

Tuesday, April 14, 2020
Electronic City Council Meeting

7:00 P.M.
2049 Regular City Council Meeting - Electronic Attendance

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

Or you may call this number to listen: 1-669-900-9128 / Meeting ID Number: 254 404 748

1. Opening Items.

Subject :	1.01 Council Reference Materials
Meeting :	Apr 14, 2020 - Electronic City Council Meeting
Category :	1. Opening Items.
Access :	Private
Type :	Discussion, Information
Subject :	1.02 Call To Order
Meeting :	Apr 14, 2020 - Electronic City Council Meeting
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Hernández will call the meeting to order.

Subject :	1.03 Pledge of Allegiance
Meeting :	Apr 14, 2020 - Electronic City Council Meeting
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

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

Subject :	1.04 Moment of Silence for Reflection / Invocation - Any City Employee or Elected Official; delivering the invocation, does so in his/her capacity as a private citizen, and not in his/her official position as a city employee/elected city official.
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Meeting :	Apr 14, 2020 - Electronic City Council Meeting
Category :	1. Opening Items.
Access :	Public
Type :	Procedural
Subject :	1.05 Public Comment Procedure for Virtual Meetings - Council meetings are primarily structured to permit Council Members to arrive at the decisions necessary to govern the City.

Meeting :	Apr 14, 2020 - Electronic City Council Meeting
Category :	1. Opening Items.
Access :	Public
Type :	Information

Public Content

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

COVID-19 Virtual Meeting Protocol for Public Comment:

When submitting public comments, include the following regardless of the manner you are using: - Note that there are deadlines for each method of commenting.

- Your Name
- Your Address

Public comments may be provided in one of three ways:

- Comments in writing of no more than 1 page (If typewritten, no less than 11 pt font.) may be submitted no later than 4:30PM on the meeting date to be read into the record.
- Comments may be madeby telephone during the meeting by calling a number that will be provided to you upon notification to the City Clerkno later than 4:30 PM the day of the meeting.*
- Comments may be made by virtual meeting attendance with a link that will be provided to your email upon notification to the City Clerkno later than 4:30 the day of the meeting.*

*If you would like to make a public commentby either phone or virtual meeting, you can contact the clerk at lneissl@cpwa.usor by phone at 509-394-8511 no later than 4:30 on the meeting date.

2. Consent Agenda.

Subject :	2.01 AB 20065 - Approve Agenda for April 14, 2020
Meeting :	Apr 14, 2020 - Electronic City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)

Consent

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

Subject :	2.02 AB 20066 - Approve Council Minutes for March 24, 2020
Meeting :	Apr 14, 2020 - Electronic City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent), Minutes

File Attachments

[BoardDocs® LT Plus_03-24-2020_Draft_Minutes.pdf \(936 KB\)](#)

Consent

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

Subject :	2.03 AB 20067 - Approve Council Minutes from April 7, 2020 Workshop
Meeting :	Apr 14, 2020 - Electronic City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent), Minutes

File Attachments

[BoardDocs® LT Plus_04-07-2020_Draft_Workshop_Minutes.pdf \(919 KB\)](#)

Consent

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

Subject :	2.04 AB 20068 - Resolution to Adopt City COOP, COG,
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and Pandemic Annex - Mr. Rizzitiello

Meeting : Apr 14, 2020 - Electronic City Council Meeting
Category : 2. Consent Agenda.
Access : Public
Type : Action (Consent)
Preferred Date : Apr 14, 2020
Fiscal Impact : No

Public Content

Historical Perspective:

This is an update to our existing COOP.

Information for Consideration:

The COOP is the document that lays out how the City will operate in, if a disaster were to befall the City. It lays out succession and duties that are classified as essential for the City to operate. Discussion will allow the Council to give input on changes they deem necessary for this living document that is updated regularly.

File Attachments

[Res_No_20-013_Continuity_of_Operations_\(COOP\)_Continuity_of_Government_\(COG\).pdf \(112 KB\)](#)

Consent

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Subject : 2.05 AB 20069 - Salary Ordinance Update - Ms. Doering
Meeting : Apr 14, 2020 - Electronic City Council Meeting
Category : 2. Consent Agenda.
Access : Public
Type : Action (Consent)
Preferred Date : Apr 14, 2020

Public Content

Historical Perspective:

Council approves salaries for all appointed officers and employees via ordinance on an annual and as needed basis.

Information for Consideration:

Larry Bohlman, the Facility Manager for the City, has retired. The duties of this position have been re-evaluated and updated leading to a change in the position title and pay scale. The position will now be titled "Building Official" and reflect a new salary range based upon a salary study of like positions in similar sized cities.

File Attachments

[Ord_No_20-004_2020_Salary_Update_2020-04-14.pdf \(197 KB\)](#)

[HR_PayStudies_BuildingOfficial_2020.pdf \(188 KB\)](#)

Consent

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Subject :	2.06 AB 20070 - Check Register and Financials - Mr. Carleton
Meeting :	Apr 14, 2020 - Electronic City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)
Preferred Date :	Apr 14, 2020

Public Content

A breakdown by checking account is as follows:

Payroll Check Numbers*: 52084-52095

Claims Check Numbers: 78342-78355, 78358, 103032-103173, 103178-103218, 103220, 103236-103256

Travel Advance Check Numbers*: 1921

*The check numbers were verified to certify that the beginning check numbers were correct and that there are no check numbers missing or not listed on the register.

Missing Check # 78356-78357, 103174-103177, 103219, 103221-103235 due to 13th month payables being processed in between January 2020 payables.

Claims/Inter-fund Transfers: \$1,765,000.78

Payroll: \$389,976.59

Total: \$2,154,977.37

File Attachments

Consent

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Subject :	2.07 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.
Meeting :	Apr 14, 2020 - Electronic City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to approve the consent agenda

Consent

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

3. Presentations.

Subject :	3.01 AB 20071 - 4/14/2020 COVID-19 Status Update
Meeting :	Apr 14, 2020 - Electronic City Council Meeting
Category :	3. Presentations.
Access :	Public
Type :	Discussion, Information

File Attachments

Subject :	3.02 AB 20072 - Annexations: DNR Wastewater property; Mojonnier Rd; SR125; Wastewater Lift Station - Mr. Rickard
Meeting :	Apr 14, 2020 - Electronic City Council Meeting
Category :	3. Presentations.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

The DNR land was purchased in October 2019 for use by the Wastewater Treatment Plant operations.

The Lift Station property was purchased in fall of 2019 for the newSW Sewer Lift Station improvements.

Information for Consideration:

RCW 35A.14.300 - A code city may, by majority vote of the council, approve an Ordinance to annex territory outside its limits for any municipal purpose, if the territory is owned by the city. This may be done regardless of whether the territory is contiguous or non-contiguous. The effective date of the annexation cannot take effect prior to the 60 day notice of annexation to the county treasurer and assessor and utility providers, if Council were to take action on April 28th the effective date of the annexations would occur on or near June 30th.

SR 125 right-of-way and Mojonnier Road right-of-way:

RCW 35A.21.210 - The governing bodies of a county and any code city located therein may by agreement revise any part of the corporate boundary of the city which coincides with the centerline, edge, or any portion of a public street, road or highway right-of-way by substituting therefor a right-of-way line of the same public street, road or highway so as fully to include or fully to exclude that segment of the public street, road or highway from the corporate limits of the city. The revision of a corporate boundary as authorized by this section shall become effective when approved by ordinance of the city council and by ordinance or resolution of the county legislative authority.

File Attachments

[SR125 ANNEX AT S COLLEGE AVE 4 10 20.pdf \(134 KB\)](#)

[DNR Map.pdf \(702 KB\)](#)

[Lift Station Map.pdf \(94 KB\)](#)

[MOJONNIER RD Map.pdf \(333 KB\)](#)

4. Public Hearings.

Subject :	4.01 Virtual Public Hearing Procedure for Public Testimony
Meeting :	Apr 14, 2020 - Electronic City Council Meeting
Category :	4. Public Hearings.
Access :	Public
Type :	Procedural

Public Content

COVID-19 Virtual Meeting Public Hearing Testimony Procedure:

When submitting testimony for a public hearing, include the following regardless of the manner you are using:

- Your Name
- Your Address

Public testimony for an item requiring testimony received by the public can be provided in one of three ways:

- Testimony may be submitted in writing no later than 4:00 PM on the Friday before the meeting date to be read into the record.
- Testimony may be submitted by telephone during the meeting by calling a number that will be provided to you upon notification to the City Clerk no later than 4:00 PM the Friday before the day of the meeting.
- Testimony may be submitted by virtual meeting attendance by link that will be provided to you upon notification to the City Clerk no later than 4:00 PM the Friday before the day of the meeting.

If you would like to testify by either phone or virtual meeting, you can contact the clerk at ineissl@cpwa.usor by phone at 509-394-8511 no later than 4:00 PM on the Friday before the meeting date.

Subject :	4.02 AB 20073- Community Development Block Grant 2020 Application - Safewalk College Place - Mr. Rizzitiello
Meeting :	Apr 14, 2020 - Electronic City Council Meeting
Category :	4. Public Hearings.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

Sidewalk gaps in the core of the City have been a problem for a long time as pedestrians must use the roadway to walk. The areas lacking sidewalks are primarily concentrated around the College Avenue area.

Information for Consideration:

The State of Washington has released a call for projects for its Community Development Block Grant (CDBG) program. This program is competitive. Two census block groups qualify for CDBG funding. The block groups are primarily around the College Avenue corridor from Rose Street down to 13th Street. The qualifier is for at least 51% of the population in a given census block group to be low-moderate income. The accompanying maps show sidewalk gaps in the two census block groups. Staff developed prioritized sidewalk areas based on the following criteria:

- Connectivity
- Fully benefiting residents of qualifying block group
- Existence of partial sidewalks

File Attachments

[CP_ProposedCDBGSidewalk_2020_NWBStreet.pdf \(4.459 KB\)](#)
[CP_ProposedCDBGSidewalk_2020_8thStreet.pdf \(3.657 KB\)](#)
[Grants_CommunityDevelopment_CDBG_2020_PublicNotice1.pdf \(22 KB\)](#)
[Grants_PublicWorks_2020_CDBG_CPCentralSidewalksFlier.pdf \(304 KB\)](#)
[Public Hearing Resource - CDBG Fact Sheet HANDOUT.pdf \(204 KB\)](#)
[Public Hearing Resource - Federal Citizen Participation Requirements HANDOUT.pdf \(113 KB\)](#)
[Res_No_20-014_CDBG_General_Purpose_Sidewalk_Grant.pdf \(138 KB\)](#)

5. Action Items.

Subject :	5.01 AB 20073- Community Development Block Grant 2020 Application - Safewalk College Place - Mr. Rizzitiello
Meeting :	Apr 14, 2020 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Apr 14, 2020
Budget Source :	Funds would be spent only if the grant is awarded.
Recommended Action :	Motion to approve Resolution No. 20-014 authorizing the City Administrator to apply for funding through the Community Development Block Grant 2020 for the Safewalk College Place Project.

Public Content

Historical Perspective:

Sidewalk gaps in the core of the City have been a problem for a long time as pedestrians must use the roadway to walk. The areas lacking sidewalks are primarily concentrated around the College Avenue area.

Information for Consideration:

The State of Washington has released a call for projects for its Community Development Block Grant (CDBG) program. This program is competitive. Two census block groups qualify for CDBG funding. The block groups are primarily around the College Avenue corridor from Rose Street down to 13th Street. The qualifier is for at least 51% of the population in a given census block group to be low-moderate income. The accompanying maps show sidewalk gaps in the two census block groups. Staff developed prioritized sidewalk areas based on the following criteria:

- Connectivity
- Fully benefiting residents of qualifying block group
- Existence of partial sidewalks

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[Public Hearing Resource - Federal Citizen Participation Requirements HANDOUT.pdf \(113 KB\)](#)
[Res_No_20-014_CDBG_General_Purpose_Sidewalk_Grant.pdf \(138 KB\)](#)

Subject : 5.02 AB 20074 - Amend 2.64: Emergency Powers to allow enforcement of Gubernatorial & State Board of Health Orders - Mr. Rizzitiello

Meeting : Apr 14, 2020 - Electronic City Council Meeting

Category : 5. Action Items.

Access : Public

Type : Action

Preferred Date : Apr 14, 2020

Fiscal Impact : No

Recommended Action : Motion to approve Ordinance No. 20-005 which revises College Place Municipal Code 2.64 and adopts RCW 43.06.220 and RCW 70.05.120 by reference.

Public Content

Historical Perspective:

On March 17th, 2020 the College Place City Council declared an emergency due to Coronavirus via Resolution 20-009 on March 17th, 2020. The Governor issued a Stay Home, Stay Safe Executive Order on March 23rd, 2020.

Information for Consideration:

Per advice of the City Attorney, the City needs enabling language to treat enforcement of Gubernatorial and State Board of Health Executive Orders as an infraction up to a misdemeanor based on severity. That way enforcement can be prosecuted locally at the District ("Municipal") court level.

File Attachments

[EmergencyPowers_Gubernatorial_Edits.pdf \(188 KB\)](#)
[Ord_No_20-005_Amending_CPMC_2.64_Emergency_Powers.pdf \(231 KB\)](#)

Subject : 5.03 AB 20075 - Purchase of Water Tender - Mr. Hartwig - ITEM CANCELED

Meeting : Apr 14, 2020 - Electronic City Council Meeting

Category : 5. Action Items.

Access : Public

Type : Action

Preferred Date : Apr 14, 2020

Recommended Action : ITEM CANCELED

Public Content

ITEM CANCELED

Subject :	5.04 AB 20076 - Pre-level Spitzenburg prior to chip sealing and widen Damson between Spitzenburg and Rose - Mr. Hartwig
Meeting :	Apr 14, 2020 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Fiscal Impact :	Yes
Dollar Amount :	\$43,000.00
Budget Source :	The expenditure will come from the Fund 305 (Reet1) reserves.
Recommended Action :	Motion to authorize the Administrator to execute a contract with Central Washington Asphalt for an amount not to exceed \$43,000 (which includes tax and a 10% contingency) for the pre-leveling of Spitzenburg prior to chip sealing and the widening of Damson between Spitzenburg and Rose.

Public Content

Spitzenburg Street is in bad shape and in need of pre-leveling prior to chipsealing. This should assist in making a smoother driving surface. The roadway on Damson between Spitzenburg and Rose is narrow and difficult for traffic at the intersection of Rose and Damson. This project will make the intersection significantly safer.

File Attachments

[Spitzenburg \(Della to Myra\).pdf \(1.809 KB\)](#)
[Damson \(Spitzenburg to Rose\).pdf \(1.437 KB\)](#)
[Spitzenburg \(Damson to Elsom\).pdf \(2.071 KB\)](#)

Subject :	5.05 AB 20077 - Acceptance of State Department of Natural Resources 2020 Community Forestry Assistance Grant Program - Mr. Rizzitiello
Meeting :	Apr 14, 2020 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Apr 14, 2020
Fiscal Impact :	Yes
Dollar Amount :	\$39,826.08
Budgeted :	Yes
Recommended Action :	Motion to approve Resolution #20-015 which authorizes the Mayor to sign the grant contract with the State of Washington Department of Natural Resources Community

Public Content

The City applied for this grant in November 2019.

This grant is for \$19,913.04. The match is staff support as well as Engineering/GIS Intern support in locating trees in City parks and arterial rights-of-way. The project entails establishing a GIS inventory for the City's 16.67 acres of community park land as well as 12.75 miles of arterial roadway public city right-of-way. In addition, an urban forestry management plan (conducted by a consultant) will be established to assess health /tree risks and provide recommendations. The Department of Natural Resources released the grant agreement in April. The project needs to wrap up by Summer 2022.

File Attachments

[GrantContract.pdf \(622 KB\)](#)

[Res_No_20-015_DNR_Urban_Forestry_Grant_Acceptance.pdf \(108 KB\)](#)

Subject :	5.06 AB 20078 - Resolution of Support for Lions Park Renovation Grant to the State of Washington Recreation Conservation Office (RCO) Land Water Conservation Fund Grant Program - Mr. Rizzitiello
Meeting :	Apr 14, 2020 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Apr 14, 2020
Fiscal Impact :	No
Recommended Action :	Motion to approve Resolution No. 20-016 which authorizes City Administrator to submit a Land Water Conservation Fund (LWCF) grant application to the State Recreation Conservation Office (RCO) for the Lions Park Renovation.

Public Content

Historical Perspective:

The survey results from the Park Plan Update identified many new park amenities the community desires such as a splash pad, new playground equipment, soccer and baseball fields, walking paths and continued ADA upgrades.

In 2018 staff applied for RCO grants and was unsuccessful.

Information for Consideration:

The Recreation Conservation Office (RCO) grant application deadline is May 1, 2020. There are three different grant categories the city would apply for funding through, the YAF - Youth Athletic Facilities grant category, Land Water Conservation Fund, and the WWRP-LP - Washington Wildlife and Recreation Program - Local Parks grant. After reviewing preliminary cost estimates the scope of the project has been scaled back to

stay within an estimated budget of approximately \$1.5 million based on an assumed 2022 construction date. The cost to separate the pond from the creek and dredge it is between \$500,000 and \$700,000. Total project cost ranges between \$2.0 and \$2.2 million. Since 2018 the City has been earmarking REET2 funds in the amount of \$400,000 for this project. The City also has \$10,000 from the Sherwood Trust Leadership Group

The concept includes parking lot upgrades, pond dredging and upgrades, walking paths with exercise equipment, new playground with natural play equipment, splash pad, upgraded restrooms and additional restrooms, a baseball field with backstop (no grandstands or dugouts), new park sign and 1 picnic shelters.

Here is a breakout of the various project components by Grant application. Grants can match each other and be paired if awarded.

- Washington Wildlife Recreation Grant Program (Delayed Due Date: June 1st) (50% match)
- Restrooms
- Splash Pad
- Nature Play Equipment
- Picnic Shelter
- Climbing Wall
- Land Water Conservation Fund Grant (Delayed Due Date: June 1st) (50% match)
- Lions Park Pond Separation
- Fishing Dock with ADA Access
- Path with exercise equipment along it
- Youth Athletic Facilities (Delayed Due Date: June 1st) (50% match)
- Renovate Softball/Baseball Field/ add some lighting.

Match requirements are going to be reviewed by RCO due to the COVID-19 crisis. There is a high likelihood the match requirements may be reduced.

Further grant applications into the RCO Washington Wildlife Recreation and Youth Athletic Facility Grant Programs will come before you for approval during the next meetings.

File Attachments

[Park Boards 4 24 18.pdf \(2,988 KB\)](#)

[Res_No_20-016_RCO_LWCF_Lions_Park_Renovation.pdf \(217 KB\)](#)

Subject :	5.07 AB 20079 - Financial Policies - Phase 4 - Mr. Carleton
Meeting :	Apr 14, 2020 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to approve Ordinance No. 20-006 adopting the updates and additions to the College Place Financial Policies.

Public Content

Historical Perspective:

Over the years, the City of College Place has adopted a handful of finance-related policies through ordinance, however, there has never been a comprehensive set of policies adopted.

Information for Consideration:

It is a best practice recommendation by the Washington State Auditor's Office and MRSC for cities to formally adopt a set of comprehensive financial policies. Having a formally adopted set of policies to follow will improve decision-making, compliance, and help strengthen our bond rating.

The Finance Director in conjunction with the City Administrator have begun drafting policies for the City of College Place in 2017. The plan is to adopt the policies in phases. This is the final phase, which is before you in this agenda item, covering sections L through T, as well as minor changes to other sections.

File Attachments

[Ord_No_20-006_Financial_Policies_Final_Phase.pdf \(550 KB\)](#)

[Finance_Policy 04-14-2020.pdf \(985 KB\)](#)

6. Administrative Reports-None.

7. Informational Reports-None.

8. Executive Session-None.

9. Closing Items.

Subject :	9.01 Adjournments
Meeting :	Apr 14, 2020 - Electronic City Council Meeting
Category :	9. Closing Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to adjourn the meeting

City Council Meeting (Tuesday, March 24, 2020)

Generated by Lisa Neissl on Friday, April 3, 2020

This meeting was held electronically by Zoom meetings and live-streamed on the City of College Place YouTube channel.

PRESENT:	Mayor	Norma L. Hernández at City Hall
Video Conference	Council Members	Jerry Bobbitt, Michael Cleveland, Loren Peterson, Melodie Selby, Heather Schermann, Byron Trop
Video Conference	City Attorney	Rea Culwell
		Administrator, Mike Rizzitiello; Finance Director, Brian Carleton;
		Public Works Director, Paul Hartwig; City Engineer, Robert Gordon;
Video Conference	Staff	Police Chief, Troy Tomaras; Fire Chief, David Winter;
		HR Manager, Shawn Doering;
		City Clerk, Lisa Neissl; Deputy Clerk, Carolyn Holm (both at City Hall);
MEMBERS EXCUSED:		
MEMBERS ABSENT: Marge Nyhagen		

1. Opening Items.

Discussion, Information: 1.01 Council Reference Materials

Procedural: 1.02 Call To Order

Mayor Hernández called the meeting to order at 7:15 PM.

Procedural: 1.03 Pledge of Allegiance

Procedural: 1.04 Moment of Silence for Reflection / Invocation - Any City Employee or Elected Official; delivering the invocation, does so in his/her capacity as a private citizen, and not in his/her official position as a city employee/elected city official.

Information: 1.05 Public Comment - Council meetings are primarily structured to permit Council Members to arrive at the decisions necessary to govern the City. Only written public comment received by the City Clerk before 5:00 PM the day of the meeting will be provided for this agenda.

2. Consent Agenda.

Action (Consent): 2.01 AB 20057 - Approve Agenda for March 24, 2020

Action (Consent), Minutes: 2.02 AB 20058 - Approve Council Minutes from March 10, 2020

Action (Consent), Minutes: 2.03 AB 20059 - Approve Council Special Meeting Minutes from March 17, 2020

Action (Consent): 2.04 Excuse Absence of Council Member Nyhagen

Action (Consent): 2.05 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Council Member Schermann made a motion to approve the consent agenda. Second by Council Member Cleveland and the motion passed unanimously.

3. Presentations.

Discussion, Information: 3.01 AB 20060 - Update on COVID-19 Response -

Chief Tomaras & Chief Winter gave an update on how their departments are responding to the COVID-19 Pandemic.

4. Public Hearings-None.

5. Action Items.

Action: 5.01 AB 20056 - Maiuri Water Main Upsize Reimbursement -

Mr. Rizzitiello reviewed the request to reimburse a property owner for upsizing the water main needed for his development in order to accomodate potential future development in the area.

Council Member Selby made a motion to adopt Resolution No. 20-010 which authorizes reimbursement of cost differential on installation of oversized water line on SW 12th Street. Second by Council Member Trop and the motion passed unanimously.

Action: 5.02 AB 20061 - Chip Sealing Contract to WW County Road Dept -

Mr. Hartwig spoke to Council about the chip sealing contract to have the County perform the chip sealing planned for 2020.

Council Member Cleveland made a motion to authorize the Administrator to execute a contract with WW County for an amount not to exceed \$30,000 for the chip sealing of Lambert Avenue, Spitzenburg Street, and Della Avenue. Second by Council Member Bobbitt and the motion passed unanimously.

Action: 5.03 AB 20062 - US Department of Transportation Pipeline Safety Information Grant to enhance the City's GIS system capability -

Mr. Rizzitiello spoke to Council about a grant available from the US Department of Transportation to enhance the City's GIS system through the Natural Gas Pipeline Safety Information Grant.

Council Member Trop made a motion to approve Resolution No. 20-011 which support grant application to the US Department of Transportation Pipeline and Hazardous Materials Safety Administration Pipeline Safety Information Grant Program. Second by Council Member Schermann and the motion passed unanimously.

Action: 5.04 AB 20063 - PLC replacement in press building at WWTP -

Mr. Hartwig spoke to Council about the need to replace programmable logic controllers (PLC) that were installed during the original installation of the treatment plant. These are outdated and parts are no longer available for them. They need to be replaced prior to the Wastewater Treatment Plant upgrade.

Council Member Schermann made a motion to authorize the Administrator to execute a contract with KKB Enterprises for an amount not to exceed \$40,000 for the replacement of PLCs in the press building at the WWTP. Second by Council Member Peterson and the motion passed unanimously.

Action: 5.05 AB 20064 - Revised City Standard Specifications and Drawings and Stormwater Facility Standards -

Mr. Gordon requested that Council approve the revised City Standard Specifications as presented at a previous meeting along with some additional updates as described in the packet materials. He reviewed the additional updates made since the last presentation.

Council Member Peterson made a motion to approve Resolution No. 20-012 adopting approving standards proposed by City Engineer in exhibits 2 and 3 of this agenda item. Second by Council Member Bobbitt and the motion passed unanimously.

6. Administrative Reports - None.

7. Informational Reports.

Information: 7.01 CPPD Monthly Report

Information: 7.02 Public Works/Water Department Monthly Report

Information: 7.03 Community Development Report

8. Executive Session-None.

9. Closing Items.

Action: 9.01 Adjournments

**Council Member Schermann made a motion to adjourn the meeting at 7:46 PM.
Second by Council Member Selby and, with no objection, the meeting adjourned.**

Approved:

Norma L. Hernández – Mayor

Attest:

Lisa R. Neissl – City Clerk

The foregoing minutes are the official record of the City Council meeting that occurred March 24th, 2020. Further detail may be obtained by reviewing the actual audio recording made during this session.

DRAFT

Electronic City Council Workshop (Tuesday, April 7, 2020)

Generated by Lisa Neissl on Monday, April 6, 2020

PRESENT:

Mayor - Via Web	Norma L. Hernández
Council Members – Via Web	Jerry Bobbitt, Michael Cleveland, Loren Peterson, Melodie Selby, Heather Schermann, Byron Trop
Council Members – Via Phone	Marge Nyhagen, (Phone difficulties - only present near end.)
City Attorney Via Web	Rea Culwell
Staff Via Web	Administrator, Mike Rizzitiello; Finance Director, Brian Carleton; Fire Chief, David Winter; HR Manager, Shawn Doering; City Clerk, Lisa Neissl;

MEMBERS EXCUSED:

MEMBERS ABSENT:

1. Opening Items.

Discussion, Information: 1.01 Council Reference Materials

Information: 1.02 Electronic Meeting Access

Procedural: 1.03 Call To Order**Mayor Hernández called the meeting to order at 5:31 PM**Procedural: 1.04 Pledge of AllegianceProcedural: 1.04 Moment of Silence for Reflection / Invocation - Any City Employee or Elected Official; delivering the invocation, does so in his/her capacity as a private citizen, and not in his/her official position as a city employee/elected city official.**2. Workshop Items.**Discussion, Information: 2.01 Financial Policies Phase IX (Addition of L through T). -

Mr. Carleton reviewed the modifications to existing financial policies as well as the details of new policies L through T.

Discussion ensued.

Discussion, Information: 2.02 Lions Park Renovation Financing Strategy. -

Mr. Rizzitiello spoke about the financing strategy staff is planning for the renovation of Lions Park. He noted funds the city has been setting aside for the project and various grant opportunities that are coming up. He let them know to expect requests for approval of these applications in upcoming meetings.

Discussion ensued.

Discussion, Information: 2.03 Amend 2.64: Emergency Powers to allow enforcement of Gubernatorial & State Board of Health Orders -

Mr. Rizzitiello explained the need to specify that enforcement of the above indicated orders are infractions and up to a misdemeanor based upon the severity of the violation. This way, the enforcement can be prosecuted locally at the District (Municipal) Court level.

Discussion ensued.

Information: 2.04 Draft Resolution to Adopt City COOP, COG, and Pandemic Annex -

Chief Winter spoke about the City's Continuity of Operations Plan (COOP) and updates that are being added to it. Mr. Rizzitiello explained the need to have the Council adopt the COOP by Resolution to enable eligibility for Federal programs.

Discussion ensued.

3. Closing Items.**Action: 3.01 Adjournments**

With no further business, the meeting adjourned at 6:34 PM

Approved:

Norma L. Hernández – Mayor

Attest:

Lisa R. Neissl – City Clerk

The foregoing minutes are the official record of the City Council Workshop that occurred April 7, 2020. Further detail may be obtained by reviewing the actual audio recording made during this session.

City of College Place, Washington
RESOLUTION NO. 20-013

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON
ADOPTING THE CONTINUITY OF OPERATIONS (COOP)/CONTINUITY OF GOVERNMENT (COG)
PLAN .**

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

Whereas, the ability of a jurisdiction to maintain delivery of essential functions to the community during and following an emergency or disaster is critical to the protection of life, property, and the environment; and

Whereas, City of College Place (“City”) emergency planning staff has developed a Continuity of Operations (“COOP”) / Continuity of Government (“COG”) Plan to help the City maintain delivery of essential functions to College Place during and following an emergency or disaster; and

Whereas, the Plan was developed in accordance with the Federal Emergency Management Agency (“FEMA”) Continuity Guidance Circular 1 (“CGC 1”) Continuity Guidance for Non-Federal Entities; and

Whereas, the Plan takes an integrated approach to service delivery, decision making, and resource management to facilitate the City’s ability to best serve the College Place community during and following an emergency or disaster, and is a “Living document” that will be updated over time; and

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

Section 1. The City Council hereby adopts the Continuity of Operations (COOP)/Continuity of Government (COG) Plan and Annex Documents, for the City of College Place.

Section 2. The City Administrator is hereby authorized and directed to update when needed and take whatever steps are necessary to help ensure the successful implementation of the Plan referenced in Section 1.

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

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

PASSED by the City Council of the City of College Place, Washington, this 14 day of April, 2020.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk

City of College Place, Washington
ORDINANCE NO. 20-004

AN ORDINANCE REPEALING ORDINANCE NO. 20-002 AND ADOPTING SALARIES AND COMPENSATION FOR THE MAYOR, CITY COUNCIL, APPOINTED OFFICERS, AND EMPLOYEES OF THE CITY OF COLLEGE PLACE AND FIXING THE EFFECTIVE DATE THEREOF.

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

Section 1. The salaries and wages of the various appointive officers and employees are fixed as set out in this ordinance. The salaries and wages as set out herein shall be effective from and after April 1, 2020 for all officers and employees. These salaries shall remain in effect until changed by the City Council by a duly enacted ordinance. All salaries and wages are stated at the rate per month except where otherwise indicated. Unless otherwise shown, the positions have been approved with a five-step salary scale.

Position Title	Salary Range				
TITLE	STEP 1	STEP II	STEP III	STEP IV	STEP V
Section 2. NON-UNION, EXEMPT					
City Administrator	10,616				
Police Chief	9,465				
Public Works Director	8,562	8,819	9,083	9,356	9,637
Engineer	7,854	8,090	8,332	8,582	8,840
Finance Director	7,605	7,833	8,068	8,310	8,560
Community Development Director	7,385	7,606	7,835	8,070	8,312
Fire Chief	7,168	7,383	7,604	7,832	8,067
City Clerk	5,496	5,661	5,830	6,005	6,186
HR Manager	5,496	5,661	5,830	6,005	6,186
Deputy Finance Director/HR Assistant	4,613	4,752	4,894	5,041	5,193
Section 3. NON-UNION, NON EXEMPT					
Building Official	6,450	6,644	6,843	7,048	7,260
Police Sergeant	6,121	6,305	6,494	6,689	6,889
Engineering Division Manager	5,667	5,837	6,012	6,192	6,378
Operations Manager	5,403	5,565	5,732	5,904	6,081
Building Inspector	5,336	5,496	5,661	5,830	6,005
Chief Clerk - Police Department	3,968	4,087	4,209	4,336	4,466
Section 4. PUBLIC EMPLOYEE UNION					
Public Works Foreman	4,658	4,788	4,922	5,061	5,203
Fleet Maintenance Manager	4,407	4,530	4,656	4,787	4,921
Water Quality Operator	4,407	4,530	4,656	4,787	4,921
Water Utility III	4,407	4,530	4,656	4,787	4,921
Stormwater Engineering Tech	4,360	4,491	4,625	4,764	4,907
Special Enforcement Officer	3,951	4,061	4,173	4,289	4,408
Accounting Clerk III	3,951	4,061	4,173	4,289	4,408
Deputy City Clerk/Events Coordinator	3,951	4,061	4,173	4,289	4,408
Water Utility II	3,951	4,061	4,173	4,289	4,408
Street Worker III - Applicator	3,951	4,061	4,173	4,289	4,408
Street Worker II	3,642	3,742	3,845	3,951	4,061

Section 4. PUBLIC EMPLOYEE UNION – Cont.

Parks Worker II	3,642	3,742	3,845	3,951	4,061
Stormwater Worker II	3,642	3,742	3,845	3,951	4,061
Water Utility I	3,545	3,642	3,742	3,845	3,951
Accounting Clerk II	3,545	3,642	3,742	3,845	3,951
Records Clerk	3,545	3,642	3,742	3,845	3,951
Administrative Assistant I	3,545	3,642	3,742	3,845	3,951
Street Worker I	3,452	3,546	3,643	3,743	3,846
Accounting Clerk I	3,185	3,272	3,361	3,453	3,546

Section 5. POLICE UNION

Probationary (starting pay without state certification) *4,531*

Detective	5,440	5,603	5,771	5,944	6,123
Police Officer	5,277	5,435	5,598	5,766	5,939

Section 6. FIRE FIGHTER UNION

Firefighter	4,924	5,072	5,224	5,381	5,543
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Section 7. MISCELLANEOUS

Reserve Officer / per hour	15.00	
Part-time Police Records Clerk / per hour	20.46	Maximum 16 hours/week
Laborer / per hour		Minimum Wage to \$18.00 per hour
Intern / Work Study Program		Negotiated by Administration
Hiring Bonus	Up to \$5,000.00 per hire to be negotiated by Administration	

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

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

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

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

Section 12. Additional Compensation. Occasionally, the Fire Chief may work as part of a Washington State Fire Service Team involved in fighting fires or wildfires. The City will pay the Fire Chief for work outside of his normal work hours while at a fire at his regular rate of pay. The City will subsequently be reimbursed by the agency utilizing his services.

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

Section 14. Ordinance No. 20-002 is hereby repealed.

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

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

Section 17: Effective Date. This ordinance shall take effect April 1, 2020 upon its passage and publication as required by law.

PASSED by the City Council of the City of College Place, Washington, this 14th day of April, 2020.

Norma L. Hernández, Mayor

Attest:

Approved as to form:

Lisa R. Neissl, City Clerk

Rea Culwell, City Attorney

College Place Building Official Analysis		
Title	Low	High
Building Inspector	\$ 5,336.00	\$ 6,005.00
Building Official	\$ 7,168.00	\$ 8,067.00

Building Official Comparison					
Number	City	Position Name	Population	Low	High
1	Walla Walla	Building Official	34,000	\$ 6,916.00	\$ 8,414.00
2	West Richland	Building Official	15,320	\$ 5,500.00	\$ 8,000.00
3	Airway Heights	Building Official	9,085	\$ 5,454.00	\$ 7,238.00
4	Quincy	Building Official	7,510	\$ 6,872.00	\$ 6,872.00
5	Cheney	Building Official	12,200	\$ 6,274.00	\$ 7,783.00
6	Liberty Lake	Building Official	10,390	\$ 5,243.50	\$ 5,905.00
7	Othello	Building Official	8,269	\$ 5,368.67	\$ 5,561.98
8	Ephrata	Building Official	8,180	\$ 6,416.00	\$ 6,416.00
9	Prosser	Building Official	6,145	\$ 6,695.42	\$ 8,542.92
10	Sunnyside	Building Official	17,070	\$ 5,443.00	\$ 7,318.00
11	Union Gap	Building Official	6,275	\$ 7,304.00	\$ 7,304.00
12	Selah	Building Official	7,965	\$ 7,452.00	\$ 7,452.00
13	Toppenish	Building Official	9,105	\$ 5,284.00	\$ 6,605.00
14	Port Townsend	Building Official	9,610	\$ 6,474.00	\$ 7,769.00
15	Grandview	Asst PW Director	11,200	\$ 5,063.00	\$ 7,587.00
16	Kelso	Bldg Manager	12,220	\$ 5,673.00	\$ 6,901.00
17	East Wenatchee	Project Dev Manager	13,710	\$ 7,752.44	\$ 7,752.44
	Median			\$ 6,187.35	\$ 7,260.08

	Step 1	Step 2 - Recommended	Step 3	Step 4	Step 5
Bldg Official	\$ 6,450.00	\$ 6,644.00	\$ 6,843.00	\$ 7,048.00	\$ 7,260.00

Financial Reports Descriptions

Monthly Expenditure Analysis

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

Check Register

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

Treasurer's Report

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

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

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

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

Cash Flow Report

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

Budget Position Report

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

Totals for Credit Accounts

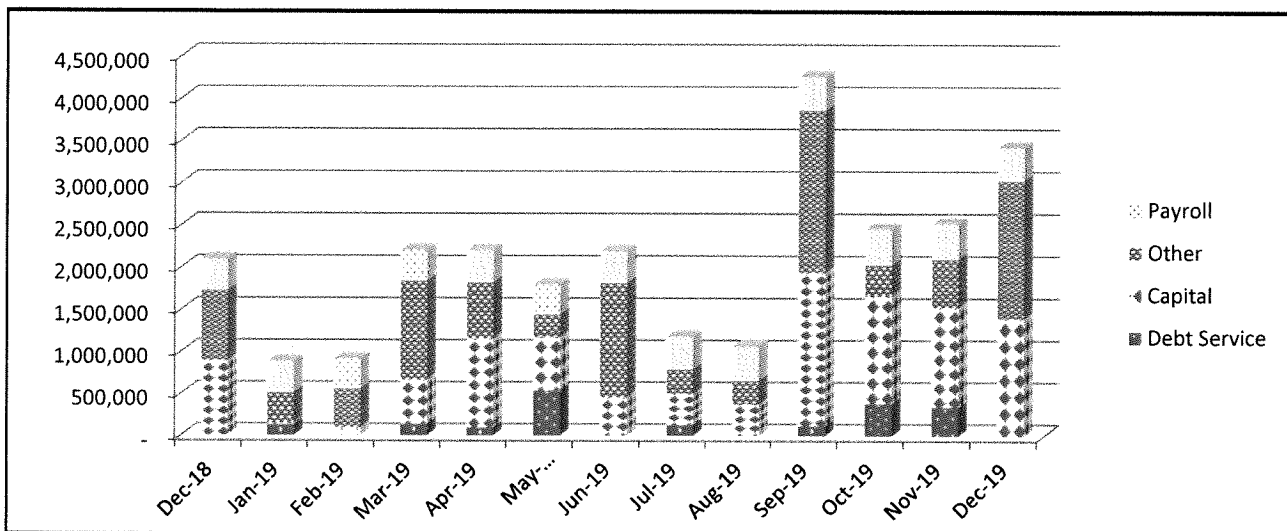
Detail of credit account transactions for the period. Reported by vendor and subtotaled by department.

City of College Place

Monthly Expenditure Analysis

Dec-19

Month	Operating Expenses		Capital	Debt Service	Total
	Payroll	Other			
Dec-19	389,977	1,634,293	1,403,220	-	3,427,489
Nov-19	416,777	572,484	1,189,537	344,700	2,523,498
Oct-19	421,410	369,512	1,278,434	389,675	2,459,031
Sep-19	394,353	1,924,267	1,822,251	118,914	4,259,785
Aug-19	410,311	282,650	377,018	-	1,069,979
Jul-19	389,179	294,121	371,299	129,584	1,184,183
Jun-19	373,630	1,369,593	452,622	-	2,195,846
May-19	355,249	270,500	634,088	540,972	1,800,810
Apr-19	379,304	670,196	1,055,318	99,675	2,318,913
Mar-19	359,489	1,181,977	522,543	140,484	2,204,493
Feb-19	358,084	461,801	96,556	500	916,941
Jan-19	374,823	366,675	15,017	129,584	886,099
Dec-18	369,783	840,885	888,317	-	2,098,985



Other Detail - Significant Expenditures and Related Party Transactions		
4th Quarter Transfers		\$ 1,234,178
CH2M		86,908
WCIA - Insurance Premium		18,120
R.Culwell		17,491
Regency At The Park		17,216
Ferguson Enterprices, Inc - Parts		16,849
G.R. Dohrn		14,288
WA St. Auditors		12,231
City of WW		10,736
Related Party Transactions: None		
Total Other Detail		\$ 1,428,016

CHECK REGISTER

City Of College Place
MCAG #: 0766

12/01/2019 To: 12/31/2019

Time: 16:23:34 Date: 03/09/2020
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount Memo
8234	12/04/2019	Payroll	12	EFT	Eric H Adams	1,407.70
8235	12/04/2019	Payroll	12	EFT	Dennis R Anderson	1,666.01
8236	12/04/2019	Payroll	12	EFT	Juan P Angel	25.56
8237	12/04/2019	Payroll	12	EFT	M Wade Antle	3,230.24
8238	12/04/2019	Payroll	12	EFT	Marianne K Barr	3,346.20
8239	12/04/2019	Payroll	12	EFT	Logan K Bartlett	323.75
8240	12/04/2019	Payroll	12	EFT	Amy L Belknap	633.72
8241	12/04/2019	Payroll	12	EFT	Robert D Benfield	4,183.86
8242	12/04/2019	Payroll	12	EFT	George R Bennett	152.18
8243	12/04/2019	Payroll	12	EFT	Jerry L Bobbitt	344.98
8244	12/04/2019	Payroll	12	EFT	Larry R Bohlman	3,604.64
8245	12/04/2019	Payroll	12	EFT	John A Boose	2,469.09
8246	12/04/2019	Payroll	12	EFT	Brielle M Brink	1,274.89
8247	12/04/2019	Payroll	12	EFT	Michael J Burdick	8.53
8248	12/04/2019	Payroll	12	EFT	Noelle E Calkins	350.77
8249	12/04/2019	Payroll	12	EFT	Brian J Carleton	3,619.72
8250	12/04/2019	Payroll	12	EFT	Randall J Chamberlain	2,985.89
8251	12/04/2019	Payroll	12	EFT	Randall J Chamberlain	340.78
8252	12/04/2019	Payroll	12	EFT	Jose L Chavez	17.04
8253	12/04/2019	Payroll	12	EFT	DaShari D Cinnamon	2,670.33
8254	12/04/2019	Payroll	12	EFT	Michael A Cleveland	344.98
8255	12/04/2019	Payroll	12	EFT	Tanner C Cole	2,828.04
8256	12/04/2019	Payroll	12	EFT	Maxwell K Conard	298.18
8257	12/04/2019	Payroll	12	EFT	Laurencio Cota De La Cruz	1,512.42
8258	12/04/2019	Payroll	12	EFT	Tanner C Creitz	51.13
8259	12/04/2019	Payroll	12	EFT	Kyle L Crosswhite	170.39
8260	12/04/2019	Payroll	12	EFT	Salvador M Diaz	3,191.79
8261	12/04/2019	Payroll	12	EFT	Shawn R Doering	2,980.14
8262	12/04/2019	Payroll	12	EFT	Emily A Downs	1,319.24
8263	12/04/2019	Payroll	12	EFT	Charles O Drury	4,001.75
8264	12/04/2019	Payroll	12	EFT	Jimmy C Duede	4,583.28
8265	12/04/2019	Payroll	12	EFT	Robert J Endsley	1,484.20
8266	12/04/2019	Payroll	12	EFT	Patrick J Evensen	2,310.65
8267	12/04/2019	Payroll	12	EFT	Brian R Fortin	4,887.75
8268	12/04/2019	Payroll	12	EFT	Jeffrey R Goodson	3,339.74
8269	12/04/2019	Payroll	12	EFT	Robert D Gordon	4,411.22
8270	12/04/2019	Payroll	12	EFT	Travis B Grove	1,536.73
8271	12/04/2019	Payroll	12	EFT	Richard F Guse	51.12
8272	12/04/2019	Payroll	12	EFT	Scott W Hall	3,768.82
8273	12/04/2019	Payroll	12	EFT	Scott A Hanson	17.04
8274	12/04/2019	Payroll	12	EFT	Tanner M Harris	4,597.39
8275	12/04/2019	Payroll	12	EFT	Paul D Hartwig	6,376.47
8276	12/04/2019	Payroll	12	EFT	Norma L Hernandez	1,326.73
8277	12/04/2019	Payroll	12	EFT	Edward L Higginbotham II	1,351.32
8278	12/04/2019	Payroll	12	EFT	Michael C Holden	1,962.48
8279	12/04/2019	Payroll	12	EFT	Carolyn S Holm	1,570.03
8280	12/04/2019	Payroll	12	EFT	Nattilie E Jackson	374.85
8281	12/04/2019	Payroll	12	EFT	Jason C James	306.70
8282	12/04/2019	Payroll	12	EFT	David M.O. Jardin	34.07
8283	12/04/2019	Payroll	12	EFT	William P Kelly	68.15
8284	12/04/2019	Payroll	12	EFT	Kameron W Kinsey	587.84
8285	12/04/2019	Payroll	12	EFT	Matthew R Kontra	255.58
8286	12/04/2019	Payroll	12	EFT	Joseph T Langlois	2,466.95
8287	12/04/2019	Payroll	12	EFT	Jacob G LeBaron	460.05
8288	12/04/2019	Payroll	12	EFT	Kenneth A Martin	2,082.63
8289	12/04/2019	Payroll	12	EFT	Jacqueline K Miller	1,883.36
8290	12/04/2019	Payroll	12	EFT	Lisa R Neissl	2,481.57

12/01/2019 To: 12/31/2019

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
8291	12/04/2019	Payroll	12	EFT	Ally M Newton	411.54	
8292	12/04/2019	Payroll	12	EFT	Trenton M Nilsson	42.59	
8293	12/04/2019	Payroll	12	EFT	Ronald A Nordman	3,043.17	
8294	12/04/2019	Payroll	12	EFT	Marge M Nyhagen	344.98	
8295	12/04/2019	Payroll	12	EFT	Darin C Ongers	365.95	
8296	12/04/2019	Payroll	12	EFT	Tonya R Paffile	2,621.22	
8297	12/04/2019	Payroll	12	EFT	Grant N Parfitt	1,262.42	
8298	12/04/2019	Payroll	12	EFT	Alan J Parker	2,897.62	
8299	12/04/2019	Payroll	12	EFT	Billie J Paul	340.77	
8300	12/04/2019	Payroll	12	EFT	Loren D Peterson	344.98	
8301	12/04/2019	Payroll	12	EFT	James R Reese	2,832.24	
8302	12/04/2019	Payroll	12	EFT	Jonathan J Rickard	6,068.47	
8303	12/04/2019	Payroll	12	EFT	Michael J Rizzitiello	4,269.16	
8304	12/04/2019	Payroll	12	EFT	Antonin R Rosales	8.53	
8305	12/04/2019	Payroll	12	EFT	Heather M Schermann	344.98	
8306	12/04/2019	Payroll	12	EFT	Andrew D Schild	4,219.05	
8307	12/04/2019	Payroll	12	EFT	Dylan E Schmick	3,068.02	
8308	12/04/2019	Payroll	12	EFT	Melodie A Selby	339.98	
8309	12/04/2019	Payroll	12	EFT	Troy E Tomaras	5,739.95	
8310	12/04/2019	Payroll	12	EFT	Brandon L Torrescano	1,378.40	
8311	12/04/2019	Payroll	12	EFT	Byron P Trop	344.98	
8312	12/04/2019	Payroll	12	EFT	Jacob K Wallace	8.52	
8313	12/04/2019	Payroll	12	EFT	Daniel I Watkins	3,377.16	
8314	12/04/2019	Payroll	12	EFT	Troy J Williams	2,220.36	
8315	12/04/2019	Payroll	12	EFT	David W Winter	5,736.98	
8334	12/04/2019	Payroll	12	EFT	American Family Life Ins	1,515.28	Pay Cycle(s) 12/04/2019 To 12/04/2019 - AFLAC-Post Tax; Pay Cycle(s) 12/04/2019 To 12/04/2019 - AFLAC-Pre Tax
8335	12/04/2019	Payroll	12	EFT	Association Of Washington Cities	59,834.73	Pay Cycle(s) 12/04/2019 To 12/04/2019 - Health First-250; Pay Cycle(s) 12/04/2019 To 12/04/2019 - AWC Life-Emp; Pay Cycle(s) 12/04/2019 To 12/04/2019 - AWC Life-Dep; Pay Cycle(s) 12/04/2019 To 12/04/2
8336	12/04/2019	Payroll	12	EFT	Internal Revenue Service (Payroll)	50,884.69	941 Deposit for Pay Cycle(s) 12/04/2019 - 12/04/2019
8337	12/04/2019	Payroll	12	EFT	Mass Mutual	5,295.37	Pay Cycle(s) 12/04/2019 To 12/04/2019 - 457 Def Comp
8338	12/04/2019	Payroll	12	EFT	Oregon Department Of Revenue	948.00	Pay Cycle(s) for OR Tax 12/04/2019 - 12/04/2019
8339	12/04/2019	Payroll	12	EFT	State Of Washington	42,807.99	Pay Cycle(s) 12/04/2019 To 12/04/2019 - Leoff 2; Pay Cycle(s) 12/04/2019 To 12/04/2019 - Pers 1; Pay Cycle(s) 12/04/2019 To 12/04/2019 - Pers 2; Pay Cycle(s) 12/04/2019 To 12/04/2019 - Pers 3
8340	12/04/2019	Payroll	12	EFT	Washington Teamsters Welfare Trust	17,386.60	Pay Cycle(s) 12/04/2019 To 12/04/2019 - Teamsters Dental; Pay Cycle(s) 12/04/2019 To 12/04/2019 - Teamsters Medical; Pay Cycle(s) 12/04/2019 To 12/04/2019 - Teamsters Time Loss; Pay Cycle(s) 12/04/201
8547	12/13/2019	Payroll	12	EFT	Eric H Adams	1,414.01	
8548	12/13/2019	Payroll	12	EFT	Dennis R Anderson	1,597.04	

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8549	12/13/2019	Payroll	12	EFT	M Wade Antle	230.24	
8550	12/13/2019	Payroll	12	EFT	Larry R Bohlman	1,737.78	
8551	12/13/2019	Payroll	12	EFT	John A Boose	1,519.07	
8552	12/13/2019	Payroll	12	EFT	Brielle M Brink	1,088.43	
8553	12/13/2019	Payroll	12	EFT	Brian J Carleton	2,478.11	
8554	12/13/2019	Payroll	12	EFT	DaShari D Cinnamon	1,008.33	
8555	12/13/2019	Payroll	12	EFT	Tanner C Cole	1,211.58	
8556	12/13/2019	Payroll	12	EFT	Laurencio Cota De La Cruz	1,316.70	
8557	12/13/2019	Payroll	12	EFT	Salvador M Diaz	1,576.46	
8558	12/13/2019	Payroll	12	EFT	Shawn R Doering	1,012.74	
8559	12/13/2019	Payroll	12	EFT	Robert J Endsley	1,450.74	
8560	12/13/2019	Payroll	12	EFT	Patrick J Evensen	1,924.04	
8561	12/13/2019	Payroll	12	EFT	Jeffrey R Goodson	230.24	
8562	12/13/2019	Payroll	12	EFT	Robert D Gordon	2,031.74	
8563	12/13/2019	Payroll	12	EFT	Travis B Grove	1,255.03	
8564	12/13/2019	Payroll	12	EFT	Paul D Hartwig	276.29	
8565	12/13/2019	Payroll	12	EFT	Michael C Holden	1,049.11	
8566	12/13/2019	Payroll	12	EFT	Carolyn S Holm	903.65	
8567	12/13/2019	Payroll	12	EFT	Joseph T Langlois	1,434.86	
8568	12/13/2019	Payroll	12	EFT	Kenneth A Martin	399.36	
8569	12/13/2019	Payroll	12	EFT	Jacqueline K Miller	849.03	
8570	12/13/2019	Payroll	12	EFT	Lisa R Neissl	1,595.44	
8571	12/13/2019	Payroll	12	EFT	Alan J Parker	1,551.83	
8572	12/13/2019	Payroll	12	EFT	Michael J Rizzitiello	3,426.31	
8573	12/13/2019	Payroll	12	EFT	Dylan E Schmick	1,133.21	
8574	12/13/2019	Payroll	12	EFT	Brandon L Torresco	1,393.01	
8575	12/13/2019	Payroll	12	EFT	Daniel I Watkins	1,520.51	
8576	12/13/2019	Payroll	12	EFT	Troy J Williams	1,691.05	
8970	12/05/2019	Claims	12	EFT	Xpress Solutions, Inc.	692.54	December 2019 Xpress Bill Pay Fee
8971	12/03/2019	Claims	12	EFT	Paymentech	45.20	Paymentech Fees - CCD
8972	12/03/2019	Claims	12	EFT	Paymentech	1,318.91	5887130 - Utility Payments Paymentech Fees - CCD
8975	12/13/2019	Payroll	12	EFT	Internal Revenue Service (Payroll)	10,026.26	5887130 - Utility Payments 941 Deposit for Pay Cycle(s) 12/13/2019 - 12/13/2019
8976	12/13/2019	Payroll	12	EFT	Oregon Department Of Revenue	6.00	Pay Cycle(s) for OR Tax 12/13/2019 - 12/13/2019
9041	12/31/2019	Payroll	12	EFT	State Of Washington	874.69	July - December Non-LEOFF Contributions
8341	12/04/2019	Payroll	12	52084	AWC Life Insurance	126.50	Pay Cycle(s) 12/04/2019 To 12/04/2019 - Life Insurance
8342	12/04/2019	Payroll	12	52085	American Legal Services	36.20	Pay Cycle(s) 12/04/2019 To 12/04/2019 - Teamsters Legal Defense Fund
8343	12/04/2019	Payroll	12	52086	City Of College Place-General	537.49	Pay Cycle(s) 12/04/2019 To 12/04/2019 - Pay Back- Teamsters
8344	12/04/2019	Payroll	12	52087	City Of College Place	1,380.84	Pay Cycle(s) 12/04/2019 To 12/04/2019 - Flex Spending
8345	12/04/2019	Payroll	12	52088	Fraternal Order Of Police	70.00	Pay Cycle(s) 12/04/2019 To 12/04/2019 - Fraternal Order Of Police
8346	12/04/2019	Payroll	12	52089	C/O BMCU Acct. 59881001 IAFF Local 4203	200.00	Pay Cycle(s) 12/04/2019 To 12/04/2019 - IAFF Local 4203
8347	12/04/2019	Payroll	12	52090	Marianne Barr C/O CPPD Emp Donations	137.50	Pay Cycle(s) 12/04/2019 To 12/04/2019 - CP Police Fund

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8348	12/04/2019	Payroll	12	52091	Teamsters - Police	707.00	Pay Cycle(s) 12/04/2019 To 12/04/2019 - Union Dues - Police
8349	12/04/2019	Payroll	12	52092	Teamsters - Public Employees	683.00	Pay Cycle(s) 12/04/2019 To 12/04/2019 - Union Dues - PW
8350	12/04/2019	Payroll	12	52093	United Way of Walla Walla County	5.00	Pay Cycle(s) 12/04/2019 To 12/04/2019 - Donation - United Way
8351	12/04/2019	Payroll	12	52094	WSCFF Employee Benefit Trust	300.00	Pay Cycle(s) 12/04/2019 To 12/04/2019 - WSCFF Emp Ben Trust
8973	12/31/2019	Payroll	12	52095	Troy E Tomaras	344.83	457 Overage Correction
8316	12/03/2019	Claims	12	78342	City Of College Place-General	175.00	Winterfest 2019- Parade Cash Prizes
8317	12/03/2019	Claims	12	78343	Gwyn Ann Gilmore	200.00	Winterfest 2019- Emcee
8318	12/03/2019	Claims	12	78344	James D Kindle	150.00	Winterfest 2019 Entertainment
8319	12/03/2019	Claims	12	78345	Duane Worden	100.00	Winterfest 2019- Santa
8526	12/11/2019	Claims	12	78346	City Of College Place-General	3,350.54	Monthly Services- December 2019
8630	12/16/2019	Claims	12	78347	City Of College Place	417.00	Replenish Travel Advance Account-December 2019
8669	12/17/2019	Claims	12	78348	City Of College Place-General	55.28	Monthly Services Veterans Park- December 2019
8742	12/23/2019	Claims	12	E78349	WA St. Dept Of Revenue	13,187.03	Written From Use Tax Report; November Excise Tax
8745	12/23/2019	Claims	12	E78350	Pacific Power & Light	11,095.96	Monthly Services- December 2019
8848	12/30/2019	Claims	12	78351	Postmaster	797.78	Utility Bulk Postage- January 2020 Statements
8974	12/31/2019	Claims	12	78352	Banner Bank Credit Cards	11,572.51	9343-CH; 9384-CH; 9400-CH; 9418-CH; 9426-CH; 9467-PD; 9475-PD; 6162-PW; 3647-CH; 9040-PD; 9965-FD; 5994-FD; 9467-PD
8995	12/31/2019	Claims	12	78353	WA St. Board Of Volunteer Firefighters	370.00	2019 Reserve Officers Pension & Disability Fees
8996	12/31/2019	Claims	12	78354	WA St. Dept Of Licensing	142.82	4th Quarter 2019 Dyed Diesel Fuel User Tax
8997	12/31/2019	Claims	12	78355	WA St. Treasurer	383.60	10% Of Forfeited Property- 2019
9076	12/31/2019	Claims	12	78358	Parametrix, Inc	33,388.44	Stormwater Management Plan Contract Close-out
8448	12/10/2019	Claims	12	103032	Abadan Tri-Cities	548.85	Copy Machine Maintenance; FD Copy Machine Maintenance
8449	12/10/2019	Claims	12	103033	Above The Line Cleaning LLC	1,412.00	Cleaning- City Hall- November 2019; Cleaning- Annex- November 2019
8450	12/10/2019	Claims	12	103034	Eric H Adams	51.28	Travel Expense Reimbursement; Travel Expense Reimbursement; Travel Expense Reimbursement; Travel Meal Reimbursement
8451	12/10/2019	Claims	12	103035	Alterations By Nonie	13.07	Sewing Services
8452	12/10/2019	Claims	12	103036	M Wade Antle	100.00	2019 Clothing Allowance Reimbursement
8453	12/10/2019	Claims	12	103037	Azavar Audit Solutions	66.04	Local Government Audit Program Contingency Payment; Local Government Audit Program Contingency Payment
8454	12/10/2019	Claims	12	103038	BIAS Accounting, Inc.	1,250.00	Programs: Essential Training Program- B. Carleton

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8455	12/10/2019	Claims	12	103039	Blue Mountain Humane Society	1,666.68	October 2019 Animal Services;
8456	12/10/2019	Claims	12	103040	Bound Tree Medical, LLC.	372.39	November 2019 Animal Services EMS Supplies; CREDIT MEMO:
8457	12/10/2019	Claims	12	103041	CH2M Hill OMI	86,907.89	EMS Supplies; EMS Supplies WWTP Operations, Maintenance & Management- December 2019
8458	12/10/2019	Claims	12	103042	CHS Primeland	39.06	Fuel Purchased November 2019
8459	12/10/2019	Claims	12	103043	Cascade Analytical, Inc.	1,122.70	Water Testing; Water Testing; Water Testing
8460	12/10/2019	Claims	12	103044	Cascade Natural Gas Corporation	1,717.64	Monthly Services; Monthly Services; Monthly Services; Monthly Services; Monthly Services
8461	12/10/2019	Claims	12	103045	Central Washington Asphalt, Inc.	3,000.00	Professional Services- Paving City Hall
8462	12/10/2019	Claims	12	103046	Centurylink Communications LLC	767.66	Monthly Services; Monthly Services
8463	12/10/2019	Claims	12	103047	Randy Chamberlain	100.00	2019 Clothing Allowance Reimbursement
8464	12/10/2019	Claims	12	103048	College Place Heating &	5,104.33	HVAC Full Maintenance/Winterized- FD; HVAC Full Maintenance-CH; HVAC Full Maintenance- PD; Repairs- FD
8465	12/10/2019	Claims	12	103049	Columbia Rural Electric	689.48	Monthly Services
8466	12/10/2019	Claims	12	103050	Connell Oil, Inc	457.36	Engine Oil
8467	12/10/2019	Claims	12	103051	Crown Paper & Janitorial Supply Inc	179.88	Supplies-FD
8468	12/10/2019	Claims	12	103052	Dave's Diesel Technology Corporation	1,282.41	Repair
8469	12/10/2019	Claims	12	103053	Shawn R Doering	119.41	Reimbursement: Wellness Luncheon Prizes
8470	12/10/2019	Claims	12	103054	Ferguson Enterprises, Inc.	10,166.48	Parts; Parts; Parts
8471	12/10/2019	Claims	12	103055	Home Depot Credit Services	1,095.59	Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot
8472	12/10/2019	Claims	12	103056	IBS Inc.	184.13	Supplies
8473	12/10/2019	Claims	12	103057	InterMountain Education Service District	264.58	Cable HDMI Adapter Cables; 5 Port Gigabit Desktop Switches; Keyboard/Mouse Wireless Combo
8474	12/10/2019	Claims	12	103058	Jones Truck & Implement	45.64	Parts; Parts
8475	12/10/2019	Claims	12	103059	Kilmer's Auto Parts, Inc.	62.51	Parts
8476	12/10/2019	Claims	12	103060	L N Curtis & Sons	169.57	Aircheck Air Analysis
8477	12/10/2019	Claims	12	103061	L&G Ranch Supply Inc. - Acct # 270	17.40	Supplies
8478	12/10/2019	Claims	12	103062	Laboratory Corporation of America	169.00	FD- Pre-Employment Drug Testing
8479	12/10/2019	Claims	12	103063	Les Schwab Tire Center - CP	2,558.01	Winter Change-Over; Trailer Tire; Tubeless Tires For CAT Backhoe
8480	12/10/2019	Claims	12	103064	Morpho USA Inc.	12,280.93	Finger Print Machine

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8481	12/10/2019	Claims	12	103065	Municipal Code Corporation	275.00	Administrative Support Fee- 12/1/19-11/30/20
8482	12/10/2019	Claims	12	103066	Napa Of Walla Walla	967.38	Parts; Parts; RETURN CREDIT; Parts; Parts; Parts; Parts; Parts; Parts; Parts; Parts; Parts; RETURN CREDIT; Parts; Parts; Parts; Parts
8483	12/10/2019	Claims	12	103067	Norco	128.94	Supplies-PW; Supplies-PW
8484	12/10/2019	Claims	12	103068	OXARC Inc	55.70	Oxygen
8485	12/10/2019	Claims	12	103069	One Call Concepts Inc.	24.61	Utility Notifications- November 2019
8486	12/10/2019	Claims	12	103070	Outwest Printing	679.76	Fold / Stuff Utility Statements- November 2019; Fold/Stuff Utility Statements- October 2019
8487	12/10/2019	Claims	12	103071	Pape Machinery, Inc.	10.59	Parts
8488	12/10/2019	Claims	12	103072	Pepsi Cola Bottling of Walla Walla	166.75	Water- PW; Water- PW; Water- PD; Water- PD; Water- Annex; Water-Annex; Water- CH; Water- CH
8489	12/10/2019	Claims	12	103073	Pitney Bowes Global Financial Serv. LLC.	360.14	Quarterly Postage Meter Lease
8490	12/10/2019	Claims	12	103074	Platt Electric Supply	136.40	Supplies
8491	12/10/2019	Claims	12	103075	Port Of Walla Walla	1,200.00	State Representation- November 2019
8492	12/10/2019	Claims	12	103076	Quality Petroleum Products, Inc.	6,232.95	Fuel; Fuel; Fuel; Fuel
8493	12/10/2019	Claims	12	103077	Quill Corporation	441.44	Office Supplies; Office Supplies; Office Supplies; Office Supplies; Office Supplies
8494	12/10/2019	Claims	12	103078	RH2 Engineering, Inc.	73,727.85	Water System Consolidation And Well No 2 Relocation - PH 3 Well 2 Relocation; Water System Consolidation And Well #2 Relocation- Phase 1 Well Location & Connection To CCF
8495	12/10/2019	Claims	12	103079	Relentless LLC	599.00	2019 Desert Snow Tour- Criminal & Terrorist Interdiction Workshop- B. Fortin
8496	12/10/2019	Claims	12	103080	San Diego Police Equipment Co. Inc.	1,000.51	Ammunition Purchase
8497	12/10/2019	Claims	12	103081	Heather Schermann	58.00	Travel Expense- Elected Officials Essentials
8498	12/10/2019	Claims	12	103082	Andrew D Schild	16.27	Travel Expense Reimbursement
8499	12/10/2019	Claims	12	103083	Snap On Tools - Dan's Tool Truck	54.89	Shop Tools
8500	12/10/2019	Claims	12	103084	Sun Rental Center	40.34	Supplies
8501	12/10/2019	Claims	12	103085	Telare' Law, PLLC	188.25	November 2019 Legal Services- Hourly
8502	12/10/2019	Claims	12	103086	Tom Denchel Ford Country	876.09	Repair
8503	12/10/2019	Claims	12	103087	WA Association Of Sheriffs &	300.00	WASPC 2019 Fall Conference Registration - T.Tomaras
8504	12/10/2019	Claims	12	103088	WA St. Consolidated Tech. Services	285.00	PD VPN Monthly Services- November 2019
8505	12/10/2019	Claims	12	103089	WA St. Dept Of Transportation - SCR	997.49	Plans Review & Inspection Costs; Signal Maintenance
8506	12/10/2019	Claims	12	103090	WA St. Patrol, Accounts Receivable	97.75	Background Checks- November 2019

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8507	12/10/2019	Claims	12	103091	Walla Walla City of	7,200.00	CP Share - Micro-Business Assistance Program Contribution- 2019
8508	12/10/2019	Claims	12	103092	Walla Walla County Corrections Dept	1,088.12	October 2019 Jail Services
8509	12/10/2019	Claims	12	103093	Walla Walla Regional Water Testing Servi	270.00	Water Testing
8510	12/10/2019	Claims	12	103094	Walla Walla Saw, LLC	79.22	Supplies
8511	12/10/2019	Claims	12	103095	Walla Walla Union Bulletin	1,298.15	
8512	12/10/2019	Claims	12	103096	Washington Cities Insurance Authority	18,120.00	December 2019 Insurance Premium
8513	12/10/2019	Claims	12	103097	Webcheck, Inc	310.88	November 2019 Webcheck Services
8514	12/10/2019	Claims	12	103098	The Wesley Group	2,961.21	Labor Relations
8515	12/10/2019	Claims	12	103099	Western States Equipment Co.	4,257.30	Repair
8640	12/16/2019	Claims	12	103100	Dwight & Sylvia Bartlett #	98.50	221 NWRuby Ln
8641	12/16/2019	Claims	12	103101	Jefrey & Erika Bockmann	45.87	21 SELarch Ave
8642	12/16/2019	Claims	12	103102	Larry Bohlman	230.81	1010 SEBirch Ave
8643	12/16/2019	Claims	12	103103	Ida Maygene Borden	211.58	1224 SECentral Ave
8644	12/16/2019	Claims	12	103104	James & Christi Brennan	120.00	305 NE Cottonwood Pl
8645	12/16/2019	Claims	12	103105	Nathanael & Janalee Coffeen	66.74	116 Pinewood Ln
8646	12/16/2019	Claims	12	103106	Ben Dawson	106.39	309 SW6th St
8647	12/16/2019	Claims	12	103107	Timothy & Valerie Ewert	446.01	30 SE4th St 30-34
8648	12/16/2019	Claims	12	103108	Hayden Homes LLC	378.71	540 SWAngelina Lp
8649	12/16/2019	Claims	12	103109	Hayden Homes LLC	255.37	1110 SWVirginia St
8650	12/16/2019	Claims	12	103110	Steven Hughes	179.22	1307 SW4th St
8651	12/16/2019	Claims	12	103111	Stanley & Roberta Hutchins ^	163.44	929 NEEmpire St
8652	12/16/2019	Claims	12	103112	Don J & Mary Kirk #	179.63	224 NWSchnabel Ln
8653	12/16/2019	Claims	12	103113	Eric Kreye #	101.05	152 NWDestito Ct
8654	12/16/2019	Claims	12	103114	Jake & Shara Ann Mendoza	160.18	1250 SWGreeley St
8655	12/16/2019	Claims	12	103115	Eric Miller	96.88	299 NEDeccio Rd
8656	12/16/2019	Claims	12	103116	James G & Jackie L Neubauer #	288.45	302 NERedwood Pl
8657	12/16/2019	Claims	12	103117	Outline Holdings Northwest LLC	135.11	35 NEAlpine Dr
8658	12/16/2019	Claims	12	103118	Gwynne & Ione Richardson	331.33	557 SEMagnoni Dr
8659	12/16/2019	Claims	12	103119	Celestino Salazar	159.30	501 SE6th St
8660	12/16/2019	Claims	12	103120	James & Ruth Smith Trust	206.02	19 SELarch Ave
8747	12/23/2019	Claims	12	103121	123 Printing	389.86	Business Cards- B. Carleton; Inspection Books
8748	12/23/2019	Claims	12	103122	Andy's Market, LLC	15.33	Supplies
8749	12/23/2019	Claims	12	103123	Armored Knights Locksmith	21.24	Automotive Keys
8750	12/23/2019	Claims	12	103124	Bennett's Locksmith, LLC	130.44	Service Call/Lock Repair Dorm Room #4
8751	12/23/2019	Claims	12	103125	Bound Tree Medical, LLC.	38.46	EMS Supplies; EMS Supplies
8752	12/23/2019	Claims	12	103126	CI Shred	83.19	City Hall Bin & PD Extra Bins
8753	12/23/2019	Claims	12	103127	CenturyLink Communications LLC	64.74	Monthly Services; Monthly Services
8754	12/23/2019	Claims	12	103128	Rachel Lynn Cortez	2,400.00	Indigent Defense Services For December 2019
8755	12/23/2019	Claims	12	103129	Corwin Ford - Tri Cities	294.99	Supplies; CREDIT MEMO: SOR Cover (Inv 440665)
8756	12/23/2019	Claims	12	103130	Alexander V. Dudenkov	625.97	Commercial Carpet Cleaning-Council Chambers; Wall Sound Panels
8757	12/23/2019	Claims	12	103131	Ferguson Enterprises, Inc.	6,682.08	Parts; Parts; Parts
8758	12/23/2019	Claims	12	103132	H D Fowler Inc.	55.95	Supplies
8759	12/23/2019	Claims	12	103133	HDI, A Division of PBS	31,777.26	"C" Street & Cedar Ave Project- "C" Street Construction

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8760	12/23/2019	Claims	12	103134	InterMountain Education Service District	77.72	IT Supplies; IT Supplies
8761	12/23/2019	Claims	12	103135	J-U-B Engineers, Inc.	18,839.95	College Place- SW Sewer Collection System; WWTP Design
8762	12/23/2019	Claims	12	103136	KIE Supply Corporation	11.06	Supplies
8763	12/23/2019	Claims	12	103137	Leroy Survey Consulting	100.00	BLA Review- Ben Dawson BLA Survey
8764	12/23/2019	Claims	12	103138	Les Schwab Tire Center - CP	65.22	Winter Change Over
8765	12/23/2019	Claims	12	103139	Pape Machinery, Inc.	88.04	Part; Part; Parts
8766	12/23/2019	Claims	12	103140	Platt Electric Supply	158.47	Supplies
8767	12/23/2019	Claims	12	103141	Pyro Spectaculars North	2,000.00	December 2019 Winterfest Fireworks Display
8768	12/23/2019	Claims	12	103142	Quill Corporation	444.01	Office Equipment; Office Supplies; Office Supplies; Office Supplies
8769	12/23/2019	Claims	12	103143	MF Ranch And Home, Inc	1.50	FC On 8/28/19 Invoice
8770	12/23/2019	Claims	12	103144	Staples Credit Plan	86.62	Supplies; Office Supplies
8771	12/23/2019	Claims	12	103145	Territorial Supplies Inc.	160.33	Supplies
8772	12/23/2019	Claims	12	103146	WA St. Auditor's Office	1,084.57	Accountability Audit
8773	12/23/2019	Claims	12	103147	WA St. Criminal Justice	200.00	Training Collision Investigation-Basic
8774	12/23/2019	Claims	12	103148	WA St. Dept Of Ecology	2,235.85	Annual Biosolids Permit
8775	12/23/2019	Claims	12	103149	Walla Walla Clinic, Inc	200.00	Pre-Employment Physical- J. Price; Pre-Employment Physical- J. Price
8776	12/23/2019	Claims	12	103150	Walla Walla Community College	699.00	Leadership Walla Walla- C. Holm
8777	12/23/2019	Claims	12	103151	Western States Equipment Co.	79.81	Part
8890	12/31/2019	Claims	12	103152	Regency At The Park BD College Place I LLC	17,216.00	Room/Board D. Lepiane; Room/Board- D. Lepiane
8891	12/31/2019	Claims	12	103153	Blue Mountain Humane Society	833.34	December 2019 Animal Services
8892	12/31/2019	Claims	12	103154	Byrnes Oil	22.40	Shop Supplies
8893	12/31/2019	Claims	12	103155	Corrosion Solutions Inc.	1,300.00	Inspection Services
8894	12/31/2019	Claims	12	103156	Corwin Ford - Tri Cities	22.09	Supplies
8895	12/31/2019	Claims	12	103157	Dayl Graves Inc.	548.70	Parts
8896	12/31/2019	Claims	12	103158	HDJ, A Division of PBS	38,202.13	"C" Street & Cedar Ave Project- "C" Street Construction
8897	12/31/2019	Claims	12	103159	InterMountain Education Service District	69.24	Cables For Window Monitors
8898	12/31/2019	Claims	12	103160	KIE Supply Corporation	17.65	Supplies
8899	12/31/2019	Claims	12	103161	Les Schwab Tire Center - CP	752.64	Tires
8900	12/31/2019	Claims	12	103162	Natural Selection Farms, Inc.	7,466.60	Disposal Of Biosolids
8901	12/31/2019	Claims	12	103163	Norco	15.58	Supplies- PW
8902	12/31/2019	Claims	12	103164	Platt Electric Supply	633.89	Supplies; Supplies
8903	12/31/2019	Claims	12	103165	Quill Corporation	270.64	Supplies; Office Supplies
8904	12/31/2019	Claims	12	103166	Saranto Farms	1,477.50	Salt
8905	12/31/2019	Claims	12	103167	Schneider Equipment Inc.	15,866.10	Pay Estimate #6- Well #2
8906	12/31/2019	Claims	12	103168	Snap On Tools - Dan's Tool Truck	157.23	Shop Tool
8907	12/31/2019	Claims	12	103169	TD&H Engineering	4,491.00	Safewalk Program Conceptual Plan Services
8908	12/31/2019	Claims	12	103170	Verizon Wireless	2,125.79	Monthly Services
8909	12/31/2019	Claims	12	103171	WA St. Dept Of Transportation - SCR	238.28	Signal Maintenance
8910	12/31/2019	Claims	12	103172	Walla Walla County Auditor	6,441.61	CP Share Direct Election Costs- General Election 11/5/19; CP Share Direct Election Costs- Primary Election 8/6/19
8911	12/31/2019	Claims	12	103173	Walla Walla County	391.17	12/31/2019 Liquor Profits, TRN8854; TrRec#67709

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City Of College Place

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
8998	12/31/2019	Claims	12	103178	Above The Line Cleaning LLC	1,412.00	Cleaning- Annex- December 2019; Cleaning- City Hall- December 2019
8999	12/31/2019	Claims	12	103179	Eric H Adams	28.57	Travel Meal Reimbursement; Travel Meal Reimbursement; Travel Meal Reimbursement
9000	12/31/2019	Claims	12	103180	Jeffery B. Adams	800.00	Interpreter Services- 3rd & 4th Qtr 2019
9001	12/31/2019	Claims	12	103181	Anderson-Perry & Associates, Inc.	7,032.25	Design Engineering- 10th Street Improvements
9002	12/31/2019	Claims	12	103182	Rachel Bly	96.00	Transcription- RFP City Of College Place Vs. Walla Walla County
9003	12/31/2019	Claims	12	103183	Bound Tree Medical, LLC.	192.70	EMS Supplies; EMS Supplies
9004	12/31/2019	Claims	12	103184	Broetje Orchards, LLC	235,150.00	2nd Installment Of Water Right Agreement Per Contract
9005	12/31/2019	Claims	12	103185	CHS Primeland	146.25	Fuel Purchased- December 2019; Fuel Purchased- December 2019
9006	12/31/2019	Claims	12	103186	Cascade Natural Gas Corporation	1,975.12	Monthly Services; Monthly Services; Monthly Services; Monthly Services
9007	12/31/2019	Claims	12	103187	Central Washington Asphalt, Inc.	3,195.78	Damson Pre Level
9008	12/31/2019	Claims	12	103188	Clean 'N Dry	871.62	Tile/Grout Cleaning & Sealing
9009	12/31/2019	Claims	12	103189	College Place Heating &	1,089.72	Repairs- FD
9010	12/31/2019	Claims	12	103190	Connell Oil, Inc	1,296.14	Supplies
9011	12/31/2019	Claims	12	103191	Culbert Construction, Inc	801,617.85	NE "C" Street Reconstruction Project Pay Estimate #6
9012	12/31/2019	Claims	12	103192	Hays Electric, LLC	16,635.81	Fire Alarm System Upgrade; Emergency Exit Signs W/ Egress Lighting; City Hall LED Lighting
9013	12/31/2019	Claims	12	103193	Home Depot Credit Services	651.10	Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot; Home Depot
9014	12/31/2019	Claims	12	103194	Integrity Laundry Solutions	69.09	Supplies
9015	12/31/2019	Claims	12	103195	Laboratory Corporation of America	338.00	FD- Pre-Employment Drug Testing; FD- Pre-Employment Drug Testing
9016	12/31/2019	Claims	12	103196	Les Schwab Tire Center - CP	2,238.08	Tires; Tires
9017	12/31/2019	Claims	12	103197	Northwest Code Professionals	939.36	Inspection Coverage
9018	12/31/2019	Claims	12	103198	One Call Concepts Inc.	24.61	Utility Notifications- December 2019
9019	12/31/2019	Claims	12	103199	Outwest Printing	682.23	Fold / Stuff Utility Statements For January 2020; Fold/Stuff Utility Statements- January 2019 Billing/February Statements- Not Billed @time Of Service
9020	12/31/2019	Claims	12	103200	Pepsi Cola Bottling of Walla Walla	137.75	Water- Annex; Water- Annex; Water- CH; Water- PD; Water- PD; Water- PW; Water- PW
9021	12/31/2019	Claims	12	103201	Postal Annex #397	83.50	Shipping Services- PW
9022	12/31/2019	Claims	12	103202	Public Safety Testing, Inc	128.00	Subscription Fees- 4th QTR 2019
9023	12/31/2019	Claims	12	103203	Quality Petroleum Products, Inc.	5,801.34	Fuel; Fuel; Fuel; Fuel

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City Of College Place
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
9024	12/31/2019	Claims	12	103204	RH2 Engineering, Inc.	312.11	Water System Consolidation And Well #2 Relocation- Phase 1B
9025	12/31/2019	Claims	12	103205	SafeBuilt Washington, LLC	285.89	Plan Review Services- November 2019
9026	12/31/2019	Claims	12	103206	San Diego Police Equipment Co. Inc.	1,819.73	Ammunition
9027	12/31/2019	Claims	12	103207	Solid Waste Systems, Inc	6,261.71	Replace Engine
9028	12/31/2019	Claims	12	103208	Staples Credit Plan	195.65	Chair- S. Doering
9029	12/31/2019	Claims	12	103209	Systems Design West, LLC	1,107.60	Ambulance Billing Services- November 2019
9030	12/31/2019	Claims	12	103210	Telare' Law, PLLC	197.80	December 2019 Legal Services- Hourly
9031	12/31/2019	Claims	12	103211	WA St. Criminal Justice	6,694.00	BLEA 799- E. Adams & B. Torrescano
9032	12/31/2019	Claims	12	103212	Walla Walla City of	450.00	CP Share WSP Access User Fee 4th QTR, Cust #09001 10/1/19-12/31/19
9033	12/31/2019	Claims	12	103213	Walla Walla Communications	326.10	Base Station Radio Remote Control
9034	12/31/2019	Claims	12	103214	Walla Walla County Corrections Dept	1,232.86	November 2019 Jail Services
9035	12/31/2019	Claims	12	103215	Walla Walla Union Bulletin	2,138.86	Public Hearing: 2020 Annual Budget; Ord. No. 19-022; Ord. No. 19-026; Ord. No. 19-025; Ord. No. 19-023; Proposals: 4Bikes Project Final Design; Call For Bids: Lamperti St Overlay & Sidewalk Project; A
9036	12/31/2019	Claims	12	103216	Walt's Plumbing & Septic Tank Service LL	68.00	Gun Range Restroom- November 2019
9037	12/31/2019	Claims	12	103217	Webcheck, Inc	169.57	December 2019 Webcheck Services
9038	12/31/2019	Claims	12	103218	The Wesley Group	525.00	Labor Relations
9040	12/31/2019	Claims	12	103220	Woodpecker Truck Of Washington	134.42	Parts
9056	12/31/2019	Claims	12	103236	Abadan Tri-Cities	184.03	Copy Machine Maintenance; FD Copy Machine Maintenance
9057	12/31/2019	Claims	12	103237	Regency At The Park BD College Place I LLC	200.00	Managed Care Coinsurance- D. Lepiane
9058	12/31/2019	Claims	12	103238	Bennett's Locksmith, LLC	6,191.51	Rekey City Hall & Police Department
9059	12/31/2019	Claims	12	103239	Columbia Rural Electric	705.63	Monthly Services
9060	12/31/2019	Claims	12	103240	Culwell, Rea Lynn	17,491.16	Attorney Services- November 2019; Attorney Services- December 2019
9061	12/31/2019	Claims	12	103241	G.R. Dohrn and Associates	14,287.50	Comprehensive Plan Update- Task 3 & 4
9062	12/31/2019	Claims	12	103242	Graphic Apparel	48.89	PW Safety Vest- L. Cota
9063	12/31/2019	Claims	12	103243	HDJ, A Division of PBS	29,078.92	"C" Street & Cedar Ave Project- "C" Street Construction
9064	12/31/2019	Claims	12	103244	Hays Electric, LLC	6,639.33	City Hall Lighting; Fire Alarm System Upgrade/Replacement
9065	12/31/2019	Claims	12	103245	J-U-B Engineers, Inc.	26,461.64	College Place- SW Sewer Collection System
9066	12/31/2019	Claims	12	103246	L N Curtis & Sons	516.96	Rubber Firefighter Boots

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City Of College Place
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			558 Planning/Community Development			39,779.70	
			567 Alcohol & Drug Treatment/WW County			391.17	
			573 Spectator & Community Events			4,039.36	
			576 Parks & Recreation			9,621.01	
			589 Non-Expenditures			-976.15	
		001 Current Expense Fund				410,318.98	
			518 Data Processing Services			1,774.08	
		012 Technology Reserve Fund				1,774.08	
			517 Employee Benefit Program			18,110.00	
		061 Employee Benefit Reserve Fund				18,110.00	
			532			7.72	
			542 Road & Street Maintenance			27,145.83	
			543 Road & Street General Admin.			6,380.32	
			544 Engineering			6,466.51	
		100 Street Fund				40,000.38	
			521 Law Enforcement			1,009.24	
		120 Criminal Justice Fund				1,009.24	
			542 Road & Street Maintenance			401,984.42	
		311 Street Improvement Fund				401,984.42	
			519 Other General Gov Services			36,132.82	
		315 Facility Maintenance Reserve Fund (CE)				36,132.82	
			006 Charges For Goods & Services			464.31	
			534 Water Utilities			91,317.17	
		400 Water Fund				91,781.48	
			006 Charges For Goods & Services			2,343.26	
			535 Wastewater Utilities			128,810.77	
		401 Wastewater Fund				131,154.03	
			006 Charges For Goods & Services			547.87	
			531 Stormwater			17,993.88	
		402 Stormwater Fund				18,541.75	
			531 Stormwater			195,586.57	
		403 Stormwater Capital Reserve Fund				195,586.57	
			534 Water Utilities			487,557.21	
		410 Water Capital Reserve Fund				487,557.21	
			535 Wastewater Utilities			163,440.73	
		411 Wastewater Capital Reserve Fund				163,440.73	
			006 Charges For Goods & Services			257.61	
		412 Wastewater Debt Service Fund				257.61	
			006 Charges For Goods & Services			347.54	
		413 Water Capital Improvement Reserve Fund				347.54	
			534 Water Utilities			102,074.26	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
9067	12/31/2019	Claims	12	103247	Napa Of Walla Walla	2,021.61	Parts; Parts; RETURN/CREDIT; Parts; Parts; Shop Supplies; Parts; Parts; Shop Supplies; Parts; Shop Supplies; Parts; RETURN/CREDIT & Shop Supplies; Shop Supplies; Parts; Parts; Parts; Parts; Par
9068	12/31/2019	Claims	12	103248	Perfection Glass, Inc.	3,666.17	Admin Office Enclosure-Aluminum Outswing Kawneer GlassVent And Windows
9069	12/31/2019	Claims	12	103249	Providence St Mary Occupational Health	92.25	Fitness Exam- J. Langlois
9070	12/31/2019	Claims	12	103250	RH2 Engineering, Inc.	27,946.13	Water System Consolidation And Well #2 Relocation- Phase 1 Well Location & Connection To CCF
9071	12/31/2019	Claims	12	103251	SafeBuilt Washington, LLC	1,326.18	Plan Review Services- December 2019
9072	12/31/2019	Claims	12	103252	WA St. Auditor's Office	4,704.70	Accountability Audit
9073	12/31/2019	Claims	12	103253	WA St. Consolidated Tech. Services	285.00	PD VPN Monthly Services- December 2019
9074	12/31/2019	Claims	12	103254	WA St. Patrol, Accounts Receivable	26.50	Background Checks- December 2019
9075	12/31/2019	Claims	12	103255	Walla Walla City of	3,535.66	Add Code On Invoice-Consulting Service- ESCI For Fire/EMS Consolidation Purposes
9077	12/31/2019	Claims	12	103256	RH2 Engineering, Inc.	4,572.03	Water System Consolidation And Well No 2 Relocation - PH 3 Well 2 Relocation
8233	12/03/2019	Claims	14	1921	David W Winter	293.00	Incident Managment Team Training- St. Louis,MO
8981	12/06/2019	Claims	15	EFT	Navia Benefit Solutions	83.00	FSA Participant Fees 11/01/19-11/30/19
8982	12/03/2019	Claims	15	EFT	Navia Benefit Solutions	308.82	Health Care FSA Disbursement 11/22-11/30/19
8983	12/10/2019	Claims	15	EFT	Navia Benefit Solutions	38.52	Health Care FSA Disbursement 12/6/19
8984	12/10/2019	Claims	15	EFT	Navia Benefit Solutions	318.72	Health Care FSA Disbursement 11/30-12/6/19
8985	12/17/2019	Claims	15	EFT	Navia Benefit Solutions	88.98	Health Care FSA Disbursement 12/6-12/13/19
8986	12/24/2019	Claims	15	EFT	Navia Benefit Solutions	1,730.59	Health Care FSA Disbursement 12/13-12/20/19
8987	12/31/2019	Claims	15	EFT	Navia Benefit Solutions	42.79	Health Care FSA Disbursement 12/20-12/27/19
						10,604.76	511 Legislative
						3,296.00	512 Municipal Court
						11,209.58	513 Executive
						13,052.17	514 Finance & Administration
						17,877.21	515 Legal
						7,461.64	516 Personnel
						83.00	517 Employee Benefit Program
						18,912.81	519 Other General Gov Services
						7,039.33	520 City Clerk/Records
						173,883.25	521 Law Enforcement
						44,881.77	522 Fire Control
						2,320.98	523 Detention & Correction
						19,715.17	524 Building Inspection
						27,126.22	526 Emergency Medical Services

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City Of College Place

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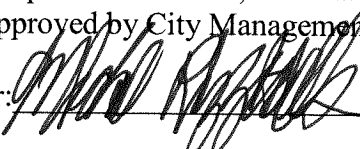
12/01/2019 To: 12/31/2019

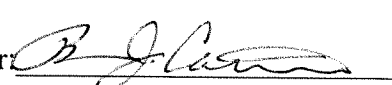
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		431 Water System Construction Fund				102,074.26	
		548 Equipment Rental & Replacement				52,377.85	
		500 Equipment Rental & Replacement				52,377.85	
		589 Non-Expenditures				2,528.42	
		625 Flexible Benefits Plan Fund				2,528.42	
						Claims:	1,765,000.78
						Payroll:	389,976.59
* Transaction Has Mixed Revenue And Expense Accounts						2,154,977.37	

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

City Administrator: 

Finance Director: 

WE, the undersigned members of the City Council of the City of College Place, Walla Walla County, Washington, representing the entire Council in attendance, DO HEREBY certify that the Council has reviewed the above list of expenditures and related vouchers or checks for the period described, has discussed any concerns with City Management and Staff and has had any such concerns answered adequately. We further certify that the above list of expenditures has been approved by the City of College Place City Council, DATED this _____ day of _____, 2019.

X _____ X _____ X _____
 Councilmember Councilmember Councilmember

CASH FLOW REPORT

City of College Place
YTD 2019

REVENUES

Fund #	Fund Name	January*	February	March	April	May	June	July	August	September	October	November	December	YTD
001	Current Expense Fund	\$386,599	\$ 291,871	\$ 445,804	\$ 586,968	\$ 1,315,977	\$487,205	\$ 361,680	\$ 347,495	\$ 422,868	\$ 523,849	\$ 1,108,368	\$ 452,380	\$6,731,063
5	Current Expense Fund Reserve	-	-	-	-	-	200,000	442	519	(52)	(42)	89	170	201,125
12	Technology Reserve Fund	922	294	1,354	(223)	654	46,677	667	781	(77)	(62)	127	238	51,354
61	Employee Benefit Reserve Fund	850	282	1,372	(226)	686	734	615	720	(73)	(58)	121	232	5,255
100	Street Fund	16,561	16,123	22,723	14,281	23,201	360,423	22,883	18,365	136,660	18,784	16,938	23,718	690,660
120	Criminal Justice Fund	3,302	28	132	3,203	49	50	3,427	53	(5)	3,387	8	14	13,648
121	Forfeited Proceeds Fund	7	192	45	(2)	6	6	5	6	(1)	(0)	1	2	266
130	Hotel/Motel Tax	995	1,197	919	712	1,703	912	1,556	1,801	1,823	1,433	1,897	1,282	16,229
201	ULTGO Bond Fund	0	0	99,375	2	0	0	0	0	389,675	6	0	0	489,061
202	99 South End Bond Fund	1	1	51,127	2	1	0	1	1	1	1	1	1	51,138
235	Commercial Drive Bond Debt Service Fund	52	48	140,533	49	44	203	199	133	164	158	131	142	141,857
301	Street Capital Contribution Fund	62,572	3	4	1	1	1	1	1	1	1	1	1	62,585
305	Capital Improvement Fund (REET)	10,295	3,944	7,544	6,280	6,983	14,743	22,889	18,156	15,223	18,284	16,594	18,264	159,198
306	Capital Improvement Fund (REET 2)	74,971	4,028	7,948	6,213	7,127	14,915	18,027	18,296	24,413	66,764	21,658	18,391	282,749
311	Street Improvement Fund	1,023	344	1,661	71,081	767	763	500,585	143,866	13,677	343,887	2,472	400,100	1,480,226
315	Facility Maintenance Reserve Fund (CE)	352	118	560	(92)	164	150,161	428	489	(48)	(27)	57	98	152,260
320	Equipment Reserve Fund	1,329	445	86,886	(309)	1,142	113,457	-84,065	876	(88)	(71)	150	112,664	232,414
330	Economic Development Fund	62,569	0	131,353	0	0	60	0	(11,295)	500,303	30	29	(119,655)	563,393
340	Economic Development Reserve Fund	-	-	-	-	-	0	0	-	-	-	-	-	-
400	Water Fund	103,191	107,046	103,731	109,351	111,535	133,633	161,230	168,609	236,904	191,947	125,862	114,193	1,667,233
401	Wastewater Fund	205,429	199,272	223,148	197,609	217,886	331,136	198,225	203,627	208,262	207,931	233,243	204,927	2,630,694
402	Stormwater Fund	39,917	49,240	47,922	47,707	46,219	47,616	132,486	47,960	48,120	48,055	44,490	49,213	648,945
403	Stormwater Capital Reserve Fund	-	270,000	1,325	(218)	627	139,795	33,355	25,319	(34)	132,934	69	217,327	820,499
410	Water Capital Reserve Fund	18,915	32,061	12,368	46,551	73,820	38,395	6,765	36,357	293,021	59,282	4,816	663,122	1,285,473
411	Wastewater Capital Reserve Fund	17,072	25,545	8,674	37,649	30,597	55,100	5,888	20,245	55,755	48,849	3,754	774,192	1,083,321
412	Wastewater Debt Service Fund	52,486	49,513	53,172	50,365	52,008	51,864	51,624	50,704	51,937	52,896	51,518	51,497	619,584
413	Water Capital Improvement Reserve Fund	70,628	71,754	71,859	71,452	77,190	74,009	72,812	73,605	74,682	74,151	71,901	74,344	878,386
425	Water & Sewer Revenue Bond Fund	143	116	120	115	14	64	63	42	344,752	431	355	46	346,260
426	2007 Water/Sewer Bond Reserve Fund	32	43	302,044	50	133	613	600	402	495	478	394	429	305,714
431	Water System Construction Fund	489	163	686	499,886	951	377,720	502,123	1,981	371,417	399,986	200,055	389,704	2,745,162
500	Equipment Rental & Replacement	952	171	74,833	250	584	73,536	596	975	79,864	133	352	130,870	363,117
625	Flexible Benefits Plan Fund	1,153	1,439	1,639	1,639	1,577	2,473	1,506	1,506	1,506	1,506	1,506	1,381	18,830
		\$ 1,132,809	\$ 1,125,283	\$ 1,900,861	\$ 1,750,346	\$ 1,971,645	\$ 2,716,266	\$ 2,016,611	\$ 1,171,593	\$ 3,271,142	\$ 2,194,903	\$ 1,906,957	\$ 3,579,283	\$ 24,737,699

*Does not include beginning balances totaling \$14,120,270.14

CASH FLOW REPORT

City of College Place
YTD 2019

EXPENDITURES

Fund #	Fund Name	January	February	March	April	May	June	July	August	September	October	November	December	YTD
001	Current Expense Fund	\$ 467,564	\$ 346,001	\$ 895,425	\$ 354,154	\$ 306,256	\$ 1,161,303	\$ 415,965	\$ 373,192	\$ 1,022,176	\$ 396,622	\$ 428,957	\$ 836,068	\$ 7,003,681
5	Current Expense Reserve Fund	-	-	-	-	-	-	1	2	1	2	1	1	7
12	Technology Reserve Fund	15,177	13,619	10,465	842	9,157	1,544	506	8,278	1,274	4,967	7,380	1,775	74,985
61	Employee Benefit Reserve Fund	695	698	1,139	695	695	797	695	696	3,101	697	695	18,111	28,714
100	Street Fund	34,598	33,031	62,398	39,734	42,957	95,499	36,866	47,228	53,780	57,768	52,313	111,055	667,225
120	Criminal Justice Fund	1,083	923	9,131	1,080	1,196	923	1,120	935	967	4,541	1,170	1,006	24,074
121	Forfeited Proceeds Fund	-	0	0	177	15	0	0	0	0	0	238	0	430
130	Hotel/Motel Tax	-	0	0	0	993	1,400	0	0	0	159	0	0	2,553
201	ULTGO Bond Fund	-	-	0	99,675	-	-	0	-	-	389,675	-	-	489,350
202	99 South End Bond Fund	-	-	0	0	51,127	-	0	-	-	-	-	-	51,127
235	Commercial Drive Bond Debt Service Fund	-	0	140,484	0	0	0	1	0	1	1	0	1	140,488
301	Street Capital Contribution Fund	62,568	-	11,335	-	-	-	-	(11,324)	-	-	-	-	62,579
305	Capital Improvement Fund (REET)	1	2	263	1	10,314	1	1	1,245	36,188	2	1	1	48,020
306	Capital Improvement Fund (REET 2)	1	3	20,329	4,285	3,334	3,335	3,334	2,889	1	1,562	2	2	39,077
311	Street Improvement Fund	2	4	10,794	88,490	22,931	25,392	176,039	168,422	507,776	30,108	268,772	401,985	1,700,714
315	Facility Maintenance Reserve Fund (CE)	1	2,416	19,181	28,723	5,411	17,938	4,969	5,328	55,129	1,034	11,568	36,133	187,831
320	Equipment Reserve Fund	745	54,264	6,502	608	54,819	100,003	2	370	1	3	462	1	217,782
330	Economic Development Fund	10	18	232,043	663	430	1,690	10	4,909	-	-	-	-	239,773
340	Economic Development Reserve Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
400	Water Fund	88,398	91,985	86,717	93,649	98,283	129,670	104,494	106,421	129,763	123,708	106,174	478,606	1,637,868
401	Wastewater Fund	57,396	310,684	150,769	141,766	143,085	172,780	141,106	109,692	234,289	144,346	147,479	495,650	2,249,042
402	Stormwater Fund	10,742	11,030	12,751	11,312	14,640	56,921	17,249	18,965	17,627	20,791	18,026	209,432	419,485
403	Stormwater Capital Reserve Fund	-	500	16,125	1	48,702	274,868	(18,524)	1	0	107,642	119,471	180,914	729,701
410	Water Capital Reserve Fund	3,784	2,105	42,983	1,265,284	153,062	3,978	48,997	53,140	365,062	994,521	671,821	(112,439)	3,492,298
411	Wastewater Capital Reserve Fund	5	13	21,202	24,213	13,084	45,556	25,107	141,216	279,098	190,620	179,141	163,442	1,082,697
412	Wastewater Debt Service Fund	129,585	0	1	1	0	1	129,587	2	3	3	3	448,757	707,943
413	Water Capital Improvement Reserve Fund	1	1	3	2	441,149	2	5	4	463,619	4	4	5	904,798
425	Water & Sewer Revenue Bond Fund	-	0	302,001	0	0	0	0	0	0	1	344,701	0	646,705
426	2007 Water/Sewer Bond Reserve Fund	-	0	0	0	0	1	2	1	2	2	1	2	11
431	Water System Construction Fund	1,211	20,757	116,915	137,513	358,133	71,229	71,425	1,178	1,073,645	340,746	134,217	102,075	2,429,042
500	Equipment Rental & Replacement	11,843	27,944	33,496	24,571	19,703	29,627	23,696	35,067	14,237	47,945	30,285	52,378	350,794
625	Flexible Benefits Plan Fund	691	940	2,040	1,475	1,331	1,389	1,531	2,122	2,044	1,562	617	2,528	18,268
		<u>\$ 886,099</u>	<u>\$ 916,941</u>	<u>\$ 2,204,493</u>	<u>\$ 2,318,913</u>	<u>\$ 1,800,810</u>	<u>\$ 2,195,846</u>	<u>\$ 1,184,183</u>	<u>\$ 1,069,979</u>	<u>\$ 4,259,785</u>	<u>\$ 2,859,031</u>	<u>\$ 2,523,498</u>	<u>\$ 3,427,489</u>	<u>\$ 25,647,065</u>
GAIN/(LOSS)		<u>\$ 246,710</u>	<u>\$ 208,342</u>	<u>\$ (303,632)</u>	<u>\$ (568,567)</u>	<u>\$ 170,835</u>	<u>\$ 520,421</u>	<u>\$ 832,429</u>	<u>\$ 101,614</u>	<u>\$ (988,643)</u>	<u>\$ (664,128)</u>	<u>\$ (616,541)</u>	<u>\$ 151,793</u>	<u>\$ (909,367)</u>

CASH FLOW REPORT

City of College Place
YTD 2019

NET

Fund #	Fund Name	January	February	March	April	May	June	July	August	September	October	November	December	YTD
001	Current Expense Fund	\$ (80,965)	\$ (54,130)	\$ (449,621)	\$ 232,814	\$ 1,009,721	\$ (674,098)	\$ (54,285)	\$ (25,698)	\$ (599,309)	\$ 127,228	\$ 679,412	\$ (383,688)	\$ (272,619)
5	Current Expense Fund Reserve	-	-	-	-	-	200,000	441	517	(53)	(44)	88	169	201,118
12	Technology Reserve Fund	(14,255)	(13,325)	(9,111)	(1,065)	(8,503)	45,133	162	(7,497)	(1,351)	(5,029)	(7,253)	(1,538)	(23,631)
61	Employee Benefit Reserve Fund	154	(416)	233	(921)	(9)	(63)	(80)	23	(3,174)	(755)	(574)	(17,880)	(23,459)
100	Street Fund	(18,037)	(16,909)	(39,675)	(25,452)	(19,756)	264,924	(13,983)	(28,863)	82,880	(38,984)	(35,374)	(87,337)	23,435
120	Criminal Justice Fund	2,219	(894)	(8,999)	2,123	(1,146)	(873)	2,307	(882)	(972)	(1,154)	(1,162)	(993)	(10,426)
121	Forfeited Proceeds Fund	7	192	45	(179)	(10)	6	5	6	(1)	(1)	(237)	2	(164)
130	Hotel/Motel Tax	995	1,197	919	712	709	(489)	1,556	1,801	1,823	1,273	1,897	1,282	13,676
201	ULTGO Bond Fund	0	0	99,375	(99,673)	0	-	-	0	389,675	(389,669)	0	0	(290)
202	99 South End Bond Fund	1	1	51,127	2	(51,126)	0	1	1	1	1	1	1	11
235	Commercial Drive Bond Debt Service Fund	52	48	49	49	44	203	198	133	163	158	130	142	1,369
301	Street Capital Contribution Fund	4	3	(11,331)	1	1	1	1	11,325	1	1	1	1	6
305	Capital Improvement Fund (REET)	10,295	3,942	7,281	6,279	(3,331)	14,741	22,888	16,911	(20,966)	18,282	16,593	18,263	111,178
306	Capital Improvement Fund (REET 2)	74,970	4,024	(12,381)	1,928	3,792	11,580	14,692	15,407	24,412	65,202	21,656	18,389	243,672
311	Street Improvement Fund	1,022	339	(9,133)	(17,409)	(22,164)	(24,629)	324,545	(24,556)	(494,099)	313,780	(266,300)	(1,885)	(220,489)
315	Facility Maintenance Reserve Fund (CE)	352	(2,298)	(18,621)	(28,815)	(5,247)	132,223	(4,541)	(4,840)	(55,177)	(1,061)	(11,511)	(36,035)	(35,572)
320	Equipment Reserve Fund	583	(53,819)	80,384	(917)	(53,678)	13,454	(84,067)	506	(90)	(75)	(312)	112,662	14,632
330	Economic Development Fund	62,559	(18)	(100,690)	(662)	(430)	(1,630)	(10)	(16,204)	500,303	30	29	(119,655)	323,620
340	Economic Development Reserve Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
400	Water Fund	14,793	15,061	17,014	15,702	13,252	3,963	56,736	62,188	107,141	68,239	19,688	(364,413)	29,364
401	Wastewater Fund	148,033	(111,412)	72,380	55,843	74,801	158,356	57,119	93,935	(26,028)	63,585	85,763	(290,723)	381,652
402	Stormwater Fund	29,175	38,210	35,171	36,395	31,579	(9,304)	115,237	28,995	30,494	27,264	26,464	(160,219)	229,460
403	Stormwater Capital Reserve Fund	-	269,500	(14,800)	(219)	(48,075)	(135,073)	51,879	25,318	(34)	25,293	(119,403)	36,412	90,798
410	Water Capital Reserve Fund	15,131	29,956	(30,615)	(1,218,733)	(79,242)	34,417	(42,233)	(16,783)	(72,041)	(935,239)	(667,005)	775,561	(2,206,825)
411	Wastewater Capital Reserve Fund	17,067	25,532	(12,528)	13,436	17,513	9,544	(19,219)	(120,971)	(223,343)	(141,771)	(175,386)	610,750	624
412	Wastewater Debt Service Fund	(77,099)	49,513	53,171	50,365	52,008	51,863	(77,963)	50,702	51,934	52,893	51,516	(397,260)	(88,359)
413	Water Capital Improvement Reserve Fund	70,627	71,753	71,856	71,450	(363,959)	74,007	72,807	73,601	(388,937)	74,147	71,898	74,339	(26,412)
425	Water & Sewer Revenue Bond Fund	143	116	(301,881)	114	14	64	62	42	344,751	429	(344,346)	45	(300,445)
426	2007 Water/Sewer Bond Reserve Fund	32	43	302,044	50	133	613	598	401	493	477	393	427	305,703
431	Water System Construction Fund	(721)	(20,594)	(116,229)	362,373	(357,182)	306,492	430,699	803	(702,228)	59,241	65,838	287,629	316,120
500	Equipment Rental & Replacement	(10,891)	(27,773)	41,337	(24,321)	(19,119)	43,909	(23,100)	(34,092)	65,627	(47,813)	(29,932)	78,492	12,323
625	Flexible Benefits Plan Fund	463	499	(401)	165	246	1,084	(25)	(616)	(538)	(56)	889	(1,148)	562
		<u>\$ 246,710</u>	<u>\$ 208,342</u>	<u>\$ (303,632)</u>	<u>\$ (568,567)</u>	<u>\$ 170,835</u>	<u>\$ 520,420</u>	<u>\$ 832,428</u>	<u>\$ 101,614</u>	<u>\$ (988,643)</u>	<u>\$ (664,128)</u>	<u>\$ (616,541)</u>	<u>\$ 151,793</u>	<u>\$ (909,367)</u>

TREASURERS REPORT

Fund Totals

City Of College Place
MCAG #: 0766

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Current Expense Fund	2,361,805.65	452,380.18	836,067.69	1,978,118.14	87,581.86	2,860.68	-2,075.88	2,066,484.80
005 Current Expense Reserve Fund	200,949.00	169.99	0.84	201,118.15	0.00	0.00	0.00	201,118.15
012 Technology Reserve Fund	280,901.08	237.63	1,775.25	279,363.46	1,089.90	0.00	0.00	280,453.36
061 Employee Benefit Reserve Fund	273,659.49	231.51	18,111.14	255,779.86	17,416.00	0.00	0.00	273,195.86
100 Street Fund	322,189.98	23,717.95	111,054.69	234,853.24	5,996.66	0.00	0.00	240,849.90
120 Criminal Justice Fund	16,157.16	13.67	1,006.29	15,164.54	0.00	68.73	0.00	15,233.27
121 Forfeited Proceeds Fund	2,035.02	1.73	0.01	2,036.74	0.00	0.00	0.00	2,036.74
130 Hotel/Motel Tax	22,548.14	1,281.64	0.09	23,829.69	0.00	0.00	0.00	23,829.69
201 ULTGO Bond Fund	15,167.52	0.15		15,167.67	0.00	0.00	0.00	15,167.67
202 LTGO Bond Fund	52,005.61	0.51		52,006.12	0.00	0.00	0.00	52,006.12
235 Commercial Drive Bond Debt Service Fund	143,687.93	142.08	0.56	143,829.45	0.00	0.00	0.00	143,829.45
301 Street Capital Contribution Fund	16,051.63	0.68		16,052.31	0.00	0.00	0.00	16,052.31
305 Capital Improvement Fund (REET)	264,993.89	18,264.38	1.10	283,257.17	0.00	0.00	0.00	283,257.17
306 Capital Improvement Fund (REET 2)	414,870.75	18,391.03	1.73	433,260.05	0.00	0.00	0.00	433,260.05
311 Street Improvement Fund	117,819.75	400,099.67	401,984.91	115,934.51	370,207.16	0.00	0.00	486,141.67
315 Facility Maintenance Reserve Fund (CE)	116,272.19	98.37	36,133.30	80,237.26	33,132.82	0.00	0.00	113,370.08
320 Equipment Reserve Fund	338,702.98	112,663.77	1.41	451,365.34	0.00	0.00	0.00	451,365.34
330 Economic Development Fund	500,391.23	-119,655.16		380,736.07	0.00	0.00	0.00	380,736.07
340 Economic Development Reserve Fund	64.86	0.00		64.86	0.00	0.00	0.00	64.86
400 Water Fund	1,044,450.91	114,192.63	478,605.66	680,037.88	5,645.10	0.00	-7,683.86	677,999.12
401 Wastewater Fund	1,970,562.64	204,926.74	495,650.08	1,679,839.30	16,603.94	0.00	-12,648.03	1,683,795.21
402 Stormwater Fund	389,678.61	49,212.97	209,431.56	229,460.02	712.99	0.00	-2,040.36	228,132.65
403 Stormwater Capital Reserve Fund	35,860.56	217,326.68	180,914.33	72,272.91	195,586.57	0.00	0.00	267,859.48
410 Water Capital Reserve Fund	950,316.61	663,121.61	-112,439.11	1,725,877.33	486,249.09	0.00	0.00	2,212,126.42
411 Wastewater Capital Reserve Fund	399,572.18	774,192.01	163,442.40	1,010,321.79	144,600.78	0.00	0.00	1,154,922.57
412 Wastewater Debt Service Fund	860,447.85	51,496.95	448,757.35	463,187.45	169.72	0.00	-3,205.16	460,152.01
413 Water Capital Improvement Reserve Fund	1,156,247.71	74,343.83	4.50	1,230,587.04	404.69	0.00	-4,583.81	1,226,407.92
425 Water Revenue Bond Fund	46,019.37	45.51	0.18	46,064.70	0.00	0.00	0.00	46,064.70
426 Water Bond Reserve Fund	433,900.69	429.05	1.69	434,328.05	0.00	0.00	0.00	434,328.05
431 Water System Construction Fund	189,292.10	389,704.04	102,075.05	476,921.09	29,427.04	0.00	0.00	506,348.13
500 Equipment Rental & Replacement	113,277.27	130,869.90	52,378.33	191,768.84	20,991.40	0.00	0.00	212,760.24
625 Flexible Benefits Plan Fund	8,933.47	1,380.84	2,528.42	7,785.89	0.00	0.00	0.00	7,785.89

TREASURERS REPORT

Fund Totals

City Of College Place
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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
	13,058,833.83	3,579,282.54	3,427,489.45	13,210,626.92	1,415,815.72	2,929.41	-32,237.10	14,597,134.95

TREASURERS REPORT

Account Totals

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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
2	2 Petty Cash	1,150.00	0.00	0.00	1,150.00	0.00	0.00	1,150.00
12	12 Banner #2526 Gen Acct	2,023,861.62	2,040,763.58	2,951,133.23	1,113,491.97	-32,237.10	1,418,745.13	2,500,000.00
14	14 Banner #2221 Travel Adv	3,876.00	417.00	293.00	4,000.00	0.00	0.00	4,000.00
15	15 Banner #2025 Flex Spend	8,747.82	1,546.84	2,611.42	7,683.24	0.00	0.00	7,683.24
16	16 Banner #2229 Public Funds A	945,733.38	2,073,599.42	1,021,868.35	1,997,464.45	0.00	0.00	1,997,464.45
17	17 Banner #2123 Dev Escrow Acc	62,428.24	79.95	0.00	62,508.19	0.00	0.00	62,508.19
19	19 Banner #7426 Pub Funds Inv	500,000.00	780.14	780.14	500,000.00	0.00	0.00	500,000.00
20	20 Banner #3515 Capital Mitiga	16,051.63	0.68	0.00	16,052.31	0.00	0.00	16,052.31
22	22 Banner #6210 Water Projects	2,000,274.23	315.11	0.00	2,000,589.34	0.00	0.00	2,000,589.34
23	23 Banner #5412 Complete Stree	500,117.00	29.73	0.00	500,146.73	0.00	0.00	500,146.73
25	25 US Bank #2494 MIA	100,171.28	507,376.32	229,709.37	377,838.23	0.00	0.00	377,838.23
Total Cash:		6,162,411.20	4,624,908.77	4,206,395.51	6,580,924.46	-32,237.10	1,418,745.13	7,967,432.49
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
4	Acct#00410 LGIP	2,335,397.57	3,532.11	13.96	2,338,915.72	0.00	0.00	2,338,915.72
24	24 US Bank #0609 Safekeeping I	4,561,025.06	237,136.68	507,375.00	4,290,786.74	0.00	0.00	4,290,786.74
Total Investments:		6,896,422.63	240,668.79	507,388.96	6,629,702.46	0.00	0.00	6,629,702.46
		13,058,833.83	4,865,577.56	4,713,784.47	13,210,626.92	-32,237.10	1,418,745.13	14,597,134.95

TREASURERS REPORT

Fund Investments By Account

City Of College Place
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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
235 000 Commercial Drive Bond Debt Service Fund	93,619.94		141.59	141.59	4,197.53	89,564.00
410 000 Water Equipment Reserve Fund	615,106.46	400,000.00	930.30	400,930.30	3.68	1,016,033.08
412 000 Wastewater Debt Service Fund	560,625.23	6,405.06	847.90	7,252.96	400,003.35	167,874.84
413 000 Water Capital Reserve Fund	753,353.78	11,809.88	1,139.39	12,949.27	4.50	766,298.55
425 000 Water & Sewer Revenue Bond Fund	29,983.94		45.35	45.35	1,344.35	28,684.94
426 000 2007 Water/Sewer Bond Reserve Fund	282,708.22		427.58	427.58	12,675.49	270,460.31
4 - Acct#00410 LGIP	2,335,397.57	418,214.94	3,532.11	421,747.05	418,228.90	2,338,915.72
001 000 Current Expense Fund	1,213,693.22	61,120.76	1,986.41	63,107.17	364,553.24	912,247.15
005 000 Current Expense Reserve Fund	103,264.40	5,200.33	169.01	5,369.34	13,534.66	95,099.08
012 000 Technology Reserve Fund	144,350.46	7,269.38	236.26	7,505.64	19,758.59	132,097.51
061 000 Employee Benefit Reserve Fund	140,629.13	7,081.99	230.17	7,312.16	26,995.32	120,945.97
100 000 Street Fund	165,568.15	8,337.89	270.98	8,608.87	43,621.11	130,555.91
120 000 Criminal Justice Fund	8,302.90	418.12	13.59	431.71	1,564.03	7,170.58
121 000 Forfeited Proceeds Fund	1,045.76	52.66	1.72	54.38	137.06	963.08
130 000 Hotel/Motel Tax	11,587.12	950.91	18.97	969.88	1,289.09	11,267.91
305 000 Capital Improvemnt Fund (REET)	136,176.02	12,689.33	222.87	12,912.20	15,149.56	133,938.66
306 000 Capital Improvement Fund (REET 2)	213,195.28	15,032.69	348.79	15,381.48	23,708.97	204,867.79
311 000 Street Improvement Fund	60,545.64	3,049.04	99.09	3,148.13	8,873.93	54,819.84
315 000 Facility Maintenance Reserve Fund (CE)	59,750.37	3,008.98	97.80	3,106.78	24,916.82	37,940.33
320 000 Equipment Reserve Fund	174,053.91	8,765.24	284.86	9,050.10	22,812.88	160,291.13
400 000 Water Fund	536,726.21	177,029.15	878.44	177,907.59	78,482.63	636,151.17
401 000 Wastewater Fund	1,012,639.85	50,995.83	1,657.36	52,653.19	117,253.89	948,039.15
402 000 Stormwater Fund	200,249.45	10,084.43	327.74	10,412.17	83,601.60	127,060.02
403 000 Stormwater Capital Reserve Fund	18,428.15	928.04	30.16	958.20	3,771.41	15,614.94

TREASURERS REPORT

Fund Investments By Account

City Of College Place
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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
411 000 Wastewater Equip Reserve Fund	205,333.60	10,340.45	336.06	10,676.51	104,195.89	111,814.22
431 000 Water System Construction Fund	97,274.12	422,612.48	159.21	422,771.69	160,821.75	359,224.06
500 000 Equipment Rental & Replacement	58,211.32	38,818.03	94.82	38,912.85	6,445.93	90,678.24
24 - 24 US Bank #0609 Safekee	4,561,025.06	843,785.73	7,464.31	851,250.04	1,121,488.36	4,290,786.74
	<u>6,896,422.63</u>	<u>1,262,000.67</u>	<u>10,996.42</u>	<u>1,272,997.09</u>	<u>1,539,717.26</u>	<u>6,629,702.46</u>

TREASURERS REPORT

Fund Investment Totals

City Of College Place
MCAG #: 0766

12/01/2019 To: 12/31/2019

Time: 15:44:41 Date: 04/08/2020

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 Current Expense Fund	1,213,693.22	61,120.76	1,986.41	63,107.17	364,553.24	912,247.15	1,065,870.99
005 Current Expense Reserve Fund	103,264.40	5,200.33	169.01	5,369.34	13,534.66	95,099.08	106,019.07
012 Technology Reserve Fund	144,350.46	7,269.38	236.26	7,505.64	19,758.59	132,097.51	147,265.95
061 Employee Benefit Reserve Fund	140,629.13	7,081.99	230.17	7,312.16	26,995.32	120,945.97	134,833.89
100 Street Fund	165,568.15	8,337.89	270.98	8,608.87	43,621.11	130,555.91	104,297.33
120 Criminal Justice Fund	8,302.90	418.12	13.59	431.71	1,564.03	7,170.58	7,993.96
121 Forfeited Proceeds Fund	1,045.76	52.66	1.72	54.38	137.06	963.08	1,073.66
130 Hotel/Motel Tax	11,587.12	950.91	18.97	969.88	1,289.09	11,267.91	12,561.78
201 ULTGO Bond Fund						0.00	15,167.67
202 LTGO Bond Fund						0.00	52,006.12
235 Commercial Drive Bond Debt Service Fund	93,619.94		141.59	141.59	4,197.53	89,564.00	54,265.45
301 Street Capital Contribution Fund						0.00	16,052.31
305 Capital Improvement Fund (REET)	136,176.02	12,689.33	222.87	12,912.20	15,149.56	133,938.66	149,318.51
306 Capital Improvement Fund (REET 2)	213,195.28	15,032.69	348.79	15,381.48	23,708.97	204,867.79	228,392.26
311 Street Improvement Fund	60,545.64	3,049.04	99.09	3,148.13	8,873.93	54,819.84	61,114.67
315 Facility Maintenance Reserve Fund (CE)	59,750.37	3,008.98	97.80	3,106.78	24,916.82	37,940.33	42,296.93
320 Equipment Reserve Fund	174,053.91	8,765.24	284.86	9,050.10	22,812.88	160,291.13	291,074.21
330 Economic Development Fund						0.00	380,736.07
340 Economic Development Reserve Fund						0.00	64.86
400 Water Fund	536,726.21	177,029.15	878.44	177,907.59	78,482.63	636,151.17	43,886.71
401 Wastewater Fund	1,012,639.85	50,995.83	1,657.36	52,653.19	117,253.89	948,039.15	731,800.15
402 Stormwater Fund	200,249.45	10,084.43	327.74	10,412.17	83,601.60	127,060.02	102,400.00
403 Stormwater Capital Reserve Fund	18,428.15	928.04	30.16	958.20	3,771.41	15,614.94	56,657.97
410 Water Capital Reserve Fund	615,106.46	400,000.00	930.30	400,930.30	3.68	1,016,033.08	709,844.25
411 Wastewater Capital Reserve Fund	205,333.60	10,340.45	336.06	10,676.51	104,195.89	111,814.22	898,507.57
412 Wastewater Debt Service Fund	560,625.23	6,405.06	847.90	7,252.96	400,003.35	167,874.84	295,312.61
413 Water Capital Improvement Reserve Fund	753,353.78	11,809.88	1,139.39	12,949.27	4.50	766,298.55	464,288.49
425 Water Revenue Bond Fund	29,983.94		45.35	45.35	1,344.35	28,684.94	17,379.76
426 Water Bond Reserve Fund	282,708.22		427.58	427.58	12,675.49	270,460.31	163,867.74
431 Water System Construction Fund	97,274.12	422,612.48	159.21	422,771.69	160,821.75	359,224.06	117,697.03
500 Equipment Rental & Replacement	58,211.32	38,818.03	94.82	38,912.85	6,445.93	90,678.24	101,090.60
625 Flexible Benefits Plan Fund						0.00	7,785.89
	6,896,422.63	1,262,000.67	10,996.42	1,272,997.09	1,539,717.26	6,629,702.46	6,580,924.46

Ending fund balance (Page 1) - Investment balance = Available cash.

13,210,626.92

2019 BUDGET POSITION

City Of College Place
MCAG #: 0766

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001 Current Expense Fund 01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
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002 Taxes

001 General Property Tax	1,932,284.00	1,929,903.03	2,380.97	0.1%
002 Retail Sales & Use Tax	1,835,000.00	1,838,027.79	(3,027.79)	0.0%
003 Business Tax	1,285,000.00	1,312,920.13	(27,920.13)	0.0%
005 Emergency Services	315,000.00	347,647.70	(32,647.70)	0.0%
002 Taxes	5,367,284.00	5,428,498.65	(61,214.65)	0.0%

002 Taxes	5,367,284.00	5,428,498.65	(61,214.65)	0.0%
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003 Permits & Licenses

001 Licenses & Permits	85,000.00	77,190.45	7,809.55	9.2%
002 Non-Business License & Permits	341,000.00	287,469.64	53,530.36	15.7%
003 Fire - Nuisance Abatement Notice	0.00	50.00	(50.00)	0.0%
003 Licenses & Permits	426,000.00	364,710.09	61,289.91	14.4%

003 Permits & Licenses	426,000.00	364,710.09	61,289.91	14.4%
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006 Charges For Goods & Services

001 Charges For Goods & Services	0.00	38.00	(38.00)	0.0%
002 General Government	0.00	9.60	(9.60)	0.0%
004 Fines / Penalties / Charges	0.00	0.00	0.00	100.0%
005 Building Dept	0.00	0.00	0.00	100.0%
006 Engineering	10,000.00	18,020.00	(8,020.00)	0.0%
007 Planning & Development	11,500.00	12,671.47	(1,171.47)	0.0%
008 Fire Department	700.00	164,056.87	(163,356.87)	0.0%
006 Charges For Goods & Services	22,200.00	194,795.94	(172,595.94)	0.0%

000	6,500.00	3,318.89	3,181.11	48.9%
001 Security Of Persons & Property	0.00	0.00	0.00	100.0%
010 Security Of Persons/Property	6,500.00	3,318.89	3,181.11	48.9%

012 Court Fines And Forfeitures	0.00	23.78	(23.78)	0.0%
516 Personnel	0.00	0.00	0.00	100.0%
524 Building Inspection	1,000.00	3,209.08	(2,209.08)	0.0%

006 Charges For Goods & Services	29,700.00	201,347.69	(171,647.69)	0.0%
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012 Fines & Forfeits

012 Court Fines And Forfeitures	0.00	2,366.13	(2,366.13)	0.0%
013 Non-court Fines / Penalties	0.00	0.00	0.00	100.0%
512 Municipal Court	35,000.00	36,205.42	(1,205.42)	0.0%
012 Fines & Forfeits	35,000.00	38,571.55	(3,571.55)	0.0%

019 Physical Environment

2019 BUDGET POSITION

City Of College Place
MCAG #: 0766

Time: 09:32:52 Date: 03/10/2020

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001 Current Expense Fund		01/01/2019 To: 12/31/2019		
Revenues	Amt Budgeted	Revenues	Remaining	
019 Physical Environment				
001 Physical Environment	0.00	0.00	0.00	100.0%
002 Economic Environment	0.00	0.00	0.00	100.0%
019 Physical Environment	0.00	0.00	0.00	100.0%
025 Miscellaneous				
001 Interest & Other Earnings	29,200.00	57,253.72	(28,053.72)	0.0%
002 Rents & Leases	95,000.00	104,402.62	(9,402.62)	0.0%
005 Other Miscellaneous Revenue	46,000.00	59,214.74	(13,214.74)	0.0%
007 Application Fees	0.00	0.00	0.00	100.0%
010 Judgements & Settlements	0.00	0.00	0.00	100.0%
025 Miscellaneous	170,200.00	220,871.08	(50,671.08)	0.0%
522 Fire Control	0.00	0.00	0.00	100.0%
025 Miscellaneous	170,200.00	220,871.08	(50,671.08)	0.0%
030 Contributions / Donations Priv				
003 Police Dept Donations	0.00	507.65	(507.65)	0.0%
004 Other Donations	15,000.00	13,036.60	1,963.40	13.1%
005 Fire Dept Donations	0.00	0.00	0.00	100.0%
030 Contr & Donations Priv Sources	15,000.00	13,544.25	1,455.75	9.7%
030 Contributions / Donations Priv	15,000.00	13,544.25	1,455.75	9.7%
070 Interfund Transfers				
000	0.00	4,909.05	(4,909.05)	0.0%
070 Operating Transfers	0.00	4,909.05	(4,909.05)	0.0%
070 Interfund Transfers	0.00	4,909.05	(4,909.05)	0.0%
100 Grants				
001 Direct Federal Grants	0.00	0.00	0.00	100.0%
002 Police Dept Grants	0.00	1,163.72	(1,163.72)	0.0%
003 Fire Dept Grants	0.00	0.00	0.00	100.0%
100 Direct Federal Grants	0.00	1,163.72	(1,163.72)	0.0%
001 Indirect Federal Grants	23,050.00	22,280.32	769.68	3.3%
002 Police Department Grants	0.00	3,285.04	(3,285.04)	0.0%
101 Indirect Federal Grants	23,050.00	25,565.36	(2,515.36)	0.0%

2019 BUDGET POSITION

City Of College Place
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001 Current Expense Fund		01/01/2019 To: 12/31/2019		
Revenues	Amt Budgeted	Revenues	Remaining	
105 State Grants				
000	0.00	5,284.80	(5,284.80)	0.0%
001 State Grants	7,500.00	5,885.26	1,614.74	21.5%
002 Police Department Grants	0.00	5,600.00	(5,600.00)	0.0%
003 Planning Department	0.00	0.00	0.00	100.0%
005 Fire Department Grants	4,200.00	1,266.00	2,934.00	69.9%
105 State Grants	11,700.00	18,036.06	(6,336.06)	0.0%
100 Grants	34,750.00	44,765.14	(10,015.14)	0.0%
106 State Shared Revenues				
107 State Entitlements	229,200.00	245,907.72	(16,707.72)	0.0%
106 State Shared Revenues	229,200.00	245,907.72	(16,707.72)	0.0%
107 Loan Proceeds				
092 Loan Receipts	0.00	0.00	0.00	100.0%
107 Loan Proceeds	0.00	0.00	0.00	100.0%
109 Federal Revenues				
109 Federal Revenues	0.00	0.00	0.00	100.0%
109 Federal Revenues	0.00	0.00	0.00	100.0%
380 Non-Revenues				
000	0.00	0.82	(0.82)	0.0%
003 Agency & Other Type Deposits	0.00	4,176.84	(4,176.84)	0.0%
004 Sales Tax Collected	0.00	0.00	0.00	100.0%
005 Non-Revenues	2,000.00	8,249.68	(6,249.68)	0.0%
006 Developer / Deposits	0.00	54,597.93	(54,597.93)	0.0%
080 Non-Revenues	2,000.00	67,025.27	(65,025.27)	0.0%
380 Non-Revenues	2,000.00	67,025.27	(65,025.27)	0.0%
519 General Government Services				
019 Physical Environment	0.00	0.00	0.00	100.0%
519 General Government Services	0.00	0.00	0.00	100.0%
522 Fire Department				
010 Mobilization Program	50,000.00	94,934.65	(44,934.65)	0.0%
522 Fire Control	50,000.00	94,934.65	(44,934.65)	0.0%

2019 BUDGET POSITION

City Of College Place
MCAG #: 0766

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001 Current Expense Fund

01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
522 Fire Department	50,000.00	94,934.65	(44,934.65)	0.0%

532 Public Works & Engineering

532	0.00	0.00	0.00	100.0%
532 Public Works & Engineering	0.00	0.00	0.00	100.0%

573 Spectator & Community Events

036 Recreation Chrgs/Fees	3,000.00	5,977.50	(2,977.50)	0.0%
573 Spectator & Community Events	3,000.00	5,977.50	(2,977.50)	0.0%

576 Parks & Recreation

036 Recreation Chrgs/Fees	0.00	0.00	0.00	100.0%
576 Parks & Recreation	0.00	0.00	0.00	100.0%

Fund Revenues:	6,362,134.00	6,731,062.64	(368,928.64)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
012 Fines & Forfeits				
514 Finance & Administration	0.00	383.60	(383.60)	0.0%
012 Fines & Forfeits	0.00	383.60	(383.60)	0.0%

070 Interfund Transfers

000	1,721,534.00	1,875,534.00	(154,000.00)	0.0%
080 Operations/General	85,000.00	85,000.00	0.00	0.0%
070 Operating Transfers	1,806,534.00	1,960,534.00	(154,000.00)	0.0%
070 Interfund Transfers	1,806,534.00	1,960,534.00	(154,000.00)	0.0%

100 Grants

521 Law Enforcement	0.00	0.00	0.00	100.0%
100 Grants	0.00	0.00	0.00	100.0%

511 Legislative

001 Administrative	15,560.00	15,602.97	(42.97)	0.0%
002 Official Publication Service	1,500.00	1,358.83	141.17	9.4%
003 Training	3,900.00	840.23	3,059.77	78.5%
004 Legislative Services	34,419.00	33,728.66	690.34	2.0%
005 Election Costs	32,000.00	28,429.42	3,570.58	11.2%
511 Legislative	87,379.00	79,960.11	7,418.89	8.5%

2019 BUDGET POSITION

City Of College Place
MCAG #: 0766

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001 Current Expense Fund

01/01/2019 To: 12/31/2019

Expenditures	Amt Budgeted	Expenditures	Remaining	
515 Legal				
515 Legal	2,000.00	975.00	1,025.00	51.3%
511 Legislative	89,379.00	80,935.11	8,443.89	9.4%
512 Municipal Court				
512 Municipal Court	120,000.00	143,636.80	(23,636.80)	0.0%
515 Legal	5,000.00	301.07	4,698.93	94.0%
512 Municipal Court	125,000.00	143,937.87	(18,937.87)	0.0%
513 Executive				
001 Administration	123,524.00	128,946.21	(5,422.21)	0.0%
003 Administrative Support Assist.	250.00	0.00	250.00	100.0%
513 Executive	123,774.00	128,946.21	(5,172.21)	0.0%
515 Legal	750.00	450.00	300.00	40.0%
519 Other General Gov Services	7,500.00	7,439.15	60.85	0.8%
513 Executive	132,024.00	136,835.36	(4,811.36)	0.0%
514 Finance Department				
514 Finance & Administration	139,611.00	130,871.78	8,739.22	6.3%
515 Legal	300.00	450.00	(150.00)	0.0%
514 Finance Department	139,911.00	131,321.78	8,589.22	6.1%
515 Legal				
515 Legal	65,000.00	55,964.13	9,035.87	13.9%
515 Legal	65,000.00	55,964.13	9,035.87	13.9%
516 Human Resources				
515 Legal	250.00	995.00	(745.00)	0.0%
000	800.00	500.59	299.41	37.4%
001 Administration	92,386.00	95,691.28	(3,305.28)	0.0%
002 Wellness Program Supplies	1,650.00	1,489.05	160.95	9.8%
516 Personnel	94,836.00	97,680.92	(2,844.92)	0.0%
517 Employee Benefit Program	625.00	933.75	(308.75)	0.0%
516 Human Resources	95,711.00	99,609.67	(3,898.67)	0.0%
519 General Government Services				
519 Other General Gov Services	0.00	0.00	0.00	100.0%
519 General Government Services	0.00	0.00	0.00	100.0%

2019 BUDGET POSITION

City Of College Place
MCAG #: 0766

Time: 09:32:52 Date: 03/10/2020

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001 Current Expense Fund

01/01/2019 To: 12/31/2019

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 City Clerk/Records				
515 Legal	1,500.00	150.00	1,350.00	90.0%
520 City Clerk/Records	96,444.00	106,036.80	(9,592.80)	0.0%
520 City Clerk/Records	97,944.00	106,186.80	(8,242.80)	0.0%

521 Police Operations

030 Contr & Donations Priv Sources	0.00	0.00	0.00	100.0%
515 Legal	12,500.00	10,324.50	2,175.50	17.4%
001 Administration	214,776.00	209,179.91	5,596.09	2.6%
002 Investigation	115,370.00	108,071.66	7,298.34	6.3%
003 Patrol	1,159,157.00	1,081,521.10	77,635.90	6.7%
004 School Resource Officer	81,246.00	85,441.35	(4,195.35)	0.0%
005 Crime Prevention	575.00	0.00	575.00	100.0%
006 Training	27,900.00	27,841.09	58.91	0.2%
007 Traffic Policing	296,440.00	281,288.78	15,151.22	5.1%
008 Support Services	195,898.00	202,114.78	(6,216.78)	0.0%
009 Criminal Justice	0.00	0.00	0.00	100.0%
012 Special Enforcement	86,667.00	116,035.45	(29,368.45)	0.0%
521 Law Enforcement	2,178,029.00	2,111,494.12	66,534.88	3.1%
523 Detention & Correction	16,150.00	22,735.20	(6,585.20)	0.0%
539 Special Enforcement	2,000.00	0.00	2,000.00	100.0%
521 Police Operations	2,208,679.00	2,144,553.82	64,125.18	2.9%

522 Fire Department

515 Legal	1,000.00	0.00	1,000.00	100.0%
001 Administration	25,870.00	44,360.39	(18,490.39)	0.0%
002 Fire Suppression	369,563.00	350,626.00	18,937.00	5.1%
003 Fire Prevention/Investigation	59,752.00	48,247.00	11,505.00	19.3%
004 Training	99,072.00	92,626.46	6,445.54	6.5%
005 Facilities	43,650.00	37,070.43	6,579.57	15.1%
010 Mobilization Program	0.00	52,448.87	(52,448.87)	0.0%
014 Long Term Debt - Equipment	51,127.00	51,127.00	0.00	0.0%
522 Fire Control	649,034.00	676,506.15	(27,472.15)	0.0%
001 Administration	0.00	470.08	(470.08)	0.0%
002 Training	3,000.00	1,509.94	1,490.06	49.7%
003 Rescue & Emergency Aif	383,993.00	391,437.69	(7,444.69)	0.0%
008 Emergency Med Servs - Rescue	2,000.00	0.00	2,000.00	100.0%
526 Emergency Medical Services	388,993.00	393,417.71	(4,424.71)	0.0%
522 Fire Department	1,039,027.00	1,069,923.86	(30,896.86)	0.0%

524 Building / Facilities / ISM

2019 BUDGET POSITION

City Of College Place
MCAG #: 0766

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001 Current Expense Fund

01/01/2019 To: 12/31/2019

Expenditures	Amt Budgeted	Expenditures	Remaining	
515 Legal				
515 Legal	500.00	0.00	500.00	100.0%
001 Facilities	117,570.00	107,947.59	9,622.41	8.2%
002 Miscellaneous	51,500.00	11,215.37	40,284.63	78.2%
003 Annex Facility	7,000.00	6,255.05	744.95	10.6%
519 Other General Gov Services	176,070.00	125,418.01	50,651.99	28.8%
524 Building Inspection	245,601.00	233,345.97	12,255.03	5.0%
524 Building / Facilities / ISM	422,171.00	358,763.98	63,407.02	15.0%
525 Intergovernmental Services				
525 Emergency Services	7,988.00	7,988.00	0.00	0.0%
525 Intergovernmental Services	7,988.00	7,988.00	0.00	0.0%
531 Stormwater				
531 Stormwater	0.00	14,672.39	(14,672.39)	0.0%
531 Stormwater	0.00	14,672.39	(14,672.39)	0.0%
532 Public Works & Engineering				
515 Legal	0.00	5,250.00	(5,250.00)	0.0%
532 Public Works & Engineering	0.00	5,250.00	(5,250.00)	0.0%
548 Equipment Rental & Replacement				
548 Equipment Rental & Replacement	26,000.00	52,341.42	(26,341.42)	0.0%
548 Equipment Rental & Replacement	26,000.00	52,341.42	(26,341.42)	0.0%
557 Tourism				
557 Economic Development	10,000.00	10,000.00	0.00	0.0%
557 Tourism	10,000.00	10,000.00	0.00	0.0%
558 Planning/Community Development				
515 Legal	2,000.00	21,770.00	(19,770.00)	0.0%
001 Planning	336,498.00	307,468.78	29,029.22	8.6%
002 Development	20,700.00	11,584.32	9,115.68	44.0%
558 Planning/Community Development	357,198.00	319,053.10	38,144.90	10.7%
558 Planning/Community Development	359,198.00	340,823.10	18,374.90	5.1%
565 Welfare				
565 Welfare Services	0.00	0.00	0.00	100.0%

2019 BUDGET POSITION

City Of College Place
MCAG #: 0766

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001 Current Expense Fund

01/01/2019 To: 12/31/2019

Expenditures	Amt Budgeted	Expenditures	Remaining	
565 Welfare	0.00	0.00	0.00	100.0%
567 Alcohol & Drug Treatment				
567 Alcohol & Drug Treatment/WW County	3,000.00	2,614.14	385.86	12.9%
567 Alcohol & Drug Treatment	3,000.00	2,614.14	385.86	12.9%
572 Library / Community Events				
572 Library Services	0.00	0.00	0.00	100.0%
572 Library / Community Events	0.00	0.00	0.00	100.0%
573 Spectator & Community Events				
001 Spectator & Community Events	16,900.00	28,772.86	(11,872.86)	0.0%
003 Farmer's Market	300.00	776.86	(476.86)	0.0%
573 Spectator & Community Events	17,200.00	29,549.72	(12,349.72)	0.0%
573 Spectator & Community Events	17,200.00	29,549.72	(12,349.72)	0.0%
576 Parks & Recreation				
515 Legal	0.00	1,140.00	(1,140.00)	0.0%
575 Cultural & Recreational	6,000.00	6,000.00	0.00	0.0%
000	0.00	0.00	0.00	100.0%
001 Administration	27,772.00	30,207.60	(2,435.60)	0.0%
002 Recreational Services	121,159.00	132,926.28	(11,767.28)	0.0%
003 Recreational Materials/Equip.	10,000.00	5,000.00	5,000.00	50.0%
576 Parks & Recreation	158,931.00	168,133.88	(9,202.88)	0.0%
576 Parks & Recreation	164,931.00	175,273.88	(10,342.88)	0.0%
580 Non-Expenditures				
589 Non-Expenditures	8,100.00	57,693.60	(49,593.60)	0.0%
580 Non-Expenditures	8,100.00	57,693.60	(49,593.60)	0.0%
596 Capital Expenditures				
515 Legal	0.00	0.00	0.00	100.0%
596 Capital Expenditures	0.00	0.00	0.00	100.0%
Fund Expenditures:	6,817,797.00	6,985,156.23	(167,359.23)	0.0%
Fund Excess/(Deficit):	(455,663.00)	(254,093.59)		

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005 Current Expense Reserve Fund			01/01/2019 To: 12/31/2019	
Revenues	Amt Budgeted	Revenues	Remaining	
025 Miscellaneous				
001 Interest & Other Earnings	5,000.00	1,124.86	3,875.14	77.5%
025 Miscellaneous	5,000.00	1,124.86	3,875.14	77.5%
025 Miscellaneous	5,000.00	1,124.86	3,875.14	77.5%
070 Interfund Transfers				
070 Operating Transfers	200,000.00	200,000.00	0.00	0.0%
070 Interfund Transfers	200,000.00	200,000.00	0.00	0.0%
Fund Revenues:	205,000.00	201,124.86	3,875.14	1.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
025 Miscellaneous				
000	100.00	6.71	93.29	93.3%
025 Miscellaneous	100.00	6.71	93.29	93.3%
025 Miscellaneous	100.00	6.71	93.29	93.3%
Fund Expenditures:	100.00	6.71	93.29	93.3%
Fund Excess/(Deficit):	204,900.00	201,118.15		

2019 BUDGET POSITION

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012 Technology Reserve Fund

01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
025 Miscellaneous				
025 Miscellaneous	3,200.00	5,354.04	(2,154.04)	0.0%
025 Miscellaneous	3,200.00	5,354.04	(2,154.04)	0.0%
070 Interfund Transfers				
070 Operating Transfers	92,000.00	46,000.00	46,000.00	50.0%
070 Interfund Transfers	92,000.00	46,000.00	46,000.00	50.0%
Fund Revenues:	95,200.00	51,354.04	43,845.96	46.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
518 Data Processing				
025 Miscellaneous	50.00	20.49	29.51	59.0%
518 Data Processing Services	91,950.00	74,964.90	16,985.10	18.5%
518 Data Processing	92,000.00	74,985.39	17,014.61	18.5%
Fund Expenditures:	92,000.00	74,985.39	17,014.61	18.5%
Fund Excess/(Deficit):	3,200.00	(23,631.35)		

2019 BUDGET POSITION

City Of College Place
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061 Employee Benefit Reserve Fund			01/01/2019 To: 12/31/2019	
Revenues	Amt Budgeted	Revenues	Remaining	
025 Miscellaneous				
025 Miscellaneous	3,500.00	5,255.25	(1,755.25)	0.0%
025 Miscellaneous	3,500.00	5,255.25	(1,755.25)	0.0%
070 Interfund Transfers				
070 Operating Transfers	50,000.00	0.00	50,000.00	100.0%
070 Interfund Transfers	50,000.00	0.00	50,000.00	100.0%
Fund Revenues:	53,500.00	5,255.25	48,244.75	90.2%
Expenditures	Amt Budgeted	Expenditures	Remaining	
516 Human Resources				
517 Employee Benefit Program	13,000.00	28,694.00	(15,694.00)	0.0%
562 Employee Benefit Reserve	65.00	19.94	45.06	69.3%
516 Human Resources	13,065.00	28,713.94	(15,648.94)	0.0%
Fund Expenditures:	13,065.00	28,713.94	(15,648.94)	0.0%
Fund Excess/(Deficit):	40,435.00	(23,458.69)		

2019 BUDGET POSITION

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100 Street Fund 01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
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002 Taxes

002 Taxes	0.00	0.00	0.00	100.0%
002 Taxes	0.00	0.00	0.00	100.0%

003 Permits & Licenses

003 Licenses & Permits	7,000.00	7,725.00	(725.00)	0.0%
003 Permits & Licenses	7,000.00	7,725.00	(725.00)	0.0%

006 Charges For Goods & Services

001 Charges For Goods & Services	0.00	0.00	0.00	100.0%
006 Engineering	0.00	4,050.00	(4,050.00)	0.0%
006 Charges For Goods & Services	0.00	4,050.00	(4,050.00)	0.0%
006 Charges For Goods & Services	0.00	4,050.00	(4,050.00)	0.0%

025 Miscellaneous

001 Interest & Other Earnings	2,000.00	4,055.01	(2,055.01)	0.0%
005 Other Miscellaneous Revenue	0.00	543.59	(543.59)	0.0%
011 Project Plans & Specs Payments	0.00	0.00	0.00	100.0%
025 Miscellaneous	2,000.00	4,598.60	(2,598.60)	0.0%
025 Miscellaneous	2,000.00	4,598.60	(2,598.60)	0.0%

070 Interfund Transfers

070 Operating Transfers	450,000.00	450,000.00	0.00	0.0%
070 Interfund Transfers	450,000.00	450,000.00	0.00	0.0%

100 Grants

101 Indirect Federal Grants	5,000.00	0.00	5,000.00	100.0%
001 State Grants	0.00	0.00	0.00	100.0%
005 Fire Department Grants	0.00	0.00	0.00	100.0%
105 State Grants	0.00	0.00	0.00	100.0%
100 Grants	5,000.00	0.00	5,000.00	100.0%

106 State Shared Revenues

107 State Entitlements	211,200.00	215,622.48	(4,422.48)	0.0%
106 State Shared Revenues	211,200.00	215,622.48	(4,422.48)	0.0%

542 Street Department

2019 BUDGET POSITION

City Of College Place
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100 Street Fund		01/01/2019 To: 12/31/2019		
Revenues	Amt Budgeted	Revenues	Remaining	
019 Physical Environment				
019 Physical Environment	0.00	8,663.88	(8,663.88)	0.0%
542 Street Department	0.00	8,663.88	(8,663.88)	0.0%
Fund Revenues:	675,200.00	690,659.96	(15,459.96)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
025 Miscellaneous				
000	25.00	18.09	6.91	27.6%
025 Miscellaneous	25.00	18.09	6.91	27.6%
025 Miscellaneous	25.00	18.09	6.91	27.6%
070 Interfund Transfers				
070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%
532 Public Works & Engineering				
532	220.00	79.91	140.09	63.7%
532 Public Works & Engineering	220.00	79.91	140.09	63.7%
542 Street Department				
515 Legal	0.00	0.00	0.00	100.0%
004 Traveled Way	173,313.00	207,473.90	(34,160.90)	0.0%
005 Street Lighting	60,000.00	42,987.54	17,012.46	28.4%
006 Traffic Control Devices	105,919.00	94,622.14	11,296.86	10.7%
007 Snow & Ice Removal	28,899.00	35,509.45	(6,610.45)	0.0%
008 Street Cleaning	13,020.00	20.36	12,999.64	99.8%
009 Roadside	68,870.00	58,481.95	10,388.05	15.1%
011 Interfund Transfers	165,000.00	82,500.00	82,500.00	50.0%
012 Capital Projects	0.00	0.00	0.00	100.0%
542 Road & Street Maintenance	615,021.00	521,595.34	93,425.66	15.2%
001 Administration	46,302.00	51,172.08	(4,870.08)	0.0%
002 General Services	19,500.00	2,000.00	17,500.00	89.7%
004 Training	1,000.00	1,078.87	(78.87)	0.0%
543 Road & Street General Admin.	66,802.00	54,250.95	12,551.05	18.8%
542 Street Department	681,823.00	575,846.29	105,976.71	15.5%
544 Engineering				

2019 BUDGET POSITION

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100 Street Fund		01/01/2019 To: 12/31/2019		
Expenditures	Amt Budgeted	Expenditures	Remaining	
544 Engineering				
544 Engineering	102,326.00	91,280.94	11,045.06	10.8%
544 Engineering	102,326.00	91,280.94	11,045.06	10.8%
Fund Expenditures:	784,394.00	667,225.23	117,168.77	14.9%
Fund Excess/(Deficit):	(109,194.00)	23,434.73		

2019 BUDGET POSITION

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120 Criminal Justice Fund 01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
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025 Miscellaneous

001 Interest & Other Earnings	225.00	420.64	(195.64)	0.0%
025 Miscellaneous	225.00	420.64	(195.64)	0.0%
025 Miscellaneous	225.00	420.64	(195.64)	0.0%

100 Grants

100 Direct Federal Grants	0.00	0.00	0.00	100.0%
100 Grants	0.00	0.00	0.00	100.0%

106 State Shared Revenues

107 State Entitlements	13,100.00	13,227.34	(127.34)	0.0%
106 State Shared Revenues	13,100.00	13,227.34	(127.34)	0.0%
Fund Revenues:	13,325.00	13,647.98	(322.98)	0.0%

Expenditures	Amt Budgeted	Expenditures	Remaining	
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025 Miscellaneous

000	0.00	1.54	(1.54)	0.0%
025 Miscellaneous	0.00	1.54	(1.54)	0.0%
025 Miscellaneous	0.00	1.54	(1.54)	0.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

100 Grants

105 State Grants	0.00	0.00	0.00	100.0%
100 Grants	0.00	0.00	0.00	100.0%

521 Police Operations

003 Patrol	0.00	79.06	(79.06)	0.0%
004 School Resource Officer	11,805.00	12,422.06	(617.06)	0.0%
009 Criminal Justice	21,000.00	11,571.12	9,428.88	44.9%
521 Law Enforcement	32,805.00	24,072.24	8,732.76	26.6%
521 Police Operations	32,805.00	24,072.24	8,732.76	26.6%

2019 BUDGET POSITION

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120 Criminal Justice Fund

01/01/2019 To: 12/31/2019

Expenditures	Amt Budgeted	Expenditures	Remaining
Fund Expenditures:	32,805.00	24,073.78	8,731.22 26.6%
Fund Excess/(Deficit):	(19,480.00)	(10,425.80)	

2019 BUDGET POSITION

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121 Forfeited Proceeds Fund			01/01/2019 To: 12/31/2019	
Revenues	Amt Budgeted	Revenues	Remaining	
012 Fines & Forfeits				
012 Court Fines And Forfeitures	1,500.00	223.02	1,276.98	85.1%
012 Fines & Forfeits	1,500.00	223.02	1,276.98	85.1%
025 Miscellaneous				
001 Interest & Other Earnings	0.00	18.79	(18.79)	0.0%
025 Miscellaneous	0.00	18.79	(18.79)	0.0%
035 Other Miscellaneous	70.00	24.08	45.92	65.6%
025 Miscellaneous	70.00	42.87	27.13	38.8%
100 Grants				
100 Direct Federal Grants	0.00	0.00	0.00	100.0%
100 Grants	0.00	0.00	0.00	100.0%
Fund Revenues:	1,570.00	265.89	1,304.11	83.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
025 Miscellaneous				
000	5.00	0.17	4.83	96.6%
025 Miscellaneous	5.00	0.17	4.83	96.6%
025 Miscellaneous	5.00	0.17	4.83	96.6%
070 Interfund Transfers				
070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%
521 Police Operations				
521 Law Enforcement	1,600.00	429.77	1,170.23	73.1%
521 Police Operations	1,600.00	429.77	1,170.23	73.1%
Fund Expenditures:	1,605.00	429.94	1,175.06	73.2%
Fund Excess/(Deficit):	(35.00)	(164.05)		

2019 BUDGET POSITION

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130 Hotel/Motel Tax		01/01/2019 To: 12/31/2019		
Revenues	Amt Budgeted	Revenues	Remaining	
002 Taxes				
002 Taxes	8,000.00	15,971.13	(7,971.13)	0.0%
002 Taxes	8,000.00	15,971.13	(7,971.13)	0.0%
025 Miscellaneous				
025 Miscellaneous	0.00	110.18	(110.18)	0.0%
035 Other Miscellaneous	50.00	147.69	(97.69)	0.0%
025 Miscellaneous	50.00	257.87	(207.87)	0.0%
Fund Revenues:	8,050.00	16,229.00	(8,179.00)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
557 Tourism				
557 Economic Development	3,800.00	2,553.42	1,246.58	32.8%
557 Tourism	3,800.00	2,553.42	1,246.58	32.8%
Fund Expenditures:	3,800.00	2,553.42	1,246.58	32.8%
Fund Excess/(Deficit):	4,250.00	13,675.58		

2019 BUDGET POSITION

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201 ULTGO Bond Fund

01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
025 Miscellaneous				
001 Interest & Other Earnings	20.00	10.67	9.33	46.7%
025 Miscellaneous	20.00	10.67	9.33	46.7%
025 Miscellaneous	20.00	10.67	9.33	46.7%
070 Interfund Transfers				
070 Operating Transfers	489,050.00	489,050.00	0.00	0.0%
070 Interfund Transfers	489,050.00	489,050.00	0.00	0.0%
390 Loan Proceeds				
092 Loan Receipts	0.00	0.00	0.00	100.0%
390 Loan Proceeds	0.00	0.00	0.00	100.0%
Fund Revenues:	489,070.00	489,060.67	9.33	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
025 Miscellaneous				
000	0.00	0.06	(0.06)	0.0%
025 Miscellaneous	0.00	0.06	(0.06)	0.0%
025 Miscellaneous	0.00	0.06	(0.06)	0.0%
590 Long Term Debt Payment/Interes				
000	488,750.00	488,750.00	0.00	0.0%
001 Long Term Debt Redemption	0.00	0.00	0.00	100.0%
002 Interest & Other Debt Costs	300.00	600.00	(300.00)	0.0%
591 Interest & Debt Service	489,050.00	489,350.00	(300.00)	0.0%
590 Long Term Debt Payment/Interes	489,050.00	489,350.00	(300.00)	0.0%
Fund Expenditures:	489,050.00	489,350.06	(300.06)	0.0%
Fund Excess/(Deficit):	20.00	(289.39)		

2019 BUDGET POSITION

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202 LTGO Bond Fund

01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
025 Miscellaneous				
001 Interest & Other Earnings	30.00	11.18	18.82	62.7%
025 Miscellaneous	30.00	11.18	18.82	62.7%
025 Miscellaneous	30.00	11.18	18.82	62.7%
070 Interfund Transfers				
070 Operating Transfers	51,127.00	51,127.00	0.00	0.0%
070 Interfund Transfers	51,127.00	51,127.00	0.00	0.0%
Fund Revenues:	51,157.00	51,138.18	18.82	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
025 Miscellaneous				
000	0.00	0.14	(0.14)	0.0%
025 Miscellaneous	0.00	0.14	(0.14)	0.0%
025 Miscellaneous	0.00	0.14	(0.14)	0.0%
070 Interfund Transfers				
070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%
590 Long Term Debt Payment/Interes				
001 Long Term Debt Redemption	44,876.00	44,875.82	0.18	0.0%
002 Interest & Other Debt Costs	6,251.00	6,251.20	(0.20)	0.0%
591 Interest & Debt Service	51,127.00	51,127.02	(0.02)	0.0%
590 Long Term Debt Payment/Interes	51,127.00	51,127.02	(0.02)	0.0%
Fund Expenditures:	51,127.00	51,127.16	(0.16)	0.0%
Fund Excess/(Deficit):	30.00	11.02		

2019 BUDGET POSITION

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235 Commercial Drive Bond Debt Service Fund

01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
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025 Miscellaneous

025 Miscellaneous	2,000.00	1,372.65	627.35	31.4%
025 Miscellaneous	2,000.00	1,372.65	627.35	31.4%

070 Interfund Transfers

070 Operating Transfers	140,484.00	140,484.00	0.00	0.0%
070 Interfund Transfers	140,484.00	140,484.00	0.00	0.0%

370 Capital Contributions

370 Capital Contributions	0.00	0.00	0.00	100.0%
370 Capital Contributions	0.00	0.00	0.00	100.0%

Fund Revenues:	142,484.00	141,856.65	627.35	0.4%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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025 Miscellaneous

514 Finance & Administration	10.00	4.20	5.80	58.0%
025 Miscellaneous	10.00	4.20	5.80	58.0%

590 Long Term Debt Payment/Interes

001 Long Term Debt Redemption	107,529.00	107,530.01	(1.01)	0.0%
002 Interest & Other Debt Costs	32,956.00	32,953.72	2.28	0.0%
591 Interest & Debt Service	140,485.00	140,483.73	1.27	0.0%

590 Long Term Debt Payment/Interes	140,485.00	140,483.73	1.27	0.0%
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Fund Expenditures:	140,495.00	140,487.93	7.07	0.0%
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Fund Excess/(Deficit):	1,989.00	1,368.72		
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2019 BUDGET POSITION

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301 Street Capital Contribution Fund 01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
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025 Miscellaneous

025 Miscellaneous	20.00	16.57	3.43	17.2%
025 Miscellaneous	20.00	16.57	3.43	17.2%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

370 Capital Contributions

370 Capital Contributions	85,000.00	62,568.49	22,431.51	26.4%
370 Capital Contributions	85,000.00	62,568.49	22,431.51	26.4%

Fund Revenues:	85,020.00	62,585.06	22,434.94	26.4%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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070 Interfund Transfers

070 Operating Transfers	96,325.00	62,579.06	33,745.94	35.0%
070 Interfund Transfers	96,325.00	62,579.06	33,745.94	35.0%

542 Street Department

542 Road & Street Maintenance	0.00	0.00	0.00	100.0%
542 Street Department	0.00	0.00	0.00	100.0%

Fund Expenditures:	96,325.00	62,579.06	33,745.94	35.0%
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Fund Excess/(Deficit):	(11,305.00)	6.00	
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2019 BUDGET POSITION

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305 Capital Improvement Fund (REET)

01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
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002 Taxes

002 Taxes	160,000.00	155,418.99	4,581.01	2.9%
002 Taxes	160,000.00	155,418.99	4,581.01	2.9%

025 Miscellaneous

001 Interest & Other Earnings	2,000.00	3,779.24	(1,779.24)	0.0%
025 Miscellaneous	2,000.00	3,779.24	(1,779.24)	0.0%
025 Miscellaneous	2,000.00	3,779.24	(1,779.24)	0.0%

Fund Revenues:	162,000.00	159,198.23	2,801.77	1.7%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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025 Miscellaneous

000	0.00	15.14	(15.14)	0.0%
025 Miscellaneous	0.00	15.14	(15.14)	0.0%
025 Miscellaneous	0.00	15.14	(15.14)	0.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

542 Street Department

542 Road & Street Maintenance	80,000.00	46,500.30	33,499.70	41.9%
542 Street Department	80,000.00	46,500.30	33,499.70	41.9%

596 Capital Expenditures

000	0.00	1,504.44	(1,504.44)	0.0%
005 Planning & Design	0.00	0.00	0.00	100.0%
594 Capital Improvements	0.00	1,504.44	(1,504.44)	0.0%
596 Capital Expenditures	0.00	1,504.44	(1,504.44)	0.0%

Fund Expenditures:	80,000.00	48,019.88	31,980.12	40.0%
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Fund Excess/(Deficit):	82,000.00	111,178.35	
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2019 BUDGET POSITION

City Of College Place
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306 Capital Improvement Fund (REET 2)

01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
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002 Taxes

002 Taxes	160,000.00	155,419.06	4,580.94	2.9%
002 Taxes	160,000.00	155,419.06	4,580.94	2.9%

025 Miscellaneous

001 Interest & Other Earnings	1,500.00	5,003.90	(3,503.90)	0.0%
005 Other Miscellaneous Revenue	55,000.00	64,621.97	(9,621.97)	0.0%
025 Miscellaneous	56,500.00	69,625.87	(13,125.87)	0.0%
025 Miscellaneous	56,500.00	69,625.87	(13,125.87)	0.0%

030 Contributions / Donations Priv

030 Contr & Donations Priv Sources	0.00	9,203.91	(9,203.91)	0.0%
030 Contributions / Donations Priv	0.00	9,203.91	(9,203.91)	0.0%

100 Grants

105 State Grants	49,988.00	48,500.24	1,487.76	3.0%
100 Grants	49,988.00	48,500.24	1,487.76	3.0%

Fund Revenues:	266,488.00	282,749.08	(16,261.08)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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025 Miscellaneous

000	0.00	20.75	(20.75)	0.0%
025 Miscellaneous	0.00	20.75	(20.75)	0.0%
025 Miscellaneous	0.00	20.75	(20.75)	0.0%

596 Capital Expenditures

594 Capital Improvements	466,214.00	39,056.40	427,157.60	91.6%
596 Capital Expenditures	466,214.00	39,056.40	427,157.60	91.6%

Fund Expenditures:	466,214.00	39,077.15	427,136.85	91.6%
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Fund Excess/(Deficit):	(199,726.00)	243,671.93		
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2019 BUDGET POSITION

City Of College Place
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311 Street Improvement Fund 01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
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025 Miscellaneous

001 Interest & Other Earnings	1,300.00	6,501.06	(5,201.06)	0.0%
025 Miscellaneous	1,300.00	6,501.06	(5,201.06)	0.0%
025 Miscellaneous	1,300.00	6,501.06	(5,201.06)	0.0%

070 Interfund Transfers

070 Operating Transfers	10,000.00	400,000.00	(390,000.00)	0.0%
070 Interfund Transfers	10,000.00	400,000.00	(390,000.00)	0.0%

100 Grants

001 Indirect Federal Grants	0.00	0.00	0.00	100.0%
002 Police Department Grants	0.00	2,301.90	(2,301.90)	0.0%
101 Indirect Federal Grants	0.00	2,301.90	(2,301.90)	0.0%
102 Grants - Private Sources	0.00	9,517.40	(9,517.40)	0.0%
105 State Grants	1,685,563.00	1,061,905.18	623,657.82	37.0%
100 Grants	1,685,563.00	1,073,724.48	611,838.52	36.3%

Fund Revenues:	1,696,863.00	1,480,225.54	216,637.46	12.8%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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025 Miscellaneous

000	25.00	22.93	2.07	8.3%
025 Miscellaneous	25.00	22.93	2.07	8.3%
025 Miscellaneous	25.00	22.93	2.07	8.3%

070 Interfund Transfers

070 Operating Transfers	0.00	500,000.00	(500,000.00)	0.0%
070 Interfund Transfers	0.00	500,000.00	(500,000.00)	0.0%

542 Street Department

006 Traffic Control Devices	0.00	0.00	0.00	100.0%
009 Roadside	0.00	0.00	0.00	100.0%
010 Engineering	0.00	543,136.91	(543,136.91)	0.0%
012 Capital Projects	1,798,283.00	657,554.26	1,140,728.74	63.4%
542 Road & Street Maintenance	1,798,283.00	1,200,691.17	597,591.83	33.2%
542 Street Department	1,798,283.00	1,200,691.17	597,591.83	33.2%

2019 BUDGET POSITION

City Of College Place
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311 Street Improvement Fund

01/01/2019 To: 12/31/2019

Expenditures	Amt Budgeted	Expenditures	Remaining	
Fund Expenditures:	1,798,308.00	1,700,714.10	97,593.90	5.4%
Fund Excess/(Deficit):	(101,445.00)	(220,488.56)		

2019 BUDGET POSITION

City Of College Place
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315 Facility Maintenance Reserve Fund (CE)			01/01/2019 To: 12/31/2019	
Revenues	Amt Budgeted	Revenues	Remaining	
025 Miscellaneous				
001 Interest & Other Earnings	1,600.00	2,259.64	(659.64)	0.0%
025 Miscellaneous	1,600.00	2,259.64	(659.64)	0.0%
025 Miscellaneous	1,600.00	2,259.64	(659.64)	0.0%
070 Interfund Transfers				
070 Operating Transfers	300,000.00	150,000.00	150,000.00	50.0%
070 Interfund Transfers	300,000.00	150,000.00	150,000.00	50.0%
100 Grants				
102 Grants - Private Sources	10,000.00	0.00	10,000.00	100.0%
105 State Grants	0.00	0.00	0.00	100.0%
100 Grants	10,000.00	0.00	10,000.00	100.0%
Fund Revenues:	311,600.00	152,259.64	159,340.36	51.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
019 Physical Environment				
048 Maintenance	0.00	0.00	0.00	100.0%
594 Capital Improvements	0.00	0.00	0.00	100.0%
019 Physical Environment	0.00	0.00	0.00	100.0%
025 Miscellaneous				
000	100.00	12.83	87.17	87.2%
025 Miscellaneous	100.00	12.83	87.17	87.2%
025 Miscellaneous	100.00	12.83	87.17	87.2%
524 Building / Facilities / ISM				
519 Other General Gov Services	241,200.00	187,818.65	53,381.35	22.1%
524 Building / Facilities / ISM	241,200.00	187,818.65	53,381.35	22.1%
Fund Expenditures:	241,300.00	187,831.48	53,468.52	22.2%
Fund Excess/(Deficit):	70,300.00	(35,571.84)		

2019 BUDGET POSITION

City Of College Place
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320 Equipment Reserve Fund 01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
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025 Miscellaneous

025 Miscellaneous	5,000.00	7,659.59	(2,659.59)	0.0%
025 Miscellaneous	5,000.00	7,659.59	(2,659.59)	0.0%

070 Interfund Transfers

070 Operating Transfers	504,000.00	224,754.50	279,245.50	55.4%
070 Interfund Transfers	504,000.00	224,754.50	279,245.50	55.4%

Fund Revenues:	509,000.00	232,414.09	276,585.91	54.3%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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025 Miscellaneous

514 Finance & Administration	0.00	28.18	(28.18)	0.0%
025 Miscellaneous	0.00	28.18	(28.18)	0.0%

070 Interfund Transfers

070 Operating Transfers	100,000.00	100,000.00	0.00	0.0%
070 Interfund Transfers	100,000.00	100,000.00	0.00	0.0%

521 Police Operations

521 Law Enforcement	68,500.00	10,462.47	58,037.53	84.7%
521 Police Operations	68,500.00	10,462.47	58,037.53	84.7%

522 Fire Department

001 Administration	50,000.00	52,421.75	(2,421.75)	0.0%
010 Mobilization Program	0.00	0.00	0.00	100.0%
522 Fire Control	50,000.00	52,421.75	(2,421.75)	0.0%
526 Emergency Medical Services	0.00	0.00	0.00	100.0%
522 Fire Department	50,000.00	52,421.75	(2,421.75)	0.0%

542 Street Department

542 Road & Street Maintenance	55,000.00	0.00	55,000.00	100.0%
550 General Services	55,000.00	54,869.24	130.76	0.2%
542 Street Department	110,000.00	54,869.24	55,130.76	50.1%

Fund Expenditures:	328,500.00	217,781.64	110,718.36	33.7%
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2019 BUDGET POSITION

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320 Equipment Reserve Fund

01/01/2019 To: 12/31/2019

Fund Excess/(Deficit):	180,500.00	14,632.45
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2019 BUDGET POSITION

City Of College Place
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330 Economic Development Fund 01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
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006 Charges For Goods & Services

006 Charges For Goods & Services	0.00	0.00	0.00	100.0%
006 Charges For Goods & Services	0.00	0.00	0.00	100.0%

025 Miscellaneous

001 Interest & Other Earnings	250.00	813.99	(563.99)	0.0%
025 Miscellaneous	250.00	813.99	(563.99)	0.0%
025 Miscellaneous	250.00	813.99	(563.99)	0.0%

070 Interfund Transfers

070 Operating Transfers	86,325.00	562,579.06	(476,254.06)	0.0%
070 Interfund Transfers	86,325.00	562,579.06	(476,254.06)	0.0%

100 Grants

100 Direct Federal Grants	0.00	0.00	0.00	100.0%
101 Indirect Federal Grants	0.00	0.00	0.00	100.0%
103 Intergovernmental Local Grants	0.00	0.00	0.00	100.0%
001 State Grants	0.00	0.00	0.00	100.0%
003 Planning Department	0.00	0.00	0.00	100.0%
105 State Grants	0.00	0.00	0.00	100.0%
100 Grants	0.00	0.00	0.00	100.0%

107 Loan Proceeds

000	0.00	0.00	0.00	100.0%
006 CARS Bonds	0.00	0.00	0.00	100.0%
092 Loan Receipts	0.00	0.00	0.00	100.0%
107 Loan Proceeds	0.00	0.00	0.00	100.0%

370 Capital Contributions

370 Capital Contributions	0.00	0.00	0.00	100.0%
370 Capital Contributions	0.00	0.00	0.00	100.0%

Fund Revenues:	86,575.00	563,393.05	(476,818.05)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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025 Miscellaneous

000	0.00	70.00	(70.00)	0.0%
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2019 BUDGET POSITION

City Of College Place
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330 Economic Development Fund

01/01/2019 To: 12/31/2019

Expenditures	Amt Budgeted	Expenditures	Remaining	
025 Miscellaneous				
025 Miscellaneous	0.00	70.00	(70.00)	0.0%
025 Miscellaneous	0.00	70.00	(70.00)	0.0%
070 Interfund Transfers				
070 Operating Transfers	0.00	4,909.05	(4,909.05)	0.0%
070 Interfund Transfers	0.00	4,909.05	(4,909.05)	0.0%
515 Legal				
515 Legal	0.00	0.00	0.00	100.0%
515 Legal	0.00	0.00	0.00	100.0%
542 Street Department				
010 Engineering	0.00	0.00	0.00	100.0%
012 Capital Projects	177,991.00	234,793.96	(56,802.96)	0.0%
542 Road & Street Maintenance	177,991.00	234,793.96	(56,802.96)	0.0%
542 Street Department	177,991.00	234,793.96	(56,802.96)	0.0%
Fund Expenditures:	177,991.00	239,773.01	(61,782.01)	0.0%
Fund Excess/(Deficit):	(91,416.00)	323,620.04		

2019 BUDGET POSITION

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340 Economic Development Reserve Fund			01/01/2019 To: 12/31/2019	
Revenues	Amt Budgeted	Revenues	Remaining	
025 Miscellaneous				
025 Miscellaneous	0.00	0.00	0.00	100.0%
025 Miscellaneous	0.00	0.00	0.00	100.0%
Fund Revenues:	0.00	0.00	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
025 Miscellaneous				
025 Miscellaneous	0.00	0.00	0.00	100.0%
025 Miscellaneous	0.00	0.00	0.00	100.0%
590 Long Term Debt Payment/Interes				
591 Interest & Debt Service	0.00	0.00	0.00	100.0%
590 Long Term Debt Payment/Interes	0.00	0.00	0.00	100.0%
Fund Expenditures:	0.00	0.00	0.00	100.0%
Fund Excess/(Deficit):	0.00	0.00		

2019 BUDGET POSITION

City Of College Place
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400 Water Fund 01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
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003 Permits & Licenses

003 Licenses & Permits	0.00	0.00	0.00	100.0%
003 Permits & Licenses	0.00	0.00	0.00	100.0%

006 Charges For Goods & Services

001 Charges For Goods & Services	55,000.00	52,763.20	2,236.80	4.1%
004 Fines / Penalties / Charges	15,000.00	7,438.48	7,561.52	50.4%
009 Water	1,561,000.00	1,531,868.33	29,131.67	1.9%
006 Charges For Goods & Services	1,631,000.00	1,592,070.01	38,929.99	2.4%
006 Charges For Goods & Services	1,631,000.00	1,592,070.01	38,929.99	2.4%

012 Fines & Forfeits

006 Charges For Goods & Services	15,000.00	22,356.00	(7,356.00)	0.0%
012 Fines & Forfeits	15,000.00	22,356.00	(7,356.00)	0.0%

025 Miscellaneous

001 Interest & Other Earnings	11,000.00	13,694.11	(2,694.11)	0.0%
002 Rents & Leases	19,044.00	19,520.10	(476.10)	0.0%
005 Other Miscellaneous Revenue	0.00	888.95	(888.95)	0.0%
025 Miscellaneous	30,044.00	34,103.16	(4,059.16)	0.0%
025 Miscellaneous	30,044.00	34,103.16	(4,059.16)	0.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

370 Capital Contributions

370 Capital Contributions	0.00	0.00	0.00	100.0%
370 Capital Contributions	0.00	0.00	0.00	100.0%

380 Non-Revenues

080 Non-Revenues	0.00	2,500.00	(2,500.00)	0.0%
380 Non-Revenues	0.00	2,500.00	(2,500.00)	0.0%

534 Water Department

019 Physical Environment	0.00	2,499.24	(2,499.24)	0.0%
003 Maintenance	0.00	13,704.40	(13,704.40)	0.0%

2019 BUDGET POSITION

City Of College Place
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400 Water Fund 01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
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534 Water Utilities

534 Water Utilities	0.00	13,704.40	(13,704.40)	0.0%
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534 Water Department	0.00	16,203.64	(16,203.64)	0.0%
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Fund Revenues:	1,676,044.00	1,667,232.81	8,811.19	0.5%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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025 Miscellaneous

000	50.00	55.92	(5.92)	0.0%
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025 Miscellaneous	50.00	55.92	(5.92)	0.0%
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025 Miscellaneous	50.00	55.92	(5.92)	0.0%
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070 Interfund Transfers

070 Operating Transfers	348,088.00	360,110.00	(12,022.00)	0.0%
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070 Interfund Transfers	348,088.00	360,110.00	(12,022.00)	0.0%
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100 Grants

101 Indirect Federal Grants	0.00	0.00	0.00	100.0%
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100 Grants	0.00	0.00	0.00	100.0%
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534 Water Department

515 Legal	0.00	2,487.50	(2,487.50)	0.0%
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000	0.00	2,174.80	(2,174.80)	0.0%
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001 Administration / General	547,025.00	529,577.98	17,447.02	3.2%
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002 Administrative/Planning	18,440.00	21,698.76	(3,258.76)	0.0%
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003 Maintenance	425,577.00	409,814.52	15,762.48	3.7%
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004 Operations / General	205,886.00	168,888.42	36,997.58	18.0%
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005 Capital Expenditures	0.00	0.00	0.00	100.0%
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009 Finance	138,673.00	139,560.55	(887.55)	0.0%
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534 Water Utilities	1,335,601.00	1,271,715.03	63,885.97	4.8%
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534 Water Department	1,335,601.00	1,274,202.53	61,398.47	4.6%
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580 Non-Expenditures

589 Non-Expenditures	0.00	3,500.00	(3,500.00)	0.0%
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580 Non-Expenditures	0.00	3,500.00	(3,500.00)	0.0%
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597 Interfund Transfers

2019 BUDGET POSITION

City Of College Place
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400 Water Fund		01/01/2019 To: 12/31/2019		
Expenditures	Amt Budgeted	Expenditures	Remaining	
070 Operating Transfers				
070 Operating Transfers	0.00	0.00	0.00	100.0%
597 Interfund Transfers	0.00	0.00	0.00	100.0%
Fund Expenditures:	1,683,739.00	1,637,868.45	45,870.55	2.7%
Fund Excess/(Deficit):	(7,695.00)	29,364.36		

2019 BUDGET POSITION

City Of College Place
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401 Wastewater Fund 01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
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003 Permits & Licenses

003 Licenses & Permits	0.00	(16,485.04)	16,485.04	100.0%
003 Permits & Licenses	0.00	(16,485.04)	16,485.04	100.0%

006 Charges For Goods & Services

001 Charges For Goods & Services	0.00	0.00	0.00	100.0%
010 Wastewater	2,233,000.00	2,489,035.11	(256,035.11)	0.0%
006 Charges For Goods & Services	2,233,000.00	2,489,035.11	(256,035.11)	0.0%
006 Charges For Goods & Services	2,233,000.00	2,489,035.11	(256,035.11)	0.0%

012 Fines & Forfeits

006 Charges For Goods & Services	5,000.00	9,616.53	(4,616.53)	0.0%
012 Fines & Forfeits	5,000.00	9,616.53	(4,616.53)	0.0%

019 Physical Environment

019 Physical Environment	0.00	1,188.39	(1,188.39)	0.0%
019 Physical Environment	0.00	1,188.39	(1,188.39)	0.0%

025 Miscellaneous

001 Interest & Other Earnings	13,500.00	28,493.13	(14,993.13)	0.0%
002 Rents & Leases	0.00	0.00	0.00	100.0%
005 Other Miscellaneous Revenue	0.00	118,846.35	(118,846.35)	0.0%
025 Miscellaneous	13,500.00	147,339.48	(133,839.48)	0.0%
025 Miscellaneous	13,500.00	147,339.48	(133,839.48)	0.0%

070 Interfund Transfers

000	200,000.00	0.00	200,000.00	100.0%
070 Operating Transfers	200,000.00	0.00	200,000.00	100.0%
070 Interfund Transfers	200,000.00	0.00	200,000.00	100.0%

100 Grants

105 State Grants	0.00	0.00	0.00	100.0%
100 Grants	0.00	0.00	0.00	100.0%

107 Loan Proceeds

092 Loan Receipts	0.00	0.00	0.00	100.0%
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2019 BUDGET POSITION

City Of College Place
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401 Wastewater Fund 01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
107 Loan Proceeds	0.00	0.00	0.00	100.0%

370 Capital Contributions

370 Capital Contributions	0.00	0.00	0.00	100.0%
370 Capital Contributions	0.00	0.00	0.00	100.0%

535 Wastewater Department

019 Physical Environment	0.00	0.00	0.00	100.0%
535 Wastewater Department	0.00	0.00	0.00	100.0%

Fund Revenues:	2,451,500.00	2,630,694.47	(179,194.47)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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025 Miscellaneous

000	200.00	114.46	85.54	42.8%
025 Miscellaneous	200.00	114.46	85.54	42.8%
025 Miscellaneous	200.00	114.46	85.54	42.8%

070 Interfund Transfers

000	200,000.00	200,000.00	0.00	0.0%
050 Maintenance	62,550.00	78,187.50	(15,637.50)	0.0%
080 Operations/General	62,550.00	78,187.50	(15,637.50)	0.0%
070 Operating Transfers	325,100.00	356,375.00	(31,275.00)	0.0%
070 Interfund Transfers	325,100.00	356,375.00	(31,275.00)	0.0%

535 Wastewater Department

515 Legal	1,500.00	2,712.50	(1,212.50)	0.0%
001 Administration / General	1,646,450.00	1,560,625.14	85,824.86	5.2%
002 Administration / Planning	18,440.00	21,730.41	(3,290.41)	0.0%
003 Maintenance	176,500.00	78,157.93	98,342.07	55.7%
004 Operations / General	81,096.00	71,929.60	9,166.40	11.3%
005 Operations / Testing	0.00	0.00	0.00	100.0%
012 Finance	159,947.00	157,397.41	2,549.59	1.6%
535 Wastewater Utilities	2,082,433.00	1,889,840.49	192,592.51	9.2%
535 Wastewater Department	2,083,933.00	1,892,552.99	191,380.01	9.2%

597 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
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401 Wastewater Fund		01/01/2019 To: 12/31/2019		
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	0.00	0.00	0.00	100.0%
Fund Expenditures:	2,409,233.00	2,249,042.45	160,190.55	6.6%
Fund Excess/(Deficit):	42,267.00	381,652.02		

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402 Stormwater Fund		01/01/2019 To: 12/31/2019		
Revenues	Amt Budgeted	Revenues	Remaining	
006 Charges For Goods & Services				
006 Charges For Goods & Services	371,000.00	560,004.24	(189,004.24)	0.0%
025 Miscellaneous	0.00	(0.38)	0.38	100.0%
006 Charges For Goods & Services	371,000.00	560,003.86	(189,003.86)	0.0%
012 Fines & Forfeits				
006 Charges For Goods & Services	0.00	1,011.00	(1,011.00)	0.0%
012 Fines & Forfeits	0.00	1,011.00	(1,011.00)	0.0%
019 Physical Environment				
019 Physical Environment	0.00	419.44	(419.44)	0.0%
019 Physical Environment	0.00	419.44	(419.44)	0.0%
025 Miscellaneous				
001 Interest & Other Earnings	0.00	2,510.98	(2,510.98)	0.0%
025 Miscellaneous	0.00	2,510.98	(2,510.98)	0.0%
025 Miscellaneous	0.00	2,510.98	(2,510.98)	0.0%
070 Interfund Transfers				
070 Operating Transfers	85,000.00	85,000.00	0.00	0.0%
070 Interfund Transfers	85,000.00	85,000.00	0.00	0.0%
Fund Revenues:	456,000.00	648,945.28	(192,945.28)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
025 Miscellaneous				
000	0.00	0.15	(0.15)	0.0%
025 Miscellaneous	0.00	0.15	(0.15)	0.0%
025 Miscellaneous	0.00	0.15	(0.15)	0.0%
531 Stormwater				
515 Legal	0.00	4,445.00	(4,445.00)	0.0%
001 Administration / General	72,134.00	43,411.49	28,722.51	39.8%
002 Administration / Engineering	40,084.00	42,192.64	(2,108.64)	0.0%
003 Maintenance	85,285.00	52,337.21	32,947.79	38.6%
004 Operations / General	163,500.00	228,925.62	(65,425.62)	0.0%
005 Finance	41,606.00	48,173.15	(6,567.15)	0.0%

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402 Stormwater Fund

01/01/2019 To: 12/31/2019

Expenditures	Amt Budgeted	Expenditures	Remaining	
531 Stormwater				
531 Stormwater	402,609.00	415,040.11	(12,431.11)	0.0%
531 Stormwater	402,609.00	419,485.11	(16,876.11)	0.0%
Fund Expenditures:	402,609.00	419,485.26	(16,876.26)	0.0%
Fund Excess/(Deficit):	53,391.00	229,460.02		

2019 BUDGET POSITION

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403 Stormwater Capital Reserve Fund

01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
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025 Miscellaneous

001 Interest & Other Earnings	0.00	2,793.55	(2,793.55)	0.0%
025 Miscellaneous	0.00	2,793.55	(2,793.55)	0.0%
025 Miscellaneous	0.00	2,793.55	(2,793.55)	0.0%

070 Interfund Transfers

000	100,000.00	100,000.00	0.00	0.0%
080 Operations/General	157,000.00	228,500.00	(71,500.00)	0.0%
070 Operating Transfers	257,000.00	328,500.00	(71,500.00)	0.0%
070 Interfund Transfers	257,000.00	328,500.00	(71,500.00)	0.0%

100 Grants

100 Direct Federal Grants	162,000.00	0.00	162,000.00	100.0%
105 State Grants	376,025.00	219,205.57	156,819.43	41.7%
100 Grants	538,025.00	219,205.57	318,819.43	59.3%

370 Capital Contributions

370 Capital Contributions	0.00	0.00	0.00	100.0%
370 Capital Contributions	0.00	0.00	0.00	100.0%

390 Loan Proceeds

092 Loan Receipts	0.00	270,000.00	(270,000.00)	0.0%
110 Federal Loans	54,000.00	0.00	54,000.00	100.0%
390 Loan Proceeds	54,000.00	270,000.00	(216,000.00)	0.0%

Fund Revenues:	849,025.00	820,499.12	28,525.88	3.4%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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025 Miscellaneous

000	0.00	9.80	(9.80)	0.0%
025 Miscellaneous	0.00	9.80	(9.80)	0.0%
025 Miscellaneous	0.00	9.80	(9.80)	0.0%

531 Stormwater

000	240,000.00	269,126.45	(29,126.45)	0.0%
006 Capital Projects	470,094.00	429,888.68	40,205.32	8.6%

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403 Stormwater Capital Reserve Fund

01/01/2019 To: 12/31/2019

Expenditures	Amt Budgeted	Expenditures	Remaining	
531 Stormwater				
531 Stormwater	710,094.00	699,015.13	11,078.87	1.6%
531 Stormwater	710,094.00	699,015.13	11,078.87	1.6%
590 Long Term Debt Payment/Interes				
001 Long Term Debt Redemption	54,000.00	46,643.65	7,356.35	13.6%
002 Interest & Other Debt Costs	0.00	2,557.63	(2,557.63)	0.0%
591 Interest & Debt Service	54,000.00	49,201.28	4,798.72	8.9%
590 Long Term Debt Payment/Interes	54,000.00	49,201.28	4,798.72	8.9%
Fund Expenditures:	764,094.00	748,226.21	15,867.79	2.1%
Fund Excess/(Deficit):	84,931.00	72,272.91		

2019 BUDGET POSITION

City Of College Place
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410 Water Capital Reserve Fund

01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
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003 Permits & Licenses

003 Licenses & Permits	644,000.00	269,000.00	375,000.00	58.2%
003 Permits & Licenses	644,000.00	269,000.00	375,000.00	58.2%

025 Miscellaneous

000	7,500.00	56,970.03	(49,470.03)	0.0%
001 Interest & Other Earnings	0.00	682.96	(682.96)	0.0%
005 Other Miscellaneous Revenue	0.00	0.00	0.00	100.0%
025 Miscellaneous	7,500.00	57,652.99	(50,152.99)	0.0%
026 Rentals & Leases	91,123.00	70,000.00	21,123.00	23.2%
025 Miscellaneous	98,623.00	127,652.99	(29,029.99)	0.0%

070 Interfund Transfers

070 Operating Transfers	348,088.00	360,110.00	(12,022.00)	0.0%
070 Interfund Transfers	348,088.00	360,110.00	(12,022.00)	0.0%

100 Grants

102 Grants - Private Sources	220,000.00	0.00	220,000.00	100.0%
105 State Grants	819,460.00	508,471.90	310,988.10	38.0%
100 Grants	1,039,460.00	508,471.90	530,988.10	51.1%

107 Loan Proceeds

092 Loan Receipts	0.00	0.00	0.00	100.0%
107 Loan Proceeds	0.00	0.00	0.00	100.0%

370 Capital Contributions

370 Capital Contributions	0.00	750.96	(750.96)	0.0%
370 Capital Contributions	0.00	750.96	(750.96)	0.0%

390 Loan Proceeds

110 Federal Loans	1,804,569.00	19,487.11	1,785,081.89	98.9%
390 Loan Proceeds	1,804,569.00	19,487.11	1,785,081.89	98.9%

Fund Revenues:	3,934,740.00	1,285,472.96	2,649,267.04	67.3%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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025 Miscellaneous

000	70.00	197.91	(127.91)	0.0%
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410 Water Capital Reserve Fund

01/01/2019 To: 12/31/2019

Expenditures	Amt Budgeted	Expenditures	Remaining	
025 Miscellaneous				
025 Miscellaneous	70.00	197.91	(127.91)	0.0%
025 Miscellaneous	70.00	197.91	(127.91)	0.0%
070 Interfund Transfers				
070 Operating Transfers	2,550,000.00	500,000.00	2,050,000.00	80.4%
070 Interfund Transfers	2,550,000.00	500,000.00	2,050,000.00	80.4%
534 Water Department				
000	0.00	527,959.01	(527,959.01)	0.0%
001 Administration / General	4,883,282.00	2,464,141.14	2,419,140.86	49.5%
534 Water Utilities	4,883,282.00	2,992,100.15	1,891,181.85	38.7%
534 Water Department	4,883,282.00	2,992,100.15	1,891,181.85	38.7%
590 Long Term Debt Payment/Interes				
591 Interest & Debt Service	0.00	0.00	0.00	100.0%
590 Long Term Debt Payment/Interes	0.00	0.00	0.00	100.0%
Fund Expenditures:	7,433,352.00	3,492,298.06	3,941,053.94	53.0%
Fund Excess/(Deficit):	(3,498,612.00)	(2,206,825.10)		

2019 BUDGET POSITION

City Of College Place
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411 Wastewater Capital Reserve Fund			01/01/2019 To: 12/31/2019	
Revenues	Amt Budgeted	Revenues	Remaining	
003 Permits & Licenses				
003 Licenses & Permits	504,000.00	259,000.00	245,000.00	48.6%
003 Permits & Licenses	504,000.00	259,000.00	245,000.00	48.6%
025 Miscellaneous				
000	15,000.00	10,436.53	4,563.47	30.4%
001 Interest & Other Earnings	0.00	8,755.37	(8,755.37)	0.0%
005 Other Miscellaneous Revenue	0.00	0.00	0.00	100.0%
025 Miscellaneous	15,000.00	19,191.90	(4,191.90)	0.0%
025 Miscellaneous	15,000.00	19,191.90	(4,191.90)	0.0%
070 Interfund Transfers				
070 Operating Transfers	773,854.00	805,129.00	(31,275.00)	0.0%
070 Interfund Transfers	773,854.00	805,129.00	(31,275.00)	0.0%
100 Grants				
103 Intergovernmental Local Grants	400,000.00	0.00	400,000.00	100.0%
105 State Grants	400,000.00	0.00	400,000.00	100.0%
100 Grants	800,000.00	0.00	800,000.00	100.0%
107 Loan Proceeds				
092 Loan Receipts	2,500,000.00	0.00	2,500,000.00	100.0%
107 Loan Proceeds	2,500,000.00	0.00	2,500,000.00	100.0%
370 Capital Contributions				
370 Capital Contributions	0.00	0.00	0.00	100.0%
370 Capital Contributions	0.00	0.00	0.00	100.0%
535 Wastewater Department				
090 Disposition Of Fixed Assets	0.00	0.00	0.00	100.0%
535 Wastewater Department	0.00	0.00	0.00	100.0%
Fund Revenues:	4,592,854.00	1,083,320.90	3,509,533.10	76.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
025 Miscellaneous				
000	27,558.00	66.44	27,491.56	99.8%

2019 BUDGET POSITION

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411 Wastewater Capital Reserve Fund			01/01/2019 To: 12/31/2019	
Expenditures	Amt Budgeted	Expenditures	Remaining	
025 Miscellaneous				
025 Miscellaneous	27,558.00	66.44	27,491.56	99.8%
025 Miscellaneous	27,558.00	66.44	27,491.56	99.8%
535 Wastewater Department				
003 Maintenance	300,000.00	33,807.30	266,192.70	88.7%
005 Operations / Testing	0.00	0.00	0.00	100.0%
007 Interest Payment	0.00	456,100.27	(456,100.27)	0.0%
008 Capitalized Expenditures	3,759,766.00	516,287.44	3,243,478.56	86.3%
009 Operating Transfers	0.00	76,435.89	(76,435.89)	0.0%
535 Wastewater Utilities	4,059,766.00	1,082,630.90	2,977,135.10	73.3%
535 Wastewater Department	4,059,766.00	1,082,630.90	2,977,135.10	73.3%
Fund Expenditures:	4,087,324.00	1,082,697.34	3,004,626.66	73.5%
Fund Excess/(Deficit):	505,530.00	623.56		

2019 BUDGET POSITION

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412 Wastewater Debt Service Fund			01/01/2019 To: 12/31/2019	
Revenues	Amt Budgeted	Revenues	Remaining	
006 Charges For Goods & Services				
006 Charges For Goods & Services	802,454.00	612,846.37	189,607.63	23.6%
006 Charges For Goods & Services	802,454.00	612,846.37	189,607.63	23.6%
025 Miscellaneous				
025 Miscellaneous	7,500.00	6,737.82	762.18	10.2%
025 Miscellaneous	7,500.00	6,737.82	762.18	10.2%
107 Loan Proceeds				
092 Loan Receipts	220,505.00	0.00	220,505.00	100.0%
107 Loan Proceeds	220,505.00	0.00	220,505.00	100.0%
Fund Revenues:	1,030,459.00	619,584.19	410,874.81	39.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
025 Miscellaneous				
025 Miscellaneous	25.00	20.71	4.29	17.2%
025 Miscellaneous	25.00	20.71	4.29	17.2%
070 Interfund Transfers				
070 Operating Transfers	648,754.00	448,754.00	200,000.00	30.8%
070 Interfund Transfers	648,754.00	448,754.00	200,000.00	30.8%
590 Long Term Debt Payment/Interes				
001 Long Term Debt Redemption	342,275.00	259,168.20	83,106.80	24.3%
002 Interest & Other Debt Costs	137,399.00	0.00	137,399.00	100.0%
591 Interest & Debt Service	479,674.00	259,168.20	220,505.80	46.0%
590 Long Term Debt Payment/Interes	479,674.00	259,168.20	220,505.80	46.0%
Fund Expenditures:	1,128,453.00	707,942.91	420,510.09	37.3%
Fund Excess/(Deficit):	(97,994.00)	(88,358.72)		

2019 BUDGET POSITION

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413 Water Capital Improvement Reserve Fund 01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
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006 Charges For Goods & Services

006 Charges For Goods & Services	860,000.00	863,988.07	(3,988.07)	0.0%
006 Charges For Goods & Services	860,000.00	863,988.07	(3,988.07)	0.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

100 Grants

101 Indirect Federal Grants	2,097,716.00	0.00	2,097,716.00	100.0%
100 Grants	2,097,716.00	0.00	2,097,716.00	100.0%

590 Long Term Debt Payment/Interes

000	18,500.00	14,398.39	4,101.61	22.2%
591 Interest & Debt Service	18,500.00	14,398.39	4,101.61	22.2%
590 Long Term Debt Payment/Interes	18,500.00	14,398.39	4,101.61	22.2%

Fund Revenues:	2,976,216.00	878,386.46	2,097,829.54	70.5%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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025 Miscellaneous

025 Miscellaneous	100.00	40.52	59.48	59.5%
025 Miscellaneous	100.00	40.52	59.48	59.5%

070 Interfund Transfers

070 Operating Transfers	344,700.00	344,700.00	0.00	0.0%
070 Interfund Transfers	344,700.00	344,700.00	0.00	0.0%

590 Long Term Debt Payment/Interes

001 Long Term Debt Redemption	2,761,235.00	527,798.65	2,233,436.35	80.9%
002 Interest & Other Debt Costs	83,611.00	32,259.16	51,351.84	61.4%
591 Interest & Debt Service	2,844,846.00	560,057.81	2,284,788.19	80.3%
590 Long Term Debt Payment/Interes	2,844,846.00	560,057.81	2,284,788.19	80.3%

Fund Expenditures:	3,189,646.00	904,798.33	2,284,847.67	71.6%
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2019 BUDGET POSITION

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413 Water Capital Improvement Reserve Fund

01/01/2019 To: 12/31/2019

Fund Excess/(Deficit):	(213,430.00)	(26,411.87)
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2019 BUDGET POSITION

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425 Water Revenue Bond Fund

01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
025 Miscellaneous				
001 Interest & Other Earnings	5,000.00	1,559.52	3,440.48	68.8%
025 Miscellaneous	5,000.00	1,559.52	3,440.48	68.8%
025 Miscellaneous	5,000.00	1,559.52	3,440.48	68.8%
070 Interfund Transfers				
070 Operating Transfers	2,894,700.00	344,700.00	2,550,000.00	88.1%
070 Interfund Transfers	2,894,700.00	344,700.00	2,550,000.00	88.1%
Fund Revenues:	2,899,700.00	346,259.52	2,553,440.48	88.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
025 Miscellaneous				
000	0.00	5.35	(5.35)	0.0%
025 Miscellaneous	0.00	5.35	(5.35)	0.0%
025 Miscellaneous	0.00	5.35	(5.35)	0.0%
070 Interfund Transfers				
070 Operating Transfers	302,000.00	302,000.00	0.00	0.0%
070 Interfund Transfers	302,000.00	302,000.00	0.00	0.0%
590 Long Term Debt Payment/Interes				
001 Long Term Debt Redemption	2,775,000.00	225,000.00	2,550,000.00	91.9%
002 Interest & Other Debt Costs	119,700.00	119,700.00	0.00	0.0%
591 Interest & Debt Service	2,894,700.00	344,700.00	2,550,000.00	88.1%
590 Long Term Debt Payment/Interes	2,894,700.00	344,700.00	2,550,000.00	88.1%
Fund Expenditures:	3,196,700.00	646,705.35	2,549,994.65	79.8%
Fund Excess/(Deficit):	(297,000.00)	(300,445.83)		

2019 BUDGET POSITION

City Of College Place
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426 Water Bond Reserve Fund

01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
025 Miscellaneous				
001 Interest & Other Earnings	2,800.00	3,714.00	(914.00)	0.0%
025 Miscellaneous	2,800.00	3,714.00	(914.00)	0.0%
025 Miscellaneous	2,800.00	3,714.00	(914.00)	0.0%
070 Interfund Transfers				
070 Operating Transfers	302,000.00	302,000.00	0.00	0.0%
070 Interfund Transfers	302,000.00	302,000.00	0.00	0.0%
107 Loan Proceeds				
092 Loan Receipts	0.00	0.00	0.00	100.0%
107 Loan Proceeds	0.00	0.00	0.00	100.0%
Fund Revenues:	304,800.00	305,714.00	(914.00)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
025 Miscellaneous				
000	0.00	11.11	(11.11)	0.0%
025 Miscellaneous	0.00	11.11	(11.11)	0.0%
025 Miscellaneous	0.00	11.11	(11.11)	0.0%
070 Interfund Transfers				
070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%
Fund Expenditures:	0.00	11.11	(11.11)	0.0%
Fund Excess/(Deficit):	304,800.00	305,702.89		

2019 BUDGET POSITION

City Of College Place
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431 Water System Construction Fund

01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	185.00	4,972.87	(4,787.87)	0.0%
009 PWTF Loan Related	0.00	0.00	0.00	100.0%
025 Miscellaneous	185.00	4,972.87	(4,787.87)	0.0%
025 Miscellaneous	185.00	4,972.87	(4,787.87)	0.0%

070 Interfund Transfers

070 Operating Transfers	0.00	500,000.00	(500,000.00)	0.0%
070 Interfund Transfers	0.00	500,000.00	(500,000.00)	0.0%

100 Grants

105 State Grants	873,000.00	873,000.00	0.00	0.0%
100 Grants	873,000.00	873,000.00	0.00	0.0%

107 Loan Proceeds

111 State Loans	4,195,431.00	1,367,189.16	2,828,241.84	67.4%
107 Loan Proceeds	4,195,431.00	1,367,189.16	2,828,241.84	67.4%

390 Loan Proceeds

111 State Loans	0.00	0.00	0.00	100.0%
390 Loan Proceeds	0.00	0.00	0.00	100.0%

Fund Revenues:

	5,068,616.00	2,745,162.03	2,323,453.97	45.8%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	50.00	17.18	32.82	65.6%
025 Miscellaneous	50.00	17.18	32.82	65.6%
025 Miscellaneous	50.00	17.18	32.82	65.6%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

534 Water Department

000	0.00	2,240,189.16	(2,240,189.16)	0.0%
001 Administration / General	4,195,431.00	188,835.72	4,006,595.28	95.5%

2019 BUDGET POSITION

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431 Water System Construction Fund			01/01/2019 To: 12/31/2019	
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities				
005 Capital Expenditures	0.00	0.00	0.00	100.0%
534 Water Utilities	4,195,431.00	2,429,024.88	1,766,406.12	42.1%
534 Water Department	4,195,431.00	2,429,024.88	1,766,406.12	42.1%
Fund Expenditures:	4,195,481.00	2,429,042.06	1,766,438.94	42.1%
Fund Excess/(Deficit):	873,135.00	316,119.97		

2019 BUDGET POSITION

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500 Equipment Rental & Replacement 01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
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025 Miscellaneous

001 Interest & Other Earnings	3,000.00	5,532.29	(2,532.29)	0.0%
005 Other Miscellaneous Revenue	0.00	165.20	(165.20)	0.0%
025 Miscellaneous	3,000.00	5,697.49	(2,697.49)	0.0%
025 Miscellaneous	3,000.00	5,697.49	(2,697.49)	0.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

107 Loan Proceeds

092 Loan Receipts	0.00	0.00	0.00	100.0%
107 Loan Proceeds	0.00	0.00	0.00	100.0%

548 Equipment Rental & Replacement

020 Economic Environment	0.00	0.00	0.00	100.0%
070 Operating Transfers	316,267.00	357,419.59	(41,152.59)	0.0%
548 Equipment Rental & Replacement	316,267.00	357,419.59	(41,152.59)	0.0%

Fund Revenues:	319,267.00	363,117.08	(43,850.08)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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522 Fire Department

002 Fire Suppression	0.00	0.00	0.00	100.0%
010 Mobilization Program	0.00	82.74	(82.74)	0.0%
522 Fire Control	0.00	82.74	(82.74)	0.0%
522 Fire Department	0.00	82.74	(82.74)	0.0%

548 Equipment Rental & Replacement

515 Legal	0.00	0.00	0.00	100.0%
000	0.00	0.00	0.00	100.0%
001 Administration/Overhead Costs	78,903.00	35,469.51	43,433.49	55.0%
002 Operations / General	249,406.00	315,241.95	(65,835.95)	0.0%
548 Equipment Rental & Replacement	328,309.00	350,711.46	(22,402.46)	0.0%
548 Equipment Rental & Replacement	328,309.00	350,711.46	(22,402.46)	0.0%

Fund Expenditures:	328,309.00	350,794.20	(22,485.20)	0.0%
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2019 BUDGET POSITION

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500 Equipment Rental & Replacement

01/01/2019 To: 12/31/2019

Fund Excess/(Deficit):	(9,042.00)	12,322.88
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2019 BUDGET POSITION

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625 Flexible Benefits Plan Fund

01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
380 Non-Revenues				
060 Agency & Other Type Deposits	14,000.00	18,830.00	(4,830.00)	0.0%
380 Non-Revenues	14,000.00	18,830.00	(4,830.00)	0.0%
Fund Revenues:	14,000.00	18,830.00	(4,830.00)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
516 Human Resources				
589 Non-Expenditures	14,500.00	18,544.01	(4,044.01)	0.0%
516 Human Resources	14,500.00	18,544.01	(4,044.01)	0.0%
Fund Expenditures:	14,500.00	18,544.01	(4,044.01)	0.0%
Fund Excess/(Deficit):	(500.00)	285.99		

2019 BUDGET POSITION TOTALS

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Current Expense Fund	6,362,134.00	6,731,062.64	0.0%	6,817,797.00	6,985,156.23	0%
005 Current Expense Reserve Fund	205,000.00	201,124.86	1.9%	100.00	6.71	93%
012 Technology Reserve Fund	95,200.00	51,354.04	46.1%	92,000.00	74,985.39	18%
061 Employee Benefit Reserve Fund	53,500.00	5,255.25	90.2%	13,065.00	28,713.94	0%
100 Street Fund	675,200.00	690,659.96	0.0%	784,394.00	667,225.23	15%
120 Criminal Justice Fund	13,325.00	13,647.98	0.0%	32,805.00	24,073.78	27%
121 Forfeited Proceeds Fund	1,570.00	265.89	83.1%	1,605.00	429.94	73%
130 Hotel/Motel Tax	8,050.00	16,229.00	0.0%	3,800.00	2,553.42	33%
201 ULTGO Bond Fund	489,070.00	489,060.67	0.0%	489,050.00	489,350.06	0%
202 LTGO Bond Fund	51,157.00	51,138.18	0.0%	51,127.00	51,127.16	0%
235 Commercial Drive Bond Debt Se	142,484.00	141,856.65	0.4%	140,495.00	140,487.93	0%
301 Street Capital Contribution Fund	85,020.00	62,585.06	26.4%	96,325.00	62,579.06	35%
305 Capital Improvement Fund (REE'	162,000.00	159,198.23	1.7%	80,000.00	48,019.88	40%
306 Capital Improvement Fund (REE'	266,488.00	282,749.08	0.0%	466,214.00	39,077.15	92%
311 Street Improvement Fund	1,696,863.00	1,480,225.54	12.8%	1,798,308.00	1,700,714.10	5%
315 Facility Maintenance Reserve Fun	311,600.00	152,259.64	51.1%	241,300.00	187,831.48	22%
320 Equipment Reserve Fund	509,000.00	232,414.09	54.3%	328,500.00	217,781.64	34%
330 Economic Development Fund	86,575.00	563,393.05	0.0%	177,991.00	239,773.01	0%
340 Economic Development Reserve	0.00	0.00	100.0%	0.00	0.00	100%
400 Water Fund	1,676,044.00	1,667,232.81	0.5%	1,683,739.00	1,637,868.45	3%
401 Wastewater Fund	2,451,500.00	2,630,694.47	0.0%	2,409,233.00	2,249,042.45	7%
402 Stormwater Fund	456,000.00	648,945.28	0.0%	402,609.00	419,485.26	0%
403 Stormwater Capital Reserve Func	849,025.00	820,499.12	3.4%	764,094.00	748,226.21	2%
410 Water Capital Reserve Fund	3,934,740.00	1,285,472.96	67.3%	7,433,352.00	3,492,298.06	53%
411 Wastewater Capital Reserve Fund	4,592,854.00	1,083,320.90	76.4%	4,087,324.00	1,082,697.34	74%
412 Wastewater Debt Service Fund	1,030,459.00	619,584.19	39.9%	1,128,453.00	707,942.91	37%
413 Water Capital Improvement Rese	2,976,216.00	878,386.46	70.5%	3,189,646.00	904,798.33	72%
425 Water Revenue Bond Fund	2,899,700.00	346,259.52	88.1%	3,196,700.00	646,705.35	80%
426 Water Bond Reserve Fund	304,800.00	305,714.00	0.0%	0.00	11.11	0%
431 Water System Construction Fund	5,068,616.00	2,745,162.03	45.8%	4,195,481.00	2,429,042.06	42%
500 Equipment Rental & Replacemen	319,267.00	363,117.08	0.0%	328,309.00	350,794.20	0%
625 Flexible Benefits Plan Fund	14,000.00	18,830.00	0.0%	14,500.00	18,544.01	0%
	37,787,457.00	24,737,698.63	34.5%	40,448,316.00	25,647,341.85	36.6%

TOTALS FOR: Banner Bank Credit Cards

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Accts Pay #	Date	Vendor	Amount	Memo
72339	12/31/2019	7404 Banner Bank Credit Cards	1,957.59	3647-CH
402 - 531 50 41 00 Professional Services - St		Columbia County Health System	15.36	CDL Physical- W. Antle
400 - 534 50 41 00 Professional Services		Columbia County Health System	58.88	CDL Physical- W. Antle
100 - 542 30 41 00 Professional Services		Columbia County Health System	37.12	CDL Physical- W. Antle
100 - 543 30 43 00 Travel - Training		Exxon Fuel	50.01	Travel Fuel: R. Reese- Spokane
100 - 543 30 43 00 Travel - Training		Taco Time	14.00	Travel Meal: R. Reese- Spokane
001 - 558 60 41 00 Professional Services		Survey Monkey	1,291.36	Survey Monkey
001 - 576 80 41 00 Professional Services		Columbia County Health System	16.64	CDL Physical- W. Antle
012 - 594 18 64 01 Machinery & Equipment		Amazon.com	-43.53	RETURN: Ipad Keyboard Case- M. Holden
431 - 594 34 63 02 Water Utility Capital Exp		Walla Walla County	517.75	Building Permit & CUP Package- Well House #4
72372	12/31/2019	7404 Banner Bank Credit Cards	69.97	5994-FD
001 - 522 10 42 00 Communication		Postal Annex #397	34.87	FedEx 2 Day- IFSAC Certification- WSP Fire Protection Bureau
001 - 522 30 43 00 Travel		Clarette's Restaurant	17.55	Travel Meal: Inspector Breakfast- J. Boose
001 - 524 20 43 00 Travel		Clarette's Restaurant	17.55	Travel Meal: Inspector Breakfast- S. Hall
72338	12/31/2019	7404 Banner Bank Credit Cards	260.88	6162-PW
001 - 576 80 31 00 Operating Supplies - Parl		Pet Waste Eliminator	260.88	Pet Waste Eliminator Bags On Rolls (40)
72340	12/31/2019	7404 Banner Bank Credit Cards	1,136.19	9040-PD
001 - 521 10 43 00 Travel		Texaco	34.45	Travel Fuel: WASPC- T. Tomaras
001 - 521 10 43 00 Travel		Chevron Corporation	43.99	Travel Fuel: WASPC- T. Tomaras
001 - 521 10 43 00 Travel		Campbell's- Lake Chelan Waterfront Resor	320.25	Travel Lodging: WASPC- T. Tomaras
001 - 521 19 20 01 Benefits/Uniforms Suppo		Galls, LLC	127.94	Long Sleeve Shirts/patches- M. Barr & B. Brink
001 - 521 22 20 01 Benefits Uniforms Patrol		Galls, LLC	71.46	Academy Oxford- S. Diaz
001 - 521 22 20 01 Benefits Uniforms Patrol		Galls, LLC	81.81	Oxford Shoes- T. Tomaras
001 - 521 70 31 00 Operating Supplies - Traf		ULINE	60.84	Crosswalk Flags For College Ave/Post Office (10)
001 - 554 30 20 01 Uniforms		Galls, LLC	21.69	Long Sleeve Shirt- R. Nordman
001 - 594 21 64 02 Machinery/Equip Patrol		Unuted States Flag Store	373.76	Flags/ Flagpoles For Conference Room
72331	12/31/2019	7404 Banner Bank Credit Cards	1,290.41	9343-CH
001 - 513 10 43 00 Travel Expense		Alaska Airlines	176.61	Travel Flight- M. Rizzitiello- Seattle
001 - 513 10 49 00 Miscellaneous		ICMA	975.00	2020 Membership- M. Rizzitiello
001 - 513 10 49 00 Miscellaneous		International Council Of Shopping Center	100.00	2020 Membership- M. Rizzitiello
001 - 518 10 31 02 Operating Supplies - HR		Safeway Inc.	38.80	Deferred Compensation Mtg Supplies
72332	12/31/2019	7404 Banner Bank Credit Cards	1,211.85	9384-CH
001 - 518 10 31 02 Operating Supplies - HR		Wal-Mart Stores, Inc	96.37	HR-Wellness Luncheon

TOTALS FOR: Banner Bank Credit Cards

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001 - 518 10 31 02 Operating Supplies - HR	Wal-Mart Stores, Inc	101.56	HR-Wellness Luncheon
001 - 518 10 31 02 Operating Supplies - HR	Safeway Inc.	35.57	HR-Wellness Luncheon
001 - 518 10 31 02 Operating Supplies - HR	El Sombrero	18.52	HR-Wellness Luncheon
001 - 518 20 31 00 Operating Supplies - Faci	Wal-Mart Stores, Inc	16.83	Christmas Lights
012 - 594 18 64 01 Machinery & Equipment	Amazon.com	26.62	Under Desk Computer Mount
012 - 594 18 64 01 Machinery & Equipment	Ergotron	30.24	Bracket Base Desk Clamp (2)
012 - 594 18 64 01 Machinery & Equipment	Amazon.com	40.50	28in Pole 1.5 Diameter Black
012 - 594 18 64 01 Machinery & Equipment	Amazon.com	-126.08	RETURN: Lx Wall Mount LCD Arm (minus Restock Fee)
012 - 594 18 64 01 Machinery & Equipment	Amazon.com	40.75	Lx Wall Mount LCD Arm
012 - 594 18 64 01 Machinery & Equipment	Amazon.com	453.26	45-489-216 LX Desk Mount Arm
012 - 594 18 64 01 Machinery & Equipment	Amazon.com	518.46	Lx Wall Mount LCD Arm
012 - 594 18 64 01 Machinery & Equipment	Amazon.com	-40.75	Lx Wall Mount LCD Arm
72333 12/31/2019	7404 Banner Bank Credit Cards	1,869.64	9400-CH
001 - 594 22 64 50 Machinery/Equipment	Mattress Firm	1,869.64	X Long Single Mattress (8)
72334 12/31/2019	7404 Banner Bank Credit Cards	522.43	9418-CH
001 - 511 60 49 01 Miscellaneous	Wal-Mart Stores, Inc	40.30	Council Workshop Supplies
001 - 573 90 31 00 Operating Supplies - Con	Amazon.com	65.19	Safety Vests (3)
001 - 573 90 31 00 Operating Supplies - Con	Amazon.com	70.64	Two-way Radio- 6 Pack
001 - 573 90 31 00 Operating Supplies - Con	Oriental Trading Company	81.51	Winterfest 2019-Giveaways
001 - 573 90 31 00 Operating Supplies - Con	Wal-Mart Stores, Inc	112.10	WinterFest Supplies: Candycanes;Garland (2)t Sheet (2);Hand Warmers;Safety Pins; Moving/packing; Grn Hooks;Multi Ball
001 - 573 90 31 00 Operating Supplies - Con	Wal-Mart Stores, Inc	152.69	WinterFest Supplies: Flashlights (9); Ropelight; Scotchblue (2)
72335 12/31/2019	7404 Banner Bank Credit Cards	321.45	9426-CH
001 - 521 40 43 00 Travel Training	Chevron Corporation	34.75	Travel Fuel: BLEA - E. Adams & B. Torrescano
001 - 521 40 43 00 Travel Training	Shell Gas Station	44.20	Travel Fuel: BLEA - E. Adams & B. Torrescano
001 - 521 40 43 00 Travel Training	Conoco	25.07	Travel Fuel: BLEA - E. Adams & B. Torrescano
001 - 521 40 43 00 Travel Training	76 Fuel Stations	52.83	Travel Fuel: BLEA - E. Adams & B. Torrescano
001 - 521 40 43 00 Travel Training	76 Fuel Stations	38.11	Travel Fuel: BLEA - E. Adams & B. Torrescano
001 - 521 40 43 00 Travel Training	Astro	31.46	Travel Fuel: BLEA - E. Adams & B. Torrescano
001 - 521 40 43 00 Travel Training	76 Fuel Stations	39.44	Travel Fuel: BLEA - E. Adams & B. Torrescano
001 - 521 40 43 00 Travel Training	Chevron Corporation	24.04	Travel Fuel: BLEA - E. Adams & B. Torrescano
001 - 521 40 43 00 Travel Training	Chevron Corporation	31.55	Travel Fuel: BLEA - E. Adams & B. Torrescano
72336 12/31/2019	7404 Banner Bank Credit Cards	793.58	9467-PD
001 - 521 19 49 01 Registrations / Fees - Tra	EZ Register	269.00	Training: Leadership 101-M. Barr- Richland
001 - 521 21 42 00 Communication Invest.	Postmaster	22.95	First Class Certified/Return Receipt- Evidence

TOTALS FOR: Banner Bank Credit Cards

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001 - 521 21 49 01	Registration Fees - Traini PAYPAL	359.00	Training: CRIME 123 Criminal Interviewing; Courtroom Success: Preparing For Today's High Profile Cases- B Fortin
001 - 521 40 43 00	Travel Training Red Robin Gourmet Burgers	40.00	Travel Meal: J. Duede; D. Watkins- Kennewick
001 - 521 40 43 00	Travel Training Red Robin Gourmet Burgers	32.67	Travel Meal: J. Duede; D. Watkins- Kennewick
001 - 521 40 43 00	Travel Training Red Robin Gourmet Burgers	34.96	Travel Meal: J. Duede; D. Watkins- Kennewick
001 - 521 40 43 00	Travel Training Red Robin Gourmet Burgers	35.00	Travel Meal: J. Duede; D. Watkins- Kennewick
72373 12/31/2019	7404 Banner Bank Credit Cards	-5.71	9467-PD
001 - 521 40 43 00	Travel Training Red Robin Gourmet Burgers	-1.60	Rebate From Red Robin
001 - 521 40 43 00	Travel Training Red Robin Gourmet Burgers	-1.31	Rebate From Red Robin
001 - 521 40 43 00	Travel Training Red Robin Gourmet Burgers	-1.40	Rebate From Red Robin
001 - 521 40 43 00	Travel Training Red Robin Gourmet Burgers	-1.40	Rebate From Red Robin
72337 12/31/2019	7404 Banner Bank Credit Cards	280.15	9475-PD
001 - 521 19 43 00	Travel Support Services Riverhouse On The Deschutes	131.95	Travel Lodging: Tyler Conference- M. Barr- Bend
001 - 521 21 42 00	Communication Invest. Postmaster	7.60	First Class Certified/Return Receipt- Evidence
001 - 521 40 31 00	Operating Supplies - Trai Wal-Mart Stores, Inc	26.52	Traffic Crash School Supplies: Pencils; Calculators (2); Pen
001 - 521 40 31 00	Operating Supplies - Trai Home Depot Credit Services	99.87	Traffic Crash School Supplies: 100ft Tape Measure (2); 300ft Tape Measure (2)
001 - 554 30 31 00	Operating Supplies - Spe Wal-Mart Stores, Inc	14.21	Power Out/Failure Alarm Motion Security Home LED Indicator
72371 12/31/2019	7404 Banner Bank Credit Cards	1,864.08	9965-FD
001 - 522 10 31 01	Office Supplies - Admini Wal-Mart Stores, Inc	15.60	Key Tags; Mounting Putty; Storage Tape; 24/200 Fil
001 - 522 10 41 02	Professional Services - A WSP Identification Section	77.00	Background Checks
001 - 522 20 31 00	Operating Supplies - Sup O'Reilly Auto Parts	7.07	Mini Bulb
001 - 522 30 31 00	Operating Supplies - Prev National Fire Protection Association	587.75	Code Books (10)
001 - 522 30 31 00	Operating Supplies - Prev International Code Council	506.54	Code Books (3)
001 - 522 45 31 00	Operating Supplies - Trai Home Depot Credit Services	166.09	7/16 4x8 OSB
001 - 522 50 31 00	Operating Supplies - Faci Home Depot Credit Services	194.31	Microwave; Batteries; Electrical Tape
001 - 522 50 31 00	Operating Supplies - Faci Wal-Mart Stores, Inc	18.40	55 Gal Trash Bags; 8x10 Frame
001 - 522 50 31 00	Operating Supplies - Faci Wal-Mart Stores, Inc	44.21	4x6 (12); 55 Gal Trash Bags (3); Scrub Sponge
001 - 522 50 31 00	Operating Supplies - Faci Harbor Freight Tools	7.61	Roll Pin Asst. 315 Pc
001 - 522 50 31 00	Operating Supplies - Faci Wal-Mart Stores, Inc	79.58	Tree Stand; Fiber Cleansing (2); Cascade Packs; Adv TS PRTRT
001 - 522 50 31 00	Operating Supplies - Faci Home Depot Credit Services	51.03	Ice Melt; Behr Ultra Interior Satin
001 - 522 50 48 00	Repairs/Maintenance Tractor Supply	108.89	Air Compressor Pressure Switch

Total: 11,572.51

TOTALS FOR: Home Depot Credit Services

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Accts Pay #	Date	Vendor	Amount	Memo
72176	12/10/2019	5629 Home Depot Credit Services	11.95	Home Depot
400 - 534 50 31 00		Operating Supplies - Mai	11.95	Nitrile Gloves
72177	12/10/2019	5629 Home Depot Credit Services	119.34	Home Depot
400 - 534 50 35 00		Sm Tools/Equipment	119.34	Anvil Transfer Shovel (5); Anvil Digging Shovel (5)
72178	12/10/2019	5629 Home Depot Credit Services	13.46	Home Depot
001 - 518 20 31 00		Operating Supplies - Faci	13.46	Furniture Hole Cover (2); Wood Screws
72179	12/10/2019	5629 Home Depot Credit Services	8.66	Home Depot
001 - 576 80 31 00		Operating Supplies - Parl	8.66	Frog Tape 36mm Multi Surface
72180	12/10/2019	5629 Home Depot Credit Services	24.03	Home Depot
001 - 576 80 31 00		Operating Supplies - Parl	24.03	Latex Brush (2); Frog Tape
72181	12/10/2019	5629 Home Depot Credit Services	5.40	Home Depot
001 - 576 80 31 00		Operating Supplies - Parl	5.40	Plastic Drop Cloth 3 Pk
72182	12/10/2019	5629 Home Depot Credit Services	29.28	Home Depot
100 - 542 64 31 00		Operating Supplies - Traf	29.28	3/8 Split Point Bit; 7 Pc 3/8 Long Ball Socket
72183	12/10/2019	5629 Home Depot Credit Services	9.65	Home Depot
500 - 548 68 31 00		Operating Supplies - Gen	9.65	15ft Extension Cord
72184	12/10/2019	5629 Home Depot Credit Services	4.33	Home Depot
001 - 576 80 31 00		Operating Supplies - Parl	4.33	4 Pc Hex Coupling Kit
72185	12/10/2019	5629 Home Depot Credit Services	2.33	Home Depot
100 - 542 64 31 00		Operating Supplies - Traf	2.33	Seal Steel (2)
72186	12/10/2019	5629 Home Depot Credit Services	32.57	Home Depot
100 - 542 30 31 00		Operating Supplies - Trav	32.57	8x10 Heavy Duty Tarp
72187	12/10/2019	5629 Home Depot Credit Services	135.62	Home Depot
400 - 534 50 31 00		Operating Supplies - Mai	135.62	Digging Shovel (5); Transfer Shovel (5); Demolition Gloves
72188	12/10/2019	5629 Home Depot Credit Services	23.86	Home Depot

TOTALS FOR: Home Depot Credit Services

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400 - 534 50 31 00		Operating Supplies - Mai	23.86	Connect Kit; Pvc Air Hose 3/8 X 50
72189	12/10/2019	5629 Home Depot Credit Services	9.90	Home Depot
400 - 534 50 31 00		Operating Supplies - Mai	9.90	5/64 Helix (2); 3/32 Helix
72190	12/10/2019	5629 Home Depot Credit Services	2.72	Home Depot
001 - 576 80 31 00		Operating Supplies - Parl	2.72	1/4 Auto Plug, Steel
72191	12/10/2019	5629 Home Depot Credit Services	39.57	Home Depot
400 - 534 50 31 00		Operating Supplies - Mai	39.57	3/8x10 Rebar (8)
72192	12/10/2019	5629 Home Depot Credit Services	50.39	Home Depot
001 - 573 90 31 00		Operating Supplies - Con	50.39	1/2 X 48in Grade Stakes 12 Pc Bundle (4)
72193	12/10/2019	5629 Home Depot Credit Services	9.52	Home Depot
001 - 576 80 31 00		Operating Supplies - Parl	9.52	Yale Key (4)
72194	12/10/2019	5629 Home Depot Credit Services	37.09	Home Depot
400 - 534 50 31 00		Operating Supplies - Mai	37.09	2x 1/4 Gal Bushing (4)
72195	12/10/2019	5629 Home Depot Credit Services	14.50	Home Depot
500 - 548 68 31 00		Operating Supplies - Gen	1.94	4" Square Flat Cover (2)
500 - 548 68 31 00		Operating Supplies - Gen	12.56	Plastic Wood W/ Drydex 5.5 Oz; Stops Rust Metallic Silver Paint
72196	12/10/2019	5629 Home Depot Credit Services	18.45	Home Depot
400 - 534 50 31 00		Operating Supplies - Mai	18.45	20x36 Grey Leather Frame Mat
72197	12/10/2019	5629 Home Depot Credit Services	4.76	Home Depot
001 - 576 80 31 00		Operating Supplies - Parl	4.76	Yale Key (2)
72198	12/10/2019	5629 Home Depot Credit Services	6.89	Home Depot
400 - 534 50 31 00		Operating Supplies - Mai	6.89	3/32 Red Helix (2)
72199	12/10/2019	5629 Home Depot Credit Services	104.02	Home Depot
500 - 548 68 31 00		Operating Supplies - Gen	104.02	2x12 10ft Prime Douglas Fir;Deckmate (3)
72200	12/10/2019	5629 Home Depot Credit Services	25.20	Home Depot

TOTALS FOR: Home Depot Credit Services

City Of College Place
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Accts Pay # Date	Vendor	Amount	Memo
001 - 573 90 31 00	Operating Supplies - Con	25.20	1x2 48" Grade Stakes 12 Pc Bundle (2)
72201 12/10/2019	5629 Home Depot Credit Services	54.58	Home Depot
400 - 534 80 31 00	Operating Supplies - Gen	54.58	Toilet Bowl Brush (2);Rust Remover; Toilet Boil Cleaner; Clorox Clean Up Spray (2)
72202 12/10/2019	5629 Home Depot Credit Services	198.84	Home Depot
500 - 548 68 31 00	Operating Supplies - Gen	198.84	Alkaline Battery (60 Pk); Shipping Tape; Dome LED Lights (11)
72203 12/10/2019	5629 Home Depot Credit Services	98.68	Home Depot
400 - 534 50 31 00	Operating Supplies - Mai	98.68	White Pex Pipe (2);Elbow (2);Male Adapter (1); Female Adapter; Plug (4); Coupling (2); Bushing (2)
Total:		1,095.59	

TOTALS FOR: Napa Of Walla Walla

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Accts Pay #	Date	Vendor	Amount	Memo
72222	12/10/2019	194 Napa Of Walla Walla	8.97	Parts
		500 - 548 68 31 00 Operating Supplies - Gen	8.97	PCV Valve
72223	12/10/2019	194 Napa Of Walla Walla	82.59	Parts
		500 - 548 68 31 00 Operating Supplies - Gen	82.59	Oxygen Sensor
72225	12/10/2019	194 Napa Of Walla Walla	65.01	Parts
		500 - 548 68 31 00 Operating Supplies - Gen	65.01	Shop Supplies: Shop Towels
72226	12/10/2019	194 Napa Of Walla Walla	27.25	Parts
		500 - 548 68 31 00 Operating Supplies - Gen	13.63	Premium Capsule
		500 - 548 68 31 00 Operating Supplies - Gen	13.62	Premium Capsule
72227	12/10/2019	194 Napa Of Walla Walla	27.25	Parts
		500 - 548 68 31 00 Operating Supplies - Gen	27.25	Shop Supplies: Premium Capsules (2)
72228	12/10/2019	194 Napa Of Walla Walla	76.21	Parts
		500 - 548 68 31 00 Operating Supplies - Gen	38.11	Battery Charger
		500 - 548 68 31 00 Operating Supplies - Gen	38.10	Shop Supplies: Battery Charger
72229	12/10/2019	194 Napa Of Walla Walla	211.83	Parts
		500 - 548 68 31 00 Operating Supplies - Gen	211.83	Virtual Kit; Disc Brake Pad; Emergency Service Rotors
72230	12/10/2019	194 Napa Of Walla Walla	152.01	Parts
		500 - 548 68 31 00 Operating Supplies - Gen	152.01	Shop Supplies: Hyd Filter; Air Filter(3); Cabin Air Filter
72231	12/10/2019	194 Napa Of Walla Walla	99.50	Parts
		500 - 548 68 31 00 Operating Supplies - Gen	99.50	Air Filter (2); Cabin Air Filter
72232	12/10/2019	194 Napa Of Walla Walla	221.57	Parts
		500 - 548 68 31 00 Operating Supplies - Gen	221.57	Severe Service Shock (2); Freight
72233	12/10/2019	194 Napa Of Walla Walla	100.98	Parts
		500 - 548 68 31 00 Operating Supplies - Gen	100.98	Shock- Gas Grande
72235	12/10/2019	194 Napa Of Walla Walla	13.06	Parts
		500 - 548 68 31 00 Operating Supplies - Gen	13.06	Elect-Mech Flasher

TOTALS FOR: Napa Of Walla Walla

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Accts Pay #	Date	Vendor	Amount	Memo
72236	12/10/2019	194 Napa Of Walla Walla	13.23	Parts
500 - 548 68 31 00		Operating Supplies - Gen	13.23	12 Oz 134A Refrigerant
72237	12/10/2019	194 Napa Of Walla Walla	32.60	Parts
001 - 576 80 31 00		Operating Supplies - Part	32.60	RV Antifreeze (6)
72238	12/10/2019	194 Napa Of Walla Walla	11.62	Parts
500 - 548 68 31 00		Operating Supplies - Gen	11.62	2.5 Def
72224	12/10/2019	194 Napa Of Walla Walla	-6.49	RETURN CREDIT
500 - 548 68 31 00		Operating Supplies - Gen	-6.49	RETURN CREDIT: Elbow; PCV Valve
72234	12/10/2019	194 Napa Of Walla Walla	-169.81	RETURN CREDIT
500 - 548 68 31 00		Operating Supplies - Gen	-68.82	Battery Cable Connector (2); Protective Cap; Battery Charger
500 - 548 68 31 00		Operating Supplies - Gen	-100.99	Warranty
Total:			967.38	

TOTALS FOR: Quill Corporation

City Of College Place
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Accts Pay #	Date	Vendor	Amount	Memo
72239	12/10/2019	218 Quill Corporation	93.46	Office Supplies
001 - 521 19 31 01		Office Supplies - Support	93.46	Canon Combo; Disc CDR Pack
72240	12/10/2019	218 Quill Corporation	21.18	Office Supplies
001 - 521 19 31 01		Office Supplies - Support	21.18	Single Wall Mount Pocket
72241	12/10/2019	218 Quill Corporation	30.43	Office Supplies
001 - 521 19 31 01		Office Supplies - Support	30.43	Double Sideload Glove Box Holder
72242	12/10/2019	218 Quill Corporation	66.58	Office Supplies
001 - 518 20 31 01		Office Supplies - Facilitie	0.51	Bldg./Plan./Eng. General Office Supplies-2020 Wall Calendar- C. Holm
012 - 518 89 31 01		Office Supplies - Data Pr	0.51	Bldg./Plan./Eng. General Office Supplies-2020 Wall Calendar- C. Holm
001 - 524 20 31 01		Office Supplies - Bldg. Ir	3.03	Bldg./Plan./Eng. General Office Supplies-2020 Wall Calendar- C. Holm
402 - 531 20 31 01		Office Supplies - Stormw	1.66	Office Supplies - 17 Month Deskpad- R. Endsley
400 - 534 10 31 01		Office Supplies - Admini:	12.71	Paul Hartwig Office Supplies-2020 Monthly Planner (2)
400 - 534 10 31 01		Office Supplies - Admini:	1.41	Bldg./Plan./Eng. General Office Supplies-2020 Wall Calendar- C. Holm
400 - 534 10 31 01		Office Supplies - Admini:	0.92	Office Supplies - 17 Month Deskpad- R. Endsley
400 - 534 10 31 01		Office Supplies - Admini:	2.20	Jon Rickard Office Supplies-2020 Calendar
401 - 535 10 31 01		Office Supplies - Admini:	4.56	Paul Hartwig Office Supplies-2020 Monthly Planner (2)
401 - 535 10 31 01		Office Supplies - Admini:	1.01	Bldg./Plan./Eng. General Office Supplies-2020 Wall Calendar- C. Holm
401 - 535 10 31 01		Office Supplies - Admini:	0.37	Office Supplies - 17 Month Deskpad- R. Endsley
401 - 535 10 31 01		Office Supplies - Admini:	2.20	Jon Rickard Office Supplies-2020 Calendar
100 - 543 10 31 01		Office Supplies - Admini:	8.15	Paul Hartwig Office Supplies-2020 Monthly Planner (2)
100 - 543 10 31 01		Office Supplies - Admini:	1.21	Bldg./Plan./Eng. General Office Supplies-2020 Wall Calendar- C. Holm
100 - 544 20 31 01		Office Supplies - Enginee	3.23	Office Supplies - 17 Month Deskpad- R. Endsley
500 - 548 70 31 01		Office Supplies - ER&R	3.58	Paul Hartwig Office Supplies-2020 Monthly Planner (2)
500 - 548 70 31 01		Office Supplies - ER&R	0.20	Bldg./Plan./Eng. General Office Supplies-2020 Wall Calendar- C. Holm
001 - 558 60 31 01		Office Supplies - Plannin	2.02	Bldg./Plan./Eng. General Office Supplies-2020 Wall Calendar- C. Holm
001 - 558 60 31 01		Office Supplies - Plannin	3.05	Office Supplies - 17 Month Deskpad- R. Endsley
001 - 558 60 31 01		Office Supplies - Plannin	10.26	Jon Rickard Office Supplies-2020 Calendar

TOTALS FOR: Quill Corporation

City Of College Place
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Accts Pay # Date	Vendor	Amount	Memo
001 - 576 81 31 01	Office Supplies - Parks A	3.59	Paul Hartwig Office Supplies-2020 Monthly Planner (2)
001 - 576 81 31 01	Office Supplies - Parks A	0.20	Bldg./Plan./Eng. General Office Supplies-2020 Wall Calendar- C. Holm
72243 12/10/2019	218 Quill Corporation	229.79	Office Supplies
001 - 513 10 31 01	Office Supplies - Executi	16.31	City Hall General Office Supplies-Band Aid; First Aid Kit; Post Its (2 Pk); 11x17 Paper (1 Cs)
001 - 514 23 31 01	Office Supplies - Budgeti	29.05	Accounts Payable Office Supplies-1099 Pkt (3)
001 - 514 23 31 01	Office Supplies - Budgeti	21.88	City Hall General Office Supplies-Band Aid; First Aid Kit; Post Its (2 Pk); 11x17 Paper (1 Cs)
001 - 514 30 31 01	Office Supplies - Records	11.94	Post It Sign Here Notes (2pk)
001 - 514 30 31 01	Office Supplies - Records	7.02	City Hall General Office Supplies-Band Aid; First Aid Kit; Post Its (2 Pk); 11x17 Paper (1 Cs)
001 - 518 10 31 01	Office Supplies - HR Adr	14.11	City Hall General Office Supplies-Band Aid; First Aid Kit; Post Its (2 Pk); 11x17 Paper (1 Cs)
402 - 531 27 31 01	Stormwater Utilities - Of	1.24	City Hall General Office Supplies-Band Aid; First Aid Kit; Post Its (2 Pk); 11x17 Paper (1 Cs)
400 - 534 10 31 01	Office Supplies - Admini:	6.04	City Hall General Office Supplies-Band Aid; First Aid Kit; Post Its (2 Pk); 11x17 Paper (1 Cs)
400 - 534 27 31 01	Water Utilities - Office S	12.02	Accounts Payable Office Supplies
400 - 534 27 31 01	Water Utilities - Office S	24.35	City Hall General Office Supplies-Band Aid; First Aid Kit; Post Its (2 Pk); 11x17 Paper (1 Cs)
401 - 535 10 31 01	Office Supplies - Admini:	4.61	City Hall General Office Supplies-Band Aid; First Aid Kit; Post Its (2 Pk); 11x17 Paper (1 Cs)
401 - 535 27 31 01	Sewer Utilities - Office S	9.02	Accounts Payable Office Supplies
401 - 535 27 31 01	Sewer Utilities - Office S	27.24	City Hall General Office Supplies-Band Aid; First Aid Kit; Post Its (2 Pk); 11x17 Paper (1 Cs)
100 - 543 10 31 01	Office Supplies - Admini:	1.01	City Hall General Office Supplies-Band Aid; First Aid Kit; Post Its (2 Pk); 11x17 Paper (1 Cs)
012 - 594 18 64 01	Machinery & Equipment	43.95	Logitech Keyboard- Finance Window
72314 12/25/2019	218 Quill Corporation	43.47	Office Equipment
012 - 594 18 64 01	Machinery & Equipment	43.47	Logitech Keyboard/Mouse- Utility Window
72315 12/25/2019	218 Quill Corporation	26.72	Office Supplies
400 - 534 27 31 01	Water Utilities - Office S	26.72	Mechanical Pencils 5 Pk (2)- D. Anderson
72316 12/25/2019	218 Quill Corporation	171.69	Office Supplies

TOTALS FOR: Quill Corporation

City Of College Place
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Accts Pay # Date	Vendor	Amount	Memo
001 - 513 10 31 01	Office Supplies - Executi	17.75	City Hall General Office Supplies- Storage Boxes (2 Cartons); Batteries
001 - 514 23 31 01	Office Supplies - Budgeti	23.81	City Hall General Office Supplies- Storage Boxes (2 Cartons); Batteries
001 - 514 30 31 01	Office Supplies - Records	7.64	City Hall General Office Supplies- Storage Boxes (2 Cartons); Batteries
001 - 518 10 31 01	Office Supplies - HR Adr	15.36	City Hall General Office Supplies- Storage Boxes (2 Cartons); Batteries
001 - 524 20 31 01	Office Supplies - Bldg. Ir	13.30	Community Development Admin Assistant Office Supplies-Storage Boxes (1 Carton)
402 - 531 10 31 01	Office Supplies - Stormw	2.96	Community Development Admin Assistant Office Supplies-Storage Boxes (1 Carton)
402 - 531 27 31 01	Stormwater Utilities - Off	1.35	City Hall General Office Supplies- Storage Boxes (2 Cartons); Batteries
400 - 534 10 31 01	Office Supplies - Admini:	5.54	Community Development Admin Assistant Office Supplies-Storage Boxes (1 Carton)
400 - 534 10 31 01	Office Supplies - Admini:	6.58	City Hall General Office Supplies- Storage Boxes (2 Cartons); Batteries
400 - 534 27 31 01	Water Utilities - Office S	26.50	City Hall General Office Supplies- Storage Boxes (2 Cartons); Batteries
401 - 535 10 31 01	Office Supplies - Admini:	2.59	Community Development Admin Assistant Office Supplies-Storage Boxes (1 Carton)
401 - 535 10 31 01	Office Supplies - Admini:	5.01	City Hall General Office Supplies- Storage Boxes (2 Cartons); Batteries
401 - 535 27 31 01	Sewer Utilities - Office S	29.64	City Hall General Office Supplies- Storage Boxes (2 Cartons); Batteries
100 - 543 10 31 01	Office Supplies - Admini:	1.85	Community Development Admin Assistant Office Supplies-Storage Boxes (1 Carton)
100 - 543 10 31 01	Office Supplies - Admini:	1.10	City Hall General Office Supplies- Storage Boxes (2 Cartons); Batteries
500 - 548 70 31 01	Office Supplies - ER&R	1.11	Community Development Admin Assistant Office Supplies-Storage Boxes (1 Carton)
001 - 558 60 31 01	Office Supplies - Plannin	9.60	Community Development Admin Assistant Office Supplies-Storage Boxes (1 Carton)
72317 12/25/2019	218 Quill Corporation	202.13	Office Supplies
001 - 513 10 31 01	Office Supplies - Executi	15.81	Utility Clerk Office Supplies - Black Toner
001 - 514 23 31 01	Office Supplies - Budgeti	21.21	City Hall General Office Supplies- Paper (4 Boxes)
001 - 514 30 31 01	Office Supplies - Records	6.81	City Hall General Office Supplies- Paper (4 Boxes)

TOTALS FOR: Quill Corporation

City Of College Place
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Accts Pay #	Date	Vendor	Amount	Memo
001 - 518 10 31 01		Office Supplies - HR Adr	13.69	City Hall General Office Supplies- Paper (4 Boxes)
402 - 531 27 31 01		Stormwater Utilities - Ofi	1.20	City Hall General Office Supplies- Paper (4 Boxes)
400 - 534 10 31 01		Office Supplies - Admini:	5.86	City Hall General Office Supplies- Paper (4 Boxes)
400 - 534 27 31 01		Water Utilities - Office S	36.94	Utility Clerk Office Supplies - Black Toner
400 - 534 27 31 01		Water Utilities - Office S	23.61	City Hall General Office Supplies- Paper (4 Boxes)
401 - 535 10 31 01		Office Supplies - Admini:	4.47	City Hall General Office Supplies- Paper (4 Boxes)
401 - 535 27 31 01		Sewer Utilities - Office S	45.14	Utility Clerk Office Supplies - Black Toner
401 - 535 27 31 01		Sewer Utilities - Office S	26.41	City Hall General Office Supplies- Paper (4 Boxes)
100 - 543 10 31 01		Office Supplies - Admini:	0.98	City Hall General Office Supplies- Paper (4 Boxes)
72355	12/31/2019	218 Quill Corporation	167.39	Office Supplies
400 - 534 27 31 01		Water Utilities - Office S	75.33	Utility Clerk Office Supplies - Brother Dr620 Drum
401 - 535 27 31 01		Sewer Utilities - Office S	92.06	Utility Clerk Office Supplies - Brother Dr620 Drum
72354	12/31/2019	218 Quill Corporation	103.25	Supplies
001 - 521 19 31 00		Operating Supplies - Sup	103.25	Dymo Labelwriter 450; Dixie Perfectouch Insulated Cups (50)
Total:			1,156.09	

TOTALS FOR: Staples Credit Plan

City Of College Place
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Accts Pay #	Date	Vendor	Amount	Memo
72293	12/25/2019	244 Staples Credit Plan	40.30	Office Supplies
001 - 518 10 31 01		Office Supplies - HR Adr	27.57	HR Office Supplies-Wireless Keyboard; Post-it Flags
400 - 534 10 31 01		Office Supplies - Admini:	5.76	HR Office Supplies-Wireless Keyboard; Post-it Flags
401 - 535 10 31 01		Office Supplies - Admini:	2.54	HR Office Supplies-Wireless Keyboard; Post-it Flags
100 - 543 10 31 01		Office Supplies - Admini:	3.30	HR Office Supplies-Wireless Keyboard; Post-it Flags
500 - 548 70 31 01		Office Supplies - ER&R	1.13	HR Office Supplies-Wireless Keyboard; Post-it Flags
72292	12/25/2019	244 Staples Credit Plan	46.32	Supplies
500 - 548 68 31 00		Operating Supplies - Gen	46.32	Shop Supplies: Blk Mesh Wall, Wht BG 5TA (2), Expo Chisel
Total:			86.62	



Response to Systematic Effects of COVID-19

Presented to City Council: April 14th, 2020

Actions – Partner Agencies

- Federal (<https://www.usa.gov/coronavirus>)
 - President Declared National Emergency
 - International Travel Bans – To and From
 - CARES Act (March 30th, 2020)
 - Expansion of unemployment benefits
 - Payroll Protection Program
 - Direct payments of \$1,200 for most adults, \$500 for children under age 17.
 - \$150 billion Relief fund for States and localities (aimed at bigger cities, counties)
 - Major disaster declaration for State of WA (3-22-2020)
 - SBA offering Economic Injury Disaster Loans and partially forgivable loan.
 - SBA
 - Guidance in effect until end of April
 - Work from home whenever possible
 - Avoid social gatherings more than 10 people
 - Don't visit nursing homes
 - Avoid discretionary travel
 - Practice good hygiene
 - Future
 - Likely additional aide forthcoming.
 - Future bills like dealing with infrastructure, bail out of smaller cities, and further dealing with unemployment.

THE PRESIDENT'S **CORONAVIRUS GUIDELINES** FOR AMERICA

30 DAYS TO SLOW THE SPREAD

Listen to and follow the directions of your **STATE AND LOCAL AUTHORITIES**.

IF YOU FEEL SICK, stay home. Do not go to work. Contact your medical provider.

IF YOUR CHILDREN ARE SICK, keep them at home. Do not send them to school. Contact your medical provider.

IF SOMEONE IN YOUR HOUSEHOLD HAS TESTED POSITIVE for the coronavirus, keep the entire household at home. Do not go to work. Do not go to school. Contact your medical provider.

IF YOU ARE AN OLDER PERSON, stay home and away from other people.

IF YOU ARE A PERSON WITH A SERIOUS UNDERLYING HEALTH CONDITION that can put you at increased risk (for example, a condition that impairs your lung or heart function or weakens your immune system), stay home and away from other people.

Coronavirus Relief Fund	
	• \$150 billion for states and local governments • \$1 billion will go to tribal governments, Washington DC, and US territories • \$1.25 billion guaranteed to each state (additional funds are divided amongst states proportional to population) • Broad language that could cover a wide variety of activities, including: housing, transportation, and other indirect impacts from the crisis • Administered by the Treasury Department
Department of Transportation (DOT)	Economic Development Agency (EDA)
	
• \$36.1 billion total • \$10 billion to airports • \$1 billion to Amtrak • \$25 billion to transit agencies impacted by declining ridership	• \$1.5 billion for Economic Adjustment Program • Provide wide range of support for economic development and diversification programs • Over four times the entire FY 2020 appropriations
Housing & Urban Development (HUD)	Federal Emergency Mgmt. Agency (FEMA)
	
• \$5 billion for Community Development Block Grant (CDBG) funding • \$1 billion Community Services Block Grant • \$4 billion for Homeless Emergency Solutions • \$685 for public housing	• \$45 billion for the Disaster Relief Fund • Designed to support local efforts to recover from the pandemic • Includes medical response and protective equipment

The full text of the CARES Act is available here: <https://www.congress.gov/116/bills/hr748/BILLS-116hr748eas.pdf>

Actions – Partner Agencies

- State (<https://coronavirus.wa.gov/>)
 - Feb 29th: Governor issues State of Emergency.
 - Mar 13th: School closures announced.
 - Mar 16th: Closure of restaurants without takeout, entertainment, rec facilities, and gathering limits.
 - Mar 18th: Moratorium on residential evictions issues.
 - Mar 23rd: Stay Home, Stay Healthy order issued.
 - Ban all gatherings for social, spiritual, and recreation purposes
 - Close all businesses except essential ones.
<https://coronavirus.wa.gov/whats-open-and-closed>
 - Mar 25th: Additional guidance issued stating private construction is nonessential. Also, guidance on public meetings during this emergency issued.
 - Mar 30th: Guidance issued to law enforcement.
 - April 2nd: Governor extends “Stay Home, Stay Healthy” order through May 4th.
 - April 6th: Governor announces private and public school closures through the end of the academic year.
 - April 7th: Small Business Grant program launched.
http://startup.choosewashingtonstate.com/covid-grants/?utm_medium=email&utm_source=govdelivery



Stay Home. Stay Healthy.

Do:

- Stay home as much as possible.
- Go out for essential needs, such as grocery or medical care.
- Get outside, but avoid groups and stay six feet away from others
- Call, e-mail and connect online with friends and family.

Don't:

- Gather in groups for any purpose, at home or outside.
- Buy more than you need when shopping. Save some for your neighbors.

Stay home. Stay healthy.

Washington Gov. Jay Inslee has ordered all people living in the state to stay home except for essential activities, from March 23 until at least April 6.

coronavirus.wa.gov



Do

- Stay home as much as possible.
- Stay at least 6 feet away from other people when you go out.
- Go out only for essential needs, such as groceries and medical care.
- Exercise outside, away from others.
- Go to work at an essential business.*
- Connect by phone or online with friends and family.



Don't

- Gather in groups for any purpose, indoors or outside.
- Get together with friends.
- Have play dates for children.
- Go to weddings or funerals.
- Attend religious services.
- Make unnecessary trips.
- Buy more than you need when shopping.

Open

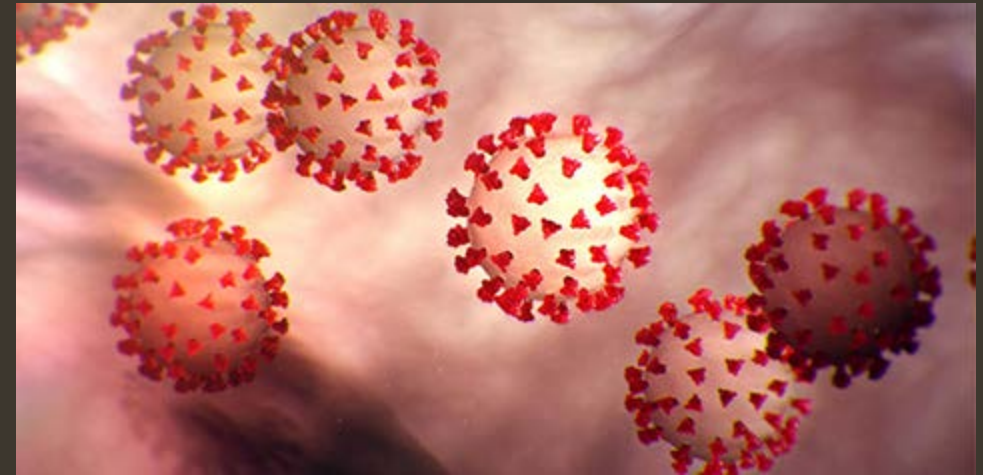
- Restaurants and bars (takeout only)
- Grocery stores
- Banks, financial institutions
- Hospitals, clinics, and pharmacies
- Parks (for exercise only), dog parks
- Convenience stores
- Laundromats
- Gas stations
- Farms, warehouses, construction

Closed as of 3/25

- Dine-in restaurants and bars
- Skate parks, playgrounds, pools
- Malls and retail complexes
- Churches and social clubs
- Fitness, yoga, and dance centers
- Barbershops, salons, spas, and tattoo parlors
- Theaters, bowling alleys, museums
- Concerts, sporting events

Actions – Partner Agencies

- County (https://www.co.walla-walla.wa.us/government/health_department/index.php)
 - March 13th: Walla Walla County Declared Public Health Emergency.
 - Emergency is led by a unified command of Walla County Department of Community Health & Department of Emergency Management.
 - Coordination call held with governmental agencies, hospitals, nursing facilities, and such every morning at 9 AM.
 - County Treasurer is allowing setup of payment plans for property taxes.
 - Acute-care wing is setup at Providence Health Southgate Campus. National guard help set up some beds.
 - County received funds from Dept of Commerce to assist in response to COVID-19 as well as CDBG – Economic Opportunity funds that were swept by State to assist business community.
 - County updates COVID case numbers on website every weekday at 5 PM.
 - County Health Department runs a dedicated phone line for COVID-19 concerns at 509-524-2647.



Actions – City of College Place

- City signed Declaration of Emergency on March 17th, 2020.
- March 18th: Partnered with Blue Mountain Television to develop a series on informational videos on the COVID-19 situation: https://www.youtube.com/channel/UCZFqc_8W_j5_JXY3vtjxlfw
- City building facilities closed public access on March 18th.
- City Administrator email to department heads to limit nonessential spending.
- Postpone non-essential meetings. All effort is made have meetings either over the phone or Zoom technology.
- To enable proper social distancing protocol Admin/Finance staff rotate days to work in office or from home.
- Department heads working with staff to ensure proper social distancing protocol.
- City Council meetings held digitally per Governor's Executive Order.
- Advisory Boards & Commissions are not meeting until this emergency is over.
- Really stepping up Communications with community (website, social media, newsletter, Blue Mountain TV, Grapevine, Readboard).
- Fire Chief Winter worked on revision of Continuity of Operations Plan & Emergency Powers Code to reflect current situation. (Up for consideration tonight)
- While City parks are open, playground equipment and active sports sites are not. Put warning signs out at parks. Removed basketball hoops at Kiwanis Park temporarily due to issues.
- Utility bills were sent. However, we have sent out messaging that anyone impacted by COVID-19 just needs to let the City know. No late fees or shutoffs are occurring during this period of need. Newsletter was sent with utility bill that details local response to Pandemic.

BUILDING DEPT. INSPECTIONS

Will be performing inspections on essential projects only. As determined by the City.
Call 509-394-8522

PERMITS

Will be accepted via email and phone. Applications can be obtained from the website.

POLICE DEPT.

Closed to public but still operating
POLICE RECORDS
509.394.8550
DISPATCH NON EMERGENCY
NUMBER 509.527.1960

PUBLIC WORKS

Crews are still working to provide essential services

CALL 509-394-8526

HUMAN RESOURCES

Employment Applications can be submitted via email to

sdoering@cpwa.us

FIRE DEPT.

Closed to public but still operating

DISPATCH NON EMERGENCY NUMBER
509.527.1960



THE CITY OF COLLEGE PLACE

Municipal Building will be closed to the public but still operating.

VISIT US ONLINE AT WWW.CPWA.US



DELIVERIES

CALL
509-529-1200

FINANCE DEPT. / UTILITY PAYMENTS

Call 509-529-1200 to make payment by phone

Xpress Bill Pay. www.xpressbillpay.com.

Can be left in Drop box at City Hall or Lions Park

Actions – City of College Place

- Some State agencies are slow or delaying full reimbursement of grants due to cash flow issues (Example: Transportation Improvement Board – C Street Grant)
- Active capital projects deemed essential and are ongoing include:
 - Replacement Drinking Water Well #4
 - Replacement Drinking Water Well #6
 - Resurfacing of Lamperti Street
 - Work associated with Southwest Sewer
- Hiring for vacant positions put on pause:
 - Stormwater Engineering Technician
 - Building Inspector
 - Firefighter
 - Part-Time Police Records Clerk
- Still hiring for vacant Police Officer position in hopes we get a Lateral.
- Promote vigilant health and safety within Departments.
- Finance Director working on long-term financial projections.
- Residential COVID-19 Response webpage: <http://www.cpwa.us/residents/covid19.php>
- Business community COVID-19 Response webpage: http://www.cpwa.us/businesses/covid-19_business_resources.php
- Inform business community about State & Federal grants and loans which exist.
- Contingency planning for Farmers Market. (drive-thru)



COVID-19 Case Statistics: Walla Walla County

2019 Novel Coronavirus Outbreak (COVID-19)	
Walla Walla County Residents -	
Regional Healthcare by Providence St. Mary Medical Center	Number
Confirmed Cases	16
Recovered	2
Deaths	0
2019 Novel Coronavirus Outbreak (COVID-19)	
Out-of-County Residents –	
Regional Healthcare by Providence St. Mary Medical Center	
Confirmed Cases	4
Tests Submitted –	Number
Estimated Pending Tests Results	90
Total Negative Results	856

Confirmed Cases by Community of Residence	Number
Burbank/Wallula	6
College Place	4
Dixie	0
Prescott	0
Touchet	0
Waitsburg	0
Walla Walla	6
TOTAL	16

COVID-19 Case Statistics: State of Washington

COVID-19 3D Explorer



< 2428 of 2618 >

OBJECTID	2428
Active	0
Combined Key	Walla Walla, Washington, US
Confirmed	17
Country/Region	US
County	Walla Walla
Deaths	0
Incident Rate	
Last Update	April 8, 2020
Latitude	46.23
Longitude	-118.48
People Tested	
Province/State	Washington
Recovered	0
State/County FIPS Code	53071



Walla Walla, Washington

Confirmed Cases: 17 Deaths:

Last updated 4/8/2020

Confirmed Cases by County

Confirmed



Confirmed



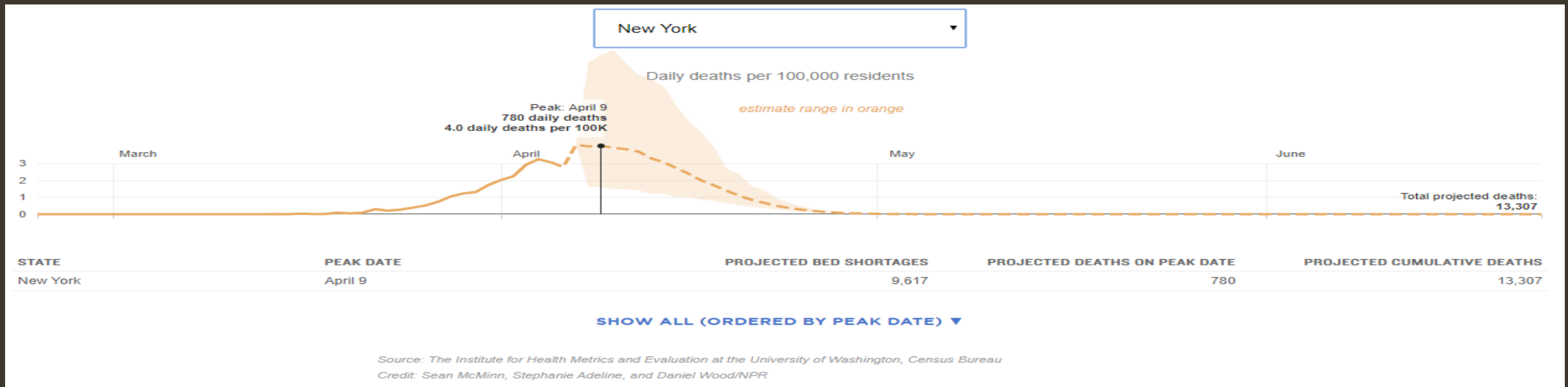
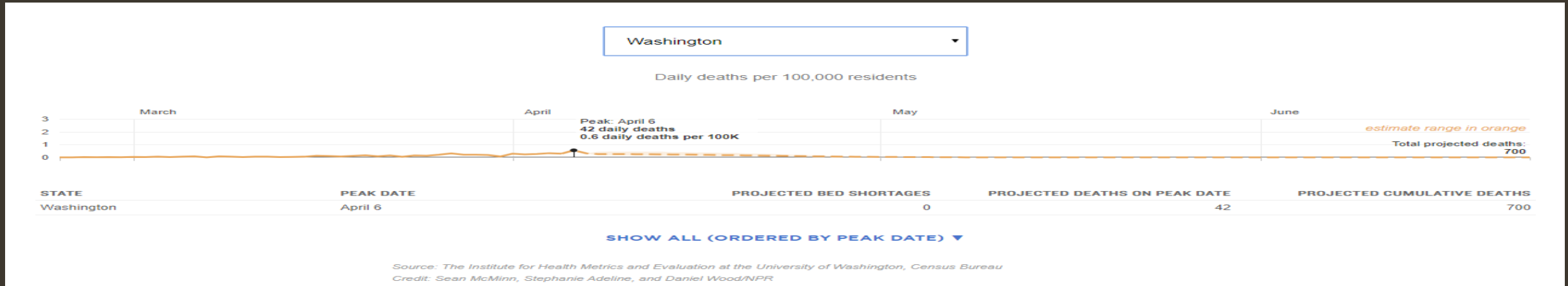
State Totals

Confirmed Cases: 429,428

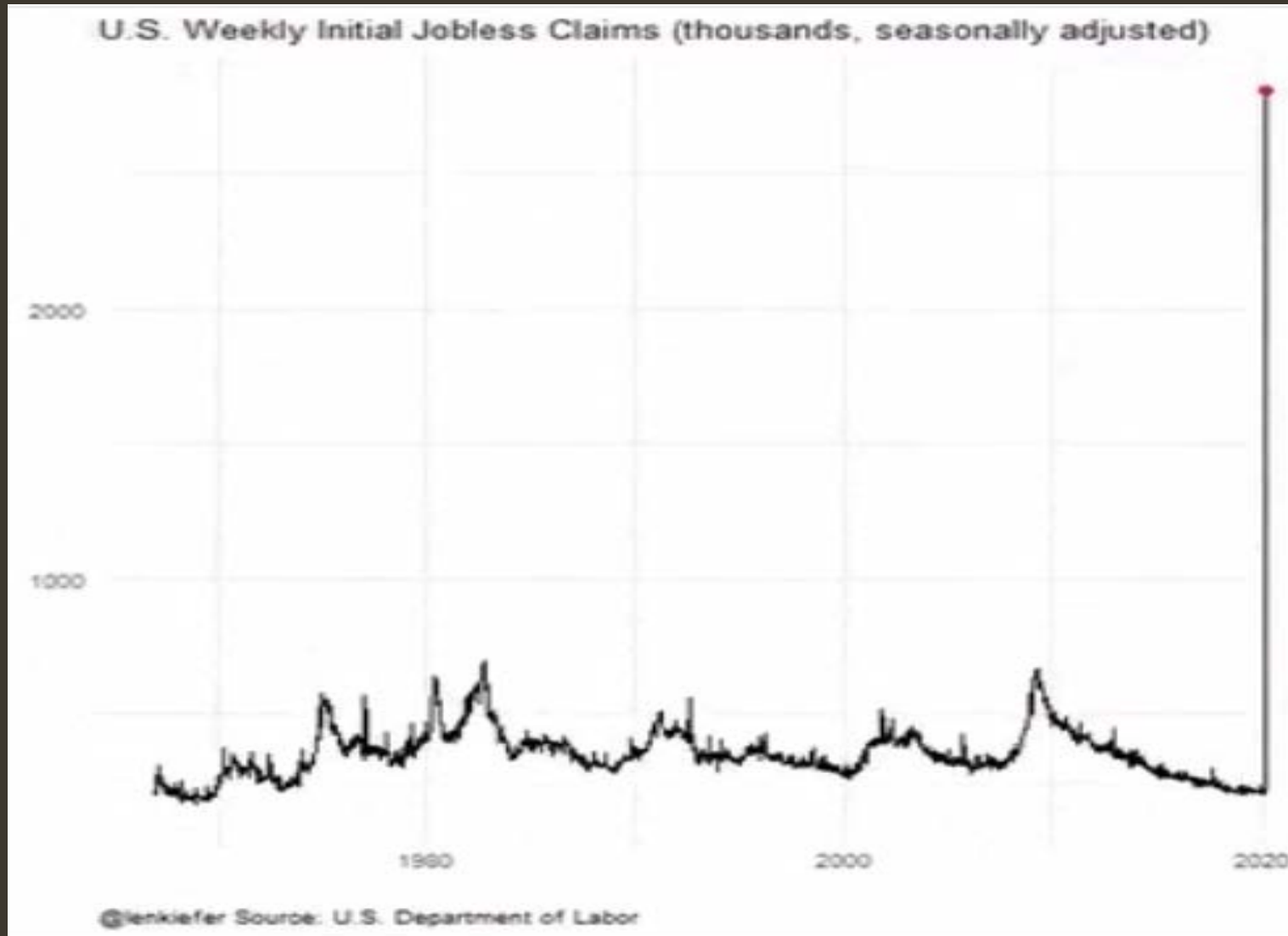
Deaths: 14,706



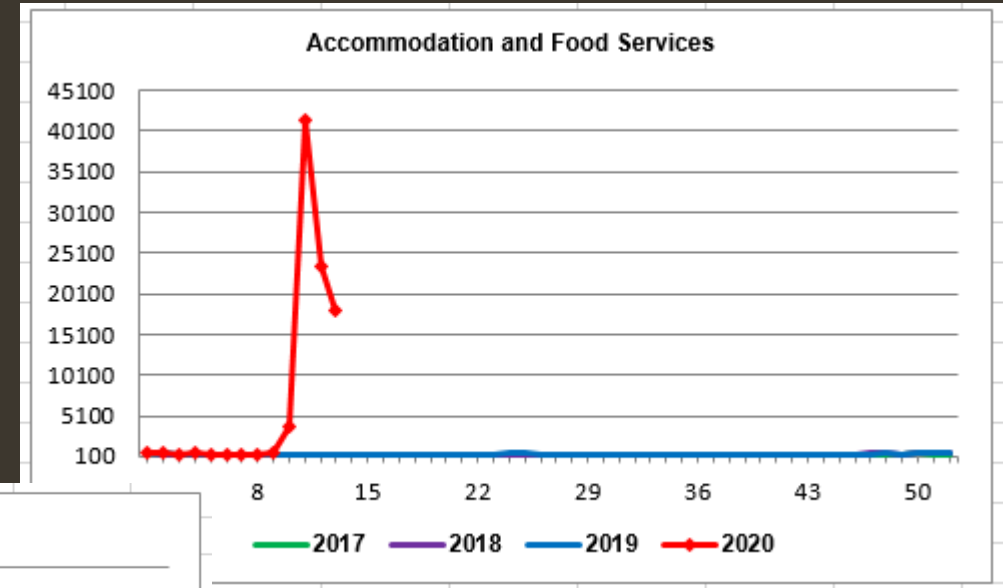
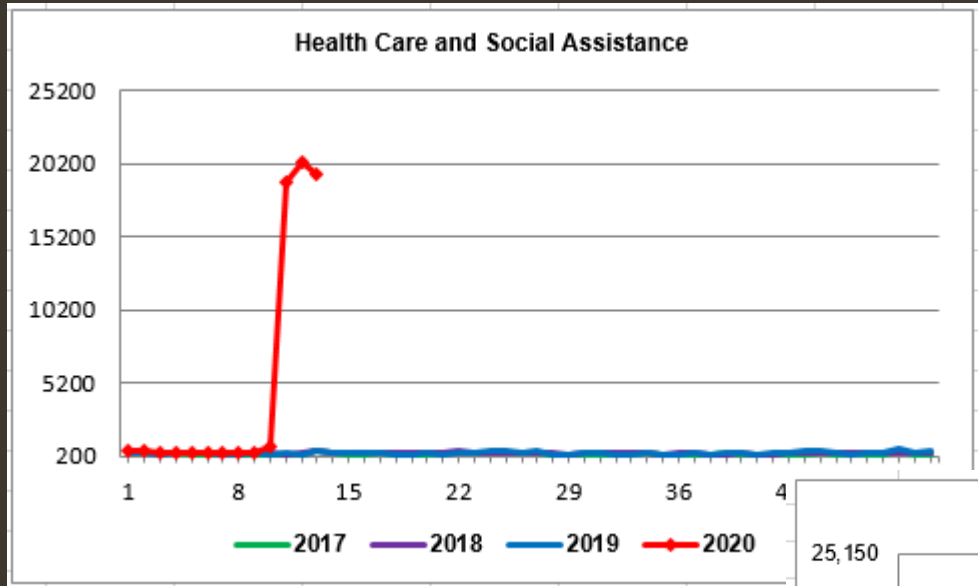
COVID-19 Case Statistics: State of WA vs. Other Areas



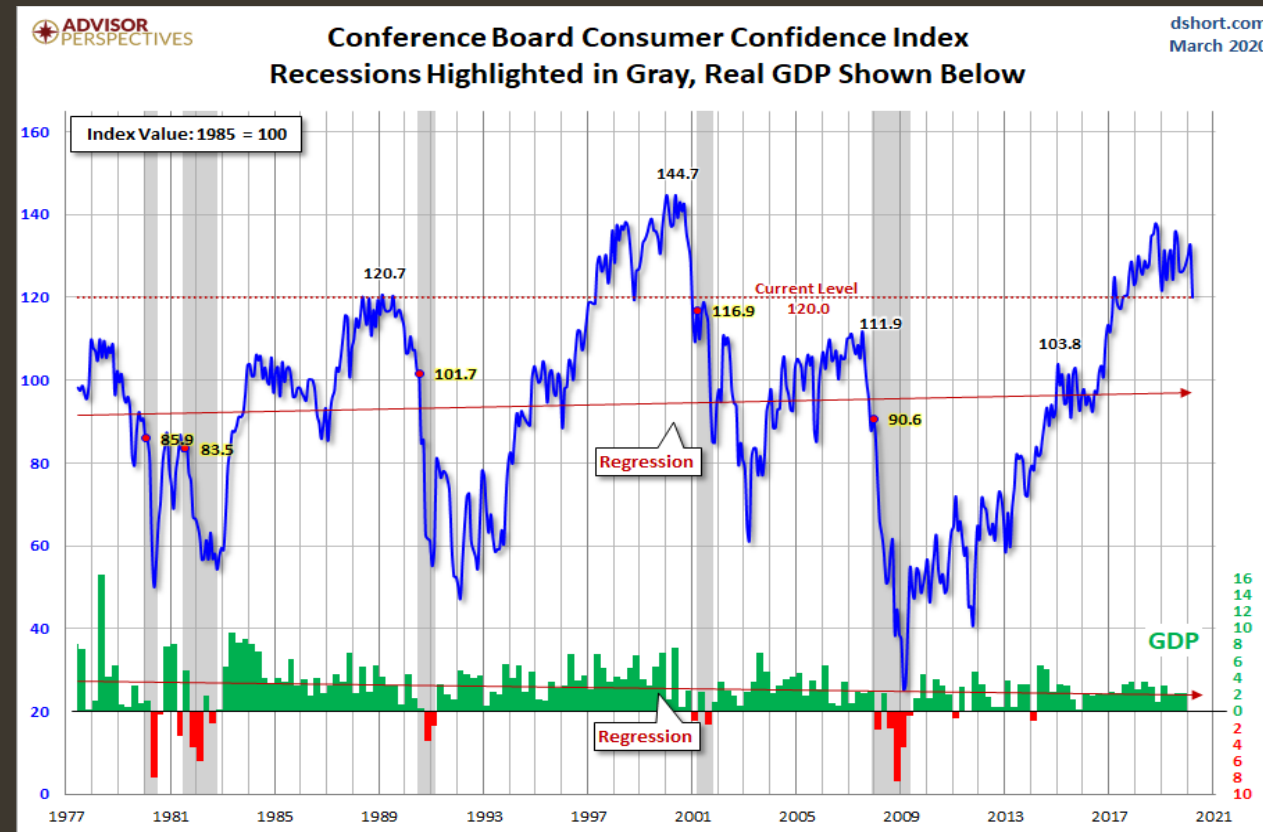
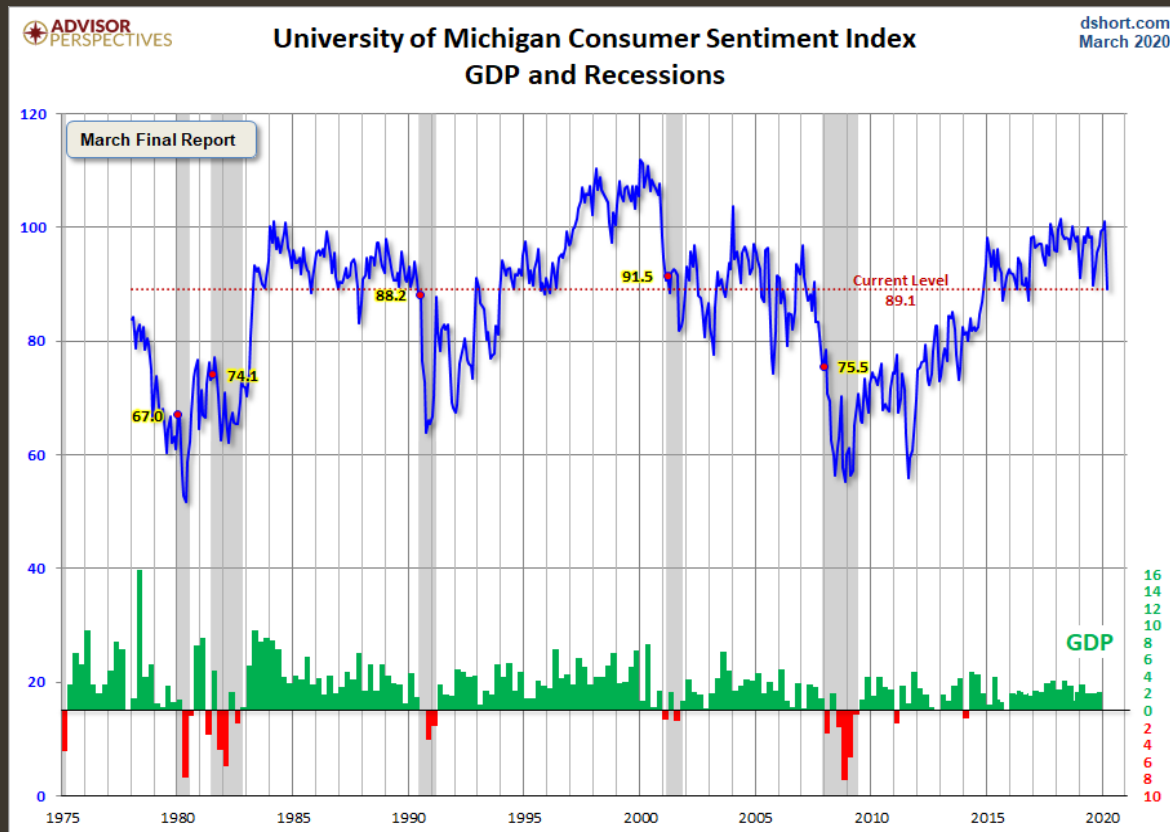
Nationwide Unemployment Claims



Unemployment Weekly Claims By Sector - State of Washington



Consumer Confidence



Goldman Sachs Forecast (03-31-2020) GDP

- Q1 2020: -9%
- Q2 2020: -34%
- Q3 2020: +19%

Revenue

- No current guidance or Timeline from Department of Revenue or Office of Financial Management.
- Walla Walla University, Whitman College, WW Community College went to online learning for Spring Quarter, with many students going home which affects sales tax.
- Many College Place businesses are in “essential” categories which shields us a bit such as Home Depot, Wal-Mart, Andy’s Market, Beeline, Human Bean, Fresh Lime, and others.
- Assume all Revenue Sources may be affected. Focusing on:
 - Sales Tax
 - Building permits/Development Activity
 - State Appropriated Funds & Grants
 - Utility Income
- City fund balances are healthy.
- Rainy Day Line Item has funds in it (two years since creation) and has funds in it.
- Talk at Federal Level about development of legislation having to do with assisting small to mid sized cities and infrastructure development (shovel ready projects).



Activities Going Forward

- Situation Remains Fluid
- Regular Monitoring by Staff
- Will continue to brief City Council as situation evolves
- Make sure we position key City infrastructure projects so if Federal infrastructure legislation does pass, we can take advantage
 - Southwest Wastewater Trunk Line
 - Wastewater Treatment Plant Renovation
- Questions?



Reminder to Citizens of College Place



Coughing or sneezing this flu season?

Cover it up!

Influenza and other serious respiratory illnesses are spread by coughing, sneezing, or unclean hands.

Learn more at:
bit.ly/CoverYourMouth



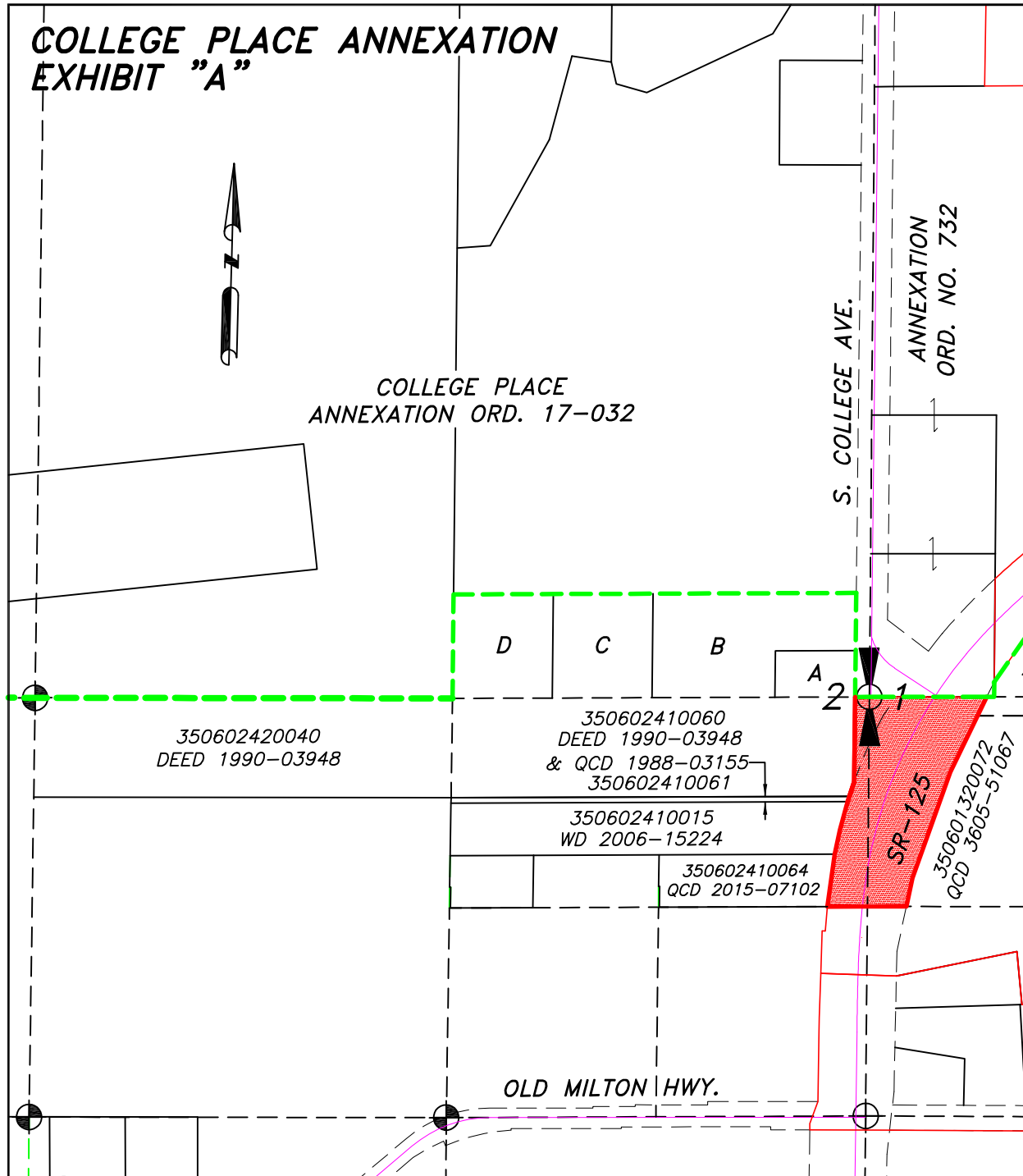
HELP SUPPORT OUR

FOOD INDUSTRY BUSINESSES

WE'RE IN THIS TOGETHER.



COLLEGE PLACE ANNEXATION EXHIBIT "A"



SURVEYOR'S CERTIFICATION

I, LEROY D. WAGGONER, A LICENSED LAND SURVEYOR IN THE STATE OF WASHINGTON, HEREBY STATE THAT THIS EXHIBIT MAP CORRECTLY DEPICTS THE PARCELS DESCRIBED IN THE ANNEXATION LEGAL DESCRIPTION.

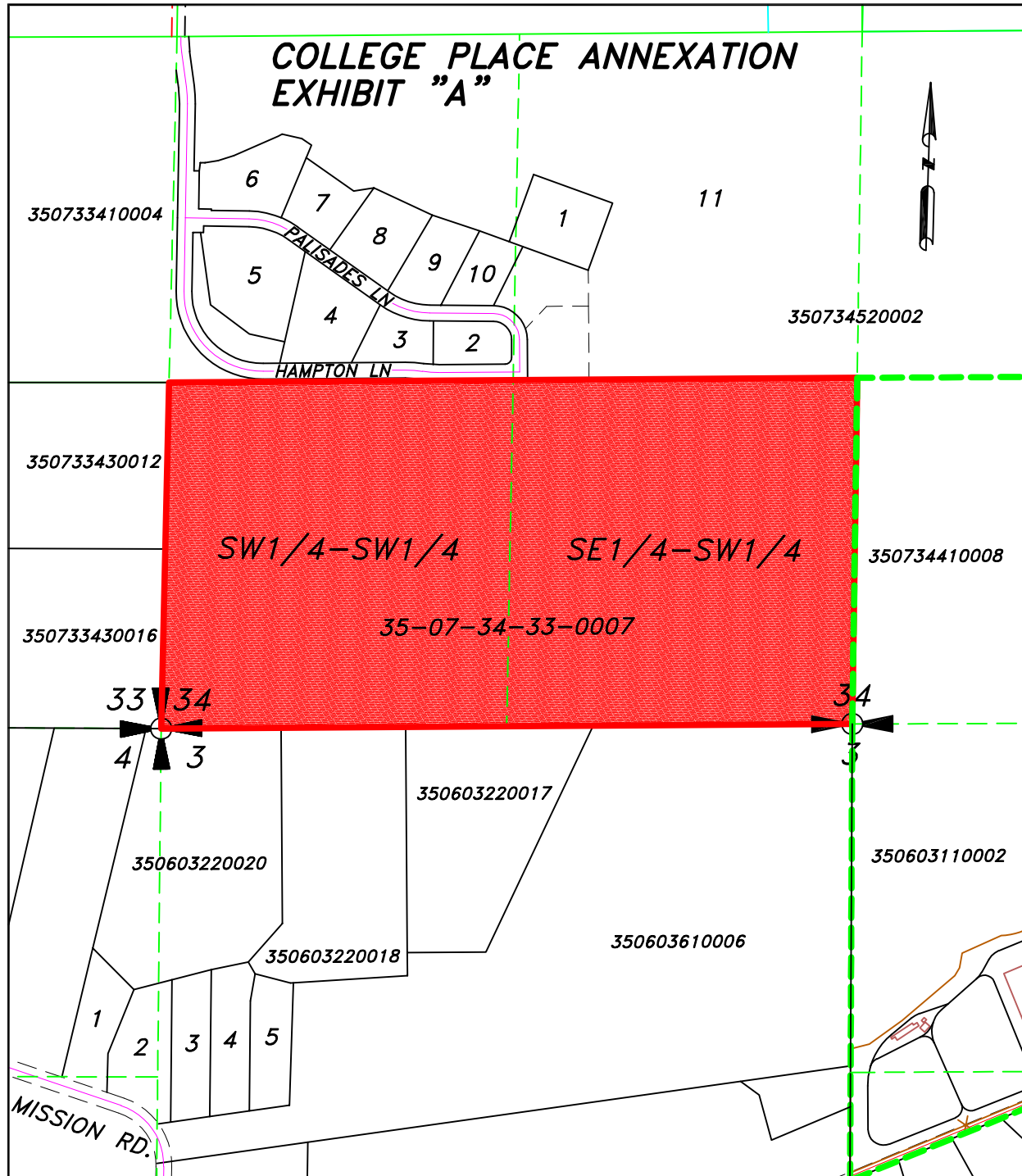
LEROY D. WAGGONER, P.L.S. 34152

DATE



EXPIRES 3/31/20

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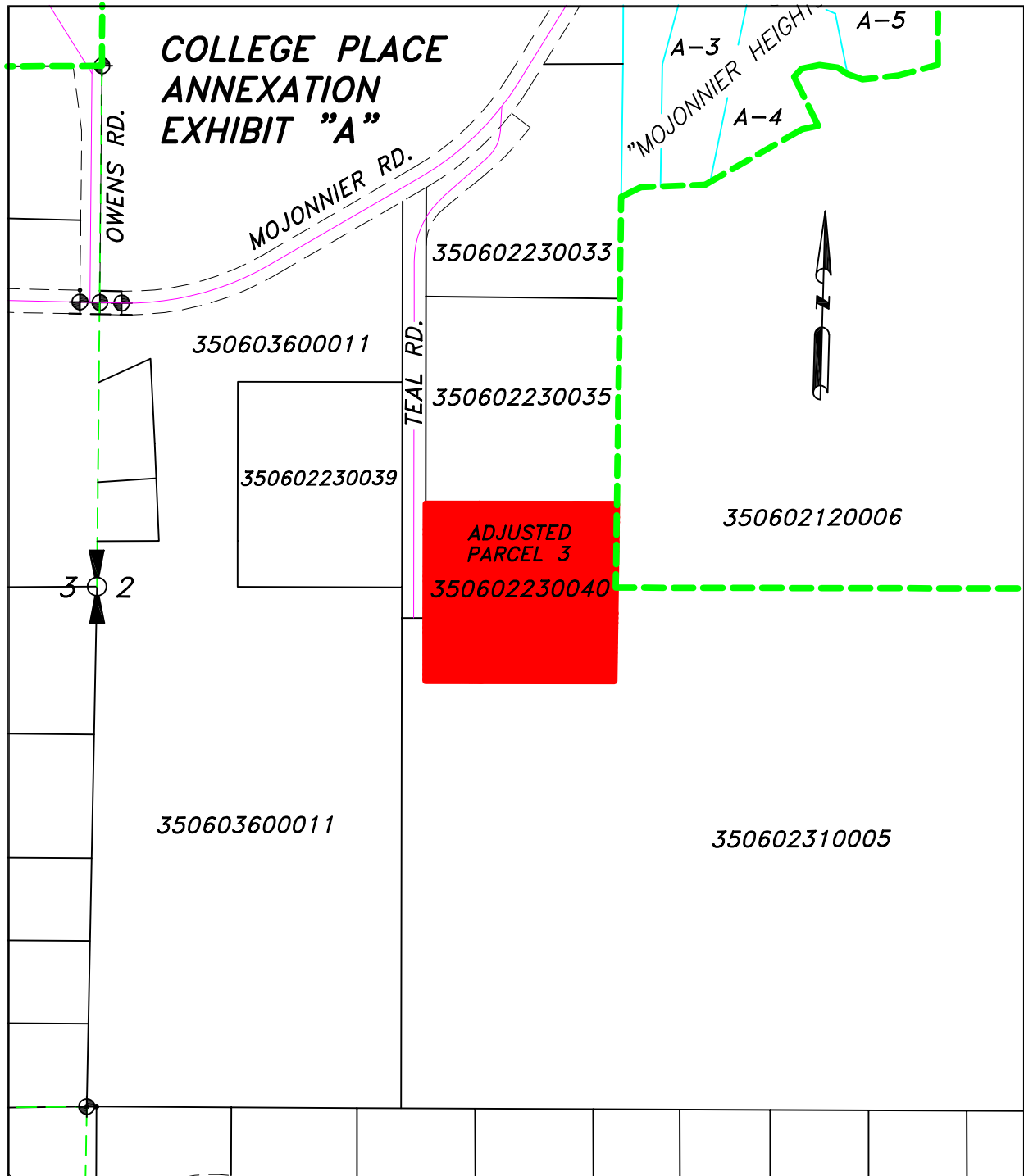
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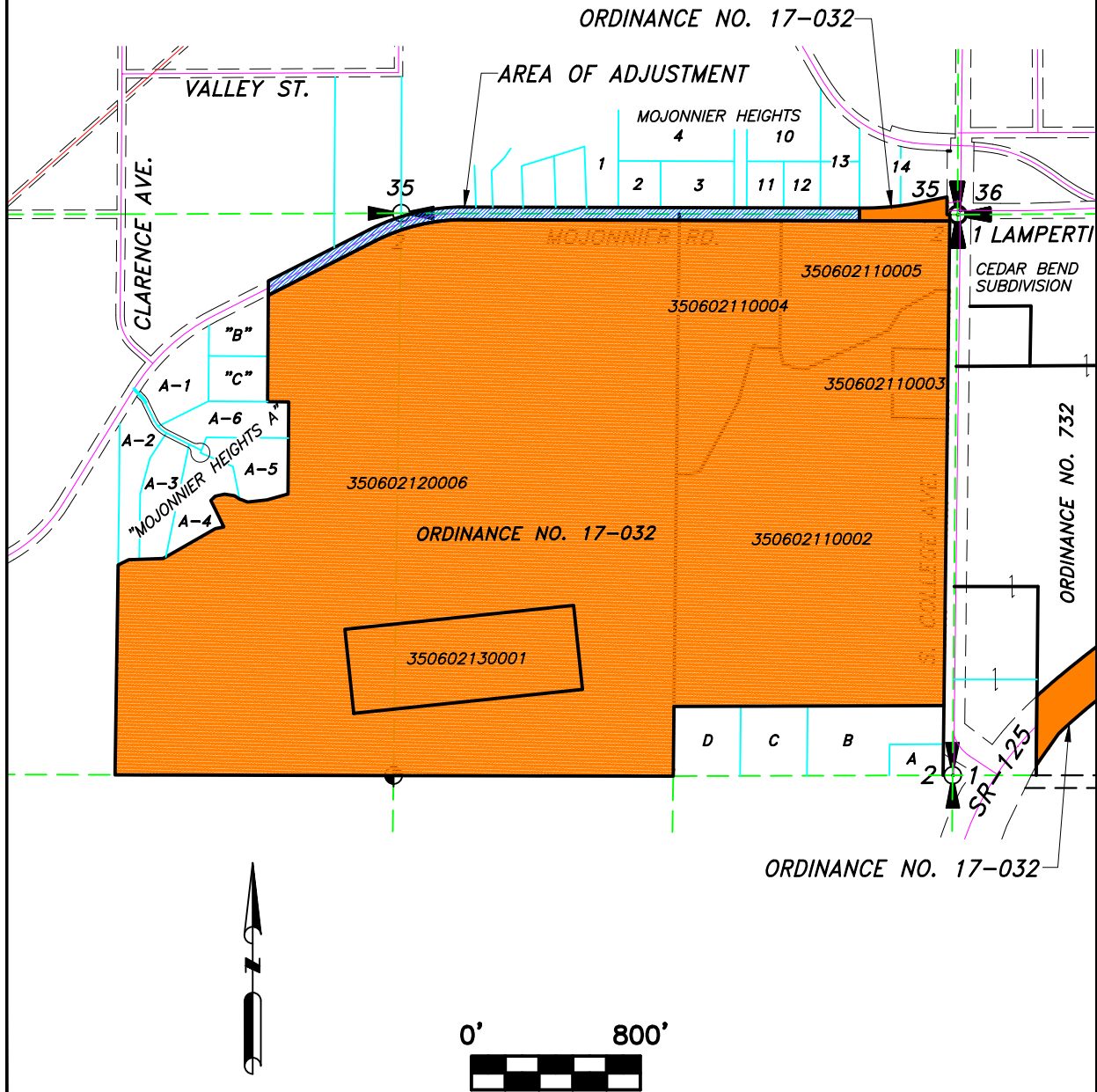
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EXPIRES 3/31/20

COLLEGE PLACE TECHNICAL ADJUSTMENT



SURVEYOR'S CERTIFICATION

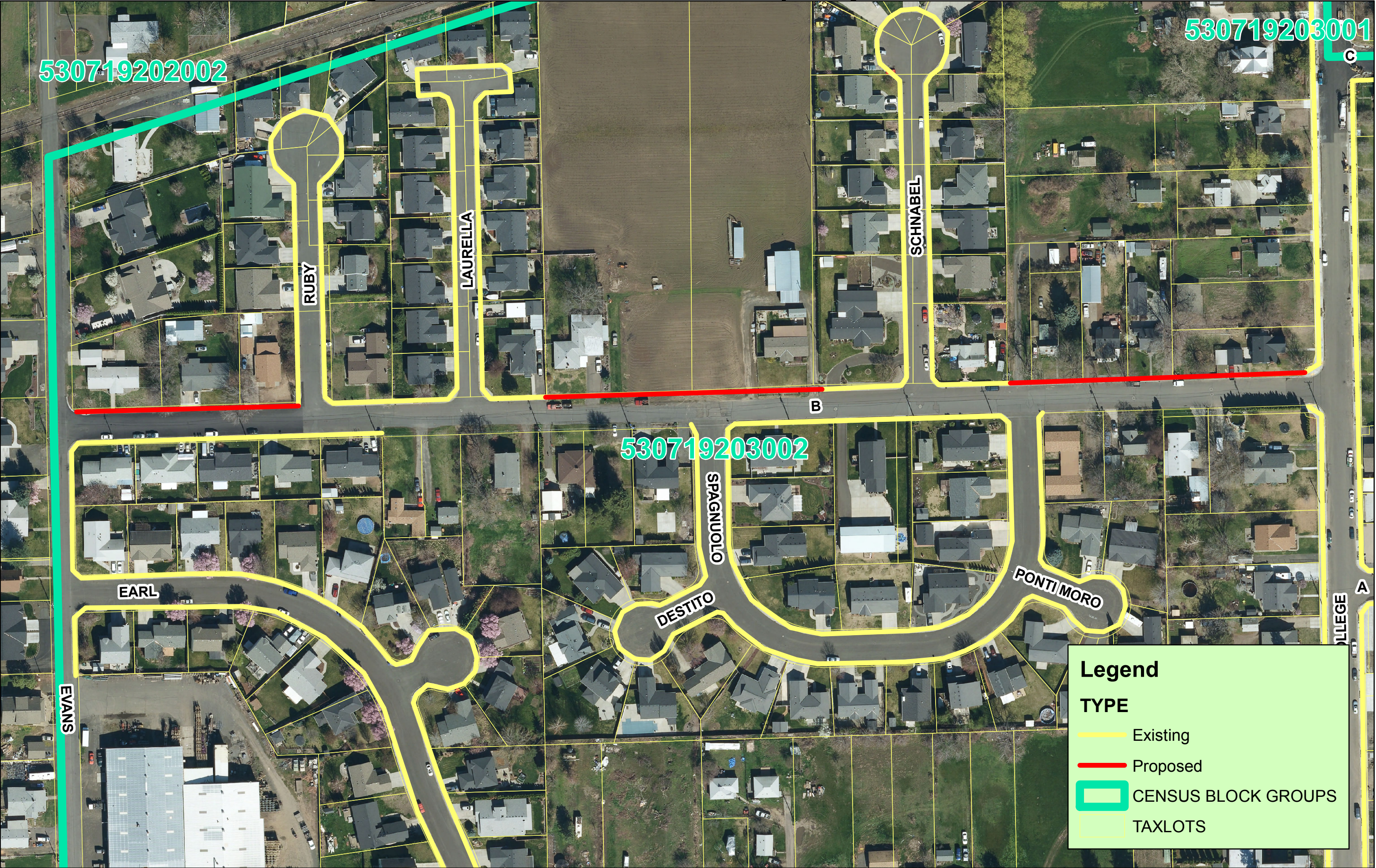
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LEROY D. WAGGONER, P.L.S. 34152

DATE



College Place Safewalk Sidewalk Gap Project: NW B Street



Legend

TYPE

- Existing
- Proposed
- CENSUS BLOCK GROUPS
- TAXLOTS

City of College Place: 2020 CDBG Project - 8th Street Sidewalk Gaps



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NW B Street (Evans to College Avenue)



SW/SE 8th Street (SW Bade to SE Birch Avenue)



Please direct questions and concerns to: Mr. Mike Rizzitiello – City Administrator, College Place City Hall – 625 S. College Ave, Phone: (509)-394-8506, Email: mrizzitiello@cpwa.us



We strengthen communities

RURAL COMMUNITY GRANTS FOR ACTIVITIES THAT BENEFIT LOW-AND MODERATE-INCOME PERSONS

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

General Purpose Grants **\$12,000,000**

For planning or construction of public infrastructure, community facilities, affordable housing, and economic development projects.

Competitive. Maximum grant up to \$900,000 based on project type. Application materials available in March and due in June.

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For off-site infrastructure or the community facility component of a state Housing Trust Fund project. Competitive. Maximum grant is \$200,000, with potential additional hardship funding. Initial CDBG application forms are submitted with a HTF Stage 2 application.

Public Services Grants **\$1,500,000**

For 17 counties and community action agencies to fund new or expanded services for lower income persons. Allocated by a formula based on population and poverty. Application materials available in February and due in April.

National Objectives

Funded by the US Department of Housing & Urban Development, CDBG activities must meet one of these national objectives:

- Principally benefits low-and moderate-income (LMI) persons.
- Aids in the prevention or elimination of slums or blight.
- Addresses imminent threat to public health or safety

Funding is contingent on HUD approval of the state CDBG Action Plan.

Agency contact

Kaaren Roe
SECTION MANAGER

Local Government Division
kaaren.roe@commerce.wa.gov
Phone: 360.725.3018

www.commerce.wa.gov/CDBG

ELIGIBLE APPLICANTS:

Washington State cities/towns with less than 50,000 in population and not participating in a CDBG entitlement urban county consortium; and counties with less than 200,000 in population. A complete list is on Commerce's CDBG webpage.

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**COMMUNITY DEVELOPMENT
BLOCK GRANT**

Federal Citizen Participation Requirements For Local Government Applicants to the State CDBG Program

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- (a) *Citizen participation requirements of a unit of general local government.* Each unit of general local government shall meet the following requirements as required by the state at Sec. 91.115(e) of this title.
- (1) Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;
 - (2) Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds;
 - (3) Furnish citizens information, including but not limited to:
 - (i) The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
 - (ii) The range of activities that may be undertaken with the CDBG funds;
 - (iii) The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons; and
 - (iv) The proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under Sec. 570.488.
 - (4) Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with the procedures developed by the state. Such assistance need not include providing funds to such groups;
 - (5) Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the state. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
 - (6) Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the unit of general local government's application to the state. *Substantially changed* means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state.
 - (7) Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.

City of College Place, Washington
RESOLUTION NO. 20-014

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON REGARDING A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) – GENERAL PURPOSE GRANT APPLICATION FOR THE SAFEWALK COLLEGE PLACE PROJECT WITH CERTIFICATIONS OF COMPLIANCE

WHEREAS, City of College Place, Washington is authorized to apply to the state Department of Commerce for a Community Development Block Grant (CDBG); and

WHEREAS, City of College Place, Washington has identified a community development and housing priority need for which to seek CDBG funding; and

WHEREAS, it is necessary certain conditions be met to receive CDBG funds;

NOW, THEREFORE, be it resolved that the City of College Place, Washington authorizes submission of this CDBG application to the state Department of Commerce to request \$ \$729,000 to build 2,171 feet of five foot wide ADA accessible sidewalk on the north side of NW B Street from Evans to College, north side of SW 8th Street from Bade to College, and the north side of SE 8th from College to Birch, and certifies that, if funded, it:

Will comply with applicable provisions of Title I of the Housing and Community Development Act of 1974, as amended, and other applicable state and federal laws;

Has provided and will provide opportunities for citizen participation that satisfy the CDBG requirements of 24 CFR 570.486;

Will not use assessments against properties owned and occupied by low- and moderate-income persons or charge user fees to recover the capital costs of CDBG-funded public improvements from low- and moderate-income owner-occupants;

Has established or will establish a plan to minimize displacement as a result of activities assisted with CDBG funds; and assist persons actually displaced as a result of such activities, as provided in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;

Has adopted or will adopt a policy(s) to reduce greenhouse gas emissions in accordance with RCW 70.235.070 and certifies this project will adhere to this policy(s);

Will conduct and administer its program in conformance with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act; and will affirmatively further fair housing (Title VIII of the Civil Rights Act of 1968); and

Has adopted (or will adopt) and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and has adopted (or will adopt) and implement a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location that is the subject of such nonviolent civil rights demonstration within its jurisdiction, in accordance with Section 104(1) of the Title I of the Housing and Community Development Act or 1974, as amended; and

City of College Place, Washington designates Mr. Mike Rizzitiello – City Administrator as the authorized representative to act in all official matters in connection with this application and City of College Place's participation in the State of Washington CDBG Program.

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

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

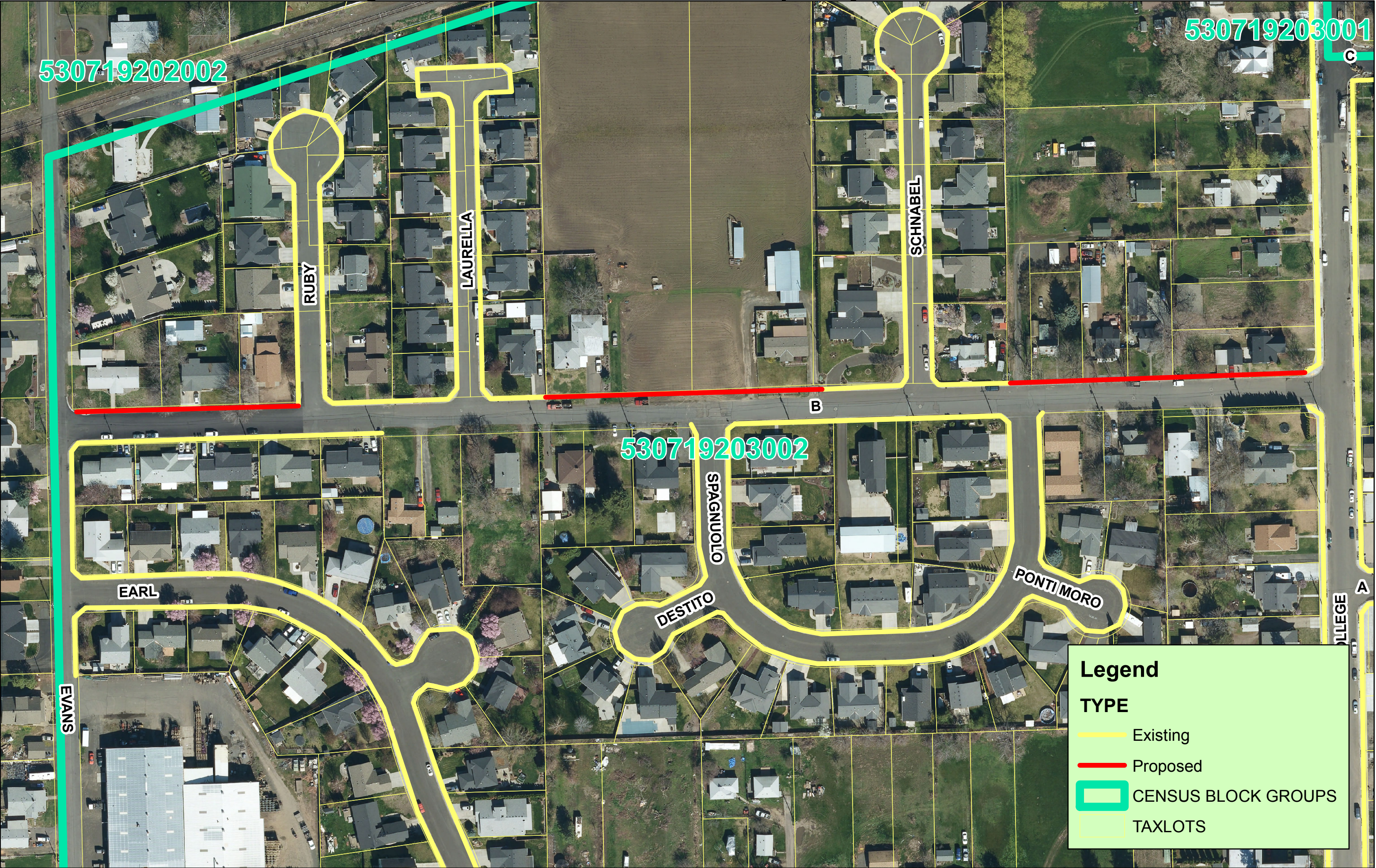
PASSED by the City Council of the City of College Place, Washington, this 14th day of April, 2020.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk

College Place Safewalk Sidewalk Gap Project: NW B Street



City of College Place: 2020 CDBG Project - 8th Street Sidewalk Gaps



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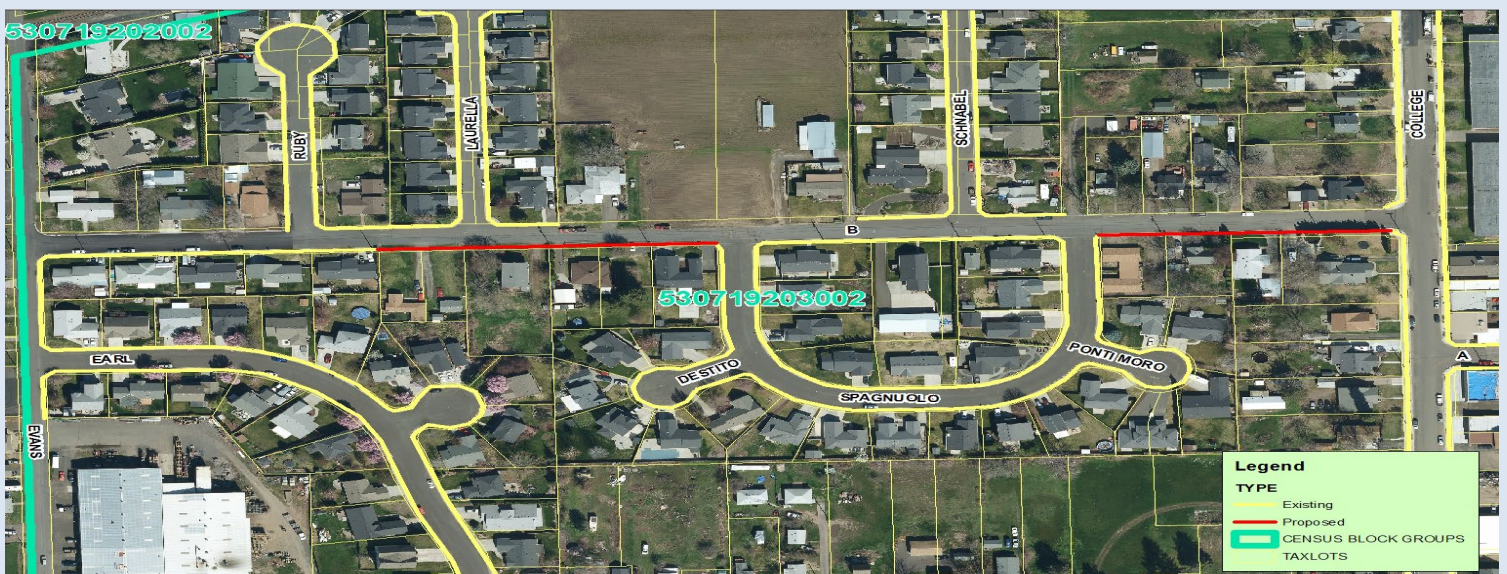
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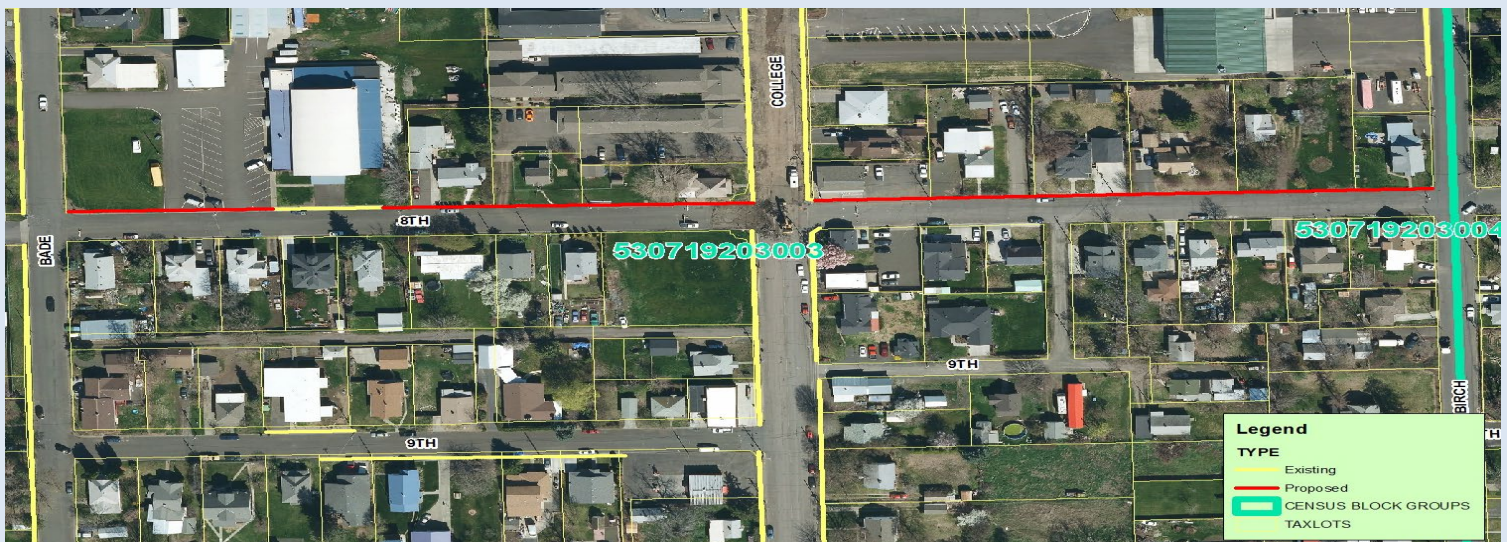
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Phone: 360.725.3018

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 - (iv) The proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under Sec. 570.488.
 - (4) Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with the procedures developed by the state. Such assistance need not include providing funds to such groups;
 - (5) Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the state. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
 - (6) Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the unit of general local government's application to the state. *Substantially changed* means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state.
 - (7) Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.

City of College Place, Washington
RESOLUTION NO. 20-014

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON REGARDING A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) – GENERAL PURPOSE GRANT APPLICATION FOR THE SAFEWALK COLLEGE PLACE PROJECT WITH CERTIFICATIONS OF COMPLIANCE

WHEREAS, City of College Place, Washington is authorized to apply to the state Department of Commerce for a Community Development Block Grant (CDBG); and

WHEREAS, City of College Place, Washington has identified a community development and housing priority need for which to seek CDBG funding; and

WHEREAS, it is necessary certain conditions be met to receive CDBG funds;

NOW, THEREFORE, be it resolved that the City of College Place, Washington authorizes submission of this CDBG application to the state Department of Commerce to request \$ \$729,000 to build 2,171 feet of five foot wide ADA accessible sidewalk on the north side of NW B Street from Evans to College, north side of SW 8th Street from Bade to College, and the north side of SE 8th from College to Birch, and certifies that, if funded, it:

Will comply with applicable provisions of Title I of the Housing and Community Development Act of 1974, as amended, and other applicable state and federal laws;

Has provided and will provide opportunities for citizen participation that satisfy the CDBG requirements of 24 CFR 570.486;

Will not use assessments against properties owned and occupied by low- and moderate-income persons or charge user fees to recover the capital costs of CDBG-funded public improvements from low- and moderate-income owner-occupants;

Has established or will establish a plan to minimize displacement as a result of activities assisted with CDBG funds; and assist persons actually displaced as a result of such activities, as provided in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;

Has adopted or will adopt a policy(s) to reduce greenhouse gas emissions in accordance with RCW 70.235.070 and certifies this project will adhere to this policy(s);

Will conduct and administer its program in conformance with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act; and will affirmatively further fair housing (Title VIII of the Civil Rights Act of 1968); and

Has adopted (or will adopt) and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and has adopted (or will adopt) and implement a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location that is the subject of such nonviolent civil rights demonstration within its jurisdiction, in accordance with Section 104(1) of the Title I of the Housing and Community Development Act or 1974, as amended; and

City of College Place, Washington designates Mr. Mike Rizzitiello – City Administrator as the authorized representative to act in all official matters in connection with this application and City of College Place's participation in the State of Washington CDBG Program.

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

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

PASSED by the City Council of the City of College Place, Washington, this 14th day of April, 2020.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk

Chapter 2.64 - EMERGENCY POWERS OF MAYOR, CITY COUNCIL AND CITY ADMINISTRATOR^[7]

Footnotes:

--- (7) ---

Editor's note— [Ord. No. 18-017, § 1, adopted August 14, 2018](#), set out provisions for use herein as ch. 2.62, §§ 2.62.010—2.62.050. Inasmuch as ch. 2.62 existed at the time of codification, those provisions have been included herein as ch. 2.64, 2.64.010—2.64.050.

2.64.010 - Proclamation of civil emergency—Emergency defined.

Whenever a civil emergency, or the imminent threat thereof, occurs in the city and results in or threatens to result in the death or injury of persons or the destruction of or damage to property to such extent as to require, in the judgment of the mayor, extraordinary measures to protect the public peace, safety and welfare, the mayor shall forthwith proclaim in writing the existence of a civil emergency. In the absence or unavailability of the mayor, such a civil emergency may be declared by the person indicated in Section 2.64.020 on the line of succession. For the purposes of this chapter, a "civil emergency" shall mean:

- A. A riot, unlawful assembly, insurrection, enemy attack, terrorist attack, sabotage, or other hostile action; or
 - 1. For the purpose of this chapter, the term "unlawful assembly" means any threat, actual or implied, to use force or violence when accompanied by immediate power to execute such force or violence by three or more persons acting together without authority of law and where the threat to use the same would endanger or tend to endanger the safety of property or persons.
- B. A natural or human-caused disaster, including fire, flood, storm, explosion, earthquake, volcanic disturbance or eruption, or other natural cause.

([Ord. No. 18-017, § 1, 8-14-2018](#))

2.64.020 - Line of succession.

- A. *Line of Succession of Elected Officials for Appointment as Acting Mayor.* The line of succession for elected officials to serve as the acting mayor is as follows:
 - 1. Mayor.
 - 2. Mayor pro tem.
 - 3. Council members by seniority unless a member is unavailable or declines to serve. "Senior" or "seniority" shall mean the number of years served on the city council. In the event of exact seniority by two or more members, the members shall mutually determine who shall act as mayor.
- B. *Staff Official Appointed Acting Mayor.* In the event that the entire council is unavailable, too injured, or is deceased, the line of succession for city employees to serve as the acting mayor is as follows:
 - 1. City Administrator.
 - 2. Finance Director

3. Police Chief / Fire Chief.
 4. Public works director.
- C. *Powers and Duties of the Acting Mayor.* Every provision of law in relation to the powers and duties of the mayor, and in relation to acts and duties to be performed by others toward him or her, extends to the person performing for the time being the duties of mayor.

([Ord. No. 18-017, § 1, 8-14-2018](#))

2.64.030 - Action which may be taken.

- A. Upon the proclamation of a civil emergency by the mayor, and during the existence of such emergency, the mayor may make and proclaim any or all of the following orders:
1. An order imposing a general curfew applicable to the city as a whole or to such geographical area or areas of the city and during such hours as he or she deems necessary, and subsequent orders from time to time to modify the hours such curfew will be in effect and the area or areas to which it will apply;
 2. An order requiring any or all business establishments to close and remain closed until further order;
 3. An order requiring the closure of any or all bars, taverns, liquor stores and other business establishments where alcoholic beverages are sold or otherwise dispensed; provided, that with respect to those business establishments which are not primarily devoted to the sale of alcoholic beverages and in which such alcoholic beverages may be removed or made secure from possible seizure by the public, the portions thereof utilized for the sale of items other than alcoholic beverages may, in the discretion of the mayor, be allowed to remain open; and further provided, that such orders shall be subject to the laws of the state by and through the Washington State Liquor Control Board;
 4. An order requiring the discontinuance of the sale, distribution, giving away, or possession of gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle or except in connection with normal operation of motor vehicles, normal home use or legitimate commercial use;
 5. An order requiring the discontinuance of the sale, distribution or giving away of firearms and/or ammunition for firearms in any or all parts of the city, provided the city is not prohibited by any state or federal law from making such an order;
 6. An order requiring the closure of any or all business establishments where firearms and/or ammunition for firearms are sold or otherwise dispensed; provided, that with respect to those business establishments which are not primarily devoted to the sale of firearms and/or ammunition and in which such firearms and/or ammunition may be removed or made secure from possible seizure by the public, the portions thereof utilized for sale of items other than firearms and ammunition may, in the discretion of the mayor, be allowed to remain open, provided the city is not prohibited by any state or federal law from making such an order;
 7. An order closing to the public any or all public places, including streets, alleys, public ways, schools, parks, amusement areas and public buildings;
 8. An order requesting federal and/or state assistance in combating such civil emergency, including but not limited to requesting the assistance of the National Guard;
 9. An order directing the use of all public and private health, medical, and convalescent facilities and equipment to provide emergency health and medical care for injured persons;
 10. An order authorizing, in cooperation with utility management and appropriate state and federal agencies, the shutting off, restoration, and operation of utility services in accordance with priorities established for combating such civil emergency;

11. Such other orders as are imminently necessary for the protection of life and property; provided, however, that all orders issued under any provision of this section shall, at the earliest practicable time but in no event more than 72 hours after the proclamation of the respective order(s), be presented to the city council for ratification and confirmation, and if not so ratified and confirmed shall be void.
- B. Upon the proclamation of a civil emergency by the mayor and/or the city council, and during the existence of such emergency, the city council may make and proclaim any or all of the following orders:
1. An order providing for the evacuation and reception of the population of the city or any part thereof;
 2. Such other orders as are imminently necessary for the protection of life and property.
- C. Upon the proclamation of a civil emergency by the mayor and/or the city council, and during the existence of such emergency, the mayor and/or the city council may make and proclaim any or all of the following requests or consultations:
1. A request that the governor proclaim a state of emergency or disaster when in the opinion of the mayor and/or the city council the resources of the city, area or region are inadequate to cope with the emergency or disaster;
 2. A request that the governor, after proclaiming a state of emergency and prior to terminating such, may, in the area described by the proclamation, issue an order prohibiting any or all of the activities listed in RCW 43.06.220;
 3. A consultation with local, state and federal emergency management agencies about the emergency or disaster;
 4. Such other requests or consultations as may be imminently necessary for the protection of life and property.
- D. Upon the proclamation of a civil emergency by the mayor and/or the city council, and during the existence of such emergency, the city administrator shall have the power by order to enter into contracts and incur obligations necessary to combat such disaster, protect the health and safety of persons and property, provide emergency assistance to the victims of such disaster, and direct the finance department to draw and to pay the necessary warrants for expenditures to respond to the emergency. Such powers shall be exercised in light of the exigencies of the situation without regard to time-consuming procedures and formalities prescribed by ordinance (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations and requirements of competitive bidding and publication of notices pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, and the appropriation and expenditures of public funds; provided, that the city administrator shall, wherever practicable, advise and consult with the city council with respect to disaster response activities, and any such order shall at the earliest practicable time be presented to the city council for review and appropriate legislation including
1. Findings by resolution with respect to actions taken;
 2. Authorization of payment for services, supplies, equipment loans and commandeered property used during disaster response activities;
 3. Approval of gifts, grants or loans accepted by the city during the emergency;
 4. Levy of taxes to meet costs of disaster response and recovery operations; and upon such review the city council may ratify and confirm, modify, or reject any such order, and if rejected, any such order shall be void.

2.64.040 - Delivery to news media.

The mayor shall cause any proclamation issued by him or her, pursuant to the authority of this chapter, to be delivered to all news media within the city and shall utilize such other available means, including public address systems, as shall be necessary, in his or her judgment, to give notice of such proclamation to the public.

([Ord. No. 18-017, § 1, 8-14-2018](#))

2.64.045 Enforcement of Gubernatorial and/or State Board of Health Emergency Proclamations.

RCW 43.06.220 & RCW 70.05.120, and as amended, are adopted by reference as if set forth in full in this chapter. The penalties for violation of any proclamation issued by the governor during a state of emergency shall be as set forth in 2.64.050.

2.64.050 - Violation—Penalty.

It is unlawful for any person to fail or refuse to obey any such order proclaimed by the mayor or the city council. Any person convicted of a violation of this chapter shall be guilty of a C-1 civil infraction. **Second or any additional violations that occur within a months' time from the first (or prior) violation is a misdemeanor punishable by a fine up to \$1000 and up to 90 days in jail.**

([Ord. No. 18-017, § 1, 8-14-2018](#))

State Law reference— RCW 39.04.280 — Competitive bidding requirements — Exemptions; RCW 38.52.070 — Local organization and joint organizations authorized — Establishment, operation — Emergency powers, procedures — Communication plans; RCW 42.30.070 — Times and places for meetings — Emergencies — Exception; RCW 42.30.080 — Special meetings

City of College Place, Washington
ORDINANCE NO. 20-005

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE,
WASHINGTON AMENDING CPMC 2.64 EMERGENCY POWERS, ADOPTING RCW
43.06.220 & 70.05.120 BY REFERENCE AND TAKING OTHER ACTION RELATED
THERE TO**

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

Whereas, RCW 35A.11.020 provides in pertinent part that “the legislative body of each code city shall have all powers possible for a city or town to have under the Constitution of this state, and not specifically denied to code cities by law..... and may adopt ordinances that provide the violation of such ordinances constitute a misdemeanor or gross misdemeanor; and

Whereas, RCW 43.06.220 provides that the Governor of the State of Washington may issue orders by proclamation following declaration of a state of emergency, and that “any person violating any provision of an order issued by the governor is guilty of a gross misdemeanor; and

Whereas, the Washington State Governor issued proclamation 20-05 on February 29th, 2020 declaring that the worldwide outbreak of coronavirus disease 2019 (COVID-19) created as State of Emergency in all Washington Counties; and

Whereas, the Washington State Governor issued subsequent proclamations that are enforceable through RCW 43.06.220; and

Whereas, the Washington Supreme Court held in *Auburn vs. Gauntt* 174 Wn.2d. 321, 274 P.3d 1033 (2012) that cities can only prosecute state statutes that are adopted or incorporated into its municipal code; and

Whereas, the College Place City Council has considered this matter during a duly called public meeting of said Council, has given this matter careful review and consideration, and finds that good government and the best interests of the City of College Place and its citizens will be served by passage of this ordinance ;

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

Section 1: Section 2.64.045: Enforcement of Gubernatorial & State Board of Health Emergency Proclamations and amendments to 2.64.050 Violation – Penalty is hereby added to the College Place Municipal Code as follows

2.64.045 Enforcement of Gubernatorial and/or State Board of Health Emergency Proclamations.

RCW 43.06.220 and RCW 70.05.120, and as amended in the future are adopted by reference as if set forth in full in this chapter. The penalties for violation of any proclamation issued by the governor during a state of emergency shall be as set forth in 2.64.050.

2.64.050 - Violation—Penalty.

It is unlawful for any person to fail or refuse to obey any such order proclaimed by the mayor or the city council. Any person convicted of a violation of this chapter shall be guilty of a C-1 civil infraction. **Second or any additional violations that occur within a month's time from the occurrence of the first (or prior) violation is a misdemeanor punishable by up to \$1000 and up to 90 days in jail.**

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

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

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

PASSED by the City Council of the City of College Place, Washington, this 14th day of April, 2020.

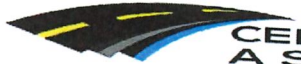
Norma L. Hernández, Mayor

Attest:

Lisa R. Neissl, City Clerk

Approved as to form:

Rea Culwell, City Attorney



CENTRAL WASHINGTON ASPHALT

Corporate Office
PO Box 939
Moses Lake, WA 98837
(509) 765-5757

Serving All of Eastern Washington & Northeast Oregon
Wenatchee Office
7700 US 97A
Wenatchee, WA 98801
(509) 662-6063

Tri-Cities Office
16004 E. Field Rd.
Benton City, WA 99320
(509) 588-5214

Milton-Freewater
53847 WW River Rd.
Milton-Freewater, OR
(503) 938-5205

To:	City Of College Place	Contact:	Paul Hartwig
Address:	625 S. College Ave College Place, WA	Phone:	(509) 535-0510
Project Name:	NE Spitzenburg - Bella To Myra Pre-level	Fax:	
Project Location:	NE Spitzenburg St., College Place, WA	Bid Number:	2020-19RJ
We are pleased to quote the following project:		Bid Date:	3/24/2020

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization	1.00	LS		
2	Furnish And Install 1/2" Depth Of Cl. 3/8" PG 64-22	19,500.00	SF	\$1,500.00 \$0.44	\$1,500.00 \$8,580.00

Total Bid Price: \$10,080.00

Notes:

- Quote Excludes: Preparation of Grade, Surveying, Testing, Pavement Markings, Saw Cutting, Prime Coat, Soil Sterilant, Utility Adjustments, Patching Of Utilities (if needed ADD \$150.00 EA. - unless otherwise negotiated with CWA personnel), Traffic Control, Permits, Fees, Bond (Add 2%), Sales Tax.
- Central Washington Asphalt, Inc. is not responsible for designed cross slopes of 1% or less, as this may result in holding of water after paving is completed.
- Subgrade must be firm and unyielding.
- Central Washington Asphalt, Inc. proposed prices herein assumes that Central Washington Asphalt, Inc.' work hereunder will be substantially complete on/before October 30, unless otherwise approved by Central Washington Asphalt, Inc. in writing. Central Washington Asphalt, Inc. is not responsible for cold winter construction. Additional cost incurred by Central Washington Asphalt, Inc. for performing work during cold weather will be negotiated.
- Unless the contracting party has signed and returned this agreement with in thirty (30) days of the date first stated above, Central Washington Asphalt, Inc. proposal shall be null and void.
- Central Washington Asphalt Inc. is hereby authorized to furnish all materials and labor required to complete the work mentioned above and according to the terms thereof. Interest on any unpaid balance over 30 days from the billing date will be charged at 1.5% per month. Central Washington Asphalt Inc. reserves the right to hold the owner responsible for any damages Central Washington Asphalt Inc. may incur through collections of monies owed by the owner(s) and not constricted or limited to the following: reasonable attorney's fees, court costs, interest, and all other legal expenses when pursuing payment by owner/prime contractor.
- This quote includes our standard form of insurance only.
- This quote sheet must be attached to and become part of any subcontract agreement.

Payment Terms:

Net/10 Days; unless otherwise specified by contract terms and conditions.

Total price to be based on actual quantity or measurement unless otherwise specified.

Central Washington Asphalt, Inc. accepts all major Credit Cards. There will be a 3% fee added to your bill if a Credit Card is used for payment.

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Central Washington Asphalt Inc. Authorized Signature: _____ Estimator: Ron Jones 509-350-0225 ron@cwainc.us
---	--

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tack roadway 1/2" Depth Cl. 3/8" Prelevel then shoot tack .10 on the pre-level

Google Earth

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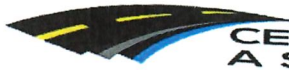
NE Spitzenburg St

NE Della Ave

NECSI

200 ft





CENTRAL WASHINGTON ASPHALT

Corporate Office
PO Box 939
Moses Lake, WA 98837
(509) 765-5757

Serving All of Eastern Washington & Northeast Oregon
Wenatchee Office
7700 US 97A
Wenatchee, WA 98801
(509) 662-6063

Tri-Cities Office
16004 E. Field Rd.
Benton City, WA 99320
(509) 588-5214

Milton-Freewater
53847 WW River Rd.
Milton-Freewater, OR
(503) 938-5205

To: City Of College Place	Contact: Paul Hartwig
Address: 625 S. College Ave College Place, WA	Phone: (509) 535-0510
Project Name: NE Rose To Damson, Excavation, Rock And Pave	Fax:
Project Location: Damson To Rose 1/2 Of Street, College Place, WA	Bid Number: 2020-21R
We are pleased to quote the following project:	
Bid Date: 3/24/2020	

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization				
2	Excavate Out 1' Depth Of Damson	1.00	LS	\$1,500.00	\$1,500.00
3	Furnish And Install 9" Of Base Course On Damson	1,620.00	SF	\$2.38	\$3,855.60
4	Furnish And Install 3" Depth Of Cl. 1/2" PG 64-22	1,620.00	SF	\$2.94	\$4,762.80
				\$3.29	\$5,329.80

Total Bid Price: \$15,448.20

Notes:

- Quote Excludes: Preparation of Grade, Surveying, Testing, Pavement Markings, Saw Cutting, Prime Coat, Soil Sterilant, Utility Adjustments, Patching Of Utilities (if needed ADD \$150.00 EA.- unless otherwise negotiated with CWA personnel), Traffic Control, Permits, Fees, Bond (Add 2%), Sales Tax.
- Central Washington Asphalt, Inc. is not responsible for designed cross slopes of 1% or less, as this may result in holding of water after paving is completed.
- Subgrade must be firm and unyielding.
- Central Washington Asphalt, Inc. proposed prices herein assumes that Central Washington Asphalt, Inc.' work hereunder will be substantially complete on/before October 30, unless otherwise approved by Central Washington Asphalt, Inc. in writing. Central Washington Asphalt, Inc. is not responsible for cold winter construction. Additional cost incurred by Central Washington Asphalt, Inc. for performing work during cold weather will be negotiated.
- Unless the contracting party has signed and returned this agreement with in thirty (30) days of the date first stated above, Central Washington Asphalt, Inc. proposal shall be null and void.
- Central Washington Asphalt, Inc. is hereby authorized to furnish all materials and labor required to complete the work mentioned above and according to the terms thereof. Interest on any unpaid balance over 30 days from the billing date will be charged at 1.5% per month. Central Washington Asphalt, Inc. reserves the right to hold the owner responsible for any damages Central Washington Asphalt, Inc. may incur through collections of monies owed by the owner(s) and not constricted or limited to the following: reasonable attorney's fees, court costs, interest, and all other legal expenses when pursuing payment by owner/prime contractor.
- This quote includes our standard form of insurance only.
- This quote sheet must be attached to and become part of any subcontract agreement.

Payment Terms:

Net/10 Days; unless otherwise specified by contract terms and conditions.
Total price to be based on actual quantity or measurement unless otherwise specified.
Central Washington Asphalt, Inc. accepts all major Credit Cards. There will be a 3% fee added to your bill if a Credit Card is used for payment.

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Central Washington Asphalt Inc. Authorized Signature: _____ Estimator: Ron Jones 509-350-0225 ron@cwainc.us
---	--

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City of College Place 9" BC and 3" HMA

Danson & McRae

Legend

EX out 12" 9" BC
In stall 3" HMA

Measure

108

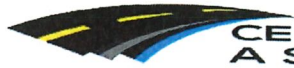
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Google Earth

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16004 E. Field Rd.
Benton City, WA 99320
(509) 588-5214

Milton-Freewater
53847 WW River Rd.
Milton-Freewater, OR
(503) 938-5205

To:	City Of College Place	Contact:	Paul Hartwig
Address:	625 S. College Ave College Place, WA	Phone:	(509) 535-0510
Project Name:	NE Spitzenburg - Damson To Elsom Roofing	Fax:	
Project Location:	NE Spitzenburg St., College Place, WA	Bid Number:	2020-19RJ
		Bid Date:	3/24/2020

We are pleased to quote the following project:

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization	1.00	LS	\$1,500.00	\$1,500.00
2	Furnish And Install 1/2" Depth Of Cl. 3/8" PG 64-22	20,500.00	SF	\$0.44	\$9,020.00

Total Bid Price: \$10,520.00

Notes:

- Quote Excludes: Preparation of Grade, Surveying, Testing, Pavement Markings, Saw Cutting, Prime Coat, Soil Sterilant, Utility Adjustments, Patching Of Utilities (if needed ADD \$150.00 EA.- unless otherwise negotiated with CWA personnel), Traffic Control, Permits, Fees, Bond (Add 2%), Sales Tax.
- Central Washington Asphalt, Inc. is not responsible for designed cross slopes of 1% or less, as this may result in holding of water after paving is completed.
- Subgrade must be firm and unyielding.
- Central Washington Asphalt, Inc. proposed prices herein assumes that Central Washington Asphalt, Inc.' work hereunder will be substantially complete on/before October 30, unless otherwise approved by Central Washington Asphalt, Inc. in writing. Central Washington Asphalt, Inc. is not responsible for cold winter construction. Additional cost incurred by Central Washington Asphalt, Inc. for performing work during cold weather will be negotiated.
- Unless the contracting party has signed and returned this agreement with in thirty (30) days of the date first stated above, Central Washington Asphalt, Inc. proposal shall be null and void.
- Central Washington Asphalt Inc. is hereby authorized to furnish all materials and labor required to complete the work mentioned above and according to the terms thereof. Interest on any unpaid balance over 30 days from the billing date will be charged at 1.5% per month. Central Washington Asphalt Inc. reserves the right to hold the owner responsible for any damages Central Washington Asphalt Inc. may incur through collections of monies owed by the owner(s) and not constricted or limited to the following: reasonable attorney's fees, court costs, interest, and all other legal expenses when pursuing payment by owner/prime contractor.
- This quote includes our standard form of insurance only.
- This quote sheet must be attached to and become part of any subcontract agreement.

Payment Terms:

Net/10 Days; unless otherwise specified by contract terms and conditions.

Total price to be based on actual quantity or measurement unless otherwise specified.

Central Washington Asphalt, Inc. accepts all major Credit Cards. There will be a 3% fee added to your bill if a Credit Card is used for payment.

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Central Washington Asphalt Inc. Authorized Signature:  Estimator: Ron Jones 509-350-0225 ron@cwahc.us
---	--

3/24/2020 9:44:30 AM

Page 1 of 1

NE Spitzenburg - Damdon to Elsom Roofing

1025 x 20 wide 1/2" Prelevel and fog seal

Google Earth
© 2020 Google



Legend

- C St @
- Corner's Mr Carpet LLC
- Elsom Roofing Inc
- Grace Christian Center



GRANT AGREEMENT
STATE OF WASHINGTON
DEPARTMENT OF NATURAL RESOURCES (DNR)
NO. 93-100727

PI: 244
Funding Source: Federal
Grant Funded: ☒ Yes ☐ No

This Grant Agreement is made and entered into by and between the state of Washington, Department of Natural Resources, hereinafter referred to as "**AGENCY/DNR**", and the below named firm, hereinafter referred to as "**GRANTEE**."

City of College Place
625 S. College Avenue
College Place, WA 99324
Phone: (509) 394-8506
Email: mrizzitiello@cpwa.us

PURPOSE

The intent of the Community Forestry Assistance grant is to assist communities in planning and implementing projects that are within the scope of a community forest management plan, but which may not otherwise receive local funding. Projects must be located on public property, or be open to public access. Grant funds may not be used to meet ordinary maintenance and operating expenses.

The purpose of this grant agreement is to establish a tree GIC inventory for the Grantee's 16.67 acres of community park land, as well as 12.75 miles of arterial roadway public city right-of-way. In addition, an Urban Forestry Management Plan will be established to assess health, tree risks, and provide recommendations.

SCOPE OF WORK

- A. Exhibit A, attached hereto and incorporated by reference, contains the *General Terms and Conditions* governing work to be performed under this grant agreement, the nature of the working relationship between DNR and the Grantee, and specific obligations of both parties.
- B. Exhibit B, attached hereto and incorporated by reference, contains the Grantee's Project Proposal Form. The Grantee will provide services and staff, and otherwise do all things necessary for or incidental to the performance of work as included in the Project Proposal Form.

The Grantee must submit a mid-project report and a final report to DNR documenting the activities undertaken, barriers and lessons learned, maps and other relevant graphics and the deliverables and outcomes achieved. The mid-project report is due by October 31, 2020, the final report is due by April 30, 2021.

- C. Exhibit C, attached hereto and incorporated by reference, contains the Inventory Data Standards.

PERIOD OF PERFORMANCE

The period of performance under this grant agreement will be from May 1, 2020 through April 30, 2021, unless terminated sooner as provided herein.

AWARD

The total grant award payable to Grantee for satisfactory performance of the work under this grant agreement shall not exceed Nineteen Thousand, Nine Hundred Thirteen and 04/100 Dollars (\$19,913.04). Grantee's compensation for services rendered shall be based on Exhibit B, Section III – Proposal Budget Worksheet.

Funding for this grant agreement is provided by the 2016 Consolidated Payment Grant, Grant number: 2016-DG-11062765-729, CFDA #10.664: Cooperative Forestry Assistance; DNR Program Index 244, Project Code RHC

BILLING PROCEDURES

DNR will pay Grantee upon satisfactory acceptance of each fully completed activity(s) or task(s) as approved by the DNR Grant Manager. Invoices shall be submitted to the DNR Grant Manager not more often than quarterly.

Payment will be made by check, warrant or account transfer within 30 days of receipt of the invoice. Upon expiration of the Agreement, final invoices shall be paid, if received within 30 days after the expiration date. However, invoices for all work done within a fiscal year must be submitted within 30 days after the end of the fiscal year. Each invoice submitted to DNR shall include information needed by DNR to determine the exact nature of all expenditures and completed work.

Each invoice submitted to DNR shall include information needed by DNR to determine the exact nature of all expenditures and completed work. At a minimum, each invoice shall specify the following:

- A. Agreement number 93-100727 and invoice date
- B. Organization name and contact information
- C. The (e.g., monthly fixed cost, etc.) for each (month billed, deliverable, etc.)
- D. The total number of hours worked for each employee
- E. The total amount of taxes (if any)
- F. Summary of work completed
- G. Detail of expenses
- H. Documentation for all reimbursable expenses
- I. The total invoice charge.

No payments in advance or in anticipation of services or goods to be provided under this contract shall be made by DNR.

DNR may, in its sole discretion, terminate the grant agreement or withhold payments claimed by the Grantee for services rendered if the Grantee fails to satisfactorily comply with any term or condition of this grant agreement.

Special Budget Provisions

The total amount of transfers of funds between line item budget categories shall not exceed 10% of the total budget. Such transfer needs to have prior approval with the DNR Contract Manager. If the cumulative amount of these transfers exceeds or is expected to exceed 10% of the total budget, justification for the transfer must be submitted in writing to the Project Manager and a contract amendment completed.

OUTREACH AND PRINTED MATERIALS

All printed materials, signs, and other products including websites resulting from this agreement must be reviewed by DNR prior to publishing. USDA Forest Service support shall be acknowledged in all publications or audiovisuals in accordance with USDA Supplemental 2 CFR 415.2. All projects must include an acknowledgement of funding sources, and may be recognized as follows:

"Funds for this project were provided by the USDA Forest Service Urban and Community Forestry Program, administered through the State of Washington Department of Natural Resources Urban and Community Forestry Program."

Appropriate agency logos may be used in addition to the above statement, and are supplied to successful applicants.

USDA Equal Opportunity statement must be included in all publications:

"The USDA is an equal opportunity provider and employer."

GRANT MANAGEMENT

The Grant Manager for each of the parties shall be the contact person for all communications and billings regarding the performance of this grant agreement.

CONTRACTOR Grant Manager Information	AGENCY Grant Manager Information
Mike Rizzitiello City of College Place 625 S. College Avenue College Place, WA 99324 Phone : (509) 394-8506 Email address: mrizzitiello@cpwa.us	Sydney Debien Department of Natural Resources 1111 Washington Street SE Olympia, WA 98504-7037 Phone: (360) 902-1324 Email address: Sydney.Debien@dnr.wa.gov
CONTRACTOR Project Manager Information	AGENCY Project Manager Information
Mike Rizzitiello City of College Place 625 S. College Avenue College Place, WA 99324 Phone : (509) 394-8506 Email address: mrizzitiello@cpwa.us	Linden Lampman Department of Natural Resources 1111 Washington Street SE Olympia, WA 98504-7037 Phone: (360) 902-1703 Email address: Linden.Lampman@dnr.wa.gov

INSURANCE

Before using any of said rights granted herein and at its own expense, Grantee shall purchase and maintain, or require its agent(s)/subcontractor to purchase and maintain, the insurance described below for the entire duration of this Agreement. Failure to purchase and maintain the required insurance may result in the termination of the Agreement at DNR's option.

All insurance provided in compliance with this Agreement shall be primary as to any other insurance or self-insurance programs afforded to, or maintained by, the State of Washington, Department of Natural Resources.

Grantee shall provide DNR with certificates of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements specified in this Agreement before using any of said rights granted herein. The description section of the certificate shall contain the Grant Agreement Number and the name of the DNR Project Manager. Grantee shall also provide renewal certificates as appropriate during the term of this Agreement.

Grantee shall include all subcontractors and agents as insured under all required insurance policies or shall provide separate certificates of insurance for each subcontractor or agent. Failure of Grantee to have its subcontractors and agents comply with the insurance requirements contained herein does not limit Grantee's liability or responsibility.

INSURANCE TYPES & LIMITS: The limits of insurance, which may be increased by State, as deemed necessary, shall not be less than as follows:

Commercial General Liability (CGL) Insurance: Grantee shall purchase and maintain commercial general liability insurance with a limit of not less than \$1,000,000 per each occurrence. If such CGL insurance contains aggregate limits, the general aggregate limits shall be at least twice the "each occurrence" limit, and the products-completed operations aggregate limit shall be at least twice the "each occurrence" limit. All insurance must cover liability arising out of premises, operations, independent Grantees, products completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another party assumed in a business contract) and contain separation of insured (cross-liability) condition.

Employer's liability ("Stop Gap") Insurance: Grantee shall purchase and maintain employer's liability insurance and if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Business Auto Policy (BAP) Insurance: Grantee shall purchase and maintain business auto insurance and if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 per accident, with such insurance covering liability arising out of "Any Auto". The policy shall be endorsed to provide contractual liability coverage and cover a "covered pollution cost or expense." Grantee waives all rights of subrogation against State for the recovery of damages to the extent they are covered by business auto liability or commercial umbrella liability insurance.

Industrial Insurance (Workers Compensation): Grantee shall comply with Title 51 RCW by maintaining workers compensation insurance for its employees. Grantee waives all rights of subrogation against State for recovery of damages to the extent they are covered by Industrial Insurance, employer's liability, general liability, excess, or umbrella insurance. Grantee waives its Title 51 RCW immunity to the extent it is required by its indemnity obligation under this Agreement.

ADDITIONAL PROVISIONS:

Additional Insured: The State of Washington, Department of Natural Resources, its officials, agents, and employees shall be named as additional insured by endorsement on all general liability, excess, and umbrella insurance policies.

Cancellation: DNR shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accord with the following specifications.

1. Insurers subject to Chapter 48.18 RCW (Admitted and Regulated by the Insurance Commissioner): The insurer shall give the State 45 days advance notice of cancellation or nonrenewal. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.
2. Insurers subject to Chapter 48.15 RCW (Surplus Lines): The State shall be given 20 days advance notice of cancellation. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.

Insurance Carrier Rating: All insurance shall be issued by companies admitted to do business in the State of Washington and have a rating of A-, Class VII, or better. Any exception must be reviewed and approved by the DNR Risk Manager or the DNR Contracts Manager, in the Risk Manager's absence. If an insurer is not admitted to do business in the State of Washington, all insurance policies and procedures for issuing the insurance policies must comply with Chapters 48.15 RCW and 284-15 WAC.

Self-Insurance: If Grantee is self-insured, evidence of its status as a self-insured entity shall be provided to State. The evidence should demonstrate that Grantee's self-insurance meets all of the required insurance coverage of this Agreement to the satisfaction of State including the description of the funding mechanism and its financial condition. If the funding mechanism or financial condition of the self-insurance program of Grantee is inadequate, then State may require the purchase of additional commercial insurance to comply with this Agreement.

Waiver: Grantee waives all rights of subrogation against State for recovery of damages to the extent these damages are covered by general liability, excess, or umbrella insurance maintained pursuant to this Agreement.

ASSURANCES

AGENCY and the Grantee agree that all activity pursuant to this grant agreement will be in accordance with all the applicable current federal, state, and local laws, rules, and regulations.

ORDER OF PRECEDENCE

Each of the exhibits listed below is by this reference hereby incorporated into this grant agreement. In the event of an inconsistency in this grant agreement, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable federal statutes and rules;
2. Terms and Conditions of a grant awarded to the state from the federal government, attached as Exhibit D – Federal Terms and Conditions
3. Exhibit A – General Terms and Conditions
4. Exhibit B – Grantee's Application dated
5. Exhibit C – Inventory Data Standards
6. Any other provision, term or material incorporated herein by reference or otherwise incorporated

ENTIRE AGREEMENT

This grant agreement, including referenced exhibits, represents all the terms and conditions agreed upon by the parties. No other statements or representations, written or oral, shall be deemed a part hereof.

CONFORMANCE

If any provision of this grant agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

APPROVAL

By signature below, the Parties certify that the individuals listed in this document, as representatives of the Parties, are authorized to act in their respective areas for matters related to this instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement.

CITY OF COLLEGE PLACE**STATE OF WASHINGTON
DEPARTMENT OF NATURAL
RESOURCES**

<i>Signature</i>	<i>Date</i>	<i>Signature</i>	<i>Date</i>
Norma Hernandez		Andy Tate	
<i>Name</i>		<i>Name</i>	
 Mayor		 Community & Landowner Assistance	
<i>Title</i>		Assistant Division Manager	
 625 S. College Avenue		 1111 Washington Street SE	
College Place, WA 99324		Olympia, WA 98504-7037	
<i>Address</i>		<i>Address</i>	
 (509) 386-6634		 (360) 902-1798	
<i>Telephone</i>		<i>Telephone</i>	

EXHIBIT A

WA STATE DEPARTMENT OF NATURAL RESOURCES GENERAL TERMS AND CONDITIONS

ACCESS TO DATA

The Contractor shall provide access to data generated under this contract to the Agency, the Joint Legislative Audit and Review Committee, and the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Contractor's reports, including computer models and methodology for those models.

ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this contract shall be made by the Agency.

AMENDMENTS

This contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35

The Contractor must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

ANTITRUST

The Contractor hereby assigns to Agency any and all of its claims for price fixing or overcharges, which arise under federal or state law relating to the goods, products, or services purchased under this contract.

ASSIGNMENT

Neither this contract, nor any claim arising under this contract, shall be transferred or assigned by the Contractor without prior written consent of the Agency.

Contractor may not assign its rights under this Agreement without Department of Natural Resources (DNR) prior written consent and DNR may consider any attempted assignment without such consent to be void; *Provided*, however, that, if Contractor provides written notice to DNR within thirty (30) calendar days, Contractor may assign its rights under this Agreement in full to any parent, subsidiary, or affiliate of the Contractor that controls or is controlled by or under common control with the Contractor, is merged or consolidated with the Contractor, or purchases a majority or controlling interest in the ownership or assets of the Contractor. Unless otherwise agreed, the Contractor guarantees prompt performance of all obligations under this Agreement notwithstanding any prior assignment of its rights.

ATTORNEYS' FEES

In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own attorney fees and costs.

COMPLIANCE WITH APPLICABLE LAW

At all times during the term of the contract, the Contractor shall comply with all applicable laws.

CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

The Contractor shall not use or disclose any information concerning the Agency, or information that may be classified as confidential, for any purpose not directly connected with the administration of this contract, except with prior written consent of the Agency, or as may be required by law.

CONFLICT OF INTEREST

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the Agency may, in its sole discretion, by written notice to the Contractor terminate this contract if it is found after due notice and examination by the Agent that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the Contractor in the procurement of, or performance under this contract.

In the event this contract is terminated as provided above, the Agency shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of a breach of the contract by the Contractor. The rights and remedies of the Agency provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which the Agent makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this contract.

COPYRIGHT PROVISIONS

Unless otherwise provided, all materials produced under this contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by the Agency. The Agency shall be considered the author of such materials. In the event the materials are not considered "works for hire" under the U.S. Copyright laws, Contractor hereby irrevocably assigns all right, title, and interest in materials, including all intellectual property rights, to the Agency effective from the moment of creation of such materials.

Materials means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.

For materials that are delivered under the contract, but that incorporate pre-existing materials not produced under the contract, Contractor hereby grants to the Agency a nonexclusive, royalty-free, irrevocable license (with rights to sublicense others) in such materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to the Agency.

The Contractor shall exert all reasonable effort to advise the Agency, at the time of delivery of materials furnished under this contract, of all known or potential invasions of privacy contained therein and of any portion of such document that was not produced in the performance of this contract.

The Agency shall receive prompt written notice of each notice or claim of infringement received by the Contractor with respect to any data delivered under this contract. The Agency shall have the right to modify or remove any restrictive markings placed upon the data by the Contractor.

COVENANT AGAINST CONTINGENT FEES

The Contractor warrants that no person or selling Agent has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established Agents maintained by the Contractor for securing business.

The Agency shall have the right, in the event of breach of this clause by the Contractor, to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fee.

DEFAULT

Contractor shall be in default if it is in material breach of any term or condition of the contract. The time of default shall begin when the material breach occurs or after any applicable opportunity to cure period lapses, whichever is later.

DELIVERY, INSPECTION, REJECTION, CURE:

1. **TIME OF THE ESSENCE:** Time is of the essence in the performance of the contract.
2. **SHIPPING & RISK OF LOSS.** All goods subject to the Purchase Order shall be shipped F.O.B. destination. Risk of loss of the goods shall pass to the Agency at the time the goods are accepted by the Agency.
3. **INSPECTION:** The Agency's inspection of all goods upon delivery is for the sole purpose of identification. Such inspection shall not be construed as acceptance of the goods.
4. **REJECTION:** The Agency may reject any nonconforming Deliverables by reasonably notifying the Contractor in writing.
5. **OPPORTUNITY TO CURE:** Contractor shall have the right to cure the materiality of any breach prior to the time for performance under the Purchase Order. This right to cure terminates upon the time for performance.

DEFINITIONS

Definitions for the purposes of this solicitation include:

AGENCY – any state office or activity of the executive and judicial branches of state government, including state agencies, departments, offices, divisions, boards, commissions, institutions of higher education as defined in RCW 28B.10.016, and correctional and other types of institutions.

AGENT – Personnel authorized to act on behalf of the Agency for matters contained within.

APPARENT SUCCESSFUL GRANTEE – Applicant whose application provides the best value in meeting Agency needs and is selected to for an award with DNR for the proposed solution, subject to completion and execution of grant agreement.

APPLICANT – an individual or entity who submits an application in response to a competitive grant issued for goods and/or services by the Agency.

APPLICATION – a formal offer, submitted by an individual or entity, in response to this competitive grant.

AWARD DATE – the announcement date of the Apparent Successful Contractor.

BUSINESS DAYS – Monday through Friday, 8AM to 5PM, Pacific Standard Time, or, Pacific Daylight Time, Olympia, Washington, USA.

CALENDAR DAY – Midnight to midnight, any day of the week.

COMPETITIVE GRANT – a documented formal process providing an equal and open opportunity to Applicants and culminating in a selection based on predetermined criteria.

DNR – Washington State Department of Natural Resources, an Agency of the State of Washington, and any division, section, office, unit or other entity of, or any of the officers or other officials lawfully representing the department.

GOODS – products, materials, supplies, or equipment provided by a Contractor.

GRANT AGREEMENT – an agreement between DNR and Grantee that includes terms and conditions, the solicitation, the bid, quotation and/or proposal, all appendices, and exhibits, associated Statements of Work (e.g. Services Contract or Purchase Order), and all amendments awarded pursuant to this solicitation.

PURCHASE – the acquisition of goods or services, including the leasing or renting of goods.

SERVICES – labor, work, analysis, or similar activities provided by a Grantee to accomplish a specific scope of work.

SUBCONTRACTOR – one not in the employment of the Grantee, who is performing all or part of the business activities related to this competitive grant under a separate contract with the Grantee. The terms "Subcontractor" and "Subcontractors" means Subcontractor(s) in any solicitation tier.

VENDOR – individual, firm, organization, company or other entity offering products and/or services.

WORKING DAY – Midnight to midnight, Monday through Friday, excluding Saturday, Sunday and state legal holidays.

DISALLOWED COSTS

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Subcontractors.

DISPUTES

Except as otherwise provided in this contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Agent.

1. The request for a dispute hearing must:
 - Be in writing;
 - State the disputed issue(s);
 - State the relative positions of the parties;
 - State the Contractor's name, address, and contract number; and
 - Be mailed to the Agent and the other party's (respondent's) contract manager within three (3) working days after the parties agree that they cannot resolve the dispute.
2. The respondent shall send a written answer to the requester's statement to both the Agent and the requester within five 5 working days.

3. The Agent shall review the written statements and reply in writing to both parties within 10 working days. The Agent may extend this period if necessary by notifying the parties.
4. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this contract shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution method in addition to the dispute resolution procedure outlined above.

DUPLICATE PAYMENT

The Agency shall not pay the Contractor, if the Contractor has charged or will charge the State of Washington or any other party under any other contract or agreement, for the same goods delivered or services rendered.

EXECUTIVE ORDER 18-03 – WORKERS' RIGHTS

MANDATORY INDIVIDUAL ARBITRATION. If Bidder returned Exhibit E - Contractor Certification – Worker's Rights Executive Order 18-03 Washington State Procurement of Goods & Services Contracts, and Contractor represents and warrants, as previously certified in Contractor's bid, quotation and/or proposal submission, that Contractor does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers. Contractor further represents and warrants that, during the term of this contract, Contractor shall not, as a condition of employment, require its employees to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

FUNDING SOURCE

At all times during the course of this contract, the Contractor must comply with applicable laws, rules, policy and regulations required by the source of funding for the contract.

GOVERNING LAW

This contract shall be construed and interpreted in accordance with the laws of the State of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

HARASSMENT

Per [RCW 43.01.135](#), Sexual harassment in the workplace, Agency Contractors hereby have access to DNR Policy PO01-007 Harassment Prevention:

https://www.dnr.wa.gov/publications/em_PO01-007_harassment_prevention.pdf

INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless the State, agencies of State and all officials, Agents and employees of the State, from and against all claims for injuries or death arising out of or resulting from the performance of the contract. "Claim," as used in this contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting therefrom.

Contractor's obligations to indemnify, defend, and hold harmless includes any claim by Contractors' Agents, employees, representatives, or any Subcontractor or its employees.

Contractor expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incidental to Contractor's or any Subcontractor's performance or failure to perform the contract. Contractor's obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its Agents, agencies, employees and officials.

Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless State and its agencies, officials, Agents or employees.

INDEPENDENT CAPACITY OF THE CONTRACTOR

The parties intend that an independent Contractor relationship will be created by this contract. The Contractor and his or her employees or Agents performing under this contract are not employees or Agents of the Agency. The Contractor will not hold himself/herself out as or claim to be an officer or employee of the Agency or of the State of Washington by reason hereof, nor will the Contractor make any claim of right, privilege or benefit that would accrue to such employee under law. Conduct and control of the work will be solely with the Contractor.

INDUSTRIAL INSURANCE COVERAGE

The Contractor shall comply with the provisions of Title 51 RCW, Industrial Insurance. If the Contractor fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees, as may be required by law, Agency may collect from the Contractor the full amount payable to the Industrial Insurance accident fund. The Agency may deduct the amount owed by the Contractor to the accident fund from the amount payable to the Contractor by the Agency under this contract, and transmit the deducted amount to the Department of Labor and Industries (L&I), Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the Contractor.

INTERGRATION

The contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of the contract shall be deemed to exist or to bind any of the parties hereto.

LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards necessary for the performance of this contract.

LIMITATION OF AUTHORITY

Only the Agent or Agent's delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this contract. Furthermore, any alteration, amendment, modification, or waiver or any clause or condition of this contract is not effective or binding unless made in writing and signed by the Agent.

NONCOMPLIANCE WITH NONDISCRIMINATION LAWS

In the event of the Contractor's non-compliance or refusal to comply with any nondiscrimination law, regulation, or policy, this contract may be rescinded, canceled or terminated in whole or in part, and the Contractor may be declared ineligible for further contracts with the Agency. The Contractor shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

NONDISCRIMINATION

During the performance of this contract, the Contractor shall comply with all federal and state nondiscrimination laws, regulations and policies.

PRIVACY

Personal information including, but not limited to, "Protected Health Information," collected, used, or acquired in connection with this contract shall be protected against unauthorized use, disclosure, modification or loss. Contractor shall ensure its directors, officers, employees, Subcontractors or Agents use personal information solely for the purposes of accomplishing the delivery of goods or rendering of services as set forth herein. Contractor and its Subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the Agency or as otherwise required by law.

Any breach of this provision may result in termination of the contract and the demand for return of all personal information. The Contractor agrees to indemnify and hold harmless the Agency for any damages related to the Contractor's unauthorized use of personal information.

PUBLICITY

The Contractor agrees to submit to the Agency all advertising and publicity matters relating to this contract wherein the Agency's name is mentioned or language used from which the connection of the Agency's name may, in the Agency's judgment, be inferred or implied. The Contractor agrees not to publish or use such advertising and publicity matters without the prior written consent of the Agency.

RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of services rendered and/or delivery of goods as described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by the Agency, personnel duly authorized by the Agency, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

REGISTRATION WITH DEPARTMENT OF REVENUE

The Contractor shall complete registration with the Washington State Department of Revenue and be responsible for payment of all taxes due on payments made under this contract.

REMEDIES:

1. With respect to any nonconforming Deliverables, the Agency may elect to do one or more of the following:
 - a. **SPECIFIC PERFORMANCE:** If the Deliverables are unique, sole sourced, or otherwise deemed by the Agency to be unavailable elsewhere, the Agency may demand specific performance.
 - b. **COVER:** The Agency may obtain substitute Deliverables and charge the Contractor the difference between the cost of the substitute Deliverables and the contracted for price.

- c. **PRICE REDUCTION:** The Agency may retain nonconforming Deliverables and equitably reduce the price of the contract based on the difference between the contracted for price and the fair market value of the nonconforming Deliverables.
 - d. **RETURN:** The Agency may return or set aside for pickup by the Contractor any nonconforming goods and terminate the contract for cause.
- 2. The Contractor shall be liable for all compensatory, incidental and consequential damages caused by any breach of the contract. At the sole option of the Agency, such damages may be recovered, in whole or in part, by price reduction or credit against any amounts that may be owed to the Contractor under the contract.
 - 3. **THE AGENCY'S TOTAL LIABILITY FOR ALL DAMAGES ARISING OUT OF OR RELATED TO THE CONTRACT SHALL IN NO EVENT EXCEED THE PURCHASE PRICE OF THE CONTRACT. FURTHERMORE, IN THE EVENT OF A TERMINATION OF THE CONTRACT, THE AGENCY'S TOTAL LIABILITY FOR ALL DAMAGES ARISING OUT OF OR RELATED TO THE CONTRACT SHALL NOT EXCEED THE PURCHASE PRICE OF GOODS DELIVERED OR SERVICES RENDERED PRIOR TO THE EFFECTIVE DATE OF THE TERMINATION.**
 - 4. The rights and remedies provided by the contract are cumulative and are not exclusive of any other or additional rights or remedies available at law and in equity.

RIGHT OF INSPECTION

The Contractor shall provide right of access to its facilities to the Agency, or any of its officers, or to any other authorized Agent or official of the State of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this contract.

SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, the Agency may terminate the contract under the "Termination for Convenience" clause, without the ten-day notice requirement, subject to renegotiation at the Agency's discretion under those new funding limitations and conditions.

SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

SITE SECURITY

While on Agency premises, Contractor, its Agents, employees, or Subcontractors shall conform in all respects with physical, fire or other security policies or regulations.

SUBCONTRACTING

Neither the Contractor nor any Subcontractor shall enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval of the Agency. In no event shall the existence of the subcontract operate to release or reduce the liability of the Contractor to the Agency for any breach in the performance of the Contractor's duties. This clause does not include contracts of employment between the Contractor and personnel assigned to work under this contract.

Additionally, the Contractor is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this agreement are carried forward to any subcontracts. Contractor and its Subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the Agency or as provided by law.

TAXES

All payments accrued because of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the Contractor or its staff shall be the sole responsibility of the Contractor.

TERMINATION FOR CAUSE

In the event the Agency determines the Contractor has failed to comply with the conditions of this contract in a timely manner, the Agency has the right to suspend or terminate this contract. Before suspending or terminating the contract, the Agency shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

The Agency reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by the Agency to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of the Agency provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

TERMINATION FOR CONVENIENCE

Except as otherwise provided in this contract, the Agency may, by 10 calendar days written notice, beginning on the second calendar day after the mailing, terminate this contract, in whole or in part. If this contract is so terminated, the Agency shall be liable only for payment required under the terms of this contract for goods delivered or services rendered prior to the effective date of termination.

TERMINATION PROCEDURES

Upon termination of this contract, the Agency, in addition to any other rights provided in this contract, may require the Contractor to deliver to the Agency any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

The Agency shall pay to the Contractor the agreed upon price, if separately stated, for goods or services accepted by the Agency, and the amount agreed upon by the Contractor and the Agency for (i) goods delivered or services rendered for which no separate price is stated, (ii) partially completed goods delivered or services rendered, (iii) other goods delivered or services rendered that are accepted by the Agency, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Agent

shall determine the extent of the liability of the Agency. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. The Agency may withhold from any amounts due the Contractor such sum as the Agent determines to be necessary to protect the Agency against potential loss or liability.

The rights and remedies of the Agency provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Agent, the Contractor shall:

1. Stop work under the contract on the date, and to the extent specified, in the notice;
2. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
3. Assign to the Agency, in the manner, at the times, and to the extent directed by the Agent, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case the Agency has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
4. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Agent to the extent Agent may require, which approval or ratification shall be final for all the purposes of this clause;
5. Transfer title to the Agency and deliver in the manner, at the times, and to the extent directed by the Agent any property which, if the contract had been completed, would have been required to be furnished to the Agency;
6. Complete performance of such part of the work as shall not have been terminated by the Agent; and
7. Take such action as may be necessary, or as the Agent may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which the Agency has or may acquire an interest.

TREATMENT OF ASSETS

1. Title to all property furnished by the Agency shall remain in the Agency. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in the Agency upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in the Agency upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by the Agency in whole or in part, whichever first occurs.
2. Any property of the Agency furnished to the Contractor shall, unless otherwise provided herein or approved by the Agency, be used only for the performance of this contract.
3. The Contractor shall be responsible for any loss or damage to property of the Agency that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
4. If any Agency property is lost, destroyed or damaged, the Contractor shall immediately notify the Agency and shall take all reasonable steps to protect the property from further damage.

5. The Contractor shall surrender to the Agency all property of the Agency prior to settlement upon completion, termination or cancellation of this contract.
6. All reference to the Contractor under this clause shall also include Contractor's employees, Agents or Subcontractors.

U.S. DEPARTMENT OF TREASURY, OFFICE OF FOREIGN ASSETS CONTROL

The Agency complies with U.S. Department of the Treasury, Office of Foreign Assets Control (OFAC) payment rules. OFAC prohibits financial transactions with individuals or organizations, which have been placed on the OFAC Specially Designated Nationals (SDN) and Blocked Persons sanctions list located at <http://www.treas.gov/offices/enforcement/ofac/index.html>. Compliance with OFAC payment rules ensures that the Agency does not conduct business with individuals or organizations that have been determined to be supporters of terrorism and international drug dealing or that pose other dangers to the United States.

Prior to making payment to individuals or organizations, the Agency will download the current OFAC SDN file and compare it to Agency and statewide vendor files. In the event of a positive match, the Agency reserves the right to: (1) make a determination of "reasonability" before taking the positive match to a higher authority, (2) seek assistance from the Washington State Office of the State Treasurer (OST) for advanced assistance in resolving the positive match, (3) comply with an OFAC investigation, if required, and/or (4) if the positive match is substantiated, notify the Contractor in writing and terminate the contract according to the Termination for Convenience provision without making payment. The Agency will not be liable for any late payment fees or missed discounts that are the result of time required to address the issue of an OFAC match.

WAIVER

Waiver of any default or breach shall not be deemed a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this contract unless stated to be such in writing and signed by authorized representative of the Agency.

WARRANTIES

Contractor warrants that all Deliverables provided under this contract shall be fit for the purpose(s) for which intended, are merchantable, and shall conform to the requirements and specifications herein.

City of College Place, Washington
RESOLUTION NO. 20-015

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON
REGARDING ACCEPTANCE OF 2020 STATE DEPARTMENT OF NATURAL RESOURCES
COMMUNITY FORESTRY ASSISTANCE GRANT**

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

Whereas, the City submitted a grant application into the State of Washington Department of Natural Resources Community Forestry Assistance Grant Program to develop a GIS tree inventory for trees in City Parks and arterial rights-of-way as well as an urban forestry management plan; and

Whereas, the City received correspondence in April full grant funding was awarded;

Now therefore, be it Resolved that the City Council of the City of College Place does hereby

1. Accept the Grant Contract with the State of Washington Department of Natural Resources 2020 Community Forestry Assistance Grant Program for \$19,913.04 for the development of a tree inventory in our GIS system for city parks and arterial rights-of-way as well as development of an urban forestry management program.

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

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

PASSED by the City Council of the City of College Place, Washington, this 14th day of April, 2020.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk

RECREATION PATHWAY
WITH EXERCISE
EQUIPMENT

NORTH PARKING LOT

PARK SIGN

CENTRAL ENTRANCE
WITH SCULPTURE

GARRISON CREEK

PLAY AREA ENTRANCE

SPLASH PAD

NATURE PLAY AREA

RESTROOM

PICNIC SHELTER

BASEBALL BACKSTOP

RECREATION PATHWAY
WITH EXERCISE
EQUIPMENT

FUTURE TRAIL
CONNECTION

FISHING DOCK
WITH ADA ACCESS

FISHING POND

NORTH

*NOT TO SCALE

LION'S PARK RENOVATIONS - PLAN VIEW





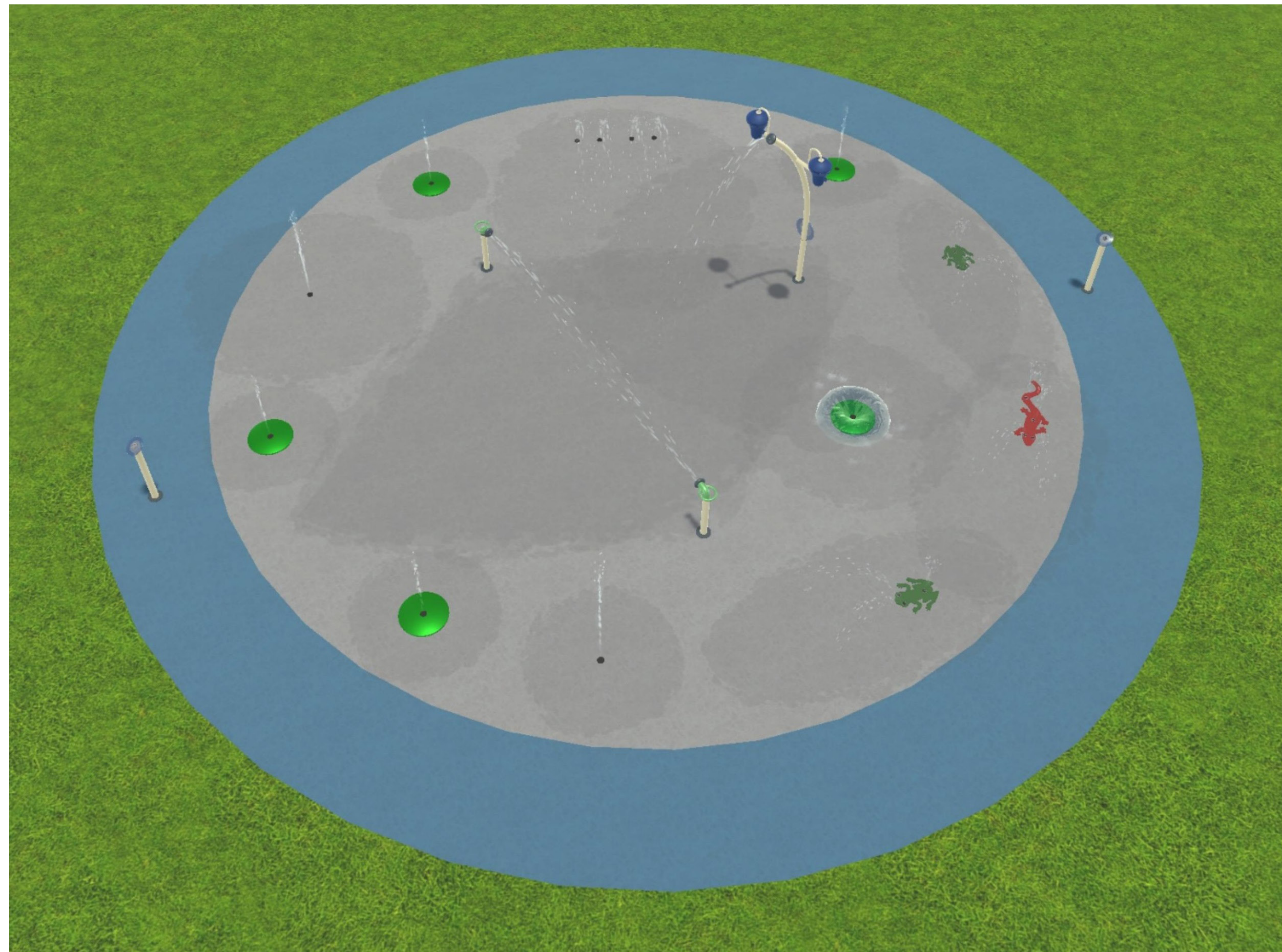
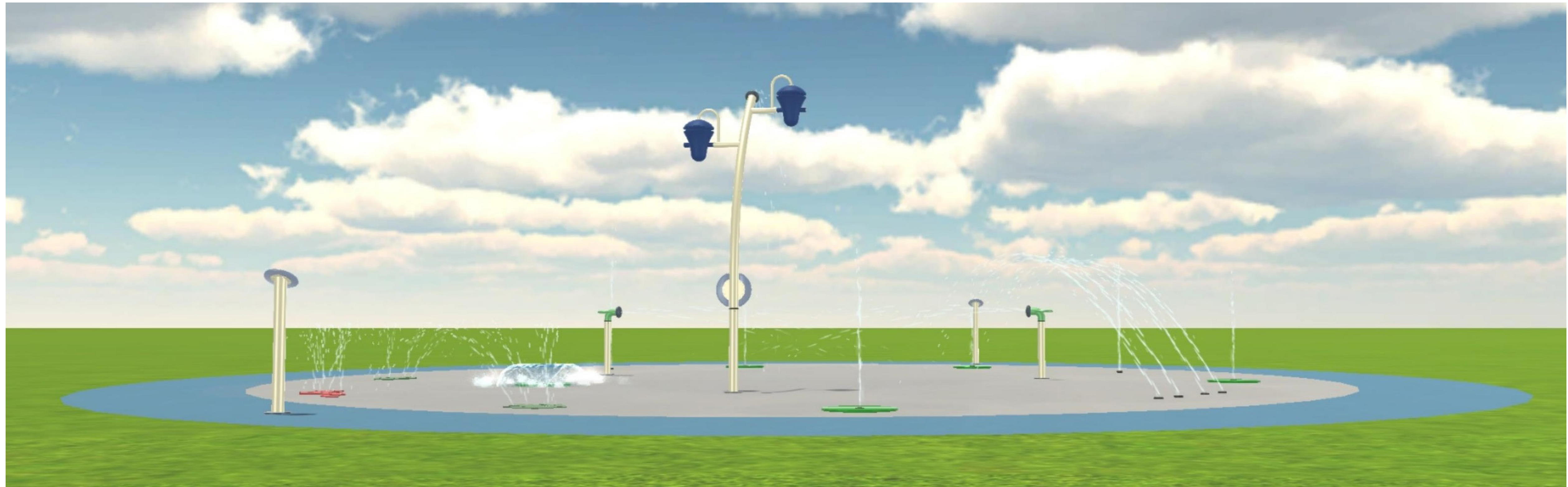
LION'S PARK RENOVATIONS - FISH POND





LION'S PARK RENOVATIONS - PLAYGROUND





LION'S PARK RENOVATIONS - SPLASH PAD



City of College Place, Washington
RESOLUTION NO. 20-016

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON REGARDING THE LIONS PARK RENOVATION PROJECT, AUTHORIZING THE CITY ADMINISTRATOR TO LEGALLY BIND THE CITY OF COLLEGE PLACE WITH RESPECT TO THE LIONS PARK RENOVATION PROJECT.

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

Whereas, the project name is “Lions Park Renovation Project” and has been assigned a Recreation and Conservation Office project Number 20-1360 D; and

Whereas, this resolution authorizes the person identified below (in section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which The City seeks grant funding assistance managed through the Recreation and Conservation Office (Office); and

Whereas, state grant assistance via the Land and Water Conservation Fund Grant program is requested by our organization to aid in financing the cost of the Project(s) referenced above;

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

Section 1: Our organization has applied for or intends to apply for funding assistance managed by the Office for the above “Project(s).”

Section 2: Michael Rizzitiello, City Administrator of the City of College Place is authorized to act as a representative/agent for our organization with full authority to bind the organization regarding all matters related to the Project(s), including but not limited to, full authority to: (1) approve submittal of a grant application to the Office, (2) enter into a project agreement(s) on behalf of our organization, (3) sign any amendments thereto on behalf of our organization, (4) make any decisions and submissions required with respect to the Project(s), and (5) designate a project contact(s) to implement the day-to-day management of the grant(s).

Section 3: Our organization has reviewed the sample project agreement on the Recreation and Conservation Office’s WEBSITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf> We understand and acknowledge that if offered a project agreement to sign in the future, it will contain an indemnification and legal venue stipulation (applicable to any sponsor) and a waiver of sovereign immunity (applicable to Tribes) and other terms and conditions substantially in the form contained in the sample project agreement and that such terms and conditions of any signed project agreement shall be legally binding on the sponsor if our representative/agent enters into a project agreement on our behalf. The Office reserves the right to

revise the project agreement prior to execution and shall communicate any such revisions with the above authorized representative/agent before execution.

Section 4: Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative/agent has full legal authority to enter into a project agreement(s) on its behalf, that includes indemnification, waiver of sovereign immunity (as may apply to Tribes), and stipulated legal venue for lawsuits and other terms substantially in the form contained in the sample project agreement or as may be revised prior to execution.

Section 5: Grant assistance is contingent on a signed project agreement. Entering into any project agreement with the Office is purely voluntary on our part.

Section 6: Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the project agreement, the characteristics of the project, and the characteristics of our organization.

Section 7: Our organization further understands that *prior to* our authorized representative/agent executing the project agreement(s), the RCO may make revisions to its sample project agreement and that such revisions could include the indemnification, the waiver of sovereign immunity, and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the project agreement(s), confer with our authorized representative/agent as to any revisions to the project agreement from that of the sample project agreement. We also acknowledge and accept that if our authorized representative/agent executes the project agreement(s) with any such revisions, all terms and conditions of the executed project agreement (including but not limited to the indemnification, the waiver of sovereign immunity, and the legal venue stipulation) shall be conclusively deemed to be executed with our authorization.

Section 8: Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.

Section 9: Our organization acknowledges and warrants, after conferring with its legal counsel, that no additional legal authorization beyond this authorization is required to make the indemnification, the waiver of sovereign immunity (as may apply to Tribes), and the legal venue stipulation substantially in form shown on the sample project agreement or as may be revised prior to execution legally binding on our organization upon execution by our representative/agent.

Section 10: If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.

Section 11: Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until the Project is complete.

Section 12: Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the project agreement or an amendment thereto.

Section 13: This resolution/authorization is deemed to be part of the formal grant application to the Office.

Section 14: Our organization warrants and certifies, after conferring with its legal counsel, that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

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

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

Section 17: Effective Date. This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 14th day of April, 2020.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk

City of College Place, Washington
ORDINANCE NO. 20-006

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON AMENDING FINANCIAL POLICIES ADOPTED BY ORDINANCE 18-012 BY ADDING SECTIONS L-U AND MODIFYING CERTAIN SECTIONS OF SECTIONS A-K AS INDICATED.

Whereas, the City of College Place and its City Council recognize the importance of sound financial planning and clear policies and guidelines for financial management, and

Whereas, financial policies have been developed to guide financial planning and management and to serve as City Council’s approved values and expectations for council members, city staff, citizens, and other interested parties who may do business with the city, and

Whereas, Administration has developed proposed policies in the following areas: capital Improvement, debt management, fixed assets, accounting/financial reporting, bank returned checks, delinquent/uncollectible accounts receivable, city utility rates, long term financial planning, long term revenue, and unclaimed property, and

Whereas, the Finance Committee conducted a review of the proposed financial policies via email between April 2nd, 2020 and April 7th, 2020, and

Whereas, the proposed financial policies were presented to those City Council Members present on April 7th, 2020.

Now therefore, the City Council of the City of College Place does hereby ordain as follows:

Section 1: The compilation of fiscal policies entitled “2020 Financial Policy, City of College Place, Washington” attached hereto, and incorporated herein by this reference as set forth in full, is hereby adopted as the official statement of financial policies for the City of College Place.

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

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

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

PASSED by the City Council of the City of College Place, Washington, this 14th day of April, 2020.

Norma Hernandez, Mayor

Attest:

Approved as to form:

Lisa R. Neissl, City Clerk

City Attorney



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 Values¹.
 - 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 Sole 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 surplus;
 - 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.