# FEDERAL SURPLUS PROPERTY PROGRAM ELIGIBILITY APPLICATION

Donee #:

**[State] State Agency for Surplus Property (SASP)**
7511 NEW MARKET ST. SW Tumwater Wa. 98501
360-407-1922 surplusfederal@des.wa.gov

| Organization: | Physical Mail Address (Street Address, City, State and Zip-- No Post Office Box!): |
|---|---|
| City of Sequim | 152 W Cedar St., Sequim, WA 98382 |

| Primary Contact: | Title: | Taxpayer/Employer Identification Number (TIN/EIN): |
|---|---|---|
| Matthew Huish | City Manager | 91-6001502 |

| Phone w/Area Code: | Fax w/Area Code: | Email: | Website: |
|---|---|---|---|
| 360-681-3440 | | mhuish@sequimwa.gov | www.sequimwa.gov |

Please choose one among the following (Public Agency, Nonprofit Organization, SEA, VSO, SBA, or VOSB) which best describes your entity:

**Public Agency or Nonprofit Organization:** These are tax supported entities or (primarily) educational/health nonprofit programs-- See below and Section 549(c)(3) of title 40, United States Code for a more expansive list. Such programs can acquire both civilian agency and DOD property. Property must be placed into use within 12 months and then used for a specific time period depending on the item type.

☒ **Public Agency ***

Purpose of your public agency:
- ☐ Conservation
- ☐ Economic Development
- ☐ Public Education G
- ☐ Public Health G
- ☐ Parks & Recreation
- ☐ Public Safety
- ☐ Program for Older Americans
- ☒ Local, City County or State Government
- ☐ Public Airport
- ☐ Indian Tribe, Band, Group, Pueblo or Community Located on a State Reservation I
- ☐ Volunteer Fire/Rescue Squad C
- ☐ Public Purposes- Multiple services such as above H

☐ **Nonprofit Organization ****

Purpose of your nonprofit:
- ☐ Medical Institution B
- ☐ Hospital B
- ☐ Clinic B
- ☐ Health Center B
- ☐ Outpatient Facility B
- ☐ Program for Older Americans D
- ☐ Provider of Assistance to Homeless A
- ☐ Provider of Assistance to Impoverished A
- ☐ School, College or University B
- ☐ School for Persons with Disabilities B
- ☐ Educational Institution B
- ☐ Child Care Center B
- ☐ Preschool B
- ☐ Adult Day Care Center B
- ☐ Educational Radio/TV Station E
- ☐ Museum F
- ☐ Library B
- ☐ Nursing Homes or Geriatric Centers B
- ☐ Alcohol/Drug Abuse Treatment Centers B

* All public agencies must provide ***proof of public agency status.***
** All nonprofits must provide an ***IRS 501(c) ruling***. State tax exempt forms are ***not*** acceptable.
All public agencies and nonprofits must provide financial information-- basic budget information, funding sources, etc.
A Must provide letter from a public official certifying that those receiving services are ***primarily*** homeless or impoverished.
B Must provide evidence of either ***licensing*** (recognition or approval by appropriate State or local authority; ***accreditation*** (approved by a recognized regional, state, or national board); or ***approval*** (recognition and approval by State Department of Health or Education; or other appropriate authority).
C Must provide evidence of public funding and/or legislative authority; must also provide evidence of approval by proper government authority.
D Must provide evidence of funding under the Older Americans, Social Security, Economic Opportunity, or Community Services Block Grant Act.
E Must provide proof of Federal Communications Commission (FCC) licensing.
F Must sign attached museum access agreement.
G Public health and educational "institutions" must provide evidence of either ***licensing*** (recognition or approval by appropriate State or local authority); ***accreditation*** (approved by a recognized regional, state or national board); or ***approval*** (recognition and approval by State Department of Health or Education, or other appropriate authority).
H Please contact the SASP for instructions on whether it is best to submit a separate application for each public program managed.
I In some states like Alaska, this definition has been expanded. Contact your respective SASP for details.

**Note: All applicants whose eligibility is dependent on any type of licensing, accreditation, approval, or annual funding, must provide evidence of such upon expiration/renewal to ensure continuing eligibility.**

☐ **Service Educational Activity (SEA):** These are programs of special interest to the Armed Services and DOD. See Section 549(d) of Title 40, USC. **SEAs include American National Red Cross, Boy/Girl Scouts, Little League Baseball, United Service Organization, Young Marines, and many others.** For a complete listing of SEAs, view DOD's 4160.21-M manual (Sections 6-4 through 6-22 and Attachment 6.1-1 & 2). SEAs can only acquire DOD property and **must provide proof of approval as an SEA.**

☐ **Veteran Service Organization (VSO):** These are organizations recognized by the VA that provide services to veterans. **VSOs include the American Legion, AMVETS, Marine Corps League, Veterans of Foreign Wars, and many others.** For a complete listing, visit https://www.va.gov/ogc/recognizedvsos.asp. VSOs can acquire both civilian agency and DOD property. **VSOs are not required to be nonprofit to be eligible, but must provide proof of approval as a VSO and a written statement certifying that at least 33% of its members are veterans.**

☐ **Small Business Administration (SBA) Activity:** These are designated by SBA as 8a Business Development (BD) activities. SBAs can acquire both civilian agency and DOD property (except foreign surplus) and **must provide written verification (letter or email) of your status from SBA.** SASPs may verify 8a BD status at https://web.sba.gov/dsbs/search/dsp_dsbs.cfm.

☐ **Veteran Owned Small Business (VOSB):** These are businesses certified by the VA. VOSBs can acquire both civilian agency and DOD property. VOSBs **must provide a copy of the VETS First verification from the VA.** SASPs may verify VOSB status at **https://vetbiz.va.gov/basic-search/**

☐ **RISE Act Participants:** Reserved

**Note: If your organization was not listed above and you wish to further discuss, please contact the SASP at:**
[Point of contact, phone, fax, and email]

**Program Narrative:** Applicants must provide a written description of program(s), at a minimum and as applicable, details such as population served, number of individuals served, hours of operation, number of full-time/part-time staff, staff qualifications, description of facilities, square footage, financial information-- basic budget information, funding sources, etc. Applicants may substitute a program brochure or website reference provided it lists similar details.

The City of Sequim provides essential services to 8,241 citizens over 440 acres. There are 87 employees on city staff plus and additional 7 City Council members. The 35,000 sf Sequim Civic Center houses the Police Station, City Hall, and a community plaza. The majority of City staff work out of this facility which is located at 152 West Cedar Street, Sequim, WA 98382. Operating hours are Monday – Friday, 7:30 a.m. to 4:00 p.m. however the Police Department and Public Works Division operate on a 24 hour a day, 7 day a week basis to respond to citizen needs.

If more space is needed, proceed to Page 6.

**Authorized Representative Listing:** Applicants must provide a list of persons authorized to sign for the release of property on its behalf. Individuals listed on prior applications will be deleted. A valid driver's license or state issued photo identification may be required prior to entering state or federal facilities. Those who sign below represent that they have read and understand all information contained in this application (including the fine print) and they will abide by the aforementioned agreements, certifications, assurances and statements. Museum applicants acknowledge they understand and will abide by the Museum Access Agreement, the Certification & Agreement Statement and the Nondiscrimination Assurance Statement as well.

| Printed Name | Title | Phone Number (Include Area Code) |
|---|---|---|
| Sarah VanAusdle | Public Works Director | 360-681-3429 |
| **Email Address** | **Date (MM/DD/YYYY)** | **Signature** |
| svanausdle@sequimwa.gov | 11/10/2022 | Sarah VanAusdle |
| **Printed Name** | **Title** | **Phone Number (Include Area Code)** |
| Sheri Crain | Chief of Police | 360-582-5704 |
| **Email Address** | **Date (MM/DD/YYYY)** | **Signature** |
| scrain@sequimwa.gov | 11/21/2022 | |
| **Printed Name** | **Title** | **Phone Number (Include Area Code)** |
| Matthew Huish | City Manager | 360-681-3340 |
| **Email Address** | **Date (MM/DD/YYYY)** | **Signature** |
| mhuish@sequimwa.gov | 11/23/2022 | |

To include additional representatives, proceed to Page 5.

**Museum Access Agreement (Museum Applicants only!):**

As part of the Federal Surplus Property Donation Program, "museums"-- pursuant to Section 23 of Public Law 114-287 and Federal Management Regulation (FMR) Part 102-37-- agree that from an operational standpoint toward fulfilling the museum's mission and function for the general public that the museum will:

Accede to any request submitted for access during typical "business" hours, interpreted here to be approximately 9:00am to 4:00pm, Monday through Friday-- although a reasonable variation from these hours may be considered due to individual circumstances (e.g. location of museum requiring strict business hours that deviate from the aforementioned time parameter).

| Print Name and Title of Head Authorized Museum Official | Date (DD/MM/YYYY) | Signature |
|---|---|---|
| | | |

**Property "Want" or "Needs" List:** Applicants must provide a listing of specific property items desired or the general categories of items desired:

If more space is needed, proceed to Page 6.

**Certification & Agreement Statement (Including Conditions, Reservations and Restrictions):**

**TO BE INCLUDED ON THE STATE AGENCY FOR SURPLUS PROPERTY (SASP) ISSUE OR DISTRIBUTION DOCUMENT.**

**(a) THE DONEE CERTIFIES THAT:**

(1) It is a public agency or a nonprofit institution or organization exempt from taxation under section 501 of the Internal Revenue Code of 1954 within the meaning of section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended, and/or the regulations of the General Services Administration (GSA).

(2) If a public agency, the property is needed and will be used by the recipient for carrying out or promoting for the residents of a given political area and one or more public purposes, or, if a nonprofit, tax-exempt institution or organization, the property is needed for and will be used by the recipient for educational or public health purposes, including research for any such purpose, or for programs for older individuals. The property is not being acquired for any other use or purpose, or for sale or other distribution or for permanent use outside the State, except with prior written approval of the SASP.

(3) Funds are available to pay all costs and charges incident to donation, including but not limited to shipping fees, repairs, costs relating to making a donated item serviceable.

(4) This transaction shall be subject to the nondiscrimination regulations governing the donation of surplus property issued under title VI of the Civil Rights Act of 1964, Section 606 of title VI of the Federal Property and Administrative Services Act of 1949, as amended, section 504 of the Rehabilitation Act of 1973, as amended, title IX of the Education Amendments of 1972, as amended, and section 303 of the Age Discrimination Act of 1975.

**(b) THE DONEE AGREES TO THE FOLLOWING CONDITIONS:**

(1) All items of property shall be placed in use for the purpose(s) for which acquired within 1 year of receipt and shall be continued to be used for such purpose(s) for a minimum of 1 year from the date the property was placed in use. In the event the property is not placed in use, or continued in use, the donee shall immediately notify the SASP and, at the donee's expense, return such property to GSA or SASP, otherwise make the property available for transfer or other disposal by the SASP, provided the property is still usable as determined by the SASP.

(2) Such special handling or use limitations as are imposed by GSA on any item(s) of property listed hereon.

(3) In the event the property is not so used or handled as required by (b)(1) and (2), title and right to the possession of such property shall at the option of GSA revert to the United States of America and, upon demand, the donee shall release such property to such persons as GSA or its designee shall direct.

**(c) THE DONEE AGREES TO THE FOLLOWING CONDITIONS IMPOSED BY THE SASP, APPLICABLE TO ITEMS WITH A UNIT ACQUISITION COST OF $5000 OR MORE AND PASSENGER MOTOR VEHICLES, REGARDLESS OF ACQUISITION COST, EXCEPT VESSELS 50 FEET OR MORE IN LENGTH AND AIRCRAFT, FOREIGN GIFTS, OR OTHER ITEMS OF PROPERTY REQUIRING SPECIAL HANDLING OR USE IN LIMITATIONS, REGARDLESS OF THE ACQUISITION COST OR PURPOSE FOR WHICH ACQUIRED:**

(1) The property shall be used only for the purpose(s) for which acquired, and for no other purpose(s).

(2) There shall be a period of restriction which will expire after such property has been used for the purposes(s) for which acquired for a period of 18 months from the date the property is placed in use.

(3) In the event the property is not used as required by c (1) and (2), and Federal restrictions (b)(1) and (b)(2) and (f) have expired, then title and right to the possession of such property shall at the option of the SASP revert to the SASP and the donee shall release such property to such persons as the SASP shall direct.

**(d) THE DONEE AGREES TO THE FOLLOWING TERMS, RESERVATIONS, AND RESTRICTIONS:**

(1) From the date it receives the property listed hereon and through the period(s) of time the conditions imposed by (b), (c), and (f), remain in effect, the donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of such property, or remove it permanently for use outside the State, without the prior approval of GSA under (b), (c), and (f), or the SASP under (c) and (f). The proceeds from any sale, trade, lease, loan, bailment, encumbrance, or other disposal of the property, when such action is authorized by GSA or by the SASP, shall be remitted promptly by the donee to GSA or the SASP, as the case may be.

(2) In the event any of the property listed hereon is sold, traded, leased, loaned, bailed, cannibalized, encumbered, or otherwise disposed of by the donee from the date it receives the property through the period(s) of time the conditions imposed by (b), and (f) remain in effect, without the prior approval of GSA or the SASP, the donee, at the option of GSA or the SASP shall pay to GSA or the SASP, as the case may be, the proceeds of the disposal of the fair market value or the fair rental value of the property at the time of such disposal, as determined by GSA or the SASP.

(3) If at any time, from the date it receives the property through the period(s) of time the conditions imposed by (b), (c), and (f) remain in effect, any of the property listed hereon is no longer suitable, usable, or further needed by the donee for the purpose(s) for which acquired, the donee shall promptly notify the SASP, and shall, as directed by the SASP, return the property to the SASP, release the property to another donee, or another SASP, or to a department or agency of the United States, sell, or otherwise dispose of the property. The proceeds from any sale shall be remitted promptly by the donee to the U.S. Government.

(4) The donee shall make reports to the SASP on the use, condition, and location of the property listed hereon, and on other pertinent matters as may be required from time to time by the SASP. The SASP reserves the right to, at its discretion, conduct on-site, virtual, telephonic, written reviews of property acquired for use to ensure the donee is properly utilizing the property and following all applicable program rules.

(5) At the option of the SASP, the donee may abrogate the State conditions set forth in (c) and the State terms, reservations, and restrictions pertinent thereto in (d) by payment of an amount determined by the SASP in conjunction with GSA.

**(e) THE DONEE AGREES TO THE FOLLOWING CONDITIONS, APPLICABLE TO ALL ITEMS OF PROPERTY LISTED HEREON:**

(1) The property acquired by the donee is on an "as is, where is" basis, without warranty of any kind, and the Government of the United States of America, as well as the SASP will be held harmless from any or all debts, liabilities, costs, demands, suits, actions, or claims of any nature arising from or incident to the donation of the property, its use, or final disposition.

(2) Where a donee carries insurance against damages to or loss of property due to fire or other hazards and where loss of or damage to donated property with unexpired terms, conditions, reservations, or restrictions occurs, GSA or the SASP, as the case may be, will be entitled to reimbursement from the donee out of the insurance proceeds of an amount equal to the unamortized portion of the fair market value of the damaged or destroyed donated items.

**Certification & Agreement Statement (Including Conditions, Reservations and Restrictions):**

(f) **THE DONEE AGREES TO THE FOLLOWING ADDITIONAL SPECIAL TERMS AND CONDITIONS APPLICABLE TO THE DONATION OF AIRCRAFT AND VESSELS (50 FEET OR MORE IN LENGTH) HAVING AN ACQUISITION COST OF $5,000 OR MORE, AND FOREIGN GIFTS OR OTHER ITEMS OF PROPERTY REQUIRING SPECIAL HANDLING OR USE LIMITATIONS, REGARDLESS OF THE ACQUISITION COST OR PURPOSE FOR WHICH ACQUIRED:**

(1) The donation shall be subject to the additional special terms, conditions, reservations, and restrictions set forth in the Conditional Transfer Document or other agreement executed by the authorized donee representative, as well as the conditions set forth in C, at a minimum.

**Sample Restriction Periods:***

These are the general restriction periods for most types of property received. It is the applicant's responsibility to research, understand and comply with the specific restrictions placed upon each piece of property received.

Property must be placed into use within 12 months and used for a minimum compliance or restriction period of 12 months depending on the type of property. Special restrictions are applied to items with an original government unit acquisition cost of $5,000 or more, passenger motor vehicles, NASA artifacts, noncombat aircraft and vessels over 50', noncombat flyable aircraft, combat aircraft and vessels 50' and greater, and firearms. See the SASP for specific restrictions and questions on all items acquired, including the following:

Property with an original gov't unit acquisition cost of less than $5,000 or more = 12 months
Property with an original gov't unit acquisition cost of $5,000 or more and passenger motor vehicles = 18 months
NASA artifacts = 60 months & Perpetuity
Noncombat Aircraft and Vessels 50' and greater = 60 months
Combat Aircraft and Vessels over 50' = Perpetuity
Firearms = Perpetuity

Note: SEAs can only acquire DOD property and are only subject to a 12 month restriction period!
SBA activities can acquire civilian agency and DOD property, but must use the property during its term of participation in the SBA program plus one year!

**Nondiscrimination Assurance Statement:**

ASSURANCE AND COMPLIANCE WITH GSA REGULATIONS under Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Service Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, and Section 303 of the Age Discrimination Act of 1975.

Hereinafter called the "Donee", agrees that the program for or in connection with which any property is donated to the Donee will be conducted in compliance with, and the Donee will comply with and will provide services or benefits under said program to comply with all requirements imposed by or pursuant to the regulation of the General Service Administration (41 CFR 101.6-2, PR 101-8) issued under the provisions of Title VI of the Civil Rights Act of Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975. To the end that no person in the United States shall on the grounds of race, color, national origin, sex or age, or that no person with disabilities shall solely by reason of their disability, be excluded from participation in or be denied the benefits of, or be subject to discrimination under any program or activity for which the Donee receives Federal Assistance from the General Services Administration.

The Donee hereby gives assurance that it will immediately take any measure necessary to effectuate this agreement.

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions**

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
(b) Have not within a 3-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local)transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
(c) Are not presently indicted for or otherwise criminally or civilly charged by Governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
(d) Have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, state, or local) terminated for cause of default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall draw a line through the statement(s) above- (1)(a), (1)(b), (1)(c), (1)(d) for which the prospective applicant cannot certify and attach a detailed explanation to this application.

**My signature below represents that I have read and understand all of the information contained in this application (including the fine print).**
**My signature below represents that I have accurately completed this form to the best of my ability and that my agency, organization, business and representatives will abide by the aforementioned agreements, certifications, assurances and statements.**

| Print Name and Title of Applicant's Head Authorized Official | Date (DD/MM/YYYY) | Signature |
|---|---|---|
| Matthew Huish, City Manager | 23/11/2022 | |

(Internal SASP Use Only)

| Print Name and Title of SASP Reviewing/Processing Official (Optional) | Date (DD/MM/YYYY) | Signature |
|---|---|---|
| | | |

| Print Name and Title of SASP Head Approving Official | Date (DD/MM/YYYY) | Signature |
|---|---|---|
| | | |

| Approved: | License/Accreditation/Approval Date: | Eligibility Expiration Date: | Notes |
|---|---|---|---|
| ☐YES ☐NO | | | |

**Program Narrative (Continued):** Applicants must provide a written description of program(s), at a minimum and as applicable, details such as population served, number of individuals served, hours of operation, number of full-time/part-time staff, staff qualifications, description of facilities, square footage, financial information-- basic budget information, funding sources, etc. Applicants may substitute a program brochure or website reference provided it lists similar details.

**Authorized Representative Listing (Continued):** Applicants must provide a list of persons authorized to sign for the release of property on its behalf. Individuals listed on prior applications will be deleted. A valid driver's license or state issued photo identification may be required prior to entering state or federal facilities. Those who sign below represent that they have read and understand all information contained in this application (including the fine print) and they will abide by the aforementioned agreements, certifications, assurances and statements. Museum applicants acknowledge they understand and will abide by the Museum Access Agreement, the Certification & Agreement Statement and the Nondiscrimination Assurance Statement as well.

| Printed Name | Title | Phone Number (Include Area Code) |
|---|---|---|
| Pete Tjemsland | Utilities Manager | 360-681-6607 |
| **Email Address** | **Date (MM/DD/YYYY)** | **Signature** |
| ptjem @sequimwa.gov | 11/10/2022 | |

| Printed Name | Title | Phone Number (Include Area Code) |
|---|---|---|
| Tyrone Brown | Operations Manager | 360-681-3437 |
| **Email Address** | **Date (MM/DD/YYYY)** | **Signature** |
| tbrown@sequimwa.gov | 11/10/2022 | |

| Printed Name | Title | Phone Number (Include Area Code) |
|---|---|---|
| Hannah Merrill | Parks & Facilities Manager | 360-681-3434 |
| **Email Address** | **Date (MM/DD/YYYY)** | **Signature** |
| hmerrill@sequimwa.gov | 11/10/2022 | |

| Printed Name | Title | Phone Number (Include Area Code) |
|---|---|---|
| Mike Hill | Deputy Chief of Police | 360-582-5716 |
| **Email Address** | **Date (MM/DD/YYYY)** | **Signature** |
| mhill@sequimwa.gov | 11/14/2022 | |

| Printed Name | Title | Phone Number (Include Area Code) |
|---|---|---|
| Rick Larsen | Detective | 360-582-5714 |
| **Email Address** | **Date (MM/DD/YYYY)** | **Signature** |
| rlarsen@sequimwa.gov | 11/18/2022 | |

**Property "Want" or "Needs" List (Continued):** Applicants must provide a listing of the specific property items desired or the general categories of items desired:

CITY OF SEQUIM

152 W. Cedar Street, Sequim, WA 98382

## CITY GOVERNMENT

The City of Sequim was incorporated in 1913. In 1995 the city residents voted to adopt the council-manager form of government. The City Council is comprised of elected officials who serve as the governing body. The city manager is appointed by the City Council and is responsible for directing staff in the accomplishment of the City Council goals and the efficient and effective operation of city government.

## POLICE

CODE COMPLIANCE - Dedicated to preserving a safe, clean, friendly community for all our citizens. We are committed to working with the public on compliance of City codes through education, awareness and enforcement.

CONCEALED PISTOL LICENSING

CRIME PREVENTION SERVICES & COMMUNITY SAFETY PROGRAMS - The Police Department has available the following crime prevention services and community safety programs:

Block Watch Program

Crime Prevention Services and Programs

- Business Crime Prevention Program
- Vacation Home Checks
- Project Lifesaver
- Child Passenger Safety

StopCyberBullying

Wiredsafety

CRIMINAL INVESTIGATION - Detectives provide assistance and support to patrol officers who are the first responders to almost all reported crime.

DRUG/PRESCRIPTION MEDICATION TAKE-BACK

EMERGENCY MANAGEMENT - The City of Sequim is dedicated to planning for our response to both man-made and natural emergencies. Our city departments and local partners exercise our plans and processes, whether through training or by responding to unplanned events such as our recent 2019 snow storm. We, along with other local, County, and State agencies use the knowledge gained through those experiences to evaluate our local response capabilities and plans.

As the City of Sequim plans and prepares for disastrous situations, it is equally important that community members prepare as well. Whether you live, work, shop, or go to school in Sequim we encourage you to get prepared. If there is one thing we are certain of, it is the fact that we are all in this together and we all have a part to play whether you represent an agency with response responsibilities, you own a business or are a citizen. Our resilience as a community to respond and recover from an event, relies on all of us doing what we can do to be prepared and to be prepared to help others.

PATROL DIVISION DUTIES - The Patrol Division has many responsibilities including: a full-time School Resource Officer, a Crisis Intervention training officer, a defensive tactics instructor, two firearms instructors, two armorers, a K-9 officer, three officers trained to do forensic child interviews, a bike patrol unit, and several officers who also act as Field Training Officers (FTO) - responsible for training any new hires - while fulfilling their primary responsibilities of call response and following up on whatever investigations their calls generate. When not responding to calls or conducting investigations, Sequim Police Officers conduct a high number of proactive patrols, conduct business checks, contact citizens, and conduct traffic stops.

PROPERTY / EVIDENCE - Property at the Sequim Police Department is managed by two police specialists who are responsible for the receipt, processing, and disposition of all property held by the Sequim Police Department as either evidence, found property, or for safekeeping.

SCHOOL RESOURCE OFFICER - The Sequim Police Department, City of Sequim, and the Sequim School District have partnered to bring a School Resource Officer (SRO) to our schools.
The SRO is a school-based law enforcement officer who will work with parents, school administrators, teachers, and school security to protect students, school faculty and staff, and the schools they attend. This will be done by providing resources to school staff, building positive relationships with students, and developing strategies to resolve problems that the students and staff are affected by to reach our common goal of safe schools and safe kids.

SUPPORT SERVICES - The Sequim Police Department Records staff are responsible for the care and general management of all department records, department's communications requirements, fingerprinting services, accepting applications for city and county pet licenses, and managing concealed pistol license (CPL) requests.

TRAFFIC SAFETY - The Sequim Police Department is dedicated to promoting and improving traffic safety through education, analysis, and enforcement. Traffic safety is a priority to all of our paid and volunteer staff, including support staff, patrol supervisors, patrol officers, reserve officers, and our volunteers.

## PUBLIC WORKS

The Public Works Department provides many of the important services that citizens receive from their city government. Our primary functions include drinking water treatment and distribution, wastewater collection and treatment, street /parking lot maintenance, bike lane/trail maintenance, landscaping, parks construction and maintenance, solid waste management, building maintenance, vehicle fleet maintenance, design and construction engineering services, traffic engineering, and city mapping. The department also plays a major role in the planning of infrastructure for the city's and surrounding area's future.

The Public Works Department provides services to residents, businesses, and other city departments such as Planning, Clerk / Treasurer, Utility Billing, and the Police Department. The Public Works Department also works with state and other local agencies in grant applications, state mandated reports,

traffic management, stormwater management, Dungeness River Basin water quality and supplies, regional wastewater services, solid waste management and coordinated emergency response.

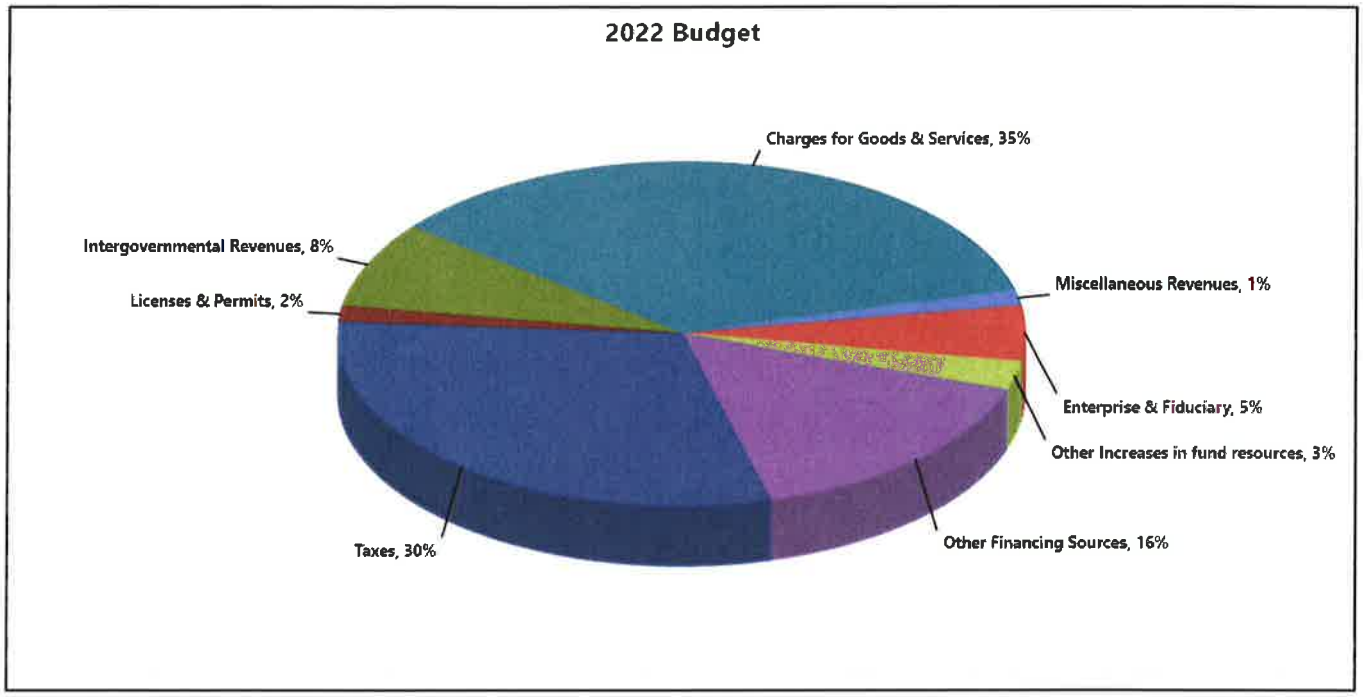
LOCATIONS & BUDGET - The Public Works Department operates from several location including: administrative and engineering department located at City Hall, Public Works shops on West Hemlock, and the Water Reclamation Facility on Schmuck Road.

We are currently the largest city department in both personnel and budget. The department employs over 30 full-time people with an annual operating budget of about $8 million, and $3 million to $6 million in capital projects each year.

## EXHIBIT A: All City Fund Summary

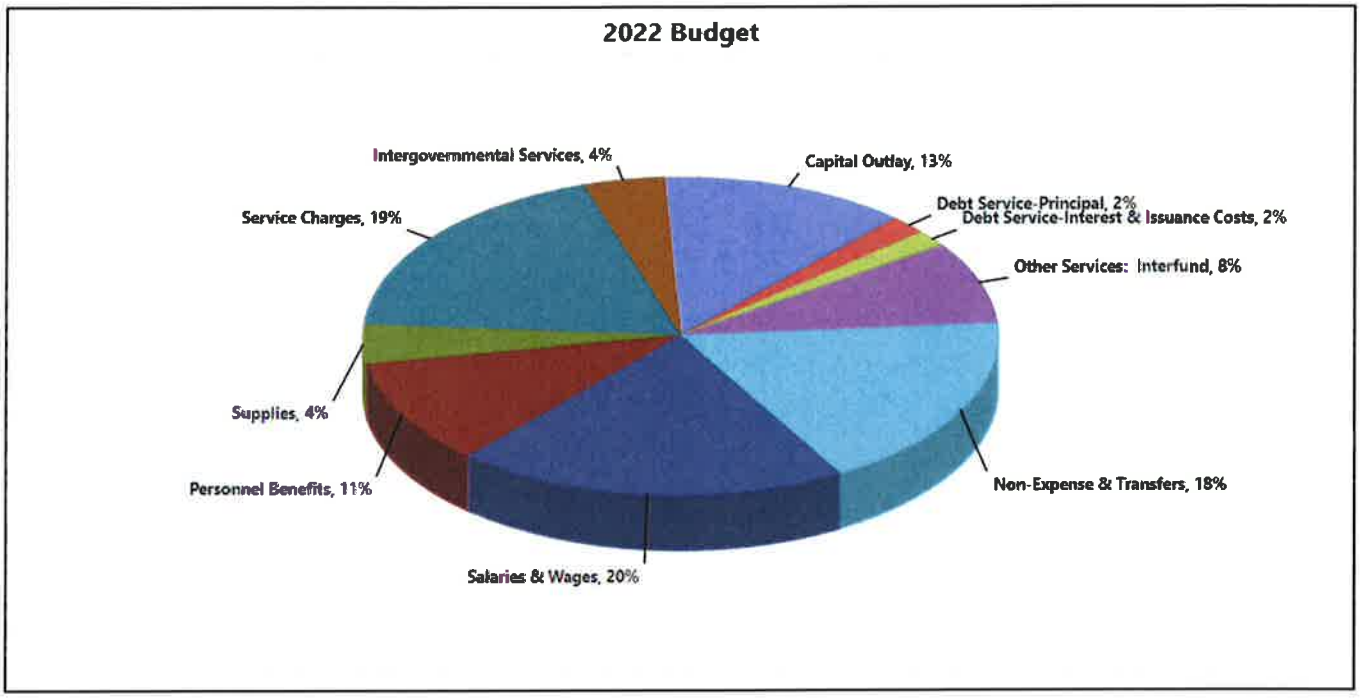
| | Beginning Balance Fund | Revenues | Expenses | Surplus/ (Deficit) | Ending Fund Balance | |
|---|---|---|---|---|---|---|
| **General Fund** | | | | | | |
| 001 - General Fund | 2,739,069 | 11,654,058 | 11,578,374 | 75,684 | 2,814,753 | Operating |
| **Special Revenue Funds** | | | | | | |
| 101 - Street Unrestricted | 336,204 | 1,068,871 | 1,065,696 | 3,175 | 339,379 | Operating |
| 107 - Stormwater Unrestricted | 218,648 | 144,105 | 144,094 | 11 | 218,659 | Operating |
| 111 - Street Restricted | 2,874,649 | 3,123,335 | 2,894,446 | 228,889 | 3,103,538 | Restricted |
| 112 - Affordable Housing | 35,704 | 32,400 | - | 32,400 | 68,104 | Restricted |
| 115 - Lodging Tax Hotel/Motel | 722,316 | 413,500 | 491,390 | -77,890 | 644,426 | Restricted |
| 117 - StormWater Restricted | 206,003 | 117,000 | 251,575 | -134,575 | 71,428 | Restricted |
| 120 - Police Restricted | 386,645 | 523,584 | 492,254 | 31,330 | 417,975 | Restricted |
| 121 - Police Asset Seizure | 37,932 | 20,274 | 15,000 | 5,274 | 43,206 | Restricted |
| 140 - Parks Restricted | 1,252,947 | 381,170 | 124,055 | 257,115 | 1,510,062 | Restricted |
| 150 - Real Estate Excise Tax | 544,292 | 455,450 | 490,000 | -34,550 | 509,742 | Restricted |
| 160 - Arts & Culture-Arts Commission Programs | 36,589 | 36,000 | 53,834 | -17,834 | 18,755 | Restricted |
| 164 - Equipment Reserve | 1,353,782 | 1,045,100 | 1,047,000 | -1,900 | 1,351,882 | Restricted |
| 180 - American Rescue Plan Act | 617,000 | 1,067,000 | 170,000 | 897,000 | 1,514,000 | Restricted |
| 199 - Rainy Day Fund | 2,021,428 | 6,000 | - | 6,000 | 2,027,428 | Restricted |
| **Debt Service Funds** | | | | | | |
| 206 - Debt Service Fund-City Hall | 549,784 | 713,000 | 655,576 | 57,424 | 607,208 | Restricted |
| **Capital Funds** | | | | | | |
| 306 - Capital Facilities Fund | 167,247 | 260,205 | 345,346 | -85,141 | 82,106 | Restricted |
| **Enterprise Funds** | | | | | | |
| 401 - Water UnRestricted | 1,269,930 | 2,604,192 | 2,595,056 | 9,136 | 1,279,066 | Operating |
| 402 - Sewer Unrestriced | 2,197,953 | 4,814,975 | 4,814,652 | 323 | 2,198,276 | Operating |
| 411 - Water Restricted | 4,350,062 | 1,272,000 | 1,377,817 | -105,817 | 4,244,245 | Restricted |
| 422 - Sewer Restricted | 7,309,467 | 1,305,000 | 2,832,774 | -1,527,774 | 5,781,693 | Restricted |
| **Trust, Agency & Permanent Funds** | | | | | | |
| 500 - Unemployment Compensation | 187,611 | 65,000 | 98,000 | -33,000 | 154,611 | Restricted |
| 611 - Flex Benefits - EE Contributions | 10,328 | 45,000 | 45,000 | - | 10,328 | Restricted |
| 621 - Police Expendable Trust | 745 | 20,000 | 20,000 | - | 745 | Restricted |
| 635 - Intergovemmental Agency Fund | 12,316 | 178,627 | 168,327 | 10,300 | 22,616 | Restricted |
| 701 - Haller Park Fund | 41,671 | 440 | - | 440 | 42,111 | Restricted |
| | **29,480,322** | **31,366,286** | **31,770,266** | **-403,980** | **29,076,342** | |
| | | 4,856,770 | 4,856,770 | Transfers In / Out | | |
| | | **26,509,516** | **26,913,496** | **Net of Transfers** | | |
| | | 2,500,000 | 2,662,661 | InterFund Service Charges* | | |
| | | **24,009,516** | **24,250,835** | **Net Revenues/Expenses w/o Transfers & Interfund Services** | | |
| | | 20,286,201 | 20,197,872 | Operating | | |
| | | 11,080,085 | 11,572,394 | Restricted | | |
| | | **31,366,286** | **31,770,266** | | | |

# Revenues by Source: Where Will the Money Come From?




| | 2018 Actual | 2019 Actual | 2020 Actual | 2021 Forecast | 2021 Budget | 2022 Budget | 2022-2021 Amount | % |
|---|---|---|---|---|---|---|---|---|
| **Revenues by Source** | | | | | | | | |
| Taxes | 8,656,002 | 9,098,584 | 9,063,132 | 9,374,905 | 9,075,347 | 9,481,521 | 406,174 | 4.5 % |
| Licenses & Permits | 559,792 | 426,318 | 390,261 | 425,585 | 393,803 | 472,245 | 78,442 | 19.9 % |
| Intergovernmental Revenues | 893,032 | 1,454,748 | 3,552,060 | 2,471,131 | 3,955,751 | 2,525,546 | (1,430,205) | (36.2)% |
| Charges for Goods & Services | 10,381,056 | 10,751,745 | 11,381,078 | 10,914,169 | 11,507,685 | 11,102,716 | (404,969) | (3.5)% |
| Fines & Penalties | 1,273 | 912 | 422 | - | - | - | - | - % |
| Miscellaneous Revenues | 471,089 | 589,929 | 489,371 | 453,016 | 426,373 | 441,903 | 15,530 | 3.6 % |
| Enterprise & Fiduciary | 2,345,613 | 1,383,331 | 2,654,089 | 1,573,193 | 1,712,938 | 1,625,000 | (87,938) | (5.1)% |
| Other Increases in fund resources | 205,405 | 498,125 | 157,354 | 1,420,588 | 944,127 | 845,585 | (98,542) | (10.4)% |
| **Net Revenues** | 23,513,262 | 24,203,692 | 27,687,767 | 26,632,587 | 28,016,024 | 26,494,516 | (1,521,508) | (5.4)% |
| Other Financing Sources | 6,794,123 | 10,148,397 | 5,334,282 | 5,377,764 | 6,483,473 | 4,871,770 | (1,611,703) | (24.9)% |
| **Revenues** | 30,307,385 | 34,352,089 | 33,022,049 | 32,010,351 | 34,499,497 | 31,366,286 | (3,133,211) | (9.1)% |
| **Use of Beginning Fund Balance** | (3,509,768) | 1,931,519 | (4,018,694) | (3,551,363) | 504,558 | 403,980 | (100,578) | (19.9)% |
| **Total Use of Revenue** | 26,797,617 | 36,283,608 | 29,003,355 | 28,458,988 | 35,004,055 | 31,770,266 | (3,233,789) | (9.2)% |

# Expenses by Source: Where Will the Money Go?




| | 2018 Actual | 2019 Actual | 2020 Actual | 2021 Forecast | 2021 Budget | 2022 Budget | 2022-2021 Amount | % |
|---|---|---|---|---|---|---|---|---|
| **Expenses by Source** | | | | | | | | |
| Salaries & Wages | 5,529,342 | 6,046,359 | 6,587,800 | 6,843,527 | 6,700,894 | 6,309,040 | (391,854) | (5.8)% |
| Personnel Benefits | 2,391,672 | 2,706,354 | 2,922,431 | 2,943,877 | 3,204,836 | 3,408,293 | 203,457 | 6.3 % |
| Supplies | 978,375 | 1,132,806 | 991,047 | 968,703 | 1,014,722 | 1,247,401 | 232,679 | 22.9 % |
| Service Charges | 3,846,616 | 2,960,382 | 3,594,892 | 3,875,448 | 4,777,254 | 5,986,245 | 1,208,991 | 25.3 % |
| Intergovernmental Services | 1,294,797 | 1,260,544 | 1,303,414 | 1,316,563 | 1,293,835 | 1,321,905 | 28,070 | 2.2 % |
| Capital Outlay | 2,121,739 | 4,674,735 | 3,769,586 | 2,165,064 | 5,983,919 | 4,021,052 | (1,962,867) | (32.8)% |
| Debt Service-Principal | 926,814 | 4,355,484 | 697,377 | 740,763 | 740,763 | 613,939 | (126,824) | (17.1)% |
| Debt Service-Interest & Issuance Costs | 631,079 | 588,555 | 694,253 | 589,104 | 546,188 | 529,633 | (16,555) | (3.0)% |
| Other Services: Interfund | 2,879,978 | 3,190,791 | 3,233,347 | 3,079,075 | 3,366,844 | 2,662,661 | (704,183) | (20.9)% |
| **Net Expenses** | 20,600,412 | 26,916,010 | 23,794,147 | 22,522,124 | 27,629,255 | 26,100,169 | (1,529,086) | (5.5)% |
| Non-Expense & Transfers | 6,197,205 | 9,367,598 | 5,209,208 | 5,936,864 | 7,374,800 | 5,670,097 | (1,704,703) | (23.1)% |
| **Total Expenses** | 26,797,617 | 36,283,608 | 29,003,355 | 28,458,988 | 35,004,055 | 31,770,266 | (3,233,789) | (9.2)% |

# City of Sequim
# Department Description

## Police Department




- Patrol/911 Response
- Investigations
- Training
- K-9 Unit
- WSP Target Zero partner
- Animal Control
- Code Enforcement
- Crime Prevention
- Crime Investigation
- Regional Drug Team
- Sex Offender Checks
- Budget
- Customer Service
- Licensing, Permits and Fingerprints
- Personnel Administration
- Professional Accountability
- Records
- Communications
- Property and Evidence
- Crime Data Reports
- Project Lifesaver
- Block Watch
- Business Watch
- Front Office Support
- Vacation House Check
- Child Car Seat Safety
- Pawnshop Detail
- Chaplain

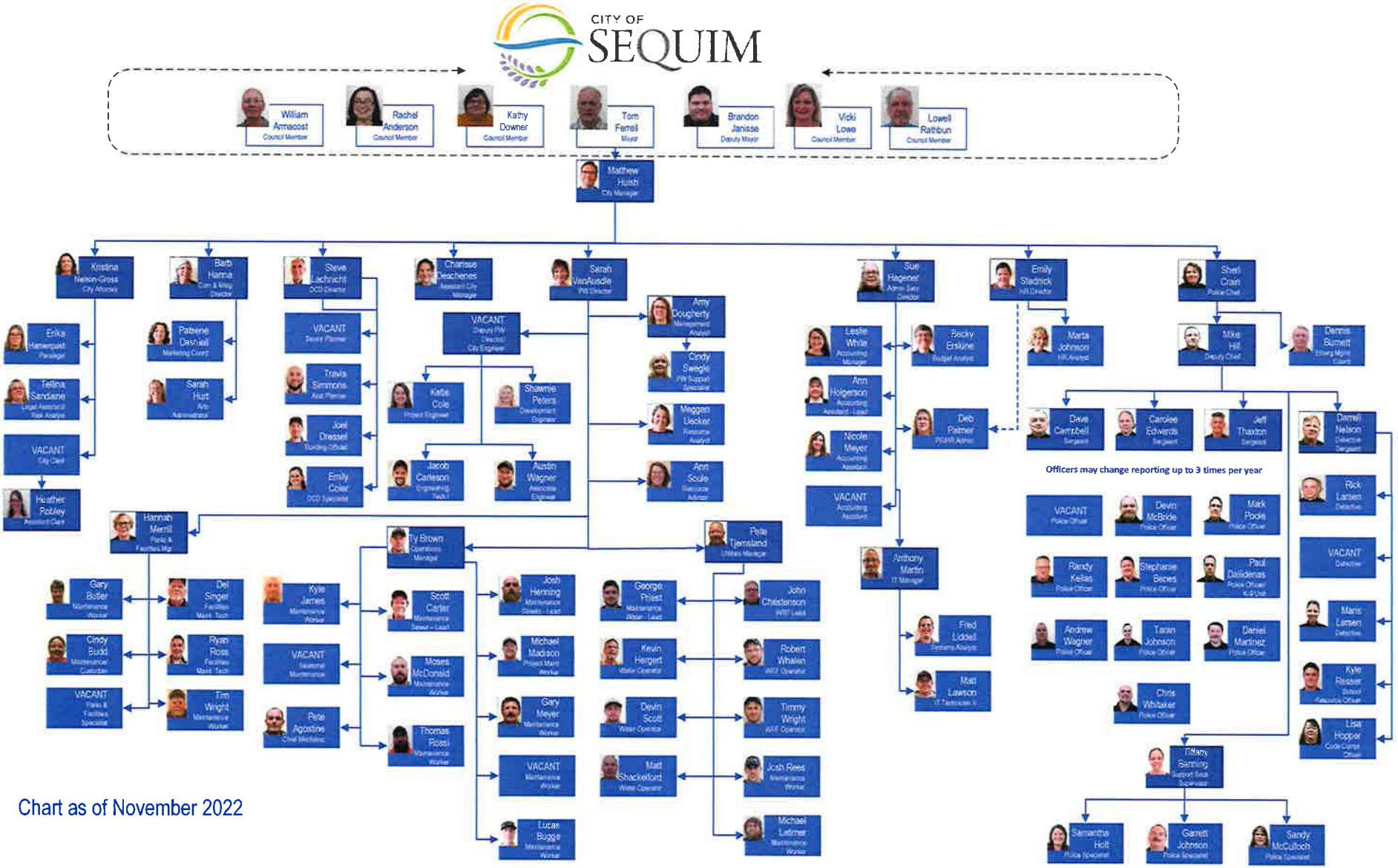



Chart as of November 2022

# Police Department Budget Detail

The Sequim Police Department is charged with a variety of duties relating to the protection and safety of the community. This mandate is carried out through the enforcement of criminal and traffic laws; the investigation of criminal activities and the arrest of offenders; and emergency management and preparation. The Department coordinates investigations and law enforcement operations with other jurisdictions and agencies.

Additionally, the Support Services front counter offers animal licensing, weapons permitting and transfers, fingerprinting, records retrieval, incident reports, vacation check requests and public records requests.

Our Code Enforcement Officer will continue to investigate Animal Control and Nuisances issues.

The 2022 budget reflects Department staffing of twenty sworn Officers (20 FTE) and one Code Enforcement Officer. Police Department functions are greatly supported by three Records Specialists in our Support Services division supervised by the Support Services Supervisor for a total of four Civilian support FTE. The Department also benefits from an active group of more than 25 civilian volunteers who assist the Department's efforts and provide enhanced public safety programs.

Emergency management efforts within the City were augmented in 2020 to include a .4 Emergency Management Coordinator. With the COVID-19 public heath emergency, that position was expanded to full-time in 2020. This budget reflects the pandemic emergency status continuing into 2022 so the position remains funded at full time.

## Mission

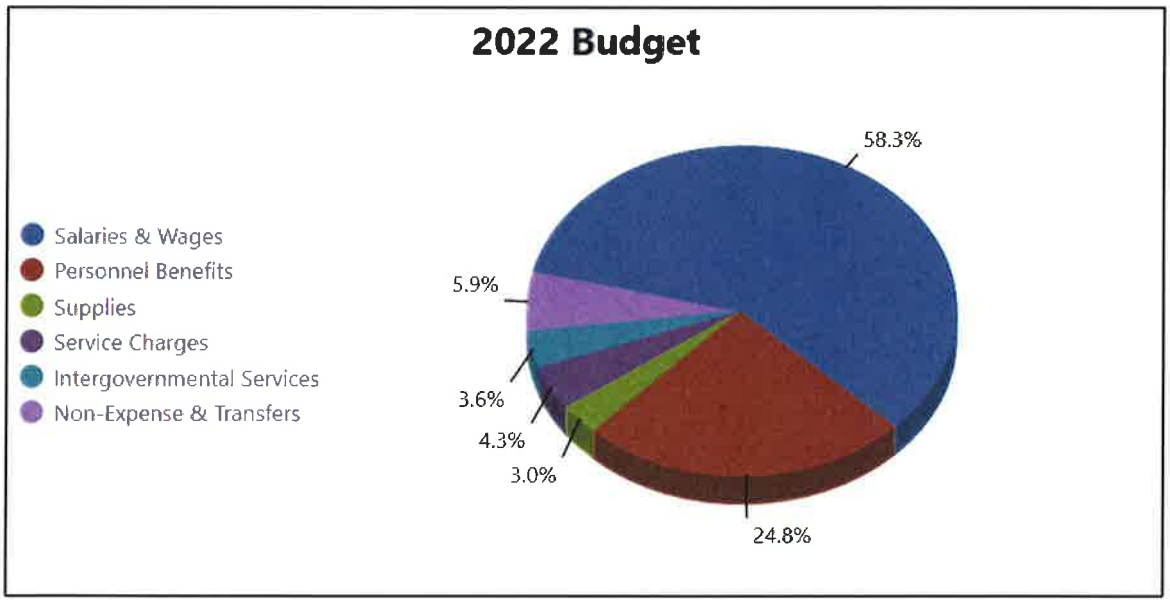
The mission of the Police Department is to partner with our community in preserving the peace and reducing the incidence of crime for everyone who lives, works and visits our City.

## Key Goals

- Continue to adapt and respond within the reality of the COVID-19 public health emergency.
- Implement lessons learned from the Mass Casualty/Active Shooter drill (2019 - post-poned by pandemic) as well as the emergency COVID 19 pandemic response.
- Plan, train and participate in Cascadia Rising 2022 - Catastrophic Earthquake and Tsunami Exercise.
- Enhance/improve community policing, including proactive policing, crime prevention and code enforcement within the City-wide Neighborhood plan.
- Continued engagement with regional partners and service providers in the areas of homelessness, mental illness and substance abuse.
- Implement On-line Crime reporting software, roll out to the community.
- Expand Department Operations training in response to Police Reform laws passed in 2021. Continue to leverage remote/on-line training and professional development opportunities

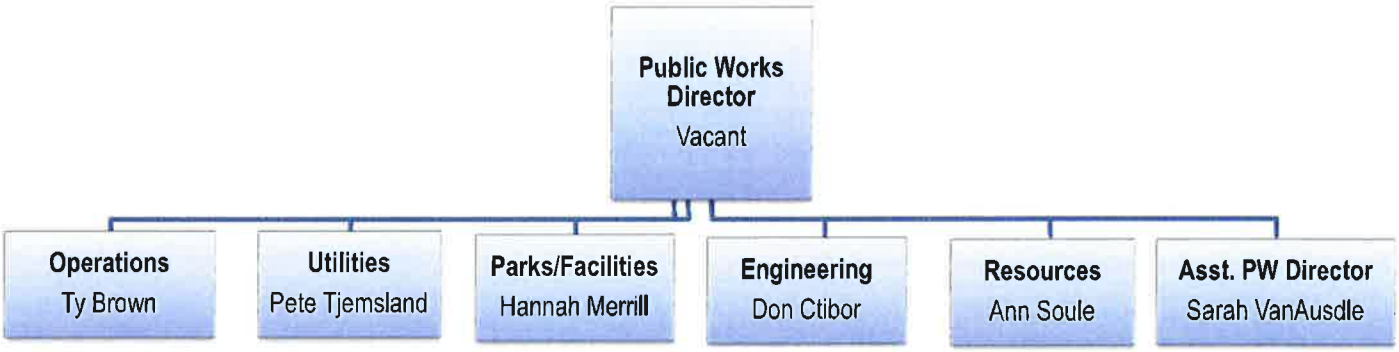
# Police Department Budget Detail

| | 2018 Actual | 2019 Actual | 2020 Actual | 2021 Forecast | 2021 Budget | 2022 Budget | 2022-2021 Amount | % |
|---|---|---|---|---|---|---|---|---|
| **Revenues** | | | | | | | | |
| Taxes | 120,511 | 129,202 | 137,132 | 143,673 | 131,336 | 155,495 | 24,159 | 18.4% |
| Licenses & Permits | 6,501 | 6,064 | 3,507 | 6,261 | 6,745 | 6,745 | - | -% |
| Intergovernmental Revenues | 153,051 | 158,152 | 184,024 | 150,558 | 143,873 | 159,825 | 15,952 | 11.1% |
| Charges for Goods & Services | 60,942 | 68,876 | 32,064 | 24,081 | 51,650 | 56,000 | 4,350 | 8.4% |
| Fines & Penalties | 1,273 | 912 | 422 | - | - | - | - | -% |
| Miscellaneous Revenues | 23,450 | 14,601 | 8,700 | 6,000 | 6,000 | 6,000 | - | -% |
| Other Financing Sources | 5,767 | 11,614 | - | 6,180 | - | - | - | -% |
| **Total Revenues** | 371,495 | 389,421 | 365,849 | 336,753 | 339,604 | 384,065 | 44,461 | 13.1% |
| **Expenses** | | | | | | | | |
| Salaries & Wages | 1,849,420 | 2,002,163 | 2,153,205 | 2,281,276 | 2,172,863 | 2,219,516 | 46,653 | 2.1% |
| Personnel Benefits | 710,206 | 796,686 | 875,062 | 880,567 | 925,859 | 942,815 | 16,956 | 1.8% |
| Supplies | 113,550 | 122,064 | 65,510 | 90,174 | 96,810 | 115,906 | 19,096 | 19.7% |
| Service Charges | 122,323 | 119,418 | 97,673 | 111,177 | 117,912 | 164,591 | 46,679 | 39.6% |
| Intergovernmental Services | 173,472 | 139,941 | 130,000 | 137,001 | 137,001 | 137,000 | (1) | -% |
| Non-Expense & Transfers | 234,253 | 160,638 | 142,347 | 101,024 | 100,000 | 225,000 | 125,000 | 125.0% |
| **Total Expenses** | 3,203,224 | 3,340,910 | 3,463,797 | 3,601,219 | 3,550,445 | 3,804,828 | 254,383 | 7.2% |



# City of Sequim
# Department Description

## Public Works Administration, Streets, Parks, and Utilities




- Streets and Stormwater Maintenance and Repair
- Right of Way Landscaping
- Safety
- Lighting
- Traffic Signals
- Traffic Signs
- Sidewalks
- Snow and Ice Control
- Striping and Traffic Controls
- Water and Sewer Operations & Maintenance
- Utility Locates
- Emergency Management Logistics

- Water Supply and Distribution
- Water Rights Management
- Sewer Collections
- Water Reclamation Facility (WRF)
- Reclaimed Water and Biosolids Distribution
- Industrial Pre-Treatment
- Radio Communication
- Emergency Management Operations

- Coordinate Park Docents
- Parks Board Liaison
- Parks Master Planning
- Donations/ Volunteer Coordination
- Facilities Management
- Janitorial Service
- Parks Operations
- Emergency Management Operations

- Capital Improvement Program
- GIS
- Traffic Engineering
- Development Reviews
- Site Construction Inspections
- Emergency Management Logistics
- Transportation Improvement Planning
- Construction Administration

- Storm and Surface Water Management
- Stormwater Compliance
- Reclaimed Water Utilization Management
- Natural Resource Sustainability
- Governmental Tribal/Public Resource Liaison
- Emergency Management Planning
- Solid Waste Management

- Asset Management Program
- Capital Improvement Program Prep
- Budget Prep and Compliance
- Purchasing and Acquisition
- Utility Rate and Fee Development
- Fiscal Data Analysis
- Fleet Management
- Contract Administration
- Finance Dept. Liaison
- Emergency Management Logistics

# Personnel Summary

**FTE Summary:**
The planned full-time equivalency (FTE) employee headcount for 2022 is 89.21, which increased 2.70 FTE over the adopted 2021 Amended Budget. Aside from staff reallocations from one department to the other, this count includes staffing adjustment as follows:

- The Communications & Marketing part-time Coordinator position increased from 0.38 to 0.44 FTE (shared between Communications and the Hotel/Motel Fund).
- The Arts Administrator part-time position was increased from 0.38 to 0.44 FTE (supported by the General Fund).
- The Temporary IT Technician approved by Council in 2020 is being made permanent for a net -0- FTE change (supported by the General Fund).
- The Public Works Department is adding a Temporary GIS Intern for a partial year increasing FTE by 0.33 (supported by the General Fund).

The following positions are proposed for the specific purpose of succession planning for (critical) retiring personnel:

- The Public Works Department is adding a Facilities Maintenance Technician for a partial year increasing FTE by 0.75 (supported by the General Fund).
- The Finance is adding a temporary .5 FTE for payroll/HR and accounting support (supported by the General Fund).
- The Water Reclamation Facility is adding .5 temporary FTE (supported by the Sewer Fund).
- The Parks Department is adding a temporary .5 FTE (supported by Street, Sewer and General Funds).

In 2022 employee salary costs are estimated at $7.1ml and benefits at $3.3ml. This represents a 5.6% increase in wages and a 2.3% increase in benefit costs.

**Salary and Wages**

Non-Uniformed Bargaining Unit

This unit currently represents 41.75 employees. Total compensation for this group is budgeted to be $4.2ml for 2022. The current Collective Bargaining Agreement for this group is from January 1, 2019 to December 31, 2021. At the time of preparation of this document, negotiations were on-going for 2022 and beyond.

Police Sergeants Bargaining Unit

Four employees are represented by this unit. In 2022, total compensation for this group is budgeted at $595k. The current Collective Bargaining Agreement for this group is from January 1, 2019 to December 31, 2021. At the time of preparation of this document, negotiations were on-going for 2022 and beyond.

Police Officer Bargaining Unit

Fourteen employees are represented by this unit. Total compensation in 2022 for the group is budgeted at $1.7ml. The current Collective Bargaining Agreement for this group is also from January 1, 2019 to December 31, 2021. At the time of preparation of this document, negotiations were on-going for 2022 and beyond.

Non-Represented Staff

The full-time employee equivalent count for this non-union group of employees is 26.25. Total compensation in 2022 is budgeted at $3.7ml. This group's salary range chart has been updated for 2022, to reflect a 1.5% COLA increase. Note that a market update to the salary schedule does not necessarily mean a wage increase for employees, because an actual wage increase is based on achieving performance measures.

Other wages, salaries, benefits

This category includes wages for seasonal, temporary and/or limited part-time positions, which includes the temporary FTE added in the 2020 Budget Amendment to help manage our COVID response. In addition, this category includes the temporary Arts Administrator position, which is funded by the General Fund, and the Marketing Coordinator, shared by the General and Hotel/Motel Funds. The total FTE representation in this category is 3.21 FTE. Total compensation is budgeted at $215k in 2022.

S.S Form 394-500-1-10-13

No. 379

Copy of Proceedings had in the matter of the

incorporation of
the town of Sequim,
Clallam County, as a
City of the 4th class

STATE OF WASHINGTON, ss.

Filed in the office of the Secretary of State

OCT 31 1913 at 3 35 o'clock P M.

Entered at page 25 of Book one

Register of Incorporated Cities and Towns.

Secretary of State

Special Certificate No. 391, mailed

to R. D. McLaughlin
Port Angeles
Wash

Fee $5.00. (Remittance No. 8259)

INDEXED

State of Washington, )
: ss.
County of Clallam. )

I, R. D. McLaughlin, Auditor of Clallam County, State of Washington, do hereby certify that the following is a full, true and corradt copy of an order of the Board of County Commissioners of said County, made on Monday, the 20th day of October, 1913, and recorded at page 13 of Volume 9 of Commissioners' Journal:

"Monday, October 20, 1913 at 9:00,A. M.

"The Board met pursuant to adjournment, all members being present.

"The Boatd then proceeded, according to law, to canvas the returns of the special election held on Tuesday, October 14th Inst., for the incorporation of a town of the Fourth Class at Sequim, to be known as "SEQUIM", and for the election of town officers.

"Upon said canvas, the total vote was found to be as follows:

| | |
|---|---|
| "For Incorporation | 90 |
| "Against Incorporation | 66 |
| "For Mayor -- Jilson White | 89 |
| " " " -- Andy Forbes | 1 |
| " " Treasurer -- Herbert Godfrey | 83 |
| " " Councilmen -- Jens S. Bugge | 80 |
| " " " -- Frank D. Babcock | 77 |
| " " " -- Austin Smith | 75 |
| " " " -- H. P. Barber | 75 |
| " " " -- Clinton McCourt | 75 |

"A majority of the voters having voted for incorporation, the said territory being described as follows: Beginning at the Section corner common to Sections 17, 18, 19 and 20 in Township 30 North, Range 3 West, W. M., thence westerly to the Northwest corner of the Northeast quarter of Section 19; thence southerly across said Section 19 to the Southwest corner of the Southeast quarter of said Section 19; thence easterly to the Southeast corner of the Southwest quarter of the Southwest quarter of Section 20; thence northerly to the Northeast corner of the Southwest quarter of the Northwest quarter of said Section 20; thence westerly to the Southwest corner of the Northwest quarter of the Northwest quarter of said Section 20; thence northerly to the Section corner common to said Sections 17, 18, 19 and 20, the point of beginning, was declared by the Board to have been duly incorporated as a Fourth Class town, under the name and style of the town of "SEQUIM", and the following named persons to have been duly elected to the offices of said town; Jilson White, Mayor; Herbert Godfrey, Treasurer; Jens S. Bugge, Frank D. Babcock, Austin Smith, H. P. Barber and Clinton McCourt, Councilmen."

WITNESS my hand and official seal this 21st day of October, A. D. 1913.

R. D. McLaughlin

Auditor of Clallam County, Washington.

Received State Department
Check detached and deposited
OCT 22 1913
AMT.
OUR NO.

FILE No. 1

Monday, October 20, 1913 at 9:00 A.M.

The Board met pursuant to adjournment, all members being present.

The Board proceeded, according to law, to canvas the returns of the special election held on Wednesday, October 15 Inst., for the organization of an Agricultural Development District comprising all the territory in Clallam County, and for the election of Commissioners of said District.

Agricultural Development Dist. Election

Upon said canvas, the total vote was found to be as follows:

| | |
|---|---|
| For Clallam County Agricultural Development District | 292 |
| Against " " " " " | 773 |
| Commissioner First District – J. M. Grant | 306 |
| " Second " L. M. Campbell | 163 |
| " " " Thomas Geisness | 248 |
| " Third " E. F. Ross | 26 |
| " " " George Land | 1 |

A majority of the electors having voted against the formation of such District, the Board declared said proposition to be defeated.

Dequine Incorporation Election

The Board then proceeded, according to law, to canvas the returns of the special election held on Tuesday, October 14th Inst., for the incorporation of a town of the Fourth Class at Dequine, to be known as "Dequine", and for the election of town officers.

Upon said canvas, the total vote was found to be as follows:

| | |
|---|---|
| For Incorporation | 90 |
| Against Incorporation | 66 |
| For Mayor – Jelson White | 89 |
| " " Andy Forbes | 1 |
| " Treasurer – Herbert Godfrey | 83 |
| " Councilmen – Jens S. Bugge | 80 |
| " " Frank D. Babcock | 77 |
| " " Austin Smith | 75 |
| " " H. O. Barber | 75 |
| " " Clinton McCourt | 75 |

A majority of the voters having voted for incorporation, the said territory being described as follows: Beginning at the Section corner common to Sections 17, 18, 19 and 20 in Township 30, North

PIONEER B'DY. & PTG. CO., TACOMA—71938

Range 3 West, W. M., thence westerly to the Northwest corner of the Northeast quarter of Section 19; thence southerly across said Section 19 to the Southwest corner of the Southeast quarter of said Section 19; thence easterly to the Southeast corner of the Southwest quarter of the Southwest quarter of Section 20; thence northerly to the Northeast corner of the Southwest quarter of the Northwest quarter of said Section 20; thence westerly to the Southwest corner of the Northwest quarter of the Northwest quarter of said Section 20; thence northerly to the Section corner common to said Sections 17, 18, 19 and 20, the point of beginning, was declared by the Board to have been duly incorporated as a Fourth Class town, ~~under the name and style~~ of the town of "Sequim," and the following named persons to have been duly elected to the offices of said town: Gilson White, Mayor; Herbert Godfrey, Treasurer; Jens S. Bugge, Frank D. Babcock, Austin Smith, H. P. Barker and Clinton McCourt, Councilmen.

Bond of Brownrigg & Dennis approved

The Board approved the bond of Brownrigg & Dennis for the clearing and grubbing of about 6 1/2 miles of the Beaver-Lake Sarecent road.

The Board then adjourned until Tuesday, November 4, 1913 at 9 o'clock A. M.

J. C. Hansen
Chairman

Attest: R. D. McLaughlin
Auditor.

# Non-Discrimination Certification

LEGAL NAME & MAILING ADDRESS OF APPLICANT ORGANIZATION:

City of Sequim

Name of Organization

152 W Cedar, Sequim WA — Mailing Address (PO Box #, Street, City & State)

98362 — Zip Code

Street Address/Location (If different from mailing address)

Clallam — County

360-683-4139 — Telephone Number

360-681-3448 — Fax Number

The "Donee" hereby agrees that the program for or in connection with which any property is donated will be conducted in compliance with, and the donee will comply with and will require any other person (any legal entity) who, through contractual or other arrangements with the donee, is authorized to provide services or benefits under said program to comply with, all requirements imposed by or pursuant to the regulations of the General Services Administration (41 CFR 101-6.2) issued under the provisions of Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administration Services Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975, to the end that no person in the United States shall, on the ground of race, color, natural origin, sex or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the donee received Federal Assistance from the General Services Administration, and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.

The donee further agrees that this agreement shall be subject in all respects to the provisions of said regulations, that this agreement shall obligate the donee or the period during which it retains ownership or possession of any such property, that the United States shall have the right to seek judicial enforcement of this agreement, and this agreement shall be finding upon any successor in interest of the donee and the word "donee" as sued herein includes any such successor in interest.

Date

(Signature of Authorized Official)

# Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion For Lower Tier Covered Transactions

LEGAL NAME & MAILING ADDRESS OF APPLICANT ORGANIZATION:

City of Sequim
Name of Organization

152 West Cedar, Sequim, WA — 98382
Mailing Address (PO Box #, Street, City & State) — Zip Code

Street Address/Location (If different from mailing address)

Clallam — 360-683-4139 — 360-681-3448
County — Telephone Number — Fax Number

## ***** (Please Check One) *****

The Applicant Organization certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from:

- ✓ Participation in this transaction by any Federal department agency
    - o The Applicant Organization is unable to certify any of the statements in this certification and shall attach an explanation to this proposal.

Date — (Signature of Authorized Official)