



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

March 24, 2014
Monday

Regular Meeting
6:30 p.m.

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL OF COUNCIL MEMBERS**
- 3. ADDITIONS TO/APPROVAL OF AGENDA**
- 4. AUDIENCE COMMENT**

(Please limit your comments to 3 minutes for items not up for public hearing. When recognized by the Mayor, please state your name and address for the official record. It is asked that you do not speak on the same matter twice.)

5. REPORTS

- A. Mayor**
- B. Finance**
- C. Court**
- D. Public Safety Department**
- E. Public Works/Community Development Department**
- F. Community/Senior/Youth/Services**
- G. City Council Members**
- H. Boards and Committees**
 - i. Finance Committee**
 - ii. Governance Committee**
 - iii. Human Services Committee**
 - iv. Public Safety Committee**
 - v. Public Works Committee**
 - vi. Technology Committee**
 - vii. Civil Service Commission**
 - viii. Park Board**
 - ix. Planning Commission**
 - x. Pierce County Regional Council (PCRC)**
 - xi. Sound Cities Association (SCA)**
 - xii. South County Area Transportation Board (SCATBd)**
 - xiii. Valley Regional Fire Association (VRFA)**

- 6. PRESENTATION: Nancy Henderson, Pierce Transit Commissioner**
- 7. PUBLIC HEARING: Seeking public input regarding the City of Pacific's proposed 2014-2019 Capital Facilities Plan Update**
- 8. OLD BUSINESS**

9. NEW BUSINESS

- A. Ordinance No. 14-1860:** Adopting Findings of Fact regarding Ordinance No. 14-1855, the interim zoning ordinance relating to medical and recreational marijuana, and justifying its continued imposition or repealing the ordinance.
- B. Resolution No. 14-130:** Accepting two donations from an anonymous donor for the Youth/Community Center in the amount of \$1,000.00
- C. Resolution No. 14-131:** Setting a Public Hearing regarding the formation of a Street Assessment Reimbursement Area (SARA)
- D. Resolution No. 14-132:** Authorizing the purchase of an evidence software program, File on Q, in the amount of \$8205.00, for the Police Department.
- E.** Authorizing the payment of the AWC Drug and Alcohol Testing Consortium 2014 annual membership and random testing fee, in the amount of \$487.

9. CONSENT AGENDA

- A.** Payroll and Voucher Approval
- B.** Approval of the minutes from the February 24, 2014 and March 10, 2014 meetings, and March 3, 2014 workshop.

10. ADJOURN

Finance Committee Meets: 2 nd Tuesdays	April 8, 2014 6:30 p.m.	City Hall
Governance Committee	TBD 5:30 p.m.	City Hall
Human Services Committee Meets 1 st Tuesday	April 1, 2014 5:30 p.m.	Senior Center
Park Board Meets 1 st Tuesday	April 1, 2014 6:30 p.m.	City Hall
Planning Commission Meets 4 th Tuesday	April 22, 2014 6:00 p.m.	City Hall
Public Safety Committee	TBD 9:00 a.m.	City Hall
Public Works Committee Meets 1 st Wednesday	April 2, 2014 7:00 p.m.	City Hall
Technology Committee Meets 3 rd Thursday	March 20, 2014 5:00 p.m.	City Hall



Agenda Bill No. 14-056

TO: Mayor Guier and City Council Members
FROM: Paula Wiech
MEETING DATE: March 24, 2014
SUBJECT: 2014 – 2019 Capital Facilities Plan Public Hearing

ATTACHMENTS: Resolution 2014-120 Setting the Public Hearing
Proposed 2014 – 2019 Capital Facilities Plan Powerpoint
Current 2012 – 2017 Capital Facilities Plan Chart

Previous Council Review Date: February 24, 2014

Summary: The City needs to plan and fund the construction of needed improvements throughout the City. The Capital Facilities Plan (CFP) provides timelines and proposes funding for local projects. Updates to the Capital Facilities Plan require a Public Hearing as part of the adoption process. If this update is not adopted, the City's 6-Year Plan will be nearly three years old, therefore much less useful as a planning, budgeting, and grant writing tool.

Recommendation/Action: Staff recommends Council direct staff to create an ordinance to present to Council for the adoption of the 2014-2019 Capital Facilities Plan, perform an environmental review (SEPA) and noticing, and send the Ordinance and Plan to the Department of Commerce for 60-day review.

Motion for Consideration: Direct staff to create an ordinance for the adoption of the 2014-2019 Capital Facilities Plan, perform SEPA review and noticing, and send the Ordinance and Plan to the Department of Commerce for 60-day review.

Budget Impact:

Alternatives: A public hearing is required prior to adopting changes to the Comprehensive Plan.

**CITY OF PACIFIC
WASHINGTON**

RESOLUTION NO. 2014 - 120

A RESOLUTION OF THE CITY OF PACIFIC, WASHINGTON, setting the time and place for a public hearing on March 24, 2014 at 6:30 PM in the City of Pacific Council Chambers to hear from the public on the proposed 2014-2019 Capital Facilities Plan Update.

WHEREAS, the City of Pacific periodically updates projects and timelines in the six-year Capital Facilities Plan element of the Pacific Comprehensive Plan; and

WHEREAS, the Capital Facilities Plan has not been updated since the 2012 – 2017 Capital Facilities Plan was adopted, and needs updates to be a useful tool for project planning and financing; and

WHEREAS, the 2014 – 2019 Capital Facilities Plan has been reviewed by staff, AHBL, the Council's Public Works Committee, the Board of Park Commissioners, and the Planning Commission; and

WHEREAS, a public hearing must be held prior to the update of the Capital Facilities Plan.

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

Section 1. That said, the proposed 2014 – 2019 Capital Facilities Plan shall be presented for hearing and determination on Monday, March 24, 2014, at the hour of 6:30 p.m. in the Council Chambers of the City of Pacific, at Pacific City Hall, Pacific, Washington, or as soon thereafter as the same may be heard, and that

Section 2. Notice of such hearing be given as approved by law.

ADOPTED BY THE CITY COUNCIL this 24th day of February, 2014.

CITY OF PACIFIC

LEANNE GUIER, MAYOR

ATTEST/AUTHENTICATED:

AMY STEVENSON-NESS, CITY CLERK

APPROVED AS TO FORM:

KEN LUCE, CITY ATTORNEY

FILED WITH THE CITY CLERK: 2.20.14
PASSED BY THE CITY COUNCIL: 2.24.14
EFFECTIVE DATE: 2.24.14
RESOLUTION NO: 14-120

City of Pacific

2014 – 2019 Capital Facilities Plan

What are Capital Facilities

- The infrastructure required to provide safe and healthy environment to the stakeholders of the City:
 - Public Safety
 - Transportation
 - Potable Water
 - Sanitary Sewers
 - Drainage
 - Parks and Recreation

Public Safety

- **Police Station and Grounds**
- **Police Cars**

Transportation

- The City operates and maintains 22 lane miles of roads:
- Arterial
 - Major (8.8) lane miles) – Ellingson, West Valley, Stewart
 - Minor (8.7 lane miles) – Valentine, Milwaukee, 3rd S., Frontage, Pacific
- Collector (11.3 lane miles)
 - Tacoma, 1st, Butte, Skinner, 3rd SE, Thornton, Roy, Yakima, County Line, 5th SW, Chicago
- Local / Minor Access (20.7 lane miles)

Potable Water

- 3 Wells
- 30+ Miles of Distribution Pipe
- 750,000 Gallon Reservoir
- 3,500 gpm Pump Station
- 1,600+ Service Connections
- 250+ Fire Hydrants



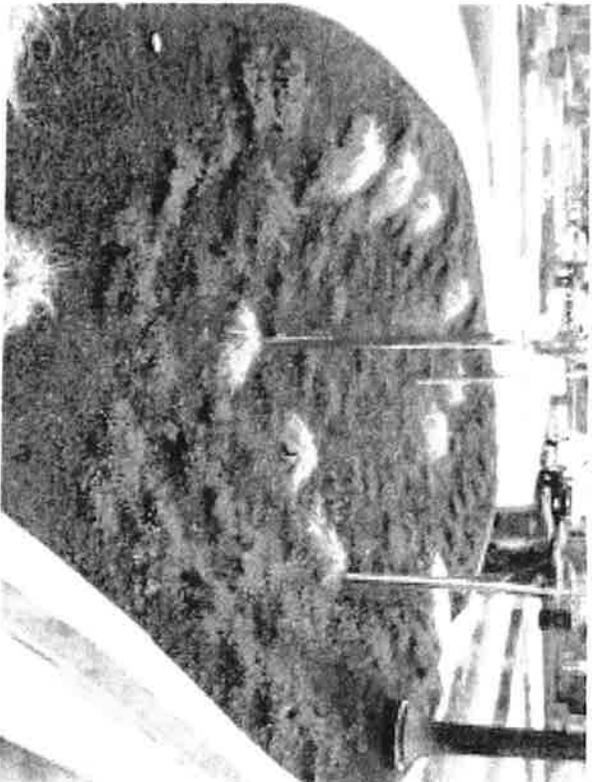
Sanitary Sewers

- 4 Wastewater Pump Stations
- 20+ Miles of Gravity Collection Lines
- 1+ Miles of Force Mains
- 1,400 Sewer Connections



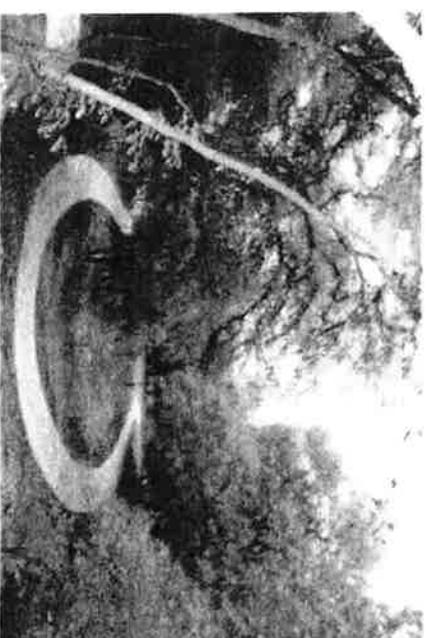
Drainage

- 16 Storm Ponds
- 20+ Miles of Drain Pipe
- 800+ Catch Basins



Parks and Recreation

- 12 Parks
- Approximately 20 Acres of Grounds to Maintain
- 2+ Miles of Trails



Civic Center Complex

- 7,000 Square Feet of Offices and Meeting Rooms
- Senior Center
- Gymnasium
- East Room
- Associated Grounds



Public Works Equipment

- 4 Pick-up Trucks
- 2 Utility Trucks
- 2 Dump Trucks
- Backhoe
- Vactor Truck
- Street Sweeper
- 3 Mowers
- Front End Loader



Public Safety CIP

ITEM	PROJECT DESCRIPTION	COST ESTIMATE - In Thousands - 2013 Dollars					
		2014	2015	2016	2017	2018+ 2020-	2028
P/FR	(P/F = Police and Fire)						
P/F 1	Property Acquisition for VRFA						\$ 825
	Renovate Existing Station for Police						
P/F2	(Roof)	\$ 100					
P/F3	Training Ground			\$ 80			
	Service area expansion - Urban						
P/F 4	Growth Area						\$ 2,225
P/F 5	Radio Transmitter System	\$ 5					
P/F6	EOC Improvements	\$ 5					
P/F7	Court / Jail @ Safety Center			\$ 50	\$ 200	\$ 200	\$ 400
	TOTAL	\$ 110	\$ -	\$ 130	\$ 200	\$ 200	\$ 3,450

Transportation CIP

ITEM	PROJECT DESCRIPTION	COST ESTIMATE - In Thousands - 2013 Dollars					
		2014	2015	2016	2017	2018+	2020-2028
T1	Stewart Road - SR167 to Valentine	\$ 2,000	\$ 2,500				\$ 500
T2	Valentine Ave. Improvement	\$ 4,000	\$ 5,000				\$ 2,500
T5	Milwaukee Blvd Rehabilitation	\$ 250	\$ 600				\$ 500
T6	West Valley Highway	\$ 200	200	\$ 800	\$ 800		\$ 500
T7	Frontage Road Reconstruction			\$ 200	\$ 800		\$ 500
T8	Pacific Avenue Street and Sidewalk		\$ 100		\$ 1,000		\$ 500
T9	Stewart Road - Valentine to Butte			\$ 250	\$ 2,500		\$ 500
T10A	Butte Ave from 1st Ave SE to County Line Rd.					\$ 2,500	\$ 500
T10B	Butte Ave						\$ 2,500
T11	South 51st Street	\$ 50		\$ 400			\$ 500
T12	2nd Ave SE Sidewalk						\$ 500
T13	3rd Ave Overlay		\$ 250			250	\$ 500
T14	Intersection Improvements at Ellingson Rd & Milwaukee Ave						\$ 2,000
T15	1st Ave E and Skinner Rd from Pacific Ave S to Ellingson Rd						\$ 850
T16	Overlays and Repairs--City Wide	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 900
T17	Skinner Road Rehabilitation					\$ 100	\$ 500
T18	Mt View Estates Rehabilitation						\$ 300
T19	The Shire Rehabilitation						\$ 700
T20	Sundown Meadows Rehabilitation						\$ 300
T21	City-wide Sidewalks	\$ 50	\$ 100	\$ 50	\$ 100	\$ 150	\$ 150
	Stewart Road - UPRR to Bridge						\$ 4,601
	Thornton Ave. SW (Stewart Rd - 16 St E)						\$ 1,850
	Yakima Avenue Extension						\$ 1,050
	Chicago Blvd from 1st Ave. SW to 3rd Ave SW						\$ 1,738
	2nd Ave SW						\$ 18,439
TOTAL		\$ 6,650	\$ 8,850	\$ 1,800	\$ 5,550	\$ 2,750	\$ 18,439

Potable Water CIP

ITEM	PROJECT DESCRIPTION	COST ESTIMATE - In Thousands - 2013 Dollars							
		2014	2015	2016	2017	2018+2019	2020-2028		
W1	OR1: Water System Plan								
W2	S1: Wellhead Protection Improvements	\$ 25	\$ 25						
W3	S2: Auburn Intertie Improvements	\$ 100							
W4	S3: Summer Intertie Improvements	\$ 50							
W5	S4: Lakehaven Intertie	\$ 50							
W8	S7: Multiple Test Well Sites			\$ 75					
W10	D1: Fire Hydrant Upgrades	\$ 25	\$ 25	\$ 100					
W11	D2: Asbestos Main Replacement	\$ 75	\$ 75	\$ 25	\$ 25	\$ 50	\$ 50	\$ 25	\$ 25
W12	D3: Valentine Ave., 12" Watermain	\$ 750	\$ 75	\$ 75	\$ 75	\$ 75	\$ 150	\$ 75	\$ 75
W13	D4: Valentine Ave., 12" Watermain		\$ 750						
W14	D5: Stewart Road Water Main Replacement	\$ 650	\$ 650						\$ 1,232
W15	D6: Thornton Ave., 12" Watermain		\$ 650						\$ 1,140
W16	D8: Butte Ave., 12" Extension, Stewart - 4th								\$ 1,140
W17	D9: County Line to Roy, 12" Watermain					\$ 276			\$ 524
W18	D10: 1st Avenue East, 8" Watermain								\$ 219
W19	D11: 1st Avenue East, 8" Watermain								\$ 219
W20	D12: Chicago Blvd - 2nd SW to 3rd SW, 8" Watermain	\$ 160							\$ 160
W21	D12: Chicago Blvd - 3rd SW to 4th SW, 8" Watermain								\$ 160
W22-A	D12: Chicago Blvd - 4th SW to 5th SW, 8" Watermain								\$ 160
W22-B	D13: Seattle Blvd, 8" Watermain								\$ 81
W22-C	D14: Cedar Lane, 8" Watermain	\$ 160							\$ 160
W23	D15: Homer Ave SE, 8" Watermain	\$ 120							\$ 120
W24	D16: Frontage Rd and 3rd Ave SW, Valving	\$ 100			\$ 200		\$ 200		\$ 200
W25	D17: Radio Read System								\$ 200
TOTAL		\$ 2,265	\$ 1,525	\$ 275	\$ 576	\$ 1,540	\$ 3,616		

Storm Drainage CIP

ITEM	PROJECT DESCRIPTION	COST ESTIMATE - In Thousands - 2013 Dollars					
		2014	2015	2016	2017	2018+	2020-
X1	West Hill Regional Pond		\$ 50	\$ 50	\$ 200		
SD8	Cedar Ln S, 1st Ave E to 2nd Ave SE		\$ 50	\$ 150			
SD16	5th Ave SW		\$ 400				
	1st Ave East (Hawthorne to Government Canal)	\$ 250	\$ 250	\$ 589			
SD2	White River Pond Replacement	\$ 350					
TOTAL		\$ 600	\$ 350	\$ 1,189	\$ 200	\$ -	\$ -

Parks and Recreation CIP

ITEM	PROJECT DESCRIPTION	COST ESTIMATE - In Thousands					- 2013 Dollars	
		2014	2015	2016	2017	2018+	2020-	
P1	Wetland Mitigation / Property Acquisition	\$ 75	\$ 75.0					
	Trailhead Park - Interurban Trail at 3rd							
P2	SW			\$ 100				
P3	Pocket Park Aspen Ln N & 1st E	\$ 8						
P4	Morgan Property (Trout Lake)	\$ 200	\$ 200.0					
P5	DNR Park - 3 parcels below Alpac						\$ 1,077	
P6	Passive Nature Park I - City lot on W. Hill			80				
P7	Passive Nature Park II: Fancher Property				\$ 492			
P8	Pacific City Park - Phase III: East Side						\$ 1,026	
P9	Pacific City Park - Phase III: Ped. Bridge						\$ 564	
P10/P1	Pacific City Park/Warren Trail to Pierce Co							\$ 587
1	Parcel							
	Interurban Trail - West Hill/Edgewood							
P12	Seg.				\$ 495			
P13	Pacific Skate Park				\$ 250			
P14	Stewart Road Trail	\$ 100	\$ 400.0					
p15	Interurban Trail-PSE Corridor (See P12)	\$ 400	\$ 270.0	\$ 400	\$ 900			
p16	Interurban Trail-3rd to Stewart							
	TOTAL	783	\$ 945	\$ 580	\$ 2,137	\$ -	\$ 3,254	

TABLE 10-CFP 2012 - 2017 CITY OF PACIFIC CAPITAL FACILITIES PLAN

*Fund Source: C - General Facility Charges; D - Donation; DF - Developer Funded; G - Grant; L - Loan; LF - Local Funds, LID - Local Improvement District; PW - Public Works Trust Fund; TTB - Transportation Improvement Board Grant

**Project Type: R - Renovation; D - Development; A - Acquisition

CATEGORY	ITEM	PROJECT DESCRIPTION	FUND SOURCE*	PROJECT TYPE **	COST ESTIMATE - In Thousands - 2011 Dollars					
					2012	2013	2014	2015	2016	2017-2026
Recreation, & Trails	P1	Wetland Mitigation / Property Acquisition	G, LF, D	R, D	\$ 150					
	P2	Trailhead Park - Interurban Trail at 3rd SW	D, G	D		\$ 100.0				
	P3	Pocket Park Alder Ln S & 3rd SE	D, DF	D		\$ 6.4				
	P4	Pocket Park Aspen Ln N & 1st E	D, DF	R, D	\$ 8					
	P5	Morgan Property (Trout Lake)	D, G	A, D		\$ 400.0				
	P6	DNR Park - 3 parcels below Alpac	G	A, D						\$ 1,077
	P7	Passive Nature Park I - City Lot on W. Hill	G, D	D				\$ 80		
	P8	Passive Nature Park II: Fancher Property	G, D	A, D					\$ 492	
	P9	Pacific City Park - Phase III: East Side	G, D	D						\$ 1,026
	P10	Pacific City Park - Phase III: Ped. Bridge	G, D	D						\$ 564
	P11/P12	Pacific City Park/Warren Trail to Pierce Co Parcel	D, G	A, D						\$ 587
	P13	Interurban Trail - West Hill/Edgewood Seg.	G, D, LF	D						\$ 495
	P14	Pacific Skate Park	G, D	D						\$ 250
	P15	Stewart Road Trail	G, LF	R, D	\$ 500	\$ 50.0				
	P16	Interurban Trail-PSE Corridor (See P13)	G	R, D	\$ 270	\$ 400.0	\$ 900			
		TOTAL			\$ 7,355	\$ 928	\$ 956	\$ 900	\$ 80	\$ 492

TABLE 10-CFP 2012 - 2017 CITY OF PACIFIC CAPITAL FACILITIES PLAN

* Fund Source: C - General Facility Charges; D - Donation; DF - Developer Funded; G - Grant; L - Loan; LF - Local Funds
 LID - Local Improvement District; PW - Public Works Trust Fund; TTB - Transportation Improvement Board Grant

**Project Type:
 R - Renovation; D - Development; A - Acquisition

CATEGORY	ITEM	PROJECT DESCRIPTION	FUND SOURCE*	PROJECT TYPE **	COST ESTIMATE - In Thousands - 2011 Dollars						
					2012	2013	2014	2015	2016	2017-2026	
Potable Water	W1	OR1: Water System Plan	LF								
	W2	S1: Wellhead Protection Improvements	C, LF	WO	\$ 100			\$ 50			
	W3	S2: Auburn Inertle Improvements	C, LF	R			\$ 50				
	W4	S3: Sumner Inertle Improvements	C, LF	R		\$ 50					
	W5	S4: Lakehaven Inertle	C, LF	R							\$ 75
	W6	S7: Multiple Test Well Sites	C, LF	R							\$ 100
	W10	D1: Fire Hydrant Upgrades	C, LF	D	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25
	W11	D2: Asbestos Main Replacement	C, LF	R	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
	W12	D3: Valentine Ave, 12" Watermain	C, LID, PW	R		\$ 1,293					
	W13	D4: Valentine Ave, 12" Watermain	C, LID, PW	R		\$ 1,235					
	W14	D5: Stewart Road Water Main Replacement	C, LID, PW	R	\$ 750		\$ 750				
	W15	D6: Thornton Ave, 12" Watermain	C, LID, PW	R							\$ 1,232
	W16	D8: Butte Ave, 12" Extension, Stewart - 4th	C, LF	R							\$ 1,140
	W17	D9: County Line to Roy, 12" Watermain	C, LF	D					\$ 276		
	W18	D10: 1st Avenue East, 8" Watermain	C, LF	R							\$ 524
	W19	D11: 1st Avenue East, 8" Watermain	C, LF	R							\$ 219
	W20	D12: Chicago Blvd - 2nd SW to 3rd SW, 8" Watermain	C, LF	R					\$ 160		
W21	D12: Chicago Blvd - 3rd SW to 4th SW, 8" Watermain	C, LF	R							\$ 160	
W22-A	D12: Chicago Blvd - 4th SW to 5th SW, 8" Watermain	C, LF	R							\$ 160	
W22-B	D13: Seattle Boulevard, 8" Watermain	C, LF	R							\$ 81	
W22-C	D14: Cedar Lane, 8" Watermain	C, LF	R					\$ 160			
W23	D15: Homer Ave SE, 8" Watermain	C, LF	R					\$ 120			
W24	D16: Frontage and 3rd Ave SW, Valving	C, LF	R					\$ 100		\$ 200	
W25	D17: Radio Read System	G, LIF	R							\$ 200	
TOTAL					\$ 10,945	\$ 970	\$ 3,428	\$ 740	\$ 576	\$ 1,540	\$ 3,691
Sanitary Sewers	SS1/SS2	Refurbish Tacoma Blvd Lift Station and Replace Force M	C, DF	R							
	SS4	New Connections to UGA	DF, LF	D, A					\$ 357		
	SS6	Extend service to Western Hilltop	C, LF, LID	D, A			\$ 4,900			\$ 3,221	
	SS7	Emergency Power/Telemetry Upgrade	LF	R		\$ 577					
		LID 3 Manhole Rehab	LF	R		\$ 200	\$ 100				
	TOTAL				\$ 9,955	\$ 200	\$ 677	\$ 5,000	\$ 857	\$ 3,221	\$
	TOTAL				\$ 5,459	\$ 270	\$ 3,650	\$ 300	\$ 639	\$ 600	\$
Storm Drainage	SD8	West Hill Regional Pond	LF, DF	A, D							
	SD16	Cedar Lane S, 1st Ave E to 2nd Ave SE	LF	R	\$ 50						
	SD16	5th Ave SW	LF	R		\$ 150					
	SD8	1st Ave East (Hawthorne to Government Canal)	LF	R					\$ 250		\$ 400
	SD2	White River Pond Replacement	G, L, LF	G, L	\$ 200	\$ 3,500					
	SD2	Milwaukee Boulevard	G, LF	R	\$ 20						
	TOTAL				\$ 5,459	\$ 270	\$ 3,650	\$ 300	\$ 639	\$ 600	\$

TABLE 10-CFP

2012 - 2017 CITY OF PACIFIC CAPITAL FACILITIES PLAN

*Fund Source: G - General Facility Charges; D - Donation; DF - Developer Funded; G - Grant; L - Loan; LF - Local Funds;
 LTD - Local Improvement District; PW - Public Works Trust Fund; TIB - Transportation Improvement Board Grant

**Project Type:
 R - Renovation; D - Development; A - Acquisition

CATEGORY	ITEM	PROJECT DESCRIPTION	FUND SOURCE*	PROJECT TYPE **	COST ESTIMATE - In Thousands - 2011 Dollars							
					2012	2013	2014	2015	2016	2017-2026		
Streets & Sidewalk	T1	Stewart Road - Thornton Ave Signal	DF,G,L,LF,L ID,TIB	R,D,A	\$ 2,500							
	T2	Valentine Ave Improvement	DF,LF,LTD, TIB	R,D,A	\$ 1,000	\$ 5,000	\$ 5,000					
	T5	Milwaukee Blvd Rehabilitation	DF,G,L,LF,L ID,TIB	R	\$ 150	\$ 700	\$ 200	\$ 1,600				
	T6	West Valley Highway	LF,G,DF DF,G,L,LF,L	R,D,A	\$ 100	200	\$ 200	\$ 1,600				
	T7	Frontage Road Reconstruction	ID,TIB DF,G,L,LF,L	R			\$ 100	\$ 900				
	T8	Pacific Avenue Sidewalk	ID,TIB DF,G,L,LF,L	R				\$ 50	\$ 200			
	T9	Stewart Road - Thornton to UPRR	ID,TIB	R,D,A			\$ 3,250					
	T10A	Butte Ave from 1st Ave SE to County Line Rd.	LF,G,DF	R	\$ 200				\$ 200	\$ 2,300		
	T10B	Butte Ave	LF,G,DF	R,A					\$ 100	\$ 800		
	T11	South 51st Street	DF,G,L,LF,L ID,TIB	R		\$ 50	\$ 450			\$ 250	\$ 500	
	T12	2nd Ave SE Sidewalk	LF	R	\$ 200					\$ 200	\$ 1,800	
	T13	3rd Ave Overlay	LF,DF	D,A			\$ 100	\$ 750		\$ 100	\$ 900	
	T14	Intersection Improvements at Ellingson Rd & Milwaukee Ave	LF,G,DF	R,A	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 300	\$ 300	
	T15	1st Ave NE and Skinner Rd from Pacific Ave S to Ellingson	LF	R	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 300	\$ 300	
	T16	Overlays and Repairs - City Wide	G,LF,TIB									
	T17	Skinner Road Rehabilitation	G,LF,TIB									
	T18	Mt View Estates Rehabilitation	G,LF,TIB									
	T19	The Shire Rehabilitation	G,LF,TIB									
	T20	Sundown Meadows Rehabilitation	G,LF,TIB									
	T21	City-wide Sidewalks	LF,G DF,G,L,LF,L	R,A	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 250	
		Stewart Road - UPRR to Bridge	ID,TIB	R,D,A							\$ 4,000	
	Thornton Ave. SW (Stewart Rd - 16 St E)	LF,G,DF	R,D,A							\$ 4,601		
	Yakima Avenue Extension	DF,G,LF	R,D,A				\$ 1,846					
	Chicago Ave from 1st Ave. SW to 3rd Ave SW	LF,G,DF	R,D,A					\$ 1,049		\$ 1,738		
	2nd Ave SW	LF,G,DF	R,D	\$ 46,034	\$ 4,260	\$ 6,260	\$ 9,460	\$ 5,256	\$ 2,109	\$ 18,689		
	TOTAL											

TABLE 10-CFP 2012 - 2017 CITY OF PACIFIC CAPITAL FACILITIES PLAN

*Fund Source: C - General Facility Changes; D - Donation; DF - Developer Funded; G - Grant; L - Loan; LF - Local Funds;
 LTD - Local Improvement District; PW - Public Works Trust Fund; TTB - Transportation Improvement Board Grant

**Project Type:
 R - Renovation; D - Development; A - Acquisition

CATEGORY	ITEM	PROJECT DESCRIPTION	FUND SOURCE*	PROJECT TYPE **	COST ESTIMATE - In Thousands - 2011 Dollars						
					2012	2013	2014	2015	2016	2017-2026	
General Government	M1	New City Shop	LF,L	D						\$ 1,240	
	M2	Technology/Communication Upgrade	LF,G,L	D						\$ 300	
	M3	City Hall Improvements	LF,G,L	R		\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	
	M4	Community Center Upgrades Phase 2	C,D,G,LF	R		\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	
	M5	New Senior Center	C,D,G,LF	D			\$ 578	\$ 480	\$ 480	\$ 480	
	M6	New Interpretive Center	C,D,G,LF	D		\$ 3,578	\$ 100	\$ 728	\$ 630	\$ 2,120	\$ -
CATEGORY	ITEM	PROJECT DESCRIPTION	FUND SOURCE*	PROJECT TYPE **	2012	2013	2014	2015	2016	2017-2026	
Police/Fire	P/FR	(P/F = Police and Fire)									
	P/F 1	Property Acquisition for VRFA	GL,F	A						\$ 825	
	P/F2	Renovate Existing Station for Police (Road)	GL,F	R,D		\$ 100					
	P/F3	Training Ground	GL,F	D						\$ 80	
	P/F 4	Service area expansion - Urban Growth Area	GL,F	A,D							\$ 2,225
	P/F 5	Radio Transmitter System	G,F	D		\$ 5					
	P/F6	EOC Improvements	G,F	D		\$ 5					
P/F7	Court / Jail @ Safety Center	GL,F	R,D		\$ 4,090	\$ 100	\$ 50	\$ 200	\$ 200	\$ 400	
	TOTAL				\$ 4,090	\$ 100	\$ 728	\$ 630	\$ 2,120	\$ 3,450	



Agenda Bill No. 14-055

TO: Mayor Guier and City Council Members
FROM: Paula Wiech, Planner
MEETING DATE: March 24, 2014
SUBJECT: Ordinance 2014-1860 "Findings" for Interim Zoning Ordinance

ATTACHMENTS:

Ordinance No. 14-1855, interim zoning ordinance relating to Medical and Recreational Marijuana uses

SEPA No. 14-001 Determination of Non Significance regarding Ordinance 14-1855

TO COME: Ordinance No. 2014-1860, Adopting "Findings of Fact" for Interim Zoning Ordinance 14-1855; now under Attorney Morris's review

Previous Council Review Date: March 10, 2014

Summary: Interim zoning Ordinance No. 14-1855, relating to the recreational and medical use of Marijuana, was adopted by Pacific City Council on February 3, 2014.

Section 6 (page 13), specifies that the City Council hold a public hearing within 60 days of adoption. The hearing was held on March 10th. Section 6 further states: "During the next Council meeting immediately following (the public hearing), the City Council shall adopt findings of fact on the subject of this interim zoning ordinance and either justify its continued imposition or repeal this ordinance." Proposed Ordinance No. 2014-1860 was created to fulfill that obligation.

Attorney Carol Morris, the author of interim zoning Ordinance No. 14-1855, also directed staff to perform SEPA review of the interim zoning ordinance. This was done, and a Determination of Non Significance (DNS) was issued on March 3, 2014 and posted. The final day for comment is March 21, 2014. This DNS will become final on March 28, 2014, unless modified by the Lead Agency (Pacific) based on comments and information received.

Ordinance No. 2014-1860 was drafted by City Staff for review by Attorney Morris prior to Council consideration. The approved ordinance shall also be forwarded to the Washington State Department of Commerce for their 60-day developmental regulation review.

Recommendation/Action: City Council adopt Ordinance No. 2014-1860, the "findings of fact" on the subject of interim zoning Ordinance No. 14-1855, to justify its continuation.

AGENDA ITEM NO. 9A

Motion for Consideration: Motion to adopt Ordinance No. 2014-1860, the “findings of fact” on the subject of interim zoning Ordinance No. 14-1855 to justify its continued imposition.

Budget Impact: ?

Alternatives: Interim zoning Ordinance No. 14-1855, Section 6. Public Hearing on Interim Zoning states: “...During the next Council meeting immediately following (the public hearing), the City Council shall adopt findings of fact on the subject of this interim zoning ordinance and either justify its continued imposition or repeal this ordinance.”



Dept. of Community Development & Public Works
100 3rd Ave. S.E.
Pacific, WA 98047
(253) 929-1110

NOTICE OF SEPA DETERMINATION
SEPA-14-001: RECREATIONAL AND MEDICAL USE OF MARIJUANA

THE PROPOSAL:

The City of Pacific (Pacific) has adopted Interim Zoning Ordinance No. 14-1855:

AN ORDINANCE OF THE CITY OF PACIFIC, WASHINGTON, RELATING TO THE RECREATIONAL AND MEDICAL USE OF MARIJUANA, ADOPTING AN INTERIM ZONING ORDINANCE PROHIBITING THE SITING, ESTABLISHMENT AND OPERATION OF ANY STRUCTURES, PROPERTY OR USES RELATING TO RECREATIONAL OR MEDICAL MARIJUANA PRODUCTION, PROCESSING, CULTIVATION, STORAGE, SALE, DELIVERY, EXCHANGE OR BARTERING, TO BE IN EFFECT UNTIL THE CITY ADOPTS "PERMANENT" ZONING REGULATIONS ON THE SAME SUBJECT, WHICH INCLUDES A PROHIBITION ON THE SUBMISSION OF BUSINESS LICENSE APPLICATIONS FOR SUCH USES, THIS INTERIM ORDINANCE TO BE EFFECTIVE IMMEDIATELY, SETTING SIX MONTHS AS THE EFFECTIVE PERIOD OF THE INTERIM ZONING ORDINANCE, AND ESTABLISHING THE DATE OF A PUBLIC HEARING ON THE INTERIM ZONING ORDINANCE.

The full text of Ordinance No. 14-1855 is available on the City of Pacific website, or by contacting Pacific City Clerk, Amy Stevenson-Ness.

Lead Agency: City of Pacific

Case Number: SEPA-14-001

SEPA DETERMINATION OF NON SIGNIFICANCE:

The Lead Agency for this proposal has determined that this project does not have a probable significant adverse impact on the environment as conditioned. An environmental impact statement (EIS) is not required under RCW 43.21C. 030(2)(c). This decision was made after review of a complete environmental checklist and other information on file with the lead agency. The information is available to the public upon request. This Determination of Non-significance is issued under 197-11-340(2); the lead agency will not act on this proposal for 14 calendar days from the date of publication.

PUBLIC HEARING:

The Pacific City Council will hold a public hearing regarding Ordinance No. 14-1855 on March 10, 2014.

COMMENT/APPEAL PERIOD:

Any interested person may comment on the issuance of the Mitigated Determination of Non-significance (MDNS) no later than 5:00 PM, March 21, 2014. Following the close of the comment period, the proposed MDNS becomes final on March 28, 2014 unless modified by the Lead Agency based on comments and information received. You may submit written comments to the undersigned prior to the date stated above. Appeal of the Determination may be made by submitting a notice of appeal, together with the grounds for the appeal and \$1,000 appeal fee to the City.



Lisa Klein, Interim SEPA Official

March 3, 2014

Date

City of Pacific

100 3rd Ave. S.E.

Pacific, WA 98047 (253) 929-1110

**CITY OF PACIFIC, WASHINGTON
ORDINANCE NO. 2014-1855**

AN ORDINANCE OF THE CITY OF PACIFIC, WASHINGTON, RELATING TO THE RECREATIONAL AND MEDICAL USE OF MARIJUANA, ADOPTING AN INTERIM ZONING ORDINANCE PROHIBITING THE SITING, ESTABLISHMENT AND OPERATION OF ANY STRUCTURES, PROPERTY OR USES RELATING TO RECREATIONAL OR MEDICAL MARIJUANA PRODUCTION, PROCESSING, CULTIVATION, STORAGE, SALE, DELIVERY, EXCHANGE OR BARTERING, TO BE IN EFFECT UNTIL THE CITY ADOPTS "PERMANENT" ZONING REGULATIONS ON THE SAME SUBJECT, WHICH INCLUDES A PROHIBITION ON THE SUBMISSION OF BUSINESS LICENSE APPLICATIONS FOR SUCH USES, THIS INTERIM ORDINANCE TO BE EFFECTIVE IMMEDIATELY, SETTING SIX MONTHS AS THE EFFECTIVE PERIOD OF THE INTERIM ZONING ORDINANCE, AND ESTABLISHING THE DATE OF A PUBLIC HEARING ON THE INTERIM ZONING ORDINANCE.

Medical Marijuana

WHEREAS, since 1970, federal law has prohibited the manufacture and possession of marijuana as a Schedule I drug, based on the federal government's categorization of marijuana as having a "high potential for abuse, lack of any accepted medical use, and absence of any accepted safety for use in medically supervised treatment." *Gonzales v. Raich*, 545 U.S. 1, 14 (2005), Controlled Substance Act (CSA), 84 Stat. 1242, 21 U.S.C. 801 et seq; and

WHEREAS, the voters of the State of Washington approved Initiative 692 (codified as RCW 69.51A in November 1998); and

WHEREAS, the intent of Initiative 692 was that qualifying "patients with terminal or debilitating illnesses who, in the judgment of their physicians, would benefit from the medical use of marijuana, shall not be found guilty of a crime under state law," (RCW 69.51A.005), but that nothing in the law "shall be construed to supersede Washington state law prohibiting the acquisition, possession, manufacture, sale or use of marijuana for non-medical purposes" (RCW 69.51A.020); and

WHEREAS, the Washington State Legislature passed ESSSB 5073 in 2011, which directed employees of the Washington State Departments of Health and Agriculture to authorize and license commercial businesses that produce, process or dispense cannabis; and

WHEREAS, this bill required that the Department of Health develop a secure registration system for licensed producers, processors and dispensers, but these

provisions, together with many others relating to dispensaries and definitions, were vetoed by the Governor; and

WHEREAS, ESSSB 5073 provided that a qualifying patient or his/her designated care provider are presumed to be in compliance, and not subject to criminal or civil sanctions/penalties/consequences, under certain defined circumstances (possession of a limited number of plants or usable cannabis, cultivation of a limited number of plants in the qualifying patient or designated care provider's residence or in a collective garden); and

WHEREAS, Washington's Governor vetoed all of the provisions relevant to medical marijuana dispensaries in ESSSB 5073 but left the provisions relating to cultivation of marijuana for medical use by qualified patients individually within their residences and in collective gardens; and

WHEREAS, ESSSB 5073 was codified in chapter 69.51A RCW; and

WHEREAS, RCW 69.51A.130 allows local jurisdictions to adopt zoning requirements, business license requirements, health and safety requirements, and to impose business taxes on the production, processing or dispensing of medical cannabis or cannabis products; and

RECREATIONAL MARIJUANA

WHEREAS, the Washington voters approved Initiative 502 (I-502) in 2012, which "authorizes the state liquor control board to regulate and tax marijuana for persons twenty-one years of age and older, and adds a new threshold for driving under the influence of marijuana"; and

WHEREAS, I-502 allows the Washington State Liquor Control Board to license marijuana producers "to produce marijuana for sale at wholesale to marijuana processors and other marijuana producers" (I-502, Sec. 4(1)); and

WHEREAS, I-502 allows the Washington State Liquor Control Board to license marijuana processors to "process, package and label usable marijuana and marijuana-infused products for sale at wholesale to marijuana retailers" (I-502, Sec. 4(2)); and

WHEREAS, I-502 allows the Washington State Liquor Control Board to license a marijuana retailer to "sell usable marijuana and marijuana-infused products at retail in retail outlets" (I-502, Sec. 4(3)); and

WHEREAS, I-502 establishes certain siting limitations on the Washington State Liquor Control Board's issuance of such licenses for any premises that are within 1,000 feet of the perimeter of the grounds of any elementary or secondary school, playground, recreation center or facility, child care center, public park, public transit center or library,

or any game arcade, admission to which is not restricted to persons aged twenty-one years or older (I-502, Section 8); and

WHEREAS, I-502 decriminalizes, for purposes of state law, the production, manufacture, processing, packaging, delivery, distribution, sale or possession of marijuana, as long as such activities are in compliance with I-502; and

WHEREAS, the Washington State Liquor Control Board has adopted rules to implement I-502, which include, among other things: the state licensing of premises where marijuana is produced and processed, and the inspection of same; methods of producing, processing, and packaging the marijuana and marijuana products; security requirements at such establishments; retail outlet locations and hours of operation; labeling requirements and restrictions on advertising of such products; licensing and licensing renewal rules; the manner and method to be used by which licensees may transport and deliver marijuana and marijuana products (among other things); and

WHEREAS, on August 29, 2013, the U.S. Department of Justice (DOJ) issued a Memorandum to all United States Attorneys, acknowledging that several states had adopted laws authorizing marijuana production, distribution and possession by establishing a regulatory scheme for these purposes; and

WHEREAS, in this Memo, the DOJ advised that in recent years, the DOJ has "focused its efforts on certain law enforcement priorities that are particularly important to the federal government," such as: (a) preventing the distribution of marijuana to minors; (b) preventing revenue from the sale of marijuana from going to criminal enterprises, gangs, and cartels; (c) preventing the diversion of marijuana from states where it is legal under state law in some form to other states; (d) preventing state-authorized marijuana activity from being used as a cover or pretext for the trafficking of other illegal drugs or other illegal activity; (e) preventing violence and the use of firearms in the cultivation and distribution of marijuana; (f) preventing drugged driving and the exacerbation of other adverse public health consequences associated with marijuana use; (g) preventing the growing of marijuana on public lands and the attendant public safety and environmental dangers posed by marijuana production on public lands; and (h) preventing marijuana possession or use on federal property; and

WHEREAS, in this Memo, the DOJ warned that "[i]f state enforcement efforts are not sufficiently robust to protect against the harms [identified above] the federal government may seek to challenge the regulatory structure itself in addition to continuing to bring individual enforcement actions, including criminal prosecutions, focused on those harms"; and

WHEREAS, in this Memo, the DOJ warned that a regulatory system adequate to this task "must not only contain robust controls and procedures on paper, it must also be effective in practice"; and

WHEREAS, in this Memo, the DOJ advised that "in exercising prosecutorial discretion, prosecutors should not consider the size or commercial nature of a marijuana operation alone as a proxy for assessing whether marijuana trafficking implicates the Department's enforcement priorities [listed above]" and that federal prosecutors "should continue to review marijuana cases on a case-by-case basis and weigh all available information and evidence, including, but not limited to, whether the operation is demonstrably in compliance with a strong but effective state regulatory system"; and

WHEREAS, on January 16, 2013, the Washington State Attorney General's Office issued an opinion, which determined that local governments may decide to either zone or ban recreational marijuana uses within their jurisdictions; and

WHEREAS, while the LCB adopted one report on the environmental impacts associated with the cultivation of marijuana, the City is not aware of any other analyses performed by the State of Washington to determine the environmental or secondary land use impacts that a proliferation of medical and recreational marijuana uses would have on towns, cities and counties in Washington; and

WHEREAS, nothing indicates that the LCB will perform any analyses under the State Environmental Policy Act (SEPA) to determine the significant adverse environmental impacts associated with any individual licensee's operation of a marijuana business; and

WHEREAS, the City plans under the Growth Management Act ("GMA," chapter 36.70A RCW), and is required to perform SEPA prior to adopting any comprehensive plan or development regulations; and

WHEREAS, given that the City has no environmental information upon which to make any determinations relating to marijuana uses, the City must collect the same from either the experiences of other areas or by empirical knowledge (after the use has located in the City and the impacts are known); and

WHEREAS, the City intends to take careful, deliberate steps to evaluate marijuana uses, and to perform the environmental analysis that the State omitted; and

WHEREAS, the City passed Ordinance 1804, 1823, 1843 and 1848, all of which adopted a moratorium on medical marijuana, which acknowledged marijuana's uncertain legal status and the lack of information available to the City; and

WHEREAS, the City acknowledges that it has not budgeted any funds for the implementation of any medical marijuana enforcement scheme that could satisfy the DOJ's enforcement priorities; and

WHEREAS, the City Council therefore believes that the adoption of an interim zoning and business licensing ordinance temporarily banning all marijuana uses, is

necessary to preserve the status quo, until the City Council can study, draft, hold public hearings and adopt the appropriate regulations (if any) to address these new uses; and

WHEREAS, Section 36.70A.390 of the Revised Code of Washington authorizes the City Council to adopt an interim zoning ordinance for a period of up to six months proposal provided that a public hearing is held within at least sixty days of its adoption; NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF PACIFIC DOES ORDAIN AS FOLLOWS:

Section 1. Definitions. The following definitions apply to the terms used in this Ordinance:

A. "Cannabis" or "Marijuana" means all parts of the plant *Cannabis*, whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. For the purposes of this ordinance, "cannabis" does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks, except the resin extracted there from, fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination. The term "cannabis" includes cannabis products and useable cannabis.

B. "Cannabis products" means products that contain cannabis or cannabis extracts, have a measurable THC concentration greater than three-tenths of one percent, and are intended for human consumption or application, including, but not limited to, edible products, tinctures, and lotions. The term "cannabis products" does not include useable cannabis. The definition of "cannabis products" as a measurement of THC concentration only applies to the provisions of this ordinance and shall not be considered applicable to any criminal laws related to marijuana or cannabis.

C. "Child Care Center" means an entity that regularly provides child day care and early learning services for a group of children for periods of less than twenty-four hours licensed by the Washington State Department of Early Learning, under chapter 170-295 WAC.

D. "Collective Garden" means those gardens authorized under RCW 69.51A.085, which allows Qualifying Patients to create and participate in Collective Gardens for the purpose of producing, processing, transporting and delivering cannabis for medical use, subject to certain limited conditions, including:¹

- (1) No more than ten Qualifying Patients may participate in a single collective garden at any time;
- (2) A Collective Garden may contain no more than fifteen plants per Qualifying Patient, up to a total of forty-five plants;

¹ Additional definition appears in RCW 69.51A.085(2).

(3) A Collective Garden may contain no more than twenty-four ounces of usable cannabis per patient up to a total of seventy-two ounces of usable cannabis; and

(4) A copy of each Qualifying Patient's valid documentation or proof of registration with the registry established in state law (now or in the future), including a copy of the Qualifying Patient's proof of identity, must be available at all times on the premises of the Collective Garden;

(5) No Usable Cannabis from the Collective Garden may be delivered to anyone other than one of the Qualifying Patients participating in the Collective Garden; and

(6) A business license must be obtained for the Collective Garden through the City.

E. "Cultivation" means the planting, growing, harvesting, drying or processing of marijuana plants or any part thereof.

F. "Deliver or Delivery" means the actual or constructive transfer from one person to another of a substance, whether or not there is an agency relationship.

G. "Designated care provider" means a person who:
(1) Is eighteen years of age or older;
(2) Has been designated in writing by a patient to serve as a designated provider under chapter 69.51A RCW; and
(3) Is prohibited from consuming marijuana obtained for the personal, medical use of the patient for whom the individual is acting as designated provider; and
(4) Is the designated provider to only one patient at any one time.

H. "Dispensary, Medical Marijuana" means: any location that does not meet the definition of a "Collective Garden" and does not have a license from the Liquor Control Board of the State of Washington for a marijuana producer, processor or retailer pursuant to I-502, where medical cannabis or marijuana is processed, dispensed, selected, measured, compounded, packaged, labeled or sold to a qualified patient, designated provider or any other member of the public. It also includes any vehicle or other mode of transportation, stationary or mobile, which is used to transport, distribute, deliver, sell or give away medical cannabis or marijuana to a qualified patient, designated provider or any other member of the public.

I. "Dispense" means the interpretation of a prescription or order for medical cannabis, and pursuant to that prescription or order, the proper selection, measuring, compounding, labeling, or packaging necessary to prepare the prescription or order for delivery.

J. "Elementary School" means a school for early education that provides the first four to eight years of basic education and is recognized by the Washington State Superintendent of Public Instruction.

K. "Game Arcade" means an entertainment venue featuring primarily video games, simulators, and/or other amusement devices where persons under twenty-one years of age are not restricted.

L. "Indoors" means within a fully enclosed and secure structure that complies with the Washington State Building Code, as adopted by the City, that has a complete roof enclosure supported by connecting walls extending from the ground to the roof, and a foundation, slab, or equivalent base to which the floor is securely attached. The structure must be secure against unauthorized entry, accessible only through one or more lockable doors, and constructed of solid materials that cannot easily be broken through, such as 2" by 4" or thicker studs overlain with 3/8" or thicker plywood or equivalent materials. Plastic sheeting, regardless of gauge, or similar products do not satisfy this requirement.

M. "Legal parcel" means a parcel of land for which one legal title exists. Where contiguous legal parcels are under common ownership or control, such legal parcels shall be counted as a single parcel for purposes of this ordinance.

N. "Library" means an organized collection of resources made accessible to the public for reference or borrowing supported with money derived from taxation.

O. "Manager" means any person to whom a medical marijuana collective garden has delegated discretionary powers to organize, direct and carry on or control its operations. Authority to control one or more of the following functions shall be prima facie evidence that such a person is a manager of the business: (a) to hire, select, or supervise employees or staff, including volunteers; (b) to acquire facilities, furniture, equipment or supplies other than the occasional replenishment of stock; (c) to disburse funds of the business other than for the receipt of regularly replaced items of stock; or (d) to make, or participate in making, policy decisions relative to operations of the business.

P. "Marijuana processor" means a person licensed by the State Liquor Control Board to process marijuana into useable marijuana and marijuana-infused products, package and label usable marijuana and marijuana-infused products for sale in retail outlets, and sell usable marijuana and marijuana-infused products as wholesale to marijuana retailers.

Q. "Marijuana producer" means a person licensed by the State Liquor Control Board to produce and sell marijuana at wholesale to marijuana processors and other marijuana producers.

R. "Marijuana-infused products" means products that contain marijuana or marijuana extracts and are intended for human use. The term "marijuana-infused products" does not include useable marijuana.

S. "Marijuana retailer" means a person licensed by the State Liquor Control Board to sell usable marijuana and marijuana-infused products in a retail outlet.

T. "Marijuana, Usable" means dried marijuana flowers. The term "usable marijuana" does not include marijuana-infused products.

U. "Medical (or medicinal) use of cannabis or marijuana" means the production, possession, or administration of marijuana, as defined in RCW 69.50.101(r), for the exclusive benefit of a Qualifying Patient in the treatment of his or her terminal or debilitating illness.

V. "Outdoors" means any location that is not "indoors" within a fully enclosed and secure structure as defined herein.

X. "Person" means an individual, corporation, business trust, estate, trust, partnership, association, joint venture, government, governmental subdivision of agency or any other legal or commercial entity.

Y. "Personally identifiable information" means any information that includes, but is not limited to, data that uniquely identify, distinguish, or trace a person's identity, such as the person's name, or address, either alone or when combined with other sources, that establish the person is a Qualifying Patient or Designated Provider.

Z. "Plant" means an organism having at least three distinguishable and distinct leaves, each leaf being at least three centimeters in diameter, and a readily observable root formation consisting of at least two separate and distinct roots, each being at least two centimeters in length. Multiple stalks emanating from the same root ball or root system shall be considered part of the same single plant.

AA. "Playground" means a public outdoor recreation area for children, usually equipped with swings, slides and other playground equipment, owned and/or managed by a city, county, state or federal government.

BB. "Process" means to handle or process cannabis in preparation for medical or recreational use.

CC. "Produce or Production" means to manufacture, plant, grow or harvest cannabis or marijuana.

DD. "Public Park" means an area of land for the enjoyment of the public, having facilities for rest and/or recreation, such as a baseball diamond or basketball court, owned and/or managed by a city, county, state, federal government or metropolitan park district. Public park does not include trails.

EE. "Public place" includes streets and alleys of incorporated cities and towns; state or county or township highways or roads; buildings and grounds used for school

purposes; public dance halls and grounds adjacent thereto; premises where goods and services are offered to the public for retail sale; public buildings, public meeting halls, lobbies, halls and dining rooms of hotels, restaurants, theatres, stores, garages, and filling stations which are open to and are generally used by the public and to which the public is permitted to have unrestricted access; railroad trains, stages, buses, ferries, and other public conveyances of all kinds and character, and the depots, stops, and waiting rooms used in conjunction therewith which are open to unrestricted use and access by the public; publicly owned bathing beaches, parks, or playgrounds; and all other places of like or similar nature to which the general public has unrestricted right of access, and which are generally used by the public.

FF. "Public Transit Center" means a facility located outside of the public right of way that is owned and managed by a transit agency or city, county, state or federal government for the express purpose of staging people and vehicles where several bus or other transit routes converge. They serve as efficient hubs to allow bus riders from various locations to assemble at a central point to take advantage of express trips or other route to route transfers.

GG. "Qualifying Patient" means a person who:

1. Is a patient of a health care professional;
2. Has been diagnosed by that health care professional as having a terminal or debilitating medical condition;
3. Is a resident of the state of Washington at the time of such diagnosis;
4. Has been advised by that health care professional about the risks and benefits of the medical use of marijuana;
5. Has been advised by that health care professional that he or she may benefit from the medical use of marijuana; and
6. Is otherwise in compliance with the terms and conditions established in chapter 69.51A RCW.

HH. "Recreation center or facility" means a supervised center that provides a broad range of activities and events intended primarily for use by persons under twenty-one years of age, owned and/or managed by a charitable nonprofit organization, city, county, state or federal government.

II. "Residential treatment facility" means a facility providing for treatment of drug and alcohol dependency;

JJ. "Retail outlet" means a location licensed by the State Liquor Control Board for the retail sale of useable marijuana and marijuana-infused products.

KK. "Secondary School" means a high and/or middle school: A school for students who have completed their primary education, usually attended by children in grades seven to twelve and recognized by the Washington State Superintendent of Public Instruction.

LL. "Terminal or debilitating medical condition" means:

1. Cancer, human immunodeficiency virus (HIV), multiple sclerosis, epilepsy or other seizure disorder, or spasticity disorders; or
2. Intractable pain, limited for the purpose of this ordinance to mean pain unrelieved by standard medical treatments and medications; or
3. Glaucoma, either acute or chronic, limited for the purpose of this ordinance to mean increased intraocular pressure unrelieved by standard treatments and medications; or
4. Crohn's disease with debilitating symptoms unrelieved by standard treatments or medications; or
5. Hepatitis C with debilitating nausea or intractable pain unrelieved by standard treatments or medications; or
6. Diseases, including anorexia, which result in nausea, vomiting, cachexia, appetite loss, cramping, seizures, muscle spasms, or spasticity, when these symptoms are unrelieved by standard treatments or medications; or
7. Any other medical condition duly approved by the Washington State Medical Quality Assurance Commission in consultation with the Board of Osteopathic Medicine and Surgery as directed in chapter 69.51A RCW.

MM. "THC concentration" means percent of tetrahydrocannabinol content per weight or volume of useable cannabis or cannabis product.

NN. "Useable cannabis or usable marijuana" means dried flowers of the *Cannabis* plant. The term "usable cannabis or usable marijuana" does not include marijuana-infused products or cannabis products.

OO. "Valid documentation" means:

1. A statement signed and dated by a Qualifying Patient's Health care professional written on tamper-resistant paper, which states that, in the health care professional's professional opinion, the patient may benefit from the medical use of cannabis/marijuana;
2. Proof of identity such as a Washington state driver's license or identicard, as defined in RCW 46.20.035; and
3. In the case of a Designated Provider, the signed and dated document valid for one year from the date of signature executed by the Qualifying Patient who has designated the Provider.

Section 2: Findings. The Council adopts all of the "whereas" sections of this Ordinance as findings to support this interim zoning ordinance, as well as the following:

A. The purpose of this interim zoning ordinance is to maintain the status quo while the City drafts and considers a new ordinance on the subject of medical cannabis/marijuana and recreational marijuana. Based on the information available to the City today, it is predicted that this draft ordinance will (1) explicitly prohibit medical marijuana dispensaries, medical marijuana collective gardens (including those defined

in RCW 69.51A.085); and (2) explicitly prohibit recreational marijuana retailers, producers and processors, including those licensed by the State of Washington.

B. The City will consider adoption and enforcement of such an ordinance during the next six months, while this interim zoning ordinance is in effect. During this time, if the Washington State Legislature acts to adopt laws addressing medical and/or recreational marijuana, the City shall evaluate these new laws to determine whether this position should change. In addition, the City will consider whether there is any information (whether on the environmental, secondary land use and/or economic impacts) associated with marijuana uses that can be used for purposes of drafting regulations addressing such uses.

C. During the period of time that this interim zoning ordinance is in effect, the City will also consider the manner in which the negative impacts and secondary effects associated with the marijuana uses (on-going or predicted) in the City can be ameliorated, including but not limited to, the demands that will be placed upon scarce City policing, legal, policy and administrative resources; neighborhood disruption, increased transient visitors and intimidation; the exposure of school-age children and other sensitive residents to marijuana, illegal sales to both minors and adults; fraud in issuing, obtaining or using medical marijuana prescriptions, murders, robberies, burglaries, assaults, drug trafficking and other violent crimes.

D. The State of Washington has adopted a strict regulatory and enforcement system for the cultivation, processing and sale of recreational marijuana, but no licenses have yet issued, and there is no way to determine whether (or the manner in which) the State will enforce these rules. The Council also acknowledges that the State has not performed any environmental analyses that will assist cities, towns and counties in the adoption of local regulations addressing marijuana uses, and that municipalities must therefore either develop their own analyses or observe these impacts after-the-fact (or, after these marijuana uses locate and begin operation in cities, towns and counties throughout Washington.) Then, the municipalities will be required to "fix" the problems stemming from these uses with their already scarce resources.

E. In sum, the City Council believes that it cannot adopt legislation to address the negative environmental impacts and secondary land use effects of medical and recreational marijuana uses until the extent of these impacts are known, new laws are adopted to bridge the gap between recreational and medical marijuana uses, and there is strict enforcement of these laws.

F. No part of this interim ordinance is intended to or shall be deemed to conflict with federal law, including but not limited to, the Controlled Substances Act, 21 U.S.C. Section 800 *et seq.*, the Uniform Controlled Substances Act (chapter 69.50 RCW) nor to otherwise permit any activity that is prohibited under either Act, or any other local, state or federal law, statute, rule or regulation. This interim ordinance is not intended to address or invite litigation over the question whether the State of Washington's medical or recreational marijuana laws (or this City's laws) satisfy the

federal government's enforcement priorities. Nothing in this interim ordinance shall be construed to supersede Washington state law prohibiting the acquisition, possession, manufacture, sale or use of medical cannabis or recreational marijuana in any manner not authorized by chapter 69.51A RCW or chapter 69.50 RCW. Nothing in this interim ordinance shall be construed to supersede legislation prohibiting persons from engaging in conduct that endangers others, or that creates a nuisance, as defined herein. It is the intention of the City Council that this interim ordinance be interpreted to be compatible with federal and state enactments and in furtherance of the public purposes that those enactments encompass.

Section 3. Interim Ordinance Adopted. This interim ordinance is immediately adopted for a period of six months in order to provide the City adequate time to:

- A. Study the secondary land use impacts associated with the location and siting of structures and uses in which medical and recreational marijuana production, marijuana processing or marijuana retailing may take place. This includes, but is not limited to, all activities associated with medical marijuana, including individual cultivation, collective gardens, transfer, bartering, exchange and delivery of marijuana between qualified patients and designated providers. This work will begin upon adoption of this ordinance and is expected to take 4 months.
- B. Allow the City adequate time to study the effects of state licensed marijuana uses as they operate in other areas (throughout Washington, Colorado and other states adopting similar laws). This work will begin upon adoption of this ordinance and is expected to take 4 months.
- C. Await the Legislature's adoption of any new legislation on the subject of marijuana uses in Washington. The Council shall continue monitoring the Legislature's activity while this ordinance is in effect, or for the next six months.
- D. Draft ordinances addressing marijuana uses in the City. This work will begin immediately after the activities described in A and B of this Section are complete.
- E. Hold a public hearing(s) on the draft ordinances, obtain public input on such ordinances, allow the Planning Commission to make recommendations to the City Council, for the City Council to review the draft ordinance and, if desired, to adopt new regulations or prohibitions on marijuana uses. This work will begin immediately after the activities described in A, B and D are complete.

Ordinance 1848, which adopted a moratorium on marijuana uses, is hereby repealed as of the effective date of this interim zoning ordinance.

Section 4. Effect of Interim Zoning Ordinance. The City Council imposes an immediate six-month prohibition on the acceptance of all development permit and business license applications for any structure, use or operation involving marijuana production, marijuana processing or marijuana retailing, as the same are defined in this Ordinance.

All such development permit and business license applications shall be rejected and returned to the applicant.

Section 5. Duration of Interim Zoning Ordinance. This interim zoning ordinance shall commence on the effective date set forth in Section 10 herein. As long as the City holds a public hearing on the interim zoning ordinance and adopts findings and conclusions in support of the interim zoning ordinance (as contemplated by Section 6 herein), the interim zoning ordinance shall not terminate until six (6) months after the date of adoption, or at the time all of the events described in Section 3 have been accomplished, whichever is sooner. The Council shall make the decision to terminate the moratorium by ordinance, and termination shall not otherwise be presumed to have occurred.

Section 6. Public Hearing on Interim Zoning. Pursuant to RCW 36.70A.390 and RCW 35.63.200, the City Council shall hold a public hearing on this interim zoning ordinance within sixty (60) days of its adoption, or before April 3, 2014. The Council hereby schedules this hearing for March 10, 2014. During the next Council meeting immediately following, the City Council shall adopt findings of fact on the subject of this interim zoning ordinance and either justify its continued imposition or repeal this ordinance.

Section 7. Declaration of Emergency. The City Council hereby declares that an emergency exists necessitating that this interim zoning ordinance take effect immediately upon passage by a majority vote plus one of the whole membership of the Council, and that the same is not subject to a referendum.² If this interim zoning ordinance is not adopted immediately, applications for marijuana uses and business licenses could be submitted to the City and arguably become vested, leading to development that could be incompatible with the regulations eventually adopted by the City (after the process described herein). Therefore, the interim zoning ordinance must be adopted immediately as an emergency measure to protect the public health, safety and welfare, and to prevent the submission of applications to the City in an attempt to vest rights for an indefinite period of time.

Section 8. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 9. Publication. This Ordinance shall be published by an approved summary consisting of the title.

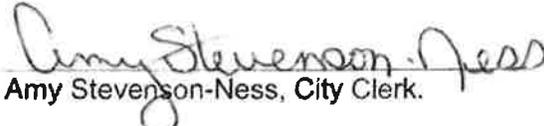
Section 10. Effective Date. This Ordinance shall take effect and be in full force immediately upon passage, having received the vote of a majority plus one of the entire Council.

² RCW 35A.12.130 for code cities.

PASSED by the City Council of Pacific this 3rd day of February, 2014.

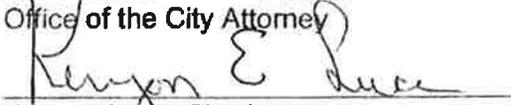

Learné Guier, Mayor

AUTHENTICATED:


Amy Stevenson-Ness, City Clerk.

APPROVED AS TO FORM:

Office of the City Attorney


Kenyon Luce, City Attorney

PUBLISHED:

EFFECTIVE DATE:



Agenda Bill No. 14-050

TO: Mayor Guier and City Council Members
FROM: Darcie Thach, Assistant Director Community Services
MEETING DATE: March 24, 2014
SUBJECT: Two \$500 Donations from an anonymous donation.

ATTACHMENTS: Receipts for 2 Anonymous Donations for \$500.00 each
Resolution No. 2014-130

Previous Council Review Date: none

Summary: Two \$500.00 each anonymous donations were giving to the Youth/Community Center.

Recommendation/Action: Recommend to accept the two \$500 donations on behalf of the Youth/Community Center.

Motion for Consideration: I move to accept the 2 \$500 donations on behalf of the Youth/Community Center.

Budget Impact:

Alternatives:

Receipt: 859 02/11/2014
Acct #: 3073 COPY
City Of Pacific
100 3rd Avenue SE
Pacific, WA 98047

YOUTH/COMMUNITY CENTER

PACIFIC, WA 98047

Youth Center
Memo Anonymous Donation
Youth Center: Youth Prog 500.00
Non Taxed Amt: 500.00

Total: 500.00
Chk: 14-840334414 500.00

Ttl Tendered: 500.00
Change: 0.00

Issued By: Heather
03/05/2014 09:52:23

Receipt: 858 02/11/201
Acct #: 3073 COPY
City Of Pacific
100 3rd Avenue SE
Pacific, WA 98047

YOUTH/COMMUNITY CENTER

PACIFIC, WA 98047

Youth Center
Memo Anonymous Donation
Youth Center: Youth Prog 500.C
Non Taxed Amt: 500.C

Total: 500.C
Chk: 14-840334415 500.C

Ttl Tendered: 500.C
Change: 0.C

Issued By: Heather
03/05/2014 09:51:34

**CITY OF PACIFIC
WASHINGTON**

RESOLUTION NO. 2014-130

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC, WASHINGTON,
ACCEPTING THE FUNDS FROM TWO ANONYMOUS CASH DONATIONS.**

WHEREAS, the City of Pacific provides Youth Services for the City of Pacific, Algona and surrounding areas; and

WHEREAS, the City of Pacific provides programs to the youths in the community; and

WHEREAS, the City of Pacific will use this donation for youths and citizens in the City of Pacific, Algona and surrounding areas; and

WHEREAS, the Mayor, on behalf of the City of Pacific, has indicated the City's willingness to accept this donation;

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

Section 1. The Pacific City Council hereby accepts two cash donation of \$500 each from an anonymous donor.

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

**PASSED BY THE CITY OF PACIFIC CITY COUNCIL AT A REGULAR MEETING
THEREOF ON MARCH 24, 2014.**

CITY OF PACIFIC

Leanne Guier, Mayor

ATTEST/AUTHENTICATED:

Amy Stevenson-Ness, City Clerk

APPROVED AS TO FORM:

Kenyon Luce, City Attorney



Agenda Bill No. 14-052

TO: Mayor Guier and City Council Members
FROM: Public Works
MEETING DATE: March 24, 2014
SUBJECT: Public Hearing for the formation of a Street Assessment Reimbursement Area (SARA)

ATTACHMENTS: Public Hearing Announcement
Resolution 2014-131

Previous Council Review Date: N/A

Summary: The City has been trying to complete the Stewart Road improvements. The formation of Street Assessment Reimbursement Area (SARA) provides for revenue to completing the project funding package. The formation of a SARA requires a Public Hearing.

Recommendation/Action: Staff recommends Council approve Resolution No. 2014-131.

Motion for Consideration: Move to approve Resolution No. 2014-131, A RESOLUTION OF THE CITY OF PACIFIC, WASHINGTON, SETTING THE TIME AND PLACE FOR A PUBLIC HEARING ON **APRIL 14, 2014 AT 6:30 PM** IN THE CITY OF PACIFIC COUNCIL CHAMBERS TO HEAR FROM THE PUBLIC ON THE CREATION OF THE STEWART ROAD AND THORNTON AVENUE STREET ASSESSMENT REIMBURSEMENT AREA.

Budget Impact: The cost to have the public hearing is the cost of public notification, approximately \$300.

Alternatives: The Public Hearing is required to form a Street Assessment Reimbursement Area. Until a Hearing is held, a Reimbursement Area cannot be formed.



NOTICE OF PUBLIC HEARING

March 20, 2014

NOTICE IS HEREBY GIVEN that on **MONDAY, APRIL 14, 2014**, at approximately 6:30 p.m., the City Council will conduct a public hearing during a City Council Meeting for the purpose of taking public testimony on Ordinance No. 2014-1858 regarding Street Assessment Reimbursement Agreements for Transportation System Improvements.

This hearing will take place in the City Council Chambers at Pacific City Hall, 100 3rd Avenue SE, Pacific, Washington. All persons will have an opportunity to present their oral comments at the meeting. Those wishing to submit written comments may do so at the public hearing or by submitting them to the City Clerk by 5:00 p.m. on Monday, April 14, 2014.

For further information regarding the hearing, please contact Jim Morgan, Engineer, (253) 929-1115.

Amy Stevenson-Ness
City Clerk
City of Pacific

**CITY OF PACIFIC
WASHINGTON**

RESOLUTION NO. 2014 - 131

A RESOLUTION OF THE CITY OF PACIFIC, WASHINGTON, SETTING THE TIME AND PLACE FOR A PUBLIC HEARING ON APRIL 14, 2014, AT 6:30 P.M. IN THE CITY OF PACIFIC COUNCIL CHAMBERS TO HEAR FROM THE PUBLIC ON THE CREATION OF THE STEWART ROAD AND THORNTON AVENUE STREET ASSESSMENT REIMBURSEMENT AREA.

WHEREAS, the City of Pacific proposes creating the Stewart Road and Thornton Avenue Street Assessment Reimbursement Area as authorized by Chapter 35.72 RCW and PMC 13.24; and

WHEREAS, a public hearing must be held prior to the creation.

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

Section 1. That said Street Assessment Reimbursement Area shall be presented for hearing and determination on Monday, April 14, 2014, at the hour of 6:30 p.m. in the Council Chambers of the City of Pacific, at Pacific City Hall, Pacific, Washington, or as soon thereafter as the same may be heard, and that

Section 2. Notice of such hearing be given as approved by law.

ADOPTED BY THE CITY COUNCIL this 24th day of March, 2014.

CITY OF PACIFIC

LEANNE GUIER, MAYOR

ATTEST/AUTHENTICATED:

AMY STEVENSON-NESS, CITY CLERK

APPROVED AS TO FORM:

KEN LUCE, CITY ATTORNEY



AGENDA BILL NO. 14-053

TO: Mayor Guier and City Council Members
FROM: John Calkins
MEETING DATE: March 24, 2014
SUBJECT: Evidence Software Program

ATTACHMENTS: Resolution No. 2014-132
Program information

Previous Council Review Date: Public Safety Committee on December 4th, 2013

Summary: The evidence program is in dire need of software to control, maintain and release evidence.

Recommendation/Action: Move to purchase File On Q software for \$8205.00, including tax.

Motion for Consideration: I move to approve the purchase of the File On Q software for evidence management for the Police Department, in the amount of \$8205.00

Budget Impact: \$8205.00.

Alternatives: Lose pieces of evidence, loss of cases, both civil and criminal, not pass State audits and not become accredited.

City of Pacific, Washington

RESOLUTION NO. 2014-132

A RESOLUTION OF THE CITY OF PACIFIC, WASHINGTON AUTHORIZING THE PURCHASE OF AN EVIDENCE PROGRAM, "FILE ON Q".

WHEREAS, the Pacific Police Department has approximately 6000 pieces of evidence that must be accounted for and controlled, and

WHEREAS, the police department has never utilized software that will manage the evidence intake and release, and

WHEREAS, after Evidence Custodian Sally Moore retired in August 2012 I hired a professional evidence technician to review the evidence process and audit the inventory, and

WHEREAS, the report from the professional evidence technician found the Dos based program that Sally had used was obsolete and not capable of tracking and maintain control over the thousands of pieces of evidence, and

WHEREAS, we are currently recording evidence manually on a tablet and it is extremely archaic.

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

Section 1. The Pacific City Council hereby authorizes the purchase of one File On Q evidence software for a total of \$8205.00 (including tax.)

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 24TH DAY OF MARCH, 2014.

City of Pacific

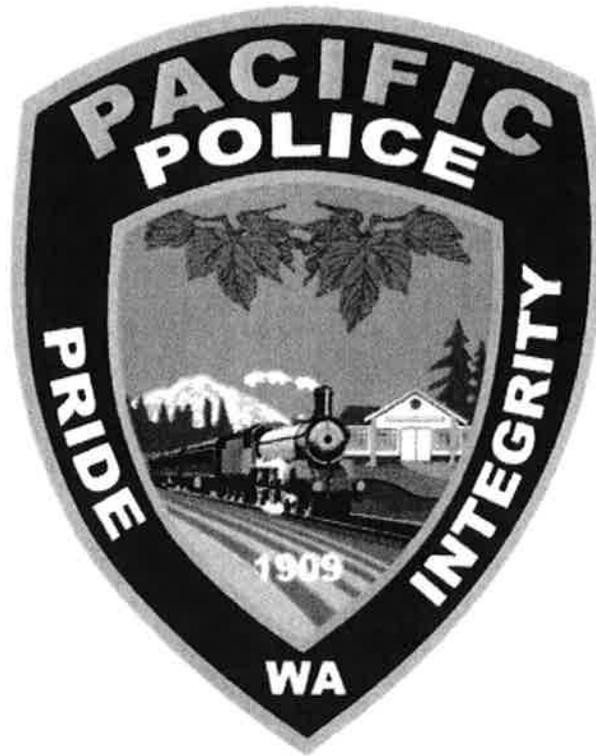
Leanne Guier, Mayor

Attest:

Amy Stevenson-Ness, City Clerk

Approved to as form:

Kenyon Luce, City Attorney



EVIDENCE PROGRAM
File on Q- Proposal

Presented by:
Chief John Calkins

Research

Specialist Shook utilized the Listserv information she has access to and sent an e-mail to peers and other local law enforcement agencies asking them for Evidence based software recommendations. She then compiled a list of PRO/CON's and then reached out to Scott Kolzow with Auburn Information and Technology Department for his input to ensure any companies she was reviewing would be compatible with our Cities server and other technologies.

PRICING:

***SPILLMAN Module-** Interfaced thru Auburn Police Department Server- \$10,986 (with caveat that Algona Police Department also upgrade their Evidence Program at the same time or the cost would be greater) This would be an addition to our current Local Records Management System- down side is that any record changes/errors would need to go thru Auburn Police Department just like our case corrections presently. The cost for a license independently not working with the City of Auburn would be greater than \$30,000- for an independent license*

**Please see attached Quote-*

***Quetel TraQ-** Did not come back with favorable recommendations from other agencies and a verbal quote by phone was the starting price is \$25,000 with additional cost for customization based upon agency needs. See attached e-mail from Vancouver Police Dept. this system is too large and cumbersome for an agency of our size.*

***PMI-** The initial costs range from \$15,000 for a stand-alone system and increase based upon customization only one agency utilized this company and they indicated they were happy with it overall but they utilize tech support a great deal without tech support they would struggle in working with this system, however they indicated tech support was a pleasure to work with. See attached e-mail from Skamania County Sherriff's Office on this system.*

***FileonQ-** Came highly recommended by many agencies varying in sizes. Many of the reviews read: LOVE it! Please see the attached e-mail responses to Specialist Shook from Mountlake Terrace Police, Kirkland Police, Seattle Police, Poulsbo Police Department and Renton PD.*

**Please see attached Quote-*

	COST
SPILLMAN	\$10'986 (Software Licensing with Start up Equipment)
QUETEL TRAQ	\$25'000 (Just Licensing for Software)
PMI	\$15'000 (Just Licensing for Software)
FILEONQ	\$7'500 (Customized Software and all Equipment)

History

Our current Evidence Software System is no longer in use, it was originally created by the King County Sherriff's Office back in the early 1990's it is a DOS based system and is not user friendly. Auburn IT, had difficulties during computer conversions to get it to be functional on the office computers. We also had made modifications to the print feature do get reports off of the system. DOS is more challenging for use and with younger staff a conversion was made from the DOS to an EXCEL file for Travis Gnehm our prior Evidence Technician. So currently we have two programs running simultaneously which is not the ideal situation for chain of custody.

We hired Steven Perry as an independent consultant to review our Evidence procedure and assist our agency in a full evidentiary audit this past summer. His recommendations at that time were that we begin to look at replacement Software for the current evidence program.

Specialist Shook E-mailed Mr. Perry upon completion of her research and having a webinar forum with herself, Lt. Massey, Shannon Turner Sales Representative for FileonQ and Scott Kolzow with Auburn IT. His Responses were as follows:

From: Steven Perry
Sent: Thursday, October 10, 2013 5:25 PM
To: Stephanie Shook
Subject: RE: Question

Hi Stephanie. My only experience with EvidenceonQ/FileonQ was doing some work for Poulsbo. The evidence person there at the time really liked it, and the little I saw of it looked pretty good to me. I only saw one flaw, which may or may not have already been fixed. My only question for an agency the size of Pacific would be cost. It's a pretty sophisticated system for such a small evidence room, so don't know if you can afford it or not.

From: Stephanie Shook
Sent: Friday, October 11, 2013 8:00 AM
To: 'Steven Perry'
Subject: RE: Question

The cost of adding Spillman Module for Evidence which our IT dept looked at was \$30'000- with reduced cost of \$10,986 licensing under Auburn PD and if Algona PD Licensed at that time as well.

To utilize FileonQ- they have a sliding fee as they customize it to agency needs and size- for all equipment, training, customization, installation and all support for one year it is a cost of \$7500 total

☺

From: Steven Perry
Sent: Thursday, October 11, 2013 11:53 AM
To: Stephanie Shook
Subject: RE: Question

Good price, assuming they don't kill you with annual costs every year. I have been bitten on those "ongoing maintenance" costs before with projects so be careful. Otherwise a MUCH better deal than Spillman, and from what I have seen....a better product. Good luck and let me know if I can be of any help. Steve

Attachments-

1. Quote from SPILLMAN \$10,986- annual maintenance \$608-
2. E-mails between Specialist Shook and other Law Enforcement Agencies-
3. Copy of Gotomeeting Webinar Information hosted by Shannon Turner with FileonQ-
4. Formal Proposal from EvidenceonQ/FileonQ-

Recommendations-

My recommendation is that we move forward with purchasing FileonQ as a replacement software system. Not only were Lt. Massey, Scott Kolzow and Specialist Shook impressed with the product as a whole but the fact that Steve Perry our independent evidence consultant was in favor of it also aided in my decision to move forward with this proposal. It is my belief also that as we move toward the goal of accreditation having an evidence system that meets our agencies needs is a key component in this process. One of the accreditations standards directly correlates with evidence. It is also a cost savings versus the other companies that were looked at in addition the staff of FileonQ being prior Law Enforcement and Evidence professionals familiar with CALEA and WASPC standards was a big plus.

Quote and Purchase Addendum

Quoted Date: July 02, 2013 Quote Number: QUO-03467-X2J8Z6
Quote Expiration Date: September 30, 2013 Prepared By: Tyler Holland

Services Included

- **First-year Maintenance** – For the specific module(s) listed in this document, all upgrades and live phone support services are included for the entire first year.
- **Project Management and Installation** – Spillman will assign a Project Manager as the agency's single point of contact. This individual will coordinate Spillman's expert installation and training staff to ensure a smooth upgrade transition.

Included in Quote

- Evidence Management
- Barcode Equipment Bundle - Quantity 1
- Evidence Barcode & Audit Interface

Package Quote

\$10,986

Includes Web Demo Training
Includes Washington State Sales Tax
Includes Bar Coding Interfaces and Equipment

The Customer's signature below constitutes its agreement to purchase the licenses, products and/or services according to the terms quoted by Spillman within this document. This document shall serve as an addendum to the Purchase Agreement previously entered into between the Customer and Spillman. The terms and conditions of the Purchase Agreement, as well as the related License Agreement and Support Agreement, shall apply to the items quoted herein.

Your estimated 2nd-year Spillman maintenance will be: \$608

Quote and Purchase Addendum

Quoted Date: July 02, 2013 Quote Number: QUO-03467-X2J8Z6
Quote Expiration Date: September 30, 2013 Prepared By: Tyler Holland

Algona Police Department

Customer Name

Authorized Signature

Date

Print Name and Title

Stephanie Shook

From: Stephanie Shook
Sent: Monday, September 30, 2013 3:38 PM
To: 'Scott Kolzow'
Subject: FW: Evidence Software

From: Erin Kelly
Sent: Monday, September 30, 2013 11:44 AM
To: Stephanie Shook
Subject: Evidence Software

Stephanie,

I don't recommend my software but I know a lot of people who use Evidence on Q or File on Q (same system, called both names) and really like it. I have Police Central and am not a fan.

Erin MOUNTLAKE TERRACE P.D

From: Karin Olson
Sent: Thursday, May 16, 2013 11:52 AM
To: Kelly Donnelly
Subject: RE: Stand alone evidence software recommendations

Lucky Pacific! We are in the process of possibly buying one too. We are looking at Evidence On Q. I know Renton uses it and LOVES it!

*Karin Olson
Evidence Technician
Kirkland Police Department
Hours: Tuesday – Friday 6:00AM – 4:00PM*

From: Tim J. Treacher
Sent: Monday, September 30, 2013 10:08 AM
To: Stephanie Shook
Subject: Evidence on Q

<http://www.evidenceonq.com/>

Tim Treacher | City of Poulsbo | 200 NE Moe Street | Poulsbo, WA 98370 | (360) 394-9707 (w) | (360) 271-9980 (c)

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From: Chad Jay
Sent: Monday, September 30, 2013 10:16 AM
To: Stephanie Shook
Subject: Renton P.D. Evidence system

Stephanie,

We use EvidenceOnQ (company name is FileOnQ). We really like it as we were able to build our own home screen and can make any changes to it as we need. You aren't stuck with an off the shelf system that you have no control over.

They have both a desktop and web version. We have both so that our officers can enter evidence from the field or in the station.

They are based out of Tukwila with IT support there. If you have any questions or would like to take a look at our system, please feel free contacting me or my evidence partner Holly Trader.

I would recommend contacting Shannon Turner at: ShannonT@FileOnQ.com or at 206-755-7215.

Or check out their website: <http://www.EvidenceOnQ.com>

Good luck,
Chad

Chad Jay

Evidence Technician
Renton Police Department
Desk: 425-430-7603
Cell: 206-793-5099
Office hours: Mon – Thur 6am – 4pm

From: Granard, Cynthia
Sent: Monday, September 30, 2013 1:19 PM
To: Kelly Donnelly
Subject: RE: Group Inquiry - Assist to Pacific PD looking for evidence software program

File OnQ hands down!!!!!! ☺

Detective Sergeant Cindy Granard

Seattle Police Department
Evidence Unit #B762
P.O. Box 34986
Seattle, WA 98124-4986
206.684.8736
cynthia.granard@seattle.gov

CISM Team Member

The logo features a stylized 'H' with a dot above it, followed by the text 'HOSPITAL RESPONSE TEAM' in a bold, sans-serif font.

SEATTLE POLICE DEPARTMENT
www.standwiththosewhoserve.org

Stephanie Shook

From: Stephanie Shook
Sent: Monday, September 30, 2013 3:39 PM
To: 'Scott Kolzow'
Subject: FW: Evidence software

From: Thornquist, Laura
Sent: Monday, September 30, 2013 10:05 AM
To: Stephanie Shook
Subject: Evidence software

Hi Stephanie,

We use Quetel TraQ.

We've used it since 1999. We like the system and the customer service. We have around 55,000 items in inventory and typically take in around 13,000 per year. 3 Evidence techs.

<http://quetel.com/>

Laura Thornquist
Evidence Technician
Vancouver Police Department
360-487-7409
Fax 360-487-7411

From: Char Hartley
Sent: Monday, September 30, 2013 10:07 AM
To: Kelly Donnelly
Subject: RE: Group Inquiry - Assist to Pacific PD looking for evidence software program

We use PMI in Skamania County, and we are pretty happy with it! The program is very user friendly (for the most part) and the Tech Support is phenomenal! Their contact info is: 1-800-325-7636 or 1-904-797-1050-speak with John or Aimee.

Char

Char Hartley
Evidence Officer
Civil Deputy
Skamania County Sheriff's Office
PO Box 790
Stevenson, WA 98648
509-427-9490 (mail)
509-427-4369 (fax)

Sent: Tuesday, October 01, 2013 9:54 AM
To: Stephanie Shook
Subject: Scheduling FileOnQ Demo

Stephanie,

I spoke with Shannon Turner one of our Evidence Specialists and she is pretty much booked for the rest of this week other than Friday to complete the online demo. Please let me know a day and time next week that works for you and we will get that scheduled.

Thank you,
-Amanda



From: Shannon Turner
Sent: Tuesday, October 08, 2013 3:38 PM
To: Stephanie Shook
Cc: amandal@fileonq.com
Subject: EvidenceOnQ demo Thursday at 9:00 a.m.

1. Please join my meeting.

<https://www2.gotomeeting.com/join/658273994>

2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

United States: +1 (646) 982-0002

Canada: +1 (647) 497-9391

Access Code: 658-273-994

Audio PIN: Shown after joining the meeting

Meeting ID: 658-273-994

Goto meeting -

- Lt. Massey
- Scott
- ME
- Shannon
- Steve, retired OFC evidence consultant
- Megan - also to FileOnQ

From: Scott Kolzow
Sent: Thursday, October 10, 2013 10:28 AM
To: Stephanie Shook
Subject: FileonQ

I spoke with Shannon. The database is SQL based, which is no problem, that works well with your server ☺

The client software that gets installed also will be no problem, your desktops will handle it.

The information contained in this electronic communication is personal, privileged and/or confidential information intended only for the use of the individual(s) or entity(ies) to which it has been addressed. If you read this communication and are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication, other than delivery to the intended recipient is strictly prohibited. If you have received this communication in error, please immediately notify the sender by reply e-mail. Thank you.

PROPOSAL FOR Pacific Police Department

EvidenceOnQ
Crime Scene to Court Room

PROPERTY AND EVIDENCE MANAGEMENT SOFTWARE

Prepared by Shannon Turner, Evidence Specialist
shannont@fileonq.com
www.evidenceonq.com

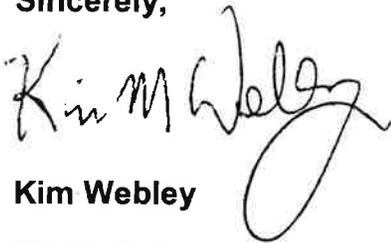
October 9, 2013

Our Commitment:

FileOnQ submits the following proposal for the **EvidenceOnQ property and evidence management system**. Our first priority is to provide solutions that effectively meet the unique needs of our customers today, while providing them with flexibility and growth opportunities to meet their changing needs in the future. Another priority of equal importance is to provide these solutions with the greatest possible economy.

Please read and consider our proposal, bringing to our attention any way we can more adequately satisfy your needs. Finally, when you are prepared to allow us to implement the solutions proposed, we are committed to do everything necessary to ensure your complete satisfaction both now and long into the future. Thank you.

Sincerely,



Kim Webley

FileOnQ, Inc

Business Development

Features & Functionality:

TECHNOLOGY

EvidenceOnQ is built on the Microsoft Operating System platform, utilizing proven methods and technologies. The multi-tier nature allows for single server implementations in smaller environments, reducing cost and administrative effort. It also provides the ability to be distributed onto several servers that share the load to improve performance in larger environments. This architecture provides a solution that can scale to different environments. EvidenceOnQ SQL Server 2000, 2005, 2008 and 2008 R2 as well as the corresponding SQL Server Express or MSDE versions. All of the data stored within the EvidenceOnQ application can be backed-up, restored, or extracted using standard SQL tools and routines. This ensures that your data can be backed up for disaster recovery or archival purposes.

EvidenceOnQ Application Software License: INCLUDED

EvidenceOnQ 6.1 application software license includes single database/application for databases. EvidenceOnQ runs on Microsoft SQL Server provided by the customer. FileOnQ can provide MSDE for smaller databases for up to 3 concurrent users. License upgrades for increased records/items may be purchased at any time the need arises.

Desk Top Client: INCLUDED

The desktop client is a full-featured Windows application that allows users to access the FileOnQ system from the server. Client seats are sold on a concurrent user basis. FileOnQ will install the desktop client on as many PCs as you have concurrent client seats. You may install the desktop client on as many computers as desired after installation with no additional charge per computer/desktop. This allows you to have access to the system throughout your entire department and/or organization.

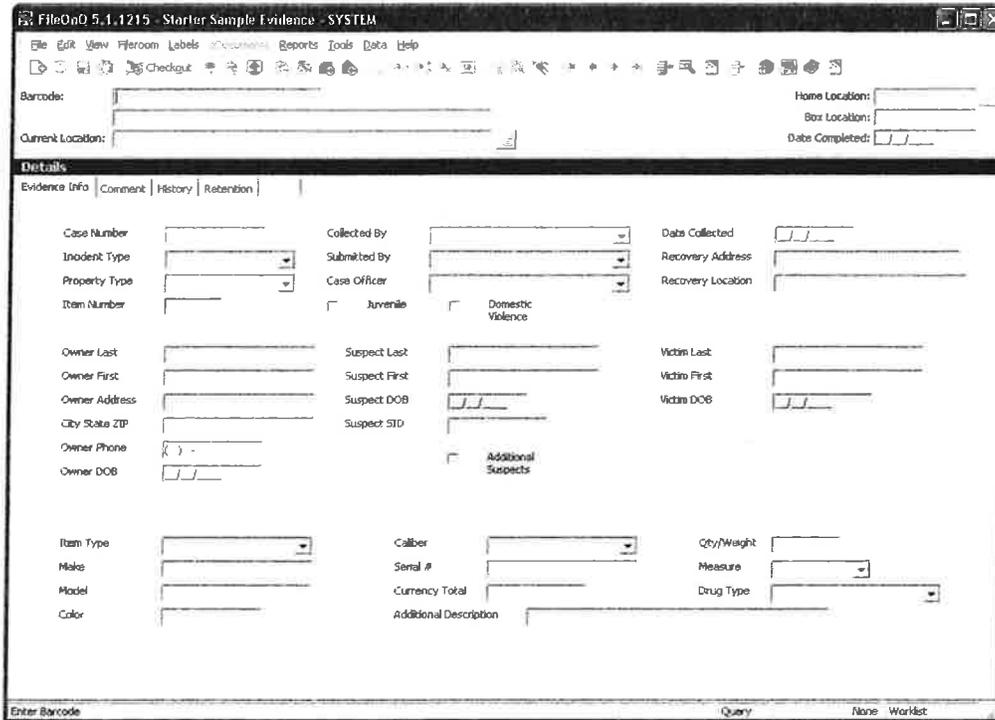
The desktop client is designed to allow users with access to the system based on specific security and permissions determined and set up by the internal administrator. Most agencies establish groups of users. For example, the rights for officers may be to enter in new items and only view and request items. The Property room personnel group would be given the authority to create reports and queries, transfer items, edit data, etc. You have complete control over who has access to the EvidenceOnQ system, and what permissions they have. These permissions can be assigned individually or by group.

Customized Profile: INCLUDED

EvidenceOnQ provides complete flexibility by allowing you to dictate the design of the data entry screen, known as the profile. Fields can be added, deleted, or modified to fit the type of data that a department wishes to capture. The profile is designed so that the data entry is as simple as possible by following your existing workflow, using your own terminology and codes. This customizable profile feature is one of the most appealing features of the system. It is designed by each agency to meet their own individual needs and comply with their specific policies and procedures. Not only is it flexible when it is designed, but the profile screen is flexible to change as your needs change. You can make changes to the profile at any time without permission from FileOnQ or incurring additional cost.

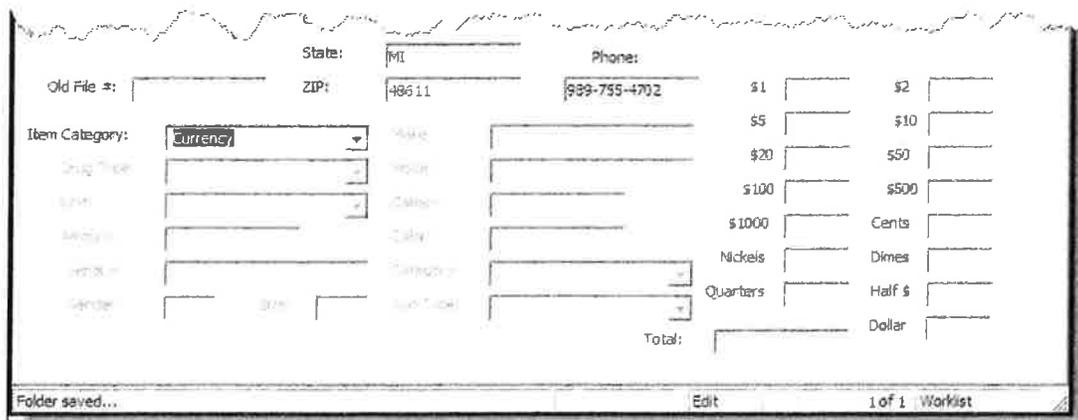
All searches and data entry are performed from just one screen, eliminating the need to work through multiple levels of screens.. Searches can be made from any field or combination of fields, combining known information with partial information. For example, you can search for all Smith & Wesson guns recovered by a specific officer in the year 2006 where a juvenile was involved. Or you may search for all recovered electronic items that have 355 in the serial number. There is virtually no limit to the combination of searches that can be performed. Law enforcement administrators find this feature extremely beneficial when preparing reports, statistics, and crime analysis reports. The screen examples below show some of the common data fields you may choose to include on your home screen. To make data entry even smoother, we provide a control field that turns off or on fields that may be associated with that description. For example, selecting Narcotics activates the fields **Drug Type Measurement**, and **Quantity**; a selection of Firearm activates the fields **Brand**, **Model**, **Caliber**, and **Serial Number**. Because you design the screen, detailed or broad descriptions of the items can be included.

Your Profile will we be tailored to your specifications



The partial screenshots below show the control field selections that enable (or disable) the dependent fields. The examples portray a selection of currency, narcotics, and guns. The applicable fields are enabled. Fields that do not apply to the selected description are disabled, making entry easier and more accurate.

CURRENCY

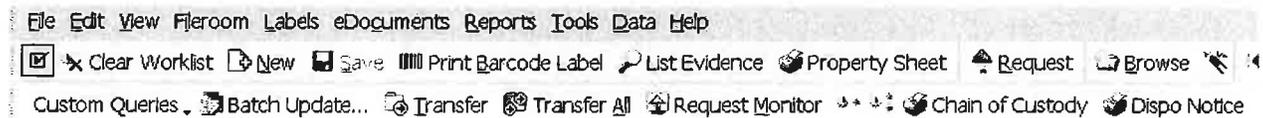


NARCOTICS

GUNS

Customized Toolbar: INCLUDED

Users can customize the standard toolbar by adding or removing icons. Users can also create additional “personal” toolbars containing shortcuts to functions that they perform on a regular basis. These toolbars themselves can be “dragged and dropped” anywhere on the EvidenceOnQ Profile. A “global” toolbar can be pushed out to users so the toolbar is standard. Many agencies choose a simple, standard toolbar for the officers to make evidence entry very straightforward.



Barcode Tracking: INCLUDED

Barcodes provide quick, key-less, and error-free data retrieval and transfer of property. EvidenceOnQ manages items, boxes, and locations using barcodes. When the optional eDocs & Imaging Module is enabled, barcodes also allow EvidenceOnQ to automatically index and store scanned documents.

There is no need to go into a special screen or mode to scan barcodes. When a barcode is scanned, the EvidenceOnQ system recognizes it as an item and automatically responds by retrieving that record from the database. The same is true if a box barcode, a document barcode, or a location barcode is scanned. The EvidenceOnQ system will automatically determine the type of barcode scanned and take the appropriate action.

Barcode, Label Design and Print: INCLUDED

Barcode technology is one of the distinctive features of EvidenceOnQ. It is faster and more accurate than any other form of tracking. Using a barcode will dramatically decrease the time it takes to retrieve a record from the database and to record the transfer of that item to another location or status. EvidenceOnQ takes barcode technology to another level; individual locations, barcodes are assigned to locations, officers and even a status. With this feature, transactions can be performed without having to enter any hand typed data from your keyboard. This allows the user to scan an item and then scan the location where it is to be transferred. It gives you fast, accurate, completely keyless transactions.

EvidenceOnQ provides the user complete flexibility to design and print customized bar code labels generated from within the system. Any field or combination of fields from the homescreen profile can be printed on the label, eliminating the need for officers to hand-write information on the evidence bag. The user is also able to easily design and save multiple formats, such as found property labels, general evidence, drug evidence, or gun labels. Custom location labels and location control sheets can also be easily designed and printed.

**Searching & Queries: INCLUDED**

EvidenceOnQ provides users with the ability to search for items utilizing a number of different querying methods.

Query-by-Example: Allows users to search directly from the profile screen. Any field or combination of fields can be searched using known information, unknown information, or partial information.

Query-by-Current Location: Allows users to perform searches by locations or boxes. For example, you may want to search for all items currently at the crime lab, all evidence checked out to court, or all items in the safe.

Query-by-Home Location: Allows users to list all items assigned to a given Home Location. A home location may be assigned to evidence if your policy is to always store items back in the location they were taken from, not matter how long they have been checked out.

Query-by-Scan: Allows users to create a list of items by scanning the barcodes on each of those items. This allows the user to take any number of items that have nothing in common and put them into a group. The user can choose any number of actions with that group, such as transferring them all to another location, creating letters to the owners, generating a list for a court order, or printing a report, etc.

Custom Query Manager: EvidenceOnQ provides a simple way to organize and manage queries. Queries can be used and reused by everyone or just by the author of the query. Only accounts with the appropriate security permissions can create, update, or delete queries. Custom queries are virtually unlimited with innumerable criteria. For example, queries can be set up for routine statistics such as the number of items destroyed, returned to owner, or auctioned during a specific period of time. Queries can be developed with very specific criteria, such as how many 9mm guns were brought in by a specific officer in a particular zone where a juvenile was involved.



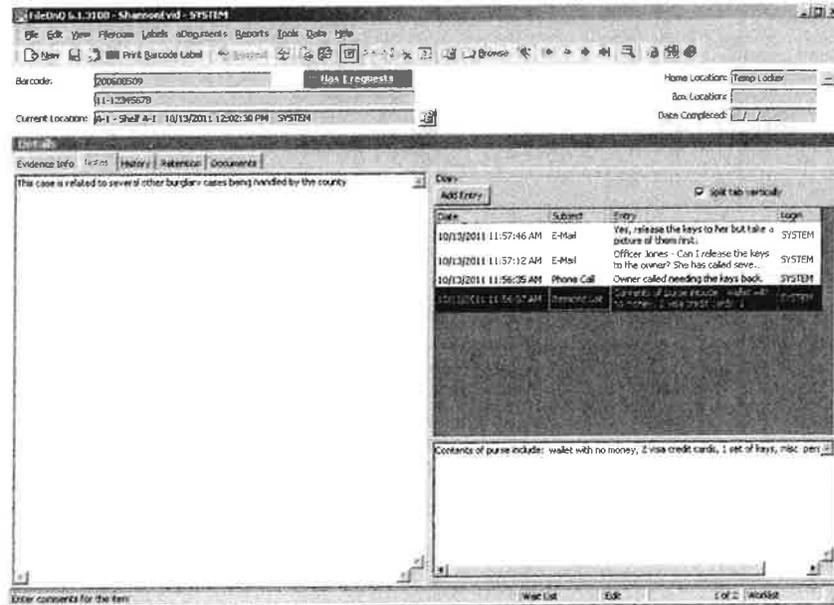
Custom Queries Examples

Create customized categories to keep your queries

Custom queries eliminate hand-written logs, manually produced lists, and tickler files.

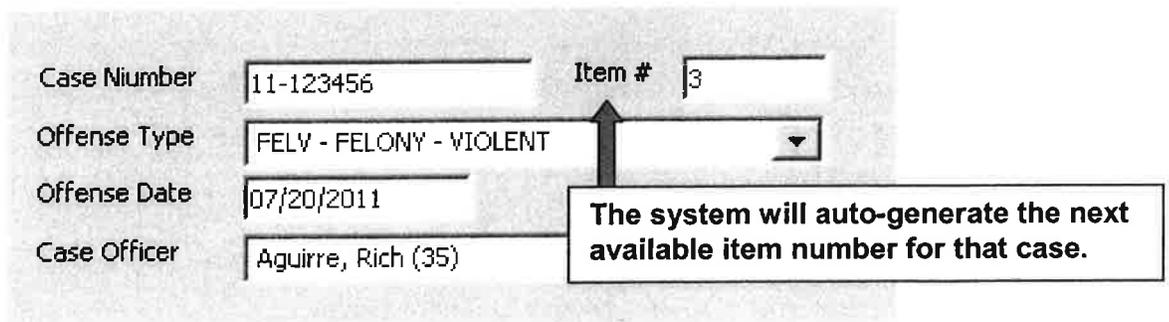
Notes Log and Diary Entries: INCLUDED

The Notes field is an unlimited, free form text field used for notes or additional information about the item being viewed. The contents of this field are searchable via Query by Example or when included in a query written by the Custom Query Manager. Diary allows users to add automatically time stamped entries to an item. These entries can be categorized by subject and are displayed in a grid on the comments/notes tab. Diary entries cannot be edited or deleted by anyone. The user can also choose the format in which the information is displayed.



Auto-assign Item Number Calculation: INCLUDED

EvidenceOnQ provides agencies the ability to have item numbers within a case automatically assigned, eliminating duplicated item numbers within the same case. For many law enforcement agencies, this is a continuous challenge when assigning item numbers in a case. The OnQ ProFiler allows agencies to choose if they want to utilize this automatic item count feature.



History Tab: INCLUDED

The History tab displays a list of all the **changes** that have been made for each record stored in the EvidenceOnQ database. These fields are non-editable and view-only. It displays the changes (edits) made to any of the fields on the profile screen, notes tab, or retention tab. For example, if a user changed the weight of the narcotics from 52.4 grams to 5.24 grams, it would show the person who made the changes, the date and time, and the old and new values. It also displays the specific IP address. This feature makes it impossible for anyone to make a change in the system without it being documented. Many agencies have had their evidence compromised due to inefficient systems that do not track changes made to the data.

Details

Evidence Info | Notes | History | Retention | Documents

Record Created	Last Edited	Last Transferred	Initial Box
On: 07/01/2003 By: SYSTEM	On: 10/13/2011 By: STURNER	On: 09/21/2007 By: SYSTEM To: Destroyed	On: ___/___/___ By: ___ To: ___

Double-click a EDIT history record to view details of the modifications

Computer Time	System Time	UserLogin	UserName	Method	Host Name	Host IP	Windows User
10/13/2011 10:03:16	10/13/2011 10:03:16	STURNER	SHANNON TURNER	Manual	SHANNON-W7	192.168.0.192	Shannon
10/13/2011 10:01:54	10/13/2011 10:01:54	SYSTEM	SYSTEM	Manual	SHANNON-W7	192.168.0.192	Shannon
06/20/2005 09:47:05	06/20/2005 09:47:05	SYSTEM	SYSTEM	Manual	SHANNON-W7	192.168.0.192	Shannon
12/23/2003 10:36:57	12/23/2003 10:36:57	SYSTEM	SYSTEM	Manual	SHANNON-W7	192.168.0.192	Shannon
09/08/2003 16:30:16	09/08/2003 16:30:16	SYSTEM	SYSTEM	Manual	SHANNON-W7	192.168.0.192	Shannon

Folder History Details

Barcode: 9843347-A

Casenumber 11-123456

Modified Field	Old Value	New Value
Casenumber	6456456	11-123456
Caliber	.357 Magnum	.44
DefendantLast	JACOBSON	JEFFERSON
DefendantFirstName	JESSIE	JAMES

OLD DATA →

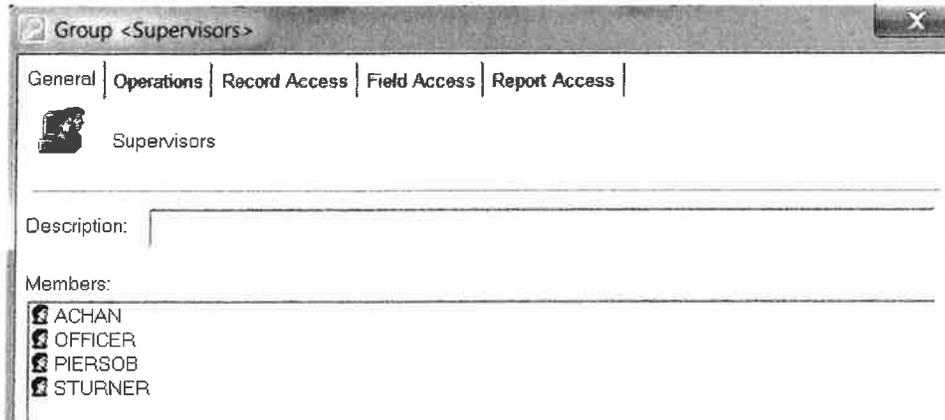
← **NEW DATA**

Unalterable Chain of Custody: INCLUDED

Maintaining a solid chain of custody is one of the most important requirements in evidence management. Old-school evidence management consists of maintaining the chain of custody on paper, then compiling it from numerous resources when required for court. This is a lengthy, time consuming, often inaccurate process. It also leaves it vulnerable to manipulation. EvidenceOnQ makes chain of custody an automatic process. The system generates a customized chain of custody report that includes all the pertinent information about that specific item, including the unalterable chain of custody. This makes trial preparation automated, accurate, and efficient.

Security and Policy Management: INCLUDED

The EvidenceOnQ system requires a User ID and password to log in. A system administrator is able to create groups and to grant or deny permission to certain functionality within the system to members of that group. A system administrator is able to create users and to grant or deny permission to certain functionality within the system. System policies can also be set for Password Expiration, Minimum Password Length, Failed Log-in Attempts Allowed, and Strong Passwords. With record-level security permissions can limit the transfer and/or view of certain records.



General | Operations | Record Access | Field Access | Report Access

To set permissions, click on the checkboxes to toggle between Grant/Deny/Unset

Permission	Grant/Deny
Add Folders	Grant
Modify Folders	Unset
Batch Modify Folders	Unset
Transfer Folders	Grant
Modify Application Profile	Deny
Add or Modify Queries	Grant
Delete Queries	Grant
Add or Modify Reports	Grant
Delete Reports	Deny
Access Utilities	Deny
Access WebView	Deny
Cleanup Fields	Deny
Administer Application	Deny
Maintain Master Data	Deny
Maintain Security	Deny
Document Add	Deny
Document Delete	Deny
Configure eDocs	Deny
Document File Add	Deny
Document File Link	Deny
Document File Unlink	Deny

Group <Supervisors>

General | Operations | Record Access | Field Access | Report Access

✓ ✕

Lookup Value	View	Transfer
DI - DEATH INVESTIGATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FEL - FELONY - NON VIOLENT	<input type="checkbox"/>	<input type="checkbox"/>
FELV - FELONY - VIOLENT	<input type="checkbox"/>	<input type="checkbox"/>
FND - FOUND PROPERTY	<input type="checkbox"/>	<input type="checkbox"/>
HOM - HOMICIDE	<input type="checkbox"/>	<input type="checkbox"/>
INF - INFRACTION	<input type="checkbox"/>	<input type="checkbox"/>
MISD - MISDEMEANOR	<input type="checkbox"/>	<input type="checkbox"/>
SFK - SAFEKEEPING	<input type="checkbox"/>	<input type="checkbox"/>
SA - SEXUAL ASSAULT	<input type="checkbox"/>	<input type="checkbox"/>

Audit Trail Reporting: INCLUDED

EvidenceOnQ automatically date and time stamps all transactions and stores them in an unalterable audit trail. There are three main functions within the Audit Trail Reporting feature: Transfer Audit Trail, Record History and Audit View.

Transfer Audit Trail - This audit trail view provides a complete record of the movement for each item in the system. It automatically keeps track of the current location of an item, as well as every location the item has resided since it was created. The User Login and User Name of the person who transferred the item are also recorded by the system. The Host Name, Host IP, and the Windows User Login are recorded for each transfer transaction.

Transaction Time	System Time	User Login	User Name	Location Code	Location Name	Box Location Code	Method
10/12/2011 09:03:50	10/12/2011 09:04:56	STURNER	SHANNON TURNER	TSCANLAN	TIM SCANLAN		S
10/12/2011 09:00:31	10/12/2011 09:00:32	STURNER	SHANNON TURNER	HANDGUNS	HANDGUNS		Manua
10/12/2011 09:00:30	10/12/2011 09:00:30	STURNER	SHANNON TURNER	B-1	Shelf B-1		Manua
10/12/2011 09:00:28	10/12/2011 09:00:28	STURNER	SHANNON TURNER	BIN 12	BIN 12		Manua
10/12/2011 09:00:26	10/12/2011 09:00:26	STURNER	SHANNON TURNER	HANDGUNS	HANDGUNS		Manua
10/12/2011 08:52:54	10/12/2011 08:52:59	STURNER	SHANNON TURNER	JPSO Temp	Received JPSO Temp Lockers		Enhanc

Record History - The Record History provides a view of all actions taken regarding an item. This view shows all transfers, digital signatures, all requests made regarding that item, and any changes made to the data on the profile, notes tab, or retention tab for a given item. This information can be printed into a report.

Record History

Print Report...

Barcode:	200600638
Case Number	09-123432

Action Type	ActionTimestamp	SysTimestamp	User Login	User Name	Location Code	Location Name
Transfer	10/12/2011 9:03:50 AM	10/12/2011 9:04:56 AM	STURNER	SHANNON TURNER	TSCANLAN	TIM SCANLAN
Transfer	10/12/2011 9:00:31 AM	10/12/2011 9:00:32 AM	STURNER	SHANNON TURNER	HANDGUNS	HANDGUNS
Transfer	10/12/2011 9:00:30 AM	10/12/2011 9:00:30 AM	STURNER	SHANNON TURNER	B-1	Shelf B-1
Transfer	10/12/2011 9:00:28 AM	10/12/2011 9:00:28 AM	STURNER	SHANNON TURNER	BIN 12	BIN 12
Transfer	10/12/2011 9:00:26 AM	10/12/2011 9:00:26 AM	STURNER	SHANNON TURNER	HANDGUNS	HANDGUNS
Edit	10/12/2011 8:57:02 AM	10/12/2011 8:57:02 AM	STURNER	SHANNON TURNER		
Edit	10/12/2011 8:55:39 AM	10/12/2011 8:55:39 AM	STURNER	SHANNON TURNER		
Transfer	10/12/2011 8:52:54 AM	10/12/2011 8:52:59 AM	STURNER	SHANNON TURNER	JPSO Temp	Received JPSO Temp Lockers
Create	10/12/2011 8:44:52 AM	10/12/2011 8:47:08 AM	STURNER	SHANNON TURNER	JP EVIDE INT	Jefferson Pat

Reason: Latent Analysis Hide Details >> Close

Comment: COMMENTS ABOUT THE CASE OR

Name:

Request Module: INCLUDED

The Request Module gives officers the ability to submit a request to the evidence personnel for a variety of reasons. For example, a request may be submitted to pick up evidence for court, check it out for viewing, or to authorize the release. Many agencies use this feature for their officers to authorize the disposition of the property, eliminating the need for paper authorization to be filed and maintained. The requests are permanently documented in the audit trail of each item.

Requests are immediately displayed on the Request Monitor. This provides the property room personnel the ability to view, sort and print "pick lists" to fill incoming requests. The Request Monitor can be configured to automatically refresh at set intervals and filter requests by certain criteria. The Request Monitor can be left running in a separate window while working in EvidenceOnQ or other applications.

Request Monitor									
Select All Select Deselect									
Select	Requestor Code	Requestor	User Name	Item Barcode	Current Location	Reason	Case Number	Item #	
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600478	Shelf B-1	CASE OVER - TIME SERVED - NO CODEFENDANTS	11-1234567	5	
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600480	SHELF 4	CASE OVER - TIME SERVED - NO CODEFENDANTS	11-1234567	7	
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600493	SHELF 4	CASE OVER - TIME SERVED - NO CODEFENDANTS	11-1234567	11	
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600506	Temporary Lockers	CASE OVER - TIME SERVED - NO CODEFENDANTS	11-1234567	16	
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600508	Temporary Lockers	CASE OVER - TIME SERVED - NO CODEFENDANTS	11-1234567	17	
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600522	TWIN FALLS PD EVID LOCKERS	CASE OVER - TIME SERVED - NO CODEFENDANTS	11-1234567	24	
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600524	TWIN FALLS PD EVID LOCKERS	CASE OVER - TIME SERVED - NO CODEFENDANTS	11-1234567	26	
<input type="checkbox"/>	02	OKAY TO RELEASE	SHANNON TURNER	200600009	Shelf B-1	Release to owner Turner only	09-7654321	4	
<input type="checkbox"/>	02	OKAY TO RELEASE	SHANNON TURNER	200600028	Outside Bicycle Storage	Release to owner Turner only	09-7654321	B	
<input type="checkbox"/>	02	OKAY TO RELEASE	SHANNON TURNER	200600029	TIM SCANLAN	Release to owner Turner only	09-7654321	C	
<input type="checkbox"/>	02	OKAY TO RELEASE	SHANNON TURNER	200600038	Shelf B-1	Release to owner Turner only	09-7654321		
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600009	Shelf B-1		09-7654321	4	

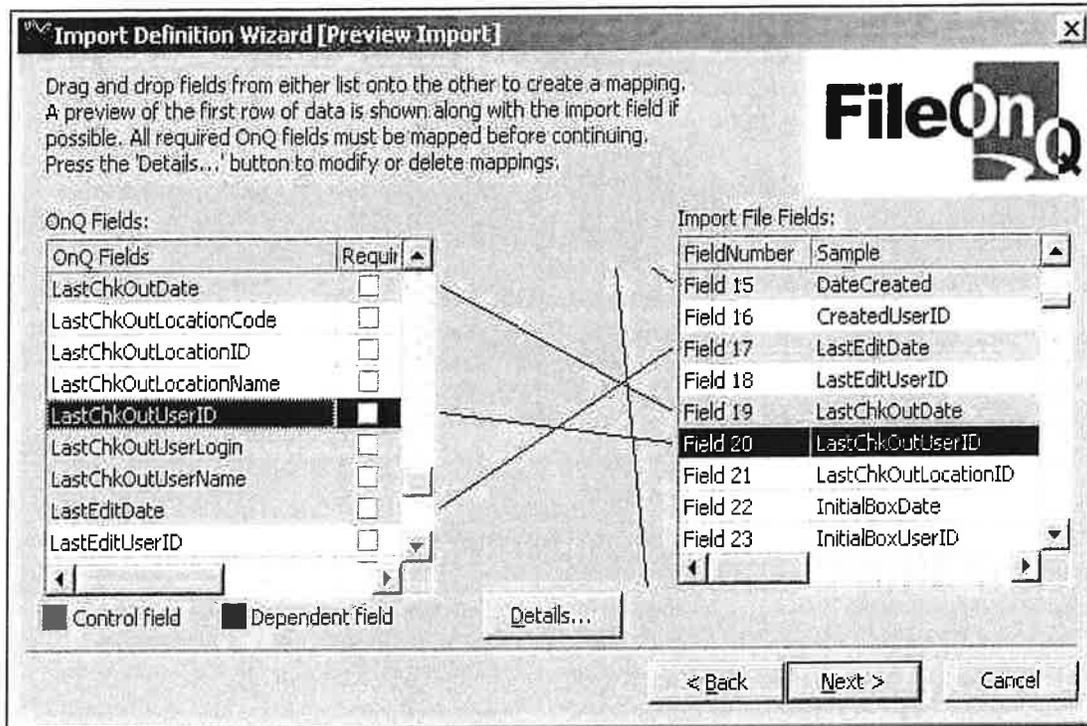
Work List Management: INCLUDED

The Worklist feature allows users to create and save a group of items that have a common task. This may include evidence to be pulled for destruction, evidence waiting to go to the lab, items pending officer review, narcotics to be put into a court order, etc. This allows a user to work on a large project as time permits, continue to add to the ongoing work list. The list is recovered when the project is ready to be finished. This collection is associated with a user's login and is preserved even if the user logs off. The Worklist window floats on top of the EvidenceOnQ application or may be minimized when working with other functions of the system.

Add Current Item
 Add All Items to Worklist
 Clear Worklist
 Show Worklist
 Query Worklist Items

Worklist	
FolderBarcode	AdditionalDescription
200600350	PLASTIC BAG CONTAINING WHITE POWDER
200600351	PLASTIC BAG CONTAINING WHITE POWDER
200600352	shotgun
200600353	PLASTIC BAG CONTAINING WHITE POWDER
200600355	9 mm shell casing taken from driveway
200600356	PLASTIC BAG CONTAINING WHITE POWDER
200600357	PLASTIC BAG CONTAINING WHITE POWDER
200600358	PLASTIC BAG CONTAINING WHITE POWDER
200600359	PLASTIC BAG CONTAINING WHITE POWDER
200600361	PLASTIC BAG CONTAINING WHITE POWDER
200600363	PLASTIC BAG CONTAINING WHITE POWDER
200600365	driver's license taken from purse
200600366	Items 1-168 from homicide - victim

Data Import & Export, Mapping & Validation: INCLUDED



The FileOnQ import utility allows records to be imported from one or more different outside data sources. This greatly reduces the amount of manual entry required. EvidenceOnQ comes standard with a fully configurable import utility that can match field for field from any ASCII delimited data file, which is then imported into the EvidenceOnQ system. This can be done as an unattended, automated, scheduled import, or an import on demand. The export utility allows users to create, save, and run any number of export routines. Any data can be exported from the FileOnQ database.

Imports can be for the purpose of a one-time conversion, such as converting the data from an existing database or spreadsheet. Imports can also be for an on-going daily process for adding new or updating existing records within EvidenceOnQ from another third-party application. The import utility also provides field data type validation, duplicated record validation, and data validation.

If a customer chooses to setup an importing process between FileOnQ and another third-party application, they would be responsible for providing an ASCII delimited file(s) containing the fields they wish to import into EvidenceOnQ. FileOnQ, Inc. will then set up a mapping between EvidenceOnQ output file(s) utilizing the Import Definitions Wizard.

All imports that are run, whether manual or unattended, produce a log file. Any records that fail the import validation process (criteria set up for clean data) will be listed in the log. All import logs are stored with a date and time stamp and can be viewed through the Import Log View.

FileOnQ will assist your agency in setting up the import of your old data. It is the responsibility of the agency's IT division to perform the actual import and clean up the records. FileOnQ can perform this task if the agency does not have sufficient IT support or resources. An estimate for this data import can be provided and incorporated into your proposal.

Standard Reports: INCLUDED

Query Report - The query report produces a printed report as a result of any query. The query report is a standard format including columns of data. The information printed is variable, depending on what the user needs. For example, if the query was for guns, the user may choose make, model, caliber, SN, and case number. If the query was for narcotics, the user may choose drug type, weight, case number, officer, and suspect. The Query report is especially helpful when combined with **custom queries** that have been built and saved. With the unlimited search capabilities of custom queries, combined with the variable data on the query report, the EvidenceOnQ system can produce any information the user needs.

Inventory Report - The Inventory Report provides the user with a list of what is currently assigned to a specific location or multiple locations. The report contains the specific information requested by the individual running the report. For example, the user may only want the case number, the item number, and the description of the item to be displayed on the report.

Audit Report - The audit report provides a list of all items in a current location or combination of locations, and includes the audit trail (the creation, edit, request, or transfer of the item) for each item in that location. The audit trail can be requested for a specific period of time, for example in the last week or the last year.

Items Out Report - The Items Out Report provides a report on items that are checked out of their assigned home location. For example, the assigned home location is Bin 10, but the current location is "out to court". This item would appear on the Items Out Report.

Request List Report - The Request List Report lists the items with pending requests and the required action associated with each request. For example, an officer may request 12 items for court next week. These items would appear on the Request Report showing the specific request, the requestor, and the date and time needed, the reason, and the current location of the item(s). The Request List Report can be sorted based on any number of criteria desired.

User Report - The User Report shows a list of all authorized users in EvidenceOnQ and their associated permissions.

Retention Code Report - The Retention Code Report lists all of the classification codes and corresponding retention requirements that have been entered into the EvidenceOnQ system. .

Retention Review Report - The Retention Review Report lists all the items that have a retention code assigned to them. The user selects a specific date range when running the report, requesting all items that are eligible for review and possible disposition.

Custom Reports (Forms): 7 Custom Forms Included

These custom forms are produced after performing any type of query, making them dynamic and versatile. With the unlimited field/data selection options for queries, there is no limitation to the reports that can be run. The following examples show the query that can be performed and the custom report that is generated with the information.

1. **QUERY:** All items collected by Officer Jones on a specific case number.
REPORT: A property sheet outlining each item, the date and time collected, the location found, the owner, and item number.
2. **QUERY:** Specific items from a case to take to court.
REPORT: A chain of custody report for each item showing all the pertinent information about the item and every location it has been from the time it was submitted to the property room.
3. **QUERY:** All items that are pending auction.
REPORT: The Property Room.com manifest, complete with item description and barcode including the agency's unique identification number. This eliminates having to rebarcode items prior to auction.
4. **QUERY:** All items that are eligible to send a letter to the owner.
REPORT: An owner notification letter that will automatically fill in the owner's name, address, and a list of the items available for release.
5. **QUERY:** Property and Evidence that is due for review.
REPORT: A Disposition Notification report that can be sent to the case officer to authorize disposition.

Prior to your EvidenceOnQ system being installed, you can request minor modifications to these reports, such as additional header information, an agency logo, or adjustments to the orientation of the report (portrait vs. landscape).

Disposition Notification - itemizes property that has come up for review or destruction by case number and case agent. This can be e-mailed to the officer or printed and disbursed. The officer can complete the form by hand and return to the property unit, or use the Request Module to authorization the disposition of the property.

Retention Status Request For Dispo

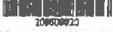
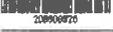
Print Date: Wednesday, November 10, 2010 Page 1 of 1

Case Officer: Avery, Craig (422) Case number: 10-654321

The following items, related to Case Number **10-654321** are currently being held in the Evidence Room. Please review the items and indicate the proper disposition of each one.

	Item Description	
 200800047	Evidence Altoids container with rock substance	<input type="checkbox"/> Dispose <input type="checkbox"/> Hold Until
_____		_____
Reviewed and Approved by		Date

Property Report - lists the property associated with a case, the corresponding unique barcode, and pertinent information for each item. This report is often attached to the case report.

Property Report			
Case Number: 97-1			
Submitting Officer: Woerpel, Dennis (250)			
BarCode	Item #	Item Type	Description
 20090021	1	PURSE/WALLET/ BACKPACK	BROWN LEATHER WALLET AND CONTENTS
 20090022	2	CLOTHING	1-BROWN/YELLOW PLAID SHIRT
 20090023	3	CLOTHING	1-PR BLUE JEANS
 20090024	4	CLOTHING	1-PR NIKE TENNIS SHOES
 20090025	5	CLOTHING	1-PR BLUE THONG UNDERWEAR
 20090026	6	SEXUAL ASSAULT KIT	SA KIT FROM SUSPECT

Notification Letter - is generated to the owner listing the property available to be released/. The text of this letter is supplied by the agency. When the owner brings the letter to claim the property, scanning the barcode printed in the letter ensures the correct item will be returned. The system automatically dates the release to the owner.



San Diego Police Department

1401 Broadway
San Diego, CA 92101-5729

November 10, 2010
Case # 09-34531

ROBIN SMITH
223 De Sfield
Rialto WI 54903

The property listed below is now available for release:

Item Description	
BICYCLE/TRICYCLE Schwin Mountain bike	 20090020
BICYCLE/TRICYCLE Schwin Mountain bike	 20090021

If you wish to claim this property, please refer to the above case number and make an appointment with the Property Room by calling (619) 531-2846. Property will not be released without an appointment. You must have this letter and valid identification with you when you arrive to claim your property.

If the property listed is a firearm and you have a criminal record, you may not be eligible to possess a firearm. If you have a criminal record, call first so that this issue can be addressed before you come to pick up your property.

Sincerely,

Property Technician

Chain of Custody - can be produced for one or multiple items in a case. Each item is listed separately with a complete, unalterable history of every location for that item. Included in the chain of custody are all dates, times, users, and any associated signatures for each transaction.

CHAIN OF CUSTODY		
CASE #: 97-1		EVENT DATE/TIME: 12/20/2006 0314
CASE TYPE: SEXUAL ASSAULT		EVENT ADDRESS: 4876 N 42ND ST
CASE OFFICER: Woerpel, Dennis (250)		
		ITEM #: 5 CLOTHING
RECOVERY LOCATION		RECOVERED BY: Woerpel, Dennis (250)
Date/Time	Logged In User	Item moved to this Location
12/29/2006 10:48:42AM	Dennis Woerpel	Intake
1/2/2007 9:22:43AM	Dennis Woerpel	Temp Locker 01
1/2/2007 9:27:47AM	Dennis Woerpel	SHELF 1
1/12/2007 2:57:38PM	Dennis Woerpel	CRIME LAB
1/15/2007 8:43:27AM	Dennis Woerpel	Intake
1/18/2007 10:32:33AM	Dennis Woerpel	RECEIVING LOCKER 1
1/30/2007 9:40:51AM	Dennis Woerpel	Destroyed
Case Closed - PER INV OFFICER		DENNIS WOERPEL
End Chain of Custody for Item #: 5		related to Case #: 97-1
Printed from EvidenceOnQ 04/03/2007		Page 2 of 3

PropertyRoom.com Manifest – For agencies using Property Room.com for their auctions, the system will automatically generate the required auction manifest. This eliminates the need to handwrite the manifest with the items descriptions.

Checkout Receipt– can be generated by the system when evidence is released or transferred with a signature.. The check out receipt is an option at the time of the signature transaction. Regardless of whether the receipt is printed or not, the signature is made a part of the permanent, unalterable chain of custody and can be printed out at any time in the future if the need arises.

Box/Container Tracking Module: INCLUDED

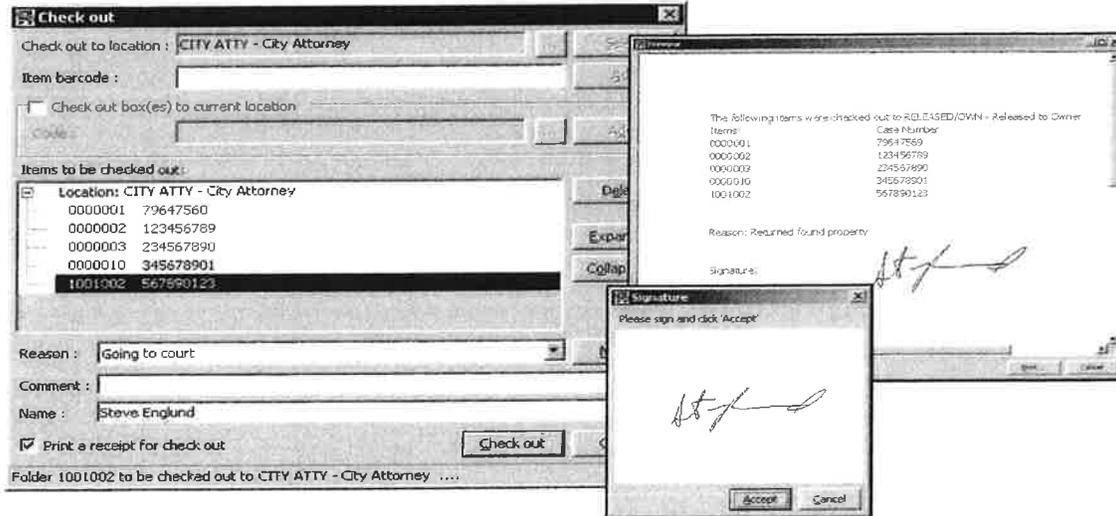
This feature of EvidenceOnQ utilizes barcodes to track the movement of items stored in a box or container. The system will track items as they are taken in and out of containers. It will also track the containers themselves as they move back and forth between locations. When a container is transferred, all items in that container are automatically recorded as transferred with the container. This feature is especially helpful to agencies moving their property unit into a new facility.

Retention & Classification Module: INCLUDED

One of the biggest challenges in evidence management is to establish when an item is available for destruction, return to owner, auction, etc. Purging items from the evidence room is a lengthy, laborious process. In most cases, evidence is held much longer than required because there is no system in place for routinely reviewing and purging evidence. Setting a review or disposal date on each piece of evidence allows you to run regular reports that identify items that no longer need to be retained. Retention codes can be configured for different lengths of time. When you select the appropriate retention type, EvidenceOnQ will automatically calculate the correct review date, whether it is 3 months or 10 years. The review date can be modified throughout the process if certain cases are delayed in court or are pending appeal.

Signature Capture Module: INCLUDED

The EvidenceOnQ Signature Capture Module provides the ability to obtain digital signatures when transferring evidence. This allows a department to eliminate the need to hand-write receipts or maintain signatures on paper for chain of custody. When using the signature capture module, only one signature is required regardless of how many items are being released. The system captures the digital signature and stores it as part of the unalterable chain of custody. A customized checkout receipt may be printed out at the end of each transaction if required. A Topaz Signature Gem LCD 4x3 signature pad is used with EvidenceOnQ Signature Capture.



Batch Update: INCLUDED

EvidenceOnQ 6.0 allows for data to be changed or updated in a group. For example, if evidence is logged under the wrong case number, the items can be queried into a group and the case number changed all at once. Any field or combination of fields on the profile screen can be changed using the Batch Update feature. Additionally, the retention code, review date, or retention comments can also be changed using this feature. For agencies using the Home Location feature, the location can be assigned using the Batch Update function.

Inventory Feature: INCLUDED

The inventory feature will allow inventory projects to be started, paused, and started again, leaving the project open until you have time to finish it. You can also inventory multiple locations in one project. It also enables any number of separate inventory projects to be open and conducted at the same time. The system provides the ability to print reports showing matches and exceptions after you have closed the project. An inventory history will be maintained for each item that will document how many times it was inventoried and the status of the item at the time of the inventory.

EvidenceOnQ will maintain a complete history of how many inventories were completed, when they were completed, and the disposition of each item in each inventory. Notes and comments may be added to the inventory, allowing users to document any corrections or clarifications needed. All comments are date and time stamped to preserve the integrity of the inventory and the comments themselves. Comments may also be added in batch to items within an inventory. One entry will update each record based on your desired record set.

The module provides the ability to run and print out a discrepancy list, providing items that were not located in a specific location or items that were placed there in error. Users are able to provide documentation of current and past inventories, providing the appropriate documentation of adhering to accreditation requirements or procedures compliance. An unalterable inventory history is preserved in a separate log from the chain of custody, ensuring compliance with both legal and organizational requirements.

MobileOnQ™ Portable Solution: AVAILABLE FOR FUTURE PURCHASE

The mobile signature capture feature allows agencies to obtain signatures when transferring or releasing evidence in remote locations. This powerful new handheld option from Motorola™ can be used at remote locations such as a crime lab, impound lot, off-site warehouse, or any place a PC and signature pad may not be available. The mobile device transmits live to your OnQ database via your wireless network or over a 3G network with web services enabled on your server, or the mobile device can be used in a disconnected mode and the data can be transferred to your OnQ application when a wireless connection is available or using a docking station at a PC.

eDocs & Imaging Module: AVAILABLE FOR FUTURE PURCHASE

With the eDocs and Imaging Module, any electronic file or document that is associated with the evidence can be attached and viewed within the EvidenceOnQ system. This includes scanned images, digital pictures, Word documents, PDF files... virtually any electronic file can be stored, viewed, and organized. eDocs provides the ability to:

- Link and view audio and/or video files
- Attach crime scene photos
- Scan crime lab reports
- Scan a driver's license prior to releasing property
- Attach court orders
- Scan existing chain of custody paper documentation
- Attach witness/victim/suspect interviews

eDocs utilizes a designated, shared folder or SQL database on the user's network to store these electronic documents. The user can view the documents by either double-clicking a document icon or the View button. The eDocs system communicates with the Windows OS telling it which application to open in order to view that document, such as Word, Adobe, Media Player, etc. Any type of document can be opened if the user has the proper application and permission.

Investigators can utilize eDocs to organize and manage the evidence and associated documentation in their cases. For example, they can attach pertinent crime scene photos, 911 recordings or witness interviews, crime lab reports, and associated officer reports. They can also scan investigative documentation such as checks, credit cards, or paperwork collected in cases. Having all this information at their fingertips saves time and also eliminates the need to check evidence out for follow-up, which results in a tighter chain of custody when time for trial.

Agencies find the eDocs module a helpful tool for the District Attorney's office. With appropriate permission settings, it enables them to review the pertinent evidence needed for trial. They can also submit specific action requests regarding evidence. The eDocs module reduces the phone calls from the DA with questions and requests for evidence. It eliminates the need to make copies of photos, videos, and discovery information and also reduces the number of times an evidence bag must be opened to view evidence, which provides a tighter chain of custody to present at trial.

Barcode: **00000000000004** **Has 6 requests**
gun found during foot pursuit
 Current Location: **54 - SHELVE 4 11/22/2011 10:44:28 AM SYSTEM**

Details

Evidence Info | **Notes** | History | Retention | Documents

Document Barcode	Document Type	Date Received	eDoc Linked	DocType
000000000000024		10/08/2006	10/08/2006	JPEG Image
000000000000052	Photo	06/29/2011	06/29/2011	JPEG Image
000000000000054		11/22/2011	12/22/2011	JPEG Image
000000000000015	ID	03/27/2008	03/27/2008	JPEG Image
000000000000005		10/08/2007	10/08/2007	Windows Media(TM) Audio
000000000000029		09/17/2009	09/17/2009	Windows Media Audio file
000000000000044	Audio Recording	08/10/2010	08/10/2010	Microsoft Word Document
000000000000050		01/18/2011	01/20/2011	Microsoft Word Document
000000000000033		02/02/2010	02/10/2010	Microsoft Word Document
000000000000020	Lab Report	05/21/2009	05/21/2009	Microsoft Word Document
000000000000025		10/07/2008	10/07/2008	Microsoft Word Document
000000000000031	Court Order	10/27/2009	10/27/2009	JPEG Image
000000000000039		06/01/2010	06/03/2010	Microsoft Word Document
000000000000032	P81-A	12/08/2009	12/08/2009	JPEG Image
000000000000038	DA Release	04/23/2010	04/23/2010	
000000000000043	Expung Order	07/29/2010	07/29/2010	Microsoft Word Document
000000000000051	Booking Photo	09/30/2011	09/30/2011	JPEG Image
000000000000010	Property Tag	10/08/2007	10/08/2007	Microsoft Word Document
000000000000059	Victim Interview	12/19/2011		



Document Details | eDocs

Drop Files Here

Document Type: **Photo**

Document Barcode: **000000000000004**

Date Received: **10/08/2007** < Today | eDoc Link Date: **10/08/2007**

Notes: **Photo of bullet casing found in street**

Document Keywords: **9 mm casing**



Maintenance and Support: INCLUDED

At FileOnQ we are committed to do everything necessary to ensure you are completely satisfied with our product and support. The first 12 months unlimited maintenance, support, and training is provided with the purchase of your EvidenceOnQ System. This includes:

- ✓ **Free in-version upgrades**
- ✓ **Unlimited telephone and online support**
- ✓ **Unlimited training via telephone and web-converence**
- ✓ **Bug fixes or new build patches**
- ✓ **Loaner hardware if needed**
- ✓ **Assistance with developing new policies and procedures**
- ✓ **Access to the EvidenceOnQ website with training videos and tools**

With annual maintenance and support our customers receive in-version improvements and enhancements at no charge.

When a support need arises, you will appreciate our direct line via our 800 number as well as our live On-Line Web Support Meeting Center.

Email: Support@fileonq.com

Phone: 1-800-603-6802 , option-4

Agencies that maintain annual maintenance and support contracts are routinely provided with deep discounts for new products being introduced.

EvidenceOnQ customers overwhelmingly agree that the ongoing maintenance, support, and training improve their system use and departmental productivity to the extent that the investment pays for itself several times over.

Washington State EvidencOnQ users

1. Arlington Police
2. Bainbridge Island
3. Blaine Police
4. Bremerton Police
5. Centralia Police
6. Ellensburg Police
7. Gig Harbor Police
8. Goldendale Police
9. Kitsap County SO
10. Lakewood Police
11. Medina Police
12. Othello Police

13. Port Orchard PD
14. Poulsbo Police
15. Pullman Police
16. Puyallup Police
17. Renton Police
18. Shelton Police
19. Squaxin PD
20. Suquamish PD
21. Tukwila Police
22. Walla Walla PD
23. Washougal PD
24. Whatcom SO

200+
U.S. &
Canada

Oregon State

1. Astoria Police
2. Central Point Police
3. Clatsop County
4. Eugene (Pending)
5. Fairview Police
6. Forest Grove Police
7. Grants Pass Police
8. Gresham Police
9. Josephine County
10. Linn County Sheriff
11. McMinnville Police
12. Milwaukie Police
13. Multnomah County
14. Portland Police
15. Sandy Police
16. Tigard Police
17. Tualatin Police
18. Troutdale Police

Other agencies...

EvidenceOnQ

of Sworn Officers

✓ Atlanta Police	1,800
✓ Metropolitan Police, D.C.	4,000
✓ San Diego Police	2,000
✓ Colorado Springs Police	700
✓ East Baton Rouge Parish Sheriff	1,200
✓ Ft. Lauderdale Police	700
✓ Portland Police	1,100
✓ Harris County Sheriff	3,400
✓ Baton Rouge Police	700
✓ Kansas City Police	1,400
✓ Yonkers Police	650
✓ New Haven Police	360
✓ Nevada DPS	400
✓ Greenville DPS	800

Trained
agencies

Visited over 125
property rooms



Unlike most off-the-shelf systems that have a specific design, the **EvidenceOnQ profile is completely customized** to meet the unique needs and processes of each agency. Each field is user-defined, with the ability to choose if they are free text, a pick-list, date fields, check boxes, etc. The codes and lists are designed by the department and are easily updated and changed. Not only is the system flexible when it is designed, but FileOnQ, Inc. allows the customer to **make changes** to the profile at any time without incurring a cost. And because it is completely designed for each department's needs and workflow, it streamlines each step during the chain of custody process, from the time the item is collected to the time it is purged.

Implementing the EvidenceOnQ system will drastically **reduce handwritten documentation**. The officers will no longer be required to handwrite property sheets, tags, and evidence bags. They will simply enter the evidence information into the database and produce a barcode to adhere to the evidence bag that is produced in a fraction of the time it took them to handwrite the information. With the flexibility of the EvidenceOnQ system, **customized barcode labels** are created that are unique to the needs of each agency. The system can also produce different barcode designs. With **the single screen entry**, the officers won't have to click through multiples screens to enter the evidence. This same screen is used for entry, searches, scanning, and submitting requests.

EvidenceOnQ will reduce the amount of time the evidence staff dedicates to **processing incoming property and evidence** because they won't have to manually enter data into the system by hand. They will just scan the barcode applied by the officer, verify the information, and scan the storage location. This will eliminate hours of daily data entry.

The EvidenceOnQ system can quickly **build and save custom queries**. These queries can be retrieved at any time by simply choosing the report rather than building the query each time. Statistics can be run in just seconds. Custom queries can be run with broad or specific criteria. EvidenceOnQ also has the ability to produce **custom reports/documents** such as letters to owners, property sheets, receipts, crime lab forms, etc. These documents are created through Crystal Reports and are generated within the application by a simple command. The user does not need to have any knowledge of Crystal Reports because clicking on an icon creates the entire form. This will help eliminate the time spent generating these documents individually.

With the ability to **search by any field on the profile**, the evidence staff will spend far **less time performing searches**. The EvidenceOnQ system allows for searches by any combination of fields, mixing known information with partial or unknown information. Answers to the public and agency personnel will be answered more quickly and efficiently.

EvidenceOnQ will drastically **reduce the amount of time spent on large projects** with its ability to transfer large batches of items. For example, if the evidence personnel were going to perform a drug destruction, they would simply search the system for all items in "narcotics awaiting destruction". The system will instantly bring up those items. They can then produce a destruction order, court order, or verification check-list. When those items are destroyed, one simple command will automatically transfer each item to "destroyed" status. It includes the date, time, and the user identification along with the specifics of the computer used to perform the transaction. It is possible to transfer the status of hundreds or even thousands of items with one simple keystroke. This same process applies to auctions, donations, destructions, etc. These projects can often take days or weeks to perform manually.

The EvidenceOnQ system automatically updates the **chain of custody** each time a transaction is performed and is completely unalterable. The system indicates the date, time, and location of the transfer in addition to the person who made the transaction. To provide even more security, it also shows the host name of the computer that was used, the IP address, and the name of the windows login user. Additionally, EvidenceOnQ records every change made to a record, the identity of the person making the change, and specific details of the values that were altered.

The **Worklist** feature allows users to create and save a group of items that have a common task. This may include evidence to be pulled for destruction, evidence waiting to go to the lab, items pending officer review, narcotics to be put into a court order, etc. This allows a user to work on a large project as time permits, continue to add to the ongoing work list. The list is recovered when the project is ready to be finished. This collection is associated with a user's login and is preserved even if the user logs off. The Worklist window floats on top of the EvidenceOnQ application or may be minimized when working with other functions of the system.

EvidenceOnQ has a **Batch Update** feature that allows data to be changed or updated in a group. For example, if evidence is logged under the wrong case number, the items can be queried into a group and the case number changed all at once. Any field or combination of fields on the profile screen can be changed using the Batch Update feature. Additionally, the retention code, review date, or retention comments can also be changed using this feature. For agencies using the Home Location feature, the location can be assigned using the Batch Update function.

The **MobileOnQ** software allows agencies to obtain signatures when transferring or releasing evidence in remote locations. This powerful new handheld option from Motorola™ can be used at remote locations such as a crime lab, impound lot, off-site warehouse, or any place a PC and signature pad may not be available. The mobile device uses your wireless network or over a 3G network with web services enabled on your server.

The **Inventory Module** of EvidenceOnQ will maintain a complete history of how many inventories were completed, when they were completed, and the location of each item in each inventory. Notes and comments may be added to the inventory, allowing users to document any corrections or clarifications needed. All comments are date and time stamped to preserve the integrity of the inventory and the comments themselves. The module provides the ability to run and print out a discrepancy list, providing items that were not located in a specific location or items that were placed there in error. An unalterable inventory history is preserved in a separate log from the chain of custody, ensuring compliance with both legal and organizational requirements. The inventory feature will allow inventory projects to be started, paused, and started again, leaving the project open until you have time to finish it. You can also inventory multiple locations in one project and enables any number of separate inventory projects to be open and conducted at the same time.

The **retention feature** will monitor the lifecycle of each piece of evidence. The retention codes are assigned in accordance with statutes, agency policies and procedures, or special circumstances. A system-generated retention report will show all evidence and property that is ready for review. EvidenceOnQ will also generate a **Disposition Report** to send to the officers or courts for dispo authorization. They, in turn, can use the **Request Module** to authorize the disposition of property from within the EvidenceOnQ system. This will permanently document the information in the audit trail and reduce paperwork.

The optional **eDocs module** allows electronic documents to be stored and viewed in the EvidenceOnQ system. For example, the investigator may attach pertinent crime scene photos, statements, and copies of checks or counterfeit money to refer to throughout the case. By having these documents in one place, it will enable case officers to manage their cases more efficiently and reduce the need to check out evidence for follow-up and open evidence seals repeatedly. This ensures a much tighter chain of custody. Additionally, the property room staff may choose to attach scanned driver's licenses, crime lab reports, or court orders that are associated with specific evidence. This will drastically reduce the amount of paper stored in the evidence unit.

The optional **WebView module** offers browser-based access to the EvidenceOnQ system. This will enable users to access the system from remote locations using a browser-based connection, such as crime scenes and search warrants. Agencies may also allow the District Attorney's Office to access the EvidenceOnQ system for case management, trial preparation, and disposition authorization. This reduces the many phone calls and paperwork between the offices pertaining to case management.



Agenda Bill No. 14-054

TO: Mayor Guier and City Council Members
FROM: Amy Stevenson-Ness
MEETING DATE: March 24, 2014
SUBJECT: AWC Drug and Alcohol Testing Consortium 2014 Annual Membership and Random Testing Fee

ATTACHMENTS: Invoice and back up information

Previous Council Review Date: N/A

Summary: In 2013, the City joined the AWC Drug and Alcohol Testing Consortium to comply with Federal law requiring all CDL drivers who drive commercial vehicles to be tested for drug/alcohol abuse. The Consortium has provided a sample policy that meets the City's needs, has materials available for affected employees, provides training for supervisors of CDL employees; provides employee access to substance abuse professional services if necessary; and provides staff with advice and legal consultation regarding a positive test.

The fees for AWC's Drug and Alcohol Consortium 2014 Annual Membership and Random Testing are:

Annual Membership	\$175.00
Random Drug/Alcohol Testing (per person)	\$312.00 (\$52/per person x 6)
Total for 2014:	\$487.00

Recommendation/Action: Approval of continued membership in the AWC Drug and Alcohol Testing Consortium

Motion for Consideration: "I move to approve the payment of \$487.00 to Association of Washington Cities Drug and Alcohol Testing Consortium for 2014."

Budget Impact: \$487 out of the Non-Departmental Fund

Alternatives: None



awcnet.org

RECEIVED
CITY OF PACIFIC

MAR 03 2014

CITY CLERK
PERSONNEL MANAGER

INVOICE
2/28/14

AWC Drug and Alcohol Testing Consortium 2014 Annual Membership and Random Testing Fee

City of Pacific
Amy Stevenson-Ness, City Clerk/Personnel Manager
100 - 3rd Avenue SE
Pacific, WA 98047

2014 FEE SCHEDULE

Annual Membership Fee	Per Employee Random Testing Fee
\$100/year if 1-4 employees	\$52/employee
\$175/year if 5+ employees	\$52/employee

Number of Employees in Random Pool: 6

Total amount due = Annual Membership Fee plus \$52 x # of Employees

Total Membership Fee: \$175 + Random Testing Fee: \$ 312

TOTAL AMOUNT DUE: \$ 487

Make checks payable to AWC. Send payment with a copy of this invoice by March 31, 2014.

**Association of Washington Cities
Drug and Alcohol Testing Consortium
1076 Franklin St SE
Olympia WA 98501**

For questions, contact Brian Bishop at brianb@awcnet.org or (360) 753-4137



**Association of Washington Cities
Drug and Alcohol Consortium**

2014 Member Rates

Annual Membership Fee

FMCSA, FTA, PHMSA

Includes sample policies, procedures and forms, materials for distribution to employees, regional and online supervisor training, annual report generation, access to Substance Abuse Professional services, and advice from staff and legal consultant on positive tests.

Cities with <5 CDL employees

\$100/year

Cities with 5+ CDL employees

\$175/year

AWC Associate Members
(non-city government agencies)

\$200/year

Random Drug and Alcohol Testing Fees

Annual costs per covered person (payable in advance each year). Coordination of testing is done by A WorkSafe Service, Inc. and includes random selection, notification, collection, test analysis, MRO fees and record-keeping by the testing lab. Replacement or substitution of drivers is allowed at no additional charge.

Cities

\$52/employee

AWC Associate Members
(non-city government agencies)

\$55/employee

Non-Random Testing Services

Available at additional cost (billed directly to member jurisdiction) for pre-employment, reasonable suspicion, post-accident, return to duty and follow-up testing.

Drug test collection, analysis and MRO

\$52/test

Breath alcohol test

(both screening and confirmation test - if the screening test is 0.02 or above - are included at this price)

\$35/test

Split-sample testing at the request of an employee

(Per US DOT regulations, payable in advance to A WorkSafe Service by the employer – the employer can then recoup cost from employee, if so provided in policy.)

\$200/test

Normal testing fees, government mileage rate from closest on-site collector (Vancouver, Seattle, Pasco, Spokane), plus \$95 on-site fee if 5 or fewer individuals are tested.

Mobile Drug Testing Option

Consultation/Professional Fees

Deposition, expert witness, medical consultation, lab toxicologist

\$200/hour

SAP (Substance Abuse Professional)

For ComPsych Employee Assistance Program members; fees will be similar for other SAPs.

\$600/case

Note: SAP fee must be paid prior to time of evaluation.

Free Supervisor Training

AWC sponsors 5-7 regional supervisor training sessions each year that are free for Consortium members. Online supervisor training is also available at no charge to supervisors in member jurisdictions.

Additional On-Site Training Available

Members can contract with a trainer for training sessions provided on-site - \$600/session (including travel expenses) for supervisor training, and \$200/session for employee training, when done in conjunction with supervisor training.

CITY OF PACIFIC

Agenda Bills

Agenda Item No.	<u>Consent Agenda 10A</u>	Meeting Date:	<u>March 24 2014</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 February 16, 2014 through February 28, 2014; Claims Vouchers for February 25, 2014 through March 10, 2014.

Payroll Auto Deposit	\$ 57,221.35
Payroll Ch#'s 4768 - 4770	\$ 1,363.54

Claim Checks: #43178 – 43232	\$249,103.04
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Voided Claim Ch# 43182	-25.34
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EFT's	29,739.28
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Total Expenditures	<u>\$ 307,687.93</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.

CHECK REGISTER

City Of Pacific
MCAG #: 0423

03/20/2014 To: 03/31/2014

Time: 14:44:26 Date: 03/24/2014
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1697	03/21/2014	Claims	1	EFT	WA ST DEPT OF REVENUE		Duplicate entry
1804	03/20/2014	Payroll	1	EFT		1,853.82	March 1 - 15th Payroll
1805	03/20/2014	Payroll	1	EFT		2,445.78	March 1 - 15th Payroll
1806	03/20/2014	Payroll	1	EFT		551.79	Chapter 13 No. 14-40264-BDL
1807	03/20/2014	Payroll	1	EFT		4,043.68	March 1 - 15th Payroll
1808	03/20/2014	Payroll	1	EFT		1,197.93	March 1 - 15th Payroll
1809	03/20/2014	Payroll	1	EFT		348.44	March 1 - 15th Payroll
1811	03/20/2014	Payroll	1	EFT		1,164.73	March 1 - 15th Payroll
1812	03/20/2014	Payroll	1	EFT		2,111.05	March 1 - 15th Payroll
1813	03/20/2014	Payroll	1	EFT		2,621.87	March 1 - 15th Payroll
1814	03/20/2014	Payroll	1	EFT		317.96	March 1 - 15th Payroll
1815	03/20/2014	Payroll	1	EFT		671.41	March 1 - 15th Payroll
1816	03/20/2014	Payroll	1	EFT		2,390.48	March 1 - 15th Payroll
1818	03/20/2014	Payroll	1	EFT		91.50	March 1 - 15th Payroll
1819	03/20/2014	Payroll	1	EFT		92.10	March 1 - 15th Payroll
1820	03/20/2014	Payroll	1	EFT		2,203.24	March 1 - 15th Payroll
1821	03/20/2014	Payroll	1	EFT		81.50	March 1 - 15th Payroll
1822	03/20/2014	Payroll	1	EFT		301.02	March 1 - 15th Payroll
1823	03/20/2014	Payroll	1	EFT		1,669.51	March 1 - 15th Payroll
1824	03/20/2014	Payroll	1	EFT		2,970.18	March 1 - 15th Payroll
1825	03/20/2014	Payroll	1	EFT		1,533.89	March 1 - 15th Payroll
1826	03/20/2014	Payroll	1	EFT		1,608.97	March 1 - 15th Payroll
1827	03/20/2014	Payroll	1	EFT		2,096.37	March 1 - 15th Payroll
1828	03/20/2014	Payroll	1	EFT		945.65	March 1 - 15th Payroll
1829	03/20/2014	Payroll	1	EFT		92.10	March 1 - 15th Payroll
1830	03/20/2014	Payroll	1	EFT		333.29	March 1 - 15th Payroll
1831	03/20/2014	Payroll	1	EFT		1,892.07	March 1 - 15th Payroll
1832	03/20/2014	Payroll	1	EFT		1,876.74	March 1 - 15th Payroll
1833	03/20/2014	Payroll	1	EFT		1,932.68	March 1 - 15th Payroll
1834	03/20/2014	Payroll	1	EFT		336.27	March 1 - 15th Payroll
1835	03/20/2014	Payroll	1	EFT		1,408.08	March 1 - 15th Payroll
1836	03/20/2014	Payroll	1	EFT		1,762.95	March 1 - 15th Payroll
1837	03/20/2014	Payroll	1	EFT		1,462.16	March 1 - 15th Payroll
1839	03/20/2014	Payroll	1	EFT		2,119.23	March 1 - 15th Payroll
1840	03/20/2014	Payroll	1	EFT		1,696.93	March 1 - 15th Payroll
1841	03/20/2014	Payroll	1	EFT		1,273.09	March 1 - 15th Payroll
1842	03/20/2014	Payroll	1	EFT		1,537.54	March 1 - 15th Payroll
1843	03/20/2014	Payroll	1	EFT		92.10	March 1 - 15th Payroll
1844	03/20/2014	Payroll	1	EFT		2,211.73	March 1 - 15th Payroll
1845	03/20/2014	Payroll	1	EFT		1,305.89	March 1 - 15th Payroll
1846	03/20/2014	Payroll	1	EFT		1,354.38	March 1 - 15th Payroll
1847	03/20/2014	Payroll	1	EFT		1,221.25	March 1 - 15th Payroll
1850	03/20/2014	Payroll	1	EFT	INTERNAL REVENUE SERVICE	21,832.83	941 Deposit For 03/20/2014 - 03/20/2014
1851	03/21/2014	Payroll	1	EFT	WA ST DEPT RETIREMENT SYSTEM	625.00	03/20/2014 To 03/20/2014 - DCP - DRS
1909	03/21/2014	Claims	1	EFT	WA ST DEPT OF REVENUE	7,281.45	February's Excise Tax
1810	03/20/2014	Payroll	1	4768		1,179.34	March 1 - 15th Payroll
1817	03/20/2014	Payroll	1	4769		92.10	March 1 - 15th Payroll
1838	03/20/2014	Payroll	1	4770		92.10	March 1 - 15th Payroll
1852	03/24/2014	Claims	1	43178	ACCO ENGINEERED SYSTEMS	1,021.86	Motor, Run Capacitor; Hourly Labor
1853	03/24/2014	Claims	1	43179	ALGONA COURTS	7,624.05	February 2014 Algona Portion
1854	03/24/2014	Claims	1	43180	ALLSTATE PAYMENT PROCESSING CENTER	2,043.93	Claim No: 0303043210 F5W

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1855	03/24/2014	Claims	1	43181	ALPINE PRODUCTS INC	62.25	Mesh Lime Vest
1856	03/24/2014	Payroll	1	43182	AMERICAN LEGAL SERVICES		Not time to pay...need payroll for 4/5/14 first
1857	03/24/2014	Claims	1	43183	CITY OF AUBURN	4,224.44	521 Ellingson Rd; Inter Tie; February IT Services
1858	03/24/2014	Claims	1	43184	BLUMENTHAL UNIFORMS	205.59	Pants/Mens; Narc Test For Opium; Meth Test
1859	03/24/2014	Claims	1	43185	CENTURYLINK	89.75	Voice Lines
1860	03/24/2014	Claims	1	43186	CENTURYLINK	410.64	Repair & Maintenance
1861	03/24/2014	Claims	1	43187	ALEJANDRA CONTRERAS	200.00	Interpreter Services; Interpreter Services
1862	03/24/2014	Claims	1	43188	CORDI & BEJARANO INC	927.50	February Services
1863	03/24/2014	Claims	1	43189	DATABAR INCORPORATED	2,307.98	Past Due Statement Production; Standard Statement Production; Old Statement Stock From Springbrook Format
1864	03/24/2014	Payroll	1	43190	DAVID M. HOWE, TRUSTEE	1,347.94	03/20/2014 To 03/20/2014 - Garnish
1865	03/24/2014	Claims	1	43191	DOYLE P DEAN, MAI	3,000.00	Hatch Property Appraisal; Appraisal Of The Lane Morgan Property
1866	03/24/2014	Claims	1	43192	EVERGREEN RURAL WATER OF WA	120.00	Plastic Warning Signs
1867	03/24/2014	Claims	1	43193	FCI CUSTOM POLICE VEHICLES	65.28	Replace Solenoid
1868	03/24/2014	Claims	1	43194	FINISH LINE CLEANING	3,020.00	Cleaning Services; Cleaning Services
1869	03/24/2014	Claims	1	43195	FIRE PROTECTION INC	578.16	Fire Alarm & Radio Monitoring Fees
1870	03/24/2014	Claims	1	43196	FIRESTONE	149.12	New Tire Wheel Balance Parts & Labor
1871	03/24/2014	Claims	1	43197	FORMSOURCE INC	788.35	Business Cards; Court Forms
1872	03/24/2014	Claims	1	43198	GRAINGER	1,368.66	Ratchet Faceshield Assembly; Safety Glasses; Faceshield; Wardrobe Locker; Liner 60 Gal Black; Relay Alternating; Miniature Lamp
1873	03/24/2014	Claims	1	43199	KC FINANCE I-NET	439.00	INET Services
1874	03/24/2014	Claims	1	43200	KC FINANCE LIQUOR EXCISE	297.53	Liquor Excise Tax 4th Quarter 2013
1875	03/24/2014	Claims	1	43201	KC FINANCE	51.24	Solid Waste Fees
1876	03/24/2014	Claims	1	43202	KING COUNTY DIRECTORS' ASSOC	158.20	Tape Cassette Recorder; Flag Nylon Wa St; Binders; Bill Back For Credit Used Twice
1877	03/24/2014	Claims	1	43203	ATTN: LINDA BRUCE KING COUNTY FINANCE AND BUSINESS	107,408.67	Wastewater Treatment
1878	03/24/2014	Claims	1	43204	MCLENDON HARDWARE	96.71	Keyblank Schlage; Brush Heavy Duty Scrub; Brush Pot; Roof Coat
1879	03/24/2014	Claims	1	43205	MOUNTAIN MIST	84.44	Water Service
1880	03/24/2014	Claims	1	43206	TATIANA NAZARCO	200.00	Interpreter Services
1881	03/24/2014	Claims	1	43207	CITY OF PACIFIC	503.47	Utilities
1882	03/24/2014	Claims	1	43208	PETROCARD SYSTEMS INC	2,561.36	Fuel Charges
1883	03/24/2014	Claims	1	43209	PIERCE COUNTY BUDGET & FINANCE	176.91	2014 Pierce County Regional Council Membership

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1884	03/24/2014	Claims	1	43210	PREMIER EMERGENCY WATER REMOVAL	5,504.61	Carpet Cleaning & Water Mitigation; Carpet Cleaning
1885	03/24/2014	Claims	1	43211	PUGET SOUND ENERGY	18,767.53	Gas & Electric Bill
1886	03/24/2014	Claims	1	43212	Attn: Mark Buening Prosecuting Attorneys Office	309.08	Algona Court February; Pacific Court February
1887	03/24/2014	Claims	1	43213	SCORE	10,440.00	February 2014 Inmate Days
1888	03/24/2014	Claims	1	43214	CITY OF SEATTLE POLICE DEPARTMENT	507.35	Annual 2014 Assessment To Support Crime Stoppers
1889	03/24/2014	Claims	1	43215	SONSRAY MACHINERY LLC	127.30	Parts Order
1890	03/24/2014	Claims	1	43216	SOUND PUBLISHING INC	685.80	Legal Advertising
1891	03/24/2014	Claims	1	43217	SPRINT	1,580.97	Phone Services
1892	03/24/2014	Claims	1	43218	STAPLES BUSINESS ADVANTAGE	273.03	File Folders; Ink Pad, Staples
1893	03/24/2014	Claims	1	43219	Superior Scale Services	87.60	Inspect, Calibrate & Provide Calibration Report
1894	03/24/2014	Claims	1	43220	DARCIE THACH	21.88	Reimbursement For Stone Soup/Sr Activities
1895	03/24/2014	Claims	1	43221	TOTAL AUTO CARE	1,249.06	Basic Oil Change; Oil Change; Vehicle Repair; Windshield Wiper Motor; Rear Drum Brake Job
1896	03/24/2014	Claims	1	43222	UTILITIES UNDERGROUND LOCATE	23.22	18 Excavation Notices
1897	03/24/2014	Claims	1	43223	VALLEY COMMUNICATIONS	15,920.50	425 Calls: 911 Calls February 2014
1898	03/24/2014	Claims	1	43224	WA ST AUDITOR OFFICE	3,529.26	Audit Services
1899	03/24/2014	Claims	1	43225	WA ST TREASURER	16,352.68	Monies Owed For July 2013; Seizure Monies Owed From Dec 2013; Algona Court February 2014; Pacific Court February 2014
1900	03/24/2014	Claims	1	43226	WA STATE DEPT OF TRANSPORTATION	1,541.71	SR 167/Stewart Rd Intersection Improvements
1901	03/24/2014	Payroll	1	43227	WA STATE SUPPORT REGISTRY	125.00	03/20/2014 To 03/20/2014 - Child Support
1902	03/24/2014	Claims	1	43228	WASHINGTON STATE PATROL	66.00	Background Checks
1903	03/24/2014	Claims	1	43229	WASHINGTON TRACTOR	297.65	Parts & Taxes On Repair
1904	03/24/2014	Claims	1	43230	WASHINGTON WILDLIFE & RECREATION COALITI	125.00	2014 Annual Agency Membership Dues
1905	03/24/2014	Claims	1	43231	WORDS & BEYOND	162.50	Interpreter Services
1906	03/24/2014	Claims	1	43232	MICHAEL ZHELEZNYAK	133.00	Interpreter Services
						88,302.91	001 General Fund
						4,687.81	003 Community Services Senior
						3,597.40	004 Youth Services/Center
						4,901.61	005 Parks
						31,933.31	022 Criminal Justice
						9,924.11	101 Street
						1,541.71	301 Stewart/8th St Corridor
						21,379.51	401 Water
						120,471.83	402 Sewer
						48.22	403 Garbage
						6,979.84	409 Storm

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Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		640 Algona Court			13,919.67	
					307,687.93	Claims: 225,172.27 Payroll: 82,515.66

A/P claims 249,103.04
Payroll Life Checks 1363.54

Auto Deposit Payroll in the Amount of: \$57221.35

Total Expenditures: \$307487.93

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: 3/24/14

Council member: _____

Council member: _____

Council member: _____

Reviewed for Accuracy
Finance Director: _____

Date: _____



City Council Minutes

Regular Meeting
Monday, February 24, 2014
6:30 p.m.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present: Council Members Hulsey, Jones, Kave, Knudtson, Steiger, Mayor Pro Tem Jones, Council President Putnam and Mayor Guier
Absent: Council Member Walker (arrived at 6:42 p.m.)

COUNCIL MEMBER HULSEY MOVED to excuse Council Member Walker. Seconded by Council Member Putnam. Voice vote was taken and carried 6-0.

STAFF PRESENT

Public Safety Director Calkins, Court Administrator Kelly Rydberg, Acting Public Works Director Ken Barnett, Finance Director Richard Gould, Planner Paula Wiech, City Clerk Amy Stevenson-Ness

ADDITIONS TO/APPROVAL OF AGENDA

Council Member Steiger requested a discussion regarding the speed limit on Frontage Road. Mayor Guier added the discussion as Item O under New Business.

The amended agenda was approved by unanimous consent of the Council.

AUDIENCE COMMENT

Speaking before Council:

Bob Shawgo, 37420 51 st Ave S, West Hill	Described a stormwater problem on his property; Requested an exemption from paying stormwater fees and request maintenance be done to move stormwater to the 375 th Street storm drain; Mayor Guier
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	referred the requested exemption to the Finance committee on March 11 th at 6:30 p.m., and the stormwater issue to the Public Works Committee
Jeanne Fancher 37248 55 th Ave S	Discussed old ordinances relating to rate increases and establishment of the City Administrator position.

REPORTS

MAYOR

Mayor Guier reported:

- Attended the SCA networking dinner and had an opportunity to talk to County Council members
- The city will be working closely with King County and Algona to get funding to repair West Valley
- Discussed the Citizens Appreciation dinner. Darcie Thach has tickets for sale for the lasagna dinner. It is a fundraiser for youth and senior programs. Citizens are invited to nominate a Citizen of the Year that will be awarded at the Dinner. The citizen of the year would be honored throughout the year possibly by riding in the parade, turning on tree lights. A committee would be created to review the submissions.
(Council Member Walker arrived here at 6:42)

FINANCE

Director Richard Gould reported:

- Tentatively, the state auditor will do an audit exit meeting the following week
- Met with Ron Tiedeman, Auburn IT Director regarding the Interlocal agreement that was received. The ILA will be placed on the last workshop in March for discussion.

PUBLIC SAFETY

Public Safety Director Calkins reported:

- The shooting incident is completely closed and no wrong-doing was found on the part of the officer. He has returned to work as of February 24.

PUBLIC WORKS

Acting Public Works Director Ken Barnett reported:

- There has been stormwater flooding in the City of Pacific. Crews are out clearing lines and jetting lines for the sewer system.
- Three new trees have been planted at City Hall.

COMMUNITY SERVICES

Darcie Thach, Assistant Director reported:

- Tickets for the Citizen Appreciation Dinner are available for purchase at \$10 each with all proceeds going to benefit Community Services.
- The Master Builders Association is holding a Ramp-a-thon where builders will come in and construct ramps for the disabled. Ms. Thach has applications and they are due by Friday, February 28.

She provided participation numbers for January and a comparison of those numbers with January 2013:

Youth: 327 participants for January 2013; 441 for January 2014

Seniors 1302 for January 2013; 1638 for January 2014

Bus 179 for January 2013; 194 for January 2014

COUNCIL

Council Member Kave provided a suggestion to change the day of the week that council meets to Tuesday.

Council Member Steiger suggested the citizen of year could be the grand marshal for the Pacific Days parade.

BOARDS AND COMMITTEES

Technology Committee

A meeting will be held on March 6, 2014, at 5:00 p.m.

Finance

A meeting will be held on March 11, 2014, at 6:30 p.m.

Governance

A meeting will be held on February 25, 2014 to discuss the motorhome ordinance as well as the professional legal services issue.

Human Services Committee

A meeting will be held on March 4, 2014, at 6:00 p.m.

Public Safety Committee

A meeting will be held on February 26, 2014, at 9:00 a.m.

Public Works Committee

A meeting will be held on March 5, 2014, at 7:00 p.m.

Technology Committee

Director Richard Gould reported the new Wi-Fi is up and running in City Hall. The committee reviewed the proposed Interlocal agreement. The proposed ILA rate will be an 8% increase with 2% annual increase; the committee is looking at tablets for council. The next meeting will be on March 6 at 5:00.

Park Board

Planner Paula Wiech said the next meeting will be held on March 4, 2014. The board is looking forward to a new appointment.

Planning Commission

Planner Paula Wiech said the next meeting will be held on February 25 where a public hearing on the comprehensive plan will be held.

PCRC – No report

SCA

Mayor Guier attended a networking dinner. She stated that after Council had debated on how to vote regarding the TBD for King County, it was stated at the SCA meeting that the only options were a yes or no vote. Mayor Guier left room to avoid voting but the item passed anyway.

SCATBd

Mayor Guier advised there was a briefing regarding the Transportation 2040 plan.

VRFA

Council Member Walker attended the meeting. A dinner will be held to acknowledge Fire Fighter and Officer of Year, as well as retiring Fire Fighters and Board of Regents members.

OLD BUSINESS

None

NEW BUSINESS

A. Appointment of Gary Nitschke to the City of Pacific Park Board

Mayor Guier recommended the appointment of Gary Nitschke to the Pacific Park Board to fill an unexpired term ending on December 31, 2014.

Gary Nitschke stated it would be good to have him on the board as he can help move the city forward.

COUNCIL MEMBER HULSEY MOVED to approve the appointment of Gary Nitschke to the City of Pacific Park Board to a term ending December 31, 2014. Seconded by Council Member Putnam.

Roll Call vote was taken resulting as follows:

Ayes: Hulsey, Jones, Kave, Knudtson Putnam, Steiger, Walker

The motion carried 7-0.

B. Resolution No. 14-112: Adopting the 2014 Planning Commission Work Plan.

Planner Paula Wiech discussed the items on the Planning Commission Work Plan, including review and recommends Pacific Municipal Code regulations for Medical and Recreational Marijuana production, processing and distribution.

COUNCIL MEMBER PUTNAM MOVED to adopt Resolution No. 14-112 adopting the 2014 Planning Commission Work Plan. Seconded by Council Member Jones.

Roll Call vote was taken resulting as follows:

Ayes: Hulsey, Jones, Kave, Knudtson, Putnam, Steiger, and Walker

The motion carried 7-0.

C. Resolution 14-120: Setting a public hearing regarding the 2014-2019 Capital Facilities Plan Update.

City Engineer Jim Morgan provided a presentation regarding the Capital Facilities Plan Update. Ms. Wiech discussed information on the Plan and why the Plan should be updated.

COUNCIL MEMBER PUTNAM MOVED to adopt Resolution No. 14-120 setting the time and place for a public hearing on March 24, 2014, at 6:30 p.m. in the Council Chambers regarding the proposed 2014 – 2019 Capital Facilities Plan Update. Seconded by Council Member Walker.

Roll Call vote was taken resulting as follows:

Ayes: Hulseley, Jones, Kave, Knudtson, Putnam, Steiger, and Walker

The motion carried 7-0.

D. Resolution 14-121: Authorizing the purchase of property at 310 2nd Ave SW in the amount of \$116,000, to create a mitigation site to offset the impacts of future improvements to the Interurban Trail, and to create a passive park adjacent to a segment of the trail.

Ms. Wiech provided information to Council regarding the purchase of property at 310 2nd Avenue SW.

COUNCIL MEMBER KAVE MOVED to adopt Resolution No. 14-121 approving the purchase of property from Karen A. Hatch for use as a wetland mitigation site for construction of the Interurban Trail, to enhance Milwaukee Creek Habitat, and to create a passive park along the Interurban Trail. Seconded by Council Member Putnam.

Roll Call vote was taken resulting as follows:

Ayes: Hulseley, Jones, Kave, Knudtson, Putnam, Steiger, and Walker

The motion carried 7-0.

E. Approving the amended Comprehensive Plan Update Grant schedule.

Ms. Wiech briefly outlined the changes to the grant schedule.

COUNCIL MEMBER PUTNAM MOVED to approve the amended Comprehensive Plan Update Grant Schedule. Seconded by Council Member Jones.

Voice vote was taken and the motion carried 7-0.

- F. **Resolution No. 14-113:** Authorizing the execution of a cost sharing Interlocal agreement, No. 4 with Pierce County regarding Stewart Road.

Interim Director Ken Barnett provided information to Council regarding the Interlocal Agreement No. 4 with Pierce County.

COUNCIL MEMBER KAVE MOVED to adopt Resolution No. 14-113, authorizing the mayor to execute an agreement with Pierce County regarding Stewart Road Project Cost Sharing. Seconded by Council Member Steiger.

Roll Call vote was taken resulting as follows:

Ayes: Hulsey, Jones, Kave, Knudtson, Putnam, Steiger, and Walker

The motion carried 7-0.

- G. **Resolution No. 14-114:** Authorizing the surplus of a 1998 Chevy Astro Van Public Works Vehicle to be used for trade-in on a newer vehicle.

Public Works Director Ken Barnett discussed the reasons for surplusizing the vehicle. He advised Council that the City of Pacific is being offered \$3,000 in trade.

COUNCIL MEMBER KAVE MOVED to adopt Resolution No. 14-114 authorizing the surplus of a 1998 Chevy Astro Van Public Works Vehicle to be used for trade-in on a newer vehicle. Seconded by Council Member Walker.

Roll Call vote was taken resulting as follows:

Ayes: Hulsey, Jones, Kave, Knudtson, Putnam, Steiger, and Walker

The motion carried 7-0.

- H. **Approval of payment of the 2014 PCRC Dues**

Mayor Guier advised that the dues for membership in PCRC are worth the benefit obtained by our membership.

COUNCIL MEMBER WALKER MOVED to approve payment of the Pierce County Regional Council 2014 membership dues in the amount of \$176.91. Seconded by Council Member Putnam.

Voice vote was taken and carried 7-0.

- I. **Resolution No. 14-115:** Authorizing the mayor to issue a Request for Proposal in order to secure a contract for professional legal services.

Council Member Knudtson presented information regarding the RFP and process for obtaining professional legal services. After discussion, **COUNCIL MEMBER HULSEY MOVED** to postpone further discussion of the RFP for legal services to the March 3, 2014, workshop. Seconded by Council Member Jones.

Voice vote was taken and carried 7-0.

- J. Resolution No. 14-116:** Authorizing the execution of an agreement with Brian Harvey to assist the Police Department in attaining accreditation.

Public Safety Director Calkins advised Council that Mr. Harvey's services are needed to further complete tasks related to accreditation.

COUNCIL MEMBER HULSEY MOVED to authorize the execution of an agreement with Brian Harvey to assist the Police Department in attaining accreditation. Seconded by Council Member Steiger.

Roll Call vote was taken resulting as follows:

Ayes: Hulsey, Jones, Kave, Knudtson, Putnam, Steiger, and Walker

The motion carried 7-0.

- K. Resolution No. 14-117:** Acceptance of Radar Grant Funds from WASPC and the Washington State Traffic Safety Commission.

Director Calkins advised Council that this was a reimbursement grant in the amount of \$2,000 for radar units already purchased.

COUNCIL MEMBER STEIGER MOVED to accept grant funds for two moving radar units in the amount of \$2,000. Seconded by Council Member Hulsey.

Roll Call vote was taken resulting as follows:

Ayes: Hulsey, Jones, Kave, Knudtson, Putnam, Steiger, and Walker

The motion carried 7-0.

- L. Resolution No. 14-118:** Purchase of a new 2013 Chevrolet Tahoe for the Police Department to replace the Lieutenant's vehicle

Director Calkins advised Council that a less expensive Tahoe is available for purchase and while not a four-wheel drive vehicle would serve the purposes well.

Speaking before Council:

Jeanne Fancher	Expressed concern regarding the purchase of a new police vehicle.
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COUNCIL MEMBER HULSEY MOVED to approve the purchase of a new 2013 Chevrolet Tahoe to replace the lieutenant's vehicle. Seconded by Council Member Steiger.

Roll Call vote was taken resulting as follows:

Ayes: Hulsey, Jones, Kave, Knudtson, Putnam, Steiger

Nos: Walker

The motion carried 6-1.

M. Resolution No. 14-119: Radar Trailer Purchase

Director Calkins provided information regarding the radar trailer to be purchased. He advised that it can also be utilized for traffic counts for the Public Works Department as well as a warning board as it's programmable.

COUNCIL MEMBER STEIGER MOVED to approve the purchase of the radar trailer purchase for the police department. Seconded by Council Member Hulsey.

Roll Call vote was taken resulting as follows:

Ayes: Hulsey, Jones, Kave, Knudtson, Putnam, Steiger, and Walker

The motion carried 7-0.

N. Approval of 2013 DRAFT year-end Financial report

Finance Director Gould advised Council that the year-end financial report was being presented for Council's approval. While approval is not required, he stated it let the auditors know that Council had seen the report and was aware of the city's financial status.

COUNCIL MEMBER PUTNAM MOVED to approve the 2013 draft year-end financial report. Seconded by Council Member Jones.

Voice vote was taken and carried 7-0.

O. Speed limit reduction on Frontage Road

Council Member Steiger stated that because West Valley Highway is closed until further notice due to the landslide and undermining of the road and the detour for West Valley Highway is down Frontage Road, he stated the speed limit should be lowered on Frontage Road from 35 mph to 25 mph.

After discussion by Council, **COUNCIL MEMBER STEIGER MOVED** to lower the speed limit from Ellingson to 3rd on Frontage Road to 25 mph from 35 mph on a temporary basis until West Valley is reopened. Seconded by Council Member Hulsey.

Voice vote was taken and carried 7-0.

CONSENT AGENDA

- A. Payroll and Voucher Approval
- B. Approval of the minutes of the February 10, 2014 meeting.

COUNCIL MEMBER HULSEY MOVED to approve the Consent Agenda. Seconded by Council Member Putnam. Voice vote was taken and the motion carried 7-0.

ADJOURN

Mayor Guier adjourned the meeting at 8:57 p.m.

Amy Stevenson-Ness, City Clerk