



# McCleary City Council

## PROPOSED AGENDA

April 23, 2008

**6:30 Worksession**

**7:00 Council Meeting**

Flag Salute

Roll Call

Minutes (Tab A)

Public Comment

Mayor's Report

Staff Reports:

Busse Nutley, City Administrator (Tab B)

Dan Glenn, City Attorney (Tab C)

Financial Report for March (Tab D)

Old Business:

New Business:

City Engineer (On-Call) Contract (Tab E)

Beerbower Park Rules (Tab F)

Apply for NOVA grant to plan for Walkways and Trails (Tab G)

Ordinances:

Amend MMC 12.04 – Sidewalk Requirements (Tab H)

Resolutions:

Amend Development Standards – Sidewalk Width (Tab H)

Amend L&P Development Standards – Transformer Specs (Tab I)

Require Connection Fees at Building Permit (Tab J)

Expressing Support for 1/10 of 1.0% Sales Tax for Disaster

Preparedness Projects and Programs (Tab K)

Vouchers

Mayor/Council Comment

Public Comment

Executive Session

Adjournment

Americans with Disabilities Act (ADA)  
Accommodation is Provided Upon Request

Please Turn Off Cell Phones – Thank You

CITY OF McCLEARY

April 9, 2008  
Regular Council Meeting

The meeting was called to order at 7:00 PM with the Flag Salute.

Roll Call: Mayor Wallace Bentley  
Council Members: Boling, Vessey, Vatne, Lake and Hays

Staff Present: Attorney Glenn, City Administrator Nutley, Police Chief Crumb, Clerk-Treasurer Rostedt, Deputy Clerk Rush, Facilities Manager Baun, Building Official Schlenker

It was moved by Councilman Boling, seconded by Councilman Vatne, to approve the minutes as distributed. Carried.

Barb Anensen told the Council that the City has property off the East Mox Chehalis Road that needs to be cleaned up. Administrator Nutley said she would be looking into it.

It was moved by Councilman Boling, seconded by Councilman Vatne, to form a Finance Committee with the following members: Mayor Bentley, Administrator Nutley, Clerk-Treasurer Rostedt, Deputy Clerk Rush, Councilwoman Lake and Councilman Vessey. Carried. Their first item of business will be to look over the annual financial reports prior to their submission to the State Auditor's Office.

An Ambulance Advisory Committee has been formed with members from Fire Districts 5 and 12, and the cities of Mcleary and Elma. Mayor Bentley will be the first McCleary representative to the committee, with Administrator Nutley as alternate.

Administrator Nutley urged the Council members to attend the AWC Annual Conference in June. She also reported that the preparatory census report is complete, and, as part of this, updated City's Zoning Map are available.

Vern Spatz, Grays Harbor County Auditor, has called and submitted a \$1,110.00 billing for voter registration services in 2007. The Clerk was asked to find out whether the amount was budgeted in the Auditor's 2008 Budget as a revenue—and, if so, why we were not notified for our budgeting process. She was also asked to look back and see what we have been billed in the past.

The Council was referred to the written reports from staff.

Councilman Hays was told that the City is moving ahead on ordering signs.

There was discussion on a proposed contract between the City and WSDOT for street sweeping. It was moved by Councilman Vatne, seconded by Councilman Boling, that the Mayor be authorized to sign a five year contract with an annual fee up to \$3,500.00 and with a schedule to be established and approved by the City Administrator Carried.

It was moved by Councilman Vessey, seconded by Councilman Vatne, to approve the application from the Olympic Christian Academy for a fireworks stand. Carried.

A discussion ensued regarding the BPA Conservation Program. The City was given \$59,826.00 from BPA for conservation. To date we have spent only \$1,200.00. If the remainder is not spent by October 2009, the City will have to pay whatever is left back to BPA. It was moved by Councilman Vessey, seconded by Councilman Vatne, to expand the conservation program by adopting the EnergySmart Program, which will provide funds for audits and for possible commercial rebates for upgrading of their refrigeration systems. Carried.

It was moved by Councilwoman Lake, seconded by Councilman Vessey, to authorize the Mayor to sign a contract between the City and JWM&A for engineering costs for construction of new sidewalks on Simpson Avenue, between 6<sup>th</sup> and 10<sup>th</sup> Streets. Carried.

There were two proposals for an in-car computer for the Police Department. There was only one bid for the software and installation from Day Wireless for \$3,568.97 because it is site specific to Grays Harbor and also on a State contract. There were five bids received for the actual computer:

Group Mobile	\$3,737.00
Day Wireless	\$4,286.10
ProMark	\$4,368.75
LapTop Logic	\$4,434.96
Panasonic	\$5,099.00

It was moved by Councilman Vessey, seconded by Councilman Vatne to award the bids to Day Wireless for the software and installation, and the computer bid to Group Mobil for \$3,373.00 plus Washington State sales tax. Carried.

Resolution No. 558, entitled A RESOLUTION EXTENDING THE PERIOD FOR COMPLETION OF CERTAIN IMPROVEMENTS REQUIRED BY THE APPROVAL OF THE FINAL PLAT OF CEDAR HEIGHTS, was introduced. It was moved by Councilman Vessey, seconded by Councilman Vatne, to adopt the resolution. Carried.

Resolution No. 559, entitled A RESOLUTION DECLARING MATERIALS TO BE SURPLUS AND PROVIDING FOR THE NEGOTIATED DISPOSITION THEREOF, was introduced. It was moved by Councilman Vessey, seconded by Councilman Vatne, to adopt the resolution. Carried.

The issue of the County's asking the voters to raise the State sales tax 1/10<sup>th</sup> of one percent for the purpose of funding disaster preparedness and their request for the Cities to support them, was discussed. Councilman Vessey said that the majority of cities belonging to COG has indicated they will support it. The question is how much revenue would the City receive if it is approved. Attorney Glenn said he would talk to Jeff Myers, Hoquiam Police Chief, who is spearheading the drive to put the issue to the voters.

It was moved by Councilman Vatne, seconded by Councilman Boling, to approve the vouchers as audited. Carried.

Councilman Vessey reported that he has been attending the Council of Governments meetings regularly, and believes they are doing some good work for their agency members, including McCleary.

It was moved by Councilman Boling, seconded by Councilman Vatne, that the meeting be adjourned. Carried.

## **STAFF REPORT**

To: Mayor and City Council  
From: Busse Nutley, City Administrator   
Date: April 21, 2008  
Re: Current Non-Agenda Activity

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### **Planning Commission**

The Commission met on Tuesday, April 15 to provide final editing of the draft Comprehensive Park and Recreation Plan. They have set a public hearing date of Tuesday, May 20 at 5:30 pm. Copies of the draft will be available on the City website and hard copies may be picked up at City Hall.

### **Electrical Engineering RFP**

As you recall, our rate consultant strongly recommended that the City develop a Capital Improvement Program for Light & Power. Our current contract with Elcon & Associates is actually a contract assignment from a previous firm. Each year we advertise that our Professional Services roster is available for architects and engineers. There are currently six firms that provide electrical engineering consulting services on that roster. Each of them, including Elcon, is receiving a copy of the RFP directly. In addition, its availability is being advertised in *The Vidette*, *The Olympian* and the *Seattle Daily Journal of Commerce*. The RFP is for the CIP as well as general on-call services. Responses are due on May 16, with a proposed Council action on June 11.

### **Wildcat Creek Aquifer**

Jim Arthur, the city and county consultant retained to develop proposed regulations to protect the aquifer, has been meeting with various interests for the past couple of weeks. He anticipates that he will continue these discussions until about mid-May. As a part of his contract, he has hired a local hydrogeologist to assist with the technical aspects of any new regulations. They have asked Todd and Vern give them a tour of the area on Wednesday morning.

### **Downtown Cleanup and Park Development**

It is beginning to be more obvious that the City is cleaning up its flower beds and rights-of-way. The transit station makeover is certainly an eye-catching improvement!

The crew continues to work on planting grass at the new park area behind the Community Center. They are well aware that it must be level before the grass is planted, and they anticipate that the project will turn out as promised, including the surrounding berms that will be planted with shrubs.

## **Hanging Baskets**

The flowers are apparently growing in the greenhouse, and will be hung after the last danger of frost, probably around the very end of May. The brackets will be painted with green rust-resistant paint by the City crew. This will enable us to keep them looking new for many years to come.

## **Beerbower Park Improvements and Parking Lot Paving**

Todd has attended the required grant recipient training for the RCFB grant to improve the athletic fields in Beerbower Park. He is now working on the bid documents and is making arrangements for the promised volunteer labor for some of the improvements.

The city's 50% match for the grant is paving the parking lot. We have had several setbacks on its design, and have finally agreed to a bio-swale located north of the gravel pile near the footbridge and in the park itself. It will require the removal of two trees, but we are working on more attractive landscaping elements for the area anyway. The bio-swale will be a shallow depression and will be planted with vegetation that will clean the pollutants that are common to parking lots before the stormwater is emptied into the creek. Although it will be difficult, we will still attempt to construct the swale and pave the lot prior to this year's Bear Festival.

The other element that is currently being figured out is the improvement requested by the Bear Festival to add more water and electrical outlets so that there will be fewer cords and hoses strewn about in the concession area. The park improvements require new irrigation, so Todd is looking at possibly replacing the current 2 inch water line with a 6 inch. That will require digging a trench from the intersection about 400 feet to the area beyond the park kitchen. Electrical service to new plug-ins could be installed in the trench as well. Only the conduit work can be handled by Light & Power because the crew consists of linemen, who are not licensed electricians. We are seeking bids on the actual hook ups and additional plug-ins at the train.

## **Computers and Software**

Technology constantly changes and the upgrades to the City's computer system will continue to be necessary. We are currently looking at two improvements. Now that the Council has created a new Finance Committee, these issues can be reviewed with the Committee before bringing final proposals to the entire council.

**Spam Protection:** As a part of the work to upgrade the City's public records availability, the issue of keeping emails for an eternity creates a number of problems for our existing system. Without the ability to delete unwanted emails, such as spam, the system will eventually become full and might even harbor unwanted viruses. Other cities are installing sophisticated spam filters, enabling the city to establish criteria that will prevent spam from even entering the system, and therefore, we will not have to keep it.

According to our technology consultant, if we decide to move ahead, we should consider firewall and a few other system improvements at the same time.

**Accounting Software:** The current accounting software is based on a program called Cobol that has long since been abandoned for more “user friendly” computer languages. ASP, the original company that designed the system, no longer exists, although the person who developed it is still providing support through a different company. Because of this and because of increasing demand by local governments for more features and easier use, other systems have been making headway into the market. Last week Donnie, Chris, Ardyce and I spent most of the afternoon reviewing a system called BIAS. It is recommended by Toni Nelson, the small cities representative of the State Auditor’s Office, and is being seriously considered by Montesano. We will continue to review systems that work with BARS and are tailored to the accounting requirements of Washington cities.

**MEMORANDUM**

TO: MAYOR AND CITY COUNCIL, City of McCleary  
FROM: DANIEL O. GLENN, City Attorney  
DATE: April 21, 2008  
RE: LEGAL ACTIVITIES as of APRIL 23, 2008.

THIS DOCUMENT is prepared by the City Attorney for utilization by the City of McCleary and its elected officials and is subject to the attorney-client privileges to the extent not inconsistent with laws relating to public disclosure.

1. **SALES TAX PROPOSITION**: The Council has now received the material prepared by Chief Myers and provided to the Montesano Council. I have communicated with the Chief who indicates that there was an attempt to have the Legislature modify the statute so as to remove the mandated 1/3 to criminal justice activities but that the request came so late that the Legislature took no action. He also confirmed that they have called a meeting, to which I assume Chief Crumb has been invited, for April 25 to discuss this matter. It was also made clear that if any member of the Council wished to attend, that was fine.

2. **SIDEWALKS**: I have prepared for review a draft ordinance in relation to the sidewalks which are to be built within the City. As it turns out, the current specific mandates as to location and a number of technical specifications were adopted in 1945. The approach being suggested is to be consistent with the other fees and standards for development; authorized their establishment in written resolutions.

As a comment, I have not modified Section 12.04.030 which incorporates by reference the provisions of RCW 35.70. It is under this statutory chapter, as well as several other similar chapters, that the authority to require the installation and maintenance of sidewalks be carried out by the owner of the abutting property. I would note that over the years, I have not found it particularly cost-effective to seek to require the owner to repair the sidewalk abutting the property but the authority is

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100 SOUTH 3RD STREET  
McCLEARY, WASHINGTON 98557

present in your existing code.

One of the fundamental concerns about defects in sidewalks is the legal liability arising from an injury suffered as a result of the defect. Historically, some cities tried to pass that risk off to the abutting property owner. Some years back the Supreme Court struck that idea down. For your information, I have attached an article from some years ago published by the Municipal Research and Services Center (MRSC). As you will note, it was their opinion that the Court's opinion did not remove the authority to require the property owner to maintain the sidewalk; we simply could not transfer all the risk of damages to the property owner.

3. **MORRISSETTE ENGINEERING CONTRACT:** As you will remember, you authorized the execution of the contract for sidewalk design services with the Morrissette firm, subject to final approval. As I commented, the TIB form utilized created some concern for me. I prepared suggested changes and forwarded them to the TIB representative involved. He indicated that they had no problem with the incorporation. They were then forwarded to Mr. Morrissette who also agreed. Thus, the contract, with addendum including the changes, will be provided to the Mayor for his review and execution.

4. **DEVELOPMENT STANDARDS RESOLUTION:** Pursuant to Staff request, I am providing a draft resolution relating to the development standards. One aspect of it is to adopt the updated McCleary Development Standards, which includes the information in relation to sidewalks anticipated by the format of the sidewalk ordinance referenced above. A second aspect is to add certain elements to the electrical material standards which were requested by Jeff on Monday. Those specific standards apparently relate to transformers, an area with which I have no familiarity. This resolution handles the formalities of both Tab G and Tab H. It also reaffirms the wisdom of doing these items in resolution form rather than ordinance form since we would have to republish the document, the most recent prior version of which was adopted earlier this year.

5. **FEE PAYMENT RESOLUTION:** One area which apparently has been of some difficulty is to formally establish the timing requirements for the payment of the fees tied to the connection with the City's utilities. I have worked with Ardyce to develop a pattern which reduces the risk that there will be confusion in this area between departments with the resulting problems of trying to collect moneys after the work is done. As you will note, the electrical department is under a separate schedule. Also, I have sought to set out a specific provision for those "estimate" situations, one of which continues to be a bit of a

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problem.

6. **ENGINEERING CONSULTING CONTRACT:** It is my understanding that the Mayor will be making a recommendation to the Council in terms of an on-call firm to serve as the City Engineer for provision of general services. I would ask that any confirmation be subject to the usual proviso that the contract, which has not yet been received and thus I have not yet reviewed, be subject to the Mayor's satisfaction.

As always, this is not meant to be all inclusive. If you have any questions or comments, please direct them to me.

DG/le

## **Sidewalks Revisited**

A recent state supreme court case has generated several inquiries concerning the continuing authority of cities and towns to assess abutting property owners for the costs of sidewalk repairs. In our last issue of Municipal Research News, we discussed *Rivett v. Tacoma*, 123 Wn.2d 573 (1994), in which the court invalidated Tacoma ordinance provisions that impose liability upon abutting property owners for damages caused by defective sidewalks, regardless of fault. What has caused concern in this opinion is some sweeping language about a city's responsibilities for the physical condition of sidewalks. **That language has raised the question whether a city can require abutting property owners to bear part or all of the cost of sidewalk improvement or repair regardless of whether property owners caused the conditions necessitating the improvement or repair. The answer appears to be "yes."**

Many cities and towns currently have ordinances that impose the cost of sidewalk repair upon abutting property owners, enacted under the authority of either chapters 35.68, 35.69, or 35.70 RCW (although the latter appears to deal only with construction of new sidewalks). Tacoma's ordinance in the Rivett case, however, was not based upon any of these statutory provisions; it was based upon the city's authority as a first class city to regulate public rights of way, including sidewalks, and upon its nuisance authority. The focus of the Rivett case was on the ordinance provisions that imposed liability for hazardous sidewalk conditions. The Rivett court did not address or even mention a city's authority under either chapters 35.68, 35.69, or 35.70 RCW.

Consequently, a city or town's authority under either of these statutory schemes appears unaffected by the Rivett decision. However, if your city or town has added to its sidewalk ordinance a provision that imposes liability upon property owners for injuries caused by sidewalk conditions, particularly where there is no requirement of a finding that the property owner caused the hazardous sidewalk conditions, it would be advisable to amend the ordinance and remove that provision. Otherwise, cities and towns may, by following the statutory procedures, continue to assess property owners for all or part of the costs of sidewalk repairs, and they may do so whether or not the property owners caused the sidewalk

conditions producing the need for repair. If you have questions about the validity of your sidewalk ordinance in light of Rivett, we suggest you contact your city or town attorney.

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CURRENT EXPENSE BUDGET: MARCH 2008				
DESCRIPTION	2008 ADOPTED	END OF MARCH ACTUAL	% OF BUDGETED	COMMENTS
<b>REVENUES</b>				
<b>Beginning Balance</b>				
Begin Net Cash	250,000.00			
Begin Investments	190,000.00			
REET'	175,000.00			
Begin City Assistance	0.00			
<b>Total Beginning Balance</b>	<b>615,000.00</b>			
<b>General Property Tax</b>				
Real & Personal Property Tax	142,000.00	3,306.42	2.33%	
Special Levy Property Tax	200.00	10.05	5.03%	
<b>Total General Property Tax</b>	<b>142,200.00</b>	<b>3,316.47</b>	<b>2.33%</b>	Tax received in spring & fall
<b>Retail Sales &amp; Use Tax</b>				
Private Harvest Tax	1,200.00	400.49	33.37%	
Retail Sales & Use Tax	70,000.00	18,583.96	26.55%	
C.J. Sales Tax from County	13,000.00	5,257.46	40.44%	
<b>Total Retail Sales &amp; Use Tax</b>	<b>84,200.00</b>	<b>24,241.91</b>	<b>28.79%</b>	
<b>Private Utility Tax</b>				
Natural Gas	12,500.00	4,300.90	34.41%	
Television Cable	19,000.00	4,834.03	25.44%	
Telephone Tax	13,000.00	3,045.52	23.43%	
Cellular Telephone Tax	16,000.00	4,403.65	27.52%	
<b>Total Private Utility Tax</b>	<b>60,500.00</b>	<b>16,584.10</b>	<b>27.41%</b>	
<b>Total Public Utility Tax</b>	<b>196,000.00</b>	<b>54,540.54</b>	<b>27.83%</b>	
<b>Real Estate Excise Tax (REET)</b>	<b>10,000.00</b>	<b>1,294.30</b>	<b>12.94%</b>	
<b>Licenses &amp; Permits</b>				
Building Permits	135,000.00	8,824.10	6.54%	
Platting Fees	2,000.00	0.00	0.00%	
Review Fees	10,000.00	22,534.31	225.34%	
Plat Inspection Fees	8,000.00	4,369.50	54.62%	
Animal Licenses	150.00	45.00	30.00%	
<b>Total Licenses &amp; Permits</b>	<b>155,150.00</b>	<b>35,772.91</b>	<b>23.06%</b>	
<b>Total Direct Federal Grants</b>	<b>0.00</b>	<b>33,121.00</b>	<b>0.00%</b>	
<b>State Entitlements</b>				
City Assistance	30,000.00	12,392.40	41.31%	
Criminal Justice Pop	800.00	250.00	31.25%	
CJ-CTED Programs 1-3	1,200.00	302.36	25.20%	
DUI Cities	500.00	70.73	14.15%	
Liquor Excise Tax	9,000.00	1,788.14	19.87%	
Liquor Board Profits	9,000.00	2,665.63	29.62%	
<b>Total State Entitlements</b>	<b>50,500.00</b>	<b>17,469.26</b>	<b>34.59%</b>	
<b>Total Interlocal Grants</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	
Fire District 12	8,240.00	0.00	0.00%	
Mason County Fire	720.00	0.00	0.00%	
<b>Total Interlocal Gov Payments</b>	<b>8,960.00</b>	<b>0.00</b>	<b>0.00%</b>	
<b>Charges for Services</b>				
Sales Maps & Publications	0.00	0.00	0.00%	
Printing & Duplicating Services	300.00	0.00	0.00%	
Animal Control & Shelter Fee	100.00	0.00	0.00%	
<b>Total Charges for Services</b>	<b>400.00</b>	<b>0.00</b>	<b>0.00%</b>	

<b>CURRENT EXPENSE BUDGET: MARCH 2008</b>				
<b>DESCRIPTION</b>	<b>2008 ADOPTED</b>	<b>END OF MARCH ACTUAL</b>	<b>% OF BUDGETED</b>	<b>COMMENTS</b>
<b>Fines and Forfeits</b>				
Municipal Court	30,000.00	8,038.56	26.80%	
NSF Fines	800.00	96.00	12.00%	
<b>Total Fines and Forfeits</b>	<b>30,800.00</b>	<b>8,134.56</b>	<b>26.41%</b>	
<b>Miscellaneous Revenues</b>				
Interest Earnings - Investments	13,000.00	10,741.80	82.63%	
Interest - Prop Tax/ Real Estate	800.00	131.19	16.40%	
Rent - Cell Tower	11,000.00	2,746.32	24.97%	
Donations from Private Source	100.00	0.00	0.00%	
Other Misc. Revenues	1,500.00	34.00	2.27%	
<b>Total Miscellaneous Revenues</b>	<b>26,400.00</b>	<b>13,653.31</b>	<b>51.72%</b>	
<b>Non-Revneues</b>		<b>6,477.29</b>		
<b>TOTAL CURRENT EXPENSE REVENUES</b>	<b>1,370,110.00</b>	<b>213,311.35</b>	<b>15.57%</b>	
<b>EXPENDITURES</b>				
<b>Reserves</b>				
Ending Net Cash	177,112.00	15,000.00		
Ending Investments	190,000.00			
REET	155,000.00			
Cumulative Reserve - Equipment	10,000.00			
Unanticipated Expense	20,000.00			
<b>Total Reserves</b>	<b>552,112.00</b>	<b>15,000.00</b>		
<b>Legislative/Council</b>				
Salaries & Wages	6,000.00	1,500.00	25.00%	
Personnel Benefits	600.00	152.70	25.45%	
Travel	200.00	0.00	0.00%	
Miscellaneous	500.00	0.00	0.00%	
Training	200.00	0.00	0.00%	
<b>Total Legislative/Council</b>	<b>7,500.00</b>	<b>1,652.70</b>	<b>22.04%</b>	
<b>Judicial</b>				
Salaries & Wages	31,710.00	8,044.50	25.37%	
Personnel Benefits	5,085.00	1,158.64	22.79%	
Office Supplies	750.00	272.18	36.29%	
Professional Services	250.00	91.25	36.50%	
Communication	1,100.00	300.00	27.27%	
Travel	50.00	0.00	0.00%	
Miscellaneous	500.00	125.00	25.00%	
Repair & Maintenance	0.00	0.00	0.00%	
Dues	100.00	100.00	100.00%	
Process Serving	0.00	0.00	0.00%	
External Taxes	0.00	0.00	0.00%	
Capital Outlay	250.00	0.00	0.00%	
<b>Total Judicial</b>	<b>39,795.00</b>	<b>10,091.57</b>	<b>25.36%</b>	
<b>Executive/Mayor</b>				
Salaries & Wages	3,600.00	900.00	25.00%	
Personnel Benefits	400.00	99.24	24.81%	
Professional Services	50.00	0.00	0.00%	
Travel	150.00	0.00	0.00%	
Miscellaneous	300.00	0.00	0.00%	
Training	300.00	0.00	0.00%	
<b>Total Executive/Mayor</b>	<b>4,800.00</b>	<b>999.24</b>	<b>20.82%</b>	

<b>CURRENT EXPENSE BUDGET: MARCH 2008</b>				
<b>DESCRIPTION</b>	<b>2008 ADOPTED</b>	<b>END OF MARCH ACTUAL</b>	<b>% OF BUDGETED</b>	<b>COMMENTS</b>
<b>Finance &amp; Administration</b>				
Salaries & Wages	20,535.00	2,914.10	14.19%	Correction to be made in April
Personnel Benefits	6,150.00	854.79	13.90%	Correction to be made in April
Supplies - General	6,000.00	1,602.94	26.72%	
Supplies - F & A	3,000.00	1,216.12	40.54%	
Professional Services	7,000.00	18,368.70	262.41%	Ambulance settlement
Communications	7,400.00	6.62	0.09%	
Travel	2,000.00	276.45	13.82%	
Miscellaneous	800.00	1,285.52	160.69%	
Misc: Special Projects/Legal	0.00	0.00	0.00%	
Rental/Lease Equipment	3,500.00	1,018.52	29.10%	
Repair & Maintenance	0.00	0.00	0.00%	
Training	1,500.00	503.00	33.53%	
External Taxes	400.00	88.19	22.05%	
Capital Outlay - Building	11,000.00	0.00	0.00%	
Capital Outlay - Equipment	5,000.00	1,991.70	39.83%	Replace computer
Election Services	500.00	0.00	0.00%	
<b>Total Finance &amp; Administration</b>	<b>74,785.00</b>	<b>30,126.65</b>	<b>40.28%</b>	
<b>Legal</b>				
Professional Services	27,520.00	8,408.89	30.56%	
Indigent Defense	7,200.00	1,800.00	25.00%	
Codification	0.00	0.00	0.00%	
Prosecution	7,200.00	434.70	6.04%	
<b>Total Legal</b>	<b>41,920.00</b>	<b>10,643.59</b>	<b>25.39%</b>	
<b>Other General Gov Services</b>				
Professional Services	12,000.00	2,625.00	21.88%	
Rent - City Hall	720.00	180.00	25.00%	
Insurance	22,019.00	22,019.00	100.00%	
Misc - AWC/COG/EDC	7,200.00	4,425.80	61.47%	
<b>Total Other General Gov Services</b>	<b>41,939.00</b>	<b>29,249.80</b>	<b>69.74%</b>	
<b>Law Enforcement</b>				
Salaries & Wages	202,510.00	50,575.51	24.97%	
Overtime Wages	25,000.00	10,902.45	43.61%	
Personnel Benefits	101,085.00	32,507.85	32.16%	
Uniform Allowance	2,400.00	463.86	19.33%	
Overtime Benefits	3,400.00	0.00	0.00%	
LEOFF Retirees - Benefits	24,615.00	0.00	0.00%	
Supplies	9,000.00	1,583.87	17.60%	
Gas	7,500.00	1,735.91	23.15%	
Professional Services	13,000.00	3,341.56	25.70%	
Communications	4,700.00	1,458.06	31.02%	
Travel	500.00	0.00	0.00%	
Advertising	500.00	0.00	0.00%	
Rental/Lease Equipment	1,300.00	251.71	19.36%	
Insurance	5,138.00	5,138.00	100.00%	
Public Utility Services (City)	2,500.00	1,152.03	46.08%	Winter months
Repair & Maintenance	5,000.00	100.21	2.00%	
Miscellaneous	500.00	0.00	0.00%	
External Taxes	100.00	0.00	0.00%	
Capital Outlay - Facilities	3,500.00	0.00	0.00%	
Capital Outlay - Equipment	12,000.00	0.00	0.00%	
Capital Leases	0.00	0.00	0.00%	
Training	1,000.00	0.00	0.00%	
<b>Total Law Enforcement</b>	<b>425,248.00</b>	<b>109,211.02</b>	<b>25.68%</b>	

<b>CURRENT EXPENSE BUDGET: MARCH 2008</b>				
<b>DESCRIPTION</b>	<b>2008 ADOPTED</b>	<b>END OF MARCH ACTUAL</b>	<b>% OF BUDGETED</b>	<b>COMMENTS</b>
<b>Fire Control</b>				
Salaries & Wages	18,300.00	937.00	5.12%	
Personnel Benefits	2,940.00	2,062.16	70.14%	
Supplies - Operating	7,500.00	3,847.25	51.30%	
Gas	1,200.00	122.70	10.23%	
FEMA Grant Expenditures	0.00	2,574.76	0.00%	
Professional Services	1,000.00	559.09	55.91%	
Communications	180.00	0.00	0.00%	
Travel	100.00	0.00	0.00%	
Rent - City Hall	420.00	105.00	25.00%	
Insurance	5,138.00	5,138.00	100.00%	
Public Utility Services (City)	1,500.00	871.16	58.08%	Winter months
Repair & Maintenance	3,000.00	350.00	11.67%	
Miscellaneous	500.00	0.00	0.00%	
External Taxes	0.00	0.00	0.00%	
Capital Outlay - Building	0.00	0.00	0.00%	
Capital Outlay - System	0.00	0.00	0.00%	
Capital Outlay - Equipment	0.00	0.00	0.00%	
Training	1,000.00	0.00	0.00%	
<b>Total Fire Control</b>	<b>42,778.00</b>	<b>16,567.12</b>	<b>38.73%</b>	
<b>Total Detention &amp; Correction</b>	<b>8,000.00</b>	<b>2,513.33</b>	<b>31.42%</b>	
<b>Development Services</b>				
Salaries & Wages	32,650.00	8,680.10	26.59%	
Personnel Benefits	11,640.00	2,814.26	24.18%	
Supplies - Operating	3,000.00	570.46	19.02%	
Gas	0.00	108.70	38.43%	
Professional Services	2,500.00	629.09	25.16%	
Professional Services - Engineer	13,000.00	5,502.80	42.33%	
Plat Review Services	30,000.00	13,650.55	45.50%	
Communications	1,550.00	79.41	5.12%	
Dues	175.00	0.00	0.00%	
Training	1,000.00	0.00	0.00%	
Travel	500.00	237.06	47.41%	
Repair & Maintenance	1,000.00	1,273.56	127.36%	Brakes for truck
Miscellaneous - Public Notice	3,000.00	125.00	4.17%	
Capital Outlay - Building	665.00	0.00	0.00%	
Capital Outlay - Equipment	500.00	460.82	92.16%	
<b>Total Development Services</b>	<b>101,180.00</b>	<b>34,131.81</b>	<b>33.73%</b>	
<b>Total Communications (E-911)</b>	<b>9,710.00</b>	<b>3,236.61</b>	<b>33.33%</b>	
<b>Total Pollution Control</b>	<b>693.00</b>	<b>693.00</b>	<b>100.00%</b>	
<b>TOTAL CURRENT EXPENSE EXPENDITURES</b>	<b>1,350,460.00</b>	<b>264,116.44</b>	<b>19.56%</b>	

<b>PARK &amp; CEMETERY FUND BUDGET: MARCH 2008</b>				
<b>DESCRIPTION</b>	<b>2008 ADOPTED</b>	<b>END OF MARCH ACTUAL</b>	<b>% OF BUDGETED</b>	<b>COMMENTS</b>
Beginning Net Cash	18,000.00			
Beginning Investments	65,000.00			
<b>Beginning Fund Balance</b>	<b>83,000.00</b>			
<b>Real &amp; Personal Property Taxes</b>	<b>54,000.00</b>	<b>1,271.69</b>	<b>2.35%</b>	
<b>Intergovernmental Grants</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	
<b>Cemetery Fees</b>	<b>4,500.00</b>	<b>0.00</b>	<b>0.00%</b>	
Interest Earnings - Investments	2,500.00	1,306.42	52.26%	
Rent - Equipment	2,000.00	96.00	4.80%	
Rent - Community Center	2,500.00	440.00	17.60%	
Donations - Private Source	100.00	0.00	0.00%	
Other Miscellaneous Revenue	500.00	0.00	0.00%	
<b>Miscellaneous Revenues</b>	<b>7,600.00</b>	<b>1,842.42</b>	<b>24.24%</b>	
Transfer from REET	30,000.00	0.00	0.00%	
Transfer from REED	30,000.00	0.00	0.00%	
<b>Total Transfers</b>	<b>60,000.00</b>	<b>0.00</b>	<b>0.00%</b>	
<b>TOTAL PARK AND CEMETERY FUND REVENUES</b>	<b>209,100.00</b>	<b>3,114.11</b>	<b>1.49%</b>	
Ending Net Cash	12,452.00			
Ending Investments	65,000.00			
Unanticipated Expense	4,000.00			
<b>Ending Fund Balance</b>	<b>81,452.00</b>			
Salaries & Wages	14,580.00	2,341.13	16.06%	
Personnel Benefits	4,780.00	876.30	18.33%	
Supplies	8,000.00	2,296.27	28.70%	
Gas	1,500.00	302.33	20.16%	
Professional Services	9,000.00	625.39	6.95%	
Communications	900.00	39.71	4.41%	
Travel	100.00	0.00	0.00%	
Training	100.00	0.00	0.00%	
Advertising	0.00	0.00	0.00%	
Rental, Lease Equipment	5,000.00	89.67	1.79%	
Insurance	5,138.00	5,138.00	100.00%	
Public Utility Services (City)	7,000.00	2,517.75	35.97%	Winter months
Repair & Maintenance	5,000.00	1,199.94	24.00%	
Miscellaneous	800.00	125.00	15.63%	
External Taxes	500.00	8.05	1.61%	
Capital Facilities	65,000.00	0.00	0.00%	
Capital Outlay - Equipment	250.00	0.00	0.00%	
<b>TOTAL PARKS AND CEMETERY EXPENSES</b>	<b>209,100.00</b>	<b>15,559.54</b>	<b>7.44%</b>	

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STREET FUND BUDGET: MARCH 2008				
DESCRIPTION	2008 ADOPTED	END OF MARCH ACTUAL	% OF BUDGETED	COMMENTS
Beginning Net Cash	130,000.00			
Beginning Investments	160,000.00			
<b>Beginning Fund Balance</b>	<b>290,000.00</b>			
<b>Real &amp; Personal Property Taxes</b>	<b>22,000.00</b>	<b>508.67</b>	<b>2.31%</b>	
Grants	186,525.00	0.00	0.00%	
Motor Vehicle Fuel Tax	38,000.00	8,514.70	22.41%	
<b>Total Intergovernmental Revenue</b>	<b>224,525.00</b>	<b>8,514.70</b>	<b>3.79%</b>	
Investment Interest	6,000.00	3,216.58	53.61%	
Other Miscellaneous Revenue	500.00	0.00	0.00%	
<b>Total Miscellaneous Revenues</b>	<b>6,500.00</b>	<b>3,216.58</b>	<b>49.49%</b>	
<b>Non-Revenues</b>	<b>0.00</b>	<b>1,000.00</b>		Insurance for garage repair
<b>TOTAL STREET FUND REVENUES</b>	<b>543,025.00</b>	<b>13,239.95</b>	<b>2.44%</b>	
Ending Net Cash	105,092.00			
Ending Investments	160,000.00			
<b>Ending Fund Balance</b>	<b>265,092.00</b>			
Salaries & Wages	16,120.00	3,296.08	20.45%	
Personnel Benefits	8,200.00	1,698.25	20.71%	
Supplies	11,000.00	2,558.17	23.26%	
Gas	2,500.00	436.40	17.46%	
Professional Services	6,000.00	3,654.49	60.91%	Garage repair (to be reimbursed)
Communications	900.00	39.71	4.41%	
Travel	0.00	0.00	0.00%	
Training	500.00	0.00	0.00%	
Advertising	300.00	0.00	0.00%	
Rental/Lease Equipment	1,500.00	36.30	2.42%	
Insurance	5,138.00	5,138.00	100.00%	
Public Utility Services (City)	3,500.00	1,218.62	34.82%	Winter electric use
Repair & Maintenance	5,000.00	2,962.04	59.24%	Mostly Bobcat repair
Miscellaneous	2,000.00	125.00	6.25%	
External Taxes	0.00	0.00	0.00%	
Capital Outlay - Roadways	211,525.00	0.00	0.00%	
Capital Outlay - Equipment	250.00	0.00	0.00%	
Street Cleaning	0.00	0.00	0.00%	
<b>TOTAL STREET FUND EXPENSES</b>	<b>539,525.00</b>	<b>21,163.06</b>	<b>3.92%</b>	

**LIGHT & POWER FUND BUDGET: MARCH 2008**

DESCRIPTION	2008 ADOPTED	END OF MARCH ACTUAL	% OF BUDGETED	COMMENTS
Beginning Net Cash	65,000.00			
Beginning Investments	150,000.00			
Rural Development Investment	100,000.00			
<b>Beginning Fund Balance</b>	<b>315,000.00</b>			
BPA Conservation	0.00	-165.00	0.00%	
Sales of Electricity	2,300,000.00	671,925.62	29.21%	
Charges for Services & Parts	10,000.00	42,596.87	425.97%	Summit Place II
<b>Total Physical Environment</b>	<b>2,310,000.00</b>	<b>714,357.49</b>	<b>30.92%</b>	
<b>Total Interest Earnings</b>	<b>25,000.00</b>	<b>10,308.75</b>	<b>41.24%</b>	
Equip, Pole & Vehicle Lease	9,200.00	7,791.00	84.68%	
City Hall Rent	2,040.00	510.00	25.00%	
<b>Total Rents &amp; Royalties</b>	<b>11,240.00</b>	<b>8,301.00</b>	<b>73.85%</b>	
Sales of Junk Material	1,200.00	634.79	52.90%	
Other Miscellaneous Revenue	2,000.00	0.00	0.00%	
<b>Total Other Miscellaneous Revenues</b>	<b>3,200.00</b>	<b>634.79</b>	<b>19.84%</b>	
<b>Non-Revenues</b>		<b>384.23</b>		
<b>TOTAL LIGHT &amp; POWER FUND REVENUES</b>	<b>2,664,440.00</b>	<b>733,602.03</b>	<b>27.53%</b>	
Ending Net Cash	97,820.00			
Ending Investment	150,000.00			
REED Fund	70,000.00			
<b>Ending Fund Balance</b>	<b>317,820.00</b>			
Salaries & Wages	454,365.00	121,447.10	26.73%	
Personnel Benefits	174,455.00	42,348.85	24.27%	
Operating Supplies	55,000.00	9,391.57	17.08%	
Office Supplies	5,000.00	219.95	4.40%	
Gas	7,500.00	920.04	12.27%	
Power Purchased for Resale	1,050,000.00	328,207.00	31.26%	Winter months
Transmission Costs	220,000.00	38,012.00	17.28%	
BPA Conservation	14,000.00	0.00	0.00%	
Professional Services	41,500.00	17,320.94	41.74%	Rate Study
Professional Services - Legal	20,000.00	3,166.00	15.83%	
Communications	4,100.00	1,911.95	46.63%	Cost of mail, cell phone
Travel	1,000.00	0.00	0.00%	
Advertising	500.00	0.00	0.00%	
Rental/Lease Equipment	5,000.00	36.29	0.73%	
Insurance	20,550.00	20,665.00	100.56%	
Public Utility Services (City)	22,000.00	7,938.56	36.08%	Winter months
Repair & Maintenance	20,000.00	2,050.34	10.25%	
Training	1,000.00	0.00	0.00%	
Dues	500.00	125.00	25.00%	
Miscellaneous	1,000.00	110.00	11.00%	
External Taxes	85,000.00	25,777.64	30.33%	
Capital Outlay - Building	0.00	0.00	0.00%	
Capital Outlay - Bldg Library	0.00	0.00	0.00%	
Capital Outlay - System	30,000.00	0.00	0.00%	
Capital Outlay - Equipment	114,150.00	0.00	0.00%	
<b>TOTAL LIGHT &amp; POWER FUND EXPENSES</b>	<b>2,664,440.00</b>	<b>619,648.23</b>	<b>23.26%</b>	

<b>GARBAGE FUND BUDGET: MARCH 2008</b>				
DESCRIPTION	2008 PROPOSED	END OF MARCH ACTUAL	% OF BUDGETED	COMMENTS
Beginning Net Cash	5,000.00			
Beginning Investments	7,500.00			
<b>Beginning Fund Balance</b>	<b>12,500.00</b>			
<b>Garbage Fees &amp; Service Charge</b>	<b>220,000.00</b>	<b>56,096.79</b>	<b>25.50%</b>	
<b>Investment Interest</b>	<b>750.00</b>	<b>251.53</b>	<b>33.54%</b>	
<b>TOTAL GARBAGE FUND REVENUES</b>	<b>233,250.00</b>	<b>56,348.32</b>	<b>24.16%</b>	
Ending Net Cash	320.00			
Ending Investments	7,500.00			
<b>Ending Fund Balance</b>	<b>7,820.00</b>			
Salaries & Wages	2,390.00	1,008.56	42.20%	Correction to be made in April
Personnel Benefits	690.00	383.01	55.51%	Correction to be made in April
Supplies - Office	50.00	15.79	31.58%	
Communications	100.00	0.00	0.00%	
Advertising	20.00	0.00	0.00%	
Rent - City Hall	180.00	45.00	25.00%	
Repair & Maintenance	0.00	0.00	0.00%	
External Taxes	12,000.00	2,730.30	22.75%	
Professional Services	210,000.00	49,934.18	23.78%	
<b>TOTAL GARBAGE FUND EXPENSES</b>	<b>233,250.00</b>	<b>54,116.84</b>	<b>23.20%</b>	

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WATER FUND BUDGET: MARCH 2008				
DESCRIPTION	2008 ADOPTED	END OF MARCH ACTUAL	% OF BUDGETED	COMMENTS
Beginning Net Cash	130,000.00			
Beginning Investment	75,000.00			
<b>Beginning Fund Balance</b>	<b>205,000.00</b>			
Water Sales	241,000.00	60,951.86	25.29%	
Other Charges Related to Water	12,500.00	250.00	2.00%	
New Water Connections	73,500.00	2,112.00	2.87%	
<b>Total Charges for Services</b>	<b>327,000.00</b>	<b>63,313.86</b>	<b>19.36%</b>	
Investment Interest	5,000.00	2,373.95	47.48%	
ULID 96-01 Payments	9,000.00	0.00	0.00%	
Other Miscellaneous Revenue	100.00	0.00	0.00%	
<b>Miscellaneous Revenues</b>	<b>14,100.00</b>	<b>2,373.95</b>	<b>16.84%</b>	
<b>TOTAL WATER FUND REVENUES</b>	<b>546,100.00</b>	<b>65,687.81</b>	<b>12.03%</b>	
Ending Net Cash	113,917.00			
Ending Investment	75,000.00			
Unanticipated Expense	20,000.00			
<b>Ending Fund Balance</b>	<b>208,917.00</b>			
Salaries & Wages	150,060.00	40,001.30	26.66%	
Personnel Benefits	64,940.00	16,374.47	25.21%	
Supplies	10,000.00	3,779.59	37.80%	
Gas	4,000.00	326.13	8.15%	
Professional Services	29,000.00	1,407.48	4.85%	
Professional Services - WSP	2,000.00	8,463.84	423.19%	Delayed from 2007
Communications	3,540.00	79.41	2.24%	
Travel	1,000.00	0.00	0.00%	
Advertising	400.00	0.00	0.00%	
Rental/Lease Equipment	1,000.00	36.30	3.63%	
Insurance	5,138.00	5,138.00	100.00%	
Public Utility Services (City)	11,000.00	2,978.19	27.07%	
Repair & Maintenance	5,000.00	462.10	9.24%	
Training	3,000.00	312.31	10.41%	
State Permits & Fees	1,000.00	1,682.00	168.20%	Higher than expected
Miscellaneous	1,000.00	0.00	0.00%	
External Taxes	12,000.00	2,934.69	24.46%	
Capital Outlay - System	20,000.00	15,302.42	76.51%	2nd half property purchase
Capital Outlay - Equipment	1,125.00	0.00	0.00%	
Capital Outlay - System Ext	0.00	0.00	0.00%	
Debt Service	11,980.00	0.00	0.00%	
<b>TOTAL WATER FUND EXPENSES</b>	<b>546,100.00</b>	<b>99,278.23</b>	<b>18.18%</b>	

<b>WASTEWATER FUND BUDGET: MARCH 2008</b>				
DESCRIPTION	2008 ADOPTED	END OF MARCH ACTUAL	% OF BUDGETED	COMMENTS
Beginning Net Cash	95,000.00			
Beginning Investment	62,500.00			
<b>Beginning Fund Balance</b>	<b>157,500.00</b>			
Rural Development Grant	0.00	0.00	0.00%	
<b>Total Intergovernmental Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	
Sewer Service Charges	500,000.00	124,049.94	24.81%	
Other Charges Related to Sewer	2,000.00	0.00	0.00%	
New Sewer Connections	147,175.00	4,225.00	2.87%	
<b>Total Charges for Services</b>	<b>649,175.00</b>	<b>128,274.94</b>	<b>19.76%</b>	
Interest Earnings - Investment	7,000.00	1,733.86	24.77%	
Other Miscellaneous Revenue	400.00	0.00	0.00%	
<b>Total Miscellaneous Revenues</b>	<b>7,400.00</b>	<b>1,733.86</b>	<b>23.43%</b>	
<b>TOTAL WASTEWATER FUND REVENUES</b>	<b>814,075.00</b>	<b>130,008.80</b>	<b>15.97%</b>	
Ending Net Cash	119,389.00			
Ending Investments	82,500.00			
Unanticipated Expense	10,000.00			
<b>Ending Fund Balance</b>	<b>211,889.00</b>			
Salaries & Wages	200,115.00	46,732.65	23.35%	
Personnel Benefits	83,940.00	18,645.94	22.21%	
Operating Supplies	28,000.00	8,569.91	30.61%	
Office Supplies	2,000.00	74.46	3.72%	
Gas	1,000.00	156.60	15.66%	
Professional Services	30,000.00	6,632.72	22.11%	
Communications	7,050.00	1,647.73	23.37%	
Travel	500.00	0.00	0.00%	
Advertising	200.00	0.00	0.00%	
Rent - City Hall	720.00	180.00	25.00%	
Rental/Lease Equipment	500.00	0.00	0.00%	
Insurance	5,138.00	5,138.00	100.00%	
Public Utility Services (City)	31,000.00	10,299.36	33.22%	Winter months
Repair & Maintenance	7,500.00	462.11	6.16%	
Training	3,000.00	258.33	8.61%	
State Permits & Fees	2,000.00	603.90	30.20%	
Miscellaneous	2,000.00	0.00	0.00%	
External Taxes	8,000.00	2,751.45	34.39%	
Capital Outlay - System	20,000.00	20,425.38	102.13%	New structure
Capital System Engineering	0.00	0.00	0.00%	
Capital System Finance Inter	0.00	0.00	0.00%	
Capital Outlay - Equipment	1,125.00	0.00	0.00%	
Capital Outlay - Extension	0.00	0.00	0.00%	
Debt Service	168,398.00	0.00	0.00%	
<b>TOTAL WASTEWATER FUND EXPENSES</b>	<b>814,075.00</b>	<b>122,578.54</b>	<b>15.06%</b>	

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STORMWATER FUND BUDGET: MARCH 2008				
DESCRIPTION	2008 ADOPTED	END OF MARCH ACTUAL	% OF BUDGETED	COMMENTS
Begin Net Cash	50,000.00			
Begin Investments	0.00			
<b>Beginning Fund Balance</b>	<b>50,000.00</b>			
<b>Total Charges for Services</b>	<b>36,000.00</b>	<b>9,060.00</b>	<b>25.17%</b>	
<b>TOTAL STORM WATER REVENUES</b>	<b>86,000.00</b>	<b>9,060.00</b>	<b>10.53%</b>	
Ending Net Cash	45,310.00			
Ending Investments	0.00			
<b>Ending Fund Balance</b>	<b>45,310.00</b>			
Salaries & Wages	16,640.00	3,296.08	19.81%	
Personnel Benefits	8,300.00	1,698.15	20.46%	
Operating Supplies	3,000.00	676.02	22.53%	
Professional Services	12,000.00	4,393.38	36.61%	Videotape lines
External Taxes	500.00	130.36	26.07%	
Capital Outlay - Equipment	250.00	0.00	0.00%	
<b>TOTAL STORM WATER EXPENSES</b>	<b>86,000.00</b>	<b>10,193.99</b>	<b>11.85%</b>	

<b>AMBULANCE FUND BUDGET: MARCH 2008</b>				
<b>DESCRIPTION</b>	<b>2008 ADOPTED</b>	<b>END OF MARCH ACTUAL</b>	<b>% OF BUDGETED</b>	<b>COMMENTS</b>
Begin Net Cash	0.00			
Begin Investments	0.00			
<b>Beginning Fund Balance</b>	<b>0.00</b>			
<b>Total Charges for Services</b>	<b>36,430.00</b>	<b>0.00</b>	<b>0.00%</b>	
<b>Interfund Loans Received</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>100.00%</b>	
<b>TOTAL AMBULANCE REVENUES</b>	<b>51,430.00</b>	<b>15,000.00</b>	<b>29.17%</b>	
Ending Net Cash	7,355.00			
Ending Investments	0.00			
<b>Ending Fund Balance</b>	<b>7,355.00</b>			
Salaries & Wages	1,435.00	0.00	0.00%	
Personnel Benefits	410.00	0.00	0.00%	
Supplies	500.00	0.00	0.00%	
Contract Services	41,730.00	11,380.35	27.27%	
<b>Interfund Loans Repaid</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	
<b>TOTAL AMBULANCE EXPENSES</b>	<b>51,430.00</b>	<b>11,380.35</b>	<b>22.13%</b>	

**Monthly Budget Report**

**CASH, INVESTMENTS AND CAPITAL PROJECTS: March 2008**

DESCRIPTION	CURRENT EXPENSE	PARK & CEMETERY	STREETS	LIGHT & POWER	GARBAGE	WATER	WASTE WATER	STORM	AMBULANCE
<b>Beginning Balance - January</b>									
Beginning Net Cash	178,347.56	20,136.36	119,537.40	46,020.05	7,996.62	72,639.98	137,615.61	49,475.80	0.00
Beginning Investments	190,000.00	65,000.00	160,000.00	150,000.00	7,500.00	75,000.00	62,500.00	0.00	0.00
Real Estate Excise Tax	175,000.00								
Rural Development Investment				100,000.00					
<b>Total Beginning Balance</b>	<b>543,347.56</b>	<b>85,136.36</b>	<b>279,537.40</b>	<b>296,020.05</b>	<b>15,496.62</b>	<b>147,639.98</b>	<b>200,115.61</b>	<b>49,475.80</b>	<b>0.00</b>
<b>Ending Balance - March 31</b>									
Ending Net Cash	121,038.10	7,690.92	111,614.29	59,973.85	10,228.10	39,049.56	108,445.87	48,341.81	3,619.65
Ending Investments	190,000.00	65,000.00	160,000.00	150,000.00	7,500.00	75,000.00	62,500.00	0.00	0.00
Real Estate Excise Tax	179,085.91								
Fire Mitigation Fees	78,874.70								
Rural Development Investment				100,000.00					
<b>Total Ending Balance</b>	<b>568,998.71</b>	<b>72,690.92</b>	<b>271,614.29</b>	<b>309,973.85</b>	<b>17,728.10</b>	<b>114,049.56</b>	<b>170,945.87</b>	<b>48,341.81</b>	<b>3,619.65</b>

## STAFF REPORT

To: City Council  
From: Busse Nutley, City Administrator  
Date: April 21, 2008  
Re: City Engineering Contract

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After screening by the interview committee, the Mayor has selected Gray & Osborne to negotiate a contract for city engineering services. The firm has 165 employees, with offices in Olympia, Seattle, Yakima, Vancouver and Arlington. They only serve municipal clients. More information about Gray & Osborne is attached. This is a big difference for McCleary, as the City has used Parametrix for 33 years. However, changing times lead to changes in how the City operates.

Jon Hinton will serve as the main contact for us, assisted by Nick Bird, who lives in the McCleary area. This will make deliveries of items rather easy!

The contract may not be finalized by the Council meeting; however, Jon will be meeting with key staff on Monday afternoon for his initial orientation (for which there will be no charge to the City). Because the Council will not meet again until May 14, it would be helpful for the Council to authorize the Mayor to sign a contract when it meets his requirements.

### **Requested Action:**

Authorize the Mayor to sign an on-call engineering contract with Gray & Osborne when he is satisfied with the provisions.



**Firm Contacts**

<b>Offices:</b>	<b>2102 Carriage Drive SW, Building I, Suite 102, Olympia, Washington 98502</b> 701 Dexter Avenue North, Suite 200, Seattle, Washington 98109 107 South Third Street, Yakima, Washington 98901 8512 NE Hazel Dell Avenue, Suite 106, Vancouver, Washington 98665 3710 168 <sup>th</sup> Street NE, Building B, Suite 210, Arlington, Washington 98223	
<b>Contacts:</b>	<b>Jon Hinton, P.E.</b>	Tom Zerkel, P.E.
<b>Title:</b>	<b>Principal, Office Manager</b>	President
<b>Phone No.:</b>	<b>(360) 292-7481</b>	(206) 284-0860
<b>Fax No.:</b>	<b>(360) 292-7517</b>	(206) 283-3206
<b>Email:</b>	<b>jhinton@g-o.com</b>	tzerkel@g-o.com

**Profile**

Gray & Osborne has provided professional engineering services to public agencies throughout Washington State since 1935. We have offices in Seattle, Yakima, Olympia, Vancouver, and Arlington. We specialize in the planning, design, and construction management of water, sewer, transportation, and utility systems.

Our staff of 165 experienced professionals includes engineers in the following disciplines:

- *Civil*
- *Environmental*
- *Transportation*
- *Chemical*
- *Mechanical*
- *Hydraulic*
- *Electrical*
- *Structural*

In addition to our engineers, we also staff:

- *Professional Land Surveyors*
- *Construction Managers/Resident Inspectors*
- *Geographical Information Systems (GIS) Technicians*
- *Computer Aided Designers and Drafters*
- *Financial Consultants*

**Mission Statement**

*Focusing on professional and personal attention, we provide planning and engineering services to meet our clients' current or emerging public works needs.*

This diversity of talents gives us the in-house resources to fast track projects when necessary, and minimizes the need to contract with subconsultants. This gives us excellent control over project cost, schedule, and the quality of the final product.

**Philosophy of the Firm**

For over 70 years, Gray & Osborne, Inc., has distinguished itself in the highly competitive engineering services industry through personal and professional service to our clients. The hallmarks of our service include our dedication to prompt, personal attention for each project by senior staff members, our efforts to understand the issues affecting our clients, and our ability to function as a part of our client's staff.

We know that good communication is essential to giving our clients the service they need. We develop and maintain close working relationships with each client to make sure they are satisfied with the final product, regardless of the



size of the project or the community. We also work to establish open and consistent communication between all project participants in order to keep track of project objectives, deliverables, scheduling, and budget.

Teamwork is also central to our philosophy. We consider our staff to be an extension of our client's staff. To meet each client's scheduling and budget requirements, each project is assigned to an experienced project manager and a highly qualified team of engineers, construction managers, and technicians. Our dedication to our clients has resulted in many successful public works projects, and has brought us many clients who repeatedly retain our services.

**— General Engineering and City Engineering Services**

Gray & Osborne serves as the Engineer of Record on behalf of many communities in Washington. Our firm is specifically structured to provide civil engineering services to small- and medium-sized communities. The diversity of our staff enables us to provide a broad range of professional engineering services on many types of public works projects.

Our project managers and project engineers work closely with regulatory and funding agencies on our clients' behalf. Since we work exclusively for public agencies, we can provide our clients with an independent review of private development projects without the possibility of a conflict of interest.

Our engineers regularly assist in public meetings, design meetings, and on-site meetings with property owners, businesses, developers, and various other stakeholders. We feel this approach to open communication among City staff, the engineer, community members, the development community, and regulatory agencies engenders a cooperative attitude that provides the best possible value to the public.

We currently serve as City "on-call" Engineer, or are contractually listed as City Engineer for the following clients:

<b>On-Call Engineering Services</b>	<b>City Engineering Services (Engineer of Record)</b>	<b>Water/Sewer District Engineering Services (Engineer of Record)</b>
City of Camas	City of Algona	Ames Lake Water Association
City of Chehalis	City of Buckley	Drainage Improvement District #8
Town of Coulee Dam	City of Castle Rock	Grant County Port District #1
City of Covington	City of Chelan	Heights Water Association
City of George	City of DuPont	King County Water District #54
City of Milton	City of Electric City	Lake Stevens Sewer District
City of Morton	City of Granite Falls	Mukilteo Water District
City of Mossyrock	City of Grand Coulee	Northshore Utility District
Town of Pe Ell	City of Granger	Olympus Terrace Sewer District
City of Puyallup	City of Ilwaco	Sallal Water Association
City of Raymond	City of Kalama	Sammamish Plateau Water & Sewer District
City of Ridgefield	City of Kittitas	Silver Lake Water & Sewer District
City of Roy	City of Long Beach	Terrace Heights Sewer District
City of Sequim	City of Okanogan	
City of Toledo	City of Rainier	
City of University Place	City of Roslyn	
City of Vader	City of Royal City	
	City of Soap Lake	
	City of Toppenish	
	City of Warden	
	Town of Wilkeson	



**– Development Review Services**

Gray & Osborne has extensive experience in development review for municipal clients. Since our firm works exclusively for public agencies, there is no conflict of interest involved in our reviewing developer documents. We currently provide plan review services for approximately 25 different cities and special purpose districts. We have previously completed development plan reviews for over 200 projects.

Our plan review services incorporate a wide range of development layouts, design plans, and specifications including:

- *Water, sanitary, stormwater, and electrical systems and their connections to existing facilities;*
- *Roadway, illumination, and signalization systems;*
- *Hydraulic analysis for water, sanitary, and storm systems; and*
- *Land division and segregation.*

We have reviewed projects for compliance with applicable local, state, and federal standards, and for compliance with generally accepted engineering practices and local codes and policies. We are committed to providing timely (generally less than 2 weeks) and detailed reviews. For many clients, we provide SEPA review and/or inspection services in addition to plan review.

We have also prepared development standards to be used by developers and clients to ensure the quality of the final product. We track every project with a separate project number to ensure that time and materials are tracked to the proper budget, and that review letters and inspection reports are assigned to the same file for ease of reference.

In the past year, we have provided plan reviews for the following clients:

Client	Contact	Phone Number
City of Algona	Bill Kennedy, Interim City Planner	(253) 833-2897
City of Buckley	Dave Schmidt, P.E., City Administrator	(360) 829-1921
City of Burien	Ramesh Davad, P.E., Development Review Engineer	(206) 248-5527
City of Castle Rock	Dave Vorse, Public Works Director	(360) 274-8181
City of Covington	David Nevins, Community Development Director	(253) 638-1110
City of DuPont	Bill McDonald, City Administrator	(253) 912-5386
Town of Friday Harbor	C. King Fitch, Town Administrator	(360) 378-2390
City of Granite Falls	Matt Hartman, City Council Member	(360) 691-6441
City of Ilwaco	Doug Hubbard, Mayor	(360) 642-3145
Lake Stevens Sewer District	Darwin Smith, General Manager	(425) 334-8588
City of Maple Valley	Nick Afzali, Public Works Director	(425) 413-8800
City of Milton	Emily Terrell, Planning & Community Development Director	(253) 922-8738
Mukilteo Water District	Dan Hammer, General Manager	(425) 355-3355
City of Rainier	Ron Gibson, Public Works Director	(360) 446-2265
City of Ridgefield	Justin Clary, Public Works Director	(360) 887-8251
City of Roslyn	Jeri Porter, Mayor	(509) 649-3105
City of Sequim	Jim Bay, Public Works Director	(360) 683-4908
Silver Lake Water & Sewer District	Patrick Curran, General Manager	(425) 337-3647
City of Westport	Randy Lewis, City Administrator	(360) 268-0131



### – **Water System Comprehensive Planning and Analysis**

Gray & Osborne has developed comprehensive water system plans for clients throughout Washington State. All comprehensive plans are developed according to the client's needs, and in cooperation with local planning agencies. In addition, all comprehensive plans are developed to meet the requirements of the Washington State Department of Health and the Growth Management Act.

### – **Water System Source Development**

Our firm has been responsible for the planning, design, and construction management of many water source development projects, including the development or rehabilitation of wells, springs, and surface sources. We have developed wells with depths of up to 2,000 feet and capacities of up to 2,000 gpm. We have also designed many complete installations, including treatment facilities, telemetry, pump stations, and disinfection.

### – **Water Treatment System Design**

Gray & Osborne has extensive experience with water treatment system design, using a broad range of treatment technologies. We have provided pilot study analysis, design expertise, and construction management services for treatment facilities with process capacities of up to 100 million gallons per day.



**City of Roslyn Water Treatment Plant**

### – **Water System Transmission and Distribution Facilities**

Gray & Osborne has planned, designed, and provided construction management for water transmission and distribution facilities for municipalities and water districts throughout Washington State. Projects have included both above- and below-ground installation of 4-inch to 60-inch diameter pipes (PVC, ductile, steel, and concrete cylinder).

### – **Water System Pumping and Booster Stations**

Gray & Osborne has designed and managed construction and startup services for many water system pump and booster stations. We have integrated SCADA and telemetry systems, and rehabilitated and upgraded existing pump stations. In residential areas, where aesthetics and noise abatement are important, we have provided designs that help to blend the facility into the neighborhood. In designing a pump station, our team of experienced engineers evaluates many options and selects the most cost-effective solution for each application.

### – **Water System Reservoir Design**

Gray & Osborne has designed over 80 water storage reservoirs, including 21 within the past 10 years. The reservoirs we have designed include steel and concrete facilities with buried, ground level, and elevated configurations.

### – **Wastewater Comprehensive Plan**

Gray & Osborne has extensive experience in preparing comprehensive wastewater planning reports, including sewer plans, facility plans, engineering reports, and feasibility studies. We have prepared comprehensive plans/facility plans for the following clients: Burlington, Camas, Cathlamet, Chelan, Conconully, Ephrata, Gig Harbor, Granite Falls,



Ilwaco, Kalama, Lacey, Long Beach, Lynnwood, Mossyrock, Omak, Prosser, Puyallup, Quincy, Ridgefield, Roslyn, Royal City, Sequim, Sunnyside, Wapato, Woodway, and Zillah.

### **Wastewater Treatment and Reclamation Facilities**

Gray & Osborne is an industry leader in the design of water reclamation facilities in Washington State. We have planned, designed, and constructed wastewater treatment facilities ranging in capacity from 100,000 gallons per day to 14 million gallons per day.



**Ephrata – Water Reclamation Facility**

### **Sewer Collection System**

The sanitary sewer collection and interceptor system is a vital part of any community infrastructure. Gray & Osborne has successfully planned, designed, and provided construction management services for numerous sewage collection systems. Our sanitary sewer system designs have used materials such as PVC, HDPE, ductile iron, and concrete pipe with diameters of 8 to 54 inches and depths of up to 60 feet.

Gray & Osborne has designed lift stations as part of the sanitary sewer collection system. Lift stations have ranged in size from small stations serving small residential areas up to 4,000 gallons per minute. Force mains associated with the lift stations have ranged from 4-inch to 24-inch and have been constructed of a variety of materials.

### **Stormwater Planning & Design**

Gray & Osborne has provided many aspects of stormwater planning, design, and permitting services to our clients. Our clients have included municipalities, drainage districts, and state agencies. Our engineers also continue to track innovations in stormwater quantity and quality control, and regulatory issues such as ESA, to ensure that our clients' stormwater planning and capital improvement projects are continuously up-to-date with the current requirements. Our firm uses computer modeling techniques for in-house assessment of the conveyance, treatment, and storage alternatives that must be considered in a comprehensive stormwater plan. We conduct drainage analysis and flood-routing studies using state-of-the-art software such as EPA SWMM, HMS Waterworks, ACE, HEC-RAS, and HEC II. We also have the capability to integrate stormwater hydraulic models with GIS to provide integration of data. Gray & Osborne has completed design for low-impact development (LID) projects under a variety of conditions. Gray & Osborne's certified LEED™ designers ensure the maximum points available in site work.

### **Regulatory Compliance and Permitting**

Gray & Osborne is experienced in permitting and environmental compliance for a wide range of public works projects. Environmental issues often require a regulatory process that may precede or run concurrently with the formal permitting process. Serving both as a reviewing agency and as a project proponent, we have assisted many clients in meeting the federal and state environmental requirements outlined in the National Environmental Policy Act (NEPA), the State Environmental Policy Act (SEPA), and the State Environmental Review Process (SERP).

In addition, the listing of the salmonid species under the federal Endangered Species Act often has an impact on the permitting process and on local environmental regulations. Our staff has prepared biological evaluations for numerous public works projects to determine the potential impacts of the project on local endangered species and to determine how to mitigate these impacts so that the project retains its environmental compliance.



### **Transportation Facilities**

Gray & Osborne has been responsible for planning, design, and construction management of numerous transportation facilities projects, including design and construction of new streets, and total reconstruction, widening, and/or rehabilitation of existing residential streets, neighborhood collectors, and arterials. Our engineers work with state-of-the-art design software to produce exceptional and economical transportation solutions.

From the planning, permitting, public process, and design phase, through construction management and project closeout, we remain diligent in our efforts to construct quality projects on schedule, within budget, and to the owner's satisfaction. We conduct quality control, quality assurance, and constructability reviews throughout the course of the project. Also, Gray & Osborne maintains constant communication with all parties involved and is consistently aware of the needs of all stakeholders, including adjacent property owners, businesses, utility owners, transit, and commuters.

### **Traffic Engineering and Transportation Planning**

Gray & Osborne provides traffic engineering and transportation planning services ranging from comprehensive plans to day-to-day traffic improvement suggestions in response to complaints. Our sound understanding of traffic engineering principles and practices allows us to provide a complete range of design solutions for traffic engineering. Examples include design of signals, channelization, signing, markings, traffic control, traffic calming, and traffic safety improvements.

We also perform traffic studies to develop solutions for transportation issues. Examples of studies that we provide include speed limits, parking, access, crosswalks, signing, and neighborhood traffic control. In the course of these studies, we often serve as representatives for cities and municipalities, meeting with communities, neighborhoods, businesses and individuals to discuss how local traffic issues and forthcoming construction or traffic maintenance will affect them.

### **Structural and Architectural Design**

Gray & Osborne has an in-house Architectural/Structural section that provides design support incidental to wastewater, water, stormwater, and transportation design groups of the firm.

With a diverse design experience in wood, masonry, concrete, steel, and light-gauge metal, the section provides architectural and structural design for space planning of new and existing facilities, structural condition assessment, and seismic design and retrofits of existing structures.

### **Electrical Design**

The Gray & Osborne Electrical Department has 78 years of experience in facility power distribution, process control, and instrumentation. The department has provided engineering design for substation metering; street, parking lot, and facility lighting; system power, control, and instrumentation; and process control integration including PLC control, HMI, and SCADA development and programming.



**Motor Control Center**

The department provides electrical engineering designs for water treatment and wastewater treatment facilities, lift stations, booster pump stations, and wellfields, including utility power service, switchboards, MCCs, solid-state starters



(soft start) and VFDs, panelboards, auxiliary generators, automatic transfer switches, PLC, process instrumentation, radio and phone telemetry, and control panels.

### **Construction Management**

Gray & Osborne has provided construction management and inspection services for all types of public work utility construction. Our range of experience includes everything from small water and sewer main replacement projects to large multimillion dollar water, wastewater, and roadway projects.



Our staff works closely with contractors, city staff, regulatory agencies, and permit agencies to develop reasonable cost-effective solutions to construction problems, and to ensure that projects will stay on budget and on schedule. For federally funded projects, our transportation engineers have experience in maintaining compliance with the Local Agency Guideline (LAG) Manual.

### **Land Survey Services**

Our firm currently has three survey crews and licensed Professional Land Surveyors located in our Seattle and Yakima offices. Each crew is experienced in the use of Electronic Total Stations and GPS. Data is collected in the format that allows automatic line work when the field data is transferred into AutoCAD with Softdesk.

Gray & Osborne also uses Global Positioning System (GPS) technology to complete design surveys and control networks for aerial mapping. GPS technology allows us to place accurate horizontal and vertical coordinates over a large area in a shorter amount of time than conventional surveying methods. Many jurisdictions now require contractors to place construction and utilities projects on the state plane coordinate system using GPS.

**Jon Hinton, P.E., Principal-in-Charge/City Engineer**

Jon has been with Gray & Osborne since 1984, during which time he has served as project manager and city engineer for numerous municipal utility projects, developer extensions and comprehensive planning efforts. Jon has performed design, contract administration, city engineer oversight, project management and construction management for a wide range of street, stormwater, wastewater, and municipal water system capital improvement projects. Jon has performed and provided engineering overview on plat reviews, latecomers agreements, developer extension regulations, utility extensions, grant/loan funding applications and comprehensive plans. Jon currently provides on-call/city engineer services for the Cities of Mossyrock, Rainier, Toledo, Westport, and Vader and is the system engineer for the Boistfort Valley Water Company.

**Education:**

B.S. Industrial Technology,  
1984  
Western Washington University

**Registration:**

Civil Engineer, 2000  
Washington (36494)

**Nick Bird, P.E., Assistant City Engineer**

Nick joined Gray & Osborne in 2004. During his time at Gray & Osborne, he has completed a variety of projects through various disciplines, including water system planning, water source development, water storage tanks, stormwater collection and treatment, sewer collection and treatment planning, and wastewater treatment plant construction. Prior to joining Gray & Osborne, Nick worked for the Washington State Department of Transportation. During his tenure in the Olympic Region Traffic Office, Olympic Region HOV Office, and Olympic Region Environmental Office, Nick had the opportunity to work on a variety of projects ranging from small repairs to regional transportation projects. Nick's wide array of experiences allows him to coordinate the efforts of the firm's diverse technical disciplines on each project, enhancing Gray & Osborne's philosophy of "teamwork."

**Education:**

B.S. Civil Engineering, 2003  
Saint Martin's College

M.S. Civil Engineering, 2007  
Saint Martin's University

**Registration:**

Civil Engineer, 2007  
Washington (43631)

## STAFF REPORT

To: City Council  
From: Busse Nutley, City Administrator   
Date: April 21, 2008  
Re: Beerbower Park Rules

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It's about time to order some signs. This, of course, brings up the issue of what information we wish to convey. There are several issues:

1. Right now there is only one sign in Beerbower Park – the one that prohibits dogs. Unfortunately, it is not doing its job well enough. We think that residents are behaving responsibly, but there are many travelers who stop to use the restroom and we suspect that they may be the main culprits in allowing their dogs to roam.
2. There have been complaints about overnight (and longer) parking along Summit Road.
3. There are occasional “campers” in the park, some of whom ask to pitch small tents because they are traveling though and some just sleep in the park.
4. Because there is water available, there are occasional requests from RV owners to park overnight and they purchase the water – there is no set fee.
5. The Council decided last year to clearly enforce state law that prohibits alcohol in parks.

Before signs can be ordered, some policy questions need to be answered. The following are some suggestions to resolve the issues identified above.

1. Remove the “No dogs in Park” sign and add a “pet waste receptacle.” If visitors are confronted with a signs asking that they clean up after their dogs and are offered bags, we might possibly have a cleaner park. See attached catalog picture and description. We have not yet looked for the “best” deal.
2. Require permits for overnight parking. This will solve the problem along Summit, as well as set a standard fee for water hook ups for RV's.
3. Prohibit overnight camping.
4. List “No alcohol” on any and all signs.

### **Requested Action:**

Discuss what policies you would like the City to develop. The staff will prepare them for your consideration at the next Council meeting. Once adopted, we will order the signs.

# Pet Waste Receptacles

## The PET STATION

Handy Dog Waste Disposal System



### Polyethylene or Aluminum Models:

- Everything a pet owner needs to clean up after their dog!
- Eye-catching aluminum sign encourages responsible behavior
- Sturdy pet litter bag dispenser, with two *free* 200-bag rolls
- A 10-gallon waste receptacle with lid and 50 *free* trash bags
- And, a 4-7 ft. telescoping post including hardware to mount it all!
- Oh, and another thing, it all ships UPS

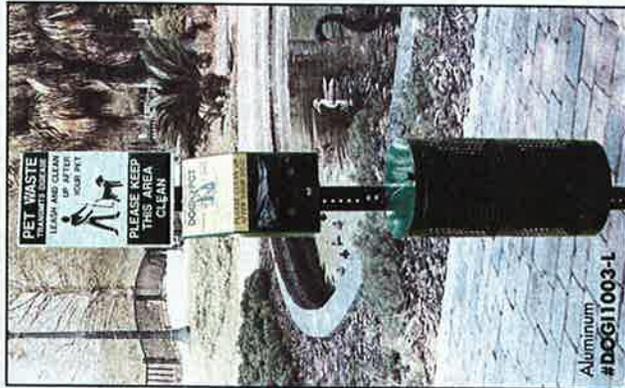
#### Complete 4-pc Pet Station

POLYETHYLENE Dispenser & Receptacle #DOG1010

**\$278.00**  
+ shipping

ALUMINUM Dispenser & Receptacle #DOG1003L

**\$428.00**  
+ shipping



#### Pet Stations Include:

- Aluminum sign
- Telescoping post with hardware
- Pet litter bag dispenser w/bags
- Waste receptacle w/bags

# Pet Waste Receptacle

## DISPENSERS Sold Separately

- Sturdy 17" x 10" x 3" poly unit with lock
- Mounting hardware included

#DOG1007-2

**\$98.00**  
+ shipping

*Both are loaded with 400 free bags!*



- Heavy-duty aluminum 3.25" x 9.4" x 15.5" unit
- You supply the hardware to mount to wall or post

#DOG1002BG

**\$138.00**  
+ shipping

### HOW 'BOUT A SIGN?

**PET WASTE TRANSMITS DISEASE LEASH AND CLEAN UP AFTER YOUR PET**



**PLEASE KEEP THIS AREA CLEAN**

#DOGISGN 11.5" w x 18" h

**\$28.00**  
+ shipping



## Need More Bags?

### Biodegradable REFILL LITTER BAGS

MODEL #	DESCRIPTION	SIZE	WEIGHT	PRICE
DOG11402-10	Pet litter bags	10-roll case	12 lbs.	\$ 88.00 cs.
DOG11402-20	Pet litter bags	20-roll case	25 lbs.	\$188.00 cs.
DOG11402-30	Pet litter bags	30-roll case	35 lbs.	\$278.00 cs.
DOG11404-50	Trash bags	Roll of 50	6 lbs.	\$ 28.00 ea. + shipping

## STAFF REPORT

To: City Council  
From: Busse Nutley, City Administrator   
Date: April 21, 2008  
Re: NOVA Grant for Walkways and Paths

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If the City applies by May 1, we are eligible for an \$80,000 grant from the state Recreation and Conservation Office to plan for walkways and paths through its Nonhighway and Off-road Vehicle Activities (NOVA) program. There is no required match for the grant.

This project is currently ranked as second by the Planning Commission on its proposed Capital Improvement Program that is a part of the update of the Comprehensive Park and Recreation Plan. Sidewalks, walkways and paths were also high priorities of residents responding to the Planning Commission's survey earlier this year.

### **Requested Action:**

Authorize the Mayor to apply for a NOVA planning grant for walkways and paths.

**Nonhighway and Off-road Vehicle Activities  
Authorizing Resolution  
Planning, Acquisition, Development or Maintenance**

**Local Agencies only--You may reproduce in your own format; text may not change.**

Organization Name \_\_\_\_\_ Resolution No. \_\_\_\_\_

Project Name(s) \_\_\_\_\_

A resolution authorizing application(s) for funding assistance for a Nonhighway and Off-Road Vehicle Activities (NOVA) Program project to the Recreation and Conservation Office (RCO) as provided in Chapter 46.09 RCW, Nonhighway and Off-Road Vehicles Activities Program.

WHEREAS, our organization has approved a comprehensive plan that includes this project area; and

WHEREAS, under the provisions of NOVA, state funding assistance is requested to aid in financing the cost of planning, land acquisition, facility development, and/or maintenance; and

WHEREAS, our organization considers it in the best public interest to complete the planning, land acquisition, development, and/or maintenance project described in the application;

NOW, THEREFORE, BE IT RESOLVED, that:

1. The \_\_\_\_\_ [MAYOR, DIRECTOR, PRESIDENT, ETC ] be authorized to make formal application to the Recreation and Conservation Office for funding assistance;
2. Any fund assistance received be used for implementation of the project referenced above;
3. Our organization hereby certifies that its share of project funding is committed and will be derived from \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ [ SPONSOR MATCHING RESOURCES ];
4. We acknowledge that we are responsible for supporting all non-cash commitments to this project should they not materialize; [ if applicable ]
5. We acknowledge that any property acquired or facility developed with financial aid from the Recreation and Conservation Funding Board (RCFB) must be placed in use for the funded purpose, and be retained in such use in perpetuity unless otherwise provided and agreed to by our organization and RCFB.
6. This resolution becomes part of a formal application to the Recreation and Conservation Office; and
7. We provided appropriate opportunity for public comment on this application.

This resolution was adopted by our organization during the meeting held:

Location \_\_\_\_\_ Date \_\_\_\_\_

Signed and approved by the following authorized representative:

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Attest: \_\_\_\_\_

Approved as to form \_\_\_\_\_

## STAFF REPORT

To: City Council  
From: Busse Nutley, City Administrator  
Date: April 21, 2008  
Re: Sidewalk Requirements

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One of the downtown buildings is currently being remodeled. The new owner would like to replace the sidewalk along 4<sup>th</sup> Street. When we looked at the Development Standards and the existing municipal code, we learned that there are a few conflicts that should be resolved.

### **Background:**

McCleary Municipal Code 12.04, Ordinance 30, adopted in 1945, and not amended since, specifies that sidewalks along parts of Simpson and parts of Third Street shall be 10 feet in width. The only building that meets this requirement is City Hall, although there are businesses such as Gordon's and Rounder's that have paved area within their property that extends the sidewalk width to 10 feet. There are other sidewalks along Simpson and Third that are 8 and 9 feet in width.

In recent years the City has built a number of sidewalks in the downtown area and all of them have been 5 feet in width.

Last year the City adopted new Development Standards and we apparently did not understand the conflict with the Code. In these standards, all commercial and industrial zones require 8 foot sidewalks, and residential areas require 5 foot sidewalks.

What this ended up meaning is that the replacement sidewalk on Fourth Street would have to be 8 feet wide. Unfortunately, the parking and street are such that this would be problematic, although not impossible.

In addition the City just received a grant for building 5 foot sidewalks along Simpson, two blocks of which are zoned commercial, but currently are residential in use.

### **Proposed Solution:**

After completing the research (see attached aerial photos) it seems unreasonable to require 10 foot sidewalks along streets where sidewalks have already been built and redevelopment may be years away. Further, requiring wider sidewalks than 5 feet in commercial zones would result in connecting segments of varying widths with no certainty that a standard width would ever result.

Eight foot sidewalks on major roads in commercial area make a lot of sense. However, along Simpson, there are right-of-way issues and a need to maintain parking. In those areas that are currently residential use, it is reasonable to leave the sidewalk width at 5

feet, but require them to be widened when the residential uses eventually are converted to commercial as McCleary grows.

**Planning Commission Recommendation:**

The Planning Commission met on April 15 and had the opportunity to review the proposed amendments. The Commission voted unanimously to recommend to the City Council to adopted the proposed changes.

**Requested Action:**

Adopt the Ordinance to amend the McCleary Municipal Code to require sidewalks to be developed in accordance with the Development Standards.

Adopt the Resolution to amend the Development Standards as follows:

101.8 Sidewalks, Walkways and Trails

1. Concrete sidewalks shall be constructed in accordance with City Standard Nos. 111.1-111.2. Sidewalks shall be installed on both sides of streets within the public right-of-way contiguous to the property line. ~~The minimum sidewalk widths for single family residential shall be 5 feet and shall be 8 feet in all other zones.~~

2. On Simpson Avenue in all Commercial Zones, the minimum sidewalk width shall be 8 feet, except where right-of-way constraints and parking could be jeopardized, the City Administrator may approve a lesser width, but not less than 6 feet.

Where existing residential uses, right-of-way constraints and parking concerns exist, 5 foot sidewalks may be constructed, with City Administrator approval. When a change in use from residential to commercial occurs, then 8 foot sidewalks are required.

3. On Third Street from Simpson Avenue to Fir Street, the minimum sidewalk width shall be 8 feet.

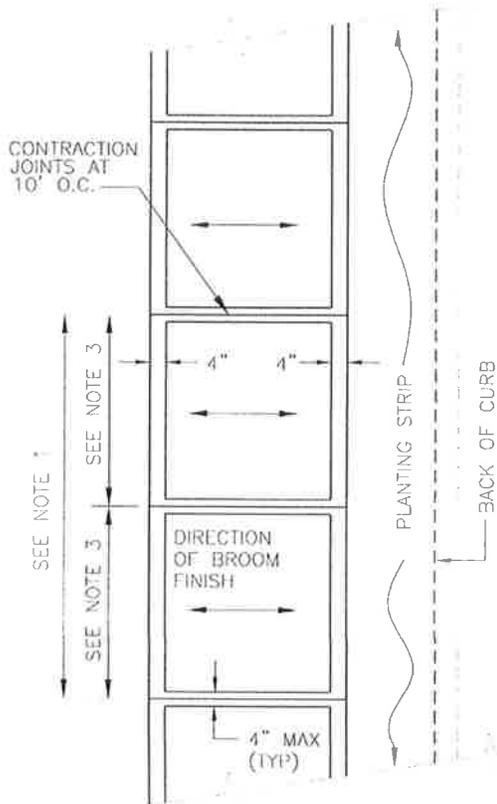
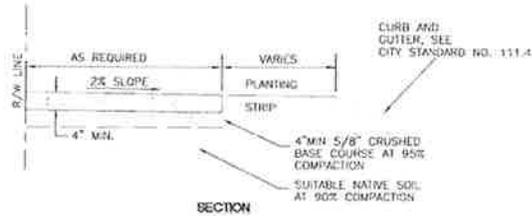
4. On Summit Road from Simpson Avenue to the Railroad Tracks, the minimum sidewalk width shall be 5 feet, with a planter strip between the sidewalk and curb and gutter.

5. Except for 8 foot sidewalks along Simpson Avenue, in C-2 and C-3 Zones, the minimum sidewalk width shall be 10 feet.

6. The minimum sidewalk width in all other areas shall be 5 feet.

**MINIMUM SIDEWALK WIDTHS**

See Section 101.8 – ROADWAY DESIGN – for minimum sidewalk widths.



**PLAN**

**NOTES:**

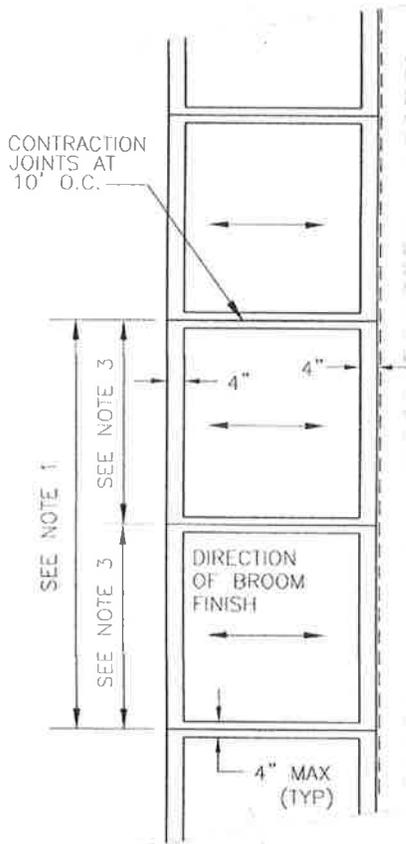
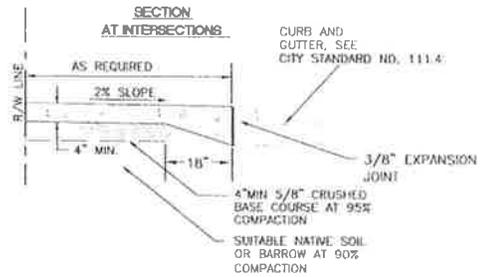
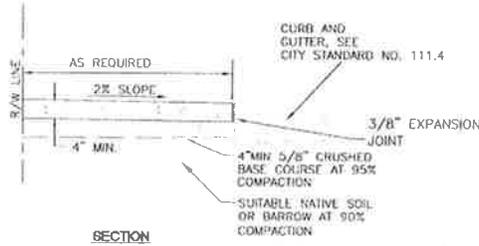
1. CONTRACTION JOINTS SHALL BE 3/8" x 1 1/2" ASPHALT SATURATED FELT PLACED AT 10' O.C.
2. THRU JOINTS SHALL BE 3/8" x 4" ASPHALT SATURATED FELT PLACED AT DRIVEWAYS, ALLEY RETURNS AND WHEELCHAIR RAMPS AND RADIUSSES.
3. V-GROOVEMARKS SHALL BE 1/8" DEEP AND 1/4" WIDE PLACED AT 5' o.c. FOR 5' SIDEWALKS AND 7 1/2' o.c. FOR 8' SIDEWALKS.
4. ALL JOINTS SHALL BE CLEAN AND EDGED TO A 1/4" RADIUS. JOINTS SHALL BE FLUSH WITH THE FINISHED SURFACE.
5. ALL UTILITY POLES AND STREET SIGN POSTS IN SIDEWALK AREA NOT REQUIRED TO BE RELOCATED BY THE CITY ENGINEER SHALL HAVE A SQUARE SECTION OF CONCRETE SURROUNDED BY 3/8" EXPANSION JOINT MATERIAL AROUND THE POLE. THE JOINT SHALL BE NO CLOSER THAN 6" TO ANY SIDE OF THE POLE.
6. FORMS SHALL BE EITHER WOOD OR STEEL AND SHALL MEET ALL REQUIREMENTS OF THESE SPECIFICATIONS.
7. CONCRETE SHALL BE CLASS 3000 3000 PSI 5-1/2 SACK WITH 6% AIR COARSE AGGREGATE GRADING NO. 2 FINE AGGREGATE CLASS 1

101.8A-111.1  
 DATE 11/11/08

**CITY OF McCLEARY  
 SIDEWALK WITH  
 PLANTING STRIP  
 STANDARD DETAIL 111.1**

**MINIMUM SIDEWALK WIDTHS**

See Section 101.8 – ROADWAY DESIGN – for minimum sidewalk widths.



**NOTES:**

1. CONTRACTION JOINTS SHALL BE 3/8" x 1 1/2" ASPHALT SATURATED FELT PLACED AT 10' O.C.
2. THRU JOINTS SHALL BE 3/8" x 4" ASPHALT SATURATED FELT PLACED AT DRIVEWAYS, ALLEY RETURNS AND WHEELCHAIR RAMPS.
3. V-GROOVE MARKS SHALL BE 1/8" DEEP AND 1/4" WIDE PLACED AT 5' o.c. FOR 5' SIDEWALKS AND 7 1/2' o.c. FOR 8' SIDEWALKS.
4. ALL JOINTS SHALL BE CLEAN AND EDGED TO A 1/4" RADIUS. JOINTS SHALL BE FLUSH WITH THE FINISHED SURFACE.
5. ALL UTILITY POLES AND STREET SIGN POSTS IN SIDEWALK AREA NOT REQUIRED TO BE RELOCATED BY THE CITY ENGINEER SHALL HAVE A SQUARE SECTION OF CONCRETE SURROUNDED BY 3/8" EXPANSION JOINT MATERIAL AROUND THE POLE. THE JOINT SHALL BE NO CLOSER THAN 6" TO ANY SIDE OF THE POLE.
6. FORMS SHALL BE EITHER WOOD OR STEEL AND SHALL MEET ALL REQUIREMENTS OF THESE SPECIFICATIONS.
7. CONCRETE SHALL BE CLASS 3000  
3000 PSI 5-1/2 SACK WITH 6% AIR  
COARSE AGGREGATE GRADING NO. 2  
FINE AGGREGATE CLASS 1

**PLAN**

REV. 11/08 111.2  
 DATE: 11/08 111.2  
 DRAWN: 11/08 111.2

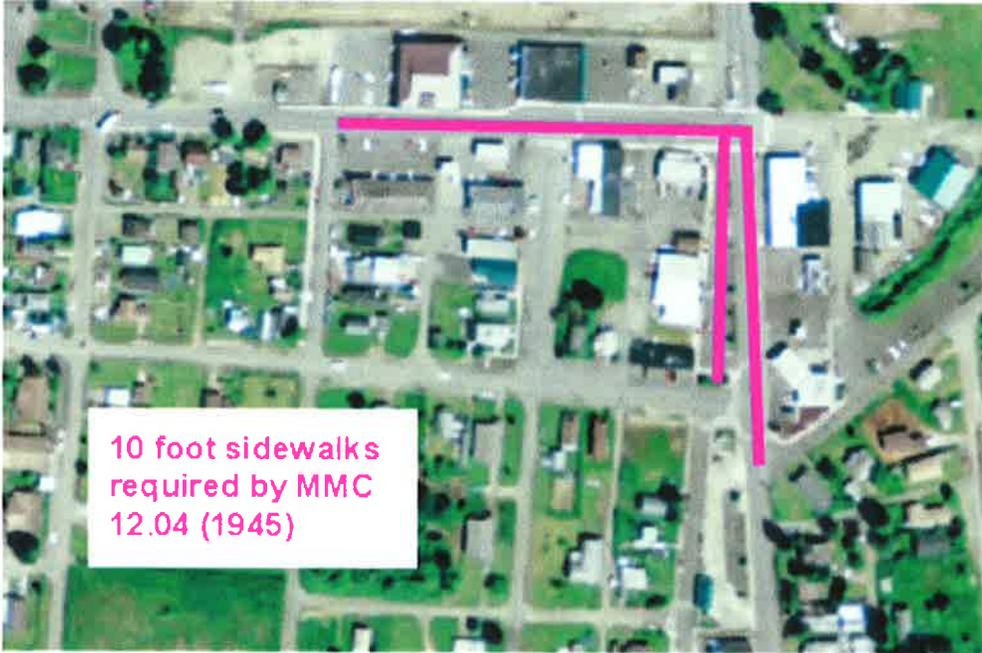
**CITY OF McCLEARY  
 SIDEWALK WITHOUT  
 PLANTING STRIP  
 STANDARD DETAIL 111.2**

**Chapter 12.04 SIDEWALK CONSTRUCTION**

12.04.020 Specifications.

All sidewalks hereafter built shall conform to the following specifications:

All sidewalks hereafter constructed on Simpson Avenue between Fifth Street and Third Street, on [old] Third Street [parking area] from Elma Road to Maple Street, and on [new] Third Street from Simpson Avenue to Fir Street, shall not be less than ten feet wide. All other walks shall be five feet wide.



ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE RELATING TO DEVELOPMENT; CONFIRMING THE METHODOLOGY TO ESTABLISH STANDARDS FOR THE SIZING, INSTALLATION OF SIDEWALKS; AMENDING SECTION 12.04.010 MMC & SECTION 1, ORDINANCE 30, AMENDING SECTION 12.04.020 MMC & SECTION 2, ORDINANCE 30, & PROVIDING AN EFFECTIVE DATE.

R E C I T A L S:

1. The City staff continue a review of the development standards of the City.

2. In the course of that review, it has been determined that the existing formal standards governing the location, sizing, and construction of sidewalks was last formally reviewed in 1945. Therefor, staff has recommended that the existing provisions be modified to be more consistent with the approach taken in relation to the design and development standards for construction within the City.

NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF McCLEARY:

SECTION I: Section 12.04.010 MMC & §1, Ordinance 30 are each amended to read as follows.

~~((Hereafter no))~~ No sidewalk shall be built upon ~~((the))~~ or within the rights of way of the City or areas which are to be dedicated to the City as rights of way pursuant to a development, a construction project, or otherwise ~~((streets and~~

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DG/1e

CITY OF McCLEARY  
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~~alleys within the city,))~~ without first obtaining a permit therefor as herein provided and paying such fees relating to the application for and inspection of such improvement as may be in effect at the time of the submission of the application. Application for such permit shall be made to the Building Office upon such forms as may be (~~city clerk-treasurer upon blanks~~) provided therefor by the city, which application shall be signed by the owner of the property on which such sidewalk will abut, or the duly authorized agent of such owner, and shall describe the property. (~~Said application shall be delivered by the clerk-treasurer to the fire and sidewalk committee of the city, and it shall be the duty of said committee to ascertain and fix the proper grade and location on which such sidewalk shall be constructed.~~)

SECTION II: §12.04.020 MMC and §2 of Ordinance 30 are each amended to read as follows:

All sidewalks within the City which are hereafter built and which are subject to the permitting provisions of Section I of this ordinance shall conform to the standards contained with the development and design standards of the City in effect at the time the permit application is submitted (~~following specifications:~~

~~A. All sidewalks hereafter constructed on Elma Road between Fifth Street and Olympia Road, on Olympia Road from Elma Road to Maple Street, and on Third Street from Elma Road to Fir Street, shall not be less than ten feet wide. All other walks shall be~~

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DC/1\*

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~~five feet wide. All walks shall be four inches thick except at driveways where the thickness shall be increased to six inches.~~

~~B. All forms shall be rigidly set to an established true line and grade. The sub-grade shall be firm and solid and thoroughly settled by wetting and if necessary by rolling or tamping, to a depth of four inches below the finished surface of the walk.~~

~~C. All sidewalks shall be of one course concrete, consisting of a uniform mix of one part portland cement, two parts of clean, coarse, sharp sand, and three parts of well graded (one half-inch minus) clean gravel or crushed rock.~~

~~D. The concrete shall be mixed without an excess of water, placed in forms, rolled or tamped and struck off with a straight edge. Immediately thereafter, the surface shall be dusted with neat cement and then as soon as sufficiently dry, troweled to a uniform smooth finish. After troweling the surface of the walk shall be lightly brushed in a transverse direction with a soft brush.~~

~~E. "V"-shaped grooves, one fourth inch deep formed with a suitable tool, shall then be made across the walk at intervals of five feet. All edges shall be finished to a radius of one fourth inch with a suitable trowel.~~

~~F. Expansion joints (one fourth inch by four inches by five feet) shall be placed across the walk at thirty foot intervals and at all other places where the walk abuts or contacts immovable structures.~~

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~~G. The surface of the walk shall be sprayed with water as soon as the concrete is sufficiently hardened to prevent pitting, and shall be kept wet for not less than five days thereafter.~~

~~H. All materials used shall be inspected and approved by the fire and sidewalk committee or its authorized agent.~~

~~I. All methods of preparing sub-grade, setting of forms, mixing, placing, finishing and curing of concrete shall be inspected and approved by the fire and sidewalk committee or its agent:))~~

SECTION III: If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases had been declared invalid or unconstitutional, and if for any reason this Ordinance should be declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full force and effect.

SECTION IV: This Ordinance shall take effect upon the fifth day following date of publication.

PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2008, by the City Council of the City of McCleary, and signed in approval therewith this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

CITY OF McCLEARY:

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**4/21/2008**  
DG/le

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RESOLUTION NO. \_\_\_\_\_

A RESOLUTION ADOPTING STANDARDS BY REFERENCE  
IN RELATION TO DEVELOPMENTS AND SYSTEMIC  
IMPROVEMENTS OR MODIFICATIONS WITHIN THE  
CITY; REPEALING RESOLUTION 549; & PROVIDING  
AN EFFECTIVE DATE.

R E C I T A L S :

1. Pursuant to the adoption of Ordinance 739, the adoption of development standards by resolution is authorized.

2. By the adoption of Resolution 549, it was the intent of the Council to exercise that authority.

3. Since that adoption, the City's staff has carried forth the development of updated provisions in relation to the installation of sidewalks. Those provisions have been reviewed with the Planning Commission and are now incorporated in an updated version of the City of McCleary's Development Standards.

4. After review, adoption of the provisions set out in updated version of the Standards has been recommended by Staff as being in the long term best interests of the Citizens, the City,

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and those whose activities are subject to the provisions so as to assure compliance with State mandates.

5. In adopting these standards, it is the Council's intention that they shall be applicable until further action of the Council.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF McCLEARY, THE MAYOR SIGNING IN AUTHENTICATION THEREOF:

SECTION I: The following design and development standards and policies shall be applied to any improvements covered by their respective provisions, whether as part of the review, design, approval, and construction of a plat or project, in relation a particular structure or installation, or otherwise.

1.1. The City of McCleary Development Standards, April, 2008 edition.

1.2. The most recent editions of following publications which are on file with the City at the applicable time.

A. Water. American Public Works Association, Washington State Chapter (APWA), American Water Works Association (AWWA), and State Department of Health (DOH);

B. Sewer. Washington State Department of Ecology standards (DOE), American Public Works Association (APWA) standards, and the Environmental Protection Agency of the United States (EPA) standards;

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**4/21/2008**  
DG/le

CITY OF McCLEARY  
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C. Streets. Washington State Department of Transportation (WSDOT) standards and the American Public Works Association, Washington State Chapter (APWA) standards;

D. Storm Sewer. DOE, WADOT, and APWA standards;

E. Electrical Standards:

1. Line Construction Standards Manual, Grays Harbor PUD #1.

2. Material Standards Manual, Grays Harbor PUD #1, including , MS 8020, MS 8040, & MS 8300.

1.3. The City of McCleary Comprehensive Plan, a copy of which is on file in the Office of the Clerk-treasurer.

1.4. State of Washington Department of Ecology's Stormwater Management Manual for Western Washington, 2005 edition, including the published thresholds for NPDES Phase I municipalities.

1.5. The City of McCleary's Roadway Classification, a copy of which is on file in the Office of the Clerk-treasurer.

1.6. The City of McCleary's Pest Management and Aquifer Protection Standards, a copy of which is on file in the Office of the Clerk-treasurer.

1.7. The following, which are hereby adopted by reference, shall be applicable to the control and regulation of vehicular access and connection with the portions of the State highway system within the corporate limits of the City:

A. RCW 47.50, as now existing or hereafter amended.

B. Chapter 468-51 and Chapter 468-52, as now existing or hereafter amended or succeeded.

1.8. The adopted standards of other associations, entities, or organizations as deemed appropriate by the City Administrator, after submission to and approval by the Council.

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CITY OF McCLEARY  
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SECTION II: The following general principals shall apply in the interpretation and application of the standards adopted pursuant to Section I.

A. To the extent of any inconsistency between or among any provision of the Standards, the following shall be the primary sequence of preemption:

1. City of McCleary Development Standards.
2. Electrical Standards: Line Construction Standards Manual, Grays Harbor PUD #1 & Material Standards Manual, Grays Harbor PUD #1 in their respective areas.

B. The City Administrator shall have the discretionary authority to determine the order of precedence in the event of any other inconsistency or of any consistency between the standards referenced in SA.

SECTION III: Effective Date & Transition

3.1. The provisions of this resolution shall take effect as of 12:01 a.m. on the day following its adoption.

3.2. Resolution 549 shall be repealed as of the effective date and time of this resolution: PROVIDED THAT, any specific physical construction or improvement which was designed pursuant to the standards set forth in Resolution 549 and approved by the City prior to the date of repeal shall be governed thereby.

**RESOLUTION - 4**  
**4/21/2008**  
DG/le

CITY OF McCLEARY  
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PASSED THIS \_\_\_\_\_ of APRIL, 2008, by the City Council of the City of McCleary, and signed in authentication thereof this \_\_\_\_\_ day of April, 2008.

CITY OF McCLEARY:

\_\_\_\_\_  
WALLACE BENTLEY, Mayor

ATTEST:

\_\_\_\_\_  
DONNIE ROSTEDT, Clerk-Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
DANIEL O. GLENN, City Attorney

**RESOLUTION - 5**  
**4/21/2008**  
DG/1a

CITY OF McCLEARY  
100 SOUTH 3RD STREET  
McCLEARY, WASHINGTON 98557

## STAFF REPORT

To: City Council  
From: Busse Nutley, City Administrator   
Date: April 21, 2008  
Re: Light & Power Material Standards Amendments

---

Light & Power uses the Grays Harbor PUD standards for its system. Apparently because of the coastal communities of the county, the standards require stainless steel transformers. This is a cost that is not necessary in McCleary. The proposed amendments will remove the stainless steel requirements, and will also make sure that deliveries are made to McCleary, not Aberdeen.

Changes are incorporated into the Resolution on Sidewalks in Tab H.

**Requested Action:**

Adopt the Resolution.

## MS8020: SINGLE PHASE OVERHEAD DISTRIBUTION TRANSFORMERS

(Adopted June 30, 2003 by Grays Harbor Public Utility District No. 1)

Amendments:

### 6.0 CONSTRUCTION

6.6 Material: The tank and cover shall be constructed of minimum ~~12-13~~ gauge rolled ~~mild type 409 (or better) grade stainless steel~~. All welds shall be continuous seams using Metal Inert Gas (MIG) process and using 409Cb (or better) stainless steel welding wire; material shall be preheated to 200 degrees F to avoid formation of martensite. Spot or tack welds are not acceptable. All bands, attached hardware, lifting lugs, supporting lugs, clamping ring, clamping hardware, hinges, bolts and external fittings shall be of 304L (or better) grade stainless steel. Marine grade aluminum construction may be submitted as an alternate. Tank and cover shall have *large* external fittings and clamps for easy maintenance. The tank provided shall have a recessed tank bottom which offers protection when sliding over rough surfaces.

### ~~12.0~~ DELIVERY

Delivery shall be f.o.b. to:

Grays Harbor PUD No. 1 Storeroom  
Electric Park (Cherry & Myrtle St.),  
Aberdeen, Washington 98520.

**MS8040: SPECIFICATIONS FOR SINGLE PHASE PAD MOUNTED DISTRIBUTION TRANSFORMERS FOR COASTAL INSTALLATION**

(Adopted November 30, 2001 by Grays Harbor Public Utility District No. 1)

Amendments:

1.0 **PAD MOUNTED DISTRIBUTION TRANSFORMER**

Transformer shall be designed for operation at 60 Hz, oil-immersed, self-cooled, single phase, without taps except as noted.

Transformers shall be constructed of ~~409 grade stainless steel construction,~~ 13 US gauge minimum. All welds shall be ~~308L stainless steel and be~~ continuous. No spot or tack welds are acceptable. All bands, hinges, bolts and external fittings shall be of 409 or better grade stainless steel. Marine grade aluminum construction will be considered as an alternate.

Primary and secondary lugs and terminals shall be copper, bronze, or tinned copper. Aluminum is not acceptable.

Construction shall be in accordance with latest IEEE, ANSI and NEMA standards for distribution transformers.

- 3.4 Secondary terminals shall consist of one grounded and two insulated ~~four hole in line externally clamped spade terminals as per ANSI C57.12.25, Figure 3(b).~~ These secondary spades shall be two piece in construction for all pad mounted units bid. This means the external paddle shall be removal at all times without the need to enter the transformer tank or drain the oil. HOMAC ABW6350 or equivalent secondary connector.

11.0 **DELIVERY**

~~Delivery shall be f.o.b. Storeroom, Electric Park, Aberdeen, Washington 98520.~~

**MS8300: SPECIFICATIONS FOR THREE PHASE, PAD MOUNTED  
DISTRIBUTION TRANSFORMER FOR COASTAL INSTALLATION**

(Adopted November 30, 2001 by Grays Harbor Public Utility District No. 1)

Amendments:

2.0 **TANK AND FITTINGS**

2.3 Transformer shall be sheet steel construction (13 US gauge min,) hinges and hinge pins to be made of AISI Type 409 stainless steel.

a) ~~Tank and all~~ All external fittings and attachments shall be 409 stainless steel.

b) All hinges and hinge pins shall be 409 or better stainless steel.

2.4 All tank, fitting and attachment welds shall ~~be made with 308L weld rod and must~~ be continuous; spot welding is not acceptable.

6.0 **TAPS**

All three phase padmounted transformers ~~shall~~ may, unless otherwise specified by the City, come equipped with high voltage taps. These tap ratings shall comply with ANSI Standards C57.12.22-1980 (Table 2) (or most recent revision).

~~12.0~~ **DELIVERY**

~~Delivery shall be f.o.b. Storeroom, Electric Park, Aberdeen, Washington.~~

~~Delivery time is an important factor in bid evaluation; manufacturer's standard unit will be considered.~~

## STAFF REPORT

To: City Council  
From: Busse Nutley, City Administrator   
Date: April 21, 2008  
Re: Collection of Connection Fees

---

State law requires cities to adopt specific policies or rules that specify the timing of collection of various utility connection fees. The Resolution clarifies that fees must be paid at the time of building permits.

### **Requested Action:**

Adopt the Resolution.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION RELATING TO CONSTRUCTION;  
CONFIRMING A PROCEDURE IN RELATION TO THE  
PAYMENT OF UTILITY CONNECTION FEES**

**R E C I T A L S:**

1. Pursuant to ordinance or resolution, fees relating to construction of improvements within the City and connection to the City's utilities are established.

2. It has been determined that as the result of the lack of a written determination, there has been some inconsistency in the processing of the requests for utility connections to the City water and sewer utility. Further, that the inconsistency has led to problems in relation to the timely connection of such fees.

3. The Council has been informed that the Staff member responsible for such processing has recommended the procedures which are set forth within this resolution appropriate procedures.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF McCLEARY, THE MAYOR SIGNING IN AUTHENTICATION THEREOF:

SECTION I: At the time an applicant pays the fee for the issuance of the building permit for a structure or

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**04/21/2008**  
DG/le

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**McCLEARY, WASHINGTON 98557**

improvement requiring connection to the City water or sewer utility, the applicant shall also pay the fees and costs established by the then applicable resolution relating to the connection of that structure or improvement to the sewer or water utility.

SECTION II: As to the connection to the electrical utility, all required fees and costs shall be paid prior to the commencement of the installation of the service.

SECTION III: If any cost required to be paid pursuant to Sections I and II of this Resolution is an estimate, the applicant shall pay the actual cost, to the extent it exceeds the estimate, prior to the commencement of the delivery of utility service to the site. In the event that the installation cost is less than the estimate, the excess shall be refunded to the applicant in a timely manner.

PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2008, by the City Council of the City of McCleary, and signed in authentication thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

CITY OF McCLEARY:

\_\_\_\_\_  
WALLACE BENTLEY, Mayor

ATTEST:

\_\_\_\_\_  
**RESOLUTION - 2**  
**04/21/2008**  
DG/le

**CITY OF McCLEARY**  
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**McCLEARY, WASHINGTON 98557**

DONNIE ROSTEDT, Clerk-Treasurer

APPROVED AS TO FORM:

DANIEL O. GLENN, City Attorney

RESOLUTION - 3  
04/21/2008  
DC/1a

CITY OF McCLEARY  
100 SOUTH 3RD STREET  
McCLEARY, WASHINGTON 98557

## **STAFF REPORT**

To: City Council  
From: Busse Nutley, City Administrator   
Date: April 21, 2008  
Re: Sales Tax for Disaster Preparedness

---

I took the liberty of contacting Hoquiam for additional information about the proposal to submit a ballot item for sales tax for disaster preparedness.

Attached is a copy of an email response to me from Chief Myers, and his proposal, including the pertinent statute.

Email response from Chief Jeff Myers, Hoquiam Police Department:

Please see attached, as well as section 4 of the statute. This section (unfortunately) requires 1/3 of ALL funds raised under this statute must be used for criminal justice purposes- specifically officers, jails or courts. We are having an organizational meeting (Chief Crumb was invited, and anyone else interested) on April 25<sup>th</sup> at 0900 here at HPD. We want to discuss whether or not it is better to wait a year and try to get the legislature to “fix” the statute or create a new statute the allows 100% of the funds (1/10<sup>th</sup> of 1 percent sales tax) to go to regional disaster preparedness initiatives or programs.

We talked of asking the county commissioners to host an “advisory vote” this November, with a regular vote next year after the legislature (presumably) corrects the statute for us. However, Vern Spatz is under the opinion that if we are going to run an advisory, we may as well just run the actual referendum now- even with the 1/3 to CJ issue. These are some of the issues that we need to discuss on the 25<sup>th</sup>.

I know that Dan Glenn is up-to-speed on this issue and concept. He crafted a very generic resolution for Montesano that was just to support the CONCEPT of what we are trying to work toward. I see this as more symbolic at this point than anything which has binding authority on the taxpayer or citizen. No matter how this proceeds, if at all, in the end, taxing authority will have to come from a public vote (county-wide) on the referendum. It will not encumber any particular city or council, except to have to agree to pool the money toward emergency management projects as outlined in my attachment.

Chief Jeff Myers  
Hoquiam Police Department  
215 10th Street  
Hoquiam, Washington 98550  
360-532-0892 extension 105  
<mailto:jmyers@cityofhoquiam.com>



# HOQUIAM POLICE DEPARTMENT

215 Tenth Street, Hoquiam Washington 98550

*Jeff Myers, Chief of Police*



## **1/10<sup>th</sup> of 1 percent SALES TAX (1/10 of a penny on the dollar) REFERENDUM**

This idea was in response to suggestions for improvement presented at the recent Emergency Management debrief meeting held after the December 2007 Windstorm. This concept is in the incubation phase and is subject to modification as the process evolves.

It is imperative that this has the support of the political leaders of the county if it is to go before the voters. This needs to be a real grass-roots effort!

The realization during and after the December Windstorm was that Grays Harbor has done all it can (on paper) to prepare for disasters and county-wide emergencies. Over recent years, emergency plans have been written and updated, to include comprehensive lists of necessary "Emergency Support Functions". At this point however, many of these functions are identified only on paper and lack actual on-the-ground resources.

As an example, with over 90% of the county without power during the storm, there was a significant lack of adequate shelter space. During the storm response, we discovered that the American Red Cross requires power to site a shelter; thus the only large-scale shelter was at the Grays Harbor Fairgrounds in Elma (which was the only community with power during and after the storm). Major population centers, including Aberdeen and Hoquiam, as well as more isolated areas, including the North and South Beaches, had little to no option for shelters (with back-up power) to meet the needs of local residents.

There is existing state statutory authority to implement a 1/10 of 1 percent increase in local county sales tax for specific purpose or need. The idea was to seek the support of citizens in Grays Harbor County to implement this tax for a period of two or three years with 100% of the revenue dedicated for emergency management upgrades and projects around the entire county. An "Emergency Management Board" made up of local political leaders and police/ fire officials would approve emergency management projects, direct the public educational campaigns, and purchase equipment. This could include large-scale generators, cots and blankets at school/ church locations (which are willing to serve as shelters), badly needed upgrades to the Emergency Operations Center itself, and improved emergency radio, phone and Internet capabilities. Special need locations, including nursing homes and hospitals, mass fuel storage and grocery stores could also receive assistance to purchase needed emergency equipment (or be wired to accept a mobile generator). We would likely need to hire some staff to conduct the day-to-day operations during the course of the three-years of this project.

A major tenet of the referendum would be an aggressive public education campaign to help our citizens better prepare for disasters and emergencies in the future. We could even create and distribute disaster packs that include disaster information, flashlights and battery operated radios. Citizens would

be continually shown what their tax dollars are doing for them. I believe it would be important to have a logo and “brand name” for our effort (such as “Harbor Ready”) that this brand/ slogan would be included in the educational materials, annual reports, press releases and would be proudly posted on the side of every generator or major piece of equipment we install.

In the end, this referendum would raise the county-wide sales tax from 8.3% to 8.4%. It has the ability to generate around \$900,000 per year toward emergency management projects. This is NOT a property tax. As such, the burden for this tax falls to everyone who pays sales tax in the county, including businesses, tourists and others who pass through the area (and may also be in need of emergency disaster services). The tax equates to only one tenth of penny on each dollar spent on non-food items.

This is an idea in the early planning stages. However, we know that we seem to be having 100 year storms every few years now, so additional infrastructure needs must be met. We must go beyond plans on paper and start to purchase equipment and resources (ready on the ground) that will truly make a difference for the citizens we serve when, not if, the next disaster strikes.

#### **RCW 82.14.450**

#### **Sales and use tax for counties and cities.**

(1) A county legislative authority may submit an authorizing proposition to the county voters at a primary or general election and, if the proposition is approved by a majority of persons voting, impose a sales and use tax in accordance with the terms of this chapter. The title of each ballot measure must clearly state the purposes for which the proposed sales and use tax will be used. Funds raised under this tax shall not supplant existing funds used for these purposes. For purposes of this subsection, existing funds means the actual operating expenditures for the calendar year in which the ballot measure is approved by voters. Actual operating expenditures excludes lost federal funds, lost or expired state grants or loans, extraordinary events not likely to reoccur, changes in contract provisions beyond the control of the county or city receiving the services, and major nonrecurring capital expenditures. The rate of tax under this section shall not exceed three-tenths of one percent of the selling price in the case of a sales tax, or value of the article used, in the case of a use tax.

(2) The tax authorized in this section is in addition to any other taxes authorized by law and shall be collected from those persons who are taxable by the state under chapters 82.08 and 82.12 RCW upon the occurrence of any taxable event within the county.

(3) The retail sale or use of motor vehicles, and the lease of motor vehicles for up to the first thirty-six months of the lease, are exempt from tax imposed under this section.

(4) One-third of all money received under this section shall be used solely for criminal justice purposes. For the purposes of this subsection, "criminal justice purposes" means additional police protection, mitigation of congested court systems, or relief of overcrowded jails or other local correctional facilities.

(5) Money received under this section shall be shared between the county and the cities as follows: Sixty percent shall be retained by the county and forty percent shall be distributed on a per capita basis to cities in the county.

#### **RCW 82.14.036**

#### **Imposition or alteration of additional taxes — Referendum petition to repeal — Procedure — Exclusive method.**

Any referendum petition to repeal a county or city ordinance imposing a tax or altering the rate of the tax authorized under RCW 82.14.030(2) shall be filed with a filing officer, as identified in the ordinance, within seven days of passage of the ordinance. Within ten days, the filing officer shall confer with the petitioner concerning form and style of the petition, issue an identification number for the petition, and write a ballot title for the measure. The ballot title shall be posed as a question so that an affirmative answer to the question and an affirmative vote on the measure results in the tax or tax rate increase being imposed and a negative answer to the question and a negative vote on the measure results in the tax or tax rate increase not being imposed. The petitioner shall be notified of the identification number and ballot title within this ten-day period.

After this notification, the petitioner shall have thirty days in which to secure on petition forms the signatures of not less

than fifteen percent of the registered voters of the county for county measures, or not less than fifteen percent of the registered voters of the city for city measures, and to file the signed petitions with the filing officer. Each petition form shall contain the ballot title and the full text of the measure to be referred. The filing officer shall verify the sufficiency of the signatures on the petitions. If sufficient valid signatures are properly submitted, the filing officer shall submit the referendum measure to the county or city voters at a general or special election held on one of the dates provided in \*RCW 29.13.010 as determined by the county legislative authority or city council, which election shall not take place later than one hundred twenty days after the signed petition has been filed with the filing officer.

After April 22, 1983, the referendum procedure provided in this section shall be the exclusive method for subjecting any county or city ordinance imposing a tax or altering the rate under RCW 82.14.030(2) to a referendum vote.

Any county or city tax authorized under RCW 82.14.030(2) that has been imposed prior to April 22, 1983, is not subject to the referendum procedure provided for in this section.

**RCW 82.14.420**

**Sales and use tax for emergency communication systems and facilities.**

(1) A county legislative authority may submit an authorizing proposition to the county voters, and if the proposition is approved by a majority of persons voting, fix and impose a sales and use tax in accordance with the terms of this chapter for the purposes designated in subsection (3) of this section.

(2) The tax authorized in this section shall be in addition to any other taxes authorized by law and shall be collected from those persons who are taxable by the state under chapters 82.08 and 82.12 RCW upon the occurrence of any taxable event within the county. The rate of tax shall equal one-tenth of one percent of the selling price in the case of sales tax, or value of the article used, in the case of a use tax.

(3) Moneys received from any tax imposed under this section shall be used solely for the purpose of providing funds for costs associated with financing, design, acquisition, construction, equipping, operating, maintaining, remodeling, repairing, reequipping, and improvement of emergency communication systems and facilities.

(4) Counties are authorized to develop joint ventures to collocate emergency communication systems and facilities.

(5) Prior to submitting the tax authorization in subsection (2) of this section to the voters in a county that provides emergency communication services to a governmental agency pursuant to a contract, the parties to the contract shall review and negotiate or affirm the terms of the contract.

(6) Prior to submitting the tax authorized in subsection (2) of this section to the voters, a county with a population of more than five hundred thousand in which any city over fifty thousand operates emergency communication systems and facilities shall enter into an interlocal agreement with the city to determine distribution of the revenue provided in this section.

[2002 c 176 § 1.]

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION EXPRESSING SUPPORT FOR THE IMPOSITION OF A ONE-TENTH OF ONE PERCENT INCREASE IN LOCAL COUNTY AND CITY SALES TAX, WITH THE REVENUE DEDICATED EXCLUSIVELY TO DISASTER PREPAREDNESS PROJECTS AND PROGRAMS.

R E C I T A L S :

1. All recognize that the devastating wind storm of December, 2007, which resulted in loss of life, personal injuries, extensive property damage, loss of services, and long-term power outages, demonstrated the need for improvement to Grays Harbor County's ability to respond to emergencies.

2. Additional funding is necessary to improve the disaster preparedness systems of Grays Harbor County and the City of McCleary.

3. RCW 82.14.450 authorizes a county legislative authority to submit an authorizing proposition to the county voters to impose a sales and use tax not to exceed three-tenths of one percent.

4. The Council and Mayor of the City of McCleary believe it would be beneficial to the citizens of Grays Harbor County and the City to consider the imposition of a sales and use tax pursuant to RCW 82.14.450 in the amount of one-tenth of one percent, the proceeds to be used for disaster preparedness projects and programs.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF McCLEARY, THE MAYOR SIGNING IN AUTHENTICATION THEREOF:

SECTION I: The Council and Mayor of the City do hereby support the adoption by the Board of Grays Harbor County Commissioners of a resolution authorizing the submission to the voters of this County a proposition authorizing the imposition of an additional sales and use tax not to exceed one-tenth of one cent and having a term of four years or less, the proceeds of which are to be used exclusively for disaster preparedness projects and programs.

SECTION II: The Clerk-treasurer shall provide the Board of County Commissioners a copy of this resolution.

PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2008, by the City Council of the City of McCleary, and signed in authentication thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

CITY OF McCLEARY:

\_\_\_\_\_  
WALLACE BENTLEY, Mayor

ATTEST:

\_\_\_\_\_  
DONNIE ROSTEDT, Clerk-Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
DANIEL O. GLENN, City Attorney

**RESOLUTION - 2**  
**3/26/08**  
DG/le

CITY OF McCLEARY  
100 SOUTH 3RD STREET  
McCLEARY, WASHINGTON 98557