



PACIFIC CITY COUNCIL AGENDA
Council Chambers - City Hall. 100 3rd Ave. SE

March 2, 2015
Monday

Workshop
6:30 p.m.

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
 - 2. ROLL CALL OF COUNCIL MEMBERS**
 - 3. ADDITIONS TO/APPROVAL OF AGENDA**
 - 4. EXECUTIVE SESSION**
 - For Collective Bargaining per RCW 42.30.140 (4)(a) for 30 minutes
 - For Potential Litigation per RCW 42.30.110 (1)(i)(iii) for 30 minutes
 - 5. DISCUSSION ITEMS**
- (3) **A. AB-15-027: Resolution No. 2015-236: Wetland Biologist Contract** (10 min.)
(Jack Dodge)
- (14) **B. AB 15-024: Ordinance No. 2015-1894: Amending the Pacific Municipal Code** (10 min.)
regarding accessory dwelling units.
(Jack Dodge)
- (23) **C. AB 15-027: Resolution No. 2015-235: Amending the City of Pacific Purchasing** (10 min.)
Policy.
(Lance Newkirk)
- (45) **D. AB 15-023: Ordinance No. 2015-1893: Setting rates for sewer service in the City** (10 min.)
of Pacific.
(Lance Newkirk)
- (48) **E. AB 15-021: Resolution No. 2015-232: Soliciting quotes for title reports for** (5 min.)
parcels on West Valley and Milwaukee Boulevard.
(Lance Newkirk)
- (55) **F. AB 15-025: Resolution No. 2015-234: 2015 Planning Commission Work Plan** (10 min.)
(Jack Dodge)
- (64) **G. AB-15-028: 2014 Year End Financial Reports** (5 min.)
(Richard Gould)

- (100) H. **AB-15-029: AWC Drug & Alcohol Consortium Annual Membership Renewal** (5 min.)
(Amy Stevenson-Ness)
- (105) I. **AB-15-030: Residency Requirements for Advisory Boards** (10 min.)
(Amy Stevenson-Ness)
- (106) J. **AB-15-031: Sound Cities Association** (10 min.)
Discussion (Mayor Guier)
- (135) K. **AB-15-032: City Newsletter and Costs** (10 min.)
(Mayor Guier)
- (138) L. **AB-15-033: Council Retreat Dates for April** (10 min.)
(Mayor Guier)

6. ADJOURN

Council may add other items not listed on this agenda unless specific notification period is required.

Please turn off cell phones during meeting and hold your questions for staff until the meeting has been adjourned.

Meeting materials are available on the City's website at: www.pacificwa.gov or by contacting the City Clerk's office at (253) 929-1105.

For ADA accommodations, please contact City Hall at (253) 929-1105 prior to the meeting. Thank you.



Agenda Bill No. 15-027

TO: Mayor Guier and City Council Members

FROM: Jack Dodge, Community Development Manager

MEETING DATE: March 2, 2015

SUBJECT: Contract for Consultant Services to update the City's Wetlands Mapping

ATTACHMENTS:

1. Resolution No. 2015-236
2. Contract Between Theresa Dusek, Wetlands Consultant and the City

Previous Council Review Date: N/A

Summary: The City received a GMA (Growth Management Act) grant through the Department of Commerce (DOC) in early 2014. The purpose of the grant was to revise the Natural Environment and Transportation Chapters of the Comprehensive Plan, to update the Critical Areas map, and to adopt new revised Critical Areas regulations. Due to a variety of factors, the City was not able to immediately act on the grant "Scope of Work" (SOW). The DOC has recently approved revisions to the "Scope of Work" to meet the grant SOW deadlines. The revised SOW no longer requires the revision of the Critical Areas regulations. The revised Scope of Work still requires an update to the City's Wetlands mapping for the Comprehensive Plan. The last in-depth mapping was done in 1995 and does not meet the GMA requirements for wetlands mapping. The deadline to complete the mapping is March 31, 2015 pursuant the grant SOW. It is essential to bring a wetlands consultant on-board as soon as possible to update the wetlands mapping to meet the March 31, 2015 deadline, and there is money allocated for professional services in the grant budget.

Recommended Action: Staff recommends approval of the wetlands consultant contract in order to complete the wetland mapping update in accordance with the GMA grant Scope of Work timeline.

Motion for Consideration: I move to approve Resolution No. 2015-236 authorizing the mayor to execute an agreement with Theresa Dusek to complete the City's update of its wetlands mapping.

Budget Impact: The contract amount for the wetland mapping services is for \$8,000. The City has \$11,000 dollars remaining in GMA grant funds.

Alternatives: The Council may choose not to approve the agreement which will result in the lost of GMA grant funds in the amount of \$11,000.

**PACIFIC
WASHINGTON
RESOLUTION NO. 2015-236**

**A RESOLUTION OF THE CITY OF PACIFIC, WASHINGTON,
AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT WITH
THERESA DUSEK, WETLAND CONSULTANT TO UPDATE THE CITY'S
WETLAND MAPPING**

WHEREAS, the City received a Growth Management Act (GMA)-Update Grant (14-63200-028) for updating its Natural Environment and Transportation Chapters of the Comprehensive Plan; and

WHEREAS, the "Scope of Work" for the GMA grant requires that the City update its wetland mapping, last updated in 1995; and

WHEREAS, the City requires the expertise of a "Wetlands Consultant" to update its wetlands map; and

WHEREAS, Theresa Dusek is a qualified natural resource ecologist;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF PACIFIC,
WASHINGTON, DO ORDAIN AS FOLLOWS:**

Section 1. The City of Pacific, Washington, City Council authorizes the Mayor to sign an Agreement between the City of Pacific and Theresa Dusek for wetlands mapping as described in Exhibit A to this Resolution.

Section 2. This Resolution shall take effect and be in full force upon passage and signatures hereon.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE
9th DAY OF MARCH, 2015.**

APPROVED

Leanne Guier, Mayor

ATTEST:

Amy Stevenson-Ness, City Clerk

APPROVED AS TO FORM:

Carol Morris, City Attorney

CITY OF PACIFIC PROFESSIONAL SERVICES AGREEMENT

THIS Agreement is made effective as of the _____ day of _____, 2015, by and between the City of Pacific, a municipal corporation, organized under the laws of the State of Washington, whose address is:

CITY OF PACIFIC, WASHINGTON (hereinafter the “**CITY**”)
100 – 3rd Avenue S.E.
Pacific, Washington 98047
Contact: Mayor Leanne Guier Phone: 253-929-1100 Fax: 253-939-6026

and TERESA R. DUSEK, (hereinafter the “**CONSULTANT**”), an individual doing business at:

128 Rainbow Lane
Packwood, WA 98361

Contact: Teresa Dusek Phone: 1-253-861-3355 Fax: None

Email: theresahenson@hotmail.com

for professional services in connection with the following Project:

A Wetland Inventory Assessment and Wetland Inventory Map for the City’s Comprehensive Plan.

TERMS AND CONDITIONS

1. Services by Consultant.

A. Consultant shall perform the services described in the Scope of Work attached to this Agreement as Exhibit "A" and "B." The services performed by the Consultant shall not exceed the Scope of Work without prior written authorization from the City.

B. The City may from time to time require changes or modifications in the Scope of Work. Such changes, including any decrease or increase in the amount of compensation, shall be agreed to by the parties and incorporated in written amendments to the Agreement.

2. Schedule of Work.

A. Consultant shall perform the services described in the scope of work in accordance with the Schedule attached to this contract as Exhibit “A” and “B.” If delays beyond Consultant's reasonable control occur, the parties will negotiate in good faith to determine whether an extension is appropriate.

B. Consultant is authorized to proceed with services upon receipt of a written Notice to Proceed.

3. **Terms.** This Agreement shall commence on March 3, 2015, (“Commencement Date”) and shall terminate on March 31, 2015 unless extended or terminated in writing as provided herein.

4. **Compensation.**

LUMP SUM. Compensation for these services shall be a Lump Sum of \$_____.

TIME AND MATERIALS NOT TO EXCEED. Compensation for these services shall not exceed Eight Thousand Dollars (\$8,000.00) without written authorization and will be based on billing rates and reimbursable expenses attached hereto as Exhibit A.

TIME AND MATERIALS. Compensation for these services shall be on a time and material basis according to the list of billing rates and reimbursable expenses attached hereto as Exhibit “_____”.

OTHER. _____

5. **Payment.**

A. Consultant shall maintain time and expense records and provide them to the City monthly after services have been performed, along with monthly invoices in a format acceptable to the City for work performed to the date of the invoice.

B. All invoices shall be paid by City warrant within sixty (60) days of receipt of a proper invoice. If the City objects to all or any portion of any invoice, it shall so notify the Consultant of the same within fifteen (15) days from the date of receipt and shall pay that portion of the invoice not in dispute, and the parties shall immediately make every effort to settle the disputed portion.

C. Consultant shall keep cost records and accounts pertaining to this Agreement available for inspection by City representatives for three (3) years after final payment unless a longer period is required by a third-party agreement. Copies shall be made available on request.

D. On the effective date of this Agreement (or shortly thereafter), the Consultant shall comply with all federal and state laws applicable to independent contractors, including, but not limited to, the maintenance of a separate set of books and records that reflect all items of income and expenses of the Consultant’s business, pursuant to Revised Code of Washington (RCW) 51.08.195, as required by law, to show that the services performed by the Consultant under this Agreement shall not give rise to an employer-employee relationship between the parties, which is subject to Title 51 RCW, Industrial Insurance.

E. If the services rendered do not meet the requirements of the Agreement, Consultant will correct or modify the work to comply with the Agreement. City may withhold payment for such work until the work meets the requirements of the Agreement.

6. **Discrimination and Compliance with Laws**

A. Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. Even though the Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the City and shall be subject to the City's general right inspection to secure the satisfactory completion thereof. The Consultant agrees to comply with all federal, state and municipal laws, rules and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

C. Consultant shall obtain a City of Pacific business license prior to receipt of written Notice to Proceed.

D. Violation of this Paragraph 6 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension of the Agreement by City, in whole or in part, and may result in ineligibility for further work for City.

7. Relationship of Parties. The parties intend that an independent contractor-client relationship will be created by this Agreement. As the Consultant is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or sub-consultant of the Consultant shall be or shall be deemed to be the employee, agent, representative or sub-consultant of the City. In the performance of the work, the Consultant is an independent contractor with the ability to control and direct the performance and details of the work, the City being interested only in the results obtained under this Agreement. None of the benefits provided by the City to its employees including, but not limited to, compensation, insurance, and unemployment insurance are available from the City to the employees, agents, representatives or sub-consultants of the Consultant. The Consultant will be solely and entirely responsible for its acts and for the acts of its agents, employees, representatives and sub-consultants during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

8. Suspension and Termination of Agreement

A. Termination without cause. This Agreement may be terminated by the City at any time for public convenience, for the Consultant's insolvency or bankruptcy, or the Consultant's assignment for the benefit of creditors.

B. Termination with cause. The Agreement may be terminated upon the default of the Consultant.

C. Rights Upon Termination.

1. *With or Without Cause.* Upon termination for any reason, all finished or unfinished documents, reports, or other material or work of Consultant pursuant to this Agreement shall be submitted to City, and Consultant shall be entitled to just and equitable compensation for any satisfactory work completed prior to the date of termination, not to exceed the total compensation set forth herein. Consultant shall not be entitled to any reallocation of cost, profit or overhead. Consultant shall not in any event be entitled to anticipated profit on work not performed because of such termination. Consultant shall use its best efforts to minimize the compensation payable under this Agreement in the event of such termination. Upon termination, the City may take over the work and prosecute the same to completion, by contract or otherwise.

2. *Default.* If the Agreement is terminated for default, the Consultant shall not be entitled to receive any further payments under the Agreement until all work called for has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Consultant. The Consultant shall bear any extra expenses incurred by the City in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the City by reason of such default.

D. Suspension. The City may suspend this Agreement, at its sole discretion. Any reimbursement for expenses incurred due to the suspension shall be limited to the Consultant's reasonable expenses, and shall be subject to verification. The Consultant shall resume performance of services under this Agreement without delay when the suspension period ends.

E. Notice of Termination or Suspension. If delivered to the Consultant in person, termination shall be effective immediately upon the Consultant's receipt of the City's written notice or such date as stated in the City's notice of termination, whichever is later. Notice of suspension shall be given to the Consultant in writing upon one week's advance notice to Consultant. Such notice shall indicate the anticipated period of suspension. Notice may also be delivered to the Consultant at the address set forth in Section 15 herein.

9. Standard of Care. Consultant represents and warrants that it has the requisite training, skill and experience necessary to provide the services under this agreement and is appropriately accredited and licensed by all applicable agencies and governmental entities. Services provided by Consultant under this agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in similar circumstances.

10. Ownership of Work Product.

A. All data materials, reports, memoranda, and other documents developed under this Agreement whether finished or not shall become the property of City, shall be forwarded to City at its request and may be used by City as it sees fit. Upon termination of this agreement pursuant to paragraph 8 above, all finished or unfinished documents, reports, or other material or work of Consultant pursuant to this Agreement shall be submitted to City.

B. All written information submitted by the City to the Consultant in connection with the services performed by the Consultant under this Agreement will be safeguarded by the Consultant to at least the same extent as the Consultant safeguards like information relating to its own business. If such information is publicly available or is already in Consultant's possession or known to it, or is rightfully obtained by the Consultant from third parties, the Consultant shall bear no responsibility for its disclosure, inadvertent or otherwise.

11. Work Performed at the Consultant's Risk. The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents and sub-consultants in the performance of the work hereunder, and shall utilize all protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

12. Indemnification. The Consultant shall defend, indemnify and hold the City, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits, including all legal costs and attorneys' fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. The City's inspection or acceptance of any of the Consultant's work when completed shall not be grounds to avoid any of these covenants of indemnification.

Should a court of competent jurisdiction determine that this Agreement is Subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, agents and Volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE CONSULTANT'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER. THE CONSULTANT'S WAIVER OF IMMUNITY UNDER THE PROVISIONS OF THIS SECTION DOES NOT INCLUDE, OR EXTEND TO, ANY CLAIMS BY THE CONSULTANT'S EMPLOYEES DIRECTLY AGAINST THE CONSULTANT.

13. Insurance. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 or a substitute form providing equivalent liability coverage and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named by endorsement as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington and Employer's Liability Insurance.
4. Professional Liability insurance appropriate to the Consultant's profession.

B. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
4. Employer's Liability insurance each accident \$1,000,000; Employer's Liability Disease each employee \$1,000,000; and Employer's Liability Disease – Policy Limit \$1,000,000.

C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
2. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
3. The City will not waive its right to subrogation against the Consultant. The Consultant's insurance shall be endorsed acknowledging that the City will not waive their right to subrogation. The Consultant's insurance shall be endorsed to waive the right of subrogation against the City, or any self-insurance, or insurance pool coverage maintained by the City.
4. If any coverage is written on a "claims made" basis, then a minimum of a three (3) year extended reporting period shall be included with the claims made policy, and proof of this extended reporting period provided to the City.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

14. Assigning or Subcontracting. Consultant shall not assign, transfer, subcontract or encumber any rights, duties, or interests accruing from this Agreement without the express prior written consent of the City, which consent may be withheld in the sole discretion of the City.

15. Notice. Any notices required to be given by the City to Consultant or by Consultant to the City shall be in writing and delivered to the parties at the following addresses:

Leanne Guier
Mayor
100 – 3rd Avenue S.E.
Pacific, WA 98047

Phone: 253-929-1100
Fax: 253-939-6026

THERESA R. DUSEK
128 Rainbow Lane
Packwood, WA 98361

Phone: 1-253-861-3355
Fax: None
Email: theresahenson@hotmail.com

16. Resolution of Disputes and Governing Law.

A. Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall first be referred to the Mayor, who shall determine the term or provision's true intent or meaning. The Mayor shall also decide all questions which may arise between the parties relative to the actual services provided or to the sufficiency of the performance hereunder.

B. If any dispute arises between the City and the Consultant under any of the provisions of this Agreement which cannot be resolved by the Mayor or Administrator's determination in a reasonable time, or if the Consultant does not agree with the Mayor or Administrator's decision on a disputed matter, jurisdiction of any resulting litigation shall be filed in King County Superior Court, King County, Washington.

C. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In any suit or action instituted to enforce any right granted in this Agreement, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorney's fees from the other party.

17. General Provisions.

A. Non-waiver of Breach. The failure of either party to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein contained in one or more instances, shall not be construed to be a waiver or relinquishment of said covenants, agreements, or options, and the same shall be in full force and effect.

B. Modification. No waiver, alteration, modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and the Consultant.

C. Severability. The provisions of this Agreement are declared to be severable. If any provision of this Agreement is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other provision.

D. Entire Agreement. The written provisions of this Agreement, together with any Exhibits attached hereto, shall supersede all prior verbal statements of any officer or other representative of the

City, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner whatsoever, the Agreement or the Agreement documents. The entire agreement between the parties with respect to the subject matter hereunder is contained in this Agreement and the Exhibits attached hereto, which may or may not have been dated prior to the execution of this Agreement. All of the above documents are hereby made a part of this Agreement and form the Agreement document as fully as if the same were set forth herein. Should any language in any of the Exhibits to this Agreement conflict with any language contained in this Agreement, then this Agreement shall prevail.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year set forth above.

CITY OF PACIFIC, WASHINGTON

CONSULTANT

By: _____
Leanne Guier
Mayor

By: _____
Name: _____

Date: _____

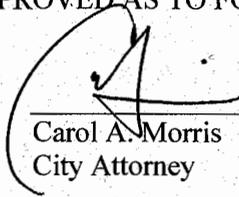
Title: _____

Date: _____

Attest:

By: _____
Amy Stevenson-Ness
City Clerk

APPROVED AS TO FORM:

By:  _____
Carol A. Morris
City Attorney

THERESA R. DUSEK

Assessment, Management and Regulatory Permitting

128 Rainbow Lane
Packwood, WA, 98361
(253) 861-3355

February 24, 2015

Attn: Jack Dodge
City of Pacific
100 3rd Avenue SE
Pacific, Washington 98047

RE: City of Pacific Wetland Inventory Map Proposal

Dear Jack,

In response to your request, Theresa R. Dusek, is pleased to submit this scope of services and cost estimate to provide an updated wetland inventory map for the City Comprehensive plan. Overall the scope of services outline by the City of Pacific is attached as Exhibit A. We understand that you have a very short time schedule as the map must be complete to meet GMA grant requirements by March 31, 2015.

The following is proposed to streamline the project such that your deadline can be met. The proposal shall be approved and information shall be provided to Theresa Dusek before March 4, 2015. The City of Pacific will provide all information as one package to Theresa Dusek including copies of all wetland reports on file, past wetland maps and wetland portfolios and supporting data. In addition, the City of Pacific will provide an electronic copy of the base map as one package that is to be modified by AHBL (subconsultant to Theresa Dusek) to prepare the new Wetland Inventory Map. In regards to providing the base map the City will coordinate with AHBL directly. All other coordination should occur through Theresa Dusek.

The following is our specific scope of work and cost estimates

1. **Wetland Inventory Assessment:** This task includes review of maps and documents provided by you, review of updated online maps and aerial photographs, and completion of up to three field days to collect more detailed data on the Cowardin wetland classification and other pertinent data related to wetland systems in the City of Pacific. A sketch on the map(s) provided by the City showing the approximate location of wetlands will be prepared for AHBL to prepare the wetland inventory map. In addition a brief report summarizing our methods and findings will be compiled to support the final map that will be prepared by AHBL.
Hourly Rate of \$100 (Estimate \$5,700).
2. **Wetland Inventory Map:** AHBL will prepare the final wetland inventory map. We understand the City's base maps are in AutoCAD. It is anticipated that the new wetland inventory map will be incorporated into the Comprehensive Plan update document and may be added to the City of Pacific website. We can provide the base files for the new map back to the City in either AutoCAD or GIS formats, whichever is preferred. **Fee Estimate \$2,300.**

The Professional Services Agreement is described in the attachment which is considered an integral part of our proposal. Our documents will be prepared on behalf of and for the exclusive use of you and your representatives. Please sign this proposal and return a copy to us.

If you have any questions or would like to discuss this proposal in further detail, please feel free to contact me. This proposal will be valid if executed within 90 days of the date of this letter. We appreciate the opportunity to provide our services to you and look forward to working with you on this project.



Agenda Bill No. 15-024

TO: Mayor Guier and City Council Members
FROM: Jack Dodge, Community Development Manager
MEETING DATE: March 2, 2015
SUBJECT: Accessory Dwelling Unit Regulations – Proposed Revisions

ATTACHMENTS: 1. Draft Ord. 2015-1894
 2. Matrix – Comparison of ADU Standards With Other Cities

Previous Council Review Date/s: None
PC Review Dates: 10/28/14, 11/25/14, 1/27/15 (Public Hearing)
Governance Committee: 12/9/14

Summary: The current Accessory Dwelling Unit (ADU) regulations contain some inconsistencies. These are summarized below:

- Section 20.92.050 states that ADU's are permitted outright in the RS zone. Section 20.92.070 indicates that a conditional use permit (CUP) is needed for an ADU, which requires approval by the Hearing Examiner. This inconsistency in one case increased the cost and time to review an ADU permit due to confusion by staff in how to process the permit. This inconsistency is removed. The code revision allows ADU's as a permitted use in the RS zones unless the City staff's decision on an ADU is appealed to the Hearing Examiner.
- An ADU is defined by code as a Type I Permit (PMC 16.06.050). Type I Permit decisions are appealable to the Hearing Examiner. Section 20.92.056 allows an ADU to be denied if the City receives negative responses to the ADU from adjacent neighbors. This is inconsistent with PMC 16.06.050 and abrogates the Council legislative authority (the current code allows adjacent property owners to determine if an ADU should be allowed without any criteria and with no right to appeal). This clause has been removed. If a neighboring property owner objects to an ADU, they may appeal the decision of approval to the Hearing Examiner. A property owner requesting an ADU may also appeal the staffs decision to the Hearing Examiner should staff deny the ADU.

Other revisions include:

1. The reduction of detached ADU's from 1,200 sq. ft. to 800 sq. ft. in the RS-6 zone and to 1,000 sq. ft. in the RS-11 zone.

The purpose for the proposed change is to provide a dwelling unit that is subordinate and accessory to a larger residential unit. The general purpose of an ADU is to provide accessory but separate living quarters for elderly parents or other family members (under the current code and proposed code, an ADU can be rented to persons other than family

members). An ADU is not intended to be another dwelling unit that can serve a family. The current size allowance could allow up to a three bedroom ADU which is larger than many single-family homes in Pacific. The proposed size restriction (800 or 1,000 sq. ft.) typically limit an ADU to two bedrooms. The 800 sq. ft. limitation is the typical size limitation adopted by other Puget Sound cities. Attachment 2 provides a matrix of the standards for 24 cities and counties in the Puget Sound region.

2. Limits the height of an ADU to 25 feet.

The maximum height limit in the RS zones is 30 feet. The proposed 25 foot height limitation is proposed to ensure that the ADU does not overshadow the primary residence on the property.

3. Limits the area of an ADU constructed within a residence to 45% of the floor area (the current limitation is 60%).

The Planning Commission has reviewed the proposed amendments over the course of three (3) meetings. A public hearing was held on January 27, 2015 with the Planning Commission voting unanimously to forward the revisions to Council. The Planning Commission recommends approval of the proposed changes within the attached ordinance.

The Governance Committee reviewed the proposed revisions at their December 9, 2014 meeting. The Committee suggested one change (only one off-street parking space for a studio or one bedroom ADU) that was incorporated into the Planning Commission's recommendation of approval.

Recommended Actions:

Open discussion of the proposed revisions to the Accessory Dwelling Unit (ADU) regulations.

Motion for Consideration:

I move that the Council place the revisions to the accessory dwelling unit regulations on the February 23, 2015 agenda for adoption.

Budget Impact: N/A

Alternatives:

1. Do not forward to the March 9 meeting and set a Council Public Hearing date for the proposed changes to the accessory dwelling unit regulations.

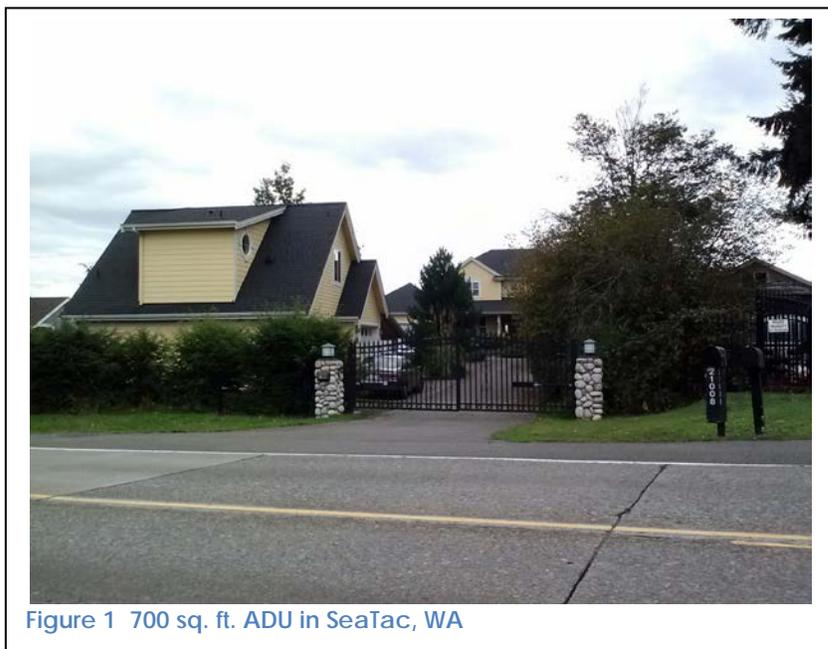


Figure 1 700 sq. ft. ADU in SeaTac, WA

CITY OF PACIFIC, WASHINGTON
ORDINANCE NO. 2015-1894

AN ORDINANCE OF PACIFIC, WASHINGTON, RELATING TO LAND USE AND ZONING, ELIMINATING THE PROCEDURE ALLOWING NEIGHBORS TO OBJECT TO AN APPLICATION FOR AN ACCESSORY DWELLING UNIT (ADU) AND FOR THE CITY TO DENY THE SAME, INSTEAD ALLOWING FOR NOTIFICATION OF NEIGHBORING PROPERTY OWNERS OF THE CITY'S RECEIPT OF AN APPLICATION FOR AN ADU, LISTING THE ELEMENTS OF A COMPLETE APPLICATION FOR AN ADU, CHANGING THE DESIGN STANDARDS FOR ADU'S, AND ADDRESSING DEED RESTRICTIONS RELATING TO ADU'S, AMENDING SECTIONS 20.92.010, 20.92.050, 20.92.054, 20.92.060 and 20.92.070, REPEALING SECTIONS 20.92.058 AND 20.92.056 AND ADDING A NEW SECTION 20.92.057 TO THE PACIFIC MUNICIPAL CODE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City's development standards relating to Accessory Dwelling Units needed to be updated to be consistent with law;

WHEREAS, the City SEPA Responsible Official issued a SEPA threshold determination of nonsignificance on this Ordinance, which was not appealed; and

WHEREAS, the City sent a copy of this Ordinance to the Washington Department of Commerce on December 12, 2014; and

WHEREAS, the City Planning Commission held a public hearing on this Ordinance on January 27, 2015, and provided a recommendation to the City Council; and

WHEREAS, the City Council considered this Ordinance during a regular City Council meeting on _____; Now, Therefore,

IT IS HEREBY ORDAINED BY THE PACIFIC CITY COUNCIL AS FOLLOWS:

Section 1. Section 20.92.010 of the Pacific Municipal Code is hereby amended to read as follows:

20.92.010 Purpose. The purpose of this chapter is to:

- A. Create affordable housing units;
- B. Allow related people to live in close proximity while maintaining separate dwelling units;

C. Provide homeowners with a means of companionship and security;

D. Provide increased choice of housing for a variety of lifestyles, including young families and retirees;

E. Increase density in order to better utilize existing streets, utilities, transit, and other public infrastructure; and

F. Ensure that Accessory Dwelling Units (ADUs) are designed so as not to destabilize neighborhoods or lower property values.

Section 2. Section 20.92.050 of the Pacific Municipal Code is hereby amended to read as follows:

20.92.050 Where permitted. ADUs shall be permitted in the RS residential zones when all the ADR U requirements are met.

Section 3. Section 20.92.054 of the Pacific Municipal Code is hereby amended to read as follows:

20.92.054 Neighborhood notification.

Prior to issuance of the final decision on the submittal approval an ADU application, the applicant City shall contact ~~notify~~ the neighbors within 300 feet (plus any right-of-way widths, with the exception of SR 167) of the proposed ADU site. ~~to communicate the need and/or desire for an ADU. (Ord. 1558 § 1, 2003).~~ The applicant shall supply the names and addresses of all legal property owners as listed in either the King County or Pierce County Assessor's Offices. The applicant shall supply the necessary envelopes and stamps for the notification of adjacent property owners.

Section 4. Section 20.92.056 of the Pacific Municipal Code is hereby repealed.

Section 5. A new Section 20.92.057 is hereby added to the Pacific Municipal Code, which shall read as follows:

20.92.057 Application Requirements A complete application for an Accessory Dwelling Unit permit shall consist of:

- A. The name, address, phone number and e-mail address of the applicant;
- B. The address and legal description of the subject property;
- C. Title Report or other proof of ownership of the property;
- D. Plans at a scale of 1" = 10', 1" = 20' or 1" = 30';
- E. Dimension and shape of lot with adjacent street names;

- F. Adjacent street improvements, ingress and egress;
- G. Existing water courses, wetlands, utility lines, structures, rockeries, or other relevant manmade or natural features;
- H. The location of required parking spaces;
- I. Elevation Plans of the existing primary dwelling unit and of the proposed new dwelling unit;
- J. The permit fee.

Section 6. Section 20.92.058 of the Pacific Municipal Code is hereby repealed.

Section 7. Section 20.92.060 of the Pacific Municipal Code is hereby amended to read as follows:

20.92.060 Design standards.

Accessory dwelling units shall meet the following standards for approval.

- A. Be on the same lot as a larger, principal dwelling unit, whether attached to it or detached;
- B. The size of an attached or detached ADU shall meet all of the following requirements;

1. Contain no more than ~~60~~ 45 percent of the floor area of the principal dwelling if located in the principal residence. Garage and staircase areas shall not be included in the calculations,
2. Shall be no more than ~~1,200~~ 800 square feet if detached from the principal dwelling and located within the RS – 6 (Single-family residential, 6,000 square feet) zoning district. ~~excluding any related garage and stair areas;~~
3. Shall be no more than 1,000 square feet if detached from the principal dwelling and located within the RS – 11 (Single-family residential, 11,000 square feet) zoning district.
4. If attached to the principal dwelling, the ADU shall be no greater than 45% of the principal dwelling or have a floor area of 800 sq. ft. whichever is the smaller area.

~~DC.~~ Be equipped with two (2) off-street parking spaces if the ADU has two bedrooms and one (1) off-street parking space if the ADU has one bedroom or it is a studio ADU. These spaces shall be in addition to the spaces required for the principal dwelling unit;

~~ED.~~ Be allowed only so long as the owner or contract purchaser of the lot resides in the accessory or principal dwelling unit;

~~FE.~~ Meet all building, electrical, fire, plumbing and other applicable code requirements;

~~GF.~~ Be designed to maintain the appearance of the existing single-family residence;

G. Be consistent with the color, roof pitch, siding and windows of the principal residence, whether the accessory dwelling unit is attached or detached;

~~IH.~~ ~~Have their~~ The ADU entrances shall be on the side or rear of the building, not visible from the street;

~~KI.~~ The maximum height of an ADU shall be 25 feet.

Section 8. Section 20.92.070 of the Pacific Municipal Code is hereby amended to read as follows:

20.92.070 Deed restriction.

~~Upon issuance of a conditional use permit for an ADU,~~ The property owner shall record with the appropriate county recording office a notarized deed restriction. Such deed restriction shall be in a form specified by the director, and shall include the restrictions and limitations contained in this chapter and any further conditions attached to the ~~conditional use~~ Accessory Dwelling Unit permit. ~~An Accessory Dwelling Unit Permit shall be a "Type 1" permit.~~ The property owner shall submit proof that the deed restriction has been recorded prior to issuance of a certificate of occupancy.

Section 9. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 10. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 11. Effective Date. This Ordinance shall take effect and be in full force and effect five days after publication, as provided by law.

PASSED by the City Council of Pacific this ___nd day of ____, 2015.

Mayor

AUTHENTICATED:

City Clerk.

APPROVED AS TO FORM:
Office of the City Attorney

Carol Morris, City Attorney

PUBLISHED:
EFFECTIVE DATE:

DRAFT

Comparison of ADU Standards

City	Maximum Size - Detached	Maximum Size – Attached	Minimum Size – Attached/Detached
<i>Pacific – Current Code</i>	1,200 sq. ft.	60% of floor area of principal dwelling or 1,200 sq. ft. whichever is less	None
Pacific - Proposed	800 sq. ft. <i>1,000 sq. ft. (in RS 11 District)</i>	45% of the primary residence	None
Algona	The lesser of 1,000 sq. ft. or 40% of the combined total area of the dwelling unit and ADU	The lesser of 1,000 sq. ft. or 40% of the combined total area of the dwelling unit and ADU	300 sq. ft.
Auburn	950 sq. ft.	50% of the floor area or 950 sq. ft., whichever is the lesser	None
Covington	1,000 sq. ft.	1,000 sq. ft.	None
Sumner	800 sq. ft. or 40% of the primary structure (excluding garage area) whichever is the lesser	800 sq. ft. or 40% of the primary structure (excluding garage area) whichever is the lesser (May be increased to 50%)	300 sq. ft.
Kent	Existing house or new const. – 33% of principal unit or 800 sq. ft., whichever is less	New SF Residence – 40% of principal unit.	None
Federal Way	800 sq. ft. or 40% of the primary residence whichever is the lesser (excluding garage, workshop, & similar areas)	800 sq. ft. or 40% of the primary residence whichever is the lesser (excluding garage, workshop, & similar areas)	300 sq. ft.
Milton (Accessory Apartment)	Not Allowed	Not more than 60% of the floor area of the principal dwelling (Minimum lot size – 9,600 sq. ft. or 8,000 sq. ft.)	None
SeaTac	800 sq. ft. (not including garage)	45% of the primary residence	220 sq. ft.
Sequim	700 sq. ft. or 50% of primary unit, whichever is less.	700 sq. ft. or 50% of primary unit, whichever is less.	None
Puyallup	650 sq. ft. if new structure 900 sq. ft. or 40% of an existing structure (such as a detached garage), whichever is less	900 sq. ft. or 40% of floor area, whichever is less of primary structure	None

Comparison of ADU Standards

City	Maximum Size - Detached	Maximum Size – Attached	Minimum Size – Attached/Detached
Des Moines (Accessory Living Quarters)	800 sq. ft.	<ul style="list-style-type: none"> • 800 sq. ft., if addition to existing house or designed into new house • Existing house. 35% of the total sq. footage of residence 	350 sq. ft.
Black Diamond	800 sq. ft. or 50% of the primary dwelling unit, whichever is less	800 sq. ft. or 50% of the primary dwelling unit, whichever is less	None
Bonney Lake	1,200 sq. ft. or 45% of the sq. ft. of the primary and accessory residence, whichever is less (excluding garage and stair areas)	1,200 sq. ft. or 45% of the sq. ft. of the primary and accessory residence, whichever is less (excluding garage and stair areas)	300 sq. ft. primary residence 450 sq. ft. detached unit
Maple Valley	Only on lots greater than 10,000 sq. ft. – 50% of primary residence	50% of primary residence (living area)	None
North Bend	800 sq. ft. or 10% of lot area, whichever is smaller	800 sq. ft. or 10% of lot area, whichever is smaller	None
Mercer Island	900 sq. ft. or 80% of the primary residence whichever is less (excluding garage area)	900 sq. ft. or 80% of the primary residence whichever is less (excluding garage area)	220 sq. ft.
Bellevue	Not Allowed	800 sq. ft. or 40% of the primary or accessory unit combined, whichever is less	300 sq. ft.
Fife	Not Allowed	800 sq. ft. or 30% of the residence, whichever is the lesser (excluding garage)	300 sq. ft.
University Place	600 sq. ft. (not including garage)	800 sq. ft.	None
Renton	800 sq. ft. or 75% of primary residence, whichever is smaller	800 sq. ft. or 75% of primary residence, whichever is smaller	None
Burien	800 sq. ft.	1,000 sq. ft. or 50% of the residence, whichever is smaller	None
Kirkland	800 sq. ft. or 40% of the primary residence and ADU combined, whichever is less	40% of the primary residence and ADU combined	None
Pierce County	1,000 sq. ft. Urban Growth Area	1,000 sq. ft. Urban Growth Area	None
King County	1,000 sq. ft. Urban Growth Area	1,000 sq. ft. Urban Growth Area	None



Agenda Bill No. 15-027

TO: Mayor Guier and City Council Members

FROM: Public Works

MEETING DATE: March 2, 2015

SUBJECT: Revised Purchasing Policy

ATTACHMENTS: Resolution No. 2015-235
Purchasing Policy

Previous Council Review Date: N/A

Summary: Washington State laws regarding general purchases and public works projects have changed since the adoption of Resolution No. 1096 – Procurement Policy. Therefore, this resolution brings Pacific’s procurement policies in compliance with State law.

In addition, the proposed procurement policy grants specific purchasing and contract management authority to City staff. Less authority is granted to general staff and more is authorized for Department Heads, City Administrator and Mayor. Department Heads, City Administrator and Mayor may also sign contracts, contract amendments and change orders up to a set dollar value administratively without City Council approval; provided that such item has been approved in the Council adopted budget. The benefit of these changes is more cost effective and efficient business practices.

Recommendation/Action: Staff recommends Council approve Resolution No. 2015-235.

Motion for Consideration: Move to approve Resolution No. 2015-235, modifying the Purchasing and Public Works policy to comply with State law and setting new purchasing and signing authority limits for general staff, Department Heads, City Administrator and Mayor.

Budget Impact: None

Alternatives: 1) Do not approve non-State mandated changes.
2) Establish different purchasing and signing authority limits.

CITY OF PACIFIC
WASHINGTON

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC, WASHINGTON, MODIFYING THE PURCHASING AND PUBLIC WORKS CONTRACTING POLICY TO COMPLY WITH CHANGES IN RCW 35A.40.210, RCW 35.23.352, RCW 35.27.362, RCW 39.04.155 AND OTHER RELATED STATUTES REGARDING ALTERNATIVE BID PROCESSES FOR GENERAL PURCHASES AND PUBLIC WORKS PROJECTS; DESCRIBING THE PROCESS IN GRAPH FORMAT; PROVIDING FOR USE OF MUNICIPAL RESEARCH AND SERVICES CENTER TO MORE EFFICIENTLY FACILITATE ADVERTISEMENT AND BID REQUIREMENTS, REPEALING RESOLUTION NO. 1096.

WHEREAS, state laws regarding estimated contract cost thresholds for general purchases and public works projects have changed since the City of Pacific adopted Resolution 1096 establishing its Procurement Policy; and

WHEREAS, the City Council of the City of Pacific desires to modify its Procurement Policy to comply with state law; and

WHEREAS, it is in the interest of the City to adhere to policies and procedures that will ensure public purchase and contracts are open, fair and the best value to the public; and

WHEREAS, the City Council recognizes the need to reduce processing time, delay to service providers and suppliers, and overhead costs for processing such public purchases and contracts, contract amendments and change orders; and

WHEREAS, the City Council acknowledges that placing the approval of routine purchases, contracts, contract amendments and change orders on a City Council agenda for approval that are already provided for in the adopted City Budget is a costly and an inefficient use of Council and staff time; and

WHEREAS, the City Council desires to provide expenditure and signing authority to Department Heads, City Administrator and Mayor in order to effectuate efficient purchasing and contract management business practices; and

WHEREAS, the City Council believes the modified Procurement Policy will benefit the City and the public at large; **NOW THEREFORE**,

THE CITY COUNCIL OF THE CITY OF PACIFIC, WASHINGTON DOES RESOLVE AS FOLLOWS:

Section 1. The City Council of the City of Pacific, Washington hereby repeals Resolution No. 1096 and any other purchasing or procurement policy previously adopted by the City Council prior to the effective date of this resolution.

Section 2. The City Council adopts the Procurement Policy described in Attachment A and incorporated herein to provide rules and regulations, in regard to procurement policies and procedures.

Section 3. This resolution shall take effect and be in full force upon passage and signature hereon.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON
THE ____ DAY OF ____, 2015.

Leanne Guier, Mayor

ATTEST/AUTHENTICATED:

Amy Stevenson-Ness, City Clerk

Approved as to Form

Carol Morris, City Attorney

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
EFFECTIVE DATE:
RESOLUTION NO:



Administrative Policy and Procedure			
Index: 100-025	Title: Procurement Policy	Effective Date:	
<u>Procurement Policies & Procedures</u>			

Table of Contents

Section	Title	Page
1.0	Procurement of Goods and Services	1
1.1	Summary of Quote and Bid Requirements	1
1.2	General Purchases (no public works involved)	3
1.2.1	Supplies, Materials or Equipment Less Than \$7,500	3
1.2.2	Supplies, Materials or Equipment Greater Than \$7,500 and Less Than	3
1.2.3	Telecommunication Systems/Services	4
1.2.4	Water Conservation, Solid Waste Reduction and Energy Equipment	4
1.2.5	Sole Source Purchases	5
1.2.6	Conflicts of Interest	5
1.3	Professional and Personal Services	5
1.3.1	Non-Architectural, Engineering and Design Services	5
1.3.2	Architectural, Engineering and Design Services	6
1.4	Public Works	6
1.4.1	Limited Public Works Process	6
1.4.2	Public Works Project Requiring One Craft or Trade : \$40,000 or Less	7
1.4.3	Public Works Project Requiring Two Craft or Trades: \$65,000 or Less	7
1.4.4	Small Works Roster Process	8
1.5	Purchasing Authority	9
1.5.1	Employees	9
1.5.2	Department Heads	9
1.5.2.1	Reporting	9
1.5.2.2	Amendments	9
1.5.3	City Administrator/Mayor	9
1.5.3.1	Reporting	10
1.5.3.2	Amendments	10
1.5.4	City Council	10
2.0	Competitive Bid Procedures	10
2.1	Authorization Request	10
2.2	Publication of Notice	10
2.3	Notice Contents	10

2.4	Bid Opening	11
2.5	Report on Bids	11
2.6	Award to Lowest Responsible Bid	11
2.7	Supplemental Bidder Responsibility Criteria	12
2.8	Rejection of Bids	12
3.0	Other Exemptions to Competitive Bidding Requirements	12
3.1	Sole Source Vendor	12
3.2	Purchases Involving Special Facilities or Market Conditions	13
3.3	Surplus Property	13
3.4	Emergency Purchases	13
3.5	Interlocal Agreements	13
3.5.1	Interlocal Cooperative Purchasing Agreements	13
3.5.2	Joint Purchases	14
3.5.3	Purchasing Cooperatives That Meet State and City Bidding	14
4.0	Contract Amendments for Purchases, Professional and Personal	14
4.1	Contract Amendments Within City Council Authorized Budget	14
4.1.1	Department Head	14
4.1.2	City Administrator/Mayor	14
4.2	Contract Amendments Exceeding City Council Authorized Budget	15
4.3	Change Orders for Public Works Contracts	15
4.3.1	Change Orders Within City Council Authorized Budget	15
4.3.2	Department Head	15
4.3.3	City Administrator/Mayor	15
4.4	Change Orders for Public Works Contracts in Excess of Authorized	15
5.0	Travel Expenses	16
6.0	Payroll Processing	16
6.1	Approvals	16
6.2	Accounts Payable	16
6.3	Hand-Issued Checks	16
6.4	Store-Issued Charge Cards	17
6.5	Credit Cards	17
6.6	Petty Cash	17
7.0	Budget Adjustments	17

Policy

Purpose: This policy is established in order to reduce costs, increase efficiencies, ensure compliance with policies, laws and regulations and establish/improve internal controls.

Scope: This policy applies to all contracting, purchases and services provided to the City including but not limited to materials, equipment, professional services, maintenance work and public works.

General Responsibilities: All employees and officials must follow established policies and procedures for procurement of equipment, materials, and services. Adherence to policies and procedures will ensure that public purchases and contracts are open, fair, and at the best value to the public.

1.0 Procurement of Goods and Services

All City purchases above \$1,000 require either a signed Purchase Order or a Contract to be approved prior to actual purchase. Purchases made without a purchase order or contract may be determined as unauthorized and become the responsibility of the employee initiating the purchase. No purchase order or contract may be awarded if the budget authority is exceeded. For purposes of this policy, budget authority includes the Council adopted budget authority and the Mayor's departmental/activity/line item allotment, or both.

1.1 Summary of Quote and Bid Requirements

City purchases are subject to authorization & quote/bid requirements as shown on the following chart. Purchases may not be broken into multiple projects or purchases to avoid compliance with state statutes and City policies.

General Purchases (no public work involved)

Estimated Cost	Type	Procedure	Section
\$7,500 or less	Materials, supplies, equipment	No competitive bids; Department selection	1.2.1
\$7,501 to \$14,999 ¹	Materials, supplies, equipment	3 verbal quotes; Department selection	1.2.2
\$15,000 or more ²	Materials, supplies, equipment	Competitive bids and contract	2.0
Any	Telecommunication Systems/Services, Water Conservation, Solid Waste Reduction and Energy Equipment	Competitive negotiation, Advertise Request for Proposal, Council votes to authorize, Mayor signs contract	1.2.3

¹ RCW 35.23.352(6).

² RCW 35.23.352(8).

Professional and Personal Services (no public work involved)

Estimated Cost	Type	Procedure	Section
\$10,000 or less	Any Professional/Personal (excluding architect, engineering, land surveying, landscape architect)	No competitive bids, Department - selection, and approval	1.3.1
\$10,001 or more	Any Professional/Personal (excluding architect, engineering, land surveying, landscape architect)	No competitive bids, City Administrator / Mayor or Council approval as determined by contract amount	1.3.1
\$10,000 or less	Architect, Engineering, Land Surveying, Landscape Architect ³	Advertise, Request for Qualifications required, or alternatively use of MRSC consultant roster process Department selection and approval	1.3.2
\$10,001 or more	Architect, Engineering, Land Surveying, Landscape Architect	Advertise, Request for Qualifications required, or alternatively use of MRSC consultant roster process City Administrator / Mayor or Council approval as determined by contract amount	1.3.2

Public Works Projects⁴

Estimated Cost⁵	# Craft/Trade or Type	Procedure	Section
\$34,999 or less	3+	By contract using limited public works process ⁶ , No advertisement	1.4.1
\$40,000 or less	1	By contract or day labor without competitive bids	1.4.2
\$40,000 or less	Street signalization or street lighting	By contract or day labor without competitive bids	1.4.2
\$65,000 or less	2+	By contract or day labor without competitive bids	1.4.3
\$300,000 or less	3+	By contract using small works roster process ⁷ , No advertisement	1.4.4
\$300,001 or more	3+	By contract using competitive bids	2.0

³ Chapter 39.80 RCW.

⁴ RCW 35.23.352(1).

⁵ This is the estimated cost of the improvement or work, including the cost of materials, supplies and equipment.

⁶ RCW 39.04.155(3).

⁷ RCW 39.04.155(1), (2).

1.2 General Purchases (no public works involved)

The following are requirements for the purchase of supplies, materials or equipment not connected to a public works project. The breaking of any project into units or accomplishing any project by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let.

1.2.1 Supplies, Materials or Equipment Less Than \$7,500.

The use of informal or formal sealed bidding procedures for the purchase of any materials, supplies of equipment, not connected to a public works project, is not required where the cost will not exceed seven thousand five hundred dollars (\$7,500). The City will attempt to obtain the lowest practical price for such goods and services.

1.2.2 Supplies, Materials or Equipment Greater Than \$7,500 and Less Than \$15,000.

The Purchasing Contract Process⁸ may be used for purchasing supplies, materials or equipment, without following the formal competitive bidding process, when the cost thereof is \$15,000 or less. The Purchasing Roster maintained by the [Municipal Research and Services Center](http://www.mrscrosters.org) (www.mrscrosters.org) allows the City to evaluate the supplies, materials and equipment and prices on file when the need for same arises. Use of this process allows the City to avoid the advertisement requirements of the formal competitive bid process. All other bidding requirements are the same.

For each purchase, the City will secure telephone or written quotations from (whenever possible), at least three appropriate vendors on the Roster to ensure that a competitive price is obtained and to ensure that the contract is awarded to the lowest responsible bidder. The City may invite proposals from more than three or all appropriate vendors on the Roster.

In determining whether the bidder is a responsible bidder, the City must consider the following elements:

- a) The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- b) The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- c) Whether the bidder can perform the contract within the time specified;
- d) The quality of performance of previous contracts or services;
- e) The previous and existing compliance by the bidder with laws relating to the contract or services; and
- f) Such other information as may be secured having a bearing on the decision to award the contract.

The City may, at its option when awarding a purchase contract, take into consideration tax revenue it would receive from purchasing the supplies, materials, or equipment from a supplier located within its boundaries. The City must award the purchase contract to the lowest responsible bidder after such tax revenue has been considered. However, the City may allow for preferential purchase of products made from recycled materials or products that may be recycled or reused.

⁸ RCW 39.04.190.

The City shall post a list of the contracts awarded under this process at least once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased under the contract, and the date it was awarded. The list shall also state the location where the bid quotations for these contracts are available for public inspection.

1.2.3 Electronic Data processing and Telecommunication Systems/Services⁹

The City may acquire electronic data processing or telecommunications equipment, software or services through competitive negotiation rather than through competitive bidding.

“Competitive negotiations” shall include, as a minimum, the following requirements:

(a) A request for proposal shall be prepared and submitted to an adequate number of qualified sources, as determined by the City, in its discretion, to permit reasonable competition consistent with the requirements of the procurement. The request for proposal shall identify significant evaluation factors, including price and their relative importance;

(b) Notice of the request for the proposal must be published in a newspaper of general circulation in the municipality at least thirteen days before the last date on which proposals will be received;

(c) The City shall provide reasonable procedures for technical evaluation of the proposals received, identification of qualified sources and selection for awarding the contract;

(d) The award is made to the qualified bidder whose proposal is most advantageous to the municipality with price and other factors considered. The City may reject any and all proposals for good cause and request new proposals.

1.2.4 Water Conservation, Solid Waste Reduction and Energy Equipment

Contracts for water conservation, solid waste reduction and energy equipment¹⁰ may be procured through performance-based contracts.¹¹ The City shall: (1) establish criteria for equipment and services required; (2) publish in advance the scope and nature of the equipment and services; (3)

⁹ RCW 39.04.270

¹⁰ "Energy equipment and services" means energy management systems and any equipment, materials, or supplies that are expected, upon installation, to reduce the energy use or energy cost of an existing building or facility, and the services associated with the equipment, materials, or supplies, including but not limited to design, engineering, financing, installation, project management, guarantees, operations, and maintenance. Reduction in energy use or energy cost may also include reductions in the use or cost of water, wastewater, or solid waste. RCW 39.35A.020(1).

¹¹ "Performance-based contract" means one or more contracts for water conservation services, solid waste reduction services, or energy equipment and services between a municipality and any other persons or entities, if the payment obligation for each year under the contract, including the year of installation, is either: (a) Set as a percentage of the annual energy cost savings, water cost savings, or solid waste cost savings attributable under the contract; or (b) guaranteed by the other persons or entities to be less than the annual energy cost savings, water cost savings, or solid waste cost savings attributable under the contract. Such guarantee shall be, at the option of the municipality, a bond or insurance policy, or some other guarantee determined sufficient by the municipality to provide a level of assurance similar to the level provided by a bond or insurance policy. RCW 39.5A.020(4).

encourage firms to submit proposals to meet these requirements and (4) negotiate a fair and reasonable performance-based contract with the firm that submits the best proposal. If the City is unable to negotiate a satisfactory contract with the firm that submits the best proposal, negotiations with that firm shall be formally terminated and the City may select another firm and continue negotiation until a performance-based contract is reached or the selection process is terminated.

1.2.5 Sole Source Purchases (See, Section 3.1 for procedure for waiving competitive bidding requirements for sole source purchases.¹²)

A "sole source" is characterized as meeting one or more of the following standards:

- a) The City department has conducted a screening process whereby it can justify purchase of a specific product;
- b) The City requires legitimate specifications to which only one vendor can successfully respond;
- c) The product is available only through one manufacturer (or distributor) and the manufacturer so certifies.

1.2.6 Conflicts of Interest

The City will not accept donations of materials or services in return for a commitment, agreement, or implied understanding to in any way influence initiation, continuation, alteration, or cessation of a purchasing agreement. No employees will participate in procurement when they are aware of a conflict of interest, or accept gifts or gratuities from existing or potential vendors in return for a commitment to continue or initiate a purchasing relationship.

1.3 Professional and Personal Services

A competitive process is not required for professional or personal services, other than professional engineering or architectural services as specified in chapter 39.80 RCW. Purchase of professional services requires completion of a City professional services contract that describes services to be performed and negotiated price. Prior experience with the City, time-frame for completing projects, and the value of a negotiated agreement will be considered when choosing a consultant/firm to perform professional services, as defined in this section.

1.3.1 Non-Architectural and Engineering Services

Professional and technical services include disciplines such as attorneys, computer programmers, financial analysts, bond counsels, artists, planners, and real estate appraisers.

Purchase of professional services requires completion of a City professional services contract that describes services to be performed and negotiated price. Prior experience with the City, time-frame for completing projects, and the value of a negotiated agreement will be considered when choosing a consultant/firm to perform professional services, as defined in this section. Any contract for professional or personal services other than architect, engineering, land surveying and landscape architect services may be awarded, within purchasing authority, by Department Head (excluding legal services), with the written approval of the City Administrator/Mayor or authorization by vote

¹² RCW 39.04.280.

of the City Council. All contracts awarded under this section by a Department Head shall be reported to the City Council on a monthly basis. Report shall include the name of the firm awarded a contract, a description of the services to be provided, and contract award date and amount.

1.3.2 Architectural, Engineering and Design Services

Architect, engineering, land surveying and landscape architect services, regardless of estimated cost, shall be procured by publishing the requirement for professional services either before each occasion when services are required or through a general announcement of projected requirements; or alternatively procured through the consultant roster maintained by the [Municipal Research and Services Center](http://www.mrsrosters.org) (www.mrsrosters.org). For either procurement process, the City shall follow the procedure established in chapter 39.80 RCW, and provide a general scope and nature of the project or work and the address of a representative of the City who can provide further details.

The City shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services and then shall select the most highly qualified firm based upon criteria established by the agency. Minority and women-owned firms and veteran-owned firms shall be afforded the maximum practicable opportunity to compete for and obtain service contracts.

The City shall negotiate a contract with the most qualified firm at a price which the City determines is fair and reasonable. In making its determination, the City shall take into account the estimated value of the services to be rendered as well as the scope, complexity, and professional nature. If the City is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm shall be formally terminated and the City shall select other firms in accordance with this procedure or until the process is terminated.

This process does not apply when the contracting authority makes a finding that an emergency requires the immediate execution of the work. However, the City must comply with applicable law limiting emergency expenditures.¹³

1.4 Public Works

The following are requirements for the procurement of public works¹⁴ projects. Any public works project with an estimated cost of greater than \$300,000 must follow the competitive bid process described in Section 2.0.

1.4.1 Limited Public Works Process

The City may award a contract for work, construction, alteration, repair or improvement projects estimated to cost **less than \$35,000**¹⁵ using the Limited Public Works Process.¹⁶ Limited public works projects awarded under this section are exempt from the other requirements of the Small Works Roster process and are exempt from the requirement that contracts be awarded after advertisement.

¹³ RCW 39.80.060.

¹⁴ "Public work" means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the City, or which is by law a lien or charge on any property therein.

¹⁵ For estimating, see RCW 39.04.020.

¹⁶ RCW 39.04.155(3).

For limited public works projects, the City shall solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster maintained by the [Municipal Research and Services Center](http://www.mrscrosters.org) (www.mrscrosters.org) and shall award the contract to the lowest responsible bidder.

After an award is made, the quotations shall be open to public inspection and available by electronic request. The City shall attempt to distribute opportunities for limited public works projects equitably among contractors willing to perform in the geographical area of the work. The City shall maintain a list of the contractors contacted and the contracts awarded under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded. The City may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material persons, suppliers and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project, however, the City shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The City shall make available a list of the contractors contacted and the contracts awarded under this Limited Public Works Process at least once every year. The list shall contain the name of the contractor or vendor awarded the contract, the amount of the contract, a brief description of the type of work performed and the date it was awarded. It shall also list the location where the bid quotations for these contracts are available for public inspection.¹⁷

The breaking of any project into units or accomplishing any project by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the Small Works Roster or the Limited Public Works Process.

1.4.2 Public Works Project Requiring One Craft or Trade or Street Signalization or Street Lighting with an Estimated Cost of \$40,000 or Less

Public works projects requiring a single craft or trade involvement with the public works where the estimated cost of the work or improvement, including cost of materials, supplies and equipment will not exceed \$40,000 or a public works project involving street signalization or street lighting may be procured by contract or day labor without calling for bids.¹⁸

1.4.3 Public Works Project Requiring Two Craft or Trade with an Estimated Cost of \$65,000 or Less

Public works projects requiring a more than one craft or trade involvement with the public works where the estimated cost of the work or improvement, including cost of materials, supplies and equipment will not exceed \$65,000 may be procured by contract or day labor without calling for

¹⁷ RCW 39.04.200.

¹⁸ RCW 35.23.352(1).

bids.¹⁹

1.4.4 Small Works Roster Process

The Small Works Roster may be used for public works projects with an estimated cost of **\$300,000.00 or less.**²⁰ The Small Works Roster maintained by the [Municipal Research and Services Center](http://www.mrscrosters.org) (www.mrscrosters.org) allows the City to evaluate the professional qualifications on file when a proposed project is scheduled. Use of the Small Works Roster allows the City to preclude the advertisement requirements of the formal competitive bid process. Other public works contracting procedures apply such as the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW.

Invitations for quotation shall include an estimate of the scope and nature of the work to be performed as well as the materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This does not eliminate the other requirements for architectural or engineering approvals as to quality and compliance with building codes.

Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. Whenever possible, the City will invite at least one proposal from a qualified minority or woman contractor.

However, if the estimated cost of the work is from \$150,000 to \$300,000²¹, and if the City chooses to solicit bids from less than all the appropriate contractors on the appropriate small works roster, the City must also notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The City has the sole option of determining whether this notice to the remaining contractors is made by: (i) publishing notice in a legal newspaper in general circulation in the area where the work is to be done; (ii) mailing a notice to these contractors; or (iii) sending a notice to these contractors by fax or other electronic means. For purposes of this section “equitably distribute” means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

Once a contractor has been invited to submit a proposal, that contractor will not be offered another opportunity until all other appropriate contractors on the Roster have been given the opportunity to submit a proposal on a project.

Contractors selected from the Small Works Roster are not relieved from observing applicable legal requirements such as a performance bond, prevailing wage, material bonding, etc.

The contract must be awarded to the contractor submitting the lowest responsible bid. A contract awarded from the Small Works Roster need not be advertised.

¹⁹ RCW 35.23.352(1).

²⁰ RCW 39.04.155. For estimating the cost of the work, see RCW 39.04.020.

²¹ For estimating the cost of the work, see, RCW 39.04.020

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

The list of contracts awarded under this process must be made available at least once every year.²² The list shall contain the name of the contractor awarded the contract, the amount of the contract, a brief description of the type of work performed and the date it was awarded. The list shall also state the location where the bid quotations for the contracts are available for public inspection.

The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.²³

1.5 Purchasing Authority

To facilitate cost effective and efficient procurement of goods and services, professional and personal services, and public works projects City representatives are granted purchasing authority within the following cost limitations.

1.5.2 Employees

No purchase order is required for employee purchases up to \$1,000 that are made in the normal course of business with approval of Department Head. A signed purchase order by Department Head is required for all employee purchases over \$1,000; subject to Department Head purchasing authority. Purchaser shall submit a sales receipt or invoice to the Department Head for proper accounting for all employee purchases.

1.5.2 Department Heads

Department heads may approve purchases of goods and services, professional and personal services (excluding legal services), and public works projects not exceeding \$10,000 provided that such procurement is authorized by the City budget agreement has been reviewed and approved to form by City Attorney beforehand. Procurement of goods and services, professional and personal services or public works projects by Department Heads greater than \$10,000 up to \$25,000 shall be approved by City Administrator or Mayor provided that such procurement is authorized by the City budget and agreement has been reviewed and approved to form by City Attorney beforehand.

1.5.2.1 Reporting

Contracts entered into by Department Heads under 1.5.2 shall be tracked and reported to City Council on a monthly basis. Report shall include the name of the firm awarded a contract, a description of the goods, services or work provided, and contract award date and amount.

1.5.2.2 Amendments

Amendments to any contracts entered into under this section are subject to the limitations specified within section 1.5.2 and 1.5.2.1.

1.5.3 City Administrator/Mayor

The City Administrator or Mayor may approve all purchases of goods and services, professional

²² RCW 39.04.200.

²³ RCW 39.04.155(4).

and personal services, and public works projects not exceeding \$25,000 provided that such procurement is authorized by the City budget and agreement has been reviewed and approved to form by City Attorney beforehand. Procurement of goods and services, professional and personal services or public works projects by City Administrator/Mayor greater than \$25,000 shall be reviewed and approved to form by City Attorney prior to submittal to City Council for approval.

1.5.3.1 Reporting

Contracts entered into by City Administrator or Mayor under 1.5.3 shall be tracked and reported to City Council on a monthly basis. Report shall include the name of the firm awarded a contract, a description of the goods, services or work provided, and contract award date and amount.

1.5.3.2 Amendments

Amendments to any contracts entered into under this section are subject to the limitations specified within section 1.5.3.

1.5.4 City Council

The City Council shall have the authority to approve all purchases of goods and services, professional and personal services, and public works projects greater than \$25,000.

2.0 Competitive Bid Procedures

Any purchase of materials, supplies, equipment, professional services or public works projects, regardless of estimated cost, *may* be contracted through a competitive bid process. Materials, supplies and equipment with an estimated cost of \$15,000 or more and public works projects with an estimated cost of \$300,000 or more *must* be contracted through a competitive bid process.

2.1 Authorization Request

Request from Mayor for authorization to call for bids. In special circumstances, the Mayor may waive portions of the bid procedures. The "special circumstances" are limited to items where publication of bids may impinge on the safety of staff or City assets.

2.2 Publication of Notice

After authorization, the requesting department director (or designee) will publish the Call for Bids in the official newspaper or a newspaper of general circulation most likely to bring responsive bids and ensure notice is posted on the City web page, at least 13 days prior to bid submittal deadline.

2.3 Notice Contents

Notice (or advertisement) for bids should contain definite specifications and procedures for bidders to use to estimate their bids. At a minimum, a bid notice for public works must include:

- Project title
- Nature and scope of work
- Where contract documents (plans and specifications) can be reviewed or obtained
- Cost to obtain a set of contract documents
- Place, date, and time that bids are due
- Statement that a bid bond must accompany the bid
- Statement that the City retains the right to reject any and all bids and to waive minor

- irregularities in the bidding process
- Statement that the contract involves “public work” and that workers shall receive the prevailing rate of wage pursuant to the Prevailing Wages on Public Works Act (chapter 39.12 RCW);
- List of applicable prevailing wage rates; and
- Statement that the City is an equal opportunity employer and invites responsible bids from all qualified responsible bidders

In addition, provide evaluation criteria, warranty, minimum qualifications, date, time and location of pre-bid conference (if applicable), name, address and telephone number of the project contact; and number of required copies will help bidders prepare responsive submittals. Electronic submittals, including electronic signatures, may be authorized in the Call for Bids.²⁴

When practical, the City will conduct a pre-bid conference to allow a thorough discussion of the City's intent, scope, specifications, and terms and shall encourage potential vendors to attend.

2.4 Bid Opening

Bids are submitted to the City Clerk, where they are time and date stamped and processed. Bid opening will be announced to the Mayor and department heads.

2.5 Report on Bids

The responsible department head will prepare a report and recommendation on all bids received.

2.6 Award to Lowest Responsible Bid

The City may select the lowest responsible bid²⁵ whose proposal is most advantageous to the City, with price and other factors considered. Quality and expertise, however, must also be a consideration. Before awarding a public works contract, the bidder must meet the following criteria:

- a) At the time of bid submittal, have a certificate of registration in compliance with chapter 18.27 RCW;
- b) Have a current state unified business identifier number;
- c) If applicable, have industrial insurance coverage for the bidder's employees working in Washington as required in Title 51 RCW; an employment security department number as required in Title 50 RCW; and a state excise registration number as required in Title 82 RCW;
- d) Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3); and
- e) If bidding on a public works project subject to the apprenticeship utilization requirements in RCW 39.04.320, not have been found out of compliance by the Washington state apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under Chapter 49.04 RCW for the one-year period immediately preceding the date of the bid solicitation.

²⁴ RCW 39.04.390.

²⁵ RCW 39.04.350.

2.7 Supplemental Bidder Responsibility Criteria

In addition to the bidder responsibility criteria in Section 2.6, the City may adopt relevant supplemental criteria for determining bidder responsibility applicable to a particular project which the bidder must meet.

Supplemental criteria for determining bidder responsibility, including the basis for evaluation and the deadline for appealing a determination that a bidder is not responsible, must be provided in the invitation to bid or bidding documents.

In a timely manner before the bid submittal deadline, a potential bidder may request the City to modify the supplemental criteria. The City must evaluate the information submitted by the potential bidder and respond before the bid submittal deadline. If the evaluation results in a change of the criteria, the City must issue an addendum to the bidding documents identifying the new criteria.

The City may consult the capital projects advisory review board guidelines in developing supplemental bidder responsibility criteria available on the Capital Project Advisory Review Board website (www.des.wa.gov/about/Committees/CPARB/Pages/default.aspx).

If the bidder fails to provide the information requested concerning responsibility within the time and manner specified in the bid documents, then the City may base its determination of responsibility upon any available information related to the supplemental criteria or may find the bidder not responsible.

If the City determines the lowest bidder not responsible, the City must provide the reasons for the determination in writing. The bidder may appeal the determination within the time period specified in the bidding documents by presenting additional information to the City. Then, the City must consider the additional information before issuing its final determination. If the final determination affirms that the bidder is not responsible, the City may not execute a contract with any other bidder until two business days after the bidder determined to be not responsible has received the final determination.

2.8 Rejection of Bids

The City reserves the right to reject any bid not in substantial compliance with the bid documents, or all prescribed public bidding procedures and requirements, and may reject all bids.

3.0 Other Exemptions to Competitive Bidding Requirements

In addition to small public work projects under \$300,000, purchases of goods and services under \$15,000 and professional and personal services, competitive bidding requirements may be waived for the following:

3.1 Sole Source Vendor

Purchases that are clearly and legitimately limited to a single source of supply. If, after conducting a good faith review of available resources, the requesting department director determines that there is only one source of the required materials, supplies, or equipment, a purchase contract may be awarded without complying with established bid requirements. The requesting department director will submit a written request for sole source procurement for approval, and

conduct price, terms, and delivery negotiations, as appropriate. The vendor must certify in writing that the City is getting the lowest offered price. Immediately after the award of the contract, the contract and the factual basis for the determination of “sole source” must be recorded and open to public inspection.²⁶

3.2 Purchases involving special facilities or market conditions:

The Mayor may waive established bidding requirements if an opportunity arises to purchase favorably-priced equipment at an auction, or supplies or used goods that will be sold before the City can conduct the bid process. Immediately after the award of the contract, the contract and the factual basis for the determination of “special facilities or market conditions” must be recorded and open to public inspection.²⁷

3.3 Surplus Property

The City may acquire surplus property from another government without the use of bids.²⁸

3.4 Emergency Purchases, Contracts, Contract Amendments and Change Orders

"Emergency" is defined as "...unforeseen circumstances beyond the control of the municipality that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken." If an emergency situation has been declared, the Mayor may waive competitive bidding requirements and the City may award all necessary contracts to purchase goods, materials, or services to address the emergency situation. Purchase order(s), contracts, contract amendments and change orders must be properly documented as pertaining to an emergency as soon as possible following the event. If a contract is awarded without competitive bidding due to a declared emergency, the City Council must adopt a resolution certifying the emergency situation existed no later than two weeks following the award of the contract.²⁹

3.5 Interlocal Agreements

The City of Pacific may use shared purchasing agreements. All such shared purchasing agreements shall have prior approval of the City Council.

When practical, the City should include language in its solicitations that allows other public agencies to purchase from the City of Pacific's bids or quotations, provided that the other agencies allow similar rights and reciprocal privileges to the City of Pacific.

3.5.1 Interlocal Cooperative Purchasing Agreements

Pursuant to RCW 39.34, bidding is not required when purchases of materials, supplies, or equipment are made under State standard contracts or similar contracts executed by and through other local governments which have complied with state bidding requirements. The other government's bid process must have been conducted within the previous 12 month period to be valid for use by the City of Pacific. In addition, the City of Pacific must conduct a screening process whereby it can justify the purchase through an Interlocal Agreement. The screening process

²⁶ RCW 39.04.280(2).

²⁷ RCW 39.04.280(2).

²⁸ RCW 39.33.010.

²⁹ RCW 39.04.280(2)(b).

and results must be clearly documented in writing. All other procurement approval requirements must be met.

3.5.2 Joint Purchases

The City may make a bid call with another government entity as a joint purchase complying with the bid requirements of the participating jurisdictions. Purchases made pursuant to any such agreement shall be separately invoiced to the respective purchasers in accordance with the purchases made by each; and each such purchaser shall be responsible for payment for its own purchases only. Purchases made for the City under a purchasing contract executed by a state, or agency or subdivision thereof, or by another governmental unit or public benefit nonprofit corporation shall be exempt from competitive bidding and related requirements.

3.5.3 Purchasing Cooperatives That Meet State and City Bidding Requirements

Pursuant to chapter 39.34 RCW, bidding is not required when purchases of materials, supplies, or equipment are made under State standard contracts or similar contracts executed by and through purchasing cooperatives which have complied with state bidding requirements. The purchasing cooperative's bid process must have been conducted within the previous 12 month period to be valid for use by the City of Pacific. In addition, the City of Pacific must conduct a screening process whereby it can justify the purchase through a purchasing cooperative. The screening process and results must be clearly documented in writing. All other procurement approval requirements must be met.

4.0 Contract Amendments for General Purchases, Professional and Personal Services

City of Pacific establishes the Contract Amendment Authorization Policy as follows:

4.1 Contract Amendments Within City Council Authorized Budget

Upon recommendation of the project/contract manager, and demonstration that a Contract Amendment is necessary and reasonable, the Department Head, City Administrator or Mayor is authorized to approve Contract Amendments that do not exceed the legally authorized budget limit established for the applicable contract and that has been reviewed and approved to form by City Attorney beforehand.

4.1.1 Department Head

May execute a contract amendment provided that cumulative amendments do not exceed \$10,000 or 10% of total contract value up to \$100,000, whichever is greater. Contract amendments entered into by Department Heads shall be tracked and reported to City Council on a monthly basis. Report shall include the name of the firm, a description of the goods, services or work provided, and contract amendment date and amount.

4.1.2 City Administrator/Mayor

May execute contract amendment provided that cumulative amendments may not exceed \$25,000 or 10% of total contract value up to \$250,000, whichever is greater. Contract amendments entered into by City Administrator/Mayor shall be tracked and reported to City Council on a monthly basis. Report shall include the name of the firm, a description of the goods, services or work provided, and contract amendment date and amount.

4.2 Contract Amendment in Excess of City Council Authorized Budget Appropriations

Upon recommendation of the project/contract manager, and demonstration that a Contract Amendment is necessary the Mayor shall submit to the City Council, a Contract Amendment Request, after review and approval to form by City Attorney, that includes the amount of requested funds and a written justification describing why the additional funds are necessary and the benefits to be derived.

If the City Council approves the Contract Amendment Request, the Mayor shall take the necessary actions to enact the Contract Amendment and complete the work in an expeditious manner in accordance with the City Council's direction.

If the City Council denies the Contract Amendment Request, the project/contract manager shall report back to the Mayor and City Council with options as to how to accomplish the project/contract within the funds allocated.

4.3 Change Orders for Public Works Contracts

City of Pacific establishes the Change Order Authorization Policy as follows:

4.3.1 Change Orders Within City Council Authorized Budget

Authorized project budget limits are established by the City Council through the adoption of annual operating and capital budget appropriations. Upon recommendation of the project/contract manager, and demonstration that a Change Order is necessary and reasonable, the Department Head, City Administrator or Mayor is authorized to approve any and all Change Orders that do not exceed authorized budget limit and the monetary limits set forth in Sections 4.4.2. and 4.4.3 below,; subject to review and approval to form by City Attorney beforehand.

4.3.2 Department Head

May execute change orders provided that cumulative change orders do not exceed \$25,000 or 10% of total contract value up to \$250,000 whichever is greater; subject to review and approval to form by City Attorney beforehand. Changes orders entered into by Department Heads shall be tracked and reported to City Council on a monthly basis. Report shall include the name of the firm, a description of the goods, services or work provided, and contract change order date and amount.

4.3.3 City Administrator/Mayor

May execute change orders provided that cumulative change orders do not exceed \$50,000 or 10% of total contract value up to \$500,000 whichever is greater; subject to review and approval to form by City Attorney beforehand. Changes orders entered into by City Administrator/Mayor shall be tracked and reported to City Council on a monthly basis. Report shall include the name of the firm, a description of the goods, services or work provided, and contract change order date and amount.

4.4 Change Orders in Excess of City Council Authorized Budget Appropriations

Upon recommendation of the project/contract manager, and demonstration that a Change Order in excess of City Council authorized budget appropriation is necessary the Mayor, after review and approval to form by City Attorney, shall submit to the City Council, a Change Order Request that includes the amount of requested funds and a written justification describing why the additional funds are necessary and the benefits to be derived.

If the City Council approves the Change Order Request, the Mayor shall take the necessary actions to enact the Change Order and complete the work in an expeditious manner in accordance with the City Council's direction.

If the City Council denies the Change Order Request, the project/contract manager shall report back to the Mayor and City Council with options as to how to accomplish the project/contract within the funds allocated.

5.0 Travel Expenses

All expense payments or reimbursements for travel and/or subsistence expenses must meet the requirements set forth in the City of Pacific Travel Policy, which establishes policy and procedure related to obtaining travel authorization, advance travel funds, and expenditure or reimbursement for travel and subsistence expenses incurred in conduct of business of the City. Refer to the City of Pacific Travel Policy and Procedures for details.

6.0 Payment Processing

There are two accounts payable check cycles scheduled each month, generally on the second and fourth Mondays of each month, unless the date falls on a weekend or holiday.

6.1 Approvals

All invoices shall be receipted and date stamped when received by the City. All invoices shall be signed for approval by the department head. Reimbursements payable to City employees shall be signed for approval as follows:

- Council -- Approved by the Mayor, or designee
- Mayor -- Approved by the Council President or Mayor Pro Tem
- Department Director -- Approved by the Mayor
- Other Employees -- Approved by the Department Director

Employees may not approve their own reimbursement.

6.2 Accounts Payable

Invoices that are received by accounts payable via the US Postal Service will be date stamped and routed to department heads the day that they are received. Other invoices may be received directly by the department head or other staff, such as when items are picked up at will-call or services are performed on-site. For all invoices, department heads or designees will verify that the invoiced items have been received and that the invoiced amount is correct. The accounts payable coding stamp will be stamped on the invoice in a conspicuous place, the account coding and approval signature entered, and the approved invoice will be routed to accounts payable for payment.

6.3 Hand-Issued Checks

The City of Pacific does not generally prepare hand-issued checks. If exceptional and extenuating circumstances exist, a check may be hand-issued with Mayor approval. Hand- issued checks requested by the Mayor shall be pre-approved by the City Council President or the Mayor Pro-Tempore.

6.4 Store-Issued Charge Cards

Store-issued charge cards may only be issued with the specific pre-approval of the City Council. They are to be used solely for City-authorized business purposes. Please see Credit Card Policy for additional details.

6.5 Credit Cards

Credit cards may be issued with the specific pre-approval of the City Council. They are to be used solely for City-authorized business purposes. Please see Credit Card Policy for additional details.

6.6 Petty Cash

Petty cash funds cover minor disbursements when it is infeasible or impractical to use normal purchasing means. Employees may be reimbursed from petty cash funds for authorized purchases that do not exceed the established petty-cash limit of \$25.00. Example expenses include parking, tolls, postage, stamps, and other minor incidental business expenses. Employee shall include receipt of expenditure when seeking reimbursement. The Finance Director shall maintain petty cash procedures in compliance with all applicable state law and generally accepted accounting procedures.

7.0 Budget Adjustments

Each department's authorizing staff must ensure that purchases are initiated only when departmental appropriations are sufficient to cover the anticipated cost. Expenditures that exceed departmental appropriations require the Mayor's approval of the Budget Adjustment Request Form.



Agenda Bill No. 15-023

TO: Mayor Guier and City Council Members
FROM: Public Works
MEETING DATE: March 2, 2015
SUBJECT: **Increase in Sewer Rates, revising** the City of Pacific Sewer Billings Code

ATTACHMENTS: Sewer Rate Changes
 Ordinance 2015-1893

Previous Council Review Date: N/A

Summary: The City adopted Ordinance 1873, which reinstated the sewer rates in the City's Code, although the City's codifier has not yet incorporated Ordinance 1873 into the City's Code, as it appears on-line.

The King County wastewater division has informed the City of an increase in the rate to the cost of wastewater treatment. Because the King County performs this service for the City, the City passes through the rate increase to the users of the sewer system. Therefore, the City needs to increase the sewer rates to cover the increased charges from King County. Revisions to code changing utility rates requires a Public Hearing.

The County will begin charging the City the increased sewer rate on May 1, 2015.

Recommendation/Action: Staff recommends Council approve Ordinance No. 2015-1893.

Motion for Consideration: Move to approve Ordinance No. 2015-1893, AN ORDINANCE OF THE CITY OF PACIFIC, WASHINGTON ESTABLISHING NEW SEWER UTILITY RATES.

Budget Impact: Not passing this rate increase will create a shortfall in the sewer fund of approximately \$40,000.

Alternatives: The Public Hearing is required to revise code pertaining to utility rates.

**CITY OF PACIFIC
WASHINGTON**

ORDINANCE NO. 2015-1893

**AN ORDINANCE OF THE CITY OF PACIFIC, WASHINGTON
INCREASING THE SEWER UTILITY RATES, EFFECTIVE MAY 1,
2015 AND AMENDING PACIFIC MUNICIPAL CODE SECTION
14.24.001**

WHEREAS, The City of Pacific operates and maintains a wastewater collection system which is conveyed to King County for treatment; and

WHEREAS, King County has increased the rate it charges the City of Pacific for wastewater treatment; and

WHEREAS, it is necessary for the City to increase its sewer charges to cover King County's treatment charges; and

WHEREAS, a public hearing on the proposed rate increase in this Ordinance was held before City Council on March 9, 2015; and

NOW, THEREFORE, THE CITY COUNCIL OF PACIFIC, WASHINGTON, DOES ORDAIN AS FOLLOWS

Section 1. Pacific Municipal Code Section 14.48.001, as last adopted in Section 2 of Ordinance No. 2014-1873 is hereby amended to read as follows:

14.48.001 Rates Designated

A. Single Family Residential: Single-Family Residences, Manufactured Homes, Mobile Homes:

\$62.03 ~~\$59.79~~ for each residential unit (\$42.03 ~~\$39.79~~ Metro Charge and \$20.00 City of Pacific charge)

B. Non-Residential and Multiple Residential Uses:

Charges will be based on water usage as determined by water meter readings with a basic unit price of \$62.03 ~~\$59.79~~ charged for the first 700 cubic feet of water consumption. Fractions of cubic feet over 700 cubic feet will be charged at \$8.86 ~~\$8.54~~ per 100 cubic feet. A minimum \$62.03 ~~\$59.79~~ will be charged for non-residential and multi-family residential use (duplexes, apartments, mobile home parks, etc.).

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. Effective Date. This Ordinance shall be published in the official newspaper of the City, shall take effect five days after publication, and the rates established by this Ordinance shall be in full force May 1, 2015.

PASSED BY THE CITY COUNCIL OF THE CITY OF PACIFIC AT A REGULAR MEETING
THEREOF ON THE 9th DAY OF MARCH, 2015.

APPROVED:

LEANNE GUIER, MAYOR

ATTEST/AUTHENTICATED:

AMY STEVENSON-NESS, CITY CLERK

APPROVED AS TO FORM:

CAROL MORRIS, CITY ATTORNEY



Agenda Bill No. 15-021

TO: Mayor Guier and City Council Members

FROM: Public Works

MEETING DATE: March 2, 2015

SUBJECT: Solicit Quotes for Title Report for Parcels on West Valley and Milwaukee Boulevard and Award Contract

ATTACHMENTS: Resolution 2015-232
Quote Request Scope of Work

Previous Council Review Date: N/A

Summary: The City of Pacific has two on-going projects that require title reports: West Valley Highway – for purposes of determining existing easements and Milwaukee Boulevard – for acquisition of rights-of-way. Purchasing the title reports in one package should result in receiving the benefit of “economies of scale”.

The West Valley project will require easements to convey stormwater from the roadway to the natural drainage course along SR 167. It is believed that there are easements present for City utilities. It is imperative that we know the location of these easements.

The Milwaukee Boulevard Project must acquire right-of-way at five locations for sidewalk curb ramps. The first step in the process is to research the title of the properties to be acquired.

After review of the quotes, City staff will finalize the contract with the City attorney for the title reports from the lowest responsive bidder.

Recommendation/Action: Staff recommends Council approve Resolution No. 2015-232.

Motion for Consideration: Move to approve Resolution No. 2015-232, A RESOLUTION OF THE CITY OF PACIFIC, WASHINGTON, AUTHORIZING SOLICITATION OF QUOTES FROM QUALIFIED TITLE INSURANCE FIRMS TO PROVIDE TITLE REPORT POLICIES.

Budget Impact: The total cost for the title reports is estimated to be \$8,500. The title reports for the West Valley project (\$6,500) will be offset the required local match for the project. The Title reports for the Milwaukee Boulevard (\$2,000) will be charged against the project.

Alternatives: None.

**CITY OF PACIFIC
WASHINGTON**

RESOLUTION NO. 2015 - 232

A RESOLUTION OF THE CITY OF PACIFIC, WASHINGTON, AUTHORIZING THE EXPENDITURE OF FUNDS FOR TITLE REPORTS FOR PARCELS OF PROEPRTY ADJACENT TO WEST VALLEY HIGHWAY AND MILWAUKEE BOULEVARD

WHEREAS, the City of Pacific is has contracted with AHBL to design roadway improvements to West Valley Highway which will require drainage improvements; and

WHEREAS, the City of Pacific believes that there are existing utility easements crossing properties adjacent to West Valley Highway which can be used to convey storm drainage from the roadway improvements to the natural drainage course adjacent to SR 167; and

WHEREAS, the locations and conditions of the easements will be required to complete the design of the roadway improvements; and

WHEREAS, the parcels of interest for the West Valley Project are:

West Valley – King County:

3353404200	3353404150	3521049073	3353401860
3521049083	3521049026	3521049060	3521049021
3521049022	3521049013	3521049076	3521049080

West Valley – Pierce County:

4495700012	4495700020	4495700053	0420021042
------------	------------	------------	------------

;and

WHEREAS, the City of Pacific is has contracted with AHBL to design roadway improvements to Milwaukee Boulevard, which will require right of way acquisition; and

WHEREAS, prior to purchasing land for rights-of-ways a title report will be required; and

WHEREAS, the parcels of interest for the Milwaukee Boulevard Project are:

Milwaukee – King County:

335590-0780	335340-0865	335340-0648	335590-0590
359960-0200			

;and

WHEREAS, a price advantage may be attained by purchasing all of the title insurance policies under a single contract.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PACIFIC, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Council of Pacific does authorize the Public works department to solicit quotes from Title Insurance companies for the preparation of Title reports. The City staff will prepare the final contract form based on the quote from the lowest responsive bidder, in a form approved by the City attorney for the title reports for a price not to exceed \$8,500.

Section 2. This Resolution shall take effect and be in full force upon passage and signatures hereon.

ADOPTED BY THE CITY COUNCIL this 23rd day of February, 2015.

CITY OF PACIFIC

LEANNE GUIER, MAYOR

ATTEST/AUTHENTICATED:

AMY STEVENSON-NESS, CITY CLERK

APPROVED AS TO FORM:

KEN LUCE, CITY ATTORNEY

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
RESOLUTION NO:

Request for Quote

The City of Pacific Public Works Department is requesting interested Title Companies to submit proposals for providing Title Reports for sixteen parcels on the easterly side of West Valley Highway (There are 12 parcels in King County and 4 in Pierce County) and 5 parcels on Milwaukee Boulevard (King County).

Services will include:

Title Reports for each of the following parcel:

West Valley – King County:

3353404200	3353404150	3521049073	3353401860
3521049083	3521049026	3521049060	3521049021
3521049022	3521049013	3521049076	3521049080

West Valley – Pierce County:

4495700012	4495700020	4495700053	0420021042
------------	------------	------------	------------

The primary purpose of the title reports will be to verify the presence of easements dedicated to the City.

Milwaukee – King County:

335590-0780	335340-0865	335340-0648
335590-0590	359960-0200	

The primary purpose of the title reports will be to develop appraisals for right of way acquisition.

Terms and Conditions

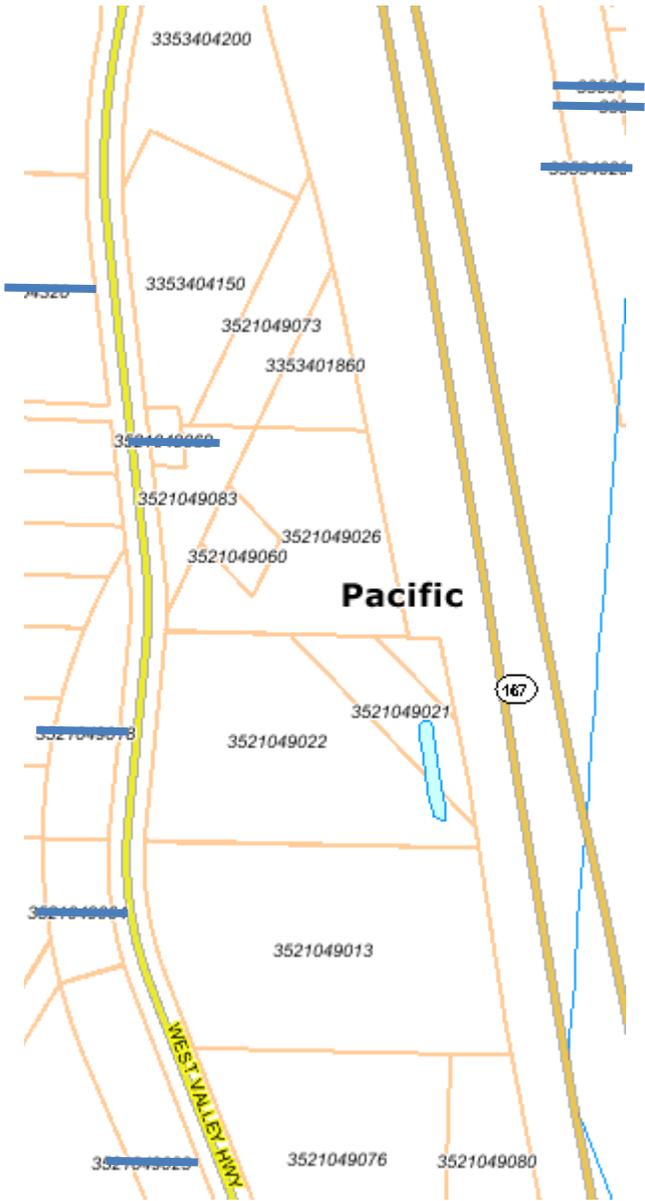
- A. The City reserves the right to reject any and all quotes, as well as to waive minor irregularities in any submittal.
- B. The City reserves the right to request clarification of information submitted and request additional information from the service provider.
- C. The contract resulting from acceptance of a proposal by the City shall be in a form supplied by the City. Copies of this form contract are available at 100 3rd Avenue SE Pacific, WA 98047. Modifications may be made by the City to this form contract in order to address the scope of work.
- D. The selected service provider will be required to provide a certificate of insurance conforming to requirements of the City's form contract prior to beginning any work under the contract.
- E. The City is not responsible for any costs incurred by the service provider in preparing, submitting, or presenting its submittal to the City.

Questions may be directed to:

Jim Morgan, City Engineer Pacific Public Works Department 100 3rd Avenue SE Pacific , WA 98047 (253)-929-1115 jmorgan@ci.pacific.wa.us.

Please email a quote to Jim Morgan, City Engineer, at jmorgan@ci.pacific.wa.us by Friday **March __, 2015**.

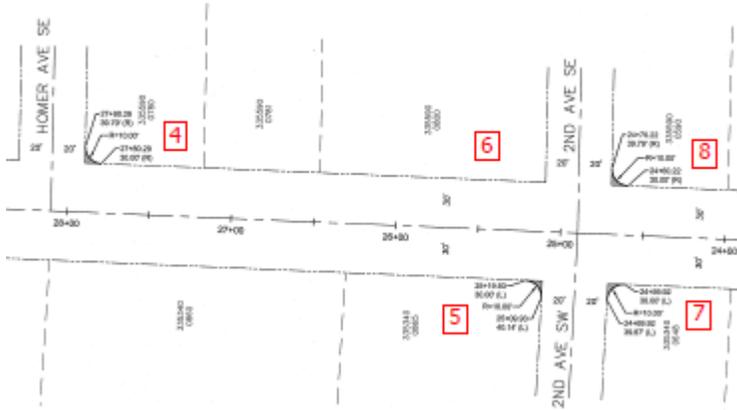
West Valley Highway - King County



West Valley Highway - Pierce County



Milwaukee Boulevard - King County



R/W SUMMARY TABLE

PARCEL NUMBER	OWNER	TYPE	TOTAL AREA *	AREA REQUIRED	PROPERTY REMAINING
000248-0048	JAMES & KATHERINE YOUNG	RIGHT OF WAY ACQUISITION	8,153 SF	24 SF	8,129 SF
000482-0004	DANIEL & CORA THOMP	RIGHT OF WAY ACQUISITION	18,580 SF	72 SF	18,508 SF
000200-0000	ROBERT & PHYLLIS SANDER	RIGHT OF WAY ACQUISITION	15,088 SF	28 SF	15,060 SF
000000-0280	EMMY SCHWARTZ	RIGHT OF WAY ACQUISITION	11,308 SF	30 SF	11,278 SF

*ALL AREAS ARE FROM KING COUNTY
ASSESSOR-TREASURER PARCEL SEARCH



R/W SUMMARY TABLE

PARCEL NUMBER	OWNER	TYPE	TOTAL AREA *	AREA REQUIRED	PROPERTY REMAINING
000660-0000	SCOTT ANDERSON	RIGHT OF WAY ACQUISITION	7,302 SF	5 SF	7,297 SF

*ALL AREAS ARE FROM KING COUNTY
ASSESSOR-TREASURER PARCEL SEARCH



Agenda Bill No. 15-025

TO: Mayor Guier and City Council Members
FROM: Paula Wiech, Planner
MEETING DATE: March 2, 2015
SUBJECT: 2015 Planning Commission Work Plan

ATTACHMENTS:

- Resolution No. 2015-234, approving the 2015 Planning Commission Work Plan;
- January 30, 2014 Draft Planning Commission Minutes;
- Adopted Resolution No. 2014-112, approving the 2014 Planning Commission Work Plan

Previous Council Review Date:

Summary: Per RCW 35A.63 and PMC 2.36, the Planning Commission serves an advisory body to the City Council, and has the following duties and responsibilities:

- A. Preparation and review of the Comprehensive Plan of the City;
- B. Review of, and preparation of recommendations on amendments to the Comprehensive Plan, official Zoning Map, and zoning and other regulations of the City; and
- C. Such other advisory duties as may be assigned by the City Council.

To fulfill the above duties and responsibilities within budget and staff limitations, the Planning Commission has worked with staff to create a 2015 Work Plan for approval by City Council. The Plan is summarized below, with at least one work plan element completed (Accessory Dwelling Unit code revisions).

- 1) The City of Pacific received a grant from the Department of Commerce to help achieve required updates to the Comprehensive Plan. The Planning Commission held a public hearing on February 25, 2014 on proposed updates. Staff has been working on these updates. In 2015, the Commission will review proposed amendments, hold another hearing, and forward their recommendations to Council for adoption by the end of June 2015.
- 2) Accessory Dwelling Units: The Planning Commission held a Public Hearing on January 27, 2015, and has forwarded their recommended code amendments to the City Council.
- 3) Review of Nonconforming Use Regulations: The Planning Commission will hold a Public Hearing on February 24th, then forward their recommended code amendments to the City Council.

- 4) Pacific Municipal Code (PMC) regulates the total impervious surface allowed in RML and RMH (multi-family) districts, but only regulates the percentage covered by buildings in the RS (single-family) districts. The Commission will review these regulations.
- 5) Several years ago, the Commission considered special signage regulations for businesses along SR 167. They wish to return to this subject and make a recommendation to Council.
- 6) The Commission proposes to also review the PMC regarding Political Signage to be sure it meets current federal regulations.
- 7) The Sumner/Pacific Manufacturing and Industrial Center has achieved recognition by Pierce County Regional Council (PCRC). In order to achieve status with Puget Sound Regional Council (PSRC), more stringent requirements must be met. The Cities of Pacific and Sumner need to update data, and potentially invite Auburn to join the Center. The Planning Commission will review any progress made by these efforts.
- 8) The 2014 – 2019 Capital Facilities Plan (CFP) was developed by Staff in conjunction with AHBL. A public hearing was held by City Council, but the Plan was not adopted by Ordinance. Staff will be reviewing, and potentially revising this Plan.

Recommendation/Action: Approval of the 2015 Planning Commission Work Plan.

Motion for Consideration: Approve Resolution No. 2015-234 approving the 2015 Planning Commission Work Plan.

Budget Impact:

Alternatives:

**CITY OF PACIFIC
WASHINGTON
RESOLUTION NO. 2015-234
RESOLUTION OF THE CITY COUNCIL APPROVING THE 2015 PLANNING
COMMISSION WORK PLAN**

WHEREAS, the Planning Commission is established pursuant to Chapter 35A.63 RCW and serves as an advisory body to the City Council; and

WHEREAS, the Planning Commission prepares and reviews the comprehensive plan of the City, reviews and makes recommendations on amendments to the comprehensive plan, official zoning map, and zoning and other development regulations of the City; and

WHEREAS, the City Council receives monthly minutes of the Planning Commission meetings; and

WHEREAS, the Planning Commission met on January 27, 2015, developed their slate of activities, and is recommending approval by the City Council of the 2015 Planning Commission Work Plan, which includes the following items:

- 1) 2015 Comprehensive Plan Update (CP-13-001). This Update considers the entire Plan, with emphasis on the Natural Environment, Transportation, and Capital Facilities elements. In February 2014, the Planning Commission held a Public Hearing to receive comment on proposed Comprehensive Plan and Development Regulation updates based on City Staff and Washington Department of Commerce review;
- 2) Accessory Dwelling Unit Regulations;
- 3) Non-conforming Uses Regulations;
- 4) Impervious Surface Regulations in the Residential Single-Family (RS) zones;
- 5) Highway Special Signage;
- 6) Political Signage;
- 7) Work with the City of Sumner to update and expand the Sumner/Pacific Manufacturing and Industrial Center (MIC) to achieve regional status with Puget Sound Regional Council (PSRC);
- 8) Review the 2016-2021 Capital Facilities Plan prior to forwarding to the City Council for a Public Hearing and adoption; and

WHEREAS, there are other topics and issues that the City Council or Staff may refer to the Planning Commission for consideration,

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PACIFIC,
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

Section 1. The Pacific City Council hereby approves the 2015 Planning Commission Work Plan as stated above.

Section 2. This Resolution shall take effect and be in full force upon passage and signatures hereon.

CITY OF PACIFIC

Leanne Guier, Mayor

ATTEST:

Amy Stevenson-Ness, City Clerk

Approved as to Form

Carol Morris, City Attorney

PACIFIC PLANNING COMMISSION

DRAFT

Meeting of January 27, 2015 Minutes

Call to Order

Chairman Boyd called the Regular Meeting to order at 6:10 PM and led the flag salute.

Attendance

Commissioners Present: John Boyd, Don Blackwell, Howard Gustafson, Wayne Strong and Scott Newbold

City Staff Present: Planner Paula Wiech, Community Development Manager Jack Dodge, and Secretary Gail Bennett

Approval of Agenda

Commissioner Newbold moved to approve the agenda as presented, seconded by Commissioner Gustafson. MOTION CARRIED UNANIMOUSLY.

Approval of Minutes

Commissioner Strong moved to approve the November 25, 2014 meeting minutes as presented, seconded by Commissioner Newbold. MOTION CARRIED UNANIMOUSLY.

Audience Participation

Gerald Eck, 411 West Valley Hwy S, requested the Commission address the topic of the tabled Freeway Highway Signage corridor regulations that have been in the planning stage for almost five years. He showed the Commissioners a draft letter he is intending to distribute to the affected property owners. John Boyd requested staff to look into the freeway signage topic and to bring it back to the Commission for further review.

PUBLIC HEARING Accessory Dwelling Units (ADU) – Revisions to Chapter 20.92

Chairman Boyd opened the Public Hearing at 6:15 PM and asked for public comment. There being no public testimony, Chairman Boyd closed the hearing at 6:16 PM.

Commissioner Newbold moved that the Planning Commission recommend approval of the proposed revisions to the Accessory Dwelling Unit (ADU) regulations as provided for in the Draft Ordinance dated January 27, 2015, seconded by Commissioner Gustafson.

Discussion: The Commissioners reviewed a chart comparing the ADU standards from other neighboring cities' along with the City of Pacific standards.

Jack Dodge joined the meeting at 6:25 PM. He explained that the proposed ADU revisions were reviewed by the Council Governance Committee on 12/14/14. The Governance Committee requested one change to the proposed revisions dealing with off-street parking. The Committee requested that only one off-street parking space be required for studio or one bedroom ADU's. This is reflected in the draft ordinance. The Commissioners also discussed changes that were made to the design standards regarding the allowable square footage of the ADU's in the RS-6 (single-family residential, 6,000 square foot lot minimum) zoning district and in the RS-11 (Single-family residential, 11,000 square foot lot minimum) zoning district. Jack also mentioned that there is still a requirement that the owner of the property must live in one of the units.

Chairman Boyd called for a vote. The motion carried unanimously and will be moved forward to the City Council.

New Business

Nonconforming Uses: Repeal PMC Chapter 16.12 Legal Nonconforming Uses. Create new Chapter 20.12 Nonconforming Uses and Structures

The Commissioners received a staff report from Jack Dodge and a Draft Nonconforming Use Ordinance dated 1/27/15. Jack reported that the nonconforming use regulations were last updated in 2005 and need to be updated to provide clarity and meet current legal requirements. He noted that the revised code provides a definition for a "legal nonconforming use" of property and for a "legal nonconforming structure". Current code provisions do not provide definitions.

Commissioner Strong moved that the Planning Commission set a public hearing date for February 24, 2015 to receive public testimony on the proposed revisions to the legal nonconforming use regulations contained in the draft ordinance, seconded by Commissioner Blackwell. MOTION CARRIED UNANIMOUSLY.

Staff encouraged the Commissioners to study the draft ordinance at home.

Planning Commission 2015 Work Plan

The Commissioners received a copy of the 2015 Work Plan Draft Resolution. After review and discussion it was decided to include "Freeway Signage" and "Political Signage" as additional items to be added to the work plan and to address them as separate topics.

Commissioner Blackwell moved to approve the Draft Planning Commission 2015 Work Plan with the addition of items "Freeway Signage" and "Political Signage", seconded by Commissioner Newbold. MOTION CARRIED UNANIMOUSLY.

Unfinished Business

Comprehensive Plan Update

Jack reported that the City is requesting modifications to the scope of work required by the state for the Growth Management Act (GMA) grant money. He stated that the Comprehensive Plan Update considers the entire Plan, with emphasis on the Natural Environment including wetlands, Transportation, and Capital Facilities elements. He noted that because of the timeline, the City will not be able to create a Citizen's Advisory Committee. The Comprehensive Plan Update is due by the end of June.

Other Items of Interest to Planning Commissioners

Jack Dodge reported that the City Council voted to prohibit all marijuana producers, processors, and medical and recreational sales within the City.

Tabled until further notice

Detached Accessory Parking Structures, Total Impervious Surface in Single-Family Zoning, Political and Highway Special District Signage, and Green Acres Place Annexation.

Adjournment

There being no further business, the meeting was adjourned at 7:30 pm.

Prepared by
Gail Bennett, Secretary

Approved _____ 2015 by _____
Date Planning Commission Chairperson
John Boyd

**CITY OF PACIFIC
WASHINGTON
RESOLUTION NO. 2014-112**

**RESOLUTION OF THE CITY COUNCIL APPROVING THE 2014 PLANNING
COMMISSION WORK PLAN**

WHEREAS, the Planning Commission is established pursuant to Chapter 35A.63 RCW and serves as an advisory body to the City Council; and

WHEREAS, the Planning Commission prepares and reviews the comprehensive plan of the city, reviews and makes recommendations on amendments to the comprehensive plan, official zoning map, and zoning and other development regulations of the City; and

WHEREAS, the City Council receives monthly minutes of the Planning Commission meetings; and

WHEREAS, the Planning Commission met on January 30, 2014, developed their slate of activities, and is recommending approval by the City Council of the 2014 Planning Commission Work Plan, which includes the following items:

- 1) 2015 Comprehensive Plan Update (CP-13-001). This Update will consider the entire Comprehensive Plan, to include proposal CP-11-003, carried over from 2013 (Redefining “Open Space” District(s) and creating a “Public Lands” District), followed by revising and creating Pacific Municipal Code (PMC). The Comprehensive Plan Update process will begin with scheduling and holding a Public Hearing to present a list of proposed Comprehensive Plan and Development Regulations changes based on Washington Department of Commerce’s review, and to take citizen’s testimony on revising current Comprehensive Plan goals, policies and development activities.
- 2) Review and recommend Pacific Municipal Code regulations for Medical and Recreational Marijuana production, processing and distribution.
- 3) Review of the City of Pacific 2014-2019 Capital Facilities Plan prior to forwarding to the City Council for a Public Hearing and adoption.
- 4) Review of updated Pacific Municipal Code regulations, including Appendices, for Fire and Park Impact Fees (Title 22), prior to a Public Hearing and Council adoption.
- 5) Review and recommend regulations for membrane and other portable structures.
- 6) Update and consider expanding the Sumner/Pacific Manufacturing and Industrial Center to achieve regional status with PSRC;
- 7) Review the Planning and Permit Fee Schedule; and

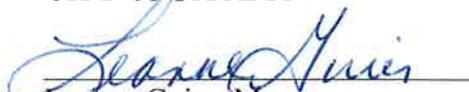
WHEREAS, there are other topics and issues that the City Council may refer to the Planning Commission for consideration,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PACIFIC, WASHINGTON,
DOES RESOLVE AS FOLLOWS:

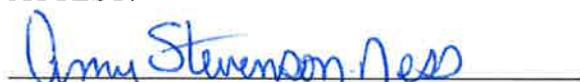
Section 1. The Pacific City Council hereby approves the 2014 Planning Commission Work Plan as stated above.

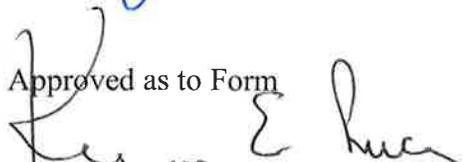
Section 2. This Resolution shall take effect and be in full force upon passage and signatures hereon.

CITY OF PACIFIC


Leanne Guier, Mayor

ATTEST:


Amy Stevenson-Ness, City Clerk

Approved as to Form

Kenyon Luce, City Attorney



Agenda Bill No. 15-0**28**

TO: Mayor Guier and City Council Members

FROM: Richard A. Gould, City Administrator

MEETING DATE: March 2, 2015

SUBJECT: Motion to approve the 2014 year-end financial reports

ATTACHMENTS: 2014 Yearend Financial Reports, which include two cash flow reports (one with beginning balances and one without) and the Yearend Summary Financial Report. Also included is a narrative for the Yearend report.

Previous Council Review Date: Finance Committee Meeting on February 19, 2015

Summary: The Finance Committee met with staff on Thursday, February 19th, to discuss the 2014 yearend financial reports. They reviewed the reports and discussed possible uses of specific funds for 2015. Staff also reviews these reports with the Mayor and City Administrator during the week.

Recommendation/Action: Staff recommends that the City Council approve the 2014 yearend financial reports.

Motion for Consideration: I move to approve the 2014 Yearend Financial Reports as reviewed by the Finance Committee and staff.

Budget Impact: N/A

Alternatives: N/A

2014 Yearend Financial Reports

Enclosed are the fund reports as of December 31st (year to date) 2014.

Staff is presenting the summary reports for the City Council's review. The line item reports are in greater detail and reviewed by the Mayor and City Administrator. Then they are distributed to the department heads to review with the City Administrator and Mayor once again over each area of control. The Finance Committee reviewed these reports at the last Committee meeting on February 19th and approved them to go to the Council for review and a motion to approve (March 9th 2015).

The 2014 numbers are in line with budgeted expectations for the most part. The only significant exceptions are the major street projects for Stewart and Valentine which are still ongoing. This has an impact on the overall report of making everything look under budget. However this will balance out once the staff has input the amended budget which is now in process. The cash position for the year is up by \$1,044,554. The table on the next page shows the increases and decreases in the individual funds. The significant ones are highlighted in yellow and discussed in the following paragraph.

- The General Fund (001) is up due to the increase in interfund transfers which includes the closing out of Funds 206, 207, and 208 (\$450K) along with significant increases in taxes, license and permits, intergovernmental revenues and charges for services (\$213K).
- The LID3 Fund (206) will be closed out in 2015 but the entire balance was transferred (\$322,747) along with the 207 fund (\$1K) and the 208 Fund (\$126K) as they no longer serve a purpose anymore show any activity.
- The Municipal Capital Improvement Fund received a transfer from the General Fund of \$400K in preparation of the City Hall improvement projection.
- The Stewart/Thornton Avenue Road Project (310) Fund is up, due to the receipt of the Public Works Trust Fund Loan and the TIB grant receipts both exceeding expenditures to date by a significant amount (\$406K). This will also level out as the project continues towards completion.
- The Stormwater (409) fund shows an increase of \$121K due to lower than expected expenses and an increase in Intergovernmental Revenues. The Stormwater Fund is also building its capital fund (410) as it is too low. A transfer will be setup in 2015 to facilitate this.

Please contact me with any questions, comments or changes during this week.

Please feel free to contact me to discuss any matters with this report.

Richard A. Gould
City Administrator

Fund Cash change:

Fund		2013	2014	Net Gain (loss)
001	General Fund	\$ 1,287,238.86	\$ 1,655,360.30	\$ 368,121.44
098	General Fund Equipment Reserve	\$ 42,519.76	\$ 47,532.44	\$ 5,012.68
099	General Fund Cumulative Reserve	\$ 134,689.02	\$ 134,958.15	\$ 269.13
101	Street Fund	\$ 131,129.59	\$ 80,929.77	\$ (50,199.82)
107	Tourism Fund	\$ 81,522.33	\$ 93,860.51	\$ 12,338.18
206	LID 3 Redemption Fund	\$ 322,747.39	\$ -	\$ (322,747.39)
207	LID 3 Reserve Fund	\$ 959.80	\$ -	\$ (959.80)
208	2000 Fire GO Bond Fund	\$ 126,269.16	\$ -	\$ (126,269.16)
300	Municipal Capital Improvements Fund	\$ 334,754.75	\$ 830,733.61	\$ 495,978.86
301	Roads Capital Improvements	\$ 159,834.62	\$ 254,458.59	\$ 94,623.97
305	Parks Capital Improvement Fund	\$ 134,972.77	\$ 111,469.75	\$ (23,503.02)
308	Valentine Road Project Fund	\$ 209,380.88	\$ 191,875.51	\$ (17,505.37)
309	West Valley Highway Capital Imp	\$ -	\$ -	\$ -
310	Stewart/Thornton Ave Rd Project	\$ 184,688.24	\$ 590,859.34	\$ 406,171.10
333	Fire Capital Improvement	\$ 61,265.33	\$ 69,740.23	\$ 8,474.90
401	Water Fund	\$ 570,914.55	\$ 684,813.12	\$ 113,898.57
402	Sewer Fund	\$ 43,679.00	\$ 112,857.50	\$ 69,178.50
403	Garbage Fund	\$ 265,880.55	\$ 274,555.70	\$ 8,675.15
406	Water Capital Improvement Fund	\$ 850,350.53	\$ 732,769.00	\$ (117,581.53)
408	Sewer Cumulative Fund	\$ 533,284.96	\$ 522,334.77	\$ (10,950.19)
409	Stormwater Fund	\$ 487,673.43	\$ 608,485.70	\$ 120,812.27
410	Stormwater Facility Fund	\$ 91,827.72	\$ 89,372.06	\$ (2,455.66)
411	Pierce County Water Area Fund	\$ 180,226.20	\$ 164,317.20	\$ (15,909.00)
499	Utilities Equipment Reserve Fund	\$ 143,853.00	\$ 164,458.32	\$ 20,605.32
601	Customer Deposits Fund	\$ 5,159.91	\$ 5,159.91	\$ -
630	Developer Deposits Fund	\$ 38,054.96	\$ 54,370.78	\$ 16,315.82
640	Algona Court Fund	\$ 11,992.26	\$ 4,151.47	\$ (7,840.79)
		\$ 6,434,869.57	\$ 7,479,423.73	\$ 1,044,554.16

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015

Page: 1

001 General Fund 01/01/2014 To: 12/31/2014

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	1,296,151.00	1,287,238.86	8,912.14	99.3%
310 Taxes	2,879,940.00	2,870,330.44	9,609.56	99.7%
320 Licenses & Permits	266,900.00	258,307.74	8,592.26	96.8%
330 Intergovernmental Revenues	186,425.00	178,101.15	8,323.85	95.5%
340 Charges For Goods & Services	293,730.00	285,555.86	8,174.14	97.2%
350 Fines & Penalties	120,234.00	110,946.88	9,287.12	92.3%
360 Interest & Other Earnings	61,295.00	57,927.11	3,367.89	94.5%
380 Non Revenues	157,610.00	157,441.47	168.53	99.9%
390 Other Financing Sources	27,500.00	27,450.80	49.20	99.8%
397 Interfund Transfers	690,205.00	683,607.71	6,597.29	99.0%
398 Insurance Recoveries	1,500.00	1,322.40	177.60	88.2%
Fund Revenues:	5,981,490.00	5,918,230.42	63,259.58	98.9%

Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	37,400.00	18,917.91	18,482.09	50.6%
512 Judicial	344,500.00	232,779.96	111,720.04	67.6%
513 Executive	59,800.00	22,169.73	37,630.27	37.1%
514 Financial, Recording & Elections	434,650.00	270,037.22	164,612.78	62.1%
515 Legal Services	255,200.00	161,746.83	93,453.17	63.4%
517 Employee Benefit Programs	2,400.00	362.40	2,037.60	15.1%
518 Centralized Services	312,849.27	183,703.41	129,145.86	58.7%
000	2,203,449.35	1,669,937.54	533,511.81	75.8%
010 Wages and Benefits	0.00	0.00	0.00	0.0%
521 Law Enforcement	2,203,449.35	1,669,937.54	533,511.81	75.8%
522 Fire Control	1,500.00	158.71	1,341.29	10.6%
523 Detention/Correction	201,000.00	179,632.18	21,367.82	89.4%
524 Protective Inspections	36,400.00	22,984.84	13,415.16	63.1%
525 Disaster Services	5,500.00	0.00	5,500.00	0.0%
528 Dispatch Services	232,000.00	210,082.37	21,917.63	90.6%
532 Cable/Television	5,000.00	0.00	5,000.00	0.0%
553 Conservation	1,800.00	212.26	1,587.74	11.8%
554 Environmental Services	38,000.00	29,963.00	8,037.00	78.9%
558 Planning & Community Devel	252,809.65	176,804.70	76,004.95	69.9%
566 Substance Abuse	1,500.00	0.00	1,500.00	0.0%
569 Aging & Adult Services	210,575.00	161,341.83	49,233.17	76.6%
575 Cultural & Recreational Facilities	143,825.00	100,034.19	43,790.81	69.6%
576 Park Facilities	102,800.00	81,070.96	21,729.04	78.9%
580 Non Expenditures	131,000.00	110,360.87	20,639.13	84.2%
591 Debt Service - Principal Repayment	3,000.00	1,983.61	1,016.39	66.1%
594 Capital Expenditures	90,000.00	28,585.60	61,414.40	31.8%
597 Interfund Transfers	600,000.00	600,000.00	0.00	100.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	5,706,958.27	4,262,870.12	1,444,088.15	74.7%

Fund Excess/(Deficit):	274,531.73	1,655,360.30
-------------------------------	-------------------	---------------------

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 2

098 General Fund Equipment Reserve			01/01/2014 To: 12/31/2014	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	52,000.00	42,519.76	9,480.24	81.8%
360 Interest & Other Earnings	200.00	140.17	59.83	70.1%
397 Interfund Transfers	175,316.00	140,000.00	35,316.00	79.9%
Fund Revenues:	227,516.00	182,659.93	44,856.07	80.3%
Expenditures	Amt Budgeted	Expenditures	Remaining	
518 Centralized Services	3,000.00	440.19	2,559.81	14.7%
594 Capital Expenditures	224,516.00	134,687.30	89,828.70	60.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	227,516.00	135,127.49	92,388.51	59.4%
Fund Excess/(Deficit):	0.00	47,532.44		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 3

099 General Fund Cumulative Reserv		01/01/2014 To: 12/31/2014		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	134,553.24	134,689.02	(135.78)	100.1%
360 Interest & Other Earnings	270.00	269.13	0.87	99.7%
Fund Revenues:	134,823.24	134,958.15	(134.91)	100.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	134,823.24	134,958.15		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015

Page: 4

100 Springbrook GF

01/01/2014 To: 12/31/2014

Expenditures	Amt Budgeted	Expenditures	Remaining	
512 Judicial	0.00	(11.71)	11.71	0.0%
521 Law Enforcement	0.00	(825.00)	825.00	0.0%
597 Interfund Transfers	0.00	836.71	(836.71)	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 5

101 Street	01/01/2014 To: 12/31/2014			
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	134,920.00	131,129.59	3,790.41	97.2%
320 Licenses & Permits	16,750.00	16,665.00	85.00	99.5%
330 Intergovernmental Revenues	303,069.00	139,439.83	163,629.17	46.0%
340 Charges For Goods & Services	4,500.00	4,382.50	117.50	97.4%
360 Interest & Other Earnings	200.00	191.59	8.41	95.8%
370 Capital Contributions	80.00	75.30	4.70	94.1%
397 Interfund Transfers	100,000.00	100,000.00	0.00	100.0%
Fund Revenues:	559,519.00	391,883.81	167,635.19	70.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Streets - Maintenance	515,319.00	295,954.04	219,364.96	57.4%
543 Streets Admin & Overhead	0.00	0.00	0.00	0.0%
591 Debt Service - Principal Repayment	29,200.00	0.00	29,200.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
597 Interfund Transfers	15,000.00	15,000.00	0.00	100.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	559,519.00	310,954.04	248,564.96	55.6%
Fund Excess/(Deficit):	0.00	80,929.77		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 6

107 Tourism		01/01/2014 To: 12/31/2014		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	82,562.00	81,522.33	1,039.67	98.7%
310 Taxes	13,000.00	12,158.63	841.37	93.5%
360 Interest & Other Earnings	1,000.00	179.55	820.45	18.0%
Fund Revenues:	96,562.00	93,860.51	2,701.49	97.2%
Expenditures	Amt Budgeted	Expenditures	Remaining	
557 Community Services	96,562.00	0.00	96,562.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	96,562.00	0.00	96,562.00	0.0%
Fund Excess/(Deficit):	0.00	93,860.51		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 7

206 LID 3 Redemption		01/01/2014 To: 12/31/2014		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	323,000.00	322,747.39	252.61	99.9%
340 Charges For Goods & Services	0.00	0.00	0.00	0.0%
350 Fines & Penalties	3,300.00	3,294.30	5.70	99.8%
360 Interest & Other Earnings	14,525.00	14,109.33	415.67	97.1%
390 Other Financing Sources	260,086.00	132,947.61	127,138.39	51.1%
Fund Revenues:	600,911.00	473,098.63	127,812.37	78.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
514 Financial, Recording & Elections	126,540.12	2,929.10	123,611.02	2.3%
597 Interfund Transfers	474,370.88	470,169.53	4,201.35	99.1%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	600,911.00	473,098.63	127,812.37	78.7%
Fund Excess/(Deficit):	0.00	0.00		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 8

207 LID 3 Reserve		01/01/2014 To: 12/31/2014		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	959.04	959.80	(0.76)	100.1%
360 Interest & Other Earnings	51.96	0.58	51.38	1.1%
Fund Revenues:	1,011.00	960.38	50.62	95.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	1,011.00	960.38	50.62	95.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	1,011.00	960.38	50.62	95.0%
Fund Excess/(Deficit):	0.00	0.00		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 9

208 2000 Fire GO Bond			01/01/2014 To: 12/31/2014	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	130,989.00	126,269.16	4,719.84	96.4%
360 Interest & Other Earnings	150.00	74.47	75.53	49.6%
Fund Revenues:	131,139.00	126,343.63	4,795.37	96.3%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	131,139.00	126,343.63	4,795.37	96.3%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	131,139.00	126,343.63	4,795.37	96.3%
Fund Excess/(Deficit):	0.00	0.00		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 10

300 Municipal Capital Improvements

01/01/2014 To: 12/31/2014

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	346,000.00	334,754.75	11,245.25	96.7%
310 Taxes	103,250.00	95,169.56	8,080.44	92.2%
360 Interest & Other Earnings	5,032.00	809.30	4,222.70	16.1%
397 Interfund Transfers	400,000.00	400,000.00	0.00	100.0%
Fund Revenues:	854,282.00	830,733.61	23,548.39	97.2%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	854,282.00	830,733.61		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 11

301 Roads Capital Improvements		01/01/2014 To: 12/31/2014		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	139,788.26	159,834.62	(20,046.36)	114.3%
330 Intergovernmental Revenues	434,082.00	340,499.07	93,582.93	78.4%
360 Interest & Other Earnings	500.00	465.15	34.85	93.0%
380 Non Revenues	800.00	799.68	0.32	100.0%
397 Interfund Transfers	60,000.00	60,000.00	0.00	100.0%
Fund Revenues:	635,170.26	561,598.52	73,571.74	88.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	445,000.00	307,139.93	137,860.07	69.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	445,000.00	307,139.93	137,860.07	69.0%
Fund Excess/(Deficit):	190,170.26	254,458.59		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 12

305 Parks Capital Improvement

01/01/2014 To: 12/31/2014

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	170,850.00	134,972.77	35,877.23	79.0%
310 Taxes	4,500.00	1,818.04	2,681.96	40.4%
330 Intergovernmental Revenues	65,625.00	61,628.14	3,996.86	93.9%
340 Charges For Goods & Services	8,800.00	8,784.00	16.00	99.8%
360 Interest & Other Earnings	150.00	11.82	138.18	7.9%
380 Non Revenues	75.00	43.57	31.43	58.1%
397 Interfund Transfers	50,000.00	50,000.00	0.00	100.0%
Fund Revenues:	300,000.00	257,258.34	42,741.66	85.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
576 Park Facilities	73,750.00	15,968.55	57,781.45	21.7%
580 Non Expenditures	3,250.00	1,989.71	1,260.29	61.2%
594 Capital Expenditures	223,000.00	127,830.33	95,169.67	57.3%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	300,000.00	145,788.59	154,211.41	48.6%
Fund Excess/(Deficit):	0.00	111,469.75		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 13

308 Valentine Road Project

01/01/2014 To: 12/31/2014

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	218,378.00	209,380.88	8,997.12	95.9%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	500.00	459.66	40.34	91.9%
380 Non Revenues	300,000.00	0.00	300,000.00	0.0%
390 Other Financing Sources	900,000.00	0.00	900,000.00	0.0%
397 Interfund Transfers	220,000.00	220,000.00	0.00	100.0%
Fund Revenues:	1,638,878.00	429,840.54	1,209,037.46	26.2%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	1,638,878.00	237,965.03	1,400,912.97	14.5%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	1,638,878.00	237,965.03	1,400,912.97	14.5%
Fund Excess/(Deficit):	0.00	191,875.51		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 14

309 West Valley

01/01/2014 To: 12/31/2014

Revenues	Amt Budgeted	Revenues	Remaining	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 15

310 Stewart/Thornton Ave Rd Projec

01/01/2014 To: 12/31/2014

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	185,000.00	184,688.24	311.76	99.8%
330 Intergovernmental Revenues	1,497,000.00	1,496,996.78	3.22	100.0%
360 Interest & Other Earnings	1,018.00	850.53	167.47	83.5%
390 Other Financing Sources	659,716.00	300,000.00	359,716.00	45.5%
Fund Revenues:	2,342,734.00	1,982,535.55	360,198.45	84.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	2,342,734.00	1,391,676.21	951,057.79	59.4%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	2,342,734.00	1,391,676.21	951,057.79	59.4%
Fund Excess/(Deficit):	0.00	590,859.34		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 16

333 Fire Capital Improvement			01/01/2014 To: 12/31/2014		
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	68,000.00	61,265.33	6,734.67	90.1%	
340 Charges For Goods & Services	18,257.00	8,338.50	9,918.50	45.7%	
360 Interest & Other Earnings	250.00	136.40	113.60	54.6%	
Fund Revenues:	86,507.00	69,740.23	16,766.77	80.6%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
522 Fire Control	0.00	0.00	0.00	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	86,507.00	69,740.23			

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 17

401 Water		01/01/2014 To: 12/31/2014		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	601,862.00	570,914.55	30,947.45	94.9%
310 Taxes	0.00	0.00	0.00	0.0%
340 Charges For Goods & Services	1,034,290.00	984,659.01	49,630.99	95.2%
350 Fines & Penalties	80,000.00	55,655.54	24,344.46	69.6%
360 Interest & Other Earnings	2,000.00	1,376.77	623.23	68.8%
380 Non Revenues	1,420.00	416.14	1,003.86	29.3%
Fund Revenues:	1,719,572.00	1,613,022.01	106,549.99	93.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities	1,252,001.47	653,968.25	598,033.22	52.2%
580 Non Expenditures	1,320.00	(319.76)	1,639.76	24.2%
591 Debt Service - Principal Repayment	368,000.00	176,309.87	191,690.13	47.9%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
597 Interfund Transfers	98,250.53	98,250.53	0.00	100.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	1,719,572.00	928,208.89	791,363.11	54.0%
Fund Excess/(Deficit):	0.00	684,813.12		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 18

402 Sewer		01/01/2014 To: 12/31/2014		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	48,000.00	43,679.00	4,321.00	91.0%
310 Taxes	0.00	0.00	0.00	0.0%
320 Licenses & Permits	611.00	400.00	211.00	65.5%
340 Charges For Goods & Services	1,879,930.00	1,842,418.50	37,511.50	98.0%
350 Fines & Penalties	39,000.00	21,319.80	17,680.20	54.7%
360 Interest & Other Earnings	2,000.00	1,129.46	870.54	56.5%
380 Non Revenues	21,500.00	13,786.51	7,713.49	64.1%
Fund Revenues:	1,991,041.00	1,922,733.27	68,307.73	96.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
535 Sewer	1,896,310.39	1,717,257.80	179,052.59	90.6%
580 Non Expenditures	1,600.00	(512.64)	2,112.64	32.0%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
597 Interfund Transfers	93,130.61	93,130.61	0.00	100.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	1,991,041.00	1,809,875.77	181,165.23	90.9%
Fund Excess/(Deficit):	0.00	112,857.50		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 19

403 Garbage		01/01/2014 To: 12/31/2014		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	266,071.00	265,880.55	190.45	99.9%
330 Intergovernmental Revenues	44,600.00	32,399.33	12,200.67	72.6%
340 Charges For Goods & Services	3,900.00	1,336.52	2,563.48	34.3%
360 Interest & Other Earnings	600.00	537.76	62.24	89.6%
Fund Revenues:	315,171.00	300,154.16	15,016.84	95.2%
Expenditures	Amt Budgeted	Expenditures	Remaining	
537 Garbage & Solid Waste	315,100.00	25,607.08	289,492.92	8.1%
580 Non Expenditures	71.00	(8.62)	79.62	12.1%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	315,171.00	25,598.46	289,572.54	8.1%
Fund Excess/(Deficit):	0.00	274,555.70		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 20

406 Water Capital Improvement		01/01/2014 To: 12/31/2014		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	869,464.15	850,350.53	19,113.62	97.8%
330 Intergovernmental Revenues	497,607.00	466,607.32	30,999.68	93.8%
360 Interest & Other Earnings	170,199.85	114,542.15	55,657.70	67.3%
380 Non Revenues	7,500.00	5,000.00	2,500.00	66.7%
Fund Revenues:	1,544,771.00	1,436,500.00	108,271.00	93.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	1,314,771.00	473,731.00	841,040.00	36.0%
597 Interfund Transfers	230,000.00	230,000.00	0.00	100.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	1,544,771.00	703,731.00	841,040.00	45.6%
Fund Excess/(Deficit):	0.00	732,769.00		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 21

408 Sewer Cumulative Fund		01/01/2014 To: 12/31/2014		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	608,910.00	533,284.96	75,625.04	87.6%
340 Charges For Goods & Services	12,280.00	12,000.00	280.00	97.7%
360 Interest & Other Earnings	1,100.00	1,049.81	50.19	95.4%
370 Capital Contributions	9,000.00	6,000.00	3,000.00	66.7%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	631,290.00	552,334.77	78,955.23	87.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	601,290.00	0.00	601,290.00	0.0%
597 Interfund Transfers	30,000.00	30,000.00	0.00	100.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	631,290.00	30,000.00	601,290.00	4.8%
Fund Excess/(Deficit):	0.00	522,334.77		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 22

409 Storm 01/01/2014 To: 12/31/2014

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	488,000.00	487,673.43	326.57	99.9%
330 Intergovernmental Revenues	153,671.00	14,942.03	138,728.97	9.7%
340 Charges For Goods & Services	641,825.00	641,568.30	256.70	100.0%
350 Fines & Penalties	9,400.00	9,351.94	48.06	99.5%
360 Interest & Other Earnings	1,300.00	1,151.69	148.31	88.6%
380 Non Revenues	450.00	442.16	7.84	98.3%
Fund Revenues:	1,294,646.00	1,155,129.55	139,516.45	89.2%
Expenditures	Amt Budgeted	Expenditures	Remaining	
531 Storm Water Services	588,450.00	269,436.70	319,013.30	45.8%
538 Combined Utilities	339,421.00	99,547.59	239,873.41	29.3%
542 Streets - Maintenance	46,000.00	8,309.96	37,690.04	18.1%
580 Non Expenditures	1,100.00	(270.35)	1,370.35	24.6%
591 Debt Service - Principal Repayment	130,188.00	54,814.63	75,373.37	42.1%
594 Capital Expenditures	95,570.68	20,889.00	74,681.68	21.9%
597 Interfund Transfers	93,916.32	93,916.32	0.00	100.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	1,294,646.00	546,643.85	748,002.15	42.2%
Fund Excess/(Deficit):	0.00	608,485.70		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 23

410 Stormwater Facility Fund		01/01/2014 To: 12/31/2014		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	91,732.53	91,827.72	(95.19)	100.1%
360 Interest & Other Earnings	200.00	181.56	18.44	90.8%
370 Capital Contributions	80,518.28	6,300.00	74,218.28	7.8%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	172,450.81	98,309.28	74,141.53	57.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
531 Storm Water Services	5,000.00	0.00	5,000.00	0.0%
534 Water Utilities	0.00	0.00	0.00	0.0%
538 Combined Utilities	100.00	99.00	1.00	99.0%
594 Capital Expenditures	9,000.00	8,838.22	161.78	98.2%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	14,100.00	8,937.22	5,162.78	63.4%
Fund Excess/(Deficit):	158,350.81	89,372.06		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 24

411 Pierce County Water Area		01/01/2014 To: 12/31/2014		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	180,042.86	180,226.20	(183.34)	100.1%
340 Charges For Goods & Services	74,348.14	3,754.70	70,593.44	5.1%
360 Interest & Other Earnings	430.00	332.55	97.45	77.3%
Fund Revenues:	254,821.00	184,313.45	70,507.55	72.3%
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	10.00	(3.75)	13.75	37.5%
594 Capital Expenditures	234,811.00	0.00	234,811.00	0.0%
597 Interfund Transfers	20,000.00	20,000.00	0.00	100.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	254,821.00	19,996.25	234,824.75	7.8%
Fund Excess/(Deficit):	0.00	164,317.20		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 25

499 Utilities Equipment Reserve			01/01/2014 To: 12/31/2014	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	152,707.00	143,853.00	8,854.00	94.2%
360 Interest & Other Earnings	300.00	290.30	9.70	96.8%
397 Interfund Transfers	165,695.00	125,000.00	40,695.00	75.4%
Fund Revenues:	318,702.00	269,143.30	49,558.70	84.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	318,702.00	104,684.98	214,017.02	32.8%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	318,702.00	104,684.98	214,017.02	32.8%
Fund Excess/(Deficit):	0.00	164,458.32		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 26

601 Customer Deposits		01/01/2014 To: 12/31/2014			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	5,159.91	5,159.91	0.00	100.0%	
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%	
Fund Revenues:	5,159.91	5,159.91	0.00	100.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	5,159.91	5,159.91			

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 27

630 Developer Deposit		01/01/2014 To: 12/31/2014			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	38,554.96	38,054.96	500.00	98.7%	
380 Non Revenues	22,540.00	22,530.00	10.00	100.0%	
Fund Revenues:	61,094.96	60,584.96	510.00	99.2%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
580 Non Expenditures	6,249.80	6,214.18	35.62	99.4%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	6,249.80	6,214.18	35.62	99.4%	
Fund Excess/(Deficit):	54,845.16	54,370.78			

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015
Page: 28

640 Algona Court		01/01/2014 To: 12/31/2014		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	9,500.00	11,992.26	(2,492.26)	126.2%
380 Non Revenues	189,312.74	169,947.08	19,365.66	89.8%
Fund Revenues:	198,812.74	181,939.34	16,873.40	91.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	195,452.22	177,787.87	17,664.35	91.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	195,452.22	177,787.87	17,664.35	91.0%
Fund Excess/(Deficit):	3,360.52	4,151.47		

City of Pacific 2014 Yearend Draft Financial Report

City Of Pacific
MCAG #: 0423

Time: 13:56:14 Date: 02/27/2015

Page: 29

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	5,981,490.00	5,918,230.42	98.9%	5,706,958.27	4,262,870.12	74.7%
098 General Fund Equipment Reserve	227,516.00	182,659.93	80.3%	227,516.00	135,127.49	59.4%
099 General Fund Cumulative Reserv	134,823.24	134,958.15	100.1%	0.00	0.00	0.0%
100 Springbrook GF	0.00	0.00	0.0%	0.00	0.00	0.0%
101 Street	559,519.00	391,883.81	70.0%	559,519.00	310,954.04	55.6%
107 Tourism	96,562.00	93,860.51	97.2%	96,562.00	0.00	0.0%
206 LID 3 Redemption	600,911.00	473,098.63	78.7%	600,911.00	473,098.63	78.7%
207 LID 3 Reserve	1,011.00	960.38	95.0%	1,011.00	960.38	95.0%
208 2000 Fire GO Bond	131,139.00	126,343.63	96.3%	131,139.00	126,343.63	96.3%
300 Municipal Capital Improvements	854,282.00	830,733.61	97.2%	0.00	0.00	0.0%
301 Roads Capital Improvements	635,170.26	561,598.52	88.4%	445,000.00	307,139.93	69.0%
305 Parks Capital Improvement	300,000.00	257,258.34	85.8%	300,000.00	145,788.59	48.6%
308 Valentine Road Project	1,638,878.00	429,840.54	26.2%	1,638,878.00	237,965.03	14.5%
309 West Valley	0.00	0.00	0.0%	0.00	0.00	0.0%
310 Stewart/Thornton Ave Rd Projec	2,342,734.00	1,982,535.55	84.6%	2,342,734.00	1,391,676.21	59.4%
333 Fire Capital Improvement	86,507.00	69,740.23	80.6%	0.00	0.00	0.0%
401 Water	1,719,572.00	1,613,022.01	93.8%	1,719,572.00	928,208.89	54.0%
402 Sewer	1,991,041.00	1,922,733.27	96.6%	1,991,041.00	1,809,875.77	90.9%
403 Garbage	315,171.00	300,154.16	95.2%	315,171.00	25,598.46	8.1%
406 Water Capital Improvement	1,544,771.00	1,436,500.00	93.0%	1,544,771.00	703,731.00	45.6%
408 Sewer Cumulative Fund	631,290.00	552,334.77	87.5%	631,290.00	30,000.00	4.8%
409 Storm	1,294,646.00	1,155,129.55	89.2%	1,294,646.00	546,643.85	42.2%
410 Stormwater Facility Fund	172,450.81	98,309.28	57.0%	14,100.00	8,937.22	63.4%
411 Pierce County Water Area	254,821.00	184,313.45	72.3%	254,821.00	19,996.25	7.8%
499 Utilities Equipment Reserve	318,702.00	269,143.30	84.4%	318,702.00	104,684.98	32.8%
601 Customer Deposits	5,159.91	5,159.91	100.0%	0.00	0.00	0.0%
630 Developer Deposit	61,094.96	60,584.96	99.2%	6,249.80	6,214.18	99.4%
640 Algona Court	198,812.74	181,939.34	91.5%	195,452.22	177,787.87	91.0%
	<u>22,098,074.92</u>	<u>19,233,026.25</u>	<u>87.0%</u>	<u>20,336,044.29</u>	<u>11,753,602.52</u>	<u>57.8%</u>

TREASURERS REPORT

Fund Totals

City Of Pacific
MCAG #: 0423

12/01/2014 To: 12/31/2014

Time: 13:55:47 Date: 02/27/2015
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	1,460,691.21	918,641.20	745,345.93	1,633,986.48	61,469.87	0.00	-11,454.43	1,684,001.92
098 General Fund Equipment Reserve	73,867.82	-18,227.47	8,107.91	47,532.44	0.00	0.00	0.00	47,532.44
099 General Fund Cumulative Reserv	134,765.01	193.14		134,958.15	0.00	0.00	0.00	134,958.15
100 Springbrook GF	0.00	0.00		0.00	0.00	0.00	0.00	0.00
101 Street	88,938.20	21,967.00	29,975.43	80,929.77	6,536.33	0.00	-125.00	87,341.10
107 Tourism	92,544.44	1,316.07		93,860.51	0.00	0.00	0.00	93,860.51
206 LID 3 Redemption	470,989.47	12.04	471,001.51	0.00	1,168.74	0.00	0.00	1,168.74
207 LID 3 Reserve	960.36	0.02	960.38	0.00	0.00	0.00	0.00	0.00
208 2000 Fire GO Bond	126,340.40	3.23	126,343.63	0.00	0.00	0.00	0.00	0.00
300 Municipal Capital Improvements	426,519.29	404,214.32		830,733.61	0.00	0.00	0.00	830,733.61
301 Roads Capital Improvements	260,075.92	242,918.08	248,535.41	254,458.59	5,757.27	0.00	0.00	260,215.86
305 Parks Capital Improvement	45,616.38	65,853.37		111,469.75	2,395.86	0.00	0.00	113,865.61
308 Valentine Road Project	219,807.21	18,633.04	46,564.74	191,875.51	22,539.60	0.00	0.00	214,415.11
310 Stewart/Thornton Ave Rd Projec	516,999.13	245,560.62	171,700.41	590,859.34	0.00	0.00	0.00	590,859.34
333 Fire Capital Improvement	69,640.43	99.80		69,740.23	0.00	0.00	0.00	69,740.23
401 Water	695,485.43	80,775.41	91,447.72	684,813.12	16,492.35	0.00	-4,951.51	696,353.96
402 Sewer	224,846.75	157,207.71	269,196.96	112,857.50	109,003.30	0.00	-6,677.60	215,183.20
403 Garbage	267,853.85	6,701.85		274,555.70	0.00	0.00	0.00	274,555.70
406 Water Capital Improvement	444,163.47	467,350.60	178,745.07	732,769.00	0.00	0.00	0.00	732,769.00
408 Sewer Cumulative Fund	524,083.72	751.05	2,500.00	522,334.77	0.00	0.00	0.00	522,334.77
409 Storm	589,454.82	61,940.30	42,909.42	608,485.70	2,260.78	0.00	-3,448.08	607,298.40
410 Stormwater Facility Fund	89,343.03	128.03	99.00	89,372.06	0.00	0.00	0.00	89,372.06
411 Pierce County Water Area	163,938.99	2,044.86	1,666.65	164,317.20	0.00	0.00	-92.50	164,224.70
499 Utilities Equipment Reserve	153,821.19	10,637.13		164,458.32	0.00	0.00	0.00	164,458.32
601 Customer Deposits	5,159.91	0.00		5,159.91	0.00	0.00	0.00	5,159.91
630 Developer Deposit	56,880.78	240.00	2,750.00	54,370.78	2,750.00	0.00	0.00	57,120.78
640 Algonia Court	10,100.56	14,612.61	20,561.70	4,151.47	87.68	0.00	0.00	4,239.15
800 Payroll EE Benefit Clearing	-19,461.26	0.00	-1,376.78	-18,084.48	0.00	0.00	0.00	-18,084.48
Totals	7,193,426.51	2,703,574.01	2,457,035.09	7,439,965.43	230,461.78	0.00	-26,749.12	7,643,678.09

TREASURERS REPORT

Account Totals

City Of Pacific
 MCAG #: 0423
 12/01/2014 To: 12/31/2014
 Time: 13:55:47 Date: 02/27/2015
 Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending Outstanding Rec	Outstanding Exp	Adj Balance
1 Columbia Checking	1,511,715.67	1,826,778.05	1,375,588.97	1,962,904.75	-26,749.12	2,166,617.41
2 Columbia Sweep NOW	1,139,420.91	0.00	0.00	1,139,420.91	0.00	1,139,420.91
3 Columbia Webstone	100,522.31	0.00	0.00	100,522.31	0.00	100,522.31
6 Petty Cash	1,665.00	0.00	0.00	1,665.00	0.00	1,665.00
8 US Bank June 26, 2014/5 Yr Ins	999,450.00	8,985.00	8,985.00	999,450.00	0.00	999,450.00
10 Senior Ctr Petty Cash	200.00	0.00	0.00	200.00	0.00	200.00
11 US Bank July 29, 2014-5 Mo Ins	204,831.49	153.51	204,985.00	0.00	0.00	0.00
13 US Bank Nov 21, 2014 - 4 Yr Ins	992,712.00	0.00	0.00	992,712.00	0.00	992,712.00
Total Cash:	4,950,517.38	1,835,916.56	1,589,558.97	5,196,874.97	-26,749.12	5,400,587.63

Investment Accounts	Beg Balance	Deposits	Withdrawals	Ending Outstanding Rec	Outstanding Exp	Adj Balance
4 Columbia CD	29,867.85	0.00	0.00	29,867.85	0.00	29,867.85
5 LGIP	2,051,561.78	181.33	0.00	2,051,743.11	0.00	2,051,743.11
7 Columbia CD Stewart/DOT	4,003.59	0.00	0.00	4,003.59	0.00	4,003.59
12 US Bank Oct 28, 2014/1 Yr Inst	157,475.91	0.00	0.00	157,475.91	0.00	157,475.91
Total Investments:	2,242,909.13	181.33	0.00	2,243,090.46	0.00	2,243,090.46
	7,193,426.51	1,836,097.89	1,589,558.97	7,439,965.43	-26,749.12	7,643,678.09

2014 FUND TOTALS

REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
001 General Fund	1,660,321.54	305,885.87	103,539.77	350,714.39	569,797.05	254,001.30	339,320.54	210,832.74	278,726.56	580,792.21	345,677.25	918,641.20	5,918,230.42	5,981,490.00	99%
098 General Fund Equipment Reserve	55,022.47	12,503.01	12,504.41	12,504.63	12,502.70	12,502.92	36,670.76	11,669.72	11,668.95	11,669.04	11,668.79	-18,227.47	182,659.93	227,516.00	80%
099 General Fund Cumulative Reserv	134,697.61	7.38	8.79	7.83	7.26	6.54	7.55	5.82	5.61	6.03	4.59	193.14	134,958.15	134,823.24	100%
101 Street	150,625.86	25,069.28	21,035.73	19,513.35	21,286.27	22,377.32	22,056.72	21,566.72	22,469.51	22,192.56	21,723.49	21,967.00	391,883.81	559,519.00	70%
107 Tourism	81,523.19	4.46	5.32	4.74	220.85	930.07	939.22	1,841.34	2,518.08	2,619.55	1,937.62	1,316.07	93,660.51	96,562.00	97%
206 LID 3 Redemption	328,440.95	2,680.08	37,705.82	33,480.25	47,547.02	6,079.47	15,803.07	20.25	820.20	493.43	16.05	12.04	473,098.63	600,911.00	79%
207 LID 3 Reserve	959.86	0.06	0.07	0.06	0.05	0.05	0.06	0.04	0.04	0.04	0.03	0.02	960.38	1,011.00	95%
208 2000 Fire GO Bond	126,277.21	6.92	8.24	7.34	6.81	6.13	7.08	5.46	5.26	5.65	4.30	3.22	126,343.63	131,139.00	96%
300 Municipal Capital Improvements	334,776.11	18.35	631.68	9,514.80	5,452.22	4,609.78	1,730.84	16,723.41	11,227.67	6,413.28	35,421.15	404,214.32	830,733.61	854,282.00	97%
301 Roads Capital Improvements	169,179.44	5,009.00	5,539.30	5,809.61	5,009.34	5,008.40	49,250.68	5,008.18	5,008.18	58,855.03	5,003.28	242,918.08	561,598.52	635,170.26	88%
305 Parks Capital Improvements	5,254.62	4,197.26	13,916.64	4,694.41	5,964.00	4,270.90	5,626.53	5,453.78	7,468.67	4,223.49	4,634.67	65,853.37	257,258.54	300,000.00	86%
308 Valentine Road Project	18,345.78	18,345.78	18,349.33	18,347.86	18,347.40	18,346.61	18,348.03	318,343.33	18,356.71	-281,643.64	18,338.50	18,633.04	429,840.54	1,638,878.00	26%
310 Stewart/Thornon Ave Rd Projec	184,700.02	9.99	11.89	7.27	6.44	0.00	758,179.60	899.88	120,222.81	590,935.91	82,001.12	245,560.62	1,982,535.55	2,342,734.00	85%
333 Fire Capital Improvement	62,255.23	3.41	497.06	496.65	3,286.41	3.23	1,482.73	2.94	1,114.33	3.09	495.35	99.80	69,740.23	86,507.00	81%
401 Water	646,998.24	65,520.56	89,846.93	76,660.95	83,776.22	83,541.94	89,109.98	110,021.80	120,218.12	91,949.59	72,602.27	80,775.41	1,613,022.01	1,719,572.00	94%
402 Sewer	176,381.67	110,060.60	132,069.82	128,691.48	185,855.63	150,626.67	175,328.71	193,197.58	182,410.50	164,458.56	166,444.34	157,207.71	1,922,733.27	1,991,041.00	97%
403 Garbage	272,215.51	1,351.46	17.88	15.92	14.77	13.30	15.33	11.68	11.26	16,542.43	3,242.77	6,701.85	300,154.16	315,171.00	95%
406 Water Capital Improvement	860,404.77	45.85	5,131.86	5,115.92	28,694.44	41.77	6,029.40	92.22	49,330.01	23.59	5,032.08	467,350.60	1,436,500.00	1,544,771.00	93%
408 Sewer Cumulative Fund	537,318.97	29.31	2,034.73	30.92	184.55	25.57	1,514.47	22.92	4,021.89	93.01	2,017.87	751.05	552,334.77	631,290.00	87%
409 Storm	530,030.19	42,015.39	51,034.86	58,743.17	62,184.66	57,187.82	60,574.81	58,043.52	58,164.69	55,500.02	59,710.12	61,940.30	1,155,129.55	1,294,964.00	89%
410 Stormwater Facility Fund	92,733.58	5.08	456.05	455.42	2,705.05	4.68	1,355.40	4.22	4.07	4.37	453.33	128.03	98,509.28	172,450.81	57%
411 Pierce County Water Area	180,237.70	9.79	11.54	10.18	9.36	8.35	9.55	7.36	6.96	1,391.25	566.55	2,044.86	184,513.45	254,872.00	72%
499 Utilities Equipment Reserve	143,862.20	7.90	8.41	7.49	7.02	5.67	6.58	5.06	75,001.66	8,339.31	8,338.21	33,553.79	269,143.30	318,702.00	84%
601 Customer Deposits	5,159.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,159.91	5,159.91	100%
630 Developer Deposit	39,454.96	0.00	2,250.00	2,520.00	2,400.00	4,120.00	250.00	3,700.00	1,150.00	250.00	4,250.00	240.00	60,584.96	61,094.96	99%
640 Algonia Court	24,784.99	9,621.72	17,250.68	12,769.69	10,274.48	9,985.72	10,841.19	11,456.83	16,812.32	22,339.09	21,190.02	14,612.61	181,939.34	198,812.74	92%
800 Payroll EE Benefit Clearing	-25,429.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-25,429.08	0.00	0%
EXPENDITURES	7,005,915.29	602,388.51	639,566.83	740,124.33	1,067,384.00	633,704.21	1,608,091.83	968,936.80	986,764.06	1,357,456.89	870,773.75	2,726,490.67	19,207,597.17	22,098,074.92	87%
001 General Fund	425,207.51	276,410.49	345,533.57	263,600.99	270,959.52	298,297.10	345,952.34	304,849.11	325,902.96	346,600.84	305,583.58	775,345.93	4,284,243.94	5,706,958.27	75%
098 General Fund Equipment Reserve	0.00	0.00	440.19	41,907.31	2,450.86	0.00	1,760.19	64,465.70	13,329.44	2,665.89	0.00	8,107.91	135,127.49	227,516.00	59%
101 Street	29,700.76	19,409.12	18,580.32	26,894.29	26,568.78	18,174.41	33,967.54	17,836.77	33,879.64	29,650.62	26,516.36	29,975.43	310,954.04	559,519.00	56%
107 Tourism	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96,562.00	0%	
206 LID 3 Redemption	1,480.16	0.00	-1,480.16	764.75	0.00	0.00	0.00	0.00	0.00	1,332.37	0.00	471,001.51	473,098.63	600,911.00	79%
207 LID 3 Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	960.38	1,011.00	95%
208 2000 Fire GO Bond	5,079.15	1,547.09	2,301.86	3,297.58	5,298.08	11,317.12	21,467.60	3,154.25	74,709.36	89,364.69	-158,932.26	248,535.41	307,139.93	445,000.00	69%
301 Parks Capital Improvements	2,738.05	1,989.71	3,000.00	500.00	3,552.80	10,027.95	7,999.10	415.85	3,501.76	415.85	-48,945.06	46,564.74	237,965.03	300,000.00	49%
308 Valentine Road Project	834.00	0.00	13,803.25	7,505.75	5,552.82	29,847.43	30,789.65	6,748.41	65,186.08	80,077.98	29,018.34	171,400.41	1,457,788.59	1,638,878.00	15%
310 Stewart/Thornon Ave Rd Project	2,467.50	0.00	57,205.50	5,691.04	754,342.34	-247,892.10	0.00	82,147.54	0.00	536,995.64	61,011.20	91,447.72	928,208.89	2,342,734.00	59%
401 Water	69,866.15	54,979.14	44,674.23	56,445.23	65,070.15	47,195.27	51,910.60	35,262.27	274,033.10	76,313.78	29,018.34	1,719,572.00	928,208.89	1,719,572.00	54%
402 Sewer	43,374.12	140,824.79	143,512.49	146,944.54	169,472.93	143,478.20	142,559.73	121,149.38	163,039.15	181,538.37	144,795.11	269,196.96	1,809,875.77	1,991,041.00	91%
403 Garbage	72.48	-8.62	48.22	0.00	0.00	5.05	3,233.00	0.00	0.00	0.00	22,248.33	0.00	25,598.46	315,171.00	8%
406 Water Capital Improvement	23,961.68	19,166.67	19,166.67	19,166.67	19,166.67	19,166.67	19,166.67	19,166.67	21,181.69	19,166.67	326,509.20	178,745.07	703,731.00	1,544,771.00	46%
408 Sewer Cumulative Fund	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	30,000.00	631,290.00	5%
409 Storm	33,040.67	66,063.28	36,543.71	44,254.05	45,465.19	24,490.74	40,975.29	2,320.95	60,829.70	36,156.68	111,594.17	42,909.42	546,643.85	1,294,046.00	42%

2014 FUND TOTALS

EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
410 Stormwater Facility Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,838.22	99.00	8,937.22	14,100.00	63%
411 Pierce County Water Area	1,666.67	1,662.92	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.65	1,666.65	19,996.25	254,821.00	8%
499 Utilities Equipment Reserve	0.00	14,999.19	0.00	0.00	12,000.00	0.00	0.00	77,685.79	0.00	0.00	0.00	0.00	104,684.98	318,702.00	33%
630 Developer Deposit	1,145.00	0.00	0.00	250.00	750.00	250.00	314.38	0.00	250.00	504.80	0.00	2,750.00	6,214.18	6,249.80	99%
640 Algonia Court	12,792.73	9,621.72	17,250.68	9,443.56	15,556.69	9,985.72	10,776.81	11,456.83	23,307.25	15,844.16	21,190.02	20,561.70	177,787.87	195,452.22	91%
800 Payroll EE Benefit Clearing	-530.61	0.00	354.83	0.00	-7,094.46	-882.71	1,033.94	-200.58	-466.80	1,505.35	313.22	-1,376.78	-7,344.60	0.00	0%
	657,416.02	609,165.50	705,102.03	630,832.43	1,511,906.54	367,627.52	708,873.56	750,625.61	1,062,850.00	1,422,290.36	853,907.08	2,487,035.09	11,767,631.74	20,336,044.29	58%
FUND GAIN/LOSS:	6,348,499.27	-6,776.99	-65,535.20	109,291.90	-444,522.54	266,076.69	899,218.27	218,511.19	-76,085.94	-64,833.47	16,866.67	239,455.58	7,439,965.43		
FUND NET POSITION:	6,348,499.27	6,341,722.28	6,276,187.08	6,385,478.98	5,940,956.44	6,207,033.13	7,106,251.40	7,324,562.59	7,248,476.65	7,183,643.18	7,200,509.85	7,439,965.43			



Agenda Bill No. 15-0**29**

TO: Mayor Guier and City Council Members
FROM: Amy Stevenson-Ness
MEETING DATE: March 2, 2015
SUBJECT: AWC Drug and Alcohol Testing Consortium 2015 Annual Membership and Random Testing Fee

ATTACHMENTS: Invoice and back up information

Previous Council Review Date: N/A

Summary: In 2013, the City joined the AWC Drug and Alcohol Testing Consortium to comply with Federal law requiring all CDL drivers who drive commercial vehicles to be tested for drug/alcohol abuse. The Consortium has provided a sample policy that meets the City’s needs, has materials available for affected employees, provides training for supervisors of CDL employees; provides employee access to substance abuse professional services if necessary; and provides staff with advice and legal consultation regarding a positive test. There is no increase in membership costs for 2015.

The fees for AWC’s Drug and Alcohol Consortium 2015 Annual Membership and Random Testing are:

Annual Membership	\$175.00
Random Drug/Alcohol Testing (per person)	\$312.00 (\$52/per person x 6)
Total for 2015:	\$487.00

Recommendation/Action: Move forward for approval to the meeting on March 9, 2015

Motion for Consideration: “I move to approve the payment of \$487.00 to Association of Washington Cities Drug and Alcohol Testing Consortium for 2015.”

Budget Impact: \$487 out of the Non-Departmental Fund

Alternatives: None



February 18, 2015

RECEIVED
CITY OF PACIFIC

FEB 23 2015

CITY CLERK
PERSONNEL MANAGER

TO: AWC Drug & Alcohol Consortium Members
FROM: Brian Bishop, Program Manager D&A Consortium
SUBJECT: **Invoice - 2015 Annual Membership and Random Testing Fee**

It's time to renew your membership in the AWC Drug & Alcohol Consortium for 2015. We are excited to announce **"No rate increase for 2015!"** The enclosed invoice reflects the annual membership fee plus the random testing fee for the year. The random testing fee is calculated by multiplying \$52 by the number of employees subject to random selection.

Your most recent list of employees in the random pool is also enclosed. If the number of employees subject to random testing for 2015 (including vacant positions) is different than what is reflected on the invoice, please indicate the correct number on the invoice and pay accordingly.

Please send your payment to the Association of Washington Cities by March 20, 2015. Include a copy of the invoice as well as the changes to your random pool list (if any) with your payment.

Onsite Supervisor & Reasonable Suspicion trainings will be released next month. Thank you to all who have volunteered to be a host for the regional locations. If you would like to host a training at your location for 2016, please email Melissa and include your maximum occupancy.

If you have any questions regarding the invoice or the Drug & Alcohol Program, please feel free to contact myself or Melissa Taylor at 360-753-4137 or brianb@awcnet.org or melissat@awcnet.org.

BB/MT

Enclosures



INVOICE
2/18/2015

RECEIVED BY
CITY OF PACIFIC

FEB 23 2015

CITY CLERK
PERSONNEL MANAGER

AWC Drug and Alcohol Testing Consortium
2015 Annual Membership and Random Testing Fee

City of Pacific
Amy Stevenson-Ness, City Clerk/Personnel Manager
100 - 3rd Avenue SE
Pacific, WA 98047

2015 FEE SCHEDULE

Annual Membership Fee	Per Employee Random Testing Fee
\$100/year if 1-4 employees	\$52/employee
\$175/year if 5+ employees	\$52/employee

Number of Employees in Random Pool: 6

Total amount due = Annual Membership Fee plus \$52 x # of Employees

Total Membership Fee: \$175 + Random Testing Fee: \$ 312

TOTAL AMOUNT DUE: \$ 487

Make checks payable to AWC. Send payment with a copy of this invoice by March 20, 2015.

Association of Washington Cities
Drug and Alcohol Testing Consortium
1076 Franklin St SE
Olympia WA 98501

For questions, contact Brian Bishop at brianb@awcnet.org or (360) 753-4137



Association of Washington Cities Drug and Alcohol Consortium

2015 Member Rates January 1, 2015 – December 31, 2015

Annual Membership Fee

FMCSA, FTA, PHMSA

This includes a model policy and procedure manual provided electronically, materials for distribution to employees, regional supervisor trainings, annual report generation, access to Substance Abuse Professional services, and advice from staff and legal consultant on positive tests.

AWC Members

(Cities) <5 CDL employees

\$100/year

AWC Members

(Cities) 5+ CDL employees

\$175/year

AWC Associate Members

(public agencies)

\$200/year

Random Drug and Alcohol Testing

Annual costs per covered person (payable in advance each year). Random testing is coordinated by A WorkSafe Service, Inc. and includes random selection, notification, collection, test analysis, MRO fees and record-keeping by the testing lab. Replacement or substitution of drivers is allowed at no additional charge.

AWC Members

(Cities)

\$52/employee

AWC Associate Members

(public agencies)

\$55/employee

Non-Random Services

Available at additional cost (billed directly to member jurisdiction) for pre-employment, reasonable suspicion, post-accident, return to duty and follow-up testing.

Drug test collection, analysis and MRO

\$52/test

Breath alcohol test (both screening and confirmation test – if the screening test is 0.02 or above – are included at this price)

\$35/test

Split-sample testing at the request of an employee

\$200/test

(Per US DOT regulations, payable in advance to A WorkSafe Service by the employer – the employer can recoup cost from employee, if so provided in policy.)

Mobile drug testing option

In addition to testing fees, government mileage rate from closest on-site collector (Vancouver, Seattle, Pasco, Spokane), plus \$95 on-site fee if 5 or fewer individuals are tested.

Consultation/Professional Fees

\$200/hour

Deposition, expert witness, medical consultation, lab toxicologist

SAP (Substance Abuse Professional)

\$600/case

For ComPsych Employee Assistance Program members, fees will be similar for other SAPs.

Note: SAP fee must be paid prior to time of evaluation.

Supervisor Training

AWC sponsors 5-8 regional supervisor sessions each year that are free to AWC Consortium members. Online supervisor training is also available at no charge to supervisors in member jurisdictions.

Additional On-Site Training

Members can contract with a trainer for training sessions provided on-site

Supervisor Training

\$600/session, including travel expenses

Employee Training

\$200/session

(when done in conjunction with supervisor training)



Agenda Bill No. 15-030

TO: Mayor Guier and City Council Members
FROM: Amy Stevenson-Ness
MEETING DATE: March 2, 2015
SUBJECT: Residency Requirements for Advisory Boards

ATTACHMENTS:

Previous Council Review Date: N/A

Summary: At the Council meeting on January 12, 2015, the Council tasked the Governance Committee with reviewing the residency requirements for Advisory Boards. As the Governance Committee has not yet met the item has not been discussed at the committee level. The committee will be meeting on March 3 at 6:30 p.m.

After contacting our city attorney and MRSC, I was advised that a person may only have one primary residence. That primary residence is the address that should be listed on the driver license and on the voter registration card. These pieces of identification can be utilized to prove residency. According to the court, "change of address does not consist solely in going to and living in another place, but it must be with the intent of making that place the permanent residence."

Ms. Morris also provided suggested language that can be changed/added to our code by ordinance outlining a required length of residency prior to appointment by the Mayor and confirmation by the City Council.

Recommended Action: Allow the Governance Committee to further look into the issue of residency requirements for Advisory Boards.

Motion for Consideration:

Budget Impact: None

Alternatives:



Agenda Bill No. 15-031

TO: City Council Members

FROM: Mayor Guier

MEETING DATE: March 2, 2015

SUBJECT: SCA

ATTACHMENTS: SCA PIC Draft Meeting Minutes from February 11, 2015

Previous Council Review Date: N/A

Summary: There are two items coming before the SCA for action on which Mayor Guier would like Council's opinion.

Item 1:

Support for Flexibility in Investment of Hotel/Motel Taxes for Affordable Housing

To recommend the following policy position to the SCA Board of Directors:

The Sound Cities Association supports legislation to allow King County to bond against future hotel/motel tax revenues for affordable housing as follows:

The Sound Cities Association supports legislation to allow King County to bond against future hotel/motel tax revenue reserved for housing beginning in 2021. To accomplish this, RCW 67.28.180 (3)(i) will need to be amended with a technical fix that specifically authorizes bonding for affordable housing. Such legislation would allow King County to bond against future revenue and allow up to \$45 million in new housing funds to be released over the next six years to create and preserve affordable workforce housing in coordination with transit investments.

Further information available here.

Item 2:

Committee To End Homelessness Draft Strategic Plan 2015-2018

On April 22, 2015 the Committee to End Homelessness (CEH) Governing Board is scheduled to take action on the 2015-2018 draft Committee to End Homelessness's Strategic Plan. The PIC will be asked take a position on this draft plan prior to the April CEH meeting. In order to provide SCA cities with adequate time to consider the item, this item is on for preliminary discussion in February. PIC members are asked to take this item back to their staff and councils to begin the discussion this month. An initial policy position will come to PIC based on this feedback in March. Final action by PIC and the SCA Board would come in April.

Revised 09/26/13

Further information available here.

Recommended Action:

Motion for Consideration:

Budget Impact: None

Alternatives:



February 11, 2015
SCA PIC Meeting

Item 6:

Support for Flexibility in Investment of Hotel/Motel Taxes for Affordable Housing
POTENTIAL ACTION ITEM

SCA Staff Contact

Doreen Booth, Policy Analyst, doreen@soundcities.org, 206-433-7147

Joint Recommendations Committee (JRC) SCA Members:

Mayor Ken Hearing, North Bend, (caucus chair); Councilmember Pam Fernald, SeaTac; Council President Paul Winterstein, Issaquah; Councilmember Jerry Robison, Burien

Committee to End Homelessness (CEH) Governing Board SCA Members:

Councilmember Doreen Marchione, Redmond; Councilmember Lydia Assefa-Dawson

Potential Action Item:

To recommend the following policy position to the SCA Board of Directors:

The Sound Cities Association supports legislation to allow King County to bond against future hotel/motel tax revenues for affordable housing as follows:

The Sound Cities Association supports legislation to allow King County to bond against future hotel/motel tax revenue reserved for housing beginning in 2021. To accomplish this, RCW 67.28.180 (3)(i) will need to be amended with a technical fix that specifically authorizes bonding for affordable housing. Such legislation would allow King County to bond against future revenue and allow up to \$45 million in new housing funds to be released over the next six years to create and preserve affordable workforce housing in coordination with transit investments.

Summary

The proposed policy position supports [HB 1223](#) / [SSB 5208](#) which would amend RCW 67.28 to allow King County to bond against their portion of future lodging tax revenues reserved for affordable workforce housing beginning in 2021. Bonding against future lodging tax revenues will not affect cities' hotel/motel tax revenues. Bonding against future lodging tax revenues will not encumber all of the anticipated future revenue for affordable housing; the legislation limits bonding to 50% of the anticipated revenues beginning in 2021. Allowing King County to bond against future lodging tax revenues allows affordable housing providers and housing authorities to access funds in earlier years when land is available and when the cost of land and construction is anticipated to be lower than in future years.

Background

The Public Issues Committee (PIC) voted unanimously on January 14, 2015 to bring the following position to the February PIC meeting for potential action:

The Sound Cities Association supports legislation to allow King County to bond against future hotel/motel tax revenue reserved for housing beginning in 2021. To accomplish this, RCW 67.28.180 (3)(i) will need to be amended with a technical fix that specifically authorizes bonding for affordable housing. Such legislation would allow King County to bond against future revenue and allow up to \$45 million in new housing funds to be released over the next six years to create and preserve affordable workforce housing in coordination with transit investments.

At the January 14 meeting, members raised a number of questions about the proposed position. Members asked about future revenues, including the amount of revenue anticipated, what would happen if revenues did not come in as anticipated and how long it would take to pay off the debt issued for affordable housing bonds. Revenues are projected at about \$14 million per year, beginning in 2021. Bonding would be limited to 50% of anticipated revenues, or about \$7 million per year. If revenues do not come in as anticipated, there would be sufficient revenue to pay off the bonds, but less money available for additional affordable housing after the year 2021 or until the bonds are paid off in the year 2045.

Members questioned how the housing funds would be used and where they could be used. State law limits the use of funds for affordable workforce housing. Affordable workforce housing is defined as housing for a single person, family, or unrelated persons living together whose income is between 30% and 80% of the median income, adjusted for household size. King County's area median income is \$88,200 for a family of four and \$61,800 for an individual. Housing built with these bonds would, for example, house a family of four making \$26,450-\$70,560 or an individual making \$18,550 to \$49,440.

Workers in tourism industries, including people working at hotels, restaurants, at recreational venues, etc., are expected to benefit from affordable workforce housing.

The enabling legislation directs affordable housing to be built within one-half mile of a transit station; transit stations are not defined. Areas of King County that are within ½ mile of a bus stop, light rail stop, or park and ride lot (either through bus or light rail access) would potentially be eligible. This could be in unincorporated areas or in cities. King County's Joint Recommendations Committee (JRC), with representation from across King County, will ultimately be responsible for determining which proposals are funded. Non-profit agencies in rural communities could apply for funds in appropriate areas, where transit exists and households are making 30%-80% of the area median income (AMI).

A question was raised at the last PIC meeting about whether this legislation would have an impact on cities' municipal hotel/motel taxes and their Lodging Tax Advisory Committee (LTAC) program. There would be no impact on cities' lodging tax revenues or on cities' LTAC processes.

King County collects a 2% lodging tax; this tax is the subject of the proposed legislation. In accordance with RCW 67.28, cities that have hotels and/or motels have the option of imposing a maximum of an additional 2% lodging tax used for tourism promotion. The city 2% lodging tax used for tourism promotions is not impacted by the proposed legislation.

Responses to questions raised at the January 14, 2015 PIC meeting are included as Attachment A for your information.

Next Steps

If the PIC approves the proposed position, it will be forwarded to the SCA Board of Directors for action at their February 25, 2015 meeting. HB 1223, legislation that would allow King County to bond against future hotel/motel tax revenue reserved for housing beginning in 2021, sponsored by Representative Larry Springer (D-Kirkland), is scheduled for executive session in the House Committee on Community Development and Housing & Tribal Affairs at 8:00 AM on February 12, 2015. The companion bill, SB 5208, sponsored by Senator Mark Miloscia (R-Federal Way) was passed to the rules committee of the Human Services, Mental Health & Housing for second reading on January 23, 2015.

Attachment:

A. King County Affordable Housing Bonds, Response to Questions Raised at 1-14-15 PIC Meeting

King County Affordable Housing Bonds

Response to Questions Raised at 1-14-15 PIC Meeting

Below are responses to questions raised by SCA Public Issues Committee (PIC) members at the January 14, 2015 PIC meeting. Responses were prepared by Kelly Rider, Housing Development Consortium and Doreen Booth, SCA, with input from King County's Community Services Division.

What does this legislation do?

King County's county lodging taxes are currently being used to pay off sports stadiums, but when that is finished (in 2021), the Legislature has determined that this revenue will be divided to fund arts & heritage (37.5%), tourism (25%), and affordable housing near transit (37.5%).

HB 1223/SB 5208 would clarify King County's ability to bond against half of the portion of King County's lodging taxes directed toward affordable housing now in order to build affordable workforce housing. The legislation does not add a new tax or renew an existing tax.

Affordable workforce housing means housing for a single person, family, or unrelated persons living together whose income is between thirty percent and eighty percent of the median income, adjusted for household size, for King County. King County's area median income is \$88,200 for a family of four and \$61,800 for an individual.

What will happen if revenues do not come in as anticipated?

The proposed legislation would limit bonding to 50% of estimated future revenues. If future revenues do not come in as projected, less money would be available for additional affordable housing after 2021.

How long will it take to pay off the debt?

There are two bond issues anticipated. The first issue of \$25 million would be paid off over 20 years – with payments of interest and principal in the years 2022-2042 and the second issue of \$20 million paid off over 20 years with payments of interest and principal in the years 2025-2045.

How much money would be generated annually?

Approximately \$7.5 million would be generated annually for affordable housing starting in 2015. Starting in 2021, an additional \$7.5-15 million in unobligated revenues would be available. After the bonds are paid back (in approximately 2045), the portion of the lodging tax dedicated for housing is projected to generate \$10-\$20 million per year in total.

Would this interfere with cities' hotel/motel taxes or Lodging Tax Advisory Committee (LTAC) process or revenues?

There would be no impact on cities' lodging tax revenues or on cities' LTAC processes. King County collects a 2% lodging tax. That tax is the subject of the proposed legislation. In accordance with RCW 67.28, cities that have hotels and/or motels have the option of imposing a maximum of an additional 2% lodging tax used for tourism promotion. That city tax is not impacted by the proposed legislation.

What is the link between affordable workforce housing and lodging taxes?

Workers in tourism industries, including people working at hotels, restaurants, at recreational venues, etc. are expected to benefit from affordable workforce housing.

Where will this affordable workforce housing be built? Would it be built in unincorporated or incorporated areas? How much of the money would go to rural areas?

The enabling legislation directs this housing to be built within one-half mile of a transit station. Transit stations are not defined. The broadest definition would be that every bus stop and park and ride lot is a transit station. All areas of King County that are within ½ mile of a bus stop or park and ride lot (either through bus or light rail access) would potentially be eligible. This could be in unincorporated areas or in cities. King County's Joint Recommendations Committee (JRC), with representation from across King County, will ultimately be responsible for determining which proposals are funded.

Some of the money might go to rural communities. Non-profit agencies in rural communities could apply for such funds in appropriate areas, where transit exists and for households making 30%-80% of the area median income (AMI).

Why not wait until 2021 for the revenue? Are bonds really the answer?

By bonding against this revenue now, affordable housing can be developed while land near transit is more available and the cost of land and construction is less expensive than in 2021. As light rail expands and bus rapid transit is implemented, land near station areas will rapidly increase in cost. These savings are estimated to balance out the cost of the interest rate paid for the bonds. (See additional savings calculations from King County, 6 Year Benefit of Immediate Investing – Attachment A to this memo.) In addition, the affordable housing that will be created with this revenue will remain affordable for at least 50 years.

Since only half of the revenue dedicated to affordable housing (based on conservative revenue projections) will be committed to bond repayment, additional revenue will still be available in 2021 and beyond to fund additional affordable workforce housing.



February 11, 2015
SCA PIC Meeting

Item 7:

Committee to End Homelessness (CEH)
Draft Strategic Plan – 2015-2018
POTENTIAL FUTURE ACTION ITEM

SCA Staff Contact

Doreen Booth, Policy Analyst, Doreen@soundcities.org, 206-433-7147.

CEH Members:

Councilmember Doreen Marchione, Kirkland; Councilmember Lydia Assefa-Dawson, Federal Way

Interagency Council (IAC) Members:

Michael Hursh, Auburn; Colleen Kelly, Redmond; Jennifer Henning, Renton

On April 22, 2015 the Committee to End Homelessness (CEH) Governing Board is scheduled to take action on the 2015-2018 draft Committee to End Homelessness’s Strategic Plan. The PIC will be asked take a position on this draft plan prior to the April CEH meeting. In order to provide SCA cities with adequate time to consider the item, this item is on for preliminary discussion in February. PIC members are asked to take this item back to their staff and councils to begin the discussion this month. An initial policy position will come to PIC based on this feedback in March. Final action by PIC and the SCA Board would come in April.

Summary

The Committee to End Homelessness’s Ten Year Plan to End Homelessness was adopted in 2005. Although there were some successes in building affordable housing and exiting people from homelessness over the past ten years, homelessness remains a crisis in King County. The Committee to End Homelessness is proposing a draft 2015-2018 Strategic Plan to address homelessness over the next four years. The Plan’s main goals are to make homelessness “Rare, Brief and One-Time” and to build a community to end homelessness. SCA’s representatives on the Committee to End Homelessness’s Governing Board have asked for direction from the Public Issues Committee (PIC) on the draft Strategic Plan. The PIC will begin considering the draft plan in February 2015. City comments on the draft strategic plan are being solicited in order for SCA staff to provide a potential policy position on the draft strategic plan for the March 11, 2015 PIC meeting.

Background

In 2005, the King County community set the ambitious goal of ending homelessness in ten years, and adopted a “Ten-Year Plan to End Homelessness - A Roof Over Every Bed”. There were a number of successes over the ten years, including the addition of 5,700 new housing

units, more than 36,000 people exiting from homelessness, the inclusion of new funders for housing and the collection of data to improve system targeting. However, homelessness remains a crisis in King County. The 2015 One Night Count encountered at least 3,772 men, women, and children without shelter; an increase of 21% over those found without shelter last year. The total homeless population is not yet known but in 2014, the total was 9,294 people (3,123 outside; 3,265 in transitional housing; 2,906 in shelters). Cities in King County, including SCA member cities, are facing an increasing number of homeless people on their streets, in parks and natural areas and yet many cities have few social services available for the homeless population, and little, if any, state or federal funding for homeless services.

The Committee to End Homelessness (CEH) is a broad coalition of government, business, faith communities, nonprofits, and homeless advocates working together to end homelessness in King County and the Governing Board oversees the work of the Committee. After the Governing Board approves the new strategic plan, local governments (including cities) and non-profit partners will be asked to approve resolutions endorsing/supporting the plan. We should note that CEH staff finds the current structure of the Committee to End Homelessness (four separate groups, a Governing Board, an Interagency Advisory Council, a Funders Group and a Consumer Advisory Council) to be overly complicated. The future decision-making structure of the Committee to End Homelessness will be discussed over the next few months with structural changes tentatively scheduled to be presented to and possibly approved by the Governing Board as early as April 2015.

Draft Strategic Plan

The Draft Strategic Plan has three goals: to make homelessness rare, to make homelessness brief and one time, and to build a community to end homelessness. The first two goals, to make homelessness rare, brief and one-time are consistent with Federal Housing and Urban Development Department (HUD) requirements and progress towards those goals is required by HUD for maximized HUD funding. The third goal recognizes that the goals will only be met by a wide variety of stakeholders working together to achieve success.

There are a number of strategies proposed to achieve each of the three goals.

Goal 1 – Make Homelessness Rare

The draft strategies focus on:

- People that are leaving other systems, including foster care, mental health, chemical dependency, and criminal justice, and then entering homelessness
- repealing or mitigating policies that criminalize living on the streets;
- access to mainstream supports;
- the need for more affordable housing; and
- preventing people from becoming homeless.

Goal 2 – Make Homelessness Brief and One-Time

The draft strategies focus on:

- addressing crisis as quickly as possible;
- assessing, prioritizing and matching homeless individuals with housing and support services;

- realigning housing and support services to meet needs of people experiencing homelessness in our community; and
- creating employment and education opportunities to support stability.

Goal 3 – Building a Community to End Homelessness

The draft strategies to accomplish the goal are to:

- establish an effective decision-making body and formal agreements to guide collective action among all partners;
- formalize roles for business leaders and faith community leaders;
- strengthen engagement of King County residents, including those housed and those experiencing homelessness; and
- solidify and sustain infrastructure to operate the system, including advocacy, data analysis, capacity building, planning and coordination.

Next Steps

SCA staff is looking for city input on the goals and strategies that will make it possible for cities to implement the plan and be part of the solution in addressing homelessness.

For example, Redmond city staff reported to SCA that Eastside cities' human service staff and police agencies are working together to develop common strategies to address homelessness in their communities. Redmond staff further noted that the specific strategy in the draft Strategic Plan to "Repeal or mitigate local ordinances that criminalize people for being homeless or impose harsh penalties" will likely not be supported as written by Redmond. They suggested a revision like the following might be better received: "Engage and partner with local law enforcement to develop proactive strategies for working with homeless individuals that focus on survival and stability. Ordinances against camping in parks, loitering on sidewalks etc. should only be adopted and enforced as a last resort." Eastside city staff has also suggested that language should be added to address how to respond to individuals living outdoors who repeatedly decline services.

SCA staff is requesting that PIC members take the Committee to End Homelessness's Draft Strategic Plan back to their cities and discuss with their councils and staff. PIC members should provide potential changes to the draft plan to SCA staff by Friday, February 27, 2015 so that they can be included in the March 11 PIC packet and draft position. It is anticipated that a draft position will be proposed to the PIC in March with action on the policy in April.

On March 16, 2015, the Committee to End Homelessness (CEH) is having an all day workshop focusing on two items, the Draft Strategic Plan and the future governance structure of the CEH. The Interagency Advisory Council (IAC) members noted above have all been invited to attend. The information that comes out of that workshop may also inform SCA's discussion and potential position at the PIC meeting on April 8.

Attachment

A. Committee to End Homelessness's 2015-2018 Draft Strategic Plan

GOAL 1: Make Homelessness Rare

Address the causes of homelessness by ensuring accountability of cities, county, state and federal government to address community-level determinants of homelessness.

OVERVIEW

Making Homelessness Rare requires the rigorous use of data to understand, and make transparent, the causes and remedies to homelessness.

Making Homelessness Rare requires clarity on the role of partner systems in reducing homelessness, and changes needed in policy and investments to stem the flow of people who become homeless.

Making Homelessness Rare requires an unwavering commitment to work across system boundaries, and to hold ourselves and partners accountable for making lasting changes.

Iain de Jong with OrgCode published a [blog](#) in October 2014, *The Homeless Service System Was Never Intended to Solve All Housing Problems*. De Jong makes the case that the causes of homelessness are complex, and the solutions to homelessness (making it rare) must be shared. Rising poverty and unemployment, reductions in state and federal funding and the fraying of the safety net, racism and the effects of disproportionality, lack of affordable housing and criminalization of people who are homeless, all contribute to increased rates of homelessness.

The Journal of Public Affairs published *New Perspectives on Community-Level Determinants of Homelessness*, a 2012 [study](#) of predictive factors for community's rates of homelessness. (An overview of the findings is available to non-subscribers [here](#).) Addressing these determinants, by their nature, requires commitment from cross-system partners. Findings include:

- **Housing Market Factors:** An increase in rent of \$100 correlates with a 15% increase in metropolitan homelessness. Local Trend: Seattle rents fastest rising in the nation, per [Seattle Times](#), Sept 2014.
- **Economic Conditions:** Poverty and unemployment rates are positively associated (correlate) with rates of homelessness. Local Trend: Poverty in King County on the rise per [Seattle Times](#), May 2013.
- **Safety Net:** The extent to which social safety net programs (with specific reference to mental health funding) provide adequate assistance can impact the chances that households will experience homelessness. Local Trend: Washington State ranks 47 out of 50 in per capita access to psychiatric beds per [Washington State Institute for Public Policy](#), 2009.
- **Transience:** While in-migration may be positively associated with strong labor markets, it may also increase the vulnerability of homelessness of those less well-suited to compete in these arenas. Local Trend: Seattle is a city of newcomers, per [Seattle Times](#) October, 2014.

All partners will be needed to these local determinants of homelessness.

OUTCOMES

- Fewer people exit institutions directly to homelessness
- No cities have policies that criminalize homelessness
- Our community creates more housing affordable to those making 30% of AMI
- More people are prevented from becoming homeless overall

STRATEGIES

- 1.1 Stop exiting people to homelessness from other systems, including foster care, mental health, chemical dependency, and criminal justice.
- 1.2 Change policies that criminalize living on the streets
- 1.3 Increase access to mainstream supports
- 1.4 Create more affordable housing
- 1.5 Prevent people from becoming homeless

Strategy 1.1: Stop Exiting people to homelessness from other systems, including foster care, mental health, chemical dependency, and criminal justice.

Basis: Need, Data and Effectiveness

Housing problems, including homelessness, are common among individuals leaving institutions such as jails, foster care, treatment programs and hospitals. One in five people who leave prison become homeless soon thereafter, if not immediately (NAEH Re-Entry.) More than one in five youth who arrive at a youth shelter come directly from foster care. Participants tend to have limited or low incomes, and, often due to criminal or credit history, lack the ability to obtain housing through the channels that are open to other low-income people.

Addressing discharge policies that exit people into homelessness, particularly those that affect single adults would drive down homelessness in King County. Non-chronically homeless single adults comprise the great majority of people who are homeless in King County (~9,200 annually.) Research by Dennis Culhane indicates that 24.4% of single adults become homeless upon discharge from an institution, with nearly 70% of those exiting jails or treatment facilities. Halving the number of single adults discharged into homelessness by jails or treatment facilities could reduce the number of homeless single adults in King County by 800 each year. $(9,200 \times .25 \times .70 \times .50 = \sim 800)$

A proven discharge strategy is provision of subsidized housing with associated support services. Washington State initiated the Earned Release Date (ERD), Housing Voucher Program which pays \$500 per month for up to three months in rent assistance for individuals exiting corrections. A recent study conducted by Washington State University found that offenders who receive housing vouchers commit fewer and less-violent crimes than offenders who don't, and cost savings are more than double what was projected. More examples of prisoner re-entry programs are described by the NAEH.

Refugees are also at risk of homelessness upon termination of supports. Refugees resettled in the United States under the Refugee Act of are eligible for cash assistance (up to eight months through DSHS), case management (three months, provided by Voluntary Agencies, or VOLAGS) and English language training. The original duration of benefits under the Refugee Act was 36 months, which more closely matches the time-frame necessary for a majority of refugees to obtain economic self-sufficiency and social stability. As noted in a 2009 report on Refugee Resettlement in Washington, significant numbers of refugees are passing the time period for assistance without obtaining self-sufficiency.

[Back to Top of GOAL 1: MAKE HOMELESSNESS RARE](#)

STOP EXITING PEOPLE TO HOMELESSNESS	LEAD PARTNERS	TIME FRAME	COST	Effort	Impact	FUNDING STATUS
<p>1.1.A Stop exiting people into homelessness or otherwise extend program supports. Expand and enhance local programs, and advocate for necessary funding. Examples of 2015 efforts:</p> <p>Local:</p> <ul style="list-style-type: none"> Enhance local re-entry programs, such as <u>King County's Criminal Justice Initiative (CJI)</u> and <u>Familiar Faces</u> Enhance and expand evidence-based programs (Drug, Mental Health, Veterans Courts). Explore options to recapture a portion cost savings, to support participants' housing & re-entry supports Actively support City of Seattle <u>Office of Immigrant and Refugee Affairs</u> five point action plan, particularly items One (Strengthen Language Access) and Two (Expand Access to ESL Programs). <p>State:</p> <ul style="list-style-type: none"> Expand state discharge programs such as the <u>Earned Release Date (ERD) Housing Voucher Program</u> Fund Peer-to-Peer supports within Medicaid-funded substance abuse programs, emphasizing a Recovery Model to supports Pass the Homeless Youth Act (2015) Expand Foster Care to 21 (youth with documented medical needs) End Midnight Release from jails and prisons. <p>Federal:</p> <ul style="list-style-type: none"> Extend the length of time and resettlement resources for refugees, particularly ESL learning and employment services Advocate with DOL for increased funding for employment among young adults exiting from the foster care system. 		<p>2016</p> <p>2015</p> <p>2015</p> <p>2016</p> <p>2015</p> <p>2015</p> <p>2015</p> <p>2016</p> <p>2017</p> <p>2017</p>	<p>\$</p> <p>\$</p> <p>\$</p> <p>\$</p> <p>\$</p> <p>\$</p> <p>\$</p> <p>\$</p> <p>\$</p>	<p>+</p> <p>+++</p> <p>+++</p> <p>+++</p> <p>++</p> <p>+</p> <p>++</p> <p>+++</p> <p>+++</p>	<p>★★</p> <p>★★</p> <p>★</p> <p>★★</p> <p>★★</p> <p>★★</p> <p>★★</p> <p>★★</p> <p>★★</p>	<p>Funding status for this portion (RARE) is based on CEH staff knowledge of cross-system partners</p> <p>Funding partially available through Communities of Opportunity, CJI and alternative courts reliant on renewal of MIDD</p> <p>Uncertain</p> <p>Uncertain</p> <p>On 2015 Legislative Priority</p> <p>On 2015 Legislative Priority</p> <p>Uncertain</p> <p>On 2015 Legislative Priority</p> <p>Uncertain</p> <p>Uncertain</p> <p>Uncertain</p>
<p>1.1.B Complete planning for Youth at Risk of Homelessness (YARH) planning grant, apply for funding, and implement policy recommendation.</p>	<p>UWKC, WACHYA</p>	<p>2015</p>	<p>\$ \$</p>	<p>+</p>	<p>★★</p>	<p>Partially available, cannot be achieved without new funding</p>
<p>1.1.C Establish a Secure Detox Facility. Support King County Mental Health and Substance Abuse (MHCADSD) efforts to establish a Secure Detox facility to engage individuals in recovery services.</p>	<p>KC MHCADSD</p>	<p>2015</p>	<p>\$</p>	<p>++</p>	<p>★★</p>	<p>Capital funds needed</p>
<p>1.1.D Provide professional development / cross-training to partner systems. Establish role and protocol for conducting housing assessment as part of discharge policies.</p>	<p>CEH</p>	<p>2015</p>	<p>\$</p>	<p>+</p>	<p>★★</p>	<p>Major resources needed Time and Political Will</p>
<p>1.1.E Influence the workplan(s) of the Interagency Council on Homelessness (ICH) and Washington State Department of Commerce Affordable Housing Advisory Board's (AHAB) on discharge planning, criminalization and affordable housing development.</p>	<p>ICH AHAB</p>	<p>2015</p>	<p>\$</p>	<p>++</p>	<p>★★</p>	<p>Major resources needed Time and Political Will</p>

Strategy 1.2: Change policies that criminalize living on the streets

Basis: Need, Data and Effectiveness

Policies that criminalize homelessness are costly and rarely result in housing stability or decrease in homelessness in the community. Penalizing people experiencing homelessness tends only to exacerbate mental and physical health problems, create or increase criminal records, and result in the loss of key personal documents that make it even harder for people to exit homelessness.

A 2013 report, Factors Associated with Adult Homelessness in Washington State delivered to the Bill & Melinda Gates Foundation, reflects that individuals with a history of incarceration were 7.6 times more likely to report experiencing adult homelessness. Significant research documents that those with criminal history are also more likely to be unemployed, the second highest predictor of homelessness. Reducing criminalization, and policies that unnecessarily create a criminal history, is an important step in making homelessness rare.

Back to Top of GOAL 1: MAKE HOMELESSNESS RARE

Goal 1 : RARE

CHANGE POLICIES THAT CRIMINALIZE LIVING ON THE STREETS						
	LEAD PARTNERS	TIME FRAME	COST	Effort	Impact	FUNDING STATUS
1.2.A	TBD	2015	\$ \$	++	★★★	Policy development. Investment within local system requires time and political will
1.2.B	King County and Seattle Courts	2015	\$ \$	++	★★	Retention of existing programs reliant on renewal of MIDD Expansion cannot be achieved without new funding.
1.2.C	TBD	2015	\$	++	★★★	Policy development. Investment within local system requires time and political will

Strategy 1.3: Increase access to mainstream supports

Basis: Need, Data and Effectiveness

Beginning in 2000, the US Department of Housing and Urban Development (HUD) has targeted its McKinney-Vento Act funding more exclusively to housing-focused activities (as opposed to supportive services.) This policy decision presumed that mainstream programs such as Medicaid, TANF and General Assistance could cover the gap resulting from the change. In 2010, HUD Office of Policy Development and Research commissioned a study by national experts on [Strategies for Improving Homeless People's Access to Mainstream Benefits and Services](#).

The study identified three groups of barriers to accessing mainstream services and three categories of mechanisms communities could use to reduce these barriers.

1. **Structural barriers** affect homeless individuals and families who face unique structural obstacles because, by definition or circumstance, they do not have the ready means of communication, transportation, regular address, and documentation that most mainstream programs require. **Smoothing mechanisms** such as street outreach, transportation, coordinated entry or co-location of services reduce structural barriers and address problems at the street level.
2. **Capacity barriers** result from the inadequacy of available resources; funding may be finite or capped. While harder to address, **Expanding mechanisms**, typically through additional resources, can increase overall capacity, and many communities found that a heightened awareness of capacity barriers, and joint messaging of the need for increased capacity, helped to expand resources at the local level.
3. **Eligibility barriers** are program rules that establish criteria and time limits for who may receive the benefit. Many eligibility restrictions are embedded in federal policy and cannot easily be influenced at the local level. **Changing mechanisms** alter eligibility but not overall capacity, while prioritization can help to target services towards those most vulnerable.

It is not surprising that people who are homeless in King County experience each of these types of barriers. Examples:

1. **Structural Barriers:**
 - King County is one of the largest counties in the nation, with 39 incorporated cities, 2,307 square miles (twice the size of Rhode Island), making coordination and transportation across the region challenging.
2. **Capacity Barriers**
 - Washington ranks 47th in the nation in psychiatric beds per capita. Source: [Washington State Institute for Public Policy, 2009](#)
 - Statewide, flexible non-Medicaid mental health funding from the state general fund has been reduced by \$33.2 million (27%) since 2009. exacerbated by concurrent elimination of state hospital beds. Source: [King County MHCADSD/Behavioral Health](#).
3. **Eligibility Barriers:**
 - The US Department of Veterans Affairs and King County are to be commended for allocating millions of dollars in new resources through its VASH and SSVF programs and Veterans and Human Service Levy respectively. However, receipt of these important resources can be dependent on a veteran's discharge status, length of time spent on active duty, and VA-determined disability.

[Back to Top of GOAL 1: MAKE HOMELESSNESS RARE](#)

INCREASE ACCESS TO MAINSTREAM SYSTEMS		LEAD PARTNERS	TIME FRAME	COST	Effort	Impact	FUNDING STATUS
1.3.A	<p>Reduce Structure Barriers Establish Memorandum of Agreement with cross-system partners*, setting goals to provide cross-training, reduce barriers, increase co-enrollment, and otherwise increase access to services across systems. See example strategies below.</p> <p>* those systems most needed / typically accessed by people who are homeless, including employment, criminal justice, healthcare/behavioral health, education</p>	Employment Behavioral Health Criminal Justice Education DSHS, DVR, Others	2015	\$	+++	★★★	Realignment of existing funds, prioritization for services
1.3.A (example)	<p>Reduce Structure Barriers example: Implement Employment-Based Strategies</p> <ul style="list-style-type: none"> • Become a part of planning for the roll out of WIOA (Workforce Innovation and Opportunity Act) at the state and local level • Establish cross-system leadership (e.g., CEH Director on WIOA Board, WDC Director on CEH Interagency Council) • Provide training and professional development to cross-system staff • Target enrollment within WIOA-funded programs cohort groups who are often disproportional homelessness. Examples: <ul style="list-style-type: none"> ○ Single Adults: recently disabled ○ Families: young parents with young children, immigrants & refugees ○ YVA: recently exited foster care, couch surfing, non-engaged youth ○ Vets: non-VA eligible veterans with disabilities. 	Seattle/KC WDC KC Employment Programs All King County WorkSource programs WA State DSHS and DVR	2015	\$	+++	★★★	Realignment of existing funds, prioritization for services
1.3.B	<p>Increase Capacity: Assure availability of critical services frequently needed by a homeless cohort, such as treatment on demand for individuals with acute mental health and behavioral health needs. <u>Actively support 2015 King County MHCADSD Behavioral Health legislative priorities</u></p> <ul style="list-style-type: none"> • Support King County efforts to open two new evaluation and treatment (E&T) facilities in 2015 for people with mental health disabilities • Restore to fiscal year 2014 levels the major cuts to state flexible non-Medicaid funding for mental health (\$20.4 million statewide) and state non-Medicaid substance abuse funds (\$10.8 million statewide), to avoid further degradation of the behavioral health system of care • Revise the Institutions for Mental Disease (IMD) exclusion rule to exempt acute-care stays of 30 days or less as it relates to facility-bed size. • Increase availability of medically-assisted opiate treatment services (\$2M annually). 	King County MHCADSD	2015	\$	+++	★★	Unfunded (Mostly Medicaid funds)

Strategy 1.4: Create More Affordable Housing

DRAFT - Jan 2015

Basis: Need, Data and Effectiveness Rising Rents

Erosion in renter incomes over the past decade coupled with a surge in demand for rental housing has pushed the number of households paying excessive shares of income for housing to record levels. (Harvard Joint Center for Housing Studies, Source: [America's Rental Housing: Evolving Markets and Needs, 2013](#). These trends are mirrored in the Puget Sound, as shown in the chart to the right.

A 2012 review of multiple studies found that a median rent increase of \$100 was associated with a 15% increase in homelessness among adults. Source: [Journal of Urban Affairs, New Perspectives on Community-Level Determinants of Homelessness](#). An overview of the findings is available for non-subscribers of the Journal [here](#).

Availability of affordable housing

In January 2015, the State of Washington will release a report titled the State of Washington Housing Needs Assessment, which will evaluate the changing relationship between housing supply and demand across the State including King County. In particular the report will document the lack of affordable housing for lower-income households and how lower-income renters are cost burdened. CEH will use this upcoming report to inform our affordable housing strategies in the final strategic plan. Similarly, staff to the King County Growth Management Planning Council identified a countywide need for affordable housing of:

- 30% and below (very low) 12% of total housing supply
- 30-50% AMI (low) 12% of total housing supply
- 50-80% of AMI (moderate) 16% of total housing supply

Loss of existing affordable housing stock

CEH will also use the upcoming State of Washington report to inform our strategies regarding the loss of existing affordable housing in King County.

Policy Changes Needed

The provision of housing affordable to very-low income households will only be fulfilled with inter-jurisdictional cooperation and public subsidies, as noted by the multiple planning councils and initiatives identified in the strategies below.

It will be critically important to engage the federal government. As reported by the Center on Budget and Policy Priorities, federal housing spending is poorly matched to need, and tilted toward well-off homeowners, leaving struggling low-income renters without help. In fact, renters received less than one-fourth of federal housing supports, and only about one in four low-income families eligible for rental assistance receives it.

Goal 1: Rare

CREATE MORE AFFORDABLE HOUSING		LEAD PARTNERS	TIME FRAME	COST	Effort	Impact	FUNDING STATUS
1.4.A	<p>Close the gap of XX,000 housing units in King County available to households below 30% AMI. Advocate for aggressive affordable housing goals, creative policy and land use regulations. Identify liaisons to track, influence, support and monitor regional plans and initiatives. Examples:</p> <ul style="list-style-type: none"> • <u>King County Urban Consortium</u> and the Consortium’s Strategic Plan • Local cities’ Comprehensive Plans (due summer 2015) • <u>Seattle Mayor’s Housing Affordability and Livability Agenda</u> (due 2015) • <u>VISION 2040, Puget Sound Regional Council’s Growth Management Plan</u> • Other as identified. <p>Each year, establish and advance a federal, state and local agenda aimed at increasing affordable housing. Example of opportunities:</p> <p>Local</p> <ul style="list-style-type: none"> • Seattle Linkage Feeds, Seattle Housing Levy • Incentive Zoning in Suburban Cities • Seattle and King County each have reports due in 2015 to their respective Council on Housing Affordability <p>State:</p> <ul style="list-style-type: none"> • Fund the Washington State Housing Trust Fund • Preserve and Strengthen the Housing and Essential Needs (HEN) Program • Make Housing Bonds Effective Now • Influence the state-level roll-out of the National Housing Trust <p>Federal:</p> <ul style="list-style-type: none"> • NAEH states that changes in federal policy and funding are needed to end homelessness, including provision of <u>37,000 PSH vouchers</u> to end homelessness among chronically homeless single adults by 2016. 	<p>King County Consortium City Councils</p> <p>KC DCHS</p> <p>Seattle OH</p> <p>ARCH, PSRC, Others</p> <p>City and County Councils</p> <p>WA State Legislature, Commerce</p> <p>Federal Gov’t: HUD, VA, HHS</p> <p>Others</p>	<p>2015</p> <p>2015 and beyond</p>	<p>\$\$\$</p> <p>\$\$\$</p>	<p>+++</p> <p>+++</p>	<p>★★★</p> <p>★★★</p>	<p>New Resources needed to expand rate of development</p> <p>New Resources needed to expand rate of development</p>
1.4.C	<p>Sustain ___ units of affordable housing, whose affordability is set to expire by 2017. (State Needs Assessment report to be complete Jan 2015, from which we can determine King County numbers.)</p>	<p>TBD</p> <p>For profit and non-profit developers</p>	<p>2015</p>	<p>\$\$\$</p>	<p>+++</p>	<p>★★★</p>	<p>New Resources Needed</p>
1.4.D	<p>Increase access among vulnerable populations to existing affordable housing projects. Secure agreements for access within publicly funded affordable housing and market rate housing to households placed through Landlord Liaison Program (LLP), or otherwise reduce screening criteria to remove all but regulatory –required screening criteria.</p>	<p>TBD</p> <p>For profit and non-profit developers</p>	<p>2015</p>	<p>\$</p>	<p>+++</p>	<p>★★★</p>	<p>New Resources needed to expand development</p>

Strategy 1.5: Prevent people from becoming homeless

Basis: Need, Data and Effectiveness

Homelessness prevention strategies such as financial or legal assistance, housing stabilization or other interventions can help households resolve a housing crisis that would otherwise lead to homelessness. The USICH reports that innovative practices are emerging that target and coordinate stabilization and prevention supports towards those most likely to become homeless without assistance. Examples include:

- Providing diversion assistance to households seeking shelter. Some communities have found they can help many households who would otherwise enter shelter maintain their current housing situation or, when that is not possible, quickly relocate to an alternate housing option.
- Using shelter data to match prevention targeting to the profiles of people who are actually experiencing homelessness. Communities have analyzed HMIS data and adjusted prevention program targeting criteria to mirror the profile of shelter residents.
 - Philadelphia - Researchers learned that families living in certain neighborhoods were at much higher risk of entering homeless shelters, and used this data to target outreach and assistance strategies to reach households living in these neighborhoods.
 - Alameda County (CA) targeted resources to those who 'look like' a typical shelter resident – those staying with friends and family, staying in hotels and motels, receiving TANF, or losing their housing subsidies, or people with other risk factors in addition to rent arrears.
- Discharge planning: Many communities work with hospitals, treatment facilities, foster care, VA Medical Centers, jails, and prisons to connect people exiting institutions are at high risk of homelessness with housing stabilization services. (See CEH Strategic Plan 2.0, Strategy 1.1)

Based on a critical review of local combined with national research, King County should target prevention resources based on the following:

Assure an active focus on disproportionality

- People of color make up 31% of King County general population, while comprising 64% of people who are homeless. (Source: 2010 US Census, and Seattle/King County One Night Count)
- Target Young Adult services to LGBTQ and Youth of Color acknowledging that ~40% homeless youth in identify as LGBTQ. Source: YYA Comprehensive Plan, 2013)

Strategically time and/or locate interventions

- Most youth who run away from home return home relatively quickly. Prevention supports that connect a young adult to friends, family or other stable situation can make that return safe and sustainable. (Source: YYA Comprehensive Plan, 2013)
- The Health and Human Services Transformation Initiative includes place-based strategies, located in Communities of Opportunity, neighborhoods in King County that rank lowest on an index of the social determinants of health (including housing), where targeted investments will have the greatest impact.

Target services towards those that mirror a shelter population

- Risk factors for homelessness among veterans is associated with vets who are younger, enlisted with lower pay grades, diagnosed with mental illness, TBI, MST or other disability. Source: Homeless Incidence and Risk Factors for Becoming Homeless in Veterans, May 2012

[Back to Top of GOAL 1: MAKE HOMELESSNESS RARE](#)

PREVENT PEOPLE FROM BECOMING HOMELESS		LEAD PARTNERS	TIME FRAME	COST	Effort	Impact	FUNDING STATUS
1.5.A	Support investment of local resources in communities where the need and opportunity for gain is greatest, working with the Health and Human Services Transformation Initiative, Communities of Opportunity.	King County Communities of Opportunity	2015	\$ \$ \$	++	★★	Unfunded Best Starts for Kids Levy on the ballot 2015
1.5.B	Direct each CEH initiative to research (as necessary) and integrate prevention strategies , recognizing that strategies can be highly dependent on client typology. Strategies must: <ul style="list-style-type: none"> • Have an explicit focus on addressing disproportionality. • Be based on data and emerging research specific to the variances of each population and initiative • Incorporate rigorous data and analysis as part of implementation to test and refine targeting efforts. 	<ul style="list-style-type: none"> • YYA Initiative • FHI Initiative • SA AG • KC RVI 	2016	\$	++	★★	Realignment of existing funds, prioritization for services
1.5.C	Actively share identified prevention strategies with regional partners to influence and target prevention and stabilization efforts towards those most likely to become homeless.	CEH Data & Evaluation Advisory Group Suburban Cities	2016	\$	++	★★	Realignment of existing funds, prioritization for services

GOAL 2: Make Homelessness Brief and One-Time

To make homelessness **Brief** and **One-time**, we must align funding and programs to support the strengths and address the needs of people experiencing homelessness.

OVERVIEW

Making Homelessness Brief requires ensuring that for those who do become homeless it is a brief episode. Shortening the length of time families and individuals are homeless reduces trauma and also creates capacity in our crisis response system for others in need. In 2013, households spent an average of 141 days in our crisis response system, far above CEH’s goal of 20 days. For this reason we must realign housing and services to prioritize connecting people with housing as rapidly as possible.

Making Homelessness One-Time requires ensuring that homelessness is a one-time occurrence, and those we support to move to permanent housing do not become homeless again and return to our crisis response system. Currently 85 percent do not return to homelessness within two years, while 15 percent return to homelessness. CEH’s goal is that only 5 percent return to homelessness.

A well-functioning ‘system’ is essential to making homelessness a brief and one-time occurrence. King County needs a clear, consistent, and targeted approach that quickly and compassionately assesses household’s needs and provides tailored resources to people experiencing a housing crisis.

Through research and experience we now know which intervention types are needed in our continuum to address homelessness. Our understanding of the needs and strengths of people experiencing homelessness, combined with our understanding of the housing and services that work, must now be applied to realign our housing and services into an effective system. This requires the entire funder and provider community to embrace an approach that focuses on safety, matching, immediate placement into permanent housing, and supporting stability.

OUTCOMES

- People experiencing homelessness get the right service strategy with the right intensity of services
- More people are served by existing programs
- People are homeless for shorter periods of time
- Housing measures are improved (obtain/maintain permanent housing)

STRATEGIES

Work with all CEH partners (funders and providers) to:

- 2.1 Address crisis as quickly as possible.
- 2.2 Assess, prioritize and match with housing and supports
- 2.3 Realign housing and supports to meet needs of people experiencing homelessness in our community
- 2.4 Create employment and education opportunities to support stability

Strategy 2.1: Address crisis as quickly as possible

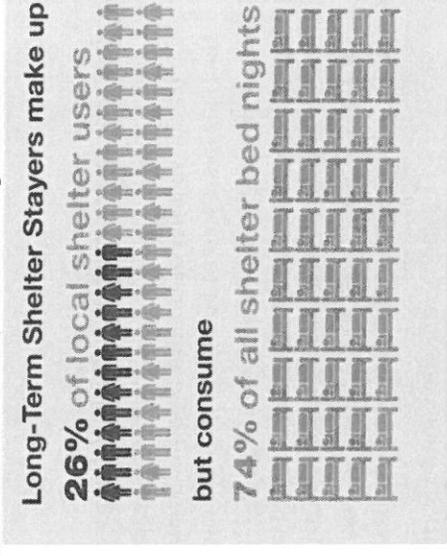
Basis: Need, Data and Effectiveness

In a well-functioning crisis response system, we would not expect to be able to prevent all crises that lead to homelessness - there will always be a need to provide short-term support to people experiencing crisis and living unsheltered in our community. People need a safe and secure place to stay during their crisis so they can focus on the pressing need at hand: locating permanent housing. Traditionally emergency shelter, as well as non-traditional interim survival mechanisms such as car camping and tent encampments, has played an important role in our community. However despite our current capacity of over 2,000 shelter beds and the high level of funding towards these interventions, it's not enough.

We expect to see increased performance through the realignment of our homelessness response system through efficiencies that move people out of homelessness as quickly as possible. In the short-term, however, we simply need more options for those who are living on the streets. Interim survival mechanisms (such as legal encampments and car camping) provide an option for some, and should be linked to service provision focused on moving people quickly into shelter or long-term housing.

A strategy we have employed to make the experience of homelessness brief in King County is prioritizing those that had been "stuck" in shelter the longest for permanent housing placement. Mostly men with a median age of 56, "Long-Term Shelter Stayers" used a majority of our emergency system's capacity while only making up about a quarter of the total shelter population. Now we are moving these "Long-Term Shelter Stayers" to permanent housing, while freeing up capacity in our shelters for others. In 2013, 85 people who were staying 180 days or more in shelter the year before moved to permanent housing. This frees up at least 15,300 "bed nights" for new shelter users.

Back to Top of GOAL 2: MAKE HOMELESSNESS BRIEF and ONE-TIME



Goal 2: Brief and One-Time

STOP EXITING PEOPLE TO HOMELESSNESS		LEAD PARTNERS	TIME FRAME	COST	Effort	Impact	FUNDING STATUS
2.1.A	Ensure shelter capacity to meet the needs of the community, including the preservation of existing shelter and increasing capacity to meet specific needs by population and region.		2015	\$ \$	+ + +	★ ★ ★	Partially available, cannot be achieved without new revenue
2.1.B	Support non-traditional shelter models that create pathways to housing, including interim survival mechanisms and community-based strategies such as host homes.		Ongoing	\$	+	★	Available/Existing funding & partnerships with faith community
2.1.C	Create a flexible financial assistance fund for outreach and shelter staff that can be used to emphasize a creative "what will it take" approach to get people on a pathway into housing.		2016	\$	+	★ ★	Sources of revenue not identified
2.1.D	Support long-term shelter stayers to move to more stable housing through access to permanent housing with supports to transition into housing and onto mainstream services.		Ongoing	\$	+	★ ★	Utilize existing stock as possible. Resources may be needed for private market subsidies and transition services
2.1.E	Increase support and public education for crisis response needs , including interim survival mechanisms to create pathways to housing that bring people out of the elements.		2016	\$	+	★ ★	Could be accomplished with little new cost

Strategy 2.2: Assess, prioritize and match with housing and supports

Basis: Need, Data and Effectiveness

If a person does become homeless, we must work to make their experience brief. Entering the crisis response system is traumatic for families, and costly for the overall system. For this reason, we are adapting services to prioritize connecting people with housing quickly.

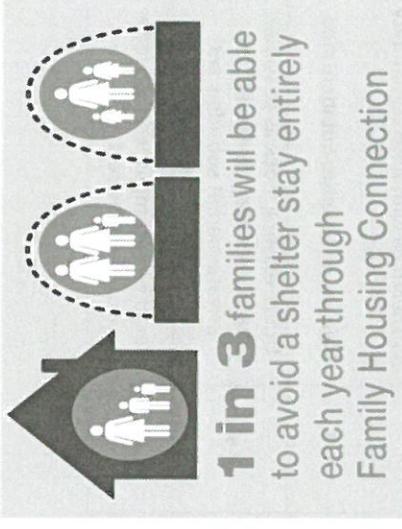
Realigning our homeless assistance services into an effective crisis response system requires a network of providers who have embraced the approach that focuses on immediate placement into permanent housing. USICH provides the following framework to shift from a program-centered to a client-centered system. The three "A's": 1) Access; 2) Assessment; and 3) Assignment of Intervention.

- **Accesses to a Community-Wide Response System** When a housing crisis occurs, how do people access help? Can assistance be provided to avert (or minimize) trauma associated with housing loss? Locally we have developed coordinated entry/engagement systems for families and youth/young adults, we are continuing to refine those models and implement new ones for single adults.
- **Assessment** Exactly how much help each household actually requires can be difficult to determine. While the process may be a bit different for highly vulnerable unsheltered individuals than it is for families and unaccompanied youth experiencing homelessness, effective communities still use a common tool to assess needs and prioritize placement into housing often in the form of a vulnerability index or other prioritization tool.
- **Assignment of Intervention** While much of the new approach is focused on permanent housing, interventions may vary, and the goal remains to provide the least expensive intervention that solves homelessness for each household. Some households may need only a short-term intervention (using the rapid re-housing model, or a lighter-touch diversion intervention), while others may require an ongoing subsidy to remain stably housed (coordinated through local housing authorities or affordable housing partners). Still others will need an ongoing subsidy with wraparound services in permanent supportive housing. Services are associated with each type of intervention, but the level and duration will vary for each household.

One way we have begun testing this new "least expensive" approach is through a shelter diversion project for families. By diverting entry to shelter, we increase the availability of shelter and housing for those who are most vulnerable. This model works for those who can find an alternative option with minimal support, short-term assistance is offered, such as conflict resolution with landlords, shared housing options, and financial assistance. In the first nine months of the Family Shelter Diversion Project 33% of families were successfully diverting from shelter or were still in progress of exploring options outside of shelter.

This approach is also being adapted locally to serve specialized populations. LifeWire's Housing Stability Program tested the approach that some survivors of domestic violence could avoid homelessness and shelter stays with assistance to stay in their existing housing or find new housing. During the first year, their shelter turn-away rate dropped from 1:30 to 1:8, 50% were able to stay in their own housing and 31% successfully moved into long-term housing without having to go to shelter. Youth and young adults often return home to parents or relatives quickly. New and ongoing programs are providing in-home support to families and youths to prevent or quickly end their episode of homelessness.

[Back to Top of GOAL 2: MAKE HOMELESSNESS BRIEF and ONE-TIME](#)



2.2.A	ASSESS, PRIORITIZE AND MATCH WITH HOUSING AND SUPPORTS	LEAD PARTNERS	TIME FRAME	COST \$ \$ \$	EFFORT + + +	IMPACT ★ ★ ★	FUNDING STATUS
	<p>Ensure there is a coordinated assessment system which can assist in appropriately identifying and prioritizing candidates for the right housing intervention. Access to housing should be consolidated, while access points and approaches may vary by subpopulation. The system shall by client focused and shall: (i) be easily accessible, (ii) utilize a standardized assessment tool, (iii) include community supported prioritization of the most vulnerable, and (iv) allow for re-assessment and movement within the system to accommodate changing needs.</p>		2015	\$\$	++	★★	Partially available, cannot be achieved without new funding
	<p>Determine best practices in providing housing focused case management services during the interim period between assessment and housing placement, including the opportunity to provide diversion type services and connections for homeless youth and young adults with family where safe and appropriate.</p>		2016	\$	+	★	Partially available, cannot be achieved without new funding
	<p>Adopt Housing First practices (admission criteria doesn't exclude based on income, disability, treatment compliance, criminal histories, etc.) while ensuring capacity to provide adequate level and type of services to the target population.</p>		2015	\$	++	★★	Changes in policy could be accomplished with little new cost; reallocating existing resources

Strategy 2.3: Realign housing and supports to meet needs of people experiencing homelessness in our community

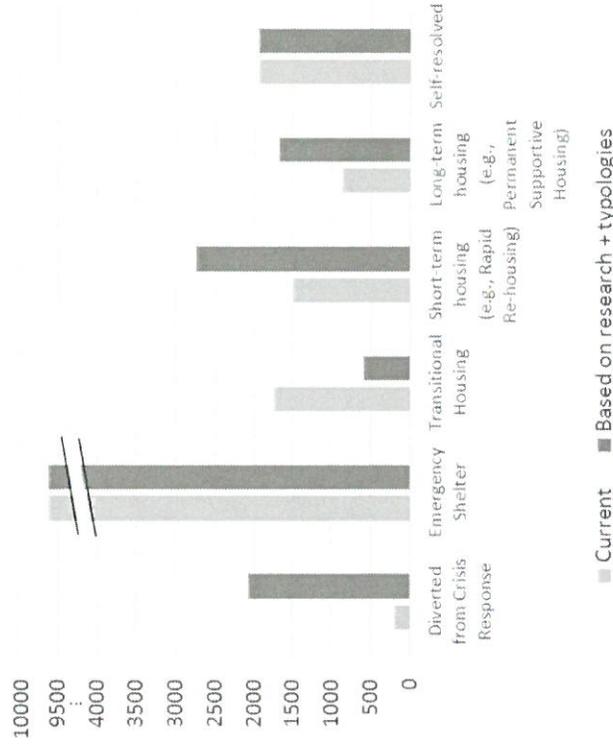
Basis: Need, Data and Effectiveness

We have learned a great deal about what programs work best for each of the homeless populations (typology). We now need to take a system level approach to realign our resources to create the right mix to meet the needs of families and individuals, move them into permanent housing faster, and connect them to community supports to maintain housing stability. Perhaps the most significant systems shift will be retooling the existing homeless system to one that provides an array of homeless interventions that best match the needs of people experiencing homelessness. This will result in freeing up more intensive (and expensive) interventions for individuals that need them, while also allowing us to serve many times more people, more quickly.

The potential is great. Based on national data and typical costs, there is the potential to successfully rehouse up to five times as many people with a rapid re-housing type approach compared to transitional housing, with equal or better housing retention outcomes. For example, one study in Georgia ([Georgia State Housing Trust Fund, 2013](#)) indicates families are less likely to return to homelessness if they receive rapid re-housing assistance than if they stay in transitional housing.

Our family initiative has already begun a system realignment process and the youth / young adult system is developing the framework to scope the ideal housing continuum for young people. Having the right mix of housing and services is the first step, a well-functioning system also requires:

- A housing pathway is offered as quickly as possible for individuals and families experiencing homelessness
 - Rapid re-housing resources
 - Permanent Support Housing available for those that need it
- Supportive services and connections to the community-based supports people need to keep their housing and avoid returning to homelessness
 - Services should be client-centered and focus on promoting housing stability (intensity and duration of services are tailored to the individual)
 - Ensuring equitable access and outcomes for those vulnerable individuals and families that are disproportionately impacted by homelessness by offering services which are culturally appropriate, tailored and responsive to their needs. For example, the Youth and Young Adult system is currently building a framework to address the needs of disproportionality of youth of color and youth that identify as LGBTQ
- Increased affordable housing opportunities
 - Landlord engagement in the private market
 - Access to subsidized public housing and nonprofit housing that is not set-aside for homeless
 - Creative alternative (less expensive) housing options such as shared housing, boarding houses, host homes, traditional SROs, etc.



[Back to Top of GOAL 2: MAKE HOMELESSNESS BRIEF and ONE-TIME](#)

REALIGN HOUSING AND SUPPORTS TO MEET NEEDS OF PEOPLE EXPERIENCING HOMELESSNESS IN OUR COMMUNITY	LEAD PARTNERS	TIME FRAME	COST	EFFORT	IMPACT	FUNDING STATUS
2.3.A Realign homeless housing stock and services based on typology and needs throughout the system; funders in partnership with providers to determine (i) if we have the right mix of housing and services and identify need for new/expanded efforts.		2015-2016	\$	++	★★★	Reallocate existing resources
2.3.B Increase rapid re-housing opportunities to enable households to locate housing and exit homelessness quickly. Utilize data and best practices to refine existing models and define the model for young adults.		2015-2016	\$	+	★★	Available via reallocation of existing resources or by obtaining new funding
2.3.C Continue One Home campaign , a coordinated, countywide, landlord outreach strategy to recruit new rental partners.		Ongoing	\$	+	★★	Little or no ongoing funding needed besides support from partners
2.3.D Provide/secure training and technical assistance to build the capacity of providers to implement tailored services and Housing First practices that are flexible and responsive to the needs and priorities of the families and individuals. Develop mobile services models not attached to specific housing units/projects to ensure housing stability (e.g. aftercare models, peer support, etc.)		2016	\$	++	★★	Leverage existing funding for training; reallocate existing resources for services
2.3.E Expand capacity building efforts to ensure culturally appropriate and responsive services .		2015	\$	++	★★	Sources of revenue not identified
2.3.F Create a Move-Up strategy that assists people who have achieved stability in PSH -who no longer need or desire to live there- to move into affordable housing to free up units for other highly vulnerable individuals that need it.		2015	\$	++	★★	Partially available, cannot be achieved without new funding; leverage unit/vouchers through turnover
2.3.G Retain existing Permanent Supportive Housing and prioritize admission to chronically homeless persons ahead of other populations. Identify appropriate and sufficient services resources to ensure housing stability in PSH (e.g. Medicaid).		Ongoing	\$\$	+++	★★	Partially available, cannot be achieved without new funding (Medicaid, etc.)
2.3.H Expand access to low income multi-family housing by decreasing tenant screening barriers and implementing homeless preferences in low income multi-family housing.		2015	\$	+	★★	Changes in policy could be accomplished with little new cost incurred
2.3.I Explore alternative housing models that are less expensive permanent housing options, such as shared housing, host homes, boarding houses, and SROs.		2016	\$\$	+	★★	Partially available, cannot be achieved without new funding

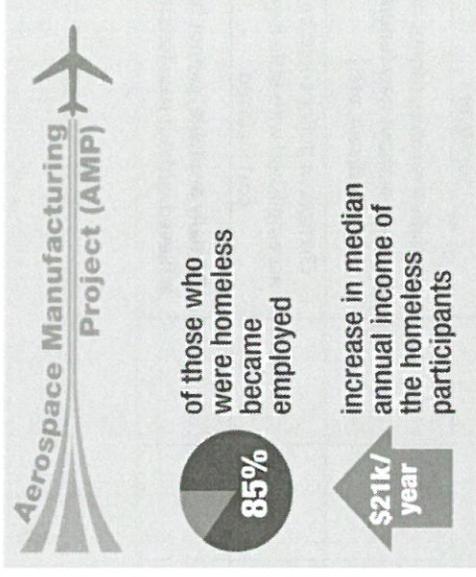
Strategy 2.4: Create employment and education opportunities to support stability

Basis: Need, Data and Effectiveness

Creating employment and education opportunities is an obvious approach to stabilizing people in housing and ensures that they do not return to our homeless system. Unemployment, underemployment, and low wages relative to rent burden put millions of families at risk of homelessness nationally and are frequent causes of homelessness. For many individuals experiencing homelessness, finding living wage employment is an essential part of moving on from homelessness –and usually is one of the biggest challenges.

Many individuals experiencing homelessness face obstacles to finding and maintaining employment. As a result, connecting people with job training and placement programs is critical to ensuring they have the tools they need for long-term stability and success. Further, added coordination and access to work supports like childcare subsidies and transportation assistance can help increase the likelihood that individuals will be able to retain employment.

Through employment programs, people who are or have been homeless can access job-training programs that increase their individual skill set and enhance their ability to find gainful employment. For example eighty-seven percent of the homeless individuals served by King County Community Employment Services found employment, with 70% earning enough to be self-sufficient.



Back to Top of GOAL 2: MAKE HOMELESSNESS BRIEF and ONE-TIME

STOP	EXITING PEOPLE TO HOMELESSNESS	LEAD PARTNERS	TIME FRAME	COST	Effort	Impact	FUNDING STATUS
2.4.A	Expand the Employment Navigator role to scale and increase capacity to build stronger employer relationships.		2015	\$\$	+	★★	Partially available, cannot be achieved without new revenue/leveraging resources
2.4.B	Integrate financial empowerment strategies into housing services to improve financial stability (e.g. money-management advice and coaching).		2016	\$	+	★	Available
2.4.C	Develop internship/employment programs that are specifically designed to connect YVA to identified living-wage employment.		2016	\$\$	+	★★	Sources of revenue not identified/ leverage mainstream services
2.4.D	Convene employment and educational organizations with the intent to (i) create a more coordinated system across the region for all populations and (ii) structure programs to meet the needs of individuals experiencing homelessness.		2015	\$	++	★★	Can be accomplished with little new cost incurred
2.4.E	Collaborate with homeless liaisons in Public Schools to provide resource's needed for homeless youth to access schools and other educational facilities in an immediate and uncomplicated manner.		2015	\$	+	★	Can be accomplished with little new cost incurred
2.4.F	Improve data collection on the employment needs and outcomes of people experiencing homelessness.		2015	\$	+	★★	Can be accomplished with little new cost incurred

GOAL 3: A Community to End Homelessness

Solving homelessness will take more than a Committee, it will take the entire Community to End Homelessness and provide a home for all.

OVERVIEW

The 2005-2015 Ten-Year Plan brought together key leaders from multiple sectors to build political and public will to end homelessness in King County. This strong level of public and private engagement led to successes such as the Campaign to End Chronic Homelessness, through which partners developed nearly 2,400 new units of housing for chronically homeless individuals, by funding in a coordinated way to maximize our results. We have also successfully aligned funding to support strategies for addressing youth and family homelessness.

The governance and decision-making of the Committee to End Homelessness has become overly complicated and diffuse. For example, the Governing Board has authority to set strategic direction, yet does not as a body have the authority to increase revenue, change policy, or make funding decisions. The Interagency Council has the authority to recommend policy and investment priorities. The Funders Group are not aligning funding as seamlessly as envisioned, as they must balance the recommendations of the Interagency Council with their trustees or elected officials. The Consumer Advisory Council plays an important role in providing input, and is represented on the Governing Board and Interagency Council, and is a strength of the current governance structure.

All partners must be aligned if we are to meet the goals of this plan, and a new level of engagement and accountability among all sectors is needed. Formal agreements must be established among funders and providers to clarify roles and accountability for community-level, not funding stream or program-level, results. Elected officials must be presented with clear policy recommendations and investment opportunities that lead to regional, community-level results. Business and faith leaders should be presented with concrete opportunities to provide resources, financial and in-kind, to support the plan's goals. Awareness and engagement of residents of King County, including those housed and those experiencing homelessness, is a huge potential resource that efforts such as Facing Homelessness are only beginning to explore.

Staffing for CEH is necessary to provide support the success of the plan. Clear roles for CEH staff and partners must be developed and formalized.

OUTCOMES

- Goals 1 and 2 are achieved
- Accountability across sectors

STRATEGIES

Work with all CEH partners (funders and providers) to:

- 3.1 Establish effective decision-making body and formal agreements to guide collective action among all partners
- 3.2 Formalize roles for business leaders and faith community leaders
- 3.3 Strengthen engagement of King County residents, including those housed and those experiencing homelessness
- 3.4 Solidify and sustain infrastructure to operate system, including advocacy, data analysis, capacity building, planning and coordination

Goal 3: A Community to End Homelessness

ESTABLISH EFFECTIVE DECISION-MAKING BODY AND FORMAL AGREEMENTS TO GUIDE COLLECTION ACTION AMONG ALL PARTNERS	LEAD PARTNERS	TIME FRAME	COST	EFFORT	IMPACT	FUNDING STATUS
3.1.A Establish a single, consolidated, inclusive leadership committee , with strong working Executive Committee, to replace existing diffuse decision-making structure (consolidation of existing Governing Board, Interagency Council, and Funders Group).		2015		+++	★★★	
3.1.B Establish MOUs among local governments, philanthropy and funders to align funding and commit to community-level outcomes.		2015		+++	★★★	
FORMALIZE ROLES FOR BUSINESS LEADERS AND FAITH COMMUNITY LEADERS	LEAD PARTNERS	TIME FRAME	COST	EFFORT	IMPACT	FUNDING STATUS
3.2.A Create a business leaders task force , such as the Home for Good model in Los Angeles, to support the State and Federal advocacy activities and to support implementation of the plan with resources.		2015		+++	★★★	
3.2.B Expand existing successful initiatives that engage faith institutions and individual congregants, particularly around advocacy, recruitment of landlords, and provision of day centers, meals and shelter space.	One or more faith coalitions	2015	\$\$	+++	★★★	
STRENGTHEN ENGAGEMENT OF KING COUNTY RESIDENTS, INCLUDING THOSE HOUSED AND THOSE EXPERIENCING HOMELESSNESS	LEAD PARTNERS	TIME FRAME	COST	EFFORT	IMPACT	FUNDING STATUS
3.3.A Launch a community-wide public awareness and engagement campaign to support goals of plan, focusing on humanizing people experiencing homelessness and finding ways for all residents to engage in the solution..		2015	\$\$	++	★★	
SOLIDIFY AND SUSTAIN INFRASTRUCTURE	LEAD PARTNERS	TIME FRAME	COST	EFFORT	IMPACT	FUNDING STATUS
3.4.A Release an annual consolidated funding round for homeless services and housing, aligned towards outcomes of this plan, including local, state, and Federal funding.	[at a minimum] King County, City of Seattle, and United Way	2016		+++	★★★	
3.4.B Unify funding for Continuum of Care in a single entity (apply to HUD to be a "unified funding agency".	King County, City of Seattle, or CEH itself	2016	\$	++	★★	
3.4.C Increase and consolidate infrastructure for staffing of key functions, including HMIS, data analysis, funding applications, advocacy, capacity building, and planning and coordination; OR Create matrixed management system for staffing of key functions , including HMIS, data analysis, funding applications, advocacy, capacity building, and planning and coordination.	One of the funding partners	2015	\$\$	++	★★	
3.4.D Increase funding for or leverage existing advocacy staffing functions (this must occur outside of local government).	philanthropic, business, faith or nonprofit partners	2015	\$\$	++	★★	
3.4.E Consolidate coordinate entry oversight.	One of the funding partners	2015	\$	++	★★	



Agenda Bill No. 15-0**32**

TO: Mayor Guier and City Council Members
FROM: Amy Stevenson-Ness, City Clerk
MEETING DATE: March 2, 2015
SUBJECT: City of Pacific Newsletter

ATTACHMENTS: **Proposed Newsletter Template**

Previous Council Review Date: N/A

Summary: It has been proposed to distribute a monthly newsletter with our utility billing each month. The newsletter would be an 8 ½ x 11, one double-sided page printed in one color and inserted with the utility billing by Databar (our printing service) for \$248 per month. Articles would be compiled from different departments each month.

The newsletter is an effort to increase communication with the public and provide a more open city government.

Recommended Action:

Motion for Consideration:

Budget Impact: None

Alternatives:

CITY OF PACIFIC NEWS

April 2015

From the Mayor's Desk

The purpose of a newsletter is to provide specialized information to a targeted audience. Newsletters can be a great way to market your product or service, and also create credibility and build awareness for you and the services you provide. Use positive customer pull-quotes as eye-catching but subtle marketing.

The purpose of a newsletter is to provide specialized information to a targeted audience. Newsletters can be a great way to market your product or service, and also create credibility and build awareness for you and the services you provide. Use positive customer pull-quotes as eye-catching but subtle marketing.

Add Value to Your Newsletter

Keep your content as current as possible. If you publish a monthly letter, ensure you include content from only the last month. Also, use photographs and other visuals to add interest and enable the reader to scan quickly for information.

The purpose of a newsletter is to provide specialized information to a targeted audience. Newsletters can be a great way to market your product or service, and also create credibility and build awareness for you and the services you provide. Use positive customer pull-quotes as eye-catching but subtle marketing.

The purpose of a newsletter is to provide specialized information to a targeted audience. Newsletters can be a great way to market your product or service, and also create credibility and build awareness for you and the services you provide. Use positive customer pull-quotes as eye-catching but subtle marketing.

The purpose of a newsletter is to provide specialized information to a targeted audience. Newsletters can be a great way to market your product or service, and also create credibility and build awareness for you and the services you provide. Use positive customer pull-quotes as eye-catching but subtle marketing.

Community

quotes as eye-catching but subtle marketing.

Services

The purpose of a newsletter is to provide specialized information to a targeted audience. Newsletters can be a great way to market your product or service, and also create credibility and build awareness for you and the services you provide. Use positive customer pull-quotes as eye-catching but subtle marketing.

The purpose of a newsletter is to provide specialized information to a targeted audience. Newsletters can be a great way to market your product or service, and also create credibility and build awareness for you and the services you provide. Use positive customer pull-quotes as eye-catching but subtle marketing.

The purpose of a newsletter is to provide specialized information to a targeted audience. Newsletters can be a great way to market your product or service, and also create credibility and build awareness for you and the services you provide. Use positive customer pull-quotes as eye-catching but subtle marketing.

The purpose of a newsletter is to provide specialized information to a targeted audience. Newsletters can be a great way to market your product or service, and also create credibility and build awareness for you and the services you provide. Use positive customer pull-

In This Issue

- Advantages of a Newsletter
- Add Value to Your Newsletter
- Second Story
- Another Story
- Back Page Story



Agenda Bill No. 15-033

TO: City Council Members
FROM: Mayor Guier
MEETING DATE: March 2, 2015
SUBJECT: Dates for City Council Retreat

ATTACHMENTS:

Previous Council Review Date: N/A

Summary: A Council retreat is proposed to be held in April. Possible topics of discussion include budget priorities for the City and Council goals. Possible dates suggested for the retreat are Saturday, April 11 or Saturday, April 25.

Recommended Action: Select date for Council retreat

Motion for Consideration:

Budget Impact: None

Alternatives: