



ABERDEEN CITY COUNCIL

January 22, 2020

COUNCIL MEETING AGENDA

7:15 PM – 3rd Floor, City Hall

COMMITTEE OF THE WHOLE

- A. Guest Speakers
- B. Department Heads
- C. Mayor's Report
- D. Non-Standing Committee Reports

COUNCIL MEETING

I. ROLL CALL

II. FLAG SALUTE

III. APPROVAL OF MINUTES

IV. ADDITIONS / DELETIONS

V. PUBLIC COMMENT Re: Agenda Action Items (Indicated by AI) (Please limit your comments to 3 minutes)

VI. FINANCE COMMITTEE

- A. Committee Chair Report
- B. Approval of expenditures
 - 1. Recommend approval of expenditures and payroll.
- C. Public Hearings
- D. Reports & Communications
 - 1. (AI) Report from Finance and Corporation Counsel recommending the City Council authorize the resolution of intent, pursuant to HB-1406 to retain up to 0.0073% of sales and use tax already levied to encourage investments in affordable and supportive housing.
- E. Resolutions
 - 1. (AI) A resolution of the City Council of the City of Aberdeen declaring the intent of the city to adopt legislation to authorize a sales and use tax for affordable and supportive housing in accordance with Substitute House Bill 1406 (chapter 338, laws of 2019), and other matters related thereto.
- F. Ordinances

VII. PUBLIC WORKS

- A. Committee Chair Report
- B. Reports & Communication

1. (AI) Report from Public Works and the Public Works Director recommending that the Mayor is authorized to sign an agreement with Landau Services in an amount not to exceed \$120,520 for Professional Services for the Basich Boulevard Landslide Repair Project.
2. (AI) Report from the Public Works and the Public Works Director recommending that the Mayor should be authorized to sign the agreement with GH Stream Team for \$19,195 that would be paid from the Stormwater Capacity Grant. The agreement would be in effect from January 1, 2020 through December 31, 2020.
3. (AI) Report from the Public Works and the Public Works Director recommending that the Mayor be authorized to sign an agreement between the City of Aberdeen and SCJ Alliance to perform professional services related to the West Aberdeen Safety Improvement project not to exceed \$24,743.
4. (AI) Report from the Public Works and the Public Works Director recommending that the Public Works Committee and the City Council authorize the surplus and auction of John Deere JD310D 2-wheel drive backhoe, vehicle #128.
5. (AI) Report from Public Works and the Public Works Director recommending that the City Council shall pass a resolution setting February 12, 2020 as the date for a public hearing to receive comments on the proposed 2020 Annual Project Plan for the Transportation Benefit District.

C. Resolutions

1. (AI) A Resolution setting the date for a public hearing on Wednesday, February 12, 2020 in the Aberdeen City Council Chambers at 7:15 PM to receive comments on the proposed 2020 Annual Project Plan for the Transportation Benefit District .

D. Ordinances

VIII. PUBLIC SAFETY

A. Committee Chair Report

B. Reports & Communications

1. (AI) Report from Public Safety and the Chief of Police recommending that the Mayor be authorized to sign the agreement with Connections.

IX. SPECIAL AGENDA ITEMS

A. Reports & Communication

1. (AI) Report from Committees on Committees recommending that the City Council accept and approve the Committee assignments.
2. (AI) Report from the Parks Director recommending that the City Council approve the accession of certain items into the City's Museum Collection.
3. (AI) Report from the Parks Director recommending that the City Council approve the de-accession of certain items into the City's Museum Collection.
4. (AI) Report from Personnel and the Mayor recommending that the City Council approve the adjustment of compensation for several positions that are lagging behind the market.
5. (AI) Report from Personnel and the Human Resources Director recommending that the City Council adopt the revisions to the Public Works Accountant position effective immediately.

- B. Proclamation
- C. Resolutions
- D. Ordinances
- E. Appointments

1. (A) Regional Fire Protection Service Authority Planning Committee (per 01.08.2020 Council Meeting, and RCW 52.26.030)

- X. PUBLIC COMMENT PERIOD (Please limit your comments to 3 minutes)**
- XI. CITY COUNCIL COMMENT PERIOD**
- XII. EXECUTIVE SESSION**

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, 48 hours in advance of the meeting.
Thank you.

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**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

Mr. Mayor: Hon. Pete Schave

The Members of: Finance Committee

To whom was Referred: **Request to authorize a Resolution of Intent pursuant to HB-1406 to retain up to 0.0073% of sales and use tax already levied to encourage investments in affordable and supportive housing**

REPORT AND RECOMMEND AS FOLLOWS:

In 2019, the Washington state legislature authorized cities to retain up to 0.0073% of sales and use tax already levied to encourage investments in affordable and supportive housing. The City of Aberdeen has a very low vacancy rate of rental and other housing properties. The City of Aberdeen recognizes it has an unsheltered population that would benefit from investments in affordable and supportive housing as would other residents and businesses. The proposed Resolution does not require Aberdeen to immediately act on such retention, but is required in order for the City to consider this approach.

Therefore, it is recommended that the City Council authorize the attached resolution of intent, pursuant to HB-1406 to retain up to 0.0073% of sales and use tax already levied to encourage investments in affordable and supportive housing.

/s/ MPK
Patrice Kent, Corporation Counsel

Chair

Reported: January 22, 2020

Adopted: _____



House Bill 1406 Workshop

What is House Bill 1406?¹

- An act relating to encouraging investments in affordable and supportive housing
- Taxes authorized are **subtracted** from the sales and use tax already levied and is not a tax increase (*does not require local match*)
- Maximum authority to retain is 0.0146%, starting July 28th, 2019
- Maximum authority can be reached either by a city and County each claiming half (0.0073%) or by one of the entities claiming the whole
- Tax authority expires 20 years after first imposed (starting on July 28th, 2019 - 2039)
- “Participating city”/”participating county” is a jurisdiction that imposes the sales and use tax under this legislation. To be participating a jurisdiction must, by a simple majority of the enacting legislative authority do both of these things:
 - By 1/28/20 pass a “resolution of intent” to adopt legislation to authorize the maximum capacity of the tax AND
 - By 7/28/20 pass legislation to authorize the maximum capacity of the tax
- ***If a jurisdiction does not adopt both the “resolution of intent” and legislation to authorize” by the deadlines, it permanently loses the authority to do so***
- Cities can only retain the maximum amount (0.0146%) if the **CITY** has passed a “Qualifying local tax” – already in place or it is passed within first year of the bill (*no GH cities have in place*)
 - Affordable housing levy
 - Sales and use tax for housing and related services
 - Sales tax for chemical dependency and mental health treatment services or therapeutic courts
- Administrative requirements include annual report to Department of Commerce on collection and use of the revenue

Use of Funds

Allowable

- Allowable uses are restricted to acquiring, rehabilitating, or constructing affordable housing and/or funding the operations and maintenance costs of new units of affordable housing
- For counties with populations under 400,000 and cities with populations under 100,000 may use for rental assistance
- Housing and services must be provided to persons whose income is at or below 60% of AMI

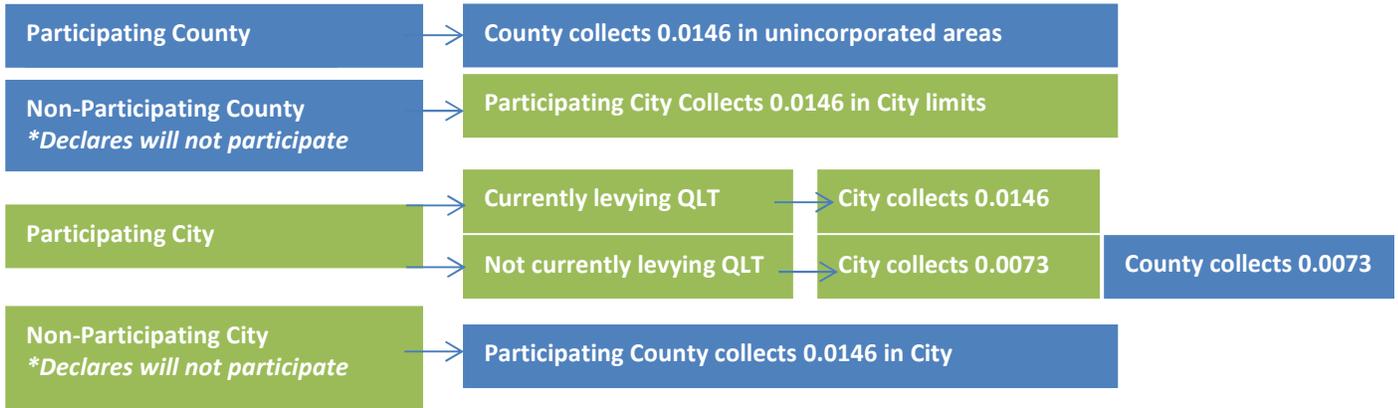
¹ Reference material: Summary of HB 1406 Robinson and SB 5646 prepared by WA Low Income Housing Alliance

Unallowable

- Staff time or administrative costs of collecting/administering funds

Options for each municipality under this bill – all are Council-matic

1. Pass resolutions officially requesting retention of maximum rate available
2. Pass resolutions officially deferring ability to retain funds
3. No action (*option to retain automatically expires July 28, 2020 without action*)



2 options for path forward (all figures are annual/12 months):²

County retains and administers all funds:

County	Local Sales Tax at 0.0146%
GRAYS HARBOR COUNTY	\$162,936

Some or all Cities retain and administer their funds and County retains their portion:

Location	Cities .0073%	County 0.073%	.0146%
GRAYS HARBOR COUNTY (<i>unincorporated</i>)			34,974
ABERDEEN	32,234	32,234	64,469
COSMOPOLIS	1,922	1,922	3,844
ELMA	5,541	5,541	11,081
HOQUIAM	6,042	6,042	12,085
MCCLEARY	1,009	1,009	2,019
MONTESANO	4,340	4,340	8,680
OAKVILLE	414	414	829
WESTPORT	3,845	3,845	7,690
OCEAN SHORES	8,633	8,633	17,266
Total	\$63,981	\$98,955	\$162,936

² Department of Revenue must calculate the maximum amount of tax distribution for each County and City based on SFY 2019 taxable retail sales. NOTE: this amount is fixed and is not adjusted each year. Any amount collected in excess of maximum calculated amount goes to the State General Fund.

The Washington Low Income Housing Alliance



Everyone should have the opportunity to live in a safe, healthy and affordable home.

Agenda



- Overview of HB 1406
 - What it is
 - Use of funds
- Timeline and next steps
- Pooling resources
 - Opportunities under the Interlocal Cooperation Act
- Final takeaways and questions

Overview of HB 1406



- **This is not an additional or new tax** – local jurisdictions are just retaining a portion of the sales and use taxes already collected.
- The bill went into effect on July 28th, 2019.
- All cities and counties are eligible. If a city and county both act to implement, the bill outlines when a city can claim the full authority. Otherwise it is shared.
- Department of Revenue determines the maximum revenue, based on state fiscal year 2019 taxable retail sales with the county or city. **It is important for a county to go before the cities in their county.**
- Earliest possible use of the funds is fall 2019.
- Authority expires after 20 years.



WASHINGTON LOW INCOME
Housing Alliance

Use of the funds

- Counties with a population greater than 400,000 and cities with a population greater than 100,000:

Acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services under RCW 71.24.385; or funding the operations and maintenance costs of new units of affordable or supportive housing.

- Counties with a population less than 400,000 and cities with a population less than 100,000:

The above uses and/or for rental assistance.

- The housing and services may only be provided to persons whose income is at or below sixty percent of the median income of the county imposing the tax.



Use of the funds

Bonding and revenue sharing:

- Cities or counties imposing the tax may issue general obligation or revenue bonds, and may pledge the revenue collected for repayment of the bonds.
- A county or city may enter into an interlocal agreement with other local government or public housing authorities to pool the tax receipts received and pledge those taxes to bonds.

Use of the funds



Bonding considerations:

- Bonding will ensure the longest benefit to your community:

Affordable housing investments build housing that must be a community asset for at least 40 years vs. the 20 year revenue stream otherwise provided by the 1460 funds.

- Opportunities to pool funds for a bigger bond:

1406 explicitly allows a county or city to enter into an interlocal agreement with other local government or public housing authorities to pool the tax receipts received and pledging those taxes to bonds.

Definitions



- Maximum or full rate = .0146%
- Half or split rate = .0073%
- Any city or county that opts into the revenue is considered a “participating” city or county.
- A city that has implemented, or implements a “qualifying local tax” no later than July 28th, 2020 is eligible to claim the full authority.

Qualifying local taxes



“Qualifying local taxes” means the following tax sources, if the tax source is instated by a city no later than July 28th, 2020 (within one year of the bill’s effective date):

- The affordable housing levy authorized under RCW 84.52.105;
- The levy authorized under RCW 84.55.050 if used solely for affordable housing;
- The sales and use tax for housing and related services authorized under RCW 82.14.530 if the city has imposed the tax at a minimum or least half of the authorized rate;
- The sales tax for chemical dependency and mental health treatment services or therapeutic courts authorized under RCW 82.14.460.

Qualifying local taxes – cities who already have one in place



- Seattle (Housing Levy)
- Bellingham (Housing Levy)
- Vancouver (Housing Levy)
- Ellensburg (1/10 of 1% sales tax for affordable housing)
- Olympia (1/10 of 1% sales tax for affordable housing)
- Tacoma (Mental health and chemical dependency sales tax)

Maximum Rate



The maximum rate of 0.0146 percent can be reached either by a city and county each claiming half (0.0073 percent), or by one of the entities claiming the whole.

Following are the circumstances in which the full 0.0146 percent can be claimed by one of the entities:

- Counties always maintain authority over unincorporated areas and can levy the maximum rate in those areas within the first year.
- Counties can levy the maximum authority in the boundaries of cities that declare that they will not levy it or who don't otherwise utilize it within the first year.

Maximum Rate



- Cities can levy the maximum rate if they have levied one of the qualifying local taxes before or within the first year.
- Cities can levy the maximum rate in year one without a qualifying local tax only if a county declares they will not participate or otherwise fails to adopt a resolution.
- Cities without a local qualifying tax in non-participating counties in year two lose authority due to a mistake in the bill. Therefore, it is particularly important for counties to act.

Timelines



- Resolution of Intent must be adopted by January 28, 2020.
- The legislation must be adopted by July 28, 2020,
- Department of Revenue requires 30-days notice of adoption of sales tax credits and the change must occur on a first day of the month (RCW 82.14.055)
- Considering the necessary actions, the earliest possible use of the funds is this fall.

Working Together to Pool Resources



A county or city may enter into an interlocal agreement with one or more counties, cities or public housing authorities to make the money go farther.

In addition to requirements of the Interlocal Cooperation Act, the interlocal agreement may include but is not limited to:

- Method for pooling tax receipts.
- Pledging tax receipts to bonds issued by one or more parties to the agreement.
- Allocating the proceeds of the taxes levies or the bonds to a joint or regional project.

Benefits include:

- Stretching each tax dollar to make it go farther.
- Regional decision making and solutions to investing in affordable and supportive
- Sharing of resources, services, and cost sharing.
- Unified service delivery.





Next Steps and Resources

Next steps – two step process to access the funding

Keep an eye out for FY2019 tax figures and additional information and updates from Department of Revenue

Engage your partners

- Neighboring jurisdictions, housing authorities, cities, and nonprofit providers

Other Resources

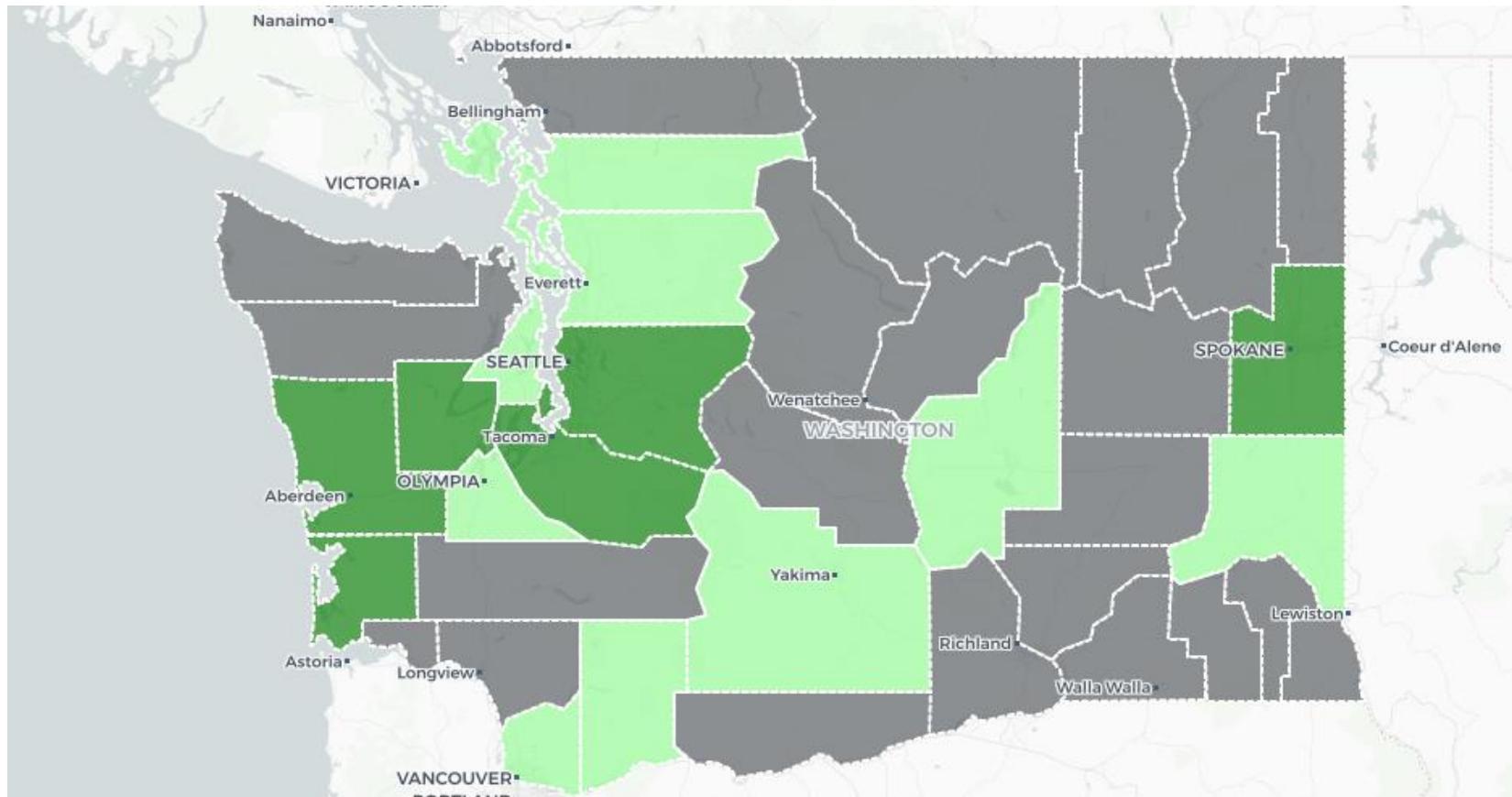
- Washington Low Income Housing Alliance (www.wliha.org/resources/webinars-and-tools)
- Washington State Housing Finance Commission (www.wshfc.org)

Resources (cont.)



WASHINGTON LOW INCOME
Housing Alliance

www.1406status.com/



Questions



Contact information:

Michele Thomas

Director of Policy and Advocacy, Washington Low Income Housing Alliance and Housing Alliance Action Fund
michelet@wliha.org

Deanna Gregory

Attorney, Pacifica Law Group LLP
Deanna.Gregory@pacificallawgroup.com



Articles and today's training are for informational purposes and do not provide legal advice.

These materials are not intended to be used or relied upon as legal advice in connection with any particular situation or facts.

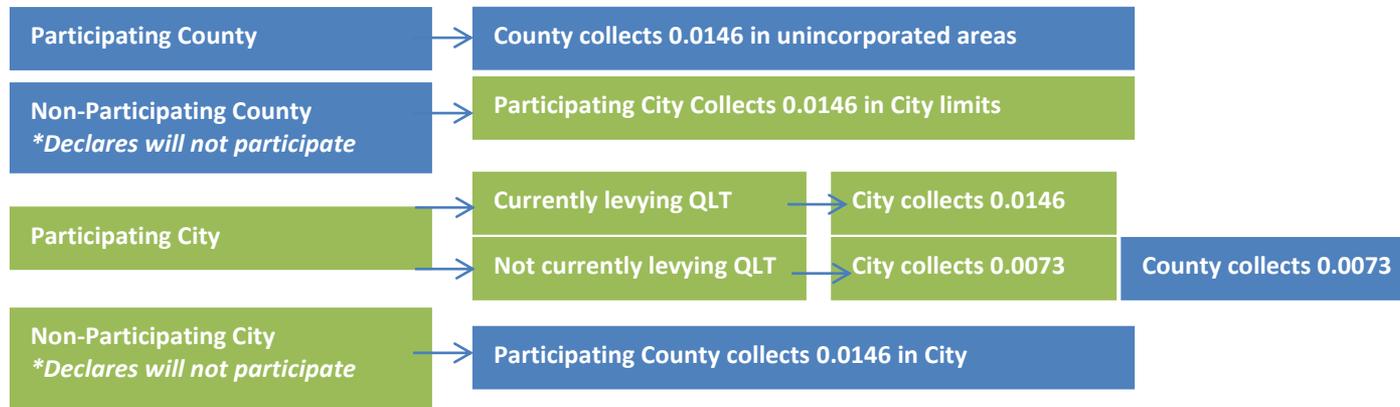


What does this mean for
Grays Harbor?

Options for each municipality under this bill

All are council-matic

1. Pass resolutions officially requesting retention of maximum rate available
2. Pass resolutions officially deferring ability to retain funds
3. No action (*option to retain automatically expires July 28, 2020 without action*)



What does this look like at the local level?

2 options for path forward (all figures are annual/12 months):

1. *County retains and administers pooled funds:*

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GRAYS HARBOR COUNTY	\$162,936

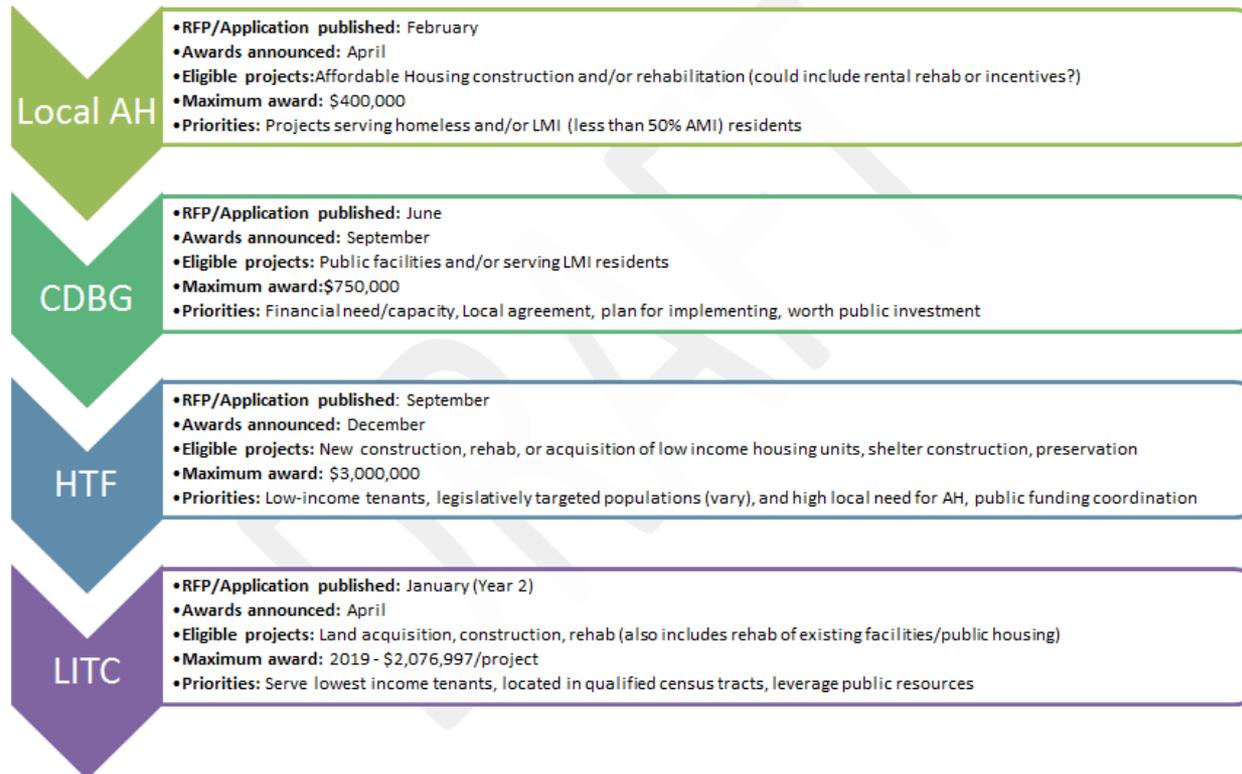
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DRAFT Affordable Housing Pipeline

DRAFT– Affordable Housing Timeline



2019-2024 Plan to Address Unmet Housing Needs

Maintain and Expand Affordable Housing

- *Increase the number of units available on the private market affordable to our lowest income neighbors so less people need housing subsidies*

Other Activities should resources become available

Actions in support of strategy	Timeline	Measure of Success	Responsible Party
Develop 20 units with monthly housing costs of \$390 or less (Extremely Low Income Clients)	2020	Updated "Who needs affordable housing?" report & Grays Harbor Affordable Housing profile	Nonprofits/Developers

Proposed Next Steps

County collects pooled funds from all Cities interested and creates structure to ask for and incorporate feedback from City stakeholders

Values of this model:

- Integration with Affordable Housing Pipeline and 2019-2024 Plan to Address Unmet Housing Needs
- Leveraged pool for maximum impact
 - Also leverage other homeless housing and other service funds
- County PHSS staff facilitate process for strategic investment, reporting, and project management

Discussion/Questions?

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ABERDEEN DECLARING THE INTENT OF THE CITY TO ADOPT
LEGISLATION TO AUTHORIZE A SALES AND USE TAX FOR
AFFORDABLE AND SUPPORTIVE HOUSING IN ACCORDANCE WITH
SUBSTITUTE HOUSE BILL 1406 (CHAPTER 338, LAWS OF 2019), AND
OTHER MATTERS RELATED THERETO.**

WHEREAS, in the 2019 Regular Session, the Washington State Legislature approved, and the Governor signed, Substitute House Bill 1406 (Chapter 338, Laws of 2019) (“SHB 1406”); and

WHEREAS, SHB 1406 authorizes the governing body of a city or county to impose a local sales and use tax for the acquisition, construction or rehabilitation of affordable housing or facilities providing supportive housing, and for the operations and maintenance costs of affordable or supportive housing, for Cities of 100,000 or less, or, if eligible, for providing rental assistance to tenants; and

WHEREAS, the tax will be credited against state sales taxes collected within the City and, therefore, will not result in higher sales and use taxes within the City and will represent an additional source of funding to address housing needs in the City; and

WHEREAS, the tax must be used to assist persons whose income is at or below sixty percent of the City median income; and

WHEREAS, the City has an unsheltered population of more than 100 persons and a shortage of rental housing units, and has determined that imposing the sales and use tax to address this need will benefit its citizens; and

WHEREAS, in order for a city or county to impose the tax, within six months of the effective date of SHB 1406, or January 28, 2020, the governing body must adopt a resolution of intent to authorize the maximum capacity of the tax, and within twelve months of the effective date of SHB 1406, or July 28, 2020, must adopt legislation to authorize the maximum capacity of the tax; and

WHEREAS, this Resolution constitutes the resolution of intent required by SHB 1406; and

WHEREAS, the Aberdeen City Council now desires to declare its intent to impose a local sales and use tax as authorized by SHB 1406 as set forth herein; NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ABERDEEN AS FOLLOWS:

Section 1. Resolution of Intent. The City Council declares its intent to adopt legislation to authorize the maximum capacity of the sales and use tax authorized by SHB 1406 within one year of the effective date of SHB 1406, or by July 28, 2020.

Section 2. Further Authority; Ratification. All City officials, their agents, and representatives are hereby authorized and directed to undertake all action necessary or desirable from time to time to carry out the terms of, and complete the actions contemplated by, this Resolution. All acts taken pursuant to the authority of this [resolution][ordinance] but prior to its effective date are hereby ratified.

Section 3. Effective Date. This Resolution shall take effect immediately upon its passage and adoption.

PASSED and APPROVED in open meeting this 22nd day of January, 2020.

Pete Schave, Mayor

ATTESTED:

Clifford Frederickson, Finance Director

**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

MR. MAYOR: Pete Schave

**THE MEMBERS OF
YOUR COMMITTEE ON:** Public Works and the Public Works Director

TO WHOM IT WAS REFERRED: Authorization for the Mayor to sign an agreement between the City of Aberdeen and Landau Associates, Inc. to perform professional services related to the Basich Boulevard Landslide Repair Project.

REPORTS AS FOLLOWS: The City of Aberdeen requested a proposal from Landau Associates, Inc. under the emergency proclamation for the slide at Basich Boulevard. Landau was brought in immediately after the slide and has performed work related to Emergency Response and Predesign totaling \$38,640. This report seeks funding approval for the full design and construction support including work already completed.

IT IS RECOMMENDED: The Mayor shall sign an engineering services agreement with Landau Associates, Inc. for up to \$120,520 for landslide repairs and reconstruction of Basich Boulevard.

Rick Sangder
Public Works Director

Tim Alstrom, Committee Chair

Nathan Kennedy, Vice-Chair

Reported _____, 2020

Joshua Francy, Member

Adopted _____, 2020

Shaney Crosby, Member

AGREEMENT FOR PROFESSIONAL SERVICES
Between
CITY OF ABERDEEN
And
LANDAU ASSOCIATES, Inc.

This Agreement is entered into as of this ____ day of _____, 20__, by and between the city of Aberdeen (“CITY”), a municipal corporation, and Landau Associates, Inc., a C Corporation (“LAI,” Consultant).

1. TERM OF CONTRACT

This Agreement shall be in full force and effect from **January 9, 2020**, to completion of the work or termination pursuant to Section 15 of this Agreement.

2. SCOPE OF WORK

LAI will perform all professional services necessary to complete the **Basich Boulevard Landslide Repair project**, as more fully set forth in the **January 9, 2020** proposal of LAI, incorporated herein by reference as Attachment “A”.

3. TIME FOR BEGINNING AND COMPLETION

LAI 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 **8 months** after CITY authorizes LAI to begin work.

The established completion time shall not be extended because of any delays attributable to LAI, 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 LAI. A prior supplemental agreement issued by CITY is required to extend the established completion time.

4. NONDISCRIMINATION

LAI 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, LAI shall comply with federal and state nondiscrimination statutes and regulations, including the American Disabilities Act of 1992, as amended.

5. PAYMENT

CITY shall pay LAI for completed services rendered on a Time and Expense basis and not to exceed the maximum estimated fees and costs of **\$120,520** 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 LAI records and accounts. LAI 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, LAI 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 LAI'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 LAI by CITY shall be returned. All designs, drawings, specifications, documents, and other work products prepared by LAI 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 LAI.

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	\$1,000,000 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 LAI.

12. INDEPENDENT CONTRACTOR STATUS

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

13. REMEDIES

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

14. WAIVER

No waiver by CITY or LAI of any breach by LAI 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 LAI, the City shall make a final payment to LAI 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 LAI are terminated by CITY for default on the part of LAI, 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 LAI 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 LAI was not in default or that LAI'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 LAI:

Calvin McCaughan, PE
955 Malin Lane SW, Suite B
Tumwater, Washington 98501

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 LAI 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 LAI will be on a basis of experience and judgment, but, since LAI has no control over market conditions or bidding procedures, LAI 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 LAI and has no third party beneficiaries.

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

[LANDAU ASSOCIATES]



Calvin McCaughan, PE/Principal

CITY OF ABERDEEN

Peter Schave, Mayor

Attest:

Finance Director

ATTACHMENT A SCOPE OF WORK

Prepared for:

CITY OF ABERDEEN BASICH BOULEVARD LANDSLIDE REPAIR

January 9, 2020

INTRODUCTION

Landau Associates (Consultant) has been retained by City of Aberdeen (City) to provide emergency response, geotechnical engineering, landslide repair alternatives analysis, and roadway repair design for the Basich Boulevard landslide repair project. Consultant was contacted on December 23, 2019 to provide initial geotechnical emergency response for the project; timelines presented herein are in reference to that start date.

The following scope of work identifies project assumptions, delineates tasks to be performed, and specifies deliverables to be provided as part of the agreement between the Consultant and City.

Attachment A includes three parts:

- Part 1 – Scope of Work
- Part 2 – Compensation (also see Attachments B.1 and B.2)
- Part 3 – Period of Service

CONTRACT PHASES

The following items are anticipated to be a part of the contract:

- Task 100 - Project Management
- Task 200 - Emergency Response and Predesign (task complete)
- Task 300 - Geotechnical Engineering and Alternatives Analysis
- Task 400 - Design
- Task 500 - Bid Support
- Task 600 - Construction Support
- Task 700 - Contingency Services

PART 1 – SCOPE OF WORK

Task 100 – Project Management

Objective: Provide general project management services and coordinate with the City to ensure timely completion.

Consultant Responsibilities:

- Provide quality assurance/quality control over the course of the project.
- Communicate routinely with the City and its subconsultants for the duration of the project.
- Prepare monthly progress invoices and accompanying status reports.

City Responsibilities:

- Payment of progress invoices within timeframe established in the agreement.

Assumptions:

- Tasks 100 through 700 can be completed in 8 consecutive months or less.

Deliverables:

- Monthly progress invoices and status reports to be emailed in Adobe® PDF format.

Task 200 – Emergency Response and Predesign

Objective: Provide immediate geotechnical response to the landslide, help the City assess associated risks, complete preliminary engineering, and prepare rough order-of-magnitude (ROM) cost estimates that will allow the City to evaluate the construction timeline. This task has been completed.

Consultant Responsibilities:

- Visit the site as needed to observe and document conditions along the landslide.
- Provide consultation to City regarding roadway closure and utility damage.
- Advance two geotechnical borings 80 feet (ft) below ground surface and install inclinometer casings in each.
- Record ground deformation in the inclinometer casings.
- Complete geotechnical laboratory testing on select soil samples obtained from the borings.
- Develop working drawings (geologic cross sections) of the slope and landslide mass.
- Complete numerical slope stability analyses to assess two conventional landslide repair alternatives that have been used throughout Aberdeen: 1) embankment replacement and 2) shear key/buttress.
- Complete ROM cost estimates for two conceptual landslide repairs: 1) embankment replacement and 2) shear key/buttress.

City Responsibilities:

- Keep Consultant apprised of changes in site surface conditions.
- Coordinate emergency response, including but not limited to, roadway closure, utility shutoff or relocation, public outreach, and staging (or having on-call) an excavator for debris removal.

Assumptions:

- Consultant will subcontract the driller.

Deliverables:

- Draft geotechnical boring logs and cross sections (PDF format).
- ROM cost estimates via telephone and email.

Task 300 – Geotechnical Engineering and Alternatives Analysis

Objective: Use data collected during Task 200 to complete geotechnical engineering analyses and assess the most cost-effective landslide repair alternative.

Consultant Responsibilities:

- Mark/flag landslide features that will be incorporated into the project survey. Coordinate an onsite meeting with City's subcontracted surveyor.
- Further assess the two conventional landslide repair alternatives considered in Task 200, and complete detailed earthwork calculations to estimate earthwork quantities.

- Evaluate two additional repair alternatives, likely: 1) soil mixing/treatment and 2) locally sourced shear piling.
- Prepare and refine ROM cost estimates for as many as four repair alternatives.
- Meet with the City to discuss ROM costs; available, locally sourced materials; and construction timing.
- Prepare a geotechnical engineering report for the selected repair alternative.

City Responsibilities:

- Notify Consultant of changes in site surface conditions.
- Help Consultant identify locally sourced or City-owned materials available for use in the selected repair (i.e., recycled aggregate, City stockpiles, piling, etc.).
- Assess feasibility of expanding the City right-of-way (to the west) and notify Consultant of findings.
- Select a preferred repair alternative that Consultant will use in its geotechnical engineering report and in Task 400.
- Help Consultant define the project’s construction window (for earthwork cost considerations).
- Review and comment on draft geotechnical report.

Assumptions:

- Long-term stability of the road prism will be designed with a minimum safety factor of 1.25 against sliding. Seismic design is excluded.
- The purpose of the ROM cost estimates is to identify relative costs of repair alternatives. Costs may be +/- 25 percent of the engineering estimate for the selected alternative (Task 400).

Deliverables:

- ROM cost estimates (bid tab format), provided as a PDF attachment via email.
- Draft geotechnical engineering report.
- Final geotechnical engineering report.

Task 400 – Design

Objective: Prepare drawings, contract documents, and engineer’s-opinion-of-probable-construction-cost (OPCC) for the selected landslide repair alternative, including roadway reconstruction.

Consultant Responsibilities:

- Prepare and internally review 60% design drawings, project manual, and engineer’s OPCC. Submit for the City’s review and comment.
- Meet with the City to discuss review comments.
- Prepare and internally review final drawings and project manual. Submit to the City for bidding.

City Responsibilities:

- Obtain all necessary permits.
- Subcontract a surveyor to perform a topographic survey of the site. The survey will include elevations and locations of surface and subsurface features within the project area. Features include, but are not limited to, curbing, pavement edging, sidewalks, ramps, poles, piping, parcel boundaries, rights-of-way, easements, and landslide surface features flagged/staked by Consultant. City’s surveyor shall prepare and submit base map (1” = 20”) of field-surveyed information using American Public Works Association (APWA) standard layers, line types, and symbols in AutoCAD® format. The digital base map shall have 1-ft contours.

- Provide engineering layout and details for water and sewer utilities. The City can prepare its own drawing or stamp a drawing prepared by the Consultant with the City's direction.
- Attend 60% design review meeting. Provide input and written comments.
- Obtain temporary construction easements, as needed.

Assumptions:

- Stormwater management/design will include reconstruction of the existing system. Consultant will include the stormwater management layout on plan sheets and relocate the stormwater conveyance system to avoid other utilities, if required.
- Drawings will be prepared using AutoCAD® software. A total of eight drawing sheets is estimated, with two general sheets, four civil site plan and profile sheets, and two detail sheets.
- The project manual will be provided in Microsoft Word format, and will consist of:
 - Part I Bidding Requirements will consist of City standard forms used for similar City public works projects and updated by Consultant for this project.
 - Part II Contract Forms Submitted Following Award of Contract will consist of City standard forms used for similar City public works projects and updated by Consultant for this project.
 - Part III Specifications will include: 1) Washington State Department of Transportation *Standard Specifications for Road, Bridge, and Municipal Construction* (M 41-10), current edition, and 2) project-specific special provisions prepared by Consultant.
 - Part IV Attachments will include permits obtained by the City and state prevailing wage rates, along with the geotechnical report prepared as part of Task 300.
- The Contractor will be responsible for preparing the traffic control plan, which will be reviewed by the City.
- The Contractor will be responsible for preparing the dewatering plan.

Deliverables:

- 60% design drawings, specifications, and engineer's OPCC (PDF).
- Final design drawings, specifications, and engineer's OPCC (PDF).

Task 500 – Bid Support

Objective: Assist the City during the bidding phase of the project.

Consultant Responsibilities:

- Respond to bidders' questions at the City's request.
- Prepare as many as two addenda.
- Assist City with review of bids.

City Responsibilities:

- Identify and contact potential bidders, distribute bid documents.
- Field and distribute bidders' questions.
- Open and analyze bids, confirm responsiveness, recommend award of contract.
- Award contract, send intent-to-award notice, review bond and insurance certificates, prepare documents, and issue notice to proceed.

Assumptions:

- Consultant's time for this task does not include a pre-bid meeting, and is limited to the hours listed in Attachment B.1.

Task 600 – Construction Support

Objective: Assist the City during the construction phase, observing construction upon request. Consultant will provide geotechnical construction support within the confines of the authorized budget.

Consultant Responsibilities:

- Attend a preconstruction conference.
- Review and respond to as many as five requests for information (RFIs).
- Review and respond to as many as five submittals and resubmittals provided.
- Provided limited geotechnical special inspection during construction.

City Responsibilities:

- Collect, record, and maintain log of construction material quantities.
- Coordinate construction testing and accept approved results.
- Review and approve Contractor's progress payment requests.
- Review and approve change order requests.
- Designate a City representative or contract a firm that will provide full-time, onsite construction observation and inspection services, as desired.
- Coordinate prevailing wage documentation with Department of Labor and Industries.

Assumptions:

- Geotechnical special inspections are estimated to consist of 1 week of full-time construction observation and 2 weeks of part-time observation. Consultant assumes City inspector will be on site full-time in Consultant's absence.

Deliverables:

- Daily geotechnical field reports provided via email.
- Responses to RFIs and submittals provided via email.

Task 700 – Contingency Services

Objective: Complete additional geotechnical explorations and analysis, if warranted by site conditions or feasibility assessment. At this time of this writing, the landslide is still active, and additional geotechnical exploration may be required to support final design. Realigning the roadway west of the slide also may require additional subsurface exploration.

Consultant Responsibilities:

- Subcontract and complete additional subsurface explorations, if warranted.
- Incorporate results of additional explorations into Task 300 analysis and figures.

Assumptions:

- Task 700 services will require email authorization from the City.

Deliverables:

- Boring logs and updated figures.

PART 2 – COMPENSATION

Professional services will be provided by Consultant on a time-and-materials basis in accordance with the detailed fee estimate and labor rates provided in Attachments B.1 and B.2, respectively. A summary table is provided below:

Task	Estimated Cost
Task 100. Project Management	\$6,560
Task 200. Emergency Response and Predesign	\$38,640
Task 300. Geotechnical Engineering and Alternatives Analysis	\$24,840
Task 400. Design	\$17,040
Task 500. Bid Support	\$1,820
Task 600. Construction Support	\$15,620
Task 700. Contingency Services	\$16,000
Total	\$120,520

PART 3 – PERIOD OF SERVICE

When calculating project costs, the Consultant assumed the following period of service:

Task	Estimated Duration
Task 100. Project Management	8 months
Task 200. Emergency Response and Predesign	3 weeks (complete)
Task 300. Geotechnical Engineering and Alternatives Analysis Task 400. Design	3 months
Task 500. Bid Support	2 months
Task 600. Construction Support	2 months

Prepared by: Calvin McCaughan, PE 1/9/2020

Reviewed by: Mallory Skinner 1/9/2020

**Attachment B-1
Fee Estimate
Basich Boulevard Landslide Repair
Aberdeen, Washington**

Scope Items	Hours of Labor by Task						Totals	Total Labor Costs
	Associate Engineer	Project Engineer	Senior Staff	CAD	Staff	Project Coordinator		
Task 100 - Project Management		32				16	48	\$ 6,560
Task 200 - Emergency Response and Predesign (see OTHER COSTS below)							0	\$ -
Task 300 - Geotechnical Engineering and Alternatives Analysis	20	40			120	4	184	\$ 24,840
Task 400 - Design	20	20		40	40	4	124	\$ 17,040
Task 500 - Bid Support	8					2	10	\$ 1,820
Task 600 - Construction Support	8	12			100	2	122	\$ 15,620
TOTAL LABOR COST							488	\$ 65,880
Rate by Position	\$200.00	\$150.00	\$135.00	\$120.00	\$120.00	\$110.00		
OTHER COSTS								
Emergency Response and Predesign - Services Provided to Date (slope reconnaissance and mapping; two borings advanced 80 feet below ground surface with inclinometer casing; slope stability analysis and preliminary engineering; subcontracting of driller; geotechnical laboratory testing, including Atterberg Limits, hydrometer analysis, and moisture content determination; rough order-of-magnitude cost estimate for repair option 1, and site visit to evaluate changes during active sliding)								Landau Labor - \$21,745 Laboratory Testing - \$3,510 Subcontracted Drilling and Expenses - \$12,805 \$ 38,060
Mileage (future)								\$ 580
TOTAL - OTHER COSTS								\$ 38,640
TASK 700 - Contingency Services								
Drilling Subcontractor (two borings/wells)								\$ 11,000
Labor for Drilling and Supplemental Engineering								\$ 5,000
TOTAL - CONTINGENCY SERVICES								\$ 16,000
Total								\$ 120,520

COMPENSATION SCHEDULE – 2018

Personnel Labor	Hourly Rate
Senior Principal	260
Principal	240
Senior Associate	220
Associate	200
Senior	180
Senior Project	165
Project	150
GIS Analyst	150
Senior Staff / CAD Designer	135
Staff / Senior Technician II	120
Data Specialist	120
CAD / GIS Technician	120
Project Coordinator	110
Assistant / Senior Technician I	100
Technician	81
Support Staff	69

Expert professional testimony in court, deposition, declaration, arbitration, or public testimony is charged at 1.5 times the hourly rate.

Rates apply to all labor, including overtime.

Equipment

Field, laboratory, and office equipment used in the direct performance of authorized work is charged at unit rates. A rate schedule will be provided on request.

Subcontractor Services and Other Expenses

Subcontractor billing and other project expenses incurred in the direct performance of authorized routine services will normally be charged at a rate of cost plus a twelve percent (12%) handling charge. A higher handling charge for technical subconsultants and for high-risk field operations may be negotiated on an individual project basis; similarly, a lower handling charge may be negotiated on projects requiring disproportionately high subconsultant involvement.

Invoices

Invoices for Landau Associates' services will be issued monthly. Interest of 1½ percent per month (but not exceeding the maximum rate allowable by law) will be payable on any amounts not paid within 30 days.

Term

Unless otherwise agreed, Landau Associates reserves the right to make reasonable adjustments to our compensation rates over time (e.g., long-term continuing projects).

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**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

MR. MAYOR: Pete Schave

**THE MEMBERS OF
YOUR COMMITTEE ON:** Public Works and the Public Works Director

TO WHOM IT WAS REFERRED: Authorization for the Mayor to sign an agreement between the City of Aberdeen and Grays Harbor (GH) Stream Team to implement the Public Education & Outreach requirements of the Stormwater Management Project

REPORTS AS FOLLOWS: The City of Aberdeen received a proposal from the GH Stream Team to implement the Public Education & Outreach portion of our NPDES Phase II Municipal Stormwater Permit. The proposal will provide more services to the City at a lower cost than the City could provide. The proposal will also help the City maintain compliance with our Stormwater Permit.

The City of Aberdeen received a Stormwater Capacity Grant of \$95,000 through the Department of Ecology to assist with implementation and management of the Stormwater Permit. The grant is effective from July 1, 2019 and expires no later than March 31, 2021.

IT IS RECOMMENDED: The Mayor shall be authorized to sign the agreement with GH Stream Team for \$19,195 that would be paid from the Stormwater Capacity Grant. The agreement will be in effect from January 1, 2020 through December 31, 2020.

Rick Sangder
Public Works Director

Tim Alstrom, Committee Chair

Nathan Kennedy, Vice-Chair

Reported _____, 2020

Joshua Francy, Member

Adopted _____, 2020

Shaney Crosby, Member

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**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

MR. MAYOR: Pete Schave

**THE MEMBERS OF
YOUR COMMITTEE ON:** Public Works and the Public Works Director

TO WHOM IT WAS REFERRED: Authorization for the Mayor to sign an agreement between the City of Aberdeen and SCJ Alliance to perform professional services related to the West Aberdeen Safety Improvement project.

REPORTS AS FOLLOWS: The City of Aberdeen placed ads to request qualifications from engineering firms to provide surveying, develop plans, specifications, estimates for City review, and deliver final 100% construction package. The City of Aberdeen received 3 submissions from the following firms:

- Quanta Utility Engineering Services
- SCJ Alliance
- kpff

Following review of the qualifications, the Director of Public Works and the City Engineer selected SCJ Alliance and requested a scope and fee for the project that was accepted by Public Works.

IT IS RECOMMENDED: The Mayor shall be authorized to sign the agreement with SCJ Alliance for \$24,743.

Rick Sangder
Public Works Director

Tim Alstrom, Committee Chair

Nathan Kennedy, Vice-Chair

Reported _____, 2020

Joshua Francy, Member

Adopted _____, 2020

Shaney Crosby, Member

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**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

MR. MAYOR: Peter Schave

**THE MEMBERS OF
YOUR COMMITTEE ON:** Public Works and the Public Works Director

TO WHOM IT WAS REFERRED: Equipment Rental Fund – Surplus of Equipment

REPORTS AS FOLLOWS: The Equipment Rental Fund requests to surplus one (1) piece of equipment.

- 1) #128 – 1993 John Deere JD310D 2-wheel drive Backhoe, VIN #788484
 - This backhoe has 2350 hours on the meter and is rarely used (23 hours total in the last 2 years). The Public Works will still have two other 4 x 4 backhoes available for use. Over the past 15 years, with the usage of excavators, backhoes have become less convenient for field crew usage.

IT IS RECOMMENDED: That the Public Works Committee and the City Council declare John Deere JD310D 2-wheel drive backhoe, vehicle #128 as surplus and authorize Equipment Rental to auction the equipment.

Rick Sangder
Public Works Director

Tim Alstrom, Committee Chair

Nathan Kennedy, Vice-Chair

Reported _____, 2020

Joshua Francy, Member

Adopted _____, 2020

Shaney Crosby, Member



**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

MAYOR: Peter Schave

**THE MEMBERS OF
YOUR COMMITTEE ON:** Public Works and the Public Works Director

TO WHOM IT WAS REFERRED: Public Hearing for the Transportation Benefit District
2020 Annual Project Plan

REPORTS AS FOLLOWS: The City’s Engineering Department will submit an Annual Project Plan to the City Council no later than January 31, 2020 for work to be performed using funds from the Transportation Benefit District. A public hearing is required to receive comments on the proposed Annual Project Plan prior to adoption of the plan no later than March 1, 2020.

IT IS RECOMMENDED: The City Council shall pass a resolution setting February 12, 2020 as the date for the public hearing for the Transportation Benefit District 2020 Annual Project Plan.

Rick Sangder
Public Works Director

Tim Alstrom, Chair

Nathan Kennedy, Vice-Chair

Reported _____, 2020

Joshua Francy, Member

Adopted _____, 2020

Shaney Crosby, Member

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RESOLUTION No. 2020 - _____

RESOLUTION SETTING THE DATE FOR A PUBLIC HEARING ON THE ANNUAL PROJECT PLAN FOR THE TRANSPORTATION BENEFIT DISTRICT FOR THE YEAR 2020

WHEREAS the Aberdeen Transportation Benefit District by Resolution 2019-23 adopted a Transportation Improvement Plan calling for the preparation of Annual Project Plans; and

WHEREAS Annual Project Plans must be submitted to the City Council no later than January 31 of each year; and

WHEREAS the City Council shall schedule a public hearing to receive comments on a proposed Annual Project Plan; and

WHEREAS the City Council shall approve an Annual Project Plan no later than March 1 of each year;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ABERDEEN: A public hearing to receive comments on the proposed 2020 Annual Project Plan shall be held on Wednesday, February 12, 2020 in the Aberdeen City Council Chambers at the hour of 7:15 PM.

PASSED AND APPROVED on this 22nd day of January, 2020.

Pete Schave, Mayor

ATTESTED:

Clifford Frederickson, City Clerk

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**CITY OF ABERDEEN
COMMITTEE REPORT**

MR. MAYOR:

Hon. Pete Schave

**THE MEMBERS OF
YOUR COMMITTEE ON:**

Public Safety and Chief of Police

IN REFERENCE TO:

**CONNECTIONS (Formerly the
Children's Advocacy Center)**

Report and recommend as follows:

Connections and the Aberdeen Police Department have agreed to enter into a 'Municipal Services Agreement' for the eleventh-consecutive year. Connections has agreed to provide to the Aberdeen Police Department 87 hours of service at a cost of \$4,000. Their services will include: child assault criminal investigation consultation when requested, forensic child victim interviews when requested, training to law enforcement officers, full case investigation when requested, suspect interviews when requested and family support services. The term of this agreement is January 1, 2020 to December 31, 2020. These funds have been budgeted for the above purpose in the 2020 police department budget.

The Aberdeen Police Department has a Detective specifically assigned to investigate child assault crimes; however, the special service provided by Connections further augments our department's ability to successfully prosecute these horrendous crimes. The service requirements, conditions, restrictions, the length of the contract, indemnification and termination clauses have been articulated in the agreement for the protections of both parties.

It is our recommendation that the Mayor be authorized to sign the agreement with Connections.

Steve Shumate
Chief of Police

Karen Rowe

Tawni Andrews

Frank Gordon

Adopted: January 10, 2020

Jerrick Rodgers

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Aberdeen City Council
Standing Committee Assignments: 2020

Public Works

(meets the Tuesday prior to council at 4 pm 2nd Floor Conference Room)

Chair: Tim Alstrom (Ward 3)
Vice Chair: Nathan Kennedy (Ward 2)
Member: Joshua Francy (Ward 5)
Member: Shaney Crosby (Ward 1)

Finance

(meets immediately before council at 6 pm in the Finance Department)

Chair: Debbie Ross (Ward 4)
Vice Chair: Kati Kachman (Ward 3)
Member: John Maki (Ward 2)
Member: Dee Anne Shaw (Ward 6)

Public Safety

(meets immediately before council at 6:30 pm in the 3rd Floor Committee Room)

Chair: Karen Rowe (Ward 4)
Vice Chair: Tawni Andrews (Ward 1)
Member: Frank Gordon (Ward 6)
Member: Jerrick Rodgers (Ward 5)

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**CITY OF ABERDEEN
LEGISLATIVE DEPARTMENT**

Mr. Mayor: Hon. Peter Schave

**The Members of
Your Committee On:** **Parks Director**

In Reference To: **Board of Museum & History Recommendation items for
accession into the City's Collection**

Reports and recommendations as follows:

The City of Aberdeen Board of Museum and History met on Tuesday, January 7, 2020. At this meeting the Board approved a recommendation to the Aberdeen City Council to access the following items into the City's Museum Collection: World War II wool jacket; Best Cartoons of the Year 1943 book; Finch Playfield Bronze Plaque; Armory Building plaque from Swanson Family; Letters from Lucile Gulliver to Major Ben K. Weatherwax;

Recommend as follows:

It is recommended that the City Council approve the accession of the items listed into the City's Museum Collection.



Stacie Barnum, Parks Director

Reported: January 22, 2020

Adopted: _____

Aberdeen Museum of History

c/o City of Aberdeen Parks Department
200 East Market Street
Aberdeen, WA 98520



Artifact Donation Form

Object ID# _____

Object Name: World War II Navy coat (jacket)

Your name: Rosemarie Majeski

Email address: rosemarie.majeski@gmail.com

Mailing address: P.O. Box 60 Cosmopolis WA 98537
City State Zip

Phone number: 360 591-6543

Description of materials

1. What is the artifact(s) you are offering to donate?

World War II wool jacket, men's, dark Navy blue with 8 gold buttons

2. What is the artifact(s) history and how is it related to Aberdeen's or Grays Harbor's history? (Who made it? Who used it?)

It belonged to the husband of Rose Zumbal McCarter, who grew up in Wishkah Valley. Husband's name, Fred McCarter

3. How and when did you acquire the artifact(s)?

my cousin Kelly McCarter, had it in his attic. I brought it here from his home in Toledo, OR in July, 2019, after helping him clean out his attic.

4. How big is it? (Please provide measured dimensions of height, width, and depth. If the artifact is heavy, please include approximate weight.)

30" ↓, x 20" ↔  navy blue, size "REG" 2lb. 6oz.

5. What is the artifact(s) condition? (Is it damaged or previously repaired in anyway?)

Excellent condition

6. Are you donating the material or are you hoping to sell it? Donating Selling

7. Are you the legal owner of the artifact(s)? Yes No Given to me by my cousin to donate

Please attach 1 or 2 images of the artifact(s) you hope to donate to the Museum. When complete, please mail the form and images to the Aberdeen Museum of History, c/o Aberdeen Parks Department, 200 East Market Street Aberdeen, WA 98520

Date Form Received: _____ (office use only)

Friends of the Aberdeen Museum

Market & K (K street side) PO Box 722

Tu & Th 1-4 pm & 1st Friday 5-8 pm

360-533-1976 friends98520@gmail.com

I suggest _____ for inclusion in the **Voices of Grays Harbor.**

He/She is/was/experienced

Be sure to ask about *donation of*
Use of W.W.II men's Navy blue jacket for school
suitcases

This interview should be prioritized (why optional) _____

Photos are available, please bring scanner

Contact Information for ~~interview~~ arrangements

Name (if other than above) *Rosemarie Majeski*

Telephone *360 591-6543*

Address *P.O. Box 60 Cosmopolis WA 98537*

Email *rosemarie.majeski@gmail.com*

Referred by *Nancy Aushart Cu*

Phone or email _____

I am interested in helping with interviews _____

Phone _____

Aberdeen Museum of History

c/o City of Aberdeen Parks Department
200 East Market Street
Aberdeen, WA 98520



Artifact Donation Form

Object ID# _____

Object Name: Best Cartoons of the Year 1943

Your name: Rosemarie Majeski

Email address: rosemarie.majeski@gmail.com

Mailing address: P.O. Box 60 Cosmopolis WA 98537
City State Zip

Phone number: 360 591-6543

Description of materials

1. What is the artifact(s) you are offering to donate?

Book: Best Cartoons of the Year 1943, edited by Lawrence Lariat

2. What is the artifact(s) history and how is it related to Aberdeen's or Grays Harbor's history? (Who made it? Who used it?)

Compilation of World War II cartoons
Given by Tillie (Tekla) Zembal, ^{Cespedes} my aunt, as a Christmas gift to her
sister, Rose Zembal McCarter's husband, Fred McCarter (Zembals grew up
in the Wixahatch Valley - Greenwood Section

3. How and when did you acquire the artifact(s)?

Cleaned out attic of my cousin, Kelly McCarter. The book belonged to
his father Fred McCarter; both Tillie Zembal Cespedes & Fred McCarter served
in World War II. (4 Zembal brothers and one sister served in W.W.II)

4. How big is it? (Please provide measured dimensions of height, width, and depth. If the artifact is heavy, please include approximate weight.)

12" x 9 1/4" x 3/4"

5. What is the artifact(s) condition? (Is it damaged or previously repaired in anyway?)

Spine intact, worn a bit on corners, yellowed pages from age, no tears,
very readable. All the cartoons are "war" related, & timely to '40s, funny

6. Are you donating the material or are you hoping to sell it? Donating Selling

7. Are you the legal owner of the artifact(s)? Yes No

Please attach 1 or 2 images of the artifact(s) you hope to donate to the Museum. When complete, please mail the form and images to the Aberdeen Museum of History, c/o Aberdeen Parks Department, 200 East Market Street Aberdeen, WA 98520

Date Form Received: _____ (office use only)

Best

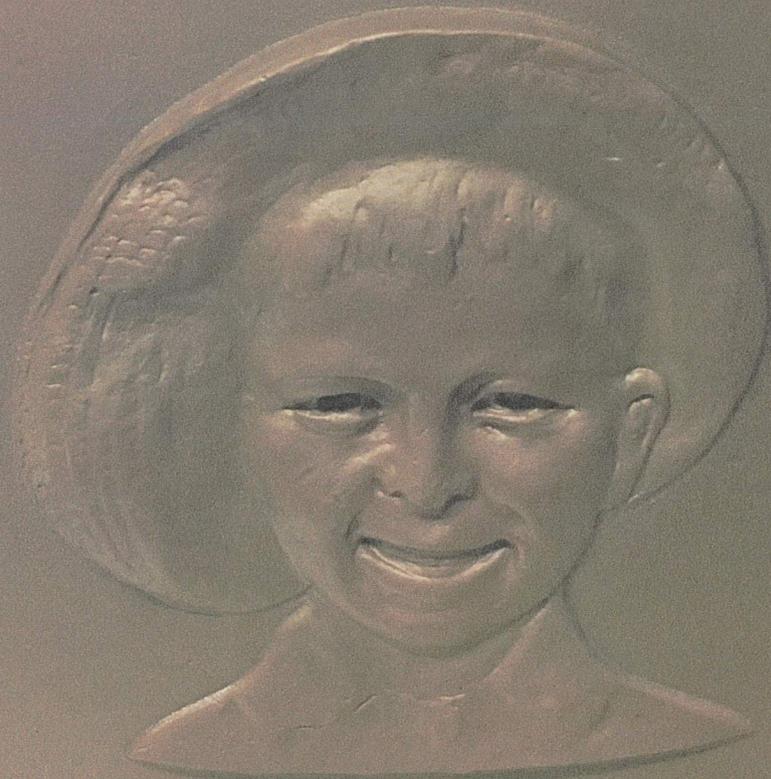
CARTOONS

OF THE YEAR 1943

Edited by LAWRENCE LARIAR

ELIZABETH AND LOUISE
FINCH
PLAYFIELD

A GIFT TO THE CHILDREN OF ABERDEEN
1925



“HAPPY HEARTS AND HAPPY FACES,
HAPPY PLAY IN GRASSY PLACES;
THAT WAS HOW IN ANCIENT AGES,
CHILDREN GREW TO KINGS AND SAGES.”



ABERDEEN COMMUNITY CENTER
ARMORY BUILDING
CONSTRUCTED IN 1922
HOME OF NATIONAL GUARD

COMPANY 489 COAST ARTILLERY

A GIFT TO
THE PEOPLE OF ABERDEEN
IN 1981
BY CHUCK & CARL SWANSON

Aberdeen Museum of History

c/o City of Aberdeen Parks Department
200 East Market Street
Aberdeen, WA 98520



Artifact Donation Form

Object ID# _____

Object Name: Letters from Lucite Gulliver to Major Ben K Weatherwax

Your name: Stacie Barnum (sent to me anonymously) Parks Dir

Email address: _____

Mailing address: 200 E Market Ab WA 98520
City State Zip

Phone number: _____

Description of materials

1. What is the artifact(s) you are offering to donate?

Letters from the 1940's (typed)

2. What is the artifact(s) history and how is it related to Aberdeen's or Grays Harbor's history? (Who made it? Who used it?)

Ben K Weatherwax

3. How and when did you acquire the artifact(s)?

November 2019, mailed to City anonymously

4. How big is it? (Please provide measured dimensions of height, width, and depth. If the artifact is heavy, please include approximate weight.)

8 1/2 x 11 1 lb

5. What is the artifact(s) condition? (Is it damaged or previously repaired in anyway?)

good

6. Are you donating the material or are you hoping to sell it? Donating Selling

7. Are you the legal owner of the artifact(s)? Yes No

Please attach 1 or 2 images of the artifact(s) you hope to donate to the Museum. When complete, please mail the form and images to the Aberdeen Museum of History, c/o Aberdeen Parks Department, 200 East Market Street Aberdeen, WA 98520

Date Form Received: _____ (office use only)

LIBRARY OF CONGRESS
RECEIVED
OCT 4 - 1944
SECRETARY'S OFFICE

IN REPLYING ADDRESS
COMMANDANT OF THE MARINE CORPS
WASHINGTON 25, D. C.
AND REFER TO

REFERENCE DEPARTMENT



SERIAL DKG-169-on

HEADQUARTERS U. S. MARINE CORPS
WASHINGTON
HISTORICAL DIVISION

THE LIBRARY OF CONGRESS
OCT 4 1944
REFERENCE DEPARTMENT

3 October 1944

Leg. Ref.

My dear Mrs. Baldwin:

In compliance with your verbal request of 2 October 1944 for information regarding a monument erected in Hong Kong, China, in honor of United States Marines, the following is submitted:

On August 4, 1855, a gang of Chinese pirates was practically wiped out after a hard fight off Khulan in which eight Americans (including two Marines) and several British Marines and sailors were killed or died of wounds. The two American Marines died aboard the British hospital ship Hercules. They were buried in Happy Valley Cemetery in Hong Kong, where a monument was erected to their memory. This monument is built of granite, in the form of a pyramid, about eight feet in height from the base to the apex and contains on one of the sides the following inscription: "Erected by the officers and crews of the U. S. Steam Frigate Powhatan and H. B. M. Steam Sloop Rattler in memory of their shipmates who fell in a combined boat attack on a fleet of piratical Junks off Khulan, August 4, 1855." On the opposite side are the names of six British marines and sailors and two United States Marines, Privates S. Mullard and B. F. Adamson.

John Poits
JOHN POITS
Colonel, USMC

Legislative Reference Service
Library of Congress
Washington, D. C.

Attention: Mrs. Baldwin

LUCILE GULLIVER
LITERARY BUREAU
157 NEWBURY STREET
BOSTON 16, MASSACHUSETTS

December 1, 1944

Major Ben K. Weatherwax
3202 Gunston Road
Parkfairfax
Alexandria, Virginia

Dear Major Weatherwax,

*ad
hive-
sect,*

You are doing excellently. Keep on just as you are doing, giving very humanly what you think we should have for a full understanding of the conditions which war creates, the results of those conditions in certain areas and among certain groups, and the progress toward a goal which your unit or units made - the light and dark, humor and tragedy, life and death, all rolled together in the proportions of reality.

I think my critical suggestions, if any, will have to do with the introduction of a phrase here and there for clarification or amplification, rather than any fundamental changes. These suggestions I would prefer to postpone until I see more of the material - ^{to review} just what proportions the over-all picture is to take.

Don't think you must conform to chapter alignment as planned; a book-length work often takes the bit in its mouth, with justification.

I want to put your mind at rest on one point. Yours of November 22nd speaks of my "remonstance!" I was not conscious of remonstrating. Don't try to find hidden meanings in my words. I am quite frank and will express - or at least try to express - just my meaning.

Your work is going to present a great picture. I am grateful for the privilege of seeing it develop.

Cordially yours,

Lucile Gulliver



THE LIBRARY OF CONGRESS...WASHINGTON

REFERENCE DEPARTMENT

LEGISLATIVE REFERENCE SERVICE

August 28, 1944

Honorable Fred Norman,
House Office Building,
Washington, D. C.

Dear Mr. Norman:

In response to your request for source material relative to the life and career of Father Emmanuel Rougier, we regret that extensive research has failed to produce any valuable information other than that furnished by yourself.

The name of Father Emmanuel Rougier was not listed in any volumes of Who's Who -- American, foreign, or international. No biographies were located, nor any published volumes by him. Careful searching of the bound volumes of bulletins of the Bernice P. Bishop Museum revealed only casual references to his name in recognition of his assistance in archaeological surveys on Christmas Island. An article by Kenneth P. Emory published in bulletin number 116 in 1933 refers to "the late Père Emmanuel Rougier."

Two bound volumes of scattered issues of the Société des Études Océaniques included references to Father Rougier as Vice-President of the society in 1922 and as President in 1928 and 1929. He was referred to as "outgoing President" in January 1930. In view of the 1933 reference cited above, this would show that his death occurred sometime between January 1930 and 1933. Several articles written by Father Rougier were published in bulletins of the Société des Études Océaniques, written in French. They gave no clues about himself, however.

Bound volumes of the Mid-Pacific Magazine dating from 1911 to 1930 were examined but only one article written by him was located. Also, numerous volumes dealing with South Pacific Islands, were examined and again only casual references to his name in connection with the leasing of Christmas Island in 1913 were found.

In order to exhaust every means to locate material for you we contacted the Smithsonian Institution and the libraries of the Catholic University, Georgetown University, George Washington University, and the National Catholic Welfare Conference. The latter organization also wrote letters to possible sources out of the city. Reports from all of the above are that nothing has been located.

Very truly yours,

Ernest S. Griffith
Ernest S. Griffith
Director

Legislative Reference Service

LUCILE GULLIVER
LITERARY BUREAU
157 NEWBURY STREET
BOSTON 16, MASSACHUSETTS

January 18, 1945

Mr Ben K. Weatherwax
Gunston Road
Fairfax
Virginia

Major Weatherwax,

The third instalment
(pages 51 - 90) is a moving piece - really
moving, to both laughter and tears.

I have a few minor suggestions, having
to do with paragraphing, and I will
make them this week end. Clients "from all
over" have lately appeared without warning,
to my delight, of course, but to play havoc
with my schedule.

Keep on just as you are doing. It is
clearly an excellent job, not so much that of
a reporter as of a story-teller - and that is
the compliment.

Cordially yours,

Lucile Gulliver

THE LIBRARY OF CONGRESS
LEGISLATIVE REFERENCE SERVICE

"BLOOD IS THICKER THAN WATER"

". . . [Commodore Josiah Tattnall's] most important work there [East India station] was in connection with the negotiation of new treaties with China by the Occidental powers. He placed every facility of the fleet at the disposal of the American envoy. When the British fleet was defeated in 1859 at the mouth of the Pei-ho River he gave aid to the British that under the circumstances violated the neutrality of the United States. In explanation of his conduct he quoted the adage 'Blood is thicker than water.' The American government upheld his acts and the British government expressed its thanks to President Buchanan. When late in life he was in need of funds some British officers subscribed a sum of money for his relief."

Source: "Tattnall, Josiah,"
Dictionary of American
Biography (1936),
vol. XVIII, p. 310.

Major Gen W. Weatherway,
1202 Sunston Road,

Park Fairfax,
Alexandria,
Virginia



**CITY OF ABERDEEN
LEGISLATIVE DEPARTMENT**

Mr. Mayor: Hon. Peter Schave

**The Members of
Your Committee On:** **Parks Director**

In Reference To: **Board of Museum & History Recommendation items for
de-accession from the City's Collection**

Reports and recommendations as follows:

The City of Aberdeen Board of Museum and History met on Tuesday, January 7, 2020. At this meeting the Board approved a recommendation to the Aberdeen City Council to de-access the following items from the City's Museum Collection: Trade Sign #07.048.002; Gilbert micro Chemistry Set 91.014.003

Recommend as follows:

It is recommended that the City Council approve the de-accession of the items listed in the City's Museum Collection.


Stacie Barnum, Parks Director

Reported: January 22, 2020

Adopted: _____

Aberdeen Museum of History - Deaccession Documentation

Catalog # 07.048.002 (Alternatively - Found in Collection date 12/19/19)

Description:

Trade Sign width 27cm x height 18cm 3/16" Glass
Green background. Lettering - Bright and Matte Gold Leaf
with Black stripping.

This Sign would have to be entirely redone from
scratch, not losing it's Historic value,

This item is to be deaccessioned from the collection of the Aberdeen Museum of History for the following reasons:

- Duplication or better example
- Condition of object is beyond repair
- Object is not relevant to area history
- Museum cannot care for the object properly
- Object needs repair/expert attention/continuing maintenance

Gold leaf 398.00 per 1/2 pk,
Sizing 20.00
418.00 supplier
\$ 192.00 labor.
610.00

From
Taylor Shop
on Heron St.
G St

Brown

The undersigned recommend disposal of the object via:

Contact donor if there is a contact available. Contact Date: _____

If no satisfactory response within 30 days:

- Public auction
- Exchange with another museum / individual _____
- Private or consignment sale
- Proper disposal

Recommended for Deaccession by the Collections Committee at its meeting on: 12-19-19
Date

Arwyn W. Davern
Chair, Collections Committee Date 1-7-20

Dann Sears
Curator of Aberdeen Museum of History Date 12/19/19
Remnants of the Past

The authority to deaccession this item was passed by a majority vote of the Aberdeen Board of

Museum and History on: 1/7/2020
Date [Signature]
Chair, Aberdeen Board of Museum and History

Final Disposition: _____, by: _____
Date Method Initials

002\07048002.JPG



Collection
Other#
Old#
Accession# 07.048.002
Received as
Cataloged by Linda
Source
Creditline
Home loc
Description Donor Wayne Lonngren
 13805 Fagerholm Lane S.E.
 Ololla, Washington 98359

Category 8: Communication Artifact
Subcategory Advertising Medium
Othername
Received date
Catalog date 12/08/2009

Shop at corner of Heron and G Street

Date 04-2008
Year Range 1920 - 1920
Condition
Height 0.000 cm
Length 0.000 cm
Diameter 72.500 cm
Weight 0.000 gr
Width 0.000 cm
Depth 0.000 cm
Circum 18.000 cm
Count
Status date 04/01/2008
Status by Emily
Status OK
Dim Notes The color is green and gold
 The material is glass
 In good condition
 SIGN "Tailor"

Collector
Site
Pl origin
Event
Material
Found
Used
Made
Owned
Title
Provenance
Coll date //
Site#
Artist

Makers mark
Inscription type
Inscrip techq
Inscrip lang
Updated/by 12/19/2019 12:24 PM Dann Sears
Inscription text
Inscription position
Inscription translation

FITZ
OR

L

Aberdeen Museum of History - Deaccession Documentation

Catalog # 91.014.003 (Alternatively - Found in Collection date 3/29/91)

Description:

GILBERT MICRO-CHEMISTRY SET

This item is to be deaccessioned from the collection of the Aberdeen Museum of History for the following reasons:

- Duplication or better example
- Condition of object is beyond repair
- Object is not relevant to area history
- Museum cannot care for the object properly
- Object needs repair/expert attention/continuing maintenance

The undersigned recommend disposal of the object via:

Contact donor if there is a contact available. Contact Date: _____

If no satisfactory response within 30 days:

- Public auction
- Exchange with another museum / individual _____
- Private or consignment sale
- Proper disposal

Recommended for Deaccession by the Collections Committee at its meeting on: 12-19-19
Date

[Signature]
Chair, Collections Committee Date 1-7-20

[Signature]
Curator of Aberdeen Museum of History Date _____

The authority to deaccession this item was passed by a majority vote of the Aberdeen Board of

Museum and History on: 1/7/2020
Date [Signature] Chair, Aberdeen Board of Museum and History

Final Disposition: _____, by: _____
Date Method Initials

1922 Gilbert Micro Chemistry Set Contents

Nickel Ammonium Sulfate

Ammonium Chloride

Tartaric Acid

Ferric Ammonium Sulfate

Potassium Stearate

Sodium Bisulfate

Calcium Oxide

Sulphur

Sodium Carbonate

Potassium Nitrate

Sodium Bisulphate

Calcium Oxide

Collection Spelman
Other#
Old#
Accession# 91.014.003
Received as
Cataloged by Morris
Source
Creditline

Category 10: Unclassifiable Artifacts
Subcategory Need to Classify
Othername
Received date
Catalog date 12/19/2019

025\91014003.JPG



Dsc_2118

Home loc
Description A.G. Gilbert Micro Chemisrty Set Complete with chemicals, microscope, and instruction manuals.

Date **Status date** 12/19/2019
Year Range 0 - 0 **Status by**
Condition Poor **Status**
Height 0.000 cm **Width** 0.000 cm **Dim Notes**
Length 0.000 cm **Depth** 0.000 cm
Diameter 0.000 cm **Circum** 0.000 cm
Weight 0.000 gr **Count**
Collector Rosalie Spelman **Coll date** 03/29/1991
Site **Site#**
Pl origin
Event
Material
Found
Used
Made 1922
Owned
Title **Artist**
Provenance

Makers mark
Inscription type **Inscription text**
Inscrip techq **Inscription position**
Inscrp lang **Inscription translation**
Updated/by 12/19/2019 10:24 AM Dave

ABERDEEN MUSEUM

COMPUTER CATALOG SHEET

1. ITEM NO. 91.014.003
2. CATEGORY OS
3. SUB-CAT. OS
4. ITEM NAME Chemistry set
5. COLOR blue
6. MATERIAL MIL-PPC
7. AGE ca 1930
8. COMMENTS 1 Microscope 2 bks Gilbert
9. COMMENTS 2 Micro Chemistry
10. CONDITION G
11. C.M. SIZE 34.36 x 24.54
12. DONOR NAME Spellman Rosalie
13. DATE 03-29-91
14. LOCATION -----
15. SEARCH -----

DONOR ADDRESS:

Trinity Way

ADDITIONAL INFORMATION:

PastPerfect – Detail Condition Report

Type of Report: DISPOSAL

Object ID: 91.014.003

Object Name: CHEMISTRY SET

Conservator: WARRIS

Report created by: WARRIS

Date: 12/19/19

Condition Details

- Overall Condition: POOR
- State of Cleanliness: POOR
- Condition of Surface: TORN / BROKEN
- Condition of Materials: _____
- Condition of Structure: _____
- Condition of Parts: _____
- Parts Missing: _____
- Mechanism Operation: _____

Description of Condition

BOX IS TORN, AND FALLING APART
SET HAS HAZARDOUS CHEMICALS THAT
NEED DISPOSAL PER FIRE MANUAL

Damage Information (where, when, how, who noticed)

FOUND IN BOTTOM OF BOX OF DOWS 12/19/19

Work Required

Estimated Cost: _____ Estimated Completion Date: _____



LITMUS PAPER
MADE IN U.S.A.
GILBERT
CHEMISTRY

GILBERT

GILBERT
NEW HAVEN, CONN.
CHEMISTRY
No. 32
NICKEL
AMMONIUM
SULPHATE

GILBERT
NEW HAVEN, CONN.
CHEMISTRY
No. 2
AMMONIUM
CHLORIDE

GILBERT
NEW HAVEN, CONN.
CHEMISTRY
No. 53
SULPHUR

WILBER
HAYENCO
CHEMIST
POTASSIUM
NITRATE
No. 31

WILBER
HAYENCO
CHEMIST
SODIUM
PHOSPHATE
No. 43

WILBER
HAYENCO
CHEMIST
CALCIUM
OXIDE
No. 11

HUMAN RESOURCES DEPARTMENT
CITY OF ABERDEEN

Mayor: Hon. Pete Schave

**The Members of
Your Committee On:** Personnel and the Mayor

To Whom Was Referred: Reclassification Per Compensation Adjustment for
Impacted Positions

Reports and Recommends as Follows: On January 16, 2020, members of the Personnel Committee met and approved a request from the Mayor, Public Works Director, and Human Resources Director to adjust the compensation for several positions that are lagging behind the market.

Range	Position
5% above Deputy Police Chief - Exempt	Police Chief
5% above Deputy Fire Chief	Fire Chief
29 - Exempt	City Engineer

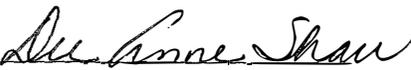
It is recommended that the City Council approve adjusting the ranges effective January 1, 2020.

PERSONNEL COMMITTEE



Mayor Schave, Chairman

Reported:



Council President

Adopted: _____, 2020

Council Member

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HUMAN RESOURCES DEPARTMENT
CITY OF ABERDEEN

Mayor: Hon. Pete Schave

**The Members of
Your Committee On:** Personnel and the Human Resources Director

To Whom Was Referred: Revision of position description Public Work Accountant

Reports and Recommends as Follows: On January 16, 2020, members of the Personnel Committee met and discussed the proposed revision of the job description for Public Work Accountant.

The position of Public Work Accountant was last revised in 2019. The proposed changes are to update the job description to accurately reflect the responsibilities and requirements of the position, this includes the addition of purchasing and grant administration. The additional responsibilities accompany a request to reclassify the position to a range 21.

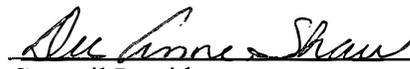
It is recommended that the City Council adopt the revisions to the Public Work Accountant position effective immediately.

Sarah Kangas-Hanes
Human Resources Director

Reported: January 16, 2020

PERSONNEL COMMITTEE


Pete Schave, Chairman


Council President

Council Member

Adopted: January _____, 2020