



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

September 9, 2013
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. AUDIENCE COMMENT

(Please limit your comments to 3 minutes for items not up for public hearing. 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.)

5. REPORTS

- A.** Mayor
- B.** Finance
- C.** Court (report attached)
- D.** Public Safety Department (report attached)
- E.** Public Works/Community Development Departments
- F.** Community/Senior/Youth/Services
- G.** City Council Members
- H.** Boards and Committees
 - i. Park Board
 - ii. Public Works
 - iii. Civil Service
 - iv. Planning Commission
 - v. South King County Transportation Board (SKTBD)
 - vi. Pierce County Regional Council (PCRC)
 - vii. SCA
 - viii. VRFA

6. PUBLIC HEARING

7. OLD BUSINESS

- A. Resolution 13-067 – Authorizing the surplus of old vehicles and equipment no longer of use to the city.
- B. Approval of continued membership in the Puget Sound Regional Council (PSRC) and payment of dues for 2014 in the amount of \$1,950.00.
- C. Resolution 13-068 – Authorizing the execution of an agreement with BFH Consulting for assistance updating the Police Department policy manual.

8. NEW BUSINESS

- A. Requesting approval for training for the City Clerk/Personnel Manager at the Washington Municipal Clerks' Association's (WMCA) 2013 Fall Academy on September 27, 2013, in the amount of \$371.26.

9. CONSENT AGENDA

(The Mayor shall place matters on the Consent Calendar which are so routine or technical in nature that passage is likely.)

- A. Claim Voucher & Payroll Approval
- B. Approval of the minutes of August 26, 2013, regular meeting

10. EXECUTIVE SESSION

11. ADJOURN

Council may add and take action on 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.

PACIFIC MUNICIPAL COURT
Memorandum

TO: Judge Rochon
 CC: Mayor Guier, Pacific Council Members, Managers
 From: Kelly Rydberg
 Date: 9/5/13
 Re: August 2013

The court:

- Held 349 hearings - 233 for Pacific and 116 for Algona.
- Collected Pacific monthly revenues of **\$27602.44**; of which **\$19820.41** is the local portion, \$175.11 is the County portion and **\$7606.92** is the State portion. Year to date revenues for the City of Pacific are **\$172176.31**.
- Collected Algona monthly revenues of **\$14897.08**; of which \$5867.18 is the local portion, \$2902.20 is the Pacific split for costs, \$93.24 is the County portion and \$6034.46 is the State portion. Year to date revenues for the City of Algona are **\$50509.79**.

Pacific monthly filings:

Traffic infractions filed: 40 violations filed: 51
 Criminal citations filed: 11 violations filed: 11

Algona monthly filings:

Traffic infractions filed: 31 violations filed: 39
 Criminal citations filed: 8 violations filed: 13

GENERAL FUND/RECOUPMENT COLLECTED

	PACIFIC MONTH	PACIFIC YTD	ALGONA MONTH	ALGONA YTD
Warrant fees	1815.29	12245.95	49.13	1107.42
Record Check Fees	5053.83	33754.29	PACIFIC KEEPS	
Jail Recoupment	1534.80	19838.37	470.09	4316.09
Insurance Fees	109.53	971.61	PACIFIC KEEPS	
Parking Fees	125.00	877.00	0	245.00
PD Recoupment	1713.57	11469.62	416.87	2939.86
Interpreter Recoupment	547.79	6339.36	165.63	1507.41
Credit Card Convenience Fee	95.75	783.72	PACIFIC KEEPS	
Interest/Bank Charges	1067.02	9063.87	314.94	2899.08
Misc court fines and costs	5287.83	53832.52	4450.52	37494.93
Algona court costs **	2470.00	23000.00	2902.20	30298.64
TOTAL	\$19820.41	\$172,176.31	\$8769.38	\$80,808.43

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

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

Friday, September 06, 2013

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

Dear Iris,

Please submit for compensation to Pacific Municipal Court \$1766.00 for August 2013 filings and interpreter or detention billing reimbursement, as noted below.

Interpreter billing for this period is \$133.00.
 Detention billing for this period is \$403.00.
 (copies attached)

FILINGS:

30 Infractions @ 25.00	\$750.00
8 Criminal Citations @ 60.00	\$480.00
Total Due	\$1230.00

Monthly Revenues collected \$14897.08.

COSTS RETAINED BY PACIFIC MUNICIPAL COURT FROM MONTHLY REVENUES:

Split of warrant fees	\$49.12
Monitoring / Record check fees	\$2768.27
Mandatory insurance costs	\$49.28
Credit card convenience fee	\$27.49
NSF fees	\$0
Copy/CD fees	\$8.04
Total	\$2902.20

Remittance check due Algona: \$5867.18

Remittance check to King County paid: \$93.24

Remittance check to State paid: \$6034.46

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

Kelly Rydberg
 Court Administrator

CC: Buster; month end file

PACIFIC POLICE DEPARTMENT

AUGUST 2013 MONTHLY REPORT

ACTIVITY

Dispatch calls	431
Self-initiated contacts	82
Agency assists	56

TRAFFIC ENFORCEMENT

		<u>LAST MONTH</u>
Verbal Warnings	39	76
Infractions	41	66
Criminal Traffic	04	10

SUPERIOR COURT FILINGS

Adult	1
Juvenile	0

ARRESTS

Traffic	03
Non Traffic	39
Felony	5

OFFENSES/CRIMES

Burglaries-Residential	0	Assault-DV	6
Burglaries-Commercial	3		
Thefts	10	Malicious mischief-DV	1
Robbery	0	Disputes-DV	5
Motor vehicle theft	3	Violation of orders	0
Motor vehicle recovery	0	Sex offenses	0
Recovered property	3	Mental health referral	3
Poss stolen property	2	Threats/harassment	2
Vehicle prowl	2	Suicidal subject	1
Weapons violation	0	Death investigation	0
Reckless burning/arson	0	Homicide	0
DUI	1	Runaway/missing	3
Drug/liquor violation	1	Warrant arrests	26
Vehicle impound	2	CPS/APS investigation	1
Vehicle collision	17	Criminal trespass	6
Assault	2	Hit and run	1
Malicious mischief	1	Bomb threat	1
Mail Theft	0	Fraud	1

Total Cases:	107	Year to Date:	829
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Suspicious Circs	2	Recovered Bones	1
Order Service	3	Forgery	2
Found Property Reports	3	Graffiti	1
Animal Complaint	1	Suspicious Package	1

Agenda Item Cover Sheet

Agenda Item No. 7A Meeting Date: August 21, 2013
Adoption of Resolution No. 13-067, Authorizing the Surplus of
Old Vehicles and Equipment
Subject: Previously Used by the City Prepared by: Ken Barnett, Interim
Public Works Director

Summary: An inventory of vehicles and broken equipment was taken. The request is to surplus the vehicles and equipment and remove them from the City's inventory, as the equipment has outlived its useful life.

Recommendation: Adopt Resolution No. 13-067 allowing the City to surplus vehicles and broken equipment that has served its useful life.

Motion for Consideration: I move to adopt Resolution No. 13-067, authorizing the Surplus of vehicles and broken equipment previously used by the City.

Attachments: Resolution No. 13-067

CITY OF PACIFIC, WASHINGTON

RESOLUTION NO. 2013-067

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC, WASHINGTON, AUTHORIZING THE SURPLUS OF VEHICLES AND EQUIPMENT

WHEREAS, the City Council finds the disposition of certain vehicles and equipment appropriate for disposal; and

WHEREAS, the Acting Public Works Director has prepared an inventory of vehicles and equipment that the City no longer has a need for,

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

Section 1. The Mayor is hereby authorized and directed to surplus the vehicles and equipment as identified in Exhibit A (SURPLUS PROPERTY REPORT 2013), a copy of which is attached hereto and incorporated herein, in accordance with RCW 39.33.010.

Section 2. This Resolution shall take effect and be in force immediately upon its passage.

PASSED BY THE CITY COUNCIL AT ITS REGULAR MEETING THEREOF ON THE th DAY OF XXXXX, 2013.

CITY OF PACIFIC

Leann Guier, Mayor

ATTEST:

Amy Stevenson-Ness, City Clerk

Approved as to Form:

Kenyon Luce, City Attorney

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
EFFECTIVE DATE:
RESOLUTION NO. 2013-

SURPLUS PROPE... REPORT 2013

TO: CITY OF JNCIL

Surplus Item Number	Department	Item	Description	City of Pacific Inventory Number	Serial Number	Notes
1	Public Works	Laminator	Fellowes 14 inch	2054	CRC 52160	Broken
2	Public Works	Filing Cabinet	2 Drawer	Unknown	None	No key for lock
3	Public Works	Filing Cabinet	1 Drawer top opens	Unknown	None	Lid Broken
4	Public Works	Pocket Colorimeter		Unknown	11100172142	Broken
5	Public Works	8 Cell Phones	Nextel	Unknown		Outdated models
6	Court	Monitor	HP Pavilion MX90	Unknown	THLDN00257	Broken
7	Court	Monitor	Dell Dimension 4300 tower	Unknown	J9J1111	Broken
8	Court	Case	black case with 2 microphones	Unknown	None Found	Not Needed
9	Court	Paper Shredder	Fellowes power shred 220c-2 on wheels	Unknown	None Found	Broken
10	Court	Filing Cabinet	2 drawer gray metal	Unknown	None Found	locked no keys
11	Court	office head set system	plantronics voyager 510s	Unknown	None Found	Broken
12	Senior Center	Air Conditioner		Unknown	None Found	Broken
13	Senior Center	Air Conditioner		Unknown	None Found	Broken
14	Senior Center	Computer parts	Assorted	Unknown	None Found	Not Needed
15	Senior Center	Miscellaneous Kitchen Tools		Unknown	None Found	Not Needed
16	Senior Center	7 Coffee Pot	Large	Unknown	None Found	Broken
17	Senior Center	Vacuum	Kenmore	Unknown	DF0971582	Broken
18	Senior Center	5 Chairs		Unknown	None Found	Broken
19	Admin	Computer Backup System	HP Model # EH848A	Unknown	HU11029LCK	Broken
20	Admin	HP Server	Proliant ML350	Unknown	USM44410F9	Broken
21	Public Works	Corded handheld Meter	Senus	Unknown	3084S-SD-113919A	Broken
22	Public Works	Fax Machine	Brother IntelliFax 2820	2050	U61325C7J429193	Broken
23	Public Works	Monitor	View Sonic VG930M-3	2027	QC2081260183	Broken
24	Senior Center	Computer		2038	89413	Broken
25	Public Works	Computer	PW #1	2016	106984	Broken
26	Public Works	Monitor	SyncMaster 750s	Unknown	3882A431	Broken
27	Admin	Battery back up	APC	Unknown	AS0523210625	Broken

CITY OF PACIFIC

Agenda Item Cover Sheet

Agenda Item No. 7B Meeting Date: September 9, 2013
Subject PSRC DUES Prepared by: Ken Barnett, Interim
Public Works Director

Summary: The City has received a request for continued membership and payment of dues for Puget Sound Regional Council (PSRC). See attached letter.

Recommendation: Staff recommends continued membership with PSRC.

Budget Impact: Cost to the City \$1,950.00.

Alternatives: None recommended.

Attachments: Letter from PSRC.

Puget Sound Regional Council



August 16, 2013

The Honorable Leanne Guier, Mayor
City of Pacific
100 3rd Avenue South East
Pacific, WA 98047

Dear Mayor Guier:

Thank you for your continued membership in the Puget Sound Regional Council. Membership in PSRC provides you with access to regional decision-making, federal funds, a wealth of data and forecasting information, and more.

PSRC coordinates policy decisions about long-range regional growth, transportation, and economic development planning within King, Kitsap, Pierce, and Snohomish counties. Over the next six years, PSRC will select projects for roughly one billion dollars in federal transportation funds.

PSRC also serves as the Economic Development District for the region - Prosperity Partnership is housed at the PSRC to establish and advance a regional economic strategy to help ensure a healthy economy into the future.

Dues for cities and towns are calculated based on population and assessed property values in member jurisdictions. All other members' dues are based on an initial fee that was established when they joined the agency. In April 2013, the PSRC's General Assembly adopted a budget and work program. While, for the fifth consecutive year there will be no overall increase in dues one of the issues that will be addressed in the supplemental budget and work program is the reevaluation of whether or not there needs to be an increase in dues. For this year, dues for individual members may increase or decrease because of changes in population and assessed valuation. The enclosed attachment explains the City of Pacific dues relative to other jurisdictions.

The PSRC dues for the City of Pacific are \$1,793 for FY 2014. The EDD dues are \$157 for FY 2014. The total invoice amount is \$1,950.

If you have any questions, please contact Diana Lauderbach, Chief Financial Officer at (206) 464-5416. We look forward to continuing to work with you.

Thank you,

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

Pat McCarthy, Executive
Pierce County
President, Puget Sound Regional Council

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

John Marchione, Mayor
City of Redmond
Vice-President, Puget Sound Regional Council
Chair, Operations Committee

Cc: Pam Nelson



Agenda Staff Report

Agenda Item No. 7C Meeting Date: September 9, 2013
Subject: Contract with BFH Consulting
Resolution 2013-068 Prepared by: Lt. Edwin Massey

Summary: The City of Pacific Police Department would like to enter into an agreement with BFH Consulting for assistance with updating our department Policy Manual with Lexipol, LLC.

Recommendation: Staff recommends Council approve Resolution No. 2013-068.

Motion for Consideration: I move to approve Resolution No. 2013-068, accepting an agreement with BFH Consulting in the amount of \$6,300, for professional services updating the department policy manual.

Budget: If accepted by City Council, the cost to review the necessary policy changes and prepare for accreditation would be \$6,300 for the initial policy updates and review to be completed in the months of September, October and November 2013, with the possibility for extension and expansion of said contract.

Alternatives: Deny the Resolution and staff would need to familiarize themselves with all of the federal, state, and local legislative policy changes impacting accreditation standards and department policies and make the necessary changes. This would be time consuming and a large undertaking for our staff, pulling them away from their daily tasks and responsibilities.

Attachments: Resolution No. 2013-068
Contract between BFH Consulting & Pacific Police Department

**CITY OF PACIFIC,
WASHINGTON**

RESOLUTION NO. 13-068

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC,
WASHINGTON, AUTHORIZING CONTRACT SERVICES WITH BFH
CONSULTING.**

WHEREAS, the City of Pacific Police Department is updating its policy manual to be in cohesion with accreditation standards as outlined by the Washington Association of Sheriffs and Police Chiefs (WASPC); and

WHEREAS, the City Council finds the agreement between the Pacific Police Department and BFH Consulting services as outlined in the contractual agreement attached as appropriate in our department ascertaining its goal of accreditation.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PACIFIC, WASHINGTON:

Section 1. The City of Pacific Police Department be permitted and authorized to enter into a working agreement with BFH Consulting Services for the purposes of updating the Lexipol Policy Manual and furthermore assisting the agency in aligning said policies with WASPC accreditation standards.

Section 2. This Resolution shall take effect and be in force immediately upon its passage.

**PASSED BY THE CITY COUNCIL AT ITS REGULAR MEETING THEREOF ON THE
____ DAY OF ____ 2013.**

CITY OF PACIFIC

Leanne Guier, Mayor

ATTEST:

Amy Stevenson-Ness, City Clerk

Approved as to Form

Kenyon Luce, City Attorney

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

CONTRACT SERVICES WITH BFH CONSULTING

Brian Harvey is a retired Law Enforcement Officer who has dedicated his time to working with agencies on policy manuals and then taking his initiative a step further and has assisted agencies in completing the Accreditation Process with the Washington State Sheriffs' and Police Chiefs Association (WASPC). The City of Pacific Police Department will be entering into a contract with Mr. Harvey to assist our agency in policy development/implementation and furthermore to assist our agency in the accreditation process once our policy manual is brought current and in cohesion with the administrative changes facing the Law Enforcement Community as a whole by legislative influences and authorities.

About Lexipol

Lexipol, LLC is a rapidly growing, well established risk management company headquarters in Alliso Viejo, CA that provides web based policy and procedure manuals to public safety organizations throughout the United States.

Job Summary

Mr. Harvey would be a contract service provider to our agency and would provide:

Update the policies that have been provided by Lexipol to ensure that these updates are compared to the current policies and appropriately revised when necessary. Review the existing policies including the new updates from Lexipol and make comparisons to WASPC standards. Policy drafts would be created with any recommended changes to comply with WASPC standards providing the agency with recommended changes for review and approval. Lastly review and balance the policy manual and make any necessary changes to agree with current practices and creating a numbering system to identify those policies that would be utilized in the WASPC accreditation process.

Required Skills

Research, understand and deduce relationships from pertinent federal, state and local laws, codes and regulations. Analyze and evaluate new laws, policy, techniques, methods and procedures. Understand and be able to operate computer, computer software applications and other resources needed to compile data and make narrative reports and policy modifications. Establish and maintain effective working relationships with a variety of government and legal professionals. Ability to identify and respond to policy and risk management issues, concern and needs.

Compensation

Policy Review and Administrative Updates to Lexipol, LLC :

\$35 Hourly Rate / 60 Hours a Month for the period of September, October and November 2013.

WASPC Accreditation Advisement and Report Generation:

\$50 Hourly Rate/ Duration of project to be determined after completion of policy updates

BFH Consulting will Invoice the City of Pacific Police Department on a Monthly basis- the terms and condition of said contract can be altered when mutually agreed upon by both parties for the purposes of the end goal indicated above.

 9-3-2013
Brian Harvey, BFH Consulting


Lt. Edwin Massey, Pacific Police Dept.

CITY OF PACIFIC

Agenda Staff Report

Agenda Item No.	<u>8A</u>	Meeting Date:	<u>September 9, 2013</u>
Subject:	<u>Approval of Training for the City Clerk/Personnel Manager</u>	Prepared by:	<u>Amy Stevenson-Ness City Clerk/Personnel Manager</u>

Summary: Requesting approval for training for the City Clerk/Personnel Manager at the Washington Municipal Clerks' Association (WMCA) 2013 Fall Academy on September 27, 2013. Due to the subject matter being presented, this training will apply toward the requirement for municipal clerk certification as well as apply toward personnel training.

Academy Registration:	\$150.00
Hotel:	84.70
Mileage:	126.56
Meal:	<u>10.00</u>
	\$371.26

Recommendation: Approve the registration and fees associated with the training.

Motion for Consideration: "I move to approve the expenditure of \$371.26 for the City Clerk/Personnel Manager to attend the WMCA 2013 Fall Academy on September 27, 2013."

Budget: \$371.26

Attachments: Registration form and class description

REGISTRATION FORM – WMCA 2013 FALL ACADEMY

**JANICE CORBIN OF SOUND EMPLOYMENT SOLUTIONS,
LLC PRESENTS:
“When the Roles of Advisor and Decision-Maker
Intersect”**

**Friday, September 27, 8:30am – 4:30pm
Hal Holmes Community Center
209 N Ruby St., Ellensburg, WA 98926**



Registration Deadline: September 13, 2013

Name: Amy Stevenson-Ness Title: City Clerk/Personnel Manager Phone: 253-929-1105

Agency/Institution: City of Pacific E-Mail: Astevenson-Ness@ci.pacific.wa.us

Address: 100 3rd Ave. SE, Pacific, WA 98047

Registration Fees (which includes lunch and breaks):

WMCA members on or before registration deadline *	\$150.00
WMCA members AFTER registration deadline of 9/13/2013	\$175.00
Non-members on or before registration deadline	\$175.00
Non-members AFTER registration deadline of 9/13/2013	\$200.00

(Must be received no later than registration deadline or the \$25 additional late charge will be assessed.)

NO REFUNDS ON REGISTRATION.

****Member rate applies to other Region IX and Idaho clerks who are members of their State Associations***

Mail or e-mail completed Registration Form and forward payment to:

WMCA
Gina Anderson, CMC (Make checks payable to the Washington Municipal Clerks Association)
City of Woodland
P.O. Box 9
Woodland, WA 98674
andersong@ci.woodland.wa.us

Or register online at: www.wmcaclerks.org

This session has been approved for **three CMC or three MMC** education points by IIMC through the Northwest Clerks Institute upon completion of KTAP

Area Hotel Choices (Tell them you're with WMCA for these rates BY SEPTEMBER 12TH):

Comfort Inn (509)925-7037 – 1722 Canyon Rd - \$77 single or \$87 double
Quality Inn (509)925-9800 – 1700 Canyon Rd - \$75 single or \$79 double

WCIA HAS APPROVED CLASS FOR REIMBURSEMENT FOR ONE MEMBER PER WCIA-INSURED ENTITY

CIAW HAS SCHOLARSHIPS AVAILABLE FOR MEMBERS – CONTACT JENNI BATES AT jbates@canfieldsolutions.com FOR MORE INFORMATION

“When the Roles of Advisor and Decision-Maker Intersect”

Records and public documents are within the purview of the Municipal Clerk and the individuals that serve in this capacity must have a working knowledge of every aspect of the city’s internal structure. Frequently called on to facilitate complex communications, to solve problems without placing blame, and to advise peers and elected official, the Municipal Clerk is routinely faced with needing to know and understand a wide range of topics. Workshop attendees will learn how to effectively use a decision-making process to solve problems, and how to advise elected officials and their peers in managing and responding to high-risk situations such as:

- Whistleblower complaints – how to not overreact to this more common form of complaint;
- Allegations of discrimination, harassment, and retaliation including what to say after an employee has left the city;
- Allegations of violating an employee’s procedural rights such as Garrity, Name-Clearing Hearing, and in union environments – Weingarten Rights;
- All forms of protected leaves and medical related issues – i.e. FMLA, DV, FCA, HIPAA, ADA;

These skills are just as crucial for those not yet a manager or in a supervisor role, and gaining this knowledge will serve to broaden your understanding of your workplace structure and provide a solid base for future promotions or job changes.

Bio

Janice Corbin has owned her own consulting firm since 2001 with her business partner Janet May. Janice has extensive experience working with municipalities throughout the region and often advises those entities in a wide range human resources topics as well as organizational processes. Prior to starting her own company, Janice served 22 years with a large urban police department, the last 7 years in a top leadership capacity. Janice has a Bachelor’s Degree in Sociology and Education and several graduate credits. She views herself as the consummate learner and is always interested in what others have to say about their workplace.

CITY OF PACIFIC

Agenda Staff Report

Agenda Item No.	<u>Consent Agenda 9A</u>	Meeting Date:	<u>September 9, 2013</u>
	<u>Claim Voucher & Payroll</u>		<u>Betty J Garrison, CPFA</u>
<u>Subject:</u>	<u>Approval</u>	Prepared by:	<u>Finance Director</u>

Summary:

Approval of Payroll for the period of August 16, 2013 through August 31, 2013; Claims Vouchers for August 26, 2013 through September 9, 2013.

Payroll Auto Deposit	\$	55,613.93
Payroll Checks # 4694 - 4700		2,974.58
Electronic Claims # 477 - 480		23,055.70
Claim Checks: #42252 – 42302		234,900.45
Voided Claim Check #42274		-1,131.68
Total Expenditures	\$	<u>315,412.98</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.

Payroll

Computer Check Register

User: padams

Printed: 08/30/2013 - 4:19PM

Batch: 00501-09-2013 Computer



Check No	Check Date	Employee Information		Amount
4694	09/05/2013	LAYMAN	Robin Layman	525.94
4695	09/05/2013	GARBER	Katherine Garberding	92.35
4696	09/05/2013	HULSG	Gary Hulsey	92.08
4697	09/05/2013	STEIC	Clinton Steiger	92.08
4698	09/05/2013	FLARW	Wanda Flarity	925.69
4699	09/05/2013	HERED	Jose Heredia	1,055.74
4700	09/05/2013	HANSON	Brooke Hanson	190.70
Total Number of Employees: 7		Total for Payroll Check Run:		2,974.58

Auto Deposit Payroll in the Amount of:

\$ 834.08
54777.85

Total Expenditures:

\$ 58588.51

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: _____

Date: _____

Payroll

ACH Check Register

User: 'padams'
Printed: 09/03/2013 - 9:53AM
Batch: 501-9-2013
Include Partial: FALSE



Check Date	Check Number	Employee No	Employee Name	Amount
09/05/2013	0	ADAMP	Pamela Walasek	1,630.54
09/05/2013	0	BARNC	Charles Barnes	235.16
09/05/2013	0	BARNK	Kenneth Barnett	1,965.95
09/05/2013	0	BOS M	Michel Bos	2,699.02
09/05/2013	0	BROOB	Bill Brookhart	1,814.36
09/05/2013	0	CALKJ	John Calkins	4,038.92
09/05/2013	0	FUTJO	Joanne Futch	1,120.49
09/05/2013	0	GALER	Roger Gale	3,007.55
09/05/2013	0	GARRB	Betty Garrison	2,564.96
09/05/2013	0	GUIERL	Leanne Guier	317.71
09/05/2013	0	HARTER	Charles Harter	1,018.32
09/05/2013	0	Hong	Joshua Hong	2,394.70
09/05/2013	0	JONEJ	John Jones	91.25
09/05/2013	0	KIM	Michael Kim	1,835.07
09/05/2013	0	KORAS	Steven Koransky	187.96
09/05/2013	0	LARSG	Gary Larson	1,686.62
09/05/2013	0	MASSE	Edwin Massey Jr	2,796.77
09/05/2013	0	MCCUT	Thomas McCulley Jr	1,509.71
09/05/2013	0	MCTAJ	James McMahan	92.0
09/05/2013	0	MORGJ	James Morgan	1,732.61
09/05/2013	0	NEWTD	David Newton	2,114.62
09/05/2013	0	PUTNJ	Joshua Putnam	46.03
09/05/2013	0	RODRM	Michael Rodriguez	1,967.97
09/05/2013	0	RYDBK	Kelly Rydberg	1,554.35
09/05/2013	0	SCHUJ	James Schunke	1,891.78
09/05/2013	0	SHERR	Raymond Sherman	162.24
09/05/2013	0	SHOOS	Stephanie Shook	1,934.40
09/05/2013	0	SLAGT	Jed Slagter	1,817.50
09/05/2013	0	SOLVA	Angelica Solvang	1,559.78
09/05/2013	0	STEPR	Robert Stephens	2,458.98
09/05/2013	0	THACD	Darcie Thach	1,728.39
09/05/2013	0	WALKT	Trenity Walker	92.08
09/05/2013	0	WESJS	Joe West	2,571.75
09/05/2013	0	WIECP	Paula Wiech	926.87
09/05/2013	0	WILDC	Corrine Wildoner	1,211.36

Total Employees:

35

Total:

54,777.85

Payroll

ACH Check Register

ser: 'padams'
Printed: 09/05/2013 - 2:07PM
Batch: 555-9-2013
Include Partial: FALSE



Check Date	Check Number	Employee No	Employee Name	Amount
09/06/2013	0	CROMB	Becky Cromwell	836.08
Total Employees:			1	Total: 836.08

213 481

Payroll

Pay Type Register



User: padams
 Printed: 09/06/2013 - 10:07AM
 Check Date Range: 09/05/2013 to 09/06/2013
 Period Date Range: All
 Batch Info: All
 Pay Types: AD, B, C, CA, CD, CO, CP, DS, E2, E4, EO, ET, F, FH, FL, FT, H, HO, HP, L, MP, O, OC, OD, OO, OT, P, PC, PO, R, RDS, RF, RM, RP, S, SB, SP, TC, U, V, VP, ZA, ZB, ZC, ZD, ZM, ZP, ZS

Pay Type	Description	Hours	Amount
C	Comp time taken	9.50	222.93
CA	Cleaning allowance	0.00	240.00
E2	Education Premium 2%	0.00	58.45
E4	Education Premium 4%	0.00	464.76
H	Holiday	16.00	386.88
HP	Holiday Premium	20.00	919.60
L	Longevity	0.00	1,372.33
O	Reg Overtime	16.00	383.52
OC	Work Out of Class	0.00	731.74
OO	Out of Class OT	0.00	107.24
OT	Overtime	38.25	1,409.63
PC	Police Comp taken	5.00	184.12
PO	Police Overtime	58.50	2,961.57
R	Regular	2,067.36	56,841.00
RM	Reimbursement	0.00	-16.76
RP	Retro Pay	0.00	470.63
S	Sick leave	54.00	1,466.42
V	Vacation	423.67	14,124.82
ZC	Contract Benefits-Retirement	0.00	236.42
ZM	Contract Benefits-Medical	0.00	559.35
Report Total		2,708.28	83,133.24

Payroll

Deduction Register - Totals Only



User: padams
Printed: 9/6/2013 - 10:08 AM
Check Date Range: 09/05/2013 to 09/06/2013
Period End Range: All
Batch Info: All
Deductions: Den-R, FICAR, FICARR, H UnR, Hlth-R, L&I-R, LOEFFR, LTD-P, LTDPT, LTD-R, MEDIR, MED-RA, PERS1R, PERS3R, PERSR, PERSXR, SUTotals Only

	Amount
Den-R: Dental Ins-Employer	77.97
FICAR: FICA Employer Portion	5,154.27
H UnR: Health Ins-Union Employer	14,931.27
Hlth-R: Health Ins-Employer Non-Union	816.48
L&I-R: Workers Comp-Employer	1,131.68
LOEFFR: LOEFF-Employer	1,659.33
LTDPT: LTD - Part time	13.20
LTD-R: LTD-employer	294.12
MEDIR: Medicare Employer Portion	1,205.44
PERS1R: Pers 1-Employer	316.69
PERSR: PERS 2 Employer	3,418.66
SUT: State Unemployment Tax	157.26
	<hr/> <hr/>
Report Total:	29,176.37
	<hr/> <hr/>

Accounts Payable

Checks by Date - Summary By Check Date

User: padams
 Printed: 9/6/2013 - 9:39 AM



				Check Amount
Check No:	477	Check Date:	08/27/2013	
Vendor:	WA Lice2	Vendor Name:	Wa St Dept of Licensing	215.00
				Date Total: 215.00
Check No:	478	Check Date:	09/06/2013	
Vendor:	FED TX	Vendor Name:	Internal Revenue Service	22,904.03
Check No:	479	Check Date:	09/06/2013	
Vendor:	FED TX	Vendor Name:	Internal Revenue Service	211.67
Check No:	480	Check Date:	09/06/2013	
Vendor:	WA Retir	Vendor Name:	WA St Dept Retirement System	625.00
				Date Total: 22,840.70
				Report Total: 23,055.70

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: 9/9/13

Council member: _____

Council member: _____

Council member: _____

Reviewed for Accuracy
 Finance Director: _____

Date: _____

Check	Date	Vendor No	Vendor Name	Amount	Voucher
42302	09/09/2013	Mic Zhe	Michael Zheleznyak	133.00	0
Check Total:				234,900.45	

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: 9/9/13.

Council member: _____

Council member: _____

Council member: _____

Reviewed for Accuracy

Finance Director: _____

Date: _____

Accounts Payable

Check Register Totals Only

User: asolvang
 Printed: 9/6/2013 - 9:42 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
42252	09/09/2013	AFLAC	AFLAC	506.86	0
42253	09/09/2013	AHBL	AHBL Inc	12,402.79	0
42254	09/09/2013	Amer Leg	American Legal Services	50.68	0
42255	09/09/2013	AWC	Assoc Of Washington Cities	2,398.69	0
42256	09/09/2013	Gai Ben	Gail Bennett	540.00	0
42257	09/09/2013	Blu Uni	Blumenthal Uniforms	646.87	0
42258	09/09/2013	Gen Lin	CenturyLink	1,201.63	0
42259	09/09/2013	ENUMC	City of Enumclaw	60.00	0
42260	09/09/2013	Cop NW	Copiers Northwest Inc	12.21	0
42261	09/09/2013	cordi	Cordi & Bejarano Inc	2,993.75	0
42262	09/09/2013	FERGUS	Ferguson Enterprises, Inc.	233.82	0
42263	09/09/2013	GARRISON	Betsy Garrison	16.50	0
42264	09/09/2013	GRAING	Grainger	575.41	0
42265	09/09/2013	GRCC 2	Green River Community College	280.00	0
42266	09/09/2013	UB*00771	LARRY HERRLE	78.55	0
42267	09/09/2013	UB*00772	HSGC	76.45	0
42268	09/09/2013	ICON	ICON Materials	244.09	0
42269	09/09/2013	Ima Mas	Image Masters Inc	15.44	0
42270	09/09/2013	Ste Joh	Stephen G Johnson	750.00	0
42271	09/09/2013	KC Fin	KC Finance	106,558.20	0
42272	09/09/2013	KC Flee	KC Fleet Admin Division	780.02	0
42273	09/09/2013	KCDA	King County Directors' Assoc	33.09	0
42274	09/09/2013	L&I Pre	Labor & Industries	1,131.68	VOIDED
42275	09/09/2013	Rob McB	Robert McBeth	140.00	0
42276	09/09/2013	McL Har	McLendon Hardware	326.62	0
42277	09/09/2013	MuniTemp	MuniTemps	3,867.50	0
42278	09/09/2013	Nw Admin	Nw Admin Transfer Account	33,381.50	0
42279	09/09/2013	Pac Offi	Pacific Office Automation	164.29	0
42280	09/09/2013	Petro	Petrocard Systems Inc	3,634.36	0
42281	09/09/2013	PoliceTe	Police Technical	350.00	0
42282	09/09/2013	PSE	Puget Sound Energy	12,720.09	0
42283	09/09/2013	City Pu	City of Puyallup	325.00	0
42284	09/09/2013	Quil	Quill Corporation	183.65	0
42285	09/09/2013	Rel Off	Reliable Office Supplies	90.98	0
42286	09/09/2013	Rochon	L Stephen Rochon	3,660.00	0
42287	09/09/2013	Jam Schu	James Schunke	7.00	0
42288	09/09/2013	Spe Ent	Spectrum Enterprises	100.00	0
42289	09/09/2013	Sprint	Sprint	1,071.66	0
42290	09/09/2013	City Sum	City of Sumner	5,047.74	0
42291	09/09/2013	TMG Ser	T M G Services Inc	2,845.20	0
42292	09/09/2013	Tea 117	Teamsters Local 117	1,605.32	0
42293	09/09/2013	Uni USA	Univar USA Inc	8,725.83	0
42294	09/09/2013	Val Frei	Valley Freightliner, Inc.	20.48	0
42295	09/09/2013	WA L&I	WA St Dept Labor & Industries	86.00	0
42296	09/09/2013	WA Retir	WA St Dept Retirement System	20,038.55	0
42297	09/09/2013	WA ST SU	Washington St Support Registry	954.72	0
42298	09/09/2013	Was Tra	Washington Tractor	294.89	0
42299	09/09/2013	Wat Mana	Water Management Lab Inc	147.00	0
42300	09/09/2013	WCTPT	Western Conference of Teamsters Pens	1,542.34	0
42301	09/09/2013	White	Krista C White-Swan	1,350.00	0

**CITY OF PACIFIC
CITY COUNCIL**

**REGULAR MEETING MINUTES
August 26, 2013**

**City Hall ~ Council Chambers
City Hall, 6:30 p.m.**

1. CALL TO ORDER:

Mayor Leanne Guier called the meeting of the Pacific City Council to order at 6:30 p.m. and led the **PLEDGE OF ALLEGIANCE.**

2. ROLL CALL:

Council members present: Katie Garberding, John Jones, Gary Hulse, and Clint Steiger. **Council members absent:** Josh Putnam, James McMahan, and Tren Walker. **Council member Hulse moved to excuse Council members Putnam, McMahan, and Walker. Council member Jones seconded the motion, which passed with a unanimous vote.**

Staff Present: City Attorney Kenyon Luce; Lieutenant Edwin Massey, Associate Planner Paula Wiech, Senior Services Assistant Darcie Thach, Contract Interim Finance Director Richard Gould and Finance Director Betty Garrison as Interim Acting City Clerk.

3. APPROVAL OF AGENDA:

Council discussed changing the Agenda as follows:

Mayor Guier added an Executive Session to include discussion of the following: 1. City Clerk Position; 2. Union Grievances and potential solutions; and 3. Pending litigation. Council member Hulse added under New Business a brief discussion on the Dedication of the Flag Pole.

Agenda approved as amended by unanimous consent of the Council.

4. AUDIENCE COMMENT:

Ken Scroggins addressed Council with a complaint against the Mayor and requested a response about the Sewer line.

Jeanne Fancher addressed Council requesting everyone use the microphones and asking for signage up on the hill so that everyone realizes that the area is part of Pacific.

5. REPORTS:

a. Mayor – Mayor Guier reported:

The temporary clerk is catching up the minutes and is expecting to complete the project by the end of this week. She may then fill in for the Senior Center.

Expressed appreciation to Council member Walker for getting Channel 21 up and running.

She will be in the office for sure each week on Tuesday between 12:30 and 5:30; there will be a Staff Meeting between 3 and 4 each week.

Council member Jones seconded the motion. Council discussed this being the final step to get the Comp Plan approved and the need for this step so that Businesses can move forward with development.

Roll call vote on the motion:

Council member Garberding -	Aye
Council member Jones -	Aye
Council member Putnam -	Absent
Council member McMahan -	Aye
Council member Walker -	Absent
Council member Hulsey -	Aye
Council member Steiger -	Aye

b. Resolution No. 2013-066 – Authorizing the surplus of two 2005 Ford Crown Victorias, Numbers 50 and 53, from City Administration to the City of Pacific Police Department. Lt. Massey presented this Resolution for adoption. **Council member Hulsey moved to approve Resolution No. 2013-066 – Authorizing the surplus of two 2005 Ford Crown Victorias, Numbers 50 and 53, from City Administration to the City of Pacific Police Department. Council member Steiger seconded the motion.** Council discussed the cars being purchased by the Criminal Justice Fund and returning them to that fund prior to selling them will allow the proceeds from the sale to be returned to the Criminal Justice Fund.

Roll call vote on the motion:

Council member Garberding -	Aye
Council member Jones -	Aye
Council member Putnam -	Absent
Council member McMahan -	Aye
Council member Walker -	Absent
Council member Hulsey -	Aye
Council member Steiger -	Aye

c. Confirmation of the Mayor's appointment of a City Clerk/Personnel Manager. Mayor Guier introduced Amy Stevenson-Ness and invited her to address Council. Ms. Ness addressed Council outlining her experience and eagerness to join the team. Council member Jones asked regarding activities over the past year. Council member McMahan asked regarding Certifications and experience with Personnel management. Ms. Ness expressed a willingness to obtain certification, take training to learn personnel management and work with the City of Auburn.

Council member Hulsey discussed a letter received from Council member Garberding requesting a dedication of the flagpole and a plaque to be installed on it honoring our service men and women. He discussed the appropriateness of holding such a dedication on November 11, 2013 at 11:00 a.m. Council discussed inviting a Military Bugler, American Legion, VFW and Boy Scouts to participate. Council discussed estimated cost of \$300 - \$400 for the plaque. Council member McMahan offered to donate his salary to help pay for the

Ms. Ness was congratulated and welcomed.

11.ADJOURN

Mayor Guier adjourned the meeting at 7:42 p.m.

Betty Garrison, MMC, CPA, Interim Acting
City Clerk

DRAFT

