



ORDINANCE NO. 3168

AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, RELATING TO COMPENSATION AND BENEFITS FOR NON-REPRESENTED EMPLOYEES; ADDING NEW EMPLOYEE CLASSIFICATIONS; AMENDING SECTIONS 2.04.090, 2.48.010, 2.48.030, 2.48.175, 2.48.185, 2.54.070, AND 2.54.170 OF THE LYNNWOOD MUNICIPAL CODE; REPEALING SECTIONS 2.04.100 AND 2.48.180 OF THE LYNNWOOD MUNICIPAL CODE; AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SUMMARY PUBLICATION.

WHEREAS, in Chapter 2.48 of the Lynnwood Municipal Code, the City Council has established a basic compensation plan for non-represented City employees, including pay grades and pay classifications; and

WHEREAS, in Chapter 2.54 of the Lynnwood Municipal Code, the City Council has established provisions relating to vacation, sick and other types of leave for non-represented City employees; and

WHEREAS, in 2015, the City contracted with Segal Waters to conduct a GSO Compensation Study ("Study") to address certain employee classification and compensation issues, and on December 7, 2015, the City Council reviewed the results of the Study; and

WHEREAS, based on the results of the Study, among other factors, the City Council has determined that it is appropriate, and in the best interests of the public health, safety and general welfare, to amend Chapters 2.48 and 2.54 of the City code to add to and amend the pay grades and pay classifications, to reflect cost of living adjustments for all non-represented City employees, to remove certain references to exempt employees, to revise provisions relating to employee sick leave and administrative leave, and to include the Council Administrative Assistance position in the provisions relating to other non-represented employees, all as stated in this Ordinance; now, therefore

THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Section 2.48.010 of the Lynnwood Municipal Code is amended to read as follows:

2.48.010 Plan established.

There is established a basic compensation plan for all officers and employees of the city now employed or who will in the future be employed in any of the classifications of employment set forth in this chapter.

Section 2. Section 2.48.030 of the Lynnwood Municipal Code is amended to read as follows:

2.48.030 General provisions.

A. Basic. The salary grades and rates in LMC 2.48.175 and 2.48.185 are established as a "basic pay plan" and "revised basic pay plan" and are to be applied to the several classes of positions as indicated in LMC 2.48.175 and 2.48.185, except where otherwise shown in LMC 2.48.190, 2.48.192 and 2.48.195.

B. Work Day. The work day for full-time employees is normally based on an eight-hour shift.

C. Adjustments. General adjustments in salary ranges made hereafter by the city council by virtue of general increases or decreases in salary levels or cost of living in the community shall be appropriate standard salary levels herein provided. Where the salary range for a given class or for the several classes is revised upward or downward, the employee holding positions in classes affected shall have their existing salary adjusted to the same relative step in the new salary range.

D. Overtime.

1. Nonsupervisory personnel and supervisory personnel not identified as "exempt" as defined by the federal Fair Labor Standards Act of 1938, as amended, who are called back for duty, for unscheduled work, or required to continue on duty for more than the normal work shift shall be paid at the rate of time-and-one-half for all hours exceeding the normal work shift, provided the overtime had the prior approval of the executive department. Increments of time shall be one-half hour, with the major portion of one-half hour to be paid as one-half hour.

2. Exempt supervisory personnel as defined by the federal Fair Labor Standards Act of 1938, as amended, and as designated in LMC 2.48.185 by the letter "E" shall not be eligible for overtime compensation.

E. Step Increase Dates. Adjustments shall be effective on the anniversary date of hire, or of the last step increase for those employees eligible for increase. The provisions of this paragraph shall not apply to those employees who are covered by the LEOFF Act or other negotiated union agreements.

F. Emergency Response Status.

1. Nonsupervisory personnel and supervisory personnel, as designated in LMC 2.48.185 by the letter "R," scheduled to be immediately available for duty other than normal working hours shall be compensated at the same rate as those personnel performing standby duty under the terms of the applicable agreement by and between the city of Lynnwood and the Public, Professional and Office-Clerical Employees and Drivers Local Union No. 763.

2. Pay for emergency response status per evening shall include the hours between the end of the normal working day and the beginning of the following working day, Monday through Thursday.

3. Pay for emergency response status per weekend shall include the hours between the end of the normal working day on Friday and the beginning of the normal working day on Monday.

4. Pay for emergency response status per holiday shall include the hours between the end of the employee's normal working day which precedes the holiday and the beginning of the normal working day following said holiday.

5. Pay for emergency response status on evenings, weekends, or holidays shall not be duplicated or pyramided.

6. Personnel assigned to emergency response status shall be eligible for additional overtime from the first callback and shall be credited a minimum of one hour on all such callbacks.

Section 3. Section 2.48.175 of the Lynnwood Municipal Code is amended to read as follows:

2.48.175 Basic pay plan.

Base pay plan – Effective January 2, 2016:

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
608	11.03	11.50	12.00	12.51	13.05	13.61	14.20
609	12.02	12.54	13.08	13.64	14.23	14.84	15.48
610	13.11	13.67	14.26	14.87	15.51	16.18	16.88
611	14.29	14.90	15.54	16.21	16.91	17.63	18.39
612	15.57	16.24	16.94	17.66	18.42	19.22	20.04
613	16.97	17.70	18.46	19.26	20.09	20.95	21.85
614	18.50	19.29	20.12	20.99	21.89	22.83	23.82
615	20.35	21.23	22.14	23.09	24.09	25.12	26.20

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
616	22.18	23.13	24.13	25.16	26.25	27.38	28.55
617	24.39	25.44	26.54	27.68	28.87	30.11	31.40
618	26.83	27.99	29.19	30.44	31.75	33.12	34.54
619	29.53	30.80	32.12	33.50	34.94	36.45	38.01
620	32.48	33.88	35.33	36.85	38.44	40.09	41.81
621	35.72	37.25	38.86	40.53	42.27	44.09	45.98
622	39.29	40.98	42.75	44.58	46.50	48.50	50.59
623	43.22	45.08	47.02	49.04	51.15	53.35	55.64
624	47.55	49.59	51.72	53.95	56.27	58.69	61.21
625	52.30	54.55	56.90	59.34	61.89	64.55	67.33
626	58.05	60.55	63.15	65.87	68.70	71.65	74.73
627	64.43	67.20	70.09	73.11	76.25	79.53	82.95
PS1	51.38	53.59	55.89	58.29	60.80	63.42	66.14
PS2	58.14	60.64	63.25	65.97	68.81	71.77	74.85
PS3	65.34	68.15	71.08	74.14	77.33	80.65	84.12

Section 4. Section 2.48.185 of the Lynnwood Municipal Code is amended to read as follows:

2.48.185 Pay grade classification.

The following shall be the pay grades in the basic pay plan set forth in LMC 2.48.175, assigned to the appropriate position:

Dept.	Pay Grade	Title
Administrative Services		
(E)	627	Finance Director
(E)	625	Assistant Finance Director – Treasury
(E)	625	Strategic Planner
(E)	624	Manager – Accounting
(E)	624	Manager – Purchasing and Contracts
	622	Finance Supervisor
	622	Financial/Budget Supervisor
	621	Budget Coordinator
Community Development		
(E)	626	Community Development Director
(E)	625	Deputy Community Development Director
(E)	624	Planning Manager
(E)	624	Building Official
	619	Permit Center Supervisor
Court		
(E)	625	Court Administrator
	620	Court Operations Supervisor
	619	Probation Supervisor
Economic Development		
(E)	626	Economic Development Director
	621	City Center Program Manager

Dept.	Pay Grade	Title
	621	Project and Tourism Manager
Executive		
(E)	626	Assistant City Administrator
(E)	621	Communications Officer
	619	Executive Assistant to the Mayor
Fire		
(E)	PS3	Fire Chief
(E)	PS2	Assistant Fire Chief
Human Resources		
(E)	626	Human Resources Director
	619	Human Resources Analyst
	617	Administrative Assistant
Information Technology		
(E)	626	Information Technology Director
	622	Applications Supervisor
	622	Network Supervisor
	622	Operations Supervisor
Legislative		
	619	Executive Assistant to the City Council
Neighborhood and Community Affairs		
(E)	625	Community Affairs Director
Parks, Recreation and Cultural Arts		
(E)	627	Parks, Recreation and Cultural Arts Director

Dept.	Pay Grade	Title
(E)	624	Deputy Parks, Recreation and Cultural Arts Director
(R)	622	Recreation Superintendent
(R)	621	Parks Maintenance Superintendent
(R)	621	Recreation Manager
(R)	620	Recreation Supervisor
(R)	619	Assistant Recreation Supervisor
	618	Recreation Coordinator
	616	Customer Service Specialist (Lead)
	615	Senior Guard
	615	Customer Service Specialist
	614	Recreation Specialist
	613	Recreation Clerk
	611	Lifeguard/WSI II
	611	Lead Field Attendant
	609	Lifeguard/WSI I
	609	Exercise Room Technician
	608	Lifeguard
Police		
(E)	PS3	Police Chief
(E)	PS2	Deputy Police Chief
(E)	PS1	Police Commander
	622	Police Support Services Manager

Dept.	Pay Grade	Title
	621	Jail Nurse
	617	Administrative Assistant
	617	Victim Services Coordinator
	Step C	Reserve Police Officer (refer to current Police Officers' Contract)
	Step A	Police Officer Trainee (refer to current Police Officers' Contract)
Public Works		
(E)	627	Public Works Director/City Engineer
(E)	626	Deputy Public Works Director
(R)	623	Traffic Engineer
	622	Development Services Supervisor
(R)	622	Treatment Plant Supervisor
	621	Assistant Treatment Plant Supervisor
(R)	621	Building Operations and Maintenance Supervisor
(R)	621	Streets Maintenance Supervisor
(R)	621	Utilities Maintenance Supervisor
	621	Administrative Supervisor
(R)	621	Automotive Shop Supervisor
	617	Administrative Assistant
(R)	618	Lead Maintenance Worker
(R)	616	Maintenance Worker

Section 5. Section 2.54.070 of the Lynnwood Municipal Code is amended to read as follows:

2.54.070 Sick leave accrual.

Sick leave with pay shall accrue at the rate of eight hours per month for all regular full-time employees. Regular part-time employees will accrue sick leave at a pro-rated rate, based on the number of hours they are allocated to work. Any such leave accrued but unused in any year shall be accumulative for succeeding years. An orientation period employee is not eligible to use sick leave until he/she has completed one month of continuous employment. Upon completion of the six months' orientation period, the regular accumulation of sick leave shall be credited. Employees who are granted a leave of absence with pay for any purpose shall continue to accrue sick leave at the regularly prescribed rate during such absence. Any unused sick leave may be converted to pay on the following basis:

A. Upon retirement consistent with the requirements of the employee's applicable Washington State retirement system, or on death:

1. An employee with less than 1000 hours of accrued sick leave:

The first 192 hours of accrued sick leave shall be paid at one hundred percent (every hour of sick leave equals one hour of pay). For accrued sick leave from 193 to 999 hours, the accrued sick leave hours shall be paid on a three to one ratio (three hours of accrued sick leave equals one hour of pay). The maximum payout amount shall be 368 hours of paid time. As an example only, an employee with 720 accrued hours of sick leave receives 368 hours of paid time as the total accrued sick leave payout amount.

2. An employee with 1000 or more hours of accrued sick leave:

The first 100 hours of accrued sick leave shall be paid at one hundred percent (every hour of sick leave equals one hour of pay). For accrued sick leave hours from 101 to 1600 hours, each hour of accrued sick leave shall be paid at thirty percent (for each hour of accrued sick leave, the employee receives thirty percent of one hour of pay). The maximum payout amount shall be the amount equal to 550 hours of paid time. As an example only, an employee with 1600 accrued hours of sick leave receives 550 hours of paid time as the total accrued sick leave payout amount.

B. Upon termination, whether voluntary or by discharge:

For accrued sick leave hours from 1 to 720 hours, the accrued sick leave hours shall be paid on a five to one ratio (five hours of sick leave equals one hour of pay). The maximum payout amount shall be 368 hours of paid time.

C. Termination by layoff:

For accrued sick leave hours from 1 to 720 hours, the accrued sick leave hours shall be paid on a three to one ratio (three hours of accrued sick leave equals one hour of pay). The maximum payout amount shall be 368 hours of paid time.

Section 6. Section 2.54.170 of the Lynnwood Municipal Code is amended to read as follows:

2.54.170 Management benefit program.

A. Purpose. It is the purpose of this management benefit program to enable the city of Lynnwood to recognize competitive labor market factors in recruiting and retention through its vacation, sick leave, and administrative leave programs for department heads and other designated senior staff. The management benefit program set forth herein is intended to enhance the city of Lynnwood's ability to recruit and retain department heads and other senior staff.

B. Authorization of Management Benefit Program. A management benefit program is hereby created to provide recognition of prior service with other employers in the administration of the city of Lynnwood's vacation and sick leave programs and authorize the city to recognize administrative leave for department heads and other designated senior staff.

C. Mayor to Administer Management Benefit Program. The mayor is hereby authorized to administer the program within the guidelines established herein and to recommend changes to the city council as needed to keep the program competitive and consistent with the city's mission, services, and administrative practices.

D. Definitions.

1. "Department heads and other designated senior staff" means employees serving as department heads, together with those second-level managers, professionals, or administrators who are direct subordinates of such department heads who are classified as "exempt" as defined by the U.S. Fair Labor Standards Act of 1938, as amended.

2. "Vacation leave" and "sick leave" mean compensated leave programs authorized for employees of the city of Lynnwood for vacation and sick leave purposes.

3. "Administrative leave" is defined in subsection (E) (3) of this section.

E. Administrative Guidelines. The following guidelines are established herein for the purpose of administering this management benefit program. In the event there is a conflict between these administrative guidelines and other ordinances of the city relating to vacation, sick leave, and administrative leave, the provisions in this section shall apply and the mayor is authorized to rely upon these guidelines in administering this management benefit program.

1. Vacation Leave. The mayor may grant vacation to department heads and other senior staff consistent with their past relevant experience in accordance with the schedules set forth in this chapter pertaining to vacations, sick leave, and holidays. All other provisions of vacation leave set forth in this chapter pertain to these department heads and senior staff.

2. Sick Leave Bank. The mayor may grant a sick leave credit of up to 20 days for department heads and up to 10 days for senior staff at the time of hire. Upon reaching accrual of 20/10 days or the amount granted, the employees will begin accruing at the regular rate set forth in LMC 2.54.070. Employees who terminate will only be cashed out for earned leave and not for any credited leave the mayor may have granted. Employees awarded a sick leave credit are eligible to use that credit at any time prior to termination. All other provisions of this title regarding sick leave entitlement, accrual, and usage shall apply.

3. Administrative Leave. The mayor may grant administrative leave to department heads and other senior staff after advising the city council. Such leave may be for a period of up to 10 working days for those individuals who perform extraordinary job responsibilities and duties. "Administrative leave" is defined as leave granted for performance of responsibilities and duties beyond an employee's typical responsibilities and duties as specified in their city job description and which clearly benefits the city. Administrative leave for extraordinary performance may be granted in accordance with the following factors, criteria and limitations:

- a. Duration of the performance;
- b. Level of responsibility associated with the performance;
- c. The extent to which the performance requires prolonged or frequent travel or time away from home;
- d. Situations for administrative leave include, but are not limited to:
 - i. Intergovernmental leadership efforts;
 - ii. Special assignments or projects, whether internal or external to the city;
 - iii. Filling an official "acting" position in addition to normal work responsibilities and duties;
- e. Proposed activities that may qualify for administrative leave shall be identified and reported to the mayor and/or department head in advance whenever possible, unless there are unforeseen circumstances resulting in the need for such performance;
- f. Administrative leave shall not be granted for the purposes covered by employee recognition programs in LMC 2.48.235.
- g. Administrative leave shall not be granted if the employee's vacation balance is at or above the accrual maximum when the determination for administrative leave is made. Administrative leave, once granted, shall be treated as vacation leave.

F. Appeals. Department heads and other senior staff covered by this program may request review of its application by written request to the mayor. Such request shall include the basis of the request and specific references to mistakes of fact or other alleged errors. The mayor shall review the request and shall notify the employee in writing within 10 days of his or her decision. The mayor's decision shall in all respects be final and not subject to further appeal.

G. Rights Retained. The city retains the unilateral right to modify, revise, or repeal this management benefit program.

Section 7. Section 2.04.090 of the Lynnwood Municipal Code is amended to read as follows:

2.04.090 Compensation.

The administrative assistant to the city council shall receive compensation and benefits in such amounts as the city council may establish from time to time by ordinance.

Section 8. Sections 2.04.100 and 2.48.180 of the Lynnwood Municipal Code are repealed.

Section 9. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 10. Effective Date. This Ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City. This Ordinance shall take effect and be in full force five (5) days after publication.

PASSED this 14th day of December, 2015, and signed in authentication of its passage this 15th day of December, 2015.

APPROVED:



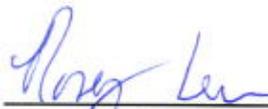
Nicola Smith, Mayor

ATTEST/AUTHENTICATED:



Sonja Springer, Finance Director

APPROVED AS TO FORM:



Rosemary Larson, City Attorney

FILED WITH ADMINISTRATIVE SERVICES: 12/10/2015
PASSED BY THE CITY COUNCIL: 12/14/2015
PUBLISHED: 12/18/2015
EFFECTIVE DATE: 12/23/2015
ORDINANCE NUMBER: 3168



On the 14th day of December, 2015 the City Council of the City of Lynnwood, Washington, passed ordinance 3168. A summary of the content of this ordinance, consisting of the title, provides as follows:

ORDINANCE NO. 3168

AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, RELATING TO COMPENSATION AND BENEFITS FOR NON-REPRESENTED EMPLOYEES; ADDING NEW EMPLOYEE CLASSIFICATIONS; AMENDING SECTIONS 2.04.090, 2.48.010, 2.48.030, 2.48.175, 2.48.185, 2.54.070, AND 2.54.170 OF THE LYNNWOOD MUNICIPAL CODE; REPEALING SECTIONS 2.04.100 AND 2.48.180 OF THE LYNNWOOD MUNICIPAL CODE; AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SUMMARY PUBLICATION.

The full text of this ordinance will be mailed upon request.

DATED this 18th day of December, 2015.



Debbie Karber, Deputy City Clerk



LYNNWOOD
WASHINGTON

CERTIFICATE

I, the undersigned, Debra Karber, the duly appointed Deputy City Clerk of the City of Lynnwood, Washington, hereby certify that the Ordinance hereto attached is a full, true and correct copy of Ordinance No. 3168 of the City of Lynnwood, Washington, entitled as follows:

ORDINANCE NO. 3168

AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, RELATING TO COMPENSATION AND BENEFITS FOR NON-REPRESENTED EMPLOYEES; ADDING NEW EMPLOYEE CLASSIFICATIONS; AMENDING SECTIONS 2.04.090, 2.48.010, 2.48.030, 2.48.175, 2.48.185, 2.54.070, AND 2.54.170 OF THE LYNNWOOD MUNICIPAL CODE; REPEALING SECTIONS 2.04.100 AND 2.48.180 OF THE LYNNWOOD MUNICIPAL CODE; AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SUMMARY PUBLICATION.

That said ordinance was passed by the Council on December 14, 2015 of said City and was published and posted according to law; that said ordinance was duly published in the official newspaper of said City on December 18, 2015.

Debra Karber, Deputy City Clerk

Everett Daily Herald

Affidavit of Publication

State of Washington }
County of Snohomish } ss

Kathleen Landis being first duly sworn, upon oath deposes and says: that he/she is the legal representative of the Everett Daily Herald a daily newspaper. The said newspaper is a legal newspaper by order of the superior court in the county in which it is published and is now and has been for more than six months prior to the date of the first publication of the Notice hereinafter referred to, published in the English language continually as a daily newspaper in Snohomish County, Washington and is and always has been printed in whole or part in the Everett Daily Herald and is of general circulation in said County, and is a legal newspaper, in accordance with the Chapter 99 of the Laws of 1921, as amended by Chapter 213, Laws of 1941, and approved as a legal newspaper by order of the Superior Court of Snohomish County, State of Washington, by order dated June 16, 1941, and that the annexed is a true copy of EDH674400 ORDS 3167-3170 as it was published in the regular and entire issue of said paper and not as a supplement form thereof for a period of 1 issue(s), such publication commencing on 12/18/2015 and ending on 12/18/2015 and that said newspaper was regularly distributed to its subscribers during all of said period.

The amount of the fee for such publication is \$77.38.

Kathleen Landis

Subscribed and sworn before me on this

18 day of Dec
2015

Debra Ann Grigg

Notary Public in and for the State of Washington.

City of Lynnwood - LEGAL ADS | 14127890
DEBBIE KARBER

LYNNWOOD WASHINGTON

CITY OF LYNNWOOD

On the, 14th day of December 2015 the City Council of the City of Lynnwood, Washington, passed ordinances 3167 through 3170. A summary of the content of this ordinance, consisting of the title, provides as follows:

ORDINANCE NO 3167
AN ORDINANCE ADOPTING THE CAPITAL FACILITIES PLAN FOR THE CITY OF LYNNWOOD FOR THE PERIOD 2016 THROUGH 2021; AND PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY, AND SUMMARY PUBLICATION.

ORDINANCE NO 3168
AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, RELATING TO COMPENSATION AND BENEFITS FOR NON-REPRESENTED EMPLOYEES; ADDING NEW EMPLOYEE CLASSIFICATIONS; AMENDING SECTIONS 2.04.090, 2.48.010, 2.48.030, 2.48.175, 2.48.185, 2.54.070, AND 2.54.170 OF THE LYNNWOOD MUNICIPAL CODE; REPEALING SECTIONS 2.04.100 AND 2.48.180 OF THE LYNNWOOD MUNICIPAL CODE; AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SUMMARY PUBLICATION.

ORDINANCE NO 3169
AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, SUPERSEDING ORDINANCE #2993, AND UPDATING THE FINANCIAL PLAN FOR THE 196TH STREET SW IMPROVEMENT PROJECT (48TH AVENUE W TO 37TH AVENUE W); AND FUNDING AUTHORIZING ALLOCATIONS AND/OR TRANSFERS FROM FUNDS 440 AND 441, AND RECEIPT DISTRIBUTIONS AND REIMBURSEMENTS FROM STATE AND FEDERAL GRANT FUNDING SOURCES, CONSISTENT WITH THE UPDATED PROJECT FINANCIAL PLAN, AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SUMMARY PUBLICATION.

ORDINANCE NO 3170
AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, SUPERSEDING ORDINANCE #3137 AND ESTABLISHING PROJECT FUNDING FOR THE CITYWIDE SAFETY IMPROVEMENT PROJECT. THIS ORDINANCE AUTHORIZES PROJECT EXPENDITURES IN FUND 356; AND FUNDING ALLOCATIONS/TRANSFER FROM FUND 331 TO FUND 356; AND RECEIPT DISTRIBUTIONS AND REIMBURSEMENTS FROM CITYWIDE SAFETY GRANT TO FUNDS 356; CONSISTENT WITH THE PROJECT FINANCIAL PLAN, AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SUMMARY PUBLICATION.

The full text of these ordinances will be mailed upon request.
DATED this 17th day of December, 2015
Debbie Karber, Deputy City Clerk
EDH674400
Published: December 18, 2015

DEBRA ANN GRIGG
Notary Public
State of Washington
My Commission Expires
October 31, 2017