



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

September 16, 2013
Monday

Workshop
6:30 p.m.

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL OF COUNCIL MEMBERS**
- 3. ADDITIONS TO/APPROVAL OF AGENDA**
- 4. AGENDA ITEMS**
 - A. Discussion:** Financial Software Purchase
(Richard A Gould)
 - B. Discussion:** Job Description - Finance Director
(Richard A. Gould)
 - C. Discussion:** Resolution No. 2013-069 – Authorizing the surplus of Police Department vehicles.
(Chief Calkins)
 - D. Discussion:** Appointment of Joanna Baker, Youth Park Board Member for a one year term ending August 31, 2014; and Lovey Knudtson, Youth Planning Commission Member, for a one year term ending August 31, 2014.
(Mayor Guier)
 - E. Discussion:** Council Agenda Structure
(Mayor Guier)
- 5. ADJOURN**

CITY OF PACIFIC

Agenda Staff Report

Agenda Item No.	<u>4A</u>	Meeting Date:	<u>September 16, 2013</u>
Subject:	<u>Financial Software Purchase</u>	Prepared by:	<u>Richard A. Gould</u>

Summary: Since the last Council Workshop discussion on the financial (Springbrook) software issue, City staff has researched questions asked by council members as well as preparing “due diligence” on the three software systems being considered (includes Springbrook). This is what we found:

- The question on how much has the City spent on Springbrook over and above the annual maintenance cost for 2013 is \$9,784.83, of which \$4,767.49 are related to the migration (upgrade in January). The rest of the expenditures are for web (online) payments and migration travel expenses.
- Staff has researched the Springbrook contract and spoken with Springbrook representatives regarding the question on how the City can opt out of the annual contract. We have to give thirty days notice severing our contractual agreement before the end of the year.
- Both BIAS and Vision MS have given final presentations to the finance department. Vision’s was via the web (online) while the rep for BIAS came to City Hall with his presentation. Discussion with representatives from both companies produced additional information and an updated bid from BIAS. The interim public works director was also included in reviewing both products which included a permitting module. Calls were made to local cities, Algona which uses BIAS and Edgewood which did use Springbrook but now uses Vision MS. They both gave good recommendations for the products they used. However the City of Mc Cleary had used Vision MS (2009-2011) and then moved to BIAS due to dissatisfaction with their (Vision’s) product. I spoke with their Clerk-Treasurer about BIAS. Among the many positive remarks she made the one that most stood out was that the State Auditor’s told her that they made the right choice in going with BIAS.
- The staff decision on which product to go with came down to what would work best for all of us; everyone had an equal say. BIAS was the unanimous choice.
- The updated bid for BIAS includes permitting.

Springbrook was notified of the City’s pending change and though their rep made overtures about trying to keep our business, there has been no follow up.

During the Finance Committee meeting on the 10th, Councilmember Garberding was presented with all of this information (above) and supports staff in bringing our recommendation before Council.

Recommendation: Discuss and direct staff to put the change in financial software to BIAS for purchase as an action item on the Council Meeting Agenda dated September 23, 2013.

Budget: \$65,527 (this will be reduced by \$15,736, which was budgeted for Springbrook’s 2014 maintenance fees, so the net effect is \$49,791)

Attachments: Bids from BIAS and Vision along with a cost comparison spreadsheet.

Financial Reporting Software

Financial Software cost comparisons: I have compared the purchase price of both BIAS and Vision MS and used a five year payment option plan to compare them against the same time span for the annual maintenance cost for Springbrook. The purchase costs also include the annual maintenance cost as well. I have included sales tax in these bids. Staff's recommendation of BIAS is slightly more expensive than Vision MS, but only due to the inclusion of the permitting module which Vision does not include.

	Year 1	Year 2	Year 3	Year 4	Year 5	Totals	Year6
BIAS+Permits	\$16,121	\$21,059	\$21,059	\$21,059	\$21,059	\$100,357	\$7,884
Vision MS	\$27,020	\$17,721	\$17,721	\$17,721	\$17,721	\$97,904	\$7,665
Springbrook	\$15,736	\$15,736	\$15,736	\$15,736	\$15,736	\$78,680	\$15,736
BIAS pay in full	\$65,527	\$7,884	\$7,884	\$7,884	\$7,884	\$97,063	\$7,884

Vision MS Permitting module: Vision did show us a third party permitting module that they have partnered with. However the cost of \$44,000 is prohibitive, especially considering that BIAS has a comparable module that is costing the City \$10,410.



Core Suite

Modules	License Costs	Training/Conversion	Data Import	Total
BIAS GL/AP/Budgeting	\$8,700.00	\$1,710.00	\$750.00	\$11,160.00
Bank Reconciliation	Included	Included		N/A
WA State Annual Reporting	Included	Included		N/A
Accounts Payable	Included	Included		N/A
Budgeting	Included	Included		N/A
BIAS Utility Billing	\$8,700.00	\$1,710.00	\$750.00	\$11,160.00
Class Billing	Included	Included		N/A
Consumption Billing	Included	Included		N/A
Auto Pay	Included	Included		N/A
BIAS Payroll	\$8,700.00	\$1,710.00	\$750.00	\$11,160.00
Accrual Tracking	Included	Included		N/A
Federal and State Reporting	Included	Included		N/A
BIAS Cash Receipting	\$8,700.00	\$570.00	N/A	\$9,270.00
Cash Management	Included	Included		N/A
General Invoicing	Included	Included		N/A
Building Permits	\$ 8,700.00	\$ 1,710.00		\$ 10,410.00
Business License	Included	Included		N/A
Animal License	Included	Included		N/A
PO's	\$ 2,500.00	Included	N/A	\$ 2,500.00
Online Payments	\$ 2,000.00	\$ 500.00	N/A	\$ 2,500.00
Utility Interface	\$ 2,000.00	Included	N/A	\$ 2,000.00
Pay in Full Discount				-\$3,008.00
Total				\$57,152.00

Software Needed to Run BIAS

	1 - 2 Users	Up to 3 Users	Up to 5 Users	Up to 10 users
Pervasive SQL	\$295.00	\$395.00	\$595.00	\$1,395.00
UniPaas	\$195.00	\$595.00	\$595.00	\$1,295.00

Payment Schedule:

Payment Option Amount	\$12,032.00	Paid in five equal payments. The first installment is due on the execution of the Software License Agreement between Client and BIAS Software and four subsequent payments in the beginning of each year.
Annual Service Fee	\$7,200.00	Annual Service Fee will be pro-rated for the remainder of the year after the modules have gone (live). BIAS Software will invoice Client for the pro-rated amount at that time and thereafter invoice client for the Annual Service Fee each December for the next calendar year.

Unlimited New User Training for the first six (6) months. - Travel and Lodging billed as incurred.

*Data import is for the chart of accounts, utility customers/setup data, balances, and employee data. Conversion does not include complete payroll, transaction and utility billing detail (subject to review of data).



Software Price Quote

Vision Municipal Solutions
 PO Box 28429
 Spokane, WA 99228
 Phone: (509) 315-8845 Fax: (888) 223-6007
 Email: info@visionms.net
 Website: www.visionms.net

Prepared for: **Betty Garrison**

City of Pacific
 100 3rd Ave SE
 Pacific, WA 98047

Date: **August 2, 2013**

PRODUCT DESCRIPTION	System Cost	Annual Software Assurance
Vision Standard Edition Software Systems:		
1. Vision Financials	\$10,000.00	\$1,500.00
2. Vision Payroll	\$10,000.00	\$1,500.00
3. Vision Utilities	\$12,000.00	\$1,800.00
4. AMR Interface for meter reading system	\$2,500.00	\$375.00
5. Vision Cash Management	\$6,000.00	\$900.00
6. Vision Licenses	\$6,000.00	\$900.00
7. Purchase Orders	\$2,500.00	\$375.00
8. Vision Reporting Services	<u>Included</u>	<u>Included</u>
Total Software	\$49,000.00	
Professional Services:		
1. Electronic conversion of Springbrook data files	\$4,000.00	
2. Installation and configuration of Microsoft SQL Server	\$1,000.00	
3. On-site training (does not include travel expenses)	<u>\$3,500.00</u> (no sales tax)	
Total Professional Services	\$8,500.00	
Grand Totals	\$57,500.00	\$7,350.00

Price quote valid thru February 2, 2014

Notes:

- 1). 2, 3, and 5 year NO INTEREST financing is available for Vision software, does not apply to professional services.
- 2). The cost for data conversion is an estimate before the completion of the review of data. Actual costs will be determined and the extent of the data conversion and coinciding cost will be agreed upon on the contract.
- 3). Sales tax applies to all quoted software and professional services. Sales tax does not apply to on-site training.
- 4). Microsoft SQL Server 2008 Standard Edition or higher is required for Vision Software. The current approximate cost for Vision clients is \$750 for initial license and \$175 per user license for Microsoft SQL Server 2012.

If you have any questions on this quote, please contact Vision at (509) 315-8845.



Vision Finance Options

City of Pacific

Installation of Vision Software and Microsoft SQL: Install all purchased Vision software systems. Test and configure to existing server or peer to peer network environment. Install Microsoft SQL Server 2012. Setup Vision's database Maintenance Plan and configure Microsoft SQL Server email components, applies to Standard Edition or higher. After Microsoft SQL Server is configured and tested to run Vision software, no modifications, changes, or moving the Microsoft SQL Server can be done without authorization from Vision. If unauthorized changes are made to Microsoft SQL Server and it requires Vision to re-configure Microsoft SQL Server, the charge is \$125 per hour with a minimum charge of \$125.

Travel and Lodging Expenses: Travel and lodging expenses will be billed for costs associated with on-site training by Vision personnel. Travel expenses are in addition to on-site training costs. Mileage will be billed at the current IRS published reimbursement rate. Lodging expenses will be billed when overnight accommodations are required to complete on-site training. A per diem rate at the current state published rate will apply when Vision personnel are required to stay overnight. Travel and lodging expenses will be billed after installation and on-site training is completed. Only the actual travel, lodging, and per diem expenses will be billed to the Customer.

Annual Software Assurance: Included with the annual support agreement are the latest releases of Vision software, whether it is a general release or an enhancement to the software. Government mandated changes to software or forms will be included. Telephone and e-mail support will be available from 8am to 5pm every business day except major holidays. The Customer must have a High Speed Internet connection to ensure access to the latest updates of Vision software and Vision's On-line Help software. Customer must allow Vision a remote access portal for initial installation services.

Payment Plans: 2, 3, and 5 year NO INTEREST payment plans: Payment plans will be computed by taking the total software cost divided by the number of years selected and adding the annual support agreement to each year financed. Samples are listed below; software purchases are subject to sales tax:

2 Year Payment Plan	3 Year Payment Plan	5 Year Payment Plan
Software Financed \$49,000 \$49,000 ÷ 2 years = \$6,000	Software Financed \$49,000 \$49,000 ÷ 3 years = \$16,333.33	Software Financed \$49,000 \$49,000 ÷ 5 years = \$2,400
On-site Training \$3500 Electronic conversions \$4000 Installation MS SQL \$1000 <i>(Billed upon completion of training)</i>	On-site Training \$3500 Electronic conversions \$4000 Installation MS SQL \$1000 <i>(Billed upon completion of training)</i>	On-site Training \$3500 Electronic conversions \$4000 Installation MS SQL \$1000 <i>(Billed upon completion of training)</i>
Payment Schedule 1st year \$33,000 + annual assurance 2nd year \$24,500 + annual assurance	Payment Schedule: 1st year \$24,834 + annual assurance 2nd year \$18,333 + annual assurance 3rd year \$16,333 + annual assurance	Payment Schedule: 1st year \$18,300 + annual assurance 2nd year \$9,800 + annual assurance 3rd year \$9,800 + annual assurance 4th year \$9,800 + annual assurance 5th year \$9,800 + annual assurance

Dedicated Innovative Experienced

CITY OF PACIFIC

Agenda Staff Report

Agenda Item No.	<u>4B</u>	Meeting Date:	<u>September 16, 2013</u>
Subject:	<u>Job Description:</u> <u>Finance Director</u>	Prepared by:	<u>Richard A. Gould</u>

Summary: Staff presented the City Council with two job descriptions for the Finance Director at the last Council Workshop (September 3rd). During discussion, Council President Walker stated that he preferred job description B for the verbiage on grants and negotiations (union etc.). Staff was directed to discuss with the Finance Committee which job description to bring forward to this Council Workshop. This was done during the Committee meeting on the 10th. Councilmember Garberding directed staff to recommend job description B for the Council to discuss at the workshop on the 16th.

Recommendation: Discuss and direct staff to put the finance director job description as an action (agenda) item at the next Council meeting (September 23rd).

Budget:

Attachments: Finance Director Job description.



CITY OF PACIFIC

Job Description

Job Title: Finance Director **Department:** Finance
Exempt / Nonexempt **Reports To:** Mayor

This job description is not intended, nor should it be construed to be, an exhaustive list of all responsibilities, tasks, skills & efforts, working conditions or similar behaviors, attributes or requirements associated with a job. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope.

Under general administrative direction of the Mayor, plans, directs, manages, and oversees the activities and operations of the Finance Department, including accounting, utility billing, payroll and *information services functions and service areas*; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the Mayor.

Other responsibilities include:

- Assumes full management responsibility for all Finance Department services and activities, including accounting, finance, utility billing, payroll and *information services functions and service areas*.
- Establishes appropriate service and staffing levels; monitors and evaluates efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
- Plans, directs and coordinates, through subordinate level staff, the Finance Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Assists the Mayor with the development of the City's annual budget, including management of the budget calendar, estimation of yearend cash balances, preparation of the Five Year Utility Rate Forecast, major contributor to the Six-Year Capital Facility Plan, and other general budget services provided by the Chief Financial Officer.
- Serves as the City's Chief Financial Officer, including in the areas of cash and debt management and investment policy formation and implementation; provides a wide range of financial analysis to other department directors, the Mayor, and the City Council.
- Performs a full range of financial analysis and revenue forecasting; prepares a wide range of financial analysis and project closing reports; prepares major financial models; develops the City's Five Year Utility Rate Forecast and annual rate review.
- Prepares the City's Annual Financial Statement, Comprehensive Financial Statements, and Notes to the Financial Statements; serves as the City's liaison with the State Auditor's office and responds to questions and recommendations provided by the State Auditor's office.

- Audits revenue and expenditure activity for project posting, payment, receipt, and internal controls; develops and implements revenue and expenditure audits; provides City liaison services for the State Auditor, law enforcement, and the City Attorney in cases in which the City has been the victim of fraud.
- Develops and maintains the City's General Ledger system, including *balance sheet*, revenue, and expenditure accounts; reconciles the General Ledger to the City's bank accounts and prepares and posts adjusting journal entries; reviews and posts daily journal entry batches from various data processing systems.
- Provides procurement review; reviews purchase orders; assists departments on proper procurement procedures and ensures bid requirements are followed; provides enhancement of purchasing system, including petty cash, credit cards, per diem policies, and state bid coordination.
- Oversees utility billing and collection; assists with the general application of monthly billing; calculates and approves leak adjustments, senior rate applications, and other adjustment requests; represents the City before the Utility Hearing Examiner; coordinates collection activities among staff and the City Attorney's Office.
- Provides a wide range of project management support for utility and internal services projects.
- Directs the prioritization of services and projects for Information Services within the organization in coordination with the City's Information Services Manager.
- Oversees the development and management of assigned contracts; assists the Mayor in the development of a wide range of contracts for services and/or inter-local agreements; assists in resolving contractual issues.
- Participates in grant writing, management, and accounting; writes or assists in the development of grants; provides grant management for assigned grants; provides annual accounting for all City grants.

THE IDEAL CANDIDATE

The City is looking for a talented director or senior professional from a public sector organization of comparable complexity and size with extensive knowledge and experience in all aspects of municipal accounting and finance. The ideal candidate will be expected to continue to support outstanding customer service and ongoing cost effectiveness for municipal operations.

As the administrator of the City's finances, the top candidate will work closely with the Mayor and the City Council to formulate and implement citywide fiscal policies. The Finance Director will incorporate a proactive approach to municipal finance while providing clear recommendations and timely advice to the City's leadership.

The top candidate will be a self-assured individual with the ability to exercise a high degree of common sense, sound judgment, and be comfortable at making frequent public presentations. Importantly, the Finance Director will also be able to provide alternatives and options to the Mayor and the City Council and be seen as open, honest, and direct, with a respect for dealing with confidential and sensitive matters. Experience dealing with labor unions and labor negotiations will be valuable as part of the City's Management Team.

QUALIFICATION AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each duty and cover each responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Equivalent to a Bachelor's degree (B. A. in Accounting, Business, Management or Finance) or equal work experience commensurate with the job responsibilities
- Five years of increasingly responsible experience in finance and accounting administration, preferably in municipal government, including two years of administrative and supervisory responsibility. Experience in governmental investment practices is desirable.

Language Skills:

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- The ability to write articles for publication that conform to prescribed style and format when needed
- Ability to effectively present information to elected officials, department directors, public groups, and/or boards and commissions

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of:
 - Modern governmental accounting theory principles, and practices
 - Considerable knowledge of internal control procedures and management information systems
 - Considerable knowledge of office automation and computerized financial applications
 - Considerable knowledge of public finance and fiscal planning
- Considerable knowledge of payroll and accounts payable functions
 - Working knowledge of budgetary, accounting and reporting systems
- Working knowledge of web-based financial software
 - Springbrook Software a plus
- Skill in:
 - Operating the listed tools and equipment
 - Routinely dealing with confidential matters of high sensitivity.
 - Dissemination of confidential information requires judgment and extensive knowledge of city policies and procedures and state/federal laws.
- Ability to:
 - Prepare and analyze complex financial reports
 - Ability to maintain efficient and effective financial systems and procedures
 - Ability to effectively supervise staff
 - Ability to establish and maintain effective working relationships with employees, city officials
 - Ability to communicate effectively orally and in writing

SPECIAL REQUIREMENTS:

- Must be bondable.

TOOLS AND EQUIPMENT USED:

- Personal computer
- Word processing and spreadsheet software
- 10-key calculator proficiency

KEY RELATIONSHIPS:

The key relationships described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will provide information to and collect information from the Mayor, the City Council, other departments, AWC, the public, King & Pierce County, and the State. Contact will be made in writing, by telephone, and/or in person. The employee will coordinate projects and activities with other departments in writing, by telephone, and/or in person.

CITY OF PACIFIC

Agenda Item Cover Sheet

Agenda Item No. 4C Meeting Date: 9/16/2013

Prepared by: John Calkins

Subject: Resolution to surplus vehicles

Summary: The Police Department will surplus three 2005 Fords to the police department as they have not been used for over two years.

Recommendation: Surplus the vehicles according to PMC and RCW.

Motion for consideration: Make a motion to surplus patrol cars #50, #52 and #53 in accordance to the PMC and RCW.

Budget Impact: Surplus will result in a positive cash flow.

Source of Funding: No budget impact

Grant Number:

Alternatives:

- Leave the cars for City use.
-
-
-

Attachments:

- Resolution No. _____
- Attachment A
-
-

For City Clerk Use:

Distribution:

- PW/CD
- Finance
- Public Safety
- MRSC
- King County
- Code Publishing
- Tacoma News Tribune

City of Pacific
Washington

RESOLUTION NO. 2013-069

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC, WASHINGTON AUTHORIZING THE SURPLUS OF THREE 2005 FORD CROWN VICTORIAS, NUMBERS 50, 52 AND 53, FROM THE CITY ADMINISTRATION TO THE CITY OF PACIFIC POLICE DEPARTMENT.

WHEREAS, the Pacific Police Department did purchase these three patrol cars using monies from the Criminal Justice fund, and

WHEREAS, the patrol cars were used for police patrol until replaced by new vehicles, and

WHEREAS, the police department will sell the vehicles according to State Law and City Ordinance Chapter 3.84;

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

Section 1. The Pacific City Council hereby authorizes the surplus of the three Ford Crown Victorias, as described in Exhibit A to this Resolution.

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

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 23rd DAY OF SEPTEMBER, 2013.

CITY OF PACIFIC

Leanne Guier, Mayor

Attest:

Amy Stevenson-Ness, City Clerk

Approved as to form:

Kenyon Luce, City Attorney

EXHIBIT A

Resolution 2013-069

			Value
Car #50	2005 Ford Crown Vic	VIN #2FAHP71W35X178526	\$1500
Car #52	2005 Ford Crown Vic	VIN #2FAHP71W75X178528	\$1500
Car #53	2005 Ford Crown Vic	VIN# 2FAHP71W95X178529	\$1500

CITY OF PACIFIC

Agenda Staff Report

Agenda Item No. 4D Meeting Date: September 16, 2013
Subject: Appointment of Youth Park Board and Prepared by: _____
Youth Planning Commission
Members

Summary: Appointment of Joanna Baker, Youth Park Board Member for a one year term ending August 31, 2014; and Lovey Knudtson, Youth Planning Commission Member, for a one year term ending August 31, 2014.

Recommendation: Approve the appointment of Joanna Baker, Youth Park Board Member and Lovey Knudtson, Youth Planning Commission Member.

Attachments: Applications of Joanna Baker and Lovey Knudtson



CITY OF PACIFIC
100 3RD AVE SE
PACIFIC, WA 98047

APPLICATION FOR BOARD/COMMISSION/COMMITTEE POSITION

Junior Position

PLEASE PRINT

I WOULD LIKE TO APPLY FOR:

____ Planning Commission X Park Board _____ Lodging Tax Committee _____ Civil Service Commission

NAME: Joanna Baker

DATE: Sept 5, 2013

ADDRESS:

[REDACTED]

cell HOME PHONE [REDACTED]

Pacific, WA 98047

mom WORK PHONE [REDACTED]

CITY RESIDENT? YES NO HOW LONG? 6 yr REGISTERED VOTER? YES NO
(YOU ARE A RESIDENT IF YOU RESIDE WITHIN THE PACIFIC CITY LIMITS)

NAME AND ADDRESS OF EMPLOYER (& type of business):

currently a student at Auburn Riverside

EDUCATIONAL BACKGROUND (include year of graduation and any degrees obtained):

senior at Auburn Riverside High School

PROFESSIONAL EXPERIENCE:

no professional experience

ORGANIZATION AFFILIATIONS:

no organization affiliations.

NOTE A RESUME MAY BE ATTACHED IF DESIRED

WHY ARE YOU SEEKING APPOINTMENT?

To be more involved in my community.

GENERAL REMARKS:

I think this is a great opportunity to get a head start on what it is like to be an active member of society

PLEASE RETURN COMPLETED APPLICATION TO:

CITY OF PACIFIC CITY CLERK
100 3RD AVE SE
PACIFIC, WA 98047

Joanna M Baker
SIGNATURE



CITY OF PACIFIC
100 3RD AVE SE
PACIFIC, WA 98047

APPLICATION FOR BOARD/COMMISSION/COMMITTEE POSITION

PLEASE PRINT

X Junior Position
Planning Commission _____ Park Board _____ Lodging Tax Committee _____ Civil Service Commission _____

I WOULD LIKE TO APPLY FOR:

NAME: Lovey Knudtson DATE: September 5, 2013
ADDRESS: [REDACTED] HOME PHONE: [REDACTED]
Pacific, WA 98047-1446 WORK PHONE: [REDACTED]

CITY RESIDENT? YES NO HOW LONG? 3 1/2 REGISTERED VOTER? YES NO
(YOU ARE A RESIDENT IF YOU RESIDE WITHIN THE PACIFIC CITY LIMITS)

NAME AND ADDRESS OF EMPLOYER (& type of business):

Student/ARHS

EDUCATIONAL BACKGROUND (include year of graduation and any degrees obtained):

Senior at Auburn Riverside High School,
Class of 2014

PROFESSIONAL EXPERIENCE:

No professional experience.

ORGANIZATION AFFILIATIONS:

No organization Affiliations.

NOTE A RESUME MAY BE ATTACHED IF DESIRED~

WHY ARE YOU SEEKING APPOINTMENT?

To prepare myself for adulthood and being an
active citizen in my community

GENERAL REMARKS:

This is a really great opportunity for character
building and getting a taste of what it's like to be
an adult

PLEASE RETURN COMPLETED APPLICATION TO:

CITY OF PACIFIC CITY CLERK
100 3RD AVE SE
PACIFIC, WA 98047

[Signature]
SIGNATURE

6-11-54

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