

Tuesday, June 9, 2020
Electronic City Council Meeting

7:00 P.M.
2053 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 ID#937 2832 5397

1. Opening Items.

Subject :	1.01 Council Reference Materials
Meeting :	Jun 9, 2020 - Electronic City Council Meeting
Category :	1. Opening Items.
Access :	Private
Type :	Information
Subject :	1.02 Call To Order
Meeting :	Jun 9, 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 :	Jun 9, 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 :	Jun 9, 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 :	Jun 9, 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 emailupon 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 20108 - Approve Agenda for June 9, 2020
Meeting :	Jun 9, 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 20109 - Approve Council Minutes from 5/26/2020
Meeting :	Jun 9, 2020 - Electronic City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent), Minutes

File Attachments

[BoardDocs® LT Plus_05-26-2020_Draft_Minutes.pdf \(937 KB\)](#)

Consent

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Subject :	2.03 AB 20110 - Confirmation of UTAC Commission Member
Meeting :	Jun 9, 2020 - Electronic City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)

Public Content

On February 25th Mr. Jeff Warshauer resigned from his position on the UTAC.

The Mayor has appointed Ray Geigle who submitted an application when there was a prior opening and has stated that he is still interested in serving.

Consent

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these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Subject :	2.04 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.
Meeting :	Jun 9, 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 20111 - 6/9/2020 COVID-19 Update - Mr. Rizzitiello
Meeting :	Jun 9, 2020 - Electronic City Council Meeting
Category :	3. Presentations.
Access :	Public
Type :	Discussion, Information

Public Content

Mr. Rizzitiello will give an update.

File Attachments

[20-25.4 - COVID-19 Safe Start.pdf \(189 KB\)](#)
[CollegePlace_EmergencyDeclaration_Extention_Final.pdf \(85 KB\)](#)
[COVID19Phase2LibrariesMemo.pdf \(111 KB\)](#)
[CRF Program Guidelines FINAL \(00000002\)-Copy.pdf \(260 KB\)](#)

[Dr. Jones - EWU Presentation - EDIM May 2020.pdf \(300 KB\)](#)
[SafeStartPhasedReopeningPlan.pdf \(1.105 KB\)](#)
[Small Business Relief Program news release 200529.pdf \(160 KB\)](#)
[WWSBEG_Award Notification_Walla Walla County 05.15.2020-Copy.pdf \(207 KB\)](#)
[Presentation.pdf \(3.259 KB\)](#)

4. Public Hearings-None.

5. Action Items.

Subject :	5.01 AB 20112 - COVID-19 Emergency Declaration Extension Resolution
Meeting :	Jun 9, 2020 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Jun 09, 2020
Recommended Action :	Motion to approve Resolution No. 20-009.1 extending the emergency declaration and aligning the timing with the safe start phase plan.

Public Content

Resolution to extend the emergency declaration as described in the COVID update.

File Attachments

[Res20-009.1_CollegePlace_EmergencyDeclaration_Extention_Final.pdf \(84 KB\)](#)

Subject :	5.02 AB 20113 - Autumn Meadows Homeowners Association Petition for Public Assumption of Private Infrastructure - Mr. Gordon
Meeting :	Jun 9, 2020 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Jun 09, 2020
Recommended Action :	Motion to authorize study to assess merits of Autumn Meadows petition to assume private infrastructure.

Public Content

Historical Perspective:

In 2017, Autumn Meadows approached the City with an inquiry regarding assumption of their road system. On 2/27/18, Council adopted code that would allow the City to assess and elect to assume private infrastructure upon request by the owners.

Information for Consideration:

The Autumn Meadows development was platted in 2000. With the exception of SE Newgate and SE Scenic View Drives, the streets serving the development are private. Once petitioned by an owner of private infrastructure, City code allows Council to decide whether to "proceed with an analysis considering acceptance of the infrastructure based on potential short and long-term benefits to the community as a whole." (CPMC 3.22.020)

In the event council elects to proceed with the analysis, the petitioner shall provide a financial guarantee of \$15,000 or as otherwise required by the City to cover the cost of the analysis. If the cost of the analysis exceeds this amount, the petitioner will be notified and provided the option to withdraw the petition or to continue (and to pay the additional costs).

Upon completion of the analysis, the city notifies the petitioner of the infrastructure the City would be willing to assume and net costs owed by or to the petitioner. The petitioner then has the option to proceed or withdraw the petition. If the petitioner proceeds, net costs owed to the City are paid with a local improvement district set up to cover any amounts not covered by the initial payment.

See Exhibit 2 for details on the full process.

This action item simply begins the process by authorizing an analysis of the petition.

File Attachments

[20200609.Exhibit_1_Autumn_Meadows_Petition.pdf \(972 KB\)](#)

[20200609.Exhibit_2_CPMC_3.22.pdf \(86 KB\)](#)

Subject :	5.03 AB 20014 - Traffic Utility Signal Box Wraps - Mr. Rizzitiello
Meeting :	Jun 9, 2020 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Jun 09, 2020
Fiscal Impact :	Yes
Dollar Amount :	\$8,000.00
Budgeted :	No
Budget Source :	Sponsorship donation from P1FCU for \$8,000.
Recommended Action :	Motion to approve Resolution No. 20-024 which permits traffic utility box wrap sponsorship project with P1FCU and ArtWalla.

Public Content

Historical Perspective:

Traffic box wrap art projects have taken place in nearby cities such as Kennewick, Pasco, Pullman, as well as Moscow, Idaho. Typically a business sponsors the creation of a art wrap and a call for public art submittals is conducted by a local art non-profit with jurying by several community members.

Information for Consideration:

P1FCU is a new financial institution entering the Walla Walla Valley. They established a location inside of the College Place Walmart. They approached the City about sponsoring traffic utility box wraps throughout the City. Mr. Chris Loseth - CEO at P1FCU has offered a sponsorship of \$8,000 which will pay for eight traffic control box wraps (\$650 for wrap creation, \$350 stipend for artist). If accepted here is the approximate gameplan for the project.

- ArtWalla will do a call for artists across the community. Help promote this project so we get a variety of submittals to choose from. (June through August)
- A survey will be published online to get the public's opinion and rank the art submittals.
- An advisory body consisting of ArtWalla, Park, Arbor, and Rec Board, and other community members will evaluate submitted art entries as well as survey scores.
- Scores with suggested eight finalists will be given to City Council for approval (September - October)
- Pay artist stipends and get company to produce traffic box wraps (late October - early November)
- Traffic Box wrap installation (late November)
- Unveil Traffic Box wraps in time for Winterfest and 75th anniversary of City incorporation (early December).

File Attachments

[IMG_0796.JPG \(2,374 KB\)](#)

[IMG_0797.JPG \(2,652 KB\)](#)

[TrafficBoxWraps.pdf \(3,746 KB\)](#)

[Res_No_20-024_Traffic_Box_Wraps.pdf \(190 KB\)](#)

Subject :	5.04 AB 20115 - iWorQ Permit and Asset Management System Acquisition - Mr. Gordon
Meeting :	Jun 9, 2020 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Jun 09, 2020
Fiscal Impact :	Yes
Dollar Amount :	\$32,000.00
Budgeted :	No
Budget Source :	The Asset Management module would be paid for from Department of Health Grant Funds. The Community Development Portion is from the State CARES COVID Grant since it allows paperless permitting.
Recommended Action :	Authorize the Mayor or Administrator to execute Community Development and Asset Management service agreements with iWorQ Systems, Inc. based on final review and approval

of proposals by staff for a not-to-exceed first three-year amount of \$115,000 and a subsequent not-to-exceed annual amount of \$32,000 until agreement is terminated.

Public Content

Historical Perspective:

DOH awarded the City an additional \$1,742,137 in supplemental 100% forgivable loan with \$40,000 allocated to asset management.

Information for Consideration:

Staff has been evaluating a number of permit and asset management programs to include SmartGov, OpenGov, CityWorks, and iWorQ. A couple of concerns are driving this process. More and more agencies (DOH, CERB, TIB, WSDOT) are beginning to require that an asset management program be in place as a condition of funding. On the permit side, the City is also working to provide itself with a competitive advantage with regard to local development by streamlining its permitting processes and making a permit status accessible to permittees. The County has already adopted a similar system that includes email notices of inspection results and the ability to look up permit status.

Staff's review indicates that iWorQ's platform and proposal comes closest to meeting the City needs. The current proposal interacts with GIS to provide customers and staff with on-line visual access to permitting and asset information (Chrome). The proposal includes the following modules:

Community Development Modules

- Permit Management
- Plan Review Process
- Code Enforcement

Public Works/Engineering Modules

- Work Management
- Pavements (Streets)
- Stormwater Permit Management
- Water Management
- Sewer
- Signs

There are one-time set up fees for the two sets of modules (\$7,000 - PW, \$7,800 - Community Development) as well as regular annual fees (\$10,500 - PW, \$11,800 - Community Development). iWorQ has represented that the annual cost will not be increased for any of the modules and services purchased under this agreement as long as the annual fee is paid. All updates and improvements are included in the annual fee.

iWorQ is also offering a number of additional product/configuration enhancements that staff is also continuing to evaluate (additional custom forms, on-site backup, premium data package, monthly parcel updates).

As an added incentive during the COVID-19 pandemic, iWorQ Systems is also offering to populate surface street, water, stormwater and sewer information into the City's GIS system at no additional cost using a proprietary system that evaluates video and populates GIS attributes. Their engineering teams would come and video-assess all surface infrastructure within City limits. The incentive also includes pavement rating of all City streets. Both elements of the incentive would ordinarily cost an additional \$30,000. In order to take advantage of the incentives, the agreement needs to be signed for a minimum of three years (typically the agreement runs year-to-year) and it needs to be signed within this current month of June.

If all enhancements currently under consideration were included, the total first three year annual cost (with tax) for both modules would be \$111,834 (See Exhibit). Annual costs thereafter (including all enhancements) would be \$30,490 (\$24,240.10 without enhancements). Staff is requesting not-to-exceed authorization for \$115,000 for the first three years of the service agreements and \$32,000 annually thereafter (reflecting contingencies).

Staff is still awaiting an additional proposal from OpenGov; however, if it appears the iWorQ system provides the City with a better value proposition, staff would like to request authorization to proceed with executing the agreement with iWorQ. With the ability to remotely approve permits vis-a-vis video inspections (limited application), the Community Development module(s) are expected to be paid out of the \$270,000 CARES Act funding allocated to the city. \$40,000 of the Asset Management module(s) will be paid out of the 100% reimbursible DWSRF loan leaving up to a \$8,000 remaining 3-year cost to the City. DOH has confirmed that \$40,000 of the acquisition cost may be retroactively reimbursed once the loan is executed.

The permit and asset management systems offer better permit and infrastructure management and tracking, increased customer service and access to agency funding. It is expected that additional staff effort will be required for both the change in processes and the on-going collection and management of the data; however, there is a possibility that this may be offset with long-term increases in staff efficiency. The initial set up of the system is expected to take between 3 - 5 months.

Agreements will be reviewed by the City Attorney and the City's technology provider (InterMountain ESD) will also be consulted prior to execution of agreements (if authorized by Council).

File Attachments

[20200609.Exhibit_1_iWorQ_CD_Agreement.pdf \(1.402 KB\)](#)

[20200609.Exhibit_2_iWorQ_Asset_Managment_Agreement.pdf \(1.234 KB\)](#)

[20200609.Exhibit_3_Data Collection and Pavement Condition Assessment Agreement 06032020.pdf \(274 KB\)](#)

[20200609.Exhibit_4_iWorQ_Costs.pdf \(145 KB\)](#)

[20200609.Exhibit_5_iWorQ_Sole_Source_Justification.pdf \(643 KB\)](#)

6. Administrative Reports.

Subject :	6.01 AB 20116 - 6-year Transportation Improvement Plan - Mr. Gordon
Meeting :	Jun 9, 2020 - Electronic City Council Meeting
Category :	6. Administrative Reports.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

The City is obligated by state statute to adopt a 6-year Transportation Improvement Plan (TIP) by June 30th of each year. The public hearing required by this process is being advertised in the Union Bulletin on June 7th, 2020 and June 14, 2020. The hearing and adoption are scheduled for June 23, 2020.

Information for Consideration:

The TIP is a document that prioritizes & plans road improvements needed within the City and is updated annually.

The City's TIP (Exhibit 1) is broken down into Six-year, Ten-year, and Long-term project candidates. Ten-year Transportation Improvement Plan projects and Long-term Transportation Improvement Plan projects are six-year plan candidates that will be included on the Six-year Transportation Improvement Plan Projects list as needed and funding dictate throughout the six-year cycle. Projects listed in the Six-year, the Ten-year and the Long-term Transportation Improvement Plan Projects include a pedestrian facility (sidewalks and street-side amenities) component to be constructed as funds allow. To obtain funding on federally classified roads, a road must be listed on the City's TIP. The City's chip seal program is also a part of the Six-year Transportation Improvement Plan. Staff is evaluating candidate roads for the next six-year program.

The TIP must be approved and submitted to the Walla Walla Metropolitan Planning Organization and the state by June 30 of each year.

File Attachments

[20200609.Exhibit_1_2021_to_2026_TIP_Listing.pdf \(205 KB\)](#)

[20200609.Exhibit_2_2021_to_2026_TIP_Resolution.pdf \(109 KB\)](#)

Subject :	6.02 AB 20117 - Electronic Signature Policy - Ms. Culwell
Meeting :	Jun 9, 2020 - Electronic City Council Meeting
Category :	6. Administrative Reports.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

State law allows Washington cities to determine by ordinance, resolution, policy, or rule whether, and to what extent, it will use electronic records and signatures. Technological advances and an increase in the number of people using computers and the internet for everyday business, will only continue to respectfully advance and increase. The federal, state, and city's response to the COVID-19 pandemic has shown the need to be able to conduct business without person to person contact, a need that become commonplace, or occur again. Convenience and cost effective use of digital records, including electronic signatures, has the potential to increase efficiency in government affairs.

Information for Consideration:

Advantages: Using an electronic signature platform provider will promote efficiency, conserve public resources, provide reasonable assurance of the integrity, authenticity, and verifiability of electronic documents when electronic signatures are used by the City. Eliminating face-to-face contact for execution of records supports reduction of communicable diseases such as COVID-19. Reduction in the City's reliance on paper-based transactions will improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impacts. Electronic signatures can be better than wet signatures in regards to authentication and verification in matters.

A signature doesn't tell one much about who signed what, when, where and how, whereas an electronic signature is associated with who signed what, when, where and how, (process evidence) and can require

identity authentication such as providing the last four digits of the signee's social security number and password protected access to the document. Signees do not need to be in the same location or near each other to execute the document. Cost of using electronic signature platform is relatively low; the average price is about \$10 per month per user, (City Clerk may have more updated cost information as providers adapt to government use).

Disadvantages: Electronic signature platform meeting federal and state requirements is not available for free. Using electronic signatures assumes the public is comfortable or familiar with using such platforms.

File Attachments

[Res_No_20-XXX_Digital_Signaturue.pdf \(123 KB\)](#)
[ELECTRONIC SIGNAGURE POLICY OF.pdf \(16 KB\)](#)

7. Informational Reports-None.

8. Executive Session-None.

9. Closing Items.

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

Electronic City Council Meeting (Tuesday, May 26, 2020)

Generated by Lisa Neissl on Tuesday, May 26, 2020

PRESENT:

Mayor – Via Web Norma L. Hernández

Council Members – Via Web Jerry Bobbitt, Michael Cleveland, Loren Peterson, Melodie Selby, Byron Trop

Council Members – Via Phone Marge Nyhagen,

City Attorney – Via Web Rea Culwell

Administrator, Mike Rizzitiello; City Engineer, Robert Gordon;
Deputy City Clerk, Carolyn Holm; City Clerk, Lisa Neissl;

Staff – Via Web Finance Director, Brian Carleton;

MEMBERS EXCUSED: Heather Schermann,

MEMBERS ABSENT:

1. Opening Items.

Information: 1.01 Council Reference Materials

Procedural: 1.02 Call To Order

Mayor Hernández called the meeting to order at 7:00 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 Procedure for Virtual Meetings - Council meetings are primarily structured to permit Council Members to arrive at the decisions necessary to govern the City.

Jerry Bobbitt of 830 SE Birch Ave, Apt A said that he is pleased to see the 2020 graduates banners on the poles along College Ave.

The Clerk noted that no one else had provided written public comment or made arrangements for live comment.

2. Consent Agenda.

Action (Consent): 2.01 AB 20099 - Approve Agenda for May 26, 2020

Action (Consent), Minutes: 2.02 AB 20100 - Approve Council Minutes for May 12, 2020

Action (Consent): 2.03 AB 20076 - Purchase of Water Tender - Mr. Hartwig

Recommended Action: Motion to approve purchase of 2001 International Water Tender for \$155,360.40 and to surplus the 1994 Kenworth Water Tender.

Action (Consent): 2.04 AB 20101 - Confirmation of Civil Service Commissioner - Position #1

Action (Consent): 2.05 AB 20102 - Check Register and Financials for March 2020

Action (Consent): 2.06 AB 20103 - Check Register and Financials for April 2020

Action (Consent): 2.07 Excuse Absence of Council Member Schermann

Action (Consent): 2.08 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 Trop made a motion to approve the consent agenda. Second by Council Member Nyhagen and the motion passed 6-0.

3. Presentations.

Information Discussion: 3.01 AB 20104 - College Place Farmers & Artisan Market Update -

Ms. Neissl gave a brief overview of the Farm Market scheduled to open on Thursday at 4:00 PM.

4. Public Hearings.

Procedural: 4.01 Virtual Public Hearing Procedure for Public Testimony

Discussion, Information: 4.02 AB 20098 - Community Development Block Grant 2020 Application: Economic - Walla Walla Valley Microenterprise Assistance Program -

Mr. Rizzitiello explained that funding had been reestablished for the CDBG Microenterprise Grants. Therefore, he now wants to move forward with the grant application to enable additional College Place residents to participate in the Walla Walla Valley Microenterprise Assistance Program.

Mayor Hernández opened the public hearing at 7:20 PM (Note, as the meeting was virtual, the City advertised in the public notice as well as on the city website and the meeting agenda packet how anyone interested in submitting testimony could do so either in writing or in person by virtual meeting or telephone.)

Testimony: The City Clerk noted that no one had submitted testimony in writing or contacted to make arrangements for telephone or video testimony.

Council Member Cleveland made a motion to close the public hearing at 7:21 PM. Second by Council Member Trop and the motion passed 6-0.

Discussion, Information: 4.03 AB 20105 - Community Development Block Grant 2020 Application: Planning - Drywell Feasibility Study -

Mr. Rizzitiello spoke to Council about the possibility of grant funding being available for a feasibility study for stormwater mitigation in eligible CDBG areas of the City.

Discussion ensued about what options for stormwater mitigation may be optimal being included in the application rather than only drywells. Mr. Rizzitiello noted he would modify the application so it was not limited to drywells.

Mayor Hernández opened the public hearing at 7:24 PM (Note, as the meeting was virtual, the City advertised in the public notice as well as on the city website and the meeting agenda packet how anyone interested in submitting testimony could do so either in writing or in person by virtual meeting or telephone.)

Testimony: The City Clerk noted that no one had submitted testimony in writing or contacted to make arrangements for telephone or video testimony.

Council Member Nyhagen made a motion to close the public hearing at 7:25 PM. Second by Council Member Selby and the motion passed 6-0.

5. Action Items.

Action: 5.01 AB 20098 - Community Development Block Grant 2020 Application: Economic - Walla Walla Valley Microenterprise Assistance Program -

Mr. Rizzitiello requested that Council approve a resolution in support of the grant application discussed during the public hearing.

Council Member Selby made a motion to adopt Resolution No. 20-021 authorizing a grant submission into the State Community Development Block Grant: Microeconomic Category for the Walla Walla Valley Microenterprise Assistance Program. Second by Council Member Cleveland and the motion passed 6-0.

Action: 5.02 AB 20105 - Community Development Block Grant 2020 Application: Planning - Drywell Feasibility Study -

Mr. Rizzitiello requested that Council approve a resolution in support of the grant application discussed during the public hearing.

Council Member Peterson made a motion to adopt Resolution No. 20-022 authorizing a grant submission into the State Community Development Block Grant: Planning Category for the Drywell Feasibility Study for stormwater mitigation in the Central College Place community. Second by Council Member Bobbitt.

Council Member Trop made a motion to amend the motion to include infiltration systems as per Council Members comments during discussion. Second by Council Member Selby and the motion to amend passed 6-0.

The amended motion passed 6-0.

Action: 5.03 AB 20106 - Resolution of Support for Economic Development Administration Economic Adjustment Grant for Wastewater Treatment Plant. -

Mr. Rizzitiello told Council about a potential for grand funding to substantially pay for the wastewater treatment plant upgrades.

Discussion ensued.

Council Member Trop made a motion to approve Resolution No. 20-023 supporting the City's grant application into the Federal Economic Development Administration Economic Adjustment Program pertaining to the College Place Wastewater Treatment Plant Renovation/Upgrade Project. Second by Council Member Nyhagen and the motion passed 6-0.

6. Administrative Reports.

Discussion, Information: 6.01 AB 20107 - Mojonner Road Reconstruction Project STBG Funding Application -

Mr. Gordon spoke to Council about Surface Transportation Block Grant (STBG) funding that may be available for the Mojonner Road Reconstruction Project.

Discussion ensued.

7. Informational Reports. - The following reports were included in the packet for review.

Information: 7.01 CPPD Monthly Report

Information: 7.02 Community Development Department Monthly Report

Information: 7.03 Public Works/Water Department Monthly Report

8. Executive Session - None.

9. Closing Items.

Action: 9.01 Adjournments

Council Member Selby made a motion to adjourn the meeting at 7:49 PM. Second by Council Member Trop 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 May 26, 2020. Further detail may be obtained by reviewing the actual audio recording made during this session.



STATE OF WASHINGTON

OFFICE OF THE GOVERNOR

P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111 • www.governor.wa.gov

**PROCLAMATION BY THE GOVERNOR
AMENDING PROCLAMATIONS 20-05, 20-25, 20-25.1, 20-25.2 and 20-25.3**

20-25.4

**TRANSITION FROM “STAY HOME – STAY HEALTHY” TO
“SAFE START - STAY HEALTHY” COUNTY-BY-COUNTY PHASED
REOPENING**

WHEREAS, on February 29, 2020, I issued Proclamation 20-05, proclaiming a State of Emergency for all counties throughout the state of Washington as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed person-to-person spread of COVID-19 in Washington State; and

WHEREAS, as a result of the continued worldwide spread of COVID-19, its significant progression in Washington State, and the high risk it poses to our most vulnerable populations, I have subsequently issued amendatory Proclamations 20-06 through 20-53 and 20-55 through 20-57, exercising my emergency powers under RCW 43.06.220 by prohibiting certain activities and waiving and suspending specified laws and regulations, including issuance of Proclamations 20-25, 20-25.1, 20-25.2 and 20-25.3 (*Stay Home – Stay Healthy*), prohibiting all people in Washington State from leaving their homes except to participate in essential services or essential work and preventing all non-essential businesses in Washington State from conducting business, within the limitations therein; and

WHEREAS, the COVID-19 disease, caused by a virus that spreads easily from person to person which may result in serious illness or death and has been classified by the World Health Organization as a worldwide pandemic, has broadly spread throughout Washington State and remains a significant health risk to all of our people, especially members of our most vulnerable populations; and

WHEREAS, when I last amended the *Stay Home – Stay Healthy* order (Proclamation 20-25.3) on May 4, 2020, there were approximately 15,462 cases of COVID-19 in Washington State with 841 deaths; and, now, as of May 31 2020, the Department of Health indicated that there have been 21,349 cases and 1,118 deaths, demonstrating the ongoing, present threat of this lethal disease; and

WHEREAS, the health professionals and epidemiological modeling experts predict that although we have passed the peak of the first wave of COVID-19 in the State and we have made adequate progress as a state to modify some of the initial community mitigation efforts, the nature of COVID-19 viral transmission, including both asymptomatic and symptomatic spread as well as the relatively high infectious nature, suggests it is appropriate to slowly re-open Washington State only through a careful, phased, and science-based approach. Modelers continue to agree that fully relaxing social distancing measures will result in a sharp increase in the number of cases; and

WHEREAS, although the judicial system, an essential service, has undergone significant disruption and modification to operate safely during this crisis, and by order of the Supreme Court has delayed most jury trials in criminal and civil matters, in-person proceedings are necessary in many circumstances, and the judicial system is currently working with health officials to innovate and plan for the safe resumption of jury trials and other court services including at offsite facilities; and the efforts undertaken to innovate and plan are equally essential to the resumption of our judicial system, and should be conducted remotely if possible but otherwise may be conducted in person if appropriate physical distancing and protective measures are in place; and

WHEREAS, this unprecedented health crisis has caused extraordinary anxiety and a significant disruption of routine and important activities for every Washingtonian; and I recognize the extraordinary resiliency, strength, adaptability, and courage of every Washingtonian during this difficult time; and

WHEREAS, many people in Washington State attend religious services on a regular basis, making such services a vital part of the spiritual and mental health of our community, and previous guidance issued related to remote services, drive-in services, counseling, outdoor services, and Phase 2 indoor services, all subject to restrictions outlined in those guidance documents, remain in place and may be further expanded or modified as the science and data support; and

WHEREAS, the science also suggests that by ensuring safe social distancing and hygiene practices, many business activities can be conducted with limited exposure to customers, which is important to revitalizing Washington State's economy, restoring jobs, and providing necessary goods and services; and

WHEREAS, in Proclamation 20-25.3 I established an initial four-phased approach to reopening Washington State; and, while all counties started in Phase I on May 4, 2020, a total of 28 counties are now either in or eligible to apply for Phase 2; and

WHEREAS, the Washington State Department of Health's data and modeling demonstrate that many counties have significantly reduced or eliminated the number of new COVID-19 cases sufficiently to enable those counties to control and respond to virus outbreaks within the capacity of existing local and regional health care systems without significant increased risk of being overwhelmed, and this data supports

providing all counties with an opportunity to lift some restrictions, subject to certain conditions and requirements; and

WHEREAS, the worldwide COVID-19 pandemic and its progression in Washington State continue to threaten the life and health of our people as well as the economy of Washington State, and remain a public disaster affecting life, health, property or the public peace; and

WHEREAS, the Washington State Department of Health continues to maintain a Public Health Incident Management Team in coordination with the State Emergency Operations Center and other supporting state agencies to manage the public health aspects of the incident; and

WHEREAS, the Washington State Military Department Emergency Management Division, through the State Emergency Operations Center, continues coordinating resources across state government to support the Department of Health and local health officials in alleviating the impacts to people, property, and infrastructure, and continues coordinating with the Department of Health in assessing the impacts and long-term effects of the incident on Washington State and its people; and

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, as a result of the above-noted situation, and under Chapters 38.08, 38.52 and 43.06 RCW, do hereby proclaim and order that a State of Emergency continues to exist in all counties of Washington State, that Proclamation 20-05 and all amendments thereto remain in effect as otherwise amended, and that, to help preserve and maintain life, health, property or the public peace pursuant to RCW 43.06.220(1)(h), Proclamations 20-25, 20-25.1, 20-25.2, and 20-25.3 (*Stay Home – Stay Healthy*) are amended to extend all of the prohibitions and each expiration date therein to 11:59 p.m. on July 1, 2020, and are renamed (*Safe Start – Stay Healthy*), and that except as otherwise provided in this order or the *Safe Start Washington* Phased Reopening County-by-County Plan found [here](#), all other provisions of Proclamations 20-25, 20-25.1, 20-25.2, and 20-25.3 shall remain in full force and effect.

FURTHERMORE, in collaboration with the Washington State Department of Health, and based on analysis of the data and epidemiological modeling, I hereby order that, beginning on June 1, 2020, the *Safe Start Washington* Phased Reopening Plan will be applied on a county-by-county basis, and will allow any county that has been in Phase 1 or 2 for three weeks to apply to the Secretary of Health to move in whole or in part to the next phase; and further, the application process will include target metrics (intended to be applied as “targets” and not hard-line measures) set by the Secretary of Health, and the application must be submitted by the County Executive, or, in the absence of a County Executive, with the approval of the County Council or Commission, in accordance with the instructions provided by the Secretary of Health; and

FURTHERMORE, in evaluating any application to move forward, the Secretary of Health may approve a county moving in whole to the next phase, or may only approve certain activities moving to the next phase; and

FURTHERMORE, until there is an effective vaccine, effective treatment or herd immunity, it is crucial to maintain some level of community interventions to suppress the spread of COVID-19 throughout all phases of recovery; and, therefore, throughout all phases, individuals should continue to engage in personal protective behaviors including: practice physical distancing, staying at least six feet away from other people; wear cloth face coverings in public places when not eating or drinking; stay home if sick; avoid others who are sick; wash hands frequently; cover coughs and sneezes; avoid touching eyes, nose and mouth with unwashed hands; and disinfect surfaces and objects regularly; and

FURTHERMORE, I hereby order, in addition to other requirements detailed in the *Safe Start Washington* Phased Reopening Plan, that, beginning on June 8, 2020, when on the job, all employees must wear a facial covering except when working alone or when the job has no in-person interaction as detailed in the *Safe Start Washington* Phased Reopening Plan; and, further, that employers must provide cloth facial coverings to employees, unless their exposure dictates a higher level of protection; and

FURTHERMORE, I continue to permit the low-risk activities previously permitted as reflected or clarified in formal guidance documents [here](#), and which may be updated or modified as the science and data supports; and

FURTHERMORE, in collaboration with the Washington State Department of Health, in furtherance of the physical, mental, and economic well-being of all Washingtonians, I will continue to analyze the data and epidemiological modeling and adjust the *Safe Start Washington* Phased Reopening Plan accordingly.

I again direct that the plans and procedures of the *Washington State Comprehensive Emergency Management Plan* be implemented throughout state government. State agencies and departments are directed to continue utilizing state resources and doing everything reasonably possible to support implementation of the *Washington State Comprehensive Emergency Management Plan* and to assist affected political subdivisions in an effort to respond to and recover from the COVID-19 pandemic.

I continue to order into active state service the organized militia of Washington State to include the National Guard and the State Guard, or such part thereof as may be necessary in the opinion of The Adjutant General to address the circumstances described above, to perform such duties as directed by competent authority of the Washington State Military Department in addressing the outbreak. Additionally, I continue to direct the Department of Health, the Washington State Military Department Emergency Management Division, and other agencies to identify and provide appropriate personnel for conducting necessary and ongoing incident related assessments.

All persons are again reminded that no credentialing program or requirement applies to any activities or operations under this Proclamation.

Violators of this order may be subject to criminal penalties pursuant to RCW 43.06.220(5). Further, if people fail to comply with the required social distancing and other protective measures while engaging in this phased reopening, I may be forced to reinstate the prohibitions established in earlier proclamations.

This order goes into effect on June 1, 2020, and expires at 11:59 pm on July 1, 2020.

Signed and sealed with the official seal of the state of Washington on this 31st day of May, A.D., Two Thousand and Twenty at Olympia, Washington.

By:

/s/
Jay Inslee, Governor

BY THE GOVERNOR:

/s/
Secretary of State



Office of the Mayor
Norma L. Hernández

CITY OF COLLEGE PLACE
625 South College Avenue
College Place, WA 99324

**CITY OF COLLEGE PLACE
CONTINUATION OF EMERGENCY DISASTER DECLARATION: COVID-19
OUTBREAK
RESOLUTION No. 20-009.1**

June 9th, 2020

A DECLARATION of an emergency,

WHEREAS, a disaster has been declared in City of College Place at 6 p.m. on March 17th, 2020 and, assistance is needed; and

WHEREAS, on January 31st, 2020, the United States Department of Public Health and Human Services Secretary Alex Azar declared a public emergency for the novel coronavirus (COVID-19) beginning on January 27th, 2020; and

WHEREAS, on February 29th, 2020 a patient was transported by ambulance from Umatilla County into Walla Walla County and hospitalized with a presumptive positive case of Novel Corona Virus 2019 (COVID-19), and Walla Walla County Department of Community Health, after further testing, was able to confirm the COVID-19 diagnosis in coordination with the Washington State Department of Health and the United States Centers for Disease Control and Prevention (CDC); and

WHEREAS, on March 13th, 2020 the Walla Walla County Board of Commissioners declared a disaster pertaining to the COVID-19 outbreak; and

WHEREAS, COVID-19, a respiratory disease that can result in serious illness or death, is caused by the SARS-COV-2 virus, which is a new strain of coronavirus that had not been previously identified in humans and can easily spread from person to person; and

WHEREAS, the CDC identifies the potential health threat by COVID-19 both globally and in the United States as “high”, and has advised that person-to-person spread of COVID-19 will continue to occur globally, including within the United States; and

WHEREAS, under the above referenced conditions there is substantial likelihood of risk of health of the citizens of College Place; and

WHEREAS, in the judgement of the undersigned, extraordinary measures are required to protect the public health, safety, and welfare of College Place's residents and may go beyond the capability of local resources; and

WHEREAS, the conditions stated above constitute an emergency for the City of College Place, necessitating activation of the City of College Place Continuity of Operations Plan (COOP) and the utilization of emergency powers granted pursuant to RCW 38.52.070 and CPMC 2.64 (Ordinance No. 18-017).

WHEREAS, Governor Jay Inslee issued "Stay Home, Stay Healthy" proclamations in response to the COVID-19 situation via Proclamation No. 20-25 on March 23rd, 2020, followed by addendums on April 2nd, 2020, April 27th, 2020, and May 4th, 2020; and

WHEREAS, Governor Jay Inslee issued a "Safe Start, Stay Healthy" County-by-County Phased Reopening on May 31st, 2020

WHEREAS, Resolution #20-009 was set to expire on June 15th, 2020;

NOW THEREFORE, I, Norma L. Hernández, Mayor, declares as follows:

Section 1. There is a Declared Emergency in and to the City due to the incident. The City will follow directives and guidance given within Governor Jay Inslee's proclamation 20-25.4 "Safe Start, Stay Healthy" County-by-County Phased Reopening.

Section 2. Pursuant to the emergency declared at Section 1, all emergency powers and authority set forth in RCW 38.52.070, COOP, and CPMC 2.64 are hereby invoked, (including without limitation to the right to enter into contract, employ temporary workers and incur obligations without regard to time-consuming procedures and formalities prescribed by law, except mandatory constitutional requirements).

Section 3. City Departments are authorized to enter into contracts and incur obligations with City Council approval necessary to combat this emergency, protect the health and safety of persons and property, and provide emergency assistance to the victims of this disaster.

Section 4. The City will closely adhere to Walla Walla County Department of Community Health/State of Washington Department of Health rulings and guidance pertaining to this disaster.

Section 5. The City will suspend late fees and utility shutoffs for individuals that are sick and cannot work due to being ordered by a doctor or health official in quarantine with the COVID-19 virus. The City will require affected account holders to provide proof of ordered quarantine in the form of a medical provider note or other as directed by the City.

Section 6. That the City Administrator, upon the recommendation of the Human Resources Manager, is hereby authorized to adjust any personnel policies related to leave time, other benefits or terms and conditions of employment as are reasonably related to provide sufficient staffing during the term of the emergency.

Section 7. That the City Administrator will reopen City Buildings and active recreation areas of parks (basketball courts, playground equipment) to the public the next business day after Governor Inslee/Secretary Wiseman approve Walla Walla County, Washington as a Phase III jurisdiction under the Safe Start Program.

Section 8. City Council and Advisory Commission meetings will be held in adherence to Governor Inslee Proclamation No. 20-25.4 "Safe Start-Stay Healthy" County-By-County Phased Reopening and Proclamation No. 20-28.4 "Open Public Meetings and Public Records Act" and subsequent future proclamations

Section 9. The Mayor and City Administrator are authorized to request all available state and federal assistance necessary to respond to this emergency.

Section 10. Authorizes the City Administrator and/or designee to participate in the Unified Command meetings of Walla Walla County Community Health & Emergency Management Departments.

Section 11. The Mayor, upon consultation with the Police Chief, Fire Chief, and Walla Walla County Community Health Director as conditions arise, can issue an Executive Order to further regulate practices of our local business community and associates thereof to prevent acts or inactions which endanger public's health and safety, (e.g. anti-hoarding, price gouging prohibitions)

Section 12. This Declaration and Order shall terminate whenever Walla Walla County reaches the end of Phase 4 of the "Safe Start-Stay Healthy" plans and guidance issued in Governor Inslee's Proclamation No. 20-25.4

PASSED by the Mayor and City Council of the City of College Place, Washington, this 9th day of June, 2020.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk



STATE OF WASHINGTON
Office of the Governor

TO: Interested Stakeholders

FROM: Governor Jay Inslee

DATE: June 2, 2020

SUBJECT: Resuming Certain Library Services under Proclamation 20-25.

This memorandum serves as the criteria for resuming limited distribution services at public libraries, public library systems, institutional and governmental libraries, and libraries of higher education in Washington State in Phase 2 and is effective June 1, 2020.

After consulting with stakeholders, we have developed the following Phase 2 – “Curbside Library Services COVID-19 Requirements.” These requirements apply as long as Gubernatorial Proclamation 20-25, or any extension thereof, is in effect or if adopted as rules by a federal, state or local regulatory agency.

For purposes of this memorandum, library distribution services are limited to mail orders and curbside pick-up. In-person services other than limited curbside pick-up are not permitted, and libraries should remain closed to the public under Phase 2.

This memorandum supersedes any conflicting provision in the Appendix to Proclamation 20-25, “Essential Critical Infrastructure Workers” and stands in the place of any other omission from the document.

Library services may resume immediately with limited service operations if a specific library:

- Can meet and maintain all requirements, including providing plans, supplies, and equipment needed to comply;
- Conduct only those activities that are allowed under their county’s phase status;
- Quarantine each returned item for a minimum of 24 hours before re-distributing;
- Provide all staff with facemask and gloves and require all staff to wear facemasks and gloves when preparing orders; and
- Require all staff to maintain at least six feet of space between workstations and maintain a distance of at least six from each other at all times.

General questions about how to comply with safety practices can be submitted to the state’s Business Response Center at: <https://coronavirus.wa.gov/how-you-can-help/covid-19-business-and-worker-inquiries>.

All other violations related to Proclamation 20-25 can be submitted at: <https://bit.ly/covid-compliance.com>.



Coronavirus Relief Funds for Local Governments Program Guidelines

CARES Act Funds for Local Governments
In Washington State

Administered by the Department of Commerce
Local Government Division

*P.O. Box 42525
Olympia, WA 98504-2525*

(Dated 5-18-2020)

Contact Information

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Coronavirus Relief Funds (CRF) for Local Governments Program Guidelines

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General Information

1. Source of Funds

You have been awarded funds through the state's Coronavirus Relief Funds (CRF). The funds are available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").

Your grant is funded entirely through the federal stimulus funding under the CARES Act provided by the U.S. Department of Treasury (US Treasury) to the Governor via the Office of Financial Management (OFM).

On April 27, 2020 Governor Inslee announced the award of nearly \$300 million to local governments in CRF from the state's allocation of the CARES Act funding.

2. Allocation Formula

OFM developed the allocation methodology and determined the jurisdiction amounts. The allocations were based on 2019 population estimates for each jurisdiction.

Funds will be provided to cities and counties with populations under 500,000 that were ineligible to receive direct funding under the CARES Act. Each county will receive a minimum distribution of \$250,000 and each city will receive a minimum distribution of \$25,000.

Cities and counties with populations over 500,000 did not receive a direct allocation from the state. Instead these jurisdictions received a direct allocation from the US Treasury (i.e. city of Seattle, King Co., Pierce Co., Snohomish Co., etc.).

For a complete list of cities and counties and their allocations, click [here](#).

3. Period of Performance

The Coronavirus Relief Funds may only be used for costs incurred by local governments in response to the COVID-19 public health emergency during the period of March 1, 2020 thru October 31, 2020.

The [US Treasury's Guidance](#) provides an end date of December 30, 2020. This is the end date in which the state must have reimbursed all "recipients of the funds" (grantees) their costs incurred in response to the COVID-19 emergency. In order to allow time for Commerce to process final payments and conduct contract closeouts; and for OFM to fully utilize any unspent funds before they expire, expenditures are only being accepted on costs incurred through October 31, 2020.

All final requests for reimbursement must be submitted no later than November 15, 2020.

4. Intended Use

Under the CARES Act, the Coronavirus Relief Funds (CRF) may be used to cover costs that:

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); **AND**
2. Are **NOT** accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or local government. The "most recently

approved” budget refers to the enacted budget for the relevant fiscal period for the particular government. A cost meets this requirement if:

- a) The cost cannot lawfully be funded using a line item, allotment, or allocation within that budget; *OR*
 - b) The cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.
3. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Funds may **NOT** be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The use of these funds are very broad and flexible, and can be used for both operating and **capital expenditures**.

If funds are being used for capital expenditures such as acquisition of real property or construction / renovation costs, please contact us immediately. We will provide you with further information and guidance. Utilizing CRF for these purposes will require additional Federal and state provisions being applied to the project such as:

- All projects must be reviewed under a Federal Section 106 review for archaeological and cultural resources if the project: acquires property, disturbs ground, and/or involves structures more than 50 years old. Grantees must submit documentation to the project manager when the review is complete. Section 106 supersedes the [Governor's Executive Order 05-05](#) review.
- Construction / renovation projects may be required to meet high-performance building standards and document they have entered the state's LEED certification process.
- Construction / renovation projects will be required to follow Federal Davis Bacon and state prevailing wage laws, rules, and regulations.

Additionally, grantees must ensure all capital expenditures are only for costs incurred through the limited timeframe of March 1, 2020 thru October 31, 2020.

5. Eligible costs

There are six (6) primary eligible cost categories. These cost categories and their eligible cost sub-categories are as follows:

1. **Medical expenses** such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.

- Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. **Public health expenses** such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
 - Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
 3. **Payroll expenses** for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
 4. **Expenses of actions to facilitate compliance with COVID-19-related public health measures**, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
 5. **Expenses associated with the provision of economic support** in connection with the COVID-19 public health emergency, such as:
 - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
 - Expenditures related to a state, territorial, local, or Tribal government payroll support program.
 - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

6. **Any other COVID-19-related expenses** reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

6. *Ineligible costs*

Non-allowable expenditures include, but are not limited to:

1. Expenses for the state share of Medicaid.
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by states to state unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

7. *Eligible cost test*

Grantees are charged with determining whether or not an expense is eligible based on the [US Treasury's Guidance](#) and as provided in the grantee's contract scope of work with Commerce.

To assist grantees with this determination, Commerce has developed an [eligibility cost test](#). This test gives each grantee full authority to make the appropriate call for each circumstance.

TEST – If all responses for the particular incurred cost are “true” for all five statements below, then a jurisdiction can feel confident the cost is eligible:

1. The expense is connected to the COVID-19 emergency.
2. The expense is “necessary”.
3. The expense is not filling a short fall in government revenues.
4. The expense is not funded thru another budget line item, allotment or allocation, as of March 27, 2020.
5. The expense wouldn't exist without COVID-19 OR would be for a “substantially different” purpose.

It is the responsibility of each grantee to define “**necessary**” or “**substantially different**”, giving the grantee the authority and flexibility to make their own determination.

Additional consideration – The intent of these funds is to help jurisdictions cover the immediate impacts of the COVID-19 emergency. Both direct costs to the jurisdiction and costs to their communities. There are many possible eligible costs.

Many costs are clearly eligible and others are in more of a grey area. One could probably justify some of the “grey area” costs based on the test, but are they directly addressing the immediate impacts? Possibly not. In these situations it may be safer and more appropriate to utilize the funds in one of the many other eligible cost categories that more clearly meet the intent of the funds. Again, each grantee has the full authority to make the final call based on their circumstances and justification.

8. Cost reimbursement

Funds are available on a reimbursement basis only, and cannot be advanced under *any* circumstances. If funds are being used for the acquisition of real property or construction / renovation costs, please contact us immediately. Reimbursable costs are those that a Grantee has already incurred. We may only reimburse grantees for eligible costs incurred in response to the COVID-19 public health emergency during the period of March 1, 2020 thru October 31, 2020.

Final Date of Reimbursements

In order to ensure all awardees and their costs incurred in response to the COVID-19 emergency are paid out by December 30, 2020 per the [US Treasury's Guidance](#), expenditures are only being accepted on costs incurred through **October 31, 2020**.

All final requests for reimbursement must be submitted no later than November 15, 2020.

Grantees will not be required to submit a proposed budget prior to contract execution. Grantees will have the discretion and flexibility to determine where these funds may best serve their communities.

Each grantee will determine eligible costs to submit for reimbursement. For reporting purposes, expenditures must be tracked at the sub-category level for the six (6) primary eligible cost categories, as follows:

1. Medical Expenses
 - A. Public hospitals, clinics, and similar facilities
 - B. Temporary public medical facilities & increased capacity
 - C. COVID-19 testing, including serological testing
 - D. Emergency medical response expenses
 - E. Telemedicine capabilities
 - F. Other
2. Public Health Expenses
 - A. Communication and enforcement of public health measures
 - B. Medical and protective supplies, including sanitation and PPE
 - C. Disinfecting public areas and other facilities
 - D. Technical assistance on COVID-19 threat mitigation
 - E. Public safety measures undertaken
 - F. Quarantining individuals
 - G. Other
3. Payroll expenses for public employees dedicated to COVID-19
 - A. Public Safety
 - B. Public Health
 - C. Health Care
 - D. Human Services
 - E. Economic Development
 - F. Other
4. Expenses to facilitate compliance with COVID-19 measures
 - A. Food access and delivery to residents
 - B. Distance learning tied to school closings
 - C. Telework capabilities of public employees

- D. Paid sick and paid family and medical leave to public employees
- E. COVID-19-related expenses in county jails
- F. Care and mitigation services for homeless populations
- G. Other

5. Economic Supports

- A. Small Business Grants for business interruptions
- B. Payroll Support Programs
- C. Other

6. Other COVID-19 Expenses

No receipts or proof of payment for costs incurred will be required to be submitted to Commerce. Grantees are still required to maintain sufficient accounting records in accordance with state and federal laws. Monitoring visits may be scheduled.

Process and Procedure to Obtain Funds

1. Award Letter

Commerce strives to administer funds expediently and with a minimum of red tape. We do so within the policies and procedures established by the US Treasury and state's Legislature, OFM, Commerce, and the Office of the Attorney General. Prior to receiving funds, a contract will need to be executed with Commerce.

Award letters with instructions to initiate the contracting process will be emailed to each city and county receiving an allocation by no later than May 22nd. Emails to cities will be sent to mayors and any other contacts obtained with the assistance of the Association of Washington Cities. Emails to counties will be sent to the county commissioners and any other contacts obtained with the assistance of the Washington State Association of Counties.

Included with the award letter will be:

- CRF Program Guidelines
- A draft contract template for review and to initiate the public process for authorization to execute once the final contract is available for execution
- Working Papers

2. Working papers

Your grant award packet includes *Working Papers*. The *Working Papers* ask for basic information needed to create a contract:

- Contact information for the person who will administer the grant once the contract is signed. Grant documents and correspondence will be sent to this person.
- Your Statewide Vendor Number (SWV#)
- Your Federal Indirect Rate
- Your fiscal year end date
- Name and title for the person authorized by the jurisdiction to sign the contract

Please complete and return the *Working Papers* to the Commerce project manager identified in the award letter as soon as possible, even if you do not plan to begin drawing your funds for a while. Your project manager will manage your contract until project completion. Feel free to give us a call if you have any questions as you fill out the form (see contact information on previous page).

3. Contract

Once the completed *Working Papers* have been received by the Commerce project manager identified in the award letter, a contract will be prepared and sent to you for signature. Have the authorized representative sign the contract and then return a scanned pdf copy to your project manager. Then the project manager will route the contract for Commerce's signature. It generally takes two to four weeks to fully execute a contract. Once executed by Commerce a fully executed copy will be scanned and a pdf copy emailed to the jurisdiction and you will have access to your funds.

Commerce is working to make the contracting process as quick and easy as possible.

4. Reimbursements

This is a reimbursement-style grant, meaning no advance payments. Funds are available once a contract is executed. All grantees are required to set up a SWV number so funds may be sent electronically. Grantees have the flexibility to cash out their grant or draw down funds as frequently as once a month as long as you have incurred documented eligible costs in response to the COVID-19 public health emergency during the period of March 1, 2020 thru October 31, 2020. All final requests for reimbursement must be submitted no later than November 15, 2020.

Commerce has moved to electronic vouchering through their Contracts Management System (CMS) Online A-19 Portal. Requests for reimbursement must be submitted online through the CMS System by an individual authorized by the Grantee's organization. Online electronic vouchering provides for grantees to receive reimbursements as quickly as possible. Grantees with barriers to using the online A-19 portal, may request an A-19 form from their Commerce project manager.

Access to CMS is available through the Secure Access Washington (SAW) portal. You will need to create a SAW account if you do not already have one. Please find detailed instructions here: [Office of Financial Management](#). It may take up to three weeks after you submit this information for an electronic transfer account to be set up. We will automatically receive your SWV number from the office that sets them up.

Once logged into SAW, add the Department of Commerce to your 'services' and submit an [Online A-19 External User Request form](#). Then Commerce will add you as a new external user in CMS; and the CMS system will generate and email a registration code to you to complete the CMS registration.

For additional grantee support, refer to the [Commerce Online A-19 Webpage for External Users](#), which includes SAW resources and the CMS manual for external users.

The A-19 voucher must include a detailed breakdown of the costs incurred within each eligible budget category and the total reportable eligible expenses in response to the COVID-19 public health emergency. Accompanying with each voucher must be an executed A-19 certification and A-19 activity report. Incomplete or improperly prepared submissions may result in payment delays. After receipt and acceptance of a fully completed A-19 voucher submittal, grantees can expect electronic reimbursements within 7-10 days.

No receipts or proof of payment for costs incurred will be required to be submitted to Commerce. Grantees are still required to maintain sufficient accounting records in accordance with state and federal laws; and are responsible for maintaining clear and accurate program records, and making them accessible to Commerce and the State Auditor.

Monitoring visits may be scheduled.

5. A-19 Certification and Activity Report

In order to receive reimbursement for eligible expenses incurred, each A-19 Voucher must include:

1. A completed [A-19 Certification](#):
 - An individual authorized to execute on behalf of the local government must certify by signing this document under penalty of perjury that the items and costs listed herein and on the accompanying Commerce A-19 Voucher are eligible charges for necessary expenditures incurred due to the COVID-19 public health emergency that were not previously accounted for in the most recent approved budget as of March 27, 2020,

and that the funds were used in accordance with section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").

2. A completed [A-19 Activity Report](#) (*instructions included in document*):

- Must be submitted as an Excel spreadsheet, not a PDF.
- Include a detailed breakdown of the individual eligible expenditures reported by each sub-category of the six (6) primary budget categories. Each primary budget category includes sub-categories and provides an option to add "other" sub-categories.
- Include the total amount of all previous reimbursement requests for each applicable sub-category.
- Include the total amount of funds being requested in the current reimbursement request for each applicable sub-category.
- Include a brief description of the use of the funds being requested for each applicable sub-category. Keep descriptions as concise as possible, but include adequate context to demonstrate how these funds addressed the COVID-19 emergency. If applicable, please consider:
 - o Providing a brief description of the specific activities performed.
 - o Identifying specific populations served.
 - o Identifying specific programs created or utilized.
 - o Including any known or intended outcomes, results, or community impacts.

A certification and activity report must be completed and returned with each reimbursement voucher.

After the contract is executed, you will receive additional instructions on how to submit electronic reimbursement requests with the A-19 certification and A-19 activity report.

Walla Walla County Jobs Losses since mid-March, 2020 due the Corona Virus and Ensuing Washington State Policies

D. Patrick Jones, Ph.D.

Institute for Public Policy & Economy Analysis

5.15.20



Motivation

- To report out the Walla Walla County job losses due to:
 - Market response to the threat of the corona virus
 - Gov. Inslee's recent "Stay Home, Stay Safe" order
- Considering a very short timeframe: changes in employment in March, April and May to-date
- Should give a sense of the peak (trough) of job losses due the corona virus

Methods

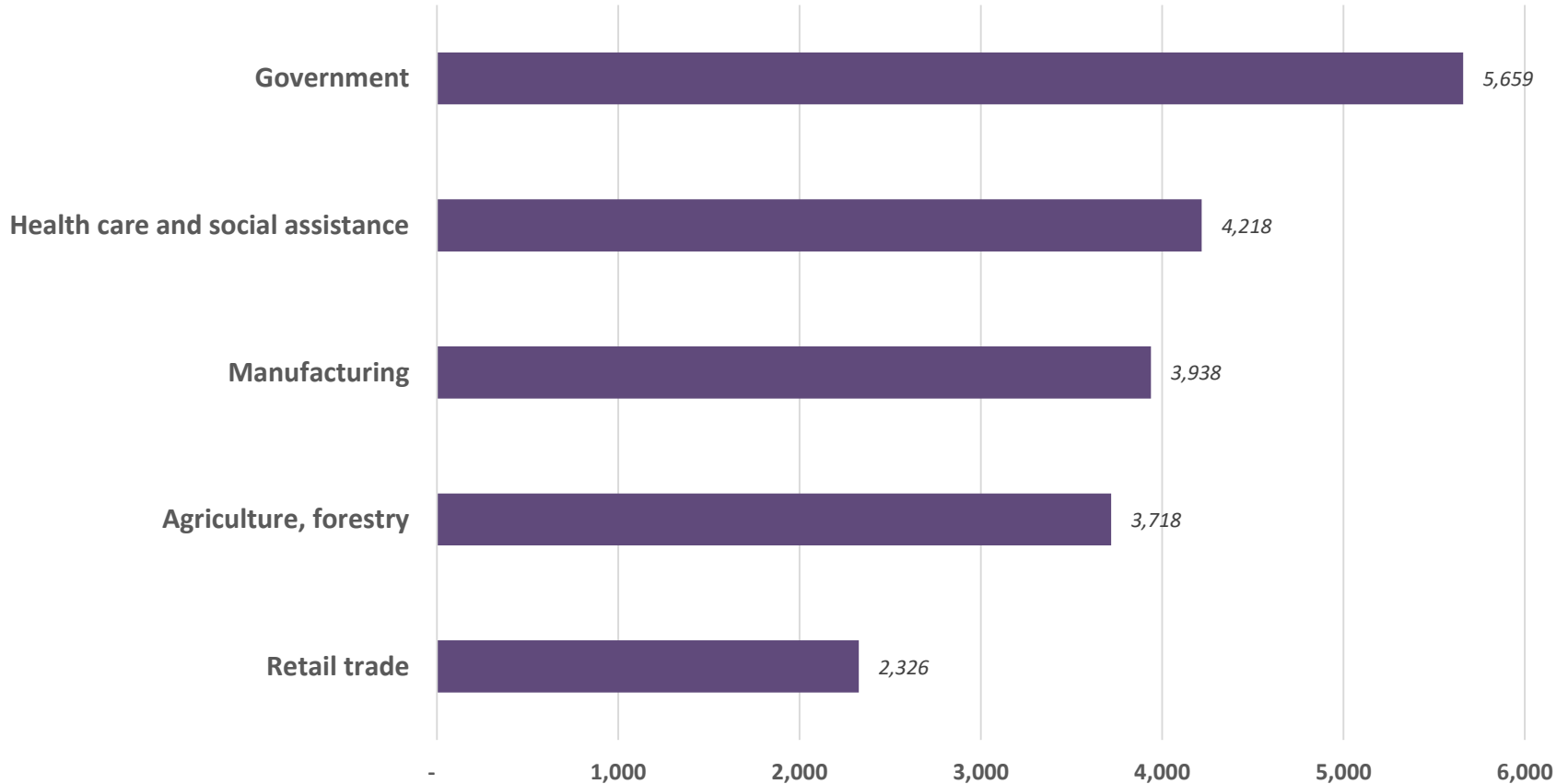
- Look at jobs lost on an industry-by-industry basis
- Tool: reports by Department of Employment Security on initial claims & continuing claims by residence of worker
- QCEW uses 20 sectors (manufacturing, healthcare, finance)
- Analysis now includes the self-employed and includes positive employment effects (grocery, big box stores)

A look at Walla Walla County's 5 largest sectors, by their share of total jobs

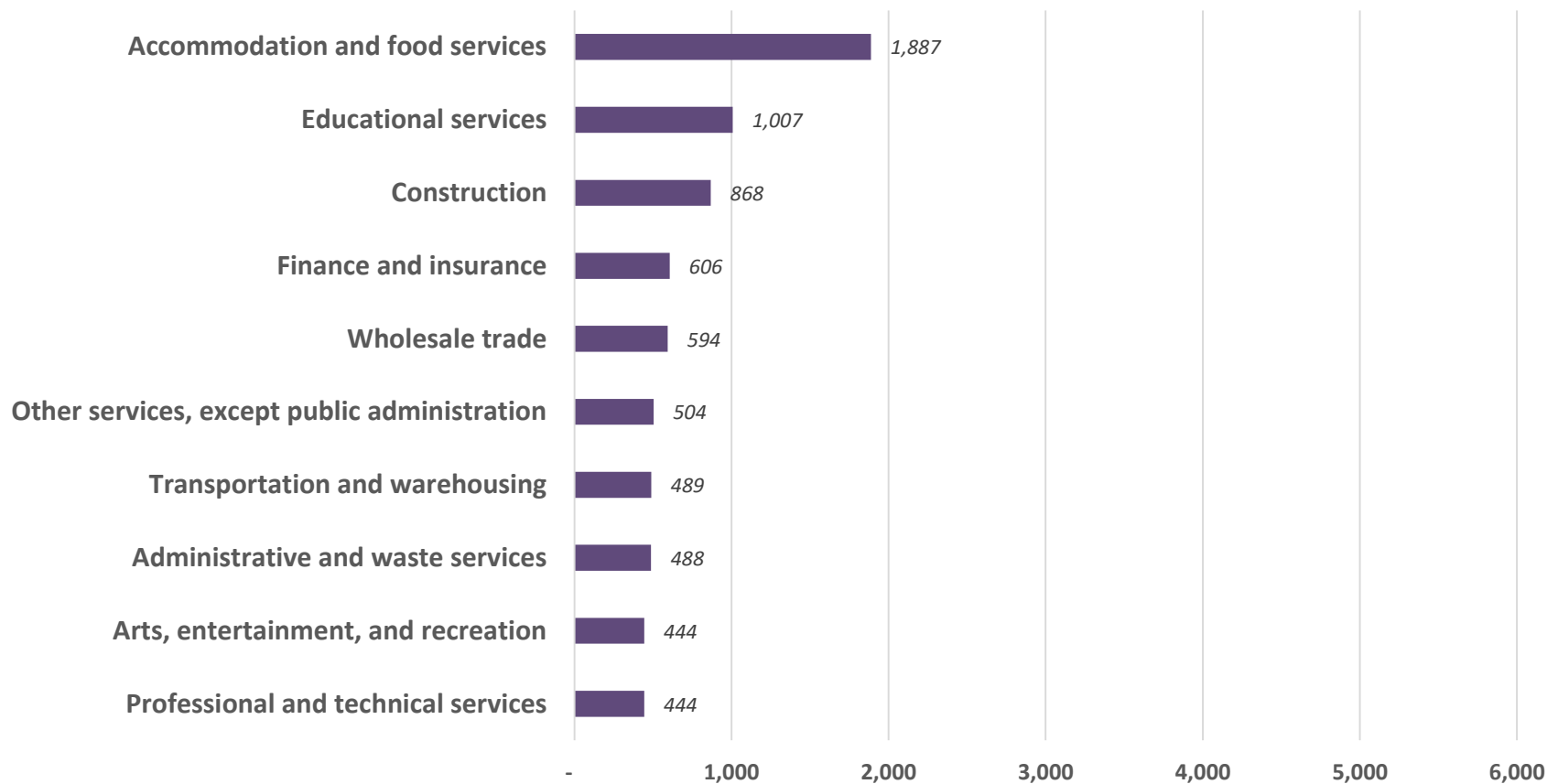
[see graph for top 5 sectors](#)

- Structure of Walla Walla economy differs from WA's, primarily due to larger agriculture, manufacturing & government sectors
- Number of people employed in 2018 in Walla Walla County ~ nearly 28,000
 - 2019 annualized numbers likely same or slightly higher
 - Total, again, does not include the self-employed (sole proprietors)

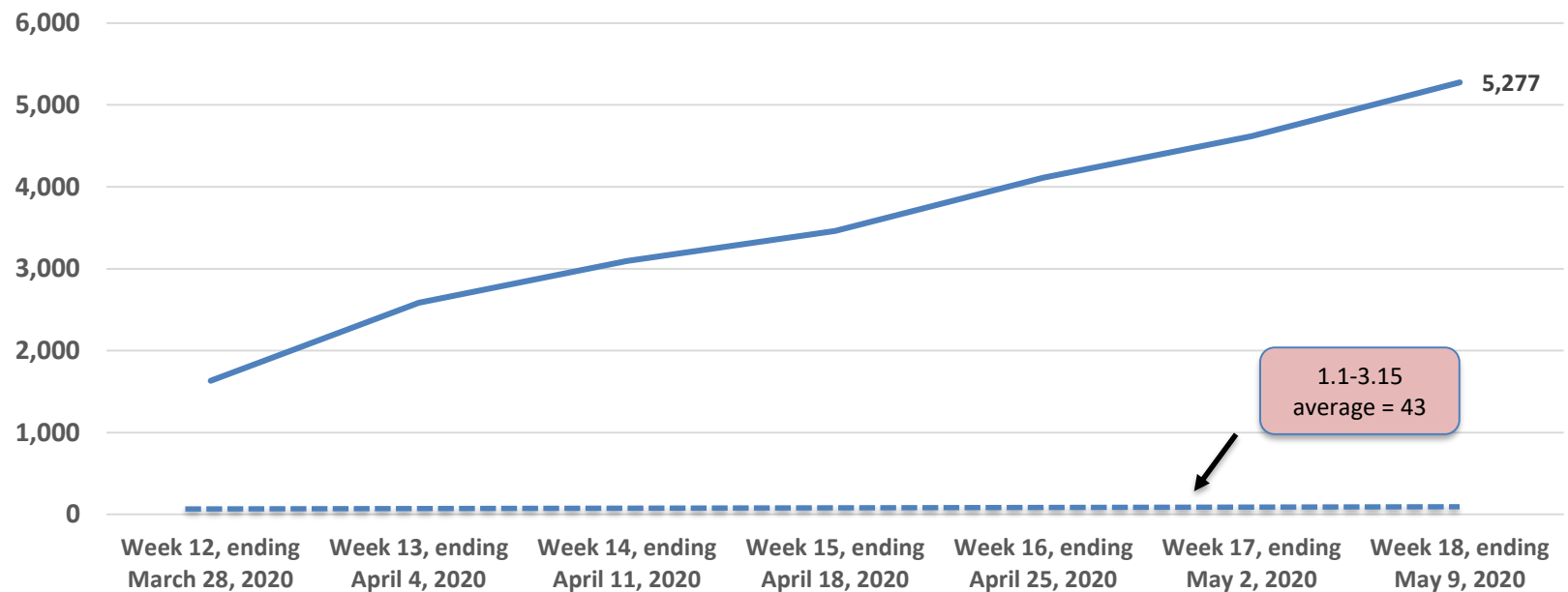
Walla Walla County's top 5 sectors, by jobs, in 2018



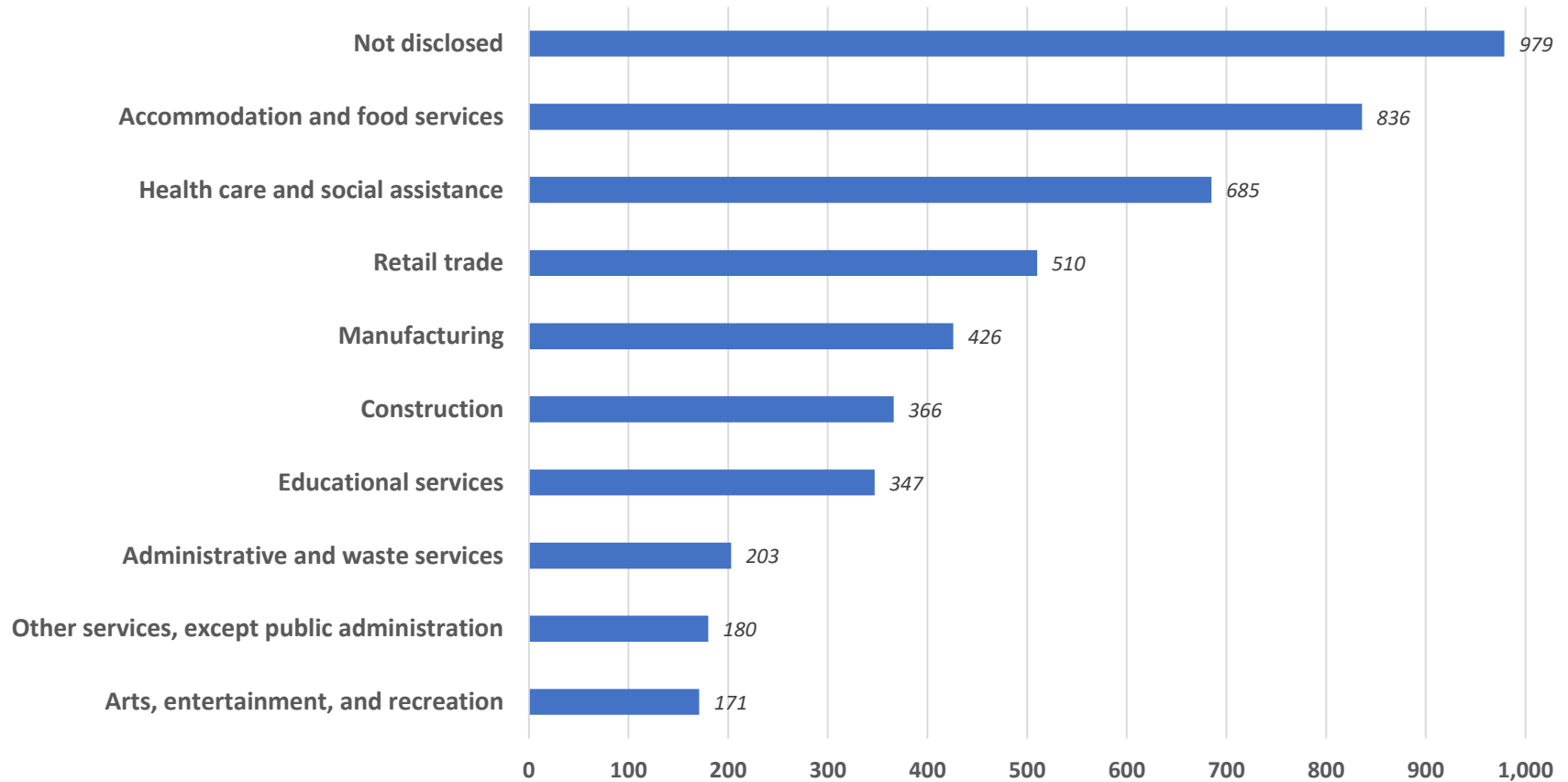
The next largest 10 sectors in Walla Walla County, by jobs, in 2018



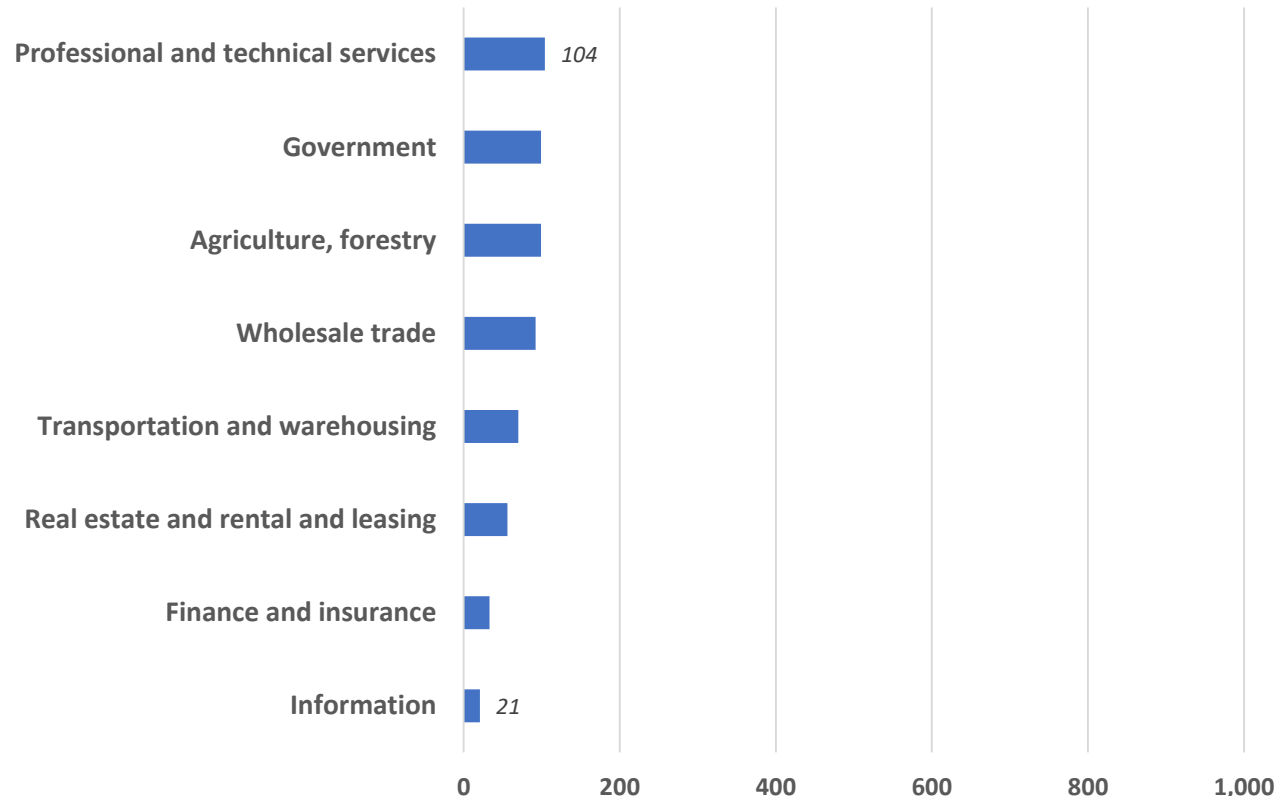
The “big picture”: weekly cumulative claims for unemployment insurance in Walla Walla



Findings: the most impacted sectors – 8 weeks of initial claims for unemployment insurance (as of 5.09)



Findings for the remaining sectors – initial claims at 8 weeks (5.09)



Discussion of the industry-by-industry look

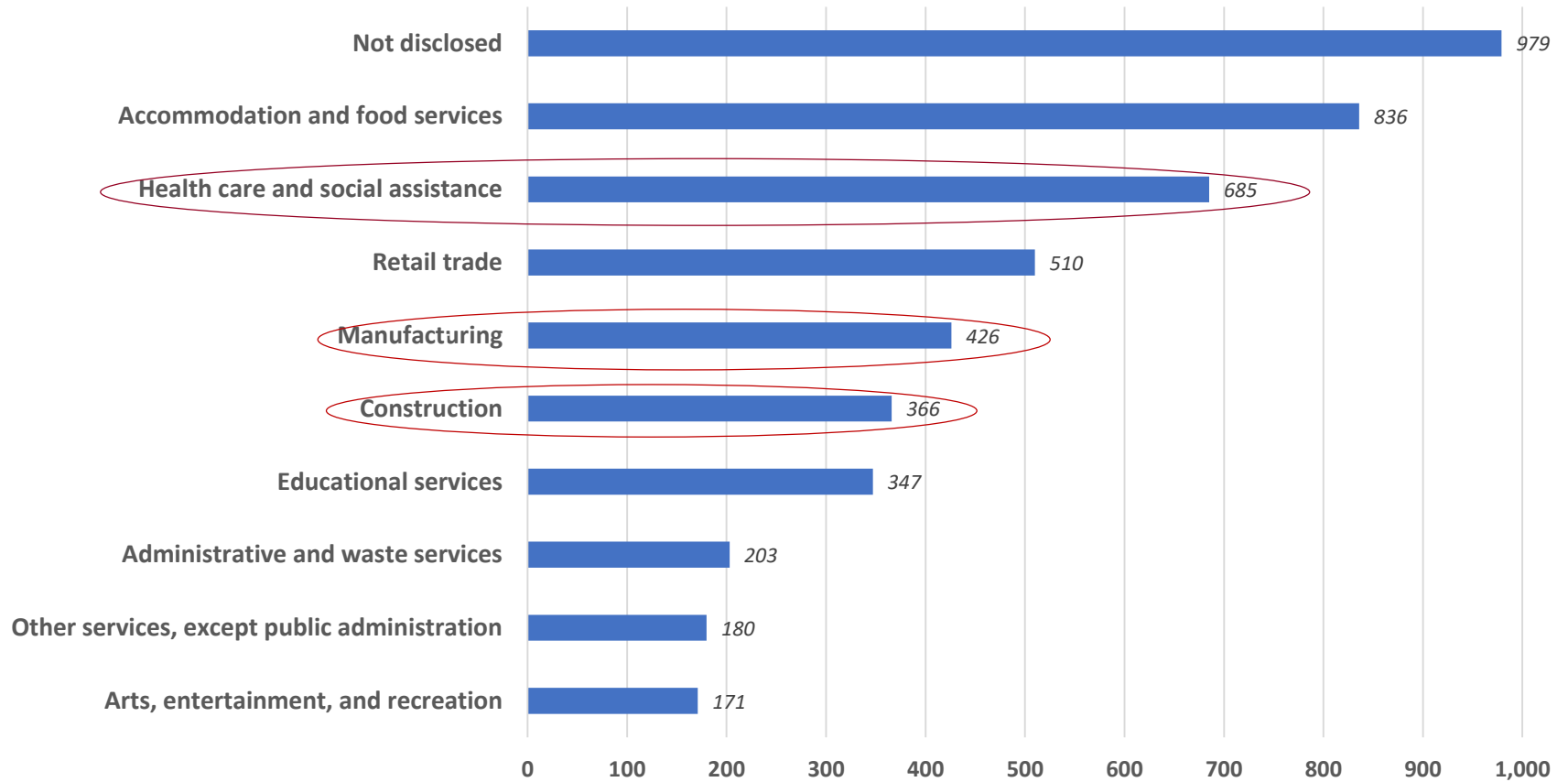
- According to ESD, reported numbers include some duplication; how much we'll know within a month
- This 8-week total includes non-traditional recipients of UI, such as sole proprietors & independent contractors, thanks to the CARES act
- Or, as share of number employed in 2018: ~ 18%
 - This is the “upper bound” of an estimate in early May
 - Lowest share among Eastern WA urban areas

The recovery will be led by certain sectors – guided by WA Phases (here I & II)

From the SafeStart guidelines for Phase II

- The remainder of construction
- The remainder of manufacturing
- All healthcare
- All real estate
- Some retail
- Restaurants at 50% of capacity
- Personal grooming
- Office-based businesses

Jobs likely to come back first



But maybe not...

- Construction seems most secure, but what if demand slumps?
- Manufacturing also seems secure, but WSJ recently reported the shrinking of many U.S. firms
- Healthcare & social assistance – elective surgeries need to come back & eldercare services, in particular, need to re-surface

Quick assessment of this short-run outlook

- Results would not be as dire if, instead of jobs, *payroll* were used in analysis
 - Equivalently, the impacts disproportionately affect low-wage workers
- Questions for group
 - Agree with our assessment of key comeback industries?
 - Will market conditions prohibit comeback of industries, even if WA gives a green light?
 - When will Phase II come to WW?

Questions?

D. Patrick Jones, Ph.D.

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Safe Start Washington

Phased Reopening County-By-County

ISSUED BY THE OFFICE OF THE GOVERNOR | MAY 31, 2020



Safe Start Washington – Phased Reopening County-by-County

Governor Jay Inslee

Governor Jay Inslee, in collaboration with the Washington State Department of Health, has established a data-driven approach to reopen Washington and modify physical distancing measures while minimizing the health impacts of COVID-19. Washington will move through the phased reopening county-by-county allowing for flexibility and local control to address COVID-19 activity geographically.

This approach reduces the risk of COVID-19 to Washington's most vulnerable populations and preserves capacity in our health care system, while safely opening up businesses and resuming gatherings, travel, shopping and recreation.

The plan involves assessing COVID-19 activity along with health care system readiness, testing capacity and availability, case and contact investigations, and ability to protect high-risk populations. The plan allows counties and the secretary of Health to holistically review COVID-19 activity and the ability for the county to respond when determining if a county is ready to move into a new phase.

County Application Process

On June 1, each county begins in their current phase. Any county can apply to the secretary of Health to move to the next phase. The application process will require the county to report on key metrics set by the secretary of Health along with other quantitative and qualitative data. The application must be submitted by the county executive, in accordance with the instructions provided by the secretary of Health. If the county does not have a county executive, it must be submitted with the approval of the county council/commission.

The secretary of Health will evaluate county applications based on how their data for the key metrics compare to the targets and their ability to respond to situations that may arise in their county, including outbreaks, increased hospitalizations or deaths, health system capacity and other factors. The metrics are intended to be applied as targets, not hardline measures. The targets each contribute to reducing risk of disease transmission, and are to be considered in whole. Where one target is not fully achieved, actions taken with a different target may offset the overall risk. A final decision on whether a county is ready to move to the next phase rests with the secretary of Health. The secretary may approve a county moving in whole to the next phase, or may only approve certain activities in the next phase depending on a specific county's situation.



A county that remains in Phase 1 has the ability to apply for a modified Phase 1 (as described below) to allow additional activity. That application would be submitted to the secretary of Health. The secretary of Health has discretion to modify or change any part of the modified Phase 1 to address the needs of a specific county. All activities must follow the health and safety requirements for those activities.

COVID-19 DISEASE ACTIVITY

COVID-19 disease burden is measured by the following key metrics:

COVID-19 Disease Activity	
Metric	Target
1. Incidence of new cases reported during prior two weeks	<25 cases / 100,000 / 14 days
2. Trends in hospitalizations for lab-confirmed COVID-19	Flat or decreasing
3. Reproductive rate (if available)	$R_e < 1$

READINESS AND CAPABILITIES NEEDED

The Department of Health and local public health officials will monitor data to assess a county's readiness for safely reopening and modifying physical distancing measures. In addition to disease burden, readiness will be evaluated in four key areas. The four key areas include health care system readiness, testing capacity and availability, case and contact investigations, and ability to protect high-risk populations. Key metrics and their targets for each area, along with other pertinent data that will be considered, are detailed below.



1. Health Care System Readiness

Adequate bed capacity, staffing and supplies in the healthcare system to handle a surge in COVID-19 cases, measured by the following key metrics:

Health Care System Readiness

Metric	Target
1. % licensed beds occupied by patients (i.e., hospital census relative to licensed beds)	- Green: <80% - Yellow: 81-90% - Red: >90%
2. % licensed beds occupied by suspected and confirmed COVID-19 cases	- Green: <10% - Yellow: 11-20% - Red: >20%

Other data that will be considered include availability of PPE in hospitals, long term care facilities and other healthcare settings and availability of ventilators in hospitals.

2. Testing Capacity and Availability

Ability for everyone with COVID-19 symptoms and those with high-risk exposures to be tested immediately using a polymerase chain reaction (PCR) test and rapidly receive test results as measured by the following key metrics:

Testing

Metric	Target
1. Average number of tests performed per day during the past week (or average % tests positive for COVID-19 during the past week)	50 times the number of cases (or 2%)
2. Median time from symptom onset to specimen collection during the past week	Median <2 days

Other data that will be considered include the geographic distribution of testing sites in counties, the ability to test the entire population, and the availability of sufficient swabs, viral transport media, lab reagents and other materials required for COVID-19 testing.



3. Case and Contact Investigations

Ability to rapidly isolate those with COVID-19, identify and quarantine their contacts, and provide case management services as measured by the following key metrics:

Case & Contact Investigations

Metric	Target
1. Percent of cases reached by phone or in person within 24 hours of receipt of + lab test report	90%
2. Percent of contacts reached by phone or in person within 48 hours of receipt of + lab test report on a case	80%
3. Percent of cases being contacted daily (by phone or electronically) during their isolation period	80%
4. Percent of contacts being contacted daily (by phone or electronically) during their quarantine period	80%

Other data that will be considered include the number of investigators trained and working, the availability of isolation and quarantine facilities, and plans for case management.

4. Ability to Protect High-Risk Populations

Ability to immediately respond to outbreaks in congregate settings, such as long-term care facilities, behavioral health facilities, agricultural worker housing, homeless shelters and correctional facilities, and address the needs of other high-risk populations, including the elderly and the medically frail, measured by the following key metric:

Protect High-Risk Populations

Metric	Target
1. Number of outbreaks reported by week (defined as 2 or more non-household cases epidemiologically linked within 14 days in a workplace, congregate living or institutional setting)	0 - small counties (<75,000) 1 - medium counties (75,000-300,000) 2 - large counties (>300,000) 3 - very large counties (>1 million)

Other data that will be considered include a county's ability to rapidly respond to an outbreak and address health disparities in their communities.



ALL INDIVIDUALS AND BUSINESSES

Until there is an effective vaccine, effective treatment or herd immunity, it is crucial to maintain some level of community interventions to suppress the spread of COVID-19 throughout all phases of recovery. This includes heightened protections for the health and safety of workers in essential sectors, people living and working in high-risk facilities (e.g., senior care facilities) and all other workers.

All Washingtonians have a responsibility to protect themselves and others. Each phase, while allowing for additional services to open and return to full capacity, is grounded in the following required basic practices:

Guidance for Individuals

All phases – Individuals should continue to:

- Engage in physical distancing, staying at least six feet away from other people
- Wear cloth face coverings in public places when not eating or drinking (cloth face coverings should not be placed on children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cover without assistance)
- Stay home if sick
- Avoid others who are sick
- Wash hands frequently with soap and water (use hand sanitizer if soap and water are not available)
- Cover coughs and sneezes
- Avoid touching eyes, nose and mouth with unwashed hands
- Disinfect surfaces and objects regularly

Requirements for All Employers

All phases – Employers are required to:

- Beginning June 8, all employees will be required to wear a cloth facial covering, with the following exceptions: when working alone in an office, vehicle, or at a job site; if the individual is deaf or hard of hearing, or is communicating with someone who relies on language cues such as facial markers and expression and mouth movements as a part of communication; if the individual has a medical condition or disability that makes wearing a facial covering inappropriate; or when the job has no in-person interaction. Employers must provide cloth facial coverings to employees, unless their exposure dictates a higher level of protection under the Department of Labor and Industries' safety and health rules and guidance. Refer to [Coronavirus Facial Covering and Mask Requirements](#) for additional details. Employees may choose to wear their own facial



coverings at work, provided it meets the minimum requirements.

- Keep a safe and healthy facility in accordance with state and federal law, and comply with COVID-19 worksite-specific safety practices, as outlined in Governor Inslee's Proclamation 20-25, and all amendments and extensions thereto, and in accordance with the Washington State Department of Labor & Industries' [General Coronavirus Prevention](#) under the "Stay Home, Stay Healthy" order and the Washington State Department of Health's [Workplace and Employer Resources and Recommendations](#).
- Educate workers in the language they understand best about coronavirus and how to prevent transmission, and the employer's COVID-19 policies.
- Maintain minimum six-foot separation between all employees (and customers) in all interactions at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimizing staff or customers in narrow or enclosed areas, and staggering breaks and work shift starts.
- Provide (at no cost to employees) and require the wearing of personal protective equipment (PPE), such as gloves, goggles, face shields and face masks as appropriate or required for the work activity being performed. Cloth face coverings must be worn by every employee not working alone on the job site unless their exposure dictates a higher level of protection under L&I safety and health rules and guidance. Refer to Washington Coronavirus Hazard Considerations for Employers (except COVID-19 care in hospitals and clinics) [Face Coverings, Masks, and Respirator Choices](#) for additional details. Cloth face coverings are described in the [Department of Health guidance](#).
- Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent virus transmission on tools or other items that are shared.
- Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces
- Screen employees for signs/symptoms of COVID-19 at the start of their shift. Make sure sick employees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment is cleaned and sanitized. Follow the [cleaning guidelines](#) set by the Centers for Disease Control to deep clean and sanitize.
- [Post a sign](#) strongly encouraging customers to wear cloth facial coverings, and prominently display it at the entrance to the business so that it is immediately noticeable to all customers entering the store. Employers are encouraged to require customers to wear cloth facial coverings, in order to protect their employees.
- Follow requirements in Governor Inslee's [Proclamation 20-46 High-Risk Employees – Workers' Rights](#).



Businesses are also required to implement any health and safety requirements developed specifically for their industry.

Challenge Seattle and the Washington Roundtable have developed a [business checklist](#) which is a great starting point for businesses as they prepare for “Safe Start Washington”. Our shared goal is to establish clear requirements that everyone can understand and apply – employers, workers and customers.

PHASED APPROACH TO REOPENING WASHINGTON COUNTY-BY-COUNTY AND MODIFYING PHYSICAL DISTANCING MEASURES

A county will stay in every phase for a **minimum of three weeks**. During that time, the Department of Health, County Elected Leadership, Local Health Jurisdictions, and the governor will re-evaluate the above targets. No phase will last less than three weeks before moving to the next phase, unless moving to a previous phase, in order to allow one complete disease incubation period plus an additional week to compile complete data and confirm trends. After three weeks, a county may apply to move to the next phase through the application provided by the secretary of Health.

If a county experiences an increase in COVID-19 disease activity and they need to return to an earlier phase, they must notify the secretary of Health and include their rationale but they do not need prior approval. Alternatively, the secretary has the authority to return a county to an earlier phase if the county chooses not to do so on its own, and the secretary has identified a need to do so. The secretary must notify a county in writing and provide a rationale for it being moved to an earlier phase.

The following table shows the phased approach for reopening businesses and resuming activities. **This phased approach may be adjusted as the pandemic evolves.** The industries listed are not an exclusive or exhaustive list of industries. Businesses listed in each phase of the plan will have industry-specific guidance and safety criteria developed to ensure workplace safety and public health are maintained. Those business activities are not authorized to open until the industry-specific guidance and safety criteria are issued.

If a county is not ready to move from Phase 1 to Phase 2, they have the ability apply for a modified Phase 1. The secretary of Health has discretion to modify or change any part of the modified Phase 1 to address the needs of a specific county. All activities must follow the health and safety requirements for those activities. The modified Phase 1 could include the following Phase 2 activities with the specific modifications to the previously issued health and safety requirements listed below.



- **High-risk populations**
 - Strongly encouraged, but not required, to stay home unless engaging in modified Phase I permissible activities.
- **Recreation and fitness**
 - Only allowed outdoor with five (not including the instructor) or fewer people outside of household.
- **Gatherings**
 - Only allowed outdoor of five or fewer people outside the household.
- **Additional construction**
 - As outlined in Phase 2 guidance.
- **Manufacturing operations**
 - As outlined in Phase 2 guidance.
- **Real estate**
 - 25% of building occupancy.
 - Indoor services limited to 30 minutes.
- **In-store retail**
 - 15% of building occupancy. (This does not apply to currently operating essential retail such as grocery stores. Currently operating essential retail should continue to follow the Phase 2 requirements.)
 - Indoor services limited to 30 minutes.
- **Personal services**
 - 25% of building occupancy.
- **Professional services**
 - 25% of building occupancy.
 - Indoor services limited to 30 minutes for customers.
- **Photography**
 - As outlined in Phase 2 guidance.
- **In-home/domestic services**
 - As outlined in Phase 2 guidance.
- **Pet grooming**
 - 25% of building occupancy.
- **Restaurants**
 - No indoor dining allowed.
 - Outdoor dining is permitted but seating at 50% of existing outdoor capacity.



Additional plans for a phased approach to restarting health care, spiritual gatherings, professional sports, and educational activities are under development and will be released separately.

Families are adjusting to a new way of life, and we understand the impacts this is having on them. The connection between education, child care, youth sports, summer programs and extracurricular activities is critical and must be viewed from a holistic lens to ensure equity and high quality of life. As we prepare for what the reopening of school looks like, we will be working closely with the Department of Health, Office of the Superintendent for Public Instruction, Department of Children, Youth and Families, and parents to release plans in the future.

While child care is currently an essential business activity and a key component to the reopening plan, we know there is more to do. The state will continue efforts to ensure adequate access and affordability for families.



WASHINGTON'S PHASED APPROACH

Modifying Physical Distancing Measures

INDIVIDUALS AND BUSINESSES SHOULD FOLLOW ALL REQUIREMENTS LISTED ABOVE DURING ALL PHASES

	 Phase 1	 Phase 2	 Phase 3	 Phase 4
High-Risk Populations*	Stay home unless engaging in Phase 1 permissible activities.	Strongly encouraged, but not required, to stay home unless engaging in Phase 1 or Phase 2 permissible activities.	Strongly encouraged, but not required, to stay home unless engaging in Phase 1, 2, or 3 permissible activities.	Resume public interactions, with physical distancing
Recreation	Some outdoor recreation (hunting, fishing, golf, boating, hiking)	Outdoor recreation involving 5 or fewer people outside your household (camping, beaches, etc.)	- Outdoor group rec. sports activities (50 or fewer people) - Recreational facilities at <50% capacity (gyms, public pools, etc.)	Resume all recreational activity
Gatherings (non religious)	No gatherings	Gather with no more than 5 people outside your household per week	Allow gatherings with no more than 50 people	Allow gatherings with >50 people
Travel	Essential travel and limited non-essential travel for Phase I permissible activities	Essential travel and limited non-essential travel for Phase I & II permissible activities	Resume non-essential travel	Continue non-essential travel
Business/ Employers (All businesses will be required to follow safety plans written by the state)	- Essential businesses open - Existing construction that meets agreed upon criteria - Landscaping - Auto/RV/boat/ORV sales - Retail (curb-side pick-up orders only) - Car washes - Pet walkers	- Remaining manufacturing - Additional construction phases - In-home/domestic services (nannies, housecleaning, etc.) - Retail (in-store purchases allowed with restrictions) - Real estate - Professional services/office-based businesses (telework remains strongly encouraged) - Personal services (hair and nail salons/barbers, tattoo, etc.) - Pet grooming - Restaurants/taverns <50% capacity, table size no larger than 5 (no bar-area seating) - Limited small group fitness - Drive-in Movie Theaters - Library (curbside pick-up)	- Restaurants/taverns <75% capacity/ table size no larger than 10 - Bar areas in restaurant/taverns at <25% capacity - Theaters at <50% capacity - Customer-facing government services (telework remains strongly encouraged) - Libraries - Museums - All other business activities not yet listed except for nightclubs and events with greater than 50 people	- Nightclubs - Concert venues - Large sporting events - Resume unrestricted staffing of worksites, but continue to practice physical distancing and good hygiene

* High-risk populations are currently defined by CDC as: persons 65 years of age and older; people of all ages with underlying medical conditions (particularly not well controlled), including people with chronic lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised, people with severe obesity, people with diabetes, people with chronic kidney disease undergoing dialysis, and people with liver disease; people who live in a nursing home or long-term care facility.



For immediate release: May 29, 2020

Contact:

Jennifer Beckmeyer

CDBG Coordinator

509-524-4496

jbeckmeyer@wallawallawa.gov

Local small businesses receive financial assistance through City of Walla Walla program

A second round of grant and loan funding through the Small Business Relief Program is now underway.

WALLA WALLA, Wash. — Twenty-nine businesses have now received Small Business Emergency Grants through the Walla Walla Small Business Relief Program. Grants, which total \$114,311, are being administered by [Mercy Corps Northwest](#). A list of recipients is provided at the end of this release.

Additionally, a second application round has opened for Walla Walla Valley businesses that are interested in Small Business Resilience Loans up to \$50,000. Loan proceeds can be used to help businesses manage costs related to reopening. The loan program is administered by [Craft3](#).

Screening applications for the loans are available now in English and Spanish on the City website: wallawallawa.gov/SBRP/. Businesses are eligible for a loan if they have been open for at least two years, reported a profit in 2019, and have a credit score of at least 640. Businesses that have received PPP or EIDL loans are eligible to apply.

The Small Business Relief Program was organized by the City of Walla Walla and funded by a grant from the City's Community Development Block Grant program, with additional funding coming from the City of College Place and Walla Walla County. Businesses in Walla Walla County that have been impacted by COVID-19 were able to apply for the program from May 11-13, 2020.

A total of 181 businesses applied for grants and three applied for loans. Each application was reviewed and assigned a score. A review committee consisting of local economic-development leaders determined the criteria the scores were based on. These criteria include operational costs, location, access to resources, susceptibility to being adversely affected by COVID-19 restrictions, previous funding received, minority status, family situation, language challenges, and more.

Additional Grant Funding

The Walla Walla Small Business Relief Program plans to offer another round of grant funding for businesses located in Walla Walla and College Place. New grant applications will not be accepted. The

local review committee will re-review applications that were previously submitted. It is not necessary for these business owners to express interest in being considered for the second round of funding.

Criteria for the second round of grants will be different than that of the first round, and due to funding limitations, not every business that applied will receive assistance.

For more information on who is eligible to apply for loans, please visit wallawallawa.gov/SBRP.

Application questions should be sent to Jennifer Beckmeyer at jbeckmeyer@wallawallawa.gov.

Small Business Emergency Grant & Business Resilience Loan Recipients

7 IMPACT Salon	\$4,830
A Ride With J LLC	\$2,450
Abzuya LLC	\$2,416
ACO	\$2,416
Alma's Creative House	\$2,416
BB's Cleanning Service	\$1,045
BBQ Man Southern Cuisine LLC	\$9,670
Black Tie Wine Tours	\$4,942
Bowen Byrd LLP DBA Uniquely Walla Walla	\$9,670
Dacy Marie LLC	\$1,450
Dani's Cleaner	\$2,416
Eli's House Cleaning	\$2,150
Innovation Drywall LLC	\$2,805
InquisiTours, LLC	\$4,830
Jimmi Kaye Hinger	\$2,416
Jesus Ruiz / Antonio's Barber Shop	\$7,250
K&J Cleaning Services	\$4,830
NG Quality Space	\$2,416
Prophyno Computer Forensics	\$22,500
Purl 2 Walla Walla, LLC	\$4,830
Revolve Lash	\$1,000
Shell's Got to Have it	\$2,450
SMAK LLC dba SMAK Wines	\$7,250
Stardust Lanes	\$5,050
TramiNet	\$2,416
Un Dulce Antojo	\$2,450
Walla Walla China Buffet Inc	\$9,670
Walla Walla Food Tours, LLC	\$4,830
Western Paladin Games	\$1,497
Ziegele and Company, Inc.	\$2,450

TOTAL **\$136,811**

###



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE

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www.commerce.wa.gov

May 15, 2020

Port of Walla Walla
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Walla Walla, WA 99362
ATT: Patrick H. Reay

Re: Working Washington Small Business Emergency Grants Award

Dear Patrick:

I am pleased to let you know that Governor Inslee has approved \$167,200 of the Working Washington Small Business Emergency Grant (WWSBEG) to support 18 companies facing imminent failure due to the COVID-19 pandemic and associated economic emergency. These businesses were selected out of total pool of 35 applicants submitted by the Port of Walla Walla.

The selected pool of grantees includes 5 healthcare businesses, 4 restaurants, 4 wineries, 2 construction/contractor companies, 2 retail establishments, and 1 manufacturing business. The selected pool of grantees represents 5 women owned businesses, 1 minority owned business, and 1 veteran owned business. The grantees are located in 2 cities across Walla Walla County.

These WWSBEG recipients employ a total of 144 individuals and it is estimated that this grant will prevent the loss of 112 jobs. In approving this WWSBEG, Washington State and Walla Walla County will be able to support the potential preservation of these businesses and the economic security of both the company's employees and local community.

Please do not hesitate to contact me or the Business Development team with any questions about this award.

Chris Green
Assistant Director
Office of Economic Development and Competitiveness

WALLA WALLA COUNTY WWSBEG GRANT RECIPIENTS

	BUSINESS NAME	CITY	INDUSTRY SECTOR	GRANT AMOUNT
1.	Grape Visions LLC	Walla Walla	Winery	\$10,000
2.	Southpoint Dental Center	Walla Walla	Healthcare	\$10,000
3.	Cougar Crest Estate Winery	Walla Walla	Winery	\$10,000
4.	Stacey Kutsch DDS MS Walla Walla Pediatric	Walla Walla	Healthcare	\$10,000
5.	Jonathan W Gantz DDS PLLC DBA Enhanced Dental Care	Walla Walla	Healthcare	\$10,000
6.	Core Restoration LLC	Walla Walla	Construction	\$10,000
7.	Rogers Bakery and Cafe	College Place	Restaurant	\$10,000
8.	Opal West Wines LLC DBA Walla Walla Vintners	Walla Walla	Winery	\$10,000
9.	Randolph Pearson DDS PS	Walla Walla	Healthcare	\$10,000
10.	Nielson Eye Care	Walla Walla	Healthcare	\$10,000
11.	TR Wines Inc	Walla Walla	Winery	\$10,000
12.	Saffron Mediterranean Kitchen	Walla Walla	Restaurant	\$10,000
13.	Sweet Basil Pizzeria	Walla Walla	Restaurant	\$10,000
14.	Revelry Vintners LLC	Walla Walla	Winery	\$10,000
15.	Blue Mountain Clothing Co.	Walla Walla	Retail	\$6,800*
16.	Brookins LLC DBA Overhead Door Co Of Walla Walla	Walla Walla	Retail	\$6,800*
17.	Tommy's Dutch Lunch LLC	Walla Walla	Restaurant	\$6,800*
18.	Dax Moreno Construction Co	Walla Walla	Construction	\$6,800*
				Total: \$167,200

* Businesses #15-18 received the same reviewer scores.



COVID-19 Response Update

Presented to College Place
City Council: June 9th, 2020

Actions – Partner Agencies

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)



- \$36.1 billion total
- \$10 billion to airports
- \$1 billion to Amtrak
- \$25 billion to transit agencies impacted by declining ridership

Economic Development Agency (EDA)



- \$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)



- \$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

Federal Emergency Mgmt. Agency (FEMA)



- \$45 billion for the Disaster Relief Fund
- Designed to support local efforts to recover from the pandemic
- Includes medical response and protective equipment

- Federal (<https://www.usa.gov/coronavirus>)

- Grants Applied for so far:

– FEMA: Assistance to Firefighters Grant to cover two (2) additional Firefighters Salary (Submitted May 26th, 2020)

– Economic Development Administration Economic Adjustment Grant Emergency Funds (Wastewater Treatment Plant Upgrade/Renovation) - \$17.6 Million (Submitted June 2nd, 2020)

– Fire Chief Winter and I are working with FEMA on a scoping call pertaining to financial assistance they will render to the City.

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

Actions – Partner Agencies



STATE OF WASHINGTON
DEPARTMENT OF HEALTH
PO Box 47890 • Olympia, Washington 98504-7890
Tel: 360-236-4030 • 711 Washington Relay Service

May 27, 2020

Megan DeBolt, MPH, MBA
Director
Walla Walla County Department of Community Health
Post Office Box 1753
Walla Walla, Washington 99362

Dear Director DeBolt:

I am in receipt of Walla Walla County's COVID-19 variance application requesting approval to fully implement Phase II of Governor Inslee's Phased Approach to Reopening Washington Plan. I have found your application to be complete and your public health, health care, and community resources to be appropriate for the variance consideration.

Walla Walla County's Phase II variance application is hereby approved with the following conditions:

1. An individual business is only allowed to reopen after it can implement the state guidelines for a safe start. The guidelines can be accessed at: <https://coronavirus.wa.gov/what-you-need-know/safe-start>.
2. Your department must notify the Washington State Department of Health 24/7 on-call communicable disease duty officer at (206) 418-5500 of any COVID-19 outbreak within your jurisdiction and must do so within six (6) hours of your notification.
3. You are required to monitor the pandemic in your community for signs of community transmission or any concerning acceleration. If you find such condition(s), you must promptly notify the Washington State Department of Health 24/7 on-call communicable disease duty officer at (206) 418-5500 and request a consult with the state's infectious disease epidemiologist or health officer.
4. You may not proceed to Phase III of Governor Inslee's Phased Approach to Reopening Washington Plan without further authorization to do so from me. In no case will authorization to move to the next phase be given without at least a three (3) week monitoring period.

Subject to the conditions in this variance, the activities and business services listed in Phase II of Governor Inslee's Phased Approach to Reopening Washington Plan are now permitted in Walla Walla County and exempt from the Stay Home – Stay Healthy Proclamation's prohibitions. These activities and business services are:

Meghan DeBolt
May 27, 2020
Page 2

- Recreation: Outdoor recreation involving 5 or fewer people outside your household (camping, beaches, etc.)
- Gatherings: Gather with no more than 5 people outside your household per week
- Travel: Essential travel and limited non-essential travel for Phase I & II permissible activities
- Businesses/employers:
 - Remaining manufacturing
 - Additional construction phases
 - In-home/domestic services (nannies, housecleaning, etc.)
 - Retail (in-store purchases allowed with restrictions)
 - Real estate
 - Professional services/office-based businesses (telework remains strongly encouraged)
 - Hair and nail salons/barbers
 - Pet grooming
 - Restaurants/taverns <50% capacity and table size no larger than 5 (no bar-area seating)

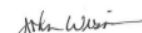
People in high-risk populations are strongly encouraged to limit their participation in these Phase II activities and business services. High-risk populations are currently defined by the CDC as:

- Persons 65 years of age and older;
- People of all ages with underlying medical conditions (particularly not well controlled), including:
 - People with chronic lung disease or moderate to severe asthma,
 - People who have serious heart conditions,
 - People who are immunocompromised,
 - People with severe obesity,
 - People with diabetes,
 - People with chronic kidney disease undergoing dialysis, and
 - People with liver disease; and
- People who live in a nursing home or long-term care facility.

I may revoke this variance if circumstances change within your jurisdiction, such as a significant community transmission, no or minimal access to COVID-19 testing, inadequate surge capacity in the hospital, inadequate PPE supplies, inadequate case and contact investigations, inadequate isolation or quarantine facilities, or other conditions warranting significant concern. My intent would be to discuss my concerns with you prior to taking such action. However, if I find urgent concerns, I reserve the right to immediately revoke the variance. The Governor also retains the right to re-impose restrictions upon your jurisdiction under his authority.

The Washington State Department of Health stands ready to provide any technical assistance you may need in your implementation. We appreciate your work and commitment to your community.

Respectfully,


John Wiseman, DrPH, MPH
Secretary of Health

– State (<https://coronavirus.wa.gov/>)

- May 4th: Governor Inslee issues Executive Order for Safe Start Washington Phased Approach to Recovery.
- May 8th: Guidance issued for Safe Start Phase 1 Business Operations: <https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance-businesses-and-workers>
- May 14th: Outdoor recreation rules loosened. Several State parks and lands reopen.
- May 15th: Guidance issued for Safe Start Phase 2 Business Operations: <https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance-businesses-and-workers>
- May 19th: Finally issue award announcements for Working Washington Small Business Grants.
- May 21st & May 26th: County submitted applications for Phase II Variance. City issued letter of support.
- May 27th: Governor Inslee/Secretary Wiseman approved for Phase II Variance for Walla Walla County.
- May 29th: “Stay Home, Stay Healthy” order replaced by “Safe Start” County-By County reopening.
- June 2nd: Guidance issued for libraries and drive-in theaters.
- June 2nd: Eviction moratorium authorized by Proclamation 20-19.2 extended to August 1st, 2020

Actions – Partner Agencies: Safe Start

Phase II (Currently In)

Phase III (Should Qualify By June 17th, 2020)



Phase 2

Strongly encouraged, but not required, to stay home unless engaging in Phase 1 or Phase 2 permissible activities.

Outdoor recreation involving 5 or fewer people outside your household (camping, beaches, etc.)

Gather with no more than 5 people outside your household per week

Essential travel and limited non-essential travel for Phase I & II permissible activities

- Remaining manufacturing
- Additional construction phases
- In-home/domestic services (nannies, housecleaning, etc.)
- Retail (in-store purchases allowed with restrictions)
- Real estate
- Professional services/office-based businesses (telework remains strongly encouraged)
- Personal services (hair and nail salons/barbers, tattoo, etc.)
- Pet grooming
- Restaurants/taverns <50% capacity, table size no larger than 5 (no bar-area seating)
- Limited small group fitness
- Drive-in Movie Theaters
- Library (curbside pick-up)



Phase 3

Strongly encouraged, but not required, to stay home unless engaging in Phase 1, 2, or 3 permissible activities.

- Outdoor group rec. sports activities (50 or fewer people)
- Recreational facilities at <50% capacity (gyms, public pools, etc.)

Allow gatherings with no more than 50 people

Resume non-essential travel

- Restaurants/taverns <75% capacity/ table size no larger than 10
- Bar areas in restaurant/taverns at <25% capacity
- Theaters at <50% capacity
- Customer-facing government services (telework remains strongly encouraged)
- Libraries
- Museums
- All other business activities not yet listed except for nightclubs and events with greater than 50 people

Economic Assistance

Walla Walla Small Business Relief Fund

Walla Walla Small Business Relief Fund is made up of two separate programs — a grant and a loan.



SMALL BUSINESS EMERGENCY GRANTS

- \$115,000 of grants for businesses in the city of Walla Walla
- Grants ranging from \$2,500 to \$10,000
- Sole proprietors, microenterprises, small businesses with up to 10 employees. Businesses open for less than 12 months are eligible to apply
- Application available in English and Spanish and can be submitted using a smartphone
- More information is coming by the end of next week on how to apply.

Businesses in Walla Walla County, College Place, and Waitsburg will also be eligible to apply for these loans and grants. The amount of funding available for those businesses will be determined in the future.



BUSINESS RESILIENCE LOANS

- \$400,000 of Business Resilience Loans in our community
- Loan amounts from \$10,000 to \$50,000
- 5% fixed interest rate, 48-month term
- Deferred payment structure
- For businesses that can support a small amount of debt with favorable terms
- Businesses that have been in business for minimum of 2 years
- Profitable in 2019
- Applicants will first be screened by a local review committee. Businesses that meet eligibility requirements will then be invited by Craft3 to apply. Only the businesses referred by the committee will be considered for funding.
- More details are coming by the end of next week.

State Department of Commerce: Working Washington Small Business Grant (\$10 Mil Statewide)

- Created: March 25th, 2020
- Grant Announcements: May 19th, 2020
- One College Place Business Awarded Funds: Rogers Bakery (\$10,000)

Walla Walla Small Business Relief Fund (City of WW, City of CP, WW County) (\$300,000 between MercyCorp/Craft3)

- Created: April 30th, 2020
- Grant Announcements: May 29th, 2020
- Two College Place Businesses Awarded Craft3 Loan Funds
 - Juan Segovia Plumbing
 - JM Painting & Design
- Three College Place Businesses Awarded MercyCorp NW Grant Funds
 - Shell's Got to Have It (Graduate of Microbusiness Assistance Program) - \$2,450
 - A Ride with J LLC - \$2,450
 - Eli's House Cleaning - \$2,150
- More College Place businesses on MercyCorps NW list. Will give more CARES passthrough funds into the program to help out more businesses.
- Partner with Columbia REA, Walla Walla Environmental, and Evergreen Labs to acquire 38 cases of hand sanitizer. Distributed it via business delivery and a drive thru in the City Hall parking lot with WW Chamber of Commerce staff.
- Partner with Walla Walla Valley Chamber to make face masks that fit CDC guidelines.

Actions – Partner Agencies



- County (https://www.co.walla-walla.wa.us/government/health_department/index.php)
 - Emergency is led by a unified command of Walla County Department of Community Health & Department of Emergency Management.
 - Working with County/City of Walla Walla on a regional business reopening workgroup.
 - 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.
 - Partner with SAMHSA for Mental Health Disaster Distress Hotline: 1-800-985-5990, Text: “Talkwithus” to 66746, or disasterdistress.samhsa.gov
 - Acute-care wing is setup at Providence Health Southgate Campus on standby.
 - Surge at Benton-Franklin County Hospitals. Two patients were actually transferred to Providence St. Mary’s.
 - Cepheid rapid testing machine will arrive at Providence St. Mary’s on June 8th. It can run 16 tests in 45 minutes.
 - 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.
 - WW Rural Library District
 - Free wireless internet for residents available outside of parking lot at library location at Meadowbrook Plaza and then also in parking lot of Davis School thanks to Pocketinet.
 - Curbside book pickup likely to start June 15th.
 - College Place will open mid July dependant upon County Safe Start Washington leve.

Actions – City of College Place



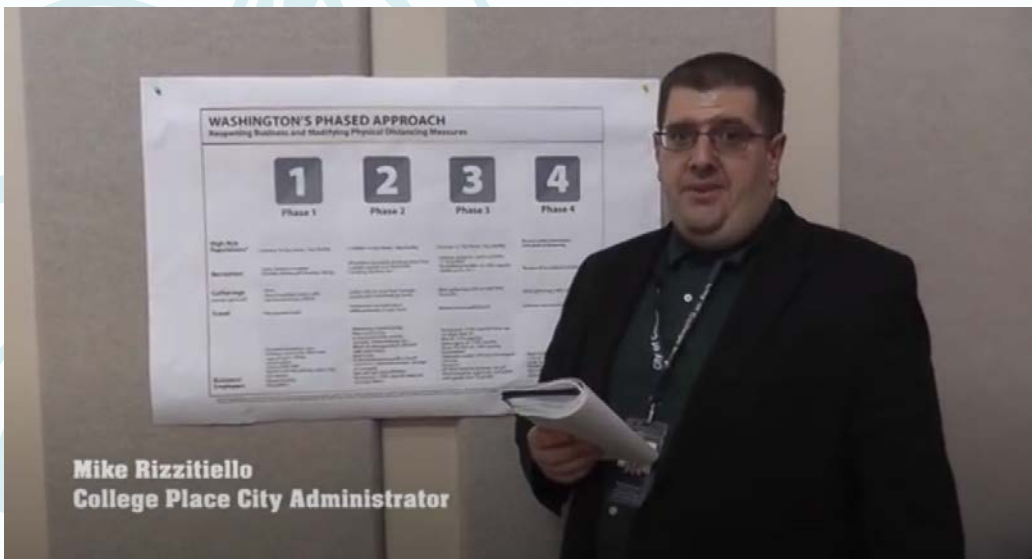
- Finance Department staff finalizing a projection for the year on where we are at (should be available by July workshop)
- Management team working on several grants available from multiple sources due to this COVID-19 situation.
- Priority capital projects we are making sure Stay on Track
 - Replacement Drinking Water Wells #4 & #6 (#4 should be ready on time by July)
 - Southwest Wastewater Sewer Trunk Line (Got CERB Grant/Loan, Port .09, Working on USDA –RD, Ecology)
 - Myra Rd Rock.
 - Addition of HVAC improvements at Well #2 on Larch and install of small pump on old Well #1 on Fourth Street alley since pump in well quite working (electrical issue) – CARES COVID expense.
- Utility Bills we are still allowing payment arrangements and not charging late fees or shutoffs if under direct quarantine order by Health Official. Otherwise since we are now in Phase II we will give a month grace period and move toward late fees/shutoffs in July.
- Advocacy to Governor's Office on several issues.
- Community Events
 - CP Farmers Market: Kicked off on May 28th. Great attendance. Now that we are in Phase II we can allow non-essential vendors.
 - CP Freedom Festival: Cancelled. Still shooting fireworks on June 28th after Sunset from undisclosed location in the southwest of the City (similar to what Pullman, WA is doing)

Actions – City of College Place



- State Grant Reimbursements on delay.
 - C Street Transportation Improvement Board Grant
 - Transportation Improvement Board Grant for Meadowbrook Blvd resurfacing on pause until Summer 2021 due to TIB cash flow issues.
 - Finally got GEMT money for Fire Department - \$56,497.48
- Still hiring for vacant Police Officer position in hopes we get a Lateral.
- Existing & New Construction Restarted
 - Hayden Homes Homestead Phase 3E/F Underway
 - Preas/Maindment Whispering Creek Subdivision on SE 8th is underway
 - Farran Development Village at Fort Walla Walla Subdivision on Whitman Drive is slated for Third Quarter Ground Breaking.
- Capital projects temporarily paused:
 - Whitman & Larch Four Way Stop (\$10,000)
 - Harvest Meadows Park Update (\$20,000)
 - Resurface NW Evans St (Whitman to B) (\$25,000)
 - Solar Array
- Positions we are holding vacant for now
 - Building Inspector
 - Stormwater Engineering Technician
 - Firefighter (0.5 GEMT/0.5 Local Funds)
 - 0.5 Police Department Records Clerk

Actions – City of College Place



- Informational Youtube Videos (Thanks Chief Tomaras for filming)
 - SafeStart Washington Info: <https://youtu.be/OYkSULqLV74>
 - Farmers Market: <https://youtu.be/svK4NEd9Yhs>
 - Electric Vehicle Chargers: <https://youtu.be/l0yQLYPsNrg>
 - Wastewater Treatment Plant Renovation: <https://youtu.be/ssHizTvVY7E>
 - COVID-19 update #4 (Hand Sanitizer Giveaway): <https://youtu.be/DfdGqq3Yp9c>
 - Drinking Water Well Replacement Projects: <https://youtu.be/8uHlFS4vBqg>
 - SE 10th Street Project: <https://youtu.be/uq4jwl550i8>
 - SW Sewer: <https://youtu.be/TSk6LUxtHy0>
 - Many others!

Actions – City of College Place

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

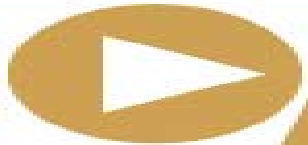
FINANCE DEPT. /UTILITY PAYMENTS

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

- Parks open with exception of Playground equipment and basketball (that will reopen in Phase III).
- City facilities will reopen to public in Phase III per Governor's order (if case patterns hold steady, should be able to apply for it June 17th)
- Promote vigilant health and safety within Departments.
 - Masks given to staff.
 - Temperature self check and log at start of work day.
 - Staff stepping up on cleanings of work areas.
- 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.

WW Chamber Business Assistance

LIVE  **COVID-19**

BUSINESS RESOURCE TOWN HALL SERIES

Every Thursday @ 1:00 p.m.

COVID-19 Case Statistics (as of May 1st)

****Confirmed Cases by Community of Residence**

Community of Residence	Number
Burbank/Wallula	12
College Place	16
Dixie	0
Prescott	2
Touchet/Lowden	3
Waitsburg	0
Walla Walla	78
TOTAL	111

Active Cases Long Term Care/Senior Living

Long Term Care/Senior Living	Number
Long Term Care/Senior Living Residents	0
Long Term Care/Senior Living Staff	0
TOTAL	0

Confirmed Cases by Gender

Gender	Number
Female	55
Male	56
TOTAL	111

Confirmed Cases by Age

Age Group	Number
Under 20	9
20-39	42
40-59	36
60-79	18
Over 80	6
TOTAL	111

2019 Novel Coronavirus Outbreak (COVID-19) Walla Walla County	
	Number
Confirmed Cases**	111
Recovered*	104
Deaths	2
Active Cases in Isolation	5

Tests Submitted	Number
Positive	111
Negative	2893
Total - Only includes Positive and Negative Tests	3004
Pending - we are no longer tracking specific numbers	---

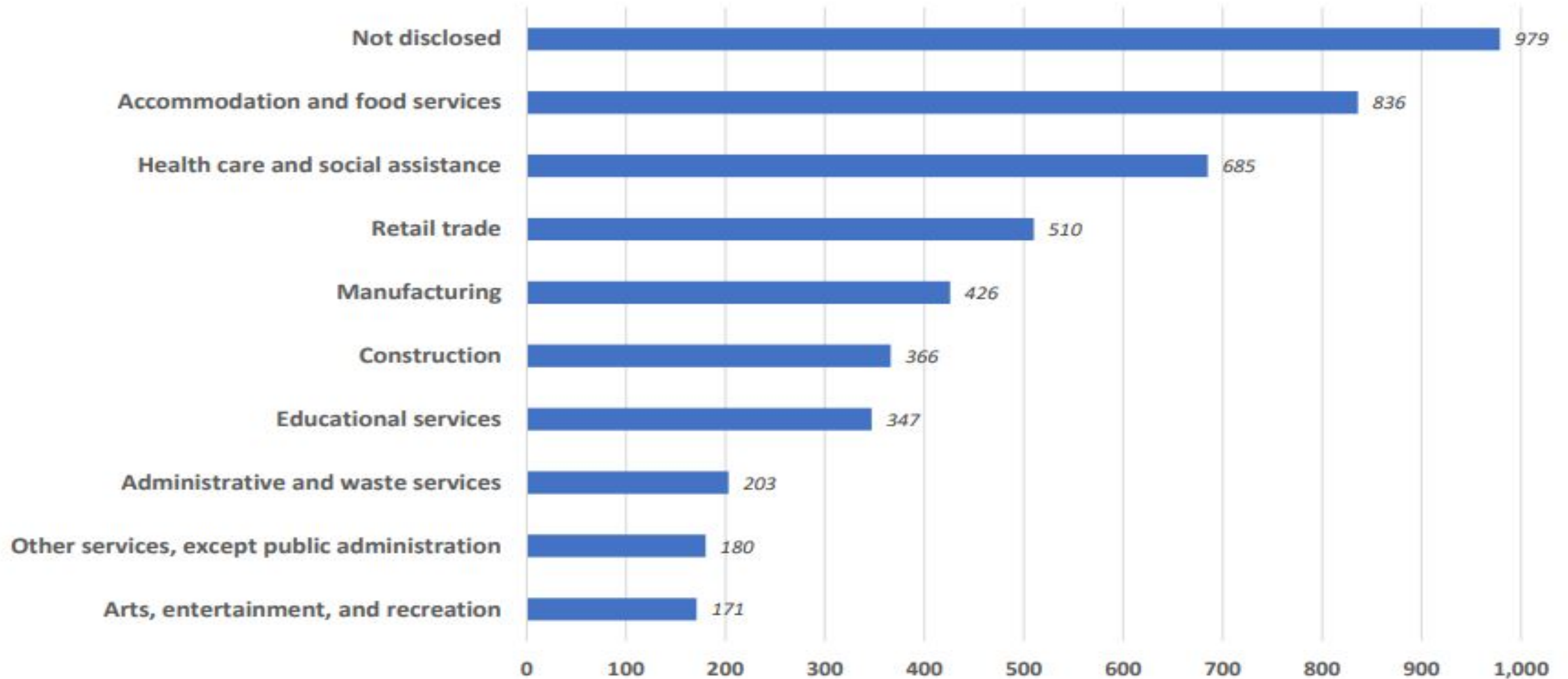
This data is changing regularly as labs conduct tests and discover new cases.

*Recovered means a confirmed case is released from home isolation.

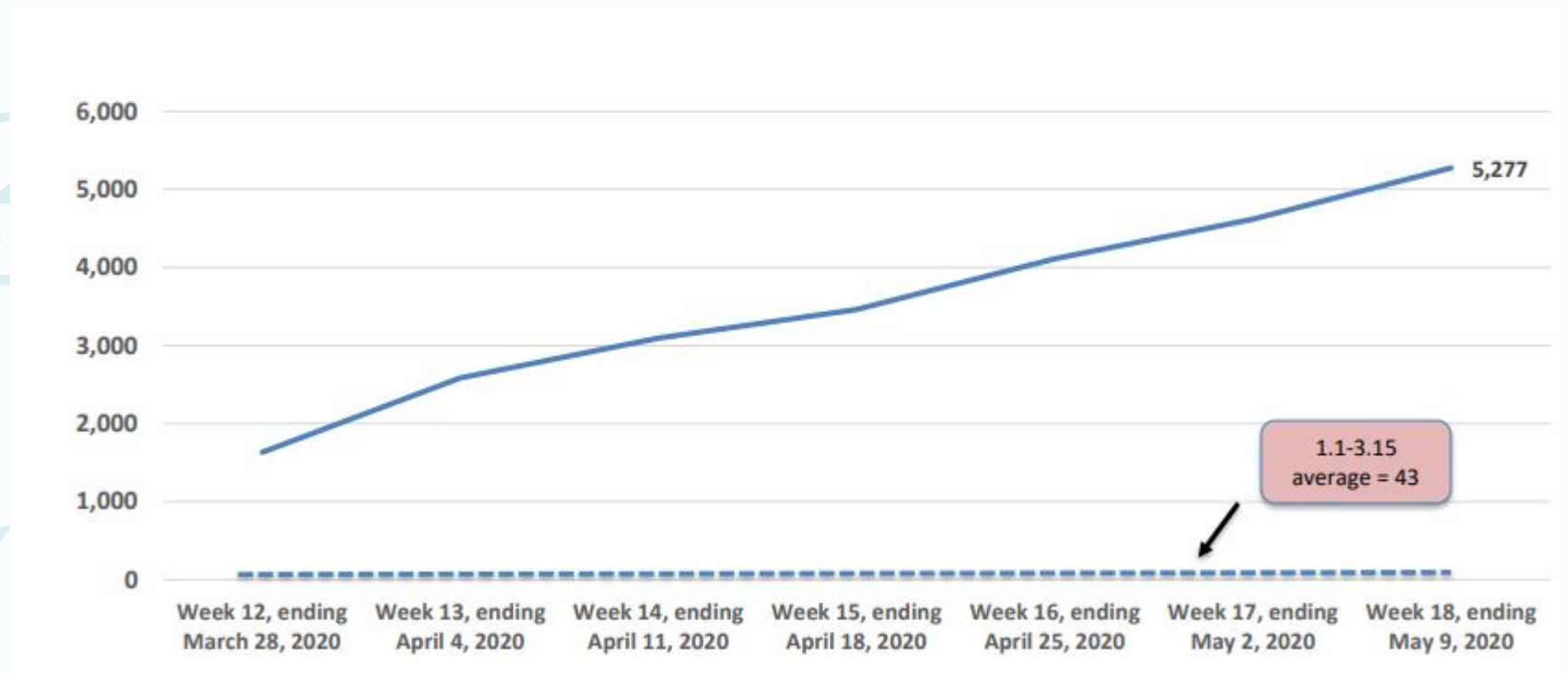
COVID-19 Case Statistics: State of WA



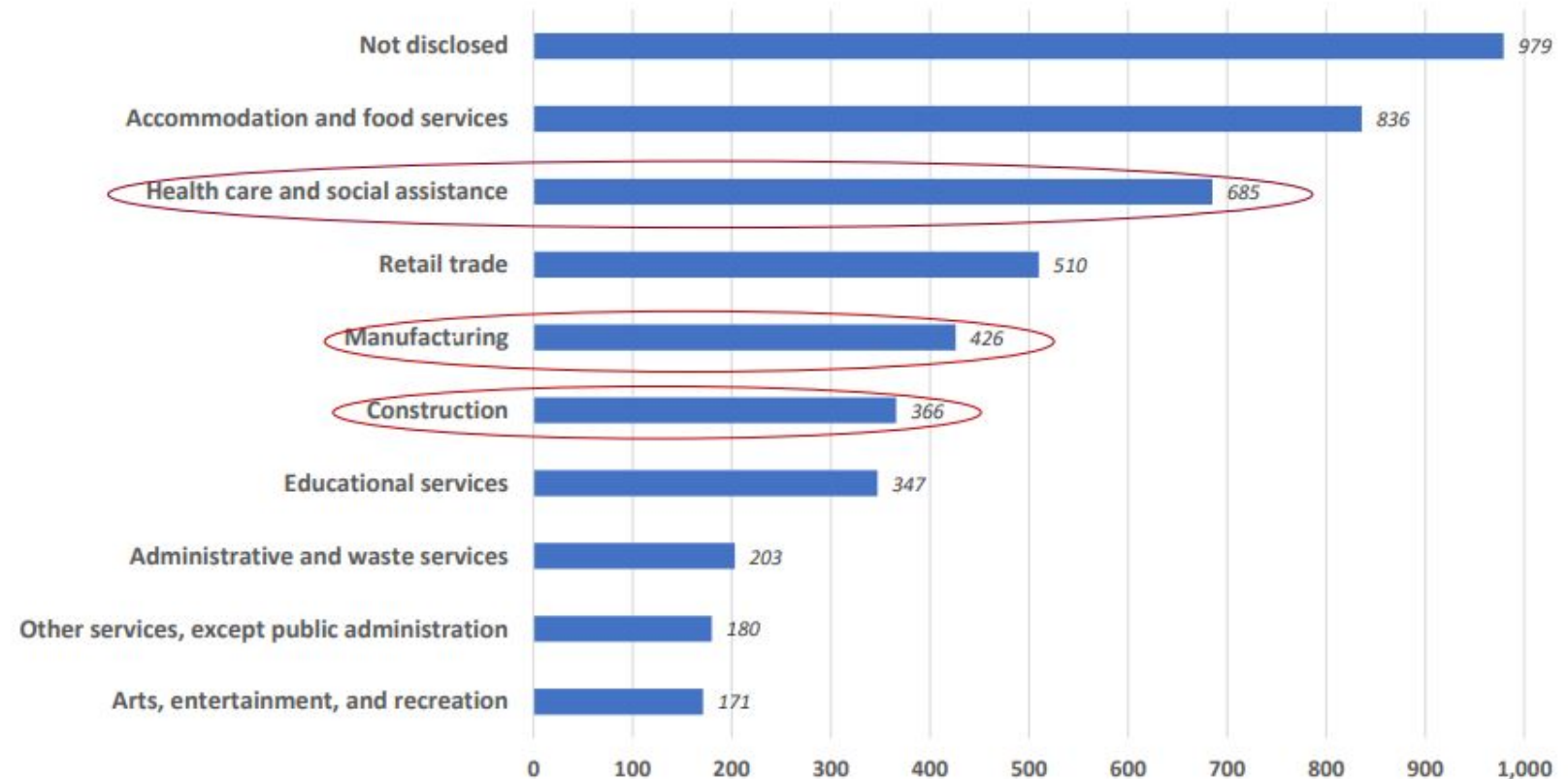
Most Impacted Sectors in WW County



Unemployment in WW County



Jobs Likely to Come Back in WW County



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 “shovel ready”
 - Southwest Wastewater Trunk Line (USDA-RD)
 - Cedar & Damson Roadway Reconstruction (Future Stimulus?)
 - Wastewater Treatment Plant Renovation (EDA)
- Questions?

Reminder to Citizens of College Place

CPTM

TIPS FOR FARMERS MARKET SHOPPING.

1. **Be healthy and safe.** Do not come to the farmers market if you are sick (such as having a cough or fever) or a member of a high-risk group. If possible, please send a family member or friend to shop for you. Wear a face covering, such as a cloth mask or bandana. If you must sneeze or cough, please do so into a tissue or your elbow.
2. **Have a game plan.** Come prepared with your shopping list in hand. Knowing what you need to buy will help you get in and get out of the market quickly, and help our vendors keep lines moving smoothly.
3. **Shop quickly and efficiently.** Avoid peak times, and try to limit your visit to 30 minutes or less. Many of our vendors will have items pre-bagged for you to grab and go. Our prepared food vendors are packaging all hot foods to go for you to enjoy at home.
4. **Shop solo and don't crowd.** Please avoid physical contact and keep a distance of six feet from others at all times. We recommend sending one family or household member to shop if possible to help avoid crowding. (Household members can stand closer together; parents should always keep their children close.) Our farmers market booths will be spaced further apart to help you move with ease. If you see a friend, resist the urge to chat, and instead catch up by phone or video-chat later—possibly while sharing a home-cooked meal, remotely.
5. **Mind the queue.** Always maintain a social distance of six feet while shopping and waiting in line at the farmers market. Please help us by following signage and visual cues for lines.
6. **Let our vendors serve you.** Sorry, no self-serve or sampling! Our farmers and vendors are setting up their booths to serve you cafeteria-style. Just tell them what you would like to purchase, and they will assist you. Please don't touch any items you haven't bought. Don't forget to wash your produce thoroughly when you get home.
7. **Wash your hands.** Wash up before and after coming to the market. Wash your hands frequently and thoroughly for 20 seconds, and avoid touching your eyes, nose, or mouth. If you are not able to wash your hands, use an alcohol-based sanitizer.
8. **Minimize money handling.** When possible, use exact change, credit card, or contactless payments.
9. **Preorder for pickup or delivery.**
10. **Be patient, flexible, and kind.** This is a stressful time, but we're all in this together! As always, be kind, and remember that viruses do not target by race or ethnicity. We are always stronger together in love and respect, not fear. Farmers markets are places of nourishment and care, and we believe in the power of community resilience to carry us through.

LIVE  **COVID-19**

BUSINESS RESOURCE TOWN HALL SERIES

Thursday @ 1:00 p.m.



Office of the Mayor
Norma L. Hernández

CITY OF COLLEGE PLACE
625 South College Avenue
College Place, WA 99324

**CITY OF COLLEGE PLACE
CONTINUATION OF EMERGENCY DISASTER DECLARATION: COVID-19
OUTBREAK
RESOLUTION No. 20-009.1**

June 9th, 2020

A DECLARATION of an emergency,

WHEREAS, a disaster has been declared in City of College Place at 6 p.m. on March 17th, 2020 and, assistance is needed; and

WHEREAS, on January 31st, 2020, the United States Department of Public Health and Human Services Secretary Alex Azar declared a public emergency for the novel coronavirus (COVID-19) beginning on January 27th, 2020; and

WHEREAS, on February 29th, 2020 a patient was transported by ambulance from Umatilla County into Walla Walla County and hospitalized with a presumptive positive case of Novel Corona Virus 2019 (COVID-19), and Walla Walla County Department of Community Health, after further testing, was able to confirm the COVID-19 diagnosis in coordination with the Washington State Department of Health and the United States Centers for Disease Control and Prevention (CDC); and

WHEREAS, on March 13th, 2020 the Walla Walla County Board of Commissioners declared a disaster pertaining to the COVID-19 outbreak; and

WHEREAS, COVID-19, a respiratory disease that can result in serious illness or death, is caused by the SARS-COV-2 virus, which is a new strain of coronavirus that had not been previously identified in humans and can easily spread from person to person; and

WHEREAS, the CDC identifies the potential health threat by COVID-19 both globally and in the United States as “high”, and has advised that person-to-person spread of COVID-19 will continue to occur globally, including within the United States; and

WHEREAS, under the above referenced conditions there is substantial likelihood of risk of health of the citizens of College Place; and

WHEREAS, in the judgement of the undersigned, extraordinary measures are required to protect the public health, safety, and welfare of College Place's residents and may go beyond the capability of local resources; and

WHEREAS, the conditions stated above constitute an emergency for the City of College Place, necessitating activation of the City of College Place Continuity of Operations Plan (COOP) and the utilization of emergency powers granted pursuant to RCW 38.52.070 and CPMC 2.64 (Ordinance No. 18-017).

WHEREAS, Governor Jay Inslee issued "Stay Home, Stay Healthy" proclamations in response to the COVID-19 situation via Proclamation No. 20-25 on March 23rd, 2020, followed by addendums on April 2nd, 2020, April 27th, 2020, and May 4th, 2020; and

WHEREAS, Governor Jay Inslee issued a "Safe Start, Stay Healthy" County-by-County Phased Reopening on May 31st, 2020

WHEREAS, Resolution #20-009 was set to expire on June 15th, 2020; and

NOW THEREFORE, I, Norma L. Hernández, Mayor, declares as follows:

Section 1. There is a Declared Emergency in and to the City due to the incident. The City will follow directives and guidance given within Governor Jay Inslee's proclamation 20-25.4 "Safe Start, Stay Healthy" County-by-County Phased Reopening.

Section 2. Pursuant to the emergency declared at Section 1, all emergency powers and authority set forth in RCW 38.52.070, COOP, and CPMC 2.64 are hereby invoked, (including without limitation to the right to enter into contract, employ temporary workers and incur obligations without regard to time-consuming procedures and formalities prescribed by law, except mandatory constitutional requirements).

Section 3. City Departments are authorized to enter into contracts and incur obligations with City Council approval necessary to combat this emergency, protect the health and safety of persons and property, and provide emergency assistance to the victims of this disaster.

Section 4. The City will closely adhere to Walla Walla County Department of Community Health/State of Washington Department of Health rulings and guidance pertaining to this disaster.

Section 5. The City will suspend late fees and utility shutoffs for individuals that are sick and cannot work due to being ordered by a doctor or health official in quarantine with

the COVID-19 virus. The City will require affected account holders to provide proof of ordered quarantine in the form of a medical provider note or other as directed by the City.

Section 6. That the City Administrator, upon the recommendation of the Human Resources Manager, is hereby authorized to adjust any personnel policies related to leave time, other benefits or terms and conditions of employment as are reasonably related to provide sufficient staffing during the term of the emergency.

Section 7. That the City Administrator will reopen City Buildings and active recreation areas of parks (basketball courts, playground equipment) to the public the next business day after Governor Inslee/Secretary Wiseman approve Walla Walla County, Washington as a Phase III jurisdiction under the Safe Start Program.

Section 8. City Council and Advisory Commission meetings will be held in adherence to Governor Inslee Proclamation No. 20-25.4 “Safe Start-Stay Healthy” County-By-County Phased Reopening and Proclamation No. 20-28.4 “Open Public Meetings and Public Records Act” and subsequent future proclamations

Section 9. The Mayor and City Administrator are authorized to request all available state and federal assistance necessary to respond to this emergency.

Section 10. Authorizes the City Administrator and/or designee to participate in the Unified Command meetings of Walla Walla County Community Health & Emergency Management Departments.

Section 11. The Mayor, upon consultation with the Police Chief, Fire Chief, and Walla Walla County Community Health Director as conditions arise, can issue an Executive Order to further regulate practices of our local business community and associates thereof to prevent acts or inactions which endanger public's health and safety, (e.g. anti-hoarding, price gouging prohibitions)

Section 12. This Declaration and Order shall terminate whenever Walla Walla County reaches the end of Phase 4 of the “Safe Start-Stay Healthy” plans and guidance issued in Governor Inslee’s Proclamation No. 20-25.4

PASSED by the Mayor and City Council of the City of College Place, Washington, this 9th day of June, 2020.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk

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

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

May 21, 2020

City of College Place
ATTN: Michael Rizzitillo,
City Administrator
625 S. College Ave.
College Place, WA 99324

Re: **Petition for Assumption of Private Infrastructure
City of College Place Code of Ordinances 3.22 et sec seq**

Dear Mr. Rizzitillo:

On behalf of the Autumn Meadows Homeowners' Association please consider this letter as a Petition for assumption of private infrastructure pursuant to College Place City Ordinance 3.22 et sec.

The following is submitted in support of this Petition:

1. Petition is made in accordance with the By Laws of the Association:

Pursuant to Article III, section 4, this Petition is made in accordance with the Conveyance, Conditions, and Restrictions of Autumn Meadows subdivision of College Place, Washington. Attached hereto and labeled as Exhibit A is a full list of the Autumn Meadows HOA members together with the signatures of all members in support of the Petition.

2. Inventory of Facilities:

The following is a list of all property/facilities owned by the Autumn Meadows HOA for which assumption by the City of College Place is desired:

- a) All private streets;
- b) All mail boxes;
- c) All street lights in the HOA complex; and
- d) The park within the HOA complex.

3. Property and Assets Proposed to be Dedicated to the City:

An inventory of property and assets proposed to be dedicated to the City to offset any cost of assumption of infrastructure is as follows:

The park in the HOA complex.

4. Statement of Reimbursement:

With the submission of this Petition, the Autumn Meadows HOA agrees to reimburse the City of College Place for the costs of evaluating the Petition for acceptance to include City staff and third-party professional costs with the understanding that the City shall direct and determine the nature and scope of the evaluation. It is understood that if said costs are anticipated to exceed the sum of \$15,000 the City of College Place will notify the HOA in advance for further approval of said costs.

Respectfully Submitted:


R. GARY PONTI
Attorney for Autumn Meadows HOA

CC: Autumn Meadows Board of Directors:

Joy Veverka
Valerie Buckley
Ashley Matiko
Aaron Hamilton

EXHIBIT A

Bill to 1	Bill to 2	Bill to 3	Bill to 4
Christina Arevalo	1203 SE Falbo Dr	College Place, WA 99324	
Irvin Aviles	1383 SE Newgate Dr	College Place, WA 99324	
Douglas W. Bayer	1432 SE Newgate Dr	College Place, WA 99324	
Darold Bigger	4600 Braden Rd.	Walla Walla, WA 99362	
Mike Bireley	1353 SE Newgate Dr.	College Place, WA 99324	
Marcus Buckley & Valerie Hall	1332 SE Newgate Dr	College Place, WA 99324	
Debra Casey	1252 SE Newgate Dr.	College Place, WA 99324	
Hallie Chilton	363 El Bosquecillo	Camarillo, CA 93010	
Steven M & Valerie L Davidson	1402 SE Newgate Dr.	College Place, WA 99324	
Tina L. Deccio	1232 SE Newgate Dr.	College Place, WA 99324	
Matthew & Jeanna Dickerson	1134 SE Scenic View Dr	College Place, WA 99324	
Jasen & Tina Downey	1382 SE Newgate Dr.	College Place, WA 99324	
The Dupper Family Trust	Gilbert L & Mimi E Dupper, Trustees	PO Box 8938	Redlands, CA 92375
John Falathol	1243 SE Falbo Dr	College Place, WA 99324	
James & Beverly Foster	1103 SE Falbo Dr	College Place, WA 99324	
Saul Garanzuay	1242 SE Falbo Dr	College Place, WA 99324	
Kathy Gifford	1272 SE Falbo Dr.	College Place, WA 99324	
Sonya & Damian Gordon-Sullivan	1343 SE Newgate Dr	College Place, WA 99324	
iana Griffin	1242 SE Newgate Dr.	College Place, WA 99324	
Rebekah R. Gustin	1152 SE Falbo Dr	College Place, WA 99324	
Aaron Hamilton	1312 SE Newgate Dr.	College Place, WA 99324	
Lonnie & Gillian Herbrandson	1303 SE Newgate Dr.	College Place, WA 99324	
Jose & Martha Ibarra	1116 SE Moorbrook Ct.	College Place, WA 99324	
Mike J & Jill M Jimenez	1202 SE Falbo Dr.	College Place, WA 99324	
Robert T Karr	1131 SE Scenic View Dr.	College Place, WA 99324	
Vassili A & Marina Khrapov	223 Kulamann Circle	Kula, HI 96790	
Elizabeth Langley, Trs	1232 SE Falbo Dr.	College Place, WA 99324	
Gunner & Rebecca Leffler	61126 Cone Flower St	Bend, OR 97702	
Aquilino & Bilma Martinez	1149 SE Surita Ct.	College Place, WA 99324	
Ashley & Greg Matiko	1332 SE Newgate Dr	College Place, WA 99324	
Kelly P McClellan	PO Box 6124	Irvine, CA 92616	
Rosanna Morgan	PO Box 6124	Irvine, CA 92616	
Joy & Richard Olson	1223 SE Falbo Dr.	College Place, WA 99324	
	1313 SE Newgate Dr	College Place, WA 99324	

Bill to 1	Bill to 2	Bill to 3	Bill to 4
Chris & Tina Parsons	1125 SE Moorbrook Ct.	College Place, WA 99324	
Steve & Carol Pawluk	PO Box 1401	Wrightwood, CA 92397	
Javier A. Perez	1204 SE Scenic View Dr.	College Place, WA 99324	
Jenneth & Shirley Reardon	2032 Old Milton Hwy.	Walla Walla, WA 99362	
Kenneth & Shirley Reardon	2032 Old Milton Hwy.	Walla Walla, WA 99362	
Kenneth & Shirley Reardon	2032 Old Milton Hwy.	Walla Walla, WA 99362	
Kristen M. Riegert	1144 SE Scenic View Dr	College Place, WA 99324	
Lyn Ritz	1412 SE Newgate Dr.	College Place, WA 99324	
Wade Robbins	1133 SE Falbo Drive	College Place, WA 99324	
Angie Roberts	4715 Threchopt Rd	Hampton, VA 23666	
Matthew Rosasen	1148 SE Surita Ct.	College Place, WA 99324	
Miguel Ruvalcaba	1233 SE Falbo Dr	College Place, WA 99324	
Ryan & Emily Salas	1141 SE Scenic View Dr	College Place, WA 99324	
Brenda Saldaña	1174 SE Scenic View	College Place, WA 99324	
Joan Santee	1302 SE Newgate Drive	College Place, WA 99324	
Heather Schermann	1342 SE Newgate Dr.	College Place, WA 99324	
Brandon & Tabatha Shadel	1207 SE Trentwood Dr.	College Place, WA 99324	
Samuel Sih & Li-Rong Xiao	1253 SE Falbo Dr.	College Place, WA 99324	
Manford & Elizabeth Simcock	1055 SE Sentry Dr.	College Place, WA 99324	
Stephanie Simmons	1154 SE Scenic View Dr.	College Place, WA 99324	
Tonie Sincleir	1214 SE Scenic View Dr	College Place, WA 99324	
avel & Natasha Susin	1352 SE Newgate	College Place, WA 99324	
David D. Swank	2065 W Atkinson Rd	Othello, WA 99344	
Mike & Christina Talbott	500 E Richmond Ave	Dayton, WA 99328	
Tang & Sonia Tchamdja	1222 SE Falbo Dr	College Place, WA 99324	
Michael & Janice Thonney	1113 SE Falbo Dr	College Place, WA 99324	
Nathan and Margie Tidwell	4203 Stratton Ln	Ooltewah, TN 37363	
Jon & Patricia Travis	1161 SE Scenic View Dr.	College Place, WA 99324	
Lori Tucker	1213 SE Falbo Dr	College Place, WA 99324	
Clinton & Martha Valley	3626 Heritage Estates	Lithonia, GA 30038	
Joy Veverka	1363 SE Newgate Dr	College Place, WA 99324	
Sara Vories	1362 SE Newgate Dr.	College Place, WA 99324	
Zeb & Erica Walter	771 Crestview Pl	Walla Walla, WA 99362	
Gregg & Lori Wardlaw	1123 SE Falbo Dr.	College Place, WA 99324	
Stephen & Jeri Weber	1115 SE Moorbrook Ct.	College Place, WA 99324	
Wendy Cheng & Suwong Wongsuwan	1126 SE Moorbrook Ct.	College Place, WA 99324	

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 08 April 2020


SIGNATURE

Tang Tchamdjia
PRINT NAME

1222 SE Falko dr College Place, WA 99324
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 08 April 2020



SIGNATURE

Sonia Tchamdja

PRINT NAME

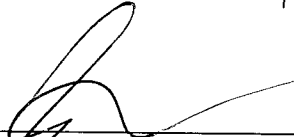
1222 SE Falbo dr College Place, WA 99324

ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4/6/20


SIGNATURE

Steven Davidson
PRINT NAME

1402 SE Newgate
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4/6/2020


SIGNATURE

Valerie Davidson
PRINT NAME

1402 SE. Newgate Drive
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4-6-2020

Tina Parsons
SIGNATURE

Tina Parsons
PRINT NAME

1125 SE Moorbrook Ct.
ADDRESS College Place wa
99324

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4-6-2020

Chris Parsons
SIGNATURE

Chris Parsons
PRINT NAME

1125 SE Moorbrook Ct. / College Place, WA 99324
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4/7/20

Lyn Ritz
SIGNATURE

LYN RITZ
PRINT NAME

1412 Newgate Dr.
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4-7-2020

Mike Talbott
SIGNATURE

Mike Talbott
PRINT NAME

1423 SE Newgate Dr
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 3/6/20

David F Bigger
SIGNATURE

David F Bigger
PRINT NAME

1164 SE Scenic View Drive
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4/6/20


SIGNATURE

Wade Robbins
PRINT NAME

1133 SE Falbo, College Place
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4/7/2020

Tonie M Sinclair
SIGNATURE

Tonie m Sinclair
PRINT NAME

1214 SE Scenic View Dr
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: April 8th, 2020


SIGNATURE

Tabatha Shadel
PRINT NAME

1201 SE Tientwood DR
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4/8/20

Kathy Gifford
SIGNATURE

Kathy Gifford
PRINT NAME

1272 SE Falbo
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4/9/20

Natasha Susin
SIGNATURE

Natasha Susin
PRINT NAME

1352 SE Newgate Dr
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4/9/20


SIGNATURE

Parel Susin
PRINT NAME

1352 SE Newgate Dr
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: April 10, 2020

Joan S. Santee
SIGNATURE

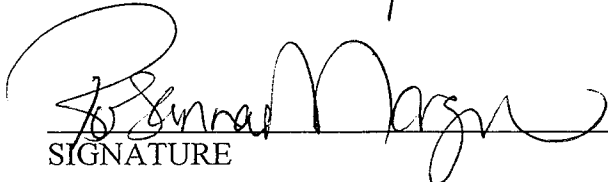
Joan S. SANTEE
PRINT NAME

1302 S.E. NEWGATE DR.
ADDRESS
College Place, WA
99324

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 9 April 2020


SIGNATURE

Rosanna Morgan
PRINT NAME

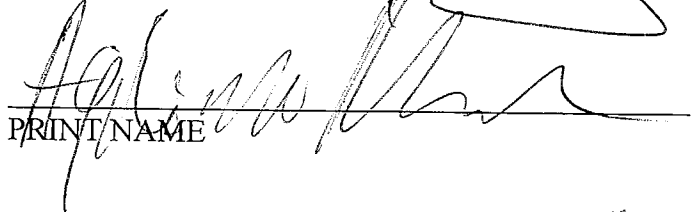
1223 SE Falbo Dr. College Place WA 99324
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

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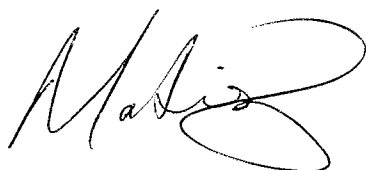
Dated: 4/8/2020


SIGNATURE


PRINT NAME

1149 SE Sunta Ct College Place, WA 99324.
ADDRESS

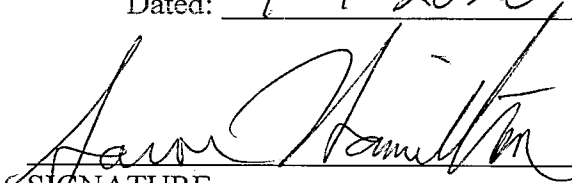
Yes please we want out of Home owner Asst.
Nothing gets done our park looks horrible, lights don't
get fixed + snow never gets removed, we ask
for explanation of what is money \$\$\$ used on
and nobody calls or explains or shows anything
So Yes please we want out.



PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4-9-2020


SIGNATURE

Aaron Hamilton
PRINT NAME

1312 SE, Newgate College Place Ws, 99324
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4/12/2020


SIGNATURE

Heather M. Sherman
PRINT NAME

1342 SE Dwight Dr.
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4-13-2010

Marcus Buckley
SIGNATURE

MARCUS BUCKLEY
PRINT NAME

1312 SE Newgate Dr.
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: April 12, 2020

Valerie Hall Buckley
SIGNATURE

Valerie Hall Buckley
PRINT NAME

1322 SE Newgate Dr.
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: April 15, 2020

Joy Veverka
SIGNATURE

Joy Veverka
PRINT NAME

1303 SE Newgate, College Place, WA 99524
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: April. 15/2020

Li-rong Xiao
SIGNATURE

LI RONG XIAO
PRINT NAME

1253 SE Falbo Dr C.P WA 99324
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: April 15 / 2020

Samuel Sih

SIGNATURE

SAMUEL SIH

PRINT NAME

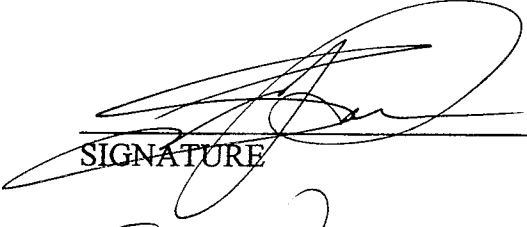
1253 SE Falto Dr C.P. WA 99324

ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 14 APRIL 2020


SIGNATURE

STEVE PAWLUK
PRINT NAME

1158 SE SURMA COURT, COLLEGE PLACE, WA
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4/14/2020

Carol A Pawluk
SIGNATURE

Carol A. Pawluk
PRINT NAME

1158 SE SURITA COURT, COLLEGE PLACE, WA
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: APRIL 17 2020

Elizabeth A. Simcock
SIGNATURE

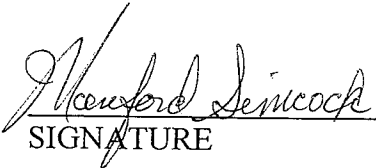
ELIZABETH A. SIMCOCK
PRINT NAME

1372 SE NEWGATE, COLLEGE PLACE WA 99324
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4/12/2020


SIGNATURE

MANFORD SIMCOCK
PRINT NAME

1372 SE NEWGATE, COLLEGE PLACE, WA 99324
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4/12/20


SIGNATURE

Doug Bayer
PRINT NAME

1432 SE. NEWGATE DR.
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4-14-2020

Kenneth B. Reardon
SIGNATURE

KENNETH B. REARDON
PRINT NAME

2032 OLD MILTON HWY.
ADDRESS

WALLA WALLA, WA 99362

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: Apr. 14, '20

Shirley A Reardon
SIGNATURE

Shirley A Reardon
PRINT NAME

2032 OLD MILTON HWY
ADDRESS

Walla Walla, WA

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4-10-20

Michael D Thonney
SIGNATURE

Michael D Thonney
PRINT NAME

1113 SE Felbo dr
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4-10-20

Janice R Thonney
SIGNATURE

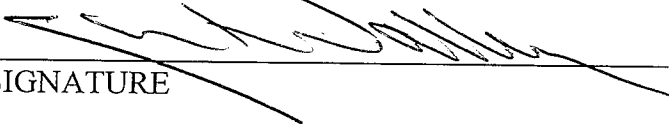
Janice R Thonney
PRINT NAME

1113 SE Falbo Dr
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4/13/2020


SIGNATURE

CLINTON VALLEY
PRINT NAME

1413 Newgate Drive
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4/13/2020

Martha Valley
SIGNATURE

MARTHA VALLEY
PRINT NAME

1413 Newgate Drive
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 17 April 2020

James Foster
SIGNATURE

James Foster
PRINT NAME

1103 SE Falbo Dr. College Place
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: April 17, 2020

Beverly Foster
SIGNATURE

Beverly Foster
PRINT NAME

1103 SE Falbo Dr, CP, WA 99324
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 04/16/2020

Matthew Rosaasen
SIGNATURE

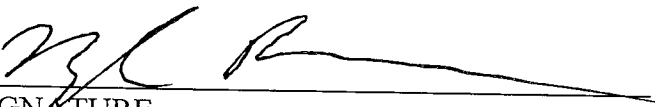
Matthew Rosaasen
PRINT NAME

1148 SE Surita Ct, College Place WA 99324
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: April 11, 2020


SIGNATURE

Miguel Ruvalcaba
PRINT NAME

1233 SE Falbo Dr.
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 04-14-2020

Jonathan E Travis
SIGNATURE

Jonathan E Travis
PRINT NAME

1161 SE Scenic View Drive
ADDRESS

College Place, WA 99324

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4/14/20

Patricia Travis
SIGNATURE

Patricia Travis
PRINT NAME

1161 SE Scenic View Drive
College Place, WA 99324
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4/17/2020

Stephanie Simon
SIGNATURE

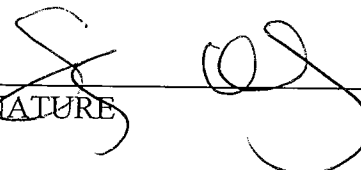
Stephanie Simmons
PRINT NAME

1154 SE Scenic View Dr. CP 99324
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4/17/2020


SIGNATURE

SUWONG WONGSUWAN
PRINT NAME

1126 SE MARKBROOK COURT, COLLEGE PLACE, WA 99324
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4/17/2020


SIGNATURE

WENDY CHENG
PRINT NAME

1126 SE MOORBROOK COURT, COLLEGE PLACE, WA 99324
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4-18-20


SIGNATURE

RICHARD M. BIRELEY
PRINT NAME

1353 SE NEWGATE DRIVE
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4/20/2020

Nathan Tidwell
SIGNATURE

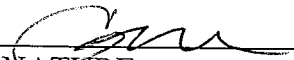
Nathan Tidwell
PRINT NAME

Re: 1169 SE Surita Court, College Place.
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 04.20.2020


SIGNATURE

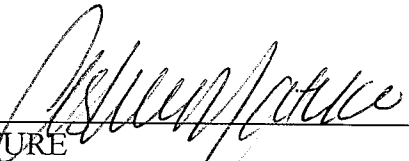
Greg Matiko
PRINT NAME

1332 SE Newgate Dr
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4.20.20


SIGNATURE

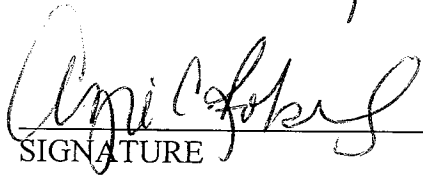
Ashley Matko
PRINT NAME

1332 SE Newgate Drive
ADDRESS
College Place WA

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: May 1, 2020


SIGNATURE

Angie C. Roberts
PRINT NAME

1373 SE Newgate Drive 99324
ADDRESS

4715 Threecroft Rd. (23666)

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: 4. 21. 20

Lori Tucker
SIGNATURE

Lori Tucker
PRINT NAME

1213 Falbo Dr
ADDRESS

PETITION FOR ASSUMPTION OF PRIVATE INFRASTRUCTURE

I am a member of the Autumn Meadows HOA. I have reviewed the ordinance code 3.22.010 Petition for Assumption of Private Infrastructure that is being presented to the City of College Place. I approve of the Petition as shown by my signature below.

Dated: May 28 - 2020

Gilbert Dupper
SIGNATURE

Gilbert Dupper Family Trust,
PRINT NAME
P.O. Box 8938, Redwood, Ca, 92375
~~13292 Revere Pl~~
ADDRESS

CHAPTER 3.22 - ASSUMPTION OF PRIVATE INFRASTRUCTURE

3.22.010 - Petition.

- A. A legally and duly established association of at least three landowners may petition the city to consider assuming ownership of infrastructure held in common when such petition is made in writing and is consistent with the bylaws of the association so as to make such petition, if accepted by the city, legally binding on all members of the association. Such petition shall be signed and dated by the executive authority for the association and shall include:
1. Documentation substantiating the petition is made in accordance with the by-laws of the association to include a listing of the full member ship of the association along with the signatures of all members in support of the petition;
 2. An inventory of facilities, described to the satisfaction of the city engineer, for which ownership assumption by the city is desired; and
 3. An inventory of property and assets proposed to be dedicated to the city to offset any cost of assumption of infrastructure.
 4. A statement agreeing to reimburse the city for the costs of evaluating the petition for acceptance to include city staff and third party professional costs with the understanding that the city shall direct and determine the nature and scope of the evaluation effort.

(Ord. No. 18-007, § 1, 2-27-2018)

3.22.020 - Council consideration.

- A. At the mayor's discretion the petition may be scheduled for consideration by the council. The council may decide whether the city will proceed with an analysis considering acceptance of the infrastructure based on the potential short and long-term benefits to the community as a whole.

(Ord. No. 18-007, § 1, 2-27-2018)

3.22.030 - Financial guarantee.

- A. In the event council agrees to proceed with the analysis, the petitioner shall provide a financial guarantee of \$15,000.00 or as otherwise required by the city, acceptable to the city attorney, to cover evaluation and analysis costs with the understanding that the city shall direct and determine the nature and scope of the evaluation effort and shall use third-party

services as deemed necessary. The city shall only bill for actual costs and shall not expend costs in excess of this amount without written confirmation by the petitioner to proceed and provision of an accompanying financial guarantee up to the additional amount approved by the petitioner where such additional expenditure approvals and guarantees by the petitioner may be repeated as desired by the petitioner. In the event the petitioner at any point opts not to proceed, the petition shall be deemed to be withdrawn and the city reimbursed for all outstanding evaluation expenses. All expenses shall be due and payable within 30 days of invoice. Non-payment within 30 days shall be deemed to be withdrawal of the petition. Under no circumstances shall the city be held responsible for evaluation expenditures except by written agreement by the petitioner and council.

(Ord. No. 18-007, § 1, 2-27-2018)

3.22.040 - Infrastructure/standards deficiencies analysis.

- A. Once the petitioner provides the financial guarantee, the city engineer or designee shall evaluate:
 - 1. Existing infrastructure against city standards and develop the cost-to-cure needed to bring the facilities up to city standards for new infrastructure. Cost-to-cure for infrastructure already meeting city standards may be reduced based on estimated remaining life of the assets.
 - 2. Required dedications and easements (and terminations) needed to bring the development into current development regulations for public infrastructure.
 - 3. Assessed value of properties dedicated to the city to offset any costs of assumption of infrastructure. Such assessment shall not include the value of any of the facilities, the land they occupy or benefitting easements associated with facilities being petitioned for public assumption.
 - 4. Third party interests in infrastructure proposed to be assumed and properties and assets proposed to be dedicated.
- B. The evaluation above shall also include:
 - 1. Property title searches for all properties associated with infrastructure proposed to be assumed and assets proposed to be dedicated.
 - 2. Benefits and liabilities for each infrastructure element proposed for assumption.
 - 3. Recommendations regarding proposed infrastructure to assume and off-setting properties and assets to accept.
 - 4. The net costs owed either by or to the petitioner based on the recommendation above.

(Ord. No. 18-007, § 1, 2-27-2018)

3.22.050 - Agreement to assume/local improvement district (LID) formation.

- A. Upon completion of the infrastructure/standards deficiencies analysis and payment by the petitioner for evaluation and analysis costs accrued by the city, the council shall notify the petitioner of:
1. The infrastructure the city would be willing to assume;
 2. The offsetting properties and assets the city would be willing to accept;
 3. Required easements and easement terminations;
 4. Schedule of valuations for the elements identified above;
 5. The net costs owed either by or to the petitioner;
 6. Assessment schedule for repayment of full net cost owed (through LID); and
 7. Any other conditions of assumption.
- B. In the event the petitioner elects to proceed with the assumption of infrastructure, the petitioner shall provide to the city:
1. Legal descriptions and exhibits of all properties and easements to be dedicated
 2. Title insurance for all properties to be dedicated.
 3. Legally binding instruments abandoning third party easements and interests as identified by the city to be effective upon execution of the agreement to assume infrastructure between the city and petitioner.
 4. Legally binding dedications by the association, association members, and third-party members for all dedications identified by the city to be effective upon execution of the agreement to assume infrastructure between the city and petitioner; and
 5. Amount of net costs owed for the assumption of infrastructure to be paid to the city at execution of the agreement; and
 6. Petition for creation of local improvement district acceptable to the city administrator, finance director and city engineer per Chapter 3.20 for any remaining costs owed for the assumption of infrastructure.
 7. Documentation substantiating the decision to execute an agreement to assume infrastructure has been made in accordance with the by-laws of the association to include a listing of the full member ship of the association along with the signatures and land ownership of all members in support of entering into the agreement acknowledging that they are aware of the documentation above and the obligation to compensate the city for any unpaid costs through an LID and the obligation to maintain the association in perpetuity as long as any properties, assets, or rights remain held in common by association members.
- C. Upon receipt of the documents above, the city shall prepare an agreement to assume infrastructure to include:

1. A detailed listing of the infrastructure being assumed by the city to include legally identifiable areas and beginning and end points along with scaled exhibits;
 2. Legal descriptions and exhibits of offsetting properties and assets being accepted by the city;
 3. Legal descriptions and agreements for required easements;
 4. Legal descriptions and agreements for required third-party interest and easement terminations;
 5. Amount of net costs owed for the assumption of infrastructure to be paid to or by the city at execution of the agreement;
 6. Recitation of terms and conditions to be instituted under an LID for repayment of full net cost owed by the petitioner or a financial agreement where compensation is to be made by the city; and
 7. Obligation to maintain association in perpetuity if any properties, assets or rights remain held in common by association members.
 8. Any other conditions of assumption.
 9. Statement to the effect that the agreement shall be effective upon passage of a resolution or ordinance by council wherein the resolution or ordinance specifically states that it satisfies the LID requirements of the agreement to assume infrastructure as identified by name and date of execution.
- D. The agreement to assume infrastructure shall be effective upon passage of a resolution or ordinance specifically stating that it satisfies the LID requirements of the agreement to assume infrastructure as identified by name and date of execution.

(Ord. No. 18-007, § 1, 2-27-2018)





KADLEC

CLINIC

EAST KENNEWICK
SENIOR CLINIC

1 S. WASHINGTON ST.

City of Kennewick

Partnership with City of Kennewick/Arts Commission and STCU

- Call for Artists through the Arts Commission.
- Arts Commission selected art.
- STCU paid stipends to artists through Arts Commission and wrap installation on box.



Spokane

Partnership with the City of Spokane /Spokane Arts/STCU

- Call for Artists through Spokane Arts
- Spokane Arts selects art.
- STCU paid stipends to artist through the Arts Commission and wrap installation on box.



Liberty Lake

Partnership with City of Liberty Lake/Liberty Lake School District/STCU

- Artwork was donated by students in Liberty Lake School District
- STCU paid for wrap installation.



City of College Place, Washington
RESOLUTION NO. 20-024

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON REGARDING ACCEPTING SPONSORSHIP AGREEMENT BETWEEN THE CITY OF COLLEGE PLACE, HEREINAFTER REFERRED TO AS “CITY”, A POLITICAL SUBDIVISION OF THE STATE OF WASHINGTON, AND P1FCU, HEREINAFTER REFERRED TO AS “HOST”.

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 of College Place, seeks to deter graffiti and other similar damage to City infrastructure; and

Whereas, the City of College Place, has enabled the College Place Parks, Arbor, and Recreation Board as well as ArtWalla to identify artistic means to beautify the City while seeking ways to lower City costs associated with damage mitigation; and

Whereas, the City of College Place, ArtWalla, and College Place Parks, Arbor, and Recreation Board, seeks to make public art improvements; and

Whereas, the addition and maintenance of public art in public places are in the best interest of the public and in meeting the objective to deter damage to public infrastructure;

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

Section 1. Terms and Conditions

- 1.1 Term. The term of this Agreement shall be perpetual, commencing on the date of execution by both parties. The renewal of this Agreement shall be dictated by Section 2 below.
- 1.2 Performance. Timely and full performance of all terms and conditions of this Agreement is made the essence hereof. In the event either party fails to keep or perform any terms or conditions required herein to kept or performed by it, the aggrieved party shall have the right to promptly notify the other party of such failure and request that the party take immediate action to correct such failure.
- 1.3 Amendment. This Agreement shall be amended in writing if and when any alteration to the improvements is made by the City or Host as mutually agreed by the parties.

1.4 Indemnification. It is agreed that the Host shall defend, indemnify, and hold harmless the City, its officers, agents, employees, and volunteers from and against any and all claims, losses, liability, demands, causes of actions, suits, judgements, or any portion thereof, including, but not limited to, attorney's fees, costs, and expenses incurred in connection therewith, arising out of or in connection with the performance of this Agreement by the Host or its employees, agents, or volunteers, except for injuries and damages caused by the sole negligence of the City.

1.5 Governing Law, Venue, Applicable Law, and Personal Jurisdiction. The existence, validity, construction, and enforcement of this Agreement shall be governed in all respects by the laws of the State of Washington, and all questions related to this Agreement shall be resolved under the laws of the State of Washington. In the event that either party deems it necessary to institute legal action arising from this Agreement, such action shall be instituted in Walla Walla County Superior Court. The parties consent to the personal jurisdiction of such court. The parties each consent to waive jury trial in the event either party deems it necessary to institute legal proceedings.

Section 2. Termination and Renewal

2.1 Termination Event. The sponsorship contemplated by this agreement is considered the first wrap of eight (8) utility boxes within the CITY. This agreement shall be considered terminated if any utility box or wrap is removed, replaced, rendered unusable, or damaged.

2.2 First Right of Refusal. Upon a termination event of any one utility box or wrap, the HOST reserves the first right of refusal to rewrap the same utility box. If the utility box is not replaced or repaired the HOST reserves the right to wrap an alternate utility box within the CITY as mutually agreed to by the parties.

Section 3. Responsibilities of the City

3.1 Park, Arbor, and Recreation Board & ArtWalla. The City will work with the College Place Park, Arbor, and Recreation Board and ArtWalla to distribute notices of a community art competition for traffic utility boxes and establish a jurying committee to score designs consisting of community members, Park, Arbor, and Recreation Board members, and a representative of ArtWalla.

3.2 Inspection. The CITY's Engineer shall inspect the wrap application during installation.

3.3 Installation. The CITY shall contract with a professional firm to have the utility wraps installed on selected utility boxes. The cost of installation and materials will be paid by the HOST in accordance with subsection 4.1. The HOST's logo will appear on each wrap in a size and location agreed upon by the parties.

3.4 Sponsorship Bid. The City shall provide the HOST with the estimated cost to install the wraps prior to proceeding with installation, and seek their written approval to proceed.

3.5 Right of Removal. The CITY, through its Public Works Department, shall have the sole discretion to remove any cabinet wrap that is damaged, vandalized, including non-removable repeated graffiti, or in any way hinders the operation of maintenance of the utility box.

Section 4. Responsibilities of the Host

4.1 Sponsorship Bid. The HOST shall provide eight thousand (\$8,000) within sixty (60) business days of signing said agreement. This cost will cover eight (8) traffic box utility wraps including for each one \$350 for an artist stipend and \$650 for the production and installation of the traffic utility box wrap.

Section 5. General Responsibilities

5.1 Communication. Any notice or official communication between one party and other must be written and mailed, postage pre-paid, or sent by electronic mail to:

For the City of College Place:

Michael Rizzitiello
City Administrator
625 S. College Avenue
College Place, WA, 99324
Phone: 509.394.8506
Email: mrizzitiello@cpwa.us

For Host:

Host Name : Emily Reay
Title : Community Relation Specialist
Address: PO Box 897
Lewiston, ID, 83501
Email: ereay@p1fcu.org

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 9th day of June, 2020.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk

**Community Development
Service Agreement for
College Place, WA**



Community Development & Public Works Software

Table of Contents iWorQ Pricing Proposal

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Executive Summary

Thank you for your interest in iWorQ Systems! We have been providing government software solutions since 2001 and serve more than 1,500 customers throughout the United States and Canada. We lead the industry in delivering hosted web-based solutions and were the first vendor in this market to provide a fully web-based system.

Since cities and counties often have limited capital budgets, we lease our applications so that our clients are not confronted with large capital investments and our annual support and maintenance fees do not increase year to year. We have found that this model allows agencies to plan for growth in a cost-conscious way.

To access our applications all you need is an internet connection and your choice of device including desktops, laptops, smartphones (iPhone, Android) and tablet devices (iPad, Galaxy, etc.) The system's graphical user interface, including all screens and dashboards, is natively touch screen enabled allowing your staff the flexibility to determine which device to utilize inside the office or in the field.

We are confident in providing a solution that can improve your internal communication as well as increase your responsiveness to your citizens and customers while reducing the time and effort from your staff. We also provide additional access through our Citizen Engagement mobile app and web portal for internal staff and citizens.

Thank you again for considering iWorQ, we will follow up with you to review any questions you may have about this proposal and the next steps in our consultative sales process.

Best Regards,

A handwritten signature in black ink that reads "Adam Laing". The signature is written in a cursive, flowing style.

Adam Laing
Vice President

Application Description

iWorQ software solutions and professional services together provide a seamless fit for College Place software project. Having implemented over 1,500 customers and configuring a unique fit for each one provides our team the experience and background required to ensure a successful implementation.

iWorQ's browser-based software is an off-the-shelf system which requires no custom modifications to the code, only configuration of the application which requires no coding. As it is already utilized by hundreds of offices of all different sizes, we can scale and configure as much as needed for each implementation in order to meet your project goals. The system will provide access in the field and in the office, assuring your staff will be efficient and have all the data necessary to run a paperless system. iWorQ's hosted solution provides a smooth transition from your current system because much of the complexity of setting up the server hardware and networking environment is not required, which helps save time, money, and resources.

Since iWorQ's applications are configurable, we are able to provide a familiar and intuitive system that easy to use and understand. For example, when a user logs in, their screen contains only the fields on their dashboard that are pertinent to them, which makes the training process resonate with each of the end users. iWorQ implementers will consult with each department during the set-up process to configure the applications in order to meet the unique needs of each of your departments.

Project Initiation and Management

Throughout the history of our company, iWorQ's success with adding and maintaining customers can be accredited to our carefully structured methodology and approach with each implementation. Our phased project methodology allows regular checkpoints and frequent opportunities to ensure that all of our team members are in sync. During the planning phase, our project teams meet to analyze how each department operates today, and how you would like your new system to work going forward. Based on our discussions, we create a project plan, agree on major milestones, and set a project schedule. The project plan will also address communications, managing risk and change management.

Throughout the project, iWorQ will hold regular status meetings in which both teams report on progress, tasks, and timelines, as agreed upon during the planning phase and outlined in the project plan. The iWorQ project manager acts as your main point of contact during the project and works with your staff to ensure that adequate communication takes place, assuring that the project moves along smoothly.

iWorQ has standard documentation to record decisions made during the project. These documents list tasks, person responsibilities, decisions made, etc.

Developing Specific Deliverables for Your Project

The iWorQ team works with your subject matter experts (that you assign) during the initiating and planning phases to determine what deliverables to build for your solution (e.g., reports, documents, templates, and dashboards etc.). After we create a deliverable, we test it to ensure it meets your specifications and then pass it to your team for user acceptance.

Figure 1.1

Stored Permit Templates Delete Template

Select a Template

Electrical Permit ▼

Create From Template

The above image shows how easy it is to create a permit template with prefilled information.

Figure 1.2

Design Permit Report

Save Group By Calculate Style Refresh Run

Report Title: Permit Report Query Date: Permit Date ▼

Column	Field	Width	Format	Sum	Sort Order	Sort Type	
1	Permit #	1	Numeric		Add		⬆ ⬇ ⬆
2	Permit Date	1	Date		Add		⬆ ⬇ ⬆
3	Assigned To	1	Text		Add		⬆ ⬇ ⬆
4	Permit Type	1	Text		Add		⬆ ⬇ ⬆
5	Expiration Date	1	Date		Add		⬆ ⬇ ⬆
							Total Fields: 5

Add Fields

Permit Information

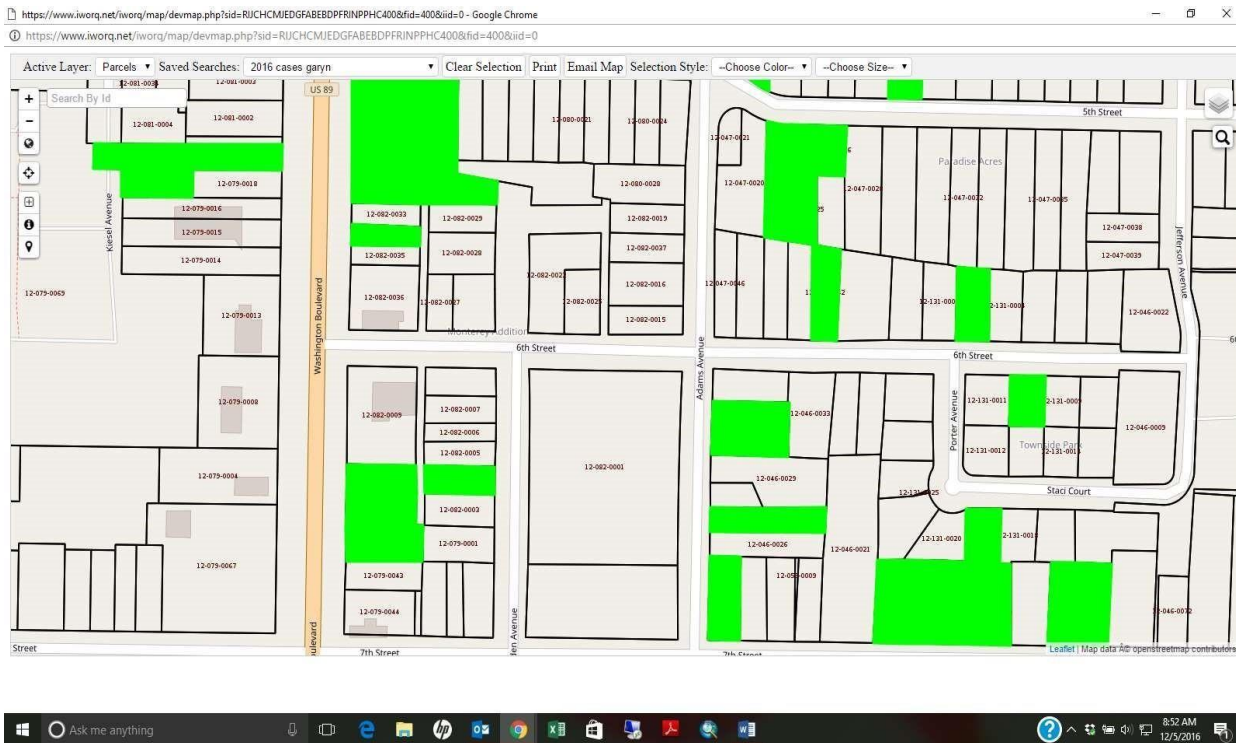
- Permit #
- Permit Date
- Assigned To
- Permit Type
- Expiration Date
- Applicant Name
- Applicant Address
- City, State, Zip
- Phone Number
- Status
- Description
- Valuation
- Square Feet
- TEST LOOKUP
- TEST LOOKUP2

Contractor

- Primary Contractor

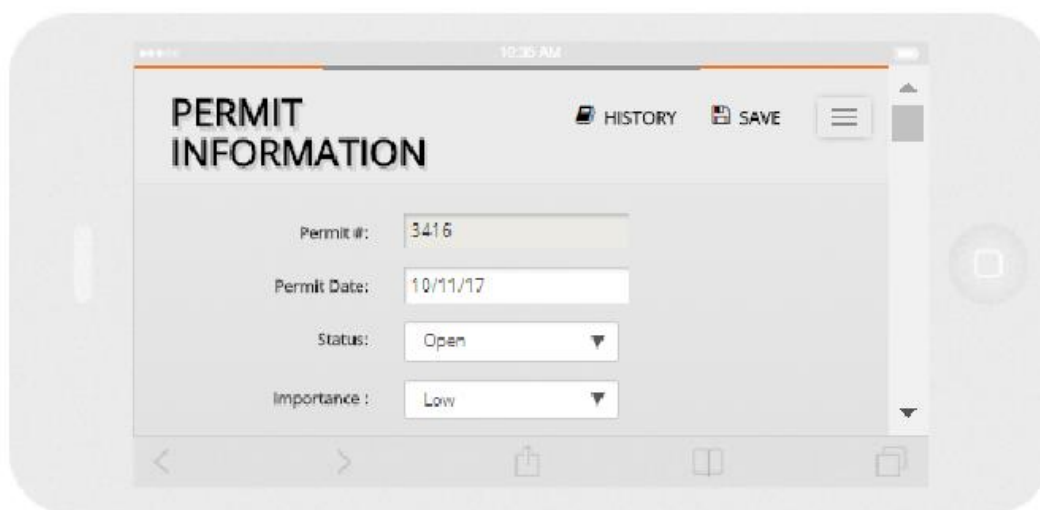
iWorQ's report builder provides a user interface that only requires a user to simply click on the "+" button below to instantly report on desired input. This enables you to add new fields when desired and create adhoc and saved reports.

Figure 1.3



Map above shows Responsive interface- Showing the parcel layer with highlighted parcels. The map is showing the permits issued last year. User can select, display, and edit data directly from the map.

Figure 1.4



The screenshot shows iWorQ's Mobile HTML 5 Interface making access in the field easy to use, which includes icons to help assure your field staff will be successful accessing the system.

Implementation Phases

Your project is configured through a four-phased approach that includes Initiation, Planning, Executing, and Closing phases. Throughout these phases, iWorQ bears the bulk of the project risk. We provide as much training and services as you need to be successful throughout the project.

This section discusses:

- *Initiation Phase*
- *Planning Phase*
- *Executing Phase*
- *Closing Phase*

Initiation Phase

During this phase, we install your software in our secure, hosted (SaaS) data center utilizing Amazon Web Services (AWS). During this phase, you should determine what staff members will assist with the project. We ask you to complete worksheets that allow us to import data into iWorQ dropdown fields. These worksheets do not require that you understand iWorQ data structures to complete this phase.

Planning Phase

During the Planning phase, the iWorQ project team works with your team to define how processes at College Place work today and how you would like your new system to operate going forward. As part of this, your team should analyze the reports and documents you currently have to determine which ones you need to have in iWorQ. Based on our discussions, we create a project plan that includes project timelines, goals, priorities, and responsibilities. Our project team will work with you to set a clear project plan with detailed requirements. Both teams follow this plan during the executing phase.

Executing Phase

During the Executing phase, we train your project team and together configure the solution. Concurrent with your system configuration, our data integration team will work with you to build data interfaces and migrate data if they are part of the project scope. After our teams complete these tasks, we train your staff members.

Your success is our highest priority. While each of our training phases has a specific plan, we provide additional or repeat trainings at no additional cost if necessary for a successful implementation. As a customer, we will provide additional training anytime it is desired for no additional cost. The time completion of project phases is often dependent upon College Place go-live goals and staff availability.



Go Live

After the configuration, iWorQ will train each of your staff members. During our training, attendees learn by doing actual data entry. They should come to the training with any materials they regularly use to enter cases (e.g., a stack of permits or code cases to be entered). Instructors will provide the training online. Instructors provide personal assistance to attendees, answer specific questions, and personalize teaching styles to meet the needs of individual attendees.

Closing Phase

During the closing phase, your iWorQ project team continues to work with you to answer any questions and resolve any configuration questions. We hold a project closure meeting to ensure a smooth transition from our project team to our iWorQ customer support team, who will support you going forward and as long as you are a customer.

Training

Your administrator and other individuals you designate receive several different types of training that cover iWorQ's key functionalities.

Our training involves guiding staff to use iWorQ to complete actual work tasks. Instructors provide personal assistance to attendees, answer specific questions, model examples and exercises, and personalize teaching styles to individual attendees. This informal style helps your staff relax and feel comfortable asking and responding to questions.

These trainings are described in further detail below:

Administrator Training: Administrator training teaches your iWorQ administrator(s) how to manage iWorQ going forward. This training covers items such as setting up code tables (options in drop-down lists); security rules; and iWorQ tools.

Configuration Training: During the configuration phase, your administrators make many decisions about configuring iWorQ to make your office its most efficient. During Configuration Training, iWorQ's project team helps trainees understand approaches, methodologies, and best practices for making these decisions and recognizing the ramifications of the decisions they make.

Go-Live Training: Prior to Go-Live, every user on the system will receive training pertinent to their role type on the system. We provide unlimited training during implementation and after Go-Live via conference calls, webinars, or online screen share and we offer an annual, national users' conference to learn new and advanced skills.

College Place	Quote creation: 6/3/2020
625 S. College Ave., College Place, WA 99324	Prepared by: Nick Bishop and Ty Pebley

1. QUOTE

College Place- hereafter known as "Customer", enters into the following Service Agreement with iWorQ Systems, "iWorQ", headquartered Logan, UT. Customer will pay an annual fee for the services and a one-time setup fee detailed below: Population: 9,590

<u>Community Development Applications and Services</u>	<u>Package Price</u>	<u>Billing</u>
Community Development (Enterprise Package) *Permit Management *Code Enforcement *Portal Home Quarterly upload of parcel information to iWorQ's GIS Map Track contractors, inspections, property information Track code violations, fees, and activities Unlimited reports and ad-hoc reporting Unlimited letters and documents configured through iWorQ's template library and 3 custom letters 3 custom forms for Portal Home Premium Data (25MB Uploads & 100GB Storage) Online credit/debit card processing integrated with Xpress Bill Pay. GIS REST Services - iWorQ will publish your agency's WMS layers in iWorQ Community Development applications. iWorQ will update property details weekly. Annual fees are \$500 per layer (currently includes 2 layers) <i>Note: If GIS configurations change (FTP location, name format, field changes, etc.) iWorQ will charge a minimum \$500 fee to accommodate new configuration adjustments (subject to additional hourly charges)</i>	\$8,300	Annual
Permit Management – Plan Review - Available on any computer, tablet, or mobile device using Chrome browser - OpenStreetMap - Track your contractors and their licensing - Quarterly parcel upload - Free forms, letters, and / or permits utilizing iWorQ's template library, and up to 3 custom letters / forms. Plan Review Management - Draw & annotate on plans - Save data in layers on plans	\$2,500	Annual

- Place watermarks on plans - Must have premium data to use		
Additional Forms/Letters (Including Web Forms) -6 Additional letters, forms, or other required documents or web forms	\$1,000	Annual
ANNUAL TOTAL	\$11,800	
Setup, training, and system configuration	\$7,800	Once
Grand total due	\$19,700	

Notes

- 1- Invoices for amount will be sent out 2 weeks after signature. Terms of the invoicing is Net 30 days.
- 2- This quote is provided at the customer's request and is good through June 30, 2020.
- 3- This quote cannot be disclosed or used to compete with other companies.
- 4- Pricing is based on population and number of applications. Removing any items from this quote may require application prices to be updated.

2. ADDITIONAL SERVICES

iWorQ provides additional applications and services that can be purchased as part of the Community Development solution. These can be added to the customer's annual* cost, upon request.

Licensing – track business, animal, liquor, rental, and other license types. Includes customized automated reminder letters and online renewal.	Price based on Population	Annual
Additional Storage – Each unit of storage contains an additional 100 GB.	\$250	Annual
Onsite Backup – iWorQ will send a *.BAK on a scheduled basis to an FTP server maintained by the customer.	\$500	Annual
Interactive Voice Response (IVR) – used by contractors to schedule inspections via telephone.	\$1000	Annual
Additional letters/forms – Additional 3 Custom Forms	\$500	Annual

**Additional services are subject to setup fees which are 2/3 of the annual cost.*

3. GUIDELINES

3.1 Getting started

iWorQ will assign an account manager to your account to begin the setup and training process upon contract signature.

Send the signed service agreement to iWorQ Systems:

Email: sales@iworq.com

Mailing address:

PO Box 3784

Logan, UT 84323

Physical address:

1125 W. 400. N. Suite 102

Logan, UT 84321

3.2 Billing information

iWorQ will invoice Customers on an annual basis. Customers reserves the right to cancel service at any time after the initial three-year term, by providing iWorQ a 30-day written notice.

3.3 Data conversion

As part of the project setup, iWorQ provides a data conversion service. This service consists of importing data, sent by the Customer, in an electronic (relational database) format. iWorQ provides contact information and an upload site where the electronic data can be sent. Additional costs apply for data that does not meet the criteria listed above.

4. SERVICES and SUPPORT

4.1 Data ownership

All customer data remains the property of the customer. Customer can request data electronically or on disk, upon cancellation of Service Agreement. iWorQ will disburse data within 30 days of written notification.

4.2 FREE training

iWorQ provides FREE training and support. iWorQ provides webinars, phone support, written manuals, web videos, documentation and help files. Training is available to any Customer with a login.

4.3 FREE updates

All updates, bug fixes, and upgrades are FREE to the Customer. iWorQ is a web-based application. Customer only needs to login to get any updates to the applications.

4.4 FREE support

Customer support and training are FREE and available from 6:00 A.M. to 5:00 p.m. Mountain Standard Time.



4.5 FREE data back up

iWorQ does back-ups twice weekly and offsite once weekly.

4.6 Proprietary letters/forms

Letters and forms, including permits, certificates, or other documents must be owned by the customer and have a clear copyright.

4.7 Data upload and storage limits

Standard data plan includes uploads of up to 3 MB per file and 10 GB total storage. iWorQ offers a premium data plan available for an additional annual cost.

4.8 Software Terms and Limitations

The iWorQ Software is the proprietary information and a trade secret of iWorQ, Systems Inc. and this agreement grants no title or rights of ownership with the software. The software is protected by United States copyright laws and international copyright treaties, as well as other intellectual property laws. Customer shall not permit any user or other party to, (a) copy or otherwise reproduce, reverse engineer or decompile all or any part of the iWorQ Software, (b) make alterations to or modify the Software, (c) grant sublicenses, leases or other rights, or (d) permit any party access to the Licensed Software for purposes of programming against it.

5. SETUP & BILLING INFORMATION

**Please fill out all fields to ensure our team can reach the implementation & billing contacts*

5.1 Community Development Implementation Contacts

Primary Contact _____ Title _____

Phone _____ Cell _____

Email _____

Additional Contact(s) _____ Title _____

Phone _____ Cell _____

Email _____

5.2 Billing information

Billing Contact _____ Phone _____ Cell _____

Email _____ Prefer to receive invoice by email? Yes ☐ No ☐

Billing Address _____

City _____ State _____ Zip _____

PO# _____ (if required) Tax exempt ID# _____

6. SIGNATURE

Signature of this Agreement is based on the understanding and acknowledgement of the terms and conditions stated within this Service Agreement.

(Phone)

(Mobile)

(Email)

(Signature)

(Print Name & Title)

(Date)



**Public Works
Service Agreement for
College Place, WA**



Community Development & Public Works Software

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Executive Summary

Thank you for your interest in iWorQ Systems! We have been providing government software solutions since 2001 and serve more than 1,500 customers throughout the United States and Canada. We lead the industry in delivering hosted web-based solutions and were the first vendor in this market to provide a fully web-based system.

Since cities and counties often have limited capital budgets, we lease our applications so that our clients are not confronted with large capital investments and our annual support and maintenance fees do not increase year to year. We have found that this model allows agencies to plan for growth in a cost-conscious way.

To access our applications all you need is an internet connection and your choice of device including desktops, laptops, smartphones (iPhone, Android) and tablet devices (iPad, Galaxy, etc.) The system's graphical user interface, including all screens and dashboards, is natively touch screen enabled allowing your staff the flexibility to determine which device to utilize inside the office or in the field.

We are confident in providing a solution that can improve your internal communication as well as increase your responsiveness to your citizens and customers while reducing the time and effort from your staff. We also provide additional access through our Citizen Engagement mobile app and web portal for internal staff and citizens.

Thank you again for considering iWorQ, we will follow up with you to review any questions you may have about this proposal and the next steps in our consultative sales process.

Best Regards,

A handwritten signature in black ink, appearing to read "Adam Laing". The signature is fluid and cursive, with the first name "Adam" and last name "Laing" clearly distinguishable.

Adam Laing
Vice President

Sole-Source Contract

iWorQ software is a uniquely designed platform that enables our customers the ability to easily configure and add data (numeric, lookup, text, and date fields) on the fly, which requires zero technical understanding or background to perform. In addition to being able to add new fields, iWorQ's integrated report builder automatically makes available all newly created fields for immediate tracking and reporting without any coding or SQL scripting allowing you to create ad-hoc or saved reports. The ease of steps and manner in which iWorQ enables its customers to manage this process without knowing any proprietary programming or database languages is unlike any other platform in this market and therefore, iWorQ can provide its solutions and services through a sole source contract. In addition, iWorQ is the only vendor/supplier/distributor/provider of our unique software platform.

Application Description

iWorQ software solutions and professional services together provide a seamless fit for College Place software project. Having implemented over 1,300 customer agencies and configuring a unique fit for each one provides our team the experience and background required to ensure a successful implementation for your city.

iWorQ's browser-based software is an off-the-shelf system which requires no custom modifications to the code, only configuration of the application which requires no coding. We can scale and configure as much as needed for each implementation in order to meet your project goals. The system will provide your workers access in the field and in the office, assuring your staff will be efficient and have all the data necessary to run a paperless system. iWorQ's hosted solution provides a smooth transition from your current database and paper driven systems, because much of the complexity of setting up the server hardware and networking environment is not required, which helps save time, money, and resources.

Since iWorQ's applications are configurable, we are able to provide a familiar and intuitive system that easy to use and understand. For example, when a user logs in, their screen contains only the fields on their dashboard that are pertinent to them, which makes the training process resonate with each of the end users. iWorQ implementers will consult with each department during the set-up process to configure the applications in order to meet the unique needs of each of your departments.

Project Initiation and Management

Throughout the history of our company, iWorQ's success with adding and maintaining customers can be accredited to our carefully structured methodology and approach with each implementation. Our phased project methodology allows regular checkpoints and frequent opportunities to ensure that all of our team members are in sync. During the planning phase, our project teams meet to analyze how each department operates today, and how you would like your new system to work going forward.

Based on our discussions, we create a project plan, agree on major milestones, and set a project schedule. The project plan will also address communications, managing risk and change management.

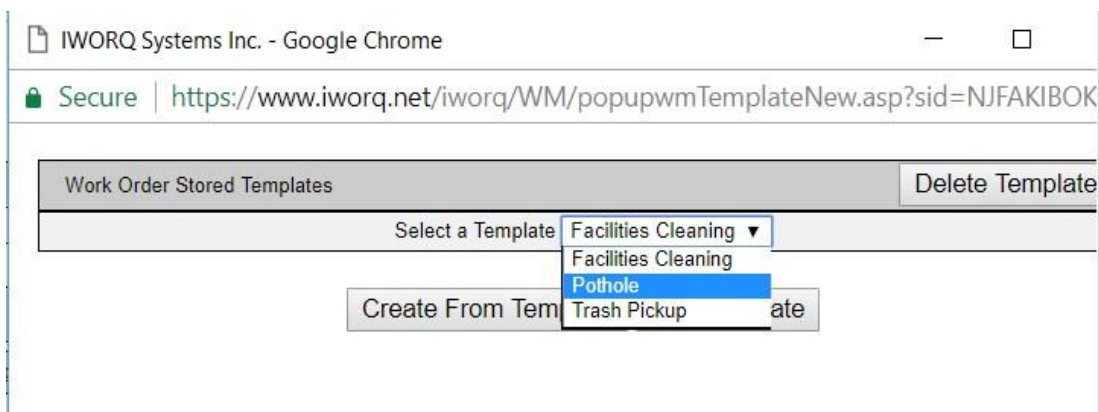
Throughout the project, iWorQ will hold regular status meetings in which both teams report on progress, tasks, and timelines, as agreed upon during the planning phase and outlined in the project plan. The iWorQ project manager acts as your main point of contact during the project and works with your staff to ensure that adequate communication takes place, guaranteeing that the project moves along smoothly.

iWorQ has standard documentation to record decisions made during the project. These documents list tasks, person responsibilities, and target dates, etc.

Developing Specific Deliverables for Your Project

The iWorQ team works with your subject matter experts (that you assign) during the initiating and planning phases to determine what deliverables to build for your solution (e.g., reports, documents, templates, and dashboards etc.). After we create a deliverable, we test it to ensure it meets your specifications and then pass it to your project team for user acceptance.

Figure 1.1



The above image shows how easy it is to automate a work order or inspection template.

Figure 1.2

Assigned Employees ⓘ						Update Employees
	Employee	Hours	Multiplier	Rate	Total	
✗	Mike Smith	0	1	25.00	\$0.00	
✗	Scott Jardine	0	1	15.00	\$0.00	
						Cost: \$0.00

Assigned Equipment ⓘ						Update Equipment
	Equipment	Amount	Units	Rate	Total	
✗	Front Loader	0	Hours	25	\$0.00	
						Cost: \$0.00

Assigned Material ⓘ						Update Material
	Material	Amount	Units	Rate	Total	
✗	Asphalt	0	TON	66	\$0.00	
						Cost: \$0.00

						Total Cost: \$0.00
--	--	--	--	--	--	--------------------

This image shows the result of selecting a work order template, which can be tied to an asset and automatically provide specified equipment, procedures, material, and employee information making it easy and quick to create standard work orders with just a few clicks of the mouse.

Figure 1.3

7:33 AM

WORK ORDER INFORMATION

Employee

Name	Amount	Units	Rate	Multiplier	Total
Billy Madison	5.00	Hours	16.75	1.00	83.75
Michael Smith	5.00	Hours	26.30	1.00	131.50

UPDATE EMPLOYEE Total 215.25

The screenshot shows iWorQ's Mobile HTML 5 Interface making access in the field easy to use, which includes the ability to easily track labor, materials, inventory, and equipment from any cellular or wifi enabled device.

Implementation Phases

Your project is configured through a four-phased approach that includes Initiation, Planning, Executing, and Closing phases. Throughout these phases, iWorQ bears the bulk of the project risk. We provide as much training and services as you need to be successful throughout the project.

This section discusses:

- *Initiation Phase*
- *Planning Phase*
- *Executing Phase*
- *Closing Phase*

Initiation Phase

During this phase, we install your software in our secure, hosted (SaaS) data center utilizing Amazon Web Services (AWS). During this phase, you should determine what staff members will assist with the project. We ask you to complete initial worksheets that allow us to import data into iWorQ dropdown fields. These worksheets are system-agnostic, and do not require that you understand iWorQ data structures to complete this phase.

Planning Phase

During the Planning phase, the iWorQ project team works with your team to define how processes work today and how you would like your new system to operate going forward. As part of this, your team should analyze the reports and documents you currently have to determine which ones you need to have in iWorQ. Based on our discussions, we create a project plan that includes project timelines, goals, priorities, and responsibilities. Our project team will work with you to set a clear project plan with detailed requirements. Both project teams follow this plan during the executing phase.

Executing Phase

During the Executing phase, we train your project team and together configure the solution. Concurrent with your system configuration, our data integration team will work with you to build data interfaces and migrate data if they are part of the project scope. After our teams complete these tasks, we train your staff members.

Your success is our highest priority. While each of our training phases has a specific plan, we provide additional or repeat trainings at no additional cost if necessary for a successful implementation. As a customer, we will provide additional training anytime it is desired for no additional cost. The time completion of project phases is often dependent upon your go-live goals and staff availability.

Go Live

After the configuration, iWorQ will train each of your staff members. During our training, attendees learn by doing actual data entry. They should come to the training with any materials they regularly use to enter cases (e.g., a stack of file folders that need to be entered). Instructors will provide the training online. Instructors provide personal assistance to attendees, answer specific questions, and personalize teaching styles to meet the needs of individual attendees.

Closing Phase

During the closing phase, your iWorQ project team continues to work with you to answer any questions and resolve any configuration questions. We hold a project closure meeting to ensure a smooth transition from our project team to our iWorQ customer support team, who will support you going forward and as long as you are a customer.

Training

Your administrator and other individuals you designate receive training that cover iWorQ's key functionalities.

Our training involves guiding staff to use iWorQ to complete actual work tasks. Instructors provide personal assistance to attendees, answer specific questions, model examples and exercises, and personalize teaching styles to individual attendees. This informal style helps your staff relax and feel comfortable asking and responding to questions.

These trainings are described in further detail below:

Administrator Training: Administrator training teaches your iWorQ administrator(s) how to manage iWorQ going forward. This training covers items such as setting up code tables (options in drop-down lists); security rules; and iWorQ tools.

Configuration: During the configuration phase, your administrators make many decisions about configuring iWorQ to make your office its most efficient. During Configuration Training, iWorQ's project team helps trainees understand approaches, methodologies, and best practices for making these decisions and recognizing the ramifications of the decisions they make.

Go-Live Training: Prior to Go-Live, every user on the system will receive training pertinent to their role type on the system. We provide unlimited training during implementation and after Go-Live via conference calls, webinars, or online screen share and we offer an annual, national users' conference to learn new and advanced skills.

College Place	Quote creation: 6/3/2020
625 S. College Ave., College Place, WA 99324	Prepared by: Daniel Phippen and Ty Pebley

1. QUOTE

College Place - hereafter known as "Customer", enters into the following Service Agreement with iWorQ Systems, "iWorQ" headquartered in Logan, UT. Customer will pay an annual fee for the services and a one-time setup fee detailed below: Population: 9,590

<u>Public Works Applications and Services</u>	<u>Package Price</u>	<u>Billing</u>
Public Works Package (Infrastructure) Package includes: *Work Management *Sign Management *Pavement Management *Water Management *Sewer Management *GIS RestServices -Available on any computer, tablet, or mobile device using Chrome browser -Track and manage work and asset(s) by location using OpenStreetMap -Work order scheduling and templates -Track labor, inventory, parts, and material -Track MUTCD, condition, reflectivity, etc. -Track manholes, hydrants, valves, lines etc. -Track pavement condition, distress, treatments, etc. -Track pumps, manholes, and collection sub-assets GIS RestServices Public Works -iWorQ will publish your agency's WMS layers in iWorQ Public Works applications via Rest Services. iWorQ will update asset attribute details weekly. Annual fees are \$500 per capital asset application. *Note: If configuration changes (i.e. FTP location, name format, field changes, or interval for published updates) iWorQ will charge a minimum fee of \$500 with each additional hour \$250 to accommodate new configuration changes.	\$7,500	Annual
Stormwater Package Package includes: -Work Management -SWPP Permit Management -Capital Asset Management - Available on any computer, tablet, or mobile device using Chrome browser	\$3,000	Annual

- Track work orders and maintenance history for MS4 compliance - Track location using asset management with OpenStreetMap - Issue permits (SWPP) - Track inspections and compliance - Manage and reduce illicit discharge - Free forms, letters, and / or permits utilizing iWorQ's template library, and up to 3 custom letters / forms.		
ANNUAL TOTAL	\$10,500	

Setup, training, and system configuration	\$7,000	Once
Grand total due	\$17,500	

1.1. Notes

- 1- Invoices for amount due will be sent out 2 weeks after signature. Terms of the invoicing is Net 30 days.
- 2- This quote is provided at the customer's request and is good through June 30, 2020.
- 3- This quote cannot be disclosed or used to compete with other companies.
- 4- Pricing is based on population and number of applications. Removing any items from this quote may require application prices to be updated

2. ADDITIONAL SERVICES

iWorQ provides additional applications and services that can be purchased as part of the Public Works solution. These can be added to the customer's annual cost, upon request.

iWorQ Citizen Engagement - Drive citizen satisfaction, streamline communication between citizens and city/county leadership, and reduce overhead costs with a self-service public portal and a mobile application for Android and iOS.	Price based on Population	Annual
iWorQ Fleet Management – Manage fleets effectively with work-order tracking, vehicle maintenance schedules, and custom fuel upload.	Price based on Population	Annual
iWorQ Facilities Package – Manage facilities and track work orders, assets, materials, employee costs, and maintenance schedules.	Price based on Population	Annual
Onsite Backup – iWorQ will send a *.BAK on a scheduled basis to an FTP server maintained by the customer.	\$500	Annual
Premium Data Package - 25 MB file upload size and 100 GB total storage.	\$500	Annual
Additional letters/forms	Quote Required	Annual

**Additional services are subject to setup fees which are 2/3 of the annual cost.*

3. GUIDELINES

3.1 Getting started

iWorQ will assign an account manager to your account to begin the setup and training process upon contract signature.

Send the signed service agreement to iWorQ Systems:

Email: sales@iworq.com

Mailing address:

PO Box 3784

Logan, UT 84323

Physical address:

1125 W. 400. N. Suite 102

Logan, UT 84321

3.2 Billing information

iWorQ will invoice Customers on an annual basis. Customers reserves the right to cancel service at any time after the initial three-year term, by providing iWorQ a 30-day written notice.

3.3 Data conversion

As part of the project set up, iWorQ provides a data conversion service. This service consists of importing data, sent by the Customer, in an electronic (relational database) format. iWorQ provides contact information and an upload site where the electronic data can be sent. Additional costs apply for data that does not meet the criteria listed above.

4. SERVICES and SUPPORT

4.1 Data ownership

All customer data remains the property of the customer. Customer can request data electronically or on disk, upon cancellation of Service Agreement.

4.2 FREE training

iWorQ provides FREE training and support. iWorQ provides webinars, phone support, written manuals, web videos, documentation and help files. Training is available to any Customer with a login.

4.3 FREE updates

All updates, bug fixes, and upgrades are FREE to the Customer. iWorQ is a web-based application. Customer only needs to login to get any updates to the applications.

4.4 FREE support

Customer support and training are FREE and available from 6:00 A.M. to 5:00 p.m. Mountain Standard Time.

4.5 FREE data back up

iWorQ does back-ups twice weekly and offsite once weekly.

4.6 Proprietary letters/forms

Letters and forms, including permits, certificates, or other documents must be owned by the customer and have a clear copyright.

4.7 Data upload and storage limits

Standard data plan includes uploads of up to 3 MB per file and 10 GB total storage. iWorQ offers a premium data plan available for an additional annual cost.

4.8 Software Terms and Limitations

The iWorQ Software is the proprietary information and a trade secret of iWorQ, Systems Inc. and this agreement grants no title or rights of ownership with the software. The software is protected by United States copyright laws and international copyright treaties, as well as other intellectual property laws. Customer shall not permit any user or other party to, (a) copy or otherwise reproduce, reverse engineer or decompile all or any part of the iWorQ Software, (b) make alterations to or modify the Software, (c) grant sublicenses, leases or other rights, or (d) permit any party access to the Licensed Software for purposes of programming against it.

5. SET-UP & BILLING INFORMATION

**Please fill out all fields to ensure our team can reach the implementation & billing contacts*

5.1 Public Works Implementation Contacts

Primary Contact _____ Title _____

Phone _____ Cell _____

Email _____

Additional Contact(s) _____ Title _____

Phone _____ Cell _____

Email _____

5.2 Billing information

Billing Contact _____ Phone _____ Cell _____

Email _____ Prefer to receive invoice by email? ☐ Yes ☐ No

Billing Address _____

City _____ State _____ Zip _____

PO# _____ (if required) Tax exempt ID# _____

6. SIGNATURE

Signature of this Agreement is based on the understanding and acknowledgement of the terms and conditions stated within this Service Agreement.

(Phone) (Mobile) (Email)

(Signature) (Print Name & Title) (Date)

Data Collection and Mapping Proposal for College Place, WA



Powered by



iWorQ Pricing Proposal
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Executive Summary

Thank you for your interest in iWorQ Systems! We have been providing government software solutions and data collection services since 2001 and serve more than 1,600 customers throughout the United States and Canada. We lead the industry in delivering hosted web-based solutions and were the first vendor in this market to provide a fully web-based system.

Since cities and counties often have limited capital budgets, we lease our applications so that our clients are not confronted with large capital investments and our annual support and maintenance fees do not increase year to year. We have found that this model allows agencies to plan for growth in a cost-conscious way.

Public Works 1, a division of iWorQ Systems, provides cities with street-level imagery using the newest technology in mobile imaging systems. Cities and counties have access to these images in every department for planning, inspections, disaster recovery and managing capital assets. As part of the service, iWorQ will provide the Agency with all data associated with the assets that were included as part of the imagery, including street signs, traffic lights, hydrants, sewer manholes, catch basins and pavement segments. The data will be delivered to the Agency via iWorQ's web-based asset management software to help maintain and operate infrastructure effectively so critical services can be provided to their community.

Thank you again for considering iWorQ, we will follow up with you to review any questions you may have about this proposal and the next steps in our consultative sales process.

Best Regards,

A handwritten signature in black ink, appearing to read "Adam Laing". The signature is fluid and cursive, with the first name "Adam" and last name "Laing" clearly distinguishable.

Adam Laing
Vice President

Sole-Source Contract

iWorQ software is a uniquely designed platform that enables our customers the ability to easily configure and add data (numeric, lookup, text, and date fields) on the fly, which requires zero technical understanding or background to perform. In addition to being able to add new fields, iWorQ's integrated report builder automatically makes available all newly created fields for immediate tracking and reporting without any coding or SQL scripting allowing you to create ad-hoc or saved reports. The ease of steps and manner in which iWorQ enables its customers to manage this process without knowing any proprietary programming or database languages is unlike any other platform in this market and therefore, iWorQ can provide its solutions and services through a sole source contract.

Additionally, utilizing our unique technology and partnership with Mapillary, we provide street level imagery enabling an efficient model of collecting road based assets (ie hydrants, signs, curb inlets, manholes, light poles, etc.) by simply driving and capturing your roads through our Trimble MX 7 Mobile Imaging System. This technology enables us to significantly cut down the traditional amount of time, cost, and resources required to provide your jurisdiction street level imagery with accompanied assets, correlating x,y coordinates, GIS mapping, which is housed in iWorQ's asset management software utilized in over 1,000 agencies across the US. iWorQ is the only vendor/supplier/distributor/provider of our unique software platform.

Data/Imagery Collection

Public Works 1 is a subsidiary of iWorQ Systems, they will assign crew members who will travel to your Village and drive the streets within the jurisdiction to collect images using Trimble MX7 Mobile Imaging System, a vehicle-mounted photogrammetric system equipped with six, 5-megapixel cameras, Trimble Applanix GNSS and inertial geo-referencing modules, which allow us to capture 30 MP geo-referenced images at highway speeds. Using this technology significantly reduces the time commitment and cost of data collection, which can be particularly pressing for smaller jurisdictions.

Data Analysis

After the team has completed the image collection phase, they will convert the images into the asset collection to identify right of way assets. Each asset will include details, such as: Asset type, GPS coordinates, street address and MUTCD code (for traffic signs). This information will be used to populate fields in the iWorQ Asset Management Software.

Application Description

iWorQ software solutions and professional services together provide a seamless fit for College Place software project. Having implemented over 1,600 customer agencies and configuring a unique fit for each one provides our team the experience and background required to ensure successful collection and implementation for your Village.

iWorQ's browser-based software is an off-the-shelf system which requires no custom modifications to the code, only configuration of the application which requires no coding. We can scale and configure as much as needed for each implementation in order to meet your project goals. The system will provide your workers access in the field and in the office, assuring your staff will be efficient and have all the data necessary to run a paperless system. iWorQ's hosted solution provides a smooth transition from your current database and paper driven systems, because much of the complexity of setting up the server hardware and networking environment is not required, which helps save time, money, and resources.

Since iWorQ's applications are configurable, we are able to provide a familiar and intuitive system that easy to use and understand. For example, when a user logs in, their screen contains only the fields on their dashboard that are pertinent to them, which makes the training process resonate with each of the end users. iWorQ implementers will consult with each department during the set-up process to configure the applications in order to meet the unique needs of each of your departments.

Implementation Phases

Your project is configured through a four-phased approach that includes Initiation, Planning, Executing, and Closing phases. Throughout these phases, iWorQ bears the bulk of the project risk. We provide as much training and services as you need to be successful throughout the project.

This section discusses:

- Initiation Phase
- Planning Phase
- Executing Phase
- Closing Phase

Initiation Phase

During this phase, we install your software in our secure, hosted (SaaS) data center utilizing Amazon Web Services (AWS). During this phase, you should determine what staff members will assist with the

project. We ask you to complete initial worksheets that allow us to import data into iWorQ dropdown fields. These worksheets are system-agnostic, and do not require that you understand iWorQ data structures to complete this phase.

Planning Phase

During the Planning phase, the iWorQ project team works with your team to define how processes work today and how you would like your new system to operate going forward. As part of this, your team should analyze the reports and documents you currently have to determine which ones you need to have in iWorQ. Based on our discussions, we create a project plan that includes project timelines, goals, priorities, and responsibilities. Our project team will work with you to set a clear project plan with detailed requirements. Both project teams follow this plan during the executing phase.

Executing Phase

During the Executing phase, we train your project team and together configure the solution. Concurrent with your system configuration, our data integration team will work with you to build data interfaces and migrate data if they are part of the project scope. After our teams complete these tasks, we train your staff members.

Your success is our highest priority. While each of our training phases has a specific plan, we provide additional or repeat trainings at no additional cost if necessary for a successful implementation. As a customer, we will provide additional training anytime it is desired for no additional cost. The time completion of project phases is often dependent upon your go-live goals and staff availability.

Go Live

After the configuration, iWorQ will train each of your staff members. During our training, attendees learn by doing actual data entry. They should come to the training with any materials they regularly use to enter cases (e.g., a stack of file folders that need to be entered). Instructors will provide the training online. Instructors provide personal assistance to attendees, answer specific questions, and personalize teaching styles to meet the needs of individual attendees.

Closing Phase

During the closing phase, your iWorQ project team continues to work with you to answer any questions and resolve any configuration questions. We hold a project closure meeting to ensure a smooth transition from our project team to our iWorQ customer support team, who will support you going forward and as long as you are a customer.

Training

Your administrator and other individuals you designate receive training that cover iWorQ's key functionalities.

Our training involves guiding staff to use iWorQ to complete actual work tasks. Instructors provide personal assistance to attendees, answer specific questions, model examples and exercises, and personalize teaching styles to individual attendees. This informal style helps your staff relax and feel comfortable asking and responding to questions.

These trainings are described in further detail below:

Administrator Training: Administrator training teaches your iWorQ administrator(s) how to manage iWorQ going forward. This training covers items such as setting up code tables (options in drop-down lists); security rules; and iWorQ tools.

Configuration: During the configuration phase, your administrators make many decisions about configuring iWorQ to make your office its most efficient. During Configuration Training, iWorQ's project team helps trainees understand approaches, methodologies, and best practices for making these decisions and recognizing the ramifications of the decisions they make.

Go-Live Training: Prior to Go-Live, every user on the system will receive training pertinent to their role type on the system. We provide unlimited training during implementation and after Go-Live via conference calls, webinars, or online screen share and we offer an annual, national users' conference to learn new and advanced skills.

College Place	Quote creation: 6/03/2020
625 S. College Ave. College Place, WA 99324	Prepared by: Adam Laing

1. QUOTE

College Place - hereafter known as "Customer", enters into the following Service Agreement with iWorQ Systems, "iWorQ" headquartered in Logan, UT. Customer will pay an annual fee for the services and a one-time setup fee detailed below: Centerline Miles: 33

<u>Public Works Services and Applications</u>	<u>Package Price</u>	<u>Billing</u>
Pavement Condition Assessment Package includes: • Pavement segment inventory with a unique id associated to the College Place, WA centerline file. • Pavement distress identification based on remaining service life (RSL), and the SHRP distress (alligator, transverse, edge, patching and potholes, longitudinal). • Condition for each segment • Network pavement condition distribution • Recommended treatment for each pavement segment • Complete data set entered into the iWorQ Pavement Management application • Information and data required for budgeting and planning • 360-degree georeferenced imagery. • Collected images will be uploaded to image viewer within associated module. • GIS Layers provided at customer request. • Track and manage maintenance history • OpenStreetMap with point and line layers	\$10,000	One-time
Data Collection and Asset Conversion Package includes: -Trimble MX7 Image Collection -Network Analysis/Data Process/Data Conversion -Presented/Delivered Data Shapefile for the following assets: 1. Signs 2. Hydrants 3. Valves 4. Manholes	\$10,000	One-time
Data Processing and Data Conversion Team will process data from camera and convert assets into geodatabase format.	\$2,000	One-time
GIS Import	\$2,000	One-time

PublicWorks1 will consult with your GIS coordinator(s) to import collected data with existing assets.		
Travel Expenses – - Flight, Hotel, Rental Vehicle, Fuel, etc. - Government Per Diem Rate for Meals/Incidentals	\$6,000	One-time

GRAND TOTAL	\$30,000 Included	
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Notes

1. This quote is provided and is good through June 30, 2020. Discounts provided require iWorQ Software Agreement with 3-year term.
2. This quote cannot be disclosed or used to compete with other companies.
3. Street Level Imagery available with iWorQ Software Service Agreement. Street Level Imagery will also be available via public access.
4. Project Requires a contact to provide Parcel and Centerline shapefile:

Contact Name (Parcel File)_____ Cell Phone: _____

2. ADDITIONAL SERVICES

iWorQ provides additional applications and services that can be purchased as part of the Public Works solution. The services listed below may already be included in the quote in Section 1.

Tri-Annual Condition Assessment Package includes: -A pavement distress identification based on remaining service life (RSL), and the SHRP distress (alligator, transverse, edge, patching and potholes, longitudinal). - A condition for each segment - A network pavement condition distribution - A recommended treatment for each pavement segment - A complete data set entered into the iWorQ Pavement Management application - The information and data required for budgeting and planning - 360-degree georeferenced imagery. - Collected images will be uploaded to image viewer within associated module. - GIS Layers provided at customer request. - Track and manage maintenance history - OpenStreetMap with point and line layers	\$12,000 (Travel Cost Additional)	Every 3 Years
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**Additional services are subject travel expenses.*

3. GUIDELINES

3.1 Getting started

iWorQ will assign an account manager to your account to begin the setup and training process upon contract signature.

Send the signed service agreement to iWorQ Systems: Email: sales@iworq.com

3.2 Billing information

iWorQ will invoice Customers on agreed upon terms.

3.3 Data conversion

As part of the project set up, iWorQ provides a data conversion service. This service consists of importing data, sent by the Customer, in an electronic (relational database) format. iWorQ provides contact information and an upload site where the electronic data can be sent. Additional costs apply for data that does not meet the criteria listed above.

4. SERVICES and SUPPORT

4.1 Data ownership

All customer data remains the property of the customer. Customer can request data electronically or on disk, upon cancellation of Service Agreement.

4.2 FREE training

iWorQ provides FREE training and support. iWorQ provides webinars, phone support, written manuals, web videos, documentation and help files. Training is available to any Customer with a login.

4.3 FREE updates

All updates, bug fixes, and upgrades are FREE to the Customer. iWorQ is a web-based application. Customer only needs to login to get any updates to the applications.

4.4 FREE support

Customer support and training are FREE and available from 6:00 A.M. to 5:00 p.m. Mountain Standard Time.

4.5 FREE data back up

iWorQ does back-ups twice weekly and offsite once weekly.

4.6 Data upload and storage limits

Standard data plan includes uploads of up to 3 MB per file and 10 GB total storage. iWorQ offers a premium data plan available for an additional annual cost.

4.7 Software Terms and Limitations

The iWorQ Software is the proprietary information and a trade secret of iWorQ, Systems Inc. and this agreement grants no title or rights of ownership with the software. The software is protected by United States copyright laws and international copyright treaties, as well as other intellectual

property laws. Customer shall not permit any user or other party to, (a) copy or otherwise reproduce, reverse engineer or decompile all or any part of the iWorQ Software, (b) make alterations to or modify the Software, (c) grant sublicenses, leases or other rights, or (d) permit any party access to the Licensed Software for purposes of programming against it.

5. SET-UP & BILLING INFORMATION

5.1 Implementation information

Primary Contact(s): _____

Phone: _____ Cell: _____ Email: _____

Additional Contact(s): _____

Phone: _____ Cell: _____ Email: _____

5.2 Billing information

Billing

Contact: _____

Phone: _____ Cell: _____ Email: _____

Prefer to receive invoice by email? Yes ☐ No ☐

Billing Address: _____

City: _____ State: _____ Zip: _____

PO# _____ (if required) Tax exempt ID# _____

6. SIGNATURE

Signature of this Agreement is based on the understanding and acknowledgement of the terms and conditions stated within this Service Agreement.

Signature

Print Name & Title

Date

EXHIBIT 4

Office and PW Automation Software

iWorQ Proposal Costs

6/4/2020

	<i>Community Development</i>			<i>Public Works</i>		
	First Year	Annual	3-Year	First Year	Annual	3-Year
Base Module	\$19,700	\$11,800	\$43,300	\$17,500	\$10,500	\$38,500
Possible Enhancements	\$7,083	\$4,250	\$15,583	\$2,500	\$1,500	\$5,500
Subtotal	\$26,783	\$16,050	\$58,883	\$20,000	\$12,000	\$44,000
Tax	\$2,330	\$1,396	\$5,123	\$1,740	\$1,044	\$3,828
	\$29,113	\$17,446	\$64,006	\$21,740	\$13,044	\$47,828
	CARES Act Funding		\$289,000	DWSRF Loan Funding		\$40,000
	3-Year Cost to City		\$0	3-Year Cost to City		\$7,828

Total 3-year Initial Commitment: \$111,834.18 (includes all enhancements)

Subsequent Annual Fee: \$30,490.35 (includes all enhancements)

Not-to-exceed Initial 3-year Authorization Request: \$115,000.00 (includes all enhancements)

Not-to-exceed Subsequent Annual Authorization Request: \$32,000 (includes all enhancements)



Sole Source Justification Form

Project Name: iWorQ Permit and Asset Management System Acquisition

Date of Project: 6/2020 - On-going

Item: iWorQ Community Development and Asset Management Program Modules

1. Describe the item and its function.

The Community Development module provides cloud-based permit processing and tracking. The PW module provides asset management and tracking for Streets, Stormwater, Water and Wastewater.

2. The item is a sole source* because:

☐ sole provider of a licensed or patented good or service

☒ sole provider of items that are compatible with existing equipment, inventory, systems, programs or services

☐ sole provider of goods and services for which the City has established a standard**

☐ sole provider of factory-authorized warranty service sole provider of goods or services that will meet the specialized needs of the City or perform the intended function (detail below or in an attachment)

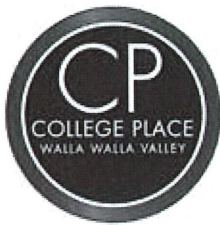
☐ the vendor/distributor is a holder of a used item that would represent good value and is advantageous to the City (attach information on market price survey, availability, etc.)

3. What necessary features does this vendor provide which are not available from other vendors? Be specific.

Guaranteed, affordable, set annual costs with clear and understandable user-interface that aligns well with our current business practices.

4. What steps were taken to verify that these features are not available

Solicitation of multiple vendors with review by staff of program capabilities, affordability, ease of use, "understandability" and alignment with current business practices.



Sole Source Justification Form

Department: Planning & Engineering Departments

Department Contact: Jon Rickard, Robert Gordon Phone: 509-394-8524; 509-394-8525

Requested Vendor: iWorQ Systems, Inc.

Vendor's Address: PO Box 3784, Logan, UT 84323; 1125 W. 400. N. Suite 102

Vendor Contact: Adam Laing Phone: 435-755-5126

Cost Estimate: \$115,000 for years 1-3; \$32,000 annually thereafter.

If the cost of the sole source procurement is greater than the appropriate procurement threshold for department action, immediately contact the Purchasing Division or City Attorney's Office as appropriate.

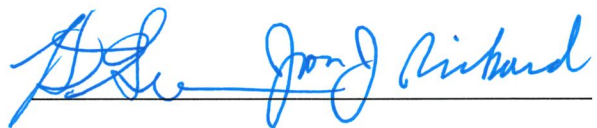
My department's recommendation for sole source is based upon an objective review of the good/service being required and appears to be in the best interest of the City. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favor, or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.



Signature of Requestor

6/4/2020

Date



Signature of Department Head or Designee

6/4/2020

Date

Approval by Purchasing (when applicable)

Date

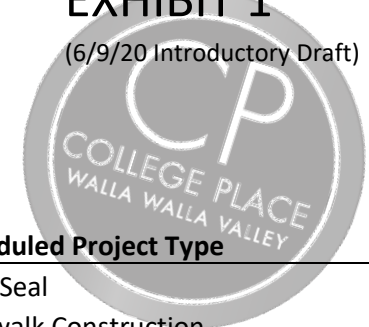
* Sole Source: only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation.

** Procurements of items for which the City has established a standard by designating a brand or manufacturer or by pre-approving via a testing shall be competitively bid if there is more than one vendor of the item.

City of College Place

2021-2026 SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP)

June 23, 2020



Year	Street Segment Description	Federal Classification	Scheduled Project Type
Annual	Chip Seal Program	Local	Chip Seal
Annual	Safewalk Sidewalk Improvements (TIB & CDBG)	Federal and Local	Sidewalk Construction
2021	"C" Street & Myra Road Intersection	Minor Arterial	Intersection Improvements
2021	SW 4th (College to Academy)/Academy (4 th to Whitman Dr)	Major Collector	Cycle Track and Lighting (4Bikes)
2021	SW 10th St (Birch to College)	Local	Full Section/Stormwater
2021	Post Office Crossing	Principal Arterial	Crossing Improvements
2021	SE Meadowbrook	Minor Arterial	Grind and Overlay
2022	College/Southside Development Intersection #1	Principal Arterial	Signalized Intersection
2022	College/Southside Development Intersection #2	Principal Arterial	Signalized Intersection
2022	SW 10th St (College to west dead end)	Local	Full Section/Stormwater
2022	SE Birch (4th-6th)	Local	Full Section/Stormwater
2022	Southside Development East-West Corridor	Major Collector	Corridor Reconstruction
2022	Mojonnier Road (College to Clarence)	Minor Arterial	Corridor Reconstruction
2023	SE 12th St & SE Larch Avenue Intersection	Minor Arterial	Intersection Improvement
2023	SE 12th St (College to Larch)	Minor Arterial	Grind & Overlay
2024	SE 12th St (Larch to Myra)	Minor Arterial	Corridor Reconstruction
2025	Whitman Drive & Larch Avenue Intersection	Minor Arterial	Signalized Intersection
2025	W Whitman Dr -north half (Doans to City Limits)	Major Collector	Corridor Reconstruction
Ten-Year Plan	Taumarson/Peppers Bridge Intersection	Minor Arterial	Signalized Intersection
Ten-Year Plan	College Ave/SR125/Intersection	Principal Arterial	Signalized Intersection
Ten Year Plan	NE Cedar Ave (A to C)	Local	Corridor Reconstruction
Ten Year Plan	NE Damson Ave ("C" to Rose)	Local	Corridor Reconstruction
Ten-year Plan	Southside Development South (Clarence?) Extension	Major Collector	Corridor Reconstruction
Ten-year Plan	SE Dewey Dr	Local	Corridor Reconstruction
Ten-year Plan	SE Sky Ave (12th to Scenic)	Local	Corridor Reconstruction
Ten-year Plan	SE Birch Ave (Whitman to C)	Local	Corridor Reconstruction
Ten-year Plan	Lambert (Rose to "C" St)	Major Collector	Corridor Reconstruction

Ten-year Plan	Myra Road & Garrison Village Way Intersection	Minor Arterial	Signalized Intersection
Ten-year Plan	SW Davis Extension (4th to 8th)	Major Collector	Corridor Reconstruction
Ten-year Plan	SW Davis Extension (8th to 12th)	Minor Collector	Corridor Reconstruction
Long-term Plan	SE Ash Ave (Whitman to 4th)	Major Collector	Grind and Overlay
Long-term Plan	SE 11th (Birch to Date)	Local	Corridor Reconstruction
Long-term Plan	"C" Street & Larch Avenue Intersection	Minor Arterial	Signalized Intersection
Long-term Plan	Peppers Bridge (McMinn Rd to Old Milton Hwy)	Local	Corridor Reconstruction
Long-term Plan	SW Doans/Clarence Ave (south City Limits to Mojonnier)	Minor Collector	Corridor Reconstruction
Long-term Plan	SW 12th St (College to proposed SW Davis Ext)	Major Collector	Corridor Reconstruction
Long-term Plan	SW 4th (Academy to Hayden Home Ownership)	Minor Collector	Corridor Reconstruction

City of College Place

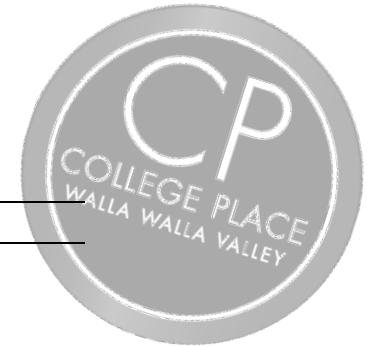
2020-2025 CHIP SEAL PROGRAM

June 23, 2020

Year	Street Segment Description
2021	Highland Park Drive (Tentative)
2021	Davin Drive (Tentative)
2022	Sunset Villa
2022	Cedar Bend Subdivision
2023	10 th (Birch – Date)
2023	8 th (College – Date)
2023	Newgate (12 th – Scenic)
2023	Scenic (Mockingbird to Commercial)
2024	Bade (4 th – 12 th)
2024	13 th (College – 12 th)
2025	Sherburne Estates
2025	Puff Lane
2025	Deccio Road

2020-2025 SAFEWALK SIDEWALKS IMPROVEMENT PROGRAM

June 23, 2020



Year	Street Segment Description
2021	Davis Street - East side from Whitman Drive to 2nd Street.
2021	Bade Street - West side from 5th to 6th Street.
2021	Bade Street - West side from 7th to 10th Street and 12th to 13th Streets.
2021	12th Street - North side from College Ave to Bade.
2022-2026	2nd Street – Academy to Davis
2022-2026	8th Street – Bade to Birch
2022-2026	6th Street –gap midblock between Bade and College
2022-2026	Broadway – 12th Street to Sunny
2022-2026	B Street – missing gaps between Ruby and Spagnolo and Spagnolo and College
2022-2026	Ash Street – A Street to Whitman Drive
2022-2026	College Avenue – Lamperti to SR125
2022-2026	2nd Street - North side of roadway from Davis to about 3/4 of the way down block.
2022-2026	8th Street - North side from Bade to Birch Streets.

NOTES:

1. Ten-year Transportation Improvement Plan projects and Long-term Transportation Improvement Plan projects are Six-year Plan candidates that will be included on the Six-year Transportation Improvement Plan Projects list as need and funding dictate throughout the six-year cycle.
2. Projects listed in the Six-year, the Ten-year and the Long-term Transportation Improvement Plan Projects include a pedestrian facility (sidewalks and street-side amenities) component to be constructed as funds allow.
3. The City's chip seal program is a part of the Six-year Transportation Improvement Plan.
4. The City's Safewalk Sidewalk Program is a part of the Six-year Transportation Improvement Plan.

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

A RESOLUTION ADOPTING THE 2021 TO 2026 TRANSPORTATION IMPROVEMENT PLAN FOR CONSTRUCTION AND REPAIR OF ARTERIAL AND COLLECTOR STREETS IN THE CITY OF COLLEGE PLACE, WASHINGTON, ALL IN ACCORDANCE WITH THE LAWS OF THE STATE OF WASHINGTON.

WHEREAS, a public hearing was held by the College Place City Council on June 23, 2020, relating to a six year transportation improvement plan for the City of College Place, pursuant to the laws of the State of Washington, pertaining to the construction and maintenance of certain arterial and collector streets; and

WHEREAS, notice of said hearing having been given as required by law; and

WHEREAS, the proposed plan would result in needed and essential construction work on certain arterial, collector and local streets, all as set forth in the proposed plan which is attached to this resolution and made a part hereof as fully set forth in this plan; and

WHEREAS, the City Council having heard the statements and having obtained complete information from the College Place Public Works Department:

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of College Place, Washington, that the six year street plan for the development and construction of arterial, collector and local streets, under provision of the laws of the State of Washington, and as attached hereto and made a part hereof shall be and the same is hereby fully adopted; and

BE IT FURTHER RESOLVED, that certified copies of this resolution and said six-year transportation improvement plan be immediately forwarded to the State of Washington that control and manages said arterial and collector street plans.

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 23rd day of June, 2020.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk

City of College Place, Washington
RESOLUTION NO. 20_____

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON REGARDING THE USE OF ELECTRONIC SIGNATURES AND ESTABLISHING AN ELECTRONIC SIGNATURE POLICY FOR THE CITY.

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of Revised Code of Washington (RCW) Title 35A; and

Whereas, Chapter 19.360 RCW, as amended by Engrossed Substitute Senate Bill 6028, with the effective date of June 11, 2020, authorizes the City to deal with governmental affairs and transactions electronically, including utilization of electronic signatures; and

Whereas, Title 15 United States Code Chapter 96 authorizes electronic signatures in global and national commerce;

Whereas, this resolution establishes an Electronic Signature Policy to promote efficiency to conserve public resources; establish guidelines for the use of electronic signatures for certain City transactions; provide reasonable assurances of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the City; and delegates to the City Clerk, with agreement of the Mayor and City Administrator to selection and engage one or more provider as the method for affixing an electronic signature to an electronic record; and

Whereas, reducing the City's reliance on paper-based transactions will further improve security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact; and

Whereas, streamlining processes that require wet signatures and replacing them with electronic signatures, when practicable, is consistent with the intent of Washington State law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental agencies; and

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

Section 1: The City intends to utilize a provider of commercial platform electronic signatures to conduct City affairs and transactions.

Section 2: City Clerk, with agreement of City Administrator and Mayor is authorized to act as a representative/agent for our organization with full authority to bind the organization regarding all matters related to selection and engagement of a provider for the purposes stated hereinabove.

Section 3: City Clerk, with agreement of City Administrator and Mayor is authorized and shall develop and publish the City's Policy on Electronic Signatures and other such policies as may be warranted to facilitate the purpose stated hereinabove.

Section 4: 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 5. 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 6. 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 7: Effective Date. This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this ____ day of _____, 20__.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk

ELECTRONIC SIGNATURE POLICY OF CITY OF COLLEGE PLACE

I. Definitions

1. Designee: A City employee who has been designated by the City Administrator, City Clerk, or City Attorney to sign City records on their behalf using an electronic signature.
2. Electronic Signature: An electronic sound, symbol, or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record.
3. Record: Information described on a tangible medium or stored in an electronic or other medium and retrievable in tangible form, except as otherwise defined for the purpose of state or local agency record retention, preservation, or disclosure.
4. Wet Signature: A signature created when a person physically marks a document with the intent to sign the document.

II. Policy

1. The City encourages electronic transactions and the use of electronic signatures and recognizes electronic signatures as legally binding and equivalent in force and effect as a wet signature.
2. Pursuant to City of College Place, Washington Resolution No. 20 _____, the City authorizes the use of an electronic digital signature platform provider designated by the City Clerk with agreement of City Administrator and Mayor.
3. The City Administrator, City Clerk, City Attorney, Department Directors, and their respective designees are authorized to use the designated digital signature platform provider to affix electronic signatures to City records as provided in this policy.
4. The designated electronic signature platform provider, or any future replacement of the platform, is authorized to affix electronic signatures to the following records: Minutes of City Council Meetings, Resolutions and Ordinances adopted

by the City Council, Claims Vouchers Approved by the City Council, and any and all contracts and agreements to which the City is a party. **[do we want any other documents included? Community development docs?]**

5. Electronic signatures may be used on City records requiring signatures of non-City individuals and/or third parties.
6. This Policy may be modified, rescinded, or replaced at any time by the City Clerk with agreement of the Mayor and City Administrator.
7. Those individuals permitted to utilize electronic signatures must only use their own name and will not use the name of another authorized or unauthorized person. Records signed on behalf of the City Administrator, Mayor, City Clerk, and Department Directors, by a designee shall use their own name and electronic signature.
8. An electronic signature is an acceptable and valid substitute for a wet signature on records requiring the signature of any record whenever the use of wet signature is authorized or required, except as provided herein.
9. If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act, and as future amended.
10. This policy in no way affects the City's ability to conduct its affairs and transactions using a wet signature and shall not be construed as a prohibition on the use of wet signatures.