



McCleary City Council Agenda

02/12/20- 6:30PM

Flag Salute

Roll Call: ___ Pos. 1-Amsbury, ___ Pos. 2-Huff , ___ Pos. 3- Heller, ___ Pos. 4- Blankenship, ___ Pos. 5- Iversen

Presentation				
Executive Session				
Public Hearing				
Mayor Comments				
Public Comment				
Minutes		Tab	A	1/22/2020
Approval of Vouchers				
Staff Reports		Tab	B	Chris Coker - Verbal Memo
		Tab	C	Staff Reports
Old Business				
New Business		Tab	D	Deferred Comp Match-Admin Employees - Discussion
		Tab	E	ILINX Software agreement
		Tab	F	Public Works truck purchase
		Tab	G	BKI Electric Cap. Imp. Plan contract
		Tab	H	AWC GIS Consortium
Ordinances				
Resolutions				
Contracts				
Mayor/Council Comments				
Public Comments				
Adjourn/Recess Meeting				

Please turn off Cell Phones- Thank you

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 La ciudad de McCleary es un proveedor de igualdad de oportunidades y el empleador

TAB - A

CITY OF MCCLEARY
Regular City Council Meeting
Wednesday, January 22, 2020

ROLL CALL AND FLAG SALUTE	Councilmembers Amsbury, Huff, Heller, Blankenship and Iversen were in attendance.
ABSENT	None.
PUBLIC HEARING	None.
STAFF PRESENT	Present at the meeting were Clerk-Treasurer Wendy Collins, Director of Public Works Todd Baun, Police Chief Steve Blumer and City Attorney Chris Coker.
EXECUTIVE SESSION	None.
MAYOR COMMENTS	Mayor Orffer thanked the City Council for all they do for the citizens of McCleary. She thanked the staff for all their help during last week's "snowmagedon".
PUBLIC COMMENT	<p>Larry Peterson is a member of the Food Bank and he said they were inspected and need some things taken care of. The lights in the Food Bank need to have a cover on them. He also said the garage door needs a seal at the SW end of the building. Todd Baun said he could get those things taken care of.</p> <p>Gloria Hale announced there is an open house for the McCleary Museum this Saturday and she invited the Council and everyone to please stop by and see the new surroundings and she added they will have cookies for the public.</p>
CITY ATTORNEY REPORT	Chris Coker said the Telecare/Great Rivers meeting went well. They discussed open lines of communication and Chief Blumer is working and collaborating with them on employee training for the staff.
DIRECTOR OF PUBLIC WORKS REPORT	Todd Baun announced we have a new employee, Steve Randich, who is hired as the Public Facilities Manager. Councilmember Iversen asked if he could attend the next meeting so they could all meet him and Todd said he would arrange it.
POLICE CHIEF REPORT	No report was given. Chief Blumer indicated he is working on a year-end report for 2019 that
MINUTES APPROVED	It was moved by Councilmember Iversen, seconded by Councilmember Amsbury to adopt the minutes from the January 8, 2020 meeting. Motion Carried 5-0.
VOUCHERS	<p>Accounts Payable checks approved were 47239 - 47266, including EFT's, in the amount of \$25,538.42 and 47187 - 47237 in the amount of \$351,513.98.</p> <p>It was moved by Councilmember Iversen, seconded by Councilmember Huff to approve the vouchers. Motion Carried 5-0.</p>
SCHEDULE CITY COUNCIL RETREAT	Mayor Orffer and the Council agreed to hold a retreat on February 8th from 10:00 am until 3:00 pm. They will work on what they believe is the mission, vision and core values for the City are. They will also discuss which committees they feel will be beneficial for the City.
DEFERRRED COMP MATCH FOR ADMINISTRATIVE EMPLOYEES	The IBEW union negotiated a deferred comp match in their recent contract. The administrative employees asked if they could also receive the same 1% match, which would cost approximately \$2,600 a year. Councilmember Blankenship questioned the legality of the city match dollars going into the same pool as the employee match. Wendy said she spoke with a representative from Department of Retirement and they helped her set up the IBEW match for the employees and said everything was accurate and by the rule. Mayor Orffer asked Wendy to provide Councilmember Blankenship with the name and number of the person she spoke with so he could call them directly.
CITY COUNCIL COMMITTEES	Councilmember Amsbury prepared a list of committees and combined some she thought made sense. Mayor Orffer thanked her for her time and effort. The Council will discuss committees in detail during their retreat in February.

CMC PROPOSAL SCOPE AND
ENERGY EFFICIENT
PROGRAMS YEAR END
REPORT & BUDGET

Evergreen Consulting Group, LLC, provides program management and operations support for the City of McCleary (CMC)'s Commercial and Residential Energy Efficiency Programs. Evergreen Consulting helps with the City's rebate submissions for BPA. They work closely with Josh to make sure we have accurate reporting and they provide a great service for the City. **It was moved by Councilmember Huff, seconded by Councilmember Blankenship to authorize the Mayor to sign the CMC Proposal Scope with Evergreen Consulting. Motion Carried 5-0.**

SUBSTATION OIL

Todd received a quote from Munich RE for proposal for TOGA transformer insulating fluid analysis, which is a service that represents the sampling, analysis and reporting for an equipment fluid analysis (DGA-Dissolved Gas Analysis) program. The HSB TOGA is a web-based program that includes access to HSB's cognizant specialist to comment on sample results. Councilmember Iversen wanted to thank Paul Nott, Light & Power Supervisor, for searching for another option that saves the City and taxpayers money. She appreciates his time and effort. It is recommended to perform routine testing annually. **It was moved by Councilmember Heller, seconded by Councilmember Iversen to authorize the Mayor to sign the agreement with Munich RE for TOGA for Transformer Insulating Fluid Analysis. Motion Carried 5-0.**

PUBLIC COMMENT

Councilmember Amsbury thanked the City employees for plowing snow around the McCleary School and thanked the McCleary Police Officers for their help during the recent snowfall.

Larry Peterson thanked the Fire Department for collecting 1,072 pounds of food for the Food Bank during the December Santa Fire Truck Drive.

MEETING ADJOURNED

It was moved by Councilmember Huff, seconded by Councilmember Iversen to adjourn the meeting at 7:15 pm. The next meeting will be Wednesday, February 12, 2020 at 6:30 pm. Motion Carried 5-0.

Approved by Mayor Brenda Orffer and Clerk-Treasurer Wendy Collins.

TAB - B

TAB - C

To: Mayor and City Council
 From: Josh Cooper
 Date: February 5, 2020
 Re: Building and Planning Department Activity.

New Permit Activities for January 2020

501 East Bear ST	New SFR	Total Fee - \$10,468.29
1559 North 5 th ST	New SFR	Total Fee - \$10,468.29
1537 North 4 th ST	New SFR	Total Fee - \$10,278.59
1541 North 4 th ST	New SFR	Total Fee - \$10,232.39
Building Department Related Revenues & Valuation	Total fees charged from January	Total fees collected from January
Total Valuation: \$919,355.80	\$41,447.56	\$20,936.58

Permit Activity Totals

New Homes Permitted for 2020 4	All Permits Issued for 2020 24	Total Fees Charged for 2020 41,447.56
New Homes Permitted for 2019 28	All Permits Issued for 2019 269	Total Fees Charged for 2019 \$378,456.40
New Homes Permitted for 2018 17	All Permits Issued for 2018 57	Total Fees Charged for 2018 \$212,089.41
New Homes Permitted for 2017 11	All Permits Issued for 2017 104	Total Fees Charged for 2017 \$124,686.92

Nuisances of January:

- **509 West Simpson (8.16) - Complied**
- **221 South Main (8.16) - Active**
- **302 East Beck (8.16) – Active**

*** No new nuisances for the month of January, rather I am working on the 2 active cases.**

TAB - D

TAB - E



Project Charter for:

**ILINX Content
Management Project**

Date: January 28, 2020

Version: 1.0

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EXECUTIVE SUMMARY

The City of McCleary was founded as a logging camp in late 1898 and was incorporated on January 6, 1943. The City currently has a population of 1653. Henry McCleary came to the area to log cedar and built his first mill in 1906. In December of 1941, McCleary sold the mill and the town to Simpson Logging. The utilities were upgraded and then the light and water plants to the new city were sold the following year. The plant currently employs more than 200 workers and manufactures high-quality wood doors. The City is governed by a Mayor and five Council Members.

CITY OF MCCLEARY'S AREA OF OPPORTUNITY

The City of McCleary reached out to ImageSource to provide information and a demonstration on ILINX as an Enterprise Content Management (ECM) solution for the City. The City would like to scan and retain files and then appropriately dispose of the files when their retention cycles are up. They would also like a better way to search for information.

The purpose of this project is to implement a solution around digitization of paper content for faster search and retrieval within the City. Additionally, the City is looking to utilize retention management and disposition of content that will live in ILINX.

IMAGESOURCE PARTNERSHIP OBJECTIVES

The purpose of this Project Charter is to demonstrate how ImageSource can assist and support the City of McCleary with their immediate need. As a recognized Enterprise Content Management (ECM) leader, ImageSource is focused on delivering outcomes that drive positive business results, helping organizations boost effectiveness. Our customers tell us that they value our responsiveness and flexible partnership. With more than 25 years of ECM experience, ImageSource believes we are well-positioned to support the City in 2020 and into the future.

PROJECT PROCESS DESCRIPTION

- **Discovery and Requirements Gathering**
 - Gather and confirm project details
 - Discovery and assessment of current search processes and practices
- **Project Management**
 - Express Project Plan and ongoing project management for the project
- **Install ILINX Software**
 - Download and install ILINX Content Store on appropriate City servers
 - Download and install ILINX Export and Retention Management on City servers
- **Configure ILINX Software**
 - Configure ILINX Content Store applications (3)
 - Configure ILINX Retention Management jobs (3)
- **Testing**
 - ImageSource testing of the solution
 - Support for City testing of the solution
- **Training**
 - Provide up to four (4) business hours of onsite Administrator training for ILINX Content Store and Retention Management
 - Provide up to four (4) business hours of onsite End User training for ILINX Content Store and Retention Management

- **Production Go Live/Rollout Support**
 - Provide up to 8 business hours Support for the Production Go Live
- **System Summary Documentation & Project Closeout Activities**
 - Document the solution
 - Explain support procedures
 - Hand-off to ImageSource Technical Support

The following table consists of the anticipated high-level project tasks.

Task Descriptions	Owner
Acceptance of Project Charter	City of McCleary
Discovery Session and Requirements Gathering	City of McCleary & ImageSource
Create Express Project Plan & Deliverables	ImageSource
Signature Approval on Express Project Plan/Revisions	City of McCleary & ImageSource
Install ILINX Software on Servers	City of McCleary & ImageSource
Configure ILINX Content Store Applications (3) and ILINX Retention Management Jobs (3)	ImageSource
Training (Onsite)	City of McCleary & ImageSource
Test Solution	City of McCleary & ImageSource
Go Live and Rollout Support	City of McCleary & ImageSource
Create System Summary Document for City of McCleary	ImageSource
Review System Summary/Support Process with City of McCleary Administrator	City of McCleary & ImageSource
Project Close	ImageSource

KEY PERSONNEL ROLES

CITY OF MCCLEARY

Project Role	Name & Title	Phone	Numbers
Project Manager	Todd Baun	Main:	
		Email:	toddb@cityofmccleary.com
IT Manager	Todd Baun	Main:	
		Email:	toddb@cityofmccleary.com
Subject Matter Expert	Wendy Collins	Main:	
		Email:	wendyc@cityofmccleary.com
Subject Matter Expert	Todd Baun	Main:	
		Email:	toddb@cityofmccleary.com

IMAGESOURCE

Project Role	Names & Title	Phone	Numbers
Project Director	Ryan Keller	Main:	(360) 943-9273
	<i>Chief Information Officer</i>	Mobile:	(360) 239-5025
		Email:	ryank@imagesourceinc.com
Account Executive	Kristina Linehan	Main:	(360) 943-9273
	<i>Account Executive</i>	Mobile:	(360) 239-4877
		Email:	kristinal@imagesourceinc.com
Project Manager	TBD	Main:	
		Mobile:	
		Email:	
Systems Engineer	TBD	Main:	
		Mobile:	
		Email:	

PROJECT LEVEL ASSUMPTIONS

CITY OF MCCLEARY ASSUMPTIONS AND RISKS

Assumptions

- It is expected that the ILINX Project will use out-of-the-box capabilities in ILINX Content Store and ILINX Retention Management.
- Any customizations needed outside the scope defined in this project would require a change order.
- There is sufficient bandwidth between the datacenter where the servers are located and all workstations in all locations throughout the enterprise environment to support the flow of data between all workstations and the servers at an acceptable level of performance.
- Rollout time listed is a maximum time. If a scheduled session takes less than the allotted time, the Customer can use extra hours during that session for questions and additional training on the topic.

General Work Assumptions and Conditions:

- The scheduled professional services work will be a combination of onsite and off-site activities and tasks performed during normal business hours of Monday through Friday, from 8:00 AM to 5:00 PM Pacific Time, excluding holidays; requests for after-hours work may involve an additional cost.
- City of McCleary support will provide remote administrative level access for ImageSource to all systems as necessary during the project engagement.
- ImageSource will have access to IT and Business Subject Matter Experts.
- City of McCleary is responsible for providing all test data and documents.

Project Management Assumptions and Conditions:

- City of McCleary will designate a Subject Matter Expert to be their primary liaison for scheduling all activities, communications, personnel and third-party stakeholders; this also includes the coordination or requests for the scheduling of ImageSource personnel to perform onsite work activities and tasks.
- City of McCleary will make available SMEs from both IT and business units and will make best efforts to respond in a timely manner to requests for information, support, networking issues, business issues, etc. for the duration of the Project Engagement.
- The City Project Manager or Project Lead will handle all change management related activities internally with the IT department and the end-user community for the duration of the Project Engagement.
- The City project, IT and business units will work jointly with the ImageSource project team on all system and acceptance testing criteria.
- Standard ImageSource Project Management processes for Deliverable Acceptance, Billing, and the Standard Change Order Request Process apply to this project.
- Any additional integrations with other line-of-business systems will be a change order to this project and the City will incur additional costs.

Technology Assumptions and Conditions:

- ILINX Content Store applications will be limited to a quantity of three (3)
- ILINX Retention Management jobs will be limited to a quantity of three (3)
- City of McCleary workstations will meet hardware and operating system requirements published by software and hardware vendors; any software used in conjunction with the Project Engagement will use out-of-the-box capabilities except as specifically noted in this Project Charter and/or Express Project Plan; there is adequate physical storage for all temporary and permanent storage requirements of the Project Engagement; all other technology requirements will be met by the City to successfully execute the Project Engagement.

- ImageSource is not responsible for problems caused by anti-virus software, firewalls, SPAM filters or pop-up blockers; troubleshooting efforts for these issues will be added to the time-and-materials estimate(s).
- ImageSource is responsible to ensure that workstations will meet hardware, operating system, and licensing requirements published for the ILINX products included in this engagement.
- City of McCleary will provide remote access to ImageSource to all systems as necessary during this engagement.

ROLES & RESPONSIBILITIES

Following is a table showing project roles and responsibilities.

Area	ImageSource	Washington State DSHS
Hardware	<ul style="list-style-type: none"> ■ Not Applicable 	<ul style="list-style-type: none"> ■ Provide access to network that meets specification requirements ■ Remote access as required ■ Provide information and technical support as needed ■ Client workstations ■ Web server
Software	<ul style="list-style-type: none"> ■ Provide the following ILINX software: <ul style="list-style-type: none"> - ILINX Content Store Server License - ILINX Content Store Concurrent User Licenses - ILINX Export Server License - ILINX Retention Management Server License 	Provide other software needed to support the solution: <ul style="list-style-type: none"> ■ Operating system software ■ Microsoft IIS ■ Microsoft .NET client and server software
Network	<ul style="list-style-type: none"> ■ Not Applicable 	<ul style="list-style-type: none"> ■ City of McCleary is responsible for network performance and connectivity between workstations and the ILINX servers ■ Remote access as required
Testing	Before user acceptance testing, test: <ul style="list-style-type: none"> ■ Components (<i>standard</i>) ■ End-to-end process 	Provide: <ul style="list-style-type: none"> ■ Sample documents representative of common scenarios ■ Participate in initial systems testing prior to User Acceptance Testing as required by ImageSource ■ User Acceptance Testing ■ Timely response to scheduling and requests for information
Training	<ul style="list-style-type: none"> ■ End User – up to four (4) hours onsite ■ System Administration – up to four (4) hours onsite 	<ul style="list-style-type: none"> ■ Provide room, video, web conferencing, etc. to adequately facilitate onsite and

	<ul style="list-style-type: none"> ■ Training Documentation and Manuals are limited to the standard User and Technical guides that come with the products 	<p>remote participation as needed and required</p> <ul style="list-style-type: none"> ■ Change Management internally within the City (e.g. communications)
Documentation	<ul style="list-style-type: none"> ■ Express Project Plan ■ Project Schedule ■ Status Report/Updates ■ Standard ImageSource System Summary 	<ul style="list-style-type: none"> ■ Participate in the Express Project Plan and schedule reviews ■ Review and approve all documentation as required by ImageSource
Rollout Support	<ul style="list-style-type: none"> ■ Provide up to eight (8) hours of onsite rollout support 	<ul style="list-style-type: none"> ■ Have staff available to fully use the system during the rollout support period
Project Management	<p>Standard ImageSource:</p> <ul style="list-style-type: none"> ■ Status Report/Updates ■ Issues List ■ Express Project Plan 	<ul style="list-style-type: none"> ■ Workspace while onsite ■ Teleconference lines as needed ■ Timely response to issues raised ■ Access to subject matter experts

SOLUTION INVESTMENT FOR SMALL CITY

The ILINX Project described in this charter can be provided for an initial investment of \$24,640.00, plus applicable sales tax. After the project is underway or at a time after the described project is completed, the City of McCleary may determine that additional functionality is desired, or additional conditions or previously unknown requirements may be disclosed/discovered that may increase the resources necessary to implement the project. In this case, a mutually developed and approved Change Order will authorize all changes. The following software and services will be provided to the City of McCleary.

SOFTWARE AND SOFTWARE ASSURANCE – PRODUCTION ENVIRONMENT

Part Number	Description	Qty	Total
ILINX BUNDLE	ILINX Small City Bundle	1	\$24,640.00
Production Environment			
IS-CTS-SVR	ILINX Content Store Server	1	Included Above
IS-CTS-USE	ILINX Content Store Concurrent User License	5	Included Above
IS-EXP-SVR-STD	ILINX Export Server	1	Included Above
IS-EXP-RM-MOD	ILINX Export Retention Management Module	1	Included Above
SOFTWARE ASSURANCE	12 Months Software Assurance for Above Licenses	1	Included Above

*Second Year Software Assurance for ILINX will be \$5,500.00 if no additional users are added to the solution.

**Software listed above does not include sales tax.

Professional Services (One Time)

Description of Services	Total
Professional Services for system installation, configuration and testing of content management solution. Solution includes up to three (3) applications and up to three (3) retention management jobs.	Included Above

Software, Software Assurance and Services Grand Total	\$24,640.00
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ACCEPTANCE

The scope, roles and responsibilities, and assumptions for this project are outlined in this Project Charter. Costing is based on the information collected during the discovery process. The Change Order process will address changes during the Project that result in additional professional services, hardware, and/or software. Changes during the project may result in additional costs, extended timeline and or risk.

<i>City of McCleary</i> Authorized Signature	<i>City of McCleary</i> Printed Name	<i>City of McCleary</i> Date
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<i>ImageSource</i> Authorized Signature	<i>ImageSource</i> Printed Name	<i>ImageSource</i> Date
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DOCUMENT VERSION CHANGES

Version	Date Published	Key Changes
1.0	January 28, 2020	Document creation

TAB - F

Todd Baun

From: NOREPLY@des.wa.gov
Sent: Wednesday, January 22, 2020 3:16 PM
To: Todd Baun
Cc: Steve.Hatfield@des.wa.gov
Subject: Vehicle Quote - 2020-1-677 - MCCLEARY, CITY OF - 21405

Vehicle Quote Number: 2020-1-677 [Create Purchase Request](#) [View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 05916

Dealer: Columbia Ford (W403)
700 7th Avenue
Longview WA 98632

Dealer Contact: Marie Tellinghiusen
Dealer Phone: (360) 423-4321 Ext: 187
Dealer Email: orders@colford.com

Organization Information

Organization: MCCLEARY, CITY OF - 21405
Email: toddb@cityofmccleary.com

Quote Notes:
Vehicle Location: MCCLEARY

Color Options & Qty

Oxford White (Z1) - 1

Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2020-0821-0001	2020 Ford F250 Pickup, 4WD	1	\$26,590.00	\$26,590.00
2020-0821-0012	Alternative Cab/Wheelbase: Extended Cab, 164WB, 8ft box, 10000# GVWR, 3490# Payload (X2B/164WB)	1	\$2,390.00	\$2,390.00
2020-0821-0032	Skid Plates (Transfer case and fuel tank) (4x4 Only) (included with FX4 Off-Road Package #17X) (41P)	1	\$96.00	\$96.00
2020-0821-0033	Power Equipment Group - Regular/Extended Cabs (includes power door locks and windows, manual-folding, manually-telescoping trailer tow mirrors with power heated glass, heated convex spotter mirror, integrated clearance lamps/turn signals, perimeter alarm, power tailgate lock, Remote Keyless Entry, upgraded door-trim panel) (deletes passenger-side door lock cylinder) (Includes four (4) RKE Fobs w/ Integrated Keys) (90L/54K)	1	\$1,190.00	\$1,190.00
2020-0821-0069	110V/400W Outlet (1) (includes one in-dash mounted outlet and 200-Amp Alternator) (to be ordered w/ 40/20/40 seating) (43C)	1	\$167.00	\$167.00
2020-0821-0080	Snowplow/Camper Package (4x4 Only) (includes contents of Snow Plow Prep Package #473 and Camper Package #471) (47B)	1	\$235.00	\$235.00
2020-0821-0082	Trailer Brake Controller (52B)	1	\$259.00	\$259.00

2020-0821-0087 Pickup Box Delete (56CA) (also deletes rear bumper, 7/4 pin connector, spare tire/wheel/carrier/jack, rearview camera) (also deletes Center High-Mounted Stop Lamp (CHMSL) if GVWR is over 10,000 lbs.) (Not available with F250 Trailer Tow Packages #535/#53Q or 7.3L Gas Engine #99N) (Only available with 8-foot box) (66D)	1	(\$569.00)	(\$569.00)
2020-0821-0088 Rearview Camera and Prep Kit (includes loose camera, wiring bundle and electrochromic mirror w/ video display) (Must also order Pickup Box Delete #66D) (872)	1	\$396.00	\$396.00
2020-0821-0210 Floor Mats, HD Rubber Molded, Front (Weather Tech)(DLR)	1	\$120.00	\$120.00
2020-0821-0213 Fire Extinguisher, 2.5# Dry Chemical ABC Rated w/ Mounting Bracket, uninstalled (DLR)	1	\$40.00	\$40.00
2020-0821-0216 Service Manual, CD (DLR)	1	\$221.00	\$221.00
2020-0821-0217 Service Wiring Diagram, Paper (DLR)	1	\$87.00	\$87.00
2020-0821-0522 AMBER - Mini Lightbar Package, installed (Includes NROADS 17in amber lightbar mounted on roof or cabguard, wired into switch.) (DWS-SD-A-3) (DW522)	1	\$840.00	\$840.00
2020-0821-0540 NEW: Radio Prewire - Includes single antenna mount installed in roof and power wiring to center console area (includes battery, ground, ignition) (DW540)	1	\$114.00	\$114.00
2020-0821-0541 NEW: Radio Install - Includes single antenna mount installed in roof and power wiring to center console area. Dash mount radio installed with antenna and connectors. (Must provide radio model and frequency band for antenna) (DW541)	1	\$174.00	\$174.00
2020-0821-2002 Scelzi Signature Series 8-Foot Service Body (SB-98-79-49-38-VO) (56in CA, SRW): Open top compartments, 6in step bumper, Painted White, LED Lighting, Installed (Painted Black upon request) (PM2002)	1	\$10,282.00	\$10,282.00
2020-0821-2096 LADDER RACKS - Goal Post Ladder Rack, Any CA (Fork Lift accessible, powder coated white on service bodies and black on flatbeds) (With body order only) (PM2096)	1	\$1,118.00	\$1,118.00
2020-0821-2305 PMI Option - Back Up Alarm (With Body Order Only) (PM2305)	1	\$90.00	\$90.00
2020-0821-2414 Lighting - (2pr) ECCO 6 Diode LED work light, includes mount, installed in customer specified location (Does not include integrated mounting in headboard / cab guard) (With body order only) (PM2414)	1	\$1,149.00	\$1,149.00
2020-0821-2534 Trailer Hitches - Trailer Plug 7-Pin ROUND (With body order only) (PM2534)	1	\$92.00	\$92.00
2020-0821-4098 Install Backup Camera (Not available with Tommy Gate) (Must also order Ford factory Rearview Camera Prep Kit) (NT4098)	1	\$172.00	\$172.00

Quote Totals

Total Vehicles: 1
Sub Total: \$45,253.00
8.4 % Sales Tax: \$3,801.25
Quote Total: \$49,054.25

TAB - G



STATEMENT OF WORK

Between Brown & Kysar, Inc. (BKI) and City of McCleary (McCleary)

Project Name: Capital Improvement Plan

Project Location: McCleary, WA

BKI Project No.: MC19-002

Date: October 4, 2019

PROJECT NARRATIVE

McCleary has requested BKI evaluate its existing electrical system regarding reliability for the future. Information gathering is critical to the success of a Capital Improvement Plan. Each utility has standards and preferences which must be considered when evaluating the power system and developing options to carry them into the future.

The following is a general scope of work that identifies a solution overview with phases for the project, deliverables, exclusions, client responsibilities, a high-level timeline and budget.

SOLUTION OVERVIEW

The goal of the Capital Improvement Plan is to identify reliability risk areas and rank them in order of importance to the health of the power system. If an area of risk is identified and options other than replacement exist, BKI will propose risk remediation options and rank them.

Upon authorization to proceed, BKI agrees to provide services as summarized:

Phase 1 - Information Gathering (50%)

- On-site visit to learn McCleary's standards, preferences and practices
- Submit a Data Request which is a list of required information necessary to help BKI identify the reliability risks to include, but not limited to: System maps, feeder construction information, load information, equipment test reports and maintenance practices
- Develop a system model in either Aspen DistriView or MilSoft WindMil

Phase 2 - Plan Development (75%)

- Identify and rank the reliability risks
- Develop remediation options for the identified reliability risks
- Update design, make recommendations and provide engineering review

Phase 3 - Final Plan (100%)

- The Capital Improvement Plan will be completed, stamped and signed by a registered P.E. in the State of Washington

DELIVERABLES

McCleary shall receive a stamped and signed Capital Improvement Plan report which will address the following:

- Areas of the power system that jeopardize reliability
- Ranking of the identified risk areas and proposed remediation for those areas
- Computer model of McCleary's power system.

EXCLUSIONS

The following items are excluded from the scope of this Statement of Work:

- Only one trip to meet with McCleary is planned, multiple trips will increase the proposed cost of the project

CLIENT RESPONSIBILITIES

McCleary agrees to perform/provide the following:

- Prompt response to requested data

HIGH LEVEL TIMELINE

Upon McCleary awarding the work, BKI will advise McCleary as to the start date of the project based on BKI's staff availability. BKI estimates the work can be completed in six months.

NOTE: The timeline provided in this document is contingent upon prompt review and approval of this agreement, and prompt responses to any request for information during the project. Delay in approving this work or providing requested information may result in a commensurate delay in the project's completion and increase to the projects budget.

BUDGET

The estimated cost for the described scope of work to be completed on a time and material not to exceed basis is \$59,800, subject to decreases depending upon the actual amount of work performed.

Signing this Statement of Work between BKI and McCleary authorizes BKI to complete the work as described above under the terms and conditions of the Service Agreement in effect at the time of signing.

Brown & Kysar, Inc.

City of McCleary

Scott M. Lindsay, CEO

Print Name and Title

Print Name and Title

Scott M. Lindsay

Signature

Signature

October 4, 2019

Date

Date

TAB - H

**Association of Washington Cities
Geographic Information Systems (GIS) Consortium Program**

Participation Agreement and Enrollment Application

As a member in good standing with the Association of Washington Cities

Member name

Enrolls by this agreement as a member in the Association of Washington Cities (AWC) Geographic Information Systems (GIS) Consortium Program to provide opportunities to access GIS services through the consortium.

The program offers AWC member jurisdictions the ability to have professional GIS services provided at the applicable member rate through the GIS Consortium Program.

1. Administration & Management of the Program

AWC is responsible for the day-to-day operation of the GIS Consortium Program, which includes:

- A. Assisting program participants in assessing GIS needs and providing GIS database access and views;
- B. Assisting program participants in using basic GIS data services and views;
- C. Providing access to tiered levels of membership services to members at negotiated rates through a GIS consulting partner as determined by AWC, including, but not limited to:
 - GIS needs assessments;
 - development, aggregation, or maintenance of GIS data;
 - access to online GIS views and data; and
 - a specified number of hours of GIS consulting services.
- D. Providing program information.

2. Governance of AWC GIS Consortium

- A. AWC's Chief Executive Officer (CEO) directs the operations of the AWC GIS Consortium Program.
- B. The Technical Users committee, a committee composed of representatives of no more than five (5) member cities/towns, appointed by the CEO, advises AWC on operational issues including contract terms, allocation of resources to consortium members, program enhancements, conditions for continued participation and other issues. This committee meets at least once per year.

3. Member agrees to:

- A. Remain a member of the AWC GIS Consortium Program through the annual term of this agreement.
- B. Maintain membership in the Association of Washington Cities through the year for each year of participation.
- C. Pay an annual administrative service fee to be a member of the AWC GIS Consortium Program, such fees to be determined by AWC, and periodically adjusted as provided on the current rate schedule
- D. Pay a program service fee for each year of participation as determined by AWC for the program year for the Tier level the member selects, as provided on the rate schedule.

- E. Pay additional fees, under the terms provided by the program, for additional consulting services requested for work that exceeds the applicable tier level consulting hours originally selected. Additional consulting services shall be requested in a work order approved both by AWC and the GIS consultant partner, and the hourly rate and administrative fee will be as listed on the current rate schedule. The Member is responsible for tracking consulting hours.
- F. Provide notification no less than 30 days before the end of the term if the member wishes to terminate the automatic renewal of the agreement.
- G. Termination from the program for non-payment of annual base service fee and program service fees.
- H. Work with the GIS consultant on development of the work order and review by the GIS consultant and AWC prior to work beginning.
- I. Commence work only after a needs assessment is complete, unless agreed to in writing by the GIS consultant partner. Be responsible for completion of the work order with the GIS consultant partner and managing use of GIS consultant partner hours. The work order may reflect work beyond the current program year if agreed by the GIS consultant partner and the work is initiated in the current program year. A maximum of 40 consulting hours may rollover to the following program year if all work is not completed within the term of this agreement. Members whose active membership in the consortium has lapsed have a maximum of 6 months to utilize any remaining consulting hours.
- J. Unless otherwise agreed by the GIS consultant, Tier 2, 3, and 4 members agree to be responsible for maintaining or updating their online viewer and portal, as applicable, after initial development by the GIS consultant partner.

4. Indemnification/Liability

Each party shall indemnify and hold harmless the other and its directors, officers, employees, agents, parents, subsidiaries, successors and assigns from and against any and all liabilities, claims, suits, actions, demands, settlements, losses, judgments, costs, damages, and expenses (including reasonable attorney's fees) arising out of or resulting from, in whole or part, the acts or omissions of the indemnifying party, its employees, agents or contractors and the indemnifying party's affiliated companies and their employees, agents or contractors.

6. Assignment

This agreement shall not be assignable by either party without prior written consent of the other party.

7. Term of Agreement

The term of this agreement is effective on _____, 20__, for a one-year term, renewing annually each subsequent year upon payment of the annual fee and appropriate GIS service fees, unless the AWC GIS Consortium Program is notified in writing no less than thirty days prior to the start of the annual renewal date for the membership year that the program member is terminating the agreement.

8. Selection of Tier

Member agrees to join the GIS Consortium Program at the Tier selected below:

- Tier 1
 Tier 2
 Tier 3
 Tier 4

Authorized by Program Member:

(Printed Name)

(Title)

(Signature)

(Address/Street)

(City/Town Applicant)

(Date)

Authorized by AWC GIS Consortium Program:

Peter King

CEO

(Signature)

(Date)

(Form revised 04-16-18)



GIS Consortium

BUILDING SMARTER COMMUNITIES

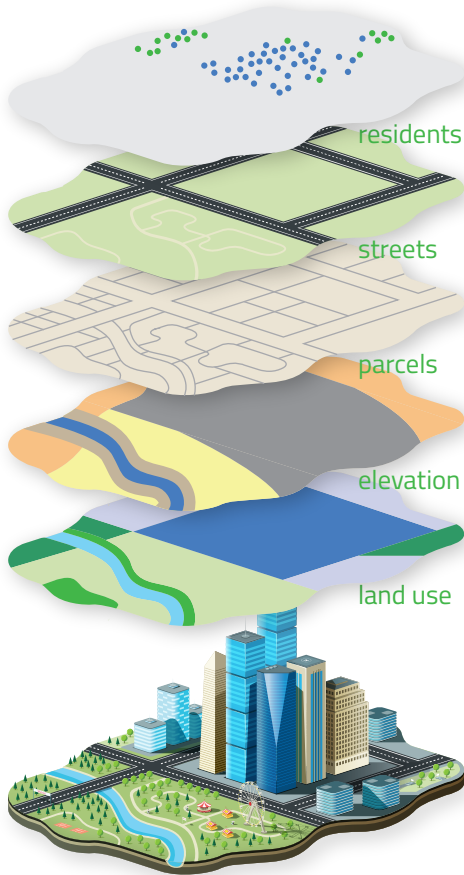


GIS Consortium Overview

Geographic Information Systems (GIS) is an integral tool for cities. It enables efficient and effective planning across all city departments, improves the delivery of services, and can help engage and empower citizens.

By leveraging the collective buying power of its members and partnering with GIS consultants at FLO Analytics, the Association of Washington Cities (AWC) GIS Consortium provides affordable access to GIS expertise and resources, so you can implement the right GIS solution for your community.





The Benefits of GIS

You can use GIS to improve the operation of utility networks, analyze the value of land and associated improvements, maintain right-of-way assets, develop and share public safety response plans, promote sustainable communities, and more.

GIS can integrate information among your city's departments, increasing communications and facilitating collaboration. Other benefits include:

- **Preserving institutional knowledge**
Capture your employees' knowledge before they retire
- **Increasing efficiencies and reducing costs**
Streamline time-consuming tasks, using the latest technologies
- **Improving your asset management**
Reduce your liability and optimize your operations and maintenance
- **Engaging your community**
Improve transparency by making data interactive and accessible



Needs Assessment

Not sure how to implement or expand GIS in your city? A needs assessment is a great place to start. We can work with your city to capture your GIS baseline and determine your current and future functionality requirements. The result of the needs assessment is a roadmap with clear and concise recommendations detailing what you need to do in order to move forward and achieve your goals.



personnel



workflows



goals and objectives



spatial data



data access



software



hardware





GIS Program Development

Spend more time focused on your work and less time trying to figure out GIS software. Whether you need a little or a lot of GIS assistance, we can assist you with everything—from being an on-call resource for any of your mapping or data needs, to helping your organization develop an implementation strategy for ramping up or creating your GIS program.



Public Works

A public works department needs GIS to effectively and efficiently manage assets. Whether you're just beginning to use GIS or are already leveraging existing asset management software, we can help your city fully implement the right technology to achieve a greater return on investment.





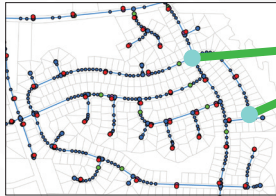
water



storm



sewer



features

ID	Year	Month	Day	Time	UTM	Latitude	Longitude	Magitude	Depth
436	2009	11	12	00:00:00	1930	147.24	4.7	35	
437	2009	11	12	00:00:00	201	147.26	4.7	37	
438	2009	11	12	00:00:00	200	147.26	4.7	37	
439	2009	11	12	00:00:00	205	147.26	4.7	37	
440	2009	11	12	00:00:00	205	147.26	4.7	37	
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493	2009	11	12	00:00:00	205	147.26	4.7	37	
494	2009	11	12	00:00:00	205	147.26	4.7	37	
495	2009	11	12	00:00:00	205	147.26	4.7	37	
496	2009	11	12	00:00:00	205	147.26	4.7	37	
497	2009	11	12	00:00:00	205	147.26	4.7	37	
498	2009	11	12	00:00:00	205	147.26	4.7	37	
499	2009	11	12	00:00:00	205	147.26	4.7	37	
500	2009	11	12	00:00:00	205	147.26	4.7	37	

attributes



Water, Sewer and Storm Utilities

Using our experience in asset management for sewer, stormwater, and water utilities, we can help your staff utilize GIS technology in developing inventories and collecting data; providing field staff with access to utility information or digital inspection forms; integrating systems with O&M software; or planning, coordinating, and communicating capital improvement projects.



Land Records

Effectively managing your community's land records isn't easy. We can assist your city in implementing and streamlining processes that help you analyze land value and associated improvements, identify landowners, and delineate land-use and zoning regulations. We can also set up workflows that provide your staff with simple tools to generate mailing labels for owner and occupant notifications.



built environment



zoning and
land use



address
information



assessed
values



property
information



notify property
owners





Planning and Development

GIS and data analytics can help your planning and development department work more effectively, engage the community in your growth management plans, and promote business diversity. Need assistance with developing your department's GIS or a specialized analysis project? We can help with that, too.



Public Safety

It's essential that your police and fire departments have access to the data they need to effectively allocate resources to protect human life and property in your community. GIS provides a range of tools to help your city analyze the dynamics of an incident, understand trends, develop pre-incident plans, collaborate with other agencies, and improve response activities.





Emergency Preparedness and Management

In an emergency, you need a common operational platform to optimize response activities. With GIS technology, you can access the data you need for developing and sharing response plans, maintaining situational awareness, and improving the efficiency and accuracy of recovery efforts. GIS also provides public facing tools that inform citizens about hazards and emergency facilities in their community.



Internal Collaboration

GIS offers a robust suite of tools, including online data viewers, to help speed up and automate routine workflows. New cloud-based tools also provide a low-cost way to deploy an online mapping platform that promotes collaboration within and across your city's departments, leading to more informed decision making.



open data PORTAL

Search for open data











My Activity

Open Data

Welcome to our data portal. Explore the categories and featured data stories below to find maps, dashboards, charts, and other visualizations that help tell the story of Washington's cities. We update this portal regularly, so check back often.



Data categories

 Demographics	 Economy	 Education	 Emergency Management	 Environment
 Finance & Taxes	 Health	 Infrastructure & Transport	 Planning & Development	 Other

Featured data stories [\(click here to see full list\)](#)



Featured data story
Highlight your most urgent city issues here!



Featured data story
Highlight your most urgent city issues here!



Citizen Engagement

Citizens want to know what's happening in their community, whether that's by exploring a city map, finding a popular park, or learning about road construction. We can develop GIS-powered online mapping platforms and open data portals, so you can empower citizens to explore data and find answers, increasing your city's overall transparency.



FAQs

Q: How is AWC able to offer GIS services at an affordable rate?

A: By leveraging the collective buying power of AWC members, the GIS Consortium provides an affordable way to access the knowledge and resources needed to fully implement the right GIS solution for your city.

The GIS Consortium's flexible structure allows you to purchase just the right amount of GIS services for your city, allowing you to reach your goals without taking on the costs associated with additional GIS staff and equipment.

Q: What if I don't know what kind of GIS services I need?

A: Each GIS Consortium service tier comes with a free rapid GIS needs assessment—a quick and objective way to determine the state of GIS at your organization, identify your goals for GIS implementation, and develop recommendations for moving forward.

Q: Where can I learn more about member rates?

A: Visit wacities.org to learn about our current member rates.

Q: Does the GIS Consortium offer a flexible service model?

A: The GIS Consortium doesn't offer a one-size-fits-all solution. Instead, FLO Analytics' experienced GIS analysts work with you to figure out where your organization's pain points are, and how GIS can help. The service hours that come with each membership tier are completely flexible, and can be used towards any GIS project that will help you achieve your goals.

Q: How do I get started?

A: Visit wacities.org to download a membership agreement.

Contact Info



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