



LAKWOOD CITY COUNCIL AGENDA

Tuesday, September 2, 2014

7:00 P.M.

City of Lakewood
City Council Chambers
6000 Main Street SW
Lakewood, WA 98499

Page No.

CALL TO ORDER

ROLL CALL

FLAG SALUTE

CITY MANAGER REPORT

PROCLAMATIONS AND PRESENTATIONS

1. Youth Council Report.
2. Proclamation recognizing the TREE Program. – *Ms. Stephanie Cholmondeley, Executive Director, TREE Program*
3. Clover Park School District Report.

PUBLIC COMMENTS

C O N S E N T A G E N D A

- (5) A. Approval of the minutes of the City Council meeting of August 18, 2014.
- (10) B. Approval of the minutes of the City Council Study Session of August 25, 2014.

The Council Chambers is accessible to persons with disabilities. Equipment is available for the hearing impaired. Persons requesting special accommodations or language interpreters should contact the City Clerk's Office, 589-2489, as soon as possible in advance of the Council meeting so that an attempt to provide the special accommodations can be made.

<http://www.cityoflakewood.us>

City Hall will be closed 15 minutes after adjournment of the meeting.

- (13) C. Approval of payroll checks in the amount of \$2,180,486.63, for the period July 16, 2014 through August 15, 2014.
- (15) D. Approval of claim vouchers in the amount of \$1,153,272.14, for the period July 24, 2014 through August 25, 2014.
- (44) E. Items Filed in the Office of the City Clerk:
1. Community Development Block Grant Citizens' Advisory Board meeting minutes of April 9, 2014.
 2. Lakewood Arts Commission meeting minutes of July 7, 2014.
 3. Planning Advisory Board meeting minutes of April 2, 2014, May 21, 2014 and June 18, 2014.
 4. Human Services Funding Advisory Board meeting minutes of June 5, 2014.

R E G U L A R A G E N D A

UNFINISHED BUSINESS

- (62) Review of financial policies.

NEW BUSINESS

- (134) Motion No. 2014-50

Authorizing the execution of an interlocal agreement with the Clover Park School District for the purchase of fuel from September 1, 2014 through August 31, 2015. – *Assistant City Manager for Finance and Administrative Services*

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(138) Motion No. 2014-51

Authorizing the execution of a grant agreement with the U.S. Department of Justice, in the amount of \$53,861, for the Partnership between Mental Health Care Professionals and Law Enforcement project, from October 1, 2013 through September 30, 2017. – *Police Chief*

(151) Motion No. 2014-52

Authorizing the execution of an interlocal agreement with the Lakewood Water District to construct water mains along South Tacoma Way between SR 512 to 96th Street SW. – *Public Works Director*

BRIEFING BY THE CITY MANAGER**CITY COUNCIL COMMENTS****ADJOURNMENT**

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City Hall will be closed 15 minutes after adjournment of the meeting.

CITY OF LAKEWOOD (CITY HALL)
 6000 Main Street SW, Lakewood, WA 98499-5027
 (253) 589-2489

WEEKLY MEETING SCHEDULE
September 1, 2014 – September 5, 2014

Date	Time	Meeting	Location
Sept 1	No Meetings Scheduled	City Hall closed in Observance of Labor Day	
Sept 2	6:00 P.M.	Youth Council	Lakewood City hall 3rd Floor, Conference Room 3A
	7:00 P.M.	City Council	Lakewood City Hall Council Chambers
Sept 3	5:15 P.M.	Public Safety Advisory Committee	Lakewood Police Station Multi-Purpose Room 9401 Lakewood Drive SW
	6:30 P.M.	Planning Advisory Board	Lakewood City Hall Council Chambers
Sept 4	9:30 A.M.	Civil Service Commission	Lakewood City Hall 1st Floor, Conference Room 1E
	6:30 P.M.	Tillicum/Woodbrook Neighborhood Association	Tillicum Community Center 14916 Washington Blvd SW
Sept 5	No Meetings Scheduled		

TENTATIVE WEEKLY MEETING SCHEDULE
September 8, 2014 – September 12, 2014

Date	Time	Meeting	Location
Sept 8	4:30 P.M.	Arts Commission	Lakewood City Hall 3 rd Floor, Conference Room 3A
	7:00 P.M.	City Council Study Session	Lakewood City Hall Council Chambers
Sept 9	7:30 A.M.	Redevelopment Advisory Board	Lakewood City Hall 3 rd Floor, Conference Room 3A
	7:30 A.M.	Coffee with the Mayor	St. Clare Hospital Resource Center 4908 112 th Street SW
Sept 10	9:30 A.M.	Lakewood Community Collaboration	Lakewood City Hall Council Chambers
Sept 11	7:30 A.M.	Lakewood's Promise Advisory Board	Lakewood City Hall 3 rd Floor, Conference Room 3A
	3:30 P.M.	City Talk with the Mayor or another Councilmember. Please call 253-589-2489 for an appointment	Lakewood City Hall 3 rd Floor, Mayor's Office
	6:00 P.M.	Lakewood Sister Cities Association	Lakewood City Hall 1 st Floor, Conference Room 1E
	7:00 P.M.	Lake City Neighborhood Association	Lake City Fire Station 8517 Washington Blvd. SW
Sept 12	No Meetings Scheduled		

NOTE: The City Clerk's Office has made every effort to ensure the accuracy of this information. Please confirm any meeting with the sponsoring City department or entity.



LAKWOOD CITY COUNCIL MINUTES

Monday, August 18, 2014
City of Lakewood
City Council Chambers
6000 Main Street SW
Lakewood, WA 98499

CALL TO ORDER

Deputy Mayor Whalen called the meeting to order at 7:00 p.m.

ROLL CALL

Councilmembers Present: 6 –Deputy Mayor Jason Whalen; Councilmembers Mary Moss, Mike Brandstetter, John Simpson, Marie Barth and Paul Bocchi.

Councilmembers Excused: 1- Mayor Don Anderson.

FLAG SALUTE

The Pledge of Allegiance was led by Deputy Mayor Whalen.

REPORTS BY THE CITY MANAGER

City Manager Caulfield deferred his report to later in the agenda under the Briefing by the City Manager.

PROCLAMATIONS AND PRESENTATIONS

Business showcase. – *Mr. Tom Peterson, Owner, House of Donuts*

Deputy Mayor Whalen recognized Mr. Tom Peterson, Owner of the House of Donuts for their Lakewood business and presented Mr. Peterson with a plaque of appreciation.

PUBLIC COMMENTS

Speaking before the Council were:

Glen Spieth, Lakewood resident, thanked the House of Donuts on behalf of the Lakewood Historical Society. He then spoke about a Council Study Session discussion concerning a \$78 per square foot permit fee for warehouses which

seemed high. He then asked how three Citizens Advisory Boards with diverse expertise will be effective by combining them into a single Planning Commission.

Bob Saul, Lakewood resident, thanked the Ft. Steilacoom Park crew for erecting a barrier around the collapsed barn at the park and putting up better signage about lead-based paint contaminants found in the barn debris.

Alton McDonald, New Century Civilized Organization, spoke about police officers conduct and violating civil rights to Mr. Burgess. He then spoke about holding officers accountable.

C O N S E N T A G E N D A

- A. Approval of the minutes of the City Council meeting of August 4, 2014.
- B. Approval of the minutes of the City Council Study Session of August 11, 2014.
- C. Items Filed in the Office of the City Clerk:
 - 1. Public Safety Advisory Committee meeting minutes of May 7, 2014.

COUNCILMEMBER SIMPSON MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED. SECONDED BY COUNCILMEMBER MOSS. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

R E G U L A R A G E N D A

APPOINTMENTS

Motion No. 2014-49 appointing 2014-2015 Youth Council members and appointing Bianca Vieyra as the Youth Council representative to serve on the Lakewood's Promise Advisory Board for 2014-2015.

COUNCILMEMBER BARTH MOVED TO APPOINT THE 2014-2015 YOUTH COUNCIL MEMBERS AND APPOINT BIANCA VIEYRA AS THE YOUTH COUNCIL REPRESENTATIVE TO SERVE ON THE LAKEWOOD'S PROMISE ADVISORY BOARD FOR 2014-2015. SECONDED BY COUNCILMEMBER MOSS. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

BRIEFING BY THE CITY MANAGER**Sewer connection policies relative to subdivisions.**

Assistant City Manager Bugher provided an overview of the responses to Council's questions raised at the Council's August 4, 2014 meeting about sewer connection policies relative to the draft subdivision ordinance.

Discussion ensued on the plats south of Pierce College that are currently not sewerred; will the subdivision near Lakes High School be required to connect to sewers (yes); scheduling a Study Session for further discussion on this matter; including a Comprehensive Plan policy statement; and if there have been exceptions to the 300 foot rule by the Health Department (Woodbrook mobile home park due to a failing system and State regulations to connect to sewers due to failing systems).

After further discussion, it was the consensus of the Council to proceed with staff contacting Pierce County and the Health Department to analyze the impacts for completely sewerred Lakewood before bringing the subdivision code back for Council consideration.

City Manager Caulfield recognized Ms. Becky Newton for her promotion to Economic Development Manager and extended his congratulations.

He reported that last week the SSMCP partnership held a retreat and developed a vision and mission statement and reviewed the growth coordination plan.

He reported that the Parks and Recreation Department is working with WSDOT on a beautification plan at the interchange at I-5 and Bridgeport Way.

He also reported that Pierce County will be considering increasing sewer connection charges at their meeting on August 19, 2014 which will be a phased approach. Once the County Council takes action, Lakewood residents will be notified.

He noted that the Legislative agenda is underway for 2015 and suggested that the Council hold a Saturday retreat on October 4 or 11, 2014 to discuss the 2015 Legislative agenda.

He announced that the Police Department is moving forward with their accreditation program with the Washington State Patrol and Sheriffs Association.

He announced that the City will be participating in an Earthquake Shake Out exercise on October 16, 2014, 11:00 – noon, and asked that the Council participate in this exercise.

He noted that eighteen (18) lodging tax applications totaling approximately \$530,000 have been filed, seven of which are City programs.

He announced that the CGI videos are now on the City's website.

He reported that the CDBG Advisory Board voted in favor of reallocating \$50,000 in support of the down payment assistance program and the Board will be holding a public hearing with Council consideration for approval in October.

On August 26, 2014, a COMMUTE Act tour organized by Congressman Denny Heck is scheduled at 1:00 p.m.

He announced that on August 27, 2014, a Special Council meeting is scheduled to discuss the 2014 Comprehensive Plan amendments.

He announced that on September 3, 2014 the Living Access Support Alliance will be holding a groundbreaking ceremony for the Prairie Oaks project.

He announced that several AWC regional meetings will be held and the closet meeting to Lakewood is scheduled for October 16, 2014, in Olympia.

Councilmember Moss asked what is the status of the turn lane project on Custer Road and Bridgeport Way.

CITY COUNCIL COMMENTS

Councilmember Barth spoke about the Lake City Neighborhood Association meeting she attended.

Councilmember Simpson thanked City staff about resolving the concerns identified in a letter from the Gilbert's. He asked if there was damage of contaminants from the collapsed barn at Fort Steilacoom Park entering the soil. He suggested that there should be a courtesy discussion with the gentleman who spoke about signage and the piece of art at Bridgeport Way and I-5 if the art work is not going to be used.

Deputy Mayor Whalen commented about a request by Larry Woods to recognize Earlene Fantz, President and CEO of American Lake Credit Union for her involvement with the Lake City Neighborhood Association and sponsoring National Night Out events. It was the consensus of the Council to recognize Ms. Fantz at a Council meeting and to send thank you letters to the sponsors of National Night Out for their participation.

Deputy Mayor Whalen commented on the El Salvador restaurant and encouraged visiting Lakewood businesses. He then commented on the Lumaglow Fun Run and Event he attended at Fort Steilacoom Park over the weekend.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:15 p.m.

JASON WHALEN, DEPUTY MAYOR

ATTEST:

ALICE M. BUSH, MMC
CITY CLERK



LAKWOOD CITY COUNCIL STUDY SESSION MINUTES

Monday, August 25, 2014
City of Lakewood
City Council Chambers
6000 Main Street SW
Lakewood, WA 98499

CALL TO ORDER

Mayor Anderson called the meeting to order at 8:04 p.m.

ROLL CALL

Councilmembers Present: 6 – Mayor Don Anderson; Deputy Mayor Jason Whalen; Councilmembers Mary Moss, Mike Brandstetter, Marie Barth and Paul Bocchi.

Councilmember Excused: 1 – Councilmember John Simpson.

Public Safety Advisory Committee Members Present: 6 - Chair Bryan Thomas, Ray Dotson, Joseph Boyle, Sheri Badger, Aaron Young, and Julio Perez-Tanahashi.

ITEMS FOR DISCUSSION:

Joint Public Safety Advisory Committee (PSAC) meeting.

PSAC Chair Bryan Thomas introduced members of the Public Safety Advisory Committee. Chair Thomas reported on the projects of the PSAC including a fundraising event at Summerfest, participation in National Night Out, adding a Youth Council member as a contributor to the committee and soliciting presentations from community organizations and partners such as Western State Hospital, Emergency Management and the Health Department.

Discussion ensued on the PSAC's interaction with the Youth Council and if the Youth Council member should be a voting member; and is the PSAC receiving enough direction from the Council.

Chair Thomas reviewed the work plan of the PSAC including a shopping cart safety issue; abandoned homes issues which are causing public safety concerns, exploring public safety issues related to people who are homeless and mentally ill, continue work on Summerfest, increase PSAC's visibility in the community, continue work with Fire, Police Department and the City on emergency management,

promote on going CERT program, how to increase diversity in the recruitment of police officers, and possibly assisting with the US Open.

Further discussion ensued on the US Open and what can PSAC and volunteers do to assist; coordinating with USGA and others on the entire US Open event besides public safety issues; is there opportunity for the PSAC involvement in the accreditation process; looking at public safety dollars and levels of police service and how PSAC could have a role in developing a cost-benefit analysis on how public safety has changed over the last 17 years; in the emergency management plan what is the plan to get things back to normalcy after an emergency disaster; and looking at the public perception of Lakewood.

Review of financial policies.

Assistant City Manager of Finance and Administrative Services Kraus reviewed the draft financial policies.

Discussion ensued on how the General Fund balance would be replenished when reserves fall below 12 percent; and what is the policy on the borrowing of interfund loans.

BRIEFING BY THE CITY MANAGER

City Manager Caulfield announced that on September 2, the Council's Ipads will be collected for quarterly maintenance.

He announced that on August 26, 2014 at 1:00 p.m. the Commute Act tour sponsored by Congressman Denny Heck will begin at Lakewood City Hall.

He announced that three bids were received for removal of the collapsed barn at Ft. Steilacoom Park.

He announced that on Saturday, October 11, 2014, a Council Retreat is scheduled to discuss the 2015 Legislative Agenda.

He reported that the City is working with the State Department of Commerce on an \$8.7 million grant through the OEA regarding force reduction. Through SSMCP, the City can apply for a portion of that grant.

He reported that Public Works has applied for Transportation Improvement Board grants. The projects submitted were the 100th to Lakewood Drive intersection improvements; road improvements on Steilacoom Boulevard from Bridgeport Way to Fairlawn, Steilacoom Boulevard from Phillips Road to Weller Road.

He announced that a Special Council meeting is scheduled for August 27, 2014 at 6:00 p.m.

He then announced that on September 3, 2014, at 10:00 a.m., the Living Access Support Alliance Prairie Oaks ground breaking ceremony will be held.

Councilmember Moss asked how can the City communicate to the public that the City is coordinating projects with the Lakewood Water District and other utilities.

Deputy Mayor Whalen asked about the status of sending out SPEA letters.

ITEMS TENTATIVELY SCHEDULED FOR THE SEPTEMBER 2, 2014 REGULAR CITY COUNCIL MEETING:

1. Authorizing the execution of a grant agreement with the U.S. Department of Justice, in the amount of \$53,861, for the Partnership between Mental Health Care Professionals and Law Enforcement project, from October 1, 2013 through September 30, 2017.
2. Authorizing the execution of an interlocal agreement with the Lakewood Water District to construct water mains along South Tacoma Way between SR 512 to 96th Street SW.

CITY COUNCIL COMMENTS

Councilmember Bocchi indicated that he will not be attending the Commute Act tour but will be attending the August 27, 2014 Council Special Meeting. He then complimented Public Works on the new street traffic lights. He expressed his appreciation for the US Open discussions.

Councilmember Brandstetter commented on the South Sound 911 Board meeting and their request to consider an amendment to the interlocal agreement.

Deputy Mayor Whalen complimented City Manager Caulfield for this Award of Excellence from the Washington City/County Managers Association.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:55 p.m.

DON ANDERSON, MAYOR

ATTEST:

ALICE M. BUSH, MMC
CITY CLERK



To: Mayor and City Councilmembers
From: Tho Kraus, Assistant City Manager - Administrative Services
Through: John J. Caulfield, City Manager
Date: September 2, 2014
Subject: Payroll Check Approval

Payroll Period(s): July 16-31, 2014 and August 1-15, 2014
Total Amount: \$2,180,486.63

Checks Issued:

Check Numbers: 113252 - 113271
Total Amount of Checks Issued: \$26,956.25

Electronic Funds Transfer:

Total Amount of EFT Payments: \$440,824.93

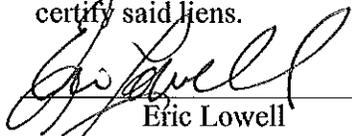
Direct Deposit:

Total Amount of Direct Deposit Payments: \$1,498,651.53

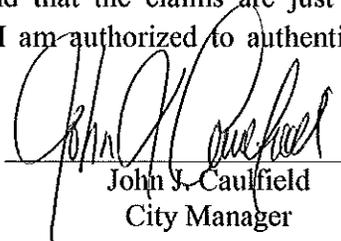
Federal Tax Deposit:

Total Amount of Deposit: \$214,053.92

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims are just and due obligations against the City of Lakewood, Washington, and that I am authorized to authenticate and certify said liens.


Eric Lowell
Accounting Supervisor


Tho Kraus
Assistant City Manager
Administrative Services


John J. Caulfield
City Manager

Payroll Distribution
City of Lakewood
Pay Period ending 07-31-14 and 08-15-14

Direct Deposit and ACH in the amount of : \$2,153,530.38
Payroll Ck#'s 113252 - 113271 in the amount of : \$26,956.25
Total Payroll Distribution: \$2,180,486.63

Employee Pay Total by Fund:

<u>Fund 001 - General</u>	<u>Amount</u>
City Council	\$ 5,200.00
Municipal Court	\$ 77,392.25
City Manager	\$ 25,355.50
Finance and Administrative Services	\$ 102,284.45
Legal	\$ 62,182.65
Community and Economic Development	\$ 92,944.32
Parks and Recreation	\$ 107,987.11
Police	\$ 876,769.61
Public Works Property Management	\$ 16,891.00
Non-Departmental	\$ 28,301.88
General Fund Total	\$ 1,395,308.77
Fund 101 - Street Operations and Maintenance	\$ 70,070.89
Fund 102 - Street Capital Projects	\$ 69,658.12
Fund 104 - Hotel / Motel Lodging Tax	\$ 1,549.06
Fund 106 - Public Art Fund	\$ 107.10
Fund 180 - Narcotics Seizure	\$ 1,554.48
Fund 190 - Grants	\$ 15,333.61
Fund 191 - Neighborhood Stabilization Program	\$ -
Fund 192 - Office of Economic Adjustment	\$ 5,892.00
Fund 195 - Public Safety Grants	\$ 3,758.77
Fund 311 - Sewer Capital Project	\$ 300.61
Fund 312 - Sanitary Sewer Connection Capital	\$ 890.45
Fund 401 - Surface Water Management	\$ 53,553.76
Other Funds Total	\$ 222,668.85

Employee Gross Pay Total	\$ 1,617,977.62
Benefits and Deductions:	\$ 562,509.01
Grand Total	\$ 2,180,486.63



To: Mayor and City Councilmembers
From: Tho Kraus, Assistant City Manager/Administrative Services
Through: John J. Caulfield, City Manager
Date: September 2, 2014
Subject: Claims Voucher Approval

Check Run Period: July 24 – August 25, 2014

Total Amount: \$1,153,272.14

Checks and EFTs Issued:

8/13/14 Checks 76549-76770 \$1,153,849.64

Void Checks

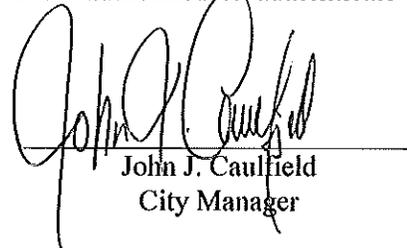
Check 76176 Dave Betz (void lost check and re-issue) (\$ 577.50)

Grand Total \$1,153,272.14

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims are just and due obligations against the City of Lakewood, Washington, and that I am authorized to authenticate and certify said liens.


Eric Lowell
Finance Supervisor


Tho Kraus
Assistant City Manager/
Administrative Services


John J. Caulfield
City Manager

City of Lakewood - Accounts Payable Voucher Report

Columbia Bank

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Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
76549	8/13/2014	000007		ACCOUNTEMPS, INC.,			\$4,525.00
001.0000.04.514.20.41.012			7/14/2014	40799355	FN TEMP HELP WILLIAMS WK ENDED	600.00	
001.0000.04.514.20.41.012			7/15/2014	40815352	FN TEMP HELP WILLIAMS WK ENDED	925.00	
001.0000.04.514.20.41.001			7/21/2014	40843897	FN TEMP HELP WILLIAMS WK ENDED	1,000.00	
001.0000.04.514.20.41.001			7/28/2014	40898653	FN TEMP HELP WILLIAMS WK ENDED	1,000.00	
001.0000.04.514.20.41.001			8/4/2014	40950245	FN TEMP HELP WILLIAMS WK ENDED	1,000.00	
76550	8/13/2014	009716		AECOM TECHNICAL SERVICES,			\$46,836.00
192.0000.05.558.60.41.001			7/29/2014	37460258	SSMP JBLM LAND USE STUDY 6/21-	46,836.00	
76551	8/13/2014	007445		ASSOCIATED PETROLEUM PRODUCTS,			\$31,149.88
001.0000.11.576.81.32.001			7/1/2014	0603129-IN	PK FLEET FUEL	1,023.40	
001.0000.11.576.81.32.002			7/1/2014	0603129-IN	PK FLEET FUEL	494.30	
001.0000.11.576.81.32.001			7/9/2014	0589694-IN	PK FLEET FUEL	1,487.97	
001.0000.11.576.81.32.002			7/9/2014	0589694-IN	PK FLEET FUEL	948.62	
001.0000.15.521.10.32.001			7/16/2014	0609328-IN	PD FLEET FUEL	13,844.76	
001.0000.15.521.10.32.001			7/31/2014	0616637-IN	PD FLEET FUEL	13,350.83	
76552	8/13/2014	006506		AUTOMOTIVE TRANSPORT & TOWING,			\$76.58
001.0000.15.521.10.41.070			7/28/2014	18681	PD 7/28/14 TOWING SVCS	76.58	
76553	8/13/2014	009800		BAADE, ARMINDA BENITEZ			\$1,125.00
001.0000.02.512.51.49.009			6/30/2014	6/17-6/30/14	MC 6/17-6/30/14 INTERPRETER SV	400.00	
001.0000.02.512.51.49.009			7/31/2014	7/1-7/31/14	MC 7/1-7/31/14 INTERPRETER SVC	725.00	
76554	8/13/2014	010321		BARBER, VERONICA			\$399.14
001.0000.02.512.51.49.009			7/28/2014	JULY, 2014	MC JULY, 2014 INTERPRETER SVC	399.14	
76555	8/13/2014	007958		BARNARD, RICHARD			\$364.00
180.0000.19.521.21.43.004			8/12/2014	V8/03/14 PER DIEM	PD V8/03/14 PER DIEM	364.00	
76556	8/13/2014	000065		BOYS AND GIRLS CLUBS OF,			\$2,753.27
001.0000.11.565.10.41.020			6/30/2014	2ND QTR, 2014	PKHS 2ND QTR, 2014 AFTER SCHOO	2,753.27	
76557	8/13/2014	000066		BRATWEAR GROUP LLC,			\$3,084.67
001.0000.15.554.30.31.008			7/21/2014	12282	PD BUCK JUMPSUIT REPAIR	42.67	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
001.0000.15.521.21.31.008			7/23/2014	12321	PD LAWLER JUMPSUIT ALTERED	294.83	
001.0000.15.521.10.31.008			7/28/2014	12338	PD SICHMELLER/HENDERSON/HARVEY	1,112.60	
001.0000.15.521.22.31.008			7/28/2014	12339	PD LEE JUMPSUIT	506.52	
001.0000.15.521.10.31.008			8/4/2014	12403	PD WADE VELCRO ADDED TO BADGES	52.65	
001.0000.15.521.22.31.008			8/1/2014	12382	PD MCCLELLAND BODY ARMOR	1,075.40	
76558	8/13/2014	010116		CARING FOR KIDS,			\$4,426.80
001.0000.11.565.10.41.020			7/31/2014	311142	PKHS 2ND QTR, 2014 READY TO LE	4,426.80	
76559	8/13/2014	008544		CASCADE ENGINEERING SERVICES,			\$255.99
001.0000.15.521.70.41.001			7/22/2014	ML-14072208175	PD CALIBRATION/REPAIR SVCS	255.99	
76560	8/13/2014	009926		CASCADE RIGHT-OF-WAY SVCS LLC,			\$4,040.00
102.0008.22.595.20.41.049			7/10/2014	015 12001-LAK	PWCP E1170 BPW SW THRU 06/30/1	1,955.00	
102.0007.22.595.20.41.049			8/6/2014	009 13002-LAK	PWCP E1169 07/14 GLD/100TH TO	2,085.00	
76561	8/13/2014	010262		CENTURYLINK,			\$639.43
001.0000.98.518.35.42.001			8/2/2014	253-581-8220 448B	PWFC PHONE SERVICE 08/02-09/02	37.93	
001.0000.11.576.81.42.001			8/1/2014	253-584-2263 463B	PKFC 8/1-9/1/14 SVCS	57.97	
401.0000.41.531.10.42.001			8/1/2014	253-584-5364 399B	PWSW PHONE SERVICE 08/01-09/01	41.76	
001.0000.11.576.81.42.001			7/28/2014	253-983-1024 083B	PKFC 7/25-8/25/14 SVCS	157.82	
001.0000.11.576.81.42.001			7/16/2014	206-T02-7702 584B	PKFC 7/16-8/16/14 SVCS	277.96	
001.0000.15.521.10.42.001			7/16/2014	253-582-1023 738B	PD 7/16-8/16/14 INTERNET SVCS	65.99	
76562	8/13/2014	005163		CHIEF SUPPLY CORPORATION,			\$75.44
001.0000.15.521.10.31.001			7/23/2014	491636	PD CAVICIDE SURFACE	75.44	
76563	8/13/2014	003883		CHUCKALS INC,			\$913.15
001.0000.04.518.80.31.002			7/25/2014	788956-0	IT TONER	229.67	
001.0000.99.518.40.31.001			7/25/2014	788999-0	ND PAPER FOR 2ND FLOOR	397.89	
001.0000.11.569.50.31.001			8/1/2014	789791-0	PKRC SUPPLIES	36.21	
001.0000.04.518.80.31.002			8/6/2014	790194-0	IT TONER	98.43	
001.0000.99.518.40.31.001			8/6/2014	790194-0	ND PAPER 1ST FLOOR	150.95	
76564	8/13/2014	000536		CITY TREASURER/CITY OF TACOMA,			\$9,037.29
101.0000.21.542.64.47.005			8/4/2014	100436441PW 08/04/14	PWST 7804 83RD AV 6/5-8/4/14	1.82	
101.0000.21.542.64.47.005			8/4/2014	100436443PW 08/04/14	PWST 8103 83RD AV 6/5-8/4/14	1.82	
101.0000.21.542.63.47.006			7/30/2014	100223530PW 07/30/14	PWST 9315 GLD SW 7/1-7/30/14	1,679.27	
001.0000.98.518.35.47.005			7/28/2014	100113209PW 07/28/14	PWFC 6000 MAIN ST SW 6/27-7/28	6,721.39	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
101.0000.21.542.63.47.006			7/28/2014	100218262PW 07/28/14	PWST 10601 MAIN ST SW 6/27-7/2	91.28	
101.0000.21.542.63.47.006			7/28/2014	100218270PW 07/28/14	PWST 10602 MAIN ST SW 6/27-7/2	6.25	
101.0000.21.542.64.47.005			7/28/2014	100218275PW 07/28/14	PWST 10511 GLD SW 6/27-7/28/14	82.13	
101.0000.21.542.63.47.006			7/28/2014	100262588PW 07/28/14	PWST 6100 LKWD TOWN CTR 5/29-7	107.75	
101.0000.21.542.64.47.005			7/23/2014	100228748PW 07/23/14	PWST 11170 GLD 5/23-7/23/14	41.84	
101.0000.21.542.64.47.005			7/23/2014	100254732PW 07/23/14	PWST 11023 GLD 6/24-7/23/14	18.20	
101.0000.21.542.64.47.005			7/23/2014	100707975PW 07/23/14	PWST 7403 LKWD DR W 6/24-7/23/	61.14	
001.0000.11.576.81.47.005			7/15/2014	100384879 7/14	PKFC 5/15-7/15/14 8750 STEIL.	192.34	
001.0000.11.576.81.47.005			7/17/2014	100384880 7/14	PKFC 5/17-7/17/14 8700 STEIL.	32.06	
76565	8/13/2014	000536		CITY TREASURER/CITY OF TACOMA,			\$78.02
001.0000.15.521.22.48.007			8/1/2014	90575299	PD JULY, 2014 PUBLIC SAFETY RA	78.02	
76566	8/13/2014	005786		CLASSY CHASSIS,			\$792.71
001.0000.07.558.50.48.005			7/31/2014	2697	CDBL CV#0760006 OIL CHANGE	35.00	
001.0000.11.576.80.48.001			7/31/2014	2698	PKFC CV#1110012 OIL CHANGE	43.64	
401.0000.41.531.10.31.048			7/31/2014	2698	PWSW	5.57	
001.0000.15.521.10.41.001			7/25/2014	2684	PD FLEET 7/19-7/25/14 EXTERIOR	130.72	
001.0000.15.521.22.48.001			7/25/2014	2684	PD FLEET 7/19-7/25/14 EXTERIOR	39.36	
001.0000.15.521.10.41.001			7/11/2014	2681	PD FLEET 7/5-7/11/14 EXTERIOR	229.84	
101.0000.21.544.90.48.005			6/30/2014	2665	PWST EXTERIOR WASH	6.50	
001.0000.15.521.10.41.001			7/18/2014	2682	PD FLEET 7/12-7/18/14 EXTERIOR	302.08	
76567	8/13/2014	000099		CLOVER PARK SCHOOL DISTRICT,			\$5,058.61
001.0000.99.548.79.32.001			7/8/2014	19111	ND 06/14 VEHICLE FUEL USE	67.21	
190.0000.52.559.31.32.001			7/8/2014	19111	CDBG 06/14 VEHICLE FUEL USE	72.70	
001.0000.07.558.50.32.001			7/8/2014	19111	CDPL 06/14 VEHICLE FUEL USE	305.44	
101.0000.21.544.90.32.001			7/8/2014	19111	PWST 06/14 VEHICLE FUEL USE	3,340.61	
001.0000.98.518.35.32.001			7/8/2014	19111	PWFC 06/14 VEHICLE FUEL USE	136.89	
001.0000.07.557.20.32.001			7/8/2014	19111	CDCE 06/14 VEHICLE FUEL USE	54.61	
401.0000.41.531.10.32.001			7/8/2014	19111	PWSW 06/14 VEHICLE FUEL USE	1,081.15	
76568	8/13/2014	000099		CLOVER PARK SCHOOL DISTRICT,			\$4,169.92
001.0000.11.565.10.41.020			7/17/2014	19087	PKHS 2ND QTR, 2014 LKWD EARLY	4,169.92	
76569	8/13/2014	004501		COASTWIDE LABORATORIES,			\$145.14
001.0000.98.542.65.31.001			7/31/2014	T2686823	PWFC SUPPLIES	95.83	
101.0000.21.543.50.31.001			8/5/2014	W2688206	PWST SUPPLIES	49.31	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
76570	8/13/2014	008523		COMPLETE OFFICE,			\$315.90
001.0000.99.518.40.31.001			7/29/2014	1110154-0	ND PAPER, FACIAL TISSUE FOR 3R	315.90	
76571	8/13/2014	007504		CROMMES, DAVID			\$364.00
180.0000.19.521.21.43.004			8/12/2014	V8/03/14 PER DIEM	PD V8/03/14 PER DIEM	364.00	
76572	8/13/2014	002741		DATEC INC,			\$98.46
001.0000.04.518.80.41.001			8/1/2014	9367	IT RESEATED HDD CABLE CONNECTI	98.46	
76573	8/13/2014	003867		DELL MARKETING LP,			\$511.95
001.0000.15.521.10.31.001			7/15/2014	XJFNWXKJ7	PD 1GB AMD RADEON HD OPTIPLEX	106.65	
001.0000.15.521.10.35.002			7/18/2014	XJFPXFDP9	PD DELL MONITORS/SOUND BAR	405.30	
76574	8/13/2014	009864		DIER, NOAH			\$364.00
180.0000.19.521.21.43.004			8/12/2014	V8/03/14 PER DIEM	PD V8/03/14 PER DIEM	364.00	
76575	8/13/2014	010647		DISCOVERY BENEFITS INC,			\$62.40
001.0000.99.518.40.41.001			7/31/2014	0000477646-IN	ND 7/14 FSA MONTHLY FEE	62.40	
76576	8/13/2014	006541		EILTS & CO, PS,			\$3,977.82
001.0000.04.514.20.41.001			7/31/2014	071401	FN CONSULTING/PREP FIN STMTS &	3,977.82	
76577	8/13/2014	003435		EMERALD HILLS COFFEES,			\$339.81
001.0000.99.518.40.31.001			7/25/2014	851906	ND WATER COOLER	54.59	
001.0000.99.518.40.31.001			7/25/2014	851907	ND WATER COOLER	27.30	
001.0000.99.518.40.31.001			7/25/2014	851908	ND WATER COOLER	27.30	
001.0000.99.518.40.31.001			7/25/2014	851909	ND WATER COOLER	27.30	
001.0000.99.518.40.31.001			7/25/2014	851910	ND WATER COOLER/COFFEE SUPPLIE	203.32	
76578	8/13/2014	009253		FERGUSON WATERWORKS,			\$18.23
101.0000.21.542.70.31.001			7/16/2014	0428682	PWST SUPPLIES	18.23	
76579	8/13/2014	010573		FIELD, KIM			\$550.20
001.0000.11.569.50.41.001			8/5/2014	6/23-8/1/14	PKSR 6/23-8/1/14 FITNESS INSTR	550.20	
76580	8/13/2014	009689		FLO HAWKS,			\$430.88
105.0000.15.559.20.41.036			7/24/2014	1095271	AB C0210 9615 BRISTOL ABATEMEN	430.88	
76581	8/13/2014	007043		FLOYD, JUDI			\$351.00

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
001.0000.11.569.50.41.001			8/5/2014	6/23-8/1/14	PKSR 6/23-8/1/14 FIT HAPPENS I	351.00	
76582	8/13/2014	000175		FORMSOURCE INC,			\$2,865.42
001.0000.02.512.50.31.003			7/17/2014	845902	MC WARRANTS/SUMMONS	1,510.76	
001.0000.02.512.50.31.003			7/9/2014	845883	MC PLEA OF GUILTY/NOTICE TO AP	1,354.66	
76583	8/13/2014	009218		FRAUSE,			\$2,000.00
104.0000.01.557.30.41.001			6/30/2014	0614-9417	HM 06/14 LODGING TAX GRANT, TO	2,000.00	
76584	8/13/2014	007965		GORDON THOMAS HONEYWELL,			\$4,604.40
001.0000.03.513.10.41.001			7/31/2014	JULY14 1014	CM 07/14 GOV'TL AFFAIRS SERVIC	4,604.40	
76585	8/13/2014	002825		GRAYBAR ELECTRIC COMPANY,			\$1,619.12
102.0013.22.595.30.63.108			8/4/2014	974037685	PWCP E1182 CITY WIDE SAFETY PR	1,203.00	
101.0000.21.542.64.31.090			7/23/2014	973836114	PWST TOOL/SUPPLIES	303.54	
102.0013.22.595.30.63.108			7/15/2014	973680947	PWCP E1182 CITYWIDE SAFETY PRO	112.58	
76586	8/13/2014	010903		GSP LAKEVIEW INDUSTRIAL LLC,			\$703.39
101.0000.21.543.50.45.004			8/1/2014	600140	PWST 08/14 MONTHLY RENT/UTILIT	703.39	
76587	8/13/2014	007975		HI-STRENGTH BOLT,			\$6.32
101.0000.21.542.90.31.001			7/16/2014	212864	PWST SUPPLIES	1.81	
401.0000.41.531.10.31.048			7/16/2014	212864	PWSW REPAIR PARTS	4.51	
76588	8/13/2014	004036		HORIZON/AUTOMATIC RAIN CO,			\$598.64
001.0000.11.542.70.31.001			7/16/2014	3N045207	PKFC BATTERY OPERATED CONTROLL	404.64	
001.0000.11.542.70.31.001			7/18/2014	3N045339	PIFC BATTERY OPERATED CONTROLL	141.49	
101.0000.21.542.70.31.001			7/21/2014	3N045419	PWST SUPPLIES	52.51	
76589	8/13/2014	007151		HORST, RUDY			\$360.60
001.0000.11.569.50.41.001			8/5/2014	6/6-7/25/14	PKSR WOODCARVING INSTRUCTOR FE	360.60	
76590	8/13/2014	010770		HUFF, MARY			\$669.88
192.0000.00.558.60.49.003			7/29/2014	AR-7997	SSMP NEPA CONFERENCE REIMBURSE	395.00	
192.0000.00.558.60.43.003			8/7/2014	07/31/14 MILEAGE	SSMP MILEAGE: 07/31/14 NEPA CO	51.52	
192.0000.00.558.60.43.003			8/8/2014	06/14-07/14 MILEAGE	SSMP JUNE/JULY 2014 MILEAGE	223.36	
76591	8/13/2014	008301		IN TIME RENOVATIONS LLC,			\$11,283.51
190.0000.52.559.32.48.020			7/17/2014	2010	CDBG MHR-124 FENNELL	11,283.51	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
76592	8/13/2014	010225		JAMES, JEREMY			\$364.00
180.0000.19.521.21.43.004			8/12/2014	V8/03/14 PER DIEM	PD V8/03/14 PER DIEM	364.00	
76593	8/13/2014	000273		KOREAN WOMEN'S ASSOCIATION,			\$644.90
001.0000.11.565.10.41.020			7/14/2014	2ND QTR, 2014	PKHS 2ND QTR, 2014 WE ARE FAMI	644.90	
76594	8/13/2014	000279		LAKES BODY SHOP INC,			\$1,758.82
001.0000.99.548.79.46.002			7/28/2014	30072	PD C# 140706-15A CV#1522430 RE	1,758.82	
76595	8/13/2014	000299		LAKEVIEW LIGHT & POWER CO.,			\$22,977.02
101.0000.21.542.64.47.005			7/28/2014	67044-028PW 07/28/14	PWST PAC HWY/GRVLY 6/23-7/22/1	79.71	
101.0000.21.542.63.47.006			7/28/2014	67044-035PW 07/28/14	PWST 972 ST LTS 6/28-7/28/14	7,639.12	
101.0000.21.542.63.47.006			7/28/2014	67044-036PW 07/28/14	PWST 197 AMORT ST LTS 6/28-7/2	1,891.01	
101.0000.21.542.64.47.005			7/28/2014	67044-037PW 07/28/14	PWST PAC HWY SW 6/25-7/24/14	48.20	
101.0000.21.542.64.47.005			7/28/2014	67044-038PW 07/28/14	PWST BPW/PAC HWY 6/19-7/21/14	77.12	
001.0000.11.576.80.47.005			7/28/2014	67044-041 7/14	PKFC 6/24-7/23/14 4721 127TH S	22.82	
101.0000.21.542.64.47.005			7/28/2014	67044-043PW 07/28/14	PWST BPW/SAN FR 6/23-7/22/14	113.12	
101.0000.21.542.64.47.005			7/28/2014	67044-054PW 07/28/14	PWST 11417 PAC HWY SGL BX 6/25	84.97	
101.0000.21.542.64.47.005			7/28/2014	67044-055PW 07/28/14	PWST 11424 PAC HWY SGL BX 6/25	90.38	
101.0000.21.542.64.47.005			7/28/2014	67044-056PW 07/28/14	PWST 11517 PAC HWY SGL BX 6/25	88.41	
101.0000.21.542.64.47.005			7/28/2014	67044-057PW 07/28/14	PWST 5118 SEATTLE AV PUMP STN	47.25	
001.0000.11.576.80.47.005			7/28/2014	67044-070 7/14	PKFC 6/24-7/23/14 4723 127TH S	32.03	
001.0000.98.521.50.47.005			7/21/2014	117448-001 07/21/14	PWFC 9401 LKWD DR 6/12-7/14/14	11,412.45	
101.0000.21.542.64.47.005			7/21/2014	67044-001PW 07/21/14	PWST 100TH ST/DAVID 6/18-7/17/	80.31	
101.0000.21.542.64.47.005			7/21/2014	67044-003PW 07/21/14	PWST MOTOR AV/WHITMAN 6/12-7/	81.09	
101.0000.21.542.64.47.005			7/21/2014	67044-005PW 07/21/14	PWST BPW/LKWD 6/18-7/17/14	82.04	
101.0000.21.542.64.47.005			7/21/2014	67044-006PW 07/21/14	PWST 108TH ST/BP 6/16-7/16/14	72.82	
101.0000.21.542.64.47.005			7/21/2014	67044-019PW 07/21/14	PWST BPW/100TH 6/12-7/14/14	89.79	
101.0000.21.542.64.47.005			7/21/2014	67044-020PW 07/21/14	PWST 59TH AV/BP 6/12-7/14/14	101.84	
101.0000.21.542.64.47.005			7/21/2014	67044-022PW 07/21/14	PWST GLD/BP 6/12-7/14/14	107.95	
101.0000.21.542.64.47.005			7/21/2014	67044-024PW 07/21/14	PWST GLD/STEIL 6/11-7/14/14	80.75	
101.0000.21.542.64.47.005			7/21/2014	67044-026PW 07/21/14	PWST GLD/MT TA 6/12-7/14/14	86.16	
001.0000.11.576.80.47.005			7/21/2014	67044-034 7/14	PKFC 6/16-7/15/14 RUSSELL RD S	47.76	
101.0000.21.542.63.47.006			7/21/2014	67044-039PW 07/21/14	PWST 5700 100TH 6/16-7/15/14	68.08	
101.0000.21.542.64.47.005			7/21/2014	67044-044PW 07/21/14	PWST 100TH/LKWD DR 6/12-7/14/	89.09	
101.0000.21.542.64.47.005			7/21/2014	67044-046PW 07/21/14	PWST 10013 GLD 6/16-7/15/14	147.56	
101.0000.21.542.64.47.005			7/21/2014	67044-047PW 07/21/14	PWST 59TH AV/100TH ST 6/16-7/1	88.92	
001.0000.11.576.80.47.005			7/21/2014	67044-063 7/14	PKFC 6/11-7/14/14 FAIRLAWN SVC	52.68	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
101.0000.21.542.64.47.005			7/21/2014	67044-064PW 07/21/14	PWST 93RD/BPW 6/12/-7/15/14	73.59	
76596	8/13/2014	003132		LAKEWOLD GARDENS,			\$8,548.10
104.0000.01.557.30.41.001			7/28/2014	2001-1570	HM 2014 LODGING TAX GRANT	8,548.10	
76597	8/13/2014	000288		LAKEWOOD HARDWARE & PAINT INC,			\$85.40
001.0000.11.576.81.31.001			7/15/2014	397962	PKFC MASKING TAPE	40.34	
001.0000.11.576.80.31.001			7/15/2014	397963	PKFC CRIMPING TOOL	10.62	
001.0000.11.576.81.31.001			7/16/2014	398097	PKFC DEADBOLT	19.13	
001.0000.11.576.80.31.001			7/8/2014	397102	PKFC SOAKER HOSE	15.31	
76598	8/13/2014	002021		LAKEWOOD HISTORICAL SOCIETY,			\$19,222.75
104.0000.01.557.30.41.001			7/21/2014	07/21/14	HM 2014 LODGING TAX GRANT	19,222.75	
76599	8/13/2014	005490		LAKEWOOD PLAYHOUSE,			\$3,968.79
104.0000.01.557.30.41.001			7/14/2014	07/14/14	HM 2014 LODGING TAX GRANT	3,968.79	
76600	8/13/2014	005722		LANDPORT SYSTEMS INC,			\$83.00
001.0000.98.518.35.41.001			8/1/2014	2014-7878	PWFC 08/14 MONTHLY SERVICE FEE	83.00	
76601	8/13/2014	003008		LARSEN SIGN CO,			\$393.84
195.0000.20.594.21.64.010			7/28/2014	17475	PD SEA DOO LETTERING/GRAPHICS	153.16	
182.0000.20.594.21.64.010			7/28/2014	17475	PD SEA DOO LETTERING/GRAPHICS	153.16	
501.0000.51.594.48.64.005			7/23/2014	17456	PD FLEET DECALS	87.52	
76602	8/13/2014	002390		LASA,			\$9,753.85
001.0000.11.565.10.41.020			7/21/2014	2ND QTR, 2014	PKHS 2ND QTR, 2014 EMERGENCY O	2,124.00	
190.0000.52.559.32.41.121			7/16/2014	07/16/14	CDBG PRAIRIE OAKS PAVILION CON	3,879.85	
001.0000.11.565.10.41.020			6/30/2014	APR-JUN 14	PKHS 2ND QTR, 2014 HOMELESS FA	3,750.00	
76603	8/13/2014	010485		LAW OFFICE OF R TYE GRAHAM,			\$4,358.00
001.0000.06.515.30.41.001			8/7/2014	90	LG DOCKET COVERAGE AUG 5-8, 20	1,350.00	
001.0000.06.515.30.41.001			8/7/2014	91	LG CHARGING FOR WK OF AUG 4-8	183.00	
001.0000.06.515.30.41.001			7/24/2014	87	LG DOCKET COVERAGE JUL 22-25 2	1,350.00	
001.0000.06.515.30.41.001			7/31/2014	88	LG DOCKET COVERAGE JUL 29-AUG	1,350.00	
001.0000.06.515.30.41.001			7/31/2014	89	LG CHARGING WK OF JUL 29-AUG 1	125.00	
76604	8/13/2014	005685		LEMAY MOBILE SHREDDING,			\$181.30
001.0000.15.521.10.41.001			8/1/2014	4397334	PD JULY, 2014 SHREDDING SVCS	181.30	

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76605	8/13/2014	002296		LEXIS NEXIS,			\$625.77
001.0000.06.515.30.49.004			7/31/2014	1407148749	LG 07/14 LEXISNEXIS & RELATED	625.77	
76606	8/13/2014	002185		LOWE'S COMPANIES INC,			\$168.91
101.0000.21.542.30.31.090			7/8/2014	910690	PWST TOOL SUPPLIES	25.38	
101.0000.21.542.64.31.001			7/9/2014	923021	PWST SUPPLIES	58.57	
101.0000.21.542.64.31.001			7/7/2014	923601	PWST SUPPLIES	70.50	
101.0000.21.544.90.31.048			7/17/2014	923719	PWST CV#2121502 REPAIR PARTS	14.46	
76607	8/13/2014	009130		MATVIYCHUK, IRENE			\$104.00
001.0000.02.512.51.49.009			7/17/2014	7/7/14	MC 7/17/14 INTERPRETER SVCS	104.00	
76608	8/13/2014	010919		MCMULLEN, ELIZABETH			\$2,812.50
001.0000.06.515.30.41.001			8/4/2014	08/04/14	LG PROSECUTION SVCS 07/28-07/3	675.00	
001.0000.06.515.30.41.001			7/26/2014	07/26/14	LG PROSECUTION SVCS 07/21-07/2	1,225.00	
001.0000.06.515.30.41.001			8/10/2014	08/10/14	LG PROSECUTION SVCS 08/04-08/0	912.50	
76609	8/13/2014	009724		MILES RESOURCES LLC,			\$3,203.93
101.0000.21.542.30.31.030			7/28/2014	239129	PWST RAW MATERIALS	97.28	
101.0000.21.542.30.31.030			7/28/2014	239135	PWST RAW MATERIALS	711.04	
101.0000.21.542.90.49.018			7/28/2014	239150	PWST DUMPING FEES	20.00	
101.0000.21.542.90.49.018			7/28/2014	239182	PWST DUMPING FEES	40.00	
101.0000.21.542.30.31.030			7/21/2014	238932	PWST RAW MATERIALS	427.36	
101.0000.21.542.90.49.018			7/21/2014	238932	PWST DUMPING FEES	20.00	
101.0000.21.542.30.31.030			7/21/2014	238949	PWST RAW MATERIALS	291.84	
101.0000.21.542.30.31.030			7/21/2014	238981	PWST RAW MATERIALS	385.68	
101.0000.21.542.90.49.018			7/21/2014	238988	PWST DUMPING FEES	20.00	
101.0000.21.542.30.31.030			7/21/2014	238989	PWST RAW MATERIALS	1,036.81	
101.0000.21.542.90.49.018			7/21/2014	239015	PWST DUMPING FEES	131.16	
101.0000.21.542.90.49.018			7/21/2014	239056	PWST DUMPING FEES	22.76	
76610	8/13/2014	000366		NORTHWEST CASCADE INC,			\$155.56
001.0000.02.523.30.47.004			7/16/2014	1-973166	MC 7/16-8/15/14 PORT-O-LET SVC	155.56	
76611	8/13/2014	009323		OLYMPIC FOUNDRY INC,			\$4,758.98
401.0000.41.531.10.31.030				251256 DISCOUNT	PWSW DISCOUNT	-48.07	
401.0000.41.531.10.31.030			8/6/2014	251256	PWSW RAW MATERIALS	4,807.05	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
76612	8/13/2014	009317		OPTIC FUSION INC,			\$1,549.28
001.0000.04.518.80.42.001			8/1/2014	95-16614	IT 08/14 INTERNET CONNECTIVITY	1,549.28	
76613	8/13/2014	009983		PACIFIC NW BUSINESS PRODUCTS,			\$365.12
001.0000.04.518.80.41.001			7/31/2014	0025394-001	IT REPAIR HARD DRIVE FAIL	365.12	
76614	8/13/2014	000407		PIERCE COUNTY,			\$12,993.99
001.0000.15.521.21.41.001			7/30/2014	AR161531	PD 1/15-6/9/14 FINGERPRINTING	2,194.25	
001.0000.15.554.30.31.003			7/31/2014	AR161544	PD JULY, 2014 PRINT CHARGES	168.74	
312.0000.01.535.30.51.001			8/5/2014	AR161612	PWSA 07/14 RECORDING FEES	64.00	
001.0000.15.521.10.51.006			5/13/2014	AR159188	PD MARCH, 2014 JAIL SVC WITH	3,621.00	
001.0000.15.521.10.51.006			5/23/2014	AR159561	PD APRIL, 2014 JAIL SVCS	6,946.00	
76615	8/13/2014	002176		PIERCE COUNTY HOUSING AUTH,			\$10,158.00
190.0000.52.559.32.41.120			4/29/2014	04/29/14 BAL DUE	CDBG BROOKRIDGE BAL @ COMPLETI	10,158.00	
76616	8/13/2014	000428		PIERCE COUNTY SEWER,			\$637.95
001.0000.11.576.80.47.004			7/13/2014	00162489 7/14	PKFC JUNE, 2014 AMERICAN LK SV	47.11	
001.0000.11.576.80.47.004			7/13/2014	00936570 7/14	PKFC JUNE, 2014 FAIRLAWN SVCS	22.73	
001.0000.11.576.80.47.004			7/13/2014	01032275 7/14	PKFC JUNE, 2014 PINE ST SVCS	22.73	
001.0000.11.576.80.47.004			7/13/2014	01521021 7/14	PKFC 5/1-6/30/14 4723 127TH ST	96.72	
001.0000.98.518.35.47.004			8/1/2014	00870307 PW 08/01/14	PWFC 6000 MAIN ST SW 07/14	193.48	
001.0000.98.521.50.47.004			8/1/2014	01360914 PW 08/01/14	PWFC 9401 LKWD DR SW 07/14	79.64	
001.0000.11.576.81.47.004			8/1/2014	01431285 7/14	PKFC 7/14 FT STEILACOOM SVCS	91.83	
101.0000.21.543.50.47.004			8/1/2014	01552201 PW 08/01/14	PWST 9420 FRONT ST S 07/14	83.71	
76617	8/13/2014	009928		PROFAST SUPPLY LLC,			\$307.89
001.0000.11.576.81.31.001			7/25/2014	5552	PKFC AIR HOSE/PLIERS	82.82	
001.0000.11.576.81.31.001			7/21/2014	5551	PKFC BEE SPRAY	206.37	
001.0000.11.576.81.31.001			7/21/2014	5553	PKFC FITTINGS	18.70	
76618	8/13/2014	007183		PRO-VAC,			\$40,777.45
101.0000.21.542.70.41.001			7/23/2014	140715-013	PWST HYDRO-EXCAVATE/EXPOSE LEA	840.08	
401.0000.41.531.10.48.001			7/14/2014	140610-014	PWSW JET STORM LINES/CCTV/INSP	4,628.60	
102.0010.22.595.30.41.017			7/14/2014	140619-026	PWCP E1177 HYDRO-EXCAVATE	1,033.60	
401.0000.41.531.10.48.001			7/9/2014	140602-002	PWSW 06/14 STORM DRAIN CLEAN &	34,275.17	
76619	8/13/2014	004498		PUGET PAVING CONST INC,			\$4,495.18
102.0000.22.541.30.48.079			7/7/2014	14-130-1	PWCP LKWD WATER MAIN REPLACMEN	4,495.18	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
76620	8/13/2014	010740		RFI ENTERPRISES INC,			\$84.00
101.0000.21.543.50.41.001			7/23/2014	508666	PWST BURG MONITOR 08/01/14-10/	84.00	
76621	8/13/2014	010522		RICOH USA INC,			\$104.67
001.0000.15.521.10.45.002			7/22/2014	5031708034	PD 6/26-7/25/14 COPIER OVERAGE	20.83	
101.0000.21.543.50.45.004			7/18/2014	5031675389	PWST 6/21-7/20/14 ADDITIONAL I	55.96	
001.0000.15.521.10.45.002			7/17/2014	5031656865	PD 6/18-7/17/14 ADDITIONAL COP	27.88	
76622	8/13/2014	008825		SAFELITE FULFILLMENT INC,			\$162.56
001.0000.15.521.22.48.001			7/23/2014	00440-087975	PD CV#1522999 SOLAR W/BACKET	162.56	
76623	8/13/2014	005997		SCHEID, ELIZABETH			\$172.60
001.0000.11.569.50.31.001			8/6/2014	REIMBURSEMENT 8/14	PKSR SUPPLIES REIMBURSEMENT	172.60	
76624	8/13/2014	010656		SOUTH SOUND 911,			\$161,754.57
001.0000.15.521.10.51.059			8/7/2014	01220	PD AUGUST 2014 DISPATCH SVCS	122,352.58	
001.0000.15.521.10.51.058			8/7/2014	01220	PD AUGUST, 2014 RECORDS SVCS	10,860.66	
001.0000.15.521.10.51.063			8/7/2014	01220	PD AUGUST, 2014 IT SVCS	28,541.33	
76625	8/13/2014	003267		SOUTH TACOMA GLASS SPECIALISTS,			\$164.10
180.0000.19.521.21.48.001			7/15/2014	104344	PD CV#1523454S TINT	164.10	
76626	8/13/2014	000516		SPRINT,			\$331.67
001.0000.15.521.21.42.006			7/18/2014	482477812-080	PD 6/15-7/14/14 AIRCARD SVCS	39.99	
001.0000.15.521.23.42.006			7/18/2014	482477812-080	PD 6/15-7/14/14 AIRCARD SVCS	80.48	
001.0000.15.521.21.42.001			7/25/2014	419434590-065	PD 6/22-7/21/14 AIRCARD SVCS	211.20	
76627	8/13/2014	009493		STAPLES ADVANTAGE,			\$4,654.05
001.0000.07.558.60.31.001			7/26/2014	3237770015	CDPL SUPPLIES	87.05	
001.0000.07.558.60.31.001			7/26/2014	3237770016	CDPL SUPPLIES	65.36	
101.0000.21.543.30.31.001			7/25/2014	3237497055	PWST SUPPLIES	147.18	
001.0000.04.514.20.31.001			7/24/2014	3237408749	FN SUPPLIES	60.56	
001.0000.04.514.20.31.001			7/24/2014	3237408750	FN SUPPLIES	34.46	
001.0000.06.515.30.31.001			7/24/2014	3237408752	LG SUPPLIES	44.44	
001.0000.04.518.80.31.002			7/24/2014	3237408753	IT TONER	303.21	
001.0000.09.518.10.31.001			8/1/2014	3238270034	HR SUPPLIES	56.76	
001.0000.04.514.20.31.001			7/31/2014	3238058960	FN SUPPLIES	49.26	
001.0000.04.518.80.31.002			7/31/2014	3238058961	IT TONER	896.32	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
312.0000.01.535.30.31.001			7/31/2014	3238058961	PWSA SUPPLIES	17.42	
001.0000.04.518.80.31.002			7/31/2014	3238058962	IT LASERJET FUSER KIT	410.13	
001.0000.06.515.30.31.001			7/30/2014	3237877515	LG SUPPLIES	8.41	
001.0000.04.518.80.31.002			7/30/2014	3237877516	IT TONER	303.21	
001.0000.02.512.50.31.001			7/19/2014	3237225590	MC SUPPLIES	575.27	
001.0000.02.512.50.31.001			7/19/2014	3237225591	MC SUPPLIES	4.93	
001.0000.07.558.60.31.001			7/23/2014	3237341075	CDPL SUPPLIES	20.45	
001.0000.15.521.10.31.001			7/23/2014	3237341076	PD SUPPLIES	64.44	
001.0000.15.521.10.31.001			7/16/2014	3236831254	PD SUPPLIES	4.15	
001.0000.15.521.10.31.001			7/16/2014	3236831255	PD SUPPLIES	125.57	
001.0000.07.558.60.31.001			7/16/2014	3236831258	CDPL SUPPLIES	681.64	
001.0000.04.518.80.31.002			7/18/2014	3236939265	IT TONER	933.39	
001.0000.15.521.10.31.001			7/12/2014	3236671251	PD SUPPLIES	43.25	
001.0000.15.521.10.31.001			7/12/2014	3236671252	PD SUPPLIES	4.37	
001.0000.15.521.10.31.001			7/12/2014	3236671253	PD SUPPLIES	6.53	
001.0000.15.521.10.31.001			1/6/2014	3236831256	PD SUPPLIES	29.95	
001.0000.07.558.60.31.001				3237497054	CDPL RETURN SUPPLIES	-20.45	
001.0000.04.518.80.31.002				3238836403	IT RETURN TONER	-303.21	
76628	8/13/2014	002458		SUMMIT LAW GROUP,			\$210.00
001.0000.09.518.10.41.001			7/17/2014	68626	HR GEN'L LABOR SVCS 06/14	210.00	
76629	8/13/2014	006497		SYSTEMS FOR PUBLIC SAFETY,			\$12,414.01
001.0000.15.521.22.48.001			7/15/2014	24646	PD CV#1522043 OIL CHANGE	58.34	
001.0000.15.521.70.48.001			7/17/2014	24533	PD CV#1570010 SIREN SERVICED	91.90	
001.0000.15.521.22.48.001			7/17/2014	24622	PD CV#1522426 15K SVCS, CONTRO	983.59	
001.0000.07.557.20.48.005			7/16/2014	24574	PD CV#0712004 CANOPY HANDLE/LO	114.34	
001.0000.15.521.22.48.001			7/16/2014	24612	PD CV#1522098 BLOWER MOTOR, TR	314.32	
001.0000.15.521.10.48.001			7/16/2014	24635	PD CV#1510021 REMOVE CF DOCK	45.95	
001.0000.15.521.22.48.001			7/16/2014	24636	PD CV#1522446 REMOVE/INSTALL D	45.95	
001.0000.15.521.21.48.001			7/14/2014	24610	PD CV#1530423 BRAKE SVCS, OIL	859.45	
001.0000.15.521.21.48.001			7/23/2014	24674	PD CV#1510016 TIRES, OIL CHANG	615.92	
001.0000.15.521.22.48.001			7/23/2014	24695	PD CV#1522416 LAPTOP POWER SUP	68.92	
001.0000.15.521.23.48.001			7/23/2014	24699	PD CV#1523453 BRAKE SVCS, OIL	545.43	
001.0000.15.521.23.48.001			7/21/2014	24677	PD CV#1523026 OIL CHANGE	60.02	
001.0000.15.521.70.48.001			7/21/2014	24680	PD CV#1570432 TIRE	154.37	
180.0000.19.521.21.48.001			5/23/2014	24263	PD CV#1523503S RELOCATE CAGE L	3,697.67	
001.0000.15.521.10.48.001			7/9/2014	24589	PD CV#1510021 LOCKING CRADLE	45.95	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
001.0000.15.521.22.48.001			7/8/2014	24578	PD CV#1522429 RIFLE RACK ADJUS	50.55	
001.0000.15.521.22.48.001			7/1/2014	24518	PD CV#1522086 ADJUST LAPTOP ST	22.97	
001.0000.15.521.22.48.001			7/30/2014	24746	PD CV#1522043 RADIO SVC	73.52	
001.0000.15.521.22.48.001			8/4/2014	24648	PD CV#1522606 OIL CHANGE	63.54	
001.0000.15.521.22.48.001			8/4/2014	24659	PD CV#1522430 OIL CHANGE, BRAK	239.22	
001.0000.15.521.30.48.001			8/4/2014	24717	PD CV#1530004 15K SVCS, OIL CH	84.22	
001.0000.15.521.22.48.001			7/22/2014	24684	PD CV#1522063 OIL CHANGE, TIRE	258.66	
001.0000.15.521.10.48.001			7/24/2014	24694	PD CV#1522001 ALTERNATOR	457.96	
001.0000.15.521.22.48.001			7/24/2014	24709	PD CV#1522604 BRAKE SVCS, OIL	1,573.99	
001.0000.15.521.22.48.001			7/28/2014	24731	PD CV#1522447 BRAKE SVCS	337.31	
001.0000.15.521.70.48.001			7/29/2014	24581	PD CV#1570015 REMOVE EMERGENCY	419.76	
001.0000.15.521.22.48.001			7/29/2014	24601	PD CV#1522416 ALTERNATOR	659.23	
001.0000.15.521.22.48.001			7/29/2014	24608	PD CV#1522040 OPTICOM	333.12	
001.0000.15.521.22.48.001			7/29/2014	24682	PD CV#1522446 SECTOR PRINTER	137.84	
76630	8/13/2014	000535		TACOMA COMMUNITY HOUSE,			\$200.00
001.0000.11.565.10.49.001			8/12/2014	2014/15 MEMBERSHIP	PKHS SHIELDS 2014/20155 ANNUAL	200.00	
76631	8/13/2014	008285		TACOMA PIERCE COUNTY HABITAT,			\$6,486.25
190.0000.53.559.32.49.010			7/29/2014	GR-2015-001	CDBG DEVELOPER FEE 14610 W THO	6,486.25	
76632	8/13/2014	001481		TACTICAL TAILOR INC,			\$28.44
001.0000.15.521.22.31.008			7/17/2014	RT93359	PD EMBROIDERY	28.44	
76633	8/13/2014	007603		THUNDERING OAK ENTERPRISES INC,			\$487.68
101.0000.21.542.70.41.079			7/22/2014	7189	PWST PRUNING	487.68	
76634	8/13/2014	000559		TOTEM ELECTRIC OF TACOMA INC,			\$126,840.81
102.0013.22.595.30.63.108			7/10/2014	E1182 PP # 4	PWCP E1182 FED AID (324) 6/10-	126,840.81	
76635	8/13/2014	010945		TRANSPO GROUP USA INC,			\$49,866.64
102.0016.22.595.30.41.017			7/11/2014	16453	PWCP E1187 STEIL-TAC WAY OPS T	47.50	
102.0000.22.544.40.41.017			7/11/2014	16454	PWCP S TAC-PAC HWY OPS THRU 06	1,367.50	
102.0000.22.544.40.41.017			7/11/2014	16455	PWCP COMPREHENSIVE PLAN UPDATE	292.50	
102.0010.22.595.30.41.017			7/3/2014	16417	E1177 PWCP MADIGAN ACCESS THRU	48,159.14	
76636	8/13/2014	008186		TRCVB,			\$6,678.74
104.0000.01.557.30.41.001			6/30/2014	LAKWOOD 2014-6	HM 06/14 LODGING TAX GRANT	6,678.74	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
76637	8/13/2014	009372		VENTEK INTERNATIONAL,			\$207.90
001.0000.11.576.80.42.001			7/1/2014	35931	PKFC 7/14 CCU SERVER/DIGITAL C	105.80	
001.0000.11.576.80.42.001			6/1/2014	35498	PKFC 6/14 CCU SERVER/CELLULAR	102.10	
76638	8/13/2014	009107		WASHINGTON CITIES INSURANCE,			\$21,635.79
001.0000.99.518.31.46.001			8/1/2014	08/01/14	WCIA PMT 07/01/14-07/31/14	21,635.79	
76639	8/13/2014	009957		WASHINGTON TRACTOR INC,			\$3,050.19
001.0000.11.576.80.48.001			7/2/2014	504523	PKFC JOHN DEERE 1600 REPAIRS	2,576.21	
001.0000.11.576.81.31.001			7/2/2014	504672	PKFC PIN W/WASHER	58.18	
001.0000.11.576.80.31.001			7/2/2014	504676	PKFC MULCH KIT	415.80	
76640	8/13/2014	009819		WHALEN, JASON			\$140.00
001.0000.01.511.60.49.003			7/23/2014	07/23/14	CC WHALEN VISA APPLICATION	140.00	
76641	8/13/2014	001272		ZUMAR INDUSTRIES INC,			\$47.04
102.0000.22.595.64.31.001			7/22/2014	0170911	PWCP SIGNS	47.04	
76642	8/13/2014	000003		AABERGS TOOL & EQUIPMENT,			\$2,502.06
401.0000.41.531.10.35.001			6/26/2014	23794	PWSW WALK BEHIND SAW	2,053.12	
101.0000.21.544.90.31.001			6/26/2014	23794	PWST SUPPLIES	65.69	
101.0000.21.542.90.31.001			6/26/2014	23794	PWST SUPPLIES	383.25	
76643	8/13/2014	005506		ARCHITECTS RASMUSSEN,			\$15,764.72
401.0000.41.594.44.62.007			8/4/2014	1258	PWSW E2603 PW O&M BLDG THRU 07	15,764.72	
76644	8/13/2014	010994		ARCOM OIL,			\$75.00
105.0000.15.559.20.41.036			7/23/2014	84486	AB C0210 OIL 9615 BRISTOL ABAT	75.00	
76645	8/13/2014	010844		ARTZ DRYWALL,			\$4,157.20
182.0000.20.521.30.41.001			8/5/2014	14-54	PD CONSTRUCTION OF NEW WALL	4,157.20	
76646	8/13/2014	010102		BEST PARKING LOT CLEANING INC,			\$3,905.03
401.0000.41.531.10.48.001			7/1/2014	132662	PWSW ARTERIAL ST CLEANING	3,905.03	
76647	8/13/2014	010972		BETZ, DAVE			\$577.50
001.0000.11.576.81.31.001			6/24/2014	32093	PKFC FT STEILACOOM PLAYGROUND	577.50	
76648	8/13/2014	001717		BROWN & CALDWELL,			\$11,929.77

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
401.0000.41.531.10.41.001			7/22/2014	14220414	PWSW E4113 WAUGHOP LK 5/23-6/2	11,929.77	
76649	8/13/2014	005965		BUILDERS EXCHANGE OF,			\$62.75
102.0006.22.595.30.44.001			7/9/2014	1042554	PWCP E1168 PUBLISH PROJECTS O	0.15	
102.0010.22.595.30.44.001			7/9/2014	1042554	PWCP E1177 PUBLISH PROJECTS O	62.60	
76650	8/13/2014	002049		CARD SERVICES (1241),			\$3,327.40
001.0000.99.517.90.31.019			7/24/2014	1241 07/24/14	ND 2Q/14 TEAMWORK AWARD LUNCH	95.14	
001.0000.09.518.10.41.001			7/24/2014	1241 07/24/14	HR FOREIGN LANGUAGE TESTING FE	50.00	
001.0000.04.518.80.41.001			7/24/2014	1241 07/24/14	IT MAILCHIMP	55.00	
001.0000.09.518.10.31.005			7/24/2014	1241 07/24/14	HR 07/14/14 ORAL BOARD LUNCHE	83.63	
001.0000.04.518.80.35.001			7/24/2014	1241 07/24/14	IT 2 FUJIITSU FI-7180 SCANNERS	3,005.63	
401.0000.41.531.10.49.001			7/24/2014	1241 07/24/14	PWSW K ANDERSON TOASTMASTERS D	38.00	
76651	8/13/2014	002473		CARD SERVICES (3438),			\$2,417.17
001.0000.06.515.30.31.005			7/24/2014	3438 07/24/14	LG BUSH: 6/25/14 PCCFOA MTG/LU	11.85	
001.0000.04.514.20.31.005			7/24/2014	3438 07/24/14	FN ONGOCO: 6/25/14 PCCFOA MTG/	11.74	
001.0000.13.558.70.31.001			7/24/2014	3438 07/24/14	ED SUPPLIES	59.62	
001.0000.02.523.30.31.008			7/24/2014	3438 07/24/14	MC TACTICAL VEST	385.07	
001.0000.03.557.20.35.001			7/24/2014	3438 07/24/14	CM CAMERA & EQUIP/COMMUN MANAG	1,948.89	
76652	8/13/2014	009279		CARD SERVICES (4623),			\$812.65
001.0000.04.518.80.43.001			7/24/2014	4623 07/24/14	IT T10/01/14 AIRFARE: ADOBE MA	229.00	
101.0000.21.543.30.31.005			7/24/2014	4623 07/24/14	PWST FOOD FOR 7/8/14 CTAC MEET	9.00	
001.0000.04.518.80.31.001			7/24/2014	4623 07/24/14	IT OFFICE PUBLICATIONS	28.94	
001.0000.02.512.50.31.001			7/24/2014	4623 07/24/14	MC 2 HP LASERJET PRO PRINTERS	502.77	
001.0000.09.518.10.31.005			7/24/2014	4623 07/24/14	HR 07/16/14 ORAL BOARD LUNCHE	42.94	
76653	8/13/2014	009352		CARD SERVICES (5117),			\$289.64
311.0000.01.559.30.51.001			7/24/2014	5117 07/24/14	PWSC SEWER WAIVER REQUEST FEE	70.00	
001.0000.06.515.30.31.005			7/24/2014	5117 07/24/14	LG FOOD/FAREWELL FOR A BOOKER-	40.00	
001.0000.02.523.30.31.001			7/24/2014	5117 07/24/14	MC SUPPLIES	179.64	
76654	8/13/2014	010230		CARD SERVICES (5334),			\$3,251.38
001.0000.15.521.40.31.001			7/24/2014	5334/PD 7/14	PD BREACHING PINS	1,026.55	
180.0000.19.521.21.41.001			7/24/2014	5334/PD 7/14	PD EXCAVATOR RENTAL	1,878.73	
001.0000.15.521.21.41.001			7/24/2014	5334/PD 7/14	PD AT&T SVCS FOR SEARCH WARRANT	75.00	
001.0000.15.521.26.31.090			7/24/2014	5334/PD 7/14	PD EXTENSION CORD	151.10	
001.0000.15.554.30.41.001			7/24/2014	5334/PD 7/14	PD ANML CNTL BUCCAL CELL DNA T	120.00	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
76655	8/13/2014	006083		CARD SERVICES (8165),			\$188.46
001.0000.15.521.10.31.005			8/5/2014	8165/PD 7/14	PD ACTIVE SHOOTER TRNG MEALS	99.98	
001.0000.15.521.10.31.001			8/5/2014	8165/PD 7/14	PD LOCKS	88.48	
76656	8/13/2014	009700		CARD SERVICES (8598),			\$172.51
001.0000.15.521.40.31.001			8/5/2014	8598/PD 7/14	PD FUEL	77.63	
001.0000.15.521.40.31.005			8/5/2014	8598/PD 7/14	PD ACTIVE SHOOTER TRNG MEALS	94.88	
76657	8/13/2014	006493		CH2O INC,			\$290.61
001.0000.98.518.30.41.001			7/31/2014	224914	PWFC 07/14 QTRLY LABOR	290.61	
76658	8/13/2014	002120		CHICAGO TITLE INSURANCE CO,			\$160.00
190.0000.52.559.31.41.001			7/31/2014	5996600-1	CDBG OGDEN RECONVEYANCE OF DEE	160.00	
76659	8/13/2014	000095		CHOUGH, KWANG S			\$910.00
001.0000.02.512.51.49.009			7/31/2014	JULY, 2014	MC JULY, 2014 INTERPRETER SVCS	910.00	
76660	8/13/2014	006117		CITY OF LAKEWOOD,			\$281.50
001.0000.02.512.51.49.008			7/25/2014	07/14 COURT	MC REPLENISH JURY PETTY CASH	281.50	
76661	8/13/2014	005022		CITY OF PUYALLUP,			\$455.00
001.0000.15.521.10.51.006			6/30/2014	AR110225	PD JUNE, 2014 JAIL SVCS	455.00	
76662	8/13/2014	006085		COLUMBIA FORD,			\$89,790.43
501.0000.51.594.48.64.005				3-F293	PD 2014 SUV CV#1570618 DISCOUN	-200.00	
501.0000.51.594.48.64.005				3-F300	PD 2014 SUV CV#1522614 CREDIT	-200.00	
501.0000.51.594.48.64.005				3-F304	PD 2014 SUV CV#1522616 CREDIT	-200.00	
501.0000.51.594.48.64.005			8/7/2014	3-F293	PD 2014 SUV CV#1570618 REPLC C	30,273.10	
501.0000.51.594.48.64.005			8/7/2014	3-F300	PD 2014 SUV CV#1522614 REPLC C	29,866.97	
501.0000.51.594.48.64.005			8/7/2014	3-F304	PD 2014 SUV CV#1522616 REPLC C	30,250.36	
76663	8/13/2014	003948		COMCAST CORPORATION,			\$368.29
101.0000.21.543.50.42.001			7/15/2014	8498 35 011 2205662	PWST BUNDLED SVC 07/25-08/24/1	368.29	
76664	8/13/2014	009527		COMDATA NETWORK INC,			\$1,526.43
001.0000.07.558.50.32.001			8/1/2014	20213182	PD FLEET JULY, 2014 FUEL	20.65	
001.0000.11.576.80.32.001			8/1/2014	20213182	PD FLEET JULY, 2014 FUEL	56.33	
101.0000.21.544.90.32.001			8/1/2014	20213182	PD FLEET JULY, 2014 FUEL	115.50	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
001.0000.15.521.10.32.001			8/1/2014	20213182	PD FLEET JULY, 2014 FUEL	1,206.31	
401.0000.41.531.10.32.001			8/1/2014	20213182	PD FLEET JULY, 2014 FUEL	127.64	
76665	8/13/2014	000926		COURT OF APPEALS, STATE OF WA,			\$8.02
001.0000.06.515.30.51.001			8/6/2014	9410	LG BRIEF PRINTING	8.02	
76666	8/13/2014	000127		DANDE CO,			\$10.84
001.0000.07.558.60.31.001			8/5/2014	MA080514-4	CDPL SUPPLIES	10.84	
76667	8/13/2014	009510		DAWSON, CHET			\$512.00
001.0000.11.571.20.41.001			8/1/2014	6/23-7/31/14	PKRC 6/23-7/31/14 TENNIS INSTR	512.00	
76668	8/13/2014	008105		DEPARTMENT OF TRANSPORTATION,			\$25,240.63
101.0000.21.542.64.51.001			7/14/2014	RE 43 GM01345L103	PWST 06/14 MAINT OF SIGNAL SYS	1,224.43	
401.0000.41.531.10.51.001			7/14/2014	RE-313-ATB40714025	PWSW 06/14 TRAFFIC MGMT CENTER	427.32	
101.0000.21.544.90.51.001			7/14/2014	RE-313-ATB40714025	PWST 06/14 TRAFFIC MAGMT CENTE	854.64	
102.0010.22.595.30.51.001			7/14/2014	RE-313-ATB40714087	PWCP E1177 06/14 MADIGAN ACCES	22,734.24	
76669	8/13/2014	001531		DEPT OF ECOLOGY,			\$10,697.00
102.0008.22.595.30.51.001			7/21/2014	2015-WAR301208	PWCP E1170 STMWTR PERMIT 7/1/1	1,247.00	
401.0000.41.531.10.51.001			7/28/2014	2015-WAR045012	PWSW STRMWTR PERMIT 7/1/14-12/	9,450.00	
76670	8/13/2014	001692		DEPT OF LABOR & INDUSTRIES,			\$308.40
001.0000.98.518.35.51.001			8/13/2014	162928	PWFC RENEW CH OP CERT 10/1/14-	308.40	
76671	8/13/2014	002976		DEPT OF LICENSING,			\$30.00
401.0000.41.531.10.51.001			7/25/2014	HALAR 2014 BOND	PWSW HALAR NOTARY BOND	30.00	
76672	8/13/2014	000138		DEPT OF LICENSING, STATE OF WASHINGTON			\$47.25
501.0000.51.594.48.64.005			8/12/2014	CV#1522614 REG.	PD CV#1522614 REGISTRATION	47.25	
76673	8/13/2014	000138		DEPT OF LICENSING, STATE OF WASHINGTON			\$47.25
501.0000.51.594.48.64.005			8/12/2014	CV#1522616 REG.	PD CV#1522616 REGISTRATION	47.25	
76674	8/13/2014	000138		DEPT OF LICENSING, STATE OF WASHINGTON			\$47.25
501.0000.51.594.48.64.005			8/12/2014	CV#1570618 REG.	PD CV#1570618 REGISTRATION	47.25	
76675	8/13/2014	010648		DIAMOND MARKETING SOLUTIONS,			\$5,322.06
001.0000.99.518.40.31.017			8/13/2014	08/14 POSTAGE	ND REPLENISH POSTAGE ACCOUNT	4,788.70	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
312.0000.01.535.30.42.002			8/13/2014	08/14 POSTAGE	PWSA JUNE/JULY 2014 POSTAGE US	211.30	
001.0000.99.518.40.31.017			8/4/2014	87088	ND MAILING FOR CD	7.72	
001.0000.99.518.40.31.017			8/5/2014	87033	ND DAILY MAIL 07/16/14 - 07/31	301.10	
312.0000.01.535.30.42.002			7/31/2014	87087	PWSA PROCESS 07/14 SEWER MAILI	13.24	
76676	8/13/2014	010998		DIPWEK, MARCUS			\$90.00
001.0000.02.512.51.49.009			7/10/2014	140710CK0012	MC 7/10/14 INTERPRETER SVCS	90.00	
76677	8/13/2014	010425		DOYLE PRINTING COMPANY,			\$420.10
001.0000.15.521.10.49.005			7/29/2014	53788	PD BUSINESS CARDS	420.10	
76678	8/13/2014	010063		EWING IRRIGATION PRODUCTS INC,			\$67.34
001.0000.11.542.70.31.001			7/3/2014	8310111	PKFC RAINBIRD PLASTIC NOZZLES	67.34	
76679	8/13/2014	000166		FEDERAL EXPRESS,			\$35.86
001.0000.99.518.40.31.017			7/25/2014	2-729-59405	ND SHIPPING & HANDLING CHARGES	35.86	
76680	8/13/2014	010187		FIRST BANKCARD (1380),			\$268.70
001.0000.15.521.10.31.001			7/29/2014	1380/LAWLER 7/14	PD TV AND MOUNT	268.70	
76681	8/13/2014	010217		FIRST BANKCARD (1617),			\$11.80
001.0000.99.518.40.31.017			7/31/2014	1617/MEEKS 7/14	PD MAIL SVS TO TOX LAB	11.80	
76682	8/13/2014	010873		FIRST BANKCARD (1914),			\$163.67
001.0000.11.571.20.31.001			7/29/2014	1914/HIGASHIYAMA	PKRC LIFEGUARD STORAGE CONTAIN	17.46	
001.0000.11.571.20.31.001			7/29/2014	1914/HIGASHIYAMA	PKRC LIFEGUARD SUPPLIES	49.27	
001.0000.11.571.20.31.050			7/29/2014	1914/HIGASHIYAMA	PKRC SUMMERFEST CHALK SUPPLIES	16.30	
001.0000.11.571.20.31.001			7/29/2014	1914/HIGASHIYAMA	PKRC SUMMERCAMP SUPPLIES	35.71	
001.0000.11.571.20.31.050			7/29/2014	1914/HIGASHIYAMA	PKRC SUMMERFEST SUPPLIES	29.93	
001.0000.11.571.20.41.001			7/29/2014	1914/HIGASHIYAMA	PKRC MT. RAINIER ENTRANCE FEE	15.00	
76683	8/13/2014	010193		FIRST BANKCARD (2148),			\$22.18
001.0000.15.521.80.41.001			7/29/2014	2148/ALLEN 7/14	PD HAZARDOUS MATERIAL DISPOSAL	11.25	
001.0000.15.521.80.31.001			7/29/2014	2148/ALLEN 7/14	PD STORAGE EQUIPMENT	10.93	
76684	8/13/2014	010076		FIRST BANKCARD (2338),			\$257.98
001.0000.11.576.81.31.001			7/29/2014	2338/ANDERSON 7/14	PKFC PLAQUE	32.82	
001.0000.11.576.80.31.001			7/29/2014	2338/ANDERSON 7/14	PKFC BATTERY FOR PICK-UP	116.27	
001.0000.11.576.81.31.001			7/29/2014	2338/ANDERSON 7/14	PKFC SUMMERFEST SUPPLIES	39.90	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
001.0000.11.576.80.31.001			7/29/2014	2338/ANDERSON 7/14	PKFC DEAD BOLT	68.99	
76685	8/13/2014	010984		FIRST BANKCARD (3423),			\$33.43
001.0000.11.571.20.31.050			7/29/2014	3423/CARNEY	PKRC MARKET PERFORMERS SUPPLIE	5.68	
001.0000.11.571.20.31.050			7/29/2014	3423/CARNEY	PKRC SUMMERFEST SUPPLIES	27.75	
76686	8/13/2014	010091		FIRST BANKCARD (4474),			\$116.98
001.0000.98.518.35.31.001			7/29/2014	4474/BUZZ 07/29/14	PWFC SUPPLIES	116.98	
76687	8/13/2014	010124		FIRST BANKCARD (4516),			\$31.91
001.0000.11.569.50.31.001			7/29/2014	4516/SCHEID 7/14	PKSR WORKSHOP WEDNESDAY SUPPLI	31.91	
76688	8/13/2014	010857		FIRST BANKCARD (4665),			\$480.23
001.0000.99.525.60.43.001			7/29/2014	4665/UNFRED 7/14	PD FUEL/UNFRED DEPLOYMENT RESP	184.95	
001.0000.99.525.60.43.002			7/29/2014	4665/UNFRED 7/14	PD LODGING/UNFRED DEPLOYMENT R	295.28	
76689	8/13/2014	010480		FIRST BANKCARD (5358),			\$1,972.41
001.0000.15.521.10.31.001			7/29/2014	5358/PITTS 7/14	PD AWARD MEDAL BOXES	18.72	
001.0000.15.521.40.43.004			7/29/2014	5358/PITTS 7/14	PD CISM TRAINING REFRESHMENTS	20.00	
001.0000.15.521.10.31.001			7/29/2014	5358/PITTS 7/14	PD BOOKSHELF	237.42	
001.0000.15.521.10.31.005			7/29/2014	5358/PITTS 7/14	PD AWARD CEREMONY SUPPLIES	23.20	
001.0000.15.521.10.31.005			7/29/2014	5358/PITTS 7/14	PD AWARD CEREMONY FOOD	1,458.07	
001.0000.15.521.40.49.003			7/29/2014	5358/PITTS 7/14	PD VAHLE SNIPER SUPERVISOR REG	215.00	
76690	8/13/2014	010608		FIRST BANKCARD (5955),			\$432.87
001.0000.15.521.40.43.002			7/29/2014	5955/OSNESS 7/14	PD V7/01/14 LODGING	432.87	
76691	8/13/2014	010216		FIRST BANKCARD (6206),			\$64.48
001.0000.15.521.10.31.005			7/31/2014	6206/NICHOLS 7/14	PD PSAC MEETING REFRESHMENTS	15.49	
001.0000.15.521.10.31.005			7/31/2014	6206/NICHOLS 7/14	PD AWARDS CEREMONY CAKE	48.99	
76692	8/13/2014	010133		FIRST BANKCARD (6562),			\$21.26
001.0000.11.576.80.31.001			7/31/2014	6562/WILLIAMS 7/14	PKFC SPEAKER CABLE ADAPTERS	21.26	
76693	8/13/2014	010269		FIRST BANKCARD (6711),			\$1,707.53
182.0000.20.521.30.31.012			7/31/2014	6711/ZARO 7/14	PD LIGHTS FOR GARAGE	306.23	
180.0000.19.521.21.41.001			7/31/2014	6711/ZARO 7/14	PD SWAT REBOT REPAIR	1,401.30	
76694	8/13/2014	010793		FIRST BANKCARD (6748),			\$859.41

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
001.0000.01.511.60.49.001			7/29/2014	6748/SCHUMA 07/29/14	CC AUSA MEMBERSHIP	150.00	
001.0000.01.511.60.49.003			7/29/2014	6748/SCHUMA 07/29/14	CC T8/02/14 BRANDSTETTER/AWC C	250.00	
001.0000.06.515.30.31.001			7/29/2014	6748/SCHUMA 07/29/14	LG SUPPLIES	59.08	
001.0000.06.515.30.51.001			7/29/2014	6748/SCHUMA 07/29/14	LG CASE FILING FEE	6.00	
001.0000.01.511.60.49.003			7/29/2014	6748/SCHUMA 07/29/14	CC WHALEN/AUSA CHANDLERS DINNE	20.00	
001.0000.06.515.30.31.005			7/29/2014	6748/SCHUMA 07/29/14	LG 7/18/14 SS911 ILA REVIEW MT	25.53	
001.0000.06.515.30.49.003			7/29/2014	6748/SCHUMA 07/29/14	LG T9/02/14 WACHTER NW ADMIN L	307.50	
001.0000.06.515.30.31.001			7/29/2014	6748/SCHUMA 07/29/14	LG SUPPLIES	41.30	
76695	8/13/2014	010384		FIRST BANKCARD (6794),			\$37.80
101.0000.21.544.90.32.001			7/29/2014	6794/OFLAHE 07/29/14	PW FUEL/PROPANE TANK	37.80	
76696	8/13/2014	010093		FIRST BANKCARD (6819),			\$185.44
001.0000.98.518.35.41.124			7/29/2014	6819/FERM 07/29/14	PWFC BOILER CERTIFICATE	60.00	
001.0000.98.518.35.31.001			7/29/2014	6819/FERM 07/29/14	PWFC SUPPLIES	96.25	
001.0000.98.542.65.31.001			7/29/2014	6819/FERM 07/29/14	PWFC SUPPLIES	29.19	
76697	8/13/2014	010613		FIRST BANKCARD (7169),			\$22.57
101.0000.21.543.30.31.001			7/29/2014	7169/CUMMIN 07/29/14	PWST SUPPLIES	16.90	
101.0000.21.544.90.31.048			7/29/2014	7169/CUMMIN 07/29/14	PWST FITTINGS FOR CV#2121502	5.67	
76698	8/13/2014	010556		FIRST BANKCARD (7174),			\$133.38
102.0013.22.595.30.63.108			7/29/2014	7174/LOGAN 07/29/14	PWCP E1182 WASHERS	123.67	
101.0000.21.542.64.42.002			7/29/2014	7174/LOGAN 07/29/14	PWST POSTAGE TO RETURN EQUIPME	9.71	
76699	8/13/2014	010983		FIRST BANKCARD (7269),			\$430.23
001.0000.11.571.20.31.001			7/29/2014	7269/NEGO 7/14	PKRC CAMP CREATE SUPPLIES	198.34	
001.0000.11.571.20.31.050			7/29/2014	7269/NEGO 7/14	PKRC SUMMERFEST SUPPLIES	95.89	
001.0000.11.571.20.41.001			7/29/2014	7269/NEGO 7/14	PKRC CAMP CREATE MOVIE DAY	121.00	
001.0000.11.571.20.41.001			7/29/2014	7269/NEGO 7/14	PKRC MT. RAINIER PARK FEE	15.00	
76700	8/13/2014	010122		FIRST BANKCARD (8123),			\$420.15
001.0000.15.521.32.49.005			7/29/2014	8123/GUTTU 7/14	PD NO TRESPASSING SIGNS	411.49	
001.0000.15.521.32.31.001			7/29/2014	8123/GUTTU 7/14	PD WASP/HORNET SPRAY	8.66	
76701	8/13/2014	010738		FIRST BANKCARD (8398),			\$46.56
001.0000.11.569.50.31.001			7/31/2014	8398/SAMPLE 7/14	PKSR MOVIES	41.32	
001.0000.11.569.50.45.004			7/31/2014	8398/SAMPLE 7/14	PKSR MOVIE RENTALS	5.24	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
76702	8/13/2014	010052		FIRST BANKCARD (8525),			\$183.93
001.0000.15.521.80.31.001			7/29/2014	8525/WADE 7/14	PD FIRE EXTINGUISHER	183.93	
76703	8/13/2014	010993		FIRST BANKCARD (8965),			\$1,011.52
180.0000.19.594.21.63.042			7/29/2014	8965/DAVIS 07/29/14	PDSZ READER BOARD	949.67	
102.0000.22.595.30.63.108			7/29/2014	8965/DAVIS 07/29/14	PWCP FORM WOOD	61.85	
76704	8/13/2014	010270		FIRST BANKCARD (9036),			\$32.81
001.0000.15.521.10.31.001			7/31/2014	9036/FARRAR 7/14	PD CELL PHONE HOLDER	32.81	
76705	8/13/2014	009055		FIRST STUDENT, INC.,			\$357.00
104.0000.01.557.30.41.001			7/15/2014	229-C-059518	HM 7/12/14 SHUTTLE FT STEIL TO	357.00	
76706	8/13/2014	007509		FRANCISCAN OCCUPATIONAL HEALTH,			\$240.00
101.0000.21.542.30.49.001			8/1/2014	2343	PWST PHYSICALS	120.00	
101.0000.21.542.64.49.001			8/1/2014	2343	PWST PHYSICALS	120.00	
76707	8/13/2014	000188		GALLS INC.,			\$1,349.70
001.0000.15.521.23.31.008			7/15/2014	002188905	PD CORDURA NYLON RIPST	712.80	
001.0000.15.521.23.31.008			7/23/2014	002221603	PD CORDURA NYLON COTTON RIP	636.90	
76708	8/13/2014	005398		GLOBAL SECURITY &,			\$8,590.05
101.0000.21.543.50.48.001			7/11/2014	4154094	PWST REPLACE MAIN FIRE PANEL	8,295.75	
101.0000.21.543.50.41.001			7/11/2014	4154095	PWST MONITORING SERVICE 3/21-7	174.45	
101.0000.21.543.50.41.001			7/25/2014	4155311	PWST FIRE SYS MONITORING 08/01	119.85	
76709	8/13/2014	000202		GOOD SAMARITAN COMM SVCS,			\$2,990.94
001.0000.11.565.10.41.020			6/30/2014	2ND QTR 2014	PKHS 2ND QTR, 2014 EMERGENCY R	2,990.94	
76710	8/13/2014	010999		GUPTA, PREMCHAND			\$257.12
001.0000.02.512.51.49.009			8/13/2014	7/29/14	MC 7/29/14 INTERPRETER SVCS	257.12	
76711	8/13/2014	010996		HAGLUND'S TROPHIES LLC,			\$2,211.20
104.0000.01.557.30.41.001			7/10/2014	31669	HM	2,211.20	
76712	8/13/2014	011002		HOUSING AUTHORITY OF THE,			\$24,508.55
190.0000.53.559.32.49.010			7/11/2014	07/11/14	CDBG PRAIRIE OAKS HOUSING PROJ	24,508.55	
76713	8/13/2014	009728		HSA BANK,			\$65.25

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
001.0000.99.518.40.41.064			8/8/2014	2271433	ND 7/14 MONTHLY ACCOUNTS FEES	65.25	
76714	8/13/2014	010885		JOHNSTON GROUP LLC,			\$4,500.00
001.0000.03.513.10.41.001			7/31/2014	443	CM 08/14 RETAINER FED GOVT RE	4,500.00	
76715	8/13/2014	010716		JUBITZ FLEET SERVICES,			\$119.08
001.0000.15.521.10.32.001			7/31/2014	CL340882	PD 7/31/14 RIVER PATROL FUEL	119.08	
76716	8/13/2014	008332		KAR-GOR INC,			\$1,379.82
101.0000.21.542.64.31.030			7/15/2014	KI071423	PWST RAW MATERIALS	1,379.82	
76717	8/13/2014	010851		KENWORTH NORTHWEST INC,			\$984.19
101.0000.21.544.90.48.005			7/22/2014	LS3899	PWST CV#2121603 FULL SERVICE S	984.19	
76718	8/13/2014	009994		KPFF INC,			\$22,381.27
102.0010.22.595.30.41.017			7/15/2014	0714-113096	PWCP E1177 MADIGAN ACCESS 06/1	22,381.27	
76719	8/13/2014	000294		LAKWOOD REFUSE SERVICE,			\$6,087.77
001.0000.11.576.81.47.002			7/1/2014	5233511 7=6/14	PKFC 6/1-6/30/14 FT STEILACOOM	435.12	
001.0000.11.576.80.47.002			8/1/2014	5333777	PKFC 7/14 HARRY TODD PK SVCS	639.26	
101.0000.21.542.70.47.002			8/1/2014	5333941	PW INTERLAAKEN BRIDGE 07/14	39.92	
001.0000.98.518.35.47.002			8/1/2014	5334066	PWFC 6000 MAIN ST SW 07/14	937.07	
001.0000.11.576.81.47.002			8/1/2014	5334291	PKFC 7/14 FT STEILACOOM SVCS	884.46	
001.0000.98.521.50.47.002			8/1/2014	5334579	PWFC 9401 LKWD DR SW 07/14	472.95	
001.0000.11.576.80.47.002			8/1/2014	5334597	PKFC 7/14 AMERICAN LK SVCS	703.12	
001.0000.11.576.81.47.002			8/1/2014	5334729	PKFC 7/14 FT STEILACOOM SVCS	1,866.63	
001.0000.11.576.81.47.002			8/1/2014	5335274	PKFC 7/14 FT STEILACOOM SVCS	7.17	
101.0000.21.543.50.47.002			8/1/2014	5335281	PW 9420 FRONT ST S 07/14	102.07	
76720	8/13/2014	000300		LAKWOOD WATER DISTRICT,			\$803.18
001.0000.11.576.80.47.001			7/24/2014	20378-75741 7/14	PKFC 5/15-7/18/14 WA. PARK S/S	773.43	
101.0000.21.542.70.47.001			7/22/2014	17278-75739PW 07/22	PWST BP & 100TH 5/9-7/14/14	29.75	
76721	8/13/2014	007980		LAW ENFORCEMENT TRAINING ASSOC,			\$1,840.00
180.0000.19.521.21.49.003			8/12/2014	V8/03/14 REG.	V8/03/14 BARNARD, CROMMES, DIE	1,840.00	
76722	8/13/2014	010434		LEE, YOUNG			\$178.00
001.0000.02.512.51.49.009			7/29/2014	7/29/14	MC 7/29/14 INTERPRETER SVCS	178.00	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
76723	8/13/2014	000309		LES SCHWAB TIRE CENTER,			\$489.77
			7/25/2014	30500202078	PWST CV#2121011 TIRES INSTALLE	371.54	
			7/11/2014	30500199166	PKFC TIRE/VALVE STEM/BALANCE	118.23	
76724	8/13/2014	010474		LEWIS COUNTY CHEMICAL,			\$1,016.54
			7/10/2014	087850	PKFC CANLINERS	465.32	
			7/21/2014	088539	PKFC SUPPLIES	551.22	
76725	8/13/2014	009789		LYNNWOOD POLICE DEPARTMENT,			\$55.00
			7/1/2014	LPDAMT0004	PD SANDALL/ADV. MOTORCYCLE TRN	55.00	
76726	8/13/2014	004073		MACDONALD-MILLER FACILITY SOL,			\$766.89
			8/1/2014	PM040539	PWFC QTRLY MECHANICAL MAINT AT	766.89	
76727	8/13/2014	010959		MARVIN STEIN ASSOCIATES LLC,			\$7,090.85
			7/25/2014	53727	CM COORDINATE/DRAFT/PRINTS	403.45	
			6/27/2014	53664	CM ANALYSIS/SPACE PLAN	6,687.40	
76728	8/13/2014	004363		MCCAIN INC,			\$1,376.87
			6/27/2014	INV0177424	PWST RAW MATERIALS	544.81	
			6/30/2014	INV0177520	PWST RAW MATERIALS	832.06	
76729	8/13/2014	011001		MOBILE EQUIPMENT SYSTEMS, INC.,			\$2,000.00
			8/13/2014	1436	PD ARBITRATOR 360 INSTALLER TR	2,000.00	
76730	8/13/2014	007962		NATIONAL SAFETY INC.,			\$48.58
			7/24/2014	0381565-IN	PWST WORK GEAR	48.58	
76731	8/13/2014	000360		NEWS TRIBUNE,			\$3,676.71
			6/26/2014	1107226	CDPL 7/16/14 MTG NOTICE	365.17	
			6/19/2014	1093638	CDPL NOA LU140086	100.89	
			6/19/2014	1096864	LG ORD 586	236.53	
			6/19/2014	1097536	CDPL NOA LU1400109	111.61	
			6/5/2014	1076169	CDPL NOA LU1400097	68.73	
			6/5/2014	1076172	LG 6/16/14 MTG NOTICE	315.87	
			6/5/2014	1076195	LG 7/7/14 MTG NOTICE	218.81	
			6/5/2014	1076215	LG ORD 585	1,004.65	
			6/10/2014	1085245	PWCP E1177 RFP MADIGAN ACCESS	1,254.45	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
76732	8/13/2014	010743		NISQUALLY PUBLIC SAFETY,			\$30,823.32
001.0000.15.521.10.51.006			6/1/2014	4148	PD APRIL, 2014 JAIL SVCS	24,715.00	
001.0000.15.521.10.51.006				4320	PD APRIL, 2014 JAIL SVC CREDIT	-1,040.00	
001.0000.15.521.10.51.006			7/2/2014	1799	PD FEB, 2014 PRISONER MEDICAL	2,302.70	
001.0000.15.521.10.51.006			7/16/2014	1820	PD MAY, 2014 PRISONER MEDICAL	4,845.62	
76733	8/13/2014	008471		NOW ENVIRONMENTAL SVCS INC,			\$520.00
102.0006.22.595.30.41.040			7/9/2014	N14-0269	PWCP E1168 PRE RENOVATION SURV	520.00	
76734	8/13/2014	000376		OFFICE DEPOT,			\$92.30
001.0000.15.521.10.31.001			7/22/2014	1698796413	PD SUPPLIES	37.61	
001.0000.09.518.10.31.001			7/23/2014	1699130529	HR SUPPLIES	54.69	
76735	8/13/2014	001929		OMWBE,			\$150.00
101.0000.21.544.20.49.001			6/30/2014	3031311	PWST LOCAL OMWBE FEE 07/01/13-	150.00	
76736	8/13/2014	008302		PARAMOUNT ELECTRIC COMPANY,			\$328.20
001.0000.98.521.50.31.001			8/4/2014	25138	PWFC SUPPLIES	328.20	
76737	8/13/2014	010978		PHOENIX BUILDERS LLC,			\$8,762.12
182.0000.20.594.21.62.008			8/7/2014	7/18/14	PD METAL BLDG FINAL PAYMENT	8,762.12	
76738	8/13/2014	009867		PHUNG, NOVA			\$180.00
001.0000.02.512.51.49.009			8/7/2014	7/09/14	MC 7/9/14 INTERPRETER SVCS	180.00	
76739	8/13/2014	000420		PIERCE TRANSIT,			\$11,663.52
001.0000.98.542.65.51.001			7/31/2014	022971	PWFC 07/14 LKWD STATION SECURI	11,663.52	
76740	8/13/2014	010204		PROTECT YOUTH SPORTS,			\$36.00
001.0000.09.518.10.41.001			8/1/2014	314078	HR 07/14 NATIONAL COMBO SEARCH	36.00	
76741	8/13/2014	000445		PUGET SOUND ENERGY,			\$1,289.54
001.0000.11.576.80.47.005			7/31/2014	200001526637 7/14	PKFC 6/30-7/30/14 9222 VETERAN	40.42	
001.0000.11.576.80.47.005			7/31/2014	200004973653 7/14	PKFC 6/30-7/30/14 WOODLAWN SVC	133.51	
101.0000.21.542.63.47.006			7/31/2014	200006381095 PW	PWST 7819 150TH ST 07/01-07/30	43.73	
001.0000.11.576.81.47.005			7/24/2014	200001527346 7/14	PKFC 6/23-7/23/14 8714 87TH AV	19.14	
001.0000.11.576.81.47.005			7/24/2014	300000010896 7/14	PKFC 6/19-7/21/14 FT STEILACOO	313.21	
001.0000.11.576.81.47.005			7/24/2014	300000010938 7/14	PKFC 6/19-7/21/14 8802 DRESDEN	169.51	
001.0000.11.576.80.47.005			7/25/2014	220002793168 7/14	PKFC 6/24-7/24/14 8807 25TH AV	23.99	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
001.0000.11.576.81.47.005			7/22/2014	200001527551 7/14	PKFC 6/19-7/21/14 ANGLE LN RST	51.22	
101.0000.21.542.64.47.005			7/21/2014	300000005037 PW	PWST GL/VETERAN DR 6/1-6/30/14	428.10	
001.0000.98.521.50.47.011			7/18/2014	200008745289 PW	PWFC 9401 LKWD DR 6/18-7/17/14	66.71	
76742	8/13/2014	000449		PUGET SOUND REGIONAL COUNCIL,			\$16,172.00
001.0000.99.518.40.49.001			8/4/2014	2015039	ND PSRC DUES 07/01/14-06/30/15	16,172.00	
76743	8/13/2014	005559		PVP COMMUNICATIONS, INC.,			\$810.00
001.0000.15.521.70.35.010			7/31/2014	19827	PD MOTOR ONE HELMET INTERFACE	810.00	
76744	8/13/2014	005342		RAINIER LIGHTING & ELECTRICAL,			\$693.88
001.0000.98.542.65.31.001			7/30/2014	332676-1	PWFC SUPPLIES	236.31	
001.0000.98.521.50.31.001			8/4/2014	332937-1	PWFC SUPPLIES	63.24	
001.0000.98.521.50.31.001			8/6/2014	332988-1	PWFC SUPPLIES	144.41	
101.0000.21.542.64.31.090			7/29/2014	332594-1	PWST TOOL SUPPLIES	17.76	
101.0000.21.542.64.31.001			7/29/2014	332594-1	PWST SUPPLIES	232.16	
76745	8/13/2014	000464		RANGLES SAND & GRAVEL,			\$503.95
180.0000.19.594.21.63.042			7/23/2014	365273	PD UNCLASSIFIED FILL	503.95	
76746	8/13/2014	006225		RASCHKE, PHILLIP			\$500.00
001.0000.11.571.20.41.082			7/21/2014	7/21/14	PKRC LKWD PLAYHOUSE RENTL REIM	500.00	
76747	8/13/2014	010478		RICOH USA INC,			\$3,403.92
101.0000.21.543.50.45.004			8/21/2014	92879332	PWST RENT MPC3001 7/21-8/20/14	178.87	
001.0000.99.518.40.45.002			7/21/2014	92856051	ND 07/15-08/14/14 COPIER RENTA	3,029.78	
001.0000.15.521.10.45.002			7/24/2014	92867483	PD 7/18-8/17/14 C87008590 COPI	195.27	
76748	8/13/2014	010796		ROADWISE INC,			\$1,993.27
001.0000.11.576.81.41.001			7/31/2014	119443	PKFC LIQUID DUST CONTROL SPREA	1,993.27	
76749	8/13/2014	010997		SHAFFER, RACHAEL			\$80.00
001.347.60.00.000			8/13/2014	REFUND	PKRC TENNIS CANCELLATION REFUN	80.00	
76750	8/13/2014	010457		SMITH, STAFFORD L			\$750.00
001.0000.07.558.60.41.001			7/31/2014	07/31/14	CDPL 07/14 HEARING EXAMINER SV	750.00	
76751	8/13/2014	010447		SPECIAL SERVICES GROUP LLC,			\$1,200.00
180.0000.19.521.21.41.001			7/17/2014	7759	PD 9/11/14-9/11/15 COVERT TRAC	1,200.00	

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76752	8/13/2014	010954		SPECTRA LABORATORIES LLC,			\$30.00
401.0000.41.531.10.41.001			7/28/2014	91528	PWSW SAMPLING	30.00	
76753	8/13/2014	010911		STATEWIDE RENT-A-FENCE,			\$133.44
105.0000.15.559.20.41.036			7/31/2014	29171	AB RENT PANELS 07/25/14-010/25	133.44	
76754	8/13/2014	010842		SUPPRESSION SYSTEMS INC,			\$428.85
101.0000.21.543.50.41.001			8/11/2014	12605	PWST SEMI ANNUAL PM HALON FIRE	428.85	
76755	8/13/2014	009729		THE COMPLETE LINE LLC,			\$681.34
401.0000.41.531.10.31.001			7/21/2014	0160501-001	PWSW SUPPLIES	681.34	
76756	8/13/2014	011000		THURSTON COUNTY PROSECUTOR'S, OFFICE			\$50.00
001.0000.15.521.40.49.003			8/13/2014	DANLEY/HOMLES REG	PD DANLEY/HOLMES CONFERENCE RE	50.00	
76757	8/13/2014	010626		TIMCO INC,			\$12.41
101.0000.21.544.90.31.048			7/16/2014	254976	PWST REPAIR PARTS	12.41	
76758	8/13/2014	010640		TLO LLC,			\$27.00
001.0000.15.521.21.41.001			8/1/2014	212084 7/14	PD JULY, 2014 PERSON SEARCHES	27.00	
76759	8/13/2014	004621		TPCSC,			\$7,759.50
104.0000.01.557.30.41.001			7/31/2014	261	HM 2014 LODGING TAX GRANT	3,956.06	
104.0000.01.557.30.41.001			6/30/2014	253	HM 2014 LODGING TAX GRANT	3,803.44	
76760	8/13/2014	002509		VERIZON WIRELESS,			\$11,395.12
001.0000.01.511.60.42.001				9728738783	CC CREDIT PHONE SERVICE 06/17-	-56.00	
102.0000.22.544.20.42.001				9728738783	PWCP CREDIT PHONE SVC 06/17-07	-8.00	
401.0000.41.531.10.42.001				9728738783	PWSW CREDIT PHONE SVC 06/17-07	-8.00	
001.0000.07.558.60.42.001				9728770051	CDPL PHONE SERVICE CREDIT	-8.84	
001.0000.15.521.10.42.006				9729409769	PD 6/27/7/26/14 CREDIT	-31.99	
001.0000.15.521.22.42.006				9729409769	PD 6/27/7/26/14 CREDIT	-26.54	
001.0000.15.521.32.42.006				9729409769	PD 6/27/7/26/14 CREDIT	-15.95	
001.0000.11.576.81.42.001			6/16/2014	9728738785	PK 6/17-7/16/14 SVCS	990.71	
190.0000.52.559.31.42.001			7/16/2014	9728738783	CDBG PHONE SERVICE 06/17-07/16	57.86	
001.0000.03.513.10.42.001			7/16/2014	9728738783	CM PHONE SERVICE 06/17-07/16/1	108.12	
001.0000.03.557.20.42.001			7/16/2014	9728738783	CM PHONE SERVICE 06/17-07/16/1	53.40	
001.0000.04.514.20.42.001			7/16/2014	9728738783	FN PHONE SERVICE 06/17-07/16/1	36.78	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
001.0000.04.518.80.42.001			7/16/2014	9728738783	IT PHONE SERVICE 06/17-07/16/1	175.07	
001.0000.06.515.30.42.001			7/16/2014	9728738783	LG PHONE SERVICE 06/17-07/16/1	141.35	
001.0000.13.558.70.42.001			7/16/2014	9728738783	ED PHONE SERVICE 06/17-07/16/1	37.96	
001.0000.02.523.30.42.001			7/16/2014	9728738783	MC PHONE SERVICE 06/17-07/16/1	30.78	
001.0000.07.558.60.42.001			7/16/2014	9728738783	CDPL PHONE SERVICE 06/17-07/16	31.92	
102.0000.22.544.20.31.001			7/16/2014	9728738784	PWCP SUPPLIES	24.60	
401.0000.41.531.10.42.001			7/16/2014	9728738784	PWSW PHONE SERVICE 06/17-07/16	396.09	
101.0000.21.544.90.42.001			7/16/2014	9728738784	PWST PHONE SERVICE 06/17-07/16	85.47	
101.0000.21.543.10.42.001			7/16/2014	9728738784	PWST PHONE SERVICE 06/17-07/16	115.44	
101.0000.21.543.30.42.001			7/16/2014	9728738784	PWST PHONE SERVICE 06/17-07/16	79.46	
101.0000.21.542.64.42.001			7/16/2014	9728738784	PWST PHONE SERVICE 06/17-07/16	384.94	
102.0000.22.544.20.42.001			7/16/2014	9728738784	PWCP PHONE SERVICE 06/17-07/16	272.52	
001.0000.98.518.35.42.001			7/16/2014	9728738784	PWFC PHONE SERVICE 06/17-07/16	120.45	
001.0000.03.513.10.42.001			7/16/2014	9728738786	CM PHONE SERVICE	100.82	
001.0000.03.557.20.42.001			7/16/2014	9728738786	CM PHONE SERVICE	36.56	
001.0000.04.518.80.42.001			7/16/2014	9728738786	IT PHONE SERVICE	253.34	
001.0000.06.515.30.42.001			7/16/2014	9728738786	LG PHONE SERVICE	88.82	
001.0000.01.511.60.42.001			7/16/2014	9728738786	CC PHONE SERVICE	181.36	
102.0000.22.544.20.42.001			7/16/2014	9728738786	PWCP PHONE SERVICE	36.56	
401.0000.41.531.10.42.001			7/16/2014	9728738786	PWSW PHONE SERVICE	36.56	
001.0000.07.557.20.42.001			7/16/2014	9728770051	CDCE PHONE SERVICE 06/17-07/16	253.60	
001.0000.07.558.50.42.001			7/16/2014	9728770051	CDBL PHONE SERVICE 06/17-07/16	145.90	
001.0000.15.521.23.42.005			7/28/2014	9729455965	PD 6/29-7/28/14 COLD PHONE SVC	348.91	
001.0000.15.521.21.42.001			7/26/2014	9729399931	PD 6/27-7/26/14 SVCS	40.02	
001.0000.15.521.10.42.005			7/26/2014	9729409769	PD 6/27-7/26/14 SVCS	286.53	
001.0000.15.554.30.42.005			7/26/2014	9729409769	PD 6/27-7/26/14 SVCS	57.42	
001.0000.15.521.21.42.005			7/26/2014	9729409769	PD 6/27-7/26/14 SVCS	702.85	
001.0000.15.521.21.42.006			7/26/2014	9729409769	PD 6/27-7/26/14 SVCS	302.77	
001.0000.02.523.30.42.001			7/26/2014	9729409769	PD 6/27-7/26/14 SVCS	172.62	
001.0000.15.521.30.42.005			7/26/2014	9729409769	PD 6/27-7/26/14 SVCS	153.99	
001.0000.15.521.32.42.005			7/26/2014	9729409769	PD 6/27-7/26/14 SVCS	153.99	
001.0000.15.521.80.42.005			7/26/2014	9729409769	PD 6/27-7/26/14 SVCS	18.71	
001.0000.15.521.22.42.005			7/26/2014	9729409769	PD 6/27-7/26/14 SVCS	2,911.99	
001.0000.15.521.23.42.005			7/26/2014	9729409769	PD 6/27-7/26/14 SVCS	440.87	
001.0000.15.521.23.42.006			7/26/2014	9729409769	PD 6/27-7/26/14 SVCS	497.33	
001.0000.15.521.26.42.005			7/26/2014	9729409769	PD 6/27-7/26/14 SVCS	101.52	
001.0000.15.521.70.42.005			7/26/2014	9729409769	PD 6/27-7/26/14 SVCS	671.83	
001.0000.15.521.70.42.006			7/26/2014	9729409769	PD 6/27-7/26/14 SVCS	76.02	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
001.0000.15.521.21.42.001			7/26/2014	9729409769	PD 6/27-7/26/14 SVCS	336.63	
76761	8/13/2014	005048		WA ARCHITECTURAL HARDWARE,			\$5.70
001.0000.98.518.35.31.001			7/21/2014	14-134243	PWFC SUPPLIES	5.70	
76762	8/13/2014	010905		WAI, DOREEN			\$404.80
001.0000.02.512.51.49.009			7/29/2014	0021	MC JULY, 2014 INTERPRETER SVCS	404.80	
76763	8/13/2014	004622		WAPATO POLICE DEPARTMENT,			\$37,994.87
001.0000.15.521.10.51.006			8/1/2014	07-JC14	PD JULY, 2014 JAIL SVCS	17,730.00	
001.0000.15.521.10.51.006			8/1/2014	P4-JC14	PD JULY, 2014 PRESCRIPTION BIL	59.87	
001.0000.15.521.10.51.006			7/1/2014	06-JC14	PD JUNE, 2014 JAIL SVCS	20,205.00	
76764	8/13/2014	009100		WASHINGTON DEPT OF HEALTH,			\$40.00
001.0000.15.521.40.49.001			7/31/2014	DRAN.FX.60128171	PD ANML CTL DRUG REGISTRATION	40.00	
76765	8/13/2014	008042		WASPC,			\$8,560.47
001.0000.02.523.30.41.001			6/30/2014	EM2014-00341	MC JUNE, 2014 HOME MONITORING	2,690.70	
001.0000.02.523.30.41.001			5/31/2014	EM2014-00314	MC MAY, 2014 HOME MONITORING S	2,738.84	
001.0000.02.523.30.41.001			6/19/2014	INVO25825	MC SALES TAX DOR AUDIT	3,130.93	
76766	8/13/2014	000598		WATER MANAGEMENT LABORATORIES,			\$945.00
401.0000.41.531.10.41.001			7/24/2014	132633	PWSW WATER SAMPLING	945.00	
76767	8/13/2014	010834		WEED, FAY			\$340.20
001.0000.11.569.50.41.001			8/5/2014	6/24-7/31/14	PKSR 6/24-7/31/14 INSTRUCTOR F	340.20	
76768	8/13/2014	008259		WEST COAST INDUSTRIES,			\$11,060.00
001.0000.98.518.35.41.001			7/31/2014	7124	PWFC 07/14 CH CUSTODIAL SERVIC	1,320.00	
001.0000.98.542.65.41.001			7/31/2014	7125	PWFC 07/14 TRNST CNTR CUSTODIA	1,250.00	
001.0000.98.521.50.41.001			7/31/2014	7126	PWFC 07/14 PD CUSTODIAL SERVIC	2,990.00	
001.0000.98.518.35.41.001			7/28/2014	7121	PWFC 06/14 CH CUSTODIAL SERVIC	1,260.00	
001.0000.98.542.65.41.001			7/28/2014	7122	PWFC 06/14 TRNST CNTR CUSTODIA	1,250.00	
001.0000.98.521.50.41.001			7/28/2014	7123	PWFC 06/14 PD CUSTODIAL SERVIC	2,990.00	
76769	8/13/2014	010995		WHITWORTH PEST SOLUTIONS,			\$382.90
401.0000.41.531.10.41.001			7/23/2014	230122	PWSW APPLY LARVICIDE	191.45	
401.0000.41.531.10.41.001			7/23/2014	230123	PWSW APPLY LARVICIDE	191.45	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
76770	8/13/2014	010992		ZANELLA, ALISON			\$15.00
001.347.30.08.000			7/31/2014	REFUND	PKFC REFUND BOAT LAUNCH FEE/DO	15.00	
# of Checks Issued		222					
Total		\$1,153,849.64					



**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CITIZENS ADVISORY BOARD
Regular Meeting Minutes
WEDNESDAY – April 9, 2014
Lakewood City Hall, Conference Room 3A
6000 Main Street SW, Lakewood, WA**

CALL TO ORDER

Chair Edith Owen Wallace called the meeting to order at 5:35 p.m.

ATTENDANCE

Board Members Present: Chair Edith Owen Wallace, Michael Lacadie, Laurie Maus, Sharon Taylor, and Kathleen Lind

Board Members Not Excused: Helen Bloodsaw

Council Liaison Excused: Marie Barth

City Staff Present: Jeff Gumm, Martha Larkin

Guest Present: Michelle Morlan, National Development Council Director

APPROVAL OF FEBRUARY 26, 2014 MINUTES

LAURIE MAUS MADE A MOTION TO APPROVE THE FEBRUARY 26, 2014 CDBG CITIZENS ADVISORY BOARD MEETING MINUTES. THE MOTION WAS SECONDED BY SHARON TAYLOR. VOICE VOTE WAS TAKEN AND THE MOTION CARRIED UNANIMOUSLY.

PUBLIC COMMENTS

There was no one present who wished to comment.

NEW BUSINESS

Discussion and review of Curbside Motors Section 108 project and funding sources

Mr. Gumm reviewed the proposed Section 108 Curbside Motors project which would be located on 9915 – 10005 South Tacoma Way. He introduced Ms. Morlan who provided additional information about the project's eligibility, proposed loan structure, terms, and other funding provided through the Grow Pierce County Fund. Ms. Morlan also described how the public would benefit through the creation of jobs.

PUBLIC HEARING

Public Hearing on the proposed FY 2013 Fifth Annual Action Plan Amendment for the proposed \$700,000 Section 108 Loan Guarantee Application for the Curbside Motors project.

There was no one present who wished to comment.

MICHAEL LACADIE MADE A MOTION TO APPROVE THE FY 2013 FIFTH ANNUAL ACTION PLAN AMENDMENT FOR THE PROPOSED \$700,000 SECTION 108 LOAN GUARANTEE APPLICATION FOR THE CURBSIDE MOTORS PROJECT. THE MOTION WAS SECONDED BY LAURIE MAUS. VOICE VOTE WAS TAKEN AND THE MOTION CARRIED UNANIMOUSLY.

OTHER

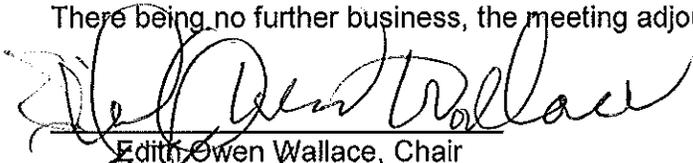
Mr. Gumm discussed the recent Habitat for Humanity open-house/dedication of 14826 Portland Ave. SW for the Wakianda/Wamagata family. The Wakianda/Wamagata family recently took ownership of their newly constructed residence, a four bedroom, two bath home in the Tillicum neighborhood. Attendees included John Caulfield, Lakewood City Manager; Jack Peters, Director, Office of Community Planning and Development, Region X; Genny Matteson, NSP Program Manager, Washington State Department of Commerce; Edith Owen Wallace, CDBG Citizens Advisory Board Chair; and Maureen Fife, Director, Tacoma-Pierce County Habitat for Humanity.

NEXT MEETING

The next meeting will be a City Council Public Hearing on the FY 2014 Annual Action Plan, held on April 21, 2014 in the Lakewood City Hall Council Chambers at 7:00 pm.

ADJOURNMENT

There being no further business, the meeting adjourned at 6:28 p.m.



Edith Owen Wallace, Chair

4/9/14
Date



**LAKWOOD ARTS COMMISSION
REGULAR MEETING MINUTES
MONDAY, JULY 7, 2014 4:30 PM TO 7:00 PM
Lakewood City Hall Conference Room 3A
6000 Main Street SW
Lakewood, WA 98499**

CALL TO ORDER

Arts Commission Chair Kat Flores called the meeting to order at 4:30 pm

ATTENDANCE

Arts Commission Members Present: Phillip Raschke; Retha Hayward; Susan Coulter; Jean Witte; Kat Flores; Barbara Vest; Marquita Hunt; Kurtiss Erickson

Arts Commission Members Absent: Werner Dillenburger; Jeff Greenwell; Sandra Calvillo; Robert Lawrence

Staff Present: Dennis Higashiyama, recreation coordinator; Suzi Riley, administrative assistant

City Council Liaison: Marie Barth

Guests: Stephanie Chmondeley; Soon Young

Introductions: Kurtiss Erickson is the newest member of the Arts Commission and was attending his first meeting. He shared that his parents were both teachers of the literary arts and it is in this area that his own artistic interests lie. He is currently an active duty Staff Sergeant based at Joint Base Lewis McChord who intends to live, work and raise his family in Lakewood so becoming more involved in the community is a priority.

Mr. Raschke introduced Su Keong who is working with him on the ArtsFEST event

GUEST PRESENTATION: Stephanie Chmondeley presented information on a tree program and public garden being developed in the Tillicum neighborhood of Lakewood. She indicated this project would create an opportunity to plant 'beauty' in the area through parking strip gardens and the creation of a mural art project. She was approaching the Arts Commission for their support and for possible future funding of the project through the Arts Commission budget.

Members explained that the Arts Commission budget is very limited and does not allow for direct donations, but they suggested that those involved in the Tillicum project apply for grants and secure military volunteers to help with the mural build-out.

It was suggested that this project be brought before the Commission in the future as it becomes more developed.

APPROVAL OF MINUTES: On a motion by Phillip Raschke and a second by Susan Coulter, the minutes of the June 2, 2014, meeting be approved as presented. The motion passed.

PUBLIC COMMENT: None

UNFINISHED BUSINESS:

SummerFEST Arts Commission Stage: Ms. Coulter finalized arrangements for performers on the Arts Commission Stage for the 2014 SummerFEST event scheduled July 12 from 11:00 am to 11:00 pm. Members expressed appreciation for the work she had done in lining up a full day of musical acts.

The two final hour long performances of the day will feature the 312th Army Band(s) from Kansas, and the Arts Commission coordinated with the Clover Park Kiwanis Club to provide a dinner meal for the band members. Arts Commission members volunteered to bring salads and desserts to round out the meal of hot dogs, chips and soda. The following members will bring food items: Kat – green salad; Susan-dessert; Retha – dessert; Jean-dessert; Marquita – salad; Suzi – cupcakes. Kurtiss Erickson offered to contact the military food services coordinators to determine if to-go meals could be secured to provide extra food for the military performers. He will coordinate his contacts with Mrs. Coulter.

Asian Film Festival: Mr. Raschke reported that the Asian Film Festival is scheduled at the Lakewood Playhouse August 1, 2 and 3. He has lined up significant advertising for the event including in the play program for Spamalot; e-mail blasts; radio commercials; Sub-Times; TNT; Ranger; and Volcano. Color posters have been printed and are displayed throughout the community.

Ms. Witte, Mrs. Hunt and Mrs. Flores volunteered to serve as ushers and will coordinate their time schedules with Mr. Raschke.

Community Garden: Mr. Higashiyama reported that work will soon commence on the garden gate entrance and the installation of Mr. Dillenburger's art piece.

Gateway Project: Mary Dodsworth updated Commission members on the proposed development of the community's gateway entry points. The Arts Commission spent a significant amount of its time in 2012 and 2013 on gateway points and in determining how public art might be incorporated into these sites and they understood this to be a Council assigned task. Over two years, the Council has changed its vision for gateway entry points and believes now that

they may not be the best locations for 'public art' which cannot be fully appreciated from a car going 35 mph through busy intersections.

A Gateway Team was formed and included representatives from city departments, architects, transit authorities and community Boards. A member of the Arts Commission was named to this team. When scheduling conflicts prevented regular participation, another member was asked to participate. Mr. Raschke and Ms. Hayward participated in the public discussion forum. Mr. Higashiyama and Ms. Riley also participated in all of the Gateway meetings and were able to share views and opinions previously expressed at Commission meetings.

All of the current entry way signage into Lakewood was studied and it was determined that consistency in form and in style were going to be important over the long-term – and the question that was asked was what did you want to see if you came back to Lakewood in 10 or 20 years? The answer was always that you had arrived at a special place – and you knew when you had arrived at its borders.

Through a standard process, a design plan for the first gateway was established and cost estimates and timelines are being developed at this time. It is hoped that the new Bridgeport Way and Pac Highway gateway can be in place prior to the U.S. Open Golf Tournament scheduled in June, 2015.

Operating Budget 2015-2016. The City's progress in setting its bi-annual budget is proceeding. All of the review and analysis of the 2014 budget has been completed, and the money that we have had to spend on 2014 projects was allowed. The 2014 budget – and the 2015-2016 budgets - all allocated \$2000 for Arts Commission projects. If new projects are proposed and supported and funding is needed to develop them, the amount of \$2000 is set, so it means that other long-term projects may need to be removed from our work plan since the budget is finite.

Joint Meeting with the City Council. The Arts Commission is scheduled to meet with City Council members on Monday, October 13, 2014, at 7:00 pm. Members were encouraged to get this date on their calendars so that the Commission and its successes and needs can be shared with the Council.

Recruitment: The Arts Commission continues to have open positions. Members were asked to continue their efforts to find additional committed residents who share a passion and knowledge of literature, photography, music, painting, sculpting, drawing, film, stage - the arts!

Martin Luther King, Jr. Essay Competition Update: The contest for the 2015 MLK Day event was held in the spring to take advantage of the social studies curriculum studied by high school juniors at that time. The students are more

knowledgeable of the Civil Rights movement through that curriculum and more qualified to write to the essay topic. Twenty-four essays were submitted with the bulk coming from Harrison Prep and others from Clover Park High School. One first place award and three honorary mention awards will be given out at the January 17, 2015, MLK event. This year, a march at Clover Park Technical College and the Sharon McGavick Center will lead off the event.

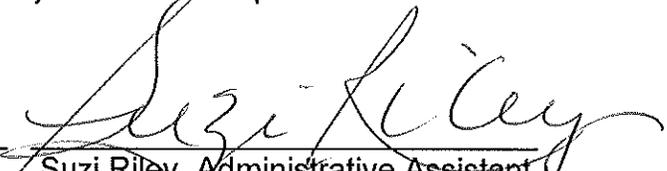
ArtsFEST 2015 Planning Meeting: The next meeting is scheduled July 16, 2014, at 9:00 am in room 1E of Lakewood City Hall.

Literary Month 2014 – Lakewood Reads: Though usually held in September each year, the celebration will be delayed until October due to the remodeling of the Lakewood Library scheduled in September. Mrs. Vest will lead this program. Ms. Riley offered to help create art work for the display cabinet at the library.

ADJOURNMENT: Ms. Hayward and Ms. Coulter moved and seconded to adjourn the meeting. The meeting was adjourned at 6:04 pm



Kat Flores, Chair



Suzi Riley, Administrative Assistant

	<p>PLANNING ADVISORY BOARD REGULAR MEETING WEDNESDAY, April 2, 2014 Council Chambers 6000 Main Street SW Lakewood, WA 98499</p>
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Call to Order

The meeting was called to order at 6:30 p.m.

Roll Call

Planning Advisory Board (PAB) Members Present:, Don Daniels, Chair; Jeff Brown, Paul Calta, Bob Zawilski, Doug Babbit, Jim Taylor

PAB Member Excused: Connie Coleman-Lacadie

Staff Present: Dave Bugher, Assistant City Manager-Development; Dan Catron, Principal Planner, Staci Vukovich, Recording Secretary

Council Liaison Present: None

Approval of Minutes:

Minutes of the meeting held on March 19, 2014, were unanimously approved M/S/C Zawilski/Babbit

Changes to Agenda – Item #8 on the agenda was moved after Item #6.

Public Comments – None

Public Hearing - None

Unfinished Business – Resolution of Intent to Amend Comprehensive Plan and Zoning Designations for 7701 Ruby Drive SW, Lakewood. Mr. Bugher reminded the PAB that this issue was before to them on March 19 at which time the PAB considered a letter from the Oakbrook 4th Addition Home Owners Association to amend the comprehensive plan and zoning classification for the subject property. The amendment would go from multi-family to single family and zoning from MF1 to R3. Public testimony was taken at that meeting and the PAB asked staff to come back with a resolution of intent.

Mr. Zawilski asked Mr. Bugher for a synopsis of things thus far. Mr. Bugher replied that if the PAB were to not approve the resolution, the City of Lakewood Community Development Department would continue to process the current application. There are other project documents and applications

that go with the SEPA checklist which have not been submitted. If the PAB approves the resolution, the Community Development Department will process the permits when submitted and they will be considered with staff initiated amendments of the comprehensive plan in October.

Mr. Babbit commented that if the apartments are built, it will destroy the concept of what Oakbrook is. He believes a three story apartment building in Oakbrook would be outrageous.

Mr. Daniels allowed representatives from each side to testify for 10 minutes each. Mr. Linn Larsen, Lakewood resident, spoke on behalf of the developer as well as Mike Bower and Jake Sampson. Kent McCulloch spoke on behalf of the Oakbrook 4th Addition as did Mr. Virgil Wells,

Bob Zawilski: Made motion to adopt the resolution of intent.

Jim Taylor: Seconded the motion. He stated that the project would be a better fit in other places in Lakewood rather than in Oakbrook. He also commented that it changes the overall demographics of the community and in his opinion, devalues existing homes.

Jeff Brown: He discussed density. Brown noted that the density of the proposed project was 22 DUA. He queried the developer as to the density of some of the surrounding multifamily projects. Developer's agent responded. The density of the Oakbrook condominiums/apartments to the east of the subject property was 24 DUA. The density of the condominiums across the street on Zircon was 5.69 DUA.

Paul Calta: The subject property has been zoned MF1 for a long period of time. To suggest changing the zoning because of vocal public outcry once a development project is immanent sends the wrong message. Such action may impede residential developers from wanting to develop property in Lakewood.

Don Daniels: Daniels did not like the project because it was three stories in height. However, the property has been zoned MF1 since 2001. He commented on the public notification process used to establish the MF1 land use designations previously. He stated the City had practiced "due diligence."

Doug Babbit: Mr. Babbit indicated that he had lived in Oakbrook for many years. He commented that who is to say whether or not MF1 zoning was the right decision at that time; things change. He believed that the density on this site was inappropriate.

Jeff Brown: He commented that there are two sides here, both with compelling arguments. He agreed that the project should be at a lesser density, but at the same time he did want to deny the development project.

He further commented that if this resolution were adopted it would not deny the developer from moving forward with his project.

AYES: Brown, Babbit, Zawilski, Taylor
NOES: Calta, Daniels
EXCUSED: Coleman-Lacadie

Mr. Bugher informed the PAB that a vote does not stop the planning department from continuing to process the developer's application. This places the property on a docket to perform comprehensive plan and zoning amendments as part of the 2014 process. This will not come back to the PAB until the fall of 2014 and will be one of many amendments that the PAB will be reviewing as a part of the 2015 comp plan update.

New Business: Update of the Subdivision Code. Mr. Catron stated that this item relates to the document that was distributed to the PAB at the last meeting. New material includes background SEPA information and a clean version of the updated subdivision code. Mr. Catron stated that most of the updated material is administrative and procedural in nature, however new material is added, primarily with regard to defining legal lots of record. Mr. Catron stated that the city is often addressing "skinny mini" lots that were platted around the turn of the century. These lots are typically 25' wide by 125' long. They are primarily located in Tillicum, Lake City and South of Custer Road. Currently, when a developer comes in to develop several skinny mini lots, the city requires the lots to be formally merged. The county doesn't necessarily agree with the city's methods. Mr. Catron stated that the update tried to reflect both current city practice and state law, and tries to integrate the two. A public hearing is proposed to be held at the PAB meeting on May 7.

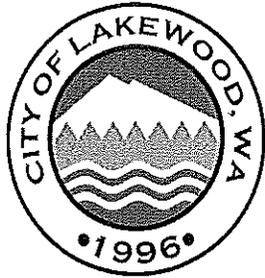
Reports from Board Members and Staff: Mr. Bugher introduced Andrea Bell, who is a new Assistant Planner in the Community Development Department. Mr. Bugher reported that interviews were conducted for hiring a consultant for the Community Visioning Process, a selection is underway. Mr. Bugher reported that he is working on communal housing regulations to find a way to address property owners who rent out their bedrooms to unrelated individuals. Mr. Bugher shared a Power Point presentation regarding Economic Development that was shown previously to the city council.

Meeting Adjourned: 7:58 p.m.

Next Meeting: The next PAB meeting is May 7, 2014

Don Daniels, Chair
Planning Advisory Board

Staci Vukovich, Secretary
Planning Advisory Board



**PLANNING ADVISORY BOARD
REGULAR MEETING
WEDNESDAY, May 21, 2014
Council Chambers
6000 Main Street SW
Lakewood, WA 98499**

Call to Order

The meeting was called to order at 6:30 p.m.

Roll Call

Planning Advisory Board (PAB) Members Present:, Don Daniels, Chair; Bob Zawilski, Jim Taylor, Connie Coleman-Lacadie, Jeff Brown.

PAB Member Excused: Doug Babbit, Paul Calta.

Staff Present: Dave Bugher, Community Development Director; Dan Catron, Principal Planner; Andrea Bell, Assistant Planner.

Council Liaison Present: Mary Moss

Approval of Minutes:

Minutes of the meeting held on May 7, 2014, were unanimously approved M/S/C Zawilski/Taylor

Changes to Agenda – No changes to agenda however Mr. Bugher will be presenting additional information and handouts regarding joint meeting with City Council to be held on May 27, 2014.

Public Comments – None

Subdivision Code Public Hearing – Continuance of public hearing from May 7, 2014 regarding Subdivision Code Update LMC Title 17. Jerimiah Lefranca from Master Builders Association thanked the board for the hearing continuance and stated that the City had full support from Master Builder's regarding the update to the Subdivision code. Hearing no further comments, the board took action on the update with a first from Mr. Jeff Brown and a second from Mrs. Connie Coleman-Lacadie.

AYES: Daniels, Zawilski, Taylor, Coleman-Lacadie, Brown

NOES: None

EXCUSED: Babbit, Calta

Communal Housing Regulations-Public Hearing- Chairman Daniels opened the public hearing. Public comments were received from Glen Spieth who reviewed the Communal Housing Regulations and believed everything was in reason.

Mr. Zawilski asked Mr. Bugher for a synopsis of the Communal Housing Regulation process if he were to consider hosting two students from Pierce College. Mr. Bugher responded that as long as the homeowner resides in the home, the regulations do not apply. However, if the home owner will not be residing in the residence in which rooms are being rented, there must be compliance with the code.

Upon closure of the hearing, Mr. Bugher addressed Mr. Daniels that there appeared to be a problem with the definition of family as stated in the staff report on page 9 of the ordinance. The correct definition was supposed to match that of Issaquah, WA, which it did not. Mr. Bugher stated the importance of the error being corrected and thus suggested to open the hearing, close the hearing and revisit it at the next meeting when the error is corrected. Mr. Daniels agreed .

Unfinished Business: None

New Business: None

Reports from Board Members and Staff: Mr. Bugher presented handouts for the joint meeting with City Council to take place on May 27, 2014. These handouts touched on the highpoints of the City work plans for part of 2013, 2014 and work to be done in 2015. Mr. Bugher also presented updates regarding the multi-family tax credit program in Springbrook, the update to the City's transportation element, the City's continued work with Habitat for Humanity in Tillicum and the housing forum which took place on April 15, 2014.

Mr. Daniels asked Mr. Bugher for his thoughts on the success of the housing forum and the opportunities it may have opened for the City. Mr. Bugher responded, stating that the forum brought to light the perception issues within the City, especially related to Lakewood's low income housing and populations and recommended that the City could do a better job reporting its statistics. However, all comments and recommendations for improvements were welcomed.

Mr. Daniels and Mrs. Coleman-Lacadie inquired about new potential development, such as restaurants, proposed for locations within the Lakewood Town Center. Mr. Bugher replied that potential developers and clients were still exploring options and working with different departments in the City; however, no permits have been officially submitted.

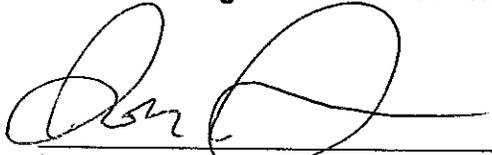
Jim Taylor: Mr. Taylor had a question for Mr. Bugher regarding a demolition that took place at 8311 Orchard St. in Tillicum and wondered if it was part of the

Habitat for Humanity Program. Mr. Bugher responded no, he does not believe it is a property of Habitat for Humanity.

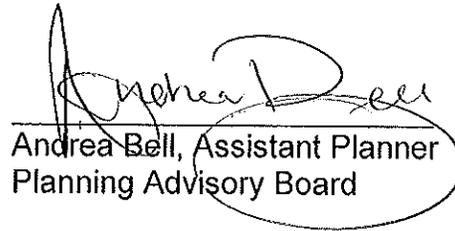
Mr. Bugher informed the board about Curbside Auto who will be moving into Lakewood on South Tacoma Way. City Council is supportive of the project and the City will be receiving a revenue stream from the loan once the project is complete.

Meeting Adjourned: 6:54 pm

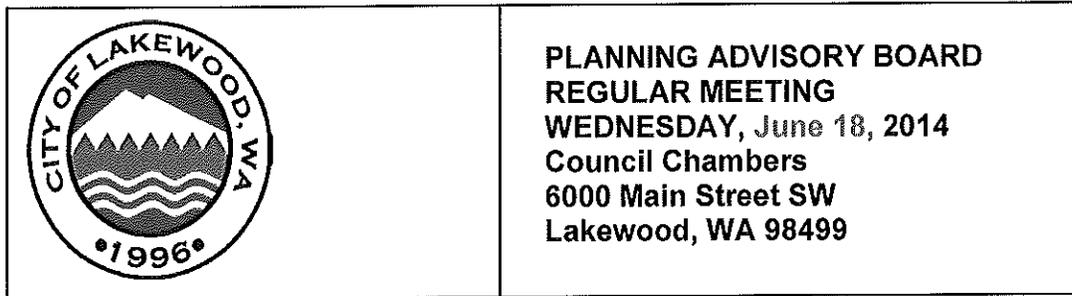
Next Meeting: The next PAB meeting is June 18, 2014



Don Daniels, Chair
Planning Advisory Board



Andrea Bell, Assistant Planner
Planning Advisory Board



Call to Order

The meeting was called to order at 6:30 p.m.

Roll Call

Planning Advisory Board (PAB) Members Present:, Don Daniels, Chair; Bob Zawilski, Connie Coleman-Lacadie, Jeff Brown, Paul Calta.

PAB Member Excused: Doug Babbit, Jim Taylor

Staff Present: Dave Bugher, Community Development Director; Dan Catron, Principal Planner; Andrea Bell, Assistant Planner.

Council Liaison Present: Paul Bocchi

Approval of Minutes:

Minutes of the meeting held on May 21, 2014, were unanimously approved M/S/C Zawilski/Taylor

Changes to Agenda – None

Public Comments – None

Public Hearing: None

Unfinished Business:

Communal Housing Regulations: Dave Bugher provided clarification on the Communal Housing Regulations that were previously brought before the board. The board was encouraged to recommended adoption of these regulations to the City Council but there was an error regarding the definition of the word “family” which has now been corrected and is referenced on page 9 under part C of the regulations. Mr. Bugher explained that no other changes were made and that staff is asking the board to recommend approval to the City Council regarding this matter.

Motion to approve Communal Housing Regulations draft resolution # 2014; M/S/C Brown/Zawilski

AYES: Daniels, Zawilski, Brown, Calta, Coleman-Lacadie

NOES: None

EXCUSED: Babbit, Taylor

Shoreline Management Plan- Mr. Catron presented to the board that the Department of Ecology (DOE) has approved the updated SMP with some required and some recommended changes. Most of these changes were clerical in nature. Mr. Catron presented some of these changes to the board in order to provide clarification. He also stated that if the board is in favor of the mentioned changes that staff would recommend that they make a statement on the record that they have reviewed them and they have no objections.

Mr. Zawilski inquired about whether or not the updated SMP would affect Lake Waughop in any way. Mr. Catron replied that he did not believe it would. Mr. Bugher interjected and explained that section G of the updated SMP addressed Waughop Lake.

Mr. Daniels requested clarification on SMP change MM relating to restoration of shoreline vegetation that has been eliminated or degraded. Mr. Catron provided clarification. Mr. Bugher provided additional clarification regarding the change and referenced the example of the Eagle Point Subdivision.

Mr. Brown questioned if grating on docks and piers would not be necessary for American and Gravelly Lake and was interested if the board should address that motion in regards to change JJ. Mr. Daniels inquired with staff if this issue should be addressed separately. Mr. Catron explained that if the board would like to put a statement as such in the record, it could be used in the future to bolster the City's position and that it would in fact be consistent with what staff has already recommended

Mr. Brown motioned to accept the recommendation for the SMP update as presented with the condition that the grated decking not be required for American or Gravelly Lake.

Motion to accept changes and send back to the City Council; M/S/C Brown/Zawilski

AYES: Daniels, Zawilski, Brown, Calta, Coleman-Lacadie

NOES: None

EXCUSED: Babbit, Taylor

New Business: None

Reports from Board Members and Staff: Dave Bugher discussed the reorganization of the South Sound Military community's partnership to modify the work plan pertaining to sustainability and the future. The board will not be directly involved in this but Mr. Bugher thought it should be brought to the boards' attention. Mr. Bugher also announced the hiring of the City's new administrative assistant, Lisa Sanchez, who will

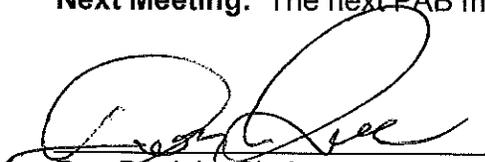
be starting in July 2014. Further discussions also included Mr. Bugher's continuous work on the budget as well as current pending projects within the City and permit flow.

Mr. Daniels inquired about consolidation of the Planning Advisory Board. Mr. Bugher explained that the subject has been discussed and that there is a possibility of it in the future. Mr. Daniels also inquired about the Ruby Drive project and its current status. Mr. Bugher stated that there was currently some monetary issues that were recently resolved and that the demolition permit was pending.

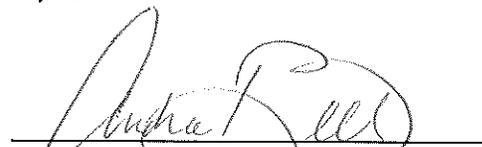
Mr. Brown inquired with Mr. Bugher about the opportunity of new development in the Lakewood Town Center. Mr. Bugher explained that the Community Development Department has approved a two-phased site development permit process for some redevelopment in the town center which will include three new restaurants. He explained that that project continues to move forward but there are currently some issues regarding open space and/or landscaping.

Meeting Adjourned: 6:59 pm

Next Meeting: The next PAB meeting is July 16, 2014



Don Daniels, Chair
Planning Advisory Board



Andrea Bell, Assistant Planner
Planning Advisory Board



**Human Services Funding Advisory Board
Regular Meeting Minutes
Thursday, June 5, 2014**

**6000 Main Street SW
Lakewood, WA 98499**

CALL TO ORDER

Ms. Green called the meeting to order at 4:00 p.m.

ATTENDANCE

Board Members Present: Ms. Mary Bohn, Mr. Paul Calta, Dr. Catherine Forte, Ms. Mary Green, Mr. Barry Hackett, Ms. Susan Hart and Ms. Christine Turner

Absent: Mr. Anthony Gomez

City Council Liaison: Mike Brandstetter

Staff Member Present: Karmel Shields

CALL TO ORDER

Ms. Shields called roll.

APPROVAL OF MINUTES

Ms. Turner moved to approve the May 15, 2014 minutes of the Human Services Funding Advisory Board as written. Ms. Hart seconded the motion. The minutes were approved unanimously.

PUBLIC COMMENTS

NONE

UNFINISHED BUSINESS

Funding Criteria

Ms. Shields presented the draft application criteria with scores for each application section. The application would be based on a 100-point scale. The sections were weighted according to the expressed values made by the Board and the Council. The final application criteria will result in a rating sheet and an application form.

The Board then considered each section and discussed if the scores represented our intent to evaluate applications. It was also discussed that the application materials contain key Council objectives of ensuring funds are used efficiently, there is a clear return on investment, and that real success can be achieved. Dr. Forte also noted Council expressed interest in the applicant's capacity to leverage additional resources in order to make a significant impact on the identified need.

Weighting Proposal Criteria

After close consideration, points were awarded to each application section and scoring criteria for application questions were developed. The application scoring is weighted in the following way.

Impact on Community Need	23 %
Client Interaction and Program Design	20%
Service Measures and Program Outcomes	15%
Partnerships and Collaboration	12%
Organizational Structure and Service Capacity	10%
Financial Statements and funding request	20%

Grant Award Levels

The Board determined that the minimum grant award would be \$6,000 and the maximum level of support for any one program would be \$24,000.

NEW BUSINESS

Allocations Timeline

The Board discussed the tentative timeline for the allocations process. Ms. Green noted that applicant interviews were scheduled after the proposals had been ranked by the Board members. It is recommended by staff to interview a subset of the applications as a way to determine funding levels, rather than interview all the applicants. This is a change to the previous process.

Ms. Shields inquired as to the purpose of the interviews. Ms. Turner expressed how the interviews were important to gain a better understanding of who will be working on the City’s behalf. Dr. Forte and Mr. Calta expressed concern of having members dedicate two full days to this part of the process.

Ms. Green requested that we call meeting the applicants “presentations” rather than interviews, and that these presentations happen before the ranking the proposals and determining grant award levels.

After some discussion about dates and conflicting schedules the following tentative timeline was agreed upon.

June 23	Council approval to move forward on Strategic Focus Areas: Housing, Stabilization Services, Access to Health and Human Services and Emotional Supports
June 30	Needs Analysis Report published
July 1	Request for Proposal Announced and Released
July 9	Application Workshop & Bidder’s Conference
August 18	RFP applications due on e-Cimpact (5:00 pm)
August 21	HSFAB Training on e-Cimpact
September 10 & 11	Program Presentations (9:00 am to 3:00 pm)
September 18	HSFAB members complete individual scores
September 24	HSFAB meets to review results and rank proposals (4:00 pm)
October 16	HSFAB proposes funding levels for each grant award
November 13	HSFAB prepares funding recommendations for Council
November 24	HSFAB study session with Council
December 1	Council Action on 2015 human services funding recommendations
December 8	Award letters mailed
December 15 – 31	Contract negotiations
January 9, 2015	Contracts in place

OTHER BUSINESS

None

ADJOURNMENT

There being no other business, Ms. Turner moved that the board adjourn. Dr. Forte seconded the motion. The motion passed and Ms. Green adjourned the meeting at 5:40 p.m.

Mary Green
Ms. Mary Green, Board Chair

8/21/2014
Date

Karmel Shields
Ms. Karmel Shields, HS Coordinator

8/21/14
Date



To: Mayor and City Councilmembers
From: Tho Kraus, Assistant City Manager/Finance & Administrative Services
Through: John J. Caulfield, City Manager *John J. Caulfield*
Date: September 2, 2014
Subject: Draft Financial Policies (Revised to Include Interfund Loans Policy)

BACKGROUND

The financial integrity of our City government is of utmost importance. The establishment of financial policies will promote the fiscal health of the City of Lakewood, as well as cost effective and efficient delivery of services to our citizens.

The benefits of written, adopted financial policies include:

- Assist the City Council, City Manager and leadership in the financial management of the City;
- Save time and energy when discussing financial matters;
- Increase public confidence and credibility with investors and bond rating agencies;
- Provide continuity over time as elected officials, the City Manager and leadership change; and
- Provide a means for dealing with fiscal emergencies.

These policies should be reviewed annually and reaffirmed by the City Council at least once every two years, as part of the biennial budget process.

DRAFT FINANCIAL POLICIES & NEXT STEPS

Although the City Council has been briefed on elements of the Fund Balance Reserve Policy, this memo and the attached comprehensive draft financial policies is the first of a series of formal discussions on the topic. Additionally, included in this report are financial policies from neighboring and/or similar size cities.

City Council may choose to add, delete and/or make modifications to the draft financial policies.

Other dates scheduled for City Council review and approval of the draft financial policies are:

- September 2, 2014 Regular City Council Meeting for Review
- September 15, 2014 Regular City Council Meeting for Adoption

CITY OF LAKEWOOD DRAFT FINANCIAL POLICIES

OPERATING BUDGET

The objective of the operating budget policy is to ensure the appropriate levels of City services at reasonable costs.

Biennial Budget Document. The budget should be a performance, financing and spending plan agreed to by the City Council, City Manager and Department Directors. It should contain information and data regarding expected revenues, expected expenditures and expected performance. The budget should be developed using a performance based, results oriented approach that incorporates line items, zero-based, programs, and priorities of governments.

- As a comprehensive business plan, the budget should provide the following critical elements recommended by the Government Finance Officers Association: public policies, financial plan, operations guide, and communications device.
- The City's budget presentation should display the City's service delivery/performance plan in a City Council/constituent-friendly format. Therefore, the City will use a program budgeting format to convey the policies for and purposes of City operations. The City will also prepare the line-item format materials for those who wish to review that information.

Goals to Guide Preparation. The City will prepare and annually refine written policies and goals to guide the preparation of performance, financing and spending plans for the City budget. Adopted budgets will comply with the adopted budget policies and City Council priorities.

Long Range Forecast. With each budget, the City will update expenditure and revenue projections for the next six years. Projections will include estimated operating costs for capital improvements that are included in the capital budget. This budget data will be presented to the City Council in a form that will facilitate budget decisions, based on a multi-year perspective. This forecast is intended to be an internal planning tool and shall be included in the biennial budget document and updated at least annually as part of the adopted budget process in the even years and the mid-biennial review in the odd years.

Capital Projects. Decision making for capital improvements will be coordinated with the operating budget to make effective use of the City's limited resources for operating and maintaining facilities.

Balanced Budget. The City will adopt a balanced budget for all funds. Balanced budget for operating funds means ongoing operating program costs do not exceed the amount of ongoing revenues to finance those costs. The ongoing revenue will be identified along with new program costs including impact from new capital projects. Any available carryover balance will only be used to offset one-time or non-recurring costs. Balanced budget for non-operating funds means total resources equal to or exceed total uses.

Excess Cash Balances. Cash balances in excess of the amount required to maintain General and Street Operations & Maintenance Fund reserves may be used to fund one-time or non-recurring costs.

Department Director Responsibility. All Department Directors will participate in the responsibility of meeting policy goals and ensuring long-term financial health. Under the City Manager's direction, Department Directors have primary responsibility for: formulating budget proposals in line with City Council priority and direction; and implementing those proposals once they are approved.

Citizen Involvement. Citizen involvement shall be encouraged in the budget decision making process through public hearings and study sessions.

Nonprofit Organizations. Funding decisions regarding nonprofit organizations shall be based on policy guidelines and priorities determined by the City Council and availability of funds.

Budgetary Controls. Legal budgetary control is established at the fund level, i.e., expenditures for a fund may not exceed the total appropriation amount. Any unexpended appropriation balances for annually budgeted funds lapse at the end of the year. Appropriations for other special purpose funds that are non-operating in nature are adopted on a "project-length" basis and, therefore, are carried forward from year to year without re-appropriation until authorized amounts are fully expended or the designated purpose of the fund has been accomplished.

Quarterly Financial Reports. The budget will be produced so that it can be directly compared to the actual results of the fiscal year and presented in a timely quarterly report. All budget amendments, both revenues and expenditures, will be noted in the quarterly financial report.

FUND BALANCE

The objective of the fund balance policy is to provide adequate working capital for cash flow and contingency purposes.

General Fund. The General Fund ending fund balance reserves shall be 12% of the combined General and Street Operations & Maintenance Funds operating revenues. These reserves are as follows:

- *2% General Fund Contingency Reserves:* The purpose of this reserve is to accommodate unexpected operational changes, legislative impacts, or other economic events affecting the City's operations which could not have been reasonably anticipated at the time the original budget was prepared. The City Council will determine how the Contingency Reserves are spent.
- *5% General Fund Ending Fund Balance Reserves:* The purpose of this reserve is to provide financial stability, cash flow for operations and the assurance that the City will be able to respond to revenue shortfalls with fiscal strength.
- *5% Strategic Reserves:* The purpose of this reserve is to provide some fiscal means for the City to respond to potential adversities such as public emergencies, natural disasters or similarly major, unanticipated events.

Enterprise Funds. The City shall maintain a minimum cash balance in its enterprise funds equal to 17% of operating expenses (equivalent to two months of operating expenses). This balance shall be maintained to ensure adequate maintenance reserves and cash flow. Balances in excess of 17% may be utilized for capital projects.

Internal Service Funds. The City shall maintain a balance equivalent to the accumulated replacement reserves at year-end for those internal service funds that collect replacement reserves. Replacement reserves based on estimated replacement value will be established for fleet and equipment when the need will continue beyond the estimated useful life, regardless of whether the vehicle or equipment is acquired via lease, gift, grant or purchase. An equal amount will be included in the service charges paid by the user department to the Fleet and Equipment Fund during the expected life of the asset.

The City shall maintain separate internal service funds to account for the activities of Fleet and Equipment, Property Management, Information Technology, and Risk Management. The City shall

establish replacement reserves for information technology related equipment and property management related to facilities no later than year 2020.

All Other Funds. The appropriate balances shall be the amount needed to maintain positive cash balances throughout the year.

Use of Fund Balances. Fund balance is the cumulative years' excess or deficit of all revenues and expense. Available fund balances shall not be used for ongoing operating expenditures, unless a determination has been made that available balances are in excess of required guidelines and plans have been established to address any future operating budget shortfalls. Emphasis shall be placed on one-time uses that achieve future operating cost reductions and/or service level efficiencies.

Timeline. The timeline to achieve the target reserves is no later than December 31, 2016.

Replenishing General Fund Balance. The fund balance shall be replenished within one to two years depending on the reserve fund. The 2% General Fund Contingency Reserves and 5% General Fund Ending Fund Balance Reserves shall be replenished within one year while the 5% Strategic Reserves shall be replenished within 2 years. The sources for replenishment shall be via expenditure control, expenditure savings, one-time revenues and/or excess revenues.

REVENUE

The objective of the revenues policy is to ensure that funding is derived from fair, equitable, defensible, and adequate resource base, while minimizing tax burdens.

Revenue Estimates. Revenues shall be estimated conservatively so as not to introduce regular shortfalls in individual revenue accounts. Revenue estimates shall not assume excess growth rates. Real growth that occurs will be recognized through budgetary adjustments only after it takes place. This practice imposes short term constraint on the level of public goods or services. However, in the event that revenues are less than expected, it minimizes the likelihood of severe cutback actions which may be profoundly disruptive to the goal of providing a consistent level of quality services.

Revenue Diversification. The City shall maintain a stable and diverse revenue system to shelter programs and services from short-term fluctuations in any single source of revenue. Services that have a city-wide benefit shall be financed by revenue sources generated from a broad source such as property tax, utility tax and sales tax. Services where the customer determines the use shall be financed by a combination of broad-based revenues as well as user fees and charges.

Fees. Fees shall be phased toward covering 100% of the cost of service delivery, unless such amount prevents an individual from obtaining an essential service. Fees or service charges should not be established to generate money in excess of the cost of providing service. Fees may be less than 100% if other factors (e.g. market forces, competitive position, etc.) need to be recognized.

User Charges. User charges for enterprise services such as the Surface Water management Fund shall be set at rates sufficient to finance all direct and indirect operating, capital, reserve/working capital, and debt service. Overhead expenses and general government services provided to the enterprise activities shall be included as indirect costs. Rates shall be set such that the enterprise fund maintains a positive cash position throughout the year and provide for sufficient reserves as determined by the fund balance policy.

Use of One-Time/Unpredictable Revenues. The City shall not utilize one-time revenues for recurring operating expenditures. One-time revenues include, but are not limited to: proceeds from the sale of land or surplus equipment, legal settlements, or revenue windfalls.

Investment Income. Investment income earned through the City's investment pool shall be budgeted based upon the allocation methodology, i.e. the projected average monthly balance of each participating fund.

Grants. Grant applications to fund new services/programs will be reviewed by the City as they become available, with due consideration being given to whether locally generated revenues will be required to support these programs when outside funding is no longer available.

EXPENDITURES

The objective of the expenditure policy is to prioritize services, establish appropriate levels of service, and administer the resources to ensure that fiscal stability is attained and that services are delivered in an effective and efficient manner.

Operating Funding Basis. Operating expenditures shall be budgeted and controlled to not exceed operating revenues.

Operating Deficits. Immediate corrective action should be taken if at any time during a fiscal year expenditures are projected to be greater than projected revenues at year-end. Corrective actions could include, but are not limited to expenditure reductions, fee increases, or new revenues.

Capital Asset. Capitalization of assets shall occur with assets that have a useful life of at least two years following the date of acquisition with a historical or market value at time of acquisition equal to or greater than \$5,000. The threshold is applied to individual items rather than to groups of similar items unless the effect of doing so would eliminate a significant portion of total capital assets.

INTERFUND LOANS

The objective of the interfund loans policy is to provide guidelines regarding the establishment, management and repayment of interfund loans.

Definition. Interfund loans are loans from one City fund to another City fund for a specific purpose with a requirement for repayment.

Purpose. Interfund loans should be considered temporary or short-term borrowing of cash and may be made for the following reasons: to offset timing differences in cash flow; to offset timing differences between expenditures and reimbursements, typically associated with grant fund. The use of interfund loans for other purposes should be carefully evaluated. Interfund loans should not be used to solve ongoing structural budget problems.

Term. The term of the interfund loan may continue over a period of more than one year, but must be “temporary” in the sense that no permanent diversion of the lending fund results from the failure to repay by the borrowing fund. Additionally, interfund loans should not hinder the accomplishment of any function or project for which the lending fund was established.

DEBT MANAGEMENT

The objective of the debt management policy is to articulate the guiding principles for City debt issuance and management before consideration of specific actions. This policy set forth certain equally important objectives for the City and establishes overall parameters for responsibly issuing and administering the City's debt.

- Minimize debt service and issuance costs
- Maintain access to cost-effective borrowing
- Achieve and maintain highest practical credit rating
- Full and timely repayment of debt
- Maintain full and complete financial disclosure and reporting
- Ensure compliance with state and federal laws and regulations

Debt Capacity. A long-term debt capacity will be completed on an annual basis as a means for ensuring that the City does not exceed the debt limits within the limits of applicable laws and regulations.

Bond Rating. The City will seek to maintain, and if possible, improve its current bond rating(s) in order to minimize borrowing cost and preserve access to credit.

Minimize Debt. Whenever possible, the City shall identify alternative sources of funding and shall examine the availability of those sources in order to minimize the level of debt.

New Issues and Refinancing. New issues, and refinancing of existing debt, must be analyzed for compatibility within the City's overall financial planning. The review shall include, but not limited to: cash flow analysis; potential for unexpected revenue changes; and the maintenance of the City's bond ratings. Annual debt service shall not produce an inordinate impact upon future operations.

- *Long-term Debt.* Long-term debt may be used to finance the acquisition or improvement of land, infrastructure, facilities, or equipment for which it is appropriate to spread costs over more than one budget year. Long-term debt may also be used to fund capitalized interest, cost of issuance, required reserves, any other financing-related costs that may be legally capitalized. Long-term debt shall not be used to fund City operating cost.
- *Short-term Debt.* Short-term debt will be considered as an interim source of funding in anticipation of long-term debt. Short-term debt may be issued for any purpose for which long-term debt may be issued, including capitalized interest and other financing-related costs. Short-term debt is also appropriate to address legitimate short-term cash flow requirements during a given fiscal year to fund operating costs of the City to provide necessary public services. The City will not engage in short-term borrowing solely for the purpose of generating investment returns.
- *Refunding.* Periodic reviews of outstanding debt will be undertaken to identify refunding opportunities. Refunding will be considered (within federal tax law constraints) when there is a net economic benefit of the refunding. Noneconomic refundings may be undertaken to achieve City objectives relating to changes in covenants, call provisions, operational flexibility, tax status, issuer, or the debt service profile, etc. When contemplating a refunding, the City shall have a minimum of 3.0% economic savings, as expressed on a net present value basis, as a benchmark to proceed with a refunding. The City may purchase its bonds in the open market for the purpose of retiring the obligation when the purchase is cost effective.

Financing Period. The City shall structure its debt issues so that the maturity of the debt service does not exceed the economic or useful life of the capital project to be financed.

Method of Sale. The City may use either a competitive bidding or negotiated process in the sale of debt due to market timing requirements, or a unique pledge of debt or debt structure.

Bond Counsel. The City will use the services of a legally certified and credible bond counsel in the preparation of all bond representations.

Underwriter(s). An underwriter(s) will be used for all debt issued in a negotiated or private placement sale method. The underwriter(s) is responsible for purchasing negotiated or private placement debt and reselling the debt to investors.

Fiscal Agent. A fiscal agent will be used to provide accurate and timely securities processing and timely payment to bondholders.

Debt Administration. The Assistant City Manager/ Finance & Administrative Services shall maintain written procedures outlining required actions to ensure compliance with local, state, and federal regulations. Such procedures shall include: continuing disclosure, arbitrage rebate, and other requirements.

CAPITAL IMPROVEMENT

The objective of the capital improvement policy is to forecast and match projected revenues and capital needs. Long range capital planning is an important management tool that strengthens the linkages between infrastructure needs and the financial capacity of the City.

Capital Project Proposals. Capital project proposals should include as complete, reliable, and attainable cost estimates as possible. Project cost estimates for the Capital Budget should be based upon a thorough analysis of the project and are expected to be as reliable as the level of detail known about the project. Project cost estimates for the 6-Year City Capital Improvement Plan will vary in reliability depending on whether they are to be undertaken in the first, second or 3rd biennium years of the plan.

- *Resource Plan.* Capital proposals should include a comprehensive resource plan. This plan should include the amount and type of resources required, and the funding and financing strategies to be employed. The specific fund and timing should be outlined. The plan should indicate resources needed to complete any given phase of a project in addition to the total project.
- *Expenditure Plan.* All proposals for the expenditure of capital funds shall be formulated and presented to the City Council within the framework of a general capital budget and, except in exceptional circumstances of an emergency nature, no consideration will be given to the commitment of any capital funds, including reserve funds, in isolation from a general review of all capital budget requirements.
- *Changes in Project Estimates.* Changes in project estimates for the comprehensive resource plan should be fully reported to the City Council for review and approval.
- *M&O Impact.* Project proposals should indicate the project's impact on the operating budget, including, but not limited to, long-term maintenance costs necessary to support the improvement.
- *Biennial Budget.* The biennial capital budget shall include only those projects which can reasonably be accomplished in the time frame indicated. The detail sheet for each budgeted capital project should include a projected schedule.
- *Carry Over.* Capital projects which are not encumbered or completed during the fiscal year will be re-budgeted or carried over to the next fiscal year except as reported to and subsequently approved by the City Council. All re-budgeted capital projects should be so noted in the adopted capital budget. Similarly, multi-year projects with unencumbered or unexpended funds will be carried over to the subsequent year(s).
- *Revenue Expectation.* Capital projects will not be budgeted unless there are reasonable expectations that revenues will be available to pay for them.

- *Negative Impact from Project.* If a proposed project will cause a direct negative impact on other publicly-owned facilities, improvements to the other facilities will be required as part of the new project and become a part of the new project's comprehensive costs.

Capital Improvement Plan

The purpose of the Capital Improvement Plan is to forecast and match projected revenues and capital needs over a 6-Year period. Long range capital planning is an important management tool that strengthens the linkages between infrastructure needs and the financial capacity of the City. The City's Capital Improvement Plan includes transportation, parks, storm water and sewer improvement projects.

Citizen Participation and City Council Review. Citizen participation in the Capital Improvement Program is a priority for the City. Among the activities which shall be conducted to address this need are the following:

- *Timing.* The 6-Year Capital Improvement Plan shall be provided to the City Council in a timely manner to allow time for the City Council members to review the proposal with constituents before it is considered for adoption.
- *Public Meeting Notice.* The City Council study sessions on the Capital Improvement Plan shall be open to the public and advertised sufficiently in advance of the meetings to allow for the attendance of interested citizens.
- *Public Hearing.* Prior to the adoption of the Capital Improvement Plan, the City Council shall hold noticed public hearings to provide opportunities for citizens to express their opinions on the proposed plan.
- *Committee, Boards and Commission Review.* The appropriate committee, board and/or commission shall review the proposed Capital Improvement Plan and provide its comments on the Plan's contents before the City Council considers the Plan for adoption.

Capital Improvement Plan in Relation to the Comprehensive Plan. All projects included in the Capital Improvement Plan shall be consistent with the City's Comprehensive Plan. The goals and policies for services, facilities, and transportation should be followed in the development of the City Improvement Plan. The Comprehensive Plan service level goals should be called out in the Capital Improvement Plan.

Financing. Capital projects shall be financed to the greatest extent possible through user fees and benefit districts when direct benefit to users results from construction of the project. Refer to Debt Management policy for further detail.

Intergovernmental Cooperation. Projects that involve intergovernmental cooperation in planning and funding should be established by an agreement that sets forth the basic responsibilities of the parties involved.

Project Criteria Factors. The City Council will annually review and establish criteria against which capital proposals should be measured. Included among the factors which will be considered for priority-ranking are the following:

- Projects which have a positive impact on the operating budget (reduced expenditures, increased revenues);
- Projects which are programmed in the 6-Year Operating Budget Forecast;

- Projects which can be completed or significantly advanced during the 6-Year Capital Improvement Plan;
- Projects which can be realistically accomplished during the year they are scheduled;
- Projects which implement previous City Council-adopted reports and strategies.

Criteria for Determining Project Inclusion/Priority. The following is a comprehensive list of criteria for determining project inclusion, listed in priority order.

1. Projects which are required by statute or by an existing agreement with another agency.
2. Projects which are essential to public health or safety.
3. Projects which are urgently needed by some other criteria than public health or safety, e.g. environmental or public service.
4. Projects which have exhibited a high degree of public support.
5. Projects which are grant funded and would have minimal or no operating cost impact on the General Fund.
6. Projects which, if not acted upon now, would result in the irrevocable loss of an opportunity, or other major alternative actions would have to be initiated.
7. Projects which would preserve an existing capital facility, avoiding significantly greater expenses in the future (e.g. continuation of a ten-year cycle street maintenance program).
8. Projects which would result in significant savings in General Fund operating costs.
9. Projects which would fulfill a City commitment (evidenced by previous inclusion in the annual CIP and community support) to provide minimal facilities in areas which are deficient according to adopted standards.
10. Projects which would provide significant benefits to the local economy and tax base.
11. Purchase of land for future projects at favorable prices prior to adjacent development.
12. Purchase of land for future City projects (landbanking).
13. Projects which would provide new facilities which have minimal or no operating costs or which have operating costs but have been designated as exceptions to the operating cost policy by previous City Council actions.
14. Projects which would be constructed in conjunction with another agency with the other agency providing for the operating costs.
15. Projects which would generate sufficient revenue to be essentially self-supporting in their operation.
16. Projects which would make an existing facility more efficient or increase its use with minimal or no operating cost increase.
17. Projects which would fulfill City commitment (evidenced by previous inclusion in the annual CIP and community support) to provide greater than minimal facilities.
18. Projects which are grant funded but would require increased operating costs in the General Fund.

19. Projects which are not grant funded and would require increased operating costs in the General Fund, and have not been designated as exceptions to the operating cost policy by previous City Council actions.

CASH MANAGEMENT AND INVESTMENTS

The objective of a cash management and investment policy is to help balance the day-to-day need for revenues while achieving the highest rate of interest that is reasonable and within the City's acceptable level of investment risk.

Funds will be invested in only those investments permitted by Federal and State law as it relates to public funds. All of the City's funds will be invested with the following objectives (listed in order of priority):

- *Safety.* Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio. Specifically, the City will: (a) seek to avoid realizing any loss through the sale or disposal of an investment; and (b) seek to mitigate the risk of unrealized losses due to a decline in value of investments held in the portfolio.
- *Liquidity.* The investment portfolio will remain sufficiently liquid to meet all cash requirements that may be reasonably anticipated. This will be accomplished by structuring the portfolio in the following manner: (a) the City will purchase investments scheduled to mature in accordance with its anticipated cash needs, in order to minimize the need to sell investments prior to maturity; (b) a portion of City funds will be maintained in cash equivalents, including money market fund, investment pools and overnight securities, which may be easily liquidated without a loss of principal should an unexpected need for cash arise; and (c) the portfolio will consist largely of investments with active secondary markets.
- *Yield.* The City's investments will be designed with the objective of maximizing a fair rate of return consistent with the safety and liquidity noted above.

FINANCIAL REPORTING

Reporting Frequency. Departments will be provided monthly budget and actual reports and comprehensive quarterly reports will be presented to the City Council.

Reporting Improvements. The City will strive to continue to make improvements in its financial reporting scheme so that information is available to the City Council, City Manager, departments and public is the best available for sound financial decisions.

Comprehensive Annual Financial Report (CAFR). The City will produce the CAFR within 150 days and submit to the GFOA's award program for Excellence in Financial Reporting.

Transparency. All financial reports will be posted to the City's website in a timely manner.

Draft Financial Policies

City Council

September 2, 2014



Council Packet Information

- Staff Memo
- Proposed Financial Policies
- Other Cities Financial Policies

Purpose

- Promote the fiscal health of the City of Lakewood, as well as cost effective and efficient delivery of services to our citizens.
- Review annually and reaffirm by the City Council at least once every two years.

Benefits

- Assist the City Council, City Manager and leadership in the financial management of the City;
- Save time and energy when discussing financial matters;
- Increase public confidence and credibility with investors and bond rating agencies;
- Provide continuity over time as elected officials, the City Manager and leadership change; and
- Provide a means for dealing with fiscal emergencies.

Draft Policies & Next Steps

- Captures basic elements of other cities policies
- City Council may choose to add, delete, and/or make modifications
- Other dates scheduled for City Council review and approval
 - September 15, 2014 Regular City Council Meeting for Adoption

Financial Policy - Operating Budget

Objective:

To ensure the appropriate levels of City services at reasonable costs.

Financial Policy - Operating Budget

Biennial Budget Document:

- Performance, financing and spending plan agreed to by the City Council, City Manager and Department Directors.
- Contain information and data on revenues, expenditures and expected performance.
- Developed using a performance based, results oriented approach that incorporates line items, zero-based, programs, and priorities of governments.
- Contain critical elements – public policies, financial plan, operations guide, and communications device.
- Presentation should display delivery/performance plan in a City Council/constituent-friendly format.
 - Detailed line item budgets available for review

Financial Policy - Operating Budget

Goals to Guide Preparation:

- Prepare and annually refine written policies and goals to guide the preparation of performance, financing and spending plans for the City budget.
- Adopted budgets will comply with the adopted budget policies and City Council priorities.

Financial Policy – Operating Budget

Long Range Forecast:

- Plan versus Forecast
- 6-year projection
- Internal planning tool
- Update at least annually

Financial Policy – Operating Budget

Capital Projects:

- Decisions for capital improvements coordinated with operating budget to make effective use of the City's limited resources for operating and maintaining facilities.

Financial Policy – Operating Budget

Balanced Budget:

- Adopt a balanced budget for all funds.
- Balanced budget means ongoing operating program costs do not exceed the amount of ongoing revenues to finance these costs.
- Ongoing revenue will be identified along with new program costs including impact from new capital projects.
- Any available carryover balance will be used to offset one-time or non-recurring costs.
- Balanced budget for non-operating funds means total resources equal to or exceed total uses.

Financial Policy – Operating Budget

Excess Cash Balances:

- Excess amounts required to maintain General and Street Operations & Maintenance reserves may be used to fund one-time or non-recurring costs.

Financial Policy – Operating Budget

Department Director Responsibility:

- Participate in the responsibility of meeting policy goals and ensuring long-term financial health.
- Under the City Manager’s direction, Department Directors have primary responsibility for: formulating budget proposals in line with City Council priority and direction; and implementing those proposals once they are approved.

Financial Policy – Operating Budget

Budgetary Controls:

- Legal budgetary control is established at the fund level, i.e., expenditures for a fund may not exceed the total appropriation amount.
- Any unexpended appropriation balances for annually budgeted funds lapse at the end of the year.
- Appropriations for other special purpose funds that are non-operating in nature are adopted on a "project-length" basis and, therefore, are carried forward from year to year without re-appropriation until authorized amounts are fully expended or the designated purpose of the fund has been accomplished.

Financial Policy – Operating Budget

Quarterly Financial Report:

- The budget will be produced so that it can be directly compared to the actual results of the fiscal year and presented in a timely quarterly report.
- All budget amendments, both revenues and expenditures, will be noted in the quarterly financial report.

Financial Policy - Fund Balance

Objective:

- To provide adequate capital for cash flow and contingency purposes.
- Timeline to achieve targeted reserves is no later than December 31, 2016.

Financial Policy - Fund Balance

General Fund:

The General Fund ending fund balance reserves shall be 12% of the combined General and Street Operations & Maintenance Funds operating revenues.

Financial Policy - Fund Balance

General Fund:

- *2% General Fund Contingency Reserves:* The purpose of this reserve is to accommodate unexpected operational changes, legislative impacts, or other economic events affecting the City's operations which could not have been reasonably anticipated at the time the original budget was prepared. The City Council will determine how the Contingency Reserves are spent.
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- *5% General Fund Ending Fund Balance Reserves:* The purpose of this reserve is to provide financial stability, cash flow for operations and the assurance that the City will be able to respond to revenue shortfalls with fiscal strength.
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- *5% Strategic Reserves:* The purpose of this reserve is to provide some fiscal means for the City to respond to potential adversities such as public emergencies, natural disasters or similarly major, unanticipated events.

Financial Policy – Fund Balance

Surface Water Management Enterprise Fund:

- Maintain a minimum cash balance in its enterprise funds equal to 17% of operating expenses (equivalent to two months of operating expenses).
- Maintain to ensure adequate maintenance reserves and cash flow.
- Balances in excess of 17% may be utilized for capital projects.

Financial Policy – Fund Balance

Internal Service Funds:

- Maintain internal service funds to account for activity of Fleet & Equipment, Property Management, Information Technology, Risk Management.
- Replacement reserves established for fleet & equipment.
- Ending fund balance in Fleet & Equipment Fund is accumulated replacement reserves
- Establish replacement reserves for information technology related equipment and property management related to facilities no later than year 2020.

Financial Policy – Fund Balance

Other Funds:

- The appropriate balance shall be the amount needed to maintain positive cash balances throughout the year.

Financial Policy – Fund Balance

Use of Fund Balance:

- Fund balance is the cumulative years' excess or deficit of all revenues and expense.
- Available fund balances shall not be used for ongoing operating expenditures, unless a determination has been made that available balances are in excess of required guidelines and plans have been established to address any future operating budget shortfalls.
- Emphasis shall be place on one-time uses that achieve future operating cost reductions and/or service level efficiencies.

Financial Policy – Fund Balance

Replenishing General Fund Balance:

- 2% General Fund Contingency Reserves – replenish within one year.
- 5% General Fund Ending Fund Balance Reserves – replenish within one year.
- 5% Strategic Reserves - replenished within 2 years.

- The sources for replenishment shall be via expenditure control, expenditure savings, one-time revenues and/or excess revenues.

Financial Policy – Revenue

Objective:

- To ensure that funding is derived from fair, equitable, defensible, and adequate resource base, while minimizing tax burdens.

Financial Policy – Revenue

Revenue Estimates:

- Estimate conservatively so as not to introduce regular shortfalls in individual revenue accounts.
- Revenue estimates shall not assume excess growth rates.
 - Real growth will be recognized through budget adjustments only after it takes place.
 - This practice imposes short term constraint on the level of public goods or services.
 - However, minimizes the likelihood of severe cutback actions which may impact consistent level of quality services.

Financial Policy – Revenue

Revenue Diversification:

- Maintain a stable and diverse revenue system to shelter programs and services from short-term fluctuations in any single source of revenue.
- Services that have a city-wide benefit shall be financed by revenue sources generated from a broad source such as property tax, utility tax and sales tax.
- Services where the customer determines the use shall be financed by a combination of broad-based revenues as well as user fees and charges.

Financial Policy – Revenue

Fees:

- Phased toward covering 100% of the cost of service delivery, unless such amount prevents an individual from obtaining an essential service.
- Fees or service charges should not be established to generate money in excess of the cost of providing service.
- Fees may be less than 100% if other factors (e.g. market forces, competitive position, etc.) need to be recognized.

Financial Policy – Revenue

User Charges:

- User charges for enterprise services such as the Surface Water management Fund shall be set at rates sufficient to finance all direct and indirect operating, capital, reserve/working capital, and debt service.
- Overhead expenses and general government services provided to the enterprise activities shall be included as indirect costs.
- Rates set to maintain a positive cash position throughout the year and provide for sufficient reserves as determined by the fund balance policy.

Financial Policy – Revenue

Use of One-Time/Unpredictable Revenues:

- Do not utilize one-time revenues for recurring operating expenditures. One-time revenues include, but are not limited to: proceeds from the sale of land or surplus equipment, legal settlements, or revenue windfalls.

Financial Policy – Revenue

Investment Income:

- Allocate earnings based on allocation methodology, i.e. projected average monthly balance of each participating fund.

Financial Policy – Revenue

Grants:

- Grant applications to fund new services/programs will be reviewed by the City as they become available, with due consideration being given to whether locally generated revenues will be required to support these programs when outside funding is no longer available.

Financial Policy – Expenditures

Objective:

- To prioritize services, establish appropriate levels of service, and administer the resources to ensure that fiscal stability is attained and that services are delivered in an effective and efficient manner.

Financial Policy – Expenditures

- **Operating Funding Basis.** Operating expenditures shall be budgeted and controlled to not exceed operating revenues.
- **Operating Deficits.** Immediate corrective action should be taken if at any time during a fiscal year expenditures are projected to be greater than projected revenues at year-end. Corrective actions could include, but are not limited to expenditure reductions, fee increases, or new revenues.
- **Capital Asset.** Useful life of at least two years following the date of acquisition with a historical or market value at time of acquisition equal to or greater than \$5,000.

Financial Policy – Interfund Loans

Objective:

- To provide guidelines regarding the establishment, management and repayment of interfund loans.

Financial Policy – Interfund Loans

- **Definition.** Interfund loans are loans from one City fund to another City fund for a specific purpose with a requirement for repayment.
- **Purpose.** Interfund loans should be considered temporary or short-term borrowing of cash and may be made for the following reasons: to offset timing differences in cash flow; to offset timing differences between expenditures and reimbursements, typically associated with grant fund. The use of interfund loans for other purposes should be carefully evaluated. Interfund loans should not be used to solve ongoing structural budget problems.
- **Term.** The term of the interfund loan may continue over a period of more than one year, but must be “temporary” in the sense that no permanent diversion of the lending fund results from the failure to repay by the borrowing fund. Additionally, interfund loans should not hinder the accomplishment of any function or project for which the lending fund was established.

Financial Policy – Debt Management

Objective:

- To articulate the guiding principles for City debt issuance and management before consideration of specific actions.
- Sets forth certain equally important objectives for the City and establishes overall parameters for responsibly issuing and administering the City's debt.
 - Minimize debt service and issuance costs
 - Maintain access to cost-effective borrowing
 - Achieve and maintain highest practical credit rating
 - Full and timely repayment of debt
 - Maintain full and complete financial disclosure and reporting
 - Ensure compliance with state and federal laws and regulations

Financial Policy – Debt Management

- **Debt Capacity.** A long-term debt capacity will be completed on an annual basis as a means for ensuring that the City does not exceed the debt limits within the limits of applicable laws and regulations.
- **Bond Rating.** The City will seek to maintain, and if possible, improve its current bond rating(s) in order to minimize borrowing cost and preserve access to credit.
- **Minimize Debt.** Whenever possible, the City shall identify alternative sources of funding and shall examine the availability of those sources in order to minimize the level of debt.

Financial Policy – Debt Management

New Issues and Refinancing:

- Must be analyzed for compatibility within the City's overall financial planning. The review shall include, but not limited to: cash flow analysis; potential for unexpected revenue changes; and the maintenance of the City's bond ratings.
- Annual debt service shall not produce an inordinate impact upon future operations.

Financial Policy – Debt Management

Long-term Debt:

- May be used to finance the acquisition or improvement of land, infrastructure, facilities, or equipment for which it is appropriate to spread costs over more than one budget year.
- May be used to fund capitalized interest, cost of issuance, required reserves, any other financing-related costs that may be legally capitalized.
- Shall not be used to fund City operating cost.

Financial Policy – Debt Management

Short-term Debt:

- Considered as an interim source of funding in anticipation of long-term debt.
- May be issued for any purpose for which long-term debt may be issued, including capitalized interest and other financing-related costs.
- May be used to address legitimate short-term cash flow requirements during a given fiscal year to fund operating costs of the City to provide necessary public services.
- Do not engage in short-term borrowing solely for the purpose of generating investment returns.

Financial Policy – Debt Management

Refunding:

- Periodic reviews of outstanding debt will be undertaken to identify refunding opportunities.
- Refunding will be considered (within federal tax law constraints) when there is a net economic benefit of the refunding.
- Noneconomic refundings may be undertaken to achieve City objectives relating to changes in covenants, call provisions, operational flexibility, tax status, issuer, or the debt service profile, etc.
- When contemplating a refunding, the City shall have a minimum of 3.0% economic savings, as expressed on a net present value basis, as a benchmark to proceed with a refunding.
- The City may purchase its bonds in the open market for the purpose of retiring the obligation when the purchase is cost effective.

Financial Policy – Debt Management

- **Financing Period.** The City shall structure its debt issues so that the maturity of the debt service does not exceed the economic or useful life of the capital project to be financed.
- **Method of Sale.** The City may use either a competitive bidding or negotiated process in the sale of debt due to market timing requirements, or a unique pledge of debt or debt structure.
- **Bond Counsel.** The City will use the services of a legally certified and credible bond counsel in the preparation of all bond representations.
- **Underwriter(s).** An underwriter(s) will be used for all debt issued in a negotiated or private placement sale method. The underwriter(s) is responsible for purchasing negotiated or private placement debt and reselling the debt to investors.
- **Fiscal Agent.** A fiscal agent will be used to provide accurate and timely securities processing and timely payment to bondholders.
- **Debt Administration.** The ACM/ Finance & Admin. Services shall maintain written procedures outlining required actions to ensure compliance with local, state, and federal regulations. Such procedures shall include: continuing disclosure, arbitrage rebate, and other requirements.

Financial Policy – Capital Improvement

Objective:

- To forecast and match projected revenues and capital needs.
- Long range capital planning is an important management tool that strengthens the linkages between infrastructure needs and the financial capacity of the City.

Financial Policy – Capital Improvement

Capital Proposals:

- Should include as complete, reliable, and attainable cost estimates as possible.
- Should be based upon a thorough analysis of the project and are expected to be as reliable as the level of detail known about the project.
- Project cost estimates for the 6-Year City Capital Improvement Plan will vary in reliability depending on whether they are to be undertaken in the first, second or 3rd biennium years of the plan.

Financial Policy – Capital Improvement

- **Resource Plan.** Comprehensive resource plan; include the amount and type of resources required, and the funding and financing strategies to be employed; outline the specific fund and timing; indicate resources needed to complete any given phase of a project in addition to the total project.
- **Expenditure Plan.** Formulated and present to the City Council within the framework of a general capital budget and, except in exceptional circumstances of an emergency nature, no consideration will be given to the commitment of any capital funds, including reserve funds, in isolation from a general review of all capital budget requirements.
- **Changes in Project Estimates.** Report to the City Council for review and approval.

Financial Policy – Capital Improvement

- **M&O Impact.** Indicate the project's impact on the operating budget, including, but not limited to, long-term maintenance costs necessary to support the improvement.
- **Biennial Budget.** Include only those projects which can reasonably be accomplished in the time frame indicated. The detail sheet for each budgeted capital project should include a projected schedule.
- **Carry Over.** Carry over project balances.

Financial Policy – Capital Improvement

- **Revenue Expectation.** Will not be budgeted unless there are reasonable expectations that revenues will be available to pay for them.
- **Negative Impact from Project.** If a proposed project will cause a direct negative impact on other publicly-owned facilities, improvements to the other facilities will be required as part of the new project and become a part of the new project's comprehensive costs.

Financial Policy – Capital Improvement Plan

Objective:

- To forecast and match projected revenues & capital needs over a 6 years.
- Important management tool that strengthens the linkages between infrastructure needs and the financial capacity of the City.
- The City's Capital Improvement Plan includes transportation, parks, storm water and sewer improvement projects.

Financial Policy – Capital Improvement Plan

Citizen Participation and City Council Review is a priority for the City.

- **Timing.** The 6-Year Capital Improvement Plan shall be provided to the City Council in a timely manner to allow time for the City Council members to review the proposal with constituents before it is considered for adoption.
- **Public Meeting Notice.** The City Council study sessions on the Capital Improvement Plan shall be open to the public and advertised sufficiently in advance of the meetings to allow for the attendance of interested citizens.
- **Public Hearing.** Prior to the adoption of the Capital Improvement Plan, the City Council shall hold noticed public hearings to provide opportunities for citizens to express their opinions on the proposed plan.
- **Committee, Boards and Commission Review.** The appropriate committee, board and/or commission shall review the proposed Capital Improvement Plan and provide its comments on the Plan's contents before the City Council considers the Plan for adoption.
-

Financial Policy – Capital Improvement Plan

Capital Improvement Plan in Relation to the Comprehensive Plan:

- All projects included in the Capital Improvement Plan shall be consistent with the City's Comprehensive Plan.
- The goals and policies for services, facilities, and transportation should be followed in the development of the City Improvement Plan.
- The Comprehensive Plan service level goals should be called out in the Capital Improvement Plan.

Financial Policy – Capital Improvement Plan

Financing. Capital projects shall be financed to the greatest extent possible through user fees and benefit districts when direct benefit to users results from construction of the project. Refer to Debt Management policy for further detail.

Intergovernmental Cooperation. Projects that involve intergovernmental cooperation in planning and funding should be established by an agreement that sets forth the basic responsibilities of the parties involved.

Financial Policy – Capital Improvement Plan

Project Criteria Factors. Annually review and establish criteria against which capital proposals should be measured.

Factors considered are projects which:

- Have a positive impact on the operating budget (reduced expenditures, increased revenues);
- Programmed in the 6-Year Operating Budget Forecast;
- Can be completed or significantly advanced during the 6-Year CIP;
- Can be realistically accomplished during the year they are scheduled;
- Implement previous City Council-adopted reports and strategies.

Financial Policy – Capital Improvement Plan

Criteria for Determining Project Inclusion/Priority:

- 1) Required by statute or by an existing agreement with another agency.
- 2) Essential to public health or safety.
- 3) Urgently needed by some other criteria than public health or safety, e.g. environmental or public service.
- 4) Exhibited a high degree of public support.
- 5) Grant funded and would have minimal or no operating cost impact on the General Fund.
- 6) If not acted upon now, would result in the irrevocable loss of an opportunity, or other major alternative actions would have to be initiated.
- 7) Preserve an existing capital facility, avoiding significantly greater expenses in the future (e.g. continuation of a ten-year cycle street maintenance program).
- 8) Result in significant savings in General Fund operating costs.

Financial Policy – Capital Improvement Plan

Criteria for Determining Project Inclusion/Priority:

- 9) Fulfill a City commitment (evidenced by previous inclusion in the annual CIP and community support) to provide minimal facilities in areas which are deficient according to adopted standards.
- 10) Provide significant benefits to the local economy and tax base.
- 11) Purchase of land for future projects at favorable prices prior to adjacent development.
- 12) Purchase of land for future City projects (landbanking).
- 13) Provide new facilities which have minimal or no operating costs or which have operating costs but have been designated as exceptions to the operating cost policy by previous City Council actions.
- 14) Constructed in conjunction with another agency with the other agency providing for the operating costs.

Financial Policy – Capital Improvement Plan

Criteria for Determining Project Inclusion/Priority:

- 15) Generate sufficient revenue to be essentially self-supporting in their operation.
- 16) Make an existing facility more efficient or increase its use with minimal or no operating cost increase.
- 17) Fulfill City commitment (evidenced by previous inclusion in the annual CIP and community support) to provide greater than minimal facilities.
- 18) Grant funded but would require increased operating costs in the General Fund.
- 19) Not grant funded and would require increased operating costs in the General Fund, and have not been designated as exceptions to the operating cost policy by previous City Council actions.

Financial Policy – Cash Management & Investment

Objective:

- To help balance the day-to-day need for revenues while achieving the highest rate of interest that is reasonable and within the City's acceptable level of investment risk.

Financial Policy – Cash Management & Investment

- Funds will be invested in only those investments permitted by Federal and State law as it relates to public funds.
- All of the City's funds will be invested with the following objectives (listed in order of priority):
 - Safety
 - Liquidity
 - Yield.

Financial Policy – Cash Management & Investment

Safety:

- Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio.
- Specifically, the City will:
 - (a) seek to avoid realizing any loss through the sale or disposal of an investment; and
 - (b) seek to mitigate the risk of unrealized losses due to a decline in value of investments held in the portfolio.

Financial Policy – Cash Management & Investment

Liquidity:

- The investment portfolio will remain sufficiently liquid to meet all cash requirements that may be reasonably anticipated.
- This will be accomplished by structuring the portfolio in the following manner:
 - (a) the City will purchase investments scheduled to mature in accordance with its anticipated cash needs, in order to minimize the need to sell investments prior to maturity;
 - (b) a portion of City funds will be maintained in cash equivalents, including money market fund, investment pools and overnight securities, which may be easily liquidated without a loss of principal should an unexpected need for cash arise; and
 - (c) the portfolio will consist largely of investments with active secondary markets.

Financial Policy – Cash Management & Investment

Yield:

- The City's investments will be designed with the objective of maximizing a fair rate of return consistent with the safety and liquidity noted above.

Financial Policy – Financial Reporting

Reporting Frequency. Departments will be provided monthly budget and actual reports and comprehensive quarterly reports will be presented to the City Council.

Reporting Improvements. The City will strive to continue to make improvements in its financial reporting scheme so that information is available to the City Council, City Manager, departments and public is the best available for sound financial decisions.

Comprehensive Annual Financial Report (CAFR). The City will produce the CAFR within 150 days and submit to the GFOA's award program for Excellence in Financial Reporting.

Transparency. All financial reports will be posted to the City's website in a timely manner.

End of Presentation

Questions?

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: September 2, 2014	TITLE: Authorizing the execution of an interlocal agreement with the Clover Park School District for purchase of fuel	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION NO. 2014-50 <input type="checkbox"/> OTHER
	ATTACHMENTS: Interlocal Agreement	

SUBMITTED BY: Tho Kraus, Assistant City Manager – Administrative Services

RECOMMENDATION: Authorize the execution of an interlocal agreement with Clover Park School District for the purchase of fuel.

DISCUSSION: Since 2007, the City has had a long standing relationship with the Clover Park School District in terms of the School District allowing the City access into the fuel site facility located at 9219 Lakewood Dr. SW, on a 24/7 basis (exclusion of certain peak hours) for refueling. The City agrees to reimburse the school district for the state contract price of fuel plus 7% for administrative costs. Clover Park School District will invoice the department by the 15th of each month with payment due within 30 days from the date of invoice.

With the City purchasing the fuel at state contract price plus 7%, this is below retail pump price.

The terms of the proposed Interlocal Agreement is identical to the current one which is set to expire on August 31, 2014. The Clover Park School District will honor the current agreement until the new contract is executed.

ALTERNATIVE(S): To purchase fuel from retail pumps and pay retail price.

FISCAL IMPACT: No change.

Prepared by

Tho Kraus
Department Director



City Manager Review



**INTERLOCAL AGREEMENT
BETWEEN CITY of LAKEWOOD AND CLOVER PARK SCHOOL DISTRICT
PURCHASE of FUEL**

This Interlocal Agreement made and entered into this 1st day of September, 2014 between the City of Lakewood, a Washington municipal corporation hereinafter referred to as "City," and the Clover Park School District, also a municipal corporation, hereinafter referred to as "District."

Whereas, the City wishes to establish an Interlocal agreement with the District for the purpose of fueling City vehicles at the District's Auxiliary Service Center fuel pumps located at 9219 Lakewood Drive SW, Lakewood, Washington 98499.

NOW THEREFORE, the parties agree as follows:

Scope of Service:

1. The District agrees to provide twenty-four (24) hour access to use and purchase fuel from the Districts fuel stations to vehicles and employees assigned by the City.
2. The District will ensure each City vehicle and employee(s) will have an operating fuel and access card, hereinafter referred to as equipment, required to access said service.
3. The City agrees to reimburse the District for the cost of fuel used in addition to administrative costs of 7%.
4. The City agrees to notify the District a minimum of 5 days prior to an employee's or vehicle's separation from service with the City, when applicable. The equipment assigned to the employee will be obtained and returned via direct delivery or mail to the District at separation.

Billing and Payment

1. The District will provide the City a monthly reconciliation report of fuel purchases per vehicle. The District shall invoice the City by the 15th of each month for fuel purchases.
2. The City shall remit payment to the District within thirty (30) days from the invoice date. Payment shall be mailed to Clover Park School District; Financial Service Department; 10903 Gravelly Lake Drive SW; Lakewood, WA 98499.

Indemnification/Hold Harmless: The City shall indemnify, defend and hold harmless the District, its employees, officials and agents against any and all claims, injuries, damages, losses or suits including attorney fees, incurred in the defense thereof, for any injury to persons or property damage while performing the scope of service. The City shall procure and maintain for the duration of the agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of this agreement.

**INTERLOCAL AGREEMENT
BETWEEN CITY of LAKEWOOD AND CLOVER PARK SCHOOL DISTRICT
PURCHASE of FUEL**

Term: These services will be provided to the City effective September 1, 2014 and shall remain in effect until August 31, 2015.

Termination: This agreement is subject to termination upon thirty (30) days of written notice by the City or the District. Termination of this agreement by the City or District at any time during the term, whether for default or convenience, shall not constitute a breach of the agreement by the City or District.

Modification: Either party may submit written requests for changes to the agreement. Any and all agreed modifications shall be in writing, signed by each party, and affixed to this agreement as an addendum.

Disputes: Differences between the City and the District arising out of this agreement shall be brought to the attention of the City and District at the earliest possible time so that such matters may be addressed or other appropriate action promptly taken.

Governing Law: This agreement shall be made in and shall be governed by and interpreted in accordance with the laws of State of Washington.

Notice: Except as set forth elsewhere in the agreement, and for all purposes under this agreement, except service of process, notice shall be given by the District to the City Manager, City of Lakewood, 6000 Main Street SW, Lakewood, Washington 98499. Notice may be given by delivery or U.S. Mail, first class, postage prepaid. Except as set forth elsewhere in the agreement for all purposes under this agreement, except services of process, notice shall be given by the City to the District to the Superintendent of Schools, 10903 Gravelly Lake Drive SW, Lakewood, Washington 98499. Notice may be given by delivery or by U.S. Mail, first class, postage prepaid.

Non-waiver of Breach: Failure or delay of the Parties to declare any breach or default immediately upon occurrence shall not waive such breach or default. Failure of the Parties to declare one breach or default does not act as a waiver of the Parties' right to declare another breach or default.

No Agency/Joint Venture: Nothing herein is intended to nor shall create an agency, partnership or joint venture agreement, arrangement or relationship between the District and the City.

Complete Agreement: This agreement contains all of the agreements between the parties and supersedes any prior oral statements, discussion or understanding between parties. No oral modification of or amendment to this agreement shall be effective; however, this agreement may be modified or amended by written agreement signed by all the parties to the agreement.

**INTERLOCAL AGREEMENT
BETWEEN CITY of LAKEWOOD AND CLOVER PARK SCHOOL DISTRICT
PURCHASE of FUEL**

IN WITNESS WHEREOF, the following parties authorize this agreement based on the effective date of signature.

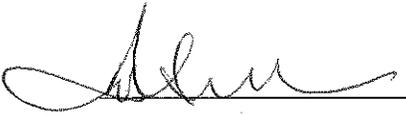
CLOVER PARK SCHOOL DISTRICT

CITY OF LAKEWOOD

 8/22/14
Rick Ring, Administrator Business Services Date

John Caufield, City Manager Date

Attest:

 9/22/14
Delphie Nielsen, Transportation Director Date

Alice M. Bush, City Clerk

Approved as to form:

Heidi Wachter, City Attorney

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: September 3, 2014	TITLE: Partnership between Mental Health Professional and Law Enforcement Justice Assistance Grant	TYPE OF ACTION: ___ ORDINANCE NO. ___ RESOLUTION NO. <u> X </u> MOTION NO. 2014-51 ___ OTHER
REVIEW: August 25, 2014	ATTACHMENTS: Grant Application and Budget	

SUBMITTED BY: Michael Zaro, Acting Chief of Police

RECOMMENDATION: It is recommended that the City Council authorize the City Manager to accept the grant award from the Department of Justice, Bureau of Justice Assistance in the amount of \$53,861 for the purpose of partnering with Greater Lakes Mental Healthcare (GLMHC).

DISCUSSION: The grant award will be used to contract a Mental Health Professional (MHP) to work with police on calls for service where a person with mental illness has been identified. Because the work of police is to enforce the law, the person causing the call for service often cycles through jail and local hospitals without treatment. This cycle is both expensive and ineffective. Having a MHP assess and stabilize on site if possible, then provide assistance leading to treatment, would benefit the community. Adding a MHP to the process is expected to stop the repeat calls for service for the same mentally ill individual who cannot be given appropriate assistance through law enforcement channels. This is a model program for Lakewood but a program in progress in Kansas City and San Diego.

ALTERNATIVE(S): The Council could choose not to accept this grant and the cycle of jail-hospital-street for mentally ill subjects who have attracted law enforcement attention will continue. If the grant is not accepted, there will be no way to evaluate whether there is a better way to treat these people and avoid the costs of jail and hospital which only serve as a holding pattern.

FISCAL IMPACT: Accepting the grant and hiring the MHP using the grant funds will be no cost to the general fund. Additional funding from other grant sources will be used to complete the contract with GLMHC. Officers who already work patrols will work co-operatively with the MHP, but these costs, along with communication and vehicle are already a part of the 2014-2015 budget, so no additional expenses will be incurred.

_____ Prepared by _____ Department Director	 _____ City Manager Review
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Alternatives to Jail or Emergency Room for the Mentally Ill
Justice Assistance Grant Funding

Problem:

Mentally ill persons who are homeless, creating a disturbance, breaking laws and who are not getting the care they need to keep them from becoming offenders is a nationwide problem. A segment was aired on 60 Minutes September 29, 2013 discussing the dangers associated with untreated mental illness and the effect it has on society.

Lakewood, a city of 58,260 (2012 WA Association of Sheriffs and Police Chiefs) is the 17th largest city in the state of Washington (uscityinfo/47wa/wapropr/47wapr.htm 5/22/14). Lakewood has a police department of 101 commissioned officers, borders Joint Base Lewis-McChord (JBLM) and has within its boundaries Western State Hospital (WSH) and a Veteran's Administration Hospital that treats an increasing number of patients with Post Traumatic Stress Disorder.

The population of persons with mental illnesses is greater in the Lakewood area than other parts of the state because many of the patients besides those who are committed to the hospital wish to reside close to the hospitals where they can be treated.

When patients are released from WSH they are returned to the street. Community life is unsuitable for many and they often become homeless, attract negative attention, and run afoul of the law.

The adjacency to JBLM has led to an increase in vigilance for soldiers returning from war stations who are diagnosed with Post-Traumatic Stress Disorder. Rising numbers of calls for service for domestic violence and attempted suicide are an indicator that law enforcement is not an effective tool in dealing with the causes of these behaviors.

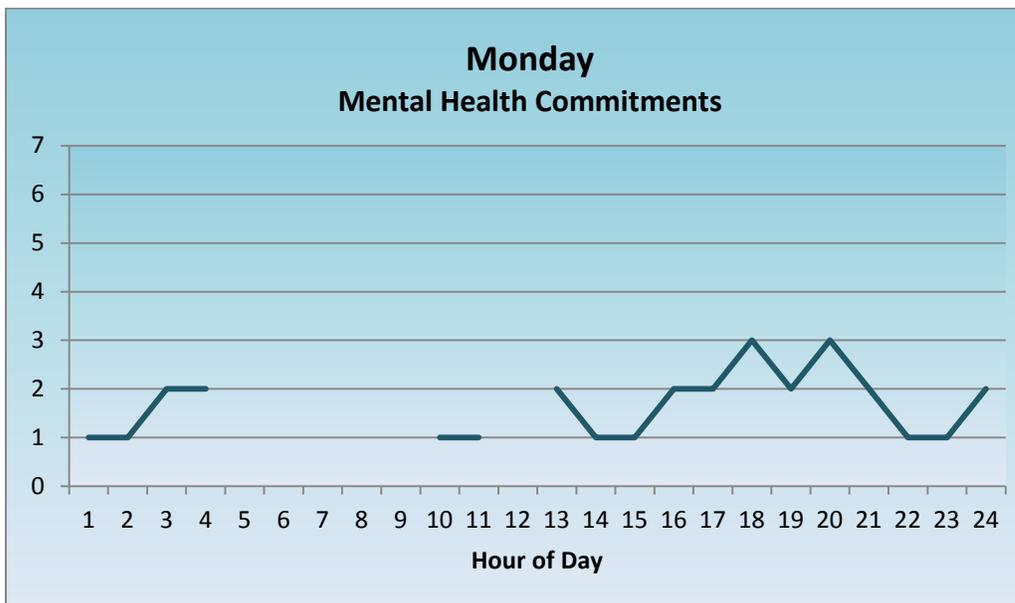
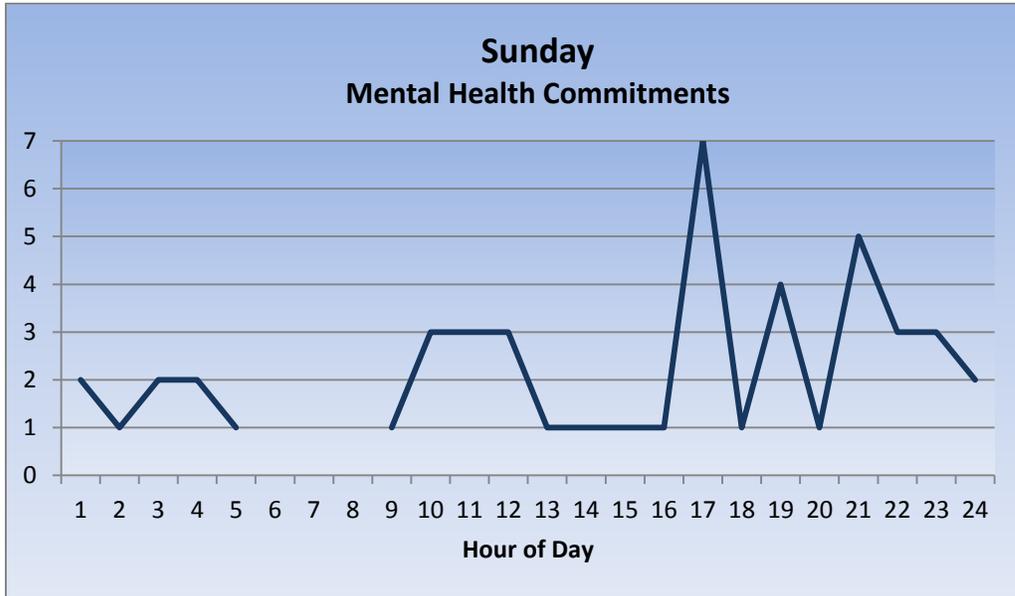
In the first three quarters of 2013, Lakewood police logged 110 calls for service that involved a person with mental illness. The collected data is less than the true number of service calls prompted by mentally ill persons due to lack of good tracking tools prior to October 2013. Using documented commitments as our target, 259 have been reported in 2013. A call level of once per day is the result of combining the 110 calls for service and the 259 documented commitments. Calls for service involving a mentally ill person year to date in 2014 are 67.

The survey of Pierce County's homeless from 2011 lists 149 persons who are homeless and who have mental illness issues. In 2011, 149 persons represented 60% of the homeless population. (Pierce County Office of the Executive study) In 2012, the number of homeless with mental illness increased to 159.

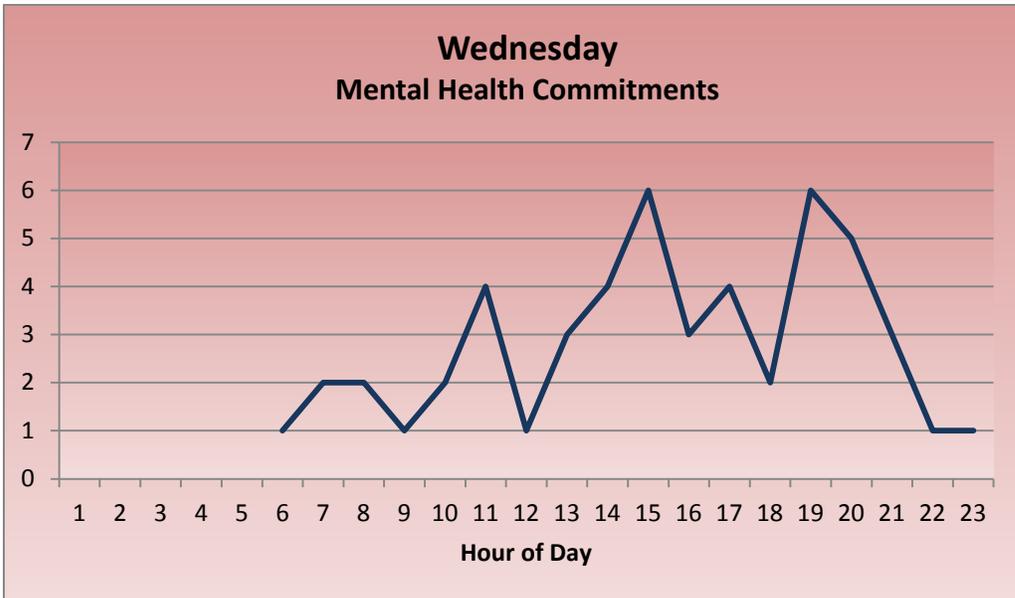
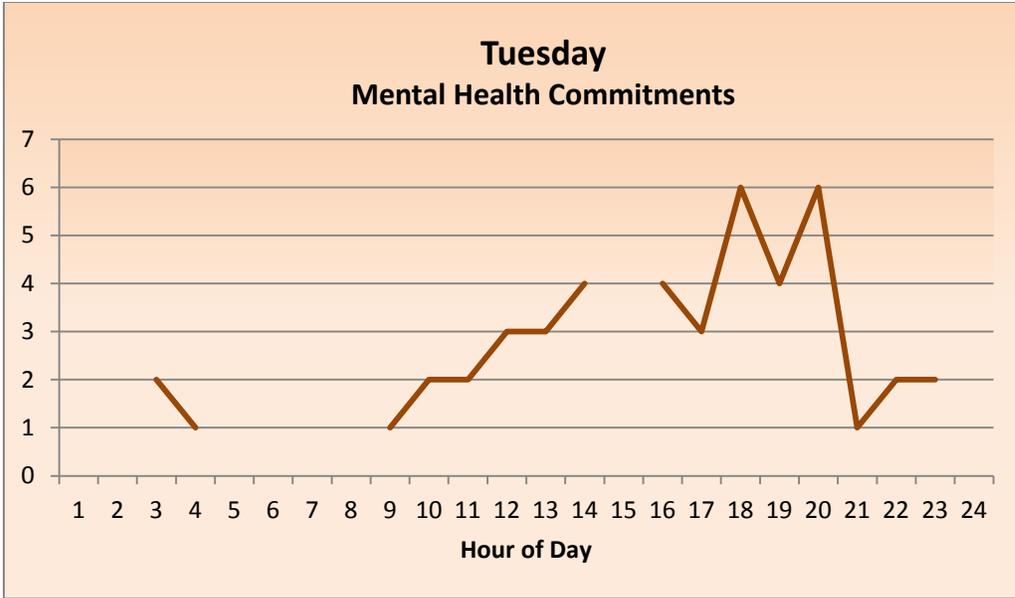
Many calls for service are from businesses reporting someone sleeping in their doorway. Other calls are for domestic disturbances. Calls for service peak at the

Lakewood Police Department 2014 JAG Proposal

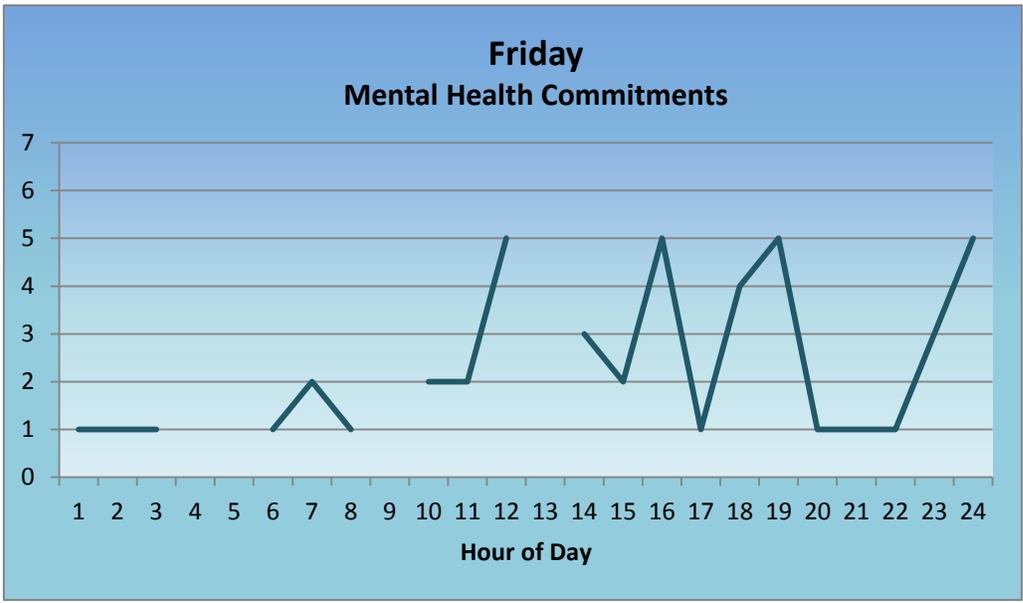
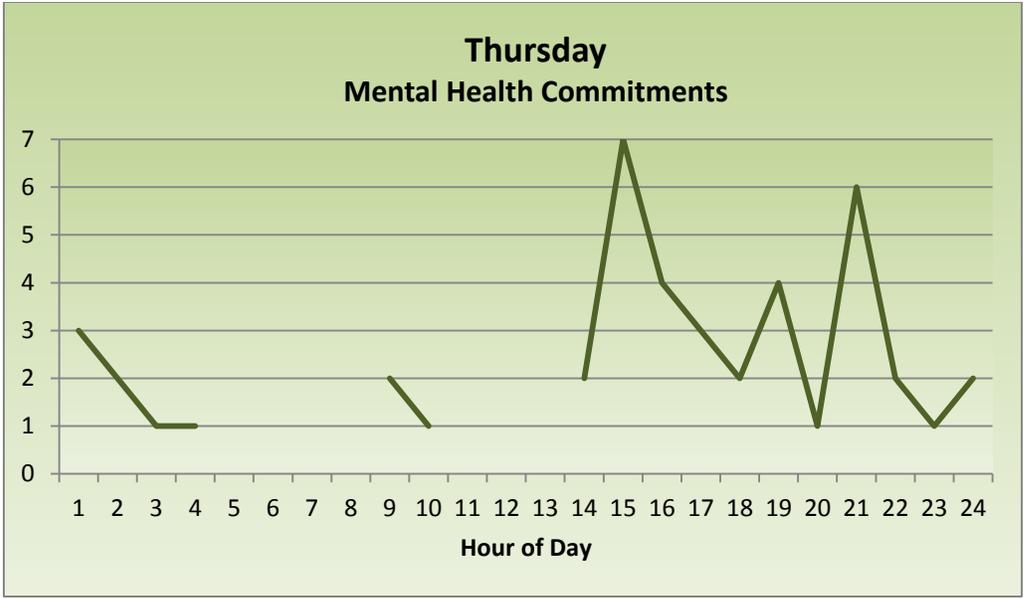
middle of the week in the evening and on Sunday, giving the police department an identifiable period of time during which extra services should be applied.

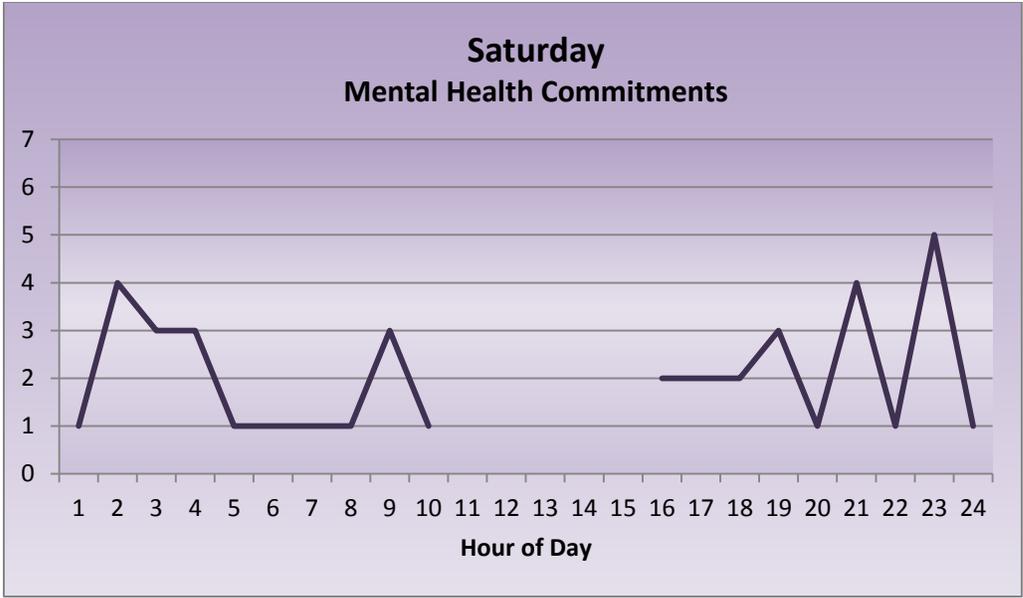


Lakewood Police Department 2014 JAG Proposal



Lakewood Police Department 2014 JAG Proposal





(Data collected from 2013 RMS City of Lakewood)

The current custody process for persons who have mental illnesses often includes trips to jail where they are denied admittance because they are not deemed competent. From there, they are carried to a mental health care facility that usually cannot take them because the person does not fit the definition of “likelihood of substantial harm” or because beds are not available. The trip frequently ends at the local hospital emergency room where resources are not readily available for immediate treatment, leaving the party in custody unsupervised and commonly resulting in a walk-away.

The current process is wasteful, and does not end well for the person in crisis. It also results in the person being put back on the streets within 24 hours where they have no means to cope and will likely, in crisis, be picked up on a similar charge and recycle as before, starting the wasteful cycle all over again.

In 2013, there were 62 attempted suicides and 11 suicides of which seven of the attempts were by military personnel living in Lakewood and two of the suicides were military personnel living in Lakewood. Because military status is not always reported, the accuracy of these numbers could be questioned. Some suicide attempts are reported as accidental weapon discharges or some other form of accident rather than a suicide unless the subject admits to it through a note, letter, text or other communication. (Lakewood CAD data 2013) These numbers are not significant percentages of the population, but they are an indicator of mental instability.

2014 Suicide	2
2014 Attempted Suicide	32
2014 Threats of Suicide	92

(Numbers from RMS City of Lakewood 2014)

Lakewood Police Department 2014 JAG Proposal

Commissioned police officers contend with a high number of mentally ill persons on a regular basis. When considering the crime statistics gathered by staff analysts in 2013, calls for service equal roughly 26% of group A offenses.

GROUP A OFFENSES		YTD 2013*
Person Crimes	TOTAL ASSAULT	1279
	TOTAL HOMICIDE	2
	KIDNAPPING	22
	TOTAL SEX (FORCIBLE)	94
	TOTAL SEX (NON FORCIBLE)	6
	COURT ORDER VIOLATIONS*	258
	TOTAL	1403
Property Crimes	ARSON	14
	BRIBERY	0
	BURGLARY	642
	COUNTERFEITING	118
	VANDALISM	925
	EMBEZZLEMENT	1
	EXTORTION	3
	TOTAL FRAUD	269
	TOTAL LARCENY	1832
	MOTOR VEHICLE THEFT	205
	ROBBERY	90
	STOLEN PROPERTY	136
	TOTAL	4235
Society Crimes	TOTAL DRUG	595
	TOTAL GAMBLING	0
	PORNOGRAPHY	3
	TOTAL PROSTITUTION	52
	WEAPON LAW VIOLATIONS	107
	TOTAL	757
TOTAL GROUP A OFFENSES*		6395
*Total of Group A Offenses excludes Court Order Violations		

**YTD 2013 Reflects the current accumulation of crime data from January through December. This is a dynamic, ever changing data set.

According to NIBRS statistics gathered by Washington Association of Sheriffs and Police Chiefs for 2013, firearms were used in 162 of the crimes stated in the chart above, or 3% of all crime involved a firearm in 2013.

What We Propose to Do:

The City of Lakewood proposes to find and fund a mental health professional (MHP) to work with officers as part of a team that responds to calls where mental illness is suspected. Lakewood would work with partners from Greater Lakes Mental Health, which is a local mental health care agency, and with their associated network agencies.

Lakewood Police Department 2014 JAG Proposal

The City will use grant funds to hire the full time MHP to assist on calls dealing with the mentally ill. The MHP will make an assessment in the field and have at their disposal a network of options other than jail and hospital for the person who caused the call for service. Officer time would be paid by the City as it is already budgeted in the general fund.

There is no way to eliminate the mental illness, so the goal is to find appropriate treatments and stabilize the patient. In this way, the program will either reduce the revolving door which spits out the patient or increase the treatment portion of the cycle enough to make an impact on the calls for service among this segment of the population.

The plan includes team visits to the person of interest, an assessment, a realistic short term placement of the person while a potentially successful long term placement is sought through a process managed by the MHP or to provide stabilization in place. A follow up visit, which is the key to this partnership, is made to the patient by the MHP to determine if everything is working as planned.

Individuals attempting suicide are especially difficult to appropriately assess and properly treat through law enforcement. This is an area that will be particularly stressed through the partnership so that suicidal persons are placed where they can be treated rather than housed in a jail or in the emergency room.

Education of hotel/motel owners and others who have frequent contact with a population of persons with mental illness is another area that will be addressed through the partnership in this grant program.

The MHP will provide networks for assessment/placement of the vulnerable persons, but will also develop and provide training to first responders and other groups that interface with mentally ill individuals through their work.

Greater Lakes Mental Hospital as a partner would provide training to commissioned officers throughout the year. A Mental Health First Aid program will be taught at various times and will also be open to school district employees, business owners, library staff, Pierce Transit staff, Department of Corrections staff, Child Protective Services staff, DSHS staff and other individuals who come in contact with mentally ill persons.

- Phase one would include creating the job description and advertising for the MHP position. (Year One)
- Phase two would include the selection of the MHP and the officers with whom the MHP would be teamed. The MHP is assumed to have a network of providers and assistance upon which they can draw. (Year Two)
- Phase three would be implementing the team approach along the following: (remainder of the grant period)

Lakewood Police Department 2014 JAG Proposal

- Respond to calls for service involving mentally ill citizens
- Stabilize the person and scene
- Conduct risk assessment
- Provide resources and alternatives most suitable for the individual
- Conduct follow-up with individuals and housing units within days after initial incident
- Contact homeless people with offers of housing resources and mental health resources if appropriate.
- Develop and provide training to first responders and other groups in contact with mentally ill populations.

Partner Agencies/Resources:

Western State Hospital, understanding the impact their services have on the local surroundings, has two agreements. One agreement funds officer positions and the other defrays the cost to the City of Lakewood for numerous calls for service.

The city general fund currently pays for time and effort of 101 police officers, any of whom could work cooperatively with a MHP.

The Police Department will look for additional funds from other sources, including the 1% of Human Services funds given by the City of Lakewood, but does not have any secured for this purpose at this writing.

Greater Lakes Mental Health Hospital will provide the contracted personnel functioning as the MHP. GLMH will provide administrative services for their contract personnel as well as a network of housing and treatment facilities.

Lakewood offers 1% of the annual city budget to non-profit organizations to assist with numerous programs within the city. Among the grantees are South Sound Outreach Services, LASA and Rebuilding Together South Sound (\$26,500 combined budget for homeless prevention), YWCA, LASA and the Rescue Mission have a combined grant of \$58,000 for emergency sheltering and TACID has \$8500 for supportive housing. These are some of the additional services the MHP can use to manage clients.

Entity	Budget	Source of Funding
Lakewood Police	\$18,000,000	General Fund
Mental Health Professional	\$ 88,000	Grant Funded
Western State Hospital for officers	\$ 231,000	Grant from DSHS
Non-Profit Resources	\$ 93,000	Lakewood Human Services Funding
Total Budget	\$18,412,000.00	

Outcomes and Analysis:

Evaluation of the success of the program will only be partially meaningful. There are a number of variables that must be examined and again, the goal is not to eliminate mental illness; the goal is to address mental illness in a more appropriate way, as it comes in contact with law enforcement.

One measure of success would be the length of time each individual spent out of police custody. This could be tracked by the Lakewood Crime Analyst, although since the pool of subjects is out of our control, it is impossible to suggest that a reduction of instances is actually success. New subjects move to Lakewood on a regular basis and others leave so the targeted population with this migratory pattern could prove difficult to track as individuals.

Goal	Activity	Outcome
Hire MHP and form team	Create job announcement, choose individual, schedule hours	Putting a team on the streets to assess mental issues as they arise in the field
Work with MHP to leverage additional services	Partner with GLMH to apply for funding and possible demonstration grants	Expand the network of care, services and accessible programs beyond what is currently available
Reduce calls for service of this nature- tracked by analyst	Provide structured assistance to persons in crisis	Patients are stabilized in place, sent to shelter or treated in care facility
Provide alternatives to persons other than Emergency Room- tracked by MHP	Provide structured assistance to persons in crisis	Numbers of persons diverted to supportive housing
Reduce Use of Jail by persons who are mentally ill- Tracked by analyst	Provide structured assistance to persons in crisis	Numbers of persons receiving alternatives to Jail for treatment and care
Improved perception of population of mentally ill persons	Survey through Chamber of Commerce throughout the process	Fewer complaints from business owners and hotel/motel operators
Better treatment of mentally ill residents – reported by MHP	Document status of individuals, where they go, where they end up	Numbers of persons out of jail and hospital after coordinated care has been provided
More effective interaction with mentally ill citizens	Mental Health First Aid Training Education	Numbers of law enforcement officers, citizens and others trained

Alternatives to Jail or Emergency Room for the Mentally III
Justice Assistance Grant Funding

Justice Assistance Grant 2014
Budget Detail Worksheet
City of Lakewood, Washington

A. Personnel	Total: \$0.00	
Position	Computation	Cost

B. Fringe	Total: \$0.00	
Position	Computation	Cost

C. Travel	Total: \$0.00			
Purpose	Location	Item	Computation	Cost

D. Equipment	Total: \$0.00		
Item	Computation	Cost	

E. Supplies	Total: \$0.00		
Item	Computation	Cost	

F. Construction	Total: \$0.00	
Purpose	Description of Work	Cost

G. Consultants / Contracts	Total: \$53861.00		
Contracts			
Name	Service Provided	Computation	Cost
Greater Lakes Mental Health	Healthcare Professional	1 x 53861	53,861.00

H. Other	Total: \$0.00	
Description	Computation	Cost

Alternatives to Jail or Emergency Room for the Mentally Ill
Justice Assistance Grant Funding

I. Indirect Costs		Total: \$0.00
Description	Computation	Cost

Budget Summary Page

Budget Category	Amount
A. Personnel	\$
B. Fringe	\$
C. Travel	\$
D. Equipment	\$
E. Supplies	\$
F. Construction	\$
G. Consultants / Contracts	<u>\$ 53,861.00</u>
H. Other	\$
Total Direct Costs	\$
I. Indirect Costs	\$

TOTAL PROJECT COSTS \$288,361.00

Federal Request \$ 53,861.00

Non-Federal Amount \$230,270.00

Alternatives to Jail or Emergency Room for the Mentally Ill
Justice Assistance Grant Funding

Budget Narrative Worksheet
City of Lakewood, Washington

A. Personnel - None

B. Fringe- None

C. Travel – None

D. Equipment -None

E. Supplies – None

F. Construction-None

G. Consultants/Contracts- A request for \$53,861 will pay for a majority of the contract with Greater Lakes Mental Health Care for a Mental Healthcare Professional(MHP) who will work in tandem with officers on calls for service involving mentally ill persons. The MHP will assess the person in crises and use an extensive network of assistance programs to place this person in a facility or with an agency that will reduce the reliance on jail and hospital services which are not always appropriate.

H. Other -None

I. Indirect Costs -None

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED:	TITLE: Lakewood Water District Interlocal Agreement for design and construction services in association with the Water District's water main replacement and the City of Lakewood's S. Tacoma Way SW – SR 512 to 96 th ST SW project.	TYPE OF ACTION:
September 2, 2014		— ORDINANCE
		— RESOLUTION
REVIEW:		<u>X</u> MOTION NO. 2014-52
September 2, 2014	ATTACHMENTS: Interlocal Agreement	— OTHER

SUBMITTED BY: Don Wickstrom, P.E., Public Works Director/City Engineer.

RECOMMENDATION: It is recommended that the City Council authorize the City Manager to execute an Interlocal Agreement with the Lakewood Water District for design and construction services in association with Lakewood Water District's water main replacement and the City of Lakewood's S. Tacoma Way SW – SR 512 to 96th ST SW project, Project e1171

DISCUSSION: The City of Lakewood is currently in the design phase of our S. Tacoma Way SW – SR 512 to 96th ST SW project. Through this project, the City will widen the roadway to accommodate bicycles, add curb gutter and sidewalk, install street lighting, construct a new storm drainage system, overlay the roadway and upgrade the signal at the intersections of 96th ST SW and S. Tacoma Way SW. (Continued on page 2)

ALTERNATIVE(S): The alternative is to reject the Water District's request to partner and require the Water District to proceed with the water main system replacement as a stand-alone project.

FISCAL IMPACT: There is no fiscal impact to the City. The Lakewood Water District will reimburse all costs associated with the drafting, construction and construction management of their facility as outlined in the Interlocal Agreement.

<p>_____ Prepared by</p> <p>_____ Department Director</p>	 <p>_____ City Manager Review</p>
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DISCUSSION (continued from page 1):

Lakewood Water District has elected to replace their aging water main system in conjunction with the City's roadway project and has solicited City services to assist with drafting, bidding and construction management of their facility. Staff has successfully worked with the Water District on similar projects and both the City and Lakewood Water recognize that it is in the best interest of the public to coordinate efforts to minimize costs, utility conflicts and public inconvenience during construction. The City currently has the capacity to take on such a task and welcomes the efforts to coordinate projects on behalf of the public. The responsibility and liability of water main system design will remain with Lakewood Water. The final water main system design and bid documents will be sealed separately from the City's roadway design by Lakewood Water's engineer of record.

**AN INTERLOCAL AGREEMENT BETWEEN
THE CITY OF LAKEWOOD AND THE LAKEWOOD WATER DISTRICT
REGARDING THE CONSTRUCTION OF ROADWAY IMPROVEMENTS
AND WATER MAINS ALONG
S. TACOMA WAY SW FROM STATE ROUTE 512 TO 96TH ST SW**

THIS AGREEMENT is entered into by and between the CITY OF LAKEWOOD, a municipal corporation of the State of Washington (the "City") and the LAKEWOOD WATER DISTRICT, a special purpose district of the State of Washington (the "Water District").

WHEREAS, the parties to this agreement, pursuant to RCW Chapter 39.34, are authorized to enter into an interlocal agreement for the purposes of cooperatively and efficiently providing utility services to the citizens they serve; and,

WHEREAS, the purpose for this agreement is to allow coordination between the parties during the construction of roadway improvements and water mains facilities within the public rights-of-way along S. Tacoma Way SW from State Route 512 to 96th ST SW (hereinafter, "the Project"); and,

WHEREAS, S. Tacoma Way SW from State Route 512 to 96th ST SW is located within the boundaries of both the City and the Water District; and,

WHEREAS, S. Tacoma Way SW from State Route 512 to 96th ST SW is served by undersized and aging water main systems; and,

WHEREAS, the City and the Water District have entered into a franchise agreement granting to the Water District the right to construct, maintain, operate, replace, and repair water systems in, across, over, along, under, through, and below the public rights-of-way of the City; and,

WHEREAS, paragraph 4.1 of the franchise agreement provides that when the District "protects, supports, temporarily disconnects, relocates, or removes" any of its installations, the City and the District shall be 50/50 responsible for costs" when said work is "associated with City facilities that generate revenue such as storm drainage or sanitary sewer facilities;" and,

WHEREAS, the City and the Water District recognize the need for improved utility infrastructure; and,

WHEREAS, the City pursued and received over \$2.7 million in grants to design and construct the roadway improvements (all these improvements are collectively referred to as (the "Roadway Improvements")); and,

WHEREAS, the Water District has budgeted over \$0.8 million from its capital improvement fund to upgrade undersized water mains within the corridor subject to the Roadway Improvements (the "Water Main Improvements"); and,

WHEREAS, the City is the lead agency for the design and construction of the Roadway Improvements; and,

WHEREAS, the City and the Water District recognize that it is in the best interest of the public to coordinate the design and construction of the Roadway Improvements and Water Main Improvements when the coordination will minimize costs, conflicts among the utility systems, and public inconvenience during construction; and

WHEREAS, it is deemed in the best interest of the public, the City, and the Water District to incorporate the Water Main Improvements into the City's construction plans and contract for the Roadway Improvements if the incorporation will increase efficiency and decrease costs (collectively, the combined Water Main Improvements and Roadway Improvements are the "Project"); and

WHEREAS, the City and the Water District both recognize the complexity and challenges associated with implementing the Project and pledge to work cooperatively together to assure a mutual successful implementation;

NOW, THEREFORE, in consideration of the terms and conditions contained herein, it is mutually agreed by and between the City and the Water District as follows:

SECTION 1. PURPOSES

The purposes of this Agreement are to: (1) document the agreement reached between the City and the Water District regarding the design and construction of the Project, and (2) establish the roles and responsibilities of the City and the Water District relating to the design, construction, oversight, and administration of the Project.

SECTION 2. IDENTIFICATION OF GOALS

The goals entering into this Agreement are to: (1) facilitate the design and construction of the Project; (2) produce a project that meets the applicable standards and approval of both the City and the Water District; (3) achieve maximum cost savings for the benefit of the public served by both the City and the Water District and the Water District's ratepayers; (4) minimize inconvenience to the traveling public during construction of the Project; (5) perform appropriate levels of construction administration and construction quality assurance and quality control; (6) create a Project schedule maximizing coordination among the City, the Water District, and the Project's contractor(s); (7) provide the Water District with planning input during all aspects of Project; (8) create a Project sequencing schedule to insure continuity of water service and fire flow to all areas of affected community throughout the duration of the Project.

SECTION 3. THE CITY'S RESPONSIBILITY

- A. The City shall designate a construction lead administrator to administer the cooperative undertaking of the Project.
- B. The City shall lead development of design and bid documents for the Roadway Improvements.
- C. The City shall pay for all portions of the Project not related to the Water Main Improvements.
- D. The City shall provide base map information to the Water District for use in the Water District's design and bid document development of the Water Main Improvements including: (1) electronic computer-aided drafting (CAD) topographic mapping files; (2) proposed roadway CAD files; and (3) proposed storm drainage CAD files.
- E. The City shall provide CAD / design support for the development of the Water Main Improvements plans and specifications. This shall include drafting support for the Water District's engineer; and review, editing, and insertion of the Water District's special provisions into the Project contract provisions. The City shall provide reproducible plans and specifications for the Water Main Improvements for inclusion in the Project bid documents.
- F. The City shall complete all necessary environmental documentation for the Roadway Improvements and shall serve as the lead agency in ensuring that the Project complies with all applicable requirements of the State Environmental Policy Act, chapter 43.21C RCW (SEPA).
- G. In coordination with the Water District, the City shall secure all necessary rights-of-way and easements required for the construction of the Roadway Improvements.
- H. The City shall lead the public outreach effort to inform citizens and property owners of pending construction activities associated with the Project including: (1) mailings and flyers for open houses, provided no such mailing or flyer shall be distributed unless the City has first consulted with the Water District regarding the mailing's or flyer's contents; (2) scheduling facilities for hosting of meetings; (3) scheduling appropriate City staff to be present at meetings; (4) providing mapping and handouts; and (5) summarizing meeting notes and action items. The City shall provide a minimum of ten (10) business days' written notice to the Water District of all scheduled open houses and public meetings. The City shall provide copies to the Water District of handouts made available at open houses and public meetings.
- I. The City shall be the lead in development of the contract provisions for the Project including: (1) inclusion of plans and specifications provided by the Water District for the Water Main Improvements in the Project's plans and specifications; (2) advertisement and posting for bids; (3) instructions to bidders, including an instruction that bidders show the cost of contract items allocated to the Water Main Improvements segregated from the cost of contract items allocated to the Roadway Improvements; (4) bid form, bid schedules, and bidder information and signature form; (5) establishment of the naming and scope of each of the various bid schedules; (6) deposit or bid bond form; (7) non-collusion affidavit form; (8) subcontractor list; (9) disadvantaged business enterprise utilization certificate; (10) bidder's construction experience form; (11) contract agreement; (12) contract bond (performance and payment); (13) Federal-AID provisions; and (14) state and federal wage rates.

- J. The City shall be the lead in the bidding process for the Project.
- K. Prior to advertising the Project, the City shall provide to the Water District the draft contract provisions prepared by the City. The City shall not advertise the Project before the Water District has responded to the draft contract provisions as described in Section 4.F of this Agreement.
- L. No more than three (3) business days after identifying the lowest responsible and responsive bidder for the Project, the City shall submit that bidder's bid proposal to the Water District for review and response as described in Section 4.G of this Agreement.
- M. The City shall not award the Project construction contract to that bidder before the Water District has responded to the bidder's proposal as described in Section 4.G of this Agreement.
- N. Prior to commencement of any work on the Project, the City shall organize a preconstruction conference and shall provide the Water District with no less than five (5) business days' prior notice of the scheduled preconstruction conference.
- O. The City shall be the lead on the construction administration for the Project including: (1) constructability analysis (independent consultant review of construction staging, utility conflicts, utility staging, etc.); (2) submittal management, except for work associated with the Water Main Improvements which management shall be administered by the Water District; (3) inspection services, except for work associated with the Water Main Improvements which inspections shall be conducted by the Water District; (4) setting agendas for, facilitating, and preparing meeting minutes from weekly construction meetings; (5) setting agendas for, facilitating, and preparing meeting minutes from monthly management meetings; (6) construction contract scheduling; (7) reviewing of contractor payment requests; (8) document reviews; and (9) record drawings.
- P. The City shall bill the Water District for costs related to the Water Main Improvements in accordance with the payment provisions set forth in this Agreement.
- Q. The City shall post information signs in at least two locations within the Project area showing the project funding and funding partners for the Project. The information signs shall identify that the Water Main Improvements are undertaken and funded by the Water District.
- R. The City shall promptly notify the Water District of the completion of the Water Main Improvements.
- S. The City shall promptly notify the Water District of any issues related to the Project that the City believes are inconsistent with the design or construction documents of the Project, or with this Agreement. The City shall work cooperatively with the Water District to resolve any such issues to the mutual satisfaction of both Parties. If the Parties are unable to resolve the issues cooperatively, the Parties shall engage in the dispute resolution procedures identified in this Agreement.

SECTION 4. WATER DISTRICT RESPONSIBILITY

- A. The Water District shall lead development of design and bid documents for the Water Main Improvements. The Water District shall design the Water Main Improvements and develop the specifications and details for inclusion in the Project bid documents. The

- Water District's engineer shall review, approve and seal the Water Main Improvements design and bid documents prepared in conjunction with the City.
- B. The Water District shall pay for all portions of the Water Main Improvements as described in Section 5 of this Agreement.
 - C. The Water District shall complete all necessary environmental documentation for the Water Main Improvements and shall submit said documentation to the City for the City's compliance with SEPA.
 - D. In coordination with the City, the Water District shall secure all necessary rights-of-way and easements required for the construction of the Water Main Improvements.
 - E. The Water District shall actively participate in the public outreach portion of the Project in preparation for and during construction activities by: (1) sending appropriate representatives to public outreach meetings if the City provides adequate notice as described in Section 3.H of this Agreement; and (2) preparing plans and mapping specific to the Water Main Improvements.
 - F. Prior to the advertising of the Project, the Water District shall review the draft contract provisions prepared and provided to the Water District by the City for any required modifications. Within five (5) business days after receiving the draft contract provisions, the Water District shall issue written notification to the City of any issues with the draft contract provisions or of acceptance of the draft contract provisions. If the Water District notifies the City of any issues with the draft contract provisions, the City shall have the option to address the issues. If the City does not address the issues to the Water District's satisfaction, the Water District may terminate this Agreement as set forth in this Agreement. If, after the five (5) day period, the Water District has not notified the City of any issues with the draft contract provisions or of acceptance of the draft contract provisions, the draft contract provisions shall be considered accepted by the Water District.
 - G. After receiving a copy of the lowest responsible and responsive bidder's bid proposal from the City, the Water District shall, within five (5) business days issue written notification to the City of any issues with the proposal or of acceptance of the proposal. If the Water District notifies the City of any issues with the proposal, the City shall have the option to address the issues. If the City does not address the issues to the Water District's satisfaction, the Water District may terminate this Agreement as set forth in this Agreement. If, after the five (5) day period, the Water District has not notified the City of any issues with the proposal or of acceptance of the proposal, the proposal shall be considered accepted by the Water District.
 - H. The Water District shall provide a representative for construction administration of the Project to: (1) review and, if acceptable, approve submittals, requests-for-information, and other documents about the Water Main Improvements and return them to the lead construction administrator within three (3) business days; (2) be present at weekly construction and monthly management meetings; (3) review contractor payment requests for work associated with the Water Main Improvements; (4) coordinate with the contractor(s) and the City to determine temporary water service needs including materials necessary for and location of temporary water mains and services, maintenance of temporary water mains and services, and timetable(s) for construction and dismantling of temporary water mains and services; (5) coordinate with the City and contractor(s) when old water mains are to be abandoned and installed portions of new mains shall be brought

into service; (6) verify pre-determined project and sequencing schedules are followed by the contractor(s); and (7) assist in determining need and direction of potential changes in project and sequencing schedules if a change in conditions arises. If any disputes arise regarding the Water District's role in construction administration of the Project, the Parties shall work cooperatively to resolve any such disputes to the mutual satisfaction of both Parties. If the Parties are unable to resolve the issues cooperatively, the Parties shall engage in the dispute resolution procedures identified in this Agreement.

- I. The Water District shall inspect all work associated with the Water Main Improvements. All costs for such inspection shall be borne by the Water District. All contact between the Water District's inspectors and the City's contractor shall be through the City's on-site representative who shall be identified by the City at the Project preconstruction conference.
- J. The Water District shall provide to the City copies of all daily inspection reports for work involving the Water Main Improvements on a weekly or other agreed-upon interval.
- K. The Water District shall, within twenty (20) business days after the City's notification of completion of the Water Main Improvements, issue written notification to the City of any deficiencies or of acceptance of the work. The City's contractor shall correct any deficiencies as soon as reasonably practicable. If, after the twenty (20) day period, notification has not been received by the City, the Water Main Improvements shall be considered complete and accepted by the Water District.
- L. The Water District shall provide to the City reproducible "as-built" plan/mark-up sheets showing the completed Water Main Improvements, provided that construction of said utilities has been completed under the terms of this Agreement. The Water District shall also provide to the City an electronic copy of the "as-built" plans in the following format: Water CAD. If the Agreement is terminated prior to completion of the Water Main Improvements, the Water District shall provide to the City reproducible "as-built" plan sheets of all completed work on the Water Main Improvements.
- M. The Water District shall promptly notify the City of any issues related to the Project that the Water District believes are inconsistent with the design or construction documents of the Project, or with this Agreement. The Water District shall work cooperatively with the City to resolve any such issues to the mutual satisfaction of both Parties. If the Parties are unable to resolve the issues cooperatively, the Parties shall engage in the dispute resolution procedures identified in this Agreement.

SECTION 5. COSTS AND PAYMENTS

- A. The Water District agrees to set aside funds for payment to the City for all costs associated with the Water Main Improvements, as described in Section 5.B of this Agreement.
- B. The Water District shall pay the City for the following costs:
 - (1) The Water District shall pay the City on a time and materials basis for the design and contract administration costs incurred by the City for the Water Main Improvements. A cost estimate is included as Exhibit A for the benefit of the Water District on what they can expect to pay the City for these services.

- (2) 100 percent of the final cost of all contract items related to the Water Main Improvements, as shown in the bid proposal of the successful bidder. The parties to this agreement will work cooperatively in preparation of the bid request and bid documents so that bids will separately identify and allocate costs so that the financial obligations of the parties may be determined with a high degree of certainty;
 - (3) The Water District's proportionate share of the unallocated Project costs, such as mobilization and demobilization, as shown in the bid proposal of the successful bidder. The Water District's proportionate share shall be determined by the following formula: (Costs allocated to Water Main Improvements in the bid proposal of the successful bidder) divided by (Costs allocated to the Project in the bid proposal of the successful bidder). The amount to be determined at a future date by execution of an addendum to this agreement;
 - (4) The Water District shall pay the City the entirety of the Water District's portion of the contract administration costs. The amount to be determined at a future date by execution of an addendum to this agreement.
 - (5) 100 percent of the cost of any extra work associated with the Water Main Improvements within the amount allowed under Section 6.C and any costs for extra work that have been approved in accordance with Section 6.D of this Agreement, so long as such extra work has been approved the Water District consistent with Section 6.B of this Agreement.
- C. The City shall provide the Water District with properly executed invoices and other appropriate documents segregating and identifying the contractor's payments, equipment, materials, and labor expended on the Water Main Improvements, plus the Water District's proportionate share of the unallocated Project costs, plus the Water District's proportionate of the City's actual costs incurred in support of the Water Main Improvements, plus the cost of any extra work associated with the Main Improvements.
- D. Approved invoices describing costs consistent with Section 5.B above and meeting the description in Section 5.C above shall be paid by the Water District within forty-five (45) days of receipt by the Water District. Notice of any potential dispute regarding payment on an invoice shall be made in writing within the same time period. Payment by the Water District shall not constitute agreement as to the appropriateness of any item or acceptance of the work so represented. If the Parties are unable to cooperatively resolve the dispute, they shall engage in the dispute resolution procedures identified in this Agreement. Interest, at the simple interest rate of 2% per year, shall be charged on all past due payments until paid except for any portion of the past due payment for which it is determined that the Water District is not responsible.

SECTION 6. CHANGES AND CONTRACTOR CLAIMS

- A. There may be unforeseen conditions requiring immediate resolution during the construction phase of this Agreement such as construction disputes and claims, changed conditions, and changes in the construction work. Reimbursement for increased construction engineering and/or construction contract amounts shall be limited to costs

- covered by a modification, change order, or extra work order approved as described below.
- B. No change shall be permitted to the approved construction, scheduling, or sequencing plans for the Water Main Improvements unless approved by the Water District.
 - C. Should it be determined that any change from the Project contract plans and specifications is required that would result in an increased cost to the Water District of \$2,500 or less, the City shall provide the Water District with no less than 24-hours' notice of the proposed change. If the Water District approves the change or does not respond before the expiration period of the notice period, the City is authorized to make the change. If the Water District notifies the City that the Water District disapproves the change within the notice period, the City shall have no authority to make the change.
 - D. Any change in the Project that would result in an increased cost to the Water District in excess of \$2,500 and any change disapproved by the Water District under Section 6.C above shall not be authorized unless and until a binding Letter of Agreement describing the changed scope of work and the estimated change in the Water Main Improvements cost has been signed by both the City's Public Works Director or his/her designee and the Water District's General Manager or his/her designee. The Water District and the City will work diligently together in securing the execution of said binding Letter of Agreement so as not to hold up the City's contractor from carrying out the work.
 - E. Each Party, in the event of a claim by the construction contractor, shall be responsible for its share of the claim filed by the contractor arising out of that Party's proportionate responsibility for the claim.
 - F. If the City's contractor submits a claim that impacts the amount to be paid by the Water District, the City will provide a copy of the claim to the Water District along with information and data relevant to it. The Water District shall consider the claim and provide a response to the City. If the Water District rejects the claim in whole or in part, and the contractor does not accept the Water District's position, then the claim will be resolved pursuant to the dispute resolution process of the City-contractor contract. At the Water District's option, the Water District may appear in that process in the City's name, and shall be fully responsible for preparation and presentation of the defense to the claim, and shall bear all expenses and attorneys fees incurred in doing so. If the dispute resolution process results in a determination that the contractor's claim is valid, then the Water District shall pay the City for the amount of the claim.

SECTION 7. TERM OF THE AGREEMENT

This Agreement, unless terminated sooner as provided for in Section 20, shall be in full force and effect commencing on the date of execution of this Agreement and terminating when the Water Main Improvements have been accepted by the Water District and the Water District has paid the City in full, unless terminated sooner as provided in this Agreement. Termination of this Agreement shall have no effect on the obligations of either Party to maintain the improvements.

SECTION 8. INDEMNIFICATION AND DEFENSE

- A. The City shall defend, indemnify, and hold harmless the Water District, its officers, elected officials, employees, and agents from any and all costs, claims, judgments, or awards of damages of any nature whatsoever resulting from acts or omissions of the City, its officers, elected officials, employees, or agents associated with this Agreement.
- B. The Water District shall defend, indemnify, and hold harmless the City, its officers, elected officials, employees, and agents from any and all costs, claims, judgments, or awards of damages of any nature whatsoever resulting from acts or omissions of the Water District, its officers, elected officials, employees, or agents associated with this Agreement.
- C. In the event of the concurrent negligence of the City and the Water District, each shall be liable for its own percentage of fault. The entities' responsibility to indemnify each other includes the obligation to defend the other and to pay any judgment or award and all chargeable costs and reasonable attorney's fees.
- D. Each party shall individually assume all risk and liability for the specifications, materials requirements, identified work methods and engineering requirements related to his project for which each party is solely responsible for providing.

SECTION 9. NO THIRD-PARTY BENEFICIARY

The City, by this Agreement, does not assume any contractual obligations to anyone other than the Water District. The Water District, by this Agreement, does not assume any contractual obligations to anyone other than the City. There is no third-party beneficiary to this Agreement.

SECTION 10. INSURANCE COVERAGE

- A. The City and the Water District shall each maintain at all times during the course of this Agreement a general liability insurance policy with a policy limit of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate.
- B. The City shall require the contractor(s) performing services on the Project to procure and maintain for the duration of the Project's construction contract, insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of work associated with this Agreement, with both the City and the Water District named as an additional insured. Coverage shall be at least as broad as the following:
- C. The City shall require each contractor to provide a certificate of insurance, with the additional insured endorsement outlining the required coverage. The City shall provide a copy of the certificate of insurance to the Water District.

The Contractor shall obtain and maintain the minimum insurance set forth below. By requiring such minimum insurance, neither the City nor the Water District shall be deemed or construed to have assessed the risks that may be applicable to the contractor under this Agreement. The contractor shall assess its own risks and if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage. Each

insurance policy shall be written on an "occurrence" form; excepting that insurance for professional liability, errors and omissions when required, may be acceptable on a "claims made" form. If coverage is approved and purchased on a "claims made" basis, the contractor warrants continuation of coverage, either through policy renewals or the purchase of an extended discovery period, if such extended coverage is available, for not less than three years from the date of completion of the work which is the subject of this Agreement.

Insurance coverage shall be at least as broad as stated below and with limits no less than:

- A. General Liability. Coverage shall be at least as broad as Insurance Services Office form number CG 00 01 Ed. 11-88 covering COMMERCIAL GENERAL LIABILITY. \$1 million combined single limit per occurrence, and for those policies with aggregate limits, a \$2 million aggregate limit.*
- B. Automobile Liability. Coverage shall be at least as broad as Insurance Services Office form number CA 00 01 Ed. 12/90 covering BUSINESS AUTO COVERAGE, symbol 1 "any auto"; or the combination of symbols 2, 8, and 9. \$1 million combined single limit per accident.*
- C. Workers' Compensation; Statutory requirements of the State of residency. Coverage shall be at least as broad as Workers' Compensation coverage, as required by the Industrial Insurance Act of the State of Washington, as well as any similar coverage required for this work by applicable Federal or "other States" State Law.*
- D. Employer's Liability or "Stop Gap". Coverage shall be at least as broad as the protection provided by the Workers Compensation policy Part 2 (Employers Liability) or, in states with monopolistic state funds, the protection provided by the "Stop Gap" endorsement to the general liability policy.*
- E. Builder's Risk/Installation Floater: The contractor shall procure and maintain during the life of the Contract, or until acceptance of the project by the City and the Water District, whichever is longer, "All Risk" Builders Risk or Installation Floater Insurance at least as broad as ISO form number CP0020 (Builders Risk Coverage Form) with ISO form number CP0030 (Causes of Loss - Special Form) including coverage for collapse, theft and property in transit. The coverage shall insure for direct physical loss to property of the entire construction project, for 100% of the replacement value thereof. The policy shall be endorsed to cover the interests, as they may appear, of the City and the Water District, Contractor and subcontractors of all tiers with the City and the Water District listed as loss payees.*

In the event of a loss to any or all of the work and/or materials therein and/or to be provided at any time prior to the final close-out of the Agreement and acceptance of the Project by the City and the Water District, the contractor shall promptly reconstruct, repair, replace or restore all work and/or materials so destroyed. Nothing herein provided for shall in any way excuse the contractor or its surety from the obligation of furnishing all the required materials and completing the work in full compliance with the terms of the Agreement.

Explosion & Collapse, Underground Damage (XCU) Endorsement. \$1,000,000 combined single limit per occurrence, and for those policies with aggregate limits, a \$2,000,000 aggregate limit. Evidence of Insurance must specifically state coverage is included.

Any deductibles or self-insured retention's must be declared to, and approved by, the City and the Water District. The deductible and/or self-insured retention of the policies shall not limit or apply to the contractor's liability to the City and the Water District and shall be the sole responsibility of the contractor.

The insurance policies required in this Agreement are to contain and be endorsed to contain the following provisions:

With respect to all Liability Policies except Workers Compensation:

- a. The City and the Water District, its officers, officials, employees, agents and consultants are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the contractor in connection with this Agreement.*
- b. The contractor's insurance coverage shall be primary insurance as respects the City and the Water District, their officers, officials, employees, agents, and consultants. Any insurance and/or self-insurance maintained by the City or the Water District, their officers, officials, employees, agents and consultants shall not contribute with the contractor's insurance or benefit the contractor in any way.*
- c. The contractor's insurance shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.*
- d. A Per Project Aggregate shall apply to the General Liability policy.*

Unless otherwise approved by the City and the Water District:

- 1. Insurance is to be placed with insurers with a Bests' rating of no less than A:VIII, or, if not rated with Bests', with minimum surpluses the equivalent of Bests' surplus size VIII.*
- 2. Professional Liability, Errors and Omissions insurance may be placed with insurers with a Bests' rating of B+; VII.*

If at any time the foregoing required policies shall fail to meet the above minimum requirements, the contractor shall, upon notice to that effect from the City and the Water

District, promptly obtain a new policy, and shall submit the same to the City and the Water District, with the appropriate certificates and endorsements, for approval.

The contractor shall include all subcontractors as insured under its policies, or shall furnish separate certificates of insurance and policy endorsements from each subcontractor. Insurance coverages provided by subcontractors, as evidence of compliance with the insurance requirements of this contractor shall be subject to all of the requirements stated herein.

SECTION 11. DISPUTE RESOLUTION

- A. In the event that a dispute arises which the Parties do not cooperatively resolve, the parties agree to engage in mediation in order to resolve the dispute. Mediation may be requested by either Party, and shall be conducted prior to the institution of any lawsuit arising under this Agreement. The Parties agree to share the cost of mediation equally.
- B. This Agreement has been made pursuant to, and shall be construed according to, the laws of the State of Washington. In the event that mediation is unsuccessful and either Party finds it necessary to institute proceedings to enforce any provision of this Agreement, such proceedings shall be submitted to arbitration before a mutually-acceptable arbitrator from Judicial Arbitration and Mediation Services, Inc. (JAMS) or Judicial Dispute Resolution LLC (JDR). If the Parties are unable to mutually agree on an arbitrator, one shall be appointed by the Presiding Judge of Pierce County Superior Court.

SECTION 12. NON-DISCRIMINATION

The City and the Water District certify that they are Equal Opportunity Employers.

SECTION 13. ASSIGNMENT

Neither the City nor the Water District shall have the right to transfer or assign, in whole or in part, any or all of its obligations and rights hereunder without the prior written consent of the other Party.

SECTION 14. NOTICE

Except where otherwise indicated in this Agreement, any formal notice or communication to be given by the City to the Water District under this Agreement shall be deemed properly given, if delivered, or if mailed postage prepaid and addressed to:

LAKWOOD WATER DISTRICT
11900 Gravelly Lake Drive SW
P.O. Box 99729
Lakewood, WA 98499-0729

Attn: Randall M. Black, General Manager

Except where otherwise indicated in this Agreement, any formal notice or communication to be given by the Water District to the City under this Agreement shall be deemed properly given, if delivered, or if mailed postage prepaid and addressed to:

CITY OF LAKEWOOD
6000 Main Street SW
Lakewood, WA 98499-5027

Attn: Don Wickstrom, Public Works Director

The name and address to which notices and communications shall be directed may be changed at any time, and from time to time, by either the City or the Water District giving written notice thereof to the other as herein provided.

SECTION 15. PROJECT RECORDS

During the progress of the Project and for a period not less than six (6) years from the Water District's final payment to the City, all records and accounting pertaining to the Project shall be kept available for inspection and audit by the State and copies of all records, accounts, documents or other data pertaining to the Project shall be furnished upon request. If any litigation, claim, or audit is commenced, the records and accounts along with supporting documentation shall be retained until all litigation, claim or audit finding has been resolved even though such litigation, claim, or audit may continue past the six-year retention period.

SECTION 16. CITY AND WATER DISTRICT AS INDEPENDENT CONTRACTORS

The City is, and shall at all times be deemed to be, an independent contractor. The Water District is, and shall at all times be deemed to be, an independent contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between the City and the Water District or their agents or employees. The City and the Water District shall each independently retain all authority for the rendition of services, standards of performance, control of personnel, and other matters incidental to the performance of services by the City and the Water District pursuant to this Agreement.

Nothing in this Agreement shall make any employee of the City a Water District employee or any employee of the Water District a City employee for any purpose, including, but not limited to, the withholding of taxes, payment of benefits, worker's compensation pursuant to Title 51 RCW, or any other rights or privileges accorded the City or the Water District employees by virtue of their employment.

SECTION 17. WAIVER

No waiver by either Party of any term or condition of this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach, whether of the same or a different provision of this Agreement.

SECTION 18. ENTIRE AGREEMENT

This Agreement represents the entire and integrated agreement of the Parties and may not be modified or amended except as provided herein. Any prior understandings, whether written or oral, are expressly excluded. No executed agreements previously executed by one or both of the Parties are effected by this Agreement.

SECTION 19. AMENDMENT

Provisions within this Agreement may be amended with the mutual consent of the Parties hereto. No additions to, or alteration of, the terms of this Agreement shall be valid unless made in writing, formally approved, and executed by duly authorized agents of both Parties.

SECTION 20. TERMINATION

- A. The City has the right to terminate this Agreement by providing written notice to the Water District if the City determines not to undertake the Project or to discontinue the Project, in which case the City shall be responsible for costs incurred by the Water District associated with the Utility Improvements prior to the City's notice of termination, and the Water District shall only be responsible for costs reasonably incurred by the City that are directly attributable to the Water Main Improvements prior to the City's notice of termination.
- B. The Water District has the right to terminate this Agreement by providing written notice to the City prior to the award of the construction contract, in which case the Water District shall be responsible for all costs reasonably incurred by the City in executing the necessary contract changes to delete the Water Main Improvements from the Project.
- C. After award of the construction contract by the City, the Water District may terminate this Agreement only upon 30 days' prior written notice to the City. In that event, the Water District shall be responsible for all costs reasonably incurred by the City through the date 30 days from the date of the Water District's notice to the City, and all bona fide costs reasonably claimed by the contractor in deleting the Water Main Improvements from the Project.

SECTION 21. FILING

Both Parties shall file copies of this Agreement, together with the motions of the Lakewood Council and Water District Board approving and ratifying this Agreement with the Lakewood City Clerk and the Water District General Manager after execution of the Agreement.

SECTION 22. SEVERABILITY

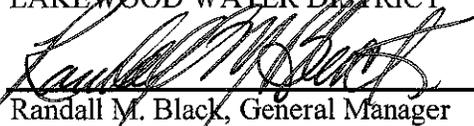
If any provisions contained in this Agreement are held illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

IN WITNESS WHERE OF, the Parties have caused this Agreement to be executed on this _____ day of _____, 2014.

CITY OF LAKEWOOD

LAKEWOOD WATER DISTRICT

John J. Caulfield, City Manager



Randall M. Black, General Manager

Attest:

Alice Bush, MMC, City Clerk

Approved as to Form:

Heidi Wachter, City Attorney



Andrew W. Maron, District Attorney

Exhibit A

**Estimated CAD, Survey, and Design Support Costs
for
Lakewood Water District Water Main Replacement
in
S. Tacoma Way SW: State Route 512 to 96th ST SW Roadway Improvements**

Staff	Hourly Rate	Time (hrs)	Total
Administrative	\$45.00	10	\$450.00
CAD Drafter	\$50.00	100	\$5,000.00
Design Engineer	\$66.00	40	\$2,640.00
Project Engineer	\$72.00	40	\$2,880.00
Direct Expenses			
Survey for waterline outside project limits.			\$1,760.00
Total			\$12,730.00