



McCleary City Council

PROPOSED AGENDA

April 13, 2011

7:00 Council Meeting

Flag Salute
Roll Call
Minutes (Tab A)
Public Comment
Mayor's Report/Comments

Staff Reports: Dan Glenn, City Attorney (Tab B)
 Nick Bird, Director of Public Works (Tab C)
 Staff Reports (Tab D)

Old Business: Residential Exchange Program (Tab E)
 Guest Speaker: Commissioner Casey (GHPUD)
 PWB Funding (Tab F)

New Business: Bid Award – Accounting System Software (Tab G)
 Substation Progress Estimate #1 (Tab H)
 IT Services RFP (Tab I)
 City Council Meeting Summer Schedule (discussion)

Ordinances:

Resolutions: Resolution 625 Repeal & Replace (Tab J)

Vouchers
Mayor/Council Comments
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
Regular City Council Meeting
Wednesday, March 23, 2011

REGULAR MEETING	Called to order by Mayor Dent.
FLAG SALUTE	The meeting was called to order at 7:00 PM with the Flag Salute.
ROLL CALL	Councilmember's Boiling, Geer, Lant, Schiller, and Ator. All present.
ABSENT	None.
STAFF PRESENT	Present at the meeting were Dan Glenn, Wendy Collins, Nick Bird, Todd Baun, George Crumb, Jennie Reed, Paul Nott, and Jon Hinton.
MINUTES APPROVED	It was moved by Councilmember Boiling, seconded by Councilmember Ator to approve the minutes as written. Motion Carried.
PUBLIC COMMENT	None.
MAYOR'S REPORT	The City may be facing an unexpected cost from substation transformer deficiencies that were discovered during the inspection last week. The cost for replacing a transformer starts at \$1.2 million. Staff is in the process of researching what the City's options are and to find the most cost effective way of correcting the issue without having to replace the transformer. Tests are being performed and are expected back next week.
CITY ATTORNEY REPORT	Dan Glenn spoke regarding clarifications, which should be made to Resolution 625 for City facility fees. Certain fees were not included in the recently passed Resolution and after discussion, the Council asked Mr. Glenn to make the appropriate changes and bring the updated version to the next meeting.
DIRECTOR OF PUBLIC WORKS REPORT	<p>Nick Bird informed the Council the conservation program details are now available and were added to the City's website. He encouraged the Council to log on and read through the information.</p> <p>Mr. Bird spoke in regards to the substation repair and inspection that recently took place. He stated one issue they discovered was that the transformer did not fully de-gas. A determination will be made after staff reviews the test results.</p> <p>The Mayor included a comment in regards to the float shed by stating a conditional use permit is needed to build on the existing lot. The City is in the process of compiling cost comparisons.</p>
AMENDMENT NO. 18	Jon Hinton from Gray & Osborne spoke in reference to Amendment No. 18 to the General Services Contract between the City and G&O (executed April 2008). This is the third amendment that addresses general engineering and is for the increased amount of \$100. It was moved by Councilmember Ator, seconded by Councilmember Schiller to authorize the Mayor to sign Amendment No. 18 increasing the amount from \$500 to \$600. Motion carried.
RESIDENTIAL EXCHANGE PROGRAM	<p>The Northwest Power Act requires BPA to subsidize the residential and small farm consumers of the higher cost utilities in the Pacific NW. The higher cost utilities are Investor Owned Utilities (IOUs) such as PSE, Portland General, Avista, etc. The City is a Consumer Owned Utility (COU). The obvious mechanism for the subsidy is through COU rates, which means our consumers are paying to subsidize the higher cost utilities. Several COUs took BPA to court and it has been ongoing. Both parties were able to reach an Agreement in Principal, which was the beginning of the Residential Exchange Program (REP) Settlement Agreement. We have two basic options:</p> <ol style="list-style-type: none">1. If the Contract is fully executed (91% COUs, 100% IOUs and BPA), then the contract is binding. Litigation may proceed with the non-signers. However, if the contract is not fully executed, litigation will proceed.2. If the Contract is fully executed, the Contract states that the Contract is enforceable upon the non-signers. If this alternative occurs, the courts will be involved significantly. Again, if the contract is not fully executed, litigation will proceed.

The City of McCleary's total overall cost allocation is 0.0635%, which will amount to an executed settlement of \$116,000, and if we do not execute a settlement and lose litigation, it would be \$179,000. If we win litigation, the amount owing would be nothing.

Dan Glenn added that this has been going on for many years and he is aware the PUD believes it's a bad idea to sign the contract. Dan suggested Nick contact the PUD in writing and question them as to why they feel this way and the Council agreed. BPA requires any signatory parties provide the executed agreement to their office no later than April 15, 2011.

PUBLIC COMMENT

Councilmember Schiller stated he would be attending training next week on interlocal agreements and why entities are considering State-wide interlocal agreements instead of just County or City-wide interlocal agreements. He is looking forward to the information he will receive while attending.

Helen Lake wanted to thank Todd Baun for fixing a rotten post she reported.

APPROVAL OF VOUCHERS

It was moved by Councilmember Lant, seconded by Councilmember Geer to approve the vouchers. Motion carried.

EXECUTIVE SESSION

None

ADJOURNMENT

It was moved by Councilmember Ator seconded by Councilmember Geer to adjourn the meeting. The next meeting will be held on April 13, 2011 at 7:00 PM. Motion Carried.

Mayor Gary Dent:

Clerk-Treasurer Wendy Collins:

MEMORANDUM

TO: MAYOR AND CITY COUNCIL, City of McCleary
FROM: DANIEL O. GLENN, City Attorney
DATE: April 8, 2011
RE: LEGAL ACTIVITIES as of APRIL 13, 2011

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. **COMMUNITY FACILITY USE RESOLUTION:** We have prepared a couple more drafts. Based upon review, the draft submitted to you for your consideration has a number of elements seeking to clarify situations which are likely to be presented. The most fundamental one is contained in Section 8.1.B.6. Since the non-profit exemption as was contained in the 1999 resolution was so broad, I have suggested language which seeks to clarify the exemption as being supportive of local groups whose members fund the facilities through their taxes. The proposed additional language is bolded in the material set forth below.

Non-profit, non-sectarian formally organized groups as defined within the provisions of the Municipal Code which have chapters, troops, or similar units located within the City:

No charge with a deposit of \$50.00 unless waived by the Mayor. (Applies to no more than four (4) meetings per 30 day period.)

Also, at Ms. Collins' request, the provision for renting Beerbower Park has been removed. She will detail her rationale more extensively, but it basically boils down to lack of staff to "police" who shows up first, etc.

In any event, you now have a "G" draft for your review.

2. ACCOUNTING SOFTWARE ACQUISITION:

A. Contract Cancellation: Pursuant to your authorization, the Mayor has notified the current provisioner the contract the City has with that company has been cancelled for non-compliance. At this time, I am unaware of the nature of their response, if any, to that notification.

B. Contract Proposals: Pursuant to the request authorized by the Council, the City has received one proposal. Not surprisingly, since there appear to be only two software providers who work in this area, it is from the "bidder" whose proposal was not accepted last time. I have not yet seen the terms of the proposal. Ms. Collins and Mr. Bird will, I am certain, set out all of the details related to the transition, materials to be provided, consultant costs, etc.

If you decide to move forward, I would ask the opportunity to review the contract prior to its execution since software contracts tend to have so many exclusions from liability that they make a medicine disclaimer look absolutely willing to assume liability. In short, that any approval be conditioned upon the Mayor's satisfaction with the contract.

3. SUMMER SCHEDULE: This is a matter within the discretion of the Mayor and Council. There has been a historical pattern of moving to one regular meeting a month with the other being cancelled. If something comes up, a special meeting may be called to deal with the issue involved.

I would note the other cities have adopted a resolution which authorizes the Mayor and Clerk-treasurer to pay obligations of the City up to a certain level when more than three weeks fall between meetings. As noted, limits are set and reporting requirements to the Council of all payments so made are included. I do not see that McCleary ever adopted a comparable resolution although I recommend that such a "tool" be present and available. Would you like to review an updated draft of that which I first provided in 1995? If so, I will provide one for your review prior to the next meeting

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

DG/le

STAFF REPORT

To: Mayor Dent
From: Nick Bird, Director of Public Works
Date: April 7, 2011
Re: Current Non-Agenda Activity

Department of Corrections – Reception Center

Today the Department released their “top three sites” to be considered further. The Port Blakely Site (Site #3) was ranked 3rd out of the 15 sites proposed!

The dilemma is that DOC did not take the top 3 ranked sites for further consideration. They chose the sites ranked 1st, 2nd, and 6th, leaving out McCleary Site 3 (ranked 3rd), Grays Harbor / Satsop (ranked 4th), and McCleary Site 2 (ranked 5th).

The decision to choose the Thurston County Site (6th rank) was a result from the Legislative decision to close the Maple Lane School, which means DOC can use the site for free, resulting in potentially very significant cost savings. While the scoring for this site had three “unacceptable conditions” (UC) and the Department has identified right on the summary sheet, “any site with “UC” will not be carried forward for consideration of siting the facility”; they still chose to move forward with the site.

Even after our discussion with DOC, we still feel that there is something inherently wrong in having all of the documentation completed say one thing (McCleary 3 and Satsop to be evaluated) and make the decision to evaluate a site that is scored lower.

I have attached the news release and evaluation summary for your use. Additional information can be found at:

<http://www.doc.wa.gov/business/capitalprograms/prisonsiting/>

Conservation Program

The Conservation Program was initiated on April 1, 2011. Please take a few moments to visit our website (www.cityofmccleary.com) and click on the “Conservation Program” tab to see how you may benefit from the program.

Float Shed

We still need to coordinate with the Building Official to make some code decisions and I have been trying to set up an appointment with the Community Work Crew Supervisor to see if we can use their assistance for this project. Once the information is compiled, we will present this topic for further consideration.

Sam's Canal

We met with the Army Corps of Engineers and Washington State Department of Fish and Wildlife on 3/30 regarding the maintenance project of removing sediment at the culver outfall. The Corps still believe that they have jurisdiction, but suggested that we start the process (SEPA / JARPA) to see what, if any, significant requirements develop through permitting.

Beerbower Park

In 2008 we accepted a 50% grant from the Recreation Conservation Office (RCO) for improvements to Beerbower Park. These improvements are approximately 90% done, with one major exception. As part of the funding requirements, an "Accessible Path" needs to be constructed, at a minimum, to the softball field from the parking lot. The project originally included an asphalt path circling the park, but with our budget constraints, we can only meet the minimum requirement of providing the path to the field. Another thought was to do this "on the cheap" and construct the path with gravel, but it is our opinion that the finished product should be something that not only looks good, but is not another maintenance component. The proposed path will be an 8-foot wide asphalt path approximately 570 lineal feet. We are still laying out the design of the path, but when the design is completed we will be sure to share the finished product with you prior to requesting bids for construction.

Lindsey Billboard

A few meetings back, the Lindsey Baum Group requested that we allow signs to be placed in three locations within the City. Based on our review, the proposed sign locations were all on private property, thus the only City requirement is to have building permits in conjunction with the property owners approval. In the event the signs would be placed within the Right-of-Way, Council approval would be required. No additional proposals or correspondence was received.

One-Way Street Direction Change

Mr. Bolender, the McCleary School District Superintendent, has requested that we consider changing the direction of a one-way street near the school to ease congestion during peak times. This has yet to be reviewed, but I will bring a summary of findings and recommendation to you in the near future for concurrence.



NEWS RELEASE

FOR IMMEDIATE RELEASE

www.doc.wa.gov

Contact: Rowlanda Cawthon, Public Information Officer (360) 725-8804

April 7, 2011

DOC Narrows Site Selection Search for Prison Reception Center

OLYMPIA – The Department of Corrections has narrowed its site selection search to the three most suitable sites for a reception center.

The locations that will move forward in the process are located in Mason County, Kitsap County and Thurston County. These sites are identified on the [prison siting](#) website as Mason County 1, Bremerton, and Thurston County. These sites were selected based on a range of physical, environmental, engineering and community characteristics. A total of 11 submittals recommending 15 properties were received with some parties proposing multiple properties.

“We’ve taken the site selection process very seriously because we want to ensure the best site is selected for the prison reception center,” said Secretary Eldon Vail.

DOC conducted initial screenings and site visits for all of the properties based on the siting criteria to determine if the communities met the minimum requirements. Sites went through a rigorous site review to determine which three sites should be analyzed in an Environmental Impact Statement (EIS) assessment.

An EIS is a document that provides positive and negative environmental effects of a proposed project. The EIS will compare data and perform an impact evaluation under the state of Washington environmental requirements. A cost analysis will also be part of the review.

“Siting a prison in any community will generate questions and concerns,” said Prison Director Bernie Warner. “We realize the value of keeping the citizens of the chosen communities involved in the selection process and we will make every effort to ensure this happens.”

The Department anticipates having a preferred site identified by December. While the Legislature approved funds to find a location and pay for pre-design costs, they have not yet approved the funds necessary to build a new prison reception center.

A reception center is the first place offenders go after being sentenced to a state prison. During the reception process offenders are assessed for physical and mental health, security and management needs, and other needs such as education and chemical dependency.

**WASHINGTON STATE DEPARTMENT OF CORRECTIONS
WESTSIDE RECEPTION CENTER SITE EVALUATION SUMMARY**

	1. Site Characteristics	2. Site Proximity	3. Site Services	4. Transportation	5. Land Use and Regulatory Compliance	6. Sustainability	7. Community Acceptance	Total	Site Rank	Unacceptable Conditions*
Maximum Weighted Score	130	24	145	36	38	18	22	413		
Proposed Sites										
C. Mason County 1	102	21	108	20	22	18	15	306	1	
B. Bremerton	109	21	110	27	18	-2	22	305	2	
G. McCleary 3	102	19	68	13	38	6	19	265	3	
H. Grays Harbor County	86	19	99	15	30	-4	19	264	4	
F. McCleary 2	88	17	75	31	38	-6	19	262	5	1.1
I. Thurston County	75	15	101	12	-2	10	15	226	6	5.1, 5.2, 5.3
D. Mason County 2	95	24	56	8	6	12	19	220	7	5.1, 5.2
E. McCleary 1	94	17	60	19	2	6	19	217	8	1.1, 1.21
J. Raymond	101	19	13	4	6	-4	19	158	9	1.1, 5.1, 5.2
N. Winlock 2	82	1	39	15	10	-8	19	158	9	5.1, 5.2
K/L. Morton 1	78	17	26	-1	22	-6	19	155	10	1.1, 1.21, 3.2, 5.1, 5.2
P. Lewis County	78	17	24	-3	22	-8	15	145	11	1.1, 1.2, 5.1, 5.2
M. Winlock 1	80	1	39	-1	10	-8	19	140	12	5.1, 5.2
O. Morton 2	50	5	14	8	22	-2	19	116	13	3.2, 5.1, 5.2
Q. Castle Rock	23	4	80	-6	-6	-12	19	102	14	1.1
A. Arlington	79	24	-14	-7	-29	0	15	68	15	1.1, 3.2, 3.7, 3.14, 3.18, 3.19, 4.2

* As per the Department of Corrections Westside Reception Center Site Selection Evaluation Criteria document indicates, any site with "Unacceptable Conditions" will not be carried forward for consideration for siting of the facility. The Unacceptable Conditions column on this table identifies the site evaluation criteria for which a site was rated as "Unacceptable". Specific details regarding ratings are provided in each respective site's Site Evaluation Criteria rating form.

STAFF REPORT

To: Mayor Dent
From: Colin Mercer Webmaster
Date: April 4, 2011
Re: March Website & Help Desk



Re-Occurring Website Activities

Council Agenda/Packet posted online.
Council Minutes posted online.

New Website Activity

Add Low Income Home Energy Assistance Program information to the Utilities page.
Post information about the scheduled Power Outage for maintenance to the 7th & Ash Sub Station.
Post lost dog for Police Department.
Upload new application forms to the Utilities Page.
Post all conservation options & rebate amounts on the new Conservation page to go live April 1.

Additional Tasks

Produce door hangers for power outage
Create new utility applications for shut offs and new customers.
Create Conservation Program applications.
Copied, folded and stapled 1600 Utility Flyers for mailing.
Attended Building Department Certification training classes.
Create a Conservation Permit in Black Bear for tracking of conservation measures and inspections.

Help Desk Activity

Month	Number of Incidents Reported	Staff Reported / Closed / Open	Citizen Reported / Closed / Open
December	15	2 / 8 / 0	13 / 10 / 5
January	18	4 / 4 / 0	14 / 10 / 9
February	9	3 / 3 / 5	6 / 6 / 9
March	15	2 / 5 / 2	13 / 9 / 13

Website Traffic

March 1, 2011 through March 31, 2011

Section	Page Views	Percent of Total
Default Page	1885	33.54%
Events Calendar	607	10.8%
Agendas and Minutes	321	5.71%
City Departments	262	4.66%
City Jobs	241	4.29%
Code, Ordinances & Standards	192	3.42%
Search Results	166	2.95%
Public Facilities	160	2.85%
Police	156	2.78%
Mayor and Council	113	2.01%
City Staff	101	1.8%
Utilities	101	1.8%
Administration	96	1.71%
Development Services / Building	79	1.41%
Light & Power	78	1.39%
Previous Years Council Minutes	77	1.37%
Water / Wastewater	75	1.33%
Bear Festival	74	1.32%
City Photos	73	1.3%
Previous Years Council Agendas	68	1.21%
Helpful Links	68	1.21%
FAQ's Page	67	1.19%
Fire	63	1.12%
Tell Us What You Think!	53	0.94%
Chamber of Commerce	52	0.93%
Municipal Court	51	0.91%
Planning Department	49	0.87%
Conservation Program	46	0.82%
Community Center	42	0.75%
2008-11 Budget	39	0.69%
Interlocal Agreements	30	0.53%
Flood Photos 2009	27	0.48%
Home Page	21	0.37%
65th Anniversary Photos	20	0.36%
Bear Festival Photos	19	0.34%
Christmas Photos 2007	16	0.28%
Park Project Photos	16	0.28%
Surveys & Questionnaires	12	0.21%
Public Facilities Survey (Ends March 7th)	2	0.04%
Stormwater Plan Questionnaire	2	0.04%
TOTAL	5620	100%

STAFF REPORT

To: Mayor Gary Dent
 From: Mick Schlenker Building Official
 Date: April 7, 2011
 Ref: March Staff Report

Building Permit Activity

	Current	Fees	Total 2011 YTD	Fees	Project Valuation
Customer Service	44		211		
Building Permits Issued	2	\$75.50		\$1,037.00	\$200.00
Nuisance Letters	0				
Inspections Performed	30				
Plan Reviews	1				
Stop Work Issued	0				
City Projects	0				
Complaints	3				
Demo Permits	0				
Court Issues	0				
Fire Projects	0				
Cars	0				
Abatements	0				
Elma Inspections					
Montesano					
Total	<u>77</u>	<u>\$75.50</u>	288	\$1,037.00	\$24,962.00

Summit II

No new construction

McCleary School

Requesting possible sign change of one way.

Cedar Heights

No new construction

BeeHive

They are still in the permit/plan review process

Float Shed

G & O Engr was down wed to look at consturction

General Permit Activities

BP2011-06 Garage
 BP2011-05 Remodel
 BP2011-03 Hospital
 BP2011-08 Side Sewer
 BP2011-10 Evergreen Christian Church

Customer Service

Well Fargo Escrow
 Joe Seed- Shed
 Katherin Day-Ant problem
 Char Aryes-Set Backs
 John Smith-Garage
 Merlissa EDC Permits
 3rd Steet Business Address's
 Vailencourt Bank Clean up issues
 Class's Seattle for 2012 Updates
 On Going Filing

STAFF REPORT

To: Mayor Dent
From: Todd Baun, Public Facilities Manager
Date: April 8th, 2011
Re: March Report

The following items are the highlights of what I have been working on during the month of March.

- I still have received no contact from Mr. and Mrs. Gravatt on the storm water issue affecting their property located at 311 W. Simpson Ave. We are in a holding pattern until we receive the legal documents that have been given to them by the city.
- City owned mowers have been taken in for their yearly maintenance. When we get them back, we will be starting on our mowing schedule
- We are still changing our current water meters out to the new radio read meters. We have completed everything east of 3rd Street and the North end of the city.
- We are completed with the N. 8th street water service cutover. We now have N. 8th St. residences on our 6" water main.
- The issues that have come up with our water meter reports have been corrected. We are now producing more water than we are selling.
- We are still in the design phase of the storm drainage issue for the area of 6th and Hemlock.
- We have started the park trail design for the last phase of our YAF parks grant. We have several options for the trail and will be going over them to see what the best use for our remaining money we have to spend.
- I am starting a review of our streets. I'm hoping to have the review done by the beginning of May.
- The crew has been filling in many potholes. We will also be grading shoulders and gravel roads when we get a few nice days of weather.
- I have turned in a SEPA for the maintenance of our outfalls at the big culverts at 7th and Maple.
- All storm water mapping has been turned into Gray and Osborne.
- And as always, we are trying to keep up on all our routine and daily maintenance of the parks, cemetery, streets, water, sewer, storm and buildings.

If you have any questions, don't be afraid to ask. If you see something that needs attention or have any ideas that you would like me to pursue, my door is always open, so please come and talk to me.

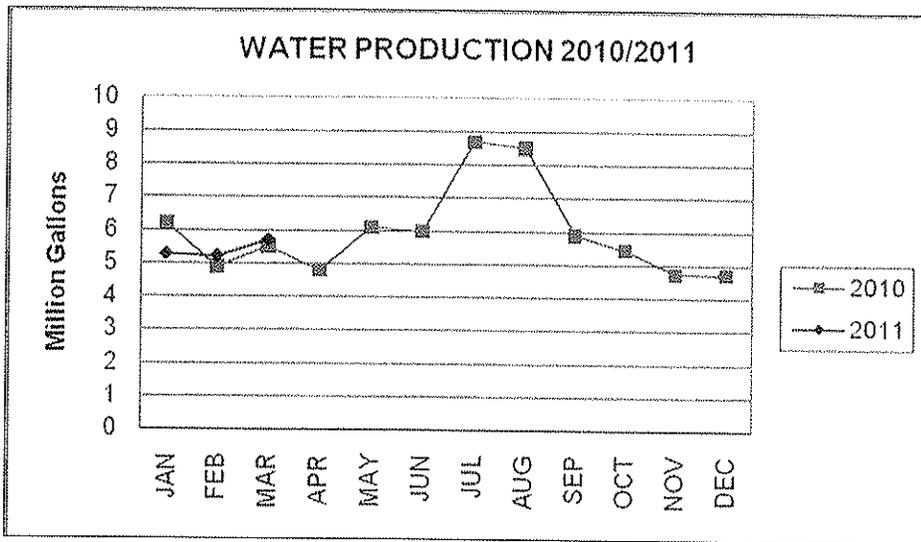
To: Mayor Dent
From: Vern Merryman, Water/Wastewater 
Date: April 2011
Re: Council Report

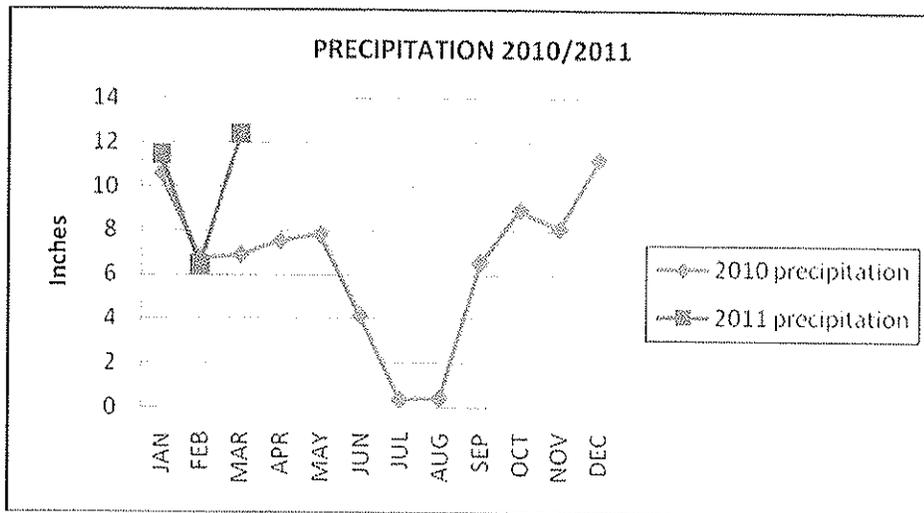
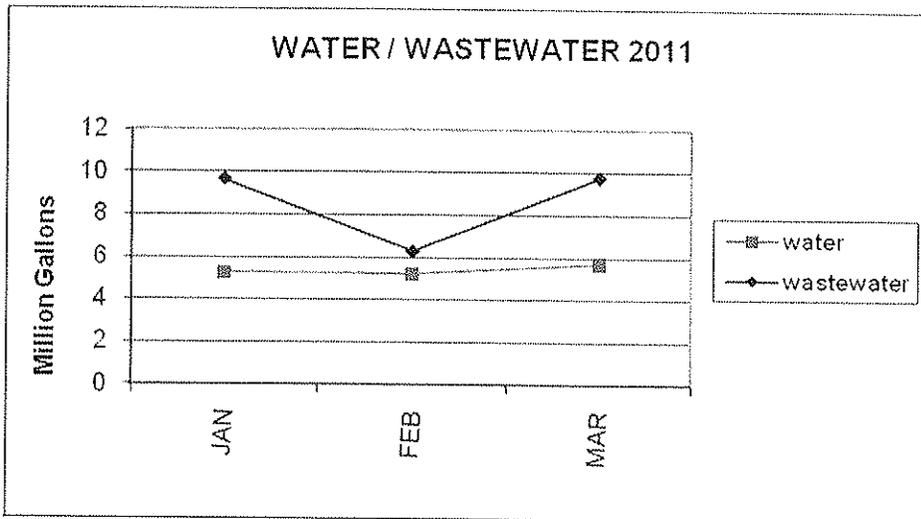
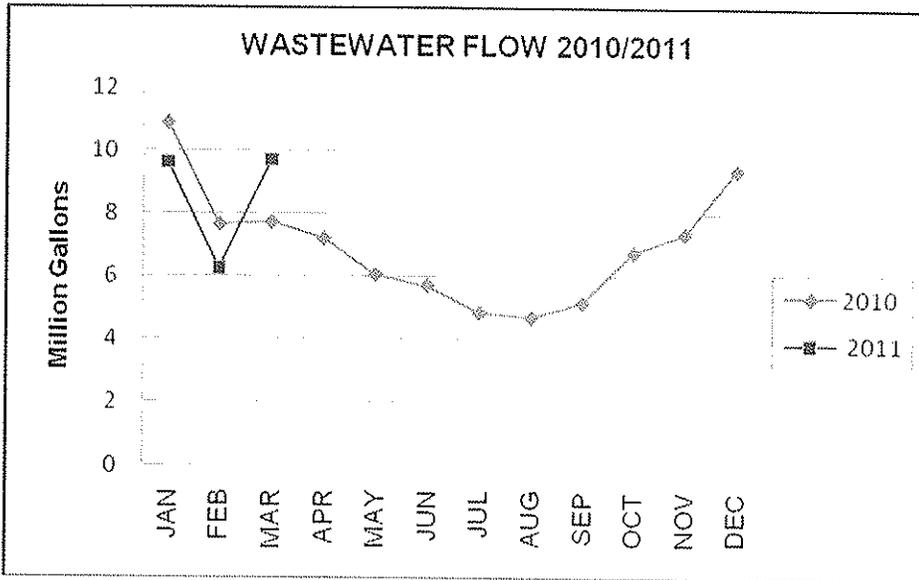
The wastewater treatment plant is running smooth. We had new bearings installed on an electric motor that is associated with the belt filter press. This particular motor is in a wash down area and the motor is sealed, so there is no routine or scheduled maintenance (greasing) that needs to be done. When the bearings wear out you have them replaced. This had the belt filter press down for a week while the motor was in the shop. We doubled up on the hours per week that we normally run the press and have since then caught up and are back to normal.

The water production from the wells is as expected. We had a sodium hypochlorite chemical line crack and it has been repaired.

Precipitation totaled over 12 inches for March. We have already had over 30 inches of rain this year.

Included are comparison charts for production, flow and precipitation.





STAFF REPORT

To: Mayor Dent
From: George M. Crumb, Chief of Police
Date: April 4, 2011
RE: Report for April 6, Council Meeting

SUMMARY OF POLICE INCIDENTS / ACTIVITIES:

The below listed information are calls or contacts received by McCleary Police Officers either generated by Grays Harbor County dispatch 911 service, citizen reports or call in, or other officer generated incidents:

- *529 incident histories reported.
- *11 Infractions(7) and Criminal(4) Incidents. 4 mandatory court appearances.

Total Citation Bail amount of \$1380

- .04 Speeding.
- .01 Speeding in School Zone
- .04 DWLS (Driving While license Suspended/Revoked
- .01 Failure to wear safety belt.
- .01 Insurance violation
- .01 Driving on left of center.

Discussion: Open

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Council Members Present: ALL.... Mr. Ator, Mr. Boling, Mr. Geer, Mr. Lant,
Mr.Shiller.

Mayor Dent: Present / Not Present _____

Officer Reporting: Chief Crumb _____

STAFF REPORT

To: Mayor Dent
From: Nick Bird, P.E., Director of Public Works
Date: April 6, 2011
Re: Residential Exchange Program

Please reference the large amount of information presented last meeting.

This meeting, Commissioner Casey with the Grays Harbor PUD will provide some of his personal experience with the Residential Exchange Program.

At this point in time, we need to make a definitive decision to sign or not sign the settlement agreement.

Action Requested:

Please discuss this item and collectively decide if the City of McCleary is to execute the settlement agreement or not.

STAFF REPORT

To: Mayor Dent
From: Nick Bird, P.E., Director of Public Works
Date: April 5, 2011
Re: PWB Funding

The long anticipated wait is almost over, as the House Chair has proposed the Capital Budget. The proposed budget does include \$330.8 million to provide loans through the Public Works Board (PWB) to finance the construction, repair and rehabilitation of local infrastructure systems. This amount includes approximately \$1.55 million requested by the City in May of 2010 to replace the 50+ year old mechanical and electrical components at Well 2 and 3 as well as provide water quality treatment for the well field.

This information is only for contemplation at this point in time, as the Public Works Board has not officially offered the loan to us yet. As I have stated before, this is a big decision that will result in an annual debt service of approximately \$100,000 over the 20 year life of the loan, but it is a huge step in correcting one of the largest complaints that citizens have; "the smelly water". Additionally, the financial analysis shown in the rate study conducted in 2008, which resulted in annual increases of 22% to the water rates, projected approximately \$120,000 to be allocated to debt service in 2012 and \$160,000 to be allocated to debt service in 2013.

Also, I am not sure if I verbally stated in any of the Council Meetings that we were not going to apply for the Drinking Water State Revolving Fund (DWSRF) loan program. As a result of the Department of Health changing their loan program, initiating a "loan origination fee" and increasing their interest rates, we ran a financial comparison to determine the most financially feasible alternative for financing. The result of the analysis was that using the DWSRF program would result in an annual debt service of \$5,000 more than the projected debt service of the PWTF program, or another way to look at it is a total of \$100,000 more over the life of the loan. Additionally the DWSRF program is more competitive due to the total fund being 1/3 of the PWTF fund, and treatment (which is the primary factor for us being on the PWTF funded list) is not scored as favorable.

Action Requested:

No action requested at this time.

OVERVIEW OF THE 2011-13 CAPITAL BUDGET - HOUSE CHAIR PROPOSAL

GOVERNMENT OPERATIONS

Local Government Infrastructure (\$433.7 million)

Funding is provided to assist local governments in repairing and developing infrastructure systems. \$330.8 million is provided for loans through the Public Works Board (PWB) to finance the construction, repair, and rehabilitation of local infrastructure systems such as water, storm and sanitary sewers, and solid waste. An additional \$97.9 million in state and federal funds is provided to the PWB and the Department of Health to protect and improve the state's drinking water facilities. The Community Economic Revitalization Board also receives \$5.0 million for grants and loans to assist local governments and federally-recognized Indian tribes with financing public infrastructure improvements that encourage new business development and expansion in areas seeking economic growth.

Grants Benefitting Local Communities (\$43.4 million)

Funding is provided for competitive grant programs managed by the Department of Commerce (Commerce) and the Washington State Historical Society. \$14.7 million is provided to assist 22 nonprofit organizations with technical assistance and capital funding for social service and multipurpose community centers. \$5.3 million is provided to assist 11 nonprofit organizations to develop facilities that feature a youth recreational component and a supporting social service or educational component. \$10 million is provided to support the capital needs and facilities of 29 heritage organizations, tribal governments, public development authorities, or local government agencies that interpret and preserve Washington's history and heritage. \$13.4 million in grants is also provided to a variety of local community and nonprofit organization projects through Commerce.

Low-Income Housing Assistance and Weatherization (\$60.0 million)

State funding in the amount of \$60.0 million is provided for loans and grants through the Housing Trust Fund program to construct, acquire, and rehabilitate low-income housing and for weatherization. Specific funding is allocated for housing projects to serve homeless veterans, people with developmental disabilities, farmworkers, and under-served communities of concern. \$6 million is provided for weatherization administered through the Energy Matchmakers program.

Maple Lane School Closure

The Department of Social and Health Services (Department) receives \$1.34 million in the 2011 Supplemental to complete design and planning to provide capacity as a result of the closure of Maple Lane School. The Department also receives authority to use a financing contract in the amount of \$15.8 million for the construction of required capacity in the 2011-13 Capital Budget.

2011-13 Capital Budget
House Chair Proposal
(Dollars in Thousands)

New Appropriations	State Bonds		Total	
	FY 2012	FY 2013	State Bonds	Total Funds
GOVERNMENTAL OPERATIONS				
Department of Commerce				
Clean Energy Partnership	0	0	0	5,500
Local and Community Projects	825	12,601	13,426	13,426
Housing Assistance, Weatherization, Affordable Housing Trust Fund	30,000	30,000	60,000	60,000
Community Economic Revitalization Board	0	0	0	5,000
Public Works Assistance Account Program	0	0	0	330,849
Drinking Water State Revolving Fund Loan Program	0	0	0	48,000
Youth Recreational Facilities Grants	2,672	2,671	5,343	5,343
Building Communities Fund Grants	7,340	7,339	14,679	14,679
Total	40,837	52,611	93,448	482,797
Office of Financial Management				
Emergency Repairs	5,250	5,250	10,500	10,500
Oversight of State Facilities	700	700	1,400	1,400
Catastrophic Flood Relief	448	447	895	895
Graving Dock Settlement	140	0	140	140
Total	6,538	6,397	12,935	12,935
Department of General Administration				
Facility Oversight Program: Staffing	260	260	520	520
Minor Works Preservation	1,665	1,664	3,329	3,329
Engineering and Architectural Services: Staffing	1,817	3,500	5,317	7,000
Critical Campus Steam System Repairs	2,210	0	2,210	2,300
Legislative Building Critical Hydronic Loop Repairs	0	0	0	1,310
NRB Garage Fire Suppression System Repairs	2,040	0	2,040	2,040
East Plaza - Water Infiltration & Elevator Repairs Phase 5A	0	3,214	3,214	3,214
Nat Resource Bldg Roof Replacement/Ext Foam Insulation Repairs	4,980	0	4,980	4,980
Legislative Building Critical Exterior Repairs	1,062	0	1,062	1,062
Capitol Lake Dredging	0	0	0	200
Total	14,034	8,638	22,672	25,955
Washington State Patrol				
Fire Training Academy Stormwater Remediation	350	0	350	350
Minor Works-Preservation	315	0	315	315
Total	665	0	665	665
Military Department				
Combined Support Maintenance Shop Design and Construction	0	0	0	20,264
Minor Works Preservation	0	1,198	1,198	4,799
Minor Works Program	0	0	0	9,958
Total	0	1,198	1,198	35,021
Total Governmental Operations	62,074	68,844	130,918	557,373

Public Works Assistance Account Loan List

LEAP Capital Document No. 2011 - 1A

PSHB 1497, Section 1046

Developed April 1, 2011

Projects	Project Description	Amount
Chelan	Phase II WWTF Improvements	10,000,000
Port Townsend	City Lake Repair Project	1,000,000
Bridgeport	Wastewater Treatment Plant Upgrades	5,000,000
Skagit County PUD 1	Josh Wilson Road 18" Water Transmission Line	4,687,000
Clark Public Utilities	Improvement of Clark Public Utilities Water System	9,575,000
Yakima	Wastewater Upgrades	5,000,000
Almira	Water System Improvements Project	750,000
Dallesport Water District	2011 Water System Improvement Project	896,000
Airway Heights	Reclaimed Water Recovery Well	759,000
Clallam County PUD 1	Carlsborg Wastewater Treatment and Water Reuse	10,000,000
Prosser	Wastewater Treatment Facility Improvements	4,175,000
Anacortes	Water Treatment Plant Upgrade	10,000,000
McCleary	Well 2 and 3 Improvements	1,548,000
Port Townsend	Mandated LT2ESWTR Treatment Project	1,896,000
Washougal	Westside Wellfield Disinfection Improvements	243,000
Birch Bay Water and Sewer District	Wastewater Treatment Plant Headworks Upgrade	1,700,000
Lakewood Water District	Wholesale Booster Pump Station	800,000
Silver Lake Water and Sewer District	Lift Station Improvements	1,859,000
Manchester Water District	Banner Road Tank & Transmission Main	2,228,000
Mason County PUD 1	Hood Canal A and B Intertie	472,000
Connell	Klindworth/Campbell Water Efficiency Project	1,359,000
Northshore Utility District	Sewage Lift Station No. 10 Abandonment & Gravity	3,105,000
Lind	Sewer System Improvements	600,000
Snoqualmie	Kimball Creek Lift Station Third Pump Installation	679,000
Klickitat County PUD 1	Lyle Water New Source	259,000
Belfair Water District 1	SR 3 Water Main Project	2,000,000
Edmonds	Sewer Lift Station Upgrade	2,612,000
Kelso	Waterline Replacement Project	2,062,000
Enumclaw	Zone 888 Well Facility	1,188,000
Snohomish County PUD 1	Dubuque Intertie Project	2,024,000
Soap Lake	Wastewater Treatment Facility Improvements	1,140,000
Snohomish County PUD 1	Backup Supply to City of Snohomish & Lake Roesiger	3,324,000
Yakima	Automated Meter Reading System	5,000,000
Oroville	North End Water System Replacement and Water Conservation	3,088,000
Trentwood Irrigation District 3	2.0 MG Reservoir	2,086,000
Lake Forest Park Water District	Low Zone Improvements 2012	1,092,000
Snoqualmie	Fisher Creek Booster Station and Well # 8 Standby	285,000
Pacific	Valentine Avenue Water Main Replacement	2,298,000
Kelso	Main Pressure Zone Reservoir	3,796,000
Washougal	W Street Water System Improvements	606,000
Shelton	Steel Watermain Replacement Project	1,000,000
Pacific	Stewart Road Water Main Replacement	1,359,000
Gig Harbor	Wastewater Treatment Plant Improvements, Treatment	5,400,000
Edmonds	Regional Sewage Treatment Plant Power Supply Rehab	531,000
Everett	Transmission Line No. 2, Phase 9	5,457,000
Total		\$330,849,000

STAFF REPORT

To: Mayor Dent
From: Wendy Collins, Clerk-Treasurer
Date: April 13, 2011
Re: Bid Award – Accounting Software

The City received one bid for new accounting software by the April 6, 2011 deadline. BIAS Software submitted the bid.

The Request for Proposals asked for a system to provide the following functions:

1. Cash Receipting
2. General Ledger
3. Budgeting
4. Utility Billing
5. Vouchers
6. Purchase Orders
7. Payroll
8. Miscellaneous Receivable Billing
9. Treasury, Cash and Investment Reporting and Reconciliation
10. Compatibility with automated meter reading hardware and software that operates with existing meters.
11. Conversion of historical ASP and Vision data
12. Online and/or telephonic support.

In addition, the City asked for these options that could be integrated into the system:

1. Remote timecard entry
2. Building Permits
3. Planning/Development Permits (Land Use)
4. Project/Grant Management

Criteria for evaluation was:

1. Cost
2. System's ability to fulfill the City's information processing and reporting requirements
3. Identification and understanding of the City's requirements
4. Experience of key personnel
5. Responses by Vendor's references

Action Requested:

Please authorize Mayor to negotiate a contract for accounting software with BIAS Software.

STAFF REPORT

To: Mayor Dent
From: Nick Bird, P.E., Director of Public Works
Date: April 6, 2011
Re: Substation Progress Estimate No. 1

The substation contractor, KVA, has completed the work at the 7th and Ash substation and we anticipate receiving a written report documenting the findings as contractually required before the Council Meeting. A summary of the findings will be provided verbally at the Council Meeting. The total amount now due the contractor and the amount to be deposited in the retainage account are as follows:

<u>Amount Now Due</u>	<u>Amount to be Deposited in Retainage Account</u>	<u>Total Retainage Amount</u>
\$43,329.77	\$2,095.25	\$2,095.25

In the event we do not receive the written report from KVA before the Council meeting, I will suggest delaying the processing of Progress Estimate No. 1 until the written report has been received.

Action Requested:

Authorize the Mayor to pay Progress Estimate No. 1. The amount to be paid is \$43,329.77 and the amount to be deposited in the Retainage Account is \$2,095.25.

PROGRESS ESTIMATE NO. 1

April 6, 2011

CITY OF McCLEARY
GRAYS HARBOR COUNTY
WASHINGTON

PROGRESS ESTIMATE PERIOD:
MARCH 17, 2011 TO MARCH 31, 2011

PROJECT:
CITY OF McCLEARY
SUBSTATION INSPECTION AND REPAIR PROJECT
CN2011-02

CONTRACTOR:
KVA ELECTRIC, INC.
25829 JIM CREEK ROAD
ARLINGTON, WA 98223

NO.	DESCRIPTION	BID ITEMS			QUANTITIES		PROJECT COSTS		ESTIMATED PERCENT OF PROJECT COMPLETION
		QUANTITY	UNIT	UNIT PRICE	TOTAL TO DATE	TOTAL THIS PERIOD	AMOUNT TO DATE	AMOUNT THIS PERIOD	
BASE BID									
1	7TH AND MAPLE SUBSTATION	1	LS	\$ 34,377.00	0%	0%	\$ -	\$ -	0%
2	7TH AND ASH SUBSTATION	1	LS	\$ 41,905.00	100%	100%	\$ 41,905.00	\$ 41,905.00	100%

CHANGE ORDERS

TOTAL EARNED TO DATE	\$ 41,905.00	\$ 41,905.00
SALES TAX	8.4%	\$ 3,520.02
TOTAL WITH SALES TAX	\$ 45,425.02	\$ 45,425.02
LESS 5% RETAINED (BEFORE TAX)	\$ 2,095.25	\$ 2,095.25
TOTAL EARNED TO DATE LESS RETAINAGE	\$ 43,329.77	

CONTRACT AMOUNT (Incl. Sales Tax) \$82,689.69

CONTRACT PERCENTAGE TO DATE 55%

TOTAL PAYMENT NOW DUE: \$ 43,329.77

I HEREBY CERTIFY THE ABOVE ESTIMATE IS A TRUE AND CORRECT STATEMENT OF THE WORK PERFORMED UNDER THIS CONTRACT.



NICHOLAS D. BIRD, P.E.
CITY OF MCCLEARY
DIRECTOR OF PUBLIC WORKS

SUMMARY AND DISTRIBUTION OF PAYMENTS

PAY EST. NO.	PROGRESS ESTIMATE PERIOD DATES	TOTL EARNED PER PERIOD	SALES TAX RATE	SALES TAX AMOUNT	MATERIALS ON HAND	RETAINAGE (5%)	TOTAL PAYMENT
1	MARCH 17, 2011 TO MARCH 31, 2011	\$ 41,905.00	8.4%	\$ 3,520.02	\$ -	\$ 2,095.25	\$ 43,329.77

STAFF REPORT

To: Mayor Dent
From: Nick Bird, P.E., Director of Public Works
Date: April 6, 2011
Re: IT RFP

In October of 2010, our Network Administrator resigned and we have limped along since then. We have used a local company on an “as-needed” or “on-call” basis, but we would really prefer to get back on track with preventative maintenance rather than continuing the emergency response approach.

Action Requested:

Authorize Staff to issue a Request for Proposals for Information Technology Services

RESOLUTION NO. _____

A RESOLUTION RELATING TO THE UTILIZATION OF CERTAIN MUNICIPAL FACILITIES, ESTABLISHING FEES; AND REPEALING RESOLUTION NUMBER 625 AND ANY OTHER RESOLUTION IN CONFLICT THEREWITH.

R E C I T A L S:

1. The City has previously adopted Resolutions in relation to those facilities it makes available to the public for rent. Since the adoption of Resolution 625, the most recent of these resolutions, the Mayor and Council have received additional information from the Clerk-treasurer and Public Works Director in terms of additional recommendations. In light of those factors, the Mayor and Council deem it appropriate to update these provisions.

2. It is the intention of the Council, the Mayor concurring, to provide certain terms and conditions that relate to the utilization of covered City facilities by non-profit entities associated with the operations of the parks and recreation activities of the City, modify rates, and clarify fees.

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

RESOLUTION -G- 1
04/07/11
dg/le

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

SECTION I: The facilities covered by the terms of this Resolution shall be the public areas of the Community Center and the City's Parks made available for rental by the City, as they may from time-to-time exist pursuant to Council authorization.

SECTION II: Any person or entity requesting the right to utilize the public property normally offered for rental shall make an application to the Clerk-Treasurer upon such form as may from time-to-time be established by the Clerk-Treasurer. The rental shall be at such rates and upon such terms as the City Council, the Mayor concurring, shall from time-to-time establish by action.

SECTION III: The utilization of the facility may be conditioned upon such terms as may be deemed reasonably necessary by the Clerk-Treasurer. These terms shall include, but not be limited to, the following:

A. No intoxicating beverages shall be served or provided to nor shall any consumption be allowed by any minor.

B. All necessary banquet and gambling permits required by law must be obtained prior to the function and only such activities as may be lawfully authorized on public properties shall be allowed.

C. Care shall be taken to insure that no individual is allowed to consume an excess of intoxicating beverages. For purposes of this term, excess shall mean so as to affect in any

significant manner whatsoever the individual's physical or mental capabilities.

D. Deposits shall be paid at the time of application and shall be refunded only upon proof satisfactory to the Clerk-Treasurer that no damages have occurred and that all cleaning has been completed.

E. Any application must be in writing and executed by an authorized individual. That individual shall acknowledge responsibility for the application and for fulfilling the terms of the rental agreement.

F. The rental amount shall be paid no less than one business day prior to the intended utilization.

G. Any party or entity renting a facility shall be responsible for the cleaning and repair of the facility by restoring it to the condition existing prior to the commencement of utilization. In the event of a failure to do so, whether as to cleaning or repair, the City shall notify the utilizer of the failure and the costs related to correction of that failure. In the event of a failure to fulfill these responsibilities within such time period as may be established by the Director of Public Works, the responsible individual or entity shall be billed for the costs and shall pay the same.

H. The provision of such insurance coverages as may be deemed necessary and appropriate in light of the type of activity involved.

SECTION IV: The Clerk-Treasurer shall be and is hereby authorized to promulgate such rules and regulations as may be deemed from time-to-time reasonably necessary for operation of the facility. Prior to their effectiveness, they shall be submitted to the City Council and Mayor for review. To the extent not disapproved, such rule or regulation shall go into effect upon the thirtieth day following the first Council Meeting at which they are presented to the Mayor and Council in a written form: PROVIDED that the Council specifically reserves to itself the right to suspend such proposed rule or regulation, or reject, modify, or supplement such proposed regulations.

SECTION V: As to the security and/or supervision for an event, the Chief of Police or the Chief's designee shall have the sole discretion to determine the level of staffing and the level of qualifications to be required in relation to any particular activity.

SECTION VI: CITY RELATED ASSOCIATIONS:

Utilization of a City facility by associations directly related to or arising from the operation of programs of the City whose utilization is approved by the Mayor shall be allowed to utilize the facilities without cost so long as the utilization relates directly to their program and subject to such conditions as may be reasonably established by the Mayor. The utilizing entity:

1. Shall post a damage deposit of fifty dollars (\$50.00) which shall be retained until the association gives notice of its intention to cease utilization, and

2. Shall be responsible for cleaning the facility after use and for the repair or replacement of damage done arising out of or related to its use of the facility. In the event of a failure to fulfill these responsibilities, the entity shall be billed for the costs and shall pay the same.

SECTION VII: Until further action of the Council, the Park kitchen facilities may be utilized by applicants utilizing the City facility for the purpose of maintaining perishable foods at the appropriate temperatures, whether requiring heating or cooling. Such utilization shall be at the sole risk of the applicant. In the event that any such perishable foods require such heating or cooling, the applicant shall provide such equipment as may be necessary to accomplish these actions and to comply with such standards as may from time-to-time be established by the appropriate agency having control over such health matters.

SECTION VIII: The rates and deposits for general utilization of the cited facilities are established as follows. Unless otherwise defined, a "usage" or "event" shall be a time period occurring upon one calendar day. Thus the amount to be paid for use of facilities, if the event is more than one

calendar day, shall be determined by multiplying the number of days by the monetary amount for one day.

8.1. RATES

A. Park Kitchen and Pavilion:

1. For each usage:
Forty-five dollars (\$45.00)

B. Community Center:

1. Gatherings including birthday parties, marriage and infant showers, and family dinners:

- a. 25 or more attendees anticipated:

\$125.00 with a \$200.00 deposit

- b. Less than 25 attendees anticipated:

\$60.00 with a \$200.00 deposit

2. Teenage Dances:

\$60.00 with a \$200.00 deposit

3. Funerals & Celebrations of Life of Deceased:

\$20.00 with a \$50.00 deposit

4. Garage & Estate Sales, "Flea" Markets, Swap Meets

& other events of similar nature:

\$125.00 with a \$200.00 deposit

5. Regularly scheduled events held on a weekly, monthly, or annual basis:

\$35.00 per use with a \$200.00 deposit

6. Non-profit, non-sectarian formally organized groups as defined within the provisions of the Municipal Code

which have chapters, troops, or similar units located within the City:

No charge with a deposit of \$50.00 unless waived by the Mayor. (Applies to no more than four (4) meetings per 30 day period.)

7. Utilization of the facility for governmental purposes by another governmental agency shall be allowed at no cost so long as the event has a reasonable relationship to the City or its citizen: PROVIDED THAT, in the absence of that relationship the charge shall be at the rate of fifty dollars (\$50.00) per event. The utilizing entity shall be responsible for cleaning the facility after use and for the repair or replacement of damage done arising out of or related to its use of the facility. In the event of a failure to fulfill these responsibilities, the entity shall be billed for the costs and shall pay the same.

8.2. DEPOSITS:

A. Unless a specific deposit is established for a use, the following deposits shall be required as a condition of utilization of the facility.

- 1. Park Kitchen & Pavilion \$ 100.00
- 2. Community Center \$ 200.00
- 3. Beerbower Park \$ 100.00

B. The Clerk-treasurer shall have the authority to require a greater deposit if, in the opinion of that person, the

requested utilization carries with it a greater risk of damage to the facility than would be normally anticipated or in the event the applicant has previously utilized a City facility and not satisfactorily restored the premises to its original condition or has otherwise violated a term or condition related to the facility's utilization.

SECTION IX: Resolution 625 and any other resolution or portion thereof in conflict with the provisions of this resolution shall be and are hereby repealed.

PASSED THIS ____ DAY OF _____, 2011, by the City Council of the City of McCleary, and signed in authentication thereof this _____ day of _____, 2011.

CITY OF McCLEARY:

D. GARY DENT, Mayor

ATTEST:

WENDY COLLINS, Clerk-Treasurer

APPROVED AS TO FORM:

DANIEL O. GLENN, City Attorney