

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, APRIL 8, 2019

(PLEASE NOTE SLIGHTLY EARLIER START TIME THIS DATE)

9:15 COUNTY COMMISSIONERS

Chairman Kimball

All matters listed within the Consent Agenda have been distributed to each County Commissioner for review and are considered routine. The Consent Agenda will be approved by one motion of the Board of County Commissioners with no separate discussion. If separate discussion is desired on a certain item, that item may be removed from the Consent Agenda at the request of a Commissioner, for action later.

- a) Roll call and establish a quorum
- b) Review warrant list

The county commissioners will take this time (at 9:15 a.m.) to review the list of warrants for approval under the consent agenda. This review time is open to the public. No other business will be transacted until the regular meeting start time of 9:30 a.m.

RECESS.

9:30 COUNTY COMMISSIONERS

- a) Declarations re: conflict of interest
- b) Pledge of Allegiance
- c) Public comment period (time limitations may be imposed)

PLEASE NOTE: *If you wish to address the Commission, please raise your hand to be recognized by the Chair. When you have been recognized, please step up to the microphone and give your name and address before your comments. The Walla Walla County Commissioners are committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principle. (An individual may request to address the board at a later time on the agenda, if time permits, by contacting the Clerk of the Board at least 24 hours prior to the meeting.) Thank you.*

d) Action Agenda Items:

- 1) Review submitted Employee Payroll Action Forms

e) Consent Agenda Items:

- 1) Resolution _____ - Minutes of County Commissioners' sessions of April 1 and 2, 2019
- 2) Resolution _____ - Approving out of state travel for County Commissioner James K. Johnson
- 3) County vouchers/warrants/electronic payments as follows: 4207074 through 4207271 totaling \$600,542.11
- 4) Payroll action and other forms requiring Board approval

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
APPROVING OUT OF STATE
TRAVEL FOR COUNTY
COMMISSIONER JAMES K.
JOHNSON

RESOLUTION NO. **19**

WHEREAS, Walla Walla County Commissioner James K. Johnson will be traveling to Columbus, Ohio as a member of the Washington Traffic Safety Committee to attend the NGA (National Governors Association) Center for Best Practices Summit on Impaired Driving Solution: A National Summit for State Policymakers May 2-3, 2019 and will meet with other states and NGA Center staff to cultivate a greater knowledge among state officials around the risks of impaired driving and share best practices in countering both drug and alcohol impaired driving; and

WHEREAS, the National Governor's Association will be paying all travel costs associated with this event; and

WHEREAS, pursuant to County policy, an Employee Travel Authorization form has been submitted; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that out of state travel for County Commissioner James K. Johnson be approved as outlined above.

BE IT FURTHER RESOLVED that additional time related to said travel to or from said event, if needed, is also approved.

*Passed this 8th day of **April, 2019** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

COUNTY COMMISSIONERS (continued)

- f)** Miscellaneous business to come before the Board
- g)** Review reports and correspondence; hear committee and meeting reports
- h)** Review of constituent concerns/possible updates re: past concerns

9:45

TECHNOLOGY SERVICES

Kevin Gutierrez

- a) Department update and miscellaneous



WALLA WALLA COUNTY
Technology Services Department

Kevin G. Gutierrez
Technology Services Director

315 W. Main Street, Rm 101 - Walla Walla, Washington 99362

(509) 524-2590

kgutierrez@co.walla-walla.wa.us

File: GS50-06F-03

Retain: Until Obsolete or Superseded – PAV

April 8, 2019

To: Walla Walla County Board of Commissioners

Re: Department Update

Issues/Information for the Board.

All employee performance evals are complete and on file with personnel

Components (Main infrastructure)

Hardware

- No issues

Software

- No issues

Security/Viruses

- No issues

Other Projects

➤ **OnBase**

- Feeding information to the contractor
- Mostly about the public records processes
- They are customizing a system that we spec'd out

➤ **Issues with Community Development Support**

- Vendor has agreed to reduce this year's maintenance by \$13,000
- The software vendor has yet to tell us when the support for our current card merchants will be available.
- Conference call – vendor has moved the implementation of Authorize.Net integration to the top of the project list. Expecting an estimated due date next week.
- Vendor has sent us the server specs, but we are waiting for them to tell us how to license for SQL server licensing for the public facing accounts.

➤ **Budget**

- Changes to our current inventory database is in progress – nearly complete
- Working toward a total cost prediction model for replacement/budgeting purposes

➤ **Inventory & Help Desk**

- Continue to search for a more advanced helpdesk/asset inventory system.
- Current vendor upgraded the system, but it only made changes to the interface/dashboard and nothing substantial to the functionality of the software.
- Specifically – need better network scanner to find assets on the network. Need a P.O. system to streamline RFP's/RFQ's, purchasing/receiving and assign new assets via a helpdesk ticket.

➤ **Social Media Backup Software**

- Software ceased to work, vendor will not support it. They don't even sell it any more. However, they also stopped billing us.
- We are now looking to find a replacement.
- **Backup System**
 - We need to fly an RFP – We are not able to purchase of GSA and not all components are on state contract.
 - Draft is done and is now being reviewed by Jesse.
- **Blackberry**
 - Blackberry now advises that they cannot give us what we asked for.
 - We are testing 3 similar products.
 - Turns out, we are 1 of 3 agencies that I can find in WA state that are still using BlackBerry.
 - Others use MaaS360 – SOPHOS – Mobile Iron – VMWare/AirWatch
- **Physical to Virtual**
 - This has turned into a quest for SQL server licensing. In the past, all the vendors wanted us to have separate licensing for each application (i.e. TRACKiT, Eden, PACS...etc.)
 - Reminder... this is all happening because Microsoft is ending support for our current version, and because the vendors know that support is ending, are upgrading their applications are requiring the new version.
 - The good news is that it looks like we have 100% consensus from the vendors to share SQL licensing with multiple applications – not separate licensing for each application.
 - The bad news is the that licensing model has changed and of course costs more. We are trying to right size the licensing.
- **Two Factor Authentication**
 - Testing in Treasurers office for those with access to financial accounts.
 - Gordon likes the feature – will likely deploy as needed in his office
- **Retention Training (email)**
 - April – 6 classes scheduled (Full)
 - May – Will likely offer 6-8 more classes
- **Public Record Requests Last 2 Weeks**
 - 7 = Requests received
 - 0 = Forwarded to departments
 - 6 = Completed
 - 0 = Pending review
 - 0 = Pending Closure
 - 0 = Litigation hold
 - 0 = Pending 3rd party notice
 - 5 = Open/Being handled by the PRO

Definitions

DMS – Document Management System (OnBase)

DAN - Disposition Authority Numbers (Secretary of State retention schedule)

JLARC=Joint Legislative Audit and Review Committee

ACCIS =Association of County, City Information Systems (managers)

API = Application Program Interface

CJIS = Criminal Justice System Information Systems

PRO=Public Records Officer

NDA=Non-disclosure agreement

EOL=End of Life

WiFi=Wireless network connectivity (Wireless Fidelity)

FTP = File Transfer Protocol (file transfer server)

ADA=Americans with Disabilities Act

DOMAIN = A group of computers administered or managed with the same rules and policies and with a common IP range.

IP address = Internet protocol address. A unique string of numbers assigned to each computer to allow communications over network or domain.

10:00

COUNTY CORRECTIONS DEPARTMENT

Norrie Gregoire

- a) Department update and miscellaneous



Norrie Gregoire, Director
Vacant, Jail Commander

DEPARTMENT OF COURT SERVICES
JUVENILE JUSTICE CENTER
WALLA WALLA COUNTY

Norrie Gregoire, Juvenile Court Administrator
Jon Cassetto, Court Services Manager
Becky Renwick, Detention Manager

Corrections/JJC Department Head Update
April 8, 2019

Training/Legislative Updates

❖ **LEG/LEGAL UPDATE:**

Juvenile: VCO exception bill amended to include a sensible compromise allowing for up to 72 hours in detention for contempt when the safety of the child is at risk. Not sure if amended version will pass or if the hardliner anti-VCO legislators will hold their ground.

Adult: State v. Lundstrom: Edging closer to video court between Jail and Superior Courtrooms; JAVS was onsite March 25th and Randy Hensel continues to help us work the bugs out.

Programs

- CASA (Court Services)
 - April is Child Abuse Awareness Month;
 - On April 22nd, Board will have opportunity to help strengthen the CASA program when a proposal to secure two (2) VOCA positions is brought forth.
- Adult Recovery Court (ARC – Court Services)
 - Next ARC Docket Tuesday, April 9th @ 0845, Judge Wolfram's courtroom;
 - Four (4) in Phase V; five (5) in Phase IV; next graduation date April 23rd;
 - 19 Participants.
- Recovery Pod (Jail)
 - A defendant was released pending sentencing after several months of RP participation; this subject is involved with multiple systems and is doing very well on his Order of Release.
- Women's Recovery Pod (Jail)
 - Have not yet solved this puzzle but some interim pieces in place;
 - Serenity Point and Trilogy pull interested women out of a unit and provide recovery support services; SMART Recovery will begin within the month for women only.
 - Challenge is that we are averaging 20 women which require two separate units; an RP should be housed apart from those two units.

Personnel

- Continuing to accept and review Jail Commander applicants;
- Have one CO applicant who has completed background and polygraph and is scheduled for May 1st psych evaluation;
- Sgt. due to report for active duty in July – possible nine-month deployment;
- JJC Detention has a candidate awaiting PAF approval.

Equipment/Technology/Facilities

- Defense Attorney/Defendant Access
 - This has been resolved, at least for the short term;
 - Could be some additional noise related issues that are brought forth at some point but resolved for now.
- Booking Area Doors/Locks
 - \$46,000 high priority project; waiting to put forward a proposal to board until County receives assessment report on current lock needs throughout the facility. Contacted Southern Folger twice last week requesting a timeline for receipt of written assessment report and to secure a date certain for onsite lock training.
- Temporary Holding Bullpen
 - Available footprint in old BAC area near Booking Cells; would like to add toilet to existing plumbing; enclosure/containment barrier; likely need to add fire suppression sprinkler.
 - With four holding cells, we frequently are overpopulated in Booking; often have a protective custody or suicidal inmate in one or two; individuals awaiting processing and transport chain subjects put strain on those cells.
- Body Scanner
 - Communicated with State Dept. of Commerce about a federal grant opportunity but the dollars in question are tied up in litigation.
 - In collaboration with Ron Branine, would like to bring some vendors onsite for feasibility study and put together a proposal for Board consideration.
- CERT (Corrections Emergency Response Team)
 - Received mutual aid agreement doc from State Pen representatives; upon review with Jesse Nolte, we are requesting some minor language change.
 - Expect a request for Board approval within next four weeks.

10:15

PUBLIC WORKS DEPARTMENT

Tony Garcia

a) **Bid Opening:**

- 1) Whitman Drive West

b) **Public Hearing:**

- 1) To consider amending Walla Walla County Code Title 3, Chapter 3.22, Revising the Public Works Fee Schedule

c) **Action Agenda Items:**

- 1) Ordinance No. 474 – Approving a request by Walla Walla County Public Works to Amend Title 3 of the Walla Walla County Code to Revise Public Works Fee Schedule, Chapter 3.22

d) **Consent Agenda Items:**

- 1) Resolution _____ - Use of County roads for the Tour of Walla Walla Bicycle Races
- 2) Execute Contract with Humbert Asphalt, Inc. for Hot Mix Asphalt 2019
- 3) Execute Revision #1 Project Prospectus for an application for Federal Highway Safety Improvement Program Funds for Dodd Road Railroad Crossing and Port Kelly Railroad Crossing

e) Department update and miscellaneous

**BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON**

ORDINANCE NO. 474

APPROVING A REQUEST BY WALLA WALLA COUNTY PUBLIC WORKS TO AMEND TITLE 3 OF THE WALLA WALLA COUNTY CODE TO REVISE PUBLIC WORKS FEE SCHEDULE, CHAPTER 3.22.

Whereas, Walla Walla County has conducted a review of fees for processing various Public Works permits, plat reviews, reviewing construction plans and specifications, construction inspection and other public works activities;

Whereas, Walla Walla County has studied the costs of processing such applications and providing related services;

Whereas, it is the desire of Walla Walla County to update fees to partially offset the actual cost to the County of processing such applications and providing related services;

NOW THEREFORE,

BE IT ORDAINED, by the Walla Walla County Board of County Commissioners that:

Section I. The Board of County Commissioners Makes the Following Findings of Fact:

1. The Public Works fee schedule is based on the costs of processing various permits, plat reviews, reviewing construction plans and specifications, construction inspection and other public works activities.
2. The Board of County Commissioners held a workshop open to the public on the Title 3 amendments on February 11, 2019.
3. Notices of a Public Hearing were published in the Walla Walla Union Bulletin on March 28 & April 04, 2019.
4. The Board of County Commissioners held a public hearing on April 8, 2019 for the purpose of receiving testimony on the proposed revisions.

Section II. The Board of County Commissioners Makes the Following Conclusions of Law:

1. The County has reviewed and evaluated comments received from the public.

- 2. The fees established by the Public Works Fee Schedule are fair and commensurate with the services provided and are within the range of fees charged by other Washington jurisdictions.

Section III. Amendments to Walla Walla County Code Title 3. The amendments to Walla Walla County Code Title 3, revising Chapter 3.22, Public Works Fee Schedule, are **adopted** as presented to the Board of County Commissioners on this date as attached in Exhibit A.

Section IV. Effective Date and Savings. This ordinance is effective as of the date of signing.

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

Section VI. This ordinance will be published by an approved summary consisting of the title.

PASSED by the Walla Walla County Board of County Commissioners in regular session at Walla Walla, Washington, then signed by its membership and attested by its Clerk in authorization of such passage this 8th day of April, 2019.

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

Approved as to form:



Jesse D. Nolte, Deputy Prosecuting Attorney

CHAPTER 3.22 - PUBLIC WORKS FEE SCHEDULE
 3.22.010 - Applicability.

The public works department shall require fees in the amount established below for the following applications:

Type of Work or Activity	Form Required	Fee
Preliminary Plat Review	Preliminary Plat Review	\$100+ \$1 per lot
Construction Plan Review/Approval	Construction Plan Review	\$200+ \$1.50 per lot
<u>Private Road (3-4 Lots)</u>	<u>Private Road Permit</u>	<u>\$250</u>
Road Construction Inspection	Road Construction Permit	\$1,000 + \$25 per lot
Construct new or upgrade existing access (driveway) for connection to County Road	Access Permit	\$50 Gravel \$75 Asphalt \$100 Concrete
Variance Request	Request for Variance	\$50
Addressing	Addressing Permit	\$100 \$150 New \$25 \$40 Replace
Road Name Signs, stop signs, etc.	Road Sign Agreement	\$150 minimum
Franchise for public and private utilities located within County Road Right of Way	Franchise	\$200+ <u>300</u> recording fee
Utility installation or repair within County Road Right of Way	Right of Way Permit	\$75 Bore <u>Minimum</u> \$150 Open Cut
Allowing extended use of county roads for hauling materials	Haul Route Agreement	\$100

Utilization of County Road Right of Way for bicycle races, fun runs, walks, etc.	Special Events Permit	\$0 if 45 days in advance \$20 if not
Oversize or overweight vehicle permit	Overlegal Vehicle Permit	\$0 Oversize \$20 Overweight
Vacation of County Road Right of Way	Request to Vacate County Road Right of Way	\$600
County Road Name Change	Request to Change Road Name	\$50
Work within or access to any part of Mill Creek Channel	Mill Creek Channel Permit	\$35

(Ord. No. 373, § III(Exh. A), 11-2-2009)

3.22.020 - Refunds.

All fees are nonrefundable except in cases when the processing of an application was terminated prior to the incurring of substantial administrative expenses. Refunds shall be made at the direction of the director of public works.

(Ord. No. 373, § III(Exh. A), 11-2-2009)

3.22.030 - Transcription costs.

If a petition for review in Superior Court is made from any decision involving the application types listed in Section 3.22.010, the cost of transcription of all records ordered certified by a court for review shall be borne by the appellant.

(Ord. No. 373, § III(Exh. A), 11-2-2009)

3.22.040 - Action.

No action shall be taken until fees have been paid in full.

(Ord. No. 373, § III(Exh. A), 11-2-2009)

3.22.060 - Posting.

The schedule of fees shall be posted in the office of the director of public works and may be altered or amended only by the board of county commissioners.

(Ord. No. 373, § III(Exh. A), 11-2-2009)

3.22.070 - Severability.

If any provision of this chapter or its application, any person or legal entity or circumstances, is held invalid, the remainder of the chapter or application of the provisions to other persons or legal entities or circumstances shall not be affected.

(Ord. No. 373, § III(Exh. A), 11-2-2009)

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF USE OF
COUNTY ROADS FOR THE TOUR OF
WALLA WALLA BICYCLE RACES

}

RESOLUTION NO. **19**

WHEREAS, Allegro Cyclery is hosting the Tour of Walla Walla Bicycle Races and holding divisions of the event for hobby racers with the intent of encouraging youth to engage in positive, healthy activities; and

WHEREAS, said event will be held on Friday, April 12, 2019 beginning at 9:00 a.m. and ending around 7:00 p.m., and Saturday, April 13, 2019 beginning at 8:00 a.m. and ending around 5:00 p.m., and Sunday, April 14, 2019 beginning at 8:00 a.m. and ending around 5:00 p.m.; and

WHEREAS, the event organizers have agreed to notify emergency services prior to the event for the necessary safety and emergency services information; and

WHEREAS, the event organizers shall provide traffic control, signage and flaggers in accordance with the approved Special Event Permit; and

WHEREAS, the event organizers have provided a certificate of insurance naming Walla Walla County as additional insured and have agreed to include Walla Walla County in their registration/release waiver; and

WHEREAS, the event organizers shall provide a news release to the local newspapers announcing the event dates; now therefore

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners, that permission be granted to the race organizers to use the following County roads: Wilson Hollow Road, McCown Road, Lower Waitsburg Road, Middle Waitsburg Road, Ferris Road, Bolles Road, McKay Alto Road, Coppei Road and Lower Whetstone Road Friday, April 12 through Sunday, April 14, 2019.

*Passed this 8th day of **April, 2019** by Board members as follows: ___ Present or ___ Participating via other means, and by the following vote: ___ Aye ___ Nay ___ Abstained ___ Absent.*

Attest:

Diane L. Harris, Clerk of the Board

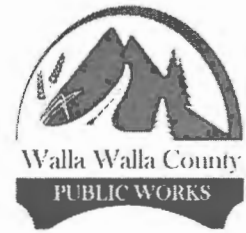
Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

**Walla Walla County Public Works
PO Box 813
Walla Walla, WA 99362**



To: Board of County Commissioners

From: Tony Garcia, Public Works Director

Date: 3 April 2019

Re: Director's Report for the Week of 1 April 2019

Board Action: 8 April 2019

Hearings:

In the Matter of a Hearing to Consider Amending Walla Walla County Code Title 3, Chapter 3.22, Revising the Public Works Fee Schedule and taking action to adopt ordinance.

Bid Opening:

In the Matter of a Bid Opening – Whitman Drive West

Resolutions:

In the Matter of Use of County Road for the Tour of Walla Walla Bicycle Races

Miscellaneous:

In the Matter of Signing a Contract for Hot Mix Asphalt

In the Matter of Executing Revision #1 of a Project Prospectus for an Application for Federal Highway Safety Improvement Program Funds for Dodd Road Railroad Crossing and Port Kelly Railroad Crossing

ENGINEERING:

- Blue Creek Bridge/Mill Creek FH: Contractor is working on roadway excavation.
- Whitman Dr. W.: Project is on ad. Bid opening will be April 8th.
- Mill Creek Road MP 1.1 to MP 3.96: Working on right of way project funding estimate.
- Mud Creek: Working on right of way documents.
- Peppers Bridge Road: Will survey with drone.
- Middle Waitsburg Road MP 6.1 to MP 7.92: Working on road design and right of way plans.
- Port Kelly Rd & Dodd Rd Railroad Crossing: Requesting construction funding from WSDOT.

MAINTENANCE/FLEET MANAGEMENT:

- North Crew – Prepping roads for chip seal.
- South Crew – Blading, shouldering and ditching roads and assisting with chip seal prep.
- Vegetation/Signs – Beginning to spray along county roads.
- Load restrictions lifted 4-3-19.
- Working on Reimbursable work agreements (College Place, Port of WW, Waitsburg, Prescott, Garfield County).

ADMINISTRATION:

- Conducted monthly Foremen Meeting.
- Quarterly counseling underway departmentwide.
- Reviewing applications for the 2019 internship position.

10:30

PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

- a) Miscellaneous business for the Board
- b) Possible executive session re:
litigation or pending or potential
litigation (pursuant to RCW 42.30.110(i))

10:45

HUMAN RESOURCES/RISK MANAGER

Shelly Peters

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any pending claims against the County
- c) **Action Agenda Items:**
 - 1) New position approval form – 4-H STEM Interns (2 intern positions) for WSU Extension office
- d) Possible executive session re: personnel (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(a)(b)), and/or litigation or pending or potential litigation (pursuant to RCW 42.30.110(i))

11:15

COUNTY COMMISSIONERS

- a) Presentation by City of Walla Walla representatives re: Economic Development Sales Tax Fund application for \$250,000 Grant from the Walla Walla County portion of the 9/10ths economic development sales tax collections for the Spokane Street Improvement Project
- b) Discussion/possible direction re above
- c) **Action Agenda Items:**
 - 1) Proposal 2019 04-08 Econ Dev – Port Approval of Walla Walla County to expend 9/10ths Economic Development funds (Request from City of Walla Walla for Spokane Street Improvement project)
- d) Miscellaneous business to come before the Board

RECEIVED

FEB 27 2019



WALLA WALLA COUNTY
COMMISSIONER/CITY MANAGER

CITY HALL – 15 N. 3rd Avenue
Walla Walla, WA 99362-1859
509.527.4522
FAX 509.524.7900

SENT VIA EMAIL ON 02-27-2019

February 27, 2019

Honorable James K. Johnson, Commissioner
Honorable Greg Tompkins, Commissioner
Honorable Todd Kimball, Commissioner
Walla Walla County
P.O. Box 1506
Walla Walla, WA 99362

RE: Economic Development Sales Tax Fund Grant – City of Walla Walla - Spokane Street Improvement Project

Dear Honorable Commissioners:

Please find attached the City of Walla Walla's application for \$250,000 from the County's EDSTF. We are very happy to report that the Port of Walla Walla Commissioners approved a \$250,000 Economic Development Sales Tax Fund (EDSTF) grant to the City of Walla Walla for the Spokane Street Improvement Project.

We very much look forward to meeting with you on Monday, March 25 to provide a project overview, the benefits to our local economy and answer questions. We appreciate your consideration in funding this worthy project.

Best regards,

A handwritten signature in black ink, appearing to read "Nabil Shawa".

Nabil Shawa
City Manager

cc: Patrick H. Reay, Executive Director
Ki Bealey, Public Works Director

Walla Walla County

Economic Development Sales Tax Fund

SECTION I.

APPLICATION FOR FUNDING

Applicant:	City of Walla Walla			
Project Title:	Spokane Street Improvement Project			
Contact:	Nabiel Shawa			
Title:	City Manager			
Telephone:	(509) 527-4522			
Fax:				
E-Mail:	nshawa@wallawallawa.us			
Mailing Address:	15 N 3 rd Avenue			
City:	Walla Walla		99362	
Total Project Financing \$0:				
Total Project Cost:				\$2,880,200
Amount secured to date:				\$2,380,200
The total amount requested from the Economic Development Sales Tax Fund: Loan & Grant combined				\$ 250,000
Loan Information:				
Amount of loan request:				\$ N/A
Loan term requested (Maximum term is 10 years):	N/A	YRS	N/A	Rate
<i>A loan is a general-obligation or revenue obligation of the jurisdiction receiving the loan. With the acceptance of a loan, the jurisdiction agrees to obligate its full faith, credit, and revenue to repay the loan, regardless of the project which prompted the application for funding. The maximum loan amount is \$200,000. Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line Item #4.</i>				
Grant Information:				
Amount of Grant request: <i>(Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line Item #4)</i>				\$250,000
Amount of Local Public Match: <i>(Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line Item #5)</i>				\$625,000

Declaration: I hereby certify that the information given in this application is true and correct to the best of my knowledge and belief and that I have reviewed Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund

Signature of Responsible Official:  Date: 1/4/2019

Print or Type Name and Title: Nabiel Shawa, City Manager

SECTION II. IDENTIFICATION OF PUBLIC FACILITY PROJECT AND COSTS

- 1. Describe the entire public facilities project, including the parts that you are not asking to fund.**
(The term "public facilities" means bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroads, electrical facilities, natural gas facilities, research, testing, training, and incubation facilities in innovation partnership zones designated under RCW 43.330.270, buildings, structures, telecommunications infrastructure, transportation infrastructure, or commercial infrastructure, and port facilities in the state of Washington.

The Project includes:

- 1) replacement of the Spokane Street bridge spanning Mill Creek;
- 2) streetscape improvements on Spokane Street from Alder Street to Main Street;
 - a. replacement of concrete sidewalk, curb, gutter;
 - b. installation of brick pavers;
 - c. downtown street lights;
 - d. street trees;
 - e. storm sewer main and storm water pretreatment facilities;
 - f. electrical and irrigation systems; and,
 - g. asphalt concrete paving.

Additionally, the project will realign parking on Spokane Street allowing for improved pedestrian accessibility and business access. The project will also be coordinating with improvements to Heritage Square Park and the Penrose hotel to improve access and connectivity with the downtown Walla Walla area.

- 2. Summarize efforts taken to date regarding the project in terms of specific steps and studies and dates of action.**

RFP for 30% design of Plans, Specifications & Engineer's Estimate (PS&E), and preparation of Federal Highways Bridge Program grant	Jan 2017
Selection of, Anderson Perry and Associates, Inc. for 30% PS&E, and grant preparation.	Mar 2017
Acceptance of Bridge Grant	Feb 2018
Selection of Anderson Perry and Associates, Inc., for full design and environmental for Spokane Street Bridge Replacement project	Feb 2018
SEPA Determination of Non-Significance	Oct 2018
Cultural Resources Approval	Nov 2018
JARPA Submittal	Nov 2018
NEPA Approval	Dec 2018
95% PS&E	Dec 2018

3. Does this project qualify as economic development, and does it create or retain family wage jobs?
 (Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund.)

Yes

4. List the number of projected jobs to be retained and/or created by the firm as a result of the public infrastructure project. Jobs must be expressed in Full-Time Equivalents (FTEs). Management positions should be indicated as an annual salary. * Retained jobs are defined as jobs that would otherwise be lost in Walla Walla County.

Job Description	Number of Jobs Created (in FTEs)	Number of Jobs Retained* (in FTEs)	Hourly Wage and/or Annual Wage
Penrose Hotel Employees	125		\$32,000 avg.
			\$
			\$
			\$
			\$
			\$

Projected annual gross payroll for all job classifications? \$4,000,000

How many of these positions are part-time or seasonal work?

The developer reports 125 FTEs and does not report part-time positions,

5. Is this project listed in the Walla Walla County Comprehensive Plan (Chapter 11 Economic Development Element- Appendix G)? No Yes

6. Does your organization have an active interest and involvement in economic development?
Please explain?

Yes, the City of Walla Walla actively recruits retail and funds tourism economic expansion.

City of Walla Walla 2040 Comprehensive Plan

- Economic Development Policy 2.1: Provide the infrastructure needed for business and industries to locate in Walla Walla, including utilities, transportation connections, and suitable land capacity.
- Economic Development Policy 6.2: Encourage Downtown's continued revitalization through appropriate development, redevelopment, and rehabilitation.
- Economic Development Policy 8.2: Maintain and improved the built environment of sidewalks, parks, paths and other public amenities that visitors will enjoy and utilize.

7. Will this project upgrade existing public infrastructure or build new public infrastructure?
Please explain?

Yes, the project includes replacement of the Spokane Street bridge, street paving, sidewalk, lighting and landscape improvements.

8. List each funding source for the public project and amount. Identify whether the funding source has been secured or is being requested.

Funding Source	Status	Amount
Bridge grant	Awarded	\$\$1,755,200
City Funds	Budgeted	\$ \$625,000
Port EDST Funds	Requested	\$ 250,000
County EDST Funds	Seeking	\$ 250,000
		\$
		\$
		\$
Total Project Cost		\$2,880,200

9. Estimated schedule for public project completion. Indicate the month and year when the activities listed have been, or will be, completed.

Activities	Estimated Completion Date (Month/Year)
Preliminary Engineering Report	Mar 2017
All Required Permits Obtained	Jan 2019
Design Engineering	Jan 2019
Land/Right-of-Way Acquisition	N/A
Final Bid Documents	Feb 2019
Award Construction Contract	Mar 2019
Begin Construction	May 2019
Complete Construction	Oct 2019
Construction Project Operational	Oct 2019

10. What other quantifiable outcomes can this project measure in addition to the number of jobs created and retained?

Private sector capital investment Approximately \$50,000,000

Increase in local property tax revenue: Approximately \$218,000 annually for County, City & Port property taxes.

Increase in local sales tax revenue:

\$294,000 local sales tax from construction. The occupants of the 132 upscale rooms will certainly drive sales tax revenue, but that's a bit difficult to forecast.

Other:

Lodging tax – somewhere in the range of \$200K to 300K annually.

11. Will the public facility project be maintained by the applicant? Indicate the projected annual operating cost of the proposed public facility project and revenue source for maintenance? Please explain.

Yes, all project improvements will be constructed within the public Right-of-Way. The City maintains facilities within the Right-of-Way. The new facilities will not require an operating cost beyond existing routine maintenance.

Return Completed Application To:
Port of Walla Walla
310 A. Street, Walla Walla, WA 99362
509-525-3100



SENT VIA EMAIL ON 02-20-2019

February 20, 2019

James K. Johnson, Commissioner
Greg Tompkins, Commissioner
Todd Kimball, Commissioner
Walla Walla County
P.O. Box 1506
Walla Walla, WA 99362

RE: Economic Development Sales Tax Fund Grant – City of Walla Walla - Spokane Street Improvement Project

Dear Commissioner:

On February 14, 2019, the Port of Walla Walla Commissioners approved a \$250,000 Economic Development Sales Tax Fund (EDSTF) grant to the City of Walla Walla for the Spokane Street Improvement Project. Enclosed is the EDSTF application for your review.

Consistent with our Interlocal Economic Development Agreement dated May 31, 2005, the Port is submitting this EDSTF application for Walla Walla County Board of Commissioner's consideration and concurrence.

The Port hereby certifies that this application complies with RCW 82.14.370 and the funds will be allocated from the Port's 2/3rd share of EDSTF account.

If you have any questions or need any additional information, please do not hesitate to call or email.

Sincerely,

Patrick H. Reay
Executive Director

Enc. City of Walla Walla EDSTF Spokane Street Improvement Project

cc: Port Commissioners
Nabiel Shawa, City Manager, City of Walla Walla
File

Peter Swant, Commissioner
Ronald W. Dunning, Commissioner
Michael Fredrickson, Commissioner

STEPHEN DAY
ARCHITECTURE

Stephen J. Day, AIA

October 19, 2018

Nabiel Shawa
City Manager, City of Walla Walla
15 N. Third Avenue
Walla Walla, WA 99362

RE: The Penrose Walla Walla Hotel & Spa

Dear Nabiel:

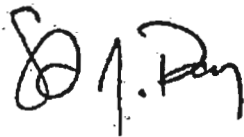
I am writing to give you a brief update on The Penrose Walla Walla project. First, it is a real pleasure working with you, the dedicated city staff, city council and the phenomenal community of Walla Walla as we design and develop The Penrose Walla Walla. As architect and development leader for The Penrose, I can say that we look forward to deepening our connections and involvement in the community as this project continues.

As you know, the building is listed on the National Register of Historic Places, and our plan includes a complete renovation of the historic structure along with a significant addition. We are leasing the adjacent parking parcel as well.

The Penrose is now in for building permit review, involving a 132-room hotel with restaurant and bar with terrace on Mill Creek, including 5,000 square feet of event/meeting spaces, rooftop pool and satellite food and beverage service. We currently estimate that with the 132-room project that there will be approximately 125 FTE employees, with an average annual pay at roughly \$32,000. Construction costs are projected to exceed \$21,000,000. We anticipate start of construction in late spring 2019 and completion in the fall/winter of 2020.

Thanks again for all your support and assistance with this project and we look forward to working with you as The Penrose Walla Walla Hotel & Spa proceeds.

Sincerely,



Stephen J. Day, AIA

For Penrose Hotel, LLC

1326 Fifth Avenue Suite 650 Seattle, Washington 98101
Tel and fax 206.625.1511 e-mail Stephen@stephendayarchitecture.com
www.StephenDayArchitecture.com



MEMO

Date: 4-4-19

Proposal ID. 2019 04-08 EconDev – Port

To: BOCC

From: Diane Harris, Clerk of the Board

Intent – Approval of Port of Walla Walla expending funds

Topic – Approval of Port of Walla Walla expending funds from the Port’s portion of the Economic Development Sales Tax Funds for the City of Walla Walla – Spokane Street Improvement Project

Summary

The Port of Walla Walla during their regularly scheduled meeting on February 14, 2019 approved the City of Walla Walla’s grant application for the Spokane Street Improvement Project. This request is for \$250,000 from the Port of Walla Walla’s portion of the Economic Development Sales Tax Fund.

Pursuant to the current interlocal between the Port and County of Walla Walla regarding the Economic Development Sales Tax funds the County must approve the Port of Walla Walla expending these funds.

Port of Walla Walla – 9/10ths funds - \$250,000

Cost

\$250,000

Funding

9/10ths Funds – Port of Walla Walla

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

Risk

Benefits

Conclusion/Recommendation

Approval of the Port of Walla Walla expending \$250,000 out of their portion of the 9/10ths Economic Development Funds for the City of Walla Walla – Spokane Street Improvement Project.

Submitted By

Disposition

Diane Harris, Commissioners 4/4/19

Approved

Name Department Date

Approved with modifications

Needs follow up information

Signature

Denied

BOCC Chairman

Date

Additional Requirements to Proposal

Modification

Follow Up



SENT VIA EMAIL ON 02-20-2019

RECEIVED

FEB 20 2019

**WALLA WALLA COUNTY
COMMISSIONERS**

February 20, 2019

James K. Johnson, Commissioner
Greg Tompkins, Commissioner
Todd Kimball, Commissioner
Walla Walla County
P.O. Box 1506
Walla Walla, WA 99362

RE: Economic Development Sales Tax Fund Grant – City of Walla Walla - Spokane Street Improvement Project

Dear Commissioner:

On February 14, 2019, the Port of Walla Walla Commissioners approved a \$250,000 Economic Development Sales Tax Fund (EDSTF) grant to the City of Walla Walla for the Spokane Street Improvement Project. Enclosed is the EDSTF application for your review.

Consistent with our Interlocal Economic Development Agreement dated May 31, 2005, the Port is submitting this EDSTF application for Walla Walla County Board of Commissioner's consideration and concurrence.

The Port hereby certifies that this application complies with RCW 82.14.370 and the funds will be allocated from the Port's 2/3rd share of EDSTF account.

If you have any questions or need any additional information, please do not hesitate to call or email.

Sincerely,

Patrick H. Reay
Executive Director

Enc. City of Walla Walla EDSTF Spokane Street Improvement Project

cc: Port Commissioners
Nabiel Shawa, City Manager, City of Walla Walla
File

Walla Walla County Economic Development Sales Tax Fund

SECTION I.

APPLICATION FOR FUNDING

Applicant:	City of Walla Walla		
Project Title:	Spokane Street Improvement Project		
Contact:	Nabiel Shawa		
Title:	City Manager		
Telephone:	(509) 527-4522		
Fax:			
E-Mail:	nshawa@wallawalla.us		
Mailing Address:	15 N 3 rd Avenue		
City:	Walla Walla	99362	
Total Project Financing:	\$0		
Total Project Cost:	\$2,880,200		
Amount secured to date:	\$2,380,200		
The total amount requested from the Economic Development Sales Tax Fund: Loan & Grant combined	\$ 250,000		
Loan Information:			
Amount of loan request:	\$ N/A		
Loan term requested (Maximum term is 10 years):	N/A	YRS	N/A Rate
<i>A loan is a general obligation or revenue obligation of the jurisdiction receiving the loan. With the acceptance of a loan, the jurisdiction agrees to obligate its full faith, credit, and revenue to repay the loan, regardless of the project which prompted the application for funding. The maximum loan amount is \$200,000. Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line item #4.</i>			
Grant Information:			
Amount of Grant request: <i>(Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line item #4)</i>	\$250,000		
Amount of Local Public Match: <i>(Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line item #5)</i>	\$625,000		

Declaration: I hereby certify that the information given in this application is true and correct to the best of my knowledge and belief and that I have reviewed Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund

Signature of Responsible Official:  Date: 1/4/2019

Print or Type Name and Title: Nabiel Shawa, City Manager

SECTION II. IDENTIFICATION OF PUBLIC FACILITY PROJECT AND COSTS

1. **Describe the entire public facilities project, including the parts that you are not asking to fund.** *(The term "public facilities" means bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroads, electrical facilities, natural gas facilities, research, testing, training, and incubation facilities in innovation partnership zones designated under RCW 43.330.270, buildings, structures, telecommunications infrastructure, transportation infrastructure, or commercial infrastructure, and port facilities in the state of Washington.*

The Project includes:

- 1) replacement of the Spokane Street bridge spanning Mill Creek;
- 2) streetscape improvements on Spokane Street from Alder Street to Main Street;
 - a. replacement of concrete sidewalk, curb, gutter;
 - b. installation of brick pavers;
 - c. downtown street lights;
 - d. street trees;
 - e. storm sewer main and storm water pretreatment facilities;
 - f. electrical and irrigation systems; and,
 - g. asphalt concrete paving.

Additionally, the project will realign parking on Spokane Street allowing for improved pedestrian accessibility and business access. The project will also be coordinating with improvements to Heritage Square Park and the Penrose hotel to improve access and connectivity with the downtown Walla Walla area.

2. **Summarize efforts taken to date regarding the project in terms of specific steps and studies and dates of action.**

RFP for 30% design of Plans, Specifications & Engineer's Estimate (PS&E), and preparation of Federal Highways Bridge Program grant	Jan 2017
Selection of, Anderson Perry and Associates, Inc. for 30% PS&E, and grant preparation	Mar 2017
Acceptance of Bridge Grant	Feb 2018
Selection of Anderson Perry and Associates, Inc., for full design and environmental for Spokane Street Bridge Replacement project	Feb 2018
SEPA Determination of Non-Significance	Oct 2018
Cultural Resources Approval	Nov 2018
JARPA Submittal	Nov 2018
NEPA Approval	Dec 2018
95% PS&E	Dec 2018

3. Does this project qualify as economic development, and does it create or retain family wage jobs? (Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund.)

Yes

4. List the number of projected jobs to be retained and/or created by the firm as a result of the public infrastructure project. Jobs must be expressed in Full-Time Equivalents (FTEs). Management positions should be indicated as an annual salary. * Retained jobs are defined as jobs that would otherwise be lost in Walla Walla County.

Job Description	Number of Jobs Created (in FTEs)	Number of Jobs Retained* (in FTEs)	Hourly Wage and/or Annual Wage
Penrose Hotel Employees	125		\$32,000 avg.
			\$
			\$
			\$
			\$
			\$

Projected annual gross payroll for all job classifications? \$4,000,000

How many of these positions are part-time or seasonal work?

The developer reports 125 FTEs and does not report part-time positions,

5. Is this project listed in the Walla Walla County Comprehensive Plan (Chapter 11 Economic Development Element- Appendix G)? No Yes

6. Does your organization have an active interest and involvement in economic development? Please explain?

Yes, the City of Walla Walla actively recruits retail and funds tourism economic expansion.

City of Walla Walla 2040 Comprehensive Plan

- Economic Development Policy 2.1: Provide the infrastructure needed for business and industries to locate in Walla Walla, including utilities, transportation connections, and suitable land capacity.
- Economic Development Policy 6.2: Encourage Downtown's continued revitalization through appropriate development, redevelopment, and rehabilitation.
- Economic Development Policy 8.2: Maintain and improved the built environment of sidewalks, parks, paths and other public amenities that visitors will enjoy and utilize.

7. Will this project upgrade existing public infrastructure or build new public infrastructure? Please explain?

Yes, the project includes replacement of the Spokane Street bridge, street paving, sidewalk, lighting and landscape improvements.

8. List each funding source for the public project and amount. Identify whether the funding source has been secured or is being requested.

Funding Source	Status	Amount
Bridge grant	Awarded	\$\$1,755,200
City Funds	Budgeted	\$ \$625,000
Port EDST Funds	Requested	\$ 250,000
County EDST Funds	Seeking	\$ 250,000
		\$
		\$
		\$
Total Project Cost		\$2,880,200

9. Estimated schedule for public project completion. Indicate the month and year when the activities listed have been, or will be, completed.

Activities	Estimated Completion Date (Month/Year)
Preliminary Engineering Report	Mar 2017
All Required Permits Obtained	Jan 2019
Design Engineering	Jan 2019
Land/Right-of-Way Acquisition	N/A
Final Bid Documents	Feb 2019
Award Construction Contract	Mar 2019
Begin Construction	May 2019
Complete Construction	Oct 2019
Construction Project Operational	Oct 2019

10. What other quantifiable outcomes can this project measure in addition to the number of jobs created and retained?

Private sector capital investment	Approximately \$50,000,000
Increase in local property tax revenue:	Approximately \$218,000 annually for County, City & Port property taxes.

Increase in local sales tax revenue:

\$294,000 local sales tax from construction. The occupants of the 132 upscale rooms will certainly drive sales tax revenue, but that's a bit difficult to forecast.

Other:

Lodging tax – somewhere in the range of \$200K to 300K annually.

11. Will the public facility project be maintained by the applicant? Indicate the projected annual operating cost of the proposed public facility project and revenue source for maintenance? Please explain.

Yes, all project improvements will be constructed within the public Right-of-Way. The City maintains facilities within the Right-of-Way. The new facilities will not require an operating cost beyond existing routine maintenance.

Return Completed Application To:
Port of Walla Walla
310 A. Street, Walla Walla, WA 99362
509-525-3100

STEPHEN DAY
ARCHITECTURE

Stephen J. Day, AIA

October 19, 2018

Nabiel Shawa
City Manager, City of Walla Walla
15 N. Third Avenue
Walla Walla, WA 99362

RE: The Penrose Walla Walla Hotel & Spa

Dear Nabiel:

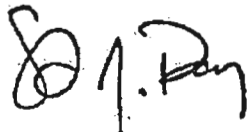
I am writing to give you a brief update on The Penrose Walla Walla project. First, it is a real pleasure working with you, the dedicated city staff, city council and the phenomenal community of Walla Walla as we design and develop The Penrose Walla Walla. As architect and development leader for The Penrose, I can say that we look forward to deepening our connections and involvement in the community as this project continues.

As you know, the building is listed on the National Register of Historic Places, and our plan includes a complete renovation of the historic structure along with a significant addition. We are leasing the adjacent parking parcel as well.

The Penrose is now in for building permit review, involving a 132-room hotel with restaurant and bar with terrace on Mill Creek, including 5,000 square feet of event/meeting spaces, rooftop pool and satellite food and beverage service. We currently estimate that with the 132-room project that there will be approximately 125 FTE employees, with an average annual pay at roughly \$32,000. Construction costs are projected to exceed \$21,000,000. We anticipate start of construction in late spring 2019 and completion in the fall/winter of 2020.

Thanks again for all your support and assistance with this project and we look forward to working with you as The Penrose Walla Walla Hotel & Spa proceeds.

Sincerely,



Stephen J. Day, AIA

For Penrose Hotel, LLC

1326 Fifth Avenue Suite 650 Seattle, Washington 98101
Tel and fax 206.625.1511 e-mail Stephen@stephendayarchitecture.com
www.StephenDayArchitecture.com

11:30

FACILITIES MAINTENANCE

Ron Branine

- a) Department update and miscellaneous



Facilities Department

To: Board of County Commissioners

From: Ron Branine

Date: April 8th 2019

Resolutions/Proposals: None

Update:

- Still capturing data for the preventative maintenance plan and schedule. Getting closer on gathering all data and have started at the Fairgrounds.
- Because of the additional Square footage we are taking on, there is and has been a need to re-structure the Facilities Department. This will include revised job descriptions and work hours. We are negotiating through some of this before making a final plan to roll out. This shift for the department has been long overdue and will fix most of the daily complaints we get. This will also help bolster the Preventative Maintenance program to have 2 employees fully invested in maintenance only.

ADMINISTRATION:

12:00 RECESS

1:30 COUNTY COMMISSIONERS

- a) Miscellaneous business to come before the Board

- A D J O U R N -

Walla Walla County is ADA compliant. Please contact TTY: (800) 833-6384 or 7-1-1 or the Commissioners' Office at 509/524-2505 three (3) days in advance if you need any language, hearing, or physical accommodation.

Please note that the agenda is tentative only. The Board may add, delete, or postpone items and may take action on an item not on the agenda.