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

**December 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. Human Services Committee
     - vi. South County Area Transportation Board (SCATBd)
     - vii. Pierce County Regional Council (PCRC)
     - viii. SCA
     - ix. VRFA
6. **PROCLAMATION: Do An Act of Kindness Day**
7. **PUBLIC HEARING: Six Year Transportation Improvement Plan**
8. **OLD BUSINESS**
   - **A. Waiver of Stormwater Charges**
   - **B. Reappointments** to Park Board and Planning Commission
   - **C. Ordinance No. 13-1850:** Adopting the 2014 Budget

D. **Ordinance No 13-1851:** Amending the 2013 Budget

E. **Ordinance No. 13-1852**: Replacing the resolution that adopted the comprehensive plan amendment and amends the Pacific Comprehensive Plan Map as illustrated.

F. **Ordinance No.13-1853:** Rezoning a portion of the property located at 768 and 832 Butte Avenue SE (from OP to LI); RE-12-001.

G. **Resolution No. 2013-087 Computer Purchases:** Computer upgrades for the City Clerk, Court Administrator and Clerk, Stormwater Manager, and new Public Works/Community Development Director.

H. **Resolution No. 2013-088:** Adopting the Six-Year Transportation Improvement Plan

I. **Resolution No. 2013-089:** Authorizing the Mayor to enter into a memorandum of understanding with Amerigas regarding permitting, location, of the modular office on 931 West Valley Highway S., and relocation of the office from 931 to 879 West Valley Highway South.

J. **Resolution No. 2013-090:** Authorizing expenditures with Parametrix for a traffic impact analysis for the Stewart/Thornton intersection.

K. **Resolution No. 2013-091:** Authorizing the expenditure of funds with AHBL, Inc. for engineering design services for City Hall Parking Lot Stormwater Retrofit and Low Impact Development Project.

L. **Resolution No. 2013-092:** Authorizing the expenditure of funds with AHBL, Inc. for engineering design services for the Stormwater Treatment Outfall Retrofit Project.

M. **Resolution No. 2013-093:** Approval of Public Works Job Descriptions

## 9. NEW BUSINESS

A. **Resolution 2013-094**: Authorizing the purchase of handguns for the Police Department in the amount of $10,659.82

B. **Ordinance 13-1854:** Reducing the speed limit on West Valley Highway South

## 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 from the November 18, 2013, workshop.**

## 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 or by contacting the City Clerk's office at (253) 929-1105.



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

## 13. COMMITTEE MEETINGS

| | | |
|---|---|---|
| Finance Committee | December 17, 2013<br>6:00 p.m. | City Hall |
| Park Board | January 7, 2014<br>6:00 p.m. | City Hall |
| Public Works Committee | January 8, 2014<br>6:30 p.m. | City Hall |
| Planning Commission | December 30, 2013<br>6:00 p.m. | City Hall |
| Technology Committee | TBD<br>6:30 p.m. | City Hall |
| Human Services Committee | December 3, 2013<br>6:00 p.m. | Senior Center |
| Public Safety Committee | January 7, 2014<br>6:00 p.m | City Hall |

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# PACIFIC MUNICIPAL COURT
## Memorandum

TO: Judge Rochon

CC: Mayor Guier, Pacific Council Members, Managers

From: Kelly Rydberg

Date: 12/3/13

Re: November 2013

The court:

- Held 331 hearings - 255 for Pacific and 76 for Algona.
- Collected Pacific monthly revenues of **$27261.11**; of which **$19163.16** is the local portion, $165.74 is the County portion and **$7932.21** is the State portion. Year to date revenues for the City of Pacific are **$231036.26**.
- Collected Algona monthly revenues of **$9106.90;** of which $3955.31 is the local portion, $1483.89 is the Pacific split for costs, $59.66 is the County portion and $3608.04 is the State portion. Year to date revenues for the City of Algona are **$66203.38**.

Pacific monthly filings:

| | | | |
|---|---|---|---|
| Traffic infractions filed: | 93 | violations filed: | 115 |
| Criminal citations filed: | 22 | violations filed: | 27 |

Algona monthly filings:

| | | | |
|---|---|---|---|
| Traffic infractions filed: | 16 | violations filed: | 32 |
| Criminal citations filed: | 9 | violations filed: | 10 |

**GENERAL FUND/RECOUPMENT COLLECTED**

| | PACIFIC MONTH | PACIFIC YTD | ALGONA MONTH | ALGONA YTD |
|---|---|---|---|---|
| Warrant fees | 963.74 | 15550.77 | 177.08 | 1589.27 |
| Record Check Fees | 5507.95 | 48295.23 | PACIFIC KEEPS | |
| Jail Recoupment | 1730.63 | 25833.56 | 552.40 | 7118.73 |
| Insurance Fees | 135.02 | 1295.92 | PACIFIC KEEPS | |
| Parking Fees | 328.67 | 1255.67 | 35.00 | 350.00 |
| PD Recoupment | 2027.81 | 16271.37 | 268.69 | 3766.85 |
| Interpreter Recoupment | 187.05 | 7339.44 | 75.53 | 1800.00 |
| Credit Card Convenience Fee | 65.29 | 1072.45 | PACIFIC KEEPS | |
| Interest/Bank Charges | 969.20 | 13581.85 | 268.46 | 3642.26 |
| Court fines and copy fees | 5842.80 | 73630.00 | 2578.15 | 47936.27 |
| Algona court costs ** | 1405.00 | 26910.00 | 1483.89 | 37829.09 |
| **TOTAL** | **$19,163.16** | **$231,036.26** | **$5439.20** | **$104,032.47** |

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

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

Friday, December 06, 2013

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

Dear Iris,

Please submit for compensation to Pacific Municipal Court $966.00 for November 2013 filings and interpreter or detention billing reimbursement, as noted below.

Interpreter billing for this period is $0.
Detention billing for this period is $26.00.
(copies attached)

FILINGS:

| | | |
|---|---|---|
| 16 Infractions @ 25.00 | $400.00 | |
| 9 Criminal Citations @ 60.00 | $540.00 | |
| Total Due | | $940.00 |

Monthly Revenues collected $9106.90.

COSTS RETAINED BY PACIFIC MUNICIPAL COURT FROM MONTHLY REVENUES:

| | |
|---|---|
| Split of warrant fees | $177.06 |
| Monitoring / Record check fees | $1214.37 |
| Mandatory insurance costs | $43.59 |
| Credit card convenience fee | $44.66 |
| NSF fees | $0 |
| Copy/CD fees | $4.21 |
| Total | $1483.89 |

Remittance check due Algona:
$3955.31

Remittance check to King County paid:
$59.66

Remittance check to State paid:
$3608.04

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

Kelly Rydberg
Court Administrator

CC: Buster; month end file

# PACIFIC POLICE DEPARTMENT

## NOVEMBER 2013 MONTHLY REPORT

### ACTIVITY

| | |
|---|---|
| Dispatch calls | 418 |
| Self-initiated contacts | 240 |
| Agency assists | 96 |

### TRAFFIC ENFORCEMENT

| | | LAST MONTH |
|---|---|---|
| Verbal Warnings | 132 | 93 |
| Infractions | 112 | 76 |
| Criminal Traffic | 26 | 15 |

### SUPERIOR COURT FILINGS

| | |
|---|---|
| Adult | 0 |
| Juvenile | 0 |

### ARRESTS

| | |
|---|---|
| Traffic | 12 |
| Non Traffic | 52 |
| Felony | 01 |

### OFFENSES/CRIMES

| | | | |
|---|---|---|---|
| Burglaries-Residential | 3 | Assault-DV | 5 |
| Burglaries-Commercial | 2 | | |
| Thefts | 9 | Malicious mischief-DV | 0 |
| Robbery | 0 | Disputes-DV | 1 |
| Motor vehicle theft | 2 | Violation of orders | 1 |
| Motor vehicle recovery | 5 | Sex offenses | 1 |
| Recovered property | 1 | Mental health referral | 1 |
| Poss stolen property | 1 | Threats/harassment | 1 |
| Vehicle prowl | 4 | Suicidal subject | 0 |
| Weapons violation | 0 | Death investigation | 2 |
| Reckless burning/arson | 0 | Homicide | 0 |
| DUI | 4 | Runaway/missing | 1 |
| Drug/liquor violation | 1 | Warrant arrests | 36 |
| Vehicle impound | 2 | CPS/APS investigation | 2 |
| Vehicle collision | 5 | Criminal trespass | 2 |
| Assault | 1 | Hit and run | 1 |
| Malicious mischief | 0 | Suspicious Circ | 2 |
| ID Theft | 1 | Fraud | 3 |
| **Total Cases:** | **114** | **Year to Date:** | **1149** |

| | | | |
|---|---|---|---|
| Order Service | 4 | Reckless Driving | 1 |
| Found Property Reports | 4 | Narcotics Investigation | 1 |

## Agenda Staff Report

**TO:** Mayor Guier and City Council Members

**FROM:** Richard A. Gould

**MEETING DATE:** December 9, 2013

**SUBJECT:** Mark Bowns request to waive Stormwater charges

**ATTACHMENTS:**
A. Letter from City
B. King County Department of Assessments letter
C. RCW 4.16.040

**Previous Council Review Date:** City Council Meeting (11/12/2013) and Finance Committee (12/3/2013)

**Summary:** City staff performed an audit on Mark Bowns residence (37428 51st Ave S) when it came to our attention that he was not being billed for Stormwater services. RCW 4.16.040 allows the City to collect six years of under billing. When this was brought to Mr. Bowns attention he came to City Hall to discuss it with staff. He then attended a Council Meeting to discuss having the fees waived by Council. Council tasked the Finance Committee with reviewing this matter. The committee met on December 3, 2013, and decided that this fee should be waived as long as the citizen understood that he would be billed the monthly fee of $10.71.

**Recommendation/Action:** Waive the six years of backfilling Stormwater charges of $715.47 on Mark Bowns account.

**Motion for Consideration:** I move to approve waiving the backfilling Stormwater charges totaling $715.47 on Mark Bowns City of Pacific Utilities Account.

**Budget Impact:** None

**Alternatives:** N/A

**CITY OF PACIFIC**
100 - 3RD AVENUE SOUTHEAST
PACIFIC, WASHINGTON 98047
CITY HALL (253) 929-1100
FAX (253) 939-6026

October 24, 2013

Mark Bowns
37428 51st Ave S
Auburn, WA 98001

RE: Stormwater Billing

**Dear Mark Bowns:**

It has come to the attention of the City of Pacific that your lot falls under our jurisdiction for stormwater billing. City of Pacific bills 83 customers in your area. Stormwater charges, which were initiated in 1999 on all developed properties within the City of Pacific, are based on the amount of impervious surfaces on each parcel. I have attached Pacific Municipal Code 24.08.010 regarding stormwater billing for your review.

I have opened a utility account for stormwater billing effective October 1, 2013. You will be billed a base rate of $10.71 with no tax per month. There is also a $10.00 new account fee on your first billing statement as well.

Per RCW 4.16.040 the City is allowed to collect six years of under billing. I have calculated the backfilling amount to $715.47 which is from October 2007 through September 2013. The stormwater rate was $7.00 up until January 2009 when the rate increased to $10.71. The City of Pacific is willing to set up a payment plan for the backfilling amount.

Please contact me if you have any questions or concerns and to set up a payment plan if needed at (253) 929-1124

Sincerely,

Angelica Solvang
Utility Billing Clerk

Cc: Richard Gould
Finance Director

# King County Department of Assessments

Fair, Equitable, and Understandable Property Valuations



[redacted]

## PARCEL DATA

| | |
|---|---|
| Parcel | 335340-4411 |
| Name | BOWNS MARK |
| Site Address | 37428 51ST AVE S 98001 |
| Residential Area | 055-016 (SW Appraisal District) |
| Property Name | |

| | |
|---|---|
| Jurisdiction | PACIFIC |
| Levy Code | 1952 |
| Property Type | R |
| Plat Block / Building Number | 18 |
| Plat Lot / Unit Number | 1 |
| Quarter-Section-Township-Range | NW-35-21-4 |

### Legal Description

HILLMANS C D PACIFIC CITY DIV #1 LOT B OF PACIFIC SHORT PLAT NO 77-PAC-19 RECORDING NO 7902070956 LESS POR BEG NW COR SD LOT B TH S 89-42-57 E ALG NLY LN 347.21 FT M/L TO EXIST N/S FENCE LN & TPOB TH CONT ALG SD NLY LN S 89-42-57 E 1.67 FT TO E LN SD LOT B TH S 0-17-03 W ALG SD E LN 174 FT TO S LN THOF TH S 89-18-03 W ALG SD S LN 1.50 FT TO SD FENCE LN TH N 0-13-41 E 174.03 FT ALG SD FENCE LN TO TPOB SD SP 77-PAC-19 DAF - TR 1 LESS N 241 FT OF E 181 FT
PLat Block: 18
Plat Lot: 1

## LAND DATA

| | |
|---|---|
| Highest & Best Use As If Vacant | SINGLE FAMILY |
| Highest & Best Use As Improved | PRESENT USE |
| Present Use | Single Family(Res Use/Zone) |
| Base Land Value SqFt | 0 |
| Base Land Value | 97,000 |
| % Base Land Value Impacted | 100 |
| Base Land Valued Date | 3/1/2012 |
| Base Land Value Tax Year | 2013 |
| Land SqFt | 61,419 |
| Acres | 1.41 |

| | |
|---|---|
| Percentage Unusable | 0 |
| Unbuildable | NO |
| Restrictive Size Shape | NO |
| Zoning | RS 11 |
| Water | WATER DISTRICT |
| Sewer/Septic | PRIVATE |
| Road Access | PUBLIC |
| Parking | ADEQUATE |
| Street Surface | GRAVEL |

### Views

| |
|---|
| Rainier |
| Territorial |
| Olympics |
| Cascades |
| Seattle Skyline |
| Puget Sound |
| Lake Washington |
| Lake Sammamish |
| Lake/River/Creek |
| Other View |

### Waterfront

| | |
|---|---|
| Waterfront Location | |
| Waterfront Footage | |
| Lot Depth Factor | |
| Waterfront Bank | |
| Tide/Shore | |
| Waterfront Restricted Access | |
| Waterfront Access Rights | NO |
| Poor Quality | |
| Proximity Influence | NO |

### Designations

| | |
|---|---|
| Historic Site | |
| Current Use | |
| Nbr Bldg Sites | |
| Adjacent to Golf Fairway | NO |
| Adjacent to Greenbelt | NO |
| Other Designation | NO |
| Deed Restrictions | NO |
| Development Rights Purchased | NO |
| Easements | NO |
| Native Growth Protection Easement | NO |
| DNR Lease | NO |

### Nuisances

| | |
|---|---|
| Topography | NO |
| Traffic Noise | |
| Airport Noise | |
| Power Lines | NO |
| Other Nuisances | NO |

### Problems

| | |
|---|---|
| Water Problems | NO |
| Transportation Concurrency | NO |
| Other Problems | NO |

### Environmental

| | |
|---|---|
| Environmental | NO |

## BUILDING

| | |
|---|---|
| Building Number | 1 |
| Year Built | 1983 |
| Year Renovated | 0 |
| Stories | 1 |

Click the camera to see more pictures.

**Reference Links:**

- King County Tax Links
- Property Tax Advisor
- Washington State Department of Revenue (External link)
- Washington State Board of Tax Appeals (External link)
- Board of Appeals/Equalization
- Districts Report
- iMap
- Recorder's Office

  Scanned images of surveys and other map documents

  Scanned images of plats

**Notice mailing date: 08/08/2013**

1. **How far back can a city go in correcting for underbilling a utility customer?**Reviewed: 11/12

RCW 4.16.040 provides for a six-year statute of limitations for various actions, including an action upon an account receivable. As amended effective July 22, 2007, RCW 4.16.040(2) states:

> An action upon an account receivable. For purposes of this section, an account receivable is any obligation for payment incurred in the ordinary course of the claimant's business or profession, whether arising from one or more transactions and whether or not earned by performance.

According to the legislative history of RCW 4.16.040(2), the Legislature amended this provision to define "account receivable." It appears that the Legislature acted, at least in part, in response to the Washington Supreme Court, which, in *Tingey v. Haisch*, 159 Wn.2d 652, 665 (2007), held, in relevant part:

> We hold that the plain meaning of "account receivable" as used in RCW 4.16.040(2) is "an amount due a business on account from a customer who has bought merchandise or received services."

In dissent, the court in *Tingey* encouraged the Legislature to define the term "account receivable." The Legislature did so, through HB 1145 (enacted in April 2007), which, as above mentioned, amended RCW 4.16.040(2).

Therefore, with respect to a situation in which a public utility has undercharged a utility customer and the utility is owed money, presumably such an undercharge would be an "account receivable" subject to the six-year statute of limitations under RCW 4.16.040(2) to the extent the charge, in relevant part, constitutes an obligation for payment incurred in the ordinary course of the utility's business, arising from one or more transactions, and whether or not earned by performance.

## Agenda Staff Report

**TO:** Mayor Guier and City Council Members

**FROM:** Amy Stevenson-Ness, City Clerk

**MEETING DATE:** December 9, 2013

**SUBJECT:** **Planning Commission and Park Board Reappointments**

**ATTACHMENTS:**

**Previous Council Review Date: N/A**

**Summary**: On December 31, 2013, the appointments of three members of the City's Planning Commission and Park Board will expire.

The appointments are:
Wayne Strong, Planning Commission,
DuWayne Gratz, Park Board
Kerry Garberding, Park Board

Mr. Strong is requesting reappointment to the Planning Commission for a six year term ending December 31, 2019.

Mr. Gratz and Mr. Garberding are requesting reappointment to the Board of Park Commissioners for three year terms ending December 31, 2016.

**Recommendation:** The mayor recommends their reappointments.

**Motion for Consideration:** I move to confirm the reappointment of Wayne Strong to the Planning Commission for a six-year term ending December 31, 2019, and DuWayne Gratz and Kerry Garberding to the Board of Park Commissioners for three year terms ending December 31, 2016.

**Budget Impact:**

**Alternatives:**

## Agenda Staff Report

**TO:** Mayor Guier and City Council Members

**FROM:** Richard A. Gould, Finance Director

**MEETING DATE:** December 9, 2013

**SUBJECT:** Adopting the 2014 Budget – Second reading

**ATTACHMENTS:** A. Ordinance No. 2013-1850
B. Summary Budget Document

**Previous Council Review Date:** November 4, 18, & December 2, 2013 (Budget Workshops) along with the first reading on the 25th of November.

**Summary:** The Ordinance has been adjusted to reflect changes made and the dollars listed match the Council recommendations (Parks).

The legal requirements for public hearings and publication have been met.

**Recommendation/Action:** Accept this as the second reading and adopt Ordinance No. 2013-1850 adopting the Budget for the year 2014 and setting forth the estimated revenues and appropriations. This Ordinance also sets staffing levels.

**Motion for Consideration:** I move to accept this as the second reading of Ordinance No. 2013-1850 and to adopt the Annual Budget by Fund for the year 2014 and setting forth the estimated revenues and appropriations.

**Budget Impact:**

**Alternatives:**

**CITY OF PACIFIC**
**WASHINGTON**
**ORDINANCE NO. 13-1850**

**AN ORDINANCE OF THE CITY OF PACIFIC, WASHINGTON, ADOPTING THE BUDGET FOR THE YEAR 2014 AND SETTING FORTH THE ESTIMATED REVENUES AND APPROPRIATIONS.**

**WHEREAS**, after notice as prescribed by law, the City Council held public hearings on the 2014 Proposed Budget on November 12, 2013 and on November 25, 2013, at which time comments for or against any part of the budget were heard; and

**WHEREAS**, the 2014 proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Pacific for the purposes set forth in the budget, and the estimated expenditures set forth in the budget being all necessary to carry on the government of Pacific for 2014 and being sufficient to meet the various needs of Pacific during 2014;

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

**Section 1.** The budget for the City of Pacific, Washington, for the year 2014 is hereby adopted at the fund level in its final form and content.

**Section 2.** Estimated resources, including beginning fund balances, for each separate fund of the City of Pacific, and aggregate total for all funds combined, for the year 2014 are set forth in summary form, and are hereby appropriated for expenditure during the year 2014 as set forth below:

| FUND | Fund Name | Estimated Resources | Appropriations |
|---|---|---|---|
| 001 | General Fund | 4,338,145 | 4,338,145 |
| 003 | Community Services | 159,897 | 159,897 |
| 004 | Youth Services | 105,620 | 105,620 |
| 005 | Parks Fund | 196,344 | 196,344 |
| 006 | Neighborhood Parks | 6,778 | 6,778 |
| 021 | Public Safety Forfeiture Fund | 4,824 | 4,824 |
| 022 | Criminal Justice | 569,882 | 569,882 |
| 098 | General Fund Equip Reserve | 177,516 | 177,516 |
| 099 | General Fund Cumulative Res | 134,675 | 134,675 |
| 101 | Street Fund | 659,519 | 659,519 |
| 007 | Tourism | 91,562 | 91,562 |
| 206 | LID 3 Redemption | 700,911 | 700,911 |
| 207 | LID 3 Reserve | 961 | 961 |
| 208 | 2000 Fire GO Bond | 126,139 | 126,139 |
| 300 | Municipal Capital Improvement | 529,282 | 529,282 |
| 301 | Street Improvement | 255,382 | 255,382 |
| 308 | Valentine Road | 8,638,878 | 8,638,878 |
| 310 | Stewart/Thornton Rd Project | 5,342,734 | 5,342,734 |
| 333 | Fire Impact Fees | 61,507 | 61,507 |
| 401 | Water Operations | 1,569,572 | 1,569,572 |
| 402 | Sewer | 1,941,041 | 1,941,041 |
| 403 | Garbage | 290,171 | 290,171 |
| 406 | Water Capital Improvement | 944,771 | 944,771 |
| 408 | Sewer Cumulative Fund | 621,290 | 621,290 |

| | | | |
|---|---|---|---|
| 409 | Storm | 1,279,646 | 1,279,646 |
| 410 | Storm water Facilities | 97,546 | 97,546 |
| 411 | Pierce County Surcharge Fund | 29,821 | 29,821 |
| 499 | Equipment Reserve | 143,702 | 143,702 |
| 601 | Customer Deposits | 5,160 | 5,160 |
| 630 | Developer Deposits | 50,730 | 50,730 |
| 640 | Algona Court | 191,305 | 191,305 |
| | ***TOTAL All Funds*** | **29,265,311** | **29,265,311** |

**Section 3.** Attachment "A" is adopted as the 2014 Salary schedule and the 2014 Maximum Position Authorization showing the authorized, budgeted staffing level.

**Section 4.** The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the Office of the State Auditor and the Association of Washington Cities.

**Section 5.** Effective Date. This Ordinance shall take effect and be in full force five (5) days from and after its passage, approval and publication as required by law.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 9TH DAY OF DECEMBER, 2013.**

APPROVED

_____

Leanne Guier, Mayor

ATTEST:

_____

Amy Stevenson-Ness, City Clerk

APPROVED AS TO FORM:

_____

Kenyon Luce, City Attorney

Ordinance 13-1850 Attachment "A"

# *City of Pacific*

## *2014 SALARY and Authorized FTE SCHEDULE*

| Position | Full Time Equivalents Number Authorized and Budgeted | Monthly Salary Range Minimum | Monthly Salary Range Maximum |
|---|---|---|---|
| Elected Mayor | 1.0 | 750.00 | 750.00 |
| Elected Council Member | 7.0 | 200.00 | 200.00 |
| ***Total Elected Officials*** | ***8.0*** | | |
| Public Safety Director | 1.0 | 8,333.33 | 9,023.66 |
| Public Worker & Community Development Director | 1.0 | 5,441.00 | 6,307.00 |
| City Engineer | 1.0 | 5,945.43 | 6,892.42 |
| Police Lieutenant | 1.0 | 7,612.73 | 8,696.79 |
| Finance Director | 1.0 | 6,934.00 | 8,320.00 |
| Public Works Lead | 1.0 | 4,490.63 | 5,205.89 |
| Police Sergeant | 1.0 | 6,591.51 | 7,280.08 |
| Building Inspector | 1.0 | 4,359.83 | 5,054.25 |
| Water/Stormwater Manager | 1.0 | 4,359.83 | 5,054.25 |
| Community Services Director | 0.0 | 4,047.62 | 4,692.95 |
| Police Detective | 1.0 | 4,562.43 | 6,121.32 |
| City Clerk | 1.0 | 4,693.00 | 6,000.00 |
| Court Administrator | 1.0 | 4,293.28 | 5,271.00 |
| Police Officer | 6.0 | 4,411.78 | 5,919.08 |
| Associate Planner | 1.0 | 4,232.84 | 4,907.03 |
| Utility Worker | 5.0 | 3,651.31 | 4,232.84 |
| Permit Technician | 1.0 | 3,651.31 | 4,232.84 |
| Lead Finance Technician | 1.0 | 3,651.31 | 4,232.84 |
| Finance Technician II | 1.0 | 3,544.94 | 4,109.58 |
| Evidence Technician | 1.0 | 3,544.94 | 4,109.58 |
| Police Services Specialist II | 1.0 | 3,544.94 | 4,109.58 |
| Assistant Utility Billing Clerk | 1.0 | 2,716.92 | 3,149.63 |
| Court Clerk | 1.0 | 3,341.45 | 3,873.64 |
| Community Services Assistant | 1.0 | 2,716.92 | 3,149.63 |
| Bus Driver/Activities Coordinator | 0.75 | 2,716.92 | 3,149.63 |
| Youth Services Coordinator | 1.0 | 2,716.92 | 3,149.63 |
| | | Hourly Rates | |
| Correction Sergeant (1) | | 21.09 | 21.09 |
| Correction Officer (3) | | 20.56 | 20.56 |
| Youth Services Assistant (seasonal) | | 9.50 | 11.83 |
| ***Total Authorized and Budgeted Staff*** | *33.75* | | |

# 2014

# SUMMARY BUDGET

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

**CITY OF PACIFIC**
**WASHINGTON**
**ORDINANCE NO. 13-1850**

**AN ORDINANCE OF THE CITY OF PACIFIC, WASHINGTON, ADOPTING THE BUDGET FOR THE YEAR 2014 AND SETTING FORTH THE ESTIMATED REVENUES AND APPROPRIATIONS.**

**WHEREAS**, after notice as prescribed by law, the City Council held public hearings on the 2014 Proposed Budget on November 12, 2013 and on November 25, 2013, at which time comments for or against any part of the budget were heard; and

**WHEREAS**, the 2014 proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Pacific for the purposes set forth in the budget, and the estimated expenditures set forth in the budget being all necessary to carry on the government of Pacific for 2014 and being sufficient to meet the various needs of Pacific during 2014;

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

**Section 1.** The budget for the City of Pacific, Washington, for the year 2014 is hereby adopted at the fund level in its final form and content.

**Section 2.** Estimated resources, including beginning fund balances, for each separate fund of the City of Pacific, and aggregate total for all funds combined, for the year 2014 are set forth in summary form, and are hereby appropriated for expenditure during the year 2014 as set forth below:

| FUND | Fund Name | Estimated Resources | Appropriations |
|---|---|---|---|
| 001 | General Fund | 4,338,145 | 4,338,145 |
| 003 | Community Services | 159,897 | 159,897 |
| 004 | Youth Services | 105,620 | 105,620 |
| 005 | Parks Fund | 196,344 | 196,344 |
| 006 | Neighborhood Parks | 6,778 | 6,778 |
| 021 | Public Safety Forfeiture Fund | 4,824 | 4,824 |
| 022 | Criminal Justice | 569,882 | 569,882 |
| 098 | General Fund Equip Reserve | 177,516 | 177,516 |
| 099 | General Fund Cumulative Res | 134,675 | 134,675 |
| 101 | Street Fund | 659,519 | 659,519 |
| 007 | Tourism | 91,562 | 91,562 |
| 206 | LID 3 Redemption | 700,911 | 700,911 |
| 207 | LID 3 Reserve | 961 | 961 |
| 208 | 2000 Fire GO Bond | 126,139 | 126,139 |
| 300 | Municipal Capital Improvement | 529,282 | 529,282 |
| 301 | Street Improvement | 255,382 | 255,382 |
| 308 | Valentine Road | 8,638,878 | 8,638,878 |
| 310 | Stewart/Thornton Rd Project | 5,342,734 | 5,342,734 |
| 333 | Fire Impact Fees | 61,507 | 61,507 |
| 401 | Water Operations | 1,569,572 | 1,569,572 |
| 402 | Sewer | 1,941,041 | 1,941,041 |
| 403 | Garbage | 290,171 | 290,171 |
| 406 | Water Capital Improvement | 944,771 | 944,771 |
| 408 | Sewer Cumulative Fund | 621,290 | 621,290 |

| | | | |
|---|---|---|---|
| 409 | Storm | 1,279,646 | 1,279,646 |
| 410 | Storm water Facilities | 97,546 | 97,546 |
| 411 | Pierce County Surcharge Fund | 29,821 | 29,821 |
| 499 | Equipment Reserve | 143,702 | 143,702 |
| 601 | Customer Deposits | 5,160 | 5,160 |
| 630 | Developer Deposits | 50,730 | 50,730 |
| 640 | Algona Court | 191,305 | 191,305 |
| | ***TOTAL All Funds*** | **29,265,311** | **29,265,311** |

**Section 3.** Attachment "A" is adopted as the 2014 Salary schedule and the 2014 Maximum Position Authorization showing the authorized, budgeted staffing level.

**Section 4.** The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the Office of the State Auditor and the Association of Washington Cities.

**Section 5.** Effective Date. This Ordinance shall take effect and be in full force five (5) days from and after its passage, approval and publication as required by law.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 9TH DAY OF DECEMBER, 2013.**

APPROVED

_____

Leanne Guier, Mayor

ATTEST:

_____

Amy Stevenson-Ness, City Clerk

APPROVED AS TO FORM:

_____

Kenyon Luce, City Attorney

December 9, 2013

Honorable City Council Members,

I present to you the City of Pacific 2014 Preliminary Budget. This document addresses the critical issues and mandates facing Pacific within the limits of the City's resources. As the principal policy statement, the budget is a tool for management, accounting, communications, and planning decisions. In addition, it provides a financial plan and operations guide for implementing the various City programs and services.

What the City of Pacific does:

- Protects people, homes, businesses
- Manages impacts of growth
- Builds capital facilities
- Maintains and manages streets
- Provides park and recreation activities
- Manages water, sewer, and storm water
- Protects the environment

Strong effort has been made to maximize the level of public services while minimizing the level of debt and maintaining necessary reserves. 2014 operations are to be funded from 2014 revenues and 2013 ending fund reserves. Expenditures and revenues have been budgeted conservatively.

Adequate reserve levels are a necessary component of the City's overall financial management strategy and key factor in external agencies' measurement of the City's financial strength. The City of Pacific has managed to maintain appropriate reserve levels in the General Fund and the enterprise funds except for the Sewer Fund as required by law (and PMC) even through the recent great recession and leadership change. The 2014 budget is prepared with this in mind and sewer rate increases along with expenditure cuts where possible to bring the fund in line with City Policy and to continue to promote a healthy financial outlook for Pacific.

## 2014 BUDGET OVERVIEW

- Includes a COLA increase of 1% for Union Employees.
- Proposes capital expenditures in Street, Stormwater, Water, and Sewer.
- AWC benefit rates remain the same as in 2013.
- Proposes increased utility rates to meet City Code in reserves as well as accounting for ongoing infrastructure reliability (capital).
- Proposes updating City computers and software to current levels of technology.
- Proposed upgrading Council chambers sound systems as well as adding a wireless network.

What is being proposed tonight is our best guess of revenues based on historical data, adjustments based on new information and what is anticipated in economic recovery. We were purposefully conservative in many of our forecast opting to leave a reserve in some funds that might make up for shortfalls in others. It is because of this practice and a small resurgence over these past few months that our anticipated carry over is higher than first predicted. Though the Mayor and staff are working towards reducing the liability insurance expense, we are including the higher cost in this budget to be conservative.

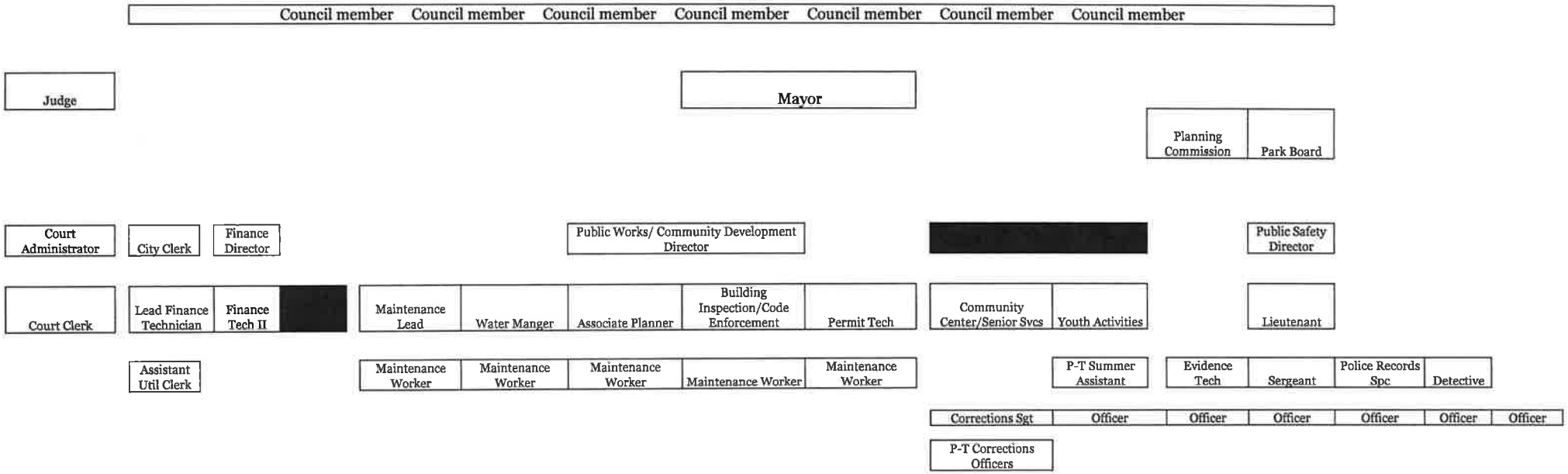
Local government is a labor-intensive service industry and to maintain expected service levels, meet State mandates, perform required preventative infrastructure maintenance, and complete public works projects, the City must have adequate staffing. Currently a search is being conducted to find a Public Works Director, slated to start in 2014.

At this time I am presenting the Pacific City council with a proposed 2014 general fund budget with $3,377,864 in revenues and $3,369,578 in expenditures. Starting General Fund Carry Over is projected to be $959K which is $547K over what was predicted. Total cash position is projected to decrease in 2014 by $453K due to the numerous capital projects commencing.

*Leanne Guier*
Mayor - City of Pacific
100 3rd Ave SE
Pacific, WA 98047
253-929-1108

# City of Pacific Organizational Chart

Citizens



# City of Pacific Summary Fund Report
## 2014 BUDGET

| Fund | | Balance forward 2013-Projected | Revenue | Total Resources | Expenses | Month End Balance 12/31/2014 | Total Uses (Appropriations) | $$ Increase/ (Decrease) from 2013 |
|---|---|---|---|---|---|---|---|---|
| 001 | General Fund | $ 960,280.54 | $ 3,377,864.00 | $ 4,338,144.54 | $ 3,369,578.38 | $ 968,566.16 | $ 4,338,144.54 | $ 8,285.62 |
| 003 | Senior Services | $ 34,272.28 | $ 125,625.00 | $ 159,897.28 | $ 146,384.13 | $ 13,513.15 | $ 159,897.28 | $ (20,759.13) |
| 004 | Youth Services | $ 8,819.59 | $ 96,800.00 | $ 105,619.59 | $ 98,870.55 | $ 6,749.04 | $ 105,619.59 | $ (2,070.55) |
| 005 | Parks Fund | $ 135,069.27 | $ 61,275.00 | $ 196,344.27 | $ 171,545.83 | $ 24,798.44 | $ 196,344.27 | $ (110,270.83) |
| 006 | Neighborhood Parks | $ 6,752.59 | $ 25.00 | $ 6,777.59 | $ 2,600.00 | $ 4,177.59 | $ 6,777.59 | $ (2,575.00) |
| 007 | Tourism | $ 84,539.74 | $ 7,022.00 | $ 91,561.74 | $ 1,000.00 | $ 90,561.74 | $ 91,561.74 | $ 6,022.00 |
| 021 | Public Safety Forfeiture | $ 4,818.77 | $ 5.00 | $ 4,823.77 | $ - | $ 4,823.77 | $ 4,823.77 | $ 5.00 |
| 022 | Criminal Justice | $ 251,931.57 | $ 317,950.00 | $ 569,881.57 | $ 464,119.91 | $ 105,761.66 | $ 569,881.57 | $ (146,169.91) |
| 098 | General Equip. Reserve | $ 27,491.28 | $ 150,025.00 | $ 177,516.28 | $ 100,000.00 | $ 77,516.28 | $ 177,516.28 | $ 50,025.00 |
| 099 | General Cumulative Reserve | $ 134,549.60 | $ 125.00 | $ 134,674.60 | $ - | $ 134,674.60 | $ 134,674.60 | $ 125.00 |
| 101 | Street Fund | $ 173,164.26 | $ 486,355.00 | $ 659,519.26 | $ 651,801.92 | $ 7,717.34 | $ 659,519.26 | $ (165,446.92) |
| 206 | LID 3 Redemption | $ 363,285.88 | $ 337,625.00 | $ 700,910.88 | $ 2,500.00 | $ 698,410.88 | $ 700,910.88 | $ 335,125.00 |
| 207 | LID 3 Reserve | $ 960.19 | $ 1.20 | $ 961.39 | $ - | $ 961.39 | $ 961.39 | $ 1.20 |
| 208 | 2000 Fire GO Bond | $ 126,138.47 | $ 0.40 | $ 126,138.87 | $ - | $ 126,138.87 | $ 126,138.87 | $ 0.40 |
| 300 | Municipal Capital Improv | $ 384,031.13 | $ 145,250.00 | $ 529,281.13 | $ - | $ 529,281.13 | $ 529,281.13 | $ 145,250.00 |
| 301 | Stewart/8th Corridor | $ 95,306.85 | $ 160,075.00 | $ 255,381.85 | $ 125,000.00 | $ 130,381.85 | $ 255,381.85 | $ 35,075.00 |
| 308 | Valentine Road Proj | $ 218,377.29 | $ 8,420,500.00 | $ 8,638,877.29 | $ 8,300,000.00 | $ 338,877.29 | $ 8,638,877.29 | $ 120,500.00 |
| 310 | Stewart/Thornton Ave | $ 232,733.05 | $ 5,110,000.00 | $ 5,342,733.05 | $ 5,339,000.00 | $ 3,733.05 | $ 5,342,733.05 | $ (229,000.00) |
| 333 | Fire Capital Improv | $ 61,496.19 | $ 10.00 | $ 61,506.19 | $ - | $ 61,506.19 | $ 61,506.19 | $ 10.00 |
| 401 | Water O&M | $ 527,119.04 | $ 1,042,452.41 | $ 1,569,571.45 | $ 1,030,663.19 | $ 538,908.26 | $ 1,569,571.45 | $ 11,789.22 |
| 402 | Sewer O&M | $ 7,252.68 | $ 1,933,788.25 | $ 1,941,040.93 | $ 1,727,530.95 | $ 213,509.98 | $ 1,941,040.93 | $ 206,257.30 |
| 403 | Garbage | $ 284,170.32 | $ 6,000.00 | $ 290,170.32 | $ 7,500.00 | $ 282,670.32 | $ 290,170.32 | $ (1,500.00) |
| 406 | Water Capital Improv | $ 875,441.37 | $ 69,328.83 | $ 944,770.20 | $ 805,000.00 | $ 139,770.20 | $ 944,770.20 | $ (735,671.17) |
| 408 | Sewer Cumulative | $ 611,259.37 | $ 10,030.00 | $ 621,289.37 | $ 105,000.00 | $ 516,289.37 | $ 621,289.37 | $ (94,970.00) |
| 409 | Stormwater | $ 430,111.76 | $ 849,533.40 | $ 1,279,645.16 | $ 546,612.00 | $ 733,033.15 | $ 1,279,645.16 | $ 302,921.40 |
| 410 | Stormwater Facility | $ 92,540.26 | $ 5,005.00 | $ 97,545.26 | $ 5,000.00 | $ 92,545.26 | $ 97,545.26 | $ 5.00 |
| 411 | Pierce County/Webstone | $ 179,770.58 | $ (149,950.00) | $ 29,820.58 | $ 20,000.00 | $ 9,820.58 | $ 29,820.58 | $ (169,950.00) |
| 499 | Utilites Equip Reserve | $ 143,700.70 | $ 0.52 | $ 143,701.22 | $ - | $ 143,701.22 | $ 143,701.22 | $ 0.52 |
| 601 | Customer Deposit | $ 5,159.62 | $ - | $ 5,159.62 | $ - | $ 5,159.62 | $ 5,159.62 | $ - |
| 630 | Developer Deposit | $ 38,729.23 | $ 12,000.00 | $ 50,729.23 | $ 500.00 | $ 50,229.23 | $ 50,729.23 | $ 11,500.00 |
| 640 | Algona Court | $ 11,304.82 | $ 180,000.00 | $ 191,304.82 | $ 180,000.00 | $ 11,304.82 | $ 191,304.82 | $ - |
| 800 | Payroll Clearing | $ - | $ - | | $ - | $ - | | $ - |
| | | $ 6,510,578.31 | $ 22,754,721.01 | $ 29,265,299.32 | $ 23,200,206.87 | $ 6,065,092.45 | $ 29,265,299.32 | $ (445,485.86) |

# Revenue Narrative

## Taxes

Preliminary budgeted taxes revenue for 2014 is projected to be $2.685 million which is less ($94,220) than 2013 projected totals of 2.779 million. This is based on the premise of estimating 2014 revenues conservatively. Most likely and barring any unforeseen economic circumstances the 2014 tax revenues should match if not exceed prior year totals, as has been the case from 2010 ($2.2 million), 2011 ($2.5 million) and 2012 ($2.7 million) tax revenues.

## Licenses and Permits

Business Licenses & Permits are from business operation within Pacific. The projected revenue is based on business licenses (number to be determined), building permits (estimated to be down from prior years) and franchise fees. Once again the principle of conservatism was used to estimate these revenues. Over the past few years (since 2010) these revenues have seen erratic trends based mostly upon building permit activity ($375K in 2012 versus projected $214K in 2013).

## Intergovernmental Revenue

Streamlined mitigation is the only projected revenue here. This category is being researched as the 2012 numbers of $213K (2013 and 2014 projected numbers are around $35K-38K) include revenues that have been reallocated to the Criminal Justice Fund (022) or gone away. The research is to confirm the allocations.

## Charges for Goods & Services

The majority of these revenues ($106K) are court generated (Algona-pass-thru over 70%) with the others coming from plan check fees, planning fees and charges, administration fees and VRFA Utilities & Maintenance Fees (reimbursements).

## Total Fines and Penalties

Fines and penalties is revenue ($100K) generated by Pacific Courts.

## Miscellaneous & Non-Revenue

These revenues ($144K) are primarily made up of Investment and other interest ($17K) and Court ($110K) and other ($15K) non-revenue.

City Council

## PROGRAM DESCRIPTION

Function: The City Council governs the City through legislation and policy direction.

What we do:

- Pass motions, ordinances and resolutions.
- Appropriate funds for various City activities.
- Award major contracts.
- Make appointments to boards and commissions.
- Represent the City before other governmental units and the public.
- Oversee the Administration to assure compliance with Council policy.

## GOALS AND WORK PLAN

2013 Completed:

- Appoint Leanne Guier as Mayor
- Approve new City Clerk hire
- Approve new Finance Director Hire
- Approve purchase and implementation of new financial software (BIAS)

2014 Proposed:

- Update Comprehensive Plan.
- Develop Mission/Vision Statement.
- Develop Five Year Financial Master Plan.
- Other

## BUDGET NARRATIVE

The Council normally meets on the second and fourth Monday of each month. In addition to two regular meetings per month, Council has standing study sessions on the first & third Monday of each month (Workshops). The Council also holds various meetings with the Planning Commission, staff (budget retreats etc.) and special meetings as necessary. These sessions are to review current and future issues of the City.

**STAFFING**

| | 2011 Actual | 2012 Actual | 2013 Budget | 2014 Budget |
|---|---|---|---|---|
| Councilmember | 7.00 | 7.00 | 7.00 | 7.00 |
| Total | 7.00 | 7.00 | 7.00 | [illegible] |

## Finance Department – Accounting and Budgeting

### PROGRAM DESCRIPTION

Function: Financial Services Division is responsible for ensuring adherence to legal, fiscal and accounting requirements established by the Office of the State Auditor.

What we do:

- Process financial data.
- Provide cash management for the City.
- Process disbursements and payroll.
- Monitor accounts payable and accounts receivable.
- Monitor City expenditures and revenues for budget compliance.
- Prepare the Annual Budget.
- Prepare the Annual Financial Reports.

### GOALS AND WORK PLAN

2013 Completed:

- Prepared 2012 Financial Reports
- Prepared 2013 quarterly financial reports
- Prepared 2012 Annual State Reports
- Assisted Washington State Auditors with 2012 audit.
- Worked with Mayor, Council and all Departments to develop the 2014 Budget.
- Began implementation of new financial software
- Hired assistant utility billing clerk to fill position vacant since 2012.

New for 2014:

- Prepare 2013 Annual State Reports.
- Complete implementation of BIAS Financial Software.
- Prepare new financial reports by department.
- Reconcile monthly bank statements to the penny.
- Staff training through WFOA/AWC and certification
- Prepare request for proposal for banking services.
- Develop the 2015 Budget.
- Provide Staff cross-training

### PERFORMANCE MEASURES

- Timely monthly financial reports (by the 10th for example).
- Bank reconciliations that balance.
- Utility billing timeliness, reconciliation, errors and accuracy.
- Inter departmental support.
- Council, citizen and other City Stakeholder satisfaction.
- Budget compliant.

## BUDGET NARRATIVE

The Finance Department is comprised of the Finance Director, Lead Finance Technician, Finance Technician II and Assistant Utility Clerk.

The Finance Director and Assistant Utility Billing Clerk joined the staff in mid and late 2013. The other two staff members were promoted to Lead and Finance Technician II from Finance Technician I and II in 2013. In 2014 staff will be trained on the new Financial Software system as well as receive training from WFOA (conference and seminars), AWC (seminars), and SAO (BARs training). The Finance Director will train ensure staff is cross trained so as to prevent downtime in critical errors due to leave time (vacation/sick). The Finance Director will work with the Auburn IT department to upgrade outdated city computers and technology (software and hardware) to promote a greater level of efficiency while staff works to complete their tasks in an accurate and timely manner.

### STAFFING

| | 2011 Actual | 2012 Actual | 2013 Budget | 2014 Budget |
|---|---|---|---|---|
| Finance Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Lead Finance | 1.00 | 1.00 | 1.00 | 1.00 |
| Finance Tech II | 1.00 | 1.00 | 1.00 | 1.00 |
| Asst Util Bill Clerk | 0.75 | 0.25 | 0.00 | 1.00 |
| Total | 3.75 | 3.25 | 3.00 | 4.00 |

**DEPARTMENT:** Administration
**DIVISION:** City Clerk/Personnel Manager

The City Clerk serves as Clerk of the City Council and custodian and manager of all official records and legal documents of the City. This position plans, organizes and implements all City Clerk functions including preparation for City Council meetings, required legal notification of various meetings; recording and preparation of official minutes of all proceedings. The position is responsible for compliance with laws pertaining to public records and disclosure. The City Clerk is the designated City License Officer to collect license fees and issue licenses to qualified businesses. This position coordinates employee benefit programs, employee recruitment and orientation, and the development and implementation of personnel policies. The position provides liaison with the City's insurance carrier and coordinates risk management functions.

## CLERK TO THE CITY COUNCIL

- Attend Council meetings and workshops (and any special meetings); assure accurate recording of proceedings and preparation of minutes and their recording, and filing for public record in compliance with State regulations; prepares the Council minutes for review and approval by the next Council meeting.
- Prepares agendas, council packets, minutes, ordinances and resolutions accurately and timely for City Council Meetings and Workshops
- Distributes Council agendas, minutes and other information posting for public knowledge, responds to citizen request and inquiries regarding ordinances, Council actions and other pertinent information
- Prepares and publish legal notices in accordance with established procedures and legal requirements; file ordinances and resolutions of the Council; oversees codification of ordinances and the updating of the Pacific Municipal Code
- Assures compliance with the Open Public Meetings Act

## RECORDS MANAGER

- Maintains custody of official City public records including but not limited to ordinances, resolutions, contracts agreements, business licenses, real property deeds and easements and other official documents; performs the official certification and recording for the City.; performs archiving and destruction in compliance with State regulations; maintains an inventory of city records and reports to State regarding destruction of records

- Serves as citywide contact for all public records requests and provides or coordinates responses, consulting with the City attorney to assure compliance with legal requirements and disclosure regulations
- Serves as City's designated agent to receive all claims against or by the City and processes them according to procedures
- Serves as insurance liaison and maintains records relating to insurance claims or litigation; coordinates with Safety committee to investigate accidents and prepare reports to insurance carriers
- Provides Notary Public services for City documentation

## PERSONNEL MANAGER:

- Evaluates services, coverage, and options available through insurance companies to determine programs that best meet the City's needs
- Coordinates Risk Management with the City's Insurance carrier.
- Maintains Personnel records and files
- Updates Public Works/Clerical & Uniformed Officers Seniority List
- Coordinates development and update of personnel policies
- Assists Department Directors with filling employment vacancies including recruitments, interviews, and reference checks
- Provides new hire orientation and assures completion of required documentation;
- Conducts all exit interviews
- Plans the implementation and administration of benefit programs designed to insure employees against loss of income due to illness, layoff or retirement coordinating with the finance staff.
- Analyzes existing benefit policies and salary and wage data to evaluate City competitive status in job market.
- Maintains Job Descriptions

## GOALS FOR 2014

### CLERK TO THE CITY COUNCIL

- Further training toward CMC certification.
- Update/Codify Pacific Municipal Code.

- Enhance visibility by posting and maintaining Interlocal agreements, ordinances, resolutions, and minutes on the City's website.
- Enhance visibility by posting and maintaining Interlocal agreements, ordinances, resolutions, and minutes on the City's website.
- Renewal of Notary Public appointment and addition of at least two other notaries public for better service to the public.

**RECORDS MANAGER**

- Attend further records management training
- Perform routine document destruction of archived records
- Attend further public disclosure compliance training
- Continue to work with City staff to ensure compliance with document archiving and records request regulations

**PERSONNEL MANAGER**

- Attend personnel/human resources training.
- Reactivate City of Pacific's Wellness Committee with the goal of obtaining the AWC's WellCity Award and 2% insurance premium discount
- Continue to recruit and replace staff as needed.

# Pacific Municipal Court

Department Description

The Pacific Municipal Court serves the public by providing an accessible forum for the fair, efficient, and understandable resolution of civil infractions and criminal cases, and by maintaining an atmosphere of respect for the dignity of all individuals. The Court continues to be a contributing partner working toward a safe and vital community. Court staff are members of the DMCJA (District and Municipal Court Judge's Association) or the DMCMA (District and Municipal Court Management Association), which provide training and conferences for staff throughout the year.

What we do:
- Process traffic infractions, criminal misdemeanors and gross misdemeanors taking place within the city limits of Pacific
- Process violations of the Pacific Municipal Code
- Review and implement new legislation
- Provide fair, accessible and timely resolution of cases in an atmosphere of respect for all
- Improve efficiency while maintaining quality justice and customer service

We perform all of these functions for the City of Algona as well, pursuant to the interlocal agreement.

Through the Administrative Office of the Courts' Equipment Replacement program (AOC FY14ER), at the end of 2013 we qualified to receive either a laptop or reimbursement towards the purchase of a laptop with updated programs for the Judge to use on the bench and away from the office for conferences or after hours calls from the police department. We are on track to receive either 2 desktop computers or reimbursement towards the purchase of 2 desktop computers from AOC in 2015 (FY15ER). Their equipment replacement program is dated for the year ahead so I have a budget request higher than normal for computer maintenance in the 2014 budget.

| Staffing: | 2011 Actual | 2012 Actual | 2013 Budget | 2014 Budget |
|---|---|---|---|---|
| Judge | 0.23 | 0.20 | 0.18 (thru 9/2013) | 0.20 |
| Court Clerk | 1.00 | 1.00 | 1.00 | 1.00 |
| Court Administrator | 1.00 | 1.00 | 1.00 | 1.00 |

Performance Measures:

Once the Finance department is fully staffed and on track, the Court can reconcile our trust account with them monthly.

The Court will maintain or improve the rate of accuracy during data entry and file processing.

The Court's projection for 2014 revenues is: Revenues for 2014 should equal revenues in 2013. Once the police department is fully staffed and through mandatory training, these numbers could increase.

| Recoupment: | 2010 Actual | 2011 Actual | 2012 Actual | 2013 thru Sept 30 | 2013 Estimate* | 2014 projection |
|---|---|---|---|---|---|---|
| Interpreter | $5287.89 | $12,534.48 | $10,587.74 | $6749.87 | $9000.00 | $8000.00 |
| Public defense | $19,346.05 | $22,206.73 | $14,522.16 | $13,182.51 | $17,575.00 | $15,000.00 |
| Jail | $21,901.12 | $28,326.56 | $18,622.60 | $22,777.37 | $30,370.00 | $20,000.00 |
| Algona filing fees | $30,308.08 | $34,360.00 | $29,325.00 | $24,230.00 | $32,306.00 | $27,000.00 |
| Fines & other costs | $244,394.36 | $243,588.99 | $202,824.05 | $126,822.12 | $169,095.00 | $165,000.00 |
| Algona record check fees | $25,698.24 | $30,020.06 | $52,614.46 | $33,767.81 | $45,000.00 | $43,000.00 |

| Filings | 2010 | 2011 | 2012 | Sept 30 2013 | 2013 projected* | 2014 projected |
|---|---|---|---|---|---|---|
| Criminal Citations | 396 | 419 | 224 | 164 | 218 | 275 |
| Violations Charged | 520 | 514 | 286 | 201 | 267 | xxx |
| Infraction cases | 1948 | 1479 | 726 | 484 | 645 | 700 |
| Violations Charged | 2851 | 2145 | 1028 | 652 | 869 | xxx |
| Total citations written | 2344 | 1898 | 950 | 648 | 863 | 975 |

* = based off September 30, 2013 numbers

Legal Department

**PROGRAM DESCRIPTION**

**Function:** The City Attorney's office provides legal advice and counsel to the City.

**What they do:**

- Defend the City against claims and suits.
- Approve contracts, ordinances, and resolutions as to legal form.
- Prosecute misdemeanor cases for crimes occurring within the City.

**BUDGET NARRATIVE**

The City Attorney has been very busy defending the City due to prior administration issues. The cost has exceeded half a million dollars in 2011-2012. Staff is projecting a significant decrease in 2014, aggressively, that will be facilitated by the hire of a new city attorney along with fully staffed departmental directors.

# 2014 BUDGET NARRATIVE

It is the mission of the Pacific Police Department to work in concert with our citizens and our businesses, as well as our elected officials. The primary focus of our job is to do our best to make our citizens feel safe in their residences and in the public within our community. Our streets must be safe for travel and for cyclists and the sidewalks must be safe for our children and pedestrians.

The staffing level of the police department is down one Sergeant and one Patrol Officer since 2009. The staffing level in 2012 and 2013 was at a bare minimum due to a hiring freeze and production was at a standstill, other than responding to 911 calls. The following is a breakdown of crime statistics for the past 3 years.

| | | | |
|---|---|---|---|
| **2009** | | | |
| 160 total crimes | 13 violent crimes | 147 property crimes | rate of 25.4/1000 |
| **2010** | | | |
| 173 total crimes | 14 violent crimes | 159 property crimes | rate of 27.4/1000 |
| **2011** | | | |
| 175 total crimes | 13 violent crimes | 162 property crimes | rate of 26.5/1000 |
| **2012** | | | |
| 342 total crimes | 52 violent crimes | 230 property crimes | rate of 51.7/1000 |

In 2012, WSP crime reporting changed from UCR, (uniform crime report) to NIBRS, (National Incident Based Reporting System). NIBRS is more complete reporting and the data includes a more detailed breakdown of information, however; the violent crimes and property crimes are reported the same for both systems. The WSP and FBI now will only collect data through NIBRS. The goals of NIBRS are to enhance the quantity, quality and timeliness of crime data collected by law enforcement and to improve the methodology used for compiling, analyzing, auditing and publishing the collected crime data. A major advantage of NIBRS, beyond the increase in data collected, is the capability to break down and combine crime offense data into specific information.

No data from 2013 will be available until mid 2014. It is very evident that the citizens of the City of Pacific suffered severely in 2012 when the police were terribly understaffed.

In August of 2009 through December of 2010 the police department was sufficiently staffed and I assigned a Traffic Officer to full time traffic enforcement. The results of this assignment are as follows;

| | 2009 | 2010 | 2011 | 2012 | 2013 (JAN-AUG) |
|---|---|---|---|---|---|
| Revenue | **$133,392** | **$146,180** | $132,653 | $70,852 | $43,051 |
| Filings | **1949** | **1954** | 1477 | 726 | 415 |
| Traffic School | **278** | **274** | 183 | 66 | 38 |
| Traffic School | **$34,750** | **$34,250** | $22,875 | $8,250 | $4,750 |
| **Total Traffic** | **$168,142** | **$180,430** | **$155,528** | **$79,102** | **$47,801** |
| | | | | | |
| Traffic collisions | **68** | **52** | 72 | 69 | 62 |
| Injury collisions | **27** | **20** | 32 | 38 | 16 |

**The bold number and dollars are due to implementing a traffic program from August 2009-December 2010.**

Although the revenue more than supports one officer each year, the safety of traffic enforcement is evident. Collisions were down, injury collisions were down and the 552 Traffic School attendees were educated in traffic safety and following the "rules of the road".

Overtime is a necessary evil of law enforcement. There is shift coverage overtime,(staffing a shift due to lack of personnel) and incident based overtime (mandatory to complete shift work and/or a major incident). 2012 and the first of 2013 demanded may hours of both types of overtime. Hopefully the City of Pacific will never need to spend outrageous amounts of the overtime we experienced in 2012 and 2013.

## 2014 GOALS AND WAYS TO ACHIEVE THOSE GOALS

1) Continue to enforce drug violations and to deter drug dealers and users from frequenting or settling in our City. The department will increase seizures and forfeitures with the increase in staffing levels.
2) Visibility of police vehicles and officers must increase. A traffic officer is very visible with emergency lights and siren and deters criminals from patronizing the City businesses and our community.
3) Be able to respond to the many complaints from citizens dealing with speeders, noise, overweight vehicles on City streets, and nuisances.
4) Work with citizens that wish to participate in neighborhood watch programs.

5) Reach out to our citizens though the annual Bicycle Rodeo, Open House and National Night Out.
6) Maintain current training standards for all personnel as mandated by the Washington State Criminal Justice Training Commission. In addition, increase the firearm qualification from once per year to twice per year. The department has met the CJTC standards for the past 7 years, since its inception.
7) Reduce traffic collisions and injury collisions for 2014.
8) Continue to work with and meet with the Coalition of Small Police Agencies and to reciprocate from the benefits of the CSPA, and to continue to assign two personnel to the Major Crimes Task Force.
9) Continue to complete the Lexipol Policy Manual and update our policies. When this goal is achieved, WASPC Accreditation will be possible.
10) The evidence retention and policy manual was reviewed and updated by a contract professional in 2013. There are recommendations that have been documented and changes in procedure that we must implement. Because the department has lacked the staffing for Evidence Custodian, these procedures have not been implemented. With the hiring of an evidence custodian on November 1st, 2013, these changes will begin to be implemented. WASPC Accreditation Standards are very strict when reviewing evidence procedures and policies.

The officers must be equipped with dependable equipment and quality equipment that will not fail them in time of need. In 1995 the department issued handguns that were the best available at the time. ***Department handguns are nearly twenty years old and need to be replaced in 2014.***

The officers are issued non-lethal force equipment to subdue unruly and combative subjects. Pepper spray and Tasers prevent the use of deadly force in many situations. Department Tasers were issued in May of 2007 are outdated, in disrepair and in need of replacement. In addition, the department just implemented a policy whereas Corrections Officers will be issues Tasers. Currently, 4 Tasers are not operational and there are none to be issued to Corrections Officers and none to replace the out of service units. ***14 Tasers must be purchased in 2014.***

The Traffic Program benefitted the City in several ways and the need to re-implement the Traffic Program is necessary. The safety of our citizens was enhanced under the program and the programs will more than fund the one officer needed to perform the functions of a traffic officer. ***One additional officer must be hired to make this program work.***

To meet the evidence standards as set forth by WASPC and to meet the State standards and recommendations by recognized Evidence Expert Steve Perry, we must adopt a system that will accommodate these needs and requirements. This department has operated for many years on a DOS based format which is not sufficient to comply with standards. ***The department must research and find a program that will perform the needs for evidence storage, tracking and disposal.***

**These goals are dependent upon personnel work ethics, management and attention to detail. The agency has suffered such great blows in the past two years that 2014 is truly a formidable rebuilding year. Several serious purchases and needs were ignored and must be rectified to allow the department to progress and operate at optimum efficiency.**

Respectfully submitted,

John T. Calkins, Chief

**CITY OF PACIFIC**
**100 3RD AVENUE SOUTHEAST**
**PACIFIC, WASHINGTON 98047**
**CITY HALL (253) 929-1100**
**FAX (253) 939-6026**

# 2013 Budget Narrative

**DATE:** October 28, 2013
**TO:** Richard Gould
**FROM:** Ken Barnett and Jim Morgan
**RE:** 2013 Public Works Activity Summary
**FILE:** M-131028 - Public Works 2013 Budget Narrative
**cc:** Public Works Crew

## OVERVIEW

The public works department is responsible for the operation and maintenance of the City infrastructure. The infrastructure consists of five distinct elements:

- Drainage
- Parks
- Sewer
- Streets
- Water

The current staffing consists of the following:

- Public Works Director – Full time
- Water / Stormwater Manager – Full time
- Public Works Crew – Four full time and two summer interns
- City Engineer – Half time

The community development department is responsible for:

- Reviewing and issuing permits
- Assisting stakeholders with land use activities
- Providing information to the public regarding code and zoning issues
- Enforcing the City codes

The current staffing consists of the following:

- Associate Planner – 80% time
- Permit Technician – 60% time

## DRAINAGE

The public works department is responsible for the operation and maintenance of the City storm drainage system, as well as, providing over-site of the operation and maintenance of the private drainage facilities in the City. The drainage system assets consist of the following:

**Table D-1: Conveyance Facilities**

| Structure / Facility | Quantity (feet) | Quantity (miles) |
|---|---|---|
| Open Ditch / Channel | 62,000 | 11.7 |
| 8-inch Pipe | 7,600 | 1.4 |
| 12-inch Pipe | 20,900 | 4.0 |
| 15-inch Pipe | 1,400 | 0.3 |
| 18-inch Pipe | 8,500 | 1.6 |
| 24-inch Pipe | 3,800 | 0.7 |
| 30-inch Pipe | 554 | 0.1 |
| 36-inch Pipe | 950 | 0.2 |
| TOTAL | 105,704 | 20.0 |

**Table D-2: Collection and Treatment Facilities**

| Component | Quantity |
|---|---|
| Catch Basins (Public) | 800 |
| Catch Basins (Private) | 500 |
| TOTAL | 1,300 |
| Ponds (Public) | 16 |
| Ponds (Private) | 74 |
| TOTAL | 90 |

Major storm drainage system activities in 2013 consist of:

- Catch basin inspection – 160
- Homer and Pacific repair – CB and 90 feet of pipe
- Cedar and 2nd Repair – CB
- Ditching – Thornton Avenue, SR 167, Seattle Boulevard
- Pond Maintenance – Carner Meadows, Elise West
- Annual private facility maintenance scheduling and recording

Major planned storm drainage system activities proposed for 2014 consist of:

- Catch basin inspection – 160
- Homer and Pacific repair – CB and 90 feet of pipe

## PARKS

The public works department is responsible for the operation and maintenance of the City park facilities consisting of the following:

**Table P-1: Park Inventory**

| Park | Address | Area (Acres) | Ammenities |
|---|---|---|---|
| Aspen Park | 101 Aspen Lane | 0.23 | |
| Beaver Park | 550 Beaver Boulevard | 0.18 | Play Equipment |
| Blueberry Park | 117 5th Avenue SW | 0.06 | Benches |
| City Park | 600 3rd Avenue SE | 14.33 | Baseball Field, Gazebo, Play Equipment, Picnic, etc. |
| Elise Park | 225 Elise Lane | 0.11 | Benches |
| Milwaukee Park | 522 Milwaukee Boulevard | 0.13 | Play Equipment |
| Otter Park | 215 Otter Drive | 0.13 | Play Equipment |
| Rhubarb Park | 215 Rhubarb Avenue SW | 0.45 | Basketball Court and Picnic |
| Strawberry Park | 132 Strawberry Court | 0.52 | Non-Improved |
| Sunset Park | 244 Sunset Drive | 0.10 | Play Equipment |
| Centennial Park | 100 3rd Avenue SE | 2.83 | Baseball Field, Walking Path, etc. |
| West Hill Passive Area | 520 3rd Avenue SW | | Non-Improved |
| | **TOTAL** | **19.08** | |

Major recreation facility activities in 2013 consist of:

- Re-grade Aspen Lane Park
- Install flag pole monument
- Set-up parks for events
- Clean-up parks after events

Major planned recreation facility activities for 2014 consist of:

- Apply for and manage grants for park improvements
- Purchase and development of Hatch and Morgan properties
- Develop other park facilities to compensate for loss of use at City Park

## SEWER SYSTEM

The public works department is responsible for the operation and maintenance of the City wastewater collection system. The wastewater collection conveyance system assets consist of the following:

**Table SS-1: Existing Gravity Collection System Inventory**

| Size (Inches) | Length (Feet) | Length (Miles) | Percent of Total |
|---|---|---|---|
| 18 | 3,100 | 0.6 | 2.9 |
| 15 | 4,310 | 0.8 | 4.1 |
| 12 | 6,375 | 1.2 | 5.9 |
| 10 | 12,855 | 2.4 | 12,0 |
| 8 | 80,530 | 15.3 | 75.1 |
| **Total** | **107,170** | **20.3** | **100.0%** |

**Table SS-2: Existing Pump Station Inventory**

| | Sundown Meadows | | Tacoma Boulevard | | West Cedar Glen | | Thornton Avenue | |
|---|---|---|---|---|---|---|---|---|
| Location | Alder Lane and 1st Avenue East | | Tacoma Boulevard and 5th Avenue SW | | 6th Avenue SW and Glacier Avenue | | Thornton Avenue SW and 10th Street | |
| Basin Area (Acres) | 15.5 | | 129.0 | | 26.2 | | 284.1 | |
| Pumping Capacity | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 |
| | 0.557 cfs 250 gpm | 0.557 cfs 250 gpm | 0.557 cfs 250 gpm | 0.557 cfs 250 gpm | 0.27 cfs 120 gpm | 0.27 cfs 120 gpm | cfs gpm | cfs gpm |
| TDH ( feet) | 16.6 | 6.6 | 42 | 42 | 20 | 20 | | |
| Cut in (feet) | 70.7 | 84.8 | 31.4 | 37.7 | 31.4 | 37.7 | | |
| Cut out (feet) | 0.0 | 0.0 | 6.3 | 0.0 | 0.0 | 0.0 | | |
| Wet Well Overflow Elevation (feet) | 80 | | 61 | | 66 | | 52 | |
| Wet Well Capacity | 425 cubic feet (3,180 gallons) | | 200 cubic feet (1,500 gallons) | | 150 cubic feet (1,120 gallons) | | 176 cubic feet (1,300 gallons) | |

All collected wastewater is conveyed to the King County pump station on Frontage Road near 1st Avenue. The raw sewage is conveyed to the King County wastewater treatment plant in Renton.

Major wastewater system activities in 2013 consist of:

- Side sewer inspections - 6

Major planned sewer system activities in 2014 consist of:

- Repair of several side sewers in the LID 3 service area.
- Repair of the electrical system at the Tacoma Avenue Pump Station.
- Design sewer pump station electrical upgrades
- Sewer pump station telemetry

## TRANSPORTATION SYSTEM

The public works department is responsible for the operation and maintenance of the City transportation system. The transportation system assets consist of the following

**Table T-1: Transportation System Inventory**

| Component | Quantity |
|---|---|
| Paved Roads (Lane Miles) | 49.1 |
| Gravel Roads (Lane Miles) | 1.0 |
| Trails (Lane Miles) | 2.4 |
| Signal Controlled Intersections | 4 |
| Sign Controlled Intersections | 99 |

Traffic signals are maintained by King County. Filling of potholes is conducted by City staff. Staff inspect the street striping and schedule restriping with a contractor, as needed.

Major transportation system activities in 2013 consist of:

- Street signage repairs –
- Street sweeping –

Major planned transportation system activities in 2014 consist of:

- Begin construction on the Stewart Road improvements
- Begin construction on the Valentine Avenue improvements
- Completion of design on Milwaukee Boulevard improvements
- Pursue STP/CMAQ funding for Milwaukee Boulevard
- Completion of design on West Valley Highway improvements
- Pursue STP/CMAQ funding for West Valley Highway
- Pursue road preservation funding for 3rd Ave SW
- Pursue funding for the design of Stewart Road from Valentine the White River bridge
- Complete the design of the Interurban Trail from 3rd SW to Stewart Road
- Pursuing funding for completion of the Interurban Trail from 3rd SW to Stewart Road
- Partner with Edgewood in pursuing funding for the design of the Interurban Trail connecting both jurisdictions

## WATER SYSTEM

The City of Pacific provides water to approximately 1,355 residential services, 105 multi-family accounts (serving approximately 900 units), 156 commercial accounts, and 6 supplemental accounts (eg. irrigation). The public works department is responsible for the operation and maintenance of the City water production, treatment, and distribution facilities in compliance with Federal and State requirements. The water system assets consist of the following:

**Table W-1: Existing Source Inventory**

| | Well Field (S07) | | |
|---|---|---|---|
| | **East Well (Well No. 2) (S02)** | **West Well (Well No. 3) (S04)** | **South Well (S06)** |
| Location | T21N – R04E – S25 | T21N – R04E – S25 | T21N – R04E – S25 |
| Status | Active | Active | Active |
| Production Capacity | 825 gpm | 920 gpm | 1700 gpm |
| Date Drilled | August 1978 | December 1988 | March 2003 |
| Casing Diameter | 8 inch | 12 inches | 16 inches |
| Total Depth | 47 feet | 56 feet | 53 feet |
| Screens | Johnson #100~ 42-47 ft | Johnson #125~46-51 ft<br>Johnson #100~51-56 ft | Johnson #100~32-47 ft |
| Pump | 3-stage bowl assembly<br>Berkeley Model 805H | 4-stage Vertiline<br>Model 12RM | 4-stage bowl assembly<br>Flowserve Model 12ENH |
| Motor Size (hp) | 75 hp | | 125 hp |

**Table W-2: Existing Distribution System Inventory**

| Size (Inches) | Length (Feet) | Length (Miles) | Percent of Total |
|---|---|---|---|
| 12, 16 | 29,100 | 5.5 | 18.3 |
| 10 | 3,300 | 0.6 | 2.1 |
| 8 | 71,100 | 13.5 | 44.7 |
| 6 | 42,600 | 8.1 | 26.8 |
| 4 or less | 12,800 | 2.4 | 8.1 |
| **Total** | **158,900** | **30.1** | **100.0%** |

The City of Pacific water system has chlorination and corrosion control facilities. The chlorine system uses chlorine gas. The water system has experienced elevated levels of copper and the City is treating the water with sodium hydroxide to adjust the pH level. In 2013 the lead and copper levels met standards and the testing schedule has been revised to every three years. Storage resources for the City consist of a 750,000-gallon concrete reservoir. A 3,500 gpm booster station is located adjacent to the reservoir.

Major water system activities in 2013 consist of:

- Water main repairs - 5
- Fire hydrant replacements - 2
- Water service additions – 10
- Meter head replacements – 77

Major planned water system activities in 2014 consist of:

- Reservoir cleaning.
- System wide leak detection
- Replacement of 1 mile of 6" A/C main on Valentine with 12" ductile iron pipe including new hydrants and services.
- Replacement of 3,500 feet of 6" A/C main on Stewart with 12" ductile iron pipe including new hydrants.
- Update SCADA system
- Meter reading improvements

## COMMUNITY DEVELOPMENT DEPARTMENT

The City of Pacific community development department provides a range of services to the 6,200 stakeholders of the City including:

- Reviewing and issuing permits
- Answering questions regarding codes and permissible land uses
- Processing citizen complaints regarding infrastructure concerns
- Reviewing and processing Comp Plan revisions
- Developing Municipal Code Updates
- Pursuing grants for parks and recreation facilities

Community development department processes permits including the following:

| Permit Type | 2013 (Actual to Date) | 2014 (Projected) |
|---|---|---|
| **Building** | | |
| Building | 50 | 40 - 60 |
| Mechanical | 11 | 10 - 20 |
| Plumbing | 5 | 20 - 40 |
| VRFA (Fire Sprinkler, etc.) | 3 | 5 - 15 |
| Water Meter | 9 | 10 - 20 |
| Side Sewer | 9 | 10 - 20 |
| **Streets** | | |
| Overload | 6 | 5 – 10 |
| Public Utilities (PSE, Comcast, Century Link, etc.) | 35 | 30 – 50 |
| Contractor | 5 | 5 – 10 |
| **Land Use Permits and Activities** | | |
| Plats | 0 | ? |
| Short Plats | 2 | 2 – 5 |
| Site Development | 1 | 2 – 5 |
| Pre-Application | 1 | 2 – 5 |
| BLA | 1 | 2 |
| Conditional Use | 1 | 2 |
| Comp Plan Amendments | 1 | 2 |
| SEPA | 1 | 5 |

Major community development activities in 2013 consist of:

- The City's Shoreline Master Program was conditionally approved by Ecology in 2013
- Review local, regional, and national developments for potential impacts to the City of Pacific
- Applied for GMA grant

Major planned community development activities in 2014 consist of:

- Process planning and building permits and assist with code enforcement
- Redefine Public/Civic and Open Space districts for mapping and zoning regulation

- Update Critical Areas maps and PMC Title 23, update Transportation Plan and maps
- Development Code updates, to include Medical and Recreational Cannabis regulations
- Work with Sumner and Auburn to achieve Manufacturing Industrial Center regional status
- Update Fire and Park Impact Fee ordinances
- Valley Street N Street Vacation, site development between Ellingson and 5th NW

2014 NARRATIVE REPORT
SENIOR CENTER

WHO
The Pacific Algona Senior Center serves the city's senior population by providing programs, meals, and activities.

PURPOSE
To provide a safe, and welcoming place for elderly members of the community to enjoy social interaction, ongoing activities, and transportation access.

WHAT WE OFFER
-Coffee and snacks.
-Lunch provided by Catholic Community Services Tuesday through Friday.
-Shopping trips to local stores (Bus provided by Metro Grant).
-Transportation to local and seasonal events.
-Crafts.
-Games.
-Pet food distribution.
-Free bread delivered by a volunteer donated by our local Safeway.
-Provide access to professional hair and foot care.
-Healthcare information provided by S.H.I.B.A.
-Social interaction.

GOALS FOR 2014
-Grants!
-Be able to get more serves in the Center, and increase overall support from the community.
-With that will go increased participation.
-Create more donations by increasing public awareness of services provided.
-Increase donations and revenue.

POSTITIVE THOUGHTS
-A friendly and supportive atmosphere, that promotes long time friendships.
-Increases positive mental health.
-Offer free food, which is a very strong incentive, feed the stomach and the soul.
-An increased sense of accomplishment for the volunteers because of their productive day.

NUMBERS FOR THE YEAR

| For the year | 2012 | 2013* |
|---|---|---|
| Number of people who dropped into the center for the year | 5688 | 6560 |
| Average number of drop in people per month | 474 | 656 |

Our citizens need this service to continue our happy, small town feeling. The services we provide far out weight the expense that it costs to keep our doors open. With the senior center being open provides a place for elderly citizens to go and keep them off the streets.

**Through September-2013*

## Narrative Report 2013 Youth & Family Services

The City of Pacific offers free recreational programs for all youth in the Pacific, Algona area and surrounding communities. The goal of the program is to provide a safe, fun and positive environment for all participants who choose to participate in the programs offered.

## Services Provided To Community

Preschool Classes 3 times Week
Story Times with Debbie Sponsored by K.C.L.S
Free Summer Lunch Program Provided by Auburn School District
Late Night Program – Sponsored by Edgewood Bible Church.
Zumba Classes – Every Tuesdays
Taco Tuesdays – Every Tuesday
Facility Rental Information
Computer & Home Work Lab
Open Gym to all participants' citizens Mon. – Fri

## Special Events

Star Wars Program- Sponsored by K.C.L.S
Summer book club giveaways – sponsored by K.C.L.S
24th Annual Holiday Bazaar
Halloween, Valentine, Christmas Parties for Children

## Revenues

Received Donation from Auburn Soroptomist Club
Increased Facility Rentals during the City of Pacific hardships
Increased Holiday Bazaar Revenues
Maintained additional revenues through fundraising efforts with
Taco Tuesdays, Zumba

## Youth Coordinator F.T.E. Position

Managed summer staff, prepared numbers for 2014 budget,
Drove bus for senior center 2 day a week, Assisted with stone soup program,
Janitorial Services 4 days a week, set up and provided programs hosted by the city weekly.
managed all office reports calendars rentals etc. increased facility rentals. Assisted helping new staff with question and concerns for senior programs.
Provided information to citizens about services available in the City of Pacific.

## Citizens, Participants Concerns

City needs to offer more programs to serve our young residents – different needs
More focus for the children
Have more funds available to enhance program offered now
Hire a grant writer
Residents feel entitled to free services

## Staff Comments

Focus less on bottom line $ amount and more on result of programs
Spending too much time on janitorial and maintaining facility for staff to run and build programs.
Services provided verses expenses are very good!

Thank you, for the opportunity to serve the citizens of Pacific/ Algona and surrounding communities. The participants appreciate what we have to offer and hope that we will continue to grow our programs and services here in Pacific.

Sincerely,
JoAnne Futch
Youth/ family Services
253-929-1155
jofutch@ci.pacific.wa.us

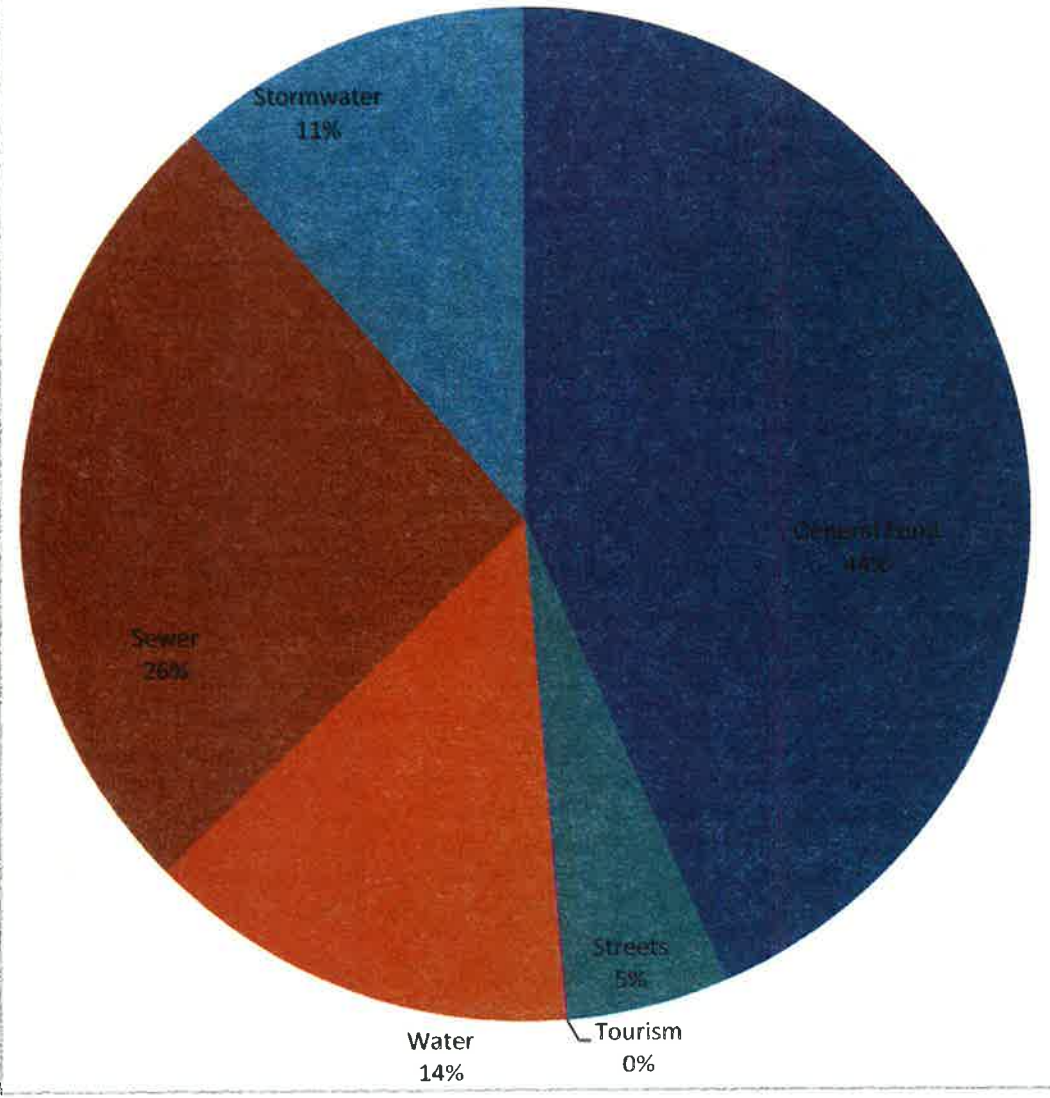
# ADDITIONAL REPORTS

Ordinance 13-1850 Attachment "A"

# *City of Pacific*

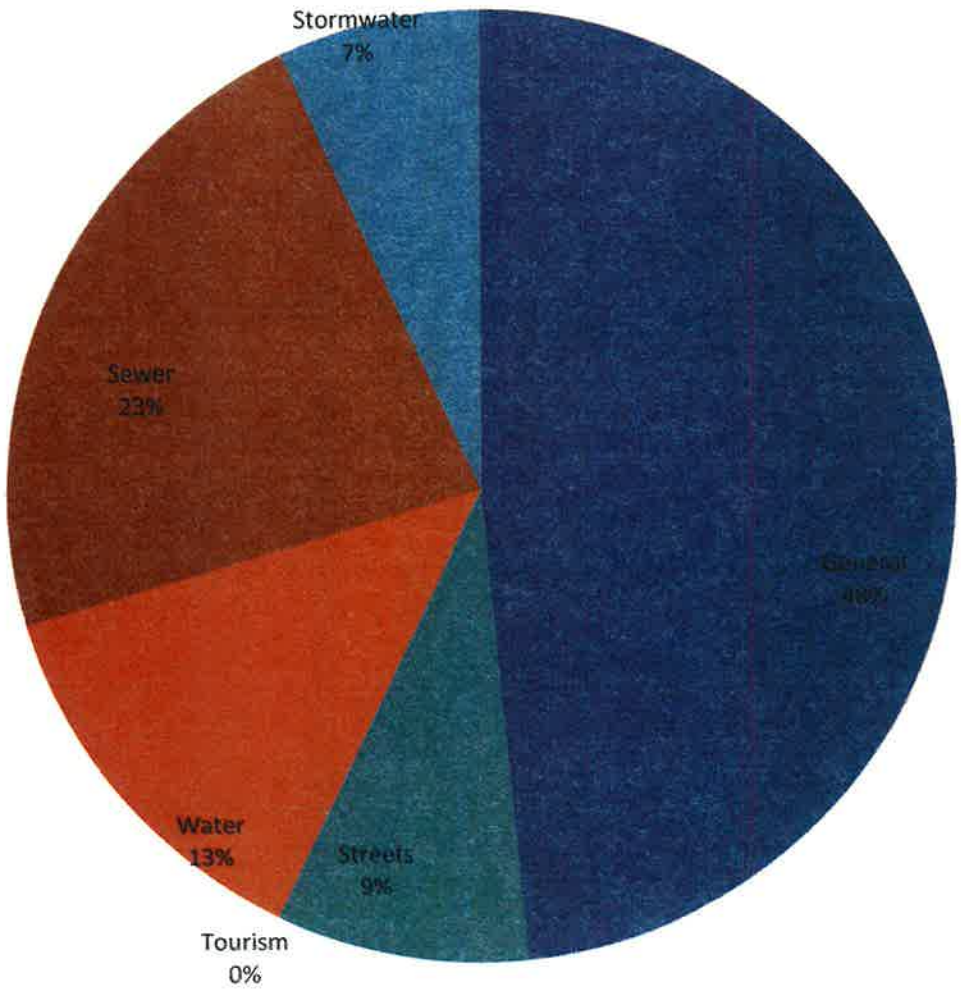
## *2014 SALARY and Authorized FTE SCHEDULE*

| Position | Full Time Equivalents Number Authorized and Budgeted | Monthly Salary Range Minimum | Monthly Salary Range Maximum |
|---|---|---|---|
| Elected Mayor | 1.0 | 750.00 | 750.00 |
| Elected Council Member | 7.0 | 200.00 | 200.00 |
| ***Total Elected Officials*** | ***8.0*** | | |
| Public Safety Director | 1.0 | 8,333.33 | 9,023.66 |
| Public Worker & Community Development Director | 1.0 | 5,441.00 | 6,307.00 |
| City Engineer | 1.0 | 5,945.43 | 6,892.42 |
| Police Lieutenant | 1.0 | 7,612.73 | 8,696.79 |
| Finance Director | 1.0 | 6,934.00 | 8,320.00 |
| Public Works Lead | 1.0 | 4,490.63 | 5,205.89 |
| Police Sergeant | 1.0 | 6,591.51 | 7,280.08 |
| Building Inspector | 1.0 | 4,359.83 | 5,054.25 |
| Water/Stormwater Manager | 1.0 | 4,359.83 | 5,054.25 |
| Community Services Director | 0.0 | 4,047.62 | 4,692.95 |
| Police Detective | 1.0 | 4,562.43 | 6,121.32 |
| City Clerk | 1.0 | 4,693.00 | 6,000.00 |
| Court Administrator | 1.0 | 4,293.28 | 5,271.00 |
| Police Officer | 6.0 | 4,411.78 | 5,919.08 |
| Associate Planner | 1.0 | 4,232.84 | 4,907.03 |
| Utility Worker | 5.0 | 3,651.31 | 4,232.84 |
| Permit Technician | 1.0 | 3,651.31 | 4,232.84 |
| Lead Finance Technician | 1.0 | 3,651.31 | 4,232.84 |
| Finance Technician II | 1.0 | 3,544.94 | 4,109.58 |
| Evidence Technician | 1.0 | 3,544.94 | 4,109.58 |
| Police Services Specialist II | 1.0 | 3,544.94 | 4,109.58 |
| Assistant Utility Billing Clerk | 1.0 | 2,716.92 | 3,149.63 |
| Court Clerk | 1.0 | 3,341.45 | 3,873.64 |
| Community Services Assistant | 1.0 | 2,716.92 | 3,149.63 |
| Bus Driver/Activities Coordinator | 0.75 | 2,716.92 | 3,149.63 |
| Youth Services Coordinator | 1.0 | 2,716.92 | 3,149.63 |
| | | Hourly Rates | |
| Correction Sergeant (1) | | 21.09 | 21.09 |
| Correction Officer (3) | | 20.56 | 20.56 |
| Youth Services Assistant (seasonal) | | 9.50 | 11.83 |
| ***Total Authorized and Budgeted Staff*** | *33.75* | | |




## City-wide Revenue Projections

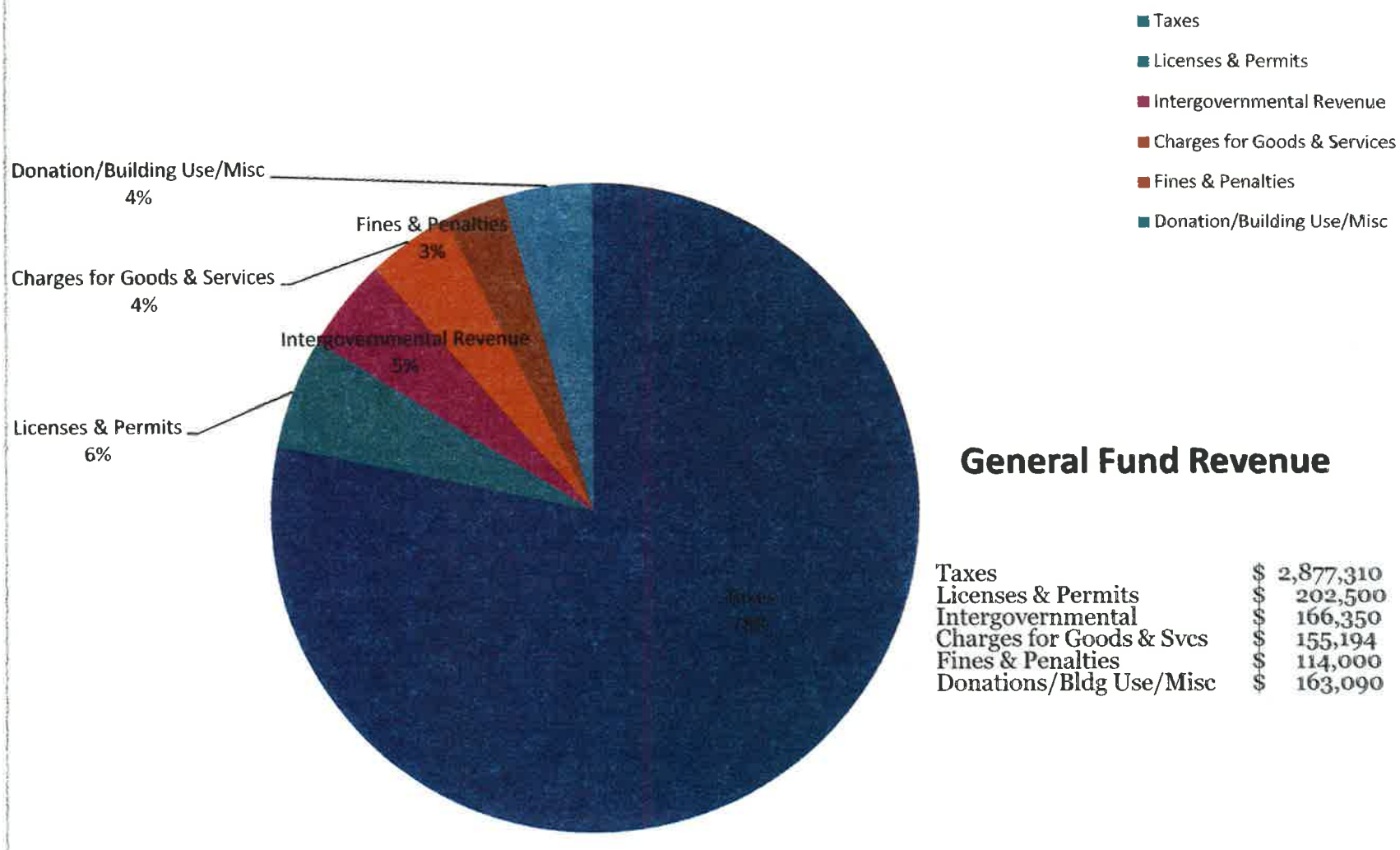
| | |
|---|---|
| General Fund | $ 3,247,114 |
| Streets | $ 386,355 |
| Tourism | $ 7,022 |
| Water | $ 1,042,452 |
| Sewer | $ 1,933,788 |
| Stormwater | $ 849,533 |




- General
- Streets
- Tourism
- Water
- Sewer
- Stormwater

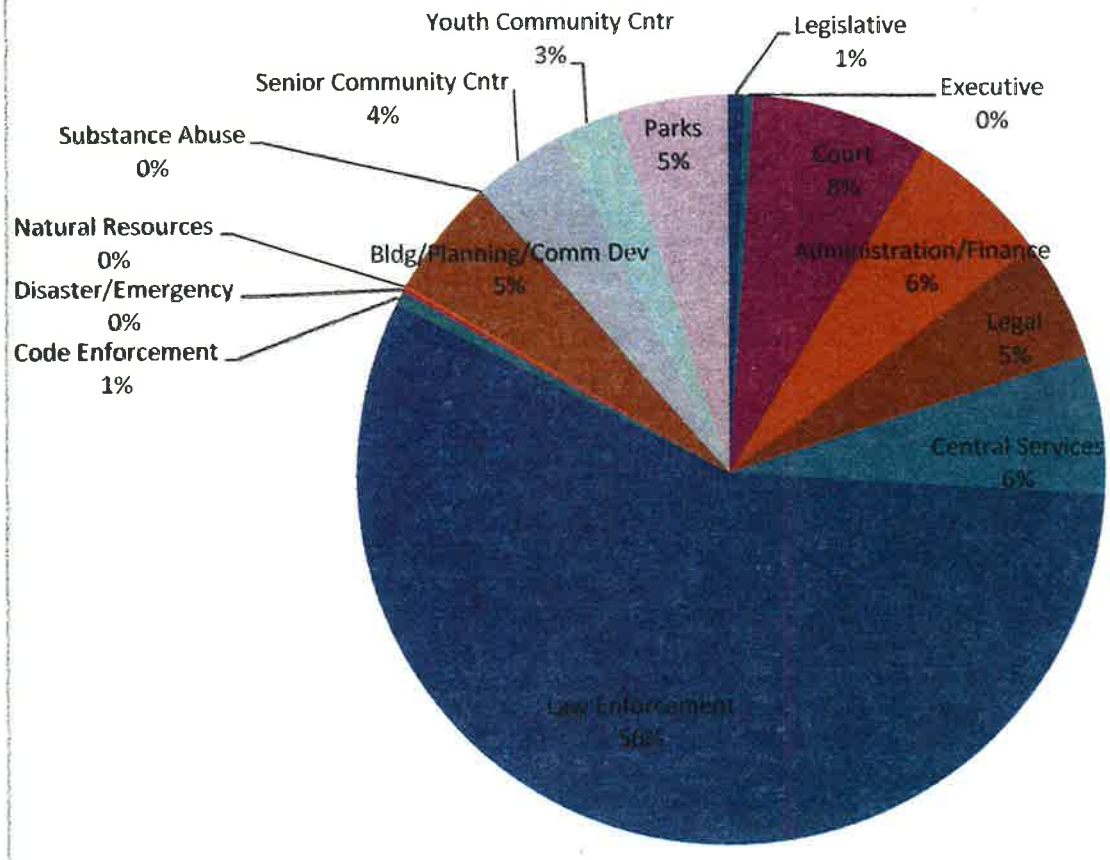
## City-wide Allocations

| | |
|---|---|
| General Fund | $ 3,644,779 |
| Streets | $ 651,802 |
| Tourism | $ 1,000 |
| Water | $ 1,005,663 |
| Sewer | $ 1,702,531 |
| Stormwater | $ 521,612 |




## General Fund Revenue

| | |
|---|---|
| Taxes | $ 2,877,310 |
| Licenses & Permits | $ 202,500 |
| Intergovernmental | $ 166,350 |
| Charges for Goods & Svcs | $ 155,194 |
| Fines & Penalties | $ 114,000 |
| Donations/Bldg Use/Misc | $ 163,090 |

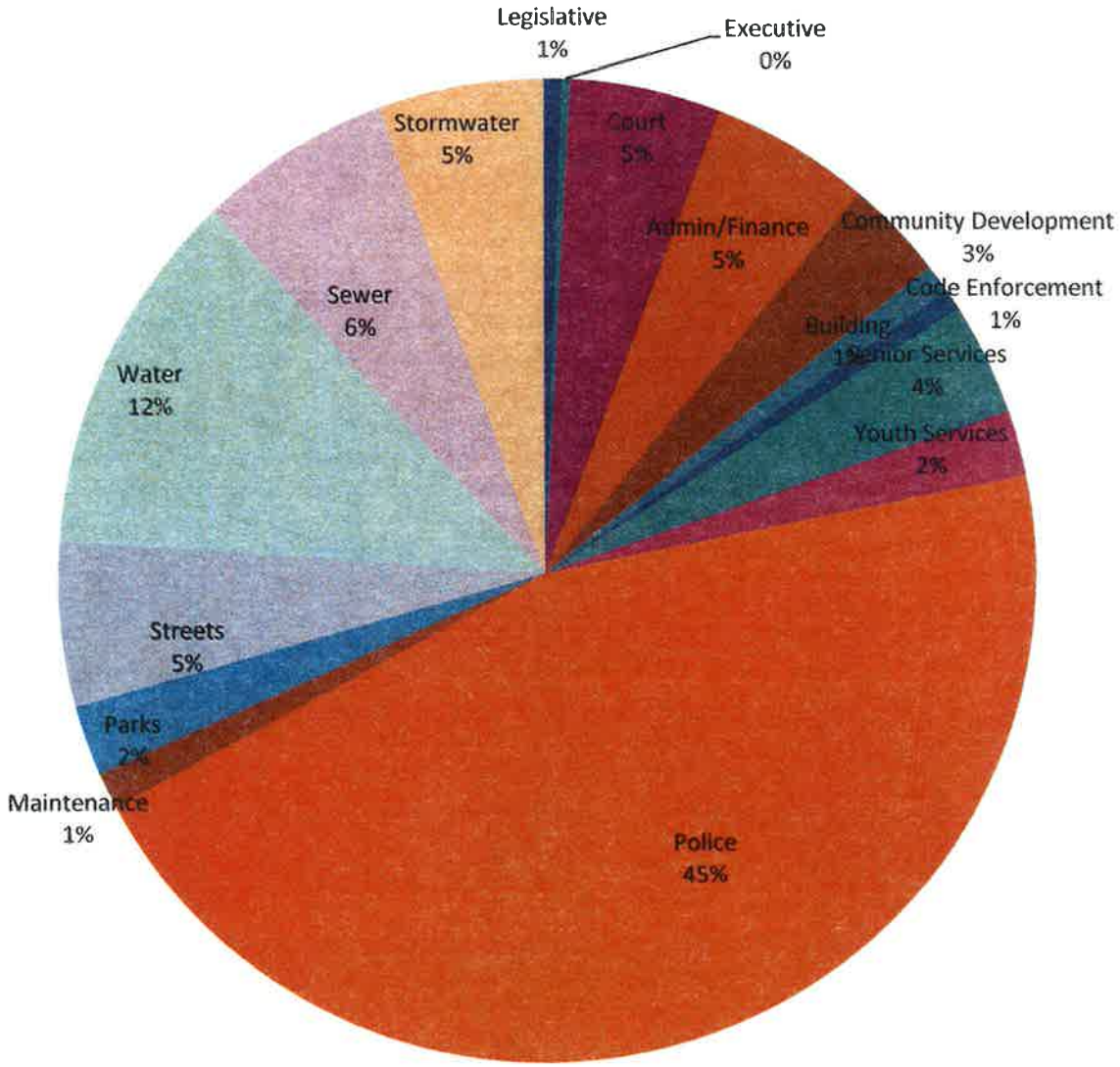



- Legislative
- Executive
- Court
- Administration/Finance
- Legal
- Central Services
- Law Enforcement
- Code Enforcement
- Disaster/Emergency
- Natural Resources
- Bldg/Planning/Comm Dev
- Substance Abuse

## General Fund Allocations

| | | |
|---|---|---|
| Legislative | $ | 25,189 |
| Executive | $ | 14,542 |
| Court | $ | 276,508 |
| Admin/Finance | $ | 227,219 |
| Legal | $ | 184,000 |
| Central Services | $ | 220,469 |
| Law Enforcement | $ | 2,057,410 |
| Code Enforcement | $ | 22,259 |
| Disaster/Emergency | $ | 5,575 |
| Natural Resources | $ | 5,950 |
| Bldg/Planning/Comm Dev | $ | 185,757 |
| Substance Abuse | $ | 500 |
| Comm Cntr/Senior Svcs | $ | 146,384 |
| Comm Cntr/Youth Svcs | $ | 98,871 |
| Parks | $ | 174,146 |

# Salaries, Wages and Employee Benefits

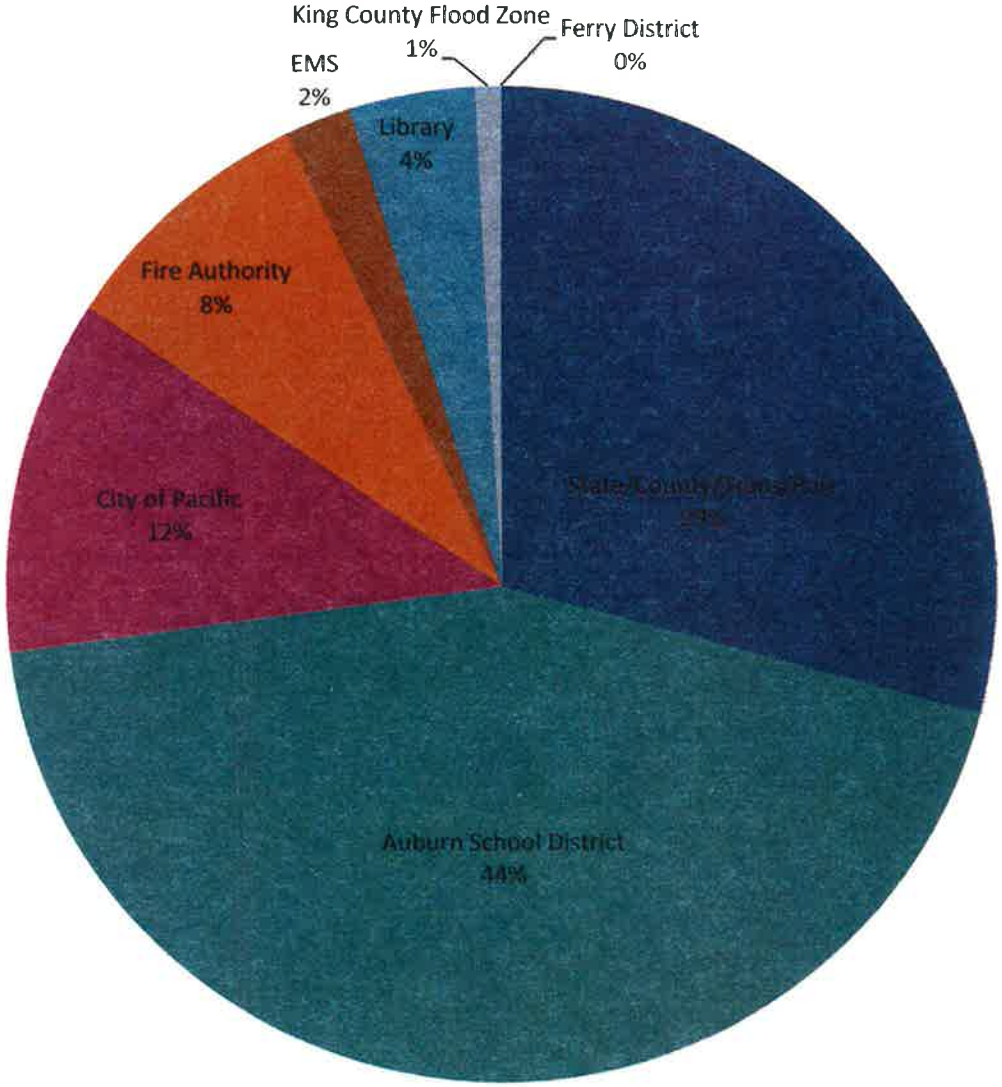



- Legislative
- Executive
- Court
- Admin/Finance
- Community Development
- Building
- Code Enforcement
- Senior Services
- Youth Services
- Police
- Maintenance
- Parks
- Streets

| | | |
|---|---|---|
| Legislative | $ | 18,289 |
| Executive | $ | 10,042 |
| Court | $ | 158,958 |
| Admin/Finance | $ | 168,219 |
| Comm Develo | $ | 105,583 |
| Building Inspect | $ | 30,674 |
| Code Enforcement | $ | 22,259 |
| Community Cntr | $ | 117,834 |
| Youth Services | $ | 69,121 |
| Police | $ | 1,458,160 |
| Maintenance | $ | 38,068 |
| Parks | $ | 74,496 |
| Streets | $ | 173,902 |
| Water | $ | 386,012 |
| Sewer | $ | 205,993 |
| Stormwater | $ | 174,137 |

# Where does your Property Tax Dollars Go?

For every $1.00 you pay in property tax the City of Pacific gets $.12.
--->



| | | City of Pacific computers/tech | | |
|---|---|---|---|---|
| Replacement year | Cost | Computer Name | Type of Device | Notes |
| 2013 | $ 1,273.52 | CITYCLERK | Desktop computer | Computer+Software+Monitor-Upgrades |
| | | FINANCE10 | Desktop computer | |
| | $ - | PAAP1WS7 | Desktop computer | |
| | | PAUBCWS7 | Desktop computer | |
| | | FINANCE12 | Desktop computer | |
| 2013 | $ 1,273.52 | FINANCE11 | Desktop computer | Computer+Software+Monitor-Upgrades-Mayor/PW |
| | | FINANCE9 | Desktop computer | |
| | | PAFD1WS7 | Desktop computer | |
| 2014 | $ 1,273.52 | PACSA1WS7 | Desktop computer | Computer+Software+Monitor-Upgrades |
| | | PAYS1WS7 | Desktop computer | |
| | | PAFA1WS7 | Desktop computer | |
| | $ - | PAPT1WS7 | Desktop computer | |
| | $ - | PUBWORKS14 | Desktop computer | |
| 2013 | $ 1,169.98 | PAPWD1LT7 | Laptop | Laptop upgrade for PW |
| 2014 | $ 1,273.52 | PUBWORKS11 | Desktop computer | Computer+Software+Monitor-Upgrades |
| 2014 | $ 350.00 | PAP1WS7 | Desktop computer | Software |
| 2014 | $ 1,273.52 | PUBWORKS12 | Desktop computer | Computer+Software+Monitor-Upgrades |
| | $ - | PUBWORKS10 | Desktop computer | |
| 2014 | $ 1,273.52 | PUBWORKS9 | Desktop computer | Computer+Software+Monitor-Upgrades |
| 2013 | $ 1,169.98 | THINKPAD1 | Laptop | Laptop+Software upgrade for Admin |
| 2013 | $ 1,273.52 | THINKPAD2 | Laptop | Computer+Software+Monitor-Upgrades-replaces Jimmy's Laptop |
| 2013 | $ 1,273.52 | COURT3 | AOC will replace in FY2015 | Computer+Software+Monitor-Upgrades-Corrine |
| 2013 | $ 1,273.52 | COURT4 | AOC will replace in FY2015 | Computer+Software+Monitor-Upgrades-Kelly |
| | $ - | PACIFIC1 | Server | |
| | $ - | PACIFIC3 | Server | |
| 2014 | $ 1,000.00 | COURTROOM | Desktop computer | Replacement already purchased |
| | $ 15,151.63 | $ 8,707.55 | | |
| | | Police | | Notes |
| 2014 | $ 1,273.52 | PUBLICSAFETY13 | Desktop computer | Computer+Software+Monitor-Upgrades |
| 2014 | $ 1,273.52 | PASGT2WSX | Desktop computer | Computer+Software+Monitor-Upgrades |
| 2014 | $ 1,273.52 | PAOFC1WSX | Desktop computer | Computer+Software+Monitor-Upgrades |
| 2014 | $ 1,273.52 | PADET1WSX | Desktop computer | Computer+Software+Monitor-Upgrades |
| 2014 | $ 1,273.52 | PASPEC1WSX | Desktop computer | Computer+Software+Monitor-Upgrades |
| 2014 | $ 1,273.52 | PADET2WSX | Desktop computer | Computer+Software+Monitor-Upgrades |
| 2014 | $ 1,273.52 | PASGT1WSX | Desktop computer | Computer+Software+Monitor-Upgrades |
| 2014 | $ 1,273.52 | PALIEUT1WSX | Desktop computer | Computer+Software+Monitor-Upgrades |
| 2014 | $ 1,273.52 | PACHIEF1WSX | Desktop computer | Computer+Software+Monitor-Upgrades |
| 2014 | $ 1,273.52 | PAOFC3WSX | Desktop computer | Computer+Software+Monitor-Upgrades |
| 2014 | $ 350.00 | PAOFC4WS7 | Desktop computer | Software |
| 2014 | $ 1,850.00 | PAC-PD-LT1 | Ruggedized laptop | Laptop+Software |
| 2014 | $ 1,850.00 | PAC-PD-LT2 | Ruggedized laptop | Laptop+Software |
| 2014 | $ 1,850.00 | PAC-PD-LT3 | Ruggedized laptop | Laptop+Software |
| | $ 1,850.00 | PAC-PD-LT4 | Ruggedized laptop | Laptop+Software |
| 2014 | $ 1,850.00 | PAC-PD-LT11 | Ruggedized laptop | Laptop+Software |
| 2014 | $ 350.00 | PAPATROL29LT7 | Ruggedized laptop | Software |
| 2014 | $ 350.00 | PAPATROL81LT7 | Ruggedized laptop | Software |
| 2014 | $ 350.00 | PAPATROL20LT7 | Ruggedized laptop | Software |
| 2014 | $ 350.00 | PAPATROL28LT7 | Ruggedized laptop | Software |
| 2014 | $ 350.00 | PAPATROL27LT7 | Ruggedized laptop | Software |
| | | PACINCARVIDEO | Server | |
| | $ 24,085.20 | | | |
| 2014 | $ 5,900.00 | Council Chamber Updates | | Microphones/Wireless network/ADA Listening |
| 2015 | $ 14,500.00 | City Hall - Network Hardware & Cabling | | Expand Network Cabling/Network Router/Switch |
| 2014 | $ 3,600.00 | City Website Upgrade | | Website Hosting/Design/Support |
| | $ 24,000.00 | | | |
| | | 2013 | | |
| | $ 63,236.83 | $ 8,707.55 | | |
| 2013 | $ 8,707.55 | | | |
| 2014 | $ 40,029.28 | | | |
| 2015 | $ 14,500.00 | | | |
| Totals | $ 63,236.83 | | | |

## Agenda Staff Report

**TO:** Mayor Guier and City Council Members

**FROM:** Richard A. Gould, Finance Director

**MEETING DATE:** 12/09/2013

**SUBJECT:** Ordinance No 2013-1851 Amending the 2013 Budget

**ATTACHMENTS:**
**A.** Ordinance No. 2013-1851
**B.** Salary Schedule changes

**Previous Council Review Date:** None

**Summary:** This Ordinance is presented to amend the 2013 Budget for the following items:
Adjust projected Beginning Balances to Actual.
Adjust Revenue to allow for increased collections.
Adjust Expenditures to allow for increased expenses.
Adjust the Salary Schedule for the changes due to labor negotiations and change in the staffing level in the various City Departments.
Adjust for Grants not applied for as projects were put on hold thereby reducing expenditures and revenues.
Adjusting the Ending Fund Balances for changes.

These adjustments are made to record authorized activities throughout the year.

**Recommendation/Action:** Accept this as the second reading (waiving the first) and adopt Ordinance No. 2013-1851 adopting the Amended-Budget for the year 2013 and amending the estimated revenues and appropriations. This Ordinance also amends the staffing levels.

**Motion for Consideration:** I move to accept this as the second reading and adopt Ordinance No. 2013-1851 amending the Budget for the year 2013 and setting forth the amended revenues and appropriations.

**Budget Impact:** none

**Alternatives:** N/A

**CITY OF PACIFIC**
**WASHINGTON**
**ORDINANCE NO. 13-1851**

**AN ORDINANCE OF THE CITY OF PACIFIC, WASHINGTON, AMENDING THE BUDGET FOR THE YEAR 2013; AMENDING ORDINANCE NO. 1837, ADOPTED DECEMBER 9, 2013.**

**WHEREAS**, the City Council adopted Ordinance No. 1837, adopting the budget for the year 2013 on December 10, 2012; and

**WHEREAS**, pursuant to RCW 35A.33.120, the City Council may authorize the expenditure of funds in excess of estimated financing received during the current fiscal year by ordinance amending the original budget; and

**WHEREAS,** the City Council previously approved a 2013 Salary Schedule for the City of Pacific and has since approved an increase in staffing levels for the Police Department changing the previously authorized four (4) Officers to six (6) Officers for the year 2013; and the City also saw the resignation of the Public Works/Community Development Director as well as the termination of the Community Services Director positions which were not filled; and

**WHEREAS,** the City Council now desires to amend the budget for the year 2013 to correct the beginning balances; to reallocate Police expenditures back to the General Fund (001) from the Criminal Justice Fund (022); recognize unanticipated grant revenues and expenditures; to recognize increases and decreases in other financing sources; to amend the Salary Schedule; and to make corresponding changes in expenditure appropriations;

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

**Section 1.** The budget for the City of Pacific, Washington, for the year 2013 adopted at the fund level in Ordinance No. 2013-1837 is amended to modify appropriations for financing sources and expenditures with increases and decreases to funds as follows:

| Fund | Fund Name | Adopted Budget-2013 | Increase (Decrease) Revenues | Increase (Decrease) Appropriations | Amended Budget |
|---|---|---|---|---|---|
| 001 | General Fund | 4,043,624 | (143,624) | (143,624) | 3,900,000 |
| 003 | Senior Services | 201,250 | (36,250) | (36,250) | 165,000 |
| 004 | Youth Services | 152,000 | (37,000) | (37,000) | 115,000 |
| 005 | Parks Fund | 247,750 | (27,750) | (27,750) | 220,000 |
| 006 | Neighborhood Parks | 5,010 | 1,490 | 1,490 | 6,500 |
| 007 | Tourism | 74,100 | 10,900 | 10,900 | 85,000 |
| 021 | Public Safety Forfeiture | 1,505 | 3,495 | 3,495 | 5,000 |
| 022 | Criminal Justice | 2,167,436 | (1,467,436) | (1,467,436) | 700,000 |
| 098 | General Equip. Reserve | 30,450 | (450) | (450) | 30,000 |
| 099 | General Cumulative Reserve | 134,675 | 325 | 325 | 135,000 |
| 101 | Street Fund | 356,294 | 43,706 | 43,706 | 400,000 |
| 206 | LID 3 Redemption | 38,350 | 291,650 | 291,650 | 330,000 |
| 207 | LID 3 Reserve | 579,800 | (578,800) | (578,800) | 1,000 |
| 208 | 2000 Fire GO Bond | 126,050 | 3,950 | 3,950 | 130,000 |
| 300 | Municipal Capital Improv | 220,200 | 179,800 | 179,800 | 400,000 |
| 301 | Stewart/8th Corridor | 914,000 | (774,000) | (774,000) | 140,000 |
| 308 | Valentine Road Proj | 3,825,200 | (3,550,200) | (3,550,200) | 275,000 |
| 310 | Stewart/Thornton Ave | 1,145,100 | (845,100) | (845,100) | 300,000 |
| 333 | Fire Capital Improv | 56,050 | 8,950 | 8,950 | 65,000 |
| 401 | Water O&M | 1,274,800 | 200 | 200 | 1,275,000 |
| 402 | Sewer O&M | 1,614,450 | (114,450) | (114,450) | 1,500,000 |
| 403 | Garbage | 255,400 | 44,600 | 44,600 | 300,000 |
| 406 | Water Capital Improv | 802,100 | 97,900 | 97,900 | 900,000 |
| 408 | Sewer Cumulative | 1,051,200 | (431,200) | (431,200) | 620,000 |
| 409 | Stormwater | 650,400 | 159,600 | 159,600 | 810,000 |
| 410 | Stormwater Facility | 80,050 | 19,950 | 19,950 | 100,000 |
| 411 | Pierce County/Webstone | 167,200 | 22,800 | 22,800 | 190,000 |
| 499 | Utilites Equip Reserve | 143,650 | 6,350 | 6,350 | 150,000 |
| 601 | Customer Deposit | 75,000 | (55,000) | (55,000) | 20,000 |
| 630 | Developer Deposit | 18,000 | 32,000 | 32,000 | 50,000 |
| 640 | Algona Court | 130,000 | 45,000 | 45,000 | 175,000 |
| | | 20,581,094 | (7,088,594) | (7,088,594) | 13,492,500 |

**Section 2.** The 2013 Salary Schedule is amended as per Attachment "A" showing authorized, budgeted staffing levels.

**Section 3.** Effective Date. This Ordinance shall take effect and be in full force five (5) days from and after its passage, approval and publication as required by law.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 9TH DAY OF DECEMBER, 2013.**

APPROVED

_____

Leanne Guier, Mayor

ATTEST:

_____

Amy Stevenson-Ness, City Clerk

APPROVED AS TO FORM:

_____

Kenyon Luce, City Attorney

Ordinance 13-1851 Attachment "A"

# *City of Pacific*

## *Amended-2013 SALARY and Authorized FTE SCHEDULE*

| Position | Full Time Equivalents** Number Authorized and Budgeted | Monthly Salary Range Minimum | Monthly Salary Range Maximum |
|---|---|---|---|
| Elected Mayor | 1.0 | 750.00 | 750.00 |
| Elected Council Member | 7.0 | 200.00 | 200.00 |
| ***Total Elected Officials*** | ***8.0*** | | |
| Public Safety Director | 1.0 | 7,732.92 | 8,936.17 |
| Public Worker & Community Development Director | | | |
| City Engineer | 1.0 | 4,333.33 | 6,892.42 |
| Police Lieutenant | 1.0 | 7,612.73 | 8,696.79 |
| Finance Director | 1.0 | 6,666.67 | 8,320.00 |
| Public Works Lead | | | |
| Police Sergeant | 1.0 | 6,591.51 | 7,280.08 |
| Building Inspector* | 1.0 | 4,359.83 | 5,054.25 |
| Water/Stormwater Manager | 1.0 | 4,359.83 | 5,054.25 |
| Community Services Director | | | |
| Police Detective | 1.0 | 4,562.43 | 6,121.32 |
| City Clerk | 1.0 | 4,692.96 | 4,832.96 |
| Court Administrator | 1.0 | 4,293.28 | 5,271.00 |
| Police Officer | 6.0 | 4,411.78 | 5,919.08 |
| Associate Planner | 0.8 | 4,232.84 | 4,907.03 |
| Utility Worker | 5.0 | 3,651.31 | 4,232.84 |
| Permit Technician* | 0.8 | 3,441.02 | 3,989.11 |
| Lead Finance Technician | 1.0 | 4,068.89 | 4,108.75 |
| Finance Technician II | 1.0 | 3,835.29 | 3,989.11 |
| Evidence Technician | 1.0 | 3,723.59 | 3,989.11 |
| Police Service Specialist II | 1.0 | 3,723.59 | 3,989.11 |
| Assistant Utility Billing Clerk | 1.0 | 2,690.02 | 3,650.58 |
| Court Clerk | 1.0 | 3,615.16 | 3,989.11 |
| Community Services Assistant | 2.0 | 2,690.02 | 3,118.45 |
| Youth Services Coordinator | 1.0 | 2,690.02 | 3,118.45 |
| | | Hourly Rates | |
| Correction Sergeant (1) | | 21.09 | 21.09 |
| Correction Officer (3) | | 20.56 | 20.56 |
| Summer Assistant | | 9.50 | 11.83 |
| ***Total Authorized and Budgeted Staff*** | *31.60* | | |

## Agenda Staff Report

**TO:** Mayor Guier and City Council Members

**FROM:** Paula Wiech, Planner

**MEETING DATE:** **December 9, 2013**

**SUBJECT:** **Comprehensive Plan**

**ATTACHMENTS:** **Ordinance 13-1852**

**Previous Council Review Date:** **August 26, 2013**

**Summary:** On August 26, 2013, Council adopted Resolution No. 2013-065 adopting the Comprehensive Plan Map Amendment No. CP-11-002. Pacific Municipal Code Section 16.32.080 requires that the City Council adopt an ordinance to amend the Future Land Use Map of the City's Comprehensive Plan.

This ordinance replaces the resolution for the adoption of the comp plan amendment and amends the Pacific Comprehensive Plan Map as illustrated

**Recommendation/Action:** Waive second reading adopt Ordinance 13-05X.

**Motion for Consideration:** I move to waive the second reading of Ordinance No. 13-1852 and to adopt Ordinance No. 13-1852 to amend the Future Land Use Map of the City's Comprehensive Plan.

**Budget Impact:**

**Alternatives:**

**CITY OF PACIFIC**
**WASHINGTON**

**ORDINANCE NO. 13-1852**

**AN ORDINANCE OF THE CITY OF PACIFIC, WASHINGTON AMENDING THE CITY OF PACIFIC COMPREHENSIVE PLAN AS ADOPTED BY ORDINANCE NO 1595; 1631; 1637; 1694; 1744; 1794; AND 1799 BY FURTHER AMENDING THE COMPREHENSIVE PLAN MAP**

---

**WHEREAS,** the Pacific City Council has determined that certain amendments to maps of the Plan are necessary to keep the Comprehensive Plan updated, and to accommodate the needs of its residents and businesses; and

**WHEREAS**, the GMA requires that the Comprehensive Plan and development regulations be subject to continuing review and evaluation; and

**WHEREAS**, any revision to the Comprehensive Plan must conform with RCW 36.70A, and all proposed revisions or amendments to the Comprehensive Plan shall be considered concurrently and generally no more frequently than once per year, except as allowed pursuant to RCW 36.70A.130; and

**WHEREAS,** The Pacific City Council has reviewed the proposed amendment, and finds that it meets the update criteria, as follows:
A. The proposed amendment is consistent with the Growth Management Act and other applicable state laws;
B. The proposed amendment is consistent with the applicable Countywide Planning Policies;
C. The proposed amendment is consistent with the Goals and Policies of the Comprehensive Plan;
D. The proposed amendment is beneficial to the City as a whole, and to the health, safety, and welfare of its residents; and

**WHEREAS**, the Planning Commission conducted a duly noticed public hearing for proposed Comprehensive Plan Amendment CP-11-002 on April 24, 2012 to consider the proposed comprehensive plan amendment, and recommended that the City Council adopt the proposed amendment; and

**WHEREAS**, after it was discovered that State Environmental Policy Act (SEPA) review had not taken place prior to the public hearing, the firm of AHBL, acting as the Responsible Official for the City, issued, noticed, and made a final Determination of Non Significance; and

**WHEREAS**, the Planning Commission conducted a second duly noticed public hearing on February 5, 2013 to consider the proposed comprehensive plan amendment, and recommended that the City Council adopt the proposed amendment; and

**WHEREAS**, the City Council conducted a duly noticed public hearing at their regular March 11, 2013 meeting; and

**WHEREAS,** the City Council approved amending the Comprehensive Plan; and

**WHEREAS,** the firm of AHBL completed revising the Comprehensive Plan Map; and

**WHEREAS**, Washington State has done their 60-day state agency review without comment prior to final action by the City Council; and

**WHEREAS,** the City Council adopted the Comprehensive Plan Map Amendment No. CP-11-002 at its regular meeting on August 26, 2013, and passed Resolution No. 2013-065; and

**WHEREAS,** Pacific Municipal Code Section 16.32.080 requires that the City council adopt an ordinance to amend the Future Land Use Map of the City's Comprehensive Plan,

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

**Section 1:** This Ordinance replaces Resolution No. 2013-065 for the adoption of CP-11-002.

**Section 2:** Amendments of Pacific Comprehensive Plan. The Comprehensive Plan Map of the City of Pacific is hereby amended as illustrated in the following exhibit on file in the City Clerk's Office, which is incorporated herein by reference.

Exhibit A- 2013 Comprehensive Plan Map Update

**Section 3.** Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

**Section 4.** Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five days after the date of publication.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 9th DAY OF DECEMBER 2013.**

CITY OF PACIFIC

_____

Leanne Guier, MAYOR

ATTEST/AUTHENTICATED:

_____

Amy Stevenson-Ness, CITY CLERK

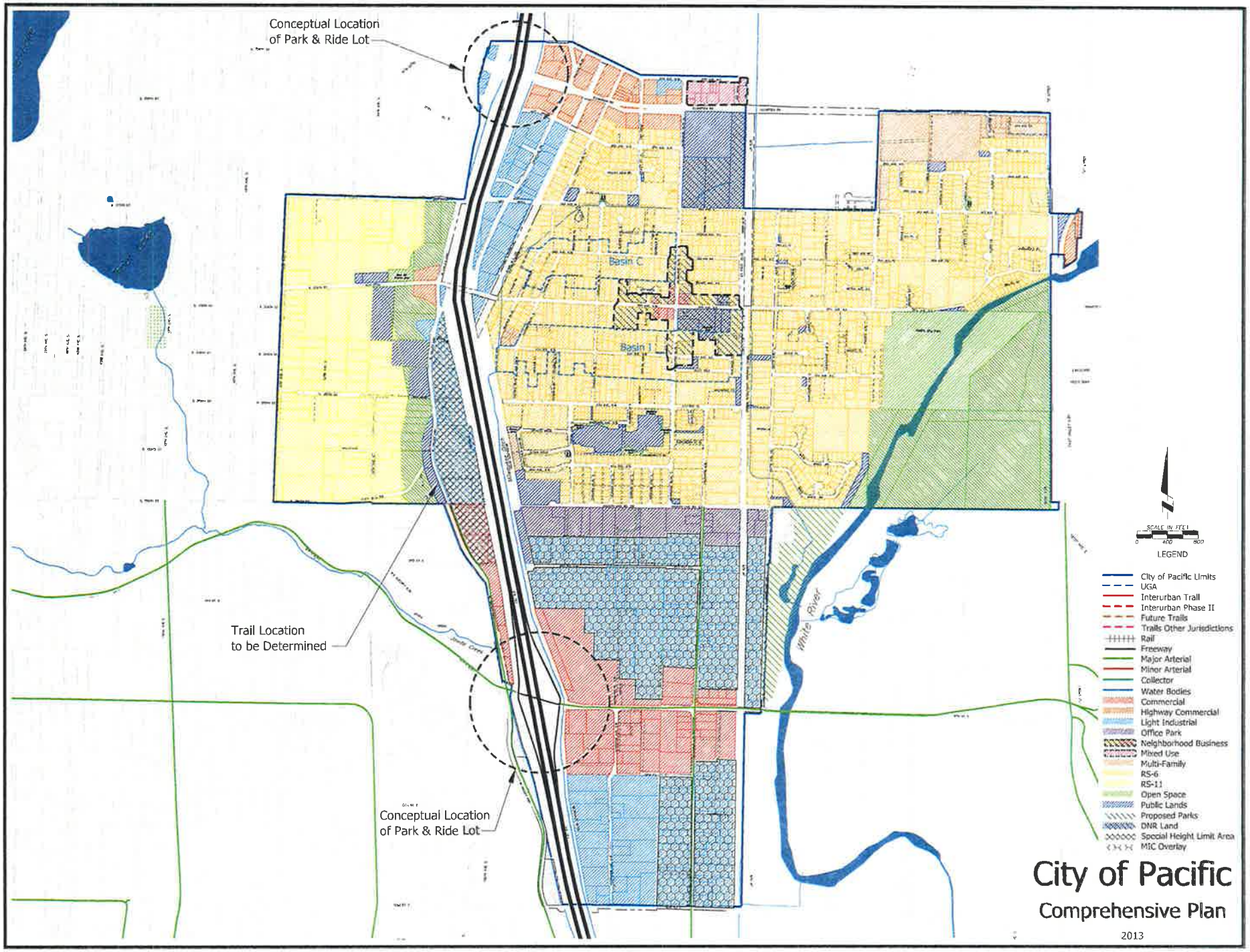
APPROVED AS TO FORM:

_____

Kenyon Luce, CITY ATTORNEY

**ORDINANCE NO. 13-05x**

**Exhibit A – 2013 COMPREHENSIVE PLAN MAP UPDATE**


Conceptual Location
of Park & Ride Lot
Basin C
Basin I
Trail Location
to be Determined
Conceptual Location
of Park & Ride Lot
White River
SCALE IN FEET
0
400
800
LEGEND
City of Pacific Limits
UGA
Interurban Trail
Interurban Phase II
Future Trails
Trails Other Jurisdictions
Rail
Freeway
Major Arterial
Minor Arterial
Collector
Water Bodies
Commercial
Highway Commercial
Light Industrial
Office Park
Neighborhood Business
Mixed Use
Multi-Family
RS-6
RS-11
Open Space
Public Lands
Proposed Parks
DNR Land
Special Height Limit Area
MIC Overlay
City of Pacific
Comprehensive Plan
2013

## Agenda Staff Report

**TO:** Mayor Guier and City Council Members

**FROM:** Jim Morgan

**MEETING DATE:** December 9, 2013

**SUBJECT:** Butte Avenue Rezone Ordinance

**ATTACHMENTS:** **A.** Ordinance 13 - 1853 with attachments

**Previous Council Review Date:**

**Summary:** The City of Pacific proposes to rezone a portion of the property located at 768 and 832 Butte Avenue SE (from OP to LI) RE-12-001. The property owner petitioned by formal application to rezone the property was heard by the Pacific Hearing Examiner on October 22, 2013. The Examiner has recommended approval of the rezone to the Pacific City Council within his decision.

**Recommendation/Action:** Staff recommends Council approve Ordinance No. 13-1853.

**Motion for Consideration:** Move to approve Ordinance No. 13- 1853, rezoning the real property located at 781 Butte Avenue SE.

**Budget Impact:** None.

**Alternatives:** Denial of the measure and do not rezone the property.

**CITY OF PACIFIC**
**WASHINGTON**

**ORDINANCE NO. 13-1853**

**AN ORDINANCE OF THE CITY OF PACIFIC, WASHINGTON, REZONING CERTAIN REAL PROPERTY LOCATED AT 768 AND 832 BUTTE AVENUE SE**

---

**WHEREAS** the Pacific Planning Commission made application to formally rezone certain real property located at 768 and 832 Butte Avenue SE, Pacific, Washington, more particularly described in File No. RE-12-001; and

**WHEREAS** the City Council has received the report from the Hearing Examiner recommending approval of the rezone; and

**WHEREAS** the City Council adopts the recommended findings and conclusions of its Hearing Examiner finding that the rezone of the site of approximately 107,683 square feet is consistent with the City's Comprehensive Plan and zoning ordinance,

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

Section 1.A proposed rezone of certain property located at 768 and 832 Butte Avenue SE, Pacific, Washington, consisting of 107,683 square feet and described on the attached Exhibit A incorporated by this reference as fully as if herein set forth, as well as in Planning File No. RE-12-001 is hereby approved, rezoning said portion of property from Office Park (OP) to Light Industrial (LI).

Section 2.The Community Development Director is hereby directed to amend the City's zoning map to reflect this change.

Section 3.Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4.Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 9th DAY OF DECEMBER, 2013.

CITY OF PACIFIC

_____
LEANNE GUIER, MAYOR

ATTEST/AUTHENTICATED:

_____
AMY STEVENSON-NESS, CITY CLERK

APPROVED AS TO FORM:

_____
KEN LUCE, CITY ATTORNEY

# CITY OF PACIFIC

COMMUNITY DEVELOPMENT / PUBLIC WORKS DEPARTMENT

# STAFF REPORT

**INDIVIDUAL REZONE (RE-12-001)**
Butte Avenue Properties LLC

Public Hearing: October 22, 2013, 9 AM
City of Pacific (Council Chambers)
100 3rd Avenue SE
Pacific, WA 98047

Report Prepared By:

Brad Medrud, AICP, AHBL, Inc.

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Comments from Agencies/Individuals ..... 6
Staff Recommendation ..... 6
Regulatory Requirements ..... 7
Recommended Conditions of Approval ..... 7
Exhibits ..... 7

**Proposal:**

Butte Avenue Properties, LLC is requesting an individual rezone from Office Park to Light Industrial with a Manufacturing Industrial Center (MIC) overlay for two parcels of land under its ownership. The two parcels are located at 768 and 832 Butte Avenue SE (Pierce County parcel numbers 449540-0340 and 449540-0360 respectively) in the City of Pacific. Individual rezones are quasi-judicial actions and are processed according to the regulations for Type V permit decisions found in the City of Pacific Municipal Code (PMC) Chapter 16.28.

**Property Description:**

The two parcels total 2.46 acres in area and are located on the west side of Butte Avenue SE. There is a total of 450 feet of frontage on Butte Avenue SE according to Pierce County Assessor-Treasurer records. The parcels are relatively flat. The northerly parcel contains two buildings: a 6,000 square foot warehouse and a 4,700 square foot warehouse. The buildings were built in 1992. The City annexed the two parcels in 1995 and assigned the parcels an Office Park land use designation in 1998. The majority of the two parcels are currently used for storage of equipment, cement products, and truck parking, which is typical of many of the surrounding light industrial properties in the area.

**Application Data:**

| | |
|---|---|
| Individual Rezone Application Submitted to City: | November 7, 2012 |
| Application Complete Date: | November 28, 2012 |
| Application Number: | RE-12-001 |
| Associated Application Number(s): | CP-11-002 |
| Tax Parcels: | 449540-0340 and 449540-0360 |
| Owner/Applicant: | Butte Avenue Properties, LLC<br>3106A Sumner Tapps Highway E<br>Lake Tapps, WA 98391 |

**Legal Description:**

The legal description for the two parcels of land is as follows:

- Parcel # 449540-0340 – located at 768 Butte Avenue SE.

  Tax description: Section 01 Township 20 Range 04 Quarter 22 HILLMANS C D PACIFIC CITY DIVISION #4: HILLMANS C D PACIFIC CITY DIVISION #4 NW NW 01-20-04E LOT 2 BLOCK 59 EXCLUDING THE EAST 10 FEET DEEDED TO PIERCE COUNTY PER ETN 782525 EASEMENT OF RECORD DC4173JG8/6/91BO

- Parcel # 449540-0360 – located at 832 Butte Avenue SE.

  Tax description: Section 01 Township 20 Range 04 Quarter 22 HILLMANS C D PACIFIC CITY DIVISION #4: HILLMANS C D PACIFIC CITY DIVISION #4 NORTH 90 FEET OF LOT 3 B 59

**Executive Summary:**

The applicant, Butte Avenue Properties, LLC, is requesting an individual rezone from Office Park to Light Industrial with a Manufacturing Industrial Center (MIC) overlay for two parcels located at 768 and 832 Butte Avenue SE, respectively.

Concurrent with filing for an individual rezone, the applicant submitted a Comprehensive Plan Future Land Use Map amendment (CP-11-002) to change the land use designation of the two parcels from Office Park to Light Industry with a Manufacturing Industrial Center (MIC) overlay. This request was a result of a Notice of Violation and Corrective Order issued to the property owner by the City of Pacific on December 21, 2011. City staff issued the order after they found a truck repair business operating on the two subject parcels in violation of the PMC. The Office Park zoning district does not allow truck repair uses. The City required the applicant to make a number of corrective actions, including filing an application to amend the Comprehensive Plan Future Land Use Map and a subsequent individual rezone application. The City required these corrective actions in order for the applicant to continue to use the two parcels for light industrial uses and outdoor storage.

The applicant submitted the Comprehensive Plan Future Land Use Map amendment and individual rezone application to the City on November 7, 2012. The City determined it complete on November 28, 2012. The SEPA process was completed by January 4, 2013. The City Planning Commission held a public hearing on February 5, 2013, where it recommended approval of the Comprehensive Plan Future Land Use Map amendment to the City Council. On March 11, 2013, the City Council approved the Comprehensive Plan Future Land Use Map amendment. After the State of Washington completed their 60-day GMA review without comment, the City amended its Comprehensive Plan Future Land Use Map on August 26, 2013 per Resolution No. 2013-065.

The requested individual rezone would accommodate light industrial uses and development, such as light industrial, warehousing, wholesale trade, and related uses. The City classifies the existing buildings and uses on the two parcels as nonconforming, as they were in existence prior to the current Office Park designation being placed on the two parcels in 1998, however

the legal non-conforming status of the two parcels had lapsed because of periods of vacancy since 1998.

**Site Aerial:**

**State Environmental Policy Act Determination:**

Pursuant to the State Environmental Policy Act (SEPA) and the City's SEPA regulations (Chapter 16.16), the City's Environmental Official designate reviewed the project and issued a Determination of Non-Significance (DNS) on December 14, 2012 with a comment period ending on December 28, 2012. The DNS became final on January 4, 2013. No comments or appeals were filed during the mandatory comment and appeal periods.

**Findings of Fact:**

*Notice*:

The City advertised notice of the individual rezone request in accordance with PMC Chapter 16.30. The City published notice of the date and time of the public hearing on October 22, 2013 on October 11, 2013, 10 days prior to the scheduled public hearing. The City sent written notice to the property owners within 300 feet of the two parcels and posted the two parcels on October 11, 2013. The Auburn Reporter published notice of the public hearing on October 11, 2013.

*Comprehensive Plan Policies:*

The proposed individual rezone application is consistent with the applicable City Comprehensive Plan policies and the Future Land Use Map:

- Goal L 3.2 – The Future Land Use Map establishes the future distribution, extent, and location of generalized land uses;
- Goal L 3.3 – Categories of the Future Land Use Map defined; and
- Goal L 3.6 – Protect existing and proposed residential areas from conflicting nonresidential uses.

*Governing Regulations:*

The proposed individual rezone application is consistent with the applicable City regulations:

- PMC Title 16 – Land Use and Environmental Procedures
  - PMC Chapter 16.16 – State Environmental Policy Act;
  - PMC Chapter 16.28 – Type V Permit Procedure (Rezones, Preliminary Plats, and Planned Unit Developments); and
  - PMC Chapter 16.30 – Provisions Relevant To All Permits)

- PMC Title 20 – Zoning
  - PMC Chapter 20.54 – OP – Office Park District; and
  - PMC Chapter 20.60 – LI – Light Industrial District

*Site Inspection*:

As detailed in the Notice of Violation and Corrective Order issued December 21, 2011, the City Code Enforcement Officer found a truck repair business operating on the site in violation of the PMC on September 13, 2011.

*Surrounding Current Land Uses and Zoning Designations:*

| Direction | Current Land Use | Zoning Designation |
|---|---|---|
| North | Single-Family | Office Park |
| South | Manufacturing | Light Industrial |
| East | Industrial / Manufacturing | Employment Center |
| West | Vacant Land / Manufacturing | Office Park / Light Industrial |

*Proposed Land Use:* Light Industrial and Outdoor Storage

**Comments for Agencies/Individuals:**

*Agency Comments Submitted*: The City received no comments.

*Public Comments Submitted*: The City received no comments.

**Staff Recommendation:**

Staff has reviewed the request. Long-standing nonconforming uses such as these create difficulties for the City, property owners, and their tenants. The nonconforming use provisions of the City's zoning ordinance set limits on expansions and changes to nonconforming uses unless those expansions and changes of use bring the two parcels more into conformance with the current zoning designation. As noted by the applicant, twenty-one-year-old warehouses are not suited to Office Park uses. The current zoning restrictions can limit the economic viability of the two parcels, to the detriment of the owner and, to the extent that it causes disinvestment in the two parcels, to the detriment of surrounding properties and the City as a whole.

The approved amendment to the Comprehensive Plan Future Land Use Map from Office Park to Light Industrial with MIC overlay supports allowing the applicant to proceed with the corresponding individual rezone. This would thereby allow the property owner to market the two parcels more successfully to a broader range of uses.

The approved Comprehensive Plan Future Land Use Map amendment moved the line between the Office Park and Light Industrial land use designations approximately 450 feet north, eliminating approximately 2.46 acres of Office Park land use designation. Although the City's Light Industrial zoning designation permits many of the Office Park zoning designation uses, it is unlikely that office park development would occur on the two parcels.

The proposed individual rezone would be compatible with the current Comprehensive Plan Future Land Use Map for the two parcels. It is harmonious with the existing Light Industrial land use designation and zoning that abuts the two parcels on two sides, as well as the current development pattern that continues to dominate the area into the near future.

Staff concludes that extending the Light Industrial north along Butte Avenue SE approximately 450 feet will likely have little deleterious effect to the immediate area or the City as a whole. If the individual rezone were approved, approximately 500 feet of Office Park land would remain between the Light industrial and the residential area north of County Line Road. Office Park will

continue to serve as a buffer between the Light Industrial and Residential in the City Comprehensive Plan Future Land Use Map and uses allowed under the current zoning.

Staff asks that the Hearing Examiner take the individual rezone request and testimony under advisement and prepare a recommendation of approval for the City Council to discuss and take final action.

**Regulatory Requirements:**

If the Hearing Examiner recommends approval to the individual rezone to the City Council, staff requests that the following Conditions of Approval be made part of the final decision by City Council.

**Recommended Conditions of Approval:**

1. The City shall certify that the property owner complies with all of the corrective actions Notice of Violation and Corrective Order issued to the property owner by the City of Pacific on December 21, 2011 before final approval of the individual rezone application is granted.
2. The City Council shall adopt an ordinance to replace Resolution 2013-065. PMC Section 16.32.080 requires that an ordinance be adopted to amend the Future Land Use Map of the City's Comprehensive Plan, not a resolution.

**Exhibits:**

1 – Staff Report
1A – Notice of Violation and Corrective Order, dated December 21, 2011
1B – Comprehensive Plan Future Land Use Map Amendment Application (CP-11-002)
1C – Determination of Complete Application for Individual Rezone, dated November 28, 2012
1D – Applicant Environmental Checklist, City date stamped November 6, 2012
1E – City Environmental Checklist, dated December 7, 2012
1F – Environmental Determination (DNS), dated December 14, 2012
1G – Comprehensive Plan Future Land Use Map Amendment (CP-11-002) Staff Report
1H – Resolution No. 2013-065 Adoption of the Comprehensive Plan Future Land Use Map
1I – Individual Rezone Application (RE-12-001)
1J – 300-foot Adjacent Owner Map
1K – 300-foot Adjacent Owner Mailing Labels
1L – Public Hearing Notice
1M – Affidavit of Posting for Public Hearing, dated October 10, 2013
1N – PMC Chapter 16.28 Type V Permit Procedures
1O – PMC Chapter 16.30 Provisions Relevant to All Permits
1P – Chapter 20.54 Office Park District
1Q – Chapter 20.60 Light Industrial District
1R – Title Report

C: Scott D. Corliss, Butte Avenue Properties LLC
Leanne Guier, City of Pacific
Paula Wiech, City of Pacific
Lisa Klein, AHBL, Inc.

**CITY OF PACIFIC**
**100 – 3rd Avenue Southeast**
**Pacific, WA 98047**

November 6, 2013

Butte Avenue Properties, LLC
3106A Sumner Tapps Highway East
Lake Tapps, WA 98391

**RE: Individual Rezone (RE-12-001)**

Dear Applicant:

Transmitted herewith is the Report and Recommendation of the City of Pacific Hearing Examiner relating to the above-entitled matter.

Very truly yours,

**STEPHEN K. CAUSSEAUX, JR.**
Hearing Examiner

SKC/jjp
cc: Parties of Record
CITY OF PACIFIC

## OFFICE OF THE HEARING EXAMINER

## CITY OF PACIFIC

## REPORT & RECOMMENDATION

**CASE NO.:** **Individual Rezone (RE-12-001)**

**APPLICANT:** Butte Avenue Properties, LLC
3106A Sumner Tapps Highway East
Lake Tapps, WA 98391

**SUMMARY OF REQUEST:**

Request to rezone two parcels from Office Park to Light Industrial with a Manufacturing Industrial Center (MIC) overlay. The two parcels are located at 768 and 832 Butte Avenue SE (Pierce County parcel numbers 449540-0340 and 449540-0360) within the City of Pacific. Individual rezones are quasi-judicial actions and are processed according to the regulations for Type V permit decisions found in the City of Pacific Municipal Code Chapter 16.28.

**SUMMARY OF RECOMMENDATION:** Approve, subject to conditions.

**PUBLIC HEARING:**

After reviewing City of Pacific Community Development Department Staff Report and examining available information on file with the application, the Examiner conducted a public hearing on the request as follows:

The hearing was opened on October 22, 2013, at 9:02 a.m.

Parties wishing to testify were sworn in by the Examiner.

The following exhibits were submitted and made a part of the record as follows:

**EXHIBIT "1" - City of Pacific Community Development/Public Works Department Staff Report with Attachments**
**EXHIBIT "2" - Letter to Examiner from James J. Morgan dated October 31, 2013**

BRAD MEDRUD, AHBL, appeared, presented the City Community Development Department Report, and testified that the applicant requests an individual rezone of 2.46 acres of flat property that consists of two parcels located at 768 and 832 Butte Avenue S.E. The northern parcel is improved with two warehouse buildings constructed in 1992. The

City annexed the parcels in 1995. The applicant uses the buildings for storage, and light industrial uses occur in the area. The applicant previously submitted an application to amend the City's Future Land Use Map (Case No. CP-11-002) to comply with a Corrective Order issued by the City after it found an authorized truck repair business on the site. The City determined that nonconforming use rights on the parcels possessed by the applicant had lapsed. The site is not available for light industrial uses or outdoor storage. The City Council passed the amendments to the FLUM in March, 2013, and, since the State had no comments, the amendment is final. Environmental review is complete and proper notice of this hearing was provided. He concluded by recommending that the Examiner recommend that the Council approve the rezone subject to two conditions.

SLOAN CLACK appeared on behalf of the applicant and testified that the Staff Report is very comprehensive and that they have already completed the corrective actions referred to in recommended Condition No. 1.

JIM MORGAN, City engineer, appeared and testified that 18 months have passed since anyone from the City visited the site due to its short staff. They have not had a chance to ensure resolution of all violations. It would take two weeks to verify compliance.

The Examiner left the record open for Mr. Morgan to confirm resolution of the violations. Mr. Morgan submitted a letter dated October 31, 2013, addressing the violations.

No one spoke further in this matter and so the Examiner took the request under advisement and the hearing was concluded at 9:18 a.m.

**NOTE:** A complete record of this hearing is available in the City of Pacific Community Development Department.

**FINDINGS, CONCLUSIONS, AND RECOMMENDATION:**

**FINDINGS:**

1. The Hearing Examiner has admitted documentary evidence into the record, heard testimony, and taken this matter under advisement.

2. Pursuant to the State Environmental Policy Act (SEPA) and the City's SEPA regulations (Chapter 16.16), the City's Environmental Official designate reviewed the project and issued a Determination of Non-Significance (DNS) on December 14, 2012, with a comment period ending on December 28, 2012. The DNS became final on January 4, 2013. No comments or appeals were filed during the mandatory comment and appeal periods.

3. The City provided notice of the individual rezone request in accordance with PMC Chapter 16.30. The City published notice of the date and time of the public hearing on October 11, 2013, 10 days prior to the scheduled public hearing. The City

provided written notice to the property owners within 300 feet of the two parcels and posted the two parcels on October 11, 2013. The City's official newspaper, The Auburn Reporter, published notice of the public hearing on October 11, 2013.

4. The applicant has a possessory ownership interest in two, abutting, rectangular parcels of property that together contain 2.46 acres. The southernmost parcel has flat topography and is unimproved. The larger, northern parcel is also flat and is improved with two warehouse buildings constructed in 1992. The City of Pacific annexed the parcels in 1995. The parcels abut the west side of Butte Avenue S.E. and prior to annexation were in unincorporated Pierce County. The parcels are presently located within the Office Park (OP) zone classification of the Pacific Municipal Code (PMC).

5. The parcel abutting the north property line is likewise within the OP classification and improved with a single-family residential home. The parcel to the east is located within the Employment Center classification and improved with an industrial/manufacturing use. The parcel to the south is within the Light Industrial classification and improved with a manufacturing use. Parcels to the west either remain vacant or are improved with manufacturing uses and are located in the Light Industrial classification.

6. The applicant requests a zone reclassification for both parcels from OP to Light Industrial with a Manufacturing Industrial Center (MIC) overlay. The applicant proposes to use the parcels for light industrial and outdoor storage. The Pacific City Council adopted a Comprehensive Plan Future Land Use Map Amendment on March 11, 2013, that changed the designation of the parcels to Light Industrial with a MIC overlay. The applicant now requests a site specific zone reclassification to Light Industrial with a MIC overlay. Such will bring the existing use of the parcels into compliance with both the zoning regulations and the Future Land Use Map.

7. The two industrial buildings on the site were erected in 1992 when the parcels were located in unincorporated Pierce County. Use of the parcels for warehouses and light industrial uses were authorized by the Pierce County zoning code in effect in 1992. The City annexed the parcels in 1995 and placed them in the OP zone classification. While said classification did not authorize the existing uses on the site, the City recognized them as legal, nonconforming uses. However, due to long periods of inactivity between 1995 and the present, the applicant lost its nonconforming use rights. Following loss of its rights the applicant commenced operation of a truck repair business on the site that is not an allowed use in the OP classification. The City issued a Notice of Violation and Corrective Order to the property owner on December 21, 2011, that resulted in the applicant submitting an application to amend the Comprehensive Plan Future Land Use Map and an application for the present individual rezone. Approval of the rezone will allow the truck repair use and other light industrial uses to operate from the site legally.

8. The 21 year old warehouses are not suited for uses allowed in the OP zone classification, which significantly limits the economic viability of the parcels. Vacant buildings detrimentally impact both surrounding properties and the City as a whole. Light industrial uses of the parcels will be harmonious with surrounding uses and the recent development pattern of the area. Reclassification of the parcels would extend the present light industrial area north along Butte Avenue for approximately 450 linear feet. Approximately 500 feet of OP zone parcels would remain between the north property line of the parcels and the residential area north of County Line Road.

9. The October 31, 2013, letter from James J. Morgan confirms that the applicant has corrected all violations set forth in the City's Notice of Violation and Corrective Order issued on December 21, 2011.

**CONCLUSIONS:**

1. The Hearing Examiner has jurisdiction to consider and make recommendations to the Pacific City Council on the issues presented by this request.

2. The applicant has shown that the request for a zone classification is consistent with the City of Pacific Comprehensive Plan Future Land Use Map, and that a zone reclassification in accordance therewith serves the public health, safety, and welfare and will allow a viable business to continue at the site. Therefore, the zone reclassification should be approved subject to the following condition:

   The City Council should adopt an ordinance to replace Resolution 2013-065. PMC Section 16.32.080 requires that an ordinance be adopted to amend the Future Land Use Map of the City's Comprehensive Plan, not a resolution.

**RECOMMENDATION:**

It is hereby recommended that the Pacific City Council grant the zone reclassification request for two parcels containing 2.46 acres from Office Park to Light Industrial with a Manufacturing Industrial Center overlay. The parcels are located at 768 and 832 Butte Avenue S.E. within the City of Pacific.

**RECOMMENDED** this 6th day of November, 2013.

**STEPHEN K. CAUSSEAUX, JR.**
Hearing Examiner

**TRANSMITTED** this 6th day of November, 2013, to the following:

**APPLICANT:** Butte Avenue Properties, LLC
3106A Sumner Tapps Highway East
Lake Tapps, WA 98391

**AGENT:** AHBL, Inc.
c/o Brad Medrud, AICP
2215 North 30th Street, Suite 300
Tacoma, WA 98403

**OTHERS:**

Sloan Clack
3106 A Sumner Tapps Highway
Lake Tapps, WA 98391

CITY OF PACIFIC

**CASE NO.: Individual Rezone (RE-12-001)**

## NOTICE

1. **RECONSIDERATION:**

Any aggrieved party or person affected by the recommendation of the Examiner may file with the Community Development Department a written request for reconsideration based on any one of the following grounds materially affecting the substantial rights of said party or person:

A. Errors of procedure or misinterpretation of fact, material to the party seeking the request for reconsideration.

B. Irregularity in the proceedings before the Examiner by which such party was prevented from having a fair hearing.

C. Clerical mistakes in the official file or record transmitted to the Examiner, including errors arising from inadvertence, oversight, or omission, which may have materially affected the Examiner's decision on the matter.

The request must be filed no later than 4:30 p.m. on **November 27, 2013, (14 working days)** with the Community Development Department along with the required reconsideration fee at 100 – 3rd Avenue SE, Pacific, Washington 98047. This request shall set forth the bases for reconsideration as limited by the above. The Examiner shall review said request in light of the record and take such further action as he/she deems proper; including, but not limited to, denying the request, granting the request, with or without oral argument, and may render a revised decision.

2. Appeal of City Council's final decision. The final decision of the City of Pacific City Council may be appealed to the courts.