



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

December 16, 2013
Monday

Workshop
6:30 p.m.

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL OF COUNCIL MEMBERS**
- 3. ADDITIONS TO/APPROVAL OF AGENDA**
- 4. AGENDA ITEMS**
 - A. Discussion: Code of Conduct for Senior Center (Darcie Thach) (15 min)**
 - B. Discussion: Resolution 2013-095: I-Net Contract Amendment 1 with King County I-Net (Amy Stevenson-Ness) (10 min)**
- 5. EXECUTIVE SESSION**
- 6. ADJOURN**



Agenda Staff Report

TO: Mayor Guier and City Council Members
FROM: Darcie Thach, Senior Services Assistant Director
MEETING DATE: December 16, 2013
SUBJECT: Code of Conduct

ATTACHMENTS: Pacific Senior Center/Pacific Gymnasium Code of Conduct

Previous Council Review Date: N/A

Summary: Due to frequent issues, the Senior Center, Gym and the Human Services Committee want to proceed with a new Code of Conduct. Most Senior Centers/Gymnasiums have a Code of Conduct in place already. The Code of Conduct, I believe, would help with some of the behaviors and that now there will be guidelines and policies.

Recommendation/Action: The Code of Conduct is provided to Council for their review and discussion. No action is required.

Motion for Consideration: N/A

Budget Impact: N/A

Alternatives:

PACIFIC SENIOR CENTER/PACIFIC GYMNASIUM CODE OF CONDUCT

Pacific Senior Center/Pacific Gymnasium is committed to serving the residents of Pacific, as well as those of surrounding cities. We hope you will find our Center a friendly place where you can come to recreate, socialize with others, find intellectual stimulation in addition to a number of helpful services. Staff and volunteers are always available to assist you at any time.

The Pacific Senior Center/Pacific Gymnasium Code of Conduct was adopted to ensure a warm and supportive environment for all who participate and work at the Center. We hope these rules will allow Center participants to feel at ease, create an enjoyable atmosphere for all, as well as protect the facility we all enjoy using.

1. Pacific Senior Center/Pacific Gymnasium will uphold all state laws and local ordinance with regard to public behavior.
2. Guest shall be engaged in activities associated with the use of Pacific Senior Center/Pacific Gymnasium while on the premises. Guests not participating in scheduled programs and activities may be asked to leave the premises.
3. Guests are expected to be considerate of others. Guests are to be treated with kindness, courtesy, and respect. Take a moment to say hello to others or introduce your self to a "newcomer." Pacific Senior Center/Pacific Gymnasium's operation is dependent on volunteers and we encourage you to join our volunteer family. Volunteers should always be treated respectfully.
4. Refrain from using abusive, obscene, threatening, harassing, insulting, or suggestive language. Avoid making derogatory comments, slurs, or epithets. Should you at any time be made to feel uncomfortable by the language or behavior of others, please immediately notify the Senior Center/Gymnasium Staff.
5. Refrain from engaging in (or threatening) physical violence, assault, or battery, including but not limited to unwanted/unsolicited harmful touching by the use of hands, arms, feet, or legs which may include pushing, kicking, biting, spitting, and punching. Acts of retaliation against another guest, making him/her experience feelings of fear or uneasiness are prohibited.
6. Please be considerate of others while using equipment. Keep feet off of chairs, tables, counters, and treat furnishings, facilities, and equipment with care. Reclining or sleeping on the furniture is prohibited.
7. To circulate a petition or survey, sell tickets for an organization or event in the Center/Gymnasium, you must have the approval of the Senior Center/Gymnasium

Staff. These activities may be subject to a reasonable relocation or time frame designation based on any potential disruption, safety issues, or blocking access to the Center/Gymnasium and its activities.

8. Pacific Senior Center/Pacific Gymnasium is a recreational facility offering programming for individuals, with the ability to maneuver independently through the Center/Gymnasium and participate in activities. Individuals must also be able to care for themselves while partaking in Center/Gymnasium activities. Senior Center/Gymnasium staff will determine if members are required to be accompanied by a care attendant when participating in programs. Individuals needing assistance (memory impairment, incontinence, wheelchair bound, etc.) may conditionally participate in Center activities with the aid of a care attendant. The care attendant is required to remain on the premises for the duration of the visit at the Pacific Senior Center/Pacific Gymnasium.
9. Guests are expected to maintain an acceptable standard of personal hygiene. Infected clothing, or personal effects or unpleasant body odor which may offend other patrons of the Center/Gymnasium is unacceptable.
10. Drinking of alcoholic beverages, which may include spirits, liquor, wine, beer and every liquid or solid containing alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances is prohibited at Pacific Senior Center/Pacific Gymnasium.
11. When using the Senior Center/Gymnasium parking lot, please adhere to posted signs regarding rules, and right of way. Performing car maintenance and repairs (e.g., changing oil, cleaning, etc.) when parked in the parking lot is prohibited.
12. Leaning or stowing shopping carts and/or other personal possessions at the Center/Gymnasium is NOT ALLOWED. Pacific is not responsible for lost or stolen property and reserves the right to dispose of abandoned property.
13. Begging or solicitation is prohibited (e.g., panhandling, etc.)
14. Guests possessing electronic devices (e.g., cell phones, pagers, etc.) are asked to turn them to mute or vibrate when participating in Pacific classes, programs, and activities. All members receiving incoming calls must take calls outside, and at a location away from Center/Gymnasium activity.
15. Guests are to refrain from using the public restrooms and /or other public areas at Pacific Senior Center/Pacific Gymnasium to maintain or take care of personal hygiene (e.g., shaving, sink bath, etc.)
16. Guests are to refrain from wearing scented products to the Center/Gymnasium as some participants have allergies and other environmental sensitivities.

BEHAVIORS DESCRIBED ABOVE WILL BE ADDRESSED BY FOLLOWING THESE PROCEDURES:

1st Incident: Counseling with Center/Gymnasium Staff, followed by letter to the guest. Copy of letter to the Senior/Gymnasium Manager.

2nd Incident: Counseling with verbal warning with Center/Gymnasium Staff, and Senior/Gymnasium Manager, followed by letter to the guest.

3rd Incident: Suspension (up to 1-3 months and /or permanent expulsion, depending upon severity of the offense) from Center/Gymnasium documented by letter to member.

Depending on the nature and severity of the offense, staff reserves the right to enforce immediate suspension or take appropriate measure(s) (e.g., contact police).

Pacific Senior Center guests/Pacific Gymnasium who return to the Center/Gymnasium before the suspension is fulfilled will be asked to leave by the Senior Center/Gymnasium staff. If this approach is unsuccessful, the local police may be called to protect the safety and welfare of others.

Code of Conduct January 2014



Agenda Staff Report

TO: Mayor Guier and City Council Members
FROM: Amy Stevenson-Ness, City Clerk
MEETING DATE: December 16, 2013
SUBJECT: I-Net Contract Amendment 1 with King County Institutional Network

ATTACHMENTS: **Resolution 2013-095
 Amendment No. 1 to Contract No. 01COP11**

Previous Council Review Date: N/A

Summary: Our current King County I-Net contract is due for renewal on 12/31/2013. Over the last year, I-Net has been working to revise our current contract to reflect additional service offerings that are now available to the City of Pacific. They will be sending the new contract soon and feel that additional time will be needed for review before the new contract is implemented. In order to allow for the additional time, the attached Amendment No. 1 extends our current contract through 03/31/2014.

Recommendation/Action: Move forward for approval on December 23, 2013.

Motion for Consideration: I move to adopt Resolution 2013-095 authorizing the mayor to execute Amendment No. 1 to Contract No. 01COP11 with King County Institutional Network to extend the contract through March 31, 2014.

Budget Impact: There is no financial impact in executing this amendment

Alternatives:

CITY OF PACIFIC
WASHINGTON

RESOLUTION NO. 2013-095

A RESOLUTION OF THE CITY OF PACIFIC, WASHINGTON, AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH KING COUNTY FOR I-NET SERVICES

WHEREAS, the City currently connects to the Internet and our e-mail provider via King County I-Net (Institutional Network); and

WHEREAS, I-Net is a fiber optic network which connects more than 300 public facilities in King County used for data, voice, and video communications; and

WHEREAS, I-Net is a method to share information and ideas between schools, cities, counties, state of Washington, fire stations, police departments, hospitals, non-profit & research institutions, libraries, and the public across a private fiber network; and

WHEREAS, the current contract between the City of Pacific and King County I-Net is for a period through December 31, 2013; and

WHEREAS, King County I-Net is revising the I-Net contract to reflect additional service offerings that are now available to the City of Pacific; and

WHEREAS, King County I-Net desires to extend the current contract through March 31, 2014, to allow the City of Pacific ample time to review the proposed contract;

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

Section 1. The Mayor is authorized to execute Amendment No. 1 to Contract No. 01COP11 extending the contract for I-Net services to the City of Pacific to March 31, 2014, attached hereto as Exhibit A.

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

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE x 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

**Contract No. 01COP11
Amendment No. 1
between
King County, Washington and City of Pacific,
for
Institutional Network (I-Net) Services**

This Amendment Number 1 ("Amendment") to the Institutional Network Services Agreement is between King County, Washington (hereinafter "County"), with its principal place of business at 401 5th Avenue, Suite 600, Seattle, WA and City of Pacific, with its principal place of business at 100 3rd Ave. SE, Pacific, WA (hereinafter "Customer"), collectively the "Parties".

WHEREAS, County and Customer desire to modify the underlying Agreement to:

NOW, THEREFORE, in consideration of the foregoing recital and the mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree to the foregoing as follows:

1. **DELETE** "5. Term of Contract" in its entirety and **REPLACE** with:

5. Term of Contract

This Contract is effective upon execution of Amendment No. 1 by both Parties, and Shall remain in effect until March 31, 2014, subject to: (a) the terms and conditions of the County's franchise agreements with Comcast, WAVE, and any other franchisees and related I-Net lease agreements and obligations, as amended or renewed, and (b) the Parties termination rights under *Attachment F – Termination*. Thereafter, this Contract may be renewed upon execution of an amendment that may include a revised *Attachment A, Attachment G, Attachment H, Attachment K and/or Attachment N* for additional three (3) year terms.

2. **DELETE** "Attachment A – Thru 12/31/2013" in its entirety and **REPLACE** with the following "Attachment A – Sites Covered Thru 3/31/14, revised 12/12/13".
3. **DELETE** "Attachment E – Key Persons" in its entirety and **REPLACE** with the following "Attachment E – Key Persons, revised 12/12/13".
4. **DELETE** "Attachment G – Thru 12/31/2013" in its entirety and **REPLACE** with the following "Attachment G – Service Offerings Thru 3/31/14, revised 12/12/13".
5. **NO OTHER AMENDMENTS.** Except as provided herein, the Agreement shall remain unchanged and in full force and effect.

IN WITNESS, THEREOF, the Parties have executed this Amendment No. 1.

KING COUNTY	CITY OF PACIFIC
Print Name:	Print Name:
Signature:	Signature:
Title: King County Executive	Title:
Date:	Date:

Attachment A – Sites(s) Covered Thru 3/31/14, revised 12/12/13

All Site and contact data will be maintained by I-Net Operations. Customer Shall report changes in contact personnel or location data to I-Net management. The Contracted Site Services & Monthly Fees table below identifies Service Type and Bandwidth (Svc Type & BW), Site ID (number), Site Name, Site Address, City, Site Contact, CPE Device, Hub, Demarcation Point, and monthly cost for each Site covered under this Contract. I-Net owns all CPE devices installed at Customer Sites. See *Attachment G – Service Offerings* for a description of service offerings.

I-Net fiber is reserved for I-Net use only, to support delivery of I-Net services to the Sites specified below.

Service Offering Summary

1. Internet Bandwidth (IB)	2. Transport Bandwidth (TB)
3. Support Services - Platinum, Gold, Silver, Bronze	4. T1 Connection (T1)
5. Additional Internet Bandwidth (AIB)	6. Additional Transport Bandwidth (ATB)
7. Additional IPV4 Addresses (AIP)	8. Professional Services: Network Engineering Service (NES) Solution Architecture (SA) Project Management Service (PMS) Support Surcharge (SS)
9. Data Center Services (See Attachment O)	

Contracted Site Services & Monthly Fees

Svc Type & BW	Site ID	Site Name	Site Address	City	Site Contact	CPE Device	Hub	Demarcation Point	Monthly Fee
IB 40	7046	City of Pacific	100 3 rd Ave SE	Pacific	Amy Stevenson-Ness		Federal Way	Kitchenette	\$375.00
TOTAL Monthly Fees:									\$375.00

Installation Costs (Non-Recurring)

			Contract No. 01COP11
*Provision Fees	Per Site	\$1,900	
Additional Site Provisioning Cost(s) Site Visit Required	Per Site	\$320	
Additional Services – No Site Visit Required	\$ 150 per hour	Per hour	
Total Non-Recurring Costs			N/A

* Provision Fees include \$1,500 for ADVA FSP150CC 206V (1Gig) Hardware and \$400 for Provisioning Services. A quote for a FSP150CC XG210 (10Gig) hardware is available by request.

Attachment E - Key Persons, revised 12/13/13

The Customer's Primary Contact and the Technical Contact listed below Shall have authority on behalf of the Customer to request and approve all of its network connections to other I-Net agencies or external agencies and to add, delete or modify services and Sites, including both cost and no-cost changes. The Primary and Technical Contacts are lead on all technology and troubleshooting issues regarding I-Net services.

All change requests must be submitted using *Appendix B - I-Net Connectivity Change Request Form* by either the Primary Contact or the Technical Contact. No changes will be made to the Customer's service configuration without approval from the Primary Contact or the Technical Contact and King County. URL to Change Request Form: <http://www.kingcounty.gov/inet>

The Customer's Finance Contact Shall be the primary contact for all invoicing and billing issues.

The Customer's Contracts Contact Shall be the primary contact for all contractual issues and contract changes/amendments.

The Customer's Site Access Contact Shall provide physical access for the County to the I-Net equipment at an individual Site. This contact is listed in *Attachment A - Site(s) Covered*.

The Customer Shall provide updated information to the County I-Net Management contact via email within five (5) business days should this contact information change. Contact information updates do not require an amendment via change order.

KING COUNTY	CITY OF PACIFIC
I-Net Management Contact: Darryl Hunt, I-Net Business Manager 401 5th Avenue, Seattle, WA 98104, 7th Floor Phone: 206-263-7890 E-mail: Darryl.Hunt@kingcounty.gov	Primary Contact: Amy Stevenson-Ness, City Clerk 100 3 rd Avenue SE, City of Pacific, WA 98047 Phone: 253-909-1100 E-mail: astevenson-ness@ci.pacific.wa.us
I-Net Technical Contact: Ed McPherson, I-Net Architect 401 5th Avenue, Seattle, WA 98104, 7th Floor Phone: 206-263-7938 Email: Ed.McPherson@kingcounty.gov	Technical Contact: Scott Kolzow, City of Auburn IT 100 3 rd Avenue SE, City of Pacific, WA 98047 Phone: 253-804-5088 E-mail: skolzow@auburnwa.gov
Invoicing/Payments: Ashley Byrd, Project Program Manager 401 5th Avenue, Seattle, WA 98104, 6th Floor Phone: 206-263-7894 E-mail: Ashley.Byrd@kingcounty.gov	Finance Contact: Richard Gould, Finance Director 100 3 rd Avenue SE, City of Pacific, WA 98047 Phone: 253-909-1100 E-mail: rgould@ci.pacific.wa.us
Contracts/Amendments: Marilyn Pritchard, Sr. IT Contracts Specialist 401 5th Avenue, Seattle, WA 98104, 6th Floor Phone: 206-263-7961 E-mail: Marilyn.Pritchard@kingcounty.gov	Contracts Contact: Amy Stevenson-Ness, City Clerk 100 3 rd Avenue SE, City of Pacific, WA 98047 Phone: 253-909-1100 E-mail: astevenson-ness@ci.pacific.wa.us
Data Center: Data Center Manager 3355 S. 120th Place, Tukwila, WA 98168 Phone: 206-263-8058	Help Desk Phone: E-mail:

Attachment G - Service Offerings Thru 3/31/14, revised 12/12/13

The following is a list of current service offerings and their definitions. Consult *Attachment K - I-Net Rate Card* for pricing.

Basic Services

1. Internet Bandwidth (IB):

The Internet Bandwidth service provides a base Bandwidth of 40Mbps. Additional Bandwidth of up to 1Gbps can be purchased in increments of 10Mbps for an additional monthly fee. Bandwidth rate limits are applied.

2. Transport Bandwidth (TB):

Transport Bandwidth is a point-to-point connection between two facilities and is subject to service availability. It provides service at a base Bandwidth of 100Mbps. Additional Bandwidth up to 10Gbps can be purchased in increments of 100Mbps or 1Gbps increments for an additional monthly fee.

3. Support Services

In addition to the basic service above, the Customer Shall select a support package (Platinum, Gold, Silver or Bronze). Each package provides a different level of service and a separate rate, as described below:

Support Svcs	Platinum	Gold	Silver	Bronze
IPV4 Addresses	32	16	8	2
EVC (1 additional)	Included	Optional	Optional	n/a
IGN Connection	Included	Included	Included	n/a
QoS* (4 CoS)	included	included	best effort	best effort
Technical Support	24X7, 365	24X7, 365	24X7, 365	8X5
Maintenance	Included	Included	Included	Included
DNS Mgmt	Included	Included	Included	Included

Descriptions

- **EVC:**
An Ethernet Virtual Connection (EVC) is defined by the Metro-Ethernet Forum (MEF) as an association between two or more user network interfaces that identifies a point-to-point or multipoint-to-multipoint path within the service provider network. An EVC is a conceptual *service pipe* within the service provider network. One EVC comes standard with Basic Service.
- **IGN Connection:**
The Inter-Governmental Network (IGN) is the common data network used to connect to state agencies, counties, and cities with known end points, managed gateways, and applications. The existing IGN is maintained by King County Network Services and is connected to the Washington State Department of Information Systems (DIS) state-wide IGN. I-Net provides network transport to gain access to this network. Municipalities, public health agencies, and law enforcement agencies are able to access applications and share data with other state and local government agencies within the I-Net network. Customers connecting to the IGN must adhere to security guidelines published by Washington State Consolidated Technology Services (CTS) that pertain to this network. This IGN service is bundled with the I-Net ISP service.
- **QoS:**
Quality of Service (QoS) is the ability to provide different levels of priority to

different applications, users, or data flows, or to guarantee a certain level of performance to a data flow.

- **Technical Support - 8X5:**
Support is provided Monday through Friday during regular, daytime hours of 8 a.m. to 5 p.m., except on County Holidays. The targeted initial response time will be thirty (30) minutes. Problem resolution begins no more than two (2) hours after the initial report. Work on problems will continue within these daytime hours, as needed. If work is required outside of daytime hours, work shall be escalated by the Customer and with approval of I-Net management.
- **Technical Support - 24X7, 365:**
Support is provided 24 hours a day, 7 days a week, every day of the year. The targeted initial response time will be thirty (30) minutes. Problem resolution begins no more than two (2) hours after the initial report. Problem resolution work will continue until resolved.
- **DNS Registration and Hosting:**
I-Net provides domain registration services to its customers. Only the designated registrar may modify or delete information about domain names in a central registry database. Registration of a domain name establishes a set of Start of Authority (SOA) records in the DNS servers of the parent domain, indicating the IPV4 address (or domain name) of DNS servers that are *authoritative* for the domain.

Additional Services

4. T1 Connection (T1):

A dedicated connection supporting legacy data and voice applications at a fixed rate of 1.544 Mbps. This service is usually for multiple-site agencies that have legacy T1 line ports between their facilities used to serve voice applications such as PBXs. T1 line ports can also be provided that connect between two participating agencies. Fractional T1 service is also available where individual channels may be directed to different sites. The interface is an RJ-48X connector from the I-Net edge equipment.

5. Additional Internet Bandwidth (AIB):

I-Net offers additional Internet bandwidth upon the Customer's request and County approval. Additional bandwidth of up to 1Gbps can be purchased in increments of 10 or 100Mbps for an additional monthly fee.

6. Additional Transport Bandwidth (ATB):

I-Net offers additional Transport Bandwidth upon Customer request and County approval. Additional bandwidth of up to 10Gbps can be purchased in increments of 100Mbps for an additional monthly fee.

7. Additional IPV4 Addresses Option (AIP):

Customers have the option of purchasing additional blocks of non-portable IP addresses from King County's Class B address space 146.129.x.x. The blocks come in quantities of 16. The County cannot guarantee contiguous IPV4 addresses when additional addresses are purchased, unless agreed to in writing by the County.

8. Professional Services

Professional Services is meant to be a range of specialized services oriented toward helping Customers make the best use of the I-Net. The scope, duration and rates will vary as well as the skill sets of professionals involved. Here are some examples:

- a) **Network Engineering Service (NES):**
This is work developing specialized network solutions to fit the Customer's needs related to I-Net services. Rates will vary depending upon the duration of the work, and may be invoiced on an hourly or per job basis. The typical rate for in-house staff is \$80/hr. Outside resources will normally demand a higher rate, up to \$150/hr or more. This service is subject to staff availability.
- b) **Solution Architecture (SA):**
This architecture work is to aid in adapting and scaling applications to operate optimally in an I-Net enabled network environment. The hourly consultation shall be at a rate that reasonably captures the County's cost. This may entail using in-house staff.
- c) **Project Management Service (PMS):**
This service will provide overall management of work needed prior to installation of I-Net services. This service has traditionally focused on managing construction tasks necessary to deliver fiber optic media. Other related project management tasks may be considered. Charges for the service will be a fixed percentage of the estimated total project cost.
- d) **Support Surcharge (SS):**
This is a fee charged when a trouble call results in the dispatch of support staff to a Customer site and the cause of trouble is found to be the responsibility of the Customer. The Customer Shall be charged at the rate specified in *Attachment A – Sites Covered*, no less than one (1) hour minimum.

Engineers will work with the Customer's Technical Contact to design the service and provisioning for the Customer's Site(s). Typically, the device installed at a Site will be a CPE providing one or more 100/1000 Mbps Ethernet connections. All installed equipment remains the sole property of the I-Net.

I-Net provides initial configuration and installation of its equipment and service, including customization of services. All I-Net installed equipment whether at a Customer's Site or not, remains the sole property of the I-Net.

I-Net will only provide transport from suburban cities to KC/IGN and will not be involved with application incidents and issues.

If a network engineer is dispatched to solve an incident and the incident is determined to be that of the Customer, a service call charge will be invoiced.