

Ward 1
Melvin Taylor
Deb Wilson



Ward 2
David Gakin
Jerry Rajcich

Ward 3
Kevin Moynihan
Scott Prato

Ward 4
Carrie Hubbard
Deb Hodgkin

Ward 5
Joshua Francy
Michelle Nipper

Ward 6
John Shaw
Sydney Swor

Honorable Mayor Douglas Orr



ABERDEEN CITY COUNCIL REGULAR MEETING AGENDA

200 E Market Street
Aberdeen City Hall
Wednesday, January 14, 2026
6:30 p.m.

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ELECTIONS
 - A. Election of Council President
 - B. Election of Committee-on-Committee Members
5. APPROVAL OF THE AGENDA
6. PUBLIC COMMENT PERIOD

The public may comment on subjects of interest not listed on the agenda or items listed on the Consent Agenda. The City of Aberdeen requests that you provide your full name. If you reside in Aberdeen, please also include your Ward number; if you do not reside in Aberdeen, please state the city in which you live. Please limit comments to three (3) minutes to ensure all citizens have sufficient time to speak.

7. CONSENT AGENDA

Item on the Consent Agenda are considered to be routed by the Council and will be enacted on with a motion unless separate discussion is requested. Approval of the Consent Agenda authorizes the Mayor to implement each item in accordance with staff recommendations.

- A. Minutes from December 10, 2025
 - B. Accounts Payable / Payroll
 - C. Repealing Resolution 2025-10
8. OATH OF OFFICE – Swearing-In Newly Elected Student Council Representatives
 - A. Justin Jacobs – Student Council Representative
 - B. Aidan Vicario – Alternate Student Council Representative
9. MAYOR’S REPORT
10. COUNCIL REPORTS
11. STAFF REPORTS
 - A. City Administrator’s Report
 - B. Director’s Reports
12. PRESENTATIONS
 - A. Housing- Lisa Scott
13. REQUESTS FOR COUNCIL ACTION
 - A. Finance

1. Reports

- a. Request recommending City Council award the 2026 Lodging Tax Grants as presented and authorize the Mayor to sign the grant agreements with each organization.

2. Resolutions

- a. Requesting City Council adopt the Surplus of Personal Property Policy by Resolution.
- b. Requesting City Council adopt the Investment Policy by Resolution.
- c. Requesting City Council authorize the surplus of the 1995 Ford F250 XL 2dr truck.

B. Public Safety – No Reports

C. Public Works

1. Reports

- a. Requesting City Council authorize the Public Works Department to award the project and authorize the Mayor to sign the contract agreement with Coatings Unlimited.
- b. Requesting City Council authorize the Public Works Department to award the CM Services contract and authorize the Mayor to sign the contract agreement with Gray and Osborne.

D. Special Committee Items

1. Reports

- a. Requesting City Council adopt the attached job description and create the job classification for MTP Police Services Specialist.
- b. Requesting City Council approve the hiring of the Lateral Police Officer at the top step of the Police Officer pay scale.

2. Appointments

- a. Library Board Member

1. AC Anna Loup

14. PUBLIC COMMENT PERIOD

15. GOOD OF THE ORDER

16. EXECUTIVE SESSION (2)

- A. RCW 42.30.110(1)(i) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or finance consequence to the agency.

17. ADJOURNMENT

The City of Aberdeen does not discriminate against or exclude anyone from participation in public meetings. Requests for assistance should be made by contacting the Human Resources Department at 360-537-3207, 24 hours in advance of the meeting.
Thank you.



CITY OF ABERDEEN
Washington
Since 1884

City Council Meeting Minutes

Aberdeen City Hall • Council Chambers
200 E. Market Street
Aberdeen, WA 98520
Aberdeenwa.gov

Meeting Date: December 10, 2025

Location: The physical location of the Council Meeting was at City Hall, 200 E. Market Street, Aberdeen, Washington. The meeting was conducted as a hybrid meeting with in-person and virtual participation options.

COUNCIL MEETING

Call to Order:

The regular meeting of the Aberdeen City Council was called to order at 6:30 P.M. by Mayor Orr.

Roll Call:

Francy, Gakin, Hodgkin, Hubbard, Lawrence, Maki, Morrison, Pieraccini, Prato, Swor, Mayor Orr.
Ellis, Taylor Absent.

Flag Salute

Approval of the Agenda

Motion to approve the agenda by Council President Swor. Motion to amend the agenda by Council President Swor, seconded by Councilmember Hubbard. Carried by voice vote. Motion to approve amended agenda by Council President Swor, seconded by councilmember Prato. Carried by voice vote.

Public Comments

Public Comment Period opened. Three comments taken. One written public comment submitted.

Consent Agenda

Motion to approve the Consent Agenda including the minutes from November 12, 2025, by Council President Swor, seconded by Councilmember Hubbard. Carried by voice vote.

Mayors Report – Mayor Orr gave a report.

Council Reports – No reports given.

Presentation from City Administrator, Ruth Clemens on the Quarterly Performance Measures for the 3rd Quarter of 2025. Discussion.

Oath of Office – **County Auditor Joe Maclean administered the Oath of Office to newly elected Councilmembers Deb Wilson Ward 1, Jerry Rajcich Ward 2, Kevin Moynihan Ward 3, Carrie Hubbard Ward 4, Joshua Francy Ward 5, Michele Nipper Ward 5, John Shaw Ward 6.**

Staff Reports – HR Director Dani Smith gave a report. Parks Director Stacie Barnum gave a report.

Requests for Council Action

Finance: *Chair Prato*

Requesting City Council to open a Public Hearing regarding the updated AWC B&O Tax Model Ordinance. (Bill #25-13) **Motion to open the public hearing by Councilmember Prato at 7:08 p.m., seconded by Councilmember Piericini. Carried by voice vote. No comments taken. Motion to close public hearing by Council President Swor at 7:09 p.m., seconded by Councilmember Piericini. Carried by voice vote.**

Requesting City Council open a Public Hearing regarding adjusting the current Low-income Senior rate income threshold from 300% of the poverty guidelines to 200% of the Poverty guidelines. (Bill #25-16) **Motion to open the public hearing by Councilmember Prato at 7:10 p.m., seconded by Councilmember Hodgkin. Carried by voice vote. No comments taken.**

Motion to close public hearing by Council President Swor at 7:11 p.m., seconded by Councilmember Francy. Carried by voice vote.

2nd Reading - Requesting City Council to adopt the updated AWC B&O Tax Model Ordinance. (Bill #25-13) **Motion by Councilmember Prato, seconded by Councilmember Hubbard. Carried by voice vote. Motion by Councilmember Prato, seconded by Council President Swor to suspend the rules and accept the second reading as the third and move into final passage. Carried by Roll Call vote 10/1. Councilmember Morrision voted no. Ordinance 6733 passed.**

2nd Reading - Requesting City Council to adjust the current Low-income Senior rate income threshold from 300% of the poverty guidelines to 200% of the Poverty guidelines. (Bill #25-16) **Motion by Councilmember Prato, seconded by Councilmember Francy. Carried by voice vote. Motion by Councilmember Prato, seconded by Council President Swor to suspend the rules and accept the second reading as the third and move into final passage. Carried by Roll Call vote 10/1. Councilmember Morrision voted no. Ordinance 6734 passed.**

Public Safety: *Chair Pieraccini*

Requesting City Council to authorize the Mayor to sign the 2025 Agreement for Emergency Medical Services between the City of Aberdeen and Grays Harbor Fire District 10. **Motion by Councilmember Piericcini, seconded by Councilmember Hubbard. Carried by voice vote.**

Requesting City Council approve the Fire Chief to sign the Forestland Response Agreement, Amendment No. 3 between the Aberdeen Fire Department and the Washington State Department of Natural Resources. **Motion by Councilmember Piericcini, seconded by Councilmember Francy. Carried by voice vote.**

Requesting City Council approval for the Interlocal agreement with the City of Cosmopolis for Law Enforcement Services. **Motion by Councilmember Piericcini, seconded by Councilmember Hubbard. Carried by voice vote.**

Public Works: *Chair Francy* – **Report was given.**

Requesting City Council to authorize the Mayor to execute the Grant Agreement with the Federal Railroad Administration, when received. **Motion by Councilmember Lawrence, seconded by Councilmember Morrison. Carried by voice vote.**

Requesting City Council to award the Electrical Equipment Bid to Advanced Electrical Technologies out of Aberdeen, Washington for the Farragut Pump Station. **Motion by Councilmember Francy, seconded by Council President Swor. Carried by voice vote.**

Requesting City Council to award the Pump Equipment Bid to Apsco LLC out of Redmond, Washington for the Farragut Pump Station. **Motion by Councilmember Francy, seconded by Councilmember Lawrence. Carried by voice vote.**

Requesting City Council adopt the Americans with Disabilities Act (ADA) Self- Evaluation and Transition Plan by Resolution. **Motion by Councilmember Francy, seconded by Councilmember Lawrence. Carried by voice vote.**

Requesting City Council authorize the Public Works Director to execute Task Order No. 2 with Quality Controls Corporation. **Motion by Councilmember Francy, seconded by Councilmember Lawrence. Carried by voice vote.**

Special Agenda Items: *Council President Swor*

Requesting City Council to open a Public Hearing regarding the adoption of the Revised Voluntary Separation Incentive Program Ordinance #6722. (Bill #25-15) **Motion to open the public hearing by Council President Swor at 7:18 p.m., seconded by Councilmember Hubbard. Carried by voice vote. No comments taken. Motion to close public hearing by Council President Swor at 7:19 p.m., seconded by Councilmember Francy. Carried by voice vote.**

City Council adopt the AFSCME Union 2026-2028 Collective Bargaining Agreement. **Motion by Council President Swor, seconded by Councilmember Pieraccini. Discussion. Carried by voice vote.**

Requesting City Council to adopt the Aberdeen Police Administrators Union/Teamsters 2026-2028 Collective Bargaining Agreement. **Motion by Council President Swor, seconded by Councilmember Francy. Carried by voice vote.**

Requesting City Council adopt the Aberdeen Police Officers Guild/Teamsters 2026-2028 Collective Bargaining Agreement. **Motion by Council President Swor, seconded by Councilmember Francy. Carried by voice vote.**

Requesting City Council adopt the IAFF Local 315s 2026-2028 Collective Bargaining Agreement. **Motion by Council President Swor, seconded by Councilmember Francy. Carried by voice vote.**

Requesting City Council adopt the Sound Defenders Indigent Defense Contract. **Motion by Council President Swor, seconded by Councilmember Francy. Discussion. Carried by voice vote.**

2nd Reading - Requesting City Council to adopt the Revised Voluntary Separation Incentive Program Ordinance #6722 (Bill #25-15) **Motion by Council President Swor, seconded by Councilmember Hubbard. Carried by voice vote. Motion by Council President Swor, seconded by Councilmember Hubbard to suspend the rules and accept the second reading as the third and move into final passage. Carried by Roll Call vote 10/0. Ordinance 6735 passed.**

Public Comments

Public Comment Period opened. Two comments taken.

Good of the Order – **Motion by City Administrator Clemens to repeal the EMS Resolution 2025-10, seconded by Councilmember Hubbard. Discussion. Carried by Roll Call vote 10/0. Motion carries.**

Executive Session

Motion by Council President Swor, seconded by Councilmember Hubbard to recess into executive session for up to 30 minutes with action not anticipated after for the purpose of and In accordance with RCW 42.30.110(1)(b) to discuss consideration of a site or acquisition of real estate at 7:36PM. Carried by voice vote. Motion to reconvene Councilmember Hubbard; seconded by Council President Swor; reconvened at 8:09PM. Carried by voice vote.

Motion to adjourn by Councilmember Hubbard, seconded by Councilmember Pieraccini. Carried by voice vote.

The meeting is adjourned at 8:09 p.m.

Katy Williamsen, FINANCE DIRECTOR

Douglas Orr, MAYOR



CITY OF ABERDEEN
Washington
Since 1884

Request for Council Action

Date Action is Requested: January 14, 2025

Subject: **Award of 2026 Lodging Tax Grants and authorize the Mayor to sign the grant agreements**

COMMITTEE:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Finance | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Public Safety | <input type="checkbox"/> Special Agenda Item |

TYPE OF ACTION REQUESTED:

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Resolution |
| <input checked="" type="checkbox"/> Motion | <input type="checkbox"/> Discussion |
| <input type="checkbox"/> No Action - Information Only | <input type="checkbox"/> Other |

SUMMARY OF REQUEST: Approval of grant awards to 13 applicants totaling \$138,700, recommended by the LTAC, and authorize the Mayor to sign grant agreements with each organization.

POLICY IMPLICATIONS:

- ☒ This action is in accordance with current policies and procedures.
- ☐ This action would require a new ☐ policy ☐ ordinance ☐ resolution ☐ other action from the Council.
- ☐ This action requires a revision to ☐ policy ☒ ordinance ☐ resolution ☐ other.
- ☐ Does not affect current policies and procedures.

FISCAL IMPACT: LTAC Grants totaling \$90,000 are included in the 2026 Budget. The Hotel/Motel Tax Fund will need to be amended to: Community Projects = \$111,200 and Transfers Out = \$30,000 (Fund 132 and Fund 102). The Fund currently has a balance of approximately \$394,500.

BUDGETARY STATUS:

- ☐ Funds have already been authorized in this year's budget.
- ☐ This is an extra-budget expenditure.
- ☒ Funds will be requested for this action, if approved, in next year's budget.
- ☐ This action will bring in additional revenue.
- ☐ This action will require city staff time and/or labor.
- ☐ This action has no budgetary implications.
- ☐ This action will reduce expenditures.
- ☐ Other: Ensure financial viability of the program

BACKGROUND/RATIONALE: The City of Aberdeen Lodging Tax Advisory Committee met and reviewed 14 applications for lodging tax grants on December 9, 2025, 13 applications are being recommended for approval. Organizations in attendance gave short presentations and answered committee questions. After much discussion and consideration, the LTAC recommends the following grant awards: DAA Red, White & Boom -\$10,000, Driftwood Players - \$7,500, Out and Proud GH - \$2,500, Grays Harbor Seaport - \$2,500, Pacific NW Music Project - \$30,000, DAA Summerfest Goes West - \$5,500, DAA Winterfest - \$4,500, PAWS of Grays Harbor Pup Crawl - \$2,000, HAG ghOST Project - \$20,000, Intermountain Foundation - \$18,200, HISTORY98520 - \$6,000, City of Aberdeen Beautification - \$15,000, City of Aberdeen Holiday Décor - \$15,000. Grant awards total \$138,700.

RECOMMENDATION(S): It is recommended that the City Council award the 2026 Lodging Tax Grants as presented and authorize the Mayor to sign the grant agreements with each organization.

REVIEWED BY LEGAL: ☐ YES ☐ NO ☒ NOT REQUIRED

ATTACHMENTS:

- Budget worksheet
- LTAC December 9, 2025 Meeting Minutes

Katy Williamsen, Finance Director

Staff Name

Scott Prato

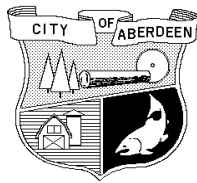
Committee Chair Name

Staff Signature

Committee Chair Signature

This request aligns with the following City Council Values:

- | | |
|---|--|
| <input type="checkbox"/> Workforce Engagement & Development | <input type="checkbox"/> Vibrant, Safe & Healthy Community |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Infrastructure Investment |
| <input checked="" type="checkbox"/> Fiscal Responsibility | <input type="checkbox"/> Communications & Outreach |



**CITY OF ABERDEEN
LODGING TAX COMMITTEE MEETING**

Tuesday, December 9th at 5:30 p.m.
Aberdeen City Hall, 200 E Market Street

MINUTES

Those in attendance-Scott Prato, Finance Chair

Committee Members: Lee Bacon, Bobbi McCracken, Jackie Elsos,

i. **Absent:** Navpreet Saroya

Staff Representative- Stacie Barnum, Parks Director & Katy Williamsen, Finance Dir

ii. Stacie gave an overview of format, rules, and RCW

Presentations by Applicants – each applicant gave a brief presentation and then answered questions by committee members.

- b. Red, White & Boom, Bette Worth - \$10,000
- c. Driftwood Players, Gerald Johnson (KXRO) - \$7,500
- d. GH Pride Festival, Steven Puvogel,- \$2,500
- e. GH Historical Seaport, Brennan Phillips - \$5,000. *Reduced award to \$2,500, motion by Prato, 2nd McCracken, all yeas.*
- f. PNWMP- Pacific NW Music Project, Dani Bacon - \$30,000
- g. Summerfest, Downtown Ab Assoc, Bette Worth - \$5,500
- h. Winterfest, Downtown Ab Assoc, Bette Worth- \$4,500
- i. PAWS of GH, Stacie Barnum - \$2,000
- j. ghOST Project, Harbor Art Guild, Marshelle Backes- \$20,000
- k. Intermountain Foundation, Ben Winkleman - \$18,200
- l. HISTORY98520, Ruth Hamilton - \$6,000
- m. Beautification, Ab Parks, Stacie Barnum - \$15,000
- n. Traffic Control, City of Ab, Stacie Barnum – requested \$20,000. *Did not approve request, motion by Prato, 2nd McCracken, all Nays.*
- o. Holiday Decorations, City of Ab, Stacie Barnum - \$15,000

Committee Discussion and Recommendations

- a. TOTAL REQUESTS = **\$161,200** (fund balance estimate of **\$409,474**)
- b. TOTAL BUDGETED FOR PROJECTS= **\$90,000**
- c. Motion by Prato, 2nd by McCracken, to approve as requested the following: Red, White & Boom; Driftwood Players; GH Pride Festival; PAWS of GH; ghOST Project; Intermountain Foundation; HISTORY98520; City Beautification; and City Holiday Decorations., all yeas. APPROVED
- d. *Motion by Prato, 2nd McCracken*, to approve request from Pacific NW Music Project; 3 yeas 1 recuse (Bacon) APPROVED
- e. *Motion by Prato, 2nd McCracken*, to approved request from Summerfest; Winterfest, 3 yeas, 1 recuse (McCracken) APPROVED

Recommendations will be submitted to the Aberdeen City Council for review and approval at their January meeting.

LTAC WORKSHEET 2026 LODGING TAX REPORT

USE OF FUNDS	2026 Applicant Requests	2026 LTAC Recommendations	2026 Council Approved	Estimated Staff Costs	State Report Received	Non Profit Status
Amount Budgeted for Community Projects	\$90,000					
COMMUNITY REQUESTS						
Red White & Boom, DAA	\$10,000	\$10,000	\$0		n/a	601411036
Driftwood Players - Spotlight Ab	\$7,500	\$7,500	\$0	\$605	n/a	601210353
GH Pride Festival -Out and Proud GH	\$2,500	\$2,500	\$0	n/a	yes	603409117
GHH Seaport - off season marketing	\$5,000	\$2,500	0	n/a	n/a	602929234
PNMP Pacific NW Music Project	\$30,000	\$30,000	\$0	n/a	yes	605086216
Summerfest Goes West - DAA	\$5,500	\$5,500	\$0	\$605	yes	601411036
Winterfest - DAA	\$4,500	\$4,500	\$0	n/a	n/a	601411036
PAWS of GH - Pup Crawl	\$2,000	\$2,000	\$0	n/a	n/a	600365402
ghOST Project - Harbor Art Guild	\$20,000	\$20,000	\$0	n/a	yes	603047973
Intermountain Foundation - Crave!TV	\$18,200	\$18,200	\$0	n/a	n/a	81-5319087
HISTORY98520	\$6,000	\$6,000				
Sub-Total	\$111,200	\$108,700	\$0	\$1,210		
CITY REQUESTS						
Beautification - Aberdeen Parks	\$15,000	\$15,000	\$0	n/a	yes	GOVT
Traffic Control - Aberdeen Public Works	\$20,000	\$0	\$0	n/a	yes	GOVT
Holiday Décor - City of Ab	\$15,000	\$15,000	\$0	n/a	n/a	GOVT
Sub-Total City projects	\$50,000	\$30,000	\$0			
Total Project's	\$161,200	\$138,700	\$0			



CITY OF ABERDEEN
Washington
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Request for Council Action

Date Action is Requested: January 14, 2026
Subject: **Adoption of Surplus of Personal Property Policy**

COMMITTEE:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Finance | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Public Safety | <input type="checkbox"/> Special Agenda Item: |

TYPE OF ACTION REQUESTED:

- | | |
|---|--|
| <input type="checkbox"/> Ordinance No. | <input checked="" type="checkbox"/> Resolution No. 2026-02 |
| <input type="checkbox"/> Motion | <input type="checkbox"/> Discussion |
| <input type="checkbox"/> No Action - Information Only | <input type="checkbox"/> Other: |

SUMMARY OF REQUEST: Adopt a policy to establish a method to dispose of City owned personal property that has been determined surplus.

POLICY IMPLICATIONS:

- ☐ This action is in accordance with current policies and procedures.
- ☐ This action would require a new ☐ policy ☐ ordinance ☐ resolution ☐ other action from the Council.
- ☒ This action requires a revision to ☒ policy ☐ ordinance ☐ resolution ☐ other.
- ☐ Does not affect current policies and procedures.

BUDGETARY STATUS:

- ☐ Funds have already been authorized in this year's budget.
- ☐ This is an extra-budget expenditure.
- ☐ Funds will be requested for this action, if approved, in next year's budget.
- ☐ This action will bring in additional revenue.
- ☐ This action will require city staff time and/or labor.
- ☒ This action has no budgetary implications.
- ☐ This action will reduce expenditures.
- ☐ Other:

BACKGROUND/RATIONALE: The City needs to adopt a policy to establish a method to dispose of City owned personal property that has been determine to be surplus. The policy outlines the delegation of authority for the sale/disposal of surplus personal property and establishes the thresholds for approval. The policy also outlines the methods of disposal/sale that are approved. This policy will help the City

with guidelines for handling surplus property in a uniform and consistent manner that adheres to State statutes and guidelines.

RECOMMENDATION(S): That the City adopt the Surplus of Personal Property Policy as presented.

REVIEWED BY LEGAL: ☒ YES ☐ NO ☐ NOT REQUIRED

ATTACHMENTS:

- Policy
- Resolution No. 2026-02

Katy Williamsen

Staff Name

Scott Prato

Committee Chair Name

Staff Signature

Committee Chair Signature

This request aligns with the following City Council Values:

- | | |
|---|--|
| <input type="checkbox"/> Workforce Engagement & Development | <input type="checkbox"/> Vibrant, Safe & Healthy Community |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Infrastructure Investment |
| <input checked="" type="checkbox"/> Fiscal Responsibility | <input type="checkbox"/> Communications & Outreach |



Revised:
Approved:

SURPLUS OF PERSONAL PROPERTY POLICY

PURPOSE

- I. The City has established a method to dispose of City owned personal property determined to be surplus.
 - Disposition of surplus real property is addressed under AMC Chapter 3.110.
 - Disposition of seized or forfeited property is covered by Aberdeen Police Department policies 601 and 801.
- II. Surplus property means the property has become unserviceable, inadequate, obsolete, worn out, or unfit to be used in City operations or useful to any person or public entities.
- III. Property that has been purchased with grant funds will be disposed of in accordance with the award documents and the granting agencies' requirements.

REQUIREMENTS

- I. Delegation of Authority
 - A. The City Council (Council) has designated the City Administrator to oversee the sale/disposal of City surplus property.
 1. The City Administrator has designated the Finance Director to manage the sale of surplus property to the public so long as the sale/disposal is consistent with prudent municipal practices.
 2. The City Administrator has authority to declare surplus property with an estimated remaining value of less than \$5,000. The Council shall declare all surplus property above this threshold.
 - B. A report of all surplus property will be given to City Council on a yearly basis.
- II. Value
 - A. State law requires the City to obtain "fair market value" as consideration for surplus property it leases, sells, or otherwise disposes of to non-governmental entities.

III. Selling Surplus Property

A. Personal Property

1. Any sale of personal property originally acquired for public utility purposes with a fair market value over \$50,000 must follow the requirements of RCW 35.94.040 including a public hearing and resolution passed by Council.
2. Any intergovernmental sale of personal property with a fair market value over \$50,000 requires the City to hold a public hearing in accordance with RCW 39.33.020.
3. The City will sell surplus property at an open, competitive public sale (auction or pursuant to sealed bid) in an effort to get the best value for the City.
4. The City may choose to sell surplus property by private sale or other means as deemed to be in the best public interest.
5. The City Administrator or designee may authorize any reasonable means of disposition of surplus personal property which has no fair market value, or when the cost of selling the property exceeds the fair market value.

B. Scrap metals and materials

1. The Public Works Supervisor will:
 - a. Dispose of scrap material in a cost effective and efficient manner that achieves the highest net proceeds for the City.
 - b. Retain written documentation on all sales.
2. All such sales will be “as is” and without recourse to the City and may include such other terms and conditions as the Public Works Supervisor deems advisable. The terms of the sale of surplus material will be reported to the Council annually.

IV. Selling or transferring surplus property to other public agencies or municipalities (intergovernmental disposition of property)

- #### A. The City may sell, transfer, exchange, or otherwise dispose of any property to any municipality of the state or federal government for “full value” and on terms that are mutually agreed upon. These public agencies or municipalities include, but are not limited to:
1. Other Cities
 2. Public schools
 3. Not for profit organizations

4. Other utilities
- B. The City will follow the requirements set out in RCW 39.33 when disposing of property to another government entity.
- C. In certain instances, when an item is proven to have no value and/or the cost to dispose exceeds any potential value, the Finance Director will consider requests to transfer the item(s) to an intergovernmental agency subject to approval by the City Administrator or designee.

DEFINITIONS

Personal property: Any movable or intangible item of value that is owned by the City. This includes furniture, vehicles, equipment, computers, tools, etc. Personal property generally refers to anything that is not real property (land and buildings).

Surplus property: Property that is no longer useful or needed because it is broken, outdated, or worn out and cannot be used anymore for the City's needs.

Disposition: Surplus property can only be disposed of with prior approval, using the process dictated by its fair market value, which must be determined to start the process.

Fair Market Value: Fair market value is the price someone would pay for an item today in its current condition. This can be determined by checking on similar items for sale or consulting experts.

HISTORY:

Effective:

REFERENCES:

RCW 35.22.280; RCW 35.94.040; RCW 39.33; Surplus and Disposal of City Property Procedure

ATTACHEMENTS:

None

FORMS:

Surplus Item Request Form

RESOLUTION No. 2026-02

**A RESOLUTION OF THE CITY OF ABERDEEN, WASHINGTON, ADOPTING A
SURPLUS POLICY FOR PERSONAL PROPERTY OF THE CITY OF ABERDEEN**

WHEREAS, the City recognizes the need to adopt a Surplus Policy to establish a method to dispose of City owned personal property determined to be surplus, meaning the property has become unserviceable, inadequate, obsolete, worn out, or unfit to be used in City operations.

WHEREAS, the proposed Surplus Policy has been reviewed and discussed by the Council, and it is deemed to be in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF ABERDEEN, WASHINGTON, DOES HEREBY APPROVE AND ADOPT THE SURPLUS OF PERSONAL PROPERTY POLICY.

RESOLVED FURTHER that the officers and management of the City are authorized and directed to implement and enforce the policy as adopted;

RESOLVED FURTHER that a copy of this resolution and the adopted policy shall be maintained in the City's official records.

This resolution shall take effect immediately upon its passage, signing, and publication.

PASSED and APPROVED this 14th day of January, 2026.

ATTESTED:

Douglas Orr, Mayor
City of Aberdeen

Katy Williamsen
Finance Director/City Clerk



Request for Council Action

Date Action is Requested: January 14, 2026

Subject: **Adoption of Investment Policy**

COMMITTEE:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Finance | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Public Safety | <input type="checkbox"/> Special Agenda Item: |

TYPE OF ACTION REQUESTED:

- | | |
|---|--|
| <input type="checkbox"/> Ordinance No. | <input checked="" type="checkbox"/> Resolution No. 2026-01 |
| <input type="checkbox"/> Motion | <input type="checkbox"/> Discussion |
| <input type="checkbox"/> No Action - Information Only | <input type="checkbox"/> Other: |

SUMMARY OF REQUEST: Adopt a policy to establish investment objectives and parameters necessary to safeguard public funds entrusted to the City of Aberdeen

POLICY IMPLICATIONS:

- ☐ This action is in accordance with current policies and procedures.
- ☐ This action would require a new ☐ policy ☐ ordinance ☐ resolution ☐ other action from the Council.
- ☒ This action requires a revision to ☒ policy ☐ ordinance ☐ resolution ☐ other.
- ☐ Does not affect current policies and procedures.

BUDGETARY STATUS:

- ☐ Funds have already been authorized in this year's budget.
- ☐ This is an extra-budget expenditure.
- ☐ Funds will be requested for this action, if approved, in next year's budget.
- ☐ This action will bring in additional revenue.
- ☐ This action will require city staff time and/or labor.
- ☒ This action has no budgetary implications.
- ☐ This action will reduce expenditures.
- ☐ Other:

BACKGROUND/RATIONALE: The City needs to adopt a policy to in order to establish the objectives and parameters necessary to safeguard public funds entrusted to the City. This will allow diversification of the City's investment portfolio in order to maximize interest earnings over a longer period of time. This policy was designed based off a template provided by the Washington Public Treasurers Association and

is in compliance with all State and Federal guidelines. The main objectives of the policy are safety, liquidity and yield. The policy designates the Finance Director or their designee to engage in investment transactions on behalf of the City with oversight from the Finance Committee. Investments allowed by this policy are State of Washington LGIP, agencies, treasuries, corporate notes, bonds and non-negotiable CDs. Investments prohibited by this policy are equities (stocks), collateralized mortgage obligations, money market mutual funds, inverse floaters, negotiable CDs, repurchase and reverse repurchase agreements and cryptocurrency.

RECOMMENDATION(S): That the City adopt the Investment Policy as presented.

REVIEWED BY LEGAL: ☒ YES ☐ NO ☐ NOT REQUIRED

ATTACHMENTS:

- Policy
- Resolution No. 2026-01

Katy Williamsen

Staff Name

Scott Prato

Committee Chair Name

Staff Signature

Committee Chair Signature

This request aligns with the following City Council Values:

- | | |
|---|--|
| <input type="checkbox"/> Workforce Engagement & Development | <input type="checkbox"/> Vibrant, Safe & Healthy Community |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Infrastructure Investment |
| <input checked="" type="checkbox"/> Fiscal Responsibility | <input type="checkbox"/> Communications & Outreach |



Revised:
Approved:
Resolution No:

INVESTMENT POLICY

I. PURPOSE

The purpose of this Policy is:

- To establish investment objectives and parameters necessary to safeguard public funds entrusted to the City of Aberdeen (City).
- To communicate clear policy and strategy guidelines for the City's investment administration.
- To demonstrate to citizens, taxpayers and voters a transparent and accountable stewardship plan.

II. POLICY

It is the policy of the City to invest public funds in a manner which, giving first regard to safety and liquidity, will provide the highest investment return and conform to all federal, state and local statutes.

III. SCOPE

The investment policy applies to all financial assets of the City of Aberdeen.

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds
- Internal Service Funds
- Trust and Agency Funds
- Any new fund created by Council, unless specifically exempted by Council.

Investments of City funds may be made on a pooled basis across all funds, with principal and interest apportioned for the benefit of the various participating funds or for the benefit of the general fund.

IV. OBJECTIVES

The prime objectives of the City's investment activities shall be the suitability of every investment to meet the financial requirements of the City, considering, in this specific priority order:

- A. Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. Each investment transaction shall be conducted in a manner to avoid principal loss arising from security default, safekeeping, fraud, or the avoidable loss on the premature sale of an investment.
- B. Liquidity – The investment portfolio will provide liquidity sufficient to enable to City to meet all cash requirements that might reasonably be expected. This will be accomplished by either maintaining a portion of the portfolio in investment vehicles offering daily liquidity at face value, such as the Washington State Local Government Pool (LGIP) or structuring the portfolio so that securities mature concurrently with cash needs to meet anticipated demands. Because all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets.
- C. Yield, or return on investment – The City's investment portfolio shall be designed with the objective of attaining as high a rate of return as prudently possible having first satisfied the objectives of safety and liquidity.

V. DELEGATION OF AUTHORITY AND RESPONSIBILITIES

A. Enabling Legislation

All investments shall be managed in a manner responsive to public trust, consistent with state statute (Revised Code of Washington (RCW)). Authority to manage the City's investment program is derived from RCW sections [35A.40.050, 35.39.032, 36.29.020 and from Aberdeen Municipal code 3.56].

B. Delegation of Authority

This policy provides for accountability and transparency to the City Council, who authorizes the Finance Director or their designee, to engage in investment-related transactions within this policy without prior approval. The Finance Committee (comprised of four City Council members), may review and conduct oversight of transactions and monthly reporting prior to City Council review and approval. Management responsibility for the investment program is delegated by the City Administrator to the Finance Director, who shall establish procedures for investment activities and a system consistent with this investment policy. No person may engage in an

investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken.

C. Training

Such procedures shall include explicit delegation of authority to person responsible for investment transactions to provide adequate redundancy by properly trained and informed staff. All staff engaging in investment transactions shall attend public investment training, which may include staff training by a qualified Finance Director. Staff shall not engage in any allowable investment transaction for which they cannot articulate a rationale for having done so.

D. Contracted Management

Any external investment manager engaged to assist in the management of the City's investment portfolio will be held to the prudent investor standard of care (RCW 11.100.020).

VI. PRUDENCE

A. The standard of prudence to be used by investment officials shall be the "prudent investor standard" which, as enacted by State Statute (RCW 11.100.020), states:

1. A trustee shall invest and manage trust assets as a prudent investor would, by considering the purposes, terms, distribution requirements, and other circumstances of the trust. In satisfying this standard, the trustee shall exercise reasonable care, skill and caution.
2. A trustee's investment and management decisions respecting individual assets must be evaluated not in isolation but in the context of the trust portfolio as a whole and as a part of an overall investment strategy having risk and return objectives reasonably suited to the trust.

Investment officers acting in accordance with the written procedures and exercising due diligence shall be relieved of personal responsibility for individual security's credit risk or marketplace changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

B. Ethics and conflicts of interest

Officers and employees involved in the investment process shall refrain from or disclose personal business activity that could conflict with proper

execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and officers shall subordinate their personal interests to those of the City, particularly with regard to the time of purchases and sales. However, an employee is unlikely to personally own a controlling interest in a security that becomes the best investment for the City such as a highly rated medium-term note issuer and should not have to sell their personal position to serve the City.

1. **Disclosure.** Employees and investment officials shall disclose in writing to the City Administrator any material financial interests in the financial institutions to conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the portfolio. Employees and officers shall refrain from, or disclose, any personal investment transactions with the same agents with whom business is conducted on behalf of the City and shall avoid, or disclose, transactions that might impair public confidence.
2. **Gifts.** Consistent with general City policy, officers and employees involved in the investment process may not accept any valuable gift, favor or gratuity which is made based on his or her position in the City's service.

VII. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

1. **Brokers.** The Finance Director or their designee will maintain a list of brokers/dealers, which are authorized to provide investment services. To be eligible to do business with the City, a broker/dealer must provide a Broker/Dealer questionnaire that includes the following: audited financial statements, current securities-related licensing; proof of registration with the State of Washington Securities Division; provide current active municipal client references; and certification of having read the City's current investment policy.
2. **Banks.** Banking services, depository accounts and certificates of deposit, as required by state law (RCW 39.58), may be contracted only with those institutions approved by the Washington Public Deposit Protection Commission (PDPC).

VIII. AUTHORIZED INVESTMENTS

Eligible investments are only those securities and deposits authorized by statute (RCW 39.58, 39.59, 43.250 and 43.84.080). Eligible investments include:

- A. The primary investment instruments expected to be utilized in the City's Investment Portfolio are:
1. State of Washington Local Government Investment Pool (LGIP), the public funds investment account for investment and reinvestment by the state treasurer.
 2. Agencies. Federal home loan bank notes and bonds, federal land bank bonds and federal national mortgage association notes, debentures and guaranteed certificates of participation, or the obligations of any other government sponsored corporation whose obligations are or may become eligible as collateral for advances to member banks as determined by the board of governors of the federal reserve system.
 3. Treasuries. Certificates, notes, or bonds of the United States, or other obligations of the United State or its agencies, or of any corporation wholly owned by the government of the United States; or United States dollar denominated bonds, notes, or other obligations that are issued or guaranteed by supranational institutions, provided that , at the time of investment, the institution has the United States governments as its largest shareholder.
 4. Corporate notes purchase on the secondary market; with a minimum credit quality rating of upper medium investment grade – at least A by Standard and Poor's, A2 by Moody's, or A by Fitch – on the date of purchase.
- B. The following secondary investment instruments are not expected to be routinely utilized in the City's Investment Portfolio but are also authorized by State Statute and should be disclosed and explained monthly reporting.
1. Bonds of the state of Washington and any local government in the state of Washington, which bonds have at the time of investment one of the three highest credit ratings of a nationally recognized rating agency.
 2. General obligation bonds of a state other than the state of Washington and general obligation bonds of a local government of a state other than the state of Washington, which bonds have at the time of investment one of the three highest credit ratings of a nationally recognized rating agency.
 3. Supranationals – Certificates, notes, or bonds of the United States, or other obligations of the United States or its agencies, or of any U.S. dollar denominated bonds, notes, or other obligations that are issued

or guaranteed by supranational institutions, provided that, at the time of investment, the institution has the United States government as its largest shareholder.

4. Non-Negotiable certificates of deposit with financial institutions qualified by the Washington Public Deposit Protection Commission.

IX. PROHIBITED INVESTMENTS

Equities (stocks), Collateralized mortgage obligations, Money market mutual funds, Inverse Floaters, Negotiable Certificates of Deposit, Repurchase and Reverse Repurchase Agreements, and Cryptocurrency are not authorized.

Any investment type not expressly permitted in this policy is ineligible.

X. DIVERSIFICATION

Investments in securities shall not exceed the following percentages of the portfolio at time of purchase:

Washington State Local Government Pool - 100%

Treasury Securities - 100%

Government Sponsored Agency Securities - 100% (40% per issuer)

Corporate notes - 15% (the lesser of 2% or \$1 million per issuer)

Commercial Paper - 15% (the lesser of 2% or \$1 million per issuer)

Same-State/Local Securities - 15% (the lesser of 2% or \$1 million per issuer)

Certificates of deposit - 10% (the lesser of 2% or \$1 million per issuer)

Other-State/Local Securities - 5% (the lesser of 2% or \$1 million per issuer)

Same-County local government issuer – only by City Council resolution

XI. MAXIMUM MATURITIES

- Staggered maturities are to be a component of the diversified investment strategy, employed to minimize reinvestment risk due to rate fluctuations building a reasonably laddered maturity schedule.
- 20% of the portfolio, at the time of investment, will be comprised of investments in the LGIP and/or maturing within six months.
- The expected and final maturity of any security will not exceed five years at time of purchase.
- The average maturity of the portfolio will not exceed 2.5 years, including cash in depository accounts and the state investment pool. (For

purposes of this calculation, the maturity date of callable securities will be the final maturity date).

XII. DOWNGRADED SECURITIES

The City may, from time to time, be invested in a security whose rating is downgraded. In the event a rating drops below the minimum allowed by this policy, the Finance Director will review and recommend an appropriate plan of action to the City Administrator and City Council. If the City utilizes an Investment Advisor, that Investment Advisor shall notify the Finance Director and recommend a plan of action within one month. The City may continue to hold a downgraded investment to maturity if a probable outcome is the eventual realization of full value, rather than a realized loss if divested prior to maturity.

XIII. SAFEKEEPING AND CUSTODY

Security transactions entered into by the City shall be conducted on a delivery-versus-payment (DVP) basis.

Securities will be held by third party custodian designated by the Finance Director, or their designee, and evidenced by safekeeping reports which will be reconciled monthly to the portfolio. Third-party custodial reports shall be required monthly, to list, at a minimum, each individual security, CUSIP, purchase date, cost, market value, par value, and maturity date.

XIV. COLLATERALIZATION

State statute (RCW 39.58) requires that all deposits of public funds be made with qualified public depositories, protected through the actions of the Public Deposit Protection Commission (PDPC), comprised of the State Treasurer, Governor and Lieutenant Governor. State law required that all deposits of public funds over and above federally insured amounts (including Certificates of Deposit) be collateralized in accordance with regulations of the PDPC. All collateral is held by the PDPC. The PDPC ensures public funds deposited in banks are protected should a financial institution become insolvent. The name of authorized public depositories may be found at: <https://tre.wa.gov/pdpc-banks/>

XV. PERFORMANCE STANDARDS

The investment portfolio is expected to provide similar returns to the benchmark over interest rate cycles, but may underperform or outperform in certain periods.

The City's cash management portfolio shall be managed using as comparison for market yield of U.S. Treasury 0-3 year Index.

XVI. REPORTING

The Finance Director will make a monthly of all treasury activity to the Mayor, City Council and City Administrator (RCW 35.39.032).

The treasury report should provide a summary of the current investment portfolio and the individual transactions executed to show holding and activities during the reporting period conform to investment policy. The report should include the following:

- An asset listing showing par value, cost and market value, type of investment, issuer, days to maturity and interest rate of each security.
- Average days to maturity of portfolio.
- Maturity distribution of the portfolio and distribution by type of investment.
- Credit quality of portfolio holding; and,
- Average weighted yield to maturity of portfolio on investments
- Performance comparison to benchmark

XVII. INVESTMENT STRATEGY

Buy and hold. Investment holdings will not be actively traded. Investments purchased with the intent of providing investment income shall be intended to be held to maturity. Securities may be sold before they mature if market conditions present an opportunity for the City to capture a benefit or to avoid a risk, but the strategy will be primarily buy-and-hold.

Portfolio Segmenting. The Safety Segment of the Portfolio is held primarily in the City's depository bank. The Liquidity Segment of the portfolio is held primarily in the State LGIP. The Yield Segment of the portfolio is invested in a laddered portfolio comprised of Agencies, Treasuries and other authorized investments.

XVIII. INTERNAL CONTROLS

The Office of the State Auditor requires that in accordance with RCW 43.09.260, the City must undergo annual financial examinations performed by State Examiners. Investment management is to be included as part of the annual independent audit to assure compliance with this investment policy.

The City's internal controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, or unanticipated changes in financial markets. Controls which the City deems important include, but are not limited to:

- Control of collusion
- Separation of functions
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of bearer-form securities
- Specific limitations regarding securities losses and remedial action
- Clear delegation of authority to subordinate staff members
- Written confirmation of telephone transactions
- Supervisory authority of employee actions
- Minimize the number of authorized investment officials
- Documentation of transactions and strategies

XIX. INVESTMENT POLICY REVIEW, APPROVAL AND ADOPTION

This investment policy shall be adopted by resolution of the City Council. The policy shall be reviewed annually by the Finance Director and any significant modifications must be approved by resolution. This policy shall supersede any previous policy.

DEFINITIONS:

Agency - A debt security issued by a federal or federally sponsored agency. Federal agencies are backed by the full faith and credit of the U.S. Government. Federally Sponsored Agencies (FSAs) are backed by each particular agency with a market perception that there is an implicit government guarantee. (Also see FEDERAL AGENCY SECURITIES and GOVERNMENT SECURITY)

Amortization - In portfolio accounting, periodic charges made against interest income on premium bonds in anticipation of receipt of the call price at call or of par value at maturity.

Average Maturity - A weighted average of the expiration dates for a portfolio of debt securities. An income fund's volatility can be managed by shortening or lengthening the average maturity of its portfolio.

Bond - A long-term debt security, or IOU, issued by a government or corporation that generally pays a stated rate of interest and returns the face value on the maturity date.

Book Entry Securities - U.S. government and federal agency securities that do not exist in definitive (paper) form; they exist only in computerized files maintained by the Federal Reserve Bank.

Book Value - The amount at which an asset is carried on the books of the owner. The book value of an asset does not necessarily have a significant relationship to market value.

Broker - A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides.

Bullet – Non-callable. The investment can be held to maturity without concern that it will be called. [propose adding]

Callable – An investment that the issuer has the right to redeem, or buy back, the security at a call date or during a range of call dates. [propose adding]

Certificates of Deposit - Certificates of Deposit, familiarly known as CDs, are certificates issued against funds deposited in a bank for a definite period of time and earning a specified rate of return.

Collateral: Property (as securities) pledged by a borrower to protect the interest of the lender.

Corporate Bond/Note – A debt security issued by a corporation. The backing for the bond is usually the payment ability of the company, which is typically money to be earned from future operations. Corporate bonds are considered higher risk than government bonds. As a result, interest rates are almost always higher, even for higher credit quality companies. Most corporate bonds have maturities greater than one year. Corporate debt that matures in less than one year is typically called commercial paper.

Credit Quality - The measurement of the financial strength of a bond issuer. This measurement helps an investor to understand an issuer's ability to make timely interest payments and repay the loan principal upon maturity. Generally, the higher the credit quality of a bond issuer, the lower the interest rate paid by the issuer because the risk of default is lower. Credit quality ratings are provided by nationally recognized rating agencies.

Credit Risk - The risk that another party to an investment transaction will not fulfill its obligations. Credit risk can be associated with the issuer of a security, a financial institution holding the entity's deposit, or a third party holding securities or collateral. Credit risk exposure can be affected by a concentration of deposits or investments in any one investment type or with any one party.

Cryptocurrency – a digital currency verified by a decentralized system using cryptography, outside a centralized government or authority; a foreign currency with no country.

Custodian – An independent third party (usually bank or trust company) that holds securities in safekeeping as an agent for the county. Also known as a safekeeping.

Dealer - A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

Delivery - The providing of a security in an acceptable form to the County or to an agent acting on behalf of the County and independent of the seller. Acceptable forms can be physical securities or the transfer of book entry securities. The important distinction is that the transfer accomplishes absolute ownership control by the County

Delivery vs. Payment (DVP)- There are two methods of delivery of securities: Delivery vs. payment and delivery vs. receipt (also called free). Delivery vs. payment is delivery of securities with an exchange of money for the securities. Delivery vs. receipt is delivery of securities with an exchange of a signed receipt for the securities.

Depository bank - A bank used as the point of deposit for cash receipts.

Depository Insurance - Insurance on deposits with financial institutions. For purposes of this policy statement, depository insurance includes: a) Federal depository insurance funds, such as those maintained by the Federal Deposit Insurance Corporation (FDIC) AND Federal Savings and Loan Insurance Corporation (FSLIC); and b) Public Deposit Protection Commission.

Discount - 1. (n.) selling below par; e.g., a \$1,000 bond selling for \$900. 2. (v.) anticipating the effects of news on a security's value; e.g., "The market had already discounted the effect of the labor strike by bidding the company's stock down."

Diversification - Dividing available funds among a variety of securities and institutions so as to minimize market risk.

Divestment - Conversion into cash. Divestment. Sale. Liquidation.

Face Value - The value of a bond stated on the bond certificate; thus, the redemption value at maturity. Most bonds have a face value, or par, of \$1,000.

Federal Agency Securities - Several government-sponsored agencies, in recent years, have issued short and long-term notes. Such notes typically are issued through dealers, mostly investment banking houses. These Federal government-sponsored agencies were established by the U.S. Congress to undertake various types of financing without tapping the public treasury. In order to do so, the agencies have been given the power to borrow money by issuing securities, generally under the authority of an act of Congress. These securities are highly acceptable and marketable for several reasons, mainly because they are exempt from state, municipal and local income taxes. Furthermore, agency securities must offer a higher yield than direct Treasury debt of the same maturity to find investors, partly because these securities are not direct obligations of the Treasury.

The main agency borrowing institutions are the Federal National Mortgage Association (FNMA), the Federal Home Loan Bank System (FHLB), and the Federal Farm Credit Bank System (FFCB).

Federal Deposit Insurance Corp (FDIC) - A Federal institution that insures bank deposits. The current limit is up to \$100,000 per depository account.

Federal Farm Credit Bank – FFCB – The Farm Credit System is a nationwide network of borrower-owned lending institutions and specialized service organizations. Established by Congress in 1916 as the authority for certain predecessor entities, the System is the oldest of the Government-sponsored enterprises. Throughout its long history, the fundamental purpose of the System has remained the same: To provide American agriculture with sound and dependable credit at competitive interest rates. Currently, there are three Farm Credit Banks and one Agricultural Credit Bank providing funds and support services to approximately 78 locally owned Farm Credit Associations and numerous cooperatives nationwide. Approximately 40 percent of the real estate and non-real estate credit needs of U.S. agriculture are met by the System

Federal Home Loan Bank - FHLB – Created by the Federal Home Loan Bank Act of 1932 to increase the amount of funds available for lending institutions who provide mortgages and similar loan agreements to individuals. Having served its original objectives well, the FHLB system now primarily focuses on increasing the amount of loanable funds available for affordable housing and community development projects. It continues to have a material impact on housing and development financing offering funds to member institutions at rates that are usually lower than commercially competitive prices. The 11 banks of the FHLB Bank System are owned by over 7,300 regulated financial institutions from all 50 states, U.S. possessions, and territories.

Federal Home Loan Mortgage Corporation - FHLMC (Freddie Mac) - is a stockholder-owned, government-sponsored enterprise chartered by Congress in 1970 to keep money flowing to mortgage lenders in support of homeownership and rental housing for middle income Americans. FHLMC purchases, guarantees and securitizes mortgages to form mortgage-backed securities. The mortgage-backed securities that it issues tend to be very liquid and carry a credit rating close to that of U.S. Treasuries.

Federal National Mortgage Association – FNMA (Fannie Mae) - FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a Federal corporation working under the auspices of the Department of Housing and Urban Development, HUD. It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

Financial Institutions - Establishments that include the circulation of money, the granting of credit, the making of investments, and the provision of banking facilities.

FINRA - Financial Industry Regulatory Authority - a self-regulatory organization authorized to regulate U.S. stockbrokers and broker-dealer firms. Brokers must be registered with FINRA in order to execute trades on behalf of their clients.

Fiscal Agency - A financial institution that handles certain bond and coupon redemptions on behalf of the entity.

Government Security - Any debt obligation issued by the U.S. government, its agencies or instrumentalities. Certain securities, such as Treasury bonds and GNMA's, are backed by the government as to both principal and interest payments. Other securities, such as those issued by the Federal Home Loan Mortgage Corporation, or Freddie Mac, are backed by the issuing agency.

Liquidity - Refers to the ease and speed with which an asset can be converted into cash without a substantial loss in value.

Loss - The excess of the cost or book value of an asset over selling price.

Local Government Investment Pool (LGIP) - The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

Mark-to-market - An adjustment in the valuation of a securities portfolio to reflect the current market values of the respective securities in the portfolio.

Marketability - Ability to sell quickly and at competitive prices.

Market Risk - The risk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value. The risk that the market value of an investment, collateral protecting a deposit, or securities underlying a repurchase agreement will decline.

Market Value - The price at which a security is trading and could presumably be sold.

Master Repurchase Agreement - An agreement between the investor and the dealer or financial institute. This agreement defines the nature of the transactions, identifies the relationship between the parties, establishes normal practices regarding ownership and custody of the collateral securities during the term of the investment, provides for remedies in the event of a default by either party and otherwise clarifies issues of ownership.

Maturity - The time when a security becomes due and at which time the principal and interest or final coupon payment is paid to the investor.

Nationally Recognized Statistical Rating Organization (NRSRO) - A credit rating agency that issues credit ratings that the U. S Securities and Exchange Commission permits other financial firms to use for certain regulatory purposes (i.e. Fitch, Moody's S&P).

Net Worth - A financial institutions available funds after their total liabilities have been deducted from their total assets.

Par Value - The nominal or face value of a debt security; that is, the value at maturity.

Portfolio - Collection of securities held by an investor.

Premium - The amount by which a bond sells above its par value.

Primary Dealers - A pre-approved bank, broker/dealer or other financial institution that is able to make business deals with the U.S. Federal Reserve, such as underwriting new government debt. These dealers must meet certain liquidity requirements as well as provide a valuable flow of information to the Fed about the state of the worldwide markets.

Principal - An invested amount on which interest is charged or earned.

Prudence - The ability to govern and discipline oneself by the use of reason. Shrewdness in the management of affairs. Able to use skill and good judgment in the use of resources.

Public Fund Interest-bearing Investment Accounts - Bank accounts with Qualified Public Depositories which pay a rate of interest on the balance maintained. Used in diversifying the investment portfolio and most commonly used as part of a liquidity portfolio.

Qualified Public Depository - A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated, for the benefit of the commission, eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

Repurchase Agreement (Repo) - The Repo is a contractual transaction between an investor and an issuing financial institution (not a secured loan). The investor exchanges cash for temporary ownership of specific securities, with an agreement between the parties that on a future date, the financial institution will repurchase the securities at a prearranged price. An "Open Repo" does not have a specified repurchase date and the repurchase price is established by a formula computation.

Reverse Repurchase Agreement (Reverse Repo) - The opposite of the transaction undertaken through a regular repurchase agreement. In a "reverse" the City/County initially owns securities and the bank or dealer temporarily exchanges cash for this collateral. This is, in effect, temporarily borrowing cash at a high interest rate and is also known as securities lending. Most typically, a Repo is initiated by the lender of funds. Reverses are used by dealers to borrow securities they have shorted.

Safekeeping - A service to customers rendered by banks for a fee whereby all securities and valuables of all types and descriptions are held in the bank's vaults for protection, or in the case of book entry securities, are held and recorded in the customer's name and are inaccessible to anyone else.

Securities - Bonds, notes, mortgages, or other forms of negotiable or non-negotiable instruments.

Securities and Exchange Commission – (SEC) - A U.S. government agency that oversees securities transactions, activities of financial professionals and mutual fund trading to prevent fraud and intentional deception. The SEC consists of five commissioners who

serve staggered five-year terms. No more than three of the commissioners may belong to the same political party.

Settlement Date - The day on which payment is due for a securities purchase. For stocks and mutual funds bought through an investment dealer, settlement is normally five business days after the trade date. Bonds and options normally settle one business day after the trade date mutual fund shares purchased directly by mail or wire settle on the day payment is received.

Supranational Institution (SUPRA) – An international organization, or union, whereby member states transcend national boundaries or interests to share in the decision making and vote on issues pertaining to the wider grouping. It is formed by two or more central governments through international treaties. The purpose for creating a supranational is to promote economic development for the member countries. The International Bank for Reconstruction and Development (World Bank), the Inter-American Development Bank (IADB), IFC (International Finance Corporation) and ADB (Asian Development Bank) are examples of supra's.

Tripartite Custodian Agreement - An agreement that occurs when a third party or custodian becomes a direct participant in a repurchase transaction. The custodian ensures that the exchange occurs simultaneously and that appropriate safeguards are in place to protect the investor's interest in the underlying collateral.

Third-party Safekeeping - A safekeeping arrangement whereby the investor has full control over the securities being held and the dealer or bank investment department has no access to the securities being held.

Time Deposit - Interest-bearing deposit at a savings institution that has a specific maturity. Treasury Bills (commonly called "T-Bills") - Treasury bills are short-term debt obligations of the U.S. Government. They offer maximum safety of principal since they are backed by the full faith and credit of the United States Government. T-Bills are sold in three, six, nine, and twelve-month bills. Because treasury bills are considered "risk-free," these instruments generally yield the lowest returns in the major money market instruments.

Treasury Notes and Bonds - While T-Bills are sold at a discount rate that establishes the yield to maturity, all other marketable treasury obligations are coupon issued. These include Treasury Notes with maturities from one to ten years and Treasury Bonds with maturities of 10-30 years. The instruments are typically held by banks and savings and loan associations. Since Bills, Notes and Bonds are general obligations of the U.S. Government, and since the Federal Government has the lowest credit risk of all participants in the money market, its obligations generally offer a lower yield to the investor than do other securities of comparable maturities.

Underlying Securities – Future securities transferred, the object of a repurchase agreement.

Vendor - A business or individual who provides a service or product at a cost.

Yield - The rate at which an investment pays out interest or dividend income, expressed in percentage terms and calculated by dividing the amount paid by the price of the security and annualizing the result.

HISTORY:

Effective:

REFERENCES:

RCW'S

11.100.200

35A.040.050

35.39.032

36.29.020

39.58

39.59

43.09.260

43.250

43.84.080

Aberdeen Municipal Code 3.56

Resolution

ATTACHEMENTS:

None

FORMS:

RESOLUTION No. 2026-01

**A RESOLUTION OF THE CITY OF ABERDEEN, WASHINGTON, ADOPTING AN
INVESTMENT POLICY**

WHEREAS, the City recognizes the need to adopt an Investment Policy to establish investment objectives and parameters to safeguard public funds entrusted to the City, to communicate clear policy and strategy guidelines for the City's investments administration and to demonstrate to citizens, taxpayers and voters a transparent and accountable stewardship plan.

WHEREAS, the proposed Investment Policy has been reviewed and discussed by the Council, and it is deemed to be in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF ABERDEEN, WASHINGTON, DOES HEREBY APPROVE AND ADOPT THE INVESTMENT POLICY.

RESOLVED FURTHER that the City Administrator and Finance Director are authorized to implement and enforce the policy as adopted;

RESOLVED FURTHER that this policy supersedes any previous policy;

RESOLVED FURTHER that a copy of this resolution and the adopted policy shall be maintained in the City's official records.

This resolution shall take effect immediately upon its passage, signing, and publication.

PASSED and APPROVED this 14th day of January, 2026.

ATTESTED:

Douglas Orr, Mayor
City of Aberdeen

Katy Williamsen
Finance Director/City Clerk



Request for Council Action

Date Action is Requested: January 14, 2026
Subject: **Authorize the surplus of a 1995 Ford F250 XL 2dr from the Street Department**

COMMITTEE:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Finance | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Public Safety | <input type="checkbox"/> Special Agenda Item: |

TYPE OF ACTION REQUESTED:

- | | |
|---|---|
| <input type="checkbox"/> Ordinance No. | <input type="checkbox"/> Resolution No. |
| <input checked="" type="checkbox"/> Motion | <input type="checkbox"/> Discussion |
| <input type="checkbox"/> No Action - Information Only | <input type="checkbox"/> Other: |

SUMMARY OF REQUEST: Authorize the surplus of a 1995 Ford F250 XL 2dr from the Street Department VIN 1FTEF25H35LB63919

POLICY IMPLICATIONS:

- ☒ This action is in accordance with current policies and procedures.
- ☐ This action would require a new ☐ policy ☐ ordinance ☐ resolution ☐ other action from the Council.
- ☐ This action requires a revision to ☐ policy ☐ ordinance ☐ resolution ☐ other.
- ☐ Does not affect current policies and procedures.

FISCAL IMPACT: The truck is no longer needed for the Street Department operations and can be sold to recoup some of its cost.

BUDGETARY STATUS:

- ☐ Funds have already been authorized in this year's budget.
- ☐ This is an extra-budget expenditure.
- ☐ Funds will be requested for this action, if approved, in next year's budget.
- ☒ This action will bring in additional revenue.
- ☐ This action will require city staff time and/or labor.
- ☐ This action has no budgetary implications.
- ☐ This action will reduce expenditures.
- ☐ Other:

BACKGROUND/RATIONALE: This truck is no longer needed for the Street Department operations and because it is still functional it can be sold to recoup some money for the City.

RECOMMENDATION(S): that the City Council authorize the surplus of the 1995 Ford F250 XL 2dr truck.

ATTACHMENTS:

- Surplus Item Request Form

Katy Williamsen

Staff Name

Committee Chair Name

Staff Signature

Committee Chair Signature

This request aligns with the following City Council Values:

☐ Workforce Engagement & Development

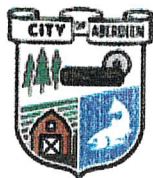
☐ Vibrant, Safe & Healthy Community

☐ Economic Development

☐ Infrastructure Investment

☒ Fiscal Responsibility

☐ Communications & Outreach



Surplus Item Request

The following item is surplus to City needs and its disposal is hereby recommended.
Complete the fields below. ONLY ONE LOT/ITEM PER PAGE.

Overall Title: Shop Foremen - 1995 Ford F-250 XL 2dr
Year: 1995 Make: Ford Pickup Model: F 250 XL
Quantity: 1 Serial Number: 1FTEF25H3SLB63919
Fair Market Value: \$6226.00 Item Location: Street Dept
Description/Features: Regular Cab with 1000lb lift Gate 5.8L V8
auto trans with 66923 miles
Reason for item surplus: NOT needed

TO BE COMPLETED BY IT

List actions taken to wipe City data from the item(s) or factory reset: _____

Wireless MACs sent to TSS for WLC removal: ☐ Yes ☐ Not Applicable Initials: _____

Verified no other department can use item: ☒ Yes ☐ No City asset tags removed: ☐ Yes

Operational: ☒ Yes ☐ No ☐ Unknown

Condition: ☐ Excellent ☒ Good ☐ Fair ☐ Poor ☐ Broken ☐ Other: _____

Recommended Dispositions: ☒ Sell ☐ E-cycle ☐ Junk/Scrap ☐ Destroy ☐ Other: _____

Take as many photos as necessary, getting clear images of any damage to the item. Email photos to the Purchasing Supervisor.

Employee Signature: _____ Date: _____

Supervisor Signature: [Signature] Date: 12-16-25

TO BE COMPLETED BY FINANCE DIRECTOR

BARS number for proceeds: 502.00.395.482.00.00

Date Approved: _____

Public Hearing Date: _____

Approved By: ☐ City Administrator ☐

City Council/ Resolution Number: _____

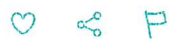
Method of Disposition: _____

Date Removed from City: _____

Sold to: _____ Amount: _____

TO BE COMPLETED BY FINANCE DEPARTMENT

Asset ID Number: _____ Date Payment Received: _____ Verified By: _____

**\$500****Eagle lift like Tommy lift liftgate 4 full-size pickup truck red (red)**

Posted almost 8 years ago in Phoenix, AZ

Eric

Joined Apr 2016 ★★★★★ (117)

Chat securely on the app

Description

Eagle lift model 38x64. It has the upgraded optional platform with about 8 in that hinge out. The 64 is the inches in between the bed of a standard full size pickup truck for the mounting. In the pictures I have the plate removed to inspect and maintain the Hydraulics and cables. A very small amount of hydraulic fluid leaked out when put on its side for transportation. Easy

1995 Ford F-250 XL 2dr Regular Cab 4WD LB (5.8L 8cyl naturally aspired 5M) XL

	Rough	Average	Clean	Outstanding
Trade-In	\$1,660	\$2,010	\$2,280	\$2,442
Private Party	\$3,507	\$4,424	\$5,129	\$5,552

True Market Value®

Trade-in	\$2,010
Private Party Sale	\$4,424
Dealer Retail	\$5,726

Customized True Market Value Prices®**Trade-in**

National Base Price	\$1,962
Optional Equipment	\$4
Color Adjustment - White	\$0
Regional Adjustment (zip 98520)	\$45
Mileage Adjustment - 66923 miles	\$0
Condition Adjustment - Average	\$0
Total	\$2,010

Trade-in: These True Market Value® prices are Edmunds' estimates of the average prices dealers are currently paying for this vehicle in your area.

Private Party Sale

National Base Price	\$4,317
Optional Equipment	\$8
Color Adjustment - White	\$0
Regional Adjustment (zip 98520)	\$99
Mileage Adjustment - 66923 miles	\$0
Condition Adjustment - Average	\$0
Total	\$4,424

Private Party: These True Market Value® prices are Edmunds' estimates of the average prices consumers are paying each other in private party transactions in your area. This is always a higher amount than the trade-in value, but it takes more work because you'll be dealing with offers from buyers.

Dealer Retail

National Base Price	\$5,587
Optional Equipment	\$10
Color Adjustment - White	\$0
Regional Adjustment (zip 98520)	\$128
Mileage Adjustment - 66923 miles	\$0
Condition Adjustment - Average	\$0
Total	\$5,726

Dealer Retail: These True Market Value® prices are Edmunds' estimates of the average prices consumers are currently paying dealers for this vehicle in your area.

Questions? We're here for you. Contact us today.

Email: offers@edmunds.com
Visit: help.edmunds.com

Edmunds 2401 Colorado Ave, Santa Monica, CA 90404

[Privacy Statement](#)



EQUIPMENT CO., INC.

KENT

20063 84TH AVE. SOUTH
KENT, WA 98032-1229
(206) 395-3825
FAX (206) 872-6583

REPRINT: YES

SEATTLE

128 WESTLAKE AVE. NORTH
SEATTLE, WA 98109-5287
(206) 622-3825
FAX (206) 587-5731

INVOICE

DISTRIBUTORS AND MANUFACTURERS

4X4 PRODUCTS	BUMPERS	GAS TANKS
SERVICE BODIES	HOISTS	SNOW PLOWS
VAN BODIES	LIFTGATES	P.T.O. & ELECTRIC WINCHES
TOOL BOXES	FLATBEDS	AUTOMOTIVE LIGHTING
CANOPIES	WRECKERS	TRUCK MIRRORS

KENT BRANCH

INVOICE # 69436

04/10/95

ORDER # 69436

04/06/95

SOL
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ABERDEEN, CITY OF
1101 WEST HERON
ABERDEEN WA 98520

SHIP
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ABERDEEN, CITY OF
1101 WEST HERON
ABERDEEN WA 98520

PAGE 1 OF

SHIPPING INSTRUCTIONS

SPECIAL INSTRUCTIONS

Purchase Ord. No.	Terms	Pack. Slip. No./Date	Sism	Invt	Acc type	Resale No.	Ship Via
27729	NET 10TH P	04/06/95	B	0	0		DEL GUFF S.

WH	PART NUMBER	DESCRIPTION	SERIAL NO.	QTY	SHIPPED	LIST	NET PRICE	EXTENDED
2	EGL EGE-38-64	LIFTGATE STANDARD PICKUPS	14817	1.0	1.0	1,176.00	992.00	992.00
1	EGL EBL01	LIFTGATE BKT PRE-85 CHEV/GMC		1.0	1.0	60.00	0.00	0.00

BILL FOR FORD

Brian Lohr

WARRANTIES - THE ONLY WARRANTIES EXTENDED ON THE PRODUCTS BEING SOLD PURSUANT TO THIS SALE ARE THOSE WRITTEN WARRANTIES, IF ANY, EXTENDED BY THE MANUFACTURER. THE SELLER HEREIN EXTENDS NO WARRANTIES, WHETHER EXPRESSED OR IMPLIED AND THERE IS NO IMPLIED WARRANTY OR MERCHANTABILITY OR WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.

RETURNS - EXCHANGES GLADLY, NO CASH REFUNDS. ALL RETURNED MERCHANDISE SUBJECT TO RESTOCKING CHARGE.

ACCOUNTS - NOT PAID WHEN DUE ARE SUBJECT TO 1.5% SERVICE CHARGE (\$1.00 MIN) OR SUCH LESSER AMOUNT AS PERMITTED BY LAW.

NET TOTAL	:	992.00
FREIGHT	:	0.00
SPECIAL CHARGE:	:	0.00
SALES TAX	:	81.34
ORDER TOTAL	:	1,073.34
PAYMENT	:	0.00
AMOUNT DUE	:	1,073.34

CUSTOMER COPY

Date Printed: 04/10/95

REPRINT: YES

REPRINT: YES



CITY OF ABERDEEN
Washington
Since 1884

Request for Council Action

Date Action is Requested: 1/14/2026
Subject: Reservoir Recoating Project – Construction Contract Award

COMMITTEE:

- | | |
|--|--|
| <input type="checkbox"/> Finance | <input checked="" type="checkbox"/> Public Works |
| <input type="checkbox"/> Public Safety | <input type="checkbox"/> Special Agenda Item |

TYPE OF ACTION REQUESTED:

- | | |
|---|---|
| <input type="checkbox"/> Ordinance No. | <input type="checkbox"/> Resolution No. |
| <input checked="" type="checkbox"/> Motion | <input type="checkbox"/> Discussion |
| <input type="checkbox"/> No Action - Information Only | <input type="checkbox"/> Other: |

SUMMARY OF REQUEST:

This request is to award the construction contract for the Reservoir Recoating Project to Coatings Unlimited of Pasco, Washington.

POLICY IMPLICATIONS:

- ☒ This Action is in Accordance with Current Policies and Procedures.
- ☐ This Action Would Require a New ☐ Policy ☐ Ordinance ☐ Resolution ☐ Other Action from the City Council.
- ☐ This Action Requires a Revision to ☐ Policy ☐ Ordinance ☐ Resolution ☐ Other.
- ☐ This Action Does Not Affect Current Policies and Procedures.

FISCAL IMPACT:

Project Number: Water-2023-0001
Amount Requested: \$1,887,263.14
Source of Funding: City of Aberdeen Water Utility Fund
City Fund/Department: 404 Water Utility
In Budget? ☒ Yes ☐ No
Supplemental Budget? ☒ Yes ☐ No ☐ Uncertain
BARS Numbers: 404-00-594-340-60-62

BUDGETARY STATUS:

- ☒ Funds have Already been Authorized in this Year's Budget.
- ☐ This is an Extra-Budget Expenditure.
- ☐ Funds will be Requested for this Action, if Approved, in Next Year's Budget.
- ☐ This Action Will Bring in Additional Revenue.



CITY OF ABERDEEN

Washington
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- ☒ This Action Will Require City Staff Time and/or Labor.
- ☐ This Action has no Budgetary Implications.
- ☐ This Action Will Reduce Expenditures.
- ☐ Other:

BACKGROUND/RATIONALE:

Recoating the interior of the South Aberdeen (Cosmopolis) Tank was included in the 2021 Water System Plan Capital Improvement Program and scheduled for 2026. During a routine inspection, staff also discovered the interior coating of the Herbig No. 2 reservoir required replacement. To improve cost efficiency, these projects were combined into a single contract. The scope includes removing the existing tank linings, replacing floors, welding seams, recoating both tanks, and other minor repairs at the Cosmopolis Water Tank and the Herbig No. 2 Water Tank. Bids were received on December 18, 2025, with three submissions received. Although T Bailey filed a Protest, staff and legal counsel have rejected the protest and confirmed Coatings Unlimited is the lowest responsive and responsible bidder.

Coatings Unlimited	\$1,887,263.14
T Bailey	\$2,089,164.83
Rognlins, Inc	\$2,325,930.85

RECOMMENDATION(S):

The Public Works Department shall be authorized to award the project and the Mayor shall be authorized to execute the contract agreement with Coatings Unlimited, who had the lowest responsive and responsible bid.

ATTACHMENTS:

- Certified Bid Tab – Reservoir Recoating Project

Rick Sangder

Director Name

Director Signature

Joshua Francy

Committee Chair Name

Committee Chair Signature

This request aligns with the following City Council Values:

- | | |
|---|---|
| <input type="checkbox"/> Workforce Engagement & Development | <input checked="" type="checkbox"/> Vibrant, Safe & Healthy Community |
| <input type="checkbox"/> Economic Development | <input checked="" type="checkbox"/> Infrastructure Investment |
| <input checked="" type="checkbox"/> Fiscal Responsibility | <input type="checkbox"/> Communications & Outreach |

PROJECT NAME:	Reservoir Recrating Projects
ENGINEERING PROJECT NO.:	WATER-2023-0001
BID OPENING DATE:	12/18/2025
TABULATION OF BIDS WITH ENGINEER'S ESTIMATE	

CITY OF ABERDEEN	ENGINEER'S ESTIMATE	BIDDER ADDRESS: CITY: PASCO, WA 99301 SURETY: 5% Bid Bond Yes	COATINGS UNLIMITED 5426 N Road 68 Ste D#330 Pasco, WA 99301 5% Bid Bond Yes	T BAILEY 9628 S Marchs Point Rd Anacortes, WA 98221 5% Bid Bond Yes	ROGULINS 321 W State St Aberdeen, WA 98520 5% Bid Bond Yes
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ITEM NO.	DESCRIPTION	QUAN.	UNIT	PRICE	TOTAL	UNIT	PRICE	TOTAL	UNIT	PRICE	TOTAL
1	MOBILIZATION AND DEMOBILIZATION	1	L.S.	\$162,000.00	\$162,000.00						
2	MINOR CHANGE	1	L.S.	\$15,000.00	\$15,000.00						
3	EROSION CONTROL	1	L.S.	\$5,000.00	\$5,000.00						
4	REMOVAL OF MILL SCALE	3900	SF	\$4.00	\$15,600.00						
5	RESERVOIR INTERIOR PREPARATION AND RECOATING	1	L.S.	\$980,000.00	\$980,000.00						
6	REPAIR DAMAGED EXTERIOR	599	SF	\$9.99	\$5,984.01						
7	REPAIR OF INDIVIDUAL PTS	200	EACH	\$40.00	\$8,000.00						
8	REPLACEMENT OF FLOOR	5542	SF	\$30.00	\$166,260.00						
9	DEMOLISH INTERIOR LADDER AND CAGE	1	L.S.	\$10,000.00	\$10,000.00						
10	SEAL WELDING ROOF JOINTS	1	L.S.	\$100,000.00	\$100,000.00						
11	SEAL WELDING ROOF RAFTERS	1	L.S.	\$333,000.00	\$333,000.00						
12	RESTORATION	1	L.S.	\$1,500.00	\$1,500.00						
13	APPRENTICESHIP INCENTIVE	1	CALC	\$2,000.00	\$2,000.00						
14	APPRENTICESHIP PENALTY	1	CALC	\$0.00	\$0.00						
SUBTOTAL SCHEDULE A											
WASHINGTON STATE SALES TAX (8.9%)					\$1,796,360.00			\$1,059,674.00			\$1,429,461.00
TOTAL CONSTRUCTION COST SCHEDULE A					\$1,800,054.00			\$94,310.99			\$1,127,222.03
					\$1,958,414.04			\$1,153,984.99			\$1,556,683.03

SCHEDULE B: HERBIG RESERVOIR 2 INTERIOR RECOATING											
1	MOBILIZATION AND DEMOBILIZATION	1	L.S.	\$64,000.00	\$64,000.00						
2	MINOR CHANGE	1	L.S.	\$15,000.00	\$15,000.00						
3	EROSION CONTROL	1	L.S.	\$5,000.00	\$5,000.00						
4	REMOVAL OF MILL SCALE	2600	SF	\$4.00	\$10,400.00						
5	RESERVOIR INTERIOR PREPARATION AND RECOATING	1	L.S.	\$400,000.00	\$400,000.00						
6	REPAIR DAMAGED EXTERIOR	599	SF	\$9.99	\$5,984.01						
7	REPAIR OF INDIVIDUAL PTS	100	EACH	\$40.00	\$4,000.00						
8	REPLACEMENT OF FLOOR	1450	SF	\$30.00	\$43,500.00						
9	DEMOLISH INTERIOR LADDER AND CAGE	1	L.S.	\$10,000.00	\$10,000.00						
10	SEAL WELDING ROOF JOINTS	1	L.S.	\$44,000.00	\$44,000.00						
26	SEAL WELDING ROOF RAFTERS	1	L.S.	\$122,000.00	\$122,000.00						
27	RESTORATION	1	L.S.	\$1,500.00	\$1,500.00						
SUBTOTAL SCHEDULE B											
WASHINGTON STATE SALES TAX (8.9%)					\$719,400.00			\$673,350.00			\$706,380.00
TOTAL CONSTRUCTION COST SCHEDULE B					\$66,026.60			\$59,928.15			\$62,867.82
					\$783,426.60			\$733,278.15			\$769,247.82
TOTAL CONSTRUCTION COST					\$2,741,840.64			\$1,887,263.14			\$2,325,930.85
								\$2,089,164.83			

- Denotes a correction is the summation of line items
Line item 6 in both schedules was deleted in Addendum #2

Bids were received on DECEMBER 18, 2025 at 2:00 p.m. (PST) and reviewed by the Engineering Division of the City of Aberdeen, 200 E Market St, Aberdeen, WA 98520

I hereby certify that, to the best of my knowledge, the above tabulations are true and correct transcriptions of the unit prices and total amounts bid.

Kevin Eldred
Kevin Eldred, PE - Project Manager



CITY OF ABERDEEN
Washington
Since 1884

Request for Council Action

Date Action is Requested: 1/14/2026

Subject: Reservoir Recoating Project – CM Services Contract Award

COMMITTEE:

☐ Finance

☐ Public Safety

☒ Public Works

☐ Special Agenda Item

TYPE OF ACTION REQUESTED:

☐ Ordinance No.

☒ Motion

☐ No Action - Information Only

☐ Resolution No.

☐ Discussion

☐ Other:

SUMMARY OF REQUEST:

This request is to award the construction management contract for the Reservoir Recoating Project to Gray and Osborne of Seattle, Washington.

POLICY IMPLICATIONS:

☒ This Action is in Accordance with Current Policies and Procedures.

☐ This Action Would Require a New ☐ Policy ☐ Ordinance ☐ Resolution ☐ Other Action from the City Council.

☐ This Action Requires a Revision to ☐ Policy ☐ Ordinance ☐ Resolution ☐ Other.

☐ This Action Does Not Affect Current Policies and Procedures.

FISCAL IMPACT:

Project Number: Water-2023-0001

Amount Requested: \$250,300

Source of Funding: City of Aberdeen Water Utility Fund

City Fund/Department: 404 Water Utility

In Budget? ☒ Yes ☐ No

Supplemental Budget? ☒ Yes ☐ No ☐ Uncertain

BARS Numbers: 404-00-594-340-60-62

BUDGETARY STATUS:

☒ Funds have Already been Authorized in this Year's Budget.

☒ This is an Extra-Budget Expenditure.

☐ Funds will be Requested for this Action, if Approved, in Next Year's Budget.

☐ This Action Will Bring in Additional Revenue.



CITY OF ABERDEEN

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- ☒ This Action Will Require City Staff Time and/or Labor.
- ☐ This Action has no Budgetary Implications.
- ☐ This Action Will Reduce Expenditures.
- ☐ Other:

BACKGROUND/RATIONALE:

As the Engineer of Record for this project, the consultant will continue providing professional services through the construction phase, as outlined in Exhibit A. The not-to-exceed budget for these services is \$250,300, as detailed in Exhibit B. Because the previous agreement expired on December 31, 2025, a new agreement will be executed. This work represents a continuation of the professional service solicitation initiated in summer 2024.

RECOMMENDATION(S):

The Public Works Department shall be authorized to award the CM Services contract and the Mayor shall be authorized to execute the contract agreement with Gray and Osborne.

ATTACHMENTS:

- G&O – CM Services Contract
- Exhibit A – Reservoir Recoating – CM Scope
- Exhibit B – Reservoir Recoating – CM Fee

Rick Sangder

Director Name

Director Signature

Joshua Francy

Committee Chair Name

Committee Chair Signature

This request aligns with the following City Council Values:

- | | |
|---|---|
| <input type="checkbox"/> Workforce Engagement & Development | <input checked="" type="checkbox"/> Vibrant, Safe & Healthy Community |
| <input type="checkbox"/> Economic Development | <input checked="" type="checkbox"/> Infrastructure Investment |
| <input checked="" type="checkbox"/> Fiscal Responsibility | <input type="checkbox"/> Communications & Outreach |

AGREEMENT FOR PROFESSIONAL SERVICES

**Between
CITY OF ABERDEEN
And
GRAY AND OSBORNE, INC**

This Agreement is entered into as of this ____ day of _____, 20__, by and between the city of Aberdeen (“CITY”), a municipal corporation, and Gray and Osborne, Inc., a corporation (G&O).

1. TERM OF CONTRACT

This Agreement shall be in full force and effect from January 21, 2026, to completion of the work or termination pursuant to Section 15 of this Agreement.

2. SCOPE OF WORK

G&O will perform all professional services necessary to complete Reservoir Recoating Project – Construction Management, as more fully set forth in the December 31, 2025 proposal of G&O, incorporated herein by reference as Attachment “A”.

3. TIME FOR BEGINNING AND COMPLETION

G&O shall not begin any work under the terms of this Agreement until authorized in writing by CITY. All work under this Agreement shall be completed within 200 working days after CITY authorizes G&O to begin work.

The established completion time shall not be extended because of any delays attributable to G&O, but may be extended by CITY, in the event of a delay attributable to CITY, or because of unavoidable delays caused by an act of God or governmental actions or other conditions beyond the control of G&O. A prior supplemental agreement issued by CITY is required to extend the established completion time.

4. NONDISCRIMINATION

G&O agrees not to discriminate against any client, employee or applicant for employment or for services because of race, creed, color, national origin, marital status, sex, age or disability except for a bona fide occupational qualification with regard to, but not limited to the following: employment upgrading, demotion or transfer, recruitment or any recruitment advertising, a layoff or termination, rate of pay or other forms of compensation, selection for training, or rendition of services. During the performance of this Agreement, G&O shall comply with federal and state nondiscrimination statutes and regulations, including the American Disabilities Act of 1992, as amended.

5. PAYMENT

CITY shall pay G&O for completed services rendered on a Time and Expense basis and not to exceed the maximum estimated fees and costs of \$250,300 without prior written approval by CITY. Compensation will be in accordance with the schedule of rates and charges in Attachment "B". Invoices will be submitted once a month, which are payable upon receipt. An interest charge of one percent (1.0%) per month will be payable on any amounts not paid within 30 days of invoice date. Payments will first be applied against outstanding interest charges, then against unpaid invoice amount.

In the event of a disputed or contested billing, only that portion so contested will be withheld from payment, and the undisputed portion will be paid. CITY will exercise reasonableness in contesting any bill or portion thereof. No interest will accrue on any contested portion of the billing until mutually resolved.

6. RIGHT OF INSPECTION AND AUDIT

CITY or its agents shall at all times during the course of the work have reasonable access to inspect and to audit all pertinent G&O records and accounts. G&O will retain all books, records, documents and other materials relevant to this Agreement for five years after completion of the work and CITY or its agent shall have full access and the right to inspect and examine any of the said materials during normal work hours.

7. SUBCONTRACTING

With permission of CITY, G&O may subcontract or assign portions of the engineering services. Services performed by subcontractors will be billed to CITY at actual cost. The costs of subcontracting shall be included within the maximum estimated fees and costs for G&O's services.

8. PERFORMANCE OF SERVICES

All professional services performed under this Agreement shall be rendered with the degree of skill and diligence normally employed by professionals or consultants performing the same or similar service, in conformance with this Agreement and with normally applicable codes and standards.

9. OWNERSHIP AND REUSE OF DOCUMENTS

All reports, materials, and other data, furnished to G&O by CITY shall be returned. All designs, drawings, specifications, documents, and other work products prepared by G&O prior to completion or termination of this Agreement are instruments of service for this project and are property of CITY. Reuse by CITY or by others acting through or on behalf of CITY of any such instruments of service, not occurring as a part of this Project, shall be without liability or legal exposure to G&O.

10. INDEMNIFICATION

Each party shall defend, protect, and hold harmless the other, or any employee thereof from and against all claims, suits, and actions arising from any negligent act or omission of the other or any employees or agents of either while performing under the terms of this Agreement. Claims shall include, but not be limited to, assertions that the use or transfer of any software, book document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, or otherwise result in any unfair trade practice.

11. INSURANCE

		<u>LIMITS OF LIABILITY</u>
A.	Worker's Compensation Employer's Liability	Statutory \$1,000,000
B.	Commercial General Liability (including Contractual Liability) Bodily Injury/Property Damage	\$2,000,000 combined single limits for each occurrence or aggregate
C.	Comprehensive Automobile Policy (Owned, hired, and non-owned vehicles) Bodily Injury/Property Damage	\$1,000,000 combined single limits for each occurrence or aggregate
D.	Professional Liability	\$1,000,000 combined single limits for each occurrence or aggregate

At CITY's request, insurance certificates will be provided by G&O.

12. INDEPENDENT CONTRACTOR STATUS

Nothing in this Agreement shall construe G&O or any of its employees or agents to be CITY's employees, agents, or representatives. G&O shall be an independent contractor and shall have responsibility for and control over the details and means for performing the work described herein. G&O shall be subject to the directions of CITY only with respect to the scope of the work and the general results required. G&O shall comply with Title 51 RCW.

13. REMEDIES

Any remedy provided for breach of this Agreement shall not be deemed exclusive, and CITY and G&O shall have such other remedies as may be available at law or in equity.

14. WAIVER

No waiver by CITY or G&O of any breach by G&O or CITY of any provision of this Agreement shall have any force or effect unless in writing, nor shall any waiver by a party hereto of any breach be construed as a waiver of any other future default or breach of the same provision or any other provision.

15. TERMINATION

This Agreement may be terminated by CITY upon thirty (30) days prior written notice. In the event of such termination by CITY other than for default on the part of G&O, the City shall make a final payment to G&O for actual hours charged at the time of termination plus termination expenses, such as, but not limited to, reassignment of personnel, subcontract termination costs, and related close-out costs.

If the services of G&O are terminated by CITY for default on the part of G&O, the above formula for payment shall not apply. In such an event, the amount to be paid shall be determined by CITY with consideration given to the actual costs incurred by G&O in performing the work to be the date of termination, the amount of work originally required which was satisfactorily completed to date of termination, whether that work is in a form or a type which is usable to CITY at the time of termination, the cost to CITY of employing another firm to complete the work required and the time which may be required to do so, and other factors which affect the value to CITY of the work performed at the time of termination. Under no circumstances shall payment made under this subsection exceed the amount which would have been made if the termination had been for the convenience of CITY rather than for default.

If it is determined for any reason that G&O was not in default or that G&O's failure to perform is without it or its employees' fault or negligence, the termination shall be deemed to be a termination for the convenience of CITY in accordance with the provision of this Agreement.

16. NOTICE

Any official notice that either party hereto desires to give the other shall be deemed delivered upon deposit thereof in the United States mail by certified mail, return receipt requested, with postage thereon fully prepaid, addressed as follows:

To CITY:

To G&O:

provided that the addresses hereinabove specified may be changed by either party hereto by giving written notice thereof to the other pursuant to this paragraph.

17. ENTIRE AGREEMENT

The terms and provisions of this Agreement constitute the entire Agreement between the parties and supersede all previous communications, negotiations, proposals, representations, conditions, warranties or agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. This Agreement may not be enlarged, modified or altered except in writing, signed by duly authorized officers or representatives of the parties.

18. SEVERABILITY

Any provisions of this Agreement held in violation of any law or ordinance shall be deemed stricken and all remaining provisions shall continue valid and binding upon the parties. CITY and G&O shall in good faith attempt to replace any invalid or unenforceable provisions of this Agreement with provisions which are valid and enforceable and which come as close as possible to expressing the intention of the original provisions.

19. VENUE

The venue of any legal action between the parties as result of this Agreement shall be in the Superior Court of the State of Washington, in and for Grays Harbor County, Washington, located in Montesano, Washington.

20. COST OPINIONS

Any cost opinions or Project economic evaluations provided by G&O will be on a basis of experience and judgment, but, since G&O has no control over market conditions or bidding procedures, G&O does not warrant that bids, ultimate construction cost, or Project economics will not vary from these opinions.

21. NO THIRD PARTY BENEFICIARIES

This agreement gives no rights or benefits to anyone other than CITY and G&O and has no third party beneficiaries.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement this ____ day of _____, 20__.

GRAY AND OSBORNE

CITY OF ABERDEEN

By:

Douglas Orr , Mayor

Attest:

Finance Director

EXHIBIT A
SCOPE OF WORK
CITY OF ABERDEEN
STEEL TANKS INTERIOR RECOATING – CONSTRUCTION MANAGEMENT
PROJECT UNDERSTANDING

Per your request, Gray & Osborne is pleased to present you with this Proposal for the construction management and inspection of the Steel Tanks Interior Recoating Project. The project consists of a complete blast and recoating of the interior of the City's 1.0 MG Cosi Tank and the interior of the City's 0.35 MG Herbig Tank 2. The project also includes welding new floor plates, seal welding of the roof structure, and miscellaneous steel shell repair.

This Scope of Work assumes that the project will have a Construction Contract Time of 200 working days to Substantial Completion.

More specifically, the work will include the following.

CONSTRUCTION MANAGEMENT

Task 1 – Project Management

Provide overall project management and oversight of the project work by the Principal-in-Charge. Services are to include the following.

- A. Procure sufficient staff resources to dedicate to the project.
- B. Manage and control construction management budget and schedule.
- C. Manage and provide monthly progress reports and invoices.
- D. Manage and schedule Subconsultant work.

Task 2 – Construction Meetings

We have assumed 40 online weekly construction meetings, including one pre-construction meeting, which will be attended by the Project Engineer. It is assumed that the City will prepare meeting agenda and minutes.

Task 3 – Progress Estimates and Change Orders

This Task includes preparation of monthly progress estimates for District processing. This Task also includes the preparation of Change Order Documents, if required.

Task 4 – Submittal Reviews

Gray & Osborne will review product submittals, shop drawings, work plans, and schedule submittals for the project.

Task 5 – Requests for Information

Gray & Osborne will respond to Contractor requests for information (RFIs) as needed.

Task 6 – Structural Inspection

We have contracted with West Coast Coatings Consultants, LLC for daily NACE inspection of the surface preparation and recoating. We have budgeted for 160 working days for the coating inspection portion of the two tanks.

We will also contract with Evergreen Coatings Engineers, LLC to field inspect and approve important and specialized coating work. We have budgeted four trips per tank, or eight trips total for this work.

Finally, Gray & Osborne will provide final approval of field welds for the new tank floor, pitting repairs and seal welding. We have budgeted for two trips per tank by our Structural Engineer.

Task 7 – Project Close Out

Gray & Osborne will prepare Project Close Out Documents for the City and a Project Acceptance Letter upon completion of the work.

Task 8 – Record Drawings

Gray & Osborne will update the Contract Drawings as Record Drawings upon completion of the work.

BUDGET

The maximum amount payable to the Engineer for completion of work associated with this Scope of Work, including contingencies, salaries, overhead, direct non-salary costs, and net fee, is set forth in the attached Exhibit B. This amount will not be exceeded without prior written authorization of the City.

EXHIBIT B

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

CITY OF ABERDEEN - STEEL TANKS INTERIOR RECOATING - CONSTRUCTION MANAGEMENT

Tasks	Project Manager Hours	Civil Engineer Hours	Structural Engineer Hours	AutoCAD/ GIS Technician/ Engineer Intern Hours
1 Project Management	16			
2 Construction Meetings	2	2	40	
3 Progress Estimates and Change Orders	4	16		
4 Submittal Reviews		8	24	
5 Requests for Information	2	4	4	
6 Structural Inspection			32	
7 Project Close Out	2	8		
8 Record Drawings	1	4		8
Hour Estimate:	27	42	100	8
Fully Burdened Billing Rate Range:*	\$170 to \$270	\$140 to \$190	\$120 to \$245	\$70 to \$190
Estimated Fully Burdened Billing Rate:*	\$240	\$150	\$160	\$130
Fully Burdened Labor Cost:	\$6,480	\$6,300	\$16,000	\$1,040

Total Fully Burdened Labor Cost: \$ 29,820

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 700

Subconsultant:

West Coast Coating Consultants, LLC \$ 184,800

Evergreen Coatings Engineers, LLC \$ 15,000

Subconsultant Overhead (10%) \$ 19,980

TOTAL ESTIMATED COST: \$ 250,300

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.



CITY OF ABERDEEN

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Request for Council Action

Date Action is Requested: January 14, 2026

Subject: **MTP Police Services Specialist Job Description and Classification**

COMMITTEE:

☐ Finance

☐ Public Safety

☐ Public Works

☒ Special Agenda Item

TYPE OF ACTION REQUESTED:

☐ Ordinance No. [Click or tap here to enter text.](#)

☒ Motion

☐ No Action - Information Only

☐ Resolution No. [Click or tap here to enter text.](#)

☐ Discussion

☐ Other: [Click or tap here to enter text.](#)

SUMMARY OF REQUEST:

Request for the adoption of the MTP Police Services Specialist Job Description and Classification

POLICY IMPLICATIONS:

☒ This action is in accordance with current policies and procedures.

☐ This action would require a new ☐ policy ☐ ordinance ☐ resolution ☐ other action from the Council.

☐ This action requires a revision to ☐ policy ☐ ordinance ☐ resolution ☐ other.

FISCAL IMPACT:

\$0

BUDGETARY STATUS:

☐ Funds have already been authorized in this year's budget.

☐ This is an extra-budget expenditure.

☐ Funds will be requested for this action, if approved, in next year's budget.

☐ This action will bring in additional revenue.

☐ This action has no budgetary implications.

☐ This action will reduce expenditures.

☒ Other: Position is grant funded

BACKGROUND/RATIONALE:

On January 8, 2026, members of the Personnel Committee met and discussed a request from the Police Chief to adopt the MTP Police Services Specialist job description and classification.



CITY OF ABERDEEN

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Request for Council Action

The Police Department has received grant funding to fund a Police Services Specialist position that handles the MTP responsibilities which include working with Washington State Health Care Authority's Reentry Initiative. Human Resources Director was asked to create a job description and classification for a MTP Police Services Specialist position which encompasses these responsibilities. The MTP Police Services Specialist pay range will be a 15-a, \$4,802-\$5,844 per month.

RECOMMENDATION(S):

It is recommended that the City Council adopt the attached job description and create the job classification for MTP Police Services Specialist.

ATTACHMENTS:

- Job description

Requested by:

Dani Smith, HR Director

City Administrator Reviewed:

[Signature]

Department Director:

Dani Smith, HR Director

**CITY OF ABERDEEN
POSITION CLASSIFICATION**

POLICE SERVICES SPECIALIST/MTP COORDINATOR

Salary Range: 15
Union Status: AFSCME
FLSA Status: Non-Exempt
Date Adopted: 12/2025

Page 1 of 3

DEFINITION: The Police Services Specialist/MTP Coordinator is responsible for a wide variety of specialized department services such as operating computerized systems to input and access crime information; performing front desk functions and screening requests and complaints; or compiling or updating law enforcement police records, attending meetings regarding HCA's Reentry Initiative, working to determine Medicaid eligibility and maintaining patient confidentiality. The position works independently or as a team member and is required to interact effectively with hostile persons and the public.

REPORTS TO: Police Services Specialist Supervisor or Designated Supervisor.

DISTINGUISHING CHARACTERISTICS:

Incumbents are responsible for the flow and completion of work within general guidelines. Supervision usually consists of statements of desired objectives, discussion of unusual problems and general review of results achieved. Work schedule may include holidays, weekends, evenings and rotating shifts and is distinguished from other clerical classifications by the specialized knowledge necessary to perform the work in the Police Department. Incumbents in this class must maintain a high level of confidentiality regarding all records and work related materials and must be able to interact courteously and effectively with hostile persons and the public.

ESSENTIAL JOB FUNCTIONS:

Coordinates and performs front desk functions such as answering telephones and assisting the public at the counter with requests for service, screening complaints and requests, and referring to the appropriate personnel.

Responds to requests for records information from department members, other agencies, insurance companies and the public determining the appropriate release of records and reports per legal guidelines.

Uses Police department computerized system to input and access crime information such as: victim, suspect/arrest and field interview data, citizen complaints, 911 calls, court orders and warrants, case report information, criminal and traffic citations, stolen property and other law enforcement related data.

ESSENTIAL JOB FUNCTIONS: (continued)

Processes requests and messages into the State and National computerized crime information systems to obtain criminal history information or advise other law enforcement agencies of suspect information such as wanted or missing persons, stolen/abandoned/impounded vehicles, stolen and recovered guns and property; accesses system to retrieve like data. Reviews incoming messages and forwards to appropriate personnel.

Processes, files, retrieves and maintains records for the department such as criminal and traffic citations, arrest records, case files, fingerprint cards, disposition sheets, concealed weapons permits, pistol transfers, mug shots, 911 run sheets, restraining orders, taxi permit applications, accident reports, home check forms, business information cards and other police documents.

Keyboards and formats police reports, statements, correspondence, forms and documents often of a confidential nature from machine dictation or other copy; prepares recurring monthly, quarterly and annual reports as necessary.

Receives and responds to the department's two-way radio. Relays communication between field units to department personnel or other agencies. May dispatch officers during emergency situations.

Monitors cameras, intercoms and doors in the police and jail facility to assist in security of the facilities, staff and inmates. Responds to inmate intercom system, determining nature of request and notifying proper personnel as necessary. Also performs female inmate searches.

Receives and receipts money for bail of prisoners; notifies other agencies if needed and notifies jail that prisoner is ready for release.

Responsible for department keys in lockbox, maintaining log of release and return of all keys.

The Police Service Specialist assigned to the Drug Task Force, may also perform the duties of Civil Seizure Clerk and manage forfeited property under control of the DTF.

Attends meetings with community providers and city, county, and state officials regarding the HCA's Reentry Initiative. Includes assisting the Medical Director in the development of policies and procedures directly related to the Reentry Initiative. Includes the monitoring and the reporting of compliance requirements of the Reentry Initiative. Includes working directly with inmates/patients to determine Medicaid eligibility and or assisting patients in applying/enrolling for Medicaid (Apple Health). Includes maintaining patient confidentiality and accurate, legible, and complete records or patient care.

Responsible for working directly with patients to determine Medicaid eligibility and or assisting patients in applying/enrolling for Medicaid (Apple Health). Includes maintaining patient confidentiality and accurate, legible, and complete records or patient care.

OTHER JOB FUNCTIONS:

Provides relief for other department staff positions as needed.
Performs other related duties as required.

EQUIPMENT USED/WORKING ENVIRONMENT:

Work is performed in an police and front desk office environment and entails shift work that may include nights, weekends and holidays. Equipment used includes multi-line telephone, cellular phones, pager systems, two-way radio, security equipment and cameras, typewriters, computers, teletype, dictating equipment, calculators, photocopiers, shredders, FAX and other commonly used office equipment. Incumbents may be required to lift up to 25 pounds when working in records archives. Work often involves contact with angry or otherwise emotional members of the public who may become hostile and abusive and who may be mentally ill, lacking hygiene, or under the influence of drugs and/or alcohol.

DESIRABLE QUALIFICATIONS:

Knowledge of: specialized and computerized data systems and office practices including filing, indexing and cross-referencing methods; techniques of report writing, business correspondence, English, grammar and spelling; arithmetic; departmental programs, procedures and department terminology; computers and the ACCESS system; typewriters, photocopiers, FAX machines, calculators and other commonly used office appliances.

Ability to: learn and retain specialized law enforcement terminology and complex procedures for compiling police statistical data; maintain responsibility for a variety of activities without continual supervision; establish and maintain effective working relations with other employees, public and private officials, supervisors and the general public, keyboard and format accurately and utilizing specialized computer systems comparable to DISCIS, Spillman, and CAD.

EDUCATION AND EXPERIENCE:

Experience, education, or training which provides the level of knowledge, skill and ability equivalent to:

High school degree or GED. Three years of office and public contact work with solid computer and communications experience Interest in law enforcement functions is desirable.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

No felony convictions.
ACCESS crime network certification within six months.
Washington Drivers License



CITY OF ABERDEEN

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Request for Council Action

Date Action is Requested: January 14, 2026
Subject: **Hiring of Lateral Police Officer at top step**

COMMITTEE:

- ☐ Finance ☐ Public Works
☐ Public Safety ☒ Special Agenda Item

TYPE OF ACTION REQUESTED:

- ☐ Ordinance No. [Click or tap here to enter text.](#) ☐ Resolution No. [Click or tap here to enter text.](#)
☒ Motion ☐ Discussion
☐ No Action - Information Only ☐ Other: [Click or tap here to enter text.](#)

SUMMARY OF REQUEST:

Request for the approval to hire a Lateral Police Officer at top step of the Police pay scale, which is a 19p-5 \$9,169.

POLICY IMPLICATIONS:

- ☒ This action is in accordance with current policies and procedures.
☐ This action would require a new ☐ policy ☐ ordinance ☐ resolution ☐ other action from the Council.
☐ This action requires a revision to ☐ policy ☐ ordinance ☐ resolution ☐ other.

FISCAL IMPACT:

BUDGETARY STATUS:

- ☒ Funds have already been authorized in this year's budget.
☐ This is an extra-budget expenditure.
☐ Funds will be requested for this action, if approved, in next year's budget.
☐ This action will bring in additional revenue.
☐ This action has no budgetary implications.
☐ This action will reduce expenditures.
☐ Other:

BACKGROUND/RATIONALE:

On January 14, 2026, members of the Personnel Committee met and discussed a request from the Police Chief to hire a Lateral Officer at the top step of the Police pay scale. This officer has over 6 years' experience in Grays Harbor County, is a defensive tactics instructor, member of the Aberdeen Special Response Team, a Detective, also a Drug Task Force



CITY OF ABERDEEN

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Request for Council Action

Detective, an ICAC investigator, and will be of great value to the Aberdeen Police Department.

RECOMMENDATION(S):

It is recommended that the City Council approve the hiring of the Lateral Police Officer at the top step of the Police Officer pay scale.

ATTACHMENTS:

Requested by:

Dani Smith, HR Director on behalf of Dale
Green Police Chief

City Administrator Reviewed:

[Signature]

Department Director:

Dani Smith, HR Director



Request for Council Action

Date Action is Requested: January 14, 2026
Subject: **Aberdeen Library Board**

COMMITTEE:

- | | |
|--|--|
| <input type="checkbox"/> Finance | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Public Safety | <input checked="" type="checkbox"/> Special Agenda Item: |

TYPE OF ACTION REQUESTED:

- | | |
|---|---|
| <input type="checkbox"/> Ordinance No. | <input type="checkbox"/> Resolution No. |
| <input checked="" type="checkbox"/> Motion | <input type="checkbox"/> Discussion |
| <input type="checkbox"/> No Action - Information Only | <input type="checkbox"/> Other: |

SUMMARY OF REQUEST:

Confirm the Mayor's appointment of Anna (AC) Loup to the Aberdeen Library Board.

POLICY IMPLICATIONS:

- ☒ This action is in accordance with current policies and procedures.
- ☐ This action would require a new ☐ policy ☐ ordinance ☐ resolution ☒ other action from the Council.
- ☐ This action requires a revision to ☐ policy ☐ ordinance ☐ resolution ☐ other.
- ☐ Does not affect current policies and procedures.

FISCAL IMPACT:

N/A.

BUDGETARY STATUS:

- ☐ Funds have already been authorized in this year's budget.
- ☐ This is an extra-budget expenditure.
- ☐ Funds will be requested for this action, if approved, in next year's budget.
- ☐ This action will bring in additional revenue.
- ☒ This action has no budgetary implications.
- ☐ This action will reduce expenditure.
- ☐ Other:

BACKGROUND/RATIONALE:

The Aberdeen library board is created to provide advisory guidance to the mayor and city council in the establishment of goals and activities related to public library services in the city of Aberdeen and to

assist the mayor, city council, and library patrons in evaluating the Timberland Regional Library District's operation of the Aberdeen Timberland Library and use of the city's library facilities. The board may solicit and accept monies dedicated to library activities and operations on behalf of the city and may provide assistance to private foundations and other trustees of funds dedicated to Aberdeen library services by reviewing proposals and recommending appropriate uses of the funds. The board is encouraged to establish a close working relationship with the Timberland Regional Library District and the Friends of the Aberdeen Timberland Library.

There are five (5) members, that each serve five (5) year terms.

RECOMMENDATION(S):

Confirm the Mayor's appointment of Anna (AC) Loup to the Aberdeen Library Board.

ATTACHMENTS:

None.

Community Development Director

Public Works Director

Committee Chair Signature

Committee Chair Signature

This request aligns with the following City Council Values:

☐ Workforce Engagement & Development

☒ Vibrant, Safe & Healthy Community

☒ Economic Development

☐ Infrastructure Investment

☐ Fiscal Responsibility

☒ Communications & Outreach