



## LAKWOOD CITY COUNCIL AGENDA

Monday, July 17, 2017

7:00 P.M.

City of Lakewood

City Council Chambers

6000 Main Street SW

Lakewood, WA 98499

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Page No.

### CALL TO ORDER

### ROLL CALL

### PLEDGE OF ALLEGIANCE

### PROCLAMATIONS AND PRESENTATIONS

1. Business showcase. – The Fairy Store – *Ms. Shirley Ritter, owner*
2. Larry Saunders Service Award update. – *Mr. Bob Warfield, Lakewood Community Foundation Fund*
- ( 4) 3. Proclamation declaring July 22, 2017 as Pierce County Trails Day in the City of Lakewood. – *Mr. Chris Beale, President, Forever Green Trails*

### PUBLIC COMMENTS

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

- ( 6) A. Approval of the minutes of the City Council Study Session of June 26, 2017.
- (10) B. Approval of the minutes of the City Council Study Session of July 10, 2017.

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

<http://www.cityoflakewood.us>

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

- ( 14) C. Approval of payroll checks, in the amount of \$2,230,269.62, for the period May 16, 2017 through June 15, 2017.
- ( 16) D. Approval of claims vouchers, in the amount of \$2,413,364.74 for the period May 20, 2017 through June 15, 2017.
- ( 73) E. Resolution No. 2017-15  
Amending the purchasing policy.
- (101) F. Motion No. 2017-34  
Authorizing the execution of an interlocal agreement with the Washington State Department of Social and Health Services, in the amount of \$621,000, for the Western State Hospital Community Partnership program from July 1, 2017 through June 30, 2019.
- (119) G. Motion No. 2017-35  
Authorizing the execution of an interlocal agreement with the Washington State Department of Social and Health Services, in the amount of \$90,000, for the Western State Hospital Police Protection program from July 1, 2017 through June 30, 2019.
- (136) H. Motion No. 2017-36  
Authorizing the execution of an interlocal agreement with the City of Puyallup for jail services.
- (146) I. Items Filed in the Office of the City Clerk:
1. Community Services Advisory Board meeting minutes of April 19, 2017.
  2. Landmarks & Heritage Advisory Board meeting minutes of May 25, 2017.
  3. Public Safety Advisory Committee meeting minutes of April 5, 2017.

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

**R E G U L A R   A G E N D A****ORDINANCE**(153) Ordinance No. 672

Granting a 20 year franchise to the City of Tacoma Department of Public Utilities to construct, maintain, operate, replace and repair an electrical light and power system in, across, over, along, under, through and below certain designated public rights-of-way- in the city of Lakewood. – *Assistant to the City Manager*

**UNFINISHED BUSINESS****NEW BUSINESS**(167) Motion No. 2017-37

Authorizing the execution of an interlocal agreement with the Washington State Patrol, Pierce County Sheriff's Office, King County Prosecutor's Office and municipalities of Auburn, Bonney Lake, Federal Way, Tacoma, and Tukwila relative to the creation of the Puget Sound Auto Theft Task Force. – *Police Chief*

(182) Motion No. 2017-38

Authorizing the execution of an agreement with BERK Consulting, in the amount of \$257,290, to prepare the Central Business District Subarea plan through August 31, 2018. - *Assistant City Manager for Development Services*

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

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# CITY OF LAKEWOOD



## PROCLAMATION

**WHEREAS**, interest in outdoor recreation along trails, including walking, hiking, cycling, horseback riding, birding and mountain biking, is on the rise with Lakewood and Pierce County residents, visitors and tourists; and

**WHEREAS**, trails in Lakewood and Pierce County enhance the quality of life for our citizens, improve public health outcomes, increase tourism opportunities via outdoor recreation, and provide an alternative mode for transportation for jobs, work and play; and

**WHEREAS**, Creating safe access to open space through a connected system of urban and non-motorized trails is a major element in the Lakewood Legacy Plan; and

**WHEREAS**, Forever Green and the citizens of Pierce County have a vision to complete a 77 mile long regional trail system reaching from Point Defiance Park in Tacoma to Mount Rainier National Park; and

**WHEREAS**, completion of this Tahoma-to-Tacoma regional trail network and connecting community spur trails could result in a total of more than \$16 million a year in economic benefits which includes more than \$1.9 million a year in health benefits, over \$4.2 million a year in transportation benefits and more than \$10 million a year in tourism dollars; and

**WHEREAS**, the City of Lakewood has joined together with other Pierce County jurisdictions to create an event that encourages citizens to celebrate the value and enhanced quality of life that trails bring to our communities; promotes trail awareness, establishes an ethic of and robust participation in public trail stewardship, and increases local spending on trail maintenance activities, and

**WHEREAS**, the City of Lakewood is committed to enhancing our trail system and is celebrating Pierce County Trail day by hosting stewardship events along the trails in Fort Steilacoom Park and in the Chambers Creek Canyon.

**NOW, THEREFORE**, the Lakewood City Council do hereby proclaim July 22, 2017 as

## **PIERCE COUNTY TRAILS DAY**

in the City of Lakewood and urge all citizens to support this event by visiting, using, beautifying and protecting our trails.

**PROCLAIMED** this 17<sup>th</sup> day of July, 2017.

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Don Anderson, Mayor

ATTEST:

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Alice M. Bush, City Clerk, MMC



## **LAKWOOD CITY COUNCIL STUDY SESSION MINUTES**

Monday, June 26, 2017  
City of Lakewood  
City Council Chambers  
6000 Main Street SW  
Lakewood, WA 98499

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### **CALL TO ORDER**

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

### **ROLL CALL**

Councilmembers Present: 5 – Mayor Don Anderson; Councilmembers Mary Moss, Mike Brandstetter, Marie Barth and Paul Bocchi.

Councilmembers Excused: 2 – Deputy Mayor Jason Whalen and Councilmember John Simpson.

Public Safety Advisory Committee Members Present: 3 – Chair Charles Ames, Committee Members James Hairston, and Maria Villalpando Ramos.

Public Safety Advisory Committee Members Excused: 6- Vice-Chair Robert Saul, Committee Members Ken Witkoe, Alan Hart (arrived at 7:12 p.m.), Michael Lacadie, Johnny Williams and Michael Arnett

### **ITEMS FOR DISCUSSION:**

#### **Joint Public Safety Advisory Committee meeting.**

Public Safety Advisory Committee (PSAC) members introduced themselves. PSAC Chair Charles Ames reviewed the significant accomplishments of the PSAC.

Discussion ensued on what was the PSAC's opinion on what the quarterly crime statistics reflected (perhaps using social media to make the public aware of the data); what is the status on PSAC's review on the use of drones (unmanned aerial vehicles); and what is the purpose of PSAC's outreach to the University Place Police.

PSAC then provided a status report on the progress of their 2017 Work Plan.

Further discussion ensued on Council's request for PSAC to keep an eye on the geographic localities or concentration of crime statistics; define what elections consist of (PSAC elections); what kind of rail review activity will be undertaken in Springbrook; what will be the safety impact at the intersection at Bridgeport Way and Pacific

Highway; what is the status of reviewing Western State Hospital safety; and for PSAC to develop a recommendation to making the public aware of using the 311 application for emergency/disasters and preparing for the “big one” such as having an out-of-state contact(s).

### **Review of 1<sup>st</sup> Quarter 2017 Financial Report.**

Assistant City Manager of Administrative Service Kraus provided an overview of the 1<sup>st</sup> Quarter 2017 Financial Report and highlighted the significant financial activities in the first quarter.

Discussion ensued on vehicle wholesale; what is the definition of court filings and how does it correlate to revenues received; preparing a report that identifies how much and when housing loans will mature; what happens to the use of the fund when a loan is foreclosed or paid off; and that the renewal of animal licenses for 2017 shows a significant increase in the first quarter.

### **Proposed 2017 Comprehensive Plan amendment relative to Pierce County property located in Springbrook**

Assistant City Manager for Development Services Bugher provided an overview of the Comprehensive Plan amendment relative to zone three acres of property located in Springbrook owned by Pierce County to industrial use. He suggested that the Planning Commission hold a public hearing on this amendment with Council to consider the zoning amendment following the hearing.

Discussion ensued on what the zoning was for the kidney analysis facility across the affected property; and why is the amendment only looking at the three acres (4 properties) and not considering the east side of the area and taking a more holistic approach to zoning (the three acres is currently for sale). It was the consensus of the Council for the Planning Commission to proceed with holding a public hearing on the matter and Council to consider the proposed amendment following the hearing.

### **REPORTS BY THE CITY MANAGER**

City Manager Caulfield reported on a traffic jam at Lakewood on I-5 and how Officer Joe Kolp performed CPR to the driver and Sgt. Mark Eakes who assisted with the tragedy.

He reported that Mr. Bob Warfield, Lakewood Community Foundation, will be attending the July 17, 2017 Council meeting to discuss the creation of the Larry Saunders Service Award and will be asking the Council to be part of the review committee to review nominations for the award and present the award in January/February 2018.

He announced that the Legislature is in its third special session to come to an agreement in developing a State budget.

He reported that the 311 application has the ability to push out transportation updates which the Communications Manager will be doing so.

He reported that CEO Maureen Fife, Tacoma Pierce County Habitat for Humanity, reported that they secured a \$20,000 Lowes Neighborhood Revitalization grant to do projects for improvement in Lakewood.

He reported that Parks and Recreation Director Dodsworth is working on a Ribbon cutting date for the Waughop Lake trail improvements.

He reported that fireworks display in Lakewood occurs from July 3- July 5 and information about fireworks will be advertised.

He reported on the following events and meetings:

- June 28, 11:30 AM to 2:00 PM, 2<sup>nd</sup> Quarter Employee Appreciation Event, Fort Steilacoom Park
- July 25, 6:00 PM, JBLM HQ Farewell Event for COL Morgan, American Lake Conference Center
- July 26, site tour of Tactical Tailor, 12:30 PM to 2:00 PM

### **ITEMS TENTATIVELY SCHEDULED FOR THE JULY 3, 2017 REGULAR CITY COUNCIL MEETING:**

*The July 3, 2017 Regular City Council meeting has been cancelled.*

### **CITY COUNCIL COMMENTS**

Councilmember Moss commented on the Clover Park Technical College graduation ceremony she attended. She then commented on the Tacoma-Pierce County Chamber of Commerce event she attended as well as a farewell luncheon for the base commanders. She then spoke about a golf tournament for JROTC students that she attended.

Councilmember Brandstetter reported on the AWC Conference he attended and spoke about the informative presentation on population. He also spoke about sharing information on Youth Council Claudia Penney's AWC Qualities Communities scholarship award. He then invited Council to the Lakewood Sister Cities Association event at Summerfest.

Councilmember Barth spoke about the economic development brochures and asked if they could be printed on cardstock. She spoke about the positive comments she received about Farmers Market. She asked if the positive comments received from citizens about Police work can be shared on the City's facebook.



Mayor Anderson spoke about his meeting with USGA officials and Lakewood's support of USGA. He then spoke about the Chambers Creek Foundation event he attended. He asked about the viability of Lakewood's hotel suites and noted that Candlewood Suite has been sold for the second time. He commented that JBLM has 700 hotel units that are being operated by a private operator and 135 units are being constructed at McChord. He then spoke about his visit to the Welcher Gun Range.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 9:00 p.m.

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DON ANDERSON, MAYOR

ATTEST:

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ALICE M. BUSH, MMC  
CITY CLERK



## **LAKWOOD CITY COUNCIL STUDY SESSION MINUTES**

Monday, July 10, 2017  
City of Lakewood  
City Council Chambers  
6000 Main Street SW  
Lakewood, WA 98499

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### **CALL TO ORDER**

Mayor Anderson called the meeting to order at 7:02 p.m.

### **ROLL CALL**

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

Councilmember Excused: 1 – Councilmember Marie Barth.

Lodging Tax Advisory Committee Members Present: 3 - Mayor Don Anderson, Chair; Committee Members Phillip Raschke and Linda Smith

### **ITEMS FOR DISCUSSION:**

#### **Joint Lodging Tax Advisory Committee meeting**

Lodging Tax Advisory Committee Member Phil Raschke reviewed the accomplishments of the Lodging Tax Advisory Committee, the lodging tax allocations made by the Committee, and the lodging tax guidelines. He then reviewed the 2017 application schedule.

Discussion ensued on the Ft. Steilacoom Park Pavilion award of \$450,000; what are the restrictions for the 4 percent and 3 percent lodging tax requirement by law; has the Committee reviewed the year-end report from the lodging tax recipients; is the \$750,000 revenues a conservative estimate (yes) and is there indication of a down trend (not necessarily); are lodging taxes being spent in the right venues; and there are 700 hotel rooms available on JBLM for providing activities/services to draw them into Lakewood.

#### **Review of purchasing policy amendments**

Acting City Manager Kraus reviewed the proposed amendments to the purchasing policies to include the purchasing of electronic data processing and telecommunications systems.

Discussion ensued on the purchasing amount of the firewall software to retroactively cover all previous actions.

### **Review of BERK Consulting agreement to prepare the Central Business District Subarea Plan**

Assistant to the City Manager for Development Services Bugher reviewed the proposed agreement with BERK Consulting to prepare the Central Business District Subarea Plan.

Discussion ensued on how the Plan will incentivize the Towne Center; concerns that what is developed is actually what the community desires; the public outreach seems frontloaded and unclear; at the time the contract is considered for Council approval (July 17, 2017) will it be known what environmental review the City must undertake for the subarea plan; and if there is some cost savings as it relates to an environmental review, is there a plan for the use of the funds.

### **Review of the City of Tacoma Department of Public Utilities 20 year electric utility system franchise**

Assistant to the City Manager Brazitis reviewed the proposed 20 year electric utility system franchise with the City of Tacoma Department of Public Utilities.

Discussion ensued on the pros and cons for a 20 year franchise versus a shorter term.

## **REPORTS BY THE CITY MANAGER**

Acting City Manager Kraus provided an update on Summerfest and noted that approximately 30,000 attended the event. Many positive comments have been received.

She also announced that the film project regarding the fallen officers that Police Chief Zaro is participating in is scheduled for July 20, 2017.

She then announced the following meetings and events:

- July 25, 6:00 PM, JBLM HQ Farewell Event for COL Morgan, American Lake Conference Center, 8085 NCO Beach Road, JBLM
- July 26, 12:30 PM to 2:30 PM, Site Tour of Tactical Tailor, 2916 107th St S, Lakewood
- July 28, 8:45 AM, Joint Base (Garrison) Change of Command Ceremony, Colonel Daniel Morgan will relinquish command to Colonel Nicole Lucas, Watkins Field, JBLM. Awards Ceremony begins at 8:45 AM and the Change of Command Ceremony begins at 9:00 AM
- July 30 to August 12, Air Mobility Command's Mobility Guardian Readiness Exercise (formerly known as Rodeo), JBLM

**ITEMS TENTATIVELY SCHEDULED FOR THE JULY 17, 2017 REGULAR CITY COUNCIL MEETING:**

1. Business showcase. – The Fairy Store – *Ms. Shirley Ritter, owner*
2. Larry Saunders Service Award update. – *Mr. Bob Warfield, Lakewood Community Foundation Fund*
3. Proclamation recognizing Lakewood is a Pierce County Trail city. – *Mr. Chris Beale, President, Forever Green Trails*
4. Authorizing the execution of an interlocal agreement with the Washington State Department of Social and Health Services, in the amount of \$621,000 for the Western State Hospital Community Partnership program from July 1, 2017 through June 30, 2019. – (Motion – Consent Agenda)
5. Authorizing the execution of an interlocal agreement with the Washington State Department of Social and Health Services, in the amount of \$90,000 for the Western State Hospital Police Protection program from July 1, 2017 through June 30, 2019. – (Motion – Consent Agenda)
6. Authorizing the execution of an interlocal agreement with the City of Puyallup for jail services. – (Motion – Consent Agenda)
7. Granting the City of Tacoma Department of Public Utilities a 20 year electric utility system franchise. – (Ordinance – Regular Agenda)
8. Amending the purchasing policy. – (Resolution – Consent Agenda)
9. Authorizing the execution of an agreement with BERK Consulting, in the amount of \$257,290, to prepare a Central Business District subarea plan through August 31, 2018. – (Motion – Regular Agenda)

**CITY COUNCIL COMMENTS**

Councilmember Moss commented on the Summerfest event she attended. She also spoke about the 4<sup>th</sup> of July parade she attended in Steilacoom. She commented on the renaming ceremony of the C-17 she attended. She also reported on the Sound Transit meeting she attended and the use of Orca cards for youths providing reduced rates.

Councilmember Brandstetter spoke about the Summerfest event and recruitment of corporate sponsors and volunteers. He indicated that the International Festival went well.

Councilmember Simpson spoke about a JBLM change of command ceremony. He announced that the Landmarks and Heritage Advisory Board is looking for

members to serve on the Board and asked Councilmembers to encourage interested volunteers to apply. He spoke about the Tillicum Neighborhood Association meeting he attended and concerns that were expressed about adding speed bumps at Tillicum Elementary School, why the walk-in gate to Harry Todd Park is locked and could the traffic lights between Thorne Lane and left onto Union Avenue be synchronized. He then indicated that the fireworks this year were fine, however, he did receive some complaints about making Lakewood a non-fireworks city. He suggested and asked that the Council act on the marijuana matter.

Deputy Mayor Whalen commented that fireworks this year seemed more under control. He commented on Summerfest and his participation in the triathlon. He also commented on the new restaurants in the Towne Center.

Mayor Anderson indicated that the lobbyist from the Behavioral Health Hospital sponsored by Multi-Care would like to talk to the Council again to contribute for the construction of a facility and asked Councilmembers to let him know if the Council is interested in meeting with them.

With regard to the fire at the Colonial Motel, which was likely not insured and not likely be rebuilt, Mayor Anderson reported that the abatement process of the motel/property is in motion. He commented on a ribbon cutting ceremony at a JBLM Work Source transition job placement center (quasi-public facility) that he attended. He then commented on a Samoa cultural day ceremony he attended on Saturday, July 8, 2017 followed by Summerfest. He then attended a social function at the home of Colonel Miseli, 2-2 Stryker Brigade Commanding Officer. He then spoke about activities and use of Springbrook Park with over 100 people over the weekend.

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:26 p.m.

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DON ANDERSON, MAYOR

ATTEST:

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ALICE M. BUSH, MMC  
CITY CLERK



To: Mayor and City Councilmembers  
From: Tho Kraus, Assistant City Manager - Administrative Services  
Through: John J. Caulfield, City Manager  
Date: July 3, 2017  
Subject: Payroll Check Approval

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**Payroll Period(s):** May 16-31, 2017 and June 1-15, 2017

**Total Amount:** \$2,230,269.62

Checks Issued:

Check Numbers: 113818 - 113833

Total Amount of Checks Issued: \$28,856.57

Electronic Funds Transfer:

Total Amount of EFT Payments: \$477,429.55

Direct Deposit:

Total Amount of Direct Deposit Payments: \$1,494,116.86

Federal Tax Deposit:

Total Amount of Deposit: \$229,866.64

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

Handwritten signature of Dondi Koester in black ink.

Dondi Koester  
Finance Supervisor

Handwritten signature of Tho Kraus in black ink.

Tho Kraus  
Assistant City Manager  
Administrative Services

Handwritten signature of John J. Caulfield in black ink.

John J. Caulfield  
City Manager

**Payroll Distribution**  
**City of Lakewood**  
**Pay Period ending 05-16-17 thru 06-15-17**

**Direct Deposit and ACH in the amount of : \$2,201,413.05**  
**Payroll Ck#'s 113818-113833 in the amount of : \$28,856.57**  
**Total Payroll Distribution: \$2,230,269.62**

**Employee Pay Total by Fund:**

<u>Fund 001 - General</u>	<u>Amount</u>
City Council	\$ 8,700.00
Municipal Court	\$ 62,391.14
City Manager	\$ 27,435.28
Administrative Services	\$ 74,898.67
Legal	\$ 61,540.88
Community and Economic Development	\$ 79,240.00
Parks, Recreation and Community Services	\$ 105,221.14
Police	\$ 962,714.26
Non-Departmental	\$ -
<b>General Fund Total</b>	<b>\$ 1,382,141.37</b>

Fund 101 - Street	\$ 54,722.46
Fund 102 - Real Estate Excise	\$ -
Fund 104 - Hotel / Motel Lodging Tax	\$ 328.00
Fund 105 - Property Abatement/Rental Housing Safety Program	\$ 3,379.94
Fund 180 - Narcotics Seizure	\$ -
Fund 182 - Federal Seizure	\$ 5,591.29
Fund 190 - CDBG Grants	\$ 7,587.90
Fund 191 - Neighborhood Stabilization Program	\$ 772.52
Fund 192 - Office of Economic Adjustment/SSMCP	\$ 13,763.00
Fund 195 - Public Safety Grants	\$ 3,913.89
Fund 301 - Parks CIP	\$ -
Fund 302 - Transportation CIP	\$ 91,272.22
Fund 311 - Sewer Capital Project	\$ 69.02
Fund 312 - Sanitary Sewer Connection Capital	\$ 1,639.39
Fund 401 - Surface Water Management	\$ 32,362.81
Fund 502 - Property Management	\$ 12,092.12
Fund 503 - Information Technology	\$ 29,497.80
<b>Other Funds Total</b>	<b>\$ 256,992.36</b>

<b>Employee Gross Pay Total</b>	<b>\$ 1,639,133.73</b>
<b>Benefits and Deductions:</b>	<b>\$ 591,135.89</b>
<b>Grand Total</b>	<b>\$ 2,230,269.62</b>



To: Mayor and City Councilmembers  
From: Tho Kraus, Assistant City Manager/Administrative Services  
Through: John J. Caulfield, City Manager  
Date: July 3, 2017  
Subject: Claims Voucher Approval

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**Check Run Period:** May 20, 2017 – June 15, 2017

**Total Amount:** \$ 2,413,364.74

Checks Issued:

05/31/2017	Checks 86655-86719	\$ 110,166.59
06/15/2017	Checks 86720-86846	\$ 728,833.36

EFT Checks Issued:

05/31/2017	Checks 10438-10502	\$ 749,798.26
06/15/2017	Checks 10503-10594	\$ 833,400.76

Voided Checks:

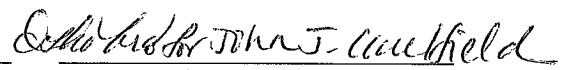
05/31/2017	Check 86574	\$ 8,834.23
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**Grand Total** \$ 2,413,364.74

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

  
Dondi Koester  
Finance Supervisor

  
Tho Kraus  
Assistant City Manager/  
Administrative Services

  
John J. Caulfield  
City Manager



City of Lakewood - Accounts Payable Voucher Report

Heritage Bank							Page 1 of 56
Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
<b>10438</b>	<b>5/31/2017</b>	<b>011591</b>		<b>911 SUPPLY INC,</b>			<b>\$1,605.32</b>
001.0000.15.521.40.31.008			5/4/2017	49532	PD JACKETS FOR KOLP, BUNTON	439.99	
001.0000.15.521.22.31.008			5/4/2017	49533	PD HOLSTERS, POUCHES	323.85	
001.0000.15.521.21.31.008			5/4/2017	49532	PD JACKETS FOR KOLP, BUNTON	841.48	
<b>10439</b>	<b>5/31/2017</b>	<b>000005</b>		<b>ABC LEGAL MESSENGERS, INC,</b>			<b>\$525.00</b>
001.0000.15.521.10.41.001			4/28/2017	2174131.100	PD 4/17 MONTHLY MESSENGER SVCS	97.50	
001.0000.15.521.10.41.001			3/30/2017	2109298.100	PD 3/17 MONTHLY MESSENGER SVCS	97.50	
001.0000.06.515.30.41.001			3/30/2017	2109298.100	LG 3/17 MONTHLY MESSENGER SVCS	97.50	
001.0000.06.515.30.41.001			4/14/2017	20978133	LG 4/14/17 MESSENGER SVCS	10.00	
001.0000.06.515.30.41.001			5/11/2017	2202979.100	LG COL V. MILLER RUSH/SVC OF P	117.00	
001.0000.06.515.30.41.001			3/24/2017	2095933.100	LG 3/24/17 MESSENGER SVCS	4.00	
001.0000.06.515.30.41.001			3/27/2017	2100978.100	LG 3/27/17 MESSENGER SVCS	4.00	
001.0000.06.515.30.41.001			4/28/2017	2174131.100	LG 4/17 MONTHLY MESSENGER SVCS	97.50	
<b>10440</b>	<b>5/31/2017</b>	<b>000007</b>		<b>ACCONTEMPS, INC.,</b>			<b>\$6,468.00</b>
001.0000.04.514.20.41.001			5/8/2017	48311530	FN WK ENDING 5/5/17 R. DUNN TE	2,156.00	
001.0000.04.514.20.41.001			5/22/2017	48407174	FN WK ENDING 5/19/17 R. DUNN T	2,156.00	
001.0000.04.514.20.41.001			5/15/2017	48360375	FN WK ENDING 5/12/17 R. DUNN T	2,156.00	
<b>10441</b>	<b>5/31/2017</b>	<b>011596</b>		<b>ADAMS-PROVOST, SUSAN</b>			<b>\$103.00</b>
001.0000.02.512.50.43.004			5/25/2017	V6/05/17 PER DIEM	MC 6/4-6/7/17 DMC JUDGE'S PRGM	103.00	
<b>10442</b>	<b>5/31/2017</b>	<b>007445</b>		<b>ASSOCIATED PETROLEUM PRODUCTS,</b>			<b>\$10,379.06</b>
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	74.61	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	55.79	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	69.24	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	51.42	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	105.54	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	122.00	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	231.91	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	72.93	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	159.31	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	130.07	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	47.73	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	36.97	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	28.91	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	87.39	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	54.11	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	176.12	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	118.31	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	214.10	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	166.71	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	111.92	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	66.88	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	27.90	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	110.24	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	27.90	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	45.37	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	175.78	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	50.42	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	149.90	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	86.71	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	45.04	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	161.66	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	86.38	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	162.67	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	187.21	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	167.71	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	94.11	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	68.90	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	113.27	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	112.26	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	125.70	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	49.41	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	34.95	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	101.17	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	129.40	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	56.13	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	26.55	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	23.86	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	84.36	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	-0.13	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	128.05	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	150.24	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	186.87	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	84.03	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	37.64	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	25.88	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	37.64	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	131.42	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	38.99	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	67.89	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	33.95	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	138.47	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	58.15	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	102.17	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	56.47	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	60.83	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	30.59	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	54.45	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	79.32	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	76.97	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	42.01	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	103.52	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	153.60	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	116.96	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	239.64	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	127.05	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	63.19	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	52.43	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	74.61	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	73.94	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	235.94	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	134.10	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	172.76	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	114.61	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	60.50	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	36.97	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	8.40	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	70.92	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	86.71	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	137.13	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	133.10	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	235.94	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	42.01	
501.0000.51.521.10.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	58.15	
180.0000.15.521.21.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	122.34	
180.0000.15.521.21.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	23.19	
180.0000.15.521.21.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	62.52	
180.0000.15.521.21.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	130.07	
180.0000.15.521.21.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	46.05	
180.0000.15.521.21.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	72.26	
180.0000.15.521.21.32.001			4/28/2017	1076449-IN	PDFL 4/15-4/27/17 FUEL	259.81	
501.0000.51.548.79.32.001			4/5/2017	1064101-IN	PKFL 4/17 FUEL	700.47	
501.0000.51.548.79.32.002			4/5/2017	1064101-IN	PKFL 4/17 FUEL	121.34	
<b>10443</b>	<b>5/31/2017</b>	<b>006119</b>		<b>BCRA,</b>			<b>\$32,379.72</b>
302.0042.21.595.12.41.001			5/18/2017	22034	PWCP AG 2016-168 4/17 JOHN DOW	8,934.91	
302.0043.21.595.12.41.001			5/18/2017	22033	PWCP AG 2016-167 04/17 PHILLIP	1,409.78	
302.0039.21.595.12.41.001			5/18/2017	22036	PWCP AG 2016-169 4/17 GRAVELLY	22,035.03	
<b>10444</b>	<b>5/31/2017</b>	<b>011039</b>		<b>BERK CONSULTING INC,</b>			<b>\$2,000.00</b>
001.0000.15.521.10.41.001			5/1/2017	10193-03-17F	PD 3/17 STRATEGIC PLAN 2016 LA	2,000.00	
<b>10445</b>	<b>5/31/2017</b>	<b>001489</b>		<b>BLUMENTHAL UNIFORMS &amp; EQUIP,</b>			<b>\$275.78</b>
001.0000.15.521.10.31.008			4/25/2017	007414443	PD HEAD STRAPS	10.94	
001.0000.15.521.10.31.008			5/2/2017	007457153	PD FELT HAT	180.23	
001.0000.15.521.10.31.008			4/27/2017	007430187	PD HAT TRAP CASE	84.61	
<b>10446</b>	<b>5/31/2017</b>	<b>000066</b>		<b>BRATWEAR GROUP LLC,</b>			<b>\$195.43</b>
001.0000.15.521.10.31.008			5/8/2017	21756	PD UNFRED DRESS JACKET LABOR	39.64	
001.0000.15.521.22.31.008			5/8/2017	21757	PD BEARD JUMPSUIT LABOR	92.48	
001.0000.15.521.22.31.008			5/3/2017	21714	PD TAYLOR JUMPSUIT LABOR	20.37	
001.0000.15.521.22.31.008			5/3/2017	21712	PD MCGETTIGAN PANEL, CUST JUMP	42.94	
<b>10447</b>	<b>5/31/2017</b>	<b>002157</b>		<b>BUD CLARY,</b>			<b>\$86,211.60</b>
501.9999.51.594.21.64.005				7343	PDFL PROMPT PMT DISCOUNT	-200.00	
501.9999.51.594.21.64.005			5/18/2017	7343	Sales Tax	3,355.80	
501.9999.51.594.21.64.005			5/18/2017	7343	PDFL 2017 CHEVY TAHOE POLICE P	39,950.00	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
501.9999.51.594.21.64.005				7304	PDFL PROMPT PMT DISCOUNT	-200.00	
501.9999.51.594.21.64.005			5/24/2017	7304	Sales Tax	3,355.80	
501.9999.51.594.21.64.005			5/24/2017	7304	PDFL 2017 CHEVY TAHOE POLICE P	39,950.00	
<b>10448</b>	<b>5/31/2017</b>	<b>010154</b>		<b>CASELOADPRO, L.P.,</b>			<b>\$100.00</b>
503.0000.04.518.80.48.003			5/15/2017	17-10567	IT 6/17 CASELOADPRO SUBSCRIPTI	100.00	
<b>10449</b>	<b>5/31/2017</b>	<b>010262</b>		<b>CENTURYLINK,</b>			<b>\$2,197.25</b>
503.0000.04.518.80.42.001			5/14/2017	253-589-8734 340B	IT 5/14-6/14/17 PHONE SERVICE	135.82	
503.0000.04.518.80.42.001			5/16/2017	206-T01-4100 666B	IT 5/16-6/16/17 PHONE SERVICE	363.19	
503.0000.04.518.80.42.001			4/28/2017	253-983-1024 083B	IT 4/25-5/28/17 PHONE SERVICE	177.04	
503.0000.04.518.80.42.001			5/16/2017	206-T02-7702 584B	IT 5/16-6/16/17 PHONE SERVICE	279.24	
503.0000.04.518.80.42.001			5/16/2017	253-582-7426 582B	IT 5/16-6/16/17 PHONE SERVICE	90.99	
503.0000.04.518.80.42.001			5/1/2017	253-584-2263 463B	IT 5/1-6/1/17 PHONE SERVICE	68.60	
503.0000.04.518.80.42.001			5/19/2017	253-588-4697 855B	IT 5/19-6/19/17 PHONE SERVICE	50.35	
503.0000.04.518.80.42.001			5/16/2017	253-582-0174 486B	IT 5/16-6/16/17 PHONE SERVICE	194.35	
503.0000.04.518.80.42.001			5/16/2017	253-582-0669 467B	IT 5/16-6/16/17 PHONE SERVICE	196.17	
503.0000.04.518.80.42.001			5/1/2017	253-584-5364 399B	IT 5/1-6/1/17 PHONE SVCS	47.35	
503.0000.04.518.80.42.001			5/16/2017	253-582-1023 738B	IT 5/16-6/16/17 PHONE SERVICE	66.99	
503.0000.04.518.80.42.001			5/16/2017	206-T01-1710 414B	IT 5/16-6/16/17 PHONE SERVICE	363.19	
503.0000.04.518.80.42.001			5/16/2017	253-582-9966 584B	IT 5/16-6/16/17 PHONE SERVICE	121.99	
503.0000.04.518.80.42.001			5/2/2017	253-581-8220 448B	IT 5/2-6/2/17 PHONE SVCS	41.98	
<b>10450</b>	<b>5/31/2017</b>	<b>002120</b>		<b>CHICAGO TITLE CO,</b>			<b>\$244.15</b>
190.4001.52.559.32.41.001			5/10/2017	0087193-TR/1	CDBG MHRS-09 WALTER LOAN POLIC	244.15	
<b>10451</b>	<b>5/31/2017</b>	<b>000536</b>		<b>CITY TREASURER CITY OF TACOMA,</b>			<b>\$3,198.74</b>
101.0000.11.542.64.47.005			5/26/2017	100228748 06/08/17	PKST UTILITIES	39.12	
101.0000.11.542.64.47.005			5/26/2017	100254732 06/08/17	PKST UTILITIES	18.79	
101.0000.11.542.64.47.005			5/12/2017	100892477 05/12/17	PKST 3/15-5/11/17 8108 JOHN DO	62.60	
101.0000.11.542.64.47.005			5/23/2017	100228868 05/23/17	PKST 3/24-5/22/17 10099 GLD SW	40.30	
101.0000.11.542.64.47.005			5/22/2017	100228932 05/22/17	PKST 3/23-5/19/17 8300 STEIL B	202.18	
101.0000.11.542.64.47.005			5/22/2017	100228949 05/22/17	PKST 3/23-5/19/17 8200 STEIL B	93.58	
101.0000.11.542.64.47.005			5/12/2017	100520997 05/12/17	PKST 3/15-5/11/17 7609 CUSTER	53.74	
101.0000.11.542.64.47.005			5/16/2017	100658937 05/16/17	PKST 3/17-5/15/17 10300 STEIL	58.36	
101.0000.11.542.64.47.005			5/26/2017	100707975 06/08/17	PKST UTILITIES	30.94	
101.0000.11.542.64.47.005			5/19/2017	100228892 05/19/17	PKST 3/22-5/18/17 9299 WHITMAN	40.29	
101.0000.11.542.64.47.005			5/23/2017	100665891 05/23/17	PKST 4/22-5/22/17 7309 ONYX DR	16.96	
101.0000.11.542.64.47.005			5/19/2017	100228733 05/19/17	PKST 3/22-5/18/17 8900 ARDMORE	33.52	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
101.0000.11.542.64.47.005			5/19/2017	100433653 05/19/17	PKST 3/22-5/18/17 5460 STEIL B	2.74	
101.0000.11.542.64.47.005			5/12/2017	100463727 05/12/17	PKST 3/15-5/11/17 7919 CUSTER	2.56	
101.0000.11.542.64.47.005			5/12/2017	100349749 05/12/17	PKST 4/13-5/11/17 7717 BPW W	7.43	
101.0000.11.542.64.47.005			5/12/2017	100350986 05/12/17	PKST 3/15-5/11/17 8800 CUSTER	88.19	
101.0000.11.542.64.47.005			5/16/2017	100687561 05/16/17	PKST 3/17-5/15/17 8623 87TH AV	45.67	
101.0000.11.542.64.47.005			5/19/2017	100228710 05/19/17	PKST 3/22-5/18/17 8915 MEADOW	48.12	
101.0000.11.542.63.47.006			5/12/2017	100898201 05/12/17	PKST 4/13-5/11/17 7729 BPW W	107.92	
101.0000.11.542.63.47.006			5/16/2017	100415566 05/16/17	PKST 4/15-5/15/17 9000 STEIL B	50.39	
101.0000.11.542.63.47.006			5/16/2017	100415564 05/16/17	PKST 4/15-5/15/17 9450 STEIL B	58.38	
101.0000.11.542.63.47.006			5/12/2017	100349419 05/12/17	PKST 3/15-5/11/17 7502 LKWD DR	18.20	
101.0000.11.542.63.47.006			5/16/2017	100415597 05/16/17	PKST 4/15-5/15/17 10000 STEIL	53.66	
101.0000.11.542.63.47.006			5/16/2017	100471519 05/16/17	PKST 4/15-5/15/17 8312 87TH AV	24.42	
101.0000.11.542.63.47.006			5/12/2017	100440754 05/12/17	PKST 4/13-5/11/17 7211 BPW W	14.80	
503.0000.04.518.80.42.001			5/8/2017	90758817	IT 4/17 TPS RADIO SYSTM WORK O	643.84	
001.0000.11.576.81.47.005			5/17/2017	100384880 5/17	PK 3/21-5/17/17 8700 STIL BLVD	32.86	
101.0000.11.542.30.31.030			5/10/2017	90759328	PKST SALT BRINE	1,309.18	
<b>10452</b>	<b>5/31/2017</b>	<b>005786</b>		<b>CLASSY CHASSIS,</b>			<b>\$833.06</b>
501.0000.51.521.10.48.005			5/8/2017	3699	PDFL EXT CAR WASH	6.50	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL ULT CAR WASHES 5/6/17-5/1	12.18	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
501.0000.51.521.10.48.005			5/8/2017	3699	PDFL EXT CAR WASH	6.50	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL ULT CAR WASHES 5/6/17-5/1	12.18	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
501.0000.51.521.10.48.005			5/8/2017	3699	PDFL EXT CAR WASH	6.50	
501.0000.51.521.10.48.005			5/8/2017	3699	PDFL ULT CAR WASH	12.20	
501.0000.51.521.10.48.005			5/8/2017	3699	PDFL EXT CAR WASH	6.50	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL ULT CAR WASHES 5/6/17-5/1	12.18	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
501.0000.51.521.10.48.005			5/8/2017	3699	PDFL ULT CAR WASH	12.20	
501.0000.51.521.10.48.005			5/8/2017	3699	PDFL ULT CAR WASH	12.20	
501.0000.51.521.10.48.005			5/8/2017	3699	PDFL ULT CAR WASH	12.20	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
501.0000.51.521.10.48.005			5/8/2017	3699	PDFL EXT CAR WASH	6.50	
501.0000.51.521.10.48.005			5/8/2017	3699	PDFL EXT CAR WASH	6.50	
501.0000.51.521.10.48.005			5/8/2017	3699	PDFL EXT CAR WASH	6.50	
501.0000.51.521.10.48.005			5/8/2017	3699	PDFL EXT CAR WASH	6.50	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL ULT CAR WASHES 5/6/17-5/1	12.18	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL OIL CHANGE	77.92	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL ULT CAR WASHES 5/6/17-5/1	12.18	
501.0000.51.521.10.48.005			5/8/2017	3699	PDFL EXT CAR WASH	6.50	
501.0000.51.521.10.48.005			5/8/2017	3699	PDFL EXT CAR WASH	6.50	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
501.0000.51.521.10.48.005			5/8/2017	3699	PDFL EXT CAR WASH	6.50	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL ULT CAR WASHES 5/6/17-5/1	12.18	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL ULT CAR WASHES 5/6/17-5/1	12.18	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL ULT CAR WASHES 5/6/17-5/1	12.18	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL ULT CAR WASHES 5/6/17-5/1	12.18	
501.0000.51.521.10.48.005			5/8/2017	3699	PDFL ULT CAR WASH	12.21	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL OIL CHANGE	81.81	
501.0000.51.521.10.48.005			5/8/2017	3699	PDFL EXT CAR WASH	6.50	
501.0000.51.521.10.48.005			5/8/2017	3699	PDFL ULT CAR WASH	12.20	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
501.0000.51.521.10.48.005			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
501.0000.51.521.10.48.005			5/8/2017	3699	PDFL EXT CAR WASH	6.50	
501.0000.51.521.10.48.005			5/8/2017	3699	PDFL EXT CAR WASH	6.50	
501.0000.51.548.79.48.005			3/31/2017	3641	PKFL OIL CHANGE	103.31	
501.0000.51.548.79.48.005			3/31/2017	3632	PKFL DETAIL/OIL CHANGE	54.57	
501.0000.51.548.79.48.005			4/30/2017	3674	PKFL OIL CHANGE	79.12	
501.0000.51.548.79.48.005			4/30/2017	3678	PKFL CAR WASH	6.50	
180.0000.15.521.21.48.001			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
180.0000.15.521.21.48.001			4/27/2017	3702	PDFL EXT CAR WASHES 5/6/17-5/1	6.50	
<b>10453</b>	<b>5/31/2017</b>	<b>009023</b>		<b>DANLEY, BRIAN</b>			<b>\$70.00</b>
001.0000.15.521.91.43.004			5/25/2017	V5/04/17 PER DIEM	PD 5/23-5/25/17 BUI ENFORCE. T	70.00	
<b>10454</b>	<b>5/31/2017</b>	<b>010648</b>		<b>DIAMOND MARKETING SOLUTIONS,</b>			<b>\$2,532.56</b>
001.0000.99.518.40.42.002			5/30/2017	05/17 REPLINISH	ND 05/17-REPLENISH POSTAGE	2,444.37	
312.0000.01.535.30.42.002			5/30/2017	05/17 REPLINISH	PWSA 05/17 SEWER POSTAGE EST	88.19	
<b>10455</b>	<b>5/31/2017</b>	<b>002644</b>		<b>DODSWORTH, MARY</b>			<b>\$524.49</b>
001.0000.11.571.10.43.002			5/25/2017	V5/05/17 REIMBURSE	PK 5/2-5/5/17 WRPA CONF. LODGI	479.01	
501.0000.51.548.79.32.001			5/25/2017	V5/05/17 REIMBURSE	PK 5/2-5/5/17 WRPA CONF. FUEL	45.48	
<b>10456</b>	<b>5/31/2017</b>	<b>011059</b>		<b>ELLIOTT, LISA</b>			<b>\$937.50</b>
001.0000.06.515.31.41.001			5/26/2017	5/22-5/23/17	LG 2016-227 5/22-5/23/17 PROSE	270.00	
001.0000.06.515.31.41.001			5/22/2017	5/15-5/18/17	LG 2016-227 5/15-5/18/17 PROSE	667.50	
<b>10457</b>	<b>5/31/2017</b>	<b>003435</b>		<b>EMERALD HILLS COFFEES,</b>			<b>\$272.67</b>
001.0000.99.518.40.45.004			5/22/2017	851042	ND WATER COOLER, COCOA	111.63	
001.0000.99.518.40.45.004			5/22/2017	851038	ND WATER COOLER	54.84	
001.0000.99.518.40.45.004			5/22/2017	851039	ND WATER COOLER	27.42	
001.0000.99.518.40.45.004			5/22/2017	851041	ND WATER COOLER	27.42	
001.0000.99.518.40.45.004			5/22/2017	851040	ND WATER COOLER	27.42	
001.0000.99.518.40.31.001			5/22/2017	851042	ND WATER COOLER, COCOA	23.94	
<b>10458</b>	<b>5/31/2017</b>	<b>005190</b>		<b>FASTENAL,</b>			<b>\$86.47</b>
101.0000.11.544.90.31.001			4/25/2017	WALA231638	PKST SHOE COVERS	86.47	
<b>10459</b>	<b>5/31/2017</b>	<b>009253</b>		<b>FERGUSON WATERWORKS,</b>			<b>\$326.38</b>
001.0000.11.576.81.31.001			4/20/2017	0548987	PKFC TAP PLUGS, GALV STL NIP,	180.63	
401.0000.11.531.10.35.001			4/21/2017	0548617	PKSW RAZOR BACK SPADE	87.27	
401.0000.11.531.10.31.001			4/18/2017	0548606	PKSW STRAW WATTLE, WOOD STAKES	58.48	
<b>10460</b>	<b>5/31/2017</b>	<b>001857</b>		<b>FRASER, JOHN</b>			<b>\$112.13</b>
001.0000.15.521.70.31.005			5/18/2017	REIMBURSE	PD DUI EMPHASIS MTG. MEALS REI	89.84	
195.0016.15.521.30.31.001			5/18/2017	REIMBURSE	PD CLOCK REIMBURSE	22.29	
<b>10461</b>	<b>5/31/2017</b>	<b>011428</b>		<b>GUNDERSON LAW OFFICE PLLC,</b>			<b>\$3,510.75</b>
001.0000.06.515.31.41.001			5/21/2017	2017, WEEK 20	LG AG 2016-236 5/15-5/19/17 PR	1,635.00	



Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
001.0000.06.515.31.41.001			5/21/2017	2017, WEEK 19	LG AG 2016-236 5/9-5/12/17 PRO	1,875.75	
<b>10462</b>	<b>5/31/2017</b>	<b>004036</b>		<b>HORIZON AUTOMATIC RAIN CO,</b>			<b>\$474.68</b>
001.0000.11.542.70.31.001			5/16/2017	3N074860	PKST NOZZLES, PC ROTOR	474.68	
<b>10463</b>	<b>5/31/2017</b>	<b>007151</b>		<b>HORST, RUDY</b>			<b>\$242.40</b>
001.0000.11.569.50.41.001			5/30/2017	3/17-5/19/17	PKSR 3/17-5/19/17 INSTRUCTOR F	242.40	
<b>10464</b>	<b>5/31/2017</b>	<b>011680</b>		<b>INFINIT TECHNOLOGY SOLUTIONS,</b>			<b>\$912.86</b>
503.0010.04.594.14.64.002			5/5/2017	8140	IT QUIKTRON3-PANEL, DINGLEMORE	752.09	
503.0010.04.594.14.64.002			5/9/2017	8173	IT PUIKTRON3-PANEL	160.77	
<b>10465</b>	<b>5/31/2017</b>	<b>011311</b>		<b>J &amp; S LAW GROUP PLLC,</b>			<b>\$2,500.00</b>
001.0000.02.512.51.41.035			5/15/2017	09756	MC AG 2015-234 04/17 PUBLIC DE	2,500.00	
<b>10466</b>	<b>5/31/2017</b>	<b>008466</b>		<b>KBH CONSTRUCTION CO,</b>			<b>\$19,821.75</b>
301.0010.11.594.76.63.027			5/19/2017	2017-056	PK AG 2017-056 05/17 GATEWAY M	19,821.75	
<b>10467</b>	<b>5/31/2017</b>	<b>000299</b>		<b>LAKEVIEW LIGHT &amp; POWER CO.,</b>			<b>\$9,683.62</b>
101.0000.11.543.50.47.005			5/7/2017	67044-074 05/07/17	PKST 4/3-5/1/17 9424 FRONT ST	509.13	
101.0000.11.542.63.47.006			5/14/2017	67044-072 05/14/17	PKST 4/10-5/10/17 11302 KENDRI	71.55	
101.0000.11.542.63.47.006			5/7/2017	67044-014 05/07/17	PKST 4/7-5/7/17 HWY 512 & STW	91.54	
101.0000.11.542.64.47.005			5/7/2017	67044-012 05/07/17	PKST 3/29-5/1/17 HWY 512 & STW	115.28	
101.0000.11.542.64.47.005			5/14/2017	67044-017 05/14/17	PKST 4/10-5/10/17 112TH ST SW	70.56	
101.0000.11.542.64.47.005			5/14/2017	67044-030 05/14/17	PKST 4/10-5/10/17 112TH ST S &	71.71	
101.0000.11.542.64.47.005			5/7/2017	67044-032 05/07/17	PKST 4/5-5/4/17 100TH ST SW &	79.66	
101.0000.11.542.64.47.005			5/14/2017	67044-004 05/14/17	PKST 4/6-5/9/17 108TH ST SW &	73.59	
101.0000.11.542.64.47.005			5/7/2017	67044-079 05/07/17	PKST 4/4-5/4/17 96TH ST S & ST	119.30	
101.0000.11.542.64.47.005			5/7/2017	67044-031 05/07/17	PKST 4/4-5/3/17 84TH ST S & ST	65.66	
101.0000.11.542.64.47.005			5/7/2017	67044-007 05/07/17	PKST 4/4-5/3/17 8902 STW	86.36	
101.0000.11.542.64.47.005			5/7/2017	67044-053 05/07/17	PKST 4/4-5/3/17 4648 STEIL BLV	58.15	
101.0000.11.542.64.47.005			5/7/2017	67044-016 05/07/17	PKST 4/4-5/4/17 40TH AVE SW	61.81	
101.0000.11.542.64.47.005			5/7/2017	67044-002 05/07/17	PKST 3/29-5/1/17 PAC HWY & STW	79.93	
101.0000.11.542.64.47.005			5/7/2017	67044-008 05/07/17	PKST 4/4-5/3/17 4100 STEIL BLV	59.66	
101.0000.11.542.64.47.005			5/7/2017	67044-050 05/07/17	PKST 4/4-5/3/17 LKWD DR SW & S	73.50	
101.0000.11.542.64.47.005			5/14/2017	67044-010 05/14/17	PKST 4/6-5/9/17 108TH ST SW &	69.40	
101.0000.11.542.64.47.005			5/7/2017	67044-078 05/07/17	PKST 4/4-5/4/17 100TH ST SW &	108.31	
001.0000.11.576.80.47.005			5/7/2017	67044-048 5/17	PK 4/3-5/2/17 2716 84TH ST SVC	24.20	
001.0000.11.576.80.47.005			5/7/2017	67044-075 5/17	PK 3/30-5/2/17 8807 25TH AVE S	108.87	

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502.0000.17.521.50.47.005			5/21/2017	117448-001 05/21/17	PKFC 4/18-5/18/17 9401 LKWD DR	7,165.83	
502.0000.17.542.65.47.005			5/14/2017	67044-073 05/14/17	PKFC 4/10-5/10/17 11420 KENDRI	519.62	
<b>10468</b>	<b>5/31/2017</b>	<b>000280</b>		<b>LAKESWOOD CHAMBER OF COMMERCE,</b>			<b>\$6,146.57</b>
104.0005.01.557.30.41.001			5/15/2017	04/17	HM AG 2017-067 04/17 LODGING T	6,146.57	
<b>10469</b>	<b>5/31/2017</b>	<b>000288</b>		<b>LAKESWOOD HARDWARE &amp; PAINT INC,</b>			<b>\$690.71</b>
001.0000.11.576.80.31.001			5/9/2017	508903	PK STHIL CHAIN	56.64	
001.0000.11.576.80.31.001			5/17/2017	509762	PK 6PK HP ULTRA 6.4 FL OZ	200.34	
101.0000.11.544.90.31.001			5/5/2017	508588	PKST ENGINE OIL, ULTRA OIL	49.08	
101.0000.11.544.90.31.001			5/17/2017	509754	PKST GEARBOX GREASE, PUSH BROO	109.77	
101.0000.11.542.70.31.001			5/12/2017	509349	PKST GEARBOX GREASE	15.28	
101.0000.11.542.70.31.001			5/18/2017	509872	PKST FITTINGS	175.63	
101.0000.11.542.70.31.001			5/17/2017	509754	PKST 2 CYCLE ENGINE OIL	46.40	
501.0000.51.548.79.31.006			5/17/2017	509754	PKFL 3D LED MAGLITE	37.57	
<b>10470</b>	<b>5/31/2017</b>	<b>000298</b>		<b>LAKESWOOD TOWING,</b>			<b>\$593.46</b>
001.0000.15.521.10.41.070			5/4/2017	224892	PD 5/4/17 TOWING SVCS	98.91	
001.0000.15.521.10.41.070			5/4/2017	224893	PD 5/4/17 TOWING SVCS	98.91	
001.0000.15.521.10.41.070			5/4/2017	224894	PD 5/4/17 TOWING SVCS	98.91	
001.0000.15.521.10.41.070			5/5/2017	224896	PD 5/4/17 TOWING SVCS	98.91	
001.0000.15.521.10.41.070			5/5/2017	224895	PD 5/4/17 TOWING SVCS	98.91	
001.0000.15.521.10.41.070			5/5/2017	224897	PD 5/4/17 TOWING SVC	98.91	
<b>10471</b>	<b>5/31/2017</b>	<b>003008</b>		<b>LARSEN SIGN CO,</b>			<b>\$260.46</b>
501.0000.51.548.79.31.006			5/12/2017	22109	PKFL OTHER	260.46	
<b>10472</b>	<b>5/31/2017</b>	<b>009430</b>		<b>MCCLENDON, ANESSA</b>			<b>\$168.60</b>
001.0000.11.569.50.41.001			5/30/2017	4/17-5/22/17	PKSR 4/17-5/22/17 INSTRUCTOR F	168.60	
<b>10473</b>	<b>5/31/2017</b>	<b>009018</b>		<b>METAL MAGIC NW, INC,</b>			<b>\$275.25</b>
501.0000.51.521.10.48.005			5/10/2017	50743	PDFL BODY WORK	275.25	
<b>10474</b>	<b>5/31/2017</b>	<b>009724</b>		<b>MILES RESOURCES LLC,</b>			<b>\$469,736.89</b>
101.0000.11.542.30.31.030			5/15/2017	268450	PKST COLD MIX	169.25	
101.0000.11.542.30.31.030			4/17/2017	267313	PKST COLD MIX	539.05	
101.0000.11.542.30.31.030			5/8/2017	268211	PKST COLD MIX	346.11	
101.0000.11.542.30.31.030			5/1/2017	267950	PKST COLD MIX	295.34	
302.0048.21.595.30.63.108			4/30/2017	PP #1	PWCP AG 2017-091 PP #1 THRU 4/	468,387.14	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
<b>10475</b>	<b>5/31/2017</b>	<b>011283</b>		<b>NAT'L COOPERATIVE LEASING,</b>			<b>\$2,777.37</b>
503.0000.04.518.80.45.002			5/15/2017	40938	IT AG 2015-279 5/16-6/15/17 CO	2,777.37	
<b>10476</b>	<b>5/31/2017</b>	<b>000366</b>		<b>NORTHWEST CASCADE INC,</b>			<b>\$153.56</b>
001.0000.02.523.30.47.004			5/8/2017	0550314615	MC 5/8-6/4/17 SANI-CAN RENTAL	153.56	
<b>10477</b>	<b>5/31/2017</b>	<b>011567</b>		<b>OPTI STAFFING GROUP,</b>			<b>\$1,493.67</b>
001.0000.07.558.50.41.001			4/28/2017	206780	CD WK ENDING 4/23/17 HUFF, M.	462.83	
001.0000.07.558.50.41.001			5/5/2017	206814	CD WK ENDING 4/30/17 HUFF, M.	364.65	
001.0000.07.558.50.41.001			5/12/2017	206851	CD WK ENDING 5/7/17 HUFF, M. T	666.19	
<b>10478</b>	<b>5/31/2017</b>	<b>009317</b>		<b>OPTIC FUSION INC,</b>			<b>\$3,098.56</b>
503.0000.04.518.80.42.001			4/1/2017	95-17588	IT 04/17 INTERNET CONNECTIVITY	1,549.28	
503.0000.04.518.80.42.001			5/1/2017	95-17618	IT 05/17 INTERNET CONNECTIVITY	1,549.28	
<b>10479</b>	<b>5/31/2017</b>	<b>005846</b>		<b>PAPE &amp; SONS CONSTRUCTION INC,</b>			<b>\$11,051.84</b>
302.0009.21.595.30.63.108			4/30/2017	AG 2016-084 PP # 12	PW CP AG 2016-084 04/17 STW: S	11,051.84	
<b>10480</b>	<b>5/31/2017</b>	<b>003198</b>		<b>PIERCE COLLEGE,</b>			<b>\$615.60</b>
001.0000.11.565.10.41.020			5/18/2017	109900	PKHS AG 2017-092 Q1, 2017 LKWD	615.60	
<b>10481</b>	<b>5/31/2017</b>	<b>000407</b>		<b>PIERCE COUNTY,</b>			<b>\$6,840.54</b>
001.0000.11.569.50.51.001			5/1/2017	CI-232941	PKSR 2017 5/17 SENIOR CENTER L	4,940.00	
101.0000.11.542.64.41.001			4/28/2017	CI-231675	PKST 03/17 TRAFFIC OPS MAINTEN	1,900.54	
<b>10482</b>	<b>5/31/2017</b>	<b>003205</b>		<b>PIERCE COUNTY RECYCLING,</b>			<b>\$142.76</b>
001.0000.11.576.81.31.001			4/30/2017	9639	PK GARDEN TOPSOIL	82.44	
101.0000.11.542.90.49.018			4/30/2017	9639	PKST YARDWASTE	60.32	
<b>10483</b>	<b>5/31/2017</b>	<b>000428</b>		<b>PIERCE COUNTY SEWER,</b>			<b>\$109.75</b>
001.0000.11.576.80.47.004			5/14/2017	00162489 4/30	PK 4/17 AMERICAN LK PK SVCS	55.77	
001.0000.11.576.80.47.004			5/14/2017	00936570 4/17	PK 4/17 FAIRLAWN SVCS	24.78	
001.0000.11.576.80.47.004			5/14/2017	01032275 4/17	PK 4/17 PINE ST SVCS	29.20	
<b>10484</b>	<b>5/31/2017</b>	<b>011430</b>		<b>POSTAL EXPRESS INC,</b>			<b>\$618.34</b>
001.0000.99.518.40.42.002			5/1/2017	P1705128	ND 05/17 MAIL P/U	618.34	
<b>10485</b>	<b>5/31/2017</b>	<b>010630</b>		<b>PRINT NW,</b>			<b>\$39.89</b>

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
001.0000.01.511.60.49.005			5/17/2017	16732001	CC BUSINESS CARDS FOR BOCCHI,	39.89	
<b>10486</b>	<b>5/31/2017</b>	<b>010427</b>		<b>PRINT SHOP OF LAKEWOOD INC,</b>			<b>\$226.39</b>
001.0000.11.571.22.49.005			5/10/2017	7256	PK FLYERS/POSTERS	226.39	
<b>10487</b>	<b>5/31/2017</b>	<b>010522</b>		<b>RICOH USA INC,</b>			<b>\$101.87</b>
503.0000.04.518.80.45.002			5/16/2017	5048547718	IT 4/21-5/20/17 ADD'TL IMAGES	74.41	
503.0000.04.518.80.45.002			5/14/2017	5048512033	IT 04/18-05/17/17 ADD'TL IMAGE	27.46	
<b>10488</b>	<b>5/31/2017</b>	<b>005365</b>		<b>ROBERT HALF TECHNOLOGY,</b>			<b>\$7,094.00</b>
503.0020.04.594.14.41.001			5/17/2017	48385551	IT WEEK ENDING 5/12/17 CORREA,	294.00	
503.0020.04.594.14.41.001			5/17/2017	48385601	IT WEEKING ENDING 5/12/17 MARQ	3,400.00	
503.0020.04.594.14.41.001			5/10/2017	48337262	IT WEEK ENDIED 5/5/17 MARQUEZ,	3,400.00	
<b>10489</b>	<b>5/31/2017</b>	<b>009723</b>		<b>SHERIDAN, SELINDA</b>			<b>\$454.80</b>
001.0000.11.569.50.41.001			5/30/2017	4/19-5/24/17	PKSR 4/19-5/24/17 INSTRUCTOR F	454.80	
<b>10490</b>	<b>5/31/2017</b>	<b>011411</b>		<b>SMARSH INC,</b>			<b>\$873.50</b>
503.0000.04.518.80.41.090			4/30/2017	INV00224772	IT 04/17 ARCHIVING PLATFORM CO	873.50	
<b>10491</b>	<b>5/31/2017</b>	<b>002913</b>		<b>SOUND ENERGY SYSTEMS,</b>			<b>\$3,821.22</b>
502.0000.17.518.35.41.001			4/24/2017	104933	PKFC CH RESOLVE JAVA ISSUES	359.37	
502.0000.17.518.35.41.001			4/24/2017	104927	PKFC APR-SEP2017 CH HVAC/DDC M	3,461.85	
<b>10492</b>	<b>5/31/2017</b>	<b>002881</b>		<b>SPRAGUE PEST SOLUTIONS CO,</b>			<b>\$61.72</b>
502.0000.17.518.35.41.001			4/13/2017	3123261	PKFC 4/13/17 CH PEST CONTROL	61.72	
<b>10493</b>	<b>5/31/2017</b>	<b>009493</b>		<b>STAPLES ADVANTAGE,</b>			<b>\$1,457.89</b>
001.0000.15.521.10.31.001			4/28/2017	3338036368	PD INDEX TABS, BATTERIES	223.89	
001.0000.15.521.10.31.001			5/2/2017	3338952008	PD HANGING FOLDERS	31.38	
001.0000.07.558.60.31.001			4/25/2017	3337802881	CD 2017 COLOR CODED YEARLY LAB	25.65	
001.0000.06.515.30.31.001			5/3/2017	3339009385	LG FILE COPY STAMP	11.70	
101.0000.21.544.20.31.001			5/9/2017	3339521242	PWST BATTERIES, EXPANDING FILE	227.21	
101.0000.21.544.20.31.001			5/9/2017	3339521244	PWST PRINthead FOR PLOTTER	65.92	
101.0000.21.544.20.31.001			5/9/2017	3339521245	PKST PEN'S, POST-IT NOTES, ERA	82.63	
001.0000.99.518.40.31.001			5/3/2017	3339009385	ND PAPER	135.75	
001.0000.02.512.50.35.001			4/26/2017	3337870128	MC WIRELESS KEYBOARD/MOUSE	180.02	
001.0000.02.512.50.31.001			5/2/2017	3338952007	MC USB EXTENSION	23.94	
001.0000.02.512.50.31.001			4/28/2017	3338036364	MC BLACK STYLUS	13.07	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
001.0000.02.512.50.31.001			4/26/2017	3337870128	MC FOLDERS, POST-IT'S, PENS, T	423.59	
001.0000.02.512.50.31.001			4/28/2017	3338036369	MC STAPLES, DISH SOAP	13.14	
<b>10494</b>	<b>5/31/2017</b>	<b>000540</b>		<b>TACOMA RUBBER STAMP,</b>			<b>\$18.84</b>
101.0000.21.544.20.31.001			5/10/2017	1-593840-1	PWST PLASTIC NAME PLATE	18.84	
<b>10495</b>	<b>5/31/2017</b>	<b>008186</b>		<b>TRCVB,</b>			<b>\$3,677.94</b>
104.0015.01.557.30.41.001			4/30/2017	LAKWOOD 2017-04	HM AG 2017-016 04/17 LODGING T	3,677.94	
<b>10496</b>	<b>5/31/2017</b>	<b>011512</b>		<b>WA STATE DEPT OF CORRECTIONS,</b>			<b>\$255.00</b>
001.0000.15.521.10.51.001			5/5/2017	FCU1704.2527	PD 4/17 WORK CREW SVCS	255.00	
<b>10497</b>	<b>5/31/2017</b>	<b>000593</b>		<b>WASHINGTON STATE TREASURER,</b>			<b>\$446.50</b>
001.0000.02.237.10.00.004			5/26/2017	04/17 BLDG CODE	MC 04/17 BLDG CODE	446.50	
<b>10498</b>	<b>5/31/2017</b>	<b>009957</b>		<b>WASHINGTON TRACTOR INC,</b>			<b>\$1,584.79</b>
001.0000.11.576.80.31.001			5/3/2017	1265539	PK GASKETS, BLADES, FILTERS, S	1,454.45	
001.0000.11.576.80.31.001			5/4/2017	1267666	PK COVERS	130.34	
<b>10499</b>	<b>5/31/2017</b>	<b>006166</b>		<b>WESTERN TOWING SERVICES,</b>			<b>\$153.86</b>
001.0000.15.521.10.41.070			5/2/2017	39532	PD 5/2/17 TOWING SVCS	76.93	
001.0000.15.521.10.41.070			5/7/2017	39566	PD 5/7/17 TOWING SVCS	76.93	
<b>10500</b>	<b>5/31/2017</b>	<b>000607</b>		<b>WRIGHT, DEANA</b>			<b>\$317.96</b>
001.0000.02.512.50.43.002			5/25/2017	V5/09/17 REIMBURSE	MC 5/21-5/24/17 DMCMA CONF. LO	317.96	
<b>10501</b>	<b>5/31/2017</b>	<b>011031</b>		<b>XIOLOGIX LLC,</b>			<b>\$35,496.02</b>
503.0010.04.594.14.64.002			5/11/2017	5255	IT BROCADE ONSTIE SUPPORT	2,496.84	
503.0010.04.594.14.64.002			5/11/2017	5255	Sales Tax	455.85	
503.0010.04.594.14.64.002				5234	IT CREDIT FOR BROCADE ICX 7750	-5,108.48	
503.0010.04.594.14.64.002			5/11/2017	5255	IT BROCADE 2-4 PORT	4,604.56	
503.0010.04.594.14.64.002			5/11/2017	5255	Sales Tax	247.19	
503.0010.04.594.14.64.002			4/11/2017	5206	IT CABLES FOR SWITCH PROJECT	1,262.19	
503.0003.04.594.14.64.002			4/14/2017	5211	IT RUCKUS WIRELESS SOFTWARE LI	1,428.70	
503.0011.04.594.14.64.002			3/1/2017	5217	Sales Tax	1,688.65	
503.0011.04.594.14.64.002			3/1/2017	5217	IT DELL PE R730 SERVERS	17,964.34	
503.0011.04.594.14.64.003			2/28/2017	5136 REV 1	IT VEEAM BACKUP SOFTWARE	2,218.50	
503.0011.04.594.14.64.003			2/28/2017	5136 REV 1	IT PROD. SUPPORT/SUBS. FOR VMW	1,124.00	
503.0011.04.594.14.64.003			2/28/2017	5136 REV 1	Sales Tax	401.40	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
503.0011.04.594.14.64.003			2/28/2017	5136 REV 1	IT VMWARE VSPHERE6 ESSENTIALS	4,270.25	
503.0011.04.594.14.64.003			2/28/2017	5136 REV 1	Sales Tax	208.54	
503.0011.04.594.14.64.003			2/28/2017	5136 REV 1	Sales Tax	105.66	
503.0011.04.594.14.64.003			2/28/2017	5136 REV 1	IT XIOLOGIX PRO. SVCS. INSTALL	1,800.00	
503.0011.04.594.14.64.003			2/28/2017	5136 REV 1	Sales Tax	13.63	
503.0011.04.594.14.64.003			2/28/2017	5136 REV 1	Sales Tax	169.20	
503.0011.04.594.14.64.003			2/28/2017	5136 REV 1	IT VEEAM BACKUP MAINTENANCE 1Y	145.00	
<b>10502</b>	<b>5/31/2017</b>	<b>001272</b>		<b>ZUMAR INDUSTRIES INC,</b>			<b>\$217.77</b>
101.0000.11.542.64.31.001			5/8/2017	0188374	PKST SIGN, CAPS FOR WOOD POST	217.77	
<b>10503</b>	<b>6/15/2017</b>	<b>011514</b>		<b>3 SQUARE BLOCKS,</b>			<b>\$2,131.88</b>
192.0001.07.558.60.41.001			6/12/2017	1616-10	SSMP AG 2016-145 05/17 LAND US	2,131.88	
<b>10504</b>	<b>6/15/2017</b>	<b>011591</b>		<b>911 SUPPLY INC,</b>			<b>\$55.00</b>
001.0000.15.521.10.31.008			5/5/2017	49609	PD GILDEHAUS ALTERATION TO UNI	55.00	
<b>10505</b>	<b>6/15/2017</b>	<b>011678</b>		<b>AAF INTERNATIONAL,</b>			<b>\$575.00</b>
502.0000.17.521.50.31.001			5/17/2017	26334	PKFC AIR FILTERS	575.00	
<b>10506</b>	<b>6/15/2017</b>	<b>000005</b>		<b>ABC LEGAL MESSENGERS, INC,</b>			<b>\$195.00</b>
001.0000.15.521.10.41.001			5/28/2017	2238445.100	LG/PD 5/17 MONTHLY MESSENGER S	97.50	
001.0000.06.515.30.41.001			5/28/2017	2238445.100	LG/PD 5/17 MONTHLY MESSENGER S	97.50	
<b>10507</b>	<b>6/15/2017</b>	<b>000007</b>		<b>ACCOUNTEMPS, INC.,</b>			<b>\$3,880.80</b>
001.0000.04.514.20.41.001			6/6/2017	48506972	FN WK ENDING 6/2/17 R. DUNN TE	1,724.80	
001.0000.04.514.20.41.001			5/29/2017	48457649	FN WK ENDING 5/26/17 R. DUNN T	2,156.00	
<b>10508</b>	<b>6/15/2017</b>	<b>008473</b>		<b>ADAMS EVIDENCE GRADE TECH INC,</b>			<b>\$969.73</b>
001.0000.15.521.21.31.001			1/13/2017	0041963-IN	PD DVD-R	969.73	
<b>10509</b>	<b>6/15/2017</b>	<b>011446</b>		<b>ADAMSON, WILLIAM</b>			<b>\$242.00</b>
192.0000.00.558.60.43.004			6/14/2017	T6/01/17 PER DIEM	SSMP ADAMSON ADC CONF PER DIEM	242.00	
<b>10510</b>	<b>6/15/2017</b>	<b>003297</b>		<b>ANDERSON, DONALD L</b>			<b>\$836.12</b>
001.0000.01.511.60.49.003			6/12/2017	REIMBURSEMENT	CC 6/8/17 ARMY BDAY BALL REIMB	55.00	
001.0000.01.511.60.43.002			6/9/2017	T5/05/17 LODGING	CC ANDERSON DC LODGING 5/23-5/	781.12	
<b>10511</b>	<b>6/15/2017</b>	<b>011585</b>		<b>ASPECT CONSULTING LLC,</b>			<b>\$16,057.50</b>

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401.0005.41.531.10.41.001			5/10/2017	26425	PWSW AG 2015-192A 4/1-4/28/17	8,340.00	
401.0005.41.531.10.41.001			6/2/2017	26583	PWSW AG 2015-192A 4/29-5/26/17	7,717.50	
<b>10512</b>	<b>6/15/2017</b>	<b>000046</b>		<b>ASSOC OF WASHINGTON CITIES,</b>			<b>\$20.00</b>
401.0005.41.531.10.49.003			5/31/2017	52813	PWSW VIGOREN 6/1/17 SAM SYMPOS	20.00	
<b>10513</b>	<b>6/15/2017</b>	<b>007445</b>		<b>ASSOCIATED PETROLEUM PRODUCTS,</b>			<b>\$13,307.63</b>
180.0000.15.521.21.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	66.27	
180.0000.15.521.21.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	242.35	
180.0000.15.521.21.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	81.93	
180.0000.15.521.21.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	41.82	
180.0000.15.521.21.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	50.83	
180.0000.15.521.21.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	13.94	
180.0000.15.521.21.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	92.65	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	131.47	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	143.70	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	243.43	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	62.41	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	77.21	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	117.10	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	120.75	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	123.32	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	21.02	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	71.85	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	84.93	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	58.55	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	123.54	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	146.48	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	89.01	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	80.00	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	32.17	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	80.64	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	43.97	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	45.04	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	123.75	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	111.53	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	136.40	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	26.81	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	149.27	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	217.05	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	129.11	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	74.64	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	88.58	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	62.63	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	139.62	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	84.07	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	68.42	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	28.31	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	58.98	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	98.66	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	178.65	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	27.67	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	18.66	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	90.29	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	18.45	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	27.24	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	32.60	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	141.55	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	30.03	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	51.26	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	28.31	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	35.39	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	93.51	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	22.09	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	41.82	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	193.67	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	27.02	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	119.68	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	107.02	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	64.77	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	48.69	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	81.07	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	152.06	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	24.66	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	26.17	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	60.91	



Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	81.50	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	48.90	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	52.76	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	88.36	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	140.91	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	94.37	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	168.57	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	80.43	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	68.85	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	155.28	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	213.40	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	112.38	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	102.52	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	8.79	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	113.67	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	32.39	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	47.40	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	130.61	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	25.74	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	107.66	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	41.39	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	6.43	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	120.32	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	15.55	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	154.63	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	13.73	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	135.76	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	30.88	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	141.77	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	183.59	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	99.30	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	56.62	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	56.41	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	86.22	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	71.20	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	79.57	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	186.38	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	33.24	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	223.48	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	72.28	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	112.81	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	169.00	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	156.78	
501.0000.51.521.10.32.001			5/14/2017	1083311-IN	PDFL 4/28-5/13/17 FUEL	24.24	
501.0000.51.548.79.32.002			4/18/2017	1071589-IN	PKFL 4/5-4/17/17 FUEL	195.78	
501.0000.51.548.79.32.002			5/2/2017	1077466-IN	PDFL 4/18-5/1/17 FUEL	421.12	
501.0000.51.548.79.32.002			5/16/2017	1084550-IN	PKFL 5/2-5/15/17 FUEL	651.93	
501.0000.51.548.79.32.001			5/2/2017	1077466-IN	PDFL 4/18-5/1/17 FUEL	684.01	
501.0000.51.548.79.32.001			4/18/2017	1071589-IN	PKFL 4/5-4/17/17 FUEL	613.98	
501.0000.51.548.79.32.001			5/16/2017	1084550-IN	PKFL 5/2-5/15/17 FUEL	767.29	
<b>10514</b>	<b>6/15/2017</b>		<b>011527</b>	<b>ATLAS FACILITIES MAINTENANCE,</b>			<b>\$8,700.00</b>
502.0000.17.518.30.41.001			5/31/2017	66183	PKFC 5/17 JANITORIAL SVCS	4,460.00	
502.0000.17.521.50.41.001			5/31/2017	66183	PKFC 5/17 JANITORIAL SVCS	2,990.00	
502.0000.17.542.65.49.010			5/31/2017	66183	PKFC 5/17 JANITORIAL SVCS	1,250.00	
<b>10515</b>	<b>6/15/2017</b>		<b>009800</b>	<b>BAADE, ARMINDA BENITEZ</b>			<b>\$393.21</b>
001.0000.02.512.51.49.009			6/12/2017	5/8-5/11/17	MC 5/8-5/11/417 INTERPRETER SV	393.21	
<b>10516</b>	<b>6/15/2017</b>		<b>011039</b>	<b>BERK CONSULTING INC,</b>			<b>\$5,350.50</b>
001.0000.03.513.10.41.001			5/31/2017	10183-04-17F	CM AG 2017-028 04/17 REGIONAL	5,350.50	
<b>10517</b>	<b>6/15/2017</b>		<b>001489</b>	<b>BLUMENTHAL UNIFORMS &amp; EQUIP,</b>			<b>\$480.67</b>
001.0000.15.521.22.31.008			5/15/2017	007534565	PD FRASER SHIRTS, EMPROIDERY S	179.88	
001.0000.15.521.22.31.008			5/12/2017	007525528	PD DANLEY PANTS	41.25	
001.0000.15.521.22.31.008			5/12/2017	007525515	PD J. JAMES PANTS	41.25	
001.0000.15.521.22.31.008			5/12/2017	007525514	PD DANLEY BELT	14.85	
001.0000.15.521.22.31.008			5/12/2017	007525527	PD J. JAMES BELT	14.85	
001.0000.15.521.10.31.008			5/3/2017	007466054	PD M. JOHNSON HONOR GUARD PANT	132.49	
001.0000.15.521.23.31.008			5/12/2017	007525513	PD CONLON PANTS, BELT BUCKLE	56.10	
<b>10518</b>	<b>6/15/2017</b>		<b>010749</b>	<b>BRANDSTETTER, MICHAEL</b>			<b>\$135.00</b>
001.0000.01.511.60.43.004			6/15/2017	T6/02/17 PER DIEM	CC BRANDSTETTER AWC CONF PER D	135.00	
<b>10519</b>	<b>6/15/2017</b>		<b>000066</b>	<b>BRATWEAR GROUP LLC,</b>			<b>\$709.04</b>
001.0000.15.521.21.31.008			5/1/2017	21965	PD HUNT VEST LABOR	83.13	
001.0000.15.521.22.31.008			5/31/2017	21948	PD TECLEMARIAM SHIRT ALTERATIO	57.80	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
001.0000.15.521.22.31.008			5/1/2017	21698	PD BOERE JUMPSUIT	498.75	
001.0000.15.554.30.31.008			5/3/2017	21861	PD BUCK JUMPSUIT LABOR	69.36	
<b>10520</b>	<b>6/15/2017</b>	<b>011697</b>		<b>BRAZITIS, VICTORIA</b>			<b>\$66.00</b>
001.0000.03.513.10.43.004			6/15/2017	T6/02/17 PER DIEM	CM BRAZITIS AWC CONF PER DIEM	66.00	
<b>10521</b>	<b>6/15/2017</b>	<b>011510</b>		<b>CASADY, COURTNEY</b>			<b>\$66.00</b>
001.0000.07.558.50.43.004			6/15/2017	T6/02/17 PER DIEM	CD CASADY AWC CONF PER DIEM	66.00	
<b>10522</b>	<b>6/15/2017</b>	<b>008544</b>		<b>CASCADE ENGINEERING SERVICES,</b>			<b>\$412.31</b>
001.0000.15.521.70.41.001			5/23/2017	ML-17052313641	PD 5/22/17 CALIBRATION SVCS	412.31	
<b>10523</b>	<b>6/15/2017</b>	<b>009926</b>		<b>CASCADE RIGHT-OF-WAY SVCS LLC,</b>			<b>\$2,415.00</b>
302.0012.21.595.20.41.049			5/10/2017	014 2015-224	PWCP AG# 2015-224 THRU 4/30/17	2,415.00	
<b>10524</b>	<b>6/15/2017</b>	<b>009742</b>		<b>CED,</b>			<b>\$16,031.48</b>
101.0000.21.595.63.63.001			3/17/2017	8541-434252	GARMI GSA-12'HDG WOOD POLE ARM	2,790.00	
101.0000.21.595.63.63.001			3/17/2017	8541-434252	Sales Tax	597.56	
101.0000.21.595.63.63.001			3/17/2017	8541-434252	GARMI GSA-10'HDG WOOD POLE ARM	771.00	
101.0000.21.595.63.63.001			3/17/2017	8541-434252	GARMI GCW-8'HDG WOOD POLE ARM	2,796.00	
302.0002.21.595.30.63.108			3/17/2017	8541-434256	MISC HAPCO RTA25D8B4M18- 01 8	5,100.00	
302.0002.21.595.30.63.108			3/17/2017	8541-434252	GARMI GSA-10' HDG WOOD POLE HO	1,799.00	
302.0002.21.595.30.63.108			3/17/2017	8541-434256	Sales Tax	479.40	
302.0002.21.595.30.63.108			3/17/2017	8541-434252	GARMI GCW-8' HDG WOOD POLE ARM	1,398.00	
302.0002.21.595.30.63.108			3/17/2017	8541-434252	Sales Tax	300.52	
<b>10525</b>	<b>6/15/2017</b>	<b>010262</b>		<b>CENTURYLINK,</b>			<b>\$427.98</b>
503.0000.04.518.80.42.001			6/1/2017	253-584-5364 399B	IT 6/1-7/1/17 PHONE SVC	49.68	
503.0000.04.518.80.42.001			6/2/2017	253-581-8220 448B	IT 6/2-7/2/17 PHONE SVC	44.31	
503.0000.04.518.80.42.001			5/23/2017	206-T31-6789 758B	IT 5/23-6/23/17 PHONE SVC	83.11	
503.0000.04.518.80.42.001			5/28/2017	253-983-1024 083B	IT 5/28-6/28/17 PHONE SVC	179.66	
503.0000.04.518.80.42.001			6/1/2017	253-584-2263 463B	IT 6/1-7/1/17 PHONE SVC	71.22	
<b>10526</b>	<b>6/15/2017</b>	<b>003883</b>		<b>CHUCKALS INC,</b>			<b>\$872.82</b>
001.0000.04.514.20.31.001			5/26/2017	911646-0	FN DYMO LABELS	23.48	
001.0000.99.518.40.31.001			5/25/2017	911533-0	ND COPY PAPER FOR 2ND FLR COPY	304.31	
001.0000.07.558.50.31.001			6/1/2017	912208-0	CD THERMAL PAPER ROLLS	90.58	
001.0000.11.569.50.31.001			5/24/2017	911330-0	PK GLUESTICKS, PAPER, PENCILS,	80.41	
001.0000.11.569.50.31.001			5/30/2017	911330-1	PK GLOVES	9.30	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
001.0000.15.521.10.31.001			5/25/2017	911437-0	PD FLASH DRIVE, PENS	239.56	
001.0000.15.521.10.31.001			5/26/2017	911437-1	PD TONER	125.18	
<b>10527</b>	<b>6/15/2017</b>	<b>000536</b>		<b>CITY TREASURER CITY OF TACOMA,</b>			<b>\$10,392.31</b>
502.0000.17.518.35.47.005			5/29/2017	100113209 05/29/17	PKFC 4/28-5/26/17 6000 MAIN ST	7,319.73	
101.0000.11.542.63.47.006			5/29/2017	100218270 05/29/17	PKST 4/28-5/26/17 10602 MAIN S	9.00	
101.0000.11.542.63.47.006			5/29/2017	100218262 05/29/17	PKST 4/28-5/26/17 10601 MAIN S	45.75	
101.0000.11.542.63.47.006			6/2/2017	100223530 06/02/17	PKST 5/2-5/31/17 9315 GLD SW	1,872.65	
101.0000.11.542.63.47.006			5/29/2017	100262588 05/29/17	PKST 3/30-5/26/17 6100 LKWD TO	59.90	
001.0000.15.521.26.41.001			5/30/2017	90761725	PD 1/1-5/31/17 ASSIST METRO SW	1,030.08	
101.0000.11.542.64.47.005			6/6/2017	100436443 06/06/17	PKST 4/6-6/5/17 8103 83RD AVE	3.12	
101.0000.11.542.64.47.005			6/6/2017	100436441 06/06/17	PKST 4/6-6/5/17 7804 83RD AVE	3.12	
101.0000.11.542.64.47.005			5/29/2017	100218275 05/29/17	PKST 4/28-5/26/17 10511 GLD SW	48.96	
<b>10528</b>	<b>6/15/2017</b>	<b>005786</b>		<b>CLASSY CHASSIS,</b>			<b>\$672.46</b>
180.0000.15.521.21.48.001			5/22/2017	3703	PDFL EXT CAR WASHES 5/14/17-5/	6.50	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL ULT CAR WASHES 5/22/17-2	12.18	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL EXT CAR WASHES 5/22/17-2	6.50	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL EXT CAR WASHES 5/22/17-2	6.50	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL EXT CAR WASHES 5/22/17-2	6.50	
501.0000.51.521.10.48.005			5/22/2017	3703	PDFL ULT CAR WASHES 5/14/17-5/	12.18	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL ULT CAR WASHES 5/22/17-2	12.18	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL ULT CAR WASHES 5/22/17-2	12.18	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL ULT CAR WASHES 5/22/17-2	12.18	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL ULT CAR WASHES 5/22/17-2	12.18	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL EXT CAR WASHES 5/22/17-2	6.50	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL EXT CAR WASHES 5/22/17-2	6.50	
501.0000.51.521.10.48.005			5/22/2017	3703	PDFL EXT CAR WASHES 5/14/17-5/	6.50	
501.0000.51.521.10.48.005			5/22/2017	3703	PDFL ULT CAR WASHES 5/14/17-5/	12.18	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL EXT CAR WASHES 5/22/17-2	6.50	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL ULT CAR WASHES 5/22/17-2	12.18	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL EXT CAR WASHES 5/22/17-2	6.50	
501.0000.51.521.10.48.005			5/22/2017	3703	PDFL ULT CAR WASHES 5/14/17-5/	12.18	
501.0000.51.521.10.48.005			5/22/2017	3703	PDFL EXT CAR WASHES 5/14/17-5/	6.50	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL ULT CAR WASHES 5/22/17-/2	12.18	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL EXT CAR WASHES 5/22/17-/2	6.50	
501.0000.51.521.10.48.005			5/22/2017	3703	PDFL ULT CAR WASHES 5/14/17-5/	12.18	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL EXT CAR WASHES 5/22/17-/2	6.50	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL ULT CAR WASHES 5/22/17-/2	12.18	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL EXT CAR WASHES 5/22/17-/2	6.50	
501.0000.51.521.10.48.005			5/22/2017	3703	PDFL EXT CAR WASHES 5/14/17-5/	6.50	
501.0000.51.521.10.48.005			5/22/2017	3703	PDFL ULT CAR WASHES 5/14/17-5/	12.18	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL ULT CAR WASHES 5/22/17-/2	12.18	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL ULT CAR WASHES 5/22/17-/2	12.18	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL EXT CAR WASHES 5/22/17-/2	6.50	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL ULT CAR WASHES 5/22/17-/2	12.18	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL EXT CAR WASHES 5/22/17-/2	6.50	
501.0000.51.521.10.48.005			5/22/2017	3703	PDFL EXT CAR WASHES 5/14/17-5/	6.50	
501.0000.51.521.10.48.005			5/22/2017	3703	PDFL EXT CAR WASHES 5/14/17-5/	6.50	
501.0000.51.521.10.48.005			5/22/2017	3703	PDFL EXT CAR WASHES 5/14/17-5/	6.50	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL ULT CAR WASHES 5/22/17-/2	12.18	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL EXT CAR WASHES 5/22/17-/2	6.50	
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501.0000.51.521.10.48.005			5/30/2017	3706	PDFL EXT CAR WASHES 5/22/17-/2	6.50	
501.0000.51.521.10.48.005			5/30/2017	3706	PDFL EXT CAR WASHES 5/22/17-/2	6.50	
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501.0000.51.521.10.48.005			5/30/2017	3706	PDFL EXT CAR WASHES 5/22/17-/2	6.50	
501.0000.51.521.10.48.005			5/22/2017	3703	PDFL OIL CHANGE	90.25	
501.0000.51.521.10.48.005			5/22/2017	3703	PDFL EXT CAR WASHES 5/14/17-5/	6.50	
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Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
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501.0000.51.521.10.48.005			5/30/2017	3706	PDFL ULT CAR WASHES 5/22/17-2	12.18	
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501.0000.51.521.10.48.005			5/30/2017	3706	PDFL ULT CAR WASHES 5/22/17-2	12.18	
001.0000.15.521.10.90.101			5/30/2017	3706	PDFL ULT CAR WASHES 5/22/17-5/	6.81	
<b>10529</b>	<b>6/15/2017</b>	<b>000099</b>		<b>CLOVER PARK SCHOOL DISTRICT,</b>			<b>\$1,330.88</b>
501.0000.51.548.79.32.001			5/17/2017	19790	PKFL APRIL, 2017 FUEL	1,330.88	
<b>10530</b>	<b>6/15/2017</b>	<b>000100</b>		<b>CLOVER PARK TECHNICAL COLLEGE,</b>			<b>\$101,850.00</b>
104.0002.01.557.30.41.001			6/6/2017	JUNE 2017	HM PMT #11 OF 20 LODGING TAX G	101,850.00	
<b>10531</b>	<b>6/15/2017</b>	<b>008201</b>		<b>CONSTRUCTION TESTING,</b>			<b>\$1,760.00</b>
302.0021.21.595.30.41.001			5/16/2017	133351	PWCP AG 2017-087 5/1-5/3/17 10	1,760.00	
<b>10532</b>	<b>6/15/2017</b>	<b>010286</b>		<b>CUMMINS, TOM</b>			<b>\$167.00</b>
101.0000.11.542.64.43.004			6/14/2017	T6/04/17 PER DIEM	PKST CUMMINS IMSA NW CONF PER	167.00	
<b>10533</b>	<b>6/15/2017</b>	<b>010648</b>		<b>DIAMOND MARKETING SOLUTIONS,</b>			<b>\$118.80</b>
001.0000.99.518.40.42.002			6/2/2017	229493	ND 05/17 DAILY MAIL	118.80	
<b>10534</b>	<b>6/15/2017</b>	<b>010352</b>		<b>DODD, ROSITA</b>			<b>\$1,003.20</b>
001.0000.02.512.51.49.009			6/14/2017	5/2-5/30/17	MC 5/2-5/30/17 INTERPRETER SVC	1,003.20	
<b>10535</b>	<b>6/15/2017</b>	<b>004713</b>		<b>ELLCO CONSTRUCTION INC,</b>			<b>\$15,287.84</b>
190.0000.53.559.32.41.001			6/6/2017	94	CDBG LHR-101 BROADWELL	18,748.18	
190.0000.00.223.40.00.000			6/6/2017	94	CDBG LHR-101 BROADWELL RETAINA	-3,460.34	
<b>10536</b>	<b>6/15/2017</b>	<b>011059</b>		<b>ELLIOTT, LISA</b>			<b>\$625.50</b>
001.0000.06.515.31.41.001			6/1/2017	5/29-6/1/17	LG 2016-227 5/29-6/1/17 PROSEC	625.50	
<b>10537</b>	<b>6/15/2017</b>	<b>005190</b>		<b>FASTENAL,</b>			<b>\$188.50</b>
101.0000.11.544.90.31.001			5/25/2017	WALA232034	PKST BIG BOOT SCRUSHER	188.50	
<b>10538</b>	<b>6/15/2017</b>	<b>011625</b>		<b>FCS GROUP,</b>			<b>\$5,546.25</b>
401.9999.41.531.10.41.001			5/19/2017	2663-21705059	PWSW THRU 5/19/17 LKWD STRM WT	5,546.25	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
<b>10539</b>	<b>6/15/2017</b>	<b>009689</b>		<b>FLO HAWKS,</b>			<b>\$1,332.54</b>
001.0000.11.576.80.41.001			5/30/2017	3070800	PK HARRY TODD PK CLEAR MAINLIN	780.84	
001.0000.11.576.80.41.001			5/19/2017	3070170	PK HARRY TODD PK RESTROOM SVCS	341.24	
401.0000.11.531.10.48.001			5/25/2017	3070583	PWSW 5/25/17 INSPECT PUMP HOUS	210.46	
<b>10540</b>	<b>6/15/2017</b>	<b>007965</b>		<b>GORDON THOMAS HONEYWELL,</b>			<b>\$7,387.22</b>
001.0000.03.513.10.41.001			5/31/2017	MAY17 1014	CM AG 2016-222 5/17 STATE LEGI	4,846.32	
192.0000.00.558.60.41.001			5/31/2017	MAY17 1185	SSMP AG 2016-139 5/17 GOV'T AF	2,540.90	
<b>10541</b>	<b>6/15/2017</b>	<b>002825</b>		<b>GRAYBAR ELECTRIC COMPANY,</b>			<b>\$11,616.21</b>
503.0009.04.594.14.64.002			5/30/2017	991623383	IT PELCO MINI DOME CAMERAS	6,736.91	
503.0009.04.518.80.35.001			5/30/2017	991623384	IT GENERAL CABLE COMMDATA PROD	539.88	
101.0000.11.542.64.31.001			5/3/2017	991186743	PKST THERWAN SYSTM POWER SUPPL	1,142.31	
101.0000.11.542.64.31.001			5/23/2017	991532542	PKST LED LIGHT FIXTURES	1,814.16	
101.0000.11.542.64.31.001			5/3/2017	991186742	PKST SPLICING KITS	517.12	
101.0000.11.542.64.31.001			5/30/2017	991615254	PKST AB'S LIGHTING GROUP	637.42	
101.0000.11.542.64.31.001			5/30/2017	991615255	PKST AB'S LIGHTING GROUP	196.96	
001.0000.99.518.40.42.002			6/2/2017	991704026	ND SHIPPING FOR REPAIRS	31.45	
<b>10542</b>	<b>6/15/2017</b>	<b>011428</b>		<b>GUNDERSON LAW OFFICE PLLC,</b>			<b>\$2,789.25</b>
001.0000.06.515.31.41.001			6/5/2017	2017- WEEK 22	LG AG 2016-236 5/29-6/2/17 PRO	1,477.50	
001.0000.06.515.31.41.001			6/5/2017	2017, WEEK 21	LG AG 2016-236 5/24-5/26/17	1,311.75	
<b>10543</b>	<b>6/15/2017</b>	<b>008765</b>		<b>HOLDEN POLYGRAPH LLC,</b>			<b>\$250.00</b>
001.0000.15.521.40.41.001			5/29/2017	148	PD 5/24/17 POLYGRAPH TESTING;	250.00	
<b>10544</b>	<b>6/15/2017</b>	<b>011300</b>		<b>HORWATH LAW PLLC,</b>			<b>\$39,831.50</b>
001.0000.02.512.51.41.004			6/11/2017	5/17	MC AG 2015-233 5/17 PUBLIC DEF	39,831.50	
<b>10545</b>	<b>6/15/2017</b>	<b>000234</b>		<b>HUMANE SOCIETY FOR TACOMA &amp; PC,</b>			<b>\$7,869.33</b>
001.0000.15.554.30.41.008			6/1/2017	IVC0001800	PD AG 2016-223 06/17 BOARDING	7,869.33	
<b>10546</b>	<b>6/15/2017</b>	<b>008202</b>		<b>KPG INC,</b>			<b>\$248.34</b>
302.0002.21.595.15.41.001			6/1/2017	5-9117	PWCP THRU 5/25/17 17501 EASEME	248.34	
<b>10547</b>	<b>6/15/2017</b>	<b>000299</b>		<b>LAKEVIEW LIGHT &amp; POWER CO.,</b>			<b>\$3,251.91</b>
401.0000.41.531.10.47.005			5/28/2017	67044-057 05/28/17	PWSW 4/25-5/25/17 5118 SEATTLE	54.14	
401.0000.41.531.10.47.005			5/28/2017	67044-037 05/28/17	PWSW 4/25-5/23/17 PAC HWY SW	43.06	
001.0000.11.576.80.47.005			6/7/2017	67044-075 5/17	PK 5/2-5/31/17 8807 26TH AVE S	79.64	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
001.0000.11.576.80.47.005			5/28/2017	67044-041 5/17	PK 5/1-5/25/17 4721 127TH ST S	34.57	
001.0000.11.576.80.47.005			6/7/2017	67044-048 6/17	PK 5/2-6/1/17 2716 84TH ST SVC	25.67	
001.0000.11.576.80.47.005			5/21/2017	67044-034 5/17	PK 4/17-5/16/17 RUSSELL RD SVC	41.28	
101.0000.11.542.63.47.006			6/7/2017	67044-014 06/07/17	PKST 5/7-6/7/17 HWY 512 & STW	91.54	
101.0000.11.542.63.47.006			5/21/2017	67044-039 05/21/17	PKST 4/13-5/16/17 5700 100TH S	50.74	
101.0000.11.543.50.47.005			6/7/2017	67044-074 06/07/17	PKST 5/1-5/31/17 9424 FRONT ST	372.84	
101.0000.11.542.64.47.005			6/7/2017	67044-007 06/07/17	PKST 5/3-6/5/17 8902 STW	88.86	
101.0000.11.542.64.47.005			6/7/2017	67044-050 06/07/17	PKST 5/3-6/5/17 LKWD DR SW & S	75.73	
101.0000.11.542.64.47.005			5/21/2017	67044-019 05/21/17	PKST 4/12-5/15/17 BPW SW & 100	73.50	
101.0000.11.542.64.47.005			5/28/2017	67044-043 05/28/17	PKST 4/25-5/25/17 BPW SW & SAN	150.19	
101.0000.11.542.64.47.005			6/7/2017	67044-008 06/07/17	PKST 5/3-6/5/17 4100 STEIL BLV	60.55	
101.0000.11.542.64.47.005			5/21/2017	67044-026 05/21/17	PKST 4/12-5/15/17 GLD SW & MT	72.16	
101.0000.11.542.64.47.005			6/7/2017	67044-031 06/07/17	PKST 5/3-6/1/17 HWY 84TH ST S	64.58	
101.0000.11.542.64.47.005			6/7/2017	67044-012 06/07/17	PKST 5/1-5/30/17 HWY 512 & STW	103.77	
101.0000.11.542.64.47.005			5/28/2017	67044-054 05/28/17	PKST 5/1-5/25/17 11417 PAC HWY	65.02	
101.0000.11.542.64.47.005			6/7/2017	67044-079 06/07/17	PKST 5/4-6/4/17 96TH ST S & ST	113.86	
101.0000.11.542.64.47.005			5/28/2017	67044-038 05/28/17	PKST 4/24-5/22/17 BPW & PAC HW	69.04	
101.0000.11.542.64.47.005			5/21/2017	67044-044 05/21/17	PKST 4/12-5/15/17 100TH ST SW	75.73	
101.0000.11.542.64.47.005			5/21/2017	67044-046 05/21/17	PKST 4/13-5/16/17 10013 GLD SW	193.13	
101.0000.11.542.64.47.005			6/7/2017	67044-032 06/07/17	PKST 5/4-6/5/17 100TH ST SW &	81.45	
101.0000.11.542.64.47.005			6/7/2017	67044-053 06/07/17	PKST 5/3-6/5/17 4648 STEIL BLV	59.22	
101.0000.11.542.64.47.005			5/21/2017	67044-003 05/21/17	PKST 4/12-5/15/17 MOTOR AVE &	71.45	
101.0000.11.542.64.47.005			5/28/2017	67044-028 05/28/17	PKST 4/25-5/23/17 PAC HWY SW &	63.51	
101.0000.11.542.64.47.005			5/21/2017	67044-005 05/21/17	PKST 4/19-5/18/17 BPW SW & LKW	71.63	
101.0000.11.542.64.47.005			5/21/2017	67044-022 05/21/17	PKST 4/12-5/15/17 GLD SW & BP	92.70	
101.0000.11.542.64.47.005			5/28/2017	67044-055 05/28/17	PKST 5/3-5/25/17 11424 PAC HWY	67.70	
101.0000.11.542.64.47.005			5/28/2017	67044-056 05/28/17	PKST 5/3-5/25/17 11517 PAC HWY	69.31	
101.0000.11.542.64.47.005			5/21/2017	67044-047 05/21/17	PKST 4/12-5/15/17 59TH AVE SW	75.29	
101.0000.11.542.64.47.005			5/21/2017	67044-064 05/21/17	PKST 4/12-5/15/17 93RD & BPW	65.29	
101.0000.11.542.64.47.005			6/7/2017	67044-078 06/07/17	PKST 5/4-6/4/17 100TH ST SW &	103.85	
101.0000.11.542.64.47.005			5/21/2017	67044-006 05/21/17	PKST 4/17-5/16/17 108TH ST SW	68.67	
101.0000.11.542.64.47.005			5/21/2017	67044-020 05/21/17	PKST 4/12-5/15/17 59TH AVE SW	91.36	
101.0000.11.542.64.47.005			6/7/2017	67044-016 06/07/17	PKST 5/4-6/4/17 40TH AVE SW	61.09	
101.0000.11.542.64.47.005			5/21/2017	67044-001 05/21/17	PKST 4/18-5/18/17 100TH ST SW	67.08	
101.0000.11.542.64.47.005			5/21/2017	67044-024 05/21/17	PKST 4/12-5/15/17 GLD SW & STE	67.78	
101.0000.11.542.64.47.005			6/7/2017	67044-002 06/07/17	PKST 5/1-5/31/17 PAC HWY & STW	74.93	

10548

6/15/2017

000280

LAKEWOOD CHAMBER OF COMMERCE,

\$5,660.64



Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
104.0005.01.557.30.41.001			6/12/2017	05/17	HM AG 2017-067 05/17 LODGING T	5,660.64	
<b>10549</b>	<b>6/15/2017</b>	<b>000288</b>		<b>LAKWOOD HARDWARE &amp; PAINT INC,</b>			<b>\$305.49</b>
101.0000.11.542.70.31.001			5/31/2017	511025	PKST DUROCUT	54.84	
301.0001.11.594.76.63.027			5/30/2017	510926	PKFC HAMMER BIT, ANCHORS, WASH	31.64	
401.0000.11.531.10.31.001			6/7/2017	511778	PWSW TRIMMER LINE	21.97	
001.0000.11.576.80.48.006			5/2/2017	508253	PK STIHL SAW REPAIR	197.04	
<b>10550</b>	<b>6/15/2017</b>	<b>005490</b>		<b>LAKWOOD PLAYHOUSE,</b>			<b>\$1,187.86</b>
104.0013.01.557.30.41.001			6/12/2017	06/12/17	HM AG 2017-017 LODGING TAX GRA	1,187.86	
<b>10551</b>	<b>6/15/2017</b>	<b>000298</b>		<b>LAKWOOD TOWING,</b>			<b>\$70.00</b>
504.0000.09.518.35.48.001			5/15/2017	225725	RM C#2017-0065 TOWING SVCS	70.00	
<b>10552</b>	<b>6/15/2017</b>	<b>002185</b>		<b>LOWE'S COMPANIES INC,</b>			<b>\$1,064.08</b>
001.0000.11.576.81.31.001			4/27/2017	924173	PK WASH BRUSH, CABLE LOCK	58.87	
101.0000.11.542.63.35.001			5/11/2017	923254	PKST LADDER	186.88	
101.0000.11.544.90.31.001			5/1/2017	924799	PKST CARPET RUNNER BY THE FOOT	127.48	
101.0000.11.544.90.31.001			5/4/2017	923959	PKST KEYS	20.34	
101.0000.11.544.90.31.001			4/27/2017	924167	PKST WASH BRUSK, CORDLESS IMPA	33.33	
101.0000.11.542.64.31.001			4/27/2017	923424	PKST BATTERIES	70.91	
101.0000.11.542.64.31.001			4/27/2017	924167	PKST WASH BRUSK, CORDLESS IMPA	18.68	
001.0000.11.576.80.31.001			5/18/2017	923615	PK KOBALT TAMPERS	68.86	
301.0001.11.594.76.63.027			5/22/2017	923495	PK CONCRETE, CLAMPS	56.40	
101.0000.11.542.70.31.001			5/17/2017	923405	PKST CLEAN UP BAGS, GAS CANS	119.91	
101.0000.11.542.70.31.001			4/26/2017	923165	PKST PAINT ROLLER COVERS	13.57	
101.0000.11.544.90.35.001			4/27/2017	924167	PKST WASH BRUSK, CORDLESS IMPA	124.36	
502.0000.17.518.30.31.001			5/1/2017	924782	PKFC CAULKING	8.31	
502.0000.17.518.35.31.001			5/17/2017	923477	PKFC PVC ADAPTERS	12.83	
502.0000.17.518.35.31.001			5/17/2017	924082	PKFC ADAPTERS	10.01	
502.0000.17.518.35.31.001			5/18/2017	925719	PKFC ELEC. BOX COVER	43.80	
502.0000.17.518.35.31.001			5/18/2017	924275	PKFC CEMENT, WALL PLATE	12.55	
502.0000.17.518.35.31.001			5/19/2017	923862	PKFC FACE SHIELD, EAR MUFFS	42.75	
502.0000.17.518.35.31.001			5/15/2017	924882	PKFC FITTINGS	10.78	
502.0000.17.518.35.31.001			5/9/2017	924011	PKFC METAL OUTLET	5.99	
502.0000.17.518.35.31.001			5/16/2017	924019	PKFC WASP/HORNET KILLER	17.47	
<b>10553</b>	<b>6/15/2017</b>	<b>011494</b>		<b>MARTIN, BRIAN</b>			<b>\$552.50</b>
104.0010.01.557.30.41.001			6/8/2017	1702	HM AG 2017-134 FRMRS MKT/SUMME	552.50	

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<b>10554</b>	<b>6/15/2017</b>	<b>005043</b>		<b>MARTIN, RUSS</b>			<b>\$122.01</b>
001.0000.15.521.40.43.001			6/14/2017	V5/02/17 REIMBURSE	PD 5/29-6/1/17 LEADS ONLINE CO	122.01	
<b>10555</b>	<b>6/15/2017</b>	<b>009130</b>		<b>MATVIYCHUK, IRENE</b>			<b>\$820.58</b>
001.0000.02.512.51.49.009			6/12/2017	5/2-6/1/17	MC 5/2-6/1/17 INTERPRETER SVCS	820.58	
<b>10556</b>	<b>6/15/2017</b>	<b>009219</b>		<b>MCCAMENT &amp; ROGERS,</b>			<b>\$5,000.00</b>
001.9999.13.558.70.41.001			5/31/2017	2290	ED AG 2017-089 5/31/17 PAC HWY	5,000.00	
<b>10557</b>	<b>6/15/2017</b>	<b>009724</b>		<b>MILES RESOURCES LLC,</b>			<b>\$3,602.92</b>
401.0000.11.531.10.31.030			6/5/2017	269226	PWSW COLD MIX	252.81	
101.0000.11.542.90.49.018			5/22/2017	268637	PKST 5/16/17 CONCRETE CLEAN UP	62.34	
101.0000.11.542.30.31.030			5/30/2017	269073	PKST COLD MIX	207.33	
101.0000.11.542.30.31.030			5/30/2017	269061	PKST HOT MIX	1,252.86	
101.0000.11.542.30.31.030			5/30/2017	269019	PKST HOT MIX	334.10	
101.0000.11.542.30.31.030			5/22/2017	268757	PKST COLD MIX	187.02	
001.0000.11.576.81.31.001			5/22/2017	268694	PK SAND/GRAVEL	1,306.46	
<b>10558</b>	<b>6/15/2017</b>	<b>009853</b>		<b>MOSS, MARY</b>			<b>\$781.12</b>
001.0000.01.511.60.43.002			6/5/2017	T5/05/17 REIMBURSE	CC 5/23-5/25/17 FED. DEL. MTG	781.12	
<b>10559</b>	<b>6/15/2017</b>	<b>000366</b>		<b>NORTHWEST CASCADE INC,</b>			<b>\$1,707.70</b>
001.0000.11.576.80.41.001			5/18/2017	0550326106	PK 5/19-5/22/17 SANI-CAN HARRY	317.35	
001.0000.11.576.80.41.001			5/18/2017	0550326104	PK 5/18-6/14/17 SANI-CAN RUSSE	968.62	
001.0000.11.576.80.41.001			5/18/2017	0550326105	PK 5/18-6/12/17 SANI-CAN SPRIN	178.75	
001.0000.11.576.80.41.001			5/18/2017	0550326103	PK 5/18-6/14/17 SANI-CAN WA PA	89.42	
001.0000.02.523.30.47.004			4/10/2017	0550292629	MC 4/10-5/7/17 SANI-CAN RENTAL	153.56	
<b>10560</b>	<b>6/15/2017</b>	<b>011668</b>		<b>NYMAN, JOSHUA</b>			<b>\$142.50</b>
001.0000.06.515.31.41.001			6/5/2017	6/2-6/4/17	LG AG 2017-120 6/2-6/4/17 PROS	97.50	
001.0000.06.515.31.41.001			5/26/2017	5/26/17	LG AG 2017-120 5/26/17 PROSECU	45.00	
<b>10561</b>	<b>6/15/2017</b>	<b>009317</b>		<b>OPTIC FUSION INC,</b>			<b>\$1,549.28</b>
503.0000.04.518.80.42.001			6/1/2017	95-17649	IT 06/17 INTERNET CONNECTIVITY	1,549.28	
<b>10562</b>	<b>6/15/2017</b>	<b>000407</b>		<b>PIERCE COUNTY,</b>			<b>\$5,909.01</b>
001.0000.02.237.11.00.002			6/12/2017	5/17 COURT REMIT	MC 5/17 COUNTY CRIME VICTIM FE	969.01	
001.0000.11.569.50.51.001			6/1/2017	CI-232942	PKSR 06/17 SENIOR CENTER LEASE	4,940.00	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
<b>10563</b>	<b>6/15/2017</b>	<b>000428</b>		<b>PIERCE COUNTY SEWER,</b>			<b>\$537.53</b>
502.0000.17.518.35.47.004			6/1/2017	00870307 06/01/17	PKFC 05/17 6000 MAIN ST SW	188.53	
502.0000.17.521.50.47.004			6/1/2017	01360914 06/01/17	PKFC 05/17 9401 LKWD DR SW	69.03	
001.0000.11.576.81.47.005			6/1/2017	01431285 5/17	PK 5/17 FT STEIL R/R SVCS	139.84	
101.0000.11.543.50.47.004			6/1/2017	01552201 06/01/17	PKST 05/17 9420 FRONT ST S	33.68	
001.0000.11.576.80.47.004			5/28/2017	01583646 4/17	PK 3/1-4/30/17 8807 25TH AVE S	106.45	
<b>10564</b>	<b>6/15/2017</b>	<b>010630</b>		<b>PRINT NW,</b>			<b>\$39.90</b>
101.0000.11.542.64.49.005			5/31/2017	16860301	PKST BUSINESS CARDS, J. LOGAN	19.95	
001.0000.04.514.20.49.005			6/13/2017	16947701	FN KAPLA BUSINESS CARDS	19.95	
<b>10565</b>	<b>6/15/2017</b>	<b>010427</b>		<b>PRINT SHOP OF LAKEWOOD INC,</b>			<b>\$2,679.80</b>
001.0000.11.571.21.49.005			6/5/2017	7342	PK SUMMERFEST PASSPORTS	659.40	
001.0000.11.571.21.44.001			5/26/2017	7324	PK NEWSLETTERS	2,020.40	
<b>10566</b>	<b>6/15/2017</b>	<b>009928</b>		<b>PROFAST SUPPLY LLC,</b>			<b>\$971.16</b>
501.0000.51.548.79.31.006			5/15/2017	12673	PKFL OTHER	230.72	
001.0000.11.576.81.31.001			5/15/2017	12673	PK FIRST AID KIT	32.95	
001.0000.11.576.81.31.001			5/22/2017	12600	PK GLOVES	47.09	
001.0000.11.576.80.31.001			5/15/2017	12601	PK GAS CANS, WASH, BOLTS, CAPS	660.40	
<b>10567</b>	<b>6/15/2017</b>	<b>009761</b>		<b>PUGET SOUND SPECIALTIES INC,</b>			<b>\$3,604.72</b>
001.0000.11.576.81.31.001			6/7/2017	25780	PK 3-WAY RYE SEED	3,604.72	
<b>10568</b>	<b>6/15/2017</b>	<b>007505</b>		<b>REDFLEX TRAFFIC SYSTEMS INC,</b>			<b>\$32,240.00</b>
001.0000.15.521.71.41.080			5/31/2017	RTS0012765	PD 05/17 PHOTO ENFORCEMENT	32,240.00	
<b>10569</b>	<b>6/15/2017</b>	<b>011583</b>		<b>REED TRUCKING &amp; EXCAVATING INC,</b>			<b>\$176,652.75</b>
302.0000.00.223.40.00.000			5/31/2017	STW-STEIL PP # 5	PWCP AG 2016-237 RETAINAGE	-9,297.51	
302.0014.21.595.30.63.108			5/31/2017	STW-STEIL PP # 5	PWCP AG 2016-237 5/1-5/31/17 S	185,950.26	
<b>10570</b>	<b>6/15/2017</b>	<b>010522</b>		<b>RICOH USA INC,</b>			<b>\$35.88</b>
503.0000.04.518.80.45.002			5/22/2017	5048625920	IT 4/26-5/25/17 ADD'TL IMAGES	35.88	
<b>10571</b>	<b>6/15/2017</b>	<b>011696</b>		<b>RITTERBUSH, BRAD</b>			<b>\$167.00</b>
101.0000.11.542.64.43.004			6/14/2017	T6/04/17 PER DIEM	PKST RITTERBUSH IMSA NW CONF P	167.00	
<b>10572</b>	<b>6/15/2017</b>	<b>005365</b>		<b>ROBERT HALF TECHNOLOGY,</b>			<b>\$7,608.50</b>

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
503.0020.04.594.14.41.001			5/23/2017	48420567	IT WEEK ENDED 5/19/17 CORREA,	294.00	
503.0020.04.594.14.41.001			5/25/2017	48440242	IT WEEK ENDED 5/19/17 MARQUEZ,	3,400.00	
503.0020.04.594.14.41.001			6/1/2017	48486765	IT WEEK ENDED 5/26/17 MARQUEZ,	3,400.00	
503.0020.04.594.14.41.001			6/1/2017	48486781	IT WEEK ENDED 5/26/17 CORREA,	514.50	
<b>10573</b>	<b>6/15/2017</b>	<b>002772</b>		<b>SARCO SUPPLY LLC,</b>			<b>\$97.18</b>
502.0000.17.518.30.31.001			5/25/2017	113521	PKFC AIR FRESHNER	97.18	
<b>10574</b>	<b>6/15/2017</b>	<b>011453</b>		<b>SERVICEMASTER OF TACOMA,</b>			<b>\$162.11</b>
001.0000.15.521.22.41.001			5/24/2017	72676	PD TRAUMA CLEANING	162.11	
<b>10575</b>	<b>6/15/2017</b>	<b>011411</b>		<b>SMARSH INC,</b>			<b>\$873.50</b>
503.0000.04.518.80.41.090			5/31/2017	INV00230464	IT 05/17 ARCHIVING PLATFORM CO	873.50	
<b>10576</b>	<b>6/15/2017</b>	<b>002912</b>		<b>SOUND ELECTRONICS,</b>			<b>\$274.86</b>
502.0000.17.542.65.49.010			5/30/2017	505046	PKFC TRANSIT FIRE ALARM BATTER	274.86	
<b>10577</b>	<b>6/15/2017</b>	<b>002913</b>		<b>SOUND ENERGY SYSTEMS,</b>			<b>\$179.69</b>
502.0000.17.518.35.41.001			5/22/2017	104981	PKFC CH REBOOT ENTERPRISE SVR	179.69	
<b>10578</b>	<b>6/15/2017</b>	<b>010656</b>		<b>SOUTH SOUND 911,</b>			<b>\$173,730.83</b>
001.0000.15.521.10.51.063			6/1/2017	02431	PD 06/17 CORE SERVICES	37,342.50	
001.0000.15.521.10.51.058			6/1/2017	02431	PD 06/17 PUBLIC SVCS & WARRANT	8,108.33	
001.0000.15.521.10.51.059			6/1/2017	02431	PD 06/17 COMMUNICATIONS SVCS	128,280.00	
<b>10579</b>	<b>6/15/2017</b>	<b>002881</b>		<b>SPRAGUE PEST SOLUTIONS CO,</b>			<b>\$147.44</b>
001.0000.11.576.81.41.001			5/23/2017	3150245	PK FT STEIL. PK PEST CONTROL	85.72	
502.0000.17.518.35.41.001			5/11/2017	3148377	PKFC 5/11/17 CH PEST CONTROL	61.72	
<b>10580</b>	<b>6/15/2017</b>	<b>000516</b>		<b>SPRINT,</b>			<b>\$120.47</b>
503.0000.04.518.80.42.001			5/18/2017	482477812-114	IT 4/15-5/14/17 SVCS	120.47	
<b>10581</b>	<b>6/15/2017</b>	<b>009493</b>		<b>STAPLES ADVANTAGE,</b>			<b>\$938.49</b>
001.0000.06.514.30.31.001			5/18/2017	3340263417	LG REPORT COVERS	9.30	
001.0000.06.514.30.31.001			5/13/2017	3339918605	LG DOCUMENT HOLDER, PLAQUES	41.08	
001.0000.02.512.50.31.001			5/19/2017	3340340772	MC INK CARTRIDGES, SORTER	229.33	
001.0000.99.518.40.31.001			5/20/2017	3340540621	ND PAPER, STAPLES	206.29	
001.0000.07.558.60.31.001			5/23/2017	3340720763	CD FOLDERS, STAPLES, FOLLOW-UP	12.87	
001.0000.07.558.60.31.001			5/16/2017	3340141373	CD CERTIFICATES	17.57	

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001.0000.07.558.60.31.001			5/17/2017	3340202596	CD LABELS, CD-R'S, CD/DVD'S	141.28	
001.0000.07.558.50.31.001			5/23/2017	3340720763	CD FOLDERS, STAPLES, FOLLOW-UP	280.77	
<b>10582</b>	<b>6/15/2017</b>	<b>009030</b>		<b>STERICYCLE INC,</b>			<b>\$10.36</b>
001.0000.15.521.10.41.001			5/31/2017	3003868608	PD 5/17 ON-CALL SVCS	10.36	
<b>10583</b>	<b>6/15/2017</b>	<b>007716</b>		<b>STRAND, DOUGLAS</b>			<b>\$135.90</b>
001.0000.15.521.40.43.001			6/14/2017	V6/03/17 MILEAGE	PD 6/7-6/9/17 NORCAN TRNG MILE	135.90	
<b>10584</b>	<b>6/15/2017</b>	<b>002458</b>		<b>SUMMIT LAW GROUP,</b>			<b>\$177.00</b>
001.0000.06.515.30.41.001			5/22/2017	84960	LG THRU 3/30/17 GEN'L LABOR SV	177.00	
<b>10585</b>	<b>6/15/2017</b>	<b>005033</b>		<b>SUNBELT RENTALS,</b>			<b>\$616.11</b>
001.0000.11.576.80.45.004			5/26/2017	69359543-001	PK 5/24/17 FORKLIFT RENTAL	616.11	
<b>10586</b>	<b>6/15/2017</b>	<b>006497</b>		<b>SYSTEMS FOR PUBLIC SAFETY,</b>			<b>\$22,344.42</b>
501.0000.51.521.10.48.005			5/23/2017	31294	PDFL OTHER	709.70	
501.0000.51.521.10.48.005			5/24/2017	31274	PDFL SUSPENSION	866.01	
501.0000.51.521.10.48.005			5/24/2017	31289	PDFL OIL CHANGE	78.08	
501.0000.51.521.10.48.005			5/31/2017	31354	PDFL ELECTRICAL	59.21	
501.0000.51.521.10.48.005			5/31/2017	31354	PDFL TIRE ROTATION	32.41	
501.0000.51.521.10.48.005			5/31/2017	31334	PDFL ROTATE TIRES	30.20	
501.0000.51.521.10.48.005			5/31/2017	31354	PDFL OTHER	309.08	
501.0000.51.521.10.48.005			5/31/2017	31323	PDFL SUSPENSION	2,871.87	
501.0000.51.521.10.48.005			5/24/2017	31246	PDFL OIL CHANGE	77.94	
501.0000.51.521.10.48.005			5/24/2017	31246	PDFL OTHER	27.74	
501.0000.51.521.10.48.005			5/24/2017	31302	PDFL OIL CHANGE	76.15	
501.0000.51.521.10.48.005			5/9/2017	31106	PDFL OIL CHANGE	80.86	
501.0000.51.521.10.48.005			5/16/2017	31226	PDFL ELECTRIC	27.06	
501.0000.51.521.10.48.005			5/16/2017	31252	PDFL OIL CHANGE	284.23	
501.0000.51.521.10.48.005			5/16/2017	31239	PDFL WIPERS	27.79	
501.0000.51.521.10.48.005			5/16/2017	31229	PDFL BRAKES	798.41	
501.0000.51.521.10.48.005			5/16/2017	31239	PDFL OIL CHANGE	76.03	
501.0000.51.521.10.48.005			5/24/2017	31274	PDFL OIL CHANGE	74.79	
501.0000.51.521.10.48.005			5/24/2017	31285	PDFL OIL CHANGE	78.02	
501.0000.51.521.10.48.005			5/24/2017	31285	PDFL BATTERY	353.85	
501.0000.51.521.10.48.005			5/24/2017	31245	PDFL OIL CHANGE	166.55	
501.0000.51.521.10.48.005			5/24/2017	31245	PDFL OTHER	345.10	
501.0000.51.521.10.48.005			5/24/2017	31304	PDFL OIL CHANGE	78.75	

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501.0000.51.521.10.48.005			5/24/2017	31304	PDFL BRAKES	512.87	
501.0000.51.521.10.48.005			4/13/2017	31010	PDFL BATTERY	200.53	
501.0000.51.521.10.48.005			5/31/2017	31323	PDFL ALIGNMENT	97.07	
501.0000.51.521.10.48.005			5/31/2017	31364	PDFL OIL CHANGE	149.58	
501.0000.51.521.10.48.005			5/31/2017	31364	PDFL SAFETY INSPECTION	168.18	
501.0000.51.521.10.48.005			5/16/2017	31225	PDFL BATTERY	259.91	
501.0000.51.521.10.48.005			5/16/2017	31260	PDFL OIL CHANGE	76.56	
501.0000.51.521.10.48.005			5/31/2017	31323	PDFL OTHER	12.68	
501.0000.51.521.10.48.005			5/16/2017	31151	PDFL ELECTRIC	42.93	
501.0000.51.521.10.48.005			5/24/2017	31330	PDFL TIRE	49.05	
501.0000.51.521.10.48.005			5/16/2017	31244	PDFL OIL CHANGE	76.10	
501.0000.51.521.10.48.005			5/24/2017	31304	PDFL ELECTRICAL	90.88	
501.0000.51.521.10.48.005			5/31/2017	31334	PDFL ELECTRICAL	30.83	
501.0000.51.521.10.48.005			5/31/2017	31364	PDFL WIPERS	47.75	
501.0000.51.521.10.48.005			5/24/2017	31285	PDFL ELECTRICAL	158.46	
501.0000.51.521.10.48.005			5/16/2017	31229	PDFL BATTERY	452.99	
501.0000.51.521.10.48.005			5/24/2017	31324	PDFL OTHER	49.05	
501.0000.51.521.10.48.005			5/9/2017	31106	PDFL ENGINE	1,354.10	
501.0000.51.521.10.48.005			6/2/2017	31310	PDFL OIL CHANGE	78.08	
501.0000.51.521.10.48.005			5/16/2017	31222	PDFL A/C	343.06	
501.0000.51.521.10.48.005			5/16/2017	31230	PDFL OTHER	2.50	
501.0000.51.521.10.48.005			5/16/2017	31252	PDFL OTHER	296.35	
501.0000.51.521.10.48.005			5/16/2017	31200	PDFL OTHER	49.05	
501.0000.51.521.10.48.005			5/16/2017	31244	PDFL OTHER	30.56	
501.0000.51.521.10.48.005			5/16/2017	31260	PDFL OTHER	49.72	
501.0000.51.521.10.48.005			5/24/2017	31304	PDFL ROTATE TIRES	32.41	
501.0000.51.521.10.48.005			5/24/2017	31311	PDFL A/C	49.05	
501.0000.51.521.10.48.005			5/16/2017	31222	PDFL OIL CHANGE	84.55	
501.0000.51.521.10.48.005			5/16/2017	31252	PDFL WIPERS	32.63	
501.0000.51.521.10.48.005			5/31/2017	31354	PDFL OIL CHANGE	77.94	
501.0000.51.521.10.48.005			5/31/2017	31354	PDFL BRAKE	454.47	
501.0000.51.521.10.48.005			5/18/2017	31292	PDFL TIRE REPAIR	29.43	
501.0000.51.521.10.48.005			5/31/2017	31334	PDFL OIL CHANGE	75.73	
501.0000.51.521.10.48.005			5/24/2017	31246	PDFL BRAKES	470.86	
501.0000.51.521.10.48.005			5/24/2017	31316	PDFL A/C	599.69	
501.0000.51.521.10.48.005			5/24/2017	31274	PDFL ALIGNMENT	100.72	
501.0000.51.521.10.48.005			5/31/2017	31323	PDFL OIL CHANGE	82.87	
501.0000.51.521.10.48.005			5/31/2017	31323	PDFL TIRES	119.05	

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501.0000.51.521.10.48.005			5/24/2017	31246	PDFL EQUIPMENT	985.23	
501.0000.51.521.10.48.005			5/24/2017	31245	PDFL SAFETY INSPECTION	255.88	
501.0000.51.521.10.48.005			5/24/2017	31245	PDFL TIRES	677.25	
501.0000.51.521.10.48.005			5/24/2017	31246	PDFL TIRE REPAIR	69.78	
501.0000.51.521.10.48.005			5/24/2017	31249	PDFL ELECTRIC	126.69	
501.0000.51.521.10.48.005			5/24/2017	31273	PDFL EQUIPMENT	1,007.87	
501.0000.51.521.10.48.005			4/13/2017	31010	PDFL BRAKES	468.50	
501.0000.51.521.10.48.005			5/15/2017	31037	PDFL TIRES	675.52	
501.0000.51.521.10.48.005			5/15/2017	31041	PDFL ELECTRIC	309.78	
501.0000.51.521.10.48.005			5/16/2017	31225	PDFL WIPERS	24.06	
501.0000.51.521.10.48.005			5/24/2017	31298	PDFL OIL CHANGE	77.24	
501.0000.51.521.10.48.005			5/31/2017	31364	PDFL ELECTRICAL	29.33	
501.0000.51.521.10.48.005			5/24/2017	31285	PDFL ENGINE WORK	461.48	
501.0000.51.521.10.48.005			5/24/2017	31285	PDFL OTHER	27.01	
501.0000.51.521.10.48.005			5/9/2017	31106	PDFL ALIGNMENT	100.72	
501.0000.51.521.10.48.005			5/24/2017	31245	PDFL BRAKES	795.83	
501.0000.51.521.10.48.005			5/24/2017	31285	PDFL BRAKES	418.90	
501.0000.51.521.10.48.005			5/16/2017	31223	PDFL A/C	122.60	
501.0000.51.521.10.48.005			5/16/2017	31263	PDFL WIPERS	18.77	
501.0000.51.521.10.48.005			5/16/2017	31230	PDFL OIL CHANGE	75.41	
501.0000.51.521.10.48.005			5/16/2017	31229	PDFL OIL CHANGE	79.85	
501.0000.51.521.10.48.005			5/16/2017	31229	PDFL BATTERY	98.90	
501.0000.51.521.10.48.005			5/24/2017	31245	PDFL WIPERS	28.98	
501.0000.51.521.10.48.005			5/24/2017	31304	PDFL DIAGNOSTIC	121.15	
501.0000.51.521.10.48.005			4/13/2017	31010	PDFL OIL CHANGE	191.33	
180.0000.15.521.21.48.001			5/16/2017	31242	PDFL A/C	35.33	
180.0000.15.521.21.48.001			5/16/2017	31242	PDFL OIL CHANGE	79.70	
180.0000.15.521.21.48.001			5/16/2017	31242	PDFL STARTER	563.26	
<b>10587</b>	<b>6/15/2017</b>	<b>000540</b>		<b>TACOMA RUBBER STAMP,</b>			<b>\$60.61</b>
190.0001.52.559.31.31.001			5/18/2017	I-594552-1	CDBG STAMPS	60.61	
<b>10588</b>	<b>6/15/2017</b>	<b>011598</b>		<b>TIERRA RIGHT OF WAY SVCS LTD,</b>			<b>\$2,243.32</b>
302.0048.21.595.14.41.001			2/28/2017	17-0114	PWCP AG 2016-197 02/17 LAKEVIE	1,149.43	
302.0048.21.595.14.41.001			4/30/2017	17-0352	PWCP AG 2016-197 04/17 LAKEVIE	785.62	
302.0048.21.595.14.41.001			5/31/2017	17-0401	PWCP AG 2016-197 05/17 LAKEVIE	308.27	
<b>10589</b>	<b>6/15/2017</b>	<b>008186</b>		<b>TRCVB,</b>			<b>\$4,930.47</b>
104.0015.01.557.30.41.001			5/31/2017	LAKWOOD 2017-05	HM AG 2017-016 05/17 LODGING T	4,930.47	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
<b>10590</b>	<b>6/15/2017</b>	<b>007885</b>		<b>ULINE, INC,</b>			<b>\$426.57</b>
001.0000.15.521.80.31.001			5/15/2017	86996452	PD WHITE INKJET DVD-R	213.29	
001.0000.15.521.21.31.001			5/15/2017	86996452	PD WHITE INKJET DVD-R	213.28	
<b>10591</b>	<b>6/15/2017</b>	<b>009372</b>		<b>VENTEK INTERNATIONAL,</b>			<b>\$109.75</b>
503.0000.04.518.80.42.001			6/1/2017	106144	IT 05/17 FT. STEIL PK SERVER H	109.75	
<b>10592</b>	<b>6/15/2017</b>	<b>000593</b>		<b>WASHINGTON STATE TREASURER,</b>			<b>\$84,689.34</b>
001.0000.02.237.10.00.003			6/12/2017	5/17 COURT REMIT	NC 5/17 COURT REMIT	16,231.33	
001.0000.02.237.10.00.008			6/12/2017	5/17 COURT REMIT	NC 5/17 COURT REMIT	6,204.40	
001.0000.02.237.10.00.006			6/12/2017	5/17 COURT REMIT	NC 5/17 COURT REMIT	7,519.16	
001.0000.02.237.30.00.000			6/12/2017	5/17 COURT REMIT	NC 5/17 COURT REMIT	135.28	
001.0000.02.237.10.00.009			6/12/2017	5/17 COURT REMIT	NC 5/17 COURT REMIT	1,119.42	
001.0000.02.386.89.14.001			6/12/2017	5/17 COURT REMIT	NC 5/17 COURT REMIT	18.82	
001.0000.02.386.89.16.001			6/12/2017	5/17 COURT REMIT	NC 5/17 COURT REMIT	126.28	
001.0000.02.237.10.00.001			6/12/2017	5/17 COURT REMIT	NC 5/17 COURT REMIT	18,824.26	
001.0000.02.386.89.15.001			6/12/2017	5/17 COURT REMIT	NC 5/17 COURT REMIT	22.26	
001.0000.02.237.10.00.002			6/12/2017	5/17 COURT REMIT	NC 5/17 COURT REMIT	31,372.63	
001.0000.02.237.10.00.007			6/12/2017	5/17 COURT REMIT	NC 5/17 COURT REMIT	3,115.50	
<b>10593</b>	<b>6/15/2017</b>	<b>000607</b>		<b>WRIGHT, DEANA</b>			<b>\$166.92</b>
001.0000.02.512.50.43.003			6/5/2017	T5/09/17 MILEAGE	MC 5/21-5/24/17 DMCMA CONF. MI	166.92	
<b>10594</b>	<b>6/15/2017</b>	<b>005150</b>		<b>ZARO, MICHAEL</b>			<b>\$102.78</b>
501.0000.51.521.10.32.001			6/12/2017	05/21-05/21/17 GAS	PDFL ZARO GAS WASPC CONF 5/22-	102.78	
<b>86655</b>	<b>5/31/2017</b>	<b>011093</b>		<b>ABRA AUTO BODY &amp; GLASS,</b>			<b>\$830.66</b>
504.0000.09.518.39.48.001			4/21/2017	8198	RM C# 2017-0034 REPAIRS	830.66	
<b>86656</b>	<b>5/31/2017</b>	<b>011290</b>		<b>AEROSTICH,</b>			<b>\$1,505.00</b>
001.0000.15.521.70.31.008			1/19/2017	22777	PD BUTTS JACKETS, PANTS	1,505.00	
<b>86657</b>	<b>5/31/2017</b>	<b>002293</b>		<b>AHBL INC,</b>			<b>\$1,260.00</b>
001.0000.06.515.30.41.001			4/30/2017	102541	LG 3/26-4/25/17 TOPO SURVEYS	1,260.00	
<b>86658</b>	<b>5/31/2017</b>	<b>010449</b>		<b>AUSTIN POWDER CO,</b>			<b>\$577.81</b>
001.0000.15.521.26.31.001			5/1/2017	1889703	PD DETONAORS	577.81	



Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
<b>86659</b>	<b>5/31/2017</b>		<b>010527</b>	<b>BEHAVIORAL MEDICINE &amp;</b>			<b>\$320.00</b>
001.0000.15.521.10.41.001			5/8/2017	7294 02/10/17	PD 02/10/17 MOORE SVCS	160.00	
001.0000.15.521.10.41.001			5/8/2017	7294 05/08/17	PD 05/08/17 MOORE SVCS	160.00	
<b>86660</b>	<b>5/31/2017</b>		<b>010102</b>	<b>BEST PARKING LOT CLEANING INC,</b>			<b>\$1,589.55</b>
401.0000.11.531.10.48.001			4/30/2017	155515	PWSW 4/17 CLEAN CH PARKING LOT	136.05	
401.0000.11.531.10.48.001			4/30/2017	155572	PWSW 4/17 CITY STREET SWEEPING	1,453.50	
<b>86661</b>	<b>5/31/2017</b>		<b>005965</b>	<b>BUILDERS EXCHANGE OF,</b>			<b>\$45.15</b>
302.0005.21.595.30.44.001			5/5/2017	1054620	PWCP PUBLISH PROJECTS ONLINE	45.00	
302.0008.21.595.30.44.001			5/5/2017	1054620	PWCP PUBLISH PROJECTS ONLINE	0.15	
<b>86662</b>	<b>5/31/2017</b>		<b>011103</b>	<b>C.A.S.T FOR KIDS FOUNDATION,</b>			<b>\$1,125.00</b>
001.0000.11.571.20.31.050			5/18/2017	794	PK ROD/REEL COMBOS FISH	1,125.00	
<b>86663</b>	<b>5/31/2017</b>		<b>011030</b>	<b>CASCADE PRINT MEDIA INC,</b>			<b>\$643.37</b>
001.0000.99.518.40.31.001			5/15/2017	17-52580	ND SUPPLIES	643.37	
<b>86664</b>	<b>5/31/2017</b>		<b>011656</b>	<b>CBS RADIO STATIONS INCE,</b>			<b>\$5,000.00</b>
104.0011.01.557.30.41.001			5/24/2017	SUMMERFEST 2017	HM AG 2017-103 SUMMERFEST 2017	5,000.00	
<b>86665</b>	<b>5/31/2017</b>		<b>006493</b>	<b>CH2O INC,</b>			<b>\$963.73</b>
502.0000.17.518.35.41.001			5/18/2017	255952	PKFC 5/17 QTRLY LABOR	312.73	
502.0000.17.518.35.41.001			5/16/2017	255885	PKFC HYDRO-LOOP TREATMENT	651.00	
<b>86666</b>	<b>5/31/2017</b>		<b>011436</b>	<b>CHRISTINE, SARAH</b>			<b>\$200.00</b>
104.0010.01.557.30.41.001			5/30/2017	06/06/17 FARMERS MKT	HM AG 2017-122 6/6/17 FARMERS	200.00	
<b>86667</b>	<b>5/31/2017</b>		<b>003948</b>	<b>COMCAST CORPORATION,</b>			<b>\$800.00</b>
503.0000.04.518.80.42.001			5/1/2017	52792686	IT 5/17 ETHERNET INTERNET SVCS	800.00	
<b>86668</b>	<b>5/31/2017</b>		<b>003948</b>	<b>COMCAST CORPORATION,</b>			<b>\$721.97</b>
180.0000.15.521.21.42.001			5/6/2017	8498 30 099 0003937	PD 05/16-06/15/17 TLSO TELCOM	279.80	
503.0000.04.518.80.42.001			5/15/2017	8498 35 011 2205662	IT 5/25-6/24/17 PHONE SVCS	442.17	
<b>86669</b>	<b>5/31/2017</b>		<b>010713</b>	<b>CXTEC,</b>			<b>\$234.36</b>
503.0000.04.518.80.35.001			5/22/2017	6880067	IT PLANTRONICS CONVERTIBLE	234.36	
<b>86670</b>	<b>5/31/2017</b>		<b>009472</b>	<b>DISH NETWORK LLC,</b>			<b>\$456.82</b>

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
503.0000.04.518.80.42.001			5/4/2017	8255 7070 8168 1616	IT 5/16-6/15/17 PD TV/HD RECEI	456.82	
<b>86671</b>	<b>5/31/2017</b>	<b>010425</b>		<b>DOYLE PRINTING COMPANY,</b>			<b>\$158.26</b>
001.0000.15.521.10.49.005			5/16/2017	58277	PD BUSINESS CARDS - TENNEY, SE	158.26	
<b>86672</b>	<b>5/31/2017</b>	<b>000159</b>		<b>EMPLOYMENT SECURITY DEPT,</b>			<b>\$15.50</b>
001.0000.06.515.30.51.001			5/18/2017	17-024654-RDU-A5	LG HOPWOOD WORK HISTORY RESEAR	15.50	
<b>86673</b>	<b>5/31/2017</b>	<b>001716</b>		<b>FENCE SPECIALISTS INC,</b>			<b>\$2,033.15</b>
101.0000.11.542.70.41.001			4/21/2017	0032066	PKST REPAIR FENCE	2,033.15	
<b>86674</b>	<b>5/31/2017</b>	<b>007509</b>		<b>FRANCISCAN OCCUPATIONAL HEALTH,</b>			<b>\$1,605.00</b>
001.0000.11.576.80.41.001			5/1/2017	7915	PK 05/17 PHYSICAL PREPLACEMENT	210.00	
001.0000.15.521.10.41.001			5/1/2017	7915	PD RESPIRATOR QUESTIONNAIRE NO	35.00	
001.0000.15.521.10.41.001			5/1/2017	7915	PD PHYSICAL LUTTRULL, SHETH, W	1,360.00	
<b>86675</b>	<b>5/31/2017</b>	<b>005398</b>		<b>GLOBAL SECURITY &amp;</b>			<b>\$119.85</b>
101.0000.11.543.50.41.001			5/1/2017	4266702	PKST 5/1-7/31/17 8902 MEADOW R	119.85	
<b>86676</b>	<b>5/31/2017</b>	<b>010658</b>		<b>GOOD TO GO,</b>			<b>\$7.00</b>
001.0000.15.521.22.43.001			5/11/2017	TB-171292259	PD 5/11-5/29/17 CASE#15-10-056	7.00	
<b>86677</b>	<b>5/31/2017</b>	<b>011611</b>		<b>HENRY SCHEIN INC,</b>			<b>\$290.55</b>
195.0016.15.521.30.31.001			5/5/2017	41425554	PD ECLIPSE NEEDLES/MASKS/SAFET	290.55	
<b>86678</b>	<b>5/31/2017</b>	<b>011450</b>		<b>HOPKINS, JEANNE</b>			<b>\$100.00</b>
104.0010.01.557.30.41.001			5/30/2017	06/13/17 FARMERS MKT	HM AG 2017-114 6/13/17 FARMERS	100.00	
<b>86679</b>	<b>5/31/2017</b>	<b>010950</b>		<b>INSLEE,BEST,DOEZIE &amp;RYDER P.S.,</b>			<b>\$7,252.23</b>
302.0012.21.595.15.41.001			5/5/2017	225962	PWCP THRU 4/30/17 JASMIN CONDE	84.00	
302.0012.21.595.15.41.001			5/5/2017	225963	PWCP THRU 4/30/17 HO & SUK CON	168.00	
302.0012.21.595.20.41.049			4/7/2017	225247	PWCP THRU 3/31/17 HO & SUK CON	415.50	
302.0012.21.595.20.41.049			4/7/2017	225246	PWCP THRU 3/31/17 JASMIN CONDE	463.50	
001.0000.06.515.30.41.001			5/5/2017	225961	LG THRU 4/30/17 LAKELAND SURPL	6,073.08	
001.0000.06.515.30.41.001			5/5/2017	225964	LG THRU 4/30/17 PIERCE CO LIBR	48.15	
<b>86680</b>	<b>5/31/2017</b>	<b>007435</b>		<b>INTEGRA TELECOM HOLDINGS INC,</b>			<b>\$717.53</b>
503.0000.04.518.80.42.001			5/8/2017	14643431	IT 5/8-6/7/17 PHONE SVCS	717.53	

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<b>86681</b>	<b>5/31/2017</b>		<b>011106</b>	<b>J &amp; J AUTOBODY REPAIR INC.,</b>			<b>\$1,240.77</b>
504.0000.09.518.35.48.001			5/11/2017	26400	RM C# 2017-0049 REPAIRS	1,240.77	
<b>86682</b>	<b>5/31/2017</b>		<b>010851</b>	<b>KENWORTH NORTHWEST INC,</b>			<b>\$27.44</b>
501.0000.51.548.79.48.005			5/2/2017	L88207	PKFL OTHER	27.44	
<b>86683</b>	<b>5/31/2017</b>		<b>011676</b>	<b>LAKES TRUCK COLLISION INC,</b>			<b>\$1,670.66</b>
501.0000.51.548.79.48.005			5/4/2017	N116	PKFL ELECTRIC	1,670.66	
<b>86684</b>	<b>5/31/2017</b>		<b>008414</b>	<b>LAKWOOD FORD,</b>			<b>\$47.96</b>
501.0000.51.548.79.48.005			5/11/2017	LCCS408398	PKFL OIL CHANGE	47.96	
<b>86685</b>	<b>5/31/2017</b>		<b>000300</b>	<b>LAKWOOD WATER DISTRICT,</b>			<b>\$1,055.82</b>
101.0000.11.542.70.47.001			5/11/2017	11047-75741 05/11/17	PKST 3/3-5/3/17 MEADOW RD SW &	35.53	
101.0000.11.542.70.47.001			5/16/2017	16713-75740 05/16/17	PKST 3/8-5/7/17 0 59TH & MAIN	57.75	
101.0000.11.542.70.47.001			5/11/2017	11045-75741 05/11/17	PKST 3/3-5/3/17 ARDMORE & STEI	38.31	
101.0000.11.542.70.47.001			5/16/2017	26572-75741 05/16/17	PKST 3/8-5/7/17 10000 GRVLY &	38.31	
101.0000.11.542.70.47.001			5/16/2017	26638-75741 05/16/17	PKST 3/4-5/4/17 ISL GRV LK & V	35.53	
101.0000.11.542.70.47.001			5/16/2017	26996-75741 05/16/17	PKST 3/4-5/4/17 PAC HWY SW S/S	38.31	
101.0000.11.542.70.47.001			5/16/2017	13641-75741 05/16/17	PKST 3/4-5/4/17 GLD & NYANZA S	38.31	
101.0000.11.542.70.47.001			5/16/2017	26756-75741 05/16/17	PKST 3/4-5/4/17 SE CO BP & PAC	35.53	
101.0000.11.542.70.47.001			5/16/2017	15034-75741 05/16/17	PKST 3/4-5/4/17 SW CRNR BP & P	35.53	
101.0000.11.542.70.47.001			5/16/2017	16302-75741 05/16/17	PKST 3/8-5/7/17 GLD & 112TH S/	38.31	
101.0000.11.542.70.47.001			5/16/2017	26997-75741 05/16/17	PKST 3/4-5/4/17 PAC HWY SW S/S	38.31	
101.0000.11.542.70.47.001			5/11/2017	11046-75741 05/11/17	PKST 3/3-5/3/17 STEIL & ARDMOR	35.53	
101.0000.11.542.70.47.001			5/16/2017	13318-75741 05/16/17	PKST 3/4-5/4/17 WA BLVD GLD S/	38.31	
001.0000.11.576.80.47.001			5/16/2017	15036-75741 5/17	PK 3/4-5/4/17 SPRINGBROOK PK S	236.34	
502.0000.17.518.35.47.001			5/16/2017	16706-75740 05/16/17	PKFC 3/8-5/7/17 6000 MAIN ST S	38.31	
502.0000.17.518.35.47.001			5/16/2017	16702-75740 05/16/17	PKFC 3/8-5/7/17 6000 MAIN ST S	219.85	
502.0000.17.518.35.47.001			5/16/2017	16699-75741 05/16/17	PKFC 3/8-5/7/17 6000 MAIN ST S	57.75	
<b>86686</b>	<b>5/31/2017</b>		<b>004680</b>	<b>LANGUAGE LINE SERVICES,</b>			<b>\$27.03</b>
001.0000.02.512.51.49.009			4/30/2017	4061774	MC 04/17 INTERPRETER SVCS	27.03	
<b>86687</b>	<b>5/31/2017</b>		<b>011263</b>	<b>LAW OFFICES OF MATTHEW RUSNAK,</b>			<b>\$1,000.00</b>
001.0000.02.512.51.41.035			5/10/2017	139	MC RUSH, LATOYA I5L000356, I4L	1,000.00	
<b>86688</b>	<b>5/31/2017</b>		<b>005685</b>	<b>LEMAY MOBILE SHREDDING,</b>			<b>\$362.67</b>
001.0000.15.521.10.41.001			5/1/2017	4517495	PD 4/17 SHREDDING SVCS	362.67	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
<b>86689</b>	<b>5/31/2017</b>	<b>000309</b>		<b>LES SCHWAB TIRE CENTER,</b>			<b>\$1,869.98</b>
501.0000.51.548.79.48.005			4/18/2017	30500398510	PKFL BRAKE SVCS	1,039.11	
501.0000.51.548.79.48.005			2/16/2017	30500386206	PKFL OTHER	567.22	
501.0000.51.548.79.48.005			2/4/2017	30500384202	PKFL TIRE REPAIR	107.21	
501.0000.51.548.79.48.005			3/10/2017	30500390823	PKFL OTHER	156.44	
<b>86690</b>	<b>5/31/2017</b>	<b>004073</b>		<b>MACDONALD-MILLER FACILITY SOL,</b>			<b>\$2,493.63</b>
502.0000.17.518.35.41.001			5/1/2017	PM065553	PKFC CH MECHANICAL MAINT BILLI	1,679.27	
502.0000.17.521.50.41.001			5/1/2017	PM065554	PKFC QTRLY PD MECHANICAL MAINT	814.36	
<b>86691</b>	<b>5/31/2017</b>	<b>000360</b>		<b>NEWS TRIBUNE,</b>			<b>\$6,661.36</b>
191.0000.01.559.20.44.001			3/28/2017	2996997	CDBG NOTICE OF INTENT TO REQUE	116.76	
191.0000.01.559.20.44.001			3/28/2017	2996997	CDBG NOTICE OF INTENT TO REQUE	116.75	
191.0000.01.559.20.44.001			3/28/2017	2996997	CDBG NOTICE OF INTENT TO REQUE	116.75	
191.0000.01.559.20.44.001			3/28/2017	2996997	CDBG NOTICE OF INTENT TO REQUE	116.75	
302.0005.21.595.30.44.001			3/28/2017	2997054	PW AD FOR BIDS	912.47	
001.0000.15.521.91.44.001			3/30/2017	3002716	PD IN COMPLIANCE WITH RCW	63.37	
001.0000.15.521.91.44.001			4/13/2017	3025383	PD IN COMPLIANCE WITH RCW	68.73	
001.0000.07.558.60.44.001			4/20/2017	3035430	CD NOTICE OF APPL OF HOME OCCU	111.61	
001.0000.07.558.60.44.001			4/6/2017	3013344	CD NOTICE OF APPL OF HOME OCCU	106.25	
001.0000.07.558.60.44.001			4/7/2017	3011271	CD REQUEST FOR PROPOSALS	380.19	
001.0000.07.558.60.44.001			4/20/2017	3035422	CD NOTICE OF APPLICATION	425.77	
302.0064.21.595.12.44.001			4/20/2017	3033616	LG RESOLUTION 2017-08	1,623.71	
001.0000.11.571.20.41.082			4/20/2017	3033665	PKRC REQ FOR BID CUSTODIAL SVC	109.53	
302.0024.21.595.17.44.001			4/3/2017	3000015	PW DESIGN ENG SVCS	1,199.21	
001.0000.06.514.30.44.001			3/30/2017	2998251	LG NOTICE OF PUBLIC HEARING	312.15	
001.0000.06.514.30.44.001			4/20/2017	3033632	LG ORD 667	172.21	
001.0000.06.514.30.44.001			3/30/2017	2997966	LG NOTICE OF PUBLIC HEARING	211.37	
001.0000.06.514.30.44.001			4/6/2017	3012593	LG ORD 665	270.33	
001.0000.06.514.30.44.001			4/27/2017	3045514	LG NOTICE OF PUBLIC HEARING	227.45	
<b>86692</b>	<b>5/31/2017</b>	<b>000376</b>		<b>OFFICE DEPOT,</b>			<b>\$303.59</b>
192.0000.00.558.60.49.005			5/9/2017	2066722381	SSMP EOC PRINT FOLDER INSERTS,	225.27	
192.0000.00.558.60.31.001			5/3/2017	2068468448	SSMP EOC FOLDERS, STICKERS, NA	44.81	
192.0000.00.558.60.31.001			5/3/2017	2068468460	SSMP DVD DISKS FOR EOC VIDEO	33.51	
<b>86693</b>	<b>5/31/2017</b>	<b>009421</b>		<b>PACIFIC RIM TALENT,</b>			<b>\$14,700.00</b>
104.0011.01.557.30.41.001			5/24/2017	SUMMERFEST 2017	HM AG 2017-099 2017 SUMMERFEST	14,700.00	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
<b>86694</b>	<b>5/31/2017</b>	<b>006010</b>		<b>PETEK, PH.D., THOMAS</b>			<b>\$1,200.00</b>
001.0000.15.521.10.41.001			4/30/2017	9591	PD PSYCHOLOGICAL EVALS, LUTTRU	1,200.00	
<b>86695</b>	<b>5/31/2017</b>	<b>006117</b>		<b>PETTY CASH,</b>			<b>\$106.76</b>
001.0000.15.521.21.35.010			5/30/2017	PD 5/17 PETTY CASH	PD B. JOHNSON FOOT LOCKER, CAB	81.76	
001.0000.15.521.40.43.001			5/30/2017	PD 5/17 PETTY CASH	PD ZARO 4/20-4/23/17 IACP BAGG	25.00	
<b>86696</b>	<b>5/31/2017</b>	<b>010429</b>		<b>PMAM CORPORATION,</b>			<b>\$3,343.34</b>
001.0000.15.521.10.41.015			5/12/2017	20112354	PD 04/17 ALARM FEES	3,343.34	
<b>86697</b>	<b>5/31/2017</b>	<b>009757</b>		<b>PMI TRUCK BODIES INC,</b>			<b>\$741.12</b>
501.0000.51.548.79.31.006			5/17/2017	17563	PKFL OTHER	741.12	
<b>86698</b>	<b>5/31/2017</b>	<b>000445</b>		<b>PUGET SOUND ENERGY,</b>			<b>\$2,850.23</b>
502.0000.17.521.50.47.011			5/18/2017	200008745289 5/18/17	PKFC 4/17-5/17/17 9401 LKWD DR	1,084.01	
001.0000.11.576.81.47.005			5/22/2017	200001527551 5/17	PK 4/19-5/19/17 FT STEILACOOM	39.40	
502.0000.17.518.35.47.011			5/21/2017	200018357661 5/21/17	PKFC 4/18-5/18/17 6000 MAIN ST	1,324.76	
101.0000.11.542.64.47.005			5/22/2017	300000005037 5/22/17	PKST 3/30-4/30/17 GRVLY LK & V	402.06	
<b>86699</b>	<b>5/31/2017</b>	<b>010554</b>		<b>R&amp;D CONSTRUCTION,</b>			<b>\$8,352.40</b>
190.4001.52.559.32.41.001			5/10/2017	1059	CDBG MHRS-10 ANDERSON HOOK TO	8,352.40	
<b>86700</b>	<b>5/31/2017</b>	<b>005342</b>		<b>RAINIER LIGHTING &amp; ELECTRICAL,</b>			<b>\$27.48</b>
502.0000.17.518.35.35.001			4/27/2017	386150-1	PKFC SOCKET DRIVE	27.48	
<b>86701</b>	<b>5/31/2017</b>	<b>000473</b>		<b>ROBBLEE'S TOTAL SECURITY INC,</b>			<b>\$613.26</b>
001.0000.11.576.80.31.001			5/9/2017	97734	PKFC AMR556125542 PDLK 5561KA	613.26	
<b>86702</b>	<b>5/31/2017</b>	<b>002459</b>		<b>SECRETARY OF STATE-IMAGING,</b>			<b>\$2,073.58</b>
001.0000.06.514.30.41.001			4/30/2017	00007727	LG 4/30/17 SCANNING, DIGITAL M	2,073.58	
<b>86703</b>	<b>5/31/2017</b>	<b>009943</b>		<b>SPECIAL ASPHALT PRODUCTS INC,</b>			<b>\$9,756.21</b>
302.0005.21.595.30.31.030			4/25/2017	INVC073659	PWCP/PKST ASPHALT	5,853.72	
101.0000.11.542.30.31.030			4/25/2017	INVC073659	PWCP/PKST ASPHALT	3,902.49	
<b>86704</b>	<b>5/31/2017</b>	<b>010954</b>		<b>SPECTRA LABORATORIES LLC,</b>			<b>\$233.98</b>
502.0000.17.521.50.41.001			4/25/2017	119439	PKFC GENERATOR FUEL TEST	233.98	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
<b>86705</b>	<b>5/31/2017</b>		<b>004721</b>	<b>SQUAD ROOM EMBLEMS,</b>			<b>\$1,331.90</b>
001.0000.15.521.22.31.008			5/2/2017	3/01/17	PD BADGES	885.28	
001.0000.15.521.40.31.008			4/28/2017	3/23/17	PD PATCHES, WINGED WHEEL, SHOU	446.62	
<b>86706</b>	<b>5/31/2017</b>		<b>000517</b>	<b>STATE AUDITOR'S OFFICE,</b>			<b>\$186.20</b>
001.0000.04.514.20.51.048			5/10/2017	L120060	FN 04/17 AUDIT SERVICES	186.20	
<b>86707</b>	<b>5/31/2017</b>		<b>002667</b>	<b>TACOMA TOWING LLC,</b>			<b>\$153.51</b>
001.0000.15.521.10.41.070			5/15/2017	227416	PD 5/15/17 TOWING SVCS	76.93	
001.0000.15.521.10.41.070			4/2/2017	226634	PD 4/2/17 TOWING SVCS	76.58	
<b>86708</b>	<b>5/31/2017</b>		<b>011127</b>	<b>US BANK VOYAGER FLEET SYSTEMS,</b>			<b>\$1,058.83</b>
501.0000.51.548.79.32.001			5/1/2017	869343012718	PDFL/PKFL 4/17 FUEL	345.52	
501.0000.51.548.79.32.002			5/1/2017	869343012718	PDFL/PKFL 4/17 FUEL	189.49	
501.0000.51.521.10.32.001			5/1/2017	869343012718	PDFL/PKFL 4/17 FUEL	523.82	
<b>86709</b>	<b>5/31/2017</b>		<b>002509</b>	<b>VERIZON WIRELESS,</b>			<b>\$7,073.64</b>
503.0000.04.518.80.42.001			4/26/2017	9784707537	IT 3/24-4/26/17 PD PHONE SVCS	6,080.19	
180.0000.15.521.21.42.001			4/26/2017	9784707537	IT 3/24-4/26/17 PD PHONE SVCS	993.45	
<b>86710</b>	<b>5/31/2017</b>		<b>002509</b>	<b>VERIZON WIRELESS,</b>			<b>\$1,197.96</b>
501.9999.51.594.48.64.005			4/20/2017	INV12723572	PKFL ADD ON EQUIPMENT	1,197.96	
<b>86711</b>	<b>5/31/2017</b>		<b>006765</b>	<b>W.S.L.E.F.I.A.,</b>			<b>\$100.00</b>
001.0000.15.521.40.49.003			5/19/2017	V7/04/17 REG.	PD 7/11/7/14/17 WSLEFIA CONF.	100.00	
<b>86712</b>	<b>5/31/2017</b>		<b>011595</b>	<b>WALTER E NELSON CO,</b>			<b>\$1,537.50</b>
502.0000.17.518.30.31.001			5/3/2017	595911	PKFC ENMOTION ROLL TOWELS, TIS	1,198.91	
502.0000.17.518.30.31.001			5/2/2017	595912	PKFC ENMOTION ROLL TOWELS, 2 P	338.59	
<b>86713</b>	<b>5/31/2017</b>		<b>000598</b>	<b>WATER MANAGEMENT LABORATORIES,</b>			<b>\$1,582.00</b>
401.0000.41.531.10.41.001			5/18/2017	158651	PWCW 5/8/17 WATER SAMPLING	1,582.00	
<b>86714</b>	<b>5/31/2017</b>		<b>010239</b>	<b>WEST PIERCE FIRE &amp; RESCUE,</b>			<b>\$3,000.00</b>
001.0000.00.229.10.00.000			5/25/2017	05/25/17	FIRE & EMS (NISQUALLY TRIBE AG	3,000.00	
<b>86715</b>	<b>5/31/2017</b>		<b>006716</b>	<b>WESTERN SYSTEMS INC,</b>			<b>\$2,871.57</b>
101.0000.11.542.64.35.014			5/3/2017	0000032869	PKST PEDESTAL BASE, COLLAR ASS	2,871.57	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
<b>86716</b>	<b>5/31/2017</b>	<b>010601</b>		<b>WFG NATIONAL TITLE CO OF WA,</b>			<b>\$25.00</b>
102.0000.00.318.35.00.000			5/18/2017	4429906	ND REET SURCHARGE REFUND	12.50	
102.0000.00.318.34.00.000			5/18/2017	4429906	ND REET SURCHARGE REFUND	12.50	
<b>86717</b>	<b>5/31/2017</b>	<b>004697</b>		<b>WHISTLE WORKWEAR OF TACOMA,</b>			<b>\$188.26</b>
101.0000.11.544.90.31.008			5/2/2017	281587	PKST CUMMINS WORK BOOTS	188.26	
<b>86718</b>	<b>5/31/2017</b>	<b>005801</b>		<b>WSATI-NW CHAPTER,</b>			<b>\$160.00</b>
001.0000.15.521.40.49.003			5/22/2017	RODRIGUEZ 2017	PD RODRIGUEZ 9/18-9/22/17 AUTO	160.00	
<b>86719</b>	<b>5/31/2017</b>	<b>008553</b>		<b>ZONES INC,</b>			<b>\$368.46</b>
503.0000.04.518.80.35.030			5/10/2017	K06757990101	IT CANON IMAGE DOCUMENT SCANNE	368.46	
<b>86720</b>	<b>6/15/2017</b>	<b>010102</b>		<b>BEST PARKING LOT CLEANING INC,</b>			<b>\$418.26</b>
401.0000.11.531.10.48.001			5/31/2017	157644	PWSW 5/31/17 MAINT SHOP VACUUM	418.26	
<b>86721</b>	<b>6/15/2017</b>	<b>009770</b>		<b>BRUCE DEES &amp; ASSOCIATES,</b>			<b>\$3,500.00</b>
301.0010.11.594.76.41.001			6/5/2017	5931	PK AG 2016-211 FT STEIL. PARK	3,500.00	
<b>86722</b>	<b>6/15/2017</b>	<b>005962</b>		<b>CASCADE MOBILE MIX CONCRETE,</b>			<b>\$407.73</b>
301.0017.11.594.76.63.027			4/6/2017	34132	PKFC 1.5 YRDS CONCRETE	407.73	
301.0017.11.594.76.63.027			4/6/2017	34132	PKFC 1.5 YRDS CONCRETE	407.73	
301.0017.11.594.76.63.027			4/6/2017	34132	PKFC 1.5 YRDS CONCRETE	-407.73	
<b>86723</b>	<b>6/15/2017</b>	<b>011513</b>		<b>CATALYST WORKPLACE ACTIVATION,</b>			<b>\$18.31</b>
502.0000.17.518.30.31.001			6/1/2017	265885	PKFC SINGLE STAGE CYLINDER	18.31	
<b>86724</b>	<b>6/15/2017</b>	<b>000095</b>		<b>CHOUGH, KWANG S</b>			<b>\$501.40</b>
001.0000.02.512.51.49.009			6/12/2017	5/9-5/30/17	MC 5/9-5/30/17 INTERPRETER SVC	501.40	
<b>86725</b>	<b>6/15/2017</b>	<b>009191</b>		<b>CITY OF DUPONT,</b>			<b>\$10,059.47</b>
001.0000.02.229.10.00.003			6/12/2017	5/17 COURT REMIT	MC 5/17 COURT REMIT	10,059.47	
<b>86726</b>	<b>6/15/2017</b>	<b>006613</b>		<b>CITY OF UNIVERSITY PLACE,</b>			<b>\$5,144.36</b>
001.0000.02.229.10.00.001			6/12/2017	5/17 COURT REMIT	MC 5/17 COURT REMIT	5,144.36	
<b>86727</b>	<b>6/15/2017</b>	<b>011564</b>		<b>CODE PUBLISHING COMPANY,</b>			<b>\$120.62</b>
001.0000.06.514.30.41.001			5/18/2017	56496	LG 5/17/17 ELECTRONIC UPDATE O	120.62	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
<b>86728</b>	<b>6/15/2017</b>	<b>006085</b>		<b>COLUMBIA FORD,</b>			<b>\$31,595.62</b>
501.9999.51.594.21.64.005				3-H2028	PD PROMPT PMT DISCOUNT ON PO 0	-300.00	
501.9999.51.594.21.64.005			6/8/2017	3-H2028	PD 2017 FORD POLICE INTERCEPTO	29,424.00	
501.9999.51.594.21.64.005			6/8/2017	3-H2028	Sales Tax	2,471.62	
<b>86729</b>	<b>6/15/2017</b>	<b>003948</b>		<b>COMCAST CORPORATION,</b>			<b>\$800.00</b>
503.0000.04.518.80.42.001			6/1/2017	53682679	IT 06/17 ETHERNET INTERNET SVC	800.00	
<b>86730</b>	<b>6/15/2017</b>	<b>003948</b>		<b>COMCAST CORPORATION,</b>			<b>\$279.80</b>
180.0000.15.521.21.42.001			5/6/2017	8498 30 099 0003937	PD 05/16-06/15/17 TLSO TELCOM	279.80	
<b>86731</b>	<b>6/15/2017</b>	<b>011503</b>		<b>CONNIE POULSEN MANAGMENT,</b>			<b>\$1,500.00</b>
001.0000.09.518.10.41.010			5/28/2017	1723	HR 5/23/17 LEADING CHANGE WORK	1,500.00	
<b>86732</b>	<b>6/15/2017</b>	<b>005776</b>		<b>CROSS MATCH TECHNOLOGIES,</b>			<b>\$946.02</b>
503.0000.04.518.80.48.003			5/19/2017	10384	IT 51/17-4/30/18 PD CMT ADVANT	946.02	
<b>86733</b>	<b>6/15/2017</b>	<b>010540</b>		<b>DOWNHOME SOLUTIONS,</b>			<b>\$670.39</b>
190.0000.52.559.31.41.001			6/1/2017	5143	CDBG 7/1/17-6/30/18 ANNUAL SER	670.39	
<b>86734</b>	<b>6/15/2017</b>	<b>011690</b>		<b>EBBESEN, RANDY</b>			<b>\$30.00</b>
001.0101.11.347.30.06.001			6/12/2017	BOAT LAUNCH REFUND	PK 6/6/17 BOAT LAUNCH REFUND	13.65	
001.0101.11.347.30.06.001			6/12/2017	BOAT LAUNCH REFUND	PK 6/4/17 BOAT LAUNCH REFUND	13.65	
001.0000.00.229.10.00.005			6/12/2017	BOAT LAUNCH REFUND	PK 6/4/17 BOAT LAUNCH REFUND	1.35	
001.0000.00.229.10.00.005			6/12/2017	BOAT LAUNCH REFUND	PK 6/6/17 BOAT LAUNCH REFUND	1.35	
<b>86735</b>	<b>6/15/2017</b>	<b>000159</b>		<b>EMPLOYMENT SECURITY DEPT,</b>			<b>\$15.50</b>
001.0000.06.515.30.51.001			5/23/2017	17-026362-RDU-D5	LG JENNINGS WORK HISTORY RESEA	15.50	
<b>86736</b>	<b>6/15/2017</b>	<b>004710</b>		<b>EQUIFAX CREDIT NORTHWEST CORP,</b>			<b>\$109.79</b>
001.0000.15.521.10.41.001			5/17/2017	4280561	PD 5/17 SVC FEE	109.79	
<b>86737</b>	<b>6/15/2017</b>	<b>011599</b>		<b>EQUIPMENT EXPERTS INC,</b>			<b>\$2,957.50</b>
501.0000.51.548.79.48.005			5/25/2017	140004182	PKFL DIANGOSTIC SVCS	256.36	
501.0000.51.548.79.48.005			5/26/2017	14004253	PKFL REPLACED STARTER	1,411.40	
501.0000.51.548.79.48.005			5/26/2017	145001109	PKFL SAFETY INSPECTION, PM SVC	1,289.74	
<b>86738</b>	<b>6/15/2017</b>	<b>011326</b>		<b>EVERGREEN ID SYSTEMS LLC,</b>			<b>\$104.02</b>
001.0000.09.518.10.31.001			5/24/2017	10481	HR RIBBON CARTRIDGE	104.02	



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<b>86739</b>	<b>6/15/2017</b>	<b>000166</b>		<b>FEDERAL EXPRESS,</b>			<b>\$172.12</b>
001.0000.99.518.40.42.002			6/2/2017	5-821-54118	ND 5/24-5/25/17 SHIPPING & HAN	69.84	
001.0000.99.518.40.42.002			6/9/2017	5-829-60785	ND 5/26/17 SHIPPING & HANDLING	42.98	
001.0000.99.518.40.42.002			5/26/2017	5-814-80418	ND SHIPPING & HANDLING CHARGES	59.30	
<b>86740</b>	<b>6/15/2017</b>	<b>001716</b>		<b>FENCE SPECIALISTS INC,</b>			<b>\$2,346.48</b>
001.0000.11.576.80.41.001			5/31/2017	0032497	PK INSTALL FENCE AT BOAT LAUNC	2,258.45	
301.0001.11.594.76.31.001			6/8/2017	0032565	PK TENSION BAND	88.03	
<b>86741</b>	<b>6/15/2017</b>	<b>011009</b>		<b>FIDALGO BAY CONSTRUCTION LLC,</b>			<b>\$23,621.92</b>
105.0000.00.223.40.00.000			5/18/2017	372B	CD AG 2017-096 RELEASE RETAINA	13,435.28	
105.0000.00.223.40.00.000			5/12/2017	374	CD AG 2017-097 RETAINAGE	-9,314.03	
105.0001.07.559.20.41.001			5/18/2017	372B	CD AG 2017-096 DEMO 8809 FRANC	872.61	
105.0001.07.559.20.41.001			5/12/2017	374	CD AG 2017-097 DEMO 11618 PAC	18,628.06	
<b>86742</b>	<b>6/15/2017</b>	<b>007509</b>		<b>FRANCISCAN OCCUPATIONAL HEALTH,</b>			<b>\$645.00</b>
001.0000.11.576.80.41.001			6/1/2017	8071	PK 5/2-5/15/17 PHYSICAL FOR EA	315.00	
101.0000.11.544.90.41.001			6/1/2017	8071	PKST 5/1-5/10/17 PHYSICAL FOR	330.00	
<b>86743</b>	<b>6/15/2017</b>	<b>000197</b>		<b>GILCHRIST CHEVROLET INC.,</b>			<b>\$540.79</b>
501.0000.51.548.79.48.005			5/19/2017	649894	PKFL OTHER	540.79	
<b>86744</b>	<b>6/15/2017</b>	<b>011687</b>		<b>HENRY, CHARLES</b>			<b>\$120.00</b>
001.0000.11.571.20.41.001			6/1/2017	100	PKRC AG 2017-137 BALLOON ART S	120.00	
<b>86745</b>	<b>6/15/2017</b>	<b>009728</b>		<b>HSA BANK,</b>			<b>\$72.00</b>
001.0000.09.518.10.41.001			6/5/2017	W31681	HR 5/17 MONTHLY ACCOUNT FEES	72.00	
<b>86746</b>	<b>6/15/2017</b>	<b>010950</b>		<b>INSLEE,BEST,DOEZIE &amp; RYDER P.S.,</b>			<b>\$786.87</b>
302.0012.21.595.15.41.001			6/6/2017	226827	PWCP THRU 5/31/17 HO & SUK CON	399.36	
302.0012.21.595.15.41.001			6/6/2017	226826	PWCP THRU 5/31/17 JASMIN CONDE	387.51	
<b>86747</b>	<b>6/15/2017</b>	<b>011106</b>		<b>J &amp; J AUTOBODY REPAIR INC.,</b>			<b>\$3,534.66</b>
504.0000.09.518.35.48.001			6/6/2017	26444	RM C# 2017-0058 REPAIRS	1,023.39	
504.0000.09.518.35.48.001			6/1/2017	26460	RM C#2017-0062 REPAIRS	2,511.27	
<b>86748</b>	<b>6/15/2017</b>	<b>011695</b>		<b>J.A. CUNNINGHAM CONSULTING LLC,</b>			<b>\$14,122.50</b>
302.0001.21.543.10.41.012			5/31/2017	2017007	PW AG 2017-113 5/1-5/31/17 INT	8,473.50	

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401.0000.41.531.10.41.012			5/31/2017	2017007	PW AG 2017-113 5/1-5/31/17 INT	5,649.00	
<b>86749</b>	<b>6/15/2017</b>	<b>010515</b>		<b>JM &amp; M ENTERPRISES,</b>			<b>\$3,938.40</b>
502.0000.17.518.35.41.001			5/2/2017	52017	PKFC SPRING/CONCRETE MAINTENAN	3,938.40	
<b>86750</b>	<b>6/15/2017</b>	<b>010716</b>		<b>JUBITZ FLEET SERVICES,</b>			<b>\$131.77</b>
501.0000.51.521.10.32.001			5/31/2017	CL483808	PDFL 5/25/17 FUEL	131.77	
<b>86751</b>	<b>6/15/2017</b>	<b>008332</b>		<b>KAR-GOR INC,</b>			<b>\$1,414.00</b>
101.0000.11.542.64.31.001			6/1/2017	KI061702	PKST VIDEO RACK POWER SUPPLY,	1,414.00	
<b>86752</b>	<b>6/15/2017</b>	<b>009964</b>		<b>LAKESIDE INDUSTRIES INC,</b>			<b>\$816.83</b>
101.0000.11.542.30.31.030			5/20/2017	10521	PKST EZ STREET ASPHALT BAGS	816.83	
<b>86753</b>	<b>6/15/2017</b>	<b>000300</b>		<b>LAKESIDE WATER DISTRICT,</b>			<b>\$4,873.20</b>
101.0000.11.542.70.47.001			5/23/2017	26756-75741 05/23/17	PKST BACKFLOW TEST SE CO BP &	27.00	
101.0000.11.542.70.47.001			5/23/2017	11045-75741 05/23/17	PKST BACKFLOW TEST ARDMORE & S	27.00	
101.0000.11.542.70.47.001			5/23/2017	26572-75741 05/23/17	PKST BACKFLOW TEST 10000 GRVLY	27.00	
101.0000.11.542.70.47.001			5/23/2017	26997-75741 05/23/17	PKST BACKFLOW TEST PAC HWY SW	27.00	
101.0000.11.542.70.47.001			5/23/2017	26340-75741 05/23/17	PKST BACKFLOW TEST STEIL BLVD	27.00	
101.0000.11.542.70.47.001			5/23/2017	13641-75741 05/23/17	PKST BACKFLOW TEST ~	27.00	
101.0000.11.542.70.47.001			5/23/2017	15034-75741 05/23/17	PKST BACKFLOW TEST ~	27.00	
101.0000.11.542.70.47.001			5/23/2017	16713-75740 05/23/17	PKST BACKFLOW TEST 0 59TH & MA	27.00	
101.0000.11.542.70.47.001			6/8/2017	12584-75741 06/08/17	PKST 4/17-5/28/17 TRAFF ISL 87	62.53	
101.0000.11.542.70.47.001			5/23/2017	16302-75741 05/23/17	PKST BACKFLOW TEST ~	27.00	
101.0000.11.542.70.47.001			5/23/2017	17278-75741 05/23/17	PKST BACKFLOW TEST BP & 100TH	27.00	
101.0000.11.542.70.47.001			5/23/2017	26351-75741 05/23/17	PKST BACKFLOW TEST 5115 100TH	27.00	
101.0000.11.542.70.47.001			5/23/2017	13318-75741 05/23/17	PKST BACKFLOW TEST WA BLVD GLD	27.00	
101.0000.11.542.70.47.001			5/23/2017	26344-75739 05/23/17	PKST BACKFLOW TEST 3907 STEIL	27.00	
101.0000.11.542.70.47.001			5/23/2017	11047-75741 05/23/17	PKST BACKFLOW TEST MEADOW RD S	27.00	
101.0000.11.542.70.47.001			5/23/2017	26345-75739 05/23/17	PKST BACKFLOW TEST STEIL BLVD	27.00	
101.0000.11.542.70.47.001			6/8/2017	10567-75741 06/08/17	PKST 3/28-5/28/17 8902 MEADOW	35.53	
001.0000.11.576.80.47.001			6/6/2017	15036-75741	PK SPRINGBROOK PK S/S BACKFLOW	27.00	
001.0000.11.576.80.47.001			5/23/2017	20378-75741 5/17	PK 4/17-5/15/17 WASH PK S/S SV	84.75	
001.0000.11.576.80.47.001			5/23/2017	26980-75741	PK WARDS LK S/S BACKFLOW TEST	27.00	
101.0000.11.542.70.47.001			5/23/2017	26638-75741 05/23/17	PKST BACKFLOW TEST ISLAND GRVL	27.00	
101.0000.11.542.70.47.001			6/8/2017	12585-75741 06/08/17	PKST 4/17-5/28/17 TRAFF ISL HI	65.31	
101.0000.11.542.70.47.001			5/23/2017	11046-75741 05/23/17	PKST BACKFLOW TEST STEIL & ARD	27.00	
101.0000.11.542.70.47.001			5/23/2017	26346-75741 05/23/17	PKST BACKFLOW TEST STEIL BLVD	27.00	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
101.0000.11.542.70.47.001			5/23/2017	26996-75741 05/23/17	PKST BACKFLOW TEST PAC HWY SW	27.00	
101.0000.11.542.70.47.001			6/8/2017	26901-75741 06/08/17	PKST 5/1-5/28/17 BP & GLD SW	57.75	
101.0000.11.542.70.47.001			5/23/2017	15050-75741 05/23/17	PKST BACKFLOW TEST ~	27.00	
001.0000.11.576.80.47.001			6/8/2017	10152-75741 5/17	PK 3/28-5/28/17 KIWANIS PK R/	38.82	
001.0000.11.576.80.47.001			6/8/2017	10084-758741 5/17	PK 4/17-5/28/17 KIWANIS PK SVC	84.75	
502.0000.17.521.50.47.001			5/23/2017	26902-75740 05/23/17	PKFC BACKFLOW TEST 9401 LKWD D	54.00	
502.0000.17.521.50.47.001			5/23/2017	26834-75740 05/23/17	PKFC BACKFLOW TEST 9401 LKWD D	108.00	
502.0000.17.518.35.47.001			5/23/2017	16699-75741 05/23/17	PKFC BACKFLOW TEST 6000 MAIN S	27.00	
502.0000.17.518.35.47.001			5/23/2017	16702-75740 05/23/17	PKFC BACKFLOW TEST 6000 MAIN S	162.00	
502.0000.17.518.35.47.001			5/23/2017	16706-75740 05/23/17	PKFC BACKFLOW TEST 6000 MAIN S	27.00	
001.0000.11.576.81.47.001			6/8/2017	26554-75741 5/17	PK 3/28-5/28/17 STEIL. PK R/R	102.14	
001.0000.11.576.81.47.001			6/8/2017	11535-75741 5/17	PK 3/28-5/28/17 8714 87TH AVE	1,577.27	
001.0000.11.576.81.47.001			6/8/2017	26978-75741 5/17	PK 4/17-5/28/17 8714 87TH AVE	1,792.35	
<b>86754</b>	<b>6/15/2017</b>	<b>010434</b>		<b>LEE, YOUNG</b>			<b>\$290.07</b>
001.0000.02.512.51.49.009			6/12/2017	5/15-6/1/17	MC 5/15-6/1/17 INTERPRETER SVC	290.07	
<b>86755</b>	<b>6/15/2017</b>	<b>005685</b>		<b>LEMAY MOBILE SHREDDING,</b>			<b>\$241.78</b>
001.0000.15.521.10.41.001			6/1/2017	4521180	PD 5/17 SHREDDING SVCS	241.78	
<b>86756</b>	<b>6/15/2017</b>	<b>000309</b>		<b>LES SCHWAB TIRE CENTER,</b>			<b>\$700.02</b>
501.0000.51.548.79.48.005			5/19/2017	30500404314	PKFL BRAKE SVCS	700.02	
<b>86757</b>	<b>6/15/2017</b>	<b>009789</b>		<b>LYNNWOOD POLICE DEPARTMENT,</b>			<b>\$100.00</b>
001.0000.15.521.40.49.003			6/4/2017	LPDAMT001	PD 7/26-7/27/17 ADVANCED MOTOR	100.00	
<b>86758</b>	<b>6/15/2017</b>	<b>010674</b>		<b>MACKAY COMMUNICATIONS INC,</b>			<b>\$1,026.84</b>
503.0000.04.518.80.42.001			5/26/2017	SB039193	IT 4/17 PD AIR - TM AQ1968	40.80	
503.0000.04.518.80.35.001			12/28/2016	SOI4020177	IT SATELLITE PHONE, EXTRA BATT	986.04	
<b>86759</b>	<b>6/15/2017</b>	<b>004363</b>		<b>MCCAIN INC,</b>			<b>\$1,312.21</b>
101.0000.11.542.64.31.001			5/17/2017	INV0219396	PKST PPB FRAME ASSY	1,312.21	
<b>86760</b>	<b>6/15/2017</b>	<b>011694</b>		<b>MCDONALD, SCOTT</b>			<b>\$30.00</b>
001.0101.11.347.30.06.001			6/13/2017	BOAT LAUNCH REFUND	PK 6/7/17 BOAT LAUNCH REFUND	13.65	
001.0101.11.347.30.06.001			6/13/2017	BOAT LAUNCH REFUND	PK 6/7/17 BOAT LAUNCH REFUND	13.65	
001.0000.00.229.10.00.005			6/13/2017	BOAT LAUNCH REFUND	PK 6/7/17 BOAT LAUNCH REFUND	1.35	
001.0000.00.229.10.00.005			6/13/2017	BOAT LAUNCH REFUND	PK 6/7/17 BOAT LAUNCH REFUND	1.35	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
<b>86761</b>	<b>6/15/2017</b>		<b>008978</b>	<b>METROPOLITAN TRANSPORTATION,</b>			<b>\$2,500.00</b>
503.0000.04.518.80.48.003			5/11/2017	4926-AR10423	IT 7/1/17-6/30/18 STREETSaver	2,500.00	
<b>86762</b>	<b>6/15/2017</b>		<b>006970</b>	<b>NATIONAL TRUST,</b>			<b>\$20.00</b>
001.0000.07.558.60.49.001			5/1/2017	80002615 07/2017	CD 07/2017 NAT'L TRUST DUES 80	20.00	
<b>86763</b>	<b>6/15/2017</b>		<b>000360</b>	<b>NEWS TRIBUNE,</b>			<b>\$1,514.96</b>
001.0000.15.521.91.44.001			5/18/2017	3082014	PD AUCTION ADVERTISE	63.37	
001.0000.15.521.91.44.001			5/4/2017	3052281	PD ONLINE AUCTION ADVERTISE	63.37	
001.0000.07.558.60.44.001			5/18/2017	3080305	CD NOTICE OF APPLICATION ADVER	129.33	
001.0000.07.558.60.44.001			5/18/2017	3079271	CD NOTICE OF APPLICATION ADVER	199.01	
001.0000.07.558.60.44.001			5/25/2017	3092692	CD NOTICE OF APPLICATION ADVER	286.41	
301.0010.11.594.76.44.001			5/23/2017	3081372	PK FT. STEIL. IMPROVEMENTS ADV	436.49	
001.0000.06.514.30.44.001			5/18/2017	3080280	LG ORD 669 ADVERTISE	173.85	
001.0000.06.514.30.44.001			5/4/2017	3059684	LG ORD. 668 ADVERTISE	163.13	
<b>86764</b>	<b>6/15/2017</b>		<b>010743</b>	<b>NISQUALLY INDIAN TRIBE,</b>			<b>\$48,725.00</b>
001.0000.15.521.10.51.006			4/30/2017	12347	PD 04/17 JAIL SVCS FEMALE	6,860.00	
001.0000.15.521.10.51.006			4/30/2017	12346	PD 04/17 JAIL SVCS MALE	41,865.00	
<b>86765</b>	<b>6/15/2017</b>		<b>010907</b>	<b>NOMAN, DIANA</b>			<b>\$867.50</b>
001.0000.02.512.51.49.009			6/14/2017	5/4-6/1/17	MC 5/4-6/1/17 INTERPRETER SERV	867.50	
<b>86766</b>	<b>6/15/2017</b>		<b>009595</b>	<b>NORTHEND TRUCK EQUIPMENT INC,</b>			<b>\$57,171.90</b>
501.9999.51.594.48.64.005			6/1/2017	1034267	Sales Tax	5,150.15	
501.9999.51.594.48.64.005			6/1/2017	1034267	PKFL 5 YD DUMP TRUCK BED W/SNO	52,021.75	
<b>86767</b>	<b>6/15/2017</b>		<b>006161</b>	<b>NORTHWEST PARKING EQUIPMENT CO,</b>			<b>\$655.38</b>
001.0000.11.576.80.41.001			5/17/2017	5-17-17	PK ONSITE INSTALL, TESTING, CL	571.48	
001.0000.11.576.80.31.001			5/26/2017	5/26/17	PK LCD LEXAN, GASKET	83.90	
<b>86768</b>	<b>6/15/2017</b>		<b>000376</b>	<b>OFFICE DEPOT,</b>			<b>\$50.94</b>
192.0000.00.558.60.31.001			5/17/2017	2069186411	SSMP THUMB DRIVE, RAFFLE TICKE	31.17	
192.0000.00.558.60.31.001			6/1/2017	2073473639	SSMP CARDSTOCK	19.77	
<b>86769</b>	<b>6/15/2017</b>		<b>011424</b>	<b>OLBRECHTS &amp; ASSOCIATES PLLC,</b>			<b>\$2,256.25</b>
001.0000.07.558.60.41.007			6/6/2017	MAY 2017	CD 05/17 HEARING EXAMINER SVCS	1,501.25	
302.0064.21.595.12.41.007			6/6/2017	MAY 2017	PWCP 05/17 HEARING EXAMINER SV	755.00	

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<b>86770</b>	<b>6/15/2017</b>	<b>006117</b>		<b>PETTY CASH,</b>			<b>\$335.22</b>
001.0000.09.518.10.31.005			6/15/2017	06/15/17 MP	HR PANDREA: FOOD FOR INTERVIEW	11.88	
001.0000.09.518.10.31.005			6/15/2017	06/15/17 MP	HR PANDREA: FOOD FOR 5/10/17 I	8.09	
001.0000.09.518.10.31.005			6/15/2017	06/15/17 MP	HR MCDUGAL: 5/23/17 LEADERSHI	32.51	
001.0000.11.576.80.31.019			6/15/2017	06/15/17 MP	PKFC DODSWORTH: TEAM AWARD LUN	33.26	
101.0000.21.544.20.31.001			6/15/2017	06/15/17 MP	PWST DEVEREAUX: POSTER FRAME	21.75	
001.0000.11.569.50.31.001			6/15/2017	06/15/17 MP	PKSR WASHBURN: CERTIFICATE FRA	13.18	
001.0000.11.569.50.31.001			6/15/2017	06/15/17 MP	PKSR WASHBURN: DETERGENT	3.56	
001.0000.11.569.50.31.001			6/15/2017	06/15/17 MP	PKSR WASHBURN: SUNFLOWER BOUQU	11.01	
001.0000.11.569.50.31.001			6/15/2017	06/15/17 MP	PKSR WASHBURN: MOTHERS DAY SUP	14.69	
001.0000.11.569.50.31.001			6/15/2017	06/15/17 MP	PKSR WASHBURN: SUNFLOWER BOUQU	2.20	
105.0001.07.559.20.42.002			6/15/2017	06/15/17 MP	AB GUMM: POSTAGE	14.16	
501.9999.51.594.48.64.005			6/15/2017	06/15/17 MP	PKFL WILLIAMS: LICENSE FOR TRU	49.20	
501.0000.51.548.79.32.001			6/15/2017	06/15/17 MP	FL VIGOREN: FUEL	27.17	
501.0000.51.548.79.32.001			6/15/2017	06/15/17 MP	FL GUMM: FUEL	10.00	
101.0000.11.543.60.31.005			6/15/2017	06/15/17 MP	PK AGUON: 6/1/17 PCUCC BREAKFA	18.02	
001.0000.09.518.10.31.009			6/15/2017	06/15/17 MP	HR JAMES: 4/13/17 WELLNESS SAL	64.54	
<b>86771</b>	<b>6/15/2017</b>	<b>006117</b>		<b>PETTY CASH,</b>			<b>\$164.00</b>
001.0000.00.111.71.00.004			6/12/2017	6/15/17 HEALTHY BUCK	PK REPLENISH HEALTHY BUCKS	164.00	
<b>86772</b>	<b>6/15/2017</b>	<b>009237</b>		<b>PROSSER PIANO &amp; ORGAN,</b>			<b>\$440.40</b>
001.0000.11.571.20.41.001			5/31/2017	22608	PK 5/3-5/4/17 PIANO RENTAL	440.40	
<b>86773</b>	<b>6/15/2017</b>	<b>010204</b>		<b>PROTECT YOUTH SPORTS,</b>			<b>\$88.60</b>
001.0000.09.518.10.41.001			6/1/2017	516517	HR 5/17 NATIONAL COMBO SEARCHE	88.60	
<b>86774</b>	<b>6/15/2017</b>	<b>000445</b>		<b>PUGET SOUND ENERGY,</b>			<b>\$17,206.90</b>
001.0000.11.576.80.47.001			6/1/2017	200004973653 5/17	PK 4/30-5/31/17 14717 WOODLAWN	115.29	
001.0000.11.576.81.47.005			5/25/2017	300000010938 5/19	PK 4/19-5/19/17 DRESDEN LN SVC	257.78	
001.0000.11.576.81.47.005			5/24/2017	200001527346 5/17	PK 4/21-5/23/17 8/714 87TH AVE	12.98	
001.0000.11.576.81.47.005			5/25/2017	300000010896 5/17	PK 4/19-5/19/17 FT STEIL. PK S	255.91	
001.0000.11.576.80.47.005			5/25/2017	220002793168 5/17	PK 4/24-5/24/17 8807 25TH AVE	37.84	
001.0000.11.576.80.47.005			6/1/2017	200001526637 5/17	PK 4/30-5/31/17 9222 VETERANS	82.33	
001.0000.11.576.80.47.005			6/5/2017	300000000129 5/17	PK 4/30-54/31/17 11500 MILITAR	108.05	
001.0000.11.576.80.47.005			6/5/2017	300000010268 5/17	PK 4/30-5/31/17 WOODLAWN SVCS	138.78	
101.0000.11.542.63.47.006			6/1/2017	220008814687 6/1/17	PKST 4/30-5/31/17 7000 150TH S	19.71	
101.0000.11.542.63.47.006			6/1/2017	200006381095 6/1/17	PKST 4/30-5/31/17 7819 150TH S	21.72	
101.0000.11.542.63.47.006			6/5/2017	300000007165 6/5/17	PKST 5/2-6/1/17 N OF 112 SW TO	16,156.51	

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<b>86775</b>	<b>6/15/2017</b>	<b>011072</b>		<b>RACECENTER LLC,</b>			<b>\$700.00</b>
001.0000.11.571.21.41.001			6/1/2017	E060117-001	PK 6/1/17 ENEWSLETTER EDITION	275.00	
001.0000.11.571.21.44.001			2/15/2017	E021517-001	PK 2/15/17 ENEWSLETTER EDITION	425.00	
<b>86776</b>	<b>6/15/2017</b>	<b>005342</b>		<b>RAINIER LIGHTING &amp; ELECTRICAL,</b>			<b>\$891.29</b>
502.0000.17.518.35.35.001			5/19/2017	387256-1	PKFC TAP TOOL, STOP ASSY.	101.33	
502.0000.17.542.65.31.001			5/26/2017	387565-1	PKFC 320W BULBS	407.51	
502.0000.17.542.65.31.001			5/31/2017	387606-1	PKFC PULSE START BALLAST	382.45	
<b>86777</b>	<b>6/15/2017</b>	<b>011692</b>		<b>RESCUE TECHNICIAN,</b>			<b>\$321.43</b>
001.0000.15.521.40.49.003			6/5/2017	1706001	PD 6/19-6/22/17 SWIFTWATER COU	321.43	
<b>86778</b>	<b>6/15/2017</b>	<b>010478</b>		<b>RICOH USA INC,</b>			<b>\$532.57</b>
503.0000.04.518.80.45.002			5/24/2017	98840541	IT 5/18-6/17/17 PD COPIER RENT	532.57	
<b>86779</b>	<b>6/15/2017</b>	<b>000473</b>		<b>ROBBLEE'S TOTAL SECURITY INC,</b>			<b>\$65.40</b>
101.0000.11.544.90.31.001			6/7/2017	98231	PKST KEYS FOR STOCK	65.40	
<b>86780</b>	<b>6/15/2017</b>	<b>010757</b>		<b>SAIBEL, CHARLIE</b>			<b>\$140.00</b>
104.0010.01.557.30.41.001			6/14/2017	06/20/17 FARMERS MKT	HM AG 2017-123 6/20/17 FARMERS	140.00	
<b>86781</b>	<b>6/15/2017</b>	<b>011683</b>		<b>SEATTLE TILTH ASSOCIATION,</b>			<b>\$750.00</b>
104.0010.01.557.30.44.001			1/27/2017	103861	HM 2017 FARM GUIDE AD	750.00	
<b>86782</b>	<b>6/15/2017</b>	<b>011507</b>		<b>SEUI, MICHAEL</b>			<b>\$263.54</b>
001.0000.02.512.51.49.009			6/12/2017	5/9-5/18//17	MC 5/9-5/18/17 INTERPRETER SVC	263.54	
<b>86783</b>	<b>6/15/2017</b>	<b>011271</b>		<b>SITE ONE LANDSCAPE SUPPLY LLC,</b>			<b>\$189.58</b>
001.0000.11.576.80.31.001			5/24/2017	80691940	PK KEY FOR RAINBIRD, TREE BAG,	189.58	
<b>86784</b>	<b>6/15/2017</b>	<b>010180</b>		<b>SIX ROBBLEES' INC,</b>			<b>\$59.48</b>
501.9999.51.594.48.64.005			5/22/2017	2-656063	PKFL HITCH FOR F-150	59.48	
<b>86785</b>	<b>6/15/2017</b>	<b>010348</b>		<b>SME SOLUTIONS, LLC,</b>			<b>\$950.00</b>
502.0000.17.521.50.48.001			5/17/2017	233538	PD TANK MONITOR CERTIFICATION,	950.00	
<b>86786</b>	<b>6/15/2017</b>	<b>009434</b>		<b>SNIPERCRAFT INC,</b>			<b>\$605.00</b>
001.0000.15.521.26.49.003			5/22/2017	DIER 7/31-8/4/17	PD DIER 7/31-8/4/17 BASIC POLI	-605.00	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
001.0000.15.521.26.49.003			5/22/2017	DIER 7/31-8/4/17	PD DIER 7/31-8/4/17 BASIC POLI	605.00	
001.0000.15.521.26.49.003			5/22/2017	DIER 7/31-8/4/17	PD DIER 7/31-8/4/17 BASIC POLI	605.00	
<b>86787</b>	<b>6/15/2017</b>	<b>009943</b>		<b>SPECIAL ASPHALT PRODUCTS INC,</b>			<b>\$2,681.34</b>
101.0000.11.542.30.31.030			4/26/2017	INVC073783	PWCP/CKST GLENZOIL	1,340.67	
302.0005.21.595.30.31.030			4/26/2017	INVC073783	PWCP/CKST GLENZOIL	1,340.67	
<b>86788</b>	<b>6/15/2017</b>	<b>011673</b>		<b>SQUIRREL BUTTER LLC,</b>			<b>\$200.00</b>
104.0010.01.557.30.41.001			6/14/2017	06/27/17 FARMERS MKT	HM AG 2017-119 06/27/17 FARMER	200.00	
<b>86789</b>	<b>6/15/2017</b>	<b>002994</b>		<b>STERLING REFERENCE LABORATORIE,</b>			<b>\$756.30</b>
001.0000.02.523.30.41.001			4/30/2017	TC-42210043017	MC 04/17 UA FEES	756.30	
<b>86790</b>	<b>6/15/2017</b>	<b>011544</b>		<b>STOWE DEV AND STRATEGIES,</b>			<b>\$1,235.00</b>
001.9999.13.558.70.41.001			6/3/2017	08	ED AG 2016-181 5/17 CONSULTING	1,235.00	
<b>86791</b>	<b>6/15/2017</b>	<b>000530</b>		<b>SWARNER COMMUNICATIONS,</b>			<b>\$410.00</b>
104.0010.01.557.30.44.001			6/1/2017	74017	HM FARMERS MARKET AD	410.00	
<b>86792</b>	<b>6/15/2017</b>	<b>002667</b>		<b>TACOMA TOWING LLC,</b>			<b>\$76.93</b>
504.0000.09.518.35.48.001			5/11/2017	227374	RM C#2017-0065 TOWING SVCS	76.93	
<b>86793</b>	<b>6/15/2017</b>	<b>010967</b>		<b>TACOMA TROPHY,</b>			<b>\$341.51</b>
001.0000.11.571.22.31.001			5/11/2017	118041	PK ENGRAVED PLAQUE, D. HIGASHI	99.73	
301.0001.11.594.76.41.001			5/26/2017	118270	PK ENGRAVING ON STAINLESS ST	241.78	
<b>86794</b>	<b>6/15/2017</b>	<b>011013</b>		<b>TANNE, CARLO</b>			<b>\$312.76</b>
001.0000.02.512.51.49.009			6/12/2017	5/4-6/4/17	MC 5/4-6/1/17 INTERPRETER SVCS	312.76	
<b>86795</b>	<b>6/15/2017</b>	<b>007713</b>		<b>TEMPEL, DON</b>			<b>\$102.00</b>
001.0000.11.569.50.41.001			6/13/2017	3/30-6/1/17	PK 3/30-6/1/17 INSTRUCTOR FEE	102.00	
<b>86796</b>	<b>6/15/2017</b>	<b>005831</b>		<b>TOWN OF STEILACOOM,</b>			<b>\$7,596.74</b>
001.0000.02.229.10.00.002			6/12/2017	5/17 COURT REMIT	MC 5/17 COURT REMIT	7,596.74	
<b>86797</b>	<b>6/15/2017</b>	<b>004621</b>		<b>TPCSC,</b>			<b>\$5,144.96</b>
104.0016.01.557.30.41.001			5/31/2017	498	HM AG 2017-024 LODGING TAX GRA	5,144.96	
<b>86798</b>	<b>6/15/2017</b>	<b>010640</b>		<b>TRANSUNION RISK AND,</b>			<b>\$35.70</b>

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
001.0000.15.521.21.41.001			6/1/2017	212084 5/17	PD 5/17 PERSON SEARCHES	35.70	
<b>86799</b>	<b>6/15/2017</b>	<b>000564</b>		<b>TUCCI &amp; SONS, INC,</b>			<b>\$324,997.87</b>
302.0021.21.595.30.63.108			5/31/2017	2017-077 PP # 2	PWCP AG 2017-077 4/22-5/31/17	342,103.02	
302.0000.00.223.40.00.000			5/31/2017	2017-077 PP # 2	PWCP AG 2017-077 PP # 1 RETAIN	-17,105.15	
<b>86800</b>	<b>6/15/2017</b>	<b>011127</b>		<b>US BANK VOYAGER FLEET SYSTEMS,</b>			<b>\$1,383.81</b>
501.0000.51.521.10.32.001			6/1/2017	869343012722	PDFL/PKFL 5/17 FUEL	1,383.81	
<b>86801</b>	<b>6/15/2017</b>	<b>011693</b>		<b>VANCE LIFT TRUCK SERVICE INC,</b>			<b>\$3,264.19</b>
501.0000.51.548.79.48.005			5/18/2017	179058	PKFL OTHER	3,264.19	
<b>86802</b>	<b>6/15/2017</b>	<b>002509</b>		<b>VERIZON WIRELESS,</b>			<b>\$7,357.94</b>
180.0000.15.521.21.42.001			5/26/2017	9786528765	IT 4/27-5/26/17 PD PHONE SVCS	1,019.67	
503.0000.04.518.80.42.001			5/26/2017	9786528765	IT 4/27-5/26/17 PD PHONE SVCS	6,338.27	
<b>86803</b>	<b>6/15/2017</b>	<b>011525</b>		<b>VISA - 0183,</b>			<b>\$1,658.45</b>
180.0000.15.521.21.43.002			5/27/2017	0183/WETBY 5/17	PD 5/8-5/12/17 WHIA CONF. LODG	329.67	
001.0000.15.521.21.31.005			5/27/2017	0183/WETBY 5/17	PD MOTORCYCLE PROCESSION MEAL	43.40	
001.0000.15.521.90.43.002			5/27/2017	0183/WETBY 5/17	PD 5/8-5/12/17 WHIA CONF. LODG	296.37	
001.0000.15.521.40.43.002			5/27/2017	0183/WETBY 5/17	PD 5/8-5/12/17 WHIA CONF. LODG	329.67	
001.0000.15.521.40.43.002			5/27/2017	0183/WETBY 5/17	PD 5/8-5/12/17 WHIA CONF. LODG	329.67	
001.0000.15.521.40.43.002			5/27/2017	0183/WETBY 5/17	PD 5/8-5/12/17 WHIA CONF. LODG	329.67	
<b>86804</b>	<b>6/15/2017</b>	<b>011589</b>		<b>VISA - 0514,</b>			<b>\$1,815.91</b>
001.0000.03.513.10.43.002			5/28/2017	0514/CAULFI 05/28/17	CM CAULFIELD LABOR RELATIONS C	103.20	
001.0000.03.513.10.43.002			5/28/2017	0514/CAULFI 05/28/17	CM CAULFIELD HOTEL DC MTGS 5/2	781.12	
001.0000.03.513.10.43.005			5/28/2017	0514/CAULFI 05/28/17	CM CAULFIELD 5/17/17 PARK @ SS	0.70	
001.0000.03.513.10.43.005			5/28/2017	0514/CAULFI 05/28/17	CM CAULFIELD 5/19/17 PARK @ ED	8.00	
001.0000.03.513.10.43.005			5/28/2017	0514/CAULFI 05/28/17	CM CAULFIELD PARK: DC MTGS 5/2	90.00	
001.0000.03.513.10.43.006			5/28/2017	0514/CAULFI 05/28/17	CM CAULFIELD DC MTG CABS 5/25/	51.77	
001.0000.01.511.60.43.002			5/28/2017	0514/CAULFI 05/28/17	CC WHALEN HOTEL DC MTGS 5/23-5	781.12	
<b>86805</b>	<b>6/15/2017</b>	<b>011526</b>		<b>VISA - 1280,</b>			<b>\$5,569.52</b>
001.0000.15.521.22.31.001			5/27/2017	1280/PD1 5/17	PD SECTOR PAPER	245.00	
180.0000.15.521.21.31.001			5/27/2017	1280/PD1 5/17	PD CAMERA INSTALLS SUPPLIES	39.48	
001.0000.15.521.10.35.010			5/27/2017	1280/PD1 5/17	PD SIG SAUER RED DOT SIGHT	308.68	
180.0000.15.521.21.43.002			5/27/2017	1280/PD1 5/17	PD 5/21-5/24/17 INVESTIGATION	731.88	
180.0000.15.521.21.43.002			5/27/2017	1280/PD1 5/17	PD 5/21-5/24/17 INVESTIGATION	5.86	



Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
001.0000.15.521.32.31.001			5/27/2017	1280/PD1 5/17	PD 2017 EVENT GIVEAWAYS	997.14	
001.0000.15.521.21.35.010			5/27/2017	1280/PD1 5/17	PD WIRELESS HEADSET	192.31	
001.0000.15.521.70.31.001			5/27/2017	1280/PD1 5/17	PD GLOVES	19.77	
001.0000.15.521.26.35.010			5/27/2017	1280/PD1 5/17	PD GRENADE POUCHES	50.08	
001.0000.15.521.26.35.010			5/27/2017	1280/PD1 5/17	PD GLOCK SLIDES, REAR SIGHT	1,873.82	
001.0000.15.521.10.31.001			5/27/2017	1280/PD1 5/17	PD TARGETS, SUPPLIES	710.50	
001.0000.15.521.10.35.004			5/27/2017	1280/PD1 5/17	PD ADJUSTABLE VARIDESK	395.00	
<b>86806</b>	<b>6/15/2017</b>	<b>011540</b>		<b>VISA - 1371,</b>			<b>\$73.94</b>
001.0000.15.521.22.31.001			5/27/2017	1371/GILDEHAUS 5/17	PD FLASH DRIVE, NOTEBOOK	58.33	
001.0000.99.518.40.42.002			5/27/2017	1371/GILDEHAUS 5/17	PD 5/5/17 POSTAGE	15.61	
<b>86807</b>	<b>6/15/2017</b>	<b>011279</b>		<b>VISA - 1943,</b>			<b>\$602.80</b>
001.0000.09.518.91.31.009			5/27/2017	1943/MARTINEZ 5/17	HR WELLNESS COMMITTEE LUNCH	50.59	
001.0000.11.571.21.31.001			5/27/2017	1943/MARTINEZ 5/17	PK AWARDS FOR TRIATHLON	210.00	
001.0000.11.571.21.41.001			5/27/2017	1943/MARTINEZ 5/17	PK SUMMERFEST WRIST BANDS	37.02	
001.0000.11.571.20.31.001			5/27/2017	1943/MARTINEZ 5/17	PK TAPE, STAPLES, POST-IT'S, N	98.77	
104.0010.01.557.30.49.003			5/27/2017	1943/MARTINEZ 5/17	PK FARMER'S MKT DUES	350.00	
001.0000.11.571.20.49.003				1943/MARTINEZ 5/17	PK WRPA CONF. REG. REFUND	-249.00	
001.0000.11.576.80.31.001			5/27/2017	1943/MARTINEZ 5/17	PK TETHER BALL	105.42	
<b>86808</b>	<b>6/15/2017</b>	<b>011551</b>		<b>VISA - 2197,</b>			<b>\$1,424.63</b>
503.0000.04.518.80.35.030			5/28/2017	2197/WHITE 05/28/17	IT SWITCH FOR FT. STEILACOOM P	201.88	
503.0000.04.518.80.35.001			5/28/2017	2197/WHITE 05/28/17	IT HARD DRIVE-EXTERNAL BACK UP	263.74	
503.0000.04.518.80.35.001			5/28/2017	2197/WHITE 05/28/17	IT RAD 10 YR CONTROLLER BATTER	58.65	
503.0000.04.518.80.35.001			5/28/2017	2197/WHITE 05/28/17	IT D ANDERSON IPAD KEYBOARD	215.55	
503.0000.04.518.80.35.001			5/28/2017	2197/WHITE 05/28/17	IT GRIMLEY WIRELESS KEYBOARD/M	38.44	
503.0000.04.518.80.35.001			5/28/2017	2197/WHITE 05/28/17	IT REPLACEMENT DRIVE FOR NETAP	150.00	
503.0000.04.518.80.41.090			5/28/2017	2197/WHITE 05/28/17	IT MONTHLY MAILCHIMP SUBSCRIPT	50.00	
503.0000.04.518.80.31.001			5/28/2017	2197/WHITE 05/28/17	IT DVD-R/LIGHTNING CABLE 6FT	51.62	
503.0000.04.518.80.31.001			5/28/2017	2197/WHITE 05/28/17	IT POLICE CELL PHONE BATTERIES	83.41	
503.0000.04.518.80.31.001			5/28/2017	2197/WHITE 05/28/17	IT KASER CELL PHONE CASE LG G5	15.51	
503.0000.04.518.80.42.001			5/28/2017	2197/WHITE 05/28/17	IT 3/16-5/15/17 PD TV/HD RECEI	295.83	
<b>86809</b>	<b>6/15/2017</b>	<b>011587</b>		<b>VISA - 2312,</b>			<b>\$1,015.61</b>
001.0000.15.521.80.31.001			5/27/2017	2312/O'DELL 5/17	PD DRUG KITS	407.00	
001.0000.15.521.80.31.001			5/27/2017	2312/O'DELL 5/17	PD SECURITY TAPE, BURLAP BAGS	489.42	
001.0000.15.521.80.31.001			5/27/2017	2312/O'DELL 5/17	PD DRUG KITS	88.00	
001.0000.99.518.40.42.002			5/27/2017	2312/O'DELL 5/17	PD 5/2 POSTAGE	12.75	

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001.0000.99.518.40.42.002			5/27/2017	2312/O'DELL 5/17	PD 5/16/17 POSTAGE	8.77	
001.0000.99.518.40.42.002			5/27/2017	2312/O'DELL 5/17	PD 5/23/17 POSTAGE	9.67	
<b>86810</b>	<b>6/15/2017</b>	<b>011554</b>		<b>VISA - 2973,</b>			<b>\$699.23</b>
001.0000.02.512.50.35.001			5/28/2017	2973/FIN 2 05/28/17	MC OFFICE CHAIR	241.77	
001.0000.09.518.10.31.009			5/28/2017	2973/FIN 2 05/28/17	HR WELLNESS WII TOURNAMENT PRI	20.00	
001.0000.09.518.10.31.009			5/28/2017	2973/FIN 2 05/28/17	HR FRUIT FOR WK 2 WATER CHALLE	27.96	
001.0000.09.518.10.31.009			5/28/2017	2973/FIN 2 05/28/17	HR FRUIT FOR WK 3 WATER CHALLE	44.94	
001.0000.00.231.90.00.005			5/28/2017	2973/FIN 2 05/28/17	MAY 2017 EMPLOYEE BDAY CELEBRA	118.25	
192.0000.00.558.60.41.001			5/28/2017	2973/FIN 2 05/28/17	SSMP MUG CREATION	246.31	
<b>86811</b>	<b>6/15/2017</b>	<b>011640</b>		<b>VISA - 6602,</b>			<b>\$1,031.49</b>
001.0000.09.518.10.31.005			5/28/2017	6602/FIN 6 05/28/17	HR 5/15/17 INTERVIEW PANEL LUN	63.24	
001.0000.09.518.10.31.005			5/28/2017	6602/FIN 6 05/28/17	HR 5/18/17 INTERVIEW PANEL LUN	72.40	
001.0000.09.518.10.31.005			5/28/2017	6602/FIN 6 05/28/17	HR 5/10/17 INTERVIEW PANEL LUN	55.40	
001.0000.09.518.10.43.002			5/28/2017	6602/FIN 6 05/28/17	HR PANDREA LABOR REL. CONF HOT	277.56	
001.0000.09.518.10.43.002			5/28/2017	6602/FIN 6 05/28/17	HR ST PIERRE LABOR REL. CONF H	277.56	
001.0000.09.518.10.31.009			5/28/2017	6602/FIN 6 05/28/17	HR FRUIT FOR WEEK 1 WATER CHAL	100.82	
001.0000.09.518.10.31.009			5/28/2017	6602/FIN 6 05/28/17	HR FRUIT FOR WEEK 4 WATER CHAL	59.51	
001.0000.04.514.20.49.003			5/28/2017	6602/FIN 6 05/28/17	FN WHIPPLE 11/14/17 FEDERAL GR	125.00	
<b>86812</b>	<b>6/15/2017</b>	<b>011642</b>		<b>VISA - 6610,</b>			<b>\$2,617.18</b>
195.0012.15.521.30.43.002			5/27/2017	6610/PD4 5/17	PD 5/21-5/25/17 CRIMES AGNST W	673.12	
195.0012.15.521.30.43.006			5/27/2017	6610/PD4 5/17	PD 5/21-5/25/17 CRIMES AGNST W	66.00	
195.0012.15.521.30.43.006			5/27/2017	6610/PD4 5/17	PD 5/21-5/25/17 CRIMES AGNST W	6.46	
180.0000.15.521.21.43.002			5/27/2017	6610/PD4 5/17	PD 4/23/4/27/17 WSNIA CONF. LO	486.24	
180.0000.15.521.21.43.002			5/27/2017	6610/PD4 5/17	PD 4/23/4/27/17 WSNIA CONF. LO	486.24	
180.0000.15.521.21.43.002			5/27/2017	6610/PD4 5/17	PD 4/23/4/27/17 WSNIA CONF. LO	486.24	
180.0000.15.521.21.43.002			5/27/2017	6610/PD4 5/17	PD 5/14-5/19/17 NW GANG CONF.	112.88	
001.0000.15.521.10.41.001			5/27/2017	6610/PD4 5/17	PD GOOD 2 GO REPLENISHMENT	250.00	
195.0012.15.521.30.43.001			5/27/2017	6610/PD4 5/17	PD 5/21-5/25/17 CRIMES AGNST W	25.00	
195.0012.15.521.30.43.001			5/27/2017	6610/PD4 5/17	PD 5/21-5/25/17 CRIMES AGNST W	25.00	
<b>86813</b>	<b>6/15/2017</b>	<b>011659</b>		<b>VISA - 7212,</b>			<b>\$237.38</b>
101.0000.11.542.64.31.001			5/28/2017	7212/O&M 05/28/17	PKST BATTERIES	237.38	
<b>86814</b>	<b>6/15/2017</b>	<b>011136</b>		<b>VISA - 7750,</b>			<b>\$306.62</b>
001.0000.15.521.80.31.001			5/27/2017	7750/ALLEN 5/17	PD RIFLE BOXES	306.62	

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<b>86815</b>	<b>6/15/2017</b>	<b>011138</b>		<b>VISA - 7776,</b>			<b>\$328.53</b>
301.0012.11.594.76.63.027			5/27/2017	7776/ANDERSON 5/17	PK SHEET METAL FOR DONATED PLA	185.46	
501.0000.51.548.79.48.005			5/27/2017	7776/ANDERSON 5/17	PKFL ALTERNATOR	143.07	
<b>86816</b>	<b>6/15/2017</b>	<b>011140</b>		<b>VISA - 7800,</b>			<b>\$3,410.13</b>
101.0000.11.544.90.31.008			5/28/2017	7800/CUMMIN 05/28/17	PKST O&M HATS, SWEATSHIRTS, SH	2,179.84	
101.0000.11.544.90.31.001			5/28/2017	7800/CUMMIN 05/28/17	PKST FIRST AID & FIRE EXT. SIG	74.07	
101.0000.11.544.90.31.001			5/28/2017	7800/CUMMIN 05/28/17	PKST ICE	7.96	
101.0000.11.544.90.31.001			5/28/2017	7800/CUMMIN 05/28/17	PKST WIPER FLUID	6.57	
101.0000.11.544.90.31.001			5/28/2017	7800/CUMMIN 05/28/17	PKST FITTINGS FOR EYE WASH STA	47.20	
101.0000.11.544.90.31.001			5/28/2017	7800/CUMMIN 05/28/17	PKST HITCH PINS, RATCHET STRAP	126.54	
501.0000.51.548.79.32.001			5/28/2017	7800/CUMMIN 05/28/17	PKFL GAS FOR F-150 #42271	45.60	
501.0000.51.548.79.32.001			5/28/2017	7800/CUMMIN 05/28/17	PKFL GAS FOR F-150 #42271	47.16	
101.0000.11.544.90.32.001			5/28/2017	7800/CUMMIN 05/28/17	PKST 2 GAL GAS FOR GAS CAN	5.57	
501.0000.51.548.79.31.006			5/28/2017	7800/CUMMIN 05/28/17	PKFL MINI BULBS	14.92	
501.0000.51.548.79.31.006			5/28/2017	7800/CUMMIN 05/28/17	PKFL SPOT MIRROR	21.97	
501.0000.51.548.79.31.006			5/28/2017	7800/CUMMIN 05/28/17	PKFL MINI BULBS	12.73	
101.0000.11.542.64.49.003			5/28/2017	7800/CUMMIN 05/28/17	PKST RITTERBUSH IMSA CONF 6/27	410.00	
101.0000.11.542.64.49.003			5/28/2017	7800/CUMMIN 05/28/17	PKST CUMMINS IMSA CONF 6/27-6/	410.00	
<b>86817</b>	<b>6/15/2017</b>	<b>011144</b>		<b>VISA - 7818,</b>			<b>\$13.07</b>
101.0000.21.543.30.31.001			5/28/2017	7818/DAVIS 05/28/17	PWST BATTERIES	10.98	
401.0000.41.531.10.31.001			5/28/2017	7818/DAVIS 05/28/17	PWSW POWER STRIP	26.07	
401.0000.41.531.10.31.001				7818/DAVIS 05/28/17	PWSW RETURN POWER STRIP	-23.98	
<b>86818</b>	<b>6/15/2017</b>	<b>011146</b>		<b>VISA - 7834,</b>			<b>\$490.52</b>
501.0000.51.548.79.48.005			5/28/2017	7834/FERM 05/28/17	PKFL VAN SIDE DOOR HANDLE	51.61	
501.0000.51.548.79.48.005			5/28/2017	7834/FERM 05/28/17	PKFL VAN BATTERY	118.13	
502.0000.17.518.35.31.001			5/28/2017	7834/FERM 05/28/17	PKFC PUMP GASKETS	29.09	
502.0000.17.518.35.31.001			5/28/2017	7834/FERM 05/28/17	PKFC SHARPS CONTAINERS	124.93	
502.0000.17.518.35.31.001			5/28/2017	7834/FERM 05/28/17	PKFC FRAMES	19.67	
502.0000.17.518.35.31.001			5/28/2017	7834/FERM 05/28/17	PKFC CLOSURE PLUGS, EXTENSION	12.82	
502.0000.17.518.35.31.001			5/28/2017	7834/FERM 05/28/17	PKFC FIRE CABINET SIGNS	92.09	
502.0000.17.518.35.31.001				7834/FERM 05/28/17	PKFC REFUND FOR GASKETS	-19.00	
502.0000.17.518.35.31.001			5/28/2017	7834/FERM 05/28/17	PKFC FRAMES	43.69	
502.0000.17.521.50.31.001			5/28/2017	7834/FERM 05/28/17	PKFC BLANK INSERT	17.49	
<b>86819</b>	<b>6/15/2017</b>	<b>011147</b>		<b>VISA - 7842,</b>			<b>\$889.00</b>
001.0000.11.571.23.31.001			5/27/2017	7842/DENNIS H 5/17	PK ARTS COMMISSION SUPPLIES	27.89	

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001.0000.11.571.23.31.001			5/27/2017	7842/DENNIS H 5/17	PK ARTS COMMISSION SUPPLIES	16.49	
001.0000.11.571.20.31.001			5/27/2017	7842/DENNIS H 5/17	PKRC DODGEBALLS, HOOP HOLDERS	267.29	
001.0000.11.571.20.31.005			5/27/2017	7842/DENNIS H 5/17	PKRC FISHING EVENT REFRESHMENT	28.50	
001.0000.11.571.20.31.005			5/27/2017	7842/DENNIS H 5/17	PKRC FISHING EVENT REFRESHMENT	17.53	
001.0000.11.571.20.31.050			5/27/2017	7842/DENNIS H 5/17	PKRC FISHING EVENT SUPPLIES	28.50	
001.0000.11.571.20.31.050			5/27/2017	7842/DENNIS H 5/17	PK NYLON WIRE TIES	5.45	
001.0000.11.571.20.31.050			5/27/2017	7842/DENNIS H 5/17	PKRC BAIT	93.19	
001.0000.11.571.20.31.050			5/27/2017	7842/DENNIS H 5/17	PKRC FISHING EVENT FISH BAGS	120.34	
001.0000.11.571.20.31.050			5/27/2017	7842/DENNIS H 5/17	PKRC MATH RELAY CERTIFICATES	72.81	
001.0000.11.571.20.31.050			5/27/2017	7842/DENNIS H 5/17	PKRC MATH RELAY TROPHIES	211.01	
<b>86820</b>	<b>6/15/2017</b>	<b>011148</b>		<b>VISA - 7867,</b>			<b>\$32.95</b>
501.0000.51.548.79.31.006			5/27/2017	7867/HINKLE 5/27	PKFL DETAIL WORK	32.95	
<b>86821</b>	<b>6/15/2017</b>	<b>011150</b>		<b>VISA - 7883,</b>			<b>\$877.88</b>
001.0000.15.521.21.35.010			5/27/2017	7883/B. JOHNSON 5/17	PD LEXAR FLASH MEMORY	69.02	
001.0000.15.521.21.31.001			5/27/2017	7883/B. JOHNSON 5/17	PD COTTON SWABS, SCRUB PANTS	808.86	
<b>86822</b>	<b>6/15/2017</b>	<b>011151</b>		<b>VISA - 7891,</b>			<b>\$296.37</b>
001.0000.15.521.40.43.002			5/27/2017	7891/LAWLER 5/17	PD 5/8-5/12/17 WHIA CONF. LODG	296.37	
<b>86823</b>	<b>6/15/2017</b>	<b>011158</b>		<b>VISA - 7966,</b>			<b>\$2,599.96</b>
001.0000.15.521.40.49.003			5/27/2017	7966/PITTS 5/17	PD 8/28-9/1/17 SUPERVISOR LDERS	650.00	
001.0000.15.521.40.49.003			5/27/2017	7966/PITTS 5/17	PD 5/18/17 SEX TRAFFICKING TRN	52.74	
001.0000.15.521.40.49.003			5/27/2017	7966/PITTS 5/17	PD 6/15/17 FIRST AID/CPR TRNG	116.00	
001.0000.15.521.10.31.001			5/27/2017	7966/PITTS 5/17	PD GRAPLING DUMMIES FOR D.T.	357.57	
001.0000.15.521.10.31.001			5/27/2017	7966/PITTS 5/17	PD FLOWERS	257.10	
001.0000.15.521.10.31.001			5/27/2017	7966/PITTS 5/17	PD OUTDOOR TABLE UMBRELLA	66.04	
180.0000.15.521.21.49.003				7966/PITTS 5/17	PD 7/5/17 SOCIAL NETWORKING IN	-249.00	
180.0000.15.521.21.49.003			5/27/2017	7966/PITTS 5/17	PD 5/29-6/2/17 CELL RECORDS AN	349.00	
180.0000.15.521.21.49.003			5/27/2017	7966/PITTS 5/17	PD 7/5/17 SOCIAL NETWORKING IN	249.00	
180.0000.15.521.21.43.001			5/27/2017	7966/PITTS 5/17	PD 5/21-5/23/17 MEXICO INVEST.	751.51	
<b>86824</b>	<b>6/15/2017</b>	<b>011159</b>		<b>VISA - 7974,</b>			<b>\$453.90</b>
001.0000.11.569.50.31.001			5/27/2017	7974/SCHEID 5/17	PKSR MOTHER'S DAY SUPPLIES	23.00	
001.0000.11.569.50.31.001			5/27/2017	7974/SCHEID 5/17	PKSR OPEN HOUSE SUPPLIES	82.01	
001.0000.11.569.50.31.001			5/27/2017	7974/SCHEID 5/17	PKSR OPEN HOUSE SUPPLIES	141.94	
001.0000.11.569.50.31.001			5/27/2017	7974/SCHEID 5/17	PKSR NAME BADGES	11.54	
001.0000.11.569.50.31.001			5/27/2017	7974/SCHEID 5/17	PKSR OPEN HOUSE SUPPLIES	24.15	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
001.0000.11.569.50.31.001			5/27/2017	7974/SCHEID 5/17	PKSR MOTHER'S DAY SUPPLIES	7.59	
001.0000.11.569.50.31.001			5/27/2017	7974/SCHEID 5/17	PKSR OPEN HOUSE SUPPLIES	51.95	
001.0000.11.569.50.31.001			5/27/2017	7974/SCHEID 5/17	PKSR OPEN HOUSE SUPPLIES	90.88	
001.0000.11.569.50.31.001			5/27/2017	7974/SCHEID 5/17	PKSR OPEN HOUSE SUPPLIES	9.89	
001.0000.11.569.50.31.001			5/27/2017	7974/SCHEID 5/17	PKSR OPEN HOUSE SUPPLIES	10.95	
<b>86825</b>	<b>6/15/2017</b>	<b>011160</b>		<b>VISA - 7982,</b>			<b>\$6,857.86</b>
503.0000.04.518.80.49.004			5/28/2017	7982/SCHUMA 05/28/17	IT ADOBE PHOTOSHOP SUBSCRIPTIO	10.98	
503.0000.04.518.80.49.004			5/28/2017	7982/SCHUMA 05/28/17	IT ADOBE INDESIGN SUBSCRIPTION	21.97	
001.0000.06.515.31.43.002			5/28/2017	7982/SCHUMA 05/28/17	LG COX WSAMA CONF HOTEL 4/26-4	395.60	
001.0000.06.515.30.31.001			5/28/2017	7982/SCHUMA 05/28/17	LG USB DRIVES	32.95	
001.0000.06.515.30.31.001			5/28/2017	7982/SCHUMA 05/28/17	LG BUDGETING GUIDE	83.61	
001.0000.06.515.30.49.003			5/28/2017	7982/SCHUMA 05/28/17	LG WACHTER/KASER 6/23/17 BOOT	160.00	
001.0000.06.515.30.49.003			5/28/2017	7982/SCHUMA 05/28/17	LG 2017 BUDGETING GUIDE WEBINA	421.85	
001.0000.03.557.20.31.001			5/28/2017	7982/SCHUMA 05/28/17	CM GRIMLEY & BAZITIS NAME PLAT	19.78	
001.0000.03.513.10.43.001			5/28/2017	7982/SCHUMA 05/28/17	CM CAULFIELD DC MTGS AIR 5/22-	1,013.40	
001.0000.07.558.65.49.003			5/28/2017	7982/SCHUMA 05/28/17	CD CASADY AWC CONF 6/20-6/23/1	400.00	
001.0000.01.511.60.43.001			5/28/2017	7982/SCHUMA 05/28/17	CC MOSS DC MTGS AIR 5/22-5/24/	1,013.40	
001.0000.01.511.60.43.001			5/28/2017	7982/SCHUMA 05/28/17	CC ANDERSON DC MTGS AIR 5/22-5	1,013.40	
001.0000.01.511.60.43.001			5/28/2017	7982/SCHUMA 05/28/17	CC WHALEN DC MTGS AIR 5/22-5/2	1,013.40	
001.0000.06.515.30.43.002			5/28/2017	7982/SCHUMA 05/28/17	LG KASER WSAMA CONF HOTEL 4/26	329.30	
001.0000.06.515.30.43.002			5/28/2017	7982/SCHUMA 05/28/17	LG WACHTER LABOR REL. CONF HOT	219.74	
001.0000.06.515.30.51.001			5/28/2017	7982/SCHUMA 05/28/17	LG CASE FILING FEE	36.50	
001.0000.09.518.10.31.001			5/28/2017	7982/SCHUMA 05/28/17	HR WATER: VOLUNTEER EVENT	21.98	
001.0000.03.513.10.49.003			5/28/2017	7982/SCHUMA 05/28/17	CM CAULFIELD AWC CONF 6/20-6/2	325.00	
001.0000.03.513.10.49.003			5/28/2017	7982/SCHUMA 05/28/17	CM BRAZITIS AWC CONF 6/20-6/23	325.00	
<b>86826</b>	<b>6/15/2017</b>	<b>011163</b>		<b>VISA - 8014,</b>			<b>\$4,344.19</b>
101.0000.11.542.30.31.001			5/27/2017	8014/WILLIAMS 5/17	PKST ADHESIVE	4.39	
501.0000.51.548.79.35.001			5/27/2017	8014/WILLIAMS 5/17	PKFL RER BUMPER	151.45	
001.0000.11.576.80.31.008			5/27/2017	8014/WILLIAMS 5/17	PK PANTS FOR STAFF	643.94	
001.0000.11.576.80.31.008			5/27/2017	8014/WILLIAMS 5/17	PK PANTS FOR STAFF	49.53	
101.0000.11.542.64.31.001			5/27/2017	8014/WILLIAMS 5/17	PKST FLASH DRIVE	26.37	
101.0000.11.544.90.31.008			5/27/2017	8014/WILLIAMS 5/17	PKST PANTS FOR STAFF	903.00	
101.0000.11.544.90.31.008			5/27/2017	8014/WILLIAMS 5/17	PKST PANTS FOR STAFF	208.72	
101.0000.11.544.90.31.008			5/27/2017	8014/WILLIAMS 5/17	PKST PANTS FOR STAFF	1,408.87	
001.0000.11.576.81.31.001			5/27/2017	8014/WILLIAMS 5/17	PK PENNANT FLAGGING	947.92	
<b>86827</b>	<b>6/15/2017</b>	<b>011164</b>		<b>VISA - 8022,</b>			<b>\$284.72</b>

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
001.0000.15.521.40.43.002			5/27/2017	8022/ZARO 5/17	PD 5/22-5/25/17 WASPC CONF. LO	284.72	
<b>86828</b>	<b>6/15/2017</b>	<b>011165</b>		<b>VISA - 8030,</b>			<b>\$1,200.08</b>
001.0000.07.558.50.49.003			5/28/2017	8030/FIN 1 05/28/17	CD SIMMONS CROSS CONNECTION CO	450.00	
101.0000.21.544.20.31.008			5/28/2017	8030/FIN 1 05/28/17	PWST NASH JACKET, RAIN PANTS	92.25	
101.0000.21.544.20.31.008			5/28/2017	8030/FIN 1 05/28/17	PWST NASH BOOTS, VEST, HARD HA	209.02	
401.0000.41.531.10.43.002			5/28/2017	8030/FIN 1 05/28/17	PWSW HALAR STMWTR CONF HOTEL 5	76.50	
001.0000.02.523.30.43.002			5/28/2017	8030/FIN 1 05/28/17	CD DUNN WORK CREW CONF HOTEL	338.31	
001.0000.07.558.60.49.005			5/28/2017	8030/FIN 1 05/28/17	CD BRIEFS FROM GOV'T BOOKSTORE	34.00	
<b>86829</b>	<b>6/15/2017</b>	<b>011167</b>		<b>VISA - 8055,</b>			<b>\$1,233.80</b>
192.0001.07.558.60.49.004			5/28/2017	8055/FIN 3 05/28/17	SSMP ADOBE SUBSCRIPTION	54.94	
192.0000.00.558.60.31.005			5/28/2017	8055/FIN 3 05/28/17	SSMP 5/11/17 ELECTED OFFICIALS	1,093.14	
192.0000.00.558.60.49.005			5/28/2017	8055/FIN 3 05/28/17	SSMP ELECTED OFFICIALS MRKTG M	85.72	
<b>86830</b>	<b>6/15/2017</b>	<b>011168</b>		<b>VISA - 8063,</b>			<b>\$171.87</b>
101.0000.21.544.20.49.003			5/28/2017	8063/FIN 4 05/28/17	PWST DEVEREAUX: SUPPORT STAFF	85.93	
001.0000.07.558.65.49.003			5/28/2017	8063/FIN 4 05/28/17	CD DEVEREAUX: SUPPORT STAFF CO	85.94	
<b>86831</b>	<b>6/15/2017</b>	<b>011169</b>		<b>VISA - 8071,</b>			<b>\$1,229.67</b>
401.0000.41.531.10.35.001			5/28/2017	8071/FIN 5 05/28/17	PWSW SHELVING UNIT	54.93	
001.0000.07.558.60.43.002			5/28/2017	8071/FIN 5 05/28/17	CD RODRIGUEZ PLANNING ASSOC CO	303.57	
401.0000.41.531.10.49.003			5/28/2017	8071/FIN 5 05/28/17	PWSW VIGOREN STORMCON 8/27-8/3	465.00	
001.0000.04.514.20.41.001			5/28/2017	8071/FIN 5 05/28/17	FN MINOR WORK PERMIT ENDORSEME	19.48	
001.0000.02.523.30.43.002			5/28/2017	8071/FIN 5 05/28/17	MC HIMES MCA PROBATION CONF HO	372.57	
302.0008.21.595.13.31.001			5/28/2017	8071/FIN 5 05/28/17	PWCP COOKIES/WATER 5/16/17 OPE	14.12	
<b>86832</b>	<b>6/15/2017</b>	<b>011688</b>		<b>VISA - 8079,</b>			<b>\$253.37</b>
101.0000.11.544.90.31.008			5/28/2017	8079/LOGAN 05/28/17	PKST LOGAN SAFETY VEST	66.05	
001.0000.99.518.40.42.002			5/28/2017	8079/LOGAN 05/28/17	ND SHIPPING	187.32	
<b>86833</b>	<b>6/15/2017</b>	<b>011172</b>		<b>VISA - 8105,</b>			<b>\$564.40</b>
180.0000.15.521.21.43.002			5/27/2017	8105/PD2 5/17	PD 5/14-5/19/17 NW GANG CONF.	564.40	
<b>86834</b>	<b>6/15/2017</b>	<b>011177</b>		<b>VISA - 8550,</b>			<b>\$131.00</b>
001.0000.13.558.70.49.004			5/28/2017	8550/NEWTON 05/28/17	ED PROPERTY DATABASE SEARCH	100.00	
001.0000.13.558.70.49.003			5/28/2017	8550/NEWTON 05/28/17	ED NEWTON 5/4/17 LKWD CHAMBER	20.00	
001.0000.13.558.70.31.001			5/28/2017	8550/NEWTON 05/28/17	ED 4/30-5/31/17 ONLINE FOLDER	11.00	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
<b>86835</b>	<b>6/15/2017</b>	<b>011480</b>		<b>VISA - 8716,</b>			<b>\$379.50</b>
001.0000.15.521.10.31.001			5/27/2017	8716/MEEKS 5/17	PD KEYS	99.09	
001.0000.15.521.21.31.008			5/27/2017	8716/MEEKS 5/17	PD MOORE, CARRIER VEST	280.41	
<b>86836</b>	<b>6/15/2017</b>	<b>011595</b>		<b>WALTER E NELSON CO,</b>			<b>\$283.96</b>
502.0000.17.518.30.31.001			5/17/2017	598139	PKFC BATH CLNR	176.26	
502.0000.17.518.30.31.001			6/2/2017	600929	PKFC MULTIFOLD TOWELS	107.70	
<b>86837</b>	<b>6/15/2017</b>	<b>000595</b>		<b>WASHINGTON ASSOC OF SHERIFF'S,</b>			<b>\$2,456.78</b>
001.0000.02.523.30.41.001			4/30/2017	EM 2017-00268	MC 04/17 HOME MONITORING SVCS	2,006.78	
001.0000.15.521.40.49.003			5/27/2017	INV027594	PD ZARO: WASPC CONF 5/22-5/25/	300.00	
001.0000.15.521.40.49.001			4/4/2017	DUES 2017-00501	PD ASSOC. DUES FOR STRAND, LAW	150.00	
<b>86838</b>	<b>6/15/2017</b>	<b>009100</b>		<b>WASHINGTON DEPT OF HEALTH,</b>			<b>\$115.00</b>
195.0016.15.521.30.49.001			6/12/2017	PC 60686990	PD PHLEBOTOMIST CERT. B. WEEKE	115.00	
<b>86839</b>	<b>6/15/2017</b>	<b>011658</b>		<b>WASHINGTON TRUST BANK,</b>			<b>\$17,105.15</b>
302.0000.00.223.40.00.000			6/15/2017	2017-077RET PP # 2	PWCP AG 2017-077RET 2300492200	17,105.15	
<b>86840</b>	<b>6/15/2017</b>	<b>000598</b>		<b>WATER MANAGEMENT LABORATORIES,</b>			<b>\$847.00</b>
401.0000.41.531.10.41.001			5/30/2017	158759	PWSW 5/16/17 WATER SAMPLING	303.00	
401.0000.41.531.10.41.001			6/2/2017	158944	PWSW 5/15/17 WATER SAMPLING	544.00	
<b>86841</b>	<b>6/15/2017</b>	<b>011691</b>		<b>WATTS, KAYLA</b>			<b>\$50.00</b>
001.0102.11.347.30.08.000			6/12/2017	SHELTER REFUND	PK FT STEIL. SHELTER RENTAL RE	50.00	
<b>86842</b>	<b>6/15/2017</b>	<b>010239</b>		<b>WEST PIERCE FIRE &amp; RESCUE,</b>			<b>\$70.01</b>
001.0000.11.569.50.41.010			5/25/2017	INV17-025	PK 4/28/17 STAFF CPR TRNG	70.01	
<b>86843</b>	<b>6/15/2017</b>	<b>004697</b>		<b>WHISTLE WORKWEAR OF TACOMA,</b>			<b>\$49.52</b>
101.0000.11.544.90.31.008			5/22/2017	283311	PKST POWELL/TOY SAFETY VESTS	49.52	
<b>86844</b>	<b>6/15/2017</b>	<b>011058</b>		<b>WHITE, JAMES</b>			<b>\$50,000.00</b>
504.9999.09.518.11.49.016			6/15/2017	D	RM WHITE V. COL 13-2-12759-3	50,000.00	
<b>86845</b>	<b>6/15/2017</b>	<b>011689</b>		<b>YANNELLO III, JOE</b>			<b>\$30.00</b>
001.0101.11.347.30.06.001			6/12/2017	BOAT LAUNCH REFUND	PK 6/4/17 BOAT LAUNCH REFUND	13.65	
001.0101.11.347.30.06.001			6/12/2017	BOAT LAUNCH REFUND	PK 6/3/17 BOAT LAUNCH REFUND	13.65	
001.0000.00.229.10.00.005			6/12/2017	BOAT LAUNCH REFUND	PK 6/3/17 BOAT LAUNCH REFUND	1.35	

Check No.	Date	Vendor	Inv Date	Invoice	Description	Amount	Check Total
001.0000.00.229.10.00.005			6/12/2017	BOAT LAUNCH REFUND	PK 6/4/17 BOAT LAUNCH REFUND	1.35	
<b>86846</b>	<b>6/15/2017</b>	<b>008553</b>		<b>ZONES INC,</b>			<b>\$1,351.77</b>
503.0000.04.518.80.31.001			5/19/2017	K06916760101	IT LTO ULTRIUM G6 MEDIA CARTRI	450.59	
503.0000.04.518.80.31.001			5/27/2017	K06996320101	IT FUJIFILM LTO ULTRIUM G6	901.18	
<b># of Checks Issued</b>		<b>349</b>					
<b>Total</b>		<b>\$2,422,198.97</b>					

Less Voided Check:

5/31/2017 Check 86574 \$8,834.23

**Adjusted Total: \$2,413,364.74**



# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> July 17, 2017  <b>REVIEW:</b> July 10, 2017	<b>TITLE:</b> A Resolution related to the City's Purchasing Policy  <b>ATTACHMENTS:</b> <ul style="list-style-type: none"> <li>• Resolution and Exhibit A Purchasing Policy</li> </ul>	<b>TYPE OF ACTION:</b>  ORDINANCE NO. <input checked="" type="checkbox"/> RESOLUTION NO. 2017-15  MOTION  OTHER
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**SUBMITTED BY:** Tho Kraus, Assistant City Manager/Administrative Services

**RECOMMENDATION:** It is recommended that the City Council adopt this Resolution amending Resolution 2017-07.


**DISCUSSION:** The proposed amendment is to add item D in Section 19 Other exemptions as follows:

D. Electronic Data Processing & Telecommunications Systems. The purchase of electronic data processing and telecommunications systems is called out specifically in RCW 39.04.270. In that section, cities are authorized to use a "competitive negotiation" process as an alternative to the competitive bid process or other allowable processes when purchasing telecommunications and data processing (computer) equipment or software because of the unique aspects. This alternative process requires a request for proposals (RFP) that identifies significant evaluation factors, including price, and their relative importance and provides reasonable procedures for technical evaluation of the proposals, identification of qualified sources, and the selection process for awarding the contract.

City Council's approval of the proposed amendment would retroactively cover all previous actions.

**ALTERNATIVE(S):** The City Council may deny approval and provide direction to staff.

**FISCAL IMPACT:** N/A

_____ Department Director	 _____ City Manager Review
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RESOLUTION NO. 2017-15

A RESOLUTION of the City of Lakewood City Council providing for the amendment of the City of Lakewood Purchasing Policy.

WHEREAS, in connection with the incorporation of the city of Lakewood and the commencement of municipal functions, the City Council authorized and approved the establishment of policies to guide the city's expenditure of public funds and the making of purchases for various municipal purposes; and

WHEREAS, in March 2017 the City Council adopted the Resolution 2017-17 City of Lakewood Purchasing Policy repealing Resolution 1999-39; and

WHEREAS, since the adoption of Resolution 2017-07, a major change in the proposed policy is necessary to include the addition of an exemption for electronic data processing and telecommunications systems as authorized under RCW 39.04.270.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON HEREBY RESOLVES, as Follows:

Section 1. Add item D in Section 19 Other Exemptions to include an exemption for the purchase of electronic data processing and telecommunications.

Section 2. That this Resolution shall be in full force and effect upon passage and signatures hereon.

PASSED by the City Council this 17<sup>th</sup> day of July, 2017.

CITY OF LAKEWOOD

\_\_\_\_\_  
Don Anderson, Mayor

Attest:

\_\_\_\_\_  
Alice M. Bush, MMC, City Clerk

Approved as to Form:

\_\_\_\_\_  
Heidi Ann Wachter, City Attorney

**EXHIBIT A  
CITY OF LAKEWOOD  
PURCHASING POLICIES**

**GENERAL PROVISIONS**

- Section 1. Purpose.
- Section 2. Application.
- Section 3. Federal funds.
- Section 4. Grants.
- Section 5. Professional service contracts.
- Section 6. Responsibility for purchasing.
- Section 7. Authority to execute.
- Section 8. Routine expenses.
- Section 9. Recycling procurement policy.

**COMPETITIVE BIDDING PROCESS**

- Section 10. Bid limits.
- Section 11. Competitive bidding.
- Section 12. General standards for determining lowest responsible bidder.
- Section 13. Cancellation of requests for bids or requests for proposals.
- Section 14. Specifications.
- Section 15. City procurement records.
- Section 16. Unauthorized purchases.

**EXCEPTIONS TO COMPETITIVE BIDDING REQUIREMENT**

- Section 17. Cooperative purchasing.
- Section 18. Emergency procurement.
- Section 19. Other exemptions.

**MATERIALS, SUPPLIES AND EQUIPMENT**

- Section 20. Small purchases.
- Section 21. Inspection and testing.
- Section 22. Purchases for special events.

**PUBLIC WORKS OR IMPROVEMENTS**

- Section 23. Definition of public works.
- Section 24. Plans and specifications – Estimates – Publication – Emergencies.
- Section 25. Small works roster.
- Section 26. Bonds and bid security - Noncollusion affidavit — Insurance.
- Section 27. Administrative procedures.

## **GENERAL PROVISIONS**

### **Section 1. Purpose.**

The purpose of the City of Lakewood Purchasing Policies (“Policies”) is to protect and advance the public interest by providing for the fair and equitable treatment of all persons involved in the purchasing process, by maximizing the purchasing value of public funds, by providing safeguards for maintaining a purchasing system of quality and integrity, and by following state law.

### **Section 2. Application.**

These Policies apply to the award of contracts by the City for:

- (1) purchases of materials, supplies, and equipment;
- (2) public works and improvements;
- (3) maintenance; and
- (4) other goods and services.

These Policies do not apply to:

- (1) the reimbursement of business expenses incurred by employees
- (2) purchase and/or lease of real estate;
- (3) lease agreements for materials, supplies and equipment unless the agreement is in excess of fifty thousand dollars (\$50,000); and
- (4) professional and non-professional service contracts as defined in Section 5.

### **Section 3. Federal Funds.**

When a purchase involves the expenditure of federal funds, purchasing shall be conducted in accordance with any applicable federal law or regulation.

### **Section 4. Grants.**

Nothing in this chapter shall prevent the City from complying with the terms and conditions of any grant, gift or bequest which is otherwise consistent with law.

### **Section 5. Professional service contracts.**

- A. General. Professional services, including but not limited to contracts for architectural, engineering, legal and consulting services, are not subject to the requirements of these Purchasing Policies. Contracts for architectural and engineering services shall be awarded in accordance with Chapter 39.80 RCW. For purposes of this section, “professional services” are those services involving labor, skill, education and special knowledge and where the labor and skill involved is predominately mental or intellectual, rather than physical or manual.
- B. Publication. At least once a year, on behalf of the City, Municipal Research and Services Center of Washington (“MRSC”) shall publish in a newspaper of general circulation within the City a notice of the existence of the consulting services roster or rosters and solicit statements of qualifications from firms providing consulting services. Such advertisements will include information on how to find the address and telephone number of a representative of the City who can provide further details as to the City’s projected needs for consulting services. Firms or persons providing consulting services shall be added to appropriate MRSC roster or rosters at any time that they submit a written request and necessary records.

- C. Professional Architectural and Engineering Services. The MRSC Rosters will distinguish between professional architectural and engineering services as defined in RCW 39.80.020 and other consulting services and will announce generally to the public the City's projected requirements for any category or type of professional or other consulting services. The City reserves the right to publish an announcement on each occasion when professional services or other consulting services are required by the agency and to use paper and/or other electronic rosters that may be kept on file by appropriate City departments.

#### **Section 6. Responsibility for purchasing.**

- A. General. The City Manager or designee shall be responsible for all City purchasing under these Policies except where otherwise provided. The Assistant City Manager/Administrative Services or designee shall administer these Policies.
- B. Duties. In accordance with the Purchasing Policies, the Assistant City Manager/Administrative Services or designee shall:
1. Purchase or supervise the purchase of all materials, supplies, equipment and nonprofessional services and award of all public works and improvement contracts by the City;
  2. Sell, trade or otherwise dispose of surplus personal property belonging to the City. The City Manager shall be responsible for the disposal of real property;
  3. Establish and maintain programs for specifications development, contract administration and inspection and acceptance, in cooperation with City departments using the items purchased;
  4. Propose operational procedures consistent with these Policies relating to the execution of his or her duties. Such procedures shall be followed by all City departments. These operational procedures are subject to prior approval of the City Manager; and
  5. Determine liability and property damage insurance requirements, including but not limited to coverage requirements, limits of liability, necessary endorsements and other matters relating to insurance, for any contract entered into by the City under these Policies.

#### **Section 7. Authority to execute.**

Every contract under these Policies where the annual cost to the City for such contracts is:

- A. Fifty thousand dollars (\$50,000) or less including addenda the City Manager or designee is authorized to sign such contracts on behalf of the City;
- B. More than fifty thousand dollars (\$50,000), approval of the City Council is required for such contracts.

#### **Section 8. Routine expenses.**

Routine expenses such as utilities charges, claims and judgments, witness fees, governmental taxes and governmental fees for licenses and permits may be acquired, ordered or paid in the best interests of the City within budget appropriations or other City Council authorization therefor.

## **Section 9. Recycling procurement policy.**

- A. Intent. In accordance with RCW 35A.40.210, 35.22.620(10) and 39.30.040 including all future amendments, additions and deletion, the City of Lakewood finds it desirable to adopt a procurement policy promoting the use of recycled products and recyclable products by the City of Lakewood departments, thereby stimulating the demand for these products and helping to develop markets for materials that have been diverted from the solid waste stream.
- B. Use of recycled Materials. All City of Lakewood departments shall use recycled products and recyclable products whenever practicable and reasonable.

## **COMPETITIVE BIDDING PROCESS**

### **Section 10. Bid Limits.**

The competitive bidding process outlined in Section 20 is required whenever the estimated cost of a tangible personal property (materials, supplies and equipment not in connection with public works projects) is between \$9,999 and \$25,000.

The competitive bidding process outlined in Section 11 is required whenever the estimated cost of a tangible personal property (materials, supplies and equipment not in connection with public works projects) is greater than \$25,000.

The competitive bidding process outlined in Section 11 is required whenever the estimated cost of a purchase of materials, supplies and equipment, or a contract for public work or improvement (including the cost of materials, supplies, equipment and labor), will exceed the sums as set forth in RCW 35A.40.210 and 35.22.620(3) including all future amendments, additions and deletions.

Whenever the estimated cost of the public work or improvement is less than the bid limit as stated above a contract for the public work or improvement may be awarded in the manner authorized by Section 21 (small works roster). The public work or improvement may be performed by City employees within the limits and to the extent authorized by state law.

### **Section 11. Competitive bidding.**

- A. General. Any purchase of material, supplies, and equipment, or any contract for public works or improvements where the cost thereof exceeds the bid limit in Section 10 shall be by competitive bidding in accordance with RCW 35A.40.210 and 35.22.620(6) including all future amendments, additions and deletions, except for purchases and contracts made pursuant to Sections 17 (cooperative purchasing), 18 (emergency) and 19 (sole source).
- B. Request for Bids. Request for bids issued which shall include the specifications and the contractual terms and conditions applicable to the procurement. The request for bid may be changed or amended by the City provided the change is issued in writing at least three (3) business days prior to the bid opening date. Such changes will be furnished to all interest vendors in the form of an addendum. Any material information provided to a prospective bidder with regard to a request for bid shall be furnished to all bidders on the vendor list receiving a copy of the original request for bid. Oral interpretations of contract terms and conditions shall not be binding on the City unless confirmed in writing by the City and provided to all bidders at least three (3) business days before bid opening. The City will not be responsible for oral

interpretations not confirmed in writing by the City giving the interpretation at least twenty-four (24) hours before bid opening.

- C. Public Notice. Public notice of the request for bids shall be given not less than fourteen (14) calendar days prior to the date set forth therein for the opening of bids unless another timeline is deemed necessary by the City Manager or designee. Such notice shall be published, at least once in a newspaper of general circulation. The public notice shall state the date and time of bid opening. Bids not received by the date and time stated for bid opening will not be accepted or considered.
- D. Bid Opening. Sealed bids shall be received by the City Clerk or designee, at any time within regular business hours and shall be identified as bids on the envelope. Bids shall be date and time stamped when received by the City. Bids shall be opened in public by the City Clerk or designee at the time and place stated in the request for bids. The amount of each bid, and such other relevant information as the City Manager or designee deems appropriate, together with the name of each bidder, shall be announced and recorded. The record and each bid shall be open to public inspection. The City Clerk or designee shall tabulate the bids and submit them to the concerned department, which will make appropriate recommendations to the City Manager. Bids which are received, but which do not identify the request to bid or the time for bid opening may be opened, but solely for identification purposes. All late bids or late withdrawal request will be date and time recorded.
- E. Bid Evaluation. Bids shall be evaluated based on the specifications and other relevant evaluation criteria set forth in the bid specifications. The evaluation criteria shall be objectively measurable whenever possible, and may include such factors as discounts, transportation costs, and total or life cycle costs, inspection or testing which has been done of the product bid, quality, workmanship, delivery time, and suitability for a particular purpose.
- F. Bid Irregularities. Except where otherwise provided in these Policies, bids containing irregularities may be accepted by the City for consideration. Any action concerning the bid(s) containing irregularities shall be at the discretion of the City Manager and/or City Council in accordance with the provisions of law. The call for bids for all bids shall state the reserved right of the City to reject any and all bids and to waive irregularities in any provided that no bidder shall be permitted to gain unfair advantage over other bidders by action of the City Council pertaining to this section.
- G. Correction or withdrawal of errors; Cancellation of Awards. Correction or withdrawal of inadvertent errors in bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted by the City to the extent allowed by law.
  - (1) Mistakes discovered before bid opening may be corrected by bidder withdrawing the original bid and submitting a corrected bid to the City before the bid opening. If there is not sufficient time prior to bid opening to withdraw the original bid and submit a corrected bid, the bidder, or an authorized representative, may correct the mistake on the face of the original bid; provided the official opening time has not yet been reached. A corrected bid must be stamped upon resubmission.
  - (2) Mistakes discovered during or after bid opening may not be corrected. If the bidder submits evidence in writing satisfactory to the City Manager and City Attorney that a mistake has been made by the bidder in the calculation of its bid, the City Manager may

allow the bid to be withdrawn; provided, that the claim of mistake and the evidence in support thereof must be made and provided within 3 business days after the bid has been opened. Compliance with this section within the specified time limit shall relieve the bidder of forfeiture of its bid bond if the City Manager and City Attorney approve the bid withdrawal.

- H. Award or rejection of bids. The recommended bids over fifty thousand dollars (\$50,000) shall be submitted to the City Council by the City Manager. The City Council may award the bid to the lowest responsive, responsible bidder in accordance with Section 12, or may reject all bids in its sole discretion. The contract shall be considered and/or awarded to the lowest responsible bidder whose bid meets the specifications and evaluation criteria set forth in the request for bids.
- I. Recalling for bids. The City Council may reject any or all bids and/or call for further bids. If no responsive, responsible bid is received on the first call, the City may readvertise and make a second call, or may enter into a contract without any further call.

### **Section 12. General standards for determining lowest responsible bidder.**

In accordance with RCW 39.04.350 including all future amendments, additions and deletions to determine the lowest responsive, responsible bidder, in addition to price, the following may be considered:

- A. The ability, capacity and skill of the bidder to perform the contract;
- B. Whether the bidder can perform the contract promptly, or within the time specified, without delay or interference;
- C. The reputation, experience and efficiency of the bidder;
- D. The quality of performance of previous contracts by the bidder;
- E. The previous and existing compliance by the bidder with laws and ordinances relating to contracts or services;
- F. The sufficiency of the financial resources and ability of the bidder to perform the contract;
- G. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- H. The number and scope of conditions attached to the bid.

### **Section 13. Cancellation of requests for bids or requests for proposals.**

In accordance with processes set forth in RCW 39.26.160 including all future amendments, additions and deletions, a request for bids may be canceled at the discretion of the City Manager or Designee. The reasons therefor shall be made part of the contract file. Each request for bids issued by the City shall state that the request may be canceled. Notice of cancellation shall be sent to all parties that have been provided with a copy of the request. The notice shall identify the request for bids and state briefly the reasons for cancellation.



## **Section 14. Specifications.**

- A. Maximum Practicable Competition. All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage maximum free and open competition in satisfying the City's needs. The policy enunciated in this section applies to all specifications including but not limited to those prepared for the City by architects, engineers, designers, and drafters.
- B. "Brand Name or Equivalent" Specification. Brand name or equivalent specifications may be used when the City Manager or designee determines that use of a brand name or equivalent specification is in the City's best interest.
- C. Brand Name Specification. Because use of a brand name specification is often restrictive of competition, it may be used only when the City Manager or designee makes a written determination that only the identified brand name item or items will satisfy the City's needs.
- D. Experience Clause Restrictions. Experience clauses requiring prospective bidders to have a record of satisfactory operation or performance may only be used if such requirements have been adequately justified in writing and approved by the City Manager or designee.

## **Section 15. City procurement records.**

- A. Procurement File. All determinations and other written records pertaining to the request to bid, award, or performance of a contract shall be maintained for the City in a contract file by the City Department.
- B. Retention of Procurement Records. All procurement records shall be retained and disposed of by the City in accordance with state law and city ordinances, regulations and guidelines. If a contract is being funded in whole or in part by assistance from a federal agency, then all procurement records pertaining to that contract shall be maintained in accordance with any applicable requirements of federal law.

## **Section 16. Unauthorized purchases.**

Any purchase or contract made contrary to the provisions hereof and except as authorized by the City's operational procedures shall not be approved by any city officer and the City shall not be bound thereby, except as may be required or provided by law.

## **EXEMPTIONS TO COMPETITIVE BIDDING REQUIREMENTS**

### **Section 17. Cooperative purchasing.**

The City Manager or designee is authorized to recommend to the City Council that it join in cooperative purchasing arrangements with other public agencies similarly authorized. Any cooperative purchasing agreement shall comply with RCW 39.34.030(3) including all future amendments, addition and deletions and set forth fully the purposes, powers, rights, objectives and responsibilities of the contracting parties. Any cooperative purchasing agreement shall be governed by the requirements of state law in regard to competitive bidding when applicable. In addition, City Manager or designee may utilize existing contracts or proposed solicitations of other local, state, or federal agencies to procure

materials, supplies, and equipment for the City consistent with legal requirements if such methods of procurement would foster economy and efficiency.

### **Section 18. Emergency procurement.**

Notwithstanding any other provisions of these Policies, the City Manager or designee may, in accordance with RCW 35A.40.210, 35.22.620(6), and 39.04.280 including all future amendments, additions and deletions, make or authorize others to make emergency procurement of materials, supplies, equipment, or construct public works projects without complying with the competitive requirements of these Purchasing Policies when there exists a threat to public health, welfare, or safety or where the City may suffer a substantial monetary loss by reason of the time required to follow regular purchasing procedures; provided, that such emergency procurement shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the procurement file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, and a listing of the item(s) procured under the contract, which shall be reported to the City Council.

### **Section 19. Other exemptions.**

- A. The City Manager or designee is authorized to make open market purchases without obtaining competitive bids or quotations therefor in accordance with RCW 35A.40.210, 35.22.620(6), and 39.04.280 including all future amendments, additions and deletions under the following conditions:
  1. Items of Special Design. When an item required is of special design, shape or manufacture to match or fit in with an existing installation and competitive bidding is impracticable;
  2. Surplus or Distress Sales. When it is possible to procure obvious bargains in surplus or distress material, supplies or equipment.
  3. Items for Quick Delivery. When the obtaining of competitive bids or quotations will cause delay resulting in an appreciable loss to the City.
- B. Small Items Not Stocked, Blanket Purchase Orders. The Assistant City Manager/Administrative Services or designee is authorized to establish blanket purchase orders with local vendors for the purchase of items which are not stocked by the departments of the City and are available at usual market prices. Such local vendors shall be selected based on best overall price policies, breadth and depth of stocks and delivery service.
- C. Sole Source Procurement. A contract for the purchase of materials, supplies or equipment may be awarded without complying with the bidding requirements of this chapter when the City Manager or designee determines in writing, after conducting a good faith review of available sources, that there is only one source for the required materials, supplies or equipment. A record of sole source procurement shall be maintained that lists each contractor's name, the amount and type of each contract, and a listing of the items(s) procured under each contract.
- D. Electronic Data Processing & Telecommunications Systems. The purchase of electronic data processing and telecommunications systems is called out specifically in RCW 39.04.270. In that section, cities are authorized to use a "competitive negotiation" process as an alternative to the competitive bid process or other allowable processes when purchasing telecommunications and

data processing (computer) equipment or software because of the unique aspects. This alternative process requires a request for proposals (RFP) that identifies significant evaluation factors, including price, and their relative importance and provides reasonable procedures for technical evaluation of the proposals, identification of qualified sources, and the selection process for awarding the contract.

## **MATERIALS, SUPPLIES AND EQUIPMENT**

### **Section 20. Small purchases.**

- A. General. Any purchase of materials, supplies or equipment not exceeding the bid limit specified in Section 10 shall be considered a “small purchase” and shall be made in accordance with RCW 39.04.190 including all future amendments, additions or deletions. The City Manager or designee shall adopt purchase procedures whereby the requirements of Section 11 shall not apply. Insofar as it is practical, three businesses shall be solicited to submit quotations. The Assistant City Manager/Administrative Services or designee shall keep a record of all small purchases and quotations submitted in competition thereon and such records shall be open for public inspection during regular office hours. The City Manager or designee shall consider and/or award the purchase order on small purchases to such vendor as the City Manager or designee determines to have submitted the lowest responsive, responsible quotation, in accordance with the provisions of this chapter.
- B. Filing of statements on awards to other than vendor submitting lowest quotation. When the award for a small purchase is not given to the vendor submitting the lowest quotation, a statement of the reasons for placing the order elsewhere shall be prepared and filed with the other papers relating to the transaction.
- C. Rejection of quotations. The City Manager or designee shall have the authority to reject all quotations or parts thereof, with regard to a small purchase of any materials, supplies, or equipment when he/she determines the public interest will be served thereby, and upon consultation with the appropriate department director. The rejection of such quotations shall include the reason therefor in the records of the transaction.

### **Section 21. Inspection and testing.**

The City Manager or designee shall inspect or supervise the inspection of all deliveries materials, supplies, or equipment to determine their conformance with the specifications set forth in the request to bid.

- A. Inspection by Using Department. The City Manager or designee may authorize a using department having the staff and facilities for adequate inspection to inspect all deliveries made to such using departments, under operational procedures.
- B. Tests. The City Manager or designee may require chemical and physical tests of samples submitted with bids and samples of deliveries which are necessary to determine their quality and conformance with the specifications. In the performance of such tests, he/she shall have the authority to make use of laboratory facilities of any outside laboratory.

**Section 22. Purchases for special events.**

The City Manager may promulgate procedures to govern the purchase of supplies, such as food, beverages, decorations and awards, for public events and employee activities, including employee of the year recognition, volunteer recognition and ceremonial openings of public facilities.

**PUBLIC WORKS OR IMPROVEMENTS**

**Section 23. Definition of public works.**

RCW 39.04.010 including all future amendments, additions and deletions is incorporated by reference.

**Section 24. Plans and specifications - Estimates–Publication - Emergencies.**

Plans and/or specifications, and an estimate of the cost of such work must be filed with the City Manager or designee when a public work or improvement is necessary. The City Manager or designee shall approve the plans, specifications and estimates of cost and the original draft or a certified copy filed with the City Clerk or designee before further action is taken.

If it is determined that it is necessary or advisable to execute such public work or improvement by any means, e.g., force account, or method other than by contract, and it appears that the estimated probable cost of executing the work will exceed the amount as set forth in RCW 39.04.020 including all future amendments, additions and deletions, then, at least fifteen days before the work is begun, the City Clerk or designee shall cause such estimate, together with a description of the work, to be published at least once in a newspaper of general circulation within the City; except that when any emergency requires the immediate execution of such public work or improvement, upon finding of the existence of an emergency by the authority having power to direct such public work or improvement to be done, duly entered of record, publication of description and estimate may be made within seven days after the commencement of the work.

**Section 25. Small works roster.**

As an alternative to general competitive bidding requirements set out in Section 11, the following small works roster procedures are established for use by the City pursuant to RCW 39.04.155 including all future amendments, additions and deletions.

- A. Cost. The City need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed Three Hundred Thousand Dollars (\$300,000), which includes the costs of labor, material, equipment and sales and/or use taxes as applicable. Instead, the City may use the Small Public Works Roster procedures for public works projects as set forth within this Section. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.
  
- B. Publication. At least once a year, on behalf of the City, Municipal Research and Services Center of Washington (“MRSC”) shall publish in a newspaper of general circulation within the City a notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to appropriate MRSC Roster(s) at any time that

they submit a written request and necessary records. The City may require master contracts to be signed that become effective when a specific award is made using a small works roster.

- C. Telephone or Written Quotations. The City shall obtain telephone, written or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1) and may establish supplementary bidder criteria under RCW 39.04.350(2).
- (1) A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
  - (2) Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from one hundred and fifty thousand dollars (\$150,000) to three hundred thousand dollars (\$300,000), the City may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that **quotations** on the work are being sought. The City has the sole option of determining whether this notice to the remaining contractors is made by:

- (a) publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
  - (b) mailing a notice to these contractors; or
  - (c) sending a notice to these contractors by facsimile or email.
- (3) At the time bids are solicited, the City representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;
  - (4) A written record shall be made by the City representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

- D. Limited Public Works Process. If a work, construction, alteration, repair, or improvement project is estimated to cost less than thirty-five thousand dollars (\$35,000), the City may award such a contract using the limited public works process provided under RCW 39.04.155 (3). For a limited public works project, the City will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the City may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, materialmen, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the City shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The City shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

- E. Determining Lowest Responsible Bidder. The City Council shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the City Council may call for new bids. A responsible bidder shall be a registered and/or licensed contractor who meets the mandatory bidder responsibility criteria established by RCW 39.04.350 and who meets any supplementary bidder responsibility criteria established by the City.
- F. Award. All of the telephone bids or quotations shall be collected and presented at the same time to the City Council for consideration, determination of the lowest responsible bidder, and award of the contract.

**Section 26. Bonds and bid security-Noncollusion affidavit-Insurance.**

- A. Requirement for Bid Security. Bid security shall be required for all competitive bidding for public work or improvement contracts in accordance with RCW 39.08.010 and 39.08.030 including all future amendments, additions and deletions. Bid security shall be of a type and in a form established by the City Manager or designee and approved by the city attorney or designee, which may include a bond provided by a surety company authorized to do business in this state, or the equivalent in cash, cashier's or certified check and shall be included in the bid package. Bid security shall be required on bids for materials, supplies and equipment only if determined necessary by the City Manager or designee.
- B. Amount of Bid Security. Bid security shall be in an amount equal to at least five percent (5%) of the amount of the bid or in another amount as determined by the Assistant City Manager/Administrative Services.
- C. Rejection of Bids for Noncompliance with Bid Security Requirements. When the request for bid requires submittal of bid security, noncompliance will result in rejection of the bid.
- D. Withdrawal of Bids. If a bidder is permitted to withdraw its bid before award as provided in Section 11(G), the bidder's bid security shall be returned.
- E. Contract Performance and Payment Bonds. When required — Amounts. When a public works or improvement contract is awarded as a result of a call for bids under Section 11(H) of these Purchasing Policies, the following bonds or security shall be delivered to the City and shall become binding on the parties upon the execution of this contract:

- (1) A performance bond satisfactory to the City Attorney or designee, executed by a surety company authorized to do business in this state or otherwise secured in manner satisfactory to the City for an amount equal to one hundred percent of the price specified in the contract.
  - (2) A payment bond satisfactory to the City Attorney or designee, executed by a surety company authorized to do business in this state or otherwise secured in a manner satisfactory to the City for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract. The bond shall be in an amount equal to one hundred percent of the price specified in the contract.
- F. Authority to Require Additional Bonds. Nothing in this section shall be construed to limit the authority of the City to require a performance bond or other security in addition to the bonds specified herein.
- G. Noncollusion Affidavit. As part of any bid submitted, the bidder shall be required to warrant that the bid is a genuine bid and that he or she has not entered into collusion with any other bidder or any other person by submitting with his or her bid an executed and notarized noncollusion affidavit on a form approved by the City Attorney.
- H. Insurance. Contracts for public works and improvements shall contain such requirements for the provision of insurance by the contractor as are determined by the Assistant City Manager/Administrative Services or designee.

#### **Section 27. Administrative procedures.**

The City Manager may promulgate procedures for the purpose of administering public works improvement contracts. Such procedures may define the levels of authority pertaining to review and approval of contract change orders.

**EXHIBIT A  
CITY OF LAKEWOOD  
PURCHASING POLICIES**

**GENERAL PROVISIONS**

- Section 1. Purpose.
- Section 2. Application.
- Section 3. Federal funds.
- Section 4. Grants.
- Section 5. Professional service contracts.
- Section 6. Responsibility for purchasing.
- Section 7. Authority to execute.
- Section 8. Routine expenses.
- Section 9. Recycling procurement policy.

**COMPETITIVE BIDDING PROCESS**

- Section 10. Bid limits.
- Section 11. Competitive bidding.
- Section 12. General standards for determining lowest responsible bidder.
- Section 13. Cancellation of requests for bids or requests for proposals.
- Section 14. Specifications.
- Section 15. City procurement records.
- Section 16. Unauthorized purchases.

**EXCEPTIONS TO COMPETITIVE BIDDING REQUIREMENT**

- Section 17. Cooperative purchasing.
- Section 18. Emergency procurement.
- Section 19. Other exemptions.

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These Policies do not apply to:

- (1) the reimbursement of business expenses incurred by employees
- (2) purchase and/or lease of real estate;
- (3) lease agreements for materials, supplies and equipment unless the agreement is in excess of fifty thousand dollars (\$50,000); and
- (4) professional and non-professional service contracts as defined in Section 5.

### **Section 3. Federal Funds.**

When a purchase involves the expenditure of federal funds, purchasing shall be conducted in accordance with any applicable federal law or regulation.

### **Section 4. Grants.**

Nothing in this chapter shall prevent the City from complying with the terms and conditions of any grant, gift or bequest which is otherwise consistent with law.

### **Section 5. Professional service contracts.**

- A. General. Professional services, including but not limited to contracts for architectural, engineering, legal and consulting services, are not subject to the requirements of these Purchasing Policies. Contracts for architectural and engineering services shall be awarded in accordance with Chapter 39.80 RCW. For purposes of this section, “professional services” are those services involving labor, skill, education and special knowledge and where the labor and skill involved is predominately mental or intellectual, rather than physical or manual.
- B. Publication. At least once a year, on behalf of the City, Municipal Research and Services Center of Washington (“MRSC”) shall publish in a newspaper of general circulation within the City a notice of the existence of the consulting services roster or rosters and solicit statements of qualifications from firms providing consulting services. Such advertisements will include information on how to find the address and telephone number of a representative of the City who can provide further details as to the City’s projected needs for consulting services. Firms or persons providing consulting services shall be added to appropriate MRSC roster or rosters at any time that they submit a written request and necessary records.

- C. Professional Architectural and Engineering Services. The MRSC Rosters will distinguish between professional architectural and engineering services as defined in RCW 39.80.020 and other consulting services and will announce generally to the public the City's projected requirements for any category or type of professional or other consulting services. The City reserves the right to publish an announcement on each occasion when professional services or other consulting services are required by the agency and to use paper and/or other electronic rosters that may be kept on file by appropriate City departments.

## **Section 6. Responsibility for purchasing.**

- A. General. The City Manager or designee shall be responsible for all City purchasing under these Policies except where otherwise provided. The Assistant City Manager/Administrative Services or designee shall administer these Policies.
- B. Duties. In accordance with the Purchasing Policies, the Assistant City Manager/Administrative Services or designee shall:
1. Purchase or supervise the purchase of all materials, supplies, equipment and nonprofessional services and award of all public works and improvement contracts by the City;
  2. Sell, trade or otherwise dispose of surplus personal property belonging to the City. The City Manager shall be responsible for the disposal of real property;
  3. Establish and maintain programs for specifications development, contract administration and inspection and acceptance, in cooperation with City departments using the items purchased;
  4. Propose operational procedures consistent with these Policies relating to the execution of his or her duties. Such procedures shall be followed by all City departments. These operational procedures are subject to prior approval of the City Manager; and
  5. Determine liability and property damage insurance requirements, including but not limited to coverage requirements, limits of liability, necessary endorsements and other matters relating to insurance, for any contract entered into by the City under these Policies.

## **Section 7. Authority to execute.**

Every contract under these Policies where the annual cost to the City for such contracts is:

- A. Fifty thousand dollars (\$50,000) or less including addenda the City Manager or designee is authorized to sign such contracts on behalf of the City;
- B. More than fifty thousand dollars (\$50,000), approval of the City Council is required for such contracts.

## **Section 8. Routine expenses.**

Routine expenses such as utilities charges, claims and judgments, witness fees, governmental taxes and governmental fees for licenses and permits may be acquired, ordered or paid in the best interests of the City within budget appropriations or other City Council authorization therefor.

## **Section 9. Recycling procurement policy.**

- A. Intent. In accordance with RCW 35A.40.210, 35.22.620(10) and 39.30.040 including all future amendments, additions and deletion, the City of Lakewood finds it desirable to adopt a procurement policy promoting the use of recycled products and recyclable products by the City of Lakewood departments, thereby stimulating the demand for these products and helping to develop markets for materials that have been diverted from the solid waste stream.
- B. Use of recycled Materials. All City of Lakewood departments shall use recycled products and recyclable products whenever practicable and reasonable.

## **COMPETITIVE BIDDING PROCESS**

### **Section 10. Bid Limits.**

The competitive bidding process outlined in Section 20 is required whenever the estimated cost of a tangible personal property (materials, supplies and equipment not in connection with public works projects) is between \$9,999 and \$25,000.

The competitive bidding process outlined in Section 11 is required whenever the estimated cost of a tangible personal property (materials, supplies and equipment not in connection with public works projects) is greater than \$25,000.

The competitive bidding process outlined in Section 11 is required whenever the estimated cost of a purchase of materials, supplies and equipment, or a contract for public work or improvement (including the cost of materials, supplies, equipment and labor), will exceed the sums as set forth in RCW 35A.40.210 and 35.22.620(3) including all future amendments, additions and deletions.

Whenever the estimated cost of the public work or improvement is less than the bid limit as stated above a contract for the public work or improvement may be awarded in the manner authorized by Section 21 (small works roster). The public work or improvement may be performed by City employees within the limits and to the extent authorized by state law.

### **Section 11. Competitive bidding.**

- A. General. Any purchase of material, supplies, and equipment, or any contract for public works or improvements where the cost thereof exceeds the bid limit in Section 10 shall be by competitive bidding in accordance with RCW 35A.40.210 and 35.22.620(6) including all future amendments, additions and deletions, except for purchases and contracts made pursuant to Sections 17 (cooperative purchasing), 18 (emergency) and 19 (sole source).
- B. Request for Bids. Request for bids issued which shall include the specifications and the contractual terms and conditions applicable to the procurement. The request for bid may be changed or amended by the City provided the change is issued in writing at least three (3) business days prior to the bid opening date. Such changes will be furnished to all interest vendors in the form of an addendum. Any material information provided to a prospective bidder with regard to a request for bid shall be furnished to all bidders on the vendor list receiving a copy of the original request for bid. Oral interpretations of contract terms and conditions shall not be binding on the City unless confirmed in writing by the City and provided to all bidders at least three (3) business days before bid opening. The City will not be responsible for oral

interpretations not confirmed in writing by the City giving the interpretation at least twenty-four (24) hours before bid opening.

- C. Public Notice. Public notice of the request for bids shall be given not less than fourteen (14) calendar days prior to the date set forth therein for the opening of bids unless another timeline is deemed necessary by the City Manager or designee. Such notice shall be published, at least once in a newspaper of general circulation. The public notice shall state the date and time of bid opening. Bids not received by the date and time stated for bid opening will not be accepted or considered.
- D. Bid Opening. Sealed bids shall be received by the City Clerk or designee, at any time within regular business hours and shall be identified as bids on the envelope. Bids shall be date and time stamped when received by the City. Bids shall be opened in public by the City Clerk or designee at the time and place stated in the request for bids. The amount of each bid, and such other relevant information as the City Manager or designee deems appropriate, together with the name of each bidder, shall be announced and recorded. The record and each bid shall be open to public inspection. The City Clerk or designee shall tabulate the bids and submit them to the concerned department, which will make appropriate recommendations to the City Manager. Bids which are received, but which do not identify the request to bid or the time for bid opening may be opened, but solely for identification purposes. All late bids or late withdrawal request will be date and time recorded.
- E. Bid Evaluation. Bids shall be evaluated based on the specifications and other relevant evaluation criteria set forth in the bid specifications. The evaluation criteria shall be objectively measurable whenever possible, and may include such factors as discounts, transportation costs, and total or life cycle costs, inspection or testing which has been done of the product bid, quality, workmanship, delivery time, and suitability for a particular purpose.
- F. Bid Irregularities. Except where otherwise provided in these Policies, bids containing irregularities may be accepted by the City for consideration. Any action concerning the bid(s) containing irregularities shall be at the discretion of the City Manager and/or City Council in accordance with the provisions of law. The call for bids for all bids shall state the reserved right of the City to reject any and all bids and to waive irregularities in any provided that no bidder shall be permitted to gain unfair advantage over other bidders by action of the City Council pertaining to this section.
- G. Correction or withdrawal of errors; Cancellation of Awards. Correction or withdrawal of inadvertent errors in bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted by the City to the extent allowed by law.
  - (1) Mistakes discovered before bid opening may be corrected by bidder withdrawing the original bid and submitting a corrected bid to the City before the bid opening. If there is not sufficient time prior to bid opening to withdraw the original bid and submit a corrected bid, the bidder, or an authorized representative, may correct the mistake on the face of the original bid; provided the official opening time has not yet been reached. A corrected bid must be stamped upon resubmission.
  - (2) Mistakes discovered during or after bid opening may not be corrected. If the bidder submits evidence in writing satisfactory to the City Manager and City Attorney that a mistake has been made by the bidder in the calculation of its bid, the City Manager may

allow the bid to be withdrawn; provided, that the claim of mistake and the evidence in support thereof must be made and provided within 3 business days after the bid has been opened. Compliance with this section within the specified time limit shall relieve the bidder of forfeiture of its bid bond if the City Manager and City Attorney approve the bid withdrawal.

- H. Award or rejection of bids. The recommended bids over fifty thousand dollars (\$50,000) shall be submitted to the City Council by the City Manager. The City Council may award the bid to the lowest responsive, responsible bidder in accordance with Section 12, or may reject all bids in its sole discretion. The contract shall be considered and/or awarded to the lowest responsible bidder whose bid meets the specifications and evaluation criteria set forth in the request for bids.
- I. Recalling for bids. The City Council may reject any or all bids and/or call for further bids. If no responsive, responsible bid is received on the first call, the City may readvertise and make a second call, or may enter into a contract without any further call.

### **Section 12. General standards for determining lowest responsible bidder.**

In accordance with RCW 39.04.350 including all future amendments, additions and deletions to determine the lowest responsive, responsible bidder, in addition to price, the following may be considered:

- A. The ability, capacity and skill of the bidder to perform the contract;
- B. Whether the bidder can perform the contract promptly, or within the time specified, without delay or interference;
- C. The reputation, experience and efficiency of the bidder;
- D. The quality of performance of previous contracts by the bidder;
- E. The previous and existing compliance by the bidder with laws and ordinances relating to contracts or services;
- F. The sufficiency of the financial resources and ability of the bidder to perform the contract;
- G. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- H. The number and scope of conditions attached to the bid.

### **Section 13. Cancellation of requests for bids or requests for proposals.**

In accordance with processes set forth in RCW 39.26.160 including all future amendments, additions and deletions, a request for bids may be canceled at the discretion of the City Manager or Designee. The reasons therefor shall be made part of the contract file. Each request for bids issued by the City shall state that the request may be canceled. Notice of cancellation shall be sent to all parties that have been provided with a copy of the request. The notice shall identify the request for bids and state briefly the reasons for cancellation.

## **Section 14. Specifications.**

- A. Maximum Practicable Competition. All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage maximum free and open competition in satisfying the City's needs. The policy enunciated in this section applies to all specifications including but not limited to those prepared for the City by architects, engineers, designers, and drafters.
- B. "Brand Name or Equivalent" Specification. Brand name or equivalent specifications may be used when the City Manager or designee determines that use of a brand name or equivalent specification is in the City's best interest.
- C. Brand Name Specification. Because use of a brand name specification is often restrictive of competition, it may be used only when the City Manager or designee makes a written determination that only the identified brand name item or items will satisfy the City's needs.
- D. Experience Clause Restrictions. Experience clauses requiring prospective bidders to have a record of satisfactory operation or performance may only be used if such requirements have been adequately justified in writing and approved by the City Manager or designee.

## **Section 15. City procurement records.**

- A. Procurement File. All determinations and other written records pertaining to the request to bid, award, or performance of a contract shall be maintained for the City in a contract file by the City Department.
- B. Retention of Procurement Records. All procurement records shall be retained and disposed of by the City in accordance with state law and city ordinances, regulations and guidelines. If a contract is being funded in whole or in part by assistance from a federal agency, then all procurement records pertaining to that contract shall be maintained in accordance with any applicable requirements of federal law.

## **Section 16. Unauthorized purchases.**

Any purchase or contract made contrary to the provisions hereof and except as authorized by the City's operational procedures shall not be approved by any city officer and the City shall not be bound thereby, except as may be required or provided by law.

## **EXEMPTIONS TO COMPETITIVE BIDDING REQUIREMENTS**

### **Section 17. Cooperative purchasing.**

The City Manager or designee is authorized to recommend to the City Council that it join in cooperative purchasing arrangements with other public agencies similarly authorized. Any cooperative purchasing agreement shall comply with RCW 39.34.030(3) including all future amendments, addition and deletions and set forth fully the purposes, powers, rights, objectives and responsibilities of the contracting parties. Any cooperative purchasing agreement shall be governed by the requirements of state law in regard to competitive bidding when applicable. In addition, City Manager or designee may utilize existing contracts or proposed solicitations of other local, state, or federal agencies to procure

materials, supplies, and equipment for the City consistent with legal requirements if such methods of procurement would foster economy and efficiency.

### **Section 18. Emergency procurement.**

Notwithstanding any other provisions of these Policies, the City Manager or designee may, in accordance with RCW 35A.40.210, 35.22.620(6), and 39.04.280 including all future amendments, additions and deletions, make or authorize others to make emergency procurement of materials, supplies, equipment, or construct public works projects without complying with the competitive requirements of these Purchasing Policies when there exists a threat to public health, welfare, or safety or where the City may suffer a substantial monetary loss by reason of the time required to follow regular purchasing procedures; provided, that such emergency procurement shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the procurement file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, and a listing of the item(s) procured under the contract, which shall be reported to the City Council.

### **Section 19. Other exemptions.**

- A. The City Manager or designee is authorized to make open market purchases without obtaining competitive bids or quotations therefor in accordance with RCW 35A.40.210, 35.22.620(6), and 39.04.280 including all future amendments, additions and deletions under the following conditions:
  1. Items of Special Design. When an item required is of special design, shape or manufacture to match or fit in with an existing installation and competitive bidding is impracticable;
  2. Surplus or Distress Sales. When it is possible to procure obvious bargains in surplus or distress material, supplies or equipment.
  3. Items for Quick Delivery. When the obtaining of competitive bids or quotations will cause delay resulting in an appreciable loss to the City.
- B. Small Items Not Stocked, Blanket Purchase Orders. The Assistant City Manager/Administrative Services or designee is authorized to establish blanket purchase orders with local vendors for the purchase of items which are not stocked by the departments of the City and are available at usual market prices. Such local vendors shall be selected based on best overall price policies, breadth and depth of stocks and delivery service.
- C. Sole Source Procurement. A contract for the purchase of materials, supplies or equipment may be awarded without complying with the bidding requirements of this chapter when the City Manager or designee determines in writing, after conducting a good faith review of available sources, that there is only one source for the required materials, supplies or equipment. A record of sole source procurement shall be maintained that lists each contractor's name, the amount and type of each contract, and a listing of the items(s) procured under each contract.
- D. Electronic Data Processing & Telecommunications Systems. The purchase of electronic data processing and telecommunications systems is called out specifically in RCW 39.04.270. In that section, cities are authorized to use a "competitive negotiation" process as an alternative to the competitive bid process or other allowable processes when purchasing telecommunications and

data processing (computer) equipment or software because of the unique aspects. This alternative process requires a request for proposals (RFP) that identifies significant evaluation factors, including price, and their relative importance and provides reasonable procedures for technical evaluation of the proposals, identification of qualified sources, and the selection process for awarding the contract.

## **MATERIALS, SUPPLIES AND EQUIPMENT**

### **Section 20. Small purchases.**

- A. General. Any purchase of materials, supplies or equipment not exceeding the bid limit specified in Section 10 shall be considered a “small purchase” and shall be made in accordance with RCW 39.04.190 including all future amendments, additions or deletions. The City Manager or designee shall adopt purchase procedures whereby the requirements of Section 11 shall not apply. Insofar as it is practical, three businesses shall be solicited to submit quotations. The Assistant City Manager/Administrative Services or designee shall keep a record of all small purchases and quotations submitted in competition thereon and such records shall be open for public inspection during regular office hours. The City Manager or designee shall consider and/or award the purchase order on small purchases to such vendor as the City Manager or designee determines to have submitted the lowest responsive, responsible quotation, in accordance with the provisions of this chapter.
- B. Filing of statements on awards to other than vendor submitting lowest quotation. When the award for a small purchase is not given to the vendor submitting the lowest quotation, a statement of the reasons for placing the order elsewhere shall be prepared and filed with the other papers relating to the transaction.
- C. Rejection of quotations. The City Manager or designee shall have the authority to reject all quotations or parts thereof, with regard to a small purchase of any materials, supplies, or equipment when he/she determines the public interest will be served thereby, and upon consultation with the appropriate department director. The rejection of such quotations shall include the reason therefor in the records of the transaction.

### **Section 21. Inspection and testing.**

The City Manager or designee shall inspect or supervise the inspection of all deliveries materials, supplies, or equipment to determine their conformance with the specifications set forth in the request to bid.

- A. Inspection by Using Department. The City Manager or designee may authorize a using department having the staff and facilities for adequate inspection to inspect all deliveries made to such using departments, under operational procedures.
- B. Tests. The City Manager or designee may require chemical and physical tests of samples submitted with bids and samples of deliveries which are necessary to determine their quality and conformance with the specifications. In the performance of such tests, he/she shall have the authority to make use of laboratory facilities of any outside laboratory.



**Section 22. Purchases for special events.**

The City Manager may promulgate procedures to govern the purchase of supplies, such as food, beverages, decorations and awards, for public events and employee activities, including employee of the year recognition, volunteer recognition and ceremonial openings of public facilities.

**PUBLIC WORKS OR IMPROVEMENTS**

**Section 23. Definition of public works.**

RCW 39.04.010 including all future amendments, additions and deletions is incorporated by reference.

**Section 24. Plans and specifications - Estimates–Publication - Emergencies.**

Plans and/or specifications, and an estimate of the cost of such work must be filed with the City Manager or designee when a public work or improvement is necessary. The City Manager or designee shall approve the plans, specifications and estimates of cost and the original draft or a certified copy filed with the City Clerk or designee before further action is taken.

If it is determined that it is necessary or advisable to execute such public work or improvement by any means, e.g., force account, or method other than by contract, and it appears that the estimated probable cost of executing the work will exceed the amount as set forth in RCW 39.04.020 including all future amendments, additions and deletions, then, at least fifteen days before the work is begun, the City Clerk or designee shall cause such estimate, together with a description of the work, to be published at least once in a newspaper of general circulation within the City; except that when any emergency requires the immediate execution of such public work or improvement, upon finding of the existence of an emergency by the authority having power to direct such public work or improvement to be done, duly entered of record, publication of description and estimate may be made within seven days after the commencement of the work.

**Section 25. Small works roster.**

As an alternative to general competitive bidding requirements set out in Section 11, the following small works roster procedures are established for use by the City pursuant to RCW 39.04.155 including all future amendments, additions and deletions.

- A. Cost. The City need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed Three Hundred Thousand Dollars (\$300,000), which includes the costs of labor, material, equipment and sales and/or use taxes as applicable. Instead, the City may use the Small Public Works Roster procedures for public works projects as set forth within this Section. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.
- B. Publication. At least once a year, on behalf of the City, Municipal Research and Services Center of Washington (“MRSC”) shall publish in a newspaper of general circulation within the City a notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to appropriate MRSC Roster(s) at any time that

they submit a written request and necessary records. The City may require master contracts to be signed that become effective when a specific award is made using a small works roster.

- C. Telephone or Written Quotations. The City shall obtain telephone, written or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1) and may establish supplementary bidder criteria under RCW 39.04.350(2).
- (1) A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
  - (2) Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from one hundred and fifty thousand dollars (\$150,000) to three hundred thousand dollars (\$300,000), the City may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that **quotations** on the work are being sought. The City has the sole option of determining whether this notice to the remaining contractors is made by:

- (a) publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
  - (b) mailing a notice to these contractors; or
  - (c) sending a notice to these contractors by facsimile or email.
- (3) At the time bids are solicited, the City representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;
  - (4) A written record shall be made by the City representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

- D. Limited Public Works Process. If a work, construction, alteration, repair, or improvement project is estimated to cost less than thirty-five thousand dollars (\$35,000), the City may award such a contract using the limited public works process provided under RCW 39.04.155 (3). For a limited public works project, the City will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the City may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, materialmen, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the City shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The City shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

- E. Determining Lowest Responsible Bidder. The City Council shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the City Council may call for new bids. A responsible bidder shall be a registered and/or licensed contractor who meets the mandatory bidder responsibility criteria established by RCW 39.04.350 and who meets any supplementary bidder responsibility criteria established by the City.
- F. Award. All of the telephone bids or quotations shall be collected and presented at the same time to the City Council for consideration, determination of the lowest responsible bidder, and award of the contract.

#### **Section 26. Bonds and bid security-Noncollusion affidavit-Insurance.**

- A. Requirement for Bid Security. Bid security shall be required for all competitive bidding for public work or improvement contracts in accordance with RCW 39.08.010 and 39.08.030 including all future amendments, additions and deletions. Bid security shall be of a type and in a form established by the City Manager or designee and approved by the city attorney or designee, which may include a bond provided by a surety company authorized to do business in this state, or the equivalent in cash, cashier's or certified check and shall be included in the bid package. Bid security shall be required on bids for materials, supplies and equipment only if determined necessary by the City Manager or designee.
- B. Amount of Bid Security. Bid security shall be in an amount equal to at least five percent (5%) of the amount of the bid or in another amount as determined by the Assistant City Manager/Administrative Services.
- C. Rejection of Bids for Noncompliance with Bid Security Requirements. When the request for bid requires submittal of bid security, noncompliance will result in rejection of the bid.
- D. Withdrawal of Bids. If a bidder is permitted to withdraw its bid before award as provided in Section 11(G), the bidder's bid security shall be returned.
- E. Contract Performance and Payment Bonds. When required — Amounts. When a public works or improvement contract is awarded as a result of a call for bids under Section 11(H) of these Purchasing Policies, the following bonds or security shall be delivered to the City and shall become binding on the parties upon the execution of this contract:

- (1) A performance bond satisfactory to the City Attorney or designee, executed by a surety company authorized to do business in this state or otherwise secured in manner satisfactory to the City for an amount equal to one hundred percent of the price specified in the contract.
  - (2) A payment bond satisfactory to the City Attorney or designee, executed by a surety company authorized to do business in this state or otherwise secured in a manner satisfactory to the City for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract. The bond shall be in an amount equal to one hundred percent of the price specified in the contract.
- F. Authority to Require Additional Bonds. Nothing in this section shall be construed to limit the authority of the City to require a performance bond or other security in addition to the bonds specified herein.
- G. Noncollusion Affidavit. As part of any bid submitted, the bidder shall be required to warrant that the bid is a genuine bid and that he or she has not entered into collusion with any other bidder or any other person by submitting with his or her bid an executed and notarized noncollusion affidavit on a form approved by the City Attorney.
- H. Insurance. Contracts for public works and improvements shall contain such requirements for the provision of insurance by the contractor as are determined by the Assistant City Manager/Administrative Services or designee.

### **Section 27. Administrative procedures.**

The City Manager may promulgate procedures for the purpose of administering public works improvement contracts. Such procedures may define the levels of authority pertaining to review and approval of contract change orders.

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> July 17, 2017  <b>REVIEW:</b> N/A	<b>TITLE:</b> Western State Hospital Community Partnerships Interlocal Agreement  <b>ATTACHMENTS:</b> Interlocal Agreement Western State Hospital Community Partnerships	<b>TYPE OF ACTION:</b>  — ORDINANCE NO. — RESOLUTION NO. <u>X</u> MOTION NO. 2017-34 — OTHER
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**SUBMITTED BY:** Heidi Ann Wachter, City Attorney

**RECOMMENDATION:** It is recommended that the City Council authorize the City Manager to execute the Interlocal Agreement – Western State Hospital Community Partnerships between the City of Lakewood and the Department of Social and Health Services.

**DISCUSSION:** This agreement dates back to at least July 2009 and obligates the Lakewood Police Department to provide conduct investigations into criminal matters which may occur at Western State Hospital which are funded by DSHS via legislative allocation.

**ALTERNATIVE(S):** City Council could choose to not sign the ILA or recommend additions/changes to the document.

**FISCAL IMPACT:** This agreement provides for a maximum \$621,000 annual payment from DSHS to the City of Lakewood.

_____ Prepared by   _____ Department Director	 _____ City Manager Review
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## INTERLOCAL AGREEMENT

### WSH Community Partnerships

DSHS Agreement Number:  
1764-90006

This Agreement is by and between the State of Washington Department of Social and Health Services (DSHS) and the Contractor identified below, and is issued pursuant to the Interlocal Cooperation Act, chapter 39.34 RCW.

Program Contract Number:  
Contractor Contract Number:

CONTRACTOR NAME		CONTRACTOR doing business as (DBA)	
City of Lakewood			
CONTRACTOR ADDRESS		WASHINGTON UNIFORM BUSINESS IDENTIFIER (UBI)	DSHS INDEX NUMBER
City of Lakewood 9401 Lakewood Dr SW Lakewood, WA 98499-5027		601-667-295	28708
CONTRACTOR CONTACT	CONTRACTOR TELEPHONE	CONTRACTOR FAX	CONTRACTOR E-MAIL ADDRESS
Heidi Wachter	(253) 589-2489	(253) 830-5067	hwachter@cityoflakewood.us
DSHS ADMINISTRATION	DSHS DIVISION	DSHS CONTRACT CODE	
Behavioral Health Administration	Division of State Hospitals	1000LC-64	
DSHS CONTACT NAME AND TITLE		DSHS CONTACT ADDRESS	
David Holt Chief Operations Officer		9601 Steilacoom Blvd SW Lakewood, WA 98498	
DSHS CONTACT TELEPHONE	DSHS CONTACT FAX	DSHS CONTACT E-MAIL ADDRESS	
(253)756-2717	Click here to enter text.	HoltDal@dshs.wa.gov	
IS THE CONTRACTOR A SUBRECIPIENT FOR PURPOSES OF THIS CONTRACT?		CFDA NUMBER(S)	
No			
AGREEMENT START DATE	AGREEMENT END DATE	MAXIMUM AGREEMENT AMOUNT	
07/01/2017	06/30/2019	\$621,000.00	
<b>EXHIBITS. The following Exhibits are attached and are incorporated into this Agreement by reference:</b> <input checked="" type="checkbox"/> Exhibits (specify): Exhibit A - Data Security Requirements <input type="checkbox"/> No Exhibits.			
The terms and conditions of this Agreement are an integration and representation of the final, entire and exclusive understanding between the parties superseding and merging all previous agreements, writings, and communications, oral or otherwise regarding the subject matter of this Agreement, between the parties. The parties signing below represent they have read and understand this Agreement, and have the authority to execute this Agreement. This Agreement shall be binding on DSHS only upon signature by DSHS.			
CONTRACTOR SIGNATURE		PRINTED NAME AND TITLE	DATE SIGNED
DSHS SIGNATURE		PRINTED NAME AND TITLE	DATE SIGNED

## DSHS General Terms and Conditions

1. **Definitions.** The words and phrases listed below, as used in this Contract, shall each have the following definitions:
  - a. "Central Contract Services" means the DSHS central headquarters contracting office, or successor section or office.
  - b. "Confidential Information" or "Data" means information that is exempt from disclosure to the public or other unauthorized persons under RCW 42.56 or other federal or state laws. Confidential Information includes, but is not limited to, Personal Information.
  - c. "Contract" or "Agreement" means the entire written agreement between DSHS and the Contractor, including any Exhibits, documents, or materials incorporated by reference. The parties may execute this contract in multiple counterparts, each of which is deemed an original and all of which constitute only one agreement. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
  - d. "CCLS Chief" means the manager, or successor, of Central Contracts and Legal Services or successor section or office.
  - e. "Contractor" means the individual or entity performing services pursuant to this Contract and includes the Contractor's owners, members, officers, directors, partners, employees, and/or agents, unless otherwise stated in this Contract. For purposes of any permitted Subcontract, "Contractor" includes any Subcontractor and its owners, members, officers, directors, partners, employees, and/or agents.
  - f. "Debarment" means an action taken by a Federal agency or official to exclude a person or business entity from participating in transactions involving certain federal funds.
  - g. "DSHS" or the "Department" means the state of Washington Department of Social and Health Services and its employees and authorized agents.
  - h. "Encrypt" means to encode Confidential Information into a format that can only be read by those possessing a "key"; a password, digital certificate or other mechanism available only to authorized users. Encryption must use a key length of at least 128 bits.
  - i. "Personal Information" means information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, Social Security Numbers, driver license numbers, other identifying numbers, and any financial identifiers.
  - j. "Physically Secure" means that access is restricted through physical means to authorized individuals only.
  - k. "Program Agreement" means an agreement between the Contractor and DSHS containing special terms and conditions, including a statement of work to be performed by the Contractor and payment to be made by DSHS.
  - l. "RCW" means the Revised Code of Washington. All references in this Contract to RCW chapters or sections shall include any successor, amended, or replacement statute. Pertinent RCW chapters can be accessed at <http://apps.leg.wa.gov/rcw/>.
  - m. "Regulation" means any federal, state, or local regulation, rule, or ordinance.

## DSHS General Terms and Conditions

- n. "Secured Area" means an area to which only authorized representatives of the entity possessing the Confidential Information have access. Secured Areas may include buildings, rooms or locked storage containers (such as a filing cabinet) within a room, as long as access to the Confidential Information is not available to unauthorized personnel.
  - o. "Subcontract" means any separate agreement or contract between the Contractor and an individual or entity ("Subcontractor") to perform all or a portion of the duties and obligations that the Contractor is obligated to perform pursuant to this Contract.
  - p. "Tracking" means a record keeping system that identifies when the sender begins delivery of Confidential Information to the authorized and intended recipient, and when the sender receives confirmation of delivery from the authorized and intended recipient of Confidential Information.
  - q. "Trusted Systems" include only the following methods of physical delivery: (1) hand-delivery by a person authorized to have access to the Confidential Information with written acknowledgement of receipt; (2) United States Postal Service ("USPS") first class mail, or USPS delivery services that include Tracking, such as Certified Mail, Express Mail or Registered Mail; (3) commercial delivery services (e.g. FedEx, UPS, DHL) which offer tracking and receipt confirmation; and (4) the Washington State Campus mail system. For electronic transmission, the Washington State Governmental Network (SGN) is a Trusted System for communications within that Network.
  - r. "WAC" means the Washington Administrative Code. All references in this Contract to WAC chapters or sections shall include any successor, amended, or replacement regulation. Pertinent WAC chapters or sections can be accessed at <http://apps.leg.wa.gov/wac/>.
2. **Amendment.** This Contract may only be modified by a written amendment signed by both parties. Only personnel authorized to bind each of the parties may sign an amendment.
3. **Assignment.** The Contractor shall not assign this Contract or any Program Agreement to a third party without the prior written consent of DSHS.
4. **Billing Limitations.**
- a. DSHS shall pay the Contractor only for authorized services provided in accordance with this Contract.
  - b. DSHS shall not pay any claims for payment for services submitted more than twelve (12) months after the calendar month in which the services were performed.
  - c. The Contractor shall not bill and DSHS shall not pay for services performed under this Contract, if the Contractor has charged or will charge another agency of the state of Washington or any other party for the same services.
5. **Compliance with Applicable Law.** At all times during the term of this Contract, the Contractor shall comply with all applicable federal, state, and local laws and regulations, including but not limited to, nondiscrimination laws and regulations.
6. **Confidentiality.**
- a. The Contractor shall not use, publish, transfer, sell or otherwise disclose any Confidential Information gained by reason of this Contract for any purpose that is not directly connected with Contractor's performance of the services contemplated hereunder, except:



## DSHS General Terms and Conditions

- (1) as provided by law; or,
  - (2) in the case of Personal Information, with the prior written consent of the person or personal representative of the person who is the subject of the Personal Information.
- b. The Contractor shall protect and maintain all Confidential Information gained by reason of this Contract against unauthorized use, access, disclosure, modification or loss. This duty requires the Contractor to employ reasonable security measures, which include restricting access to the Confidential Information by:
- (1) Allowing access only to staff that have an authorized business requirement to view the Confidential Information.
  - (2) Physically Securing any computers, documents, or other media containing the Confidential Information.
  - (3) Ensure the security of Confidential Information transmitted via fax (facsimile) by:
    - (a) Verifying the recipient phone number to prevent accidental transmittal of Confidential Information to unauthorized persons.
    - (b) Communicating with the intended recipient before transmission to ensure that the fax will be received only by an authorized person.
    - (c) Verifying after transmittal that the fax was received by the intended recipient.
  - (4) When transporting six (6) or more records containing Confidential Information, outside a Secured Area, do one or more of the following as appropriate:
    - (a) Use a Trusted System.
    - (b) Encrypt the Confidential Information, including:
      - i. Encrypting email and/or email attachments which contain the Confidential Information.
      - ii. Encrypting Confidential Information when it is stored on portable devices or media, including but not limited to laptop computers and flash memory devices.
  - (5) Send paper documents containing Confidential Information via a Trusted System.
  - (6) Following the requirements of the DSHS Data Security Requirements Exhibit, if attached to this contract.
- c. Upon request by DSHS, at the end of the Contract term, or when no longer needed, Confidential Information shall be returned to DSHS or Contractor shall certify in writing that they employed a DSHS approved method to destroy the information. Contractor may obtain information regarding approved destruction methods from the DSHS contact identified on the cover page of this Contract.
- d. Paper documents with Confidential Information may be recycled through a contracted firm, provided the contract with the recycler specifies that the confidentiality of information will be protected, and

## DSHS General Terms and Conditions

the information destroyed through the recycling process. Paper documents containing Confidential Information requiring special handling (e.g. protected health information) must be destroyed on-site through shredding, pulping, or incineration.

- e. Notification of Compromise or Potential Compromise. The compromise or potential compromise of Confidential Information must be reported to the DSHS Contact designated on the contract within one (1) business day of discovery. Contractor must also take actions to mitigate the risk of loss and comply with any notification or other requirements imposed by law or DSHS.

7. **Debarment Certification.** The Contractor, by signature to this Contract, certifies that the Contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from participating in transactions (Debarred). The Contractor also agrees to include the above requirement in any and all Subcontracts into which it enters. The Contractor shall immediately notify DSHS if, during the term of this Contract, Contractor becomes Debarred. DSHS may immediately terminate this Contract by providing Contractor written notice if Contractor becomes Debarred during the term hereof.
8. **Governing Law and Venue.** This Contract shall be construed and interpreted in accordance with the laws of the state of Washington and the venue of any action brought hereunder shall be in Superior Court for Thurston County.
9. **Independent Contractor.** The parties intend that an independent contractor relationship will be created by this Contract. The Contractor and his or her employees or agents performing under this Contract are not employees or agents of the Department. The Contractor, his or her employees, or agents performing under this Contract will not hold himself/herself out as, nor claim to be, an officer or employee of the Department by reason hereof, nor will the Contractor, his or her employees, or agent make any claim of right, privilege or benefit that would accrue to such officer or employee.
10. **Inspection.** The Contractor shall, at no cost, provide DSHS and the Office of the State Auditor with reasonable access to Contractor's place of business, Contractor's records, and DSHS client records, wherever located. These inspection rights are intended to allow DSHS and the Office of the State Auditor to monitor, audit, and evaluate the Contractor's performance and compliance with applicable laws, regulations, and these Contract terms. These inspection rights shall survive for six (6) years following this Contract's termination or expiration.
11. **Maintenance of Records.** The Contractor shall maintain records relating to this Contract and the performance of the services described herein. The records include, but are not limited to, accounting procedures and practices, which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. All records and other material relevant to this Contract shall be retained for six (6) years after expiration or termination of this Contract.

Without agreeing that litigation or claims are legally authorized, if any litigation, claim, or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

12. **Order of Precedence.** In the event of any inconsistency or conflict between the General Terms and Conditions and the Special Terms and Conditions of this Contract or any Program Agreement, the inconsistency or conflict shall be resolved by giving precedence to these General Terms and Conditions. Terms or conditions that are more restrictive, specific, or particular than those contained in the General Terms and Conditions shall not be construed as being inconsistent or in conflict.
13. **Severability.** If any term or condition of this Contract is held invalid by any court, the remainder of the

## DSHS General Terms and Conditions

Contract remains valid and in full force and effect.

- 14. Survivability.** The terms and conditions contained in this Contract or any Program Agreement which, by their sense and context, are intended to survive the expiration or termination of the particular agreement shall survive. Surviving terms include, but are not limited to: Billing Limitations; Confidentiality, Disputes; Indemnification and Hold Harmless, Inspection, Maintenance of Records, Notice of Overpayment, Ownership of Material, Termination for Default, Termination Procedure, and Treatment of Property.

**15. Contract Renegotiation, Suspension, or Termination Due to Change in Funding.**

If the funds DSHS relied upon to establish this Contract or Program Agreement are withdrawn, reduced or limited, or if additional or modified conditions are placed on such funding, after the effective date of this contract but prior to the normal completion of this Contract or Program Agreement:

- a. At DSHS's discretion, the Contract or Program Agreement may be renegotiated under the revised funding conditions.
  - b. At DSHS's discretion, DSHS may give notice to Contractor to suspend performance when DSHS determines that there is reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow Contractor's performance to be resumed prior to the normal completion date of this contract.
    - (1) During the period of suspension of performance, each party will inform the other of any conditions that may reasonably affect the potential for resumption of performance.
    - (2) When DSHS determines that the funding insufficiency is resolved, it will give Contractor written notice to resume performance. Upon the receipt of this notice, Contractor will provide written notice to DSHS informing DSHS whether it can resume performance and, if so, the date of resumption. For purposes of this subsection, "written notice" may include email.
    - (3) If the Contractor's proposed resumption date is not acceptable to DSHS and an acceptable date cannot be negotiated, DSHS may terminate the contract by giving written notice to Contractor. The parties agree that the Contract will be terminated retroactive to the date of the notice of suspension. DSHS shall be liable only for payment in accordance with the terms of this Contract for services rendered prior to the retroactive date of termination.
  - c. DSHS may immediately terminate this Contract by providing written notice to the Contractor. The termination shall be effective on the date specified in the termination notice. DSHS shall be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination. No penalty shall accrue to DSHS in the event the termination option in this section is exercised.
- 16. Waiver.** Waiver of any breach or default on any occasion shall not be deemed to be a waiver of any subsequent breach or default. Any waiver shall not be construed to be a modification of the terms and conditions of this Contract. Only the CCLS Chief or designee has the authority to waive any term or condition of this Contract on behalf of DSHS.

### Additional General Terms and Conditions – Interlocal Agreements:

- 17. Disputes.** Both DSHS and the Contractor ("Parties") agree to work in good faith to resolve all conflicts at the lowest level possible. However, if the Parties are not able to promptly and efficiently resolve,

## DSHS General Terms and Conditions

through direct informal contact, any dispute concerning the interpretation, application, or implementation of any section of this Agreement, either Party may reduce its description of the dispute in writing, and deliver it to the other Party for consideration. Once received, the assigned managers or designees of each Party will work to informally and amicably resolve the issue within five (5) business days. If managers or designees are unable to come to a mutually acceptable decision within five (5) business days, they may agree to issue an extension to allow for more time.

If the dispute cannot be resolved by the managers or designees, the issue will be referred through each Agency's respective operational protocols, to the Secretary of DSHS ("Secretary") and the Contractor's Agency Head ("Agency Head") or their deputies or designated delegates. Both Parties will be responsible for submitting all relevant documentation, along with a short statement as to how they believe the dispute should be settled, to the Secretary and Agency Head.

Upon receipt of the referral and relevant documentation, the Secretary and Agency Head will confer to consider the potential options of resolution, and to arrive at a decision within fifteen (15) business days. The Secretary and Agency Head may appoint a review team, a facilitator, or both, to assist in the resolution of the dispute. If the Secretary and Agency Head are unable to come to a mutually acceptable decision within fifteen (15) business days, they may agree to issue an extension to allow for more time.

The final decision will be put in writing, and will be signed by both the Secretary and Agency Head. If the Agreement is active at the time of resolution, the Parties will execute an amendment or change order to incorporate the final decision into the Agreement. The decision will be final and binding as to the matter reviewed and the dispute shall be settled in accordance with the terms of the decision.

If the Secretary and Agency Head are unable to come to a mutually acceptable decision, the Parties will request intervention by the Governor, per RCW 43.17.330, in which case the governor shall employ whatever dispute resolution methods that the governor deems appropriate in resolving the dispute.

Both Parties agree that, the existence of a dispute notwithstanding, the Parties will continue without delay to carry out all respective responsibilities under this Agreement that are not affected by the dispute.

### **18. Hold Harmless.**

- a. The Contractor shall be responsible for and shall hold DSHS harmless from all claims, loss, liability, damages, or fines arising out of or relating to the Contractor's, or any Subcontractor's, performance or failure to perform this Agreement, or the acts or omissions of the Contractor or any Subcontractor. DSHS shall be responsible for and shall hold the Contractor harmless from all claims, loss, liability, damages, or fines arising out of or relating to DSHS' performance or failure to perform this Agreement.
- b. The Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless the State and its agencies, officials, agents, or employees.

### **19. Ownership of Material.** Material created by the Contractor and paid for by DSHS as a part of this Contract shall be owned by DSHS and shall be "work made for hire" as defined by Title 17 USCA, Section 101. This material includes, but is not limited to: books; computer programs; documents; films; pamphlets; reports; sound reproductions; studies; surveys; tapes; and/or training materials. Material which the Contractor uses to perform the Contract but is not created for or paid for by DSHS is owned by the Contractor and is not "work made for hire"; however, DSHS shall have a perpetual license to use this material for DSHS internal purposes at no charge to DSHS, provided that such license shall be

## DSHS General Terms and Conditions

limited to the extent which the Contractor has a right to grant such a license.

### 20. Subrecipients.

- a. General. If the Contractor is a subrecipient of federal awards as defined by 2 CFR Part 200 and this Agreement, the Contractor shall:
- (1) Maintain records that identify, in its accounts, all federal awards received and expended and the federal programs under which they were received, by Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, name of the federal agency, and name of the pass-through entity;
  - (2) Maintain internal controls that provide reasonable assurance that the Contractor is managing federal awards in compliance with laws, regulations, and provisions of contracts or grant agreements that could have a material effect on each of its federal programs;
  - (3) Prepare appropriate financial statements, including a schedule of expenditures of federal awards;
  - (4) Incorporate 2 CFR Part 200, Subpart F audit requirements into all agreements between the Contractor and its Subcontractors who are subrecipients;
  - (5) Comply with the applicable requirements of 2 CFR Part 200, including any future amendments to 2 CFR Part 200, and any successor or replacement Office of Management and Budget (OMB) Circular or regulation; and
  - (6) Comply with the Omnibus Crime Control and Safe streets Act of 1968, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, and The Department of Justice Non-Discrimination Regulations, 28 C.F.R. Part 42, Subparts C.D.E. and G, and 28 C.F.R. Part 35 and 39. (Go to [www.ojp.usdoj.gov/ocr/](http://www.ojp.usdoj.gov/ocr/) for additional information and access to the aforementioned Federal laws and regulations.)
- b. Single Audit Act Compliance. If the Contractor is a subrecipient and expends \$750,000 or more in federal awards from any and/or all sources in any fiscal year, the Contractor shall procure and pay for a single audit or a program-specific audit for that fiscal year. Upon completion of each audit, the Contractor shall:
- (1) Submit to the DSHS contact person the data collection form and reporting package specified in 2 CFR Part 200, Subpart F, reports required by the program-specific audit guide (if applicable), and a copy of any management letters issued by the auditor;
  - (2) Follow-up and develop corrective action for all audit findings; in accordance with 2 CFR Part 200, Subpart F; prepare a "Summary Schedule of Prior Audit Findings" reporting the status of all audit findings included in the prior audit's schedule of findings and questioned costs.
- c. Overpayments. If it is determined by DSHS, or during the course of a required audit, that the Contractor has been paid unallowable costs under this or any Program Agreement, DSHS may require the Contractor to reimburse DSHS in accordance with 2 CFR Part 200.

### 21. Termination.

## DSHS General Terms and Conditions

- a. **Default.** If for any cause, either party fails to fulfill its obligations under this Agreement in a timely and proper manner, or if either party violates any of the terms and conditions contained in this Agreement, then the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given 15 working days to correct the violation or failure. If the failure or violation is not corrected, this Agreement may be terminated immediately by written notice from the aggrieved party to the other party.
- b. **Convenience.** Either party may terminate this Interlocal Agreement for any other reason by providing 30 calendar days' written notice to the other party.
- c. **Payment for Performance.** If this Interlocal Agreement is terminated for any reason, DSHS shall only pay for performance rendered or costs incurred in accordance with the terms of this Agreement and prior to the effective date of termination.

**22. Treatment of Client Property.** Unless otherwise provided, the Contractor shall ensure that any adult client receiving services from the Contractor has unrestricted access to the client's personal property. The Contractor shall not interfere with any adult client's ownership, possession, or use of the client's property. The Contractor shall provide clients under age eighteen (18) with reasonable access to their personal property that is appropriate to the client's age, development, and needs. Upon termination of the Contract, the Contractor shall immediately release to the client and/or the client's guardian or custodian all of the client's personal property.

## Special Terms and Conditions

1. **Definitions Specific to Special Terms.** The words and phrases listed below, as used in this Contract, shall each have the following definitions:
  - a. "Patient" means any or all of the clients, residents, or patients at ESH, CSTC, or WSH.
  - b. "Western State Hospital" or "WSH" means a psychiatric hospital owned and operated by the State of Washington, DSHS, which is situated at 9601 Steilacoom Blvd. SW, Lakewood, WA 98498.
2. **Purpose.** The purpose of this Contract is to establish a community partnership between WSH and the City of Lakewood to support community policing efforts in the Lakewood community surrounding WSH.
3. **Statement of Work.** The Contractor shall provide the services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:
  - a. The Contractor shall meet with the Western State Hospital Incident Management Office at regular intervals, no less than bi-weekly, to discuss the status of cases referred, accepted, declined, and forwarded to Prosecutors' offices.
  - b. Upon request by the incident coordinator, the Contractor shall attend regular meetings with the Western State Hospital human resources department and the Washington State Patrol to discuss the status of cross-agency cases.
  - c. The Contractor's investigator shall work with the Western State Hospital Incident Management Office staff to schedule interviews and meetings regarding investigations with employees and/or Patients.
  - d. The Contractor shall participate in emergency management planning, training and exercises.
  - e. As needed, the Contractor shall provide training no less than annually for up to forty (40) Western State Hospital staff regarding crime prevention, what incidents involve potential criminality thus require notification of the police department, and community outreach and reporting.
  - f. The Contractor shall provide Western State Hospital annual staff training related to safety and security, including the preservation of crime scenes, searches, and security measures on the wards and grounds.
  - g. All services provided by Contractor under this Agreement shall be performed by law enforcement officers commissioned by the City of Lakewood Police Department.
  - h. The Contractor shall provide quarterly performance reports listing the number of investigations, assistance in emergency management, calls for service statistics, community outreach and training delivered.
  - i. Western State Hospital may disclose Confidential Information, including protected health information (PHI) to City of Lakewood law enforcement without a patient's signed HIPAA authorization in certain incidents, including:
    - (1) To report PHI to a law enforcement official reasonably able to prevent or lessen a serious and imminent threat to the health or safety of an individual or the public.
    - (2) To report PHI that Western State Hospital in good faith believes to be evidence of a crime that occurred on the premises of WSH.

## Special Terms and Conditions

- (3) To alert law enforcement to the death of the individual when there is a suspicion that death resulted from criminal conduct.
  - (4) When responding to an off-site medical emergency, as necessary to alert law enforcement to criminal activity.
  - (5) To report PHI to law enforcement when required by law to do so (such as reporting gunshots or stab wounds).
  - (6) To respond to a request for PHI for purposes of identifying or locating a suspect, fugitive, material witness or missing person, but the information must be limited to basic demographic and health information about the person.
  - (7) To respond to a request for PHI about an adult victim of a crime when the victim agrees (or in limited circumstances if the individual is unable to agree).
  - (8) To comply with a court order or court-ordered warrant, a subpoena or summons issued by a judicial officer, or an administrative request from a law enforcement official (the administrative request must include a written statement that the information requested is relevant and material, specific and limited in scope, and de-identified information cannot be used). Any court order or court-ordered warrant, a subpoena or summons issued by a judicial officer for WSH patient protected health information must comply with RCW 70.02.230.
- j. When the City of Lakewood accesses, receives, or retains DSHS Confidential Data or media, including protected health information as identified by the Health Insurance Portability and Accountability Act (HIPAA), it must adhere to the following procedures:
- (1) The City of Lakewood shall keep confidential all DSHS Confidential Data or media copied, received, or retained in the course of investigations to the extent required by law and City of Lakewood policies required by the Washington Uniform Health Care Information Act (Chapter 70.02 RCW), and specifically 70.02.260 when applicable, and other applicable laws.
  - (2) Upon receipt by City of Lakewood of a public records request that includes DSHS Confidential Data, the City of Lakewood will notify the Contract Manager on the face page of this Contract within five (5) business days and before disclosing any records. City of Lakewood will produce a copy of the records with proposed redactions to the Department for review when they are available and ready. Disclosure of records and redactions shall meet the standards in the Health Care Information Act in RCW 70.02.020(1) and RCW 70.02.240(1), incorporated into the Public Records Act under RCW 42.56.070(1) and in the HIPAA Privacy Rule in 45 CFR §164.502 to the extent these provisions are applicable. If records are to be disclosed without authorization of the patients identified in the records, when required by law the records will be redacted to remove health care information recorded in any form or medium that identifies or can readily be associated with the identity of a patient.
  - (3) The Department will respond within ten (10) business days to identify concerns with disclosure of the records, any changes to the proposed redactions or request more time if needed. If the City of Lakewood disagrees with the position of the Department, it will notify the Department and provide a minimum of twenty-one (21) calendar days for the Department to obtain a restraining order or injunction prohibiting disclosure of the records under RCW 42.56.540. City of Lakewood will extend the response time to the requester for producing the records that is sufficient to follow this process.



## Special Terms and Conditions

4. **Training.** The parties agree to facilitate a training to educate the workforce members of both entities (WSH and City of Lakewood) regarding the types of information that can be exchanged under the contract, what is appropriate or necessary to put in a police report, and when it may be necessary for WSH to require a court order or court-ordered warrant, a subpoena or summons issued by a judicial officer in order for WSH to release DSHS Confidential Information to Lakewood.
5. **Consideration.** In accordance with the 2016 - 17 Operating Budget, the total consideration payable to Contractor for satisfactory performance of the work under this Contract is up to a maximum of \$462,000 to include salaries, benefits, supplies, and equipment of one full-time equivalent (FTE) investigator, one .75 FTE police officer, and one .5 FTE community service officer at the City of Lakewood.
- a. Payment is contingent on submission and approval of quarterly report(s) of numbers of investigations, assistance in emergency management, calls for service statistics, community outreach and training by the Incident Manager at Western State Hospital. Once received and accepted, a quarterly payment of \$57,750 will be authorized by the Incident Manager.
  - b. Funding for this Agreement is 100% state funds.

6. **Billing and Payment.**

- a. **Invoice System.** The Contractor shall submit invoices using State Form A-19 invoice voucher, or such other form as designated by DSHS within fifteen (15) calendar days following the month end in which services were provided. Consideration for services rendered shall be payable upon receipt and acceptance by the CIBS accounts payable of properly completed invoices, which must describe and document to DSHS' satisfaction an itemized description of the work performed, i.e. assessments completed, reports, etc., and fees not more often than once a month to the following address:

Department of Social and Health Services  
Consolidated Institutional Business Services (CIBS)  
Attention: Accounting  
9601 Steilacoom Blvd. SW  
Lakewood, WA 98498-7213

The rates shall be in accordance with those set forth in Section 4, Consideration, of this Contract.

- b. **Payment.** Payment shall be considered timely if made by DSHS within thirty (30) days after receipt and acceptance by the CIBS accounts payable of the properly completed invoices. Payment shall be sent to the address designated by the Contractor on page one (1) of this Contract. DSHS may, at its sole discretion, withhold payment claimed by the Contractor for services rendered if Contractor fails to satisfactorily comply with any term or condition of this Contract.

7. **Insurance.**

- a. DSHS certifies that it is self-insured under the State's self-insurance liability program, as provided by RCW 4.92.130, and shall pay for losses for which it is found liable.
- b. The Contractor certifies, by checking the appropriate box below, initialing to the left of the box selected, and signing this Agreement, that:

\_\_\_\_\_  The Contractor is self-insured or insured through a risk pool and shall pay for losses for which it is found liable; or

### Special Terms and Conditions

\_\_\_\_\_  The Contractor maintains the types and amounts of insurance identified below and shall, prior to the execution of this Agreement by DSHS, provide certificates of insurance to that effect to the DSHS contact on page one of this Agreement.

Commercial General Liability Insurance (CGL) – to include coverage for bodily injury, property damage, and contractual liability, with the following minimum limits: Each Occurrence - \$1,000,000; General Aggregate - \$2,000,000. The policy shall include liability arising out of premises, operations, independent contractors, products-completed operations, personal injury, advertising injury, and liability assumed under an insured contract. The State of Washington, DSHS, its elected and appointed officials, agents, and employees shall be named as additional insureds.

## Special Terms and Conditions

### Exhibit A – Data Security Requirements

1. **Definitions.** The words and phrases listed below, as used in this Exhibit, shall each have the following definitions:
  - a. “Authorized User(s)” means an individual or individuals with an authorized business requirement to access DSHS Confidential Information.
  - b. “Hardened Password” means a string of at least eight characters containing at least one alphabetic character, at least one number and at least one special character such as an asterisk, ampersand or exclamation point.
  - c. “Unique User ID” means a string of characters that identifies a specific user and which, in conjunction with a password, passphrase or other mechanism, authenticates a user to an information system.
2. **Data Transport.** When transporting DSHS Confidential Information electronically, including via email, the Data will be protected by:
  - a. Transporting the Data within the (State Governmental Network) SGN or Contractor’s internal network, or;
  - b. Encrypting any Data that will be in transit outside the SGN or Contractor’s internal network. This includes transit over the public Internet.
3. **Protection of Data.** The Contractor agrees to store Data on one or more of the following media and protect the Data as described:
  - a. **Hard disk drives.** Data stored on local workstation hard disks. Access to the Data will be restricted to Authorized User(s) by requiring logon to the local workstation using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards.
  - b. **Network server disks.** Data stored on hard disks mounted on network servers and made available through shared folders. Access to the Data will be restricted to Authorized Users through the use of access control lists which will grant access only after the Authorized User has authenticated to the network using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on disks mounted to such servers must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

For DSHS Confidential Information stored on these disks, deleting unneeded Data is sufficient as long as the disks remain in a Secured Area and otherwise meet the requirements listed in the above paragraph. Destruction of the Data as outlined in Section 5. Data Disposition may be deferred until the disks are retired, replaced, or otherwise taken out of the Secured Area.

## Special Terms and Conditions

- c. **Optical discs (CDs or DVDs) in local workstation optical disc drives.** Data provided by DSHS on optical discs which will be used in local workstation optical disc drives and which will not be transported out of a Secured Area. When not in use for the contracted purpose, such discs must be locked in a drawer, cabinet or other container to which only Authorized Users have the key, combination or mechanism required to access the contents of the container. Workstations which access DSHS Data on optical discs must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.
- d. **Optical discs (CDs or DVDs) in drives or jukeboxes attached to servers.** Data provided by DSHS on optical discs which will be attached to network servers and which will not be transported out of a Secured Area. Access to Data on these discs will be restricted to Authorized Users through the use of access control lists which will grant access only after the Authorized User has authenticated to the network using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on discs attached to such servers must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.
- e. **Paper documents.** Any paper records must be protected by storing the records in a Secured Area which is only accessible to authorized personnel. When not in use, such records must be stored in a locked container, such as a file cabinet, locking drawer, or safe, to which only authorized persons have access.
- f. **Remote Access.** Access to and use of the Data over the State Governmental Network (SGN) or Secure Access Washington (SAW) will be controlled by DSHS staff who will issue authentication credentials (e.g. a Unique User ID and Hardened Password) to Authorized Users on Contractor staff. Contractor will notify DSHS staff immediately whenever an Authorized User in possession of such credentials is terminated or otherwise leaves the employ of the Contractor, and whenever an Authorized User's duties change such that the Authorized User no longer requires access to perform work for this Contract.
- g. **Data storage on portable devices or media.**
  - (1) Except where otherwise specified herein, DSHS Data shall not be stored by the Contractor on portable devices or media unless specifically authorized within the terms and conditions of the Contract. If so authorized, the Data shall be given the following protections:
    - (a) Encrypt the Data with a key length of at least 128 bits
    - (b) Control access to devices with a Unique User ID and Hardened Password or stronger authentication method such as a physical token or biometrics.
    - (c) Manually lock devices whenever they are left unattended and set devices to lock automatically after a period of inactivity, if this feature is available. Maximum period of inactivity is 20 minutes.
  - Physically Secure the portable device(s) and/or media by
    - (d) Keeping them in locked storage when not in use
    - (e) Using check-in/check-out procedures when they are shared, and

## Special Terms and Conditions

- (f) Taking frequent inventories
  - (2) When being transported outside of a Secured Area, portable devices and media with DSHS Confidential Information must be under the physical control of Contractor staff with authorization to access the Data.
  - (3) Portable devices include, but are not limited to; smart phones, tablets, flash memory devices (e.g. USB flash drives, personal media players), portable hard disks, and laptop/notebook/netbook computers if those computers may be transported outside of a Secured Area.
  - (4) Portable media includes, but is not limited to; optical media (e.g. CDs, DVDs), magnetic media (e.g. floppy disks, tape), or flash media (e.g. CompactFlash, SD, MMC).
- h. Data stored for backup purposes.**
- (1) DSHS data may be stored on portable media as part of a Contractor's existing, documented backup process for business continuity or disaster recovery purposes. Such storage is authorized until such time as that media would be reused during the course of normal backup operations. If backup media is retired while DSHS Confidential Information still exists upon it, such media will be destroyed at that time in accordance with the disposition requirements in Section 5. Data Disposition
  - (2) DSHS Data may be stored on non-portable media (e.g. Storage Area Network drives, virtual media, etc.) as part of a Contractor's existing, documented backup process for business continuity or disaster recovery purposes. If so, such media will be protected as otherwise described in this exhibit. If this media is retired while DSHS Confidential Information still exists upon it, the data will be destroyed at that time in accordance with the disposition requirements in Section 5. Data Disposition.

#### **4. Data Segregation.**

- a. DSHS Data must be segregated or otherwise distinguishable from non-DSHS data. This is to ensure that when no longer needed by the Contractor, all DSHS Data can be identified for return or destruction. It also aids in determining whether DSHS Data has or may have been compromised in the event of a security breach. As such, one or more of the following methods will be used for data segregation.
- b. DSHS Data will be kept on media (e.g. hard disk, optical disc, tape, etc.) which will contain no non-DSHS data. And/or,
- c. DSHS Data will be stored in a logical container on electronic media, such as a partition or folder dedicated to DSHS Data. And/or,
- d. DSHS Data will be stored in a database which will contain no non-DSHS data. And/or,
- e. DSHS Data will be stored within a database and will be distinguishable from non-DSHS data by the value of a specific field or fields within database records.
- f. When stored as physical paper documents, DSHS Data will be physically segregated from non-DSHS data in a drawer, folder, or other container.

## Special Terms and Conditions

g. When it is not feasible or practical to segregate DSHS Data from non-DSHS data, then both the DSHS Data and the non-DSHS data with which it is commingled must be protected as described in this exhibit.

5. **Data Disposition.** When the contracted work has been completed or when no longer needed, except as noted in Section 3. Protection of Data b. Network Server Disks above, Data shall be returned to DSHS or destroyed. Media on which Data may be stored and associated acceptable methods of destruction are as follows:

<b>Data stored on:</b>	<b>Will be destroyed by:</b>
Server or workstation hard disks, or  Removable media (e.g. floppies, USB flash drives, portable hard disks) excluding optical discs	Using a "wipe" utility which will overwrite the Data at least three (3) times using either random or single character data, or  Degaussing sufficiently to ensure that the Data cannot be reconstructed, or  Physically destroying the disk
Paper documents with sensitive or Confidential Information	Recycling through a contracted firm provided the contract with the recycler assures that the confidentiality of Data will be protected.
Paper documents containing Confidential Information requiring special handling (e.g. protected health information)	On-site shredding, pulping, or incineration
Optical discs (e.g. CDs or DVDs)	Incineration, shredding, or completely defacing the readable surface with a coarse abrasive
Magnetic tape	Degaussing, incinerating or crosscut shredding

6. **Notification of Compromise or Potential Compromise.** The compromise or potential compromise of DSHS shared Data must be reported to the DSHS Contact designated in the Contract within one (1) business day of discovery. If no DSHS Contact is designated in the Contract, then the notification must be reported to the DSHS Privacy Officer at [dshsprivacyofficer@dshs.wa.gov](mailto:dshsprivacyofficer@dshs.wa.gov). Contractor must also take actions to mitigate the risk of loss and comply with any notification or other requirements imposed by law or DSHS.
7. **Data shared with Subcontractors.** If DSHS Data provided under this Contract is to be shared with a subcontractor, the Contract with the subcontractor must include all of the data security provisions within this Contract and within any amendments, attachments, or exhibits within this Contract. If the Contractor cannot protect the Data as articulated within this Contract, then the contract with the subcontractor must be submitted to the DSHS Contact specified for this contract for review and approval.

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> July 17, 2017	<b>TITLE:</b> Western State Hospital Police Protection Interlocal Agreement	<b>TYPE OF ACTION:</b> — ORDINANCE NO. — RESOLUTION NO. <u>X</u> MOTION NO. 2017-35 — OTHER
<b>REVIEW:</b> N/A	<b>ATTACHMENTS:</b> Interlocal Agreement – Western State Hospital Police Protection	


**SUBMITTED BY:** Heidi Ann Wachter, City Attorney

**RECOMMENDATION:** It is recommended that the City Council authorize the City Manager to execute the Interlocal Agreement – WSH Police Protection between the City of Lakewood and the Department of Social and Health Services.

**DISCUSSION:** This agreement dates back to at least July 2009 and obligates the Lakewood Police Department to provide patrol services and emergency police protection (911), evidence preservation and investigation services which are funded by DSHS via legislative allocation.

**ALTERNATIVE(S):** City Council could choose to not sign the ILA or recommend additions/changes to the document.

**FISCAL IMPACT:** This agreement provides for a maximum \$90,000 annual payment from DSHS to the City of Lakewood.

_____ Prepared by	 _____ City Manager Review
_____ Department Director	



## INTERLOCAL AGREEMENT

DSHS Agreement Number:  
1764-90014

### WSH Police Protection

This Agreement is by and between the State of Washington Department of Social and Health Services (DSHS) and the Contractor identified below, and is issued pursuant to the Interlocal Cooperation Act, chapter 39.34 RCW.

Program Contract Number:  
Contractor Contract Number:

CONTRACTOR NAME		CONTRACTOR doing business as (DBA)	
City of Lakewood			
CONTRACTOR ADDRESS		WASHINGTON UNIFORM BUSINESS IDENTIFIER (UBI)	DSHS INDEX NUMBER
City of Lakewood 9401 Lakewood Dr SW Lakewood, WA 98499-5027		601-667-295	28708
CONTRACTOR CONTACT	CONTRACTOR TELEPHONE	CONTRACTOR FAX	CONTRACTOR E-MAIL ADDRESS
Heidi Wachter	(253) 589-2489	(253) 830-5067	hwachter@cityoflakewood.us
DSHS ADMINISTRATION	DSHS DIVISION	DSHS CONTRACT CODE	
Behavioral Health Administration	Division of State Hospitals	1000LC-64	
DSHS CONTACT NAME AND TITLE		DSHS CONTACT ADDRESS	
David Holt Chief Operations Officer		9601 Steilacoom Blvd SW Lakewood, WA 98498	
DSHS CONTACT TELEPHONE	DSHS CONTACT FAX	DSHS CONTACT E-MAIL ADDRESS	
(253)756-2717	Click here to enter text.	Holtdal@dshs.wa.gov	
IS THE CONTRACTOR A SUBRECIPIENT FOR PURPOSES OF THIS CONTRACT?		CFDA NUMBER(S)	
No			
AGREEMENT START DATE	AGREEMENT END DATE	MAXIMUM AGREEMENT AMOUNT	
07/01/2017	06/30/2019	\$90,000.00	
<b>EXHIBITS. The following Exhibits are attached and are incorporated into this Agreement by reference:</b> <input checked="" type="checkbox"/> Exhibits (specify): Exhibit A - Data Security Requirements <input type="checkbox"/> No Exhibits.			
<p>The terms and conditions of this Agreement are an integration and representation of the final, entire and exclusive understanding between the parties superseding and merging all previous agreements, writings, and communications, oral or otherwise regarding the subject matter of this Agreement, between the parties. The parties signing below represent they have read and understand this Agreement, and have the authority to execute this Agreement. This Agreement shall be binding on DSHS only upon signature by DSHS.</p>			
CONTRACTOR SIGNATURE		PRINTED NAME AND TITLE	DATE SIGNED
DSHS SIGNATURE		PRINTED NAME AND TITLE	DATE SIGNED



## DSHS General Terms and Conditions

1. **Definitions.** The words and phrases listed below, as used in this Contract, shall each have the following definitions:
  - a. "Central Contract Services" means the DSHS central headquarters contracting office, or successor section or office.
  - b. "Confidential Information" or "Data" means information that is exempt from disclosure to the public or other unauthorized persons under RCW 42.56 or other federal or state laws. Confidential Information includes, but is not limited to, Personal Information.
  - c. "Contract" or "Agreement" means the entire written agreement between DSHS and the Contractor, including any Exhibits, documents, or materials incorporated by reference. The parties may execute this contract in multiple counterparts, each of which is deemed an original and all of which constitute only one agreement. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
  - d. "CCLS Chief" means the manager, or successor, of Central Contracts and Legal Services or successor section or office.
  - e. "Contractor" means the individual or entity performing services pursuant to this Contract and includes the Contractor's owners, members, officers, directors, partners, employees, and/or agents, unless otherwise stated in this Contract. For purposes of any permitted Subcontract, "Contractor" includes any Subcontractor and its owners, members, officers, directors, partners, employees, and/or agents.
  - f. "Debarment" means an action taken by a Federal agency or official to exclude a person or business entity from participating in transactions involving certain federal funds.
  - g. "DSHS" or the "Department" means the state of Washington Department of Social and Health Services and its employees and authorized agents.
  - h. "Encrypt" means to encode Confidential Information into a format that can only be read by those possessing a "key"; a password, digital certificate or other mechanism available only to authorized users. Encryption must use a key length of at least 128 bits.
  - i. "Personal Information" means information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, Social Security Numbers, driver license numbers, other identifying numbers, and any financial identifiers.
  - j. "Physically Secure" means that access is restricted through physical means to authorized individuals only.
  - k. "Program Agreement" means an agreement between the Contractor and DSHS containing special terms and conditions, including a statement of work to be performed by the Contractor and payment to be made by DSHS.
  - l. "RCW" means the Revised Code of Washington. All references in this Contract to RCW chapters or sections shall include any successor, amended, or replacement statute. Pertinent RCW chapters can be accessed at <http://apps.leg.wa.gov/rcw/>.
  - m. "Regulation" means any federal, state, or local regulation, rule, or ordinance.

## DSHS General Terms and Conditions

- n. "Secured Area" means an area to which only authorized representatives of the entity possessing the Confidential Information have access. Secured Areas may include buildings, rooms or locked storage containers (such as a filing cabinet) within a room, as long as access to the Confidential Information is not available to unauthorized personnel.
- o. "Subcontract" means any separate agreement or contract between the Contractor and an individual or entity ("Subcontractor") to perform all or a portion of the duties and obligations that the Contractor is obligated to perform pursuant to this Contract.
- p. "Tracking" means a record keeping system that identifies when the sender begins delivery of Confidential Information to the authorized and intended recipient, and when the sender receives confirmation of delivery from the authorized and intended recipient of Confidential Information.
- q. "Trusted Systems" include only the following methods of physical delivery: (1) hand-delivery by a person authorized to have access to the Confidential Information with written acknowledgement of receipt; (2) United States Postal Service ("USPS") first class mail, or USPS delivery services that include Tracking, such as Certified Mail, Express Mail or Registered Mail; (3) commercial delivery services (e.g. FedEx, UPS, DHL) which offer tracking and receipt confirmation; and (4) the Washington State Campus mail system. For electronic transmission, the Washington State Governmental Network (SGN) is a Trusted System for communications within that Network.
- r. "WAC" means the Washington Administrative Code. All references in this Contract to WAC chapters or sections shall include any successor, amended, or replacement regulation. Pertinent WAC chapters or sections can be accessed at <http://apps.leg.wa.gov/wac/>.

2. **Amendment.** This Contract may only be modified by a written amendment signed by both parties. Only personnel authorized to bind each of the parties may sign an amendment.

3. **Assignment.** The Contractor shall not assign this Contract or any Program Agreement to a third party without the prior written consent of DSHS.

4. **Billing Limitations.**

- a. DSHS shall pay the Contractor only for authorized services provided in accordance with this Contract.
- b. DSHS shall not pay any claims for payment for services submitted more than twelve (12) months after the calendar month in which the services were performed.
- c. The Contractor shall not bill and DSHS shall not pay for services performed under this Contract, if the Contractor has charged or will charge another agency of the state of Washington or any other party for the same services.

5. **Compliance with Applicable Law.** At all times during the term of this Contract, the Contractor shall comply with all applicable federal, state, and local laws and regulations, including but not limited to, nondiscrimination laws and regulations.

6. **Confidentiality.**

- a. The Contractor shall not use, publish, transfer, sell or otherwise disclose any Confidential Information gained by reason of this Contract for any purpose that is not directly connected with Contractor's performance of the services contemplated hereunder, except:

## DSHS General Terms and Conditions

- (1) as provided by law; or,
  - (2) in the case of Personal Information, with the prior written consent of the person or personal representative of the person who is the subject of the Personal Information.
- b. The Contractor shall protect and maintain all Confidential Information gained by reason of this Contract against unauthorized use, access, disclosure, modification or loss. This duty requires the Contractor to employ reasonable security measures, which include restricting access to the Confidential Information by:
- (1) Allowing access only to staff that have an authorized business requirement to view the Confidential Information.
  - (2) Physically Securing any computers, documents, or other media containing the Confidential Information.
  - (3) Ensure the security of Confidential Information transmitted via fax (facsimile) by:
    - (a) Verifying the recipient phone number to prevent accidental transmittal of Confidential Information to unauthorized persons.
    - (b) Communicating with the intended recipient before transmission to ensure that the fax will be received only by an authorized person.
    - (c) Verifying after transmittal that the fax was received by the intended recipient.
  - (4) When transporting six (6) or more records containing Confidential Information, outside a Secured Area, do one or more of the following as appropriate:
    - (a) Use a Trusted System.
    - (b) Encrypt the Confidential Information, including:
      - i. Encrypting email and/or email attachments which contain the Confidential Information.
      - ii. Encrypting Confidential Information when it is stored on portable devices or media, including but not limited to laptop computers and flash memory devices.
  - (5) Send paper documents containing Confidential Information via a Trusted System.
  - (6) Following the requirements of the DSHS Data Security Requirements Exhibit, if attached to this contract.
- c. Upon request by DSHS, at the end of the Contract term, or when no longer needed, Confidential Information shall be returned to DSHS or Contractor shall certify in writing that they employed a DSHS approved method to destroy the information. Contractor may obtain information regarding approved destruction methods from the DSHS contact identified on the cover page of this Contract.
- d. Paper documents with Confidential Information may be recycled through a contracted firm, provided the contract with the recycler specifies that the confidentiality of information will be protected, and

## DSHS General Terms and Conditions

the information destroyed through the recycling process. Paper documents containing Confidential Information requiring special handling (e.g. protected health information) must be destroyed on-site through shredding, pulping, or incineration.

- e. **Notification of Compromise or Potential Compromise.** The compromise or potential compromise of Confidential Information must be reported to the DSHS Contact designated on the contract within one (1) business day of discovery. Contractor must also take actions to mitigate the risk of loss and comply with any notification or other requirements imposed by law or DSHS.

- 7. **Debarment Certification.** The Contractor, by signature to this Contract, certifies that the Contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from participating in transactions (Debarred). The Contractor also agrees to include the above requirement in any and all Subcontracts into which it enters. The Contractor shall immediately notify DSHS if, during the term of this Contract, Contractor becomes Debarred. DSHS may immediately terminate this Contract by providing Contractor written notice if Contractor becomes Debarred during the term hereof.
- 8. **Governing Law and Venue.** This Contract shall be construed and interpreted in accordance with the laws of the state of Washington and the venue of any action brought hereunder shall be in Superior Court for Thurston County.
- 9. **Independent Contractor.** The parties intend that an independent contractor relationship will be created by this Contract. The Contractor and his or her employees or agents performing under this Contract are not employees or agents of the Department. The Contractor, his or her employees, or agents performing under this Contract will not hold himself/herself out as, nor claim to be, an officer or employee of the Department by reason hereof, nor will the Contractor, his or her employees, or agent make any claim of right, privilege or benefit that would accrue to such officer or employee.
- 10. **Inspection.** The Contractor shall, at no cost, provide DSHS and the Office of the State Auditor with reasonable access to Contractor's place of business, Contractor's records, and DSHS client records, wherever located. These inspection rights are intended to allow DSHS and the Office of the State Auditor to monitor, audit, and evaluate the Contractor's performance and compliance with applicable laws, regulations, and these Contract terms. These inspection rights shall survive for six (6) years following this Contract's termination or expiration.
- 11. **Maintenance of Records.** The Contractor shall maintain records relating to this Contract and the performance of the services described herein. The records include, but are not limited to, accounting procedures and practices, which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. All records and other material relevant to this Contract shall be retained for six (6) years after expiration or termination of this Contract.

Without agreeing that litigation or claims are legally authorized, if any litigation, claim, or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

- 12. **Order of Precedence.** In the event of any inconsistency or conflict between the General Terms and Conditions and the Special Terms and Conditions of this Contract or any Program Agreement, the inconsistency or conflict shall be resolved by giving precedence to these General Terms and Conditions. Terms or conditions that are more restrictive, specific, or particular than those contained in the General Terms and Conditions shall not be construed as being inconsistent or in conflict.
- 13. **Severability.** If any term or condition of this Contract is held invalid by any court, the remainder of the

## DSHS General Terms and Conditions

Contract remains valid and in full force and effect.

14. **Survivability.** The terms and conditions contained in this Contract or any Program Agreement which, by their sense and context, are intended to survive the expiration or termination of the particular agreement shall survive. Surviving terms include, but are not limited to: Billing Limitations; Confidentiality, Disputes; Indemnification and Hold Harmless, Inspection, Maintenance of Records, Notice of Overpayment, Ownership of Material, Termination for Default, Termination Procedure, and Treatment of Property.

15. **Contract Renegotiation, Suspension, or Termination Due to Change in Funding.**

If the funds DSHS relied upon to establish this Contract or Program Agreement are withdrawn, reduced or limited, or if additional or modified conditions are placed on such funding, after the effective date of this contract but prior to the normal completion of this Contract or Program Agreement:

- a. At DSHS's discretion, the Contract or Program Agreement may be renegotiated under the revised funding conditions.
- b. At DSHS's discretion, DSHS may give notice to Contractor to suspend performance when DSHS determines that there is reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow Contractor's performance to be resumed prior to the normal completion date of this contract.
  - (1) During the period of suspension of performance, each party will inform the other of any conditions that may reasonably affect the potential for resumption of performance.
  - (2) When DSHS determines that the funding insufficiency is resolved, it will give Contractor written notice to resume performance. Upon the receipt of this notice, Contractor will provide written notice to DSHS informing DSHS whether it can resume performance and, if so, the date of resumption. For purposes of this subsection, "written notice" may include email.
  - (3) If the Contractor's proposed resumption date is not acceptable to DSHS and an acceptable date cannot be negotiated, DSHS may terminate the contract by giving written notice to Contractor. The parties agree that the Contract will be terminated retroactive to the date of the notice of suspension. DSHS shall be liable only for payment in accordance with the terms of this Contract for services rendered prior to the retroactive date of termination.
- c. DSHS may immediately terminate this Contract by providing written notice to the Contractor. The termination shall be effective on the date specified in the termination notice. DSHS shall be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination. No penalty shall accrue to DSHS in the event the termination option in this section is exercised.

16. **Waiver.** Waiver of any breach or default on any occasion shall not be deemed to be a waiver of any subsequent breach or default. Any waiver shall not be construed to be a modification of the terms and conditions of this Contract. Only the CCLS Chief or designee has the authority to waive any term or condition of this Contract on behalf of DSHS.

### **Additional General Terms and Conditions – Interlocal Agreements:**

17. **Disputes.** Both DSHS and the Contractor ("Parties") agree to work in good faith to resolve all conflicts at the lowest level possible. However, if the Parties are not able to promptly and efficiently resolve,

## DSHS General Terms and Conditions

through direct informal contact, any dispute concerning the interpretation, application, or implementation of any section of this Agreement, either Party may reduce its description of the dispute in writing, and deliver it to the other Party for consideration. Once received, the assigned managers or designees of each Party will work to informally and amicably resolve the issue within five (5) business days. If managers or designees are unable to come to a mutually acceptable decision within five (5) business days, they may agree to issue an extension to allow for more time.

If the dispute cannot be resolved by the managers or designees, the issue will be referred through each Agency's respective operational protocols, to the Secretary of DSHS ("Secretary") and the Contractor's Agency Head ("Agency Head") or their deputies or designated delegates. Both Parties will be responsible for submitting all relevant documentation, along with a short statement as to how they believe the dispute should be settled, to the Secretary and Agency Head.

Upon receipt of the referral and relevant documentation, the Secretary and Agency Head will confer to consider the potential options of resolution, and to arrive at a decision within fifteen (15) business days. The Secretary and Agency Head may appoint a review team, a facilitator, or both, to assist in the resolution of the dispute. If the Secretary and Agency Head are unable to come to a mutually acceptable decision within fifteen (15) business days, they may agree to issue an extension to allow for more time.

The final decision will be put in writing, and will be signed by both the Secretary and Agency Head. If the Agreement is active at the time of resolution, the Parties will execute an amendment or change order to incorporate the final decision into the Agreement. The decision will be final and binding as to the matter reviewed and the dispute shall be settled in accordance with the terms of the decision.

If the Secretary and Agency Head are unable to come to a mutually acceptable decision, the Parties will request intervention by the Governor, per RCW 43.17.330, in which case the governor shall employ whatever dispute resolution methods that the governor deems appropriate in resolving the dispute.

Both Parties agree that, the existence of a dispute notwithstanding, the Parties will continue without delay to carry out all respective responsibilities under this Agreement that are not affected by the dispute.

### **18. Hold Harmless.**

- a. The Contractor shall be responsible for and shall hold DSHS harmless from all claims, loss, liability, damages, or fines arising out of or relating to the Contractor's, or any Subcontractor's, performance or failure to perform this Agreement, or the acts or omissions of the Contractor or any Subcontractor. DSHS shall be responsible for and shall hold the Contractor harmless from all claims, loss, liability, damages, or fines arising out of or relating to DSHS' performance or failure to perform this Agreement.
- b. The Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless the State and its agencies, officials, agents, or employees.

### **19. Ownership of Material.** Material created by the Contractor and paid for by DSHS as a part of this Contract shall be owned by DSHS and shall be "work made for hire" as defined by Title 17 USCA, Section 101. This material includes, but is not limited to: books; computer programs; documents; films; pamphlets; reports; sound reproductions; studies; surveys; tapes; and/or training materials. Material which the Contractor uses to perform the Contract but is not created for or paid for by DSHS is owned by the Contractor and is not "work made for hire"; however, DSHS shall have a perpetual license to use this material for DSHS internal purposes at no charge to DSHS, provided that such license shall be

## DSHS General Terms and Conditions

limited to the extent which the Contractor has a right to grant such a license.

### 20. Subrecipients.

- a. General. If the Contractor is a subrecipient of federal awards as defined by 2 CFR Part 200 and this Agreement, the Contractor shall:
  - (1) Maintain records that identify, in its accounts, all federal awards received and expended and the federal programs under which they were received, by Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, name of the federal agency, and name of the pass-through entity;
  - (2) Maintain internal controls that provide reasonable assurance that the Contractor is managing federal awards in compliance with laws, regulations, and provisions of contracts or grant agreements that could have a material effect on each of its federal programs;
  - (3) Prepare appropriate financial statements, including a schedule of expenditures of federal awards;
  - (4) Incorporate 2 CFR Part 200, Subpart F audit requirements into all agreements between the Contractor and its Subcontractors who are subrecipients;
  - (5) Comply with the applicable requirements of 2 CFR Part 200, including any future amendments to 2 CFR Part 200, and any successor or replacement Office of Management and Budget (OMB) Circular or regulation; and
  - (6) Comply with the Omnibus Crime Control and Safe streets Act of 1968, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, and The Department of Justice Non-Discrimination Regulations, 28 C.F.R. Part 42, Subparts C.D.E. and G, and 28 C.F.R. Part 35 and 39. (Go to [www.ojp.usdoj.gov/ocr/](http://www.ojp.usdoj.gov/ocr/) for additional information and access to the aforementioned Federal laws and regulations.)
- b. Single Audit Act Compliance. If the Contractor is a subrecipient and expends \$750,000 or more in federal awards from any and/or all sources in any fiscal year, the Contractor shall procure and pay for a single audit or a program-specific audit for that fiscal year. Upon completion of each audit, the Contractor shall:
  - (1) Submit to the DSHS contact person the data collection form and reporting package specified in 2 CFR Part 200, Subpart F, reports required by the program-specific audit guide (if applicable), and a copy of any management letters issued by the auditor;
  - (2) Follow-up and develop corrective action for all audit findings; in accordance with 2 CFR Part 200, Subpart F; prepare a "Summary Schedule of Prior Audit Findings" reporting the status of all audit findings included in the prior audit's schedule of findings and questioned costs.
- c. Overpayments. If it is determined by DSHS, or during the course of a required audit, that the Contractor has been paid unallowable costs under this or any Program Agreement, DSHS may require the Contractor to reimburse DSHS in accordance with 2 CFR Part 200.

### 21. Termination.

## DSHS General Terms and Conditions

- a. **Default.** If for any cause, either party fails to fulfill its obligations under this Agreement in a timely and proper manner, or if either party violates any of the terms and conditions contained in this Agreement, then the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given 15 working days to correct the violation or failure. If the failure or violation is not corrected, this Agreement may be terminated immediately by written notice from the aggrieved party to the other party.
- b. **Convenience.** Either party may terminate this Interlocal Agreement for any other reason by providing 30 calendar days' written notice to the other party.
- c. **Payment for Performance.** If this Interlocal Agreement is terminated for any reason, DSHS shall only pay for performance rendered or costs incurred in accordance with the terms of this Agreement and prior to the effective date of termination.

**22. Treatment of Client Property.** Unless otherwise provided, the Contractor shall ensure that any adult client receiving services from the Contractor has unrestricted access to the client's personal property. The Contractor shall not interfere with any adult client's ownership, possession, or use of the client's property. The Contractor shall provide clients under age eighteen (18) with reasonable access to their personal property that is appropriate to the client's age, development, and needs. Upon termination of the Contract, the Contractor shall immediately release to the client and/or the client's guardian or custodian all of the client's personal property.



## Special Terms and Conditions

1. **Definitions Specific to Special Terms.** The words and phrases listed below, as used in this Contract, shall each have the following definitions:
  - a. "Patient" means any or all of the clients, residents, or patients at WSH.
  - b. "Western State Hospital" or "WSH" means a psychiatric hospital owned and operated by the State of Washington, DSHS, which is situated at 9601 Steilacoom Blvd. SW, Lakewood, WA 98498.
2. **Purpose.** The purpose of this Contract is to provide patrol and emergency police services and emergency police protection (9-1-1), evidence preservation and incident investigation services at Western State Hospital and adjacent areas.
3. **Statement of Work.** The Contractor shall provide the services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:
  - a. All services provided by Contractor under this Agreement shall be performed by law enforcement officers commissioned by the City of Lakewood Police Department.
  - b. The City of Lakewood Police Department shall provide patrol services and emergency police protection (9-1-1), evidence preservation and incident investigation services at Western State Hospital and adjacent areas. Since the cost of these services is larger than the Maximum Agreement Amount, the intent of this Agreement is to offset some of the costs incurred by the City of Lakewood for the provision of such services.
  - c. The City of Lakewood shall provide quarterly performance reports to the WSH point of contact identified on Page 1 of this contract that identify the number of 9-1-1 calls responded to, the type of incidents, and the services provided by the City of Lakewood Police Department.
  - d. When requested, the Contractor may need to attend meetings at Western State Hospital, and/or participate in conference calls concerning crimes/incidents/investigations.
  - e. The City of Lakewood shall submit any changes to its evidence-handling procedures previously submitted to WSH in accordance with DSHS Contract 1364-77482, amendment 01 upon execution of this contract or as they be revised during the course of this contract.
  - f. Western State Hospital may disclose Confidential Information, including Protected Health Information (PHI) to City of Lakewood law enforcement without a patient's signed HIPAA authorization in certain incidents, including:
    - (1) To report PHI to a law enforcement official reasonably able to prevent or lessen a serious and imminent threat to the health or safety of an individual or the public.
    - (2) To report PHI that Western State Hospital in good faith believes to be evidence of a crime that occurred on the premises of WSH.
    - (3) To alert law enforcement to the death of the individual when there is a suspicion that death resulted from criminal conduct.
    - (4) When responding to an off-site medical emergency, as necessary to alert law enforcement to criminal activity.
    - (5) To report PHI to law enforcement when required by law to do so (such as reporting gunshots or stab wounds).

## Special Terms and Conditions

- (6) To respond to a request for PHI for purposes of identifying or locating a suspect, fugitive, material witness or missing person, but the information must be limited to basic demographic and health information about the person.
  - (7) To respond to a request for PHI about an adult victim of a crime when the victim agrees (or in limited circumstances if the individual is unable to agree).
  - (8) To comply with a court order or court-ordered warrant, a subpoena or summons issued by a judicial officer, or an administrative request from a law enforcement official (the administrative request must include a written statement that the information requested is relevant and material, specific and limited in scope, and de-identified information cannot be used). Any court order or court-ordered warrant, a subpoena or summons issued by a judicial officer for WSH patient protected health information must comply with RCW 70.02.230.
- g. When the City of Lakewood accesses, receives, or retains DSHS Confidential Data or media, including protected health information as identified by the Health Insurance Portability and Accountability Act (HIPAA), it must adhere to the following procedures:
- (1) The City of Lakewood shall keep confidential all DSHS Confidential Data or media copied, received, or retained in the course of investigations to the extent required by law and City of Lakewood policies required by the Washington Uniform Health Care Information Act (Chapter 70.02 RCW), and specifically 70.02.260 when applicable, and other applicable laws.
  - (2) Upon receipt by City of Lakewood of a public records request that includes DSHS Confidential Data, the City of Lakewood will notify the Contract Manager on the face page of this Contract within five (5) business days and before disclosing any records. City of Lakewood will produce a copy of the records with proposed redactions to the Department for review when they are available and ready. Disclosure of records and redactions shall meet the standards in the Health Care Information Act in RCW 70.02.020(1) and RCW 70.02.240(1), incorporated into the Public Records Act under RCW 42.56.070(1) and in the HIPAA Privacy Rule in 45 CFR §164.502 to the extent these provisions are applicable. If records are to be disclosed without authorization of the patients identified in the records, when required by law the records will be redacted to remove health care information recorded in any form or medium that identifies or can readily be associated with the identity of a patient.
  - (3) The Department will respond within ten (10) business days to identify concerns with disclosure of the records, any changes to the proposed redactions or request more time if needed. If the City of Lakewood disagrees with the position of the Department, it will notify the Department and provide a minimum of twenty-one (21) calendar days for the Department to obtain a restraining order or injunction prohibiting disclosure of the records under RCW 42.56.540. City of Lakewood will extend the response time to the requester for producing the records that is sufficient to follow this process.
4. **Training.** The parties agree to facilitate a training to educate the workforce members of both entities (WSH and City of Lakewood) regarding the types of information that can be exchanged under the contract, what is appropriate or necessary to put in a police report, and when it may be necessary for WSH to require a court order or court-ordered warrant, a subpoena or summons issued by a judicial officer in order for WSH to release DSHS Confidential Information to Lakewood.
5. **Consideration.** Total consideration payable to Contractor for satisfactory performance of the work under this Contract is up to a maximum of \$90,000, including any and all expenses, and shall be based on the rate of \$45,000 per year or \$11,250 per quarter. Payment shall be made by DSHS based upon successful delivery of item 3.c., above.

## Special Terms and Conditions

### 6. Billing and Payment.

- a. **Invoice System.** The Contractor shall submit invoices using State Form A-19 invoice voucher, or such other form as designated by DSHS within fifteen (15) calendar days following the month end in which services were provided. Consideration for services rendered shall be payable upon receipt and acceptance by the CIBS accounts payable of properly completed invoices, which must describe and document to DSHS' satisfaction an itemized description of the work performed, i.e. assessments completed, reports, etc., and fees not more often than once a month to the following address:

Department of Social and Health Services  
Consolidated Institutional Business Services (CIBS)  
Attention: Accounting  
9601 Steilacoom Blvd. SW  
Lakewood, WA 98498-7213

The rates shall be in accordance with those set forth in Section 4, Consideration, of this Contract.

- b. **Payment.** Payment shall be considered timely if made by DSHS within thirty (30) days after receipt and acceptance by the CIBS accounts payable of the properly completed invoices. Payment shall be sent to the address designated by the Contractor on page one (1) of this Contract. DSHS may, at its sole discretion, withhold payment claimed by the Contractor for services rendered if Contractor fails to satisfactorily comply with any term or condition of this Contract.

### 7. Insurance.

- a. DSHS certifies that it is self-insured under the State's self-insurance liability program, as provided by RCW 4.92.130, and shall pay for losses for which it is found liable.
- b. The Contractor certifies, by checking the appropriate box below, initialing to the left of the box selected, and signing this Agreement, that:

\_\_\_\_\_  The Contractor is self-insured or insured through a risk pool and shall pay for losses for which it is found liable; or

\_\_\_\_\_  The Contractor maintains the types and amounts of insurance identified below and shall, prior to the execution of this Agreement by DSHS, provide certificates of insurance to that effect to the DSHS contact on page one of this Agreement.

Commercial General Liability Insurance (CGL) – to include coverage for bodily injury, property damage, and contractual liability, with the following minimum limits: Each Occurrence - \$1,000,000; General Aggregate - \$2,000,000. The policy shall include liability arising out of premises, operations, independent contractors, products-completed operations, personal injury, advertising injury, and liability assumed under an insured contract. The State of Washington, DSHS, its elected and appointed officials, agents, and employees shall be named as additional insureds.

## Special Terms and Conditions

### Exhibit A – Data Security Requirements

1. **Definitions.** The words and phrases listed below, as used in this Exhibit, shall each have the following definitions:
  - a. “Authorized User(s)” means an individual or individuals with an authorized business requirement to access DSHS Confidential Information.
  - b. “Hardened Password” means a string of at least eight characters containing at least one alphabetic character, at least one number and at least one special character such as an asterisk, ampersand or exclamation point.
  - c. “Unique User ID” means a string of characters that identifies a specific user and which, in conjunction with a password, passphrase or other mechanism, authenticates a user to an information system.
  
2. **Data Transport.** When transporting DSHS Confidential Information electronically, including via email, the Data will be protected by:
  - a. Transporting the Data within the (State Governmental Network) SGN or Contractor’s internal network, or;
  - b. Encrypting any Data that will be in transit outside the SGN or Contractor’s internal network. This includes transit over the public Internet.
  
3. **Protection of Data.** The Contractor agrees to store Data on one or more of the following media and protect the Data as described:
  - a. **Hard disk drives.** Data stored on local workstation hard disks. Access to the Data will be restricted to Authorized User(s) by requiring logon to the local workstation using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards.
  - b. **Network server disks.** Data stored on hard disks mounted on network servers and made available through shared folders. Access to the Data will be restricted to Authorized Users through the use of access control lists which will grant access only after the Authorized User has authenticated to the network using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on disks mounted to such servers must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

For DSHS Confidential Information stored on these disks, deleting unneeded Data is sufficient as long as the disks remain in a Secured Area and otherwise meet the requirements listed in the above paragraph. Destruction of the Data as outlined in Section 5. Data Disposition may be deferred until the disks are retired, replaced, or otherwise taken out of the Secured Area.
  - c. **Optical discs (CDs or DVDs) in local workstation optical disc drives.** Data provided by DSHS on optical discs which will be used in local workstation optical disc drives and which will not be transported out of a Secured Area. When not in use for the contracted purpose, such discs must be locked in a drawer, cabinet or other container to which only Authorized Users have the key, combination or mechanism required to access the contents of the container. Workstations which access DSHS Data on optical discs must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

## Special Terms and Conditions

- d. **Optical discs (CDs or DVDs) in drives or jukeboxes attached to servers.** Data provided by DSHS on optical discs which will be attached to network servers and which will not be transported out of a Secured Area. Access to Data on these discs will be restricted to Authorized Users through the use of access control lists which will grant access only after the Authorized User has authenticated to the network using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on discs attached to such servers must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.
- e. **Paper documents.** Any paper records must be protected by storing the records in a Secured Area which is only accessible to authorized personnel. When not in use, such records must be stored in a locked container, such as a file cabinet, locking drawer, or safe, to which only authorized persons have access.
- f. **Remote Access.** Access to and use of the Data over the State Governmental Network (SGN) or Secure Access Washington (SAW) will be controlled by DSHS staff who will issue authentication credentials (e.g. a Unique User ID and Hardened Password) to Authorized Users on Contractor staff. Contractor will notify DSHS staff immediately whenever an Authorized User in possession of such credentials is terminated or otherwise leaves the employ of the Contractor, and whenever an Authorized User's duties change such that the Authorized User no longer requires access to perform work for this Contract.
- g. **Data storage on portable devices or media.**
  - (1) Except where otherwise specified herein, DSHS Data shall not be stored by the Contractor on portable devices or media unless specifically authorized within the terms and conditions of the Contract. If so authorized, the Data shall be given the following protections:
    - (a) Encrypt the Data with a key length of at least 128 bits
    - (b) Control access to devices with a Unique User ID and Hardened Password or stronger authentication method such as a physical token or biometrics.
    - (c) Manually lock devices whenever they are left unattended and set devices to lock automatically after a period of inactivity, if this feature is available. Maximum period of inactivity is 20 minutes.  
  
Physically Secure the portable device(s) and/or media by
      - (d) Keeping them in locked storage when not in use
      - (e) Using check-in/check-out procedures when they are shared, and
      - (f) Taking frequent inventories
  - (2) When being transported outside of a Secured Area, portable devices and media with DSHS Confidential Information must be under the physical control of Contractor staff with authorization to access the Data.
  - (3) Portable devices include, but are not limited to; smart phones, tablets, flash memory devices (e.g. USB flash drives, personal media players), portable hard disks, and

## Special Terms and Conditions

laptop/notebook/netbook computers if those computers may be transported outside of a Secured Area.

- (4) Portable media includes, but is not limited to; optical media (e.g. CDs, DVDs), magnetic media (e.g. floppy disks, tape), or flash media (e.g. CompactFlash, SD, MMC).

### h. Data stored for backup purposes.

- (1) DSHS data may be stored on portable media as part of a Contractor's existing, documented backup process for business continuity or disaster recovery purposes. Such storage is authorized until such time as that media would be reused during the course of normal backup operations. If backup media is retired while DSHS Confidential Information still exists upon it, such media will be destroyed at that time in accordance with the disposition requirements in Section 5. Data Disposition
- (2) DSHS Data may be stored on non-portable media (e.g. Storage Area Network drives, virtual media, etc.) as part of a Contractor's existing, documented backup process for business continuity or disaster recovery purposes. If so, such media will be protected as otherwise described in this exhibit. If this media is retired while DSHS Confidential Information still exists upon it, the data will be destroyed at that time in accordance with the disposition requirements in Section 5. Data Disposition.

## 4. Data Segregation.

- a. DSHS Data must be segregated or otherwise distinguishable from non-DSHS data. This is to ensure that when no longer needed by the Contractor, all DSHS Data can be identified for return or destruction. It also aids in determining whether DSHS Data has or may have been compromised in the event of a security breach. As such, one or more of the following methods will be used for data segregation.
- b. DSHS Data will be kept on media (e.g. hard disk, optical disc, tape, etc.) which will contain no non-DSHS data. And/or,
- c. DSHS Data will be stored in a logical container on electronic media, such as a partition or folder dedicated to DSHS Data. And/or,
- d. DSHS Data will be stored in a database which will contain no non-DSHS data. And/or,
- e. DSHS Data will be stored within a database and will be distinguishable from non-DSHS data by the value of a specific field or fields within database records.
- f. When stored as physical paper documents, DSHS Data will be physically segregated from non-DSHS data in a drawer, folder, or other container.
- g. When it is not feasible or practical to segregate DSHS Data from non-DSHS data, then both the DSHS Data and the non-DSHS data with which it is commingled must be protected as described in this exhibit.

5. **Data Disposition.** When the contracted work has been completed or when no longer needed, except as noted in Section 3. Protection of Data b. Network Server Disks above, Data shall be returned to DSHS or destroyed. Media on which Data may be stored and associated acceptable methods of destruction are as follows:

### Special Terms and Conditions

Data stored on:	Will be destroyed by:
Server or workstation hard disks, or  Removable media (e.g. floppies, USB flash drives, portable hard disks) excluding optical discs	Using a "wipe" utility which will overwrite the Data at least three (3) times using either random or single character data, or  Degaussing sufficiently to ensure that the Data cannot be reconstructed, or  Physically destroying the disk
Paper documents with sensitive or Confidential Information	Recycling through a contracted firm provided the contract with the recycler assures that the confidentiality of Data will be protected.
Paper documents containing Confidential Information requiring special handling (e.g. protected health information)	On-site shredding, pulping, or incineration
Optical discs (e.g. CDs or DVDs)	Incineration, shredding, or completely defacing the readable surface with a coarse abrasive
Magnetic tape	Degaussing, incinerating or crosscut shredding

6. **Notification of Compromise or Potential Compromise.** The compromise or potential compromise of DSHS shared Data must be reported to the DSHS Contact designated in the Contract within one (1) business day of discovery. If no DSHS Contact is designated in the Contract, then the notification must be reported to the DSHS Privacy Officer at [dshsprivacyofficer@dshs.wa.gov](mailto:dshsprivacyofficer@dshs.wa.gov). Contractor must also take actions to mitigate the risk of loss and comply with any notification or other requirements imposed by law or DSHS.
  
7. **Data shared with Subcontractors.** If DSHS Data provided under this Contract is to be shared with a subcontractor, the Contract with the subcontractor must include all of the data security provisions within this Contract and within any amendments, attachments, or exhibits within this Contract. If the Contractor cannot protect the Data as articulated within this Contract, then the contract with the subcontractor must be submitted to the DSHS Contact specified for this contract for review and approval.

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> July 17, 2017  <b>REVIEW:</b>	<b>TITLE:</b> A motion authorizing the execution of an Interlocal agreement with the City of Puyallup for Jail Services  <b>ATTACHMENTS:</b> Interlocal Agreement	<b>TYPE OF ACTION:</b> — ORDINANCE NO. — RESOLUTION NO. <u>X</u> MOTION NO. 2017-36 — OTHER
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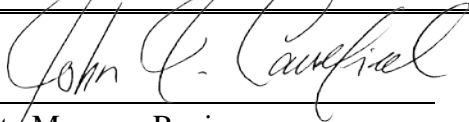
**SUBMITTED BY:** Kimberly Cox, Assistant City Attorney, on behalf of the Lakewood Police Department and Lakewood Municipal Court.

**RECOMMENDATION:** It is recommended the City Council approve the motion authorizing the City to enter into an interlocal agreement with the City of Puyallup for alternate jail services. The City currently uses Pierce County Jail for felony suspect bookings and Nisqually Jail for misdemeanor suspect bookings.

**DISCUSSION:** The City of Puyallup is willing to provide jail services to the City of Lakewood as an alternative to other jail service options currently available to the City. The City currently obtains jail services from Pierce County and Nisqually Indian Reservation.

**ALTERNATIVE(S):** The City of Lakewood could continue to obtain jail services exclusively from Pierce County and Nisqually Indian Reservation.

**FISCAL IMPACT:** Puyallup offers jail services at a rate of \$95.00/day per inmate. Lakewood currently pays \$65.00/day at Nisqually Jail and \$103.55/day at Pierce County Jail.

_____ Prepared by  _____ Department Director	 _____ City Manager Review
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**INTERAGENCY AGREEMENT BETWEEN THE CITY OF PUYALLUP,  
WASHINGTON AND CITY OF LAKEWOOD, WASHINGTON, FOR THE  
HOUSING OF INMATES IN THE PUYALLUP CITY JAIL**

This agreement is between the City of Puyallup, a municipal corporation of the State of Washington (hereinafter "Puyallup") and the City of Lakewood, a municipal corporation of the State of Washington (hereinafter "Lakewood").

**Recitals**

**WHEREAS**, RCW 39.34 and RCW 70.48, allows local governmental units to make the most efficient use of their powers by enabling them to cooperate and enter agreements with each other for providing jail services; and

**WHEREAS**, Lakewood wishes to designate the Puyallup Jail as a place of confinement for inmates from the City of Lakewood; and

**WHEREAS**, in an effort to streamline administrative procedures and ensure that the daily rate of \$95.00 to house inmates at Puyallup's jail is consistent with the current operating costs, it is necessary to enter into an updated interagency agreement; and

**WHEREAS**, the governing bodies of each of the parties hereto have decided to enter into this Agreement as authorized by RCW 39.34, RCW 70.48 and other Washington law, as may be amended;

**NOW, THEREFORE**, in consideration of the above and foregoing recitals, the payments to be made, the mutual promises and covenants herein contained, and for other good and valuable considerations, the parties hereto agree as follows:

**Agreement**

1. **GOVERNING LAW**

The parties hereto agree that, except where expressly otherwise provided, the applicable laws and administrative rules and regulations of the State of Washington shall control. Any actions, suit, or judicial or administrative proceeding for the enforcement of this agreement shall be brought and tried in the Federal or Superior Court for the State of Washington in Pierce County.

2. **EFFECTIVE DATE**

This Agreement shall be effective when both parties have executed this agreement.

3. TERMINATION

(a) By either party. This Agreement may be terminated by written notice from either party to the other party delivered by regular mail to the contact person identified in §4, provided that termination shall become effective ninety (90) calendar days after receipt of such notice. Notice will be presumed received 3 working days after the notice is posted in the mail. Within said ninety (90) days, Lakewood agrees to remove its inmates(s) from the Puyallup Jail.

(b) In the event of termination of this Agreement for any reason, Lakewood shall compensate Puyallup for inmates housed by the Puyallup Jail after notice of termination until Lakewood retakes its inmates in the same manner and at the same rates as if this Agreement had not been terminated and the provisions of this Agreement, including by way of illustration and not limitation, §24 Indemnity, shall remain in force until such time as all inmates from Lakewood have been retaken.

4. MAILING ADDRESSES

All notices, reports, and correspondence to the respective parties of this Agreement shall be sent to the following:

City of Puyallup: Chief of Police  
Puyallup Police Department  
311 W Pioneer  
Puyallup, Washington 98371

Contact: Chief of Police  
Lakewood Police Department  
9401 Lakewood Drive  
Lakewood, WA 98499

5. COMPENSATION

a) Bed Rate. In consideration of Puyallup's commitment to house Lakewood inmates, Lakewood shall pay Puyallup ninety-five dollars (\$95) per day for each inmate housed.

b) Administrative Booking Rate. Puyallup will authorize Lakewood Police Officers to transport misdemeanor level suspects to its jail for administrative booking. Administrative booking shall include booking suspects into the jail pursuant to Puyallup Jail policies and standard operating procedures and detaining those suspects until booking information, including fingerprints and photographs, are obtained. Following the booking process, suspects shall be transported by Lakewood Officers back to the City of Lakewood where they will be released. As compensation for the administrative booking services, Lakewood shall pay Puyallup fifty dollars (\$50.00) for each administratively booked individual. Any other costs associated with the administrative booking process shall be the sole responsibility of the City of Puyallup.

c) Bed Rate and Administrative Booking Rate will be increased at a rate of 100% of

the Seattle-Tacoma-Bremerton CPI-U first half index for the year prior with a minimum of 0% to a maximum of 2.25%. The rate increase will occur on January 1 of each year unless otherwise negotiated and agreed by the parties. (For example, the 2017 Seattle-Tacoma-Bremerton CPI-U first half index will set the amount of the January 1, 2018 increase to Bed Rate and Administrative Booking Rate.) Note: the Seattle-Tacoma-Bremerton index will be discontinued in January 2018; the new index will be Seattle-Tacoma-Bellevue.

d) Billing and Payment. Puyallup agrees to provide Lakewood with an itemized bill listing all names of inmates who are administratively booked or housed, the number of days housed (including date of booking and date of releases), and the dollar amount due for each. Puyallup agrees to provide said bill by the 30<sup>th</sup> of each following month. Lakewood agrees to make payment to Puyallup within 30 days of receipt of such bill for the amount billed for the previous calendar month.

## 6. SERVICES PROVIDED

Puyallup agrees to provide jail services or administrative booking for gross misdemeanor/misdemeanor inmates for those offenses that have been committed by adults within Lakewood's jurisdiction.

## 7. Booking

Inmates shall be booked pursuant Puyallup's booking policies and procedures. Inmates transported by Lakewood that are not acceptable at booking, will be the responsibility of the Lakewood to transport back to Lakewood.

Pursuant to RCW 70.48.130, and as part of the booking procedure, Puyallup shall obtain general information concerning the inmate's ability to pay for medical care, including insurance or other medical benefits or resources to which the inmate is entitled. The information is to be used for third party billing.

## 8. RESPONSIBILITY FOR OFFENDER'S CUSTODY

It shall be the responsibility of Puyallup to confine the inmate or inmates; to provide treatment, including the furnishing of subsistence and all necessary medical and hospital services and supplies; to provide for inmates' physical needs; to retain them in said custody; to supervise them; to maintain proper discipline and control; to make certain that they receive no special privileges and that the sentence and orders of the committing court in the State are faithfully executed; provided that nothing herein contained shall be construed to require Puyallup, or any of its agents, to provide treatment, facilities or programs for any inmates confined pursuant to this Agreement, which it does not provide for similar inmates not confined pursuant to this Agreement. Puyallup shall provide facilities for consultation and communication between inmates and their legal counsel. It shall also be the responsibility of Puyallup to calculate "good time" accrued in and subsequent release of the inmate in accordance with the Puyallup's standard practice and procedure. Lakewood agrees to be bound by Puyallup's standard practice and procedures related to inmates housed in the Puyallup Jail.

9. RIGHT TO REFUSAL

To the greatest extent permitted by law, Puyallup shall have the right to refuse to accept Lakewood inmates or to return a Lakewood inmate to Lakewood if in the judgment of Puyallup, the inmate has a current illness or injury which may adversely affect the operations of the Puyallup Jail, has history of serious medical problems, presents a substantial risk of escape, or presents a substantial risk of injury to other persons or property or themselves. Further, Puyallup may refuse to accept an inmate if the jail is at or near capacity or if in the judgement of Puyallup that accepting an inmate may create a risk to the safety of persons or property.

10. RETAKEING OF INMATES

Upon request from Puyallup, Lakewood shall, at its expense, retake any Lakewood inmate within twelve (12) hours after receipt of such request. In the event the confinement of any Lakewood inmate is terminated for any reason, Lakewood, shall, at its expense, retake such inmate from Puyallup.

11. COPY OF ARREST WARRANT OR CITATION AND BAIL SCHEDULE

Lakewood law enforcement officers placing Lakewood misdemeanants in the Puyallup Jail shall, in every instance, first furnish an arrest warrant, citation, court order, or judgment and sentence, to the Puyallup Jail upon booking of an inmate. Lakewood is also responsible for providing Puyallup Jail with a complete bail schedule no later than January 1 of each year.

12. NON-ASSIGNABILITY.

This Agreement may not be assigned by either party.

13. TRANSPORTATION

Lakewood inmates incarcerated in Puyallup pursuant to this Agreement shall be transported to Puyallup by and at the expense of Lakewood and shall be returned, if necessary, to Lakewood by Lakewood personnel and at Lakewood's expense. Puyallup is not responsible for transportation of Lakewood inmates under this Agreement and shall be reimbursed by Lakewood for any actual expense incurred in transport of an inmate if, in fact, transportation of an inmate by Puyallup becomes necessary including if the transport was a result of a warrant, or medical appointment. Such transportation shall be calculated based upon the time required for transport at the correction officer over time rate of \$55.00 per hour.

14. RECORDS AND REPORTS

(a) Lakewood shall forward to Puyallup before or at the time of delivery of each inmate a copy of all inmate records pertaining to the inmate's present incarceration at other correctional facilities. If additional information is requested regarding a particular inmate, the parties shall mutually cooperate to provide any additional information.

(b) Puyallup shall keep all necessary and pertinent records concerning such inmates incarcerated in Puyallup Jail. During an inmate's confinement in Puyallup, Lakewood shall upon request, be entitled to receive and be furnished with copies of any report or record associated with said inmates(s) incarceration, as may be permitted by law.

15. MEDICAL TREATMENT

(a) Inmates shall receive medical, psychiatric and dental treatment when emergent and necessary to safeguard their health while housed in the Puyallup jail. Puyallup shall provide for routine minor medical services in the Puyallup jail. Examples of medical services which may be provided in the Puyallup jail but which are not routine, and for which Lakewood shall be billed include, but are not necessarily limited to, HIV/AIDS treatment, chemotherapy, dialysis treatment, and hemophiliac treatment. Lakewood shall be responsible for any and all medical, dental or mental health costs incurred by or on behalf of a Lakewood prisoner including but not limited to prescriptions, appliances, supplies, emergency transport associated with the delivery of any emergency and/or medical service provided to Lakewood inmates.

(b) An adequate record of all such services shall be kept by Puyallup in accordance with HIPAA regulations for Lakewood's review at its request. Any medical or dental services of major consequence shall be reported to Lakewood as soon as time permits.

(c) Lakewood shall be responsible for any and all costs incurred by or on behalf of a Lakewood prisoner regarding hospitalization. If necessary, Lakewood shall reimburse Puyallup dollar for dollar any amount expended or cost incurred by Puyallup in providing the same; provided that, except in emergencies, Lakewood will be notified by contacting a duty Sergeant at the Lakewood Police Department prior to the inmate's transfer to a hospital and nothing herein shall preclude Lakewood from retaking the ill or injured inmate. In the event a Lakewood inmate is taken by emergency to a hospital, Puyallup shall notify Lakewood within eight (8) business hours (i.e. Monday through Friday 8 a.m. to 5 p.m., excluding state-observed holidays) of transport. Lakewood is responsible for providing security during any period of hospitalization.

16. DISCIPLINE

Puyallup shall have physical control over and power to exercise disciplinary authority over all inmates of Lakewood. However, nothing contained herein shall be construed to authorize or permit the imposition of any type of discipline prohibited by the constitution and laws of the State of Washington or the constitution and laws of the United States.

17. STANDARD OF RELEASE

Lakewood shall adopt Administrative Order No. 2013-01 Puyallup Municipal Court Standards of Release.

18. VIDEO ARRAIGNMENT

Upon request, Puyallup will provide video arraignment services at the rate of \$55.00 per hours with a (4) four hour minimum charge.

19. REMOVAL FROM THE JAIL

An inmate from Lakewood legally confined in Puyallup shall not be removed from there by any person except:

- a) When requested by Lakewood Police Department in writing authorizing such release; or
- b) Upon court order in those matters in which said court has jurisdiction over such inmate; or
- c) For appearance in the court in which a Lakewood inmate is charged; or
- d) In compliance with a Writ of Habeas Corpus; or
- e) If the prisoner has served his sentence, or the charge pending against said inmate has been dismissed, or bail or other recognizance has been posted as required by the courts; or
- f) For other scheduled court appearances, including those for which they are not being held, or
- g) Upon the execution of the Standards of Release Administrative Order No. 2013-01, or
- h) For medical care (see §15) and court ordered evaluations.

20. ESCAPES

In the event any Lakewood inmate shall escape from Puyallup's custody, Puyallup will use all reasonable means to recapture the inmate. The escape shall be reported immediately to Lakewood. Puyallup shall have the primary responsibility for and authority to direct the pursuit and retaking of the inmate or inmates within its own jurisdiction. Any cost in connection therewith shall be chargeable to and borne by Puyallup, however, Puyallup shall not be required to expend unreasonable amounts to pursue escaped inmates beyond its jurisdiction.

21. DEATH OF AN INMATE

a) In the event of the death of a Lakewood inmate, Puyallup shall notify the Pierce County Medical Examiner. Lakewood shall receive copies of any records made at or in connection with such notification, unless prohibited by law or court order. Reasonable copying costs for such copies shall be borne by Lakewood.

b) Puyallup shall immediately notify Lakewood of the death of a Lakewood inmate, furnish reasonable and necessary information as reasonably requested and follow reasonable instructions of Lakewood with regard to the disposition of the body. The body shall be released to the Medical Examiner. All expenses relative to any necessary preparation of the body and shipment charges shall be paid by Lakewood. The provisions of this paragraph shall govern only the relations between or among the parties hereto and shall not affect the responsibility or liability of any relative or other person for the disposition of the deceased or

any expenses connected therewith.

22. DISPUTE BETWEEN LAKEWOOD AND PUYALLUP

Should a dispute arise as to the application, compensation, enforcement, or interpretation of this Agreement between Lakewood and Puyallup, the parties shall first attempt to resolve such disputes through good faith and reasonable negotiations. However, if a dispute cannot be resolved through direct discussions, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator under JAMS Alternative Dispute Resolution service rules or policies before resorting to arbitration. The mediator may be selected by agreement of the parties or through JAMS. Following mediation, or upon mutual written agreement of the parties to waive mediation, any unresolved controversy or claim arising from or relating to this Agreement or breach thereof shall be settled through binding arbitration which shall be conducted under JAMS rules or policies. The arbitrator may be selected by agreement of the parties or through JAMS. All fees and expenses for mediation or arbitration shall be borne by the parties equally, however, each party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of evidence.

23. INSURANCE

(a) Each party agrees to provide the other with evidence of insurance coverage, in the form of a certificate of insurance from a solvent insurance provider and/or a letter confirming coverage from a solvent insurance pool, which is sufficient to address the insurance and indemnification obligation set forth in the Agreement;

(b) Each party shall obtain and maintain coverage in minimum liability limits of five million dollars (\$5,000,000) per occurrence and five million dollars (\$5,000,000) in the aggregate for its liability exposures, including comprehensive general liability, errors and omissions, auto liability and police professional liability. The insurance policy shall provide coverage for those events that occur during the term of the policy, despite when the claim is made.

24. HOLD HARMLESS AND INDEMNIFICATION

a) Puyallup shall indemnify and hold harmless Lakewood and its officers, agents, officials, employees and volunteers from any and all claims, actions, suits, liability, loss, expenses, and damages, including reasonable attorney fees, of any nature whatsoever, by reason of or arising out of any act or omission of Puyallup, its officers, agents, officials, employees and volunteers, provided said claim does not arise out of or in any way result from any intentional, willful or negligent act or omission on the part of Lakewood or any officer, agent or employee thereof.

b) Lakewood shall indemnify and hold harmless Puyallup and its officers, agents, officials, employees and volunteers from any and all claims, actions, suits, liability, loss, expenses, and damages of any nature whatsoever, by reason of or arising out of any act or omission of Lakewood, its officers, agents, officials, employees and volunteers, in arresting, detaining, charging, or transporting persons before presentment to and acceptance by Puyallup Jail or thereafter while said person (i.e. inmate) are in the custody of Lakewood outside Puyallup Jail.

c) Puyallup and Lakewood hereby waive, as to each other only, their immunity from suit under industrial insurance, title 51 RCW. This waiver of immunity was mutually negotiated by the parties hereto.

d) The waivers in this section have been mutually negotiated by the parties and this entire section shall survive the expiration or termination of this Agreement.

25. INDEPENDENT CONTRACTOR

In providing services under this Agreement, Puyallup is an independent contractor and neither it, nor its officers, officials, agents or employees are employees of Lakewood for any purpose, including responsibility for any federal or state tax, industrial insurance, or Social Security liability. Neither shall the provision of services under this agreement give rise to any claim or career service or civil service rights, which may accrue to employees of Lakewood or Puyallup under any applicable law, rule or regulation.

26. PRISON RAPE ELIMINATION ACT

Puyallup acknowledges and is working toward compliance of the Prison Rape Elimination Act regarding custodial sexual misconduct.

27. CONCURRENT ORIGINALS

This Agreement may be executed in any number of counterparts, which counterparts shall collectively constitute the entire Agreement.

28. ENTIRE AGREEMENT

The written provisions and terms of this Agreement, together with any attachments, supersede all prior written and verbal agreements and/or statements by any representative of the parties, and those statements shall not be construed as forming a part of or altering in any manner this Agreement. Any prior written and/or oral agreement between the parties pertaining to jail services is terminated and superseded by this Agreement. This Agreement and any attachments contain the entire Agreement between the parties. Should any language in any attachment conflict with any language contained in this Agreement, the terms of this Agreement shall prevail.

29. SEVERABILITY

Should any provision of this Agreement be determined to be unenforceable by a court of law, such provision shall be severed from the remainder of the Agreement, and such action shall not affect the enforceability of the remaining provisions herein.



**IN WITNESS WHEREOF, the parties below have executed this Agreement, and by doing so, acknowledge that they have read this Agreement understand its terms, and enter this Agreement in a knowing, intelligent, and voluntary manner.**

**CITY OF PUYALLUP:**

**CITY OF LAKEWOOD:**

\_\_\_\_\_  
By: Kevin Yamamoto  
Its: City Manager  
Date: \_\_\_\_\_

\_\_\_\_\_  
By: John J. Caulfield  
Its: City Manager  
Date: \_\_\_\_\_

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
By: Mary Winter  
Its: City Clerk  
Date: \_\_\_\_\_

\_\_\_\_\_  
By: Alice M. Bush  
Its: City Clerk  
Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
By: Shawn Arthur  
Its: Senior Asst. City Attorney  
Date: \_\_\_\_\_

\_\_\_\_\_  
By: Heidi Ann Wachter  
Its: City Attorney  
Date: \_\_\_\_\_



**COMMUNITY SERVICES ADVISORY BOARD**  
**Advisory Board Meeting**  
**Wednesday, April 19, 2017**  
**Lakewood City Hall Conference Room 3A**  
**6000 Main Street SW, Lakewood, WA**

**CALL TO ORDER**

Chair Sharon Taylor called the meeting to order at 5:30 p.m.

**ATTENDANCE**

**Board Members Present:** Sharon Taylor, Laurie Maus, Kathleen Lind, Paul Calta, DeeAnn Harris, Mumbi Ngari-Turner

**Board Member Excused:** Edith Owen-Wallace, Michael Lacadie

**Youth Council Representative:** Claudia Penney (excused)

**City Council Liaison:** Marie Barth

**Staff Member Present:** Karmel Shields

**APPROVAL OF MINUTES**

Ms. Kathy Lind moved to approve the March 8, 2017 minutes of the Community Services Advisory Board as written. Ms. DeeAnn Harris seconded the motion. A VOICE VOTE WAS TAKEN AND THE MINUTES APPROVED UNANIMOUSLY.

**PUBLIC COMMENT**

**NONE**

**NEW BUISNESS**

**2016 Human Services Annual Report**

Ms. Shields reviewed the key components of the annual report. The annual report summarizes the data provided by the human services contractors. The areas highlighted in the report include school-based children services, the disproportionate representation of women and people of color in homeless programs; and, the changing population (18 – 26 year olds) accessing more health care services. The Board also reviewed a detailed chart containing the 2016 human services data.

Ms. Shields also provided the summary of the Point in Time (PIT) homeless count. Lakewood had the second highest number of households (69) counted or about 10% of the total number counted that day. Fifty-one of these households were in shelters during the PIT homeless count; an indication that Lakewood's support for family shelters is still an important investment.

**Undesignated 2017 Human Services Funds**

Ms. Shields reminded the Board that the City Council reduced the funding award for Community Health Care to \$5,000 as a means of funding Caring for Kids (\$5,000) for

the ready to learn fair. This action resulted in a \$5,000 reserve that could be used for an emergent human services need.

Ms. Shields also informed the CSAB members the Lakewood's Promise contract (\$21,500) with Pierce College was not renewed due to an unexpected staffing change. Instead, these funds have been moved in-house and Ms. Shields has been assigned to work with the Promise Board to develop a new strategic direction, which means more 2017 funds may become available. At this point it is uncertain just how much.

Ms. Taylor commented that without a clear dollar amount or specific direction from Council, now is not the time to distribute undesignated funds. She suggested that the CSAB wait until later in the year to prepare a recommendation to Council. Mr. Calta expressed that the process used to recommend second-year funding worked well in determining how to distribute unspent dollars. Ms. Harris suggested developing narrative questions, much like a grant application, for service providers to demonstrate how they might effectively use additional funds. This could occur in conjunction with the third quarter report that is due at the end of September.

The members present agreed that October; during the CSAB scheduled second-year funding deliberation process and after the public hearing on community needs (October 5), would be the best time to make funding recommendations for all undesignated funds. Ms. Shields will update the CSAB work program accordingly and prepare narrative questions for the contractor's to answer and submit with the third quarter reports.

### **CDBG BUSINESS**

No business at this time. Adoption of the FY2018 Action Plan is slated for a Council approval on May 15, 2017.

### **HUMAN SERVICES**

#### **2017 Human Services Contract Up-date**

All, but one human services contract, have been fully executed. The contracted human services providers are currently submitting first quarter reports.

### **OTHER**

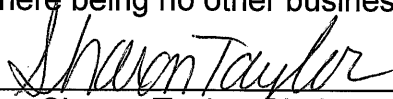
#### **Up-coming Meeting Dates:**

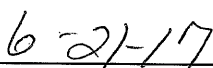
Ms. Maus noted that, in the original work program, the next meeting would be June 21 not May 17 as identified on the agenda. Ms. Shields will confirm this and update the Board as to when the next CSAB meeting is scheduled to occur.

All members are encouraged to attend the Volunteer Appreciation Breakfast on April 26.

### **ADJOURNMENT**

There being no other business, Ms. Taylor adjourned the meeting at 6:28 p.m.

  
\_\_\_\_\_  
Sharon Taylor, Chair

  
\_\_\_\_\_  
Date



## LANDMARKS & HERITAGE ADVISORY BOARD

May 25, 2017 Meeting Minutes  
Third Floor Mt. Rainier Conference Room  
6000 Main Street SW  
Lakewood, WA 98499

"The mission of the City of Lakewood Landmarks and Heritage Advisory Board is to preserve, protect and promote the unique heritage and historic resources of the City of Lakewood."

### CALL TO ORDER

The meeting was called to order at 6:02 by Ms. Stephanie Walsh, Chair.

### MEETING PROTOCOL

#### Roll Call

Landmarks & Heritage Advisory Board Members Present: Stephanie Walsh, Chair; Glen Spieth, Vice-Chair; Joan Cooley, Beth Campbell and Bob Jones

Landmarks & Heritage Advisory Board Members Excused: None

Landmarks & Heritage Advisory Board Members Absent: Walter Neary

Council Liaison to LHAB: Councilmember John Simpson

Landmarks & Heritage Advisory Board Consultant: Jennifer Schreck

Youth Council Liaison Present: Cassie Daniels

Staff Present: Ramon Rodriguez, Assistant Planner; and Karen Devereaux, Administrative Assistant

#### Acceptance/Changes to Agenda

Ms. Beth Campbell made the motion to accept the agenda items as presented. Mr. Glen Spieth seconded the motion. A voice vote was taken with the motion passing, 5-0.

#### Approval of Minutes

The minutes of the meeting held on April 27, 2017 were approved by voice vote, M/S/C Spieth/Campbell. The motion to approve the minutes as submitted passed unanimously, 5-0.

#### Announcements

None

#### PUBLIC COMMUNICATIONS

None

#### UNFINISHED BUSINESS

##### Endangered Properties List

Mr. Ramon Rodriguez explained that staff is ready to flag properties as soon as a list is prepared. Mr. Glen Spieth suggested the members take a minute at each meeting to nominate a property to be added to the list. Members agreed that would be a good approach. Mr. Spieth commented the Ft. Steilacoom property should be flagged as it already has a community designation, and then the Thornewood property as it is on the National Register. Mr. Ramon Rodriguez confirmed that the 8 properties that already have designation have been flagged in the system.

Mr. Bob Jones remarked that waiting to make contact with a property owner after they have decided to renovate a structure is too late in the process. Mr. Jones suggested reaching out to property owners through a yearly

letter mailing campaign informing them of the significance of their structure. Mr. Jones emphasized building a relationship with the property owner and helping them to feel a part of the community and the history they preserve. Ms. Beth Campbell suggested reaching out to commercial properties such as the Lakewood Library, Colonial Theater and Original House of Donuts.

Memorandum of Understanding with CPSD Update

Mr. Ramon Rodriguez informed the group he still needed to meet with Mr. David Bugher regarding the progress of the letter. Mr. Rodriguez will update the group in June.

Clover Park Rotary Presentation Update

Ms. Stephanie Walsh, Chair, affirmed the first outing was very successful. She used the power point presentation put together by City staff. Councilmember Mr. John Simpson attended and spoke about the history of the city and tied a discussion of the Thornewood property to Joint Base Lewis McChord. The newest version of the LHAB historical touring maps were distributed as well as a brief discussion on the benefits of historic preservation for property owners. Ms. Walsh explained the nuts and bolts of LHAB. A lot of time was spent explaining the difference between the Landmarks & Heritage Advisory Board and the Lakewood Historical Society.

Ms. Walsh commented that the public isn't aware of the separate functions and missions of the two different organizations. Ms. Walsh urged that "the group needs to tell their story" and schedule more public presentations.

**NEW BUSINESS**

Application for Certificate of Appropriateness

Mr. Ramon Rodriguez explained the next step in the process is for the group to establish design standards or guidelines as they relate to this application. Mr. Frank Fiori recommends the group use the Secretary of Interior standards. Mr. Rodriguez passed around a file of those standards. The group had many questions. Ms. Joan Cooley suggested the group wait until Councilmember Mr. John Simpson could be present for discussion/decisions because of his knowledge on the subject. Members agreed to table the topic until the June meeting.

When final decisions have been made and the application is completed members would like to see it placed on the website along with list of currently registered properties they are working to preserve.

**PUBLIC HEARING**

None

**Next Meeting** is scheduled for Thursday, June 22, 2017 at 6:00 p.m.

**Meeting Adjourned** at 6:57 p.m.

  
Stephanie Walsh, Chair  
Landmarks & Heritage Advisory Board  
06/22/2017

  
Karen Devereaux, Recording Secretary to the  
Landmarks & Heritage Advisory Board  
06/22/2017



## **PUBLIC SAFETY ADVISORY COMMITTEE**

Regular Meeting Minutes  
Wednesday, April 5, 2017  
Lakewood Police Department  
9401 Lakewood Drive SW  
Lakewood, WA 98499

### CALL TO ORDER

The Meeting was called to order at 5:16 p.m.

### ROLL CALL

Public Safety Advisory Committee Members Present: Alan Hart, Bob Saul, Charles Ames, Michael Lacadie, Ken Witkoe, Johnny Williams, Maria Villalpando Ramos, Michael Arnett and James Hairston

Public Safety Advisory Committee Members Excused: None

Public Safety Advisory Committee Members Absent: None

City Councilmember Present: Marie Barth

Fire Department Staff Present: Battalion Chief Michael Dobbs

Lakewood Youth Council Present: No one from Youth Council was able to attend this month.

Staff Present: Chief Michael Zaro, Committee Staff Support; and Joanna Nichols, Administrative Assistant.

### APPROVAL OF MINUTES

Michael Lacadie motioned to approve March's meeting minutes. All ayes; minutes were approved.

## PUBLIC COMMENT

No one from the public wished to speak.

## GUEST SPEAKER- CHRISTINE BADGER, WPFR/COL

Christine Badger, Emergency Management Coordinator for WPFR and City of Lakewood came to discuss the City's Disaster Preparedness Plan. Discussion ensued.

## CITY COUNCIL LIAISON COMMENTS

Councilmember Marie Barth discussed Western State Hospital and the 2 year budget. Councilmember Barth also stated that she was concerned about the railroad tracks within the City and how many people she personally has observed stopping on the tracks at stop signs and/or red lights. Discussion ensued. Chief Zaro will find out if there is a specific RCW that deals with this issue and report back to the PSAC.

Michael Lacadie asked about the tri-fold Economic Development brochures. Councilmember Marie Barth stated she could get PSAC a copy of it; Joanna Nichols will see if she can get that to the members.

## FIRE CHIEF COMMENTS

Battalion Chief Michael Dobbs gave a Fire Department Update to include discussion regarding the Alarm Calls Report for February.

## YOUTH COUNCIL COMMENTS

No one from Youth Council was able to attend.

## POLICE CHIEF COMMENTS

Chief Michael Zaro discussed the End of Year Report and gave an update on recent cases, to include our three homicides. Discussion ensued.

Chief Michael Zaro described the Unmanned Aerial Systems Program which is currently being considered for LPD. Discussion ensued. Charles Ames ask Alan Hart to head a subcommittee regarding PSAC input on the policy for this program. James Hairston and Michael Arnett volunteered to be on this subcommittee as well. Chief Zaro asked them to bring their input back to the next meeting and he will arrange to have Investigator Austin Lee, who is heading up the program, come to a meeting when the program goes live.

Johnny Williams asked about the Phlebotomy Program; Chief Michael Zaro stated it was going very well and they had done 9 draws so far. Discussion ensued. Charles Ames mentioned that

San Diego was doing cheek swabs. Chief Zaro stated he hadn't heard about that yet, but he would definitely look into it.

UNFINISHED BUSINESS

The Dunk Tank for SummerFest was briefly discussed. James Hairston plans on reserving the tank this month.

NEW BUSINESS

Members gave an update/no update report on their Neighborhood Association Meetings. Charles Ames suggested that everyone attending meetings attempt to bump up our education efforts regarding railroad tracks at the meetings.

Michael Lacadie discussed something called Next Door; the biggest topic of discussion seemed to be mostly reports of petty theft on Meadow Road Southwest but it didn't state whether anyone had reported them to the police.

REPORTS FROM BOARD MEMBERS & STAFF

Bob Saul asked Councilmember Marie Barth about the panhandling ordinance; she stated she has nothing new to report at this time. Chief Michael Zaro stated that Legal is working on the new ordinance and will be doing a presentation in a couple of weeks.

ADJOURNMENT

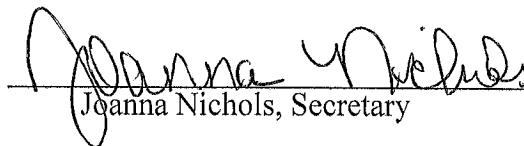
Michael Lacadie motioned to adjourn the meeting; all ayes. Meeting adjourned at 6:23 p.m.

Public Safety Advisory Committee

Attest:



Charles Ames, Chair

  
Joanna Nichols, Secretary



# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> July 17, 2017	<b>TITLE:</b> Franchise Agreement with City of Tacoma, Department of Public Utilities, Light Division (TPU Light) to Provide Electrical Light and Power Services from 2017-2037	<b>TYPE OF ACTION:</b> <u>  X  </u> ORDINANCE NO. 672
<b>REVIEW:</b> July 10, 2017		<u>  —  </u> RESOLUTION NO
	<b>ATTACHMENTS:</b> Draft Franchise Agreement	<u>  —  </u> MOTION NO.
		<u>  —  </u> OTHER

**SUBMITTED BY:** Torie Brazitis, Assistant to the City Manager

**RECOMMENDATION:** It is recommended that City Council approve the renewal of a franchise with the City of Tacoma, Department of Public Utilities (Tacoma Public Utilities), Light Division to provide electrical light and power service to the City of Lakewood. The original franchise agreement, approved from 1997 through 2017 through Ordinance 139, expires this fall.


**DISCUSSION:** This franchise gives Tacoma Public Utilities (TPU) the ability to use the City’s public rights-of-way for the 20 years to build and operate an electrical light and power system. In exchange, TPU will pay the City an annual 6% franchise fee.

There are two important changes to the terms from the previous TPU Light franchise renewal:

1. **Returns 1.5% Utility Earnings Tax Revenue from Proposition 3 to Lakewood:** New text in Section 18 of this franchise renewal enables funds from the current 1.5% utility earnings tax from the City of Tacoma’s Proposition 3 and other “Utility Tax[es] for retail electrical service” in future years to return to the City of Lakewood. This section was taken from similar language in the approved City of Fircrest franchise agreement with TPU. For all remaining years of Proposition 3 (2016-2026), the change will result in the City collecting approximately \$206,250 in additional funds annually.
2. **Extends Notification for Large Projects:** TPU requested extended notification time from 90 to of 120 days of City projects requiring relocation of major utility infrastructure (Section 3-1).

**ALTERNATIVE(S):** As per the existing franchise, the City Council could direct staff to extend the current agreement for up to two extensions of five years per extension.

**FISCAL IMPACT:** With the approval of pass-through funds back to the City from the 1.5% utility earning tax, the City of Lakewood will receive an estimated \$137,500 per 1%, or \$206,250 additional for each remaining year of Proposition 3. This will be on top of the existing revenue received from TPU currently, which is approximately \$825,000 annually.

<p>Prepared by _____</p> <p>Department Director</p>	 _____ City Manager Review
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**ORDINANCE NO. 672**

AN ORDINANCE OF THE CITY OF LAKEWOOD, WASHINGTON, GRANTING UNTO THE CITY OF TACOMA DEPARTMENT OF PUBLIC UTILITIES, LIGHT DIVISION, A MUNICIPAL CORPORATION, ITS SUCCESSORS AND ASSIGNS, THE RIGHT, PRIVILEGE, AUTHORITY AND NONEXCLUSIVE FRANCHISE FOR TWENTY YEARS, TO CONSTRUCT, MAINTAIN, OPERATE, REPLACE AND REPAIR AN ELECTRICAL LIGHT AND POWER SYSTEM, IN, ACROSS, OVER, ALONG, UNDER, THROUGH AND BELOW CERTAIN DESIGNATED PUBLIC RIGHTS-OF-WAY OF THE CITY OF LAKEWOOD, WASHINGTON.

WHEREAS, the City of Tacoma Department of Public Utilities, Light Division has requested that the City Council grant it a nonexclusive franchise; and

WHEREAS, the City Council has the authority to grant franchises for the use of its streets and other public properties (RCW 35A.47.040); NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON, DO ORDAIN as follows:

**Section 1. Franchise Granted.** Pursuant to RCW 35A.47.040, the City of Lakewood, a Washington municipal corporation (hereinafter the "City"), hereby grants to City of Tacoma, Department of Public Utilities, Light Division, a municipal corporation organized under the laws of the State of Washington (hereinafter "Grantee"), its heirs, successors, legal representatives and assigns, subject to the terms and conditions hereinafter set forth, a franchise for a period of 20 years, beginning on the effective date of this ordinance.

Grantee and City may agree to extend the term of this franchise on substantially the same terms and conditions as set forth herein for up to two extensions of five years per extension.

This franchise grants the Grantee the right, privilege and authority to construct, operate, maintain, replace, and use all necessary equipment and facilities including communication infrastructure therefor for an electric utility system, in, under, on, across, over, through, along or below the public right-of-ways and public places located in the City of Lakewood, as approved under City permits issued pursuant to this franchise.

For the purposes of the franchise the following words and phrases shall have the following meaning:

(1) "electric utility system" means all plant, facilities, equipment, wires, conduit, meters, communication infrastructure, generation equipment, transmission and distribution poles as may be necessary to provide electric utility service for customers. It does not include accessory or energy services, including but not limited to technical energy usage assistance, and (non-traditional) business activities such as telecommunications including cable television, or other

business activities.

(2) “electric utility service” means all actions directly related to providing electric power and energy to customers for lighting, appliances, fixtures, space heating and cooling, water heating and other energy uses. It does not include accessory or energy services, including but not limited to technical energy usage assistance, and (non-traditional) business activities such as information services, appliances, and telecommunications including cable television, or other business activities.

(3) “gross revenue” means money or funds received by reason of transaction of electric utility service business including sales of electric power and energy to customers. Gross revenue does not include: (a) uncollected amounts; (b) amounts received from condemnation award or condemnation settlement; (c) amounts received as compensation or reimbursement of damages to or protection of any property of Grantee; (d) amounts received as compensation for or in aid to construction; (e) discounts, returns, allowances and repossessions; and (f) amounts received for street light maintenance and operation.

**Section 2. Non-Exclusive Franchise Grant.** This franchise is granted upon the express condition that it shall not in any manner prevent the City from granting other or further franchises in, along, over, through, under, below or across any of said right-of-ways, streets, avenues or all other public lands and properties of every type and description. Such franchise shall in no way prevent or prohibit the City from using any of said roads, streets or other public properties or affect its jurisdiction over them or any part of them, and the City shall retain power to make all necessary changes, relocations, repairs, maintenance, establishment, improvement, dedication of same as the City may deem fit, including the dedication, establishment, maintenance, and improvement of all new rights-of-ways, thoroughfares and other public properties of every type and description. It is provided, however, City agrees not to compete with Grantee as an electric utility system or provider of electric utility service in the current service area of the Grantee during the period of this franchise.

**Section 3. Relocation of Electrical Transmission Facilities.** The Grantee agrees and covenants at its sole cost and expense, to protect, support, temporarily disconnect, relocate or remove from any street, any component of its electric utility system when so required by the City by reason of traffic conditions or public safety, dedications of new rights-of-way and the establishment and improvement thereof, widening and improvement of existing rights-of-way, street vacations, freeway construction, change or establishment of street grade, or the construction of any public improvement or structure by the City, provided that the Grantee shall in all such cases have the privilege to temporarily bypass, in the authorized portion of the same street upon approval by the City, any section of electrical line or facility required to be temporarily disconnected or removed. The provisions of this section shall not be applicable if the relocation need results from a private development, use or activity.

If the City determines that the project necessitates the relocation of the Grantee's then existing facilities, the City shall:

(1) At least one hundred twenty (120) days prior to commencement of construction of improvement projects that require relocation of major infrastructure, provide the Grantee with written notice and plans requiring such relocation, unless another time period for the notice is agreed to by the parties for a particular project.

(2) Provide the Grantee with copies of pertinent portions of the plans and

specifications for such improvement project and a proposed location for the Grantee's facilities so that the Grantee may relocate its facilities in other City right-of-way in order to accommodate such improvement project. After receipt of such notice and such plans and specifications, the Grantee shall complete relocation of its facilities at no charge or expense to the City (except as hereinafter provided) so as to accommodate the improvement project construction schedule.

The Grantee may, after receipt of written notice requesting a relocation of its facilities, submit to the City written alternatives to such relocation. The City shall evaluate such alternatives and advise the Grantee in writing if one or more of the alternatives is suitable to accommodate the work which would otherwise necessitate relocation of the facilities. If so requested by the City, the Grantee shall submit additional information to assist the City in making such evaluation. The City shall give each alternative proposed by the Grantee full and fair consideration. In the event the City ultimately determines that there is no other reasonable alternative, the Grantee shall relocate its facilities as otherwise provided in this Section. Provided, however, the parties agree to exercise good faith, reasonable and timely decision making especially when issues arise in the field pertaining to relocations. The provisions of this Section shall survive the expiration or termination of this franchise agreement.

The provisions of this Section shall in no manner preclude or restrict the Grantee from making any arrangements it may deem appropriate when responding to a request for relocation of its facilities by any person or entity other than the City, where the facilities to be constructed by said person or entity are not or will not become City-owned, operated or maintained facilities, provided that such arrangements do not unduly delay a City construction project. The City on occasion will be constructing, reconstructing and/or relocating roads, streets, public ways, areas or facilities within the right-of-way or property which will require Grantee to install and/or relocate part of its electric utility system. Grantee will be relying on the alignment, lines and grades as set forth in City's approval plans wherein Grantee thereafter constructs or reconstructs its electric utility system in accordance with City's requirements and City standards. Therefore, if City thereafter again adjusts and/or revises the alignment, line or grade for a road, street, public way or area, before this part of the Grantee's electric utility system has been in place for fifteen (15) years (commencing with the initial City revision), then City agrees to reimburse Grantee a pro rata share of the total relocation costs based on fifteen (15) year life expectancy for the portion of Grantees electric utility system that is affected by the City revision unless differently agreed to in writing by City and Grantee at the time of the installation or relocation.

City recognizes and acknowledges that Grantee owns utility poles and other parts of its electric utility system that may on occasion be of special benefit to certain customers. City also recognizes that Grantee has the right to require an additional charge for the privilege and special use of its electric utility system including its poles. Grantee agrees to allow the City to apply temporary banners and decorations to Grantee's poles at no charge so long as it does not impede use of Grantee=s poles by Grantee, and is consistent with all appropriate safety regulations.

**Section 4. Consideration For Agreement.** (1) The consideration for this agreement includes, but is not limited to, the mutual and individual benefits of this agreement that allow each of the parties the ability to make long term planning decisions in light of the provisions set forth herein, the waiver of permit fees the non-competition provisions as provided in Section 18 of this agreement, and any fees that may be charged pursuant to RCW 35.21.860(b).

(2) If the City grants to any other energy provider a franchise or allows any other energy provider to operate under terms that are over-all more favorable to the other energy provider than

those set forth herein, Grantee shall have the right to renegotiate the provisions of this franchise that Grantee believes are over-all less favorable to it than those authorized or allowed to said energy provider. Provided, however, Grantee may not exercise this above re-negotiation right for a period of two years from the effective date of this franchise. Grantee shall also have the right to renegotiate the provisions of this franchise that are affected by a substantial change in state or federal law that would allow the City the opportunity to tax and assess additional revenue from the Grantee's operations within the corporate boundaries of the City.

In the case where the parties do not agree on the renegotiation or identification of affected provisions of this franchise, the parties agree to a binding arbitration process as follows: Each of the parties shall select an arbitrator, and the two arbitrators shall select a third arbitrator. If the two arbitrators are unable to select a third arbitrator, the third arbitrator shall be selected by the presiding judge of the Pierce County Superior Court. In accordance with the procedures of Chapter 7.04 of the Revised Code of Washington, the panel of three arbitrators shall review the evidence and authorities presented by the parties and hear the argument of the parties, and thereafter decide the issue(s) presented for arbitration. The arbitrators shall be authorized to require each party to provide to the other reasonable discovery. The arbitrators shall render their decision based upon their interpretation of the provisions of this franchise agreement. The arbitrators are not empowered to modify or amend the text of this franchise agreement. The parties agree to be bound by the decisions of the panel of arbitrators as to the identification of affected provisions of this franchise and/or the re-negotiation thereof.

If there is a substantial change in the law or circumstances beyond the control of a party hereto that substantially adversely affects said party, then said party may re-open this agreement to address the terms affected by the change in the law or circumstances, and the parties agree to negotiate in good faith to address said concerns and to accomplish the original intent of both parties.

**Section 5. Undergrounding of Facilities.** In any area of the City in which there are no aerial facilities, or in any area in which telephone, electric power wires and cables have been placed underground, the Grantee shall not be permitted to erect poles or to run or suspend wires, cables or other facilities thereon, but shall lay such wires, cables or other facilities underground in the manner required by the City. Provided that except for high voltage lines, the electric service and distribution lines to new construction in areas that are to be served by the Grantee and that were not previously served by the Grantee shall be undergrounded.

(1) Whenever the City may desire the undergrounding of the aerial utilities in an area of the City, the Grantee agrees to cooperate with the City in City's proposal to create a Local Improvement District (L.I.D.) as follows:

(a) Seventy percent (70%) of the total actual cost of converting the existing overhead primary electrical distribution system (i.e. 15 KV and less) to underground shall be provided from assessments against the property owners within the L.I.D. Assessments will be in accordance with applicable law;

(b) Thirty percent (30%) of the total actual cost of converting the existing overhead primary electrical distribution system to underground shall be provided for by the Grantee;

(c) Any charges made against the L.I.D. for undergrounding other than the electrical distribution system covered under this franchise (i.e. secondary services, telephone, fire alarm, cable TV, and street lighting circuits) will not be included when determining the amount to be paid by the Grantee;

(d) Conversion of the secondary electrical service on private property is not to be included in the computation of the allocation of payments to be made by the Grantee in the L.I.D. The customer must supply and install the secondary conductor and conduit from the meter to the secondary service box located near the property line;

(e) For the purposes hereof, L.I.D. includes other mutually agreed to methods to finance undergrounding of aerial facilities, in addition to local improvement district financing pursuant to RCW 35.43 et. seq.

(2) Whenever the City may desire the undergrounding of the aerial utilities in an area of the City in conjunction with a Public Works Improvement Project (street widening, sewer installation, curb and sidewalk installation, street lighting, traffic signal, etc.) and more than 50% of these aerial facilities are in conflict with the Public Works Improvement Project, the Grantee agrees to cooperate with the City with City's proposal to underground the aerial facilities as follows:

(a) Fifty percent (50%) of the total actual cost of converting the existing overhead primary electrical distribution system to underground shall be provided by the City. (Total actual cost shall include trenching, vaults, conduit, cable, switch gears, transformers, restoration, etc.)

(b) Fifty percent (50%) of the total actual cost of converting the existing overhead electrical distribution system covered under this franchise to underground shall be provided by the Grantee. (Total actual cost shall include trenching, vaults, conduit, cable, switch gears, transformers, restoration, etc.)

(c) Any charges made against the project for undergrounding the secondary services, telephone, fire alarm, cable TV, and street lighting circuits will not be included when determining the amount to be paid by the Grantee.

(d) Conversion of the secondary electrical service on private property is not included in the project. The customer must supply and install the secondary conductor and conduit from the meter to the secondary service box.

If in the event that insufficient right-of-way is available to allow relocation of the Grantee's existing aerial system due to the requirements for a City Public Works Project, and undergrounding is therefore required, all of the above provisions (Subsection (2)(a) - (d)) shall apply.

Notwithstanding anything to the contrary in this section, this Section 5 shall not apply to high voltage lines of greater than 15 KV.

**Section 6. The Grantee's Maps, Records and Plans.** After construction is complete, and at a reasonable time thereafter, the Grantee shall provide to the City upon request and at no cost, a copy of all as-built plans, maps and records.

**Section 7. Excavations.** During any period of relocation, construction or maintenance, all surface structures, if any, shall be erected and used in such places and positions within said public right-of-ways and other public properties so as to interfere as little as practicable with the free passage of traffic and the free use of adjoining property, and the Grantee shall at all times post and maintain proper barricades and comply with all applicable safety regulations during such period of construction as required by the ordinances of the City or the laws of the State of Washington.

Whenever the Grantee shall excavate in any public right-of-way or other public property

for the purpose of installation, construction, repair, maintenance or relocation of its cable or equipment, it shall apply to the City for a permit to do so and upon obtaining a permit shall give the City at least twenty-four (24) hours notice during the normal work week of the Grantee's intent to commence work in the public right-of-way. In no case shall any work commence within any public right-of-way or other public property without a permit, except as otherwise provided in this franchise ordinance. During the progress of the work, the Grantee shall not unnecessarily obstruct the passage or proper use of the right-of-way, and shall file as-built plans or maps with the City showing the proposed and final location of its facilities.

If either the City or the Grantee shall at any time plan to make excavations in any area covered by this franchise and as described in this Section, the party planning such excavation shall afford the other, upon receipt of a written request to do so, an opportunity to share such excavation, PROVIDED THAT:

(1) Such joint use shall not unreasonably delay the work of the party causing the excavation to be made;

(2) Such joint use shall be arranged and accomplished on terms and conditions satisfactory to both parties; and

(3) Either party may deny such request for safety reasons. The provisions of this Section shall survive the expiration or termination of this franchise agreement.

**Section 8. Restoration after Construction.** The Grantee shall, after abandonment approved under Section 15 herein, or installation, construction, relocation, maintenance, or repair of electrical facilities within the franchise area, restore the surface of the right-of-way or public property to at least the same condition the property was in immediately prior to any such installation, construction, relocation, maintenance or repair. The Public Works Director shall have final approval of the condition of such streets and public places after restoration. All concrete encased monuments which have been disturbed or displaced by such work shall be restored pursuant to all federal, state and local standards and specifications. The Grantee agrees to promptly complete all restoration work and to promptly repair any damage caused by such work to the franchise area or other affected area at its sole cost and expense. The provisions of this Section shall survive the expiration, revocation or termination by other means of this franchise.

**Section 9. Emergency Work -- Permit Waiver.** In the event of any emergency in which any of the Grantee's facilities located in or under any street, breaks, are damaged, or if the Grantee's construction area is otherwise in such a condition as to immediately endanger the property, life, health or safety of any individual, the Grantee shall immediately take the proper emergency measures to repair its facilities, to cure or remedy the dangerous conditions for the protection of property, life, health or safety of individuals without first applying for and obtaining a permit as required by this franchise. However, this shall not relieve the Grantee from the requirement of obtaining any permits necessary for this purpose, and the Grantee shall apply for all such permits not later than the next succeeding day during which City Hall is open for business.

**Section 10. Dangerous Conditions, Authority for City to Abate.** Whenever construction, installation or excavation of facilities authorized by this franchise has caused or contributed to a condition that appears to substantially impair the lateral support of the adjoining

street or public place, or endangers the public, an adjoining public place, street utilities or City property, the Public Works Director may direct the Grantee, at the Grantee's own expense, to take actions to protect the public, adjacent public places, City property or street utilities; and such action may include compliance within a prescribed time.

In the event that the Grantee fails or refuses to promptly take the actions directed by the City, or fails to fully comply with such directions, or if emergency conditions exist which require immediate action, the City may enter upon the property and take such actions as are necessary to protect the public, the adjacent streets, or street utilities, or to maintain the lateral support thereof, or actions regarded as necessary safety precautions; and the Grantee shall be liable to the City for the costs thereof. The provisions of this Section shall survive the expiration, revocation or termination of this franchise. Grantee shall relocate, at its cost, poles or other structures that the City Engineer objectively determines are located in a place or in a way so as to constitute a danger to the public.

#### **Section 11. Permits and Fees.**

Grantee shall be required to obtain all permits from the City necessary for work in the City and/or in the City's rights-of-way. Provided that, in consideration of this agreement, including the factors set forth in Section 4, and the non-competition fees provided in Section 18 hereof, Grantee shall not be subject to any permit fees associated with Grantee's activities (except those undertaken for a private development customer) through the authority granted in this franchise ordinance or under the laws of the City.

In addition to the above, the Grantee shall promptly reimburse the City for any and all costs the City reasonably incurs in response to any emergency caused by the negligence of the Grantee. City agrees to process Grantee's and Grantee's contractors permits in the same expeditious manner as other permit applicants' permits are processed. Permits may be processed by facsimile or electronic mail.

**Section 12. City's Reservation of Rights.** Pursuant to RCW 35.21.860, the City is precluded from imposing a franchise fee on an electrical energy business, except for administrative expenses directly related to receiving and approving a permit, and to inspecting plans and construction.

The City hereby reserves its right to impose a franchise fee on the Grantee for purposes other than to recover its administrative expenses, if the Grantee's operations as authorized by this franchise change so that not all uses of the franchise are those of an electrical energy business or, if statutory prohibitions on the imposition of such fees are removed. In either instance, the City also reserves its right to require that the Grantee obtain a separate franchise for its change in use, which franchise may include provisions intended to regulate the Grantee's operations, as allowed under applicable law.

**Section 13. Indemnification.** The Grantee hereby releases, covenants not to bring suit and agrees to indemnify, defend and hold harmless the City, its officers, employees, agents and representatives from any and all claims, costs, judgments, awards or liability to any person, including claims by the Grantee's own employees to which the Grantee might otherwise be immune under Title 51 RCW, arising from injury or death of any person or damage to property, monetary losses, including refunds of charges or fees paid by customers, of which it is alleged or proven that the acts or omissions of the Grantee, its agents, servants, officers or employees in



performing this franchise caused or contributed thereto, including claims arising against the City by virtue of the City's ownership or control of the rights-of-way or other public properties, by virtue of the Grantee's exercise of the rights granted herein, including payment of any monies to the City, or by virtue of the City's permitting the Grantee's use of the City's rights-of-way or other public property, based upon the City's inspection or lack of inspection of work performed by the Grantee, its agents and servants, officers or employees in connection with work authorized on the City's property or property over which the City has control, pursuant to this franchise or pursuant to any other permit or approval issued in connection with this franchise.

Inspection or acceptance by the City of any work performed by the Grantee at the time of completion of construction shall not be grounds for avoidance of any of these covenants of indemnification. Said indemnification obligations shall extend to claims which are not reduced to a suit and any claims which may be compromised prior to the culmination of any litigation or the institution of any litigation.

In the event that the Grantee refuses the tender of defense in any suit or any claim, said tender having been made pursuant to the indemnification clauses contained herein, and said refusal is subsequently determined by a court having jurisdiction (or such other tribunal that the parties shall agree to decide the matter), to have been a wrongful refusal on the part of the Grantee, then the Grantee shall pay all of the City's costs for defense of the action, including all reasonable expert witness fees and reasonable attorneys' fees and the reasonable costs of the City, including reasonable attorneys' fees of recovering under this indemnification clause.

In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Grantee and the City, its officers, employees and agents, the Grantee's liability hereunder shall be only to the extent of the Grantee's negligence unless otherwise provided by law. It is further specifically and expressly understood that the indemnification provided herein constitutes the Grantee's waiver of immunity under Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

The provisions of this Section shall survive the expiration or termination of this franchise agreement.

**Section 14. Insurance.** Grantee is currently self insured and has excess insurance coverage for potential liability in excess of its self insured retention amounts. To the extent that Grantee is legally obligated by this franchise, Grantee's self insurance fund and/or insurance policies shall provide adequate protection to City in amounts equivalent to the levels set forth hereinbelow. Grantee's general comprehensive liability policy which includes automobile liability coverage (if such a policy continues to be obtained), shall have an endorsement naming City and its officers and employees as additional insureds for their actions pursuant to this franchise.

The amounts of insurance coverage that the grantee shall maintain, whether by self insurance or insurance policies shall not be the equivalent of less than the following:

A. Automobile Liability insurance with limits no less than \$1,000,000 Combined Single Limit per accident for bodily injury and property damage; and

B. Commercial General Liability insurance, written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage. Coverage shall include but not be limited to: blanket contractual; products/completed operations; broad form property damage; explosion,

collapse and underground (XCU); and employer's liability.

Any deductibles or self-insured retentions must be declared to and approved by the City. Payment of deductible or self-insured retention shall be the sole responsibility of the Grantee.

Any insurance policy(ies) obtained by the Grantee to comply herewith shall name the City (its officers, employees and volunteers,) as an additional insured with regard to activities performed by or on behalf of the Grantee. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers. In addition, the insurance policy shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. The Grantee's insurance shall be primary insurance with respect to the City, its officers, officials, employees and volunteers. Any insurance policy or policies obtained by the Grantee to comply with this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

Any failure to comply with the insurance reporting provisions of the policies required herein shall not affect coverage provided to the City, its officers, officials, employees or volunteers.

**Section 15. Abandonment of the Grantee's Facilities.** Except for underground conduit or wires, no electrical system facility located within the public right-of-way by the Grantee may be abandoned by the Grantee without the express written consent of the City. Any plan for abandonment or removal of the Grantee's facilities must be first approved by the Public Works Director, and all necessary permits must be obtained prior to such work. The provisions of this Section shall survive the expiration, revocation or termination of this franchise agreement. Underground conduit or wires may be left in place and abandoned by Grantee.

**Section 16. Street Vacations.** City may have occasion to vacate certain streets, public ways or areas that have Grantee's lines and facilities located thereon. City agrees to exert reasonable good faith efforts to reserve an easement for Grantee's lines and facilities when a street, public way or area is vacated. If it is not feasible for City to reserve an easement for Grantee's line(s) and facilities, the proponents of the vacation shall be required (by City) as part of land use or other permitting approvals, to reimburse Grantee all costs to relocate said line(s) and facilities.

**Section 17. Modification.** The City and the Grantee hereby reserve the right to alter, amend or modify the terms and conditions of this franchise upon written agreement of both parties to such alteration, amendment or modification.

**Section 18. Exercise of City Authority.** The parties acknowledge that the City has authority to operate its own electric utility and also has authority to contract with other public or private entities for the purchase of electrical energy. Grantee's long range planning would be improved, and its rate structure stabilized if the City did not elect to exercise its authority in the service area of the Grantee. The City also has the authority to levy a utility tax upon electrical utility businesses operating in the City. Therefore, Grantee agrees that for and in consideration of the City not exercising its authority to operate its own electric utility in the service area served

by Grantee, not contracting with other public or private entities for the purchase of electrical energy in said service area, declining to impose a utility tax upon Grantee and the other factors of consideration set forth in Section 4 of this agreement, Grantee shall pay to the City as follows: Grantee shall pay to the City an amount equal to six percent (6%) of the total gross revenue, as defined in section 1 of this agreement, Grantee receives from Grantee's electrical utility service customers served from Grantee's electrical utility system located within the City. In addition, whenever during the term of this franchise the Grantee imposes a Utility Tax for retail electrical service in excess of the previously specified six percent (6%), the percentage of gross revenue paid by the Grantee to the City pursuant to this Section 18 shall be increased to equal the percentage Utility Tax imposed by the Grantee on such service.

The payments to the City shall be made quarterly, in four equal payments each year, on or before March 31, June 30, September 30, and December 31 of each year during the term hereof. It is provided, however, that absent any federal, state or other governmental laws or regulations to the contrary, such payments made by the Grantee to the City shall not result in a surcharge to customers in the City of Lakewood. It is further provided that nothing herein shall be deemed to impair the authority of the City to exercise its governmental powers.

**Section 19. Forfeiture and Revocation.** If the Grantee willfully violates or fails to comply with any of the provisions of this franchise, or through willful misconduct or gross negligence fails to heed or comply with any notice given the Grantee by the City under the provisions of this franchise, then the Grantee shall, at the election of the Lakewood City Council, forfeit all rights conferred hereunder and this franchise may be revoked or annulled by the Council after a hearing held upon reasonable notice to the Grantee. The City may elect, in lieu of the above and without any prejudice to any of its other legal rights and remedies, to obtain an order from the superior court having jurisdiction compelling the Grantee to comply with the provisions of this Ordinance and to recover damages and costs incurred by the City by reason of the Grantee's failure to comply.

**Section 20. Remedies to Enforce Compliance.** In addition to any other remedy provided herein, the City reserves the right to pursue any remedy to compel or force the Grantee and/or its successors and assigns to comply with the terms hereof, and the pursuit of any right or remedy by the City shall not prevent the City from thereafter declaring a forfeiture or revocation for breach of the conditions herein.

**Section 21. City Ordinances and Regulations.** Nothing herein shall be deemed to direct or restrict the City's ability to adopt and enforce all necessary and appropriate ordinances regulating the performance of the conditions of this franchise, including any valid ordinance made in the exercise of its police powers in the interest of public safety and for the welfare of the public. The City shall have the authority at all times to control by appropriate regulations the location, elevation, manner of construction and maintenance of any facilities by the Grantee, and the Grantee shall promptly conform with all such regulations, unless compliance would cause the Grantee to violate other requirements of law.

**Section 22. Cost of Publication.** The cost of the publication of this Ordinance shall be borne by the Grantee.

**Section 23. Acceptance.** Within sixty days after the passage and approval of this Ordinance, this franchise may be accepted by the Grantee by its filing with the City Clerk an unconditional written acceptance thereof. Failure of the Grantee to so accept this franchise within said period of time shall be deemed a rejection thereof by the Grantee, and the rights and privileges herein granted shall, after the expiration of the sixty day period, absolutely cease and determine, unless the time period is extended by ordinance duly passed for that purpose.

**Section 24. Survival.** All of the provisions, conditions and requirements of [Sections 3, Relocation of Electrical Transmission Facilities; 10, Dangerous Conditions; 13, Indemnification; and 15, Abandonment of the Grantee's Facilities, of this franchise shall be in addition to any and all other obligations and liabilities the Grantee may have to the City at common law, by statute, or by contract, and shall survive the City's franchise to the Grantee for the use of the areas mentioned in Section 1 herein, and any renewals or extensions thereof (however, such survival period extends only through the applicable statute of limitations period). All of the provisions, conditions, regulations and requirements contained in this franchise Ordinance shall further be binding upon the heirs, successors, executors, administrators, legal representatives and assigns of the Grantee and all privileges, as well as all obligations and liabilities of the Grantee shall inure to its heirs, successors and assigns equally as if they were specifically mentioned wherever the Grantee is named herein.

**Section 25. Severability.** If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this franchise Ordinance. In the event that any of the provisions of this franchise are held to be invalid by a court of competent jurisdiction, the City reserves the right to reconsider the grant of this franchise and may amend, repeal, add, replace or modify any other provision of this franchise, or may terminate this franchise.

**Section 26. Assignment.** This agreement may not be assigned or transferred without the written approval of the City, except the Grantee may freely assign this Agreement in whole or in part to a parent, subsidiary, or affiliated corporation or as part of any corporate financing, reorganization or refinancing and provided that the City's approval shall not be unreasonably withheld. In the case of transfer or assignment as security by mortgage or other security instrument in whole or in part to secure indebtedness, such consent shall not be required unless and until the secured party elects to realize upon the collateral. The Grantee shall provide prompt, written notice to the City of any such assignment.

**Section 27. Notice.** Any notice or information required or permitted to be given to the parties under this franchise agreement may be sent to the following addresses unless otherwise specified:

To City:  
City of Lakewood  
6000 Main Street  
Lakewood, WA 98499-5013

To Grantee:  
Tacoma Public Utilities  
3628 South 35th Street  
Tacoma, WA 98409-3115

**Section 28. Effective Date.** This Ordinance has first been submitted to the Lakewood City Attorney; granted an approving vote of at least a majority of the City Council at a regular meeting after initial introduction on July 10, 2017, and been published in summary at least once in a newspaper of general circulation in the City of Lakewood prior to its adoption.

This franchise ordinance shall be effective thirty (30) days after execution and upon publication of the Ordinance Summary, and pursuant to RCW 80.32.040 is subject to referendum under the general laws of this state.

ADOPTED by the City Council this 17th day of July, 2017.

CITY OF LAKEWOOD

CITY OF TACOMA, DEPARTMENT OF  
PUBLIC UTILITIES

\_\_\_\_\_  
John J. Caulfield, City Manager

Attest:

\_\_\_\_\_  
Alice M. Bush, City Clerk

Approved as to Form:

\_\_\_\_\_  
Heidi Ann Wachter, City Attorney

City of Lakewood  
Lakewood City Hall  
6000 Main Street SW  
Lakewood, WA 98499  
(253) 589-2489

**(Legal Notice)**  
July 18, 2017

**NOTICE OF ORDINANCE PASSED  
BY LAKEWOOD CITY COUNCIL**

The following is a summary of an Ordinance passed by the City of Lakewood City Council on the 17th day of July, 2017

**ORDINANCE NO. 672**

AN ORDINANCE OF THE CITY OF LAKEWOOD, WASHINGTON, GRANTING UNTO THE CITY OF TACOMA DEPARTMENT OF PUBLIC UTILITIES, LIGHT DIVISION, A MUNICIPAL CORPORATION, ITS SUCCESSORS AND ASSIGNS, THE RIGHT, PRIVILEGE, AUTHORITY AND NONEXCLUSIVE FRANCHISE FOR TWENTY YEARS, TO CONSTRUCT, MAINTAIN, OPERATE, REPLACE AND REPAIR AN ELECTRICAL LIGHT AND POWER SYSTEM, IN, ACROSS, OVER, ALONG, UNDER, THROUGH AND BELOW CERTAIN DESIGNATED PUBLIC RIGHTS-OF-WAY OF THE CITY OF LAKEWOOD, WASHINGTON.

This Ordinance has first been submitted to the Lakewood City Attorney; granted an approving vote of at least a majority of the City Council at a regular meeting after initial introduction on July 10, 2017, and been published in summary at least once in a newspaper of general circulation in the City of Lakewood prior to its adoption.

This franchise ordinance shall be effective thirty (30) days after execution and upon publication of the Ordinance Summary, and pursuant to RCW 80.32.040 is subject to referendum under the general laws of this state.

The full text of the Ordinance is available at the City Clerk's Office, Lakewood City Hall, 6000 Main Street SW, Lakewood, Washington 98499, (253) 589-2489. A copy will be mailed out upon request.

Alice M. Bush, MMC, City Clerk

**Published in the Tacoma News Tribune:** \_\_\_\_\_

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> July 17, 2017	<b>TITLE:</b> Puget Sound Auto Theft Task-Force Interlocal Cooperative Agreement	<b>TYPE OF ACTION:</b> <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION NO. 2017-37 <input type="checkbox"/> OTHER
<b>REVIEW:</b>	<b>ATTACHMENTS:</b> Interlocal agreement	

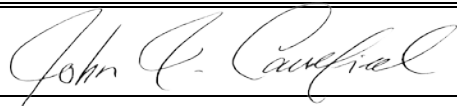
**SUBMITTED BY:** Mike Zaro, Chief of Police

**RECOMMENDATION:** It is recommended that the Council authorize the City Manager to execute an agreement for the Lakewood Police Department to join the Puget Sound Auto Theft Task-Force (PSATT) via Interlocal Cooperative Agreement.

**DISCUSSION:** The Washington State Legislature has recognized that automobiles are an essential part of our everyday lives. The family car is typically the second largest investment a person owns, the theft of which causes a significant loss and inconvenience to people, imposes financial hardship, and negatively impacts their work, school, and personal activities. Appropriate, meaningful, and proportionate penalties should be imposed on those who steal motor vehicles. King County, Pierce County, and the municipalities therein have experienced an increase in urbanization and population densities resulting in an increase in crime associated with auto theft. This has stretched the resources of individual police department investigative units. Historically, law enforcement efforts focused on auto theft have been predominately conducted by agencies working independently. A multi-jurisdictional effort to handle auto theft investigations has many benefits, including: the more effective use of personnel, improved utilization of funds, reduced duplication of equipment, improved training, development of specialized expertise, and improved information sharing. This results in improved services for all participating jurisdictions and increased safety for the communities they serve through improved auto theft prosecution. – (Continued to page 2)

**ALTERNATIVE(S):** Do not continue to participate in this multi-jurisdictional grant-funded task force.

**FISCAL IMPACT:** None.

_____ Prepared by	 _____ City Manager Review
_____ Department Director	

**DISCUSSION: - continued**

The parties to this Agreement wish to establish and maintain a multi-jurisdictional team to effectively investigate and enforce the laws relating to auto theft. This Agreement is intended to replace previously executed interlocal agreements that were established for the ACE and P.A.T.R.O.L. Auto Theft Task Forces related to the WATPA grant awards. This Agreement does not replace any previously executed interlocal agreements by the parties to provide backup law enforcement services. This team shall be referred to as the Puget Sound Auto Theft Task-Force. The parties do not intend to create through, this agreement, a separate legal entity subject to suit.

The task force is funded by a Washington Auto Theft Prevention Authority (WATPA) grant, with the City of Federal Way being the primary grant recipient and lead agency for the task force. Lakewood Police Department will contribute one (1) officer to the task force, with the officer's salary, benefits and expenses paid for by the PSATT.



# **INTERLOCAL COOPERATIVE AGREEMENT**

## **BETWEEN**

**THE WASHINGTON STATE PATROL, PIERCE COUNTY SHERIFF’S OFFICE, KING COUNTY PROSECUTOR’S OFFICE, AND THE MUNICIPALITIES OF AUBURN, BONNEY LAKE, FEDERAL WAY, LAKEWOOD, TACOMA, AND TUKWILA FOR THE CREATION OF THE PUGET SOUND AUTO THEFT TASK-FORCE.**

### **I. PARTIES**

The parties to this Agreement are the Washington State Patrol, Pierce County Sheriff’s Office, King County Prosecutor’s Office, Pierce County Prosecutor’s Office, and the Municipalities of Auburn, Bonney Lake, Federal Way, Lakewood, Tacoma, and Tukwila, each of which is a state, county, or municipal corporation operating under the laws of the State of Washington.

### **II. AUTHORITY**

This Agreement is entered into pursuant to Chapters 10.93 and 39.34 of the Revised Code of Washington.

### **III. PURPOSE**

The parties to this Agreement wish to establish and maintain a multi-jurisdictional team to effectively investigate and enforce the laws relating to auto theft. This Agreement is intended to replace previously executed interlocal agreements that were established for the ACE and P.A.T.R.O.L. Auto Theft Task Forces related to the WATPA grant awards. This Agreement does not replace any previously executed interlocal agreements by the parties to provide backup law enforcement services. This team shall be referred to as the Puget Sound Auto Theft Task-Force. The parties do not intend to create through, this agreement, a separate legal entity subject to suit.

### **IV. FORMATION**

There is hereby created a multi-jurisdictional team to be hereafter known as the Puget Sound Auto Theft Task-Force, by the parties (hereafter referred to as participating jurisdictions) to this Agreement.

## **V. STATEMENT OF PROBLEM**

The Washington State Legislature has recognized that automobiles are an essential part of our everyday lives. The family car is typically the second largest investment a person owns, the theft of which causes a significant loss and inconvenience to people, imposes financial hardship, and negatively impacts their work, school, and personal activities. Appropriate, meaningful, and proportionate penalties should be imposed on those who steal motor vehicles.

King County, Pierce County, and the municipalities therein have experienced an increase in urbanization and population densities resulting in an increase in crime associated with auto theft. This has stretched the resources of individual police department investigative units.

Historically, law enforcement efforts focused on auto theft have been predominately conducted by agencies working independently. A multi-jurisdictional effort to handle auto theft investigations has many benefits, including: the more effective use of personnel, improved utilization of funds, reduced duplication of equipment, improved training, development of specialized expertise, and improved information sharing. This results in improved services for all participating jurisdictions and increased safety for the communities they serve through improved auto theft prosecution.

## **VI. TASK FORCE OBJECTIVES**

The assigned personnel from each participating jurisdiction will form the Puget Sound Auto Theft Task-Force, which will serve the combined service areas of all the participating jurisdictions. The Task Force may also provide assistance to other law enforcement agencies that are not participating jurisdictions pursuant to chapter 10.93 RCW.

The Task Force's objective is to provide enhanced and more efficient use of personnel, equipment, budgeted funds, and training to investigate and aid in the prosecution of prolific or organized auto theft crimes. The Task Force may respond as able, and as approved by the Task Force Supervisors or Commander, to requests for assistance by any participating jurisdiction or by other law enforcement agencies pursuant to chapter 10.93 RCW.

## **VII. DURATION AND TERMINATION**

The term of this Agreement shall be one (1) year, effective upon its adoption and consistent with the Washington Auto Theft Prevention Authority (WATPA) grant period. This Agreement

shall automatically extend for consecutive one (1) year terms conditioned upon the receipt of funding through the WATPA grant process.

A participating jurisdiction may withdraw from this agreement by providing thirty (30) days written notice of its withdrawal to the other participating jurisdictions. A participating jurisdiction's withdrawal prior to the WATPA grant's expiration will be ineligible for related grant funds beyond reimbursement for approved grant expenditures that accrued prior to the participating jurisdiction's withdrawal.

A majority vote of the Board may terminate the Task Force. Any vote for termination shall occur only when the Department Head, or his or her designee, of each participating jurisdiction was given reasonable advance notice of the meeting in which such vote is taken and reasonable advance notice that a vote to terminate the Task Force would be coming before the Board at the meeting.

The participating jurisdictions may completely terminate this agreement by mutual agreement in writing.

Termination of this Agreement or the withdrawal of a party shall not extinguish those obligations described in paragraph XVIII of this Agreement with respect to the withdrawing party as to any incident occurring before the withdrawal of the party. Those obligations described in paragraph XVIII shall survive the termination of this Agreement with respect to any cause of action, claim or liability arising on or prior to the date of termination.

## **VIII. GOVERNANCE**

The City of Federal Way, through its Police Department, shall serve as the Lead Administrative Agency for purposes of this Agreement. The other participating agencies are sub-recipients. The Lead Administrative Agency shall be responsible for establishing proper accounting procedures, an audit-trail, and the collection and provision of required reports and statistics. Sub-recipients shall submit to the Lead Administrative Agency all bills for reimbursement to ensure that those bills comply with grant policies and regulations prior to the Lead Agency submitting all reimbursements together to WATPA for payment.

The Task Force shall be governed by an Executive Board ("Board") composed of one member from each participating jurisdiction that has at least one full-time employee assigned to the Task Force (Board Member). Each Department Head shall have an equal vote and voice on all Board decisions. All Board decisions shall be made by a majority vote of the Board

members, or their designees, appearing at the meeting where the decision is made. A quorum of the Executive Board must be present for any vote to be valid. A presiding officer shall be elected by the Board together with such other officers as a majority of the Board may deem appropriate.

The Board shall meet quarterly, unless otherwise determined by the Board. Any Board member may call extra meetings as appropriate. The presiding officer shall provide no less than forty-eight (48) hours' notice of all meetings to all members of the Board; PROVIDED, however, that in emergency situations, the presiding officer may conduct a telephonic meeting or a poll of individual Board members to resolve any issues related to such emergency.

The Board may, at its discretion, adopt policies, regulations, and operational procedures that shall apply to Task Force operations. If adopted, the Task Force written policies, regulations, and operational procedures shall apply to all operations. Officers assigned to the Task Force remain employees of their employing agency and are subject to the policies of their employing agency. To the extent that the written policies, regulations, and operational procedures of the Task Force conflict with the written policies, regulations, and operational procedures of the individual jurisdictions, the Task Force members will adhere to the written policies, regulations, and procedures of their employing agency.

## **IX. COMMAND AND CONTROL**

In the event of a mobilizing incident, the primarily responsible agency will be the agency in whose jurisdiction the incident has occurred. The primarily responsible agency shall appoint a command level officer to serve as Incident Commander to be the officer in charge of the local event. The Incident Commander retains full authority and control throughout the incident and shall make any decision as to the resolution of the incident.

## **X. TASK FORCE STAFF**

Upon adoption of this Agreement, the staff listed below shall be assigned and serve at the pleasure of the Board. The Board shall have authority to determine which participating jurisdictions will contribute staff and shall have authority to approve of staff assigned by a party. The Board may change, eliminate, or add staff positions as deemed appropriate. The Board shall, to the best of its ability, determine which participating jurisdictions may provide staff for the various positions during the previous year's budget cycle. A staff member of the Task Force may be removed from his or her position for any reason by majority vote of the

Board or by the chief/sheriff of his or her employing jurisdiction. All Task Force staff members shall be in good standing with their employing jurisdiction at all times during their service on the Task Force.

**Commander:** A Task Force Commander, with the rank of Commander or Captain (or command level equivalent) from his/her employing jurisdiction shall be appointed by the Board. The Commander shall act as the principal liaison between the Board and Task Force staff. The Commander shall operate under the direction of the presiding officer of the Board. The Commander shall be responsible for informing the Board on all matters relating to the function, expenditures, accomplishments, and challenges of the Task Force.

The Commander shall prepare monthly written reports to the Board on the actions, progress, and finances of the Task Force. The Commander shall be responsible for presenting any policies, regulations, and operational procedures and revisions for Board review and approval.

**Task Force Supervisor:** The Task Force shall have two (2) Supervisors with the rank of Sergeant or equivalent from their respective employing jurisdiction; one (1) supervisor position will be funded by WATPA and appointed by the Board, and one (1) non-WATPA-funded supervisor positions will be provided by the Washington State Patrol. The Task Force Supervisors shall act as the first level supervisors for the Task Force and shall report directly to the Commander.

**Task Force Detective:** The Task Force shall have seven (7) WATPA-funded detectives assigned from participating jurisdictions that are appointed by the Board and four (4) non-WATPA-funded detectives provided by WSP.

**Crime Analyst:** The Task Force shall have one (1) WATPA-funded crime analyst provided by one of the participating jurisdictions.

**Prosecutor:** The Task Force shall have one (1) prosecuting attorney provided by the King County Prosecutor's Office to provide direct access to legal support for improved communication and prosecution of auto theft cases investigated by the Task Force.

Pursuant to RCW 10.93.040, personnel assigned to the Task Force shall be considered employees of the employing jurisdiction, which shall be solely and exclusively responsible for that employee. All rights, duties and obligations of the employer shall remain with the employing jurisdiction. Each participating jurisdiction will comply with all applicable employment laws and any applicable collective bargaining agreements or civil service rules and regulations.

## **XI. EQUIPMENT, TRAINING, AND BUDGET**

Equipment, training, and eligible expenses will be paid by the Task Force as provided in the WATPA grant through the Lead Administrative Agency's finance department. A participating jurisdiction which incurs expenses not provided in the WATPA grant is responsible for those expenses. As provided in the WATPA grant, each participating jurisdiction shall provide a monthly expenditure invoice to the Lead Administrative Agency's finance department documenting those expenses that are eligible for reimbursement through the WATPA grant.

Each participating jurisdiction will provide a vehicle for each full-time Employee assigned by that participating jurisdiction to the Puget Sound Auto Theft Task-Force. The participating jurisdiction is responsible for maintenance of vehicles provided to its employees assigned to the Task Force.

## **XII. OVERTIME**

Overtime funds shall not exceed the amount budgeted in the WATPA grant award. A Task Force supervisor must pre-approve overtime expenditures. Overtime is eligible for reimbursement only if: (1) a Task Force supervisor authorized the overtime; (2) the overtime activity is specifically related to auto theft prevention efforts; and, (3) WATPA funds are available. When the budgeted overtime funds are depleted, no overtime expenditures will be authorized by the Puget Sound Auto Theft Task-Force or WATPA. For this reason, available funds for reimbursement will be distributed according to the applicable provisions of the Task Force Policy Manual until those funds are depleted. The Task Force Policy Manual is a document that will describe the operational procedures for the task force. If the WATPA overtime funds are depleted, overtime incurred by a Task Force staff member shall be the responsibility of the employing jurisdiction.

### **XIII. REIMBURSEMENT OF FUNDS**

Participating jurisdictions requesting reimbursement for approved expenditures must submit appropriate invoices and itemized receipts monthly, and no more frequently than once each month, for actual expenses. Each reimbursement request must contain a completed reimbursement request expenditure form. Reimbursements will be made for actual expenses based upon the available budgeted amounts provided in the WATPA grant award. The participating jurisdiction is responsible for timely submittal of billing documentation and data reporting to the Lead Administrative Agency. Expenditures made prior to the award date or after the grant expiration date are not authorized and will not be reimbursed.

WATPA will reimburse participating jurisdictions upon submittal of billing documentation, as outlined in the WATPA grant award. Requests for reimbursement for per diem (meal and travel expenditures) must be accompanied by an itemized receipt detailing the item purchased. Copies of timesheets are required for overtime reimbursement. Reimbursement will be made only up to the amount of the limit of the award as indicated in the WATPA grant award. Any cost above and beyond the award limit will be the responsibility of the employing jurisdiction.

### **XIV. RECORDS**

Each party shall maintain records related to the Puget Sound Auto Theft Task-Force in conformance with the Washington State Secretary of State's records retention schedule. All records kept by a participating jurisdiction shall be available for full inspection and copying by any other participating jurisdiction. Records related to the Puget Sound Auto Theft Task-Force include but are not limited to bi-annual WATPA reporting, invoices, and requests for reimbursement along with supporting documentation.

Any party that receives a Public Records Act request for records related to the Puget Sound Auto Theft Task-Force shall notify within two business-days every other participating jurisdiction to this Agreement of the request. All participating jurisdictions will search their records to locate and produce responsive documents.

Criminal investigation reports generated by the Puget Sound Auto Theft Task-Force will be maintained in the records systems of the employing jurisdiction of the primary Task Force staff member who created the report. The primary investigator of an incident or case may include in his or her report supplemental reports that are also filed with another agency by Task Force members.

## **XV. POLITICAL ACTIVITIES PROHIBITED**

No government funds, including WATPA award funds, may be used for or against ballot measures or the candidacy of any person for public office.

## **XVI. DISTRIBUTION OF ASSETS UPON TERMINATION**

Upon termination of this Agreement, any assets acquired by the Puget Sound Auto Theft Task-Force with grant funds shall be distributed by the Board upon a majority vote of all Board members or their designees.

## **XVII. PRESS RELEASES**

All press releases related to Puget Sound Auto Theft Task-Force activity must be authorized by the Task Force Commander, who will coordinate the press release with the police agencies in whose jurisdictions the incident has taken place. In the event that a press release is associated with a public service announcement or public outreach efforts, the Task Force Commander will coordinate the press release with the Board.

## **XVIII. LIABILITY AND INDEMNIFICATION**

The Task Force staff assigned by the employing jurisdiction shall continue under the employment of that jurisdiction for purposes of any losses, claims, damages, or liabilities arising out of or related to the services provided to the Task Force or the activities of the Task Force. Each participating jurisdiction agrees to hold harmless, defend, and indemnify the other participating jurisdictions in the Task Force in any action arising from the negligence of the employees of that jurisdiction including all costs of defense including attorney's fees.

A. *Collective Representation and Defense.* The jurisdictions may retain joint legal counsel to collectively represent and defend the jurisdictions in any legal action. In the event a jurisdiction does not agree to joint representation, that jurisdiction shall be solely responsible for all attorney fees accrued for its individual representation or defense. The jurisdictions and their respective defense counsel shall make a good faith attempt to cooperate with other participating jurisdictions. Cooperation includes, but is not limited to, providing all documentation requested and making Task Force members available for depositions, discovery, settlement conferences, strategy meetings, and trial.



B. *Insurance*. Each participating jurisdiction shall maintain adequate insurance through the commercial insurance market, an insurance pool, self-insurance, or a combination thereof. The failure of any insurance carrier or self-insured pooling organization to agree to or follow the terms of this Agreement shall not relieve any participating jurisdiction from its obligations under this Agreement.

## **XIX. NOTICE OF CLAIMS, LAWSUITS, AND SETTLEMENTS**

In the event a claim is filed or lawsuit is brought against a participating jurisdiction or its employees for actions arising out of its conduct in support of Task Force operations, that jurisdiction shall promptly notify the other participating jurisdictions of the claim or lawsuit. Any documentation, including the claim or legal complaints, shall be provided to each participating jurisdiction within ten (10) days.

## **XX. PRE-CLAIM FILING REQUIREMENTS**

Section XIX of this Agreement requires that the jurisdiction receiving a claim or lawsuit notify the other jurisdictions of the claim or lawsuit and provide documentation of that claim or lawsuit to the other jurisdictions. Nothing in this Agreement shall be deemed a waiver by any participating jurisdiction of the requirements set forth in Chapter 4.96 RCW, and the fact that a participating jurisdiction provides notice or copies of a claim to another jurisdiction shall not be deemed compliance with the requirement that a party who files suit against a jurisdiction first file a claim with the jurisdiction in accordance with Chapter 4.96 RCW. Moreover, nothing in this Agreement shall be deemed acceptance of service of a lawsuit, and the fact that a participating jurisdiction provides notice or copies of a lawsuit to another jurisdiction shall not be deemed adequate service of such lawsuit in accordance with the state or federal Rules of Civil Procedure or the Revised Code of Washington.

## **XXI. WRITTEN CONSENT TO ENFORCE TRAFFIC AND CRIMINAL LAWS**

Pursuant to Chapter 10.93 RCW, this Agreement shall constitute the prior written consent of each sheriff or police chief of each participating jurisdiction to permit the officers of any participating jurisdiction to enforce traffic or criminal laws in any of the participating jurisdictions in pursuit of the purpose of this Agreement.

## **XXII. ALTERATIONS**

This Agreement may be modified, amended, or altered by agreement of all parties and such alteration, amendment, or modification shall be effective when reduced to writing and executed in a manner consistent with this section.

## **XXIII. FILING**

Upon execution, this Agreement shall be filed with the city clerks of the respective participating municipalities and such other governmental agencies as may be required by law, and each jurisdiction shall, pursuant to RCW 39.34.040, list this Agreement by subject on its official website.

## **XXIV. SEVERABILITY**

If any part, paragraph, section, or provision of this Agreement is held to be invalid by any court of competent jurisdiction, such adjudication shall not affect the validity of any remaining section, part, or provision of this Agreement.

## **XXV. AUTHORIZATIONS**

This Agreement shall be executed on behalf of each participating jurisdiction by its duly authorized representative and pursuant to an appropriate resolution or ordinance of the governing body of each participating jurisdiction. This Agreement shall be deemed effective upon the last date of execution by the last so authorized representative, and upon a successful grant award by WATPA for the July 2017 through June 2019 WATPA grant cycle. This Agreement may be executed by counterparts and be valid as if each authorized representative had signed the original document.

By signing below, the signor certifies that he or she has the authority to sign this agreement on behalf of the participating jurisdiction, and the participating jurisdiction agrees to the terms of the Agreement.

\_\_\_\_\_  
Nancy Backus Date \_\_\_\_\_ Date  
Mayor, City of Auburn City Attorney, City of Auburn

\_\_\_\_\_  
Date  
City Clerk, City of Auburn

\_\_\_\_\_  
Neil Johnson Date \_\_\_\_\_ Date  
Mayor, City of Bonney Lake City Attorney, City of Bonney Lake

\_\_\_\_\_  
Woody Edvalson Date  
City Clerk, City of Bonney Lake

\_\_\_\_\_  
Jim Ferrell Date \_\_\_\_\_ Date  
Mayor, City of Federal Way City Attorney, City of Federal Way

\_\_\_\_\_  
Stephanie Courtney Date  
City Clerk, City of Federal Way

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Mike Zaro Date  
Chief of Police, City of Lakewood

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Heidi Wachter Date  
City Attorney, City of Lakewood

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Alice Bush Date  
City Clerk, City of Lakewood

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Elizabeth Pauli Date  
City Manager, City of Tacoma

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Date  
City Attorney, City of Tacoma

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Doris Sorum Date  
City Clerk, City of Tacoma

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Allan Ekberg Date  
Mayor, City of Tukwila

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Rachel Turpin Date  
City Attorney, City of Tukwila

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Christy O’Flaherty Date  
City Clerk, City of Tukwila

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Paul Pastor Date  
Sheriff, Pierce County

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Date  
Clerk, Pierce County

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John R. Batiste Date  
Chief, Washington State Patrol

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Daniel T. Satterberg

Date

Prosecutor, King County Prosecutor's Office

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> July 17, 2017	<b>TITLE:</b> Consultant personal services contract with BERK Consulting to prepare the Central Business District Subarea Plan	<b>TYPE OF ACTION:</b> — ORDINANCE — RESOLUTION ✓ MOTION NO. 2017-38 — OTHER
<b>REVIEW:</b> July 10, 2017	<b>ATTACHMENTS:</b> Map of subarea boundaries City standard contract for consulting services Exhibit “A” - Scope of Services Exhibit “B” - Project Schedule Exhibit “C” – Budget “Draft Public” Participation Plan	

**SUBMITTED BY:** David Bugher, Assistant City Manager, Development Services


**RECOMMENDATION:** It is recommended that the Mayor and City Council authorize the city manager to enter into a contract for services with BERK Consulting to prepare a subarea plan for the City’s Central Business District.

**DISCUSSION:** One of the projects on the community and economic development (CED) department’s approved work plan is the promulgation of a CBD subarea plan. Subarea planning has been a topic of discussion since as early as 2013, when the city council was considering a visioning process for the community. A review of the city council minutes shows that council discussed subarea planning on at least nine different occasions. Moreover, as part of the biennial budget for 2017, the city council set aside \$260,000 to prepare a CBD subarea plan.

In 2016, as a precursor to the release of a CBD Subarea Plan Request for Proposal (RFP), the City Council reviewed the proposed subarea plan tasks and the RFP. It also received a report from the legal department on the Towne Center Covenants, Conditions and Restrictions and easements. In the last quarter of that same year, the city completed the CBD Assessment Report. *(Continued on next page.)*

**ALTERNATIVE(S):** 1) The City Council could decide to not pursue the subarea plan. 2) The City Council could request additional information or input from staff on recommended consultant scope of work, time schedules, and/or funding costs and sources.

**FISCAL IMPACT:** The budgeted amount for this task is \$260,000. The proposed fee is \$257,290. The source of funds is through the City’s General Fund.

_____ Prepared by	 _____ City Manager Review
_____ Department Director	

**DISCUSSION, CONTINUED:** CED released the RFP on April 10, 2017. RFP responses were due by May 15, 2017. Five responses were received: BERK Consulting; the Beckwith Group; SCJ Alliance; Placemakers; and Crandall/Arambula. During the week of June 12 – 16, three firms were invited to interviews: BERK Consulting; SCJ Alliance; and Crandall/Arambula. On June 26, the interview panel selected BERK Consulting. Since then, BERK Consulting has refined their scope of work, timeline, and budget.

**Subarea plan content/tasks:**

- 1) Project kick-off and project management
- 2) Existing conditions and public outreach
  - a) Public participation plan
    - i) Conduct community workshops and “pop-up” events
    - ii) Perform targeted outreach
    - iii) Stakeholder interviews, focus groups, and online survey
    - iv) Public participation summary report
  - b) Draft and final existing conditions report
  - c) Project branding and outreach materials
- 3) Subarea plan
  - a) Vision and guiding principles
  - b) Plan alternatives
  - c) Goals and policies
  - d) Zoning and design standards
  - e) Public investment strategy (includes opportunity sites)
  - f) Placemaking strategy
  - g) Capital plan
  - h) Draft plan
  - i) Final plan
  - j) Implementation and marketing strategy
  - k) Conduct legislative meetings
- 4) Environmental analysis via SEPA approach memorandum
- 5) Planned action ordinance (and possible SEPA exemption)

**Timeline:** If the City Council approves the proposed contract, work begins in August, 2017. Subarea plan would be completed by June, 2018.

**JULY 10 CITY COUNCIL COMMENTS:**

City Councilmembers had several questions about the contract for services.

- Councilmember Whalen inquired as to BERK Consulting’s work on other subarea plans. BERK Consulting’s project team has prepared subarea plans for Bonney Lake (Centers Plan), Kelso (West Kelso Subarea Plan), Kirkland (Houghton/Everest Neighborhood Center), Kent (Downtown Subarea Plan), and Covington (Hawk Property Subarea Plan).
- Councilmember Whalen asked several questions as to the economic development opportunities resulting from subarea planning. This proposal has several related economic development components:

Task 2.3 would establish a branding process to create a stronger identity for the geographic area it comprises.

Task 3.4, a form-based code or a hybrid form-based code is proposed <sup>1</sup>. The purpose behind this task is to simplify land use entitlements.

Task 3.5 introduces a public investment strategy and identification of opportunity sites. This task focuses on the best opportunities for improving the CBD and options for public/private partnerships.

Task 3.7, would establish a capital plan for the CBD. It would identify: priorities for public investments based on infrastructure needs and deficiencies; strategic investments to implement the plan; and available funding sources including local, state, and federal funds in addition to grant opportunities.

Task 3.10 is the implementation and marketing strategy.

- Councilmembers Anderson and Moss had questions about the SEPA analysis; would an EIS be required? Staff had indicated that this issue had not been resolved because of a very recent change in state law (Engrossed Second Substitute Senate Bill 5254, E2SSB 5254) whereby it is possible that the City may not be required to perform an EIS as part of the subarea plan (the Governor signed the legislation on July 6, 2017, with an effective date of October 19, 2017). The new legislation exempts certain planned actions designated by local governments that encompass areas located near transit stops from environmental impact statement requirements under the State Environmental Policy Act. However, there are additional technical qualifications that are contained in the legislation.

The way this is addressed in the contract for services is that BERK Consulting, during the kick-off phase (August, 2017), will prepare a SEPA approach memorandum. The memorandum would provide the City with four options: 1) a Planned Action EIS; 2) an integrated SEPA/GMA EIS; 3) an EIS establishing an infill exemption; and 4) a lesser environmental review pursuant to E2SSB 5254. Even if the City has the ability to exempt itself from an EIS, it may still want to pursue an EIS as a means to reduce potential challenges.

If Option 4 is chosen by the City, it may change the scope of work and the overall costs of plan preparation. This could necessitate a contract amendment which would be reported to the City Manager. If lesser environmental review is the option chosen, then scope of work would need adjustment. There are two choices, either reduce the contract amount; or readjust scope of work to allow greater opportunities for Plan outreach or technical elements of the Plan such as additional review of opportunity sites and implementation strategies.

- Councilmembers Brandstetter and Simpson were concerned about the subarea's timeframe, that is, completing the subarea plan within one year.

Staff responded that every consulting team which was interviewed said that the plan should be done within a one year timeframe. The scope of work was adjusted so that the contract, unless amended,

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<sup>1</sup> Form-based codes are a form of land-use regulation that “address the relationship between building facades and the public realm, the form and mass of buildings in relation to one another, and the scale and types of streets and blocks.” Form-based code ordinances often include diagrams and visuals that display specific architectural design elements that are allowed. This approach to land-use regulation differs with conventional zoning, which focuses on the micromanagement of land uses and the regulation of development intensity through metrics such as floor area ratio, setback distances, and parking ratios.



would expire on August 31, 2018. Councilmember Brandstetter commented that the City's visioning process took longer than expected and was it reasonable to assume that the plan could be accomplished within a one year timeframe. Staff's response was that this is a high priority project for the Council, and as such, other departmental work plan items may end up having a lesser importance, but it was staff's desire to complete the plan in one year.

- Councilmember Brandstetter wanted additional details on the public participation plan. Staff responded that the participation plan is a work item contained in the contract for services, a contract which has yet to be executed. Staff did meet with BERK following the study session. BERK graciously provided an outline. The outline is a draft and subject to additional change.

PROPOSED CBD SUBAREA PLAN PLAN BOUNDARY



**PROFESSIONAL SERVICES AGREEMENT  
FOR  
City of Lakewood Employment Capacity Update**

This Professional Services Agreement ("Agreement"), made and entered into this 17<sup>th</sup> day of July, 2017, by and between the City of Lakewood, a Washington municipal corporation ("City"), and BERK Consulting, ("Contractor"). The City and Contractor (together "Parties") are located and do business at the below addresses which shall be valid for any notice required under this Agreement:

<p><b>CONTRACTOR:</b> BERK Consulting 2025 1st Avenue, Suite 800 Seattle, WA 98122</p>	<p><b>CITY:</b> City of Lakewood 6000 Main Street SW Lakewood, WA 98499-5027</p>
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The Parties agree as follows:

**1. TERM.** The term of this Agreement shall commence upon the effective date of this Agreement, which shall be the date of mutual execution, and shall continue until the completion of the Work, but in any event no later than **August 31, 2018** ("Term"). This Agreement may be extended for additional periods of time upon the mutual written agreement of the City and the Contractor.

**2. SERVICES.** The Contractor shall perform the services more specifically described in **Exhibit "A" (Scope of Work)** and **Exhibit "B" (Project Schedule)**, attached hereto and incorporated by this reference ("Services"), in a manner consistent with the accepted professional practices for other similar services within the Puget Sound region in effect at the time those services are performed, performed to the City's satisfaction, within the time period prescribed by the City and pursuant to the direction of the City Manager or his or her designee. The Contractor warrants that it has the requisite training, skill, and experience necessary to provide the Services and is appropriately accredited and licensed by all applicable agencies and governmental entities, including but not limited to obtaining any applicable City of Lakewood business license. Services shall begin immediately upon the effective date of this Agreement. Services shall be subject, at all times, to inspection by and approval of the City, but the making (or failure or delay in making) such inspection or approval shall not relieve Contractor of responsibility for performance of the Services in accordance with this Agreement, notwithstanding the City's knowledge of defective or non-complying performance, its substantiality or the ease of its discovery.

**3. TERMINATION.** Either party may terminate this Agreement, with or without cause, upon providing the other party **thirty (30) days** written notice at its address set forth above. The City may terminate this Agreement immediately if the Contractor fails to maintain required insurance policies, breaches confidentiality, or materially violates Section 12; and such may result in ineligibility for further City agreements.

**4. COMPENSATION.**

4.1 Amount. In return for the Services, the City shall pay the Contractor an amount not to exceed a maximum amount and according to a rate or method as delineated in **Exhibit "C"**, attached hereto and incorporated by this reference. The Contractor agrees that any hourly or flat rate charged by it for its services contracted for herein shall remain locked at the negotiated rate(s) for the Term. Except as otherwise provided in **Exhibit "C"**, the Contractor shall be solely responsible for the payment of any taxes imposed by any lawful jurisdiction as a result of the performance and payment of this Agreement.

4.2 Method of Payment. On a monthly basis, the Contractor shall submit a voucher or invoice in the form specified by the City, including a description of what Services have been performed, the name of the personnel performing such Services, and any hourly labor charge rate for such personnel. The Contractor shall also submit a final bill upon completion of all Services. Payment shall be made on a monthly basis by the City only after the Services have been performed and within thirty (30) days after receipt and approval by the appropriate City representative of the voucher or invoice. If the Services do not meet the requirements of this Agreement, the Contractor will correct or modify the work to comply with the Agreement. The City may withhold payment for such work until the work meets the requirements of the Agreement.

4.3 Non-Appropriation of Funds. If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will not be obligated to make payments for Services or amounts incurred after the end of the current fiscal period, and this Agreement will terminate upon the completion of all remaining Services for which funds are allocated. No penalty or expense shall accrue to the City in the event this provision applies.

## **5. INDEMNIFICATION.**

5.1 Contractor Indemnification. Contractor shall defend, indemnify and hold the Public Entity, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Public Entity.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the Public Entity, its officers, officials, employees, and volunteers, the Contractor's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

5.2 Industrial Insurance Act Waiver. It is specifically and expressly understood that the

Contractor waives any immunity that may be granted to it under the Washington State industrial insurance act, Title 51 RCW, solely for the purposes of this indemnification. Contractor's indemnification shall not be limited in any way by any limitation on the amount of damages, compensation or benefits payable to or by any third party under workers' compensation acts, disability benefit acts or any other benefits acts or programs. The Parties acknowledge that they have mutually negotiated this waiver.

5.3 Survival. The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

**6. INSURANCE.** The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

6.1. No Limitation. Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

6.2. Minimum Scope of Insurance. Contractor shall obtain insurance of the types and coverage described below:

- a. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 0001 or a substitute form providing equivalent liability coverage.
- b. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO CG 20 26.
- c. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- d. Professional Liability insurance appropriate to the Contractor's profession.

6.3. Minimum Amounts of Insurance. Contractor shall maintain the following insurance limits:

- a. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

- b. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
- c. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

6.4 Other Insurance Provision. The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any Insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Contractor's insurance and shall not contribute with it.

6.5 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

6.6 Verification of Coverage. Contractor shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.

6.7 Notice of Cancellation. The Contractor shall provide the Public Entity with written notice of any policy cancellation within two business days of their receipt of such notice.

6.8 Failure to Maintain Insurance. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Contractor from the Public Entity.

6.9 Public Entity Full Availability of Contractor Limits. If the Contractor maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Contractor.

6.10 Survival. The provisions of this Section shall survive the expiration or termination of this Agreement.

**7. WORK PRODUCT.** All originals and copies of work product, including plans, sketches, layouts, designs, design specifications, records, files, computer disks, magnetic media or material which may be produced or modified by Contractor while performing the Work shall belong to the City upon delivery. The Contractor shall make such data, documents, and files available to the City and shall deliver all needed or contracted for work product upon the City's

request. At the expiration or termination of this Agreement, all originals and copies of any such work product remaining in the possession of Contractor shall be delivered to the City.

**8. BOOKS AND RECORDS.** The Contractor agrees to maintain books, records, and documents which sufficiently and properly reflect all direct and indirect costs related to the performance of the Work and maintain such accounting procedures and practices as may be deemed necessary by the City to assure proper accounting of all funds paid pursuant to this Agreement. These records shall be subject, at all reasonable times, to inspection, review or audit by the City, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

**9. INDEPENDENT CONTRACTOR.** The Parties intend that the Contractor shall be an independent contractor and that the Contractor has the ability to control and direct the performance and details of its work, the City being interested only in the results obtained under this Agreement. The City shall be neither liable nor obligated to pay Contractor sick leave, vacation pay or any other benefit of employment, nor to pay any social security or other tax which may arise as an incident of employment. Contractor shall take all necessary precautions and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of the contract work and shall utilize all protection necessary for that purpose. All work shall be done at Contractor's own risk, and Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work. The Contractor shall pay all income and other taxes due except as specifically provided in Section 4. Industrial or any other insurance that is purchased for the benefit of the City, regardless of whether such may provide a secondary or incidental benefit to the Contractor, shall not be deemed to convert this Agreement to an employment contract. If the Contractor is a sole proprietorship or if this Agreement is with an individual, the Contractor agrees to notify the City and complete any required form if the Contractor retired under a State of Washington retirement system and agrees to indemnify any losses the City may sustain through the Contractor's failure to do so.

**10. CONFLICT OF INTEREST.** It is recognized that Contractor may or will be performing professional services during the Term for other parties; however, such performance of other services shall not conflict with or interfere with Contractor's ability to perform the Services. Contractor agrees to resolve any such conflicts of interest in favor of the City. Contractor confirms that Contractor does not have a business interest or a close family relationship with any City officer or employee who was, is, or will be involved in the Contractor's selection, negotiation, drafting, signing, administration, or evaluating the Contractor's performance.

**11. EQUAL OPPORTUNITY EMPLOYER.** In all services, programs, activities, hiring, and employment made possible by or resulting from this Agreement or any subcontract, there shall be no discrimination by Contractor or its subcontractors of any level, or any of those entities' employees, agents, subcontractors, or representatives against any person because of sex, age (except minimum age and retirement provisions), race, color, religion, creed, national origin, marital status, or the presence of any disability, including sensory, mental or physical handicaps, unless based upon a bona fide occupational qualification in relationship to hiring and

employment. This requirement shall apply, but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Contractor shall comply with and shall not violate any of the terms of Chapter 49.60 RCW, Title VI of the Civil Rights Act of 1964, the Americans With Disabilities Act, Section 504 of the Rehabilitation Act of 1973, 49 CFR Part 21, 21.5 and 26, or any other applicable federal, state, or local law or regulation regarding non-discrimination.

## **12. GENERAL PROVISIONS.**

12.1 Interpretation and Modification. This Agreement, together with any attached Exhibits, contains all of the agreements of the Parties with respect to any matter covered or mentioned in this Agreement and no prior statements or agreements, whether oral or written, shall be effective for any purpose. Should any language in any Exhibits to this Agreement conflict with any language in this Agreement, the terms of this Agreement shall prevail. The respective captions of the Sections of this Agreement are inserted for convenience of reference only and shall not be deemed to modify or otherwise affect any of the provisions of this Agreement. Any provision of this Agreement that is declared invalid, inoperative, null and void, or illegal shall in no way affect or invalidate any other provision hereof and such other provisions shall remain in full force and effect. Any act done by either Party prior to the effective date of the Agreement that is consistent with the authority of the Agreement and compliant with the terms of the Agreement, is hereby ratified as having been performed under the Agreement. No provision of this Agreement, including this provision, may be amended, waived, or modified except by written agreement signed by duly authorized representatives of the Parties.

12.2 Assignment and Beneficiaries. Neither the Contractor nor the City shall have the right to transfer or assign, in whole or in part, any or all of its obligations and rights hereunder without the prior written consent of the other Party. If the non-assigning party gives its consent to any assignment, the terms of this Agreement shall continue in full force and effect and no further assignment shall be made without additional written consent. Subject to the foregoing, the rights and obligations of the Parties shall inure to the benefit of and be binding upon their respective successors in interest, heirs and assigns. This Agreement is made and entered into for the sole protection and benefit of the Parties hereto. No other person or entity shall have any right of action or interest in this Agreement based on any provision set forth herein.

12.3 Compliance with Laws. The Contractor shall comply with and perform the Services in accordance with all applicable federal, state, local, and city laws including, without limitation, all City codes, ordinances, resolutions, regulations, rules, standards and policies, as now existing or hereafter amended, adopted, or made effective.

12.4 Contractor's Employees – Employment Eligibility Requirements. The Contractor and any subcontractors shall comply with E-Verify as set forth in Lakewood Municipal Code Chapter 1.42. E-Verify is an Internet-based system operated by United States Citizenship and Immigration Services in partnership with the Social Security Administration. E-Verify is free to employers and is available in all 50 states. E-Verify provides an automated link to federal databases to help employers determine employment eligibility of new hires and the validity of



their Social Security numbers. The Contractor shall enroll in, participate in and document use of E-Verify as a condition of the award of this contract. The Contractor shall continue participation in E-Verify throughout the course of the Contractor's contractual relationship with the City. If the Contractor uses or employs any subcontractor in the performance of work under this contract, or any subsequent renewals, modifications or extension of this contract, the subcontractor shall register in and participate in E-Verify and certify such participation to the Contractor. The Contractor shall show proof of compliance with this section, and/or proof of subcontractor compliance with this section, within three (3) working days of the date of the City's request for such proof.

12.5 Enforcement. Time is of the essence of this Agreement and each and all of its provisions in which performance is a factor. Adherence to completion dates set forth in the description of the Services is essential to the Contractor's performance of this Agreement. Any notices required to be given by the Parties shall be delivered at the addresses set forth at the beginning of this Agreement. Any notices may be delivered personally to the addressee of the notice or may be deposited in the United States mail, postage prepaid, to the address set forth above. Any notice so posted in the United States mail shall be deemed received three (3) days after the date of mailing. Any remedies provided for under the terms of this Agreement are not intended to be exclusive, but shall be cumulative with all other remedies available to the City at law, in equity or by statute. The failure of the City to insist upon strict performance of any of the covenants and agreements contained in this Agreement, or to exercise any option conferred by this Agreement in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect. Failure or delay of the City to declare any breach or default immediately upon occurrence shall not waive such breach or default. Failure of the City to declare one breach or default does not act as a waiver of the City's right to declare another breach or default. This Agreement shall be made in, governed by, and interpreted in accordance with the laws of the State of Washington. If the Parties are unable to settle any dispute, difference or claim arising from this Agreement, the exclusive means of resolving that dispute, difference, or claim, shall be by filing suit under the venue, rules and jurisdiction of the Pierce County Superior Court, Pierce County, Washington, unless the parties agree in writing to an alternative process. If the Pierce County Superior Court does not have jurisdiction over such a suit, then suit may be filed in any other appropriate court in Pierce County, Washington. Each party consents to the personal jurisdiction of the state and federal courts in Pierce County, Washington and waives any objection that such courts are an inconvenient forum. If either Party brings any claim or lawsuit arising from this Agreement, each Party shall pay all its legal costs and attorney's fees and expenses incurred in defending or bringing such claim or lawsuit, including all appeals, in addition to any other recovery or award provided by law; provided, however, however nothing in this paragraph shall be construed to limit the Parties' rights to indemnification under Section 5 of this Agreement.

12.6 Execution. Each individual executing this Agreement on behalf of the City and Contractor represents and warrants that such individual is duly authorized to execute and deliver this Agreement. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and with the same effect as if all Parties hereto had signed the same document.

All such counterparts shall be construed together and shall constitute one instrument, but in making proof hereof it shall only be necessary to produce one such counterpart. The signature and acknowledgment pages from such counterparts may be assembled together to form a single instrument comprised of all pages of this Agreement and a complete set of all signature and acknowledgment pages. The date upon which the last of all of the Parties have executed a counterpart of this Agreement shall be the “date of mutual execution” hereof.

[Signature page follows]

IN WITNESS, the Parties hereto have caused this agreement to be executed the day and year first above written.

Date: \_\_\_\_\_

CITY OF LAKEWOOD

BERK, INCORPORATED

\_\_\_\_\_  
John J. Caulfield, City Manager

ATTEST:

\_\_\_\_\_  
Alice M. Bush, MMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Heidi Ann Wachter, City Attorney

# EXHIBIT “A”

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## Lakewood Central Business District Subarea Plan

Project Understanding and Scope | June 28, 2017

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### Project Understanding

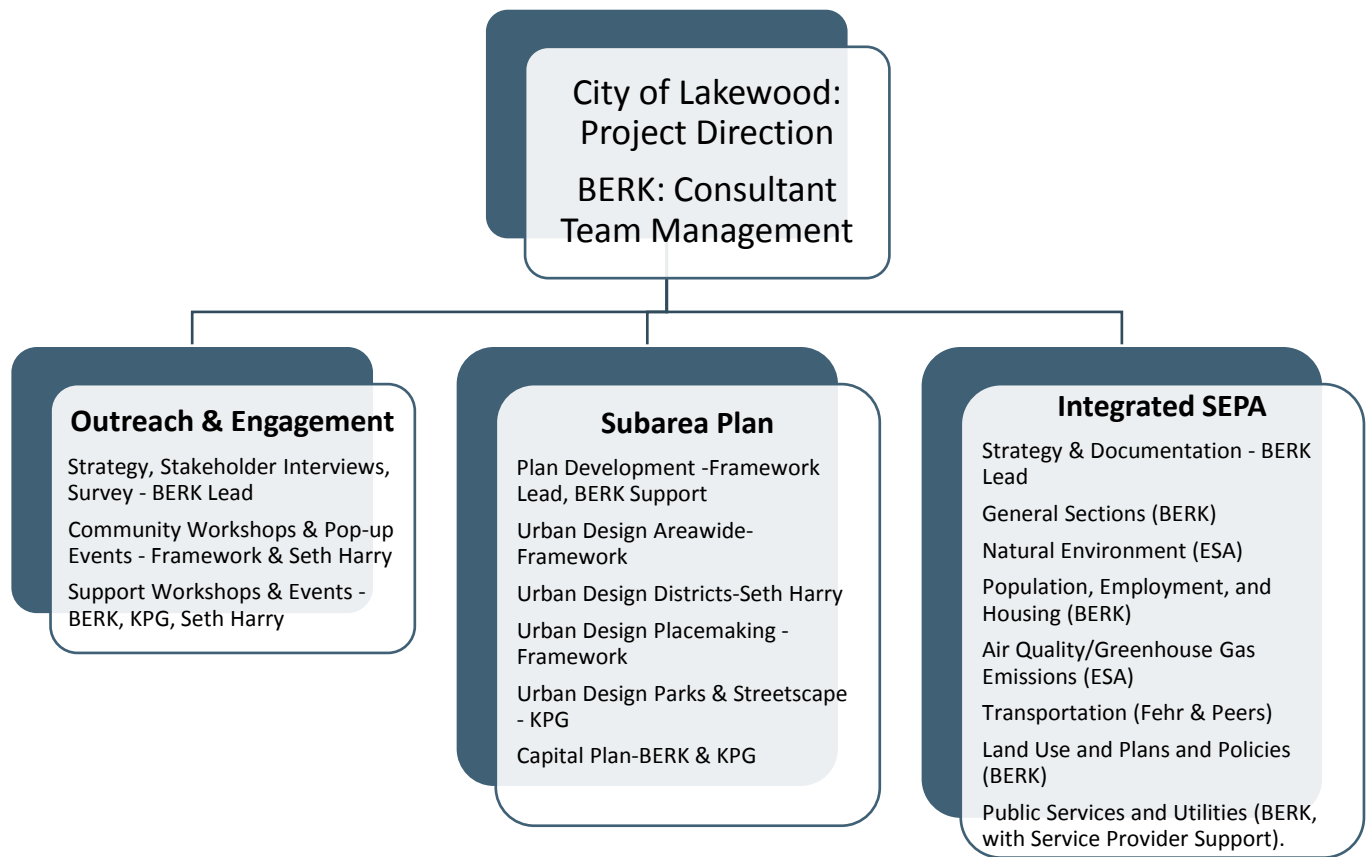
The City of Lakewood has been building towards the development of a Downtown plan since its incorporation in 1996. The community identified early on the desire to improve urban design in Lakewood, and while the City has taken steps in that direction the Downtown Lakewood Plan will represent the most significant effort to date. The Downtown Lakewood Plan will allow the City and community to develop an aspirational yet realistic vision for the Downtown that builds upon past efforts. Many early concepts have been identified, such as improved circulation and streetscapes, public space improvements and placemaking, improved zoning, development and design standards, and more park space in Downtown.

This scope of work includes the following tasks:

1. Project Kick-off and Project Management
2. Existing Conditions and Public Outreach
3. Subarea Plan
4. State Environmental Policy Act (SEPA) Documentation and Facilitation

The scope is designed to deliver three key components: meaningful community engagement and outreach, a visionary and realistic subarea plan, and an integrated SEPA process that facilitates future development. The scope is based on a communicative model that integrates extensive public outreach with technical expertise in planning and design as the basis for creating the plan.

The scope will be carried out collectively by the Consultant Team based on the following roles:



## Scope of Work

### TASK 1 – PROJECT KICK-OFF AND PROJECT MANAGEMENT

#### Task 1.1 Kick-off Meeting

The Consultant team will hold a project kick-off meeting with City staff to review the scope of work, the project schedule, development of the public outreach plan, and brainstorming on key ideas and concepts to consider during the planning process. The Consultant team will work with the City in a collaborative approach based on the City’s preferences for lines of communication and frequency of project team calls and meetings.

#### Task 1.2 Project Management

Lisa Grueter, BERK Consulting, will serve as Project Manager and will provide regular updates to City staff, and boards and commission, as requested by the City and based on project budget resources.

### TASK 2 – EXISTING CONDITIONS AND PUBLIC OUTREACH

#### Task 2.1 Public Participation Plan

The public participation plan is one of the first project deliverables and will identify who should be engaged in the process, how best to reach them, and how the input will be used during development of

the plan. The Consultant team has a variety of public outreach and engagement methods that can be tailored to the needs of the project including social media, public workshops, stakeholder interviews and focus groups, a project website, an online survey, attending City events such as the farmer’s market, and targeted outreach and engagement for hard to reach groups within the community.

## Task 2.2 Draft and Final Existing Conditions Report

The existing conditions report provides the foundation for plan development and a common level of understanding between the consultant team, the City, and the community. The Consultant team will build from the prior work on the CBD assessment to expand the scope of information on existing conditions to address relevant planning topics as outlined by the City and the BERK team. This report will help inform the EIS affected environment.

## Task 2.3 Project Branding and Outreach Materials

Project branding concepts will be developed to create a strong project identity to increase project awareness and participation in the planning process. The Consultant will work with the City to refine project branding concepts developed in the proposal as part of the public engagement plan.

## Task 2.4 Community Workshops and Pop-Up Events

### 2.4.1 Community Workshops

Community workshops should be fun, engaging, and productive. The Consultant team proposes two workshops, with the first occurring over a three-day period. By spending time in the community over a multi-day period, the Consultant team will build stronger relationships in the community, better understand the community and key issues, and collaborate with the public on plan goals, ideas, and concepts.

For the first workshop the Consultant team plans to conduct a 3-day workshop in Lakewood focused on the community vision and development of plan alternatives. This workshop will include an evening event on opening night, a Downtown walking tour with the public, small group workshop exercises, open studio hours for the consultant team to work and the public is invited to stop by and provide input, and presentation by the consultant team on the outcomes of the workshop.

The second workshop will focus on public input on the plan alternatives. This workshop will be a single event in the evening including a presentation on the alternatives and opportunities for public input with a mixture of an open-house and small group discussions.

### 2.4.2 Pop-up Events

The Consultant team, led by Framework, will conduct four pop-up events. Two events are anticipated to be conducted at the time of the Community Workshops and two would be held separately. The four events are preliminarily anticipated to include the following locations:

- Pierce Transit Station
- Farmers’ Market
- Park Lodge Elementary
- Lakeview Hope Academy

## Task 2.5 Targeted Outreach

The city and the CBD reflect a diverse community with businesses and residents that reflect different ethnicities and primary languages (e.g. Spanish, Korean, etc.). Traditional outreach efforts do not typically engage such groups. Businesses often have different needs and preferences for time and type of participation. The Consultant team will conduct outreach activities to “hard to reach” groups identified in the Public Participation Plan. This could include methods such as phone calls, attendance at community events or meetings, or canvassing, up to the hours specified in the budget. This targeted outreach will help identify key contacts for follow up in interviews, surveys, or focus groups, or workshop participation. Engagement activities for these groups will be included in Task 2.6. For example, efforts could involve calling Korean churches, to find one that has a pastor that takes an interest in the plan and will help recruit people for a focus group, or to distribute postcards to take the online survey; or doing a business district canvas.

## Task 2.6 Stakeholder Interviews, Focus Groups, Online Survey

The Consultant team will conduct stakeholder interviews, focus groups, and conduct an online survey to get input from key stakeholder groups including residents, business and property owners, developers, and community organizations.

## Task 2.7 Public Participation Summary

The public participation summary will include the community kick-off event, workshops, stakeholder interviews and focus groups, and the online survey.

# TASK 3 – SUBAREA PLAN

## Task 3.1 Vision and Guiding Principles

Based on public input the Consultant will develop an illustrated vision statement and guiding principles. The illustrated vision statement will include a vision statement that is aspirational, but also realistic and achievable based in part on the findings of the CBD Assessment. The vision statement will be supported by illustrations and/or photos that articulate the image and identity desired by the community.

## Task 3.2 Plan Alternatives

Based on the vision, guiding principles, and the first community workshop, the Consultant team will develop three plan alternatives for consideration by the City and the community. The alternatives will include distinct options for addressing land use, urban design, investments in public space and infrastructure, the transportation and street network, and implementation strategy. The Consultant team will prepare a detailed alternatives summary that will be available to the public and presented to City boards and commissions. These alternatives will be analyzed in the Draft EIS.

## Task 3.3 Goals and Policies

The project goals and policies will begin to put more detail behind the community vision and how it will be implemented based on the preferred alternative. Goals and policies will address the major plan components and support development of the implementation plan.

### Task 3.4 Zoning and Design Standards

Based on the preferred alternative, the Consultant team will develop a new zoning plan and development standards. The zoning plan will address land use, development densities and intensities, future circulation improvements, the desired relationships between public space and private development, mixed-use development, low-impact development, and urban design. The Consultant team has the capability to draft and implement a form-based code or a hybrid form-based code that emphasizes site planning and building forms over land use as the primary means of regulation. The development standards will also address the compatibility between higher density development and lower-density residential areas based on the Consultant team's past work and expertise on this topic. The design standards will be visually oriented and user friendly for the public.

### Task 3.5 Public Investment Strategy + Opportunity Sites

The public investment strategy and identification of opportunity sites will be focused on the best opportunities for improving Downtown and options for public/private partnerships. The Consultant team will build off the information in the CBD Assessment report for guidance.

### Task 3.6 Placemaking Strategy

The placemaking strategy will explore additional opportunities to program public and private space to become a community asset. Placemaking concepts were explored as part of the Motor Avenue Urban Design Project, and additional opportunities such as near City Hall or underutilized properties such as the former QFC site will be addressed in the placemaking strategy. Festivals, concerts, food festivals, and recreation are all potential placemaking strategies that could have an immediate impact on the success of Downtown Lakewood.

### Task 3.7 Capital Plan

The capital plan will identify priorities for public investments based on infrastructure needs and deficiencies, strategic investments to implement the plan alternative, and available funding sources including local, state, and federal funds in addition to grant opportunities. The Consultant team will work in collaboration with other City and regional agencies and review adopted budgets and capital facility plans to define projects and revenue sources. The capital plan will include financial analysis of City resources to be included in the funding strategy.

### Task 3.8 Draft Plan

The draft subarea plan will be graphically-oriented and user friendly for the public and those participating in implementing the plan. The plan will include the project branding elements for continuity between the planning process, plan development, and implementation. The Consultant team will present the draft plan to the Planning Commission, City Council, and other boards or commissions upon request as well as make the plan available for public comment.

### Task 3.9 Final Plan

The final plan will reflect input from City staff, elected and appointed officials, and the public. The final plan will go through the legislative approval process with support from the consultant team.



### Task 3.10 Implementation and Marketing Strategy

The implementation and marketing strategy will promote the City's vision for Downtown, identify public and private investment opportunities, highlight planned City investments in the Downtown, and include market and demographic information for the Downtown. The Consultant team will develop a brochure or other communication materials to support the subarea plan strategies that are well designed and adaptable to print and online media.

### Task 3.11 Legislative Meetings

The Consultant team will support the legislative review process with the Planning Commission and City Council including public hearings, drafting the adopting resolution or ordinance, and providing supporting materials on the planning process and public outreach during plan development. Two meetings are planned with two staff members, and four meetings are planned with one staff member, for a total of six meetings. Attendance will be based on the topics and issues to be discussed.

## TASK 4 – SEPA DOCUMENTATION AND FACILITATION

### Task 4.1. EIS Approach

In a draft and final memo, to be discussed at the kick-off meeting in Task 1, the Consultant team will advise the City on the advantages and disadvantages of a Planned Action EIS, integrated SEPA/GMA EIS, and an EIS establishing an infill exemption. Additionally, if SB 5254 passes it could eliminate a requirement that all planned actions designated by counties, cities, and towns planning under the GMA undergo an EIS, and instead authorizes a threshold determination of environmental impacts under SEPA for planned actions that contain mixed-use or residential development and encompass an area located near certain transit stops. If adopted, the effect of this possible tool on the SEPA process will be considered in the SEPA approach memo. If lesser environmental review needs to occur, it may allow greater opportunities for Plan outreach or technical elements such as review of opportunity sites and implementation strategies.

### Task 4.2. EIS Scoping and Alternatives

Assuming an EIS is pursued, the Consultant will assist with the public scoping process including:

- Providing guidance on EIS alternatives to analyze.
- Preparing a SEPA checklist and scoping notice, addressing all topics not expected to be addressed in the EIS to a sufficient level of detail to support the type of EIS selected.
- Preparing a determination of significance and scoping notice.
- Preparing handout materials for a public scoping meeting, which can be combined with a subarea plan workshop.
- Preparing a summary of the scoping process, selection of alternatives, and comments received during scoping to include as an appendix to the Draft EIS.

### Task 4.3 Preliminary Draft EIS

The Consultant will prepare a preliminary draft EIS for City review and comment. The intent is to integrate the EIS analysis with the Draft Subarea Plan to the extent feasible to streamline the document

and to effectively use project resources including the existing conditions report and plan alternatives. Plan alternatives will include a no action and two action alternatives that may vary growth amounts, locations, and patterns. For the purposes of transportation modeling, a bookend approach of the low and high growth estimates will be developed, and the mid-range alternative addressed qualitatively.

Although the scope of the EIS has not yet been determined, likely EIS elements will include the following topics: General Sections (BERK); Natural Environment (ESA); Population, Employment, and Housing (BERK); Air Quality/Greenhouse Gas Emissions (ESA); Transportation (Fehr & Peers); Land Use and Plans and Policies (BERK); and Public Services and Utilities (BERK). The Consultant will prepare the notice of availability for City publication.

**General Sections:** The Consultant will prepare a fact sheet, table of contents, distribution list, alternatives description, appendices, and other necessary supporting documentation for City review.

**Natural Environment:** The Consultant will collect readily available critical area mapping and review City stormwater management efforts. A programmatic discussion of potential direct and indirect effects on critical areas (e.g. wetlands, stream water quality) and the ability of the subarea plan and existing critical area and stormwater regulations to mitigate them will be described. No field verification of existing conditions is proposed.

**Air Quality/Greenhouse Gas (GHG):** The Consultant will prepare a summary of current air quality conditions per Puget Sound Clean Air Agency and Puget Sound Regional Council information. The level of growth or trips planned will be compared to regional air quality management plan estimates (e.g. PSRC air quality conformity analysis). The analysis will review transportation model vehicle miles travelled data. The analysis will consider per capita estimates of GHG emissions based on alternative growth patterns, and describe the ability of the alternatives to provide mixed use development patterns that can reduce standard GHG emissions. This analysis will focus solely on air quality and GHG emissions from vehicles, and will not include air or GHG emissions associated with construction or operation of buildings. (At the time of scoping if it is deemed by the City and Consultant that the Air Quality/GHG analysis can be addressed in the checklist instead of the EIS, this may free up resources to address natural environment topics above to a greater degree if needed.)

**Population, Employment, and Housing:** The Consultant will describe current demographic conditions based on the CBD assessment. The Consultant will compare the alternatives' effects on population, employment, and housing mix and capacity including relationship to growth targets (per Buildable Lands Report update).

**Land Use and Plans and Policies:** The Consultant will compare and evaluate the proposed amount, types, scale, and pattern of uses in comparison with the existing land use pattern and adjacent development. The Consultant will also describe the overall aesthetic character of the study area in terms of the quality of the urban environment, the design and character of existing buildings, and building height, bulk, and scale. The Consultant's evaluation will consider the nature and magnitude of change envisioned by the subarea plan. The visual character analysis will rely primarily on narrative description, photographs of existing conditions, a map identifying areas where height is likely to change in comparison to adopted regulations, and the renderings and materials developed for the subarea plan. The Consultant will analyze the consistency of the subarea plan with the Comprehensive Plan and regional plans and indicate the potential for policy amendments.

**Transportation:** The Consultant will work with the City to identify available sources of data to establish

existing conditions of the transportation network, supplemented by field observations by Consultant. This will include conditions for autos/freight, transit, walking, bicycling, parking, and safety. Level of service will be analyzed for the PM peak hour at up to 12 study facilities (intersections or segments) to be defined in consultation with City staff. For intersection analysis, this scope assumes the City will provide Consultant with an existing Synchro network including all study facilities and signal timings. The Consultant will quantitatively evaluate the low and high growth alternatives for the EIS. The mid-growth alternative will be discussed qualitatively. Travel demand forecasts will be developed using a combination of the City's most recently developed travel demand model and Consultant's MainStreet trip generation tool. Quantitative level of service results will be prepared for the 12 study facilities. For all alternatives, walking, bicycling, parking, and safety will be addressed qualitatively. Consultant will suggest potential mitigation measures for any identified transportation impacts. This scope and fee includes turning movement data collection at up to 12 intersections. It is assumed the City will provide current GIS data related to the transportation network, including sidewalk presence, bicycle facilities, truck routes, transit stops/routes etc.

**Public Services & Utilities:** The Consultant will review existing levels of service, estimated needs and demand for service, and projected levels of service under each alternative for police and fire protection, parks and recreation, schools, water, and wastewater, as determined through the scoping process. The Consultant will coordinate with appropriate service provider staff and integrate system plan levels of service and capital plans. The Consultant will base the analysis to the extent feasible on available plans and population-based estimates of demand and reflect the Subarea Plan capital facility plan.

#### Task 4.4 Draft EIS

Based on City comments on the preliminary draft EIS, the Consultant will prepare a draft EIS for public review. One round of comments is anticipated in the project budget. The Consultant will prepare the notice of availability for City publication.

#### Task 4.5 Final EIS

The final EIS will consist of a fact sheet, table of contents, draft EIS analysis corrections as needed, description of the preferred alternative if needed, and responses to comments. The Consultant will prepare a preliminary final EIS for City review and comment. Based on City comments, the Consultant will prepare a final EIS for public issuance. One round of comments is anticipated in the project budget. The Consultant will prepare the notice of availability for City publication.

#### Task 4.6 Implementing SEPA Ordinances

If the City elects to prepare a Planned Action EIS or a programmatic EIS with a SEPA infill exemption, additional ordinances would be required. The Consultant will prepare one of the following types of ordinances in collaboration with the City Attorney and City staff:

**Planned Action Ordinance.** The Consultant will work with the City to prepare the ordinance that designates the Planned Action. The ordinance will address all legal requirements as outlined in WAC 197-11-168.

**SEPA Infill Exemption.** If an EIS with the SEPA infill exemption is selected as the approach, the Consultant will draft a proposed categorical exemption for inclusion in the City's SEPA rules. The exemption will indicate:

- The level of residential or mixed-use development that will be exempt
- The area where the exemption will apply
- How the exemption will be applied to a proposed project
- Whether other exemption “exceptions” (e.g., “lands covered by water” or “critical areas”) apply

## ASSUMPTIONS

- Time may be transferred from one task to another due to greater or lesser level of effort, provided that each task shall be completed and the total budget shall not be exceeded.
- The City will provide available necessary government documents, studies, site plans, GIS data layers and mapping and other technical information pertaining to the study area, including any appropriate system plans, electronic GIS data, aerial photos, and drawings of areas within the project study area.
- Research and data collection will be based on readily available secondary sources of information, including reports, inventories, maps and other similar literature from local government and other sources.
- The Consultant will provide entire document(s), where applicable, in the native compatible formats used to create the document (i.e., MS Word, Excel, InDesign, etc.).
- The City is responsible for public document reproduction and distribution of all public review and final drafts.
- The City is responsible for meeting advertisements, room reservations, and other similar logistics.

# EXHIBIT B

## REVISED PROJECT SCHEDULE

June 30, 2017

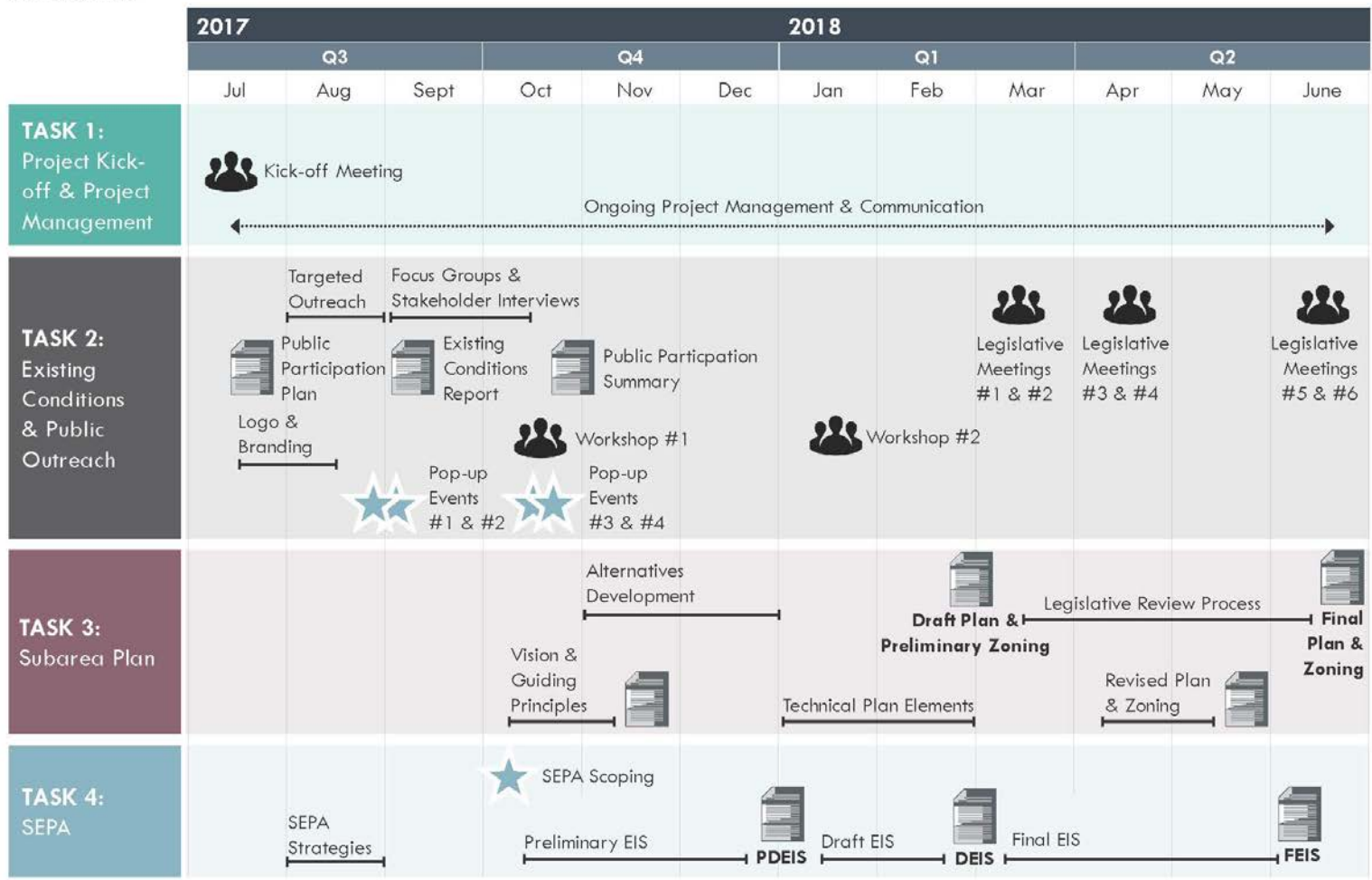


EXHIBIT C	BERK Consulting				Seth Harry	Framework		FP	ESA	ESA	KPG	Total Hours and Estimated Cost by Task	
	Lisa Grueter, Project Manager, SEPA Lead	Brian Murphy, Economic Development	Erika Rhett, Planning & Outreach	Project Support	Seth Harry, Urban Design	Lesley Bain, Placemaking	Jeff Arango, Subarea Plan Lead	Ariel Davis, Transportation Planner	Claire Hoffman, Environmental Scientist	Chris Sanchez, Air Quality	John Davies, Transportation Planner		Paul Fuesel, Landscape Architect
2017 Hourly Rate	\$200	\$250	\$150	\$90	\$180	\$150	\$150	\$170	\$150	\$180	\$125	\$170	
<b>Task 1: Project Kick-off and Project Management</b>													
Task 1.1 Kick-off Meeting	6		4		4		4	4	4			4	30
Task 2.2 Project Management	12												12
<b>Subtotal</b>	<b>18</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>42</b>
<b>Task 2: Existing Conditions and Public Outreach</b>													
Task 2.1 Public Participation Plan	2		6				2						10
Task 2.2 Draft and Final Existing Conditions Report	8	4	4	16	6	4	8	12			10	6	78
Task 2.3 Project Branding and Outreach Materials			4	8			2						14
Task 2.4 Community Workshops (2) and Pop-Up Events (4)	10		20	10	30	24	40				12	14	160
Task 2.5 Targeted Outreach			10	10			2						22
Task 2.6 Stakeholder Interviews, Focus Groups, Online Survey	2		20	20									42
Task 2.7 Public Participation Summary	2		6	8			2						18
<b>Subtotal</b>	<b>24</b>	<b>4</b>	<b>70</b>	<b>72</b>	<b>36</b>	<b>28</b>	<b>56</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>22</b>	<b>20</b>	<b>344</b>
<b>Task 3: Subarea Plan</b>													
Task 3.1 Vision and Guiding Principles	2		2		6		10					6	26
Task 3.2 Plan Alternatives	8			6	18	6	22				30	18	108
Task 3.3 Goals and Policies	4		10				6				6		26
Task 3.4 Transportation and Circulation Plan							6				26	14	46
Task 3.5 Zoning and Design Standards			20		18		18					6	62
Task 3.6 Public Investment Strategy + Opportunity Sites	4	12		6			12						34
Task 3.7 Placemaking Strategy						18	4						22
Task 3.6 Parks, Recreation, Trails Concepts	4						6					12	22
Task 3.7 Capital Plan	8	4		14			2				8	14	50
Task 3.8 Draft Plan	2		20	12	20	8	20	10			10	18	120
Task 3.9 Final Plan	2		8				6						16
Task 3.10 Implementation and Marketing Strategy	2	16		12			6						36
Task 3.11 Legislative Meetings	20						20						40
<b>Subtotal</b>	<b>56</b>	<b>32</b>	<b>60</b>	<b>50</b>	<b>62</b>	<b>32</b>	<b>138</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>80</b>	<b>88</b>	<b>608</b>
<b>Task 4: SEPA</b>													
Task 4.1. EIS Approach	4												4
Task 4.2. EIS Scoping and Alternatives	8		6										14
Task 4.3. Preliminary Draft EIS	36		30	40				128	37	25			296
Task 4.4. Draft EIS	12		20	24				70	30	8			164
Task 4.5 Final EIS	24		20	28				50	8	2			132
Task 4.6 Implementing SEPA Ordinances	8							35					43
<b>Subtotal</b>	<b>92</b>	<b>0</b>	<b>76</b>	<b>92</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>283</b>	<b>75</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>653</b>
<b>Total Estimated Hours</b>	<b>190</b>	<b>36</b>	<b>210</b>	<b>214</b>	<b>102</b>	<b>60</b>	<b>198</b>	<b>309</b>	<b>79</b>	<b>35</b>	<b>102</b>	<b>112</b>	<b>1647</b>
<b>Cost (Hours*Rate)</b>	<b>\$38,000</b>	<b>\$9,000</b>	<b>\$31,500</b>	<b>\$19,260</b>	<b>\$18,360</b>	<b>\$9,000</b>	<b>\$29,700</b>	<b>\$52,530</b>	<b>\$11,850</b>	<b>\$6,300</b>	<b>\$12,750</b>	<b>\$19,040</b>	<b>\$257,290</b>
<b>Subtotal Consultant Cost</b>	<b>\$257,290</b>												
<b>Project Expenses @ ~1% of project budget</b>	<b>\$2,702</b>												
<b>Estimated Project Total</b>	<b>\$259,992</b>												

# Lakewood Central Business District Subarea Plan

Public Participation Plan Annotated Outline | Draft July 12, 2017

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## Purpose

The City of Lakewood has been building towards the development of a Central Business District Subarea Plan since its incorporation in 1996. The community identified early on the desire to improve urban design in Lakewood, and while the City has taken steps in that direction the Central Business District Subarea Plan will represent the most significant effort to date. The Plan will allow the City and community to develop an aspirational yet realistic vision for the downtown that builds upon past efforts.

This Public Participation Plan is designed to promote meaningful community engagement and outreach to ensure the Central Business District Subarea Plan reflects the Lakewood community's desires and needs and lays a foundation to create the district's best future.

*This document is an annotated outline that will be fleshed out in the first month of the project.*

## Public Outreach & Engagement Guiding Principles

*Develop guiding principles with City officials and staff. The mid-August meeting with the Planning Commission would be an opportunity to review and expand on the guiding principles. Example guiding principles could include:*

- *Be Inclusive.*
- *Make public engagement enjoyable and accessible.*
- *Allow for aspirational and big-picture thinking.*
- *Stay in Touch.*
- *Provide easy and convenient access to project information.*
- *Document and Learn from Outreach Efforts.*
- *Gain support for the final Plan.*

*Sub-bullets will elaborate on how to implement guiding principles, e.g. for Stay in Touch, identify a point of contact, maintain a contact list, etc.*

## Stakeholders & Audiences

*The Public Participation Plan is designed to reach all audiences that may have an interest in the Central Business District Subarea Plan, including but not limited to:*

- *General Public*
- *Businesses*
- *Interested property owners and developers*
- *Community organizations*
- *Appointed and elected officials*

*The Public Participation Plan will describe the audiences and potential expectations and outreach methods.*

*Across the audiences, ensure that outreach techniques and materials reach residents, property owners, and businesses including those with different ethnicities and primary languages (e.g. Spanish, Korean, etc.). This would involve engaging interpreters to help translate materials into these languages, and to support in-person selected outreach events as appropriate.*

## Public Engagement Strategies & Activities

*Public engagement strategies will include use of a project website, social media, an online survey, stakeholder interviews and focus groups, public workshops, and attending City events such as the farmer's market. It also includes targeted outreach and engagement for hard to reach groups within the community.*

### BUILDING AWARENESS

*For this phase, activities could include:*

- *Project branding concepts will be developed to create a strong project identity to increase project awareness and participation in the planning process.*
- *Set up dedicated web page.*
- *Develop templates for outreach materials.*
- *Distribute materials (e.g. fliers, project business cards) at community events and standing meetings of stakeholder groups.*
- *Social media strategies, perhaps building off the #IamLakewood campaign*

### ADVERTISING EVENTS

*Describe methods of advertising the online survey and public meetings, such as:*

- *Project website*
- *Press releases*
- *Community newsletter*
- *Postcards, fliers, and FAQs*



- *Sending information to key stakeholders to distribute to their networks*
- *Other methods the City has found effective*

## OUTREACH AND ENGAGEMENT

### Targeted Outreach

*The city and the CBD reflect a diverse community with businesses and residents that reflect different ethnicities and primary languages (e.g. Spanish, Korean, etc.). Traditional outreach efforts do not typically engage such groups. Businesses often have different needs and preferences for time and type of participation. This targeted outreach will help identify key contacts for follow up in interviews, surveys, or focus groups, or workshop participation. Make use of interpreters regarding materials and to help facilitate in-person meetings.*

*Describe outreach activities to “hard to reach” groups identified in the Public Participation Plan.*

- *Phone calls, attendance at community events or meetings, or canvassing.*
- *Examples:*
  - *Call churches serving ethnic communities, e.g. Korean community, to find pastors that take an interest in the plan. These leaders could help recruit people for a focus group, or distribute postcards to take the online survey.*
  - *Conduct business district canvas.*
  - *Following up with phone calls or emails to keep contacts in hard to reach groups aware and interested in the project progress.*
  - *Getting on the agenda at a community meeting to discuss the plan.*

### Stakeholder Interviews, Focus Groups, Online Survey

- *Interview key stakeholders in community to help define outreach objectives, methods, and general input on the CBD Subarea Plan. Use interviews to help identify participants in focus groups as needed.*
- *Conduct focus groups at visioning and/or draft plan stage to get targeted input on the Plan effort, particularly with individuals that may not participate in workshops or meetings. Participants may include residents, business and property owners, developers, and community organizations.*
- *Develop online survey questions with City staff and time it to occur with the Community Workshops. Translate online survey into Spanish and Korean as appropriate.*

### Community Workshops

- *Conduct a 3-day workshop in Lakewood focused on the community vision and development of plan alternatives. This workshop will include an evening event on opening night, a Downtown walking tour with the public, small group workshop exercises, open studio hours for the consultant team to work and the public is invited to stop by and provide input, and presentation by the consultant team on the outcomes of the workshop.*
- *A second workshop will focus on public input on the plan alternatives. This workshop will be a single*

event in the evening including a presentation on the alternatives and opportunities for public input with a mixture of an open-house and small group discussions.

### Pop-Up Events

Conduct four pop-up events that bring activities and information to engage the community where they are. Such events could demonstrate how a future public space could work and could be locations to take surveys. They would be staged in busy locations.

Two events are anticipated to be conducted at the time of the Community Workshops and two would be held separately. The four events are preliminarily anticipated to include the following locations:

- Pierce Transit Station
- Farmers’ Market
- Park Lodge Elementary
- Lakeview Hope Academy

### Legislative Meetings

Support the legislative review process with the Planning Commission and City Council including public hearings, drafting the adopting resolution or ordinance, and providing supporting materials on the planning process and public outreach during plan development.

## ACTIVITIES AND ROLES

This section will summarize the key outreach strategy and activities and roles and responsibilities between City staff, the consultants, and others.

Outreach Strategies Phases/Activity	Key Actions	Roles & Responsibilities
<i>Building Awareness</i>		
<i>Project Branding</i>	▪	▪
<i>Dedicated Website</i>	▪	▪
<i>Outreach Material Templates</i>	▪	▪
<i>Advertising Events</i>		
<i>Project Website</i>	▪	▪
<i>Press Releases, Community Newsletter</i>	▪	▪
<i>Postcards, Fliers, FAQs</i>	▪	▪
<i>Sending information to key stakeholders</i>	▪	▪
<i>Outreach and Engagement</i>	▪	▪
<i>Targeted Outreach</i>	▪	▪
<i>Interviews</i>	▪	▪

Outreach Strategies Phases/Activity	Key Actions	Roles & Responsibilities
<i>Focus Groups</i>	▪	▪
<i>Online Survey</i>	▪	▪
<i>Community Workshops</i>	▪	▪
<i>Pop-up Events</i>	▪	▪
<i>Legislative Meetings</i>	▪	▪