Tuesday, February 1, 2022
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_05NusReSl-g/featured

Zoom Attendee Link: https://us06web.zoom.us/j/85629035378

Or you may call this number to listen: 1-669-900-9128 ID# 856 2903 5378 Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

1. Opening Items.

Subject :	1.01 Council Reference Materials
Meeting :	Feb 1, 2022 - Electronic City Council Workshop
Category :	1. Opening Items.
Access :	Private
Type :	Information

Admin Content

Attached are various reference materials. This information will be in each agenda for both workshops & regular meetings.

Note that documents are subject to change without notice as the purpose is to have the most current information here at all times.

Administrative File Attachments

2021_Council-Committee_Meetings.pdf (44 KB)
2020_Committee_Assignments_Final.pdf (133 KB)
Council_Rules_Booklet_2020.pdf (311 KB)
Council_Terms.pdf (9 KB)
Finance_Policy 04-14-2020.pdf (985 KB)

Subject :	1.02 Call To Order
Meeting :	Feb 1, 2022 - Electronic City Council Workshop
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Hernándezwill call the meeting to order.

Subject :	1.03 Roll Call
Meeting :	Feb 1, 2022 - Electronic City Council Workshop
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Via Web	Norma L. Hernández
Council Members Via Web	Paul T. Jessup, Michael Cleveland, Loren Peterson, Tito Espinoza Jr., Melodie Selby, Heather Schermann, Monica Boyle
Staff Via Web	Administrator, Mike Rizzitiello; City Attorney, Rea Culwell; Finance Director, Brian Carleton; Public Works Director, Robert McAndrews; Police Chief, Troy Tomaras; Fire Chief, David Winter; Community Development Director, Jon Rickard; HR Manager, Shawn Doering; City Clerk, Lisa Neissl

Subject :	1.04 Pledge of Allegiance
Meeting :	Feb 1, 2022 - Electronic City Council Workshop
Category :	1. Opening Items.

Access :	Public
Type :	Procedural

Public Content

"Ipledge allegianceto 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."

2. Workshop Topics.

Subject :	2.01 Oath of Office for Officer Brandon Rhodes - Chief Tomaras
Meeting :	Feb 1, 2022 - Electronic City Council Workshop
Category :	2. Workshop Topics.
Access :	Public
Type :	Information

Public Content

Officer Brandon Rhodes has completed all training required to become a fully commissioned Peace Officer for the City of College Place. Brandon is a lateral officer from the city of Duval. Brandon grew up in College Place and is excited to return home to serve the community where he grew up.

Subject :	2.02 Council Chambers AV Design - 60% Plans - Mr. Rickard & Consultants
Meeting :	Feb 1, 2022 - Electronic City Council Workshop
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Council - Provide feedback to the design team during and after presentation. Please ask questions as they arise.

After the presentation and question session, have a discussion about naming the council room in honor a significant council person.

Historical Perspective:

Meier Architecture and Engineering was selected as the design firm for the Council Chambers AV System.

Information for Consideration:

Ed Luebben with Meier and Ajinkya Patil with Convergent Technologies will join us to present the 60% Council Chambers AV design.

Phase 1. Renovate the City Hall lobby to include energy efficient LED architectural lighting, painting, architectural features and audio visual (AV) upgrades associated with the Council Room AV replacement; renovate the Council room to include energy efficient LED architectural and AV lighting, design of a dais for a seven member council, mayor, city administrator, city attorney, city clerk, and presenter podium, and integrate a new AV system and broadcasting equipment. Replacement HVAC system design.

The objective of the AV system is that it will be an integrated system capable of handling hybrid meetings where not all of the active participants (council & staff) are attending the meeting in person, but remotely via Zoom, while simultaneously capturing the audio and video of all participants, and broadcasting to YouTube live with closed captioning. The AV presentation system upgrades include local presentation monitors (monitors integrated into the dais for uninterrupted view) and desktop computers at each dais seat/podium, large AV presentation monitors mounted to the wall(s) or ceiling for both Council and audience viewing, an AV Control system with Touch Screen Control, an AV matrix switcher, PC source connection points, wireless PC connection points and a formatted AV output to the TV Production System. The TV Production System upgrades include cameras, video switcher, recording systems and distribution equipment for local monitoring and viewing as well as web streaming. Camera system should be automated, switching from one speaker to the next without clerk assistance. Microphone and recording system will be a fully digital system with voting keys at dais seats where appropriate.

Phase 2. Future space planning to create additional office and conference room space from no longer used jail cells and sally port;

File Attachments

1-TA-College Place City Hall_012722.pdf (1,712 KB)
2-Arch plan int elevs.pdf (630 KB)
3-Phase 2 plan elevs.pdf (1,175 KB)

Subject :	2.03 Tax Increment Financing (TIF) Introduction - Ms. Culwell & Mr. Rizzitiello
Meeting :	Feb 1, 2022 - Electronic City Council Workshop
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

By constitution, statute and caselaw, the ability of Washington state cities to generate revenue is limited in type and amount, and at the most basic level, there are property taxes and excise taxes, with property taxes being the largest revenue generator for cities. Property taxes are capped to annual increases of 1%, also known as the "101% lid".

Information for Consideration:

Washington state legislature passed HB 1189 in 2021 providing an additional avenue of income for taxing districts, including cities. HB 1189 permits Tax Increment Financing (TIF). In its simplist terms, TIF permits cities to capture increased tax revenue due to increase in assessed

value of real property due to private development spured by public infrastructure investment. The incremental tax revenue increase is used to pay for the public infrastructure investment - most commonly general obligation bonds. City Administration and Mayor ask council to consider TIF for College Place.

File Attachments

TIF PPP.pdf (604 KB)
EconomicDevelopment_Projects_TIF_memo.docx.pdf (442 KB)

Administrative File Attachments

TIF PPP.pptx (728 KB)

Subject :	2.04 Assumption of Private Autumn Meadows HOA Infrastructure Under Petition Method within CPMC 3.22 Assumption of Private Infrastructure - Mr. Rizzitiello, Mr. Carleton, Ms. Culwell
Meeting :	Feb 1, 2022 - Electronic City Council Workshop
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Expenditure Required:$200,956.00Revenue would come from HOA via bank account funds and local improvement district creation.

Historical Perspective:

The Autumn Meadows subdivision dates from the mid to late 1990s. The HOA for the subdivision owns the private park, several stormwater conveyances, SE Falbo Drive, and all of the cul-de-sacs.

Information for Consideration:

The Autumn Meadows subdivision HOA has followed the process cited in College Place Municipal Code 3.22 Assumption of Private Infrastructure & 3.20 Creation of Local Improvement Districts to divest themselves of private ownership of the park property, storm conveyances, and private roads. To understand the costs of this, a engineering report was commissioned by the HOA and done by third-party engineer TD&H. Page 31 in the report goes over depreciated value of assets as well as cost of improvement. Depreciated value is $123,664. The cost to correct is $324,620. This leaves a value to the HOA to pay the City of $200,956. This will be done through a combination of existing fiscal assets the HOA has as well as the creation of a LID.

The full report was accepted Autumn Meadows Homeowners Association (HOA) Board and its members as indicated by the associated signed petitions. The Park, Arbor, and Recreation

Board during its August 19th, 2021 meeting voted to recommend the City obtain the private park property on SE Newgate Drive as part of the deal. If Council approves this the HOA would deed over the assets, give what they see fit from their bank account, and the remainder would be paid for via the creation of a Local Improvement District that would be guaranteed by the members within the subdivision.

Other areas in town have similar issues to this HOA with private infrastructure and might come up us in the future under CPMC 3.22 & CPMC 3.20. For situational awareness, areas that have Home Owners Associations with private infrastructure (water, sewer, streets, etc) include the following:

- Villages at Garrison Creek
- West Half of Sunset Villa (West of Westfair Avenue)
- Whitman PUD
- NE Tulip Lane
- NE Sedona Ln
- NE Cottonwood Ln
- NE Beechwood Ln
- NE Ash Ave (Rose to C)
- NW Schnabel Ln
- NW Laurella Ln
- NW Ruby Ln
- SE Vintage Way
- SE Tuscany Dr

File Attachments

Autumn Meadows HOA Petition.pdf (25,955 KB)
L20-053 Deficiency Analysis for Autumn Meadows REPORT ONLY.pdf (5,966 KB)
PrivateParkMap.jpg (90 KB)
CHAPTER_3.20___CREATION__ADMINISTRATION_AND_FINANCING_OF_LOCAL_IMPROVEMENT_DISTRICTS.pdf (136 KB)
CHAPTER_3.22___ASSUMPTION_OF_PRIVATE_INFRASTRUCTURE.pdf (113 KB)

Subject :	2.05 SW Davis (Fourth to Third) Street Parking Change Request - Mr. Rizzitiello
Meeting :	Feb 1, 2022 - Electronic City Council Workshop
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

Originally the street had angled parking. Then it was changed years ago to having parallel parking. This item appeared as a report during the May Utilities & Transportation Advisory Commission meeting. It was recommended by the UTAC during its August 19th, 2021 meeting.

Information for Consideration:

Walla Walla University requested a change in street parking configuration on SW Davis Avenue between Fourth and Third from parallel parking to diagonal parking. City staff, City Engineer of Record, and City's Insurance Carrier are reviewing the request. Our On-Call Engineer did a cursory analysis of the proposal and came to the conclusion that angled parking would be acceptable based on the conclusions of: low risk of accidents, posted speed limit of 25 mph, comparable parking for another jurisdiction. Roadway section meeting the minimum clear travel with for a two lane local road. One note is that SW Davis is Federally Classified Roadway. As the City grows in the future, it may be necessary to punch through SW Davis to 12th. If this becomes reality, the angled parking may need to be evaluated if higher traffic volumes are experienced.

This will appear as an action item unless directed against the last business meeting in February. We will put public comment signage out at the site prior.

File Attachments

Request.pdf (899 KB)
SWDavis_ParkingSpots.pdf (200 KB)
WWU Parking_TechnicalMemorandum_05-10-21.pdf (1,005 KB)
PoliceChiefOpinion.pdf (929 KB)

Subject :	2.06 Ambulance Utility - Rate Assessment - Mr. Carleton & Chief Winter
Meeting :	Feb 1, 2022 - Electronic City Council Workshop
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

In 2018 the City contracted with FCS to do a ambulance utility fee study. The fire department is at the point where the demands of the fire and ems service needs to be augmented to continue providing the same level of service consistently to the community.

Information for Consideration:

The ambulance utility fee is to support the fire department by adding 4 additional EMT /firefighters to have an additional paid staff person at the station 24/7. Currently the department only has one guaranteed responder on shift 24/7. By creating an ambulance utility it will enable the department to continue to meet our increasing call demand. The rate at which the utility will be charged has a number of options and this presentation will discuss the options identified and the one recommended by staff.

File Attachments

AU - Information 020122.pdf (194 KB)
AU Rate Options 012822.pdf (63 KB)

CITY OF COLLEGE PLACE
2020 COMMITTEE ASSIGNMENTS
EXTERNAL COMMITTEES / COMMISSIONS

BENTON-FRANKLIN / WALLA WALLA REGIONAL COUNCIL (RTPO)

Public Works Director – Paul Hartwig – Technical Advisory Committee (TAC)
City Engineer – Robert Gordon – Alternate TAC

BLUE MOUNTAIN ACTION COUNCIL

Council Position 4 – Loren Peterson

CHAMBER OF COMMERCE (WALLA WALLA VALLEY)

City Administrator – Michael Rizzitiello

COUNCIL ON HOUSING

City Administrator – Michael Rizzitiello

EMERGENCY MANAGEMENT EXECUTIVE COMMITTEE

Mayor – Norma Hernández
City Administrator – Michael Rizzitiello

EMERGENCY MEDICAL SERVICES / TRAUMA CARE COUNCIL

Fire Chief – David Winter

GOOD ROADS AND TRANSPORTATION ASSOCIATION (LOCAL & STATE)

Council Position 6 – Heather Schermann

LEOFF

Council Position 4 – Loren Peterson

PORT OF WALLA WALLA ECONOMIC "ADVISORY" COMMITTEE

Council Position 4 – Loren Peterson
Council Position 6 – Heather Schermann
City Administrator – Michael Rizzitiello
Mayor – Norma Hernández

REGIONAL BICYCLE COMMITTEE

Council Position 2 – Michael Cleveland
Planning Director – Jon Rickard

SOLID WASTE ADVISORY COMMITTEE (SWAC)

Council Position 7 – Byron Trop
Public Works Director – Paul Hartwig

VALLEY TRANSIT BOARD

Council Position 6 – Heather Schermann
Mayor – Norma Hernández

WALLA WALLA VALLEY METROPOLITAN PLANNING ORGANIZATION (MPO)

City Administrator – Michael Rizzitiello – Policy Advisory Committee (PAC)
Mayor – Norma Hernández –Alternate PAC
Public Works Director – Paul Hartwig – Technical Advisory Committee (TAC)
City Engineer – Robert Gordon – Alternate TAC

CITY OF COLLEGE PLACE
2020 COMMITTEE ASSIGNMENTS
INTERNAL COMMITTEES / COMMISSIONS

CIVIL SERVICE

Position 1 – Karen Scott
Position 2 – Vacant
Position 3 – JoAnn Wiggins
Staff Support – Human Resources – Shawn Doering

ECONOMIC DEVELOPMENT, TOURISM, AND EVENTS COMMISSION (EDTEC)

REGULAR MEMBERS:

Pacific Power – Bill Clemons
Andy's Market – Jeff Lambert
Columbia REA – Doug Case/Dan Andrews
Roger's Bakery – Kelli Leen
Jennifer Fuchs - Realtor

EX-OFFICIO MEMBER:

Walla Walla Valley Chamber of Commerce Executive Director (or his/her designee) – Current Designee – Kyle Tarbet

ADVISORY MEMBERS (NON-VOTING)

City Administrator – Michael Rizzitiello
Member & Staff Support – City Clerk – Lisa Neissl

FINANCE

Council Position 4, Chair – Loren Peterson
Council Position 1 – Jerry Bobbitt
Council Position 7 – Byron Trop
Mayor – Norma Hernández
City Administrator – Michael Rizzitiello
Finance Director – Brian Carleton
Staff Support – Deputy FD/HR – DaShari Cinnamon

HISTORIC PRESERVATION COMMITTEE

Stanley Green
Mike Denny
Edward Kontz
Gary Petersen
Terry Gottschall
Staff Support – Community Development Director – Jon Rickard & CD Admin Assistant

LODGING TAX ADVISORY COMMITTEE (LTAC)

Council Position 7, Chair – Byron Trop
Position 1 – Steve Owens – WW Valley Chamber
Position 2 – Ron Williams – Visit Walla Walla
Position 3 – Kristen Taylor – WWU Guest Rooms
Position 4 – Dr. Cheris Current – Vacation Rental Properties
Staff Support – City Clerk – Lisa Neissl

PARKS, ARBOR, AND RECREATION BOARD (PAR)

Randy Grant – Chair
Lafe Bissell
Jim Fry
Erin Hutchinson
Tito Espinoza
Advisory Member – City Administrator – Michael Rizzitiello
Staff Support – Deputy City Clerk – Carolyn Holm

CITY OF COLLEGE PLACE
2020 COMMITTEE ASSIGNMENTS
INTERNAL COMMITTEES / COMMISSIONS - continued

PERSONNEL

Council Position 5, Chair – Melodie Selby
Council Position 7 – Byron Trop
Mayor – Norma Hernández
Human Resources – Shawn Doering
Staff Support – Deputy FD/HR – DaShari Cinnamon

PLANNING COMMISSION

Wrandoll Brenes-Morua
Eileen Davis
Scott Duncan
Ken Louderback
Dennis Olson
Monte Puymon - Chair
Brian Roth
Advisory Member – Planning Director – Jon Rickard
Staff Support – Community Development Admin Assistant – TBD

PUBLIC SAFETY

Council Position 5, Chair – Melodie Selby
Council Position 1 – Jerry Bobbitt
Council Position 2 – Michael Cleveland
Mayor – Norma Hernández
City Administrator – Michael Rizzitiello
Police Chief – Troy Tomaras
Fire Chief – David Winter
Staff Support – PD Records Supervisor – Marianne Barr

PUBLIC WORKS

Council Position 5, Chair – Melodie Selby
Council Position 1 – Jerry Bobbitt
Council Position 4 – Loren Peterson
Mayor – Norma Hernández
City Administrator – Michael Rizzitiello
City Engineer – Robert Gordon
Public Works Director – Paul Hartwig
Staff Support – Deputy City Clerk – Carolyn Holm

RESERVE OFFICER BOARD

Mayor – Norma Hernández
Council Position 3 – Marge Nyhagen
Police Chief – Troy Tomaras
Reserve Officer – George Bennett
Member & Staff Support – City Clerk – Lisa Neissl

SAFETY COMMITTEE

Shawn Doering
DaShari Cinnamon
Paul Hartwig
Dennis Anderson
Rob Endsley
John Boose - Vice
Ron Nordman
Carolyn Holm - Chair
Member & Staff Support – PD Records Clerk - Brielle Brink - Secretary

UTILITY AND TRANSPORTATION ADVISORY COMMISSION

George Bennett (WWU) – Chair
Jeff Warshauer
Ruthell Martinez
Nadine Stecklein
Byron Trop
Advisory Member – City Engineer – Robert Gordon
Staff Support – Deputy City Clerk – Carolyn Holm

CITY OF COLLEGE PLACE
2020 COMMITTEE ASSIGNMENTS

INTERNAL COMMITTEES / COMMISSIONS - continued

VOLUNTEER FIREMAN'S BOARD

Council Position 3, Chair – Marge Nyhagen Mayor – Norma Hernández
Fire Chief – David Winter
Member & Staff Support – City Clerk – Lisa Neissl

WELLNESS COMMITTEE

HR Manager – Shawn Doering Deputy City Clerk – Carolyn Holm
Public Wks Rep – Randy Reese PD Rep – Marianne Barr
FD Rep – Charlie Drury
Member & Staff Support – Deputy FD/HR – DaShari Cinnamon

YOUTH ADVISORY COMMITTEE

Position 1, CPHS – Samantha Valladares Position 2, CPHS – Tiana Tran
Position 3, WWVA – Eli Stanciu Jr. Position 4, WWVA – Ethan Jansen
Position 5, WWU – Eric Welch Position 6, WWU – Juliana Hoffman
Advisory – City Administrator – Michael Rizzitiello
Advisory & Staff Support – Deputy City Clerk – Carolyn Holm

COUNCIL POSITION / NUMBER OF ASSIGNMENTS

Position 1 – 3 Position 2 – 2 Position 3 – 2 Position 4 – 5
Position 5 – 4 Position 6 – 3 Position 7 – 4

Confirmed by the City Council of the City of College Place, Washington, this 11th day of February, 2020.

Norma Hernández
Norma Hernández, Mayor

Attest:
Lisa R. Neissl
Lisa R. Neissl, City Clerk

2021 Regular Meetings and Events

Subject to change by committee action.

JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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31						

FEBRUARY

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28						

MARCH

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APRIL

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MAY

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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31						

NOVEMBER

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28	29	30				

DECEMBER

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26	27	28	29	30	31	

Key:

- Holiday - City Hall Closed
- ~~1/2 Day Holiday~~
- Council 7:00PM
- PAR 8:00AM
- UTAC 3:30PM
- Freedom Festival - June 27th, 2021
- Workshop 5:30PM
- Historic Preservation 4PM
- DAB 4:30 PM
- Fall Festival - October 29th, 2021
- Planning 7:00PM
- YAC 4:00PM
- LTAC 3:30PM
- Winterfest - December 2nd 2021
- EDTEC 5:00PM
- Civil Service - 2nd Thursday at Noon
- Farm Market

City of College Place City Council Rules

Established by Resolution 20-003
January 28, 2020

To be used in conjunction with the American Institute of Parliamentarians Standard Code of Parliamentary Procedure and Statutes of Washington State, Specifically RCW 35A

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Section 1: General Rules:

1.1 Meetings to be public: All official meetings of the Council shall be open to the public with the exception of the executive sessions for certain limited topics, as defined in section 2.4 of this Resolution.

1.2 Quorum: Four Council Members shall be in attendance to constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to a later time.

1.3 Compelling attendance: The Council might adjourn from day-to-day to compel the attendance of absent members.

1.4 Journal of proceedings: An account of all proceedings of the Council shall be kept by the City Clerk and shall be entered in a book constituting the official record of the Council.

1.5 Ordinances: Confined to one subject; Exceptions: No ordinance except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code, or an ordinance adopting a code of ordinances, shall relate to more than one subject, which shall be clearly stated in its title.

1.6 Right of floor: Any member desiring to speak shall be recognized by the Chair, and shall confine his or her remarks to. The Subject under consideration or to be considered.

1.7 City Attorney: The City Attorney shall attend all meetings of the Council, unless excused by the Mayor. Any member of the Council may, at any time during a regular or special meeting of the Council, call upon the City Attorney for an oral or written opinion to decide any question of law.

1.8 City Clerk: The City Clerk, or such other person as the Mayor may designate, shall be ex-officio Clerk of the Council and shall keep minutes of the meeting and perform such other further duties in the meeting as may be ordered by the Mayor.

1.9 Officers and Employees to Attend: The head of any department or any officer or employee of the city, when requested by the Mayor, or the City Council, shall attend any regular, executive or special meeting and confer with the Council on matters relating to the city.

1.10 Conflict of Interest: A Council member may not vote on a matter where he or she would be especially benefitted and shall absent himself or herself from Council Chambers during the time said matter is being discussed and voted on by the Council.

1.11 Procedures for Filling Vacated Positions

a. In the event of a vacancy on the Council or in the Office of Mayor, the City Clerk shall, within two weeks of the occurrence of such vacancy, publish a notice in the Walla Walla Union Bulletin notifying of such vacancy and soliciting written applications from qualified persons to fill such vacancy. The applications shall be accompanied by a written questionnaire to be completed by each applicant. Such notice shall be in a form acceptable to the City Administrator and the City Attorney.

b. Such notice shall establish a deadline for the submission of applications and answers to the questionnaires, which shall be no less than fifteen (15) days from the date the notice is published.

c. Once this deadline has passed, the City Clerk shall review each application to ensure that each applicant is a registered voter of the City at time of application, and has been a resident of the City for at least one year.

d. Once the Clerk has reviewed the applications to determine eligibility per the provisions of the preceding paragraph of this resolution, those applicants that are determined to be eligible shall be notified to appear before the Council to submit to an interview by the Council. Applicants will be asked to remain in the foyer when each separate applicant is interviewed, PROVIDED, HOWEVER, that the applicants as a group shall be advised that if anyone of them objects to this process, then they shall all be permitted to remain in Council Chambers for each interview conducted.

e. At the conclusion of all interviews the Council shall adjourn to executive session pursuant to RCW 43.30.110(1)(h) to evaluate the qualifications of the applicants, PROVIDED, HOWEVER, that final action appointing an applicant to office shall be in a meeting open to the public.

f. Upon completion of the Executive Session, Council shall return to open session and the Mayor or Mayor Pro Tem shall request nominations from Council Members, who may then nominate the applicants of their choice. A second shall be required for each nomination. Only those that submitted applications shall be eligible for nomination.

g. Council members shall then vote for the nominees of their choice. Absent members shall be permitted to vote by phone. The nominee with the majority of the votes cast is then selected to fill the vacancy. In the event of a tie, the Mayor may vote. If no candidate receives a majority vote, Council may adopt motions to enable it to complete the election by majority vote within a reasonable time.

Section 2: Types of Meetings:

2.1 Regular Council meeting: The Council meeting dates and times shall be set by Ordinance and specified in Title 2 – Administration of the College Place Municipal Code.

2.2 Special Meetings: Special meetings may be called by the Mayor or any three members of the Council. The City Clerk shall prepare a notice of the special meeting, stating the time, place, and object, and personally serve notice upon each of the City Council at least 24. Hours before the time of meeting. The City Clerk shall attempt to notify each member of the Council in person, either by telephone or otherwise, of the special meeting. The City Clerk shall give notice of the special meeting to each local newspaper of general circulation, and to each local radio and television station which has filed with the clerk a written request to be notified of special meetings. The City Council may not discuss nor make final disposition of any matter not mentioned in the notice.

2.3 Special meetings may be called in less than 24 hours, and without the notice required in this section, to deal with emergencies involving injury or damage to persons or property or the likelihood of such injury or damage if the notice requirements would be impractical or increase the likelihood of such injury or damage.

2.4 Executive Sessions: Executive sessions, or closed meetings, may be held in accordance with the provisions of the Washington state open public meetings act. Topics that may be discussed are: (1) personnel matters, (2) considerations of acquisition of property for public purposes or sale of city-owned property, (3) potential or pending litigations in which the city has an interest, and any other as provided in the revised code of Washington. (42.30 .110)

2.5 Conducting of:

a. Executive sessions must be part of a regular or special meeting. (RCW 42.30.110)

b. Before convening in executive session, the presiding officer must publicly announce the purpose for excluding the public and the time when the executive session will conclude. The executive session may be extended by an announcement of the presiding officer. (RCW 4-2.30.100 (2))

c. Final adoption of an "ordinance resolution, rule, regulation, order or directive" must be done in the "open" meeting. (RCW 42.30.060)

2.6 Attendance of media at Council meetings: All official meetings of the City Council and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

Section 3: Chairman and Duties:

3.1 Chairman: The Mayor, if present, shall preside as chairperson at all meetings of the Council. In the absence of the Mayor, the Mayor pro-tem shall preside. In the absence of both the Mayor and the Mayor pro-tem, the Council shall elect a chairperson.

3.2 Call to order: The meetings of the Council shall be called to order by the Mayor or, in their absence, by the Mayor pro-tem. In the absence of both the Mayor and the Mayor pro tem, the meeting shall be called to order by the City Clerk for the election of a temporary chairperson. Four Council members shall be in attendance to constitute a quorum.

3.3 Preservation of order: The chairperson shall preserve order and decorum, prevent attacks on personalities or the impugning of a member's motives, and confine members in debate to the question under discussion.

3.4 Questions to be stated: The chairman shall state all questions submitted for a vote and announce the result. A roll call vote shall be taken upon the request of any member.

3.5 No member shall speak more than twice on the same subject without permission of the presiding officer.

3.6 Motions to reconsider must be by a member who voted with the majority, and at the same or next succeeding meeting of the Council.

3.7 Each member present should vote on all questions put to the Council, except as to matters with respect to which such Council member has a disqualifying interest.

3.8 The presiding officer of the Council may, at his or her discretion call any member to take the chair, to allow him or her to address the Council, make a motion, or discuss any other matter at issue.

3.9 All questions of order shall be decided by the presiding officer of the Council with the right to appeal to the Council by any member.

3.10 A motion for adjournment shall always be in order.

Section 4: Creation of Committees, Boards, and Commissions:

4.1 Citizen committees, boards and commissions: The Council may create committees, boards, and commissions to assist in the conduct of the operation of the city government with such duties as the Council or Mayor may specify.

4.2 Membership and selections: Membership and selection of members shall be as recommended by the Mayor and approved by the Council. Any committee, board, or commission so created shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by a majority vote of the Council. No committee so appointed shall have powers other than advisory to the Council or to the Mayor unless otherwise specified.

4.3 Removal of members of boards and commissions: The Council may remove any member of any board or commission which it has created by a vote of at least a majority of the Council.

Section 5: Citizen's Rights:

5.1 Addressing the Council: Any person desiring to address the Council by oral communication shall first secure the permission of the Presiding Officer.

5.2 Manner of addressing the Council - time limit: Each person addressing the Council shall give his/her name and address in an audible tone of voice for the record and, unless further time is granted by the Council, shall limit their address to five minutes. No person may transfer any portion of their time allotment to another person. All remarks shall be addressed to the Council as a body, and not to any member thereof. No person, other than members of the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked the Council Members, except through the Presiding Officer.

5.3 Personal and slanderous remarks: Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, while addressing the Council may be requested to leave the meeting and may be forthwith, by the Presiding Officer, barred from further audience before the Council during that Council meeting.

5.4 Reading of protests: Interested persons, or their authorized representatives, may address the Council for the reading of protest, petitions, or communications relating to any matter over which the Council has control, when the item is under consideration by the Council, if a majority of the Council present agrees to let them be heard.

5.5 Mayor may appoint committee or refer citizens' complaints: The Mayor may appoint a committee of three members of the city Council to hear citizen's complaints or may refer citizen's complaints to an executive session of the City Council, whenever the subject would be appropriate.

5.6 Written communications: Interested parties, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the city's business or over which the Council had control at any time by direct mail or by addressing the City Clerk and copies will be distributed to the Council Members.

Section 6: Suspension and Amendment of These Rules:

6.1 Suspension of these rules: Any provision of these rules may be temporarily suspended by a vote of a majority of the Council. The vote on any such suspension shall be taken by ayes and nays and entered upon the record.

6.2 Amendment of these rules: These rules may be amended, or new rules adopted, by a majority vote of all members of the Council, provided that the proposed amendments or new rules shall have been introduced into the record at prior Council meeting.

Section 7: Parliamentary Procedure:

7.1 The Standard Code of Parliamentary Procedure shall govern the deliberations of the Council when there is no specific guideline set in the foregoing rules, subsequent City of College Place Ordinances and Resolutions, or the statutes of the State of Washington –
Specifically RCW 35A

College Place
CITY COUNCIL MEMBERS
2020

MAYOR

HERNANDEZ, Norma — **December 31, 2021**
nhernandez@cpwa.us

COUNCIL MEMBERS

Position 1
BOBBITT, Jerry — **December 31, 2021**
jbobbitt@cpwa.us

Position 2
CLEVELAND, Michael — **December 31, 2021**
mcleveland@cpwa.us

Position 3
NYHAGEN, Marge — **December 31, 2021**
mnyhagen@cpwa.us

Position 4
PETERSON, Loren — **December 31, 2023**
lpeterson@cpwa.us

Position 5
SELBY, Melodie — **December 31, 2023**
mselby@cpwa.us

Position 6
SCHERMANN, Heather — **December 31, 2023**
hschermann@cpwa.us

Position 7
TROP, Byron — **December 31, 2021**
btrop@cpwa.us

2020

Financial Policy

City of College Place, Washington

4/14/2020

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A. Purpose

The 2020 Financial Policy assembles all of the City's financial policies in one document. They are the tools to ensure that the City is financially able to meet its immediate and long-term service objectives. The individual policies contained herein serve as guidelines for both the financial planning and internal financial management of the City.

The City of College Place is accountable to its citizens for the use of public dollars. Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community's present and future needs. These policies safeguard the fiscal stability required to achieve the City's goals and objectives.

B. Objective

In order to achieve its purpose, the Financial Policies have the following objectives for the City's fiscal performance.

B-1 To guide the City Council and management policy decisions that have significant impact.

B-2 To set forth-operating principles that minimize the cost of government and financial risk.

B-3 To employ balanced and fair revenue policies that provide adequate funding for desired programs.

B-4 To maintain appropriate financial capacity for present and future needs.

B-5 To promote sound financial management by providing accurate and timely information on the city's financial condition.

B-6 To protect the City's credit rating and provide for adequate resources to meet the provision of the City's debt obligations on all municipal debt.

B-7 To ensure the legal use of financial resources through an effective system of internal controls.

B-8 To promote cooperation and coordination with other governments and the private sector in the financing and delivery of services.

C. General Budget Policies

C-1 Department directors have primary responsibility for formulating budget proposals in line with City Council and Mayor direction, and for implementing, monitoring, and reporting them once they are approved.

C-2 All City Departments share in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and programs will be developed to reflect current policy directives, projected resources, and future service requirements.

C-3 The Mayor and City Administrator with assistance from the Finance Department may develop administrative directives and general procedures for implementing the City Council's financial policies.

C-4 The Finance Department is responsible for coordinating the overall preparation and administration of the City's budget and Capital Investment Program Plan. This function is fulfilled in compliance with applicable State of Washington statutes governing local government budgeting practices.

C-5 The Finance Department assists department staff in identifying budget problems, formulating solutions and alternatives, and implementing any necessary corrective actions.

C-6 The City Council shall adopt the budget by ordinance at the fund level.

C-7 The City Council may adopt resolutions or ordinances to set financial policies to assure the financial strength and accountability of the City.

C-8 Interfund charges will be based on recovery of the both direct and indirect costs associated with providing those services.

C-9 Regular employee positions will normally be budgeted only in the City's operating funds.

C-10 Monthly financial reports, including a review of budgeted expenditures and revenues, will be prepared and reported to the Council at regular meetings. Included will be provisions for amending the budget during the year in order to address unanticipated needs, emergencies, or compliance with State of Washington budgetary statutes. Budget adjustments requiring City Council approval will occur through a process coordinated by the Finance Director and will occur prior to fiscal year end.

C-11 The Finance Department will review agenda items with potential fiscal impact submitted for City Council action. The objective of these reviews will be to ensure compliance with the budget and disclosure of all fiscal issues to the Council. This information will be presented in the fiscal impact section of each agenda bill.

C-12 Revenues derived from fees associated with development will be designated for the support of activities within the public works and community development functions of the city.

C-13 The City's budget presentation will be directed at displaying the City's services plan in a Council/constituent-friendly format.

C-14 The City will maintain equipment replacement funds that will receive annually budgeted contributions from the operating expenses of departments owning the capital equipment in an amount necessary to replace the equipment at the end of its useful life. Life cycle assumptions and required contributions will be reviewed annually as part of the budget process. Monies collected from the sale of assets carried on the equipment replacement schedules will be receipted to equipment replacement funds.

C-15 Operating Deficits: Recurring revenues will be sufficient to support recurring expenditures. Revenue estimates will be realistic and debt financing will not be used to support recurring operating expenses.

C-16 Interfund Loans and Transfers: Any interfund transfers and/or loans will be completed only after specific Council approval or inclusion in the approved annual budget.

C-17 Resources Greater than Budgeted Expenditures – Resources (fund balances) greater than budgeted expenditures in any fund shall be considered “one time” resources and shall not be used to fund ongoing service delivery programs unless approved by Council.

C-18 Full Time Equivalent (FTE) Budgeting – As a tool for Council consideration, all adopted budgets of the City will list the actual and proposed FTE allocation by department.

C-19 Current Service Levels – To aid in the prudent management of City affairs, City service levels will be established, monitored, and reviewed so a determination of required resources (both personnel and non-personnel) can be made for the ensuing budget year.

C-20 Expenditures that Delay Future Cost Increases – When practical, resources should be allocated for selective expenditures whose purpose is to avoid even larger costs in the future.

C-21 Expenditures that Forestall Adding Permanent Staff – Recognizing that personnel-related expenditures represent the largest portion of the City’s budget, methods to increase efficiency should receive priority funding if it can forestall the addition of permanent staff.

C-22 Future Fiscal Effect of Programs or Personnel – Whenever new or additional programs or personnel are proposed, the current and future fiscal impact (as reflected in the 6-year financial forecast) shall be determined and reported to the City Council to aid in their deliberations.

C-23 Commitments that Can Reasonably be Maintained Over the Long Term – Funding for new programs and services should be limited to the extent that they can be funded over the near-to-long term given the current revenue stream.

C-24 Overhead and Full Cost Allocation- Department and Fund budgets shall be prepared in a manner that reflects the full cost of providing services.

C-25 Maintenance of Quality Service Programs – If expenditure reductions are necessary, elimination of selective services is preferable to across-the-board cuts.

C-26 Efforts should be coordinated with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis, and support favorable legislation at the state and federal level.

C-27 Initiate, encourage, and participate in economic development efforts to create job opportunities and strengthen the local economy.

C-28 The City will strive to maintain fair and equitable relationships with its contractors and suppliers.

C-29 Distinguished Budget Presentation – As staffing allows, the City will work toward producing a budget document that meets the Distinguished Budget Presentation program as defined by the Government Finance Officers Association (GFOA).

C-30 The City will subscribe to the various budgetary deadlines established in RCW 35A.33 for non-charter code cities.

D. Funds

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The City uses governmental, proprietary, and fiduciary funds. Each governmental fund, expendable trust, or agency fund is accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balances, revenues, and expenditures. Proprietary and similar trust funds use the revenue, expenses, and equity accounts similar to businesses in the private sector. The City of College Place segregates money to funds based on use and function as is specified by the Budgeting Accounting Reporting System (BARS) cash basis manual created by the State of Washington Auditor's Office. The City of College Place has 33 active funds. Funds can be added or omitted to the city ledger of accounts based upon future updates of the BARS manual, recommendation of city finance staff, and passage of an ordinance by City Council. Types and definitions of funds are located below.

D-1 Current Expense Fund #001 – This is the city's primary operating fund. It accounts for all financial resources except those required to be accounted for in other funds and is generally considered to represent the ordinary operations of the city.

D-2 Technology Reserve Fund #012 – This fund is a sub-fund of Current Expense #001 and is used to account for all transactions related to information technology across the city.

D-3 Current Expense Reserve Fund #005 – This fund is a sub-fund of Current Expense #001 and is used as a reserve used to fund emergency situations as approved by City Council.

D-4 Employee Benefit Reserve Fund #061 – This fund is a sub-fund of Current Expense #001 and primarily funds post-employment benefits.

D-5 Street Fund #100 – This fund covers the operation and maintenance of city-owned transportation thoroughfares.

D-6 Criminal Justice Fund #120 – This fund is restricted to innovative law enforcement strategies, programs for at-risk children, and programs related to domestic violence.

D-7 Forfeited Proceeds Fund #121 – This fund is utilized for drug enforcement and related activities.

D-8 Hotel/Motel Tax Fund #130 – This fund is Utilized for community development.

D-9 ULTGO Bond Fund #201 – Debt service for the College Avenue/Rose Street project.

D-10 LTGO Bond Fund #202 – Debt service for a new fire engine the City acquired.

D-11 Commercial Drive Fund #235 – Debt service to construct Commercial Drive.

D-12 Street Capital Contribution Fund #301 – Capital Fund used as an escrow account for developer contributions for street related impacts as a result of approved projects. Funds can only be used for street infrastructure impacted by the developer's project.

D-13 Capital Improvement Fund #305 - This fund is used to receipt the first ¼% tax on real estate sales in the city. Can only be used for capital projects listed on the City's Capital Facilities Plan.

D-14 Capital Improvement Fund #306 – This fund is used to receipt the second ¼% tax on real estate sales in the city which was adopted by City Council in December 2016. Can only be used for capital projects listed on the City's Capital Facilities Plan.

D-15 CDBG Project Fund #309 – This fund is used to segregate capital projects from CDBG grant funds.

D-16 Street Improvement Fund #311 – This fund is used to segregate street capital projects.

D-17 Facility Maintenance Reserve Fund #315 – This fund is used to segregate expenditures on city facility maintenance and replacement.

D-18 Equipment Reserve Fund #320 – This fund is a reserve for expensive equipment. It is entirely funded by transfers from the appropriate departments in which the equipment is found.

D-19 Economic Development Fund # 330 – This fund is utilized for capital projects that are tied to economic development and infrastructure development in commercial areas.

D-20 Economic Development Reserve Fund #340 - This fund was created to provide capital funding for projects that would result in additional economic financial return on investment to the City.

D-21 Water Fund #400 – This fund covers the day to day operation and maintenance of the water utility.

D-22 Wastewater Fund #401 – This fund covers the day to day operation and maintenance of the wastewater utility.

D-23 Stormwater Fund #402 – This fund covers the day to day operation and maintenance of the stormwater utility.

D-24 Stormwater Capital Reserve Fund #403 – This fund pays for major equipment and infrastructure programs used to support the Stormwater Utility.

D-25 Water Capital Reserve Fund #410 – This fund pays for major equipment and infrastructure necessary to support the Water Utility.

D-26 Wastewater Capital Reserve Fund #411 – This fund pays for major equipment and infrastructure necessary to support the Wastewater Utility.

D-27 Wastewater Debt Service Fund #412 – Debt service for Wastewater Treatment Plant SRF and PWTF loans are paid out of this fund. Additionally, an annual transfer is made from this fund to Fund #425 for payment toward the 2007 Water/Sewer Bonds.

D-28 Water Capital Improvement Reserve/Debt Service Fund #413 – Debt service for the Eastside Water System Improvements is paid out of this fund. Additionally, an annual transfer is made from this fund to Fund #425 for payment toward the 2007 Water/Sewer Bonds.

D-29 Water & Sewer Revenue Bond Fund #425 – Debt service on the 2007 Water/Sewer Bonds for the East Whitman Drive improvements is paid out of this fund.

D-30 Water & Sewer Bond Reserve Fund #426 – This fund will become the Debt Service Fund for the 2017/2018 Water System Revenue Bonds, if issued.

D-31 Water System Construction Fund #431 – This fund tracks revenues and expenses for capital improvements to the water system.

D-32 Equipment Rental & Replacement Fund #500 – Supports all departments of the city for the operation, maintenance, and availability of city owned vehicles and equipment.

D-33 Flexible Benefits Plan Fund #625 – Fiduciary fund tracking of deposits and payments in and out of the City's Section 125 Flexible Spending Plan.

E. Reserve & Contingency Funds

Adequate reserve levels are a necessary component of the City's overall financial management strategy and a key factor in external agencies' measurement of the City's financial strength. Prudent use of reserve funds enables the City to defray future costs, take advantage of matching funds, and other beneficial (but limited) opportunities. Reserve funds provide the city with the ability to exercise flexible financial planning in developing future capital projects. Reserve funds are necessary to enable the City to deal with unforeseen emergencies.

E-1 Unreserved Fund Balances – It is the City's policy to maintain an unreserved fund balance within all operating funds in a reasonable amount for emergency or unforeseen needs. The target ending fund balance shall be at least 17% of the budgeted revenues (excluding transfers in and interfund loan repayments) for the Current Expense Fund and at least 60 days' operating and maintenance expense for the other City operating funds.

E-2 Debt Service Funds – It is the City's policy to maintain, as a target, a one (1) year average annual debt service payment reserve for all debt except assessment debt.

E-3 Facilities Capital Reserve – The City has Facility Maintenance Reserve Fund #315 to address unforeseen City facilities capital expenditures. Contributions to the Facilities Capital Reserve Fund will be budgeted from the Real Estate Excise Tax (REET) #305 and #306 and/or Current Expense Fund #001 resources. The fund balance target to maintain in this account is $300,000.

E-4 Rainy Day Fund #005 – Once unreserved fund balance goals are met the City will establish a rainy day fund with the purpose of meeting any unforeseen municipal expense. Annual contributions to this fund will be budgeted from Current Expense Fund resources. All expenditures from this fund shall have prior approval of the City Council. The City will strive to achieve a target reserve fund balance of 10% of the Current Expense Fund's annual budgeted revenues (excluding transfers in and interfund loan repayments).

F. Revenue Policy

F-1 Revenue estimates should be prepared on a conservative basis to minimize the economic fluctuations that could imperil ongoing service programs during the upcoming budget cycle. Revenue increases greater than inflation will require additional documentation. Major revenue sources will require explanation.

F-2 Current revenues will be sufficient to support current expenditures.

F-3 All fees for service shall be reviewed on an annual basis and approved by City ordinance.

F-4 Revenues of a limited or indefinite term will not be used to fund ongoing service programs.

F-5 Grant applications to fund new service programs will be reviewed with due consideration being given to whether locally generated revenues will be required to support these programs when outside funding is no longer available.

F-6 Whenever possible, charges for services shall be set at an amount that reflects the actual cost of service delivery.

F-7 The City should strive to maintain a diversified mix of revenues in order to maintain needed services during periods of declining economic activity.

a. A base of property taxes and other stable revenues should be developed and maintained to provide a reliable base of revenues during periods of economic downturn.

b. The City's overall revenue structure should be designed to recapture for the City some of the financial benefits resulting from City economic and community development investments.

F-8 The following factors will be considered when the City's taxes are increased, extended, changed, or reduced:

a. Stability of the tax source over its expected life

b. Suitability for a pledge against future debt, if that is part of the City Council's long range intent for the new tax.

c. Spread the tax burden throughout the City's tax base by utilizing a broad array of tax sources available and by investigating mitigation of inequities and hardships where appropriate (e.g. property tax rebates for low-income elderly). Legislative remedies for harmful tax impacts should be sought where appropriate.

d. Apply the tax impact information for both residential and business taxpayers against a future vision of what the tax policy decision is intended to foster, in addition to the raising of revenues.

F-9 As much as reasonably possible, City services that provide private benefit should be supported by fees and charges in order to provide maximum flexibility in use of general City taxes to meet the cost of services of broader public benefit. Charges for services that benefit specific users should be fully recovered, including all direct and indirect costs including but not limited to, capital costs, department overhead, and Citywide overhead. Departments that impose fees for service charges should prepare and periodically every five years' update cost-of-service studies for such service. When consistent with legal requirements, other City interests such as remaining competitive within the region or meeting other City objectives may dictate a subsidy of a portion of the costs of such services. Factors to consider when determining possible subsidies include job creation and the expansion of property and sales tax bases.

F-10 Rate increases should be small and applied frequently to avoid an overly burdensome future increase.

F-11 The City will not use deficit financing and borrowing to support on-going operations in the case of long-term (greater than one year) revenue downturns. Revenue forecasts will be revised and expenses will be reduced to conform to the revised long-term revenue forecast or revenue increases will be considered.

G. Expenditure & Operating Policy

G-1 Expenditures approved by the City Council define the City's spending limits for the upcoming fiscal year. The City will maintain an operating philosophy of cost control and responsible financial management.

G-2 Budgeted annual expenditures will be maintained within the limitations of annual revenues.

G-3 All interfund borrowings shall only be completed following approval of the City Council.

G-4 Short-term borrowings (less than 5 years and less than $20,000) will not be done without full financial analysis and the Council shall be informed of all such borrowings. Such borrowings may include commercial lines of credit, equipment loans, and capital leases.

G-5 All long-term borrowing (greater than 5 years and $20,000) shall include full life-cycle financial analysis and prior approval by the City Council.

G-6 All authorized positions will be budgeted for a full year and with the best estimate of benefit rate unless specifically designated by the City Council as a partial-year position.

G-7 Ongoing resources should be equal to or exceed ongoing expenditures. Each City fund budget shall identify ongoing resources that at least match expected ongoing annual requirements. One-time cash transfers and non-recurring ending fund balances will be

applied to reserve or to fund one-time expenditures; they will not be used to fund ongoing programs.

G-8 The City will seek to optimize the efficiency and effectiveness of its services to reduce costs and improve service quality.

G-9 *Accurate inventories of physical assets, their condition, life span, and cost will be maintained.*

G-10 The Finance Department will develop, maintain, and constantly seek to improve cash management systems which ensure the accurate and timely accounting, investment, and security of all cash assets. All cash received by City departments will be deposited the same business day as feasible. The Finance Director has oversight over cash handling policies and procedures.

H. Purchasing

H-1 Purpose

This code establishes guidance for:

a. Acquisition of materials, supplies, and equipment not associated with a public works project.

b. Contracting for personal and purchased services.

c. Contracting for architectural and engineering services.

d. Selection and bidding requirements for public works projects.

H-2 Policy statement

The city desires a fair and open process for procurement of goods and services that is free from the potential for bias and conflict of interest. In addition, the city desires consistent and appropriate practices for solicitations and contracting. All procurements of goods and services shall provide the city with the best quality and best value. All purchases are to be made within budgetary limitations and for the purpose of the goals and objectives approved in the city's budget. Any requested purchase that is not included in the current city budget shall be pre-approved by the department head, city administrator or city council, based on allowable signing authority. All purchases made by the city shall ultimately be approved by the city council through the voucher approval process in accounts payable.

H-3 Definitions

For purposes of this chapter the following words and phrases shall be defined as follows:

a. "Award" means the formal decision by the city notifying a responsible bidder with the lowest responsive bid of the city's acceptance of the bid and intent to enter into a contract with the bidder.

b. "Bid limits" means dollar amounts below which neither competitive bids nor the small works roster process is required for the purchase of equipment, supplies, materials or for public works projects.

c. "Competitive bids" means a process following advertisement in designated legal newspapers and other media for equipment, supplies, material, and public works contracts open to all suppliers, vendors, and contractors, and in which price is the primary basis for consideration and contract award.

d. "Contract" means a contract in writing for the execution of public work for a fixed or determinable amount duly awarded after advertisement and competitive bid, or a contract awarded under the small works roster process in RCW 39.04.155.

e. "Emergency" means unforeseen circumstances beyond the control of the city that either: (1) present a real, immediate threat to the proper performance of essential functions; or (2) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

f. “Informal quote” means a quote or estimate conveyed verbally over the phone or in person that is documented by city staff in notes or memos.

g. “Ordinary and necessary” means common and accepted in your trade or business and helpful and appropriate for your trade or business. An expense does not have to be indispensable to be considered necessary.

h. “Personal services” means services that involve technical expertise provided by a consultant to accomplish a specific study, project, task, or other work.

i. “Purchased services” are those provided by vendors for routine, necessary, and continuing functions of a local agency, mostly relating to physical activities.

j. "Professional services agreement" means an agreement with an independent contractor for the rendering of professional services to the city. The city does not provide direction to the provider. The city states a goal and objective and the provider, under his/her own direction, accomplishes the goal.

k. "Public work" means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the city, or which is by law a lien or charge on any property therein.

l. "Qualified based selection" means a competitive procurement process in which consultants submit qualification and/or non-cost proposal. Selection based on most highly qualified firm, then final project scope and associated fee negotiated.

m. "Request for proposal (RFP)" means similar to the formal bid process, except that factors other than price are used to award the contract.

n. "Request for qualifications (RFQ)" means a procurement process with a focus on the qualification of the consultants, including experience of key staff, relevant past experience of the company, and client references.

o. "Responsible bidder" means a contractor who meets the criteria in RCW 39.04.010 and 39.04.350.

p. "Small works roster (SWR)" means a process through which there is competition for public works contracts following notification, normally through a request for quotes (RFQ), to some or all public works contractors who have requested placement on a roster kept by the local government agency.

q. "Public agency work or day labor limits" are limits set by the state legislature on the amount of public works that can be accomplished using the city's own work force or by hiring day laborers. Limits are expressed as specific dollar amounts for single or multiple craft projects.

H-4 Adoption of RCW by reference

The provisions of the following RCW sections are adopted by reference, together with any amendments or additions hereafter made:

a. RCW 35A.40.200, General law relating to public works and contracts, which references the following:

i. RCW 35.23.352, Public works contracts.
ii. RCW 39.04.010, Definition of public work.
iii. RCW 39.04.020, Day/agency labor limits.
iv. RCW 39.04.105, Protest procedures.
v. RCW 39.04.190, Purchase contract process.
vi. RCW 39.04.200, List of contracts awarded through purchase contract process.
vii. RCW 39.04.280, Emergency or sole source purchases.
viii. RCW 39.04.350, Lowest responsible bidder.
ix. RCW 39.04.155, Small works roster.
x. RCW 39.12.020, Prevailing wages.

b. RCW 35A.40.210, Public work or improvement – Procedures – Purchases.

c. Chapter 39.10 RCW, Alternative Public Works Contracting Procedures.

d. Chapter 39.30 RCW, Competitive Bidding Violations.

e. Chapter 39.34 RCW, Intergovernmental Cooperative Purchasing Agreements.

f. Chapter 39.80 RCW, Architectural and Engineering Services.

g. RCW 42.23.030, Interest in contracts prohibited.

H-5 Payment of Claims

a. Pursuant to RCW 35A.40.20, the city adopts a policy for the payment of claims and obligations of the city from solvent funds by bank checks from banking institutions duly designated by the appropriate city staff, it being further policy that the officers

authorized shall be the mayor, city administrator and finance director and/or those designated by duly approved resolution of the city council.

b. It is further the policy that all funds for which checks are drawn shall be solvent at the time payment is ordered. Dual signatures shall be required on all banking instruments and transactions except the transfer of moneys between checking, market interest, savings, investments and clearing accounts established on behalf of the city.

c. Payment of transactions by ACH/EFT, require the approval/authorization of the Finance Director and subsequently approved by City Council.

d. The mayor, city administrator or mayor pro tem in the absence of the mayor, is authorized to pay and disburse from city funds such charges as are billed to the city for goods or services received by the city before such payment is approved by the city council.

H-6 Purchasing Policy Procedures

a. The following procedures will be followed when procuring goods or services:

Purchasing and Contracting Matrix

TYPE	AMOUNT	APPROVAL AUTHORITY	MINIMUM PROCEDURE	ADDITIONAL NOTES
Purchase of Ordinary and Necessary Supplies, Materials, and Equipment	Up to $500	Department Director	P.O. and/or Invoice	Informal Quotes
	Up to $7,500	City Administrator	P.O. and Invoice	Informal Quotes
	$7,501 - $15,000	City Administrator	Vendor Roster or Competitive Bid, P.O. and Invoice	Minimum of 3 informal or written quotes if using vendor roster
	$15,001 and Over	City Council	Competitive Bid, P.O. and Invoice	Formal bid process according to RCW 35.23.352
Public Works Contracts	Up to $500	Department Director	P.O. and Invoice	Informal quote from any licensed contractor
	Up to $2,500	City Administrator	P.O. and Invoice	Informal quote from any licensed contractor
	$2,501 - $15,000	City Administrator	Contract, P.O. and Invoice	Request informal bids from 2-3 licensed contractors.
	$15,001 - $40,000 (single trade)	City Council	Contract, P.O. and Invoice	Request informal bids from 2-3 licensed contractors.
	$40,001 - $300,000 (single trade)	City Council	Small Works Roster or Competitive Bid, Contract, P.O. and Invoice	Post bidding/contract documents on agency website or on a service provider's, such as Builders Exchange, Daily Journal of Commerce, etc., and send email announcement to all contractors in the appropriate SWR category requesting quotes by a certain date, OR, request formal bids from minimum of 5 SWR contractors with the appropriate capabilities. If estimated cost of work is greater than $150,000 and less than all appropriate SWR contractors are invited to bid, then notification must be sent to all other appropriate SWR contractors that bids were sought.
	$15,001 - $65,000 (multiple trades)	City Council	Contract, P.O. and Invoice	Request informal bids from 2-3 licensed contractors.
	$65,001 - $300,000 (multiple trades)	City Council	Small Works Roster or Competitive Bid, Contract, P.O. and Invoice	Post bidding/contract documents on agency website or on a service provider's, such as Builders Exchange, Daily Journal of Commerce, etc., and send email announcement to all contractors in the appropriate SWR category requesting quotes by a certain date, OR, request formal bids from minimum of 5 SWR contractors with the appropriate capabilities. If estimated cost of work is greater than $150,000 and less than all appropriate SWR contractors are invited to bid, then notification must be sent to all other appropriate SWR contractors that bids were sought.
	$300,001 and Over	City Council	Competitive Bid, Contract, P.O. and Invoice	Formal bid process according to RCW 35.23.352

Limited Public Works	Up to $15,000	City Administrator	Small Works Roster	Solicit bids from a minimum of 3 appropriate SWR contractors
	$15,001 - $35,000	City Council	Small Works Roster	Solicit bids from a minimum of 3 appropriate SWR contractors
Architects & Engineers	Up to $15,000	City Administrator	Consultant Roster, Contract/P.O. and Invoice	Request proposals from 1-3 qualified firms from consultant roster
	$15,001 - $25,000	City Council	Consultant Roster, Contract/P.O. and Invoice	Request proposals from 1-3 qualified firms from consultant roster
	$25,001 - $100,000	City Council	Consultant Roster, Contract/P.O. and Invoice	Request proposals from 3-5 qualified firms from consultant roster
	$100,000 and Over	City Council	RFQ/RFP, Contract/P.O. and Invoice	Prepare formal RFQ/RFP, advertise, and solicit responses from a minimum of 6 qualified firms
Personal Services	Up to $500	Department Director	Contract, P.O. and Invoice	Informal or written quotes from 1-3 qualified firms
	Up to $5,000	City Administrator	Contract, P.O. and Invoice	Informal or written quotes from 1-3 qualified firms
	$5,001 - $15,000	City Administrator	Consultant Roster, Contract/P.O. and Invoice	Request proposals from 3-5 qualified firms from consultant roster
	$15,001 and Over	City Council	RFQ/RFP, Contract/P.O. and Invoice	Prepare formal RFQ/RFP, advertise, and solicit responses from a minimum of 6 qualified firms
Purchased Services	Up to $500	Department Director	Contract, P.O. and Invoice	Informal or written quotes from 1-3 qualified firms
	Up to $5,000	City Administrator	Contract, P.O. and Invoice	Informal or written quotes from 1-3 qualified firms
	$5,001 - $15,000	City Administrator	Consultant Roster, Contract/P.O. and Invoice	Request proposals from 3-5 qualified firms from consultant roster
	$15,001 and Over	City Council	RFQ/RFP, Contract/P.O. and Invoice	Prepare formal RFQ/RFP, advertise, and solicit responses from a minimum of 6 qualified firms

b. Employees that do not comply with the Purchasing Policy Procedures as outlined may have their purchasing authorities suspended or revoked at the discretion of the City Administrator, Mayor, or City Council.

H-7 Bid procedures generally

The city shall utilize the bid procedures for public works construction as set forth in RCW 35.23.352, as it exists as of or as amended after the effective date of the ordinance codified in this chapter, except as otherwise allowed therein and by this chapter.

H-8 Ethics, integrity, and best value for money

a. All employees of the City of College Place shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in a professional manner. The employees of the City of College Place shall observe the following principles and standards through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

i. Full accountability shall be taken for all purchasing decisions and the efficient, effective, and proper expenditure of public funds based on achieving the best value of money.

ii. All purchasing practices shall comply with relevant legislation, regulations and requirements consistent with the City of College Place's policies, Code of Ethics, and Core Values[1].

iii. Purchasing is to be undertaken in which all potential suppliers are treated impartially, honestly, and consistently.

iv. All processes, evaluations, and decisions shall be transparent, free from bias, and fully documented in accordance with applicable policies and audit requirements.

v. Any actual or perceived conflicts of interest are to be identified, disclosed, and appropriately managed.

b. The best value for money is an overarching policy that governs purchasing in order to provide the best possible outcome for the city. It is important to note that compliance with specifications is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

H-9 Small Public Works Roster

The following small works roster procedures are established for use by the City pursuant to RCW 39.04.155:

a. Cost: The City need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed Three Hundred Thousand Dollars ($300,000.00), which includes the costs of labor, material, equipment, sales, or use taxes as applicable. Instead, the City may use the Small Public Works Roster procedures for public works projects as set forth in this ordinance. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.

b. Publication: At least once a year, MRSC shall, on behalf of the City, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and solicit the names of contractors for the small works roster. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.

c. Telephone, Written, or Electronic Quotations: The City shall obtain telephone, written, or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1). The

[1] Code of Ethics and Core Values are outlined in Chapter 3 of the COCP Personnel Manual Adopted January 9, 2018; Resolution 18-002

City may establish supplementary bidder criteria under RCW 39.04.350 (2) to be considered in the process of awarding a contract.

i. A contract awarded from a small works roster will not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.

ii. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from one hundred and fifty thousand dollars ($150,000) to three hundred thousand dollars ($300,000), the City may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The City has the sole option of determining whether this notice to the remaining contractors is made by:

(i) publishing notice in a legal newspaper in general circulation in the area where the work is to be done;

(ii) mailing a notice to these contractors; or

(iii) sending a notice to these contractors by facsimile or email.

iii. At the time bids are solicited, the City representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;

iv. A written record shall be made by the City representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

d. Limited Public Works Process: If a work, construction, alteration, repair, or improvement project is estimated to cost less than thirty-five thousand dollars ($35,000), the City may award such a contract using the limited public works process provided under RCW 39.04.155 (3). For a limited public works project, the City will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010 After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the City may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW,

thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material men, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the City shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The City shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

e. Determining Lowest Responsible Bidder: The City Council shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the city council may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010) and who meets any supplementary bidder responsibility criteria established by the City.

f. Award: All of the bids or quotations shall be collected by the Mayor or his or her designee.

i. The Mayor or his or her designee shall then present all bids or quotations and their recommendation for award of the contract to the City Council. The City Council shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or

ii. If the City Council delegates the authority to award bids the Mayor of the City for public works projects costing less than or equal to $25,000.00, the Mayor shall have the authority to award public works contracts without City Council approval, provided that the City Council shall ratify the Mayor's approval at the next scheduled City Council meeting by means of the consent agenda. For public works projects costing more than $25,000.00, the City Council shall award all public works contracts.

H-10 Consulting Services Roster

The following consulting services roster procedures are established for use by the City pursuant to RCW 39.80.030:

a. Consulting Services: Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.

b. Publication: At least once a year, MRSC shall, on behalf of the City, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the consulting services roster and solicit the names of consultants for the consulting services roster. MRSC shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application provided by

MRSC, upload a Statement of Qualifications, and meets minimum State requirements for roster listing.

c. Review and Selection of the Statement of Qualifications Proposals: The City shall use the following process to select the most highly qualified Architectural or Engineering firm off of the Consulting Services Roster to provide the required services:

i. The City Council shall establish criteria that the Mayor, or his or her designee, must consider in evaluating Architectural or Engineering firms for a given project. Such criteria shall include a plan to insure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for architectural or engineering services. The level of participation by minority and women-owned firms and veteran-owned firms shall be consistent with their general availability within the jurisdiction of the City of College Place.

ii. The Mayor, or his or her designee, shall evaluate the written statements of qualifications and performance data on file with the City of College Place at the time that architectural or engineering services are required;

iii. Such evaluations shall be based on the criteria established by the City Council; and

iv. The Mayor, or his or her designee, shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.

v. The firm deemed most highly qualified by the agency to do the project will be selected.

d. Award:

i. The City Council considers the proposal received and awards the contract; or

ii. If the City Council delegates the authority to award projects the Mayor of the City for consulting services costing less than or equal to $7.500.00, the Mayor shall have the authority to award contracts for consulting services without City Council approval, provided that the City Council shall ratify the Mayor's approval at the next scheduled City Council meeting by means of the consent agenda. For consulting services costing more than $7,500.00, the City Council shall award all contracts for consulting services.

H-11 Vendor List Roster

The following vendor list roster procedures are established for use by the City pursuant to RCW 39.04.190:

a. Purchase of materials, supplies, or equipment not connected to a public works project: The City is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment not connected to a public works project where the cost will not

exceed $15,000.00. The City will attempt to obtain the lowest practical price for such goods and services.

b. Publication: At least twice per year, MRSC shall, on behalf of the City, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add responsible vendors to the vendor list roster at any time when a vendor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.

c. Telephone, Written, or Electronic Quotations: The City shall use the following process to obtain telephone or written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:

i. A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase;

ii. The Mayor, or his or her designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone or written quotations from the vendors for the required materials, supplies, or equipment;

iii. The Mayor, or his or her designee, shall not share telephone or written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;

iv. A written record shall be made by the Mayor, or his or her designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;

d. Determining the Lowest Responsible Bidder: The City shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the City may call for new bids.

e. Award: All of the bids or quotations shall be collected by the Mayor or his or her designee. The Mayor, or his or her designee, shall create a written record of all bids or quotations received, which shall be made open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised.

i. The Mayor, or his or her designee, shall then present all bids or quotations and their recommendation for award of the contract to the City Council. The City Council shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or

ii. If the City Council delegates the authority to award bids to the Mayor, or his or her designee, for materials, supplies, or equipment costing less than or equal to $7,500.00, the Mayor, or his or her designee, shall have the authority to award public works contracts without City Council approval, provided that the City

Council shall ratify the approval at the next scheduled City Council meeting by means of the consent agenda. For materials, supplies, or equipment costing more than $7,500.00, the City Council shall award all vendor contracts.

f. Posting: A list of all contracts awarded under these procedures shall be posted at City main administrative offices once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

g. Upon written authorization of the city administrator, the materials, equipment or services will be ordered from the lowest responsible bidder, whose quotation meets all specifications established for the item or items being purchased.

h. Written confirmation of telephone quotations from responsible vendors is not required, but may be requested when warranted.

i. Immediately after the award is made, the bid quotations are to be recorded and open to public inspection and are to be available by telephone inquiry.

j. Special preference may be given for the purchase of products made from recycled materials or products that may be recycled or reused.

H-12 Lowest responsible bids

a. Preservation of the integrity of the competitive bid system dictates that after competitive bids have been opened, award must be made to that responsible bidder who submitted the lowest responsive bid, unless there is a compelling reason to reject all bids and cancel the solicitation.

b. In determining the lowest responsible bidder, the city shall consider any preferences provided by law to Washington products and vendors and, further, may take into consideration the quality of the articles proposed to be supplied, their conformity with specifications, the purposes for which required, and the times of delivery.

c. In determining "lowest responsible bidder," in addition to price, the following elements shall be given consideration:

i. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;

ii. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;

iii. Whether the bidder can perform the contract within the time specified;

iv. The quality of performance of previous contracts or services;

v. The previous and existing compliance by the bidder with laws relating to the contract or services;

vi. Such other information as may be secured having a bearing on the decision to award the contract.

H-13 Intergovernmental purchases

The city council authorizes the purchase of goods without public bidding when acquired through:

a. The Washington State Purchasing Cooperative; or

b. National Joint Power Alliance (NJPA); or

c. King County Purchasing Cooperative; or

d. Another governmental unit where the city administrator and the requesting department have shown that the procurement meets the city's requirements and represents the most favorable procurement for the city considering price and other evaluation factors.

H-14 Purchase at auction

The city may purchase any supplies, equipment, or materials at auctions conducted by the government of the United States or any agency thereof, any agency of the state of Washington, any municipality or other government agency, or any private party without being subject to public bidding requirements if the items can be obtained at a competitive price.

H-15 Change orders

Change orders can be approved by the mayor/city administrator if below a ten percent total contract value and within departmental budget appropriation. Any change orders above ten percent contract value or requiring an appropriation above what has been appropriated through the yearly budgetary process will require city council approval.

H-16 Competitive bidding requirements--Exemptions

a. Competitive bidding requirements utilized by the city when awarding contracts for public works and for purchases of materials, supplies, and equipment may be waived by the city council for:

i. Purchases that are clearly and legitimately limited to a single source of supply;

ii. Purchases involving special facilities or market conditions;

iii. Purchases in the event of an emergency;

v. Public works in the event of an emergency.

b. If an emergency exists, the city administrator may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the city to address the emergency situation. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the city administrator, or designee, and entered of record no later than two weeks following the award of the contract.

c. For purposes of this section "emergency" means unforeseen circumstances beyond the control of the city that either: (1) present a real, immediate threat to the proper performance of essential functions; or (2) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

H-17 Sole/Single Source Acquisition

The City utilizes competitive bidding as required by law and situations occasionally arise when a purchase may be limited or effectively limited to a single supplier. These situations can include licensed, copyrighted, or patented products or services that only one vendor provides; new equipment or products that must be compatible with existing equipment or products; proprietary or custom-built software or information systems that only one vendor provides; or products or services where only one vendor meets the required certifications or statutory requirements. RCW 39.04.280(1)(a) allows agencies to waive competitive bidding if a purchase is clearly and legitimately limited to a single supplier. In the event that purchases are clearly and legitimately limited to a single source of supply, the City will prepare the required Soul Source documents and have it signed by the Finance Director and/or the City Administration.

I. Credit Card Policy

RCW 43.09.2855 sets forth the requirements that local governments are to meet in order to use credit cards for making purchases and acquisitions. WAC 236-48-250 through WAC 236-48-254 gives additional detail in the usage of such credit cards.

The Administration in its desire to expedite the process of purchasing necessary materials, supplies and services in its operation of the city has authorized the use of credit cards by city staff.

While the use of credit cards may enhance the efficiency and convenience of making purchases for the City of College Place, it also demands additional responsibility by the credit card users. The Administration does not take this responsibility lightly and in accordance with state requirements, implements the following policy and procedures.

The College Place City Council shall adopt this policy and the noted procedures in accordance with RCW 43.09.2855.

I-1 Policy

All requirements with regard to the City of College Place's Purchasing policies shall be met in addition to the following procedures. Compliance with the conditions set forth in RCW 42.24.180; 43.09.2855; WAC 236-48-250 through 236-48-254 shall be met by the respective departments.

I-2 Procedures

a. Procedures for Obtaining Credit Cards

i. Cards Temporarily Issued to Individuals

(i) Each individual will request a credit card as needed. The

employee will be required to sign for the card at the time it is picked up at the Finance Department. Unless there is an emergency, the individual will try to schedule a time when they are going to pick up the credit card that is conducive to the work flow of the Finance Department.

ii. Cards Permanently Issued to Departments

(ii) Department Heads will request approval from the Finance Director to receive and physically maintain credit cards within their department. The Finance Director will give approval in writing with a copy of such approval being forwarded to the other Finance Department staff and City Administrator.

(iii) Upon approval of the Finance Director, Department Heads will be required to sign for the card(s) at the time they are picked up at the Finance Department. Should the department require additional cards than the number originally approved, they must once again request and receive approval from the Finance Director.

b. Log of Credit Card Activity

i. A log will be kept for credit card usage, indicating for what purpose the card was used as for as well as the following information:

(i) Date Checked Out
(ii) Signed Out by (Finance Dept. staff or, if it is a card permanently checked out to a department, another department employee)
(iii) Last Name (of user, printed)
(iv) Card User's Signature
(v) Supplier Name (Vendor)
(vi) Purchase Amount
(vii) Date Checked In
(viii) Card Received by (Finance Dept. staff or, if it is a card permanently checked out to a department, another department employee)
(ix) Remarks (Reason for purchase)

ii. The original forms of credit card activity will be filed in the appropriate file in the Finance Department.

c. Return of the Credit Card

i. The card user will return the card within twenty-four (24) hours of use or of the employee's return to the city.

d. Receipts for Credit Card Purchases

i. Receipts will be turned in at the time the credit card is returned to the Finance Department (or the home department if the card is permanently assigned to a

department). If there are missing receipts at the time the card is returned, a "Credit Card – Lost Receipt Form" must be completed, signed by the department head, and submitted in lieu of the receipt(s). For receipts returned to individual departments, no later than the 15th of each month, the Department Head will forward a copy of the log and any receipts, complete with BARS expense codes noted any other appropriate documentation or explanation to the Finance Department.

e. Authorized Card Use

i. Cardholders are authorized to use the card to purchase merchandise or services required as a function of their duties at the City of College Place. Unauthorized and/or inappropriate card use is addressed in the next section of this procedure.

ii. A purchase made with a credit card may be made in-store, by telephone, fax, Internet or U.S. mail. A purchase order is required per established Finance Department procedure.

iii. If a credit card is issued for the purpose of covering expenses relating to authorized travel, the expenses must be listed on the pre-approved Travel/Training Request Form. Any charges against the credit card not properly identified on the Travel/Training Request Form shall be paid by the official or employee by check or salary deduction, unless they were incurred due to unforeseen emergency circumstances and subsequently approved by administration.

f. Unauthorized and/or Inappropriate Card Use

i. Credit cards must never be used to purchase items for personal use or for non-City of College Place purposes, even if the cardholder intends to reimburse the City of College Place. Unauthorized and/or inappropriate card use includes, but is not limited to:

(i) Items for personal use;

(ii) Items for non-City of College Place purposes;

(iii) Cash or cash advances;

(iv) Food and beverages for an individual employee. (However, authorized cards may allow for food and non-alcoholic beverages for business-related meetings and travel in compliance with system procedures and after obtaining approval for special expenses.);

(v) Alcoholic beverages;

(vi) Weapons of any kind or explosives (except authorized Police Department purchases);

(vii) Relocation expenses;

(viii) Entertainment; and

(ix) Recreation.

g. Missing Receipts Procedure for Credit Cards

i. When a credit card is returned to the Finance Department and the card user does not have receipts or other appropriate documentation for purchases made with the card, the Finance Director will be notified immediately and a "Credit Card Missing Receipt" form will be given to the card user to assist them in documenting information about the lost receipt. Other receipts received when the card was used will be attached to the credit card missing receipt form.

ii. The Finance Director will review the form and forward the form, credit card and any other receipts attached to the Finance Department personnel for check in. Should further action be taken regarding the usage of the credit card by the user, it will be noted on the form and instructions given in memorandum form to the Finance Department personnel. A report of missing credit card activity will be forwarded to the City Administrator as deemed appropriate.

iii. When payment is made to the credit card issuer, the missing receipt form, other receipts and any other pertinent documentation will be attached to the voucher.

h. Disciplinary Action

i. A cardholder who makes an unauthorized purchase with the card or uses the card in an inappropriate manner will be subject to revocation of credit card privileges and disciplinary action including restitution to the City of College Place for unauthorized purchases, possible card cancellation, possible termination of employment at the city and criminal prosecution.

ii. If any item purchased with a credit card is not acceptable, arrangements must be made for a return for credit or an exchange. A cash refund or check is prohibited unless the vendor insists that a refund must be by cash or check, in which case the funds must be deposited immediately with the City of College Place.

iii. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the City of College Place shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the official or employee up to an amount of the disallowed charges and interest at the same rate as charged by the company which issued the charge card. Any official or employee shall have credit card privileges revoked until any outstanding disallowed charge/interest balance is cleared. The City of College Place shall have unlimited authority to revoke use of any charge card issued under this section.

i. Responsibility and Accountability

It is the responsibility of each individual cardholder to:

i. Follow all procedures as outlined in this document;

ii. Safeguard the credit card and credit card account number at all times; lost or stolen credit cards must be reported immediately to the credit card agency and the City of College Place Finance Department;

iii. Keep credit card in a secure location at all times;

iv. Not allow anyone to use the credit card and/or credit card account number who is not authorized to do so;

v. Obtain and retain original itemized receipts for goods and services purchased. An employee may be allowed to file a "Credit Card Missing Receipt Form" in lieu of a receipt if the original receipt is lost or a receipt was not/cannot be obtained;

vi. Submit documentation in a timely manner (no later than the 15th of the month) to the Finance Department for payment processing;

vii. Take any other steps necessary to ensure that the credit card is used only for authorized purposes.

j. Credit Card Limitations

i. Credit Limits: The credit limit of credit cards used by the City of College Place shall be determined by the Administration after consultation with the Finance Committee. This limitation does not include "lines of credit" the City of College Place City Council may authorize. A listing of each credit card and the credit limit of each shall be maintained by the Finance Department.

ii. Cash Advances: In accordance with RCW 34.09.2855, no cash advances will be allowed. Credit card suppliers will be notified of this fact when credit cards are requested. Should a pin number be issued in error, the supplier will be notified and all copies of the pin number will be destroyed immediately.

iii. Other Credit Accounts: Some suppliers will request that the City of College Place have an open credit account for the purchase of supplies, services and other charges. These types of accounts would be for items such as public works maintenance supplies, building materials, office products, etc. Requests for open credit accounts shall be reviewed individually by the Finance Director. If it is determined that such an open credit account would be beneficial for the city, a request will be forwarded to the supplier with any required documentation in an effort to open an account. The Finance Department shall maintain a listing of each open credit account.

k. Periodic Reviews

i. The City of College Place Finance Department shall conduct periodic reviews for proper card use. Credit card records will be audited from time to time.

l. Forms

i. Credit Card Check-Out Register
ii. Credit Card Missing Receipt Form

iii. Listing of Credit Card
iv. Listing of Credit Accounts

J. Disposal of Surplus Property

J-1 Purpose

This chapter establishes procedures for disposition of property, other than real estate, which is surplus to the needs of the city. It is the intention of council that the procedures set forth in this chapter are preferred over others.
Therefore, special procedures called for under other legislation are to be deemed exceptions to this chapter, and their use is to be limited accordingly.

J-2 Responsibility for administration

The city administrator, or such other officer as may from time to time be appointed, is responsible for the administration of this chapter. The city administrator shall coordinate the disposition of surplus property and shall aid the council in determining the best method of disposal. All departments of the city shall cooperate with the city administrator to ensure the most efficient and beneficial disposition of surplus property. Surplus of city property shall be done in accordance with RCW 35A.11.010, 35.94.040, 39.33.010, 39.33.020, 42.30.110(l)(b), 42.30.110(l)(c), 42.56.260, 43.09.210, and Chapter 35.94 RCW.

J-3 Determination of value

A department wishing to dispose of a single item of surplus property, or a group of items, shall make an estimate of the reasonable market value in "as is, where is" condition. If the department responsible for the property cannot make the estimate, the city administrator shall determine the reasonable market value.

J-4 Report to city administrator--Initial procedure

A city department responsible for property which it wishes to declare surplus shall provide the city administrator with a detailed description of the property, its location and condition, and its estimated value. The city administrator shall then determine if any other department of the city has use for the property. If such a use is found, the city administrator shall carry out the transfer of ownership and shall ensure that, if necessary, the fund disposing of the property is reimbursed for its reasonable market value.

J-5 Property worth five thousand dollars or less

If the property is not needed by the city and the estimated value is five thousand dollars or less, the city administrator may dispose of the property by one of the methods listed in this chapter without reporting the matter to the city council.

J-6 Procedure - Property of a value over five thousand dollars

Disposition of surplus property of a value over five thousand dollars must be approved by a majority of the city council.

The procedure is as follows:

a. The council shall examine the report of the city administrator at a public meeting and shall then either approve the report or give further directions to the city administrator.

b. The city administrator shall carry out the directions of the council with the assistance of the department owning the property.

c. If directed to do so by the council, the city administrator shall prepare a written report of the arrangements made, whereupon:

i. The council shall consider the report of the city administrator at either a public or an executive session, and shall then give further directions to the city administrator as follows:

(i) Approve the disposition;
(ii) Approve the disposition with additional special conditions; or
(iii) Disapprove the proposed disposition, whereupon it shall give the city administrator directions for further action.

J-7 Methods of disposition

Permissible methods of disposition of surplus property include, but are not limited to:

a. Public auction;
b. Solicitation of sealed bids:

i. The minimum bid threshold will be established by the department head in charge of the asset to be surplused;
ii. The minimum bid threshold will be approved by the city administrator;

c. Transfer to another agency of government at or below reasonable market value; or
d. Lease or loan to other governmental agencies.

J-8 Guidelines for decision

The council shall dispose of surplus property in the manner that they deem to be the best interests of the city. Considerations include but are not limited to:

a. Possible future requirements of the city;
b. Present value of the property;
c. Likelihood of locating a buyer;
d. Intergovernmental cooperation;
e. The general welfare of the citizens of the city.

J-9 Statutory exceptions

Certain city ordinances and provisions of the Revised Code of Washington impose special conditions for the disposition of municipal property. Where necessary, city officials shall comply with those laws, treating them as limited exceptions to this chapter. Exceptions include, but are not limited to, the following as they may from time to time be amended:

a. Disposition of works of art;
b. RCW 27.12.305, 27.12.320, disposition of library materials;

c. RCW 35.21.088, equipment rental;
d. RCW 35.21.660 through 35.21.690, 35.21.745 through 35.21.757, transfers to municipally chartered corporations;
e. RCW 35.21.820, ride-sharing vehicles;
f. Chapter 35.94 RCW, surplus utility property;
g. Chapters 39.33 and 39.34 RCW, intergovernmental agreements; alternate method for intergovernmental disposition of property;
h. RCW 46.55.220, disposition of abandoned junk motor vehicles;
i. Chapters 63.21 and 63.32 RCW, disposition of found or unclaimed property in the hands of the police.

K. Investments

K-1 Policy

It is the policy of the City of College Place to invest public funds in a manner which will provide the maximum security of the principle, meet the daily cash flow demands of the City, and strive for a high investment return while conforming to all laws and regulations governing the investment of public funds.

K-2 Scope

This investment policy applies to all financial assets of the City of College Place. These funds are accounted for in the City's annual report and include:

a. General Fund
b. Special Revenue Funds
c. Capital Project Funds
d. Enterprise Funds
e. Trust and Agency Funds
f. Any new fund created by ordinance of the City Council, unless specifically exempted.

K-3 Prudence

Investments shall be made with judgement and care – under circumstances then prevailing – which persons or prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

a. The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

K-4 Objective

The primary objectives, in priority order, of the City’s investment activities shall be:

a. Safety: Safety of principal is the foremost objective of the City of College Place. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification

is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

b. Liquidity: The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

c. Return on investment: The City's investment portfolio shall be designed with the objective of attaining a market rate of return given the City's risk constraints and cash flow requirements.

K-5 Delegation of Authority

Management responsibility for the investment program is hereby delegated to the Finance Director. The Finance Director will be responsible for all transactions undertaken. The Finance Director shall establish written procedures for the operation of the investment program consistent with the investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedure established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Subject to required procurement procedures, the City may engage the support services of outside professionals in regard to its financial program, so long as it can be determined or anticipated that these services produce a net financial advantage or necessary financial protection of the City's resources. External service providers shall be subject to the Revised Codes of Washington and the provisions of this Investment Policy.

K-6 Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Administrator any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the City of College Place, particularly with regard to the time of purchases and sales.

K-7 Authorized Financial Dealers and Institutions

The Finance Director is authorized to conduct investment transactions with several competing, reputable investment securities broker/dealers and financial institutions. Authorized broker/dealers and financial institutions will be limited to those that are approved by the Finance Director and meet one or more of the following:

a. Financial institutions approved by the Washington Public Deposit Protection Commission (RCW 39.58); or,

b. Primary dealers recognized by the Federal Reserve Bank; or

c. Non-primary dealers qualified under the US Securities and Exchange Commission Rule 15C3-1, the Uniform Net Capital Rule, and a certified member of the National Association of Securities Dealers.

Each authorized broker/dealer or financial institution will be selected by creditworthiness, required to maintain an office in the State of Washington, and may be required to regularly submit annual reports, including audited financial statements when not available online. Additionally, broker/dealers may be required to complete a broker/dealer questionnaire or any other information that is required by the City to assess the qualifications of the firm.

K-8 Authorized Investments

Authorized investments are securities and investments authorized by state statute as defined in RCW's 39.58 and 39.59.040(4-5), 39.60.050, and 43.250. Authorized investments include:

a. Investment deposits, including certificates of deposit, with qualified public depositories as defined in RCW 39.58.

b. Certificates, notes, or bonds of the United States, or other obligations of the United States or its agencies, or of any corporation wholly owned by the government of the United States (such as the Government National Mortgage Association).

c. Obligations of government-sponsored corporations which are eligible as collateral for advances to member banks as determined by the Board of Governors of the Federal Reserve System (These include but are not limited to Federal Home Loan Bank notes and bonds, Federal Farm Credit Bank consolidated notes and bonds, and Federal National Mortgage Association notes, bonds, and guaranteed certificates of participation.)

d. State Investment Pool.

e. Mutual funds, escrow accounts, public fund money market accounts or cash type accounts used specifically for proceeds of municipal securities.

K-9 Safekeeping and Custody

All security transactions entered into by the City of College Place shall be conducted on a delivery-versus payment (DVP) basis. Securities will be held by a third party custodian designated by the Finance Director.

K-10 Diversification

The City will diversify its investments by security type and institution. The following schedule provides the maximum holdings in any one type of investment or with any one issuer.

Type of Security	Maximum Holdings
Certificates of Deposit	50% of Portfolio, 10% per Issuer, 20% of Issuer's Net Worth
U.S. Treasury Notes, Bonds, or Certificates	100% of Portfolio
U.S. Government Sponsored Corporations	100% of Portfolio
State Investment Pool	100% of Portfolio
Public Fund Money Market Accounts, Escrow accounts, Cash Type Accounts	Minimum amount to be pledged as debt reserves, or other debt related monies.
Mutual Funds	Arbitrage related only

K-11 Maturities

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, or restricted by state guidelines, the City will not directly invest in securities maturing more than five years from the date of purchase.

K-12 Internal Control

The City will maintain processes of internal controls to protect against the loss of public funds arising from negligence, theft, or misuse. These controls will include, but not be limited to:

a. The use of third party custody and safekeeping;
b. The execution of all securities transactions on a delivery-versus payment basis;
c. The clear delegation of investment authority;
d. The separation of transaction authority from record keeping;
e. The use of objective criteria in selecting financial institutions and dealers authorized to provide investment services to the state;
f. The use of objective criteria in awarding investment purchases and sales to authorized financial institutions and dealers.

K-13 Performance Standards

The City's investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the City's investment risk constraints and cash flow needs.

a. Investment Strategy: The City's investment strategy is passive. Securities are purchased and sold as it best meets the needs of the City as determined by the Finance Director. The Finance Director will be authorized to trade before maturity if it is in the best interest of the City to do so.
b. Market Yield Benchmark for Long Term Portfolio: Given this strategy, the basis used by the City to determine whether market yields are being achieved shall be the Average US Treasury Note rate which corresponds with the average life of the investments in the portfolio.
c. Market Yield Benchmark for Short Term Portfolio: The weighted average yield of liquid portfolio, defined as securities with original maturity of less than 30 days, will be compared quarterly to the LGIP average yield.

K-14 Reporting

The Finance Director will provide the Mayor and/or City Administrator and Council with a monthly report of investment holdings and activity.

K-15 Monitoring

The Finance Director will routinely monitor the contents of the portfolio, the available markets, and the relative values of competing instruments. Securities will be bought and sold to obtain market yield through both transactions gains and interest earnings when the option is available.

K-16 Internal Purchases and Sales

The Finance Director may buy and sell investments between funds to meet monthly cash flow requirements. Earned interest on investments shall be credited to the fund holding ownership of the investment at the time the interest is earned.

L. Capital Improvement Program/Policies (CIP)

Purpose: To maintain the City's investment in infrastructure, this policy provides direction for the development and implementation of the annual CIP.

Scope: The City has a significant investment in the infrastructure necessary for the general public's use. The infrastructure systems – streets, bikeways and sidewalks, water distribution system, wastewater treatment plants and collection system, storm water conveyance system, parks, recreation facilities, open spaces, and municipal facilities – are important to the general well-being of the community. The City maintains and enhances the infrastructure systems by developing long-term plans and securing the funding necessary to implement the plans. The Capital Improvement Program is developed to advise the community of the plans for maintaining the public investment, and to ensure the resources are available to invest when the community requires them.

L-1 It is the City's policy to ensure that adequate resources are allocated to preserve existing infrastructure and other capital assets before targeting resources toward construction and acquisition of public facilities or major equipment.

L-2 The City will develop a six-year Capital Facilities Plan (CFP)) to identify and coordinate infrastructure and facility needs in a way that maximizes the return to the community. All capital improvements will be made according to the adopted CFP.

L-3 The Capital Facilities Plan will be formulated using an analysis of long-term, overall resources and will include projected funding sources and ongoing operations and maintenance costs. Future changes in economic or demographic factors identified in the financial forecasting process will be incorporated in the capital budget projections. The plan will be updated annually. Any planned use of debt financing shall include an analysis of debt services costs and funding resources available to pay the associated debt.

L-4 The first year of the Capital Facilities Plan will constitute the capital budget for the ensuing budget year. The capital budget and the base operating budget will be reviewed at the same time to assure that the City's capital and operating needs are evaluated in a balanced manner.

L-5 A long-range Transportation Improvement Plan (TIP) will provide the framework for the City's future investment in transportation related infrastructure. This ensures that infrastructure projects incorporated into the Capital Facilities Plan (CFP) will be the embodiment of the officially stated direction of the City's Comprehensive Plan, Strategic Plan, and supporting documents.

L-6 The City may administer a Local Improvement District (LID) program. For capital projects whose financing depends in part or wholly on an LID, interim financing may be issued to support the LID's portion of the project budget. The amount of the interim financing shall be the current estimate of the final assessment roll as determined by the administering department.

L-7 The City will determine the most cost effective financing method for all new projects. Whenever possible, the City will use intergovernmental assistance and other outside resources to fund capital projects. Additional funding may come from designated surpluses in the Current Expense Fund and certain special revenue funds as outlined in the general budget policy.

L-8 An operating cost projection, including all funding sources will be required for all projects proposed for funding within six (6) years.

L-9 Construction Standards – Capital improvements constructed in the City shall be designed and built based on published construction standards which shall be periodically updated by the City Engineer and adopted by City Council. The construction standards will assure projects are built with an acceptable useful life and minimum maintenance costs.

L-10 Estimated useful lives for the various categories of capital facility and equipment assets:

a. Land: N/A
b. Land improvements: 20 years
c. Buildings: 40 years
d. Major Building Improvements: 40 years
e. Minor Building Improvements: 20 years
f. Construction in progress: N/A
g. Machinery and Equipment
    i. Outdoor Equipment: 20 years
    ii. Police and Fire Equipment: 10 years
    iii. Machinery and Tools: 15 years
    iv. Business Machines: 10 years
    v. Communications Equipment: 10 years
    vi. Computer Equipment/Software: 7 years
    vii. Audiovisual Equipment: 10 years
    viii. Musical Instruments: 10 years
h. Vehicles
    i. Licensed Vehicles: 8 years
    ii. Police Cruisers: 6 years
i. Infrastructure
    i. Roads (Bituminous Concrete): 20 years
    ii. Road Improvements (Grind and Overlay): 10 years
    iii. Bridges: 50 years
    iv. Traffic Signals: 10 years
    v. Sidewalks and Curbs: 20 years
    vi. Basins and Levees: 60 years
    vii. Street Lighting: 15 years
    viii. Storm Drains: 50 years
    ix. Sewer Mains and Interceptors: 50 years

M. Debt Management

The amount of debt issued by the City is an important factor in measuring its financial performance and condition. Proper use and management of borrowing can yield significant advantages.

M-1 The basic objectives of the City's debt management policies are to:

a. Achieve the lowest possible cost of borrowing.
b. Ensure access to capital markets to adequately provide the long-term financial needs of the City.
c. Be received by the markets as a strong and sound credit which has fully demonstrated its commitment to meet all obligations in a timely manner.
d. Monitor and control capital spending in such a way that capital market entry can be planned.
e. Maintain a level and structure of outstanding indebtedness that does not lead to erratic and excessive debt service requirements, thereby avoiding unnecessary strain on the operating budgets.
f. To smooth the use of debt so that debt service payments will be predictable and a manageable part of the operating budget.
g. Provide for the distribution of pertinent information to rating agencies.
h. Apply and promote prudent fiscal practices.

M-2 The following debt guidelines are established to provide needed equipment and capital infrastructure improvements while minimizing the impact of debt payments on current revenues:

a. City Council approval is required prior to the issuance of debt.
b. The City will use the services of certified and credible legal counsel and underwriting firms in the preparation of all long-term debt representations.
c. The term of the debt shall never extend beyond the useful life of the improvements to be financed.
d. The City will use the most prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements. In no case will the City lease-purchase equipment whose useful life is less than the term of the lease.
e. The City will not use long-term debt to pay for current operations. The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.
f. Long-term borrowing will only be used for capital improvements that cannot be financed from current revenues.
g. Interest earnings on bond proceeds will be limited to 1) funding the improvements specified in the authorizing bond ordinances, or 2) payment of debt services on the bonds.
h. The City will maintain its bond rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved. The City will encourage and maintain good relations with financial bond rating agencies and will follow a policy of full and open disclosure.
i. The City shall use refunding bonds in accordance with the Refunding Bond Act, RCW 39.53. Unless otherwise justified, the City will refinance debt to achieve true savings as market opportunities arise. Refunding debt shall never be used for the purpose of avoiding debt service obligations. A target 4% cost savings (discounted to its present value) over the remainder of the debt must be demonstrated for any "advance refunding", unless otherwise justified.

j. Short-term borrowing will only be used to meet the immediate financing needs of a project for which long-term financing has been secured but not yet received.
k. The City will comply with all statutory debt limitations imposed by the Revised Code of Washington (RCW). The City of College Place debt will not exceed the aggregated total of 7.5% of the assessed valuation of the taxable property with the City. Compliance with state law and this policy shall be documented each year in the City's Annual Report.

   The following individual percentages (as defined in state law) shall not be exceeded in any specific debt category:

   i. General Debt — 2.5% of assessed valuation
   ii. Utility Debt — 2.5% of assessed valuation
   iii. Open Space and Park Facilities — 2.5% of assessed valuation

M-3 Purpose and Overview

The Debt Policy for the City is established to help ensure that all debt is issued both prudently and cost effectively. The Debt Policy sets forth comprehensive guidelines for the issuance and management of all financings of the City. Adherence to the policy is essential to ensure that the City maintains a sound debt position and protects the credit quality of its obligations.

M-4 Capital Planning

The City shall integrate its debt issuance with its Capital Improvement Program (CIP) spending to ensure that planned financing conforms to policy targets regarding the level and composition of outstanding debt. This planning considers the long-term horizon, paying particular attention to financing priorities, capital outlays, and competing projects. Long term borrowing shall be confined to the acquisition and/or construction of capital improvements and shall not be used to fund operating or maintenance costs. For all capital projects under consideration, the City shall set aside sufficient revenue from operations to fund ongoing normal maintenance needs and to provide reserves for periodic replacement and renewal. The issuance of debt to fund operating deficits is not permitted.

M-5 Legal Governing Principles

In the issuance and management of debt, the City shall comply with the state constitution and with all other legal requirements imposed by federal, state, and local rules and regulations, as applicable.

a. State Statutes – The City may contract indebtedness as provided for by State law, subject to statutory and constitutional limitations on indebtedness.
b. Federal Rules and Regulations – The City shall issue and manage debt in accordance with the limitations and constraints imposed by federal rules and regulations including the Internal Revenue Code of 1986, as amended; the Treasury Department regulations there under; and the Securities Acts of 1933 and 1934.
c. Local Rules and Regulations – The City shall issue and manage debt in accordance with the limitations and constraints imposed by local rules, policies, and regulations.

M-6 Roles & Responsibilities

The City Council shall:

a. Approve indebtedness;
b. Approve appointment of the bond underwriter and bond counsel;
c. Approve the Financial Policy, including the section on the Debt Policy;
d. Approve budgets sufficient to provide for the timely payment of principal and interest on all debt; and

The Finance Director in consultation with the City staff members such as City Administrator, Finance Committee, the Mayor, and full Council shall:

a. Assume primary responsibility for debt management;
b. Provide for the issuance of debt at the lowest possible cost and risk;
c. Determine the available debt capacity;
d. Provide for the issuance of debt at appropriate intervals and in reasonable amounts as required to fund approved capital expenditures;
e. Recommend to the City Council the manner of sale of debt;
f. Monitor opportunities to refund debt and recommend such refunding as appropriate;
g. Comply with all Internal Revenue Service (IRS), Securities and Exchange (SEC), and Municipal Securities Rulemaking Board (MSRB) rules and regulations governing the issuance of debt.
h. Provide for the timely payment of principal and interest on all debt and ensure that the fiscal agent receives funds for payment of debt service on or before the payment date;
i. Provide for and participate in the preparation and review of offering documents;
j. Comply with all terms, conditions, and disclosure required by the legal documents governing the debt issued;
k. Submit to the City Council all recommendations to issue debt;
l. Provide for the distribution of pertinent information to rating agencies;
m. Comply with undertakings for ongoing disclosure pursuant to SEC Rule 15c2;
n. Apply and promote prudent fiscal practices.

M-7 Ethical Standards Governing Conduct

The members of the City staff will adhere to the standards of conduct as stipulated by the Public Disclosure Act, RCW 42.17, and Ethics in Public Service RCW 42.52.

M-8 Types of Debt Instruments

The City may utilize several types of municipal debt obligations to finance long-term capital projects. Subject to the approval of City Council, the City is authorized to sell:

a. Unlimited Tax General Obligation Bonds – The City shall use Unlimited Tax General Obligation Bonds (UTGO), also known as “Voted General Obligation Bonds” for the purpose of general purpose, open space and parks, and utility infrastructure. Voted issues are limited to capital purposes only. Every project proposed for financing through general obligation debt should be accompanied by a full analysis of the future operating and maintenance costs associated with the project. UTGO Bonds are payable from excess tax levies and are subject to the assent of 60% of the voters at an election to be held for that purpose, plus validation requirements.
b. Limited Tax General Obligation Bonds – A Limited-Tax General Obligation debt (LTGO), also known as “Non-Voted General Obligation Debt”, requires the City to levy a property tax

sufficient to meet its debt service obligations but only up to a statutory limit. The City shall use LTGO Bonds as permitted under State law for lawful purposes only. General Obligation debt is backed by the full faith and credit of the City and is payable from non-voter approved property taxes and other money lawfully available. LTGO Bonds will only be issued if:

i. A project requires funding not available from alternative sources;
ii. Matching fund monies are available which may be lost if not applied for in a timely manner; or
iii. Emergency conditions exist.

c. Revenue Bonds – The City shall use Revenue Bonds as permitted under State law for the purpose of financing construction or improvements to facilities of enterprise (ex: water, wastewater, stormwater) systems operated by the City in accordance with the Capital Improvement/Facility Plan.
d. Special Assessment/Local Improvement District Bonds – The City shall use Special Assessment Bonds as permitted under State law for assuring the greatest degree of public equity in place of general obligation bond where possible. Local Improvement District (LID) Bonds represent debt that is repaid by the property owners who specifically benefit from the capital improvements through annual assessments paid to the City. LID's are formed by the City Council after a majority of property owners agree to the assessment. No taxing power or current expense pledge is provided as security and LID Bonds are not subject to statutory debt limitations. The debt is backed by the value of the property within the district and an LID Guaranty Fund, as required by State Law.
e. Short Term Debt – The City shall use short term debt as permitted by State law for the purpose of meeting any lawful purpose of the municipal corporation, including the immediate financing needs of a project for which long term funding has been secured but not yet received. The City may use inter-fund loans rather than outside debt instruments to meet short-term cash flow needs for the project. Inter-fund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of the funds will not impact the fund's current operations. All inter-fund loans will be subject to Council approval and will bear interest at prevailing rates.
f. Leases – The City is authorized to enter into capital leases under State law, subject to the approval of City Council.
g. Public Works Trust Fund Loans – The City shall use Public Works Trust Fund Loans (when available) as provided under State law for the purpose of repairing, replacing, or creating domestic water systems, sanitary sewer systems, storm sewer systems, roads, streets, solid waste/recycling facilities and bridges.

M-9 Communication Policy

a. It is the policy of the City to remain as transparent as possible.
b. The City shall manage relationships with the rating analysts assigned to the City's credit, using both informal and formal methods to disseminate information.
c. The City's Basic Financial Statements and Notes shall be a vehicle for compliance with continuing disclosure requirements. The notes to the Financial Statements may be supplemented with additional documentation as required.
d. The City shall seek to maintain and improve its current bond rating.

M-10 Compliance Policy

Investment of Proceeds – The City shall comply with all applicable Federal, State, and contractual restrictions regarding the investment of bond proceeds. This includes compliance with restrictions on the types of investment securities allowed, restrictions on the allowable yield of invested funds as well as restrictions on the time period over which some of the proceeds may be invested.

Lease Covenants – The City shall comply with all covenants and conditions contained in governing law and any legal documents entered into at the time of a bond offering.

N. Fixed Assets

N-1 General Fixed Assets are long-lived assets of the City as a whole and are recorded as expenditures when purchased. Although no general fixed asset account group is established, it shall be the policy of the City to list and inventory fixed assets to ensure accountability and stewardship of the City's assets.

N-2 Capitalization Level: Assets costing more than $5,000 and having a useful life of more than one year will be accounted for by listing the item, date of purchase, cost, and responsible person. When an asset is disposed of a notation of the method of disposal will be made in the listing.

N-3 Other Items: Assets such as cameras, televisions, DVD players, computers, or similar items in excess of $1,000 will be capitalized. Sensitive items such as weapons, radar guns, or radios will also be capitalized regardless of cost.

N-4 Inventory of items: All items will be inventoried at least once every two years.

O. Accounting and Financial Reporting

The City of College Place recognizes the need for ensuring accountability for the collection, management, and expenditures of all public funds under its jurisdiction. To this end, a basic City accounting system and policy has evolved with a number of critical objectives including:

a. Accountability for money and property under control of the City
b. Compliance with governing laws, ordinances, and procedures
c. Providing timely and accurate information on the financial status of the City
d. Maintaining financial systems to monitor expenditures, revenues, and performance of all municipal programs.
e. Reporting and providing information to City officials, City Council, and taxpayers.

To further these objectives, the following policies are adopted:

O-1 The City of College Place will establish and maintain a high standard of accounting practices. The City uses the cash basis of accounting which is a departure from Generally Accepted Accounting Principles (GAAP).

O-2 The City will maintain expenditure categories according to state statute and administrative regulation. The City will use the Budgeting, Accounting, and Reporting System (BARS) prescribed by the State Auditor for its revenues and expenditure classification.

O-3 A comprehensive accounting system will be maintained to provide all financial information necessary to effectively operate the City.

O-4 Full disclosure will be provided in all City financial reports and bond representations.

O-5 The Annual Financial Report will be prepared and submitted to the State Auditor's Office no later than 150 days from the end of the preceding fiscal year. The Annual Financial Report will be prepared on the basis of accounting that demonstrates compliance with Washington State statutes and the BARS manual prescribed by the State Auditor, which is a comprehensive basis of accounting other than Generally Accepted Accounting Principles. The report will provide full disclosure of all financial activities and related matters.

O-6 A audit will be performed as prescribed by the State Auditor's Office to include the issuance of a financial opinion.

P. Bank Returned (NSF) Checks

This policy applies to all checks made payable to the City, which are returned by the bank. The checks may be returned because of insufficient funds, closed account, invalid signature, stop payment, or any other condition making the check invalid. They are often called NSF checks (non-sufficient funds).

P-1 The City will accept only the following as payment for a bank returned check: cash, money order, cashier's, or other bank check. City departments will maintain lists of persons who have had checks returned by the bank. No checks will be accepted from these customers for a period of one year from the date of the returned check.

P-2 When a check issued in payment of goods or services is returned by the bank, it will be deemed that no payment has been received for the goods or services. When appropriate the service will be stopped, the license or permit revoked, the action voided, or other suitable action taken. No new goods or services will be provided until payment is received for the prior goods or services. The department will adequately document the action taken in their files and records.

P-3 Uncollected bank returned checks will be treated as delinquent accounts of the City. Interest or penalties will be charged as appropriate. The accounts will be sent out for collection service. Other legal action will be taken as appropriate.

Q. Delinquent and Uncollectible Accounts Receivable

This policy applies to all private customer or intergovernmental accounts receivable which are delinquent or uncollectible, except as noted below.

Q-1 Departments will age the individual accounts in the accounts receivable subsidiary ledger monthly. The aged accounts will show accounts which are 30 days, 60 days, and 90 days overdue, at a minimum.

Q-2 Outstanding receivables will be reviewed on a regular basis for past due accounts. Past due notices will be sent out for all accounts that are 30 days in arrears. Past due notices for all customer accounts receivable will include a statement that the account will be referred to a collection agency if not paid in a timely manner.

Q-3 Interest and penalties will be charged on all accounts as authorized by state statutes.

Q-4 When applicable, a city department will no longer provide services to a private customer or other government when the individual or organization has a delinquent account balance, unless the service is required by some legal criteria.

Q-5 Departments will send delinquent private customer accounts to a collection agency in accordance with City contract(s) for collection services. The accounts will be sent no later than 120 days after they become delinquent. Any exceptions must be authorized by the Finance Director. The customer must have had 30 days' notice prior to sending the account to the collection agency.

Q-6 City Council will approve the write-offs of uncollectible accounts on the recommendation of the Finance Director/City Administrator and within State Statute.

R. City Utility Rates

R-1 Utility user charges for each of the City utilities will be based on the total cost of providing the service (ex: set to fully support the total direct, indirect, and capital costs) and are established so that the operating revenues of each utility are at least equal to its operating expenditures, reserves, debt coverage, and annual debt service obligations, and planned replacement of the utility's facilities.

R-2 Staff shall conduct an annual comprehensive rate review each fall for the utility funds for Council review. Rate increases will be targeted for implementation in January. Every effort shall be made to index/limit rate increases for the entire utility bill to the rate of inflation unless federal or state mandate, judgment arising out of litigation, or Council approved policy needs dictate otherwise.

R-3 Utility rates will be adopted in the annual fee schedule adopted by the College Place City Council.

S. General Long-Term Financial Planning

The City will strive to forecast revenues, expenditures, and fund balances for the Current Expense Fund mid-calendar year and for the next five years making it a rolling five-year forecast, as an early look at changing economic conditions and possible unfavorable consequences such as declining revenues and increasing costs. This enables the City to be flexible, and make choices to adjust its expectations and/or service levels as early as possible.

S-1 The utilities should strive to work towards a forecast for revenues, expenditures, and fund balances for a six-year period, updated every year and on the same update-cycle as the Capital

Facilities Plan (CFP). The CFP is the basis for the amounts of planned capital spending for those six years. The plan should also include reasonable revenue and operating cost assumptions, as well as minimum funding for all reserves as established by these policies.

S-2 Estimates and forecasts of all revenues and expenditures should be cautious in a slow economic environment, taking a financially restrained approach. Estimates and forecasts of revenues and expenditures may become less restrained at a time of a more growth-oriented outlook.

S-3 The utilities' financial plans should assume that they support themselves through fees for service and that they do not receive financial or economic support from the Current Expense Fund.

S-4 The utilities should make every effort to set service fees that recover full life-cycle costs which may lead to periodic accumulations of fund balances. The accumulation of fund balance is regarded as competent long-term planning tool for foreseeable needs. This tool helps temper annual rate increases and enables the City to fund a large portion of its projects with cash or to position the City well for long-term debt issues.

T. Long Range Revenue Policies

T-1 Ability to Pay

a. The Council shall consider the overall impact on the community and its "ability to pay" against the need to enact any tax, utility rate, or fee/charge increase.

T-2 Use of Highly Volatile Funding Sources

a. Council shall prohibit the use of highly volatile funding sources such as Lodging Tax ("hotel-motel tax"), Real Estate Excise Tax I (REET-1) or Real Estate Excise Tax II (REET-11) for debt service or other long-term commitments. Preference for use of such volatile funding sources should be given to one-time capital expense, short-term funding commitments for a capital expense, or saving to create a funding pool that can "cash-out" a capital project.

T-3 Use of One-time Revenues

a. Council shall require that one-time revenues or revenues significantly above the budgeted revenue target be used for one-time expenses and not be utilized to fund recurring expenses such as salaries and wages or debt service.

T-4 Capital Funding Priorities

a. Council shall require the first priority for funding of capital projects should be given to those projects designed to preserve and maintain existing infrastructure.
b. Council has established the following rank order:
   i. Legal and statutory requirements and mandates provided realistic and affordable sources of funding are available to the City.
   ii. Continuation of multi-year projects provided realistic and affordable sources of funding are available to the City.

iii. Capital funding shall be given to those projects that leverage City funding with grants from the State and/or federal agencies.
iv. Capital funding shall be given to public-private partnership projects whereby the City can leverage its contribution with private dollars to enable a more economically diverse project where the primary risk for the long-term financing is transferred to a private partner.

T-5 Property Tax

a. The Finance Director shall forward to the City Administrator, Mayor, and City Council prior to any approval from Council for the 1.0% property tax increase a report that details the estimated revenue that may be generated if the 1.0% increase would be approved by Council. In addition, the report shall also include an analysis of the potential long-term impact on the Current Expense Fund if Council decided not to levy the 1.0% increase.
b. Council shall not consider levying of any "banked" property tax capacity unless the following conditions exist:
    i. The Council is considering adopting an annual budget that requires a reduction in core services as identified by Council; and
    ii. Council has voted to authorize the implementation of the 1.0% in property tax collections.

T-6 Utility Excise Tax Rates: Prior to any proposal to Council for an increase in a utility excise tax rate, the Finance Director shall prepare a report for the City Administrator, Mayor, and City Council, noting the amount of the proposed tax increase, an estimate of new or additional annual revenues, and the need for the additional funding to be derived from the increased utility excise tax rate.

T-7 Setting of Fees and Charges for Building Permits

a. Council shall consider that the fees and charges for building permits shall include a total cost recovery of direct and indirect costs.
b. Council may consider a potential reduction in the fees and charges for a building permit; only if a project creates long-term family wage jobs and/or an identifiable long-term revenue increase in sales tax as a result of the project's construction.
c. The Finance Director, together with the Community Development Director, shall prepare a report to the City Administrator, Mayor, and City Council annually that compares the City's building permit fee and charges in comparison to fees and charges from other comparable cities, together with an analysis of the net subsidy required of the Current Expense Fund to offset any shortfall in revenues associated with the total building permit operating costs.

T-8 Setting of Fees and Charges for Parks and Recreation Programs and Services

a. Cost Recovery – Parks and Recreation services are funded through a combination of user fees, property taxes, grants, and donations. Fees and charges shall be assessed in an equitable manner in accordance with the following fee and charge assessment schedule. Services that provide recreational opportunities for populations with the fewest recreational alternatives (youth, limited income, senior adults, and families) may be more heavily supported by grants, donations, or property taxes than user fees to ensure that the population is well served by Parks & Recreation programs. Percentages shall be

considered as guidelines; however, special circumstances, the nature and cost of each program, and persons to be served should be taken into consideration.

b. Fee Model – the following lists represent all categories of services currently provided or those which may be provided in the future by the Parks & Recreation Department. The model is based upon the degree of benefit to the community (Tier 1 – mostly a community benefit), or individual (Tier 5 – mostly an individual benefit) of the service provided, the values of the College Place community, and the vision and mission of the Parks & Recreation Department. This model and policy form the basis for setting fees and charges.
    i. Tier 5: Targeted to recover a minimum of 200 percent of direct costs
        (i) Concession/Vending
        (ii) Merchandise for Resale
        (iii) Private/Semi-private Lesson
        (iv) Rentals – Private/Commercial
        (v) Long-term leases
        (vi) Equipment Rentals
        (vii) Trips
        (viii) Organized Parties
        (ix) Drop-in Childcare/Babysitting
        (x) Leased Services – Private/Commercial
        (xi) Permitted Services
    ii. Tier 4: Targeted to recover a minimum of 100 percent of direct costs, and some of these services may be appropriate for use of alternative funding sources such as grants, donations, and use of volunteers.
        (i) Classes and programs – intermediate/advanced
        (ii) Leased services – non-profit/governmental agency
        (iii) Preschool
        (iv) Social clubs
    iii. Tier 3: Primarily fee supported with little tax investment. Targeted to recover a minimum of 60 percent of direct costs, and some of these services may be appropriate for use of alternative funding sources such as grants, donations, and use of volunteers.
        (i) Health services, wellness clinics, and therapeutic recreation.
        (ii) Classes and programs – beginning/multi-ability
        (iii) Tournaments and leagues
        (iv) Rentals – non-profit/governmental agency
        (v) Specialized events/activities
        (vi) Camps/after school care
        (vii) Leased Services – Affiliates
    iv. Tier 2: Partial tax investment with minimal to partial fee support. Targeted to recover a minimum of 35 percent of direct costs, and many of these services may be appropriate for use of alternative funding sources such as grants, donations, and use of volunteers.
        (i) Life/safety classes
        (ii) Rentals – affiliates
        (iii) Supervised park/facility
        (iv) Community-wide events
        (v) Volunteer programs

v. Tier 1: Full tax investment with little or no fee support. Targeted to recover zero percent of direct costs, although some of these services may be appropriate for use of alternative funding sources such as grants, donations, and volunteers.
    (i) Non-supervised park/facility
    (ii) Inclusionary services
    (iii) Support services

c. Setting Fees – The City Administrator and the Park & Recreation Coordinator shall set fees for programs and services in compliance with the targets listed above. Fees shall be adjusted during the course of each year as needed to ensure the cost recovery targets are achieved. The following strategies will be used in arriving at fees:
    i. Market pricing: A fee based on demand for a service or facility or what the target market is willing to pay for a service. One consideration for establishing a market fee is determined by identifying all providers of an identical service (ex: private sector providers, municipalities), and setting the highest fee. Another consideration is setting the fee at the highest level the market will bear.
    ii. Competitive Pricing: A fee based on what similar service providers or close proximity competitors are charging for service. One consideration for establishing a competitive fee is determined by identifying all providers of an identical service (ex: private sector providers, municipalities), and setting the mid-point or lowest fee.
    iii. Cost recovery pricing: A fee based on cost recovery goals within market pricing ranges.

d. Fee Review – The City Administrator/Park and Recreation Coordinator shall conduct an annual comprehensive review of cost recovery targets in compliance with these policy targets; this review will be forwarded to the Parks, Arbor, and Recreation Board which will forward their recommendation to the City Council via the Finance Committee.

e. Use of Volunteers – Through an aggressive volunteer recruitment program the City shall seek to minimize the amount required for full tax investment with little to no fee support (tier 1 services) and partial tax investment with minimal to partial fee support (tier 2 services).

f. Alternate Funding Sources – Solicitation of funds through donations, fundraising events, nontraditional sources, and various other modes shall be encouraged by the Park, Arbor, and Recreation Board. Funds collected for any special purpose shall be earmarked for that purpose.

T-9 Grants

a. Grant Opportunities – The City shall aggressively pursue grant opportunities; however, before accepting grants, the City will consider the current and future implications of accepting the monies.

b. Federal Funds – Federal funds shall be actively sought by the City. The City shall use these funds to further the applicable national program goal. Because federal funds are not a guaranteed revenue source and are intended for a specific purpose, they will not be relied upon as an alternative source of capital improvement funds unless the federal grant is specifically for capital projects. Use of Federal funds shall support City goals and services.

c. Grant Review – In reviewing grants the department director and Finance Director shall evaluate each grant offer and make their recommendation to the City Administrator after considering:
    i. The amount of the matching funds required;

ii. In kind services that are to be provided;
iii. Length of grant and consequential disposition of service (ex: is the City obliged to continue the service after the grant has ended?); and,
iv. The related expenditures including administration, record keeping, and auditing expenditures.

U. Unclaimed Property

The Unclaimed Property Policy provides direction for reporting and disposing of unclaimed property. It is to ensure compliance with the laws of the State of Washington concerning the identification and disposition of unclaimed property while under the control of the City of College Place. The Washington Unclaimed Property Act protects unclaimed property until it is returned to its rightful owner or their heir. Washington State law (RCW 63.29.170) requires the City to review their records each year to determine whether they hold any property that has been unclaimed for a set period of time.

U-1 This law requires the City to exercise due diligence in attempting to locate owners of unclaimed property in its custody and to annually report certain unclaimed property to the State. Any unclaimed property will be written off the Cities books and the funds will be deposited with the State Treasurer as unclaimed property. These funds then become the property of the State. A claim from the original owner of the property must be made with the State Treasurer's office in order to receive the funds.

U-2 The City Finance Director is responsible for the proper disposition of unclaimed property in accordance with rules established by the State of Washington.

Appendix A: Glossary

- Account: A record of additions, deletions, and balances of individual assets, liabilities, equity, revenues, and expenses.
- Ad Valorem Taxes (Property Tax): A tax levied on the assessed value of real property.
- Appropriation: A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.
- Appropriation for Ordinances or Resolutions: An ordinance or resolution by means of which appropriations are given legal effect. It is the method by which the expenditure side of the annual operating budget is enacted into law by the legislative body.
- Assessed Valuation: A valuation set upon real estate or other property by the County Assessor as a basis for levying property taxes.
- AWC: Association of Washington Cities
- Balanced Budget: A budget is considered balanced when the fund's total resources of beginning fund balance, revenues, and other financing sources is equal to the total of expenditures, other financing uses, and ending fund balance.
- BARS: Budgeting, Accounting, and Reporting System
- Basis of Accounting: The timing of recognition; that is, when the effects of transactions or events should be recognized for financial reporting purposes. For example, the effects of transactions or events can be recognized on an accrual basis (that is, when the transactions or events take place), or on a cash basis (that is, when cash is received or paid). Basis of accounting is an essential part of measurement focus because a particular timing of recognition is necessary to accomplish a particular measurement focus.
    - Cash Basis: A basis of accounting under which transactions are recognized only when cash is received or disbursed.
- Benefits: For budgeting purposes, employee benefits are employer payments for social security, retirement, group health and life insurance, and worker's compensation.
- Bond: A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.
- Budget: A legal document that provides City officials with the authority to incur obligations and pay expenses, allocating resources among departments and funds to reflect Council priorities and policies.
- Budgetary Control: The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.
- Budget Document: The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body. In addition to the budget document, an appropriation ordinance is necessary to formally approve the budget.

- Budget Amendment: The method used to make revisions to the adopted budget. Transfers between expenses within a fund do not require Council approval unless the adjustment includes use of fund balance.
- Capital Assets: Capital assets include land, improvements to land, easements, building, building improvements, vehicles, machinery, equipment, infrastructure, and all other tangible or intangible assets that are used in operations and have a useful life extending beyond a single reporting period, and a cost of $5,000 or greater.
- Capital Expenditures: Any asset purchase or creation over the $5,000 threshold as set by the State.
- Capital Facility Plan (CFP): A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise.
- Comprehensive Plan: A long-range policy adopted by the City to guide decisions affecting the community's physical development.
- Consumer Price Index (CPI): CPI measures a price change for a constant market basket of goods and services from one period to the next within the same city.
- Cost Allocation: The assignment of applicable costs incurred by a central services department to a fund based on the benefit to the fund being assessed.
- Councilmanic Bonds: General obligation bonds whose issuance was authorized by the City Council.
- CP: College Place
- Debt: An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, notes, contracts, and accounts payable.
- Debt Service: Interest and principal payments on debt.
- Debt Limit: The maximum amount of gross or net debt that is legally permitted.
- Deficit: The excess of the liabilities of a fund over its assets; and the excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during an accounting period.
- DNR: Department of Natural Resources
- DOH: Department of Health
- Enterprise Fund: Proprietary fund used to report an activity for which a fee is charged to external users for goods or services.
- Expenditures: For governmental funds. Decreases in net current assets. Expenditures include debt service, capital outlays, and those current operating costs that require the use of current assets.
- Expenses: For business type funds. Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.
- Fiduciary Fund: A fund that accounts for assets held by the City as a trustee.
- Fiscal Year: A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

- Fixed Assets: Assets intended to be held or used for a long term purpose, such as land, buildings, and improvements other than buildings, machinery, and equipment. The City's capitalization threshold is $5,000.
- Full Time Equivalent (FTE) Position: Refers to budgeted employee positions based on the number of hours for each position. A full-time position is 1.0 FTE and represents 2,080 hours each year.
- Fund: A fiscal and accounting entity with self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities and balances, and changes therein, which are segregated for the purposes of attaining certain objectives in accordance with special regulations, restrictions, or limitations.
- Fund Balance: Fund Balance is a calculation of the difference between the assets and liabilities of a governmental fund. Fund balances are either designated (funds that have been dedicated to a particular purpose) or undesignated (the remaining unappropriated balance of the fund after account for the designated funds).
- General (Current Expense) Fund: A specific Governmental Fund that accounts for tax supported activities of the City and other types of activities not accounted for in other funds.
- General Obligation Bonds: Bonds for the payment of which the full faith o the issuing government is pledged. G.O. Bonds can be voter approved (unlimited-tax general obligation bond-UTGO) where property owners are assessed property taxes for the debt repayment, or non-voted (limited-tax-general obligation bonds-LTGO) that are authorized by the governing authority (City Council) and are paid with existing tax revenues or another source.
- GMA: Growth Management Act
- Governmental Fund Types: Funds that provide general government services. These include the General Fund, Special Revenue Funds, Capital Project Funds, and Debt Service Funds.
- HVAC: Heating, Ventilation, and Air Conditioning
- Intergovernmental Revenue: Funds received from federal, state, and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.
- Internal Service Funds: These funds account for operations that provide goods or services to other departments or funds of the City or to other governmental units on a cost-reimbursement basis.
- Levy Rate: The property tax percentage rate used in computing the property tax amount due to the City.
- LID: Local Improvement District
- MG: Million Gallons a Day
- Operating Budget: The annual appropriation to maintain the provision of City services to the public. Annual operating budgets are essential to sound financial management and should be adopted by every government.
- O&M: Operation and Maintenance.
- Operating Transfer: Routine and/or recurring transfers of assets between funds.

- Organizational Chart: A graphic portrayal of relationships among positions and officials established by the City.
- Personnel: Refers to the number of full-time or part-time regular authorized positions which may be employed within the operation of the City.
- RCO: Washington State Recreation and Conservation Office
- Recon: The global retail real estate convention.
- REET: Real Estate Excise Tax
- Refunding Bonds: Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds.
- Reserve: (1) An account used to segregate a portion of fund balance to indicate that it is not available for expenditure; and (2) an account used to segregate a portion of fund equity as legally set aside for a specific future use.
- Revenue: Income received by the City in support of a program of services to the community. It includes such items as property taxes, fees, user charges, grants, fines and forfeits, interest income, and miscellaneous revenue.
- Revenue Bonds: Bonds whose principal and interest are secured by and payable exclusively from earnings of an Enterprise or Proprietary Fund.
- Salaries and Wages: Monetary compensation in the form of an annual or hourly rate of pay for hours worked.
- SCADA: Supervisory Control and Data Acquisition.
- SEPA: State Environmental Policy Act.
- Services and Charges: Expenditures for services other than personal services which are required by the City in the administration of its assigned functions, such as contracted services, insurance, utilities, printing, advertising, insurance, and rental of equipment.
- Special Revenue Funds: Funds used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.
- Supplies and Materials: Articles and commodities which are consumed or materially altered when used; such as, office supplies, motor fuel, building supplies, and postage.
- Taxes: Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges.
- TIB: Transportation Improvement Board.
- UGA: Urban Growth Area.
- WAC: Washington Administrative Code.
- WSDOT: Washington State Department of Transportation.
- WSRB: Washington Survey and Ratings Bureau.
- WTP: Water Treatment Plant.
- WWTP: Wastewater Treatment Plant.

LOW VOLTAGE SYSTEMS SYMBOL LEGEND

SYMBOL:	DESCRIPTION:	BACKBOX:	CONDUITS:	MOUNTING HEIGHT:	ELECTRONICS:	TELECOM CABLE:	POWER REQUIREMENTS:	SPECIFICATION SECTION
L	CEILING RECESSED LOUDSPEAKER	CUSTOM BACK BOX	N/A	CEILING RECESSED	LOUDSPEAKER	N/A	N/A	27 41 00
L	WALL MOUNTED LOUDSPEAKER	1-GANG TRIM RING	N/A	80" AFF	LOUDSPEAKER	N/A	N/A	27 41 00
VW	VIDEO WALL DISPLAY	CUSTOM BACK BOX	N/A	60" AFF	VIDEO WALL DISPLAY	SEE AV SIGNAL FLOWS	120VAC DUPLEX RECEPTACLE	27 41 00
D	FLAT PANEL DISPLAY	CHIEF PAC 525	TWO (2) 1-1/4" EC	60" AFF	FLAT PANEL DISPLAY	TWO (2) CATEGORY CABLE	120VAC DUPLEX RECEPTACLE	27 41 00
C	WALL MOUNTED VIDEO CAMERA	VADDIO 999-2225-118	N/A	60" AFF	VIDEO CAMERA	N/A	REMOTE LOW VOLTAGE POWER	27 41 00
5	5-GANG MULTI-MEDIA WALLBOX	5-GANG BOX	THREE (3) 1-1/4" EC	OUTLET HEIGHT	N/A	N/A	N/A	N/A
CP	REMOTE CONTROL TOUCH PANEL	3-GANG BOX	ONE (1) 1" EC	SWITCH HEIGHT	REMOTE CONTROL TOUCH PANEL	ONE (1) CATEGORY CABLE	REMOTE LOW VOLTAGE POWER	27 41 00
P	PRESS FEED BOX	5-GANG BOX	THREE (3) 1-1/4" EC	18" AFF	PRESS FEED BOX	N/A	N/A	27 41 00
AV	AUDIOVISUAL EQUIPMENT RACK	N/A	N/A	ON FLOOR	SEE AV SIGNAL FLOW	N/A	(2) DEDICATED 20-AMP,120V CIRCUTS W/ DUPLEX RECEPTACLE	27 41 00
	PROJECTION SCREEN	N/A	ONE (1) 3/4" EC FOR LV CONTROLLER	CEILING RECESSED	CEILING RECESSED PROJECTION SCREEN	N/A	120VAC	11 52 13
X	STANDARD TELECOMMUNICATION OUTLET	1-GANG TRIM RING	N/A	OUTLET HEIGHT	N/A	"X" CATEGORY CABLES (TO TELECOM CLOSET)	N/A	27 41 00
X C	STANDARD TELECOMMUNICATION COAX OUTLET	1-GANG TRIM RING	N/A	OUTLET HEIGHT	N/A	ONE (1) COAX AND "X" CATEGORY CABLES	N/A	27 41 00
X	STANDARD TELECOMMUNICATION OUTLET	1-GANG TRIM RING	N/A	OUTLET HEIGHT	N/A	"X" CATEGORY CABLES	N/A	27 41 00
W	WALL PHONE TELECOMMUNICATIONS OUTLET	1-GANG TRIM RING	N/A	SWITCH HEIGHT	N/A	ONE (1) CATEGORY CABLE	N/A	27 41 00
AV	MULTI-MEDIA FLOORBOX	WIREMOLD EFB8S	THREE (3) 1-1/4" EC	IN FLOOR	N/A	FOUR (4) CATEGORY CABLES	DUPLEX RECEPTACLE	27 41 13
	FLOORBOX	WIREMOLD EFB8S	THREE (3) 1-1/4" EC	IN FLOOR	N/A	FOUR (4) CATEGORY CABLES	120V DUPLEX RECEPTACLE	27 41 13
WAP	WIRELESS ACCESS POINT	SURFACE MOUNTED BISCUIT BOX	N/A	CEILING MOUNTED	OFOI WIRELESS ACCESS POINT	TWO (2) CATEGORY CABLE	REMOTE LOW VOLTAGE POWER	27 10 00
	CONDUIT PULL BOX	N/A	N/A	CEILING MOUNTED	N/A	N/A	N/A	N/A
D	ELECTRONIC ACCESS CONTROL DOOR	REFER TO ACCESS CONTROL DOOR DETAILS	REFER TO ACCESS CONTROL DOOR DETAILS	REFER TO ACCESS CONTROL DOOR DETAILS	REFER TO ACCESS CONTROL DOOR DETAILS	N/A	REMOTE LOW VOLTAGE POWER	28 13 00
CR	CARD READER	2-GANG BOX WITH SINGLE GANG TRIM RING	ONE (1) 1" EC	REFER TO ACCESS CONTROL DOOR DETAILS	CARD READER	N/A	REMOTE LOW VOLTAGE POWER	28 13 00
C	FIXED SURVEILLANCE VIDEO CAMERA	SURFACE MOUNTED BISCUIT BOX	N/A	CEILING MOUNTED	FIXED VIDEO CAMERA	ONE (1) CATEGORY CABLE	REMOTE LOW VOLTAGE POWER	28 23 00
E C	EXTERIOR SURVEILLANCE VIDEO CAMERA	2-GANG BOX INTERIOR TO BUILDING	N/A	VARIES	EXTERIOR VIDEO CAMERA	ONE (1) CATEGORY CABLE	REMOTE LOW VOLTAGE POWER	28 23 00

LOW VOLTAGE SYSTEM SHEET LIST

Sheet Number	Sheet Name
TA001	LOW VOLTAGE SYSTEMS TITLESHEET
TA002	LOW VOLTAGE SYSTEMS INFRASTRUCTURE DETAILS
TA003	LOW VOLTAGE SYSTEMS INFRASTRUCTURE DETAILS
TA010	IT ROOM DETAILS
TA100	FLOOR PLAN - BASEMENT
TA101	FLOOR PLAN - LEVEL 1
TA110	FLOOR PLAN - COUNCIL CHAMBERS ENLARGED
TA111	FLOOR PLAN - COUNCIL CHAMBERS ENLARGED
TA200	RCP - BASEMENT
TA201	RCP - LEVEL 1
TA700	AUDIOVISUAL SIGNAL FLOW - COUNCIL CHAMBERS 1 OF 2
TA701	AUDIOVISUAL SIGNAL FLOWS- COUNCIL CHAMBERS 2 OF 2
TA702	AUDIOVISUAL SIGNAL FLOWS - CONFERENCE ROOM

TA SERIES SHEET NOTES

1. ALL CONDUIT, BACK BOXES, AND AC POWER REQUIREMENTS SHALL BE PROVIDED BY THE ELECTRICAL CONTRACTOR.
2. ANY CONDUIT TERMINATIONS AT CONSOLE OR EQUIPMENT RACK LOCATIONS SHOULD BE ACCESSIBLE.
3. EACH LOW VOLTAGE OUTLET SHALL INCLUDE A 200lb TEST PULL WIRE TO ACCESSIBLE AFC OR CABLE TRAY UNLESS OTHERWISE NOTED.
4. AC POWER CIRCUITS OUTLINED FOR USE WITH THE LOW VOLTAGE ELEMENTS SHALL BE TIED TO A SINGLE PHASE OF THE ELECTRICAL POWER SUPPLY.
5. REFERENCE ELECTRICAL DIVISION 26 00 00 SPECIFICATION FOR CONDUIT SPECIFICATIONS.
6. COORDINATE CEILING MOUNTED ELEMENTS WITH ARCHITECTURAL CEILING PLANS.
7. REFERENCE ARCHITECTURAL DRAWINGS FOR ALL BOX LOCATIONS AND DIMENSIONS.
8. ALL TELECOM CONDUITS ARE TO RUN FROM BACK BOX TO ACCESSIBLE AFC UNLESS DETAILED OTHERWISE.
9. NOTES ON INDIVIDUAL DRAWING SHEETS SUPERSEDE THE ABOVE REQUIREMENTS.

CONVERGENT TECHNOLOGIES DESIGN GROUP, INC.®
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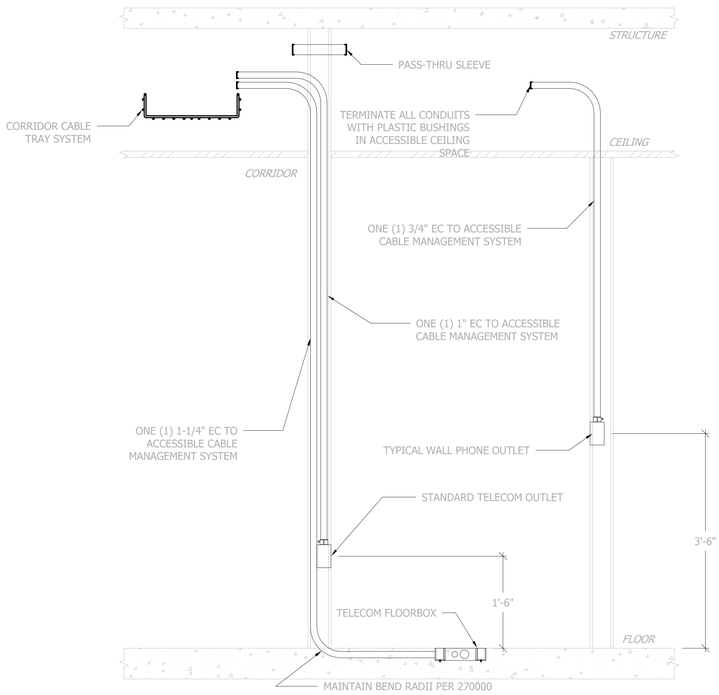
CITY OF COLLGE PLACE
COUNCIL ROOM RENOVATION AND AV DESIGN
621 S COLLEGE AVE, COLLEGE PLACE, WA 99324

No.	Description	Date

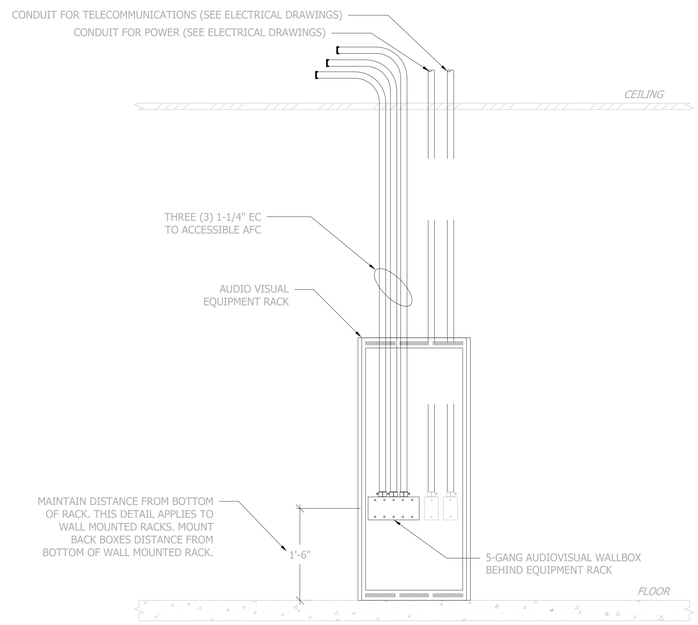
LOW VOLTAGE SYSTEMS TITLESHEET

Project Number	8864
Date	01/27/22
Drawn By	AP
Checked By	BH
	TA001
Scale	As indicated

1/27/2022 3:56:23 PM



1 **TYPICAL TELECOM DETAILS**
1" = 1'-0"



2 **TYPICAL AV RACK INFRASTRUCTURE DETAILS**
1" = 1'-0"

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CITY OF COLLGE PLACE
COUNCIL ROOM RENOVATION AND AV DESIGN
621 S COLLEGE AVE, COLLEGE PLACE, WA 99324

No.	Description	Date

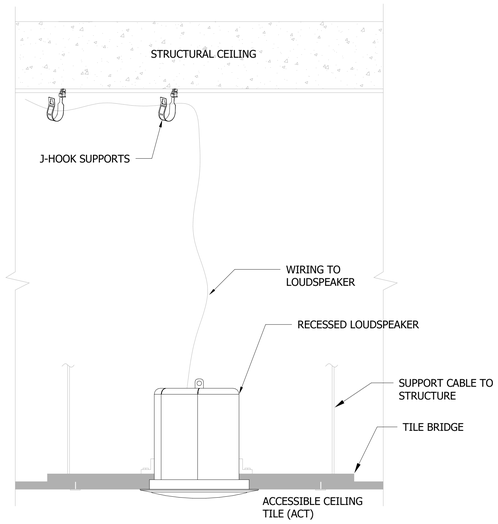
LOW VOLTAGE SYSTEMS INFRASTRUCTURE DETAILS

Project Number	8864
Date	01/27/22
Drawn By	AP
Checked By	BH

TA002

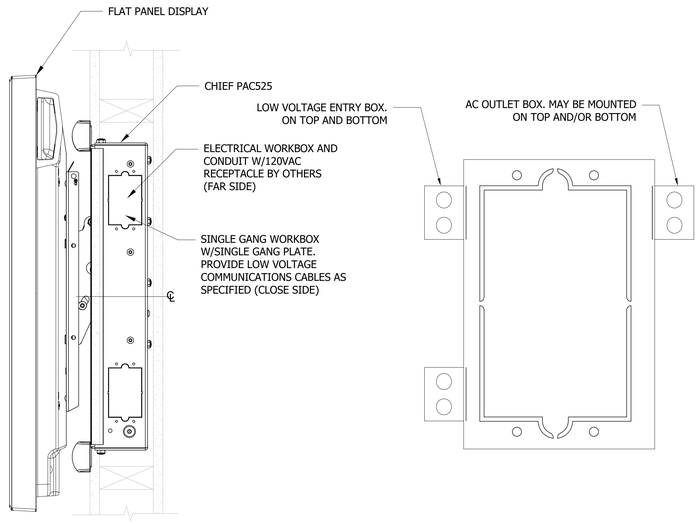
Scale	1" = 1'-0"

1/27/2022 3:56:24 PM

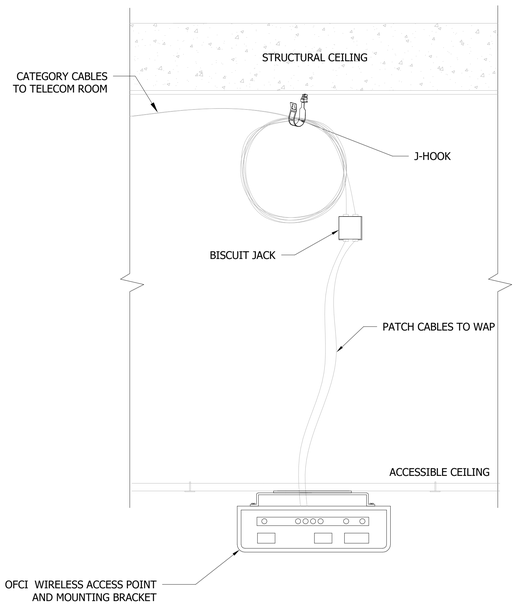


1 **CEILING LOUDSPEAKER DETAIL**
3" = 1'-0"

CHIEF PAC525 IN-WALL BACKBOX
KNOCKOUTS PROVIDED FOR MOUNTING SINGLE GANG BOXES FOR POWER
AND LOW VOLTAGE SERVICES. MOUNTING HEIGHT IS MEASURED FROM FINISHED FLOOR TO CENTERLINE OF MOUNT. PROVIDE ARCHITECTURAL AND/OR STRUCTURAL WALL REINFORCEMENT AS REQUIRED TO SUPPORT WEIGHT OF DISPLAY AND MOUNT. REFER TO AV DRAWINGS AND SPECS FOR MAKE AND MODEL OF FLAT PANEL DISPLAY.



2 **WALL MOUNTED DISPLAY DETAIL**
3" = 1'-0"



3 **WIRELESS ACCESS POINT DETAIL**
3" = 1'-0"

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CITY OF COLLGE PLACE
COUNCIL ROOM RENOVATION AND AV DESIGN
621 S COLLEGE AVE, COLLEGE PLACE, WA 99324

No.	Description	Date

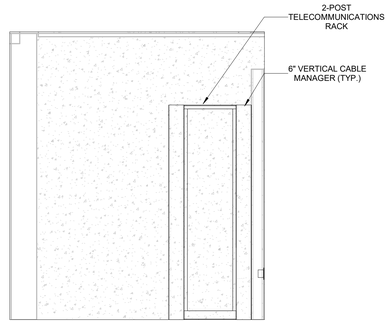
LOW VOLTAGE SYSTEMS INFRASTRUCTURE DETAILS

Project Number	8864
Date	01/27/22
Drawn By	AP
Checked By	BH

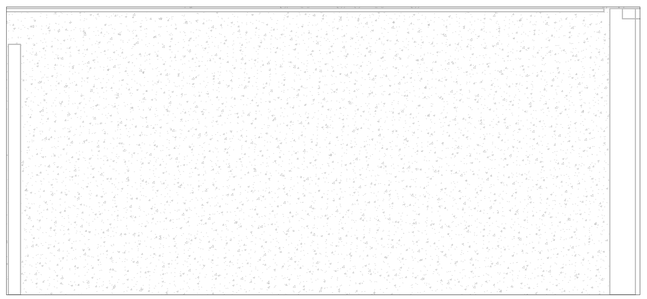
TA003

Scale 3" = 1'-0"

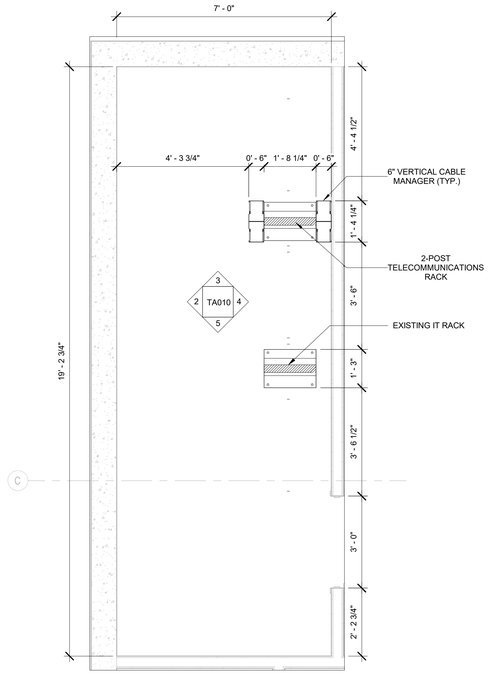
1/27/2022 3:56:25 PM



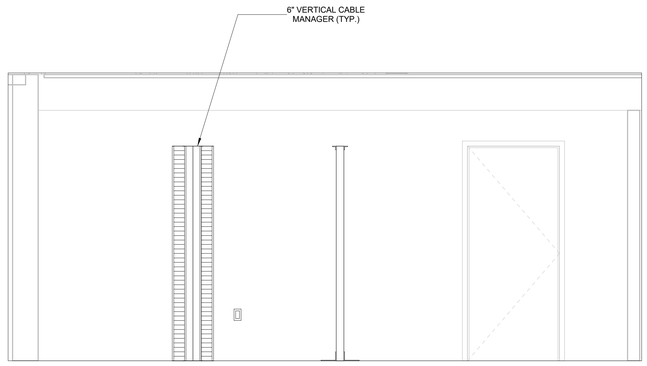
3 **IT ROOM - NORTH**
1/2" = 1'-0"



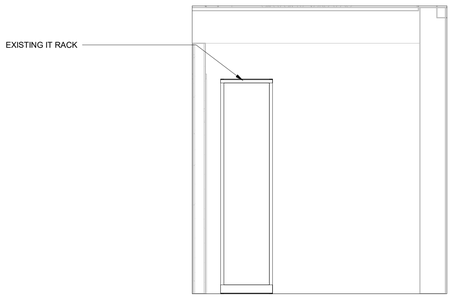
2 **IT ROOM - WEST**
1/2" = 1'-0"



1 **BUILDING 1 -BASEMENT - IT ROOM**
1/2" = 1'-0"



4 **IT ROOM - EAST**
1/2" = 1'-0"



5 **IT ROOM SOUOTH**
1/2" = 1'-0"

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CITY OF COLLGE PLACE
COUNCIL ROOM RENOVATION AND AV DESIGN
621 S COLLEGE AVE, COLLEGE PLACE, WA 99324

No.	Description	Date

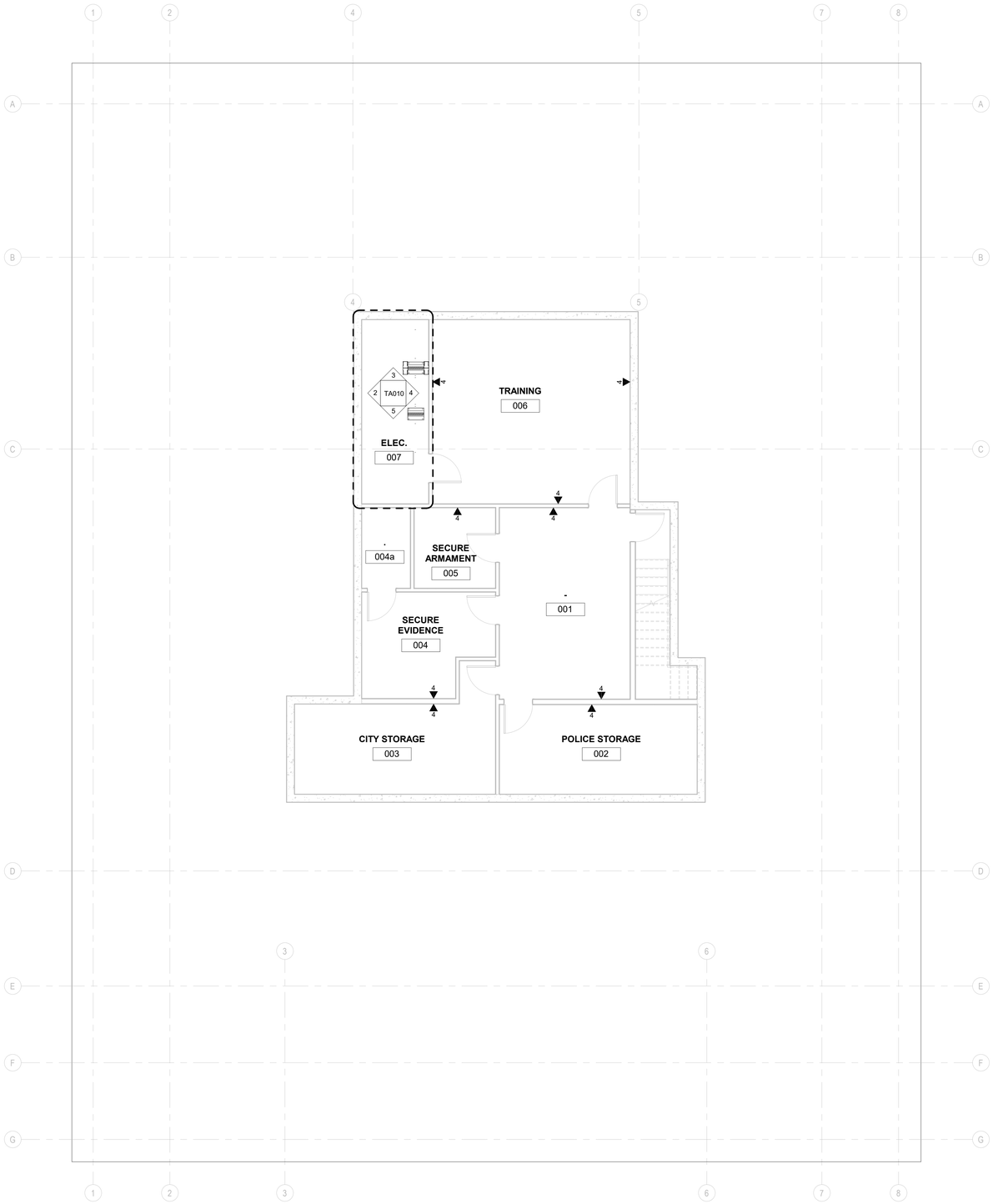
IT ROOM DETAILS

Project Number	8864
Date	01/27/22
Drawn By	AP
Checked By	BH

TA010

Scale 1/2" = 1'-0"

1/27/2022 3:56:25 PM



1 **BUILDING 1 -BASEMENT**
3/16" = 1'-0"

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CITY OF COLLGE PLACE
COUNCIL ROOM RENOVATION AND AV DESIGN
621 S COLLEGE AVE, COLLEGE PLACE, WA 99324

No.	Description	Date

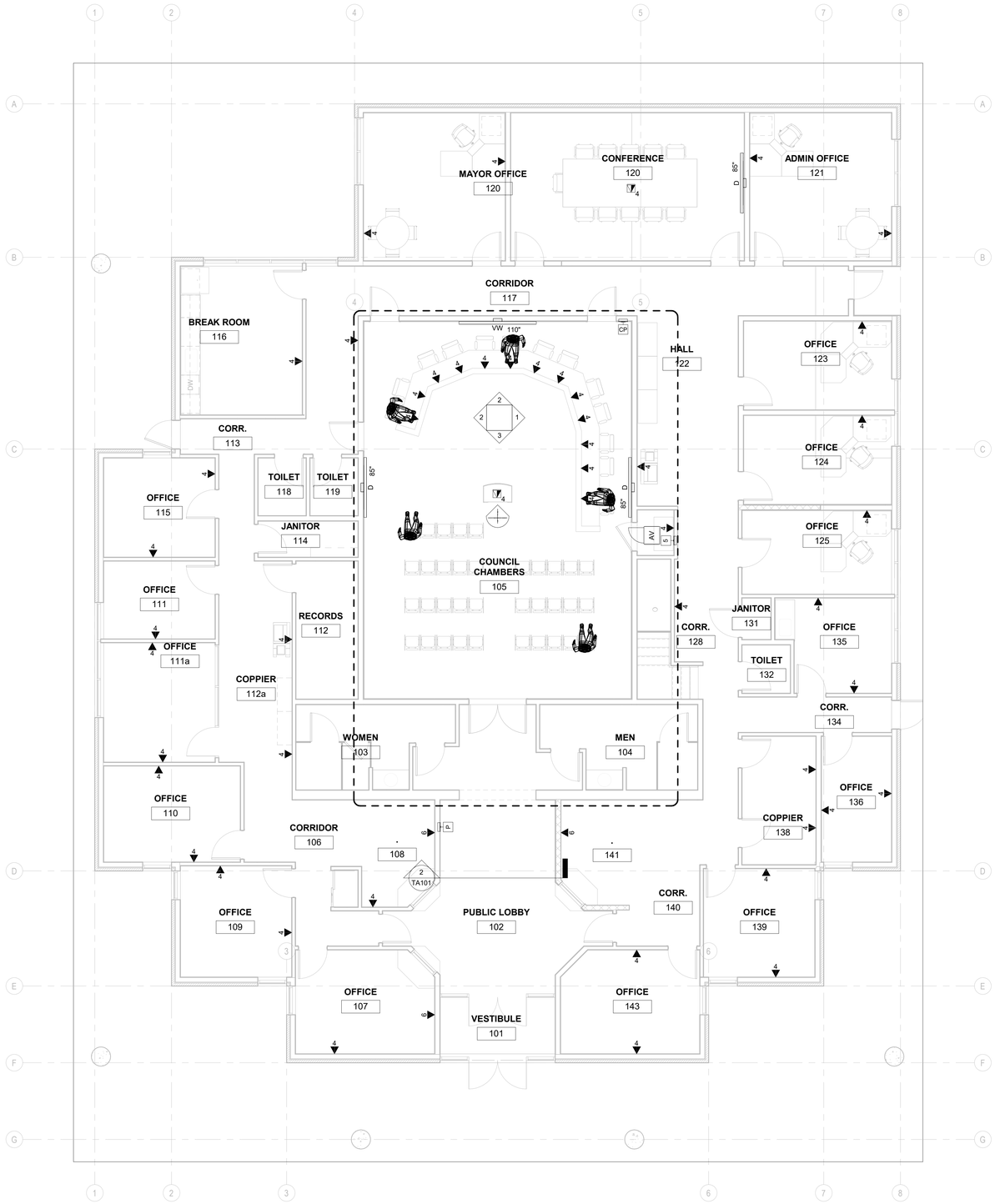
FLOOR PLAN - BASEMENT

Project Number	8864
Date	01/27/22
Drawn By	AP
Checked By	BH

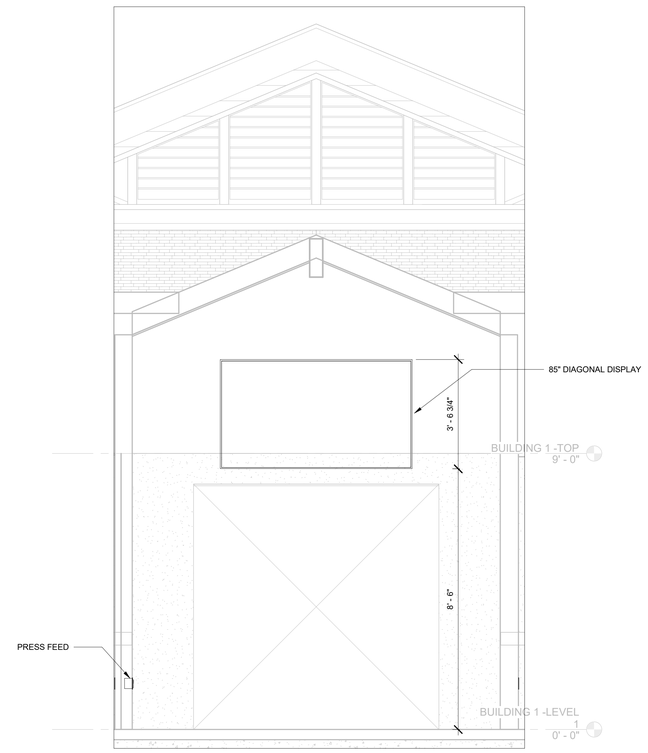
TA100

Scale 3/16" = 1'-0"

1/27/2022 3:56:25 PM



1 **BUILDING 1 -LEVEL 1**
3/16" = 1'-0"



2 **LOBBY DISPLAY**
1/2" = 1'-0"

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CITY OF COLLGE PLACE
COUNCIL ROOM RENOVATION AND AV DESIGN
621 S COLLEGE AVE, COLLEGE PLACE, WA 99324

No.	Description	Date

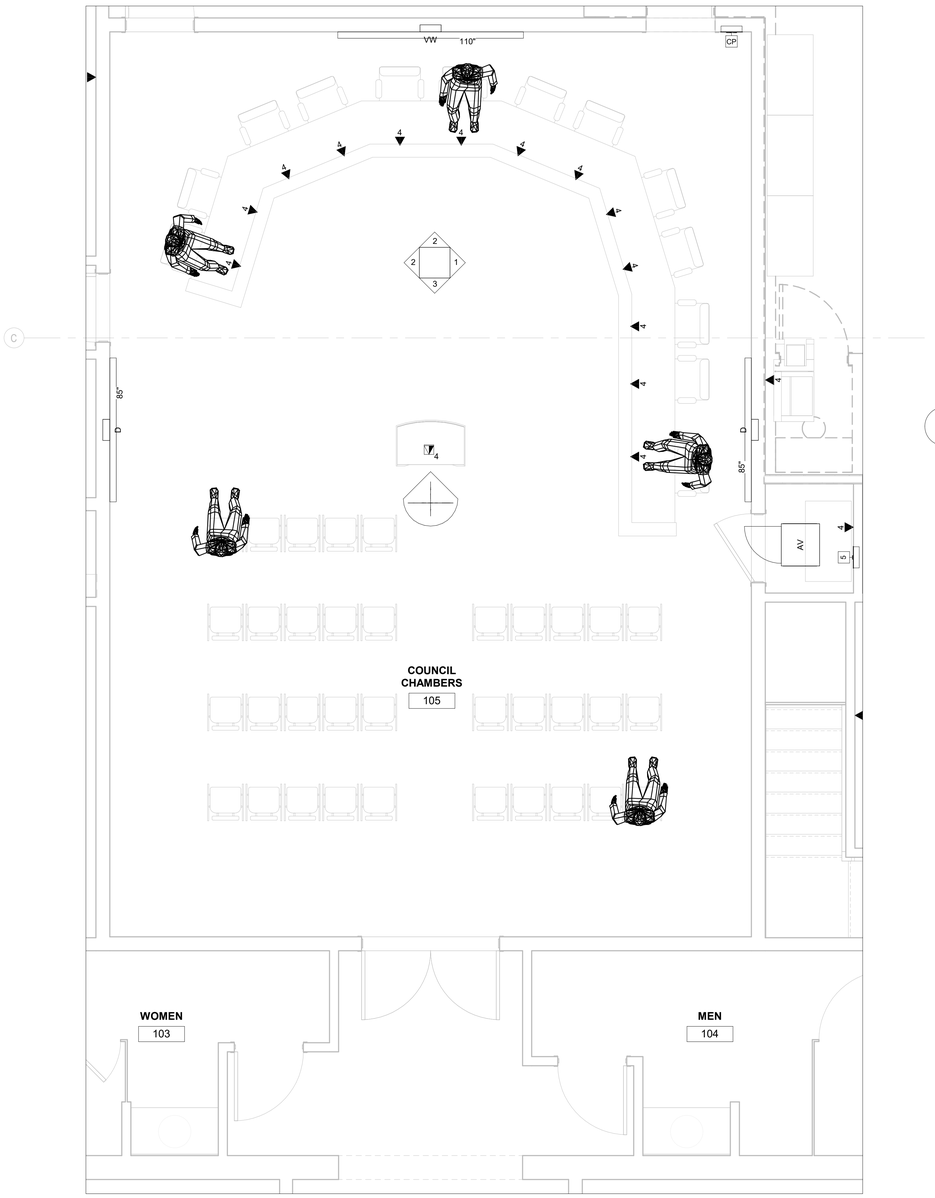
FLOOR PLAN - LEVEL 1

Project Number	8864
Date	01/27/22
Drawn By	AP
Checked By	BH

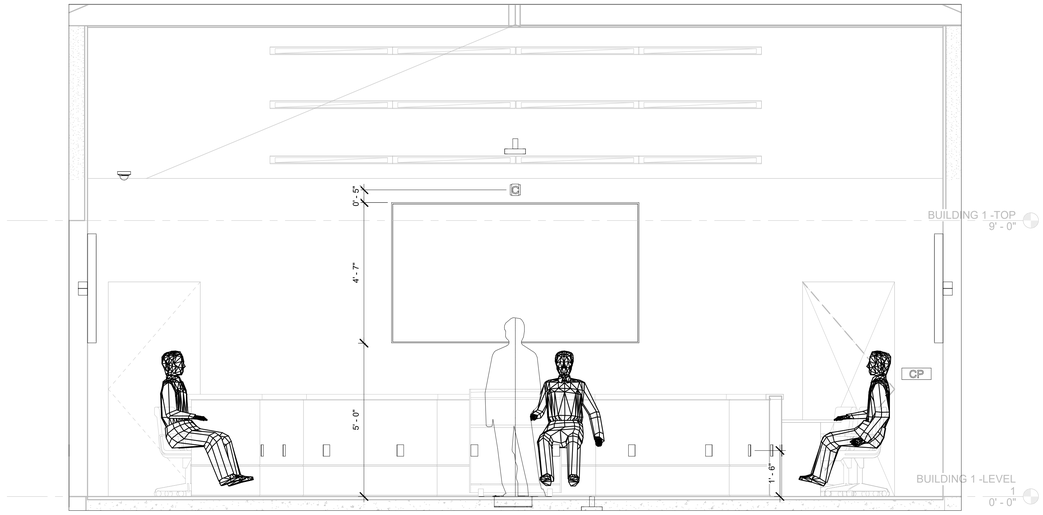
TA101

Scale	As indicated

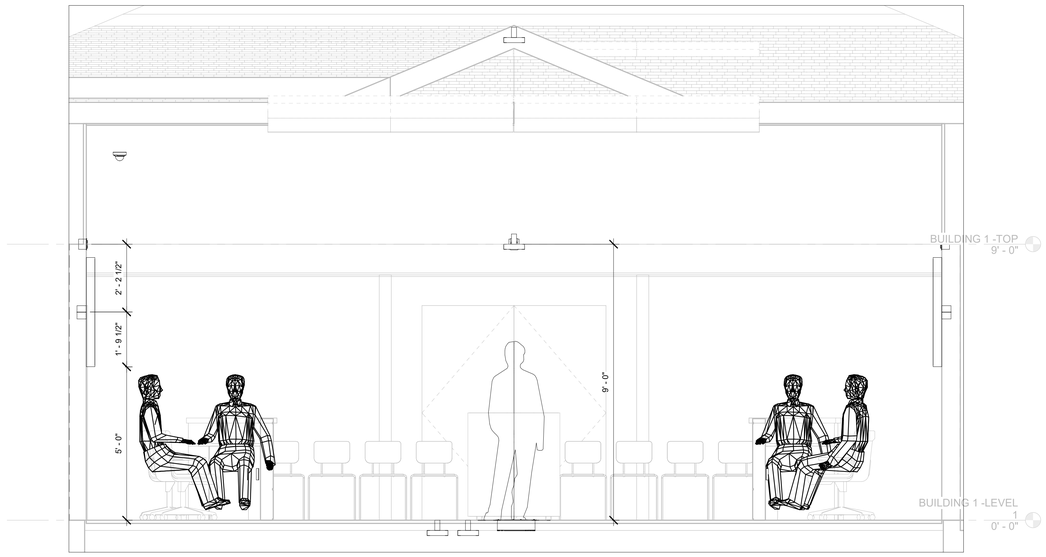
1/27/2022 3:56:26 PM



1 **COUNCIL CHAMBERS ENLARGED**
3/8" = 1'-0"



2 **COUNCIL CHAMBERS - NORTH**
1/2" = 1'-0"



3 **COUNCIL CHAMBERS - SOUTH**
1/2" = 1'-0"

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CITY OF COLLGE PLACE
COUNCIL ROOM RENOVATION AND AV DESIGN
621 S COLLEGE AVE, COLLEGE PLACE, WA 99324

No.	Description	Date

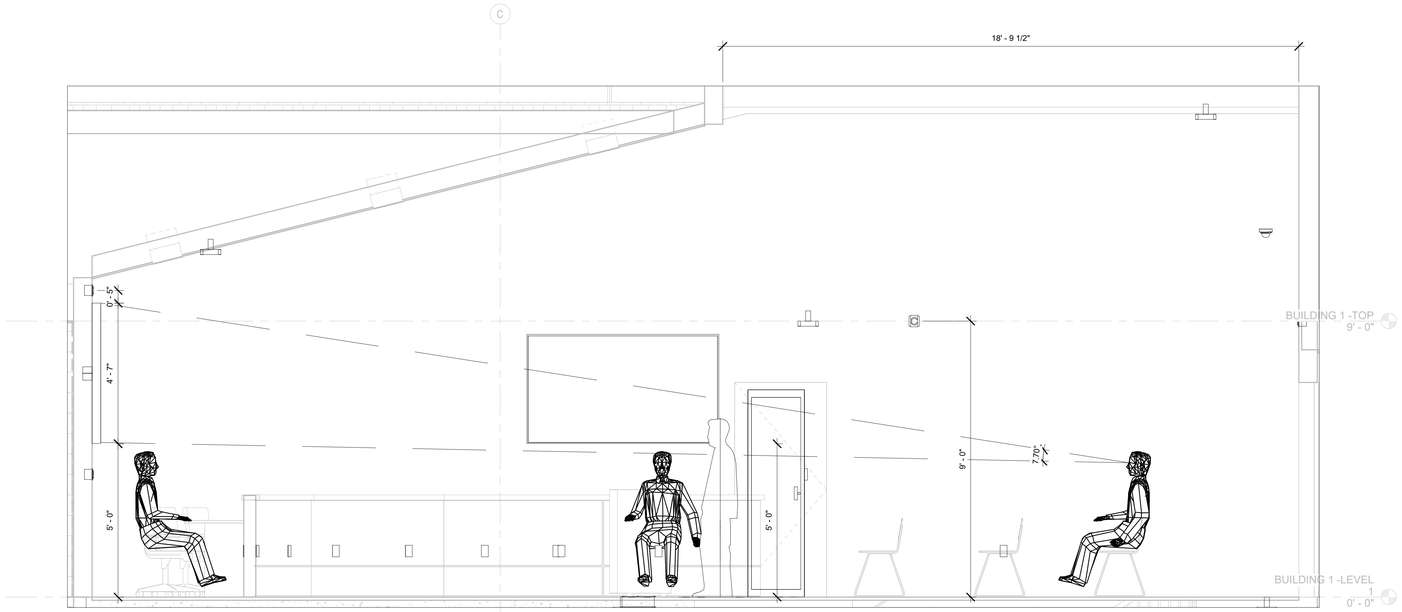
FLOOR PLAN - COUNCIL CHAMBERS ENLARGED

Project Number	8864
Date	01/27/22
Drawn By	AP
Checked By	BH

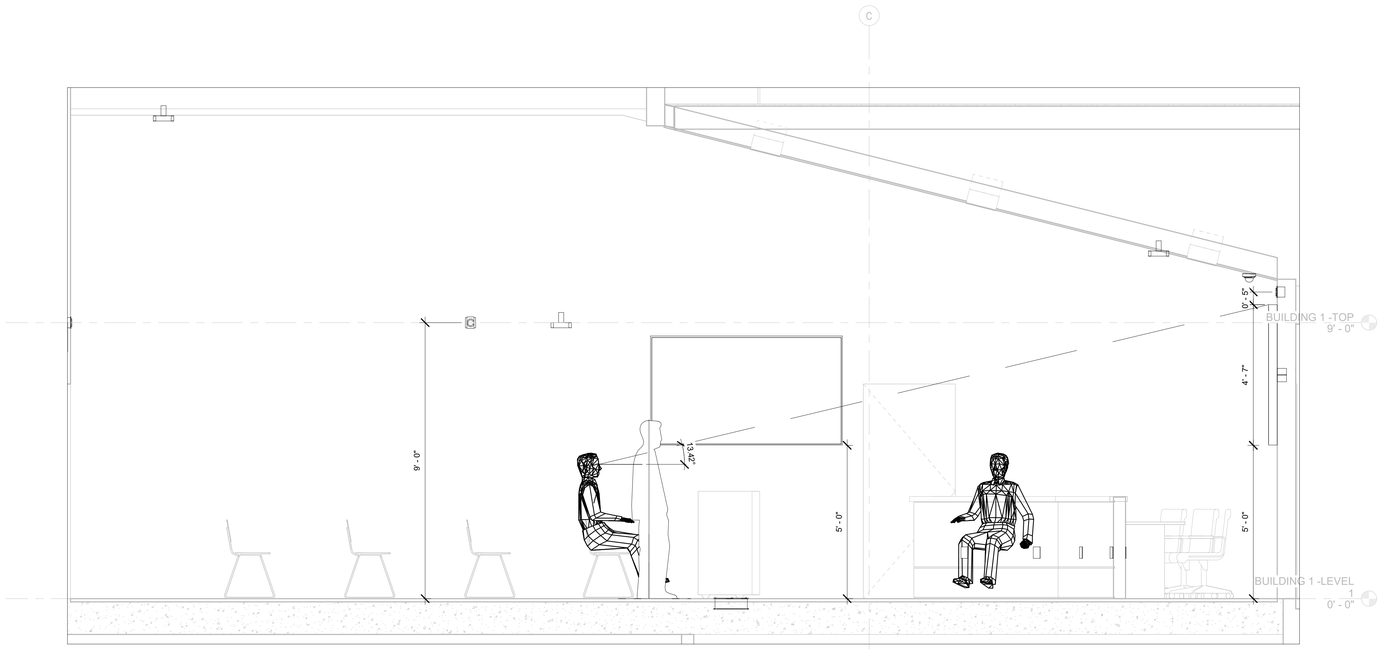
TA110

Scale	As indicated

1/27/2022 3:56:27 PM



1 **COUNCIL CHAMBERS - EAST**
1/2" = 1'-0"



2 **COUNCIL CHAMBERS - WEST**
1/2" = 1'-0"

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CITY OF COLLGE PLACE
COUNCIL ROOM RENOVATION AND AV DESIGN
621 S COLLEGE AVE, COLLEGE PLACE, WA 99324

No.	Description	Date

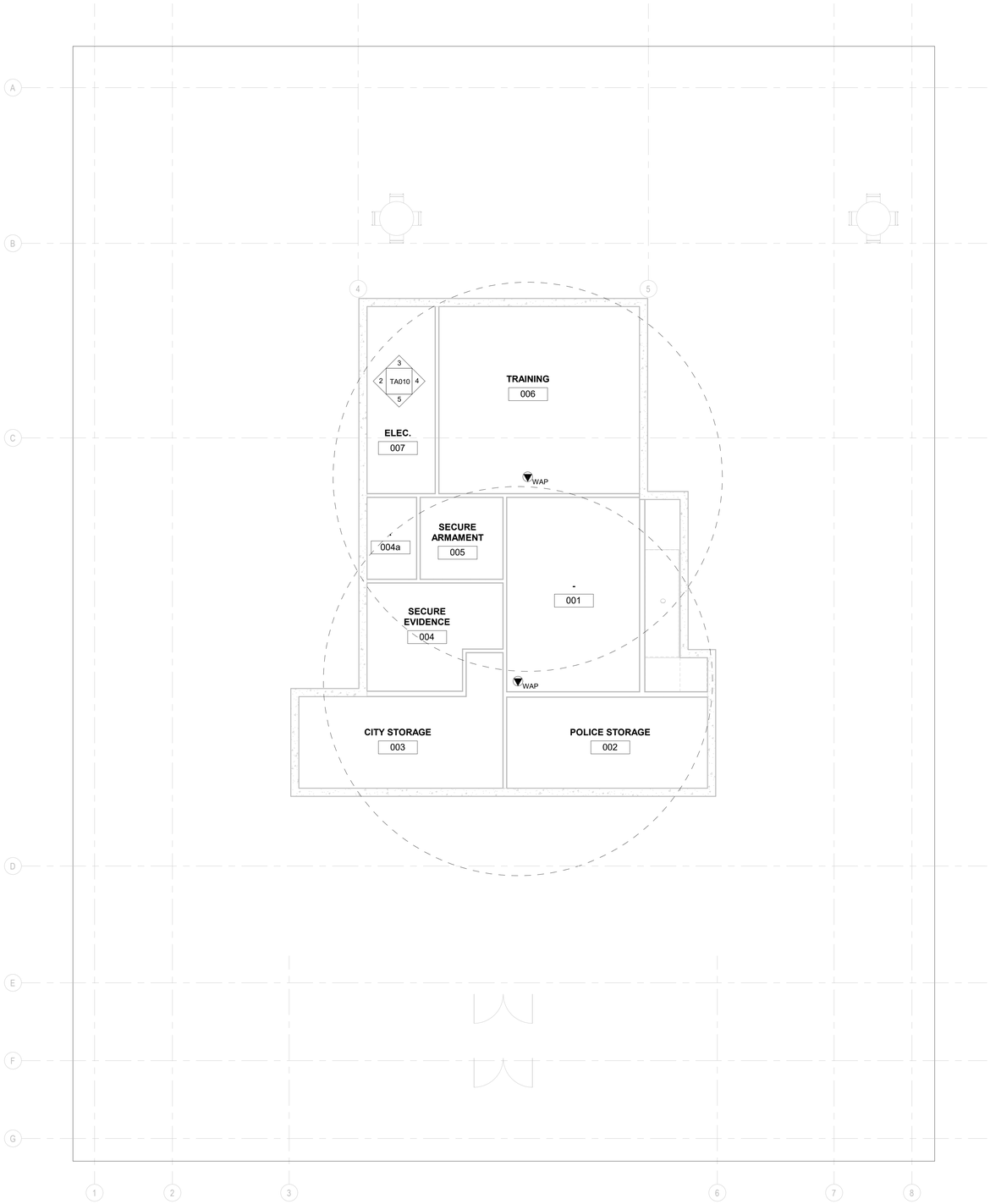
FLOOR PLAN - COUNCIL CHAMBERS ENLARGED

Project Number	8864
Date	01/27/22
Drawn By	AP
Checked By	BH

TA111

Scale	1/2" = 1'-0"

1/27/2022 3:56:27 PM



1 **BUILDING 1 -BASEMENT**
3/16" = 1'-0"

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CITY OF COLLGE PLACE
COUNCIL ROOM RENOVATION AND AV DESIGN
621 S COLLEGE AVE, COLLEGE PLACE, WA 99324

No.	Description	Date

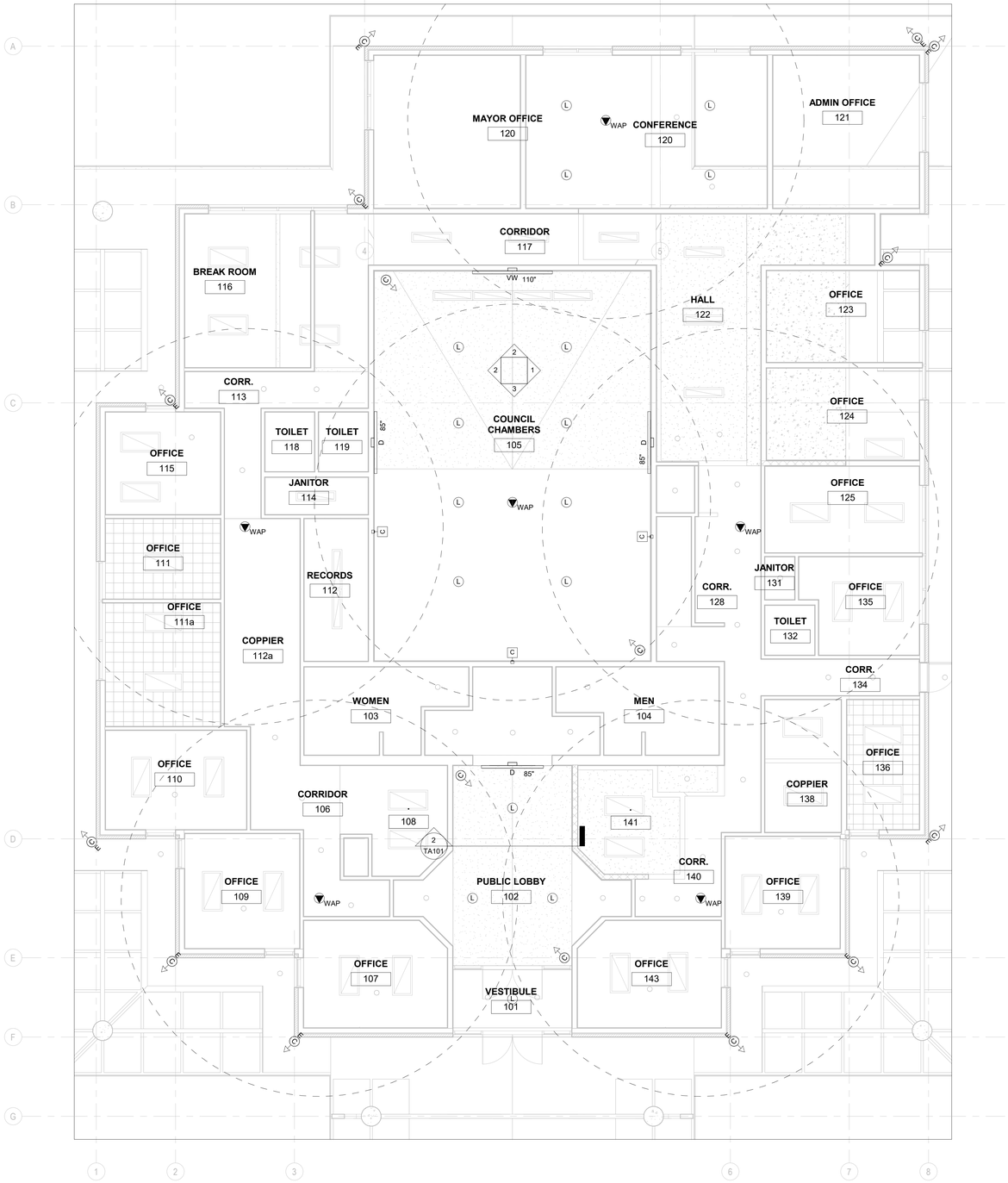
RCP - BASEMENT

Project Number	8864
Date	01/27/22
Drawn By	AP
Checked By	BH

TA200

Scale 3/16" = 1'-0"

1/27/2022 3:56:28 PM



1 **BUILDING 1 -LEVEL 1**

3/16" = 1'-0"

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CITY OF COLLGE PLACE
COUNCIL ROOM RENOVATION AND AV DESIGN

621 S COLLEGE AVE, COLLEGE PLACE, WA 99324

No.	Description	Date

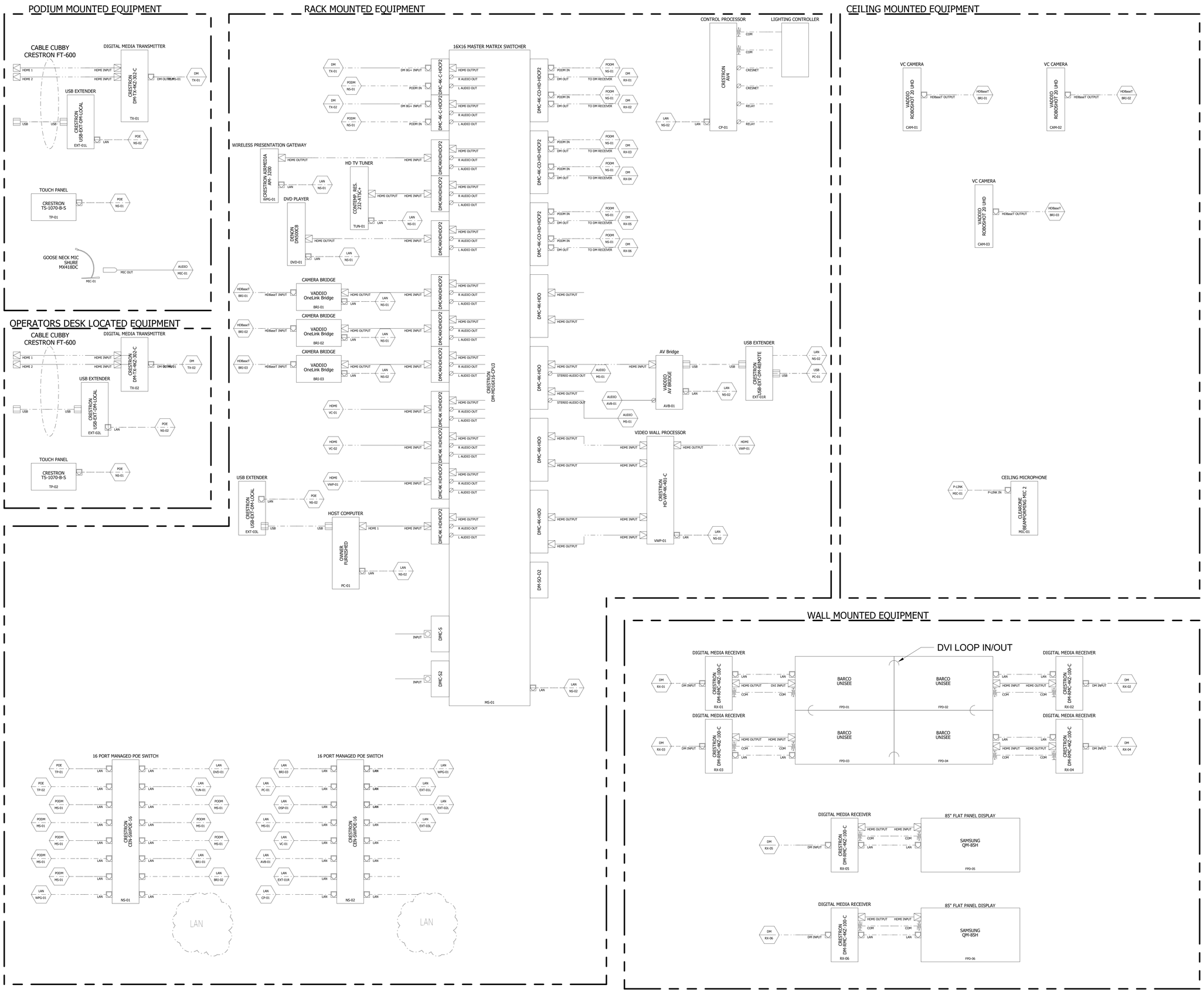
RCP - LEVEL 1

Project Number	8864
Date	01/27/22
Drawn By	AP
Checked By	BH

TA201

Scale	3/16" = 1'-0"

1/27/2022 3:56:28 PM



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CITY OF COLLGE PLACE
COUNCIL ROOM RENOVATION AND AV DESIGN

621 S COLLEGE AVE, COLLEGE PLACE, WA 99324

No.	Description	Date

AUDIOVISUAL SIGNAL FLOW - COUNCIL CHAMBERS 1 OF 2

Project Number	8864
Date	01/27/22
Drawn By	AP
Checked By	BH

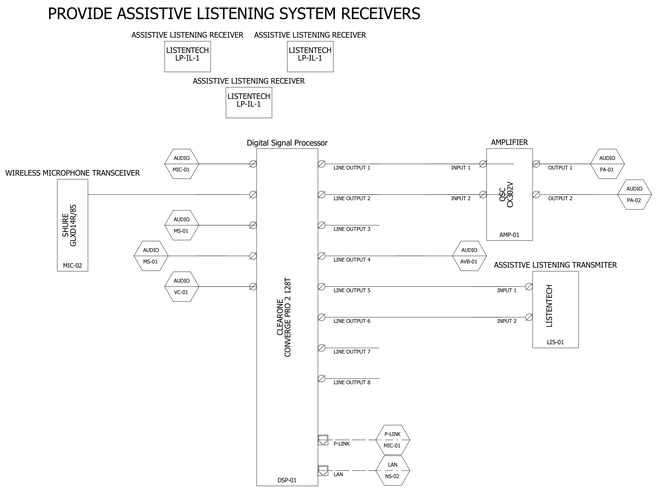
TA700

Scale 12" = 1'-0"

1/27/2022 3:56:29 PM

WALL MOUNTED ELEMENTS

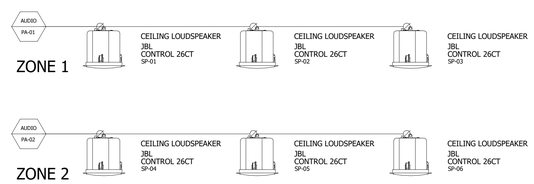
ELEMENTS IN AV RACK



WALL MOUNTED ELEMENTS AT PRESENTATION WALL

ELEMENTS IN FLOOR BOX

CEILING MOUNTED ELEMENTS



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CITY OF COLLGE PLACE
COUNCIL ROOM RENOVATION AND AV DESIGN
621 S COLLEGE AVE, COLLEGE PLACE, WA 99324

No.	Description	Date

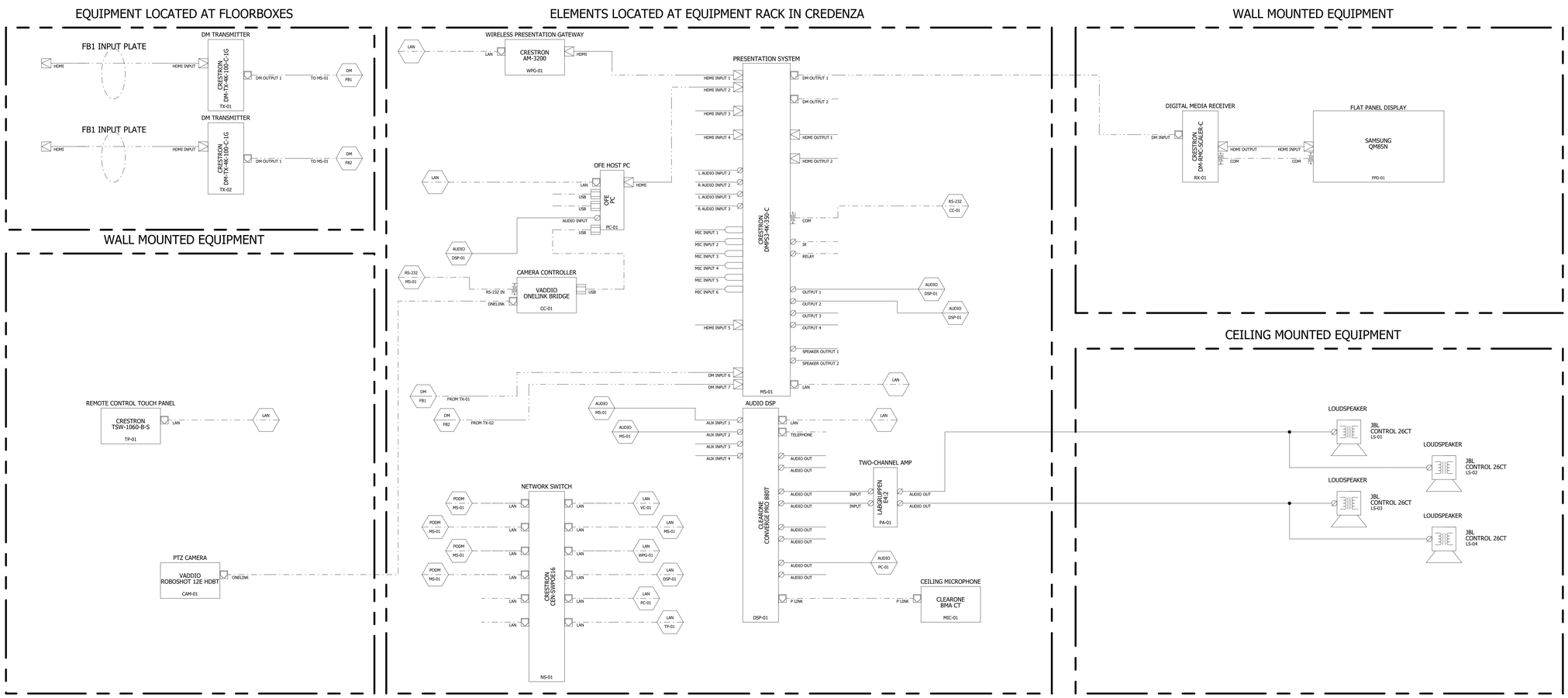
AUDIOVISUAL SIGNAL FLOWS- COUNCIL CHAMBERS 2 OF 2

Project Number	8864
Date	01/27/22
Drawn By	AP
Checked By	BH

TA701

Scale 12" = 1'-0"

1/27/2022 3:56:29 PM



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COUNCIL ROOM RENOVATION AND AV DESIGN

621 S COLLEGE AVE, COLLEGE PLACE, WA 99324

No.	Description	Date

AUDIOVISUAL SIGNAL FLOWS - CONFERENCE ROOM

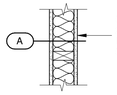
Project Number	8864
Date	01/27/22
Drawn By	AP
Checked By	BH

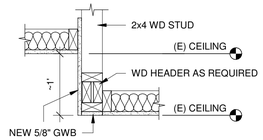
TA702

Scale 12" = 1'-0"

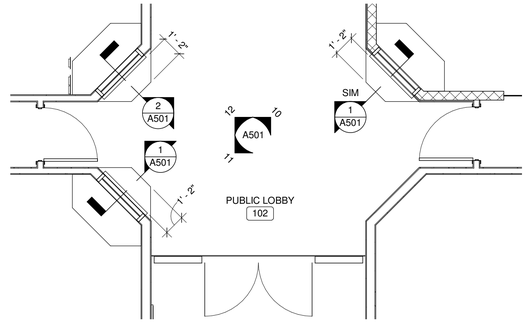
1/27/2022 3:56:30 PM

WALL TYPES





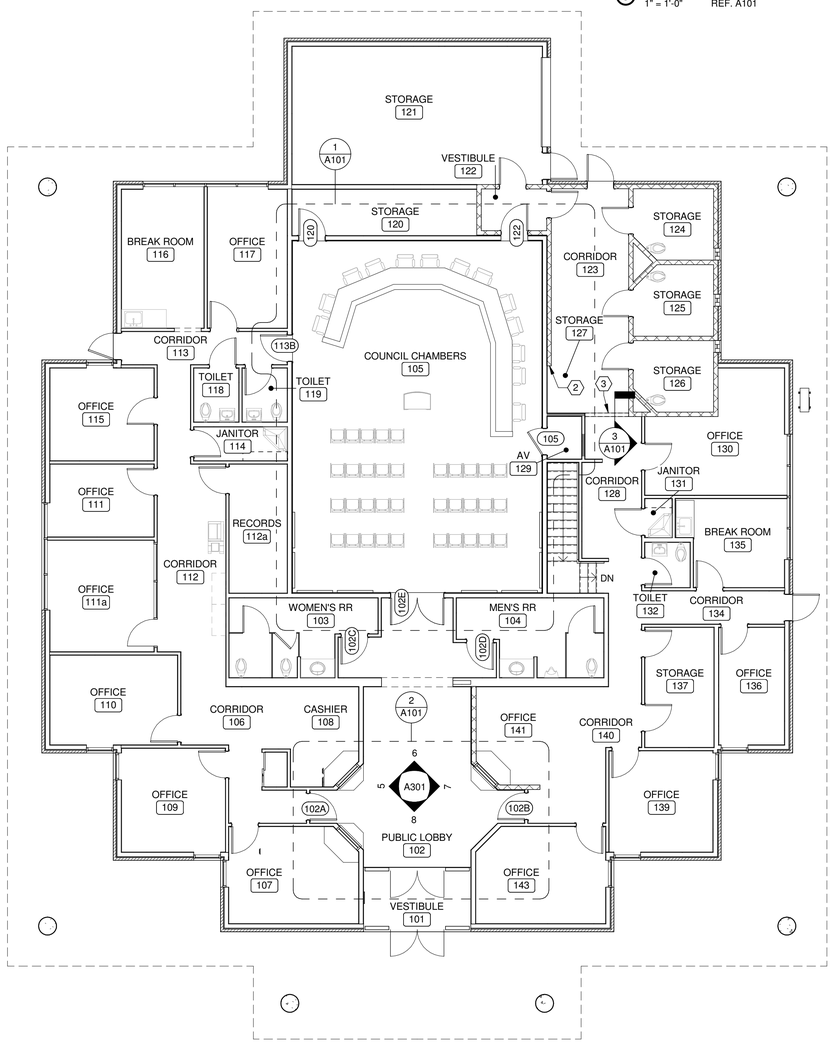
3 CEILING DETAIL
1" = 1'-0" REF. A101



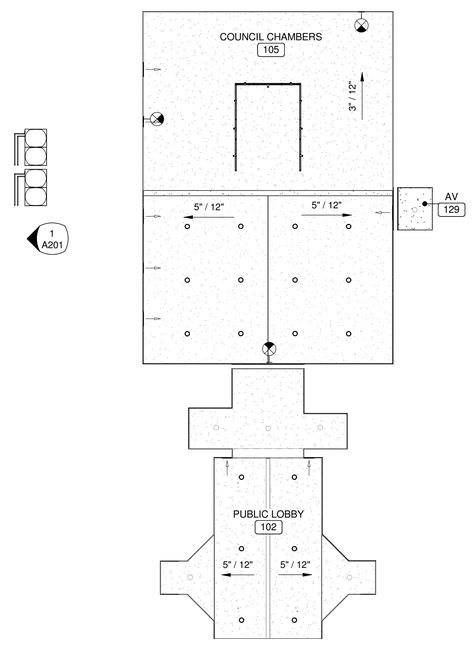
2 ENLARGED FLOOR PLAN - PUBLIC LOBBY
1/4" = 1'-0" REF. A101

FLOOR PLAN SHEET NOTES

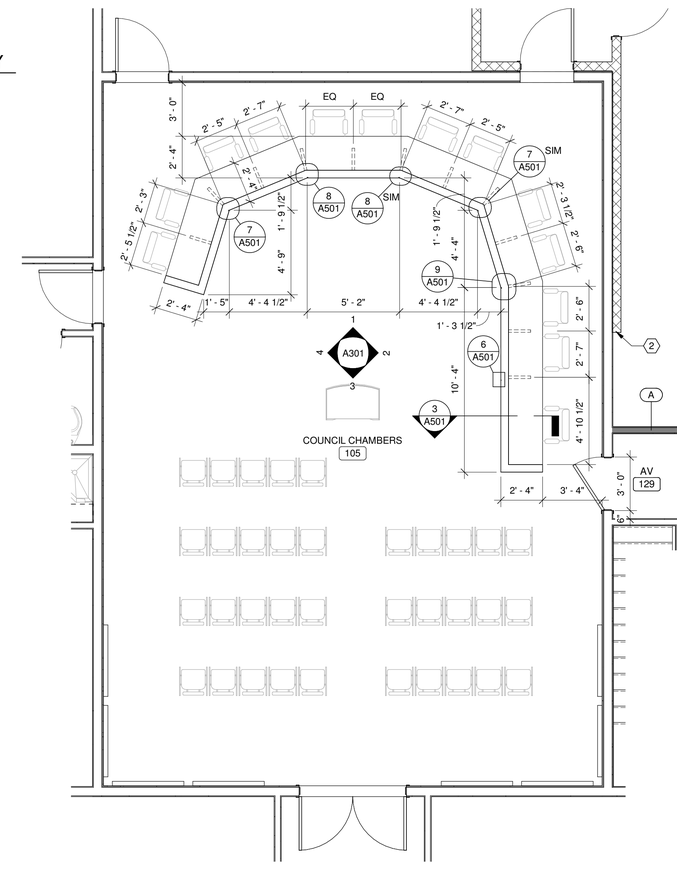
1. FOR NOTES AND LEGENDS, REFER TO **T001**.
2. DO NOT SCALE DRAWINGS, IF DIMENSIONAL INFORMATION IS REQUIRED, NOTIFY ARCHITECT IMMEDIATELY FOR CLARIFICATION.
3. FURNITURE AND EQUIPMENT SHOWN HALFTONED IS NOT IN CONTRACT (NIC) AND SHOWN FOR REFERENCE ONLY.
4. PROVIDE 5/8" PLYWOOD SHEATHING BEHIND GWB ON ALL ELEC/DATA WALLS; OR PROVIDE SURFACE APPLIED 5/8" PLYWOOD AT THE EXACT NEEDED LOCATIONS, REFER TO ELECTRICAL FOR EQUIPMENT LOCATIONS.
5. MOUNT FIRE EXTINGUISHER CABINETS (FEC) AT 5'-0" ABOVE FINISH FLOOR TO TOP OF CABINET.
6. REFER TO ROOM FINISH SCHEDULE FOR INTERIOR FINISH INFORMATION.



FIRST FLOOR PLAN
1/8" = 1'-0"
NORTH



REFLECTED CEILING PLAN
1/8" = 1'-0"
NORTH



1 ENLARGED FLOOR PLAN - COUNCIL CHAMBERS
1/4" = 1'-0" REF. A101

FLOOR PLAN LEGEND

- NEW WALLS
- EXISTING WALLS
- EXISTING CMU WALLS

REFLECTED CEILING PLAN LEGEND

LIGHTS

- PENDANT LIGHTS
- EXIT LIGHT

CEILINGS

- EXISTING CEILING/ SOFFIT TO REMAIN - NEW PAINT
- PIVOT TRACK LIGHTS
- (E) LIGHT FIXTURE

NOTE: THIS PLAN IS FOR COORDINATION PURPOSES ONLY. REFER TO LIGHTING PLANS FOR LIGHTING FIXTURES & DEVICES. REFER TO MECHANICAL SHEETS FOR VENT, DIFFUSER, AND GRILLE LOCATIONS.

KEYNOTE LEGEND

NO.	DESCRIPTION
1	INFILL EXISTING OPENING TO MATCH ADJACENT WALL STUDS, SHEATHING AND GWB FINISH. INFILL CAVITY SOUND INSULATION
2	GRIND EDGE OF EXPOSED CMU SMOOTH, CAULK BETWEEN CMU&(E) WEST WALL, PAINT CMU EDGE TO MATCH ADJACENT WALL
3	INFILL ±1' HEADER BETWEEN CEILING IN CORRIDORS 123&128 WITH WOOD STUDS AND 5/8" TYPE "X" GWB. TEXTURE, PATCH&PAINT INFILL TO MATCH ADJACENT CEILINGS& WALLS

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UPGRADE COUNCIL CHAMBER
625 S COLLEGE AVE, COLLEGE PLACE, WA 99324

FLOOR PLAN, ENLARGED PLANS, RCP

DWG. NO.
A101

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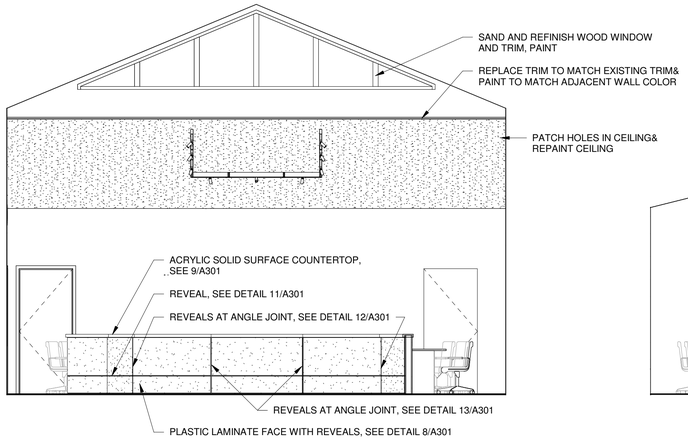
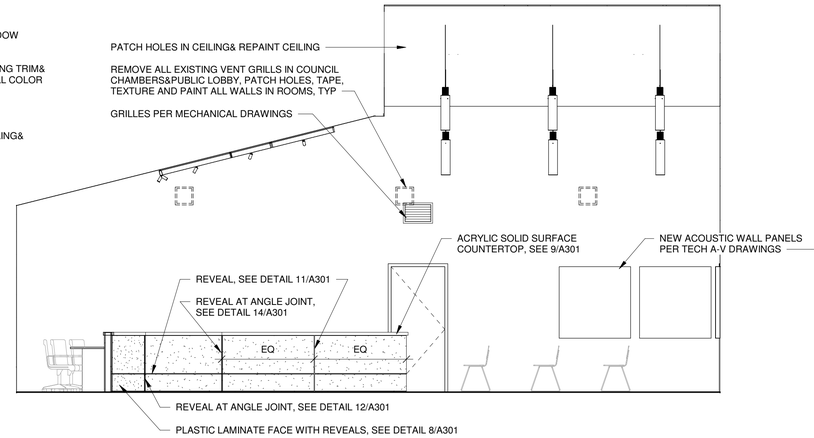
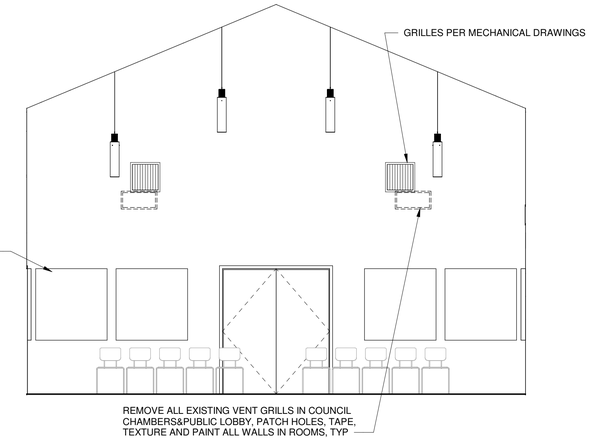


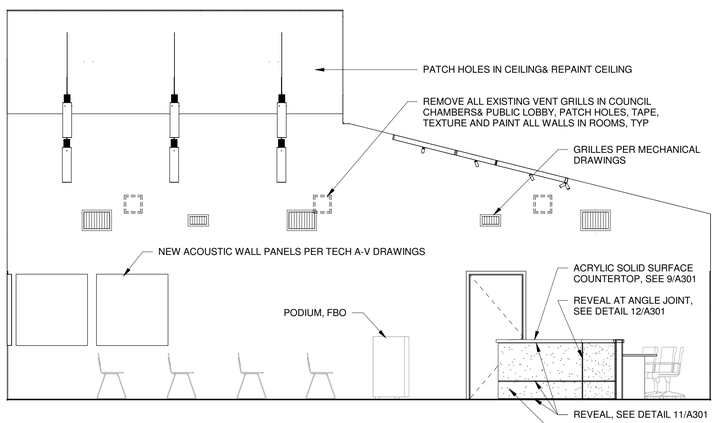
1 COUNCIL CHAMBERS 105 - NORTH
1/4" = 1'-0" REF. A101



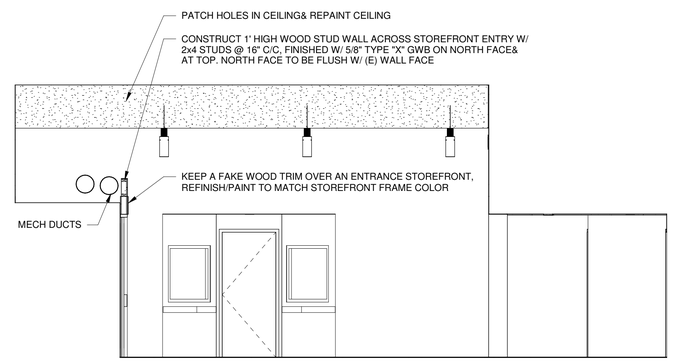
2 COUNCIL CHAMBERS 105 - EAST
1/4" = 1'-0" REF. A101



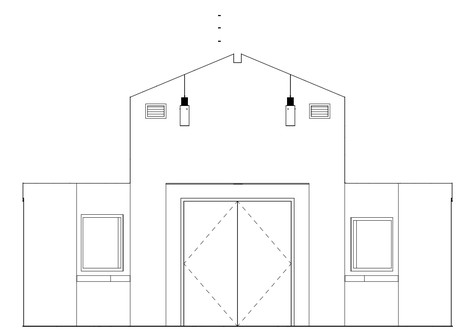
3 COUNCIL CHAMBERS 105 - SOUTH
1/4" = 1'-0" REF. A101



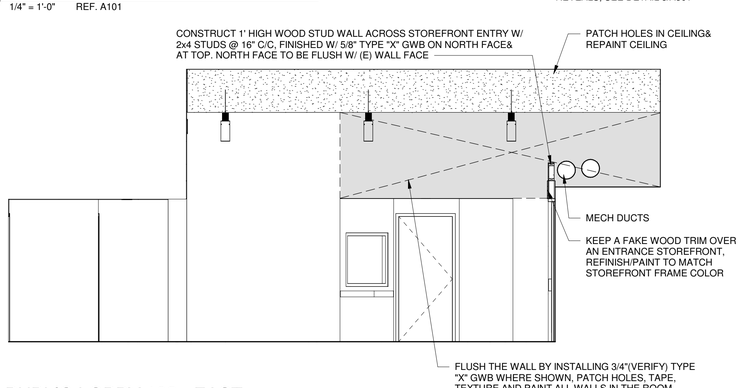
4 COUNCIL CHAMBERS 105 - WEST
1/4" = 1'-0" REF. A101



5 PUBLIC LOBBY 102 - WEST
1/4" = 1'-0" REF. A101



6 PUBLIC LOBBY 102 - NORTH
1/4" = 1'-0" REF. A101



7 PUBLIC LOBBY 102 - EAST
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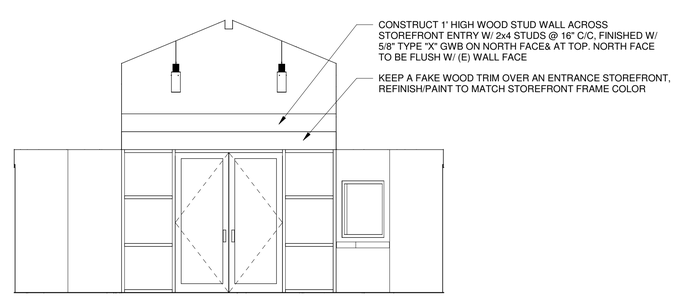

8 PUBLIC LOBBY 102 - SOUTH
1/4" = 1'-0" REF. A101

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UPGRADE COUNCIL CHAMBER
625 S COLLEGE AVE, COLLEGE PLACE, WA 99324

INTERIOR ELEVATIONS

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DWG. NO.
A301

SCALE: 1/4" = 1'-0"
ISSUE DATE: 02/10/2022
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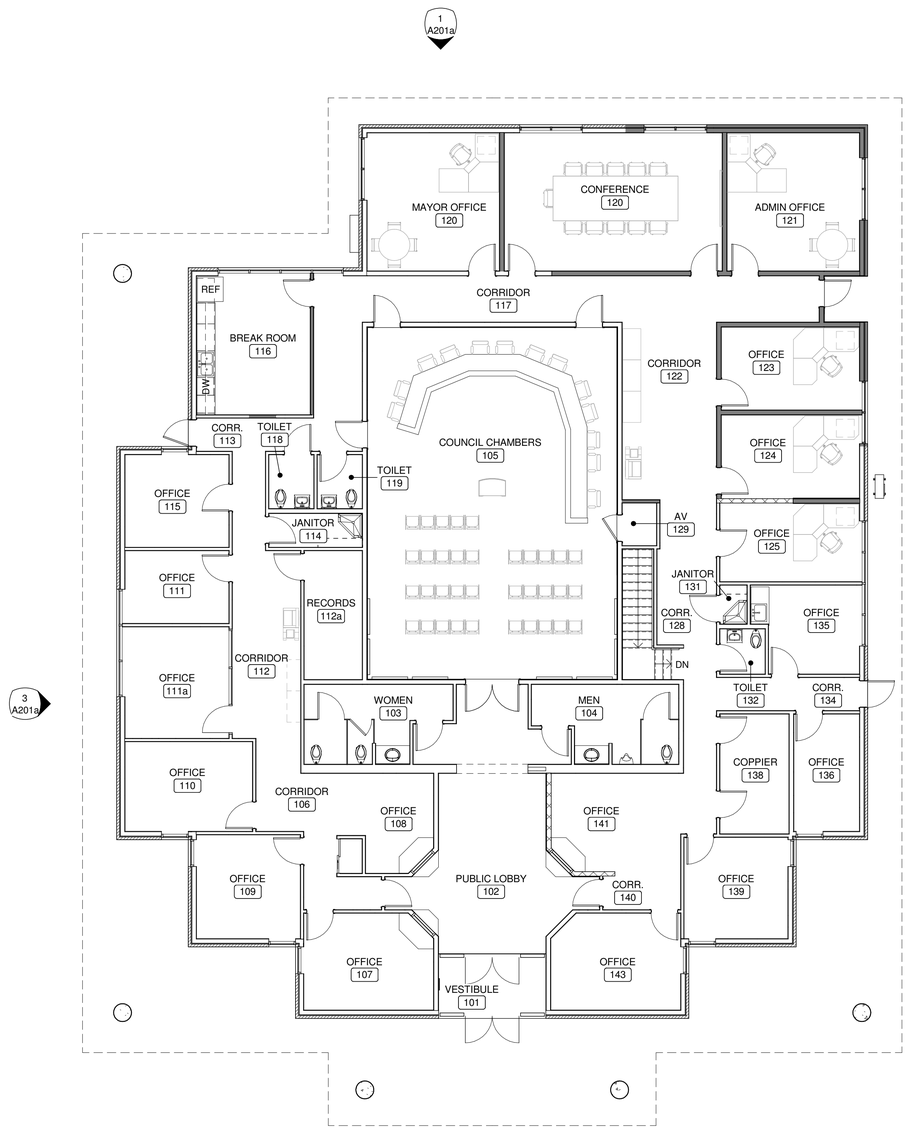
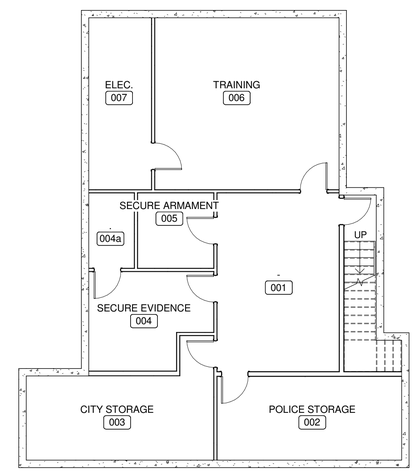


FIRST FLOOR PLAN

1/8" = 1'-0"

NORTH



BASEMENT

1/8" = 1'-0"

NORTH

FLOOR PLAN SHEET NOTES

1. FOR NOTES AND LEGENDS, REFER TO **T001**.
2. DO NOT SCALE DRAWINGS, IF DIMENSIONAL INFORMATION IS REQUIRED, NOTIFY ARCHITECT IMMEDIATELY FOR CLARIFICATION.
3. FURNITURE AND EQUIPMENT SHOWN HALFTONED IS NOT IN CONTRACT (NIC) AND SHOWN FOR REFERENCE ONLY.
4. PROVIDE 5/8" PLYWOOD SHEATHING BEHIND GWB ON ALL ELEC/DATA WALLS; OR PROVIDE SURFACE APPLIED 5/8" PLYWOOD AT THE EXACT NEEDED LOCATIONS, REFER TO ELECTRICAL FOR EQUIPMENT LOCATIONS.
5. MOUNT FIRE EXTINGUISHER CABINETS (FEC) AT 5'-0" ABOVE FINISH FLOOR TO TOP OF CABINET.
6. REFER TO ROOM FINISH SCHEDULE FOR INTERIOR FINISH INFORMATION.

FLOOR PLAN LEGEND

- <<INSERT HOUR>> HR FIRE RESISTAINT WALL, TYPE X GWB BOTH SIDES, FULL HEIGHT WALL, FLOOR TO UNDERSIDE OF ROOF SHEATHING (DELETE FIRE RESISTAINT IF ALT # 1 IS ACCEPTED.)
- FULL HEIGHT WALL, FLOOR TO BOTTOM OF TRUSS
- MATCH LINE
- NEW WALLS
- EXISTING WALLS
- MASONRY WALLS

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CITY OF COLLGE PLACE

UPGRADE COUNCIL CHAMBER

625 S COLLEGE AVE, COLLEGE PLACE, WA 99324

FLOOR PLAN, PHASE 2

DWG. NO. A101a

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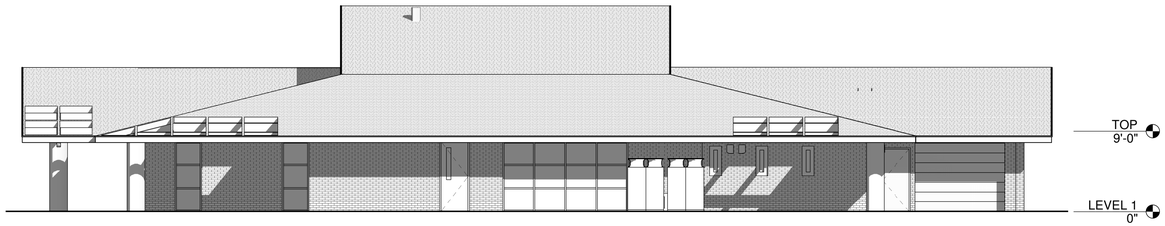
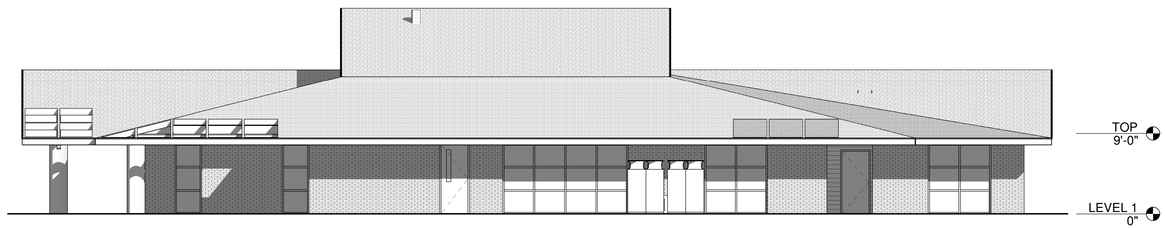
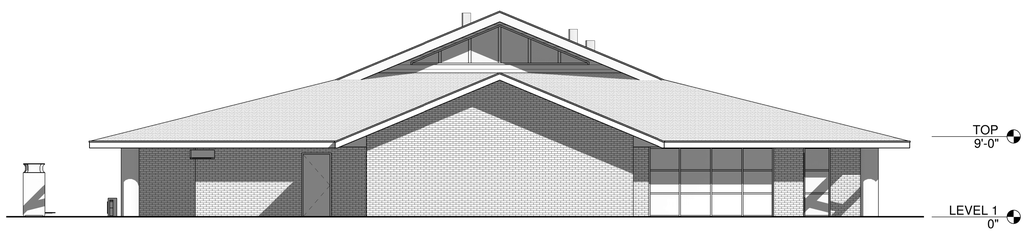


1 EAST ELEVATION - PHASE 1
1/8" = 1'-0" REF. A101

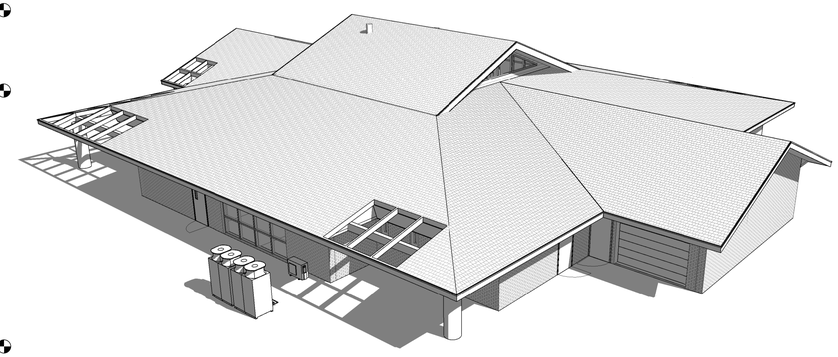


2 EAST ELEVATION - PHASE 2
1/8" = 1'-0" REF. A101a

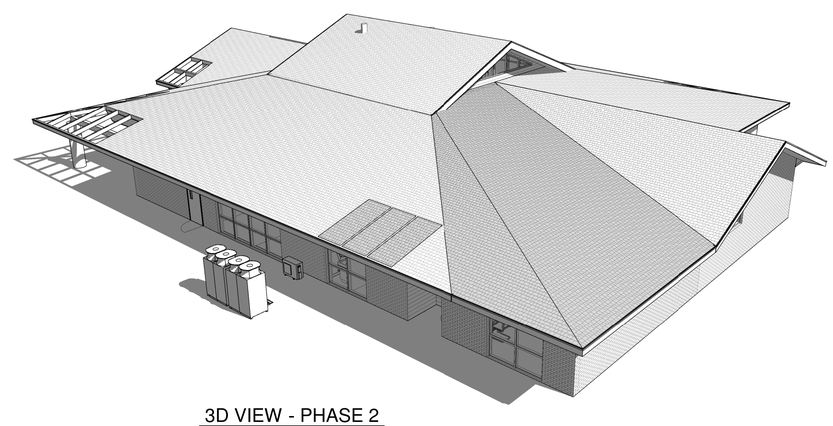


3 NORTH ELEVATION - PHASE 1
1/8" = 1'-0" REF. A101

4 NORTH ELEVATION - PHASE 2
1/8" = 1'-0" REF. A101a



3D VIEW - PHASE 1



3D VIEW - PHASE 2

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CITY OF COLLGE PLACE
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EXTERIOR ELEVATIONS, PHASE 1&2

NOT FOR CONSTRUCTION

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A201

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TAX INCREMENT FINANCING
HB 1189

- Economic development tool available to cities
- **Authorizes City as a taxing district to collect more money than it would otherwise be able to do under the law**
- City finances (typically) investment into infrastructure
- Infrastructure:
  - increases assessed value of property
  - Spurs private development = increases assessed value
- City captures ALL of additional tax revenue from increased assessed value
- Additional tax revenue pays for cost (debt) of infrastructure

TAX INCREMENT FINANCING history

- TIF is available in all but 1 state in US
- WA first attempt in 1982 diverted funds from public schools = unconstitutional
- WA legislature created several versions of TIF using sales tax (vs. real property tax)
  - Not used due to reliance on state funds
    - Funds depleted
    - legislators believed “handout to developers”

TIF is Different

- Constitutional = doesn’t take monies for schools
- Uniform property tax = doesn’t increase tax rate
- Funds used for public benefit (city owned infrastructure)

Growth pays for Growth

TIF is method of allocating portion of property taxes to finance public improvements in designated areas

<u>Parcel A: Undeveloped or Underdeveloped Site</u>

Assessed valuation of $1M
X 2.25 levy rate per $1000 AV
= $4,750 local taxes paid

<u>Parcel B: Developed Site</u>

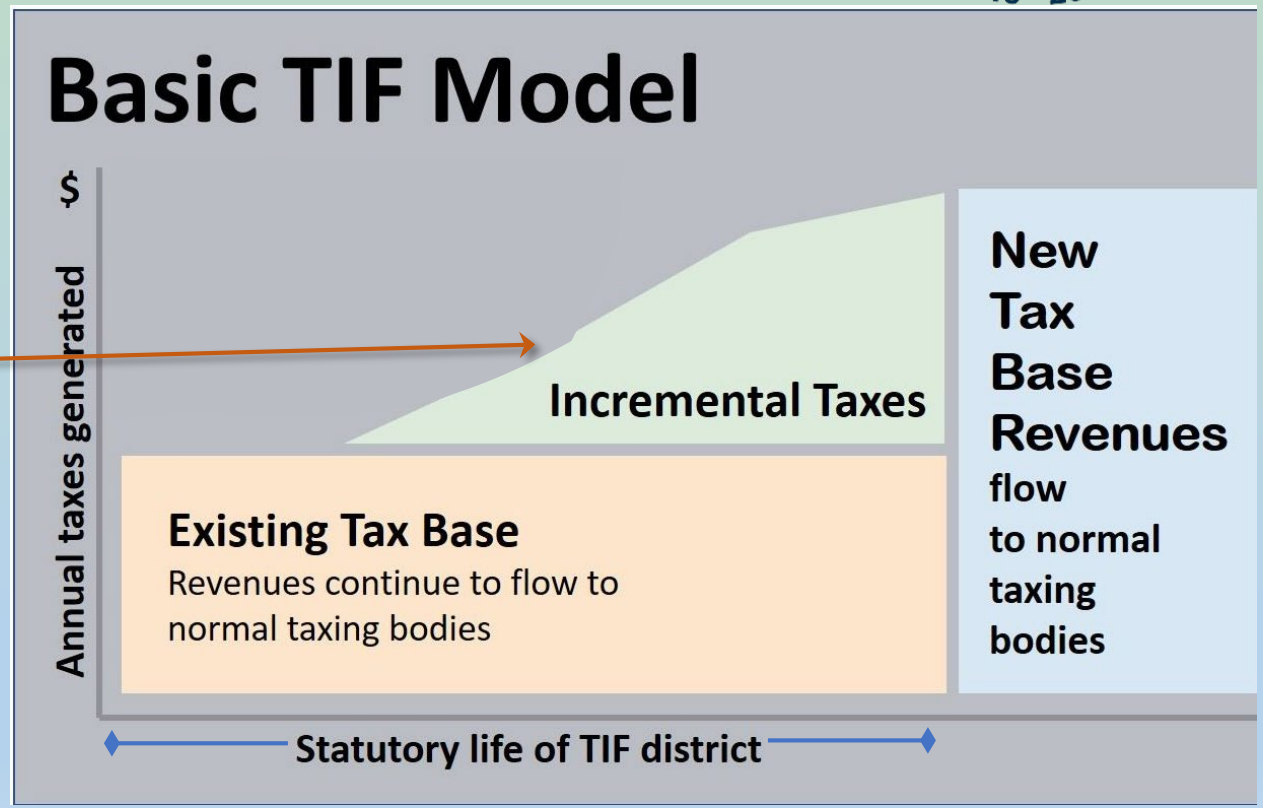
Assessed valuation of $20M
x 2.25 levy rate per $1000 AV
= $49,000 local taxes paid

TIF FINANCING

Generally, TIF captures property taxes generated from the increased assessed valuation on the site that results from private development following infrastructure investment.

Only revenues from **REGULAR** property taxes assessed against the **Increment Value** are captured:

- ✓To pay **"public improvement costs"**
- ✓To **repay bonds** issued for "public improvements"



PROSPECTIVE TIF AREAS

- Stone Creek/Downtown
  - Fill any gaps on SW Mojonnier reconstruction;
  - Assist in paying for east-west roadway in middle of SC development;
  - Stoplight at College Place High School, east-west road, and College Avenue;
  - WWTP improvements;
  - Acquire land on College Avenue for shared parking lot to relax parking requirements on College Avenue to attract more small businesses in the downtown area.
- Myra & Rose
  - Zone to encourage property acquisition and/or infrastructure development to facilitate development of vacant commercially zoned properties in the area.
    - Whitman & Myra area (Price property)
    - NE Rose Street (Gugliemelli property)
- Martin Airfield
  - Fringe properties zoned Industrial Surrounding Airfield but lacking infrastructure.

But For TIF

- Intent of legislation:
  - But for investment in infrastructure, private development would otherwise not happen
  - NOT intended to only build infrastructure with "hopes" of development
  - Must pass "but for" test

Eligible Infrastructure Improvements

- Street & road construction
- Water & sewer system construction & improvements
- Sidewalks & other non-motorized transportation improvements
- Street lights
- Parking & other transit facilities
- Park & community/recreation areas
- Stormwater management systems
- Electric & broadband services
- Mitigation of brownfields
- Purchasing, rehabilitating, retrofitting for energy efficiency & constructing housing for purpose of creating or preserving long-term affordable housing
- Purchasing, rehabilitating, retrofitting for energy efficiency, and constructing child care facilities serving low-income, homeless or foster care children & youth
- Providing maintenance & security for public improvements
- Historic preservation activities RCW 35.21.395

TIF REQUIREMENTS

- City ordinance
  - designating increment area &
  - identifying public improvements to be financed
  - whether bonds will be issued
- 2 active Increment Areas (can’t overlap)
- Increment Areas assessed value ≤ $200M OR < 20% of total AV, whichever is less
- Can’t add improvements or change boundary
- Must include deadline for construction will begin
- Can only receive TIF revenues for period necessary to pay cost of improvements
- If local government finances improvements, increment area must be retired no more than 25 years after adoption of ordinance

Project Analysis

- Must prepare prior to ordinance; subject to state treasury (90-day) review

<u>Highlights</u>:

- Description of expected private development within IA, including scenario comparison with & without proposed public improvements
- Assessment of impacts & any necessary mitigation to address:
  - Affordable and low-income housing
  - Local business community
  - Local school districts
  - Local fire service

Required Outreach

- Hold two public briefings exclusively on project;
- Submit project analysis to state treasurer for review;
- Publish notice in public newspaper;
- Notice to county treasurer, county assessor, and governing body of each taxing district where increment area is located.

TIF CALCULATION

Pre:

- each taxing district collects:

  levy + 1% + new construction

Post:

- each taxing district collects:

  levy + 1% + new construction + TIF growth

TIF growth = district's previous year's levy rate X growth in assessed valuation in IA

(excludes "new construction" in IA – no "double dipping")

New construction from within IA added to each taxing district's levy when constructed.

TIF TAXES

- Applies to local property taxes <u>only</u>
- Limited to amount needed to fund public improvements (outlined in ordinance)
- Excess TIF revenue allocated back to taxing districts pro rata

IMPACT ON TAXING DISTRICT

- Tax collected = budgeted amount (prior slide) PLUS levy rate applied to assessed value in TIF IA
- ALL PLUS amount goes directly to City to pay for infrastructure
- At retirement of TIF, all value added becomes the tax base (good for all taxing districts)
- **BUT FOR test is crucial**
- buy in from taxing districts (e.g. Port) good idea

IMPACT ON TAXING DISTRICT (cont.)

<u>BUT FOR test is crucial</u>:

- If development would have occurred WITHOUT TIF, then using TIF is taking away potential future revenues from taxing districts
- Need to focus on underdeveloped, (for whatever reason) & strive for construction to begin w/in 5 years

TAXPAYER IMPACTS

- Levy rate in IA & outside IA remain same
- Minimal impacts on taxpayers outside taxing district
- Developer pays same levy rate as any other taxpayer
- Developer pays more $$$ because assessed value is rising

DEBT ISSUANCE & TIF

- GO Bonds
  - Expected primary method
  - Creates “indebtedness” counts against City’s debt capacity
  - No state backstop & no guarantee increased value
    - City must repay debt regardless of revenues generated Levy rate in IA & outside IA remain same
- Revenue Bonds
  - Authorized, but not expected to be widely used
  - must be payable solely from revenue generated by the public facility located in IA & government operated

POLICY CONSIDERATIONS

- Risk tolerance?
  - What happens if private development doesn't happen?
- Debt level supported?
  - Realistic revenue prediction v. "cost" of financing
- Time frame and opportunities?
  - Consider conservative structure:
    - Realistic revenue prediction
    - Build in a buffer – flexible retirement/early call
- Partnership with private developer

INITIAL COST CONSIDERATION

- $10k - $75k consultation
  - Identify IA
  - Prepare some or all of required Project Analysis (to be reviewed by State Treasurer)

PROJECT ANALYSIS

- Objectives
- Boundaries & duration of IA
- Expected private development (with & without public improvements)
- Description of public improvements
- Certified assessed value of real property in IA & estimated increment value & tax revenue allocations
- Estimated jobs created
- Assessment of impacts (affordable housing, business community, school district, fire service)

EXAMPLE

- City wants to create new mixed-use development
- New/upgrade infrastructure needed to support development
- Current lease rates for commercial & residential development not sufficient to support construction costs
- City prepares Project Analysis with desired development both with and without TIF support
- City identifies “significant barrier” to proposed development is cost of infrastructure

BUT FOR TEST - EXAMPLE

<u>Initial Tests</u>:

- Lack of growth and/or history of development
- Unusual or additional development expenses

<u>Secondary Tests</u>:

- Market/gap analysis
- Developer commitment

DEVELOPMENT PLAN - EXAMPLE

<u>Construction timing</u>:

- 1st Phase
  - 2023: 50 units of multi-family
  - 2023: 300 parking spaces
  - 2023: 10,000 sqft of retail space
  - 2025: 50 units of multi-family
- 2nd Phase
  - 2028: 75 units of multi-family
  - 2028: 5,000 sqft of retail space
- 3rd & Final Phase:
  - 2032: 30,000 sqft office/entertainment space

EXAMPLE: TIF REVENUES IN IA: $20M OF INCREASED AV IN 2024

City	.91
County	.98
EMS Levy	.19
Port	.17

EXCLUDE voter-approved school district levies

EXCLUDE state property tax levy

Total 2.25
Levy Rate
X
$20 million
÷
$1000

$49,000

ADDITIONAL TAX REVENUE

- Sales tax
- Utility tax
- Other

QUESTIONS?

memo

Rea L Culwell
City Attorney

TO: **City Council, Mayor Norma Hernandez, City Administrator Mike Rizzitiello**

cc: **Community Development Director Jon Rickard, Public Works Director Robert McAndrews; Finance Director Brian Carleton**

FROM: **Rea Culwell, City Attorney**

Date: **January 5, 2022** RLC

Re: **Introduction to Tax Increment Financing (Power Point presentation)**

Intro:

Washington state legislature enacted a new law effective July 25, 2021 which expands cities' ability to fund public infrastructure projects to spur economic development by encouraging additional private development and investment. With the investment of public infrastructure, the goal is to spur private development and investment to create jobs, increase property values, and improve socioeconomic health of the community.

Originally, TIF intended to spur private investment in blighted areas in need of economic revitalization, but is now one of the leading economic development financing tool across the nation.

Basics:

TIF allows local governments to invest in infrastructure and other improvements which will attract private development which will increase the assessed valuation of the improved area, thus allowing local governments to pay for the improvements through capturing an increase in property tax revenues.

Through the use of TIF, cities divert future property tax revenue increases from a defined geographical area toward a public improvement or other economic development project. Once the geographical area is designated (increment area), taxes are assessed on the increase in assessed value due to development. The

additional funds are then used for to pay for the improvements. Improvements are expected to spur economic growth and reduce economic decline. The increment increase becomes a repayment stream for debt used to finance the improvements.

History:

The first TIF was used in California in 1952. Washington state's history started off poorly with the Community Redevelopment Financing Act of 1982, (Chapter 39.88 RCW) which was struck down as unconstitutional by the state Supreme Court. The court ruled that the funding mechanism in the Act diverted monies intended for public (common) schools in violation of article IX, section 2 of the Washington state constitution which requires that "the entire revenue derived from the common school fund and the state tax for common schools shall be exclusively applied to the support of the common schools". *Leonard v. Spokane*, 127 Wn.2d 195, (1995).

Washington voters rejected attempts in 1973, 1982, and 1985 to amend the state constitution to authorize TIF.

The legislature took another stab at TIF beginning in 2001 and subsequent years, resulting in:

- Community Revitalization Finance Act (CRF);
- Local Infrastructure Financing Tool Program (LIFT);
- Hospital Benefit Zone Financing Program (HBZ)
- Local Revitalization Financing Program (LRF);
- Local Infrastructure Project Area Financing (LIPA); and
- State Land Improvement Financing Area (SLIFA).

The requirements, details, and availability of the above programs are beyond the scope of this memo and details can be provided upon request, but generally the above listed programs were less successful for various reasons such as reliance on state funding (some programs are closed and would need additional legislative action for the city to use), the need for interagency agreement and/or financing, and inability to raise sufficient fund amount for meaningful projects.

HB 1189:

The new law, HB 1189 was drafted to address the constitutional issue and to not impact the state portion of property taxes.

TIF permitted uses:

Under HB 1189, which is available to all counties, cities, towns, and port districts, funds can be used for:

- Infrastructure improvements owned by the local government:
    - Street and road construction
    - Water and sewer system construction and improvements;
    - Sidewalks and other nonmotorized transportation improvements and streetlights;
    - Parking, terminal, and dock facilities;
    - Park and ride facilities or other transit facilities;
    - Park and community facilities and recreational areas;
    - Stormwater and drainage management systems;
    - Electric, broadband, or rail services;
    - Mitigation of brownfields;
- Expenditures for:
    - Purchasing, rehabilitating, retrofitting for energy efficiency, and constructing housing for creating or preserving long-term affordable housing;
    - Purchasing, rehabilitating, retrofitting for energy efficiency, and constructing child care facilities serving children and youth that are low-income, homeless, or in foster care;
    - Providing maintenance and security for public improvements;
    - Acquisition and preservation of historic real and personal property.

Requirements:

To utilize the TIF, the City must pass an ordinance designating a specific geographic area that is expected to benefit from the development – the increment area and adhere to the following guidelines when creating an increment area:

- Prepare a project analysis;
- Have no more than two active increment areas at a time and the areas cannot geographically overlap;
- The increment area cannot have an assessed value of more than $200 million or more than 20% of the total assessed valuation of the jurisdiction creating the area, whichever is less.
- Once established, boundaries cannot change;

- Revenue cannot be used for additional improvements that were not listed in the ordinance creating the area;
- Ordinance must include a start date for when the improvement will begin;
- Revenues can only be received for the period required to pay the cost of the improvements; and
- Increment area must be retired no more than 25 years after the adoption of the ordinance that created the increment area.

How it works:

Under TIF, properties within an increment area are assessed the local property taxes for all local taxing districts based as normal. Each year, with development and increased assessed value, any increase in monies above the base level goes entirely to the taxing district (city) who created the TIF area. The taxes then must be used to finance (pay for) the improvements specified when the increment area was formed.

Generally, property taxes are assessed as follows:

- Previous year's total levy + 1% + new construction

With TIF, property taxes are assessed as:

- Previous year's levy + 1% + new construction + (TIF assessed increase X levy rate/1000)
- The TIF portion of the property taxes is remitted to the local government (city) that created the TIF. All other taxing districts continue to receive the 1% increase to their previous year's levy, plus new construction.

Project Analysis: The required Project Analysis must include, but is not limited to:

- Objectives for the increment area,
- Duration of the increment area,
- Identification of all parcels to be included in the increment area,
- Description of improvements, including costs and methods of financing,
- Discussion of how private development would not reasonably be expected to occur in the foreseeable future without the improvements
- Assessment of property value in the increment area and the amount expected to be generated from the increased increment assessment;
- Job creation and private development expected from the project; and

- Assessment of any impacts and necessary mitigation to address impacts on affordable and low-income housing; the local business community; local school districts; and local fire service.

Other requirements after the Project Analysis is done include public briefings, public notice, submission of project to the State Treasurer and providing ordinance to county assessor and treasurer and all other local taxing districts.

<u>TIF in College Place</u>:

Possible TIFs:

- Stone Creek/Downtown
    - Fill any gaps on SW Mojonnier reconstruction;
    - Assist in paying for east-west roadway in middle of SC development;
    - Stoplight at College Place High School, east-west road, and College Avenue;
    - WWTP improvements;
    - Acquire land on College Avenue for shared parking lot to relax parking requirements on College Avenue to attract more small businesses in the downtown area.
- Myra & Rose
    - Zone to encourage property acquisition and/or infrastructure development to facilitate development of vacant commercially zoned properties in the area.
        - Whitman & Myra area (Price property)
        - NE Rose Street (Gugliemelli property)
- Martin Airfield
    - Fringe properties zoned Industrial Surrounding Airfield but lacking infrastructure.

<u>Impact on current property owners:</u>

Tax rate does not increase. Total monies paid increase as development raises assessed value.

<u>Upfront costs:</u>

There will be upfront costs to the City and more information will be provided as the City moves forward in the process.

Impact on Affordable Housing:

The City must consider any TIF impact on Affordable Housing and will work closely with community affordable housing advocates to ensure the inventory of affordable housing does not decrease and any potential increase in available affordable housing

Example:

See Power Point Presentation

Other items for consideration:

Policy issues include location of TIF area, risk of borrowing if expected development doesn't happen, whether the City wants to partner with a developer for a specific development,

PONTI & WERNETTE, P.S.
ATTORNEYS AT LAW
103 E. Poplar St.
Walla Walla, WA 99362

R. GARY PONTI
RICHARD G. WERNETTE
COBER C. PLUCKER
BRYAN N. PONTI

January 6, 2022

City of College Place
ATTN: Mike Rizzitiello
625 S. College Ave.
College Place, WA 99324

Re: **Petition for Assumption of Infrastructure (CPMC 3.22.050)**
Autumn Meadows HOA

Dear City Council:

Comes now the Autumn Meadow HOA, by and through its attorney, R. Gary Ponti, and tenders this Petition pursuant to CPMC 3.22.050 as follows:

1. **PETITION IN ACCORD WITH BYLAWS**: This Petition submitted by the Autumn Meadows HOA is requesting that the City of College Place assume ownership of specific infrastructure in the aforesaid HOA pursuant to CPMC 3.22 et al. This Petition is submitted in accordance with the Bylaws of the Autumn Meadows HOA and includes a listing of the full membership of the association (Exhibit A) together with copies of the signatures of all members in support of the aforesaid Petition (Exhibit B).
2. **INVENTORY OF FACILITIES FOR WHICH OWNERSHIP OF THE CITY IS DESIRED**: The inventory of the facilities is fully set forth in the Autumn Meadows Subdivision Deficiency Analysis completed by TD&H Engineering dated January 2021, a copy of which is attached hereto as Exhibit C.
3. **INVENTORY OF PROPERTY AND ASSETS PROPOSED TO BE DEDICATED TO THE CITY**: The following properties are proposed to be dedicated to the City of College Place to offset the cost of any assumption of infrastructure:
   a) Common area (park): $85,000
   b) Common area: $0
   c) Common area: $0
   d) Common area parcel 35-07-36-97-0328: $100
   e) Roadways (asphalt only): $0
   f) Curbs and gutters $0
   g) Sidewalks $0

h)	ADA ramps:	$0
i)	Storm drains:	$11,466
j)	Catch basins:	$15,840
k)	Swales:	$8,000
l)	Culverts:	$2,880
m)	Streetlights:	$0
n)	Play structure:	$0
o)	Retaining wall:	$0
p)	Picinic shelter:	$0
q)	Fence between lots:	$378

4. **AGREEMENT TO REIMBURSE**: Autumn Meadows HOA agrees to reimburse the City of College Place for costs the City incurs in evaluating the Petition for acceptance to include City Staff and third-party professional costs with the understanding that the City shall direct and determine the nature and scope of the evaluation effort.

Respectfully submitted this 11th day of January, 2022.

PONTI & WERNETTE, P.S.

R. Gary Ponti

R. Gary Ponti – WSBA #9034
Attorney for Autumn Meadows HOA
Dated: 1-11-2022

P.S. There are two signature pages because we had the wrong last name for Valerie. Her last name is actually Buckley, not Hall. Thank you.

Joy Veverka
Autumn Meadows HOA Board Member
Dated:

Aaron Hamilton

Aaron Hamilton
Autumn Meadows HOA Board Member
Dated: 1-10-2022

Valerie Buckley

Valerie Buckley
Autumn Meadows HOA Board Member
Dated: 1-10-2022

h)	ADA ramps:	$0
i)	Storm drains:	$11,466
j)	Catch basins:	$15,840
k)	Swales:	$8,000
l)	Culverts:	$2,880
m)	Streetlights:	$0
n)	Play structure:	$0
o)	Retaining wall:	$0
p)	Picinic shelter:	$0
q)	Fence between lots:	$378

4. **AGREEMENT TO REIMBURSE**: Autumn Meadows HOA agrees to reimburse the City of College Place for costs the City incurs in evaluating the Petition for acceptance to include City Staff and third-party professional costs with the understanding that the City shall direct and determine the nature and scope of the evaluation effort.

Respectfully submitted this 11th day of January, 2022.

PONTI & WERNETTE, P.S.

R. Gary Ponti

R. Gary Ponti – WSBA #9034
Attorney for Autumn Meadows HOA
Dated: 1-11-22

Joy Veverka

Joy Veverka
Autumn Meadows HOA Board Member
Dated: 1-7-22

Aaron Hamilton
Autumn Meadows HOA Board Member
Dated: _____

Valerie Hall
Autumn Meadows HOA Board Member
Dated: _____

EXHIBIT A

thod	Returned Form?	Approval	Main Email	Bill to 1	Bill to 2	Bill to 3
			irvin.aviles24@gmail.com	Irvin Aviles	1383 SE Newgate Dr	College Place, WA 99324
	12/16/21	Approve		Douglas W. Bayer	1432 SE Newgate Dr	College Place, WA 99324
	8/01/21	Approve	darold.bigger@wallawalla.edu	Darold Bigger	4600 Braden Rd.	Walla Walla, WA 99362
	8/28/21	Approve	mbireley@charter.net	Mike Bireley	1353 SE Newgate Dr.	College Place, WA 99324
	12/21/21	Approve	vhall140@gmail.com	Marcus Buckley & Valerie Hall	1332 SE Newgate Dr	College Place, WA 99324
	8/19/21	Approve	mynx53@msn.com	Debra Casey	1252 SE Newgate Dr.	College Place, WA 99324
	8/01/21	Approve	emilygracethomas@gmail.com	Samuel & Emily Castillo	603 Pearson St	Walla Walla, WA 99362
	12/24/21	Approve	hallie1203@gmail.com	Hallie Chilton	363 El Bosquecillo	Camarillo, CA 93010
				Julian Contreras Jr	1133 SE Falbo Drive	College Place, WA 99324
	12/16/21	Approve	vastdavidson@hotmail.com	Steven M & Valerie L Davidson	1402 SE Newgate Dr.	College Place, WA 99324
	12/16/21	Approve	tldeccio@hotmail.com	Tina L. Deccio	1232 SE Newgate Dr.	College Place, WA 99324
	12/17/21	Approve	garris.99@gmail.com	Matthew & Jeanna Dickerson	1134 SE Scenic View Dr	College Place, WA 99324
	8/01/21	Approve	jasendowney@gmail.com	Jasen & Tina Downey	1382 SE Newgate Dr.	College Place, WA 99324
	09/30/21	Approve		Gilbert & Mimi Dupper	PO Box 8938	Redlands, CA 92375
	9/10/21	Approve		John Falathol	1243 SE Falbo Dr	College Place, WA 99324
	8/01/21	Approve	martinfortney@gmail.com	Martin Fortney	1423 SE Newgate Dr	College Place, WA 99324
	12/24/21	Approve		James & Beverly Foster	1103 SE Falbo Dr	College Place, WA 99324
			estoesta.reycel@gmail.com	Saul Garanzuay	1242 SE Falbo Dr	College Place, WA 99324
	12/18/21	Approve	kathygifford03@gmail.com	Kathy Gifford	1272 SE Falbo Dr.	College Place, WA 99324
			sonya.gs143@gmail.com	Sonya & Damian Gordon-Sullivan	1343 SE Newgate Dr	College Place, WA 99324
				Rebekah R. Gustin	123 SE Valley Dr	College Place, WA 99324
			juliehallowell07@gmail.com	Julianna Hallowell & Jeremy Knowles	1203 SE Falbo Dr	College Place, WA 99324
	12/17/21	Approve	aaronhamilton8900@yahoo.com	Aaron Hamilton	1312 SE Newgate Dr.	College Place, WA 99324
				Lonnie & Gillian Herbrandson	1303 SE Newgate Dr.	College Place, WA 99324
			marthaibarra08@yahoo.com	Jose & Martha Ibarra	1116 SE Moorbrook Ct.	College Place, WA 99324
	9/8/21	Approve		David & Kathleen Iwasa	1232 SE Falbo Dr.	College Place, WA 99324
			michael.jimenez@wallawalla.edu	Mike J & Jill M Jimenez	1202 SE Falbo Dr.	College Place, WA 99324
			ke.robert.karr@gmail.com	Robert Travis Karr	1131 SE Scenic View Dr.	College Place, WA 99324
	12/24/21	Approve	khrapovm@gmail.com	Vassili A & Marina Khrapov	223 Kulamanu Circle	Kula, HI 96790
				Justin Krieger	1362 SE Newgate Dr.	College Place, WA 99324
				Gunner & Rebecca Leffler	20470 Jacklight Ln	Bend, OR 97702
	9/6/21	Approve		Jessica & Kelly Maher	1213 SE Falbo Dr	College Place, WA 99324
			mbgcleaning@charter.net	Aquilino & Bilma Martinez	1149 SE Surita Ct.	College Place, WA 99324
	8/01/21	Approve	kpm2k@yahoo.com	Kelly P McClellan	PO Box 6124	Irvine, CA 92616
	8/01/21	Approve	kpm2k@yahoo.com	Kelly P McClellan	PO Box 6124	Irvine, CA 92616
	8/01/21	Approve	morganr2110@gmail.com	Rosanna Morgan	1223 SE Falbo Dr.	College Place, WA 99324
	9/11/21	Approve		Joy & Richard Olson	1313 SE Newgate Dr	College Place, WA 99324
	12/21/21	Approve	bluesbowhunter@gmail.com	Chris & Tina Parsons	1125 SE Moorbrook Ct.	College Place, WA 99324
	8/10/21	Approve	pawluksteve@gmail.com	Steve & Carol Pawluk	PO Box 1401	Wrightwood, CA 92397
	12/18/21	Approve	javier77772002@hotmail.com	Javier A. Perez	1204 SE Scenic View Dr.	College Place, WA 99324
	8/24/21	Approve	reardonk@innw.net	Kenneth & Shirley Reardon	2032 Old Milton Hwy.	Walla Walla, WA 99362
	8/24/21	Approve	reardonk@innw.net	Kenneth & Shirley Reardon	2032 Old Milton Hwy.	Walla Walla, WA 99362
	8/24/21	Approve	reardonk@innw.net	Kenneth & Shirley Reardon	2032 Old Milton Hwy.	Walla Walla, WA 99362
			odonnell.ohsu@gmail.com	Kristen M. Riegert	1280 Bombero Ln	Walla Walla, WA 99362
	12/11/21	Approve	yksnivarts@gmail.com	Lyn Ritz	1412 SE Newgate Dr.	College Place, WA 99324
			robertsdixonangie@gmail.com	Angie Roberts-Dixon	4715 Threechopt Rd	Hampton, VA 23666
	12/24/21	Approve	mattrosaasen@gmail.com	Matthew Rosaasen	1148 SE Surita Ct.	College Place, WA 99324
			ginamcdo@gmail.com	Miguel Ruvalcaba	1233 SE Falbo Dr	College Place, WA 99324
	12/18/21	Approve	myquestionisthecatalyst@gmail.com	Ryan Salas	8294 N Enterprise Rd	Custer, WA 98240
			brendasald2191@gmail.com	Brenda Saldaña	1174 SE Scenic View	College Place, WA 99324
	8/25/21	Reject	jssantee65@gmail.com	Joan Santee	1302 SE Newgate Drive	College Place, WA 99324
	8/01/21	Approve	heather.schermann@gmail.com	Heather Schermann	1342 SE Newgate Dr.	College Place, WA 99324
	8/01/21	Approve	shadel5@gmail.com	Brandon & Tabatha Shadel	1207 SE Trentwood Dr.	College Place, WA 99324
			samuel.sih@wallawalla.edu	Samuel Sih & Li-Rong Xiao	1253 SE Falbo Dr.	College Place, WA 99324
	8/9/21	Approve	m.simcock@me.com	Manford & Elizabeth Simcock	1055 SE Sentry Dr.	College Place, WA 99324
	8/01/21	Approve	stephanie_simmons@charter.net	Stephanie Simmons	1154 SE Scenic View Dr.	College Place, WA 99324
	8/31/21	Approve		Tonie Sincleir	1214 SE Scenic View Dr	College Place, WA 99324
			yeungchuan@gmail.com	Steve Smith & Diana Griffin	1242 SE Newgate Dr.	College Place, WA 99324
	12/21/21	Approve		Pavel & Natasha Susin	1352 SE Newgate	College Place, WA 99324
	12/16/21	Approve		David D. Swank	2065 W Atkinson Rd	Othello, WA 99344
	8/01/21	Approve	marctchamdja@hotmail.com	Tang & Sonia Tchamdja	1222 SE Falbo Dr	College Place, WA 99324
	12/17/21	Reject		Michael & Janice Thonney	1113 SE Falbo Dr	College Place, WA 99324
	8/01/21	Approve	nathantidwell@yahoo.com	Nathan and Margie Tidwell	4203 Stratton Ln	Ooltewah, TN 37363
	8/31/21	Approve		Jon & Patricia Travis	1161 SE Scenic View Dr.	College Place, WA 99324
	8/10/21	Approve	cavalley@yahoo.com	Clinton & Martha Valley	3626 Heritage Estates	Lithonia, GA 30038
	12/16/21	Approve	joyveverka@hotmail.com	Joy Veverka	1363 SE Newgate Dr	College Place, WA 99324

thod	Returned Form?	Approval	Main Email	Bill to 1	Bill to 2	Bill to 3
			ericawalter815@gmail.com	Zeb & Erica Walter	771 Crestview Pl	Walla Walla, WA 99362
			lorijdub@gmail.com	Gregg & Lori Wardlaw	1123 SE Falbo Dr.	College Place, WA 99324
			JLHappycamper@gmail.com	Stephen & Jeri Weber	1115 SE Moorbrook Ct.	College Place, WA 99324
	8/01/21	Approve	wendywcheng@gohighspeed.com	Wendy Cheng & Suwong Wongsuwan	1126 SE Moorbrook Ct.	College Place, WA 99324
d	48					
ed	47					
	-1					

EXHIBIT B

Name(s) of property owner(s): Doug Bayer

Address in Autumn Meadows: 1432 SE. NEWGATE Dr.

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID (Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: Doug W. Bayer 12/10/21

Signature Date

Signature Date

*Reject the proposed transfer:

Signature Date

Signature Date

August 9, 2021

Name of property owner: Darold or Barbara Bigger

Address in Autumn Meadows: 1164 SE Scenic View Dr

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: Darold F Bigger — Signature; 8/13/21 — Date

Barbara J Bigger — Signature; August 13, 2021 — Date

*Reject the proposed transfer: _____ Signature; _____ Date

_____ Signature; _____ Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

August 9, 2021

Name of property owner: RICHARD M. BIRELEY

Address in Autumn Meadows: 1353 SE NEWGATE DR

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: R M Bireley 8-28-21
Signature Date

Signature Date

*Reject the proposed transfer:
Signature Date

Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

August 9, 2021

Name of property owner: Marcus & Valerie Buckley

Address in Autumn Meadows: 1322 SE Newgate Dr.

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: Marcus Buckley 12/21/21
Signature Date

Valerie Buckley 12/21/21
Signature Date

*Reject the proposed transfer: _____ _____
Signature Date

_____ _____
Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

August 9, 2021

Name of property owner: DEBRA CASEY

Address in Autumn Meadows: 1252 SE NEWGATE DRIVE

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: Debra Casey 8/19/21

Signature Date

Signature Date

*Reject the proposed transfer:

Signature Date

Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

August 9, 2021

Name of property owner: emily and chris castillo

Address in Autumn Meadows: 1332 SE Newgate

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: _____ 8/12/21
Signature Date

_____ 8/12/21
Signature Date

*Reject the proposed transfer: _____ _____
Signature Date

_____ _____
Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

Name(s) of property owner(s): CHRIS + HALLIE CHILTON

Address in Autumn Meadows: 1422 SE NEWGATE DR

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID (Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: _____ 15 DEC 21

Signature Date

_____ 12.15.21

Signature Date

*Reject the proposed transfer: _____ _____

Signature Date

_____ _____

Signature Date

Name(s) of property owner(s): Steven & Valerie Dawson

Address in Autumn Meadows: 1402 SE Newgate

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID (Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer:

Signature	Date 12/9/21
Signature	Date 12/9/21

*Reject the proposed transfer:

Signature	Date
Signature	Date

Name(s) of property owner(s): Matthew Dickerson + Jeanna Dickerson

Address in Autumn Meadows: 1134 SE Scenic View Dr.

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID (Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer:

Jeanna Dickerson — 12/12/21

Signature — Date

Matthew Dickerson — 12/12/21

Signature — Date

*Reject the proposed transfer:

Signature — Date

Signature — Date

August 9, 2021

Name of property owner: JASEN AND KRISTINA DOWNEY

Address in Autumn Meadows: 1382 SE NEWGATE DR.

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: _____ 8/17/2021
Signature Date

_____ 8/17/21
Signature Date

*Reject the proposed transfer: _____ _____
Signature Date

_____ _____
Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

August 9, 2021

Name of property owner: Gilbert L. Dupper

Address in Autumn Meadows: 1212 S.E. Newgate

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: [signature] 9/29/21
Signature Date

[signature] 9/29/21
Signature Date

*Reject the proposed transfer: _____ _____
Signature Date

_____ _____
Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

August 9, 2021

Name of property owner: John Jalathol (1243 SE FALBO Drive College Place WA, 99324)

Address in Autumn Meadows: Autumn Meadows HOA P.O. BOX 782 WALLA WALLA WA, 99362

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: _____ 9/10/2021
Signature Date

_____ _____
Signature Date

*Reject the proposed transfer: _____ _____
Signature Date

_____ _____
Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you.

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

August 9, 2021

Name of property owner: MARTIN FORTNEY

Address in Autumn Meadows: 1423 SE NEWGATE DR

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: _____ 8/30/21
Signature Date

_____ _____
Signature Date

*Reject the proposed transfer: _____ _____
Signature Date

_____ _____
Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

Name(s) of property owner(s): James and Beverly Foster

Address in Autumn Meadows: 1103 SE Falbo Drive

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID (Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: James Foster 12/19/21

Signature Date

Beverly J. Foster 12/19/21

Signature Date

*Reject the proposed transfer: _____ _____

Signature Date

_____ _____

Signature Date

Name(s) of property owner(s): Kathy R. Gifford

Address in Autumn Meadows: 1272 SE Falbo

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID (Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: Kathy Gifford 12/14/21

Signature Date

Signature Date

*Reject the proposed transfer:

Signature Date

Signature Date

Name(s) of property owner(s): Aaron Hamilton Cassy Randall

Address in Autumn Meadows: 1312 SE Newgate

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID (Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: Aaron Hamilton 12-12-2021

Signature Date

Cassy Randall 12-12-2021

Signature Date

*Reject the proposed transfer: _____ _____

Signature Date

_____ _____

Signature Date

August 9, 2021

Name of property owner: David & Kathy Dawson

Address in Autumn Meadows: 1232 SE Falbo Dr

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer:

Signature	Date 9/8/21
Signature	Date 9/8/21

*Reject the proposed transfer:

Signature	Date
Signature	Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

Name(s) of property owner(s): Vassili & Marina Klyuyev

Address in Autumn Meadows: 1215 SE Trentwood Dr, College Place WA

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID (Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: Marina Klyuyev 12/20/21

Signature Date

Vassili Klyuyev 12/20/21

Signature Date

*Reject the proposed transfer: _____ _____

Signature Date

_____ _____

Signature Date

August 9, 2021

Name of property owner: Jessica & Kelly Maher

Address in Autumn Meadows: 1213 SE Falbo Dr.

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: Jessi Maher 9/6/21
Signature Date

Signature 9/6/21
Signature Date

*Reject the proposed transfer: _____ _____
Signature Date

_____ _____
Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

August 9, 2021

Name of property owner: Kelly + Susan McClellan

Address in Autumn Meadows: 1233 SE Newgate Dr.

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: _____ 8/31/2021
Signature Date

_____ 8/3/2021
Signature Date

*Reject the proposed transfer: _____ _____
Signature Date

_____ _____
Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

August 9, 2021

Name of property owner: Kelly Susan McClellan

Address in Autumn Meadows: 1243 SE Newgate Dr.

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: _____ Signature 8/31/2021 Date

_____ Signature 8/31/2021 Date

*Reject the proposed transfer: _____ Signature _____ Date

_____ Signature _____ Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

August 9, 2021

Name of property owner: Rosanna Morgan

Address in Autumn Meadows: 1223 SE Fairbird Drive

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: Rosanna Morgan — Signature; 10 July 2021 — Date

N/A — Signature; _____ — Date

*Reject the proposed transfer: _____ — Signature; _____ — Date

_____ — Signature; _____ — Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

August 9, 2021

Name of property owner: Richard & Joy Olson

Address in Autumn Meadows: 1313 SE Newgate Dr.

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: _____ _____
Signature Date

_____ _____
Signature Date

*Reject the proposed transfer: Richard Olson 9/11/21
Signature Date

J E Olson 9/11/21
Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

Name(s) of property owner(s): Chris & Tina Parsons

Address in Autumn Meadows: 1135 SE Moorbrook CT.

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID (Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: Chris Parsons 12-16-21

Signature Date

Tina Parsons 12-16-21

Signature Date

*Reject the proposed transfer: _____ _____

Signature Date

_____ _____

Signature Date

Received 12/21/21

Logged ✓

August 9, 2021

Name of property owner: THE 2016 PAWLUK FAMILY TRUST STEPHEN + CAROL PAWLUK, TRUSTEES

Address in Autumn Meadows: 1158 SE SURITA COURT

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: _____ 8/10/2021
Signature Date

_____ 8-10-2021
Signature Date

*Reject the proposed transfer: _____ _____
Signature Date

_____ _____
Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

Name(s) of property owner(s): Javier Perez

Address in Autumn Meadows: 1204 SE Scenic View DR.

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID (Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: J Perez 12-15-21

Signature Date

Signature Date

*Reject the proposed transfer:

Signature Date

Signature Date

August 9, 2021

Name of property owner: KEN & SHIRLEY REARDON

Address in Autumn Meadows: 1104 SCENIC VIEW

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: Kenneth B. Reardon 8-24-2021
Signature Date

Shirley A Reardon 8-24-21
Signature Date

*Reject the proposed transfer: _____ _____
Signature Date

_____ _____
Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

August 9, 2021

Name of property owner: KEN & SHIRLEY BEARDON

Address in Autumn Meadows: 1114 SCENIC VIEW

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: Kenneth B. Beardon 8-24-2021
Signature Date

Shirley A Beardon 8-24-21
Signature Date

*Reject the proposed transfer: _____ _____
Signature Date

_____ _____
Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

August 9, 2021

Name of property owner: KEN & SHIRLEY REARDON

Address in Autumn Meadows: 1124 SCENIC VIEW

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: Kenneth B. Reardon 8-24-2021
Signature Date

Shirley A Reardon 8-24-21
Signature Date

*Reject the proposed transfer: _____ _____
Signature Date

_____ _____
Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

August 9, 2021

Name of property owner: Lyn Ritz

Address in Autumn Meadows: 1412 Newgate

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: Lyn Ritz 12/6/21
Signature Date

Signature Date

*Reject the proposed transfer:
Signature Date

Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

Name(s) of property owner(s): Matthew Rosaasen

Address in Autumn Meadows: 1148 SE Surita Ct
College Place WA 99324

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID (Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: Matthew Rosaasen 12/22/21

Signature Date

Signature Date

*Reject the proposed transfer:

Signature Date

Signature Date

Name(s) of property owner(s): Ryan T Salas

Address in Autumn Meadows: 1141 SE Scenic View Dr.

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID (Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: _____ 12-11-2021

Signature Date

_____ _____

Signature Date

*Reject the proposed transfer: _____ _____

Signature Date

_____ _____

Signature Date

August 9, 2021

Name of property owner: Joan Santee

Address in Autumn Meadows: 1302 S.E. Newgate Dr.

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: _____ _____
Signature Date

_____ _____
Signature Date

*Reject the proposed transfer: Joan S Santee 8-25-21
Signature Date

_____ _____
Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

August 9, 2021

Name of property owner: Heather Scherman

Address in Autumn Meadows: 1342 SE Newgate Dr

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: _____ Signature 8/14/21 Date

_____ Signature _____ Date

*Reject the proposed transfer: _____ Signature _____ Date

_____ Signature _____ Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

August 9, 2021

Name of property owner: Brandon & Tabatha Shadel

Address in Autumn Meadows: 1207 SE Trentwood Dr.

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: Brandon Shadel 8-18-2021
Signature Date

Tabatha Shadel 8-18-2021
Signature Date

*Reject the proposed transfer: _____ _____
Signature Date

_____ _____
Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

August 9, 2021

Name of property owner: MANFORD + ELIZABETH SIMCOCK

Address in Autumn Meadows: 1372 SE NEWGATE DR.

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: Manford Simcock 8/9/21
Signature Date

Elizabeth A. Simcock 8/9/21
Signature Date

*Reject the proposed transfer: _____ _____
Signature Date

_____ _____
Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

August 9, 2021

Name of property owner: Stephanie Simmons

Address in Autumn Meadows: 1154 SE Scenic View

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: Stephanie Simmons 8/29/2021

Signature Date

Signature Date

*Reject the proposed transfer:

Signature Date

Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

August 9, 2021

Name of property owner: Tonia M Sinclair

Address in Autumn Meadows: 1214 S E Scenic View Dr.

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: Tonia M Sinclair 8-31-21

Signature Date

Signature Date

*Reject the proposed transfer:

Signature Date

Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

Name(s) of property owner(s): Pavel Susin, Natasha Susin

Address in Autumn Meadows: 1352 SE Newgate Dr
College Place WA 99324

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID (Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: _____ 12/16/21
Signature Date

_____ 12/16/21
Signature Date

*Reject the proposed transfer: _____ _____
Signature Date

_____ _____
Signature Date

Received 12/21/21

Logged ✓

Name(s) of property owner(s): DAVE + SUSAN SWANK

Address in Autumn Meadows: 1323 SE NEWGATE

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID (Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: David Swank 12 12 21

Signature Date

Susan Swank 12 12 21

Signature Date

*Reject the proposed transfer: _____ _____

Signature Date

_____ _____

Signature Date

August 9, 2021

Name of property owner: Tang Tchamdja & Sonia Tchamdja

Address in Autumn Meadows: 1222 SE Falbo Dr. College Place,WA 99324

As the lawful owner of the above-referenced property in
the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: _____ 09 Aug. 2021
Signature Date

_____ 09 Aug. 2021
Signature Date

*Reject the proposed transfer: _____ _____
Signature Date

_____ _____
Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

Name(s) of property owner(s): MICHAEL D THORNEY

Address in Autumn Meadows: 1113 SE Falbo dr

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID (Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: _____ _____

Signature Date

_____ _____

Signature Date

*Reject the proposed transfer: Michael D Thorney 12-13-21

Signature Date

Janice R Thorney 12-13-21

Signature Date

August 9, 2021

Name of property owner: Nathan & Marjorie Tidwell

Address in Autumn Meadows: 1169 Surita Ct

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: Nathan Tidwell 8/9/2021
Signature Date

Marjorie E Tidwell 8-9-2021
Signature Date

*Reject the proposed transfer: _____ _____
Signature Date

_____ _____
Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

August 9, 2021

Name of property owner: Jonathan E Travis
Patricia A Travis

Address in Autumn Meadows: 1161 SE Scenic View Drive

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: Jonatha E Travis — Signature — 8/31/2021 — Date

Patricia A Travis — Signature — 8/31/2021 — Date

*Reject the proposed transfer: _____ Signature _____ Date

_____ Signature _____ Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

August 9, 2021

Name of property owner: CANYON VALLEY

Address in Autumn Meadows: 1413 SE Newgate Dr.

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: _____ 8/10/2021
Signature Date

_____ _____
Signature Date

*Reject the proposed transfer: _____ _____
Signature Date

_____ _____
Signature Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

Name(s) of property owner(s): Joy Larraine Veverka

Address in Autumn Meadows: 1363 SE Newgate, College Place, WA 99324

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID (Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer: _____ 12-10-21

Signature Date

_____ _____

Signature Date

*Reject the proposed transfer: _____ _____

Signature Date

_____ _____

Signature Date

August 9, 2021

Name of property owner: SUWONG WONGSUWAN + WENDY CHENG

Address in Autumn Meadows: 1126 SE MOORBROOK COURT, COLLEGE PLACE, WA 99324

As the lawful owner of the above-referenced property in the Autumn Meadows residential area in the City of College Place, WA, I have been notified that a proposal is pending before the Autumn Meadows HOA to transfer certain HOA assets and liabilities to said City including but not limited to streets, sidewalks and other miscellaneous common areas. I understand that as a consequence of this transfer a deficit will be owing by the members of the HOA to the City in the approximate sum of $200,000. It is being proposed that the above-referenced sum will be paid by the HOA members by an LID(Local Improvement District). In regard to this proposal as shown by my signature below I vote to:

*Approve the proposed transfer:

Signature	Date 8/12/2021
Signature	Date 8/12/2021

*Reject the proposed transfer:

Signature	Date
Signature	Date

REMINDER: Each homeowner gets one vote per address; if a married couple owns the property or a legal partnership, both parties need to sign this form.

Forms to be emailed or mailed on or before August 31, 2021.

Thank you,

Autumn Meadows Homeowners Association

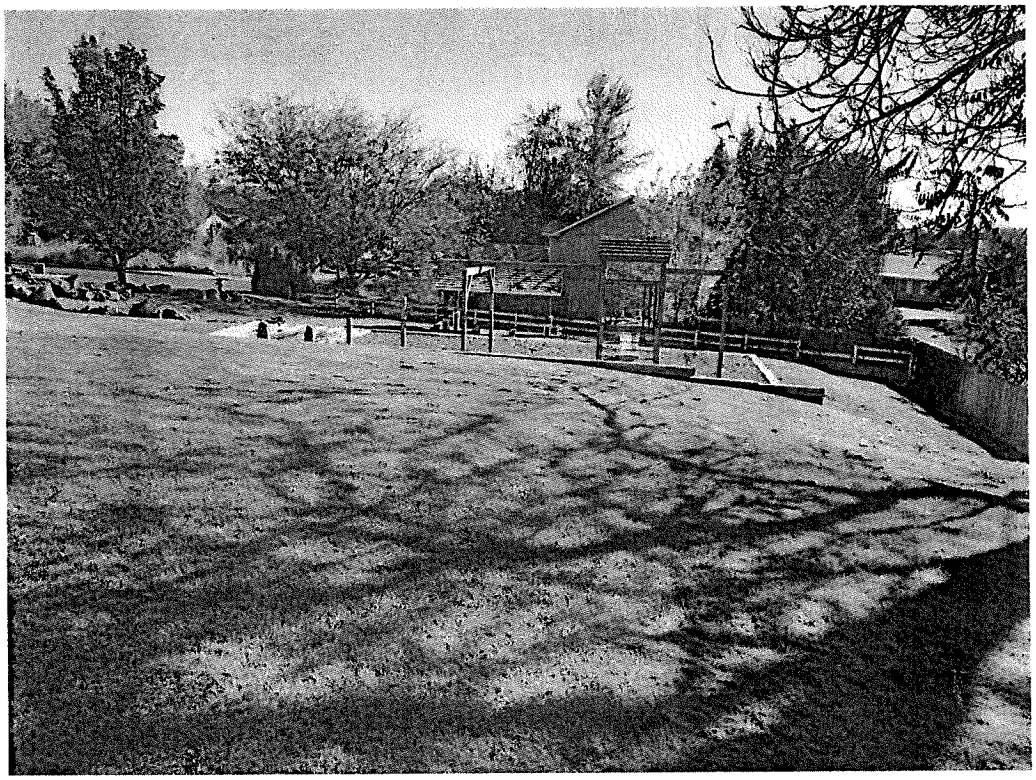
Valerie Buckley, Joy Veverka, & Aaron Hamilton
Autumn.Meadows.Board@Live.com
PO Box 782, Walla Walla WA 99362

EXHIBIT C

210 Main Street
Lewiston, ID 83501

TD&H Engineering

208.746.0938
tdhengineering.com



AUTUMN MEADOWS SUBDIVISION DEFICIENCY ANALYSIS

City of College Place Washington
625 S. College Avenue
College Place, Washington 99324

TD&H JOB NO. L20-053

JANUARY 2021

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SECTION 1 – INTRODUCTION

1.1 Overview

The City of College Place has been petitioned by the Autumn Meadows Homeowners Association (HOA) to consider assumption of the private infrastructure within the Autumn Meadows Subdivision, see Appendix A. It is a 74 tax lot subdivision located south of 12th Street, north of State Route 125, west of the Commercial Drive subdivision, and east of the County Estates mobile home park subdivision, see Figure 1 and the plat map in Appendix B. The HOA would like to dissolve and have all assets, liabilities, and maintenance transferred to the City. The HOA in this subdivision owns stormwater facilities, roadways, sidewalks, curb and gutter, street lighting, three creek lots and park property. This document presents an infrastructure and deficiencies analysis of the subdivision as required to be completed per College Place Municipal Code (CPMC) 3.22.040.

1.2 Guiding Principles and Objectives

In accordance with CPMC 3.22.040 (see Appendix C) this document provides the infrastructure/standards deficiencies analysis for the City. This document presents the HOA's current infrastructure, financial obligations, and condition of facilities to assist in the decision by City Council regarding assumption of the Autumn Meadows private infrastructure.

As stated in the ordinance, after reviewing this analysis,

> ...the council shall notify the petitioner of:
>
> 1. The infrastructure the city would be willing to assume;
> 2. The offsetting properties and assets the city would be willing to accept;
> 3. Required easements and easement terminations;
> 4. Schedule of valuations for the elements identified above;
> 5. The net costs owed either by or to the petitioner;
> 6. Assessment schedule for repayment of full net cost owed (through LID); and
> 7. Any other conditions of assumption.

At which time the petitioner can choose to continue with assumption of the infrastructure and continue the process according to the ordinance, or they may withdraw their request for assumption.

NOT FOR CONSTRUCTION

AUTUMN MEADOWS HOA

AUTUMN MEADOWS SUBDIVISION
COLLEGE PLACE, WASHINGTON

TD&H Engineering
208.746.0076 • tdhengineering.com
210 MAIN ST. • LEWISTON, IDAHO 83501

DRAWN BY:	JLB
DESIGNED BY:	--
QUALITY CHECK:	LBA
DATE:	JANUARY 2021
JOB NO.	L20-053
CAD NO.	L20-053

1

1.3 Planning Process

The planning process included a site visit to gain a full understanding of the subdivision and the assets therein. The GIS Database Inventory of sidewalks and curb ramps recently completed for the City was accessed and utilized for pertinent information which reduced the amount of field time required to document the subdivision. The site visit was documented with photos and notes as to complete the inventory already started in the GIS database.

TD&H has worked with the City to develop the analysis to ensure all deliverables match the needs of the City for their use in making an educated decision regarding assumption of the infrastructure.

Online assessor information was accessed in addition to a title report provided by the HOA to determine assessed values of properties, liabilities, and third-party interests in the infrastructure and properties, see Appendix D.

TD&H has worked with the HOA to gather information relevant to this analysis in order to provide a planning level construction cost estimates to analyze the value of existing infrastructure and the cost to raise it to City Standards, or the "cost-to-cure".

The privately held infrastructure has been quantified with the value and deficiencies documented. Net costs owed by, and to, the petitioner have been documented.

1.4 Assumptions and Disclaimer

This document is based on information provided by the HOA, observed on site, and obtained online from the assessor's office. If any information provided or obtained by the HOA or the assessor's office is incorrect, then corresponding information and conclusions will reflect such. Quantifying the value of roadways, infrastructure and park properties is subjective in nature and can vary greatly based on individual perception. The facts presented in this document should be held with greater regard than any assumptions of value due to subjectivity of such evaluations.

SECTION 2 – EXISTING INFRASTRUCTURE

2.1 Utilities

Utilities within the subdivision are owned by varying entities. The following utilities are known to be near or in the area of the subdivision:

- Cascade Gas, natural gas
- Columbia REA, underground power
- Pacific Power, overhead power

Cable, phone, and internet lines may be within the right of way as well.

The plat map from 2000 (see Appendix B) states, "Right-of-way on all public streets are 50 feet. Right-of-way on all private streets are 40 feet." Therefore, S.E. Newgate Drive and S.E. Scenic View Drive have a 50-foot right-of-way, whereas all other drives and courts within the subdivision have a 40-foot right-of-way. Another note on the plat states "There is a public utility easement over and across the full right-of-way width of all private roads."

Water and sewer owned and maintained by the City of College Place exist within the rights-of-way of the subdivision.

The stormwater system withing Autumn Meadows is currently owned and maintained by the HOA. Based on the Falbo Addition plan set dated in 1999 and from visual observation of the site, it appears that the stormwater from the subdivision is routed to three separate water retention swales with a system of catch basins and storm drain.

2.2 Transportation & Roadways

Autumn Meadows HOA owns and maintains the private roads S.E. Fablo Drive, S.E. Trentwood Drive and the cul-de-sacs of S.E. Surita Court, S.E. Moorbrook Court, and S.E. Newgate Court. Despite the implications of the word "private", without fencing or gating of a community, private roadways are designated for public use. The title of 'private' simply distinguishes that a private entity is responsible for maintenance. The HOA is tasked with all long-term maintenance such as pavement replacement as needed and short-term maintenance that may include plowing, de-icing and sanding of roadways. Nearly all the roads within the subdivision have curbs, gutter, storm drains, and five-foot wide sidewalks. Portions of two HOA parcels do not have sidewalk.

Autumn Meadows HOA maintains nearly 30,100 square feet of roadway, approximately 3,545 linear feet of 6-inch curb and gutter, approximately 3,100 feet of sidewalk and eight streetlights. Note that only four streetlights are on HOA owned property, however, the electricity for all eight streets lights within the subdivision are paid for by the HOA. See Figures 2, 3, and 4.

Private roadways within the subdivision have widths of 24-foot from curb to curb, affectively providing 12-foot lanes (11-feet of asphalt with a one-foot gutter). There is no centerline striping, fog lines, crosswalk markings, or stop bars within the Autumn Meadows subdivision.

All curb radiuses within the subdivision are 20-feet, which conforms to the City Standards for minimum radius. ADA ramps are non-compliant with current City and ADA standards. In all instances they lack truncated domes, and every ramp has slopes greater than allowable for ADA compliance. Nearly every driveway approach within the subdivision exceeds the allowable slope per ADA standards; two driveway approaches are in compliance. The City does not consider this a deficiency that detracts from the potential assumption of the HOA by the City.

NOT FOR CONSTRUCTION

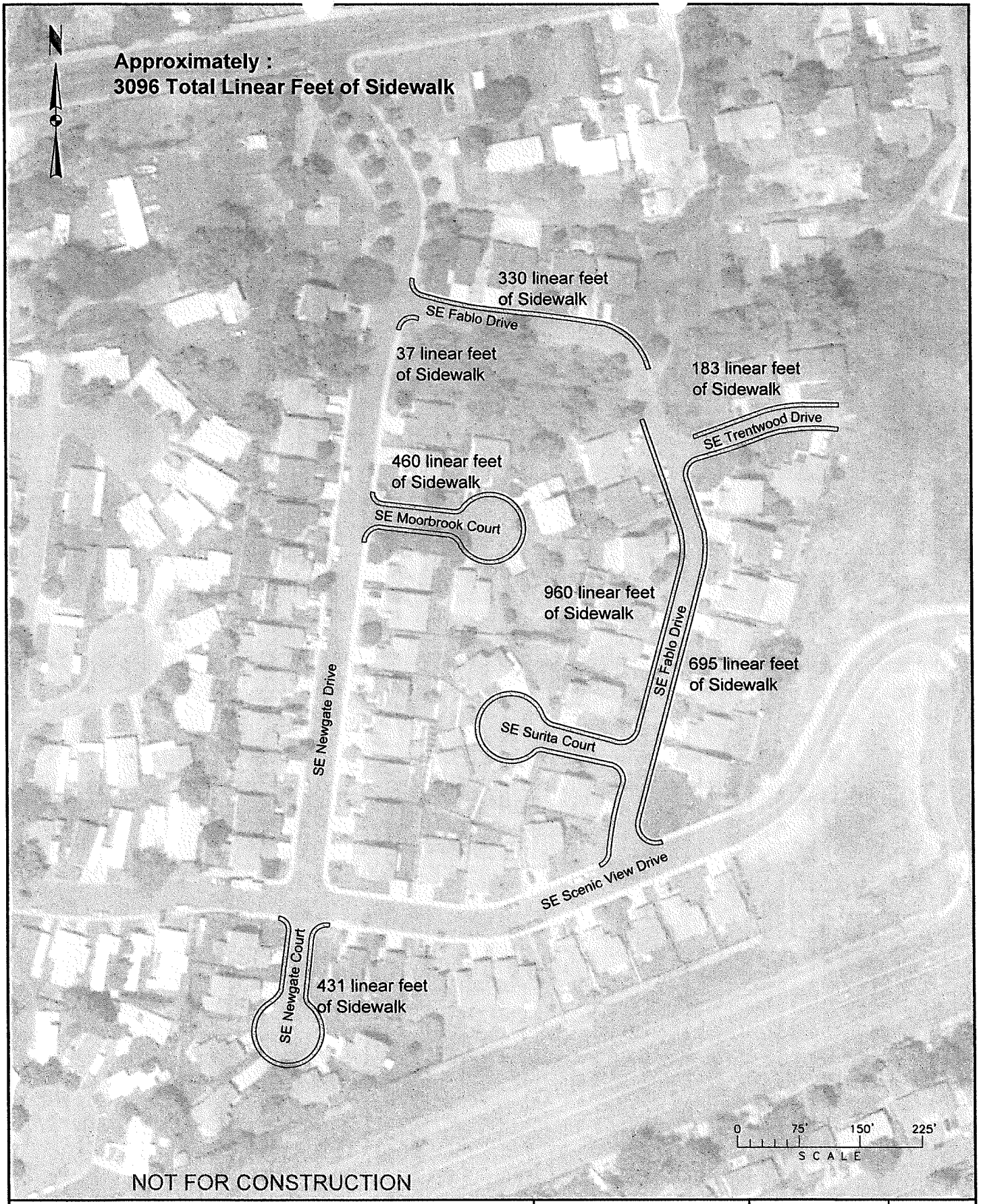
AUTUMN MEADOWS ROADWAY

AUTUMN MEADOWS SUBDIVISION
COLLEGE PLACE, WASHINGTON

TD&H Engineering
208 746.0938 • tdhengineering.com
210 MAIN ST. • LEWISTON, IDAHO 83501

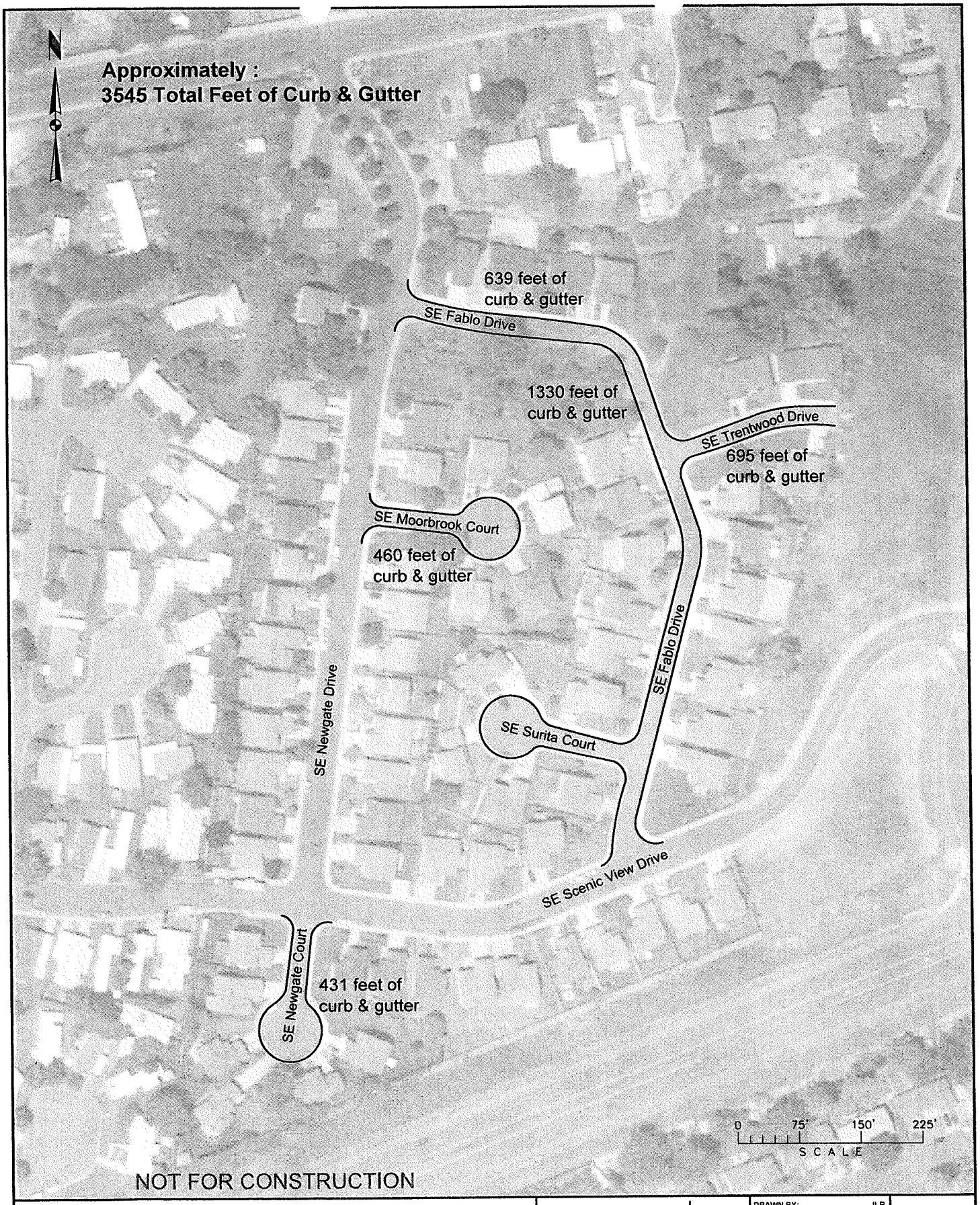
DRAWN BY:	JLB
DESIGNED BY:	–
QUALITY CHECK:	LBA
DATE:	JANUARY 2021
JOB NO.	L20-053
CAD NO.	L20-053

2



NOT FOR CONSTRUCTION

AUTUMN MEADOWS SIDEWALK	TD&H Engineering 208.746.0076 • tdhengineering.com 210 MAIN ST. • LEWISTON, IDAHO 83501	DRAWN BY: JLB DESIGNED BY: – QUALITY CHECK: LBA DATE: JANUARY 2021 JOB NO. L20-053 CAD NO. L20-053	3
AUTUMN MEADOWS SUBDIVISION COLLEGE PLACE, WASHINGTON			



AUTUMN MEADOWS CURB & GUTTER

AUTUMN MEADOWS SUBDIVISION
COLLEGE PLACE, WASHINGTON

TD&H Engineering
208.746.0925 • tdhengineering.com
210 MAIN ST. • LEWISTON, IDAHO 83501

DRAWN BY:	JLB
DESIGNED BY:	–
QUALITY CHECK:	LBA
DATE:	JANUARY 2021
JOB NO.	L20-053
CAD NO.	L20-053

4

SECTION 3 – REQUIRED EASEMENTS AND DEDICATIONS

3.1 Dedications

Dedication of right-of-way was determined when the subdivision was platted and reads, "Right-of-Way on all Private Streets are 40 feet." If the City assumes the HOA roadways, they will be considered public streets instead of private streets, however the right-of -way will remain 40-feet wide with only the terminology needing to be changed in future legal documents as needed. There is no legal process to re-designate the roadways, rather the process of assumption will serve as legal documentation of the assumption as public right-of-way.

3.2 Easements

The current utility easements, as stated on the 1999 Autumn Meadows Plat Map, reads "There is a public utility easement over and across the full right-of-way width of all private roads." As stated above, that right-of-way width is 40-feet on all private roadways. Additionally, all properties in the subdivision have a 10-foot utility easement along the designated right-of-way as delineated on the face of the plat map. It is not expected that any additional easements will be needed now or in the foreseeable future. As the current easements are sufficient for utility work.

It is assumed that many private properties share the same easements that the four HOA owned lots have, as follows:

1. Pacific Power & Light Company for electric distribution line and equipment, recorded August 12,1943,
2. Cascade Natural Gas Corporation for constructing, maintaining, inspecting, operating, protecting, repairing, replacing, altering, and removing pipeline(s) for the transportation of oil, gas, and other products, recorded August 6, 1956.
3. Columbia Rural Electric Association Incorporated for electric transmission equipment, recorded July 16,1999.
4. 10-foot utility easement as delineated on the face of the plat.

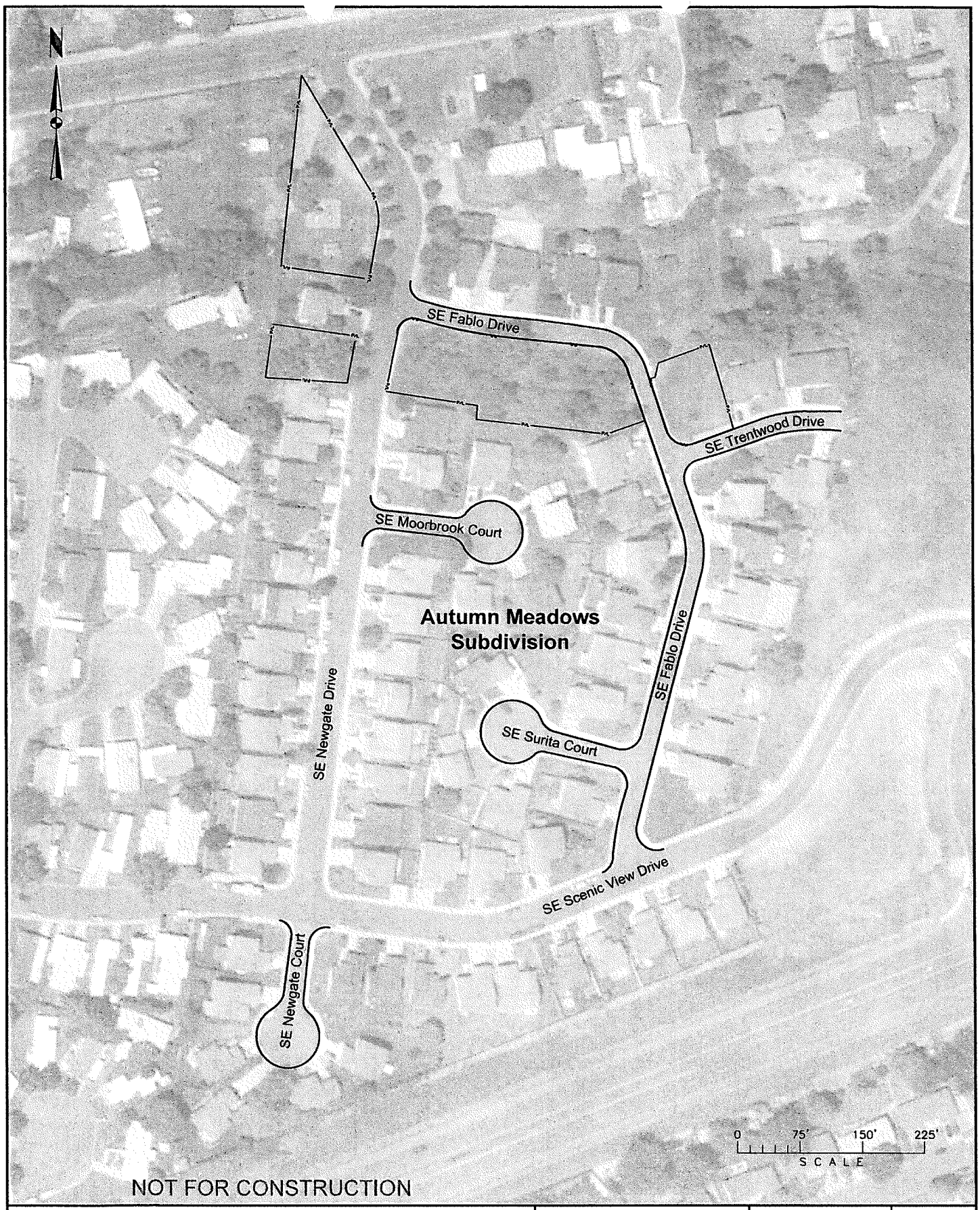
Please note that the 1956 Cascade Natural Gas Easement was a blanket easement to cover installation of a gas distribution main in the general area of Autumn Meadows. That gas main has since been abandoned (in approximately 2017). A representative from the gas company has stated that the company is willing to sign any documents releasing the easement by any interested parties. See Appendix E for location of abandoned gas main and the corresponding email.

SECTION 4 – VALUE OF ASSETS

4.1 Value of Properties

Four parcels are currently HOA owned: Three parcels have Stone Creek running through them, and the fourth parcel is the park, see Figure 5. On the county assessor's website none of the four lots are taxed. The four HOA owned lots all have a Land Use Code designation of "99" which correlates to the Washington State Land Use Code "Other undeveloped land" (see Washington Administrative Code 458-53-030). The most eastern lot with the creek flowing through it has an assessed value of $100, none of the other lots have an assessed value. The four HOA owned lots are not currently taxed. All four lots contribute to the green space within College Place city limits. A value on green space can be difficult to determine and is often subjective based on the meaningfulness of it to an individual or entity.

The park will require regular landscaping maintenance. Extrapolating from the College Place 2020 Park Budget, see Appendix F, College Place currently spends approximately $12,054 per acre per year on park maintenance. Using that value, Autumn Meadows park property is expected to cost approximately $5,183 for yearly maintenance. Currently the HOA pays approximately $7500 a year for water and landscaping/groundskeeping for the HOA owned properties. According to a local real estate agent, the fair market value of the property itself is approximately $85,000 due to the sloping nature of the parcel. There is not an expected cost to correct for the park parcel.



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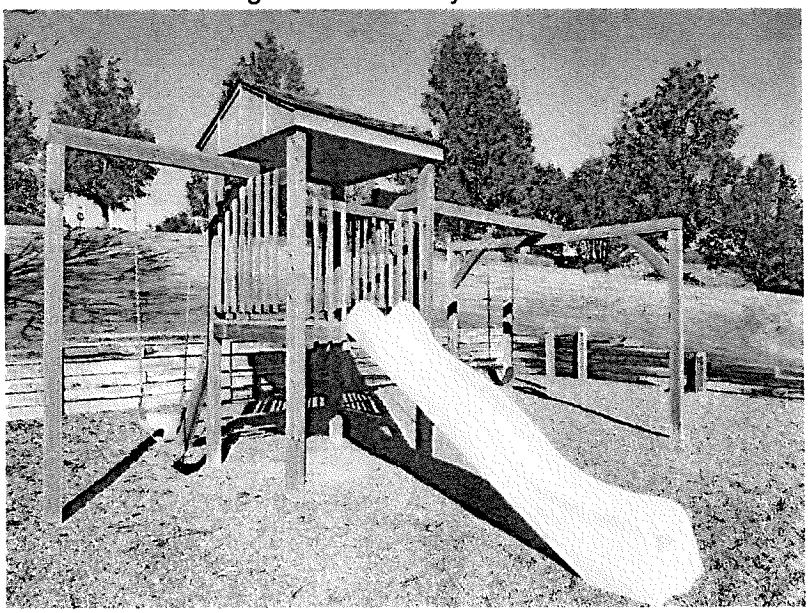
AUTUMN MEADOWS HOA	TD&H Engineering 208.746.0338 • tdhengineering.com 210 MAIN ST. • LEWISTON, IDAHO 83501	DRAWN BY: JLB DESIGNED BY: – QUALITY CHECK: LBA DATE: JANUARY 2021 JOB NO. L20-053 CAD NO. L20-053	5
AUTUMN MEADOWS SUBDIVISION COLLEGE PLACE, WASHINGTON			

The existing play structure, see Figure 6 below, needs immediate basic maintenance of sealing the roof to prevent pest infestation at the cost of a couple hours of city maintenance staff time and some caulking. The play structure was not analyzed for its structural integrity although it is advised to have it evaluated to ensure it meets safety and regulatory requirements. Based on comparative installed playground structures, the cost of replacement is approximately $8000. Playground structure useful life expectancy is 10 years; thus, the equipment is considered to have no value. A cost to correct value of $500 was assigned for the immediate basic maintenance needs.

Figure 6: Park Play Structure



The retaining wall, see Figure 7, around the play area is in poor condition and in need of reconstruction, see Figures 8 and 9. The wall is approximately 3 ½ feet above ground with an approximate above ground area of 264 sq. ft. The useful life for a retaining wall is 20-years and it is assumed that it was constructed nearly 20-years ago between 2000 and 2002. Prices for constructing retaining walls range widely by complexity and construction material, typically costing between $15 and $30 a square foot. The estimated rebuild cost is $3,960 to $7,920, however that cost could increase if tiebacks or engineering are required by local, state or federal building codes. Considering the useful life expectancy and the condition of the wall, it has no current value. A cost to correct value of $7,920 was assigned to rebuild the retaining wall.

Figure 7: Park Retaining Wall

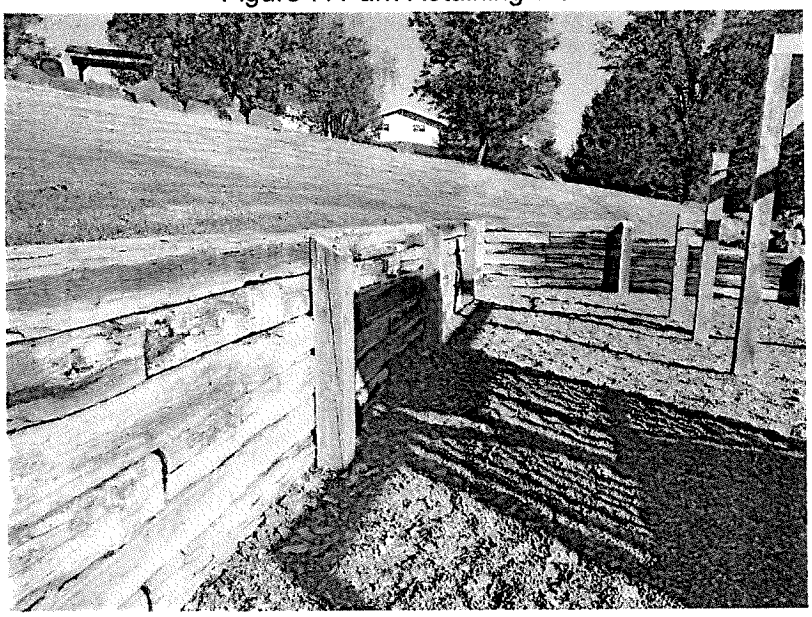


Figure 8: Retaining Wall Post Condition

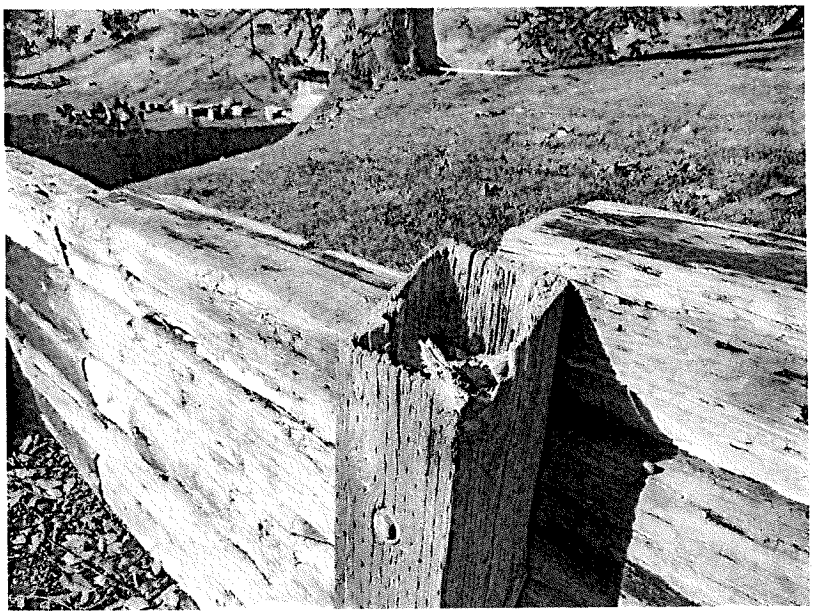


Figure 9: Retaining Wall Condition

The 200-square-foot picnic shelter, see Figure 10 below, is in relatively good condition with an expected useful life of 20-years which is nearly exceeded dependent on the date of construction. The structure appears that it will exceed it's expected useful life but needs maintenance. The shake shingles are aged, and some need replaced. The concrete pad shows significant cracks, see Figure 11, however the cracks do not affect the functionality of the shelter. The CMU wall has damaged areas as seen in Figure 12 that should be repaired as they could be considered a safety hazard. The shelter needs basic pest infestation measures taken, see Figure13. This structure was not evaluated for structural integrity although it is advisable to do so. The original construction cost is unknown and cost to rebuild can vary greatly: will a new building owned (if owned and maintained by the City) require ADA sidewalks to it? Assuming a construction cost of $12,000 and a useful life of 20-years, the shelter has fully depreciated therefore, no value was assigned it and the cost to correct is $2,000.

Figure 10: Park Picnic Shelter

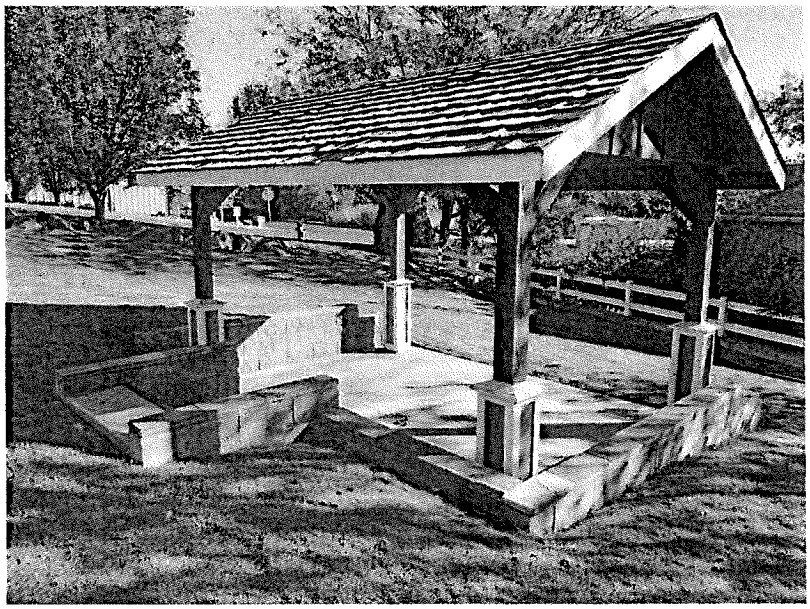
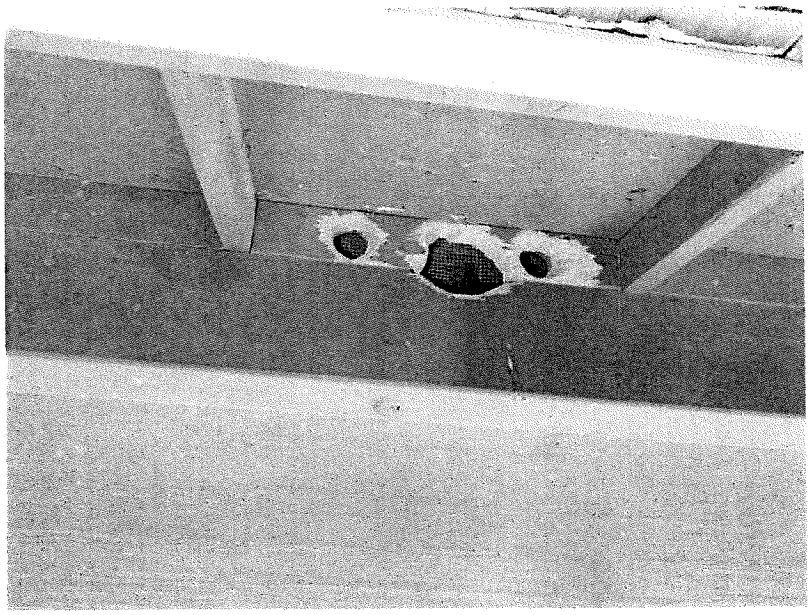


Figure 11: Shelter Concrete Pad

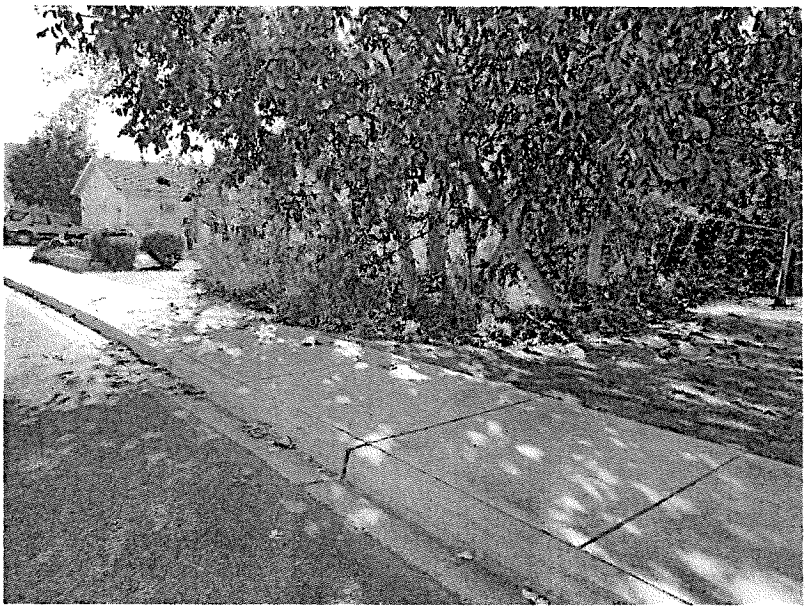
Figure 12: Shelter Concrete Pad

Figure 13: Pest Access - Soffit of Picnic Shelter



The three lots containing Stone Creek, are heavily vegetated. Assessor information for all three lots is in Appendix D. Common Area "B" is approximately 0.14 acres with Stone Creek meandering through it. The lot is brush covered and served as green space within City limits, See Figure 14. This parcel is not considered to have any value and has a cost to correct of $2,000 for basic vegetation cleanup and tree evaluation by an arborist.

Figure 14: Common Area "B"



Common Area "C" is approximately 0.57 acres with Stone Creek flowing near the middle of the lot. Two storm water swales are on the south side of the property. A strip of grass is maintained on the north, east, and west side of the lot, with the rest of the lot heavily vegetated, see Figures 15, 16, and 17. This parcel is not considered to have any value, and has a cost to correct of $12,000 for vegetation cleanup, tree evaluation by an arborist and tree removal.

Figure 15: Common Area "C" - West Side

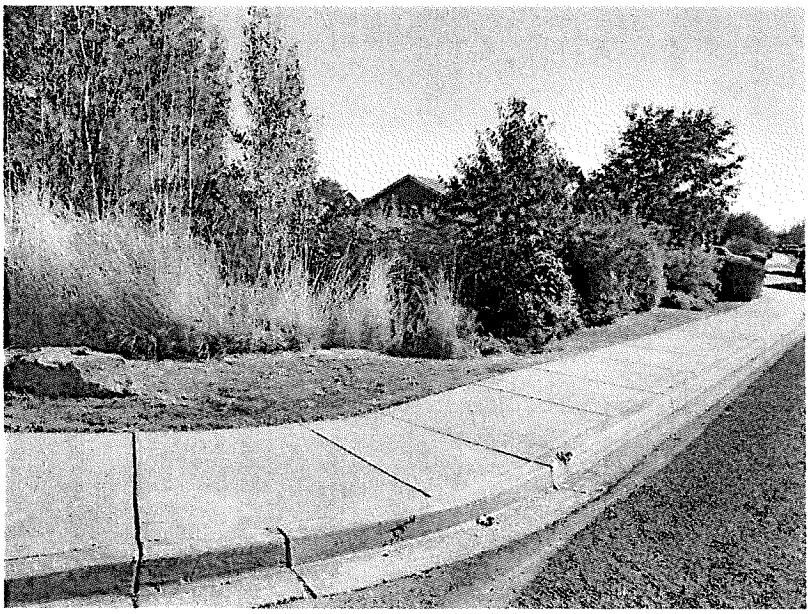
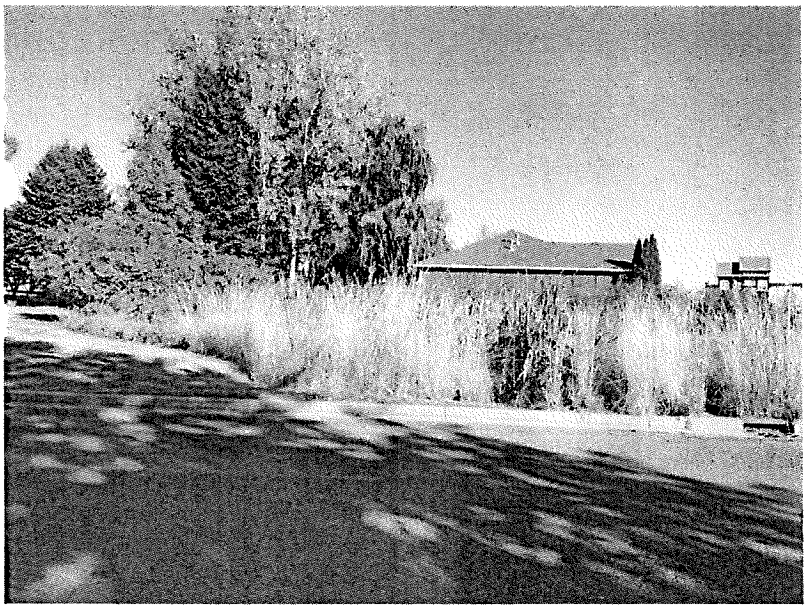


Figure 16: Common Area "C" - North Side

Figure 17: Common Area "C" - West Side

Parcel 350736970328 is the eastern most HOA owned lot in the subdivision that Stone Creek runs through. It is approximately 0.10 acres vegetated with cat tails and other wetland grasses, see Figure 18. This parcel has a value of $100 and does not have a cost to correct since there are no large trees of concern and the vegetation is appropriate for a stream/wetland area.

Figure 18: HOA owned Parcel 350736970328



4.2 Value of Infrastructure

Roadway

Roadways do not have a specific assessed value by the City; however, a value can be contrived by evaluating the cost of construction divided by the expected useful life in years and then multiplying by the number of useful years left. The roadways within Autumn Meadows were platted in the year 2000 and assumed to be constructed in 2001. Using the calculation method described above with a lifespan of twenty years (as stated in the College Place 2020 Financial Policy) the roadways are fully depreciated. Therefore, no value was assigned to them. Condition of the roadway is such that the asphalt section needs to be replaced. The cost to reconstruct the pavement section is estimated at $232,950. Construction costs were calculated based on recent construction bid tabs for a roadway project in Washington state. Design and construction management fees were not included. See Figure 19, and 20, 21, and 22 for photos of pavement condition.

Figure 19: Pavement Condition - S.E. Falbo Drive

$232,950

Figure 20: Pavement Condition - S.E. Trentwood Drive

Figure 21: Pavement Condition - S.E. Moorbrook Court

Figure 22: Pavement Condition - S.E. Newgate Court

Street Lights

The four utility lights in the subdivision have a construction replacement value of approximately $50,000 dollars. College Place has established a useful life of 15 years which has been exceeded. The streetlights are fully depreciated; therefore, no value was assigned to them. The streetlights appear to be in good working order and there is no cost to correct.

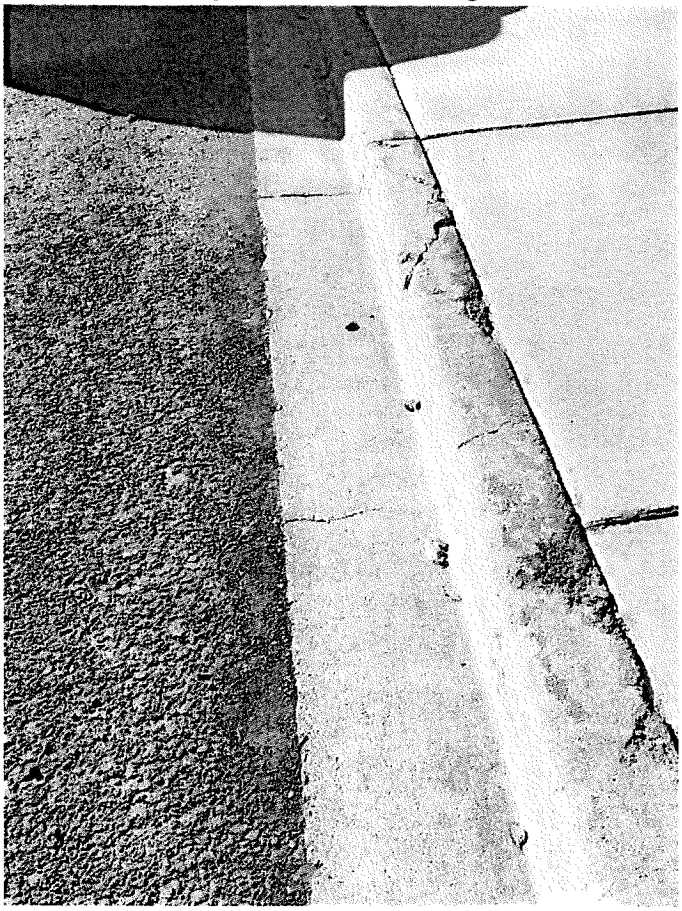
Sidewalk, ADA Ramps, Curb and Gutter

Sidewalk and curb and gutter within the subdivision are in relatively good condition with limited isolated areas in need of maintenance or repair. Two areas of sidewalk need either adjustment of the concrete panel or concrete grinding in order to achieve ADA compliance, see Figures 23 and 24. Yellow paint on select areas of curbing is in poor condition and in need of repainting. The College Place 2020 Financial Policy states a useful life of 20 years for sidewalk, curb, and gutter therefore they are fully depreciated, and no value was assigned to them. It is estimated that the cost to correct the sidewalks and curb and gutter is $3,000.

Pedestrian ramps are non-compliant with ADA regulations and will need to be rebuilt in order to comply. The ramps are estimated to cost $4,000 per ramp for a total of $44,000.

Figure 23: Sidewalk Displacement

Figure 24: Curb Damage



Stormwater System

The stormwater system consists of an estimated 455-feet of 10-inch PVC pipe, 11 catch basins and three stormwater swales based on the Falbo Addition plan set dated in 1999, see Figure 25 and Appendix H. Stormwater inlet grates conform to the City Standards. Culverts for Stone Creek and stormwater swales were not visible during the site visit due to vegetation; thus, their condition was not assessed. However, the City assessed the condition and determined that the swales in Common Area "C" need brush and vegetation removed. There is also concern over the size of trees either in or near the swales and it is advised an arborist assess the condition of the trees and the risk to nearby residential buildings. The storm system at the end of Newgate Court needs roots removed from the pipe connecting the catch basin to the swale.

Storm drains have a useful life of 50 years, whereas culverts have a useful life of 25 years and swales have a useful life of 60 years.

Storm Drain Piping:

($19,110 ÷ 50 years) × (50 years - 20 years) = **$11,466**

Catch Basins:

($26,400 ÷ 50 years) × (50 years - 20 years) = **$15,840**

Swales:

($12,000 ÷ 60 years) × (60 years - 20 years) = **$8,000**

Culverts:

($14,400 ÷ 25 years) × (25 years - 20 years) = **$2,880**

The cost to correct these items is as follows:

Catch basins and storm drain piping needs to be cleaned out at an estimate cost of $4,750. Culverts should be inspected but no cost to correct was assigned. The swales need a considerable amount of evaluation and maintenance that is estimated at $12,000.

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AUTUMN MEADOWS Storm Drain System

AUTUMN MEADOWS SUBDIVISION
COLLEGE PLACE, WASHINGTON

TD&H Engineering
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210 MAIN ST. • LEWISTON, IDAHO 83501

DRAWN BY:	JLB
DESIGNED BY:	–
QUALITY CHECK:	LBA
DATE:	JANUARY 2021
JOB NO.	L20-053
CAD NO.	L20-053

4.3 Other Assets

The Home Owner's Association indicated they had a checking account and a savings account and, as of 2019, current cash assets were reported as approximately $64,500.00.

SECTION 5 - THIRD PARTY INTERESTS

Assumption or declining the assumption of this area is not expected to have any impact on third parties. Existing utilities and easements shall remain in place regardless of the decision made by College Place. No other parties are expected to be affected through this process.

SECTION 6 - PROPERTY TITLE SEARCHES

The title reports provided by the HOA addresses all four HOA owned properties and show that the titles are clear with no other claims of ownership, leans, or legal obligations to others. The HOA has complete control and ownership of the properties with full rights to sell or transfer it as desired. These parcels have four easements summarized below:

5. Pacific Power & Light Company for electric distribution line and equipment, recorded August 12,1943,
6. Cascade Natural Gas Corporation for constructing, maintaining, inspecting, operating, protecting, repairing, replacing, altering, and removing pipeline(s) for the transportation of oil, gas, and other products, recorded August 6, 1956.
7. Columbia Rural Electric Association Incorporated for electric transmission equipment, recorded July 16,1999.
8. 10-foot utility easement as delineated on the face of the plat.

SECTION 7 - BENEFITS AND LIABILITIES

7.1 Benefits

This acquisition will benefit College Place residents living within Autumn Meadows. All residents within the HOA have declared their desire, or at the least their agreement, for the acquisition. Having the City take over the maintenance of the 20-year-old infrastructure removes the burden of maintenance, repair, and replacement from the HOA. Benefit to the City of taking over the infrastructure is the City's ability to maintain the rights-of-way and retain property values of lots on well-maintained roadways.

The City of College Place will benefit by owning an increased amount of green space within City limits.

7.2 Liabilities

The HOA currently has the liability of needing to maintain and repair the infrastructure outlined above.

Should the City take over the assets as outlined, the City will have the increased liability of approximately 30,100 square feet of roadway, approximately 3,545 linear feet of 6-inch curb and gutter, approximately 3,100 linear feet of sidewalk. Additionally, the City will assume maintenance of the storm system, three stormwater swales and four streetlights within the subdivision. City ownership of the park increases maintenance, landscaping, and utility costs to the City.

Pavement varies in condition on the private roadways and cul-de-sacs in Autumn Meadows. It appears that little or no maintenance has been done on the roadways since they were constructed. Patched areas from utilities are evident and differ in condition as well. These patches were likely done utility repairs or maintenance. The roadway needs replacement.

Although approved during design, the existing 5-foot sidewalk does not meet the City's current minimum width of 6-feet. However, in a residential neighborhood, the additional sidewalk width does not improve the function of the walkway.

Should the HOA disband or cease to exist, the City could be left with a subdivision in a state of disrepair and have no organization to coordinate the required improvements with. Degraded streets lower property values and associated revenues. Without appropriate remediation, this could lead to a decline of the overall vitality of the subdivision and quality of life of its residents. At this point, improvements to the subdivision would be much more costly to the City and taxpayers.

SECTION 8 - RECOMMENDATIONS

8.1 Summary of Estimated Values

The table below summarizes the considered properties and infrastructure and their useful life, new value, remaining useful life, depreciated values, cost to correct, and operation and maintenance (O&M) cost. The values in the table do not include an estimate of engineering fees, construction management costs, or other fees required to complete these projects.

Table 8.1: Estimated Values

Item	Expected Usefull Life	New Construction Cost/Value	Remaining Useful Life	Depreciated Value	Cost to Correct	O&M
Properties						
Common Area "A" (Park) Land Value				$85,000.00	$ -	$7,500.00
Common Area "B"Land Value	NA	NA	NA	$ -	$ 2,000.00	$ 300.00
Common Area "C" (Park) Land Value	NA	NA	NA	$ -	$ 15,000.00	$1,000.00
Common Area Parcel 350736970328	NA	NA	NA	$ 100.00	$ -	$ 200.00
Infrastructure						
Roadway (asphalt only)	20	$ 232,916	0	$ -	$232,950.00	$3,000.00
Curb & Gutter	20	$ 174,517	0	$ -	$ 1,500.00	$ -
Sidewalk	20	$ 161,680	0	$ -	$ 1,500.00	$ -
ADA Ramps	20	$ 44,000	0	$ -	$ 44,000.00	$ -
Storm Drain	50	$ 19,110	30	$11,466.00	$ 2,500.00	$1,000.00
Catch Basins	50	$ 26,400	30	$15,840.00	$ 2,250.00	$1,000.00
Swales	60	$ 12,000	40	$ 8,000.00	$ 12,000.00	$1,000.00
Culverts	25	$ 14,400	5	$ 2,880.00	$ -	$1,000.00
Street Lights	15	$ 50,000	0	$ -	$ -	$2,500.00
Park						
Play Structure	10	$ 5,000	0	$ -	$ 500.00	$ 100.00
Retaining Wall	20	$ 7,920	0	$ -	$ 7,920.00	$ -
Picnic Shelter	20	$ 12,000	0	$ -	$ 2,000.00	$ 100.00
Fence between lots	25	$ 1,890	5	$ 378.00	$ 500.00	$ -
Totals:		**$ 761,833.12**		**$ 123,664.00**	**$ 324,620.00**	**$18,700.00**

NOTE: The values shown in the table are planning estimates only, based on observations, experience, available data, and necessary assumptions to complete a report of this nature. Before undertaking any or all of these repairs, it is advised construction estimates and quotes be obtained from qualified contractors.

Depreciated Value = $123,664.00

Cost to Correct = $324,620.00

Liability of Assumption = $200,956.00

Liability of O&M = $18,700.00

HOA Cash Assets = $64,500.00

LID - Local %
CPC 3.22 - Pen of Assets
3.20 LID
Petn to City Council
Front footage fees

The liability of assumption to the City is shown above. This is the difference between the remaining depreciated value of the properties and infrastructure and the cost to correct them to current City Standards.

The liability of O&M is an estimate of annual cost to the City to operate and maintain the assets listed in the table.

The Home Owner's Association maintains a bank account balance which may be used to offset immediate costs of getting projects through the planning/design phase and/or the construction of those projects.

8.2 Transportation & Roadways

The roadways owned by the HOA need repair. The asphalt section, while currently providing acceptable access to the properties needs repair as outlined in the body of the report. This is the largest liability to the City in taking over ownership of the infrastructure and it is critical to the property values of the subdivision. Any transfer of ownership needs to consider the process by which the repair of the street can be accomplished. An obvious add-on to this project would be the installation of ADA ramps.

8.3 Properties

The park has value as a developed green space and as a developable lot. This value was accounted for the in the table in section 8.1.

The other properties are of limited value and increase liability to the City. However, they should be transferred with the infrastructure as they contain key drainage and storm water management components best maintained by the City. It is assumed any recoverable value of the property would be offset by the cost to improve it. Assigned values and costs to correct are estimated in the table in section 8.1.

8.4 Conclusion

There is room for negotiation on both sides and it is ultimately up to the parties as to how they choose to move forward. The report above summarizes the known assets of the HOA and benefits and liabilities associated with transferring ownership to the City.

It is in the interest of the City and the HOA to transfer all assets into the ownership of the City, removing the liability of maintaining these assets from the City's taxpayers who own lots within the HOA. This will allow the City to maintain critical infrastructure to an acceptable level to retain property values and the vitality of a subdivision within the City limits. Given the disparity between the depreciated value and the cost to correct, a local improvement district may be formed from the HOA area to immediately address the cost to repair the streets within the subdivision. HOA cash assets may be used to pay necessary planning, design, and legal fees associated with such repairs.

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AUTUMN MEADOWS SUBDIVISION DEFICIENCY ANALYSIS

City of College Place Washington
625 S. College Avenue
College Place, Washington 99324

TD&H JOB NO. L20-053

JANUARY 2021

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SECTION 1 – INTRODUCTION

1.1 Overview

The City of College Place has been petitioned by the Autumn Meadows Homeowners Association (HOA) to consider assumption of the private infrastructure within the Autumn Meadows Subdivision, see Appendix A. It is a 74 tax lot subdivision located south of 12th Street, north of State Route 125, west of the Commercial Drive subdivision, and east of the County Estates mobile home park subdivision, see Figure 1 and the plat map in Appendix B. The HOA would like to dissolve and have all assets, liabilities, and maintenance transferred to the City. The HOA in this subdivision owns stormwater facilities, roadways, sidewalks, curb and gutter, street lighting, three creek lots and park property. This document presents an infrastructure and deficiencies analysis of the subdivision as required to be completed per College Place Municipal Code (CPMC) 3.22.040.

1.2 Guiding Principles and Objectives

In accordance with CPMC 3.22.040 (see Appendix C) this document provides the infrastructure/standards deficiencies analysis for the City. This document presents the HOA's current infrastructure, financial obligations, and condition of facilities to assist in the decision by City Council regarding assumption of the Autumn Meadows private infrastructure.

As stated in the ordinance, after reviewing this analysis,

> …the council shall notify the petitioner of:
>
> 1. The infrastructure the city would be willing to assume;
> 2. The offsetting properties and assets the city would be willing to accept;
> 3. Required easements and easement terminations;
> 4. Schedule of valuations for the elements identified above;
> 5. The net costs owed either by or to the petitioner;
> 6. Assessment schedule for repayment of full net cost owed (through LID); and
> 7. Any other conditions of assumption.

At which time the petitioner can choose to continue with assumption of the infrastructure and continue the process according to the ordinance, or they may withdraw their request for assumption.

AUTUMN MEADOWS HOA

AUTUMN MEADOWS SUBDIVISION
COLLEGE PLACE, WASHINGTON

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DRAWN BY:	JLB
DESIGNED BY:	--
QUALITY CHECK:	LBA
DATE:	JANUARY 2021
JOB NO.	L20-053
CAD NO.	L20-053

1

1.3 Planning Process

The planning process included a site visit to gain a full understanding of the subdivision and the assets therein. The GIS Database Inventory of sidewalks and curb ramps recently completed for the City was accessed and utilized for pertinent information which reduced the amount of field time required to document the subdivision. The site visit was documented with photos and notes as to complete the inventory already started in the GIS database.

TD&H has worked with the City to develop the analysis to ensure all deliverables match the needs of the City for their use in making an educated decision regarding assumption of the infrastructure.

Online assessor information was accessed in addition to a title report provided by the HOA to determine assessed values of properties, liabilities, and third-party interests in the infrastructure and properties, see Appendix D.

TD&H has worked with the HOA to gather information relevant to this analysis in order to provide a planning level construction cost estimates to analyze the value of existing infrastructure and the cost to raise it to City Standards, or the "cost-to-cure".

The privately held infrastructure has been quantified with the value and deficiencies documented. Net costs owed by, and to, the petitioner have been documented.

1.4 Assumptions and Disclaimer

This document is based on information provided by the HOA, observed on site, and obtained online from the assessor's office. If any information provided or obtained by the HOA or the assessor's office is incorrect, then corresponding information and conclusions will reflect such. Quantifying the value of roadways, infrastructure and park properties is subjective in nature and can vary greatly based on individual perception. The facts presented in this document should be held with greater regard than any assumptions of value due to subjectivity of such evaluations.

SECTION 2 – EXISTING INFRASTRUCTURE

2.1 Utilities

Utilities within the subdivision are owned by varying entities. The following utilities are known to be near or in the area of the subdivision:

- Cascade Gas, natural gas
- Columbia REA, underground power
- Pacific Power, overhead power

Cable, phone, and internet lines may be within the right of way as well.

The plat map from 2000 (see Appendix B) states, “Right-of-way on all public streets are 50 feet. Right-of-way on all private streets are 40 feet.” Therefore, S.E. Newgate Drive and S.E. Scenic View Drive have a 50-foot right-of-way, whereas all other drives and courts within the subdivision have a 40-foot right-of-way. Another note on the plat states “There is a public utility easement over and across the full right-of-way width of all private roads.”

Water and sewer owned and maintained by the City of College Place exist within the rights-of-way of the subdivision.

The stormwater system withing Autumn Meadows is currently owned and maintained by the HOA. Based on the Falbo Addition plan set dated in 1999 and from visual observation of the site, it appears that the stormwater from the subdivision is routed to three separate water retention swales with a system of catch basins and storm drain.

2.2 Transportation & Roadways

Autumn Meadows HOA owns and maintains the private roads S.E. Fablo Drive, S.E. Trentwood Drive and the cul-de-sacs of S.E. Surita Court, S.E. Moorbrook Court, and S.E. Newgate Court. Despite the implications of the word “private”, without fencing or gating of a community, private roadways are designated for public use. The title of ‘private’ simply distinguishes that a private entity is responsible for maintenance. The HOA is tasked with all long-term maintenance such as pavement replacement as needed and short-term maintenance that may include plowing, de-icing and sanding of roadways. Nearly all the roads within the subdivision have curbs, gutter, storm drains, and five-foot wide sidewalks. Portions of two HOA parcels do not have sidewalk.

Autumn Meadows HOA maintains nearly 30,100 square feet of roadway, approximately 3,545 linear feet of 6-inch curb and gutter, approximately 3,100 feet of sidewalk and eight streetlights. Note that only four streetlights are on HOA owned property, however, the electricity for all eight streets lights within the subdivision are paid for by the HOA. See Figures 2, 3, and 4.

Private roadways within the subdivision have widths of 24-foot from curb to curb, affectively providing 12-foot lanes (11-feet of asphalt with a one-foot gutter). There is no centerline striping, fog lines, crosswalk markings, or stop bars within the Autumn Meadows subdivision.

All curb radiuses within the subdivision are 20-feet, which conforms to the City Standards for minimum radius. ADA ramps are non-compliant with current City and ADA standards. In all instances they lack truncated domes, and every ramp has slopes greater than allowable for ADA compliance. Nearly every driveway approach within the subdivision exceeds the allowable slope per ADA standards; two driveway approaches are in compliance. The City does not consider this a deficiency that detracts from the potential assumption of the HOA by the City.

NOT FOR CONSTRUCTION

AUTUMN MEADOWS ROADWAY

AUTUMN MEADOWS SUBDIVISION
COLLEGE PLACE, WASHINGTON

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DRAWN BY:	JLB
DESIGNED BY:	--
QUALITY CHECK:	LBA
DATE:	JANUARY 2021
JOB NO.	L20-053
CAD NO.	L20-053

2

NOT FOR CONSTRUCTION

AUTUMN MEADOWS SIDEWALK

AUTUMN MEADOWS SUBDIVISION
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3

AUTUMN MEADOWS CURB & GUTTER

AUTUMN MEADOWS SUBDIVISION
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SECTION 3 – REQUIRED EASEMENTS AND DEDICATIONS

3.1 Dedications

Dedication of right-of-way was determined when the subdivision was platted and reads, “Right-of-Way on all Private Streets are 40 feet.” If the City assumes the HOA roadways, they will be considered public streets instead of private streets, however the right-of -way will remain 40-feet wide with only the terminology needing to be changed in future legal documents as needed. There is no legal process to re-designate the roadways, rather the process of assumption will serve as legal documentation of the assumption as public right-of-way.

3.2 Easements

The current utility easements, as stated on the 1999 Autumn Meadows Plat Map, reads “There is a public utility easement over and across the full right-of-way width of all private roads.” As stated above, that right-of-way width is 40-feet on all private roadways. Additionally, all properties in the subdivision have a 10-foot utility easement along the designated right-of-way as delineated on the face of the plat map. It is not expected that any additional easements will be needed now or in the foreseeable future. As the current easements are sufficient for utility work.

It is assumed that many private properties share the same easements that the four HOA owned lots have, as follows:

1. Pacific Power & Light Company for electric distribution line and equipment, recorded August 12,1943,
2. Cascade Natural Gas Corporation for constructing, maintaining, inspecting, operating, protecting, repairing, replacing, altering, and removing pipeline(s) for the transportation of oil, gas, and other products, recorded August 6, 1956.
3. Columbia Rural Electric Association Incorporated for electric transmission equipment, recorded July 16,1999.
4. 10-foot utility easement as delineated on the face of the plat.

Please note that the 1956 Cascade Natural Gas Easement was a blanket easement to cover installation of a gas distribution main in the general area of Autumn Meadows. That gas main has since been abandoned (in approximately 2017). A representative from the gas company has stated that the company is willing to sign any documents releasing the easement by any interested parties. See Appendix E for location of abandoned gas main and the corresponding email.

SECTION 4 – VALUE OF ASSETS

4.1 Value of Properties

Four parcels are currently HOA owned: Three parcels have Stone Creek running through them, and the fourth parcel is the park, see Figure 5. On the county assessor's website none of the four lots are taxed. The four HOA owned lots all have a Land Use Code designation of "99" which correlates to the Washington State Land Use Code "Other undeveloped land" (see Washington Administrative Code 458-53-030). The most eastern lot with the creek flowing through it has an assessed value of $100, none of the other lots have an assessed value. The four HOA owned lots are not currently taxed. All four lots contribute to the green space within College Place city limits. A value on green space can be difficult to determine and is often subjective based on the meaningfulness of it to an individual or entity.

The park will require regular landscaping maintenance. Extrapolating from the College Place 2020 Park Budget, see Appendix F, College Place currently spends approximately $12,054 per acre per year on park maintenance. Using that value, Autumn Meadows park property is expected to cost approximately $5,183 for yearly maintenance. Currently the HOA pays approximately $7500 a year for water and landscaping/groundskeeping for the HOA owned properties. According to a local real estate agent, the fair market value of the property itself is approximately $85,000 due to the sloping nature of the parcel. There is not an expected cost to correct for the park parcel.

NOT FOR CONSTRUCTION

AUTUMN MEADOWS HOA

AUTUMN MEADOWS SUBDIVISION
COLLEGE PLACE, WASHINGTON

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The existing play structure, see Figure 6 below, needs immediate basic maintenance of sealing the roof to prevent pest infestation at the cost of a couple hours of city maintenance staff time and some caulking. The play structure was not analyzed for its structural integrity although it is advised to have it evaluated to ensure it meets safety and regulatory requirements. Based on comparative installed playground structures, the cost of replacement is approximately $8000. Playground structure useful life expectancy is 10 years; thus, the equipment is considered to have no value. A cost to correct value of $500 was assigned for the immediate basic maintenance needs.

Figure 6: Park Play Structure

The retaining wall, see Figure 7, around the play area is in poor condition and in need of reconstruction, see Figures 8 and 9. The wall is approximately 3 ½ feet above ground with an approximate above ground area of 264 sq. ft. The useful life for a retaining wall is 20-years and it is assumed that it was constructed nearly 20-years ago between 2000 and 2002. Prices for constructing retaining walls range widely by complexity and construction material, typically costing between $15 and $30 a square foot. The estimated rebuild cost is $3,960 to $7,920, however that cost could increase if tiebacks or engineering are required by local, state or federal building codes. Considering the useful life expectancy and the condition of the wall, it has no current value. A cost to correct value of $7,920 was assigned to rebuild the retaining wall.

Figure 7: Park Retaining Wall

Figure 8: Retaining Wall Post Condition

Figure 9: Retaining Wall Condition

The 200-square-foot picnic shelter, see Figure 10 below, is in relatively good condition with an expected useful life of 20-years which is nearly exceeded dependent on the date of construction. The structure appears that it will exceed it's expected useful life but needs maintenance. The shake shingles are aged, and some need replaced. The concrete pad shows significant cracks, see Figure 11, however the cracks do not affect the functionality of the shelter. The CMU wall has damaged areas as seen in Figure 12 that should be repaired as they could be considered a safety hazard. The shelter needs basic pest infestation measures taken, see Figure13. This structure was not evaluated for structural integrity although it is advisable to do so. The original construction cost is unknown and cost to rebuild can vary greatly: will a new building owned (if owned and maintained by the City) require ADA sidewalks to it? Assuming a construction cost of $12,000 and a useful life of 20-years, the shelter has fully depreciated therefore, no value was assigned it and the cost to correct is $2,000.

Figure 10: Park Picnic Shelter

Figure 11: Shelter Concrete Pad

Figure 12: Shelter Concrete Pad

Figure 13: Pest Access - Soffit of Picnic Shelter

The three lots containing Stone Creek, are heavily vegetated. Assessor information for all three lots is in Appendix D. Common Area “B” is approximately 0.14 acres with Stone Creek meandering through it. The lot is brush covered and served as green space within City limits, See Figure 14. This parcel is not considered to have any value and has a cost to correct of $2,000 for basic vegetation cleanup and tree evaluation by an arborist.

Figure 14: Common Area “B”

Common Area “C” is approximately 0.57 acres with Stone Creek flowing near the middle of the lot. Two storm water swales are on the south side of the property. A strip of grass is maintained on the north, east, and west side of the lot, with the rest of the lot heavily vegetated, see Figures 15, 16, and 17. This parcel is not considered to have any value, and has a cost to correct of $12,000 for vegetation cleanup, tree evaluation by an arborist and tree removal.

Figure 15: Common Area “C” - West Side

Figure 16: Common Area “C” - North Side

Figure 17: Common Area “C” - West Side

Parcel 350736970328 is the eastern most HOA owned lot in the subdivision that Stone Creek runs through. It is approximately 0.10 acres vegetated with cat tails and other wetland grasses, see Figure 18. This parcel has a value of $100 and does not have a cost to correct since there are no large trees of concern and the vegetation is appropriate for a stream/wetland area.

Figure 18: HOA owned Parcel 350736970328

4.2 Value of Infrastructure

Roadway

Roadways do not have a specific assessed value by the City; however, a value can be contrived by evaluating the cost of construction divided by the expected useful life in years and then multiplying by the number of useful years left. The roadways within Autumn Meadows were platted in the year 2000 and assumed to be constructed in 2001. Using the calculation method described above with a lifespan of twenty years (as stated in the College Place 2020 Financial Policy) the roadways are fully depreciated. Therefore, no value was assigned to them. Condition of the roadway is such that the asphalt section needs to be replaced. The cost to reconstruct the pavement section is estimated at $232,950. Construction costs were calculated based on recent construction bid tabs for a roadway project in Washington state. Design and construction management fees were not included. See Figure 19, and 20, 21, and 22 for photos of pavement condition.

Figure 19: Pavement Condition - S.E. Falbo Drive

Figure 20: Pavement Condition - S.E. Trentwood Drive

Figure 21: Pavement Condition - S.E. Moorbrook Court

Figure 22: Pavement Condition - S.E. Newgate Court

Street Lights

The four utility lights in the subdivision have a construction replacement value of approximately $50,000 dollars. College Place has established a useful life of 15 years which has been exceeded. The streetlights are fully depreciated; therefore, no value was assigned to them. The streetlights appear to be in good working order and there is no cost to correct.

Sidewalk, ADA Ramps, Curb and Gutter

Sidewalk and curb and gutter within the subdivision are in relatively good condition with limited isolated areas in need of maintenance or repair. Two areas of sidewalk need either adjustment of the concrete panel or concrete grinding in order to achieve ADA compliance, see Figures 23 and 24. Yellow paint on select areas of curbing is in poor condition and in need of repainting. The College Place 2020 Financial Policy states a useful life of 20 years for sidewalk, curb, and gutter therefore they are fully depreciated, and no value was assigned to them. It is estimated that the cost to correct the sidewalks and curb and gutter is $3,000.

Pedestrian ramps are non-compliant with ADA regulations and will need to be rebuilt in order to comply. The ramps are estimated to cost $4,000 per ramp for a total of $44,000.

Figure 23: Sidewalk Displacement

Figure 24: Curb Damage

Stormwater System

The stormwater system consists of an estimated 455-feet of 10-inch PVC pipe, 11 catch basins and three stormwater swales based on the Falbo Addition plan set dated in 1999, see Figure 25 and Appendix H. Stormwater inlet grates conform to the City Standards. Culverts for Stone Creek and stormwater swales were not visible during the site visit due to vegetation; thus, their condition was not assessed. However, the City assessed the condition and determined that the swales in Common Area “C” need brush and vegetation removed. There is also concern over the size of trees either in or near the swales and it is advised an arborist assess the condition of the trees and the risk to nearby residential buildings. The storm system at the end of Newgate Court needs roots removed from the pipe connecting the catch basin to the swale.

Storm drains have a useful life of 50 years, whereas culverts have a useful life of 25 years and swales have a useful life of 60 years.

Storm Drain Piping:

($19,110 ÷ 50 years) × (50 years - 20 years) = **$11,466**

Catch Basins:

($26,400 ÷ 50 years) × (50 years - 20 years) = **$15,840**

Swales:

($12,000 ÷ 60 years) × (60 years - 20 years) = **$8,000**

Culverts:

($14,400 ÷ 25 years) × (25 years - 20 years) = **$2,880**

The cost to correct these items is as follows:

Catch basins and storm drain piping needs to be cleaned out at an estimate cost of $4,750. Culverts should be inspected but no cost to correct was assigned. The swales need a considerable amount of evaluation and maintenance that is estimated at $12,000.

NOT FOR CONSTRUCTION

AUTUMN MEADOWS Storm Drain System

AUTUMN MEADOWS SUBDIVISION
COLLEGE PLACE, WASHINGTON

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4.3 Other Assets

The Home Owner's Association indicated they had a checking account and a savings account and, as of 2019, current cash assets were reported as approximately $64,500.00.

SECTION 5 - THIRD PARTY INTERESTS

Assumption or declining the assumption of this area is not expected to have any impact on third parties. Existing utilities and easements shall remain in place regardless of the decision made by College Place. No other parties are expected to be affected through this process.

SECTION 6 - PROPERTY TITLE SEARCHES

The title reports provided by the HOA addresses all four HOA owned properties and show that the titles are clear with no other claims of ownership, leans, or legal obligations to others. The HOA has complete control and ownership of the properties with full rights to sell or transfer it as desired. These parcels have four easements summarized below:

5. Pacific Power & Light Company for electric distribution line and equipment, recorded August 12,1943,
6. Cascade Natural Gas Corporation for constructing, maintaining, inspecting, operating, protecting, repairing, replacing, altering, and removing pipeline(s) for the transportation of oil, gas, and other products, recorded August 6, 1956.
7. Columbia Rural Electric Association Incorporated for electric transmission equipment, recorded July 16,1999.
8. 10-foot utility easement as delineated on the face of the plat.

SECTION 7 - BENEFITS AND LIABILITIES

7.1 Benefits

This acquisition will benefit College Place residents living within Autumn Meadows. All residents within the HOA have declared their desire, or at the least their agreement, for the acquisition. Having the City take over the maintenance of the 20-year-old infrastructure removes the burden of maintenance, repair, and replacement from the HOA. Benefit to the City of taking over the infrastructure is the City's ability to maintain the rights-of-way and retain property values of lots on well-maintained roadways.

The City of College Place will benefit by owning an increased amount of green space within City limits.

7.2 Liabilities

The HOA currently has the liability of needing to maintain and repair the infrastructure outlined above.

Should the City take over the assets as outlined, the City will have the increased liability of approximately 30,100 square feet of roadway, approximately 3,545 linear feet of 6-inch curb and gutter, approximately 3,100 linear feet of sidewalk. Additionally, the City will assume maintenance of the storm system, three stormwater swales and four streetlights within the subdivision. City ownership of the park increases maintenance, landscaping, and utility costs to the City.

Pavement varies in condition on the private roadways and cul-de-sacs in Autumn Meadows. It appears that little or no maintenance has been done on the roadways since they were constructed. Patched areas from utilities are evident and differ in condition as well. These patches were likely done utility repairs or maintenance. The roadway needs replacement.

Although approved during design, the existing 5-foot sidewalk does not meet the City's current minimum width of 6-feet. However, in a residential neighborhood, the additional sidewalk width does not improve the function of the walkway.

Should the HOA disband or cease to exist, the City could be left with a subdivision in a state of disrepair and have no organization to coordinate the required improvements with. Degraded streets lower property values and associated revenues. Without appropriate remediation, this could lead to a decline of the overall vitality of the subdivision and quality of life of its residents. At this point, improvements to the subdivision would be much more costly to the City and taxpayers.

SECTION 8 - RECOMMENDATIONS

8.1 Summary of Estimated Values

The table below summarizes the considered properties and infrastructure and their useful life, new value, remaining useful life, depreciated values, cost to correct, and operation and maintenance (O&M) cost. The values in the table do not include an estimate of engineering fees, construction management costs, or other fees required to complete these projects.

Table 8.1: Estimated Values

Item	Expected Usefull Life	New Construction Cost/Value	Remaining Useful Life	Depreciated Value	Cost to Correct	O&M
Properties						
Common Area "A" (Park) Land Value				$85,000.00	$ -	$7,500.00
Common Area "B"Land Value	NA	NA	NA	$ -	$ 2,000.00	$ 300.00
Common Area "C" (Park) Land Value	NA	NA	NA	$ -	$ 15,000.00	$1,000.00
Common Area Parcel 350736970328	NA	NA	NA	$ 100.00	$ -	$ 200.00
Infrastructure						
Roadway (asphalt only)	20	$ 232,916	0	$ -	$232,950.00	$3,000.00
Curb & Gutter	20	$ 174,517	0	$ -	$ 1,500.00	$ -
Sidewalk	20	$ 161,680	0	$ -	$ 1,500.00	$ -
ADA Ramps	20	$ 44,000	0	$ -	$ 44,000.00	$ -
Storm Drain	50	$ 19,110	30	$11,466.00	$ 2,500.00	$1,000.00
Catch Basins	50	$ 26,400	30	$15,840.00	$ 2,250.00	$1,000.00
Swales	60	$ 12,000	40	$ 8,000.00	$ 12,000.00	$1,000.00
Culverts	25	$ 14,400	5	$ 2,880.00	$ -	$1,000.00
Street Lights	15	$ 50,000	0	$ -	$ -	$2,500.00
Park						
Play Structure	10	$ 5,000	0	$ -	$ 500.00	$ 100.00
Retaining Wall	20	$ 7,920	0	$ -	$ 7,920.00	$ -
Picnic Shelter	20	$ 12,000	0	$ -	$ 2,000.00	$ 100.00
Fence between lots	25	$ 1,890	5	$ 378.00	$ 500.00	$ -
Totals:		**$ 761,833.12**		**$ 123,664.00**	**$ 324,620.00**	**$ 18,700.00**

NOTE: The values shown in the table are planning estimates only, based on observations, experience, available data, and necessary assumptions to complete a report of this nature. Before undertaking any or all of these repairs, it is advised construction estimates and quotes be obtained from qualified contractors.

Depreciated Value = $123,664.00

Cost to Correct = $324,620.00

Liability of Assumption = $200,956.00

Liability of O&M = $18,700.00

HOA Cash Assets = $64,500.00

The liability of assumption to the City is shown above. This is the difference between the remaining depreciated value of the properties and infrastructure and the cost to correct them to current City Standards.

The liability of O&M is an estimate of annual cost to the City to operate and maintain the assets listed in the table.

The Home Owner's Association maintains a bank account balance which may be used to offset immediate costs of getting projects through the planning/design phase and/or the construction of those projects.

8.2 Transportation & Roadways

The roadways owned by the HOA need repair. The asphalt section, while currently providing acceptable access to the properties needs repair as outlined in the body of the report. This is the largest liability to the City in taking over ownership of the infrastructure and it is critical to the property values of the subdivision. Any transfer of ownership needs to consider the process by which the repair of the street can be accomplished. An obvious add-on to this project would be the installation of ADA ramps.

8.3 Properties

The park has value as a developed green space and as a developable lot. This value was accounted for the in the table in section 8.1.

The other properties are of limited value and increase liability to the City. However, they should be transferred with the infrastructure as they contain key drainage and storm water management components best maintained by the City. It is assumed any recoverable value of the property would be offset by the cost to improve it. Assigned values and costs to correct are estimated in the table in section 8.1.

8.4 Conclusion

There is room for negotiation on both sides and it is ultimately up to the parties as to how they choose to move forward. The report above summarizes the known assets of the HOA and benefits and liabilities associated with transferring ownership to the City.

It is in the interest of the City and the HOA to transfer all assets into the ownership of the City, removing the liability of maintaining these assets from the City's taxpayers who own lots within the HOA. This will allow the City to maintain critical infrastructure to an acceptable level to retain property values and the vitality of a subdivision within the City limits. Given the disparity between the depreciated value and the cost to correct, a local improvement district may be formed from the HOA area to immediately address the cost to repair the streets within the subdivision. HOA cash assets may be used to pay necessary planning, design, and legal fees associated with such repairs.

CHAPTER 3.20 CREATION, ADMINISTRATION AND FINANCING OF LOCAL IMPROVEMENT DISTRICTS[1]

3.20.010 RCW chapters adopted by reference.

Chapters 35.43, 35.44, 35.48, 35.49, 35.50, 35.53, 35.54, 35.55 and 35.56 RCW, as they are as of the effective date of the ordinance codified in this chapter and as thereafter amended, are adopted by reference.

(Ord. No. 17-030, § 1, 7-25-2017)

3.20.020 Duties of various city officials.

Unless otherwise ordered by the mayor, the following city officials will perform the duties indicated with respect to the creation, administration and financing of all local improvement districts of the city:

A. *City Clerk.* The city clerk is responsible for receiving all petitions for the creation of local improvement districts, giving all required public notices and placing all matters upon the agenda for council consideration.

B. *City Engineer.* The city's engineer prepares all assessment rolls and preliminary assessment rolls, determines the sufficiency of all petitions for the creation of a local improvement district, and oversees the physical construction of the public works authorized by this chapter.

C. *Finance Director.* The finance director performs all the duties required by Chapters 35.43 through 35.56 RCW, inclusive: negotiates, obtains and administers all short term financing and otherwise administers all the financing provisions of local improvement and transportation benefit districts including, but not limited to, the maintenance and administration of assessment rolls, the guarantee fund, bonds and warrants and property acquired by foreclosure, and superintends foreclosure of all delinquent assessments.

D. *City Administrator.* The city administrator or designee has overall responsibility for local improvements by the city, and in all cases not specifically covered by law, ordinance or resolution, determines the proper means of administering such local improvements.

(Ord. No. 17-030, § 1, 7-25-2017)

3.20.030 Petitions—Notice of presentment.

Whenever a petition for the creation of a local improvement district is filed with the city clerk, the city engineer will, with due diligence, proceed to determine the sufficiency thereof and prepare the preliminary

[1]Editor's note(s)—Ord. No. 17-030, § 1, adopted July 25, 2017 , repealed ch. 3.20, §§ 3.20.010—3.20.050; and enacted a new ch. 3.20, to read as set out herein. Former ch. 3.20 pertained to "Local Improvement Assessments," and was derived from Ord. No. 489 §§ 1—5, adopted 1981 and Ord. No. 505 § 1, adopted 1982.

assessment rolls for submission to the city council, but when he determines that the petition is not sufficient, he will return it to the petitioners. When he finds that the petition is sufficient and has completed the preparation of the preliminary assessment rolls, he will forward it to the city clerk who will place it upon the agenda for creation of a local improvement district and give notice thereof in the same manner as required for the local improvement district initiated by resolution. The notice must apprise all persons interested that they may appear and express their views concerning creation of the district.

(Ord. No. 17-030, § 1, 7-25-2017)

3.20.040 Sidewalks—Notice of resolution.

Prior to the passage of any resolution providing for the construction, reconstruction or repair of any sidewalk or related public work, as provided in Chapter 35.68, 35.69 or 35.70 RCW, the city clerk must give notice of the proposed resolution to abutting property owners by mailing a copy to them within a reasonable time prior to the hearing.

(Ord. No. 17-030, § 1, 7-25-2017)

3.20.050 Warrants—Rate of interest.

Warrants drawn upon any local improvement district fund and all other short-term financing of local improvement districts will bear interest at a rate not to exceed 12 percent per year unless otherwise specifically authorized by ordinance.

(Ord. No. 17-030, § 1, 7-25-2017)

3.20.060 Delinquent installments—Penalties.

Whenever any annual or other installment upon any local improvement assessment shall become delinquent, each of such delinquent installments remaining unpaid at the date of delinquency, shall have added thereto a penalty equal to the rate of interest provided by ordinance for the bonds or warrants plus five percent, and shall draw interest at the same rate as is provided by ordinance for the bonds or warrants issued in payment or part payment of such local improvement.

(Ord. No. 17-030, § 1, 7-25-2017)

3.20.070 Foreclosure of delinquent assessments.

When any local improvement district assessment is payable in installments, upon failure to pay any installment due, the entire assessment becomes immediately due and payable, and the collection thereof will be enforced by foreclosure. The payment of all delinquent installments, together with interest, penalty and costs at any time before the entry of judgment in foreclosure, extends the time of payment of the remainder of the assessments as if there had been no delinquency or foreclosure. Foreclosure proceeding may be commenced at any time prior to March 1st. In case of foreclosure there shall be added to the costs and expenses provided by Chapter 35.50 RCW, such reasonable attorney's fees as the court may adjudge to be equitable, and the amount thereof apportioned to each delinquent assessment or installment appearing on the roll.

(Ord. No. 17-030, § 1, 7-25-2017)

CHAPTER 3.22 ASSUMPTION OF PRIVATE INFRASTRUCTURE

3.22.010 Petition.

A. A legally and duly established association of at least three landowners may petition the city to consider assuming ownership of infrastructure held in common when such petition is made in writing and is consistent with the bylaws of the association so as to make such petition, if accepted by the city, legally binding on all members of the association. Such petition shall be signed and dated by the executive authority for the association and shall include:

1. Documentation substantiating the petition is made in accordance with the by-laws of the association to include a listing of the full member ship of the association along with the signatures of all members in support of the petition;
2. An inventory of facilities, described to the satisfaction of the city engineer, for which ownership assumption by the city is desired; and
3. An inventory of property and assets proposed to be dedicated to the city to offset any cost of assumption of infrastructure.
4. A statement agreeing to reimburse the city for the costs of evaluating the petition for acceptance to include city staff and third party professional costs with the understanding that the city shall direct and determine the nature and scope of the evaluation effort.

(Ord. No. 18-007, § 1, 2-27-2018)

3.22.020 Council consideration.

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

(Ord. No. 18-007, § 1, 2-27-2018)

3.22.030 Financial guarantee.

A. In the event council agrees to proceed with the analysis, the petitioner shall provide a financial guarantee of $15,000.00 or as otherwise required by the city, acceptable to the city attorney, to cover evaluation and analysis costs with the understanding that the city shall direct and determine the nature and scope of the evaluation effort and shall use third-party services as deemed necessary. The city shall only bill for actual costs and shall not expend costs in excess of this amount without written confirmation by the petitioner to proceed and provision of an accompanying financial guarantee up to the additional amount approved by the petitioner where such additional expenditure approvals and guarantees by the petitioner may be repeated as desired by the petitioner. In the event the petitioner at any point opts not to proceed, the petition shall be deemed to be withdrawn and the city reimbursed for all outstanding evaluation expenses. All expenses shall be due and payable within 30 days of invoice. Non-payment within 30 days shall be deemed to be

withdrawal of the petition. Under no circumstances shall the city be held responsible for evaluation expenditures except by written agreement by the petitioner and council.

(Ord. No. 18-007, § 1, 2-27-2018)

3.22.040 Infrastructure/standards deficiencies analysis.

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

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

B. The evaluation above shall also include:

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

(Ord. No. 18-007, § 1, 2-27-2018)

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

A. Upon completion of the infrastructure/standards deficiencies analysis and payment by the petitioner for evaluation and analysis costs accrued by the city, the council shall notify the petitioner of:

1. The infrastructure the city would be willing to assume;
2. The offsetting properties and assets the city would be willing to accept;
3. Required easements and easement terminations;
4. Schedule of valuations for the elements identified above;
5. The net costs owed either by or to the petitioner;
6. Assessment schedule for repayment of full net cost owed (through LID); and
7. Any other conditions of assumption.

B. In the event the petitioner elects to proceed with the assumption of infrastructure, the petitioner shall provide to the city:

1. Legal descriptions and exhibits of all properties and easements to be dedicated
2. Title insurance for all properties to be dedicated.
3. Legally binding instruments abandoning third party easements and interests as identified by the city to be effective upon execution of the agreement to assume infrastructure between the city and petitioner.
4. Legally binding dedications by the association, association members, and third-party members for all dedications identified by the city to be effective upon execution of the agreement to assume infrastructure between the city and petitioner; and
5. Amount of net costs owed for the assumption of infrastructure to be paid to the city at execution of the agreement; and
6. Petition for creation of local improvement district acceptable to the city administrator, finance director and city engineer per Chapter 3.20 for any remaining costs owed for the assumption of infrastructure.
7. Documentation substantiating the decision to execute an agreement to assume infrastructure has been made in accordance with the by-laws of the association to include a listing of the full member ship of the association along with the signatures and land ownership of all members in support of entering into the agreement acknowledging that they are aware of the documentation above and the obligation to compensate the city for any unpaid costs through an LID and the obligation to maintain the association in perpetuity as long as any properties, assets, or rights remain held in common by association members.

C. Upon receipt of the documents above, the city shall prepare an agreement to assume infrastructure to include:

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

D. The agreement to assume infrastructure shall be effective upon passage of a resolution or ordinance specifically stating that it satisfies the LID requirements of the agreement to assume infrastructure as identified by name and date of execution.

(Ord. No. 18-007, § 1, 2-27-2018)

Michael Rizzitiello

From: Steve Rose <Steve.Rose@wallawalla.edu>
Sent: Tuesday, April 27, 2021 11:40 AM
To: Michael Rizzitiello
Cc: George Bennett
Subject: Parking on Davis - north of 4th Street

STOP and VERIFY - This message came from **outside** of the City of College Place.

Good morning, Michael –

It was good to visit with you and Jon yesterday online during our meeting together with other WWU administrators.

Thank you for the outstanding work that you are doing for the City of College Place! It is amazing the amount of work that is ongoing.

As we discussed yesterday, WWU continues to be interested in having the parking spots that are located next to the Canaday Technology Building on Davis Street be returned to angled parking. When the work on the sidewalks is done on that portion of the street, we are requesting that the worn out striping of angled parking spots be repainted to reinstate angled parking from 4th Street to the back entry way to campus. This is a critical need for WWU based on the reduced parking capacity in front of the WEC.

Thanks, Michael – if you have any questions, please feel free to get in touch with me accordingly!

Steve

Steven G. Rose
VP Financial Administration
Walla Walla University
204 South College Avenue I College Place, WA 99324
509-527-2303

Excellence in Thought ◊ Generosity in Service ◊ Beauty in Expression ◊ Faith in God

OTHER J-U-B COMPANIES

TECHNICAL MEMORANDUM

DATE: May 10, 2021

TO: Mike Rizzitiello

CC:

FROM: Darral S. Moore, P.E.

SUBJECT: WWU Angled Parking SW Davis Avenue

This memo has been prepared at your request to review proposed angled parking along the eastern side of SW Davis Avenue and north of SW 4th Street at Walla Walla University (WWU).

Background

A portion of existing vehicular parking spaces at WWU from SW Davis Avenue to College Avenue is planned to be removed due to the 4-Bikes cycle track project being conducted by the City of College Place. This will eliminate several parking spaces that are currently used by WWU students. North of SW 4th Street along the east side of SW Davis Avenue is an area that currently allows for parallel parking. This stretch of parallel parking is approximately 360-ft in length. The existing roadway width for SW Davis Avenue at the parallel parking area is approximately 44-ft from face of curb to face of curb. There are a few single family residences along the west side of SW Davis Avenue. SW Davis Avenue is considered a two-lane local street. No traffic volumes have been collected; however, it is anticipated that SW Davis Avenue has low traffic volumes with most of the traffic volume being generated by WWU students.

WWU would like to add angled parking on the east side of SW Davis Avenue to make up for parking spaces being eliminated. Traffic volumes, roadway width and City Standards have been reviewed to determine if angled parking would be an acceptable parking option for WWU.

Review

The proposed angled parking will require parked vehicles to back out onto SW Davis Avenue. This may increase the risk of accidents. However, with low traffic volumes and a posted speed limit of 25 mph, the risk of potential serious accidents and/or a decrease if public safety would generally be considered low.

We looked at other angled parking scenarios in other jurisdictions for comparison purposes. The City of Walla Walla has angled parking along E./W. Main Street in their downtown district area. This section of angled parking is located on both sides of the street and is a very busy downtown commercial area. Vehicular traffic volumes have not been collected; however, West Main Street it is expected and anticipated to have much higher vehicular and pedestrian traffic volumes. The posted speed limit is an equivalent.

The City of College Place current Road Cross Sections for a Two Lane Local Street include the following widths and parking allowances:

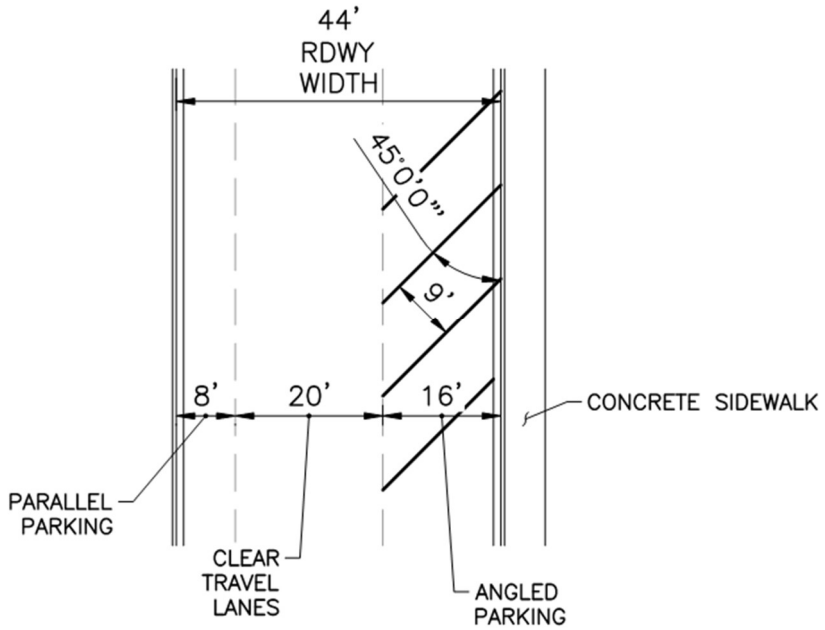
- On street parking permitted on both sides – 36-ft wide roadway from curb to curb
- No on street parking permitted – 20-ft wide roadway curb to curb
- On street parking permitted on one side – 28-ft wide roadway curb to curb

The existing roadway section for SW Davis Avenue is approximately 44-ft from face of curb to face of curb. This would generally allow parallel parking on both sides of the street. To accommodate parallel parking on the west side and diagonal parking on the WWU side would require the following width and configuration to meet current City roadway standards:

- 8-ft parallel parking on the west side
- Two 10-ft clear travel lanes for a total of 20-ft
- 16-ft depth diagonal parking along the WWU side with a 45 degree angled parking

Refer to Figure 1 depicting the roadway section with angled parking.

Figure 1



Conclusion

It is my opinion that angled parking would be acceptable option for parking along a portion of SW Davis Avenue using the configuration as shown on Figure 1. This is based upon the following conclusions:

- Low risk for serious accidents due to low traffic volumes
- A posted speed limit of 25 mph
- A comparable angled parking scenario for a higher traffic volume area in another jurisdiction
- Roadway section meeting the minimum clear travel width for a two lane local road

Michael Rizzitiello

From: Troy Tomaras
Sent: Wednesday, May 5, 2021 8:58 AM
To: Michael Rizzitiello
Subject: Parking on Davis

Mike – Per our discussion in regards to diagonal parking on Davis, north of 4th , I strongly endorse diagonal (angled) parking. Diagonal parking is safer and easier than parallel parking and is more space efficient. I believe there is plenty of room for diagonal parking in that area and it would help alleviate some parking challenges at the University.

Troy

Troy Tomaras
Chief of Police
College Place Police Department
Office: 509-394-8550
Cell: 509-540-1327

A Message from Walla Walla valley's Law Enforcement

NOTICE OF PUBLIC DISCLOSURE: This e-mail account is public domain. Any correspondence from or to this e-mail account may be a public record. Accordingly, this e-mail, in whole or in part, may be subject to disclosure pursuant to R.C.W. 42.56, regardless of any claim of confidentiality or privilege asserted by an external party.

Ambulance Utility

In 2004, through RCW (Revised Code of Washington) 35.21.766, the State gives all cities and towns the authority to establish an ambulance service to be operated as a public utility. The RCW also includes the authority for a city council to set rates and charge for operating an ambulance utility.

Background

In November 2019, the City began its ambulance service. We started the service partly because of a request from the City of Walla Walla to reduce their call volume. Since then, we have been using their ALS (Advanced Life Support) units to transport less than 20 percent of the time.

Because our operation relies heavily on our volunteers, we can deliver our BLS (Basic Life Support) system at a reasonable cost to the community.

How is the Ambulance funded currently?

Currently, the funding for the operation of our ambulance service is:

- A countywide EMS property tax levy at a maximum 50 cents per $1,000 assessed valuation, distributed to all Walla Walla County fire agencies using an agreed-upon formula of 1/3 assessed valuation, 1/3 population, and 1/3 run volume
- Ground Emergency Medical Transportation Program (GEMT) is a cost-reimbursement program for Medicaid transports.
- Charges for services
- Contribution from the General Fund

Service Delivery Dilemma

In 2018 FCS Group conducted an Ambulance Utility Cost Service and Rate Analysis report. Our service delivery is currently being provided by having one paid EMT on duty 24-hours a day, supplemented with our at-home volunteers, day staff, and resident program.

The difficulty of this delivery model is when we have two calls simultaneously, when we have vacations or sick leave, and when we can't find volunteers to cover. Our Ambulance has seen a 20 percent increase in call volume this year, with an average of 5 calls a day. With the addition of more calls for service that at one time were covered by law enforcement, we do not see our call volume lessening.

Why Create an Ambulance Utility Rate?

- Increase the consistency of service delivery,
- Maintain the current level of service to the public
- Establish a reliable source to fund Ambulance Fund costs

Fee Rate and Implementation

The City realizes that it will have to continue funding Fire and EMS from the General Fund. It is not the intent to unburden the City with this fee rate but to increase the stability of our ambulance service delivery. Additionally, this fee will allow the fire department to increase its career staffing to bolster its dedicated volunteer core.

Our recommendation will be to implement the new Ambulance Utility in July 2022 at the monthly rate 25% of the total rate recommended and approved by council. The rate will increase to 50% of the rate starting January 2023, then 75% starting January 2024, and full charge starting in January 2025. During the phase in period the General Fund will supplement any deficiencies in program funding.

Ambulance Utility Rate Analysis - Total Fire/EMS

Title	Department	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual
Total Revenue		399,367.80	444,511.62	607,782.87	692,370.62	845,823.68
Total Expenditures		778,755.13	987,012.83	1,069,923.86	1,349,289.19	1,236,868.44
Net Surplus/(Deficit)		(379,387.33)	(542,501.21)	(462,140.99)	(656,918.57)	(391,044.76)
Incidents	EMS	977	1,039	1,151	1,175	1,378
	Fire	365	373	321	302	447
	Total	1,342	1,412	1,472	1,477	1,825
	EMS	72.80%	73.58%	78.19%	79.55%	75.51%
	Fire	27.20%	26.42%	21.81%	20.45%	24.49%
	Total	100.00%	100.00%	100.00%	100.00%	100.00%

Ambulance Utility - Charge Options

	Method	Advantages	Disadvantages
1	Charge based on the number of Utility Accounts	- Easy to calculate - Based on information in Springbrook - Similar method used by other Cities.	- Does not account for properties with multiple units, eg apartments. - Highest rate per billing customer - Is not assocaited to who consumes the service
2	Rates charged per equivalent service unit (ESU), with a single family unit representing the basis. Properties will be classified by segment: - Residential - Multi Family - Commercial - Church - Schools - Public	- Consistant application across customer categories - Charges based on ERU as opposed to number of accounts - More equitable rate determination	- Not directly assocaited to whom consumes the service - More difficult to calculate
3	Rate based on 2020 Incident Count	- Charges customers who incur use	- Hard to calculate - Calculations need to be changed more frequently, eg monthly -

Staff Recommended - #2

Equivalent Residential Unit (ERU)

Customer Category	ERU Bases	Notes
Residential	Base ERU	A single family residence equal to one ERU
Multi Family Residential	Based on number of units	Number of units multiplied by the rate
Commercial	Square Footage	ERU based on total square footage divided by 1,985
Church	Square Footage	ERU based on total square footage divided by 1,985
Schools	Square Footage	ERU based on total square footage divided by 1,985
Public	Square Footage	ERU based on total square footage divided by 1,985
Senior Living	Square Footage	ERU based on total square footage divided by 1,985

Assumptions:

ERU	Based on the average residential square footge of 1,985 sq feet - Realtor.com for 99324
Square Footage	Based on total building square footage per Walla Walla County assesors website
Exemptions	Exemptions will be adjusted by existing City policy
Exemptions	Exemptions for residents on Medicaid
Rates	Review and adjust every three years
Charges	Only charge customers with physical buildings; vacant lots, parking lots, and parks will not be charged

Examples:

	Building Square Footage	ERU	Monthly Rate	Monthly Charge	Yearly Charge
Walmart	205,690	103.62	6.00	621.73	7,460.80
CP High School	102,087	51.43	6.00	308.58	3,702.90
Brookdale	67,819	34.17	6.00	204.99	2,459.93 **

** - Cannot Charge Medicaid Beds. SQ footage will need to be backed out.

City of College Place - Ambulance Utility - Unit Charge Option

Options			Units		Costs to Allocate	Yearly Charge per Unit	Monthly Charge per Unit	Phased Billing Approach per Unit per Month Jul-22	Jan-23	Jan-24	Jan-25
								25%	50%	75%	100%
1	Rate based on Customer Count										
	Current Customer Count - Based in the number of accounts		3,760		$ 436,872.13	$ 116.19	$ 9.68	$ 2.42	$ 4.84	$ 7.26	$ 9.68
2	Rate based in Customer Unit Count										
	Current Customer Unit Count - Based on ERU (1985sq ft = 1 ERU)		ERU		$ 436,872.13	$ 80.15	**$ 6.68**	$ 1.67	$ 3.34	$ 5.01	$ 6.68
		Single Family Home	2,476			$ 198,440	$ 16,536.65				
		Residential Multiple Units	2,125			$ 170,309	$ 14,192.40				
		Business	425			$ 34,062	$ 2,838.48				
		School	141			$ 11,300	$ 941.71				
		Church	46			$ 3,687	$ 307.22				
		Senior Living Facilities	37			$ 2,965	$ 247.11				
		College	201			$ 16,109	$ 1,342.43				
			5,451			$ 436,872.13	$ 36,406.01				
3	Rate based on Incident Count	Customer Categories	Equivalent Unit Count	Incident Count	Cost Allocation						
		Single Family S	3,094	84	$ 25,680.38	$ 8.30	$ 0.69	$ 0.17	$ 0.35	$ 0.52	$ 0.69
		Multi Famly M	601	762	$ 232,957.71	$ 387.62	$ 32.30	$ 8.08	$ 16.15	$ 24.23	$ 32.30
		Nursing Home N	99	447	$ 136,656.29	$ 1,380.37	$ 115.03	$ 28.76	$ 57.52	$ 86.27	$ 115.03
		Commercial C	1,065	97	$ 29,654.72	$ 27.84	$ 2.32	$ 0.58	$ 1.16	$ 1.74	$ 2.32
		Hotels/Motels H	-	-	$ -		$ -	$ -	$ -	$ -	$ -
		Public/Streets/Schools P	478	39	$ 11,923.03	$ 24.94	$ 2.08	$ 0.52	$ 1.04	$ 1.56	$ 2.08
		Total	5,337	1,429	$ 436,872.13						
		Cost Per Incident		**$ 305.72**							