



**PACIFIC CITY COUNCIL MEETING AGENDA  
Council Chambers - City Hall. 100 3<sup>rd</sup> St. SE**

**September 23, 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. PRESENTATION: King County Health Department Medicaid Expansion coverage, outreach, and enrollment campaign**
- 6. REPORTS**
  - A.** Mayor
  - B.** Finance
  - C.** Court
  - D.** Public Safety Department
  - 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 County Area Transportation Board (SCATBd)
    - vi. Pierce County Regional Council (PCRC)
    - vii. SCA
    - viii. VRFA
- 7. PUBLIC HEARING**

**8. OLD BUSINESS**

- A. Appointment of Joanna Baker, Youth Park Board Member for a one year term ending August 31, 2014; and Lacey Knudtson, Youth Planning Commission Member, for a one year term ending August 31, 2014.
- B. Resolution 2013-069: Authorizing the surplus of three 2005 Crown Victorias, Numbers 50, 52, and 53, from the City Administration to the City of Pacific Police Department
- C. Resolution 2013-070: Approving an updated job description for the Finance Director
- D. Resolution 2013-071: Authorizing the purchase of BIAS Software, in the amount of \$51,952.50, to replace existing financial software.

**9. NEW BUSINESS**

**10. 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 September 3, 2013, workshop and September 9, 2013, regular meeting

**11. EXECUTIVE SESSION**

**12. 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](http://www.cityofpacific.com) or by contacting the City Clerk's office at (253) 929-1105.

# CITY OF PACIFIC

## Agenda Staff Report

Agenda Item No. 8A Meeting Date: September 23, 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 Lacey 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 Lacey Knudtson, Youth Planning Commission Member.

**Attachments:** Applications of Joanna Baker and Lacey Knudtson





CITY OF PACIFIC  
100 3<sup>RD</sup> AVE SE  
PACIFIC, WA 98047

APPLICATION FOR BOARD/COMMISSION/COMMITTEE POSITION

Junior Position

PLEASE PRINT

I WOULD LIKE TO APPLY FOR:  
Planning Commission  Park Board  Lodging Tax Committee  Civil Service Commission

NAME: Joanna Baker DATE: Sept 5, 2013

ADDRESS: Pacific, WA 98047  
HOME PHONE: cell  
WORK PHONE: MEM

CITY RESIDENT? YES  NO  HOW LONG? 6yr 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 3<sup>RD</sup> AVE SE  
PACIFIC, WA 98047

Joanna M Baker  
SIGNATURE



CITY OF PACIFIC  
100 3<sup>RD</sup> AVE SE  
PACIFIC, WA 98047

APPLICATION FOR BOARD/COMMISSION/COMMITTEE POSITION

PLEASE PRINT

X Junior Position  
I WOULD LIKE TO APPLY FOR:  
X Planning Commission \_\_\_\_\_ Park Board \_\_\_\_\_ Lodging Tax Committee \_\_\_\_\_ Civil Service Commission \_\_\_\_\_

NAME: Lovey Knudtson DATE: September 5, 2013

ADDRESS: Pacific, WA 98047-1440 HOME PHONE: \_\_\_\_\_  
WORK PHONE: \_\_\_\_\_

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 official

PLEASE RETURN COMPLETED APPLICATION TO:

CITY OF PACIFIC CITY CLERK  
100 3<sup>RD</sup> AVE SE  
PACIFIC, WA 98047

[Signature]  
SIGNATURE

# CITY OF PACIFIC

CITY HALL • 100 3<sup>rd</sup> Avenue SE Pacific WA 98047  
253.929.1100 253.939.6026 (f)

## **REVISED** **Agenda Item Cover Sheet**

Agenda Item No. 8B Meeting Date: 9/23/2013

Prepared by: John Calkins

Subject: Resolution to surplus vehicles

---

Summary: The Police Department will surplus three 2005 Ford Crown Vics

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. 2013-069
- Attachment A
- 
-



**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.**

**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 Vics, 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**

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

**CITY OF PACIFIC**  
CITY HALL, 100 3<sup>RD</sup> Avenue SE, Pacific, WA 98047

**Agenda Staff Report**

Agenda Item No. 8C Meeting Date: September 23, 2013

Subject: Job Description update Prepared by: Richard A. Gould

---

**Summary:** Staff has been directed by the Mayor to prepare an updated comprehensive Finance Director job description for Council to take action on. The Finance Committee has reviewed this iteration of the job description as well as the City Council at the past workshop.

**Recommendation:** Staff recommends that the City Council approve the updated job description for the Finance Director position.

**Motion for Consideration:** I move to approve Resolution No. 2013-070, updating the job description for the Finance Director position in the City Code.

**Budget:** none

**Alternatives:** none

**Attachments:** Resolution 2013-070 Finance Director Job Description.



**CITY OF PACIFIC  
WASHINGTON  
RESOLUTION NO. 2013-070**

**A RESOLUTION OF CITY COUNCIL OF THE CITY OF PACIFIC, WASHINGTON, ADOPTING  
A JOB DESCRIPTION FOR THE POSITION OF FINANCE DIRECTOR**

---

**WHEREAS**, the City of Pacific currently has a requirement for a Finance Director; and

**WHEREAS**, the City of Pacific has updated the duties and responsibilities of the job description for the position of Finance Director;

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

**Section 1.** The City Council of the City of Pacific adopts the Job Description for the position of Finance Director as attached, Exhibit A.

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

CITY OF PACIFIC

\_\_\_\_\_  
Leanne Guier, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Amy Stevenson-Ness, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Kenyon Luce, City Attorney

FILED WITH THE CITY CLERK: 9/18/2013

PASSED BY THE CITY COUNCIL: 9/23/2013

EFFECTIVE DATE: 9/23/2013

RESOLUTION NO. 2013-070





## CITY OF PACIFIC

### Job Description

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

#### Non-Union

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
  - BIAS 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**  
CITY HALL, 100 3<sup>RD</sup> Avenue SE, Pacific, WA 98047

**Agenda Staff Report**

Agenda Item No. 8D Meeting Date: September 23, 2013  
Subject: BIAS software purchase. Prepared by: Richard A. Gould

---

**Summary:** Staff has prepared the proper "due-diligence" on researching BIAS financial software, which includes seeing two presentation and calling other cities for references. Staff has also presented information on the problems with current software, Springbrook along with background on BIAS to the City Council (two Council Workshops) and discussed this purchase/change during three Finance Committee Meetings.

The Finance Committee directed staff to bring the purchase of BIAS to the City Council for action at the September 23<sup>rd</sup> meeting.

**Recommendation:** Staff recommends that the City Council approve the purchase of BIAS software.

**Motion for Consideration:** I move to approve Resolution No. 2013-071 authorizing the purchase of BIAS Software, in the amount of \$51,952.50, to replace the existing financial software.

**Budget:** \$51,952.50

**Alternatives:** none

**Attachments:**

- Resolution 2013-071 Approving the purchase of BIAS Financial Software
- Financial software cost comparisons and cost allocations by fund (attachment A), along with the current bid from BIAS.



CITY OF PACIFIC  
WASHINGTON

RESOLUTION NO. 2013-071

**A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS WITH BIAS FOR A CHANGE TO THE CITY'S ACCOUNTING SOFTWARE**

**WHEREAS**, the City of Pacific currently uses Springbrook software for utility billing processes and all other accounting functions; and

**WHEREAS**, Springbrook software no longer can be relied upon to produce accurate financial reports for the City. City staff has researched a new financial software brand, BIAS to replace Springbrook; and

**WHEREAS**, BIAS Software is more appropriate for the City to use than Springbrook, as it uses a cash basis reporting method, the same as the City of Pacific; and

**WHEREAS**, the new software will provide accurate reports, reduce staff workload; provide annual savings on maintenance costs of approximately \$9,000; and

**WHEREAS**, the City staff is recommending the purchase and change to BIAS software,

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

**Section 1.** The Mayor is hereby authorized to execute an agreement with BIAS Software and expend funds in the estimated amount of \$51,952.50 for a BIAS software implementation, substantially identified in the Exhibit A, and authorize a payment not to exceed \$51,952.50 per the agreement.

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

**PASSED BY THE CITY COUNCIL AT A COUNCIL MEETING THEREOF ON THE 23<sup>rd</sup> DAY OF SEPTMEMBER, 2013.**

CITY OF PACIFIC

\_\_\_\_\_  
Leanne Guier, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
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:



## Financial Reporting Software

**Financial Software cost comparisons:** I have compared the purchase price of BIAS and used a five year payment option plan to compare it against the same time span for the annual maintenance cost for Springbrook. The purchase cost also includes the annual maintenance cost as well. I have included sales tax in these costs. I have also included the buyout option.

	Year 1	Year 2	Year 3	Year 4	Year 5	Totals	Year6
BIAS	\$10,895	\$17,350	\$17,350	\$17,350	\$17,350	\$80,295	\$6,455
Springbrook	\$15,736	\$15,736	\$15,736	\$15,736	\$15,736	\$78,680	\$15,736
<b>BIAS pay in full</b>	<b>\$52,357</b>	<b>\$6,455</b>	<b>\$6,455</b>	<b>\$6,455</b>	<b>\$6,455</b>	<b>\$78,177</b>	<b>\$6,455</b>

The following table shows the cost allocation by fund and does not include tax:

**FINANCIAL REPORTING SOFTWARE COST ALLOCATION:**

BIAS - Bid	<b>\$ 49,750.00</b>
Pay in full discount	\$ (2,487.50)
<b>Total if paid in full</b>	<b>\$ 47,262.50</b>
<b>Additional Costs: Software needed to run BIAS</b>	
Pervasive SQL (data base)	\$ 1,395.00
UniPaas	\$ 1,295.00
Travel and Lodging for setup (estimate)	\$ 2,000.00
<b>Total overall cost</b>	<b>\$ 51,952.50</b>
<b>Total if not paid in full</b>	<b>\$ 54,440.00</b>

**Allocated by Fund (based on 2012 expenditure % by fund):**

001-000-518-80-45-0	\$ 29,716.83
401-000-534-10-46-0	\$ 6,663.32
402-000-535-10-41-0	\$ 12,212.65
409-000- 531-10-43-0	\$ 3,359.70
	<b>\$ 51,952.50</b>



**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
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				-\$2,487.50
<b>Total</b>				<b>\$47,262.50</b>

**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	\$9,950.00	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	\$5,895.00	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.
- Does not include User Conference or Workshop

\*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).

CITY OF PACIFIC

Agenda Staff Report

Agenda Item No. Consent Agenda **10A** Meeting Date: September 23, 2013  
Claim Voucher & Payroll Betty J Garrison, CPFA  
Subject: Approval Prepared by: Finance Director

---

**Summary:**

Approval of Payroll for the period of September 1, 2013 through September 15, 2013; Claims Vouchers for September 10, 2013 through September 23, 2013.

Payroll Auto Deposit	\$	56,868.40
Payroll Checks # 4701 - 4707		3,728.95
Electronic Claims # 481 - 482		31,098.44
<i>✓#483</i>		
Claim Checks: #42303 - 42347		244,770.54
Voided Claim Check #42224		-447.25
<i>9/20/13 ✓#42348 - CASH for John Calkins</i>		<i>300.00</i>
<i>for Band @ Open House</i>		
Total Expenditures	\$	<u>337,319.08</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.



A/P Run Ch# 42323 - 42347

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: 9/23/13.

Council member: Katherine Wamboldt  
\_\_\_\_\_  
Council member: \_\_\_\_\_  
\_\_\_\_\_  
Council member: \_\_\_\_\_  
\_\_\_\_\_

Reviewed for Accuracy: \_\_\_\_\_  
Finance Director: \_\_\_\_\_ Date: \_\_\_\_\_

# Accounts Payable

## Check Register Totals Only



User: asolvang  
 Printed: 9/18/2013 - 4:29 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
42303	09/23/2013	AHBL	AHBL Inc	4,677.73	0
42304	09/23/2013	City Alg	City of Algona	5,867.18	0
42305	09/23/2013	Alpi Pro	Alpine Products Inc	217.91	0
42306	09/23/2013	Amer Hos	American Hose & Fittings Inc	103.20	0
42307	09/23/2013	City Aub	City of Auburn	3,236.54	0
42308	09/23/2013	Cen Lin	CenturyLink	89.57	0
42309	09/23/2013	Chu Off	Chuckals Office Products Inc	100.64	0
42310	09/23/2013	Cop NW	Copiers Northwest Inc	1,429.23	0
42311	09/23/2013	Data Inc	Databar Incorporated	1,891.40	0
42312	09/23/2013	DCTED	Department of Commerce	178,643.66	0
42313	09/23/2013	Fin Lin	Finish Line Cleaning	2,660.00	0
42314	09/23/2013	Gos Mot	Gosncy Motor Parts Inc	48.13	0
42315	09/23/2013	HD Fow	H D Fowler Co Inc	27.75	0
42316	09/23/2013	KC I-NET	KC Finance I-Net	439.00	0
42317	09/23/2013	KimballM	Kimball Midwest	1,943.38	0
42318	09/23/2013	KCDA	King County Directors' Assoc	20.93	0
42319	09/23/2013	Lak Ind	Lakeside Industries	857.61	0
42320	09/23/2013	UB*00773	Lenna Northwest	69.45	0
42321	09/23/2013	LibertyA	Liberty Assists LLC	354.64	0
42322	09/23/2013	McL Har	McLendon Hardware	97.11	0
42323	09/23/2013	Mnt Mist	Mountain Mist	124.44	0
42324	09/23/2013	MuniTemp	MuniTemp	4,760.00	0
42325	09/23/2013	Dav New	David Newton	49.22	0
42326	09/23/2013	Occ Hea	Occupational Health Services	35.00	0
42327	09/23/2013	City Pac	City of Pacific	532.30	0
42328	09/23/2013	Petro	Petrocard Systems Inc	2,114.13	0
42329	09/23/2013	PAO	Prosecuting Attorneys Office	268.35	0
42330	09/23/2013	PRO COM	Providence Community Corrections	338.00	0
42331	09/23/2013	Quil	Quill Corporation	42.67	0
42332	09/23/2013	Ste Sho	Stephanie Shook	39.76	0
42333	09/23/2013	Sou Pub	Sound Publishing Inc	307.17	0
42334	09/23/2013	Spri Sof	Springbrook Software, Inc.	437.00	0
42335	09/23/2013	Sprint	Sprint	1,478.11	0
42336	09/23/2013	Stevenson	Amy Stevenson-Ness	92.40	0
42337	09/23/2013	Sum Lawn	Sumner Lawn 'n Saw	262.11	0
42338	09/23/2013	Termin	Terminix Processing Center	100.74	0
42339	09/23/2013	THACH	Darcie Thach	67.15	0
42340	09/23/2013	Metrocal	USAMOBILITY	25.16	0
42341	09/23/2013	Uti Und	Utilities Underground Locate	40.32	0
42342	09/23/2013	Val Comm	Valley Communications	16,013.30	0
42343	09/23/2013	WA Ent	WA St Dept Enterprise Services	18.62	0
42344	09/23/2013	WA Trea	Wa St Treasurer	13,668.41	0
42345	09/23/2013	WA Pat 1	Washington State Patrol	132.00	0
42346	09/23/2013	Win Com	Wingfoot Commercial Tire	916.12	0
42347	09/23/2013	Mic Zhe	Michael Zheleznyak	133.00	0

Check Total: 244,770.54

# Accounts Payable

## Checks by Date - Summary By Check Number

User: padams  
 Printed: 9/18/2013 - 1:47 PM



Check Number	Vendor No	Vendor Name	Check Date	Check Amount
481	FED TX	Internal Revenue Service	09/20/2013	22,191.36
482	WA Rev	WA St Dept of Revenue	09/20/2013	9,207.08
483	Noep	Neopost Inc	09/18/2013	700.00
Report Total:				32,098.44

### 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: 9/23/13

Council member: \_\_\_\_\_  
 Council member: \_\_\_\_\_  
 Council member: \_\_\_\_\_

Reviewed for Accuracy: \_\_\_\_\_ Date: \_\_\_\_\_  
 Finance Director: \_\_\_\_\_



# Payroll

## Computer Check Register



User: padams  
 Printed: 09/17/2013 - 1:26PM  
 Batch: 00502-09-2013 Computer

Check No	Check Date	Employee Information		Amount
4701	09/20/2013	LAYMAN	Robin Layman	901.81
4702	09/20/2013	STEVEN	Amy Stevenson-Ness	1,300.11
4703	09/20/2013	GARBER	Katherine Garberding	92.35
4704	09/20/2013	HULSG	Gary Hulsey	46.03
4705	09/20/2013	STEIC	Clinton Steiger	92.08
4706	09/20/2013	FLARW	Wanda Flarity	425.59
4707	09/20/2013	HERED	Jose Heredia	870.98
Total Number of Employees: 7		Total for Payroll Check Run:		3,728.95

Auto Deposit Payroll in the Amount of:

\$ 5,868.40

Total Expenditures:

\$ 6,597.35

### 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: 9/23/13

Council member: \_\_\_\_\_

Council member: \_\_\_\_\_

Council member: \_\_\_\_\_

Reviewed for Accuracy  
 Finance Director: \_\_\_\_\_

Date: \_\_\_\_\_

# Payroll

## ACH Check Register



User: 'padams'  
Printed: 09/17/2013 - 1:33PM  
Batch: 502-9-2013  
Include Partial: FALSE

Check Date	Check Number	Employee No	Employee Name	Amount
09/20/2013	0	ADAMP	Pamela Walasek	1,964.00
09/20/2013	0	BARNC	Charles Barnes	134.72
09/20/2013	0	BARNK	Keoneth Barnett	1,860.03
09/20/2013	0	BOS M	Michel Bos	3,110.38
09/20/2013	0	BROOB	Bill Brookhart	1,656.53
09/20/2013	0	CALKJ	John Calkins	4,037.27
09/20/2013	0	FUTJO	Joanne Futch	1,120.49
09/20/2013	0	GALER	Roger Gale	2,492.99
09/20/2013	0	GARRB	Betty Garrison	2,565.53
09/20/2013	0	GUIERL	Leanne Guier	317.71
09/20/2013	0	HARTER	Charles Harter	624.48
09/20/2013	0	Hong	Joshua Hong	3,402.06
09/20/2013	0	JONEJ	John Jones	91.25
09/20/2013	0	KIM	Michael Kim	2,181.08
09/20/2013	0	KORAS	Steven Koransky	131.57
09/20/2013	0	LARSG	Gary Larson	1,947.69
09/20/2013	0	MASSE	Edwin Massey Jr	3,463.23
09/20/2013	0	MCCUT	Thomas McCulley Jr	1,921.17
09/20/2013	0	MCMAJ	James McMahan	92.08
09/20/2013	0	MORGJ	James Morgan	1,393.18
09/20/2013	0	NEWTD	David Newton	2,447.53
09/20/2013	0	PUTNJ	Joshua Putnam	92.08
09/20/2013	0	QUACJ	Jon Quackenbush	139.77
09/20/2013	0	RODRM	Michael Rodriguez	1,578.42
09/20/2013	0	RYDBK	Kelly Rydberg	1,554.28
09/20/2013	0	SCHUJ	James Schunke	1,892.65
09/20/2013	0	SHERR	Raymond Sherman	110.18
09/20/2013	0	SHOOS	Stephanie Shook	1,787.29
09/20/2013	0	SLAGT	Jed Slagter	1,951.56
09/20/2013	0	SOLVA	Angelica Solvang	1,684.05
09/20/2013	0	STEPR	Robert Stephens	2,491.18
09/20/2013	0	THACD	Darcie Thach	1,360.71
09/20/2013	0	WALKT	Trenity Walker	92.08
09/20/2013	0	WESIS	Joe West	2,811.39
09/20/2013	0	WIECP	Paula Wiech	1,155.57
09/20/2013	0	WILDC	Corrine Wildoner	1,212.22
Total Employees:			36	Total: 56,868.40

# Payroll

## Pay Type Register



User: padams  
 Printed: 09/17/2013 - 2:39PM  
 Check Date Range: 09/20/2013 to 09/20/2013  
 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	12.20	351.28
CA	Cleaning allowance	0.00	240.00
E2	Education Premium 2%	0.00	58.45
E4	Education Premium 4%	0.00	347.84
ET	Exchange Time	0.25	9.94
FT	Field Training	0.00	32.40
H	Holiday	165.30	4,604.94
HO	Holiday -- Off Day	68.00	2,425.78
L	Longevity	0.00	1,271.01
O	Reg Overtime	10.25	245.69
OC	Work Out of Class	0.00	638.54
OD	Off Duty Police Wages	0.00	189.00
OO	Out of Class OT	0.00	160.62
OT	Overtime	85.75	3,052.40
PC	Police Comp taken	26.00	892.24
PO	Police Overtime	56.00	2,910.71
R	Regular	2,124.58	61,369.23
RM	Reimbursement	0.00	-16.76
RP	Retro Pay	0.00	600.00
S	Sick leave	37.50	1,479.89
TC	Police Wages - Traffic Contro	0.00	300.00
V	Vacation	132.50	3,523.22
ZC	Contract Benefits-Retirement	0.00	236.42
ZM	Contract Benefits-Medical	0.00	559.35
<b>Report Total</b>		<b>2,718.33</b>	<b>85,482.19</b>

# Payroll

## Deduction Register - Totals Only



User: padams  
Printed: 9/17/2013 - 2:40 PM  
Check Date Range: 09/20/2013 to 09/20/2013  
Period End Range: All  
Batch Info: All  
Deductions: Den-R, FICAR, FICARR, H UnR, Hlth-R, L&I-R, LOEFFR, LTD-R, MEDIR, MED-RA, PERS1R, PERS3R, PERSR, PERSXR, SUI, VisionTotals Only

	<u>Amount</u>
<b>Den-R: Dental Ins-Employer</b>	112.43
<b>FICAR: FICA Employer Portion</b>	5,149.48
<b>H UnR: Health Ins-Union Employer</b>	14,323.38
<b>Hlth-R: Health Ins-Employer Non-Union</b>	1,135.00
<b>L&amp;I-R: Workers Comp-Employer</b>	1,159.59
<b>LOEFFR: LOEFF-Employer</b>	1,676.08
<b>LTD-R: LTD-employer</b>	308.56
<b>MEDIR: Medicare Employer Portion</b>	1,204.33
<b>PERS1R: Pers 1-Employer</b>	316.69
<b>PERS3R: Pers 3-Employer</b>	188.23
<b>PERSR: PERS 2 Employer</b>	3,246.59
<b>SUI: State Unemployment Tax</b>	159.33
<b>Vision: Vision Ins-Non-Union</b>	25.23
	<hr/> <hr/>
Report Total:	29,004.92
	<hr/> <hr/>



City Council Minutes

---

**Workshop**  
**Tuesday, September 3, 2013**  
**6:30 p.m.**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Council President Walker called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

**ROLL CALL**

Present: Council Members Garberding, Hulsey, Jones, Putnam, Steiger, Walker, Mayor Guier

Absent: Council Member McMahan (arrived at 6:32 p.m.)

**STAFF PRESENT**

Acting Public Works Director Ken Barnett; Police Lt. Edwin Massey; Interim Finance Director Richard Gould; and City Clerk Amy Stevenson-Ness

**ADDITIONS TO/APPROVAL OF AGENDA**

Council President Walker added Item G, Resolution No. 2013-068 authorizing an agreement with BFH Consulting for professional services for assistance with updating the department policy manual, to the agenda and swapped items A and E.

**AGENDA ITEMS**

**A. Discussion: Financial Software Purchase** – Interim Finance Director Richard Gould presented a request to purchase new financial software due to ongoing problems with the City's current financial software.

Councilmember McMahan arrived at 6:38 p.m.

Direction by consensus of Council: Move forward to the Council meeting September 16, 2013.

**B. Discussion: Job Description – Finance Director** – Interim Finance Director Richard Gould presented two job descriptions for discussion to decide which of the job descriptions best fits the position.

Direction by consensus of Council: Referred to Finance Committee for recommendation to Council for the Council meeting September 16, 2013.

**C. Discussion: PSRC Dues** – Acting Public Works Director Ken Barnett presented the request for continued membership and payment of dues for Puget Sound Regional Council (PSRC) at a cost of \$1,950.00.

Direction by consensus of Council: Move forward to the Council meeting September 9, 2013.

**D. Discussion: WA State: \$18,000 Growth Management Update Grant Application** - Acting Public Works Director Ken Barnett presented the council with information regarding the submission of an application for the Growth Management Update Grant, in the amount of \$18,000, and requested approval of submission of the grant application.

Direction by consensus of Council: Approving for the Mayor to write a letter of support.

**E. Discussion: Resolution No. 2013-067 – Authorizing the surplus of vehicles and equipment. Acting Public Works Director Ken Barnett presented an inventory of vehicles and broken equipment to Council with a recommendation that the resolution be adopted allowing the City to surplus vehicles and broken equipment.**

Direction by consensus of Council: Move forward to the Council meeting September 9, 2013.

**F. Discussion: Minutes for meetings: March 11, 2013; March 25, 2013; April 1, 2013; April 8, 2013; April 15, 2013; April 22, 2013; May 13, 2013; May 20, 2013; May 28, 2013; June 3, 2013. –**

Direction by consensus of Council: Send corrections for minutes to the City Clerk by September 7, 2013, to correct errors found in the minutes and bring back to Council for review after corrected.

**G. Discussion: Contract with BFH Consulting** – Lt. Edwin Massey presented an agreement with BFH Consulting for assistance with updating the department Manual with Lexipol, LLC.

Direction by consensus of Council: Move forward to the Council meeting September 9, 2013.

## **ADJOURN**

Council President Walker adjourned the meeting at 7:27 p.m.

---

Amy Stevenson-Ness, City Clerk



City Council Minutes

---

**Regular Meeting**  
**Monday, September 9, 2013**  
**6:30 p.m.**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Mayor Guier called the regularly-scheduled meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

**ROLL CALL**

Present: Council Members Garberding, Jones, McMahan, Putnam, Steiger, Walker

Absent: Council Members Hulsey and McMahan (arrived at 6:32 p.m.)

**COUNCIL MEMBER JONES MOVED** to excuse Council Member Hulsey. Seconded by Council Member Putnam. The motion was voted on and carried 5-0.

**STAFF PRESENT**

City Attorney Kenyon Luce; Public Safety Director John Calkins, Interim Public Works Director Ken Barnett, Senior Services Assistant Darcie Thach, Contract Interim Finance Director Richard Gould, Court Administrator Kelly Rydberg, City Clerk Amy Stevenson-Ness

**ADDITIONS TO/APPROVAL OF AGENDA**

Agenda approved by unanimous consent of the Council.

**AUDIENCE COMMENT**

There were no citizen comments.

**REPORTS**

(Council Member McMahan arrived here at 6:32 p.m.)

**MAYOR**

Mayor Guier reported that she has requested all department heads attend regular

meetings in case there are questions and can leave when their items are complete.

The City is aggressively seeking an Activities Coordinator/Van driver. An ad has been placed in the News Tribune for a week as well as on our website and the AWC website. She will be attending the 9/11 Remembrance at Fire Station 64 in Federal Way, 3700 S. 320<sup>th</sup> Street. From 6:45 to 7:45 a.m. with a moment of silence at 7:03 a.m.

This month there will be a fifth Monday so the Mayor will be holding an Ask the Mayor Forum on September 30, 2013, at 6:30 p.m. in the Council Chambers.

### **FINANCE**

Contract Interim Finance Director Richard Gould reported that the June financial reports received by Council on August 26, 2013, have been updated and the changes noted. He will send the reports to Council for review after the Finance Committee meeting on September 10, 2013.

He has been doing additional software review from Visions and Bias. Springbrook is trying to hold on to the City. Director Gould advised them that price was a driver for the City to look at other software programs.

The job description for the Finance Director will be discussed at the committee meeting.

When the annual report is done, the state auditor will schedule to come in to do their review. Need to approve the December 31, 2012, financial reports.

Per RCW, on Monday, September 9, 2013, the city clerk sent out the notice to the department heads to prepare their budget numbers for the 2014 budget.

### **PUBLIC SAFETY**

Public Safety Director John Calkins will be sure to have Police Department reports available to the public at the meetings. The open house on September 20, 2013, is coming together well. As the primary theme is emergency management, King County Emergency Management will play a big part. Jerry Miller Band will be performing at the open house.

Council Member Jones inquired about an item on the report regarding bones that were discovered. Chief Calkins said that Lieutenant Massey discovered bones and, after taking them to the medical examiner, discovered they are not human.

### **PUBLIC WORKS**

Public Works Director Ken Barnett reported that Skillings/Connelly will be removed from the Interurban Trail design. The City must readvertise the project. Director Barnett is hoping that Parametrix will resubmit with a favorable bid as they were the original contractor.

He will be meeting with Public Works Director Joe Seet from the City of Edgewood to discuss how to get the trail down to Pacific.

The right of way checks for Valentine are starting to go out. There are a few pieces of property that are hold outs.

He attended a meeting with Jim Morgan and WSDOT to see if the funding for the interurban trail can be extended another five years.

### **COMMUNITY/SENIOR/YOUTH SERVICES**

Senior Center Assistant Director Darcie Thach reported that Joanne Futch is back from vacation and provided information on activities at the senior center:

- Taco Tuesday is on September 10, 2013, from 11:30-1:00.
- An ad for activities has been placed in the Auburn Reporter.
- The Friday movie this week will be *Coach Carter* at 2:00.
- 

She provided statistics for attendance at various events:

- Stone Soup – 35 people;
- Walmart trip - 7 people with the next trip on September 18;
- CCS lunch– 9 people required bus pick up;
- Flu shots, sponsored by Bartel's – 10 people.

The Human Services Resource Committee is working on getting new chairs. A blood pressure check will be held on Friday starting at 10:30, September 13, 2013.

### **COUNCIL**

Council Member Jones reported that the Human Services Resource Committee met. There is a need for new chairs. The committee is looking for used ones in good working order, possibly from the Auburn School District. Day to day items were discussed and Darcie was advised to work with the Mayor and administrative channels for those needs.

### **OLD BUSINESS**

**A.** Resolution 2013-067 authorizing the surplus of old vehicles and equipment no longer of use to the city.

Interim Public Works Director Ken Barnett advised Council that one vehicle and a large stash of broken and unusable items that have been collected. The van for surplus will be cleaned up and a battery installed in an effort to get more for it when sold.

Council Member McMahon inquired if the file cabinets with missing keys are empty and was assured they were.

Don Thompson, citizen: If approved will there be an inventory available to the general population to bid on or purchase? Mayor Guier said that it would be available for the citizens to purchase.

**COUNCIL MEMBER PUTNAM MOVED** to approve Resolution 2013-067 authorizing the surplus of old vehicles and equipment no longer of use to the City. Seconded by Council Member Jones. Roll Call vote was taken resulting as follows:

Ayes: Jones, McMahan, Putnam, Steiger, Walker, and Garberding  
Excused: Hulsey

The motion passed 6-0.

**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.

Director Barnett stated the City has been a member of the organization for a while and is helpful to the City and can provide continued help with funding for projects.

**COUNCIL MEMBER JONES MOVED** to approve continued membership in the Puget Sound Regional Council and payment of dues for 2014 in the amount of \$1,950.00. Seconded by Council Member Walker.

Council Member Jones said although the city is small, it is good to be involved with PSRC for transportation requirements. The City has several projects we're involved in and that's where the city will get their money's worth from this membership.

Voice vote was taken and the motion passed 6-0.

**C.** Resolution 2013-068 – Authorizing the execution of an agreement with BFH Consulting for assistance updating the Police Department policy manual.

Public Safety Director John Calkins provided background information on the update of the policy manual in order to meet WASPC requirements.

Council Member Jones inquired if the cost for the update was budgeted and was assured the costs are covered. The accreditation costs will be reevaluated when the update is complete.

**COUNCIL MEMBER MCMAHAN MOVED** to approve Resolution 2013-068 authorizing the execution of an agreement with BFH Consulting in the amount of \$6,300 for assistance updating the Police Department policy manual. Seconded by Council Member Putnam.

Council Member McMahan believes accreditation is a good thing. This is the recommended consultant to do this work and feels this is a great value and a great step forward.

Council Member Putnam stated that accreditation is good for credibility and good for the city and for reducing future liability. Showing the city is on track for this will help us get preferred insurance for next year.

Jean Fancher, citizen, inquired about who issues accreditation and if there is an outline of minimum standards so citizens know what to look for.

Director Calkins advised that WASPC is in charge of the program and a list of standards are online at [WASPC.org](http://WASPC.org)

Roll Call vote was taken resulting as follows:

Ayes: Garberding, Jones, McMahan, Putnam, Steiger, and Walker  
Excused: Hulsey

The motion passed 6-0.

## **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.

City Clerk Amy Stevenson-Ness outlined the training that is available that will provide points toward certification and also provide HR training.

Council Member Jones asked how long the training would last and was informed that it would be a one day training with an over-night stay the night before.

**COUNCIL MEMBER MCMAHAN MOVED** to approve training for the City Clerk/Personnel Manager at the WMCA 2013 Fall Academy in an amount up to \$450.00. Seconded by Council Member Walker.

Council Member McMahan said he fully supports this training. His reason for increasing the amount in an amount up to \$450.00 is because it is time consuming to go back to council to get approval for charges over the amount approved if there should be a monetary difference.

Council Member Walker concurred with what Council Member McMahan stated.

Council Member Putnam said it is important for the City's professionals to have training not only for credibility but in order to improve the City's liability.

Voice vote was taken and the motion passed 6-0.

## **CONSENT AGENDA**

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

Council Member McMahan inquired why Check 42274 to L&I was voided. He also asked that the official record for August 26, 2013, reflect that he would donate his Council salary to help pay for the plaque at the flag pole dedication.

**COUNCIL MEMBER PUTNAM MOVED** to approve the Consent Agenda. Seconded by Council Member Walker. The Motion carried 6-0.

## **EXECUTIVE SESSION - NONE**

## **ADJOURN**

Mayor Guier adjourned the meeting at 7:05 p.m.

---

Amy Stevenson-Ness, City Clerk

