



Agenda Staff Report

TO: Mayor Guier and City Council Members
FROM: Richard A. Gould, Finance Director
MEETING DATE: 12/09/2013
SUBJECT: Computer/Software/Monitor upgrades

ATTACHMENTS: A. Resolution No. 2013-087
B. City Purchase Orders
C. Quotations from Auburn IT
D. Computer/Tech Equipment schedule

Previous Council Review Date: Council Workshop on December 2, 2013

Summary: This is the first step in upgrading the City of Pacific's outdated systems. The computers replaced here currently have Windows XP which will no longer be supported by Microsoft (as of April 2014). In addition the computers have aged to the point where it is costing staff valuable time. Upgrading to the new hardware and software will facilitate efficiency and save valuable staff hours, reducing overall cost to the City. These upgrades are for the City Clerk, Court Director and Clerk, the Stormwater Manager, and the new Public Works/Community Development Manager.

Recommendation/Action: Approve the purchase of the identified computer hardware and software to upgrade systems for city staff.

Motion for Consideration: I move to approve Resolution No. 2013-087, directing staff to purchase Dell computer hardware and software systems and thereby replace the existing outdated staff systems.

Budget Impact: \$9,500.00

Alternatives:

**CITY OF PACIFIC
WASHINGTON**

RESOLUTION NO. 2013-087

**A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS WITH DELL FOR STAFF COMPUTER
HARDWARE AND SOFTWARE UPGRADES**

WHEREAS, the City of Pacific currently uses computer systems with outdated hardware and software; and

WHEREAS, these outdated systems no longer can be relied upon to perform or be supported (WinXP) to promote levels of efficiency. City staff has consulted with Auburn IT and determined that upgrading the City computers systems is necessary; and

WHEREAS, Auburn IT has procured the most competitive purchase prices for these replacement systems; and

WHEREAS, the new systems will provide staff with the tools they need to, reduce staff workload and promote efficiency; reduce maintenance costs and be fully supported by the vendor; and

WHEREAS, the City staff is recommending the purchase of these replacement computer hardware and software systems,

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

Section 1. The Mayor is hereby authorized to expend funds in the estimated amount of \$9,500 for Dell computer hardware and software systems, substantially identified in the Attachments, and authorize a payment not to exceed \$9,500 per the purchase orders.

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

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

CITY OF PACIFIC

LEANNE GUIER, MAYOR

ATTEST/AUTHENTICATED:

AMYSTEVENSON-NESS, CITY CLERK

APPROVED AS TO FORM:

KENYON LUCE, CITY ATTORNEY

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

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



PURCHASE ORDER
No. 0000004830

VENDOR:	SHIP TO:	BILL TO:
State Of WA Dept Of Enterprise PO Box 41460 Olympia, WA 98504-1460	City of Pacific 100 Third Ave SE Pacific, WA 98047	City of Pacific 100 Third Ave SE Pacific, WA 98047

VENDOR NO.	VENDOR PHONE NUMBER	TERMS	DATE	REQUIRED DELIVERY DATE			
DeptofEn		0	11/25/2013				
SHIPPING INSTRUCTIONS							
(none)							
ITEM	QTY	U/M	DESCRIPTION/TASK	PRD CODE	ACCOUNT	UNIT PRICE	AMOUNT
1	1.00		MS Office 2013 license		001-000-518-80-35-0	1,060.00	1,060.00
2	1.00		MS Office 2013 license		401-000-534-10-35-0	246.67	246.67
3	1.00		MS Office 2013 license		402-000-535-10-35-0	246.67	246.67
4	1.00		MS Office 2013 license		409-000-531-10-35-0	246.66	246.66

SUBTOTAL: 1,800.00
TAX: 0.00
SHIPPING: 0.00

TOTAL: 1,800.00

TAXABLE: No
CONFIRMING:

AUTHORIZED SIGNATURE

IMPORTANT: OUR ORDER NUMBER MUST APPEAR ON EVERY INVOICE AND PACKAGE

Angelica Solvang

From: Scott Kolzow <skolzow@auburnwa.gov>
Sent: Friday, November 22, 2013 1:13 PM
To: Angelica Solvang
Subject: RE: PO Request - MS Office

Sorry...MVL is "Microsoft Volume License". SNGL is just 'single'.

I'm sorry, I'm not sure whom the 7 licenses are for...can you please ask Richard? I believe 3 are for Court, but the other four maybe mixed departments.

From: Angelica Solvang [mailto:asolvang@cl.pacific.wa.us]
Sent: Friday, November 22, 2013 1:08 PM
To: Scott Kolzow
Subject: RE: PO Request - MS Office

For which department so I can figure out a bars and what SNGL MVL means lol

From: Scott Kolzow [mailto:skolzow@auburnwa.gov]
Sent: Friday, November 22, 2013 1:03 PM
To: Angelica Solvang
Subject: PO Request - MS Office

Hola Angelica,

Can you please create a PO for the highlighted item below?

The vendor is:

WA State Dept of Enterprise Services
DES Cash Office
PO Box 42439
Olympia, WA 98504-2439

The cost is:

MS Office 2013 license (quantity = 7) so 7 @ \$321 = \$2247 (add sales tax to that, please!)

No shipping costs, just the tax.

Thanks J

Scott

79P-04712	OfficeProPlus 2013 SNGL MVL	\$	321.00
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From: Richard Gould [mailto:rgould@ci.pacific.wa.us]
Sent: Thursday, November 21, 2013 4:22 PM
To: Scott Kolzow
Cc: Amy Stevenson-Ness
Subject: RE: upgrading employee computers/software/monitors

Hello Scott.

Please go ahead and get a purchase order from Angelica for the following:

- (1) Five desktop computers \$3,775
- (2) Five 21.5 monitors (widescreen) \$850
- (3) Seven MS Office 2013 licenses (software) \$2,450
- (4) Two Laptops (one floater (admin/finance) and one for the new Public Work's Director) \$2,340

Amy can you please approve this purchase?

Thanks.

Richard A. Gould
Finance Director
City of Pacific
(253) 929-1117

From: Scott Kolzow [mailto:skolzow@auburnwa.gov]
Sent: Wednesday, November 20, 2013 7:38 AM
To: Richard Gould
Subject: FW: upgrading employee computers/software/monitors

Richard,

Here are the costs for hardware. They include sales tax. Shipping is free, so this is the total true cost (I rounded to the nearest \$5)

- Desktop (Dell Optiplex 7010) - **\$755**
- Laptop (Dell Latitude E6430) - **\$1,170**
- Police vehicle rugged laptop (Panasonic CF-53) - **\$2,850** (these cost more due to them being ruggedized)
- 19" monitor (old style, not wide screen) - **\$170**
- 21.5" monitor (widescreen) - **\$170**

MS Office 2013 - \$350

Please let me know if you have any questions!

Scott

From: Richard Gould [<mailto:rgould@ci.pacific.wa.us>]
Sent: Wednesday, November 13, 2013 12:28 PM
To: Scott Kolzow
Subject: upgrading employee computers/software/monitors

Hello Scott.

Who do I need to talk with about upgrading the following computers in 2013?

- (1) City Clerk
- (2) Court Director
- (3) Court Clerk
- (4) Water Manager (desktop and monitor)
- (5) Mayor

Thanks.

Richard A. Gould
Finance Director
City of Pacific
(253) 929-1117

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PURCHASE ORDER

No. 000004831

VENDOR:
Dell Marketing LP
C/O DELL USA LP
PO BOX 802816
CHICAGO, IL 60680-2816

SHIP TO:
City of Pacific
100 Third Ave SE
Pacific, WA 98047

BILL TO:
City of Pacific
100 Third Ave SE
Pacific, WA 98047

VENDOR NO.	VENDOR PHONE NUMBER	TERMS	DATE	REQUIRED DELIVERY DATE
Del Mar		0	11/25/2013	

SHIPPING INSTRUCTIONS

(none)

ITEM	QTY	U/M	DESCRIPTION/TASK	PRD CODE	ACCOUNT	UNIT PRICE	AMOUNT
1	1.00		Computer and Monitor for City		001-000-514-20-35-0	940.00	940.00
2	1.00		Computer and Monitor for Cou		001-000-518-80-35-0	1,880.00	1,880.00
3	1.00		Computer and Monitor for PW 1		401-000-534-50-35-0	626.66	626.66
4	1.00		Computer and Monitor for PW 1		402-000-535-50-35-0	626.66	626.66
5	1.00		Computer and Monitor for PW 1		409-000-531-50-35-0	626.66	626.66
6	1.00		Laptop for PW Dept.		409-000-531-50-35-0	391.06	391.06
7	1.00		Laptop for PW Dept.		402-000-535-50-35-0	391.06	391.06
8	1.00		Laptop for PW Dept.		401-000-534-50-35-0	391.06	391.06
9	1.00		Laptop for Admin Dept.		001-000-518-80-35-0	1,174.00	1,174.00

SUBTOTAL: 7,047.16
TAX: 0.00
SHIPPING: 0.00

TAXABLE: No
CONFIRMING:

TOTAL: 7,047.16

IMPORTANT: OUR ORDER NUMBER MUST APPEAR ON EVERY INVOICE AND PACKAGE

AUTHORIZED SIGNATURE

IMPORTANT: OUR ORDER NUMBER MUST APPEAR ON EVERY INVOICE AND PACKAGE



QUOTATION

Quote #: 668883689
 Customer #: 48565279
 Contract #: WN32ACA
 Customer Agreement #: T10-MST-296/B27160
 Quote Date: 11/22/2013
 Customer Name: CITY OF PACIFIC

Date: 11/22/2013

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

Sales Professional Information

SALES REP: DALE DYE **PHONE:** 1800 - 4493355
Email Address: Dale_Dye@Dell.com **Phone Ext:** 5139013

GROUP: 1 QUANTITY: 2 SYSTEM PRICE: \$1,068.47 GROUP TOTAL: \$2,136.94

Description	Quantity
Dell Latitude E6430 (225-2655)	2
3rd gen Intel Core i5-3230M Processor (2.6GHz, 3M cache), Dell Latitude E6430/6530/ATG (338-BBKR)	2
4.0GB, DDR3-1600MHz SDRAM, 1 DIMM, Dell Latitude (317-9935)	2
Internal English Dual Point Keyboard, Latitude E (332-0035)	2
Documentation (English), Dell Latitude and Precision Workstations (332-0472)	2
Tech Setup Guide, English, Dell Latitude E6X30 (331-5825)	2
Intel HD Graphics 4000, Dell Latitude E6430 (318-1890)	2
320GB 7200rpm Hard Drive 7mm, Dell Latitude E6X30 (342-4940)	2
No Dell ControlVault, No Fingerprint Reader, No Smartcard Reader and No Contactless Smartcard Reader, Dual Point (331-5841)	2
14.0" HD (1366x768) Anti-Glare LED-backlit, Dell Latitude E6430 (320-3062)	2
Windows 7 Label, Latitude, Vostro and Mobile Precision Notebooks (330-6322)	2
Windows 7 Professional, 32-bit, No Media, Latitude, English (421-8051)	2
Windows 7 XP Mode, Opti/PWS/Lat/Vost (421-2262)	2
Software, DDPA (Dell Data Protection Access), version 2.3, Dell Latitude EXX30 (421-8718)	2
No Modem, Dell Latitude E4 (331-5834)	2
No Modem for Latitude E-Family (313-9606)	2
US - 3 foot Flat Power Cord, Dell Latitude (330-4016)	2
65W 3-Pin, AC Adapter, Dell Latitude E4 (331-5830)	2
8X DVD+/-RW, Dell Latitude E4 (318-1732)	2
8X DVD+/-RW Bezel, Dell Latitude E63X0/E64X0/E65X0/ATG (318-0466)	2
Thank you for Choosing Dell (318-2231)	2
Noise Cancelling Digital Array Microphone, Dell Latitude E6430/ATG (318-1719)	2
Intel Centrino Ultimate-N 6300 802.11n 3x3 Half Mini Card, Dell Latitude E4/Mobile Precision (430-4633)	2

No Intel vPro Technology Advanced Management Features, Dell Latitude E6430/S/ATG (331-5836)	2
6-Cell (60WH) Primary Lithium Ion Battery, (2.8Ah) ExpressCharge Capable for Latitude E4 (312-1318)	2
Energy Star Enabled/E-PEAT, Latitude E6X30 (331-6213)	2
No Productivity Software,Dell OptiPlex,Precision and Latitude (421-3872)	2
Basic Hardware Service: Next Business Day Onsite Service After Remote Diagnosis 3 Year Extended (993-9491)	2
Basic Hardware Service: Next Business Day Onsite Service After Remote Diagnosis Initial Year (993-8341)	2
Dell Limited Hardware Warranty Plus Service Extended Year(s) (994-0921)	2
Dell Limited Hardware Warranty Plus Service Initial Year (994-0681)	2
Dell ProSupport Service Offering Declined (991-2878)	2
Keep Your Hard Drive, 4 Year (981-5693)	2
Intel Core i5 Processor (331-1633)	2

*Total Purchase Price:	\$2,339.95
Product Subtotal:	\$2,136.94
Tax:	\$203.01
Shipping & Handling:	\$0.00
State Environmental Fee:	\$0.00
Shipping Method:	LTL 5 DAY OR LESS
(* Amount denoted in \$)	

Statement of Conditions

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About Dell

Dell Inc. (NASDAQ: DELL) listens to customers and delivers innovative technology and services they trust and value. Uniquely enabled by its direct business model, Dell is a leading global systems and services company and No. 34 on the Fortune 500. For more information, visit www.dell.com.

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Computers



Quote #: 668882781
 Customer #: 48565279
 Contract #: WN32ACA
 Customer Agreement #: T10-MST-296/B27160
 Quote Date: 11/22/2013
 Customer Name: CITY OF PACIFIC

QUOTATION

Date: 11/22/2013

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

Sales Professional Information

SALES REP: DALE DYE **PHONE:** 1800 - 4493355
Email Address: Dale_Dye@Dell.com **Phone Ext:** 5139013

GROUP: 1 QUANTITY: 5 SYSTEM PRICE: \$711.89 GROUP TOTAL: \$3,559.45

Description	Quantity
OptiPlex 7010 Small Form Factor Base (225-2812)	5
3rd Gen Intel Core i5-3470 Processor (6MB, 3.2GHz) w/HD2500 Graphics, Dell Optiplex 7010 (319-0912)	5
4GB Single Channel DDR3 1600MHz (4GBx1) (370-ABEN)	5
Dell USB KB, English, WIN7/8, OptiPlex and Precision Desktop (331-9586)	5
No Monitor Selected, Dell OptiPlex (320-3704)	5
1GB AMD RADEON HD 7470,LP,w/VGA,OptiPlex (320-9617)	5
500GB 3.5 6Gb/s SATA with 16MB DataBurst Cache, OptiPlex (342-3904)	5
Windows 7 Professional,No Media, 32-bit, OptiPlex, English (421-5578)	5
Windows 7 Label, OptiPlex, Fixed Precision, Vostro Desktop (330-6228)	5
Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps),OptiPlex (421-5334)	5
Dell MS111 USB Optical Mouse,OptiPlex and Fixed Precision (330-9458)	5
Intel Standard Manageability, Dell OptiPlex 7010 (331-6245)	5
8X SlimLine, DVD+/-RW, Dell OptiPlex (318-0620)	5
Thank you for Choosing Dell (318-2231)	5
Heat Sink, Perf/Mstrm, SFF, OptiPlex (331-8318)	5
Internal Speaker, OPTIPLEX (318-0319)	5
Optiplex 7010 Small Form Factor, Standard Power Supply (331-6585)	5
Enable Low Power Mode for EUP Compliance,Dell OptiPlex (330-7422)	5
Regulatory label, Mexico, for OptiPlex 7010 Small Form Factor (331-7359)	5
Safety/Environment and Regulatory Guide (English) (340-ABSZ)	5
Power Cord,125V,2M,C13,Dell OptiPlex (330-1711)	5
No ESTAR Settings, OptiPlex (331-8325)	5
No Resource DVD for Dell Optiplex, Latitude, Precision (313-3673)	5
Chassis Intrusion Switch,Optiplex SFF (317-6625)	5
1 W ready mode - exceeds FEMP 3W recommendation. Mode can be disabled in BIOS.	5

OptiPlex (310-1959)	
No Quick Reference Guide,Dell OptiPlex (310-9444)	5
Shipping Material for System,Dell OptiPlex (331-1270)	5
No Productivity Software,Dell OptiPlex,Precision and Latitude (421-3872)	5
Basic Hardware Service: Next Business Day Onsite Service After Remote Diagnosis 3 Year Extended (995-2463)	5
Basic Hardware Service: Next Business Day Onsite Service After Remote Diagnosis Initial Year (995-0903)	5
Dell Limited Hardware Warranty Plus Service Extended Year(s) (995-4303)	5
Dell Limited Hardware Warranty Plus Service Initial Year (995-4093)	5
Dell ProSupport Service Offering Declined (991-2878)	5
Intel Core i5 Desktop Sticker (331-1566)	5

*Total Purchase Price:	\$3,897.63
Product Subtotal:	\$3,559.45
Tax:	\$338.18
Shipping & Handling:	\$0.00
State Environmental Fee:	\$0.00
Shipping Method:	LTL 5 DAY OR LESS

(* Amount denoted in \$)

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W/MS FORS

DELL

QUOTATION

QUOTE #: 668843319
Customer #: 48565279
Contract #: WN32ACA
Customer Agreement #: T10-MST-296/B27160
Quote Date: 11/22/13
Customer Name: CITY OF PACIFIC

Date: 11/22/13 11:22:24 AM

TOTAL QUOTE AMOUNT:	\$788.35		
Product Subtotal:	\$719.95		
Tax:	\$68.40		
Shipping & Handling:	\$0.00		
Shipping Method:	Ground	Total Number of System Groups:	0

SOFTWARE & ACCESSORIES			
Product	Quantity	Unit Price	Total
Dell 21.5 Monitor E2214H, 21.5" (858-BBBK)	5	\$143.99	\$719.95
3YR Limited Warranty Monitor, Advanced Exchange (983-2847)	5	\$0.00	\$0.00
Number of S & A Items: 2		S&A Total Amount: \$719.95	

SALES REP:	Dale Dye	PHONE:	1800.576.6038
Email Address:	dale_dye@dell.com	Phone Ext:	5139013

Please review this quote carefully. You may order online by signing into Premier at www.premier.dell.com. Click on the eQuotes link. To order without Premier, go to www.dell.com/qto.

If you do not have a separate agreement with Dell that applies to your order, please refer to www.dell.com/terms as follows:

If purchasing for your internal use, your order will be subject to *Dell's Terms and Conditions of Sale-Direct* including Dell's U.S. Return Policy, at www.dell.com/returnpolicy#total. If purchasing for resale, your order will be subject to *Dell's Terms and Condition of Sale for Persons or Entities Purchasing to Resell*, and other terms of Dell's PartnerDirect program at www.dell.com/partner. If your order includes services, visit www.dell.com/servicecontracts for service descriptions and terms.

Quote information is valid for U.S. customers and U.S. addresses only, and is subject to change. Sales tax on products shipped is based on "Ship To" address, and for downloads is based on "Bill To" address. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, with seller listed as *Dell Marketing L.P.*, to Dell's Tax Department at 800-433-9023. Please include your Customer Number.

For certain products shipped to end-users in California, a State Environmental Fee will be applied. For Asset Recovery/Recycling Services, visit www.dell.com/assetrecovery.



Quote #: 668883689
 Customer #: 48565279
 Contract #: WN32ACA
 Customer Agreement #: T10-MST-296/B27160
 Quote Date: 11/22/2013
 Customer Name: CITY OF PACIFIC

Date: 11/22/2013

QUOTATION

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

Sales Professional Information

SALES REP: DALE DYE **PHONE:** 1800 - 4493355
Email Address: Dale.Dye@Dell.com **Phone Ext:** 5139013

GROUP: 1 QUANTITY: 2 SYSTEM PRICE: \$1,068.47 GROUP TOTAL: \$2,136.94

Description	Quantity
Dell Latitude E6430 (225-2655)	2
3rd gen Intel Core i5-3230M Processor (2.6GHz, 3M cache), Dell Latitude E6430/6530/ATG (338-BBKR)	2
4.0GB, DDR3-1600MHz SDRAM, 1 DIMM, Dell Latitude (317-9935)	2
Internal English Dual Point Keyboard, Latitude E (332-0035)	2
Documentation (English), Dell Latitude and Precision Workstations (332-0472)	2
Tech Setup Guide, English, Dell Latitude E6X30 (331-5825)	2
Intel HD Graphics 4000, Dell Latitude E6430 (318-1890)	2
320GB 7200rpm Hard Drive 7mm, Dell Latitude E6X30 (342-4940)	2
No Dell ControlVault, No Fingerprint Reader, No Smartcard Reader and No Contactless Smartcard Reader, Dual Point (331-5841)	2
14.0" HD (1366x768) Anti-Glare LED-backlit, Dell Latitude E6430 (320-3062)	2
Windows 7 Label, Latitude, Vostro and Mobile Precision Notebooks (330-6322)	2
Windows 7 Professional, 32-bit, No Media, Latitude, English (421-8051)	2
Windows 7 XP Mode, Opti/PWS/Lat/Vost (421-2262)	2
Software, DDPA (Dell Data Protection Access), version 2.3, Dell Latitude EXX30 (421-8718)	2
No Modem, Dell Latitude E4 (331-5834)	2
No Modem for Latitude E-Family (313-9606)	2
US - 3 foot Flat Power Cord, Dell Latitude (330-4016)	2
65W 3-Pin, AC Adapter, Dell Latitude E4 (331-5830)	2
8X DVD+/-RW, Dell Latitude E4 (318-1732)	2
8X DVD+/-RW Bezel, Dell Latitude E63X0/E64X0/E65X0/ATG (318-0466)	2
Thank you for Choosing Dell (318-2231)	2
Noise Cancelling Digital Array Microphone, Dell Latitude E6430/ATG (318-1719)	2
Intel Centrino Ultimate-N 6300 802.11n 3x3 Half Mini Card, Dell Latitude E4/Mobile Precision (430-4633)	2

No Intel vPro Technology Advanced Management Features, Dell Latitude E6430/S/ATG (331-5836)	2
6-Cell (60WH) Primary Lithium Ion Battery, (2.8Ah) ExpressCharge Capable for Latitude E4 (312-1318)	2
Energy Star Enabled/E-PEAT, Latitude E6X30 (331-6213)	2
No Productivity Software, Dell OptiPlex, Precision and Latitude (421-3872)	2
Basic Hardware Service: Next Business Day Onsite Service After Remote Diagnosis 3 Year Extended (993-9491)	2
Basic Hardware Service: Next Business Day Onsite Service After Remote Diagnosis Initial Year (993-8341)	2
Dell Limited Hardware Warranty Plus Service Extended Year(s) (994-0921)	2
Dell Limited Hardware Warranty Plus Service Initial Year (994-0681)	2
Dell ProSupport Service Offering Declined (991-2878)	2
Keep Your Hard Drive, 4 Year (981-5693)	2
Intel Core i5 Processor (331-1633)	2

*Total Purchase Price:	\$2,339.95
Product Subtotal:	\$2,136.94
Tax:	\$203.01
Shipping & Handling:	\$0.00
State Environmental Fee:	\$0.00
Shipping Method:	LTL 5 DAY OR LESS
(* Amount denoted in \$)	

Statement of Conditions

The information in this document is believed to be accurate. However, Dell assumes no responsibility for inaccuracies, errors, or omissions, and shall not be liable for direct, indirect, special, incidental, or consequential damages resulting from any such error or omission. Dell is not responsible for pricing or other errors, and reserves the right to cancel orders arising from such errors.

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This proposal is not intended to create a contractual relationship. Unless expressly agreed otherwise in a writing signed by the parties, all orders by CITY OF PACIFIC for Dell products and services shall be subject to Dell's Terms and Conditions of Sale-Direct, which can be found at www.dell.com/terms, and which incorporate Dell's U.S. Return Policy, at www.dell.com/returnpolicy#total. Please read those terms carefully and in their entirety, and note in particular that Dell EqualLogic and EqualLogic-branded products, Dell|EMC and EMC-branded products, PowerVault ML6000 tape libraries, non-Dell-branded enterprise products, enterprise software, and customized hardware or software products may not be returned at any time. Orders also shall be subject to the terms of any applicable service contract(s), which can be found at www.dell.com/servicecontracts.

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Dell respects your privacy. Across our business, around the world, Dell will collect, store, and use customer information only to support and enhance our relationship with your organization, for example, to process your purchase, provide service and support, and share product, service, and company news and offerings with you. Dell does not sell your personal information. For a complete statement of our Global Privacy Policy, please visit dell.com/privacy.



Quote #: 668882781
 Customer #: 48565279
 Contract #: WN32ACA
 Customer Agreement #: T10-MST-296/B27160
 Quote Date: 11/22/2013
 Customer Name: CITY OF PACIFIC

Date: 11/22/2013

QUOTATION

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

Sales Professional Information

SALES REP: DALE DYE **PHONE:** 1800 - 4493355
Email Address: Dale.Dye@Dell.com **Phone Ext:** 5139013

GROUP: 1 QUANTITY: 5 SYSTEM PRICE: \$711.89 GROUP TOTAL: \$3,559.45

Description	Quantity
OptiPlex 7010 Small Form Factor Base (225-2812)	5
3rd Gen Intel Core i5-3470 Processor (6MB, 3.2GHz) w/HD2500 Graphics, Dell Optiplex 7010 (319-0912)	5
4GB Single Channel DDR3 1600MHz (4GBx1) (370-ABEN)	5
Dell USB KB, English, WIN7/8, OptiPlex and Precision Desktop (331-9586)	5
No Monitor Selected, Dell OptiPlex (320-3704)	5
1GB AMD RADEON HD 7470,LP,w/VGA,OptiPlex (320-9617)	5
500GB 3.5 6Gb/s SATA with 16MB DataBurst Cache, OptiPlex (342-3904)	5
Windows 7 Professional,No Media, 32-bit, OptiPlex, English (421-5578)	5
Windows 7 Label, OptiPlex, Fixed Precision, Vostro Desktop (330-6228)	5
Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps),OptiPlex (421-5334)	5
Dell MS111 USB Optical Mouse,OptiPlex and Fixed Precision (330-9458)	5
Intel Standard Manageability, Dell OptiPlex 7010 (331-6245)	5
8X SlimLine, DVD+/-RW, Dell OptiPlex (318-0620)	5
Thank you for Choosing Dell (318-2231)	5
Heat Sink, Perf/Mstrm, SFF, OptiPlex (331-8318)	5
Internal Speaker, Optiplex (318-0319)	5
Optiplex 7010 Small Form Factor, Standard Power Supply (331-6585)	5
Enable Low Power Mode for EUP Compliance,Dell OptiPlex (330-7422)	5
Regulatory label, Mexico, for OptiPlex 7010 Small Form Factor (331-7359)	5
Safety/Environment and Regulatory Guide (English) (340-ABSZ)	5
Power Cord,125V,2M,C13,Dell OptiPlex (330-1711)	5
No ESTAR Settings, OptiPlex (331-8325)	5
No Resource DVD for Dell Optiplex, Latitude, Precision (313-3673)	5
Chassis Intrusion Switch,Optiplex SFF (317-6625)	5
1 W ready mode - exceeds FEMP 3W recommendation. Mode can be disabled in BIOS.	5

OptiPlex (310-1959)	
No Quick Reference Guide,Dell OptiPlex (310-9444)	5
Shipping Material for System,Dell OptiPlex (331-1270)	5
No Productivity Software,Dell OptiPlex,Precision and Latitude (421-3872)	5
Basic Hardware Service: Next Business Day Onsite Service After Remote Diagnosis 3 Year Extended (995-2463)	5
Basic Hardware Service: Next Business Day Onsite Service After Remote Diagnosis Initial Year (995-0903)	5
Dell Limited Hardware Warranty Plus Service Extended Year(s) (995-4303)	5
Dell Limited Hardware Warranty Plus Service Initial Year (995-4093)	5
Dell ProSupport Service Offering Declined (991-2878)	5
Intel Core i5 Desktop Sticker (331-1566)	5

*Total Purchase Price:	\$3,897.63
Product Subtotal:	\$3,559.45
Tax:	\$338.18
Shipping & Handling:	\$0.00
State Environmental Fee:	\$0.00
Shipping Method:	LTL 5 DAY OR LESS
(* Amount denoted in \$)	
Statement of Conditions	

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QUOTATION

QUOTE #: 668843319
Customer #: 48565279
Contract #: WN32ACA

Customer Agreement #: T10-MST-296/B27160

Quote Date: 11/22/13

Date: 11/22/13 11:22:24 AM

Customer Name: CITY OF PACIFIC

TOTAL QUOTE AMOUNT:	\$788.35		
Product Subtotal:	\$719.95		
Tax:	\$68.40		
Shipping & Handling:	\$0.00		
Shipping Method:	Ground	Total Number of System Groups:	0

SOFTWARE & ACCESSORIES			
Product	Quantity	Unit Price	Total
Dell 21.5 Monitor E2214H, 21.5" (858-BBK)	5	\$143.99	\$719.95
3YR Limited Warranty Monitor, Advanced Exchange (983-2847)	5	\$0.00	\$0.00
Number of S & A Items: 2		S&A Total Amount: \$719.95	

SALES REP:	Dale Dye	PHONE:	1800.576.6038
Email Address:	dale_dye@dell.com	Phone Ext:	5139013

Please review this quote carefully. You may order online by signing into Premier at www.premier.dell.com. Click on the eQuotes link. To order without Premier, go to www.dell.com/qto.

If you do not have a separate agreement with Dell that applies to your order, please refer to www.dell.com/terms as follows:

If purchasing for your internal use, your order will be subject to *Dell's Terms and Conditions of Sale-Direct* including Dell's U.S. Return Policy, at www.dell.com/returnpolicy#total. If purchasing for resale, your order will be subject to *Dell's Terms and Condition of Sale for Persons or Entities Purchasing to Resell*, and other terms of Dell's PartnerDirect program at www.dell.com/partner. If your order includes services, visit www.dell.com/servicecontracts for service descriptions and terms.

Quote information is valid for U.S. customers and U.S. addresses only, and is subject to change. Sales tax on products shipped is based on "Ship To" address, and for downloads is based on "Bill To" address. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, with seller listed as *Dell Marketing L.P.*, to Dell's Tax Department at 800-433-9023. Please include your Customer Number.

For certain products shipped to end-users in California, a **State Environmental Fee** will be applied. For Asset Recovery/Recycling Services, visit www.dell.com/assetrecovery.

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	
		PAUBCW57	Desktop computer	
		FINANCE12	Desktop computer	
2013	\$ 1,273.52	FINANCE11	Desktop computer	Computer+Software+Monitor-Upgrades-Mayor/PW
		FINANCE9	Desktop computer	
2014	\$ 1,273.52	PAFD1WS7	Desktop computer	Computer+Software+Monitor-Upgrades
		PANSA1WS7	Desktop computer	
		PAN1WS7	Desktop computer	
		PAFAL1WS7	Desktop computer	
		PAFT1WS7	Desktop computer	
		PUBWORKS14	Desktop computer	
2013	\$ 1,169.98	PAPWD1117	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				
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	PADETIWSX	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	PASST1WSX	Desktop computer	Computer+Software+Monitor-Upgrades
2014	\$ 1,273.52	PALIEUTIWSX	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
2014	\$ 1,850.00	PAC-PD-LT4	Ruggedized laptop	Laptop+Software
2014	\$ 1,850.00	PAC-PD-LT11	Ruggedized laptop	Software
2014	\$ 350.00	PAPATROL29L17	Ruggedized laptop	Software
2014	\$ 350.00	PAPATROL8117	Ruggedized laptop	Software
2014	\$ 350.00	PAPATROL20L17	Ruggedized laptop	Software
2014	\$ 350.00	PAPATROL28L17	Ruggedized laptop	Software
2014	\$ 350.00	PAPATROL27L17	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			
	\$ 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: Jim Morgan
MEETING DATE: December 9, 2013
SUBJECT: Public Hearing and Adoption of Six-Year Transportation Plan

ATTACHMENTS: A. Resolution 2013-088
 B. Six-Year Transportation Plan

Previous Council Review Date:

Summary: Current state statutes require the City of Pacific to prepare a Six Year Transportation Improvement Plan (TIP) annually for submittal to Washington State Department of Transportation (WSDOT). Portions of the City’s TIP which meet the criteria for regionally significant projects are then incorporated into the Statewide Transportation Improvement Program (STIP). The TIP is an important tool for local, state and federally funded projects, and is utilized by governmental and planning organizations at all levels. Projects must be identified on the TIP and/or the STIP to be eligible for funding from Federal and State sources. The attached resolution establishes December 9th as the date of the required public hearing.

Recommendation/Action: Staff recommends Council approve Resolution No. 2013-088.

Motion for Consideration: Move to approve Resolution No. 2013-088, adopting the City of Pacific Six-Year Transportation Improvement Plan

Budget Impact: Cost to advertise the Public Hearing.

Alternatives: None.

CITY OF PACIFIC
WASHINGTON

RESOLUTION NO. 2013 – 088

**A RESOLUTION OF THE CITY OF PACIFIC, WASHINGTON, ADOPTING
THE 2014-2019 SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM
(TIP)**

WHEREAS RCW 35.77 requires that the legislative body of each city and town in the State of Washington prepare and adopt a Six Year Transportation Improvement Program (TIP) for the ensuing six years and that such program be updated annually thereafter; and

WHEREAS a public hearing to consider the 2014-2019 Six Year Transportation Improvement Program for the City of Pacific was held before the City Council on December 9, 2013, pursuant to the public hearing notice; and

WHEREAS the Planning Commission reviewed the TIP at its November 26, 2013, meeting and has recommended City Council adoption; and

WHEREAS the City Council has determined it is in the best interests of the City of Pacific to adopt the 2014-2019 Six Year Transportation Improvement Program.

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

Section 1. The City Council adopts the revised Six Year Transportation Improvement Program for 2014-2019, attached as Exhibit "A" and incorporated herein by reference.

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

CITY OF PACIFIC

LEANNE GUIER, MAYOR

ATTEST/AUTHENTICATED:

AMY STEVENSON-NESS, CITY CLERK

APPROVED AS TO FORM:

KEN LUCE, CITY ATTORNEY

City of Pacific 2014 – 2019 STIP

Year	Stewart	Valentine	Milwaukee	West Valley	Sidewalks	3 rd Ave S	Pacific Avenue	IU Trails (PSE and W Valley)	Frontage Road	51 st	Street Preservation
2014	CN - \$2.0M TIB/Local	CN - \$4.0M CERB/STP/ Ecology/Local	CN - \$0.25M RW - \$0.02M	PE - \$0.2M STP/Local	PE - \$0.05M TIB/Safe					PE - \$0.05M Local	CN - \$0.2M TIB/Local
2015	CN - \$2.5M TIB/Local PE - \$0.25M STP/Local	CN - \$5.0M CERB/STP/ Ecology/Local	CN - \$0.6M STP / TIB	PE - \$0.2M STP/Local	CN - \$0.1M TIB/Safe	CN - \$0.25M TIB/Local	PE - \$0.1M TIB/Local	PE - \$0.2M STP/Local			CN - \$0.2M TIB/Local
2016	PE - \$0.25M STP/Local			CN - \$0.8M STP/Local	PE - \$0.05M TIB/Safe				PE - \$0.2M STP/Local	CN - \$0.4M TIB/Local	CN - \$0.2M TIB/Local
2017	CN - \$2.5M STP/Local			CN - \$0.8M STP/Local	CN - \$0.1M TIB/Safe	CN - \$0.25M TIB/Local	CN - \$1.0M TIB/Local	CN - \$1.2M STP/Local			CN - \$0.2M TIB/Local
2018	CN - \$2.5M STP/Local				PE - \$0.05M TIB/Safe				CN - \$0.8M STP/Local		CN - \$0.2M TIB/Local
2019					CN - \$0.1M TIB/Safe						CN - \$0.2M TIB/Local

Project Phases

- PE - Design
- RW - Right-of-Way Acquisition
- CN- Construction

Funding Sources

- TIB - Transportation Improvement Board
- STP - Surface Transportation Program
- Safe - Safe Routes to Schools
- Local - City, County, Developer



Agenda Staff Report

TO: Mayor Guier and City Council Members
FROM: Paula Wiech, Planner
MEETING DATE: December 9, 2013
SUBJECT: Agreement with Amerigas regarding Temporary Building Storage

ATTACHMENTS: A. Resolution 2013-089
 B. Memorandum of Understanding with Amerigas

Previous Council Review Date: December 2, 2013

Summary: Amerigas purchased 879 West Valley Highway S. from Bowman/Heritage Propane, which had partially completed a Conditional Use Permit (CU-10-002) for development of this site. Site Development permits are still in the process of being reviewed by City staff and AHBL. A building permit for a modular office will be ready for issuance by the city of Pacific once Amerigas has completed other permits. These permits may take several weeks to complete.

Amerigas has also purchased a modular office, which has been built and needs to be removed from the manufacturer's premises, or substantial storage fees will be incurred. Amerigas has entered into an agreement with the property owner of 931 West valley Highway S. to "park" their modular office on wheels in the adjacent fenced-in yard to the south until it may be placed on the Amerigas site at 879 West Valley S.

Administrative issuance of the relocation permit prior to the formal completion of the other required permit processes creates the necessity to develop and implement a Memorandum of Understanding between the City of Pacific and Amerigas. Amerigas is willing to provide the City with financial surety that will guarantee completion of the project on 879 West Valley Highway S., or removal of the modular building from 931 West Valley Highway S., in a timely manner.

Recommendation: Adopt Resolution 2013-089 authorizing the Mayor to enter into a memorandum of understanding 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 S between the City and Amerigas.

Motion for Consideration: I move to adopt Resolution 2013-089 authorizing the Mayor to enter into a memorandum of understanding 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 S between the City and Amerigas.

Budget Impact:

Alternatives:

CITY OF PACIFIC, WASHINGTON

RESOLUTION NO. 2013 – 089

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC, WASHINGTON,
AUTHORIZING THE MAYOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING
WITH AMERIGAS REGARDING THE LOCATION OF A TEMPORARY OFFICE BUILDING
AT 879 WEST VALLEY HIGHWAY SOUTH**

WHEREAS, Amerigas purchased 879 West Valley Highway South. from Bowman/Heritage Propane, which had partially completed a Conditional Use Permit (CU-10-002) for development of this site; and.

WHEREAS, the site development permits are still in the process of being reviewed by City staff and AHBL; and

WHEREAS, Amerigas has purchased a modular office which must be removed from the manufacturer's premises or substantial storage fees will be incurred; and

WHEREAS, Amerigas has entered into an agreement with the property owner of 931 West Valley Highway South to park their modular office in the adjacent yard to the south until it may be placed on the Amerigas site; and

WHEREAS, Amerigas is willing to provide the City with financial surety that will guarantee completion of the project on 879 West Valley Highway S., or removal of the modular building from 931 West Valley Highway South, in a timely manner; and

WHEREAS, Administrative issuance of the relocation permit prior to the formal completion of the other required permit processes creates the necessity to develop and implement a Memorandum of Understanding between the City of Pacific and Amerigas.;

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

Section 1. The Mayor is authorized to enter into a memorandum of understanding regarding permitting, location of the modular office on 931 West Valley Highway South, and relocation of the office from 931 to 879 West Valley Highway South.

Section 2. Amerigas will provide the City with financial surety to guarantee completion of the project at 879 West Valley Highway South.

Section 3. This Resolution shall take effect and be in force immediately upon its passage.

PASSED BY THE CITY COUNCIL AT ITS REGULAR MEETING THEREOF ON THE 9TH DAY OF DECEMBER 2013.

CITY OF PACIFIC

Leanne Guier, Mayor

ATTEST:

Amy Stevenson-Ness, City Clerk

Approved as to Form

Kenyon Luce, City Attorney

FILED WITH THE CITY CLERK: 12.10.12
PASSED BY THE CITY COUNCIL:
EFFECTIVE DATE:
RESOLUTION NO. 12-1220

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF PACIFIC
AND
AMERIGAS**

A. PURPOSE:

The purpose of this Memorandum of Understanding (MOU) is to establish a mutually agreeable framework for cooperatively addressing the terms of the understanding between the City of Pacific (Pacific) and Amerigas regarding application for one (1) City of Pacific Building Permit, and associated permits and activities, such as a Site Development Permit, Standard Participation Agreement for Water Main Extension, and Sewer System Extension with approved plans.

B. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

Amerigas is proposing to develop a propane gas distribution center at 879 West Valley Highway. The development includes the placement of a new modular office structure at the site. However, the modular office is complete and must be relocated from the factory in Aumsville, Oregon, but the required site improvements and permits for the Pacific site are not complete; and

Relocating the structure within close proximity to the final location, rather than storage elsewhere, provides the property owner an opportunity to provide the security of the investment, and helps the City assure project completion upon permit issuance; and

All parties to the MOU agree that it is to their mutual interest and benefit to work cooperatively to implement measures that are related to the timely completion of this project owned by Amerigas from its current location in Aumsville, Oregon to Pierce County Parcel No 042002-1042, 879 West Valley Highway, which is owned by Amerigas Propane, King of Prussia, PA.

C. ALL PARTIES AGREE:

Time is of the essence since as a condition of the purchase of the modular structure by Amerigas, the structure needs to be relocated off Modular Building Systems, Inc. lot in Aumsville, Oregon no later than December 15, 2013; and

In order to relocate a structure in the City of Pacific, a Building Permit accompanied by associated Permit fees, is required to be obtained prior to initiating work. Amerigas has applied for a Building Permit for the modular structure to be located at 879 West Valley Highway, Pierce County Parcel No 042002-1042. The placement of these structures on the property requires a Site Development Permit, and Building Permit being issued by the City prior to the placement (or construction of) structures on said parcel. The City of Pacific has received and is processing proposed Permit No B-13-027 from Amerigas.

The normal timeline for approval of said permits would likely extend beyond the deadline set by Modular Building Systems, Inc. for the removal of the structure from their Aumsville, Oregon factory. Due to site constraints at 879 West Valley Highway S., a temporary storage site is now required. The proposed temporary site for the modular structure purchased by Amerigas is known as 931 West Valley Highway, Pierce County Parcel No 042002-1058 and is owned by Shawn Cameron of Wapato, WA. Amerigas and Shawn Cameron have developed a written agreement for the temporary storage of the modular office structure on the property.

Pacific wishes to have guarantees in place to assure that the final project is completed in a timely manner and that the modular office unit situated on its new lot in complete conformance with the zoning and building codes in effect at the time of complete application for all required permits;

NOW THEREFORE, the City of Pacific and Amerigas do hereby agree that:

Section 1. The temporary storage site proposed and the associated agreement submitted and reviewed by City staff appear to meet the requirements of the City of Pacific and are ready to be issued upon execution of this MOU.

Section 2. Amerigas agrees to post a Financial Surety in an amount sufficient enough to pay the costs associated with the permanent placement of the modular office structure in the event of Amerigas not being able to complete the project in a timely manner, with completion of the project to mean final inspection, and timely manner to be as per the Uniform Building Code.

Section 3. Amerigas agrees to continue to take all steps to expeditiously submit the necessary materials that will result in an approved City of Pacific Permit No. B-13-027.

IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. FREEDOM OF INFORMATION ACT (FOIA).

Any information furnished to State or local governmental agencies under this instrument is subject to the Freedom of Information Act (5 U.S.C. 552 or 20 ILCS 140 et seq).

2. PARTICIPATION IN SIMILAR ACTIVITIES.

This instrument in no way restricts the City of Pacific or Amerigas from participating in similar activities with other public or private agencies, organizations, and individuals.

3. COMMENCEMENT/EXPIRATION/TERMINATION.

This MOU takes effect upon the signature of the City of Pacific and Amerigas and shall remain in effect through **June 30, 2014** at which time it will expire unless extended. This MOU may be extended or amended upon written request of either City of Pacific or Amerigas and the

subsequent written concurrence of the other. Either the City of Pacific or Carol Inch may withdraw from this MOU with a 30-day written notice to the other.

4. RESPONSIBILITIES OF PARTIES.

Pacific and Amerigas will handle their own activities and utilize their own resources, including the expenditure of their own funds, in pursuing these objectives. Each party will carry out its separate activities in a coordinated and mutually beneficial manner.

5. PRINCIPAL CONTACTS.

The principal contacts for this instrument are:

Name	Leanne Guier	Name	Lloyd Pope
Agency	City of Pacific	Company	Amerigas Propane LP
Address	100 3 rd Ave SE Pacific, WA 98047	Address	879 West Valley Highway S. Pacific, WA 98047
Phone Number	(253) 929-1108	Phone Number	(253) 720-2644
Email	lguier@ci.pacific.wa.us	Email	

6. MODIFICATION.

Modifications within the scope of the instrument shall be made by mutual consent of the parties, by the issuance of a multilaterally executed written modification, signed and dated by all parties, prior to any changes being performed.

7. THIS MOU REFLECTS AN ENTIRELY VOLUNTARY COMMITMENT BETWEEN THE PARTIES.

This MOU in no way obligates or restricts the activity of any party. No party shall have any right, power, or authority to create any obligation, express or implied, on behalf of any other party or parties.

8. AUTHORIZED REPRESENTATIVES.

By signature below, the parties to this MOU certify that the individuals listed in this document as representatives of the parties hereto are authorized to act in their respective areas for matters related to this agreement.

9. ENTIRE AGREEMENT.

This Agreement constitutes the entire agreement between the parties. Any modifications or amendments to this Agreement shall be in writing and shall be signed by each party.

DATED this _____ day of _____ 2013.

CITY OF PACIFIC

AMERIGAS PROPANE

Leanne Guier, Mayor
100 3rd Avenue SE
Pacific, WA 98047

Lloyd Pope
879 West Valley Highway
Pacific, WA 98047

ATTEST:

Amy Stevenson-Ness, City Clerk

APPROVED AS TO FORM:

Kenyon Luce, City Attorney



Agenda Staff Report

TO: Mayor Guier and City Council Members
FROM: Ken Barnett, Public Works
MEETING DATE: December 9, 2013
SUBJECT: Parametrix Agreement for Traffic Impact Study

ATTACHMENTS: A. Resolution 2013-090

Previous Council Review Date:

Summary: As part of the Stewart Road corridor improvement funding package, the City has proposed using a latecomer agreement for the improvements at Stewart and Thornton. The latecomer agreement requires that a traffic impact analysis be prepared to properly allocate the costs to the benefited parcels.

Recommendation/Action: Staff recommends Council approve Resolution No. 2013-090.

Motion for Consideration: I move to approve Resolution No. 2013-090, authorizing expenditures with Parametrix for Stewart/Thornton Traffic Impact Analysis.

Budget Impact: \$_____ from project funds.

Alternatives: The City can find alternative source for funding the intersection improvements.

CITY OF PACIFIC
WASHINGTON

RESOLUTION NO. 2013 – 090

**A RESOLUTION OF THE CITY OF PACIFIC, WASHINGTON, AUTHORIZING
EXPENDITURES WITH PARAMETRIX FOR STEWART / THORNTON TRAFFIC
IMPACT ANALYSIS**

WHEREAS the City of Pacific is developing street improvements in the Stewart Road Corridor, including a traffic signal and street widening at the intersection of Thornton; and

WHEREAS many of the property owners on Thornton Avenue will benefit from the traffic signal and street improvements at the intersection and should contribute to the cost of the project through a latecomer agreement; and

WHEREAS Parametrix has developed a scope of work to complete the traffic impact analysis for the latecomer agreement for the total cost of the work at \$_____; and

WHEREAS, staff has reviewed the proposed work and is satisfied with the proposal,

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

Section 1. The Pacific City Council hereby authorizes payment in the amount of \$_____ with Parametrix, Inc. for services for the Stewart / Thornton Traffic Impact Analysis project, as defined in the Scope of Services, attached as Exhibit A.

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

CITY OF PACIFIC

LEANNE GUIER, MAYOR

ATTEST/AUTHENTICATED:

AMY STEVENSON-NESS, CITY CLERK

APPROVED AS TO FORM:

KEN LUCE, CITY ATTORNEY

SCOPE OF WORK AND BUDGET

City of Pacific Signal Pro-Rata Share

PHASE 01 – SIGNAL PRO-RATA SHARE

Task 01 – Development of Pro-Rata Share

Approach

Parametrix will assist the City of Pacific in determining the appropriate share of cost for the signal installation at Stewart Road & Thornton Avenue, for each property owner benefitting from the signal installation.

Parametrix will take the parcel size and use information sent by Jim Morgan the week of November 18th and calculate trip generation by ultimate and best use for each parcel based on the current zoning of each parcel. Each parcel's trip generation will then be compared to the cumulative sum of all the parcel's trip generation, to determine a pro-rata share.

Assumptions

- A total of twenty-four (24) parcels will be assessed
- To determine trip generation, the ITE Trip Generation Manual, 9th edition, will be used
- No more than two Land Use Codes will be used.
- Pass-by and Diverted Link Trips will not be calculated
- The City will provide the cost estimate of the traffic signal

Deliverables

- One excel spreadsheet containing the trip generation estimates for each parcel

Budget

Work will be accomplished under the Parametrix On-Call contract with the City of Pacific. Total effort is estimated at:

8 hours traffic engineer, 2 hour project manager, plus expenses = \$1,500



Agenda Staff Report

TO: Mayor Guier and City Council Members
FROM: Public Works
MEETING DATE: December 9, 2013
SUBJECT: AHBL Agreement for Design of City Hall Parking Lot Retrofit and Low Impact Development Improvements.

ATTACHMENTS: A. Resolution 2013-091

Previous Council Review Date:

Summary: As part of the FY 2013 – 2015 Ecology Stormwater Grant, \$120,000 was provided to design stormwater retrofit and low impact development projects for competition in the September / October 2014 call for projects. City staff, in discussions with the public works committee, has selected the parking lot retrofit project as one of two projects to use the provided design funds. The project can serve as a demonstration project for the new LID requirements beginning in 2016.

Recommendation/Action: Staff recommends Council approve Resolution No. 2013-091.

Motion for Consideration: Move to approve 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.

Budget Impact: \$_____ from Ecology FY 2013-2015 grant funds.

Alternatives: The City can choose to not do the project.

CITY OF PACIFIC
WASHINGTON

RESOLUTION NO. 2013 - 091

A RESOLUTION OF THE CITY OF PACIFIC, WASHINGTON, AUTHORIZING THE EXPENDITURE OF FUNDS WITH AHBL, INC. FOR ENGINEERING DESIGN SERVICES FOR CITY HALL PARKING LOT STORMWATER RETROFIT AND LOW IMPACT DEVELOPMENT PROJECT

WHEREAS the Department of Ecology announced that the City of Pacific was awarded a \$120,000 grant for design engineering services to be funded through their FY2013-2015 Stormwater Retrofit and Low-Impact Development Grant Program; and

WHEREAS AHBL, Inc is one of the City’s On Call Engineering firms and staff is recommending authorizing expenditures with AHBL for the purposes of design engineering of the City Hall Stormwater Retrofit and Low Impact Development Project; and

WHEREAS City staff and members of the AHBL, Inc have met and negotiated a scope of work and fee structure for the project’s coordination, permitting and design engineering in order to prepare the project for construction funding competition, estimated to occur in September/October 2014,

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

Section 1. The Pacific City Council hereby authorizes the expenditure funds in the amount of \$ _____ with AHBL, Inc. for design engineering services for the City Hall Stormwater Retrofit and Low Impact Development Project, as attached and identified within the Scope of Services.

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

CITY OF PACIFIC

LEANNE GUIER, MAYOR

ATTEST/AUTHENTICATED:

AMY STEVENSON-NESS, CITY CLERK

APPROVED AS TO FORM:

KEN LUCE, CITY ATTORNEY



Agenda Staff Report

TO: Mayor Guier and City Council Members
FROM: Public Works
MEETING DATE: December 9, 2013
SUBJECT: AHBL Agreement for Design of Stormwater Treatment Outfall Retrofit Design.

ATTACHMENTS: A. Resolution 2013-092

Previous Council Review Date: December 2, 2013

Summary: As part of the FY 2013 – 2015 Ecology Stormwater Grant, \$120,000 was provided to design stormwater retrofit and low impact development projects for competition in the September / October 2014 call for projects. City staff, in discussions with the public works committee, has selected the stormwater outfall treatment retrofit as one of two projects to use the provided design funds. The project can provide the City guidance in determining the best treatment for the stormwater outfalls located throughout the City.

Recommendation/Action: Staff recommends Council approve Resolution No. 2013-092.

Motion for Consideration: Move to approve Resolution No. 2013-092, authorizing the expenditure of funds with AHBL, Inc. for engineering design services for the Stormwater Treatment Outfall Retrofit Project.

Budget Impact: \$_____ from Ecology FY 2013-2015 grant funds.

Alternatives: The City can choose to not do the project.

CITY OF PACIFIC
WASHINGTON

RESOLUTION NO. 2013 - 092

**A RESOLUTION OF THE CITY OF PACIFIC, WASHINGTON, AUTHORIZING THE
EXPENDITURE OF FUNDS WITH AHBL, INC. FOR ENGINEERING DESIGN
SERVICES FOR STORMWATER OUTFALL TREATMENT RETROFIT PROJECT**

WHEREAS the Department of Ecology announced that the City of Pacific was awarded a \$120,000 grant for design engineering services to be funded through their FY2013-2015 Stormwater Retrofit and Low-Impact Development Grant Program; and

WHEREAS AHBL, Inc is one of the City's On Call Engineering firms and staff is recommending authorizing expenditures with AHBL for the purposes of design engineering of the Stormwater Outfall Treatment Retrofit Project; and

WHEREAS City staff and members of the AHBL, Inc have met and negotiated a scope of work and fee structure for the project's coordination, permitting and design engineering in order to prepare the project for construction funding competition, estimated to occur in September/October 2014,

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

Section 1. The Pacific City Council hereby authorizes the expenditure funds in the amount of \$_____ with AHBL, Inc. for design engineering services for the Stormwater Outfall Treatment Retrofit Project, as attached and identified within the Scope of Services.

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

CITY OF PACIFIC

LEANNE GUIER, MAYOR

ATTEST/AUTHENTICATED:

AMY STEVENSON-NESS, CITY CLERK

APPROVED AS TO FORM:

KEN LUCE, CITY ATTORNEY



Agenda Staff Report

TO: Mayor Guier and City Council Members
FROM: Amy Stevenson-Ness, City Clerk/Personnel Manager
MEETING DATE: December 9, 2013
SUBJECT: Job Descriptions – Public Works Department

ATTACHMENTS: A. Resolution 2013-093
B. Job Descriptions: Public Works Lead
Maintenance Worker II, and
Maintenance Worker I

Previous Council Review Date: Various Meetings.

Summary: Comprehensive Public Works Department employee/staff job descriptions are submitted for Council approval. The City Council and Mayor have reviewed these job descriptions during negotiations with the Union to ensure that they agree with those listed in the Collective Bargaining Agreement.

Recommendation/Action: Staff recommends that the City Council approve the job descriptions for the Public Works Lead, Maintenance Worker II, and Maintenance Worker I positions.

Motion for Consideration: I move to approve Resolution No. 2013-093, approving the job descriptions for the Public Works Lead, Maintenance Worker II, and Maintenance Worker I positions.

Budget Impact:

Alternatives:

**CITY OF PACIFIC
WASHINGTON
RESOLUTION NO. 2013-093**

**A RESOLUTION OF CITY COUNCIL OF THE CITY OF PACIFIC,
WASHINGTON, ADOPTING JOB DESCRIPTION FOR THE POSITIONS OF
PUBLIC WORKS LEAD, MAINTENANCE WORKER II, AND MAINTENANCE WORKER I**

WHEREAS, the City of Pacific currently has job descriptions in the Collective Bargaining Agreement for the Public Works Department jobs for a Maintenance Worker Lead, Maintenance Worker II, and Maintenance Worker I; and

WHEREAS, the City of Pacific has updated the duties and responsibilities of the job descriptions for the positions of Maintenance Worker Lead, Maintenance Worker II, and Maintenance Worker I;

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

Section 1. The City Council of the City of Pacific adopts the Job Descriptions for the positions of Maintenance Worker Lead, Maintenance Worker II, and Maintenance Worker I, exhibit A.

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

CITY OF PACIFIC

LEANNE GUIER, MAYOR

ATTEST/AUTHENTICATED:

AMY STEVENSON-NESS, CITY CLERK

APPROVED AS TO FORM:

KENYON LUCE, CITY ATTORNEY



Final Draft Job Description

Public Works Lead Maintenance Worker

Department: Maintenance

FLSA Status: Nonexempt

Reports to: Public Works Director

Approval Date: December 9, 2013

The following job description is designed to outline the functions and position requirements of this job. It does *not* identify all tasks that may be expected, nor, address the performance standards that must be maintained.

General Position Summary: Under direction, leads and participates in the work of public works crews engaged in the construction, repair and maintenance of water distribution system and transmission system, streets, curbs, gutters, storm drains, parks and other public work facilities; operates light and medium duty motorized equipment. Responsibilities include coordinating, assigning and scheduling department work.

Essential Functions/Major Responsibilities:

- Leads and participates in the work of the Public Works crew engaged in the construction, installation, repair and maintenance of potable water distribution and wastewater collection systems, streets, curbs, gutters, sidewalks, storm drains, parks, and related facilities.
- Schedules department work projects, establishing priorities for preventative maintenance and emergency repairs; assign tasks to Public Works crew members.
- Inspects/reviews work in progress and/or at completion.
- Trains Public Works employees in procedures, equipment use/maintenance and safe practices/procedures as required.
- Operates and maintains water and sewer pumps.

- Inspects pumps and reservoir for security.
- Maintains and repairs generators
 - Inspect electrical and mechanical functions
 - Lubricate and clean; maintain fuel levels.
- Performs routine maintenance of water mains
- Repairs/replaces water meters as needed.
- Installs/replaces storm pipes and catch basins.
- Maintains water hydrants, ensuring proper pressure.
- Maintains manholes
 - Eliminate inflow and infiltration
 - Plug holes, maintain street grade, grout and seal seams
- Maintains storm drainage system, including clearing of debris from waterways, catch basins, retention systems, ponds, pipes, etc.
- Repairs, installs, replaces street signs
- Pours sidewalks and curbs
- Responds to weather emergencies, acts of god, etc. affecting utilities and/or public right-of-ways
- Maintains daily work reports and preventative maintenance records, ensuring thorough documentation for identified problems
- Promotes and maintains a safe environment for co-workers and the general public
- Reads and records customer water meters
- Maintains department supply inventory
- Processes department invoices for payment

Secondary Functions:

- Participates in long and short term department goal setting sessions
- Analyzes projects, department performance
- Asphalt patching and basic street repairs
- Maintains vehicles, including oil changes and other preventative maintenance
- Park maintenance (mowing, weed control, trash collection)
- Janitorial work (cleaning floors, facilities and emptying trash)
- Snow removal (plowing and sanding)
- Other work as required

Job Scope: The Public Works Lead Maintenance Worker job involves recurring work situations and variations from the norm and a wide degree of complexity. The Public Works Lead Maintenance Worker works from established procedures and occasionally contributes to the development of procedures. The employee works with little to no direct supervision without regular work verification. Errors in work can cause a disruption of utility services, added expense to the City and/or personal injury

Supervisory Responsibility: General supervisory responsibilities for the Public Works crew including assigning work to the crew, approving absences and overtime. The Public Works Lead maintenance Worker makes recommendations regarding hiring, terminations, pay changes, and job changes.

Interpersonal Contacts: Are made both within the maintenance department, other City departments and with individuals not employed by the City. Communication seldom contains confidential or sensitive material.

- Internal: 60% (generally with the maintenance dept.)
- External: 40%
- In person: 55%
- Email: 20%
- Phone: 25%

Specific Job Skills:

- General knowledge of water and sewer utilities
- Knowledge of procedures, practices, equipment used in public works maintenance, repairs and improvements
- Knowledge of heavy equipment, including backhoe, dump truck operation
- Knowledge of government structure and planning procedures
- Knowledge of good supervisory and training practices/procedures
- Ability to lead a work crew, delegate assignments
- Ability to effectively train employees on procedures and safe work habits
- Ability to use basic hand and power tools
- Ability to read, speak, and write English
- Ability to understand and explain maps, drawings, diagrams and technical data/instructions
- Ability to perform basic math (add, subtract, multiply, and divide)
- Ability to use independent judgment and make decisions on a regular basis
- Ability to evaluate project progress, making adjustments as necessary in order to meet deadlines
- Ability to use discretion
- Ability to provide supervision, delegate and
- Basic knowledge of welding
- Ability to operate trucks, trenchers, loaders, backhoes, compressors, street sweepers, vactor trucks and a wide variety of other motorized equipment
- Ability to apply pipe fitting skills
- Ability to use a variety of hand and power tools
- Ability to apply preventative maintenance principals
- Ability to operate telemeter equipment
- Ability to read, speak and write English
- Ability to perform basic math (add, subtract, multiply and divide)
- Ability to keep accurate records

- Ability to understand maps, drawings, diagrams and technical data/instructions
- Ability to use independent judgment, use discretion
- Ability to deal with the general public in a professional manner, including responding to complaints and inquiries
- Ability to maintain a safe work environment
- Ability to push/pull 100 lbs. on a regular basis
- Ability to lift 50 lbs. on a regular basis
- Ability to hear warning alarms
- Ability to work safely get into, out of and work in confined spaces
- Ability to stand continuously
- Ability to properly use the appropriate personal protective equipment

Education and/or Experience:

- High school diploma or equivalent
- Three years related work experience (construction/utility)
- Current asbestos and flagging certification
- Valid Washington commercial drivers' license with class B endorsement
- Valid CPR and First Aid card

Job Conditions: Work environment is outside with exposure to inclement weather and traffic. Work often involves use of and exposure to hazardous materials, including raw sewage and/or a general public who is angry or easily agitated. Work may take place in confined spaces or on scaffolds. Work requires occasional overtime and on-call shifts.

First Level Supervisory Approval

Second Level Approval



Final Draft Job Description

Public Works Maintenance Worker II

Department: Maintenance FLSA

Status: **Nonexempt**

Reports to: Public Works Lead
Maintenance Worker

Approval Date: December 9, 2013

The following job description is designed to outline the functions and position requirements of this job. It does *not* identify all tasks that may be expected, nor, address the performance standards that must be maintained.

General Position Summary: Maintain city utilities including water, sewer services and storm drains. Provide street, public right-of-way and Park maintenance. The Public Works Maintenance Worker is often the 'face of the City' providing initial customer contact.

Essential Functions/Major Responsibilities:

- Performs skilled and semi-skilled work in construction, installation, repair and maintenance of water distribution system mains, service lines and related facilities and equipment; performs skilled and semi-skilled work in the construction, installation, repair and maintenance of wastewater collection system mains, lines and related facilities and equipment
- Ensures proper operation of water reservoir, pump stations and generator systems
- Performs a variety of skilled tasks involved in the maintenance and repair of streets, curbs, gutters, sidewalks, storm drains, street signs, median strips and related public works facilities; paints curbs
- Installs, tests, inspects, replaces, maintains and repairs water meters, tests, disassembles and cleans water meters; repairs or replaces worn or defective parts in meters; raises and lowers meter box heights; cleans and resets meter boxes; responds to complaints of leaking, broken or malfunctioning meters;
- Performs flow tests and pressure checks on water meters; operates a

variety of hand and power tools in adjusting and maintaining of small and large water meters, including acetylene/oxygen torches, power wrenches and air compressors; participates in the City's regular and ongoing water meter replacement program

- Inspects, tests and maintains water hydrants, ensuring proper pressure
- Installs, repairs or replaces any pumps, motors, valves and other water/sewer equipment as necessary
- Maintains manholes
 - Eliminate inflow and infiltration
 - Plug holes, maintain street grade, grout and seal seams
- Maintains storm drainage system, 'including clearing of debris from water ways, catch basins, retention systems, ponds, pipes, etc.
- Maintains parks and public grounds by operating cutting equipment such as tractors, lawn mowers and weed eaters
- Responds to weather emergencies, acts of god, etc. affecting utilities and/or public right-of-ways
- Maintains daily reports for water, sewer, chlorine and caustic substances
- Reads and records customer water meters; Investigates customer complaints regarding water bills, re-reads meters in response to customer inquiries or complaints; identifies cause of excessive water consumption and advises customers of necessary repairs or alterations
- Conducts 'water turn-offs'
- Promotes and maintains a safe environment for co-workers and the general public

Secondary Functions:

- Asphalt patching and basic street repairs; Sets-up and removes barricades to protect crew from street traffic; directs traffic at work sites
- Assists in ordering parts and materials for department
- Maintains vehicles, including oil changes and other preventative maintenance
- Janitorial work (cleaning floors, facilities and emptying trash)
- Snow removal (plowing and sanding)
- Other work as required

Job Scope: The Public Works maintenance worker job involves recurring work situations with occasional variations from the norm and a moderate degree of complexity. The Public Works Maintenance Worker works from established procedures under minimal to moderate direct supervision with some regular work verification. Errors in work can -cause a disruption of utility services, property damage and/or personal injury.

Supervisory Responsibility: The job has no formal supervisory responsibility. Incumbents may provide training and guidance to new or lesser-experienced

employees.

Interpersonal Contacts: Are made both within the maintenance department, other City departments and with individuals not employed by the City. Communication seldom contains confidential or sensitive material.

- Internal: 60% (generally with the maintenance dept.)
- External: 40%
- In person: 55%
- Email: 20%
- Phone: 25%

Specific Job Skills:

- General knowledge of water and sewer utilities
- Knowledge to operate heavy equipment, including backhoe, dump truck
- Knowledge of water/sewer systems, pumps and generators
- Knowledge of flagging and traffic control
- Basic knowledge of welding
- Ability to operate trucks, trenchers, loaders, backhoes, compressors, street sweepers, vactor trucks and a wide variety of other motorized equipment
- Ability to apply pipe fitting skills
- Ability to use a variety of hand and power tools
- Ability to apply preventative maintenance principals
- Ability to operate telemeter equipment
- Ability to read, speak and write English
- Ability to perform basic math (add, subtract, multiply and divide)
- Ability to keep accurate records
- Ability to understand maps, drawings, diagrams and technical data/instructions
- Ability to use independent judgment, use discretion
- Ability to deal with the general public in a professional manner, including responding to complaints and inquiries
- Ability to maintain a safe work environment
- Ability to push/pull 100 lbs. on a regular basis
- Ability to lift 50 lbs. on a regular basis
- Ability to hear warning alarms
- Ability to work safely get into, out of and work in confined spaces
- Ability to stand continuously
- Ability to properly use the appropriate personal protective equipment

Education and/or Experience:

- High school diploma or equivalent
- Three years related work experience (construction/utility)
- Current asbestos and flagging certification
- Valid Washington commercial drivers' license with class B endorsement
- Valid CPR and First Aid card

Job Conditions: Work environment is outside with exposure to inclement weather and traffic. Work often involves use of and exposure to hazardous materials, including raw sewage and/or a general public who is angry or easily agitated. Work may take place in confined spaces or on scaffolds. Work requires occasional overtime and on-call shifts.

First Level Supervisory Approval

Second Level Approval



Final Draft Job Description

Public Works Maintenance Worker I

Department: Maintenance

FLSA Status: Nonexempt

Reports to: Public Works Lead
Maintenance Worker

Approval Date: December 9, 2013

The following job description is designed to outline the functions and position requirements of this job. It does *not* identify all tasks that may be expected, nor, address the performance standards that must be maintained.

General Position Summary: Maintain city utilities including water, sewer services and storm drains. Provide street, public right-of-way and Park maintenance. The Public Works Maintenance Worker is often the 'face of the City' providing initial customer contact.

Essential Functions/Major Responsibilities:

- Performs skilled and semi-skilled work in operation of variety of construction and maintenance duties. Also performs manual labor activities as required by the Public Works Department.
- Assists with a variety of skilled tasks involved in the maintenance and repair of streets, curbs, gutters, street signs, median strips and related public works facilities; paints curbs
- Operates a variety of hand and power tools in adjusting and maintaining of small and large water meters, traffic signs, power wrenches and air compressors; participates in the City's regular and ongoing water meter replacement program
- Assists with repairs or replaces any pumps, motors, valves and other water/sewer equipment as necessary
- Maintains storm drainage system, including clearing of debris from water ways, catch basins, retention systems, ponds, pipes, etc.
- Maintains parks and public grounds by operating cutting equipment such as tractors, lawn mowers and weed eaters

- Assists with “water turn-offs”
- Promotes and maintains a safe environment for co-workers and the general public

Secondary Functions:

- Asphalt patching and basic street repairs; Sets-up and removes barricades to protect crew from street traffic; directs traffic at work sites
- Maintains vehicles, including oil changes and other preventative maintenance
- Janitorial work (cleaning floors, facilities and emptying trash)
- Snow removal at city facilities as directed
- Other work as required

Job Scope: The Public Works maintenance worker job involves recurring work situations with occasional variations from the norm and a moderate degree of complexity. The Public Works Maintenance Worker works from established procedures under moderate direct supervision with some regular work verification.

Supervisory Responsibility: The job has no formal supervisory responsibilities

Specific Job Skills:

- General knowledge of water and sewer utilities
- Knowledge of flagging and traffic control
- Ability to use a variety of hand and power tools
- Ability to apply preventative maintenance principals
- Ability to read, speak and write English
- Ability to perform basic math (add, subtract, multiply and divide)
- Ability to keep accurate records
- Ability to understand maps and drawings
- Ability to use independent judgment, use discretion
- Ability to deal with the general public in a professional manner, including responding to complaints and inquiries
- Ability to maintain a safe work environment
- Ability to push/pull 100 lbs. on a regular basis
- Ability to lift 50 lbs. on a regular basis
- Ability to hear warning alarms
- Ability to work safely get into, out of and work in confined spaces
- Ability to stand continuously
- Ability to properly use the appropriate personal protective equipment

Education and/or Experience:

- High school diploma or equivalent
- Flagging certification obtained within 6 months
- Valid Washington commercial drivers' license with class B endorsement
- Valid CPR, First Aid card, and blood borne passages within 90 days

Job Conditions: Work environment is outside with exposure to inclement weather and traffic. Work often involves use of and exposure to hazardous materials, including raw sewage and/or a general public who is angry or easily agitated. This work requires occasional overtime and possibly assists with on-call shifts.

First Level Supervisory Approval

Second Level Approval



Agenda Staff Report

TO: Mayor Guier and City Council Members
FROM: John Calkins
MEETING DATE: December 9, 2013
SUBJECT: Purchase of Handguns

ATTACHMENTS: A. Resolution 2013-094
 B. Bid from Bull's Eye Shooter Supply, vendor for Sig Sauer

Previous Council Review Date: Public Safety Committee

Summary: The Glock handguns that are issued to officers are now approximately 20 years old. We have experienced misfires during qualifications, determined to be malfunction of the Glock and not ammo. Liability and safety to officers are of paramount concern because of these outdated weapons.

Recommendation/Action: Purchase 13 Sig Sauer 227 .45 ACP handguns and replace the 18 Glock handguns currently in service. The Glock handguns will be sold after a surplus is authorized by Council.

Motion for Consideration: I move to adopt Resolution No. 2013-094 authorizing the Police Department to purchase 13 Sig Sauer handguns from Bull's Eye Shooter Supply, LLC in the amount of \$10,659.82.

Budget Impact: \$10659.82 plus sales tax in Pierce County.

Alternatives: Continue to carry the outdated Glock handguns and disregard the liability to the City.

**City of Pacific
Washington**

RESOLUTION NO. 2013-094

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC, WASHINGTON
AUTHORIZING
THE PURCHASE OF 13 SIG SAUER .45 ACP HANDGUNS.**

WHEREAS, the Pacific Police Department issued Glock, 40 ACP to all commissioned personnel in approximately 1994, and

WHEREAS, some of the Glocks are outdated and in need of serious repair, and

WHEREAS, the handgun is most crucial part of protection for an officer and a citizen, and

WHEREAS, the Sig Sauer handgun is recognized as a superior weapon for law enforcement and military application.

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

Section 1. The Pacific City Council hereby authorizes the purchase of the 13 Sig Sauer .45 ACP handguns, described in Exhibit A to this Resolution. The total cost cited by vendor has been reduced by eliminating two handguns.

Section 3. This Resolution shall take effect and be in full force upon passage and signatures hereon.

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

CITY OF PACIFIC

LEANNE GUIER, MAYOR

ATTEST/AUTHENTICATED:

AMY STEVENSON-NESS, CITY CLERK

APPROVED AS TO FORM:

KENYON LUCE, CITY ATTORNEY



Bull's Eye Shooter Supply LLC



Pacific Police Department:

The following bid is for the purchase of Sig Sauer 227.

Item 1. Sig Sauer P227 in .45ACP BL 4.4" Rail and Night Sights

Supplied with two 10 round mags

Manufacturer Part #227R-45-BSS

Each handgun at a cost of \$819.99

11
43 handguns 9019.90
\$10659.82

Item 2. Sig Sauer P227 in .45ACP BL 3.9" Rail and Night Sights

Supplied with two 10 round mags

Manufacturer Part# 227R3-45-BSS

Each handgun at a cost of \$819.99

2 handguns \$1639.98

Total ~~\$12,299.96~~ plus tax

\$10659.82

This proposal is good for the 2013 year. Sig Sauer is currently in production of these firearms and availability from the factory the delaying factor in delivery. Handguns maybe purchased in smaller increments as they become available.

Thank you for the opportunity for this submission.

Kris Kindschuh

Owner

819 River Road, Puyallup, WA 98371 • 253-572-6417 • www.bulleypuyallup.com

CITY OF PACIFIC
WASHINGTON

ORDINANCE NO. 1854

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC, WASHINGTON, TEMPORARILY REDUCING THE MAXIMUM SPEED ON WEST VALLEY HIGHWAY BETWEEN THE NORTHERLY CITY LIMITS NEAR 56th PLACE SOUTH (WEST HILL DOWNGRADE) AND 8th STREET EAST FROM 40 MPH TO __ MPH

WHEREAS, the City Council has previously adopted PMC Chapter 10.32 and established maximum speed limits on City Streets; and

WHEREAS, Pacific is studying and preparing design documents for the West Valley Highway Corridor between the Northerly City Limits near 56th Place South (West Hill Downgrade) and 8th Street East; and

WHEREAS, it is determined that, in the interest of public safety, the speed limit on West Valley Highway between the Northerly City Limits near 56th Place South (West Hill Downgrade) and 8th Street East should be reduced from 40 mph to __ mph until the studies and preliminary design are complete;

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

Section 1. Setting Maximum Speed Limit. The maximum speed limit on West Valley Highway between the Northerly City Limits near 56th Place South (West Hill Downgrade) And 8th Street East is set at __ miles per hour.

Section 2. Effective Date and Publication. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall be in effect five days after publication.

Section 3. Sunset Date. This Ordinance will remain in effect for the duration of the studies and design of the West Valley Improvements. At the completion of the studies and design work for said project, this Ordinance will reevaluated and extended, terminated, or modified as Council determines based on the findings of the studies.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE __ DAY OF _____, 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

Agenda Bills

Agenda Item No.	<u>Consent Agenda</u>	Meeting Date:	<u>December 9, 2013</u>
	<u>Claim Voucher & Payroll</u>		<u>Richard Gould</u>
<u>Subject:</u>	<u>Approval</u>	Prepared by:	<u>Finance Director</u>

Summary:

Approval of Payroll for the period of November 16, 2013 through November 30, 2013; Claims Vouchers for November 26, 2013 through December 9, 2013.

Payroll Auto Deposit	\$	65,830.92
Signing Bonus Checks # 4725 – 4741		12,154.86
Claim Checks: #42630 – 42708		275,807.08
EFT's #500 – 504		38,697.84

Voided Claims Miss Prints
(Ch#'s 4746, 42638)

Total Expenditures	\$	<u>392,490.70</u>
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Recommendation: Approval of payment for Payroll and Claims

Motion: move to approve the Consent Agenda including approval of Payroll and Claims Vouchers.

Attachments:

Check Registers and Payroll Expense itemization.

Payroll

Computer Check Register

User: asolvang

Printed: 12/03/2013 - 12:39PM

Batch: 00501-12-2013 Computer



Check No	Check Date	Employee Information	Amount
4742	12/05/2013	GARBER Katherine Garberding	92.35
4743	12/05/2013	HULSG Gary Hulsey	92.08
4744	12/05/2013	STEIC Clinton Steiger	46.03
4745	12/05/2013	FLARW Wanda Flarity	1,089.97
Total Number of Employees: 4		Total for Payroll Check Run:	1,320.43

Voucher Approval

We, the undersigned Council members of the City of Pacific, do hereby certify that the Vouchers specified were reviewed and were approved for payment at the Regular Council Meeting on: 12/9/13

Council member: _____

Council member: _____

Council member: _____

Reviewed for Accuracy
Finance Director: _____

Date: 12-6-2013

Auto Deposit Payroll in the Amount of: _____

\$ 188.49
64322.00

Total Expenditures: _____

\$ 65830.90

Payroll

ACH Check Register

User: 'asolvang'
Printed: 12/03/2013 - 12:45PM
Batch: 501-12-2013
Include Partial: FALSE



Check Date	Check Number	Employee No	Employee Name	Amount
12/05/2013	0	ADAMP	Pamela Walasek	1,850.82
12/05/2013	0	BARNK	Kenneth Barnett	1,814.26
12/05/2013	0	BOS M	Michel Bos	3,504.82
12/05/2013	0	BROOB	Bill Brookhart	1,439.73
12/05/2013	0	CALKJ	John Calkins	4,365.24
12/05/2013	0	FUTJO	Joanne Futch	1,215.74
12/05/2013	0	GALER	Roger Gale	3,030.12
12/05/2013	0	GOULD	Richard Gould	2,760.04
12/05/2013	0	GUIERL	Leanne Guier	317.71
12/05/2013	0	Guse	Georgia Guse	739.36
12/05/2013	0	Hong	Joshua Hong	3,820.92
12/05/2013	0	JONEJ	John Jones	91.25
12/05/2013	0	KIM	Michael Kim	3,161.93
12/05/2013	0	Knauf	Charles Knauf	277.24
12/05/2013	0	KORAS	Steven Koransky	202.07
12/05/2013	0	LARSG	Gary Larson	2,017.42
12/05/2013	0	MASSE	Edwin Massey Jr	2,849.87
12/05/2013	0	MCCUT	Thomas McCulley Jr	1,922.27
12/05/2013	0	MCMAJ	James McMahan	46.
12/05/2013	0	MORGJ	James Morgan	1,470.96
12/05/2013	0	NEWTD	David Newton	2,464.38
12/05/2013	0	POLLOCK	Heather Pollock	973.10
12/05/2013	0	PUTNJ	Joshua Putnam	92.08
12/05/2013	0	QUACJ	Jon Quackenbush	111.57
12/05/2013	0	RODRM	Michael Rodriguez	1,971.42
12/05/2013	0	RYDBK	Kelly Rydberg	1,538.71
12/05/2013	0	SCHUJ	James Schunke	1,930.76
12/05/2013	0	SHOOS	Stephanie Shook	1,394.53
12/05/2013	0	SLAGT	Jed Slagter	2,360.51
12/05/2013	0	SOLVA	Angelica Solvang	1,537.27
12/05/2013	0	STEPR	Robert Stephens	3,074.40
12/05/2013	0	STEVEN	Amy Stevenson-Ness	1,682.03
12/05/2013	0	THACD	Darcie Thach	1,205.44
12/05/2013	0	WALKT	Trenity Walker	92.08
12/05/2013	0	WESJS	Joe West	3,178.24
12/05/2013	0	WIECP	Paula Wiech	1,346.08
12/05/2013	0	WILDC	Corrine Wildoner	1,212.90
12/05/2013	0	Zinsli	Samantha Zinsli	1,258.71
Total Employees:			38	Total: 64,322.00

Payroll

Computer Check Register

User: asolvang

Printed: 11/26/2013 - 1:21PM

Batch: 00026-11-2013 Computer



Check No	Check Date	Employee Information		Amount
4725	11/26/2013	ADAMP	Pamela Walasek	709.63
4726	11/26/2013	POLLOCK	Heather Pollock	738.80
4727	11/26/2013	SOLVA	Angelica Solvang	738.80
4728	11/26/2013	WIECP	Paula Wiech	675.52
4729	11/26/2013	WILDC	Corrine Wildoner	675.52
4730	11/26/2013	BARNK	Kenneth Barnett	709.63
4731	11/26/2013	BROOB	Bill Brookhart	738.80
4732	11/26/2013	FLARW	Wanda Flarity	675.52
4733	11/26/2013	LARSG	Gary Larson	738.80
4734	11/26/2013	MCCUT	Thomas McCulley Jr	738.80
4735	11/26/2013	RODRM	Michael Rodriguez	738.80
4736	11/26/2013	SCHUJ	James Schunke	738.80
4737	11/26/2013	SHOOS	Stephanie Shook	645.52
4738	11/26/2013	Zinsli	Samantha Zinsli	675.52
4739	11/26/2013	Guse	Georgia Guse	738.80
4740	11/26/2013	THACD	Darcie Thach	738.80
4741	11/26/2013	FUTJO	Joanne Futch	738.80
Total Number of Employees:		17	Total for Payroll Check Run:	12,154.86

Voucher Approval

We, the undersigned Council members of the City of Pacific, do hereby certify that the Vouchers specified were reviewed and were approved for payment at the Regular Council Meeting on: 12/9/13.

Council member: _____

Council member: _____

Council member: _____

Reviewed for Accuracy
Finance Director: _____

Date: 12-6-2013

Auto Deposit Payroll in the Amount of: _____

\$ n/a.

Total Expenditures: _____

\$ 12154.86

Accounts Payable

Checks by Date - Summary By Check Date

User: padams
 Printed: 12/5/2013 - 2:26 PM



				Check Amount
Check No:	500	Check Date:	11/22/2013	
Vendor:	FED TX	Vendor Name:	Internal Revenue Service	36.06
				Date Total: 36.06
Check No:	501	Check Date:	11/26/2013	
Vendor:	FED TX	Vendor Name:	Internal Revenue Service	2,485.54
				Date Total: 2,485.54
Check No:	502	Check Date:	12/05/2013	
Vendor:	FED TX	Vendor Name:	Internal Revenue Service	24,870.60
Check No:	503	Check Date:	12/05/2013	
Vendor:	WA Retir	Vendor Name:	WA St Dept Retirement System	187.50
				Date Total: 25,058.10
Check No:	504	Check Date:	12/06/2013	
Vendor:	WA Rev	Vendor Name:	WA St Dept of Revenue	11,118.14
				Date Total: 11,118.14
				Report Total: 38,697.84

Voucher Approval

We, the undersigned Council members of the City of Pacific, do hereby certify that the Vouchers specified were reviewed and were approved for payment at the Regular Council Meeting on: 12/4/13.

Council member: _____

Council member: _____

Council member: _____

Reviewed for Accuracy:
 Finance Director: _____

Date: 12-6-2013

Check Number	Vendor No	Vendor Name	Check Date	Check Amount
42675	PAO	Prosecuting Attorneys Office	12/09/2013	225.40
'2676	PSE	Puget Sound Energy	12/09/2013	15,315.83
2677	Pump	Pumpstech Inc	12/09/2013	603.62
42678	City Pu	City of Puyallup	12/09/2013	1,105.00
42679	Rel Off	Reliable Office Supplies	12/09/2013	276.76
42680	Rochon	L Stephen Rochon	12/09/2013	3,480.00
42681	Kel Ryd	Kelly Rydberg	12/09/2013	17.96
42682	SAMS CL2	SAM'S CLUB/GEMB	12/09/2013	131.47
42683	Schmiede	Meagan Schmieder	12/09/2013	17.05
42684	Jam Schu	James Schunke	12/09/2013	85.00
42685	SCORE	SCORE	12/09/2013	13,410.00
42686	Ste Sho	Stephanie Shook	12/09/2013	21.28
42687	Shope En	Shope Enterprises, Inc.	12/09/2013	102.04
42688	Shred	Shred-It USA Inc.	12/09/2013	110.38
42689	SOU INS	Sound Inspections, LLC.	12/09/2013	1,136.39
42690	Sprint	Sprint	12/09/2013	552.47
42691	Tea 117	Teamsters Local 117	12/09/2013	1,745.01
42692	THACH	Darcie Thach	12/09/2013	38.79
42693	Per Exh	Total Auto Care	12/09/2013	398.35
42694	Val Aub	Valley Auburn Pontiac Buick GM	12/09/2013	559.44
42695	Val Comm	Valley Communications	12/09/2013	15,812.11
42696	WAS&P	Wa Assoc Sheriffs & Police Chi	12/09/2013	300.00
42697	WA DE HE	WA Dept of Health	12/09/2013	84.00
42698	WA Crim	Wa St Criminal Justice	12/09/2013	500.00
42699	Dep Eco	WA St Dept of Ecology	12/09/2013	4,906.69
42700	WA Retir	WA St Dept Retirement System	12/09/2013	21,443.91
42701	WA Trea	Wa St Treasurer	12/09/2013	11,562.76
702	WA ST SU	Washington St Support Registry	12/09/2013	125.00
42703	Wat Mana	Water Management Lab Inc	12/09/2013	147.00
42704	WCTPT	Western Conference of Teamsters	12/09/2013	1,459.49
42705	White	Krista C White-Swain	12/09/2013	2,550.00
42706	WorkPoin	Workpointe	12/09/2013	991.46
42707	AWC	Assoc Of Washington Cities	12/09/2013	50.00
42708	AWC	Assoc Of Washington Cities	12/09/2013	4,976.63
Report Total:				275,807.08

Voucher Approval

We, the undersigned Council members of the City of Pacific, do hereby certify that the Vouchers specified, were reviewed and were approved for payment at the Regular Council Meeting on: 12/19/13

Council member: _____

Council member: _____

Council member: _____

Reviewed for Accuracy:

Finance Director: [Signature]

Date: 12-6-2013

Accounts Payable

Checks by Date - Summary By Check Number

User: padams
 Printed: 12/6/2013 - 10:52 AM



Check Number	Vendor No	Vendor Name	Check Date	Check Amount	
42630	B of NY	The Bank Of New York Mellon	11/26/2013	1,100.24	
42631	ACCO Eng	Acco Engineered Systems	12/09/2013	295.65	
42632	AFLAC	AFLAC	12/09/2013	506.86	
42633	City Alg	City of Algona	12/09/2013	3,955.30	
42634	Alpi Pro	Alpine Products Inc	12/09/2013	158.23	
42635	Amer Leg	American Legal Services	12/09/2013	50.68	
42636	APA Amer	American Planning Association	12/09/2013	438.00	
42637	APPL A L	Apply A Line Inc	12/09/2013	450.00	
42638	AWC	Assoc Of Washington Cities	VOID	12/09/2013	0.00
42639	BFH Cons	BFH Consulting	12/09/2013	1,050.00	
42640	Blu Uni	Blumenthal Uniforms	12/09/2013	160.86	
42641	Joh Cal	John Calkins	12/09/2013	313.90	
42642	Cen Lin	CenturyLink	12/09/2013	1,265.35	
42643	Che Tri	Chehalis Tribal Police Department	12/09/2013	2,863.29	
42644	Chu Off	Chuckals Office Products Inc	12/09/2013	227.73	
42645	CWP	Coastal Wear Products, Inc.	12/09/2013	136.88	
42646	Cop NW	Copiers Northwest Inc	12/09/2013	1,407.96	
42647	cordi	Cordi & Bejarano Inc	12/09/2013	3.5	
42648	Fedyn	Denice Fedyn	12/09/2013	14.92	
42649	FERGUS	Ferguson Enterprises, Inc.	12/09/2013	405.64	
42650	Fritschy	Anne Fritschy	12/09/2013	18.95	
42651	Gos Mot	Gosney Motor Parts Inc	12/09/2013	184.89	
42652	GUSE	Georgia Guse	12/09/2013	16.16	
42653	HD Fow	H D Fowler Co Inc	12/09/2013	94.73	
42654	Hemande	Maria Hernandez	12/09/2013	16.38	
42655	Ima Mas	Image Masters Inc	12/09/2013	30.88	
42656	Int Mun	International Municipal Clerks	12/09/2013	145.00	
42657	KC Fin	KC Finance	12/09/2013	106,314.61	
42658	KC Rad	KC Radio Communication Service	12/09/2013	285.39	
42659	KC Reco	KC Recorder's Office	12/09/2013	33.00	
42660	KimballM	Kimball Midwest	12/09/2013	16.66	
42661	KCDA	King County Directors' Assoc	12/09/2013	207.00	
42662	Hargan	Law Office Thomas R Hargan	12/09/2013	240.00	
42663	LexNex	LexisNexis	12/09/2013	94.17	
42664	Libadia	Raphael Libadia	12/09/2013	17.50	
42665	LifeLine	LifeLine Training, Ltd.	12/09/2013	209.00	
42666	LUCE	Luce Lineberry & Kenney PS	12/09/2013	8,702.19	
42667	McL Har	Mclendon Hardware	12/09/2013	336.84	
42668	Nor Gro	Northup Group	12/09/2013	340.00	
42669	NW Admin	Nw Admin Transfer Account	12/09/2013	33,381.50	
42670	Pac Offi	Pacific Office Automation	12/09/2013	164.29	
42671	Pie Co C	PC Clerks & Finance Officers Ass	12/09/2013	50.00	
42672	Peckensh	Michael Peckenshneider	12/09/2013		
42673	Petro	Petrocard Systems Inc	12/09/2013	2,217.97	
42674	Pock Pre	Pocket Press Inc	12/09/2013	224.75	



City Council Minutes

Workshop
Monday, November 18, 2013
6:30 p.m.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present: Council Members Garberding, Hulseley, Jones, Putnam, and Council President Walker

Absent: Council Member Steiger, Mayor Guier and Mayor Pro Tem McMahan

STAFF PRESENT

City Engineer Jim Morgan, Court Administrator Kelly Rydberg, Lt. Ed Massey; Senior Services Assistant Darcie Thach, Finance Director Richard Gould, and City Clerk Amy Stevenson-Ness

ADDITIONS TO/APPROVAL OF AGENDA

Agenda item 4A was removed from the agenda.

Council Member Hulseley added a discussion regarding cost savings suggestions after the budget presentation.

The amended agenda was approved unanimously by Council.

AGENDA ITEMS

A. Discussion: Resolution No. 2013-0xx: Skillings Connolly Amendment No. 12 for time extension on Stewart Road Project.

Engineer Jim Morgan explained the amendment is a time extension on the design phase of the project. There are no costs associated with the time extension.

Direction by consensus of Council: Move forward to the meeting on November 25, 2013.

B. Discussion: Resolution No. 2013-0xx: Surveying Contract with Parametrix for Flood Plain Certification on White River Drive.

Engineer Jim Morgan when constructed, the homes needed flood plain certificates and not all were completed. The cost for the service will be \$1849.

Direction by consensus of Council: Move forward to the meeting on November 25, 2013.

C. Discussion: Resolution No. 2013-0xx: Accepting a Department of Ecology Stormwater Capacity Grants.

Engineer Jim Morgan explained this was approved on November 12 but needs to be formalized with a resolution for record keeping purposes.

Direction by consensus of Council: Move forward to the meeting on November 25, 2013.

D. Discussion: Reappointment of Civil Service Commissioner Monika Newbold.

City Clerk Amy Stevenson-Ness advised Council that Ms. Newbold requested reappointment to the Civil Service Commission. Mayor Guier supports this reappointment.

Direction by consensus of Council: Move forward to the meeting on November 25, 2013.

E. Discussion: Resolution No. 2013-0xx: Authorizing the Court Administrator to execute an interagency agreement with Washington State Administrative Office of the Courts for Interpreter expense Reimbursement.

Court Administrator Kelly Rydberg advised that the courts have had this reimbursement in the past and briefly outlined the process for reimbursement.

Direction by consensus of Council: Move forward to the meeting on November 25, 2013.

Prior to the presentation of this agenda item, Lt. Massey informed Council that Corrections Sgt. Ray Sherman passed away yesterday. Sgt. Sherman had handled the corrections detail as well as the training for the Courts.

Council Member Jones asked that Lt. Massey please send Council's condolences to Sgt. Sherman's wife and family.

F. Discussion: Resolution 2013-0xx: Authorizing the purchase of a 2014 Chevrolet Tahoe in the amount of \$36,207.63

Lt. Massey provided information about the reasons for the purchase and discussed how the vehicle would be utilized.

Council Member Walker directed Lt. Massey to provide the cost to outfit the vehicle before Council votes on it next week. He also requested information on how many calls Chief Calkins responded to in the last year.

Direction by consensus of Council: Move forward to the meeting on November 25, 2013.

G. Budget Workshop: Review of the new preliminary budget for 2014

Director Gould reviewed the different funds and provided a brief overview of what is occurring in the funds. He stated the budget will be ready for the public on November 19. He is not making significant changes, mostly cosmetic.

Council goals were discussed with additions to the budget as follows:

- Technology Improvements
- City Hall Improvements
- Increased Park budget to develop Centennial Park next to city hall

There was extended discussion regarding deferred maintenance on streets, a reduced police force and an increase in crime in the city, accreditation of the Police Department, increased programs for 7th to 12th grade youths and putting more effort into teenage kids, and computer upgrades for the city.

Council President Walker called for a 5 minute executive session at 8:06 for contract negotiations.

The meeting reconvened at 8:11 p.m.

H. Discussion: Cost savings suggestions from employees and incentive bonus.

Council Member Hulsey requested that his item be discussed at another time.

ADJOURN

Council President Walker adjourned the workshop at 8:22 p.m.

Amy Stevenson-Ness, City Clerk

