial Park Master Plan. Port of Pasco, WA
- Moyie Dam Bond Election. City of Bonners Ferry, ID



Survey • John Shae, PLS, Survey Manager

J-U-B's Survey Group has extensive experience in many types of surveying projects including boundary surveys, subdivision plats, short plats, boundary line adjustments, construction staking, GPS control networks, hydrographic and photogrammetric surveys, topographic surveys, Airport AGIS surveys and ALTA/NSPS Land Title surveys. J-U-B field crews utilize both conventional and GPS surveying methods, as well as drones and terrestrial LiDar.

Example Projects:

- City of College Place Wastewater Treatment Plant Design. College Place, WA
- City of Walla Walla General Sewer Plan. Walla Walla, WA
- City of Kennewick Wastewater Treatment Plant. Kennewick, WA
- City of West Richland Industrial Collection System. West Richland, WA



Land Use Planning & Community Economic Development • Justin Baerlocher, AICP

J-U-B offers a full-service planning team specializing in land use, transportation, and environmental planning. This group's focus is the successful municipal planning for residential, commercial, mixed-use, and institutional projects for public and private clients. With support from our engineering staff, project planners perform development review, comprehensive land use planning, ordinance and policy development, entitlements, conceptual and master planning, permitting, design guidelines, and management plans. J-U-B's certified planners can also act as your planning staff to perform many planning-related projects on an on-call basis.



Example Projects:

- South College Place Planning Study. City of College Place, WA
- College Place UGA Analysis. City of College Place, WA
- Miles-Smith Industrial Site Feasibility Study. Port of Sunnyside, WA
- Comprehensive Plan Update Review. City of Waitsburg, WA
- Comprehensive Park & Recreation Plan Update. City of Deer Park, WA



Environmental Services • Marti Hoge, MA

Our Environmental Services Group provides reliable science, in-house specialists, and a direct link to regulatory agencies. Their knowledge of environmental processes and regulations, proactive coordination with regulatory agencies, and writing proficiency ensures that projects are completed in a timely and cost-effective manner. The Environmental Services Group's experience includes NEPA and SEPA compliance, biological assessments, wetland delineations, and environmental permitting.

Example Projects:

- City of College Place Sanitary Sewer Life Station No. 7 Project. Walla Walla County, WA
- Port of Grandview Business Park Project. Yakima County, WA
- Southway Bridge Pavement Rehabilitation Project. Asotin County, WA
- Cascade Natural Gas Corporation Regulator Site 124 Construction Project. Benton County, WA



Structural Engineering • Robert St. Michell, SE

J-U-B has in-house structural engineers because of the frequency with which we design hydraulic structures, treatment plant buildings and bridges for road transportation. Our structural group is always looking for innovative solutions for our clients such as the rehabilitation of your old 500,000 gallon tank. We have successfully completed many structural projects, including culverts, bridges, buildings, tanks, dams, and tunnels. We perform structural engineering in concrete, steel, masonry, and timber, as well as inspection services for existing structures.

Example Projects:

- Rehabilitation of Existing Tank and Two New Tanks, Water System Improvements. Brewster, WA
- Steptoe Avenue/Spring Creek Bridge Replacement. Oakesdale, WA
- New Booster Pump Station for Northeast Quadrant. Coeur d'Alene, ID
- Bridge Street Pedestrian Bridge. Sandpoint, ID
- Rock Creek Road Bridge. North Latah County Highway District, ID



Parks and Recreation • Greg Graves, PLA

The J-U-B Landscape Architecture Group provides full Landscape Architectural services that support and complement our engineering services. Engineers and Landscape Architects collaborate to find solutions. Both try to find creative solutions to a problem but go about it in different ways. Engineers tend to focus on generating solutions that address a specific functional problem. Landscape Architects tend to focus on "place", which includes the solution's function and its surroundings (context, aesthetics, people). The landscape architecture group can assist with any project that is outdoors where the built environment interfaces with the natural environment and where people will visit, work, use, maintain, or see.

Example Projects:

- Barnes Park Pickleball Courts. Kaysville City, UT
- Neptune Park. City of Saratoga Springs, UT
- 50-Acre Regional Park Master Plan. Syracuse City, UT



Construction Services • Ben Hoppe, PE, Construction Manager

J-U-B has provided construction engineering and management for a majority of the projects previously described, many of which required stringent federal and state monitoring and documentation. Important to all state and/or federally-funded projects is maintaining quality records, procedures, and related documentation so our clients, if audited, pass the test. We believe in partnering with contractors so we can each do what we do best, while making sure you get top notch projects. J-U-B's construction group staff includes construction managers, engineers, administrative support, and full-time construction observers to oversee your projects and ensure the City of College Place is getting the quality their construction projects deserve

Example Projects:

- Port-Wide Annual Pavement Maintenance. Port of Benton, WA
- UPRR Interceptor Sewer. Kennewick, WA
- SR 129/Fleshman Way Interchange. Asotin County, WA

PROJECT TEAM QUALIFICATIONS

Local, Experienced Team

We've developed a team of both familiar faces and technical experts to meet the full range of your needs. Please note that we have not included resumes for every technical expert due to space limitations, but would be happy to provide any additional information you need.

Alex Fazzari, PE • Client Services Manager



EDUCATION

B.S., Biological Systems Engineering, Washington State University, 2001

REGISTRATION

Washington

Alex Fazzari has over 19 years of planning, design, and construction experience in a variety of private and public works projects. Alex specializes in water and wastewater utility support and project management. His experience includes planning, permitting, funding, and design review for a number of communities, agencies, and private companies throughout Eastern Washington and Oregon. His areas of expertise include potable water, sanitary sewer, industrial wastewater, irrigation, and stormwater management. Alex has developed solid relationships with WDOH and WDOE which are beneficial when negotiating with the regulatory agencies. Alex also has a passion for infrastructure funding, and you have already experienced some of his successes in College Place. As Area Manager, he will ensure that our best corporate resources are dedicated to your project.

When an on-call need arises, Alex will be your first point of contact and then Alex will engage the appropriate team members for each assignment. Alex will routinely follow up and remain in constant communication with you.

Alex regularly visits the Walla Walla Valley and is always a phone call, email, or text message away – as you have come to experience over the past several years. Alex is committed to responsiveness and further developing our relationship with College Place as a trusted advisor.

Ben Haws, PE • Water/Wastewater Lead



EDUCATION

M.S., Water Resources Emphasis - Civil Engineering Brigham Young University

REGISTRATION

Washington, Oregon

Ben is a Project Engineer with over 12 years of experience, specializing in water and wastewater planning, modeling, design, and construction. His background includes various municipal engineering efforts including capital facility plans, water storage tanks, pump stations, booster stations, distribution piping, comprehensive water system plans and comprehensive sewer system plans. His wastewater experience includes collection system modeling, master planning, lift station analysis and design, sewer trunk design, WWTP upgrades and construction engineering.

Wastewater/Water Projects

- L-853 and L-854 Sewer Connection | Hanford, WA
- WWTP Phase 1 Improvements | Kennewick, WA
- 24-inch Sewer Interceptor Rehabilitation | Kennewick, WA
- Winery Wastewater Pretreatment Facility | Kennewick, WA
- Biosolids Facility | West Richland, WA

Vince Loftus, PE • Land Development Lead



EDUCATION

B.S. Civil Engineering Washington State University, 1985

REGISTRATION

Washington, Oregon, and Idaho

Vince Loftus, PE, Vice President is J-U-B's Corporate Land Development Lead and has over 32 years of engineering experience managing private and public land development projects. These projects have included hospitals, schools, medical office buildings distribution centers, operation and maintenance facilities, "Big Box" retail stores, shopping centers, research facilities, and master planned residential communities. He has the leadership, public relations skills, and project management expertise to make complicated land development projects successful.

Vince specializes in site and urban planning, street and highway engineering, land and site development, hydraulic engineering, storm drainage, and permit facilitation.

Land Development Projects

- Henningsen Cold Storage | Port of Grandview, WA
- Columbia Colstor Distribution Centers | Kennewick, Othello, Quincy, and Woodland, WA
- AutoZone Retail Stores and Distribution Hubs | WA, OR, ID, MT, UT, and CO
- Dollar General Stores | WA, OR, and ID
- Hansen Park 780-Acre Master Planned Residential Community | Kennewick, WA

Darral Moore, PE • Stormwater Lead



Darral has over 25 years of engineering experience, specializing in land development for industrial, commercial, residential and institutional developments. Extensive engineering experience includes land use, site feasibility, site layout planning, storm drainage design, modeling and studies, utility design, and transportation engineering.

Stormwater Projects

- Hansen Park Comprehensive Storm Drainage Plan | Kennewick, WA.
- Ben Franklin Transit (BFT) Operations SWPPP | Richland, WA.
- Yakima Regional Stormwater Manual | Yakima, WA.

EDUCATION

B.S., Civil Engineering
Washington State
University 2005

REGISTRATION

Washington, Oregon

Rick Door, PE • Transportation Lead



Rick has over 36 years of transportation engineering experience, including 7.5 years with the Washington State Department of Transportation where he was involved with design and construction of various roads, highways and bridge projects. Rick manages the Kennewick J-U-B office transportation group. Rick's specialties include project management, transportation engineering and planning, federal aid highway projects, county highways, city streets, interchange design, location studies, and enhancement projects.

Transportation Projects

- Fleshman Way/SR 129 Interchange; Asotin County, WA
- Keene Road Extension and Reconstruction Phases 1, 2 & 3; Richland and West Richland, WA
- Main Street Downtown Revitalization Project; Brewster, WA

EDUCATION

B.S., Civil Engineering
Technology Oregon
Institute of Technology
1983

REGISTRATION

Washington, Oregon

Justin Baerlocher, AICP • GIS Lead



Justin is a GIS Specialist located in the Kennewick Office. He over 18 years of experience working in a variety of GIS and land use planning projects. He has particular expertise in ArcGIS mapping, analysis, and data-set development. During the past 10+ years, Justin has been the GIS lead in the J-U-B Kennewick office. His responsibilities include geospatial data creation, CAD to GIS data conversion and data management, designing and providing presentation mapping and cartographic services, manage GPS data collection and processing, and aerial photo interpretation.

GIS Mapping Projects

- GIS system development and support, Franklin County Irrigation District| Pasco, WA
- GIS-Based Roadway Re-Classification Analysis | Whitman County, WA
- Primary GIS service provider, Water Rights Mapping, West Extension Irrigation District| Umatilla, OR
- CAD to GIS conversion Mapping, Columbia Irrigation District| Kennewick, WA
- GIS-Based Land Capacity Analysis | City of Richland, WA

EDUCATION

B.A. Urban and Regional
Planning Eastern
Washington University
2002

REGISTRATION

American Institute of
Certified Planners

REFERENCES

Something to Talk About

We encourage you to talk with other clients we have worked with. After all, the best predictor of future performance is past performance on similar work!



City of Deer Park, WA
Roger Krieger, Community Service Director
509.276.8802
rkrieger@ci.deerpark.wa.us



City of Brewster, WA
Lee Webster, Public Works Director
509.689.3464
lee.webster@brewsterwa.us



City of Walla Walla, WA
Frank Nicholson, Utility Engineer
509.524.4510
fnicholson@wallawallawa.gov



Town of Rosalia, WA
Leland Root, Mayor
509.523.5991
mayorroot@rosaliatown.org



Town of Rockford, WA
Dave Thompson, Public Works Director
509.291.4716
publicworks@rockfordwa.com



City of West Richland, WA
Roscoe Slade III, PE, Public Works Director
509.967.5434
roscoe@westrichland.org



City of Kennewick, WA
Cary Roe, PE, Public Works Director
509.585.4292
cary.roe@ci.kennewick.wa.us



City of Richland, WA
Pete Rogalsky, PE
509.942.9161
progalsky@ci.richland.wa.us

LONG-TERM relationships with many cities spanning four states demonstrates J-U-B's ability to provide **HIGH-QUALITY, RELIABLE**, and **RESPONSIVE** services. A few of these relationships (there are many, many more) include:

- City of Brewster – 22 years, 16 projects
- City of Walla Walla – 19 years, 22 projects
- City of Deer Park – 16 years, 98 projects
- Town of Rockford – 9 years, 18 projects
- City of Pullman – 12 years, 10 projects
- Town of Rosalia – 16 years, 48 projects
- City of Richland – 20 years, 29 projects
- City of Kennewick – 22 years, 20 projects

***Icons used to represent the various service categories throughout this Statement of Qualifications are used above to indicated the range of services provided for each reference.**



J-U-B ENGINEERS, Inc. AGREEMENT FOR PROFESSIONAL SERVICES

J-U-B Project No.: 30-20-075
J-U-B Project Manager: AJF

This Agreement entered into and effective this 13th day of October 2020, between the City of College Place, hereinafter referred to as the "CLIENT" and J-U-B ENGINEERS, Inc., an Idaho corporation, hereinafter referred to as "J-U-B".

WITNESSETH:

WHEREAS the CLIENT intends to: enter into a Master Agreement with J-U-B to provide miscellaneous engineering and planning services for a period of four (4) years, hereinafter referred to as the "Project". The Services to be performed by J-U-B are hereinafter referred to as the "Services."

NOW, THEREFORE, the CLIENT and J-U-B, in consideration of their mutual covenants herein, agree as set forth below:

CLIENT INFORMATION AND RESPONSIBILITIES

The CLIENT will provide to J-U-B all criteria and full information as to CLIENT's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations; and furnish copies of all design and construction standards, rules and laws which CLIENT or others will require to be included in the drawings and specifications, and upon which J-U-B can rely for completeness and accuracy.

The CLIENT will furnish to J-U-B all data, documents, and other items in CLIENT's possession, or reasonably obtainable by CLIENT, including, without limitation: 1) borings, probings and subsurface explorations, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment; 2) appropriate professional interpretations of all of the foregoing; 3) environmental assessment and impact statements; 4) surveys of record, property descriptions, zoning, deeds and other land use restrictions, rules and laws; and 5) other special data or consultations, all of which J-U-B may use and rely upon in performing Services under this Agreement.

The CLIENT will obtain, arrange and pay for all advertisements for bids, permits and licenses, and similar fees and charges required by authorities, and provide all land, easements, rights-of-ways and access necessary for J-U-B's Services and the Project.

In addition, the CLIENT will furnish to J-U-B those items described in **Attachment 1**.

PROJECT REPRESENTATIVES

The CLIENT and J-U-B hereby designate their authorized representatives to act on their behalf with respect to the Services and responsibilities under this Agreement. The following designated representatives are authorized to receive notices, transmit information, and make decisions regarding the Project and Services on behalf of their respective parties, except as expressly limited herein. These representatives are not authorized to alter or modify the TERMS AND CONDITIONS of this Agreement.

For the CLIENT:

1.	Name	<u>Mike Rizzitiello, City Administrator</u>	Work telephone	<u>509-394-8506</u>
	Address	<u>625 South College Avenue</u>	Home/cell phone	<u>509-520-9091</u>
		<u>College Place, WA 99324</u>	FAX telephone	<u>509-525-5352</u>
			E-mail address	<u>MRizzitiello@cpwa.us</u>

For J-U-B:

1.	Name	<u>Alex Fazzari, Area Manager</u>	Work telephone	<u>509-783-2144</u>
	Address	<u>2810 West Clearwater Avenue, Suite 201</u>	Cell phone	<u>509-947-3004</u>
		<u>Kennewick, WA 99336</u>	FAX telephone	<u>509-736-0790</u>
			E-mail address	<u>afazzari@jub.com</u>

In the event any changes are made to the authorized representatives or other information listed above, the CLIENT and J-U-B agree to furnish each other timely, written notice of such changes.

SERVICES TO BE PERFORMED BY J-U-B ("Services")

J-U-B will perform the Services described in **Attachment 1** in a manner consistent with the applicable standard of care. J-U-B's services shall be limited to those expressly set forth therein, and J-U-B shall have no other obligations, duties, or responsibilities for the Project except as provided in this Agreement.

SCHEDULE OF SERVICES TO BE PERFORMED

J-U-B will perform said Services in accordance with the schedule described in **Attachment 1** in a manner consistent with the applicable standard of care. This schedule shall be equitably adjusted as the Project progresses, allowing for changes in scope, character or size of the Project requested by the CLIENT or for delays or other causes beyond J-U-B's control.

BASIS OF FEE

The CLIENT will pay J-U-B for their Services and reimbursable expenses as described in **Attachment 1**. A ten percent administrative fee will be applied to sub-consultant invoices.

Other work that J-U-B performs in relation to the Project at the written request or acquiescence of the CLIENT, which are not defined as Services, shall be considered "Additional Services" and subject to the express terms and conditions of this Agreement. Unless otherwise agreed, the CLIENT will pay J-U-B for Additional Services on a time and materials basis. Resetting of survey and/or construction stakes shall constitute Additional Services.

File Folder Title: City of College Place - On-Call Engineering

Remarks: _____

The Notice to Proceed, by the CLIENT, verbal or written, or execution of the Agreement shall constitute acceptance of the terms of this Agreement. THE TERMS AND CONDITIONS ON PAGES 3 AND 4, INCLUDING RISK ALLOCATION, ARE PART OF THIS AGREEMENT. THE CLIENT AGREES TO SAID TERMS AND CONDITIONS FOR ALL SERVICES AND ADDITIONAL SERVICES. Special Provisions that modify these TERMS AND CONDITIONS, if any, are included in Attachment 2. All other modifications to these terms and conditions must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written. These parties represent and acknowledge that they have authority to execute this Agreement.

CLIENT:
City of College Place

NAME
625 South College Avenue

STREET
College Place, WA 99324

CITY / STATE / ZIP CODE

BY (Signature)
Mike Rizzitiello, City Administrator

NAME / TITLE

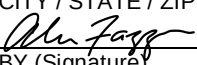
BY (Signature)

ADDITIONAL NAME / TITLE

J-U-B ENGINEERS, Inc.:
2810 West Clearwater Avenue, Suite 201

STREET
Kennewick, WA 99336

CITY / STATE / ZIP CODE


BY (Signature)

Alex Fazzari, Area Manager

NAME / TITLE

*Applicable
Attachments or
Exhibits to this
Agreement are
indicated as
marked.*

- ☒ **Attachment 1** – Scope of Services, Schedule, and Basis of Fee
- ☐ **Attachment 2** – Special Provisions
- ☐ **Standard Exhibit A** – Construction Phase Services

REV: 5/20

DISTRIBUTION: Accounting; Project File; CLIENT

J-U-B ENGINEERS, Inc.

TERMS AND CONDITIONS

GENERAL

All J-U-B Services shall be covered by this Agreement. The Services will be performed in accordance with the care and skill ordinarily used by members of the subject profession practicing under like circumstances at the same time and in the same locality. **J-U-B MAKES NO WARRANTY EITHER EXPRESS OR IMPLIED ON BEHALF OF IT OR OTHERS.** Nothing herein shall create a fiduciary duty between the parties.

The CLIENT acknowledges and agrees that requirements governing the Project may be ambiguous and otherwise subject to various and possibly contradictory interpretations and J-U-B is, therefore, only responsible to use its reasonable professional efforts and judgment to interpret such requirements. Accordingly, CLIENT should prepare and plan for clarifications or modifications which may impact both the cost and schedule of the Project.

J-U-B shall not be responsible for acts or omissions of any other party involved in the Project, including but not limited to the following: the failure of CLIENT or a third party to follow J-U-B's recommendations; the means, methods, techniques, sequences or procedures of construction; safety programs and precautions selected by third parties; compliance by CLIENT or third parties with laws, rules, regulations, ordinances, codes, orders or authority; and delays caused by CLIENT or third parties. CLIENT, therefore, releases and shall indemnify, defend and hold J-U-B harmless from the acts, errors, or omissions of CLIENT or third parties involved in the Project.

J-U-B shall not be required to execute any documents, no matter by whom requested, that would result in J-U-B's having to certify, guarantee or warrant the existence of conditions. CLIENT acknowledges that subsurface conditions can vary widely between adjacent samples and test points, and therefore J-U-B makes no warranty or other representation regarding soil investigations and characterization of subsurface conditions for the Project.

Any sales tax or other tax on the Services rendered under this Agreement, additional costs due to changes in regulation, and fees for credit card payment transactions shall be paid by the CLIENT.

CLIENT grants J-U-B and its subsidiaries the unrestricted right to take, use, and publish images, or edited images, of the project site and workers for J-U-B's purposes including, but not limited to, website, intranet, and marketing. This right shall survive the termination of this Agreement.

REUSE OF DOCUMENTS

Documents that may be relied upon by CLIENT as instruments of service under this Agreement are limited to the printed copies (also known as hard copies) that are signed or sealed by J-U-B (including non-vector PDF facsimiles thereof). All printed materials or other communication or information ("Documents") that may be prepared or furnished by J-U-B pursuant to this Agreement are instruments of service with respect to the Project. J-U-B grants CLIENT a limited license to use the Documents on the Project subject to receipt by J-U-B of full payment for all Services related to preparation of the Documents.

Although CLIENT may make and retain copies of Documents for reference, J-U-B shall retain all common law, statutory and other reserved rights, including the copyright thereto, and the same shall not be reused on this Project or any other Project without J-U-B's prior written consent. Submission or distribution of Documents to meet regulatory or permitting requirements, or for similar purposes, in connection with the Project, including but not limited to distribution to contractors or subcontractors for the performance of their work, is not to be construed as publication adversely affecting the reserved rights of J-U-B.

Any reuse without written consent by J-U-B, or without verification or adoption by J-U-B for the specific purpose intended by the reuse, will be at CLIENT's sole risk and without liability or legal exposure to J-U-B. The CLIENT shall release, defend, indemnify, and hold J-U-B harmless from any claims, damages, actions or causes of action, losses, and expenses, including reasonable attorneys' and expert fees, arising out of or resulting from such reuse.

CONSTRUCTION PHASE SERVICES

It is understood and agreed that J-U-B does not have control over, and neither the professional activities of J-U-B nor the presence of J-U-B at the Project Site shall give, J-U-B control over contractor(s) work nor shall J-U-B have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by contractor(s), for safety precautions and programs incident to the work of the contractor(s) or for any failure of contractor(s) to comply with laws, rules, regulations, ordinances, codes or orders applicable to contractor(s)

furnishing and performing their work or providing any health and safety precautions required by any regulatory agencies. Accordingly, J-U-B does not guarantee or warrant the performance of the construction contracts by contractor(s), nor assume responsibility of contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents.

The CLIENT agrees that the general contractor shall be solely responsible for jobsite safety, and CLIENT agrees that this intent shall be set forth in the CLIENT's contract with the general contractor. The CLIENT also agrees that the CLIENT, J-U-B, and J-U-B's subconsultants shall be indemnified by the general contractor in the event of general contractor's failure to assure jobsite safety and shall be made additional insureds under the general contractor's policies of general liability insurance.

NOTE on Coronavirus: The contractor and contractor's COVID-19 Site Supervisor are responsible for full monitoring, compliance, and enforcement of the contractor's plan. J-U-B's review or other actions related to the contractor COVID-19 plan do not extend to the means, methods, techniques, sequences, or procedures of construction or to the safety precautions and programs incident thereto.

If **Standard Exhibit A – Construction Phase Services** is attached, the additional terms contained therein apply to this Agreement.

OPINIONS OF COST AND PROJECT FINANCIAL INFORMATION

CLIENT understands that J-U-B has no control over the cost of labor, materials, equipment or services furnished by others, the contractor(s)' methods of determining prices, nor bidding or market conditions. J-U-B's opinions of probable Project costs and construction, if any, are to be made on the basis of J-U-B's experience, and represent J-U-B's best judgment as a professional engineer, familiar with the construction industry.

CLIENT understands and acknowledges that J-U-B cannot and does not guarantee that proposals, bids or actual Project or construction costs will not vary from opinions of probable cost prepared by J-U-B. J-U-B's Services to modify the Project to bring the construction costs within any limitation established by the CLIENT will be considered Additional Services and paid for as such by the CLIENT in accordance with the terms herein.

CLIENT agrees that J-U-B is not acting as a financial advisor to the CLIENT and does not owe CLIENT or any third party a fiduciary duty pursuant to Section 15B of the Exchange Act with respect to J-U-B's professional Services. J-U-B will not give advice or make specific recommendations regarding municipal securities or investments and is therefore exempt from registration with the SEC under the municipal advisors rule. CLIENT agrees to retain a registered financial municipal advisor as appropriate for Project financing and implementation.

TIMES OF PAYMENTS

J-U-B shall submit monthly statements for Services rendered and for expenses incurred, which statements are due on presentation. CLIENT shall make prompt monthly payments. If CLIENT fails to make any payment in full within thirty (30) days after receipt of J-U-B's statement, the amounts due J-U-B will accrue interest at the rate of 1% per month from said thirtieth day or at the maximum interest rate allowed by law, whichever is less.

If the CLIENT fails to make payments when due or otherwise is in breach of this Agreement, J-U-B may suspend performance of Services upon five (5) days' notice to the CLIENT. J-U-B shall have no liability whatsoever to the CLIENT for any costs or damages as a result of such suspension caused by any breach of the Agreement by the CLIENT. Upon cure of breach or payment in full by the CLIENT within thirty (30) days of the date breach occurred or payment is due, J-U-B shall resume Services under the Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension, plus any other reasonable time and expense necessary for J-U-B to resume performance. If the CLIENT fails to make payment as provided herein and cure any other breach of this Agreement within thirty (30) days after suspension of Services, such failure shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by J-U-B.

CLIENT shall promptly review J-U-B's invoices and shall notify J-U-B in writing of any dispute with said invoice, or portion thereof, within thirty (30) days of receipt. Failure to provide notice to J-U-B of any dispute as required herein shall constitute a waiver of any such dispute. CLIENT shall pay all undisputed portions of such invoice as required by this Agreement. Client shall not withhold any payment or portion thereof as an offset to any current or prospective claim.

TERMINATION

The obligation to provide further Services under the Agreement may be terminated by either party upon thirty (30) days' written notice. If this Agreement is terminated by either party, J-U-B will be paid for Services and Additional Services rendered and for expenses incurred. In addition to any other remedies at law or equity, if the Agreement is terminated by the CLIENT for reasons other than J-U-B's material breach of this Agreement, or is terminated by J-U-B for CLIENT's material breach of this Agreement, J-U-B shall be paid a termination fee which shall include: the cost and expense J-U-B incurs in withdrawing its labor and resources from the Project, the costs and expense incurred by J-U-B to obtain and engage in a new Project with the labor and resources withdrawn from the Project, and the lost profit on the remainder of the work.

RISK ALLOCATION

In recognition and equitable allocation of relative risks and benefits of the Project, CLIENT limits the total aggregate liability of J-U-B and its employees and consultants, whether in tort or in contract, for any cause of action, as follows: 1) for insured liabilities, to the amount of insurance then available to fund any settlement, award, or verdict, or 2) if no such insurance coverage is held or available with respect to the cause of action, twenty five thousand dollars (\$25,000.00) or one hundred percent (100%) of the fee paid to J-U-B under this Agreement, whichever is less. J-U-B shall provide certificates evidencing insurance coverage at the request of the CLIENT. For purposes of this section, attorney fees, expert fees and other costs incurred by J-U-B, its employees, consultants, insurance carriers in the defense of such claim shall be included in calculating the total aggregate liability.

The CLIENT agrees that J-U-B is not responsible for damages arising directly or indirectly from any delays for causes beyond J-U-B's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; emergencies or acts of God; failure of any government agency or other third party to act in a timely manner; failure of performance by the CLIENT or the CLIENT's contractors or consultants; or discovery of any hazardous substance or differing site conditions. In addition, if the delays resulting from any such causes increase the cost or time required by J-U-B to perform its Services in an orderly and efficient manner, J-U-B shall be entitled to an equitable adjustment in schedule and compensation.

Notwithstanding any other provision contained within this Agreement, nothing shall be construed so as to void, vitiate, or adversely affect any insurance coverage held by either party to this Agreement. The CLIENT further agrees that, to the fullest extent permitted by law, no shareholder, officer, director, or employee of J-U-B shall have personal liability under this Agreement, or for any matter in connection with the professional services provided in connection with the Project.

Neither CLIENT nor J-U-B shall be responsible for incidental, indirect, or consequential damages.

HAZARDOUS WASTE, ASBESTOS, AND TOXIC MATERIALS

The CLIENT agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless J-U-B, its officers, employees, successors, partners, heirs and assigns (collectively, J-U-B) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project location, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action, except for the sole negligence or willful misconduct of J-U-B.

RIGHT OF ENTRY

The CLIENT shall provide J-U-B adequate and timely access to all property reasonably necessary to the performance of J-U-B and its subconsultant's services. The CLIENT understands that use of testing or other equipment may unavoidably cause some damage, the correction of which, or compensation for, is expressly disclaimed by J-U-B. Any such costs incurred are CLIENT's sole responsibility.

MEDIATION BEFORE LITIGATION

Any and all disputes arising out of or related to the Agreement, except for the payment of J-U-B's fees, shall be submitted to nonbinding mediation before a mutually-acceptable mediator as a condition precedent to litigation or other binding adjudicative procedure unless the parties mutually agree otherwise. The CLIENT further agrees to include a similar mediation provision in all agreements with independent contractors,

consultants, subcontractors, subconsultants, suppliers and fabricators on the Project, thereby providing for mediation as the primary method for dispute resolution among all the parties involved in the Project. In the event the parties are unable to agree on a mediator, said mediator shall be appointed by a court of competent jurisdiction or, if not possible, the American Arbitration Association. If a dispute relates to, or is the subject of a lien arising out of J-U-B's Services, J-U-B or its subconsultants may proceed in accordance with applicable law to comply with the lien notice and filing deadlines prior to submission of the matter by mediation.

LIMITATION PERIODS

For statutes of limitation or repose purposes, any and all CLIENT claims shall be deemed to have accrued no later than the date of substantial completion of J-U-B's Services.

LEGAL FEES

For any action arising out of or relating to this Agreement, the Services, or the Project, each party shall bear its own attorneys fees and costs.

SURVIVAL

All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

EXTENT OF AGREEMENT

In entering into this Agreement, neither party has relied upon any statement, estimate, forecast, projection, representation, warranty, action, or agreement of the other party except for those expressly contained in this Agreement. CLIENT shall include a similar provision in its contracts with any contractor, subcontractor, or consultant stating that any such contractor, subcontractor, or consultant is not relying upon any statement, estimate, forecast, projection, representation, warranty, action, or agreement of J-U-B when entering into its agreement with CLIENT.

This Agreement represents the entire and integrated agreement between the CLIENT and J-U-B and supersedes all prior negotiations, representations or agreements, either written or oral. The Agreement may be amended only by written instrument signed by both CLIENT and J-U-B.

In the event any provision herein or portion thereof is invalid or unenforceable, the remaining provisions shall remain valid and enforceable. Waiver or a breach of any provision is not a waiver of a subsequent breach of the same of any other provision.

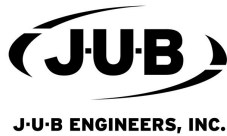
SUCCESSORS AND ASSIGNS

Neither party shall assign, sublet, or transfer any rights or interest (including, without limitation, moneys that are due or may become due) or claims under this Agreement without the prior, express, written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated in any written consent to an assignment, no assignment will release the assignor from any obligations under this Agreement.

No third party beneficiary rights are intended or created under this Agreement, nor does this Agreement create any cause of action in favor of any third party hereto. J-U-B's Services under this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against J-U-B because of this Agreement or the performance or nonperformance of Services hereunder. In the event of such third party claim, CLIENT agrees to indemnify and hold J-U-B harmless from the same. The CLIENT agrees to require a similar provision in all contracts with contractors, subcontractors, consultants, vendors and other entities involved in the Project to carry out the intent of this provision to make express to third parties that they are not third party beneficiaries.

CONTROLLING LAW, JURISDICTION, AND VENUE

This Agreement shall be interpreted and enforced in and according to the laws of the state in which the Project is primarily located. Venue of any dispute resolution process arising out of or related to this Agreement shall be in the state in which the Project is primarily located and subject to the exclusive jurisdiction of said state.



**J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES**

Attachment 1 – Scope of Services, Basis of Fee, and Schedule

PROJECT NAME: On-Call Engineering and Surveying Services

CLIENT: City of College Place

J-U-B PROJECT NUMBER: 30-20-075

ATTACHMENT TO:

☒ **AGREEMENT DATED: 10/13/2020**

The referenced Agreement for Professional Services executed between J-U-B ENGINEERS, Inc. (J-U-B) and the CLIENT is amended and supplemented to include the following provisions regarding the Scope of Services, Basis of Fee, and/or Schedule:

PART 1 - PROJECT UNDERSTANDING

J-U-B's understanding of this project's history and CLIENT's general intent and scope of the project are described as follows:

Provide miscellaneous engineering, surveying, and planning services for a period of four (4) years.

PART 2 - SCOPE OF SERVICES BY J-U-B

J-U-B's Services under this Agreement are limited to the following tasks. Any other items necessary to plan and implement the project, including but not limited to those specifically listed in PART 3, are the responsibility of CLIENT.

J-U-B will provide engineering, surveying, and planning services for individual task assignments to be identified in one or more Task Orders. A blank sample Task Order is included as Attachment 1A.

PART 3 - BASIS OF FEE AND SCHEDULE OF SERVICES

J-U-B's Basis of Fee will be established in one or more separate Task Orders for specific project assignments and will be based on J-U-B's standard billing rates. Schedules will also be identified in each Task Order.

Period of Service: If the period of service for the task identified above is extended beyond 12 months, the compensation amount for J-U-B's services may be appropriately adjusted to account for salary adjustments and extended duration of project management and administrative services.

NOTE on Coronavirus and Schedule: *J-U-B is committed to meeting your project schedule commitments as delineated above. As our response to the COVID-19 pandemic, J-U-B is engaging in safety procedures in help to protect clients, staff, their families, and the public. Our staff or offices may be subject to quarantine or other interruptions. Since COVID-19 impacts are beyond J-U-B's control, we are not responsible for the force majeure impacts to delivery timelines, or subsequent project delays and related claims, costs, or damages. Should circumstances related to the COVID-19 issue arise with J-U-B staff or in a J-U-B office that will impact our delivery schedule, we will notify you of the circumstances and mutually agree to a schedule adjustment.*

For internal J-U-B use only:

PROJECT LOCATION (STATE): WA

TYPE OF WORK: City

R&D: No

GROUP: Municipal

PROJECT DESCRIPTION(S):

1. Municipal/Utility Engineering (203)
2. None

**J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES**

**Task Order No. 30-20-075-000
City of College Place**

DATE: TBD

PROJECT: On-Call Engineering Services

RE: Master Engineering Services Agreement between the City of College Place (CLIENT) and J-U-B ENGINEERS, Inc., (J-U-B), dated October 13, 2020.

Upon execution of this Task Order by CLIENT and J-U-B in the space provided below, this Task Order will serve as authorization for J-U-B to carry out and complete the services set forth below in accordance with the referenced Agreement between the CLIENT and J-U-B.

1. Purpose: *TBD description of work to be performed for task order.*
2. Scope of Services: *TBD detailed scope of work for task order.*
3. Time for Performance of Services: *TBD Schedule for task order.*
4. Compensation for Services: *TBD estimated fee amount for specific task order.*

SIGNATURES

CLIENT:

City of College Place

ENGINEER:

J-U-B ENGINEERS, Inc.

By: Mike Rizzitiello

Title: City Administrator, City of College Place

Date: _____

By: Alex Fazzari, P.E.

Title: Area Manager

Date: _____

Extra CARES Money - \$144,975 Extra+\$20,000 from first allocation = \$164,975

Project	Priority	Type	Department	Dollars
Smash	High	Text metadata app	Clerk	\$ 5,000.00
More tables and chairs for businesses	High	Furniture	Planning - EcDev	\$ 20,000.00
Digital Readerboard	High	Warning Signage, Public Works (\$14,800/piece) (2)	Public Works	\$ 32,480.00
Classroom	High	Regional PD Classroom at Shooting Range	Police	\$ 50,000.00
Pole Building	High	Shelter and space to enable social distancing in Public Works Yard	Public Works	\$ 50,000.00
Automated Chest Compression	High	Machine	Fire	\$ 14,220.00
Heart Monitor	Medium	Machine	Fire	\$ 41,434.21
Radios	Medium	Radios	Fire	\$ 10,000.00
Community Development Dept Remodel	Low	Demo old jail cells and sallyport, ready it for socially distanced office space.	Community Development	\$ 460,000.00
Computers	High	Three (3) Computers at Public Works Yard	Public Works	\$ 3,000.00
Diversion Program		Diversion program for the shoplifting and minor offenses (Thinking we fund \$5,955 from COVID, remainder from money used for staffing, that got covered from COVID monies).	City Attorney	\$ 30,240.00
Media package for videos	High	Camcorder kit, computer and software	Police	\$ 2,000.00
Neogov Eforms	Low	Secure electronic repository to centralize personnel files, create electronic HR forms (Can work to fund in next years IT Budget)		\$ 6,616.57
			Total - Requests	\$ 724,990.78
			Total - City Admin Recommended	\$ 164,975.00

14N 2nd Ave, Suite #202
Walla Walla, WA 99362
509-301-1068
www.wwlifelaw.com



Rea L Culwell, Attorney
rea@wwlifelaw.com
Victoria Van Mierlo,
Legal Assistant
victoria@wwlifelaw.com

MEMORANDUM

TO: NORMA HERNANDEZ, COLLEGE PLACE MAYOR; MIKE RIZZITIELLO, CITY ADMINISTRATOR; TROY TOMARAS, CHIEF OF POLICE; CITY COUNCIL

FROM: REA CULWELL, CITY ATTORNEY & PROSECUTOR

RE: PRE-CHARGING DIVERSION PROGRAM PROPOSAL - **\$30,240 – COVID-19 PANDEMIC RESPONSE**

DATE: 09/25/2020

In recognizing possible additional funding from the CARES act, this Memorandum is in request that you consider creating a Pre-Charging Diversion Program in response to the COVID pandemic on the City's Criminal Justice services.

Summary:

I am seeking funding for a Pre-charging/Pre-filing diversion program as an alternative to the criminal prosecution for non-violent criminal misdemeanors. Participants would be given the opportunity to complete the diversion program in lieu of criminal prosecution. If the participant completes all program requirements, no criminal charges are filed. Such diversion programs in other jurisdictions have reduced the cost of criminal prosecution and overall costs of public safety services and have resulted in reduced recidivism and more services received by those in need, as well as increase in restitution payments to victims.

Much of my and the indigent defense attorneys' "work" is in counseling a client to take the steps to rectify their behavior, obtain treatment and services needed, and make any victim whole, all the while trying to avoid a conviction, incarceration, and additional economic hardship of the defendant. If I could never convict anyone again, I would love being a prosecutor. Fortunately, we in the criminal justice system do our best to avoid a conviction, however having three lawyers (me, the defense attorney, and the judge) working on this is expensive. This proposal would place the "system" within the community, not only where I believe it should be for certain criminal offenses, but also where it should cost the City much less.

This proposal comes at a time and in **direct response to the COVID-19 Pandemic**, in that basically our criminal justice system was shut down for 7 months resulting in a very large backlog of misdemeanor cases. In addition, **as a result of COVID-19 Pandemic**, defendants who were already in a socioeconomic precarious situation, find themselves in a worse position

due to personal job or income loss or reduction, increase of others being dependent upon them for financial and basic needs assistance, or having to care for or educate family and friends. The **COVID-19 Pandemic** is pushing those at the edge over the edge and we are seeing the charges of theft, and other crimes associated with lack of income (Driving While License Suspended, Failure to Transfer Title etc), increasing in rate.

With this program the City would be avoiding what can be a systemic failure of our most vulnerable members of society. This will not be for every defendant. DUI matters and Domestic Violence matters will always result in charges, however our current one price fits all is a disservice to our City and our community and I believe funding of a Pre-Charging diversion program will be a service to the City and our community.¹

Finally, criminal justice costs are increasing at an alarming rate and attorneys are in limited supply in the Valley. College Place will see an increase in indigent defense and court costs. I believe reducing the number of individuals who are in the “system” while achieving the same goals thereof will be financially beneficial.

Background:

Walla Walla District Court provides court services to College Place by statute and agreement; College Place has adopted state criminal laws and enacted additional proscriptions against criminal activity by way of city ordinances. Walla Walla District Court also provides pre-trial supervision and post-resolution probation services to College Place. Walla Walla County also provides jail services to College Place by agreement.

All felony crimes that occur in the City are referred to the County Prosecuting Attorney’s Office for consideration of filing charges in Superior Court. All misdemeanor and gross misdemeanor crimes (misdemeanor crimes) committed in College Place are filed in District Court (unless a misdemeanor and gross misdemeanor crime is charged along with a felony). If the County Prosecutor declines to file felony charges, the report is referred to me as the City Prosecutor to consider filing misdemeanor charges in District Court.

How does an alleged misdemeanor crime in College Place become a case in District Court?

Upon witnessing of a crime, or the gathering of sufficient evidence that a crime has been committed, a College Place Police Officer will charge a person with a crime. CPPD (as does all other law enforcement agencies across the state) uses a program called SECTOR, (Statewide Electronic Collision & Ticket Online Records). Information is pulled up from the database using a suspect’s identifying information and information is inputted by the investigating officer. Within the citation, the crime alleged is identified along with the specifics of the alleged crime,

¹ Note, this is a separate and distinct diversion program from that in which the City is currently working with Behavioral Health to implement and will supplement that program which is to address those accused of crimes who qualify for in-patient or intensive outpatient behavioral health treatment and will be monitored by the Court.

(date, location, etc.). Once complete, the Officer prints a copy of the criminal citation and gives (serves) it on the offender. If the individual is not arrested at the time of the incident/investigation, the citation specifies a date the individual must appear in District Court to respond to the allegation, the arraignment. If the individual is arrested, they appear before the District Court judge, usually the morning after the arrest, (or on a Monday if the arrest is on a Friday or Saturday, but usually a judge is available over the weekend for a release hearing).

The timeframe from citation to first appearance in court varies from 3 weeks to 6 weeks after the date of the alleged crime, dependent on numerous factors, mostly how many cases are already set to be heard on any particular scheduled court date. (Note, College Place, City of Walla Walla, and Walla Walla County all utilize the same District Court; each jurisdiction has their own “docket days” where only cases arising in one jurisdiction are heard).

Cost of Criminal Case:

At arraignment, a public defender is appointed to represent the defendant. Approximately 95% of all criminal cases field qualify for a public defender. The City pays the contract public defender for all indigent criminal matters. The City pays Cortez Law Office an annual amount to provide indigent defense services. As I understand it, the amount paid to Cortez was not dependent upon the number of cases, however, College Place is at or near, and is trending to go over, the annual misdemeanor case load cap established by the Washington State Supreme Court. Currently, the contract amount is under negotiations as we have seen our case count rise significantly over the past few years and there appears to be no let up in the increase at this time. I anticipate that the City will be required to pay the equivalent of a full time employee, plus administrative costs to provide sufficient indigent defense representation.

As stated above, the City pays Walla Walla District Court for all court services, Walla Walla County Jail to incarcerate individuals suspected or convicted of a misdemeanor crime that occurred in College Place, and criminal defense attorneys for indigent defense services. In addition, if a trial occurs, (versus a non-trial resolution of a case), the City pays me, the City Attorney \$150/hour for all trial related work.

Benefit of Criminal Prosecution:

In general, we as a society identify and punish criminal activity to reduce harm to others. By identifying harmful activity and proscribing it, we dictate the behavior we want from our fellow humans. However, simply saying an act is prohibited proves fruitless if there is no ramification for such acting. Therefore, we punish individuals who commit criminal acts by restricting their freedom (incarceration), making them pay money (criminal fines), and requiring them to do or not do certain things, (e.g. domestic violence perpetrator treatment, substance abuse treatment). The goal of the “punishment” is to deter the individual from reoffending, deter others who consider committing the same or similar act, (promote respect for the law by providing just punishment), protect the public, offer the offender an opportunity to improve himself or herself; make frugal use of the governments’ resources.

Ideally, if working perfectly, there would be no crime. Unfortunately, we are imperfect beings and can only strive to effectively and efficiently reduce criminal activity and the impact it has on our community.

Room for improvement in College Place:

I constantly question as to whether what I am doing in prosecuting crimes on behalf of College Place is making the world, College Place in particular, a better place. A deep dive into the College Place criminal justice trends is beyond the scope of this memorandum, however I can say with certainty that the current system is economically inefficient.

We currently treat criminal cases in a systemically similar way. The result is much time (and money) is spent on cases resulting in little or no benefit to the defendant, a victim, or the community. For example, a 19 year old with no criminal history is charged with MIP. Before her first appearance in court she has obtained a substance abuse evaluation that recommended Alcohol & Drug Information School (ADIS) and she has completed the program and brings proof to court. Another 19 year old with extensive criminal history is charged with MIP and fails to show up for court as ordered three times in a row and is arrested on a warrant only to be released without bail and then reoffends and doesn't show up to court on now two matters. In the former case, the City would dismiss the charges without prejudice (should she reoffend, the City could refile the original charges). In the later case, the City would try and negotiate a resolution short of conviction with substance abuse treatment. In both of these cases, the City pays for a public defender.

I propose that we keep the first example out of the court system in the first place. This type of case is perfect for a pre-charging diversion. The Police Officer can refer the suspect to the diversion program. A contract is signed and upon completion of ADIS and perhaps a few hours of community service, the matter is solved to the benefit of everyone.

Program Specifics and Benefits:

A Policy and Procedures for the program must be developed. Only certain types of non-DUI, non-Domestic Violence crimes should qualify for pre-charging diversion. For example, the crimes of Theft, Driving While License Suspended, MIP, Failure to Transfer Title, etc. will be eligible. A review of a client's criminal history, socioeconomic status, barriers to justice, and other factors will be evaluated to determine those most likely to succeed in the program.

1. Reduction in costs, in increase in costs, and in rate of increase in costs associated with providing public defense services;
2. Possible future reduction in costs of court and/or jail services with reduction in cases or reduction in increase of cases filed in court;
3. Reduction in crime, particularly recidivism;
4. Provision of community resources to individuals;
5. Community ownership in criminal justice system;
6. Increase in restitution payments to victims; and
7. Community service hours.

Program Costs:

In researching pre-filing diversion programs in other cities and counties, the costs associated therewith are wide ranging, but nearly all comprise of a prosecution authority administering the program and at least one part-time employee or volunteer or a partnership with a probation officer to administer the program. In all the programs I have looked at, the costs savings was immediate.

Proposal Costs:

While this is very preliminary estimate based on statistics from other jurisdictions and College Place case load.

- \$10,000 Initial startup costs:
 - o Setting up program and administering;
 - o Soliciting and engaging community partners;
 - o “hiring” coordinator
- \$800/mo. \$9,600/year – Prosecuting Authority services, (first year only) (NOTE: based upon the number of cases, types of cases and anticipated qualifying cases, this charge is \$75/case; depending on the amount of attorney involvement, this figure most likely will be reduced);
 - o Case review;
 - o Weekly/bi-weekly/monthly meetings;
 - o Graduations etc.
- \$587/mo. \$7,040/year – coordinator (work from home – stipend for expenses)
- \$300/mo. \$3,600/year – supplies and equipment

TOTAL REQUESTED (year 1):

\$30,240

Future:

I hope to fund future years through indigent defense and prosecution costs to the City, partnering with community based providers and volunteers, and through grant monies. In addition, I anticipate the “startup” funds will not be necessary every year and we can tweak the program for effectiveness and efficiency. Furthermore, if we are successful in our endeavor, we may have the option to provide other jurisdictions with our services for a fee.

2021 Legislative Priorities

Process Overview and Priority Recommendations



2021 Legislative Priorities

- Legislative Priorities Committee process
- Categories
 - Priority issue
 - Significant issue
 - Endorse/support
 - Monitor
 - Defend against
- Five priorities recommended; many significant issues and endorse/support policies

2021 Priority Recommendations

State shared revenue

- 0 Maintain existing shared revenues and oppose any further cuts. Cities will support a corresponding increase in distributions to cities if the Legislature increases marijuana or liquor taxes.
- 0 Seek flexibility in how cities may spend Municipal Criminal Justice Assistance Account funds in order to best support local public safety efforts, including programs that use alternatives to traditional policing.

Transportation revenue package

- 0 Support a new transportation revenue package, with an emphasis on maintenance/preservation funding, that provides an equitable level of local funding while seeking the creation of additional revenue options for cities.

Priority Recommendations cont'd

Fiscal flexibility

- Provide greater flexibility to use funds from existing revenue sources to help cities manage the impacts of the economic crisis.

Housing instability assistance

- Work in a coalition to develop additional resources to address housing instability created by the economic impacts of the COVID-19 pandemic, including rent assistance and foreclosure-prevention assistance.

Priority Recommendations cont'd

Statewide Policing Reforms

- 0 Support the need to retain local control over city law enforcement policy decisions to ensure they meet community needs and expectations and appropriately contain costs. Cities are also cognizant of the need to address race equity in all aspects of policing in both state requirements and local policies.

Priority Recommendations cont'd

Statewide Policing Reforms cont'd

0 Support the following statewide reforms:

- A statewide standard for use of force so long as local jurisdictions are not prohibited from enacting a more robust standard.
- Creation of a database to track officers who have been fired from their employment for misconduct.
- The expansion of grounds for decertification to include use of force violations.
- Requiring an investigation of an officer to be completed, regardless of whether the officer resigns prior to the investigation being completed.
- Establishing a duty for all law enforcement officers to immediately intervene and report misconduct or illegal activity on the part of another officer.
- Requiring that all officers receive a psychological evaluation on a regular schedule and after a fatal use of force incident, prior to the officer returning to duty.



2021 Federal Legislative Agenda

Quick Facts

- Population: 9,780 (2020)
- Median Household Income: \$47,525 (2014-2018 ACS)
- Poverty Rate: 15.8% (2014-2018 ACS)
- Median Housing Value: \$205,700 (2014-2018 ACS)
- Parks: 4 totaling 16.67 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



The City of College Place is very grateful to our local legislators who supported a number of significant accomplishments in the 2020 legislative session. As we look toward the 2021 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

Wastewater Treatment Plant Improvement



The City must invest over **\$20.2 million** dollars over the next four years to satisfy new conditions of a state wastewater permit.

Lions Park



Renovation of primary city park to include splash pad, trail, and fishing pond separation from creek. Estimated cost is **\$2 million**.

Stormwater Decant Facility



Construction of a street waste decand facility as outlined in city's NPDES stormwater permit. Estimated cost is **\$700,000**.

Southwest College Place



Southwest College Place consists of several project needs:
a) Southwest Wastewater Trunk Line and lift station replacement: **\$7.5 million**. b) Mojonner Rd reconstruction: **\$6 million**. c) Regional Park Development: **\$2 million**

Key Issues

- **SUPPORT** – Provision of resources to assist city's with revenue shortfalls due to the COVID-19 pandemic and the associated response to it.
- **SUPPORT** – Alternate compliance paths regarding PCB's for municipal wastewater systems.
- **SUPPORT** – Passage of legislation to address mental health to support local communities to improve mental health and especially to lend critical support to families and youth.
- **SUPPORT** - Funding US 12 Phase 8 which completes the Walla Walla/Tri-Cities segment and improves safety and efficiency.
- **SUPPORT** – Protection and enhancement of HUD Community Development Block Grant programs. The Federal government should amend the definition of entitlement governments back to the county level
- **SUPPORT** – Simplifying the process for pursuing Federal grants and loans such as USDA-Rural Development grant dollars.
- **SUPPORT** – Demystify the Opportunity Zone incentive and make it straightforward so developers in even small municipalities can use it.
- **SUPPORT** – Funding for the US Forest Service to improve wildland fire fighting capacity and fire prevention through fuel reduction in the Walla Walla Watershed.
- **SUPPORT** – The City of Walla Walla State Route 125 & Myra Rd intersection project.
- **SUPPORT** – Solutions to challenges brought upon local recycling programs by the Chinese National Sword policy.
- **OPPOSE** – Unfunded mandates. The City urges you to remember local government when you are passing Legislation and to avoid passing unfunded mandates on to us.

The City supports the Association of Washington Cities Legislative Agenda.



2021 State Legislative Agenda

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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



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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) and others.
- **SUPPORT** - Development of a state transportation package as well as local financial tools to deal with street preservation, maintenance, and reconstruction in light of Initiative 976.
- **SUPPORT** – Development of economic development incentives (tif, enterprise zone).
- **SUPPORT** – Broaden RCW 84.14 – Multifamily Property Tax Exemption so all cities can participate in the program. Right now only mandated fully-planning cities can use this.
- **SUPPORT** - Funding US 12 Phase 8 which completes the Walla Walla/Tri-Cities segment and improves safety and efficiency on this critical travel corridor.
- **SUPPORT** – Alternate compliance paths for wastewater systems regarding PCB's.

General Government

- **SUPPORT** – A structural modification in property tax statutes to the annual growth to an inflationary index rather than to the one percent limit.
- **SUPPORT** – Allow agencies to recover staff time incurred in compiling and redacting public records, unless the requestor is certified as indigent.
- **SUPPORT** – Fund resources for providing childcare/youth recreation activities as a result of the COVID-19 mandates and newly created needs in our community to safely serve the youth population.
- **SUPPORT** – Solutions to gap municipal revenue shortfalls due to COVID-19.
- **SUPPORT** – Fully funding the Municipal Research Services Center (MRSC).
- **SUPPORT** – Defend Local Control. The City believes the best governmental decisions are those that are made closest to the people represented.
- **SUPPORT** – Solutions to challenges brought upon local recycling programs by the Chinese National Sword policy.
- **AGAINST** – Unfunded mandates. The City urges you to remember local government when you are passing Legislation and to avoid passing unfunded mandates on to us.

Public Safety/Human Services

- **SUPPORT** - The need to retain local control over city law enforcement policy decisions to ensure they meet community needs and expectations and appropriately contain costs.
- **SUPPORT** - Increase in funding for the Basic Law Enforcement Academy (BLEA).
- **SUPPORT** – Appropriately funding mental health services.
- **SUPPORT** – Provision of resources to deal with the Opioid epidemic.

The City supports the Association of Washington Cities Legislative Agenda.

City of College Place, Washington

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF COLLEGE PLACE, WASHINGTON, ADOPTING 2021
STATE & 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 2020 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 2021 state legislative session outlined in Exhibit 2 of this agenda bill.
2. The City of College Place hereby adopts the legislative priorities for the 2021 federal legislative session outlined in Exhibit 3 of this agenda bill
3. The City of College Place supports the legislative priorities identified by the Association of Washington Cities.
4. 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 27th day of October, 2020.

Norma L. Hernandez, Mayor

Attest:

Approved as to form:

Lisa R. Neissl, City Clerk

Rea Culwell, City Attorney



FY 2021 TO 2026 CAPITAL FACILITY PLAN

FY 2021 TO 2026 CAPITAL FACILITY PLAN



City of College Place: 625 S. College Ave, Phone: 509-529-1200 Website: www.collegeplacewa.us

City Council

- Norma Hernandez, Mayor
- Jerry Bobbitt, Council Position #1
- Michael Cleveland, Council Position #2
- Marge Nyhagen, Council Position #3
- Loren Peterson, Council Position #4
- Melodie Selby, Council Position #5
- Heather Schermann, Council Position #6
- Byron Trop, Council Position #7

CFP Management Team

- Mike Rizzitiello, City Administrator
- Brian Carleton, Finance Director
- Troy Tomaras, Police Chief
- David Winter, Fire Chief
- Paul Hartwig, Public Works Director
- Jon Rickard, Community Development Director

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- ▶ VI. Long Term Financial Plan: Pg 9
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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.



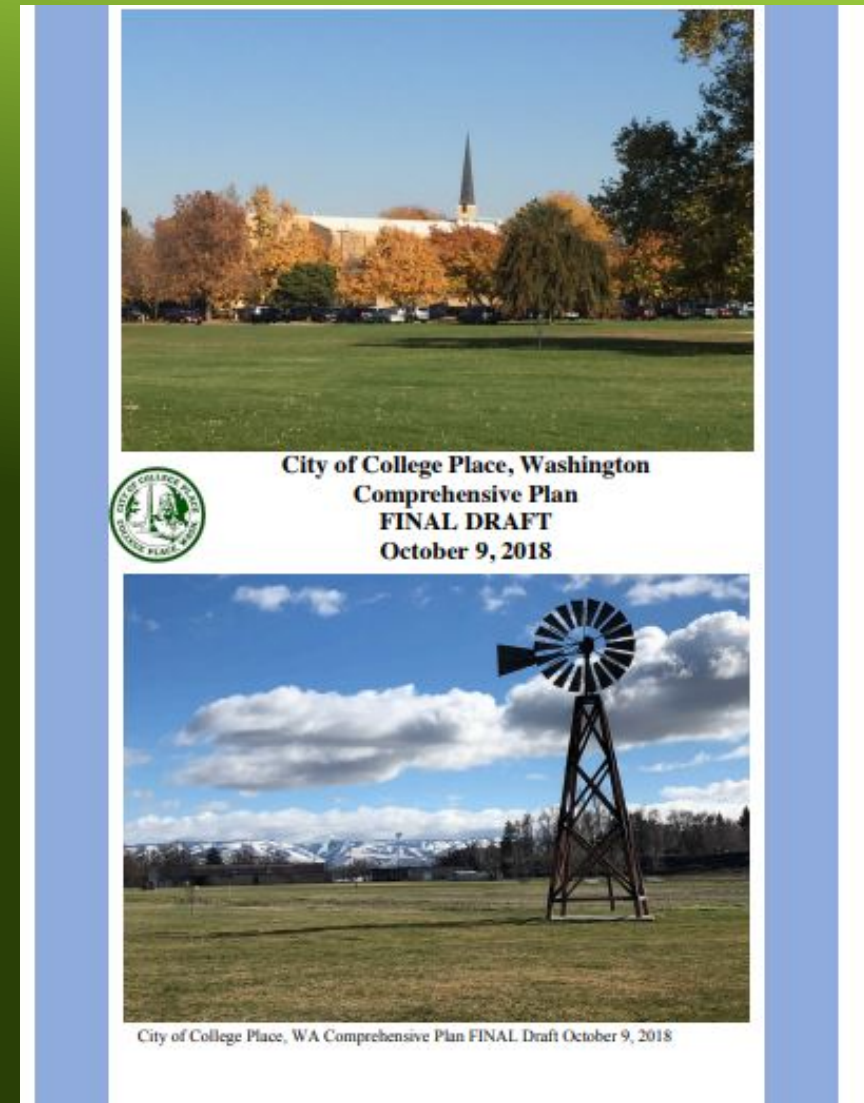
III. FY 2021 PRIORITY PROJECTS

- ▶ A. Southwest College Place Wastewater Trunkline and Lift Station: **\$7,587,097.00** (USDA Grant/Loan, Port, Ecology)
- ▶ B. Finish up Well ##2 Drinking Water Well Replacement: **\$2,986,000.00**(Grant/Loan funded)
- ▶ C. Wastewater Treatment Plant Improvement Design: **\$500,000.00** (Ecology)
- ▶ D. Meadowbrook Grind & Overlay : **\$313,560** (TIB Grant)
- ▶ E. 4Bikes Project: **\$600,000** (TIB Grant)
- ▶ F. Central College Place Sidewalks: **\$339,530** (CDBG Grant)
- ▶ G. Lions Park Renovation : **\$2,000,000** (REET, Grants)



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
- 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
 - Optimal Operations
 - Planning for Prosperity



V. STRATEGIC PLAN: 2017 TO 2026

- Adopted by City Council on July 25th, 2017
- 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

December

- City Council Workshop
- City Council Meeting
- Estimated passage at December 10th, 2019 City Council meeting.

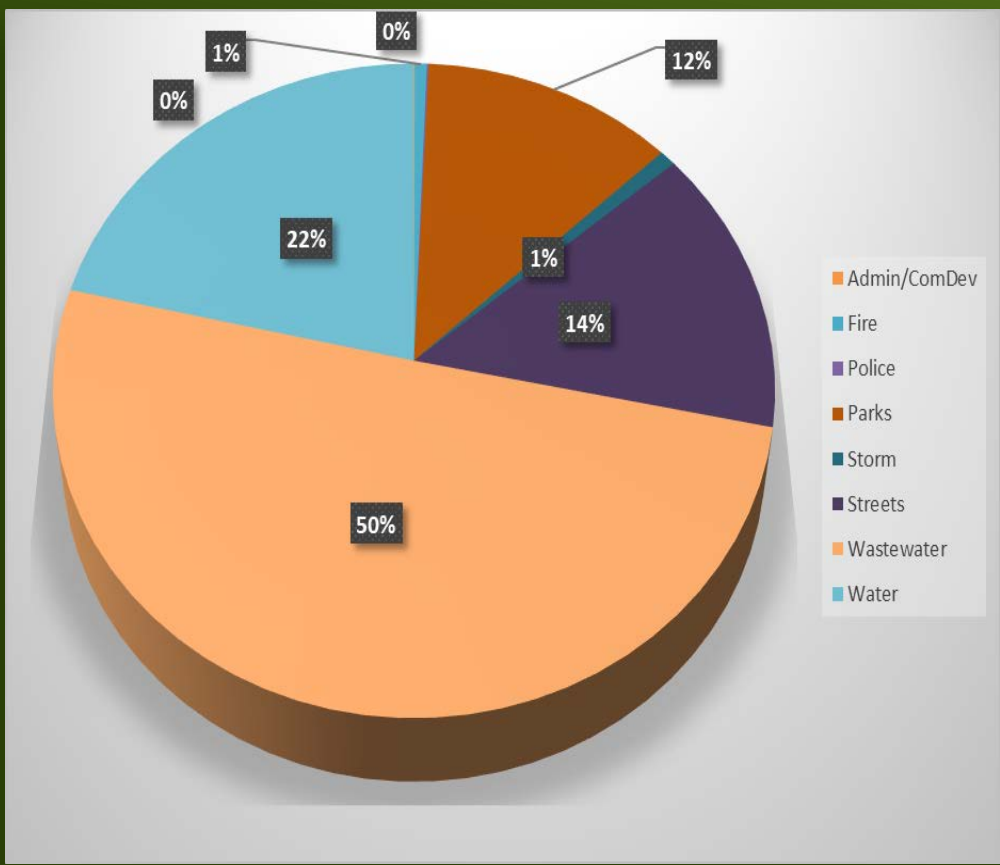
VIII. COMPLETED PROJECTS IN FY 2020

Capital Facility Projects Completed in FY 2020			
Project	Type	Description	Cost
City Hall LED Light Conversion	Administration	Replace old sodium lighting with LED's	\$15,000.00
Admin/Finance Flooring Replacement	Administration	Replace old carpeting with flooring in Admin/Finance side of City Hall	\$10,000.00
ADA Compliant Front Door Automatic Openers	Administration	Automatic Door Openers for City Hall.	\$6,000.00
Balance Thermostats	Administration	Balance & replace thermostats so HVAC works properly.	\$10,000.00
Replace City Hall Exhaust Fans	Administration	Replace exhaust fans.	\$6,000.00
Replace City Hall Windows - Finance & East Side	Administration	Replace windows for east side of the City Hall facility.	\$12,000.00
Water Softener	Fire	Water Softener	\$ 15,000.00
Fire Shower Replacement	Fire	Shower replacements.	\$ 30,000.00
Replace Electric Gate	Police	Replace failing electric gate.	\$ 10,000.00
PD Carport/Storage Project	Police	Construct carport/storage area adjacent to outside PD car parking area.	\$ 110,000.00
Harvest Meadows Park	Park	Improvements include sign and picnic shelter.	\$ 20,000.00
SE 10th Street Retrofit (Birch to College)	Storm	Reconstruct 10th to include stormwater infrastructure to filter water into Garrison Creek.	\$ 200,000.00
Earl/Destito Storm Outfall Work	Storm	Engineering fix for flooding issues on Earl and Destito.	\$ 40,000.00
SE Lamperti Street Resurfacing	Streets	Resurface SE Lamperti from SE Larch to College.	\$ 323,000.00
FY 2020 Chipseal Program	Streets	Planned annual chip seal for 2020	\$ 41,000.00
Myra Rd Rock	Streets	Replace wood chips with rock along Myra Rd.	\$ 40,000.00
NE Evans Rd Resurface	Streets	Resurface NW Evans from Whitman to Earl.	\$ 24,400.00
Electric Vehicle Charging Stations	Streets	Installation of grant funded charger at City Hall.	\$ 48,831.30
Poplar Tree Removal	Wastewater	Wrap up removal of Poplar Trees at WTPP	\$ 100,000.00
Scenic View/Mountainview Hill Sewer Lining Project.	Wastewater	Sewer Lining	\$ 280,000.00
Well No. 1 Replacement	Water	Finish Replacement of Well No. 1	\$ 2,675,494.00
Total			\$4,016,725.30

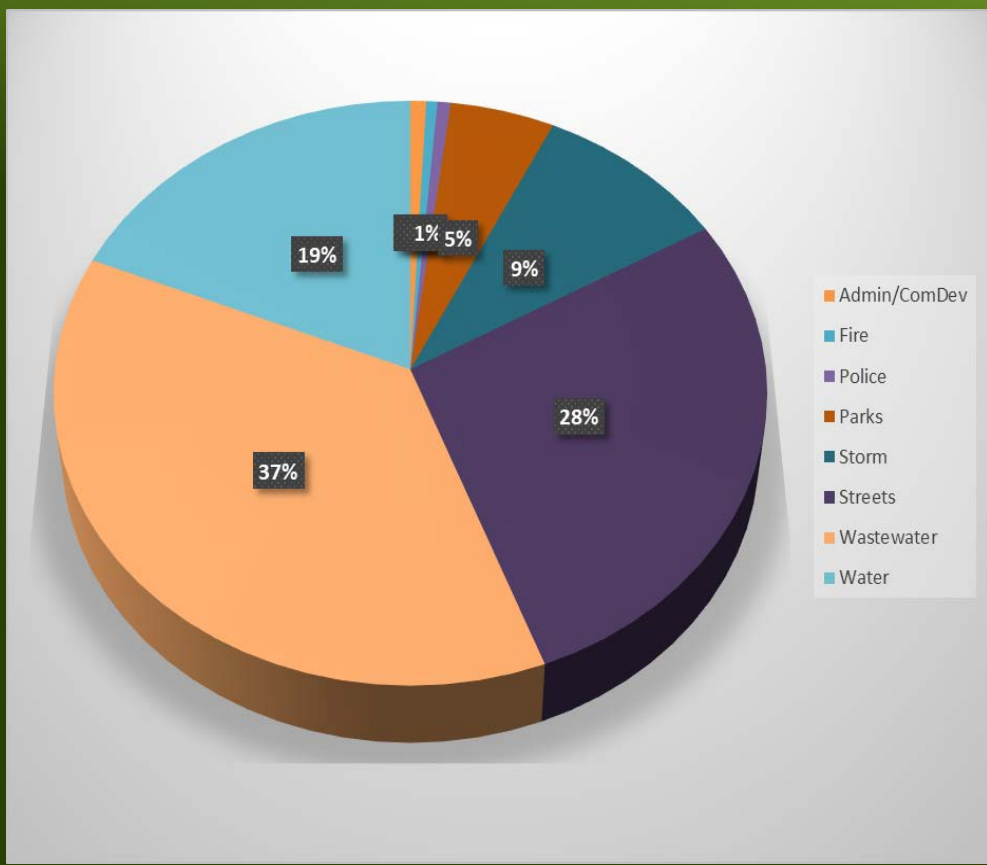


IX. CAPITAL FACILITY PLAN SUMMARY – FY 2021 VS. SIX-YEAR

Fiscal Year 2021

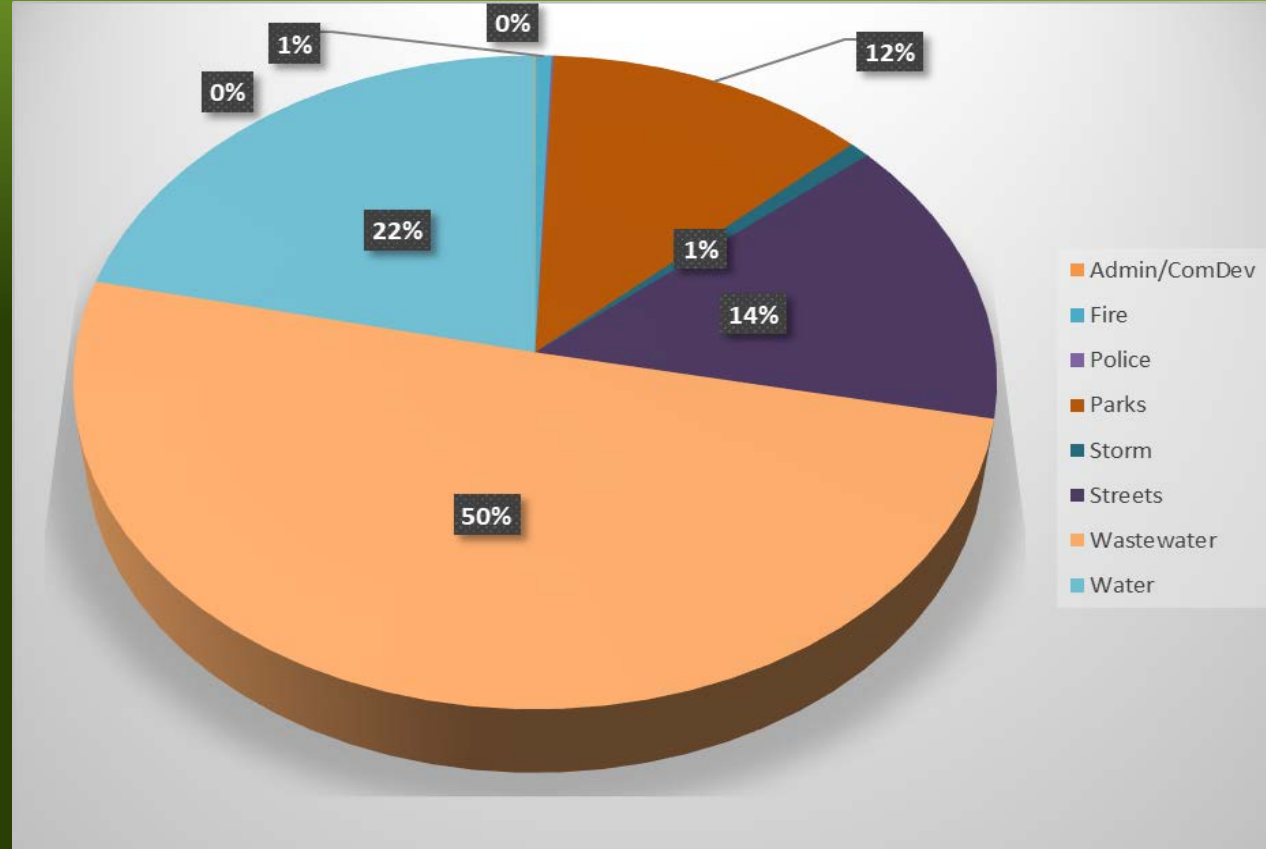


Fiscal Year 2021 to 2026



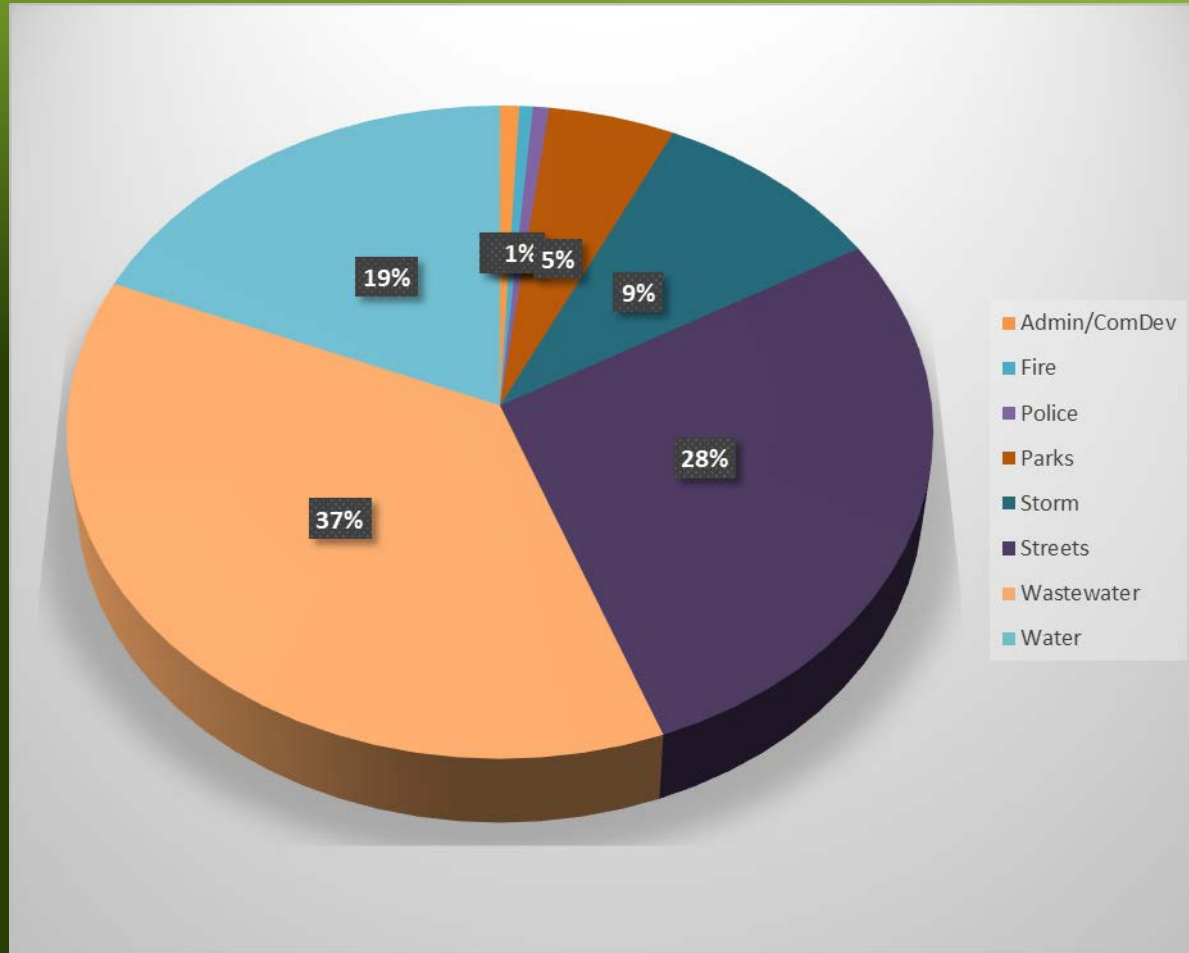
X. CAPITAL FACILITY PLAN – FY 2021

Capital Facility Plan: FY 2021	
Department	Expense
Admin/ComDev	\$ 6,000.00
Fire	\$ 95,300.00
Police	\$ 15,000.00
Parks	\$ 2,010,000.00
Storm	\$ 130,000.00
Streets	\$ 2,335,867.00
Wastewater	\$ 8,187,097.00
Water	\$ 3,486,000.00
Total	\$ 16,265,264.00



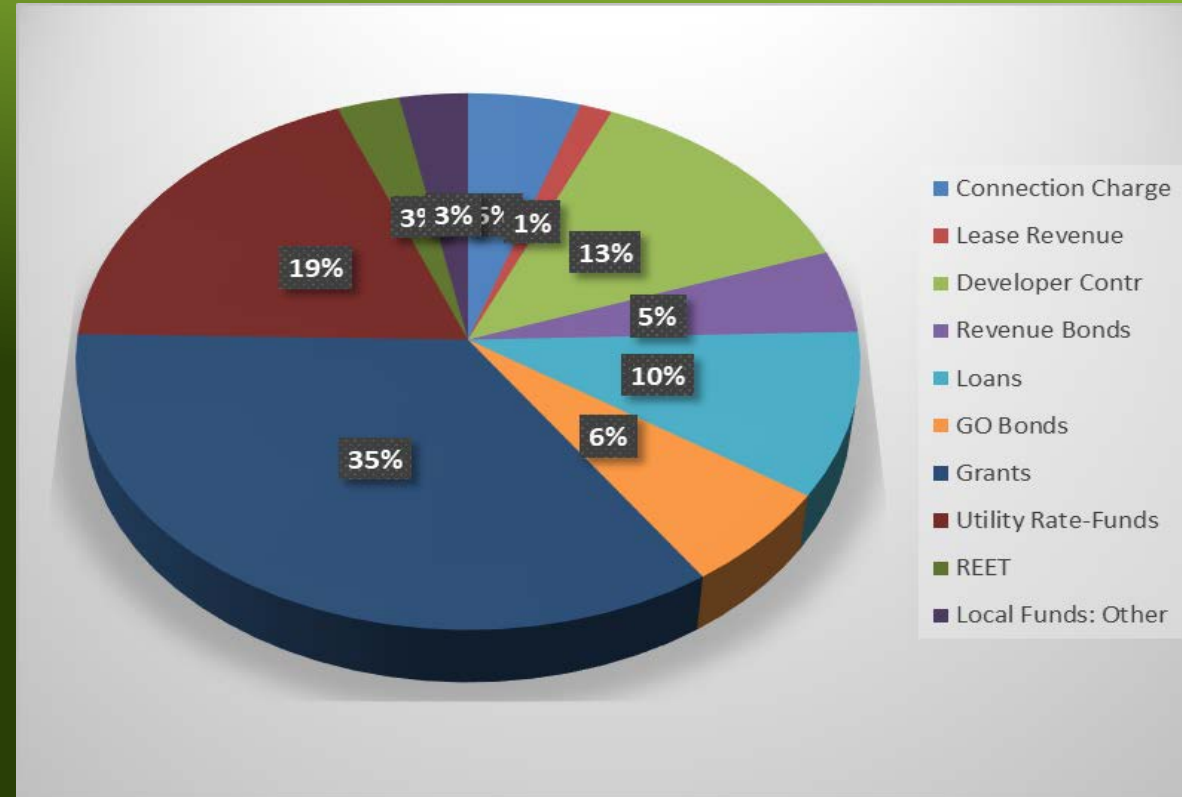
XI. CAPITAL FACILITY PLAN – FY 2021 TO 2026

Capital Facility Plan: FY 2021 to 2026	
Department	Expense
Admin/ComDev	\$ 618,000.00
Fire	\$ 436,950.00
Police	\$ 518,000.00
Parks	\$ 4,095,000.00
Storm	\$ 7,602,009.18
Streets	\$ 22,167,102.50
Wastewater	\$ 29,591,243.00
Water	\$ 14,926,687.00
Total	\$ 79,954,991.76



XII. ANTICIPATED REVENUE SOURCES

Revenue Projection: FY 2021 to 2026	
Revenue Type	Total
Connection Charge	\$ 4,047,755.00
Lease Revenue	\$ 1,140,720.00
Developer Contr	\$ 10,498,988.41
Revenue Bonds	\$ 4,000,000.00
Loans	\$ 7,954,987.20
GO Bonds	\$ 4,907,555.40
Grants	\$ 27,931,891.30
Utility Rate-Funds	\$ 15,112,285.23
REET	\$ 2,240,928.00
Local Funds: Other	\$ 2,450,300.00
Total	\$ 79,954,991.76



Revenue Narrative: The six-year Capital Facility Plan (excluding equipment replacement and Information Technology) amounts to \$79,954,991.76. Over 48% of the plan is contingent upon successful application of grants and future developer contributions. 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.
 - ▶ 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.



XV. CFP - FACILITIES



A. CITY HALL

▶ I. 2021

- ▶ City Hall Flooring Community Development - \$6,000 (Medium)

▶ II. 2022

- ▶ City Hall Sallyport/Formal Jail Area Renovation - \$460,000 (High)
- ▶ City Hall Conference Room Furnishings - \$20,000 (Medium)

▶ III. 2023

- ▶ City Hall Restroom Renovation - \$40,000 (Medium)
- ▶ City Hall Exterior Paint - \$12,000 (Low)

▶ IV. 2024

- ▶ City Hall Parking Lot Improvements - \$80,000 (Low)



How do we pay for it?

- 100 % - Current Expense/Facilities Maintenance Reserve

B. FIRE DEPARTMENT

- ▶ Fire Department was constructed in 2001. Little renovation work has occurred since this time.
- ▶ I. 2021
 - ▶ Replace Exterior Staircase on East Side of Building - \$30,000 (Medium)
 - ▶ Facility Fire HVAC - \$15,000 (Medium – ESCO)
 - ▶ Regional Fire Training tower to replace outdated/dangerous one - \$50,300 estimated per year for five years at \$251,500 total to cover our proportional share. (High)
- ▶ III. 2022
 - ▶ Renovate Dorm Rooms - \$25,000 (Medium)
 - ▶ Water Source Heat Pump Replacement - \$90,000 (Medium – ESCO)
- ▶ IV. 2024
 - ▶ Moline Gas Heater Replacement - \$10,000 (Medium – ESCO)
 - ▶ Gas Furnace 75000 BTU HR Replacement - \$13,450 (Medium – ESCO)
- ▶ V. 2025
 - ▶ Hot Water Pump 2 HP - \$2,000 (Low – ESCO)



How do we pay for it?

- 100 % - Current Expense/Facilities Maintenance Reserve

C. POLICE DEPARTMENT

- ▶ All of Police moved into former Annex Building in 2017.
- ▶ I. 2021
 - ▶ Police Department Package 3 Ton Heater/Chiller - \$15,000 (Medium-ESCO)
- ▶ II. 2022
 - ▶ Replace 50 Gallon Water Heater - \$3,000 (Medium – ESCO)
- ▶ III. 2023
 - ▶ Police Department Renovation - \$500,000 (Low)

How do we pay for it?

- 100% - Current Expense/Facilities Maintenance Reserve



XVI. CFP - INFRASTRUCTURE



A. PARKS



LIONS PARK

- ▶ Prioritization: High
- ▶ Estimated Total Cost: \$2 Million (2021)
 - ▶ Park Renovation: \$1.3 Million
 - ▶ Pond Separation: \$700,000
- ▶ Put away REET II funds toward project.
- ▶ Looking for grants for the remainder.
- ▶ Also, replacement irrigation system/electrical system needed.



How do we pay for it?

- 40% State RCO Grants
- 40% REET II Grants
- 20% Foundational Support

12TH STREET PARKLET

- ▶ Prioritization: Medium
- ▶ Estimated Total Cost: \$10,000 (2021)
- ▶ Sherwood Trust Leadership Group is taking on project. Will construct it.
- ▶ Hoping to complete in late 2020. In this plan just in case.
- ▶ Former Cascade Natural Gas Property donated to City of College Place
- ▶ Near intersection of 12th Street & Newgate
- ▶ Cleanup site, remove rock, lower fence, and clean up hillside.
- ▶ Install benches and plantings.

How do we pay for it?

- 100% Current Expense
- \$1,500 from Cascade Natural Gas



HARVEST MEADOWS PARK

- ▶ Prioritization: Medium
- ▶ Estimated Total Cost: \$25,000 (2022)
- ▶ 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

VETERANS PARK

- ▶ Prioritization: Low
- ▶ Hayden Homes is donating property (1.67 acres) and playground equipment.
- ▶ However, items still missing to make it a completed park.
- ▶ Estimated Total Cost: \$60,000 (22)
 - ▶ Developer Fees
- ▶ Improvements added by City in Future:
 - ▶ Restrooms
 - ▶ Picnic Shelter
 - ▶ Basketball Court

How do we pay for it?

- 100% Developer Fees (Martin Airfield Top Bluff)

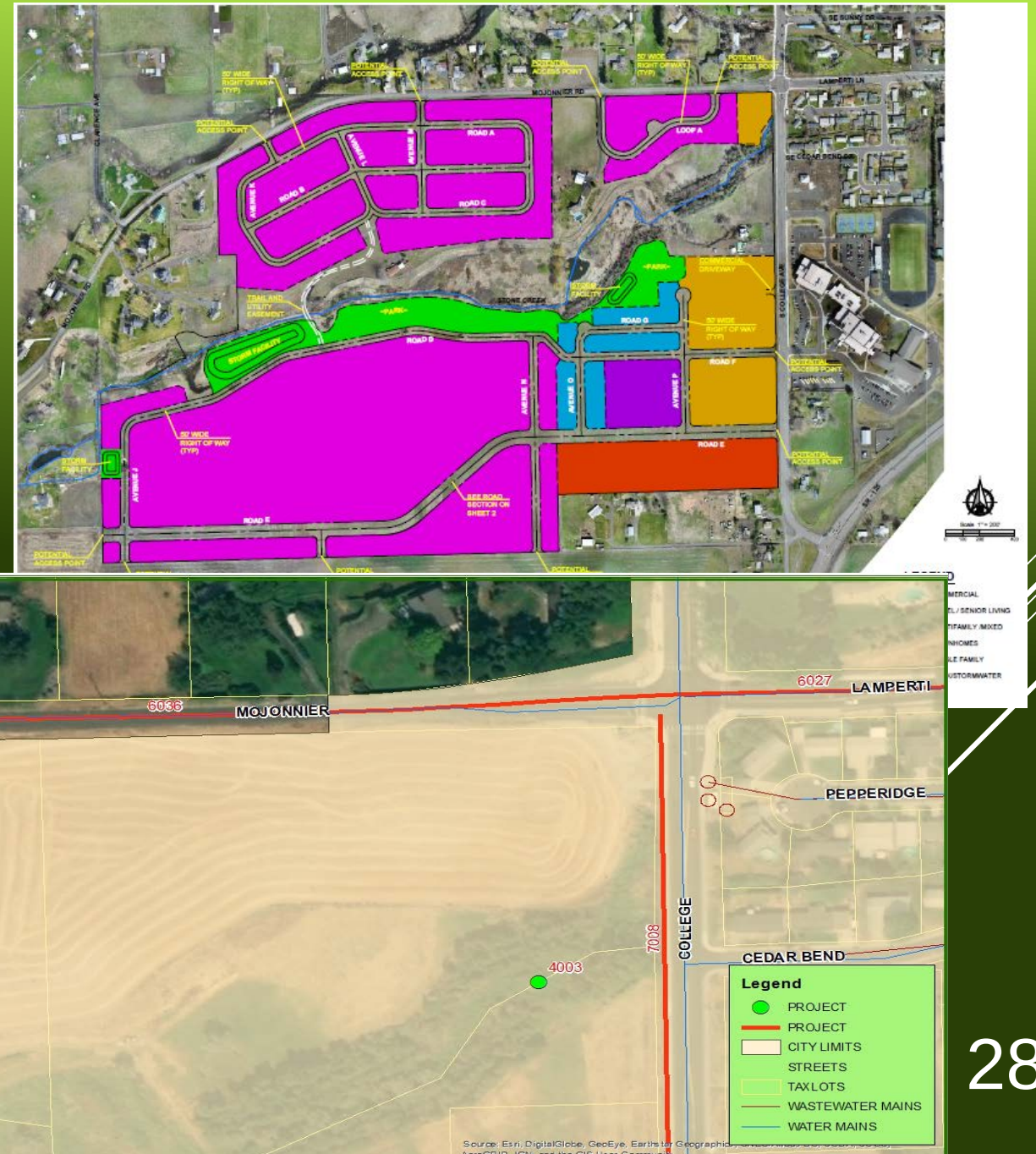


PARK AT MCKIERNAN/ CHRISTIANSON SITE

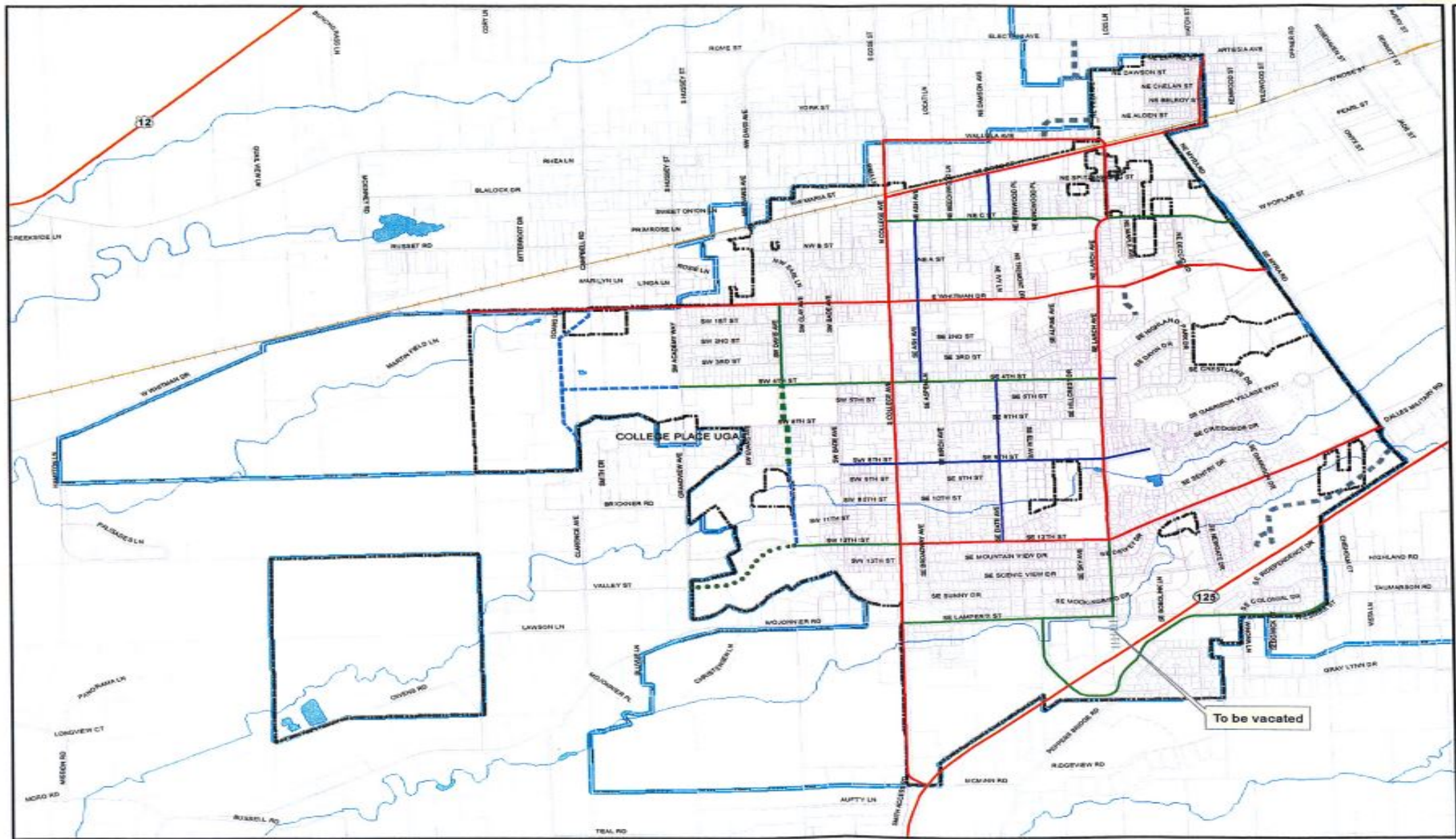
- ▶ Prioritization: Low
- ▶ Driven by development and majority paid for by development.
- ▶ 260 Acres annexed into the City in 2017.
- ▶ Regional park concept.
- ▶ Estimated Cost: \$2,000,000 (22-24)
 - ▶ Along Stone Creek
 - ▶ Trails
 - ▶ Sportsplex

How do we pay for it?

- 50% Developer Impact Fee
- 25% State RCO Grants
- 15% Current Expense – Parks or REET
- 10% Partnership opportunities with CPPS



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 (2021-2023)
- ▶ Road now in city limits per urban growth boundary technical amendments approved by Walla Walla County.
- ▶ Driven by speed of Stone Creek development and grant opportunities.
- ▶ Developer contribution required.
- ▶ Walla Walla Valley MPO STP Grant acquired to cover final engineering and right-of-way acquisition expense.
- ▶ SE Mojonnier Rd: College Ave to Bluevue Lane.
- ▶ Reconstruct 0.64 miles of roadway.
- ▶ Eligible for TIB and State Grants.
- ▶ Estimated Cost
 - ▶ Storm: \$1,488,675
 - ▶ Street: \$4,879,290
 - ▶ **Total: \$6,367,965**

How do we pay for it?

- 20% - MPO/Federal Funds
- 70% - Developer Impact Fee/Contributions
- 10% - City Street Fund (CE), REET, and Partnerships

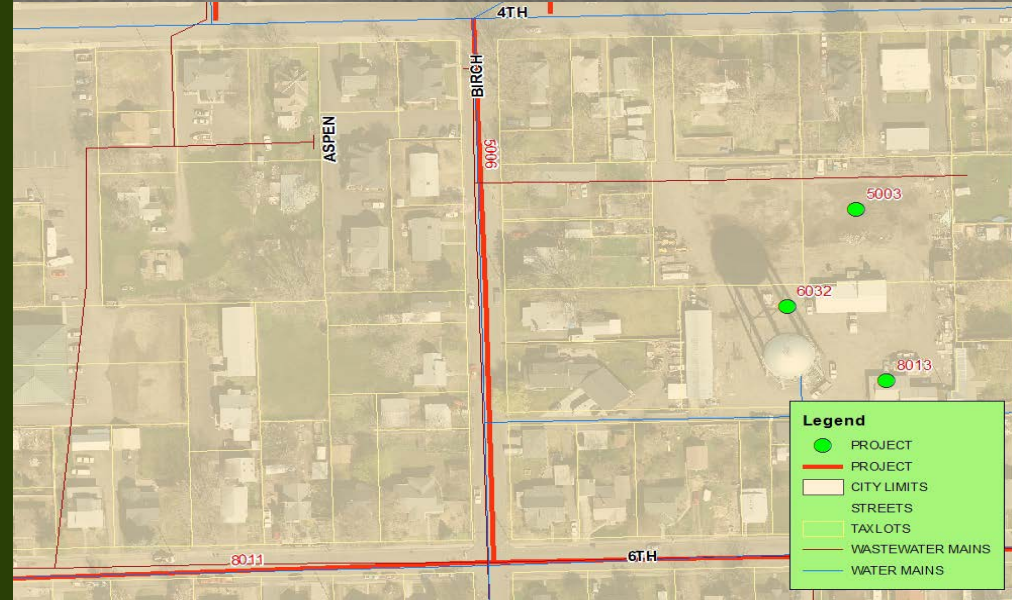


BIRCH AVE(4TH TO 6TH)

- ▶ Prioritization: Medium (2022)
- ▶ Roadway surface bad. Curb dislodged on east side of roadway. Stormwater issues.
- ▶ Full corridor reconstruction (0.14 Miles)
- ▶ Estimated Cost
 - ▶ Storm: \$20,000
 - ▶ Street: \$150,000
 - ▶ **Total: \$170,000**

How do we pay for it?

- 11.8% - Storm
- 88.2% - Streets

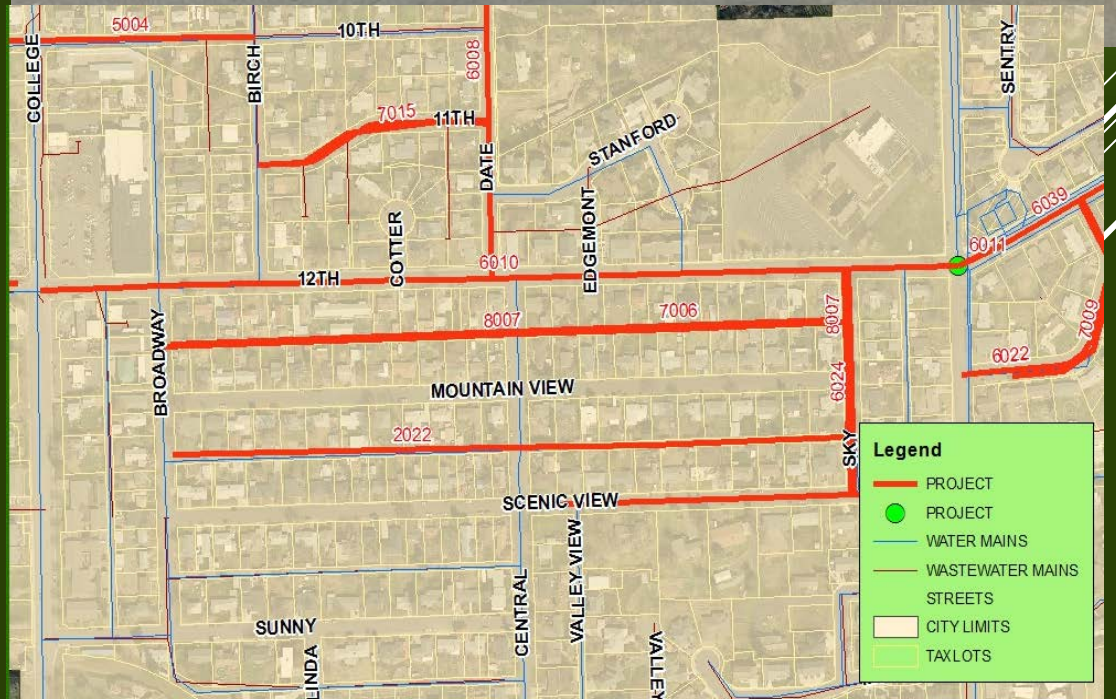


12TH (COLLEGE TO LARCH)

- ▶ Prioritization: High (2023)
- ▶ Eligible for TIB Grants
- ▶ Full corridor reconstruction (0.50 Miles)
- ▶ Estimated Cost
 - ▶ Storm: \$628,813.68
 - ▶ Streets: \$2,229,430.32
 - ▶ Wastewater: \$270,742.00
 - ▶ Water: \$617,381.00
 - ▶ **Total: \$3,746,367.00**

How do we pay for it?

- 68.7% - State TIB UAP Grant
- 7.6% - City Streets Fund
- 7.2% - Wastewater Utility
- 16.5% Water Utility

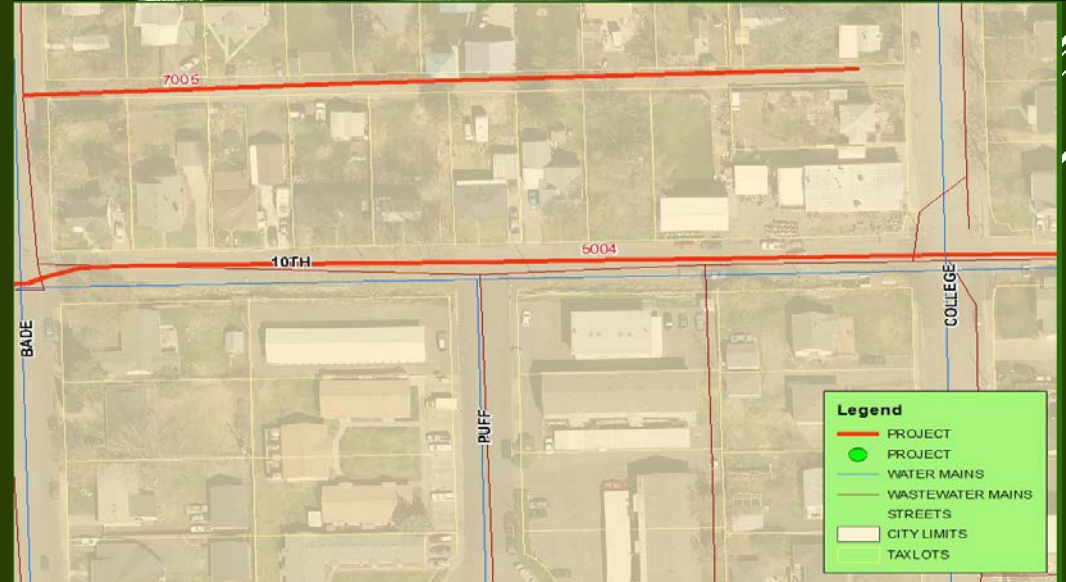


10TH STREET (COLLEGE TO BADE)

- ▶ From College to Bade Avenue
- ▶ Prioritization: High (2024)
- ▶ Reconstruct 10th Street so it has curbs and storm inlets to treat stormwater draining to Garrison Creek adjacent to roadway.
- ▶ Stormwater portion funded by redirect from State Stormwater Hardship Grant.
- ▶ Utilities will cover their portion the project
- ▶ Estimated Cost
 - ▶ Storm Utility (Hardship Grant): \$219,451.98
 - ▶ Streets: \$778,057.02
 - ▶ Water Utility: \$236,643.00
 - ▶ **Total Cost: \$1,234,152.00**

How do we pay for it?

- 17.8% - Stormwater Utility Funds freed up from State Stormwater Hardship Capacity Grant.
- 63.0% - Streets or Ecology Grant.
- 19.2% - Water Utility

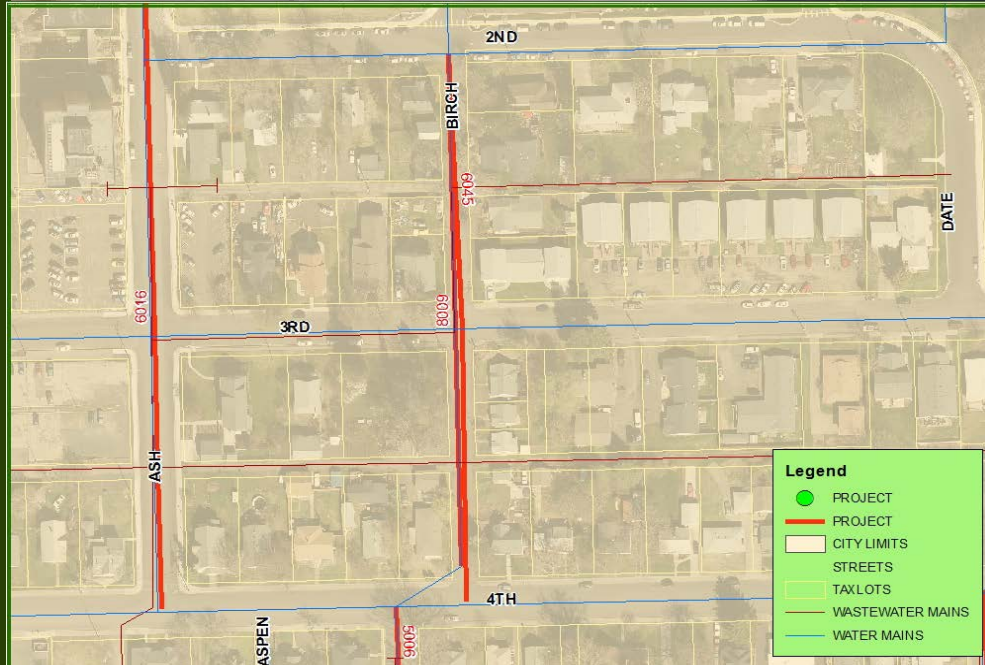


BIRCH AVE (2ND TO 4TH)

- ▶ Prioritization: Medium (2024)
- ▶ Reconstruct Birch from 2nd to 4th including replacement of water system infrastructure.
- ▶ Local funds will need to cover this.
- ▶ Full corridor reconstruction (0.12 Miles)
- ▶ Estimated Cost
 - ▶ Street: \$100,000
 - ▶ Water: \$140,000
 - ▶ **Total: \$240,000**

How do we pay for it?

- 41.7% - Street Improvement (CE) and/or debt/loan
- 58.3% Water Utility



12TH (LARCH TO MYRA RD)

- ▶ Prioritization: Medium (2025)
- ▶ Eligible for TIB Grants
- ▶ Full corridor reconstruction (0.75 Miles)
- ▶ Estimated Cost
 - ▶ Storm: \$890,068.52
 - ▶ Street: \$3,155,697.48
 - ▶ Wastewater: \$401,745
 - ▶ Water: \$916,113.00
 - ▶ **Total: \$5,363,624.00**

How do we pay for it?

- 67.9% - State TIB UAP Grant
- 7.6% - City Streets
- 7.4% - Wastewater Utility
- 17.1% Water Utility

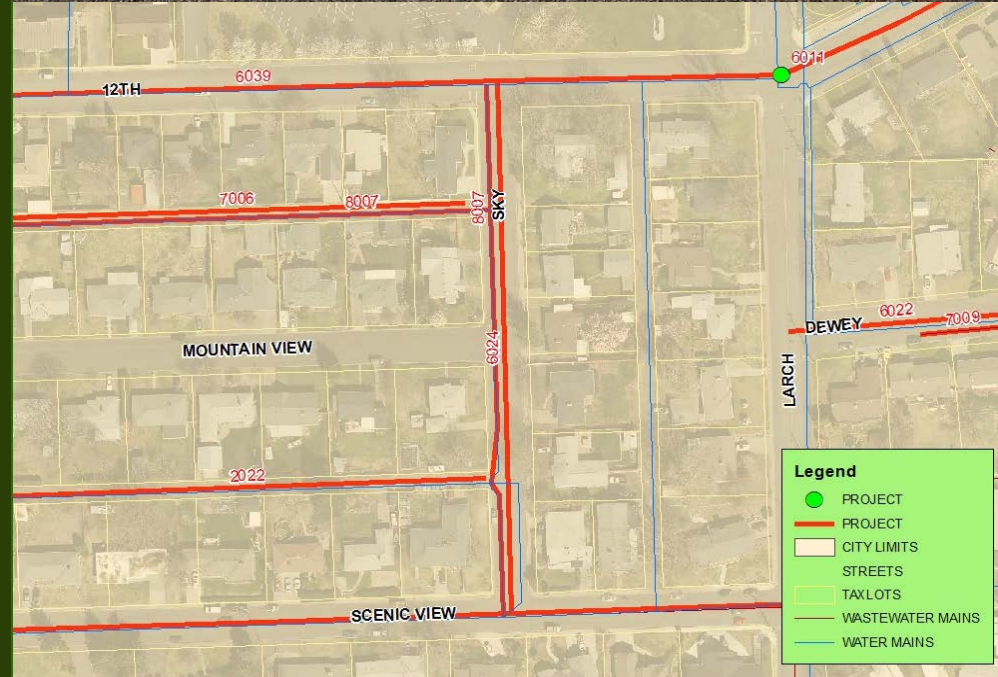


SKY AVE (12TH TO SCENICVIEW)

- ▶ Prioritization: Medium (2026)
- ▶ Local funds will need to cover this.
- ▶ Full corridor reconstruction (0.11 Miles)
- ▶ Estimated Cost
 - ▶ Street: \$502,580
 - ▶ Wastewater: \$61,649
 - ▶ Water: \$140,850
 - ▶ **Total: \$705,079**

How do we pay for it?

- 71.3% - Street Improvement (CE) and/or debt/loan
- 9.1% - Wastewater Utility
- 19.6% Water Utility



DEWEY DRIVE

- ▶ Prioritization: Medium (2026)
- ▶ Local funds will need to cover this.
- ▶ Full corridor reconstruction (0.14 Miles)
- ▶ Estimated Cost
 - ▶ Street: \$678,483
 - ▶ Water: \$189,783
 - ▶ **Total: \$868,266**

How do we pay for it?

- 50.00% - Street Improvement (CE) and/or debt/loan
- 28.1% - REET
- 21.9% Water Utility

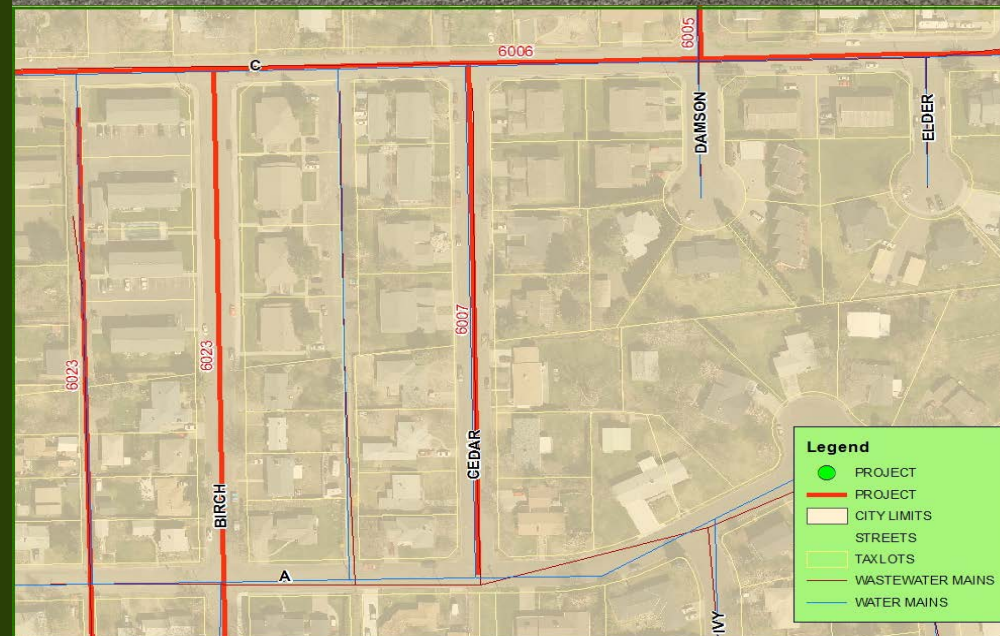


NE CEDAR AVE (A TO C ST)

- ▶ Prioritization: Medium (2026)
- ▶ Full corridor reconstruction (0.14 Miles)
- ▶ Only happen if obtain State Legislative Appropriation.
- ▶ Almost was awarded in FY 2019. Stalled in Senate.
- ▶ Cost (2020)
 - ▶ Storm: \$250,000
 - ▶ Street: \$358,520.76
 - ▶ Wastewater: \$80,010
 - ▶ Water: \$140,850
 - ▶ **Total: \$838,447.76**

How do we pay for it?

- 100.0% - Going After State Legislative Appropriation for It



C. STORM PROJECTS

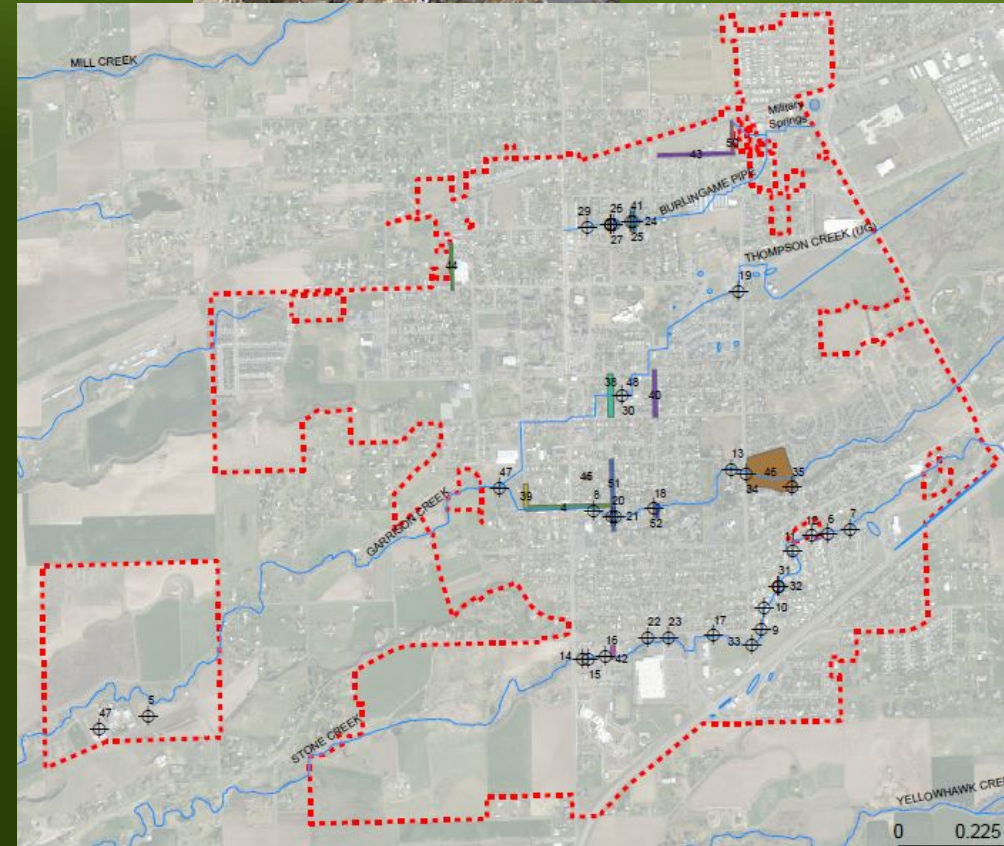


MUNICIPAL OUTFALL PROGRAM

- ▶ 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 100% by Stormwater Utility
- ▶ \$20,000 cost per Outfall
- ▶ Locations
 - ▶ FY 2021 – Replace #34, Larch #35 Sentry, #13 Brentwood, #8 110 10th, and #34 882 SE Larch : \$100,000
 - ▶ FY 2022 – Replace outfall #48 at Public Works Yard: \$20,000
 - ▶ FY 2023 – Replace outfall #33 at SW 10th Street: \$20,000
 - ▶ FY 2024 – Replace outfall #19 769 Songbird Ln: \$20,000
 - ▶ FY 2025 – Replace outfall #26 and #27 221 NE Birch: \$40,000
 - ▶ FY 2026 – Replace outfall #15 and #7 1152 SE Falbo and 25 SE Cedar Bend: \$40,000
- ▶ Estimated Cost
 - ▶ **Total Cost: \$240,000 (FY 21-26)**

How do we pay for it?

- 100% - Stormwater Utility



NW DESTITO CT & EARL LN STORMWATER SYTEM RENOVATION

- ▶ NW Destito Ct off of NW Spagnuolo Loop
- ▶ NW Earl Lane
- ▶ Prioritization: High (2021)
- ▶ Engineering currently underway by Anderson Perry
- ▶ When construction occurred a long time ago on Destito stormwater pipe got crushed. Now flooding occurs on NW Destito & NW Evans
- ▶ Funded by Stormwater Utility
- ▶ Estimated Cost
 - ▶ **FY 21: \$30,000**

How do we pay for it?

- 100% Stormwater Utility

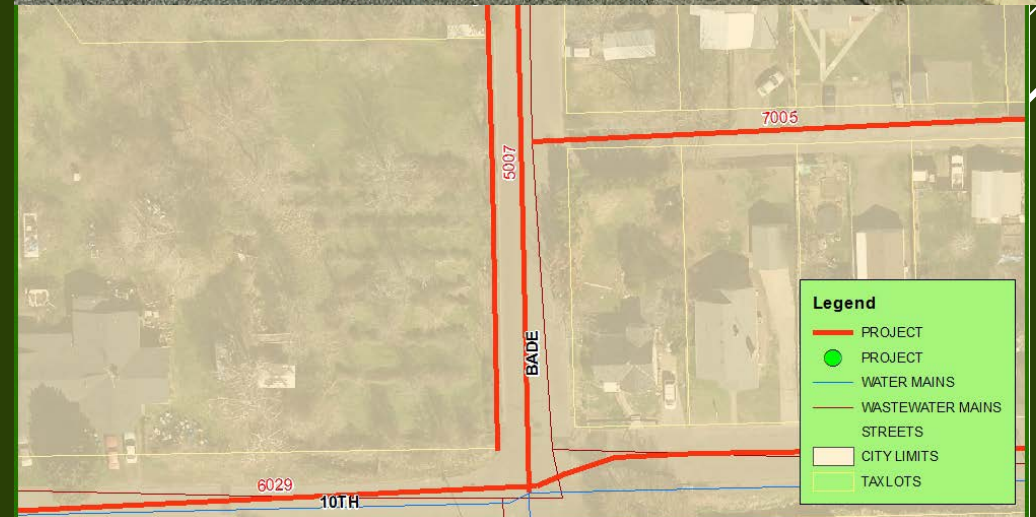


SW BADE AVE (9TH TO 10TH)

- ▶ From 9th to 10th Street
- ▶ Prioritization: Medium(2022)
- ▶ Construct stormwater infrastructure to treat surface water draining to Garrison Creek.
- ▶ Funded by Stormwater Utility
- ▶ Estimated Cost
 - ▶ **FY 22: \$20,000**

How do we pay for it?

- 100% Stormwater Utility

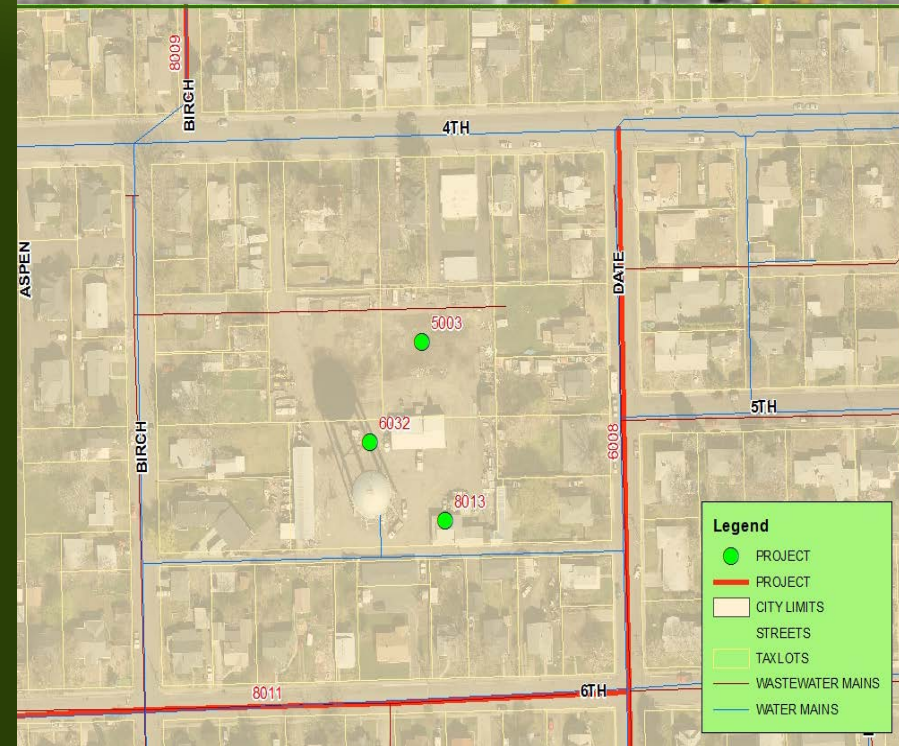


STORM DECANT FACILITY

- ▶ Needed for new Stormwater Utility operations.
- ▶ Prioritization: High (2022)
- ▶ Appropriately dispose of liquid waste generated during street sweeping, catch basin clearing and maintenance, and pipe cleaning.
- ▶ Pursue State Department of Ecology, USDA Rural Development, and other grant sources.
- ▶ Storm Decant Facility: \$700,000
- ▶ Additional Public Works Yard improvements: \$20,000
- ▶ Estimated Cost
 - ▶ **FY 22: \$700,000**

How do we pay for it?

- 75% - State Ecology Grant
- 25% - City Stormwater Utility



NE SPITZENBERG STREET STORMWATER RETROFIT

- ▶ Identified in Stormwater Master Plan
- ▶ Prioritization: Low (2024)
- ▶ Retrofit for Stormwater Infrastructure along Spitzenberg from Cargill to Tulip.
- ▶ 50% Stormwater Utility and 50% Development Fees will pay for this.
- ▶ Estimated Cost
 - ▶ **FY 24: \$75,000**

How do we pay for it?

- 50% Stormwater Utility
- 50% Developer Fees

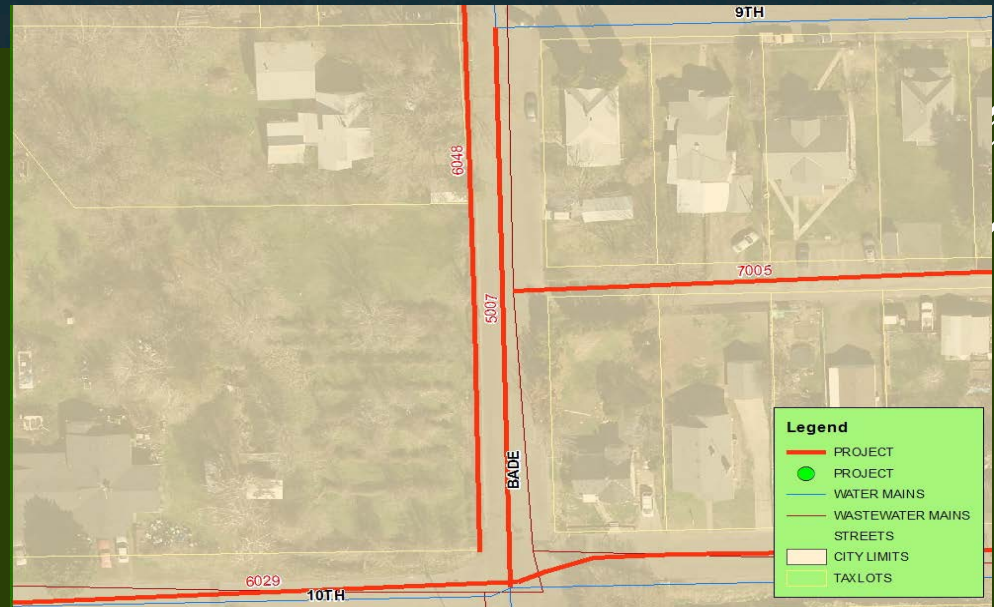
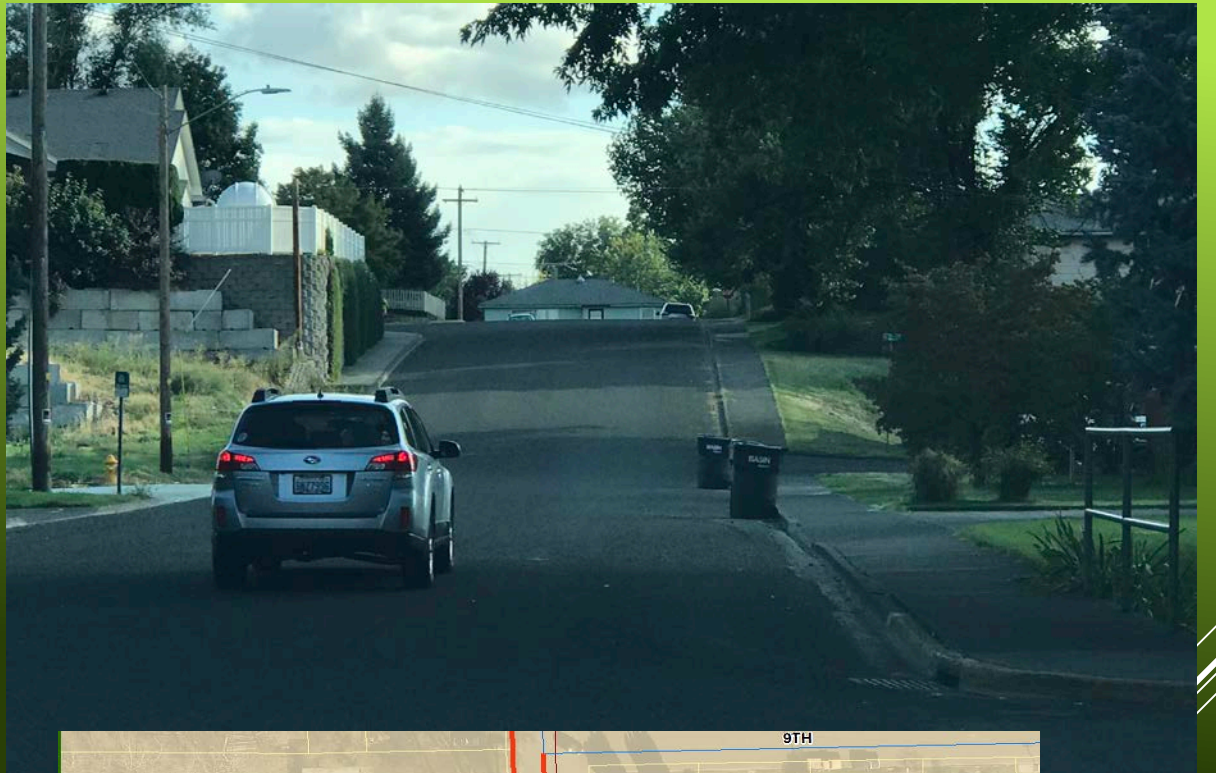


SE DATE AVE (10TH TO 11TH ST)

- ▶ From 10th to 11th Street
- ▶ Prioritization: Medium (2024)
- ▶ Improve stormwater infrastructure on city block so it can more properly treat runoff into Garrison Creek.
- ▶ Funded by Local Stormwater Utility.
- ▶ Estimated Cost
 - ▶ **FY 24: \$20,000**

How do we pay for it?

- 100% Stormwater Utility



REGIONAL STORMWATER FACILITY

- ▶ Location: Likely at City Wastewater Treatment Plant property.
- ▶ Prioritization: Medium (2026 to 2027)
- ▶ Regional stormwater detention facility is needed as many properties within Central College Place do not have storm facilities. This will only occur if we can get grant funding.
- ▶ Funded by Local Stormwater Utility & Grants.
- ▶ Estimated Cost
 - ▶ FY 26 (Engineering-Construction): \$3,000,000
 - ▶ FY 27 (Construction): \$3,000,000
 - ▶ **Total Cost: \$6,000,000**



How do we pay for it?

- 25% Stormwater Utility
- 25% Developer Fees
- 50% State Ecology Grant or Legislative Appropriation

D. STREET PROJECTS

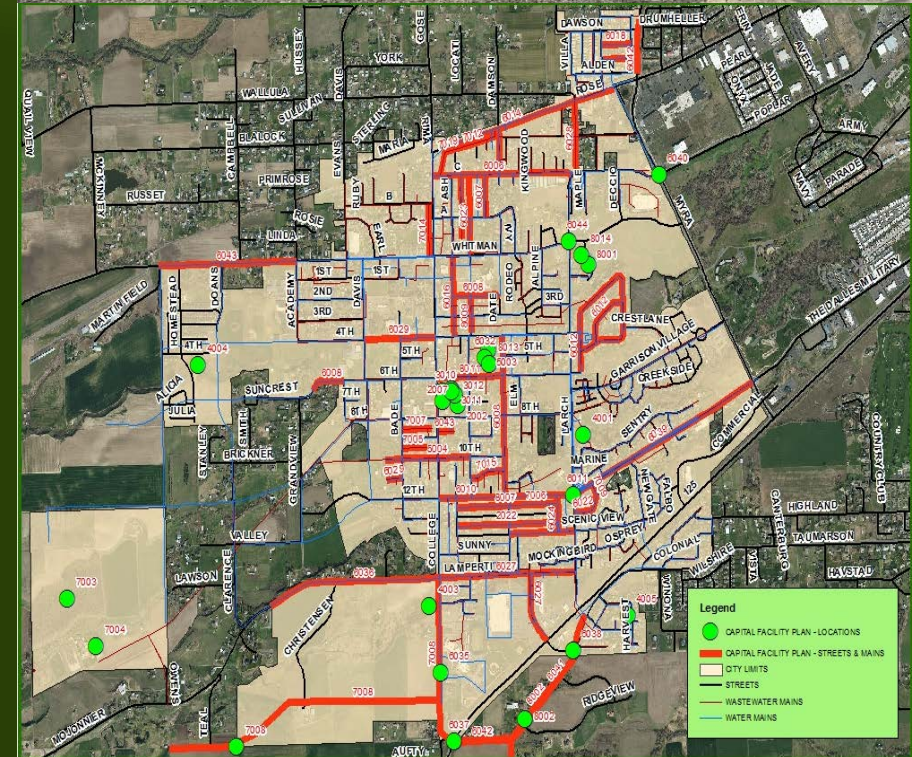
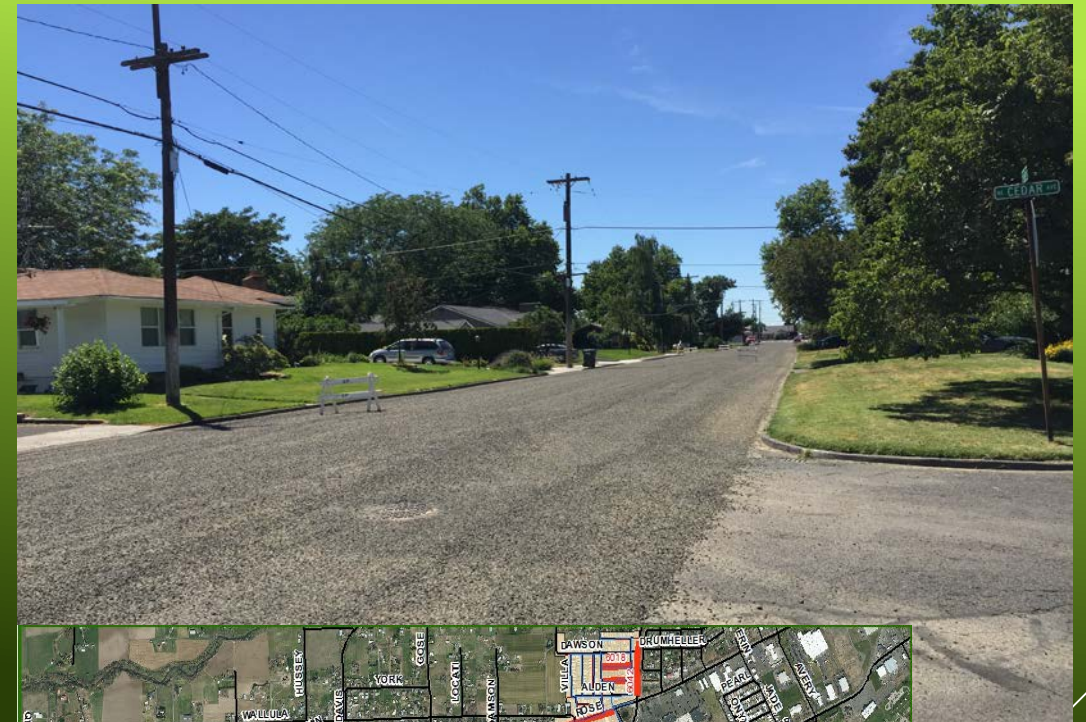


ANNUAL CHIPSEAL PROJECT

- ▶ Annual project that extends life of road by about a decade.
- ▶ Priority: High (Annually)
- ▶ **Annual expense: Around \$50,000 Annually/Reet I**
- ▶ 2021
 - ▶ SE Highland Park Dr
 - ▶ SE Davin Dr
- ▶ 2022
 - ▶ Sunset Villa Area
- ▶ 2023
 - ▶ SE 8th (College to Date)
 - ▶ SE 10th (Birch to Date)
 - ▶ SE Newgate (12th to Scenicview)
 - ▶ SE Scenicview (Mockingbird to Commercial)
- ▶ 2024
 - ▶ SW Bade (4th to 12th)
 - ▶ SW 13th (College to 12th)
- ▶ 2025
 - ▶ Sherburne Estates Subdivision
 - ▶ Puff Lane
- ▶ 2026
 - ▶ NE Deccio Rd

How do we pay for it?

- 100% - REET

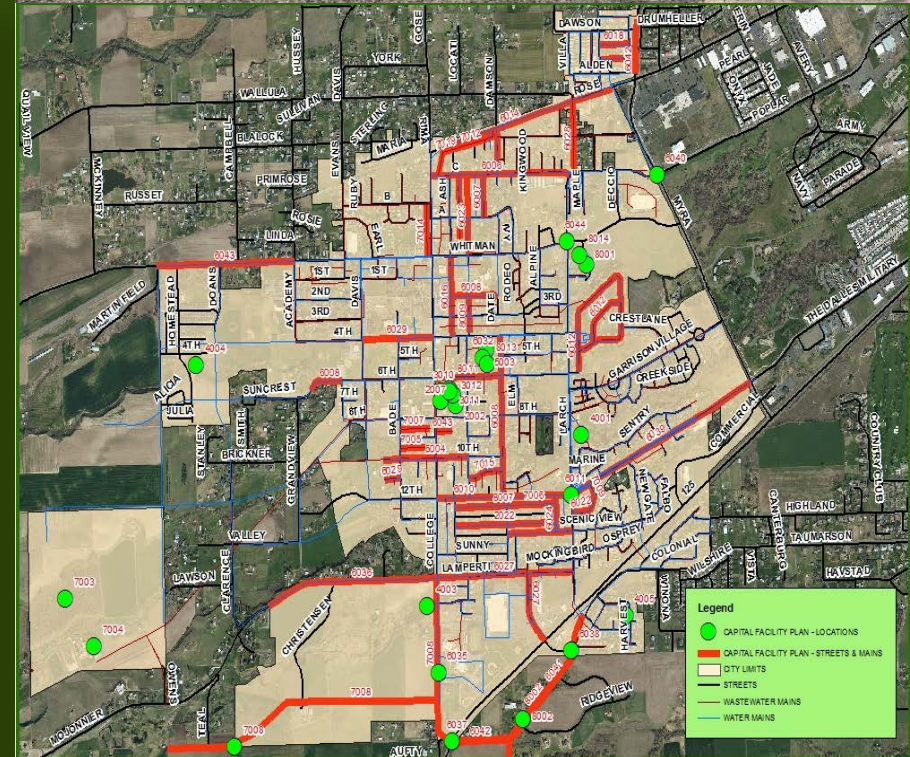
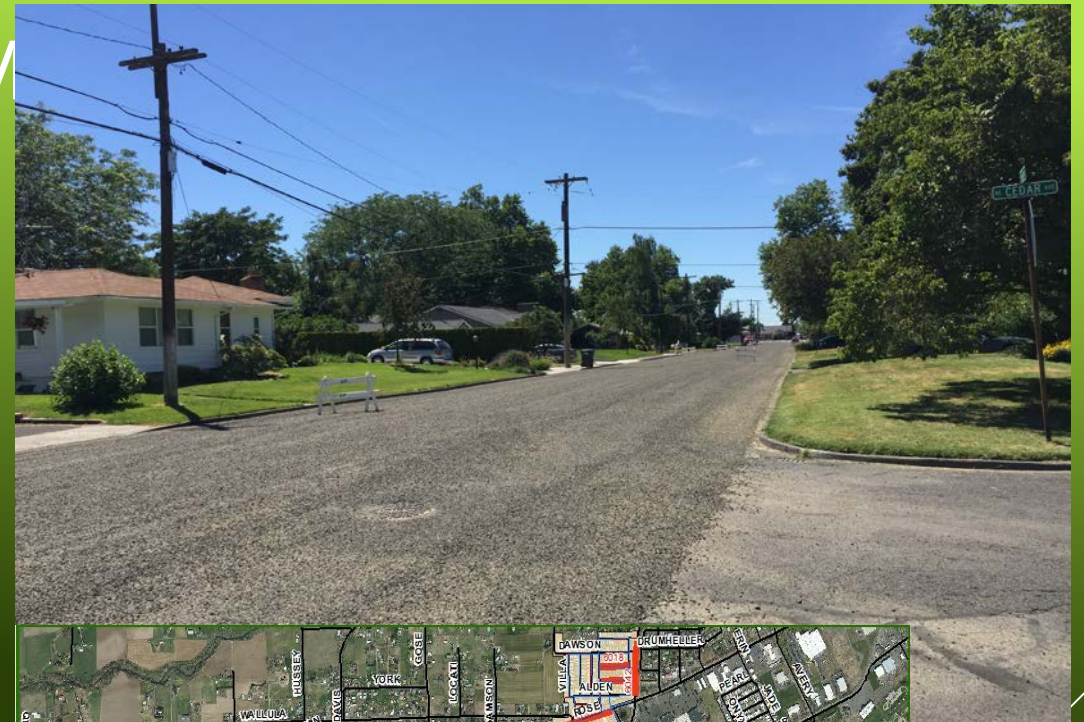


BLOCK RESURFACING PROGRAM

- ▶ Resurface one block of roadway per year. Preserves road for decade.
- ▶ Priority: Medium (Annually)
- ▶ **Annual expense: Around \$30,000 to \$35,000 Annually/Reet I**
- ▶ 2021
 - ▶ SE Mockingbird (Dove to Eagle Ln)
- ▶ 2022
 - ▶ SE Cotter Pl (12th to Dead End)
- ▶ 2023
 - ▶ SW 6th St (Davis to Evans)
- ▶ 2024
 - ▶ SE Elm St (5th to Dead End)
- ▶ 2025
 - ▶ SW 5th St (Bade to Dead End)
- ▶ 2026
 - ▶ SW Bade

How do we pay for it?

- 100% - REET

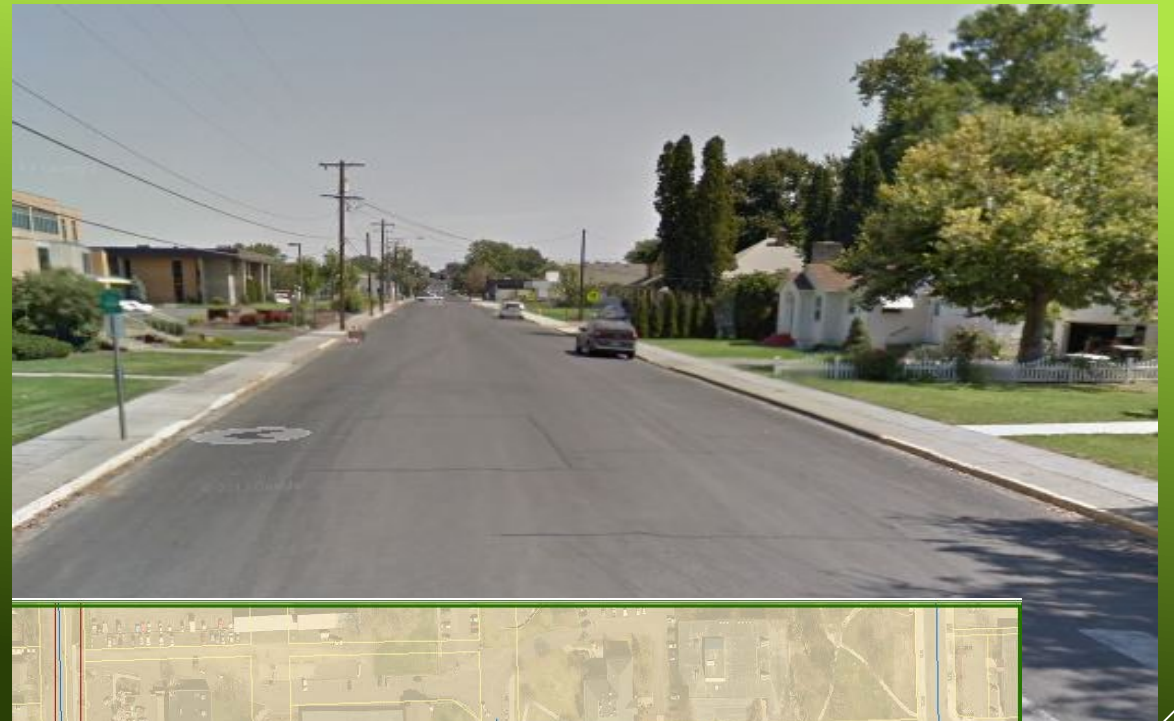


4BIKES PROJECT

- ▶ Fourth Street (College Ave to Davis St)
- ▶ Prioritization: High (2020 to 2021)
- ▶ Awarded Transportation Improvement Board Complete Street Grant (\$500,000)
- ▶ Extend cycle track and improve sidewalks on Fourth Street from College Ave to Davis St. Also, add pedestrian street lamps every 160 to 200 feet.
- ▶ Estimated Cost
 - ▶ **FY 21: \$600,000**

How do we pay for it?

- 83.3% - TIB Complete Street Grant
- 16.7% - Street Fund



MEADOWBROOK

- ▶ Meadowbrook: Lamperti to SR 125
- ▶ Prioritization: High (2021)
- ▶ Awarded State of Washington Transportation Improvement Board (TIB) Resurface Grant for Meadowbrook Blvd.
- ▶ Project paused due to State COVID-19 revenue shortfall
- ▶ Fix sidewalks not ADA Compliant
- ▶ Replace dead trees and fix irrigation
- ▶ No utility improvements needed
- ▶ Estimated Cost
 - ▶ **FY 21: \$313.560**

How do we pay for it?

- 89.5% - State TIB Arterial Preservation Grant
- 10.5% - City Streets (CE)



CP POST OFFICE CROSSWALK

- ▶ 500 S. College Avenue
- ▶ Prioritization: Medium (2021)
- ▶ Crosswalk improvements to include curb bump outs, Rapid Flashing Beacons, and more.
- ▶ Trying to obtain WSDOT Grant. Fallback is a MPO Grant.
- ▶ Estimated Cost
 - ▶ **FY 21: \$90,000**

How do we pay for it?

- 75.0% - WSDOT or MPO Grant
- 25.0% - City Streets (CE)



DOWNTOWN PARKING LOT

- ▶ College Avenue Corridor
- ▶ Prioritization: Low (2021-2022)
- ▶ Acquire land and construct parking lot to improve walkability and business climate of College Avenue.
- ▶ Will try to identify USDA Funds to do this.
- ▶ Estimated Cost
 - ▶ FY 2021 - \$200,000
 - ▶ FY 2022 - \$300,000
 - ▶ **Total - \$500,000**



How do we pay for it?

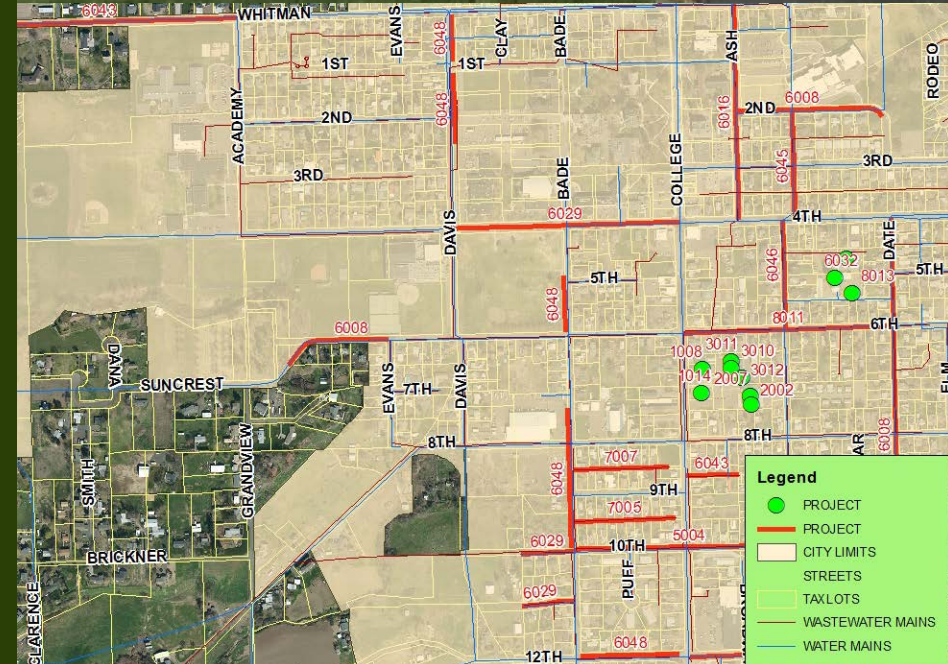
- 100.0% Federal USDA Economic Development and/or Federal EDA Grant Funds

CENTRAL COLLEGE PLACE SIDEWALK PROJECT

- ▶ Prioritization: High (2021), Medium (2022, 2024, 2026)
- ▶ Will pursue CDBG – General Purpose Grants to continue sidewalk work every biennium.
- ▶ Construction of six-foot wide sidewalk on one-side of roadway on following streets lacking any sidewalk.
 - ▶ Davis: Whitman Drive to 3rd Street.
 - ▶ Bade: 5th to 6th Street.
 - ▶ Bade: 7th to 10th Street.
 - ▶ 12th: College to Bade.
- ▶ Will pursue additional awards for sidewalk construction in 2021, 2023, and 2025 grant cycles for 2022 and 2024 construction.
- ▶ Need to acquire right-of-way for 2023 and 2025 projects.
- ▶ Awarded full CDBG General Purpose Grant
- ▶ Estimated Cost
 - ▶ FY 2021: \$339,530
 - ▶ FY 2022: \$500,000
 - ▶ FY 2024: \$400,000
 - ▶ FY 2026: \$600,000

How do we pay for it?

- 100% - State CDBG- General Purpose Grant

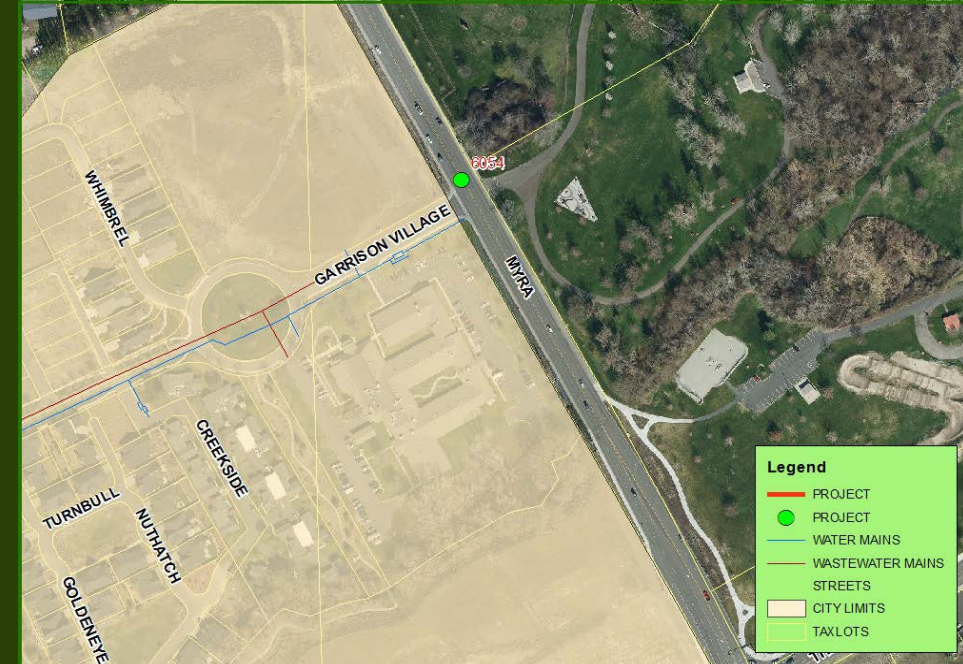


PEDESTRIAN SIGNALIZATION AT MYRA RD & GARRISON VILLAGE WAY

- ▶ Prioritization: Low (2022).
- ▶ Dependent upon either developer contribution or WSDOT Pedestrian Safety Grant.
- ▶ Much pedestrian activity between Villages at Garrison Creek development and Fort Walla Walla park.
- ▶ Myra Rd has ADT of about 15,000
- ▶ Estimated Cost
 - ▶ **FY 22: \$546,000**

How do we pay for it?

- 20% - City of Walla Walla
- 20% - City of College Place Streets
- 30% - Developer Contribution
- 30% - State Grant or HOA Partnership



SIGNALIZATION OF STONE CREEK DEVELOPMENT

- ▶ Prioritization: Medium (2022).
- ▶ Driven by development of Stone Creek Development.
- ▶ Developer contribution required.
- ▶ Two Stoplights needed for entryway into development and College Place High School.
- ▶ Estimated Cost
 - ▶ **FY 22: \$730,340 / \$365,170 per intersection**

How do we pay for it?

- 75% - Developer Impact Fee/Contributions
- 25% - City Streets Contribution



SE 9TH (COLLEGE TO DEAD END)

- ▶ Prioritization: Medium (2022)
- ▶ SE 9th Street: College Ave to Dead End
- ▶ Surface 0.06 miles of gravel/dirt roadway
- ▶ Limited right-of-way. No storm facilities.
- ▶ Fully dependent on Community Development Block Grant (CDBG) – General Purpose Grant.
- ▶ Only five properties have sole access from roadway.
- ▶ Estimated Cost
 - ▶ **FY 22: \$500,000**

How do we pay for it?

- 100% - State CDBG General Purpose Grant or
- Local LID

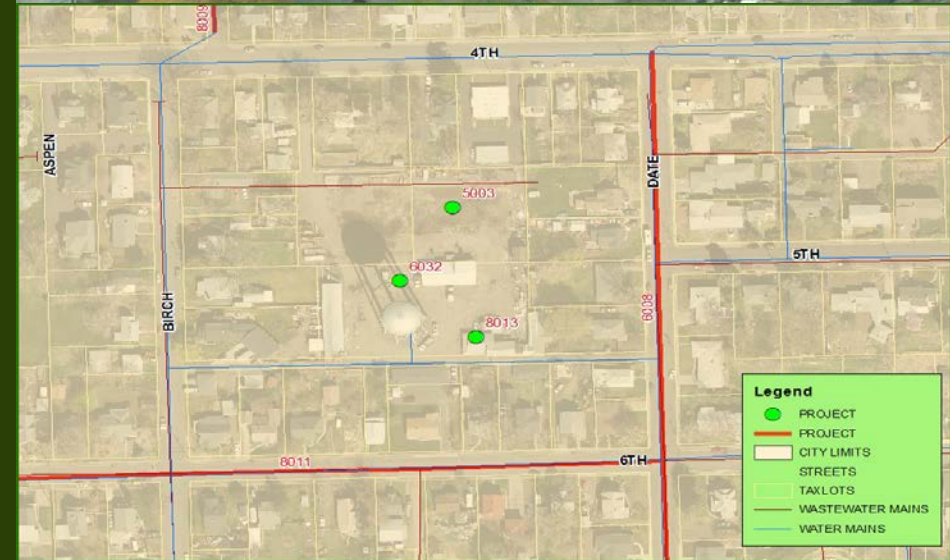


PUBLIC WORKS YARD UPGRADE.

- ▶ Prioritization: Medium (2022).
- ▶ Renovate buildings in Public Works Yard. Many structures in Public Works Yard date to late 1940's
- ▶ General renovation funds for Public Works Yard (\$400,000).
- ▶ Vintage gas heater needs to be replaced (\$21,989).
- ▶ Heat Pump Needs to be replaced (\$20,000).
- ▶ Need additional storage for sensitive equipment.
- ▶ Site never properly renovated.
- ▶ ESCO Opportunity
- ▶ Local funds only.
- ▶ Estimated Cost
 - ▶ FY 22: \$441,389

How do we pay for it?

- Ultimately in Facilities Maintenance Fund
- Transfers From:
- Streets/Current Expense: 20%
- Wastewater Utility: 40%
- Water Utility: 40%



12TH & LARCH INTERSECTION IMPROVEMENT.

- ▶ Prioritization: Medium (2023).
- ▶ Convert 12th & Larch to either a roundabout or a stoplight as recommended in State Community Economic Revitalization Board funded Study from 2018.
- ▶ Eligible for TIB, State, and Federal Grants.
- ▶ Estimated Cost
 - ▶ **FY 23: \$1,600,000**

How do we pay for it?

- 50% - WSDOT Grant or MPO Grant
- 50% - City Street Fund (CE), Debt or Loan, and Partnerships



CONTINUATION OF PEDESTRIAN LIGHTING ON ROSE STREET.

- ▶ Prioritization: Low – Grant dependent (2023).
- ▶ Qualifies for Transportation Improvement Board Complete Street Grant.
- ▶ Continue pedestrian lighting on Rose Street from Ash to Carey Ct.
- ▶ Encourage business development in corridor.
- ▶ Would only happen if obtained grant to cover majority of project.
- ▶ Eligible for TIB and State Grants.
- ▶ Estimated Cost
 - ▶ **FY 23: \$350,000**

How do we pay for it?

- 100%- State Grants (TIB UAP & Complete Streets

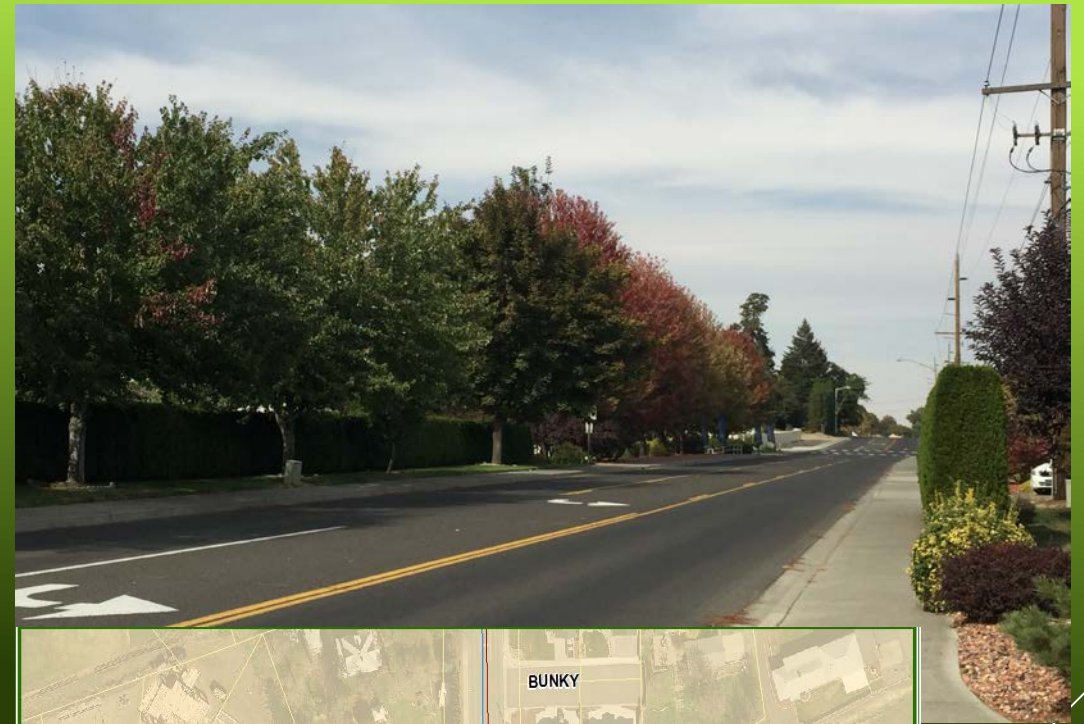


WHITMAN & LARCH

- ▶ Prioritization: High (2021) Four rwy a stop
Prioritization: Medium (2025) 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
 - ▶ **FY 21: \$10,000 (Developer Contribution)**
 - ▶ **FY 25: \$304,163**

How do we pay for it?

- 40% Developer Fees
- 40% State CERB Construction Grant
- 20% City Street Improvement Fund

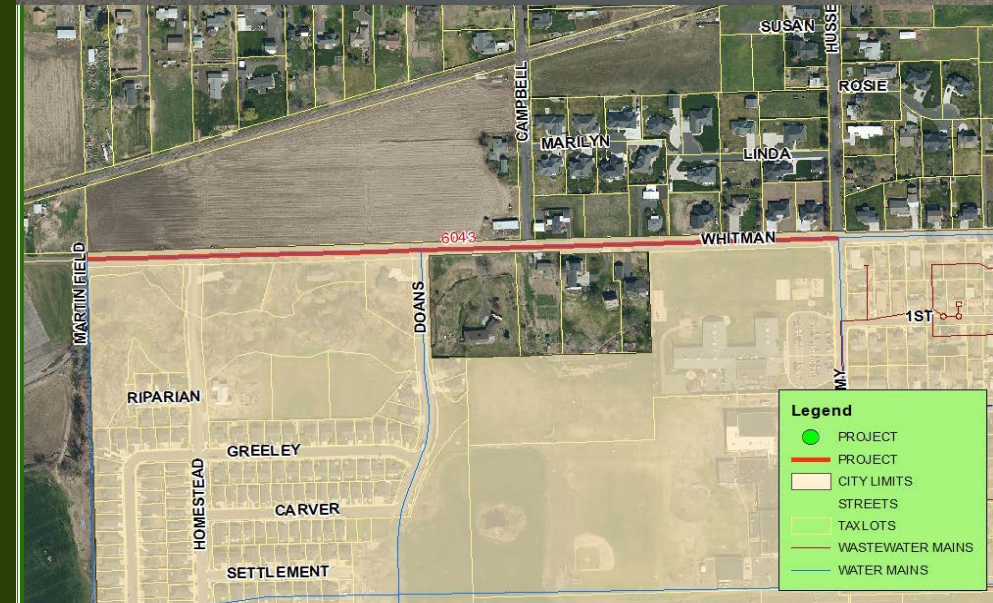


WHITMAN DR IMPROVEMENTS

- ▶ Prioritization: Low (2026).
- ▶ 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 their.
- ▶ Academy Way to western City Limit by Martin Airfield. Eligible for TIB, State, and Federal Grants.
- ▶ Estimated Cost
 - ▶ **FY 26: \$971,654.00**

How do we pay for it?

- 50% - Developer Impact Fee/Contributions
- 50% - State TIB Grant/UAP

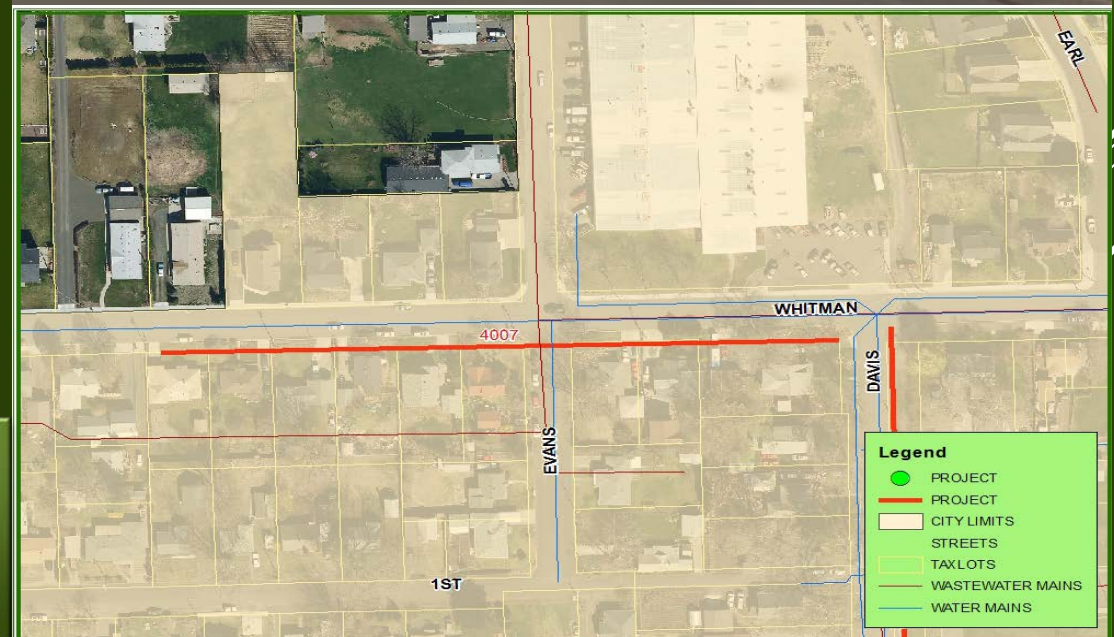


WHITMAN DR MULTIUSE PATH COMPLETION

- ▶ Prioritization: Low (2026)
- ▶ Whitman Drive Multiuse Path now exists continuously for four miles from Fort Walla Walla to Whitman Monument except for a two city block gap.
- ▶ Estimated Total Cost FY 26: \$80,000
 - ▶ 100% Metro Planning Agency STP or State RCO Trail Grant Funds
- ▶ Six foot wide multiuse path would be installed on south side of roadway between intersection of Davis and 609 SE Whitman Drive.

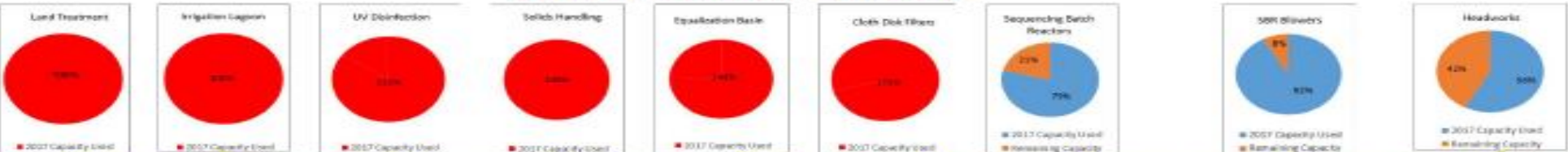
How do we pay for it?

- 100% Metro Planning Agency STP or State RCO Grant Funds



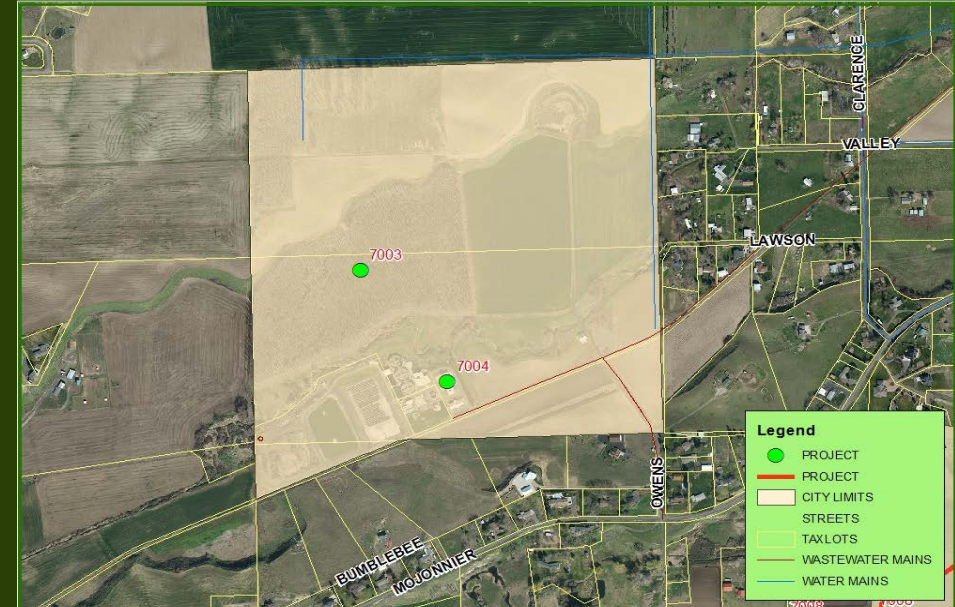
E. WASTEWATER PROJECTS

Figure 5-26 - Existing System Capacity Summary



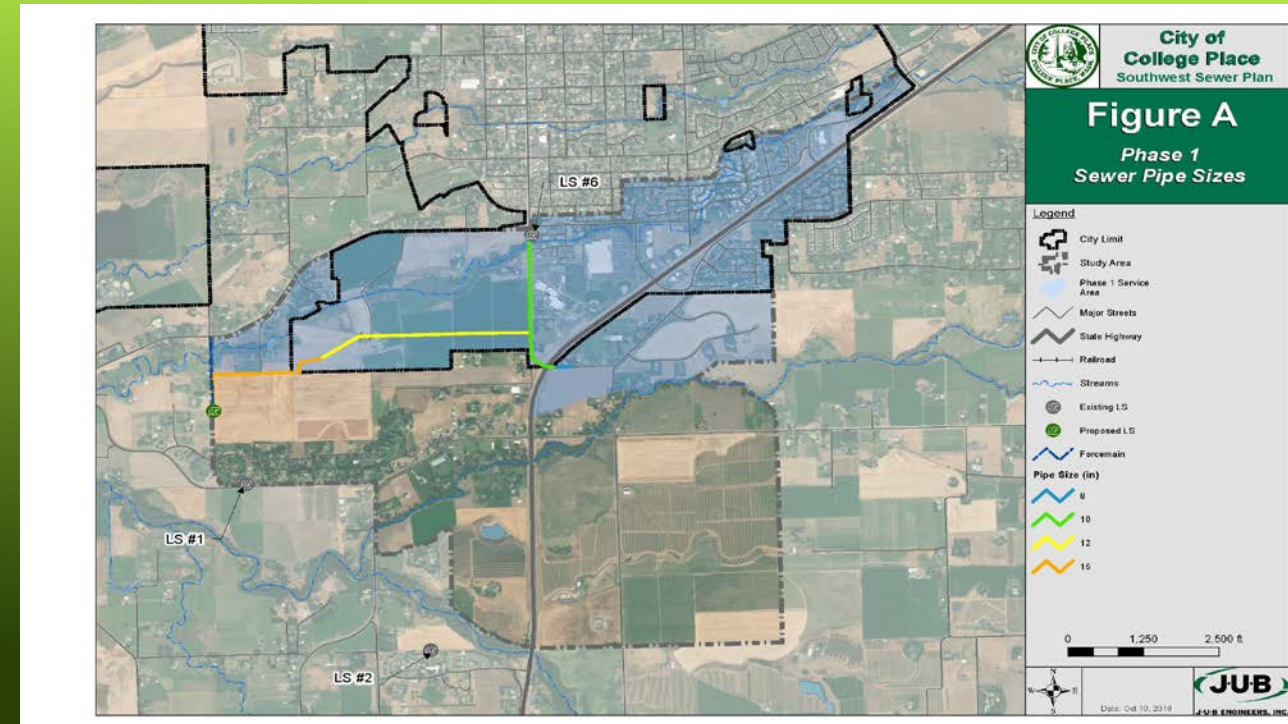
WASTEWATER TREATMENT PLANT IMPROVEMENTS – PHASE I

- ▶ Prioritization: High (2018 thru 2023)
- ▶ Project Location: Owens Rd & Mojonnier.
- ▶ Improvements needed to satisfy new NPDES Permit.
- ▶ Lots of Improvements needed.
- ▶ In negotiations with the State we are able to delay a number of improvements with a larger land treatment/basin area.
- ▶ 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.
- ▶ Funded by Combination of utility rates, Legislative Appropriation, Department of Ecology, and USDA – Rural Development.
- ▶ Estimated Cost
 - ▶ FY 21: Engineering - \$500,000
 - ▶ FY 22: ESCO Mechanical Headworks and Rearation/Cooling: \$1,890,000
 - ▶ FY 23: Land Treatment: \$17,900,000
 - ▶ **Total WWTP: \$20,290,000**



SOUTHWEST COLLEGE PLACE WASTEWATER TRUNK LINE & LIFT STATION

- ▶ Prioritization: High (2021)
- ▶ Project Location: Trunk line will traverse Mike McKiernan/Craig Christenson property from College Ave to property the City acquired for a lift station on Charlie Konen property adjacent to Teal Rd near our wastewater line that comes from Valle Lindo development.
- ▶ Acquired five acres of Konen property for lift station placement in FY 2019.
- ▶ Needed to adequately convey wastewater and provide needed system capacity from Commercial Dr area, Meadowbrook, Future Stone Creek Development.
- ▶ Significant economic development opportunity.
- ▶ Trunk line made up of 10" and 12" segments.
- ▶ Regional lift station development.
- ▶ Engineering in FY 2019-2020 is funded by City Wastewater Fund.
- ▶ USDA Grant/Loan, State Ecology, Port, and Utility Funds pay for project.
- ▶ Estimated Cost
 - ▶ **FY 2021: \$7,587,097**



How do we pay for it?

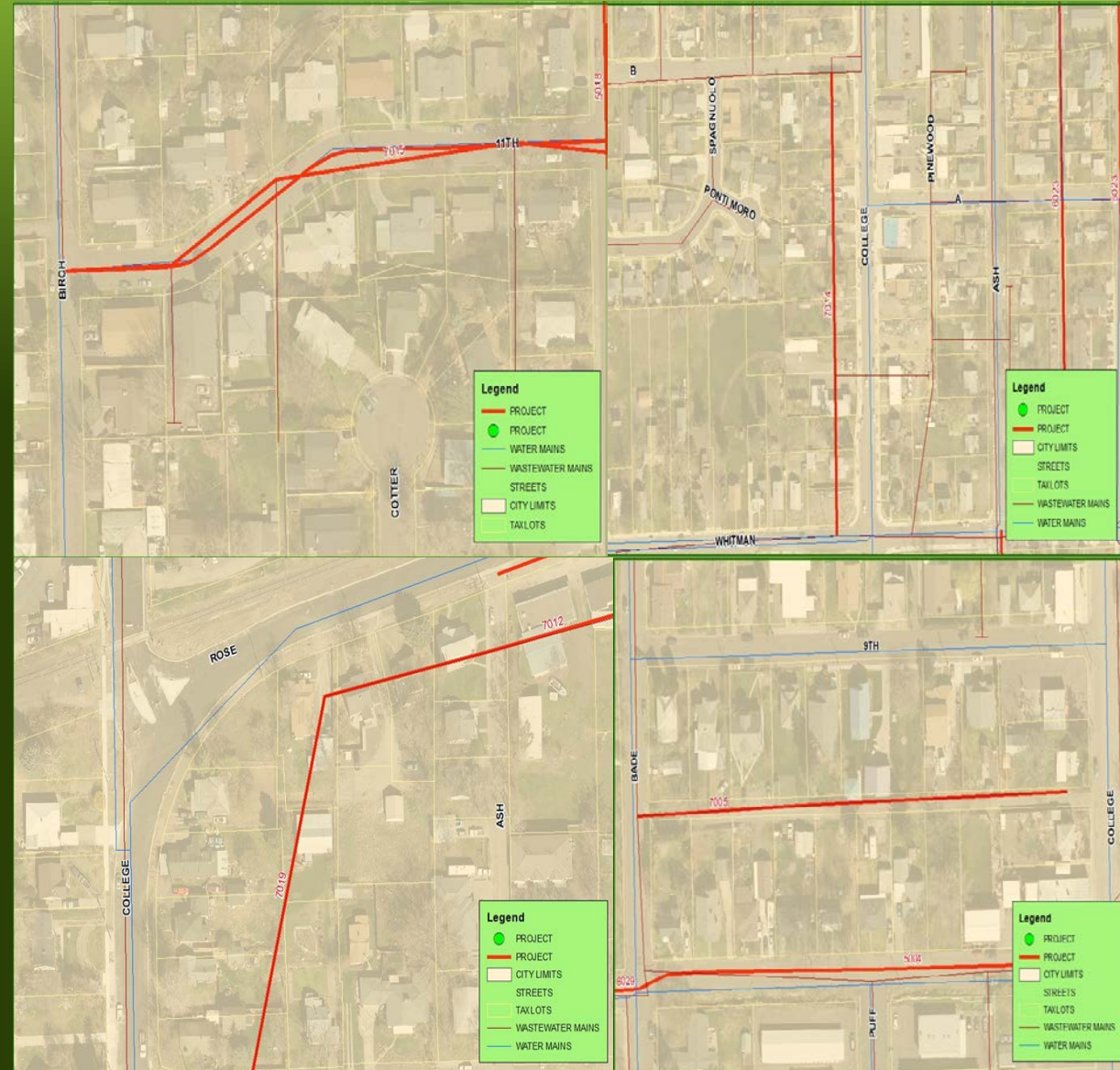
- 5.3% - County/Port 0.09 Grant Funds
- 65.9% - USDA Grant/Loan
- 15.8% - State Ecology Grant/Loan
- 13.0% - Wastewater Utility

NEIGHBORHOOD SEWER LINING PROGRAM

- ▶ Prioritization: High
- ▶ Project Location:
 - ▶ FY 2021: SE 12th & Broadway
 - ▶ FY 2022: SE Birch (4th to 6th)
 - ▶ FY 2023: Rose/C/Ash
 - ▶ FY 2024: SE 10th & Bade/College B
 - ▶ FY 2025: Alley of 8th & 9th/Cotter/11th
 - ▶ FY 2026: Dewey Dr
- ▶ Decayed wastewater main that needs to be lined.
- ▶ Funded by Wastewater Utility
- ▶ Estimated Cost
 - ▶ FY 2021 – FY 2023: \$100,000 per year
 - ▶ FY 2024 to FY 2026: \$200,000 per year

How do we pay for it?

- 100% - Wastewater Utility



F. WATER PROJECTS

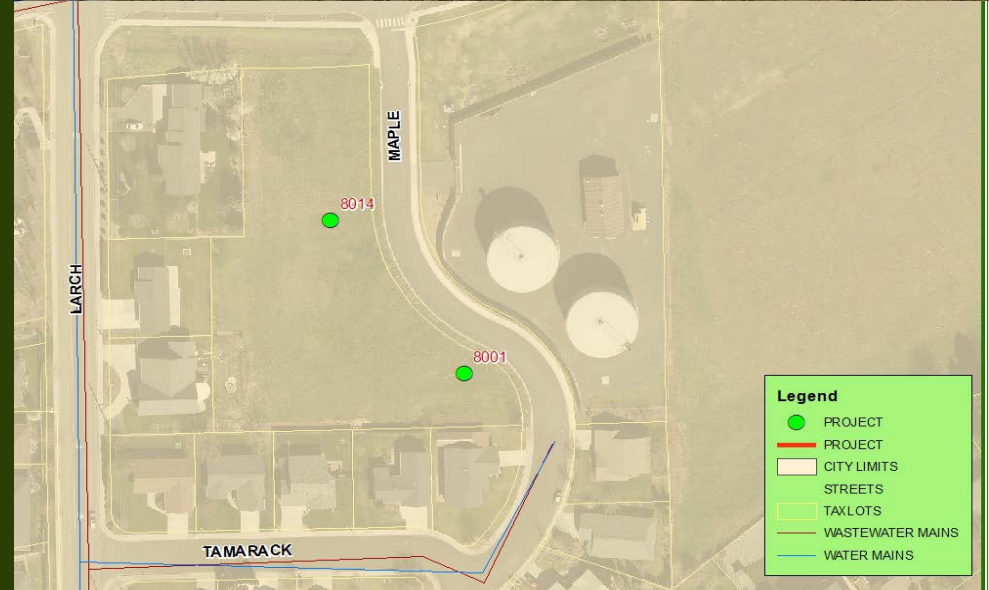


WELL NO# 2. RELOCATION

- ▶ Prioritization: High (2018 - 2021)
- ▶ Project Location: City-owned land on west side of Maple St, south of Whitman Dr.
- ▶ Replacement well for a failing one near 6th & Elm.
- ▶ Drilling and Pump Test Complete.
- ▶ Constructing well pump house. Mechanical equipment.
- ▶ Funded by Legislative Appropriation, DWSRF Grant Dollars, Water Bond, and Water Utility.
- ▶ Will be complete by end of Summer 2021
- ▶ Potential solar array adjacent to facility if can land grant funding (\$300,000)
- ▶ Remaining estimated Cost
 - ▶ **FY 21: \$2,986,000.00**

How do we pay for it?

- 30% Legislative Appropriation (Secured)
- 70% DWSRF State Dept of Ecology Grant/Loan (Secured)

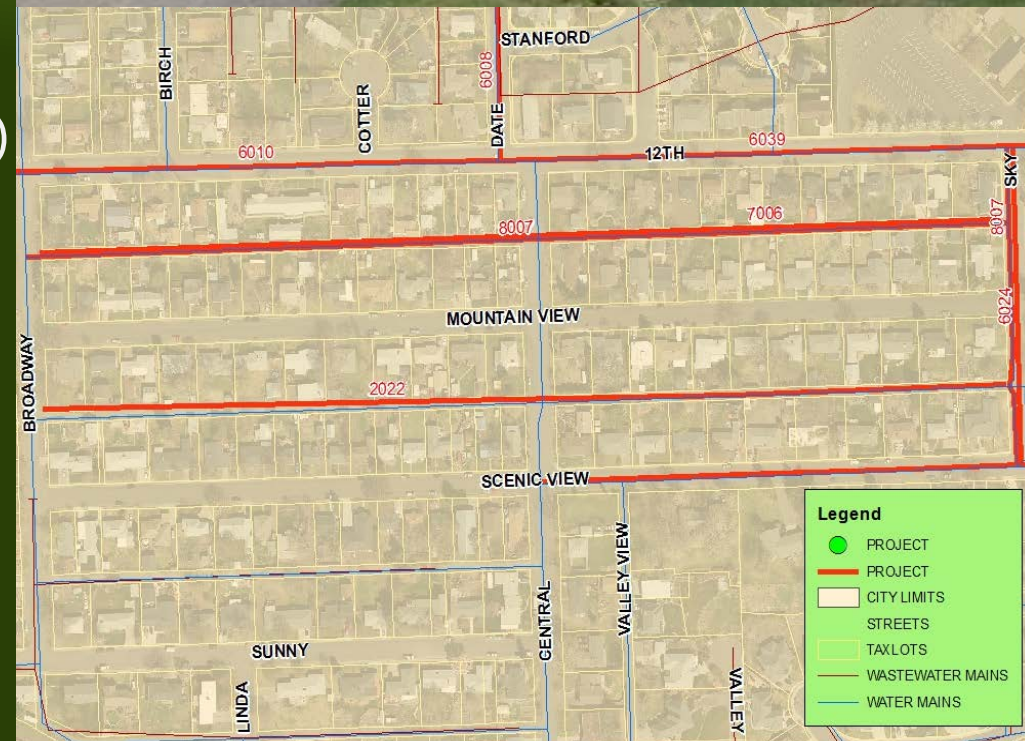


WATER MAIN REPLACEMENT – 12TH, SKY, & MOUNTAINVIEW

- ▶ Prioritization: High (2021)
- ▶ Project Location: Alley between 12th & Mountainview from Broadway to Sky.
- ▶ Replace decayed water line.
- ▶ Funded by Water Utility.
- ▶ Estimated Cost (Engineering & Construction)
 - ▶ **FY 21: Total: \$200,000**

How do we pay for it?

- 100% - Water Utility



SOUTHWEST REGION WATER STORAGE TANK

- ▶ Prioritization: High (2022-2023)
- ▶ Project Location: Location and storage capacity to be determined as Water System Plan is completed in FY 2020.
- ▶ Water storage tank needed to serve southwest section of community as development occurs and to achieve the goal of having 48 hours of potable water storage on hand in the community.
- ▶ Funded by Water Utility and Developer Contribution.
- ▶ Cost
 - ▶ FY 22 –Engineering: \$200,000
 - ▶ FY 23 –Construction: \$2,000,000
 - ▶ **Total: \$2,200,000**

How do we pay for it?

- 30% - Water Fund
- 70% - Developer Contribution

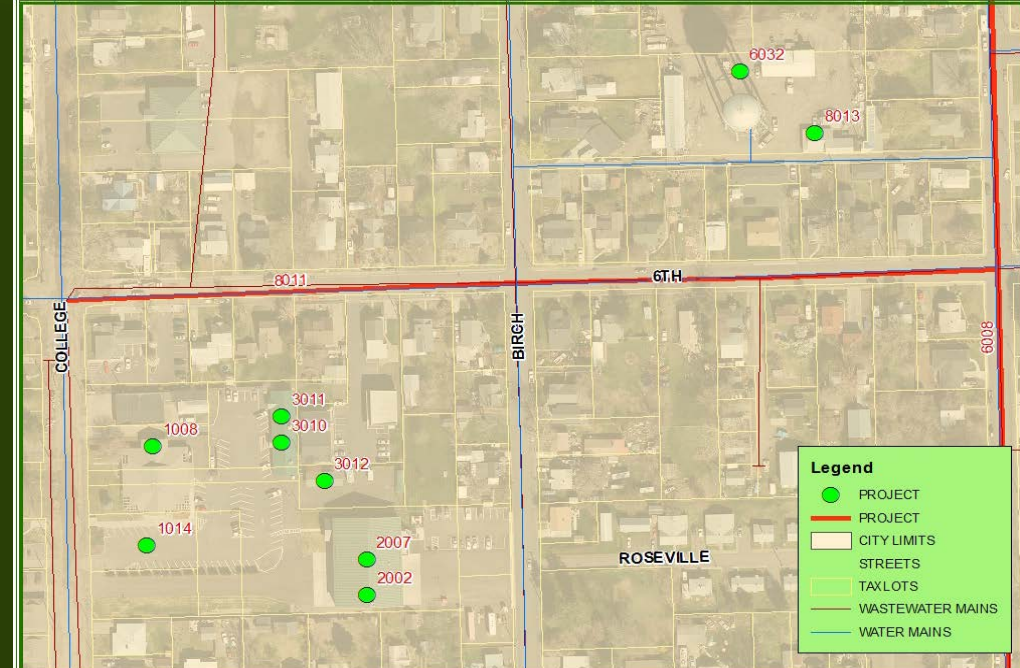


WATER MAIN REPLACEMENT – 6TH (COLLEGE TO DATE)

- ▶ Prioritization: High (2022)
- ▶ Project Location: 6th St from College Ave to Date St.
- ▶ Replace decayed water line.
- ▶ Funded by Water Utility.
- ▶ Estimated Cost
 - ▶ **FY 22: \$150,000**

How do we pay for it?

- 100% - Water Utility or Debt/Loan



WELL NO# 7 DEVELOPMENT

- ▶ Prioritization: High (2024)
- ▶ Project Location: To be determined by Water System Plan completed in 2020.
- ▶ Engineering & Construction in 2024.
- ▶ City needs additional wells to increase resiliency and be able to meet peak demand at geographically dispersed areas of town.
- ▶ Cost.
 - ▶ Engineering \$500,000
 - ▶ Construction \$3,000,000
 - ▶ **FY 2024 Total: \$3,500,000**



How do we pay for it?

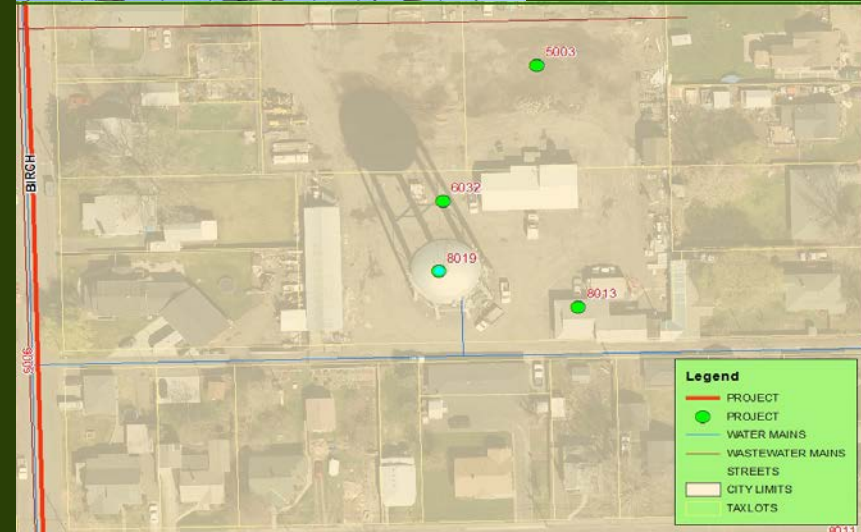
- 40% State Grant/Loan Assistance DWSRF
- 20% Legislative Appropriation Request
- 20% Developer contribution
- 20% Water Fund

REPAINT CENTRAL COLLEGE PLACE WATER TOWER

- ▶ Prioritization: High (2025)
- ▶ 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 Grant we are pursuing to cover all of the overflow and seismic retrofit work.
- ▶ **FY 2025: FEMA Grant Request: \$600,000**
- ▶ **FY 2025: Water Utility: \$600,000**
- ▶ **Total: \$1,200,000**

How do we pay for it?

- 50% FEMA BRIC Grant
- 50% Water Utility



MARTIN AIRFIELD AREA WATER STORAGE

- ▶ Prioritization: High (2026)
- ▶ Project Location: This storage site will be sited near Martin Airfield UGA area as/if development occurs.
- ▶ Water storage tank needed to serve west section of community as development occurs and will solely be driven by development in Martin Airfield UGA.
- ▶ Funded Developer Contribution.
- ▶ Cost
 - ▶ **FY 2026: Total: \$2,000,000**

How do we pay for it?

- 100% Developer Contribution



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
- ▶ 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, Washington

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF COLLEGE PLACE, WASHINGTON ADOPTING A SIX-YEAR CITYWIDE CAPITAL FACILITY PLANS FOR THE YEARS 2021 THROUGH 2026

WHEREAS, the City of College Place is a non-charter code city with powers set forth in RCW Title 35A.24.010;

WHEREAS, the City formed a Capital Facility Technical Team which has assembled the proposed Capital Facility Plan of the City of College Place. It consists of capital improvements for years 2021 through 2026 identifying the proposed locations and capacities of expanded or new capital and a plan to finance such improvements within projected funding capacities (the “Six-Year Citywide Capital Facility Program” or “CFP”); and

WHEREAS, the City previously adopted the Six-Year Street Program (RCW 35.77.010) on June 23rd, 2020 by Council Resolution 20-025, and that program is incorporated into the CFP; and

WHEREAS, the College Place City Council held a public hearing on the 2020 to 2025 Capital Facility Plan on November 24th, 2020; and

WHEREAS, six-year Equipment Replacement and Information Technology plans are not required by any Federal, State, or Local statute but are a matter of good public policy for future planning of citywide services; and

WHEREAS, updates to the six-year Capital Facility Planning documents have been posted on the city budget portal website: http://www.cpwa.us/departments/finance/budget_2021.php

NOW THEREFORE, THE CITY COUNCIL OF COLLEGE PLACE DO ORDAIN AS FOLLOWS

Section 1. Ordinance No. _____ which adopts the 2021 to 2026 Capital Facility, Plan as shown in Exhibit 2 attached to this Ordinance.

Section 2. City staff is authorized to apply for state, federal, and private foundation grants in support of the projects identified in the Citywide Capital Facility Plan.

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

Section 4: Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 5: Effective Date. This ordinance shall take effect and be in full force five days after its passage and publication as provided by law.

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

Norma L. Hernández, Mayor

Attest:

Lisa R. Neissl, City Clerk

Approved as to form:

Rea Culwell, City Attorney



FISCAL YEAR 2021 TO 2026 EQUIPMENT REPLACEMENT PLAN



FY 2021 TO 2026 EQUIPMENT REPLACEMENT PLAN



City of College Place: 625 S. College Ave, Phone: 509-529-1200, Website: www.cpwa.us

City Council

- Norma Hernandez, Mayor
- Jerry Bobbitt, Council Position #1
- Michael Cleveland, Council Position #2
- Marge Nyhagen, Council Position #3
- Loren Peterson, Council Position #4
- Melodie Selby, Council Position #5
- Heather Scherrmann, Council Position #6
- Byron Trop, Council Position #7

ER&R Management Team

- Mike Rizzitiello, City Administrator
- Brian Carleton, Finance Director
- DaShari Cinnamon, Deputy Finance Director
- Paul Hartwig, Public Works Director
- Jeff Goodson, Fleet Manager
- Troy Tomaras, Police Chief
- David Winter, Fire Chief

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- V. ERP Summary 2020: Page 7
- VI. ERP Summary (FY 2020 to 2025): Page 8
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- VIII. Equipment Replacements: Page 10
 - A. Admin/ComDev: Page 11
 - B. Fire: Page 12
 - C. Police: Page 13
 - D. Parks: Page 14
 - E. Streets: Page 15
 - F. Wastewater: Page 16
 - G. Water: Page 17
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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 (ex: Fire Truck replacement)
- Across ALL departments.



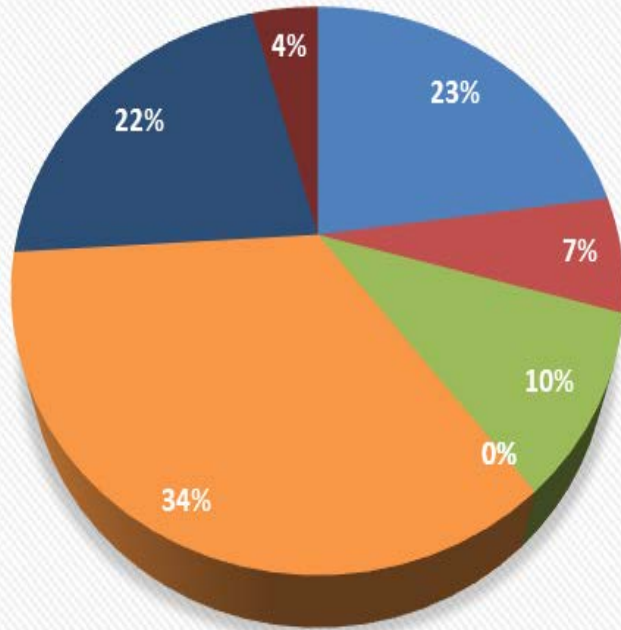
III. COMPLETED FY 2020 EQUIPMENT REPLACEMENTS

Completed Equipment Replacement Plan: FY 2020		
Name	Department	Cost
Travel Vehicle	Administration	\$ 30,000.00
Turnout Replacement	Fire	\$ 12,000.00
Vehicle #WT3021 Water Tender Replacement	Fire	\$ 150,000.00
SCBA Replacement	Police	\$ 25,000.00
Vehicle #804 - Radar Trailer	Police	\$ 27,744.00
Police Officer Vehicle Leasing (Six Dodge Chargers)	Police	\$ 63,455.28
Weapons Replacement	Police	\$ 18,000.00
Vehicle #303 Park Pickup	Storm	\$ 240,000.00
Vehicle #524 Spray Trailer	Streets	\$ 7,000.00
Jacobs Contract Addendum for Wastewater Treatment Plant Equipment	Wastewater	\$ 191,000.00
Vehicle #614 Water Flatbed	Water	\$ 45,000.00
Vehicle #533 Dump Truck	Water	\$ 100,000.00
Total		\$ 909,199.28



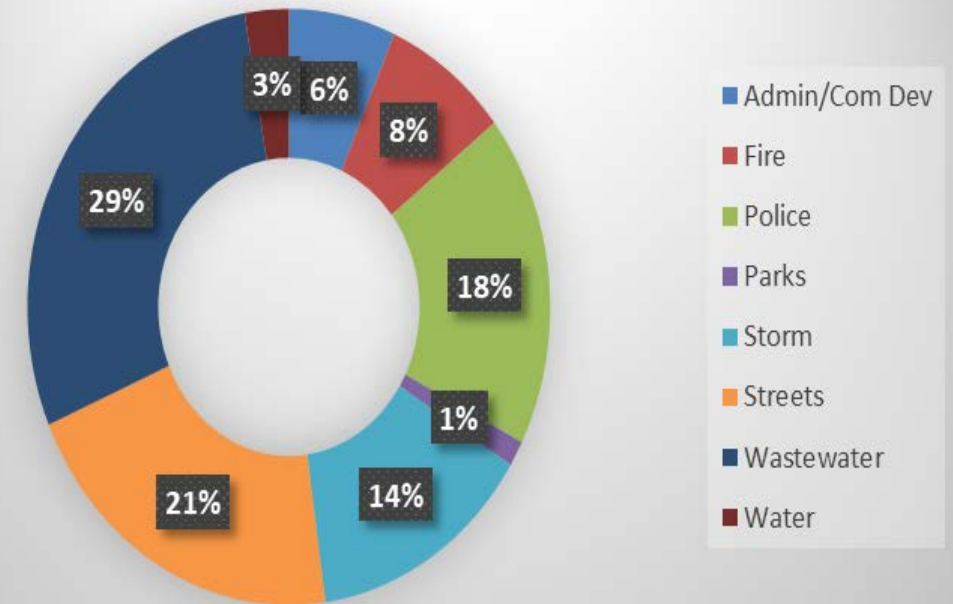
IV. EQUIPMENT REPLACEMENT PLAN SUMMARY

Fiscal Year 2021



Admin/Com Dev Fire Police Parks Storm Streets Wastewater Water

Fiscal Years 2021 to 2026

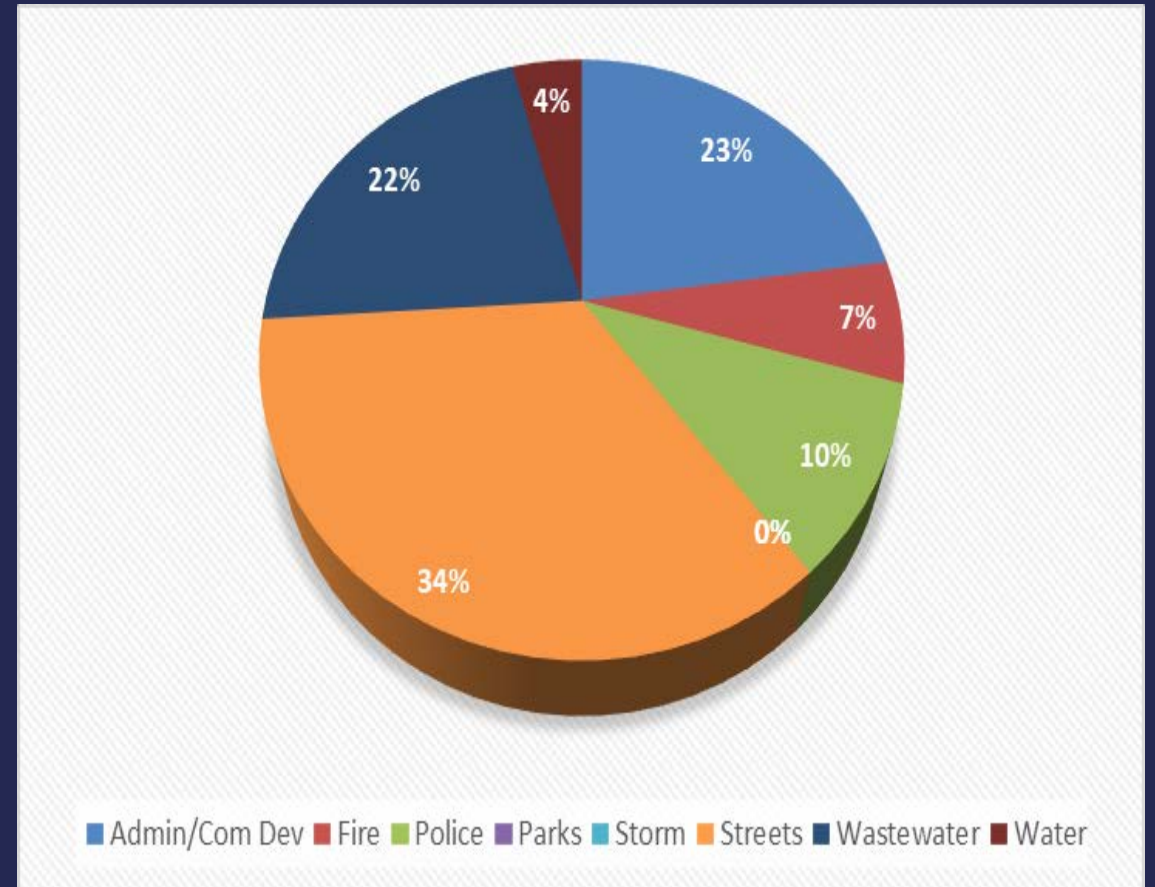


Admin/Com Dev
Fire
Police
Parks
Storm
Streets
Wastewater
Water

V. EQUIPMENT REPLACEMENT PLAN

SUMMARY: FISCAL YEAR 2021

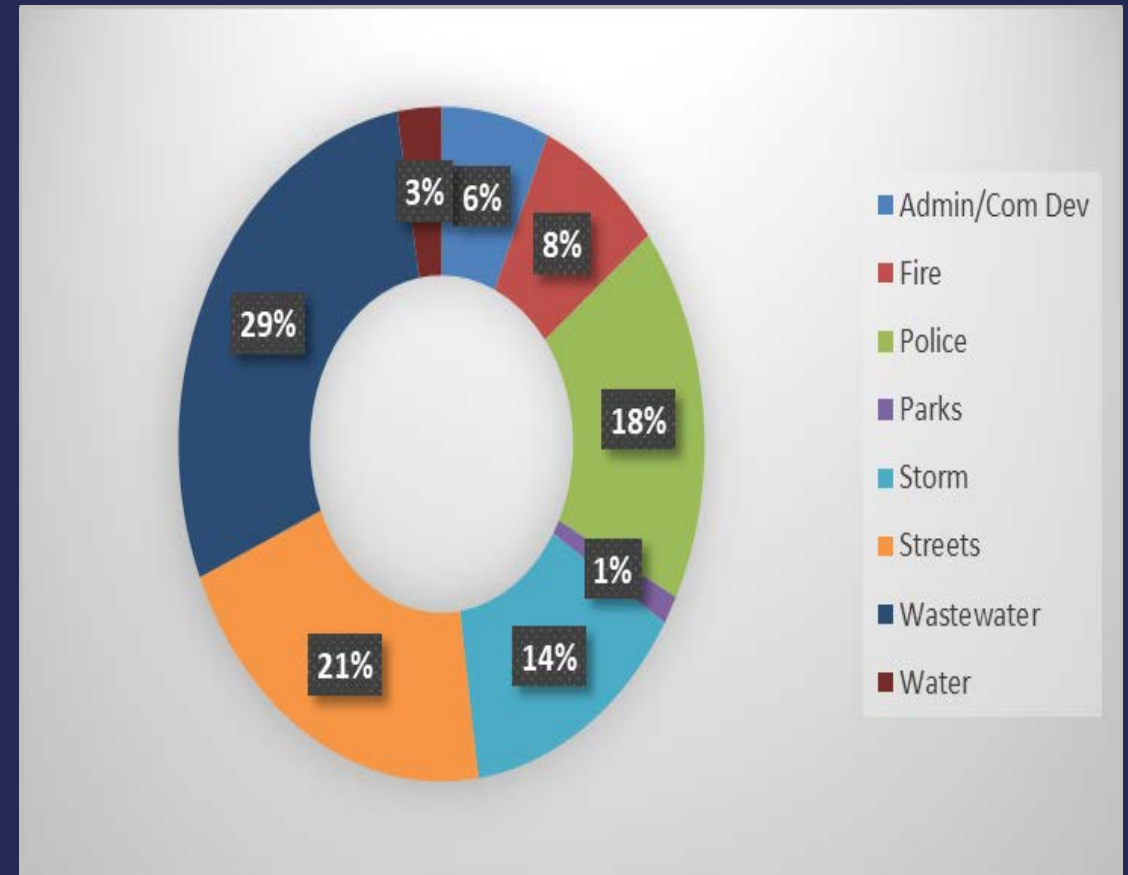
Equipment Replacement Plan: FY 2021	
Department	Total
Admin/Com Dev	\$ 200,000.00
Fire	\$ 57,744.00
Police	\$ 89,520.32
Parks	\$ -
Storm	\$ -
Streets	\$ 302,000.00
Wastewater	\$ 191,000.00
Water	\$ 37,000.00
Total	\$ 877,264.32



VI. EQUIPMENT REPLACEMENT PLAN

SUMMARY: FISCAL YEAR 2021 TO 2026

Equipment Replacement Plan: FY 2021 to 2026	
Department	Total
Admin/Com Dev	\$ 270,000.00
Fire	\$ 318,720.00
Police	\$ 739,943.04
Parks	\$ 57,000.00
Storm	\$ 567,000.00
Streets	\$ 850,000.00
Wastewater	\$ 1,175,034.88
Water	\$ 111,000.00
Total	\$ 4,088,697.92



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 2021: Engineering/Acquisition of Generator - \$200,000
 - FY 2026: Replace Vehicles #803 & 804 in Building Department - \$35,000 a piece/\$70,000 total
 - Estimated Total: \$270,000



B. FIRE DEPARTMENT

- Equipment needed for operations of the Fire Suppression/Basic Life Support Ambulance functions of the City.
- Replacement Turnouts: \$12,000 Annually.
- Replace SCBA's thru 2025: \$27,744 Annually.
- FY 2021
 - Replace Fire Marshall Vehicle (Lease): \$9,000
 - Replace Fire Captain Vehicle (Lease) : \$9,000
- FY 2022
 - Replace Vehicle #Eo61 Brush Truck: \$125,000
 - Replace Vehicle #A3021 Ambulance: \$250,000
- FY 2023
 - Replace Vehicle #E3012 Fire Truck: \$500,000
- FY 2024
 - Replace Vehicle #R3041 2000 Ambulance: \$250,000
- **Six Year Estimated Total: \$318,720**



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.
- Six new vehicles delivered in FY 2019 (Dodge Chargers).
- FY 2021:
 - Taser Replacement: \$17,000 a year for three years
- FY 2021 through 2022
 - Cost of \$72,520.32 annually for the six new Police vehicles plus replacement vehicle for Police Chief.
- FY 2023 through 2026
 - Six more replacement vehicles get ordered in 2023. With that annual cost of leases is \$135,975.60 for fourteen (14) vehicles.
- **Six Year Estimated Total: \$739,943.04**



D. PUBLIC WORKS: PARKS DIVISION

- Equipment needed for operations of the park maintenance functions of the City.
- FY 2022
 - Replace Park Pickup Vehicle #303: \$37,000.
- FY 2025
 - Replace lawn mower: \$20,000.
- **Six Year Estimated Total: \$57,000**



E. PUBLIC WORKS: STORMWATER DIVISION

- Equipment needed for operations of the stormwater functions of the City.
- FY 2022
 - Replace Vehicle #901/#701 (Old Wastewater Treatment Plant Vector): \$295,000.
- FY 2023
 - Replace Vehicle #910 Ford F550 Utility Truck: \$37,000
 - Replace Vehicle #920 Ford E450 Box Van: \$200,000
 - Replace Vehicle #970 2014 Ford Explorer: \$35,000
- **Total Estimated Cost: \$567,000.00**



F. PUBLIC WORKS: STREETS DIVISION

- Equipment needed for operations of the street functions of the City.
- FY 2021:
 - Acquire Special Enforcement Vehicle from PD: \$10,000
 - Replace Ford Super Duty Stellar Truck: \$75,000.
 - Replace Vehicle #509 1976 Grader: \$160,000.
 - Replace Vehicle #510 Utility Truck: \$57,000
- FY 2022:
 - Replacement Flusher: \$250,000.
- FY 2023:
 - Replace Vehicle #504 Chevrolet 1500 Pick Up: \$37,000.
- FY 2024:
 - Replace Vehicle #547 Walton 20,000 Tilt Trailer: \$20,000.
- FY 2025:
 - Replace Vehicle #503 Dynapac Roller: \$80,000.
 - Replace Vehicle #507 Bucket Truck: \$150,000.
- FY 2026
 - Replace Vehicle #211 Shop Air Compressor: \$11,000.
- **Total Estimated Cost: \$850,000.00.**



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: \$191,000 in FY 2020 additional for all inclusive equipment including vactor.
- 1% 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 2020:
 - Replace flatbed: \$45,000.
 - Replace Dump Truck: \$100,000.
- FY 2021:
 - New Vehicle #603 Pickup: \$37,000.
- FY 2023:
 - Replacement Vehicle #610 Van : \$37,000.
 - Replacement Vehicle #601 Utility Truck: \$37,000.
- **Total estimated cost: \$111,000.**



2021 TO 2026 EQUIPMENT REPLACEMENT PLAN

City of College Place, Washington

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF COLLEGE PLACE, WASHINGTON ADOPTING A SIX-YEAR CITYWIDE EQUIPMENT REPLACEMENT PLAN FOR THE YEARS 2021 THROUGH 2026

WHEREAS, the City of College Place is a non-charter code city with powers set forth in RCW Title 35A.24.010; and

WHEREAS, a six-year Equipment Replacement Plan is not required by any Federal, State, or Local statute but are a matter of good public policy for future planning of citywide services; and

WHEREAS, updates to the six-year Equipment Replacement Planning documents have been posted on the city budget portal website:

http://www.cpga.us/departments/finance/budget_2021.php

NOW THEREFORE, THE CITY COUNCIL OF COLLEGE PLACE DO ORDAIN AS FOLLOWS

Section 1. Ordinance No. _____ which adopts the 2021 to 2026 Equipment Replacement, Plan as shown in Exhibit 2 attached to this Ordinance.

Section 2. City staff is authorized to apply for state, federal, and private foundation grants in support of the projects identified in the Citywide Equipment Replacement Plan.

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

Section 4: Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 5: Effective Date. This ordinance shall take effect and be in full force five days after its passage and publication as provided by law.

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

Norma L. Hernández, Mayor

Attest:

Lisa R. Neissl, City Clerk

Approved as to form:

Rea Culwell, City Attorney



FY 2021 TO 2026 IT PLAN

FY 2021 TO 2026 INFORMATION TECHNOLOGY PLAN



City Council

- Norma Hernandez, Mayor
- Jerry Bobbitt, Council Position #1
- Michael Cleveland, Council Position #2
- Marge Nyhagen, Council Position #3
- Loren Peterson, Council Position #4
- Melodie Selby, Council Position #5
- Heather Scherrmann, Council Position #6
- Byron Trop, Council Position #7

IT Plan Management Team

- Mike Rizzitiello, City Administrator
- Brian Carleton, Finance Director
- Jeremy Lasater, IMESD (Network Administrator)
- Lisa Neissl, City Clerk
- Shawn Doering, Human Resources Manager
- Jon Rickard, Community Development Director
- Troy Tomaras, Police Chief
- David Winter, Fire Chief
- Paul Hartwig, Public Works Director

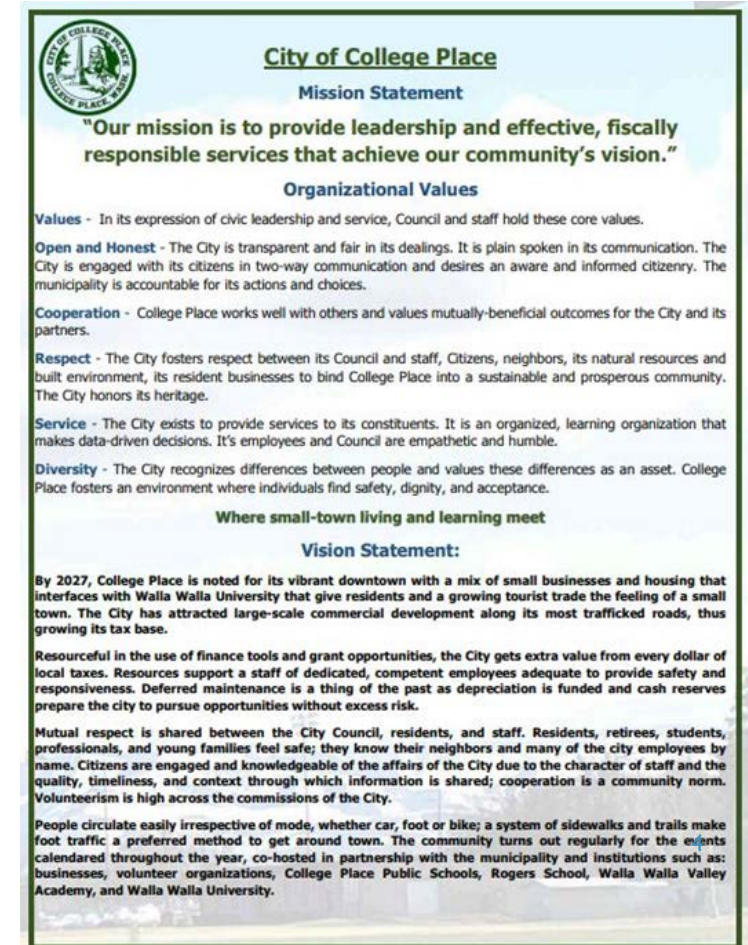
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- V. IT Expense Timeline:
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- IX. Prioritization:
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 - B. Community Development:
 - C. Fire:
 - D. Police:
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II. 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.
- Department heads with consultation of our IT contractor Intermountain Education Service District (IMESD) and 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), customer service, and financial.



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



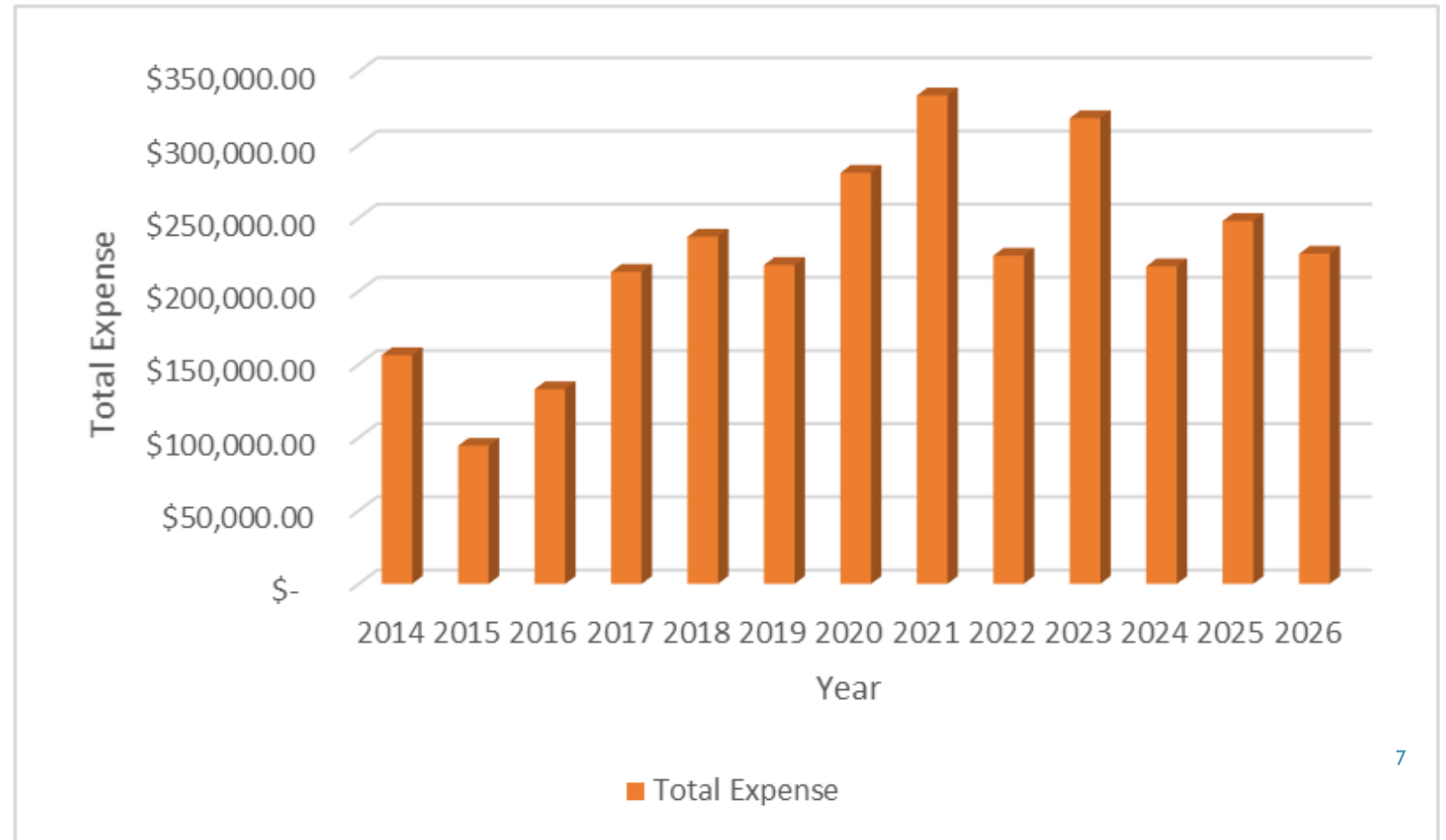
IV. EXISTING ENVIRONMENT

- Dell Computing equipment comprises most of the City network.
- City Hall & Police Department servers have all been replaced in 2020 and 2018 respectively. Dell servers. On seven year replacement cycle.
- Aquired Vipre software in 2020 to improve cybersecurity across the network.
- In 2021 providing our contribution with City of Walla Walla and Walla Walla County to replace outdated servers which run the shared 911 system at Rose/2nd. This is a delayed capital project from FY 2020.
- Trying to phase out Dell Optiplex 780, 790 computers across organization dating over a decade old.
- Replacement computer terminals are Dell Optiplex 7010.
- Working toward a seven-year replacement schedule on computer terminals. (This year is final year of catch up)
- New computers come with seven-year warranties.
- Software on the local server include Bias, Microsoft Office, GIS, Xpress Bill Pay, Firehouse, Net Motion.
- Cloud environment software includes ESRI Business Analyst, Revize website solution, Questica, ArchiveSocial, Iworq, Surveymonkey, BoardDocs, Zoom, Smarsh, ESRI Business Analyst, Next Request, Document Locator



V. IT EXPENSE TIMELINE

Information Technology Expense: Total	
Year	Total Expense
2014	\$ 156,281.56
2015	\$ 94,398.62
2016	\$ 133,041.97
2017	\$ 213,217.44
2018	\$ 237,185.42
2019	\$ 217,942.33
2020	\$ 280,836.00
2021	\$ 333,802.58
2022	\$ 224,248.86
2023	\$ 318,241.58
2024	\$ 217,027.51
2025	\$ 247,973.81
2026	\$ 225,590.83



VI. FISCAL YEAR 2020 COMPLETED PROJECTS

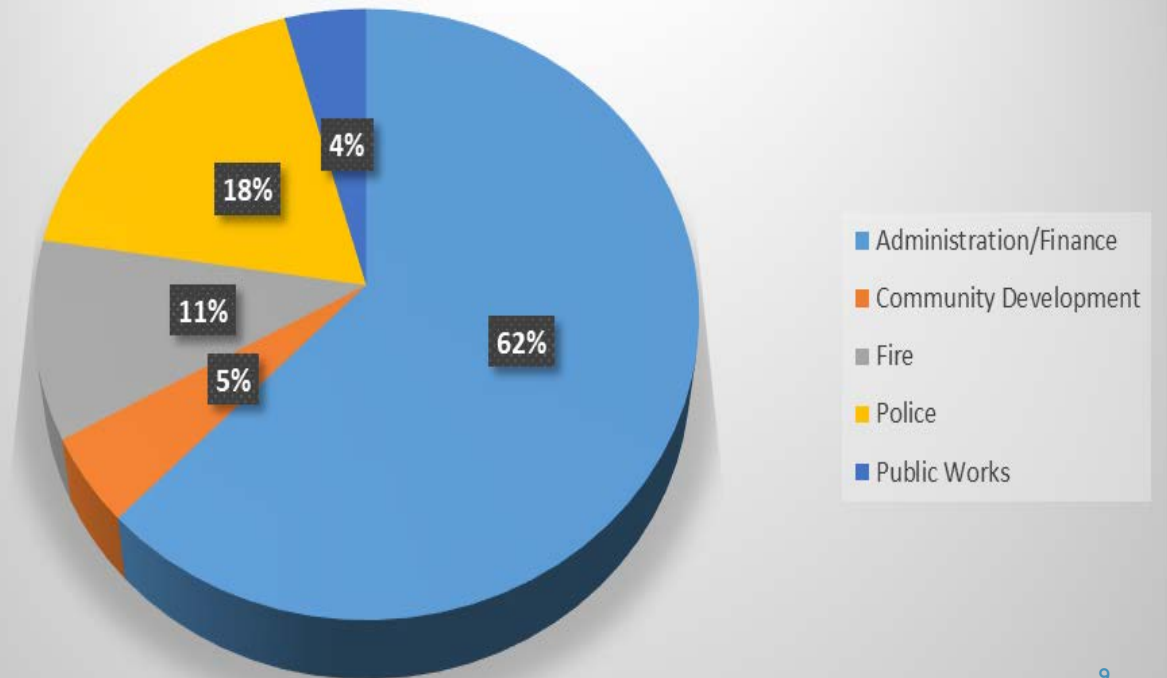
- Police Department Dell Server Replacement: \$10,000
- Three SecurityLines IPod4 Security Cameras
 - Veterans Park at Homestead Subdivision: \$8,200
 - 12th & College Avenue (Wildhorse Grant): \$8,200
 - Whitman & College Ave (Wildhorse Grant): \$8,200
- Seven year computer terminal replacement plan
- Onboard following software programs
 - LocalGov Short Term Vacation Rental Software
 - Neogov
 - Vipre
- Software maintenance agreements
- Prioritized Hardware and Software Acquisition with State COVID-19 grant to allow remote working an eServices
 - Iworq Asset Management
 - Iworq Community Development
 - ArchiveSocial
 - Eight new laptops with Netmotion licenses to allow for remote teleworking
- Staffing
 - Continue Intermountain Education Service District (IMESD) contract for on call Information Technology Services.
 - Renew Association of Washington Cities GIS Consortium contract for 40 consulting hours of GIS Assistance.

Completed Fiscal Year 2020 Projects			
Project	Classification	Description	2018
Computer Replacements	Hardware	organization per Computer Replacmeent Plan. Got eight additional labtops to allow for remote working with State COVID 19 Grant.	\$ 22,500.00
Coper Replacement	Hardware	Replace Community Development Copier.	\$ 13,000.00
Projector	Hardware	Replace outdated projector	\$ 2,500.00
Vipre Security	Software	Additional cybersecurity feature to protect the network.	\$ 500.00
Revize Website	Software	Cloud based website provider. Annual maintenance agreement.	\$ 6,000.00
BoardDocs	Software	Maintenance agreement for cloud based City Council agenda packet portal and set up for boards and commissions.	\$ 6,000.00
Bias	Software	Annual software maintenance agreement for city finance and building permit software.	\$ 12,688.00
Firehouse	Software	Annual software maintenance agreement for city Fire Department/Ambulance.	\$ 7,500.00
Document Locator	Software	Software maintenance on paperless Accounts Payable software solution.	\$ 4,000.00
ESRI GIS	Software	Software maintenance for Geographic Information System licenses as well as cloud software credits.	\$ 1,000.00
ESRI Business Analyst	Software	Annual software maintenance agreement for ESRI Business Analyst. Allows staff to pull market reports for economic development clients.	\$ 6,000.00
NextRequest	Software	Maintenance agreement for digital paperless public records request portal.	\$ 4,250.00
NetMotion	Software	Software maintenance for network access for remote Police Department labtops. Got additional licenses with State COVID Grant to allow for remote work.	\$ 4,945.00
Questica	Software	Maintenance agreement for paperless budget proposal and budget book software.	\$ 12,000.00
Iworq - Asset Management, Stormwater, and Pavements	Software	Paid for with DWSRF Loan/Grant Funds. Asset Management System.	\$ 17,500.00
Iworq - Community Development Portal	Software	Paid for with State COVID-19 response grant. Allows eservices for Community Development.	\$ 19,600.00
Neogov	Software	Implementation of paperless human resource and employment software portal.	\$ 8,325.00
Localgov	Software	Implementation of short term vacation rental software.	\$ 3,500.00
ArchiveSocial	Software	Software which allows metadata for Social Media.	\$ 5,000.00
SurveyMonkey	Software	Maintenance Agreement on digital community survey software.	\$ 1,188.00
Security Cameras	Software	Acquisition of three Security Lines ipod4 security cameras for Veterans Park, 12th & College, and College & Whitman.	\$ 24,600.00
Xpress Bill Pay/Echeck/Autoread - Water Utility	Software	Annual maintenance agreement for software to enable online bill pay for the water utility.	\$ 5,585.00
Xpress Bill Pay/Echeck/Autoread - Wastewater Utility	Software	Annual maintenance agreement for software to enable online bill pay for the wastewater utility.	\$ 7,415.00
AWC GIS Consortium	Staffing	Pooled consortium of twenty State of Washington Cities that complete GIS projects together via AWC and consultant Flo Analytics.	\$ 6,500.00
IMESD Support	Staffing	Cost for twelve hours a week of staff support from Intermountain Education Service District as well as computer backups/antivirus protection.	\$ 60,000.00
Total Expense			\$ 262,096.00

VII. FY 2021 EXPENSE

FY 2021 Information Technology Expense	
Department	Expense
Administration/Finance	\$ 207,887.00
Community Development	\$ 15,488.00
Fire	\$ 35,000.00
Police	\$ 60,927.58
Public Works	\$ 14,500.00
Total	\$ 333,802.58

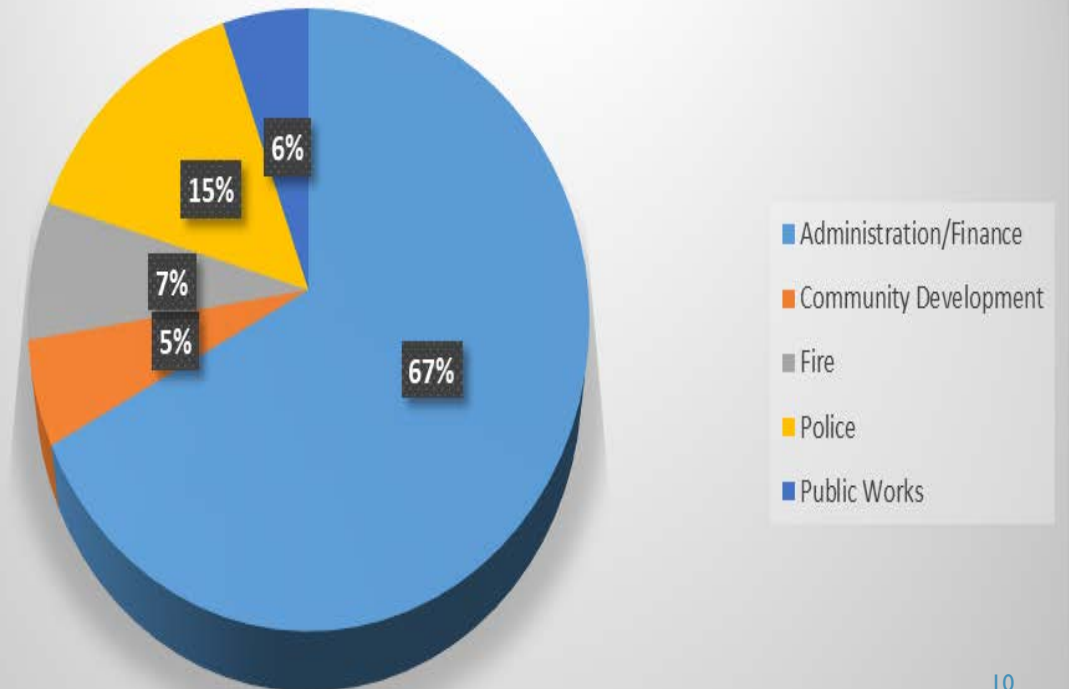
FY 2021 Information Technology Expense



VIII. FY 2021 TO 2026 INFORMATION TECHNOLOGY EXPENSE

FY 2021 to 2026 Information Technology Expense	
Department	Expense
Administration/Finance	\$ 1,050,061.16
Community Development	\$ 84,928.00
Fire	\$ 113,500.00
Police	\$ 233,396.02
Public Works	\$ 85,000.00
Total	\$ 1,566,885.18

FY 2021 to 2026 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



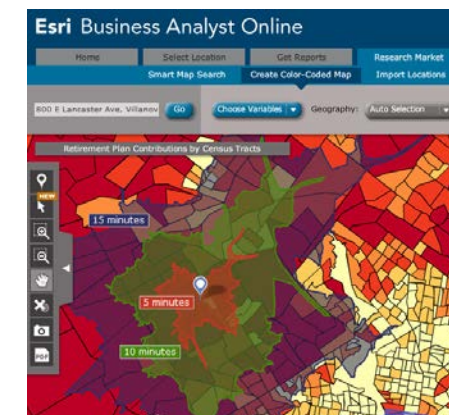
A. ADMINISTRATION & FINANCE (GENERAL GOVERNMENT)

- 2021
 - Continue Seven Year Computer Replacement Plan (High)
 - Aiming for upgrade to AV System in City Council Chambers (\$24,000) and City Council Chambers Video Wall/AV Server Rack Project (\$40,000) as funds allow (Low)
- 2022
 - City Hall Copier Replacement: \$13,000 (Medium)
- 2023
 - Aiming for Finance system switchover sometime between 2022 and 2023. Bias got bought out by Springbrook and customer service has slipped. (Medium)
- 2026
 - Replace City Hall Server acquired last year: \$20,000 (Low)
- Staffing
 - Intermountain Education Service District (IMESD) 12 hours a week on call: \$61,800
 - Association of Washington Cities GIS Consortium: \$6,600



A. ADMINISTRATION & FINANCE (GENERAL GOVERNMENT)

- Annual Software Maintenance Agreements (High)
 - ArchiveSocial (<https://archivesocial.com/>) – Social media Metadata: \$5,000
 - Bias Financial (<https://www.biasonline.com/>) – Financial Database: \$12,700
 - BoardDocs (<http://boarddocs.com/>) – Paperless City Boards & Commissions: \$7,000
 - Document Locator (<https://www.documentlocator.com/>) – Paperless Accounts Payable: \$4,000
 - ESRI Business Analyst (<https://www.esri.com/en-us/arcgis/products/arcgis-business-analyst/overview>) – Economic Development Reports: \$1,500
 - Neogov (<https://www.neogov.com/>) – Paperless Human Resource: \$5,600
 - NextRequest (<https://www.nextrequest.com/>) – Paperless Public Records Request: \$5,000
 - Qwestica (<https://www.qwestica.com/>) – Paperless budgeting and budget book: \$12,000
 - Revize (<https://www.revize.com/>) – Website provider: \$6,000
 - Vipre (<https://www.vipre.com/>) – Cybersecurity: \$500
 - XpressBillPay (<https://www.xpressbillpay.com/#/>) – Online Bill Pay: \$4,600
 - Zoom (<https://zoom.us/>) – Online Meetings: \$3,000



B. COMMUNITY DEVELOPMENT

- Computer Replacement Plan: Seven Year
- Annual Software Maintenance Agreements
 - Azavar Local Gov (<https://www.localgov.org/localgov-powered-by-azavar-government-solutions>) – Short Term Vacation Rental: \$500
 - Iworq (<https://www.iworq.com/>) – eCommunityDevelopment Services: \$11,800
 - SurveyMonkey (<https://www.surveymonkey.com/>) – Community Engagement Surveys: \$1,188



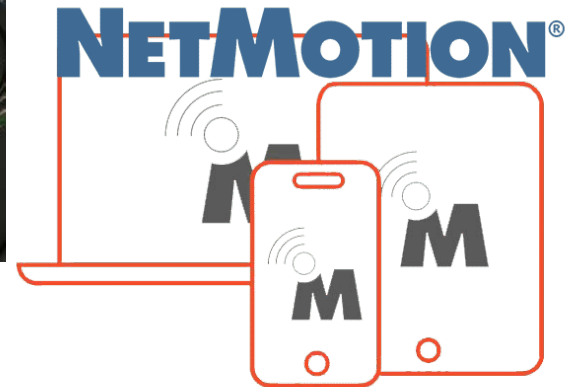
C. FIRE DEPARTMENT

- Computer Replacement Plan – Seven Year
- MDT's: \$6,000 (2021)
- Portable Radio Replacement - 50% Grant Funded: \$58,500 (\$19,500 increments in 2021, 2023, and 2025)
- Firehouse Software Maintenance (<https://www.firehousesoftware.com/>) – Fire Department Reporting: \$7,500 annually



D. POLICE DEPARTMENT

- Acquisition of Body Cameras and Redaction Software – Axon (<https://www.axon.com/>): \$30,182.58 (2021), \$21,792.86 thereafter parsed out taser portion to equipment replacement (2022 -)
- Security Cameras SecurityLines (<https://securitylines.us/>) – Remote cameras: \$8,200/piece
 - 2021 – Meadowbrook/Lamperti
 - 2022 – Whitman/Academy Way
 - 2023 – 12th & Larch
 - 2024 – Stone Creek Park
 - 2025 – Larch & Whitman
- Computer Replacement Plan: Seven Years
- Walla Walla COM 911 Server Replacement: \$16,600 for CP portion
- NetMotion (<https://www.netmotionsoftware.com/>) – Remote login for Police computers for accreditation: \$945/annually



E. PUBLIC WORKS DEPARTMENT

- Computer Replacement Plan: Seven Year
- Software Maintenance
 - Iworq (<https://www.iworq.com/>) – Asset Management, Stormwater Management, Pavement Management, Work Orders, and Backflow: \$10,500/maintenance
 - ESRI GIS (<https://www.esri.com/en-us/home>) – GIS maintenance and service credits: \$3,000





City of College Place, Washington

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF COLLEGE PLACE, WASHINGTON ADOPTING A SIX-YEAR CITYWIDE INFORMATION TECHNOLOGY PLAN FOR THE YEARS 2021 THROUGH 2026

WHEREAS, the City of College Place is a non-charter code city with powers set forth in RCW Title 35A.24.010; and

WHEREAS, a six-year Information Technology Plan is not required by any Federal, State, or Local statute but are a matter of good public policy for future planning of citywide services; and

WHEREAS, updates to the six-year Information technology Planning documents have been posted on the city budget portal website:

http://www.cpwa.us/departments/finance/budget_2021.php

NOW THEREFORE, THE CITY COUNCIL OF COLLEGE PLACE DO ORDAIN AS FOLLOWS

Section 1. Ordinance No. _____ which adopts the 2021 to 2026 Information Technology, Plan as shown in Exhibit 2 attached to this Ordinance.

Section 2. City staff is authorized to apply for state, federal, and private foundation grants in support of the projects identified in the Citywide Information Technology Plan.

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

Section 4: Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 5: Effective Date. This ordinance shall take effect and be in full force five days after its passage and publication as provided by law.

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

Norma L. Hernández, Mayor

Attest:

Lisa R. Neissl, City Clerk

Approved as to form:

Rea Culwell, City Attorney

Fiscal Year: 2021 Budget Workshop #1



By: Mike Rizzitiello – City Administrator

Brian Carleton – Finance Director

DaShari Cinnamon - Deputy

Presented October 6th, 2020



Budget Process and Schedule

- CAO prepares preliminary budget and budget message/files – RCW 35A.33.052
 - 11/2/2020
- Publish notice that preliminary budget has been filed and publish notice of public hearing on final budget once a week for two consecutive weeks – RCW 35A.33.060
 - 11/2/2020 and 11/09/2020
- Setting property tax levies – Ch. 52, Laws of 2005, HB 1048 & RCW 84.52.070
 - 10/27/2020
- Legislative body must schedule hearings on the budget or parts of the budget and may require the presence of department heads – RCW 35A.33.055 (**Preliminary Budget Hearing**)
 - 11/24/2020 – Council Meeting
- Copies of proposed (preliminary) budget made available to the public – RCW 35A.33.052
 - 11/20/2020
- Budget Review with Finance Committee
 - 11/27/2020 – Committee Meeting
- City Council Workshop on the final changes to budget
 - 12/1/2020 – Workshop
- **Final Hearing** on proposed budget – RCW 35A.33.070 & **Adoption of budget** for 2020 – RCW 35A.33.075
 - 12/08/2020 – Council Meeting
 - Copies of final budget to be transmitted to the State Auditor's Office and MRSC.

Total Preliminary Budget

Beginning Fund Balance:
\$16,085,288

Revenues: \$36,228,322

Expenditures: \$37,238,848

Ending Fund Balance: \$15,074,762

2021 Budget Fund Balances - Preliminary

Fund	Title	Beginning Fund Balance	Revenues	Expenditures	Surplus or (Deficit)	Ending Fund Balance
001	Current Expense Fund	\$ 2,114,604	\$ 7,466,067	\$ 7,564,315	\$ (98,248)	\$ 2,016,356
005	Current Expense Reserve Fund	\$ 304,131	\$ 101,000	\$ -	\$ 101,000	\$ 405,131
012	Technology Reserve Fund	\$ 227,441	\$ 203,000	\$ 250,811	\$ (47,811)	\$ 179,630
061	Employee Benefit Reserve Fund	\$ 273,539	\$ 78,000	\$ 112,065	\$ (34,065)	\$ 239,474
100	Street Fund	\$ 276,359	\$ 627,833	\$ 619,579	\$ 8,254	\$ 284,613
120	Criminal Justice Fund	\$ 15,774	\$ 14,920	\$ 13,448	\$ 1,472	\$ 17,246
121	Forfeited Proceeds Fund	\$ 2,069	\$ 525	\$ -	\$ 525	\$ 2,594
130	Hotel/Motel Tax	\$ 30,208	\$ 16,100	\$ 9,600	\$ 6,500	\$ 36,708
201	ULTGO Bond Fund	\$ 12,275	\$ 487,955	\$ 487,050	\$ 905	\$ 13,180
202	LTGO Bond Fund	\$ 52,004	\$ 50,235	\$ 49,341	\$ 894	\$ 52,898
235	Commercial Drive Bond Debt Service Fund	\$ 144,619	\$ 140,485	\$ 140,484	\$ 1	\$ 144,620
301	Street Capital Contribution Fund	\$ 14,134	\$ 21,945	\$ 21,925	\$ 20	\$ 14,154
305	Capital Improvement Fund (REET 1)	\$ 386,153	\$ 151,500	\$ 71,777	\$ 79,723	\$ 465,876
306	Capital Improvement Fund (REET 2)	\$ 620,627	\$ 1,552,000	\$ 2,010,000	\$ (458,000)	\$ 162,627
309	CDBG Projects Fund	\$ -	\$ 339,530	\$ 339,530	\$ -	\$ -
311	Street Improvement Fund	\$ 488,886	\$ 1,128,504	\$ 1,424,585	\$ (296,081)	\$ 192,805
315	Facility Maintenance Reserve Fund (CE)	\$ 139,828	\$ 251,000	\$ 200,100	\$ 50,900	\$ 190,728
320	Equipment Reserve Fund	\$ 299,655	\$ 440,520	\$ 457,520	\$ (17,000)	\$ 282,655
330	Economic Development Fund	\$ 93,851	\$ 600,050	\$ 611,925	\$ (11,875)	\$ 81,976
340	Economic Development Reserve Fund	\$ 65	\$ -	\$ -	\$ -	\$ 65
400	Water Fund	\$ 498,247	\$ 1,821,198	\$ 1,880,438	\$ (59,240)	\$ 439,007
401	Wastewater Fund	\$ 1,836,496	\$ 2,990,767	\$ 2,533,980	\$ 456,787	\$ 2,293,283
402	Stormwater Fund	\$ 369,657	\$ 663,436	\$ 495,295	\$ 168,141	\$ 537,798
403	Stormwater Capital Reserve Fund	\$ 168,002	\$ 542,000	\$ 553,702	\$ (11,702)	\$ 156,300
410	Water Capital Reserve Fund	\$ 2,138,905	\$ 3,187,609	\$ 3,721,430	\$ (533,821)	\$ 1,605,084
411	Wastewater Capital Reserve Fund	\$ 1,394,841	\$ 7,861,986	\$ 8,342,097	\$ (480,111)	\$ 914,730
412	Wastewater Debt Service Fund	\$ 247,635	\$ 717,070	\$ 466,959	\$ 250,111	\$ 497,746
413	Water Capital Improvement Reserve Fund	\$ 3,136,117	\$ 936,499	\$ 1,146,570	\$ (210,071)	\$ 2,926,046
425	Water Revenue Bond Fund	\$ 47,248	\$ 339,900	\$ 332,100	\$ 7,800	\$ 55,048
426	Water Bond Reserve Fund	\$ 438,975	\$ 1,500	\$ -	\$ 1,500	\$ 440,475
431	Water System Construction Fund	\$ 76,807	\$ 3,087,500	\$ 2,986,020	\$ 101,480	\$ 178,287
500	Equipment Rental & Replacement Fund	\$ 225,953	\$ 388,321	\$ 376,202	\$ 12,119	\$ 238,072
625	Flexible Benefits Plan Fund	\$ 10,183	\$ 19,367	\$ 20,000	\$ (633)	\$ 9,550
	Totals	\$ 16,085,288	\$ 36,228,322	\$ 37,238,848	\$ (1,010,526)	\$ 15,074,762

2020 Revenue – Estimated Key Drivers

	2018 Actual	2019 Actual	2020 Annualized	2021 Proposed	2021 % Increase
Property Tax	\$ 1,881,161	\$ 1,929,903	\$ 1,978,695	\$ 1,998,482	1%
Retail Sales Tax	\$ 1,337,352	\$ 1,383,225	\$ 1,645,845	\$ 1,810,430	10%
Investment Interest	\$ 96,184	\$ 187,617	\$ 119,291	\$ 125,000	5%
Government Assistance	\$ 121,519	\$ 113,863	\$ 107,000	\$ 110,000	3%
Motor Vehicle Fuel Tax	\$ 207,009	\$ 202,336	\$ 172,240	\$ 200,000	16%
Real Estate Excise Tax	\$ 156,022	\$ 152,919	\$ 157,594	\$ 160,000	2%
Water Sales	\$ 1,192,268	\$ 1,280,411	\$ 1,370,070	\$ 1,439,000	5%
Water Activation Fees	\$ 16,389	\$ 7,453	\$ 7,038	\$ 7,749	10%
Water Shut Off Fees	\$ 15,982	\$ 22,356	\$ 7,440	\$ 15,000	102%
Wastewater Utility Permits	\$ 159,000	\$ 259,000	\$ 49,500	\$ 871,700	1661%
Wastewater Charges	\$ 1,930,292	\$ 2,179,662	\$ 2,277,435	\$ 2,345,800	3%
Wastewater Misc. Fees	\$ 5,465	\$ 9,617	\$ 3,926	\$ 8,000	104%
Storm Water	\$ -	\$ 559,966	\$ 546,382	\$ 562,936	3%
WWLTD #412 Collections	\$ 728,026	\$ 612,838	\$ 542,509	\$ 550,000	1%
WLTD #413 Collections	\$ 835,603	\$ 863,974	\$ 892,814	\$ 900,000	1%
Building Permits	\$ 144,972	\$ 182,871	\$ 180,429	\$ 228,000	26%
	\$ 8,827,243	\$ 9,948,010	\$ 10,058,209	\$ 11,332,097	13%

Proposed Utility Billing Rates

Base Fee Split	2019 Rates	% Increase 2019-2020	2020 Rates	% Increase 2020-2021	2021 Rates
Water	\$16.07	5%	\$16.88	5%	\$17.72
Water Reserve	\$19.84	2.5%	\$20.34	2.5%	\$20.85
Tax	\$3.99	4%	\$4.14	3.5%	\$4.29
Water Subtotal	\$39.90	4%	\$41.36	4%	\$42.86
Sewer	\$34.01	6.67%	\$36.28	3%	\$37.37
LTD	\$12.01	-11%	\$10.64	0%	\$10.64
Tax	\$5.11	2%	\$5.21	5%	\$5.48
Sewer Subtotal	\$51.13	2%	\$52.13	3%	\$53.49
W&S Total	\$91.03	3%	\$93.49	3%	\$96.35
Stormwater	\$9.19	-	\$9.47	3%	\$9.75

2021 Water and Sewer Rates are based on a proposed one year Resolution
 2021 Stormwater Rates are based on Resolution No. 18-032

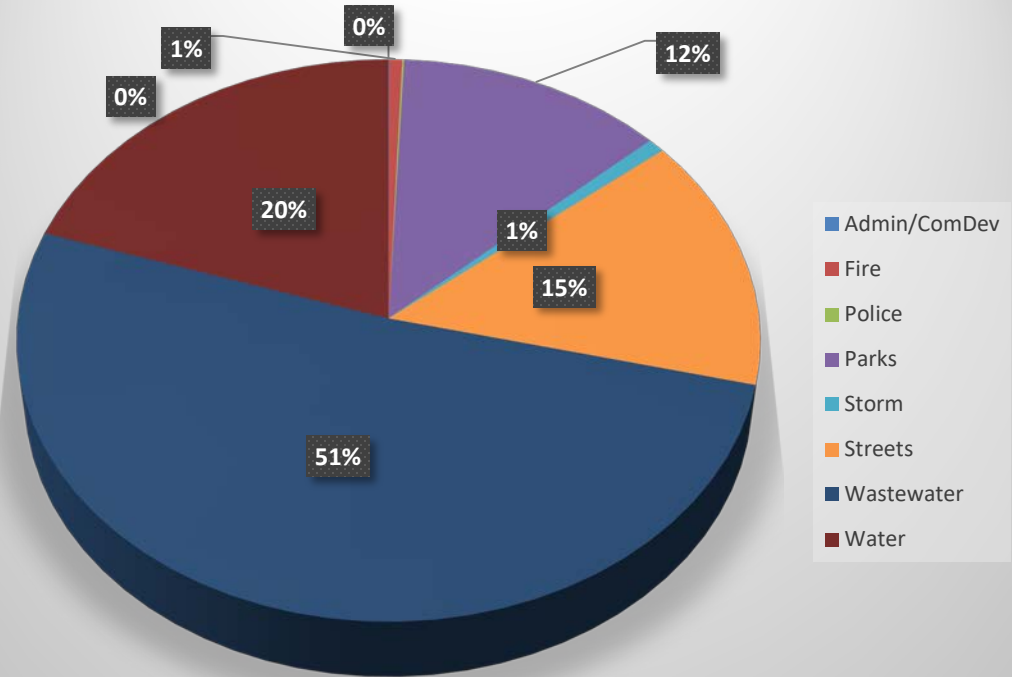
➤ 2021 Budget Staffing

- 2020 Staffing Information
 - 48.5 FTE's (Due to budget uncertainty because of COVID, the Part-time Police Records Clerk, Firefighter, Building Inspector, and Stormwater Engineering Tech were left unfilled for part of the year)
 - 1 part-time work study
 - 1 part-time intern (Engineering)
 - 1 part-time Reserve Police Officer
 - 1 Mayor
 - 7 Council Members

- 2021 Staffing Information
 - 48.5 FTE's
 - Unfilled positions from 2020 will be filled
 - Transition from having an Engineer and a PW Director to a combined position
 - 1 part-time intern (Engineering)
 - 1 part-time reserve Police Officer
 - 1 Mayor
 - 7 Council Members

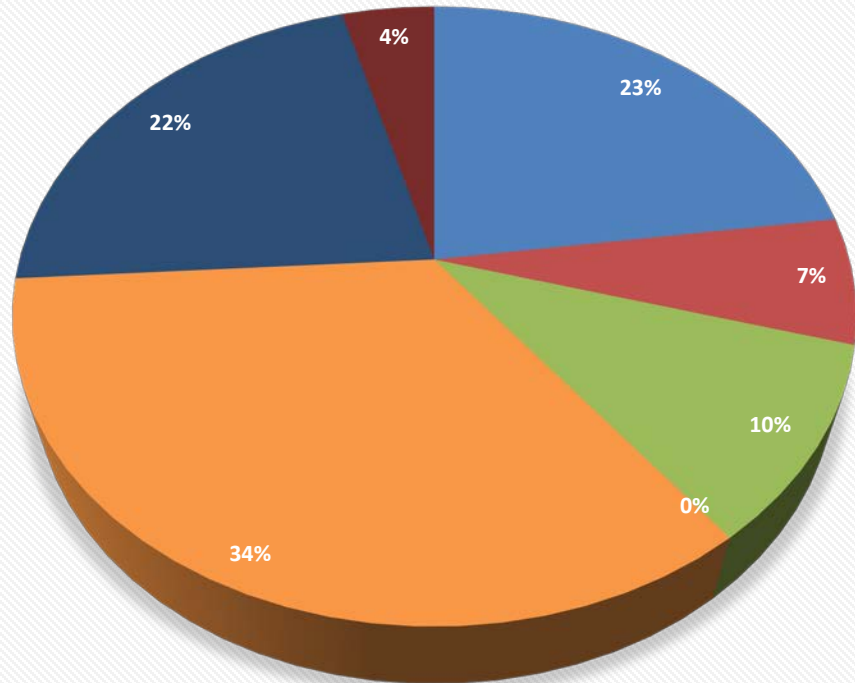
Capital Facility Budget – FY 2021

Capital Facility Plan: FY 2021	
Department	Expense
Admin/ComDev	\$ 6,000.00
Fire	\$ 95,300.00
Police	\$ 15,000.00
Parks	\$ 2,010,000.00
Storm	\$ 130,000.00
Streets	\$ 2,335,867.00
Wastewater	\$ 8,187,097.00
Water	\$ 3,186,000.00
Total	\$ 15,965,264.00



Equipment Repair and Replacement Budget – FY 2020

Equipment Replacement Plan: FY 2021	
Department	Total
Admin/Com Dev	\$ 200,000.00
Fire	\$ 57,744.00
Police	\$ 89,520.00
Parks	\$ -
Storm	
Streets	\$ 302,000.00
Wastewater	\$ 191,000.00
Water	\$ 37,000.00
Total	\$ 877,264.00



■ Admin/Com Dev ■ Fire ■ Police ■ Parks ■ Storm ■ Streets ■ Wastewater ■ Water

Next Steps



- 1. Update Inter Fund Transfers
- 2. Update Capital Requirements and Funding Options
- 3. Departmental Meetings to Examine Costs
- 4. Update Questica Budget



City of College Place, Washington
625 S. College Avenue
Ph: (509)-394-8506
Em: mrizzitiello@cpwa.us
www.cpwa.us



Recipient Name

Mayor Norma L. Hernández, College Place City Council

The Executive budget is relatively status quo. The training line item will remain steady from previous years as most of the trainings (if COVID-19 blows over and are held) are located within the State of Washington with the exception of the retail recruitment event (International Council of Shopping Centers Convention) in Las Vegas. For the ICSC event the Port pays for airfare and admission to the event. The City pays for the hotel and food.

The Legislative budget proposal is status quo. The lobbyist is expected to charge the same that was charged last year (#511-70-49-00).

Fiscal Year 2021 will be the fourth cohort of the Walla Walla Valley Microbusiness Assistance Program which we contribute to in partnership with the City of Walla Walla, Port of Walla Walla, and various financial institutions. This year the City will contribute \$130,000 comprised of \$120,000 in Community Development Block Grant (CDBG) funds the City was awarded in late 2020 as well as \$10,000 in local funds to pay for 13 seats into the program for FY 2021.

The City contributed \$10,000 for the youth recreation program in 2020. It did not happen due to the COVID-19 restrictions. None of the money was spent in 2020 and United Way of the Blue Mountains is still willing to match us \$10,000. United Way has the funds in their supervision so no additional allocation is needed in the FY 2021 budget to maintain the same level of service that was funded in the FY 2020 budget. The City continues to evaluate future partnerships with YMCA, YWCA, College Place School District, and others to enhance recreation programming in the community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Rizzitiello'.

Michael Rizzitiello
CITY ADMINISTRATOR

College Place Equipment Rental Division

Budget Narrative **Fiscal Year 2021**

Fund: #500 Equipment Rental & Replacement
Department: #548 Equipment Rental & Replacement
Staff #: 1 FTE

Division Mission:

The division's mission is to maintain the City's fleet in the highest operational quality for efficiency and safety. The division also is responsible for preparing bid specifications on vehicles and their purchasing. The division recommends replacement schedules and keeps administration up-to-date as to the condition of all vehicles and generators in the City.

Budget Summary:

Revenues from the city's current expense fund and transfers from the enterprise funds pay for the equipment rental operation.

Significant Changes & Requests for Fiscal Year 2021:

The division is looking to complete the projects listed below:

1. Update equipment replacement plan.
2. The Division is in desperate need of a full-time mechanic. The division has a serious backlog of maintenance requests and needs.
3. The Division needs a full-time mechanic. The fleet is large enough to employ a full-time mechanic in addition to the fleet supervisor.

2021 Budget Narrative

Page 2

Vehicle Purchase:

The division is not proposing the purchase of a replacement vehicle in 2021.

Below is a list of the primary vehicles in the department's fleet, including vehicle designation, year, type, and mileage as recorded on October 1, 2020:

<u>Vehicle Designation</u>	<u>Year</u>	<u>Type</u>	<u>Mileage</u>
102	2019	Jeep Compass	4,000 miles
204	2019	Jeep Compass	9,600 miles
205	2020	Jeep Compass	1,000 miles
209	2006	Chevy ½-ton	62,000 miles

Equipment Rental Facilities:

The equipment rental facilities maintained by City staff are listed below:

- Maintenance Shop
- Tire Shed

General Supplies & Maintenance Needs:

The supplies needed for operating and maintaining the equipment rental are listed below:

- Lubricants
- Electrical Parts
- Cleaning Supplies
- Auto Parts
- Welding Supplies
- Tires
- Building Repair Supplies

This list provides a highlight of the supplies but is not exhaustive.

2021 Budget Narrative

Page 3

Personnel:

The Equipment Rental Division is has 1 full-time employee, Jeff Goodson, fleet manager. A 2nd full-time mechanic is needed as the backlog of repairs is growing. The fleet is too large of capital expense with the equipment to not be properly maintained.

Items of Interest:

- This division utilizes outsourcing significantly. Some of the items that are outsourced are listed below:
 - Tire Mounting and Repair,
 - Front-end alignments and Repair,
 - Welding and Fabricating,
 - Transmission Work,
 - Heavy Equipment Repair.
- 89 vehicles, generators, and other equipment in inventory.
- Vehicle maintenance facilities can be classified in 3 ways. The first is a preventive maintenance facility. This facility usually has a fleet age of 5 years or less. The second class is a repair facility and usually has a fleet age of 5-10 years. The third class is a refurbishment facility and has a fleet age of over 10 years. Currently, we are around 9-10 years on our fleet age. The younger the age of the fleet the less expensive is the maintenance and the greater the resale value.

Summary/Conclusion:

The division has made great strides in becoming more repair/maintenance oriented. This has been because Administration has been proactive in replacing costly vehicles. The division is working hard to improve customer service between the various departments that are being served and managing a variety of interests from each of the departments. It is the goal of this division to become efficient in the repair and maintenance needs of the City's fleet.

With the proposed increase of vehicles in the fleet, the City needs to be looking at adding a mechanic in the division. The backlog of repairs is increasing. The police and fire vehicles alone take a significant amount of time. Another employee would allow the fleet manager the ability to perform his administrative duties and assist in vehicle maintenance issues.

College Place Parks Division

Budget Narrative **Fiscal Year 2021**

Fund: #001 Current Expense
Department: #576 Parks
Staff #: 1 FTE

Division Mission:

The division's mission is to provide a natural environment for the public to be able to relax and enjoy the outdoors. The division strives to keep the City's green areas in the best possible condition so the public can enjoy the different activities that are available to enjoy at the City's parks.

Budget Summary:

Revenues from the city's current expense fund pays for the entire park operation.

Significant Changes & Requests for Fiscal Year 2021:

The division is looking to complete the projects listed below:

1) **Irrigation System Replacements:**

The irrigation systems at both Lion's Park and Kiwanis Park are in bad shape and need to be replaced. The north section of Kiwanis Park was replaced with a new system by the school district per the joint use agreement with the City. The remaining part of Kiwanis Park needs to be replaced and upgraded. The irrigation system at Lions Park, on the north side of Garrison Creek needs to be replaced.

For 2020, City staff will look into having the systems designed by a professional so that the improvements could be phased.

2) **Lions Park Improvements:**

The City has submitted an application for the funding of improvements at Lions Park. Some of the improvements include a splash pad, new playground equipment, and a walking path. Should this be approved, it will be a busy year for staff.

2021 Budget Narrative

Page 2

Vehicle Purchase:

Below is a list of the primary vehicles in our fleet, including vehicle designation, year, type, and mileage as recorded on October 1, 2020:

<u>Vehicle Designation</u>	<u>Year</u>	<u>Type</u>	<u>Mileage</u>
303	2007	Chevrolet ½-ton pick-up	58,000 miles
306	2015	John Deere Lawn Mower	1,200 hours
305	2007	Snake River Trailer	N/A

Park Facilities:

The park facilities maintained by City staff are listed below:

- Kiwanis Park – 7.7 acres
- Lions Park – 8.3 acres
- Harvest Meadows – neighborhood park
- Vets Park – neighborhood park in Homestead Development (2 acres)
- Traffic Islands – College & Rose, Larch & “C”

General Supplies & Maintenance Needs:

The supplies needed for operating and maintaining the parks are listed below:

- Fertilizer
- Weed Spray Chemicals
- Bathroom Supplies
- Irrigation System Parts
- Play equipment Replacement Parts
- Equipment Part Replacement
- Building Repair Supplies

2021 Budget Narrative

Page 3

This list provides a highlight of the supplies but is not exhaustive.

Personnel:

The Park Division is maintained by 1 full-time employee, Kenny Martin. Kenny has been with the City for 15 years. Kenny is always busy. He sees needs and works to take care of those needs. He gets some additional help from other public works employees and part-time employees during the summer or on special projects. The interesting aspect of Kenny is that he is deaf. If you see him in the parks, get his attention and tell him you appreciate his hard and good work.

Summary/Conclusion:

The division has fortunately been able to operate and maintain all the parks with basically one employee. As the City adds additional parks, additional employee time will be necessary to provide the necessary maintenance.

College Place Street Division

Budget Narrative

Fiscal Year 2021

Fund: #100 Streets
Department: #542 Streets
Staff #: 3 FTE

Division Mission:

The division's mission is to protect public safety by maintaining and providing safe rights-of-ways for the people to travel. The division does this through the operation and maintenance of the roadways, providing warnings through signage and painting, clearing roadways in winter, and taking care of aesthetics through weed control.

Budget Summary:

The street division is a CE function and receives its money through fuel taxes and money designated to its operation by the City Council.

Significant Changes & Requests for Fiscal Year 2021:

The division is looking to complete the projects listed below:

1. **Crack Sealing**

2. **Chip Sealing:**

Contracting with Walla Walla County to chip seal streets in the areas of SW Bade Ave (4th – 13th), SW 13th St, SW 11th St, SW 10th St, SW Puff Ln

2021 Budget Narrative

Page 2

Vehicle Purchase:

The division is requesting to purchase/replace the Grader (509), the Stellar (501), and a ½-ton pickup (510). Below is a list of the primary vehicles in the street fleet, including vehicle designation, year, type, and mileage as recorded on October 1, 2020:

<u>Vehicle Designation</u>	<u>Year</u>	<u>Type</u>	<u>Mileage</u>
501	1996	Ford Super Duty Pick-up (Stellar)	70,000 miles
503	2010	DynaPac Roller	274 hrs
504	2006	Chevrolet ½ ton Pickup	72,000 miles
507	2000	Ford 550 Bucket Truck	52,000 miles
509	1976	John Deere Grader	1,443 hours
510	2007	Chevrolet 1/2 –ton Pick-up	84,000 miles
511	2016	Tack Trailer	N/A
512	2007	14,000# Trailer	N/A
517	2017	EZ Liner	N/A
520	2011	Fisher Salter/Sander	N/A
521	2011	Fisher Salter/Sander	N/A
524	1987	Weed Sprayer	N/A
530	2019	Tymco Sweeper	2,400 miles
534	1988	Peterbuilt Dump Truck	35,000 miles
542	1992	Ford L8000 Omco Flusher	4,700 hours
547	1994	24,000# Flatbed Trailer	N/A

Street Facilities:

The street facilities maintained by City staff are listed below:

- Sign Building
- Vehicle Shed

2021 Budget Narrative

Page 3

General Supplies & Maintenance Needs:

The supplies needed for operating and maintaining the street division are listed below:

- Weed Spraying Supplies
- Asphalt
- Rock
- Building Repair Supplies
- Safety Supplies
- Signs, Barricades, Paint, Thinner, & Other Safety Warning Supplies
- Salt & Sanding Rock

This list provides a highlight of the supplies but is not exhaustive.

Personnel:

The Street Division is currently maintained by 2 full-time employees, Randy Chamberlain and Mike Holden. The City has been trying temp employees but would like to replace the lost employee.

Items of Interest:

The following is a list of special contracts, purchases, and upcoming needs for the street division:

- The City contracted with the State for performing signal maintenance necessary for the proper operation of the City's signals. This is a highly technical task and our employees can do the basic items but do not work with signals enough to do the certification and control work.

Summary/Conclusion:

The street division continually strives to provide quality work in keeping the roadways safe for travel. The lack of finances impedes the ability to maintain the streets in the best of condition.

College Place Wastewater Division

Budget Narrative

Fiscal Year 2021

Fund: #401 Wastewater
Department: #535 Wastewater
Staff #: 0 FTE

Division Mission:

The division's mission is to protect public health and the environment. The division does this through the operation and maintenance of the wastewater collection and treatment sections and the storm water section.

Budget Summary:

The wastewater division is an enterprise fund and must fund its operation from rates that are set by the City Council to cover the costs of operating the division.

Significant Changes & Requests for Fiscal Year 2021:

The division is looking to complete the projects listed below:

1. **Continue with the Design for the Necessary and Required Improvements to the WWTP Plant:**
The City will continue with the Facility Plan Amendment in anticipation of the NPDES permit renewal in 2023. The possible requirements may cause the City to look at possibly eliminating the effluent discharge into Garrison Creek and developing a system to dispose of the effluent through some other means.
2. **Replace the Original PLCs at the WWTP as They Have Reached Their Useful Life:**
The City will continue to replace all PLCs at the WWTP.
3. **Contract Operations of the Treatment Plant and Collection System:**
CH2M took over the responsibility of operating the WWTP on May 1, 2016 and the collection system in 2020. They have provided quality operation to the plant and collection system and will continue the provision of this important function.

2021 Budget Narrative

Page 2

4. Replace Bar Screen at Headworks at WWTP:

The bar screen at the headworks needs to be replaced to facilitate a better removal of debris in the influent and protect equipment downstream.

5. Replace Air Line to an SBR Tank:

The air lines are buried to the SBRs and are now leaking which increase the pumping costs. This project will replace the air lines that are underground to overhead to 1 SBR.

Vehicle Purchase:

The City has directed Jacobs to provide the necessary vehicles to operate the WWTP and collection system. A few vehicles will be owned by the City and shared with Jacobs. Below is a list of the primary vehicles in our fleet, including vehicle designation, year, type, and mileage as recorded on October 1, 2020:

<u>Vehicle Designation</u>	<u>Year</u>	<u>Type</u>	<u>Mileage</u>
701	1999	International SRECO Jet/Vactor	5,600 hours
705	2000	Detroit Diesel Plant Generator	544 hrs
710	2003	Ford 550 Utility Pick-up	69,000 miles
716	2011	Cummins Lift Station #6 Generator	375 hrs
720	2003	Ford E-450 TV Van	9,700 miles
722	2007	Trailer-mounted Rodder	92 hrs
725	2008	Olympian Lift Station #3 Generator	308 hrs
727	2007	Toro 328-D Front-Deck Lawn Mower	2,475 hrs
729	2002	Cat 430D Backhoe	5,836 hours

2021 Budget Narrative

Page 3

Wastewater Facilities:

The wastewater facilities maintained by CH2M are listed below:

- Lift Station #5 (SW 1st Street between Evans & Academy)
- Lift Station #6 (S College Avenue between Lamperti & Cedar Bend)
- Lift Station #3 (Homestead Village)
- Treatment Plant Administration & Lab Building
- Treatment Plant Sludge Drying Building
- Treatment Plant Shop & Vehicle Storage Building
- Treatment Plant Headworks & Treatment Building
- Treatment Plant Equalization Structure
- Treatment Plant Filter Building
- Treatment Plant UV Building
- Treatment Plant Re-air Building and Structure
- Treatment Plant WAS Tanks (2)
- Treatment Plant Drying Beds Structures (2)
- Jetting of the Collection System

Items of Interest:

The following is a list of special contracts, purchases, and upcoming needs for the wastewater division:

- Annual agreement for Soil Scientist work. This agreement is needed for the required assessment of our farming operation. The cost is approximately \$7,000.
- Agreement with Walla Walla Housing Authority to receive their wastewater into our treatment plant.
- Agreement with Natural Selection Farms (NSF) for handling and disposal of the City's bio-solids.

Summary/Conclusion:

The contracting with CH2M has, to date, been a positive decision. The technical nature of wastewater and the regulations being placed on wastewater operations demands a higher level of expertise. CH2M has the expertise within their company to meet those demands and keep the City informed and the plant compliant with the NPDES permit.

College Place Water Division

Budget Narrative **Fiscal Year 2021**

Fund: #400 Water
Department: #534 Water
Staff #: 4.5 FTE

Division Mission:

The division's mission is to protect public health by providing potable water at a reasonable pressure for a reasonable cost. The division does this through the operation and maintenance of the water production/disinfection section and the distribution section.

Budget Summary:

The water division is an enterprise fund and must fund its operation from rates that are set by the City Council to cover the costs of operating the division.

Significant Changes & Requests for Fiscal Year 2021:

The division is looking to complete the projects listed below:

- 1) **Installed a full radio read system for all water meters:**
A complete AMI meter reading system was installed in 2019. The system is being fine-tuned and fully operational.
- 2) **Change water services on Belroy and Alden:**
City crews will replace water services on these streets due to failure of existing services.
- 3) **Change water services on Highland Park;**
This project would include the replacement of the water services due to failure of the existing service lines on Highland Park Drive and Davin Drive.
- 4) **Wells #4 & #6 Improvements:**
Well #4 (Peppers Bridge) project has reached substantial completion and is online. Well #6 (Maple Ave) has been drilled and ready to go to design.

2021 Budget Narrative

Page 2

Vehicle Purchase:

The division is requesting the replacement of a ¾-ton pickup (603). Below is a list of the primary vehicles in our fleet, including vehicle designation, year, type, and mileage as recorded on October 1, 2020:

<u>Vehicle Designation</u>	<u>Year</u>	<u>Type</u>	<u>Mileage</u>
601	2003	Ford 550 Utility Truck	59,000 miles
603	2006	Chevrolet 1/2 –ton Pick-up	61,000 miles
605	2008	ESB Olympian Generator	284 hours
606	2011	Well #1 Olympian Generator	197 hours
607	2011	Cat 420E Backhoe	3,200 hours
608	2011	PW Generac Generator	308 hours
609	2017	Chevrolet Colorado Pickup	12,200 miles
610	2008	Ford E-250 Van	37,700 miles
611	2018	Cat 420F Backhoe	725 hours
612	2020	Dodge Ram ¾-ton Pickup	3,000 miles
628	2017	Ford ¾-ton Pickup	9,900 miles

2021 Budget Narrative

Page 3

Water Facilities:

The water facilities maintained by City staff are listed below:

- Well #1 (421 SE 6th Street)
- Well #2 (416 SE 4th Street)
- Well #3 (Larch & Lamperti)
- Well #4 (Peppers Bridge Rd & McMinn)
- Public Works Water & Break Room Building
- Public Works Office Building
- Pressure Reducing Vault (Larch & “C” and Larch & 12th)
- Pressure Reducing Vault (Newgate & 12th)
- Pressure Reducing Vault (Garrison Village Way & Crestlane)
- 500,000 Water Tower
- Intertie Vault #1 (Rose & Myra)
- Intertie Vault #2 (Myra & 12th)
- Intertie Vault #3 (Garrison Village Way & Myra)
- Eastside Booster Station & Reservoirs

General Supplies & Maintenance Needs:

The supplies needed for operating and maintaining the water system are listed below:

- Brass, mainline, and service supplies
- Meters
- Chlorine
- Building Repair Supplies
- Safety Supplies
- Lubricants & Cleaning Supplies
- Electrical & Welding Supplies

This list provides a highlight of the supplies but is not exhaustive.

Personnel:

The Water Division is maintained by 4.5 full-time employees, Wade Antle, Operations Manager; Dennis Anderson, Water Quality Operator; and Randy Reese, Travis Grove, and a new employee approved by City Council as operators. I will propose to have an in-house position created title crew foreman. This position would be the lead on crew work.

2021 Budget Narrative

Page 4

Items of Interest:

The following is a list of special contracts, purchases, and upcoming needs for the water division:

- Continued work on the City's cross connection program.
- The City needs to prioritize the need to replace the remaining steel mains.
- Working on a Consolidation Study with Green Tank Water District.
- There are several areas with old steel water services that are a concern for failure. With the current amount of staff, it is difficult to address the replacement of these areas.

Summary/Conclusion:

The division continually strives to operate the water system at the highest level of competency and efficiency. The City will need to be aggressive in pursuing new supplies/sources of water to provide for our citizens water needs now and in the future.



CITY OF COLLEGE PLACE

**Office of the City Clerk
625 South College Avenue
College Place, WA 99324
509-394-8511**

Meetings, Records, Ordinances/Resolutions, Contracts **Community Events/Farmer's Market**

Budget Narrative Fiscal Year 2021

Fund: Current Expense
Department: 520-Clerk
573-Community Events

FTEs: 2 FTE

Department Mission:

- The Clerk Department provides both internal and external customer service related to public meetings, public records, city contracts, ordinances, and resolutions.
- The Clerk prepares meeting agendas and provides for the required notice postings, meeting minutes, and document follow up relating to legislative actions of the City Council.
- The Department is the primary responsible support staff for another six (6) advisory commissions and three (3) internal committees.
- In addition, the department assists, and is back-up for support staff on an additional five (5) advisory commissions and three (3) internal committees.
- The Department manages records retention in coordination with each city department, and acts as the Public Records Officer for the City.
- The Clerk's Office is responsible for organization and implementation of several major community events and the seasonal farmer's market.
 - Farmers and Artisan Market – May through September – Weekly
 - Freedom Festival – Sunday before 4th of July – Annual
 - Movies in the park – Various dates – 4 or more dates
 - October Fall Festival – October 31st – Annual

- Winterfest – First Thursday in December – Annual
- Light up the Avenue – Winterfest through mid-January

2020 Accomplishments

This year turned out to be very different from what we planned. The department was required to put a great deal of priorities on hold and work on enabling council and commission operations to continue with the social distancing protocols required by the COVID-19 Pandemic and Governor Proclamations. Though our 2020 accomplishments may not have been what we had envisioned, we still made great strides in moving our processes forward, maintaining transparency, and enabling the work of the City to continue in these strange times.

Clerk Duties

- Implemented new position of Deputy Clerk – Events Coordinator
- Creation of comprehensive Council Rules Resolution and Booklet
- Move to remote working capabilities for Clerk
- Stay on top of ever changing OPMA & PRA rules during COVID-19 Pandemic
- Implementation of virtual meeting software / practices
- Transition of all members of council & commissions to electronic agenda packets
- Implementation of electronic signatures policy & DocuSign software
- Implementation of ArchiveSocial software to capture social media and web page information for archiving and public disclosure requests.

Events Duties

- Enhanced events sponsorship program
- Enhanced marketing for city events
- Implementation of SNAP/EBT and State Market Match for the Farm Market
- Development of COVID handbook addendum & safety protocols
- Operation of modified CPFM during COVID-19 Pandemic
- Develop and begin implementation for new event – Light up the Avenue

2021 Projects, Goals and Recommendations

Clerk Duties

- Implementation of text message capture software
- Implementation of contract management plan (software?)
- Transform paper forms and applications to online-imbedded forms.
- Update council rules resolution with virtual meeting processes.
- Inventory, assess, and manage disposition of records left by employees no longer with the City.
- Acquire prints of historical photos discovered by the Historic Preservation Commission in the development of the 75th Anniversary book and install them on lobby and chamber walls.

- Work on standardizing file name protocol throughout all city departments

Events Duties

- Further development of sponsorship & marketing programs
- Work closely with County Health to ensure events are possible for 2021
- Stay in tune with farmers market trends throughout the state / region
- Continue with offerings of state & federal food programs at the farm market
- Hopefully implement the additions and improvements for events that were planned for 2020 and cancelled due to COVID-19
- Expand on the new Light up the Avenue event to coordinate it with Winterfest

Staffing and Training

The current staffing level of two was instrumental in our ability to transition both public meetings and the farmers market as necessary due to the COVID-19 Pandemic and Governor Proclamations. Both the council meetings and the farm market had to make huge adjustments due to social distancing protocols. Had there not been two staff, the department would not have been able to accommodate the farm market this year. Instead, not only did the Deputy Clerk operate the farm market with COVID-19 social distancing protocols, she implemented USDA SNAP/EBT and WA State Market Match programs. She accomplished all of this while almost continuously covering for the Community Development Department Administrative Assistant position.

Provided the CD Admin. Assistant position remains filled, and we do not have another COVID type emergency disruption, we should be able to really dig in and make a dent in the huge backlog of old records that need inventoried and manage their disposition.

Training has been extremely limited this year in regards to municipal clerk specific trainings. All conferences and institute sessions were cancelled due to COVID regulations. Beginning in October some sessions from the Northwest Clerk's Institute are being offered virtually so that new clerks are able to get some information to help them. However, this will in no way make up for the lack of the in-person conference or professional development classes. For 2021, both the Deputy Clerk and I will plan to attend the Washington Municipal Clerks Conference and the Northwest Clerks Institute Professional Development sessions. These trainings are vital to the city as they help keep the Clerk Department up to date on the continually changing regulations and best practices. My budget includes amounts for these trainings as well as webinar classes that relate to Clerk and/or Event management.

Respectfully Submitted,

DocuSigned by:

Lisa R Neissl

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Lisa R. Neissl, CMC

City Clerk

Community Development Department

Budget Narrative Fiscal Year 2021

Fund: Current Expense
Department: 518 Facilities
524 Building Inspection
558 Planning

Staff #: 4 FTE

Division Mission:

The Community Development Department's (CDD) goals are to promote and sustain a high quality of life for the residents of the community, while encouraging viable commercial and light industrial development. This can be accomplished by planning for and accommodating the anticipated growth and development of the City, directing development and land use following the goals and policies established in the City's Comprehensive Plan, Development Regulations, Building Codes, and Historic Preservation.

Budget Summary:

Revenues come primarily from the city's current expense fund. Some revenue is realized through permit/application fees.

Budget Requests for Fiscal Year 2020:

Consultants

GR Dohrn & Associates for miscellaneous planning issues like our Urban Growth Area (UGA), annual Comprehensive Plan review, Martin Airfield, Exclusive Agriculture Zone, development code tweaks, and updating of the Countywide Planning Policies. JUB planners may be utilized on an as needed basis.

Historic Preservation consultants will conduct a Ground Penetrating Radar study of the County Poor Farm.

The City is participating in a Regional Affordable Housing Study that is 100% grant funded. FCS Group is the consulting firm and Walla Walla is the lead agency and will be responsible for administering the grant.

Other outside consultants include the Hearing Examiner, City Attorney, and a Licensed Surveyor. Much of the surveyor's work and Hearing Examiner is a third party pass through expense paid for by applicants.

Training & Seminars

Training and seminar expenses are significant in 2021. In addition to typical certifications for the Building Division, there will be updates that become effective February 1, 2020 to the International Building Codes, Washington State Amendments, and Washington State Energy Code, these changes will require a substantial investment in training. The Administrative Assistant requires Permit Technician training. The Community Development Director is proposing to attend the Washington State Planning Directors annual conference, the Washington State American Planning Association Conference and the Revitalize WA Conference. The following training is planned if COVID-19 restrictions are lifted or online training is offered:

- Training offered by WCIA.
- Utilization of free too little cost webinar opportunities and no cost training provided by different agencies.
- Administrative Assistant – Permit Technician training, WSAPT.
- Building Division
 - o Code update classes for IRC, IBC, IFC, IMC, IFGC, IEBC, UPC, WA State Amendments and WA State Energy Code updates for 2018 (new code cycle to be adopted by the State in 2019)
 - o Certification for Commercial Plan Review; includes a week of training.
 - o Certification for Residential Plan Review; includes a week of training.
- Planning
 - o Historic Preservation – Revitalize WA
 - o American Planning Association WA Conference.
 - o Planning Directors Conference.

Equipment

Small tools and minor equipment.

- Facility maintenance tools

Personnel

The CDD currently consists of four FTE's, the Community Development Director, Building Official/Facility Manager, Building Inspector (position vacant), and Administrative Assistant. The Building Official/Facility Manager primarily oversees plan reviews and commercial building inspections, facility maintenance projects, and provides supervision and backup to the Building Inspector. The Building Inspector conducts plan reviews and inspections of residential projects. The Administrative Assistant coordinates the application process for the Community Development Department and Public Works Department and provides backup to the Utility Clerk. The position also serves as the clerk for the Planning Commission, Historic Preservation

Commission, and the Parks, Arbor & Recreation Board. The Administrative Assistant is on the city Wellness Committee and Safety Committee.

Committees

The CDD oversees two volunteer commissions, the Historic Preservation Commission and the Planning Commission. The Historic Preservation Commission meets the third Thursday of each month at 4pm. The Planning Commission meets the third Tuesday of each month at 7pm. All meetings are planned to be conducted via Zoom.

2020 Milestones

- Successful RCO Grant - Lions Park – WWRP - \$500,000; LWCF and YAF pending ranking.
- Unified Development Code (UDC) – update to address code problems that were identified over the course of implementing the new 2019 UDC update.
- Environmental Review and Public Notice for several public projects including:
 - DNR property annexation
 - Lift station annexation
 - Mojonner Road and SR125 annexation
 - SW sewer main and lift station
 - Unified Development Code – minor update
- Homestead Village PUD Phase 3E – 22 lots
- Homestead Village Pond Phase 3D
- Building permit for our 1st Accessory Dwelling Unit (ADU) since adoption of the new UDC
- Davis Elementary School – modular building expansion
- Draft 75th Anniversary Book
- Successful DAHP Grant – Ground Penetrating Radar of Poor Farm
- Whispering Creek Subdivision
- Facilities
 - ADA activated front door of City Hall
 - City Hall Administration Office Remodel
 - Emergency egress windows at City Hall
 - Exhaust fans operational in City Hall restrooms
 - HVAC – City Hall, troubleshooting multiple heating and cooling issues
 - Fire Department Soft Water System
 - Fire Department dorm shower remodel (October 2020)
 - Police Department Electric Gate
 - Police Department Evidence Building Construction Plans and Contracts – Bid Ready
- Promoted Scott Hall to Building Official position
- Implementation of Vacation Rental online software
- Implementation of online permitting software

2021 Projects, Goals and Recommendations

The major projects affecting Community Development as a whole are outlined here in general. These projects will all be occurring within the same time frame and will require major coordination and challenge the resources of Community Development. Application processing, SEPA, public outreach, plan reviews, inspections, monitoring and contract administration on each project will be substantial. With several major projects occurring at the same time additional technical assistance is highly recommended to assist during this time. This list does not address the day to day work, but is intended to show the major challenges ahead.

Departmental projects for 2021 are:

1. Coordinate with Walla Walla, Waitsburg, and Walla Walla County to update the Walla Walla County Planning Policies.
2. Joint Study with Walla Walla & County – Exclusive AG Zoning Designation
3. Participation in the ongoing Regional Affordable Housing Study with Walla Walla, Waitsburg, and Dayton
4. Work with the property owners located in the Martin Airfield Area UGA to develop a suitable Land Use.
5. International Building Code Updates (effective February 1, 2021) – Building Official & Inspector training and certifications.
6. Historic Cemetery Grant – GPR County Poor Farm Cemetery
7. Complete the 75th CP Anniversary Book
8. Continued UDC adjustments
9. Continued implementation of online permitting software
10. Administrative Assistant – permit technician training
11. Lions Park Renovation – Project Management
12. Historical Data Scanning
13. Manage Hearing Examiner System
14. GIS
15. Maintain the Business Registration Program through the BLS
16. Annexations
17. Boundary Line Adjustments
18. Building Permit Processing
19. Right of Way Permit Processing
20. SEPA Coordination
21. Permit Reporting to outside agencies
22. Participation in the Community Council – Affordable Housing Implementation Task Force
23. Facilities:

City Hall

- Council Room audio visual system upgrades
- Move servers out of basement
- Design work for jail cell remodel

Police Department

- Completion of evidence-processing building
- Replace 12 Smart Siding Panels on West side of build, paint exterior

Fire Department

- Rebuild heat exchanger and circulating pump for cooling tower – winter
- Replace exterior staircase
- Replace three of the nine air handlers

Summary/Conclusion:

Building Permits should be more stable in 2021 with Phase 3E of the Homestead development coming online winter 2021, this is the last phase of the Homestead development. It is essential that the McKeirnan Christiansen property be under development to accommodate single family, multifamily and commercial development. The Village at Fort Walla Walla 180 dwelling unit apartment complex is still expected to be constructed based on conversations with the developer. The 40 dwelling unit apartment complex on Spitzenburg should be built in 2021 and the last 20 dwelling units being constructed by the Hamby's will be permitted in 2021. There are also commercial projects on the horizon that look promising including the potential for commercial development near the College Place High School, once the sewer main and lift station is completed it is likely we will see increased interest in this site. Goodwill Industries is expected to relocate in College Place just north of Home Depot. Streamlining operations that occurred in 2020 will help to meet the demands placed on the department in 2021.

In order to prepare for the next round of urban growth, the City needs to collaborate with Walla Walla and Walla Walla County to take a holistic review of the exclusive agricultural land designations that are surrounding our communities and potentially limiting growth. In addition, the City will be urging Walla Walla County to revise the long outdated (1993) Countywide Planning Policies to include revisions to how each jurisdiction is allocated growth and the methodology for determining how much land that is suitable to accommodate the 20-year planning window.

As our buildings age and staffing of FTE's increase there is the continued need for space and upgrading of facilities. The list of projects is long; staff is prioritizing the need for additional space, failing mechanical systems, and interior upgrades across all municipal facilities.

I'm looking forward to what the coming year will bring and feel confident that the Community Development Department is prepared to serve the community and overcome any obstacles we may face in 2021!

Respectfully Submitted,

Jon Rickard
Community Development Director

Engineering Department FY 2021 Narrative

City of College Place, Washington
625 S. College Avenue
Ph: (509)-394-8506
Em: mrizzitiello@cpwa.us
www.cpwa.us



Recipient Name

Mayor Norma L. Hernández, College Place City Council

Fund: Engineering

Department: Engineering

Staff: 1.0 FTE's (plus outsourced on-call engineering)

Mission:

To support the objectives of the City of College Place community through providing technical engineering services and recommendations to city departments and administration as they work to implement the direction and goals of City Council. To manage and oversee the city's Stormwater Utility

Overview:

In addition to providing civil site plan review services in support of residential and commercial development, the Engineering Department manages the Stormwater Utility and also promulgates and applies City-approved standards and specifications to projects and developments within the City's jurisdictional limits. Other activities in support of the Administration, Finance, Public Works and Planning Department include...

- Project Management
- Transportation Planning
- Utility Infrastructure Planning
- Long-term Community Development Planning (infrastructure concurrency...i.e. water rights, utility extensions, etc.)
- Project Financing including preparation of grant and loan applications.
- Municipal Code Updates

In addition to continuing to manage and assist with areas above, Engineering Department emphases for 2021 will include continuing to work on the on-going development of the city's Geographic Information System (GIS) and managing the newly-established stormwater utility in compliance with Federal National Pollution Discharge Elimination System Phase 2 regulations.

Budget Summary:

Projected expenditures for 2021 are generally based upon last year's expenditures expect with changes on the personnel/staffing line items.

Personnel/Staff

Significant change has occurred within the Engineering Department. Longtime City Engineer Robert Gordon unexpectedly passed away in late August 2020. Robert Endsley; the City's Stormwater Engineering Technician, left the City for a position with City of Bremerton back in March 2020. That position was held vacant due to COVID-19 uncertainties.

Once the City got a handle on the COVID-19 situation the Stormwater Engineering Technician position was greenlighted for recruitment in August 2020. Spencer Myrlie will start employment with the City in mid-October 2020. Mr. Myrlie will be charged with implementing activities tied to the City NPDES Phase II Municipal Stormwater Permit as well as Geographic Information Systems work.

Pertaining to the City Engineer position it is recommended that we hire an on-call private engineer to handle development review, grant applications, and some utility design activities. The volatility of the workload is such that the City cannot adequately scale up and down in a timely manner to account for significant fluctuations in city utility projects, grant applications, and development activity. A RSQ was issued for an on call engineering firm in early September. The City received five responses. A group of six staff evaluated proposals. J-U-B Engineers was chosen as the top responder. The plan is to get this approved via City Council sometime in October 2020.

Sometime in late Fiscal Year 2021 Public Works Director Paul Hartwig is slated to retire. During FY 2021 the City will plan to recruit for a combination Public Works Director/City Engineer position with the successful candidate having a Professional Engineer license.

Significant 2020 Activities

- Water System Plan Update
- Green Tank Consolidation Feasibility Study
- Stormwater System Plan Finalization
- Relocation of Well No. 1/Well No. 4.
- Looped Water Main Construction
- College Avenue Traffic Assessment Study
- Special Project Support Contract (Safebuilt)
- Staff Support of the Utility and Transportation Advisory Committee

- Finish up Washington Traffic Safety Commission Grant Application and Consultant Contract
- Begin developing out Iworq system – Asset Management and Street Pavement Inventory
- Successful 4Bikes Project TIB Funding Application
- TIB 12th Street Application
- Implementation of TIB Grant to resurface Lamperti Street (Larch to College Avenue)
- Resurface NW Evans St (Whitman Drive to NW Earl Ln)
- Successful Metropolitan Planning Organization Grant for Engineering/Land Acquisition for Mojonnier Rd
- Six-Year Capital and Transportation Improvement Plan Update
- Engineering and funding strategy for Southwest Wastewater Trunk Line project
- \$2.5 Million Wastewater Treatment Plan Loan Secured
- Wastewater Treatment Plant Design Services Authorized
- SE 10th Street reconstruction (SE Birch to College Avenue)
- NW Earl and NW Destito Ln stormwater design and construction
- Sidewalk engineering for CDBG funded projects (12th, Bade, and Davis)
- Urban Forestry Mapping and Tree Identification for city parks and Federally classified road right-of-way
- Scenicview Hill sewer lining project
- Continuing GIS Development
- Hayden Homes Homestead 3C, 3D, and 3E
- Whispering Creek subdivision
- Stepper Addition subdivision
- College Place Public Schools portable installation
- Villages at Fort Walla Walla Review
- Homestead 3C, 3D and 3E
- Meadowbrook Plaza private access Road

**Engineering Contracts, Agreements & Amendments Managed
with Finance and Public Works**

1. Safebuilt Homestead Phase 3E Review Amendment
2. Safebuilt Homestead Phase 3D Special Inspection Amendment
3. Safebuilt Fast-track Plan Review Services
4. Aerial Contract
5. AWC/Flo Analytics GIS Consortium Contract
6. DOT PHIMA Pipeline Safety GIS Grant Agreement
7. SE 10th Street Stormwater Design
8. SE 10th Street Stormwater Construction Engineering
9. SE 10th Street Construction
10. Ecology Stormwater Grant #1 (Original contract and amendment)
11. Ecology Stormwater Grant #2 (\$25,000)
12. Ecology O&M Stormwater Grant #2 (\$100,000)
13. Stormwater Plan
14. Complete Streets Design and Right-of-way
15. Complete Street Construction Engineering
16. Complete Street Construction
17. CARS Federal Funding (multiple)
18. CARS Design Contract

19. CARS Construction Engineering Amendment
20. CARS Construction Contract
21. College Avenue Reconfiguration Study
22. CDBG Safewalk Phase 1 Sidewalk Design
23. CDBG Safewalk Phase 1 Sidewalk Construction Engineering
24. CDBG Safewalk Phase 1 Construction
25. CDBG Planning Drywell Study
26. Sewer lining contract
27. Southwest Sewer Engineering Contract
28. Southwest Sewer Construction Engineering Contract
29. Southwest Sewer Construction Contract
30. Southwest Sewer Port .09 Grant Contract
31. Southwest Sewer USDA-RD Grant/Loan Agreement
32. Southwest Sewer Ecology Grant/Loan Agreement
33. Wastewater System Sustainability Plan Contract
34. Wastewater Treatment Plant Design
35. Water System Plan Contract
36. Stormwater Plan Finalization Contract
37. TIB Meadowbrook Grant Agreement
38. Meadowbrook Engineering Agreement
39. Meadowbrook Construction Engineering Contract
40. Meadowbrook Construction Contract
41. Wastewater Treatment Plant Design
42. Well #6 Construction Engineering Contract
43. Well #6 Wellhouse Construction Contract
44. DWSRF Well #6 Grant/Loan Agreement
45. GreenTank Consolidation Feasibility Study Contract
46. Broetje Water Right Transfer Services
47. Broetje Water Right
48. MPO Mojonnier RD Engineering and Right-of-Way Contract
49. DNR Urban Forestry Management Plan Contract
50. Urban Forestry Management Plan Contract

Significant 2021 Activities, Budget Changes and Requests

Beyond the regular activities of the Engineering Department, significant 2021 activities supported by the Engineering department are expected to include:

- Stormwater Plan Finalization and acceptance by Ecology
- Stormwater NPDES MS4 Permit Execution and Programming
- NW Destito & NW Earl Stormwater System Work
- Lions Park outfall improvements
- Wastewater System Sustainability Plan
- Wastewater Treatment Plan Design
- Finalize Water System Plan
- Southwest Wastewater Trunk Line and Lift Station Construction
- Sewer Lining
- Meadowbrook resurfacing project
- Develop and refine GIS data and system, including Iworq Asset Management System
- Collaborate with Community Development on online permitting portal
- On Call Engineering Contract
- TIB Grant Funded 4Bikes Project (Fourth from Davis to College w/ Pedestrian Lights)
- CDBG Grant Funded Safewalk Sidewalk Construction (12th, Bade, and Davis)
- Urban Forestry Master Plan

- Stop signs at Whitman & Larch
- Investigate improvements to crosswalk in front of College Place Post Office at 500 S. College Avenue.
- Work with City of Walla Walla on solution to pedestrian crossing issues at Myra Rd and Garrison Village Way
- Adopt findings to College Avenue Transportation Assessment
- Drinking Water Well #6 Wellhouse and equipment Construction
- Organizational restructuring (Public Works Director/City Engineer, On-Call Engineering Consultant)
- CIP data acquisition and development.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Rizzitiello", written over a horizontal line.

Michael Rizzitiello

CITY ADMINISTRATOR



- **CITY OF COLLEGE PLACE**

Finance Department
625 South College Avenue
College Place, WA 99324
509-529-1200

Finance, Budgeting, and Utility Billing

Budget Narrative Fiscal Year 2021

Fund: Current Expense
Department: Finance Department
Current FTEs: 4 FTEs

This has been another busy and productive year for the Finance Department. In 2020, we adjusted the Deputy Finance Director position to only assist the Finance Director and HR. Our Accounts Payable Clerk has been in her position for over a year now and processes have improved after training. The Utility Clerk position was vacated due to retirement and was replaced in the midst of COVID. The training for the Utility Clerk has taken time away from normal duties, but we have managed to stay afloat. In late 2019 we hired a new Finance Director and threw him into the budgeting process. In a year's time, he has attended trainings, gone through a budget cycle, an audit, and year end procedures. In addition to normal activities, the City has been successful in applying for and being awarded many grants. This has added a good amount of time to stay on top of the reimbursements and gathering all the information needed for the separate departments that we submit reimbursements to. Overall COVID has made for an interesting year. We have had changes and adapted to the pandemic.

Over the past few years the workload in the administrative offices has increased dramatically, thereby creating liability for the finance department and an atmosphere of feeling overworked and burned out. Changing the Deputy Finance Director position from Clerk to just Finance and HR was necessary to keep the demands of staying on top of the grants in place to ensure the city can continue receiving grants and running at an effective level.

DEPARTMENTAL RESPONSIBILITIES:

The responsibility of the finance department is to provide both internal and external customer service related to financial, accounting, and reporting services in an accurate and timely fashion. The department prepares budgetary and financial records and reports, manages debt services, and invests the city's money in a way that will safeguard the city's assets. In addition to these tasks, the department provides utility billing, accounts receivable, and accounts payable customer services performed on behalf of all city departments.

Utility Billing & Related Services:

After almost 12 years with City, Jackie Miller retired on 03/11/2020. On 03/23/2020 Sharam Goodwin started as our new Utility clerk. This was a difficult time to start as this was the start of the Governors mandated stay home/stay mandate related to COVID-19, thereby closing City Hall to external traffic. As part of the statewide mandate, we are not allowed to charge late fees and shut off utilities to customers that have not paid. We have started a program with BMAC to provide financial assistance to local residents for non-payment of utilities related to COVID-19. The current mandate has been extended to the beginning of November 2020. We will wait and see if the mandate is extending or not, at which point we will reassess the status of late fees and our ability to collect outstanding amounts owed. The amount of revenue generated from late-fees and shut-offs at 33% (\$9,942) of budgeted amounts for the year.

Accounts Receivable Services:

The Finance Department receipts money not only for utility payments, but also for all other city departments. We assist the Community Development Department with receipting building permits and are also responsible for invoice bills for public works staff services, invoices for rental agreements, and any other money that comes to the city. A coordinated reconciliation is done each day by the finance department staff for departments that receive money. Bank deposits are made daily to ensure that city revenues are secure. The implementation of an on-site check deposit scanner has eliminated the frequent deposit errors that were costing us precious time on a regular basis. This has been successful in saving our department time and continues to do so. With the bank transition underway in 2020, we don't see the need to have the check deposit scanner onsite going forward. The switch to Community Bank should ensure that checks are scanned correctly without error. If we see the need to implement the check scanner in the future, we will look into making that change.

Accounts Payable Services:

The accounts payable process is complex as there are different processes used depending on the amount or type of purchase made. The electronic purchase order system is used for all purchases over \$500. These purchases are reviewed and approved by both the Finance Director and the City Administrator prior to the commitment or purchase being made. Purchases under \$500 are reviewed and approved by the department head prior to the commitment or purchase being made. The finance department is involved in all purchase processes whether by credit card, open account or cash payment. Before the issuance of any payments, there is a review process consisting of the matching of invoices with receipts, packing slips are attached, review of the account coding used to assure that it is correct, and signature gathering from the individual, department head and if needed the City Administrator. This is all done electronically now through the Document Locator program. Monthly, the City Council is presented with a check register for review and approval. Once all this is done, the appropriate paperwork is filed in a vendor file for each budget year and the check register and other pertinent documentation are placed in the finance department financial record files in preparation for auditing by the state.

Financial Reporting / Analysis:

It is very important for the finance department to provide accurate financial information and recommendations when needed in order for the Administration and Legislative Body to make informed decisions.

The department's employees are detail-oriented and strive to provide complete and accurate information in as short a time as possible. There is an ongoing review of the city departments and where they currently stand in regard to the budget position. In many cases, the finance department staff reviews the historical information regarding expenditures by fund, department and account code for a period that covers numerous years.

Reports are generated frequently to inform various levels of management of important budgetary standings, changes or concerns. There are also reports generated semiannually (as time permits) and annually. The annual report is required by the state and covers a multitude of reporting topics. Many of our reports have been designed to assist in the state audit process and reduce the cost of gathering information.

DEPARTMENTAL IMPROVEMENTS / CHANGES:

FINANCIAL SOFTWARE SYSTEM UPDATE:

Although we have had our frustrations with BIAS on a regular basis, staff seems to know how to navigate the system. In 2020, BIAS was bought out by Springbrook, while we haven't seen any drastic changes, we anticipate that they will come. The Finance Department will look into options going forward. The reporting system with BIAS and the ability transfer financial information to other programs is difficult or not possible.

ACH UTILITY BILLING / ONLINE PAYMENTS / CREDIT CARD PAYMENTS:

As technology has advanced, the city has striven to improve customer services such as electronic utility billing and credit card payments.

One of the things that we implemented in 2015 is a service called Xpress Bill Pay. This company provides online/electronic utility billing, electronic payments, credit card processing, and the ability for a customer to look at their account history, usage, etc. Utilizing these services addresses many of our customer needs and has reduced foot traffic at the payment window. Customers are able to make a credit or debit card payment from home, either over the phone, on the computer or via the Xpress App on their smart phone, without a service fee. They are also able to call our office and make a credit or debit card payment directly with us, instead of going through a third party purveyor that charges them a fee. They can sign up for electronic statements, which reduces our cost of producing billings each month. Additionally, they can now answer many of their own questions by logging into their account online, instead of calling or coming into our office. We are also funneling all of the electronic bank bill payments that we previously received in a piecemeal fashion through Xpress Bill Pay, which saves a multitude of time in the posting process.

DOCUMENT LOCATOR, ACOM AND QUESTICA:

Early in 2018 we began sending almost all of our payments through a company called ACOM. This company completed a vendor enrollment campaign to sign up our payees to accept either credit card payments or EFT. For those that didn't enroll, ACOM sends a paper check on the City's behalf. The service has no cost to the City. In fact, it saves the City time and money because we aren't cutting paper check runs and paying postage to mail them out. We just recently learned that ACOM was bought out by American Express and the platform that we use will no longer be available starting mid November 2020. They will not be able to print paper checks for our vendors. Looking at 2020 alone, majority of our vendors were paid with a check. In 2019, we processed 1,635 payments through ACOM, of which 1,053 were paper checks, 271 were ACH, and 311 were virtual credit card payments. Year to date for 2020, we have processed 1,278 payments, of which 767 have been paper checks, 264 have been ACH, and 247 were virtual credit cards payments. The Finance Director will look into alternatives for this process.

Simultaneously with the conversion to ACOM, we implemented a program called Document Locator. This product enables us to route payables electronically for review by departments instead of shuffling paper around. It has shortened our payables cycle and it helps to prevent lost invoices and late payments. We are also able to store all of the payables documents electronically in Document Locator and toss the paper copies. This frees up time and storage, and improves access to documents. In 2019 we came across some glitches with Document Locator and have been in contact with them to get the kinks worked out. Currently this process is still doubling up on some work. It is a matter of having BIAS and Document Locator communicating on an Accounts Payable level. Once the process is running smoothly and communicating with BIAS, we expect the accounts payable process to be more efficient.

Questica was started in 2019 by the previous Finance Director and not a lot was done in the beginning stages. The way that it was set up has been found to not be as effective with communicating with BIAS. In the middle of 2020, we got Questica up and running in time for department heads to input their budget electronically. The hope for Questica is to get away from the cumbersome spreadsheets and to improve the reporting and forecasting processes. Going into 2021, we hope to have Questica assist in project tracking and provide transparent reporting for the citizens of College Place.

TRAINING OPPORTUNITIES:

This year has been different due to COVID. The training budget was implemented with the thought of sending the new Finance Director to more trainings as well as the replacement Utility Clerk. This year myself, DaShari and Shawn attended WFOA's annual conference. When in person trainings are allowed again, we plan to send the Utility Clerk and the Accounts Payable Clerk to more trainings as seem fit. DaShari is scheduled to have her Bachelor's Degree in Accounting completed at the end of 2020.

The plan with bringing on a new Finance Director who does not have previous governmental experience was to be imperative to have him attend as much training as possible this first year. In 2020 I attended the annual BIAS conference as well as the WFOA annual conference which was held virtually. The finance department collectively has also attended numerous in-house management training sessions and training sessions via a virtual platform, such as Zoom.

DEPARTMENTAL POLICIES REVIEW:

During 2016, Sarah began writing financial policies for the city. This had been on her long-term list of tasks to accomplish since 2012. Since then, Mike Rizzitiello and Sarah had continued the policy book, and council adopted the first and second phases of policies. Despite the turnover in the Finance Department, drafting of the remaining Financial Policies and their adoption has been completed with the help of Mike Rizzitiello and myself.

STAFFING:

Currently, the department's team consists of four full-time employees. The positions currently filled are the Utility Clerk, Accounts Payable Clerk, Deputy Finance Director and Finance Director. Though each position is given specific tasks to perform and oversee on a daily basis, they all overlap and assist each other when needed.

With the grant responsibilities that are required, there are some finance responsibilities and lack of communication that aren't being addressed on a regular or consistent basis because of lack of appropriate software and training. For 2021, I am asking to implement a grant management system to assist in the management of grants and contracts for the City, as well as the possibility of contract management for the Clerk Department. This will help improve communication and keep up on the financial responsibilities of the finance department and clerk to complete some of the more routine tasks and allow them to focus on higher-level activities such as:

- Developing a capital asset inventory and tracking system so that we can establish a city-wide replacement schedule, fund depreciation, and better anticipate expensive replacements and repairs.
- Function from a proactive standpoint versus the reactive stance that has historically been taken due to capacity restraints.
- Conduct better service-line and cost-benefit analysis.
- Analyze and research funding strategies for capital projects.

I am hoping that in 2021, with the training of new employees and additional software, that the finance department will continue to stay consistent and improve in certain processes.

Respectfully Submitted,

Brian Carleton, Finance Director



CITY OF COLLEGE PLACE

Human Resources Department
625 South College Avenue
College Place, WA 99324
509-394-8508

Human Resources

Budget Narrative Fiscal Year 2021

Funds: Current Expense
Department: Human Resources
Current FTE's: 1.25 FTE (HR Manager, Deputy Finance/HR)

Department Mission:

The City of College Place Human Resources Department serves the City by focusing efforts on its most valuable assets, the employees. This is accomplished through recruitment, hiring, and retention of a diverse, qualified workforce. The department provides direction, technical assistance and training, equal employment opportunity and labor relations.

2020 Accomplishments

- Recruit and hire
 - Administrative Assistant I (Community Development)
 - Accounting Clerk II (Utilities)
 - Water Utility Worker
 - Stormwater Engineering Tech
 - Firefighter (Pending)
 - Engineering Intern
 - Building Inspector (pending)
- Wellness Program
 - Applied for and received two wellness grants from AWC
 - Participation in two virtual wellness challenges
 - Will qualify for 2021 Wellness discount
- NEOGOV Implementation (Applicant Tracking System)
- Conferences and trainings
 - Civil Service Conference

- o WCIA Building Supervisory Skills 101, 201, & 301
- o AWC Healthy Worksite Summit
- o Foundations of Implicit Bias
- o 2020 Washington Finance Officers Association Conference
- o AWC Member Expo (October)
- o AWC Wellness Planning Forum
- Monthly staff/department head trainings
- AWC Salary Survey

Budget Requests for Fiscal Year 2021:

Training

Most of the regular trainings and conferences I attend have been moved to a virtual platform. While this may present challenges, it also has many rewards. I have attended several virtual trainings that I would have been unable to attend due to the cost and distance of travel. The 2021 HR budget does include funds for travel to attend essential conferences and trainings if offered as in-person trainings are a valuable resource for keeping up to date and networking with peers.

Wellness

An active wellness program can boost employee morale and encourage healthy behavior. In addition, if the AWC Wellness requirements are met, the City receives a 2% discount on health insurance premiums which totals a savings of approximately \$13,000.00/year. COVID has changed how we run our program. The most notable change has been our inability to get together for quarterly luncheons.

Human Resource Information Technology

The 2020 budget had funds allocated to purchase several HRIS modules from NEOGOV to automate recruitment and onboarding. The next step is to purchase the eForms module to electronically house employee personnel files. This would move the Human Resources department towards a more paperless system. The modules that we are currently using have improved our recruitment and hiring process by streamlining tasks and creating a more professional platform for applicants to apply with the City.

2021 Goals and Recommendations

2021 will be another busy year for the Human Resources Department. Processing payroll, maintaining appropriate staffing levels, Risk Management, Civil Service Committee, Safety

Committee, and administering the Wellness program are some of the day to day processes. There are other projects as well that don't make a large impact on the budget, but require a large time commitment. I will be working on updating the personnel manual and properly destroying old records as time allows.

Respectfully Submitted,

Shawn Doering
HR Manager

COLLEGE PLACE POLICE DEPARTMENT

Budget Narrative - Fiscal Year 2021

Department Mission:

The College Place Police department embraces the Philosophy of community oriented policing and strives to enhance the quality of life and safety of our citizens with the highest degree of ethical behavior, fairness and professional conduct.

The Department's budget is divided into the following categories:

Administration	Dispatch
Investigation	Support Services
Patrol	Care and Custody of Inmates
Traffic Policing	Animal Control
Crime Prevention	

Wages and Benefits:

Wages and benefits will increase 6% in 2021 based on collective bargaining agreement for officers and sergeants.

Personnel / Staffing:

Police Staff - The police department is currently testing for a vacant officer position which will bring our staffing to 13 officers including sergeants.

Command Staff – As with any growing department we are in need of a Lieutenant/Captain position to assist with the administrative demands. The agency is in need of operational leadership under the direction of the chief to help oversee programs and personnel to allow the chief to focus on strategic plans and policy. Estimated yearly cost with benefits is \$140,000 which places the salary around \$100,000.

Clerk position(s) – Brielle will be taking the part-time clerk position beginning in January so she can have more time with her new baby. We are in the process of posting the full time position. We hope to have this position filled as soon as possible to allow overlap and training. NOTE: These positions require specialized training and clearances so they are not easy to fill.

Budget Request(s) for 2021:

The police department is in need of several budget increases for 2020 to include the following:

1. Two-Factor Authentication - DUO Security Access Authentication. \$720 per year

Two-Factor authentication for mobile data terminals – To remain CJIS compliant the police department must install two-factor authentication for our mobile data terminals. This is done with software used by other law enforcement agencies in the state of Washington.

Factor one: The software program is called [NetMotion](#) which provides virtual private network security (VPN) and interoperability protection.

Factor Two: [Duo](#) is software that ensures access security. When officers sign in on their laptops a permission code will be sent to their cell phone. This is a one-time daily access code to ensure proper access to criminal justice information systems.

2. Rifle(s) – We are in need of purchasing two patrol rifles for issuing to our new officers. Each rifle is roughly \$1,000 = **\$2,000**.
3. Bush Car Wash Contract – **Renewal \$3,863.88**

To encourage and promote a professional image we are requesting a contract with Bush Car Wash. Currently the city of Walla Walla and the Washington State Patrol both contract with Bush Car Wash.

The contract would provide unlimited car washes for each patrol car. Currently the ,officer’s hand wash the vehicle which takes time. In the winter time the cars are difficult to wash due to freezing temperatures. The car wash contract would provide year around service for the city police vehicles.

14 patrol cars for \$321.99 per month - \$3,863.88 per year.

4. PowerDMS Continuation

We have purchased PowerDMS for our accreditation documentation and organization. WASPC hopes to become a proprietary user which will cut our future fees. **Currently the fee is \$1,200 per year.**

5. File Cabinet Replacement **\$2,000**

The current file cabinets within the clerks office are worn and no longer lock. A locking file cabinet which contain confidential information are required to be locked to support CJIS requirements.



$396.53 \times 4 = \$1,586.12$ plus tax and shipping. Estimate: \$2,000

6. Furniture & computer for Part-time Clerk position - \$2,000
7. Tyler New World Server replacement – Each partner agency is responsible for partial costs to replace the existing/failing server that supports our records management system and computer

aided dispatch system. CPPD assessment is \$16,467.86

8. Digital Camera for Detective - \$1,500

Our detective is joining the Special Investigative Unit and is in need of a digital camera for crime scene investigation.



9. Sit/stand Veridesks for staff @ \$295 per unit. Requesting four very-desks to promote a healthy work environment.



10. Axon Body-cam and Taser bundle

This is a five-year payment program that includes a body camera and updated less lethal Taser for all of our officers. \$186,197.85. Year one cost = \$47,000



Cameras are to promote transparency and trust whereas the Tasers will replace old and unsupported Tasers past their service date.

11. Portable Radio replacement – Lease program \$22,800 over six years

Current Portable radios are over 10 years old and beginning to fail. These radios are the officer's life line and essential equipment for the completion of their duties.



Training:

BLEA - New recruits must attend the Basic Law Enforcement Academy (BLEA) consisting of 18 weeks of training. This training must be started within six months of hire date and costs roughly \$4,000 per student. We are currently in the process of hiring a new officer with an expected academy date some time before spring 2021. New uniform and equipment costs are roughly \$2,500 per officer. Upon graduation from BLEA, new officers must successfully pass a twelve-week field training program under the supervision of an FTO. Total expense = \$6,500.

INSTRUCTOR CERTIFICATIONS: We are in need of instructor courses for the following: 1. Less Lethal Instructor (Shotgun, OC-10, and 40mm.) \$895 for registration plus travel and per diem (\$1,500) 2. Defensive Tactics 3 (Class was paid for in 2020 but canceled due to COVID). We will still need to pay for travel and per diem (\$1,500) 4. Rifle Instructor course \$685 plus \$1,000 per diem 5. Armorer 6. ASP Baton. Each course costs between \$250 and \$600 depending on the complexity of the course. Per Diem costs far exceed course fees.

Several of these courses were scheduled in 2020, but canceled due to COVID. These are required positions to reduce liability and maintain accreditation. We have partnered with the State Patrol and WSPD in 2020 to maintain certification with the agreement this would not be an ongoing request which can be burdensome to other departments.

Care and Custody of Arrestees:

The City of College Place has a contract with Walla Walla County corrections to hold daily arrestees and warrants. Last year we contracted with Sunnyside to hold long term inmates for stays over one week. However, despite requests for longer sentences by our prosecutor, the District Court has not enforced longer sentences.

Costs for the WW Corrections is projected to increase slightly in 2021. Hourly rate is increasing from \$4.34 to \$4.49 for inmates. Having full staffing combined with increased calls for service will likely increase our jail service fees. We have budgeted \$25,000 over the last few years.

Animal Control

Special Enforcement Officer Ron Nordman was scheduled to attend animal control basic in 2020. Unfortunately, due to COVID the training was canceled/postponed until 2021. Costs have increased reflecting a new price for training and per diem in King County. The existing money for training will be transferred to our next budget. However, the class cost is now estimated at \$3,000 to include travel and per diem.

Final Summary:

Most of the increases in the proposed 2021 budget are a result of additional resources, training, equipment and personnel needed for a growing agency. The projected figures for 2021 have been largely based on the prior budget history and future priorities and challenges.



CITY OF COLLEGE PLACE STORMWATER UTILITY **2021 BUDGET NARRATIVE**

Fund: Stormwater Utility Fund
Department: Stormwater Utility
Staff: 1.75 FTE's

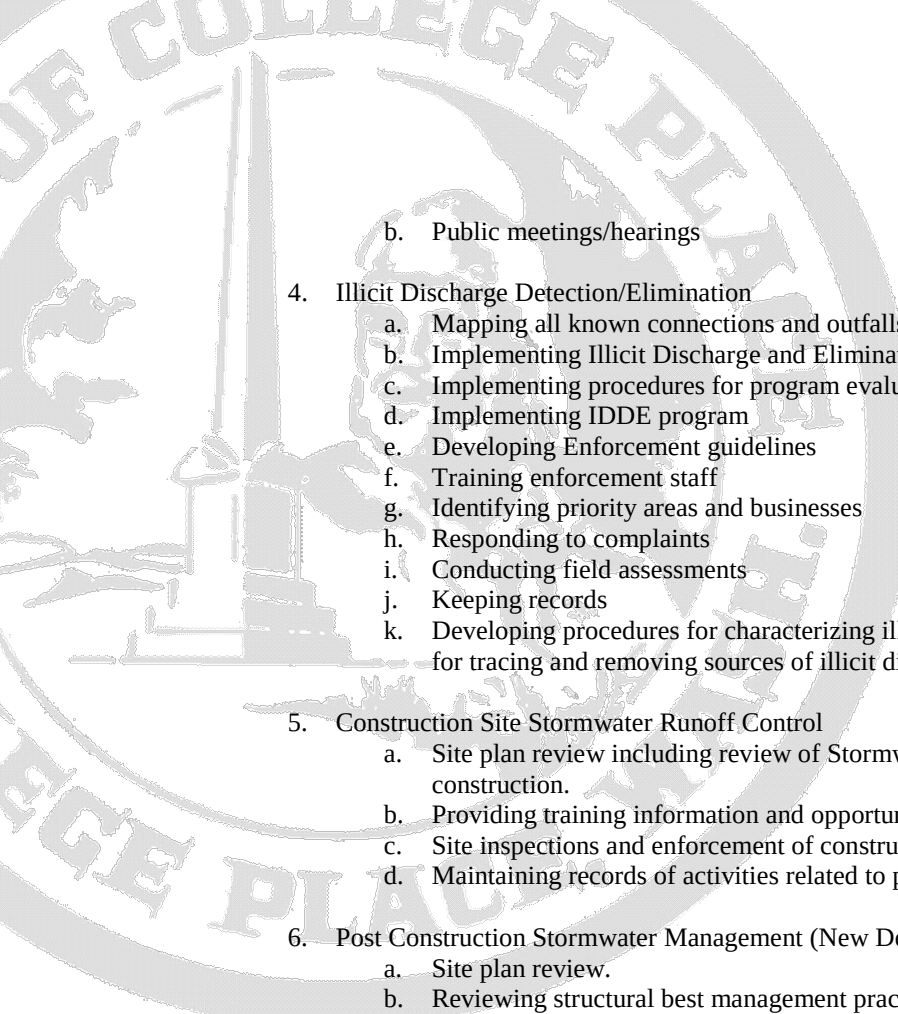
Mission:

To promote public health, safety and welfare by promoting a comprehensive approach to managing surface and storm waters, including but not limited to enhancing the protection of the City's aquatic resources; reducing flooding and erosion damages, complying with the Clean Water Act's National Pollution Discharge Elimination System (NPDES) municipal stormwater permit; and monitoring and complying with Total Maximum Daily Load (TMDL) regulations.

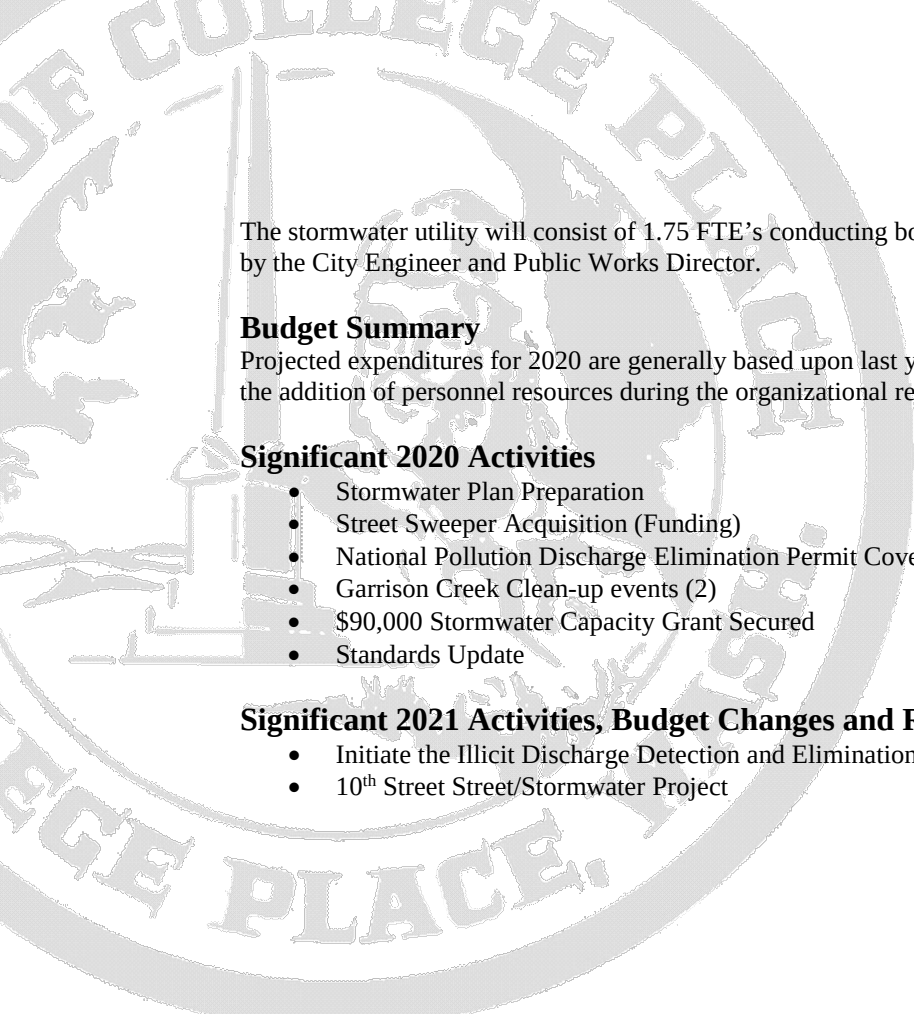
Overview:

The stormwater utility will consist of 1.75 FTE's conducting both field and administrative duties with oversight provided by the City Engineer and Public Works Director. Activities and programs include...

1. Updating the Stormwater Management Plan as necessary
2. Conducting Public Education and Outreach
 - a. Developing outreach materials
 - b. Distributing educational materials to the community about the impact of stormwater discharges to water bodies and steps that can be taken to reduce pollutants in stormwater.
3. Conducting Public Involvement and Participation Program
 - a. Stormwater advisory group...public and stakeholder participation in refining the development and implementation of the Stormwater Plan.

- 
- b. Public meetings/hearings
4. Illicit Discharge Detection/Elimination
- a. Mapping all known connections and outfalls
 - b. Implementing Illicit Discharge and Elimination Ordinance
 - c. Implementing procedures for program evaluation and assessment.
 - d. Implementing IDDE program
 - e. Developing Enforcement guidelines
 - f. Training enforcement staff
 - g. Identifying priority areas and businesses
 - h. Responding to complaints
 - i. Conducting field assessments
 - j. Keeping records
 - k. Developing procedures for characterizing illicit discharges, spills, or illegal dumping and procedures for tracing and removing sources of illicit discharges.
5. Construction Site Stormwater Runoff Control
- a. Site plan review including review of Stormwater Pollution Prevention Plans (SWPPPs) prior to construction.
 - b. Providing training information and opportunities to staff, contractors, developers, etc.
 - c. Site inspections and enforcement of construction stormwater pollution control measures.
 - d. Maintaining records of activities related to plan review, inspection, and enforcement.
6. Post Construction Stormwater Management (New Development and Redevelopment)
- a. Site plan review.
 - b. Reviewing structural best management practices and compliance with city stormwater specifications and standards.
 - c. Ensuring professional engineer design and facility certifications obtained.
 - d. Inspecting sites and stormwater facilities and enforcing post-construction stormwater control measures.
 - e. Maintaining records of activities related to plan review, inspection, and enforcement.
7. Municipal and Operations Maintenance
- a. Guidance on cleaning, washing, and painting municipal buildings
 - b. Guidance on chemical applications, mowing and vegetation maintenance at municipal parks, open spaces
 - c. Stormwater system maintenance (catch basins, flushing, etc.)
 - d. Street sweeping
 - e. Inspections
 - f. Staff Training
 - g. Record keeping
 - h. Implementing stormwater pollution protection programs at city facilities.
8. Monitoring & TMDL Compliance
- a. Developing pet waste program
 - b. Implementing illicit discharge detection and elimination system (IDDE).
 - c. Identifying and testing at two outfalls annually; conducting semi-annual stormwater-event bacteria and turbidity monitoring. Trace sources.
 - d. Submitting annual report to Ecology with...
 - i. Reporting results of outfall monitoring
 - ii. Describing actions taken to reduce fecal coliform pollution.
 - e. Submitting plan for remaining stormwater basins with focus area for IDDE program.
 - f. Submitting plan for any outfall not progressing towards percent reduction target by December 30, 2022.

Personnel/Staff

The Waterbury City Seal is a circular emblem. The outer ring contains the text "CITY OF WATERBURY" at the top and "CONNECTICUT" at the bottom. Inside the ring, there is a central shield featuring a ship on the left and a plow on the right. Above the shield is a banner with the word "VERITAS".

The stormwater utility will consist of 1.75 FTE's conducting both field and administrative duties with oversight provided by the City Engineer and Public Works Director.

Budget Summary

Projected expenditures for 2020 are generally based upon last year's expenditures with additional costs anticipated for the addition of personnel resources during the organizational restructuring.

Significant 2020 Activities

- Stormwater Plan Preparation
- Street Sweeper Acquisition (Funding)
- National Pollution Discharge Elimination Permit Coverage
- Garrison Creek Clean-up events (2)
- \$90,000 Stormwater Capacity Grant Secured
- Standards Update

Significant 2021 Activities, Budget Changes and Requests

- Initiate the Illicit Discharge Detection and Elimination Program
- 10th Street Street/Stormwater Project

2020 Accomplishments

2020 has been a great year for the fire department, with the support we have received from the Council and the City's Leadership we are making progress in ways that for years we have just barely held on to.

- Purchased a replacement water tender. (Due in November)
- Met the new service demands of COVID-19.
- Participated in a N95 mask drive.
- Acquired COVID PPE and specific disinfecting equipment.
- Hired a new Firefighter / EMT.
- Assisted neighboring departments with fire mobilizations State-wide.
- Upgraded the showers.
- Received a FEMA grant for PPE.

2021 Goals

- Control Costs
- Continue to operate the ambulance service in the black.
- Purchase a replacement wildland vehicle.
- Purchase a replacement Command trailer.
- Increase community presence.
- Look for ways to drop response boundaries, for EMS and fire to increase service levels and reduce response times to critical emergencies.
- Seek non-traditional funding sources.
- Utilize technology better, to reduce redundancy in data entry and data errors.
- Continue GEMT reimbursement for Medicaid transports
- Promote John Boose.
- Hire additional personnel to support the delivery of emergency services.
- Increase stipends for an out of town transport on call position.
- Establish an ambulance utility fee to help with staffing costs.

2021 Goals and Beyond

- Replace equipment as shown in Capital Facility Plan.