Next Ord: 1620-08
Next Res: 779-08

VISION STATEMENT

Sedro-Woolley is a friendly City that is characterized by City Government and Citizens working together to achieve a prosperous, vibrant and safe Community

MISSION STATEMENT

To provide services and opportunities which create a Community where people choose to live, work and play

CITY COUNCIL AGENDA

October 22, 2008
7:00 PM
Sedro-Woolley Municipal Building
Council Chambers
325 Metcalf Street

1. Call to Order
2. Pledge of Allegiance
3. Consent Calendar

NOTE: Agenda items on the Consent Calendar 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 Calendar.

a. Minutes from Previous Meeting
b. Finance
   - Claim Vouchers #64705 to #64851 in the amount of $1,885,242.94
   - Payroll Warrants #43639 to #43743 in the amount of $174,592.85
c. Addendum to Lease Agreement - Granite Holdings, LLC
d. Skagit County Interlocal Agreement for 2008 Library Services
e. Resolution - Authorizing an Interfund Loan to replace Library Roof
f. Resolution - Appointing Brian Stiles as Municipal Court Judge
g Resolution - Surplus
h. Resolution - HRA VEBA
i. Employment Contract Amendment - Police Chief Doug Wood
j. Supplemental Agreement #6 David Evans & Assoc – Skagit Project
k. Amendment #1 Professional Services Agreement Reichhardt & Ebe – Metcalf Project
l. WSDOT Letter of Understanding #132 – SR9/Jameson Project
m. Appointment of Ken Rosencrantz to Sedro-Woolley Housing Authority Board
n. Final Acceptance – 2007 Crack Sealing Project

4. Public Comment (Limited to 3-5 minutes)

UNFINISHED BUSINESS

5. Ordinance - Park and Recreation Advisory Board *(2nd reading - action requested)*
   Creating a new Park and Recreation Advisory Board
6. Purchasing Ordinance *(2nd reading- action requested))*
   Establishing purchasing policies for the city

NEW BUSINESS

7. ER&R Fund Expenditure *(action requested)*
   Authorizing staff to purchase a new or demo model vactor truck and a used van
8. Extension of City Sewer to UGA property *(action requested)*
   Authorizing Charles & Margaret Coultas sewer services prior to annexation

COMMITTEE REPORTS AND REPORTS FROM OFFICERS

There may be an Executive Session immediately preceding or following the meeting

DATE: October 22, 2008

TO: Mayor Anderson and City Council

FROM: Patsy Nelson, Finance Director

SUBJECT: 1) CALL TO ORDER; 2) PLEDGE OF ALLEGIANCE; 3) CONSENT CALENDAR

1. CALL TO ORDER - The Mayor will call the October 22, 2008 Regular Meeting to Order. The Finance Director will note those in attendance and those absent.

   ____ Ward 1 Councilmember Ted Meamber

   ____ Ward 2 Councilmember Tony Splane

   ____ Ward 3 Councilmember Louie Requa

   ____ Ward 4 Councilmember Pat Colgan

   ____ Ward 5 Councilmember Hugh Galbraith

   ____ Ward 6 Councilmember Rick Lemley

   ____ At-Large Councilmember Dennis London

2. PLEDGE OF ALLEGIANCE - The Mayor will lead the City Council and citizens in the Pledge of Allegiance to the United States of America.

3. CONSENT CALENDAR - Mayor will ask for Council approval of Consent Calendar items.

CITY COUNCIL AGENDA
REGULAR MEETING

OCT 2 2 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 3-a

CITY OF SEDRO-WOOLLEY

Regular Meeting of the City Council
October 8, 2008 – 7:00 P.M. – City Hall Council Chambers

The Meeting was called to order at 7:00 P.M.

Pledge of Allegiance

ROLL CALL: Mayor Mike Anderson, Councilmembers: Ted Meamber, Tony Splane, Louie Requa, Pat Colgan, Hugh Galbraith, Rick Lemley and Dennis London. Staff: Recorder Brue, Finance Director Nelson, City Supervisor/Attorney Berg, Engineer Freiberger, Planner Moore, Police Chief Wood and Fire Chief Klinger.

Mayor Anderson announced the addition of Item 12 – Appointment to the Planning Commission to the agenda.

Consent Calendar

- Minutes from Previous Meeting
- Finance
  - Claim Vouchers #64599 to #64704 in the amount of $419,294.50
  - Payroll Warrants #43532 to #43638 in the amount of $240,425.54
- Waiver of Fees – Riverfront Park – Boy Scouts Pack 67 – June 13, 2009

Councilmember London moved to approve the consent calendar. Seconded by Councilmember Meamber. Motion carried (7-0).

Public Comment

Bonnie Dales – 411 Jameson St., addressed the Council regarding incoming businesses and the rumors that the City is making it difficult for businesses once they are established.

Council and Staff addressed Dales' comments and presented background information regarding her concerns to include the walk in clinic, sign ordinance and length of time for approvals.

Steve O'Neil – owner of The Roost, 408 B Metcalf St., addressed the Council regarding communications with the Planning and Fire Departments prior to opening his business and how smoothly the process went. He did note that the signage issue is too lengthy of a process but felt very welcome by staff.

Steve Anderson – 12551 Mill St, Clear Lake, addressed Council regarding the Municipal Golf Course. He noted he has been utilizing the course over the last three years under City management. He stated from his personal observation the usage has only increased.

Anderson also addressed the honor system being ineffective and encouraged Council to lease the course for another year. He also addressed the potential for making money with better maintenance and noted the course is a valuable asset to the community.

Douglas Wilson – 802 A Rita, addressed the recent Skagit Valley Herald article regarding a ban of Solid Waste disposal within the industrial boundaries of Sedro-Woolley. He also addressed Judge Castleberry's decision and the responsible party for the re-review. Wilson read multiple quotes from various editions of the local papers.

Catherine Chaplin – 315 Warner St., noted she has been following the Deluxe issue and the ill will that it has caused. She questioned what the plan is for the Council to repair these feelings. She discussed Mount Vernon's program of having Ward meetings for community input on a quarterly basis.

NEW BUSINESS

Resolution #777-08 Preliminary Long Plat Approval for Habitat Village

Planner Moore reviewed background information for the Preliminary Long Plat for Habitat Village located off of Polte Road adjacent to Central Methodist Church. Moore noted an open public hearing was conducted before the Hearing Examiner with recommendation for approval subject to recommendations and conditions in the staff report.

Council discussion ensued regarding the number of parcels to include the church parcel.

Councilmember Meamber moved to approve the preliminary plat of Habitat Village subject to the conditions contained in the Hearing Examiner's Findings of Fact, Conclusions and Recommendations for Resolution # 777-08. Seconded by Councilmember Lemley.

Councilmember Requa disclosed that his business was approached by a representative from Habitat for Humanity to do some work on this project, however another firm was willing to do the work pro-bono so no services were exchanged other than some very preliminary discussion.

Motion carried (7-0).

Golf Course

City Supervisor/Attorney Berg presented a history of the lease of the land for a golf course. He noted they have discussed acquisition but funding is an issue. Other creative ideas have been researched but has been determined to not be feasible. He noted the issue in front of Council is whether to lease the land for another year. Staff recommendation is to extend the lease and run the land as a recreational facility for the community for another year.

Councilmember Requa recused himself due to the fact that the property owner is a client of his firm. He then left the Council bench.

Shane Walley – addressed the Council and noted they took the course over blindly. The Parks Department has tried to create something positive for the community. He noted that budgeting has been a challenge with the honor system but in order to collect all funds, you have to hire staff. He noted that funding has always been an issue with limited staff. He stated he believes the economy and weather has been a factor with the revenue this year.

Discussion ensued regarding operating expenses, tournaments, league play and the lack of a pro shop.

Councilmember Galbraith commented that he believes for $1000 per year it is important to maintain. He addressed the recreational aspect and need within the community and would like to see it maintained as a useable course.

Walley also spoke of plans for developing an Executive Par 3 course if future opportunities are presented. Discussion also ensued regarding the Driving Range.

Councilmember Galbraith moved to operate for one additional year. Seconded by Councilmember Lemley. Motion carried (6-0, Councilmember Requa recused).

Councilmember Galbraith moved to authorize the Mayor to enter into a lease for one more year at one dollar per month for a year. Seconded by Councilmember Lemley. Motion carried (6-0, Councilmember Requa recused).

Councilmember Galbraith moved to extend the lease for one more year. Seconded by Councilmember Lemley. Motion carried 6-0, Councilmember Requa recused).

Councilmember Requa rejoined the Council bench.

Bob Ruby – property owner, noted that he is just the lessor, however if anything is to be done in the future with the golf course, what has been done tonight will help.

Planning Consultant Professional Services Contract

Councilmember Requa recused himself due to conflict of interest and left the Council bench.

Planner Moore reviewed the outcome of Judge Casselberry's decision which instructs a restart of the environmental review process. Moore recommended the hiring of an outside consultant in order to efficiently do the review and to obtain a non-biased review. Moore also recommended the selection process be done by committee in order to review the qualification letters. He requested the Council authorized the Mayor to sign a professional services contract after the committee makes the choice.

Sally Carlson – 335 Bennett St., requested a member of the community to be included on the committee. She also questioned how much the Deluxe matter has cost in legal fees.

Mayor Anderson addressed his thoughts of committee members.

Catherine Chaplin – addressed the Council and expressed the importance of being fair with the selection of the committee members.

Council discussion ensued to include potential cost of the consultant, time, contract staging, pricing, consultant review, possible appeals and the appeal period of the judge's decision.

Councilmember London moved to authorize the Mayor to sign a City form professional services contract with a qualified planning consultant as recommended by the planning director to perform the SEPA review and make a new threshold determination in the Deluxe matter. Seconded by Councilmember Colgan.

Council discussion ensued to include placing community members on the committee and the committee make up being recommended to be two community members, Planning Commission member, Councilmember and Planner Moore.

Motion carried (6-0, Councilmember Requa recused).

Councilmember Requa rejoined the Council bench.

Planning/Development Code Amendments

Planner Moore reviewed the first read for the final draft of major revisions to Chapter 2.90 – SWMC – Consolidated Planning Procedures. Moore noted this was an effort to make the development regulations friendlier for the applicants. Staff has been working with a Planning Consultant and the draft has been further refined by the Planning Department Staff. He noted no action is necessary at this time. The document is for Council review over the next couple of weeks with action to be taken at the next meeting. Moore noted that he is available to address Councilmember's questions.

Memorandum of Agreements – SR 20 N. Skagit Roundabout Project

Councilmember Requa recused himself due to conflict of interest and left the Council bench.

City Supervisor/Attorney Berg – complimented Engineer Freiberger and staff members Julie Rosario and JoAnn Lazaron on the SR20 Roundabout open house. He noted it was a great success. He reported the project is about 90% designed and will be in a bid ready format within a month to award the contract by year end. Berg reported that he has been working with property owners surrounding the intersection. He reviewed the memorandum of understandings with property owners Nysether, Rimmer and Morgan with the objective to capture planned donations with each, and to have it tailored to fit specific needs of the property owners.

Berg reviewed the recommendation and request to authorize the Mayor to sign the agreement with Rimmer, Morgan and Nysether. He pointed out that timing is an issue due to the grant.

Council discussion ensued to include the cost of relocating Morgan's Espresso stand, sewer extensions and Food Bank access.

Councilmember Lemley moved to authorize the Mayor to sign the attached agreements with Rimmer, Morgan and Nysether with any minor modifications as approved by the public works director and city attorney, as well as related documents including deeds. Seconded by Councilmember Colgan.

Councilmember Splane spoke out against roundabouts on State Highways but noted he will vote on the motion because in this case the land owners around the property are donating property for the project.

Motion carried (6-0, Councilmember Requa recused).

Mayor Anderson complimented Engineer Freiberger and Supervisor/Attorney Berg for their work with the property owners. Councilmember Meamber concurred.

Councilmember Requa returned to the Council bench.

Park and Recreation Advisory Ordinance

City Supervisor/Attorney Berg reviewed the proposed ordinance creating a new Park and Recreation Advisory Board. He noted this is at the request of the Parks Department in order to launch recreational opportunities within the community. Berg noted this is the first reading with no action to be taken until the next meeting. The goal is to have the Advisory Board implemented in the next year.

Purchasing Ordinance

City Supervisor/Attorney reviewed the proposed purchasing ordinance which he has been working on for the past year and is now necessary as a result of the State Auditor's exit interview. He stated the City has been utilizing a combination of a City resolution and the State law. The proposed ordinance establishes thresholds for purchasing. He noted this is a first read with no action to be taken until the next meeting.

Appointment of Planning Commission Member – Jim Johnson

Mayor Anderson reported that Planning Commission member Dan Lefeber has resigned which leaves a vacancy. He said there were a lot of applicants at the last vacancy and he reviewed those and requests the Council approve the appointment of Jim Johnson to the unexpired term on the Planning Commission.

Councilmember Galbraith moved to confirm the Mayor's appointment of Jim Johnson to the unexpired term on the Planning Commission. Seconded by Councilmember Splane. Motion carried (7-0).

Councilmember Lemley reviewed the Council Finance Committee's recommendation for the 2008 Lodging Tax Advisory Committee. He noted this committee would be responsible for reviewing the Hotel/Motel tax requests and making recommendations for budgeting purposes.

Councilmember Lemley moved to approve Resolution #778-08 A Resolution of the City Council of Sedro-Woolley, appointing Members to the Lodging Tax Advisory Committee. Seconded by Councilmember Colgan. Motion carried (7-0).

COMMITTEE REPORTS AND REPORTS FROM OFFICERS

Councilmember London – addressed the City collection facility for cardboard, paper etc, that he understands will be terminated because it is in conflict with the Waste Management contract. He requested it be researched whether Waste Management would be willing to provide their bins in the same location for the benefit of the citizens.

Councilmember Requa – noted he had passed the code revisions to Chapter 2.90 on to the Planner at Skagit Surveyors for review.

Councilmember Splane – clarified his resistance to roundabouts.

Councilmember Meamber – complimented Engineer Freiberger on the open house and presentation on the SR20 roundabout.

Finance Director Nelson – noted that the Over 55 driving lessons which her mother recently attended include how to drive around a roundabout. She also noted that the Finance Department has been busy with the budgeting process and spoke of the Dept of Revenue streamlined sales tax and its effect on the City. She said after receiving the first report noting that sales tax revenue should fall right at what was budgeted.

City Supervisor/Attorney Berg – provided an explanation to Council regarding the City operated recycle site and the contract with Waste Management which prohibits the City from competing with Waste Management through 2015.

Council discussion ensued regarding billing for recycle and green waste.

Berg also addressed Council regarding the Janicki Cove property. He noted the property has been cleared and there had been a request put in for street lights in that area. Puget Sound Energy has discovered the wiring and transformers are not adequate and the cost would be substantially greater. Berg noted the property in question is in the County and requested direction as to how to proceed. Berg was instructed to send a letter to the County since it's in their jurisdiction. A copy of the letter will be sent to the Janicki Cove residents.

City Supervisor/Attorney Berg reviewed a request for Council to ratify the Mayor signature for Right of Way procedures in accordance with WSDOT for McGargile and Fruitdale roads.

Councilmember Meamber moved to ratify the Mayor's signature and authorize the Mayor and City staff to sign the documents to acquire right of way properties on Fruitdale and McGargile. Seconded by Splane. Motion carried (7-0).

Berg expressed concern regarding the make up of the planning consultant selection committee and will seek the opinion of outside Counsel.

Engineer Freiberger – reported the sewer projects are going well with the exception of the Metcalf project which has had some difficulty. He noted the post inspection of the lines has been completed and some discrepancies have been noted. The contractor has been notified and they will be meeting sometime in the next week. Freiberger also noted that Township Street is reopened.

Councilmember London – questioned what the feedback from open house was and questioned the no left turn at Food Pavilion.

Planner Moore – reported that he has been approached by two different community members who are interested in laying some groundwork for establishing a youth center in town. He noted he has agreed to be on the committee and is soliciting any help from the Planning Commission or any interested Councilmembers who might be willing to become involved.

Fire Chief Klinger – announced that it is Fire Prevention week and the Firemen have been visiting the schools. He also reported that tickets are still available for the annual Boots to Burn event.

Police Chief Wood – spoke of vandalism at Memorial Park and noted they are working closely with School District to rectify the problem. They are also working on the school adopting the park to help curtail the vandalism. Wood also noted after being questioned that there were no problems in Sedro-Woolley on the weekend of the Oyster Run.

EXECUTIVE SESSION

The meeting adjourned to Executive Session at 9:15 for the purpose of personnel for approximately 15 minutes with no decision anticipated.

The meeting reconvened at 10:03 P.M.

Councilmember Lemley moved to adjourn. Seconded by Councilmember Colgan. Motion carried (7-0).

The meeting adjourned at 10:03 P.M.

CITY COUNCIL AGENDA
REGULAR MEETING

OCT 2 2 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 3-B

DATE: October 22, 2008

TO: Mayor Anderson and City Council

FROM: Patsy Nelson, Finance Director

SUBJECT: FINANCE - VOUCHERS

Attached you will find the Claim Vouchers proposed for payment for the period ending October 22, 2008.

Motion to approve Claim Vouchers #64705 to #64851 in the amount of $1,885,242.94.

Motion to approve Payroll Warrants #43639 to #43743 in the amount of $174,592.85.

If you have any comments, questions or concerns, please contact me for information during the working day at 855-1661. This will allow me to look up the invoices that are stored in our office.

CITY OF SEDRO-WOOLLEY

SORTED TRANSACTION WARRANT REGISTER

10/22/2008 (Printed 10/17/2008 09:04)

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
64705	SKAGIT COUNTY AUDITOR	MISC-FILING FEES/LIEN EXP	SWR	1,009.00
		MISC-FILING FEES/LIEN EXP	SAN	1,009.00
		WARRANT TOTAL		2,018.00
64706	A-1 MOBILE LOCK & KEY	REPAIR & MAINTENANCE	CS	216.00
		WARRANT TOTAL		216.00
64707	ALL-PHASE ELECTRIC	MAINT OF GENERAL EQUIP	SWR	80.35
		MAINT OF GENERAL EQUIP	SWR	27.71
		WARRANT TOTAL		108.06
64708	LLOYD H. RUSSELL	REPAIRS/MAINT-EQUIP	FD	522.16
		WARRANT TOTAL		522.16
64709	AMERICA'S SERVICING COMPANY	ROW - FRUITDALE/MCGARIGLE	AST	350.00
		WARRANT TOTAL		350.00
64710	A.T.V. ACCESSORIES	REPAIR & MAINTENANCE	CS	48.60
		REPAIR & MAINT - AUTO	PD	498.40
		REPAIR & MAINT - AUTO	PD	194.40
		REPAIR & MAINT - AUTO	PD	885.60
		REPAIR/MT-HAMMER SQUARE	PK	27.00
		WARRANT TOTAL		1,654.00
64711	ARAMARK UNIFORM SERVICES	LAUNDRY	CS	40.96
		LAUNDRY	PK	20.00
		LAUNDRY	PK	67.85
		MISC-LAUNDRY	ST	22.90
		LAUNDRY	SWR	46.88
		WARRANT TOTAL		198.59
64712	ASSOCIATION OF WA CITIES	RETIRED MEDICAL	PD	8,027.50
		WARRANT TOTAL		8,027.50
64713	ASSOC PETROLEUM PRODUCTS	AUTO FUEL	CS	33.44
		AUTO FUEL	CS	65.51
		AUTO FUEL	PD	1,528.85
		AUTO FUEL/DIESEL	FD	699.43
		AUTO FUEL/DIESEL	PK	619.38
		AUTO FUEL/DIESEL	ST	448.97
		AUTO FUEL/DIESEL	ST	509.90
		AUTO FUEL/DIESEL	SWR	270.91
		AUTO FUEL/DIESEL	SAN	61.59
		AUTO FUEL/DIESEL	SAN	2,229.07
		WARRANT TOTAL		6,467.05
64714	AT & T	TELEPHONE	PD	805.36
		WARRANT TOTAL		805.36
64715	BANK OF AMERICA	TRAVEL	LGS	75.00
		REPAIR/MAINTENANCE-EQUIP	ST	707.85
		MAINTENANCE OF BUILDINGS	SWR	154.87

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
		WARRANT TOTAL		937.72
64716	BARNETT IMPLEMENT CO. INC	REPAIR/MAINT-EQUIP & BLDG	CEM	64.42
		WARRANT TOTAL		64.42
64717	BANK OF AMERICA	BOOKS, PERIOD, RECORDS	LIB	133.73
		WARRANT TOTAL		133.73
64718	BAY CITY SUPPLY	OPERATING SUP - RIVERFRONT	PK	162.44
		OPERATING SUP - COMM CENTER	PK	139.49
		OPERATING SUP - COMM CENTER	PK	103.58
		OPERATING SUP - SENIOR CTR	PK	139.49
		OPERATING SUP - CITY HALL	PK	130.70
		OPERATING SUP - CITY HALL	PK	43.65
		OPERATING SUP - LIBRARY	PK	39.96
		OPERATING SUP - HAMMER SQ	PK	7.77
		OPERATING SUPPLIES	SAN	72.90
		CONTAINERS	SAN	854.01
		WARRANT TOTAL		1,693.99
64719	ECOTONE SOLUTIONS LLC	PROFESSIONAL SERVICES	ENG	900.00
		WARRANT TOTAL		900.00
64720	BLUMENTHAL UNIFORM & EQUP	UNIFORMS/ACCESSORIES	PD	124.42
		UNIFORMS/ACCESSORIES	PD	201.04
		UNIFORMS/ACCESSORIES	PD	51.26
		UNIFORMS/ACCESSORIES	PD	90.40
		UNIFORMS/ACCESSORIES	PD	264.60
		WARRANT TOTAL		731.72
64721	BOUWENS, JENNIFER A.	PROSECUTING ATTY	JUD	2,500.00
		WARRANT TOTAL		2,500.00
64722	BRAT WEAR	UNIFORMS/ACCESSORIES	PD	413.10
		WARRANT TOTAL		413.10
64723	BROWN & COLE STORES	OPERATING SUPPLIES	FD	11.86
		TRAVEL/MEALS	FD	214.62
		WARRANT TOTAL		226.48
64724	CAL-PACIFIC PRODUCTS	MAINTENANCE OF LINES	SWR	317.32
		OPERATING SUPPLIES	SWR	364.63
		WARRANT TOTAL		681.95
64725	CARDIAC SCIENCE CORP.	OPERATING SUPPLIES	FD	103.68
		WARRANT TOTAL		103.68
64726	CARLETTI ARCHITECTS P.S.	ARCHITECT & ENGINEERING	CH	207.30
		WARRANT TOTAL		207.30
64727	CASCADE NATURAL GAS CORP.	PUBLIC UTILITIES	CS	470.28
		PUBLIC UTILTIES	PD	11.65

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
		UTILITIES-COMMUNITY CTR	PK	16.90
		UTILITIES-SENIOR CENTER	PK	60.97
		UTILITIES-HAMMER SQUARE	PK	15.85
		UTILITIES - SHOP	PK	23.19
		UTILITIES - SHOP	PK	82.39
		PUBLIC UTILITIES	ST	10.60
		PUBLIC UTILITIES	LIB	10.60
		PUBLIC UTILITIES	SWR	46.50
		PUBLIC UTILITIES	SAN	86.15
		WARRANT TOTAL		835.08
64728	CENTRAL WELDING SUPPLY	OPERATING SUPPLIES	SAN	17.60
		WARRANT TOTAL		17.60
64729	CEMEX	CONTRACTED OVERLAY	ST	545.29
		WARRANT TOTAL		545.29
64730	CITIES INSURANCE ASSOC.	INSURANCE & BONDS	JUD	582.00
		INSURANCE & BONDS	FIN	2,002.00
		INSURANCE	LGL	775.00
		INSURANCE	CS	11,784.00
		INSURANCE	PLN	1,008.00
		INSURANCE	ENG	2,036.00
		PROFESSIONAL SERVICES	PD	1,000.00
		INSURANCE	PD	29,456.00
		INSURANCE	FD	15,330.00
		INSURANCE	INSP	1,052.00
		INSURANCE	PK	12,512.00
		INSURANCE	CEM	3,327.00
		INSURANCE	ST	12,328.00
		INSURANCE	LIB	10,778.00
		INSURANCE	SWR	30,938.00
		INSURANCE	SAN	7,642.00
		WARRANT TOTAL		142,550.00
64731	COLEMAN, JOHN	TRAVEL	PLN	806.55
		WARRANT TOTAL		806.55
64732	COLLINS OFFICE SUPPLY,INC	SUPPLIES/BOOKS	PLN	40.51
		SUPPLIES	ENG	40.53
		OFF/OPER SUPPS & BOOKS	INSP	40.51
		WARRANT TOTAL		121.55
64733	CONNEY SAFETY PRODUCTS	MACHINERY & EQUIPMENT	PD	293.60
		WARRANT TOTAL		293.60
64734	COOK PAGING (WA)	TELEPHONE	FD	6.26
		WARRANT TOTAL		6.26
64735	CORRECTIONAL INDUSTRIES	PROFES. SVCS. REIMBURSE	ENG	5.93
		WARRANT TOTAL		5.93

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
64736	HSBC BUSINESS SOLUTIONS	REPAIRS/MAINT-DORM	FD	68.63
		WARRANT TOTAL		68.63
64737	COUNTRYSIDE CHEVROLET	REPAIR & MAINT - AUTO	PD	554.41
		REPAIR & MAINT - AUTO	PD	221.40
		REPAIR & MAINT - AUTO	PD	40.50
		REPAIR/MT-SMALL TOOLS EQUIP	PK	122.95
		REPAIR/MT-SMALL TOOLS EQUIP	PK	28.58
		WARRANT TOTAL		967.84
64738	SKAGIT WEEKLY NEWS GROUP	OPERATING SUPPLIES	SWR	115.56
		WARRANT TOTAL		115.56
64739	CRYSTAL SPRINGS	SUPPLIES	LGS	15.98
		OPERATING SUPPLIES	CS	9.68
		OPERATING SUPPLIES	FD	34.65
		OPERATING SUP - GOLF	PK	17.18
		OPERATING SUPPLIES	CEM	10.68
		OPERATING SUPPLIES	ST	48.63
		OPERATING SUPPLIES	SWR	228.23
		OPERATING SUPPLIES	SAN	26.66
		WARRANT TOTAL		391.69
64740	CUSTOM EMBROIDERY	CLOTHING	SWR	164.94
		WARRANT TOTAL		164.94
64741	DC'S PRINTING & AWARDS	SUPPLIES	LGS	10.80
		WARRANT TOTAL		10.80
64742	DALCO, INC	CONTAINERS	SAN	59.94-
		CONTAINERS	SAN	124.26
		WARRANT TOTAL		64.32
64743	DATA BASE RECORDS DESTRUCTION LLC	PROFESSIONAL SERVICES	JUD	8.50
		OFFICE/OPERATING SUPPLIES	PD	19.50
		PROFESSIONAL SERVICES	INSP	8.50
		WARRANT TOTAL		36.50
64744	DAVID EVANS & ASSOC INC	ENGINEERING-SKAGIT LIGHT	AST	19,735.61
		WARRANT TOTAL		19,735.61
64745	DAY WIRELESS SYSTEMS INC	SMALL TOOLS/MINOR EQUIP	PD	16.21-
		SMALL TOOLS/MINOR EQUIP	PD	53.46
		WARRANT TOTAL		37.25
64746	DESTINATION WIRELESS	TELEPHONE	PK	43.19
		WARRANT TOTAL		43.19
64747	DIVERSINT	REPAIRS & MAINTENANCE	PD	133.92
		WARRANT TOTAL		133.92
64748	E & E LUMBER	SMALL TOOLS & MINOR EQUIP	PK	44.27

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
		SAFETY EQUIPMENT	PK	9.70
		REPAIR/MT-SMALL TOOLS EQUIP	PK	49.95
		BINGHAM PARK BLDG	PK	58.99
		SMALL TOOLS/MINOR EQUIP	ST	48.37
		SMALL TOOLS/MINOR EQUIP	ST	107.98
		OPERATING SUPPLIES	SWR	12.30
		CONTAINERS	SAN	37.53
		WARRANT TOTAL		369.09
64749	ELLIS, MIKE	UNIFORMS/ACCESSORIES	PD	106.69
		WARRANT TOTAL		106.69
64750	ENTERPRISE OFFICE SYSTEMS	SUPPLIES	FIN	68.78
		SUPPLIES	FIN	74.27
		SUPPLIES/BOOKS	PLN	8.61
		SUPPLIES	ENG	17.77
		SUPPLIES	ENG	1.72-
		SUPPLIES	ENG	2.48
		OFF/OPER SUPPS & BOOKS	INSP	8.61
		WARRANT TOTAL		178.80
64751	E.S.R.I INC.	MISC-DUES/SUBSCRIP/MEMSHIP	PLN	351.00
		DUES/SUBSCRIPTIONS	ENG	702.00
		MISC-DUES/SUBSCRIPTIONS	SWR	351.00
		WARRANT TOTAL		1,404.00
64752	FEDERAL CERTIFIED HEARING	RETIRED MEDICAL	PD	35.20
		PROF SERVICE-MEDICAL EXAMS	FD	20.00
		PROF SERVICE-MEDICAL EXAMS	FD	20.00
		WARRANT TOTAL		75.20
64753	GOLDEN RAILINGS, INC.	MACHINERY/EQUIPMENT	SWR	1,098.00
		WARRANT TOTAL		1,098.00
64754	GREAT AMERICA LEASING COR	EQUIPMENT LEASES	CS	269.89
		EQUIPMENT LEASES	CS	308.99
		WARRANT TOTAL		578.88
64755	GRCC/WETRC	MISC-TUITION/REGISTRATION	SWR	255.00
		WARRANT TOTAL		255.00
64756	GUARDIAN NW TITLE & ESCROW	ENGINEERING-SKAGIT LIGHT	AST	212.00
		CONSTRUCTION-TOWNSHIP LINE	PWT	47.00
		WARRANT TOTAL		259.00
64757	GUARDIAN SECURITY	PUBLIC UTILITIES	CS	270.00
		REPAIRS/MT-COMMUNITY CTR	PK	150.00
		REPAIR/MT-SENIOR CENTER	PK	135.00
		OPERATING SUPPLIES	SWR	114.00
		WARRANT TOTAL		669.00
64758	HAYDEN, PATRICK	ASSOCIATE'S FEES	JUD	600.00

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
		WARRANT TOTAL		600.00
64759	HOLLAND HEALTH SERV. INC.	RETIRED MEDICAL	PD	159.34
		WARRANT TOTAL		159.34
64760	HONEY BUCKET	OPERATING SUP - CITY HALL	PK	93.76
		OPERATING SUP - GOLF	PK	145.40
		WARRANT TOTAL		239.16
64761	HORIZON BANK	CONSTRUCTION - SR20 LINE	PWT	535.00
		WARRANT TOTAL		535.00
64762	HUMANE SOCIETY OF SKAGIT	HUMANE SOCIETY	PD	2,020.00
		WARRANT TOTAL		2,020.00
64763	INDUSTRIAL TOOL BOX INC	OPERATING SUPPLIES	ST	793.64
		WARRANT TOTAL		793.64
64764	INGRAM LIBRARY SERVICES	BOOKS, PERIOD, RECORDS	LIB	13.52
		BOOKS, PERIOD, RECORDS	LIB	19.49
		BOOKS, PERIOD, RECORDS	LIB	168.31
		WARRANT TOTAL		201.32
64765	JOHN, RONALD	RETIRED MEDICAL	PD	181.75
		WARRANT TOTAL		181.75
64766	KARL'S PAINTS LLC	REPAIRS/MT-RIVERFRONT	PK	240.18
		WARRANT TOTAL		240.18
64767	KESSELRING'S	AMMUNITION	PD	1,632.96
		WARRANT TOTAL		1,632.96
64768	K&L/GATES	MISCELLANEOUS	CH	5,000.00
		WARRANT TOTAL		5,000.00
64769	L N CURTIS & SONS	SMALL TOOLS & MINOR EQUIP	FD	299.54
		REPAIRS/MAINT-EQUIP	FD	56.21
		REPAIRS/MAINT-EQUIP	FD	24.78
		WARRANT TOTAL		380.53
64770	LABCORP	PROFESSIONAL SERVICES	FD	106.00
		WARRANT TOTAL		106.00
64771	LAKESIDE INDUSTRIES	REPAIR/MAINT-STREETS	ST	96.55
		WARRANT TOTAL		96.55
64772	LAND TITLE COMPANY	ROW - FRUITDALE/MCGARIGLE	AST	101,445.47
		WARRANT TOTAL		101,445.47
64773	LANGUAGE EXCH. INC. (THE)	LANGUAGE INTERPRETER	JUD	220.00
		WARRANT TOTAL		220.00

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
64774	LOGGERS AND CONTRACTORS	REPAIR/MAINTENANCE-EQUIP	ST	95.01
		MAINTENANCE OF LINES	SWR	68.04
		MAINT OF GENERAL EQUIP	SWR	2.69
		WARRANT TOTAL		165.74
64775	LYNN PEAVEY COMPANY	OFFICE/OPERATING SUPPLIES	PD	86.15
		WARRANT TOTAL		86.15
64776	MCCANN, WILLIAM R.	INDIGENT DEFEND CONTR	JUD	2,557.50
		WARRANT TOTAL		2,557.50
64777	MCLOUGHLIN & EARDLEY CORP	VEHICLES	PD	342.00
		WARRANT TOTAL		342.00
64778	MELL, CHUCK	PROFESSIONAL SERVICES	IT	2,242.34
		WARRANT TOTAL		2,242.34
64779	MOTOR TRUCKS, INC.	REPAIR/MAINTENANCE-EQUIP	ST	107.01-
		REPAIR/MAINTENANCE-EQUIP	ST	119.07
		REPAIRS/MAINT-EQUIP	SAN	36.68
		REPAIRS/MAINT-EQUIP	SAN	41.77
		WARRANT TOTAL		90.51
64780	MUTUAL MATERIALS CO.	OPERATING SUPPLIES	ST	95.27
		WARRANT TOTAL		95.27
64781	NAT'L GEOGRAPHIC TRAVELER	BOOKS, PERIOD, RECORDS	LIB	29.95
		WARRANT TOTAL		29.95
64782	NAT'L GEOGRAPHIC SOCIETY	BOOKS, PERIOD, RECORDS	LIB	65.00
		WARRANT TOTAL		65.00
64783	NAT'L PARKS/CONSERVATION	BOOKS, PERIOD, RECORDS	LIB	34.00
		WARRANT TOTAL		34.00
64784	NORTH CASCADE VET HOSPITAL	PROFESSIONAL SERVICES	PD	451.62
		WARRANT TOTAL		451.62
64785	NORTH HILL RESOURCES, INC.	RECYCLING FEE - YARD WASTE	SAN	118.91
		RECYCLING FEE - YARD WASTE	SAN	118.91
		WARRANT TOTAL		237.82
64786	NORTHWEST TINMAN	MAINTENANCE OF VEHICLES	SWR	496.52
		WARRANT TOTAL		496.52
64787	OASYS	EQUIPMENT LEASES	CS	326.38
		SUPPLIES/BOOKS	PLN	307.49
		SUPPLIES	ENG	307.48
		OFF/OPER SUPPS & BOOKS	INSP	307.49
		WARRANT TOTAL		1,248.84
64788	OFFICE DEPOT	SUPPLIES	FIN	176.42

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
		SUPPLIES	FIN	79.25
		OFFICE/OPERATING SUPPLIES	PD	130.20
		OFFICE/OPERATING SUPPLIES	PD	27.97
		OFFICE SUPPLIES	SWR	453.16
		WARRANT TOTAL		867.00
64789	OCLC	CATALOGUE SUBSCRIPTION	LIB	621.27
		WARRANT TOTAL		621.27
64790	OLIVER-HAMMER CLOTHES	SAFETY EQUIPMENT	ST	49.57
		SAFETY EQUIPMENT	ST	49.57
		CLOTHING	SWR	142.35
		CLOTHING	SAN	117.02
		WARRANT TOTAL		358.51
64791	OPSEC, LLC	TUITION/REGISTRATION	PD	557.15
		WARRANT TOTAL		557.15
64792	PACIFIC RIM PAVING	OTHER IMPROVEMENTS	SWR	2,889.00
		WARRANT TOTAL		2,889.00
64793	PAT RIMMER TIRE CTR, INC	REPAIR & MAINT - AUTO	PD	311.20
		REPAIRS/MAINT-EQUIP	SAN	36.72
		WARRANT TOTAL		347.92
64794	PETROCARD	AUTO FUEL/DIESEL	PK	27.26
		AUTO FUEL/DIESEL	ST	107.10
		AUTO FUEL/DIESEL	SAN	60.37
		WARRANT TOTAL		194.73
64795	PETTY CASH-DEBRA PETERSON	POSTAGE	LIB	14.55
		REPAIR/MAINT-COMPUTER	LIB	64.67
		WARRANT TOTAL		79.22
64796	PRINTWISE, INC.	SUPPLIES	JUD	69.12
		SUPPLIES	JUD	69.12
		SUPPLIES	JUD	133.92
		SUPPLIES	JUD	129.06
		SUPPLIES	JUD	89.08
		SUPPLIES	JUD	89.08
		WARRANT TOTAL		579.38
64797	PUGET SOUND PRECAST	BUILDINGS & STRUCTURES	CEM	10,886.40
		WARRANT TOTAL		10,886.40
64798	PUBLIC UTILITY DIS. NO.1	PUBLIC UTILITIES	CS	274.05
		PUBLIC UTILTIES	PD	16.40
		UTILITIES-RIVERFRONT	PK	231.30
		UTILTIES-TRAIN	PK	16.40
		UTILITIES-HAMMER SQUARE	PK	288.68
		UTILITIES-BINGHAM & MEMORIAL	P	35.92
		UTILITIES - OTHER	PK	27.40

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
		PUBLIC UTILITIES	CEM	41.96
		PUBLIC UTILITIES	ST	35.92
		PUBLIC UTILITIES	LIB	22.08
		PUBLIC UTILITIES	SWR	183.86
		PUBLIC UTILITIES	SAN	38.76
		WARRANT TOTAL		1,212.73
64799	PUBLIC SAFETY TESTING	PROFESSIONAL SERVICES	CIV	285.00
		WARRANT TOTAL		285.00
64800	PUGET SOUND ENERGY	PUBLIC UTILITIES	ST	6,911.53
		WARRANT TOTAL		6,911.53
64801	REICHHARDT & EBE ENG, INC	PROFESSIONAL SERVICES	ENG	200.94
		CONSTRUCTION - SR20 LINE	PWT	565.34
		CONSTRUCTION- METCALF LINE	PWT	8,852.73
		CONSTRUCTION-TOWNSHIP LINE	PWT	46,278.23
		CONSTRUCTION - MCGARIGLE	PWT	7,259.21
		PROF SVS-ENGINEERING	SWR	349.18
		PROF SVS-ENGINEERING	SWR	551.19
		PROF SVS-ENGINEERING	SWR	2,366.74
		WARRANT TOTAL		66,423.56
64802	RELIABLE (OFFICE SUPPLY)	OFFICE/OPERATING SUPPLIES	PD	47.30
		SMALL TOOLS/MINOR EQUIP	PD	118.21
		WARRANT TOTAL		165.51
64803	RICK'S REFRIGERATION INC.	SOLID WASTE DISPOSAL	SAN	113.40
		WARRANT TOTAL		113.40
64804	RECON TRUST COMPANY	ROW - FRUITDALE/MCGARIGLE	AST	250.00
		WARRANT TOTAL		250.00
64805	SAFELITE	REPAIR & MAINT - AUTO	PD	32.39
		WARRANT TOTAL		32.39
64806	SCIENTIFIC SUPPLY	OPERATING SUPPLIES	SWR	54.28
		OPERATING SUPPLIES	SWR	320.55
		OPERATING SUPPLIES	SWR	144.25
		OPERATING SUPPLIES	SWR	105.52
		WARRANT TOTAL		624.60
64807	SEDRO-WOOLLEY AUTO PARTS	REPAIR & MAINTENANCE	CS	18.84
		REPAIRS/MAINT-EQUIP	FD	1.85
		OPERATING SUPPLIES	ST	32.98
		WARRANT TOTAL		53.67
64808	SEDRO-WOOLLEY VOLUNTEER	SALARIES-VOLUNTEERS	FD	11,370.50
		WARRANT TOTAL		11,370.50
64809	SIGNMAKERS	SUPPLIES	JUD	106.92
		WARRANT TOTAL		106.92

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
64810	SKAGIT 911	CONTRACTED ENHANCED 911	PD	12,306.43
		TELEPHONE	FD	3,407.63
		WARRANT TOTAL		15,714.06
64811	SKAGIT COUNCIL OF GOVERNMENTS	ENERGY CONSULTANT	EXE	2,000.00
		PROFESSIONAL SERVICES	SWR	2,000.00
		WARRANT TOTAL		4,000.00
64812	SK CO DEPT OF EMERG MGMT	DEPT OF EMERG MANAGEMENT	EMG	5,152.95
		WARRANT TOTAL		5,152.95
64813	SK. CO. COM ACTION AGENCY	SKAGIT COUNCIL ON ALCOHOL	ALC	575.18
		WARRANT TOTAL		575.18
64814	SKAGIT CO. DISTRICT COURT	MUNICIPAL COURT PROB.	JUD	2,250.00
		WARRANT TOTAL		2,250.00
64815	SKAGIT CO. PUBLIC WORKS	SKAGIT CO SOLID WASTE	SWR	239.44
		SOLID WASTE DISPOSAL	SAN	38,349.35
		WARRANT TOTAL		38,588.79
64816	SKAGIT CO. SENIOR SERVICE	SKAGIT SENIOR SERVICES	SEN	4,867.00
		WARRANT TOTAL		4,867.00
64817	SKAGIT COUNTY SHERIFF	PRISONERS	PD	1,008.29
		WARRANT TOTAL		1,008.29
64818	SKAGIT FARMERS SUPPLY	OPERATING SUPPLIES	FD	7.30
		OPERATING SUPPLIES-PROPANE	ST	20.34
		OPERATING SUPPLIES-PROPANE	ST	24.41
		MAINTENANCE OF LINES	SWR	48.54
		OPERATING SUPPLIES	SWTR	56.12
		WARRANT TOTAL		156.71
64819	SKAGIT SOILS	RECYCLING FEE - YARD WASTE	SAN	1,688.40
		WARRANT TOTAL		1,688.40
64820	SKAGIT RIVER STEEL	CONTAINERS	SAN	289.01
		WARRANT TOTAL		289.01
64821	SKAGIT VALLEY PUBLISHING	LEGAL PUBLICATIONS	LGS	31.68
		WARRANT TOTAL		31.68
64822	SPARKLE SHOP LAUNDRIES	UNIFORM CLEANING	PD	10.80
		UNIFORM CLEANING	PD	433.89
		MISC-LAUNDRY	FD	79.38
		WARRANT TOTAL		524.07
64823	STILES & STILES	MUNICIPAL COURT JUDGE	JUD	2,728.00
		OFFICE SUPPLIES	CIV	167.42
		WARRANT TOTAL		2,895.42

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
64824	STOCKTON, MARK	SUPPLIES	ENG	106.45
		WARRANT TOTAL		106.45
64825	STRIDER CONST. CO INC.	CONSTRUCTION - SR20 LINE	PWT	11,021.00
		WARRANT TOTAL		11,021.00
64826	SUNRISE CAR WASH	REPAIR & MAINTENANCE	CS	159.00
		WARRANT TOTAL		159.00
64827	SUNSET AUTO BODY	REPAIRS/MAINT-EQUIP	SAN	538.66
		WARRANT TOTAL		538.66
64828	SOLID WASTE ASSOC. OF N.A.	MISC-DUES/SUBS & TUITN/REG	SAN	171.00
		WARRANT TOTAL		171.00
64829	TASTE OF HOME	BOOKS, PERIOD, RECORDS	LIB	28.98
		WARRANT TOTAL		28.98
64830	TORGGY'S CUSTOM	REPAIR & MAINT - AUTO	PD	194.40
		VEHICLES	PD	1,139.68
		WARRANT TOTAL		1,334.08
64831	TRENCHLESS CONSTRUCTION SVC.	CONSTRUCTION-TOWNSHIP LINE	PWT	1,341,517.90
		WARRANT TOTAL		1,341,517.90
64832	TRUCK TOYS INC	REPAIR & MAINT - AUTO	PD	86.40
		WARRANT TOTAL		86.40
64833	TRUE VALUE	REPAIR & MAINTENANCE	CS	4.30
		OFFICE/OPERATING SUPPLIES	PD	22.65
		OPERATING SUPPLIES	FD	14.88
		OPERATING SUP - COMM CENTER	PK	9.71
		OPERATING SUP - LIBRARY	PK	4.95
		REPAIR/MT-HAMMER SQUARE	PK	28.07
		REPAIR/MT-HARRY OSBORNE	PK	6.47
		OPERATING SUPPLIES	ST	88.43
		OPERATING SUPPLIES	SWR	159.25
		OPERATING SUPPLIES	SWR	7.62
		OPERATING SUPPLIES	SWR	33.26
		WARRANT TOTAL		379.59
64834	UNIVAR USA INC	OP SUPPLIES-CHEMICALS	SWR	685.26
		OP SUPPLIES-CHEMICALS	SWR	87.60-
		WARRANT TOTAL		597.66
64835	UNIVERSAL FIELD SVC INC	ENGINEERING-SKAGIT LIGHT	AST	178.00
		ROW - FRUITDALE/MCGARIGLE	AST	2,894.71
		WARRANT TOTAL		3,072.71
64836	UTIL UNDERGROUND LOC CTR	OPERATING SUPPLIES	SWR	64.80
		WARRANT TOTAL		64.80

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
64837	VALLEY AUTO SUPPLY	REPAIR & MAINTENANCE	CS	16.41
		REPAIR & MAINTENANCE	CS	20.83
		REPAIR & MAINTENANCE	CS	50.60
		REPAIR & MAINTENANCE	CS	92.82
		REPAIRS/MAINT-EQUIP	FD	2.54
		REPAIR/MT-SMALL TOOLS EQUIP	PK	12.20
		REPAIR/MT-SMALL TOOLS EQUIP	PK	6.10
		REPAIR/MT-SMALL TOOLS EQUIP	PK	2.91
		SMALL TOOLS & MINOR EQUIP	SWR	150.12
		REPAIRS/MAINT-EQUIP	SAN	7.66
		REPAIRS/MAINTENANCE		70.82
		REPAIRS/MAINTENANCE		7.45-
		WARRANT TOTAL		425.56
64838	VERIZON NORTHWEST	TELEPHONE	JUD	274.88
		TELEPHONE	FIN	687.20
		TELEPHONE	FIN	51.87
		TELEPHONE	PLN	137.45
		TELEPHONE	ENG	137.44
		TELEPHONE	INSP	137.45
		TELEPHONE	SWR	246.01
		WARRANT TOTAL		1,672.30
64839	WA ASSOC OF SHERIFFS &	DUES/SUBSCRIPTIONS	PD	75.00
		WARRANT TOTAL		75.00
64840	WA STATE DEPT OF L & I	INDUSTRIAL INSURANCE	PD	33.95
		WARRANT TOTAL		33.95
64841	WA ST DEPT OF PROF LICEN	INTERGOV SVC-GUN PERMITS	PD	72.00
		INTERGOV SVC-GUN PERMITS	PD	111.00
		INTERGOV SVC-GUN PERMITS	PD	54.00
		WARRANT TOTAL		237.00
64842	WA STATE DEPT OF REVENUE	MACHINERY/EQUIPMENT	FIN	390.88
		PRINTING/PUBLICATIONS	PD	6.38
		REPAIRS/MAINT-EQUIP	FD	7.14
		TAXES AND ASSESSMENTS	PK	147.96
		TAXES AND ASSESSMENTS	CEM	329.82
		TAXES AND ASSESSMENTS	LIB	10.85
		BOOKS, PERIOD, RECORDS	LIB	47.59
		MAINT OF PUMPING EQUIP	SWR	16.39
		TAXES AND ASSESSMENTS	SWR	4,379.35
		TAXES & ASSESSMENTS	SAN	4,843.52
		WARRANT TOTAL		10,179.88
64843	WA STATE DEPT OF REVENUE	RENTS, LEASES, CONCESSIONS		23.11
		WARRANT TOTAL		23.11
64844	WASHINGTON STATE PATROL	INTERGOV SVC-GUN PERMITS	PD	154.00
		WARRANT TOTAL		154.00

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
64845	WASTE MANAGEMENT OF SKGT	RECYCLING FEE - HOUSEHOLD	SAN	7,070.29
		WARRANT TOTAL		7,070.29
64846	WEST PAYMENT CTR	WESTLAW SERVICES	LGL	271.70
		WARRANT TOTAL		271.70
64847	WELCH, DAVID	UNIFORMS/ACCESSORIES	PD	97.17
		WARRANT TOTAL		97.17
64848	WOOD'S LOGGING SUPPLY INC	OPERATING SUPPLIES	ST	10.25
		CONSTRUCTION - SR20 LINE	PWT	8.83
		MAINT OF GENERAL EQUIP	SWR	41.02
		OPERATING SUPPLIES	SAN	34.55
		REPAIRS/MAINTENANCE		59.97
		REPAIRS/MAINTENANCE		4.29
		WARRANT TOTAL		158.91
64849	NORTH CASCADE NETWORKS	DUMPSTER DEPOSIT		84.85
		WARRANT TOTAL		84.85
64850	MIKE'S REPO SERVICE	ROLLOFF FEES		51.86
		WARRANT TOTAL		51.86
64851	ROWLAND, GAEL AND	BUILDING PERMITS		33.60
		BUILDING REVIEW FEES		21.84
		WARRANT TOTAL		55.44
		RUN TOTAL		1,885,242.94

FUND	TITLE	AMOUNT
001	CURRENT EXPENSE FUND	154,961.27
101	PARK FUND	16,197.09
102	CEMETERY FUND	14,660.28
103	STREET FUND	23,201.12
104	ARTERIAL STREET FUND	125,065.79
105	LIBRARY FUND	12,062.59
331	CITY HALL CONST FUND	5,207.30
332	PWTF SEWER CONSTRUCTION FUND	1,416,085.24
401	SEWER FUND	51,705.99
412	SOLID WASTE FUND	65,912.52
425	STORMWATER	183.75
TOTAL		1,885,242.94

DEPARTMENT	AMOUNT
001 000 000	78.55
001 000 011	133.46
001 000 012	12,407.18
001 000 013	2,000.00
001 000 014	3,530.67
001 000 015	1,046.70
001 000 016	452.42
001 000 017	2,242.34
001 000 018	14,480.58
001 000 019	2,659.61
001 000 020	4,455.30
001 000 021	66,915.73
001 000 022	32,409.04
001 000 024	1,554.56
001 000 025	5,152.95
001 000 055	4,867.00
001 000 062	575.18
FUND CURRENT EXPENSE FUND	154,961.27
101 000 076	16,197.09
FUND PARK FUND	16,197.09
102 000 036	14,660.28
FUND CEMETERY FUND	14,660.28
103 000 042	23,201.12
FUND STREET FUND	23,201.12
104 000 042	125,065.79
FUND ARTERIAL STREET FUND	125,065.79
105 000 072	12,062.59
FUND LIBRARY FUND	12,062.59
331 000 012	5,207.30
FUND CITY HALL CONST FUND	5,207.30
332 000 082	1,416,085.24
FUND PWTF SEWER CONSTRUCTION FUND	1,416,085.24
401 000 035	51,705.99
FUND SEWER FUND	51,705.99
412 000 000	136.71
412 000 037	65,775.81
FUND SOLID WASTE FUND	65,912.52
425 000 039	183.75
FUND STORMWATER	183.75
TOTAL	1,885,242.94

I HEREBY CERTIFY THAT THE GOODS/SERVICES CHARGED ON THE VOUCHERS LISTED ABOVE HAVE, TO THE BEST OF MY KNOWLEDGE, BEEN FURNISHED. I FURTHER CERTIFY THE CLAIMS ABOVE TO BE VALID AND CORRECT.

_____ _____

FINANCE DIRECTOR DATE

WE, THE UNDERSIGNED FINANCE COMMITTEE MEMBERS OF SEDRO-WOOLLEY, WASHINGTON, DO HEREBY CERTIFY THAT THE GOODS/SERVICES SPECIFIED ABOVE HAVE, TO THE BEST OF OUR KNOWLEDGE, BEEN RECEIVED. THE WARRANT NUMBERS _____ THRU _____ ARE APPROVED FOR PAYMENT IN THE TOTAL AMOUNT OF $_____.
VOIDED WARRANT NUMBERS _____ THRU _____.
DATED THIS _____ DAY OF _____, 2008.

_____ _____

_____ _____

_____ _____

CITY COUNCIL AGENDA
REGULAR MEETING

OCT 2 2 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 3-C

ADDENDUM TO LEASE AGREEMENT

THIS ADDENDUM is made this 22nd day of October, 2008, between Granite Holdings, LLC (Lessor) and the City of Sedro-Woolley, a Washington Municipal Corporation (Lessee), and adds the following provisions to that certain Lease Agreement dated June 1, 2006 by and between the same parties.

The following new provisions are added to the Lease Agreement:

1. Term. The term of the Lease is extended for one year and shall terminate on December 31, 2009.

All other terms and conditions of the Lease Agreement shall remain unchanged.

LESSOR:

Granite Holdings, LLC
A Washington Limited Liability Co

By:_____

LESSEE:

City of Sedro-Woolley
A Washington Municipal Corp.

By:_____
MAYOR

ATTEST:

_____
CITY CLERK

CITY COUNCIL AGENDA
REGULAR MEETING

OCT 2 2 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 3-d

Memorandum

To: Mayor Anderson and City Council

From: Patsy Nelson

Date: 10/14/2008

Re: Library Services Interlocal Agreement

Background: Skagit County has proposed the attached Interlocal Agreement for Library Services for 2008. The Library Board wishes to use the entire $6,993 for the purchase of books which will be in addition to the existing 2008 Library budget.

Recommendation: By motion authorize the Mayor to sign the attached Interlocal Agreement for Library Services between Skagit County and the City for Sedro-Woolley for 2008.

After Recording Return to:

SKAGIT COUNTY BOARD OF COMMISSIONERS
1800 CONTINENTAL PLACE, SUITE 100
MOUNT VERNON, WA 98273

INTERLOCAL COOPERATIVE AGREEMENT FOR LIBRARY SERVICES

This Interlocal Cooperative Agreement for Library Services is entered into between Skagit County, hereinafter referred to as the "County", and the City of Sedro-Woolley, hereinafter referred to as the "City" pursuant to RCW 39.34.

This Agreement is based upon the following facts and circumstances:

- The County does not, nor is it required by statute to provide general library services to the citizens residing in unincorporated Skagit County.
- Historically, the City has provided library services to residents and nonresidents alike.
- Depending upon the policies in each City, non-residents have paid a fee for library services.
- Due to increasing competition for funding and increasing library usage, the City is having difficulty providing services to residents and non-residents.
- The County, in 2008, has made funding available for a portion of the costs to provide services to non-resident users of libraries located within the City.

In consideration of the facts listed above, the parties agree as follows:

1. During 2008 the County will provide the City a total sum of $6,993 to assist in providing library services to the citizens of unincorporated Skagit County. The sum will be distributed to the City based upon the library book, audio, film, video and subscription collection and circulation of each municipal library.

2. None of the County funds received by the City may be used to supplant funding that the City would otherwise provide for library services. The City will receive its payment for library services when and only when the following information has been provided to the County:

   A) Documentation that non-resident library users pay at least $10 per library card;
   B) Documentation in the 2008 City budget indicating the County services payment will be used for 2008 library activities for the express benefit of non-resident library users;
   C) Documentation that shows the City's budget amendment expressing the addition of these funds to the present 2008 adopted City budget. If this allocation was incorporated into the current fiscal year budget, documentation that shows that this allocation is an increase from the 2007 budget; and
   D) Final audited financial records to show that these funds are being used in the manner specified.

3. It is agreed that any portion not used for its intended purpose will be returned to the County within a reasonable time period after the close of the fiscal year.

4. All assets acquired as a result of this funding will become the property of the City. The City will be responsible for all aspects of library operation.

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 or greater than this Agreement. In the event such representatives are changed, the party making the change shall notify the other party.

   6.1 The County's representative shall be the Budget and Finance Director.
   6.2 The City's representative shall be the Library Director.

6. Indemnification: Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agree to save, indemnify, defend, and hold the other party harmless from any such liability. It is further provided that no liability shall attach to the County by reason of entering into this contract except as expressly provided herein.

7. Changes, Modifications, Amendments and Waivers: The Agreement may be changed, modified, amended or waived only by written agreement 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.

8. 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.

9. 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.

10. The term of this agreement is the date of execution through December 31, 2008.

IN WITNESS WHEREOF, the parties have signed this Agreement as of this _____ day of _____, 2008.

CITY OF SEDRO-WOOLLEY

_____
Mike Anderson, Mayor

ATTEST:

_____
Clerk, City of Sedro-Woolley

APPROVED AS TO FORM:

_____
Attorney, City of Sedro-Woolley

IN WITNESS WHEREOF, the parties have signed this Agreement as of this _____ day of _____, 2008.

BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON

_____
Don Munks, Chairman

_____
Kenneth A. Dahlstedt, Commissioner

_____
Sharon D. Dillon, Commissioner

APPROVED AS TO CONTENT:

_____
Department Head

_____
Budget and Finance Director

_____
Risk Manager

APPROVED AS TO FORM:

_____
Civil Deputy

ATTEST:

_____
Clerk of the Board

CITY COUNCIL AGENDA
REGULAR MEETING

OCT 2 2 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 3-C

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY AUTHORIZING AN INTERFUND LOAN FROM THE SEWER CUMULATIVE RESERVE FUND (410) TO REPLACE THE LIBRARY'S ROOF, AND PROVIDING FOR REPAYMENT THEREOF.

WHEREAS, the City's library is housed in a structure with a roof that is no longer serviceable, and

WHEREAS, the City Council budgeted for a roof replacement in 2008 that contemplated funding through an interfund loan; and

WHEREAS, in order to pay the cost thereof, it is deemed reasonable to permit a loan of funds from the Sewer Cumulative Reserve Fund (410) to replace the roof, bearing interest at a rate which equals the average of the Washington State Treasurer's Investment Pool rate for the period which the loan is outstanding, and subject to repayment to the Sewer Cumulative Reserve Fund (410) from future budget allocations;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sedro-Woolley that a loan in an amount not to exceed $14,540.00 shall be made from the Sewer Cumulative Reserve Fund (410) to replace the library's roof to be repaid as follows: by annual payments beginning in 2009 with a final payment in 2011 from the City's library fund.

PASSED by the City Council of the City of Sedro-Woolley, Washington, and approved by its Mayor at a regular meeting of said Council held on the 22nd day of October 2008.

_____
MAYOR

Attest:

_____
City Clerk

Approved as to form:

_____
City Attorney

CITY COUNCIL AGENDA
REGULAR MEETING

OCT 2 2 2008

RESOLUTION NO.

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 3-F

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY APPOINTING BRIAN STILES AS JUDGE FOR THE SEDRO-WOOLLEY MUNICIPAL COURT

WHEREAS, pursuant to the provisions of RCW 3.50, the City of Sedro-Woolley did establish a municipal court on November 23, 1987 to be effective on January 1, 1988, and

WHEREAS, said court was established with exclusive original jurisdiction over traffic infractions arising under City ordinances, exclusive original criminal jurisdiction of all violations of City ordinances, and all other exclusive jurisdiction as conferred by law; and

WHEREAS, pursuant to SWMC 2.16.030, the Mayor has the authority to appoint the municipal judge, subject to confirmation by the City Council, for a term of four years;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sedro-Woolley that the Mayor's appointment of Brian Stiles as Judge of the Sedro-Woolley Municipal Court for a term beginning January 1, 2008 and ending December 31, 2011 is hereby confirmed.

PASSED by the City Council of the City of Sedro-Woolley, Washington, and approved by its Mayor at a regular meeting of said Council held on the 22nd day of October 2008.

_____
MAYOR

Attest:

_____
City Clerk

Approved as to form:

_____
City Attorney

CITY COUNCIL AGENDA
REGULAR MEETING

OCT 2 2 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 3-9

RESOLUTION NO.

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

WHEREAS, the City has purchased the property and/or equipment identified herein; and

WHEREAS, the property and/or equipment identified is surplus to the needs of the City; now, therefore,

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:

VEHICLES:

VIN	Year	Make	Model	Plate No.
1G1BL5377NR121819	1992	Chevrolet	Caprice	41540C

Section 2. The Mayor is directed to sell the surplus property for the best available price in any manner he determines to be in the best interest of the City and execute any necessary paperwork to effectuate the transfer.

PASSED by majority vote of the members of the Sedro-Woolley City Council this 22nd day of October, 2008

_____
Mike Anderson, Mayor

Attest:

_____
Patsy Nelson, Clerk/Treasurer

Approved as to form:

_____
Eron Berg, City Attorney

CITY COUNCIL AGENDA
REGULAR MEETING

OCT 2 2 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 3-b

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: Eron Berg
RE: HRA VEBA
DATE: October 22, 2008

ISSUE: Should the Council approve the proposed resolution adopting HRA VEBA for certain City employees?

BACKGROUND: This is a follow up item from our negotiations with AFSCME and something the Council has discussed. HRA VEBA is an employee benefit that has no dollar cost to the City (will involve some of the payroll clerk's time to administer), but provides a valuable benefit to City employees.

HRA VEBA is a plan that allows the City to pay certain benefits or dollars directly to a trust for medical purposes, allowing the employees' money to fund the trust without being subjected to employment taxes or income taxes. This transfer also saves the City from paying the employer portion of the employment taxes. Funds are then able to be used to reimburse the employee for qualified medical expenditures.

AFSCME covered employees (under the 2009-2012 agreement) are entitled to HRA VEBA contributions of their sick leave cash out upon retirement. Non-represented employees are still discussing how much participation they want to have with the HRA VEBA and the SWPSG employees may wish to discuss this during negotiations next year.

The proposed resolution establishes the City's participation in the trust.

RECOMMENDATION: Motion to adopt Resolution No. ____-08, authorizing the establishment of a heath reimbursement arrangement/voluntary employees' beneficiary association plan.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A HEALTH REIMBURSEMENT ARRANGEMENT/VOLUNTARY EMPLOYEES' BENEFICIARY ASSOCIATION ("HRA VEBA") PLAN

WHEREAS, the Internal Revenue Code Section 501(c)(9) allows for the creation of a voluntary employees' beneficiary association which is a tax-exempt health and welfare trust; and

WHEREAS, IRS regulations and guidelines allow an employer to offer health reimbursement arrangement (HRA) plans; and

WHEREAS, such HRA plans are available to governmental employers in the Northwest; and

WHEREAS, the Voluntary Employees' Beneficiary Association for Public Employees in the Northwest Trust ("Trust") offers and will administer an HRA entitled "Voluntary Employees' Beneficiary Association Medical Expense Plan for Public Employees in the Northwest as Amended and Restated January 1, 2007" ("Plan"); and

WHEREAS, the City of Sedro-Woolley ("Employer") has determined that establishing an HRA plan which provides a tax-free defined contribution account for employees to pay for medical, dental, vision and tax qualified long-term care premiums and non-covered healthcare expenses is in the best interest of the Employer and its employees; and

WHEREAS, the Employer desires to establish an HRA plan for its employees; and

WHEREAS, the Employer desires to use the services of the Trust to administer such Plan; and

WHEREAS, such HRA established by the Employer will be administered in accordance with the Plan documents provided by the Trust on file in the Employer's main office.

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

Section 1. Effective, January 1, 2009, the Employer hereby elects to participate in the Plan and Trust as presently constituted or hereafter amended using the Trust as its plan administrator for the benefit of eligible employees as defined by Employer policies or collective bargaining agreements.

Section 2. The Plan will be funded with Employer contributions in amounts determined from time to time pursuant to Employer policies and collective bargaining agreements.

Section 3. The Mayor is authorized to execute documents and establish procedures consistent with Plan and Trust provisions and applicable Employer polices and collective bargaining agreements necessary to effect the adoption and administration of the Plan.

PASSED by majority vote of the members of the Sedro-Woolley City Council this 22tnd day of October, 2008, and signed in authentication of its passage this 23rd day of October, 2008.

_____
Mike Anderson, Mayor

Attest:

_____
Patsy Nelson, Clerk/Treasurer

Approved as to form:

_____
Eron Berg, City Attorney

CITY COUNCIL AGENDA
REGULAR MEETING

OCT 2 2 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 3-1

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: Eron Berg
RE: Contract with Doug Wood
DATE: October 22, 2008

ISSUE: Should the Council authorize the Mayor to sign an amendment to Chief Wood's contract extending its term for an additional four years?

BACKGROUND: Doug Wood's current four year contract with the City to serve as our police chief expires on April 30, 2009. The Chief has continued to perform his job well and will receive a positive review in his annual evaluation.

The Mayor requests that his contract be extended for an additional four years. The only other proposed change to his contract is the removal of language requiring him to submit to an annual fitness for duty physical as he is required to be fit for duty without that language and modification of the language in Section 12.A. addressing health care. He is currently provided with AWC Plan A benefits and effective January 1, 2009, like the rest of the non-represented employees, he will be switching to AWC's Health First Plan. It is this switch that is necessitating the amendment of Chief Wood's contract earlier than April 2009.

RECOMMENDATION: *Motion to authorize the Mayor to sign the proposed amendment extending Doug Wood's employment contract.*

AMENDMENT TO EMPLOYMENT AGREEMENT

THIS Amendment, made and entered into this 22nd day of October, 2008, by and between the City of Sedro-Woolley, a municipal corporation, hereinafter called "Employer," and Doug Wood, hereinafter called "Employee," both of whom understand as follows:

WITNESSETH:

WHEREAS, the parties are subject to an employment agreement dated May 3, 2005; and

WHEREAS, it is the desire of the Employer to extend Employee's contract; and

WHEREAS, it is the desire of the Employee to remain employed by the City;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1. The following amendments are made to the Employment Agreement dated May 3, 2005:

A. Section 2. C. is revised to read as follows:

Section 2. C. Term

Employee agrees to remain in the exclusive employ of Employer until January 1, 2012, and neither to accept other employment nor to become employed by any other employer until said termination date, unless said termination date is affected as hereinafter provided.

B. Section 12. A is revised to read as follows:

Employer agrees to provide policies of medical, dental and vision insurance covering Employee and his dependents that are required by law or provided all other management employees of Employer and their dependants. The Employee shall pay the same co-pay insurance premiums as other like management level employees. The Employee agrees to abide by the Employer's policy regarding drug testing.

C. Section 12. B. is deleted.

Section 2. All other provisions remain unchanged.

Section 3. This amendment shall become effective January 1, 2009.

IN WITNESS WHEREOF, the City of Sedro-Woolley has caused this amendment to be signed and executed in its behalf by its Mayor, and duly attested by its City Clerk, and the Employee has signed and executed this agreement, both in duplicate, the day and year first above written.

CITY OF SEDRO-WOOLLEY

By: _____
Mike Anderson, Mayor

Attest:

_____
City Clerk

Approved As to Form:

_____
City Attorney

EMPLOYEE

_____
Doug Wood

CITY OF SEDRO-WOOLLEY
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-0771
Fax (360) 855-0733

CITY COUNCIL AGENDA
REGULAR MEETING

OCT 22 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 3-5

Mark A. Freiberger, PE
Director of Public Works/City Engineer

MEMO TO: City Council and Mayor Mike Anderson

FROM: Mark A. Freiberger, PE

RE: **Supplemental Agreement 6 to the David Evans & Associates, Inc. Local Agency Standard Consultant Agreement**
SR20/F&S Grade Road/Skagit Industrial Park Intersection Improvements

DATE: October 14, 2008 (for Council review October 22, 2008)

ISSUE
Should Mayor Anderson execute the attached Supplemental Agreement 7 to the Standard Agreement for Professional Services with David Evans & Associates (DEA) to add additional design phase services for the SR20/F&S Grade Road and Skagit Industrial Park Intersection Improvement Project?

BACKGROUND/DISCUSSION
The previous contract and supplemental agreements through SA6 cover design of the new roundabout and road improvements on SR20 at F&S Grade Road and at North Skagit. The attached SA7 adds budget to provide additional topographic survey services related to the design visualization rendering prepared by WSDOT for the project. It also adds budget to design the sanitary sewer improvements associated with the project, to coordinate PSE/Intolight street lighting improvements, to coordinate PUD No. 1 water main relocation, to prepare right of way exhibits and legal descriptions for the right of way donations, to do additional field utility locate work for design support, and to provide support for the Roundabout open house held on October 7. All of these items are as ordered by the Public Works Department and are additional to the contract.

This Supplement requires WSDOT approval (verbal approval has been given by the CA).

FINANCIAL

Additional project funds from Account 104 Arterial Street Fund	$31,299
Account 401 Sewer Professional Services	$ 7,101
Total	**$38,400**

ANALYSIS
The sanitary sewer work would be funded from Fund 401 Engineering Professional Services. Construction of this work when done will also be from account 401.

All other work is funded be existing project funds, predominantly grant funds associated with the Account 104 SR20/North Skagit project. I have updated the project budget

based on the 70% Engineer's Estimate and this supplemental agreement, and find that the project is still within available funding, with an approximate $11,000 surplus.

RECOMMENDATION

It is Staff's recommendation that Council authorize Mayor Anderson execute the attached Supplemental Agreement 7 to the Standard Agreement for Professional Services with David Evans & Associates (DEA) to add additional design phase services for the SR20/F&S Grade Road and Skagit Industrial Park Intersection Improvement Project.

MOTION:

Move to authorize Mayor Anderson to execute the attached Supplemental Agreement 7 to the Standard Agreement for Professional Services with David Evans & Associates (DEA) to add additional design phase services for the SR20/F&S Grade Road and Skagit Industrial Park Intersection Improvement Project in the amount of $38,400.

Respectfully submitted,

Mark A. Freiberger, PE
Director of Public Works/City Engineer

Washington State Department of Transportation

Supplemental Agreement Number 7	Organization and Address David Evans and Associates, Inc. 415 - 118th Avenue SE Bellevue, WA 98005 Attn: Scott Soiseth Phone: (425) 519-6500	
Original Agreement Number		
Project Number 93-066-1195	Execution Date 1/9/2008	Completion Date 12/31/2008
Project Title SR 20, F&S Grade Road and Skagit Industrial Park - Intersection Improvements Project (formerly Skagit Manufacturing Access and Signalization Feasibility Study)	New Maximum Amount Payable $ 615,585.00	

Description of Work

Topographic Survey for 3d Visualization for SR 20/SR 9/Cook Road Roundabout; 90% and Final Sanitary Sewer Design and Specifications; Coordination with and incorporation of Skagit PUD's Water Line Plans and Specifications into the 90% and Final Plans and Specifications; Coordination with and incorporation of Puget Sound Energy IntoLight's Illumination Plans and Specifications into the 90% and Final Plans and Specifications; Six (6) additional Land Descriptions and Exhibits; Potholing 11 locations; Project Open House.

The Local Agency of City of Sedro Woolley desires to supplement the agreement entered into with David Evans and Associates, Inc. and executed on 7/9/2001 and identified as Agreement No. _____

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:

Additional work as described in Exhibit A-1

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: 12/31/08

III

Section V, PAYMENT, shall be amended as follows:

The contract total shall be increased by the amount of $38,400 (see Exhibit D-3).

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the appropriate spaces below and return to this office for final action.

By: David Evans and Associates, Inc.	By: City of Sedro Woolley	By: Washington State Department of Transportation
Scott B Soiseth Associate		
Consultant Signature	Approving Authority Signature	Certifying Authority Signature
10/9/08		
Date	Date	Date

DOT Form 140-063 EF

Exhibit A
Summary of Payments

	Basic Agreement	Supplement #1	Supplement #2	Supplement #3	Supplement #4	Supplement #5	Supplement #6	Supplement #7	Total
Direct Salary Cost	$9,957	$55,452	$1,064	$15,543	$12,668	$75,803	$10,729	$10,579	$191,795
Overhead (Including Payroll Additives)	$17,317	$96,443	$1,851	$26,937	$21,955	$133,253	$18,860	$18,597	$335,213
Direct Non-Salary Costs	$860	$11,598	$100	$1,200	$1,600	$6,529	$227	$6,050	$28,164
Fixed Fee	$3,286	$18,299	$385	$5,129	$4,180	$22,741	$3,219	$3,174	$60,413
Total	**$31,420**	**$181,792**	**$3,400**	**$48,809**	**$40,403**	**$238,326**	**$33,035**	**$38,400**	**$615,585**

DAVID EVANS
AND ASSOCIATES INC

Exhibit A-1
SCOPE OF WORK

City of Sedro Woolley
SR 20, F&S GRADE ROAD AND SKAGIT INDUSTRIAL PARK
INTERSECTION IMPROVEMENTS PROJECT
Phase 2 PS&E
Supplement #7

INTRODUCTION

David Evans and Associates, Inc. (CONSULTANT) has prepared Supplement #7 for the SR 20, F&S Grade Road and Skagit Industrial Park project. This supplemental scope of work includes the following additional tasks:

- Topographic Survey for 3d Visualization for SR 20/SR 9/Cook Road Roundabout.
- 90% and Final Sanitary Sewer Design and Specifications.
- Coordination with and incorporation of Skagit PUD's Water Line Plans and Specifications into the 90% and Final Plans and Specifications.
- Coordination with and incorporation of Puget Sound Energy IntoLight's Illumination Plans and Specifications into the 90% and Final Plans and Specifications.
- Six (6) additional Land Descriptions and Exhibits.
- Potholing 11 locations.
- Project Open House.

WORK ITEM 3.00 – TOPOGRAPHIC SURVEY AND BASEMAP PREPARATION

3.01 Additional Survey

Work Item 3.01 is supplemented with the following:

The CONSULTANT shall survey the reference points provided by WSDOT to be used for the creation of the 3d roundabout rendering by WSDOT.

Deliverables:

- Survey data of reference points provided to WSDOT

WORK ITEM 8.00 – PLANS, SPECIFICATIONS, AND ESTIMATE (PS&E)

8.02 Final Design (90% Completion)

Work Item 8.02 is supplemented with the following:

The CONSULTANT shall prepare sanitary sewer plans and details for a new sewer line to be located along the north and south legs of the roundabout. The CONSULTANT shall incorporate PSE IntoLight illumination plans and specifications and Skagit PUD water line plans and specifications into the 90% contract plan set. The CONSULTANT shall provide PSE IntoLight and Skagit PUD the electronic design files to assist in their design.

8.04 Utility Potholing/Relocations

The first paragraph of Work Item 8.04 is revised to read as follows:

It is anticipated that potholing of utilities will be necessary to determine locations for developing the design. The CONSULTANT shall be responsible to make separate arrangements for the potholing services which include surface locates by One Call. Measure-downs for vertical depth shall be provided by the CONSULTANT. Hubs shall be placed in the field by the CONSULTANT's potholing subconsultant to allow for survey of the horizontal pothole locations by the CONSULTANT. For estimating purposes, the CONSULTANT assumes eleven (11) locations may be potholed. The CONSULTANT shall determine the extent to which the proposed improvements impact the existing utilities, and shall either revise the design to avoid the conflicts or suggest alternatives. The CONSULTANT shall also indicate required adjustments/relocations and revise the cost estimate to reflect the adjustments/relocations.

WORK ITEM 9.00 – PROPERTY OWNER COORDINATION

9.02 Right-of-Way Exhibits and Descriptions

Work Item 9.02 is revised to read as follows:

The CONSULTANT shall calculate property boundaries for Skagit County Parcel Numbers P76817 (Morgan), P76818 (Patrick A. Rimmer Family LP), P37350 (Sea Land Development Corp.), P90024, and P122795 based on the title reports of the above-mentioned parcels. The City of Sedro Woolley (CITY) shall provide the CONSULTANT with the title reports.

The CONSULTANT shall determine the additional right-of-way and easements required by the project. The CONSULTANT shall prepare eight (8) right-of-way exhibits and land descriptions showing the right-of-way required for the construction of the SR 20/North Access roundabout from Parcels P37350, P76818, P37350, P90024, and P122795. Said descriptions will be prepared based upon the acquisition's existing land description of record. It is anticipated that a draft and final exhibit and description for each parcel will be prepared between the 70% and 90% design phases. The final land descriptions and exhibits shall be stamped by a professional land surveyor in the state of Washington. The CITY shall provide real estate acquisition and appraisal services to acquire the additional right-of-way.

Deliverables:

- Draft and Final Land Descriptions (eight [8] total on 8-1/2" by 11" paper).
- Draft and Final Parcel Exhibits (eight [8] total on 8-1/2" by 11" paper).

9.03 Project Open House (New)

The CONSULTANT shall prepare for and attend one (1) public open house to be held at the City of Sedro Woolley in October 2008. The CITY shall secure the meeting location and refreshments for the open house. The CONSULTANT shall prepare the displays to be used at the open house. The displays shall be mounted on foam core and shall include the following:

- One display showing the project vicinity map.
- One display showing the paving limits for the improvements at the proposed roundabout and SR 20/F&S Grade Road along with the stormwater pond locations.
- One display showing the preliminary traffic control plans for the construction of the roundabout and improvements at SR 20/F&S Grade Road.

The CONSULTANT shall attend and participate in the open house to assist the CITY with questions to the public.

Exhibit D-3
CITY OF SEDRO WOOLLEY
SR 20, F&S GRADE ROAD AND SKAGIT INDUSTRIAL PARK INTERSECTION IMPROVEMENTS PROJECT
Phase 2 PS&E
Supplement #7

David Evans and Associates, Inc.

	Classification	Hrs.	x	Rate	=	Cost
1	Project Manager (PMGR)	38		$ 168.18	$	6,391
2	QA/QC Manager (MGPE)	18		$ 155.95	$	2,807
3	Sr. Professional Engineer (SPEN)	34		$ 126.90	$	4,315
4	Professional Engineer (PFEN)	40		$ 125.37	$	5,015
5	Sr. CADD Technician (SCAD)	64		$ 117.73	$	7,535
6	Project Surveyor (PSVR)	28		$ 91.74	$	2,569
7	Survey Technician (SVTE)	18		$ 84.09	$	1,514
8	Survey Crew	8		$ 152.90	$	1,223
9	Administrative Assistant (ADMA)	12		$ 81.80	$	982
	Total Hrs.	260				
	Salary Cost				**$**	**32,350**

Direct Expenses	**No.**	**Unit**	**Each**		**Cost**
Reproduction Costs					
Mail/Deliveries/Fed Ex	0		$30	est.	$ -
Potholing	11		$550	est.	$ 6,050
Intersection Traffic Counts	0	each	$200	/each	$ -
Mileage	0	miles @	$0.505	/mile	$ -
Subtotal					**$ 6,050**

David Evans and Associates Total **$ 38,400**

SR 20, F&S GRADE ROAD AND SKAGIT INDUSTRIAL PARK
INTERSECTION IMPROVEMENTS PROJECT
Phase 2 PS&E
Supplement #7

David Evans and Associates, Inc.

Item No.	Work Item	1 Project Manager (PMGR) Total hrs	2 QA/QC Manager (MGPE) Total hrs	3 Sr. Professional Engineer (SPEN) Total hrs	4 Professional Engineer (PFEN) Total hrs	5 Sr. CADD Technician (SCAD) Total hrs	6 Project Surveyor (PSVR) Total hrs	7 Survey Technician (SVTE) Total hrs	8 Survey Crew Total hrs	9 Administrative Assistant (ADMA) Total hrs	DEA Total hrs	DEA Total $
3.00	**Topographic Survey and Basemap Preparation**											
3.01	Survey Topo for 3d Visualization of SR 20/SR 9/Cook Road Roundabout	2					4		8		14	$1,926
	Work Item 6.00 Total	2					4		8		14	$1,926
8.00	**PLANS, SPECIFICATIONS, AND ESTIMATE (PS&E)**											
8.02	Final Design (90% Completion)											
8.02(q)	Sanitary Sewer Design	4	4	12	4	12					36	$4,734
8.02(r)	Incorporate Skagit PUD Design and Specifications	4	4	2	8	8				4	30	$3,822
8.02(s)	Incorporate IntoLight's Design and Specifications	4	4	2	8	8				4	30	$3,822
8.03	Final Design (100% Completion)											
8.02(e)	Sanitary Sewer Design	2	2	6	2	6					18	$2,367
8.02(f)	Incorporate Skagit PUD Design and Specifications	2	2	2	4	4				2	16	$2,038
8.02(g)	Incorporate IntoLight's Design and Specifications	2	2	2	8	8				2	24	$3,011
	Work Item 8.00 Total	18	18	26	34	46				12	154	$19,794
9.00	**PROPERTY OWNER COORDINATION**											
9.02	Right-of-Way Exhibits and Descriptions											
9.02b	Exhibits (6 Additional - Draft and Final)	3			3		6	18			30	$2,945
9.02c	Descriptions (6 Additional - Draft and Final)	3			3		18				24	$2,532
9.03	Project Open House											
9.02b	Prepare Displays for Open House	4		8		18					30	$3,807
9.02c	Attend Open House	8									8	$1,345
	Work Item 9.00 Total	18		8	6	18	24	18			92	$10,629
	EXPENSES											$6,050
	PROJECT WORK ITEMS TOTALS	**38**	**18**	**34**	**40**	**64**	**28**	**18**	**8**	**12**	**260**	**$38,400**

Exhibit E-2
Consultant Fee Determination - Summary Sheet
(Specific Rates of Pay)
Fee Schedule

Discipline or Job Title	Hourly Rate	Overhead @ 1.7579 %	Profit @ .30 %	Rate Per Hour
Project Manager (PMGR)	55.00	96.68	16.50	168.18
QA/QC Manager (MGPE)	51.00	89.65	15.30	155.95
Sr. Professional Engineer (SPEN)	41.50	72.95	12.45	126.90
Professional Engineer (PFEN)	41.00	72.07	12.30	125.37
Sr. CADD Technician (SCAD)	38.50	67.68	11.55	117.73
Project Surveyor (PSVR)	30.00	52.74	9.00	91.74
Survey Technician (SVTE)	27.50	48.34	8.25	84.09
Survey Crew	50.00	87.90	15.00	152.90
Administrative Assistant (ADMA)	26.75	47.02	8.03	81.80
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00

CITY OF SEDRO-WOOLLEY
GATEWAY TO THE NORTH CASCADES

CITY COUNCIL AGENDA
REGULAR MEETING

2 2 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 3-K

CITY OF SEDRO-WOOLLEY
Sedro-Woolley Municipal Building
720 Murdock Street
Sedro-Woolley, WA 98284
Phone (360) 855-0771
Fax (360) 855-0733

Mark A. Freiberger, PE
Director of Public Works/City Engineer

MEMO TO: City Council and Mayor Mike Anderson

FROM: Mark A. Freiberger, PE

RE: **Amendment 1 to the**
Professional Services Agreement for Construction Services
Reichhardt & Ebe Engineering, Inc.
Metcalf Sanitary Sewer Project

DATE: October 14, 2008 (for Council review October 22, 2008)

ISSUE
Shall council move to authorize Mayor Anderson to execute Amendment 1 with Reichhardt & Ebe Engineering, Inc. for additional construction engineering services for the Metcalf Sanitary Sewer Project in the amount of $20,000?

BACKGROUND/DISCUSSION
Agreement for Professional Services No. 2008-PS-05 with Reichhardt & Ebe Engineering, Inc. of Sedro-Woolley, WA provides for construction engineering services for the Metcalf Sanitary Sewer Project. The agreement totals $53,676.18.

As council is aware, we have experienced significant delays and have an ongoing problem with the installation of the new sewer main for this project. The contractor failed to complete the contract by the original completion date (18 calendar days), extending the need for construction engineering services. The work was substantially completed on September 11, 2008); although some minor completion work is pending, including re-striping of crosswalks and some pavement patching.

During post inspection video inspection by the city, serious deviations from the design grade and alignment of the new sewer were discovered. We have notified the contractor of the defective work, and are continuing to assess the impact of these defects on the functionality of the system. Repairs and/or replacement of portions of the new main may be required.

As a result of the delays, the CE services have exceeded the original budget. In addition, we anticipate the need for additional support services as the defective work is assessed and dealt with. The attached Amendment 1 provides additional budget for these activities.

FINANCIAL
Funds for this project are available from the PWTF Sewer Construction Fund, which is funded by the 2008 PWTF Construction Loan (85%) and Sewer Cumulative Reserve Fund (15%). The 2008 Budget includes Account 332.000.082.596.35.63.03 for construction and construction engineering for this contract. Following is an updated summary of revenue and estimated costs for the project.

REVENUE	
PWTF 2008 Sewer Construction Loan	$5,156,950
Sewer Cumulative Reserve Match Funds	$ 910,050
Subtotal 2008 CN Funds	**$6,067,000**
Other Projects Awarded/Pending	
Township Sewer (CN, CE, Contingency)	$3,718,108
WTF Clarifier 1(Budget)	$1,175,000
Design Phase Services	$ 383,000
Subtotal	$5,276,108
Remaining 2008 CN funds	**$ 790,892**

ESTIMATED EXPENDITURES - CONSTRUCTION COSTS (UPDATED)	
Construction Contract, Wilder	$ 611,588
Contingency, 10%	$ 30,579
Construction Engineering, budget	$ 60,000
Total, rounded	**$ 702,167**
Remaining Budget (contingency)	$ 88,725

ANALYSIS

The original budget for construction engineering included a 10% contingency allowance, amounting to $6,324. We anticipate that this amount has already been expended, and that additional support will go well beyond this level. In order to support the ongoing investigation, staff recommends increasing the CE budget by $20,000. As noted above, adequate project budget remains from the PWTF/local funds for this increase.

In addition to the additional CE costs, we anticipate that resolution of the defective contract work will require some city funds as well. Contract unit price items for traffic control, controlled density fill and asphalt paving have exceeded the budget plus contingency by a significant amount. We are in the process of assessing these overruns. We anticipate that the contractor will be responsible for a portion or all of the overruns due to workmanship issues and failure to meet the schedule. Liquidated damages will apply also. CE support work is vital to this assessment.

RECOMMENDATION

It is Staff's recommendation that Council move to authorize Mayor Anderson to execute Amendment 1 to the agreement with Reichhardt & Ebe Engineering, Inc. to provide construction engineering services for the Metcalf Sanitary Sewer Project in the amount of $20,000.

MOTION:

Move to authorize Mayor Anderson to execute Amendment 1 to the agreement with Reichhardt & Ebe Engineering, Inc. to provide construction engineering services for the Metcalf Sanitary Sewer Project in the amount of $20,000.

Respectfully submitted,

Mark A. Freiberger, PE
Director of Public Works/City Engineer

AMENDMENT NO. 1

To the ON-CALL PROFESSIONAL SERVICES AGREEMENT No. 2008-PS-05
Dated May 15, 2008
Between The City of Sedro-Woolley, Washington
And Reichhardt & Ebe Engineering, Inc.

This Amendment revises the above contract as follows:

1. **Scope of Services.**
   a. Provide additional Construction Engineering services related to the construction contract for the Metcalf Sanitary Sewer Project as needed.
   b. Provide support services related to resolution of potential construction defects related to the construction contract with Wilder Construction, Inc.

2. **Compensation and Schedule of Payments.**
   a. City shall pay the Contractor its hourly rates pursuant to the schedule set forth on **Exhibit B, "Manhour Estimate,"** as provided in the Agreement.
   b. Cost for work under this Amendment not to exceed **$20,000.00** without prior approval of the Director of Public Works/City Engineer.
   c. Total cost for the Agreement through Amendment 1 not to exceed **$73,676.18** without prior approval of the Director of Public Works/City Engineer.

DATED this _____ day of_____, 20____.

CITY OF SEDRO-WOOLLEY
A Washington municipal corporation

By: _____
Mayor

Attest:

_____
City Clerk

Approved as to Form:

_____
City Attorney

CONTRACTOR:

Reichhardt & Ebe Engineering, Inc.

By: _____

CITY OF SEDRO-WOOLLEY
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-0771
Fax (360) 855-0733

Mark A. Freiberger, PE
Director of Public Works/City Engineer

CITY COUNCIL AGENDA
REGULAR MEETING

OCT 2 2 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 3-L

MEMO TO: City Council and Mayor Mike Anderson

FROM: Mark A. Freiberger, PE

RE: **Letter of Understanding 132**
WSDOT Development Services
SR9/Jameson Arterial Extension Project

DATE: October 16, 2008 (for Council review October 22, 2008)

ISSUE

Should Public Works Director Mark Freiberger execute the attached Letter of Understanding No. 132 with WSDOT Development Services for WSDOT Certification Acceptance Manager (CA) support for the design phase services for the SR9/Jameson Arterial Extension Project?

BACKGROUND/DISCUSSION

We anticipate eventual use of some federal funds for the SR9/Jameson Arterial Extension Project, currently in the preliminary planning stages. The use of federal funds requires oversight by a certifying agency (CA). WSDOT Development Services has agreed to act in this role for the project. The attached LOU memorializes this agreement, and states contract requirements for the project.

Eventually the city will obtain CA status for our own projects, but we anticipate that this is about a year out.

FINANCIAL

REVENUE

Skagit County Economic Development Grant	$150,000
City of Sedro-Woolley Arterial Fund (TIF)	$ 15,420
Subtotal	**$ 165,420**

ESTIMATED EXPENDITURES - CONSTRUCTION COSTS

Standard Consultant Agreement, HW Lochner	$ 165,420
Total, rounded	**$ 165,420**
Balance (additional contingency)	**$ 0**

ANALYSIS

Costs for these services during the preliminary engineering stage should be minimal, and will be covered by a separate reimbursable Joint Agreement (JA). I would

anticipate approximately $5,000 for this initial support work. Council previously authorized up to $100,000 in Arterial Street/TIF funds for match on the project. Previous allocations are shown above. This will be updated once the JA Agreement is negotiated.

RECOMMENDATION

It is Staff's recommendation that Council authorize Public Works Director Mark Freiberger execute the attached Letter of Understanding No. 132 with WSDOT Development Services for WSDOT Certification Acceptance Manager (CA) support for the design phase services for the SR9/Jameson Arterial Extension Project.

MOTION:

Move to authorize Public Works Director Mark Freiberger execute the attached Letter of Understanding No. 132 with WSDOT Development Services for WSDOT Certification Acceptance Manager (CA) support for the design phase services for the SR9/Jameson Arterial Extension Project.

Respectfully submitted,

Mark A. Freiberger, PE
Director of Public Works/City Engineer

October 14, 2008

Mark Freiberger
City of Sedro-Woolley
720 Murdock Street
Sedro-Woolley, WA 98284

RE: Letter of Understanding No. 132
SR 9/Sedro-Woolley Jameson St. Roundabout

Dear Mr. Freiberger:

Discussions between Washington State Department of Transportation (WSDOT) and The City of Sedro-Woolley (CITY) have resulted in this Letter of Understanding (LOU).

It is agreed by all parties that the following conditions, obligations, and requirements shall apply, and that each party shall be bound by the following:

Project Description

The CITY is planning on constructing a new roundabout on SR 9 between MP 55.41 to MP 55.49. This project intention is to improve mobility within the community by providing an additional East-West corridor along with relieving congestion on SR 20. This project is scheduled to begin construction in February 2009 and to be completed around August 2010. This project will be a city and federally funded project. A Certification Acceptance agency is required to administer all federally-aided funds. WSDOT has agreed to act as the Certification Acceptance agency for this project.

This project will consist of constructing a roundabout at the intersection of SR 9, Jameson Street and Rhodes Road (about 650 feet south of the intersection of SR 9/Nelson/Rhodes). This roundabout will be four legged and single lane.

The CITY shall administer the associated project entirely in accordance with the Local Agency Guidelines (LAG), this LOU, and direction as provided by the WSDOT Certification Acceptance Manager (CA). Failure to comply with the LAG, this LOU or the direction of the CA may result in loss of Federal Funds.

WSDOT has designated the CA as shown below:

WA State Department of Transportation
Marv Pulst, P.E., Engineering Services Manager
1043 Goldenrod Road Suite 101
Burlington, WA 98233-3415
(360) 757-5960
FAX: (360) 707-5051

All formal submittals outlined herein, either from WSDOT or the CITY will be sent through the CA.

WSDOT Responsibilities

WSDOT will perform the duties associated with being the Certification Acceptance agency as defined in Chapter 13 of the LAG.

WSDOT will review invoices and authorize payment to the CITY's consultant and contractor.

WSDOT will conduct the final review and approval of Contract Plans, Specifications and Estimates (PS&E), Deviations, and Change Orders.

WSDOT will review and approve proposed advertisement for bids and bid packages.

WSDOT may designate a Construction Supervisor to monitor the CITY's construction management. Any WSDOT employees monitoring the CITY's work shall not relieve the CITY of its duty and responsibility to manage the project.

CITY Responsibilities

The CITY will obtain approval from the CA in the solicitation and selection of a Consulting Engineering firm for Preliminary Engineering, Right of Way and Construction Engineering services. In addition, the CITY will obtain approval from the CA for the Consulting Engineering Agreement prior to execution. (see LAG chapter 31).

The CITY's engineering consultant will prepare PS&E in accordance with the current State of Washington Standard Specifications for Road, Bridge and Municipal Construction, and amendments thereto, and adopted design standards (see LAG chapter 44).

The CITY will submit all design deviations to the CA for further processing and approval. Deviations to design standards must be stamped by a Professional Engineer licensed in the State of Washington.

The CITY will be responsible for all required environmental documentation (SEPA and NEPA) and shall submit all required NEPA documentation to the CA for further

processing and approval. (see LAG chapter 24). The CITY will obtain all required permits and approvals.

The CITY will contact the CA prior to any Right of Way (R/W) action. The CITY will follow current R/W Procedures as described in the LAG (see LAG chapter 25). The CITY will advise the CA of all meetings preliminary to R/W acquisition. All acquisitions of R/W such as construction easements, donations, permits, etc. will be certified by the CITY and WSDOT.

The CITY will forward the proposed advertisement for bids to the CA for approval. Upon approval, the CITY may begin advertisement for bids (see LAG chapter 46). The CITY will keep the CA advised on any pre-award issues affecting the quality and timing of the contract. Any required addenda to the contract documents will be approved by the CA.

The CITY will notify the CA of the Bid Opening date and time. The CITY will transmit to the CA, the Engineer's Estimate and Bid Tabulations along with the complete Bid Packages of the apparent three (3) lowest bidders. Upon approval by the CA, the CITY may Award the Contract to the lowest responsive bidder (see LAG chapter 46).

Upon the CITY's execution of the contract for construction, the CITY will administer and inspect the project in accordance with the contract documents, WSDOT Standard Specifications for Road Bridge and Municipal Construction, the WSDOT Construction Manual, and all applicable State and Federal laws (see LAG chapter 52).

The CITY will document all changes to the contract by change order as defined in the current edition of the WSDOT Standard Specifications for Road, Bridge and Municipal Construction Section 1-04.4. The CITY Project Manager will initiate, negotiate, and document all change orders. Prior to obtaining the contractor signature the CITY Project Manager will provide a copy of all change orders to the CA for review. All signed Change Orders will be sent to the CA for final approval.

The CITY will request the CA to inspect the project prior to providing the final "punch list" to the Contractor (see LAG chapter 53).

The CITY will provide payment to WSDOT for their services in this project through a reimbursable account (JA account).

By signing the spaces provided below, the CITY and WSDOT acknowledge and agree to the terms and commitments outlined above recognizing that the proposed configuration has not been finalized.

Concurrence by:

Todd L. Harrison, P.E.
Assistant Regional Administrator, WSDOT
Mount Baker Area

Date_____

Concurrence by:

Mark Freiberger, P.E.
Director of Public Works
City of Sedro-Woolley

Date_____

MG: mg
Enclosure: Vicinity Map
JA Account

cc: Harry Haslam / MS 121
Ted Dempsey / MS 42
Marv Pulst / MS 210
File LOU No. 132

CITY COUNCIL AGENDA
REGULAR MEETING

OCT 2 2 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 3-01

Memorandum

To: Mayor Anderson & City Council Members

From: Patsy Nelson

Date: 10/16/2008

Re: Reappointment of Ken Rosencrantz to the Sedro-Woolley Housing Authority Board of Directors

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ISSUE: Should Ken Rosencrantz be reappointed to the Sedro-Woolley Housing Authority Board for a period of five years.

BACKGROUND: The Sedro-Woolley Housing Authority Board of Directors operates a housing program at Hillsview Manor through the King County Housing Authority. The Board consists of five directors, with five year terms of service. Ken Rosencrantz's term has expired and he has expressed a desire to continue in this capacity for another term. Mayor Anderson would like to reappoint Mr. Rosencrantz to the Housing Authority Board.

REQUEST FOR ACTION: Move to approve the appointment of Ken Rosencrantz to the Sedro-Woolley Housing Authority Board for a period of five years ending December 31, 2012.

CITY COUNCIL AGENDA
REGULAR MEETING

OCT 2 2 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 8-n

CITY OF SEDRO-WOOLLEY
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-0771
Fax (360) 855-0733

Mark A. Freiberger, PE
Director of Public Works/City Engineer

MEMO TO: City Council and Mayor Mike Anderson

FROM: Mark A. Freiberger, PE

RE: **Final Acceptance – 2007 Crack Sealing Project**
Blackline, Inc.

DATE: October 17, 2008 (for Council review October 22, 2008)

ISSUE

Should Council approve final acceptance of the 2007 Roadway Crack Sealing Project as constructed by Blackline, Inc. of Spokane, WA?

BACKGROUND/DISCUSSION

The construction contract for the 2007 Crack Sealing Project with Blackline, Inc. was executed on November 27, 2008. The work was started on June 11, 2008 and all contract work was completed and physical completion occurred on June 19, 2008. Work was accepted as complete on June 19, 2008.

A total of 2 change orders were issued for the contract, totaling $7,946.00. Unit quantity changes resulted in an increase of $2,764.20. Overall, the contract came in $10,710.20 or 28.3% over the Engineer's Estimate. The difference however is mainly due to the change orders to add slurry seal for several additional streets rather than quantity overruns. This allowed the city to deal with a failing overlay while taking advantage of the favorable unit prices under this contract and reduced mobilization expense.

The retention for this project has been held as required by the specifications and state law. Final release of the retention will be pending clearance from the Department of Labor & Industries and the Department of Revenue confirming correct wage payments and sales tax payments. The Notice of Completion of Public Works Contract has been sent to the Dept. of Revenue.

FINANCIAL

FUNDINGAVAILABLE		
Account No. 104.0000000.345.85.00.00 GMA Impact Fees	$	48,610.20
TOTAL AVAILABLE FUNDING	**$**	**48,610.20**
ESTIMATED COST		
Blackline, Inc. (incl. WSST)	$	48,610.20
TOTAL ESTIMATED CONSTRUCTION COST	**$**	**48,610.20**
REMAINING BUDGET	**$**	**0**

ANALYSIS
The original scope of work included slurry seal on Ferry, Marie Place and Alderwood Lane, plus crack sealing on Metcalf and Murdock. Change Order 1 added slurry seal on Warner, 6th and 7th to deal with raveling problems associated with a grader placed overlay in 2007.

RECOMMENDATION
It is Staff's recommendation that Council move for final acceptance of the 2007 Roadway Seal Project as constructed by Blackline, Inc. of Spokane, WA.

MOTION:

Move final acceptance of the 2007 Roadway Seal Project as constructed by Blackline, Inc. of Spokane, WA in the amount of $48,610.20.

Respectfully submitted,

Mark A. Freiberger, PE
Director of Public Works/City Engineer

SUBJECT: PUBLIC COMMENT

Name:
Address:
Narrative:

Name:
Address
Narrative:

Name:
Address:
Narrative:

Name:
Address:
Narrative:

Name:
Address:
Narrative:

UNFINISHED BUSINESS

CITY COUNCIL AGENDA
REGULAR MEETING

OCT 2 2 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 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: Eron Berg
RE: Park and Recreation Advisory Ordinance
DATE: October 22, 2008

ITEM PRESENTED FOR FIRST READING: October 8, 2008

ITEM PRESENTED FOR ACTION: October 22, 2008

ISSUE: Should the Council adopt the attached ordinance creating a new Park and Recreation Advisory Board?

BACKGROUND: This ordinance comes at the request of Shane Walley who is working to implement the Council's desire to establish a recreation component to the parks department. The City Council created a Board of Park Commissioners in 1922 that was intended to have actual supervision, oversight and budgetary authority over the parks department. At some point, that commission was no longer appointed. I don't know when that occurred.

Our goal in presenting this new ordinance and creating a new advisory board is to instigate renewed interest in parks and recreation, involve the community and the school, and grow this department to better serve the people of Sedro-Woolley.

RECOMMENDATION: Motion to adopt Ordinance No. _____-08, an ordinance establishing a Park and Recreation Advisory Board.

Ordinance No.

AN ORDINANCE CREATING THE PARK AND RECREATION ADVISORY BOARD, REPEALING SWMC 2.44 AND ADDING A NEW CHAPTER TO TITLE 2 OF THE SEDRO-WOOLLEY MUNICIPAL CODE.

Whereas, the City of Sedro-Woolley has a Board of Park Commissioners as authorized by ordinance from 1922 and amended in 1941;

Whereas, the City Council of the City of Sedro-Woolley wishes to modernize the operations of the park and recreation function of the city by eliminating the outdated and unused Board of Park Commissioners and replacing it with a new advisory board;

Whereas, the City Council for the City of Sedro-Woolley wishes to encourage the community and city staff to expand park and recreation opportunities within the city; and

Whereas, the City Council of the City of Sedro-Woolley finds that it is in the best interest of the City and the people of the City to establish the Park and Recreation Advisory Board.

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

Section 1. Sedro-Woolley Municipal Code (SWMC) 2.44 is repealed in its entirety.

Section 2. A new chapter to Sedro-Woolley Municipal Code, Title 2 is hereby as set forth on the attached Appendix A and incorporated by reference.

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.

Section 4. After passage, approval and publication as provided by law, this ordinance shall take effect January 1, 2009.

Passed and approved this _____ day of October, 2008.

_____

MAYOR

Attest:

_____

City Clerk

Approved as to form:

_____

City Attorney

Appendix A

Chapter 2.__

PARK AND RECREATION ADVISORY BOARD

Sections:

2.__.010 Park and recreation advisory board – Created
2.__.020 Terms – Vacancies – Removal.
2.__.030 Functions, powers and duties.
2.__.040 Officers – Quorum.
2.__.050 Meetings.
2.__.060 Cooperation with individual citizens, groups and organizations.
2.__.070 Annual report of progress.

2.__.010 Park and recreation advisory board – Created.

A. There is created and established a park and recreation advisory board, consisting of seven members who shall be appointed by the mayor.

B. Membership. The selection of the park and recreation advisory board members shall be made from individuals who have an interest in parks and recreation as evidenced by training, experience or actions. A minimum of four members shall be residents of the city of Sedro-Woolley, two nonresidents shall either be employed within the city of Sedro-Woolley or live within the city of Sedro-Woolley service area, and one member shall be a high school student living within the Sedro-Woolley School District. The membership shall include at least one senior citizen representative, one representative of a business within the city limits regardless of where the representative resides, one representative who lives outside the city of Sedro-Woolley but within the city's service area, and one youth representative who shall be a student from Sedro-Woolley High School.

C. The mayor shall appoint one to three members of the city council to act as liaisons to the board. These members shall be ex-officio nonvoting members of the board. The city parks and recreation supervisor/foreman shall be responsible for providing adequate and appropriate staff support to the board. No member shall receive any compensation for services performed.

2.__.020 Park and recreation advisory board – Terms – Vacancies – Removal.

A. Terms of Members. The appointment of the members, by the mayor, shall be for the following terms: appointees shall serve three-year terms (except the youth representative who shall serve a one-year term). The appointments of succeeding youth representatives shall be made in May of each year. Term limits will not exceed three consecutive terms.

B. Vacancies. The mayor shall, each year, appoint members to fill the vacancies caused by expiring terms. The mayor shall appoint members each year from a list to be presented to him by the board and shall also have authority to fill vacancies created by death or resignation in the board by appointing a member to fill the vacancy.

C. Removal. Members of the board may be removed by the mayor, with concurrence of the city council, for neglect of duty, conflict of interest, malfeasance in office, or other just cause, or for unexcused absence from more than three consecutive regular meetings. The decision of the city council shall be final and there shall be no appeal therefrom. Members finding themselves unable to attend regular meetings are expected to tender their resignations.

2.__.030 Functions, powers and duties.

The park and recreation advisory board shall be a board functioning in an advisory capacity to the mayor, city council, parks and recreation department and other city departments in respect to the following parks and recreation matters:

A. The acquisition of park and recreation facilities;

B. Development, design and operation of park and recreation programming and facilities;

C. Facility use fees and procedures;

D. Park, playfield and facility design;

E. Capital improvement planning;

F. Concession;

G. Contracts, interlocal agreements and lease agreements regarding park and recreational activities;

H. A recommended annual budget for the acquisition, development and operation of park and recreational facilities and programs; and

I. All matters as from time to time may be referred to the board by city council, the city supervisor or administrative staff.

2.__.040 Officers – Quorum.

Immediately after their appointment, members of the board shall meet and organize by electing from the members a chairperson, vice chairperson and such other officers as may be necessary. It shall be the duty of the chairperson to preside at all meetings of the board. At the first meeting of the park and recreation advisory board following January 1st of each year the board shall elect a chairperson and vice chairperson from its

members. The park and recreation supervisor/foreman, or his/her designee, shall serve as the board's secretary. The park and recreation supervisor/foreman shall prepare and record all proceedings of the board which shall be public record. A majority of the membership of the park and recreation advisory board shall constitute a quorum for transaction of business and a majority vote of those present shall be necessary to carry any recommended action. If a quorum is not reached, as many councilmembers as appointed by the mayor to the parks and recreation advisory board as it takes to reach a quorum may be substituted as temporary voting members of the board. The ranking in which councilmembers vote shall be determined at the time of appointment by the mayor.

2.__.050 Meetings.

The park and recreation advisory board shall determine a regular meeting schedule (time, place and frequency) as necessary, but no less frequent than eight meetings annually. Special meetings may be held as often as the board deems necessary. Notice of special meetings must be provided in accordance with the Washington State Open Public Meetings Act. All meetings shall be open to the public.

2.__.060 Cooperation with individual citizens, groups and organizations.

The board will work with individual citizens, groups and organizations. At the discretion of the board, a study may be conducted by a task force composed of individual citizens and representatives of groups, schools or other organizations on an ad hoc basis to provide citizen views or special expertise relating to a specific topic or problem.

2.__.070 Annual reports of progress.

The park and recreation advisory board shall annually provide to the city council a report on progress made in carrying out the board's duties and responsibilities. Reports may be submitted when deemed appropriate by the board or when requested by the city council.

CITY COUNCIL AGENDA
REGULAR MEETING

OCT 2 2 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 6

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: Eron Berg
RE: Purchasing Ordinance
DATE: October 22, 2008

ITEM PRESENTED FOR FIRST READING: October 8, 2008

ITEM PRESENTED FOR ACTION: October 22, 2008

ISSUE: Should the Council adopt the attached ordinance establishing purchasing policies for the city?

BACKGROUND: This is another follow-up item from the recent State Audit. Our purchasing practices have tracked state law, but the lack of a written purchasing policy made it difficult for the auditors to audit. The draft ordinance builds upon the small works roster from last year (Resolution 760-07) and establishes thresholds and requirements for the purchase of non-public works items (revising and repealing SWMC 3.18 and Resolution 502).

RECOMMENDATION: Motion to adopt Ordinance No. _____-08, an ordinance establishing purchasing policies for the City of Sedro-Woolley.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE SEDRO-WOOLLEY MUNICIPAL CODE CHAPTER 3.18 AND ESTABLISHING NEW PROCEDURES RELATING TO PURCHASING AND PUBLIC WORKS CONTRACTING; ESTABLISHING A VENDOR LIST PROCESS FOR THE PURCHASING OF SUPPLIES, MATERIALS, AND EQUIPMENT AND A SMALL WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies or equipment not connected to a public works project, allows certain purchasing contracts to be awarded by a vendor list process; and

WHEREAS, the Washington State Legislature in Chapter 138, Laws of 2000 and in Chapter 284, Laws of 2001, amended RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allowing certain contracts to be awarded by a small works roster process; and

WHEREAS, in order to be able to implement vendor list and small works roster processes, the City is required by law to adopt a policy establishing specific procedures; and

WHEREAS, the City Council adopted Resolution 760-07 establishing the small works roster and consulting services roster in 2007 but wishes to clarify any ambiguity existing between Resolution 760-07 and SWMC 3.18; and

WHEREAS, the City Council desires to update its policy for purchasing and bidding consistent with Washington state law;

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

Section 1. Resolution 502 is hereby repealed.

Section 2. SWMC 3.18 is repealed and replaced with the following:

Chapter 3.18

Purchasing Policies

3.18.010 Purchasing of materials and supplies unrelated to a public works project under $7,500.00.

3.18.020 Purchasing of materials and supplies unrelated to a public works project between $7,500.00 and $15,000.00.

3.18.030 Purchasing of materials and supplies unrelated to a public works project costing more than $15,000.00.

3.18.040 MRSC Rosters

3.18.050-0_0 Small Works Roster

3.18.0_0-0_0 Consulting Services Roster

3.18.010. Purchase of materials, supplies or equipment not connected to a public works project in an amount of $7,500.00 or less.

The city is not required to use informal or formal sealed bidding procedures or the procedures set forth in this ordinance to purchase materials, supplies, or equipment not connected to a public works project where the cost of the same will not exceed $7,500.00. The city will attempt to obtain the lowest practical price for such goods and services.

3,18.020. Purchase of materials, supplies or equipment not connected to a public works project in an amount between $7,500.00 and $15,000.00.

1. **Publication of Notice**. At least twice a year, the city shall publish, in the city's official newspaper, notice of the existence of a roster(s) of vendors for materials, supplies, and equipment, and shall solicit names of vendors for the roster.

2. **Electronic Rosters.** In addition to paper and/or electronic vendor lists kept on file in the appropriate department, the city may also use that state wide electronic database developed and maintained jointly by the Daily Journal of Commerce and the Municipal Research and Services Center of Washington.

3 **Telephone Quotations**. The city shall use the following process to obtain telephone quotations from vendors for the purchase of materials, supplies, or equipment:

a. A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase;

b. A city representative shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone solicitation quotations from the vendors for the required materials, supplies, or equipment;

c. The city representative shall not share telephone quotation from one vendor with other vendors solicited for the bid on the materials, supplies, or equipment;

d. A written record shall be made by the city representative of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;

e. The city representative shall present to the city council (unless purchase may be approved under SWMC 2.104) all telephone quotations and a recommendation for award of the contract to the lowest responsible bidder.

4. **Determining the Lowest Responsible Bidder**. The city shall purchase the materials, supplies or equipment from the lowest responsible bidder (RCW 43.19.1911(9)), provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the city may call for new bids. The city, in determining the lowest responsible bidder may take the following factors, to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the city council may call for new bids. RCW 43.19.1911(9) states:

"In determining "lowest responsible bidder", in addition to price, the following elements shall be given consideration:

> (a) The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
>
> (b) The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
>
> (c) Whether the bidder can perform the contract within the time specified;
>
> (d) The quality of performance of previous contracts or services;
>
> (e) The previous and existing compliance by the bidder with laws relating to the contract or services;
>
> (f) Such other information as may be secured having a bearing on the decision to award the contract:
>
> PROVIDED, That in considering bids for purchase, manufacture, or lease, and in determining the "lowest responsible bidder," whenever there is reason to believe that applying the "life cycle costing" technique to bid evaluation would result in lowest total cost to the state, first consideration shall be given by state purchasing activities to the bid with the lowest life cycle cost which complies with specifications. "Life cycle cost" means the total cost of an item to the state over its estimated useful life, including costs of selection, acquisition, operation, maintenance, and where applicable, disposal, as far as these costs can reasonably be determined,

minus the salvage value at the end of its estimated useful life. The "estimated useful life" of an item means the estimated time from the date of acquisition to the date of replacement or disposal, determined in any reasonable manner. Nothing in this section shall prohibit any state agency, department, board, commission, committee, or other state-level entity from allowing for preferential purchase of products made from recycled materials or products that may be recycled or reused.

5. **Award**. The city council shall review quotations and recommendation by city staff and award the contract to the lowest responsible bidder, provided, that for contracts under $10,000.00, the provisions of SWMC 2.104 shall apply. A written record of each vendor's quotations shall be made open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised.

6. **Posting.** A list of all contracts awarded under these procedures shall be posted at city main administrative offices once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded. Posting on the city's website satisfies this requirement.

3.18.030. Purchase of materials, supplies or equipment not connected to a public works project in an amount of $15,000.00 or more.

The city is required to use formal sealed bidding procedures to purchase materials, supplies, or equipment not related to a public works project where the cost of the same will exceed $15,000.00.

1. **Call for Bids**. City shall publish notice that the city is inviting bids at least once in the city's official newspaper. The notice shall be published at least seven (7) days before the bid opening.
2. **Bid Opening**. Sealed bids shall be opened and read aloud at the time and place identified in the call for bids; the bid opening shall be open to the public.
3. Determination of lowest responsible bidder shall follow the process in SWMC 3.18.020 (4).
4. **Award**. The City Council shall award the contract to the lowest responsible bidder. A written record of each vendor's bid shall be made open to public inspection or telephone inquiry after the award of the contract.
5. Posting shall follow the process in SWMC 3.18.020(6).

Section 3. Small works roster procedures and consulting services roster procedures are established as approved by the Council in Resolution 760-07 and shall be codified in SWMC 3.18.

Section 4. This ordinance shall be effective five (5) days after passage and publication as provided by law.

Section 5. The provisions of this ordinance are declared to be severable, and if any section, sentence, clause or phrase of this ordinance 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 ordinance.

PASSED by majority vote of the members of the Sedro-Woolley City Council this _____ day of _____, 2008, and signed in authentication of its passage this _____ day of _____, 2008.

_____
Mike Anderson, Mayor

Attest:

_____
Patsy Nelson, Clerk/Treasurer

Approved as to form:

_____
Eron Berg, City Attorney

Published:

NEW BUSINESS

CITY COUNCIL AGENDA
REGULAR MEETING

OCT 2 2 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 7

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: Eron Berg
RE: ER&R Fund Expenditure
DATE: October 22, 2008

ISSUE: Should the Council authorize staff to purchase two additional vehicles from the ER&R Fund in 2008?

BACKGROUND: The City has an immediate need for two vehicles: a new vactor truck for stormwater and a used van for our janitor. The vactor truck request has been reviewed by the Council's utilities committee and they recommend the purchase.

Vactor Truck: The City is currently operating a vintage vactor truck for stormwater and with the requirements of NPDES Phase II hitting the City hard, our truck is not keeping up with the needs of the City. The primary purpose of this vehicle is to clean stormwater catch basins, lines and ditches; it will also serve to assist the sewer department with larger main line cleaning. PW Staff have participated in demonstrations of three different vactor trucks and are ready to develop specifications and move through the purchasing process. Since this truck was not in the 2008 budget, we need your approval to proceed and will need a budget amendment as well. The truck, outfitted and ready for operations, will cost no more than $350,000.00. The funds are proposed to come from the ER&R fund and are available as a result of deferred or delayed purchases of other equipment.

Used Van: The janitor, Ray Fox, currently drives one of the PD's old Chevrolet Caprice Classics as his vehicle. The car has significant limitations as he attempts to move supplies and cleaning equipment in the back seat or trunk. He needs a vehicle with more room to move. I believe he has identified a used van that will work for him at a cost of approximately $5,000.00. I am asking for your approval of the purchase of a used van not to exceed $7,500.00 in case that one is no longer available and we need to look for another. Funds to purchase this vehicle are also proposed to come from the ER&R fund and will require a budget amendment.

RECOMMENDATION: Motion to authorize staff to purchase a new or demo model vactor truck in an amount not to exceed $350,000.00 and to purchase a used van in an amount not to exceed $7,500.00 with funding from the ER&R fund.

CITY OF SEDRO-WOOLLEY
GATEWAY TO THE NORTH CASCADES

Building, Planning and Engineering Dept.
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro Woolley, WA 98284
Phone (360) 855-0771
Fax (360) 855-0733

CITY COUNCIL AGENDA
REGULAR MEETING

OCT 2 2 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 8

MEMO:

To: City Council

From: Jack Moore,
Planning Director & Building Official

Date: October 22, 2008

Subject: Extension of City sewer to UGA property – Charles & Margaret Coultas

ISSUE

Should the City accept a request to allow one parcel in the City's urban growth area (UGA) and adjacent to the City limits to connect to the City sewer system?

DESCRIPTION / HISTORY

The owners of one property in the UGA have submitted a request (enclosed) to connect their existing single family home to the City sewer system. The property owners, Charles and Margaret Coultas (22677 West Jones Road, P36660), have already submitted a notice of intent to commence the annexation process. The City Council has given that annexation request approval to proceed and the applicant and staff are in the process of moving the annexation request towards completion. In the mean time, the property owner would like to make the connection to City sewer before the groundwater level rises and makes trenching more difficult. The City installed a sewer stub connection at the property line when the sewer main was constructed in 2005, but the property was not previously allowed to connect because of the sewer moratorium and the fact that the property is not in the City. SWMC 13.16.040 requires that all connections outside the City must be approved by the City Council. If the request is approved, the property owners will be required to sign a no-protest to annexation waiver to assure that the property is annexed into the City. Also, the property will be assessed one and one half the usual sewer rate until the property is annexed.

STAFF RECOMMENDATIONS

Both Public Works and the Planning staff recommend that the City Council approve the sewer connection request prior to annexation to facilitate installation of the side sewer connection. This is a special case because the property is in the process of being annexed and a sewer stub already exists to this property; the Planning Department does not recommend that sewer be provided to other properties in the UGA.

RECOMMENDED ACTION

Make a motion to approve the requested sewer connection outside of City limits to parcel P36660 subject to the property owner obtaining a certificate of sewer availability and signing a no-protest to annexation waiver prior to connection to the City sewer and subject to paying one and one half the usual sewer rate until the property is annexed.

To the City of Sedro Woolley : City Council members, Mayor Mike Anderson, Jack Moore, Eron Berg, John Coleman

We Charles Coultas and Margaret Coultas would like to request to be able to hook up to the city sewer, right after your Sept. 30 2008 hook-ups become available. We are now in the Urban Growth Area of Sedro Woolley, but we started the annexation process to get into the city of Sedro Woolley back in Dec. 16, 2007. This is taking longer than everyone probably thought, due to many situations. Our septic system is showing more signs of problems and the ground gets to wet in the winter months to hook-up. We have 2 city sewer stubs in our yard now. We have talked to Debbie Allen and she seems to see no problem with us hooking-up, as we understood her. We would also like the city credit for getting rid of our old septic system We also understand that our monthly bill would be different, if for some reason we our not annexed into the city. Thank You for your consideration of this.

signed Charles Coultas

signed Margaret Coultas

Date Sept. 4, 2008

Phone 856-6203

The parcel number is: P 36660

The site address is: 22677 W. Jones Rd.
Sedro Woolley, WA 98284

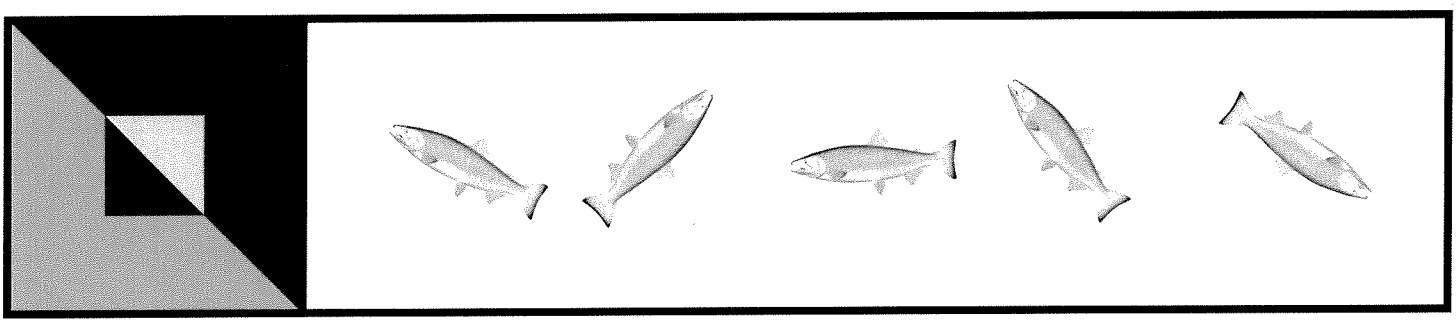
The legal description is: PTN SW 1/4 AKA Lot 1
S/P # Z-82 AF # 8202240045
1.62 ACRES

NOT AGENDA ITEMS

3rd QUARTER 2008

SENIOR SERVICES QUARTERLY REPORT
Totals Reflect Services Provided to Senior Citizens of
SEDRO WOOLLEY

	MONTH July	MONTH August	MONTH September	Third Quarter Total	Year To Date
NUTRITION					
Home Delivered Meals	859	809	972	2640	7951
Congregate Meals	540	487	651	1678	4902
Liquid Food Supplement	368	256	288	912	2432
SENIOR CENTERS					
Senior Center Visits	1480	1840	2120	5440	16302
Wellness Activities	350	275	290	915	1050
Evening/Weekend Activities	200	225	355	780	780
Program Participants	1655	1765	1975	6355	14161
VOLUNTEER SERVICES					
RSVP Stations in the City	9	12	10	12	13
Active Senior Volunteers (RSVP)	136	109	104	136	136
RSVP Hours Provided	3347	3185	2744.75	9276.75	25515.75
RSVP Reimbursement	$829.75	$614.38	$734.10	$2,178.23	$ 5,565.98
EXPENSES					
Nutrition	$9,909.16	$11,414.24	$9,228.84	$30,552.23	$91,378.99
Centers	$5,318.79	$5,043.32	$5,242.88	$15,604.98	$47,355.50
RSVP	$1,652.61	$1,722.14	$1,783.91	$5,158.66	$16,290.37
Administration	$2,787.57	$2,868.76	$2,789.09	$8,445.42	$23,614.31
TOTAL ESTIMATED CITY EXPENDITURES	$19,668.12	$21,048.45	$19,044.71	$59,761.29	$178,639.17
REVENUES					
Cost of Programs Provided	$19,668.12	$21,048.45	$19,044.71	$59,761.29	$178,639.17
Countywide Senior Services Cost	$119,441.31	$127,966.89	$115,543.10	$362,951.30	$1,043,050.40
Percentage City Payment for Program				8%	8.14%
Payment Request (City Portion)				$4,867.00	$14,601.00



Open House Reception
in Honor of

Gary Rowe
Skagit County Administrator

Please join the Board of Commissioners in thanking Gary for his service to Skagit County

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When: Thursday, October 30
3:00 - 5:00 p.m.

Where: Commissioner's Hearing Room
1800 Continental Place
Mount Vernon

Memorandum

To: Mayor Anderson and City Council

From: Patsy Nelson

Date: 9/10/08

Re: Financial Reports

Attached are September 30, 2008, financial reports for your review. The LGIP Net Earnings Rate on the City's investments for September was 2.3892%.

If you wish any additional information or have questions, please call.

CITY OF SEDRO-WOOLLEY
FINANCIAL REPORTS
AS OF SEPTEMBER 30, 2008

FUND #	DESCRIPTION	CURRENT MONTH	REVENUES YEAR-TO-DATE	2008 BUDGET	%
Actual Beg Cash&Investments 01/01/2008			11,698,694.40		
Estimated Beg Cash&Invest 01/01/2008				11,194,495.00	
001	Current Expense Fund	183,675.19	2,753,447.61	4,210,370.00	65%
101	Park Fund	11,374.91	636,280.32	622,800.00	102%
102	Cemetery Fund	12,414.34	86,430.49	137,500.00	63%
103	Street Fund	29,691.61	431,155.88	814,000.00	53%
104	Arterial Street Fund	2,960.39	191,676.66	2,124,947.00	9%
105	Library Fund	2,055.45	198,475.34	321,200.00	62%
106	Cemetery Endowment Fund	400.00	1,800.00	2,500.00	72%
107	Cum Reserve for City Parks Fund	113.02	947.26	3,300.00	29%
108	Stadium Fund	4,565.12	28,193.02	26,000.00	108%
109	Special Investigation Fund	12.99	3,624.75	200.00	1812%
110	Public Lands	0.00	0.00	0.00	#DIV/0!
113	Paths and Trails Fund	171.42	1,660.28	3,050.00	54%
203	1988-1 LID Debt Service Fund	0.00	0.00	0.00	
204	1991-1 LID Debt Service Fund	0.00	0.00	0.00	#DIV/0!
205	1992 G/O Bond Fund	0.00	0.00	0.00	#DIV/0!
230	1996 G/O Bond Redemption Fund	1,048.48	113,824.17	205,500.00	55%
302	Res For Crnt Exp Cap Out Fund	34,084.99	857,755.38	505,000.00	170%
310	Mitigation Reserve-Police Fund	114.23	4,640.54	34,800.00	13%
311	Mitigation Reserve-Parks Fund	193.11	28,512.04	60,000.00	48%
312	Mitigation Reserve-Fire Fund	243.46	13,554.10	29,500.00	46%
331	City Hall Const Fund	0.92	3,933,606.78	5,202,438.00	76%
332	PWTF Sewer Const Fund	4,606.23	2,820,838.16	4,996,625.00	56%
401	Sewer Fund	232,107.58	1,981,307.05	2,964,400.00	67%
402	Sewer Facilities Reserve	19,045.67	169,719.73	230,000.00	74%
407	1998 Sewer Revenue Bond Fund	42,179.84	438,757.05	521,450.00	84%
410	Cum Res-Sewer Facilites Fund	37,835.60	615,235.77	1,353,585.00	45%
411	1998 Sewer Rev Bond Res Fund	0.00	0.00	0.00	
412	Solid Waste Fund	119,884.71	1,069,438.87	1,477,100.00	72%
425	Stormwater Fund	16,544.25	155,863.54	218,520.00	71%
501	Equip Replacement Fund	30,651.60	278,764.86	380,090.00	73%
621	Suspense Fund	0.00	(0.00)	0.00	
624	1991-1 LID Guarantee Fund	0.00	0.00	0.00	
Total Revenues		**785,975.11**	**16,815,509.65**	**26,444,875.00**	64%
Total Rev + Actual Beg Cash&Invest			**28,514,204.05**		
Total Est Rev + Est Beg Cash&Invest				**37,639,370.00**	

CITY OF SEDRO-WOOLLEY
FINANCIAL REPORTS
AS OF SEPTEMBER 30, 2008

FUND #	DESCRIPTION	EXPENDITURES CURRENT MONTH	YEAR-TO-DATE	2008 BUDGET	%
001	Current Expense Fund	307,633.26	3,209,412.66	4,926,399.00	65%
101	Park Fund	52,657.07	672,024.44	618,030.00	109%
102	Cemetery Fund	11,011.37	106,349.93	172,150.00	62%
103	Street Fund	51,553.07	459,076.36	794,100.00	58%
104	Arterial Street Fund	26,327.98	276,864.61	2,833,590.00	10%
105	Library Fund	22,552.88	228,427.12	323,395.00	71%
106	Cemetery Endowment Fund	0.00	0.00	118,000.00	
107	Cum Reserve for City Parks Fund	0.00	177.56	4,000.00	4%
108	Stadium Fund	32.84	9,262.67	24,650.00	38%
109	Special Investigation Fund	0.00	1,000.00	1,000.00	100%
110	Public Lands	0.00	0.00	0.00	#####
113	Paths and Trails Fund	0.00	1,343.06	10,000.00	
203	1988-1 LID Debt Service Fund	0.00	0.00	0.00	#####
204	1991-1 LID Debt Service Fund	0.00	0.00	0.00	#####
205	1992 G/O Bond Fund	0.00	0.00	0.00	#####
230	1996 G/O Bond Redemption Fund	0.00	32,900.75	200,000.00	16%
302	Res For Crnt Exp Cap Out Fund	0.00	615,276.36	270,398.00	228%
310	Mitigation Reserve-Police Fund	0.00	0.00	40,000.00	0%
311	Mitigation Reserve-Parks Fund	0.00	116,203.23	55,000.00	211%
312	Mitigation Reserve-Fire Fund	0.00	1,006.82	20,000.00	5%
331	City Hall Const Fund	29,548.10	4,069,726.41	5,202,500.00	78%
332	PWTF Sewer Const Fund	175,844.52	2,338,116.39	6,269,818.00	37%
401	Sewer Fund	230,886.91	1,833,862.52	3,291,064.00	56%
402	Sewer Facilities Reserve	0.00	0.00	150,000.00	0%
407	1998 Sewer Revenue Bond Fund	303.50	457,180.56	501,500.00	91%
410	Cum Res-Sewer Facilites Fund	20,833.33	626,901.96	1,076,159.00	58%
411	1998 Sewer Rev Bond Res Fund	0.00	45,239.00	0.00	
412	Solid Waste Fund	151,947.98	1,011,077.09	1,589,053.00	64%
425	Stormwater Fund	16,452.32	147,775.94	223,535.00	66%
501	Equip Replacement Fund	4,137.23	90,132.34	205,090.00	44%
621	Suspense Fund	0.00	0.00	0.00	
624	1991-1 LID Guarantee Fund	0.00	0.00	0.00	#####
Total Expenditures		**1,101,722.36**	**16,349,337.78**	**28,919,431.00**	**57%**
Actual Cash&Investments on 01/31/2008			**12,164,866.27**		
Estimated End Cash&Invest 12/31/2008				**8,552,124.00**	
Designated End Fund Balance 12/31/2008				**167,815.00**	
Grand Total			**28,514,204.05**	**37,639,370.00**	

CITY OF SEDRO-WOOLLEY
FINANCIAL REPORTS
AS OF SEPTEMBER 30, 2008

		CASH AND INVESTMENTS		
FUND #	DESCRIPTION	AS OF 1/1/2008	ANNUAL CHANGE	YEAR-TO-DATE
001	General	1,261,975.88	(455,965.05)	806,010.83
101	Parks	58,154.28	(35,744.12)	22,410.16
102	Cemetery	53,754.29	(19,919.44)	33,834.85
103	Street	53,754.29	(27,920.48)	25,833.81
104	Arterial Street	1,570,450.22	(85,187.95)	1,485,262.27
105	Library	22,013.78	(29,951.78)	-7,938.00
106	Cemetery Endowment	121,095.51	1,800.00	122,895.51
107	Cum Reserve for City Parks	5,979.32	769.70	6,749.02
108	Stadium/Convention/Art Center	27,479.07	18,930.35	46,409.42
109	Special Investigations	4,008.84	2,624.75	6,633.59
110	Public Lands	0.00	0.00	0.00
113	Paths & Trails	37,928.40	317.22	38,245.62
203	L.I.D. 1988-1 Debt Service	0.00	0.00	0.00
204	L.I.D. 1991-1 Debt Service	0.00	0.00	0.00
205	1992 G/O Bond	0.00	0.00	0.00
230	1996 G/O Bond Redemption	67,653.64	80,923.42	148,577.06
302	Cum Res for Current Exp Cap	879,144.20	242,479.02	1,121,623.22
310	Mitigation Reserve for Police	53,685.33	4,640.54	58,325.87
311	Mitigation Reserve for Parks	186,293.74	(87,691.19)	98,602.55
312	Mitigation Reserve for Fire	111,764.64	12,547.28	124,311.92
331	City Hall Const Fund	107,043.01	(136,119.63)	-29,076.62
332	PWTF Sewer Const Fund	1,693,396.20	482,721.77	2,176,117.97
401	Sewer	542,097.69	147,444.53	689,542.22
402	Sewer Facilities Fund	0.00	169,719.73	169,719.73
407	98 Sewer Revenue Bond Fund	194,415.49	(18,423.51)	175,991.98
410	Cum Res for Sewer Facilities	3,559,389.56	(11,666.19)	3,547,723.37
411	98 Sewer Rev Bond Reserve Fund	519,238.95	(45,239.00)	473,999.95
412	Garbage and Solid Waste	353,385.47	58,361.78	411,747.25
425	Stormwater Fund	48,457.23	8,087.60	56,544.83
501	Equip Replacement Fund	166,135.37	188,632.52	354,767.89
621	Suspense	0.00	(0.00)	0.00
624	L.I.D. 1991-1 Guarantee	0.00	0.00	0.00
Total		**11,698,694.40**	**466,171.87**	**12,164,866.27**
Payroll Outstanding				**263,231.42**
Claims Outstanding				**206,290.56**
Total Net Cash & Investments				**12,634,388.25**

CITY OF SEDRO-WOOLLEY
FINANCIAL REPORTS
AS OF SEPTEMBER 30, 2008

GENERAL FUND DEPARTMENT EXPENDITURES

DEPT #	DESCRPTION	CURRENT MONTH	YEAR-TO-DATE	2008 BUDGET	%
011	Legislative	3,466.79	39,939.60	55,196.00	72%
012	Judicial	12,289.57	116,594.21	170,501.00	68%
013	Executive	5,721.14	53,132.63	106,955.00	50%
014	Finance & Admin	13,267.80	81,262.66	169,728.00	48%
015	Legal	3,745.15	29,475.42	50,935.00	58%
016	Civil Service	50.00	614.92	6,500.00	9%
017	I T Dept	13,067.32	117,386.58	166,100.00	71%
018	Central Services	4,854.89	200,990.31	243,130.00	83%
019	Planning	20,646.49	194,851.19	244,048.00	80%
020	Engineering	19,673.58	128,176.39	282,875.00	45%
021	Police	161,219.58	1,588,126.97	2,405,422.00	66%
022	Fire	41,210.90	546,883.13	850,922.00	64%
024	Protective Inspections	7,468.17	70,567.15	115,195.00	61%
025	Emergency Services	0.00	10,881.11	21,118.00	52%
031	Pollution Control	0.00	3,414.25	3,414.00	100%
051	Economic Development	0.00	2,000.00	2,500.00	80%
51	Skagit Senior Services	0.00	9,734.00	19,468.00	50%
51 20	Council on Alcholism	0.00	9,863.96	11,750.00	84%
51 30	Action	951.88	5,518.18	7,500.00	74%
51 40	Rape Relief	0.00	0.00	1,700.00	0%
51 45	Common Ground	0.00	0.00	0.00	#DIV/0!
51 50	Skagit Comnty Network	0.00	0.00	1,492.00	0%
Total General Fund		**307,633.26**	**3,209,412.66**	**4,936,449.00**	**65%**

CITY OF SEDRO-WOOLLEY
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-1661
Fax (360) 855-0707

Mark A. Freiberger, PE
Director of Public Works/City Engineer

MEMO TO: City Council and Mayor Mike Anderson
FROM: Mark A. Freiberger, PE
RE: **Public Works/Engineering Department Report**
DATE: October 17, 2008 (for Council review October 22, 2008)

Here is a brief report on Public Works/Engineering Department activities since the last council meeting. Projects are covered by phase, and general activities noted at the end.

CONSTRUCTION PHASE

Phase 2 SR20 Sewer System Project

Mechanical Startup for the new pump stations was completed on October 15, and tie over of the services is scheduled to take place over the next two weeks. No change on the financial end of the project. Factoring in the expected remaining changes and known underruns on the contract, the contract is projected to come in at about 0.8% under budget.

McGarigle CIPP Sewer Project

Manhole rehabilitation continues, and side sewer lining started on October 13. Final completion is anticipated by the end of October. The project continues to go well. One minor change order has been issued to date, and one minor force account item has been ordered to repair a damaged manhole. We do anticipate some unit price overruns due to failed side sewers discovered during video inspection.

Metcalf Street Phase 2B Northern to State Trenchless Sewer Project

Additional video inspection using a laser guided theodolite is in progress to define the extent of previously reported grade problems with the new main. We have met with the contractor and had a preliminary discussion of the problems. We will meet again after the results of the inspection are tabulated.

Township Road/SR9, Polte to Sapp Sewer Project

Work continues on the trenchless construction north of SR20. Work south of SR20 is nearing completion. The trenchless installation of the new 24" sewer north of SR20 will reach John Liner the week of October 20, and continues to go well. There have been a number of force account activities to date totaling $10,338 to date. Change Order 1 added the PUD water main replacement work at Polte, totaling $54,664. Two additional change orders are in process, including the curb revision work on Township at the Maddox property. The project remains within the budget.

2008 CIPP Sewer Project
The preconstruction conference is scheduled for October 17, with work to start shortly thereafter.

BID PHASE
None currently

DESIGN PHASE
Fruitdale & McGarigle Road Improvements
Design and Environmental Permit work continues, with the design work 90% complete. We are preparing to begin on design for the Fruitdale Sewer portion of the project. We are also coordinating addition of the Township Sidewalk Project to this scope of work. ROW acquisition work is continuing with Universal Field Services assisting. Two parcels are closed, two have signed agreements, and two are with Janicki which may become donations to meet their match requirement. We have received 28 of the 34 Right of Entry agreements. The current schedule calls for bids in February 2009 with construction to start in the spring of 2009.

SR9/Township Road Sidewalk Project
We received submittal of 75% plans on October 16. The scope of this project will be added to the Fruitdale-McGarigle Road Project to take advantage of economy of scale for the sidewalk work. The 75% construction estimate is $488,000. We have $495,000 available, with an expected design cost of $50,000, leaving $445,000 available for construction. We may need to reduce scope to bring the project under funding availability. I would anticipate bidding the full scope, and doing any reduction after bids are received and actual cost is known.

SR20/F&S Grade Road and Skagit Industrial Park Intersection Improvements Project (Roundabout Intersection Improvements)
The 90% design submittal is scheduled for October 17. We have hit a potential snag on the Rimmer property due to the relocation of the Les Schwab Alignment Shop. Rimmer is concerned that wetlands delineation on his relocation site will delay the relocation or make development of the site uneconomic. We are engaging Ross Widener of Widener & Associates to assist in moving the wetlands delineation along. The current schedule calls for bid advertisement in November and Award in December and construction in 2009. We met recently with WSDOT real estate and local programs staff, and were notified that the project will need to go to ad by December 31 to avoid loss of the previously expended REV funds. We are working to this end, but the finalization of the Rimmer donation is a key element in approval of the construction phase.

PLANNING PHASE
Jameson Street Arterial Extension to SR-9 Project
Geotechnical investigations and topographic survey are under way. The schedule of deliverables for the intersection plan indicates submittal of the conceptual plan on December 5, with final report due by January 16, 2009. This intersection requires WSDOT approval, and they will be involved in all phases of the planning. A separate Certification Agreement is on the council agenda for the WSDOT review.

Brickyard Creek Subflood District & NPDES Phase 2 Stormwater Permit Requirements
Stream monitoring gages have been installed and the volunteer sampling is under way.

Fruitdale Dry Sewer. We have received the final report and cost estimate for this work from R&E. I am analyzing this report and will schedule a Utility Committee meeting in the near future to discuss estimated cost and funding for the project. The current plan is to add the full design work to the existing consultant agreement for the Fruitdale/McGarigle Road Project so that it can be coordinated with that work, scheduled to bid in February 2009.

Alexander Street Curb & Sidewalk Project. Asphalt infil to the new curb was completed the week of October 6. Sidewalk work is being scheduled and will be performed by the Street Department crew. Due to vacations and staffing issues, no additional work was done in the past week.

SR20, Cook Road, Ferry Street and South SR9 Intersection Project. *No change from last report.* We have received a preliminary layout for a roundabout intersection at this location, and it is under review. This is a future TIB project.

GRANTS/LOANS PENDING

The **Safe Routes to School program** grant application was submitted on May 2, 2008, with a request of $557,000, covering sidewalk and bike path installation plus some funds for signals and education efforts by the district. This grant will be used to fund the gap in the Fruitdale/McGarigle Road Project. Results available in December 2008.

The **Transportation Improvement Board FY2009 Urban Arterial Program** grant application for the SR9/Jameson Arterial Extension Project was submitted on August 31, 2008. Results will be announced in November 2008. The estimated project cost is $2,831,000. Council has committed $100,000 in Arterial TIF funds for the project, and we have $150,000 in Skagit EDC funds available also. The value of the White Pass donation is $457,000. WSDOT has committed $10,000 in planning funding for the project. The TIB application includes a request of $2,114,000 in TIB funds.

PUBLIC WORKS/ENGINEERING

2008 Budget reviews are continuing.

Development Review activities including reviewing short plat submittals and miscellaneous SEPA reviews continue to occupy a portion of my time and Mark Stockton's time. See the Building & Planning report for details.

Engineering Department. Work continues on digitizing the city record maps, and GIS map layer upgrades. As part of this effort, we are updating the Storm Drainage System mapping with the assistance of Ecotone Solutions. We expect to complete this work by the end of the year.

The **Street Department** continues with routine maintenance, sign maintenance, twice per week cleaning of downtown sidewalks, pothole patching, alley and parking lot grading. Storm drain system cleaning is continuing. Asphalt surfacing was completed at the Parks building and the Alexander Street curb/Sidewalk project, as well as asphalt work at the WWTP.

Cemetery activities continue with grounds keeping, scheduling of internments and funerals.

The **Wastewater Department** continues its ongoing activities including collection system cleaning and CCTV inspection, leak repairs, utility locates and wastewater

treatment facility operations. Wastewater is also assisting the contractors as needed on the Metcalf Street Trenchless Sewer Project, the McGarigle CIPP Project and the Township Trenchless Sewer Project. Post installation inspection of the Metcalf Sewer Project continues as we seek to define possible defects. One employee remains out on medical leave due to a non-job back injury.

The **Solid Waste Department** continues its collection of municipal solid waste as usual.

Fleet has been occupied with routine maintenance.

END