



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

November 9, 2015
Monday

Regular Meeting
6:30 p.m.

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL OF COUNCIL MEMBERS**
- 3. ADDITIONS TO/APPROVAL OF AGENDA**
- 4. PUBLIC HEARINGS**
 - (4) A. Continued Comprehensive Plan Update Public Hearing**
 - (62) B. 2016 Budget Hearing**

5. AUDIENCE COMMENT

(Please limit your comments to 3 minutes for items not on the agenda. When recognized by the Mayor, please state your name and address for the official record. It is asked that you do not speak on the same matter twice.)

6. REPORTS

- A. Mayor**
- B. City Administrator**
- (63) C. Court**
- (65) D. Community/Senior/Youth Services**
- E. Public Works Department**
- F. Community Development Department**
- (66) G. Public Safety Department**
- H. City Council Members**
- I. Boards and Committees**
 - i. Finance Committee**
 - ii. Governance Committee**
 - iii. Human Services Committee**
 - iv. Public Safety Committee**
 - v. Public Works Committee**
 - vi. Technology Committee**
 - vii. Hotel/Motel Tax Advisory Committee**
 - viii. Park Board**
 - ix. Planning Commission**
 - x. Pierce County Regional Council (PCRC)**
 - xi. Sound Cities Association (SCA)**
 - xii. South County Area Transportation Board (SCATBd)**
 - xiii. Valley Regional Fire Association (VRFA)**

7. OLD BUSINESS

- (67) **A. Resolution No. 2015-294:** Authorizing the execution of an Interagency Agreement with Washington State Administrative Office of the Courts for reimbursement of Interpreter Services in an amount up to \$3,181.00.
- (81) **B. Resolution No. 2015-295:** Authorizing the execution of an Interlocal Agreement with the City of Sumner for improvements to the Stewart Road Corridor (final segment.)
- (97) **C. Resolution No. 2015-296:** Authorizing the execution of an agreement with Pipeline Video and Cleaning North, in the amount of \$27,929.80, for storm drainage cleaning and inspection services.
- (126) **D. Resolution No. 2015-297:** Authorizing the surplus of vehicles or equipment that has been or is in need of being replaced.
- (130) **E. Motion:** Seeking confirmation and direction from City Council regarding the use of Department of Commerce Grant – Community Capital Facilities funds for the development of a project that adds emergency power capability to City Hall and Community and Senior Center Buildings.
- (142) **F. Ordinance No. 2015-1912:** Adopting proposed Comprehensive Plan changes to Chapter 3, Natural Environment Element and Chapter 8, Transportation Element.
- (200) **G. Ordinance No. 2015-1913-**Amending Pacific Municipal Code Chapter 2.97 changing the authority to establish and publish Public Records Act Rules per RCW 42.56.040.
- (203) **H. Resolution No. 2015-299:** Adopting Public Records Act Rules pursuant to Pacific Municipal Code Chapter 2.97.

8. NEW BUSINESS

9. CONSENT AGENDA

- (219) **A.** Payroll and Voucher Approval
- (225) **B.** Minutes of the meeting of October 13, and workshop of October 19, and Special Meeting of October 19, 2015.

10. 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.cityofpacific.com 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.

MEETING SCHEDULE

Finance Committee Garberding, Kave, Walker Meets: 3 rd Tuesdays	November 17, 2015 6:30 p.m.	City Hall
Governance Committee Kave, Oliveira, Putnam Meets 1 st Tuesday	December 1, 2015 6:30 p.m.	City Hall
Human Services Committee Katie Garberding, Oliveira, Steiger Meets 4 th Tuesday	November 24, 2015 6:30 p.m.	Senior Center
Park Board Meets 3 rd Tuesday	November 17, 2015 6:30 p.m.	City Hall
Planning Commission Meets 4 th Tuesday	November 24, 2015 6:00 p.m.	City Hall
Public Safety Committee Katie Garberding, Kave, Steiger Meets 2 nd Wednesday	November 11, 2015 6:30 p.m.	City Hall
Public Works Committee Kerry Garberding, Putnam, Steiger Meets 1 st Wednesday	December 2, 2015 7:00 p.m.	City Hall
Technology Committee Kerry Garberding, Oliveira, Walker Meets: 3 rd Thursday	December 17, 2015 5:00 p.m.	City Hall

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Agenda Bill No. 15-152

TO: Mayor Guier and City Council Members

FROM: Jack Dodge, Community Development Manager

MEETING DATE: November 9, 2015

SUBJECT: Revisions to Chapter 3 – Natural Environment Element, Comprehensive Plan
Revisions to Chapter 8 – Transportation Element, Comprehensive Plan

ATTACHMENTS:

- Revisions to Chapter 3 – Transportation Element, Comprehensive Plan (Revised 11/9/15)
- Draft Ordinance 2015- 1912: Adopting Proposed Comprehensive Plan Changes

For all other attachments, please see attachments 2, 4, 5 and 6 from the November 2, 2015 agenda bill. (Available on the City's website at www.pacificwa.gov or by contacting the City Clerk)

Previous Review Date: Planning Commission – 2/25/14, 2/24/15, 3/10/15, 3/24/15 (Public Hearing);
City Council: 4/20/15, 5/4/15, 5/26/15, 6/8/15, 6/22/15, 7/27/15, 11/2/15, 11/9/15

Summary:

Background

Under Transportation Policy T13.8, additional language has been added to the discussion statement based upon comments at the November 2, 2015 Council Study Session (in italics, blue) (See Page 22). Otherwise, proposed changes to the Comprehensive Plan are the same as found in the attached revisions to the November 2, 2015 agenda bill.

The City Council at their July 27, 2015 meeting continued the public hearing regarding the proposed Comprehensive Plan changes to the November 9, 2015 meeting. This was done to allow staff time to determine if additional Comprehensive Plan amendments could be completed as part of the 2015 Comprehensive Plan review cycle. This was based upon comments from the Puget Sound Regional Council (PSRC) received on June 11, 2015 and from the Dept. of Commerce received on June 4, 2015. Due to a number of factors, additional Comprehensive Plan changes could not be initiated. Two (2) new policies were added to Chapter 3 – Natural Environment and one (1) new policy was added to Chapter 8 – Transportation based on the PSRC and Dept. of Commerce letters. Other comments relative

to the Transportation Element will be addressed as part of the 2016 Comprehensive Planning review cycle.

Summary of Changes to the Natural Environment & Transportation Chapters

Except as noted previously, the proposed revisions to the Comprehensive Plan were reviewed at the 2/24/15, 3/10/15, and 3/24/15 Planning Commission meetings. Revisions to the Natural Environment and Transportation Chapters took into account comments from a variety of agencies and organizations. Revisions are highlighted with ~~strikeouts~~ and underlines. Comments were provided from the following:

- American Rivers Organization
- Tahoma Audubon Society
- Puyallup River Watershed Council
- Puyallup Tribe of Indians
- Muckleshoot Indian Tribe
- Puget Sound Regional Council
- Department of Commerce

Following is a summary of the changes to the Natural Environment and Transportation chapters.

Chapter 3 - Natural Environment

- The Chapter has been reformatted to a single column format.
- Removes Goal NE-2 (Page 3).
- A new Policy NE-2.6 is added (Page 6) (based on PSRC comment).
- A new Policy NE-2-7 is added (Page 6) (based on PSRC comment).
- Provides additional discussion points for a variety of policies.
- Adds policy NE 5.8 regarding “Best Available Science” (BAS) (Page 10).
- Deletes Policy NE-8.3 (Page 12).
- Adds a new Policy NE-7.5 regarding volcanic hazard evacuation routes (Page 13).
- Adds new Goals and Policies relating to “biodiversity” (Page 14).
- Provides greater detail under “Existing Conditions”.
- Provides background regarding the Lower White River Biodiversity Management Area (BMA) (Page 26).
- Adopts the “Lower White River Biodiversity Management Area (BMA) Stewardship Plan” as an appendix to the Comprehensive Plan (Natural Environment Chapter).
- A new “Soils” map is provided (Map 3.1).
- A new “Creeks/Streams” map is included (Map 3.2).
- A new “Wellhead Protection Area” map is provided (Map 3.3).
- A new “Lahar Hazards” map is provided (Map 3.4).
- A revised “Critical Areas” map is provided (Map 3.5). This map updates the location of potential wetlands as of March 2015.

Chapter 8- Transportation

- The Chapter has been reformatted to a single column format.
- A new policy T1.10 is added (Page 6) (based on Commerce comment).

- Goal T2 and Policy T2.1 are deleted (Page 7).
- Goal T13 is deleted (Page 18).
- Goal T18 is deleted (Page 25).
- Policy T20.3 is deleted (Page 27).
- “Discussion” statements are provided for all policies.
- The “Existing Roadway Level of Service (LOS) table is revised (Table 8.2, Page 33).
- 2025 projected roadway LOS levels are provided (Table 8.3, Page 37).
- 2035 projected roadway LOS levels are provided (Table 8.4, Page 39).
- Background data is updated.
- A new “Traffic Counts” map is provided that is keyed to Tables 8.2, 8.3., and 8.4 (Page 48).

Recommended Action:

Resume the public hearing that was continued to November 9, 2015 from the July 27, 2015 Council Meeting.

Recommended Motion:

I move that the Council adopt Ordinance 2015-_____ approving the revisions to the Comprehensive plan related to Chapter 3 – Natural Environment Element and Chapter 8 – Transportation Element and adopting the “Lower White River Biodiversity Management Area (BMA) Stewardship Plan” as an appendix to Chapter 3 – Natural Environment Element.

Alternative Motion

I move to continue the public hearing regarding the proposed revisions to the Comprehensive Plan to the November 23, 2015 regular Council meeting for further review and public comment.

CHAPTER 8

TRANSPORTATION



1. INTRODUCTION

1.1 Framework Goal

The framework goal of the Transportation Element of the Comprehensive Plan is to:

Provide an efficient and safe multi-modal transportation network for residents, employees, businesses, and visitors while maintaining a small town quality of life.

The Transportation element specifically considers the operations and condition of the existing transportation network; the cause, scope, and nature of transportation problems based on the adopted Land Use Plan; projected transportation needs; and a funding and implementation plan to ensure that the City's adopted level of service (LOS) is maintained.

This element contains updates and revisions to the 1995 Comprehensive Plan and a subsequent Amendments. ~~Amendments were also made in 2001.~~ Those included policies urging county and regional transit agencies to provide better service to Pacific residents and link Pacific to the nearby multi-modal transit stations. ~~A new Transportation Facilities map was also added in 2001.~~

The City of Pacific is located in King County and Pierce County, therefore its Transportation element has been developed in accordance with both King and Pierce County Countywide Planning Policies. It has been integrated with all other planning elements to ensure consistency throughout the Comprehensive Plan.

The Transportation element has also been developed in accordance with Section 36.70A.070 of the Growth Management Act (GMA), to address the motorized and non-motorized transportation needs of the City of Pacific. It represents the community's policy plan for the next 20 years.

Growth Management Act Requirements

The Growth Management Act (GMA) provides a framework for addressing land/use transportation linkages and a mechanism for assessing the impacts of planned growth. Although the GMA has very specific requirements, flexibility is written into the law so that each city can tailor its plan to its unique long range community vision and goals. The GMA requires development of a transportation element within the City's Comprehensive Plan that contains these basic components :

~~Basic components of this element are:~~

- Inventory of transportation facilities and services, including roadways, transit, ferries, non-motorized and freight;
- Existing conditions of roadway links
- Future Conditions and needs assessment for ~~2010~~2025
- Future Conditions and needs assessment for ~~2025~~2035
- Goals and Policies
- ~~House Bill 1487~~RCW 47.06.140 Compliance

- Funding strategies for concurrency

Concurrency

This element contains the City of Pacific's plan to provide specified levels of transportation service in a timely manner. The Level of Service (LOS) standards that are adopted in this plan will be maintained through upkeep of the existing circulation system and expansion of transportation services where needed.

The City has adopted a roadway link and intersection Level of Service standard of D. As specified by the GMA, new developments will be prohibited unless transportation improvements or strategies to accommodate the impacts of development are in compliance with concurrency. Improvements will be in place at time of development, or financially planned for within six years of development use. Concurrency will be applied in accordance with State statutes and the resources available to the City of Pacific.

Major Transportation Considerations and Goals

Because transportation and land use are inter-related, and each has the ability to have a profound impact on the other, it is important to consider type and availability of transportation resources in the development of land use patterns. The City's Comprehensive Plan reflects this mutual dependency and need for coordination.

The City's Vision for coordinated land use and transportation system includes:

- Environmental stewardship of critical areas, including conservation of land, air, water, and energy resources.
- ~~Encourage~~ Planning practices that promote livability, pedestrian and non-motorized transportation, and reduces air and noise pollution and traffic congestion.
- ~~Encourage~~ Citizen participation in planning the future of the community.
- Support the local economy by providing a predictable development atmosphere, encouraging diversity in the range of goods and services, and ensuring that employment opportunities are balanced with a range of housing and commercial opportunities.
- Increase opportunities for enjoyment of recreational and cultural activities, providing a range of activities for all ages and users.

2. GOALS AND POLICIES

The following transportation goals and policies are considered essential for meeting the quality of life as outlined in the City's long range Vision Statement. The policies specify what should be accomplished to reach the goals. These policies are intended to provide clear guidance for decision making. Accomplishments under these policies can be used to measure progress toward the goals.

REGULATORY CONSIDERATIONS

GOAL T1: Provide an efficient and safe multimodal transportation system to improve mobility for residents, employees, and visitors of Pacific while maintaining the small town quality of life and supporting the economic vitality of the City.

POLICIES

Policy T1.1:

The City will plan for a safe, convenient and efficient transportation network for all residents and visitors of Pacific. This system should be compatible with neighboring cities, King and Pierce counties, Washington State, and other transportation providers.

Discussion: Private vehicles are the most common mode of travel throughout the region. It is anticipated that the majority of vehicle trips within Pacific will continue to be private vehicles. It is necessary that this system be coordinated with neighboring communities, the counties and state to provide a consistent blended transportation network.

Policy T1.2:

Work with other jurisdictions to plan, fund, and implement multi-jurisdictional projects necessary to meet shared transportation needs (including right-of-way preservation and purchase).

Discussion: State Highways and arterials are part of the regional transportation network. They not only impact the citizens of Pacific, but the stakeholders of adjacent jurisdictions and the region. Coordination of planning and funding with other agencies is essential to complete projects cost-effectively.

Policy T1.3:

Except as provided in Policy T1.10, Pacific will adopt a level of service (LOS) of “D” for all streets.

The term "below the level of service standard" shall apply to situations where traffic attributed to a development results in either of the following:

- a. An unacceptable increase in hazard or safety on a roadway.*
- b. An increase in congestion which constitutes an unacceptable adverse environmental impact under the State Environmental Policy Act.*

Discussion: It is not practical or economically feasible to eliminate all transportation delays. Therefore, a LOS of ‘D’ has been established for all streets. New development projects will be required to perform a traffic impact analysis (TIA) to determine if there will be an adverse impact on the current level of service.

Policy T1.4:

The City street system is made up of three functional classes:

- a. *Arterials - a system of City, state, and county streets designed to move traffic from or to one area within the local area to or from another area. These streets should be adequate in number, appropriately situated, and designed to accommodate moderate to high traffic volumes with a minimum of disruption in the flow.*
- b. *Collector Streets - a system of the intra-county or City roads linking residential neighborhoods to the urban street system.*
- c. *Local Streets - a system of City streets which collect traffic from individual sites and carry the traffic to the arterial system.*

Discussion: Street classifications are determined at the regional and local level. The regional classifications determine the availability of potential project funding on those roadways. The local classification identifies local limitations on roadway usage to reduce “wear and tear”.

Policy T1.5: *Limit and provide access to the street network in a manner consistent with the function and purpose of each roadway classification.*

Discussion: The City will seek consolidation of access points to state highways, arterials, and major collectors. This will complement the highway and arterial system, reduce interference with traffic flows on arterials, and discourage through traffic on local streets.

To achieve this level of access control, the City:

- Supports the State's controlled access policy on all state highway facilities;
 - May acquire access rights along some arterials and major collectors;
 - Encourages and may require landowners to work together to prepare comprehensive access plans that emphasizes internal circulation and discourage multiple access points to major roadways;
 - Encourages consolidation of access in developing commercial and high density residential areas through shared use of driveways and local access streets.
-

Policy T1.6:

Require dedication of roadway rights-of-way for new development consistent with the appropriate functional classification, adopted road standards, and the Comprehensive Plan.

Discussion: New development will result in additional traffic on City streets. Private development will be required to prepare a traffic impact analysis to determine the impact on the current level of service. Projects impacting the level of service will be required to mitigate those impacts.

Policy T1.7: *Design new residential streets to discourage cut-through traffic while maintaining the connectivity of the transportation system.*

Discussion: Residential streets often have increased number of pedestrians. Measures to reduce speed and to limit cut-through traffic to increase safety will be implemented in compliance with the Manual of Uniform Traffic Control Devices (MUTCD) as determined during the planning phase of the project.

Policy T1.8:

The City adopts the following policies on driveway access:

- *Driveway accesses onto designated arterials and collectors shall be minimized.*
- *Wherever a development fronts on two or more streets, access shall be limited to the lowest-designated street.*
- *No subdivision of land shall be permitted which creates a new lot fronting on an arterial or collector street without establishment of cross easements for access and egress, and*
- *No such subdivision shall increase the total number of access points onto Pacific's arterial or collector streets.*

Discussion: Arterial and collector streets frequently have a higher volume of traffic and occasionally increased speeds. Minimizing ingress/egress points on higher volume and higher speed roadways will maintain a higher level of service and reduce potential accidents.

Policy T1.9:

Efficient movement of existing pass-through traffic should be accomplished through traffic light synchronization, speed reduction, access management, channelization improvements, and multimodal design features; and with a minimum of disruption to the local community.

Discussion: There are two pass-through east-west corridors in Pacific: Ellingson Road and Stewart Road. Ellingson Road connects SR 167 to Pacific, Algona, Auburn, and portion of unincorporated King and Pierce Counties. This corridor currently has seven traffic lights and one railroad crossing under the control of five jurisdictions. Stewart Road currently has five lights, proposed to increase to eight lights, and one railroad crossing under the control of five jurisdictions. The traffic flows westerly in the morning and easterly in the evening. Synchronized signals in these corridors will help to prevent a decrease in the level of service as the development in the rural areas increases.

Policy T1.10

West Valley Highway from Ellingson Road south to Stewart Road will be maintained at a “Level of Service” (LOS) “F” until additional improvements (such as HOV lanes or “hot lanes”) are completed by the State on State Route 167 to extend south of Stewart Road.

Discussion: The West Valley Highway runs parallel to State Route 167 (SR 167). Southbound traffic back-ups due to heavy traffic on SR 167 typically begins around 2:30pm and lasts to about 6:30/7:00pm. Being parallel to SR 167, the West Valley Highway suffers from heavy spill-over traffic from SR 167 that is avoiding back-ups on SR 167. This is one of the major reasons that lowers the projected LOS on West Valley Highway to LOS “F”. This is borne out in the higher projected southbound traffic volumes during pm peak periods in Tables 8.3 and 8.4.

Extending the HOV or “hot lanes” south on SR 167 to Stewart Road (8th Street E.) is currently under design (as part of a design/build process) with the State Department of Transportation (WSDOT). Once the HOV/“Hot Lanes” are extended, the City can re-examine raising the LOS on West Valley Highway to a higher LOS designation.

Citizen Participation

~~**GOAL T2:** Develop a citizen participation program (Transportation Advisory Committee) to increase public involvement in transportation planning.~~

~~**Policy T2.1:** Support and promote public involvement in Pierce Transit, King County Metro, and Regional Transit Authority decision making. (Policy moved under Transit)~~

PEDESTRIAN MOBILITY

GOAL T32: Ensure adequate accommodation of pedestrian needs in all transportation policies and facilities.

POLICIES

Policy T32.1:

Sidewalks, trails, and other walking facilities should be extended throughout the City to allow more convenient and efficient pedestrian movement.

Discussion: The City is committed to providing alternative methods of transportation for pedestrians. Priority should be given to sidewalks leading to schools.

Policy T32.2:

Where appropriate, the City will install new sidewalks in pedestrian corridors considered by the City to be high priority [i.e., parks and areas used by elderly or handicapped persons] within two years of identification, as funds allow.

Discussion: A planned and prioritized pedestrian network provides direction to staff when seeking funds for new projects. End use generators must be identified. Coordination with school transportation is also important to provide safe facilities for students.

Policy T32.3:

Whenever the City contemplates reconstruction or major maintenance (including resurfacing) work on a City street that is without sidewalks, it should fully explore the possibility of adding sidewalks at the time of the street improvement.

Discussion: State and Federal funding programs require evaluation of pedestrian needs for most roadway improvement projects. Most programs require that existing pedestrian facilities be reviewed and evaluated for conformance with current accessibility requirements.

Policy T32.4

Pedestrian access to the transit system in all land use areas, including residential, commercial and industrial, should be ensured by providing convenient and attractive walkways to transit stops. Fences, walls, and development patterns that inhibit pedestrian access to transit stops are discouraged.

Discussion: The current transit system is very limited. However, transit systems expand and contract with available funding. All arterials should provide sidewalks. Bicycle facilities should be evaluated based on alternative corridors and the proposed vehicle allocation. Pedestrian route of travel shall be evaluated for each new project to assure safe ingress/egress.

Policy T32.5:

The City ~~shall~~ should encourage consideration of the needs of pedestrians in all public and private development.

Discussion: Development should be evaluated to determine the level of pedestrians potentially generated by a project and the likely route of travel. The project may be required to provide adequate facilities to provide a safe course of travel.

Policy T32.6: The City should ensure safe and comfortable pedestrian connectivity to transit stops in major employment areas.

Discussion: Safe and comfortable pedestrian connectivity helps to encourage increased transit use. The provision of sidewalks with planter strips between the curb and sidewalk provides a greater separation of pedestrian and vehicular traffic. This in turn provides a heightened sense of safety for pedestrians.

Level of Service (LOS)

~~**GOAL T4:** The transportation network shall meet the City's adopted LOS D upon approval of development, or as identified for improvement within 6 years.~~

~~The term "below the level of service standard" shall apply to situations where traffic attributed to a development results in either of the following:~~

- ~~a. An unacceptable increase in hazard or safety on a roadway.~~
- ~~b. An increase in congestion which constitutes an unacceptable adverse environmental impact under the State Environmental Policy Act.~~

FREIGHT MOBILITY

GOAL T53: Develop a transportation system that enhances the delivery and transport of goods and services. Improve existing, and construct new facilities for freight movement within the Sumner-Pacific MIC.

POLICIES

Policy T53.1:

Facilitate the movement of freight and goods through Pacific with minimal adverse traffic and environmental impact.

Discussion: The City should by developing viable, established truck routes connecting to highway systems, thereby minimizing the impacts to established residential and commercial areas. These routes should be designed to provide sidewalks and roadways to serve the needs of freight while minimizing potential conflicts between trucks and pedestrians.

Policy T53.2:

Enforce regulations so that, outside of designated routes, trucks do not utilize City streets, except for local deliveries and services.

Discussion: Roadway designs are based on vehicle capacity, anticipated weight load, trip generators, etc. Each road is designed to be cost effective. A road that is anticipated to accommodate large vehicles is designed to a higher standard than a road used primarily for passenger vehicles. Therefore, to preserve the transportation system, some roads permit truck traffic and others do not.

Policy T53.3:

Projects which enhance freight and goods movements which benefit largely State, Federal, or national needs should be constructed to minimize the impact on the City's local transportation system. The primary beneficiaries of such projects, not the City of Pacific, should fund these projects and their mitigation.

Discussion: Development that will generate large vehicle traffic will need to provide a clear route for ingress / egress of the vehicles to their respective development without utilizing elements of the road system not intended for their use.

Policy T53.4:

The City shall continue to work with the Freight Mobility Roundtable, Fast, and other regional groups to address regional needs mitigate local impacts, and support freight mobility in the Sumner-Pacific MIC and other designated areas.

Discussion: Importing and exporting is a large portion of the State's economy. This requires warehousing of goods for redistribution throughout the country. Freight mobility is a critical element for Washington ports to compete with other west coast ports.

Policy T53.5:

Identify and address areas within the Sumner-Pacific MIC (Manufacturing Industrial Center) where efficient truck access and circulation are hindered by infrastructure gaps and inadequate design. Ensure future transportation improvements address the needs of large trucks, including intersection turning radii, driveway design and street weight load capacity.

Discussion: The Cities of Pacific and Sumner are working in a cooperative effort to reduce obstacles to freight mobility in the Sumner Pacific MIC (Manufacturing Industrial Center). This includes the current

work on Stewart Road and Valentine Avenue. The final hurdle is the White River Bridge and the final segment of Stewart Road to the bridge. These projects are in the planning phase at this time.

Policy T5T3.6: Promote public-private partnerships to address the need for improved parking, staging and related services for large trucks in or adjacent to the MIC.

Discussion: Private business may have a better understanding of the need regarding the staging of large trucks within the MIC. This is often due to the economic consideration business need to consider in staging areas and services for large trucks.

PARKING –LAND USE

GOAL T6T4: Develop guidelines that ensure adequate parking supply.

POLICIES

Policy T4.1

Ensure the new development provides adequate off-street parking for its operations.

Discussion: Sufficient off-street automobile parking reduces transportation conflicts on streets and supports pedestrian and bicycle uses. The City should require parking to be designed for average need, not full capacity.

Policy T6T4.2:

Develop off-street parking that is compatible with abutting uses and supports a pedestrian- oriented streetscape.

Discussion: Pedestrian circulation throughout parking lots should be given careful consideration to minimize impacts between pedestrian traffic and vehicular traffic in parking lots.

Policy T6T4.23:

New developments shall provide adequate off-street parking to meet their needs.

Discussion: Adequate off-street parking for new developments will mitigate the potential impacts of on-street parking along busy streets. On street parking can result in increased conflicts with vehicular movement on adjacent streets. The current Pacific Municipal Code (PMC) contains formulas for calculating parking requirements. The adopted formulas should be periodically checked to with other municipalities to ensure consistent requirements.

Policy T6T4.34:

Encourage shared parking, ~~underground parking~~, or parking structures.

Discussion: Generators of parking demand are often out of phase with each other: businesses operate on an 8 to 5 schedule generate demand during the week and dining establishments and houses of worship often have demand in the evening or on the weekends. If some of these facilities are adjacent to each other, parking can be shared.

ENVIRONMENTAL IMPACTS

GOAL T7T5: Minimize the environmental impacts of all new road construction and road improvements.

POLICIES

Policy T7T5.1:

The City shall consider the impact of road construction on the environment and natural resources (particularly on sensitive areas, wildlife habitats, and water quality) as part of its environmental review process.

Discussion: Most transportation funding is provided by either State or Federal agencies. A critical element of all projects is an environmental evaluation. Environmental impacts will be reduced to the extent feasible and where it is not feasible, the impacts will be mitigated elsewhere.

Policy T7T5.2:

Design transportation facilities within the Pacific Urban Growth Area to minimize adverse environmental impacts resulting from both their construction and operation.

Discussion: Most transportation funding is provided by either State or Federal agencies. A critical element of all projects is an environmental evaluation. Environmental impacts will be mitigated to the extent feasible. In some cases, the use of “low impact development” (LID) techniques should be considered

Policy T75.3:

The City of Pacific will:

- Consider environmental costs of development and operation of the transportation system;
- Align and locate transportation facilities away from environmentally sensitive areas;
- Mitigate unavoidable environmental impacts wherever possible; and
- Solicit and incorporate the concerns and comments of interested parties.

Discussion: Where possible, transportation facilities should be located around sensitive areas. This provides the benefit of avoiding impacts to sensitive areas and the added costs (mitigation) to construct facilities that may impact sensitive areas.

Policy T75.4:

Storm water runoff from roads is a major cause of water quality degradation. All new road construction will employ the best management practices available to promote water quality compliance consistent with the adopted storm water management manuals.

Discussion: The Federal and State requirements for storm drainage require development of new facilities for roadway reconstruction and new roads. Therefore, any new roadway or reconstructed roadway will develop new stormwater facilities meeting State water quality and flow control requirements. Road resurfacing is exempt from this requirement.

AIR QUALITY

GOAL T86: The City will coordinate transportation planning with air quality guidelines published by the Puget Sound Regional Council.

POLICIES

Policy T86.1:

Support efforts to improve air quality throughout the Pacific area and develop a transportation system compatible with the goals of the Federal and State clean air acts.

Discussion: Most transportation funding is provided by either State or Federal agencies. A critical element of all projects is an environmental evaluation. Environmental impacts will be reduced to the extent feasible and where it is not feasible, the impacts will be mitigated elsewhere. Additionally, air quality receives the greatest impact from idling vehicles. The City has developed a LOS of D to reduce the number of idling vehicles.

Policy T86.2:

Coordinate with King County Metro, Pierce Transit, and other jurisdictions on Commute Trip Reduction (CTR) programs for major employers in Pacific and its UGA.

Discussion: New road projects will coordinate with the long term plans of the public transportation agencies, to provide pedestrian and transit facilities as required for future projects.

Policy T86.3:

Require Consider studies of impacts to air quality generated by traffic from new major developments.

Discussion: Depending on the type of development, traffic impacts are generated at a higher level. In these cases, the impacts to air quality should be considered as part of any environmental review.

Policy T86.4:

Promote other Transportation Demand Management (TDM) Programs.

Discussion: New road projects will coordinate with the long term plans of the public transportation agencies, to provide pedestrian and transit facilities as required for future projects.

Policy T86.5:

Work with the private and other public sectors to introduce cleaner burning fuels for the existing motorized fleet, and vehicles powered by alternate fuel sources.

Discussion: The City has developed and annually reviews the fleet needs of various departments. A review of budget impacts on alternative fuel vehicles is incorporated into the decision making process.

Policy T86.6:

Promote non-motorized transportation modes.

Discussion: The City has developed a series of sidewalks and trails. A long term plan to complete the network should be developed.

TRANSIT

GOAL T97: Support improved transit coverage and service throughout the region to improve mobility options for Pacific.

POLICIES

Policy T97.1:

Urge county and regional transit agencies to provide improved service to Pacific residents by providing routes, schedules, and ancillary facilities such as park & ride lots.

Discussion: Public transportation funding is often one of the first budget items to be cut. A valuation of the public transportation benefits needs to be conducted to educate the stakeholders of all costs associated with public transportation funds: reduced congestion; cost per rider mile; parking impacts; etc.

Policy T97.2:

Provide for a Park and Ride location in Pacific along SR 167, and identify and evaluate additional locations that could be easily served by public transportation.

Discussion: The ideal location for most park and ride facilities is at or near freeway interchanges. These properties should be noted for possible acquisition. These properties also typically have the highest land values.

Policy T97.3:

Encourage King County Metro, Pierce Transit, and Sound Transit to link to each other, and coordinate increased bus service with commuter rail service and local service within Pacific.

Discussion: Private vehicles are the most common mode of travel throughout the region. It is anticipated that the majority of vehicle trips within Pacific will continue to be private vehicles. The City will need to modify the transportation network to meet the needs of increased demand. The provision of transit service to Pacific residents will provide viable options for residents to commute to other destinations. This will help to decrease the demand on the City’s road system.

Policy T97.4:

Advocate frequent headways and express service, with priority given to higher density residential areas and popular destinations.

Discussion: Providing more commuting options for Pacific residents lessens the impacts to the regional road network and helps to decrease air quality impacts due to fewer vehicular trips on the regions roadways.

Policy T97.5:

Support regional express bus service, good connections to commuter rail stops, and a rider-friendly fare system.

Discussion: Providing more commuting options for Pacific residents lessens the impacts to the regional road network and helps to decrease air quality impacts due to fewer vehicular trips on the regions roadways.

Policy T97.6:

Consider transit facilities as mitigation for new developments that have probable significant impacts to the transportation system.

Discussion: As the City’s Manufacturing Industrial Center (MIC) continues to develop, the provision of transit facilities to encourage commuting to jobs via transit should be considered.

Policy T97.97:

Promote programs to encourage carpooling, transit, and non-motorized transportation to reduce the transportation impacts of economic and residential development.

Discussion: Updating the City’s website will provide links to carpooling and ride sharing programs.

Policy T97.108:

Work with transit agencies to make transit use more attractive to existing and potential customers, through right-of-way, sidewalk, and roadway improvements at transit stops, and safe and weather protected passenger waiting areas.

Discussion: New road projects will coordinate with the long term plans of the public transportation agencies, to provide pedestrian and transit facilities as required for future projects.

Policy T97.419: Develop rider information packages for commuter, transit, rail, and air transportation opportunities.

Discussion: The City website will provide links to carpooling, ride sharing programs, and other alternatives to single passenger cars.

Policy T7.10: Support and promote public involvement in Pierce Transit, King County Metro, and Regional Transit Authority decision-making.

Discussion: Promoting public involvement would allow decision makers hear the day to day needs of the travelling public, especially those would do not have the resources to own cars.

MOBILITY AND CAPACITY

GOAL T408: Promote adequate capacity on roadways and intersections to provide access to homes and businesses.

POLICIES

Policy T408.1:

Preserve and maintain capacity of roadways by:

- *Providing internal access between off-street parking areas in commercial areas through reciprocal agreements;*
- *Using intersecting streets as access points; or*
- *Designing subdivisions for efficient internal circulation.*

Discussion: Many safety and capacity problems relate to driveways that connect to public roads. The design of new street improvements should include provisions to consolidate existing accesses where feasible. Connecting commercial parking lots providing interior traffic flow off of public streets will lessen the number of driveway cuts on public streets and the number of potential traffic conflicts.

Policy T408.2:

Identify, acquire, and preserve rights-of-way by methods including:

- *Requiring dedication of rights-of-way as a condition for development when the need for such rights-of-way is linked to the development;*
- *Requesting donations of rights-of-way to the public;*
- *Purchasing rights-of-way by paying fair value; and*
- *Acquiring development rights and easements from property owners.*

Discussion: Private vehicles are the most common mode of travel throughout the region. It is anticipated that the majority of vehicle trips within Pacific will continue to be private vehicles. The acquisition of

right-of-way (ROW) will be crucial to ensure the safe flow of traffic and provide for faster response times for emergency services.

Policy T108.3:

Continue to work with adjacent jurisdictions and stakeholders to develop major transportation corridors.

Discussion: Coordination with adjacent jurisdictions is necessary to ensure a safe consistent transportation system. For example, access to Lakeland Hills, a major residential area in Auburn, passes through three jurisdictions; Pacific, Sumner and Auburn. This is via Stewart Road/8th Ave. in Pacific and Sumner. This street is one of only two major east/west routes across the White River Valley connecting Lakeland Hills to SR 167. Coordination with Sumner and Pierce County has resulted in major road improvements to this road to provide greater capacity and safety.



MULTIMODAL TRANSPORTATION

GOAL T419: Provide for all multimodal means of transportation in a safe, compatible and efficient manner.

POLICIES

Policy T419.1:

Develop a curb ramp program to install wheelchair ramps at all curbed intersections.

Discussion: Most transportation funding is provided by either State or Federal agencies. These funding programs require that all ramps are compliant with current ADA guidelines.

Policy T419.2:

Work with neighboring jurisdictions and other agencies to ensure that Pacific's bicycle routes and corridors are safe, functional, compatible, and interconnected.

Discussion: The City has worked with regional partners to obtain grant funding for non-motorized facilities of regional significance. The City will continue to pursue these funding sources until the network is complete.

Policy T419.3:

Plan for the expansion of appropriate road shoulders to maintain safe areas for walking, jogging, and biking.

Discussion: Expansion of impervious surfacing requires an expansion of stormwater facilities. The city needs to develop the long term pedestrian network that permits low impact or pervious surfacing alternatives.

Policy T419.4:

Accommodate the needs of bicyclists and pedestrians in the design and construction of all appropriate roadway improvements, with safety and traffic flow as primary considerations.

Discussion: Most transportation funding is provided by either State or Federal agencies. Most of these funding programs require that pedestrian facilities are provided to serve the stakeholder needs. The design of roadway improvements can reduce barriers and increase safety for bicyclists and pedestrians. The location and design of walkways and trails should vary depending on adjacent land uses.

Policy T419.5:

Work with King County Metro, Pierce Transit, Sound Transit, and businesses to evaluate and improve transit service and facilities that serve employment sites. Promote transit connections between local and regional high density-population centers and the Sumner-Pacific MIC.

Discussion: The City website will provide links to carpooling, ride sharing programs, and other alternatives to single passenger cars, including regional transit programs. The City’s elected officials and staff currently participates in regional transportation planning groups.

Policy T419.6:

Support public and private Transportation Demand Management (TDM) programs to promote alternatives to driving alone. Encourage Commute Trip Reduction (CTR) programs for businesses in the Sumner-Pacific MIC and other areas.

Discussion: The City website will provide links to carpooling, ride sharing programs, and other alternatives to single passenger cars, including regional transit programs. The City elected officials and staff currently participate in regional transportation planning groups. To implement this policy, the City will work with major employers, such as schools and retail centers, to provide incentives for carpooling, transit use, non-motorized transportation, and telecommuting. The City can also support educational programs that communicate transportation options.

Policy T419.7:

Encourage new commercial, office and industrial developments to provide physical features supportive of carpooling, transit, and non-motorized modes of travel.

Discussion: To implement this policy, the City will work with major employers, such as schools and retail centers, to provide incentives for carpooling, transit use, non-motorized transportation, and

telecommuting. For example, the provision of secured bicycle racks may help entice employees to ride their bikes to work. The City can also support educational programs that communicate transportation options.

Policy T11 9.8

The high density Urban Transit Center adjacent to the proposed Sumner-Pacific Station, which includes a mixture of urban transportation modes, should serve the Sumner-Pacific MIC and other areas of the City.

Discussion: The City website will provide links to carpooling, ride sharing programs, and other alternatives to single passenger cars, including regional transit programs. The City’s elected officials and staff currently participate in regional transportation planning groups. Examples can include preferential parking for carpools, vanpools and bicycles; transportation information and bus schedules, special loading and unloading areas for transit, carpools, and vanpools; and strong pedestrian linkages to off-site destinations.

SAFETY

GOAL T1210: Minimize transportation conflicts to ensure safety.

POLICIES

Policy T1210.2:

Maintain and enhance the safety of roads in the City of Pacific.

Discussion: Examples of methods to improve safety include access management, improved signalization, left-turn-only arrows; center left turn lanes, turn prohibitions, median islands, lighting, and other techniques. (Note: City insurance rates drop with improved safety.) Most transportation funding is provided by either State or Federal agencies. These funding programs require that a safety analysis be performed at critical areas. A warrant study is developed to determine intersection control needs as well as an evaluation of other elements that may be needed to improve safety.

GOAL T13: ~~Protect the livability and safety of residential neighborhoods from the adverse impacts of motor vehicles.~~

Policy T1310.13:

Work with residents to encourage preservation of neighborhood character and safety on residential streets.

Reducing speeds and cut-through traffic can protect the livability and safety of residential neighborhoods. The City should explore a program whereby neighborhoods can buy traffic calming devices. The City should involve the Valley Regional Fire Authority and the Pacific Police Department in the implementation of this policy.

MAINTENANCE

GOAL T1411: Assign a high priority to meeting the maintenance needs of the transportation system so that it is safe and functional.

POLICIES

Policy T1411.1:

Develop a regular maintenance schedule for all components of the transportation infrastructure.

Discussion: The City currently contracts with King County for annual maintenance of traffic signals. The City public works crew evaluates street surfaces monthly as part of the street sweeping program. Long term road maintenance programs are in development. However, until there is a Transportation Benefit District or similar mechanism developed, there is no long term funding source for street maintenance. The City should base maintenance schedules on considerations for safety and resource conservation.

Policy T1411.2:

Encourage the maintenance and improvement of the street system when addressing the transportation and circulation concerns of the community.

Discussion: The City currently contracts with King County for annual maintenance of traffic signals. The City public works crew evaluates street surfaces monthly as part of the street sweeping program. Long term road maintenance programs are in development. However, until there is a Transportation Benefit District or similar mechanism developed, there is no long term funding source for street maintenance.

Policy T1411.3:

Develop strategies necessary to improve public streets to meet applicable road standards.

Discussion: The City public works crew evaluates street surfaces monthly as part of the street sweeping program. Long term road maintenance programs are in development. However, until there is a Transportation Benefit District or similar mechanism developed, there is no long term funding source for street maintenance.

LAND USE AND TRANSPORTATION

GOAL T15 12: Ensure that transportation system improvements are compatible with adjacent land uses and will minimize potential conflicts.

POLICIES

Policy T1512.1:

Consider a complementary roadway pattern to increase accessibility to higher use areas and minimize traffic impacts on residential areas.

Discussion: Private vehicles are the most common mode of travel throughout the region. It is anticipated that the majority of vehicle trips within Pacific will continue to be private vehicles. The City will need to modify the transportation network to meet the needs of increased demand. In addition, the City has a strong desire to maintain the existing street network.

Policy T1512.2:

Employ a functional roadway classification system and guidelines to:

- *Control access to roads from adjacent developments;*
- *Route arterials and major collectors around residential neighborhoods;*
- *Prevent new residential areas from fronting on arterials;*
- *Incorporate transit, pedestrian, and bicycle access into major developments;*
- *Provide landscaping and noise buffers along major roadways;*
- *Provide facilities for bicyclists and pedestrians, and to access transit;*
- *Encourage changes to site plans to encourage pedestrian travel; and*
- *Improve pedestrian and vehicle circulation.*

Discussion: The City should adopt a street grid classification system that would minimize pass through commercial traffic within defined residential neighborhoods. Where pass through traffic does occur, appropriate speed limits to help reduce the impact of traffic conflicts should be considered.

Policy T1512.3:

Increase the visual ambiance along the Ellingson and Stewart Road corridors.

Discussion: This policy can be achieved through the requirement of street landscaping both within and outside of the right-of-way. Commercial design standards developed to complement the landscaping should be considered.

Policy T1512.4:

Develop and encourage programs, such as “adopt-a-road,” to assist in keeping roadsides and trails free of litter.

Discussion: Adopt-a-road programs have proved successful on state highways to help decrease the amount of litter along those roads. The City should identify heavily travelled roads within the City where an “adopt-a-road” program may be successful. Removing litter from these roads will enhance the overall image of the City.

NON-MOTORIZED

GOAL T1613: Provide clear and identifiable systems of walkways, sidewalks, and trails to develop an environment that will make the use of alternative transportation modes an attractive and viable option.

POLICIES

Policy T1613.1:

Pacific shall investigate transportation routes and means for non-motorized transportation between neighborhoods and with neighboring cities.

Discussion: The City working on a system of pedestrian/bike trails throughout the City that connect existing neighborhoods and with other jurisdictions. As street improvements are considered, the provision for bike lanes is considered based on the width of the right-of-way and the classification of the road. As part of new development, projects adjacent to the projected route of the Interurban Trail are required to construct that portion of the trail along their property.

Policy T1613.2:

Provide signals for pedestrians, and install mid-block crossings where appropriate.

Discussion: The City should evaluate its street system do determine where mid-block crossings may be necessary based upon the length of block and the businesses fronting either side of the street. A signal crossing should also be considered on Stewart Road for pedestrians and cyclists using the Interurban Trail.

Policy T1613.3:

Development in the Neighborhood Center should have non-motorized access and include characteristics such as limited setbacks, pedestrian-oriented streetscapes, and appropriate pedestrian crossings.

Discussion: New development within the Neighborhood Center should be designed to have access to the Interurban Trail located in the west of the Neighborhood Center through the provision of designated bike lanes on 3rd Ave. (this has been completed). This bike lane should also connect with the potential new pedestrian trail to be provided as part of the proposed levee improvements on the right bank of the White River in Pacific to be completed in 2017/2018.

Policy T1613.4:

Provide a planned system of Linear Park Trails for pedestrians and bicyclists.

Discussion: A Linear Park Trails System can serve both a recreational and a transportation function and enhance community character. This will be a system of “green streets” to connect parks, open space, recreation areas, transit, trails, schools, and shopping. To implement this policy, the City should preserve

rights-of-way for future non-motorized trail connections and utilize utility easements for trails when feasible. The City can provide systems of walkways and trails through some of the following methods:

- Working with school districts to identify and construct high priority pedestrian and bicycle school routes.
- Requiring new commercial and multi-family developments to construct sidewalks or trails.
- Assisting neighborhoods in forming Local Improvement Districts (LIDs) for sidewalk or trail construction.

Policy T1613.5:

As general guidelines, give priority to improvements to the walkways and trails systems that:

- Increase public safety,
- Construct missing links in the existing bicycle and pedestrian system,
- Upgrade existing walkways and trails,
- Are along arterial streets, and
- Connect to key destinations.

Discussion: Information on costs and benefits of improvements will be included in a walkway and trail plan to assist the City Council and Planning Commission in establishing funding priorities. The City will continue to explore opportunities to expand the pedestrian and bicycle system where appropriate with the development of properties adjacent to potential pedestrian and bicycle corridors.

Policy T1613.6:

The City shall continue to support the expansion of the Interurban Trail as an integral part of the regional transportation system.

Discussion: The City has regularly pursued grants to complete the Interurban trail. The completion of the trail has been designed to a fifty percent (50%) level. This provides a level of detail to pursue funding. However, the critical areas criteria change periodically requires additional funds for project mitigation. Expansion of the Interurban Trail will also be required as new development locates adjacent to the projected route of the Interurban Trail.



A portion of the Interurban Trail completed as part of the UPS development project.

Policy T-1613.7:

The City shall seek to accommodate bicycles in its management and design of the City street network.

Discussion: *Bicycles are intended and expected users of all surface streets in the city. Based on right-of-way widths and the roads functional classification, the City will continue to determine where bicycle lanes would be warranted to provide non-motorize commuting options. On streets without bike lanes, bicycles shall be accommodated as users sharing the travel lanes of streets, with shared lane markings as necessary to guide cyclists to ride safely with traffic and to remind motorists to expect bicycles within travel lanes.*

Policy T1613.8:

The City shall encourage the inclusion of convenient and secure bicycle storage facilities in all large public and private developments.

Discussion: *Given the City’s commitment to provide non-motorize commuting options, the City should explore regulatory options to require new development to provide bicycle storage options (for example, secured bicycle racks) as part of new development and for public properties.*

FINANCING

GOAL T1714: Secure funding to ensure an adequate roadway network that meets the City’s LOS policy

POLICIES

Policy T1714.1:

Funding efforts shall include:

- *Identifying and pursuing long-term strategies to obtain grant funding.*
- *Maximizing opportunities for grant awards by matching project objectives with revenue sources and developing joint projects with neighboring jurisdictions and other agencies.*
- *Supporting efforts at the state and federal levels to increase funding for transportation systems.*

Discussion: *The City will continue to try to secure grant funding for road improvements. Potential funding sources include the following.*

Policy T1714.2:

Balance financing of roadway improvements between existing and future users based on the principle of proportional benefit.

Discussion: Existing gas taxes and motor vehicle registration fees are not sufficient to meet the financial needs of Pacific’s transportation system. Other funding methods should be developed that are equitable and consistent with the benefits derived from improvements. Examples include, but are not limited to:

- Road Improvement Districts,

- LIDs,
- public/private partnerships,
- impact fees

The funding programs must be adequate to allow transportation improvements to be implemented concurrently with development. New development must pay a fair share of the cost to serve it.

Policy T1714.3:

Require that all road projects be adequately funded to include all required public safety and design standards.

Discussion: The City has adopted design standards for roads that includes the required safety and design standards to protect the public.

Policy T1714.4:

Identify and pursue long-term strategies to obtain grant funding.

Discussion: The City should maximize opportunities for grant awards by matching project objectives with revenue sources and developing joint projects with neighboring jurisdictions and other agencies. Potential funding sources include the following:

ROADS

State Funding

Transportation Improvement Board (TIB) – New and Preservation

Federal Funding

Surface Transportation Program (STP) – New and Preservation

Congestion Mitigation and Air Quality Program (CMAQ) - New

TRAILS

State Funding

WSDOT Pedestrian and Bicycle Safety – New

Federal Funding

Surface Transportation Program (STP) – New

Policy T1714.5:

Develop interlocal agreements with neighboring jurisdictions and other agencies to develop funding sources for transportation improvements.

Discussion: The City should work with other agencies to mitigate the impacts of new development, coordinate joint projects, and establish a program for the maintenance of common corridors. The City can share transportation resources and reduce overlap in transportation expenditures through interlocal agreements. The City is coordinating with the City of Sumner to complete the Stewart St. /8th Ave. corridor improvements. Coordination is critical between the City and the City of Sumner to obtain funds

to complete the corridor improvement across the White River which requires the construction of a new bridge.

GOAL T18: ~~Prioritize transportation expenditures.~~

Policy T18T14.16:

Prioritize transportation expenditures in the following manner within current municipal boundaries:

1. *Correct known safety hazards in the road system and improve traffic operations through low cost improvements;*
2. *Maintain the existing transportation system to prevent deterioration of facilities and avoid the need for major reconstruction of roads and bridges;*
3. *Widen existing or construct new roadways to alleviate current capacity problems and to accommodate increases in traffic.*

Discussion: The City should develop a maintenance program to inventory the condition of City streets which would allow the City to project potential maintenance costs which would allow the City to implement a yearly maintenance program based on projected yearly revenues.

Policy T18T14.27:

Use a standardized, well documented, and objective process to establish priorities for transportation expenditures within the City's UGAs.

Discussion: A standardized process will help the City determine additional City expenditures that would be necessary when annexation within the Urban Growth Area occurs.

Policy T18T14.38:

Allocate resources in the City TIP and City Capital Facilities Funding Plan according to the prioritization guidelines listed in the Capital Facilities element.

Discussion: The City will implement this policy through its TIP and concurrency management program.

PLAN UPDATES

GOAL T1915: Respond to unanticipated circumstances and conditions that require modification of adopted plans or standards. These changes may be cultural, economic, environmental, or in another form that affects the transportation system.

POLICIES

Policy T1915.1:

Annually update the TIP to reflect changes in revenue availability and roadway system needs.

Discussion: The TIP needs to be annually updated to accurately determine funding needs for roadway improvements. Forecasting these needs in advance will help the City procure revenue from a number of sources

Policy T1915.2:

Develop a concurrency management program and revise it as part of the annual amendment process for the Comprehensive Plan.

Discussion: The intent of the concurrency management program is to ensure funding for transportation improvements needed to support new development and maintain adopted transportation LOS.

Policy T1915.3:

In the event that the City is unable to fund the transportation capital improvements needed to maintain adopted transportation LOS standards, pursue one or more of the following actions:

- *Phase development that is consistent with the Land Use element until resources can be identified to provide adequate improvements;*
 - *Revise the Land Use element to reduce the traffic impacts to the degree necessary to meet adopted transportation service standards;*
 - *Reevaluate the City's adopted transportation LOS standards to reflect levels that can be maintained, given known financial resources;*
 - *Require new and existing development to implement measures to decrease congestion and enhance mobility; and/or*
 - *Place a moratorium on development in affected areas.*
-

Policy T1915.4:

Analyze and strongly consider the use of development impact mitigation fees.

Discussion: The use of impact fees will help to mitigate the impacts of new development. The fees can be targeted to provide for system improvements that will help ensure that the City meets its “Level of Service” (LOS) concurrency requirements under Revised Code of Washington (RCW).

REGIONAL PLANNING COORDINATION

GOAL T2016: Support a continuous, cooperative, and comprehensive regional transportation planning process

POLICIES

Policy T2016.1:

Support the comprehensive transportation process conducted by the PSRC pursuant to its designation as the Puget Sound's Metropolitan Planning Organization.

Discussion: The PSRC is the primary forum for the development of regional transportation and strategies. The City is required to submit this Transportation element to the PSRC for review and certification of conformity with the Metropolitan Transportation Plan, as dictated by county, state, and federal guidelines.

Policy ~~T20~~T16.2:

Aggressively pursue improvements to the State Highways that run ~~in or near~~through Pacific. The improvements can include:

- Capacity increases;
- HOV lanes or transit enhancements;
- ~~Improved pedestrian facilities, such as sidewalks, pedestrian crossings, and bus zone improvements;~~
- Interconnected and computerized signal systems, set for specific speeds; or
- Street lighting.

Discussion: Improvements to the State Highways will help the City maintain its adopted “levels of service” (LOS) for its street systems. The City’s adopted LOS for its streets is “D”. Based on projected traffic volumes, the LOS for West Valley Highway will drop to “E”. This is primarily due to spillover traffic from SR 167 to West Valley during pm peak traffic volumes. Improvements to SR 167, including the extension of the “hot/HOV” lanes will help to improve the LOS for West Valley Highway.

Policy T20.3:

Work with King and Pierce counties to make sure bottlenecks do not occur in Pacific.

3. TRANSPORTATION INVENTORY

This inventory addresses the transportation network located within the City, including those which are the responsibility of the Washington State Department of Transportation (State Route 167 in King or Pierce County).

Roadways

Roadway Classification

Figure Map 8.1 depicts the functional classification of the arterial roadway system serving the study area. Identification of the roadway functions is the basis for planning roadway improvements and the appropriate standard (right-of-way width, roadway width, design speed) that would apply to each roadway facility. The following definitions serve as a general guide in determining street classifications.

Principal Arterials - Intercommunity roadways connecting primary community centers with major facilities. Principal arterials are generally intended to serve through traffic. It is desirable to limit direct access to abutting properties.

Minor Arterials - Intercommunity roadways connecting community centers with principal arterials. In general, minor arterials serve trips of moderate length. Access is partially controlled with infrequent access to abutting properties.

Collector Arterials - Streets connecting residential neighborhoods with smaller community centers and facilities as well as access to the minor and principal arterial system. Property access is generally a higher priority for collector arterials; through-traffic movements are served as a lower priority.

State-owned transportation facilities and highways of statewide significance

In 1998, the Washington State Legislature enacted the “Level of Service Bill” (House Bill 1487) which amended the Growth Management Act (GMA) to include additional detail regarding state-owned transportation facilities in the transportation element of comprehensive plans. Within Pacific, State Route 167 (SR 167) has been designated as a Highway of Statewide Significance (HSS) in WSDOT’s Highway System Plan (HSP). SR 167 provides the major north-south regional connection between Renton and the City of Puyallup. It connects to Interstate 405 in Renton, and to SR 18 in



SR 167 from Pacific West Hill

Auburn and SR 410 in Sumner. Through Pacific, SR 167 is a full limited access four lane freeway with interchanges at Ellingson ~~Avenue~~ Road and Stewart Road. It is classified as an urban principal arterial.

Local Transportation System

The City of Pacific transportation network consists of one freeway, four major arterials, several minor arterials and local access streets. The major arterials form a square roughly at the east-west and north-south boundaries of the city. There are several features (the White River, two rail lines, ~~and SR 167~~ and the steep slopes of West Hill) that limit east-west travel in the vicinity. The following is a listing and brief description of the major roadways serving the City of Pacific:

SR 167 is a north-south limited access freeway that extends from the City of Tacoma to the City of Renton. The roadway (also called Valley Freeway) has two lanes in each direction separated by a center median. Interchange access is provided at Ellingson Road and Stewart Road. The posted speed limit is 60 mph.

Ellingson Road is an east-west major arterial that runs from West Valley highway to East Valley Highway. The roadway has two lanes in each direction with curbs and sidewalks along most of the roadway. Traffic signals are present at intersections with Frontage Road, Milwaukee Boulevard, Pacific Avenue, C Street and A Street/East Valley Highway (in the City of Auburn).

Stewart Road is an east-west major arterial that extends from West Valley Highway to Butte Avenue in Pacific. The roadway is called 8th Street east of the City of Pacific and Jovita Boulevard west of the eCity limit. The roadway has a one lane in each direction with a left-turn lane between West Valley Highway and SR 167. East of SR 167 the roadway has one lane in each direction with left turn lanes being installed at Valentine Avenue intersection. The intersections with West Valley Highway and Valentine Avenue are under traffic signal control.

West Valley Highway is a north-south major arterial that runs parallel to and just west of SR 167. The roadway has a single lane in each direction with minimal shoulders and a 40 mph speed limit. Much of the roadway has poor pavement condition.

Milwaukee Boulevard and Valentine Avenue are north-south minor arterials that, combined, provide a continuous connection from Ellingson Road to the south city limit. Milwaukee Boulevard has a single lane in each direction with full urban improvements from 3rd Avenue to the north.

Valentine Avenue is a narrow roadway with a single lane in each direction and minimal shoulders. North of Roy Road the roadway is signed for local access only. The roadway ends at 5th Avenue SE, offset approximately 500 feet from where Milwaukee Boulevard begins.

3rd Avenue South is a two lane roadway that extends east-west between Skinner Road and West Valley Highway. The roadway is designated a minor arterial between West Valley Highway and the Pacific City Park. The roadway is generally wide with urban improvements between W. Valley & Pacific Avenue S..S. The roadway is signed for local access only east of Frontage Road.

Pacific Avenue is a two-lane north-south minor arterial that extends from 4th Avenue SE, past Ellingson Road to 1st Avenue in Algona. The roadway is generally wide with urban improvements.

Frontage Road is a two-lane minor arterial that runs from 3rd Avenue SW, north into Algona. The roadway has urban improvements and on-street parking on both sides.

Public Transportation

Transit is an important alternative to automobile travel for either regional or local trips. Transit is not only useful in reducing traffic volumes and pollution, but is often the only means of transportation available to some members of the community.

Pacific's greatest need is for mobility between towns and to urban areas. King County Metro provides local and regional bus service within the City and to the north. Pierce Transit and Sound Transit also provide public transportation in the region. The City of Pacific is currently working with these agencies to enhance connections within the City limits to include possible consideration of a park and ride lot.

Rail

At one time the railroad was a vital link in the City providing both passenger and freight service. The City does not currently have passenger service, and within Pacific there is no reliance on the railway for freight service from the BNSF and Union Pacific (UPRR) railroads. The BNSF main line is used by Amtrak for through passenger rail service, and also by Sound Transit, which has stations in the cities of Auburn and Sumner, but no stops are provided in Pacific.

Non-motorized Facilities

The City's pedestrian and bicycle facilities include each of the three categories described in the Puget Sound Regional Council (PSRC) Pedestrian/Bicycle component of ~~Destination~~ Transportation 2030 2040. These components include:

- Category 1. Pedestrian and bicycle "travel chain" facilities which connect people to transit, ferry, and rail terminal from their origin to their destination.
- Category 2. Linear "long haul" pedestrian/ bicycle facilities which connect parts of the region. These facilities can be further grouped into on-road facilities and separated pedestrian/bicycle rights-of-way or trails.
- Category 3. Local "network" pedestrian and bicycle facilities in or near centers. These facilities have the potential for eliminating some short vehicle trips, which can benefit air quality and reduce congestion in some instances.

"Travel chain" facilities include sidewalks and shoulders on residential streets, used by pedestrians to reach the arterial streets served by bus routes. "Long haul facilities" include the sidewalks and shoulders of arterial streets, and the Interurban Trail, with its separate right-of-way and Trailhead at 3rd Avenue S.W., near SR167.

Continuity in pedestrian and bicycle access within the City provides for increased safety, comfort and ease for residents and recreational users. The City is striving to create a fully integrated system for these modes of transportation, yet recognizes the need to prioritize locations where it expects heavy use, such as routes connecting residential areas to recreational facilities and schools.

Regional pedestrian and bicycle traffic may use street-related facilities such as sidewalks, shoulders, and travel lanes or the Interurban Trail, which follows the Puget Power right-of-way to the north. The Trail's current southern terminus is in Pacific. Northbound pedestrian and bicycle traffic can reach Seattle from Pacific along the Interurban Trail.

Freight Mobility

Truck traffic is vital to Pacific's industrial and commercial growth, as it is the mode used for transportation between most of these enterprises and their suppliers and customers. Truck traffic comprises a significant percentage of the total traffic on SR 167, on Ellingson Road, W. Valley HWY, Stewart Road, and on Valentine Avenue.

Gravel pits on East Hill, outside Pacific, generate considerable through truck traffic. Up to 100 one-way dump tandem or center dump truck trips per hour have been counted on Ellingson Road during gravel pit operations. The warehouse/industrial area of the City of Sumner generates heavy impacts on Valentine Avenue and Stewart Road on movements to and from SR 167. The heavy truck traffic is significant not only because of its impact on traffic flow but because of the structural impact on Pacific's street system.

4. EXISTING CONDITIONS

Level of Service

The Level of Service (LOS) calculation is the means by which the operation of road systems is measured to assure that adequate facilities are present or planned and funded to accommodate development. Level of Service is a qualitative term describing operating conditions a driver will experience while traveling on a particular street or highway during a specific time interval. It ranges from LOS A (very little delay) to F (long delays, congestion). Agencies are required to adopt regulations prohibiting any development which would cause a facility to drop below identified standards.

Within the City of Pacific, Level of Service D has been established as the minimum acceptable standard for roadways and intersections.

Concurrency

For this plan, only roadway segments were analyzed for concurrency. The City requires development to analyze impacts to specific intersections at the time a development is approved. The City maintains a list of critical intersections to the local transportation network. Any developments proposing more than 25 new trips through any of these intersections will be required to prepare a Traffic Impact Analysis that identifies any deficiencies resulting from the development, and a plan for mitigating the deficiency.

Roadways that are failing are likely to include intersections that are failing as well. Additional detailed study should be done on roadways that indicate a capacity failure in order to determine the most appropriate form of improvement, including turn lanes and other intersection improvements.

Roadway Capacity Analysis

The current operation of the City of Pacific roadway network has been assessed using a 'link capacity' analysis. Each roadway in the city has a theoretical maximum vehicle carrying capacity for a given time frame. The functional classification, number of lanes, presence of traffic signals or turn-lanes are examples of features that affect the volume of traffic a particular roadway segment can handle.

For this study, the evening peak hour directional volumes were used as the basis for the LOS assessment.

The ‘base year’ link volumes for a representative sample of roadway segments were provided by the City of Pacific and the City of Auburn. The counts were mostly conducted in late 2003 and early 2004. The traffic counts on Stewart Road were collected in 1999.

The Level of Service criteria used in this analysis are based on Federal Highway Administration methodologies described in the Highway Capacity Manual. The 1998 Florida Department of Transportation (FDOT) Level of Service Handbook has provided tables of generalized roadway level of service criteria using the methodologies outlined in the Highway Capacity Manual. The generalized tables are used as a first screening process to determine which facilities may be experiencing capacity constraint.

More specific roadway or intersection analysis may be required before prioritizing or designing potential roadway improvements. The level of service tables used is shown on Table 8.1.

Table 8.1				
Generalized Level of Service Criteria				
Peak Hour Directional Volumes				
Interrupted Flow Arterials - Class I (0 to 1.99 traffic signals per mile)				
	Maximum Traffic Volume at Level of Service			
Number of Lanes	B	C	D	E*
Two, Undivided without left-turn lanes	460	660	700	700
Two, Undivided with left-turn lanes	570	820	880	880
Four, Undivided without left-turn lanes	930	1,310	1,390	1,390
Four, Undivided with left-turn lanes	1,180	1,660	1,760	1,760
Major City/County Roadways				
	Maximum Traffic Volume at Level of Service			
Number of Lanes	B*	C	D	E
Two, Undivided without left-turn lanes	N/A	350	610	660
Two, Undivided with left-turn lanes	N/A	440	760	830
* Volumes are comparable because intersection capacities have been reached.				
** Cannot be achieved.				

Figure Map 8.12 on the following page at the end of this Chapter illustrates the City of Pacific’s existing roadway network. ~~and PM peak hour traffic volumes for major roadway segments.~~ Table 8.2 illustrates the existing PM peak traffic volume data which was taken from several sources, including the City of Auburn, City of Sumner, and several development proposals. Existing and projected traffic counts in Tables 8.2, 8.3 and 8.4 are keyed to Map 8.3 at the end of this Chapter. The following table provides a summary of the current Levels of Service.

Table 8.2 Existing Roadway Level of Service (LOS)					
		Current PM Peak Hour Directional Volume		Roadway Capacity at LOS D	Level of Service (Peak Direction)
Roadway Segment		EB (Eastbound)	WB (Westbound)		
	Ellingson Road – East of C Street	1287	644	1,390	C
<u>A</u>	Ellingson Road – West of C Street (1)	614775	771828	1,390	B
<u>B</u>	3rd Avenue <u>S.</u> - West of Milwaukee Blvd	238205	9178	610	C
<u>C</u>	3rd Avenue <u>S.</u> - East of West Valley Hwy (4)	135148	4967	610	C
<u>D</u>	Stewart Road (8 th Street) - East of Valentine Avenue (2)	519810	398543	700	D
<u>E</u>	Stewart Road (8 th Street)- West of Valentine Avenue (2)	641709	691660	700	D
<u>F</u>	Stewart Road (8 th Street) - West of SR 167 (3)	898667	545462	880	F
Roadway Segment		NB	SB		
<u>G</u>	Frontage Road – South of Ellingson Road (5)	108189	186257	610	C
<u>H</u>	W Valley Hwy North of 3rd Avenue <u>S.</u> (4)	7885	709624	700	F <u>D</u>
<u>I</u>	W Valley Hwy South of 3rd Avenue <u>S.</u> (4)	78135	636596	700	D
<u>J</u>	Valentine Avenue - North of Stewart Rd (2)	91143	138377	610	C
<u>K</u>	Valentine Avenue - South of Stewart Rd (2)	123211	132227	610	C
(1) Auburn Traffic County 05/2014 (2) Sumner Meadows Redevelopment Report prepared by Transportation Engineering Northwest April 2014 (3) WSDOT traffic counts from 1/7/2014 (4) Pacific Traffic Counts from 11/2013 (5) King County 2/2007					

Existing Traffic Operations

Based on the described criteria, most roadways in the City of Pacific have sufficient capacity for current transportation needs. The following roadways which have potential capacity problems identified are listed and described below.

Stewart Road (8th Street) between Valentine Avenue and West Valley Highway

Stewart Road (8th Street) provides a major connection to SR 167 for the industrial areas of the south end of the City of Pacific and the north end of the City of Sumner. Currently, Stewart Road has a single lane

in each direction with left-turn lanes between West Valley Highway and the northbound ramps to SR 167. Between SR 167 and Valentine Road the roadway has single lanes in each direction with left-turn lanes at Valentine Avenue. Stewart Road near SR 167 is experiencing a traffic demand slightly above capacity, and east of SR 167 the roadway is near capacity.

Roadway projects are planned in the area that will improve the operation of Stewart Road within the City of Pacific. The current Pierce County Transportation Improvement Program identifies a project (jointly with the City of Pacific and WSDOT) to widen Stewart Road (8th Street) to five lanes from West Valley Highway to East Valley Highway. Within the City of Sumner, east of the White River Bridge, the road widening has been completed. Within the City of Pacific, west of the White River Bridge, it is anticipated that the road widening project will be completed by September of 2015. The last phase of the road widening project will be the replacement of the two lane bridge over the White River with a four lane bridge. The City of Pacific and the City of Sumner will be jointly applying for grants to complete this phase of the project.

West Valley Highway between Stewart Road and Ellingson Road

This roadway provides one lane in each direction with no left-turn lanes at intersections. Based on the existing traffic demand the roadway is currently operating at a LOS **F D** condition. The operation of the roadway would be improved by providing left-turn channelization on West Valley Highway at major intersections. Site distance visibility also needs to be improved.

Intersection Improvements

Table 8.2, Existing Roadway LOS, indicates the general ability of the existing roadway network to handle current traffic loads. However, specific factors could cause localized difficulties at certain intersections or on short sections of roadway. Some of these factors could include the lack of turning lanes, and high levels of truck traffic.

If an isolated stop sign-controlled intersection experiences excessive delay or congestion, it may be appropriate to construct turn lanes or to improve the traffic control. Traffic control improvements could include implementing all-way stop control or constructing a traffic signal system. These types of isolated improvements are based on site-specific need and are not measures of the overall function of the transportation system. The implementation of intersection improvements is typically addressed in the 6-year planning efforts by the city and in Traffic Impact Analyses prepared for larger developments.

Other Improvements

In addition to intersection improvements, there are other measures that can be considered to improve the overall safety of **City** roadways. Potential safety measures may include:

- Widening the existing travel lanes
- Improving horizontal and vertical curves
- Constructing or widening shoulders
- Removing obstructions to improve sight distances
- Road surface maintenance
- Constructing turn lanes at intersections
- Constructing sidewalks or bike lanes
- Adding street lighting

Demand Management and Trip Reduction Strategies

In addition to capacity and safety enhancements to the existing system, the City also encourages managing demand on its facilities. This includes provision of non-motorized facilities such as bike and pedestrian paths and sidewalks, trail networks, and connections between modes such as auto and transit. The City would like to include better access to transit through increased bus service, and by providing a park and ride lot to connect with regional and local routes served by King County Metro, Sound Transit, and Pierce Transit.

5. PLANNED IMPROVEMENTS

A review of other agency Transportation Improvement Plans (TIP) provided the following list of projects that will affect the study area:

WSDOT

The Highway Construction Capital Improvement & Preservation Program lists the following projects that will affect the study area:

SR167

8th to 277th Southbound HOT Lane

WSDOT awarded a contract for extending the existing HOT/HOV lanes on SR 167 from 37th Street NW in Auburn to Stewart Road (Eighth Street East) in Pacific. HOT (High Occupancy Toll) lanes are lanes that are open to carpools, vanpools, transit and toll-paying solo drivers. In addition to preserving priority status for transit, HOT lanes allow solo drivers to use the surplus capacity in the lanes by paying a toll. Tolls for HOT lanes are set to ensure that these lanes keep flowing even when the regular lanes are congested

City of Sumner

136th Widening Project

In partnership with the City of Pacific, the City of Sumner as project lead, is managing the 136th Street/Valentine Ave. S reconstruction project proposed for completion in Spring 2016.

8th Street East - White River Bridge:

This project will widen the bridge over White/Stuck River and is a joint project with Pierce County. The City is in the design and pursuing construction funding. Anticipated completion is Fall 2018.

City of Auburn

Lake Tapps Parkway Preservation

This project will repair and overlay the existing travelled surface of Lake Tapps Parkway. This street is an extension of Stewart Road (8th St E).

A Street SE Non-Motorized Access Improvements

This project will improve pedestrian access in the A street corridor, a portion of which will pass through the City of Pacific.

King County

There are no scheduled projects in the Pacific vicinity on the current county TIP.

Pierce County

There are no scheduled projects in the Pacific vicinity on the current county TIP.

City of Pacific 6-Year Transportation Improvement Plan (TIP)

The City of Pacific has transportation projects in various stages of development. These projects can be viewed within the current year Transportation Improvement Plan.

Planned Improvements and the Future Network

These improvements are included in the roadway networks for the future conditions analysis for 2010 and 2025 in the following sections.

6. FUTURE CONDITIONS

Traffic Volume Projections

To assess the future transportation needs of the City of Pacific, and the ability of the existing roadway network to accommodate planned growth, traffic volumes were estimated for the ~~2010-2021~~ and ~~2025-2035~~ horizon years. The traffic volume projections were prepared using the Pierce County model with Sumner and Bonney Lake enhancements. The transportation model was created using a computerized transportation network model program.

Forecasting Methodology

Traffic volume forecasts for Transportation Element of the Comprehensive Plan were developed using a traffic volume growth rate determined to be appropriate based on available data. Three different data sources were consulted in order to identify an appropriate growth rate and forecast traffic volumes in Pacific:

- Historical traffic volume data from the Washington State Department of Transportation (WSDOT) on State Route (SR) 167.
- Long-range 2040 forecasts of population and employment by the Puget Sound Regional Council (PSRC).
- Pierce County travel demand model data for 2004 and 2025.

~~The City of Pacific study area was modeled using the Emme/2 software package. Existing land use and demographic information was provided by the City of Pacific, adjacent communities and Pierce County.~~

~~The modeling process developed for this study involved four major steps:~~

- ~~Construction of a computerized street network system of the Pierce County transportation system~~
- ~~Developing a computerized land use zone system and database inventory of households and employment~~
- ~~Preparing base year model traffic volumes using trip generation factors and land use types to calibrate the model to current conditions~~
- ~~Developing future traffic volumes using projected land use changes~~

Model Post-Process Calibration

~~The transportation model has been calibrated to a high degree of accuracy for the system-wide roadway network. However, the accuracy of model volumes for particular roadway segments may vary based on a variety of factors. To account for the occurrence of local variation, a ‘post process’ calibration was applied to the model-generated traffic volumes.~~

The post-process calibration involved calculating the difference between the model generated volumes for the 2000 base year and for the 2020 horizon year. This difference is considered the model volume growth increment. The model volume growth increment was then added to the actual traffic volume counts for each roadway segment. Similarly, the 2010 traffic volume scenario was calculated by applying a percentage of the model growth increment to the actual traffic counts.

For roadways not represented in the Pierce County model, the model growth increment was not available. For those roadways model growth rates were calculated for nearby roadways in the model network and then applied to the individual roadways in the City of Pacific study area.

Future Conditions (6 Year)

The City of Pacific annually develops a Transportation Improvement Program (TIP) to address roadway deficiencies. As described previously, the deficiencies can be capacity or safety related. Most of the improvements included in the 2014 6-year TIP are intended to address safety-related deficiencies or pavement restoration. Each annual update is hereby adopted by reference in the transportation element of the county Comprehensive Plan and is available through the Public Works Department.

6-Year Horizon Traffic Volumes

Figure Table 8.3 shows estimated traffic volumes for the 2010-2025 horizon. Map 8.3 illustrates ~~alphabetically the location of the~~ estimated traffic volumes as shown in Tables 8.3 and 8.4.

The following table shows the estimated traffic volumes and Level of Service for the 2010-2025 horizon year. The capacity value for the Stewart Road (8th Street) corridor reflects the planned roadway widening project.

Table 8.3					
Projected 2010-2025 Roadway Level of Service (LOS)					
		Projected 2010-2025 PM Peak Hour Directional Volume		Roadway Capacity at LOS D*	Level of Service (Peak Direction)
Roadway Segment		EB	WB		
<u>A</u>	Ellingson Road – West of C Street	<u>676 945</u>	<u>822 1,009</u>	1,390	<u>B-C</u>
<u>B</u>	3rd Avenue - West of Milwaukee Blvd	<u>264 250</u>	<u>419 95</u>	610	C
<u>C</u>	3rd Avenue - East of West Valley Hwy	<u>167 180</u>	<u>72 82</u>	610	C
<u>D</u>	Stewart Road (8 th Street) East of Valentine Avenue	<u>685 987</u>	<u>561 662</u>	1,760	B
<u>E</u>	Stewart Road (8 th Street) - West of Valentine Avenue	<u>747 864</u>	<u>789 805</u>	1,760	B
<u>F</u>	Stewart Road - West of SR 167	<u>4006 813</u>	<u>610 563</u>	<u>1,760 880</u>	<u>B C</u>
Roadway Segment					
		NB	SB		
<u>G</u>	Frontage Road – South of Ellingson Road	<u>134 230</u>	<u>231 313</u>	610	C
<u>H</u>	W Valley Hwy North of 3rd Avenue	<u>92 104</u>	<u>687 761</u>	700	<u>D F</u>
<u>I</u>	W Valley Hwy South of 3rd	<u>87 165</u>	<u>611 727</u>	700	<u>E F</u>

	Avenue				
<u>J</u>	Valentine Avenue - North of Stewart Road	110 <u>143</u>	167 <u>377</u>	610 <u>880</u>	C <u>B</u>
<u>K</u>	Valentine Avenue - South of Stewart Road	111 <u>257</u>	136 <u>277</u>	610 <u>880</u>	C <u>B</u>

*** West Valley Highway has a designated “Level of Service” (LOS) “F”**

Projected ~~2010-2021~~ Traffic Operations

Based on the described criteria, most roadways in the City of Pacific will have sufficient capacity to accommodate the increase in traffic anticipated over the next six years.

Recommended Improvements - Roadway Capacity

Ellingson Road Corridor Study

The City should consider analyzing the Ellingson Road corridor for possible access control and left turn access measures. It is possible that the road could be re-striped as a 3-lane roadway with a center left turn lane. This would improve access into adjacent industrial and commercial properties and increase the efficiency of through traffic. Additional study is required before making any specific improvements.

West Valley Highway Corridor Study

The City should consider analyzing the West Valley Road corridor. Although traffic forecasts predict a slight reduction in volumes on the roadway, possibly due to the addition of the 167/24th interchange, further analysis is required to determine the accuracy of the model forecast and consider potential access control and left-turn provisions. West Valley Highway will continue to function at LOS F due to spillover traffic from SR 167 during PM peak hours. This may be relieved once the Department of Transportation extends the “hot lanes” further south to the Stewart Road/8th Street corridor.

Intersection Improvements

While the roadways within the City appear to be adequate in terms of capacity, it is possible that intersections along some of those roadways may experience failure. Additional intersection analysis will be done as development proposals are submitted.

Safety and Maintenance

Although most of the current roadway system has adequate capacity, the city will continue to upgrade roadways to improve various safety elements. Roadway improvements may also be constructed to improve access to appropriately zoned lands to encourage economic Development.

Figure 4 Table 8.4 ~~2025-2035~~ Traffic Volumes

Projected ~~2025-2035~~ Traffic Operations

As **Table 8.4** indicates, most of the existing roadways will continue to function at an acceptable LOS through the ~~2025-2035~~ horizon.

There are no additional recommended improvements beyond those identified in ~~2010~~ 2035. However, the City should continue to monitor impacts to specific critical intersections.

Table 8.4					
Projected 2025 2035 Roadway Level of Service (LOS)					
		Projected 2025 2035 PM Peak Hour Directional Volume		Roadway Capacity at LOS D*	Level of Service (Peak Direction)
Roadway Segment		EB	WB		
<u>A</u>	Ellingson Road – West of C Street	809 <u>1152</u>	932 <u>1239</u>	1,390	C
<u>B</u>	3rd Avenue - West of Milwaukee Blvd	319 <u>305</u>	480 <u>116</u>	610	C
<u>C</u>	3rd Avenue - East of West Valley Hwy	234 <u>220</u>	421 <u>100</u>	610	C
<u>D</u>	Stewart Road (8 th Street) East of Valentine Avenue	1134 <u>1204</u>	1005 <u>807</u>	1,760	<u>B</u> <u>C</u>
<u>E</u>	Stewart Road (8 th Street) - West of Valentine Avenue	1035 <u>1054</u>	1056 <u>981</u>	1,760	<u>B</u> <u>C</u>
<u>F</u>	Stewart Road (8 th Street) - West of SR 167	1347 <u>991</u>	818 <u>687</u>	1,760	<u>D</u> <u>B</u>
Roadway Segment		NB	SB		
<u>G</u>	Frontage Road – South of Ellingson Road	203 <u>281</u>	350 <u>382</u>	610	D
<u>H</u>	W Valley Hwy North of 3rd Avenue	423 <u>126</u>	640 <u>927</u>	700	<u>E</u> <u>F</u>
<u>I</u>	W Valley Hwy South of 3rd Avenue	408 <u>201</u>	558 <u>886</u>	700	<u>E</u> <u>F</u>
<u>J</u>	Valentine Avenue - North of Stewart Road	461 <u>212</u>	245 <u>560</u>	610	<u>E</u> <u>B</u>
<u>K</u>	Valentine Avenue - South of Stewart Road	80 <u>314</u>	146 <u>337</u>	610	<u>E</u> <u>B</u>

* West Valley Highway has a designated “Level of Service” (LOS) “F”

Future Conditions (~~2025~~2035)

Site-Specific Traffic Impact Analyses

There are ~~currently several~~ very few proposals for development projects within the City. ~~If these occur, potentially a large amount of residential and commercial infill planned for the city could occur within a concentrated area. Therefore, the City is~~ has establishing ~~established~~ a Traffic Impact Analysis process to ensure consistency in identifying and analyzing impacts.

All large developments are required to prepare a Traffic Impact Analysis (TIA) of the projected traffic conditions expected at the completion of the proposed development. The TIA would identify if additional roadway improvements are needed to accommodate the new traffic generated by the specific development. The TIA for each successive development in a localized area would be required to include the estimated traffic from all of the other planned developments that were currently in the permitting process.

If the cumulative effect of development causes specific roadways or intersections to operate at less than acceptable standards, roadway improvements would need to be funded or constructed by the developer that would improve the operation of the roadway network to an acceptable level.

Developments proposed within the area will be responsible for providing more detailed analysis of intersections and roadways impacted by the development. The following is a list of intersections that are considered critical locations to the overall function of the City of Pacific roadway network:

Critical Intersections

Ellingson Road Corridor

- Ellingson Road/West Valley Highway
- Ellingson Road/State Route 167 Southbound Ramp Terminals
- Ellingson Road/State Route 167 Northbound Ramp Terminals
- Ellingson Road/Frontage Road
- Ellingson Road/Tacoma Boulevard
- Ellingson Road/Milwaukee Boulevard
- Ellingson Road/Pacific Avenue
- Ellingson Road/C Street

3rd Avenue Corridor

- 3rd Avenue/West Valley Highway
- 3rd Avenue/Frontage Road
- 3rd Avenue/Chicago Boulevard
- 3rd Avenue/Milwaukee Boulevard
- 3rd Avenue/Butte Avenue
- 3rd Avenue/Pacific Avenue

Valentine Avenue Corridor

- Valentine Avenue/5th Avenue SE
- Valentine Avenue/Stewart Road

Stewart Road Corridor

- Stewart Road/West Valley Highway
- Stewart Road/State Route 167 Southbound Ramp Terminals
- Stewart Road/State Route 167 Northbound Ramp Terminals
- Stewart Road/Thornton Avenue
- Stewart Road/Valentine Avenue

Figure Map8.45 shows the critical intersections.

Traffic Impact Analyses prepared for new developments would be required to provide analysis of any

critical intersection impacted by 25 or more new PM peak hour trips. Analysis of additional intersections could be required at the discretion of City of Pacific staff.

Truck Traffic and Circulation

The City of Pacific has a successful and growing industrial land base. Consistent with the industrial land-use is elevated levels of truck traffic. Current strategies are in place to provide distinct truck routes to minimize the conflict with residential and non-industrial commute traffic. The recommended truck primary routes are shown on **Figure Map 8.56**. Traffic Impact Analyses prepared for commercial/industrial developments will be required to identify the amount of truck traffic that will be generated by the project during the morning and evening peak hours and average weekday.

For purposes of this analysis ‘truck’ is defined as any vehicle with a gross vehicle weight rating over 10,000 pounds and would include most combination and multiple-axle vehicles. The following levels of truck traffic would be deemed a significant increase according to the following guidelines.

The developer would be required to include with the Traffic Impact Analysis a pavement analysis for each roadway receiving an increase in truck traffic in excess of the limits defined above to determine if the roadway can accommodate the increase in truck loading.

Table 8.5 Significant Truck Traffic Levels For New Developments	
	Average Daily Volume
Designated Truck Routes	100
All other Streets	10

7. RCW 47.06.140 ~~HB 1487~~ COMPLIANCE (STATE FACILITIES)

The 1998 legislation House Bill 1487 known as the “Level of Service” Bill, amended the Growth Management Act; Priority Programming for Highways; Statewide Transportation Planning, and Regional Planning Organizations. The combined amendments to these RCWs were provided to enhance the identification of, and coordinated planning for, “transportation facilities and services of statewide significance (TFSSS)” HB 1487 recognizes the importance of these transportation facilities from a state planning and programming perspective. It requires that local jurisdictions reflect these facilities and services within their comprehensive plan.

State-Owned Transportation Facilities

SR 167 provides the major link between the City of Pacific and the region. This limited access divided highway has interchanges at Ellingson Road and Stewart Road (8th Street East) to connect the city with the State highway system. It is the only state facility within the City limits.

Estimates of Traffic

Figure 7 provides 20-year traffic volumes for SR-167. The volumes were generated by the Puget Sound Regional Council (PSRC) model applying a growth rates to recent traffic counts, which includes land use assumptions for 2025 for the City of Pacific.

Highways of statewide significance (HSS)

The Transportation Commission List of Highways of Statewide Significance includes SR 167 as an HSS within the City of Pacific and its growth area.

The City of Pacific affirms the establishment of LOS D as adopted by WSDOT for Highways of Statewide Significance.

Regionally Significant State Highways

In October 2003, the Puget Sound Regional Council Executive Board adopted level of service standards for regionally significant state highways in the central Puget Sound region. Regionally significant state highways are state transportation facilities that are not designated as being of statewide significance. The Regional Council took this action to comply with 1998 amendments (HB 1487) to the Growth Management Act.

Adoption of LOS standards for regionally significant state highways followed a year-long process involving WSDOT and the region's cities and counties. As part of the next major update to Destination 2030 Transportation 2040, the Regional Council will develop additional performance measures, such as travel time, transit service levels, pedestrian, bicycle, etc.

Level of Service Standards

The PSRC 3-tiered approach to LOS is described below and illustrated in the attached PSRC map.

Tier 1

For this process, the "inner" urban area is generally defined as a 3-mile buffer around the most heavily traveled freeways (I-5, I-405, SR 167, SR 520, and I-90), plus all designated urban centers (most are located in the freeway buffer already). The proposed standard for Tier 1 routes is LOS E/mitigated, meaning that congestion should be mitigated (such as transit) when p.m. peak hour LOS falls below LOS E.

Tier 2

These routes serve the "outer" urban area - those outside the 3-mile buffer - and connect the "main" urban growth area (UGA) to the first set of "satellite" UGA's (e.g., SR 410 to Enumclaw). These urban and rural areas are generally farther from transit alternatives, have fewer alternative roadway routes, and locally adopted LOS standards in these areas are generally LOS D or better. The proposed standard for Tier 2 routes is LOS D.

Tier 3

Rural routes are regionally significant state routes in rural areas that are not in Tier 2. The proposed standard for rural routes is LOS C, consistent with the rural standard in effect for these routes once they leave the four counties in the PSRC region, such as SR 530 entering Skagit County.

The City of Pacific asserts that proposed improvements to state-owned facilities will be consistent with the Regional Transportation Plan (RTP) and the State Highway System Plan within Washington’s Transportation Plan (WTP).

8. FINANCING AND IMPLEMENTATION

The State of Washington’s Growth Management Act (GMA) requires that a jurisdiction’s transportation plan contain a funding analysis of the transportation projects it recommends. The analysis should cover funding needs, funding resources, and it should include a multi-year financing plan. The purpose of this requirement is to insure that each jurisdiction’s transportation plan is affordable and achievable. If a funding analysis reveals that a plan is not affordable or achievable, the plan must discuss how additional funds will be raised, or how land use assumptions will be reassessed.

Federal Revenue Sources

The 1991 federal Intermodal Surface Transportation Efficiency Act (ISTEA) reshaped transportation funding by integrating what had been a hodgepodge of mode- and category-specific programs into a more flexible system of multi-modal transportation financing. For highways, ISTEA combined the former four-part Federal Aid highway system (Interstate, Primary, Secondary, and Urban) into a two-part system consisting of the National Highway System (NHS) and the Interstate System. The National Highway System includes all roadways not functionally classified as local or rural minor collector. The Interstate System, while a component of the NHS, receives funding separate from the NHS funds.

~~In 1998, the Transportation Efficiently Act for the 21st Century (TEA 21) continued this integrated approach, although specific grants for operating subsidies for transit systems were reduced.~~

The “TEA” Funding programs continue to evolve. Federal Funds are now administered through the Puget Sound Regional Council (PSRC) and WSDOT. To receive TEA21 Federal funds, cities must submit competing projects to their designated Regional Transportation Planning Organization (RTPO) or to the state DOT. Projects which best meet the specified criteria are most likely to receive funds. Projects which fund improvements for two or more transportation modes receive the highest priority for funding.

~~The status of TEA Federal funds for 2004 is uncertain and pending federal approval on a two year cycle as of this writing.~~

Projects Eligible for National Highway System Funding

- ~~▪ Construction, reconstruction, resurfacing, restoration and rehabilitation and operational improvements to NHS segments~~
- ~~▪ Construction and operation improvements to non NHS highway and transit projects in the same corridor if the improvement will improve service to the NHS, and if non NHS improvements are more cost effective than improving the NHS segment.~~
- Safety improvements
- Transportation planning
- ~~▪ Highway research and planning~~
- ~~▪ Highway related technology transfer~~
- Start-up funding for traffic management and control (up to two years)

- Fringe and corridor parking facilities
- Carpool and vanpool projects
- Bicycle transportation and pedestrian walkways
- Development and establishment of management systems
- Wetland mitigation efforts

Historical Transportation Revenue Sources

The City of Pacific historically has used three sources of funds for street improvements:

Income from Taxes

- Motor Vehicle Excise Tax (MVET)
- Motor Vehicle Fuel Tax (MVFT)

Income from Intergovernmental Sources:

- ~~HUD Block Grants~~
- Federal Aid (FAUS, FAS, ISTEPA, etc.)
- Urban Arterial Board
- TIB and STP Grants

Miscellaneous Income:

- Interest Earnings
- Miscellaneous Income
- Developer Contributions
- ~~Transportation~~ Local Improvement Districts (LID)

In the past, motor vehicle excise tax (MVET) and motor vehicle fuel tax (MVFT) allocations from the state have been the major sources of continuing funding for transportation capital improvements. Initiative 695, passed by the voters in 1999, removed MVET as a significant funding source, so the MVFT (“gas tax”) funding appear to be the only reliable source of transportation funds for the future. MVET and MVFT also provided funds for state and federal grants which are awarded competitively on a project-by-project basis and from developer contributions which are also usually targeted towards the developer’s share of specific road improvements.

Capital Costs for Recommended Improvements

Based on the City’s adopted 20-year land use plan, and the traffic analysis conducted on the city’s roadway links, there are no capital improvements required in order to maintain the city’s adopted LOS D for area roadways. Therefore, no capital cost information is presented within this plan.

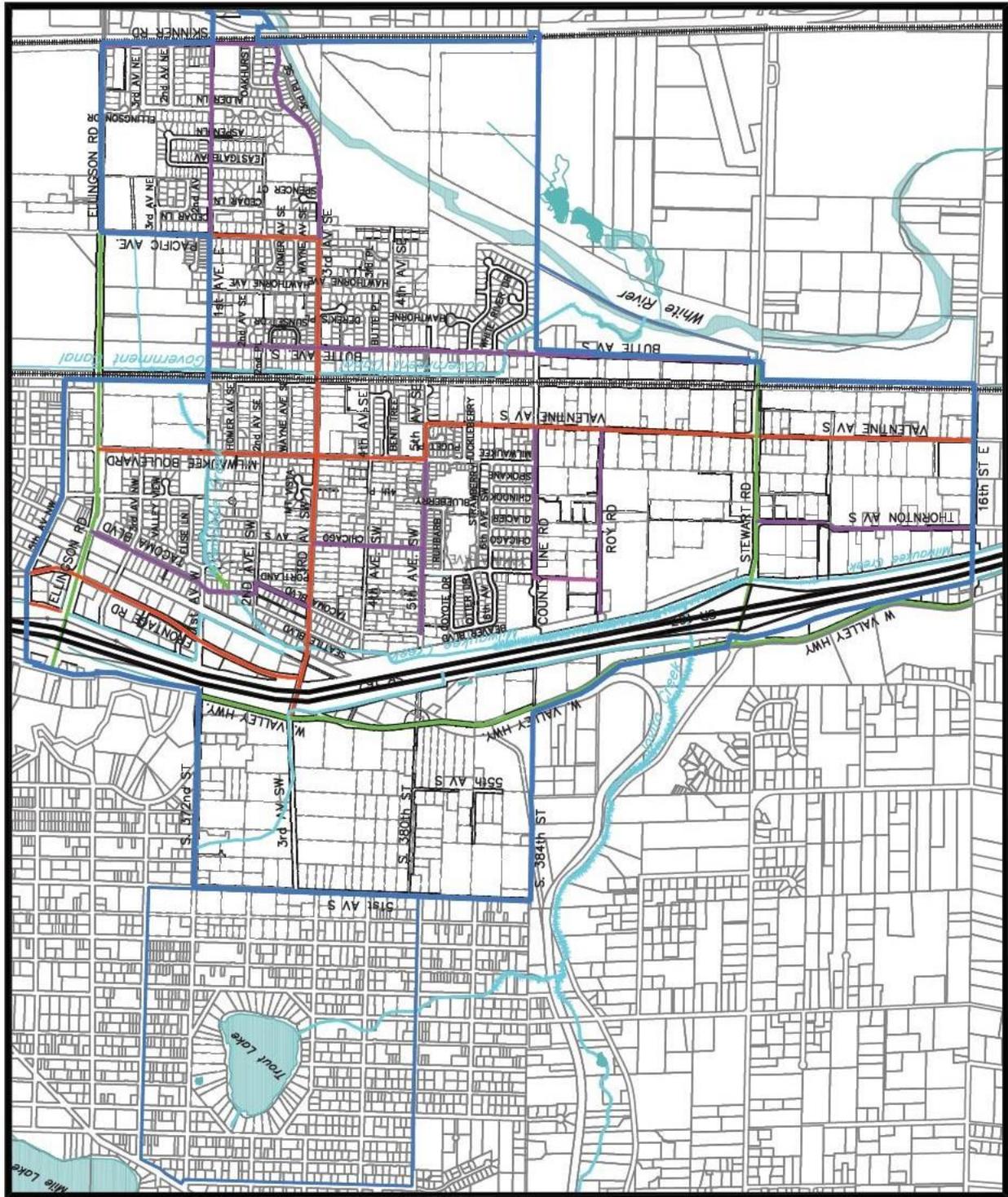
However, safety enhancements, maintenance projects, corridor studies, and local intersection improvements *are* included in the City’s TIP along with cost estimates and funding sources for each of those prioritized projects. The City is required to annually update and adopt a 6-year TIP. A copy of the City’s detailed TIP may be obtained from the Planning and Public Works Department.

Alternative Sources of Transportation Funds

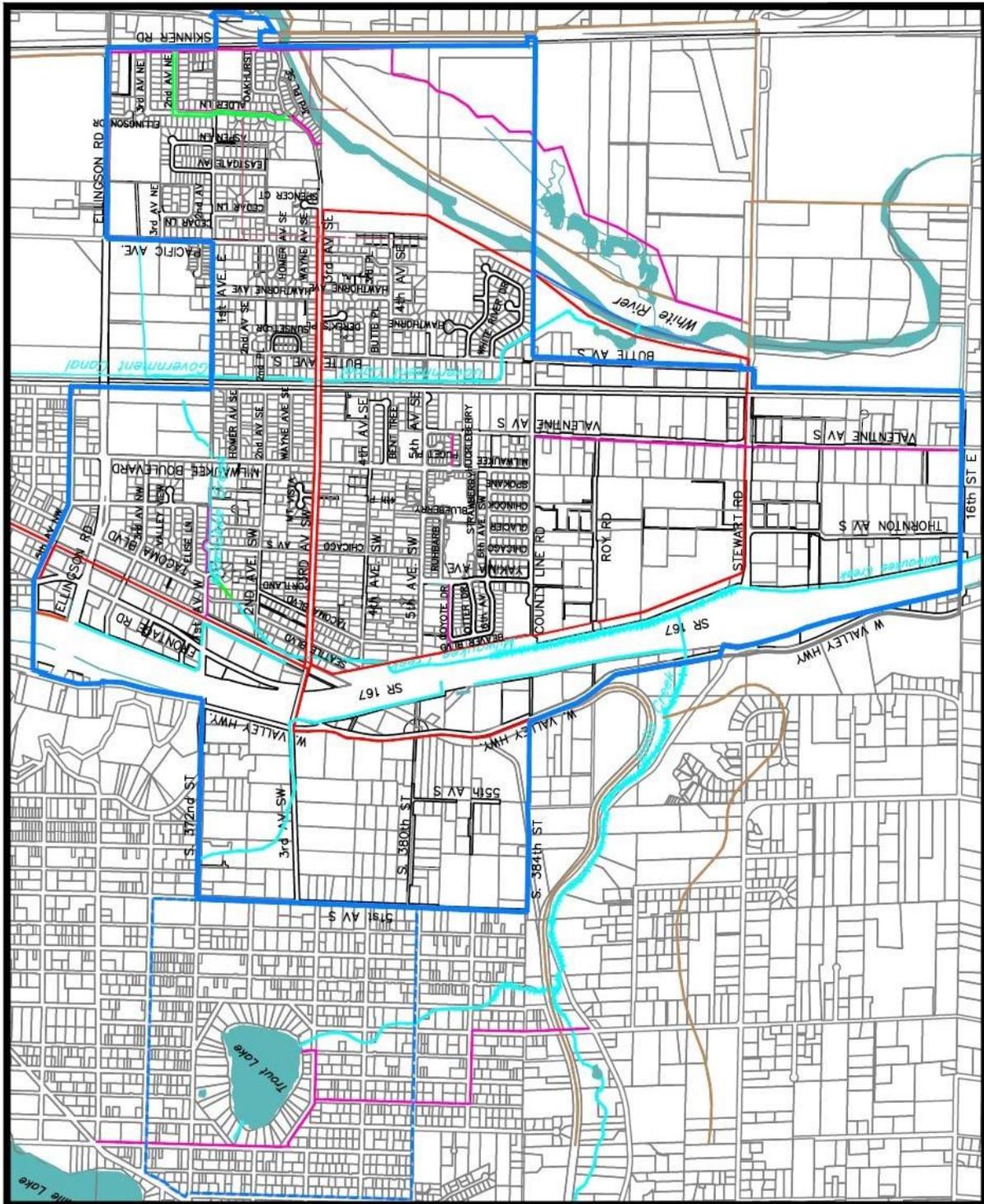
Transportation Benefit District

In 1987 the State Legislature created the option for local governments to form Transportation Benefit Districts (TBDs). A TBD is a quasi-municipal entity with the sole purpose of developing projects within the TBD boundary.

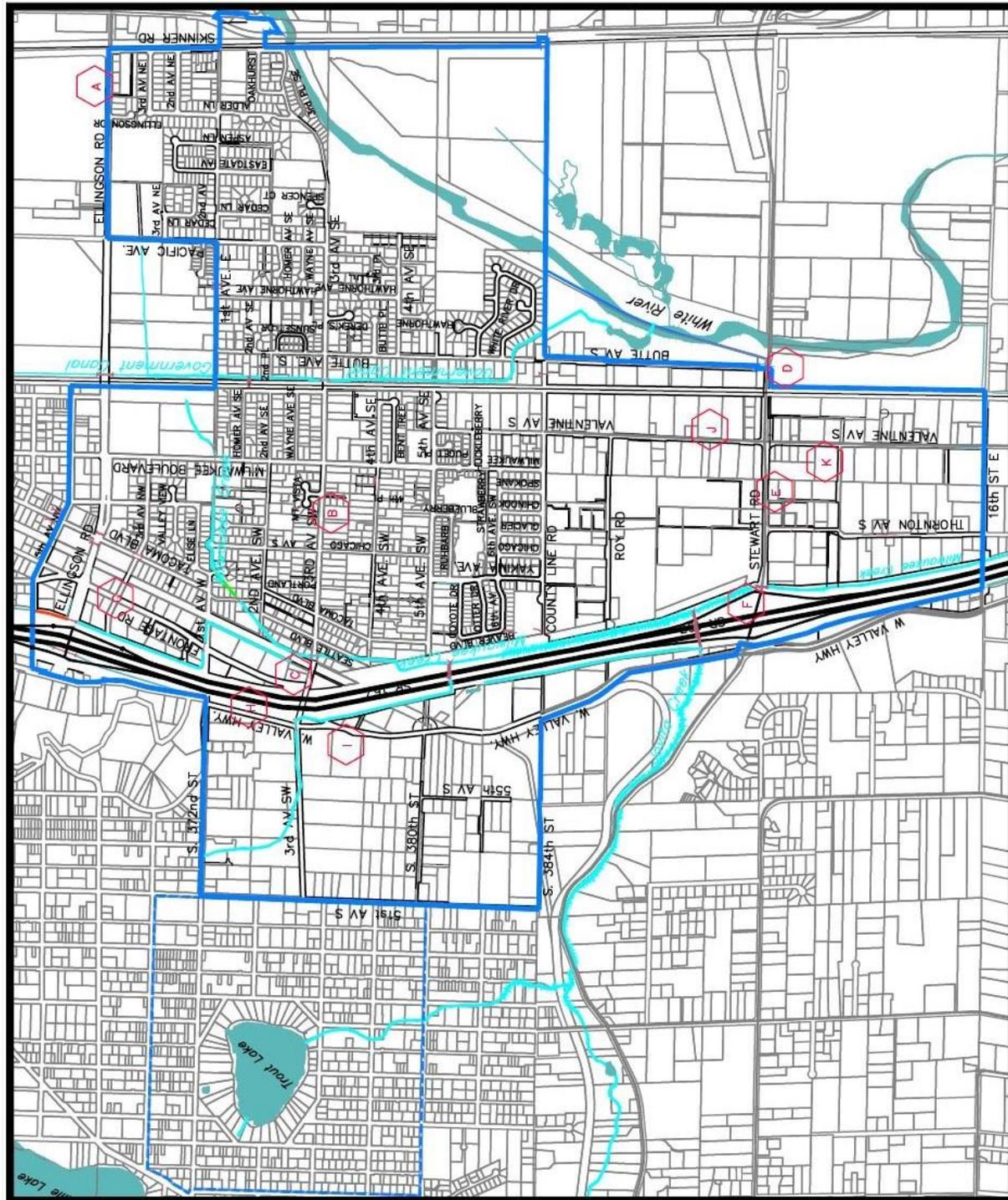
The TBD has a variety of options from vehicle tab fees to property taxes.



<p>Scale in Feet</p>	<p>LEGEND</p> <ul style="list-style-type: none"> — City Limits - - - Urban Growth Area (UGA) — Freeway (State) — Major Arterial — Minor Arterial — Collector 	<p>Map 8.1: City of Pacific Functional Classification Routes</p> <p>4/7/2015 10:01:57 AM, Revision Date</p>
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<p>Scale in Feet</p>	LEGEND	Map 8.2: City of Pacific Trails	
		City Limits	
		Urban Growth Area (UGA)	
		Interurban Trail	
		Bike Lanes	
		Trail - General	
		Trail - Other Jurisdictions	
		4/7/2015 10:11:11 AM, Revision Date	



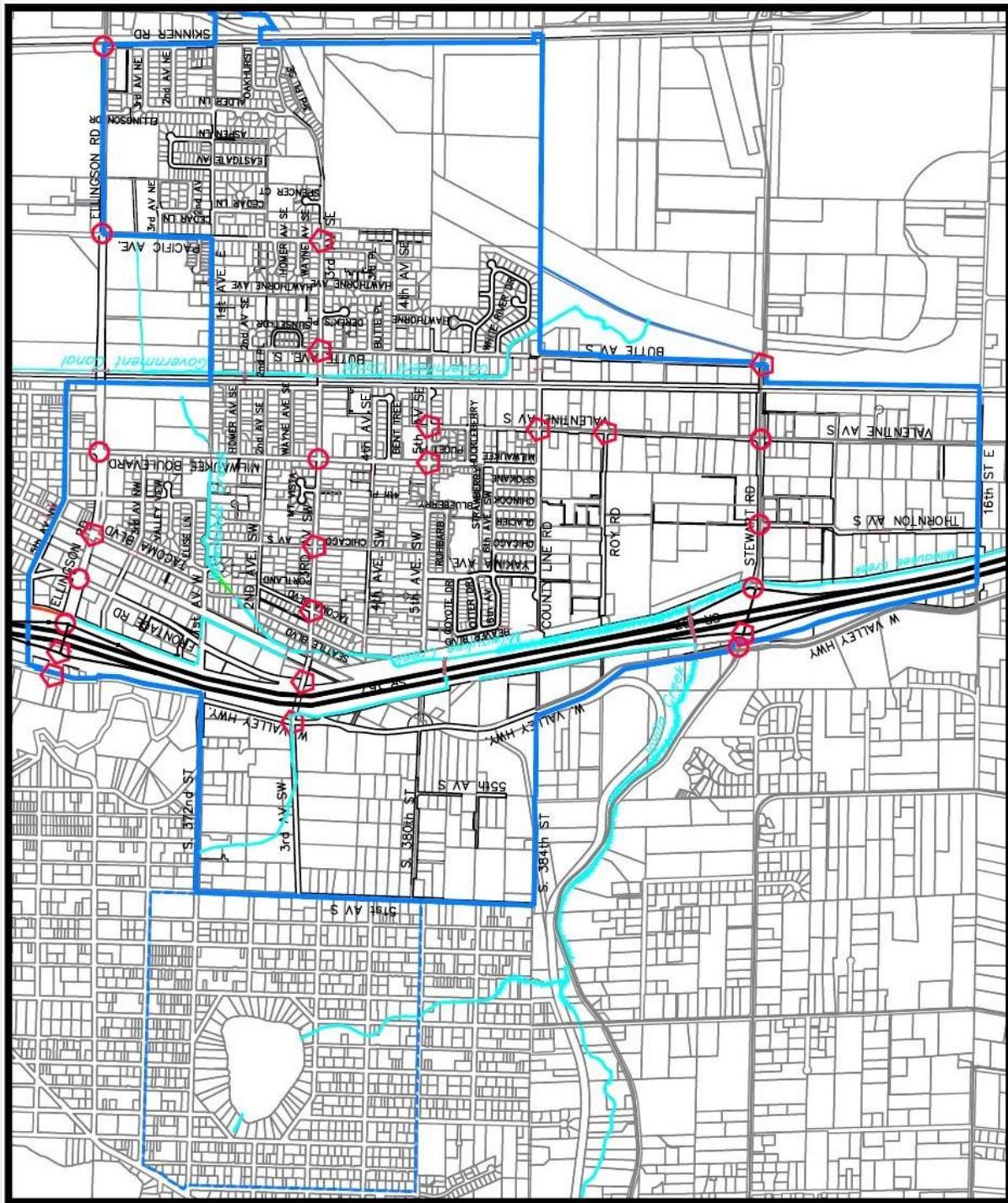
Scale in Feet

LEGEND

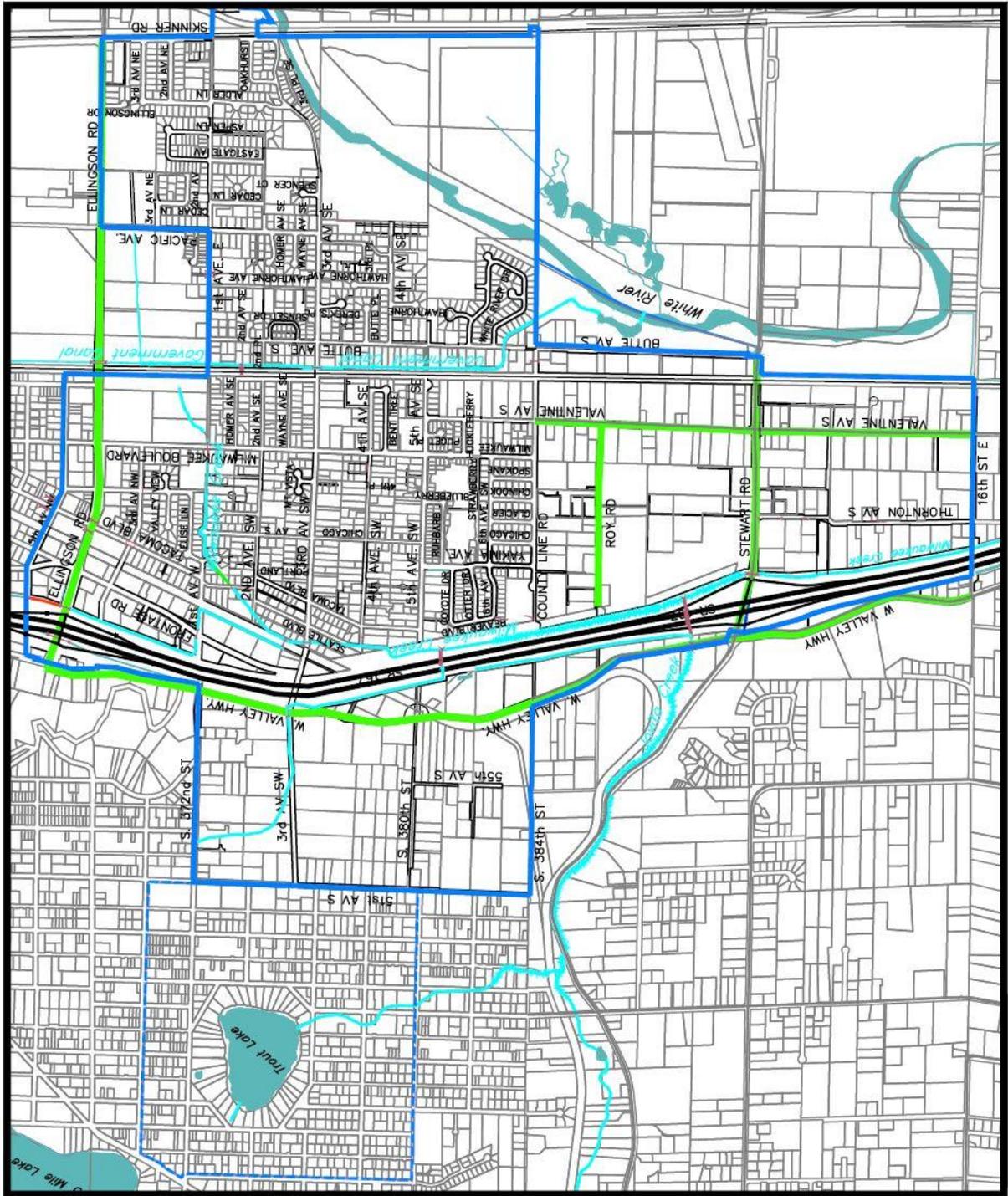
- City Limits
- Urban Growth Area (UGA)

**Map 8.3: City of Pacific
Traffic Counts**

4/7/2015 10:04:08 AM, Revision Date



<p>Scale in Feet</p>	<p>LEGEND</p> <p> City Limits</p> <p> Urban Growth Area (UGA)</p> <p> Signalized Intersection</p> <p> Non-Signalized Intersection</p>	<p>Map 8.4: City of Pacific Critical Intersections</p> <p>4/7/2015 10:06:31 AM, Revision Date</p>
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<p>Scale in Feet</p>	<p>LEGEND</p> <ul style="list-style-type: none"> — City Limits - - - Urban Growth Area (UGA) — Recommended Truck Routes 	<p>Map 8.5: City of Pacific Designated Truck Routes</p> <p>4/7/2015 10:07:44 AM, Revision Date</p>
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**CITY OF PACIFIC
ORDINANCE NO. 2015-1912**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC, WASHINGTON, RELATING TO THE COMPREHENSIVE PLAN UNDER THE GROWTH MANAGEMENT ACT; ADOPTING AMENDMENTS TO AMEND THE NATURAL ENVIRONMENT ELEMENT, ADDING ADDITIONAL TEXT AND MAPS AND ADOPTING THE “LOWER WHITE RIVER BIODIVERSITY MANAGEMENT AREA (BMA) STEWARDSHIP PLAN” AS AN APPENDIX TO CHAPTER 3 NATURAL ENVIRONMENT; AND AMENDING THE TRANSPORTATION ELEMENT OF THE COMPREHENSIVE PLAN, ADDING ADDITIONAL TEXT, MAPS, AND UPDATING THE CURRENT AND PROJECTED “LEVELS OF SERVICE” TABLES FOR CITY ROADWAYS; AND SETTING AN EFFECTIVE DATE.

WHEREAS, the City of Pacific plans under the Growth Management Act (chapter 36.70A RCW), which requires that the City adopt a Comprehensive Plan (RCW 36.70A.040); and

WHEREAS, the City may annually adopt amendments to the City’s Comprehensive Plan (RCW 36.70A.470 and 36.70A.106); and

WHEREAS, the City’s deadline for submission of applications for amendments to the Comprehensive Plan for the year 2015 was January 1, 2015; and

WHEREAS, the City received one application; a Department of Commerce grant for updates to Chapter 3 – Natural Environment, Chapter 8 – Transportation of the Comprehensive Plan and for updating the City’s Wetland Map; and

WHEREAS, the SEPA Responsible Official performed SEPA on the application and issued a Determination of Nonsignificance (DNS) on February 27, 2015; and

WHEREAS, the Planning Commission conducted three public meetings and one public hearing on March 24, 2015 on the proposed amendments and after hearing public testimony, deliberated and issued their recommendations; and

WHEREAS, the Planning Commission's recommendations were delivered to the City Council, and the City Council considered the recommendations during a public hearing held by the City Council on June 8, 2015, June 22, 2015 and November 9, 2015; and

THE CITY COUNCIL OF THE CITY OF PACIFIC, WASHINGTON, ORDAINS AS FOLLOWS:

Section 1. The City Council considered the comprehensive plan amendments and the Planning Commission's recommendations on each application as follows:

A. Chapter 3 Natural Environment.

1. *Description.* The Natural Environment Chapter has been amended as follows: (1) The Chapter has been reformatted to a single column format, (2) Goal NE-2 has been removed (3) Additional discussion points for a variety of policies, (4) Adds policy NE 5.8 regarding "Best Available Science" (BAS), (5) Deletes Policy NE-8.3, (6) Adds a new Policy NE-7.5 regarding volcanic hazard evacuation routes, (7).Adds new Goals and Policies relating to "biodiversity", (8) Provides greater detail under "Existing Conditions", (9) Provides background regarding the Lower White River Biodiversity Management Area (BMA), (10) Adopts the "Lower White River Biodiversity Management Area (BMA) Stewardship Plan" as an appendix to the Comprehensive Plan, (11) A new "Soils" map is provided (12) A new "Creeks/Streams" map is included, (13) A new "Wellhead Protection Area" map is provided, (14), A new "Lahar Hazards" map is provided, (15) A revised "Critical Areas" map is provided. This map updates the location of potential wetlands as of March 2015.

2. *Findings.* The purpose of the Natural Environment Chapter is to set out the goals and policies that the City will use as a guide to protect its Natural Resources in accordance with the Growth Management Act (GMA) under RCW 36.70A.060, 36.70A.170, 36.70A.172, and 36.70A.175. Added goals and policies regarding "Best Available Science" and "Biodiversity" will guide the City as it reviews potential updates to its "Critical Areas" regulations.

The adoption of the "Lower White River Biodiversity Management Area (BMA) Stewardship Plan" will allow the City's to participate in a regional wide effort to provide biodiversity in the lower White River Basin. Adoption will also provide residents nonregulatory methods to enhance biodiversity on their properties. The addition of a "Lahar Map" and updated "Critical Areas" map provides valuable information to property owners as they consider uses of their properties.

3. *Staff Recommendation:* City staff has recommended approval of the proposed amendments to Chapter 3 Natural Environment.

4. *Planning Commission Recommendation:* On March 24, 2015 the Planning Commission conducted a public hearing on the proposed amendments and after taking public testimony, deliberated and issued their recommendation of approval.

5. *Council Conclusions:* The City is charged with the stewardship of protecting the remaining natural areas within the City while taking into account the rights of property owners. The proposed amendments will help strike a balance between these two responsibilities.

B. Chapter 8 Transportation

1. *Description.* Amendments include the following: (1) The Chapter has been reformatted to a single column format, (2) Goal T2 and Policy T2.1 are deleted as redundant, (3) Goal T13 is deleted as redundant, (4) Goal T18 is deleted as redundant, (5) Policy T20.3 is deleted as redundant, (6) “Discussion” statements are provided for all policies, (7) The “Existing Roadway Level of Service (LOS) table is revised (Table 8.2, (8) 2025 projected roadway LOS levels are provided, (9) 2035 projected roadway LOS levels are provided, (10) Background data is updated, and (10) A new “Traffic Counts” map is provided that is keyed to Tables 8.2, 8.3., and 8.4.

2. *Findings.* Under the Growth Management Act (GMA), the Transportation Chapter of the Comprehensive Plan is a requisite element of the plan which is required to be updated on a periodic basis. The Transportation Chapter was last updated in 2008. Proposed amendments to the Transportation Chapter conform to the GMA requirements for periodic updates.

3. *Staff Recommendation:* City staff has recommended approval of the proposed amendments to Chapter 8 Transportation

4. *Planning Commission Recommendation:* On March 24, 2015 the Planning Commission conducted a public hearing on the proposed amendment and after taking public testimony, deliberated and issued their recommendation of denial.

5. *Council Conclusions:* Chapter 8 Transportation provides guidance to the City to plan for current and future improvements to the City’s road and transportation system. Proposed amendments provide additional information and methods to reach the City’s goals.

Section 2. Amendments Approved. The 2015 application to amend the Pacific Comprehensive Plan listed as follows are hereby approved:

A. Chapter 3 Natural Environment (Including the adoption of the “Lower White River Biodiversity Management Area (BMA) Stewardship Plan” as an appendix to Chapter 3).

B. Chapter 8 Transportation.

Section 3. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 4. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be 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 5. Effective Date. This Ordinance shall become effective five days after publication as provided by law.

PASSED by the Council and approved by the Mayor of the City of Pacific, this 9th day of November 2015.

CITY OF PACIFIC

Mayor Leanne Guier

ATTEST/AUTHENTICATED:

Amy Stevenson-Ness, City Clerk

**APPROVED AS TO FORM:
Office of the City Attorney**

Carol Morris, City Attorney

**PASSED BY THE CITY COUNCIL: 11.9.15
PUBLISHED: 11.13.15
EFFECTIVE DATE: 11.18.15
ORDINANCE NO: 2015-1912**



Agenda Bill No. 15-146

TO: Mayor Guier and City Council Members
FROM: Richard Gould, City Administrator
MEETING DATE: November 9, 2015
SUBJECT: Second Public Hearing regarding 2016 City of Pacific Budget

ATTACHMENTS:

Previous Council Review Date: N/A

Summary: City Council must conduct two public hearings for the purpose of taking public testimony for consideration of the proposed 2016 City of Pacific 2016 Budget.

This is the final hearing on the 2016 budget.

A brief presentation will be provided at the public hearing.

Recommended Action:

Motion for Consideration:

Budget Impact:

Alternatives:

Cities of Pacific & Algona; Municipal Court
100 3rd AVE SE; Pacific WA 98047
(253) 929-1140; (253) 929-1195 fax

Thursday, November 05, 2015

City of Algona
Attention: Julie
402 Warde St
Algona WA 98001

Dear Julie,

Please submit for compensation to Pacific Municipal Court \$4115.94 for October 2015 filings and interpreter or detention billing reimbursement, as noted below.

Interpreter billing for this period is \$497.94.
Detention billing for this period is \$248.00.
(Copies attached)

FILINGS:

70 Infractions @ 25.00	\$1750.00
27 Criminal Citations @ 60.00	\$1620.00
Total Due	\$3370.00

Monthly Revenues collected \$12,896.15.

COSTS RETAINED BY PACIFIC MUNICIPAL COURT FROM MONTHLY REVENUES:

Split of warrant fees	\$343.87
Monitoring / Record check fees	\$3800.40
Mandatory insurance costs	\$108.56
Credit card convenience fee	\$44.68
NSF fees	\$0
Copy/CD fees	\$0.65
Total	\$4298.16

Remittance check due Algona:
\$3857.39

Remittance check to King County paid:
\$72.07

Remittance check to State paid:
\$4668.53

Please contact us if you have any questions. Thank you.
Sincerely,

Kelly Rydberg
Court Administrator

CC: Algona Police Chief; month end file

PACIFIC MUNICIPAL COURT
Memorandum

TO: Judge Rochon

CC: Mayor Guier, Pacific Council Members, Managers

From: Kelly Rydberg

Date: November 2, 2015

Re: October 2015

The court:

- Held 429 hearings - 302 for Pacific and 127 for Algona.
- Collected Pacific monthly revenues of **\$36,143.83**; of which **\$26,939.79** is the local portion, \$150.31 is the County portion and **\$9053.73** is the State portion. Year to date revenues for the City of Pacific are **\$247,736.45**.
- Collected Algona monthly revenues of **\$12,896.15**; of which \$3857.39 is the local portion, \$4298.16 is the Pacific split for costs, \$72.07 is the County portion and \$4668.53 is the State portion. Year to date revenues for the City of Algona are **\$50,701.75**.

Pacific monthly filings:

Traffic infractions filed:	170	violations filed:	190
Criminal citations filed:	24	violations filed:	29

Algona monthly filings:

Traffic infractions filed:	70	violations filed:	77
Criminal citations filed:	27	violations filed:	31

GENERAL FUND/RECOUPMENT COLLECTED

	PACIFIC MONTH	PACIFIC YTD	ALGONA MONTH	ALGONA YTD
Warrant fees	1482.67	14964.89	343.88	1608.08
Record Check Fees	9146.14	86,881.25	PACIFIC KEEPS	
Jail Recoupment	1520.77	20,858.51	261.57	4266.12
Insurance Fees	138.90	1642.54	PACIFIC KEEPS	
Parking Fees	125.00	1750.00	0	110.00
PD Recoupment	934.22	13,169.24	160.34	2355.35
Interpreter Recoupment	884.22	7228.52	205.43	2388.78
Credit Card Convenience Fee	251.00	2256.97	PACIFIC KEEPS	
Interest/Bank Charges	1200.28	13,013.30	71.70	2403.59
Misc court fines and costs	4658.59	50,608.23	2814.47	37,569.83
Algona court costs **	3250.00	25,195.00	4298.16	46,556.44
Traffic school fee	3348.00	10,168.00	N/A	N/A
TOTAL	\$26,939.79	\$247,736.45	\$8155.55	\$97,258.19

** The total in the Pacific column is for September services; the total in the Algona column is costs split that Pacific keeps for October.

PACIFIC POLICE DEPARTMENT

OCTOBER 2015 MONTHLY REPORT

ACTIVITY

Dispatch calls	379
Self-initiated contacts	300
Agency assists	55

TRAFFIC ENFORCEMENT

		<u>LAST MONTH</u>
Verbal Warnings	106	95
Infractions	207	173
Criminal Traffic	16	12

SUPERIOR COURT FILINGS

Adult	3
Juvenile	0

ARRESTS

Traffic	16
Non Traffic	15
Felony	2

OFFENSES/CRIMES

Burglaries-Residential	4	Assault-DV	3
Burglaries-Commercial	1	Malicious mischief-DV	0
Thefts	5	Disputes-DV	1
Robbery	1	Violation of orders	2
Motor vehicle theft	3	Order Service	2
Motor vehicle recovery	0	Mental health referral	3
Recovered property	0	Threats/harassment	1
Poss stolen property	0	Suicidal subject	0
Vehicle prowl	3	Death investigation-DOA	0
Weapons violation	0	Homicide	0
Reckless burning/arson	0	Runaway/missing	2
DUI	2	Warrant arrests	21
Drug/liquor violation	2	CPS/APS investigation	4
Vehicle impound	2	Criminal trespass	4
Vehicle collision	5	Hit and run	4
Assault	1	Suspicious Circ	0
Malicious mischief	1	Fraud	1
ID Theft	1		

Total Cases:	96	Year to Date:	924
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FOUND PROPERTY- 1
 ILLEGAL DUMPING- 1
 DISPUTE- 1
 CIVIL- 1
 JUVENILE PROBLEM- 1

MONDAY CITY COUNCIL 11-9-2015

Community Services Report

Mayor Guier and City Council

Pacific's 26th Annual Holiday Bazaar will be held Saturday November 14, 9:00am to 4:00pm in the Pacific Gymnasium. Please invite your family and friends to come and join us for a fun filled day of holiday shopping and lunch. All proceeds from this event will benefit the City of Pacific Senior and Youth Programs.

Last Friday was a busy day here on campus for all ages as we celebrated Halloween. The Senior Center had a Halloween party complete with candy, cookies, games, and lunch. The Youth side had their parade. Gosh what fun! After, they had snacks, free pop corn, a movie and they did a scary art project. It was so much fun for all ages!

The Senior Center hosted our monthly Tea Social on Wednesday the 28th at 2:00pm. We had pumpkin pie with our tea. It was a wonderful afternoon visiting with neighbors. Our next tea is November 18, 2015 at 2:00.

Statewide Health Insurance Benefits Advisor (S.H.I.B.A.) will be in the Senior Center on Tuesday, November 17th. This is a great resource for open enrollment questions for Medicare. Please call to reserve your time today.

Catholic Community Services will be holding our annual Thanksgiving Lunch on Wednesday the 25th at noon. Please come and enjoy the lunch with all your neighbors.

At the Youth Gym Spanish Story Time is held every Monday in the East Room 3:00 – 5:00 pm.

On Friday, November 13, the Pacific Gym will be a very busy place. Story time with Debbie 10:00 to 10:35AM. Free popcorn all day Friday! And there will be Late Night with Edgewood Bible Church. Come joint the fun!

Thank you,
Respectfully submitted

Darcie Thach
JoAnne Futch



TO: Mayor Guier and City Council Members

FROM: Kelly Rydberg, Court Administrator

MEETING DATE: November 9, 2015

SUBJECT: Adoption of Resolution No. 2015-294, authorizing the Court Administrator to Execute Interagency Agreement with Administrative Office of the Courts for Interpreter reimbursement.

ATTACHMENTS: Resolution 2015-294
Interagency Agreement with Administrative Office of the Courts

Previous Council Review Date: N/A

Summary: Every year the State of Washington's Administrative Office of the Courts (AOC) provides for recoupment of court interpreter expenses. The Pacific Municipal Court relies on these funds to help pay for interpreter services to assist non English speaking clientele. Municipal Court does charge defendants for interpreter service as allowed by RCW 2.43.040(3) and seeks reimbursement from the Administrative Office of the Courts (AOC) to assist in defraying these costs.

Recommended Action: Adopt the resolution authorizing the Court Administrator to enter into an Interagency Agreement with AOC for Interpreter Services.

Motion for Consideration: I move adopt Resolution No. 15-294, authorizing the Court Administrator to execute an Interagency Agreement with Washington State Administrative Office of the Courts for Interpreter Services, incorporated herein as Exhibit A.

Budget Impact: If the Interagency Agreement is not entered into, the City will not receive reimbursement for interpreter billing up to \$3181.00 from the State.

Alternatives:

**CITY OF PACIFIC
WASHINGTON**

RESOLUTION NO. 2015-294

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC,
WASHINGTON AUTHORIZING THE COURT ADMINISTRATOR TO
EXECUTE AN INTERAGENCY AGREEMENT WITH WASHINGTON
STATE ADMINISTRATIVE OFFICE OF THE COURTS FOR
INTERPRETER EXPENSE REIMBURSEMENT**

WHEREAS, the City of Pacific has received reimbursement for court interpreter expenses for the past six years; and

WHEREAS, the City of Pacific is required by Revised Code of Washington Chapter 2.43 to provide court interpreter services when needed to individuals appearing in its municipal Court;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Pacific, Washington as follows:

Section 1. The Court Administrator is authorized to execute an Interagency Agreement with the State of Washington Administrative Office of the Courts for Court Interpreter Expense reimbursement, incorporated herein as Exhibit A.

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

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON
THE 9TH DAY OF NOVEMBER 2015.**

CITY OF PACIFIC

Leanne Guier, Mayor

ATTEST:

Amy Stevenson-Ness, City Clerk

Approved as to Form

Carol Morris, City Attorney



October 8, 2015

Kelly Rydberg
Pacific Municipal Court
100 3rd Avenue SE
Pacific, WA 98047

Dear Ms. Rydberg:

I am pleased to announce that your court is invited to continue participating in the state-funded interpreting reimbursement program for state fiscal year 2016 (July 1, 2015 – June 30, 2016). For some participating courts, there was a reduction in their contract amount for this fiscal period despite having experienced an increase in last year's interpreting costs. It is an unfortunate consequence of how the contract amount is calculated, which is based on each court's interpreting expenses for the previous two fiscal years as identified through submitted data.

We ask you to read the contract thoroughly, as we have made changes to it, especially as regards payment for ASL interpreting services. We also ask that you continue submitting the detailed data and invoices on a quarterly basis as outlined in the report. Additionally, we ask that you provide a report by June 30, 2016 highlighting your court's benefit or experiences as a result of participating in the interpreter reimbursement program, including but not limited to reporting on program improvements and challenges. A copy of your court's updated Language Access Plan should also accompany the report. This information assists us with crafting policies for the Court Interpreter Program, and provides us a better understand of the funding needs of participating courts. We found information contained in reports submitted by those in the reimbursement program quite instructive.

If you have any questions about the funding calculations or the program in general, please contact me at (360) 350-5373 or Robert.lichtenberg@courts.wa.gov.

Sincerely,

A handwritten signature in black ink that reads "Robert W. Lichtenberg".

Robert Lichtenberg
Language Access Program Coordinator

**INTERAGENCY AGREEMENT IAA16201
BETWEEN
STATE OF WASHINGTON
ADMINISTRATIVE OFFICE OF THE COURTS
AND
PACIFIC MUNICIPAL COURT**

THIS AGREEMENT ("Agreement") is entered into by and between the Administrative Office of the Courts ("AOC") and Pacific Municipal Court ("Court"), for the purpose of distributing funds for court interpreter services expenses to the Pacific Municipal Court ("Court").

1. DEFINITIONS

For purposes of this contract, the following definitions shall apply:

- a) "Certified Interpreter" means an interpreter who is certified by the Administrative Office of the Courts, as defined in RCW 2.43.020 (4) or an interpreter certified by the Office of the Deaf and Hard of Hearing ("ODHH") pursuant to WAC 388-818-500, *et. seq.* The names and contact information of AOC-certified interpreters are found, and incorporated herein by reference, at http://www.courts.wa.gov/programs_orgs/pos_interpret/. The names and contact information of ODHH-certified interpreters are found, and incorporated herein by reference, at <https://www.dshs.wa.gov/altsa/odhh/court-interpreting>
- b) "Registered Interpreter" means an interpreter who is registered by the Administrative Office of the Courts, as defined in RCW 2.43.020 (6). The names and contact information of registered interpreters are found, and incorporated herein by reference, at http://www.courts.wa.gov/programs_orgs/pos_interpret/.
- c) "Qualified Interpreter" means a spoken language interpreter as defined in RCW 2.43.020 (2), or sign language interpreter as defined in RCW 2.42.110 (2).
- d) "Qualifying Event" means a court interpreted event meeting the criteria found in Exhibit A and incorporated herein by reference and for which reimbursement is sought by the Court.

2. PURPOSE

The purpose of this Agreement is to engage the services of the Court to improve the quality and availability of court interpreter services for Limited English Proficient ("LEP"), deaf, and hard of hearing persons in accordance with chapters 2.42 and 2.43 RCW.

- a) These funds are intended to address the Court's following needs:
 - Financial need - i.e., the gap between the Court's available financial resources and the costs to meet its need for certified, registered, and qualified interpreters; and
 - Interpreter need - i.e., the gap between the level of the LEP, deaf, and hard of hearing public's need for language access to the Court's (i.e., the level of interpreter need) and the available interpreter pool (in particular, certified, registered, and qualified interpreters in the Court's most frequently needed languages).

3. DESCRIPTION OF SERVICES TO BE PROVIDED

- a) The Court agrees to actively participate in the vision and structure for state funding of interpreter services, and to track and provide interpreter cost and usage data needed to demonstrate the impact of the funding. In particular, the Court agrees to submit electronically with each request for reimbursement, completed Interpreter Services Funding Data ("ISF Data") reflecting interpreter services and costs. The Court will submit ISF Data representing both Qualifying and non-qualifying Events.
- b) Electronic data shall be submitted quarterly following the schedule as outlined in Section 5c below and using the online application and instructions found, and incorporated herein by reference, at:
<http://inside.courts.wa.gov/index.cfm?fa=controller.showPage&folder=courtInterpreter&file=interpreterStateFunding>.
- c) The Court will ensure that the interpreter funding is used for reimbursement of costs paid to certified, registered, and qualified interpreters for Qualifying Events pursuant to Exhibit A, which is incorporated herein by reference.
- d) The Court agrees to partner closely with the AOC Interpreter Program, the Interpreter Commission, and neighboring courts to identify and implement innovations and best and promising practices for providing interpreter services (e.g., innovations in scheduling of interpreters, sharing of translated resources, training of staff and judges), with a view to improving interpreter services and the service infrastructure statewide.
- e) The Court may elect to pay for interpreter services that are not in accordance with the provisions of Exhibit A as set forth; however, such payments will **not** be reimbursed.
- f) The Court agrees to submit a written report to the designated AOC Program Manager by June 30, 2016, using the template attached at Exhibit B. The report will, among other things, identify and describe innovations and best and promising practices for interpreter services which have been implemented by the Court since July 1, 2014.
- g) As a condition of receiving funding under this Agreement, the Court agrees to implement, maintain, and annually review an AOC-approved Language Assistance Plan (LAP) as reported in response to Section 10 of Exhibit B.

4. PERIOD OF PERFORMANCE

The execution of this Agreement shall constitute a ratification of an earlier verbal agreement between the parties that is now set forth in writing. Accordingly, the beginning date of performance under this Agreement is July 1, 2015, regardless of the date of execution and which shall end on June 30, 2016.

5. COMPENSATION

- a) The Court shall be reimbursed a maximum of \$3,181 for interpreter services costs incurred during the period of July 1, 2015 to June 30, 2016. No reimbursement shall be made under this Agreement for interpreting services provided after June 30, 2016.
- b) The Court shall receive payment for no more than 50 percent costs for interpreter services as set forth in Exhibit A, and incorporated herein.

- c) The Court shall not be reimbursed for interpreter services costs for Qualifying Events until properly-completed paper A-19 invoices and corresponding electronic ISF Data are received and approved by AOC, pursuant to the following schedule:
 - 1) Reflecting Qualifying and non-qualifying Events occurring between July 1, 2015 and September 30, 2015, must be received by the AOC no later than December 31, 2015.
 - 2) Reflecting Qualifying and non-qualifying Events occurring between October 1, 2015 and December 31, 2015, must be received by the AOC no later than March 1, 2016.
 - 3) Reflecting Qualifying and non-qualifying Events occurring between January 1, 2016 and March 30, 2016, must be received by the AOC no later than April 30, 2016.
 - 4) Reflecting Qualifying and non-qualifying Events occurring between April 1, 2016 and June 30, 2016, must be received by the AOC no later than July 31, 2016.

d) If this agreement is terminated, the Court shall only receive payment for performance rendered or costs incurred in accordance with the terms of this agreement prior to the effective date of termination.

e) The Court shall, submit its paper A-19 invoices quarterly to:

AOC Financial Services
PO Box 41170
Olympia, Washington 98504-1170

The ISF Data shall be submitted electronically to the AOC as described in Section 3b, above, and in conjunction with the quarterly invoice.

- f) Payment to the Court for approved and completed work will be made by warrant or account transfer by AOC within 30 days of receipt of a properly-completed paper invoice and the completed ISF Data.
- g) The Court shall maintain sufficient backup documentation of expenses under this Agreement.
- h) The AOC, in its sole discretion and upon notice, may initiate revenue sharing and reallocate funding among courts. If it appears the Court may not expend the maximum Agreement amount, the AOC may reduce the maximum Agreement amount. AOC may increase the maximum Agreement amount if additional funds become available through these revenue sharing provisions.

6. TREATMENT OF ASSETS AND PROPERTY

The AOC shall be the owner of any and all fixed assets or personal property jointly or cooperatively, acquired, held, used, or disposed of pursuant to this Agreement.

7. RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be “works for hire” as defined by the U.S. Copyright Act of 1976 and shall be owned by the AOC. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and video and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights. In the event that any of the deliverables under this Agreement include material not included within the definition of “works for hire,” the Court hereby assigns such rights to the AOC as consideration for this Agreement.

Data which is delivered under this Agreement, but which does not originate therefrom, shall be transferred to the AOC with a nonexclusive, royalty-free, irrevocable license to publish, translate, reproduce, deliver, perform, dispose of, and to authorize others to do so; Provided, that such license shall be limited to the extent which the Court has a right to grant such a license. The Court shall advise the AOC, at the time of delivery of data furnished under this Agreement, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Agreement. The AOC shall receive prompt written notice of each notice or claim of copyright infringement received by the Court with respect to any data delivered under this Agreement. The AOC shall have the right to modify or remove any restrictive markings placed upon the data by the Court.

8. INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

9. AGREEMENT ALTERATIONS AND AMENDMENTS

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

10. RECORDS, DOCUMENTS, AND REPORTS

The Court shall maintain books, records, documents and other evidence of accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. These records shall be subject at all reasonable times to inspection, review, or audit by personnel duly authorized by the AOC, the Office of the State Auditor, and federal officials so authorized by law, rule, regulation, or Agreement. The Court will retain all books, records, documents, and other material relevant to this Agreement for six years after settlement, and make them available for inspection by persons authorized under this provision.

11. RIGHT OF INSPECTION

The Court shall provide right of access to its facilities to the AOC, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Agreement.

12. DISPUTES

Disputes arising under this Agreement shall be resolved by a panel consisting of one representative from the AOC, one representative from the Court, and a mutually agreed upon third party. The dispute panel shall thereafter decide the dispute with the majority prevailing. Neither party shall have recourse to the courts unless there is a showing of noncompliance or waiver of this section.

13. TERMINATION

Either party may terminate this Agreement upon thirty (30) days written notice to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

14. GOVERNANCE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a) Applicable state and federal statutes and rules;
- b) This Agreement; and
- c) Any other provisions of the agreement, including materials incorporated by reference.

15. ASSIGNMENT

The work to be provided under this Agreement, and any claim arising hereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

16. WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

17. SEVERABILITY

If any provision of this Agreement, or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision and to this end the provisions of this Agreement are declared to be severable.

18. ENTIRE AGREEMENT

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be considered to exist or to bind any of the parties to this agreement unless otherwise stated in this Agreement.

19. AGREEMENT MANAGEMENT

The program managers noted below shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement:

AOC Program Manager	Court Program Manager
Robert Lichtenberg 1206 Quince Street SE PO Box 41170 Olympia, WA 98504-1170 robert.lichtenberg@courts.wa.gov (360) 350-5373	Kelly Rydberg Administrator 100 3rd Avenue SE Pacific, WA 98047 krydberg@ci.pacific.wa.us 253-929-1141

AGREED:

Administrative Office of the Courts

Pacific Municipal Court

Signature *Date*

Signature *Date*

Callie Dietz

Name

Name

Administrator, AOC

Title

Title

EXHIBIT A
WASHINGTON STATE INTERPRETER SERVICES FUNDING

Funding Conditions and Payment Structure

The Court Interpreter Reimbursement Program funding conditions and payment structure shall be as follows:

1. General Funding Conditions

The AOC will reimburse courts under this Agreement for the cost of interpreting services provided by persons appointed pursuant to RCW 2.43 who are AOC-credentialed in either certified or registered spoken languages, or by persons appointed pursuant to RCW 2.42 who are certified by the Office of the Deaf and Hard of Hearing (ODHH) under the applicable sections of WAC 388-818-500, *et.seq.* The reimbursement conditions are as follows:

A. Spoken Language Interpreters

1) Certified and Registered Language Interpreters

Compensation for interpreters currently credentialed by the AOC in the certified and registered language categories shall be reimbursed for actual compensation paid pursuant to the payment structure for those interpreters as outlined in this Exhibit A.

2) Non-Credentialed Interpreters in Certified and Registered Language Categories

When the AOC master interpreter list for certified or registered languages does not include any interpreters credentialed by the AOC in a certified or registered language, reimbursement will be provided for actual compensation paid pursuant to the payment structure as outlined in this Exhibit A, Section 2, (see "Payment Structure"), for those non-credentialed interpreters, providing that the interpreter is deemed qualified on the record by the Court pursuant to Chapter 2.43 RCW.

3) Non-Credentialed Languages

Compensation for interpreters for languages for which neither certification nor registration is offered will be reimbursed where the interpreter has been deemed qualified on the record pursuant to 2.43 RCW.

B. Sign Language Interpreters

Reimbursement shall be authorized for the services of ODHH-certified American Sign Language (ASL) interpreters as defined in Section 1.a of the Agreement and who are appointed pursuant to Chapter 2.42 RCW.

C. Salaried Staff and Contract Interpreters

Reimbursement will be provided for salaried staff or contracted interpreters meeting the Qualifying Event conditions for the payment of credentialed spoken and sign language interpreters, as referenced above.

D. Remote Interpreting

The AOC will reimburse local jurisdictions for using certified, registered, or otherwise qualified interpreters operating by telephone or videophone when providing court interpreting services for Limited English Proficiency (LEP) persons or persons who rely

on sign language for in-court proceedings and for services that are provided by the Court to the public outside of the courtroom.

E. Scope of Interpreter Funding

Reimbursement payment under this Agreement will only be made to the Court when the cost portion otherwise payable by the Court is paid out of the budget (or budgets, in the case of multi-court collaborative applicants) of the Court responsible for full payment.

2. Payment Structure

A. Hourly Rate

1) Rate for Spoken Language Interpreters

Subject to the maximum compensation allowable under this contract, the AOC will reimburse the Court under this Agreement for 50 percent of the hourly cost and the hourly minimum charges for services provided under this Agreement by ODHH-certified or AOC-certified, registered, or otherwise court-qualified interpreters. The AOC will reimburse courts not to exceed \$25 an hour for interpreter hourly rates and hourly minimum charges.

2) Rate for Sign Language Interpreters

Subject to the maximum compensation allowable under this contract, the AOC will reimburse the Court under this Agreement for 50 percent of the hourly cost and the hourly minimum charges for services provided under this Agreement. The AOC will reimburse courts not to exceed \$25 an hour for interpreter hourly rates and hourly minimum charges.

3) Salaried Interpreters

Subject to the maximum compensation allowable under this contract, the AOC will reimburse the Court for 50 percent of the cost of staff interpreters meeting the funding conditions for staff interpreters and will reimburse only for their provision of interpreter services, up to a maximum total salary of \$60,000 plus 27 percent in benefits (i.e., state reimbursement will be authorized for up to \$30,000 of salary plus 13.5 percent in benefits).

4) Contracted Interpreters

Subject to the maximum compensation allowable under this contract, the cost of contracted interpreters who are paid on an hourly basis will be reimbursed under the same conditions as in 2.A(1)-(2), above, and 2.B. The cost of contract interpreters who are paid other than on an hourly basis (e.g., on a half-day or flat rate basis) will be only reimbursed for the actual number of hours of interpreting provided for each Qualifying Event.

5) Telephone Interpreting Rate

The AOC will reimburse local jurisdictions for up to 50 percent of the cost of using certified, registered, or otherwise qualified interpreters providing interpretation by telephone or videophone for LEP persons or persons who rely on sign language, up to a maximum of \$1.64 per minute (with no minimum service time).

6) Hourly Minimum Rate Charges

Where a minimum hourly rate charge up to \$50 an hour and no greater is imposed for no more than the first two hours, reimbursement will be paid for half of such

hourly minimum rate.

7) Excess Charges

Interpreter rates in excess of \$50 an hour or for hourly minimum rates exceeding the first two hours shall be the sole responsibility of the Court.

8) Hourly Rounding

Hourly compensation for services provided shall be charged and paid in 30 minute increments.

B. Travel Time and Mileage

The AOC will reimburse Courts for up to 50 percent of the cost of interpreter travel time or mileage when such charges are in accordance with this Exhibit A and reimbursed as identified below in *Interpreter Travel and Mileage Reimbursement*. In such event, travel time and mileage charges will only be reimbursed for interpreters meeting the funding conditions. The AOC reserves the right to limit travel reimbursement to reasonable travel, based on known availability and location of certified, registered, or otherwise qualified interpreters.

INTERPRETER TRAVEL AND MILEAGE REIMBURSEMENT

Interpreter mileage and/or travel time will be reimbursed as follows:

1. MILEAGE

Interpreter mileage will be reimbursed in accordance with the prevailing Office of Financial Management (OFM) Policy and Guidance rate. The Court will notify interpreters of any change in the OFM rate before it becomes effective.

Mileage will be reimbursed on a from “address of origin”⁷⁷ to “address of appointment”⁷⁸ basis. The Court and interpreter will negotiate reimbursement for mileage traveled from the “address of appointment” to “address of destination”⁷⁹ on a case-by-case basis. (NOTE: Courts are encouraged to have a consistent policy regarding the return trip.) In Eastern Washington, due to the scarcity of interpreters and vast distance for portal-to-portal travel, it is recommended that the Court reimburse the interpreter for mileage on an “address of appointment” to “address of destination” or roundtrip basis⁸⁰.

Interpreter mileage related to an appointment is billable if a required party fails to appear. “Failure to appear” means a non-appearance by the LEP or deaf or hard of hearing client, attorneys, witnesses, or any necessary party to a hearing, thereby necessitating a cancellation or continuance of the hearing.

If the interpreter fails to appear, he/she will not be paid for mileage.

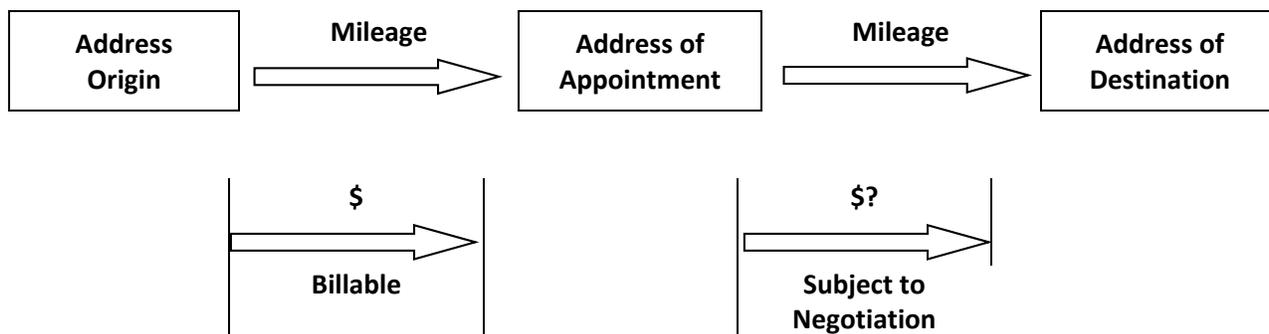
Mileage related to appointments that have been cancelled where the interpreter has received prior notice of the cancellation is not billable.

⁷⁷ “Address of origin” means the interpreter’s home, office, or immediately previous appointment meeting place.

⁷⁸ “Address of appointment” means the courthouse or other location of the interpreter assignment.

⁷⁹ “Address of destination” means the interpreter’s home, office, or immediately next appointment meeting place.

⁸⁰ “Roundtrip” means from the interpreter’s home/office to the appointed meeting place, followed by the interpreter’s return to their home/office.



2. TRAVEL TIME

Travel time will be reimbursed on a from “address of origin” to “address of appointment” basis. The Court and interpreter will negotiate reimbursement for travel time from “the address of appointment” to “address of final destination” on a case-by-case basis at the time the appointment is requested. (NOTE: Courts are encouraged to have a consistent policy regarding the return trip.) In Eastern Washington, due to the scarcity of interpreters and vast distance for portal-to-portal travel, it is recommended that the Court reimburse the interpreter for travel time on an “address of appointment” to “address of destination” or roundtrip basis.

Interpreters must travel for either a minimum of sixteen (16) miles or for one-half hour in order to be eligible for travel time reimbursement. Exceptions to the sixteen (16) mile minimum requirement shall be made when the use of a ferry contributes to the one-half hour or more of travel time.

Travel time will be reimbursed at a rate of one half the hourly interpreter rate for each hour of travel. Example: Interpreter traveled four hours to an appointment and the hourly rate is \$50. One half of the hourly rate is \$25. The calculation would be $4 \times \$25 = \100 for travel time.

Distance	Reimbursable
Origin Appointment 0 -15 Miles	Mileage Only
Origin Appointment 16+ Miles or half-hour travel*	Mileage or Travel Time* (but not both)

*Travel Time can be claimed only when traveling time is half hour (30 minutes) or more.

Interpreter travel time related to an appointment is billable if a required party fails to appear. “Failure to appear” means a non-appearance by the LEP or deaf or hard of hearing client, attorneys, witnesses, or any necessary party to a hearing, thereby necessitating a cancellation or continuance of the hearing.

If the interpreter fails to appear, he/she will not be paid for travel.

Travel time related to appointments that have been cancelled where the interpreter has received prior notice of the cancellation is not billable.



EXHIBIT B

INTERPRETER REIMBURSEMENT PROGRAM COURT REPORT TEMPLATE

This information is to help evaluate the effectiveness of the court interpreter reimbursement program.

- The report should cover the period July 1, 2014 thru May 30, 2016.
- The report should include and answer the following and can be supplemented by other materials such as charts, spreadsheets, etc.
- The report should be returned no later than June 30, 2016 to Robert Lichtenberg at Robert.lichtenberg@courts.wa.gov.
- The report should be no longer than three pages.

1. Name of Court
2. Contract Number
3. Name of Person Completing Report
4. Provide a general description of interpreting services provided by your court. The report should provide information other than that provided on the quarterly Interpreter Services Funding Data (ISF) reports. For example, include information on charging litigants, types of hearings interpreters were provided for, use of staff interpreters, interpreter scheduling practices, pool of interpreters, etc.
5. Describe any collaborative efforts with other courts including, why the collaboration was sought, the impact of these efforts, challenges, and why the efforts were initiated. For example, sometimes neighboring courts work with one another to improve interpreting services including combined scheduling, implementation of consistent payment policies, shared staff interpreters, or coordination of interpreter calendars.
6. Identify two or three greatest improvements made or promising practices realized by our court to improve interpreting services and/or to reduce expenses.
7. Identify any changes or improvements your court plans to implement in the future to improve interpreting services and/or to reduce expenses.
8. Identify any challenges or trends your court is experiencing with providing interpreting services.
9. Indicate if your court is regularly reviewing, monitoring, and updating your Language Access Plan.
 - a. If so, who is responsible for this and how often is this accomplished? When was it last reviewed and/or revised?
 - b. If not, will your court be doing so in the future? When? What have been the impediments for doing so?
10. What do you see as the most significant areas of remaining need to improving services?
11. Provide any additional information you would like us to know about your court's use of these funds and interpreter services in general.



Agenda Bill No. 15-148

TO: Mayor Guier and City Council Members
FROM: Public Works
MEETING DATE: November 9, 2015
SUBJECT: Interlocal Agreement with Sumner for Improvements to Stewart Road Corridor (Final Segment)

ATTACHMENTS:

- Resolution No. 2015-295
- Interlocal Agreement with Sumner

Previous Council Review Date: N/A

Summary: The Stewart Road Corridor is a regional transportation facility that provides cross-valley access from SR-167 to the North Lake Tapps area and other communities in the valley including Sumner, Auburn and Pacific, and local access to properties adjacent to the transportation facility. Sumner and Pacific are jointly planning a project to improve the Stewart Road Corridor from the east side of Valentine Avenue through and across the Stewart Bridge over the White (Stuck) River.

The Pacific Section contemplates improving Stewart Road to include, but is not limited to, a five lane asphalt roadway; concrete curbs, gutters and sidewalks/non-motorized trail; traffic control signing, traffic signals at Butte Avenue; channelization; required storm drainage facilities; upgrade of the crossing protection at the UPRR at-grade crossing; and the necessary rights of way to support these facilities and the anticipated roadway cross-section. The Sumner Section contemplates improving Stewart Bridge to consist of a four lane roadway, sidewalk on the south side and a multiuse trail on the north side of the bridge.

The staff believes that both cities should find it in the public interest to execute an interlocal agreement (ILA) to coordinate their efforts in a cooperative partnership to insure the orderly and consistent design, property acquisition, construction, maintenance, and use of the regional infrastructure and facilities as described in the ILA.

The Sumner City Council passed a resolution authorizing the execution of this ILA on October 19, 2015.

Recommendation/Action: Staff recommends Council approve Resolution No. 15- 295, to authorize the Mayor to execute an Interlocal Agreement (attached hereto as Exhibit A) with the City of Sumner for certain improvements to the Stewart Road Corridor.

Motion for Consideration: I move to approve Resolution No. 2015-0295, authorizing the Mayor to execute an Interlocal Agreement with the City of Sumner for certain improvements to the Stewart Road Corridor.

Budget Impact: Each Party is responsible for funding its respective portion of the Project. There is no current year budget impact. Future budget funding for this project will be approved by City Council. It is currently planned that Pacific will apply for grant funding spring 2016.

Alternatives: Do not enter into the agreement. Staff does not recommend this action.

**CITY OF PACIFIC
WASHINGTON
RESOLUTION. 2015-295**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC,
WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE AN INTERLOCAL
AGREEMENT WITH CITY OF SUMNER FOR DESIGN, RIGHT-OF-WAY
ACQUISITION AND CONSTRUCTION OF THE STEWART ROAD CORRIDOR
IMPROVEMENTS (VALENTINE A VENUE THROUGH STEWART BRIDGE).**

WHEREAS, the Stewart Road Corridor is a regional transportation facility that provides cross-valley access from SR-167 to the North Lake Tapps area and other communities in the Valley, including Sumner, Auburn and Pacific, and local access to properties adjacent to the transportation facility; and

WHEREAS, this project includes the design, right-of-way acquisition, construction, and maintenance of Stewart Road from the east side of Valentine Avenue to the easterly corporate limits of the City of Pacific and the reconstruction of the Stewart Bridge over the White (Stuck) River; and

WHEREAS, the cities of Sumner and Pacific find it in the public interest to coordinate their efforts in a cooperative partnership to insure the orderly and consistent construction, maintenance, and use of the regional infrastructure and facilities.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PACIFIC, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. That the Mayor is hereby authorized to execute the Interlocal Agreement, with the City of Sumner for design, right-of-way acquisition and construction of the Stewart Road Corridor Improvements, attached hereto as Exhibit A.

Section 2. This resolution shall take effect and be in full force upon passage and signature hereon.

ADOPTED BY THE CITY COUNCIL THIS 9th DAY OF NOVEMBER, 2015.

CITY OF PACIFIC

LEANNE GUIER, MAYOR

ATTEST/AUTHENTICATED:

AMY STEVENSON-NESS, CITY CLERK

APPROVED AS TO FORM:

CAROL MORRIS, CITY ATTORNEY

Exhibit A

INTERLOCAL AGREEMENT BETWEEN THE CITY OF SUMNER AND THE CITY OF PACIFIC FOR DESIGN, RIGHT-OF-WAY ACQUISITION AND CONSTRUCTION OF THE STEWART ROAD CORRIDOR IMPROVEMENTS (VALENTINE AVENUE THROUGH STEWART BRIDGE)

THIS AGREEMENT, made pursuant to RCW Chapter 39.34, the Interlocal Cooperation Act, is entered into this day by and between the City of Sumner, a non-charter, code municipal corporation organized under the laws of the State of Washington located and doing business at 1104 Maple Street, Sumner, Washington 98390, (hereinafter, Sumner), and the City of Pacific, a non-charter, code municipal corporation, organized under the laws of the State of Washington, located and doing business at 100 3rd Avenue S.E., Pacific, Washington 98047, (hereinafter, Pacific), together referred to as the “Parties”, for the purpose of improving the Stewart Road Corridor; and

WHEREAS, Stewart Road Corridor is a regional transportation facility that provides cross-valley access from SR-167 to the North Lake Tapps area and other communities in the valley including Sumner, Auburn and Pacific, and local access to properties adjacent to the transportation facility; and

WHEREAS, the Parties are planning a project to improve the Stewart Road Corridor from the east side of Valentine Avenue through and across the Stewart Bridge over the White (Stuck) River, hereinafter the “Project”; and

WHEREAS, the work and regional infrastructure and facilities covered by this Agreement include the design, right-of-way acquisition, and construction of Stewart Road from the east side of Valentine Avenue to the easterly corporate limits of the City of Pacific which approximate the easterly side of Butte Avenue, hereinafter the “Pacific Section”, and the reconstruction of the Stewart Bridge over the White (Stuck) River, hereinafter the Sumner Section”; and

WHEREAS, the Pacific Section contemplates improving Stewart Road to include, but not be limited to, a five lane asphalt roadway; concrete curbs, gutters and sidewalks/non-motorized trail; traffic control signing, traffic signals at Butte Avenue; channelization; required storm drainage facilities; upgrade of the crossing protection at the UPRR at-grade crossing; and the necessary rights of way to support these facilities and the anticipated roadway cross-section; and

WHEREAS, a portion of Stewart Road from the west side of the SR 167 interchange through the intersection with Valentine Avenue is currently under construction; and

WHEREAS, the City of Sumner is currently engaged in the design, development and right of way acquisition phases for the replacement of the Stewart Bridge which is located immediately adjacent to the City of Pacific’s east city limit line; and

WHEREAS, the Sumner Section contemplates improving Stewart Bridge to consist of a four lane roadway, sidewalk on the south side and a multiuse trail on the north side of the bridge; and

WHEREAS, the Parties have determined that it is in the Parties best interest for Sumner to provide a lead entity role to see the project through design, right-of-way (ROW) acquisition, final design and construction administration of the construction contract for the Project in an effort to follow the Federal process and use the Certified Acceptance (CA) status that Sumner currently maintains with the Washington State Department of Transportation (WSDOT); and

WHEREAS, the Parties to this Agreement recognize the benefits of an improved transportation system along the Stewart Road Corridor and desire to cooperatively improve the Stewart Road Corridor within the corporate limits of the cities; and

WHEREAS, the Parties to this Agreement recognize the benefit of coordinating their respective portions of the Project for the purposes of guaranteeing continuity and compatibility between the respective portions as well as within the entire Stewart Road Corridor; and

WHEREAS, the City of Pacific has been setting aside City funds in anticipation of the need to fund or provide matching funds for possible future grants which would be used for funding completion of the preliminary engineering, right-of-way acquisition, and construction associated with the contemplated improvements; and

WHEREAS, the Parties to this Agreement find it in the public interest to coordinate their efforts in a cooperative partnership to insure the orderly and consistent construction, maintenance, and use of the regional infrastructure and facilities as stated herein.

W I T N E S S E T H

NOW, THEREFORE, pursuant to Chapter 39.34 RCW, in consideration of the mutual benefits, terms, conditions, covenants and performance contained herein or attached and made part hereof, the parties hereto agree as follows:

1.0 INCORPORATION OF RECITALS

Each of the recitals set forth above is incorporated into this Agreement as though fully set forth herein.

2.0 PURPOSE AND GOALS

The purpose of this Agreement is to identify specific agreements and responsibilities in regard to jurisdiction, access, eminent domain, funding, design standards, bidding and awarding of contracts, project administration, maintenance, and use of the regional infrastructure and facilities to complete the Project.

The goals are to facilitate the Project improvements and achieve maximum cost savings for the benefit of the public.

3.0 ROLES AND RESPONSIBILITIES

The Parties agree to the roles and responsibilities identified in this Section for each phase of the Project.

3.1 ROLES

The Parties have determined that it is in their best interest for Sumner to provide a lead role to see the project through design, ROW acquisition, final design and construction administration of the construction contract for the Project in an effort to follow the Federal process and use the Certified Acceptance (CA) status that Sumner currently maintains with the Washington State Department of Transportation (WSDOT).

Sumner shall be responsible for all Project coordination, including grant compliance and the coordination necessary with all affected agencies, as required.

Sumner shall assign a Project Manager (PM) from City staff, to manage the Project through design, ROW acquisition, and construction, however nothing herein prevents Sumner from hiring a consultant to be an outside project manager. Sumner shall keep Pacific advised of the Project status by providing Pacific with regular updates during all phases, summarizing project progress. Pacific shall appoint a contact person to receive status updates from Sumner.

Sumner shall determine and utilize its staff resources or professional services as necessary for implementation and completion of the Project. Sumner's time to manage the Project will be tracked by according to all tasks performed, to show the time spent on all tasks (not just those performed for Pacific) and shall keep non-Pacific related costs as non-billable to Pacific.

Pacific agrees to cooperate and actively participate as provided herein.

Pacific shall assign a contact person(s) to represent Pacific's interests for the life of the Project. Pacific's representative(s) shall: (1) participate in Project team meetings; (2) assist in the interview and selection of a consultant(s) for joint activities; (3) assist with obtaining applicable permits; (4) assist with Project success monitoring; (5) assist with contract administration for its portion of the Project. Each party shall maintain its Project records as required by state and federal auditing requirements and shall present its records for review to the other party or any state/federal entity as requested.

3.2 PROJECT FUNDING

Each Party is responsible for funding its respective portion of the Project. Grant funds will be pursued by each City for their respective project elements with support from the partner jurisdiction. If sufficient funds are not appropriated or allocated by the City Council of either of the Parties for payments associated with this Agreement for any future fiscal period, neither of the Parties will be obligated to make payments for services or amounts incurred after the end of the current fiscal period then in effect. No penalty or expense shall accrue to either of the Parties in the event this provision applies.

3.3 ACCESS AND PERMITTING

Sumner will require full rights and access to the Pacific Section to perform its responsibilities as identified in this Agreement. Therefore, Pacific grants a right-of-entry

to Sumner and its contractors acting on its behalf and behalf of the parties under this Agreement, to perform the work within the Pacific Section.

Sumner is responsible for applying for and obtaining all required permits for the Project. Each party shall be responsible for all permit fees or other costs associated with permit applications in their respective jurisdiction. Pacific will reimburse Sumner for permitting fees incurred for any permits required within the Pacific Section of the Project. The parties agree that Sumner shall be lead agency in the National Environmental Policy Act (NEPA) and State Environmental Policy Act (SEPA) permitting for the Project and Pacific shall provide said authorization if additional documentation beyond this Agreement is required.

Pacific, in coordination with Sumner as the overall Project Manager, will be responsible for coordinating the activities with Union Pacific Railroad, other stakeholders and agencies as it relates to the Project. Pacific shall be fully responsible for all costs associated with these activities.

The Parties recognize and agree that the Project covered by this Interlocal Agreement is a top priority. Each party shall notify the other party of any possible projects that may have an impact on the on the Project prior to committing to such projects. Pacific and Sumner will mutually agree that any new project in the Project area will not significantly impact the Project before awarding bids for the new project. Each party shall provide status of such projects on a monthly basis.

3.4 DESIGN

Sumner shall be responsible for the completion of all design work in conformance with all applicable laws, regulations, local requirements, Washington State Department of Transportation (WSDOT), the Federal Highway Administration (FHWA) and industry standards, including but not limited to, the hiring of any design professionals as required by applicable law, design of the Project under Department of Ecology Storm Water Design Manual; the Washington State Department of Transportation (WSDOT) and the American Public Works Association (APWA), Washington State Chapter, Standard Specifications for Road, Bridge, and Municipal Construction, and Standard Plans (M21-01) for Road, Bridge and Municipal Construction and the Washington State Department of Transportation Construction Manual. Pacific Standards that are different from WSDOT and APWA Standards to maintain uniformity of infrastructure within Pacific, shall be incorporated into the design of the Project except where incorporation of such standards may result in loss of federal and state funding, however, Pacific understands there must also be continuity in design and facilities along the entire corridor which lies in several jurisdictions and therefore its requests will reflect this balance.

Design of Project components will be completed by a single design firm to reduce coordination efforts and costs unless having more than one firm will reduce the costs. Sumner will provide to Pacific the design firm's single point of contact. Sumner will provide to Pacific copies of all communications with the design firm.

Sumner will provide to Pacific copies of 30%, 60%, 90% and Final Project designs, specifications, plans and cost estimates within seven working days after each are submitted to Sumner by the design firm, for comment. Pacific will have fifteen (15)

working days after receipt of each design to provide written comments to Sumner for consideration. If Pacific fails to provide written comments to Sumner within the 15 working day time frame, Sumner may proceed ahead with the design of the Project as was submitted to Pacific.

3.5 RIGHT OF WAY ACQUISITION AND CONDEMNATION

. As agent to Pacific, Sumner will perform all tasks associated with right of way acquisition including, but not limited to, obtaining title reports and appraisals, making offers, conducting negotiations, and preparing and executing closing documents. The administrative costs as well as the actual acquisition costs shall be included in the total costs for the acquisition.

Sumner will present all information relating to an individual right of way acquisition to Pacific no less than fourteen (14) working days before making an offer for right of way acquisition. Pacific shall have the final approval authority through the Pacific City Council regarding right-of-way acquisition activities associated with the Pacific Section of the Project, including authorization of condemnation actions. By adoption and approval of this Interlocal, the Pacific City council and Sumner City council recognizes that the failure to authorize acquisition activities, approve offers, and initiate condemnation proceedings will have a significant financial impact on both cities.

Sumner shall notify Pacific within seven days after learning of any encroachments in the rights-of-way within the Pacific section of the Project. Pacific shall work expeditiously to remove any encroachments in the rights of way within Pacific's jurisdiction such that the Project is not delayed.

Pacific agrees to actively participate and assist Sumner in securing rights-of-way within its city limits as set forth in this Agreement.

Sumner shall notify Pacific when property negotiations relating to property within Pacific are unsuccessful, and provide Pacific with a recommendation for condemnation of the property. The recommendation shall be forwarded to the Pacific City Attorney and the Pacific City Council for consideration of condemnation proceedings within 14 days of the date of notification by Sumner to Pacific of unsuccessful negotiation efforts. Pacific is responsible for processing and litigating any potential condemnation actions within the Pacific Section, including the price of the property, all related costs, and attorneys' fees.

Upon notification of unsuccessful property acquisitions within the Sumner section of the Project, the Sumner City Council shall consider condemnation proceedings within 14 days of the date of notification of unsuccessful negotiation efforts. Sumner is responsible for processing and litigating any potential condemnation actions within the Sumner section, including the price of the property, all related costs and attorneys' fees.

3.6 CONSTRUCTION

Sumner shall be responsible for the bidding, contract award, and completion of construction work in full compliance with all laws, regulations, local requirements, industry standards and final design for the Project including, but not limited to, preparation of plans, specifications, bid documents, award, contractor payments, contract

administration, inspection, surveys, material testing, grant administration, providing as-builts, and project close-out.

Sumner is responsible for preparation and finalization of construction documents. Sumner will provide Pacific with the design firm's single point of contact and copies of all documents and communications. Sumner will include Pacific in all meetings with the construction team.

Construction bid and award for the Project will only commence after the Project is fully funded on both the Sumner and Pacific sections of the Project. This agreement will be amended prior to advertising and soliciting bids for the construction activities to address: Requirements of funding agencies, including but not limited to warranty if allowed by state and/or funding agencies, bonds, etc.; retaining a Construction Management (CM) firm; preparation of contract documents, preparation and authorization of contract amendments for CM changes in the scope of work; construction contract change orders; and cost overruns.

Pacific shall have the final approval authority regarding construction activities associated with the Pacific Section of the Project, including but not limited to, review and approval of contractor bids prior to the award of the contract, authorization of contract amendments for CM changes in the scope of work, review and approval of construction change orders and cost overruns in the Pacific section of the Project.

Sumner will immediately forward to Pacific any change orders, contractor claims or changed conditions that may have a fiscal impact on the Pacific Section of the Project. Pacific will have five (5) working days after receipt to provide written comments to Sumner relative to these change orders, contractor claims or changed conditions if the approval can be granted by Pacific staff and fourteen (14) working days if Pacific City Council approval is required.

At any time during construction and upon construction completion, Pacific shall inspect the work for the Pacific Section to determine if it complies with all laws, regulations, local requirements, industry standards and final design for the Project. Pacific shall notify Sumner in writing if the Pacific Section has passed inspection and is accepted. If the work in the Pacific Section does not pass inspection, then the parties shall work together to resolve the problem expeditiously.

3.7 MAINTENANCE

Sumner shall require the construction contractor to post a two (2) year maintenance bond with the City of Pacific, if permitted by the funding agency, to commence after construction completion and acceptance of the work in the Pacific section. This maintenance bond shall be approved as to form by the Pacific City Attorney.

Upon expiration of this agreement, or the contractor maintenance bond, whichever is later, Pacific will assume full maintenance responsibility for the portion of the Project in the Pacific corporate limits.

4.0 PROJECT COSTS

Sumner will be responsible for that portion of the Project costs associated with the

Sumner Section of the Project. Pacific will be responsible for that portion of the Project costs associated with the Pacific Section of the Project.

Project costs associated with common components of the Project will be shared as specified in grant(s) funding specific common project elements or will be split 75% Sumner, 25% Pacific. Common Project components include: Design project grant writing; stakeholder and agency coordination; environmental studies; right of way acquisition; construction document preparation; construction bid and award and contract administration contract administration; solicitation of consultants and/or bids. The parties agree that if specific improvements are required by one jurisdiction that increase costs above what is normally expected, that jurisdiction shall pay the additional costs.

Sumner shall identify and maintain records for all of its work and activities described in this Agreement in order to demonstrate that the Project costs are separated. Sumner's records for separate tasks relating to work conducted for the Sumner Section shall reflect such work as non-billable to Pacific.

Sumner will provide a Project budget and approximate monthly payment schedule to Pacific by August 15th of each fiscal year of the Project. Sumner agrees to provide an invoice to Pacific every month, showing the work performed for both Pacific and Sumner, requiring payment for Sumner's work performed on behalf of Pacific. Pacific agrees to make payment to Sumner within 60 calendar days, when properly invoiced by Sumner, for all Pacific costs and responsibilities as identified in this Agreement. If the City objects to all or any portion of any invoice, it shall notify Sumner within fifteen (15) days from the date of receipt and shall pay that portion of the invoice not in dispute. Thereafter, the parties agree to immediately make every effort to settle the disputed portion using the dispute resolution process in Section 17.

Project funding provided by other public or private sources shall be earmarked at the time of receipt as to which Section of the overall Project they shall be assigned and shall be used by that City as a portion of their otherwise obligated match to any governmental agency funds provided to the Project as a whole.

Grant funds obtained by Sumner shall be reserved for work within the Sumner Section and grant funds obtained by Pacific shall be reserved for work within the Pacific Section. Sumner shall only use grant funds obtained by Pacific for common components of the Project at the ratios provided in this Section and only upon prior written approval provided by Pacific.

Both parties shall keep cost records and accounts pertaining to this Agreement available for inspection by the other party and/or outside agencies for three (3) years after final payment unless a longer period is required by law. Copies shall be made available upon request.

Should additional costs be incurred due to delay of the Project, the party to whom the delay is attributed shall be responsible for all costs associated to the delay. If any additional delay costs cannot be attributed to a specific party, then any such cost will be apportioned at the ratio for common components of the Project as identified in this Section.

5.0 DURATION AND TERMINATION

This Agreement shall continue until final completion of the Project, at which time it shall terminate. Completion shall be defined as the date that both parties shall have inspected and accepted the Project improvements in their respective jurisdictions. This Agreement may be terminated prior to final completion by either city's Council through Resolution prior to award of a construction contract for the Project, upon thirty (30) days advance written notice to the other city. Termination by Pacific or Sumner after award of a construction contract shall only be valid if both Parties agree to the termination. Costs associated with termination prior to final completion of the Project shall be divided as mutually agreed upon by the Parties. Under no circumstances will either of the Parties be reimbursed for services rendered after termination. There are no other written or expressed calendar termination dates associated with this Agreement.

6.0 HOLD HARMLESS AND INDEMNITY AGREEMENT

Sumner shall defend, indemnify and hold Pacific, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney fees, arising out of or resulting from the acts, errors or omissions of Sumner, its officers, officials, employees, agents and volunteers in the performance of this Agreement, except for injuries or damages caused by the sole negligence of Pacific.

Pacific shall defend, indemnify and hold Sumner, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney fees, arising out of or resulting from the acts, errors or omissions of Pacific, its officers, officials, employees, agents and volunteers in the performance of this Agreement, except for injuries or damages caused by the sole negligence of Sumner.

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 Sumner and Pacific, their officers, officials, employees, agents and volunteers, the each party's liability hereunder shall be only to the extent of that party's negligence. The provisions of this section shall survive the expiration or termination of this Agreement.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES EACH PARTY'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.

7.0 INSURANCE. The Parties shall each 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 each party, its agents, representatives, or employees.

A. Minimum Scope of Insurance

Each party 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.

B. Minimum Amounts of Insurance

Each party 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 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. Each party's insurance coverage shall be primary insurance. Any insurance, self-insurance, or insurance pool coverage maintained by each city shall be excess of the other city's insurance and shall not contribute with it.

2. Each city'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 other city.

8.0 NO THIRD PARTY BENEFICIARY

The City of Sumner, by this Agreement, does not assume any contractual obligations to any person or entity other than the City of Pacific. The City of Pacific, by this Agreement, does not assume any contractual obligations to any person or entity other than the City of Sumner. There is no third party beneficiary to the Agreement.

9.0 NO SEPARATE ENTITY CREATED

This Agreement does not create any separate legal or administrative entity. There shall be no joint financing or jointly acquired or held assets and the Agreement will terminate as described herein. This Agreement shall be administered by the Public Works Director for the City of Sumner and by the Public Works Manager or designee for the City of Pacific.

10.0 NON-DISCRIMINATION

The Parties agree to take all steps necessary to comply with all federal, state, and City laws and policies regarding non-discrimination and equal employment opportunities. The Parties shall not discriminate in any employment action because of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, or the presence of any sensory, mental or physical handicap.

11.0 ASSIGNMENT

Neither Party shall have the right to transfer or assign in whole or in part, any or all of its obligations and rights hereunder without the prior written consent of the other Party.

12.0 WRITTEN NOTICE

Unless notified to the contrary, any formal notice regarding changes or termination of this agreement shall be given by Sumner to Pacific shall be deemed properly given, if delivered, or mailed postage prepaid and addressed to:

City of Pacific Mayor
City of Pacific City Hall
100 3rd Avenue S.E.
Pacific, WA 98047

Unless notified to the contrary, any formal notice regarding changes or termination of this agreement shall be given by Pacific to Sumner shall be deemed properly given, if delivered, or if mailed postage prepaid and addressed to:

City of Sumner Mayor
City of Sumner City Hall
1104 Maple Street
Sumner, WA 984390

The name and address to which notices and communications shall be directed may be changed at any time, and from time to time, by either Sumner or Pacific giving notice thereof to the other party as herein provided.

13.0 WAIVER

No waiver by either of the Parties to this Agreement of any term or condition of this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or any subsequent breach, whether of the same or a different provision of this Agreement.

14.0 ENTIRE AGREEMENT

This Agreement contains all of the agreements of the parties with respect to any matter covered or mentioned in this Agreement and no prior agreements between the parties shall be effective for any purpose.

15.0 AMENDMENT

Provisions within this Agreement may be amended with the mutual consent of the Parties hereto. No waiver, additions to, or alteration of, the terms of this Agreement shall be valid unless made in writing, formally approved and executed by duly authorized agents of both Parties.

16.0 SEVERABILITY

If any one or more of the provisions contained in this Agreement are held illegal, invalid, or unenforceable, the remaining provisions shall remain in full force and effect.

17.0 DISPUTE RESOLUTION

This Agreement shall be governed by and construed in accordance with the laws of the state of Washington. The Parties agree that any controversy, dispute, claim, or breach of or relating to the Agreement on the part of either party shall be resolved by first attempting to negotiate a mutually satisfactory resolution to the Dispute without undue delay and within time periods established by Project specifications or contracts.

If for any reason of any default or breach on the part of either parties in the performance of any of the provisions of this Agreement and a legal action is initiated, the party not prevailing agrees to pay to the substantially prevailing party all reasonable costs and attorney fees and costs in connection therewith, including on appeal. It is hereby agreed that the venue of legal action brought under the terms of this Agreement shall be Pierce County, Washington.

18.0 FILING

Copies of this Agreement shall be filed with the Pierce County Auditor after execution of the Agreement by both Parties.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement this _____ day of _____, 2015.

CITY OF SUMNER

CITY OF PACIFIC

By: _____

By: _____

David L. Enslow, Mayor

Leanne Guier, Mayor

APPROVED BY SUMNER CITY COUNCIL MOTION ON _____, 2015.

APPROVED BY PACIFIC CITY COUNCIL MOTION ON _____, 2015.

ATTEST:

ATTEST:

TERRI BERRY
SUMNER CITY CLERK

AMY STEVENSON-NESS
PACIFIC CITY CLERK

Approved as to Form:

Approved as to Form:

BRETT C. VINSON
SUMNER CITY ATTORNEY

CAROL MORRIS
PACIFIC CITY ATTORNEY



Agenda Bill No. 15-149

TO: Mayor Guier and City Council Members
FROM: Public Works
MEETING DATE: November 9, 2015
SUBJECT: Storm Drainage Cleaning and Video Inspection Services

ATTACHMENTS:

- Resolution 2015 – 296
- Limited Public Works Contract

Previous Council Review Date: N/A

Summary: The National Pollutant Discharge Elimination System (NPDES) permit requires the City to clean and inspect its storm drainage infrastructure on a schedule developed by the City. This requirement is referenced in Section S5.C.5.d.ii of the City’s NPDES permit. The proposed work includes cleaning and removing debris from storm drainage piping and catch basins, video inspecting cleaned pipe segments, legally disposing of the removed debris and providing an electronic and written report of piping and catch basins cleaned that includes pertinent infrastructure nomenclature and a record of any piping defects discovered.

Staff solicited proposals from three firms listed the on Municipal Research and Services Center (MRSC) small works roster. The Invitation to Bid (ITB) was issued on Thursday, October 22, 2015. Responses to the ITB are due by 4:00 p.m. Tuesday, November 3, 2015. The City received one (1) response. The only and apparent responsive low bidder is Pipeline Video and Cleaning North.

Recommendation/Action: Staff recommends Council approve Resolution No. 2015-296 for Storm Drainage Cleaning and Video Inspection Services with Pipeline Video and Cleaning North.

Motion for Consideration: Move to approve Resolution No. 2015-296, authorizing the execution of an agreement with Pipeline Video and Cleaning North, in the amount of \$27,929.80, for storm drainage cleaning and inspection services.

Budget Impact: \$27,929.80

Alternatives: Do not authorize the limited public works contract and risk non-compliance with the City’s NPDES permit. Staff does not recommend this alternative.

**CITY OF PACIFIC
WASHINGTON**

RESOLUTION NO. 2015 - 296

A RESOLUTION OF THE CITY OF PACIFIC, WASHINGTON, FOR STORM DRAINAGE CLEANING AND INSPECTION SERVICES AND AUTHORIZING THE MAYOR TO SIGN A CONTRACT WITH PIPELINE VIDEO AND CLEANING NORTH FOR SAID SERVICES IN THE AMOUNT OF \$27,929.80.

WHEREAS, the City of Pacific on October 22, 2015 solicited responses from three firms listed on the Municipal Research Services Center small works roster for Storm Drainage Cleaning and Video Inspection Services; and

WHEREAS, the City received a proposal from Pipeline Video and Cleaning North, dated November 3, 2015, to perform Storm Drainage Cleaning and Video Inspection Services; and

WHEREAS, Pipeline Video and Cleaning North is the a low responsive bidder; and

WHEREAS, the City has reviewed the submitted proposal and has determined that it is in the best interest to enter into an agreement with Pipeline Video and Cleaning North in an amount not to exceed \$27,929.80.

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

Section 1. The Pacific City Council hereby authorizes the Mayor to execute an Agreement for Storm Drainage Cleaning and Video Inspection Services in the amount of \$27,929.80.

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

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

CITY OF PACIFIC

LEANNE GUIER, MAYOR

ATTEST/AUTHENTICATED:

AMY STEVENSON-NESS, CITY CLERK

APPROVED AS TO FORM:

JAMES KELLY, ASSISTANT CITY ATTORNEY

Project: Storm Drainage Cleaning and Video Inspection Cleaning

Bid Tabulation Sheet				
Bids Solicited by: <input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Small Works Roster <input checked="" type="checkbox"/> Email <input type="checkbox"/> Phone The Engineers Estimate is: \$ 20,000	Pipeline Video & Cleaning North Corporation			
TOTAL BID AMOUNT	\$27,929.80			

A total of 1 bid was received for the Storm Drainage Cleaning and Video Inspection Cleaning project. Lance Newkirk has reviewed all the bids and recommends that the City Council award the contract to the apparent low bidder, Pipeline Video and Cleaning in the amount of \$27,929.80.

CITY OF PACIFIC LIMITED PUBLIC WORKS

INVITATION TO BID

BID DUE DATE & TIME: Quotation is to be submitted to the City of Pacific no later than 4:00 p.m. on Tuesday, November 3, 2015.

NOTE: Work stated is subject to the terms and conditions stipulated in the bid documents, including the scope of work attached hereto as Exhibit "A" to the form of Limited Public Works Contract.

SUBMITTALS: Submittals from minority, women, and disadvantaged business enterprises are encouraged pursuant to RCW 49.60 and RCW 39.19.060.

THIS BID SUBMITTED BY:

BIDDER NAME: Paul Bendel

COMPANY: Pipeline Video-Cleaning

ADDRESS: 2212 Port of Tacoma rd

CITY: Tacoma

STATE: WA ZIP: 98421

PHONE: 253-661-0828

FAX: 253-982-7465

THE UNDERSIGNED offers and agrees to furnish the goods or services on the date required at the price entered herein subject to the terms and conditions attached hereto.

I CERTIFY that the bid documents have been read and understood and that all of the conditions contained therein are acceptable, and further, to the best of my knowledge the information contained in this bid proposal is accurate and complete and that I have the legal authority to commit this firm to a contractual agreement.

BY: Paul Bendel

DATE: 11/3/2015

BID ISSUE DATE: October 22, 2015

DEPARTMENT: Public Works

SUMMARIZED SCOPE: This Public Works project consists of performing **STORM DRAINAGE CLEANING AND VIDEO INSPECTION SERVICES** and other related miscellaneous items.

Mail, Fax, Email, or Deliver bids to the City of Pacific Public Works Engineering Department no later than the bid due date and time listed above. Late and /or incomplete submittals will be classified as non-responsive and will not be considered for project award.

PUBLIC WORKS REQUIREMENTS: The scope of work for this project constitutes a public work under State law. Bidders are cautioned to take into consideration statutory legal requirements, particularly, the payment of prevailing wages, submission of Payment and Performance Bonds (if required), reporting requirements for the use of Subcontractors, and sales tax implications in making a bid. The State of Washington prevailing wage rates applicable for this public works project, which is located in King County, may be found at the following website address of the Department of Labor and Industries: <https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx>. Based on the bid submittal deadline for this project, the applicable effective date for prevailing wages for this project is October 1, 2015.

FOR technical information regarding this project, please contact the City Engineer, Jim Morgan, at (253) 929-1115.

By: _____ Date: _____
James Morgan
City Engineer

By: _____ Date: _____
Lance Newkirk
Public Works Manager

**CITY OF PACIFIC
LIMITED PUBLIC WORKS¹
PROPOSAL**

PROJECT: STORM DRAINAGE CLEANING AND VIDEO INSPECTION SERVICES

**** To ensure a responsible bid, please make sure Proposal is properly filled out, typed or in black ink, in its entirety, i.e. no blank spaces or lines. Items of work and materials to be provided, estimated quantities, units of measurement at the unit bid prices.****

Item #	Items of Work / Materials to be Furnished	Est. Quantity	Unit	Unit Bid Price	Total Price
Bid items that include Washington State Sales Tax *					
1	Mobilization	1	LS	\$1,000.00	\$1,000.00
2	Traffic Control	1	LS	\$2,500.00	\$2,500.00
3	Drainage Pipe Cleaning (various sizes)	9,000	LF	\$0.85	\$7,650.00
4	Closed Circuit Television Video (CCTV) Pipe Inspection	9,000	LF	\$0.95	\$8,550.00
5	Catch Basin Cleaning	160	EA	\$37.53	\$6,004.80
6	Solids Debris Disposal	10	Ton	\$95.00	\$950.00
7	Maintenance Report (written and electronic)	1	EA	\$1,275.00	\$1,275.00
Line A: Subtotal Items (1 - 7)					\$27,929.80
Line B: Washington State Sales Tax 9.4% (applied to Line A)					\$ 0
Line C: Grand Total (Total of Lines A and B)					\$27,929.80

#1 10/30/2015 #2 11/3/2015
Addendum No. Date of Receipt Addendum No. Date of Receipt

NOTE: Failure to acknowledge receipt of Addenda may be considered as an irregularity in the Bid Proposal and Owner reserves the right to determine whether the bid will be disqualified.

Company Name Pipeline Video and Cleaning North Corp.

Signature of Authorized Official  Date 11/3/2015

Print - Name Paul Bendel

¹ The Limited Public Works Process is described in RCW 39.04.155(3) and City of Pacific Resolution No. 2015-235.

**CITY OF PACIFIC
 LIMITED PUBLIC WORKS
 PROJECT: STORM DRAINAGE CLEANING AND VIDEO INSPECTION SERVICES**

STATEMENT OF BIDDER'S QUALIFICATIONS / RESPONSIBILITY CRITERIA

BUSINESS INFORMATION

Name of Firm:	Pipeline Video and Cleaning North Corp.
Address:	2212 Port of Tacoma rd, Tacoma, WA. 98412
Payment Address:	Same
Contact Phone #:	253-661-0828
Fax #:	253-952-7465
Contact Name:	Paul Bendel

LICENSE & REGISTRATION INFORMATION (RCW 39.04.10 Sec. 2)

State of Washington Dept. of Licensing Contractors Registration Number:	PIPELV0918K1
State of Washington Unified Business Identification (UBI) Number:	602-921-592
State of Washington Dept. of Employment Security Number:	578291003
State of Washington Dept. of Labor & Industries Workers Compensation Acct. Number:	926-542-02
Washington State Excise Tax Registration Number:	602-921-592
Federal Tax ID Number:	26-4780666
City of Pacific Business License Number:	

INSURANCE AND BONDING

Name of Insurance Company:	Degginger McIntosh
Name of Insurance Agent:	Shelly Schienken
Insurance Mailing Address:	3977 Harbor Point Blvd Mukitea, WA. 98275
Insurance Phone #:	425-740-5218
Insurance Fax #:	425-740-5201

Bonding Company (If Applicable):	
Name of Bond Agent:	
Bonding Company Address:	
Bonding Phone #:	

OTHER

Are you listed on any debarment lists:	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
Are you on the list of parties excluded from the Federal procurement / Non-Procurement programs	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N

	Operations Manager	11/3/2015
Signature	Title	Date

PROJECT/ENG. ESTIMATE: \$20,000

Bidders

C, D, J, M, U, and V,

The City hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunities to submit bids, and will not be discriminated against on the grounds of race, color, sex, handicap or national origin in consideration for an award in compliance with RCW 49.60 and RCW 39.19.060.

Issued By: City of Pacific, WA

NOV 06 2015

CITY OF PACIFIC
LIMITED PUBLIC WORKS CONTRACTCOMMUNITY DEVELOPMENT
PUBLIC WORKS DEPARTMENT

THIS LIMITED PUBLIC WORKS CONTRACT (this "Contract") is made this 5th day of November, 2015, by and between, the **CITY OF PACIFIC**, a municipal corporation ("City") and Pipeline Video & Cleaning North Corp., a Washington corporation ("Contractor") (individually a "Party" and collectively the "Parties").

In consideration of the terms and conditions set forth in this Contract, the Parties agree as follows:

Contractor Services. The Contractor shall furnish at its own cost and expense all labor, tools, materials and equipment required to construct and complete in a good workmanlike manner, and to the satisfaction of the City, the public works project known as ***STORM DRAINAGE CLEANING AND VIDEO INSPECTION SERVICES.***

1. **Storm Cleaning and Video Inspection Services** ("Project"). The Project is detailed in the Scope of Work, Exhibit A, and the following documents, which are attached hereto and incorporated herein by reference:

- Scope of Work (Exhibit A)
- Plans and Contract Drawings (Exhibit B)
- Selection of Retainage Option
- Payment and Performance Bonds (if not waived by City)
- Statement of Intent To Pay Prevailing Wages
- Affidavit of Wages Paid

2. **Notice to Proceed; Time of Completion.** The Contractor shall commence work within seven (7) days after the City issues a written Notice to Proceed, and shall complete the work within forty five (45) calendar days from the City's issuance of the Notice to Proceed. The time of beginning, rate of progress and time of completion are essential conditions of this Contract.

3. **Payment.**

3.1 Payment amount and procedures. The City shall pay the Contractor for all work and services covered by this Contract in an amount that shall not exceed Twenty Seven Thousand, Nine Hundred Twenty Nine and 80/100 Dollars (\$27,929.80), including applicable sales tax. The payment amount shall exclude approved change orders, in accordance with the quantity and unit prices shown on the attached bid proposal. The Contractor shall submit monthly invoices for work and services performed in a previous calendar month in a format acceptable to the City. The City shall pay for the portion of the work described in the invoice that has been completed by Contractor and approved by the City. The City's payment shall not constitute a waiver of the City's right to final inspection and acceptance of the work.

3.2 Defective or Unauthorized Work. If during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract. If the Contractor is unable, for any reason, to satisfactorily complete any portion of the work, the City may complete the work by contract or otherwise, and the Contractor shall be liable to the City for any additional costs incurred by the City. "Additional costs" means all reasonable costs incurred by the City, including legal costs and attorneys' fees, beyond the maximum contract price under this Contract. The City further reserves the right to deduct the cost to complete the work, including any additional costs, from any amounts due or to become due to the Contractor.

3.3 Final Payment; Waiver of Claim. Thirty (30) days after completion and final acceptance of the Project by the City as complying with the terms of this Contract, the City shall pay to the Contractor all sums due as provided by this Contract except those required to be withheld by law or agreed to in special contract provisions. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT (EXCLUDING WITHHELD RETAINAGE) SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY THE CONTRACTOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

3.4 Retainage. The City shall hold back a retainage in the amount of five percent (5%) of any and all payments made to the Contractor for a period of sixty (60) days after the date of final acceptance, or until receipt of all necessary releases from the State Department of Revenue and the State Department of Labor and Industries, and until settlement of any liens filed under Chapter 60.28 RCW, whichever is later.

4. Prevailing Wage. The Contractor shall comply with and pay prevailing wages as required by Chapter 39.12 RCW, as it may be amended in the future. Prevailing rate shall be paid on public works and building service maintenance contracts, funded in part or in whole with Federal funds. Federal wage laws and regulations shall be applicable. No worker, laborer or mechanic employed in the performance of any part of this Contract shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington.

Prior to making any payment under this Contract, the Contractor must submit to the City an approved copy of the "Statement of Intent to Pay Prevailing Wages" from the Department of Labor and Industries. It is the Contractor's responsibility to obtain and file the Statement. The Contractor shall be responsible for all filing fees. Notice from Contractor and all subcontractors of intent to pay prevailing wages and prevailing wage rates for the Project must be posted for the benefit of the workers. Each invoice shall include a signed statement that prevailing wages have been paid by the Contractor and all subcontractors. Following the final acceptance of services rendered, Contractor shall submit a "Minimum Wage Affidavit" for themselves and any subcontractors.

In case any dispute arises as to what are the prevailing rates of wages for work of a similar nature and such dispute cannot be adjusted by the parties of interest, including labor and management representatives, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State and his/her decision therein shall be final and

conclusive and binding on all parties involved in the dispute as provided for by RCW 39.12.060, as it may be amended in the future.

5. Indemnification and Hold Harmless. The Contractor shall protect, defend, indemnify and hold harmless the City, its officers, officials, employees, agents and volunteers from any and all claims, risks, injuries, damages, losses, suits, judgments, and attorney's fees or other expenses of any kind arising out of or in any way connected with the performance of this Contract, except for injuries and damages caused by the sole negligence of the City. The City's inspection or acceptance of any of the work shall not be grounds to avoid any of these covenants of indemnification.

Should a court of competent jurisdiction determine that this Contract 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 Contractor and the City, its officers, officials, employees, agents and volunteers, the Contractor's liability under this section shall be only to the extent of the Contractor's negligence.

It is further specifically and expressly understood that the indemnification provided under this section constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

The provisions of this section shall survive the expiration or termination of this Contract.

6. Compliance with Laws. The Contractor shall comply with all federal, state and local laws and regulations applicable to the work done under this Contract. Any violation of the provisions of these applicable laws and regulations shall be considered a violation of a material provision of this Contract and shall be grounds for cancellation, termination or suspension of the Contract by the City, in whole or in part, and may result in ineligibility for further work for the City.

7. Job Safety.

7.1 Work Site Safety. Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state and local regulations, ordinances and codes. Contractor shall erect and properly maintain, at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.

7.2 Trench Safety. All trenches shall be provided with adequate safety systems as required by Chapter 49.17 RCW and WAC 296-155-650 and 655. Contractor is responsible for providing the competent person and registered professional engineer required by WAC 296-155-650 and 655. All work conducted in a confined space shall comply with provisions of chapter 296-62 WAC Part M.

8. Utility Location. Contractor is solely responsible for locating any underground utilities affected by the work and is deemed to be an "excavator" for the purposes of Chapter 19.122

RCW, as amended. Contractor shall be responsible for compliance with Chapter 19.122 RCW including utilization of the “one call” locator system, before commencing any excavation activities.

9. Warranty and Guarantee. Contractor shall warrant and guarantee the materials and work to be free of defects for a period of two (2) years after the City's final acceptance of the entire Project. Contractor shall be liable for any costs, losses, expenses or damages including consequential damages suffered by the City resulting from defects in the Contractor's work including, but not limited to, cost of materials and labor expended by the City in making emergency repairs and cost of engineering, inspection and supervision by the City. The Contractor shall hold the City harmless from any and all claims, which may be made against the City as a result of any defective work, and the Contractor shall defend any claims at its own expense. Where materials or procedures are not specified in the Contract, the City will rely on the professional judgment of the Contractor to make the appropriate selections.

10. Correction of Defects. Contractor shall be responsible for correcting all defects in workmanship and/or materials discovered after the acceptance of this work. When corrections of defects are made, Contractor shall be responsible for correcting all defects in workmanship and/or materials in the corrected work for one year after the acceptance of the corrections of the City. The Contractor shall start work to remedy such defects within seven (7) days of the City's mailed notice of discovery, and shall complete such work within a reasonable time agreed to by both parties. In emergencies where damage may result from delay or where loss of service may result, such corrections may be made by the City, in which case the Contractor shall pay all costs incurred by the City to perform the correction. In the event the Contractor does not accomplish corrections within the time specified, the correction work will be otherwise accomplished by the City and all costs of same shall be paid by the Contractor.

11. Change Order/Contract Modification.

11.1 Amendments. This Contract, together with attachments and/or other addenda, represents the entire and integrated Contract between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may be amended, modified or added to only in writing, signed by the duly authorized representatives of both parties.

11.2 Change orders. The City may issue a written change order for any change in the work during the performance of this Contract. If the Contractor determines, for any reason, that a change order is necessary, the Contractor must submit a written change order request to the City within fourteen (14) calendar days of the date the Contractor knew or should have known of the facts and events giving rise to the requested change. If the City determines that the change increases or decreases the Contractor's costs or time for performance, the City will make an equitable adjustment. The City will attempt, in good faith, to reach agreement with the Contractor on all equitable adjustments. If the parties are unable to agree, the City will determine the equitable adjustment as it deems appropriate. The Contractor shall proceed with the change order work upon receiving the written change order. If the Contractor fails to require a change order within the time frame allowed, the Contractor waives its right to make any claim or submit subsequent change order requests for that portion of the work. If the Contractor

disagrees with the equitable adjustment, the Contractor must complete the change order work; however, the Contractor may elect to protest the adjustment as provided below.

11.3 Procedure and Protest by Contractor. If the Contractor disagrees with anything required by a change order, another written order, or an oral order from the City, including any direction, instruction, interpretation, or determination by the City, the Contractor shall, within fourteen (14) calendar days, provide a signed written notice of protest to the City that states the date of the notice of the protest, the nature and circumstances that caused the protest, the provisions of the Contract that support the protest, the estimated dollar cost, if any, of the protested work and how the estimate was determined, and an analysis of the progress schedule showing the schedule change or disruption, if applicable. The Contractor shall keep complete records of extra costs and time incurred as a result of the protested work. The City shall have access to any of the Contractor's records needed to evaluate the protest. If the City determines that a protest is valid, the City will adjust the payment for work or time by an equitable adjustment.

11.4 Failure to Protest or Follow Procedures Constitutes Waiver. By not protesting or failing to follow procedures as this section provides, the Contractor waives any additional entitlement or claims for protested work, and accepts from the City any written or oral order (including directions, instructions, interpretations, and determinations).

11.5 Contractor's Duty to Complete Protested Work. In spite of any protest, the Contractor shall proceed to promptly complete work that the City has ordered.

11.6 Contractor's Acceptance of Changes. The Contractor accepts all requirements of a change order by: (1) endorsing the change order; (2) writing a separate acceptance; or (3) not protesting in the manner this section provides. A change order that is accepted by the Contractor as provided herein shall constitute full payment and final settlement of all claims for contract time and for direct, indirect, and consequential costs, including costs of delays related to any work, either covered or affected by the change.

12. Claims. The Contractor shall give written notice to the City of all claims other than change orders within thirty (30) days of the occurrence of events giving rise to the claim, but in no event later than the time of approval by the City for final payment. Any claim for damages, additional payment for any reason, or extension of time shall be conclusively deemed to have been waived by Contractor unless a timely written claim is made in strict accordance with the applicable provisions of this Contract. At a minimum, a Contractor's written claim must include the information required in Section 11.3 regarding protests.

FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF CLAIM IN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM.

The Contractor must, in any event, file any claim or bring any suit arising from or connected to this Contract within 120 calendar days from the date the work is completed. Contractor, upon making application for the final payment, shall be deemed to have waived its right to claim for any other damages for which application has not been made, unless such claim for final payment includes notice of additional claim and fully describes such claim.

13. Contractor's Risk of Loss. It is understood that the whole of the work under this Contract is to be done at the Contractor's risk, and that he/she has familiarized himself/herself with all existing conditions and other contingencies likely to affect the work, and has made his/her bid accordingly, and that Contractor shall assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

14. Insurance. The Contractor shall procure and maintain for the duration of the Contract, 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 Contractor, its agents, representatives, employees or subcontractors.

A. **Minimum Scope of Insurance.** Contractor 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 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide the Aggregate per Project Endorsement ISO form CG 25 03 11 85, or substitute endorsements providing equivalent coverage. There shall be no endorsement or modification of the Commercial Liability insurance Eliminating ~~for~~ liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO additional endorsement CG 20 10 01 and CG 20 37 10 01 Additional Insured Completed Operations or substitute endorsements providing equivalent coverage. The Contractor's Commercial General Liability policy shall include Waiver of Transfer of Rights of Recovery Against Others to Us endorsement (CG 24 04 05 09) or equivalent coverage.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

B. **Minimum Amounts of Insurance.** Contractor 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 and a \$2,000,000 products-completed operation aggregate limit.

C. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Commercial General Liability, and Builders Risk insurance:

1. The Contractor's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be in excess of the Contractor's insurance and shall not contribute with it.

2. The Contractor'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.

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. Contractor 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 Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work.

F. Subcontractors. The Contractor shall include all subcontractors as insured under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the same insurance requirements as stated herein for the Contractor.

The Contractor's insurance shall contain a clause stating that the coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insured liability. The Contractor's insurance shall be primary insurance with respect to the City, and the City shall be given thirty (30) days' prior written notice of any cancellation, suspension or material change in coverage.

The additional insured clause shall include the following: the City of Pacific, its elected officials, officers, employees, volunteers, and agents.

15. Payment and Performance Bonds. (City must check and initial above one of the following boxes.) The City waives does not waive the bond/surety provisions of this section pursuant to RCW 39.04.155(3). If the City waives these provisions then Contractor need not complete this section. If the City does not waive these provisions then Contractor shall provide the following:

Payment and Performance bonds shall be received by the City in the amount of 100% of the Contract price and no less. The bonds must be accepted by the City prior to the execution of the Contract, and shall be in a form approved by the City. The bonds shall be released thirty (30) days after the date of final acceptance of the work performed under this Contract and receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries in settlement of any liens filed under Chapter 60.28 RCW, whichever is later.

16. Termination.

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

B. Termination upon completion of the work. This Contract shall terminate upon satisfactory completion of the work described in the Scope of Work (Exhibit A) and final payment by the City.

C. Rights Upon Termination.

1. Upon termination for any reason, all finished or unfinished reports or documents of the Contractor relating to this Contract shall be submitted to the City, and the Contractor shall be entitled to just and equitable compensation for any satisfactory work performed prior to the date of termination, not to exceed the total compensation in Section 3 of this Agreement (together with any approved Change Orders). Contractor shall not be entitled to any reallocation of cost, profit or overhead. Contractor shall not in any event be entitled to anticipated profit on work not performed because of such termination. Upon termination, the City may take over the work and prosecute the same to completion, by contract or otherwise.

2. Termination for Cause or Default. In the event this Contract is terminated by the City for cause, Contractor shall not be entitled to receive any further amounts due under this Contract up to the termination date, until the work specified in the Scope of Work (Exhibit A) is satisfactorily completed, as scheduled. At such time, if the unpaid balance of the amount to be paid under the Contract exceeds the expense incurred by the City in finishing the work, and all damages sustained by the City or which may be sustained by the City or which may be sustained by the reason of such refusal, neglect, failure or discontinuance of employment, such excess shall be paid by the City to the Contractor. If the City's expense and damages exceed the unpaid balance, Contractor and his surety shall be jointly and severally liable therefore to the City and shall pay such difference to the City. Such expense and damages shall include all legal costs incurred by the City to protect the rights and interests of the City under the Contract, provided such legal costs shall be reasonable.

17. Attorney's Fees and Costs. If any legal proceeding is brought for the enforcement of this Contract, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Contract, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

18. General Administration. The Project Manager of the City shall have primary responsibility for the City under this Contract to oversee and approve all work performed as well as all financial invoices.

19. Ownership of Documents. On payment to the Contractor by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Contractor with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City upon its request. Any records, reports, information, data or other documents or materials given to or prepared or assembled by the

Contractor under this Contract will be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval of the City or by court order.

20. Subletting or Assigning of Contracts. Neither the City nor the Contractor shall assign, transfer, or encumber any rights, duties or interests accruing from this Contract without the prior written consent of the other. If subcontract work is needed, prior to approval by the City, the Contractor must verify that their first tier subcontractors meet the bidder responsibility criteria as written in Chapter 39.04.350 RCW.

21. Relationship of Parties. The parties intend that an independent contractor - client relationship will be created by this Contract. As Contractor is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or subcontractor of Contractor shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. 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 Contractor or his employees, agents, representatives or subcontractors. Contractor will be solely and entirely responsible for his acts and for the acts of Contractor's agents, employees, representatives and subcontractors during the performance of this Contract. The City may, during the term of this Contract, engage other independent contractors to perform the same or similar work that Contractor performs hereunder

22. Nonwaiver of Breach. The failure of the City to insist upon strict performance of any of the terms and rights contained in this Contract, or to exercise any option contained in this Contract in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and such terms and rights shall remain in full force and effect.

23. Written Notice. All communications regarding this Contract shall be sent to the Parties at the addresses listed below in the Contact information, unless otherwise notified. Any written notice shall become effective on delivery, but in any event on the date three (3) calendar days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Contract.

24. Discrimination. The Contractor 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, sexual orientation, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

25. Term. This Contract shall be effective from the date of Contract execution through expiration of the warranty period as described in Section 9.

26. Severability. The provisions of this Contract are declared to be severable. If any provision in 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.

IN WITNESS WHEREOF, the Parties have executed this Contract as of the day and year above written.

CITY OF PACIFIC:

Signature: _____
MAYOR, Leanne Guier

Date: _____

CONTRACTOR:

PIPELINE VIDEO & CLEANING NORTH
CORP

Signature:  _____

Print Name: CHRISTINE BRIDGES

Title: PRESIDENT

Date: 11/5/15

Taxpayer ID #: 26-4780666

CITY CONTACT:

Print Name: Lance Newkirk
100 3rd Avenue SE
Pacific, WA 98047

Phone: (253) 929-1113

Fax: (253) 887-9910

CONTRACTOR CONTACT:

Print Name: CHRISTINE BRIDGES
Address: 2212 Port of Tacoma Road
Tacoma, WA 98421

Phone : (253) 661-0828

Fax: (253) 952-7465

Contractor License #: PIPELVC918K1
(if this is a new contractor or if Contractor has never conducted work with the City, a W-9 form must be attached to this agreement)

EXHIBIT "A"
PROJECT - SCOPE OF WORK

The City of Pacific is seeking bids from qualified vendors to provide Storm Drainage Cleaning and Video Inspection Services. Work shall include, but is not limited to, cleaning and removing debris from storm drainage piping and catch basins shown on the enclosed Project Map (Exhibit B). Contractor will remove lids, grates and covers, clean piping and catch basin structures, video inspect cleaned pipe segments, legally dispose of the removed debris and provide electronic and written report of piping and catch basins cleaned that includes pertinent infrastructure nomenclature and a record of any piping defects discovered.

A. Items of Work

Bid Item 1 – Mobilization

This will be a Lump Sum (LS) cost for the Contractor. This work consists of preparatory work and operations, including those necessary for movement of personnel, equipment, supplies, and incidentals to the project site; the cost of bonds and any required insurance; and other preconstruction expenses necessary for start of work.

Bid Item 2 – Traffic Control

This will be a Lump Sum (LS) cost for the Contractor. The lump sum price bid for traffic control shall include but not be limited to Signs (portable, stationary, or barricade), which includes detour signing, Flashing Arrow Boards (FAB), Flaggers, Cones, Skinny Drums and Drums and all labor, tools, equipment and incidentals necessary to furnish, install, maintain and remove traffic control devices when no longer required.

Bid Item 3 – Drainage Pipe Cleaning

This will be a per Lineal Foot (LF) cost for the Contractor. The Contractor shall carry out all cleaning operations with a vactor truck of suitable size and power for the work. Contractor will supply all necessary labor, material, and equipment to clean an estimated 9,000 LF of storm drainage pipe of various size and material composition. The City does not warrant that the actual quantities of work will correspond with these estimates. The City reserves the right to increase or decrease any of the quantities shown without adjusting the unit contract prices by Change Order. Payment will be made on the basis of the actual quantities satisfactorily completed in accordance with the Contract requirements.

Bid Item 4 – Closed Circuit Television Video (CCTV) Pipe Inspection

This will be a Lineal Foot cost for the Contractor. The Contractor shall carry out all closed circuit television (CCTV) inspection of the storm drainage pipe cleaned. The Contractor shall perform televising work to thoroughly document the condition of the storm drainage piping. The storm drainage piping shall be carefully inspected to determine alignment, grade variations,

separated joints, location and extent of any deterioration, breaks, obstacles, obstructions, and the locations of service connections.

The contractor shall inspect the storm drainage interior piping using a color closed circuit television camera (CCTV) and document the inspection on a digital recorder. All inspection video shall be captured in either MPEG or Windows Media Video (.WMV) file format and saved portable hard drives for submittal. There shall be a record of footage from a control point displayed in the video.

Bid Item 5 – Catch Basin Cleaning

This will be a cost per unit bid (Each) cost for the Contractor. Contractor will supply all necessary labor, material, and equipment to clean an estimated 160 catch basins of various size. The City does not warrant that the actual quantities of work will correspond with these estimates. The City reserves the right to increase or decrease any of the quantities shown without adjusting the unit contract prices by Change Order. Payment will be made on the basis of the actual quantities satisfactorily completed in accordance with the Contract requirements.

The contractor shall record in tabular format the location of the catch basin, the type of catch basin, the depth to material before cleaning, and the depth of the structure after cleaning. The tabular information shall be presented to the City in Microsoft Excel spreadsheet format.

Bid Item 6 – Waste Disposal

This will be a per Ton cost for the Contractor. Contractor shall dispose of the solid debris generated during the storm drainage catch basin and piping cleaning operations at an in-state facility permitted to receive said debris or as otherwise allowed by State and Federal solid waste disposal laws. ~~The liquid phase may be decanted into the City's storm sewer manholes as long as it does not cause significant deposits of debris in the storm sewer.~~ Under no circumstances shall the Contractor dispose any material or liquid into the City of Pacific's sanitary sewer manholes.

Debris disposal will be measured based on the weight in tons of debris removed during sewer cleaning operations. The Contractor shall be required to present to the City Disposal tickets or other written documentation that records the weight of the debris removed, issued by the waste hauler removing said debris, as the basis of this payment.

Bid Item 7 – Spills

Personnel shall be trained and shall possess appropriate personal protective equipment to respond to uncontrolled releases of waste to limit and clean up the release; clean up any contaminated facility, land, waterway or aquifer, structure, or vehicle, and collect and dispose of contaminated material and pay associated costs. The contractor shall also be responsible for costs to repair or restore and contaminated equipment, structures, land, waterway, or aquifer. The contractor shall be responsible for timely reporting any spills to the appropriate government authority.

All pertinent inspection data to include:

1. Date and time of inspection.

2. Manhole or inlet name and number.
3. Size, slope, material and cardinal orientation of pipe.
4. Depth from top of manhole lid to bottom of channel
5. All distances between manholes and inlets.
6. Direction of flow.
7. Defect description with o'clock position.
8. Other relevant information that documents inspection.

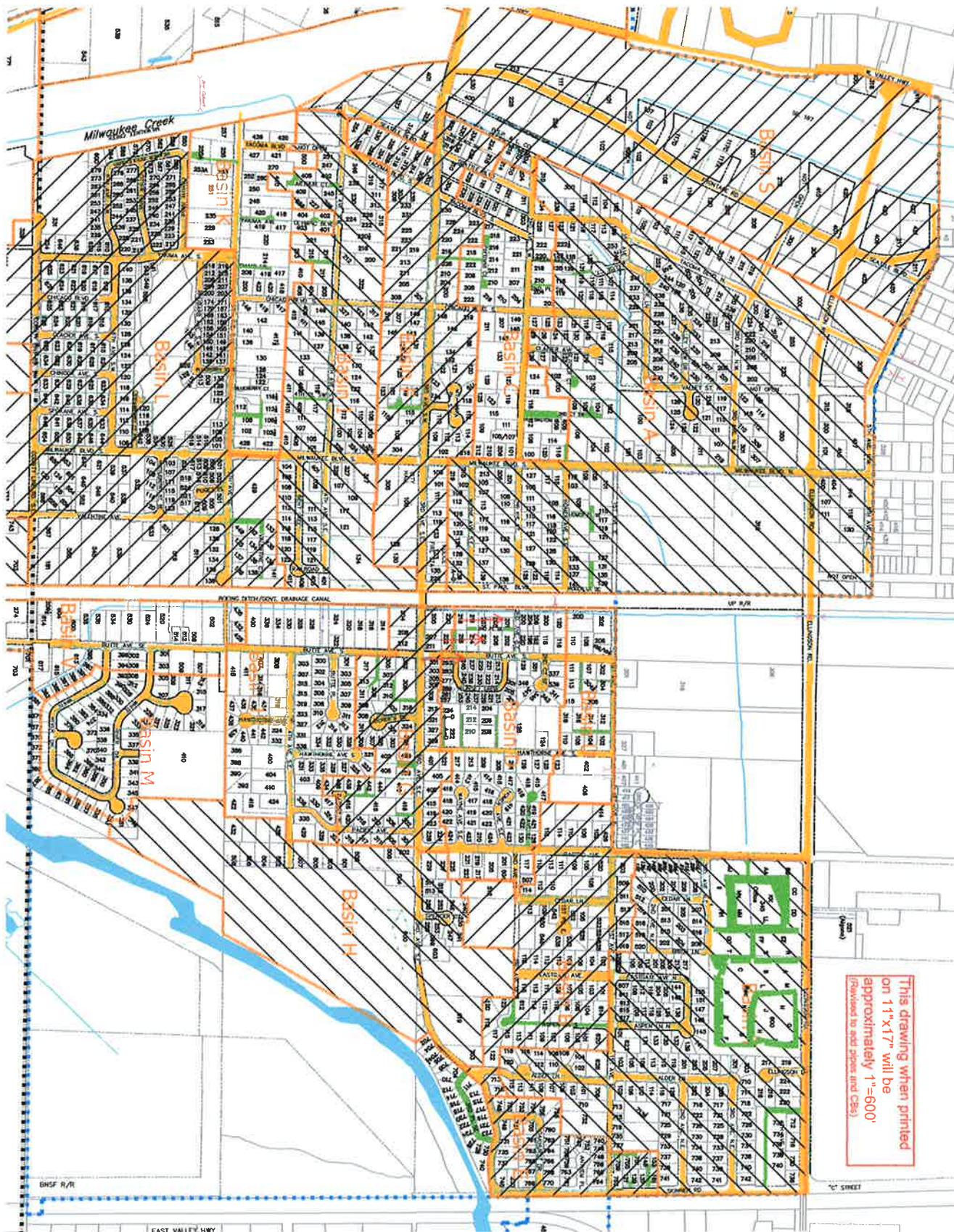
II. Scheduling

The Contractor shall perform cleaning and video inspection services during the hours of 7:00 am and 7:00 pm Monday through Friday. When Contractor is working on arterial streets or streets that require lane closure the hours of work are limited to between 9:00 am and 3:00 pm. No total road closures will be allowed.

EXHIBIT "B" **PROJECT – Plans and Contract Drawings**

Stormwater drainage basins to be cleaned and video inspected include: Basin C, D, J, M, U, and V. Remaining basins to be inspected and/or Cleaned to be determined as directed.

PDF Basin map attached.



This drawing when printed
 on 11"x17" will be
 approximately 1"=600'
 (rounded to add paper and clip)



PIPELINE VIDEO & CLEANING NORTH CORP.

UBI Number 602921592
Category REG
Profit/Nonprofit Profit
Active/Inactive Active
State Of Incorporation WA
WA Filing Date 05/04/2009
Expiration Date 05/31/2016
Inactive Date
Duration Perpetual

Registered Agent Information

Agent Name CHRISTINE BRIDGES
Address 2212 PORT OF TACOMA RD

City TACOMA
State WA
ZIP 98421

Special Address Information

Address

City

State

Zip

Governing Persons

Title	Name	Address
ALL Officers	BRIDGES , CHRISTINE	2212 PORT OF TACOMA ROAD TACOMA , WA 98421

SELECTION OF RETAINAGE OPTION

**CITY OF PACIFIC
LIMITED PUBLIC WORKS**

PROJECT: STORM DRAINAGE CLEANING AND VIDEO INSPECTION SERVICES

Contract/Purchase Order Number: _____

Pursuant to RCW 60.28.011, five percent (5%) of all monies earned by the Contractor on estimates during the progress of the work shall be retained by the City for the purposes mentioned in said statute. The Contractor elects to have these monies (check one):

- Retained in a fund by the Owner until sixty (60) days following the final acceptance of said improvement or work is completed;
- Deposited by the Owner in an interest bearing account in a bank, mutual savings bank, or savings and loan association, not subject to withdrawal until after the final acceptance of said improvement or work is completed, or until agreed to by both parties: Provided that interest on such account shall be paid to the Contractor; or
- Placed in escrow with a bank or trust company by the Owner until sixty (60) days following the final acceptance of said improvement or work is completed. When the monies reserved are to be placed in escrow, the Owner shall issue a check representing the sum of the monies reserved payable to the bank or trust company and the Contractor jointly. Such check shall be converted into bonds and securities chosen by the Contractor and approved by the Owner and such bonds and securities shall be held in escrow. Interest on such bonds and securities shall be paid to the Contractor as the said interest accrues. Contractor hereby further agrees to be fully responsible for payment of all costs or fees incurred as a result of placing said retained percentage in escrow and investing it as authorized by statute. The City of Pacific shall not be liable in any way for any cost or fees in connection therewith.

Name of Financial Institution

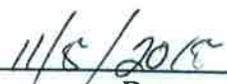
Address of Financial Institution

City, State, Zip Code of Financial Institution

Escrow Account Number



Contractor's Signature



Date

Payment Bond

KNOW ALL PEOPLE BY THESE PRESENTS:

BOND NO.: 28228

That we, Pipeline Video & Cleaning North Corp., the CONTRACTOR, herein referred to as PRINCIPAL, and Western National Mutual Insurance Company, as SURETY, are held and firmly bound unto **THE CITY OF PACIFIC** (hereinafter the "OWNER") in the full sum of Twenty Seven Thousand, Nine Hundred Twenty Nine Dollars and Eighty Cents Dollars (\$ 27,929.80), lawful money of the United States, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS of this obligation are such that, whereas, the PRINCIPAL has entered into an agreement in writing with the OWNER, dated November 5th 2015, for the construction of the **City of Pacific, STORM DRAINAGE CLEANING AND VIDEO INSPECTION SERVICES** according to the terms, conditions and covenants specified in the Contract, including all of the Contract documents therein referred to, which are hereby referred to and made a part hereof as fully and completely as though set forth in detail herein, and

WHEREAS, it is understood and made a part of the consideration for this obligation that the OWNER shall have the right to sue on this Bond in its own name to recover for any loss, injury, damage or liability whatsoever sustained or incurred by it by reason of the PRINCIPAL's failure to pay all laborers, mechanics, and subcontractors and materialmen, and all persons who shall supply such person or persons and such PRINCIPAL or subcontractors with provisions and supplies for the carrying on of such Work as defined and required by RCW 39.08, any breach of the Contract documents, or of any provision in this Bond, in the same manner and to the same extent as though this obligation ran directly to the OWNER.

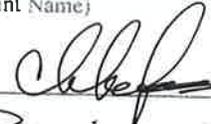
NOW, THEREFORE, if the PRINCIPAL shall well, truly and faithfully perform all of the provisions and fulfill all of the undertakings, covenants, terms, conditions and agreements for payment of all persons, laborers, mechanics, and subcontractors and materialmen, and all persons who shall supply such person or persons and such PRINCIPAL or subcontractors with provisions and supplies for the carrying on of such Work as required by RCW 39.08 and shall indemnify and save harmless OWNER from all cost and damage by reason of the PRINCIPAL's default or failure to do so, then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect, and SURETY will be obligated to pay such person or persons as required by RCW 39.08.

IT IS FURTHER DECLARED AND AGREED that the SURETY hereby further stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract, the Work to be performed thereunder, or the Project Specifications shall in any way affect its obligation on this Bond, and the SURETY hereby waives notice of any change, extension of time, alteration or addition to the terms of the Contract, the Work or the Project Specifications. SURETY hereby attaches an original Power of Attorney verifying the authority of the person(s) executing this Bond on behalf of the SURETY.

Sealed and dated this 6th day of November, 2015.

PRINCIPAL: Pipeline Video Cleaning North, Corp

By: CHRISTINE BRIDGES
(Print Name)

Signature: 

Title: PRESIDENT

SURETY: Western National Mutual Insurance Company

By: Rachelle R. Schlenker
(Print Name)

Signature: 

Title: Attorney-In-Fact

Address: 5350 W. 78th St.
Edina, MN 55439



Attachments: Original Surety Power of Attorney

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Western National Mutual Insurance Company, a Minnesota mutual insurance company, does make, constitute and appoint: Milly J. Bishop, Ginger R. Carlson, Keith D. Degginger, Lindsay . Guillory, Jean M. Moffett, Jalene C. Reed, Laurie A. Ross Rachelle R. Schlenker, Michael S. Shumate, Renee I. Soderberg and Stephanie L. Voss (Degginger McIntosh & Assoc #9447)

Its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the Company as surety, to execute and deliver and affix the seal of the Company thereto (if a seal is required) bond, undertakings recognizances or other written obligations in the nature thereof, (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, hazardous waste remediation bonds or black lung bonds); as follows:

All written instruments in an amount not to exceed an aggregate of Five Million and 00/100 Dollars (\$5,000,000.00) for any single obligation, regardless of the number of instruments issued for the obligation.

and to bind Western National Mutual Insurance Company thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a meeting held on September 28, 2010. This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of Western National Mutual Insurance Company on September 28, 2010:

RESOLVED that the president, any vice president, or assistant vice president in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the Company to bonds, undertakings, recognizances, and suretyship obligations of all kinds, and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

- RESOLVED FURTHER that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company
- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
 - (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
 - (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the Company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, Western National Mutual Insurance Company has caused these presents to be signed by its proper officer and its corporate seal to be affixed this 4th day of February, 2014.

Jon R. Hebeisen

Jon R. Hebeisen, Secretary



Larry A. Byers

Larry A. Byers, Sr. Vice President

STATE OF MINNESOTA, COUNTY OF DAKOTA

On this 4th day of February, 2014, personally came before me, Jon R. Hebeisen and Larry A. Byers and to me known to be the individuals and officers of the Western National Mutual Insurance Company who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally dispose and say; that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



Jennifer A. Young

Jennifer A. Young, Notary Public
My commission expires January 31, 2016

CERTIFICATE

I, the undersigned, assistant secretary of the Western National Mutual Insurance Company, a Minnesota corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

Signed and sealed at the City of Edina, MN this 18th day of November, 2015 *Jennifer A. Young*
Jennifer A. Young, Assistant Secretary



Receipt: 13377 11/05/2015
Acct #: 2464
City Of Pacific
100 3rd Avenue SE
Pacific, WA 98047
253-929-1100

PIPELINE VIDEO & CLEANING NOI
2212 PORT OF TACOMA ROAD
TACOMA, WA 98421

Business Licenses

Bus Lic	50.00
Non Taxed Amt:	<u>50.00</u>
Total:	50.00
Chk: 2740	<u>50.00</u>
Ttl Tendered:	50.00
Change:	0.00

Issued By: Angelica
11/05/2015 14:19:07



TO: Mayor Guier and City Council Members
FROM: Public Works
MEETING DATE: November 9, 2015
SUBJECT: Surplus City Vehicles and Equipment

ATTACHMENTS:

- Resolution 2015-297
- "Exhibit A"

Previous Council Review Date: N/A

Summary: Several departments have items that are surplus to the needs of the City. The Public Works Department purchased two new 2015 Chevrolet pickup trucks to replace two older and well used vehicles. The vehicles being replaced are a 1990 Chevrolet $\frac{3}{4}$ ton pickup truck and a 2000 Ford Ranger pickup truck as described further on "Exhibit A."

Recommendation/Action: Staff recommends that Council approve Resolution No. 2015-297 that declares as surplus to City needs the following items as "Exhibit A":

- 1990 Chevrolet $\frac{3}{4}$ ton pickup truck
- 2000 Ford Ranger pickup truck
- Irreparable metal detector from Court
- Obsolete law books from Court
- 12 Chairs from the Council Chambers

Staff further recommends that the vehicles being declared surplus be disposed of through:

- a) The State of Washington Department of Enterprises surplus personal property program located in Olympia, Washington; or
- b) Local or internet public or private vehicle auction services; or
- c) Interlocal agreement with an agency of the State of Washington or a political subdivision thereof, or through another qualified governmental entity; or
- d) Recycled or disposed of as scrap if the vehicles have no other value.

Motion for Consideration: Move to approve Resolution No. 2015-297 authorizing the surplus of the equipment listed in Exhibit A as the equipment has outlived its useful life and been replaced.

Budget Impact: The funds obtained from the sale of the vehicles can be returned to the fund acquiring that acquired the vehicles.

Alternatives: Do not approve.

**CITY OF PACIFIC
WASHINGTON**

RESOLUTION NO. 2015 - 297

**A RESOLUTION OF THE CITY OF PACIFIC, WASHINGTON, RELATING TO
THE SALE AND DISPOSAL OF SURPLUS CITY PERSONAL PROPERTY.**

WHEREAS, the City of Pacific periodically takes inventory of its vehicles and equipment that have exceed their life expectancy and are no longer needed for public use; and

WHEREAS, the City is desirous of sell surplus vehicles and equipment in an “as is” condition without express or implied warranties; and

WHEREAS, it is in the best interest of the City of Pacific to sell property owned by the City which no longer has beneficial public use and is surplus to the City’s needs; and

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

Section 1. The vehicles and equipment listed and identified on “Exhibit A” are surplus to the City’s needs.

Section 2. The surplus vehicles and equipment on “Exhibit A” shall be sold and/or disposed of through one of the following methods:

- a) State of Washington Department of Enterprises surplus personal property program located in Olympia, Washington; or
- b) Local or internet public or private vehicle and equipment auction services; or
- c) Interlocal agreement with an agency of the State of Washington or a political sub-division thereof, or through another qualified governmental entity; or
- d) Recycled or disposed of as scrap if the vehicles and equipment have no other value.

Section 3. All revenue generated by the disposal of surplus vehicles and equipment shall be returned to the fund used to purchase said vehicles or equipment.

Section 4. This Resolution shall take effect and be in full force upon passage and signatures hereon.

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

CITY OF PACIFIC

LEANNE GUIER, MAYOR

ATTEST/AUTHENTICATED:

AMY STEVENSON-NESS, CITY CLERK

APPROVED AS TO FORM:

CAROL MORRIS, CITY ATTORNEY

**CITY OF PACIFIC
WASHINGTON**

RESOLUTION NO. 2015 - 297

EXHIBIT A

Office Furniture/Miscellaneous						
Item	Qty.	Mfg.	Serial or Model Number	Est. Value		
Chairs	33	Unknown	N/A	<\$100		
Credenza (low)	1	Unknown	N/A	<\$5		
Credenza (hutch)	1	Unknown	N/A	<\$10		
Desk	1	Unknown	N/A	<\$10		
Computer Desk	1	Unknown	N/A	\$0		
Safe	1		N/A	<\$20		
Coat Rack	1	Unknown	N/A	\$0		
Projector Screen				<\$10		
Book case (wood)	1	Unknown	N/A	\$0		
Book case (metal)	3	Unknown	N/A	<\$15		
Cubicle Dividers	2	Unknown	N/A	\$0		
Cubicle assembly metal		Unknown	N/A	<\$10		
Obsolete Law Books	53	Various	2004-2012 State, Local, Federal Court Rules, RCW	\$0		
Metal Detector	1	Garrett Magnascanner	CS5000, #21151691	\$0		
Scale	1		Detecto	\$0		
Bulletin board (cork)	2	Unknown	N/A	<\$5		
White board	2	Unknown	N/A	<\$5		
Bench seat (van)	1	Unknown	N/A	<\$5		
Vehicles						
Year	Make	Model	VIN#	Mileage	License	Estimated Value
1990	Chevrolet	HD2500	1GCGC24K3LE256055	104,539	08777D	\$1,000.00
2000	Ford	Ranger	1FTZR15V9YPB11463	175,532	32386D	800.00
Computers/Electronics						
Item	Qty.	Mfg.	Serial or Model Number	Estimated Value		
Workstation	1	HP Compaq	MXM61701B8	\$0		
Workstation	1	Dell	S/N: 208T111	\$0		
Printer	1	HP	S/N: MY16G681D2	<\$10		
Printer Cartridges	3	HP	NH-R6615BK	\$0		
Printer Cartridges	2	HP	OAI-C6578DN	\$0		



Agenda Bill No. 15-151

TO: Mayor Guier and City Council Members
FROM: Public Works
MEETING DATE: November 9, 2015
SUBJECT: Department of Commerce Grant – Community Capital Facilities

ATTACHMENTS:

- Direct Grant Program Guidelines
- Contract Readiness Survey

Previous Council Review Date: N/A

Summary: The City applied for a Department of Commerce (Community Capital Facilities) grant in January 2015. The grant request was for \$760,000 and provided for substantial improvements to the City Hall building(s). The City did not receive the full amount requested, but was instead awarded \$250,000 with the passage of the States’ 2015 – 2017 Biennial Budget.

Use of appropriated direct grant funds is very restrictive, as the program is intended to fund “brick and mortar” improvements. Staff reviewed different uses of the \$250,000 that it believes are program eligible. To this end, staff proposes to develop a project that designs and installs emergency power capability for the City Hall and Community and Senior Center buildings.

Recommendation/Action: Staff seeks confirmation from City Council that the development of an emergency power capability for the City Hall and Community and Senior Center buildings is an approved use of the \$250,000.

Motion for Consideration: I move that staff be authorized to complete the Contract Readiness Survey for the Department of Commerce Community Capital Facilities grant in the amount of \$250,000 and develop a project that adds emergency power capability to City Hall and Community and Senior Center buildings.

Budget Impact: Funding will need to be appropriated in the 2016 budget.

Alternatives: Identify another project that is eligible for use of the appropriated grant funds.



Department of Commerce
Innovation is in our nature.

DIRECT GRANT PROGRAMS:

- Local and Community Projects ■
- Individual Provisos ■

Direct Grant Program Guidelines

For new projects funded in the 2015-2017
Capital Budget

Community Capital Facilities

P.O. Box 42525

Olympia, WA 98504-2525

(360) 725-3075

caprograms@commerce.wa.gov

www.commerce.wa.gov/CapitalPrograms



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-3075

Dear Grant Recipient:

Congratulations! With the signing of the 2015-2017 Capital Budget you have been awarded a direct appropriation from Commerce Community Capital Facilities. These guidelines will walk you through the final steps toward receiving your funds.

We expect that the Office of Financial Management will make Capital Budget funds available in late August or early September. If you haven't already done so, please submit the *Contract Readiness Survey* discussed in your award letter as soon as possible.

Once you send in the survey a grants manager will be assigned to work with you. Please don't hesitate to ask questions of your grants manager or anyone else here at Community Capital Facilities. Again, congratulations on receiving a grant award.

With best regards,

Bill Cole, Managing Director
Community Capital Facilities

Five Steps to Obtaining your State Grant Funds

STEP 1: *Submit a 'Contract Readiness Survey'*

Your grant award packet includes a *Contract Readiness Survey*. Please complete the survey and return it to us as soon as possible, even if you do not plan to begin drawing your funds for a while. Feel free to give us a call if you have any questions as you fill out the survey (see contact information on right).

STEP 2: *Meet our other requirements*

Grantees must meet a number of requirements before we can write a contract and release your funds. These include site control (through a long-term lease or ownership) and a commitment of all non-state funds needed to complete the project. Construction projects may be required to pay state prevailing wages, meet the LEED Silver Standard, and be reviewed for archaeological and cultural resources. Grantees must provide Commerce with a deed of trust or leasehold deed of trust as security for the grant for projects performed by nonprofits for \$250,000 or more in state funds. Projects under \$250,000 or for design-only are exempt from the collateral requirements.

STEP 3: *Sign a grant contract*

Once you have met all requirements we will draft a contract, which we will send to you for signature. We develop contracts on a first-come-first-served basis, so if you are in a hurry for your funds, please submit all requested information as soon as possible. It generally takes four to six weeks to execute a contract. Once the contract is executed you will have access to your funds.

STEP 4: *Submit reimbursement materials*

This is a reimbursement-style grant. That means no advance payments, but once the contract is executed you can begin drawing down funds — or even cash out your grant as long as you have incurred and paid sufficient documented eligible costs. We may also conduct a site-monitoring visit.

STEP 5: *Close out your contract*

If your project is required to obtain LEED certification, then that must be documented as well.

Community Capital Facilities

Department of Commerce

Mailing / street address:

P.O. Box 42525
1011 Plum Street SE
Olympia, WA 98504-2525

Main phone:

(360) 725-3075

Fax:

(360) 586-5880

E-mail:

capprograms@commerce.wa.gov

STAFF:

Bill Cole

Managing Director
(360) 725-3005
Bill.Cole@commerce.wa.gov

Kathy Chance

Project Manager - Real Estate
(360) 725-3076
Kathy.Chance@commerce.wa.gov

Michael Kendall

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(360) 725-3073
Mike.Kendall@commerce.wa.gov

Eric Tompkins

Project Manager - BCF
(360) 725-2924
Eric.Tompkins@commerce.wa.gov

Beth Robinson

Project Manager - BFA
(360) 725-5001
Beth.Robinson@commerce.wa.gov

Sheryl Reed

Project Manager - YRF
(360) 725-3074
Sheryl.Reed@commerce.wa.gov

COMMERCE LEADERSHIP:

Brian Bonlender

Director

Diane Klontz

Community Services and Housing
Division
Assistant Director

CONTRACTING SPECIFICS

These guidelines itemize the legislative and administrative requirements governing the disbursement and use of grant funds. A grant contract will provide a formal and legal description of the relationship between Commerce and the grant recipient.

1. Origins of your grant

You have been awarded funds through the 2015-2017 state Capital Budget. Your grant is funded entirely through the sale of state bonds. No federal dollars are involved.

We strive to administer funds expediently and with a minimum of red tape. We do so within the policies and procedures established by the Legislature, the Office of Financial Management, the Treasurer, Commerce, and the Office of the Attorney General.

2. Funding restrictions

A grant can only be spent by the designated organization for costs that fit the scope of work as contemplated by your elected officials. This information was previously submitted to the Governor, or your Senator or Representative and has been forwarded to Commerce.

3. Cost reimbursement

Funds are available on a reimbursement basis only, and cannot be advanced under *any* circumstances. If

the funds are being used to purchase real property, please contact us.

Reimbursable costs are those that a grantee has already incurred and paid.

We may reimburse grant recipients for costs incurred prior to the date a contract is executed, and as far back as July 1, 2012.

4. Contracting conditions

In the absence of special legislative instructions, five requirements must be met before grantees can begin drawing down their grant funds.

- Grantees must demonstrate the financial capability to complete the project, or a distinct phase of the project that is usable to the public. This means documenting that any needed non-state funds have been committed to the project.

- Grantees must provide written evidence of site control, for a minimum of 10 years after final payment, either through outright ownership of the subject property or a long-term lease. This does not apply to awards designated solely for preconstruction or property acquisition.

Prevailing wages and your project

As a result of a court ruling, construction projects that receive any of our grants are required to pay state prevailing wages (including landscaping) beginning July 1, 2015.

Acquisition-only projects are exempt from state prevailing wage law (RCW 39.12). Note that these projects must result in a usable facility.

The *Contract Readiness Survey* has a number of questions related to prevailing wages. If you have not paid, or were not planning to pay, prevailing wages we will contact you to discuss your situation.

If you need technical information about prevailing wages, please contact Jim Christensen at the state Department of Labor and Industries. He can be reached at (360) 902-5330 or chrj235@Lni.wa.gov.

- Projects performed by nonprofits for construction, acquisition and renovation that are \$250,000 or more in state funds must list Department of Commerce on the deed of trust or leasehold deed of trust and provide title insurance. The deed of trust or leasehold deed of trust must be recorded before reimbursement can begin.

- The projects of some grantees may be reviewed by the state Dept. of Archaeology and Historical Preservation (DAHP). This review must be satisfactorily completed before a contract can be developed (see Section 6).

- Capital construction projects that are required to meet high-performance building standards must document that they have entered the LEED certification process.

5. Non-state funds

Non-state funds may consist of cash on hand, previously expended, credit, documented pledge commitments, a legal commitment of funds from a governmental entity, the value of land acquired for the project, and in-kind contributions when properly documented (see box on Page 6).

Grantees may also include the proceeds of a letter of credit or other *binding* loan commitment as part of their non-state matching funds. The value of land used as a match must be

supported by an appraisal performed by a certified professional appraiser.

6. Archeological review

Some projects may need to be reviewed for archaeological and cultural resources. This is required of projects not undergoing a Section 106 review under the National Historic Preservation Act if the project:

- disturbs ground, and/or
- involves structures more than 50 years old.

If your project falls into any of these categories we will provide you with further information.

7. Design contracts

In certain instances, Commerce may determine that project funds may be prudently invested by committing up to 10 percent of an appropriation for design costs in order to minimize disruptions in a project's timeline. Examples include, but are not limited to:

- Instances where grantees are experiencing delays or other difficulties in raising the non-state share of funds necessary to complete a project; or
- Instances where unexpected or unpredictable circumstances dramatically alter the fundraising environment.

In such cases, grantees must demonstrate that they have sufficient funds to complete the design phase.

State (as opposed to federal) prevailing wages are required of your project as of July 1, 2015, if it includes construction labor.

This publication is available in an alternative format upon request. Events sponsored by Commerce are accessible to persons with disabilities. Accommodations may be arranged with a minimum of 10 working days notice by calling (360) 725-3075.

Grants are subject to an administrative fee

Commerce Community Capital Facilities is authorized to retain funds from each award to cover all administration costs (this is our sole source of funding; we receive no state General Fund dollars). We will be deducting 3 percent (up to \$50,000) from 2015-2017 Capital Budget grants. The project budget included in your grant contract will use this *net grant amount* rather than the total appropriation.

Funds will lapse at the end of the biennium, on June 30, 2017. We will request a reappropriation of any unspent funds but cannot guarantee that the Legislature will agree to do so.

8. Contract development

We will draft a contract when a grantee meets all requirements. The first step in that process is to fill out our *Contract Readiness Survey*. This form will help us determine if your project is ready to begin the contracting process.

Contracts take about six weeks to execute once all needed information is provided to us.

9. Accessing your funds

Funds are available once a contract is executed. Grantees have the flexibility to cash out their grant or draw down funds as frequently as once a month.

Requests for reimbursement must be submitted on an *A-19* form supplied by Commerce. An individual authorized by the grantee organization must sign each *A-19* submitted. Copies of invoices and payment notices that clearly document the expenses claimed must accompany all requests for payment.

After the contract is executed you will receive instructions on how to submit a reimbursement request.

Incomplete or improperly prepared

submissions may result in payment delays.

Grantees are responsible for maintaining clear and accurate project records, and making them accessible to Commerce and the State Auditor. Site visits during construction and after completion may be scheduled.

10. Amending a contract

A contract may be amended if proposed changes operate within the legislative intent of the appropriation, however amending the scope of your contract may not be possible if the proposed changes vary significantly from your original project.

11. Rescinding awards

If an organization does not begin drawing down its funds within 12 months of the start of the biennium (by July 1, 2016), we reserve the right to rescind that group's award.

How should in-kind donations be handled?

In-kind donations may be applied to a non-state match requirement. Eligible donations include property, labor (except when donated by an applicant's paid staff), materials, or equipment as long as their value can be properly assessed and documented.

We treat in-kind professional and nonprofessional labor differently. Professional labor is calculated at the rate a volunteer would normally charge for his

or her services (be sure to document these costs with invoices).

Nonprofessional labor is calculated at \$10 per hour. This can be documented with a memo itemizing the type of work done and number of hours worked by your volunteers.

We reserve the right to make the final determination regarding the acceptability of in-kind contributions and their estimated value.

12. Reappropriations

Washington operates under a biennial (or two-year) budget. Each appropriation in the 2015-2017 Capital Budget must, by law, lapse at the close of the biennium (June 30, 2017).

Since many projects take more than two years to complete, Commerce will automatically request a reappropriation of any unspent funds. However, we cannot guarantee that the Legislature will agree to extend funding, nor can we legally obligate funds from one biennium to another.

Grant recipients are advised to discuss pending reappropriations with their legislators prior to the beginning of the legislative session in which the reappropriation is expected to occur.

13. Change of ownership

Most capital projects must be held by the grantee for a minimum of 10 years from the date of final payment and be used for the same purpose expressed in the application and/or contract. Under certain conditions a facility may be sold if proceeds from the sale are used to purchase another facility that will be used for the same purpose.

14. Eligible costs

Capital Budget funds may generally be used to pay for the following construction-related expenses incurred as far back as July 1, 2012:

- design, architectural, and engineering work;
- building permits/fees;
- archeological/historical review;
- construction labor and materials;
- demolition/site preparation;
- capitalized equipment;
- information technology infrastructure (cables and wiring);

- construction management (*from external sources only*)*;
- initial furnishings**;
- landscaping; and
- real property when purchased specifically for the project, and associated costs.***

15. Ineligible costs

Our grants are intended to fund bricks and mortar unless otherwise designated in the Capital Budget or supporting legislative materials. This is why the following costs are not eligible for reimbursement and *cannot be used to match state funds*:

- internal administrative activities;
- project management (from any source);
- fundraising activities;
- feasibility studies;
- computers or office equipment;
- rolling stock (such as vehicles);
- lease payments for rental of equipment or facilities;
- any maintenance or operating costs;
- property leases (including long-term); and
- the moving of equipment, furniture, etc., between facilities.

* **Construction management and observation** is on-site management and/or supervision of the work site and workers thereon. This is an eligible project cost. Construction management does **not** include work performed by off-site consultants or consultant organizations, grant writers, project managers, or employees of the grantee, unless the employee is hired solely and specifically to perform on-site construction management as defined above.

** **Furnishings and equipment** are considered eligible project costs as long as the average useful life of the item purchased is 13 years or more.

*** **Costs directly associated with property acquisition** include appraisal fees, title opinions, surveying fees, real estate fees, title transfer taxes, easements of record, and legal expenses.

Our grants are intended to fund bricks and mortar unless otherwise designated in the Capital Budget or supporting legislative materials.

T

It's **NOT**
TOO EARLY

to begin thinking about the

NEXT

COMPETITIVE GRANT ROUND

In the **spring of 2016** Commerce Community Capital Facilities will again be accepting applications for each of our three competitive grant programs: Building for the Arts, Building Communities Fund, and Youth Recreational Facilities.

The planning process for your project should include a good understanding of the state's updated requirements for LEED high-performance buildings and state prevailing wages.

So, if you are thinking about submitting an application we would strongly encourage you to **contact Community Capital Facilities** and discuss your project after reading the updated material on our website.

Community Capital Facilities

Mailing address: P.O. Box 42525, 1011 Plum Street SE, Olympia, WA 98504-2525

Main phone: (360) 725-3075

Email: caprograms@commerce.wa.gov

Web: www.commerce.wa.gov/CapitalPrograms

Grant program: **SLC** Short code: **S1667**
Grant recipient: **City of Pacific**
Funded project: **Pacific Community Center**

CONTRACT READINESS SURVEY FOR 2015-2017 CAPITAL BUDGET GRANT RECIPIENTS

Please fill out this survey and email it to your Program Manager, Sheryl Reed at sheryl.reed@commerce.wa.gov. If you have any questions you may also contact Sheryl at (360) 725-3074. Congratulations!

STEP 1: *Tell us about your project*

1.1 Who in your organization will be taking the lead in developing the grant contract?

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ Email: _____

1.2 Do you have control of the project site, either through ownership or a long-term lease (that remains in effect for a minimum of at least 10 years following the last grant payment date)?
___ Yes ___ No

1.3 Has your project budget been finalized? ___ Yes ___ No
Has your organization secured all other funding sources needed to complete the project, e.g., through loans and/or documented pledges? ___ Yes ___ No ___ Not applicable

1.4 If you answered no to either 1.2 or 1.3, by what date do you expect to have met both of these two conditions? _____
*(Site control **and** a commitment of all other funds needed to complete the project are required before we can begin writing a grant contract.)*

1.5 Are there contingencies that could change your answers to questions 1.2 through 1.4? If so, please explain.

1.6 Which elements listed below are part of your project:

Property acquisition New construction Renovation of existing facility

- 1.7 Does your project budget include construction labor? Yes No
(If you answered yes to this question, please fill out Step 2. If you answered no, skip Step 2 and go to Step 3.)

STEP 2: Questions for projects that include construction labor costs

- 2.1 If your project includes construction labor, please answer the following questions:
- Estimate how close you are to the completion of project design:
_____ % complete (0 percent = not started; 100% = design completed)
 - Projected date of design completion: _____
 - Has construction gone out to bid? Yes No
 - Estimate how close you are to the completion of project construction work:
_____ % complete (0 percent = not started; 100% = construction completed)
 - Projected date of construction completion: _____
- 2.2 If your project includes new construction or renovation, do you understand and acknowledge that you are required to pay state prevailing wages for all construction-related work as of July 1, 2015?
 Yes No
- 2.3 Did you or were you planning to enter the LEED certification process with the goal of your facility obtaining the silver standard?
 Yes No
- 2.4 Has or will your project be going through a Section 106 review under the National Historic Preservation Act?
 Yes No
- 2.5 If you answered no to 2.4, does your project:
- Disturb ground Yes No
 - Involve structures more than 50 years old Yes No

STEP 3: Timing of your grant payout

- 3.1 Before you can receive grant funds, we need to execute a contract. Contract development generally takes three to four weeks once you have met our requirements. Given all this, by what date did you wish to access your funds: _____
- 3.2 Miscellaneous comments:

NOTE: When returning this survey, please note that you must register for a Statewide Vendor Number (SWV) with the Washington State Treasurer's Office, if you do not already have one. If you need assistance with this, please contact your Program Manager.



Agenda Bill No. 15-152

TO: Mayor Guier and City Council Members

FROM: Jack Dodge, Community Development Manager

MEETING DATE: November 9, 2015

SUBJECT: Revisions to Chapter 3 – Natural Environment Element, Comprehensive Plan
Revisions to Chapter 8 – Transportation Element, Comprehensive Plan

ATTACHMENTS:

- Revisions to Chapter 3 – Transportation Element, Comprehensive Plan (Revised 11/9/15)
- 2. Draft Ordinance 2015- 1912: Adopting Proposed Comprehensive Plan Changes

For all other attachments, please see attachments 2, 4, 5 and 6 from the November 2, 2015 agenda bill. (Available on the City's website at www.pacificwa.gov or by contacting the City Clerk)

Previous Review Date: Planning Commission – 2/25/14, 2/24/15, 3/10/15, 3/24/15 (Public Hearing);
City Council: 4/20/15, 5/4/15, 5/26/15, 6/8/15, 6/22/15, 7/27/15, 11/2/15, 11/9/15

Summary:

Background

Under Transportation Policy T13.8, additional language has been added to the discussion statement based upon comments at the November 2, 2015 Council Study Session (in italics, blue) (See Page 22). Otherwise, proposed changes to the Comprehensive Plan are the same as found in the attached revisions to the November 2, 2015 agenda bill.

The City Council at their July 27, 2015 meeting continued the public hearing regarding the proposed Comprehensive Plan changes to the November 9, 2015 meeting. This was done to allow staff time to determine if additional Comprehensive Plan amendments could be completed as part of the 2015 Comprehensive Plan review cycle. This was based upon comments from the Puget Sound Regional Council (PSRC) received on June 11, 2015 and from the Dept. of Commerce received on June 4, 2015. Due to a number of factors, additional Comprehensive Plan changes could not be initiated. Two (2) new policies were added to Chapter 3 – Natural Environment and one (1) new policy was added to Chapter 8 – Transportation based on the PSRC and Dept. of Commerce letters. Other comments relative

to the Transportation Element will be addressed as part of the 2016 Comprehensive Planning review cycle.

Summary of Changes to the Natural Environment & Transportation Chapters

Except as noted previously, the proposed revisions to the Comprehensive Plan were reviewed at the 2/24/15, 3/10/15, and 3/24/15 Planning Commission meetings. Revisions to the Natural Environment and Transportation Chapters took into account comments from a variety of agencies and organizations. Revisions are highlighted with ~~strikeouts~~ and underlines. Comments were provided from the following:

- American Rivers Organization
- Tahoma Audubon Society
- Puyallup River Watershed Council
- Puyallup Tribe of Indians
- Muckleshoot Indian Tribe
- Puget Sound Regional Council
- Department of Commerce

Following is a summary of the changes to the Natural Environment and Transportation chapters.

Chapter 3 - Natural Environment

- The Chapter has been reformatted to a single column format.
- Removes Goal NE-2 (Page 3).
- A new Policy NE-2.6 is added (Page 6) (based on PSRC comment).
- A new Policy NE-2-7 is added (Page 6) (based on PSRC comment).
- Provides additional discussion points for a variety of policies.
- Adds policy NE 5.8 regarding “Best Available Science” (BAS) (Page 10).
- Deletes Policy NE-8.3 (Page 12).
- Adds a new Policy NE-7.5 regarding volcanic hazard evacuation routes (Page 13).
- Adds new Goals and Policies relating to “biodiversity” (Page 14).
- Provides greater detail under “Existing Conditions”.
- Provides background regarding the Lower White River Biodiversity Management Area (BMA) (Page 26).
- Adopts the “Lower White River Biodiversity Management Area (BMA) Stewardship Plan” as an appendix to the Comprehensive Plan (Natural Environment Chapter).
- A new “Soils” map is provided (Map 3.1).
- A new “Creeks/Streams” map is included (Map 3.2).
- A new “Wellhead Protection Area” map is provided (Map 3.3).
- A new “Lahar Hazards” map is provided (Map 3.4).
- A revised “Critical Areas” map is provided (Map 3.5). This map updates the location of potential wetlands as of March 2015.

Chapter 8- Transportation

- The Chapter has been reformatted to a single column format.
- A new policy T1.10 is added (Page 6) (based on Commerce comment).

- Goal T2 and Policy T2.1 are deleted (Page 7).
- Goal T13 is deleted (Page 18).
- Goal T18 is deleted (Page 25).
- Policy T20.3 is deleted (Page 27).
- “Discussion” statements are provided for all policies.
- The “Existing Roadway Level of Service (LOS) table is revised (Table 8.2, Page 33).
- 2025 projected roadway LOS levels are provided (Table 8.3, Page 37).
- 2035 projected roadway LOS levels are provided (Table 8.4, Page 39).
- Background data is updated.
- A new “Traffic Counts” map is provided that is keyed to Tables 8.2, 8.3., and 8.4 (Page 48).

Recommended Action:

Resume the public hearing that was continued to November 9, 2015 from the July 27, 2015 Council Meeting.

Recommended Motion:

I move that the Council adopt Ordinance 2015-_____ approving the revisions to the Comprehensive plan related to Chapter 3 – Natural Environment Element and Chapter 8 – Transportation Element and adopting the “Lower White River Biodiversity Management Area (BMA) Stewardship Plan” as an appendix to Chapter 3 – Natural Environment Element.

Alternative Motion

I move to continue the public hearing regarding the proposed revisions to the Comprehensive Plan to the November 23, 2015 regular Council meeting for further review and public comment.

CHAPTER 8

TRANSPORTATION



1. INTRODUCTION

1.1 Framework Goal

The framework goal of the Transportation Element of the Comprehensive Plan is to:

Provide an efficient and safe multi-modal transportation network for residents, employees, businesses, and visitors while maintaining a small town quality of life.

The Transportation element specifically considers the operations and condition of the existing transportation network; the cause, scope, and nature of transportation problems based on the adopted Land Use Plan; projected transportation needs; and a funding and implementation plan to ensure that the City's adopted level of service (LOS) is maintained.

This element contains updates and revisions to the 1995 Comprehensive Plan and a subsequent Amendments. ~~Amendments were also made in 2001.~~ Those included policies urging county and regional transit agencies to provide better service to Pacific residents and link Pacific to the nearby multi-modal transit stations. ~~A new Transportation Facilities map was also added in 2001.~~

The City of Pacific is located in King County and Pierce County, therefore its Transportation element has been developed in accordance with both King and Pierce County Countywide Planning Policies. It has been integrated with all other planning elements to ensure consistency throughout the Comprehensive Plan.

The Transportation element has also been developed in accordance with Section 36.70A.070 of the Growth Management Act (GMA), to address the motorized and non-motorized transportation needs of the City of Pacific. It represents the community's policy plan for the next 20 years.

Growth Management Act Requirements

The Growth Management Act (GMA) provides a framework for addressing land/use transportation linkages and a mechanism for assessing the impacts of planned growth. Although the GMA has very specific requirements, flexibility is written into the law so that each city can tailor its plan to its unique long range community vision and goals. The GMA requires development of a transportation element within the City's Comprehensive Plan that contains these basic components :

~~Basic components of this element are:~~

- Inventory of transportation facilities and services, including roadways, transit, ferries, non-motorized and freight;
- Existing conditions of roadway links
- Future Conditions and needs assessment for ~~2010~~2025
- Future Conditions and needs assessment for ~~2025~~2035
- Goals and Policies
- ~~House Bill 1487~~RCW 47.06.140 Compliance

- Funding strategies for concurrency

Concurrency

This element contains the City of Pacific's plan to provide specified levels of transportation service in a timely manner. The Level of Service (LOS) standards that are adopted in this plan will be maintained through upkeep of the existing circulation system and expansion of transportation services where needed.

The City has adopted a roadway link and intersection Level of Service standard of D. As specified by the GMA, new developments will be prohibited unless transportation improvements or strategies to accommodate the impacts of development are in compliance with concurrency. Improvements will be in place at time of development, or financially planned for within six years of development use. Concurrency will be applied in accordance with State statutes and the resources available to the City of Pacific.

Major Transportation Considerations and Goals

Because transportation and land use are inter-related, and each has the ability to have a profound impact on the other, it is important to consider type and availability of transportation resources in the development of land use patterns. The City's Comprehensive Plan reflects this mutual dependency and need for coordination.

The City's Vision for coordinated land use and transportation system includes:

- Environmental stewardship of critical areas, including conservation of land, air, water, and energy resources.
- ~~Encourage~~ Planning practices that promote livability, pedestrian and non-motorized transportation, and reduces air and noise pollution and traffic congestion.
- ~~Encourage~~ Citizen participation in planning the future of the community.
- Support the local economy by providing a predictable development atmosphere, encouraging diversity in the range of goods and services, and ensuring that employment opportunities are balanced with a range of housing and commercial opportunities.
- Increase opportunities for enjoyment of recreational and cultural activities, providing a range of activities for all ages and users.

2. GOALS AND POLICIES

The following transportation goals and policies are considered essential for meeting the quality of life as outlined in the City's long range Vision Statement. The policies specify what should be accomplished to reach the goals. These policies are intended to provide clear guidance for decision making. Accomplishments under these policies can be used to measure progress toward the goals.

REGULATORY CONSIDERATIONS

GOAL T1: Provide an efficient and safe multimodal transportation system to improve mobility for residents, employees, and visitors of Pacific while maintaining the small town quality of life and supporting the economic vitality of the City.

POLICIES

Policy T1.1:

The City will plan for a safe, convenient and efficient transportation network for all residents and visitors of Pacific. This system should be compatible with neighboring cities, King and Pierce counties, Washington State, and other transportation providers.

Discussion: Private vehicles are the most common mode of travel throughout the region. It is anticipated that the majority of vehicle trips within Pacific will continue to be private vehicles. It is necessary that this system be coordinated with neighboring communities, the counties and state to provide a consistent blended transportation network.

Policy T1.2:

Work with other jurisdictions to plan, fund, and implement multi-jurisdictional projects necessary to meet shared transportation needs (including right-of-way preservation and purchase).

Discussion: State Highways and arterials are part of the regional transportation network. They not only impact the citizens of Pacific, but the stakeholders of adjacent jurisdictions and the region. Coordination of planning and funding with other agencies is essential to complete projects cost-effectively.

Policy T1.3:

Except as provided in Policy T1.10, Pacific will adopt a level of service (LOS) of “D” for all streets.

The term "below the level of service standard" shall apply to situations where traffic attributed to a development results in either of the following:

- a. An unacceptable increase in hazard or safety on a roadway.*
- b. An increase in congestion which constitutes an unacceptable adverse environmental impact under the State Environmental Policy Act.*

Discussion: It is not practical or economically feasible to eliminate all transportation delays. Therefore, a LOS of ‘D’ has been established for all streets. New development projects will be required to perform a traffic impact analysis (TIA) to determine if there will be an adverse impact on the current level of service.

Policy T1.4:

The City street system is made up of three functional classes:

- a. *Arterials - a system of City, state, and county streets designed to move traffic from or to one area within the local area to or from another area. These streets should be adequate in number, appropriately situated, and designed to accommodate moderate to high traffic volumes with a minimum of disruption in the flow.*
- b. *Collector Streets - a system of the intra-county or City roads linking residential neighborhoods to the urban street system.*
- c. *Local Streets - a system of City streets which collect traffic from individual sites and carry the traffic to the arterial system.*

Discussion: Street classifications are determined at the regional and local level. The regional classifications determine the availability of potential project funding on those roadways. The local classification identifies local limitations on roadway usage to reduce “wear and tear”.

Policy T1.5: *Limit and provide access to the street network in a manner consistent with the function and purpose of each roadway classification.*

Discussion: The City will seek consolidation of access points to state highways, arterials, and major collectors. This will complement the highway and arterial system, reduce interference with traffic flows on arterials, and discourage through traffic on local streets.

To achieve this level of access control, the City:

- Supports the State's controlled access policy on all state highway facilities;
 - May acquire access rights along some arterials and major collectors;
 - Encourages and may require landowners to work together to prepare comprehensive access plans that emphasizes internal circulation and discourage multiple access points to major roadways;
 - Encourages consolidation of access in developing commercial and high density residential areas through shared use of driveways and local access streets.
-

Policy T1.6:

Require dedication of roadway rights-of-way for new development consistent with the appropriate functional classification, adopted road standards, and the Comprehensive Plan.

Discussion: New development will result in additional traffic on City streets. Private development will be required to prepare a traffic impact analysis to determine the impact on the current level of service. Projects impacting the level of service will be required to mitigate those impacts.

Policy T1.7: *Design new residential streets to discourage cut-through traffic while maintaining the connectivity of the transportation system.*

Discussion: Residential streets often have increased number of pedestrians. Measures to reduce speed and to limit cut-through traffic to increase safety will be implemented in compliance with the Manual of Uniform Traffic Control Devices (MUTCD) as determined during the planning phase of the project.

Policy T1.8:

The City adopts the following policies on driveway access:

- *Driveway accesses onto designated arterials and collectors shall be minimized.*
- *Wherever a development fronts on two or more streets, access shall be limited to the lowest-designated street.*
- *No subdivision of land shall be permitted which creates a new lot fronting on an arterial or collector street without establishment of cross easements for access and egress, and*
- *No such subdivision shall increase the total number of access points onto Pacific's arterial or collector streets.*

Discussion: Arterial and collector streets frequently have a higher volume of traffic and occasionally increased speeds. Minimizing ingress/egress points on higher volume and higher speed roadways will maintain a higher level of service and reduce potential accidents.

Policy T1.9:

Efficient movement of existing pass-through traffic should be accomplished through traffic light synchronization, speed reduction, access management, channelization improvements, and multimodal design features; and with a minimum of disruption to the local community.

Discussion: There are two pass-through east-west corridors in Pacific: Ellingson Road and Stewart Road. Ellingson Road connects SR 167 to Pacific, Algona, Auburn, and portion of unincorporated King and Pierce Counties. This corridor currently has seven traffic lights and one railroad crossing under the control of five jurisdictions. Stewart Road currently has five lights, proposed to increase to eight lights, and one railroad crossing under the control of five jurisdictions. The traffic flows westerly in the morning and easterly in the evening. Synchronized signals in these corridors will help to prevent a decrease in the level of service as the development in the rural areas increases.

Policy T1.10

West Valley Highway from Ellingson Road south to Stewart Road will be maintained at a “Level of Service” (LOS) “F” until additional improvements (such as HOV lanes or “hot lanes”) are completed by the State on State Route 167 to extend south of Stewart Road.

Discussion: The West Valley Highway runs parallel to State Route 167 (SR 167). Southbound traffic back-ups due to heavy traffic on SR 167 typically begins around 2:30pm and lasts to about 6:30/7:00pm. Being parallel to SR 167, the West Valley Highway suffers from heavy spill-over traffic from SR 167 that is avoiding back-ups on SR 167. This is one of the major reasons that lowers the projected LOS on West Valley Highway to LOS “F”. This is borne out in the higher projected southbound traffic volumes during pm peak periods in Tables 8.3 and 8.4.

Extending the HOV or “hot lanes” south on SR 167 to Stewart Road (8th Street E.) is currently under design (as part of a design/build process) with the State Department of Transportation (WSDOT). Once the HOV/“Hot Lanes” are extended, the City can re-examine raising the LOS on West Valley Highway to a higher LOS designation.

Citizen Participation

~~**GOAL T2:** Develop a citizen participation program (Transportation Advisory Committee) to increase public involvement in transportation planning.~~

~~**Policy T2.1:** Support and promote public involvement in Pierce Transit, King County Metro, and Regional Transit Authority decision making. (Policy moved under Transit)~~

PEDESTRIAN MOBILITY

GOAL T32: Ensure adequate accommodation of pedestrian needs in all transportation policies and facilities.

POLICIES

Policy T32.1:

Sidewalks, trails, and other walking facilities should be extended throughout the City to allow more convenient and efficient pedestrian movement.

Discussion: The City is committed to providing alternative methods of transportation for pedestrians. Priority should be given to sidewalks leading to schools.

Policy T32.2:

Where appropriate, the City will install new sidewalks in pedestrian corridors considered by the City to be high priority [i.e., parks and areas used by elderly or handicapped persons] within two years of identification, as funds allow.

Discussion: A planned and prioritized pedestrian network provides direction to staff when seeking funds for new projects. End use generators must be identified. Coordination with school transportation is also important to provide safe facilities for students.

Policy T32.3:

Whenever the City contemplates reconstruction or major maintenance (including resurfacing) work on a City street that is without sidewalks, it should fully explore the possibility of adding sidewalks at the time of the street improvement.

Discussion: State and Federal funding programs require evaluation of pedestrian needs for most roadway improvement projects. Most programs require that existing pedestrian facilities be reviewed and evaluated for conformance with current accessibility requirements.

Policy T32.4

Pedestrian access to the transit system in all land use areas, including residential, commercial and industrial, should be ensured by providing convenient and attractive walkways to transit stops. Fences, walls, and development patterns that inhibit pedestrian access to transit stops are discouraged.

Discussion: The current transit system is very limited. However, transit systems expand and contract with available funding. All arterials should provide sidewalks. Bicycle facilities should be evaluated based on alternative corridors and the proposed vehicle allocation. Pedestrian route of travel shall be evaluated for each new project to assure safe ingress/egress.

Policy T32.5:

The City ~~shall~~ should encourage consideration of the needs of pedestrians in all public and private development.

Discussion: Development should be evaluated to determine the level of pedestrians potentially generated by a project and the likely route of travel. The project may be required to provide adequate facilities to provide a safe course of travel.

Policy T32.6: The City should ensure safe and comfortable pedestrian connectivity to transit stops in major employment areas.

Discussion: Safe and comfortable pedestrian connectivity helps to encourage increased transit use. The provision of sidewalks with planter strips between the curb and sidewalk provides a greater separation of pedestrian and vehicular traffic. This in turn provides a heightened sense of safety for pedestrians.

Level of Service (LOS)

~~**GOAL T4:** The transportation network shall meet the City's adopted LOS D upon approval of development, or as identified for improvement within 6 years.~~

~~The term "below the level of service standard" shall apply to situations where traffic attributed to a development results in either of the following:~~

- ~~a. An unacceptable increase in hazard or safety on a roadway.~~
- ~~b. An increase in congestion which constitutes an unacceptable adverse environmental impact under the State Environmental Policy Act.~~

FREIGHT MOBILITY

GOAL T53: Develop a transportation system that enhances the delivery and transport of goods and services. Improve existing, and construct new facilities for freight movement within the Sumner-Pacific MIC.

POLICIES

Policy T53.1:

Facilitate the movement of freight and goods through Pacific with minimal adverse traffic and environmental impact.

Discussion: The City should by developing viable, established truck routes connecting to highway systems, thereby minimizing the impacts to established residential and commercial areas. These routes should be designed to provide sidewalks and roadways to serve the needs of freight while minimizing potential conflicts between trucks and pedestrians.

Policy T53.2:

Enforce regulations so that, outside of designated routes, trucks do not utilize City streets, except for local deliveries and services.

Discussion: Roadway designs are based on vehicle capacity, anticipated weight load, trip generators, etc. Each road is designed to be cost effective. A road that is anticipated to accommodate large vehicles is designed to a higher standard than a road used primarily for passenger vehicles. Therefore, to preserve the transportation system, some roads permit truck traffic and others do not.

Policy T53.3:

Projects which enhance freight and goods movements which benefit largely State, Federal, or national needs should be constructed to minimize the impact on the City's local transportation system. The primary beneficiaries of such projects, not the City of Pacific, should fund these projects and their mitigation.

Discussion: Development that will generate large vehicle traffic will need to provide a clear route for ingress / egress of the vehicles to their respective development without utilizing elements of the road system not intended for their use.

Policy T53.4:

The City shall continue to work with the Freight Mobility Roundtable, Fast, and other regional groups to address regional needs mitigate local impacts, and support freight mobility in the Sumner-Pacific MIC and other designated areas.

Discussion: Importing and exporting is a large portion of the State's economy. This requires warehousing of goods for redistribution throughout the country. Freight mobility is a critical element for Washington ports to compete with other west coast ports.

Policy T53.5:

Identify and address areas within the Sumner-Pacific MIC (Manufacturing Industrial Center) where efficient truck access and circulation are hindered by infrastructure gaps and inadequate design. Ensure future transportation improvements address the needs of large trucks, including intersection turning radii, driveway design and street weight load capacity.

Discussion: The Cities of Pacific and Sumner are working in a cooperative effort to reduce obstacles to freight mobility in the Sumner Pacific MIC (Manufacturing Industrial Center). This includes the current

work on Stewart Road and Valentine Avenue. The final hurdle is the White River Bridge and the final segment of Stewart Road to the bridge. These projects are in the planning phase at this time.

Policy T5T3.6: Promote public-private partnerships to address the need for improved parking, staging and related services for large trucks in or adjacent to the MIC.

Discussion: Private business may have a better understanding of the need regarding the staging of large trucks within the MIC. This is often due to the economic consideration business need to consider in staging areas and services for large trucks.

PARKING –LAND USE

GOAL T6T4: Develop guidelines that ensure adequate parking supply.

POLICIES

Policy T4.1

Ensure the new development provides adequate off-street parking for its operations.

Discussion: Sufficient off-street automobile parking reduces transportation conflicts on streets and supports pedestrian and bicycle uses. The City should require parking to be designed for average need, not full capacity.

Policy T6T4.2:

Develop off-street parking that is compatible with abutting uses and supports a pedestrian-oriented streetscape.

Discussion: Pedestrian circulation throughout parking lots should be given careful consideration to minimize impacts between pedestrian traffic and vehicular traffic in parking lots.

Policy T6T4.23:

New developments shall provide adequate off-street parking to meet their needs.

Discussion: Adequate off-street parking for new developments will mitigate the potential impacts of on-street parking along busy streets. On street parking can result in increased conflicts with vehicular movement on adjacent streets. The current Pacific Municipal Code (PMC) contains formulas for calculating parking requirements. The adopted formulas should be periodically checked to with other municipalities to ensure consistent requirements.

Policy T6T4.34:

Encourage shared parking, ~~underground parking~~, or parking structures.

Discussion: Generators of parking demand are often out of phase with each other: businesses operate on an 8 to 5 schedule generate demand during the week and dining establishments and houses of worship often have demand in the evening or on the weekends. If some of these facilities are adjacent to each other, parking can be shared.

ENVIRONMENTAL IMPACTS

GOAL T7T5: Minimize the environmental impacts of all new road construction and road improvements.

POLICIES

Policy T7T5.1:

The City shall consider the impact of road construction on the environment and natural resources (particularly on sensitive areas, wildlife habitats, and water quality) as part of its environmental review process.

Discussion: Most transportation funding is provided by either State or Federal agencies. A critical element of all projects is an environmental evaluation. Environmental impacts will be reduced to the extent feasible and where it is not feasible, the impacts will be mitigated elsewhere.

Policy T7T5.2:

Design transportation facilities within the Pacific Urban Growth Area to minimize adverse environmental impacts resulting from both their construction and operation.

Discussion: Most transportation funding is provided by either State or Federal agencies. A critical element of all projects is an environmental evaluation. Environmental impacts will be mitigated to the extent feasible. In some cases, the use of “low impact development” (LID) techniques should be considered

Policy T75.3:

The City of Pacific will:

- Consider environmental costs of development and operation of the transportation system;
- Align and locate transportation facilities away from environmentally sensitive areas;
- Mitigate unavoidable environmental impacts wherever possible; and
- Solicit and incorporate the concerns and comments of interested parties.

Discussion: Where possible, transportation facilities should be located around sensitive areas. This provides the benefit of avoiding impacts to sensitive areas and the added costs (mitigation) to construct facilities that may impact sensitive areas.

Policy T75.4:

Storm water runoff from roads is a major cause of water quality degradation. All new road construction will employ the best management practices available to promote water quality compliance consistent with the adopted storm water management manuals.

Discussion: The Federal and State requirements for storm drainage require development of new facilities for roadway reconstruction and new roads. Therefore, any new roadway or reconstructed roadway will develop new stormwater facilities meeting State water quality and flow control requirements. Road resurfacing is exempt from this requirement.

AIR QUALITY

GOAL T86: The City will coordinate transportation planning with air quality guidelines published by the Puget Sound Regional Council.

POLICIES

Policy T86.1:

Support efforts to improve air quality throughout the Pacific area and develop a transportation system compatible with the goals of the Federal and State clean air acts.

Discussion: Most transportation funding is provided by either State or Federal agencies. A critical element of all projects is an environmental evaluation. Environmental impacts will be reduced to the extent feasible and where it is not feasible, the impacts will be mitigated elsewhere. Additionally, air quality receives the greatest impact from idling vehicles. The City has developed a LOS of D to reduce the number of idling vehicles.

Policy T86.2:

Coordinate with King County Metro, Pierce Transit, and other jurisdictions on Commute Trip Reduction (CTR) programs for major employers in Pacific and its UGA.

Discussion: New road projects will coordinate with the long term plans of the public transportation agencies, to provide pedestrian and transit facilities as required for future projects.

Policy T86.3:

Require Consider studies of impacts to air quality generated by traffic from new major developments.

Discussion: Depending on the type of development, traffic impacts are generated at a higher level. In these cases, the impacts to air quality should be considered as part of any environmental review.

Policy T86.4:

Promote other Transportation Demand Management (TDM) Programs.

Discussion: New road projects will coordinate with the long term plans of the public transportation agencies, to provide pedestrian and transit facilities as required for future projects.

Policy T86.5:

Work with the private and other public sectors to introduce cleaner burning fuels for the existing motorized fleet, and vehicles powered by alternate fuel sources.

Discussion: The City has developed and annually reviews the fleet needs of various departments. A review of budget impacts on alternative fuel vehicles is incorporated into the decision making process.

Policy T86.6:

Promote non-motorized transportation modes.

Discussion: The City has developed a series of sidewalks and trails. A long term plan to complete the network should be developed.

TRANSIT

GOAL T97: Support improved transit coverage and service throughout the region to improve mobility options for Pacific.

POLICIES

Policy T97.1:

Urge county and regional transit agencies to provide improved service to Pacific residents by providing routes, schedules, and ancillary facilities such as park & ride lots.

Discussion: Public transportation funding is often one of the first budget items to be cut. A valuation of the public transportation benefits needs to be conducted to educate the stakeholders of all costs associated with public transportation funds: reduced congestion; cost per rider mile; parking impacts; etc.

Policy T97.2:

Provide for a Park and Ride location in Pacific along SR 167, and identify and evaluate additional locations that could be easily served by public transportation.

Discussion: The ideal location for most park and ride facilities is at or near freeway interchanges. These properties should be noted for possible acquisition. These properties also typically have the highest land values.

Policy T97.3:

Encourage King County Metro, Pierce Transit, and Sound Transit to link to each other, and coordinate increased bus service with commuter rail service and local service within Pacific.

Discussion: Private vehicles are the most common mode of travel throughout the region. It is anticipated that the majority of vehicle trips within Pacific will continue to be private vehicles. The City will need to modify the transportation network to meet the needs of increased demand. The provision of transit service to Pacific residents will provide viable options for residents to commute to other destinations. This will help to decrease the demand on the City's road system.

Policy T97.4:

Advocate frequent headways and express service, with priority given to higher density residential areas and popular destinations.

Discussion: Providing more commuting options for Pacific residents lessens the impacts to the regional road network and helps to decrease air quality impacts due to fewer vehicular trips on the regions roadways.

Policy T97.5:

Support regional express bus service, good connections to commuter rail stops, and a rider-friendly fare system.

Discussion: Providing more commuting options for Pacific residents lessens the impacts to the regional road network and helps to decrease air quality impacts due to fewer vehicular trips on the regions roadways.

Policy T97.6:

Consider transit facilities as mitigation for new developments that have probable significant impacts to the transportation system.

Discussion: As the City's Manufacturing Industrial Center (MIC) continues to develop, the provision of transit facilities to encourage commuting to jobs via transit should be considered.

Policy T97.97:

Promote programs to encourage carpooling, transit, and non-motorized transportation to reduce the transportation impacts of economic and residential development.

Discussion: Updating the City's website will provide links to carpooling and ride sharing programs.

Policy T97.108:

Work with transit agencies to make transit use more attractive to existing and potential customers, through right-of-way, sidewalk, and roadway improvements at transit stops, and safe and weather protected passenger waiting areas.

Discussion: New road projects will coordinate with the long term plans of the public transportation agencies, to provide pedestrian and transit facilities as required for future projects.

Policy T97.419: Develop rider information packages for commuter, transit, rail, and air transportation opportunities.

Discussion: The City website will provide links to carpooling, ride sharing programs, and other alternatives to single passenger cars.

Policy T7.10: Support and promote public involvement in Pierce Transit, King County Metro, and Regional Transit Authority decision-making.

Discussion: Promoting public involvement would allow decision makers hear the day to day needs of the travelling public, especially those would do not have the resources to own cars.

MOBILITY AND CAPACITY

GOAL T408: Promote adequate capacity on roadways and intersections to provide access to homes and businesses.

POLICIES

Policy T408.1:

Preserve and maintain capacity of roadways by:

- *Providing internal access between off-street parking areas in commercial areas through reciprocal agreements;*
- *Using intersecting streets as access points; or*
- *Designing subdivisions for efficient internal circulation.*

Discussion: Many safety and capacity problems relate to driveways that connect to public roads. The design of new street improvements should include provisions to consolidate existing accesses where feasible. Connecting commercial parking lots providing interior traffic flow off of public streets will lessen the number of driveway cuts on public streets and the number of potential traffic conflicts.

Policy T408.2:

Identify, acquire, and preserve rights-of-way by methods including:

- *Requiring dedication of rights-of-way as a condition for development when the need for such rights-of-way is linked to the development;*
- *Requesting donations of rights-of-way to the public;*
- *Purchasing rights-of-way by paying fair value; and*
- *Acquiring development rights and easements from property owners.*

Discussion: Private vehicles are the most common mode of travel throughout the region. It is anticipated that the majority of vehicle trips within Pacific will continue to be private vehicles. The acquisition of

right-of-way (ROW) will be crucial to ensure the safe flow of traffic and provide for faster response times for emergency services.

Policy T108.3:

Continue to work with adjacent jurisdictions and stakeholders to develop major transportation corridors.

Discussion: Coordination with adjacent jurisdictions is necessary to ensure a safe consistent transportation system. For example, access to Lakeland Hills, a major residential area in Auburn, passes through three jurisdictions; Pacific, Sumner and Auburn. This is via Stewart Road/8th Ave. in Pacific and Sumner. This street is one of only two major east/west routes across the White River Valley connecting Lakeland Hills to SR 167. Coordination with Sumner and Pierce County has resulted in major road improvements to this road to provide greater capacity and safety.



Road Widening of Stewart Road

MULTIMODAL TRANSPORTATION

GOAL T419: Provide for all multimodal means of transportation in a safe, compatible and efficient manner.

POLICIES

Policy T419.1:

Develop a curb ramp program to install wheelchair ramps at all curbed intersections.

Discussion: Most transportation funding is provided by either State or Federal agencies. These funding programs require that all ramps are compliant with current ADA guidelines.

Policy T419.2:

Work with neighboring jurisdictions and other agencies to ensure that Pacific's bicycle routes and corridors are safe, functional, compatible, and interconnected.

Discussion: The City has worked with regional partners to obtain grant funding for non-motorized facilities of regional significance. The City will continue to pursue these funding sources until the network is complete.

Policy T419.3:

Plan for the expansion of appropriate road shoulders to maintain safe areas for walking, jogging, and biking.

Discussion: Expansion of impervious surfacing requires an expansion of stormwater facilities. The city needs to develop the long term pedestrian network that permits low impact or pervious surfacing alternatives.

Policy T419.4:

Accommodate the needs of bicyclists and pedestrians in the design and construction of all appropriate roadway improvements, with safety and traffic flow as primary considerations.

Discussion: Most transportation funding is provided by either State or Federal agencies. Most of these funding programs require that pedestrian facilities are provided to serve the stakeholder needs. The design of roadway improvements can reduce barriers and increase safety for bicyclists and pedestrians. The location and design of walkways and trails should vary depending on adjacent land uses.

Policy T419.5:

Work with King County Metro, Pierce Transit, Sound Transit, and businesses to evaluate and improve transit service and facilities that serve employment sites. Promote transit connections between local and regional high density-population centers and the Sumner-Pacific MIC.

Discussion: The City website will provide links to carpooling, ride sharing programs, and other alternatives to single passenger cars, including regional transit programs. The City’s elected officials and staff currently participates in regional transportation planning groups.

Policy T419.6:

Support public and private Transportation Demand Management (TDM) programs to promote alternatives to driving alone. Encourage Commute Trip Reduction (CTR) programs for businesses in the Sumner-Pacific MIC and other areas.

Discussion: The City website will provide links to carpooling, ride sharing programs, and other alternatives to single passenger cars, including regional transit programs. The City elected officials and staff currently participate in regional transportation planning groups. To implement this policy, the City will work with major employers, such as schools and retail centers, to provide incentives for carpooling, transit use, non-motorized transportation, and telecommuting. The City can also support educational programs that communicate transportation options.

Policy T419.7:

Encourage new commercial, office and industrial developments to provide physical features supportive of carpooling, transit, and non-motorized modes of travel.

Discussion: To implement this policy, the City will work with major employers, such as schools and retail centers, to provide incentives for carpooling, transit use, non-motorized transportation, and

telecommuting. For example, the provision of secured bicycle racks may help entice employees to ride their bikes to work. The City can also support educational programs that communicate transportation options.

Policy T11 9.8

The high density Urban Transit Center adjacent to the proposed Sumner-Pacific Station, which includes a mixture of urban transportation modes, should serve the Sumner-Pacific MIC and other areas of the City.

Discussion: The City website will provide links to carpooling, ride sharing programs, and other alternatives to single passenger cars, including regional transit programs. The City’s elected officials and staff currently participate in regional transportation planning groups. Examples can include preferential parking for carpools, vanpools and bicycles; transportation information and bus schedules, special loading and unloading areas for transit, carpools, and vanpools; and strong pedestrian linkages to off-site destinations.

SAFETY

GOAL T1210: Minimize transportation conflicts to ensure safety.

POLICIES

Policy T1210.2:

Maintain and enhance the safety of roads in the City of Pacific.

Discussion: Examples of methods to improve safety include access management, improved signalization, left-turn-only arrows; center left turn lanes, turn prohibitions, median islands, lighting, and other techniques. (Note: City insurance rates drop with improved safety.) Most transportation funding is provided by either State or Federal agencies. These funding programs require that a safety analysis be performed at critical areas. A warrant study is developed to determine intersection control needs as well as an evaluation of other elements that may be needed to improve safety.

GOAL T13: ~~Protect the livability and safety of residential neighborhoods from the adverse impacts of motor vehicles.~~

Policy T1310.13:

Work with residents to encourage preservation of neighborhood character and safety on residential streets.

Reducing speeds and cut-through traffic can protect the livability and safety of residential neighborhoods. The City should explore a program whereby neighborhoods can buy traffic calming devices. The City should involve the Valley Regional Fire Authority and the Pacific Police Department in the implementation of this policy.

MAINTENANCE

GOAL T1411: Assign a high priority to meeting the maintenance needs of the transportation system so that it is safe and functional.

POLICIES

Policy T1411.1:

Develop a regular maintenance schedule for all components of the transportation infrastructure.

Discussion: The City currently contracts with King County for annual maintenance of traffic signals. The City public works crew evaluates street surfaces monthly as part of the street sweeping program. Long term road maintenance programs are in development. However, until there is a Transportation Benefit District or similar mechanism developed, there is no long term funding source for street maintenance. The City should base maintenance schedules on considerations for safety and resource conservation.

Policy T1411.2:

Encourage the maintenance and improvement of the street system when addressing the transportation and circulation concerns of the community.

Discussion: The City currently contracts with King County for annual maintenance of traffic signals. The City public works crew evaluates street surfaces monthly as part of the street sweeping program. Long term road maintenance programs are in development. However, until there is a Transportation Benefit District or similar mechanism developed, there is no long term funding source for street maintenance.

Policy T1411.3:

Develop strategies necessary to improve public streets to meet applicable road standards.

Discussion: The City public works crew evaluates street surfaces monthly as part of the street sweeping program. Long term road maintenance programs are in development. However, until there is a Transportation Benefit District or similar mechanism developed, there is no long term funding source for street maintenance.

LAND USE AND TRANSPORTATION

GOAL T15 12: Ensure that transportation system improvements are compatible with adjacent land uses and will minimize potential conflicts.

POLICIES

Policy T1512.1:

Consider a complementary roadway pattern to increase accessibility to higher use areas and minimize traffic impacts on residential areas.

Discussion: Private vehicles are the most common mode of travel throughout the region. It is anticipated that the majority of vehicle trips within Pacific will continue to be private vehicles. The City will need to modify the transportation network to meet the needs of increased demand. In addition, the City has a strong desire to maintain the existing street network.

Policy T1512.2:

Employ a functional roadway classification system and guidelines to:

- *Control access to roads from adjacent developments;*
- *Route arterials and major collectors around residential neighborhoods;*
- *Prevent new residential areas from fronting on arterials;*
- *Incorporate transit, pedestrian, and bicycle access into major developments;*
- *Provide landscaping and noise buffers along major roadways;*
- *Provide facilities for bicyclists and pedestrians, and to access transit;*
- *Encourage changes to site plans to encourage pedestrian travel; and*
- *Improve pedestrian and vehicle circulation.*

Discussion: The City should adopt a street grid classification system that would minimize pass through commercial traffic within defined residential neighborhoods. Where pass through traffic does occur, appropriate speed limits to help reduce the impact of traffic conflicts should be considered.

Policy T1512.3:

Increase the visual ambiance along the Ellingson and Stewart Road corridors.

Discussion: This policy can be achieved through the requirement of street landscaping both within and outside of the right-of-way. Commercial design standards developed to complement the landscaping should be considered.

Policy T1512.4:

Develop and encourage programs, such as “adopt-a-road,” to assist in keeping roadsides and trails free of litter.

Discussion: Adopt-a-road programs have proved successful on state highways to help decrease the amount of litter along those roads. The City should identify heavily travelled roads within the City where an “adopt-a-road” program may be successful. Removing litter from these roads will enhance the overall image of the City.

NON-MOTORIZED

GOAL T1613: Provide clear and identifiable systems of walkways, sidewalks, and trails to develop an environment that will make the use of alternative transportation modes an attractive and viable option.

POLICIES

Policy T1613.1:

Pacific shall investigate transportation routes and means for non-motorized transportation between neighborhoods and with neighboring cities.

Discussion: The City working on a system of pedestrian/bike trails throughout the City that connect existing neighborhoods and with other jurisdictions. As street improvements are considered, the provision for bike lanes is considered based on the width of the right-of-way and the classification of the road. As part of new development, projects adjacent to the projected route of the Interurban Trail are required to construct that portion of the trail along their property.

Policy T1613.2:

Provide signals for pedestrians, and install mid-block crossings where appropriate.

Discussion: The City should evaluate its street system do determine where mid-block crossings may be necessary based upon the length of block and the businesses fronting either side of the street. A signal crossing should also be considered on Stewart Road for pedestrians and cyclists using the Interurban Trail.

Policy T1613.3:

Development in the Neighborhood Center should have non-motorized access and include characteristics such as limited setbacks, pedestrian-oriented streetscapes, and appropriate pedestrian crossings.

Discussion: New development within the Neighborhood Center should be designed to have access to the Interurban Trail located in the west of the Neighborhood Center through the provision of designated bike lanes on 3rd Ave. (this has been completed). This bike lane should also connect with the potential new pedestrian trail to be provided as part of the proposed levee improvements on the right bank of the White River in Pacific to be completed in 2017/2018.

Policy T1613.4:

Provide a planned system of Linear Park Trails for pedestrians and bicyclists.

Discussion: A Linear Park Trails System can serve both a recreational and a transportation function and enhance community character. This will be a system of “green streets” to connect parks, open space, recreation areas, transit, trails, schools, and shopping. To implement this policy, the City should preserve

rights-of-way for future non-motorized trail connections and utilize utility easements for trails when feasible. The City can provide systems of walkways and trails through some of the following methods:

- Working with school districts to identify and construct high priority pedestrian and bicycle school routes.
- Requiring new commercial and multi-family developments to construct sidewalks or trails.
- Assisting neighborhoods in forming Local Improvement Districts (LIDs) for sidewalk or trail construction.

Policy T1613.5:

As general guidelines, give priority to improvements to the walkways and trails systems that:

- Increase public safety,
- Construct missing links in the existing bicycle and pedestrian system,
- Upgrade existing walkways and trails,
- Are along arterial streets, and
- Connect to key destinations.

Discussion: Information on costs and benefits of improvements will be included in a walkway and trail plan to assist the City Council and Planning Commission in establishing funding priorities. The City will continue to explore opportunities to expand the pedestrian and bicycle system were appropriate with the development of properties adjacent to potential pedestrian and bicycle corridors.

Policy T1613.6:

The City shall continue to support the expansion of the Interurban Trail as an integral part of the regional transportation system.

Discussion: The City has regularly pursued grants to complete the Interurban trail. The completion of the trail has been designed to a fifty percent (50%) level. This provides a level of detail to pursue funding. However, the critical areas criteria change periodically requires additional funds for project mitigation. Expansion of the Interurban Trail will also be required as new development locates adjacent to the projected route of the Interurban Trail.



A portion of the Interurban Trail completed as part of the UPS development project.

Policy T-1613.7:

The City shall seek to accommodate bicycles in its management and design of the City street network.

Discussion: *Bicycles are intended and expected users of all surface streets in the city. Based on right-of-way widths and the roads functional classification, the City will continue to determine where bicycle lanes would be warranted to provide non-motorize commuting options. On streets without bike lanes, bicycles shall be accommodated as users sharing the travel lanes of streets, with shared lane markings as necessary to guide cyclists to ride safely with traffic and to remind motorists to expect bicycles within travel lanes.*

Policy T1613.8:

The City shall encourage the inclusion of convenient and secure bicycle storage facilities in all large public and private developments.

Discussion: *Given the City’s commitment to provide non-motorize commuting options, the City should explore regulatory options to require new development to provide bicycle storage options (for example, secured bicycle racks) as part of new development and for public properties.*

FINANCING

GOAL T1714: Secure funding to ensure an adequate roadway network that meets the City’s LOS policy

POLICIES

Policy T1714.1:

Funding efforts shall include:

- *Identifying and pursuing long-term strategies to obtain grant funding.*
- *Maximizing opportunities for grant awards by matching project objectives with revenue sources and developing joint projects with neighboring jurisdictions and other agencies.*
- *Supporting efforts at the state and federal levels to increase funding for transportation systems.*

Discussion: *The City will continue to try to secure grant funding for road improvements. Potential funding sources include the following.*

Policy T1714.2:

Balance financing of roadway improvements between existing and future users based on the principle of proportional benefit.

Discussion: Existing gas taxes and motor vehicle registration fees are not sufficient to meet the financial needs of Pacific’s transportation system. Other funding methods should be developed that are equitable and consistent with the benefits derived from improvements. Examples include, but are not limited to:

- Road Improvement Districts,

- LIDs,
- public/private partnerships,
- impact fees

The funding programs must be adequate to allow transportation improvements to be implemented concurrently with development. New development must pay a fair share of the cost to serve it.

Policy T1714.3:

Require that all road projects be adequately funded to include all required public safety and design standards.

Discussion: The City has adopted design standards for roads that includes the required safety and design standards to protect the public.

Policy T1714.4:

Identify and pursue long-term strategies to obtain grant funding.

Discussion: The City should maximize opportunities for grant awards by matching project objectives with revenue sources and developing joint projects with neighboring jurisdictions and other agencies. Potential funding sources include the following:

ROADS

State Funding

Transportation Improvement Board (TIB) – New and Preservation

Federal Funding

Surface Transportation Program (STP) – New and Preservation

Congestion Mitigation and Air Quality Program (CMAQ) - New

TRAILS

State Funding

WSDOT Pedestrian and Bicycle Safety – New

Federal Funding

Surface Transportation Program (STP) – New

Policy T1714.5:

Develop interlocal agreements with neighboring jurisdictions and other agencies to develop funding sources for transportation improvements.

Discussion: The City should work with other agencies to mitigate the impacts of new development, coordinate joint projects, and establish a program for the maintenance of common corridors. The City can share transportation resources and reduce overlap in transportation expenditures through interlocal agreements. The City is coordinating with the City of Sumner to complete the Stewart St. /8th Ave. corridor improvements. Coordination is critical between the City and the City of Sumner to obtain funds

to complete the corridor improvement across the White River which requires the construction of a new bridge.

GOAL T18: ~~Prioritize transportation expenditures.~~

Policy T18T14.16:

Prioritize transportation expenditures in the following manner within current municipal boundaries:

1. *Correct known safety hazards in the road system and improve traffic operations through low cost improvements;*
2. *Maintain the existing transportation system to prevent deterioration of facilities and avoid the need for major reconstruction of roads and bridges;*
3. *Widen existing or construct new roadways to alleviate current capacity problems and to accommodate increases in traffic.*

Discussion: The City should develop a maintenance program to inventory the condition of City streets which would allow the City to project potential maintenance costs which would allow the City to implement a yearly maintenance program based on projected yearly revenues.

Policy T18T14.27:

Use a standardized, well documented, and objective process to establish priorities for transportation expenditures within the City's UGAs.

Discussion: A standardized process will help the City determine additional City expenditures that would be necessary when annexation within the Urban Growth Area occurs.

Policy T18T14.38:

Allocate resources in the City TIP and City Capital Facilities Funding Plan according to the prioritization guidelines listed in the Capital Facilities element.

Discussion: The City will implement this policy through its TIP and concurrency management program.

PLAN UPDATES

GOAL T1915: Respond to unanticipated circumstances and conditions that require modification of adopted plans or standards. These changes may be cultural, economic, environmental, or in another form that affects the transportation system.

POLICIES

Policy T1915.1:

Annually update the TIP to reflect changes in revenue availability and roadway system needs.

Discussion: The TIP needs to be annually updated to accurately determine funding needs for roadway improvements. Forecasting these needs in advance will help the City procure revenue from a number of sources

Policy T1915.2:

Develop a concurrency management program and revise it as part of the annual amendment process for the Comprehensive Plan.

Discussion: The intent of the concurrency management program is to ensure funding for transportation improvements needed to support new development and maintain adopted transportation LOS.

Policy T1915.3:

In the event that the City is unable to fund the transportation capital improvements needed to maintain adopted transportation LOS standards, pursue one or more of the following actions:

- *Phase development that is consistent with the Land Use element until resources can be identified to provide adequate improvements;*
 - *Revise the Land Use element to reduce the traffic impacts to the degree necessary to meet adopted transportation service standards;*
 - *Reevaluate the City's adopted transportation LOS standards to reflect levels that can be maintained, given known financial resources;*
 - *Require new and existing development to implement measures to decrease congestion and enhance mobility; and/or*
 - *Place a moratorium on development in affected areas.*
-

Policy T1915.4:

Analyze and strongly consider the use of development impact mitigation fees.

Discussion: The use of impact fees will help to mitigate the impacts of new development. The fees can be targeted to provide for system improvements that will help ensure that the City meets its “Level of Service” (LOS) concurrency requirements under Revised Code of Washington (RCW).

REGIONAL PLANNING COORDINATION

GOAL T2016: Support a continuous, cooperative, and comprehensive regional transportation planning process

POLICIES

Policy T2016.1:

Support the comprehensive transportation process conducted by the PSRC pursuant to its designation as the Puget Sound's Metropolitan Planning Organization.

Discussion: The PSRC is the primary forum for the development of regional transportation and strategies. The City is required to submit this Transportation element to the PSRC for review and certification of conformity with the Metropolitan Transportation Plan, as dictated by county, state, and federal guidelines.

Policy ~~T20~~T16.2:

Aggressively pursue improvements to the State Highways that run ~~in or near~~through Pacific. The improvements can include:

- Capacity increases;
- HOV lanes or transit enhancements;
- ~~Improved pedestrian facilities, such as sidewalks, pedestrian crossings, and bus zone improvements;~~
- Interconnected and computerized signal systems, set for specific speeds; or
- Street lighting.

Discussion: Improvements to the State Highways will help the City maintain its adopted “levels of service” (LOS) for its street systems. The City’s adopted LOS for its streets is “D”. Based on projected traffic volumes, the LOS for West Valley Highway will drop to “E”. This is primarily due to spillover traffic from SR 167 to West Valley during pm peak traffic volumes. Improvements to SR 167, including the extension of the “hot/HOV” lanes will help to improve the LOS for West Valley Highway.

Policy T20.3:

Work with King and Pierce counties to make sure bottlenecks do not occur in Pacific.

3. TRANSPORTATION INVENTORY

This inventory addresses the transportation network located within the City, including those which are the responsibility of the Washington State Department of Transportation (State Route 167 in King or Pierce County).

Roadways

Roadway Classification

Figure Map 8.1 depicts the functional classification of the arterial roadway system serving the study area. Identification of the roadway functions is the basis for planning roadway improvements and the appropriate standard (right-of-way width, roadway width, design speed) that would apply to each roadway facility. The following definitions serve as a general guide in determining street classifications.

Principal Arterials - Intercommunity roadways connecting primary community centers with major facilities. Principal arterials are generally intended to serve through traffic. It is desirable to limit direct access to abutting properties.

Minor Arterials - Intercommunity roadways connecting community centers with principal arterials. In general, minor arterials serve trips of moderate length. Access is partially controlled with infrequent access to abutting properties.

Collector Arterials - Streets connecting residential neighborhoods with smaller community centers and facilities as well as access to the minor and principal arterial system. Property access is generally a higher priority for collector arterials; through-traffic movements are served as a lower priority.

State-owned transportation facilities and highways of statewide significance

In 1998, the Washington State Legislature enacted the “Level of Service Bill” (House Bill 1487) which amended the Growth Management Act (GMA) to include additional detail regarding state-owned transportation facilities in the transportation element of comprehensive plans. Within Pacific, State Route 167 (SR 167) has been designated as a Highway of Statewide Significance (HSS) in WSDOT’s Highway System Plan (HSP). SR 167 provides the major north-south regional connection between Renton and the City of Puyallup. It connects to Interstate 405 in Renton, and to SR 18 in



SR 167 from Pacific West Hill

Auburn and SR 410 in Sumner. Through Pacific, SR 167 is a full limited access four lane freeway with interchanges at Ellingson ~~Avenue~~ Road and Stewart Road. It is classified as an urban principal arterial.

Local Transportation System

The City of Pacific transportation network consists of one freeway, four major arterials, several minor arterials and local access streets. The major arterials form a square roughly at the east-west and north-south boundaries of the city. There are several features (the White River, two rail lines, ~~and SR 167~~ and the steep slopes of West Hill) that limit east-west travel in the vicinity. The following is a listing and brief description of the major roadways serving the City of Pacific:

SR 167 is a north-south limited access freeway that extends from the City of Tacoma to the City of Renton. The roadway (also called Valley Freeway) has two lanes in each direction separated by a center median. Interchange access is provided at Ellingson Road and Stewart Road. The posted speed limit is 60 mph.

Ellingson Road is an east-west major arterial that runs from West Valley highway to East Valley Highway. The roadway has two lanes in each direction with curbs and sidewalks along most of the roadway. Traffic signals are present at intersections with Frontage Road, Milwaukee Boulevard, Pacific Avenue, C Street and A Street/East Valley Highway (in the City of Auburn).

Stewart Road is an east-west major arterial that extends from West Valley Highway to Butte Avenue in Pacific. The roadway is called 8th Street east of the City of Pacific and Jovita Boulevard west of the eCity limit. The roadway has a one lane in each direction with a left-turn lane between West Valley Highway and SR 167. East of SR 167 the roadway has one lane in each direction with left turn lanes being installed at Valentine Avenue intersection. The intersections with West Valley Highway and Valentine Avenue are under traffic signal control.

West Valley Highway is a north-south major arterial that runs parallel to and just west of SR 167. The roadway has a single lane in each direction with minimal shoulders and a 40 mph speed limit. Much of the roadway has poor pavement condition.

Milwaukee Boulevard and Valentine Avenue are north-south minor arterials that, combined, provide a continuous connection from Ellingson Road to the south city limit. Milwaukee Boulevard has a single lane in each direction with full urban improvements from 3rd Avenue to the north.

Valentine Avenue is a narrow roadway with a single lane in each direction and minimal shoulders. North of Roy Road the roadway is signed for local access only. The roadway ends at 5th Avenue SE, offset approximately 500 feet from where Milwaukee Boulevard begins.

3rd Avenue South is a two lane roadway that extends east-west between Skinner Road and West Valley Highway. The roadway is designated a minor arterial between West Valley Highway and the Pacific City Park. The roadway is generally wide with urban improvements between W. Valley & Pacific Avenue S..S. The roadway is signed for local access only east of Frontage Road.

Pacific Avenue is a two-lane north-south minor arterial that extends from 4th Avenue SE, past Ellingson Road to 1st Avenue in Algona. The roadway is generally wide with urban improvements.

Frontage Road is a two-lane minor arterial that runs from 3rd Avenue SW, north into Algona. The roadway has urban improvements and on-street parking on both sides.

Public Transportation

Transit is an important alternative to automobile travel for either regional or local trips. Transit is not only useful in reducing traffic volumes and pollution, but is often the only means of transportation available to some members of the community.

Pacific's greatest need is for mobility between towns and to urban areas. King County Metro provides local and regional bus service within the City and to the north. Pierce Transit and Sound Transit also provide public transportation in the region. The City of Pacific is currently working with these agencies to enhance connections within the City limits to include possible consideration of a park and ride lot.

Rail

At one time the railroad was a vital link in the City providing both passenger and freight service. The City does not currently have passenger service, and within Pacific there is no reliance on the railway for freight service from the BNSF and Union Pacific (UPRR) railroads. The BNSF main line is used by Amtrak for through passenger rail service, and also by Sound Transit, which has stations in the cities of Auburn and Sumner, but no stops are provided in Pacific.

Non-motorized Facilities

The City's pedestrian and bicycle facilities include each of the three categories described in the Puget Sound Regional Council (PSRC) Pedestrian/Bicycle component of ~~Destination~~ Transportation 2030 2040. These components include:

- Category 1. Pedestrian and bicycle "travel chain" facilities which connect people to transit, ferry, and rail terminal from their origin to their destination.
- Category 2. Linear "long haul" pedestrian/ bicycle facilities which connect parts of the region. These facilities can be further grouped into on-road facilities and separated pedestrian/bicycle rights-of-way or trails.
- Category 3. Local "network" pedestrian and bicycle facilities in or near centers. These facilities have the potential for eliminating some short vehicle trips, which can benefit air quality and reduce congestion in some instances.

"Travel chain" facilities include sidewalks and shoulders on residential streets, used by pedestrians to reach the arterial streets served by bus routes. "Long haul facilities" include the sidewalks and shoulders of arterial streets, and the Interurban Trail, with its separate right-of-way and Trailhead at 3rd Avenue S.W., near SR167.

Continuity in pedestrian and bicycle access within the City provides for increased safety, comfort and ease for residents and recreational users. The City is striving to create a fully integrated system for these modes of transportation, yet recognizes the need to prioritize locations where it expects heavy use, such as routes connecting residential areas to recreational facilities and schools.

Regional pedestrian and bicycle traffic may use street-related facilities such as sidewalks, shoulders, and travel lanes or the Interurban Trail, which follows the Puget Power right-of-way to the north. The Trail's current southern terminus is in Pacific. Northbound pedestrian and bicycle traffic can reach Seattle from Pacific along the Interurban Trail.

Freight Mobility

Truck traffic is vital to Pacific's industrial and commercial growth, as it is the mode used for transportation between most of these enterprises and their suppliers and customers. Truck traffic comprises a significant percentage of the total traffic on SR 167, on Ellingson Road, W. Valley HWY, Stewart Road, and on Valentine Avenue.

Gravel pits on East Hill, outside Pacific, generate considerable through truck traffic. Up to 100 one-way dump tandem or center dump truck trips per hour have been counted on Ellingson Road during gravel pit operations. The warehouse/industrial area of the City of Sumner generates heavy impacts on Valentine Avenue and Stewart Road on movements to and from SR 167. The heavy truck traffic is significant not only because of its impact on traffic flow but because of the structural impact on Pacific's street system.

4. EXISTING CONDITIONS

Level of Service

The Level of Service (LOS) calculation is the means by which the operation of road systems is measured to assure that adequate facilities are present or planned and funded to accommodate development. Level of Service is a qualitative term describing operating conditions a driver will experience while traveling on a particular street or highway during a specific time interval. It ranges from LOS A (very little delay) to F (long delays, congestion). Agencies are required to adopt regulations prohibiting any development which would cause a facility to drop below identified standards.

Within the City of Pacific, Level of Service D has been established as the minimum acceptable standard for roadways and intersections.

Concurrency

For this plan, only roadway segments were analyzed for concurrency. The City requires development to analyze impacts to specific intersections at the time a development is approved. The City maintains a list of critical intersections to the local transportation network. Any developments proposing more than 25 new trips through any of these intersections will be required to prepare a Traffic Impact Analysis that identifies any deficiencies resulting from the development, and a plan for mitigating the deficiency.

Roadways that are failing are likely to include intersections that are failing as well. Additional detailed study should be done on roadways that indicate a capacity failure in order to determine the most appropriate form of improvement, including turn lanes and other intersection improvements.

Roadway Capacity Analysis

The current operation of the City of Pacific roadway network has been assessed using a 'link capacity' analysis. Each roadway in the city has a theoretical maximum vehicle carrying capacity for a given time frame. The functional classification, number of lanes, presence of traffic signals or turn-lanes are examples of features that affect the volume of traffic a particular roadway segment can handle.

For this study, the evening peak hour directional volumes were used as the basis for the LOS assessment.

The ‘base year’ link volumes for a representative sample of roadway segments were provided by the City of Pacific and the City of Auburn. The counts were mostly conducted in late 2003 and early 2004. The traffic counts on Stewart Road were collected in 1999.

The Level of Service criteria used in this analysis are based on Federal Highway Administration methodologies described in the Highway Capacity Manual. The 1998 Florida Department of Transportation (FDOT) Level of Service Handbook has provided tables of generalized roadway level of service criteria using the methodologies outlined in the Highway Capacity Manual. The generalized tables are used as a first screening process to determine which facilities may be experiencing capacity constraint.

More specific roadway or intersection analysis may be required before prioritizing or designing potential roadway improvements. The level of service tables used is shown on Table 8.1.

Table 8.1 Generalized Level of Service Criteria Peak Hour Directional Volumes				
Interrupted Flow Arterials - Class I (0 to 1.99 traffic signals per mile)				
	Maximum Traffic Volume at Level of Service			
Number of Lanes	B	C	D	E*
Two, Undivided without left-turn lanes	460	660	700	700
Two, Undivided with left-turn lanes	570	820	880	880
Four, Undivided without left-turn lanes	930	1,310	1,390	1,390
Four, Undivided with left-turn lanes	1,180	1,660	1,760	1,760
Major City/County Roadways				
	Maximum Traffic Volume at Level of Service			
Number of Lanes	B*	C	D	E
Two, Undivided without left-turn lanes	N/A	350	610	660
Two, Undivided with left-turn lanes	N/A	440	760	830
* Volumes are comparable because intersection capacities have been reached.				
** Cannot be achieved.				

Figure Map 8.12 on the following page at the end of this Chapter illustrates the City of Pacific’s existing roadway network. ~~and PM peak hour traffic volumes for major roadway segments.~~ Table 8.2 illustrates the existing PM peak traffic volume data which was taken from several sources, including the City of Auburn, City of Sumner, and several development proposals. Existing and projected traffic counts in Tables 8.2, 8.3 and 8.4 are keyed to Map 8.3 at the end of this Chapter. The following table provides a summary of the current Levels of Service.

Table 8.2 Existing Roadway Level of Service (LOS)					
Roadway Segment		Current PM Peak Hour Directional Volume		Roadway Capacity at LOS D	Level of Service (Peak Direction)
		EB (Eastbound)	WB (Westbound)		
	Ellingson Road – East of C Street	1287	644	1,390	C
<u>A</u>	Ellingson Road – West of C Street ⁽¹⁾	614775	771828	1,390	B
<u>B</u>	3rd Avenue <u>S.</u> - West of Milwaukee Blvd	238205	9178	610	C
<u>C</u>	3rd Avenue <u>S.</u> - East of West Valley Hwy ⁽⁴⁾	135148	4967	610	C
<u>D</u>	Stewart Road (8 th Street) - East of Valentine Avenue ⁽²⁾	519810	398543	700	D
<u>E</u>	Stewart Road (8 th Street)- West of Valentine Avenue ⁽²⁾	641709	691660	700	D
<u>F</u>	Stewart Road (8 th Street) - West of SR 167 ⁽³⁾	898667	545462	880	F
Roadway Segment					
		NB	SB		
<u>G</u>	Frontage Road – South of Ellingson Road ⁽⁵⁾	108189	186257	610	C
<u>H</u>	W Valley Hwy North of 3rd Avenue <u>S.</u> ⁽⁴⁾	7885	709624	700	F <u>D</u>
<u>I</u>	W Valley Hwy South of 3rd Avenue <u>S.</u> ⁽⁴⁾	78135	636596	700	D
<u>J</u>	Valentine Avenue - North of Stewart Rd ⁽²⁾	91143	138377	610	C
<u>K</u>	Valentine Avenue - South of Stewart Rd ⁽²⁾	123211	132227	610	C
⁽¹⁾ Auburn Traffic County 05/2014 ⁽²⁾ Sumner Meadows Redevelopment Report prepared by Transportation Engineering Northwest April 2014 ⁽³⁾ WSDOT traffic counts from 1/7/2014 ⁽⁴⁾ Pacific Traffic Counts from 11/2013 ⁽⁵⁾ King County 2/2007					

Existing Traffic Operations

Based on the described criteria, most roadways in the City of Pacific have sufficient capacity for current transportation needs. The following roadways which have potential capacity problems identified are listed and described below.

Stewart Road (8th Street) between Valentine Avenue and West Valley Highway

Stewart Road (8th Street) provides a major connection to SR 167 for the industrial areas of the south end of the City of Pacific and the north end of the City of Sumner. Currently, Stewart Road has a single lane

in each direction with left-turn lanes between West Valley Highway and the northbound ramps to SR 167. Between SR 167 and Valentine Road the roadway has single lanes in each direction with left-turn lanes at Valentine **Avenue**. Stewart Road near SR 167 is experiencing a traffic demand slightly above capacity, and east of SR 167 the roadway is near capacity.

Roadway projects are planned in the area that will improve the operation of Stewart Road within the City of Pacific. The current Pierce County Transportation Improvement Program identifies a project (jointly with the City of Pacific and WSDOT) to widen Stewart Road (8th Street) to five lanes from West Valley Highway to East Valley Highway. Within the City of Sumner, east of the White River Bridge, the road widening has been completed. Within the City of Pacific, west of the White River Bridge, it is anticipated that the road widening project will be completed by September of 2015. The last phase of the road widening project will be the replacement of the two lane bridge over the White River with a four lane bridge. The City of Pacific and the City of Sumner will be jointly applying for grants to complete this phase of the project.

West Valley Highway between Stewart Road and Ellingson Road

This roadway provides one lane in each direction with no left-turn lanes at intersections. Based on the existing traffic demand the roadway is currently operating at a LOS **F D** condition. The operation of the roadway would be improved by providing left-turn channelization on West Valley Highway at major intersections. Site distance visibility also needs to be improved.

Intersection Improvements

Table 8.2, Existing Roadway LOS, indicates the general ability of the existing roadway network to handle current traffic loads. However, specific factors could cause localized difficulties at certain intersections or on short sections of roadway. Some of these factors could include the lack of turning lanes, and high levels of truck traffic.

If an isolated stop sign-controlled intersection experiences excessive delay or congestion, it may be appropriate to construct turn lanes or to improve the traffic control. Traffic control improvements could include implementing all-way stop control or constructing a traffic signal system. These types of isolated improvements are based on site-specific need and are not measures of the overall function of the transportation system. The implementation of intersection improvements is typically addressed in the 6-year planning efforts by the city and in Traffic Impact Analyses prepared for larger developments.

Other Improvements

In addition to intersection improvements, there are other measures that can be considered to improve the overall safety of **City** roadways. Potential safety measures may include:

- Widening the existing travel lanes
- Improving horizontal and vertical curves
- Constructing or widening shoulders
- Removing obstructions to improve sight distances
- Road surface maintenance
- Constructing turn lanes at intersections
- Constructing sidewalks or bike lanes
- Adding street lighting

Demand Management and Trip Reduction Strategies

In addition to capacity and safety enhancements to the existing system, the City also encourages managing demand on its facilities. This includes provision of non-motorized facilities such as bike and pedestrian paths and sidewalks, trail networks, and connections between modes such as auto and transit. The City would like to include better access to transit through increased bus service, and by providing a park and ride lot to connect with regional and local routes served by King County Metro, Sound Transit, and Pierce Transit.

5. PLANNED IMPROVEMENTS

A review of other agency Transportation Improvement Plans (TIP) provided the following list of projects that will affect the study area:

WSDOT

The Highway Construction Capital Improvement & Preservation Program lists the following projects that will affect the study area:

SR167

8th to 277th Southbound HOT Lane

WSDOT awarded a contract for extending the existing HOT/HOV lanes on SR 167 from 37th Street NW in Auburn to Stewart Road (Eighth Street East) in Pacific. HOT (High Occupancy Toll) lanes are lanes that are open to carpools, vanpools, transit and toll-paying solo drivers. In addition to preserving priority status for transit, HOT lanes allow solo drivers to use the surplus capacity in the lanes by paying a toll. Tolls for HOT lanes are set to ensure that these lanes keep flowing even when the regular lanes are congested

City of Sumner

136th Widening Project

In partnership with the City of Pacific, the City of Sumner as project lead, is managing the 136th Street/Valentine Ave. S reconstruction project proposed for completion in Spring 2016.

8th Street East - White River Bridge:

This project will widen the bridge over White/Stuck River and is a joint project with Pierce County. The City is in the design and pursuing construction funding. Anticipated completion is Fall 2018.

City of Auburn

Lake Tapps Parkway Preservation

This project will repair and overlay the existing travelled surface of Lake Tapps Parkway. This street is an extension of Stewart Road (8th St E).

A Street SE Non-Motorized Access Improvements

This project will improve pedestrian access in the A street corridor, a portion of which will pass through the City of Pacific.

King County

There are no scheduled projects in the Pacific vicinity on the current county TIP.

Pierce County

There are no scheduled projects in the Pacific vicinity on the current county TIP.

City of Pacific 6-Year Transportation Improvement Plan (TIP)

The City of Pacific has transportation projects in various stages of development. These projects can be viewed within the current year Transportation Improvement Plan.

Planned Improvements and the Future Network

These improvements are included in the roadway networks for the future conditions analysis for 2010 and 2025 in the following sections.

6. FUTURE CONDITIONS

Traffic Volume Projections

To assess the future transportation needs of the City of Pacific, and the ability of the existing roadway network to accommodate planned growth, traffic volumes were estimated for the ~~2010-2021~~ and ~~2025-2035~~ horizon years. The traffic volume projections were prepared using the Pierce County model with Sumner and Bonney Lake enhancements. The transportation model was created using a computerized transportation network model program.

Forecasting Methodology

Traffic volume forecasts for Transportation Element of the Comprehensive Plan were developed using a traffic volume growth rate determined to be appropriate based on available data. Three different data sources were consulted in order to identify an appropriate growth rate and forecast traffic volumes in Pacific:

- Historical traffic volume data from the Washington State Department of Transportation (WSDOT) on State Route (SR) 167.
- Long-range 2040 forecasts of population and employment by the Puget Sound Regional Council (PSRC).
- Pierce County travel demand model data for 2004 and 2025.

~~The City of Pacific study area was modeled using the Emme/2 software package. Existing land use and demographic information was provided by the City of Pacific, adjacent communities and Pierce County.~~

~~The modeling process developed for this study involved four major steps:~~

- ~~Construction of a computerized street network system of the Pierce County transportation system~~
- ~~Developing a computerized land use zone system and database inventory of households and employment~~
- ~~Preparing base year model traffic volumes using trip generation factors and land use types to calibrate the model to current conditions~~
- ~~Developing future traffic volumes using projected land use changes~~

Model Post-Process Calibration

~~The transportation model has been calibrated to a high degree of accuracy for the system-wide roadway network. However, the accuracy of model volumes for particular roadway segments may vary based on a variety of factors. To account for the occurrence of local variation, a ‘post process’ calibration was applied to the model-generated traffic volumes.~~

The post-process calibration involved calculating the difference between the model-generated volumes for the 2000 base year and for the 2020 horizon year. This difference is considered the model volume growth increment. The model volume growth increment was then added to the actual traffic volume counts for each roadway segment. Similarly, the 2010 traffic volume scenario was calculated by applying a percentage of the model growth increment to the actual traffic counts.

For roadways not represented in the Pierce County model, the model growth increment was not available. For those roadways model growth rates were calculated for nearby roadways in the model network and then applied to the individual roadways in the City of Pacific study area.

Future Conditions (6 Year)

The City of Pacific annually develops a Transportation Improvement Program (TIP) to address roadway deficiencies. As described previously, the deficiencies can be capacity or safety related. Most of the improvements included in the 2014 6-year TIP are intended to address safety-related deficiencies or pavement restoration. Each annual update is hereby adopted by reference in the transportation element of the county Comprehensive Plan and is available through the Public Works Department.

6-Year Horizon Traffic Volumes

Figure Table 8.3 shows estimated traffic volumes for the 2010–2025 horizon. Map 8.3 illustrates alphabetically the location of the estimated traffic volumes as shown in Tables 8.3 and 8.4.

The following table shows the estimated traffic volumes and Level of Service for the 2010–2025 horizon year. The capacity value for the Stewart Road (8th Street) corridor reflects the planned roadway widening project.

Table 8.3					
Projected 2010–2025 Roadway Level of Service (LOS)					
		Projected 2010–2025 PM Peak Hour Directional Volume		Roadway Capacity at LOS D*	Level of Service (Peak Direction)
Roadway Segment		EB	WB		
<u>A</u>	Ellingson Road – West of C Street	<u>676 945</u>	<u>822 1,009</u>	1,390	<u>B-C</u>
<u>B</u>	3rd Avenue - West of Milwaukee Blvd	<u>264 250</u>	<u>419 95</u>	610	C
<u>C</u>	3rd Avenue - East of West Valley Hwy	<u>167 180</u>	<u>72 82</u>	610	C
<u>D</u>	Stewart Road (8 th Street) East of Valentine Avenue	<u>685 987</u>	<u>561 662</u>	1,760	B
<u>E</u>	Stewart Road (8 th Street) - West of Valentine Avenue	<u>747 864</u>	<u>789 805</u>	1,760	B
<u>F</u>	Stewart Road - West of SR 167	<u>4006 813</u>	<u>610 563</u>	<u>1,760 880</u>	<u>B C</u>
Roadway Segment					
		NB	SB		
<u>G</u>	Frontage Road – South of Ellingson Road	<u>134 230</u>	<u>231 313</u>	610	C
<u>H</u>	W Valley Hwy North of 3rd Avenue	<u>92 104</u>	<u>687 761</u>	700	<u>D F</u>
<u>I</u>	W Valley Hwy South of 3rd	<u>87 165</u>	<u>611 727</u>	700	<u>E F</u>

	Avenue				
<u>J</u>	Valentine Avenue - North of Stewart Road	110 <u>143</u>	167 <u>377</u>	610 <u>880</u>	C <u>B</u>
<u>K</u>	Valentine Avenue - South of Stewart Road	111 <u>257</u>	136 <u>277</u>	610 <u>880</u>	C <u>B</u>

** West Valley Highway has a designated “Level of Service” (LOS) “F”*

Projected ~~2010-2021~~ Traffic Operations

Based on the described criteria, most roadways in the City of Pacific will have sufficient capacity to accommodate the increase in traffic anticipated over the next six years.

Recommended Improvements - Roadway Capacity

Ellingson Road Corridor Study

The City should consider analyzing the Ellingson Road corridor for possible access control and left turn access measures. It is possible that the road could be re-striped as a 3-lane roadway with a center left turn lane. This would improve access into adjacent industrial and commercial properties and increase the efficiency of through traffic. Additional study is required before making any specific improvements.

West Valley Highway Corridor Study

The City should consider analyzing the West Valley Road corridor. Although traffic forecasts predict a slight reduction in volumes on the roadway, possibly due to the addition of the 167/24th interchange, further analysis is required to determine the accuracy of the model forecast and consider potential access control and left-turn provisions. West Valley Highway will continue to function at LOS F due to spillover traffic from SR 167 during PM peak hours. This may be relieved once the Department of Transportation extends the “hot lanes” further south to the Stewart Road/8th Street corridor.

Intersection Improvements

While the roadways within the City appear to be adequate in terms of capacity, it is possible that intersections along some of those roadways may experience failure. Additional intersection analysis will be done as development proposals are submitted.

Safety and Maintenance

Although most of the current roadway system has adequate capacity, the city will continue to upgrade roadways to improve various safety elements. Roadway improvements may also be constructed to improve access to appropriately zoned lands to encourage economic Development.

Figure 4 Table 8.4 ~~2025-2035~~ Traffic Volumes

Projected ~~2025-2035~~ Traffic Operations

As **Table 8.4** indicates, most of the existing roadways will continue to function at an acceptable LOS through the ~~2025-2035~~ horizon.

There are no additional recommended improvements beyond those identified in ~~2010~~ 2035. However, the City should continue to monitor impacts to specific critical intersections.

Table 8.4					
Projected 2025 2035 Roadway Level of Service (LOS)					
		Projected 2025 2035 PM Peak Hour Directional Volume		Roadway Capacity at LOS D*	Level of Service (Peak Direction)
Roadway Segment		EB	WB		
<u>A</u>	Ellingson Road – West of C Street	809 <u>1152</u>	932 <u>1239</u>	1,390	C
<u>B</u>	3rd Avenue - West of Milwaukee Blvd	319 <u>305</u>	480 <u>116</u>	610	C
<u>C</u>	3rd Avenue - East of West Valley Hwy	234 <u>220</u>	421 <u>100</u>	610	C
<u>D</u>	Stewart Road (8 th Street) East of Valentine Avenue	1134 <u>1204</u>	1005 <u>807</u>	1,760	<u>B</u> <u>C</u>
<u>E</u>	Stewart Road (8 th Street) - West of Valentine Avenue	1035 <u>1054</u>	1056 <u>981</u>	1,760	<u>B</u> <u>C</u>
<u>F</u>	Stewart Road (8 th Street) - West of SR 167	1347 <u>991</u>	818 <u>687</u>	1,760	<u>D</u> <u>B</u>
Roadway Segment		NB	SB		
<u>G</u>	Frontage Road – South of Ellingson Road	203 <u>281</u>	350 <u>382</u>	610	D
<u>H</u>	W Valley Hwy North of 3rd Avenue	423 <u>126</u>	640 <u>927</u>	700	<u>E</u> <u>F</u>
<u>I</u>	W Valley Hwy South of 3rd Avenue	408 <u>201</u>	558 <u>886</u>	700	<u>E</u> <u>F</u>
<u>J</u>	Valentine Avenue - North of Stewart Road	461 <u>212</u>	245 <u>560</u>	610	<u>E</u> <u>B</u>
<u>K</u>	Valentine Avenue - South of Stewart Road	80 <u>314</u>	146 <u>337</u>	610	<u>E</u> <u>B</u>

* West Valley Highway has a designated “Level of Service” (LOS) “F”

Future Conditions (~~2025~~2035)

Site-Specific Traffic Impact Analyses

There are ~~currently several~~ very few proposals for development projects within the City. ~~If these occur, potentially a large amount of residential and commercial infill planned for the city could occur within a concentrated area. Therefore, the City is~~ has establishing ~~established~~ a Traffic Impact Analysis process to ensure consistency in identifying and analyzing impacts.

All large developments are required to prepare a Traffic Impact Analysis (TIA) of the projected traffic conditions expected at the completion of the proposed development. The TIA would identify if additional roadway improvements are needed to accommodate the new traffic generated by the specific development. The TIA for each successive development in a localized area would be required to include the estimated traffic from all of the other planned developments that were currently in the permitting process.

If the cumulative effect of development causes specific roadways or intersections to operate at less than acceptable standards, roadway improvements would need to be funded or constructed by the developer that would improve the operation of the roadway network to an acceptable level.

Developments proposed within the area will be responsible for providing more detailed analysis of intersections and roadways impacted by the development. The following is a list of intersections that are considered critical locations to the overall function of the City of Pacific roadway network:

Critical Intersections

Ellingson Road Corridor

- Ellingson Road/West Valley Highway
- Ellingson Road/State Route 167 Southbound Ramp Terminals
- Ellingson Road/State Route 167 Northbound Ramp Terminals
- Ellingson Road/Frontage Road
- Ellingson Road/Tacoma Boulevard
- Ellingson Road/Milwaukee Boulevard
- Ellingson Road/Pacific Avenue
- Ellingson Road/C Street

3rd Avenue Corridor

- 3rd Avenue/West Valley Highway
- 3rd Avenue/Frontage Road
- 3rd Avenue/Chicago Boulevard
- 3rd Avenue/Milwaukee Boulevard
- 3rd Avenue/Butte Avenue
- 3rd Avenue/Pacific Avenue

Valentine Avenue Corridor

- Valentine Avenue/5th Avenue SE
- Valentine Avenue/Stewart Road

Stewart Road Corridor

- Stewart Road/West Valley Highway
- Stewart Road/State Route 167 Southbound Ramp Terminals
- Stewart Road/State Route 167 Northbound Ramp Terminals
- Stewart Road/Thornton Avenue
- Stewart Road/Valentine Avenue

Figure Map8.45 shows the critical intersections.

Traffic Impact Analyses prepared for new developments would be required to provide analysis of any

critical intersection impacted by 25 or more new PM peak hour trips. Analysis of additional intersections could be required at the discretion of City of Pacific staff.

Truck Traffic and Circulation

The City of Pacific has a successful and growing industrial land base. Consistent with the industrial land-use is elevated levels of truck traffic. Current strategies are in place to provide distinct truck routes to minimize the conflict with residential and non-industrial commute traffic. The recommended truck primary routes are shown on **Figure Map 8.56**. Traffic Impact Analyses prepared for commercial/industrial developments will be required to identify the amount of truck traffic that will be generated by the project during the morning and evening peak hours and average weekday.

For purposes of this analysis ‘truck’ is defined as any vehicle with a gross vehicle weight rating over 10,000 pounds and would include most combination and multiple-axle vehicles. The following levels of truck traffic would be deemed a significant increase according to the following guidelines.

The developer would be required to include with the Traffic Impact Analysis a pavement analysis for each roadway receiving an increase in truck traffic in excess of the limits defined above to determine if the roadway can accommodate the increase in truck loading.

Table 8.5 Significant Truck Traffic Levels For New Developments	
	Average Daily Volume
Designated Truck Routes	100
All other Streets	10

7. RCW 47.06.140 ~~HB 1487~~ COMPLIANCE (STATE FACILITIES)

The 1998 legislation House Bill 1487 known as the “Level of Service” Bill, amended the Growth Management Act; Priority Programming for Highways; Statewide Transportation Planning, and Regional Planning Organizations. The combined amendments to these RCWs were provided to enhance the identification of, and coordinated planning for, “transportation facilities and services of statewide significance (TFSSS)” HB 1487 recognizes the importance of these transportation facilities from a state planning and programming perspective. It requires that local jurisdictions reflect these facilities and services within their comprehensive plan.

State-Owned Transportation Facilities

SR 167 provides the major link between the City of Pacific and the region. This limited access divided highway has interchanges at Ellingson Road and Stewart Road (8th Street East) to connect the city with the State highway system. It is the only state facility within the City limits.

Estimates of Traffic

Figure 7 provides 20-year traffic volumes for SR-167. The volumes were generated by the Puget Sound Regional Council (PSRC) model applying a growth rates to recent traffic counts, which includes land use assumptions for 2025 for the City of Pacific.

Highways of statewide significance (HSS)

The Transportation Commission List of Highways of Statewide Significance includes SR 167 as an HSS within the City of Pacific and its growth area.

The City of Pacific affirms the establishment of LOS D as adopted by WSDOT for Highways of Statewide Significance.

Regionally Significant State Highways

In October 2003, the Puget Sound Regional Council Executive Board adopted level of service standards for regionally significant state highways in the central Puget Sound region. Regionally significant state highways are state transportation facilities that are not designated as being of statewide significance. The Regional Council took this action to comply with 1998 amendments (HB 1487) to the Growth Management Act.

Adoption of LOS standards for regionally significant state highways followed a year-long process involving WSDOT and the region's cities and counties. As part of the next major update to Destination 2030 Transportation 2040, the Regional Council will develop additional performance measures, such as travel time, transit service levels, pedestrian, bicycle, etc.

Level of Service Standards

The PSRC 3-tiered approach to LOS is described below and illustrated in the attached PSRC map.

Tier 1

For this process, the "inner" urban area is generally defined as a 3-mile buffer around the most heavily traveled freeways (I-5, I-405, SR 167, SR 520, and I-90), plus all designated urban centers (most are located in the freeway buffer already). The proposed standard for Tier 1 routes is LOS E/mitigated, meaning that congestion should be mitigated (such as transit) when p.m. peak hour LOS falls below LOS E.

Tier 2

These routes serve the "outer" urban area - those outside the 3-mile buffer - and connect the "main" urban growth area (UGA) to the first set of "satellite" UGA's (e.g., SR 410 to Enumclaw). These urban and rural areas are generally farther from transit alternatives, have fewer alternative roadway routes, and locally adopted LOS standards in these areas are generally LOS D or better. The proposed standard for Tier 2 routes is LOS D.

Tier 3

Rural routes are regionally significant state routes in rural areas that are not in Tier 2. The proposed standard for rural routes is LOS C, consistent with the rural standard in effect for these routes once they leave the four counties in the PSRC region, such as SR 530 entering Skagit County.

The City of Pacific asserts that proposed improvements to state-owned facilities will be consistent with the Regional Transportation Plan (RTP) and the State Highway System Plan within Washington’s Transportation Plan (WTP).

8. FINANCING AND IMPLEMENTATION

The State of Washington’s Growth Management Act (GMA) requires that a jurisdiction’s transportation plan contain a funding analysis of the transportation projects it recommends. The analysis should cover funding needs, funding resources, and it should include a multi-year financing plan. The purpose of this requirement is to insure that each jurisdiction’s transportation plan is affordable and achievable. If a funding analysis reveals that a plan is not affordable or achievable, the plan must discuss how additional funds will be raised, or how land use assumptions will be reassessed.

Federal Revenue Sources

The 1991 federal Intermodal Surface Transportation Efficiency Act (ISTEA) reshaped transportation funding by integrating what had been a hodgepodge of mode- and category-specific programs into a more flexible system of multi-modal transportation financing. For highways, ISTEA combined the former four-part Federal Aid highway system (Interstate, Primary, Secondary, and Urban) into a two-part system consisting of the National Highway System (NHS) and the Interstate System. The National Highway System includes all roadways not functionally classified as local or rural minor collector. The Interstate System, while a component of the NHS, receives funding separate from the NHS funds.

~~In 1998, the Transportation Efficiently Act for the 21st Century (TEA 21) continued this integrated approach, although specific grants for operating subsidies for transit systems were reduced.~~

The “TEA” Funding programs continue to evolve. Federal Funds are now administered through the Puget Sound Regional Council (PSRC) and WSDOT. To receive TEA21 Federal funds, cities must submit competing projects to their designated Regional Transportation Planning Organization (RTPO) or to the state DOT. Projects which best meet the specified criteria are most likely to receive funds. Projects which fund improvements for two or more transportation modes receive the highest priority for funding.

~~The status of TEA Federal funds for 2004 is uncertain and pending federal approval on a two year cycle as of this writing.~~

Projects Eligible for National Highway System Funding

- ~~▪ Construction, reconstruction, resurfacing, restoration and rehabilitation and operational improvements to NHS segments~~
- ~~▪ Construction and operation improvements to non NHS highway and transit projects in the same corridor if the improvement will improve service to the NHS, and if non NHS improvements are more cost effective than improving the NHS segment.~~
- Safety improvements
- Transportation planning
- ~~▪ Highway research and planning~~
- ~~▪ Highway related technology transfer~~
- Start-up funding for traffic management and control (up to two years)

- Fringe and corridor parking facilities
- Carpool and vanpool projects
- Bicycle transportation and pedestrian walkways
- Development and establishment of management systems
- Wetland mitigation efforts

Historical Transportation Revenue Sources

The City of Pacific historically has used three sources of funds for street improvements:

Income from Taxes

- Motor Vehicle Excise Tax (MVET)
- Motor Vehicle Fuel Tax (MVFT)

Income from Intergovernmental Sources:

- ~~HUD Block Grants~~
- Federal Aid (FAUS, FAS, ISTEPA, etc.)
- Urban Arterial Board
- TIB and STP Grants

Miscellaneous Income:

- Interest Earnings
- Miscellaneous Income
- Developer Contributions
- ~~Transportation~~ Local Improvement Districts (LID)

In the past, motor vehicle excise tax (MVET) and motor vehicle fuel tax (MVFT) allocations from the state have been the major sources of continuing funding for transportation capital improvements. Initiative 695, passed by the voters in 1999, removed MVET as a significant funding source, so the MVFT (“gas tax”) funding appear to be the only reliable source of transportation funds for the future. MVET and MVFT also provided funds for state and federal grants which are awarded competitively on a project-by-project basis and from developer contributions which are also usually targeted towards the developer’s share of specific road improvements.

Capital Costs for Recommended Improvements

Based on the City’s adopted 20-year land use plan, and the traffic analysis conducted on the city’s roadway links, there are no capital improvements required in order to maintain the city’s adopted LOS D for area roadways. Therefore, no capital cost information is presented within this plan.

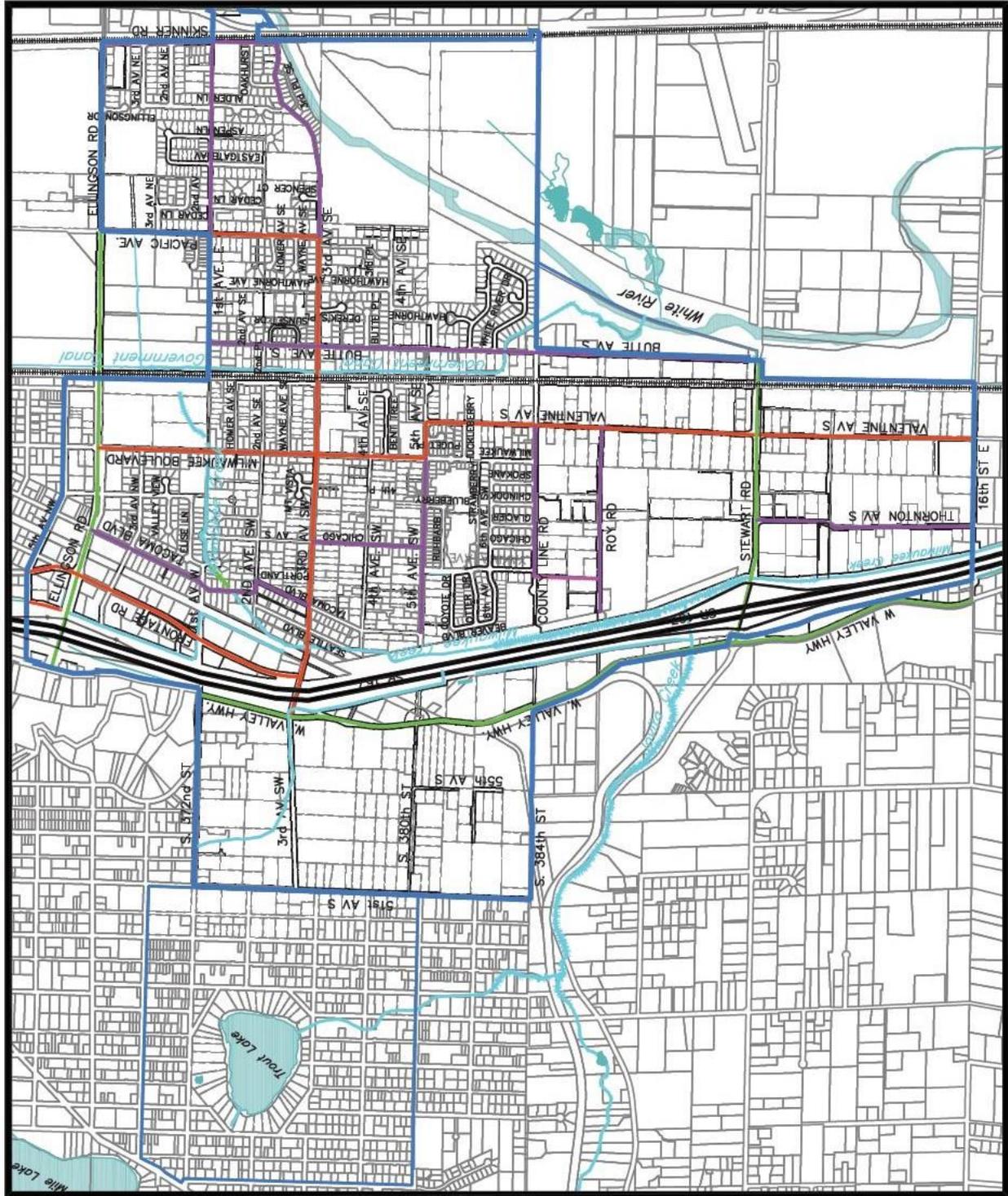
However, safety enhancements, maintenance projects, corridor studies, and local intersection improvements *are* included in the City’s TIP along with cost estimates and funding sources for each of those prioritized projects. The City is required to annually update and adopt a 6-year TIP. A copy of the City’s detailed TIP may be obtained from the Planning and Public Works Department.

Alternative Sources of Transportation Funds

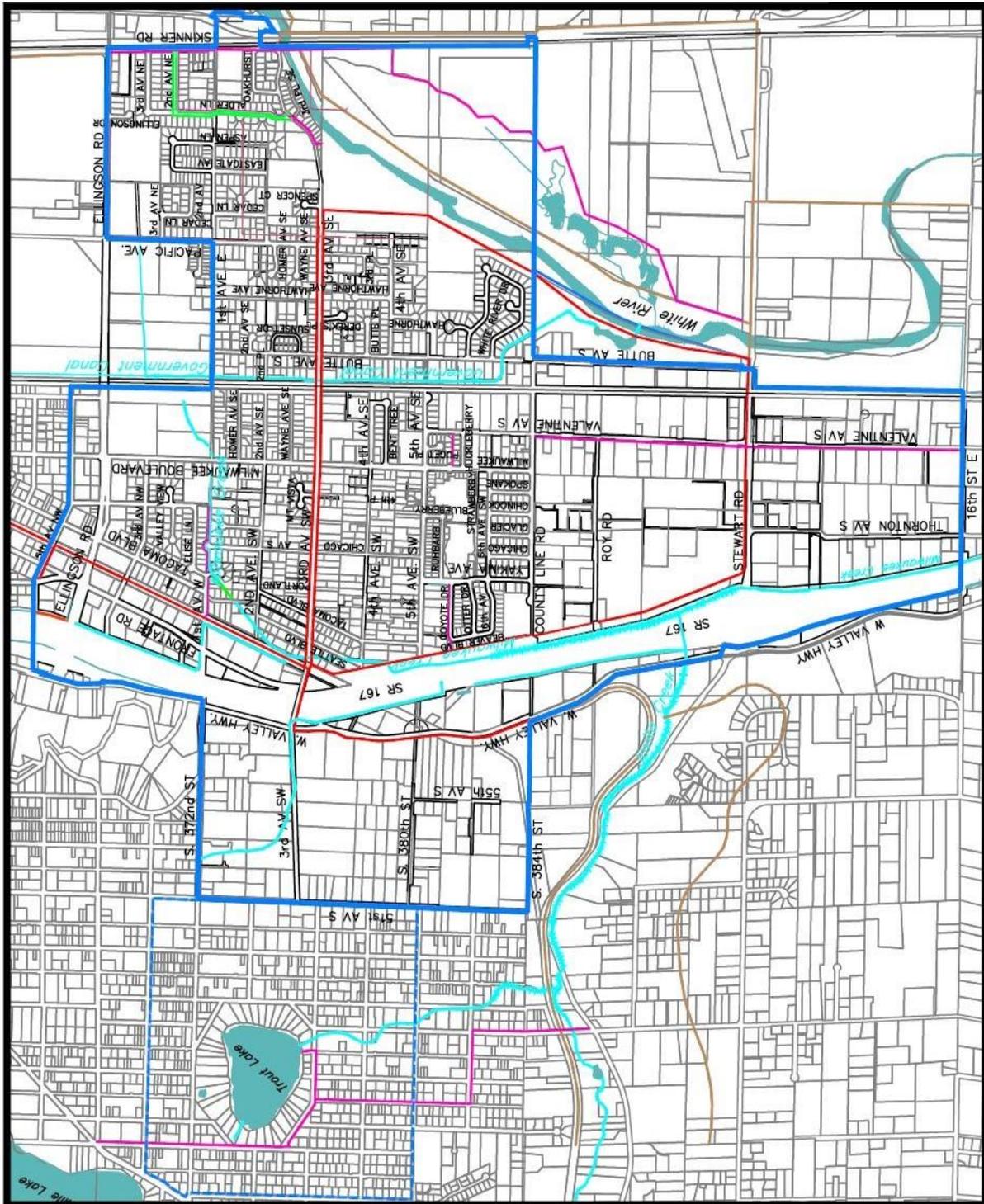
Transportation Benefit District

In 1987 the State Legislature created the option for local governments to form Transportation Benefit Districts (TBDs). A TBD is a quasi-municipal entity with the sole purpose of developing projects within the TBD boundary.

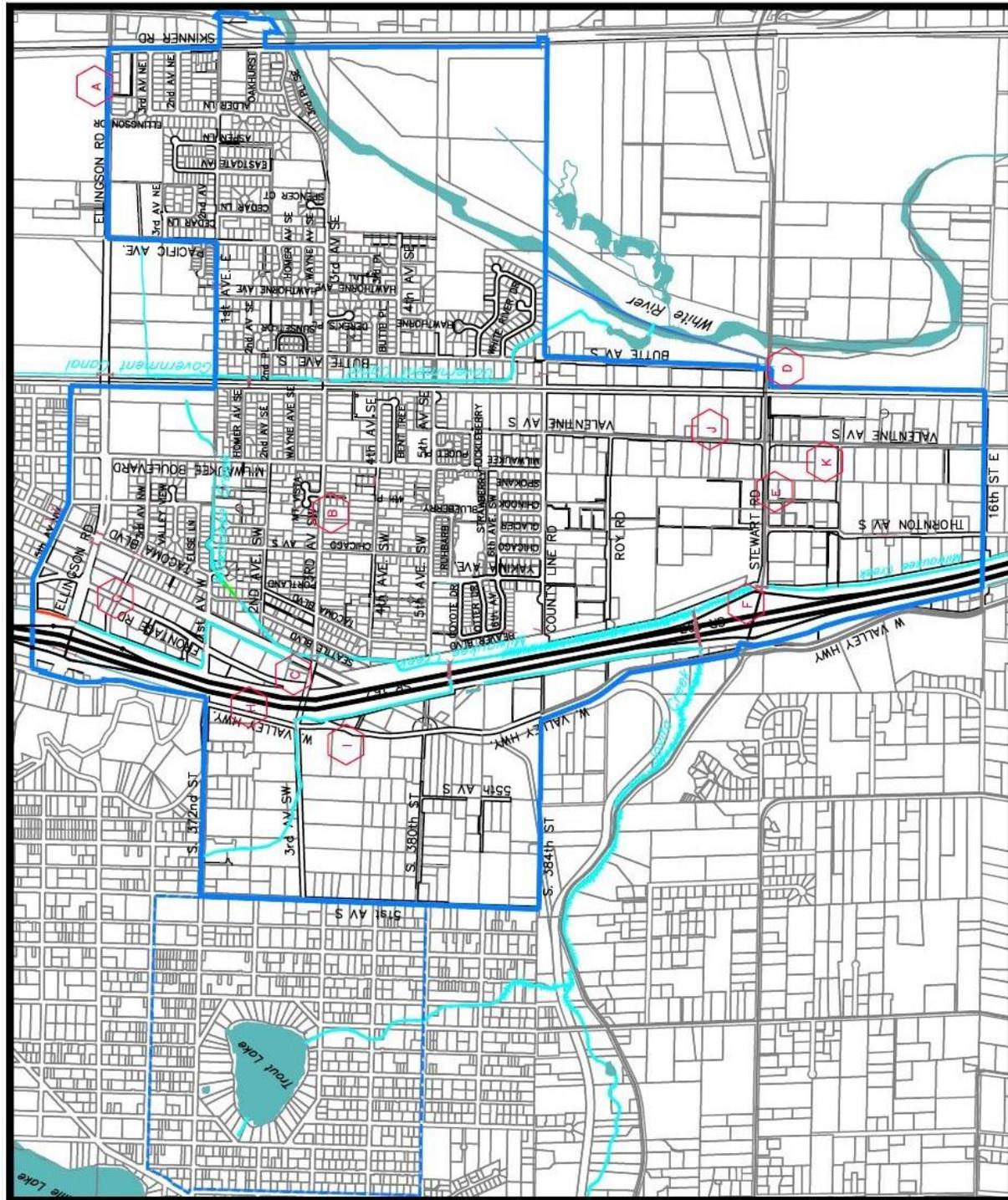
The TBD has a variety of options from vehicle tab fees to property taxes.



	LEGEND	<p>Map 8.1: City of Pacific Functional Classification Routes</p> <p>4/7/2015 10:01:57 AM, Revision Date</p>	
			City Limits
			Urban Growth Area (UGA)
			Freeway (State)
			Major Arterial
	Minor Arterial		
	Collector		



<p>Scale in Feet</p>	LEGEND	Map 8.2: City of Pacific Trails	
		City Limits	
		Urban Growth Area (UGA)	
		Interurban Trail	
		Bike Lanes	
		Trail - General	
	Trail - Other Jurisdictions		
		4/7/2015 10:11:11 AM, Revision Date	



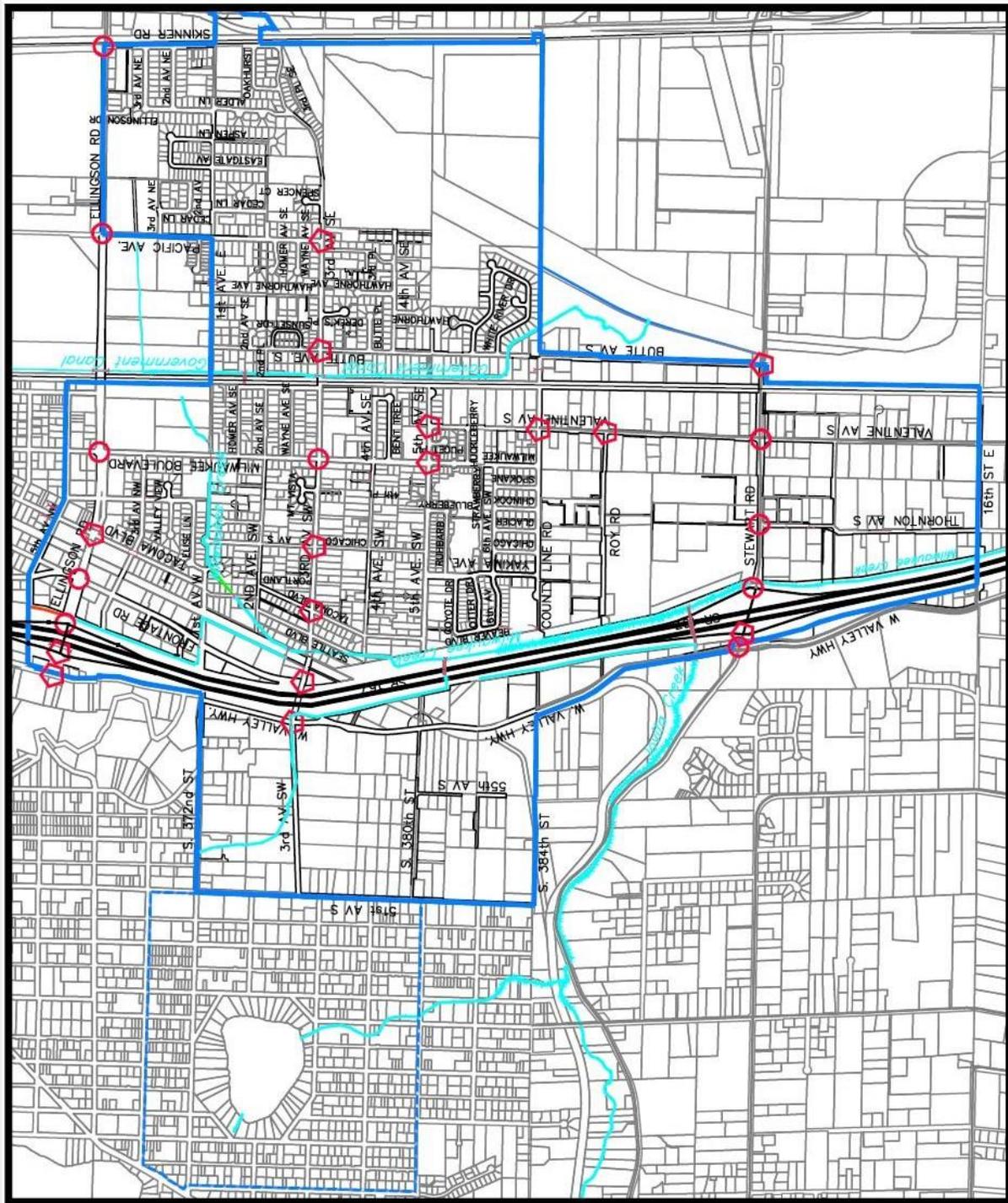
Scale in Feet

LEGEND

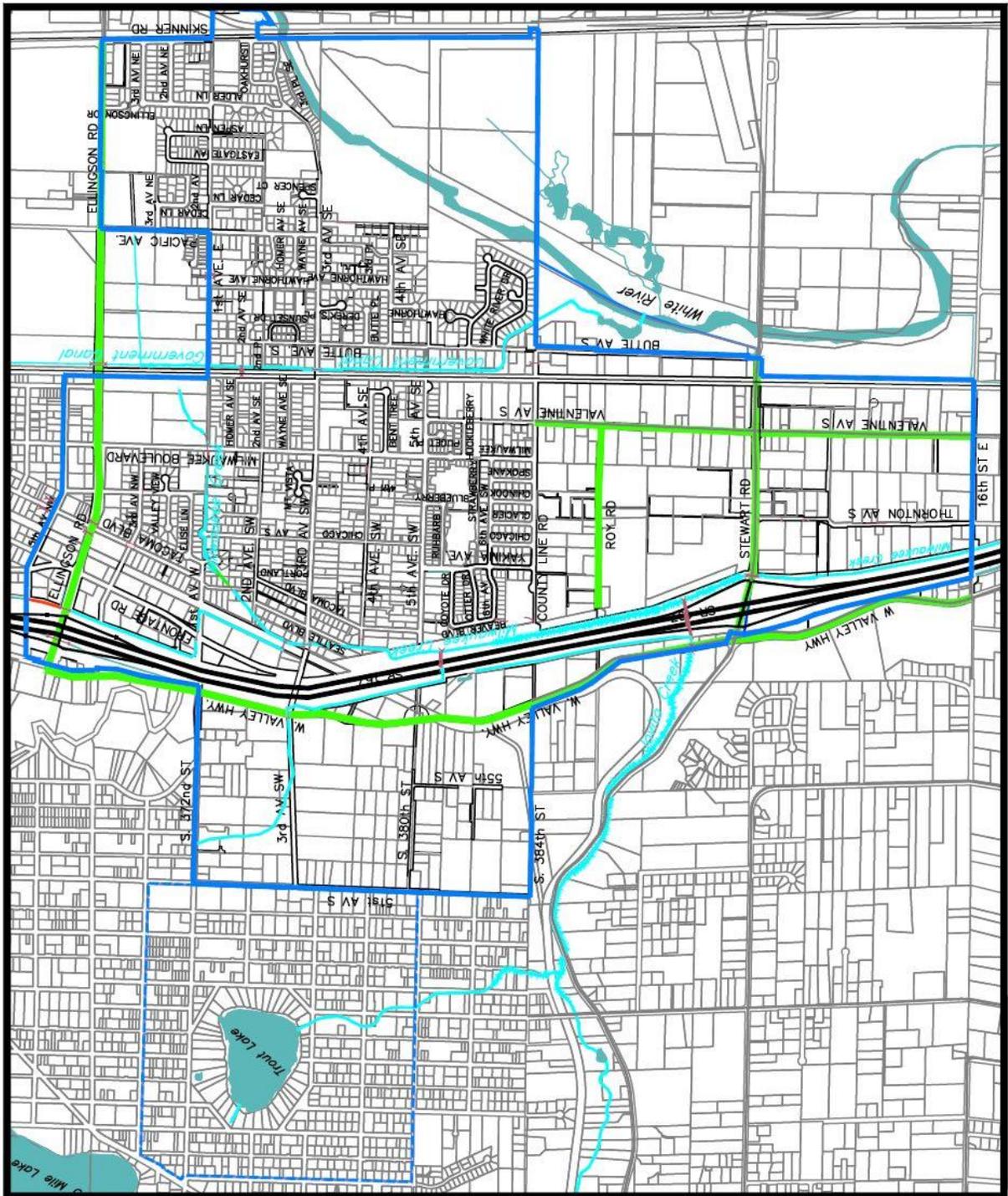
- City Limits
- Urban Growth Area (UGA)

**Map 8.3: City of Pacific
Traffic Counts**

4/7/2015 10:04:08 AM, Revision Date



	LEGEND	<p>Map 8.4: City of Pacific Critical Intersections</p> <p>4/7/2015 10:06:31 AM, Revision Date</p>
	<ul style="list-style-type: none"> City Limits Urban Growth Area (UGA) Signalized Intersection Non-Signalized Intersection 	



Scale in Feet

LEGEND

- City Limits
- - - Urban Growth Area (UGA)
- Recommended Truck Routes

**Map 8.5: City of Pacific
Designated
Truck Routes**

4/7/2015 10:07:44 AM, Revision Date

**CITY OF PACIFIC
ORDINANCE NO. 2015-1912**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC, WASHINGTON, RELATING TO THE COMPREHENSIVE PLAN UNDER THE GROWTH MANAGEMENT ACT; ADOPTING AMENDMENTS TO AMEND THE NATURAL ENVIRONMENT ELEMENT, ADDING ADDITIONAL TEXT AND MAPS AND ADOPTING THE “LOWER WHITE RIVER BIODIVERSITY MANAGEMENT AREA (BMA) STEWARDSHIP PLAN” AS AN APPENDIX TO CHAPTER 3 NATURAL ENVIRONMENT; AND AMENDING THE TRANSPORTATION ELEMENT OF THE COMPREHENSIVE PLAN, ADDING ADDITIONAL TEXT, MAPS, AND UPDATING THE CURRENT AND PROJECTED “LEVELS OF SERVICE” TABLES FOR CITY ROADWAYS; AND SETTING AN EFFECTIVE DATE.

WHEREAS, the City of Pacific plans under the Growth Management Act (chapter 36.70A RCW), which requires that the City adopt a Comprehensive Plan (RCW 36.70A.040); and

WHEREAS, the City may annually adopt amendments to the City’s Comprehensive Plan (RCW 36.70A.470 and 36.70A.106); and

WHEREAS, the City’s deadline for submission of applications for amendments to the Comprehensive Plan for the year 2015 was January 1, 2015; and

WHEREAS, the City received one application; a Department of Commerce grant for updates to Chapter 3 – Natural Environment, Chapter 8 – Transportation of the Comprehensive Plan and for updating the City’s Wetland Map; and

WHEREAS, the SEPA Responsible Official performed SEPA on the application and issued a Determination of Nonsignificance (DNS) on February 27, 2015; and

WHEREAS, the Planning Commission conducted three public meetings and one public hearing on March 24, 2015 on the proposed amendments and after hearing public testimony, deliberated and issued their recommendations; and

WHEREAS, the Planning Commission's recommendations were delivered to the City Council, and the City Council considered the recommendations during a public hearing held by the City Council on June 8, 2015, June 22, 2015 and November 9, 2015; and

THE CITY COUNCIL OF THE CITY OF PACIFIC, WASHINGTON, ORDAINS AS FOLLOWS:

Section 1. The City Council considered the comprehensive plan amendments and the Planning Commission's recommendations on each application as follows:

A. Chapter 3 Natural Environment.

1. *Description.* The Natural Environment Chapter has been amended as follows: (1) The Chapter has been reformatted to a single column format, (2) Goal NE-2 has been removed (3) Additional discussion points for a variety of policies, (4) Adds policy NE 5.8 regarding "Best Available Science" (BAS), (5) Deletes Policy NE-8.3, (6) Adds a new Policy NE-7.5 regarding volcanic hazard evacuation routes, (7).Adds new Goals and Policies relating to "biodiversity", (8) Provides greater detail under "Existing Conditions", (9) Provides background regarding the Lower White River Biodiversity Management Area (BMA), (10) Adopts the "Lower White River Biodiversity Management Area (BMA) Stewardship Plan" as an appendix to the Comprehensive Plan, (11) A new "Soils" map is provided (12) A new "Creeks/Streams" map is included, (13) A new "Wellhead Protection Area" map is provided, (14), A new "Lahar Hazards" map is provided, (15) A revised "Critical Areas" map is provided. This map updates the location of potential wetlands as of March 2015.

2. *Findings.* The purpose of the Natural Environment Chapter is to set out the goals and policies that the City will use as a guide to protect its Natural Resources in accordance with the Growth Management Act (GMA) under RCW 36.70A.060, 36.70A.170, 36.70A.172, and 36.70A.175. Added goals and policies regarding "Best Available Science" and "Biodiversity" will guide the City as it reviews potential updates to its "Critical Areas" regulations.

The adoption of the "Lower White River Biodiversity Management Area (BMA) Stewardship Plan" will allow the City's to participate in a regional wide effort to provide biodiversity in the lower White River Basin. Adoption will also provide residents nonregulatory methods to enhance biodiversity on their properties. The addition of a "Lahar Map" and updated "Critical Areas" map provides valuable information to property owners as they consider uses of their properties.

3. *Staff Recommendation:* City staff has recommended approval of the proposed amendments to Chapter 3 Natural Environment.

4. *Planning Commission Recommendation:* On March 24, 2015 the Planning Commission conducted a public hearing on the proposed amendments and after taking public testimony, deliberated and issued their recommendation of approval.

5. *Council Conclusions:* The City is charged with the stewardship of protecting the remaining natural areas within the City while taking into account the rights of property owners. The proposed amendments will help strike a balance between these two responsibilities.

B. Chapter 8 Transportation

1. *Description.* Amendments include the following: (1) The Chapter has been reformatted to a single column format, (2) Goal T2 and Policy T2.1 are deleted as redundant, (3) Goal T13 is deleted as redundant, (4) Goal T18 is deleted as redundant, (5) Policy T20.3 is deleted as redundant, (6) “Discussion” statements are provided for all policies, (7) The “Existing Roadway Level of Service (LOS) table is revised (Table 8.2, (8) 2025 projected roadway LOS levels are provided, (9) 2035 projected roadway LOS levels are provided, (10) Background data is updated, and (10) A new “Traffic Counts” map is provided that is keyed to Tables 8.2, 8.3., and 8.4.

2. *Findings.* Under the Growth Management Act (GMA), the Transportation Chapter of the Comprehensive Plan is a requisite element of the plan which is required to be updated on a periodic basis. The Transportation Chapter was last updated in 2008. Proposed amendments to the Transportation Chapter conform to the GMA requirements for periodic updates.

3. *Staff Recommendation:* City staff has recommended approval of the proposed amendments to Chapter 8 Transportation

4. *Planning Commission Recommendation:* On March 24, 2015 the Planning Commission conducted a public hearing on the proposed amendment and after taking public testimony, deliberated and issued their recommendation of denial.

5. *Council Conclusions:* Chapter 8 Transportation provides guidance to the City to plan for current and future improvements to the City’s road and transportation system. Proposed amendments provide additional information and methods to reach the City’s goals.

Section 2. Amendments Approved. The 2015 application to amend the Pacific Comprehensive Plan listed as follows are hereby approved:

A. Chapter 3 Natural Environment (Including the adoption of the “Lower White River Biodiversity Management Area (BMA) Stewardship Plan” as an appendix to Chapter 3).

B. Chapter 8 Transportation.

Section 3. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 4. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be 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 5. Effective Date. This Ordinance shall become effective five days after publication as provided by law.

PASSED by the Council and approved by the Mayor of the City of Pacific, this 9th day of November 2015.

CITY OF PACIFIC

Mayor Leanne Guier

ATTEST/AUTHENTICATED:

Amy Stevenson-Ness, City Clerk

**APPROVED AS TO FORM:
Office of the City Attorney**

Carol Morris, City Attorney

**PASSED BY THE CITY COUNCIL: 11.9.15
PUBLISHED: 11.13.15
EFFECTIVE DATE: 11.18.15
ORDINANCE NO: 2015-1912**



Agenda Bill No. 15-153

TO: Mayor Guier and City Council Members
FROM: Amy Stevenson-Ness, City Clerk
MEETING DATE: November 9, 2015
SUBJECT: City of Pacific Public Records Rules, PMC Chapter 2.97

ATTACHMENTS: Ordinance No. 2015-1913

Previous Council Review Date: N/A

Summary: Section 42.56.040 of the Revised Code of Washington relating to the duty to publish Public Records Act local procedures requires the city to establish and publish rules to implement the Act.

PMC Chapter 2.97 allows the Public Records Officer to establish and publish rules to implement Chapter 2.97 PMC, which contradicts RCW 42.56.040 and needs to be modified to require the City Council to establish public records rules.

Recommended Action: Adopt Ordinance No. 2015-1913

Motion for Consideration: "I move to adopt Ordinance No. 2015-1913 amending Chapter 2.97 of the Pacific Municipal Code requiring the City Council instead of the public records officer, to establish public records rules."

Budget Impact:

Alternatives:

**CITY OF PACIFIC, WASHINGTON
ORDINANCE NO. 2015-1913**

**AN ORDINANCE OF PACIFIC, WASHINGTON, RELATING
TO PUBLIC RECORDS, MODIFYING CHAPTER 2.97 OF
THE PACIFIC MUNICIPAL CODE REQUIRING THE CITY
COUNCIL, INSTEAD OF THE PUBLIC RECORDS
OFFICER, TO ESTABLISH PUBLIC RECORDS RULES.**

WHEREAS, Section 42.56.040 of the Revised Code of Washington (RCW) relating to the duty to publish Public Records Act (PRA) local procedures requires the city to establish and publish rules to implement the PRA; and

WHEREAS, Chapter 2.97 in the Pacific Municipal Code (PMC) relating to Public Records allows the Public Records Officer to establish and publish rules to implement Chapter 2.97 PMC, which contradicts RCW 42.56.040; and

WHEREAS, certain sections of Chapter 2.97 in the Pacific Municipal Code relating to establishing and publishing Public Records, conflict with the requirements of RCW 42.56.040 and need to be modified; Now, Therefore,

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

Section 1. Chapter 2.97 of the Pacific Municipal Code is hereby revised to read as set forth below (new text is shown by underline; deletions of text are shown by ~~strikethrough~~).

2.97.005 Authority and purpose.

A. Chapter 42.56 RCW, the Public Records Act (the “Act”), requires public agencies such as Pacific to make nonexempt public records available for inspection and copying in accordance with published rules. The Act defines “public records” to include any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by the agency.

B. The city clerk is designated as the public records officer for Pacific. The city shall ~~and is authorized to~~ establish and publish the Pacific Public Records Act rules to provide the public with full access to public records consistent with the Act.

2.97.020 Authority to ~~amend~~Amending rules.

The city clerk ~~shall have the authority to~~ shall amend the Pacific Public Records Act rules as necessary or appropriate to conform to

laws or, as appropriate, to enhance services to the public, protect privacy, and/or increase efficiency in administering the Act to the fullest extent permitted by law.

2.97.040 Costs of providing public records

~~Unless established by the city's fee schedule as approved by council,~~
The city clerk shall have the authority to establish and/or change the costs of copying or the costs of otherwise providing a requestor with public records in any format or medium to the fullest extent permitted by law. There is no fee for merely inspecting public records.

Section 2. 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 3. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 4. Effective Date. This Ordinance shall take effect and be in full force and effect five days from the date of its passage and publication, as provided by law.

PASSED by the City Council of Pacific this 9th day of November, 2015.

MAYOR LEANNE GUIER

ATTEST/AUTHENTICATED:

AMY STEVENSON-NESS, City Clerk

APPROVED AS TO FORM:

CAROL A. MORRIS, City Attorney



Agenda Bill No. 15-154

TO: Mayor Guier and City Council Members
FROM: Amy Stevenson-Ness, City Clerk
MEETING DATE: November 9, 2015
SUBJECT: Adopting Public Records Act Rules pursuant to PMC Chapter 2.97

ATTACHMENTS: Resolution No. 2015-299

Previous Council Review Date: N/A

Summary: PMC Chapter 2.97.005 and RCW 42.56.040 and 42.56.100 require that Public Records Rules be established to facilitate disclosure of public records.

The purpose of these Rules is to establish the procedures the City of Pacific ("the City") will follow in order to provide full access to public records, fullest assistance to inquirers and the most timely possible action as required by RCW 42.56.100, mindful of the further requirement that the Rules must also protect the records from damage or disorganization and prevent excessive interference with other essential functions of the City.

Recommended Action: Adopting Resolution No. 2015-299 establishing public records rules for the City of Pacific.

Motion for Consideration: "I move to approve Resolution No. 2015-299 adopting Public Records Act Rules pursuant to Chapter 2.97 of the Pacific Municipal Code and ordering publication of this resolution and the Public Records Act Rules."

Budget Impact:

Alternatives:

**CITY OF PACIFIC
WASHINGTON**

RESOLUTION NO. 2015 - 299

A RESOLUTION OF THE CITY OF PACIFIC, WASHINGTON, RELATING TO COMPLIANCE WITH THE PUBLIC RECORDS ACT, SPECIFICALLY, ADOPTING PUBLIC RECORDS ACT RULES PURSUANT TO CHAPTER 2.97 OF THE PACIFIC MUNICIPAL CODE AND ORDERING PUBLICATION OF THIS RESOLUTION AND THE PUBLIC RECORDS ACT RULES.

WHEREAS, Sections 42.56.040 and 42.56.100 of the Revised Code of Washington (RCW) and Section 2.97.005 of the City of Pacific Municipal Code (PMC) require the city to make nonexempt public records available for inspection and copying; and

WHEREAS, the aforementioned RCW and PMC sections require the city to establish and publish rules to facilitate disclosure of public records;

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

Section 1. The following Public Records Rules are hereby adopted as the rules the City will follow in handling public records requests:

**PUBLIC RECORDS ACT RULES
FOR THE CITY OF PACIFIC, WASHINGTON**

PRA Rule 010. Authority and purpose.

(1) **Authority.** Section 42.56.070(1) of the Revised Code of Washington (RCW) and Section 2.97.005 of the Pacific Municipal Code (PMC) require the city to make available for inspection and copying nonexempt public records in accordance with published rules. The Public Records Act ("the Act") under RCW 42.56.010 defines "public record" to include any "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics."

(2) **Purpose of Rules.** The purpose of these Rules is to establish the procedures the City of Pacific ("the City") will follow in order to provide full access to public records, fullest assistance to inquirers and the most timely possible action as required by RCW 42.56.100, mindful of the further requirement that the Rules must also protect the records from damage or disorganization and prevent excessive interference with other essential functions of the City.

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These Rules provide information to persons wishing to request access to public records of the City and establish processes for both requestors and City staff that are designed to best assist members of the public in obtaining such access.

PRA Rule 020. Public records officer.

Any person wishing to request access to public records of the City, or seeking assistance in making such a request, should follow the procedures set forth in these Rules and contact the Public Records Officer (the “PRO”) of the City to submit such a request or to obtain assistance in making such a request:

City Clerk
City of Pacific
100 3rd Avenue SE
Pacific, WA 98047
Phone (253) 929-1105
Fax (253) 939-6026

Information is also available at the City's web site at www.pacificwa.gov.

PRA Rule 030. Availability of public records.

(1) **Availability.** Public records are available for inspection and copying during normal business hours of the City, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding legal holidays. Inspection of records shall occur at the central offices of the City unless another location is approved by the PRO or designee.

(3) **Organization of records.** The City will maintain its records in a reasonably organized manner. While committed to fully comply with the Act and these Rules, the City must also take reasonable actions to protect records from damage and disorganization and prevent excessive interference with other essential functions of the City. A requestor shall not take City records from City offices. A variety of records are available on the City's web site at www.pacificwa.gov. Requestors are encouraged to view the documents available on the web site prior to submitting a records request.

PRA Rule 040. Public records requests.

(1) Any person wishing to inspect or copy public records of the City should make the request in writing on the City's request form attached as Exhibit A, or by letter, fax, or email addressed to the PRO and including the following information:

Name of requestor; address of requestor; other contact information, including telephone number and any e-mail address; identification of the public records adequate for the PRO to locate the records; and the date and time of day of the request.

(2) If the requestor wishes to have copies or scans of the records made instead of simply inspecting them, he or she should so indicate and make arrangements with the PRO to pay for copies or scans of the records as provided in PRA Rule 070 below.

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(3) A form is available for use by requestors at the office of the PRO and on-line at www.pacificwa.gov.

(4) Public records requests are public records and subject to inspection or copying.

(5) The PRO shall accept requests for public records that contain the above information by telephone or in person. The PRO will confirm receipt of the information and the substance of the request in writing. The confirmation will be deemed the correct statement of the scope of the request unless the requestor responds with a different statement of the scope.

(6) Records requests may only include existing records. They cannot be used to obtain copies of records not yet in existence.

PRA Rule 050. Processing of public records requests.

(1) **Providing "fullest assistance."** Mindful of the requirements of RCW 42.56.100, to the extent reasonably possible, the PRO will process requests in the order allowing the most requests to be processed in the most efficient manner. In an effort to better understand the request and provide all responsive records, the PRO can inquire about the purpose for the request but the requestor is not required to answer except to establish whether inspection and copying would violate RCW 42.56.070(9) (see PRA Rule 050(5) below) or other statute which exempts or prohibits production of specific information or records to certain persons.

(2) **Acknowledging receipt of request.** Within five business days of receipt of the request, not including the day the request was received as provided by RCW 1.12.040, the PRO will do one or more of the following:

- a) Make the records available for inspection or copying;
- b) If copies are requested and payment or payment of a deposit is made as provided in PRA Rule 070 below, or terms of payment are agreed upon, send the copies to the requestor;
- c) Provide a reasonable estimate of any additional time needed to respond to the request and a date by which the records will be produced in whole or in part depending on whether the records are being provided in installments. The factors used to estimate the additional time needed must be based upon objective criteria. Additional time is allowed under the following circumstances:
 - i. to request clarification from the requestor if the request is unclear or does not sufficiently identify the requested records. Such clarification may be requested and provided by telephone. If the clarification is made by telephone, the PRO will confirm the scope of the clarification in writing. The confirmation will be deemed the correct statement of the scope of the request unless the requestor responds with a supplemental request;
 - ii. to locate and assemble the information requested;
 - iii. to notify third persons or agencies in the event the requested records contain information that may affect rights of others and may be exempt from production; or

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iv. to determine whether any of the information requested is exempt from production and that a denial should be made as to all or part of the request; or

(d) deny or redact the request, specifying the reasons for denial or redaction, including supporting legal citations.

(3) **Failure to respond.** If the PRO does not respond in writing within five business days of receipt of the request for disclosure, the requestor should consider contacting the PRO to determine the reason for the failure to respond.

(4) **Injunction.** Pursuant to RCW 42.56.565, the City may seek to enjoin the inspection or copying of any nonexempt public record by persons serving criminal sentences in state, local, or privately operated correctional facilities.

(5) **Records exempt from production.** Some records are exempt from production, in whole or in part. If a record is exempt from production and subject to denial, the PRO will state the specific exemption and provide a brief explanation of the denial and how the exemption applies to the record being withheld. This explanation should be sufficient to enable the requestor to make a threshold determination of whether the claimed exemption and denial is proper. If only a portion of a record is exempt from production, but the remainder is not exempt, the PRO will redact the exempt portions, produce the nonexempt portions, and indicate to the requestor why portions of the record are being redacted. (For the purposes of these Rules, redact means the exempt information will be covered in some manner and then the record will be photocopied and the photocopy then disclosed.)

Some records by law require third party notification or consent. The PRO will notify the requestor of the notification or consent requirement and add sufficient time to the estimated response time.

The City is also prohibited by statute from producing lists of individuals for commercial purposes. Therefore, if a request is received for any type of list of individuals, an inquiry as to whether the requestor intends to use the list for commercial purposes must be answered before the list can be provided. If the answer is that it will be used for such purposes, the list cannot be produced.

(6) Inspection of records.

(a) Consistent with other demands, the City shall promptly provide space to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor shall indicate which documents he or she wishes the City to copy or scan, if any, and provide payment for those copies or scans.

(b) The requestor must claim or review the assembled records within 30 days of the PRO'S notification to him or her that the records are available for inspection or copying/scanning. The PRO will notify the requestor, in writing, of this requirement and inform the requestor that he or she should contact the PRO to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the 30-day period or make other arrangements, the PRO may close the request and re-file the assembled records. Other public records

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requests can be processed ahead of a subsequent request by the same person for the same or almost identical records, which can be processed as a new request.

(7) **Providing records in installments.** When the request is for a large number of records, the PRO may provide access for inspection and copying in installments, if he or she reasonably determines that it would be practical to provide the records in that manner. If, within 30 days, the requestor fails to inspect the entire set of records or one or more of the installments, the PRO may stop searching for the remaining records and close the request.

(8) **Closing withdrawn or abandoned request.** When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the PRO will close the request and so inform the requestor.

(9) **Later discovered documents.** If, after the PRO has informed the requestor that he or she has provided all available records, the PRO becomes aware of additional responsive documents existing at the time of the request that had not been provided previously, he or she will promptly inform the requestor of the additional documents and provide them on an expedited basis.

(10) **Identifiable record.** A requestor must request an "identifiable record" or "class of records" before an agency must respond. An identifiable record is one that agency staff can reasonably locate. The Act does not allow a requestor to search through agency files for records which cannot be reasonably identified or described to the agency.

(11) **Requests for information or nonexistent records.** Requests for information are not public records requests. An agency is not required to conduct legal research for a requestor. An agency is not required to create records to respond to a request.

PRA Rule 060. Processing of public records requests-electronic records.

(1) **Requesting electronic records.** The process for requesting electronic public records is the same as for requesting paper public records.

(2) **Providing electronic records.** If public records are requested in an electronic format, the PRO will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the agency and is generally commercially available, or in a format that is reasonably translatable from the format in which the agency keeps the record. Costs for providing electronic records are governed by PRA Rule 070 below.

(3) **Retaining electronic copies.** Because an electronic record is usually more susceptible to manipulation and alteration than a paper record, the City will keep, when feasible, an electronic copy of the electronic records it provides to a requestor to be able to show the exact records it provided if necessary.

PRA Rule 070. Costs of providing copies of public records.

(1) **Costs for copies.** A requestor may obtain copies or scans as provided under RCW

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42.56.070(8), 42.56.120 and WAC 44-14-07003; the City will charge for those copies or scans according to the City's Master Fee Schedule.

Before beginning to make copies, the PRO may require a deposit of up to ten percent of the estimated costs of copying or scanning all the records selected by the requestor. The PRO may also require the payment of the remainder of the copying/scanning costs before providing all the records, or the payment of the costs of copying/scanning an installment before providing that installment. The PRO will not charge sales tax when it makes copies or scans of public records but if the records are sent to a third party for copying/scanning, that third party may charge sales tax and the requestor will be responsible for payment of that tax as well as the third party's actual charges for copies or scans.

(2) **Costs of mailing.** The City may also charge actual costs of mailing, including the cost of the shipping container.

(3) **Payment.** Payment may be made by cash, check, or money order made payable to the City.

(4) **Other copying charges.** The Act generally governs copying charges for public records, but several specific statutes govern charges for particular kinds of records. The following nonexhaustive list provides some examples: RCW 46.52.085 (charges for traffic accident reports); RCW 10.97.100 (copies of criminal histories) and RCW 70.58.107 (charges for birth certificates). The City will charge the amount authorized pursuant to these other statutes rather than as provided under the Act.

(5) **Use of outside vendor.** An agency is not required to copy/scan records at its own facilities. An agency can send the project to a commercial copying/scanning center and bill the requestor for the amount charged by the vendor. An agency can arrange with the requestor to pay the vendor directly. An agency cannot charge the default per page copying/scanning charge when its cost at a vendor is less.

PRA Rule 080. Review of denials of public records requests.

(1) **Petition for internal administrative review of denial of access.** Any person who objects to the initial denial or partial denial of a records request may petition in writing (including email) to the PRO for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the PRO denying the request.

(2) **Consideration of petition for review.** The PRO shall promptly provide the petition and any other relevant information to the City Administrator to conduct the review. The City Administrator and City Attorney will immediately consider the petition and either affirm or reverse the denial within two business days following the City's receipt of the petition, or within such other time as the City and the requestor mutually agree.

(3) **Judicial review.** Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

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PRA Rule 090. Exemptions provided by other statutes.

(1) **Exemptions.** RCW 42.56.070(2) requires the city to set forth "for informational purposes" every law, in addition to the Act, that exempts or prohibits the production of public records. Requestors should be aware of the following exemptions, outside the Act, that may restrict the availability of some records held by the City for inspection and copying/scanning:

<u>RCW 2.64.111</u>	Documents regarding discipline/retirement of judges
<u>RCW 2.64.113</u>	Confidentiality – violations
<u>RCW 4.24.550</u>	Information on sex offenders
<u>RCW 5.60.060</u>	Privileged communications
<u>RCW 5.60.070</u>	Court-ordered mediation records
<u>RCW 7.68.140</u>	Victims' compensation claims
<u>RCW 7.69A.030(4)</u>	Child victims and witnesses – protection of identity
<u>RCW 7.69A.050</u>	Rights of child victims and witnesses – addresses
<u>RCW 7.75.050</u>	Records of Dispute Resolution Centers
<u>RCW 9.02.100</u>	Reproductive privacy
<u>RCW 9A.82.170</u>	Financial institution records – wrongful disclosure
<u>RCW 9.51.050</u>	Disclosing transaction of grand jury
<u>RCW 9.51.060</u>	Disclosure of grand jury deposition
<u>RCW 9.73.090(1)(c)</u>	Prohibition regarding specified emergency response personnel recordings
<u>RCW 10.27.090</u>	Grand jury testimony/evidence
<u>RCW 10.27.160</u>	Grand jury reports – release to public only by judicial order
<u>RCW 10.29.030</u>	Organized crime special inquiry judge
<u>RCW 10.29.090</u>	Records of special inquiry judge proceedings
<u>RCW 10.52.100</u>	Records identifying child victim of sexual assault
<u>RCW 10.77.210</u>	Records of persons committed for criminal insanity
<u>RCW 10.97.040</u>	Criminal history information released must include disposition
Disclosure of identity of suspect to victim	
<u>RCW 10.97.080</u>	Inspection of criminal record by subject
<u>RCW 13.32A.090</u>	Crisis residential centers notice to parent about child
<u>RCW 13.34.115</u>	Court dependency proceedings
<u>RCW 13.40.217</u>	Juveniles adjudicated of sex offenses – release of information
<u>RCW 13.50.010</u>	Maintenance of and access to juvenile records

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<u>RCW 13.50.050</u>	Juvenile offenders
<u>RCW 13.50.100</u>	Juvenile/children records not relating to offenses
<u>RCW 13.60.020</u>	Missing children information
<u>RCW 13.70.090</u>	Citizen juvenile review board – confidentiality
<u>RCW 18.04.405</u>	Confidentiality of information gained by CPA
<u>RCW 18.19.060</u>	Notification to clients by counselors
<u>RCW 18.19.180</u>	Confidential communications with counselors
<u>RCW 19.215.020</u>	Destruction of personal health and financial information
<u>RCW 19.34.240(3)</u>	Private digital signature keys
<u>RCW 19.215.030</u>	Compliance with federal rules
<u>RCW 26.04.175</u>	Name and address of domestic violence victim in marriage records
<u>RCW 26.12.170</u>	Reports of child abuse/neglect with courts
<u>RCW 26.23.050</u>	Child support orders
<u>RCW 26.23.120</u>	Child support records
<u>RCW 26.26.041</u>	Uniform Parentage Act – protection of participants
<u>RCW 26.26.450</u>	Confidentiality of genetic testing
<u>RCW 26.33.330</u>	Sealed court adoption records
<u>RCW 26.33.340</u>	Agency adoption records
<u>RCW 26.33.343</u>	Access to adoption records by confidential intermediary
<u>RCW 26.33.345</u>	Release of name of court for adoption or relinquishment
<u>RCW 26.33.380</u>	Adoption – identity of birth parents confidential
<u>RCW 26.44.010</u>	Privacy of reports on child abuse and neglect
<u>RCW 26.44.020(19)</u>	Unfounded allegations of child abuse or neglect
<u>RCW 26.44.030</u>	Reports of child abuse/neglect
<u>RCW 26.44.125</u>	Right to review and amend abuse finding – confidentiality
<u>RCW 27.53.070</u>	Records identifying the location of archaeological sites
<u>RCW 29A.08.720</u>	Voter registration records – place of registration confidential
<u>RCW 29A.08.710</u>	Voter registration records – certain information exempt
<u>RCW 35.102.145</u>	Municipal business and occupation tax – Confidentiality, privilege, and disclosure
<u>Chapter 40.14 RCW</u>	Preservation and destruction of public records
<u>RCW 42.23.070(4)</u>	Municipal officer disclosure of confidential information prohibited

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<u>RCW 42.41.030(7)</u>	Identity of local government whistleblower
<u>RCW 42.41.045</u>	Non-disclosure of protected information (whistleblower)
<u>RCW 46.52.080</u>	Traffic accident reports – confidentiality
<u>RCW 46.52.083</u>	Traffic accident reports – available to interested parties
<u>RCW 46.52.120</u>	Traffic crimes and infractions – confidential use by police and courts
<u>RCW 46.52.130(2)</u>	Abstract of driving record
<u>RCW 48.62.101</u>	Local government insurance transactions – access to information
<u>RCW 50.13.060</u>	Access to employment security records by local government agencies
<u>RCW 50.13.100</u>	Disclosure of non-identifiable information or with consent
<u>RCW 51.28.070</u>	Worker’s compensation records
<u>RCW 51.36.060</u>	Physician information on injured workers
<u>RCW 60.70.040</u>	No duty to disclose record of common law lien
<u>RCW 68.50.105</u>	Autopsy reports
<u>RCW 68.50.320</u>	Dental identification records – available to law enforcement agencies
<u>Chapter 70.02 RCW</u>	Medical records – access and disclosure – entire chapter (HC providers)
<u>RCW 70.05.170</u>	Child mortality reviews by local health departments
<u>RCW 70.24.022</u>	Public health agency information regarding sexually transmitted disease investigations - confidential
<u>RCW 70.24.024</u>	Transcripts and records of hearings regarding sexually transmitted diseases
<u>RCW 70.24.105</u>	HIV/STD records
<u>RCW 70.28.020</u>	Local health department TB records – confidential
<u>RCW 70.41.200</u>	Hospital quality improvement committee records and accreditation reports
<u>RCW 70.48.100</u>	Jail records and booking photos
<u>RCW 70.58.055</u>	Birth certificates – certain information confidential
<u>RCW 70.58.104</u>	Vital records, research confidentiality safeguards
<u>RCW 70.94.205</u>	Washington Clean Air Act – confidentiality of data.
<u>RCW 70.96A.150</u>	Alcohol and drug abuse treatment programs
<u>RCW 70.123.075</u>	Client records of domestic violence programs
<u>RCW 70.125.065</u>	Records of rape crisis centers in discovery
<u>RCW 71.05.390</u>	Information about mental health

PUBLISHED:
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<u>RCW 71.05.395</u>	consumers
<u>RCW 71.05.400</u>	<u>Chapter 70.02 RCW</u> applies to mental health records
<u>RCW 71.05.425</u>	Information to next of kin or representative
<u>RCW 71.05.427</u>	Notice of release or transfer of committed person after offense dismissal
<u>RCW 71.05.430</u>	Information that can be released
<u>RCW 71.05.440</u>	Statistical data
<u>RCW 71.05.445</u>	Penalties for unauthorized release of information
<u>RCW 71.05.620</u>	Release of mental health information to Dept. of Corrections
<u>RCW 71.05.630</u>	Authorization requirements and access to court records
<u>RCW 71.05.640</u>	Release of mental health treatment records
<u>RCW 71.05.650</u>	Access to treatment records
<u>RCW 71.24.035(5)(g)</u>	Accounting of disclosures
<u>RCW 71.34.200</u>	Mental health information system – state, county and regional support networks – confidentiality of client records
<u>RCW 71.34.210</u>	Mental health treatment of minors – records confidential
<u>RCW 71.34.225</u>	Court records for minors related to mental health treatment
<u>RCW 71A.14.070</u>	Release of mental health services information
<u>RCW 72.09.345</u>	Records regarding developmental disability – confidentiality
<u>RCW 72.09.585(3)</u>	Notice to public about sex offenders
<u>RCW 73.04.030</u>	Disclosure of inmate records to local agencies – confidentiality
<u>RCW 74.04.060</u>	Veterans discharge papers exemption (see related RCW 42.56.440)
<u>RCW 74.04.520</u>	Applicants and recipients of public assistance
<u>RCW 74.09.900</u>	Food stamp program confidentiality
<u>RCW 74.13.121</u>	Medical assistance
<u>RCW 74.13.280</u>	Financial information of adoptive parents
<u>RCW 74.20.280</u>	Children in out-of-home placements - confidentiality
<u>RCW 74.34.095</u>	Child support enforcement – local agency cooperation, information
<u>RCW 82.32.330</u>	Abuse of vulnerable adults - confidentiality of investigations and reports
<u>RCW 84.36.389</u>	Disclosure of tax information
	Confidential income data in property tax records held by assessor

PUBLISHED:
EFFECTIVE:

RCW 84.40.020

Confidential income data supplied to
assessor regarding real property

Selected Federal Confidentiality Statutes and Rules

18 USC § 2721 - 2725

Driver and License Plate Information

20 USC § 1232g

Family Education Rights and Privacy Act

23 USC § 409

Evidence of certain accident reports

42 USC 290dd-2

Confidentiality of Substance Abuse
Records

42 USC § 405(c)(2)(C)(viii) (I)

Limits on Use and Disclosure of Social
Security Numbers.

42 USC 654(26)

State Plans for Child Support

42 USC 671(a)(8)

State Plans for Foster Care and Adoption
Assistance

42 USC 1396a(7)

State Plans for Medical Assistance

7 CFR 272.1(c)

Food Stamp Applicants and Recipients

34 CFR 361.38

State Vocational Rehabilitation Services
Programs

42 CFR Part 2 (2.1 - 2.67)

Confidentiality of Alcohol and Drug Abuse
Patient Records

42 CFR 431.300 - 307

Safeguarding Information on Applicants
and Recipients of Medical Assistance

42 CFR 483.420

Client Protections for Intermediate Care

42 CFR 5106a(b)(2)(A)

Facilities for the Mentally Retarded

Grants to States for Child Abuse and

Neglect Prevention and Treatment

Programs

45 CFR 160-164

HIPAA Privacy Rule

46 CFR 40.321

USCG regulations regarding

confidentiality of drug and alcohol test

results done by marine employers

PUBLISHED:

EFFECTIVE:

Exhibit A
Public Records Request Form
City of Pacific, Washington

PUBLISHED:
EFFECTIVE:



CITY OF PACIFIC
PUBLIC RECORDS REQUEST FORM

Requestor Name: _____ Date: _____

Agency: _____

Requestor Address: _____

Street

Suite/Apt

City

State

Zip Code

Requestor Phone: _____ Cell: _____ Email: _____

Request Made: In Person In Writing Telephone Fax

Email

Preferred Delivery: Pick Up U.S. Mail Email (provide address) Fax
(provide number) On-Site Inspection

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested, including dates. Also, please include the type of access requested (copying or inspection) and the medium requested.

I agree to pay the actual cost of duplicating, scanning, and/or mailing copies of the requested public records. I understand that the City is prohibited from disclosing lists of individuals to requestors for commercial purposes and do hereby swear under penalty of law that I will not use or allow others to use such public records for commercial purposes.

Requestor's Signature

Date

PUBLISHED:
EFFECTIVE:

CITY USE ONLY		
ROUTING	COST	DISPOSITION
PRR No. _____ Date Received _____ Staff Name _____ Dept. _____ Dept Forwarded To _____ Date _____ Request forwarded to Attorney for review: <input type="checkbox"/> Yes <input type="checkbox"/> No Date _____ Authorized for Release <input type="checkbox"/> No (explain) <input type="checkbox"/> Yes _____ —	Est. Duplication Cost _____ Est. Delivery Cost _____ Personnel Cost _____ Est. Total Cost _____ Deposit Amount _____ Actual Cost _____ Date Paid _____ Comments: _____ _____ _____ _____	<input type="checkbox"/> Request Granted Date Delivered _____ <input type="checkbox"/> Record Withheld in part (explain) <input type="checkbox"/> Req. Denied (attach explanation) <input type="checkbox"/> Other: _____ _____ _____ _____ _____ Scanned Date _____ Filed request form with Clerk _____ _____ <div style="text-align: right;">Date</div>

Fax: 253-939-6026, Attn: City Clerk
 Email: astevenson-ness@ci.pacific.wa.us
 Mail: City of Pacific, Attn: City Clerk, 100 3rd Ave SE, Pacific, WA 98047

Section 2. The City's Public Records Officer is hereby directed to publish this Resolution and the availability of these Rules, post and maintain the Rules on the City's website and make them available for inspection and copying at the City Clerk's Office.

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

PASSED BY THE CITY COUNCIL this 9th day of November, 2015.

CITY OF PACIFIC

PUBLISHED:
 EFFECTIVE:

LEANNE GUIER, MAYOR

ATTEST/AUTHENTICATED:

AMY STEVENSON-NESS, CITY CLERK

APPROVED AS TO FORM:

CAROL MORRIS, CITY ATTORNEY

PUBLISHED:
EFFECTIVE:

Agenda Bills

Agenda Item No.	Consent Agenda 10A	Meeting Date:	November 9, 2015
<u>Subject:</u>	<u>Claim Voucher & Payroll</u> <u>Approval</u>	Prepared by:	Richard Gould Finance Director

Summary:

Approval of Payroll for the period of October 16, 2015 through October 31, 2015; Claims Vouchers for October 27, 2015 through November 9, 2015.

Payroll Auto Deposit	\$	66,719.03
Payroll Checks #4910 – 4912		209.45
		<u>\$67,873.55</u>
EFT'S		
Claim Checks 45865 – 45935	\$	<u>135,182.95</u>
(Ch# 45871 voided; reissued with #45934)		
(Ch# 45785 voided; reissued with ch#'s 45866 & 45867)		
Total Expenditures	\$	<u>\$ 269,984.98</u>

Recommendation: Approval of payment for Payroll and Claims

Motion: move to approve the Consent Agenda including approval of Payroll and Claims Vouchers.

Attachments:

Check Registers and Payroll Expense itemization.

CHECK REGISTER

City Of Pacific
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6538	11/05/2015	Payroll	1	EFT		129.15	October 16-31 Payroll
6539	11/05/2015	Payroll	1	EFT		2,458.58	October 16-31 Payroll
6540	11/05/2015	Payroll	1	EFT		2,174.69	October 16-31 Payroll
6541	11/05/2015	Payroll	1	EFT		4,050.66	October 16-31 Payroll
6542	11/05/2015	Payroll	1	EFT		1,537.91	October 16-31 Payroll
6543	11/05/2015	Payroll	1	EFT		2,149.20	October 16-31 Payroll
6544	11/05/2015	Payroll	1	EFT		129.18	October 16-31 Payroll
6546	11/05/2015	Payroll	1	EFT		1,229.98	October 16-31 Payroll
6547	11/05/2015	Payroll	1	EFT		2,150.35	October 16-31 Payroll
6548	11/05/2015	Payroll	1	EFT		92.08	October 16-31 Payroll
6550	11/05/2015	Payroll	1	EFT		3,192.58	October 16-31 Payroll
6551	11/05/2015	Payroll	1	EFT		318.14	October 16-31 Payroll
6552	11/05/2015	Payroll	1	EFT		871.64	October 16-31 Payroll
6553	11/05/2015	Payroll	1	EFT		2,375.54	October 16-31 Payroll
6554	11/05/2015	Payroll	1	EFT		46.04	October 16-31 Payroll
6555	11/05/2015	Payroll	1	EFT		2,258.27	October 16-31 Payroll
6556	11/05/2015	Payroll	1	EFT		81.68	October 16-31 Payroll
6557	11/05/2015	Payroll	1	EFT		160.10	October 16-31 Payroll
6558	11/05/2015	Payroll	1	EFT		1,576.89	October 16-31 Payroll
6559	11/05/2015	Payroll	1	EFT		1,225.75	October 16-31 Payroll
6560	11/05/2015	Payroll	1	EFT		1,331.99	October 16-31 Payroll
6561	11/05/2015	Payroll	1	EFT		2,819.22	October 16-31 Payroll
6562	11/05/2015	Payroll	1	EFT		1,781.38	October 16-31 Payroll
6563	11/05/2015	Payroll	1	EFT		2,134.30	October 16-31 Payroll
6564	11/05/2015	Payroll	1	EFT		2,400.59	October 16-31 Payroll
6565	11/05/2015	Payroll	1	EFT		2,176.01	October 16-31 Payroll
6566	11/05/2015	Payroll	1	EFT		1,277.67	October 16-31 Payroll
6567	11/05/2015	Payroll	1	EFT		92.08	October 16-31 Payroll
6568	11/05/2015	Payroll	1	EFT		134.31	October 16-31 Payroll
6569	11/05/2015	Payroll	1	EFT		1,597.03	October 16-31 Payroll
6570	11/05/2015	Payroll	1	EFT		1,715.93	October 16-31 Payroll
6571	11/05/2015	Payroll	1	EFT		1,644.05	October 16-31 Payroll
6572	11/05/2015	Payroll	1	EFT		1,931.67	October 16-31 Payroll
6573	11/05/2015	Payroll	1	EFT		1,025.49	October 16-31 Payroll
6574	11/05/2015	Payroll	1	EFT		2,129.45	October 16-31 Payroll
6575	11/05/2015	Payroll	1	EFT		1,544.37	October 16-31 Payroll
6577	11/05/2015	Payroll	1	EFT		2,153.69	October 16-31 Payroll
6578	11/05/2015	Payroll	1	EFT		1,688.28	October 16-31 Payroll
6579	11/05/2015	Payroll	1	EFT		1,159.11	October 16-31 Payroll
6580	11/05/2015	Payroll	1	EFT		1,528.45	October 16-31 Payroll
6581	11/05/2015	Payroll	1	EFT		92.08	October 16-31 Payroll
6582	11/05/2015	Payroll	1	EFT		2,240.00	October 16-31 Payroll
6583	11/05/2015	Payroll	1	EFT		1,303.13	October 16-31 Payroll
6584	11/05/2015	Payroll	1	EFT		1,269.30	October 16-31 Payroll
6585	11/05/2015	Payroll	1	EFT		1,341.04	October 16-31 Payroll
6652	11/05/2015	Payroll	1	EFT	AFLAC	719.30	10/20/2015 To 11/05/2015 - AFLAC ACC Pre; 10/20/2015 To 11/05/2015 - AFLAC CAN Pre; 10/20/2015 To 11/05/2015 - AFLAC STD Post; 10/20/2015 To 11/05/2015 - AFLAC PSI Pre; 10/20/2015 To 11/05/2015 - AFL
6653	11/05/2015	Payroll	1	EFT	INTERNAL REVENUE SERVICE	25,771.38	941 Deposit For 11/05/2015 - 11/05/2015

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6654	11/05/2015	Payroll	1	EFT	WA ST DEPT RETIREMENT SYSTEM	20,784.46	10/20/2015 To 11/05/2015 - PERS 2; 10/20/2015 To 11/05/2015 - PERS 3; 11/05/2015 To 11/05/2015 - DCP - DRS
6655	11/05/2015	Payroll	1	EFT	WA STATE SUPPORT REGISTRY	229.00	11/05/2015 To 11/05/2015 - Child Support
6657	11/05/2015	Payroll	1	EFT	WA ST DEPT RETIREMENT SYSTEM	10,378.13	10/20/2015 To 11/05/2015 - LEOFF 2
6658	11/05/2015	Payroll	1	EFT	ASSOC OF WASHINGTON CITIES	9,517.95	10/20/2015 To 11/05/2015 - Medical - Directors
6674	11/05/2015	Claims	1	EFT	WA ST DEPT OF LICENSING	111.00	CPL'S PF0000318-320, PF000022-24
6676	11/09/2015	Claims	1	EFT	COLUMBIA BANK CARDMEMBER SERVICE	362.33	
6545	11/05/2015	Payroll	1	4910		30.29	October 16-31 Payroll
6549	11/05/2015	Payroll	1	4911		87.08	October 16-31 Payroll
6576	11/05/2015	Payroll	1	4912		92.08	October 16-31 Payroll
6403	10/28/2015	Claims	1	45865	WA ST DEPARTMENT OF REVENUE	77.66	Unclaimed Funds 2015
6437	10/27/2015	Claims	1	45866	WA ST TREASURER	263.22	Unclaimed Restitution From Court
6438	10/27/2015	Claims	1	45867	WA ST TREASURER	13,833.37	Algona Court For September 2015; Pacific Court September 2015
6486	10/30/2015	Claims	1	45868	CITY OF PACIFIC PETTY CASH	261.00	PETTY CASH: 09/29/15 - 10/30/15
6487	10/30/2015	Claims	1	45869	AMY STEVENSON-NESS	104.00	Replaces Checks #44312 & 44189
6659	11/04/2015	Payroll	1	45870	AMERICAN LEGAL SERVICES	57.92	10/20/2015 To 11/05/2015 - Legal Fee
6660	11/04/2015	Payroll	1	45871	NW ADMIN TRANSFER ACCOUNT		INCORRECT CHECK AMOUNT
6661	11/04/2015	Payroll	1	45872	QUICK COLLECT, INC.	1,461.42	10/20/2015 To 11/05/2015 - Garnish2
6662	11/04/2015	Payroll	1	45873	TEAMSTERS LOCAL 117	1,806.07	10/20/2015 To 11/05/2015 - Union Dues
6663	11/04/2015	Payroll	1	45874	WESTERN CONFERENCE OF TEAMSTERS PENSION	4,250.62	10/20/2015 To 11/05/2015 - Union Pension
6677	11/09/2015	Claims	1	45875	AAA FIRE & SAFETY INC	48.18	SENIOR: FIRE EXT. SERVICE
6678	11/09/2015	Claims	1	45876	AHBL INC	1,622.50	
6679	11/09/2015	Claims	1	45877	CUSTOM SECURITY ALARM CENTER	149.85	POLICE: ALARM MONITORING FEES, 11/01/15 - 01/31/16
6680	11/09/2015	Claims	1	45878	CITY OF ALGONA	3,857.39	Algona Court October 2015
6681	11/09/2015	Claims	1	45879	AUS WEST LOCKBOX	81.34	POLICE: DOOR MATS; CITY HALL & POLICE: DOOR MATS
6682	11/09/2015	Claims	1	45880	BATTERIES PLUS	69.27	PW: SHOP SUPPLIES
6683	11/09/2015	Claims	1	45881	GAIL BENNETT	300.00	POLICE: CIVIL SERVICE COMMISSION SECRETARY - OCT. 2015

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6684	11/09/2015	Claims	1	45882	BFH CONSULTING	560.00	POLICE: POLICY MANUAL UPDATE
6685	11/09/2015	Claims	1	45883	CENTURYLINK	1,204.34	
6686	11/09/2015	Claims	1	45884	CENTURYLINK	41.13	
6687	11/09/2015	Claims	1	45885	CHUCKALS OFFICE PRODUCTS INC	383.66	CD: OFFICE SUPPLIES; CD: OFFICE SUPPLIES
6688	11/09/2015	Claims	1	45886	CITY OF DUVAL	300.00	POLICE: 2015 DUES COALITION OF SMALL POLICE AGENCIES
6689	11/09/2015	Claims	1	45887	CODE PUBLISHING COMPANY	286.53	PMC ELECTRONIC UPDATE, 10/21/15; COURT: PMC
6690	11/09/2015	Claims	1	45888	JULIA DAVIDOV	135.96	COURT: INTERPRETER SERVICES
6691	11/09/2015	Claims	1	45889	ERICKSON COMMERCIAL REFRIGERATION	353.53	SENIOR: REACH-IN COOLER REPAIRS
6692	11/09/2015	Claims	1	45890	FENIX EARTHWORKS, LLC	8,982.25	PW: STEWART ROAD MULTI-PURPOSE TRAIL
6693	11/09/2015	Claims	1	45891	FERGUSON ENTERPRISES, INC.	726.79	PW: TOOLS; PW: SUPPLIES
6694	11/09/2015	Claims	1	45892	CITY OF FIFE	85.00	POLICE: JAIL SERVICES, 09/2015
6695	11/09/2015	Claims	1	45893	FORMSOURCE INC	177.39	COURT: NOTICE OF HEARING
6696	11/09/2015	Claims	1	45894	GRAINGER	320.55	PW: CITY CALL SUPPLIES
6697	11/09/2015	Claims	1	45895	H D FOWLER CO INC	168.18	PW: SUPPLIES; PW: SUPPLIES; PW: SUPPLIES
6698	11/09/2015	Claims	1	45896	IMAGE MASTERS INC	43.80	POLICE: S. ZINSLI NOTARY STAMP
6699	11/09/2015	Claims	1	45897	INTERCOM LANGUAGE SERVICES	559.93	COURT: INTERPRETER SERVICES
6700	11/09/2015	Claims	1	45898	STEPHEN G JOHNSON	300.00	COURT: PUBLIC DEFENSE
6701	11/09/2015	Claims	1	45899	CHAVEZ JUAREZ	250.00	YOUTH: RENTAL DEPOSIT REFUND
6702	11/09/2015	Claims	1	45900	KC FINANCE I-NET	375.00	OCT. 2015 INET SERVICES
6703	11/09/2015	Claims	1	45901	KING COUNTY DIRECTORS' ASSOC	126.72	POLICE: OFFICE SUPPLIES; CD: SUPPLIES
6704	11/09/2015	Claims	1	45902	KINTANAR LAW	450.00	COURT: PUBLIC DEFENSE SERVICES
6705	11/09/2015	Claims	1	45903	LAW OFFICE THOMAS R HARGAN	120.00	COURT: CONFLICT PROSECUTION SERVICES, 10/21/15
6706	11/09/2015	Claims	1	45904	MAIL FINANCE	180.52	FINANCE: POSTAGE MACHINE LEASE
6707	11/09/2015	Claims	1	45905	MCLENDON HARDWARE	1,031.79	PW: SUPPLIES; PW: SUPPLIES; PW: FIELD/SHOP SUPPLIES; PW: SUPPLIES; PW: CITY HALL SUPPLIES; PW: SHOP SUPPLIES
6708	11/09/2015	Claims	1	45906	O'REILLY AUTOMOTIVE, INC.	13.65	PW: VEHICLE REPAIRS/MAINTENANCE
6709	11/09/2015	Claims	1	45907	OMWBE	100.00	POLITICAL SUBDIVISION FEE (07/01/15 - 06/30/17)
6710	11/09/2015	Claims	1	45908	PACIFIC OFFICE AUTOMATION	164.29	POLICE: COPY MACHINE LEASE

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6711	11/09/2015	Claims	1	45909	PETROCARD SYSTEMS INC	1,683.25	FUEL CHARGES: INVOICE #C995975, 10/31/15
6712	11/09/2015	Claims	1	45910	PIERCE COUNTY BUDGET & FINANCE	7,365.09	PW: TRAFFIC OPERATIONS MAINTENANCE SERVICES, SEPT 2015
6713	11/09/2015	Claims	1	45911	PLATT ELECTRIC SUPPLY	130.79	PW: FOUNTAIN & FLAGPOLE
6714	11/09/2015	Claims	1	45912	PREG O'DONNELL & GILLETT PLLC	624.50	LEGAL SERVICES: CITY OF PACIFIC VS. CY SUN, NORCORSS CLAIM #M03.006228 (FILE #10599-0002)
6715	11/09/2015	Claims	1	45913	PROSECUTING ATTORNEYS OFFICE	222.38	Crime Victim Fees From Pacific Court October 2015; Crime Victim Fees From Algona Court October 2015
6716	11/09/2015	Claims	1	45914	PUBLIC FINANCE INC	452.00	LID ADMIN: 2015 Q3
6717	11/09/2015	Claims	1	45915	PUGET SOUND ENERGY	529.99	PW: SIGNAL @ 174 STEWART RD. SW; PW: SIGNAL @ 172 STEWART RD. SW (**GRANT**)
6718	11/09/2015	Claims	1	45916	QUILL CORPORATION	200.79	POLICE: OFFICE SUPPLIES; POLICE: OFFICE SUPPLIES; POLICE: OFFICE SUPPLIES
6719	11/09/2015	Claims	1	45917	L STEPHEN ROCHON	3,360.00	COURT: JUDGE SERVICES OCT. 2015
6720	11/09/2015	Claims	1	45918	SAM'S CLUB/GEMB	45.00	POLICE
6721	11/09/2015	Claims	1	45919	SAM'S CLUB	314.36	SENIOR & YOUTH
6722	11/09/2015	Claims	1	45920	SHRED-IT USA INC.	118.46	COURT & FINANCE: SHREDDING; POLICE: SHREDDING
6723	11/09/2015	Claims	1	45921	SPECTRUM ENTERPRISES	100.00	COURT: INTERPRETER SERVICES
6724	11/09/2015	Claims	1	45922	STAPLES BUSINESS ADVANTAGE	167.70	FINANCE: OFFICE SUPPLIES
6725	11/09/2015	Claims	1	45923	SUMNER LAWN 'N SAW	54.65	PARKS: BLOWER TUBE KIT
6726	11/09/2015	Claims	1	45924	CITY OF SUMNER	1,849.79	NOVEMBER 2015 METRO ANIMAL SERVICES
6727	11/09/2015	Claims	1	45925	SUNBELT RENTALS, INC.	2,767.84	PW: MANLIFT RENTAL
6728	11/09/2015	Claims	1	45926	TACOMA SCREW PRODUCTS INC	265.38	PW: SHOP STOCK; PW: TOOLS & EQUIP.
6729	11/09/2015	Claims	1	45927	TOM MATSON DODGE	1,422.32	POLICE: VEHICLE REPAIRS
6730	11/09/2015	Claims	1	45928	TOTAL AUTO CARE	335.69	POLICE: VEHICLE REPAIRS/MAINTENANCE
6731	11/09/2015	Claims	1	45929	UNIVAR USA INC	7,701.00	PW: CAUSTIC SODA
6732	11/09/2015	Claims	1	45930	VALLEY COMMUNICATIONS	1,005.89	POLICE: OCT. 2015 800 MHz
6733	11/05/2015	Claims	1	45931	WA ST TREASURER		Pacific Court at wrong amount
6739	11/09/2015	Claims	1	45931	WA ST TREASURER	13,776.26	Algona Court October 2015; Pacific Court October 2015
6734	11/09/2015	Claims	1	45932	WATER MANAGEMENT LAB INC	176.00	PW: TOTAL COLIFORM
6738	11/09/2015	Payroll	1	45934	NW ADMIN TRANSFER ACCOUNT	42,129.00	10/20/2015 To 11/05/2015 - Medical - Police; 10/20/2015 To 11/05/2015 - Medical- Clerical Union

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City Of Pacific
MCAG #: 0423

10/27/2015 To: 11/09/2015

Time: 14:34:35 Date: 11/05/2015

Page: 5

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6735	11/09/2015	Claims	1	45935	KRISTA C WHITE-SWAIN	2,700.00	COURT: PUBLIC DEFENSE (OCT. 2015)
						160,674.85	
001 General Fund						14,628.90	
101 Street						452.00	
206 LID 3 Redemption						8,982.25	
301 Roads Capital Improvements						492.00	
310 Stewart/Thornton Ave Rd Projec						28,881.66	
401 Water						15,011.85	
402 Sewer						14,182.71	
409 Storm						250.00	
630 Developer/Senior/Youth/Hydrant Deposit						13,557.68	
640 Algona Court						12,871.08	
800 Payroll EE Benefit Clearing						269,984.98	
						85,951.25	Claims:
						184,033.73	Payroll:

Voucher Approval

We, the undersigned Council members of the City of Pacific, do hereby certify that the Vouchers specified were reviewed and were approved for payment at the Regular Council Meeting

on: _____.

Council Member: _____

Council Member: _____

Council Member: _____

Reviewed for Accuracy

Finance Director: _____



City Council Minutes

Workshop
Monday, October 19, 2015
6:30 p.m.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Council President Walker called the regularly-scheduled meeting to order at 6:38 p.m. and led the Pledge of Allegiance.

ROLL CALL

Present: Council Members Garberding, Garberding, Oliveira, Steiger, Mayor Pro Tem Putnam, Council President Walker, and Mayor Guier

Absent: Council Member Kave

STAFF PRESENT

Public Works Manager Lance Newkirk, Community Development Manager Jack Dodge, Court Administrator Kelly Rydberg, City Administrator Richard Gould, and City Clerk Amy Stevenson-Ness

ADDITIONS TO/APPROVAL OF AGENDA

The agenda was approved unanimously by Council.

AGENDA ITEMS

- A. AB 15-142:** Discussion on the purchase and implementation of the sound system for the Council Chambers

Mr. Gould reported one Request for Proposal was received from Jaymark AV and provided detailed documentation for the proposal. The Technology Committee discussed the proposal with Tyson Scherb who is making changes to the proposal per the Council's request.

No action requested currently.

B. AB 15-143: Council Discussion, 2016 Budget

City Administrator Richard Gould reviewed what a budget document is used for. He discussed the basics of budgeting and how to form a quality budget document using goals, objectives, and measurable items.

Community Development Manager Jack Dodge provided a brief overview of the goals and objectives for his department and discussed the measurable items for his department.

Public Works Manager Lance Newkirk provided a brief overview of the goals and objectives for his department and discussed the measurable items for his department.

Mr. Gould discussed the changes to the budget including increases costs for benefits, unfunded mandates, and rising insurance costs.

ADJOURN

Council President Walker adjourned the workshop at 8:04 p.m.

Amy Stevenson-Ness, City Clerk



City Council Minutes

Regular Meeting
October 13, 2015
6:30 p.m.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mayor Guier called the regularly-scheduled meeting to order at 6:36 p.m. and led the Pledge of Allegiance.

ROLL CALL

Present: Council Members Garberding, Garberding, Kave, and Oliveira, and Mayor Guier

Absent: Mayor Pro Tem Putnam, Council Member Steiger (arrived at 6:37 p.m.) and Council President Walker

COUNCIL MEMBER KAVE MOVED to excuse Mayor Pro Tem Putnam.
Seconded by Council Member Kerry Garberding.

Voice vote was taken and carried 6-0.

STAFF PRESENT

City Administrator Richard Gould, Public Safety Director John Calkins, Public Works Manager Lance Newkirk, Community Development Manager Jack Dodge, Assistant City Attorney Jim Kelly, and City Clerk Amy Stevenson-Ness.

ADDITIONS TO/APPROVAL OF AGENDA

The agenda was approved unanimously by Council.

AUDIENCE COMMENT

None

REPORTS

A. Mayor

Mayor Guier reported a recognition of the Police Department will be held on October 26 to honor those who worked to make the Open House a success.

- Press release from King County was sent out regarding the park closing that will begin October 14.

- Make a Difference Day, hosted by the Park Board, will be held on October 24.

B. Finance/City Administrator

City Administrator Gould reported:

- Executive Session will be held regarding the Public Works/Clerical Collective Bargaining Agreement. The next negotiations will be held on October 26.
- Staff is working hard on the preliminary budget that is due on November 2.
- Auditors have completed the onsite work for the 2014 audit. They hope to be done by the end of the month.
- One RFP for audio/visual system and five for the website update were received. The representative from Jaymark will be at Technology Committee to discuss the audio/visual proposal.
- Third quarter financials look good. The only thing down is cash in the project funds. The General Fund looks good. The plan is to review it with the Finance Committee in November and then bring it to council for approval.

C. Court

September report provided in packet

D. Community/Senior/Youth/Services

The weekly report is provided with the packet.

E. Public Works Department

Public Works Manager Lance Newkirk reported:

- Seasonal maintenance activities are beginning. The street sweeper is more active to clean up leaves.
- Regarding the County Line Rd turn-around complaint from a citizen, a cable was installed and promptly cut off. Will get a hardened steel lock. There has been a spate of illegal dumping. After cleaning up the area, 2 full pickup loads had been dumped.
- The advertisement for the Maintenance 1 position has been placed. The position will close on October 30.
- There will be a special meeting on October 19 for the Stewart Road trail agreement.

F. Community Development Department

Community Development Manager Jack Dodge reported:

- Regarding the marijuana notice of violations, he is working with our attorney and the Hearing Examiner to get a judgment to close down the businesses. A pre-conference will be held later this month
- The Planning Commission had a meeting on landscape code provisions
- He is working with the attorney's office regarding development review procedures
- Park Board Update: On Make a Difference Day they will provide refreshments, and are asking for food and food cards for homeless/needy. The new pickleball court will be on display.

G. Public Safety Department

Public Safety Director Calkins reported:

- The monthly report is in the packet.

- Traffic enforcement program is successful. Complaints are addressed almost immediately. If you hear of areas of concern, let Mayor Guier and Mr. Calkins know.

H. City Council Members

None

I. Boards and Committees

i. Finance Committee

Council Member Kave reported the meeting scheduled for October 14 was cancelled.

ii. Governance Committee

Council Member Oliveira reported they met on October 6 to discuss the shared leave policy. Questions were sent back to the attorney. They also reviewed landscaping code.

iii. Human Services Committee

Council Member Oliveira reported the meeting will be on October 27.

iv. Public Safety Committee

Council Member Katie Garberding reported the meeting for October 14 has been cancelled and no date has been set.

v. Public Works Committee

Council Member Steiger reported the meeting was held on October 7, 2015.

Council Member Steiger is the chair. Mr. Newkirk discussed the Stewart Road issue. The dead fall on West Valley is taken down and he is working with the property owner. Pavement condition ratings are done but there are no results yet. There was also discussion regarding a street vacation for BNSF.

vi. Technology Committee

Council Member Walker reported they are meeting on October 15.

vii. Tourism Committee

Council Member Oliveira reported they will meet on October 14 at 6:00 p.m.

viii. Park Board

No report

ix. Planning Commission

The next meeting will be on October 27 to continue discussions on landscape code revisions.

X. Pierce County Regional Council (PCRC)

Mr. Newkirk stated meeting will be held on October 14 where grant rules for 2016 awards are reviewed.

xi. Sound Cities Association (SCA)

Mayor Guier reported meeting will be on October 14.

xii. South County Area Transportation Board (SCATBd)
Mr. Newkirk stated the meeting will be held on October 21.

xiii. Valley Regional Fire Association (VRFA)
7:03 Council Member Walker reported the meeting was held on October 13. Finance Committee reviewed the revised budget. The Board will review the budget on October 27. An ordinance was passed regarding surplus items.

OLD BUSINESS

A. AB 15-133: Planning Commission Appointment: Appointment of Wynette McCracken to the Planning Commission to fill an unexpired term through December 31, 2017.

Mayor Guier stated she recommended the appointment of Ms. McCracken.

COUNCIL MEMBER WALKER MOVED to confirm the appointment of Ms. Wynette McCracken to the Planning Commission for an unexpired term ending December 31, 2017. Seconded by Council Member Oliveira .

Voice vote was taken and motion carried 6-0.

B. Resolution No. 2015-291: Amending the Master Fee Schedule to include the fee for Traffic Safety School per RCW 46.83.080 and Section 6.2 of the Infraction Rules for Courts of Limited Jurisdiction.

Attorney Jim Kelly stated the resolution was amended to include the request to remove the dollar amount regarding the Traffic Safety School and only reference the RCW and Infraction Rules for Courts of Limited Jurisdiction.

COUNCIL MEMBER KAVE MOVED to approve Resolution No. 2015-291 amending the Master Fee Schedule to include the fee for Traffic Safety School as established by Section 6.2 of the Infraction Rules for Courts of Limited Jurisdiction. Seconded by Council Member Walker.

Roll Call vote was taken resulting as follows:

Ayes: Katie Garberding, Kerry Garberding, Kave, Oliveira, Steiger, Walker

Nays:

Absent: Putnam

C. Resolution No. 2015-289: Authorizing Change Order No. 9 to the Stewart Road/Thornton Avenue Improvement Project, increasing the contract amount by \$223,761.53.

7:10 Mr. Newkirk stated the amount is what has been negotiated with the contractor. The requested amount was reduced over \$100,000 to the requested amount.

COUNCIL MEMBER STEIGER MOVED to approve Resolution No. 2015-289, a resolution of the City of Pacific, Washington, authorizing Change Order No. 9 to the Stewart road / Thornton avenue improvement project, increasing the contract amount by \$223,761.53. Seconded by Council Member Kave.

Roll Call vote was taken resulting as follows:

Ayes: Katie Garberding, Kerry Garberding, Kave, Oliveira, Steiger, Walker

Nays:

Absent: Putnam

D. Resolution No. 2015-290: Setting a public hearing for Monday, October 26, 2015, at approximately 6:30 p.m. to receive public testimony on rate increases for the water, stormwater, and sewer utilities.

Mr. Newkirk stated public hearings are required when increasing rates to give the public opportunity to provide comment on the subject.

COUNCIL MEMBER STEIGER MOVED to approve Resolution No. 2015-290, a resolution of the city of Pacific, Washington, a resolution of the City of Pacific, Washington setting the time and place for a public hearing on October 26, 2015 at 6:30 pm in the City of Pacific council chambers to receive public testimony on rate increases for the water, stormwater and sewer utilities.. Seconded by Council Member Walker.

Roll Call vote was taken resulting as follows:

Ayes: Katie Garberding, Kerry Garberding, Kave, Oliveira, Steiger, Walker

Nays:

Absent: Putnam

COUNCIL MEMBER WALKER MOVED to suspend the rules to vote by voice vote for the remainder of the agenda items. Seconded by Council Member Oliveira. Voice vote was taken and carried 6-0.

E. Ordinance No. 2015-1911: Amending Pacific Municipal Code Title 19.08.046 regarding alterations to approved preliminary plats, subject to specific criteria, and expiration of approved preliminary plats.

Mr. Dodge stated this is a housekeeping items as discussed previously. The code must be amended to bring it current to state statute.

COUNCIL MEMBER KAVE MOVED to approve Ordinance No. 2015-1911, amending the Pacific Municipal Code, adding a new sub-section 19.08.046 regarding alterations to approved preliminary plats and adding a new sub-section 19.08.048 regarding the expiration of approved preliminary plats. Seconded by Council Member Oliveira.

Voice vote was taken and carried 6-0.

F. Resolution No. 2015-292: Setting a public hearing on October 26, 2015, at approximately 6:30 p.m. to receive public testimony regarding 2016 revenue sources and proposed Ad Valorem tax levies.

Mr. Gould stated the hearing is to receive public input regarding the proposed 2016 revenues and ad valorem tax levies.

COUNCIL MEMBER KAVE MOVED to adopt Resolution No. 2015-292 setting a public hearing on October 26, 2015, at approximately 6:30 p.m. to receive public testimony regarding 2016 revenue sources and proposed Ad Valorem tax levies. Seconded by Council Member Oliveira.

Voice vote was taken and carried 6-0.

G. Resolution No. 2015-293: Setting two public hearings on October 26, 2015 at approximately 6:30 p.m. and November 9, 2015, at approximately 6:30 p.m., to receive public testimony regarding the City of Pacific's final budget for 2016.

Mr. Gould stated two public hearings are required to receive public input regarding the 2016 Budget.

COUNCIL MEMBER KAVE MOVED to adopt Resolution No. 2015-293, setting two public hearings on October 26, 2015 at approximately 6:30 p.m. and November 9, 2015, at approximately 6:30 p.m., to receive public testimony regarding the City of Pacific's final budget for 2016. Seconded by Council Member Kerry Garberding.

Voice vote was taken and carried 6-0.

NEW BUSINESS

NONE

CONSENT AGENDA

A. Payroll and Voucher Approval

B. Minutes of the workshop of September 21, 2015.

COUNCIL MEMBER KAVE MOVED to approve the Consent Agenda. Seconded by Council Member Katie Garberding.

Voice vote was taken and carried 6-0.

EXECUTIVE SESSION

At 7:27 p.m., Mayor Guier announced an executive session per RCW 42.30.140 (4)(a) Collective Bargaining for 20 minutes (Public Works/Clerical Union).

At 7:47, Mayor Guier extended the executive session for 10 minutes.
Mayor Guier reconvened the meeting at 7:57 p.m.

ADJOURN

Being no further business, Mayor Guier adjourned the meeting at 7:57 p.m.

Amy Stevenson-Ness, City Clerk



City Council Minutes

SPECIAL MEETING
Monday, October 19, 2015
8:06 p.m.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mayor Pro Tem Putnam called the regularly-scheduled meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

ROLL CALL

Present: Council Members Garberding, Garberding, Oliveira, Steiger, Mayor Pro Tem Putnam, Council President Walker,

Absent: Council Member Kave and Mayor Guier

COUNCIL MEMBER STEIGER MOVED to excuse Council Member Kave.
Seconded by Council Member Walker.

Voice vote was taken and carried 6-0.

STAFF PRESENT

Public Works Manager Lance Newkirk, City Administrator Richard Gould, and City Clerk Amy Stevenson-Ness

ADDITIONS TO/APPROVAL OF AGENDA

The agenda was approved unanimously by Council.

AGENDA ITEMS

A. **Approval of Resolution No. 2015-286:** Authorizing the execution of a contract with Fenix Earthworks, LLC, in the amount of \$188,825, for construction of the Stewart Road Multi-Purpose Trail.

Public Works Manager Lance Newkirk stated the resolution would authorize a contract with Fenix Earthworks, LLC, to build the Stewart Road Multi-Purpose Trail.

COUNCIL MEMBER STEIGER MOVED to approve Resolution No. 2015-286: Authorizing the execution of a contract with Fenix Earthworks, LLC, in the amount of \$188,825, for construction of the Stewart Road Multi-Purpose Trail. Seconded by Council Member Walker.

Voice vote was taken and carried 6-0.

ADJOURN

Mayor Pro Tem Putnam adjourned the workshop at 8:09 p.m.

Amy Stevenson-Ness, City Clerk