

Next Ord: 2012-22
Next Res: 1099-22

CITY COUNCIL AGENDA

IN PERSON AND VIA ZOOM

June 22, 2022

6:00 PM

**Sedro-Woolley Municipal Building
Council Chambers
325 Metcalf Street**

- a. Call to Order**
- b. Pledge of Allegiance**
- c. Roll Call**
- d. Approval of Agenda**
- e. Consent Agenda**

Note: Items on the Consent Agenda are considered routine in nature and may be adopted by the Council by a single motion, unless any Councilmember wishes an item to be removed. The Council on the Regular Agenda will consider any item so removed after the Consent Agenda.

1. Finance - Minutes from City Council Work Session held June 1, 2022
2. Temporary Access Easement with Puget Sound Energy for Parcel 40417 Riverfront Park FEMA Site
3. Change Order 1 to the 2021 Agreement with Boulder Park for Biosolids Beneficial Use Services
4. Old Growth Cedar Beams Surplus Resolution 1098-22
5. Finance - Check Register
6. Resolution 1096-22 Authorizing Investment of monies in the Local Government Investment Pool(LGIP)
7. Finance - Minutes from Meeting held on June 8, 2022
8. Public Works Agreement No. 2022-PW-12
Change Order No. 1
9. Proposed Renewal of Interlocal Agreement between the City of Sedro-Woolley Skagit County Public Works for Equipment Repair, and Road Maintenance Materials on an As-needed basis.

f. Introduction of Special Guests and Presentations:

Swearing in of new Police Sergeant Zach Carroll.

g. City Administrator Report

h. Councilmember and Mayor's Report

i. Proclamation(s)

j. Public Comments

Written comments or questions will be accepted by letter or via email at finance@ci.sedro-woolley.wa.us.

k. Public Hearing(s)

Public Hearing and First Reading 2023-2028 Transportation Improvement Program(TIP)

l. Unfinished Business

1. Proposed Amendments to the Urban Village Mixed Use Overlay Parking Regulations – Ch. 17.21 SWMC (2nd Read)

m. New Business

1. Change Order 6 Contract 2021-PW-02 Faber Construction - WWTP Lab/Ops and PW Building Project
2. First Amendment to Agreement with Thompson, Guildner & Associates for Prosecution Services.
3. Sole Source Declaration and approval of Purchase Order 2022-PO-12 - WWTP Rotary Screen Spiral Assembly Replacement
4. Public Hearing and First Reading 2023-2028 Transportation Improvement Program

n. Information Only Items

1. Monthly Data- Fire Department
2. Building Permit and Planning Permit Review Status
3. IT Department Report
4. PD Staff Reports

o. Good of the Order

p. Executive Session

1. Discussion regarding potential litigation pursuant to RCW 42.30.110(1)(i).

q. Adjournment

Next Meeting(s) July 13th, 2022

The City of Sedro-Woolley assures that no person shall on the grounds of race, color, national origin, sex, age, disability, income, or Limited English Proficiency (LEP) as provided by Title VI of the Civil Right Act of 1964, Title II of the American with Disabilities Act of 1990, and related nondiscrimination authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any City of Sedro-Woolley sponsored program or activity. The City of Sedro-Woolley will make every effort to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

Topic: Sedro-Woolley City Council Meeting

Join Zoom Meeting

<https://zoom.us/j/91786850179?pwd=Vys0Y29XalZmQTRmemJBM2txVDIUQT09>

Meeting ID: 917 8685 0179

Passcode: 091845

OR One tap mobile

*+12532158782,,91786850179#,,,,*091845# US (Tacoma)*

*+16699006833,,91786850179#,,,,*091845# US (San Jose)*

OR Dial by your location

+1 253 215 8782 US (Tacoma)

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

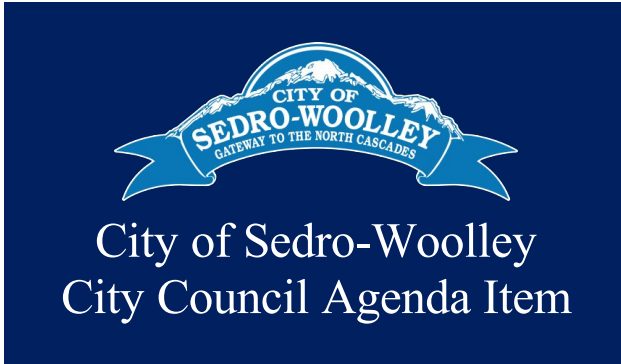
+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 917 8685 0179

Passcode: 091845



Agenda
Item No. _____
Date: June 22, 2022
Subject: Finance - Minutes from City Council
Work Session held June 1, 2022

FROM:

Kelly Kohnken, Finance Director

RECOMMENDED ACTION:

Review only

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Minutes taken at most recent City Council Work Session held on June 1, 2022.

FISCAL IMPACT, IF APPROPRIATE:

None.

ATTACHMENTS:

1. City Council Minutes 06-01-22 Work Session

CITY OF SEDRO-WOOLLEY

Study Session of the City Council
June 1, 2022– 6:00 P.M. Hybrid Meeting

Call to Order

Mayor Julia Johnson called the meeting to order at 6:00 P.M.

New Business

1. Confirmation of Daniel McIlraith to the Position of Police Chief with Authorization for the Mayor to Negotiate and Sign an Employment Agreement. Police Chief spoke to the Council about his experience and accomplishments. He also fielded questions from Councilmembers. A motion was made by Councilmember Sarah Diamond and seconded by Councilmember Joe Burns to Confirm Daniel McIlraith to the position of Police Chief and to authorize the Mayor to negotiate and sign an employment agreement. Motion carries (7-0).
2. Check-In Regarding Discussion About Resolution 1088-22, in Objection to Mandated Vaccines. After much discussion and debate, a motion was made by Councilmember Nick Lavacca, and seconded by Councilmember Brendan McGoffin to move forward with a vote to either approve or deny Resolution 1088-22. There was clarification made that a yes vote was to approve the resolution and a no vote was to deny the resolution. Motion did not carry (3-4).
3. City Council Strategic Planning Session Follow-Up and Next Steps. City Administrator Charlie Bush reviewed topic discussed at a recent Council Working Retreat and if Council would like to focus on 3 topics from the retreat to focus on moving forward. After much discussion, it was decided by Council to work on the following three goals in 2022: economic development, recreation, and housing/diversified housing. Council prefers a roundtable discussion, and a special meeting was set for June 29 to map out the goals and work on details.

For the Good of the Order

The Mayor informed Council that on the evening of June 22, 2022, they will be meeting at 5:30 P.M. to go through Safety Training before the start of the Regular Council Meeting, which begins at 6:00 P.M.

Adjournment

The meeting adjourned at 7:05 P.M.

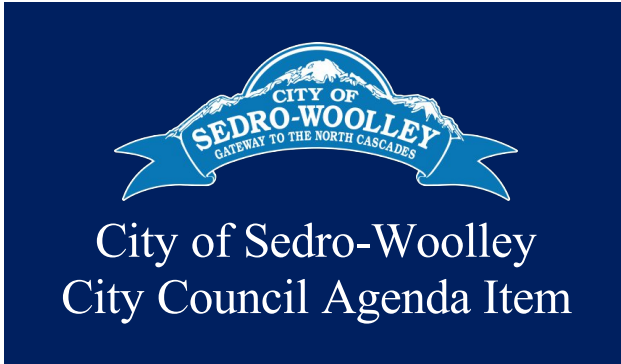
ATTEST:

APPROVED:

Debbie Burton, Interim Finance Director

Julia Johnson, Mayor

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Agenda Item No.	
Date:	June 22, 2022
Subject:	Temporary Access Easement with Puget Sound Energy for Parcel 40417 Riverfront Park FEMA Site

FROM:

Mark A. Freiburger, PE, Director of Public Works

RECOMMENDED ACTION:

Authorize Mayor Johnson to sign the attached Temporary Access Easement with Puget Sound Energy for Parcel 40417

ISSUE:

Should Council authorize Mayor Johnson to sign the attached Temporary Access Easement with Puget Sound Energy for Parcel 40417?

BACKGROUND/SUMMARY INFORMATION:

The city is the owner of Parcel 40417, known as the FEMA property located north and adjacent to Riverfront Park. The city is in a partnership with Skagit Fisheries Enhancement Group (SFEG) to restore the seasonal stream crossing the property and enhance fish habitat on the property. The property restoration work was completed in 2021. SFEG has acquired a grant to replace a culvert on the property that is a fish barrier with a pedestrian bridge. The city will own and maintain the bridge after completion. PSE is providing funding for the project and requires this access easement to be able to monitor the site and ensure that the funding is being used for the intended purpose, and that the site is being maintained as needed.

FISCAL IMPACT, IF APPROPRIATE:

There is no fiscal impact to the easement itself. The city will provide in-kind labor and equipment during construction of the bridge to remove the existing culvert and build the approaches to the new structure. This work will be done within the existing Fund 101 Budget. The structure itself is being designed and will be constructed by SFEG volunteers and paid contractors funded by the grant.

Maintenance of the pedestrian bridge will be minimal, but it will require periodic inspection and repairs to the wood structure. We expect SFHG will remain involved with monitoring and maintaining the site.

ATTACHMENTS:

1. PSE Temporary Access Agreement for Parcel 40417

RETURN ADDRESS:

**Puget Sound Energy, Inc.
Attn: Real Estate Dept. / JAS
P.O. Box 97034, BEL-06E
Bellevue, WA 98009-9734**

TEMPORARY ACCESS EASEMENT

GRANTOR: City of Sedro-Woolley
GRANTEE: Puget Sound Energy, Inc.
SHORT LEGAL: NW ¼ S30 T35N R05E
ASSESSOR'S PROPERTY TAX PARCEL: P40417

This TEMPORARY ACCESS EASEMENT ("Easement") is made and entered by and between _____The City of Sedro Woolley_____ ("Grantor"), and PUGET SOUND ENERGY, INC., a Washington corporation ("Grantee"). Grantor and Grantee are sometimes referred to individually herein as "Party" and collectively as the "Parties".

RECITALS

A. Grantor is the owner of certain real property in the County of Skagit, State of Washington, and more particularly described as follows (the "Property"):

{{(2.3900 AC) INC M/H GRATL 71 64X12 #PC30; THAT PORTION OF BLOCKS 116 AND 120 AND VACATED WOODS STREET AND MCDONALD STREET 'PLAT OF THE TOWN OF SEDRO' DESCRIBED AS FOLLOWS; BEGINNING AT THE SOUTHWEST CORNER OF BLOCK 120, 'PLAT OF THE TOWN OF SEDRO'; THENCE NORTH ALONG THE EAST LINE OF FAIRHAVEN STREET, A DISTANCE OF 491.33 FEET; THENCE EAST 209.5 FEET; THENCE SOUTH 02-21 EAST 520 FEET, MORE OR LESS, TO THE NORTHERLY LINE OF RIVER ROAD NO. 3534; THENCE NORTHERLY AND WESTELY ALONG THE NORTH LINE OF SAID RIVER ROAD NO. 3534 TO THE POINT OF INTERSECTION WITH THE EAST LINE OF SAID FAIRHAVEN STREET; THENCE NORTHERLY ALONG SAID EAST LINE OF FAIRHAVEN STREET TO THE POINT OF BEGINNING; EXCEPT THAT PORTION THEREOF LYING WITHIN THE BOUNDARIES OF MCDONALD AVENUE, UNVACATED STREET IN SAID PLAT, SECTION 30, TOWNSHIP 35 NORTH, RANGE 5 EAST, W.M.}}

SITUATE IN THE COUNTY OF SKAGIT, STATE OF WASHINGTON.

B. The City of Sedro Woolley (grantor) is working with the Skagit Fisheries Enhancement Group (project proponent) is to restore stream habitat connectivity by replacing an undersized culvert (WDFW culvert HC.SFEG1) on an unnamed tributary to the Skagit River with a pedestrian bridge. Improvement of this stream crossing will improve fish access to approximately 1.2 miles of habitat including 4 acres of wetland and 1.6 acres of pond habitat (the "Project").

C. Grantee is providing funding for the Project.

D. Grantee is seeking access to the Property in order to observe and/or monitor the Project for a period of ten (10) years following construction.

E. Grantor desires to convey to Grantee a temporary access easement in accordance with the terms and conditions of this Easement, as more fully set forth below.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties incorporate the foregoing recitals and agree as follows:

1. Grant of Temporary Access Easement. Grantor grants and conveys to Grantee, a temporary access easement over, upon and across the Property for purposes of observing and monitoring the Project. Grantee shall access the Property using established roads, driveways, and/or other access ways.
2. No Interference with Project. Grantor shall not interfere with and/or remove the Project during the term of this Easement.

3. Duration of Easement. The term of this Easement is ten (10) years (the "Term"). The Term shall commence upon execution of the Easement, and shall remain in force until _____Jan 1st 2033_____, unless terminated by the Grantee.
4. Indemnification and Hold Harmless. Grantee shall indemnify, defend and hold harmless Grantor from any and all claims for injuries or damages (including reasonable attorneys' fees) arising out of, and/or resulting from negligent acts and/or omissions by Grantee, its officers, employees and/or agents during the exercise of the rights granted herein; provided, that the Grantee shall not be responsible to the Grantor for any injuries or damages suffered by any person or property caused by negligent acts or omissions of the Grantor. This indemnity shall survive the expiration or termination of this Easement with respect to any event occurring prior to such expiration or termination.
5. Binding Effect. This Easement shall be a covenant running with the land and shall be binding on, and inure to the benefit of, the successors, heirs and assigns of Grantor and Grantee.

IN WITNESS THEREOF, the parties have executed this Agreement as of the date set forth above.

Grantor: {Name}

Grantee: Puget Sound Energy, Inc.

By: _____
{Name}

By: _____
Chad Walimaki , Supervisor Real Estate

Dated: _____

Dated: _____

By: _____
{Name}

Dated: _____

State of _____

County of _____

On this _____ day of _____, 20_____, before me, the undersigned, personally appeared _____, to me known to be the individual who executed the within and foregoing instrument, and acknowledged that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal hereto affixed the day and year in this certificate first above written.

(Seal or Stamp)

Print Name _____

Notary Public in and for the State of
Washington, residing at _____

My commission expires _____

State of _____

County of _____

On this _____ day of _____, 20_____, before me, the undersigned, personally appeared _____, to me known to be the individual who executed the within and foregoing instrument, and acknowledged that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal hereto affixed the day and year in this certificate first

above written.

(Seal or Stamp)

Print Name _____
Notary Public in and for the State of
Washington, residing at _____
My commission expires _____

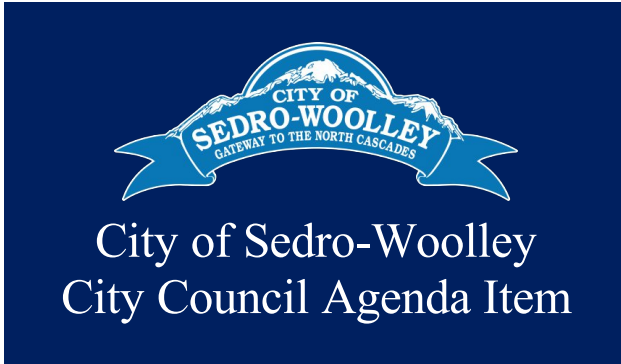
State of Washington
County of King

On this _____ day of _____, 20_____, before me, the undersigned, personally appeared Chad Walimaki, to me known to be the Supervisor Real Estate of Puget Sound Energy, Inc., the corporation that executed the foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he is authorized to execute the said instrument.

GIVEN under my hand and official seal hereto affixed the day and year in this certificate first above written.

(Seal or Stamp)

Print Name _____
Notary Public in and for the State of
Washington, residing at _____
My commission expires _____



Agenda Item No.	
Date:	June 22, 2022
Subject:	Change Order 1 to the 2021 Agreement with Boulder Park for Biosolids Beneficial Use Services

FROM:

Mark A. Freiburger, PE, Director of Public Works

RECOMMENDED ACTION:

Authorize Mayor Johnson to sign Change Order 1 to the 2021 Biosolids Beneficial Use Services for the City of Sedro-Woolley at the Boulder Park Project, King County Contract No. 21-005.

ISSUE:

Should Council authorize Mayor Johnson to sign Change Order 1 to the 2021 Biosolids Beneficial Use Services for the City of Sedro-Woolley at the Boulder Park Project, King County Contract No. 21-005?

BACKGROUND/SUMMARY INFORMATION:

The city has an interlocal agreement with King County for beneficial application of the Class B Biosolids generated as part of the City's wastewater treatment process. The City generates between 900 and 2,000 wet tons of Biosolids in the average year. King County has proposed Change Order 1 to adjust the current unit price of \$71.97 per wet ton to \$82.70 per wet ton, a \$10.73 increase per wet ton.

Section 8 of the Agreement gives King County the right to adjust the contract price due to market conditions. The proposed Change Order recognizes the extraordinary circumstances with fuel cost increases. The proposed increase represents a 14.91% increase over the 2021 base price (the agreement was executed on November 2, 2020). With prices continuing to escalate, we may see another increase in the near future. The estimated cost difference for the year based on 2,000 tons would be \$21,460.

FISCAL IMPACT, IF APPROPRIATE:

The 2022 Budget includes \$115,000 for Biosolids disposal, or approximately 1,600 wet tons. To date, we have paid \$61,863 under this agreement, or approximately 860 tons or 172 tons per month. The projected cost for the remainder of the year is 1,200 tons at \$82.70 or \$99,520. Based on the higher tonnage than budgeted (estimated 2,060 tons), and the unit cost revision, the Solids Handling line item is likely to overrun by \$51,000 for the year.

We expect underruns for the 'Other Projects' category budgeted at \$281,000 for 2022, as we have delayed the planned project until 2023. With this, the budget should be good for the year. We will adjust this line item in the 2023/2024 Budget to reflect the higher unit price.

ATTACHMENTS:

1. Contract 21-00005 Biosolids Beneficial Use Services - Proposed Change Order 1

Date: April 19, 2022
Change Order No. 1

Contract No: 21-0005

Contract Title: Biosolids Beneficial Use Services for the City of Sedro-Woolley at the Boulder Park Project

Description of Change: Pursuant to Section 9 of the Contract, modify Subsection 7.2, Fourth and Fifth Sentences, of Contract to increase the Base Unit Price from \$76.58 per wet ton (current price) to \$82.70, a total increase of \$6.12 per wet ton of biosolids.

Reason for Change: The Base Unit Price increase is to account for rising transportation related costs incurred by Boulder Park Project's (BPI) hauling subcontractor.

Cost Data:	<u>X</u>	Additive	<u>—</u>	Deductive	<u>—</u>	No Cost Change
	<u>—</u>	Unit Price	<u>—</u>	Lump Sum	<u>—</u>	Time and Expense

Changes to 4th and 5th sentences of Section 7.2 of the Contract shall be as follows:

...The Generator shall pay BPI a Base Unit Price at the rate of \$71.97 per wet ton (2020 dollars) \$82.70 per wet ton (2022 dollars) for authorized materials accepted and/or services, satisfactorily performed, including the KC equipment use fee, as set forth in Attachment B. The Base Unit Price includes \$3.40 plus \$0.26 Tax [at Mansfield rate of 7.7%] for King County equipment, hereinafter called the "Equipment Use Fee", and \$68.31 \$79.04 for BPI operations fee per wet ton (2020 2022 dollars).

Contract Completion Date: December 31, 2024

All terms, conditions, specifications and requirements of the Contract and its prior change orders or amendments shall remain unchanged and in full effect, except as amended herein.

Accepted by:

CITY OF SEDRO-WOOLLEY

BOULDER PARK, INC.

Julia Johnson, Mayor Date

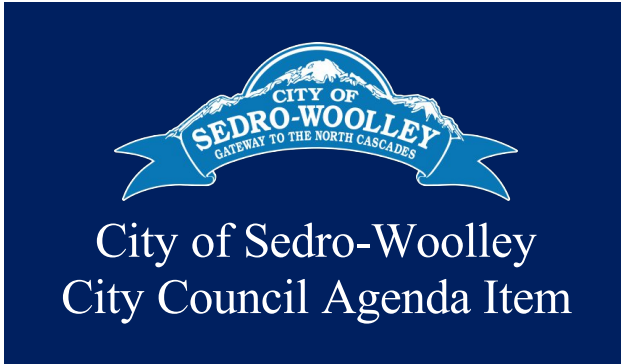
Leroy Thomsen, President Date

KING COUNTY

Kamuron Gurol Date
Director, Wastewater Treatment Division

Approved as to form only:

Verna Bromley Date
Sr. Deputy Prosecuting Attorney



Agenda
Item No. _____
Date: June 22, 2022
Subject: Old Growth Cedar Beams Surplus
Resolution 1098-22

FROM:

Nathan Salseina, Public Works Operations Division Supervisor

RECOMMENDED ACTION:

Staff recommends approval of the attached surplus resolution.

ISSUE:

Should the council approve the attached resolution declaring a list of city property and authorizing the Mayor to sell/dispose of them?

BACKGROUND/SUMMARY INFORMATION:

The old growth cedar beams in question were salvaged when the city demolished the former feed barn building to make way for the new library on West State Street. Several of the beams were repurposed as features of the new library. The remaining beams are sitting out in the weather and taking up space in the the operations yard, and we have no identified need for them in the immediate future.

FISCAL IMPACT, IF APPROPRIATE:

None, the value of the beams is unknown. They will be sold to the highest bidder on public surplus.com

ATTACHMENTS:

1. Surplus Resolution 1098-22

A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY DECLARING CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING ITS DISPOSITION

WHEREAS, the equipment identified and listed below has been determined by the City’s Public Works Operations Supervisor to no longer be critical to the City of Sedro-Woolley’s needs or operational use, and

WHEREAS, the City Council of the City of Sedro-Woolley has determined that it is in the best interest of City to declare as surplus the equipment, and

WHEREAS, The City Council is authorized to declare as surplus those items no longer deemed to be necessary to the City’s service requirements under RCW 35.22.280 (B), and

WHEREAS, the City Council delegates to the Director of Public Works the authority to dispose of the property by auction, private sale, sealed bid, through a broker or agent, or other lawful means.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY AS FOLLOWS:

Section 1. The City Council does hereby declare the following to be surplus:

ITEM	Quantity
10’x12” Old Growth Cedar Wood Beams various lengths	23

PASSED by majority vote of the members of the Sedro-Woolley City Council this 22nd day of June, 2022

Julia Johnson, Mayor

Attest:

Kelly Kohnken, Finance Director

Approved as to form:

Nikki Thomas, City Attorney



Agenda
Item No. _____
Date: June 22, 2022
Subject: Finance - Check Register

FROM:

Kelly Kohnken, Finance Director

RECOMMENDED ACTION:

Review only.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Claims Checks #197805 through #197902, plus EFTs and Payroll Checks #60700 through #60707, plus EFT's.

FISCAL IMPACT, IF APPROPRIATE:

Claims Checks and EFTs totaling \$1,011,810.47 and Payroll Checks and EFT's totaling \$342,065.36.

ATTACHMENTS:

1. Claims Check Register for 06-22-22 Council Pkt

CHECK REGISTER

City Of Sedro-Woolley

Time: 11:13:52 Date: 06/15/2022

06/22/2022 To: 06/22/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5720	06/22/2022	Claims	2	EFT	Cascade Natural Gas Corp	52.20	
					101 - 576 80 47 052 - Bingham Caretaker	52.20	
5721	06/22/2022	Claims	2	EFT	Cascade Natural Gas Corp	104.67	
					001 - 522 50 47 000 - Utility Services	104.67	
5722	06/22/2022	Claims	2	EFT	Cascade Natural Gas Corp	191.49	
					412 - 537 80 47 000 - Public Utilities	191.49	
5723	06/22/2022	Claims	2	EFT	Cascade Natural Gas Corp	20.89	
					401 - 535 80 47 000 - Public Utilities	20.89	
5724	06/22/2022	Claims	2	EFT	Cascade Natural Gas Corp	13.83	
					103 - 542 63 47 000 - Public Utilities	13.83	
5725	06/22/2022	Claims	2	EFT	Cascade Natural Gas Corp	18.88	
					101 - 576 80 47 050 - Hammer Square	18.88	
5726	06/22/2022	Claims	2	EFT	Cascade Natural Gas Corp	178.35	
					101 - 576 80 47 020 - Senior Center	178.35	
5727	06/22/2022	Claims	2	EFT	Cascade Natural Gas Corp	541.76	
					101 - 576 80 47 070 - City Hall	541.76	
5728	06/22/2022	Claims	2	EFT	Cascade Natural Gas Corp	27.96	
					001 - 521 20 47 000 - Public Utilities	27.96	
5729	06/22/2022	Claims	2	EFT	Cascade Natural Gas Corp	17.86	
					401 - 535 80 47 000 - Public Utilities	17.86	
5730	06/22/2022	Claims	2	EFT	Cascade Natural Gas Corp	100.63	
					101 - 576 80 47 010 - Community Center	100.63	
5731	06/22/2022	Claims	2	EFT	Cascade Natural Gas Corp	181.38	
					101 - 576 80 47 070 - City Hall	181.38	
5732	06/22/2022	Claims	2	EFT	Cascade Natural Gas Corp	170.29	
					401 - 535 80 47 000 - Public Utilities	170.29	
5733	06/22/2022	Claims	2	EFT	City of Sedro-Woolley	13.48	
					101 - 576 80 47 053 - Other Utilities	13.48	
5734	06/22/2022	Claims	2	EFT	FirstNET/AT&T Mobility	45.82	
					001 - 518 80 42 020 - Telephone	45.82	
5735	06/22/2022	Claims	2	EFT	Public Utility Dis No1	55.81	
					101 - 576 80 47 000 - Riverfront	55.81	
5736	06/22/2022	Claims	2	EFT	Public Utility Dis No1	43.53	
					101 - 576 80 47 053 - Other Utilities	43.53	
5737	06/22/2022	Claims	2	EFT	Public Utility Dis No1	289.04	
					102 - 536 20 47 000 - Public Utilities	289.04	
5738	06/22/2022	Claims	2	EFT	Public Utility Dis No1	37.39	
					101 - 576 80 47 000 - Riverfront	37.39	
5739	06/22/2022	Claims	2	EFT	Public Utility Dis No1	357.88	
					101 - 576 80 47 000 - Riverfront	357.88	
5740	06/22/2022	Claims	2	EFT	Public Utility Dis No1	86.82	
					412 - 537 80 47 000 - Public Utilities	86.82	
5741	06/22/2022	Claims	2	EFT	Public Utility Dis No1	229.00	
					401 - 535 80 47 000 - Public Utilities	229.00	

CHECK REGISTER

City Of Sedro-Woolley

Time: 11:13:52 Date: 06/15/2022

06/22/2022 To: 06/22/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5742	06/22/2022	Claims	2	EFT	Public Utility Dis No1	99.10	
			103 - 542 63 47 000 -		Public Utilities	99.10	
5743	06/22/2022	Claims	2	EFT	Public Utility Dis No1	339.48	
			101 - 576 80 47 070 -		City Hall	339.48	
5744	06/22/2022	Claims	2	EFT	Public Utility Dis No1	123.64	
			101 - 576 80 47 053 -		Other Utilities	123.64	
5745	06/22/2022	Claims	2	EFT	Public Utility Dis No1	154.33	
			101 - 576 80 47 051 -		Bingham / Memorial	154.33	
5746	06/22/2022	Claims	2	EFT	Public Utility Dis No1	37.39	
			101 - 576 80 47 040 -		Train	37.39	
5747	06/22/2022	Claims	2	EFT	Public Utility Dis No1	33.98	
			101 - 576 80 47 070 -		City Hall	33.98	
5748	06/22/2022	Claims	2	EFT	Public Utility Dis No1	86.82	
			101 - 576 80 47 050 -		Hammer Square	86.82	
5749	06/22/2022	Claims	2	EFT	Public Utility Dis No1	37.39	
			401 - 535 80 47 000 -		Public Utilities	37.39	
5750	06/22/2022	Claims	2	EFT	Public Utility Dis No1	37.39	
			001 - 521 20 47 000 -		Public Utilities	37.39	
5751	06/22/2022	Claims	2	EFT	Public Utility Dis No1	62.27	
			401 - 535 80 47 000 -		Public Utilities	62.27	
5752	06/22/2022	Claims	2	EFT	Public Utility Dis No1	62.27	
			401 - 535 80 47 000 -		Public Utilities	62.27	
5753	06/22/2022	Claims	2	EFT	Public Utility Dis No1	199.53	
			101 - 576 80 47 000 -		Riverfront	199.53	
5754	06/22/2022	Claims	2	EFT	US Bank -- Purchase Cards	9,932.65	
			631 - 389 90 01 631 -		Unapplied Cash - Suspense	-50.00	
			631 - 389 90 01 631 -		Unapplied Cash - Suspense	-33.00	
			001 - 512 50 31 000 -		Supplies	38.71	
			001 - 513 10 49 010 -		Dues & Subscriptions	1,248.00	
			001 - 514 23 31 000 -		Supplies	32.02	
			001 - 514 23 31 000 -		Supplies	90.36	
			001 - 514 23 49 010 -		Misc-Dues/Subscriptions	16.28	
			001 - 514 23 49 030 -		Misc-Tuition/Registration	43.43	
			001 - 517 90 49 001 -		Employee Wellness (educ)	700.00	
			001 - 518 80 41 000 -		Professional Services	2.03	
			001 - 518 80 49 000 -		Software Maint & Support	195.35	
			001 - 518 80 49 000 -		Software Maint & Support	5.77	
			001 - 518 80 49 000 -		Software Maint & Support	194.17	
			001 - 521 20 31 002 -		Office/Operating Supplies	77.26	
			001 - 521 20 31 002 -		Office/Operating Supplies	-4.92	
			001 - 521 20 31 002 -		Office/Operating Supplies	31.48	
			001 - 521 20 31 002 -		Office/Operating Supplies	12.48	
			001 - 521 20 31 002 -		Office/Operating Supplies	363.82	
			001 - 521 20 31 002 -		Office/Operating Supplies	104.24	
			001 - 521 20 31 002 -		Office/Operating Supplies	55.82	
			001 - 521 20 31 002 -		Office/Operating Supplies	87.44	
			001 - 521 20 31 002 -		Office/Operating Supplies	54.84	
			001 - 521 30 31 010 -		Public Education Supplies	354.04	
			001 - 521 40 43 000 -		Travel	11.27	
			001 - 521 40 43 000 -		Travel	13.66	
			001 - 521 40 43 000 -		Travel	207.36	

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			001 - 521 40 43 000		- Travel	23.76	
			001 - 521 40 43 000		- Travel	7.10	
			001 - 521 40 43 000		- Travel	652.76	
			001 - 522 20 31 000		- Operating Supplies	62.97	
			001 - 522 20 31 000		- Operating Supplies	-4.92	
			001 - 522 20 35 000		- Small Tools & Minor Equip	204.01	
			001 - 522 20 48 000		- Repairs/Maint-Equip	42.76	
			001 - 522 20 48 000		- Repairs/Maint-Equip	82.92	
			001 - 522 20 48 000		- Repairs/Maint-Equip	161.49	
			401 - 535 50 48 050		- Maint Of General Equip	24.90	
			401 - 535 50 48 050		- Maint Of General Equip	84.95	
			401 - 535 80 31 010		- Operating Supplies	29.88	
			401 - 535 80 49 010		- Misc-Dues/Subscriptions	50.00	
			401 - 535 80 49 010		- Misc-Dues/Subscriptions	25.00	
			412 - 537 80 31 000		- Operating Supplies	19.40	Safety meeting
			412 - 537 80 31 000		- Operating Supplies	18.58	
			412 - 537 80 31 000		- Operating Supplies	151.24	
			412 - 537 80 31 000		- Operating Supplies	666.75	
			412 - 537 80 31 000		- Operating Supplies	86.60	
			412 - 537 80 31 000		- Operating Supplies	130.31	
			412 - 537 80 31 000		- Operating Supplies	130.31	
			101 - 576 80 31 013		- Operating Sup - Flowers-Hlday	133.66	
			101 - 576 80 35 000		- Small Tools & Minor Equip	701.54	
			101 - 576 80 48 001		- Riverfront	326.18	
			101 - 576 80 48 010		- Office Equip	111.73	
			101 - 576 80 48 014		- Winnie Houser Park	55.36	
			101 - 576 80 48 016		- City Hall	74.92	
			101 - 576 80 48 021		- Equipment	208.80	
			101 - 576 80 49 000		- Misc-Tuition/Registration	152.06	
			001 - 594 18 64 001		- Network Hardware	637.11	
			001 - 594 18 64 001		- Network Hardware	81.45	
			001 - 594 18 64 001		- Network Hardware	7.59	
			001 - 594 18 64 001		- Network Hardware	31.71	
			501 - 594 22 64 501		- Vehicles - Fire	693.95	
			001 - 595 10 49 011		- Safety Meetings	47.91	
5755	06/22/2022	Claims	2	EFT	WA St Dept of Prof Licen	72.00	
			001 - 521 20 41 040		- Intergov Svc-Gun Permits	72.00	
5756	06/22/2022	Claims	2	EFT	WA St Dept of Revenue	19,879.21	
			425 - 531 50 44 000		- Taxes & Assessments	1,330.19	
			401 - 535 80 44 010		- Taxes & Assessments	7,040.46	
			102 - 536 20 44 010		- Taxes And Assessments	103.62	
			412 - 537 80 44 001		- Taxes & Assessments	10,820.75	
			101 - 576 80 44 010		- Taxes And Assessments	190.32	
			635 - 589 30 01 635		- Sales Tax Remittance	150.50	
			501 - 594 21 64 501		- Vehicles - Police	64.68	
			501 - 594 21 64 501		- Vehicles - Police	17.60	
			501 - 594 21 64 501		- Vehicles - Police	161.09	
5757	06/22/2022	Claims	2	EFT	Waste Management Of Skgt	6,455.85	
			412 - 537 60 47 010		- Curbside Recycling Disposal	6,455.85	Curbside recycle may
5758	06/22/2022	Claims	2	EFT	NW Fiber LLC, dba Ziplly Fiber	508.03	
			401 - 535 80 42 020		- Telephone	386.84	
			102 - 536 20 42 020		- Telephone	121.19	
5759	06/22/2022	Claims	2	EFT	NW Fiber LLC, dba Ziplly Fiber	488.62	
			001 - 521 20 42 020		- Telephone	125.55	
			001 - 521 20 42 020		- Telephone	108.18	
			101 - 576 80 47 070		- City Hall	254.89	
5760	06/22/2022	Claims	2	EFT	NW Fiber LLC, dba Ziplly Fiber	838.92	

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			001 - 512 50 42 020		Telephone	50.34	
			001 - 513 10 42 020		Telephone	75.50	
			001 - 514 23 42 020		Telephone	75.50	
			001 - 515 31 42 001		Telephone	33.56	
			001 - 518 80 42 020		Telephone	25.17	
			001 - 521 20 42 020		Telephone	251.67	
			001 - 522 20 42 020		Telephone	92.28	
			001 - 524 20 42 020		Telephone	25.17	
			401 - 535 80 42 020		Telephone	67.11	
			412 - 537 80 42 020		Telephone	33.56	
			103 - 542 30 42 020		Telephone	8.39	
			001 - 558 60 42 020		Telephone	25.17	
			101 - 576 80 42 020		Telephone	16.78	
			001 - 595 10 42 020		Telephone	58.72	
5761	06/22/2022	Claims	2	197808	A WorkSAFE Service, Inc.	110.00	
			001 - 522 20 41 010		Prof Service-Medical Exams	55.00	
			101 - 576 80 49 020		Misc-Dues/CDL/Background	55.00	
5762	06/22/2022	Claims	2	197809	A-1 Mobile Lock & Key	1,710.45	
			412 - 537 50 48 010		Repairs/Maint-Building	1,710.45	Building repairs
5763	06/22/2022	Claims	2	197810	AWC - Employee Benefit Trust	2,970.00	
			001 - 521 20 27 000		Retired Medical	2,970.00	
5764	06/22/2022	Claims	2	197811	Digger Enterp, dba Anacortes Printing	42.21	
			001 - 521 20 31 010		Printing/Publications	42.21	
5765	06/22/2022	Claims	2	197812	Aramark Uniform & Career Apparel Group	56.00	
			401 - 535 80 49 000		Laundry	14.20	
			401 - 535 80 49 000		Laundry	14.20	
			102 - 536 20 49 030		Misc-laundry	1.04	
			102 - 536 20 49 030		Misc-laundry	1.04	
			412 - 537 80 49 000		Misc-Laundry	3.97	
			412 - 537 80 49 000		Misc-Laundry	3.97	
			103 - 542 30 49 000		Misc-Laundry	8.79	
			103 - 542 30 49 000		Misc-Laundry	8.79	
5766	06/22/2022	Claims	2	197813	Baker Septic Tank Pumping Inc.	115.00	
			101 - 576 80 47 090		Portable Toilets	115.00	
5767	06/22/2022	Claims	2	197814	Beaver Lake Quarry	3,850.91	
			103 - 542 30 48 002		Crushed Aggregate	3,850.91	
5768	06/22/2022	Claims	2	197815	Berg Vault Company	2,490.00	
			102 - 536 20 34 000		Liners	2,490.00	
5769	06/22/2022	Claims	2	197816	Bio Bug Northwest, Inc	169.42	
			101 - 576 80 31 001		Operating Sup - Riverfront	70.59	
			101 - 576 80 48 005		Senior Center	98.83	
5770	06/22/2022	Claims	2	197817	Brim Tractor Company Inc	18.60	
			401 - 535 50 48 040		Maintenance Of Vehicles	206.74	Unit 410
			401 - 535 50 48 040		Maintenance Of Vehicles	-188.14	Unit 410
5771	06/22/2022	Claims	2	197818	Deborah Burton	3,571.24	
			001 - 514 23 41 011		Professional Services	2,243.47	
			001 - 514 23 41 011		Professional Services	1,327.77	
5772	06/22/2022	Claims	2	197819	Business Process Autom. Co.	168.32	
			001 - 518 80 49 000		Software Maint & Support	168.32	

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5773	06/22/2022	Claims	2	197820	C.Hlth130, dba Cardinal Health 112 LLC	143.51	
					001 - 522 21 31 000 - Operating Supplies - Medical	63.63	
					001 - 522 21 31 000 - Operating Supplies - Medical	13.83	
					001 - 522 21 31 000 - Operating Supplies - Medical	66.05	
5774	06/22/2022	Claims	2	197821	Carl's Towing	451.78	
					001 - 521 20 41 001 - Professional Services	451.78	
5775	06/22/2022	Claims	2	197822	Central Welding Supply	181.14	
					001 - 522 21 31 010 - Office Supplies	181.14	
5776	06/22/2022	Claims	2	197823	Code Publishing LLC	318.39	
					001 - 511 60 31 001 - Legal Publications	318.39	
5777	06/22/2022	Claims	2	197824	Dalco Inc	203.29	
					412 - 537 80 31 000 - Operating Supplies	203.29	
5778	06/22/2022	Claims	2	197825	E & E Lumber, Inc.	7,790.95	
					401 - 535 80 35 000 - Small Tools & Minor Equip	51.54	
					103 - 542 30 31 000 - Operating Supplies	4.29	
					103 - 542 30 31 000 - Operating Supplies	26.05	
					103 - 542 30 31 000 - Operating Supplies	7.70	
					103 - 542 30 31 000 - Operating Supplies	15.11	
					101 - 576 80 31 100 - Fertilizer/Herbicide	58.10	
					101 - 576 80 48 001 - Riverfront	227.47	
					101 - 576 80 48 001 - Riverfront	2,123.07	
					101 - 576 80 48 004 - Community Center	10.72	
					101 - 576 80 48 013 - Tesarik Park	27.06	
					101 - 576 80 48 013 - Tesarik Park	111.65	
					101 - 576 80 48 013 - Tesarik Park	23.44	
					101 - 576 80 48 013 - Tesarik Park	16.15	
					101 - 576 80 48 016 - City Hall	88.60	
					101 - 594 76 61 003 - Miscellaneous Park Upgrades	5,000.00	
5779	06/22/2022	Claims	2	197826	ESO Solutions Inc.	10,490.29	
					001 - 522 20 41 000 - Professional Services	7,190.95	
					001 - 522 20 41 000 - Professional Services	3,299.34	
5780	06/22/2022	Claims	2	197827	Edge Analytical Inc	1,308.00	
					425 - 531 50 41 005 - Vector Waste Disposal	567.00	Storm water disposal
					425 - 531 50 41 005 - Vector Waste Disposal	567.00	Storm water street sweep disp
					401 - 535 80 41 000 - Professional Services	58.00	
					401 - 535 80 41 000 - Professional Services	58.00	
					401 - 535 80 41 000 - Professional Services	58.00	
5781	06/22/2022	Claims	2	197828	Emerald Services, Inc.	455.20	
					412 - 537 60 47 011 - Site Recycling Disposal	455.20	Site recycle - disposed oil
5782	06/22/2022	Claims	2	197829	Ewing Irrigation Prod Inc.	263.68	
					101 - 576 80 31 000 - Operating Sup - Tesarik Park	263.68	
5783	06/22/2022	Claims	2	197830	Fab-Tech	1,058.85	
					401 - 535 50 48 050 - Maint Of General Equip	1,058.85	
5784	06/22/2022	Claims	2	197831	Faber Construction Corp	592,859.31	
					505 - 594 35 60 010 - Const - WWTP Lab/Ops Bldg	148,214.83	
					505 - 594 48 60 010 - Const - PW Building	444,644.48	
5785	06/22/2022	Claims	2	197832	Fastenal Company	278.17	
					401 - 535 80 35 000 - Small Tools & Minor Equip	35.79	
					103 - 542 30 31 000 - Operating Supplies	242.38	

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5786	06/22/2022	Claims	2	197833	Galls Parent Holdings, LLC	87.10	
					001 - 522 20 26 000 - Uniforms	87.10	
5787	06/22/2022	Claims	2	197834	Gordon Truck Centers, Inc	18,005.56	
					412 - 537 50 48 000 - Repairs/maint-equip	18,005.56	
5788	06/22/2022	Claims	2	197835	Guardian Security Systems, Inc.	278.02	
					001 - 521 20 41 001 - Professional Services	30.41	
					001 - 522 50 49 050 - Fire/Theft Protection	43.44	
					401 - 535 80 31 010 - Operating Supplies	30.41	
					101 - 576 80 41 010 - Alarm Monitoring	173.76	
5789	06/22/2022	Claims	2	197836	Rosalinda Gurrero	1,000.00	
					101 - 582 10 01 101 - Community Center Deposit Rel	1,000.00	
5790	06/22/2022	Claims	2	197837	Home Depot Credit Services	63.62	
					102 - 536 20 31 010 - Operating Supplies	-44.91	
					101 - 576 80 35 000 - Small Tools & Minor Equip	108.53	Dewalt saw
5791	06/22/2022	Claims	2	197838	Rachael Humberg	986.00	
					001 - 521 40 43 000 - Travel	986.00	
5792	06/22/2022	Claims	2	197839	IS Squared, Inc	1,104.53	
					001 - 518 80 49 000 - Software Maint & Support	1,104.53	
5793	06/22/2022	Claims	2	197840	IWorQ Systems Inc.	500.00	
					103 - 542 30 49 010 - Misc-Dues/Subscriptions	500.00	
5794	06/22/2022	Claims	2	197841	Ideal Rent All	39.17	
					401 - 535 50 48 050 - Maint Of General Equip	39.17	
5795	06/22/2022	Claims	2	197842	Instrument Technologies, Inc	130.00	
					001 - 521 20 41 001 - Professional Services	130.00	
5796	06/22/2022	Claims	2	197843	Jacobson, Betts and Company	4,761.50	
					001 - 513 10 41 001 - Professional Services	4,761.50	
5797	06/22/2022	Claims	2	197844	L N Curtis & Sons	60.24	
					001 - 521 20 26 000 - Uniforms/Accessories	60.24	
5798	06/22/2022	Claims	2	197845	Lakeside Industries, Inc.	9,410.57	
					103 - 595 30 63 020 - Resurfacing Projects	6,343.80	
					103 - 595 30 63 020 - Resurfacing Projects	3,066.77	
5799	06/22/2022	Claims	2	197846	Lakeyland, Inc.	70.73	
					001 - 522 20 26 000 - Uniforms	70.73	
5800	06/22/2022	Claims	2	197847	The Language Exchange, Inc	618.75	
					001 - 512 50 41 040 - Language Interpreter	618.75	
5801	06/22/2022	Claims	2	197848	Lenz Enterprises, Inc	2,854.79	
					412 - 537 60 47 021 - Curbside Yard Waste Disposal	1,128.06	Curbside yard waste
					412 - 537 60 47 021 - Curbside Yard Waste Disposal	1,726.73	
5802	06/22/2022	Claims	2	197849	Les Schwab Tire Center	2,781.86	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	2,781.86	
5803	06/22/2022	Claims	2	197850	Life Assist Inc.	1,807.21	
					001 - 522 21 31 000 - Operating Supplies - Medical	1,807.21	
5804	06/22/2022	Claims	2	197851	Lil John Sanitary Services Inc.	271.25	
					101 - 576 80 48 005 - Senior Center	271.25	
5805	06/22/2022	Claims	2	197852	McKesson Medical Surgical, Inc.	25.82	

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			001 - 522 21 31 000		Operating Supplies - Medical	25.82	
5806	06/22/2022	Claims	2	197853	McNeilus Financial, Inc	2,153.34	
			412 - 537 50 48 000		Repairs/maint-equip	2,153.34	Unit 520
5807	06/22/2022	Claims	2	197854	Motor Trucks International	99.54	
			412 - 537 50 48 000		Repairs/maint-equip	99.54	Unit 516
5808	06/22/2022	Claims	2	197855	Motorola Solutions	724.58	
			001 - 594 21 64 000		Machinery & Equipment	724.58	
5809	06/22/2022	Claims	2	197856	Mountain Law, PLLC	7,916.00	
			001 - 515 93 41 000		Indigent Defender	7,916.00	
5810	06/22/2022	Claims	2	197857	Newman Signs Inc	1,982.43	
			103 - 542 64 31 004		Street Sign Materials	1,982.43	
5811	06/22/2022	Claims	2	197858	Office Depot Inc.	72.94	
			001 - 595 10 31 000		Supplies	30.60	
			001 - 595 10 31 000		Supplies	42.34	
5812	06/22/2022	Claims	2	197859	Pacific Landscape Architecture LLC	2,428.75	
			101 - 594 76 63 014		Memorial Park	2,428.75	
5813	06/22/2022	Claims	2	197860	Pet Emergency Center	260.25	
			001 - 521 20 41 020		Veterinary Services	260.25	
5814	06/22/2022	Claims	2	197861	Pitney Bowes Global Fin Svcs	942.27	
			001 - 514 23 31 000		Supplies	942.27	
5815	06/22/2022	Claims	2	197862	Puget Sound Energy	28,348.71	
			001 - 521 20 47 000		Public Utilities	24.36	
			001 - 522 50 47 000		Utility Services	113.82	
			425 - 531 50 47 000		Public Utilities	110.42	
			425 - 531 50 47 000		Public Utilities	29.88	
			401 - 535 80 47 000		Public Utilities	102.48	
			401 - 535 80 47 000		Public Utilities	85.73	
			401 - 535 80 47 000		Public Utilities	63.91	
			401 - 535 80 47 000		Public Utilities	145.60	
			401 - 535 80 47 000		Public Utilities	143.33	
			401 - 535 80 47 000		Public Utilities	188.70	
			401 - 535 80 47 000		Public Utilities	74.13	
			401 - 535 80 47 000		Public Utilities	12,314.92	
			401 - 535 80 47 000		Public Utilities	214.05	
			401 - 535 80 47 000		Public Utilities	247.68	
			102 - 536 20 47 000		Public Utilities	53.17	
			412 - 537 80 47 000		Public Utilities	181.88	
			103 - 542 63 47 000		Public Utilities	61.91	
			103 - 542 63 47 000		Public Utilities	146.80	
			103 - 542 63 47 000		Public Utilities	57.38	
			103 - 542 63 47 000		Public Utilities	57.26	
			103 - 542 63 47 000		Public Utilities	10,147.64	
			101 - 576 80 47 000		Riverfront	12.45	
			101 - 576 80 47 000		Riverfront	232.61	
			101 - 576 80 47 000		Riverfront	152.32	
			101 - 576 80 47 000		Riverfront	10.86	
			101 - 576 80 47 010		Community Center	264.96	
			101 - 576 80 47 020		Senior Center	345.25	
			101 - 576 80 47 030		Museum Apartments	12.23	
			101 - 576 80 47 030		Museum Apartments	7.97	
			101 - 576 80 47 030		Museum Apartments	11.94	
			101 - 576 80 47 040		Train	13.13	

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			101 - 576 80 47 050		Hammer Square	94.34	
			101 - 576 80 47 051		Bingham / Memorial	68.04	
			101 - 576 80 47 051		Bingham / Memorial	112.95	
			101 - 576 80 47 052		Bingham Caretaker	156.53	
			101 - 576 80 47 053		Other Utilities	10.86	
			101 - 576 80 47 053		Other Utilities	18.92	
			101 - 576 80 47 070		City Hall	2,258.30	
5816	06/22/2022	Claims	2	197863	Ramaker & Associates, Inc	375.00	
			102 - 536 20 49 000		Misc-Dues/Subscriptions	375.00	
5817	06/22/2022	Claims	2	197864	Reichhardt & Ebe	20,661.42	
			104 - 595 10 63 083		Eng-SR 9-John Liner-McGarigle	20,661.42	
5818	06/22/2022	Claims	2	197865	Ricoh USA, Inc	729.26	
			001 - 514 23 31 000		Supplies	49.32	
			001 - 521 20 48 000		Repairs & Maintenance	271.23	
			001 - 522 20 45 000		Equipment Lease	271.23	
			001 - 524 20 31 000		Off/Oper Supps & Books	35.64	
			401 - 535 80 31 000		Office Supplies	30.54	
			001 - 558 60 31 000		Supplies/Books	35.65	
			001 - 595 10 31 000		Supplies	35.65	
5819	06/22/2022	Claims	2	197866	Solid Waste Syst Inc dba SWS Equipment	637.42	
			412 - 537 50 48 000		Repairs/maint-equip	236.92	Unit 522
			412 - 537 50 48 000		Repairs/maint-equip	400.50	Unit 516
5820	06/22/2022	Claims	2	197867	Scholten's Equipment Inc.	480.53	
			101 - 576 80 48 021		Equipment	480.53	Unit 120
5821	06/22/2022	Claims	2	197868	Sedro-Woolley Auto Parts Inc	542.47	
			401 - 535 50 48 040		Maintenance Of Vehicles	102.43	Unit 410
			401 - 535 50 48 050		Maint Of General Equip	10.86	
			412 - 537 50 48 000		Repairs/maint-equip	3.27	Unit 518
			412 - 537 80 31 000		Operating Supplies	83.67	Op supplies
			412 - 537 80 31 000		Operating Supplies	12.92	
			412 - 537 80 31 000		Operating Supplies	67.22	
			103 - 542 30 31 000		Operating Supplies	183.84	
			103 - 542 30 31 000		Operating Supplies	16.71	
			103 - 542 30 31 000		Operating Supplies	4.87	
			103 - 542 30 48 010		Repair/Maintenance-Equip	21.97	
			101 - 576 80 48 021		Equipment	3.54	
			101 - 576 80 48 021		Equipment	31.17	Unit 120
5822	06/22/2022	Claims	2	197869	Sedro-Woolley Volunteer	23,970.00	
			001 - 522 20 11 010		Salaries-Volunteers	23,970.00	
5823	06/22/2022	Claims	2	197870	Skagit City Trucking School LLC	4,485.00	
			401 - 535 80 49 030		Misc-Tuition/Registration	4,485.00	
5824	06/22/2022	Claims	2	197871	Skagit Cnty Public Works	60,454.37	
			401 - 535 50 48 050		Maint Of General Equip	36.00	
			412 - 537 60 47 000		Solid Waste Disposal	60,418.37	
5825	06/22/2022	Claims	2	197872	Skagit Cnty Treasurer	63,762.52	
			114 - 523 60 41 022		Jail Sales Tax Pass Through 2/1	63,684.10	
			635 - 589 30 05 635		County Crime Victim Witness P	78.42	
5826	06/22/2022	Claims	2	197873	Skagit Conservation District	1,130.59	
			425 - 531 50 41 002		Contracted Services	1,130.59	
5827	06/22/2022	Claims	2	197874	Skagit Council Of Governments	535.96	

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City Of Sedro-Woolley

Time: 11:13:52 Date: 06/15/2022

06/22/2022 To: 06/22/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 558 60 41 050		SCOG	535.96	
5828	06/22/2022	Claims	2	197875	Skagit Farmers Supply	405.79	
			001 - 521 20 31 002		Office/Operating Supplies	23.87	
			412 - 537 80 31 000		Operating Supplies	141.17	Op sup
			412 - 537 80 31 000		Operating Supplies	108.00	
			501 - 548 30 31 000		Operating Supplies	43.65	Fleet propane for 418
			101 - 576 80 31 002		Operating Sup - RV Park	74.99	
			101 - 576 80 48 013		Tesarik Park	14.11	
5829	06/22/2022	Claims	2	197876	PNG Media LLC, dba Skagit Publishing	881.04	
			001 - 511 60 31 001		Legal Publications	279.76	
			001 - 511 60 31 001		Legal Publications	32.28	
			001 - 511 60 31 001		Legal Publications	43.04	
			401 - 535 80 41 030		Legal Publications	300.00	
			001 - 558 60 41 011		Advertising Reimbuseable	225.96	
5830	06/22/2022	Claims	2	197877	Skagit River Steel	178.28	
			412 - 537 80 31 000		Operating Supplies	178.28	Op sup
5831	06/22/2022	Claims	2	197878	Skagit Shooting Range, LLC	597.30	
			001 - 521 40 49 020		Range Fees	597.30	
5832	06/22/2022	Claims	2	197879	Smarsh Inc.	628.51	
			001 - 518 80 41 000		Professional Services	628.51	
5833	06/22/2022	Claims	2	197880	Staples, Inc.	213.63	
			401 - 535 80 31 000		Office Supplies	213.63	
5834	06/22/2022	Claims	2	197881	Stericycle	10.36	
			001 - 521 20 41 001		Professional Services	10.36	
5835	06/22/2022	Claims	2	197882	Stiles & Lehr Law Inc., PS	3,996.00	
			001 - 512 50 41 010		Municipal Court Judge	3,996.00	
5836	06/22/2022	Claims	2	197883	Straight on Construction LLC	9,986.20	
			103 - 595 30 63 020		Resurfacing Projects	9,986.20	
5837	06/22/2022	Claims	2	197884	Suburban Propane, LP	344.91	
			102 - 536 20 32 001		Propane	344.91	
5838	06/22/2022	Claims	2	197885	Systems Design West, LLC	3,375.84	
			001 - 522 21 41 000		EMS Professional Services-Sys	3,375.84	
5839	06/22/2022	Claims	2	197886	Teleflex LLC	677.50	
			001 - 522 21 31 000		Operating Supplies - Medical	677.50	
5840	06/22/2022	Claims	2	197887	Thompson, Guildner & Assoc, Inc P.S.	22,938.00	
			001 - 515 31 41 001		Prosecuting Attorney	4,100.00	
			001 - 515 31 41 004		Legal - City Attorney	16,000.00	
			001 - 515 41 41 000		Ext Legal-City Attorney	2,838.00	
5841	06/22/2022	Claims	2	197888	Transportation Solutions, Inc.	1,674.01	
			104 - 595 30 63 076		Const-SR20/SR9-Township Int l	1,674.01	
5842	06/22/2022	Claims	2	197889	Fifth Third Bank TrojanUV	2,340.94	
			401 - 535 50 48 050		Maint Of General Equip	2,340.94	
5843	06/22/2022	Claims	2	197890	US Mower	1,305.42	
			425 - 531 50 48 000		Repairs/Maintenance	1,305.42	
5844	06/22/2022	Claims	2	197891	Uline, Inc.	869.47	

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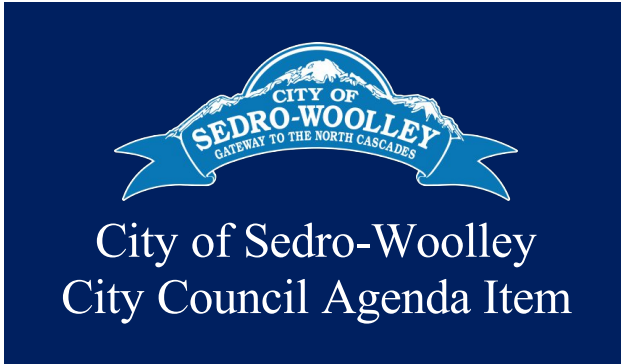
City Of Sedro-Woolley

Time: 11:13:52 Date: 06/15/2022

06/22/2022 To: 06/22/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522 21 31 010		Office Supplies	869.47	
5845	06/22/2022	Claims	2	197892	UniFirst Corp.	320.40	
			001 - 522 20 26 000		Uniforms	320.40	
5846	06/22/2022	Claims	2	197893	United Site Services	299.97	
			001 - 521 20 41 001		Professional Services	299.97	
5847	06/22/2022	Claims	2	197894	Util Underground Loc Ctr	110.88	
			401 - 535 80 49 010		Misc-Dues/Subscriptions	110.88	
5848	06/22/2022	Claims	2	197895	Valvoline Instnt Oil Chg	325.37	
			001 - 521 20 48 010		Repair & Maint - Auto	53.74	
			001 - 522 20 48 000		Repairs/Maint-Equip	271.63	
5849	06/22/2022	Claims	2	197896	WA Assoc Of Building Off	50.00	
			001 - 524 20 31 000		Off/Oper Supps & Books	50.00	
5850	06/22/2022	Claims	2	197897	WA St Health Care Authority	2,128.36	
			001 - 522 21 49 000		Miscellaneous	2,128.36	
5851	06/22/2022	Claims	2	197898	WA St Off of Treasurer	4,801.39	
			635 - 586 30 00 635		State Court Fees Remittance	4,801.39	
5852	06/22/2022	Claims	2	197899	WA St Patrol	92.75	
			001 - 521 20 41 040		Intergov Svc-Gun Permits	92.75	
5853	06/22/2022	Claims	2	197900	Woods Acquisition Corp	213.00	
			401 - 535 50 48 010		Maintenance Of Lines	60.32	
			412 - 537 80 31 000		Operating Supplies	81.25	
			101 - 576 80 48 021		Equipment	71.43	
5854	06/22/2022	Claims	2	197901	World Kinect Energy Services, dba	11,583.89	
			001 - 518 20 32 000		Auto Fuel	55.31	
			001 - 518 20 32 000		Auto Fuel	62.85	
			001 - 521 20 32 000		Auto Fuel	4,138.54	
			001 - 522 20 32 000		Auto Fuel/Diesel	2,679.30	
			401 - 535 80 32 000		Auto Fuel/Diesel	221.07	
			412 - 537 80 32 000		Auto Fuel/Diesel	2,349.96	
			412 - 537 80 32 000		Auto Fuel/Diesel	194.34	Auto fuel
			103 - 542 30 32 000		Auto Fuel/Diesel	220.23	
			103 - 542 30 32 000		Auto Fuel/Diesel	290.84	
			101 - 576 80 32 000		Auto Fuel/Diesel	1,371.45	
5855	06/22/2022	Claims	2	197902	Zoll Medical Corporation	374.67	
			001 - 522 21 35 011		EMS Minor Equipment	374.67	
			001		Current Expense Fund	114,810.10	
			101		Parks & Facilities Fund	22,885.23	
			102		Cemetery Fund	3,734.10	
			103		Street Fund	40,155.85	
			104		Arterial Street Fund	22,335.43	
			114		Law Enforcement Sales Tax	63,684.10	
			401		Sewer Operations Fund	31,238.07	
			412		Solid Waste Operations Fund	108,739.52	
			425		Stormwater Operations	5,040.50	
			501		Equipment Replacement Fund	980.97	
			505		Public Works Facility Fund	592,859.31	
			631		Suspense Fund	83.00	
			635		Custodial Fund	5,030.31	



Agenda Item No.	
Date:	June 22, 2022
Subject:	Resolution 1096-22 Authorizing Investment of monies in the Local Government Investment Pool(LGIP)

FROM:

Kelly Kohnken, Finance Director

RECOMMENDED ACTION:

Approve Resolution 1096-22 authorizing investment of monies in the Local Government Investment Pool(LGIP)

ISSUE:

Should the City Council approve Resolution 1096-22 authorizing investment of monies in the Local Government Investment Pool (LGIP)?

BACKGROUND/SUMMARY INFORMATION:

Due to the retirement of Debbie Burton, former Finance Director the Council is required to approve a new resolution authorizing investment in the State of Washington's Local Government Investment Pool(LGIP). This resolution names the Finance Director or City Administrator as the authorized positions to make contributions or withdrawals to or from the LGIP on behalf of the City of Sedro-Woolley.

The Local Government Investment Pool (LGIP) is a voluntary investment vehicle operated by the WA State Treasurer. Over 530 local governments have participated in the pool since it was started in 1986 to provide safe, liquid, and competitive investment options for local government pursuant to RCW 43.250.

The LGIP lets local governments use the State Treasurer's resources to safely invest their funds while enjoying the economies of scale available from a \$15-26 billion pooled fund investment portfolio.

LGIP's investment objectives are, in priority order: 1) safety of principal, 2) maintaining adequate liquidity to meet cash flows, and 3) providing a competitive interest rate relative to other comparable investment alternatives. LGIP offers 100% liquidity to its participants.

The City has been participating in the LGIP for many years.

FISCAL IMPACT, IF APPROPRIATE:

N/A

ATTACHMENTS:

1. Resolution 1096-22
2. LGIP Authorization Form
3. City of Sedro-Woolley Investment Policy

RESOLUTION 1096-22 AUTHORIZING INVESTMENT
OF CITY OF SEDRO-WOOLLEY MONIES IN THE
LOCAL GOVERNMENT INVESTMENT POOL

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, City of Sedro-Woolley, the “governmental entity”, to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the City Council, the “governing body” or any designee of the governing body pursuant to this resolution, or a subsequent resolution; and

WHEREAS the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW THEREFORE, BE IT RESOLVED that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by the Finance Director and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the governmental entity designates Finance Director or City Administrator, the “authorized individual” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual’s instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual’s delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

PASSED AND ADOPTED by the _____ of the _____
State of Washington on this _____ day of _____ 20____.

Julia Johnson, Mayor

Kelly Kohnken, Clerk

TM\$ Online Web Access

Note: Only complete this section if anyone wishes to have online access. Each Full access LGIP person must also be listed on the Transaction Authorization Form. [Please do not fill out the greyed-out areas]

					Access Type:	
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OST Staff	
UserID	App Date
UserID	App Date
UserID	App Date
UserID	App Date
UserID	App Date
UserID	App Date

By signing below, I certify I am authorized to represent the institution/agency for the purpose of this transaction.

<i>(Authorized Signature)</i>	<i>(Title)</i>	<i>(Date)</i>
<i>(Print Authorized Name)</i>	<i>(E-mail address)</i>	<i>(Phone no.)</i>

Any changes to these instructions must be submitted in writing to the Office of the State Treasurer.

OFFICE OF THE STATE TREASURER
STACI.ASHE@TRE.WA.GOV
 PHONE: (360) 902-9017
 CELL: (360) 333-1238

Date Received: _____
Account Number: _____
OK'd by: _____
<i>(For OST use only)</i> 04/26/19

State of Washington }
 County of _____ } ss.
 Signed or attested before me by _____.
 Dated this ___ day of _____, 20___.

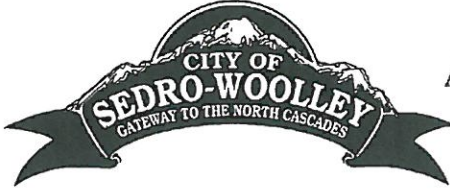
Signature of Notary

SEAL OR STAMP _____

Typed or printed name of Notary
 Notary Public in and for the State of Wash.

CITY COUNCIL AGENDA
REGULAR MEETING

APR 10 2019



7:00 P.M. COUNCIL CHAMBER
AGENDA NO. 2-5

CITY OF SEDRO-WOOLLEY
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-9922
Fax (360) 855-9923

Eron M. Berg
City Supervisor/City Attorney

MEMO TO: City Council
FROM: Doug Merriman, Ph.D, Finance Director
RE: Adoption of Resolution No. 1021-19: Investment Policy
DATE: April 10, 2019

AGENDA PLACEMENT: Consent

ISSUE: Seeking City Council adoption of Resolution No. 1021-19: Investment Policy

BACKGROUND: The City of Sedro-Woolley's investment policy describes the parameters for investing government funds and identifies the investment objectives, preferences or tolerance for risk, constraints on the investment portfolio, and how the investment program will be managed and monitored. The policy document itself serves as a communication tool for the staff, elected officials, the public, rating agencies, bondholders, and any other stakeholders on investment guidelines and priorities. The City's investment policy enhances the quality of decision making and demonstrates a commitment to the fiduciary care of public funds, making it the most important element in a public funds investment program.

The Government Finance Officers Association (GFOA) recommends that all governments establish a comprehensive written investment policy, which should be adopted by the governing body.

The proposed Investment Policy was submitted to, and has been reviewed and certified by, the Washington Public Treasurers Association investment policy review committee (WPTA).

RECOMMENDATION: A motion to adopt Resolution No. 1021-19.

RESOLUTION 1021-19

A RESOLUTION ADOPTING AN INVESTMENT POLICY FOR THE CITY OF SEDRO-WOOLLEY.

WHEREAS, on April 10, 2019, the City Council reviewed and adopted the City of Sedro-Woolley's Investment Policy; and

WHEREAS, it is necessary and in the best interest of the City to identify various policies and procedures that enhance opportunities for a prudent and systematic investment policy; and

WHEREAS, it is in the best interest of the City to organize and formalize investment related activities for the City; and

WHEREAS, the goal of an investment policy is to establish guidelines and best practice parameters for investing public funds in a manner which will provide the highest investment return and maximum security while meeting the daily cash flow demands and conforming to all Washington statutes governing the investment of public funds;

WHEREAS, a copy of the Investment Policy is attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sedro-Woolley does hereby adopt the attached Investment Policy to formalize City policies and procedures used to meet the City financial goals in accordance with all laws and statutes governing the investment of public funds.

PASSED AND ADOPTED by the City Council of the City of Sedro-Woolley, State of Washington on this 10th day of April 2019.

Julia Johnson, Mayor

ATTEST:

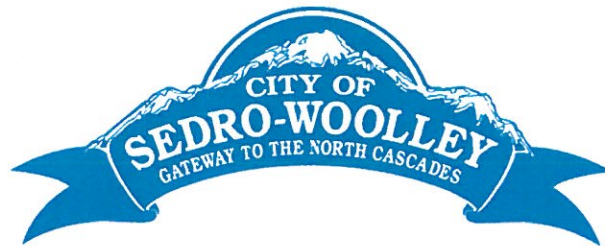
Finance Director

APPROVED AS TO FORM:

City Attorney

Exhibit A

CITY OF SEDRO-WOOLLEY



INVESTMENT POLICY

ADOPTED - APRIL 10, 2019

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I. POLICY PURPOSE AND OVERVIEW

It is the policy of the City of Sedro-Woolley to invest public funds in a manner which will provide maximum security, while meeting daily cash flow demands, conforming to all state and local statutes governing the investment of public funds, while providing a market rate of return through budgetary and economic cycles.

II. SCOPE

This investment policy applies to all financial assets of the City of Sedro-Woolley and any junior taxing districts. These funds are accounted for in the City of Sedro-Woolley Comprehensive Annual Financial Report and include:

- 1) General Fund
- 2) Special Revenue Funds
- 3) Capital Projects Funds
- 4) Enterprise Funds
- 5) Trust and Agency Funds
- 6) Debt Service Funds (Unless prohibited by Bond indentures)
- 7) Any new fund created by City ordinance, unless specifically exempted

Should bond covenants be more restrictive than this policy, funds shall be invested in full compliance with those restrictions.

III. PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the “**Prudent Person**” standard and shall be applied in the context of managing an overall portfolio under prevailing economic conditions at the moment of investment commitments. The Finance Director, acting in accordance with written procedures and the investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

In determining whether an Investment official has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the

investment of all funds over which the official had responsibility rather than a consideration as to the prudence of a single investment, and, whether the investment decision was consistent with the written investment policy of the entity.

IV. OBJECTIVES

The primary objectives, in priority order, of the City of Sedro-Woolley investment activities shall be:

Safety: Safety of principal is the foremost objective of the Finance Director's investment program. Investments of the City of Sedro-Woolley will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

The City shall seek to preserve principal by mitigating the two primary types of risk: 1) credit risk, and 2) market risk.

- 1) Credit Risk - Credit risk, the risk of loss due to failure of the issuer to meet scheduled interest or principal payments, shall be mitigated by investing only in securities issued by companies with credit ratings of at least an "A" category or better, or its equivalent, by a nationally recognized statistical rating organization (NRSRO).

If the credit rating of an investment held in the City's portfolio is downgraded below the minimum credit quality criteria of this policy, the Finance Director will immediately provide an evaluation of the increased risk and potential loss. The Finance Director shall determine a course of action and notify the City Council in writing as soon as practical.

- 2) Market Risk - Market risk, the risk of market value fluctuations due to overall changes in the general level of interest rates, shall be mitigated by matching maturity dates, to the extent possible, with the City's expected cash flow draws or by investing such that the duration of the portfolio matches the duration of the respective cash flows.

Liquidity: The portfolio will remain sufficiently liquid to enable the City to meet all cash requirements that might reasonably be anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

Return on Investment: The Investment portfolio shall be designed with the objective of attaining a market rate of return through budgetary and economic cycles, taking into account the City's investment risk constraints and liquidity needs. Return on investments is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair rate of return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- 1) A security with declining credit may be sold early to minimize the loss of principal.
- 2) A security swap would improve the quality, yield, or target duration of the portfolio.
- 3) Liquidity needs of the portfolio require that the security be sold early.

V. DELEGATION OF AUTHORITY

- 1) RCW 39.35.030 authorizes Cities to invest excess funds. RCW 35A.42.010 authorizes the Finance Director to invest municipal funds on behalf of the City. Accordingly, the Finance Director is the designated investment officer for the City of Sedro-Woolley and is responsible for carrying out the objectives of this policy.
- 2) The Finance Director may appoint a staff member whose delegated responsibilities include initiating daily transactions between the City's Local Government Investment Pool (LGIP) account and the City's commercial bank account, based on liquidity and cash flow requirements of the city and its respective funds. Any such proposed delegation will be presented in writing to the Mayor and City Supervisor, to include information describing the scope of the delegated duties, as well as the specific internal controls to be implemented to ensure adequate safeguarding of City resources. In addition, the Finance Director shall establish written procedures for the operation of the investment program consistent with the investment policy.
- 3) No person may engage in an investment transaction except as provided under the terms of this policy without the express written consent of the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

VI. ETHICS AND CONFLICTS OF INTEREST

- 1) Investment officials will recognize that the investment portfolio is subject to public review and evaluation. The overall program will be designed and managed with a degree of professionalism that is worthy of the public trust.

- 2) Officers and employees involved in the investment process shall refrain from personal business activity that may conflict with the proper execution of the investment program or may impair their ability to make impartial investment decisions. Investment officials shall disclose to the Mayor or City Supervisor any material financial interests in financial institutions that conduct business with the City of Sedro-Woolley, and they will further disclose any personal financial or investment positions that could be related to the performance of the City portfolio, particularly with regard to the timing of purchases and sales.

VII. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

- 1) Selection of a primary bank for the City of Sedro-Woolley general banking services will be made by the Finance Director.
- 2) The Finance Director will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness. These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule).

As required by state law, (RCW 39.58), certificates of deposit will be purchased only from those institutions approved by the Washington Public Deposit Protection Commission (PDPC) as eligible for deposit of public funds. The Finance Director will annually adopt the eligibility list provided by the PDPC as the approved depository list.

The maximum amount placed with any one depository will not exceed the net worth of the institution as determined by the PDPC.

Qualified broker/dealers and financial institutions will be reviewed and selected by the Finance Director on a routine basis. All brokers/dealers and financial institutions who desire to do business with the City of Sedro-Woolley will supply the Finance Director with the following:

1. Annual audited financial statements.
 2. Proof of FINRA (Financial Industry Regulatory Authority) certification.
 3. Proof of registration with the State of Washington.
 4. A completed Broker/Dealer questionnaire and a certification of having read the City of Sedro-Woolley Investment Policy.
- 3) The Finance Director will conduct an annual review of the financial condition of the firms. A current audited financial statement is required to be on file for each financial institution and broker/dealer with whom the City invests.

- 4) While the Finance Director is responsible for purchasing investments authorized by this policy, the Finance Director is authorized to immediately remove any Broker/Dealer for:
 1. Recommending investments outside of the scope of the City's investment policy or the laws and regulations pertaining to municipal investments.
 2. For loss of FINRA Certification, or violation of rules or regulations established by FINRA.
 3. For violation of any of the established rules and procedures created by this policy.

Upon removal of a Broker/Dealer, the Director of Finance shall provide the Mayor a written report as to the reason of the removal. Broker/Dealers removed by the Finance Director may appeal his decision, within 10 days, by forwarding a written appeal to the City Supervisor.

VIII. AUTHORIZED AND STABLE INVESTMENTS

The City of Sedro-Woolley is empowered by statute to invest in securities and investments authorized by state statute as defined in RCW 39.58, RCW 39.59, and RCW 43.250. Authorized investments include:

- 1) U.S. Treasury Obligations.
- 2) U.S. Government Agency obligations and U.S. Government Sponsored Enterprises (GSE's) which may include, but are not limited to the following: Federal Farm Credit Bank (FFCB), Federal Home Loan Bank (FHLB), Government National Mortgage Association (GNMA), Federal Home Loan Mortgage Corporation (FHLMC), Federal National Mortgage Association (FNMA), and Tennessee Valley Authority (TVA).
- 3) Supranationals – Certificates, notes, or bonds of the United States, or other obligations of the United States or its agencies, or of any U.S. dollar denominated bonds, notes, or other obligations that are issued or guaranteed by supranational institutions, provided that, at the time of investment, the institution has the United States government as its largest shareholder.
- 4) Corporate Notes, purchased on the secondary market, provided that the policy adheres to the investment policies and procedures adopted by the Washington State Investment Board (WISB). A copy of the WISB investment policy can be found at: http://www.sib.wa.gov/information/bi_po.asp

- 5) Banker's Acceptances shall not be longer than six months duration. Investments in Banker's Acceptances must be in the top 30 banks in the United States, including all banks in the State of Washington as authorized by the Public Deposit Protection Commission. Further, within these limitations, investments may be made only in those banks whose other negotiable obligations are rated at least A-1, P-1, or F-1 (at the time of purchase) by at least two or more internationally recognized rating agencies such as Moody's or Standard and Poors.
- 6) Commercial Paper, purchased in the secondary market, provided that the policy adheres to the investment policies and procedures adopted by the Washington State Investment Board (WISB). A copy of the WISB investment policy can be found at: http://www.sib.wa.gov/information/bi_po.asp
- 7) Non-negotiable Certificates of Deposit of financial institutions which are qualified public depositories as defined by RCW 39.59 and in accordance with the restrictions therein.
- 8) Repurchase Agreements provided that a signed Master Repurchase Agreement shall be on file in the City of Sedro-Woolley Finance office for all financial institutions that enter into a repurchase agreement with the City. All repurchase agreements will be collateralized at a minimum of 102% of market value of principal and interest. The only eligible collateral for repurchase agreements will be direct obligations of the U.S. Treasury, U.S. Government Agency and/or U.S. Government instrumentality obligations. All securities shall be held in third party safekeeping. Third party safekeeping agreements must be entered into with a signed agreement between the safekeeping financial institution and the City of Sedro-Woolley Finance Director. All securities in a repurchase agreement shall be priced daily to reflect current market conditions for both principal and accrued interest. Securities shall be purchased from either primary dealers or from institutions that are members of the Washington Public Depository. Credit worthiness of the institution will also be considered.
- 9) Bonds of the State of Washington and any local government in the State of Washington, which bonds have at the time of investment one of the three highest credit ratings of a nationally recognized rating agency.
- 10) General obligation bonds of a state other than the State of Washington and general obligation bonds of a local government of a state other than the State of Washington, which bonds have at the time of investment one of the three highest credit ratings of a nationally recognized rating agency.
- 11) Washington State Local Government Investment Pool (LGIP). The City of Sedro-Woolley Finance Director will keep on file the most recent LGIP Investment Policy, prospectus and operations manual. This policy will be assessed for safety of funds on

deposit with the LGIP and risks associated with investment strategies. The LGIP prospectus states the following: a description of eligible securities; how interest and fees are calculated; how gains and losses are calculated; a description of how the securities are safeguarded, how often the securities are priced, and how often the program is audited; deposit and withdrawal restrictions; and information regarding how bond proceeds are accounted for in the LGIP.

- 12) And other investments authorized by law.
- 13) A signed master repurchase agreement in conformance with the Public Securities Association (PSA) model agreement and supplemented with the Finance Director's policy on repurchase agreements must be executed prior to entering into a repurchase agreement transaction.

IX. COLLATERALIZATION

Repurchase Agreements:

- 1) The collateral for repurchase agreements shall be U.S. Treasury or Agency securities with a term of maturity not to exceed the maximum maturity allowed by investment policy.
- 2) Mortgage-backed securities of any maturity will not be accepted as collateral.
- 3) In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be at 102% of market value of principal and accrued interest.
- 4) Collateral is to be delivered to and held by the trust department of the bank with whom the Finance Director is currently using as the City's safekeeping custodian. Collateral held for repurchase agreements will be evidenced by safekeeping receipts provided to the Finance Director.
- 5) At a minimum, the value of the securities must be marked market on a weekly basis. Prevailing market conditions may dictate more frequent repricing at the discretion of the Finance Director.

X. SAFEKEEPING AND CUSTODY

- 1) Delivery vs. Payment: All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited with a third-party custodian prior to the release of funds.

- 2) Safekeeping: Securities will be held by an independent third-party custodian selected by the Finance Director. Safekeeping receipts will evidence all transactions.
- 3) CD's: Certificates of deposit will be held by the Finance Director.

XI. DIVERSIFICATION

It is the policy of the City of Sedro-Woolley to diversify its investment portfolio. To eliminate risk of loss resulting from the over-concentration of assets in a specific maturity, issuer or class of securities, all cash and cash equivalent assets in all funds shall be diversified by maturity, issuer and by the class of security. Diversification strategies shall be determined and revised periodically by the Finance Director for all funds. In establishing specific diversification strategies, the following constraints shall apply:

Type of Security	Percent of Portfolio
Washington State Local Government Investment Pool	100%
U.S. Treasury Obligations	100%
Federal Agency securities	90%
Public Fund Interest Bearing Investment Accounts	40%
Certificates of Deposit (CDs)	40%
Repurchase Agreements (Repos)	40% per Portfolio, 10% per Dealer
Bonds of State of Washington or any local government in the State of Washington	20% of Portfolio, 10% per Issuer
Bonds of other states or local governments of a state other than the State of Washington	15% of Portfolio, 10% per Issuer
Supranationals	10%
Banker's Acceptance (BA's)	10%
Commercial Paper & Corporate Notes Combined	10%

- 6) The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity or yield of the portfolio in response to market conditions or City's risk preferences.

XII. SALE OF PORTFOLIO

Any major changes in the Investment Strategy including the liquidation of the portfolio shall require a majority vote by the City Council.

XIII. MATURITIES

To the extent possible and to preclude sales of securities that could result in a loss, investments will be made to coincide with anticipated cash flow requirements. Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as the Local Government Investment Pool, or other money market funds to ensure that appropriate liquidity is maintained to meet ongoing obligations.

- 1) To this extent, 20% of the portfolio, at the time of investment, will be comprised of investments maturing within a year.
- 2) Satisfying this requirement, remaining funds may be invested in authorized securities not to exceed five years in maturity, except when compatible with a specific fund's investment needs.
- 3) To ensure additional liquidity and provide for ongoing market opportunity the weighted average maturity and modified duration of the overall portfolio shall not exceed three years without the prior written approval of the Finance Director.

XIV. INTERNAL CONTROL

The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets are protected from loss, theft or misuse. The Finance Director shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial Safekeeping
- Avoidance of physical delivery securities

- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian

XV. PERFORMANCE STANDARDS/BENCHMARK

The investment portfolio will be managed in accordance with the parameters specified within this policy. The investment portfolio will be designed to obtain an average rate of return during budgetary and economic cycles, consistent with the investment objectives and cash flow needs. A series of appropriate benchmarks shall be established against which performance shall be compared on a regular basis. The benchmark will be reflective of the actual securities being purchased and the risks undertaken. The benchmarks will have a similar weighted average maturity as the portfolio.

- 1) Average Rate of Return: The basis used by the Finance Director to determine whether or not an average rate of return is being achieved shall be the 2 year average of the 6-month Treasury Note. The Finance Director is charged with the responsibility of including a report on investment activity, returns, and benchmark comparisons in the City's Quarterly Financial Report presented to City Council.

XVI. PROCEDURES

Day-to-day procedures concerning investment management and accounting are outside the scope of this policy. As deemed necessary, the Finance Director will establish written procedures for the operation of the investment program consistent with this policy.

XVII. REPORTING

At least quarterly, a report will be submitted to the City Council for their review, summarizing the current position of the portfolio for the City of Sedro-Woolley's investment portfolio. The Finance Director shall report to the City Council current investment strategy being followed and recent economic conditions and market developments which have a bearing on this strategy. This management report will be prepared in a manner which will allow the City Council to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will include:

- A listing of individual securities held at the end of the reporting period by authorized investment category
- Asset allocation of types of securities
- Performance of portfolio and its appropriate benchmark(s)

- A listing of the credit ratings of holdings in the portfolio.

XVIII. INVESTMENT POLICY ADOPTION

The City of Sedro-Woolley investment policy shall be adopted by a majority vote of the City Council. The policy shall be reviewed on an annual basis and must have City Council approval of any modifications.

XIX. GLOSSARY

ACCRUED INTEREST - The interest accumulated on a bond since issue date or the last coupon payment. The buyer of the bond pays the market price and accrued interest, which is payable to the seller.

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

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

ASSET - Available property, as for payment of debts

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

BANKERS ACCEPTANCES (BAs) - Bankers Acceptances generally are created based on a letter of credit issued in a foreign trade transaction. They are used to finance the shipment of commodities between countries as well as the shipment of some specific goods within the United States. BAs are short-term, non-interest bearing notes sold at a discount and redeemed by the accepting bank at maturity for full face value. These notes trade at a rate equal to or slightly higher than Certificates of Deposit (CDs), depending on market supply and demand.

Bankers Acceptances are sold in amounts that vary from \$100,000 to \$5,000,000, or more, with maturities ranging from 30 - 270 days. They offer liquidity to the investor as it is possible to sell BAs prior to maturity at the current market price.

BANK WIRE - A virtually instantaneous electronic transfer of funds between two financial institutions.

BASIS POINT - A measure of an interest rate, i.e., 1/100 of 1 percent, or .0001.

BID - The indicated price at which a buyer is willing to purchase a security or commodity. When selling a security a bid is obtained. (See Offer)

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

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

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

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

CERTIFICATES OF DEPOSIT - Certificates of Deposit, familiarly known as CDs, are certificates issued against funds deposited in a bank for a definite period of time and earning a specified rate of return. Certificates of Deposit bear rates of interest in line with money market rates current at the time of issuance.

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

COMMERCIAL PAPER: An unsecured short-term promise to repay a fixed amount on a certain future date. Commercial paper usually matures from 2 to 270 days and is traded on a discount basis. This debt instrument, issued by banks, companies and other borrowers, uses only their credit ratings to back the security.

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

COMPETITIVE BID PROCESS - A process by which three or more institutions are contacted to obtain interest rates for specific securities.

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

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

CUSTODIAN - An independent third party (usually bank or trust company) that holds securities in safekeeping as an agent for the city.

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

DEFEASE - To discharge the lien of an ordinance, resolution, or indenture relating to a bond issue, and in the process, render inoperative restrictions under which the issuer has been obliged to operate. Comment: Ordinarily an issuer may defease an indenture requirement by depositing with a trustee an amount sufficient to fully pay all amounts under a bond contract as they become due.

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

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

DEPOSITARY - A person to whom something is entrusted, a depository.

DEPOSITORY BANK - A local bank used as the point of deposit for cash receipts.

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

DISCOUNT - 1. (n.) selling below par; e.g., a \$1000 bond selling for \$900. 2. (v.) anticipating the effects of news on a security's value; e.g., "The market had already discounted the effect of the labor strike by bidding the company's stock down."

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

EFFECTIVE RATE - The yield you would receive on a debt security over a period of time taking into account any compounding effect.

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

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

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

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

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

FEDERAL FUNDS RATE - The rate of interest at which Fed Funds are traded between banks. Fed Funds are excess reserves held by banks that desire to invest or lend them to banks needing reserves. The particular rate is heavily influenced through the open market operations of the Federal Reserve Board. Also referred to as the "Fed Funds rate."

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

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

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

FEDERAL RESERVE SYSTEM - The central bank of the United States which has regulated credit in the economy since its inception in 1913. Includes the Federal Reserve Bank, 14 district banks and the member banks of the Federal Reserve, and is governed by the Federal Board.

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

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

GINNIE MAES (GNMAs) - Mortgage securities issued and guaranteed, as to timely interest and principal payments, by the Government National Mortgage, an agency within the Department of Housing and Urban Development (HUD).

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

HAIRCUT - This term describes the way brokers and clients protect themselves from market risk in doing repos. An entity wanting to finance the purchase of \$100 million in Treasury bonds may borrow just \$98 million of the money. The two percent difference between the amount of securities purchased and the amount of money borrowed is the haircut. Similarly, an entity looking to borrow \$100 million may need to provide, as collateral, Treasury securities with a market price equal to \$102 million.

LIQUIDATION - Conversion into cash.

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

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

LOCAL GOVERNMENT INVESTMENT POOL (LGIP) - The aggregate of all funds from political subdivisions that are placed in the custody of the State Finance Director for investment and reinvestment.

MARK-TO-MARKET - An adjustment in the valuation of a securities portfolio to reflect the current market values of the respective securities in the portfolio. This process is also used to ensure that margin accounts are in compliance with maintenance.

MARKETABILITY - Ability to sell large blocks of money market instruments quickly and at competitive prices.

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

MARKET VALUE - The price at which a security is trading and could presumably be sold.

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

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

NATIONALLY RECOGNIZED STATISTICAL RATING ORGANIZATION (NRSRO) - A credit rating agency that issues credit ratings that the U. S Securities and Exchange Commission permits other financial firms to use for certain regulatory purposes.

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

OFFER - The indicated price at which a seller is willing to sell a security or commodity. (See BID) When buying a security an offer is obtained.

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

PORTFOLIO - Collection of securities held by an investor.

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

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

PRIME RATE - The interest rate a bank charges on loans to its most credit worthy customers. Frequently cited as a standard for general interest rate levels in the economy.

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

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

PUBLIC FUND INTEREST BEARING INVESTMENT ACCOUNTS- Bank accounts with Qualified Public Depositories which pay a rate of interest on the balance maintained. Used in diversifying the investment portfolio and most commonly used as part of a liquidity portfolio.

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

REGISTERED SECURITY - A security that has the name of the owner written on its face. A registered security cannot be negotiated except by the endorsement of the owner.

REPRICING - The revaluation of the market value of securities.

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

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

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

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

SECURITIES AND EXCHANGE COMMISSION – (SEC) - A U.S. government agency that oversees securities transactions, activities of financial professionals and mutual fund trading to prevent fraud and intentional deception. The SEC consists of five commissioners who serve staggered five-year terms. No more than three of the commissioners may belong to the same political party.

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

SPREAD - (a) Difference between the best buying price and the best selling price for any given security. (b) Difference between yields on or prices of two securities of differing quality or differing maturities. (c) In underwriting, difference between price realized by the issuer and price paid by the investor.

STRIPPED TREASURIES - U.S. Treasury debt obligations in which coupons are removed by brokerage houses, creating zero-coupon bonds.

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

TRIPARTITE CUSTODIAN AGREEMENT - An agreement that occurs when a third party or custodian becomes a direct participant in a repurchase transaction. The custodian ensures that the

exchange occurs simultaneously and that appropriate safeguards are in place to protect the investor's interest in the underlying collateral.

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

TIME DEPOSIT - Interest-bearing deposit at a savings institution that has a specific maturity.

TREASURY BILLS - Treasury bills are short-term debt obligations of the U.S. Government. They offer maximum safety of principal since they are backed by the full faith and credit of the United States Government. Treasury bills, commonly called "T-Bills," account for the bulk of government financing, and are the major vehicle used by the Federal Reserve System in the money market to implement national monetary policy. T-Bills are sold in three, six, nine, and twelve-month bills. Because treasury bills are considered "risk-free," these instruments generally yield the lowest returns in the major money market instruments.

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

UNDERLYING SECURITIES - Securities transferred in accordance with a repurchase agreement.

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

WHEN-ISSUED TRADES - Typically, there is a lag between the time a new bond is announced and sold and the time it is actually issued. During this interval, the security trades "WI," "when, as, and if issued."

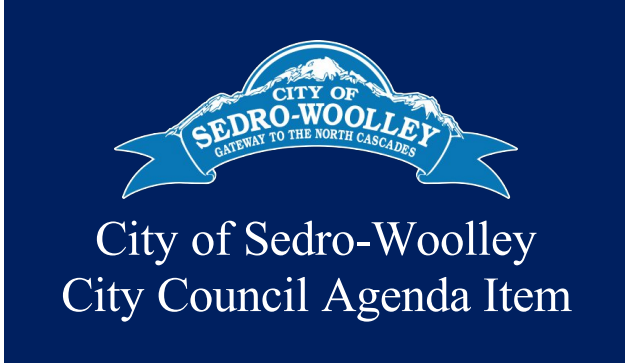
WI - When, as, and if issued. See When-issued trades.

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

YIELD BASIS - Stated in terms of yield as opposed to price. As yield increases for a traded issue, price decreases and vice versa. Charts prepared on a yield basis appear exactly opposite of those prepared on a price basis.

YIELD SPREAD - The variation between yields on different types of debt securities; generally, a function of supply and demand, credit quality and expected interest rate fluctuations. Treasury bonds, for example, because they are so safe, will normally yield less than corporate bonds. Yields may also differ on similar securities with different maturities. Long-term debt, for example, carries more risk of market changes and issuer defaults than short-term debt and thus usually yields more.

ZERO-COUPON BONDS - Securities that do not pay interest but are instead sold at a deep discount from face value. They rise in price as the maturity date nears and are redeemed at face value upon maturity.



Agenda
Item No. _____
Date: June 22, 2022
Subject: Finance - Minutes from Meeting held
on June 8, 2022

FROM:

Kelly Kohnken, Finance Director

RECOMMENDED ACTION:

Review only

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Minutes recorded for Regular City Council Meeting held on June 8, 2022

FISCAL IMPACT, IF APPROPRIATE:

None.

ATTACHMENTS:

1. City Council Minutes 06-08-2022

CITY OF SEDRO-WOOLLEY

Regular Meeting of the City Council
June 8, 2022– 6:00 P.M. Hybrid Meeting

Call to Order

Mayor Julia Johnson called the meeting to order at 6:00 P.M.

Pledge of Allegiance and Roll Call:

Present: Mayor Julia Johnson, Councilmember Brendan McGoffin, Councilmember Chuck Owen, Councilmember JoEllen Kesti, Councilmember Sarah Diamond, Councilmember Glenn Allen, Councilmember Joe Burns, and Councilmember Nick Lavacca.

Approval of Agenda

Motion made by Councilmember Burns seconded by Councilmember Lavacca to approve the agenda. Motion carried (7-0).

Consent Agenda

1. Finance – Minutes from Meeting held on May 25, 2022
2. Finance – Check Register
3. Approval of Changer Order 5 for Project 2021-PW-02 WWTP Laboratory/Operations Building and Public Works Building – Faber Construction Corporation
4. Canceling the July 6, 2022 and August 3, 2022 City Council Work Sessions

Motion made by Councilmember Diamond to approve consent agenda. Motion was seconded by Councilmember Kesti to approve the consent agenda. Motion carried (7-0).

Introduction of Special Guests

1. Dan McIlraith will be sworn in as our New Chief of Police – Mayor Johnson gave the swearing in of Dan McIlraith in front of many friends and family.
2. Community Action of Skagit County – Bill Hinkle, Executive Director, gave a presentation about the recent activity of his organization and the impacts in Skagit County. He answered many questions from Council and discussion took place.

City Administrator Report

1. Check-In Regarding Mobile Vendor Registration. With 6 Council Members interested in having further conversations about reviewing the current cost for mobile vendors, this will be an item for discussion at a future meeting.
2. PD Staff Report

Councilmember and Mayor’s Report

Councilmembers congratulated the new Police Chief, encouraged people to be mindful of the COVID numbers increasing, were excited for the Loggerodeo taking place this year, reminded citizens to be aware with an increase in car prowls happening, and asked if it would be possible for children to utilize the future park area on Reed Street in an effort to keep kids out of the street.

The Mayor thanked both the Public Works and Solid Waste departments for doing such a great job during the recent Blast From the Past celebrations. She also announced that the Waste Water Treatment Plant once again received the Outstanding Performance Award for 2021 and congratulated the staff and thanked them for their extraordinary efforts.

Public Comments

6:59 P.M.— Mayor opened the meeting up for public comment.

- Brandon Merson of Rita Street spoke to council regarding what he feels is the lack of communication about a police-involved shooting earlier in the year.
- Alecia Merson of Rita Street read the most recent press release from the SMART investigation of the same police-involved shooting.

7:04 P.M.— Seeing and hearing no others, the Mayor closed the meeting to public comments.

New Business

1. Approve Advertisement for Bids – 2022 Pavement Improvement Project – Mark Freiburger, Director of Public Works briefed Council on the information and asked for a motion. Councilmember Burns made a motion to authorize staff to place the advertisement for the 2022 Pavement Improvement Project. Councilmember Allen seconded. Motion carried (7-0).
2. Citizen Salary Commission Decision - Finance Director Kelly Kohnken, presented information to Council.
3. Proposed Amendments to the Urban Village Mixed Use Overlay Parking Regulations – Ch. 17.21 SWMC (1st Read) – Planning Director, John Coleman, presented information to Council in regard to having a shared use agreement for the residential and commercial parking requirements. Both residential and commercial components are required to have a certain number of parking spaces for each use. Applicants are requesting to have some overlap in the parking requirements. Lots of discussion followed and Council asked for additional information from Planning Director John Coleman at a future Council Meeting.

Information Only Items

1. Building Permit and Planning Permit Review Status

Adjournment & Executive Session

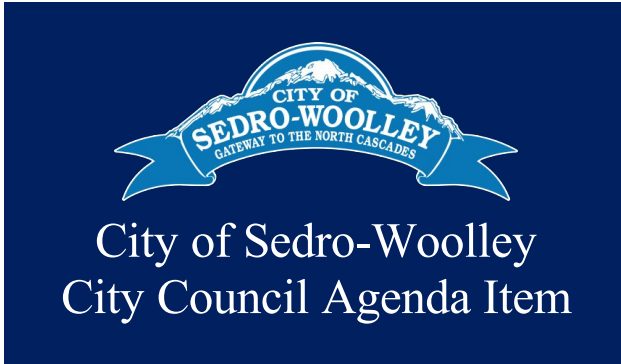
The meeting adjourned at 7:42 P.M.

ATTEST:

APPROVED:

Debbie Burton, Interim Finance Director

Julia Johnson, Mayor



Agenda
Item No. _____
Date: June 22, 2022
Subject: Public Works Agreement No. 2022-
PW-12

Change Order No. 1

FROM:

Mark Freiberger, PE, Director of Public Works

RECOMMENDED ACTION:

Authorize Public Works Director Mark Freiberger to sign Change Order No. 1 to Public Works Agreement No. 2022-PW-12 issued to P & P Excavating LLC increasing the 'not to exceed' contract amount to \$100,000 and to sign Task Order No. 2 to complete the permanent repairs to W. State Street Pump Station.

ISSUE:

Should Council authorize Public Works Director Mark Freiberger to sign Change Order No. 1 to Public Works Agreement No. 2022-PW-12 issued to P & P Excavating LLC increasing the 'not to exceed' contract amount to \$100,000 and to sign Task Order No. 2 to complete the permanent repairs to W. State Street Pump Station?

BACKGROUND/SUMMARY INFORMATION:

Annually the City solicits for unit priced (on-call) construction services of emergent nature. P & P Excavating LLC is one of our contractors awarded for the 2022 contract season, with a 'not to exceed' total of \$35,000. Previous task orders in progress total \$27,000. A second task order for the West State Pump Station permanent repairs estimated at \$48,000 will exceed their current Not to Exceed agreement amount of \$35,000. Other work under this contract may occur so the not to exceed amount is increased to \$100,000.

P & P Excavating LLC assisted the City last November 2021 during our flood season under an emergency declaration for temporary repairs to our W. State Street Pump Station.

Permanent repairs still need to be completed and since P & P Excavating LLC is familiar with the the pump station from previous temporary repairs we would like to issue a task order under our current pre-negotiated unit price agreement to complete the permanent repairs.

Issuing Change Order No. 1 will allow us task the permanent repairs with pre-negotiated unit prices and allow for future on-call construction activities.

FISCAL IMPACT, IF APPROPRIATE:

This work will be charged to Fund 401 Maintenance of Lines, budgeted at \$71,000, with \$36,829 expended to date. The work under Task Order 2 is estimated at \$48,000. Previous expenditures for other work totals \$36,829, for a total to date of \$84,829. We expect other maintenance work and emergency repairs under this item, which as a result will overrun the budget for this item.

We are in the process of seeking reimbursement for the Temporary and these Permanent repairs for the West State Street Pump Station from both the Cities Insurance (CIAW) group and FEMA. Coverage for the permanent repairs is still under review. Should neither CIAW or FEMA reimburse, we will use previously budgeted funds from Fund 401 Other Improvements budgeted at \$628,000 for this work. We have deferred the Ball Street Sewer work previously planned for 2022 to 2023, so the overall 401 budget will be sufficient.

ATTACHMENTS:

1. Change Order No. 1
2. Purchase Order 2022-PW-12 Task Order 2
3. P & P Excavating Estimate for Permanent Repairs to W. State Street PS



CHANGE ORDER NO. 1

To the **SMALL PUBLIC WORKS AGREEMENT (Contract) No. 2022-PW-12**
Dated **March 23, 2022**
Between **The City of Sedro-Woolley, Washington**
And **P & P Excavating LLC**

This Change Order revises the above contract as follows:

5. Payment for Project.

A. **Total Contract Sum for Project.** Excluding approved changes orders, the City shall pay the Contractor for satisfactory completion of task ordered work under the Contract and total Contract Sum not to exceed **\$100,000.00 (One hundred thousand dollars and no/100)** in accordance with the Contractors rate schedule, bid price in the bid Proposal or proposal price in the Proposal and including all applicable Washington State Sales Tax. The total Contract Sum includes all expenses and costs incurred in planning, designing and constructing the Project, including, but not limited to, applicable sales and use taxes, costs and expenses for overhead, profit, labor, materials, supplies, permits, subcontractors, consultants, and professional services necessary to construct and complete the Project.

All other terms and conditions remain as per the original agreement.

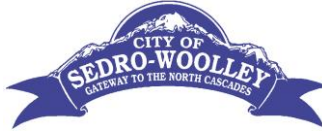
DATED this 23th day of June 2022.

CITY OF SEDRO-WOOLLEY
A Washington municipal corporation

By: _____
Director of Public Works

CONTRACTOR:
P & P Excavating LLC

By: _____



Public Works Agreement 2022-PW-12 Task Order 2

Task Title: **Man Hole Repairs**

Date Issued: **June 23, 2022**

Contractor Name: **P & P Excavating LLC**

Contractor Contact: **Tom Pullar, Owner**

Phone: **360-592-5374**

City Contact: **Kevin Wynn, WWTP Supervisor**

Phone: **360-661-6473**

Nathan Salseina, PW Operations Supervisor

Phone: **360-333-0771**

BARS No: 535.50.48.010.401 Maintenance of Lines - WWTP

All work under this Task Order is to be constructed as per the terms and conditions of Public Works Agreement 2022-PW-12 – 2022 Unit Priced Construction Services for Miscellaneous Construction Services of an Emergent Nature Agreement dated March 23, 2022 as modified herein.

SCOPE OF WORK

Per estimate 216A, dated 6/17/2022

Permanent Flood Damage Repairs to the West State Street Pump Station

Address: West State Street Pump Station, Sedro-Woolley, WA

PAYMENT

Time & Material per Bid Proposal and Contractors Rate Sheet as attached to the Agreement – **Not to Exceed \$48,000.00** without written authorization.

Lump Sum _____ (Includes WA State Sales Tax) Per Exhibit A

Unit Price per Exhibit A as attached to the Agreement.

SCHEDULE

Work shall be scheduled with the supervisors listed above at a time mutually agreed by all parties

BONDING REQUIREMENTS

Contract Bond in the form made a part of this agreement.

The estimated value of this work is under \$35,000. Contractor agrees to withholding of 10% of the contract amount in lieu of the Contract Bond requirement in accordance with RCW 39.08.010.

The estimated value of this work is under \$50,000 and solicited under the Limited Public Works Process. Contractor agrees to the Contract Bond and Retainage requirements in accordance with RCW 39.04.155(3).

APPROVED

CITY OF SEDRO-WOOLLEY

CONTRACTOR

By: Mark A. Freiberger, PE, Director of Public Works

By: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

P&P EXCAVATING, LLC

2499 E. Smith Rd.
 Bellingham, WA 98226

Estimate

Date	Estimate #
6/17/2022	216A

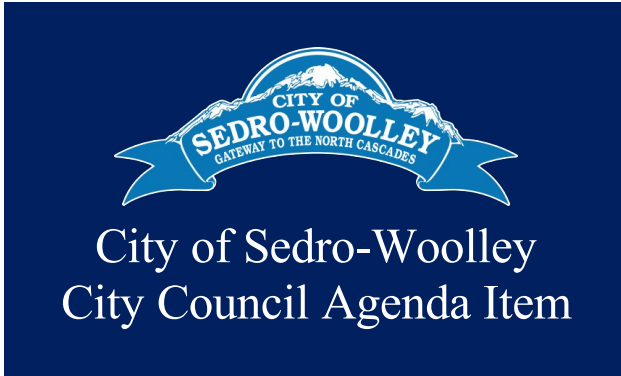
Name / Address
City Of Sedro Woolley Buliding, Planning and Engineering Dept. Sedro Woolley Municipal Building 325 Metcalf St. Sedro Woolley, WA 98284

P.O. No.	Project

Description	Qty	Rate	Total
Description of Work: State Street Lift Station			
Equipment Mobilization	1	875.00	875.00
Safety Gear	1	6,600.00	6,600.00
Service Truck	1	980.00	980.00
Demo Saw & Blades	1	890.00	890.00
Labor	1	12,870.00	12,870.00
Scaffolding	1	5,100.00	5,100.00
Stainless Steel Piping materials and Labor	1	16,830.00	16,830.00
NOTE: Due to event of unexpected conditions at the construction site, it may be necessary to require extra costs. Such costs shall be brought to your attention for approval before said costs are incurred by you. In the event of rock, charges are at time and materials. Quantities will prevail. Estimate does not include taxes, permits and landscaping.			
Sales Tax		8.60%	0.00
Estimate Good through 06/24/2022		Total	\$44,145.00

Phone #
360-592-5374

8.6% \$ 3,796.47
 \$ 47,941.47
 68



Agenda Item No.	
Date:	June 22, 2022
Subject:	Proposed Renewal of Interlocal Agreement between the City of Sedro-Woolley Skagit County Public Works for Equipment Repair, and Road Maintenance Materials on an As-needed basis.

FROM:

Nathan Salseina, Public Works Operation Division Supervisor

RECOMMENDED ACTION:

Staff Recommends the council authorize Mayor Johnson to execute the attached Interlocal Cooperative Agreement between the City of Sedro-Woolley and Skagit County to authorize Skagit County Public Works Equipment Division to provide specific vehicle maintenance and or repair work on certain city vehicles, and the purchase of road maintenance materials.

ISSUE:

Should the city council authorize Mayor Johnson to execute the attached interlocal cooperative agreement with Skagit County Public Works Equipment Division?

BACKGROUND/SUMMARY INFORMATION:

The city equipment fleet includes several specialized pieces of equipment, including our street sweeper, vactor trucks, and boom mowers that periodically require specialized repair operations that require work by outside maintenance facilities. In the case of the street sweeper and vactor units, this involves transporting the equipment to the Seattle area to facilities that specialize in this work. These repairs can typically result in two or more weeks of down time for the unit. Skagit County has trained mechanics at their Public Works Equipment Division facility that are experienced and qualified to perform such repairs. Using the county for such repairs is not meant to replace normal maintenance by the city mechanic, but to speed up the repair process, and save on employee time for transport to the remote shops and reduce downtime for the units. These repairs are unpredictable, but generally required a few times per year. This agreement also includes the provision to allow the city to purchase road tack (CSS-1), on an as needed basis, and salt treated sand for used during snow & ice emergency operations. This interlocal will extend the cities agreement to utilize the county for these services through the end of 2026.

FISCAL IMPACT, IF APPROPRIATE:

The county performs these repairs on a reimbursable basis which includes their actual cost, plus a 9% administrative fee. The purchase of road maintenance materials is also their actual cost plus the 9% administrative fee. Funds to support the use of this interlocal agreement are included in the city annual operating budget.

ATTACHMENTS:

1. Skagit County Public Works Interlocal Agreement for Vehicle Maintenance

After Recording Return to:

Skagit County
Public Works Department
Attn: Equipment Division Manager
201 East Avon Avenue
Burlington, WA 98233

INTERLOCAL COOPERATIVE AGREEMENT

BETWEEN

City of Sedro Woolley of Skagit County

AND

Skagit County

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Sedro Woolley, a Washington municipal corporation ("City") and Skagit County, a Political Subdivision of the State of Washington ("County") pursuant to the authority granted by Chapter 39.34 RCW, INTERLOCAL COOPERATION ACT. The City and the County may be individually referred to herein as a "party", and may be collectively referred to herein as the "parties." In consideration of the following, the parties mutually agree as follows:

1. **PURPOSE:** The County will perform specified repair work on and provide supplies, for vehicles owned by the City to be reimbursed to the COUNTY at the actual cost incurred by the County for said repair work and supplies, pursuant to the terms of this Agreement.
2. **RESPONSIBILITIES:** The County, via the Skagit County Public Works Department, Equipment Division, will provide specific vehicle maintenance and/or repair services to approximately ten (10) City vehicles (primarily including vector trucks, sweeper truck, and boom mower, etc.), pursuant to the terms of this Agreement. The specific City vehicles and equipment ("vehicles") and specific maintenance and/or repair work to be performed by the County on certain City vehicles is more particularly described at Exhibit "A", which is attached hereto and incorporated by reference.

The County agrees that maintenance will be completed in accordance with applicable law and industry standard and any user and/or operator of equipment covered by this Agreement shall be an operator properly trained and/or certified. The City specifically recognizes and agrees that the County shall not be

INTERLOCAL AGREEMENT BETWEEN CITY OF SEDRO-WOOLLEY AND SKAGIT COUNTY RE
MAINTENANCE AND REPAIR

responsible or liable for any actual or alleged invalidation of any City vehicle warranties.

2.1 The County, when available, may supply a sand/salt mixture as well as road tack (CSS-1), pursuant to the terms of this Agreement. The City will give two (2) days' notice for the County to verify current quality or availability. The County is not obligated to provide materials during emergencies, high use times or when qualities do not allow.

2.2 The County is not obligated to perform or provide any other services, duties, or responsibilities pursuant to the terms of this Agreement. In particular instances, the County may choose not to perform certain services in the event that the County determines (at the County's sole option, discretion, and judgment) that it would be unsafe, impracticable, or otherwise not feasible for the County to perform such services. The parties recognize and agree that maintenance, repair, and servicing of County vehicles (and/or other County work obligations) shall take priority over any services performed on or for City vehicles, and that any services performed by the County pursuant to this Agreement shall be otherwise be dependent upon the availability of County staff and resources. The City recognizes and agrees that in the event that the County determines (at the County's sole option and discretion) that the County cannot provide services for the City vehicles, that the City will be responsible for finding other alternative vehicle maintenance services at the City sole cost, expense, and liability, without recourse from the County.

3. **TERM OF AGREEMENT:** The term of this Agreement shall be from the date of mutual execution through December 31, 2026, unless sooner terminated pursuant to the terms herein.

4. **MANNER OF FINANCING:** The City shall fully reimburse the County for all of the County's costs and expenses incurred by the County in providing services pursuant to this Agreement. Such costs and expenses shall include, but not be limited to, County staff time wages and benefits of County staff, costs of supplies and materials, fuel, electricity, fees and expenses incurred by the County, and any applicable taxes. In addition to the City reimbursement to the County for the County's actual costs and expenses for such services, the City shall also pay an additional administrative fee of nine percent (9%) of the County's total actual costs and expenses for the County's services. The nine percent (9%) administrative fee is imposed as a means of reimbursement to the County for the County's administrative staff time (and other staff time) for providing the County's services pursuant to this Agreement. The County may invoice the City monthly. The City shall promptly pay any such invoices from the County within thirty (30) days.

5. **ADMINISTRATION:** The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for administration of this Agreement and for coordinating and monitoring

performance under this Agreement. In the event such representatives are changed, the party making the change shall notify the other party.

5.1 The County's representative shall be the Skagit County Public Works Department Equipment Division Manager.

5.2 The City representative shall be the Fleet Manager of the City, or his/her designee.

6. **TREATMENT OF ASSETS AND PROPERTY:** No fixed assets or personal or real property will be jointly or cooperatively, acquired, held, used, or disposed of pursuant to this Agreement.

7. **NO PARTNERSHIP OR JOINT VENTURE:** No partnership and/or joint venture exists between the parties, and no partnership and/or joint venture is created by and between the parties by virtue of this Agreement. No agent, employee, contractor, subcontractor, consultant, volunteer, and/or other representative of the parties shall be deemed an agent, employee, contractor, subcontractor, consultant, volunteer, or other representative of the other party.

8. **INDEMNIFICATION:** Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions and those of its officials, officers, agents, employees, volunteers, assigns, contractors, subcontractors, and/or consultants to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other party harmless from any such liability, loss, and/or expense, including but not limited to, judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the other party, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use thereof, except to the extent such injury to persons or damage to property is due to the negligence of the other party, its subcontractors, its elected officers, employees, volunteers, and/or their agents. It is further provided that no liability shall attach to either party by reason of entering into this Agreement except as expressly provided herein.

9. **INSURANCE:** The City shall provide the County with a copy of an insurance certificate with the following coverage terms: The coverage provided shall include Automobile Liability no less than one million dollars (\$1,000,000) with coverage for owned non-owned hired and leased vehicles. Coverage must be provided by an insurance company authorized to write insurance in the State of Washington and has an A + or better rating in the AM Best Rating Guide Insurance, and in terms of amount and form must be approved by Skagit County Risk Manger at his/her sole discretion. The Skagit County Risk Manager may from time to time modify or impose additional insurance requirements as the Skagit County Risk Manager deems appropriate, and City shall submit proof of the required insurance yearly (accompanying its budget) to the County Board of INTERLOCAL AGREEMENT BETWEEN CITY OF SEDRO-WOOLLEY AND SKAGIT COUNTY RE MAINTENANCE AND REPAIR

Commissioners. Unless the required insurance is obtained through membership of a risk pool which prohibits the naming of others as additional insured, Skagit County, its elected officials, officers, and employees shall be named as additional insured on all policies. The City's insurance shall be primary. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the City's insurance and shall not contribute to it, except as otherwise required by the terms of this Agreement.

10. GRANT OF ACCESS: Access to the facilities owned by each party shall be limited specifically to the location where work is being requested under this Agreement.

11. TERMINATION. Any party hereto may terminate this Agreement upon thirty (30) days' notice in writing either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the party's last known address for the purposes of giving notice under this paragraph. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination, except that the duty to indemnify pursuant to paragraph 8 shall survive such termination.

12. CHANGES, MODIFICATIONS, AMENDMENTS AND WAIVERS: The Agreement may be changed, modified, amended or waived only by subsequent written agreement duly executed by the parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

13. SEVERABILITY: In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement which can be given effect without the invalid term, condition, or application. To this end the terms and conditions of this Agreement are declared severable.

14. USE OF DOCUMENTS AND MATERIALS PRODUCED: Both parties shall have the right to use and distribute any and all documents, writings, programs, data, public records or other materials prepared by any party (and/or any party's contractors, consultants, and/or subcontractors), in connection with performance of this Agreement. The parties recognize and agree that any documents and/or materials arising from and/or related to this Agreement may be subject to public disclosure pursuant to applicable law.

15. NO THIRD PARTY BENEFICIARIES: This Agreement is not intended to nor does it create any third party beneficiary or other rights in any third person or party, including, but not limited to, members of the general public, persons using or receiving services from the City, and/or any agent, contractor, subcontractor, consultant, employee, volunteer, or other representative of either party.

INTERLOCAL AGREEMENT BETWEEN CITY OF SEDRO-WOOLLEY AND SKAGIT COUNTY RE MAINTENANCE AND REPAIR

16. COMPLIANCE WITH LAWS: The parties to this Agreement shall comply with all applicable federal, state, and local laws, rules, and regulations in carrying out the terms and conditions of this Agreement.

17. VENUE AND CHOICE OF LAW: In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action of litigation shall be in the Superior Court of the State of Washington in and for the County of Skagit. This Agreement shall be governed by the laws of the State of Washington.

18. CAPTIONS & COUNTERPARTS: The captions in this Agreement are for convenience and reference only and do not define, limit, or describe the scope or intent of this Agreement. This Agreement may be executed in any number of counterparts, and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one agreement.

19. NEUTRAL AUTHORSHIP: Each of the terms and provisions of this Agreement have been reviewed and negotiated, and represents the combined work product of the parties hereto. No presumption or other rules of construction which would interpret the provisions of this Agreement in favor of or against the party preparing the same shall be applicable in connection with the construction or interpretation of any of the provisions of this Agreement. The parties represent that they have had a full and fair opportunity to seek legal advice with respect to the terms of this Agreement and have either done so, or have voluntarily chosen not to do so. The parties represent and warrant that they have fully read this Agreement, that they understand its meaning and effect, that they are duly authorized to enter into this Agreement, and that they enter into this Agreement with full knowledge of its terms. The parties have entered into this Agreement without duress or undue influence.

20. ENTIRE AGREEMENT: This Agreement contains all the terms and conditions agreed upon by the parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

City of Sedro Woolley:

By: _____
Title of Signatory: Mayor
(Date _____)

Print Name of Signatory

Mailing Address:

City of Sedro Woolley
325 Metcalf Street
Sedro Woolley, WA 98284

DATED this _____ day of _____, 2022.

**BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Kenneth A. Dahlstedt, Chair

Lisa Janicki, Commissioner

Ron Wesen, Commissioner

Attest:

Clerk of the Board

For contracts under \$5,000:
Authorization per Resolution R20030146

Recommended:

County Administrator

Department Head

Approved as to form:

Civil Deputy Prosecuting Attorney

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Approved as to indemnification:

Risk Manager

Approved as to budget:

Budget & Finance Director

Exhibit “A”

Specific repair work to be completed on City of Sedro Woolley Vehicles and/or equipment

Subject to the terms of this interlocal agreement by and between Skagit County and the City, the following specific repair tasks may be performed by the Skagit County Public Works Department, Equipment Division:

1. General repairs to the equipment includes but not limited to:
 - Window replacement
 - Door panel repairs
 - Seat belt repairs
 - Air Conditioning repairs / add Freon
 - Brakes
 - Drive line
 - Electric system
 - Fuel system
 - Engine
 - Suspension including Shock replacement
 - Front end work – idler arm, tie rod end and drag link replacement
 - Fabrication can be performed as requested by the City
 - Hydraulic systems
 - Power steering

City of Sedro Woolley Equipment List

303	2004	LDTRL	UTIL	4ZEHH101941169262
304	2001	JOHN	BACKHOE	T0310SG900465
322	2001	FORD	F3PU #5518	1FDWW32SX1EC39256
306	2000	GMC	C7500	1GDM7H1COYJ524724
308	1999	MIKE	FLATBED/UTILITY TRAILER	BUZ050799XBUZ1973
310	1996	INTER	DUMP	2HTFMAHR8TC036798
	2003	MIKE	FB	BUZ0110033BUZ2342
301	2006	FORD	F2PU	1FTNF205X6ED76874
302	2006	FORD	F2PU	1FTNF20576EC30058
321	2006	J. DEERE	A2300/30000183	109FS061X7U021978
319	2007	FRHT	5/7 YD DUMP TRUCK	1FVACYCS87DZ19534
205	2007	FORD	F4D	1FDXF47Y67EB32088
307	1999	DODGE	RAMPU	3B7KC26ZXXM576980
327	2011	INTL	SWEEPTRK/ELGIN BROO	1HTMMAAN7BJ434681
336	2016	MARAT	TRAILER	2M9TPSTXGH190596
338	2018	NEW H/US	BOOM MOWER	
407	1979	INTL	DMP (SPREADER TRUCK)	CF267JGB10600
406	1998	INTER	47004X2	1HTSCAANXWH513690
401	1990	DODGE	D15PU	1B7GE16Y0LS735220
405	1984	INTL	TNK	1HTAF195XEHA12419
400	2001	GMC	SONPU	1GTCS19W518217678
414	2000	CHEV	SERBODY	1GBGC24R5YF409652
409	2004	FORD	E450	1FDXE45S94HA07078
403	2006	FORD	F2PU	1FTSX20506ED77046
402	2006	FORD	RANPU	1FTYR14U16PA31706
417	2006	MIKE	PUMP TLR	BUZ0330066BUZ2482
415	2007	FRHT	M2106V (5-7 yd dump)	1FVACYCS27DZ19531
416	2007	FRHT	DUMP (12-14 yd dump)	1FVMCYDJ77DZ19530
419	2013	HM	UTILITY TRAILER	WA98239014
	2016	CARRY	UTILITY TRAILER	4YMUL0813GN001384
422	2017	JD	COMP EXCAVATOR	1FF050GXCGH2854362017
423	2017	TRLMX	UTILITY TRAILER	5UCPT2725HA003085
600	2010	INTER	760 TM VACTOR	1HTWXAHT1AJ184826

INTERLOCAL AGREEMENT BETWEEN CITY OF SEDRO-WOOLLEY AND SKAGIT COUNTY RE
MAINTENANCE AND REPAIR



Agenda
Item No. _____
Date: June 22, 2022
Subject: Proposed Amendments to the Urban
Village Mixed Use Overlay Parking
Regulations – Ch. 17.21 SWMC (**2nd
Read**)

FROM:

John Coleman, AICP

RECOMMENDED ACTION:

Make a motion to adopt Ordinance 2011-22 to adopt amendments to the parking requirements in the Urban Village Mixed Use Overlay regulations, Chapter 17.21 SWMC; **or**

Make a motion to pass Resolution ____-22 to deny the requested amendments to the parking requirements in the Urban Village Mixed Use Overlay regulations in Chapter 17.21 SWMC.

ISSUE:

Should the City Council adopt amendments to the existing parking regulations for the Urban Village Mixed Use Overlay to allow for the shared use of parking spaces for commercial and residential uses in the same mixed-use building and require a loading parking space?

BACKGROUND/SUMMARY INFORMATION:

The city received a joint request from two local development companies to amend the existing parking regulations for the Urban Village Mixed Use Overlay (UVMU). The Planning Commission reviewed and held a public hearing on the proposed amendments. The City of Sedro-Woolley Planning Commission made a recommendation that the City Council approve some of the amendments proposed by the development companies, but not all the requested amendments.

The Planning Commission recommended to the City Council approval of amendments to Chapter 17.21 SWMC to allow for shared parking between commercial and residential uses in development in the UVMU overlay. The *Planning Commission Findings of Fact, Conclusions and Recommendation* (Attachment B to this memo) include the recommended amendments, procedural history of the review process, analysis of the proposal and Planning Commission findings.

At its June 8, 2022 meeting, the City Council reviewed the Planning Commission's recommended amendments. The Council found that there was not enough clarity on how much parking can be shared between commercial and residential uses. The Council requested that the proposed amendments include a maximum of 10% reduction in residential parking if part of a shared parking agreement.

While rewriting the draft, staff found that a reduction of commercial parking (instead of residential parking) is necessary to make sure the code performs as intended. Staff wanted to clarify that only allowed commercial uses (as opposed to uses permitted as conditional uses) are eligible for a reduction in parking. Because this change ties the parking reduction to the type of commercial uses, it became apparent that the commercial parking component should be eligible for reduction, not the residential component.

Staff also found that the buildings that are being built in the UVMU have a larger residential parking requirement than commercial parking requirement. For example, the five-story mixed-use building under construction currently has a residential parking requirement of 117 spaces and a commercial requirement of 31 spaces. A 10% reduction of the residential parking would be 11 spaces. A 10% reduction of the commercial spaces would only be 3 spaces. A three-spaces reduction is minimal. A 20% reduction would be a reduction of six parking spaces (which is still less than the reduction of 11 spaces under the hypothetical 10% reduction in residential spaces). A 30% reduction in commercial spaces would be a reduction of 9 parking spaces. To allow the proposed amendment to have some impact, staff included a proposed 20% reduction in commercial spaces in the proposed ordinance.

The Council also expressed an interest in reserving some parking for pick-up and drop-off – for such uses as food delivery. Staff included a requirement for one parking space to be dedicated for short term loading. The loading space is not an additional parking space above the spaces required for the residential and commercial parking; the loading space would just use one of the already required spaces. The draft revised amendments are shown in the attached proposed Ordinance 2011-22 (Attachment A).

If the Council chooses to adopt none of the proposed or recommended amendments, the Council can pass a resolution to deny the amendments and state that the Council finds that the requested amendments do not meet the best interests of the city. A draft resolution denying the proposed amendments is included as Attachment C.

FISCAL IMPACT, IF APPROPRIATE:

N/A

ATTACHMENTS:

1. Attachment A Ordinance 2011-22 to adopt amendments to the parking requirements in the Urban Village Mixed Use Overlay regulations, Chapter 17.21 SWMC
2. Attachment B Planning Commission Findings of Fact, Conclusions and Recommendations
3. Attachment C - Resolution 1097-22 to deny the requested amendments to the parking requirements in the Urban Village Mixed Use Overlay regulations in Chapter 17.21 SWMC

ORDINANCE NO. 2011-22

AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, ADOPTING AMENDMENTS TO THE PARKING REQUIREMENTS IN CHAPTER 17.21 SWMC – URBAN VILLAGE MIXED USE OVERLAY.

WHEREAS, a request was received to amend the regulations in Chapter 17.21 SWMC – Urban Village Mixed Use Overlay concerning parking requirements for mixed-use buildings; and

WHEREAS, in accordance with the Sedro-Woolley Consolidated Planning Procedures the Planning Commission held public meetings on September 21, October 19 and December 21, 2021, reviewed the existing text of the regulations in Chapter 17.21 SWMC and studied the requested amendments; and

WHEREAS, the Planning Commission held a public hearing on January 18, 2022 and following the public hearing adopted Findings of Fact, Conclusions and Recommendation for amendments to Chapter 17.21 SWMC; and

WHEREAS, pursuant to RCW 36.70A.106, a 60-day notice of intent to adopt a development regulation was sent to the Washington State Department of Commerce on January 19, 2022 and the 60-day notice period ended March 20, 2022; and

WHEREAS, environmental review of the amendments has been completed and a SEPA Determination of Non-Significance was issued January 26, 2022, and that document is adopted by reference; and

WHEREAS, the City Council reviewed the Planning Commission’s recommended amendments, found that further specificity is necessary to assure the amendments can be properly enforced and thus made further recommendations that were included in the draft amendments to be reviewed at the June 22, 2022 City Council meeting;

WHEREAS, the proposed changes are supported by and implement the Comprehensive Plan; and

WHEREAS, the proposed ordinance is in the best interest of City of Sedro-Woolley citizens and promotes the health, safety and welfare of the citizens of the City of Sedro-Woolley; and

WHEREAS, the City Council adopts the forgoing as its findings of fact justifying its adoption of this Ordinance; now, therefore,

THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, DO HEREBY ORDAIN AS FOLLOWS:

Section 1. Chapter 17.21 SWMC is hereby amended to read as follows:

...

17.21.015 Definitions.

These definitions are in addition to and reference Section 17.04.030, Definitions.

“Motel” means a commercial building (or buildings) providing lodging for ten or more persons on a transient basis. Cooking facilities may be installed. Motels shall be designed to accommodate the automobile tourist or transient, daily maid service shall be provided, and parking facilities must be provided convenient to each guest room.

“Open space” means land which is free of buildings and is landscaped or pedestrian amenities are provided in compliance with the open space requirements in this chapter.

“Shared Parking Agreement/Arrangement” means a written agreement, approved by the Planning Director, that allows for the shared use of parking spaces between commercial and residential users within any one building/project.

“Townhouse” means a dwelling in a row of units in which each unit has its own front and rear access to the outside, no unit is located over another unit, and each unit is separated from any other unit by one or more vertical common walls.

“Usable open space” means land which is free of buildings and is open to public and that serves public use of outdoor recreation and similar activities.

...

17.21.080 Parking—General

A. Intent. The intent of the UVMU overlay is to encourage commerce by creating a pedestrian-friendly environment that accommodates both shoppers and its residents. Providing adequate parking without creating large expanses of parking lots in front of commercial businesses is key to the success of the UVMU overlay.

The creation of a mixed-use parking district shall be encouraged. Parking may be constructed and maintained for motor vehicles, bicycles or other non-motorized transportation, lease parking and/or other parking that promotes alternatives to driving single-occupant motor vehicles. New development may utilize a shared parking arrangement subject to review and approval by the planning director to allow for shared parking between commercial and residential users in the same building. Any shared parking spaces covered by a shared parking agreement shall be clearly marked with signage that shows the allowed parking uses per the approved agreement. For example “Commercial Parking Only during Business Hours, M-F 9am-5pm”. Enforcement of the terms/rules of a shared parking agreement shall be the responsibility of the building manager to enforce. Fines and fees for enforcement of any shared parking rules may be utilized at the discretion of the building manager, per the terms of the shared parking agreement.

The residential parking requirement may not be reduced with a shared parking agreement. The commercial parking requirement may be reduced by no more than twenty percent (20%) by an

approved shared parking agreement, provided that the reduction shall not exceed the minimum parking requirement for the residential use.

The commercial parking may be reduced up to 20% if the commercial uses are allowed uses in 17.21.020(A) or (B), whichever section is applicable to building location. The parking shall not be reduced when the commercial use is approved as a conditional use. When calculating the reduction, the number shall be rounded down, but shall not be lower than on space.

Partially underground parking structures are encouraged with either landscape or constructed buffers to minimize visual impacts of parking. The Sedro-Woolley design standards and guidelines apply to location and design of parking lots.

There shall be provided and maintained on the lot one parking space for standing, loading and unloading services. The loading parking space shall be near the entry to the residential building and signage shall be provided indicating that the parking space is for loading and unloading only with a time limitation to not exceed one hour.

Private driveways, garages and garage entrances shall be at rear and side of buildings; unless deemed unfeasible by civil engineer or planning director.

The city may enter into a developer agreement (or similar binding agreement) and collect in-lieu fees to develop and manage a mixed-use parking district.

B. Off-street parking shall be provided for residential dwellings, commercial and retail uses in the UVMU overlay.

7.21.085 Parking for commercial uses in the urban village mixed-use zone.

Subject to any shared parking as approved under Section 17.21.080, parking shall be provided as follows: A minimum of one parking space per three hundred square feet of gross commercial floor area shall be provided. If more than fifty percent of the gross floor area of the first floor is used as commercial area, then only one parking space per six hundred square feet shall be required for the commercial space in excess of fifty percent of the gross first floor commercial space. Parking for commercial uses shall be provided in addition to residential parking requirements unless a shared parking agreement identifying shared parking spaces between commercial and residential users in the same building is proposed and approved by the planning director.

...

Section 2. This ordinance shall be in force and take effect five (5) days after its publication according to law.

Section 3. 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.

PASSED by majority vote of the members of the Sedro-Woolley City Council this _____ day of June, 2022, and signed in authentication of its passage this _____ day of June, 2022.

By: _____
JULIA JOHNSON, Mayor

Attest: _____
KELLY KOHNKEN, Finance Director

Approved as to form:

NIKKI THOMPSON, City Attorney

Published: _____

**CITY OF SEDRO-WOOLLEY PLANNING COMMISSION
STATE OF WASHINGTON**

In the Matter of:

**MODIFYING THE SEDRO-WOOLLEY
MUNICIPAL CODE REGARDING
PARKING REQUIREMENTS IN THE
UVMU OVERLAY**

**AMENDMENTS TO
CHAPTER 17.21 SWMC –**

**FINDINGS OF FACT,
CONCLUSIONS AND
RECOMMENDATION**

This matter having come regularly before the City of Sedro-Woolley Planning Commission for a public hearing on **Tuesday, January 18, 2022** under a request by the RJ Group and BYK Construction for a public hearing and recommendation from the Planning Commission pursuant to Chapter 2.90 of the Sedro-Woolley Municipal Code (SWMC).

Recommendation:	The Planning Commission recommends APPROVAL of amendments to Chapter 17.21 SWMC as shown in Exhibit A of these Findings of Fact, Conclusions and Recommendation.
Hearing Date:	Tuesday, January 18, 2022
Proponent:	The RJ Group, LLC & BYK Construction Inc.

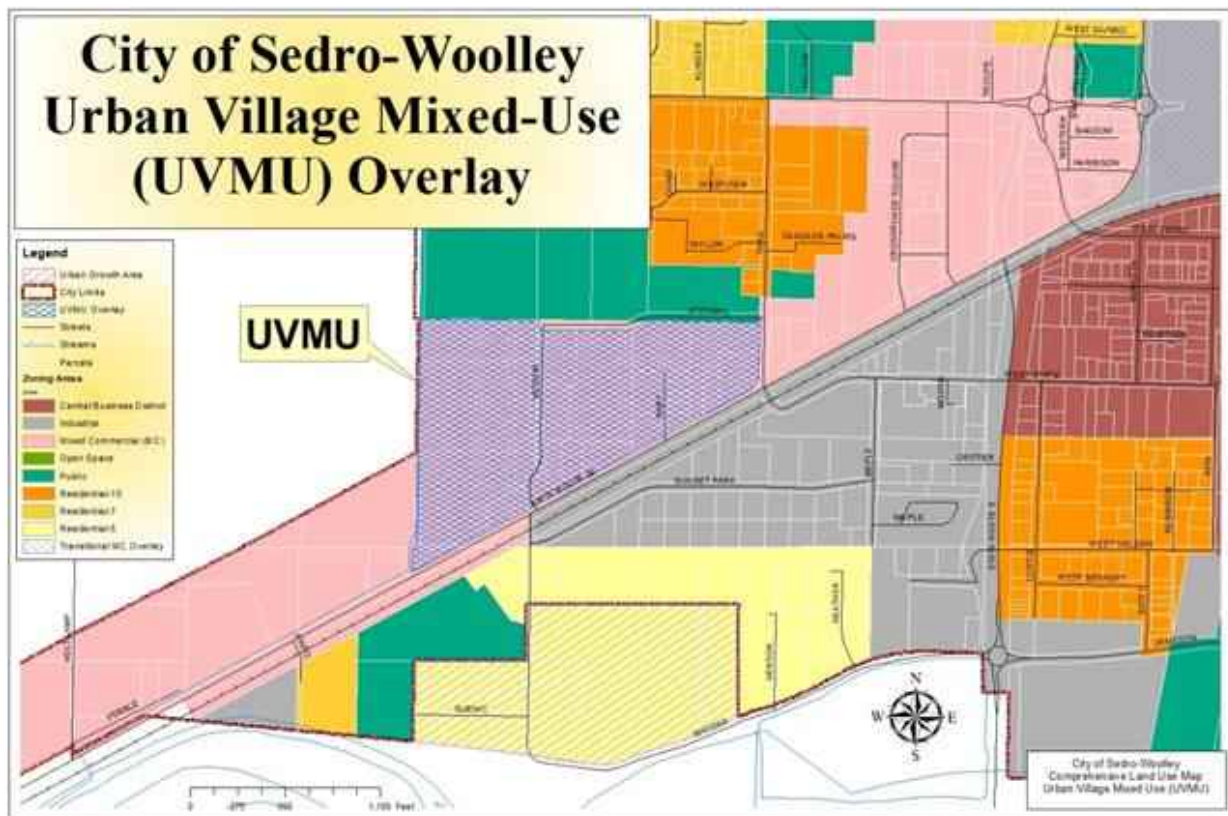
Description of proposal

The city received a joint request from two local development companies to amend the existing parking regulations for the Urban Village Mixed Use Overlay (UVMU) – Chapter 17.21 SWMC. The amendments as proposed would allow for shared use of parking spaces for commercial and residential uses (as opposed to having separate parking allocations for each use) and a second proposal to allow on-street parking (owned by the city) to count towards the required parking for the adjacent private development. The Planning Commission modified the proposal and recommended approval of the amendments to allow for the shared use of parking spaces for commercial and residential uses (Exhibit A). The Planning Commission recommends that the Council not approve the amendments to allow on-street parking (owned by the city) to count towards the required parking for the adjacent private development.

**Exhibit A: Planning Commission’s recommended revisions to Chapter 17.21 SWMC
 Exhibit B: Letter from The RJ Group and BYK Construction proposing amendments to the parking regulations in the UVMU Overlay.**

FINDINGS OF FACT

1. Per SWMC 2.90.070(G), this action, which requires changes to the City development regulations and underwent Planning Commission review, is processed as a Type VI action.
2. In 2019, after many years of careful review, the city created regulations to allow for development in the Urban Village Mixed Use (UVMU) Overlay. Those regulations are found in Chapter 17.21 SWMC. This optional overlay applies to an approximately 40 acre area (see map below). The underlying zoning of the area is Mixed Commercial. Owners of property in the UVMU Overlay have the option of developing to the standards Mixed Commercial regulations or opting to take advantage of the UVMU standards in Chapter 17.21 SWMC.



3. The intent of the overlay area is specified in SWMC 17.21.005: The intent of this zoning overlay is to encourage a compatible mix of commercial and residential development and more diverse types of residential density. This zoning overlay will provide for more efficient use of resources providing for an integrated mixed-use site plan to include open

space, walkability, convenience, environmental protection, enhanced commercial options, reduced dependence on motorized vehicles, and provide for an urban village experience and present an attractive and welcoming appearance to visitors at the western entrance of the city. The UVMU overlay is over an area zoned mixed commercial. The intent of the overlay is to encourage commercial uses first and allow residential uses as an incentive to build commercial space.

4. A Subarea Plan for the Urban Village Mixed Use Overlay has been adopted and is included in the Land Use Element of the Sedro-Woolley Comprehensive Plan (https://www.ci.sedro-woolley.wa.us/departments/planning/comprehensive_plan.php).
5. Two local land developer/builders, The RJ Group and BYK Construction Inc. (Proponents), jointly requested that the city amend the parking requirements in the UVMU Overlay. The request letter with the Proponents proposed amendments, as well as additional comments from Scarlet Ponder of the RJ Group and Paul Woodmansee of BYK Construction are attached as Exhibit B.
6. At its September 21, 2021 meeting, the Sedro-Woolley Planning Commission first reviewed the proposed amendments to UVMU Overlay regulations as recommended by the Proponents. Mr. Paul Woodmansee, President and Owner of BYK Construction spoke in support of the proposal at the meeting.
7. At its October 19, 2021 meeting, the Sedro-Woolley Planning Commission again reviewed the proposed amendments to UVMU Overlay regulations as recommended by the Proponents. Ms. Scarlet Ponder, Project Manager for the RJ Group, Mr. Rob Janicki, owner of the RJ Group and Mr. Paul Woodmansee, President and Owner of BYK Construction spoke in support of the proposal at the meeting.
8. At its December 21, 2021 meeting, the Sedro-Woolley Planning Commission again reviewed the proposed amendments to UVMU Overlay regulations as recommended by the Proponents. After a long discussion, the Planning Commission did not find compelling reason to make amendments to the parking regulations in the UVMU zoning overlay and scheduled a public hearing on the proposed amendments at the January 18, 2022 Planning Commission meeting.
9. A Notice of Public Hearing for the proposed code amendment was published on January 7, 2022 in the Skagit Valley Herald. In the notice, a written comment deadline of January 18 at 4:30 PM was set. No written comments were received by the Planning Department.
10. The Staff report for the January 18, 2022 hearing presented the following information on the proposal:

Analysis of Shared Parking Request:

Staff researched the industry literature on shared parking. There are benefits to shared parking, but there are also potential drawbacks. Below is a brief discussion.

According to the Southwest Advisory Planning Committee (SWAP), shared parking is “effective in mixed use developments, where retail and/or office demand for parking occurs during the daytime hours, and residential demand peaks in the evening

(overnight).” Shared parking works best where there are specific uses that create clear weekday peaks, evening peaks and weekend peaks. One example is when there is an office component in the day, residential component in the evening and retail on the weekend. In this example, the majority of parked cars for each use will be on the site at different times. It is important that it can be demonstrated that the hours or days of peak parking need for the uses are so different that a lower total will provide adequately for all uses served by the facility. SWAP also recommends that the following requirements shall be met:

- a. Evidence of reduced parking needs shall be documented and based on accepted planning and engineering practice satisfactory to the city engineer and planner.
- b. The planning director shall determine how a combined or multi-use facility shall be broken down into its separate (constituent) components.
- c. If a lower total is approved, no changes in any use shall thereafter be permitted without further evidence that the parking will remain adequate in the future, and if the evidence is not satisfactory, then additional parking shall be provided (either on-site, off-site, or via a fee in lieu of parking) before a change in use is authorized.
- d. Evidence of continued availability of common or shared parking areas shall be provided to the city council and shall be documented and filed with the site plan if applicable at the Registry of Deeds.”

One of the challenges of shared parking is the potential for spillover effects (when there is insufficient parking and drivers park elsewhere or forgo stopping at the location altogether). This is a particularly big challenge for the UVMU because there is no overflow parking available nearby.

Other challenges – and potential solutions - include:

1. If new developments/redevelopments are not required to provide parking and previous developments were, the burden of providing parking may be unfairly distributed on the properties that have been there longer.
 - a. Solution: Maintain required minimums but allow developers to pay a fee in lieu of each required space not provided, with the fees to be used for providing public parking.
 - b. Solution: Allow those with an existing parking supply that exceeds their needs to rent or sell it to newcomers who can’t add parking to their sites.
 2. Developers may be constrained by requirements from lenders that they provide a certain amount of parking.
 3. Working out an agreement between land owners or developers if the uses are not all on the same property can be difficult.
 - a. Solution: The city can provide a model agreement that the parties can use.
 4. Mixed-use projects involving residential condominiums with deed-specific parking spaces per unit would make it impossible to share those spaces unless an agreement was reached with either the individual unit owners or the condominium association.
 - a. Solution: Mixed use rental projects offer more opportunity for shared parking.
- Staff also researched which local jurisdictions allow shared parking. With the exception of Burlington and Bellingham, none of the cities in Skagit, Whatcom, or Island County have such provisions.

Burlington – The Burlington parking regulations are found in BMC 17.85.070 (see Attachment 4). The most relevant section of BMC 17.80.070 says: “if a residential use shares parking with a retail sales and service use (other than lodging uses, eating and drinking establishments or entertainment uses), the parking requirement for the

residential use may be reduced by 30 percent; provided, that the reduction does not exceed the minimum parking requirement for the retail sales and service use.” If Sedro-Woolley applied the Burlington rules, the residential parking requirement for the RJ Group’s building (which is 117 spaces) could be reduced to 82 spaces. The commercial spaces cannot be reduced, thus the required commercial spaces would remain at 31. Bellingham allows shared parking in some of their urban villages, but under strict guidelines. The detail involved in the Bellingham shared parking regulations are beyond the scope of what Sedro-Woolley staff has the time or technology to administer. In addition, Bellingham has adopted these standards to achieve their goal of a mode-shift to non-auto. Sedro-Woolley does not have a non-auto goal, nor does the city have the density or transit infrastructure to achieve a non-auto goal. Bellingham’s program depends on the city’s metered on-street parking to keep the cars that need to park for long periods of time out of on-street parking spaces.

The applicant’s proposed amendments in 17.21.080A lack the specificity that industry standards recommend (see SWAP recommendations 1-4 above), nor the detail of Bellingham’s program. In addition, the city does not have the same transit goals and infrastructure as Bellingham, nor does the city have the ability to accommodate reduced car ownership as the urban villages in Bellingham do. The Bellingham shared parking system depends on a construct of urban amenities (such as dense urban development, the provision of most goods and services with walking distance, and a strong bus system) that allow residents to live car-free. Sedro-Woolley cannot provide those urban amenities yet.

At the October 19, 2021 meeting the Planning Commission asked that the applicant provide more details about how a shared parking agreement will work. The RJ Group indicated that they will provide a master plan of shared parking in the UVMU that includes the RJ Group project and the BYK project for the Planning Commission to review. The master plan is intended to assist the understanding of where parking will go and how it will be shared. Staff requested a more detailed code explanation of the shared parking. As of the time that this memo was completed, a proposed master plan has not been submitted.

Analysis of the Use of On-Street Parking Request:

Staff again researched which local jurisdictions allow on-street parking to count towards the required off street parking requirements. None of the cities in Skagit or Island County have such provisions. Bellingham does have a provision in the some of its Urban Villages. However, Bellingham urban villages and the Sedro-Woolley UVMU are very different entities. The practice appears to be limited to select Urban Villages in Bellingham.

Parking on the public right of way belongs to the city. The adjacent property owners do not own the parking on-street, thus on-street parking cannot be reserved for the adjacent building. Because it cannot be reserved, there may not be adequate parking for the development if people that are not using the development use those on-street spaces. There are ball fields across Stendal Street from the UVMU. The ball field users have traditionally parked on Stendal Street. If developments in the UVMU were allowed to count on-street parking, it is likely that there will be times when there may not be adequate parking in the UVMU. It is also inadvisable to allow the adjacent property

owner to count the street parking towards their off-street parking requirements because it appears to be a gifting of public property to the adjacent owner.

11. At its January 18, 2022 meeting, the Sedro-Woolley Planning Commission held a public hearing on the proposed amendments to UVMU Overlay regulations as recommended by the Proponents. The meeting was held remotely via Zoom Webinar. Ms. Devon Caines with The RJ Group pointed out that their building under construction on Hodgkin Street as well as future buildings would benefit from the amendments. Mr. Paul Woodmansee, President and Owner of BYK Construction spoke to the benefits of allowing on-street parking counted towards the project parking. There were no comments from the public received.
12. Planning Commission discussion. The Planning Commission did not support the use of city owned right-of-way to be used to count towards the adjacent building's parking requirements. That portion of the Proponent's proposal was in the proposed subsection C of 17.21.80 SWMC. The Planning Commission discussed the sharing of parking between the commercial portion of the building and the residential portion. The current code requires that there not be any overlap (sharing) of the commercial and residential parking. The Planning Commission discussed the opportunity to overlap residential and commercial parking in 2019 when the UVMU Overlay regulations were created; they declined to include such a provision at that time. After the hearing, the Planning Commission also discussed waiting until the future – after such time that the actual parking needs of a constructed mixed-use building in the UVMU can be observed – before creating provisions to allow shared parking.
13. Upon completion of the discussion, the Planning Commission recommended that the City Council approve the RJ Group and BYK Construction's proposed amendments to Chapter 17.21 Urban Village Mixed Use Overlay with the amendment to strike from Section 17.21.80 Parking General, proposed subsection C. A motion was made by Commissioner Johnson and seconded by Commissioner Freiberger. Vote: Yes: Commissioners Penno, Freiberger, Fattizzi, Johnson, Franett and Maddox; No: Huggins. Motion Carried 6-1. After striking subsection C, the recommendation is to approve the amendments to allow for the shared use of parking spaces for commercial and residential uses, but NOT approve the amendments to allow on-street parking (owned by the city) to count towards the required parking for the adjacent private development.
14. The Planning Commission's recommended amendments are found in Exhibit A.
15. In accordance with State Growth Management Act (GMA), the proposed new text was submitted to the Washington State Department of Commerce (COMM) for a 60-day review on January 19, 2022. The 60-day notice period ended March 20, 2022. COMM had no comments on the proposed ordinance.
16. State Environmental Policy Act (SEPA) review was conducted and a determination of non-significance (DNS) was issued by the lead agency on January 26, 2022.

CONCLUSIONS

The Planning Commission, having reviewed the Planning Department Memorandum and hearing public testimony, makes the following conclusions:

1. Adoption of the proposed amendments to Chapter 17.21 SWMC complies with the State GMA, has been approved by the State Department of Commerce, has completed the necessary SEPA review process and has been adequately vetted through the public review process; and
2. Adoption of the proposed amendments to Chapter 17.21 SWMC is in conformance with the goals and policies of the Sedro-Woolley Comprehensive Plan.

RECOMMENDATION


Based upon the foregoing, the Planning Commission recommends approval of amendments to Chapter 17.21 SWMC, found herein as Exhibit A.

CERTIFICATION

The City of Sedro-Woolley Planning Commission hereby recommends to the City Council **APPROVAL** of amendments to Chapter 17.21 SWMC to allow for shared parking between commercial and residential uses in development in the UVMU overlay, at a **REGULAR** meeting of the City of Sedro-Woolley Planning Commission held on **Tuesday, January 18, 2022** at which time a quorum was present and the decision was for approval by a vote of **6 FOR, 1 AGAINST and 0 ABSTENTIONS.**



Joe Fattizzi, Planning Commission Chair



Date

Exhibit A

to PC Findings, Conclusions and Recommendations – UVMU Parking Amendments
Amendments to Ch. 17.21 SWMC

Chapter 17.21 - URBAN VILLAGE MIXED-USE (UVMU) OVERLAY

Sections:

- 17.21.005 Intent.**
- 17.21.010 Applicability.**
- 17.21.015 Definitions.**
- 17.21.020 Use restrictions.**
- 17.21.025 Bulk restrictions.**
- 17.21.030 Minimum lot size requirements.**
- 17.21.040 Maximum density requirements and mixed uses.**
- 17.21.050 Open space.**
- 17.21.060 Building height.**
- 17.21.065 Design standards.**
- 17.21.070 Hazardous waste.**
- 17.21.080 Parking—General.**
- 17.21.085 Parking for commercial uses in the urban village mixed-use zone.**
- 17.21.090 Parking for residential uses in the urban village mixed-use zone.**
- 17.21.100 Integrated site plan.**
- 17.21.110 Integration with Brickyard Creek.**

17.21.005 Intent.

The intent of this zoning overlay is to encourage a compatible mix of commercial and residential development and more diverse types of residential density. This zoning overlay will provide for more efficient use of resources providing for an integrated mixed-use site plan to include open space, walkability, convenience, environmental protection, enhanced commercial options, reduced dependence on motorized vehicles, and provide for an urban village experience and present an attractive and welcoming appearance to visitors at the western entrance of the city. The UVMU overlay is over an area zoned mixed commercial. The intent of the overlay is to encourage commercial uses first and allow residential uses as an incentive to build commercial space.

17.21.010 Applicability.

This chapter shall apply to areas within the city of Sedro-Woolley designated urban village mixed-use (UVMU) overlay as shown on Sedro-Woolley comprehensive zoning map.

17.21.015 Definitions.

These definitions are in addition to and reference Section 17.04.030, Definitions.

“Motel” means a commercial building (or buildings) providing lodging for ten or more persons on a transient basis. Cooking facilities may be installed. Motels shall be designed to accommodate the automobile tourist or transient, daily maid service shall be provided, and parking facilities must be provided convenient to each guest room.

“Open space” means land which is free of buildings and is landscaped or pedestrian amenities are provided in compliance with the open space requirements in this chapter.

“Shared Parking Agreement/Arrangement” means a written agreement, approved by the Planning Director, that allows for the shared use of parking spaces between commercial and residential users within any one building/project.

“Townhouse” means a dwelling in a row of units in which each unit has its own front and rear access to the outside, no unit is located over another unit, and each unit is separated from any other unit by one or more vertical common walls.

“Usable open space” means land which is free of buildings and is open to public and that serves public use of outdoor recreation and similar activities.

17.21.020 Use restrictions.

Use restrictions in the UVMU overlay zone shall be as follows:

A. Permitted uses for street-facing units on the first floor on Hodgin Street, State Route 20 (including the access driveway north of Parcels A through C of the Gateway Binding Site Plan), Trail Road and Stendal Street are listed below. Uses on the floors above the ground floor shall be regulated per subsection B of this section. Similarly, uses on the first floor that face the opposite side of the main street-facing side that meet the requirements of Section 17.21.040 shall be regulated per subsection B of this section:

1. Retail and wholesale sales;
2. Food/drinking venues such as restaurants and taverns;
3. Banks and similar services;
4. Temporary lodging, including hotel/motel; and
5. Recreational and cultural uses.

B. Permitted Uses in Portions of UVMU Not Fronting on Hodgin, Trail, State Route 20 (Including the Access Driveway North of Parcels A through C of the Gateway Binding Site Plan) or Stendal Streets.

1. Retail and wholesale sales;
2. Professional services;
3. General services;
4. Offices;
5. Recreational and cultural uses;
6. Food venues such as restaurants and taverns;
7. Banks and similar services;
8. Commercial day care centers;
9. Multifamily residential (townhouse, apartment, condominium) of four units or more, as part of a mixed-use site development;
10. Residential units above the first story of a commercial building in varied densities;
11. Temporary lodging, including hotel/motel and bed and breakfast guesthouse; and
12. Health facilities and healthcare, excluding overnight accommodations.

C. Conditional Uses.

1. Outdoor recreation facilities;
2. Public utilities, excluding wireless communication facilities;
3. Quasi-public uses;
4. Public uses;
5. Retirement/assisted living facilities;
6. Small-scale wood/metal fabrication; shop space.

D. Prohibited Uses.

1. Adult entertainment;
2. Wireless communication facilities; and
3. All uses not listed above.

17.21.025 Bulk restrictions.

Minimum setbacks for commercial and mixed-use buildings: none. Maximum setbacks: ten feet. These may be larger if exclusively used for pedestrian access and amenities. This does not include parking and any other accommodations for motorized vehicles. Sites shall be developed in a coordinated manner, complementing adjacent structures and uses through placement, size and mass.

Residential multifamily structure setbacks: ten-foot front yard; five-foot side yard(s); ten-foot rear yard; minimum twenty-foot buffer from commercial uses. In the event setbacks do not apply given large site areas and proximity to property lines, minimum setbacks shall be considered minimum yard requirements to public sidewalks and adjacent structures.

17.21.030 Minimum lot size requirements.

No minimum lot size requirements for the UVMU overlay.

17.21.040 Maximum density requirements and mixed uses.

A. Residential Density. The UVMU overlay is intended for a range of multifamily, multi-level structures with density not to exceed thirty-five dwelling units (DU) per acre. The urban village mixed-use zone is not intended for single-family residences. Thirty-five DU per acre is a maximum density and is intended to encourage flexibility in dwelling unit densities and types of structures providing for a diversity of dwelling unit types and efficiencies associated within mixed-use development. This overlay will allow for multifamily, multi-level buildings with varying densities (not to exceed thirty-five DU per acre), dedicated to residential uses. Allowed number of units shall be calculated by dividing the total site area (less area encumbered by wetlands, fish and wildlife habitat conservation areas and their respective buffers per Chapter 17.65) by the maximum units allowed per acre and rounding down to the nearest whole number. Land area encumbered by wetlands, fish and wildlife habitat conservation areas and their respective buffers per Chapter 17.65 do not count towards the density allowed, but may count as open space per Section 17.21.050.

B. In mixed-use commercial and residential structures consisting of apartments or condominiums over commercial uses, no less than fifty percent of ground level floor space shall be a commercial use.

C. Residential structures without a commercial or retail component shall not exceed a one-to-one ratio of finished square foot space to finished commercial space on site; not to include indoor parking areas or garages in ratio calculation.

D. Residential uses may also be integrated with retail or office within the same building structure. There is no minimum or maximum commercial or residential unit densities per structure.

17.21.050 Open space.

Open space shall constitute a sliding percentage of gross acreage subject to provisions of other amenities as specified in the city design standards and guidelines and as stated in UVMU design standards.

Of the minimum percent gross open space, a sliding percent must be landscaped and integrated into site plan, and must be useable public open space.

Table 17.21.050(1)

Density (units per acre)	Open Space (% of total site)	Usable Public Open Space (% of total site)
35 Units	30%	25%
30 Units	25%	20%
≤25 Units	20%	15%

17.21.060 Building height.

Maximum building height:

A. Mixed-use or commercial buildings fronting on Hodgin Street, Trail Road, State Route 20 (including the access driveway north of Parcels A through C on the Gateway Binding Site Plan) or Stendal Street: sixty feet. Fifty percent of any building stories above the third story shall be stepped back eight feet from the street frontage side of the building. Recessed balconies can count for up to fifty percent of the required step-back.

B. Maximum building height for mixed-use or commercial buildings not fronting on the areas described in Section 17.21.020(A): thirty-five feet. Exception: sixty feet, if adequate access for the fire department’s ladder truck is provided and the fire lane and fire apparatus access are approved by the fire chief.

C. Standalone residential apartments/condominiums: thirty-five feet. Exception: forty-five feet, if adequate access for the fire department’s ladder truck is provided and the fire lane and fire apparatus access are approved by the fire chief.

D. Standalone townhomes: thirty-five feet.

17.21.065 Design standards.

The UVMU is intended to create a pedestrian-friendly environment while also accommodating vehicular traffic and parking. All development utilizing this chapter (UVMU overlay) is subject to the UVMU design standards section of the Sedro-Woolley Design Standards and Guidelines Manual in addition to any other applicable sections of the manual. Where conflict between sections of the design standards exists, the additional standards for the urban village mixed-use overlay shall apply.

17.21.070 Hazardous waste.

On-site hazardous waste treatment and storage facilities as accessory to a permitted or conditional use are allowed as a conditional use; provided, such facilities comply with the state hazardous waste siting standards and Sedro-Woolley and State Environmental Policy Act requirements.

17.21.080 Parking—General

A. Intent. The intent of the UVMU overlay is to encourage commerce by creating a pedestrian-friendly environment that accommodates both shoppers and its residents. Providing adequate parking without creating large expanses of parking lots in front of commercial businesses is key to the success of the UVMU overlay.

The creation of a mixed-use parking district shall be encouraged. Parking may be constructed and maintained for motor vehicles, bicycles or other non-motorized transportation, lease parking and/or other parking that promotes alternatives to driving single-occupant motor vehicles. New development may utilize a shared parking arrangement subject to review and approval by the planning director to allow for shared parking between commercial and residential users in the same building. Any shared parking spaces covered by a shared parking agreement shall be clearly marked with signage that shows the allowed parking uses per the approved agreement. For example “Commercial Parking Only during Business Hours, M-F 9am-5pm”. Enforcement of the terms/rules of a shared parking agreement shall be the responsibility of the building manager to enforce. Fines and fees for enforcement of any shared parking rules may be utilized at the discretion of the building manager, per the terms of the shared parking agreement.

Partially underground parking structures are encouraged with either landscape or constructed buffers to minimize visual impacts of parking. The Sedro-Woolley design standards and guidelines apply to location and design of parking lots.

Private driveways, garages and garage entrances shall be at rear and side of buildings; unless deemed unfeasible by civil engineer or planning director.

The city may enter into a developer agreement (or similar binding agreement) and collect in-lieu fees to develop and manage a mixed-use parking district.

B. Off-street parking shall be provided for residential dwellings, commercial and retail uses in the UVMU overlay.

7.21.085 Parking for commercial uses in the urban village mixed-use zone.

Subject to any shared parking as approved under Section 17.21.080, parking shall be provided as follows: A minimum of one parking space per three hundred square feet of gross commercial floor area shall be provided. If more than fifty percent of the gross floor area of the first floor is used as commercial area, then only one parking space per six hundred square feet shall be required for the commercial space in excess of fifty percent of the gross first floor commercial space. Parking for commercial uses shall be provided in addition to residential parking requirements unless a shared parking agreement identifying shared parking spaces between commercial and residential users in the same building is proposed and approved by the planning director.

17.21.090 Parking for residential uses in the urban village mixed-use zone.

Subject to any shared parking as approved under Section 17.21.080, parking shall be provided as follows:

Table 17.21.090(1)

Townhouse:	1 space per bedroom up to 2 bedrooms, 0.5 space per additional bedroom over 2 bedrooms
Apartment or condominium:	
Studio	1.2 per dwelling unit
One bedroom	1.5 per dwelling unit
Two bedroom	1.7 per dwelling unit
Three bedroom or larger	1 space per bedroom up to 2 bedrooms, 0.5 space per additional bedroom over 2 bedrooms

17.21.100 Integrated site plan.

It is the intent of the UVMU to allow for mixed-use development in the context of development for the entire site. The site design shall consider the entirety of the UVMU overlay to achieve a cohesive mixed-use environment that incorporates mixed-use structures, and single use structures (such as structures entirely consisting of either residential or commercial uses). The adjacent land uses consist of public-owned land, commercially zoned land and industrially zoned land. The edges of the UVMU do not abut residential land; therefore, provisions to taper down the scale and height of the buildings at the edges of the UVMU are not specifically required; however, such tapering is encouraged. Although the entire UVMU is intended to be cohesive in design and infrastructure services, the individual properties may be subdivided and owned by different owners.

17.21.110 Integration with Brickyard Creek.

A. Intent. The Brickyard Creek corridor shall be an integrated amenity of any development in the UVMU overlay. The creek has a riparian buffer per the critical areas ordinance (Chapter 17.65). Public access via a public trail along the length of the creek is encouraged

by the Sedro-Woolley comprehensive plan, subject to the criteria in Chapter 17.65. It is the intent of the UVMU overlay to incorporate public access along the creek corridor. It is not the intent of the UVMU overlay to allow development that is blocked visually or physically from the creek corridor.

B. Orientation of Residential and Commercial Uses on Creek Corridor. Development adjacent to the creek corridor shall maintain a pedestrian-friendly aesthetic along with a pedestrian connection to the public trail within the creek corridor. Views of the creek from adjacent residential development shall be incorporated in design plans. Seating areas for restaurants and cafes are encouraged along the riparian area. Because a pedestrian trail in the riparian area is an anticipated requirement of development along Brickyard Creek, walls and building elements facing the creek corridor shall not be designed to have service areas or blank walls facing the creek.

Exhibit B

to PC Findings, Conclusions and Recommendations –
Requested UVMU Parking Amendments and
correspondence from RGJ Group and BYK Construction



July 26, 2021

City of Sedro Woolley
Planning and Development Department
ATTN: John Coleman, Planning Director
325 Metcalf Street
Sedro Woolley WA 98284

Subject: UVMU Code Revision Request

Dear John,

The RJ Group and BYK Construction have come together to make this request for UVMU Code revisions related to parking requirements.

Currently the UVMU parking requirements have two key issues:

1. Commercial parking is required to be provided in addition to residential parking, with no sharing of spaces allowed
2. Off-street parking cannot be counted toward the overall parking count

It is our goal to work with COSW Planning Staff to come up with revised code language to address these issues and allow for more creative solutions to meet the intent of this zone.

As stated in the UVMU code, the intent of this zoning overlay is to provide for a more efficient use of resources within an integrated mixed-use site to include “open space, walkability, convenience, environmental protection, enhanced commercial options, reduced dependence on motorized vehicles and provide for an urban village experience”.

Furthermore, the code goes on to say that “the intent of the UVMU overlay is to encourage commerce by creating a pedestrian-friendly environment that accommodates both shoppers and its residents”.

When reviewing the intent of the UVMU overlay, and comparing it to the parking requirements as currently written, it is clear that the parking requirements in the code are in fact restrictive to meeting the intent, functionality and experience of an Urban Village.

IMPACTS TO PROPOSED UVMU DEVELOPMENT PROPOSALS

As stated above, two key issues have been identified in the UVMU parking language.

First, as stated in SWMC 17.21.085, “Parking for commercial uses shall be provided in addition to residential parking requirements.” When coupled with the residential parking requirements,

adding commercial parking at the rates required (1 per 300 SF, plus 1 per 600 SF if in excess of 50% of the first floor space) results in large expanses of parking that take up significant site space.

At Gateway Village PH1, for example, an efficient 5 story mixed-use building is proposed with 74 apartment units and a 50% commercial ground floor. The parcel required to contain this project is 94,884 SF (2.17 AC). Of that parcel, 59% of the total area is dedicated to parking. Having such large expanses of parking works against the intent to provide “a reduced dependence on motorized vehicles” and “an urban village experience”.

This situation could be improved by allowing for Shared Parking Agreements between commercial users and residential tenants within the same building. As suggested in the code redlines enclosed here for review, a Shared Parking Agreement would allow for commercial users and residential users to share a certain number of clearly marked parking spaces during business hours.

Allowing for this type of creative solution will still meet the needs of commercial businesses during the day and allow for reduced expanses of parking to help provide a better urban village experience for all users. The proposed shared parking agreement would be approvable at the discretion of the Planning Director, allowing for discussion between the developer and City about the best way to achieve this shared parking on a project by project basis.

Second, we would like to request the addition of parking language to the UVMU code that will allow for any on-street parking developed within the ROW to be counted toward the total on-site (“off-street”) parking count. On-street parking in the ROW that is directly adjacent to any proposed UVMU project will work to serve the proposed development, especially those commercial spaces with public street frontage.

As stated in SWMC 17.21.080 (B), “Off-street parking shall be provided for residential dwellings, commercial and retail uses in the UVMU overlay.” Although this code language does not outright restrict a developer from including on-street parking in the overall parking count for the site, there is precedent in COSW that on-street parking cannot be counted toward a projects total on-site parking count. Our team proposes new language be added in SWMC 17.21.080 that allows for on-street parking to count toward a UVMU project’s total parking requirement. See the enclosed UVMU redlines for proposed new language details in SWMC 17.21.080 (C).

Allowing for projects in the UVMU to count any public on-street parking stalls toward the overall project parking count works to meet the intent of the UVMU overlay and provide a more pedestrian friendly site design. This measure will allow for a reduced on-site parking requirement which works to create a better “urban-village experience” while still providing adequate parking for users to access the site.

From a development perspective, it is important to note that building on-street parking stalls in the ROW in addition to a full parking area that meets the requirements of a UVMU project per code creates a redundant development cost for these parking spaces. The developer is

essentially paying to develop parking spaces in the ROW that are above and beyond the spaces required to serve their project – effectively resulting in the developer paying twice for these duplicate parking improvements.

If street parking is proposed as part of a UVMU projects civil improvements, then a developer should be allowed to count these street parking spaces toward the overall project parking count. This will help to offset any duplicate construction costs and aid in project finance-ability.

BENEFITS OF PARKING LANGUAGE UPDATES

The UVMU parking language changes proposed here will benefit both the Sedro-Woolley community at large and private developers working within this overlay area.

The proposed language changes will benefit the community in the following ways:

1. Provide much needed housing options in the City of Sedro Woolley. Record low vacancy rates and a lack of availability of housing is a large stress on the community. By making UVMU development more feasible and palatable to developers we can provide more housing options to meet the needs of the community.
2. Help create urban village areas with a better “urban village experience” for users by reducing large expanses of parking.
3. Work toward a community with reduced dependence on motorized vehicles.
4. Provide an option for residents and commercial businesses to thrive in a pedestrian friendly environment.

The proposed language changes will benefit developers working in the UVMU in the following ways:

1. Create better project finance-ability by reducing redundant construction costs
2. Create better project finance-ability by creating a better cost ratio between required land improvements and building value
3. Help incentivize developers to build high density housing options and commercial spaces to meet the community’s needs, particularly housing needs.
4. Allow for more creative site design options through an option like the shared parking agreement
5. Allow for better site utilization to create an enhanced urban village experience for site users

SUMMARY

Overall, making modifications to the UVMU code language as suggested in the attached document will provide various benefits to the community and will help to incentivize development within this zone.

Several small changes could result in a much more desirable end product that will work to meet the UVMU design intent and create a more palatable and financially feasible project for developers. If developers are incentivized to build in the UVMU, then the City of Sedro Woolley will benefit through the gain of residential housing options and desired commercial opportunities.

Please review the attached redlined UVMU code with our proposed changes shown in red. We would be happy to meet to discuss this language further and look forward to working with COSW staff to come up with a mutually acceptable code revision.

Warm Regards,

Devon Caines

Devon Caines
Senior Project Manager, The RJ Group



Rob Janicki
Owner, The RJ Group



Paul Woodmansee
President, BYK Construction Inc

Chapter 17.21 URBAN VILLAGE MIXED-USE (UVMU) OVERLAY

Sections:

[17.21.005 Intent.](#)

[17.21.010 Applicability.](#)

[17.21.015 Definitions.](#)

[17.21.020 Use restrictions.](#)

[17.21.025 Bulk restrictions.](#)

[17.21.030 Minimum lot size requirements.](#)

[17.21.040 Maximum density requirements and mixed uses.](#)

[17.21.050 Open space.](#)

[17.21.060 Building height.](#)

[17.21.065 Design standards.](#)

[17.21.070 Hazardous waste.](#)

[17.21.080 Parking—General.](#)

[17.21.085 Parking for commercial uses in the urban village mixed-use zone.](#)

[17.21.090 Parking for residential uses in the urban village mixed-use zone.](#)

[17.21.100 Integrated site plan.](#)

[17.21.110 Integration with Brickyard Creek.](#)

17.21.005 Intent.

The intent of this zoning overlay is to encourage a compatible mix of commercial and residential development and more diverse types of residential density. This zoning overlay will provide for more efficient use of resources providing for an integrated mixed-use site plan to include open space, walkability, convenience, environmental protection, enhanced commercial options, reduced dependence on motorized vehicles, and provide for an urban village experience and present an attractive and welcoming appearance to visitors at the western entrance of the city. The UVMU overlay is over an area zoned mixed commercial. The intent of the overlay is to encourage commercial uses first and allow residential uses as an incentive to build commercial space. (Ord. [1931-19](#) § 2 (Exh. A) (part), 2019)

17.21.010 Applicability.

This chapter shall apply to areas within the city of Sedro-Woolley designated urban village mixed-use (UVMU) overlay as shown on Sedro-Woolley comprehensive zoning map. (Ord. [1931-19](#) § 2 (Exh. A) (part), 2019)

17.21.015 Definitions.

These definitions are in addition to and reference Section [17.04.030](#), Definitions.

“Motel” means a commercial building (or buildings) providing lodging for ten or more persons on a transient basis. Cooking facilities may be installed. Motels shall be designed to accommodate the automobile tourist or transient, daily maid service shall be provided, and parking facilities must be provided convenient to each guest room.

“Open space” means land which is free of buildings and is landscaped or pedestrian amenities are provided in compliance with the open space requirements in this chapter.

“Townhouse” means a dwelling in a row of units in which each unit has its own front and rear access to the outside, no unit is located over another unit, and each unit is separated from any other unit by one or more vertical common walls.

“Usable open space” means land which is free of buildings and is open to public and that serves public use of outdoor recreation and similar activities. (Ord. [1931-19](#) § 2 (Exh. A) (part), 2019)

“Shared Parking Agreement/Arrangement” means a written agreement, approved by the Planning Director, that allows for the shared use of parking spaces between commercial and residential users within any one building/project.

17.21.020 Use restrictions.

Use restrictions in the UVMU overlay zone shall be as follows:

A. Permitted uses for street-facing units on the first floor on Hodgin Street, State Route 20 (including the access driveway north of Parcels A through C of the Gateway Binding Site Plan), Trail Road and Stendal Street are listed below. Uses on the floors above the ground floor shall be regulated per subsection B of this section. Similarly, uses on the first floor that face the opposite side of the main street-facing side that meet the requirements of Section [17.21.040](#) shall be regulated per subsection B of this section:

1. Retail and wholesale sales;
2. Food/drinking venues such as restaurants and taverns;

3. Banks and similar services;
4. Temporary lodging, including hotel/motel; and
5. Recreational and cultural uses.

B. Permitted Uses in Portions of UVMU Not Fronting on Hodgin, Trail, State Route 20 (Including the Access Driveway North of Parcels A through C of the Gateway Binding Site Plan) or Stendal Streets.

1. Retail and wholesale sales;
2. Professional services;
3. General services;
4. Offices;
5. Recreational and cultural uses;
6. Food venues such as restaurants and taverns;
7. Banks and similar services;
8. Commercial day care centers;
9. Multifamily residential (townhouse, apartment, condominium) of four units or more, as part of a mixed-use site development;
10. Residential units above the first story of a commercial building in varied densities;
11. Temporary lodging, including hotel/motel and bed and breakfast guesthouse; and
12. Health facilities and healthcare, excluding overnight accommodations.

C. Conditional Uses.

1. Outdoor recreation facilities;

2. Public utilities, excluding wireless communication facilities;
3. Quasi-public uses;
4. Public uses;
5. Retirement/assisted living facilities;
6. Small-scale wood/metal fabrication; shop space.

D. Prohibited Uses.

1. Adult entertainment;
2. Wireless communication facilities; and
3. All uses not listed above. (Ord. [1931-19](#) § 2 (Exh. A) (part), 2019)

17.21.025 Bulk restrictions.

Minimum setbacks for commercial and mixed-use buildings: none. Maximum setbacks: ten feet. These may be larger if exclusively used for pedestrian access and amenities. This does not include parking and any other accommodations for motorized vehicles. Sites shall be developed in a coordinated manner, complementing adjacent structures and uses through placement, size and mass.

Residential multifamily structure setbacks: ten-foot front yard; five-foot side yard(s); ten-foot rear yard; minimum twenty-foot buffer from commercial uses. In the event setbacks do not apply given large site areas and proximity to property lines, minimum setbacks shall be considered minimum yard requirements to public sidewalks and adjacent structures. (Ord. [1931-19](#) § 2 (Exh. A) (part), 2019)

17.21.030 Minimum lot size requirements.

No minimum lot size requirements for the UVMU overlay. (Ord. [1931-19](#) § 2 (Exh. A) (part), 2019)

17.21.040 Maximum density requirements and mixed uses.

A. Residential Density. The UVMU overlay is intended for a range of multifamily, multi-level structures with density not to exceed thirty-five dwelling units (DU) per acre. The urban village mixed-use zone is not intended for single-family residences. Thirty-five DU per acre is a maximum density and is

intended to encourage flexibility in dwelling unit densities and types of structures providing for a diversity of dwelling unit types and efficiencies associated within mixed-use development. This overlay will allow for multifamily, multi-level buildings with varying densities (not to exceed thirty-five DU per acre), dedicated to residential uses. Allowed number of units shall be calculated by dividing the total site area (less area encumbered by wetlands, fish and wildlife habitat conservation areas and their respective buffers per Chapter [17.65](#)) by the maximum units allowed per acre and rounding down to the nearest whole number. Land area encumbered by wetlands, fish and wildlife habitat conservation areas and their respective buffers per Chapter [17.65](#) do not count towards the density allowed, but may count as open space per Section [17.21.050](#).

B. In mixed-use commercial and residential structures consisting of apartments or condominiums over commercial uses, no less than fifty percent of ground level floor space shall be a commercial use.

C. Residential structures without a commercial or retail component shall not exceed a one-to-one ratio of finished square foot space to finished commercial space on site; not to include indoor parking areas or garages in ratio calculation.

D. Residential uses may also be integrated with retail or office within the same building structure. There is no minimum or maximum commercial or residential unit densities per structure. (Ord. [1931-19](#) § 2 (Exh. A) (part), 2019)

17.21.050 Open space.

Open space shall constitute a sliding percentage of gross acreage subject to provisions of other amenities as specified in the city design standards and guidelines and as stated in UVMU design standards.

Of the minimum percent gross open space, a sliding percent must be landscaped and integrated into site plan, and must be useable public open space.

Table 17.21.050(1)

Density (units per acre)	Open Space (% of total site)	Usable Public Open Space (% of total site)
35 Units	30%	25%
30 Units	25%	20%
≤25 Units	20%	15%

(Ord. [1931-19](#) § 2 (Exh. A) (part), 2019)

17.21.060 Building height.

Maximum building height:

A. Mixed-use or commercial buildings fronting on Hodgin Street, Trail Road, State Route 20 (including the access driveway north of Parcels A through C on the Gateway Binding Site Plan) or Stendal Street: sixty feet. Fifty percent of any building stories above the third story shall be stepped back eight feet from the street frontage side of the building. Recessed balconies can count for up to fifty percent of the required step-back.

B. Maximum building height for mixed-use or commercial buildings not fronting on the areas described in Section [17.21.020\(A\)](#): thirty-five feet. Exception: sixty feet, if adequate access for the fire department’s ladder truck is provided and the fire lane and fire apparatus access are approved by the fire chief.

C. Standalone residential apartments/condominiums: thirty-five feet. Exception: forty-five feet, if adequate access for the fire department’s ladder truck is provided and the fire lane and fire apparatus access are approved by the fire chief.

D. Standalone townhomes: thirty-five feet. (Ord. [1931-19](#) § 2 (Exh. A) (part), 2019)

17.21.065 Design standards.

The UVMU is intended to create a pedestrian-friendly environment while also accommodating vehicular traffic and parking. All development utilizing this chapter (UVMU overlay) is subject to the UVMU design standards section of the Sedro-Woolley Design Standards and Guidelines Manual in addition to any other applicable sections of the manual. Where conflict between sections

of the design standards exists, the additional standards for the urban village mixed-use overlay shall apply. (Ord. [1931-19](#) § 2 (Exh. A) (part), 2019)

17.21.070 Hazardous waste.

On-site hazardous waste treatment and storage facilities as accessory to a permitted or conditional use are allowed as a conditional use; provided, such facilities comply with the state hazardous waste siting standards and Sedro-Woolley and State Environmental Policy Act requirements. (Ord. [1931-19](#) § 2 (Exh. A) (part), 2019)

17.21.080 Parking—General.

A. Intent. The intent of the UVMU overlay is to encourage commerce by creating a pedestrian-friendly environment that accommodates both shoppers and its residents. Providing adequate parking without creating large expanses of parking lots in front of commercial businesses is key to the success of the UVMU overlay.

The creation of a mixed-use parking district shall be encouraged. Parking may be constructed and maintained for motor vehicles, bicycles or other non-motorized transportation, lease parking and/or other parking that promotes alternatives to driving single-occupant motor vehicles.

New development may utilize a shared parking arrangement subject to review and approval by the planning director **to allow for shared parking between commercial and residential users in the same building. Any shared parking spaces covered by a shared parking agreement shall be clearly marked with signage that shows the allowed parking uses per the approved agreement. For example “Commercial Parking Only During Business Hours, M-F 9am-5pm”. Enforcement of the terms/rules of a shared parking agreement shall be the responsibility of the building manager to enforce. Fines and fees for enforcement of any shared parking rules may be utilized at the discretion of the building manager, per the terms of the shared parking agreement.**

Partially underground parking structures are encouraged with either landscape or constructed buffers to minimize visual impacts of parking. The Sedro-Woolley design standards and guidelines apply to location and design of parking lots.

Private driveways, garages and garage entrances shall be at rear and side of buildings; unless deemed unfeasible by civil engineer or planning director.

The city may enter into a developer agreement (or similar binding agreement) and collect in-lieu fees to develop and manage a mixed-use parking district.

B. Off-street parking shall be provided for residential dwellings, commercial and retail uses in the UVMU overlay. (Ord. [1931-19](#) § 2 (Exh. A) (part), 2019)

C. On-street parking developed within the public ROW is eligible to be counted toward the total onsite parking count for any commercial use that fronts on said on-street parking, as long as that on-street parking is constructed as part of the project improvements.

17.21.085 Parking for commercial uses in the urban village mixed-use zone.

Subject to any shared parking as approved under Section [17.21.080](#), parking shall be provided as follows: A minimum of one parking space per three hundred square feet of gross commercial floor area shall be provided. If more than fifty percent of the gross floor area of the first floor is used as commercial area, then only one parking space per six hundred square feet shall be required for the commercial space in excess of fifty percent of the gross first floor commercial space. Parking for commercial uses shall be provided in addition to residential parking requirements. (Ord. [1931-19](#) § 2 (Exh. A) (part), 2019) unless a shared parking agreement identifying shared parking spaces between commercial and residential users in the same building is proposed and approved by the planning director.

17.21.090 Parking for residential uses in the urban village mixed-use zone.

Subject to any shared parking as approved under Section [17.21.080](#), parking shall be provided as follows:

Table 17.21.090(1)

Townhouse:	1 space per bedroom up to 2 bedrooms, 0.5 space per additional bedroom over 2 bedrooms
Apartment or condominium:	
Studio	1.2 per dwelling unit
One bedroom	1.5 per dwelling unit
Two bedroom	1.7 per dwelling unit

Three bedroom or larger	1 space per bedroom up to 2 bedrooms, 0.5 space per additional bedroom over 2 bedrooms
-------------------------	--

(Ord. [1931-19](#) § 2 (Exh. A) (part), 2019)

17.21.100 Integrated site plan.

It is the intent of the UVMU to allow for mixed-use development in the context of development for the entire site. The site design shall consider the entirety of the UVMU overlay to achieve a cohesive mixed-use environment that incorporates mixed-use structures, and single use structures (such as structures entirely consisting of either residential or commercial uses). The adjacent land uses consist of public-owned land, commercially zoned land and industrially zoned land. The edges of the UVMU do not abut residential land; therefore, provisions to taper down the scale and height of the buildings at the edges of the UVMU are not specifically required; however, such tapering is encouraged. Although the entire UVMU is intended to be cohesive in design and infrastructure services, the individual properties may be subdivided and owned by different owners. (Ord. [1931-19](#) § 2 (Exh. A) (part), 2019)

17.21.110 Integration with Brickyard Creek.

A. Intent. The Brickyard Creek corridor shall be an integrated amenity of any development in the UVMU overlay. The creek has a riparian buffer per the critical areas ordinance (Chapter [17.65](#)). Public access via a public trail along the length of the creek is encouraged by the Sedro-Woolley comprehensive plan, subject to the criteria in Chapter [17.65](#). It is the intent of the UVMU overlay to incorporate public access along the creek corridor. It is not the intent of the UVMU overlay to allow development that is blocked visually or physically from the creek corridor.

B. Orientation of Residential and Commercial Uses on Creek Corridor. Development adjacent to the creek corridor shall maintain a pedestrian-friendly aesthetic along with a pedestrian connection to the public trail within the creek corridor. Views of the creek from adjacent residential development shall be incorporated in design plans. Seating areas for restaurants and cafes are encouraged along the riparian area. Because a pedestrian trail in the riparian area is an anticipated requirement of development along Brickyard Creek, walls and building elements facing the creek corridor shall not be designed to have service areas or blank walls facing the creek. (Ord. [1931-19](#) § 2 (Exh. A) (part), 2019)

John Coleman

From: Scarlet Ponder <Scarlet@therjgroup.com>
Sent: Wednesday, October 20, 2021 2:41 PM
To: John Coleman
Cc: Janicki, Rob; Carrie Veldman
Subject: Written comment for 10/19 Planning commission meeting

CAUTION: This email originated from outside of the City of Sedro-Woolley mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi John,

Rob asked that I send you our written comments from the RJ Group for the 10/19 Planning Commission meeting, on the requested amendments to the Urban Village Mixed Use parking regulations, to supplement our spoken comments from last night's meeting:

The intent of the UVMU overlay is to “encourage commerce by creating a pedestrian-friendly environment that accommodates both shoppers and its residents. The proposed revisions are intended to address two key issues with the current UVMU parking requirements, as stated below.

The first issue is that currently, commercial parking is always required in addition to residential parking with no shared spaces allowed. This parking requirement is in fact restrictive to meeting the intent, functionality and experience of an urban village, and results in unnecessarily large expanses of parking which take up significant space. Allowing the use of shared parking agreements in the UVMU overlay is an elegant solution which would allow additional flexibility to ensure that parking needs of a development can be adequately meet commercial and residential parking needs and provide a better urban village experience for users. The proposed shared parking agreement would be approvable at the discretion of the planning director, allowing for discussion between the developer and the city about the best way to achieve shared parking on a project-by-project basis. Shared parking agreements have been successfully implemented in cities around the country, in places as varied as San Diego CA, Nashville TN, North Kansas City MO, and West Hartford CT.

The second issue is that off street parking is not currently counted toward the overall parking count. While current code doesn't prohibit this, precedent is that COSW doesn't accept on street parking toward parking counts. From a development perspective, building on-street parking stalls in addition to a full parking area meeting UVMU parking requirements creates redundant development costs, because the developer is essentially paying to develop parking spaces in the ROW above and beyond what is required to serve the project. On-street parking in the ROW that is directly adjacent to any proposed UVMU project will work to serve the proposed development, especially those commercial spaces with public street frontage. Allowing projects to count these stalls toward overall parking count works to meet the intent of the overlay and provide a more pedestrian friendly design, while still providing adequate parking to users to access the site.

The RJ Group is prepared to return to the Planning Commission to present more site-specific information regarding anticipated parking demands, how shared parking can successfully be implemented, and how any potential overflow issues can be anticipated and addressed.

Thank you,
Scarlet

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Scarlet Ponder

Project Manager



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222 Grand Ave. Suite C. Bellingham, WA 98225

www.therjgroup.com

"Make no little plans; they have no magic to stir men's blood" ~Daniel Burnham



BYK Construction, Inc.

Main Office: 702A Metcalf Street, Sedro Woolley, WA 98284

To the Planning Commission of Sedro-Woolley –

This letter is in regards to the review of the UVMU parking code when it comes to commercial parking requirements. In exhibits below I show you that our specific site at 820 Trail Road was severely hindered due to the City of Sedro-Woolley requirements for the commercial parking.

Our residential parking requirements for our 65 unit development is 100 stalls. 29 of these stalls will be residential only parking indoor in a parking garage on the first level.

Our Commercial parking requirement is 40 stalls for our 11,760 sf of commercial space. This is a lot of parking stalls for businesses, especially since the business's share parking with the residential parking lot during business hours.

The ebb and flow of parking during the day has busy times, but it has been proven time and time again that the commercial use and residential use combining a percentage of their stalls for shared use works.

Our initial parking included the offsite parking, 14 spaces that is adjacent and in front of the commercial space for our project. This offsite parking is not currently built. This offsite parking is built only by us building the offsite parking. See exhibit E that shows the street, in which a sign says no parking currently. This is free parking created for by our development but yet, our business can't use the created parking in our parking count? We lost 3,000 sf of green space in our park area a total of 23%. We had a very nice park area for our tenants that and it was cut down for the excessive parking requirements of the commercial spaces.

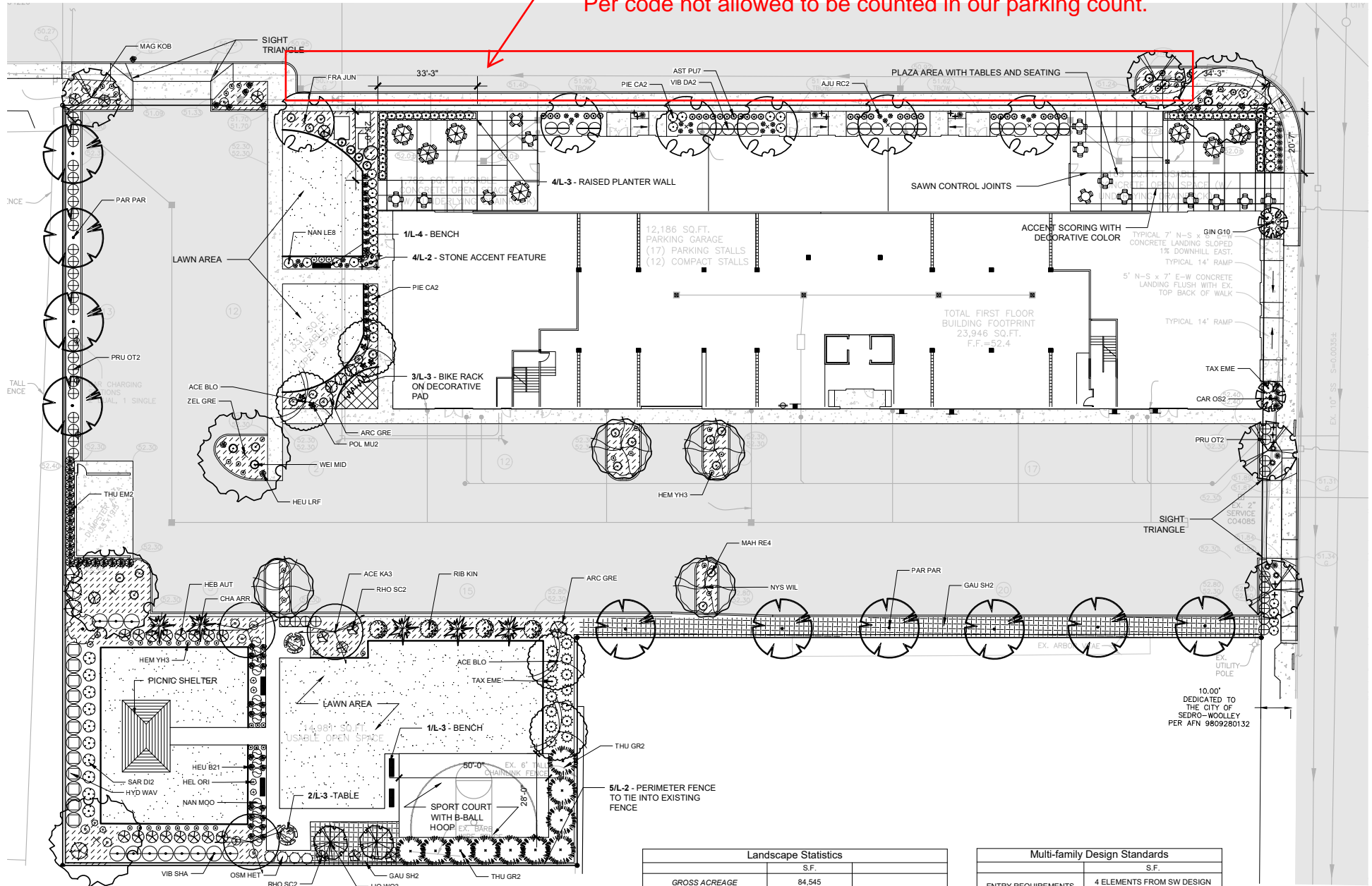
If we create the parking we should be able to use the parking in our count. The required parking for the commercial space that is created should be able to use the offsite parking in its calculated totals. The City of Sedro-Woolley needs to begin monitoring the on street parking throughout the right of way. This needs to be managed so Business's don't get hurt by people parking extra vehicles where they shouldn't. Since the City has no monitoring system, we have no way to combat parking issues.

Be Blessed,

Paul Woodmansee 10.19.2021

Exhibit A - First landscape plan rendering

14 Parking stalls in street created by Project that is not currently there. Per code not allowed to be counted in our parking count.

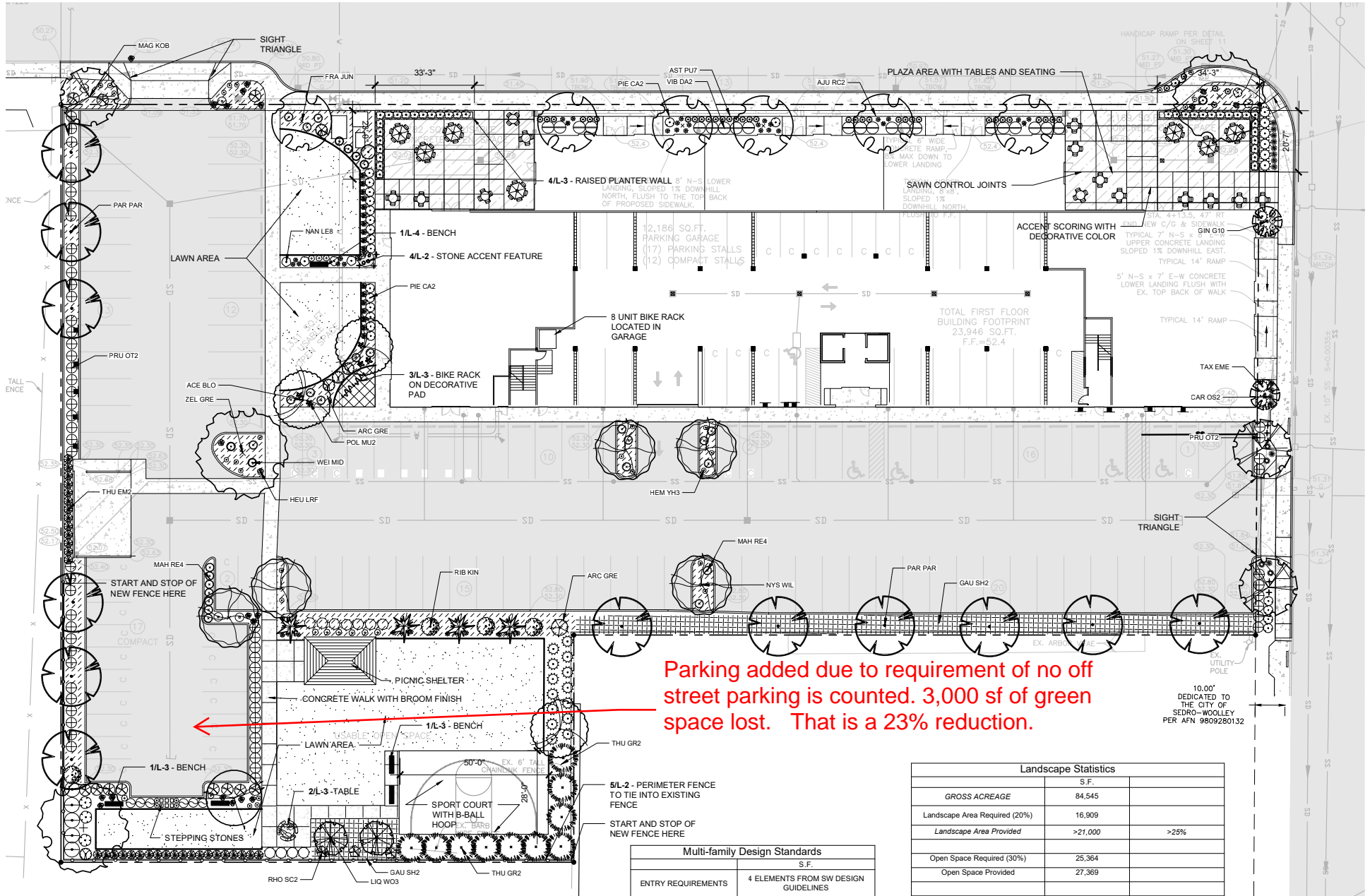


PLANTING PLAN
1" = 20'-0" (CHECK SCALE BAR FOR ACCURACY)

Landscape Statistics		
	S.F.	
GROSS ACREAGE	84,545	
Landscape Area Required (20%)	16,909	
Landscape Area Provided	>25,000	>30%
PARKING LOT LANDSCAPE	99 SPACES	

Multi-family Design Standards	
	S.F.
ENTRY REQUIREMENTS	4 ELEMENTS FROM SW DESIGN GUIDELINES
provided	1 - Special Paving at Walkway
	2 - Seating at Entrance
	3 - Open Space at Entrance
	4 - Accent Rock feature

Exhibit C -Required Landscape plan after code review



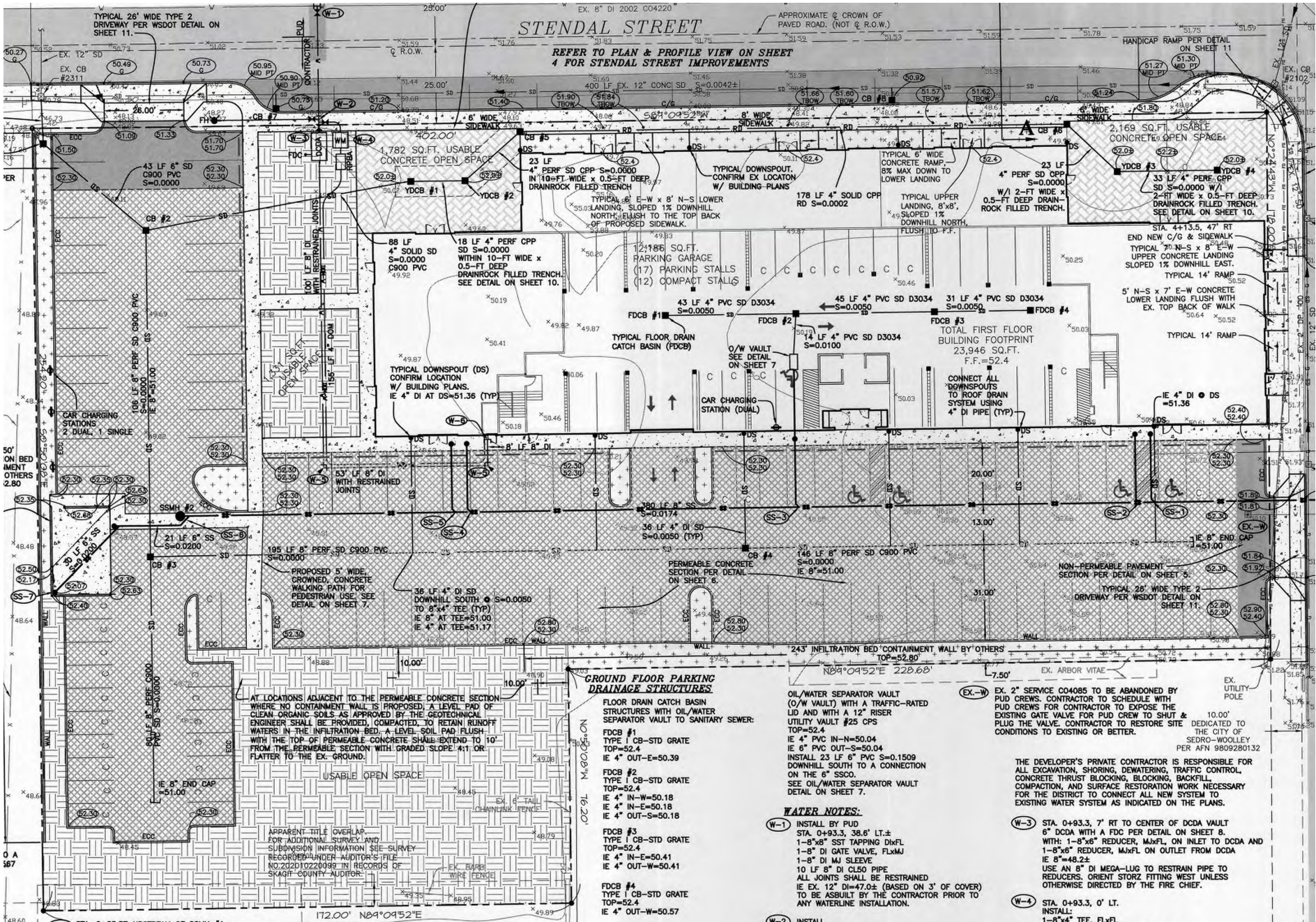
Parking added due to requirement of no off street parking is counted. 3,000 sf of green space lost. That is a 23% reduction.

PLANTING PLAN
1" = 20'-0" (CHECK SCALE BAR FOR ACCURACY)

Multi-family Design Standards	
S.F.	
ENTRY REQUIREMENTS	4 ELEMENTS FROM SW DESIGN GUIDELINES
provided	1 - Special Paving at Walkway
	2 - Seating at Entrance
	3 - Open Space at Entrance
	4 - Accent Rock feature

Landscape Statistics	
	S.F.
GROSS ACREAGE	84,545
Landscape Area Required (20%)	16,909
Landscape Area Provided	>21,000 >25%
Open Space Required (30%)	25,364
Open Space Provided	27,369
Usable Open Space Required (25%)	21,136
Usable Open Space Provided	23,819
PARKING LOT LANDSCAPE	111 SPACES

Exhibit D -Required Civil plan after code review





A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON,
TO DENY THE REQUESTED AMENDMENTS TO THE PARKING REGULATIONS IN CHAPTER
17.21 SWMC – URBAN VILLAGE MIXED USE OVERLAY

WHEREAS, a request was received from The RJ Group and BYK Construction to amend the regulations in Chapter 17.21 SWMC – Urban Village Mixed Use Overlay concerning parking requirements for mixed-use buildings; and

WHEREAS, the Planning Commission held a public hearing on January 18, 2022 and following the public hearing adopted Findings of Fact, Conclusions and Recommendation for amendments to Chapter 17.21 SWMC; and

WHEREAS, the City Council does not agree with the Planning Commission findings and recommendations; and

WHEREAS, the City Council finds that the proposed amendments to the parking regulations in the Urban Village Mixed Use Overlay will likely cause parking problems and traffic congestion in the area; and

WHEREAS, the City Council finds that proposed amendments are not in the best interest of City of Sedro-Woolley citizens and does not promote the health, safety and welfare of the citizens of the City of Sedro-Woolley; and

WHEREAS, the City Council adopts the forgoing as its findings of fact justifying its adoption of this Resolution; now, therefore,

THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, HEREBY
RESOLVES AS FOLLOWS:

Section 1. The amendments to Chapter 17.21 SWMC proposed by The RJ Group and BYK Construction are denied by the City of Sedro-Woolley City Council.

Section 2. This resolution shall be effective immediately upon passage.

Section 3. The provisions of this resolution are declared to be severable, and if any section, sentence, clause or phrase of this resolution shall for any reason be held invalid or unconstitutional or if the application of this ordinance to any person or circumstances shall be held invalid or unconstitutional, such decisions shall not affect the validity of the remaining sections, sentences, clause or phrases of this resolution.

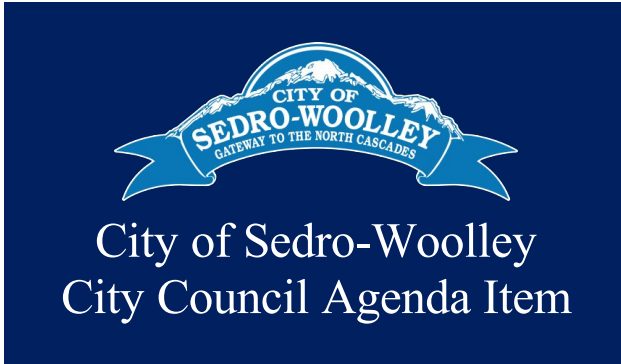
PASSED by majority vote of the members of the Sedro-Woolley City Council this _____ day of June, 2022, and signed in authentication of its passage this _____ day of June, 2022.

By: _____
JULIA JOHNSON, MAYOR

ATTEST: _____
KELLY KOHNKEN FINACE DIRECTOR

APPROVED AS TO FORM:

NIKKI THOMPSON, CITY ATTORNEY



Agenda
Item No.
Date: June 22, 2022
Subject: Change Order 6 Contract 2021-PW-02
Faber Construction - WWTP Lab/Ops
and PW Building Project

FROM:

Mark A. Freiberger, PE, Director of Public Works

RECOMMENDED ACTION:

Authorize Mayor Johnson to sign Proposed Change Order 30 to Agreement 2021-PW-02 with Faber Construction Corp in the amount of \$760,031.08 plus sales tax.

Authorize Public Works Director Mark Freiberger to direct the Contractor to proceed with the work under PCO-030.

ISSUE:

Should Council authorize Mayor Johnson to sign Proposed Change Order 30 to Agreement 2021-PW-02 with Faber Construction Corp in the amount of \$760,031.08 plus sales tax?

BACKGROUND/SUMMARY INFORMATION:

The city awarded Agreement 2021-PW-21 for the construction of the WWTP Laboratory/Operations Building and Public Works Building Project to Faber Construction Corporation on 8/26/2021. The original scope of work included under Alternate #1 construction of the Public Works building and a limited amount of grading and paving adjacent to the building. Alternate #2 included excavation and grading to subgrade level for the final paving of the larger Public Works site, including the location of a future Vehicle Storage Building. Storm drainage, frontage improvements, fueling station and final paving for the larger site were left out of the original bid scope due to budget concerns. Also left out of the bid scope due to budget concerns were finish improvements for the second floor of the Public Works Building, including offices for the Solid Waste/Fleet and Public Works Operations Supervisor. The thought at the time was that these improvements would follow the contract work as funding became available.

Funding for the Public Works Building and Site Work is from the Office of the State Treasurer LOCAL bond program, total \$4,000,000. Bond payments are covered by annual contributions from Fund 401 Wastewater, 412 Solid Waste, Fund 425 Storm Water and General Fund totaling \$289,998 per year. Annual Bond payments are \$253,500 per year for 20 years, with payments due in June and December. The first loan payment was due June 1, 2022. Funds have been accumulating in Fund 505 since 2019, with a balance of \$758,268 at the end of 2021. These accumulated funds are available to fund the Public Works Building project. Surplus funds from annual payments vs revenue (estimated at \$36,498 per year) will accumulate towards the future building improvements.

At bid close, the contract work came in below the overall budget for Alternate #1 and 2 such that there is

capacity to fund deferred site work and second floor improvements.

Proposed Change Order 30 will complete the storm drainage system, provide water treatment, complete asphalt pavement and frontage improvements and construct the fuel island as originally planned. It will also excavate and place gravel for the future Vehicle Storage Building footprint such that the area will be useable for parking, and ready for future building construction. Utility stub ins will also be installed such that pavement cuts will not be required for the future building. The contractor's proposal for PCO-030 is \$760,021.08 (excluding sales tax). The City's estimate for this work is \$727,000. Staff has tentatively agreed to the contractor's proposed amount, subject to confirmation of several conditions in the proposal.

Also under consideration is an additional Proposed Change Order to complete the Public Works Building 2nd Floor improvements will provide the originally planned offices, a restroom and a training space, including wall, floor and ceiling finishes. The current Architect's Estimate for this work is \$357,006. This will be the subject of a later council memorandum once the contractor's estimate is received, expected within the next week. We anticipate bringing this second PCO to council at the July 13, 2022 meeting.

Completing the site development and 2nd floor finish work as part of the current contract is highly desirable, as the added site paving and second floor improvements will provide all planned improvements for the site with the exception of the Vehicle Storage Building. Staff will continue to pursue funding for the Vehicle Storage Building (currently estimated at \$3.1 million) separately. Having the site work completed will enhance efforts to fund the building, and allow for best use of the site in the interim. It is anticipated that the Vehicle Storage Building would be constructed in conjunction with the next WWTP Expansion, currently scheduled for 2026-2027.

Other planned site improvements south of the Alternate #2 paved area will be completed with the planned Wastewater Treatment Plant upgrade, currently estimated for 2026-2027. The WWTP upgrade will displace the current Public Works Operations buildings located south of the new WWTP Lab/Ops Building. As a result, the WWTP Upgrade will provide funding for replacement of the building square footage, and will act as partial funding for the future building project.

Following is an analysis of the current status of the project and funding available.

**FISCAL IMPACT, IF APPROPRIATE:
PROJECT COST**

Contract - Original Alternate #1 Bid.....	\$2,211,000
Original Alternate #2 Bid.....	\$107,000
TOTAL ALTERNATES #1 AND 2.....	\$2,318,000
Change Orders to date and estimated to completion.....	\$161,371
Total before Sales Tax.....	\$2,479,371
Total with Sales Tax (8.5% in 2021, 8.6% in 2022).....	\$2,692,327
Engineering Expenses and Construction Management.....	\$310,437
Miscellaneous Expenses (Permits, Furnishings, etc).....	\$229,915

Ineligible Expenses (Furnishings).....\$109,200
Total Estimated Project Cost, Bid Scope of Work.....\$3,341,879

FUNDING AVAILABLE

OST LOCAL.....\$4,000,000
 FUND 505 2021 Ending Fund Balance.....\$758,268
Total Funding Available.....\$4,758,268

Net Funds Available for CO 6.....\$1,416,389

PROPOSED CHANGE ORDER 6

Public Works Site Development (PCO-030).....\$760,032
 Public Works Building 2nd Floor improvements (CA Estimate)..\$357,006
 Preliminary Subtotal Change Order 6.....\$1,087,912
 Sales Tax.....\$93,560
Total Change Order 6.....\$1,181,472

AE Expense.....\$82,500
 Total.....\$1,263,972

BALANCE (CONTINGENCY).....\$152,416

ANALYSIS AND RECOMMENDATION

Total funds available for the Public Works Building portion of the project are \$4,758,268 as noted in the Background section.

The above analysis shows the current status of the Public Works Building project, including executed changes and anticipated other costs shown. The project is approaching 75% completion and we do not anticipate any additional major change orders besides what is proposed in this memorandum. Based on this analysis, there is \$1,416,386 available for the proposed changes.

The Contractor's Proposed Change Order 30 for the Site Development work totals \$760,031.08 (excluding sales tax). The pending proposed change for the 2nd Floor Finish Work at \$357,006. The total for both of these PCOs is \$1,087,912. There are sufficient funds available to move forward with these changes, with a contingency of \$152,416.

It should be noted that some elements of the PCO-030 Site Development work are still under design, and the final cost will be reflected in a future Change Order 6 incorporating both proposed changes. The main unknown is how much over excavation and backfill work will be required. Geotechnical exploration indicates that there could be an additional 600 cubic yards of over excavation, at a cost of \$75,000 to \$100,000; this will not be known until the work is completed. The sanitary sewer service and storm water design is also

under review and may increase the cost by \$50,000; the final design elements will be known by the time of the 6/22/22 Council meeting. The budget contingency appears to be adequate to cover these costs.

We have the option of scaling back PCO-030 or the 2nd floor improvements once final cost estimates are available.

Faber included a condition in the PCO-030 proposal that the site development work be started by June 23, 2022. This is based on their overall project schedule and other commitments. PCO-030 anticipates that the Site work will be done within the remaining contract days, and will not delay the scheduled September completion of the project.

Moving forward with these changes will take advantage of the current contractors' mobilization and avoid the additional inflation anticipated in the near future. It will complete the original scope for the project except for the future Vehicle Storage Building. It will provide a pad ready site for the future building, and a fully functioning Public Works facility for use by city forces. Funding budgeted for the project is available. The work is within the work area of the existing contract. The contractor will complete the work within the timeline of the existing contract.

Based on these factors, Staff recommends approval of PCO-030. With Council approval, staff will authorize the contractor to proceed with the work as of June 23, 2022. A formal Change Order will be presented to council once the final numbers are available.

ATTACHMENTS:

1. PCO-030 Alternate #2 Enhanced Scope
2. A-2.1 PUBLIC WORKS BUILDING SECOND FLOOR IMPROVEMENTS
3. C08 PUBLIC WORKS FACILITY SITE PLAN
4. Aerial Map of the WWTP Lab/Ops Building and Public Works Building Site



FABER CONSTRUCTION CORPORATION
 5033 Claremont Way
 Everett, Washington 98203
 Phone: (206) 719-1012

Project: 2155.3 - Waste Water Facility - City of Sedro Woolley
 405 Alexander Street
 Sedro-Woolley, Washington

Prime Contract Potential Change Order #030: Alternate #2 Enhanced Scope

TO:	CITY OF SEDRO WOOLLEY 325 METCALF STREET SEDRO WOOLLEY Washington, 98284	FROM:	FABER CONSTRUCTION CORPORATION 6951 Hannegan Rd. Lynden Washington, 98264
PCO NUMBER/REVISION:	030 / 0	CONTRACT:	1 - Waste Water Facility - City of Sedro Woolley Prime Contract
REQUEST RECEIVED FROM:	Rob Liden (FABER CONSTRUCTION CORPORATION)	CREATED BY:	Angie Cibert (FABER CONSTRUCTION CORPORATION)
STATUS:	Pending - In Review	CREATED DATE:	6/15 /2022
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Unit/Quantity Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$760,031.08

POTENTIAL CHANGE ORDER TITLE: Alternate #2 Enhanced Scope

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

Pricing for enhanced Alternate #2 site work and utilities per the preliminary drawing set provided by Quentin via 6/3/22 email. This proposal is contingent upon receiving approval and NTP no later than Friday, June 24th to enable us to schedule the work within the current project timeline without extended GC's. Additional schedule days and GC's may be required if we encounter unsuitable soil conditions, adverse weather conditions for a sustained period, or further design revisions that significantly modify the work. Excludes permits, bollards by others, contech filters, and sewer rerouting revisions pending receipt of formal drawings. Assumptions were made waiting final details on the bay filter referenced on C10 and C13. The gate proposal is based on utilizing the existing fence without further modification (patching, repair, etc.). Landscape is setup as an allowance awaiting a formal quote.

ATTACHMENTS:

[PCO-030 Alternate #2 Enhanced Scope.pdf](#)

#	Cost Code	Description	Type	Quantity	Units	Unit Cost	Pre-Markup Subtotal	General Contractor Overhead & Profit - Construction (10.00% Applies to Other, Labor, Equipment (Owned), Rental, Subcontract, and Purchase Order.)	Civil Overhead & Profit (10.00% Applies to Material.)	Subtotal
1	26-10-01 - Electrical	PCEC - CO #15 Added Conduits	Subcontract	0.0	ls	\$0.00	\$27,138.24	\$ 2,713.82	\$ 0.00	\$29,852.06
2	32-70-10 - Chain Link Fencing	Guyline Fencing - CO #xx V-Track Gate	Subcontract	0.0	ls	\$0.00	\$4,500.00	\$ 450.00	\$ 0.00	\$4,950.00
3	50-10-01 - General	Landscape Allowance	Other	0.0	ls	\$0.00	\$12,000.00	\$ 1,200.00	\$ 0.00	\$13,200.00



	Contingency									
4	01-10-30 - Superintendent	Site Superintendent coverage	Labor	0.0	Is	\$0.00	\$4,750.00	\$ 475.00	\$ 0.00	\$5,225.00
5	50-10-61 - Civil Change Order	Faber Civil - Refer to attached SOV	Material	0.0	Is	\$0.00	\$619,280.00	\$ 0.00	\$ 61,928.00	\$681,208.00
Subtotal:										
							\$667,668.24	\$4,838.82	\$61,928.00	\$734,435.06
General Liability Insurance : 1.50% Applies to Labor, Material, Equipment (Owned), Rental, Other, Subcontract, and Purchase Order.										\$ 11,016.53
Payment & Performance Bond : 1.50% Applies to Labor, Material, Equipment (Owned), Rental, Other, Subcontract, and Purchase Order.										\$ 11,016.53
B&O Tax: ≈ 0.49% Applies to Labor, Material, Equipment (Owned), Rental, Other, Subcontract, and Purchase Order.										\$ 3,562.96
Grand Total:										\$760,031.08

Quentin Sutter (CARLETTI ARCHITECTS)
 116 E Fir Street Suite A
 Mt. Vernon Washington 98273

CITY OF SEDRO WOOLLEY
 325 METCALF STREET
 SEDRO WOOLLEY Washington 98284

FABER CONSTRUCTION CORPORATION
 6951 Hannegan Rd.
 Lynden Washington 98264

 SIGNATURE DATE
 Sedro-Woolley

 SIGNATURE DATE
 City Council Packet

 SIGNATURE DATE
 131



POTENTIAL CHANGE ORDER PROPOSAL

PROJECT: Sedro-Woolley WWTP
ARCHITECT/ENGINEER: Carletti
REFERENCE: Alternate #2 Enhanced Sitework & Utilities
PERMIT:

DATE:
COP #:

DESCRIPTION: Pricing for enhanced Alternate #2 site work and utilities per the preliminary drawing set provided to the City of Sedro-Woolley via 6/3/22 email. This proposal is contingent upon receiving approval and NTP no later than Friday, June 24th to enable us to schedule the work within the current project timeline without extended GC's. Additional schedule days and GC's may be required if we encounter unsuitable conditions, adverse weather conditions for a sustained period, or further design revisions that significantly modify the work.

Excludes permits, bollards by others, contech filters, and sewer rerouting revisions pending re-submission of formal drawings. Assumptions were made waiting final details on the bay filter referenced on C13. The gate proposal is based on utilizing the existing fence without further modification (per drawing C13).

AMOUNT OF PROPOSED CHANGE: \$760,031.08
WSST - NA:
TOTAL: \$760,031.08

Estimated Time: Working Days
ATTACHMENTS: PCO Pricing

APPROVALS:

Faber Construction

City of Sedro-Woolley

Project Manager

Director of Public Works

Date

Date

Jake Seibel

From: Quentin Sutter <quentin@carlettiarchitects.com>
Sent: Friday, June 3, 2022 1:03 PM
To: Chris O'Day; Mark Freiberger
Cc: Jake Seibel; Greg Faber
Subject: RE: alt 2 plans and update
Attachments: Operations Site Development Pre-Lim Set.pdf

Chris,

Sorry for the delay. I got the updated Civil Plans about 10 mins after our phone conversation.

I looked through the civil plans and even though they say "pre-lim" it looks like they made all correction pickups. So these should make it easy as they should be the finals.

Selina still has to back check them then they will be signed for finals which we should get next week.

Quentin Sutter, LEED GA
Architect, WA Lic #10558

www.carlettiarchitects.com
Ph: 360-424-0394 ext.110

From: Chris O'Day [mailto:ChrisO@faberconstruction.com]
Sent: Thursday, June 02, 2022 9:00 AM
To: Mark Freiberger; Quentin Sutter
Cc: Jake Seibel; Greg Faber
Subject: alt 2 plans and update

Good morning guys,

I was curious if there is any update on Alt 2? It's getting close to crunch time, and we haven't seen or heard anything yet in relation to it.

Regards,



Chris O'Day
Project Engineer
ph: [360.354.3500](tel:360.354.3500) | Cell: 360-599-7360 f: 360.354.0335
e: chriso@faberconstruction.com | faberconstruction.com | [facebook](https://www.facebook.com/faberconstruction) | [LinkedIn](https://www.linkedin.com/company/faberconstruction)



6951 Hannegan Road, Lynden, WA 98264
Phone 360.354.3500 | Fax 360.354.0335 | Email info@faberconstruction.com

faberconstruction.com

SCHEDULE OF VALUES 2155.2 Sedro Woolley Waste Water Facility ALT 2

Number	Description	SOV
1	Site Prep	\$4,523.34
2	Erosion Control	\$7,149.43
3	Earthwork	\$184,711.31
4	Sewer	\$45,099.85
5	Storm	\$103,847.60
6	Water	\$16,140.47
7	Dry Utility	\$10,643.48
8	Road Work	\$247,164.53
CONTRACT TOTAL:		\$619,280.00



PACIFIC COAST
ELECTRICAL CONTRACTORS, INC.
16620 North Road * Bothell, Washington 98012-5908
TEL (425) 741-2700 * FAX (425) 741-2600

June 7, 2022

Faber Construction Corporation
131 East Grover Street
Lynden, WA 98264

Attn.: Jacob Seibel

RE: City of Sedro-Woolley Wastewater Facility
Sedro-Woolley Wasterwater Facility
COP# CCD# RFI# PCEC RFI#
PCEC COR# 015.0

Dear Jacob

Pacific Coast Electrical Contractors, Inc. is pleased to quote a lump sum additive change order price for the above referenced work as described on our attached worksheets in the amount of \$27,138.24

*We will not proceed with this change to our work until directed by Faber Construction Corporation
Light fixtures and equipment will not be released for production or canceled as appropriate until receipt of written notice to proceed with this work. Our schedule may be impacted due to this revision. We will advise shipping schedules after direction has been provided to us.*

Our proposal is based upon completing all work during normal working hours. All general clarifications and exclusions on our bid day proposal apply to this proposal. Proposal is valid for 30 days unless required otherwise within the contract documents.

We will require an additional 0 days added to our schedule after receipt of written approval and required material products for this change to our scope of work.

The pricing of this change order is based solely on direct cost elements such as labor, material, and normal markups, and does not include any amount for changes in the sequence of work, delays, disruption, rescheduling, extended overhead, acceleration, and/or impact cost, which it is not possible to assess at the present time. Right is expressly reserved to make claim for any and all of these related items of compensable cost overruns prior to final settlement of this contract.

I hope our pricing meets your expectations for the required change to our work. Please feel free to call should you have any questions regarding this change proposal.

Sincerely,

Scott Driscoll
Project Manager
Enclosures: (4) worksheets



Subcontractor Breakdown Summary

Project Name: Sedro-Woolley WWTP Lab, Operations Buildings, and Sitework

COP No. 15

Project No. 2155.3

Source Documents: []

Date: 6/7/2022

Contractor: Pacific Coast Electrical Contractors

Contractor Ref. No. []

Description: Pricing for Preliminary site work for Alt #2 area. 3 future car charging stations are daisy chained together with 1 - 3" PVC Conduit.

1. DIRECT CRAFT LABOR COST (from attached cost breakdown form)		\$ 8,313.38
a. crew (apprentices, journeymen, & laborers)	\$ 7,229.03	
b. foreman	\$ 1,084.35	
DIRECT LABOR SUBTOTAL	\$ 8,313.38	

2. MATERIAL COST (from attached cost breakdown form)	\$ 13,861.73
---	---------------------

3. EQUIPMENT COST (from attached cost breakdown form)	\$ -
--	-------------

4. SUPERVISION/SAFETY COST (from attached cost breakdown form)	\$ 1,777.44
---	--------------------

SUBTOTAL 1 thru 4 \$ 23,952.55

5. OVERHEAD & PROFIT		\$ 2,395.26
a. 10% portion of 1, 2, & 3 for ADD Changes	\$ 2,395.26	
b. 7% portion of 1, 2, & 3 Credit for DEDUCT Changes	\$ -	

6. SUB-TIER SUBCONTRACTORS		\$ -
a.	\$ -	
b.	\$ -	
c.	\$ -	
d.	\$ -	
e.	\$ -	
f.	\$ -	

7. OVERHEAD & PROFIT ON SUB-TIER SUBCONTRACTORS		\$ -
a. 8% of Line 5 for ADD Changes	\$ -	
b. 4% of Line 5 Credit for DEDUCT Changes	\$ -	

8. INSURANCE	3.00% % of 1-7	\$ 790.43
---------------------	-----------------------	------------------

TOTAL COST \$ 27,138.24

Form Revised 10/20/2021

[Items and ByProducts]

Item #	Item Name	Quantity	Price	U	Ext Price	Labor	U	Labor Ext
Label Set: Combined, Combined, Combined, Combined, Combined					\$13,861.73			76.88
2,764	2" X 12" NIPPLE GRC	2.00	\$6,224.00	C	\$124.48	0.60	E	1.20
2,782	3" X 12" NIPPLE GRC	8.00	\$14,516.80	C	\$1,161.34	0.90	E	7.20
3,986	3/8-16 X 1-1/2 CAP SCREW	10.00	\$17.70	C	\$1.77	2.85	C	0.28
4,315	3/8" FLAT CUT WASHER-ZINC	10.00	\$12.06	C	\$1.21	0.70	C	0.07
4,398	3/8 MACHINE BOLT ANCH	10.00	\$37.03	C	\$3.70	18.00	C	1.80
5,137	2 GRC/PVC COUP	4.00	\$3,342.67	C	\$133.71	0.70	E	2.80
5,139	3 GRC/PVC COUP	16.00	\$10,046.68	C	\$1,607.47	1.00	E	16.00
5,164	2 GRC/PVC 90 ELBOW	2.00	\$10,917.58	C	\$218.35	1.20	E	2.40
5,166	3 GRC/PVC 90 ELBOW	8.00	\$32,876.66	C	\$2,630.13	2.25	E	18.00
5,720	2 GRC/PVC 1H STRAP	2.00	\$7,086.00	C	\$141.72	4.25	C	0.09
5,722	3 GRC/PVC 1H STRAP	8.00	\$12,867.00	C	\$1,029.36	4.50	C	0.36
5,758	2 GRC/PVC CLAMP BACK	2.00	\$155.78	E	\$311.56	0.00	C	0.00
5,760	3 GRC/PVC CLAMP BACK	8.00	\$350.93	E	\$2,807.44	0.00	C	0.00
5,886	2 PVC 40 TRENCH	160.00	\$477.26	C	\$763.62	4.50	C	7.20
5,888	3 PVC 40 TRENCH	320.00	\$819.10	C	\$2,621.14	5.00	C	16.00
6,219	3 PVC BELL END	2.00	\$1,989.74	C	\$39.79	0.30	E	0.60
6,306	2 PVC PLUG	4.00	\$701.89	C	\$28.08	0.20	E	0.80
6,308	3 PVC PLUG	8.00	\$964.06	C	\$77.12	0.26	E	2.08
6,426	QUART REGULAR GRAY SOLVENT CEM	4.00	\$3,993.58	C	\$159.74	0.00	X	0.00
					\$13,861.73			76.88

Subcontractor Wage Rates

Project Name: Sedro-Woolley WWTP

Project No: 2155.3

Contractor: Pacific Coast Electrical Contractors



Trade & Position	Electrician JW	Electrician JW 2X	Electrician JW 2nd Shift	Electrician JW 3rd Shift							
Rate Schedule Date*											
Prevailing Wage (incl. Benefits)	\$ 90.73	\$ 151.59	\$ 100.51	\$ 109.15							
1. Hourly Wage Rate	\$ 55.86	\$ 111.72	\$ 65.52	\$ 73.40							
2. Hourly Benefits	\$ 28.11	\$ 29.78	\$ 28.40	\$ 28.64							
Subtotal	\$ 83.97	\$ 141.50	\$ 93.92	\$ 102.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Rate										
3. FUI % of 1	0.60%	\$ 0.34	\$ 0.67	\$ 0.39	\$ 0.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. FICA % of 1	6.20%	\$ 3.46	\$ 6.93	\$ 4.06	\$ 4.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. MEDICARE % of 1	1.45%	\$ 0.81	\$ 1.62	\$ 0.95	\$ 1.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. SU1 % of 1 (insert correct % to right)	5.74%	\$ 3.21	\$ 6.41	\$ 3.76	\$ 4.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. L&I WC Premium (amount per hour)		\$ 1.06	\$ 1.06	\$ 1.06	\$ 1.06						
Total (incl. payroll taxes)		\$ 92.84	\$ 158.19	\$ 104.15	\$ 113.37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Normal 1.5x Overtime Rates Calculate Automatically											
OT Wage Rate @ 1.5x		\$ 83.79	\$ 167.58	\$ 98.28	\$ 110.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits		\$ 28.11	\$ 29.78	\$ 28.40	\$ 28.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal		\$ 111.90	\$ 197.36	\$ 126.68	\$ 138.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Taxes: Lines 3-6		\$ 11.72	\$ 23.44	\$ 13.75	\$ 15.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
L&I: WC Premium		\$ 1.06	\$ 1.06	\$ 1.06	\$ 1.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Overtime Rate		\$ 124.68	\$ 221.86	\$ 141.49	\$ 155.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Premium Portion Only		\$ 31.84	\$ 63.67	\$ 37.34	\$ 41.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Form Revised 12/1/2009

NO.	DATE	BY	REVISION

LEED ACREDITED PROFESSIONAL ENGINEER
 APPROVED BY THE CITY ENGINEER AND THE PUBLIC WORKS DEPARTMENT
 LEED ACREDITED PROFESSIONAL ENGINEER AND THE PUBLIC WORKS DEPARTMENT
 APPROVED BY THE CITY ENGINEER AND THE PUBLIC WORKS DEPARTMENT

DCG civil structural
 2210 Riverside Drive
 Mount Vernon, WA 98273
 P: 360.899.5131
 www.dcg.com

CALL 811
 2 BUSINESS DAYS
 BEFORE YOU DIG

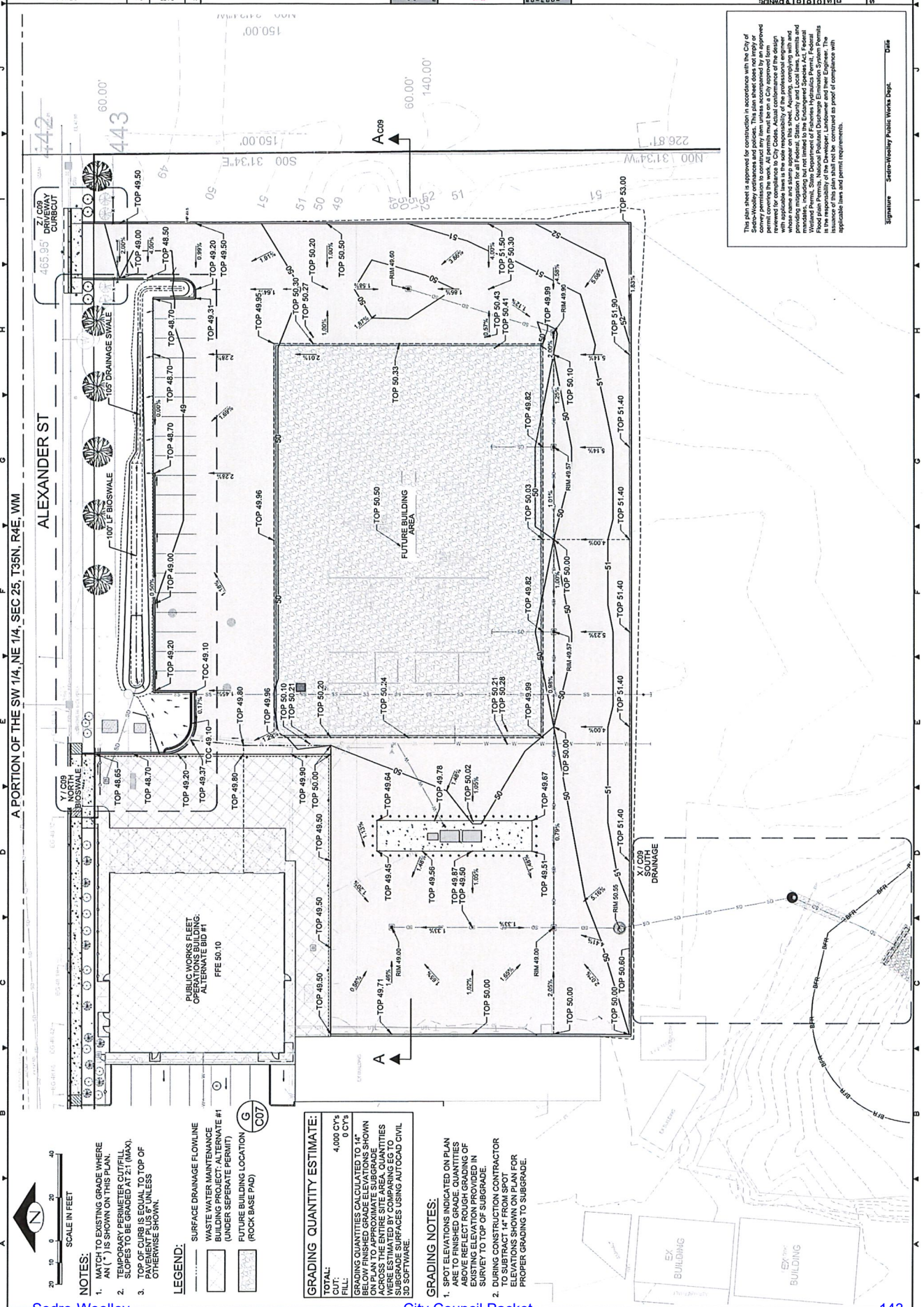


THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF SEDRO-WOOLLEY, WA. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF SEDRO-WOOLLEY, WA.

CITY OF SEDRO-WOOLLEY
 409 ALEXANDER STREET
 SEDRO-WOOLLEY, WA 98284
 OPERATIONS SITE DEVELOPMENT
 409 ALEXANDER ST, SEDRO-WOOLLEY, WA
 GRADING PLAN

PROJECT: OPERATIONS SITE DEVELOPMENT
 409 ALEXANDER ST, SEDRO-WOOLLEY, WA
 PROJ. MANAGER: []
 DESIGNED BY: []
 DRAWN BY: []
 CHECKED BY: []
 DATE: 03/20/22

SHEET NUMBER
C08



This plan sheet is approved for construction in accordance with the City of Sedro-Woolley ordinances and policies. The plan sheet does not imply or convey permission to construct any item unless accompanied by an approved permit. The contractor shall be responsible for obtaining all necessary permits for compliance with City Codes. Actual construction of the design shall be in accordance with the approved plan. The contractor shall be responsible for obtaining all necessary permits for compliance with City Codes. Actual construction of the design shall be in accordance with the approved plan. The contractor shall be responsible for obtaining all necessary permits for compliance with City Codes. Actual construction of the design shall be in accordance with the approved plan.

Signature: Sedro-Woolley Public Works Dept. Date: _____

SCALE IN FEET
 0 10 20 40

- NOTES:**
1. MATCH TO EXISTING GRADE WHERE AN (X) IS SHOWN ON THIS PLAN.
 2. TEMPORARY PERIMETER CUTFILL SLOPES TO BE GRADED AT 2:1 (MAX).
 3. TOP OF CURB IS EQUAL TO TOP OF PAVEMENT PLUS 9" UNLESS OTHERWISE SHOWN.

- LEGEND:**
- SURFACE DRAINAGE FLOWLINE
 - WASTE WATER MAINTENANCE BUILDING PROJECT: ALTERNATE #1 (UNDER SEPARATE PERMIT)
 - FUTURE BUILDING LOCATION (ROCK BASE PAD)

GRADING QUANTITY ESTIMATE:
 TOTAL: 4,000 CY's
 CUT: 0 CY's
 FILL: 0 CY's
 EXISTING QUANTITIES CALCULATED TO BE BELOW FINISHED GRADE ELEVATIONS SHOWN ON PLAN TO APPROXIMATE SUBGRADE ACROSS THE ENTIRE SITE AREA. QUANTITIES SUBGRADE SURFACES USING AUTOCAD CIVIL 3D SOFTWARE.

- GRADING NOTES:**
1. SPOT ELEVATIONS INDICATED ON PLAN ARE TO FINISHED GRADE. QUANTITIES ABOVE REFLECT ROUGH GRADING OF EXISTING ELEVATION PROVIDED IN SURVEY TO TOP OF SUBGRADE.
 2. DURING CONSTRUCTION CONTRACTOR TO SUBTRACT 14" FROM SPOT ELEVATIONS SHOWN ON PLAN FOR PROPER GRADING TO SUBGRADE.

FUTURE
DIGESTER
#3 2027
WWTP
EXPANSION

EXISTING WWTP
LAB/OPS TO BE
DEMOLISHED - 2022

NEW
LAB/OPS
BLDG
89'x11'8"
BASE
BASE
BASE

EXISTING BLDG TO
BE DEMOLISHED -
PARKS SHOP - BASE

FUTURE
CLARIFIER 3
-2027 WWTP
EXPANSION

FUTURE
OXIDATION DITCH
2027 WWTP
EXPANSION OR
LATER

EXISTING I L DGS
TO BE
DEMOLISHED
DURING 2027
WWTP
EXPANSION

NEW PARKING
LOT &
LANDSCAPING
BASE BID

ALT #1
SW/FEET/PW
OPS BUILDING
80'0"X32'9"
SCH B

NEW PARKING LOT -
ALTERNATE #1

NEW OVERHEAD
DOORS FACING
EAST, 4 BAYS

EXISTING BLDG TO
BE DEMOLISHED -
POLICE EVIDENCE

FUTURE VEHICLE
STORAGE
BUILDING
75'X134'5"

NEW PARKING LOT
GRADING & UTILITIES-
ALTERNATE #2

FUTURE
STORAGE
BUNKERS

FUTURE
POLE
BLDG
80x160
EQUIP
STORAGE

FUTURE
VECTOR
DECANT
FACILITY
70X100

FUTURE PUBLIC
WORKS YARD
EXPANSION -
GRADING AND
STRUCTURES - 2027

50' BUFFER

WETLAND "A"

SEPA PROJECT
LIMITS

WILKINSON STREET

WWTP LABORATORY/OPERATIONS BUILDING AND PUBLIC WORKS BUILDING & FACILITY IMPROVEMENTS - OVERALL SITE PLAN

Not to Scale



Agenda
Item No. _____
Date: June 22, 2022
Subject: First Amendment to Agreement with
Thompson, Guildner & Associates for
Prosecution Services. _____

FROM:

Charlie Bush, City Administrator

RECOMMENDED ACTION:

This is a first read. Staff recommends approval of the amendment when and if the Council feels comfortable with it.

ISSUE:

Should the City Council amend the contract with Thompson, Guildner & Associates to reflect additional prosecution expenses generated due to the case backlog formed by the COVID-19 pandemic?

BACKGROUND/SUMMARY INFORMATION:

The COVID-19 pandemic caused a backlog of over 700 prosecution cases in the Sedro-Woolley Municipal Court. The backlog was not anticipated by Thompson, Guildner & Associates when the firm took on prosecution services in 2022. Working through the backlog is requiring a significant amount of additional time and expenses, resulting in a request by Thompson, Guildner & Associates to the City for additional payment from the City. As a result, staff included \$50,000 in the City's American Rescue Plan Act expense plan to help Thompson, Guildner & Associates manage the expenses of working through the backlog. The Council approved the expense plan on March 23, 2022. This Council item would amend the Thompson, Guildner & Associates contract for the remainder of this calendar year. The \$50,000 allocation is spread evenly throughout the last six months of the year.

FISCAL IMPACT, IF APPROPRIATE:

\$50,000 of American Rescue Plan Act funding

ATTACHMENTS:

1. Amendment to Prosecution Agreement

**Municipal and Legal Support Services
Amendment to Retainer Agreement**

WHEREAS, the CITY OF SEDRO-WOOLLEY (hereinafter “CITY”) entered into a RETAINER AGREEMENT FOR MUNICIPAL LAW SERVICES AND LEGAL SUPPORT SERVICES with the law firm of *Weed, Graafstra, & Associates, Inc., P.S.*, 110 Cedar Avenue, Suite 102, Snohomish, Washington, dated December 8, 2021; and,

WHEREAS, said law firm (hereinafter “ATTORNEY”) agreed to provide prosecuting services at a flat rate of four-thousand one hundred dollars (\$4,100) per month in Section III. Compensation B. Prosecuting Services of said retainer agreement; and,

WHEREAS, the number of prosecution cases from 2021 and prior years far exceeds the anticipated number of cases to be transitioned as of January 1, 2022; and,

WHEREAS, the COVID-19 pandemic and resulting Washington State guidelines regarding the operation of courts, the incarceration of prisoners, and the prosecuting of crimes caused the existing and new prosecution cases to be delayed and continued to future years; and,

WHEREAS, under normal circumstances the City of Sedro-Woolley prosecuting attorney would not have maintained this number of open prosecution cases; and,

WHEREAS, the indigent defense attorney contract also transitioned as of January 1, 2022, causing additional work to negotiate existing cases for the new prosecuting ATTORNEY and new indigent defense attorney; and,

WHEREAS, the CITY received American Rescue Plan Act (ARPA) funds to alleviate the burden of extra costs incurred due to the COVID-19 pandemic; and,

WHEREAS, the CITY approved an ARPA expense plan on March 23, 2022 that included \$50,000 for the purpose of assisting with the prosecution backlog; and,

WHEREAS, the ATTORNEY requires attorney and paralegal hours far in excess of the anticipated number of hours in the original retainer agreement; and,

WHEREAS, the CITY’s public defense firm is compensated at a rate of \$95,000 for fewer cases than the ATTORNEY is required to prosecute: and,

WHEREAS, the excess case load and additional work required necessitates an amendment to the existing retainer agreement;

NOW, THEREFORE, the CITY and ATTORNEY agree to amend the original retainer agreement dated December 8, 2021 as follows:

Section I - PARTIES/EMPLOYMENT

The CITY OF SEDRO-WOOLLEY (hereinafter "CITY") agrees to retain the law firm of WEED, GRAAFSTRA AND ASSOCIATES, INC., P.S., now known as THOMPSON, GUILDNER & ASSOCIATES as of July 1, 2022; 110 Cedar Avenue, Suite 102, Snohomish, Washington, and said law firm (hereinafter "ATTORNEY") agrees to provide municipal law services and legal support services on the terms and conditions stated below. The ATTORNEY shall serve at the pleasure of the Mayor; PROVIDED, that all decisions relative to such retention, or termination of the same, shall be subject to confirmation by a majority vote of the City Council.

Section III – COMPENSATION; subsection B. Prosecuting Services:

B. Prosecuting Services: Prosecuting Attorney services shall be charged at a flat rate of \$4,100.00 per month for the following:

1. To act as prosecutor (or to contract for such services) for the City in justice court, including preparation and/or negotiation of all justice court cases, including appeals to superior court.
2. Prosecuting Attorney services shall be charged an additional rate of eight thousand three-hundred thirty-three dollars (\$8,333) per month through December 31, 2022. The additional charge shall cover the intake of prosecution cases from 2021 and prior years, and the accompanying case management, including provision of discovery, review of charges, negotiations with indigent defense and defense attorneys, etc.

All other terms of the original retainer agreement remain in full force and effect.

DATED this ____ day of _____, 2022.

THOMPSON, GUILDNER AND
ASSOCIATES, INC., P.S.

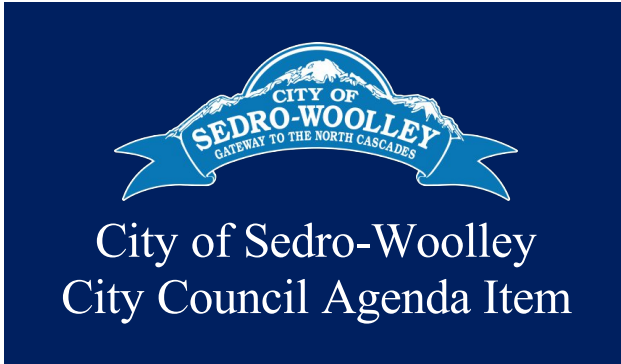
CITY OF SEDRO-WOOLLEY

By: _____
NIKKI THOMPSON, PRESIDENT

By: _____
JULIA JOHNSON, MAYOR

ATTEST:

By: _____
KELLY KOHNKEN, CITY CLERK-TREASURER



Agenda
Item No. _____
Date: June 22, 2022
Subject: Sole Source Declaration and approval
of Purchase Order 2022-PO-12 -
WWTP Rotary Screen Spiral Assembly
Replacement _____

FROM:

Mark A. Freiberger, PE, Director of Public Works

RECOMMENDED ACTION:

Approve Resolution 1094-22 waiving competitive bidding requirements and authorizing Mark Freiberger, Public Works Director, to issue the attached Purchase Order 2022-PO-12 for replacement of the WWTP Spiritec Spiral Screw Screen Spiral Assembly and wear parts with the original equipment manufacturer Aqualitec of Los Angeles, CA in the amount of \$29,861.00 plus sales tax as per Quotation 32293 dated 6/13/2022.

ISSUE:

Should council move to approve Resolution 1094-22 waiving competitive bidding requirements and authorizing Mark Freiberger, Public Works Director, to issue the attached Purchase Order 2022-PO-12 for replacement of the WWTP Spiritec Spiral Screw Screen Spiral Assembly and wear parts with the original equipment manufacturer Aqualitec of Los Angeles, CA in the amount of \$29,861.00 plus sales tax as per Quotation 32293 dated 6/13/2022?

BACKGROUND/SUMMARY INFORMATION:

On 6/6/22, Kevin Wynn, WWTP Supervisor, reported to the Director of Public Works that the south Spiral Screw Screen had failed on the morning of 6/5/2022 for unknown reasons. There are two identical screens, either of which will carry normal plant flow, so the plant remains in operation.

A crane was scheduled on 6/7/22 to remove the Screen from its normal location on top of the Headworks building for diagnostics. On removing the spiral assembly from the screen housing, it was found that one of the screw flights had broken completely. Additional evidence of fatigue on other flights were also observed. WWTP staff have welded the broken flight and apparent fatigue cracks and it is ready to reinstall. However, the additional fatigue cracking indicates the need to replace the spiral assembly permanently.

The Screen was installed as part of the 1998 WWTP upgrade. The equipment is proprietary, and parts are only available from the original manufacturer. See the attached draft Purchase Order 2022-PO-12 and Parkson Quote for details on pricing. Aqualitec has one assembly in stock and will hold this until 6/23/22. With expedited production for the wear parts the assembly can be delivered within 8 weeks (normally 14 weeks) of order.

Staff has the repaired the existing spiral assembly available to install at short notice in the event that the remaining screen fails prior to receipt of the new assembly.

FISCAL IMPACT, IF APPROPRIATE:

The work will be funded by Fund 401 SBX Account 535.50.48.050.401, budgeted at \$90,000 for 2022. Prior expenditures from this account total \$23,264.24 to date. Funding is available for this purchase.

Note that this is the fourth major equipment failure to date this year, with prior issues on an one of the Aeration System Blowers failed and replaced, failure of one of the Aeration System rotor gearboxes (repaired in house) and a UV System electronic control board failure (parts ordered). We do expect additional expenditures as the year progresses due to the age of the Plant (22 years).

ATTACHMENTS:

1. Resolution 1094-20 Sole Source Resolution to Purchase One Spiraltec Spiral Screw Screen Spiral Assembly
2. Purchase Order 2022-PO-12 Parkson - Rotary Screen Spiral Assembly
3. WWTP Memorandum dated 6/15/22 re Rotary Screen failure

Resolution No. 1094-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, WAIVING COMPETITIVE BIDDING REQUIREMENTS FOR THE PURCHASE OF REPLACEMENT ONE SPIRALTEC SPIRAL SCREW SCREEN SPIRAL ASSEMBLY AND WEAR PARTS AS MANUFACTURED BY AQUALITEC, FOR THE PURPOSE OF REPLACING FAILED EQUIPMENT AT THE WASTEWATER TREATMENT PLANT HEADWORKS BUILDING.

WHEREAS, in Smith v. Seattle, 192 Wn.2d 64, 72 P.2d 588 (1937), the Washington Supreme Court held that cities have the right to specify a particular brand of article for purchase by public contract, even where such article is held in a monopoly by a single supplier; and

WHEREAS, the Sedro-Woolley Wastewater Treatment Department has requested that the City Council authorize the purchase of one replacement Spiraltec screw screen spiral assembly and wear parts as manufactured by Aqualitec, to replace the existing failed unit located at the Wastewater Treatment Plant Headworks Building; and

WHEREAS, there is only one source of supply for the replacement parts for this equipment, from Parkson of Fort Lauderdale, FL; and

WHEREAS, RCW 35.23.352(9), as amended by chapter 120, laws of 1987, authorizes the City Council to waive competitive bidding requirements for purchasing when the purchase is clearly and legitimately limited to a single source of supply in the near vicinity

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Based upon the preceding legislative findings, the City Council hereby declares that the purchase of the Aqualitec replacement equipment is clearly and legitimately limited to a single source of supply and that the sole source of supply is Parkson of Fort Lauderdale, FL.

Section 2. Based upon the preceding legislative findings, the competitive bidding requirements for the City of Sedro-Woolley are hereby waived and the Sedro-Woolley Wastewater Department is authorized to purchase one Spiraltec screw screen spiral assembly and wear parts as manufactured by Aqualitec.

Section 3. This resolution shall take effect immediately upon passage.

RESOLVED this 22nd day of June, 2022 and signed in authentication of its passage this 23rd day of June, 2022.

MAYOR

ATTEST:

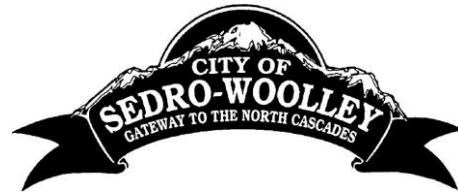
FINANCE DIRECTOR

APPROVED AS TO FORM:

CITY ATTORNEY

City of Sedro-Woolley

325 Metcalf Street
 Sedro-Woolley, WA 98284
 Phone (360) 855-0771 Fax (360) 855-0707



The following number must appear on all related correspondence, shipping papers, and invoices:

P.O. NUMBER: 2022-PO-12

VENDOR:

Vince Piagentini
 Parkson
 1401 W. Cypress Creek Rd. – Suite 100
 Fort Lauderdale, FL 33309
 Tel: (847)837-4958
 Email: vpiagentini@parkson.com

SHIP TO:

Kevin Wynn
 City of Sedro-Woolley
 401 Alexander Street
 Sedro-Woolley, WA 98284
 Tel: (360) 856-1100
 Email: kwynn@sedro-woolley.gov

PURCHASE ORDER

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
06/23/2022	Kevin Wynn			NET 30

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	LS	Spiraltec Spiral Screw Screen Spiral Assembly and parts Per Parkson Quote 32293 dated June 13, 2022 (Attached for Reference)	\$29,861.00	\$29,861.00
			SUBTOTAL	\$29,861.00
			DISCOUNT	
			SUBTOTAL	\$29,861.00
			SHIP & HANDLING	INC
			.086 SALES TAX	\$2,568.05
			TOTAL	\$32,429.05

- Please send two copies of your invoice. 535.50.48.050.401 WWTP Maint of General Equipment
- Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- Please notify us immediately if you are unable to ship as specified.
- Send all correspondence to:

Accounts Payable
City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-1661 Fax (360) 855-0707
Email: AP@sedro-woolley.gov

Authorized by _____

Date _____

From: Casey Sousa
Sent: Wednesday, June 15, 2022 3:03 PM
To: Julie Rosario; Mark Freiberger
Cc: Kevin Wynn; Ralph Kennedy
Subject: RE: Screen replacement

Bellow is a recap of the fine screen failure.

The fine screen #201 failure was noticed by WWTP Operator Carrie on Sunday morning the 5th around 10am. She was able to see the Spiral screw assembly was not turning and after further diagnosis determined the unit to be non-functionable. Carrie put the 2nd fine screen #202 online and removed fine screen #201 from service.

Monday the 6th, WWTP operator Casey was able to diagnose that the spiral screw assembly had broken somewhere in the middle of the tube and removal of the screen unit would be needed to further diagnose and repair the issue. This was necessary as the screen is in a sealed stainless-steel tube and the only way to disassemble the unit is with a crane truck to move the unit to the ground.

On Tuesday, the 7th A crane was brought in and the unit was taken and moved to the ground.

On Wednesday, the crew disassembled the fine screen and found the spiral screw assembly was broken about 2.5 ft down the shaft from the drive motor. The crew then cleaned up the area of the break and did their best to weld the unit back together. During the repair Casey noticed several cracks in the spring elsewhere as well and repaired those too. One issue that needs to be noted, the spiral assembly is made of spring steel, meaning it is made of steel designed to have flex to it. Welds are hard steel and will break over time with too much flexing. This makes the repair done to the Spiral assembly very temporary and not guaranteed it will hold or how long it will even work if put back in service.

On Thursday, the crew had a request for a quote on a new replacement spring assembly. The lead time on the assembly was 14 weeks. The crew asked that estimated shipping and expedite fee be added to the order as this is 1 of 2 units that are vital in the WWTP process.

On Monday, the 13th the crew had an updated quote for the new unit including shipping and they were able to expedite the unit from 14-week lead time to 8 weeks lead time. The quote received is for the last unit in stock and no lead time can be given on when future new units will be made and available to purchase.

This unit is the last available in stock at this time and will be needed to fix the fine screen #201 and know it will work properly.

Casey J. Sousa

*City of Sedro-Woolley
WWTP Operator*

Office: 360 856 1100 ext: 3007

Cell: 360 391 7490

Fax: 360 856 5269

csousa@sedro-woolley.gov

From: Julie Rosario <jrosario@Sedro-Woolley.gov>
Sent: Wednesday, June 15, 2022 2:02 PM
To: Casey Sousa <csousa@Sedro-Woolley.gov>

Cc: Kevin Wynn <kwynn@Sedro-Woolley.gov>

Subject: FW: Screen replacement

Casey~

Can you give Mark a call about this as soon as possible?

Thank you,

JULIE ROSARIO

PUBLIC WORKS ADMINISTRATIVE ASSISTANT/
TITLE VI COORDINATOR

City of Sedro-Woolley

325 Metcalf Street

Sedro-Woolley, WA 98284

Direct (360) 855-9932 * Fax (360) 855-0733

jrosario@sedro-woolley.gov ***NEW EMAIL, please update your records

The City of Sedro-Woolley assures that no Person shall on the grounds of race, color, national origin, sex, age, disability, income, or Limited English Proficiency (LEP) as provided by Title VI of the Civil Right Act of 1964, Title II of the American with Disabilities Act of 1990, and related Nondiscrimination authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under a City of Sedro-Woolley sponsored program or activity. The City of Sedro-Woolley assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

Para más información del proyecto en español, por favor llame al 360-855-3215.

Request for Accommodation: The City of Sedro-Woolley strives to provide accessible meetings and alternative formats for people with disabilities. Please contact the Finance Department, by email at finance@sedro-woolley.gov or by phone at (360) 855-1661 (TTY: 7-1-1 or 1-800-833-6388) two business days prior to the meeting date if any special accommodations are needed.

From: Mark Freiburger <mfreiburger@Sedro-Woolley.gov>

Sent: Wednesday, June 15, 2022 12:14 PM

To: Kevin Wynn <kwynn@Sedro-Woolley.gov>

Cc: Julie Rosario <jrosario@Sedro-Woolley.gov>

Subject: Screen replacement

Kevin,

Please prepare or have Casey or Ralph prepare a brief email summary of the screw failure including date of failure, date removed and diagnosed and findings of the review. Note that the repair is considered temporary and that the screw should be replaced as soon as practical.

I will need the memo and note quote today in order to complete the Sole Source documentation and get it on the June 22 for council action.

Thank you,

Mark A. Freiburger, PE

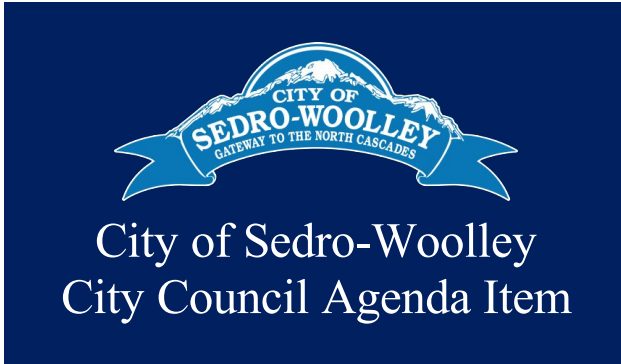
Director of Public Works

325 Metcalf

Sedro-Woolley, Washington 98284

Telephone: 360-855-9933

Cel: 360-661-6445



Agenda Item No.	
Date:	June 22, 2022
Subject:	Public Hearing and First Reading 2023-2028 Transportation Improvement Program

FROM:

Mark A. Freiberger, PE, Director of Public Works

RECOMMENDED ACTION:

First Reading and Public Hearing - No action required.

ISSUE:

Shall Council move to adopt Resolution 1095-22 adopting the 2023-2028 Transportation Improvement Program?

BACKGROUND/SUMMARY INFORMATION:

Each year, all agencies who are eligible for federal and state funding programs must submit **Six Year Transportation Improvement Program** documents to the state for inclusion in the statewide Transportation Improvement Program. The local agency TIP must include all projects that are selected for funding or anticipating funding under the Federal program for the next three years, and also includes projects eligible for such funding over six years. Project inclusion on the TIP is required to qualify for federal and most state funding. Because of these requirements, the City updates the TIP each year and coordinates this with the Comprehensive Plan and Transportation Plan. Council adopted the 2022 to 2027 TIP on July 28, 2021 under Resolution 1073-21.

A public hearing regarding the TIP and adoption of the TIP by Council Resolution is required. This year's public hearing is scheduled for the June 22, 2022 council meeting. The approved TIP is due to Skagit Metropolitan Planning Organization (SMPO) by July 29, 2022. After completing their review, the MPO will forward the combined TIP for member agencies to the County and the State.

The attached TIP is prepared in the format required by WSDOT, which results in individual sheets for each project.

The TIP has been updated from the 2022-2027 version to include current anticipated schedules, funding and updated cost estimates. Note that projects already obligated or scheduled for completion in 2022, including the Project SW38 Trail Road Overlay and Project SW33 SR20/SR9-Township Intersection Improvements do not appear on the 2023-2028 TIP.

Since the TIP is somewhat difficult to interpret by individual project, attached is a tabular version of the TIP Project List titled "**2023-2028 TIP PROJECT LIST.**" Also included for illustrative purposes is the "**2029-2045 TIP PROJECT LIST**" covering projects beyond the six-year TIP window to twenty years, the full

period covered by the 2016 Comprehensive Plan plus nine years. Also attached are **Figure 7 “State Highway Improvement Projects – 2022 Update”** and **Figure 8 “Arterial Improvement Projects 2022 Update”** from the Comprehensive Plan which combine to show all TIP projects over the twenty year planning period, excluding the annual overlay projects. The projects shown on the 2023-2028 TIP and 2029-2045 TIP Project Lists are consistent with Chapter 3 Transportation Element of the 2016 Comprehensive Plan as updated in 2018. They are also consistent with the 2022 Transportation Impact Fee Project List Update adopted by council on August 12, 2020 under Resolution 1960-20.

Changes of note since adoption of the 2022-2027 TIP are as follows:

- Moved the Township Street Overlay Project from the Illustrative list to 2026 and split the project into two phases for 2026 and 2027 for cost purposes.
- Updated estimates and construction years for the various projects making up the Jones/John Liner/Trail Road Corridor Projects based on the final Scoping Study completed in January 2020 and recent funding and development activity impacting the route. This resulted in moving Projects C1A Jones Rd Arterial Improvements and C19 Patrick Street Arterial Extension from the 6-year TIP to the illustrative TIP.
- Moved the Project C18 Portobello Street Arterial Extension from the 6-year TIP to the illustrative TIP. This project will be built as part of future development.
- Updated estimates as needed for other projects including overlays.
- Projects shown in the 2029-2045 TIP Project List have been adjusted as needed to reflect current projections.

The CN year changes can be seen by comparing the 2022-2027 TIP CN Year column shown in grey scale with the 2023-2028 CN Year Column.

Changes of note to the 2029-2045 Illustrative TIP are as follows:

- Added Project C3A Cook Road/North Trail Road Intersection Improvements. This will be for a future roundabout at the North Trail intersection estimated for 2030 at \$3.1 million. Bucko will construct a standard stop control intersection with their project in 2023; current traffic studies indicate that this configuration will work beyond 2028, but eventually volumes will dictate this upgrade.
- Added Project S15A1 SR20 West Lane Widening & Safety Improvements, Collins Rd to Hospital Drive, estimated for 2038 at \$325,000.

As is usual with the TIP project list, timing of the projects is subject to funding availability. The schedule assumes an aggressive program, and will be revised annually as circumstances develop.

FISCAL IMPACT, IF APPROPRIATE:

Fiscal impacts of individual projects will be addressed as grant applications and other specific project actions take place.

ATTACHMENTS:

1. Resolution 1095-22 Adopting the 2023-2028 TIP
2. 2023-2028 TIP Project List
3. 2023-2028 TIP WSDOT Format
4. 2029-2045 TIP Project List
5. 2023-2028 TIP Citywide Projects
6. Figure 7 State Highway Improvements 2022 Update MAP
7. Figure 8 Arterial Improvements Map

RESOLUTION 1095-22

A RESOLUTION ADOPTING THE SIX YEAR TRANSPORTATION
IMPROVEMENT PROGRAM FOR THE CITY OF SEDRO-WOOLLEY,
WASHINGTON
2023 – 2028

WHEREAS, pursuant to the provisions of Chapter 195 of the 1961 Session Laws of the State of Washington, Chapter 83 of the 1967 First Extraordinary Session of Laws of the State of Washington and RCW 35.77.101, the City Council of the City of Sedro-Woolley shall adopt a comprehensive Six-Year Transportation Improvement Program (TIP), and;

WHEREAS, a public hearing was called by the City Council for the purpose of adopting said comprehensive Six-Year TIP on June 22, 2022, at approximately 6:00 p.m., at the Sedro-Woolley City Hall, 325 Metcalf Street, Sedro-Woolley, Washington and it appeared that adoption of the Six Year Transportation Program will be good for the public.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Sedro-Woolley that the 2023 – 2028 comprehensive Six Year Transportation Improvement Program of the City of Sedro-Woolley, Washington, attached as EXHIBIT A, as adopted at said public hearing is hereby adopted and approved as the 2023 – 2028 comprehensive Six Year Transportation Improvement Program of said City.

BE IT FURTHER RESOLVED that a copy of this street program, together with a copy of this resolution shall be filed with the Skagit MPO for inclusion in the Regional Six Year Transportation Improvement Program within the next 30 days; together with copies of each with the Washington State Department of Transportation Local Programs Engineer, and the Transportation Improvement Board.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS 27th DAY OF JULY, 2022.

MAYOR JULIA JOHNSON

ATTEST:

APPROVED AS TO FORM:

City Finance Director

City Attorney



2023-2028 TIP PROJECT LIST

REVISED: 6/15/2022

Sedro-Woolley Transportation Improvement Program and Projects

MAP ID ⁽¹⁾	2022 - 2027 TIP Project	2023 - 2028 TIP CN Year	2022 - 2027 TIP CN Year	2023 - 2028 TIP Priority No.	2022 - 2027 TIP Priority No.	Project Name	Project Limits	Project Description	Priority	In Existing TIP (2021)? ⁽²⁾	Total Cost 2021 (\$1,000's) ⁽³⁾⁽⁴⁾	JONES-JOHN LINER-TRAIL RD CORRIDOR PROJECT TOTAL	OVERLAY PROJECTS, TOTAL
S17	SW41	PE/RW 2022 CN 2023	PE/RW 2022 CN 2023	1	3	SR9N/Township St & John Liner/McGarigle Intersection Improvements	SR9 MP 57.38 to MP 57.48	Intersection Improvements, including signalization or Single Lane Roundabout.	High	Yes	2,712		
C1C	SW08A	PE 2022 CN 2023	PE 2022 CN 2023	2	4	John Liner Road, Reed to Township Bicycle/Pedestrian Improvements	Reed Street to SR9/Township Street (2,000 LF)	Construct shared use path on the north side of John Liner Road from Reed to Township, including drainage and illumination.	High	Yes	579	2,712	
C24	SW24	2023	2023	3	6	Cook Road Overlay (crack seal 2017)	West City Limits to Crossroads (2,560 LF)	Grind and overlay; upgrade ADA Ramps.	High	Yes	581	579	
S14C	SW42	PE 2018-22; RW 2022; CN 2024	PE 2018-22; RW 2022; CN 2024	4	5	SR20/Cascade Trail West Extension Phase 2A, Holtcamp Road to Hodgkin Street	SR20 MP 63.64 Holtcamp Rd to SR20 MP 64.21 Hodgkin Street (3,000 LF)	Construct a shared use path along the north side of SR20 from Holtcamp Road to Hodgkin Street. PE Phase \$81,000 obligated 6/21/2018.	High	Yes	894.5		
C1B	SW06	PE 2023; RW 2024; CN 2025	PE 2023; RW 2024; CN 2024	5	7	Jones/John Liner RR Undercrossing & Roadway Extension Phase 2	Sapp Road to Reed Street (1,000 lf)	Construct new BNSF RR undercrossing and new major collector from East Jones Road to John Liner Road, including drainage, curbs, sidewalks, HMA, pavement markings and illumination.	High	Yes	11,003	11,003	
S2	SW35	2024	2024	6	8	SR20 / Reed Street Intersection Improvements	SR20 MP 65.70 to 65.72	Intersection Improvements to restrict minor approach motions to right-in,right-out.	Medium	Yes	50		
C28	SW40	2024	2024	7	10	North Reed Street Overlay Project 1 (repairs 2018, 2019; crack seal 2018)	SR20 to John Liner Road (1,500 lf)	Grind and overlay; upgrade ADA ramps..	Medium	Yes	383		383
C36	NEW SW62	2025	2025	8	12	North Reed Street Overlay Project 2 (repairs 2018; crack seal 2018)	John Liner Road to Sapp Road (2,200 LF)	Grind and overlay; upgrade ADA ramps.	Medium	Yes	524		550
C3	SW25	PE 2024; RW 2025; CN 2026	PE 2024; RW 2025; CN 2026	9	13	Cook Road / South Trail Road Intersection Improvements	Trail Road to Trail Road	Reconstruct intersection with traffic signal or Roundabout.	High	Yes	2,948	2,948	
C40	NEW SW 63	2026	2026	10	15	Township Street Overlay Project 1 (crack sealed in 2018; 2021)	State to SR20 (2,580 LF)	Grind and overlay; upgrade ADA ramps.	High	Yes	640		640
C1D	SW59	PE 2026; RW 2026; CN 2027	PE 2023; RW 2024; CN 2025	11	11	John Liner Road Arterial Improvements	N Reed Street to SR9/Township Street (2,000 LF)	Reconstruct to major collector section including drainage, curbs, sidewalk, shared use path, HMA, pavement markings and illumination.	Medium	Yes	2,416	2,416	
C41	NEW SW64	2027	2027	12	18	Township Street Overlay Project 2 (crack sealed in 2018; 2021)	Dunlop to State (3,590 LF)	Grind and overlay; upgrade ADA ramps..	Medium	No	898		898
C9A	SW55	PE 2027; RW 2027; CN 2028	PE 2024; RW 2025; CN 2026	13	14	Trail Road Arterial Extension	Bucko Cook Rd to F&S Grade (850 2,200 LF)	Construct new major collector. Functional Classification 2020. Participate in Bucko Plat development from Cook to N Boundary Bucko funded separately.	Medium	Yes	2,416	2,416	
C35	SW65	2028	2028	14		West State Street Overlay (Crack sealed in 2018)	Maple to Rita (1,900 LF x 30 LF)	Grind and overlay; upgrade ADA ramps..	Medium	Yes	393		393
SUBTOTAL 2022-2027 ALL PROJECTS											26,438	22,074	3,445
SUBTOTAL 2022-2027 - TIF ELIGIBLE PROJECTS											23,019		
SUBTOTAL 2022-2027 - OTHER PROJECTS											3,419		

Six Year Transportation Improvement Program From 2023 to 2028

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
04	1	SR9N/Township St & John Liner/McGarigle Intersection Improvements SR 9 MP 57.38 to MP 57.48 Intersection Improvements, including signalization or Single Lane Roundabout.	SW41	06/22/22	07/28/22			03	CG O P S T W	0.100	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2023		0	TIB	1,450,336	483,445	1,933,781
Totals				0		1,450,336	483,445	1,933,781

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	1,933,781	0	0	0	0
Totals	1,933,781	0	0	0	0

Six Year Transportation Improvement Program From 2023 to 2028

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
04	2	John Liner Road, Reed to Township Bicycle/Pedestrian Improvements John Liner Road Reed Street to SR9/Township Street Construct paved, separated trail with physical buffer between pedestrians and roadway on the north side of John Liner Road from Reed to Township, including drainage and additional lighting.	SW08A	06/22/22	07/27/22			28	P S T W	0.370	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
S	CN	2023	STBG(UM)	442,015		0	68,985	511,000
Totals				442,015		0	68,985	511,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	511,000	0	0	0	0
Totals	511,000	0	0	0	0

Six Year Transportation Improvement Program From 2023 to 2028

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SCOG

Y Inside

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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
04	3	Cook Road Overlay Cook Road West City Limits to Crossroads Grind and overlay.	SW24	06/22/22	07/27/22			05	G S W	0.420	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2023		0	TIB	493,850	87,150	581,000
Totals				0		493,850	87,150	581,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	581,000	0	0	0	0
Totals	581,000	0	0	0	0

Six Year Transportation Improvement Program From 2023 to 2028

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
03	4	/ 0020(200) SR20/Cascade Trail West Extension Phase 2A, Holtcamp Road to Hodgin Street SR 20 MP 63.64 Holtcamp Rd to MP 64.21 Hodgin Street Construct a shared use path along the north side of SR20 from Holtcamp Road to Hodgin Street.	SW42	06/22/22	07/27/22			28	C G P S T W	0.570	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
S	CN	2024	STP(US)	408,742		0	63,758	472,500
P	CN	2024		0	TIB	316,500	0	316,500
Totals				408,742		316,500	63,758	789,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	0	789,000	0	0	0
Totals	0	789,000	0	0	0

Six Year Transportation Improvement Program From 2023 to 2028

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SCOG

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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
04	5	Jones/John Liner RR Undercrossing & Roadway Extension Phase 2 John Liner Road Sapp Road to Reed Street Construct new BNSF RR undercrossing and new major collector from East Jones Road to John Liner Road, including drainage, curbs, sidewalks, HMA, pavement markings and illumination	SW06	06/22/22	07/27/22			01	C G P S W	0.190	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2023		0	WSDOT	776,900	137,100	914,000
P	RW	2024		0	WSDOT	1,344,700	237,300	1,582,000
P	CN	2025		0	WSDOT	7,230,950	1,276,050	8,507,000
Totals				0		9,352,550	1,650,450	11,003,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	685,500	228,500	0	0	0
RW	0	1,582,000	0	0	0
CN	0	0	8,507,000	0	0
Totals	685,500	1,810,500	8,507,000	0	0

Six Year Transportation Improvement Program From 2023 to 2028

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
03	6	SR20/Reed Street Intersection Improvements SR20 MP 65.70 to MP 65.72 Intersection improvements to restrict minor approach motions to right-in right-out.	SW35	06/22/22	07/27/22			04	CG OPS TW		CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2024		0	TIB	37,000	13,000	50,000
Totals				0		37,000	13,000	50,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	50,000	0	0	0
Totals	0	50,000	0	0	0

Six Year Transportation Improvement Program From 2023 to 2028

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
05	7	North Reed Street Overlay Project 1 Reed Street SR20 to John Liner Road Grind and overlay; upgrade ADA ramps.	SW40	06/22/22	07/27/22			05	G S W	0.270	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2024		0	TIB	325,550	57,450	383,000
Totals				0		325,550	57,450	383,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	383,000	0	0	0
Totals	0	383,000	0	0	0

Six Year Transportation Improvement Program From 2023 to 2028

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SCOG

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N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
05	8	North Reed Street Overlay Project 2 North Reed Street John Liner Road to Sapp Road Grind and overlay; upgrade ADA ramps	SW62	06/22/22	07/27/22			05	G S W	0.420	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2025		0	TIB	445,400	78,600	524,000
Totals				0		445,400	78,600	524,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	524,000	0	0
Totals	0	0	524,000	0	0

Six Year Transportation Improvement Program From 2023 to 2028

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SCOG

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N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
04	9	Cook Road/South Trail Road Intersection Improvements Cook Road Trail Road to Trail Road Reconstruct intersection with Roundabout	SW25	06/22/22	07/27/22			03	CG OPS TW	0.100	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2024		0	WSDOT	249,413	83,138	332,551
P	RW	2025		0	WSDOT	49,500	16,500	66,000
P	CN	2026		0	TIB	1,912,163	637,388	2,549,551
Totals				0		2,211,076	737,026	2,948,102

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	332,551	0	0	0
RW	0	0	66,000	0	0
CN	0	0	0	2,549,102	0
Totals	0	332,551	66,000	2,549,102	0

Six Year Transportation Improvement Program From 2023 to 2028

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
04	10	Township Street Overlay Project 1 Township Street State Street to SR20 Grind and overlay, upgrade ADA Ramps	SW63	06/22/22	07/27/22			05	G S W	0.490	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2026		0	TIB	544,000	96,000	640,000
Totals				0		544,000	96,000	640,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	0	640,000	0
Totals	0	0	0	640,000	0

Six Year Transportation Improvement Program From 2023 to 2028

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
04	11	John Liner Road Arterial Improvements Project John Liner Road N Reed Street to SR9/Township Street Reconstruct John Liner Road to major collector section including drainage, curbs, sidewalk, shared use path, HMA, pavement markings and illumination.	SW59	06/22/22	06/22/22			04	C G P S T W	0.380	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2026		0	WSDOT	191,475	63,825	255,300
P	RW	2026		0	TIB	152,250	50,750	203,000
P	CN	2027		0	WSDOT	1,467,975	489,325	1,957,300
Totals				0		1,811,700	603,900	2,415,600

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	0	255,300	0
RW	0	0	0	203,000	0
CN	0	0	0	0	1,957,300
Totals	0	0	0	458,300	1,957,300

Six Year Transportation Improvement Program From 2023 to 2028

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
04	12	Township Street Overlay Project 2 Township Street Dunlop Street to State Street Grind and overlay; upgrade ADA ramps	SW64	06/22/22	07/27/22			05	G S W	0.680	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2027		0	TIB	841,500	148,500	990,000
Totals				0		841,500	148,500	990,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	0	0	990,000
Totals	0	0	0	0	990,000

Six Year Transportation Improvement Program From 2023 to 2028

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
05	14	Trail Road Arterial Extension Trail Road Cook Road to F&S Grade Road Construct new major collector.	SW55	07/14/21	07/25/21		1073-21	01	S W	0.420	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2024		0	WSDOT	344,250	60,750	405,000
P	RW	2025		0	WSDOT	385,050	67,950	453,000
P	CN	2026		0	TIB	2,636,700	465,300	3,102,000
Totals				0		3,366,000	594,000	3,960,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	405,000	0	0	0
RW	0	0	453,000	0	0
CN	0	0	0	3,102,000	0
Totals	0	405,000	453,000	3,102,000	0

Six Year Transportation Improvement Program From 2023 to 2028

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
04	14	W State Street Overlay W State Street Maple Street to Rita Street Grind and overlay; ADA ramp upgrade.	SW65	06/22/22	07/27/22			05	G S W	0.360	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2028		0	TIB	334,050	58,950	393,000
Totals				0		334,050	58,950	393,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	0	0	393,000
Totals	0	0	0	0	393,000

	Federal Funds	State Funds	Local Funds	Total Funds
Grand Totals for Sedro Woolley	850,757	21,529,512	4,741,214	27,121,483

2029-2045 TIP PROJECT LIST

REVISED: 6/15/2022

Sedro-Woolley Transportation Improvement Program and Programs

MAP ID ⁽¹⁾	2029 - 2045 TIP Project	2029 - 2045 TIP CN Year	2029 - 2041 TIP CN Year			Project Name	Project Limits	Project Description	Priority	In Existing TIP (2020) ⁽²⁾	Total Cost 2020 (\$1,000's) (3)(4)	JONES-JOHN LINER-TRAIL RD CORRIDOR PROJECT	OVERLAY PROJECTS
C1A	SW07	PE 2028; RW 2028; CN 2029	PE 2025; RW 2026; CN 2027		16	Jones Road Arterial Improvements	F&S Grade Rd to Sapp Road (4,000 LF)	Reconstruct to major collector section including drainage, curbs, sidewalk, shared use path, HMA, pavement markings and illumination.	High	Yes	5,923		
C4		2029	2029			Ferry Street Overlay (Crack sealed in 2017)	Eastern to Township	Grind and overlay; upgrade ADA ramps.	Medium	Yes	400	5,923	
S14D	SW43	2030	2033			SR20/Cascade Trail West Extension Phase 2B Collins Road to Holtcamp Road	SR20 MP 63.06 Collins Rd to MP 63.64 Holtcamp Rd (3,100 LF)	Construct a shared use path along the north side of SR20 from Collins Road to Holtcamp Road	Medium	Yes	620		400
C3A	NEW	PE 2029; RW 2029; CN 2030	NEW	NEW	NEW	Cook Road / North Trail Road Intersection Improvements	Trail Road to Trail Road	Reconstruct intersection with traffic signal or Roundabout.	High	No	3,069		
C13A	SW54	2030	2030			Rhodes Road Overlay (chip seal in 2019)	SR20 to City Limits (510 LF)	Grind and overlay; upgrade ADA ramps.	High	Yes	93	3,069	
C19	SW20	PE 2030; RW 2030; CN 2031	PE 2023; RW 2023; CN 2024		9	Patrick Street Arterial Extension - Developer driven project (CLASSIFIED)	Michael Street to East Jones Road (1,200 LF)	New major collector with drainage, curbs, sidewalks, HMA, pavement markings, illumination. RW donation expected.	Medium	Yes	3,600		84
C43		2031	2031			Metcalf Street Overlay Project 1 (Crack Sealed in 2018)	Northern	SR20	High	Yes	400		400
S18	SW45	2032	2028			SR 9/West State Street Intersection Improvements	SR9 MP 55.70 to MP 55.80	Intersection Improvements to add a dedicated right turn lane to the west leg.	Medium	Yes	300		
C8		2032	2034			State St Sidewalks	Haines to E City Limits (3,000 LF)	Construct sidewalks, ADA ramps, and other pedestrian improvements along north side of State St.	Low	Yes	600		
C44		2032	2032			Portobello Overlay (crack sealed in 2018)	Fruitdale to Cascadia (1,700 LF)	Grind and overlay; upgrade ADA ramps.	High	Yes	488		488
C7A	SW27	2033	2029			Jameson St Arterial Improvements	600' E of Batey to Railroad St (4,500 LF)	Widen and rebuild Jameson St to secondary standards including 2-12' lanes, 2-9' parking strips, curb & gutter, planter strip, and sidewalks (updated 7/2/2021).	Medium	Yes	4,000		
C45		2033	2033			State Street Overlay Project 1 (crack seal in 2017, 2018)	4th to Township	Grind and overlay; upgrade ADA ramps.	High	Yes	400		400
C10		2034	2034			Township St / Ferry St Intersection Improvements	Intersection	Construct intersection improvements to include an all-way stop.	Medium	Yes	50		
C7B	SW29	2034	2029			Jameson St / 11th St Intersection Improvements	Intersection	Change access on 11th St to right-in right-out	Medium	Yes	70		
C46 NEW		2034	2034			State Street Overlay Project 2 (crack seal in 2018)	Township to East City Limits	Grind and overlay; upgrade ADA ramps.	High	Yes	400		400
C7C	SW28	2035	2030			Railroad St / Jameson St Intersection Improvements	Intersection	Improve intersection. Construct roundabout.	Medium	Yes	750		
C47 NEW		2035	2035			Metcalf Street Overlay Project 2 (rebuilt 2008; crack seal 2020))	Warner to Northern	Grind and overlay; upgrade ADA ramps.	High	Yes	400		
C18	SW21	2036	2027		17	Portobello Street Arterial Extension - Developer driven project; not a city priority. (NOT CURRENTLY FUNCTIONALLY CLASSIFIED)	SR9/N Township Street to Cascadia Drive (2,100 LF)	New major collector connecting Fruitdale to SR9/N Township, including drainage, curbs, sidewalks, HMA, pavement markings and illumination. Excludes RW - Developer requirement. Functional Classification required.	Medium	Yes	1,700		400
C46		2036	2036			W State Street Overlay Project 1 (overlay and crack seal 2018)	SR20 to SR9 (1,460 LF)	Grind and overlay; upgrade ADA ramps.	High	Yes	302		
S15A		2037	NIC			SR20 West Lane Widening & Safety Improvements	Hospital Drive to Holtcamp Rd (1,600 LF)	Improve & Widen to Three Lanes. See Project S14D for Shared Use Path north side.			325		400

2029-2045 TIP PROJECT LIST

REVISED: 6/15/2022

Sedro-Woolley Transportation Improvement Program and Programs

MAP ID ⁽¹⁾	2029 - 2045 TIP Project	2029 - 2045 TIP CN Year	2028 - 2041 TIP CN Year		Project Name	Project Limits	Project Description	Priority	In Existing TIP (2020) ² (3)	Total Cost 2020 (\$1,000's) (3)(4)	JONES-JOHN LINER-TRAIL RD CORRIDOR PROJECT	OVERLAY PROJECTS
NEW		2037	2037		W State Street Overlay Project 2 (overlay 2018)	SR9 to 4th	Grind and overlay; upgrade ADA ramps.	High	Yes	400		
S15A1 NEW		2038	NIC		SR20 West Lane Widening & Safety Improvements	Collins Road to Hospital Drive (1,490 LF)	Improve & Widen to Three Lanes. See Project S14D for Shared Use Path north side.			350		400
C30		2038	2037		Cascade Trail East Extension	Metcalf Street to 400' East of Township Street (4,420 LF)	Construct a shared use path on former BNSF RW	Medium	Yes	100		
NEW		2038	2038		Third Street Overlay (crack seal in 2021)	Sterling to State	Grind and overlay; upgrade ADA ramps.	High	Yes	400		
C6B		2039	2039		South Township St Arterial Improvements Project	Dunlop to Sterling St (1,300 LF)	Reconstruct to major collector standards.	Low	Yes	1,040		400
C34	SW57	2039	2039		Sapp Road Overlay (Chip sealed in 2020 - move to 2039)	N Reed Street to SR 9/Township (2,000 LF)	Grind and overlay; upgrade ADA ramps	Medium	Yes	400		400
C7D		2040	2031		Railroad St Arterial Improvements	Jameson St to Fruitdale Rd (3,600 lf)	Widen and rebuild Railroad St to secondary arterial standards including 3 lanes, curb & gutter, bike lanes, planter strip, and sidewalks. Some right-of-way may be required.	Medium	Yes	2,880		
S13D		2040	2038		SR9N/Centennial Trail Pedestrian/Bicycle Safety Improvements	East Side of SR9 MP 57.59 Summer Meadows Place to MP 58.30 North City Limits (4,100 LF)	Construct bicycle lane and sidewalk improvements on the east side of SR9 from Summer Meadows Court to the North City Limits, including a pedestrian crossing bridge at Brickyard Creek.	Medium	Yes	1,700		
NEW		2040	2040		Annual Overlay Project	TBD	Grind and overlay; upgrade ADA ramps.	High	Yes	400		400
C4	SW26	2041	2032		Reed Street Arterial Improvements (NOT CURRENTLY FC)	Ferry Street to SR 20 (1,800 LF)	Reconstruct street to arterial standards with new curbs, sidewalks, ADA facilities, HMA pavement and pavement markings.	Medium	Yes	1,440		
S13C	SW03B	2041	2028		SR9N Pedestrian/Bicycle Safety Improvements	West Side of SR9 M 57.99 Park Cottage to MP 58.30 North City Limits (1,240 LF)	Construct bicycle lane and sidewalk improvements on the west side of SR9 from Park Cottage Place to the North City Limits.	Medium	Yes	434		
NEW		2041	2041		Annual Overlay Project	TBD	Grind and overlay; upgrade ADA ramps.	High	No	400		400
C38		2042	2033		Cook Road Arterial Extension (NOT CURRENTLY FC)	SR20 to Metcalf Street (1,050 LF)	New major collector with drainage, curbs, sidewalks, HMA, pavement markings, illumination	Medium	Yes	825		
C29		2042	2040		Centennial Trail South: County or BNSF RW	South City Limits to Ferry Street (3,700 LF)	County ROW south of Jameson - improve trail with gravel or pavement. BNSF ROW north of Jameson - remove abandoned rail and ties and improve as a trail. ROW acquisition or easement required.	Medium	Yes	500		
S20	SW44	2043	2033		SR20/Central Ave Intersection Improvements	SR20 MP 65.83	Intersection improvements or RIRO	Medium	Yes	150		
NEW		2043	NEW		Annual Overlay Project	TBD	Grind and overlay; upgrade ADA ramps.	High	No	400		400
C2	SW09	2044	2034		F&S Grade Rd Arterial Improvements (Chip seal 2022)	SR 20 MP 65.16 to West City Limits/Jones Road (3,700 LF)	Reconstruct F&S Grade Road to arterial standards including drainage, curbs, sidewalk, combined bicycle/pedestrian path, HMA, pavement markings and illumination.	Medium	Yes	2,960		
NEW		2044	NEW		Annual Overlay Project	TBD	Grind and overlay; upgrade ADA ramps.	High	No	400		400
S9		2045	2038		SR9/North Township St Arterial Improvements - Planning Phase	SR 20 to city limits (5,900 LF)	Planning Phase - Reconstruct to minor arterial standards including 3 lanes, curb & gutter, bike lanes, planter strip, sidewalks. Some right-of-way may be required. 2016 RTIP EST CN \$4.7 M	Medium	Yes	100		
NEW		2045	NEW		Annual Overlay Project	TBD	Grind and overlay; upgrade ADA ramps.	High	No	400		400

2029-2045 TIP PROJECT LIST

REVISED: 6/15/2022

Sedro-Woolley Transportation Improvement Program and Programs

MAP ID ⁽¹⁾	2029 - 2045 TIP Project	2029 - 2045 TIP CN Year	2028 - 2041 TIP CN Year		Project Name	Project Limits	Project Description	Priority	In Existing TIP (2020) ⁽²⁾	Total Cost 2020 (\$1,000's) (3)(4)	JONES-JOHN LINER-TRAIL RD CORRIDOR PROJECT	OVERLAY PROJECTS
C20		2046	2037		4th Street, Alexander to State Arterial (NOT CURRENTLY FC - SWAP FOR 3RD ST)	Alexander to State (1,600 LF)	Reconstruct to major collector standards to replace 3rd Street as N-S Arterial	Low	Yes	1,300		
SUBTOTAL 2029-2045 PROJECTS										40,869	12,592	6,172
SUBTOTAL 2029-2045 - TIF ELIGIBLE PROJECTS										34,786	-	-
SUBTOTAL 2029-2045 - OTHER PROJECTS										6,083	-	6,172



2023-2028 TIP - CITYWIDE PROJECTS

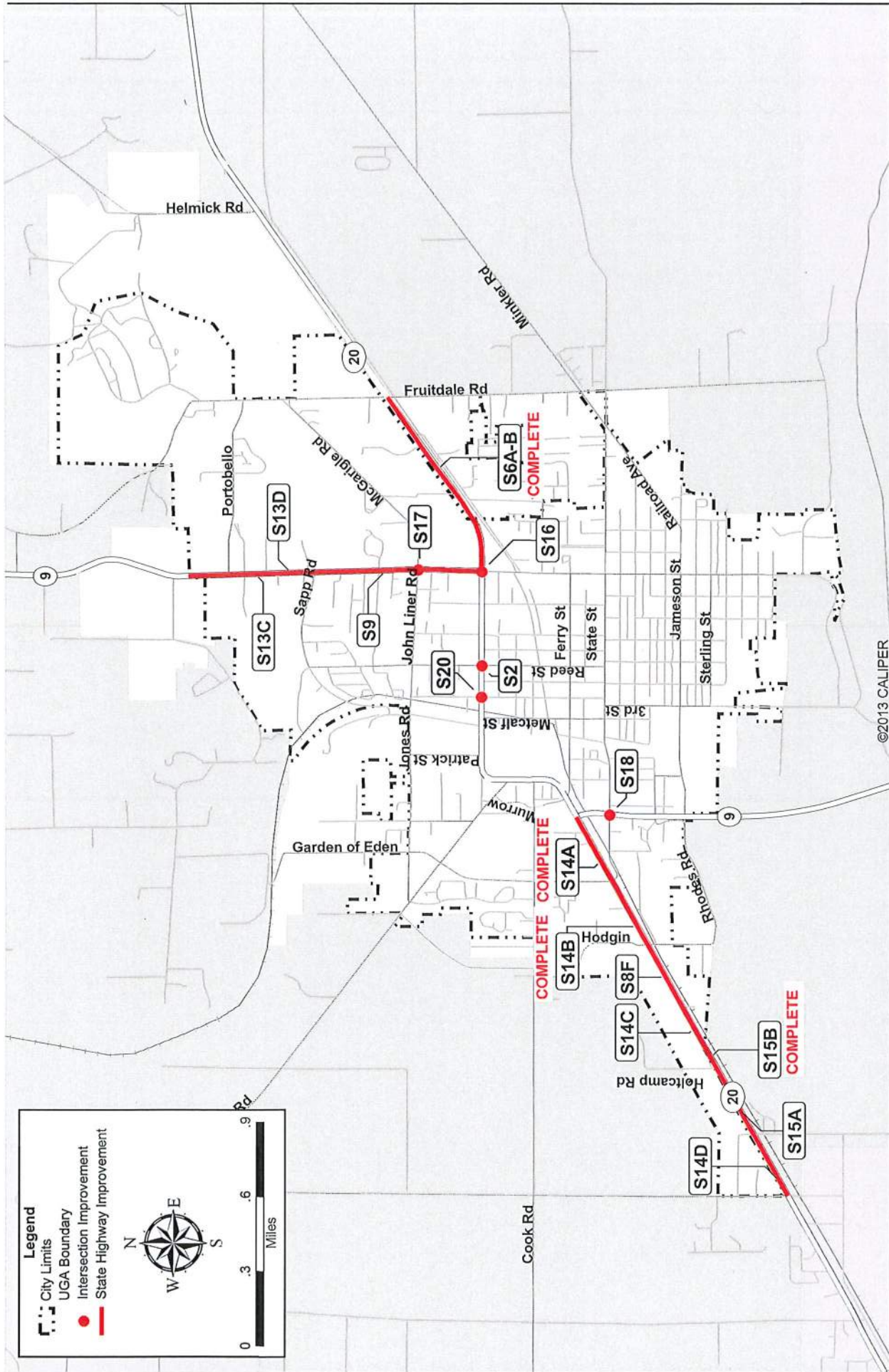
REVISED: 6/15/2022

Sedro-Woolley Transportation Improvement Projects and Programs

MAP ID (1)	2023 - 2028 TIP Project				Project Name	Project Limits	Project Description	Cost per Year, 2022 Estimated	In Existing TIP (2022)? (2)	Total Cost 2023 2028 (\$1,000's) (3)(4) Inc 2% Inflation
CW1					Sidewalk Improvement Program & ADA Transition Plan Program	Citywide	Annual program to construct missing sidewalk links, repair existing sidewalks, improve crosswalk signing and markings, and install ADA accessible curb ramps at intersections. Budgeted \$25,000/yr through 2016. Increased to \$50,000 per year in 2017 and subsequent years. Transferred to 104 for 2019 Sidewalk & ADA Ramp Upgrade Project \$130,000 for 2017-2019 from REET. \$0 budgeted in 2020; used for Jameson ramps in 104. \$25,000 budgeted for 2021 and 2022.	25	Yes	275
CW2					Street Overlay and Chip Seal Program	Citywide	Annual Chip Seal, Crack Seal and Overlay Program for Local Streets Acct 103. Adjust for specific TIB APP Project Match included above. Budgeted \$70,000/Year through 2015. \$75,000 budgeted in 2016. \$100,000 budgeted annually for 2017-18. \$130,000 budgeted in Account 103 for 2019. \$150,000 budgeted for 2020; cut back with COVID-19. \$150,000 budgeted for 2021 and 2022.	150	Yes	900
CW3					Maintenance & Operations	Citywide	Annual program to maintain and operate the City's transportation infrastructure. 2016 Budget \$729,000. 2018 Budget \$749,000 ACTUAL. 2019 Budget \$741,000 actual. 2020 Budget \$774,000. 2022 Budget \$xxx.	758	Yes	4,548
SUBTOTAL CITYWIDE								933		5,723

TOTALS 2023 - 2028 INCLUDING CW

PER YEAR AVE 5,095 TOTAL 32,161



©2013 CALIPER

Figure 7

State Highway Improvement Projects - 2022 Update

City of Sedro-Woolley



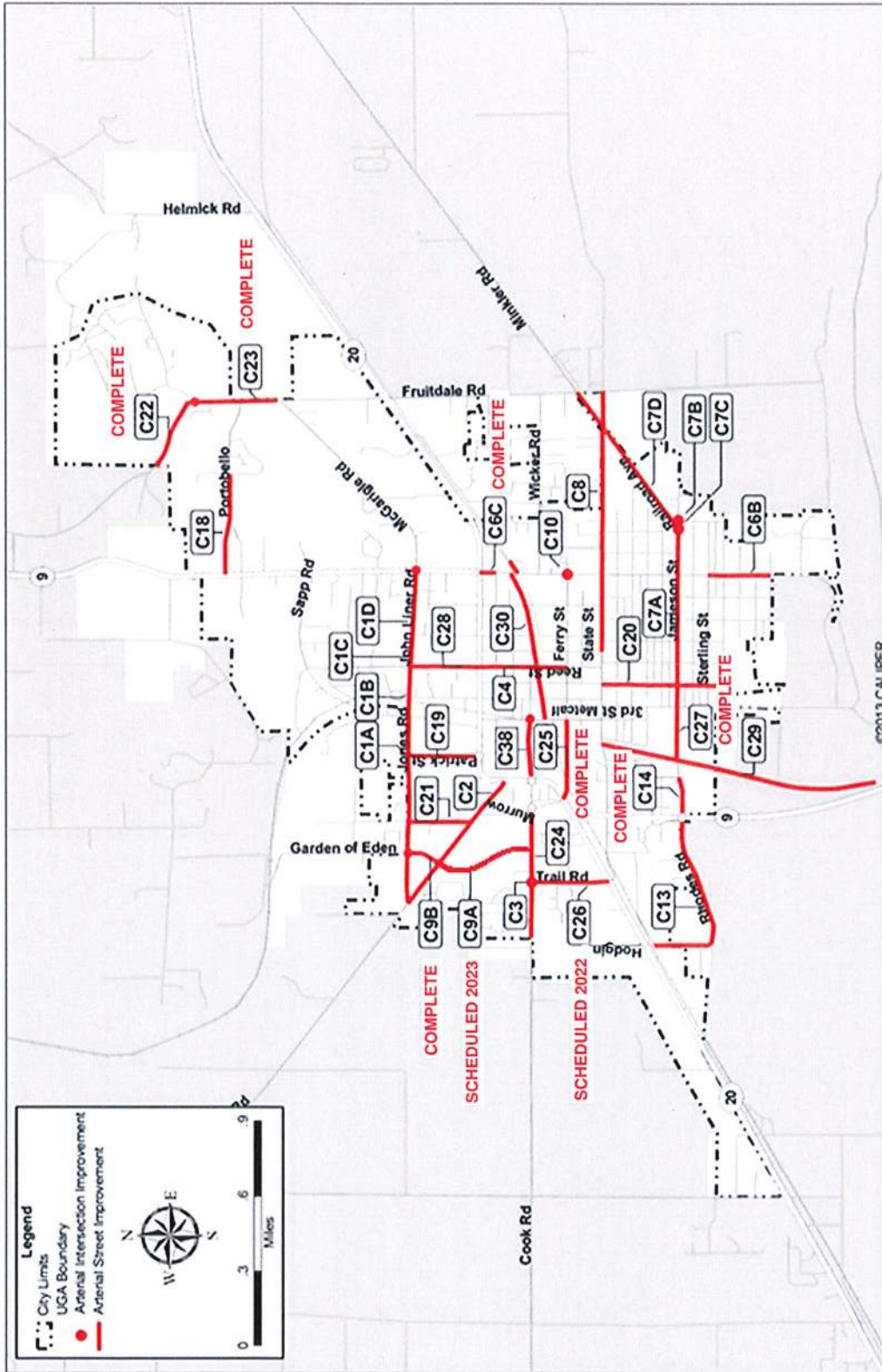


Figure 8
 Arterial Improvement Projects - 2022 Update
 City of Sedro-Woolley





Agenda
Item No.

Date: June 22, 2022

Subject: Monthly Data- Fire Department

FROM:

Frank Wagner, Fire Chief

RECOMMENDED ACTION:

Staff Report-

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. Incidents by Year and Month
2. Transports by SWFD MAY 2022
3. Incident Types May 2022
4. Incident Count per Zone MAY 2022

Incidents by Month and Year

	2014	2015	2016	2017	2018	*2019	2020	2021	2022	2023
January	155	175	231	202	225	247	320	259	312	
February	143	151	177	171	187	247	246	250	260	
March	139	155	173	234	203	251	272	256	262	
April	162	152	186	200	167	244	267	307	257	
May	149	157	178	190	234	279	268	275	305	
June	148	164	172	203	229	274	271	330		
July	189	236	193	205	257	245	319	338		
August	178	211	221	222	216	323	317	355		
September	183	185	175	222	212	249	317	300		
October	163	186	172	228	201	308	302	283		
November	146	162	191	199	180	283	285	291		
December	176	188	209	196	217	253	245	343		
Yearly Total	1931	2122	2278	2472	2528	3203	3429	3587	1396	0
% Increase	3%	10%	7%	9%	2%	27%	7%	5%		

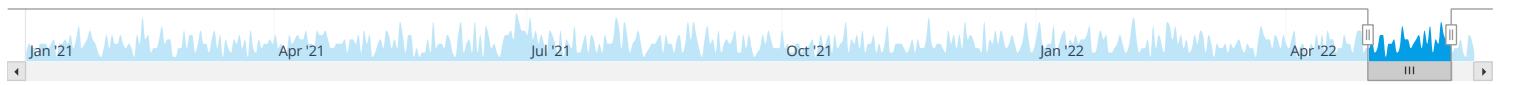
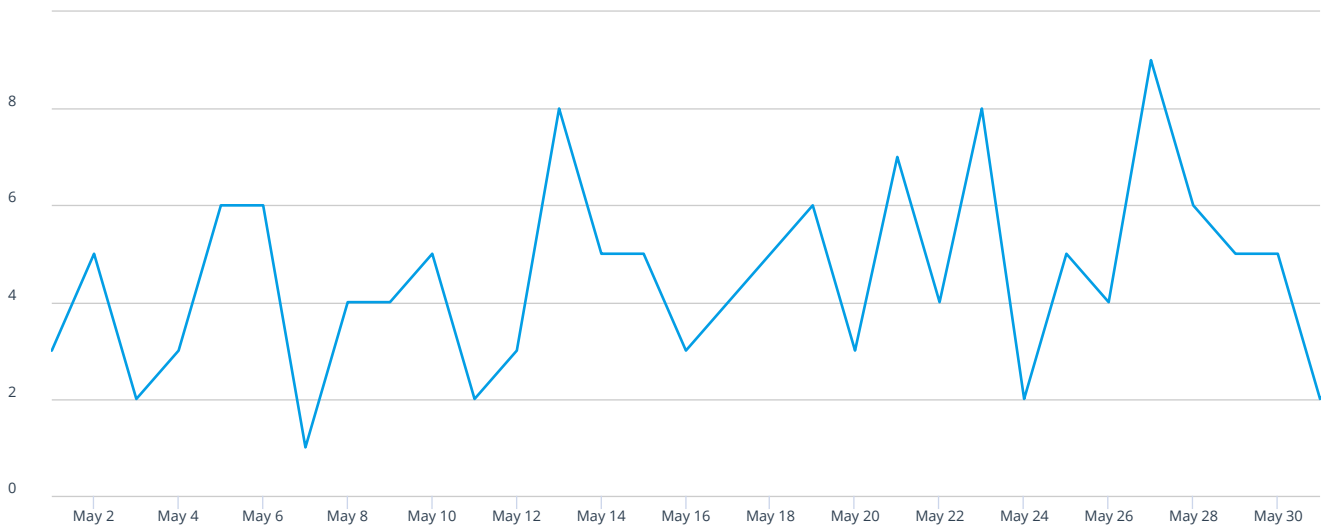
*First year of Paramedic Services for Sedro-Woolley Fire

Busiest Month in History

Previous Month ▾ May 1, 2022 - May 31, 2022 ▾

140
RECORDS
In Selected Time Slice

31
DAYS
In Selected Time Slice



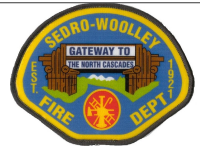
Counts | % Rows | % Columns | % All

Week Ending	5/1/22	5/8/22	5/15/22	5/22/22	5/29/22	6/5/22	6/12/22	6/19/22	6/26/22	7/3/22	7/10/22	7/17/22	7/24/22	Total
LZ Helipad at Peacehealth UGH					1									1
PeaceHealth United General Medical Center	3	19	21	22	30	5								100
Skagit Valley Hospital		8	11	10	8	2								39
Total	3	27	32	32	39	7								140

Sedro-Woolley Fire Department

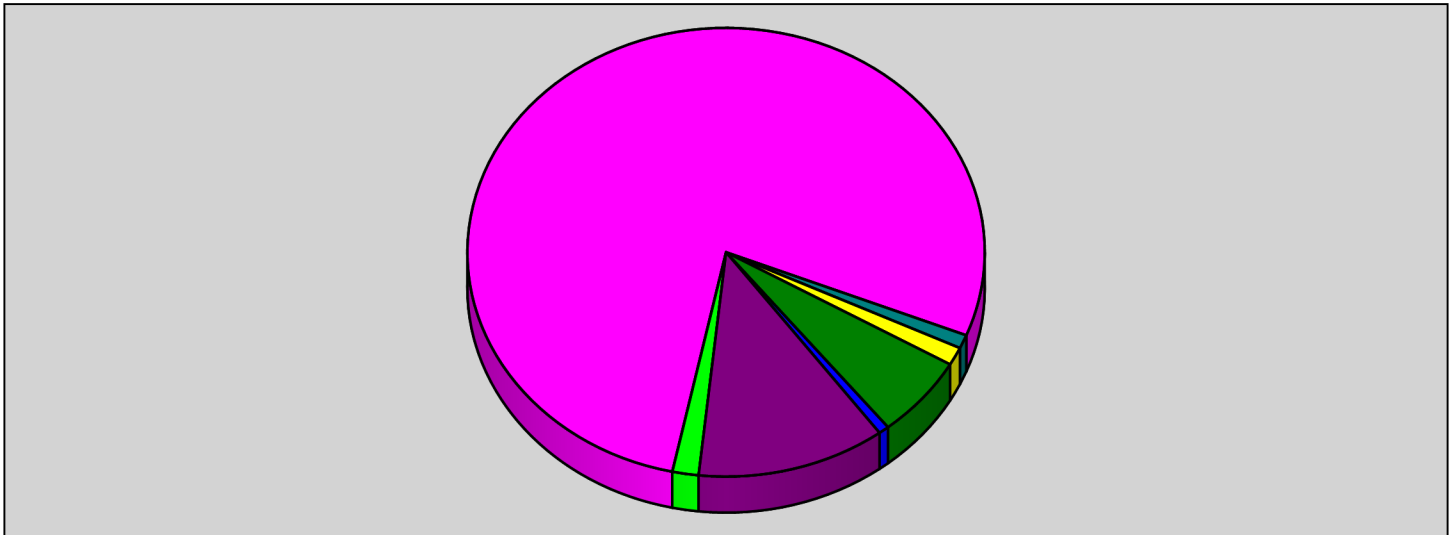
Sedro-Woolley, WA

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Major Incident Types by Month for Date Range

Start Date: 05/01/2022 | End Date: 05/31/2022



■ False Alarm & False Call	■ Hazardous Condition (No Fire)	■ Service Call
■ Fire	■ Rescue & Emergency Medical Service Incident	■ Special Incident Type
■ Good Intent Call		

INCIDENT TYPE	MAY	TOTAL
False Alarm & False Call	18	18
Fire	2	2
Good Intent Call	36	36
Hazardous Condition (No Fire)	5	5
Rescue & Emergency Medical Service Incident	237	237
Service Call	3	3
Special Incident Type	4	4
Total	305	305

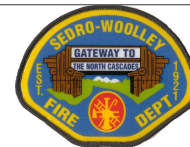
Only REVIEWED incidents included



Sedro-Woolley Fire Department

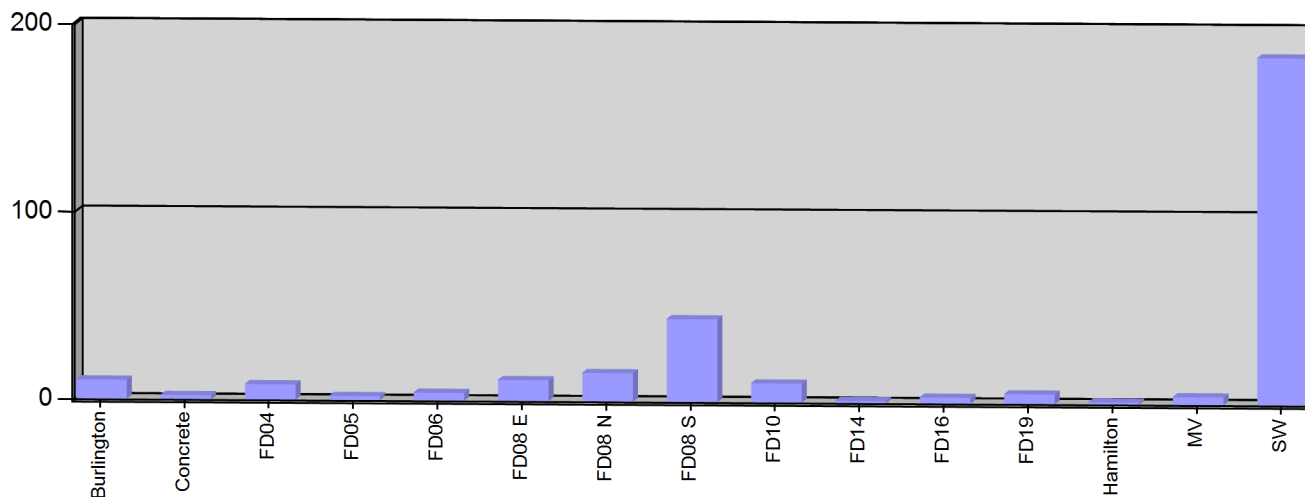
Sedro-Woolley, WA

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Incident Count per Zone for Date Range

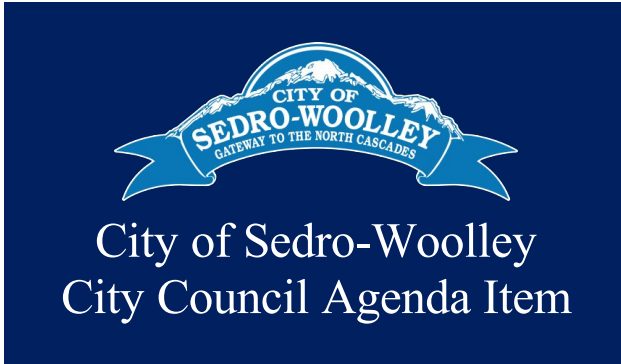
Start Date: 05/01/2022 | End Date: 05/31/2022



ZONE	# INCIDENTS
Burlington - City of Burlington	10
Concrete - Town of Concrete	2
FD04 - Fire District 4	8
FD05 - Fire District 5	2
FD06 - Fire District 6	4
FD08 E - Outside city limits East D8	11
FD08 N - Outside the City Limits North D8	15
FD08 S - Outside City limits South D8	44
FD10 - Fire District 10	10
FD14 - Fire District 14	1
FD16 - Fire District 16	3
FD19 - Fire District 19	5
Hamilton - Town of Hamilton	1
MV - City of Mount Vernon	4
SW - Inside the City Limits of SW	185

TOTAL: 305

Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included. Archived Zones cannot be unarchived.



Agenda
Item No. _____
Date: June 22, 2022
Subject: Building Permit and Planning Permit
Review Status

FROM:

John Coleman, AICP

RECOMMENDED ACTION:

Informational only

ISSUE:

This status sheet shows the active Building and Planning permits. This information is being provided for your review and no action is required.

Please let me know if you have any questions.

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. Building Permit Tracking Data
2. Land Use Permit Tracking Data

APPLIED BUILDING PERMITS

X = COMPLETE

R = REVISIONS RECEIVED

W = WAITING FOR RESPONSE

NO ENTRY = INITIAL REVIEW NOT COMPLETE

APPL. DATE	PERMIT #	NAME	ADDRESS	BLDG	REVIEW		COMMENTS	house sign ordered
					PLNG	ENGR		
1/28/2021	2021-062	BYK Construction	820 Trail Road	X	W		New Mixed Use Bldng. Waiting for Army Corps approval to fill wetland.	x
3/19/2021	2021-124	BYK Construction	100 State Street	W	W		Mixed use above existing grocery store - waiting for applicant to submit add'l info	
2/16/2022	2022-059	Sedro Woolley Corner LLC	1102 State Route 20	R	X		New Commercial Building "Shell Only." Approved by planning 6-8-22.	
3/31/2022	2022-101	Jason Williard	1855 Turning Point Court (SWIFT Center Building 13)		N/A		Reroof permit. Travis will email in ~4 weeks with contractor info. Do not issue until contractor is known.	
3/4/2021	2021-083	Skagit Transit - restroom BLDG	Western and Shadow Drive	X	X		Building to review plans and foundation. Need to assess sewer fees and other fees before issuing permit. - New Docs regarding heaters received and routed to Barrrie for review. 06/10/2022	
4/5/2022	2022-106	Al Taylor	211 Rowland Road	W	X	N/A	Commercial tenant improvement. Remodel into veg room.	
5/3/2022	2022-151	Jodi Boyden/Katie Mafnas	725 Orth Way		W		Pending ADU approval 2022-151. Planning comments sent 6-9-22.	N/A
5/5/2022	2022-152	Alexandra Padilla/Rite	851 Moore Street		X		Tenant Improvement for Rite Aid. Contractor information required before issuing.	N/A
5/12/2022	2022-156	Jodi Boyden	339 Ferry Street		W		Sign permit for Schafferner Pharmacy/Apothecary Coffee. Planning comments sent 6-9-22.	
5/19/2022	2022-164	Geri Cole	600 North Reed St. Space 3		W		Installing used manufactured home. Planning comments sent 6-10-22.	
5/25/2022	2022-167	Pamela Farrar/Jodi Boyden	610 Sterling		W		New Single family Residence. Contractor information required. Planning comments sent 6-10-22.	
5/26/2022	2022-175	Marilyn Mccracker	510 Crossroads		W		New facade sign replacing existing. Planning comments (2) sent 6-13-22.	
6/1/2022	2022-173	Thomas Doan	820 Northern Ave		N/A		Foundation Repair	N/A
6/2/2022	2022-181	Michelle Goss/GPD Group	1102 State Route 20		W		New Starbucks TI. Planning comments sent 6-13-22.	
6/3/2022	2022-184	Ryan Bee	311 State Street		W		3 New Façade signs for Bee Fitness. Planning comments sent 6-14-22.	
6/14/2022	2022-190	Adrian Mintz	909 N Fruitdale				Demo of single family home.	

APPLIED PLANNING/ ENGINEERING PERMITS

X = COMPLETE

R = REVISIONS RECEIVED

W = WAITING FOR RESPONSE

NO ENTRY = INTIAL REVIEW NOT COMPLETE

W/R = Wating for Comment period to end

APPL. RECEIVED	APPL. COMPLETE	PERMIT #	NAME	ADDRESS/ PARCEL #	REVIEW		COMMENTS
					PLNG	ENGR	
6/8/2017	6/12/2017	2017-181	Josh Anderson	564 Cook and 530 Cook BLA	W	X	BLA Paid 6-12-17. sent review letter 6-16-17.
2/14/2019		2019-042	Double Barrel BBQ-Jim Lee	108 West Moore St	W	NA	Waiver. PAID. Sent review letter 3-15-19. Needs a site plan
7/1/2019	7/11/2019	2019-183	AA Spruce Investments LLC	201 Garden of Eden Rd	X	X	Short plat application for 4 Lots, 6 units. Preliminary short plat approval issued 1/22/21. Approval expires 1/21/24. Applicant may submit civil plans. Waiting for applicant to complete site work and request final plat approval.
10/10/2019	10/15/2019	2019-370	BYK Construction	100 State Street	W	NA	BLA, Sent Review Letter 1/2/20. Planning comment letter sent 7/29/20
10/11/2019	3/12/2020	2019-375	RJ Group	N. Township to Portobello Avenue	W	W	201- lot PRD located between Portobello Ave and N Township St. SEPA MDNS with comment period issued 5/18/20, comment period over 6/1/20. Third Party wetland review report received 9/10/20, Planning comments (including report) sent 9/15/20. Waiting on revisions from applicant.
4/9/2020	4/21/2020	2020-096	Lindboom Construction	709 W Jones Rd	X	X	Short Plat application for a 4 lot, 6 unit subdivision. Two lots are duplex lots. Preliminary plat approval issued 11-30-21. Approval expires 11-29-24. Applicant may submit civil plans and building permits. Waiting for applicant to complete site work and request final plat approval.
12/11/2020		2020-352	Ginger Pennington	1402 Third St.	X	X	Conditional Use Permit for a multi-family development in the industrial zone. Notice of Decision 12-28-21. Applicant may submit civil plans & building permits. Approval expires 12-27-26. Waiting for applicant to subit applications.
2/10/2021		ADU-2021-078	Christina and Derek Schmidt	826 Jameson Street	W	NA	ADU Application. Converting existing garage into an ADU. Application fees paid. Planning review letter sent 4/2/21.
2/4/2021	2/22/2021	2021-067	Sarah Bucko	F&S Grade Road through to Cook Ro	X	X	Long plat application for 65 new residential lots. Council Approved Preliminary Plat 2-23-22.
3/10/2022	4/26/2021	2021-113	BYK Construction	820 Trail Rd.	W/R	X	Exc & Gd for new mixed use building with commercial below and 67 res units above. MDNS issued 2-11-22. Email confirmation of NPDES construction stormwater application 2-17-22.Planning can sign Civil Plans as soon as fill permit is approved by Army Corps.

3/4/2021	4/30/2021	2021-109	Bob Ruby	1288 N. Fruitdale Road	W	W	Long plat and PRD application for a 95 lot PRD at golf course. Letter of complete app sent 4/30/21. Third party wetland review required significant wetland study to be done. Awaiting applicant's revised wetland study.
1/19/2022	1/24/2022	2022-016	Monte Petersen	528 F & S Grade Rd.	X	X	Short Plat Application. Prelim plat approval given 6-14-22 (ZW approval in same doc). Waiting for Civil plans for plat construction
2/3/2022	2/11/2022	2022-030	Stakkeland	863 Cook Road	W		Fill and grade with SEPA. Comment period ended 3-10-22. MDNS issued 4-29-22. Planning comments sent 6-7-22. Waiting on revisions.
2/14/2022	3/15/2022	2022-058	Sedro-Woolley Corner LLC	1102 State Route 20	X	R	Fill and Grade permit for site Improvements to construct 3-suite commercial building. Revisions received 5-3-22. MDNS issued 5-27-22. OK per planning. 6/8/2022 Final plans recived
2/22/2022	2/23/2022	2022-065	Gary Roberts	901 N Fruitdale Road	W/R		Conditional use permit to convert existing garage into an ADU. NOPH sent 5-19-22. Hearing was 6-6-22. Awaiting HEX decision.
3/23/2022	4/26/2022	2022-090	Patrick Grant/Sheryl Carman	616 Puget St.	W		Conditional use permit for a duplex at 616 Puget Street. NOA sent 3-2-22. NOPH sent 5-19-22. Hearing held 6-2-22. Awaiting HEX decision.
4/11/2022	4/21/2022	2022-131	Buckwood LLC	P37250	X	X	Excavating and fill permit for Bucko Estates Phase 1 - 30 Lots. Waiting for payment. Approved per planning and engineering 6-3-22.
5/3/2022	5/6/2022	2022-150	K & J Mafnas	725 Orth Way / P81621	W		New ADU. Planning comments sent 6-9-22.
5/20/2022	5/20/2022	2022-168	Monte Petersen	528 F&S Grade	X		Zoning Waiver. Approved per planning 6-14-22 with SP approval (same doc).
6/10/2022	6/9/2022	2022-188	Monte Petersen	528 F & S Grade Rd.			Excavating and fill permit for Baker Estates, 3 parcels 24500 sq ft.

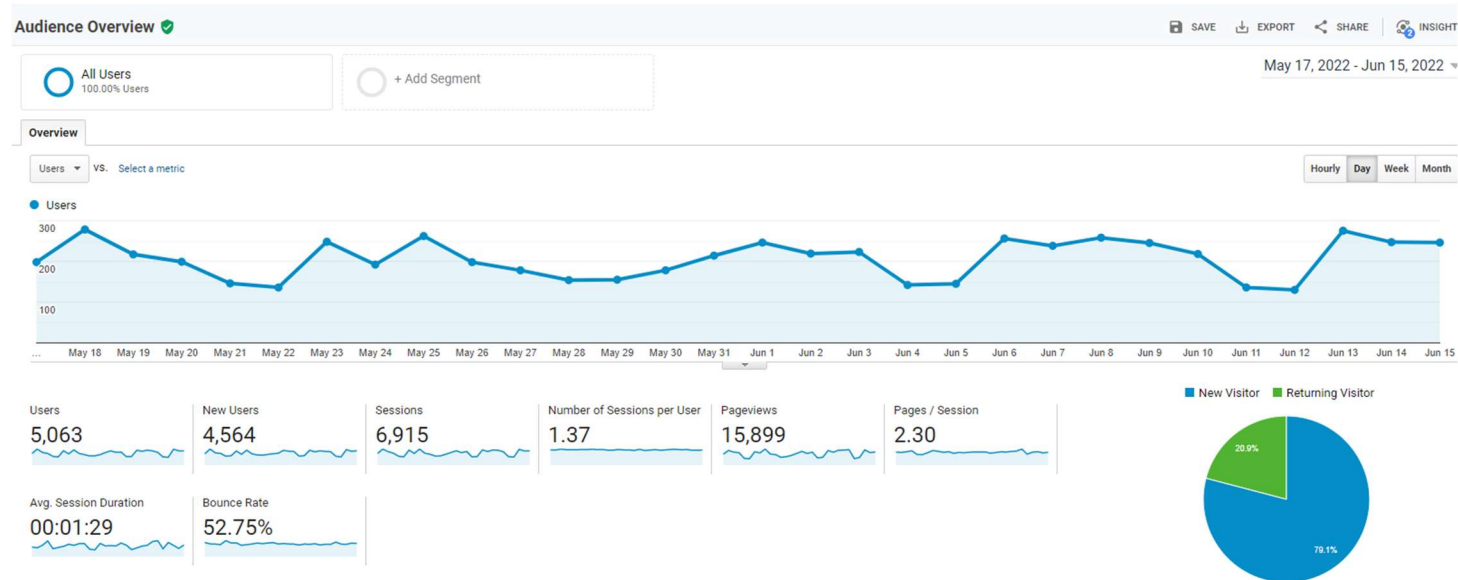
IT Department Report for June 22, 2022

Statistics

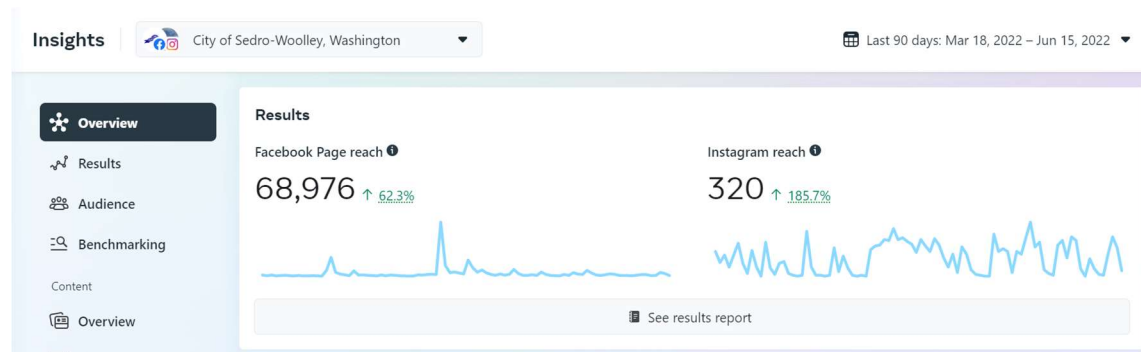
IT Helpdesk:

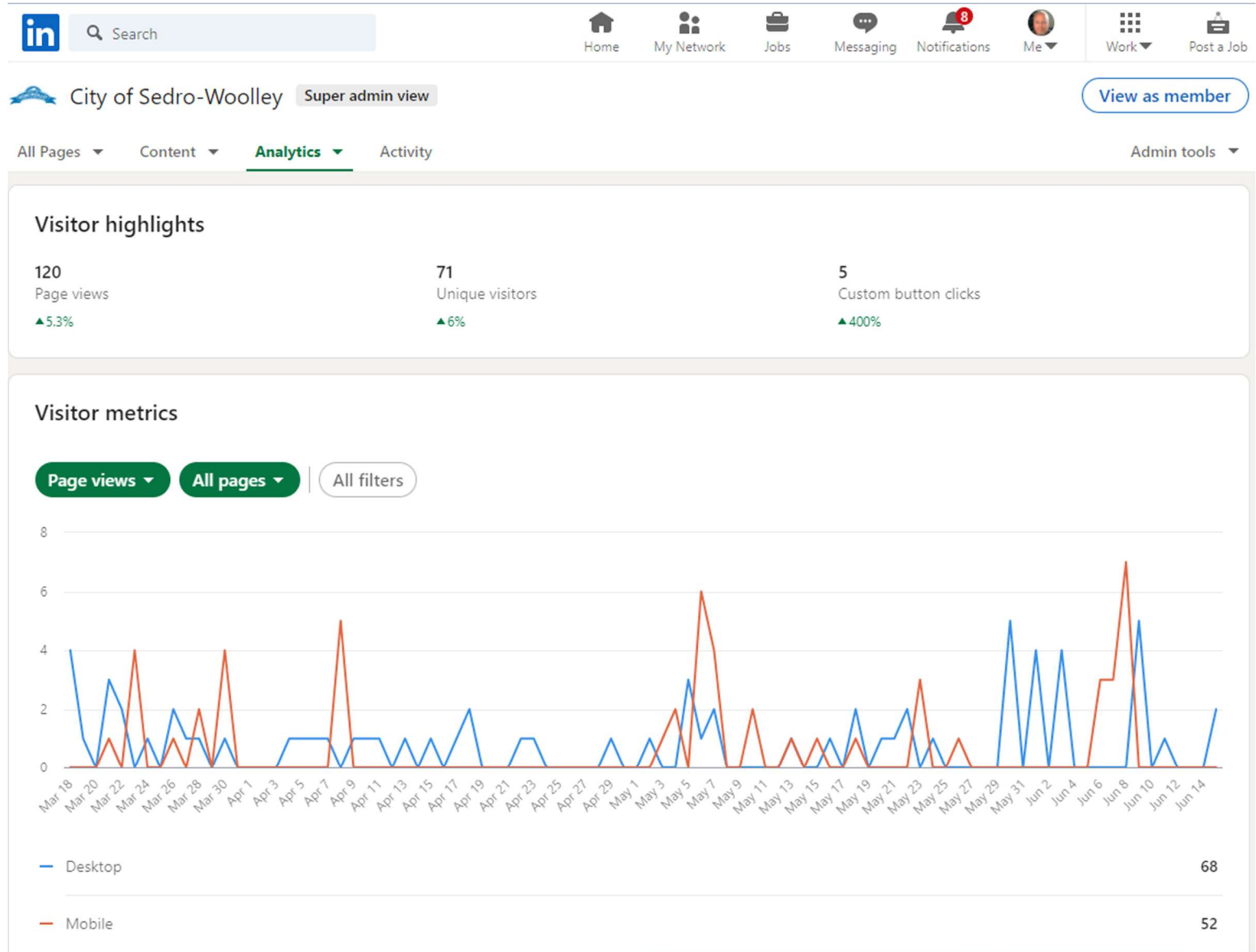
Responded to **61** Helpdesk requests so far in **June**.

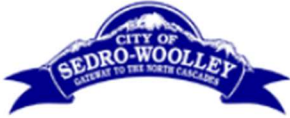
Website:



Facebook/Instagram:







Closed Auctions for: City of Sedro-Woolley

Keyword

Ended between and
(Please enter dates as April 23, 2009 or 04/23/2009)

Category

Sold Status

User [Find User]

Pay Status Rcpt/Conf #

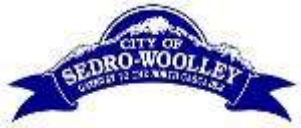
Pickup Location

[Search](#)

Auction	Title	Price	Status	Paid	Pick-up	Notes	Date Ended	Copy		
3029236	The Harvard Classics	\$50.00	●	PAID			May 10, 2022 3:00:00 PM PDT	<input type="checkbox"/>		
3029637	Perkins Brailer	\$51.50	●	PAID			May 11, 2022 3:00:00 PM PDT	<input type="checkbox"/>		
3020275	1986 Yard Goat - 421	\$7,000.00	●	PAID			May 19, 2022 3:00:00 PM PDT	<input type="checkbox"/>		
3020409	2005 Autocar Front Load - 509	\$21,100.00	●	PAID			May 19, 2022 3:00:56 PM PDT	<input type="checkbox"/>		
3020290	1986 Ford Roll Off Truck - 505	\$7,069.69	●	PAID			May 19, 2022 3:06:45 PM PDT	<input type="checkbox"/>		
3020417	1998 Ford Ranger Extra Cab - 517	\$4,700.00	●	PAID			May 19, 2022 3:17:05 PM PDT	<input type="checkbox"/>		
Page Total:		\$39,971.19			<input type="checkbox"/>	Copy Selected Auctions				
Grand Total:		\$39,971.19			<input type="checkbox"/>					

Projects

- Working on Public Works/Engineering Projects Map
- About 85% done with Technology Property Inventory
- Finished updating IT Department job descriptions
- Developing template for IT Department Strategic Plan and Succession Plan
- Replacing computer workstations in preparation for migration to Windows 11
- Assisting numerous departments with Public Records Requests
- Developing Microsoft Teams training workshop
- Preparing for Technology Advisory Group quarterly meeting, scheduled for June 23
- Continuing to develop ways to increase website and social media reach



Bill Chambers
IT Director
City of Sedro-Woolley

bchambers@Sedro-Woolley.gov
Phone 360.855.9924

PD Staff Report Council Meeting June 22nd, 2022

Staffing update- 20 officers total and 5 support staff

Chief	Tucker	Retiring Aug 31 st , schedule fade out June 8 th .
Chief	Mcllraith	
Sergeant	Sorsdal	To be sworn in July 13 th as Lieutenant. Prep to train new Sergent.
Sergeant	Eaton	Prep to train new Sergeant.
Sergeant	Carroll	Det Carroll being promoted to Sergeant. Being sworn in on June 22 nd . Start date July 1 st .
Detectives	McCombs Carroll Lowe Addition	McCombs-Investigations/Negotiator Carroll-Investigations until July 1 st . Lowe-Inter-local Drug Task Force REPLACEMENT for Carroll from patrol
Patrol	13	12-Officers on Patrol 1-Admin Leave
School Resource Officer		Pending application, partnership w School and budgetary work.
Code Enf.	Carr	Animal Control and Code Enforcement
Records	4	Blunt-Sergeant Wesson-Records/Evidence Uribe-Records/Reception Pearson-Data entry/Records

We have Officer Rachael Humberg scheduled to attend Commercial Motor Vehicle enforcement training in July. This will follow with additional field training with an experienced Commercial Motor Vehicle officer. Then Officer Humberg will be able to conduct Commercial Motor Vehicle safety inspections and enforce violations. SWPD is looking forward to having this program back in our community.

Lexipol Policy Status-The first Tier of policies have been approved and sent out for acknowledgment to police staff. This has been a long grueling review of policy with more to come. This is web based and easy to access for officers to refer to out in the field as needed.

Congratulations to Zach Carroll who was selected for promotion to Sergeant. He will be sworn in at the next council meeting on 6/22/22 @ 6pm.

Transition process is in progress. With the Sergeant promotion, a new detective will be selected soon from the patrol level.

Sedro-Woolley Police Department calls of note from 6/1/22 to 6/14/22:

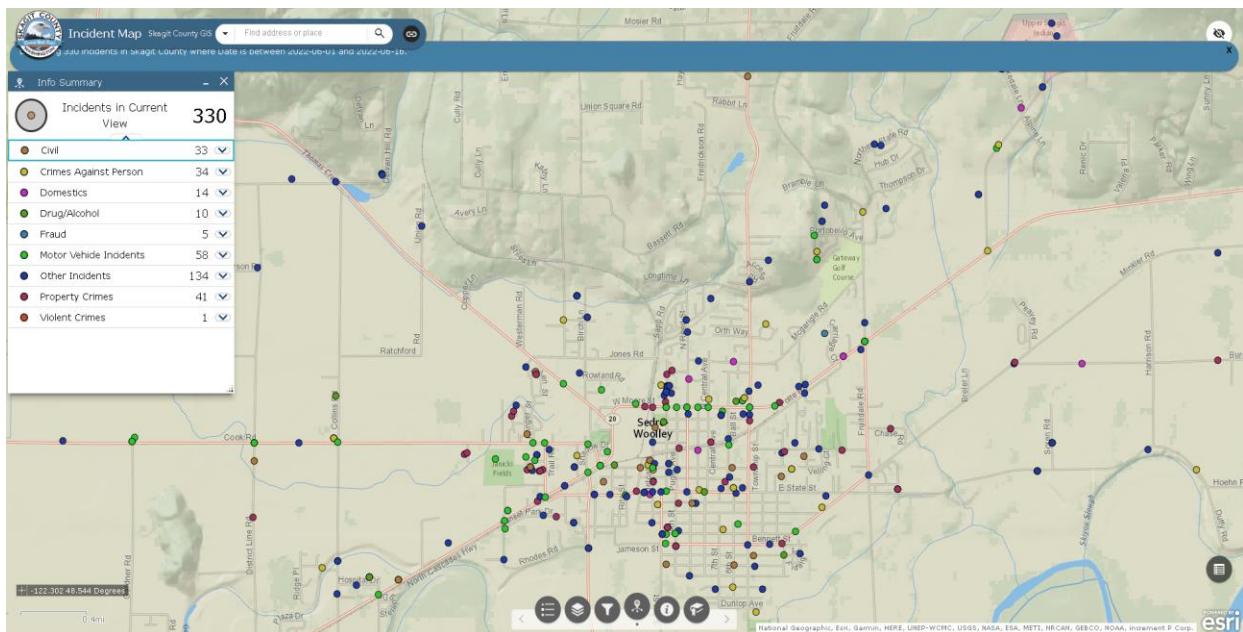
- On 6/2/22 at about 2336 hours, Officers responded to a Burglary at Top Market on SR20. The surveillance video system was taken, but another source of video footage was located from nearby businesses. Investigation continues.
- On 6/3/22 at about 1717 hours, Officers responded to a Malicious Mischief graffiti complaint at the skatepark on Murdock St. A juvenile was seen spray painting the bathroom.

Juvenile was contacted, given a notice of exclusion, and will be referred for charges. There has been a continual issue with vandalism at this location.

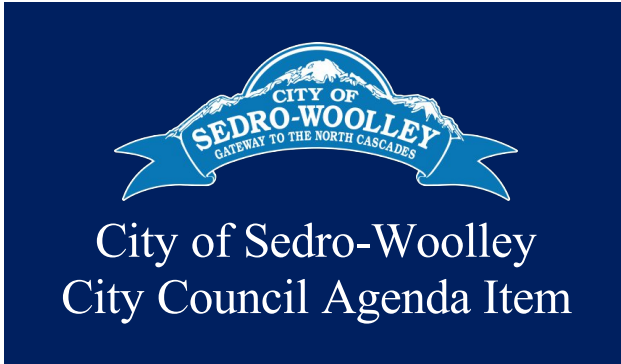
- 6/10/22 at about 2317 hours-Officers responded to a weapon offense in the area Ferry St and Murdock St. This involved two vehicles and it was confirmed a firearm was discharged from one vehicle to the other, striking one of the occupants. Victim was taken to a hospital. Investigation continues.
- 6/10/22 at about 2346 hours-Officers responded to a silent alarm which turned out to be a robbery at Floyd's Cannabis on West State St. Employees reported male had entered the store and presented a handgun to gather cash and product from the store. The suspect left, containment for canine track. Suspect was not located. Investigation continues.
- On 6/11/22, Officers responded to motor vehicle collision on Cook Rd, where driver was impaired and arrested for DUI. No injuries involved.
- During the month of June, Officers have responded to a known area of criminal activity at and apartment on Taylor Ln. Several patrols, traffic stops, and contacts resulted in recovering 4 stolen vehicles, warrant arrests, 371 counterfeit Percoset 30 pills and 4.5 grams of Methamphetamine. This led to a search warrant on the apartment to which an eviction was already in process.

Crime map link-This can be used to check police calls for service/ activity involving all law enforcement agencies in the county. Searches can be filtered agency, dates category and nature.

<https://www.skagitcounty.net/maps/crimemapmobile/>



This map is a reflection what the crime map can show. This shows the calls for service that Sedro-Woolley Officers responded to from 6/1/22 to 6/14/22.



Agenda
Item No. _____
Date: June 22, 2022
Subject: Discussion regarding potential litigation
pursuant to RCW 42.30.110(1)(i).

FROM:

Nikki Thompson, City Attorney

RECOMMENDED ACTION:

No action will be taken in executive session or following session.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS: