Next Ord: 1647-09
Next Res: 806-09

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

**July 22, 2009**
**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 #66808 to #66932 in the amount of $1,290,775.97 (Voided Warrants #66849-66853)
      - Payroll Warrants #45612 to #45725 in the amount of $172,333.28
   c. Resolution 805-09 - Amending Resolution 760-07 - Small Works Roster
   d. Possible Contract Award - 2009 Sanitary Sewer CIPP Project Construction Management Services - Reichhardt & Ebe Engineering
   e. Possible Bid Award - 2009 CIPP Sanitary Sewer Project - Insituform Technologies, Inc.

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

**PUBLIC HEARING**

5. Possible adoption by Resolution of the Six-Year Transportation Improvement Program (TIP) 2010-2015

**UNFINISHED BUSINESS**

6. Transportation Impact Fees in the Unincorporated Sedro-Woolley Urban Growth Area

**NEW BUSINESS**

7. Annexation Request - R5 Properties on Fruitdale Road North of SR20
8. Fireworks - Code Modification *(First Reading: Discussion only)*
9. Personnel Policies - Accident Prevention *(First Reading: Discussion only)*

**COMMITTEE REPORTS AND REPORTS FROM OFFICERS**

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

DATE: July 22, 2009

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 July 22, 2009 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 Thomas Storrs

   _____ 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

JUL 2 2 2009

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 39

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# CITY OF SEDRO-WOOLLEY

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Regular Meeting of the City Council
July 8, 2009 – 7:00 P.M. – City Hall Council Chambers

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

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

Pledge of Allegiance

Consent Calendar

- Minutes from Previous Meeting
- Finance
  - Claim Vouchers #66719 to #66807 in the amount of $170,795.39
  - Payroll Warrants #45500 to #45611 in the amount of $229,918.33
- Verizon Wireless Proposal: Recommendation
- Rimmer Agreement
- Resolution #804-09 Adopting an Identity Theft Prevention Program
- Possible Contract Award – Professional Services Agreement 2009-PS-08 WTF Mixing Zone Study with Cosmopolitan Engineering Group, Inc.
- Supplemental Agreement 1 to the Local Agency Standard Consultant Agreement 2009 – PS-05 Leonard, Boudinot & Skodje, Inc.

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

Special Presentation – Stan Sygitowicz – SW Housing Authority Commissioner 1984 – 2009

Mayor Anderson presented Stan Sygitowicz with a key to the City for his many years of service as a Sedro-Woolley Housing Authority Commissioner. He spoke of Sygitowicz's volunteer accomplishments with many organizations throughout Sedro-Woolley and Skagit County. Anderson also spoke on Sygitowicz being a role model for retired people and the citizens of Sedro-Woolley.

Sygitowicz thanked the Mayor and the City for the honor of being able to represent the City on the Housing Authority. He then presented the City with a flag that was given to him by Congressman Rick Larsen's Office noting that the flag had flown over the White House. Sygitowicz encouraged everyone to volunteer as a way to enrich your life and was met with a round of applause.

Mayor Anderson displayed a gift from visiting dignitaries, Mayor Desire Zagre and Davy Yago of Zabre Burkina Faso, Africa. The gift was presented to the City upon their recent visit. He noted in return the City presented them with a key to the City.

City Supervisor/Attorney Berg noted that the Sedro-Woolley Rotary club had gone to their country to help build water wells and this trip was to thank them for their efforts. Rotary is now interested in looking into becoming Zabre, Africa's sister city.

Public Comment

Rick Judd – addressed the Council regarding the Fruitdale Sewer Project and the sewer connection fee. Judd addressed the "special assessment" fee as well as other costs involved for putting sewer in.

City Supervisor/Attorney Berg explained the connection fee vs. the "special assessment" fee, which is a fee for the extension of the service.

Judd questioned why a ULID was not formed in order to spread the cost over a period of time. He also addressed the hook up fee and the cost of septic tank disablement with a net cost of $13,861.00 to each resident hooking up.

Discussion ensued to include the ranking of sewer connection fee, use of the ULID process, prior discussions on including the sewer extension within the road project, waiver process, future development in the area, the County's role in the project, project cost and USDA assistance programs.

**UNFINISHED BUSINESS**

Fire Station # 2 Update

Fire Chief Klinger presented an update to include the final drawing for Fire Station #2. He noted the grant has been submitted and a response could be received anytime between now and September, 2010.

City Supervisor/Attorney Berg noted that the project cost is estimated at 1.9 million for construction and he reviewed some of the features and layout of the building.

Discussion ensued regarding a sprinkler system in the building, parking, grant amount, letter of support from Senators and the roof line.

**NEW BUSINESS**

Solid Waste Rates – Tipping Fee Increase from Skagit County

City Supervisor/Attorney Berg reviewed the rate increase which was recently passed by the Solid Waste Governance Board. Berg noted that Sedro-Woolley voted against any

rate increase and noted that the increase will result in an extra cost to the City of approximately $30,000 per year based on 2008 tonnage. The cost is equivalent to the cost of one half of an employee in the Solid Waste Department. He addressed the Council as to how to accommodate the fee.

Leo Jacobs – Solid Waste Department Foreman, addressed the Council on the recently voted County rate increase. He noted the increase, if passed by the Commissioners will take effect January 1, 2010.

Discussion was held regarding potential transfer station upgrades and current favorable construction costs, expiration of present bond, potential environmental fee, extension of the Interlocal agreement beyond 2013, lack of efficiency of the transfer station and the need to focus on recycling.

Jacobs noted the Skagit County Commissioner's Public Hearing for the rate increase is set for September 15, 2009.

Councilmember Storrs moved to schedule a public hearing to consider a rate increase in the City's Solid Waste utility for August 12, 2009. Councilmember Lemley seconded.

Councilmember London noted that because the increase is mandatory a public hearing isn't necessary but the Council is going above and beyond by holding a public hearing. London stated that his hope is that the public will come and hear the increase is a result of the County increase.

Discussion ensued regarding encouraging people to go to the Skagit County Commissioner's public hearing regarding the rate increase.

Motion carried (7-0).

Planning Commission Appointment

Mayor Anderson noted that Planning Commissioner Tom Peterson is having to step down from the Planning Commission and requested Council confirm the appointment of Tracy Donovan.

Councilmember Galbraith moved to appoint Tracy Donovan to the Planning Commission. Seconded by Councilmember Meamber. Motion carried (7-0).

## COMMITTEE REPORTS AND REPORTS FROM OFFICERS

Councilmember's London, Colgan, Storrs and Meamber all reported on comments received during the recent 4th of July Loggerodeo festivities.

Councilmember Galbraith – commented on the construction on Hwy 9. He indicated the project is going well and gave kudos to the contractor and City managers of the project.

Councilmember Splane – reported on receiving funding from the Sedro-Woolley Volunteer Fire Department Association to repair the Seagrave Fire Truck.

City Supervisor/Attorney Berg – addressed a recent e-mail received from a citizen regarding a yard fire at his residence as a result of fireworks.

Discussion ensued regarding the use of fireworks and potential banning altogether.

Councilmember Galbraith – reported on the Ledbetter Magic Show held at the amphitheatre during Loggerodeo and issues regarding the fencing of the area.

Councilmember Lemley – reminded everyone that the Outdoor Movies are scheduled to start this Friday and run through the month of July.

City Supervisor/Attorney Berg – reviewed a draft letter to the Skagit County Commissioners regarding traffic impact fees. He noted some minor changes to the letter still needed. The Council consensus was to view the final draft prior to approval.

Engineer Freiberger – presented an update on current projects. He noted they are doing their best to keep the public informed of road closures. He also noted they are close to determining a fix for the Metcalf Street Sewer project. Any work will be scheduled after completion of the round-about project. Freiberger reported the Fruitdale/McGargile project has had some groundwater control issues, however the contractor is making good use of their time, Storm drains are currently being installed on McGargile. Freiberger reviewed a request to the Council on an Interlocal agreement with Skagit County transferring EDC grant funds from the County to the City.

Councilmember Meamber moved to authorize the Mayor to sign the attached Interlocal Agreement with Skagit County, transferring EDC grant funds totaling $500.000 from the County to the City. Seconded by Councilmember Colgan.

Councilmember London questioned time frame for the transfer to occur. Engineer Freiberger noted it was on a reimbursement basis and the turn around time is generally pretty quick.

Councilmember Splane questioned relocation of power poles. Discussion ensued regarding relocation of poles on the Hwy 9 and McGargile/Fruitdale projects.

Motion carried. (7-0).

Engineer Freiberger also reviewed the bids for the 2009 CIPP Project. He noted the low bid was approximately 21% below the estimate with Instutiform as the apparent low bidder. He intends to formally award the bid at the July 22nd meeting. Freiberger also noted the trend continues for projects to come in under budget. He stated he was

currently working on an estimate for a Metcalf Street overlay project and will provide more information in the near future.

Freiberger reported on a meeting with a consultant for consideration of replacement of the Burlington Northern Highway 20 Trestle under the TIGER (Transportation Investment Generating Economic Recovery) discretionary grants. The grants were created under the American Recovery and Reinvestment Act (ARRA) and signed into law in February 2009. He explained the grant process and Hwy 20 trestle project.

Councilmember Storrs questioned the LDS church sprinkler system in connection with the road project currently ongoing. Engineer Freiberger noted that temporary service has been installed and the sprinkler heads will be replaced upon completion of project.

Planner Moore – announced the upcoming August 4th Joint Worksession with the Planning Commission to present comp plan amendment 4 -- Analyziation of zoning designations. Specific areas of interest being Commercial, Industrial and CBD designations. Discussion of possible changes to the zoning code regarding allowable vs. non-allowable uses and possible stepped zoning and increased buffering.

Fire Chief Klinger – Reviewed an Interlocal agreement with EMS Commission for the annual agreement for reimbursement of disposable medical supplies. Chief Klinger requested Council approval.

Councilmember Colgan moved to authorize the mayor to sign agreement. Seconded by Councilmember Splane. Motion carried (7-0).

Fire Chief Klinger – reported it was quiet over 4th. There were no large fires directly related to fireworks.

Police Chief Wood – also reported the Police Department reports a quiet and calm 4th.

Councilmember London questioned the Fire Camp with the Department of Corrections and questioned if there was any protocol in place for notification.

Mayor Anderson – thanked all the volunteers associated with Loggerodeo and other events.

**EXECUTIVE SESSION**

The meeting adjourned to Executive session for personnel and Real Estate at 8:16 P.M. for approximately 30 minutes with a possible decision.

The meeting reconvened at 8:46 P.M.

Councilmember London moved to allow transfer of sick leave hours to an AFSCME employee. Councilmember Colgan seconded. Motion carried (7-0).

Councilmember Galbraith moved to adjourn. Seconded by Councilmember Splane. Motion carried. (7-0).

The meeting adjourned at 8:47 P.M.

CITY COUNCIL AGENDA
REGULAR MEETING

JUL 2 2 2009

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

DATE: July 22, 2009

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 July 22, 2009.

Motion to approve Claim Vouchers #66808 to #66932 in the amount of $1,290,775.97. (Voided Warrants #66849-66853)

Motion to approve Payroll Warrants #45612 to #45725 in the amount of 172,333.28.

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

07/22/2009 (Printed 07/17/2009 08:55)



| WARRANT | VENDOR NAME | DESCRIPTION | | AMOUNT |
|---|---|---|---|---|
| 66808 | SKAGIT COUNTY AUDITOR | MISC-FILING FEES/LIEN EXP | SWR | 1,010.00 |
| | | MISC-FILING FEES/LIEN EXP | SAN | 1,009.00 |
| | | WARRANT TOTAL | | 2,019.00 |
| 66809 | ALL-PHASE ELECTRIC | REPAIRS/MAINTENANCE | ST | 71.02 |
| | | WARRANT TOTAL | | 71.02 |
| 66810 | ALPINE PRODUCTS INC | OPERATING SUPPLIES | ST | 92.49 |
| | | WARRANT TOTAL | | 92.49 |
| 66811 | ARROW INSULATION | REPAIRS/MAINT-BUILDING | SAN | 1,052.47 |
| | | WARRANT TOTAL | | 1,052.47 |
| 66812 | ARAMARK UNIFORM SERVICES | MISC-LAUNDRY | CEM | 24.14 |
| | | MISC-LAUNDRY | CEM | 24.14 |
| | | MISC-LAUNDRY | ST | 22.94 |
| | | MISC-LAUNDRY | ST | 27.17 |
| | | MISC-LAUNDRY | ST | 22.94 |
| | | MISC-LAUNDRY | ST | 27.17 |
| | | LAUNDRY | SWR | 24.39 |
| | | WARRANT TOTAL | | 172.89 |
| 66813 | ASSOCIATION OF WA CITIES | RETIRED MEDICAL | PD | 7,661.20 |
| | | WARRANT TOTAL | | 7,661.20 |
| 66814 | ASSOC PETROLEUM PRODUCTS | AUTO FUEL | CS | 142.03 |
| | | AUTO FUEL | PD | 1,024.57 |
| | | AUTO FUEL/DIESEL | FD | 516.88 |
| | | AUTO FUEL/DIESEL | PK | 403.49 |
| | | AUTO FUEL/DIESEL | ST | 105.23 |
| | | AUTO FUEL/DIESEL | ST | 115.66 |
| | | AUTO FUEL/DIESEL | SWR | 32.67 |
| | | AUTO FUEL/DIESEL | SWR | 99.96 |
| | | AUTO FUEL/DIESEL | SAN | 1,677.56 |
| | | AUTO FUEL/DIESEL | SWTR | 248.75 |
| | | WARRANT TOTAL | | 4,366.80 |
| 66815 | AT & T | TELEPHONE | JUD | 4.10 |
| | | MEALS/TRAVEL | EXE | 2.05 |
| | | TELEPHONE | FIN | 73.83 |
| | | TELEPHONE | LGL | 12.31 |
| | | TELEPHONE | IT | 12.31 |
| | | TELEPHONE | PLN | 16.41 |
| | | TELEPHONE | ENG | 57.42 |
| | | TELEPHONE | PD | 123.05 |
| | | TELEPHONE | FD | 32.81 |
| | | TELEPHONE | INSP | 2.05 |
| | | TELEPHONE | ST | 24.61 |
| | | TELEPHONE | LIB | 32.81 |
| | | TELEPHONE | SWR | 12.31 |
| | | TELEPHONE | SAN | 4.10 |
| | | WARRANT TOTAL | | 410.17 |

| WARRANT | VENDOR NAME | DESCRIPTION | | AMOUNT |
|---|---|---|---|---|
| 66816 | AT&T MOBILITY | TELEPHONE | PD | 826.66 |
| | | WARRANT TOTAL | | 826.66 |
| 66817 | BANK OF AMERICA | MEALS/TRAVEL | EXE | 19.50 |
| | | WARRANT TOTAL | | 19.50 |
| 66818 | BANK OF AMERICA | FIRE TRUCK | FD | 1,000.00 |
| | | WARRANT TOTAL | | 1,000.00 |
| 66819 | BARNETT IMPLEMENT CO. INC | REPAIR/MT-SMALL TOOLS EQUIP | PK | 59.29 |
| | | WARRANT TOTAL | | 59.29 |
| 66820 | BAY CITY SUPPLY | OPERATING SUP - CITY HALL | PK | 195.00 |
| | | OPERATING SUP - MEMORIAL PARK | | 160.08 |
| | | OPERATING SUP - BINGHAM PARK | | 178.75 |
| | | WARRANT TOTAL | | 533.83 |
| 66821 | BERG VAULT COMPANY | REPAIRS/MAINTENANCE | SWTR | 127.00 |
| | | WARRANT TOTAL | | 127.00 |
| 66822 | BETTER HOMES & GARDENS | BOOKS, PERIOD, RECORDS | LIB | 34.52 |
| | | WARRANT TOTAL | | 34.52 |
| 66823 | BIO-ENVIRONMENTAL SOLUTIONS | MAINTENANCE OF LINES | SWR | 1,785.30 |
| | | WARRANT TOTAL | | 1,785.30 |
| 66824 | BLUMENTHAL UNIFORM & EQUP | UNIFORMS/ACCESSORIES | PD | 47.01 |
| | | UNIFORMS/ACCESSORIES | PD | 98.00 |
| | | WARRANT TOTAL | | 145.01 |
| 66825 | BOUWENS, JENNIFER A. | PROF SVC-PROSECUTING ATTY | LGL | 2,500.00 |
| | | WARRANT TOTAL | | 2,500.00 |
| 66826 | CAR AND DRIVER | BOOKS, PERIOD, RECORDS | LIB | 30.00 |
| | | WARRANT TOTAL | | 30.00 |
| 66827 | CASCADE NATURAL GAS CORP. | PUBLIC UTILTIES | PD | 10.60 |
| | | UTILITIES-COMMUNITY CTR | PK | 10.60 |
| | | UTILITIES-SENIOR CENTER | PK | 50.66 |
| | | UTILITIES-HAMMER SQUARE | PK | 17.06 |
| | | UTILITIES - SHOP | PK | 24.81 |
| | | UTILITIES - SHOP | PK | 20.94 |
| | | PUBLIC UTILITIES-CITY HALL | PK | 162.02 |
| | | PUBLIC UTILITIES | ST | 10.60 |
| | | PUBLIC UTILITIES | LIB | 10.60 |
| | | PUBLIC UTILITIES | SWR | 46.01 |
| | | PUBLIC UTILITIES | SAN | 35.14 |
| | | WARRANT TOTAL | | 399.04 |
| 66828 | CEMEX | REPAIR/MAINT-STREETS | ST | 217.26 |
| | | WARRANT TOTAL | | 217.26 |

| WARRANT | VENDOR NAME | DESCRIPTION | | AMOUNT |
|---|---|---|---|---|
| 66829 | CITIES INSURANCE ASSOC. | INSURANCE | PK | 658.32 |
| | | WARRANT TOTAL | | 658.32 |
| 66830 | CODE PUBLISHING INC. | CODE BOOK | LGS | 375.80 |
| | | WARRANT TOTAL | | 375.80 |
| 66831 | COLLINS OFFICE SUPPLY,INC | SUPPLIES/BOOKS | PLN | 8.65 |
| | | SUPPLIES | ENG | 8.65 |
| | | OFF/OPER SUPPS & BOOKS | INSP | 8.65 |
| | | CONST-SKAGIT PROJECT | AST | 61.66 |
| | | CONST-FRUITDALE MCGARIGLE | AST | 61.66 |
| | | WARRANT TOTAL | | 149.27 |
| 66832 | COLACURCIO BROTHERS, INC. | BINGHAM PARK BLDG | PK | 9,583.64 |
| | | POLICE EVIDENCE BUILDING | | 10,386.14 |
| | | WARRANT TOTAL | | 19,969.78 |
| 66833 | COOK PAGING (WA) | TELEPHONE | FD | 18.74 |
| | | WARRANT TOTAL | | 18.74 |
| 66834 | HSBC BUSINESS SOLUTIONS | OFFICE/OPERATING SUPPLIES | PD | 159.69 |
| | | REPAIRS/MAINT-DORM | FD | 48.88 |
| | | WARRANT TOTAL | | 208.57 |
| 66835 | COUNTRYSIDE CHEVROLET | REPAIR & MAINT - AUTO | PD | 293.96 |
| | | REPAIR & MAINT - AUTO | PD | 58.62 |
| | | REPAIR & MAINT - AUTO | PD | 573.51 |
| | | REPAIR & MAINT - AUTO | PD | 43.01 |
| | | REPAIR/MT-SMALL TOOLS EQUIP | PK | 156.89 |
| | | WARRANT TOTAL | | 1,125.99 |
| 66836 | CRYSTAL SPRINGS | OPERATING SUPPLIES | CS | 8.07 |
| | | OPERATING SUPPLIES | FD | 8.73 |
| | | OPERATING SUPPLIES | CEM | 2.68 |
| | | OPERATING SUPPLIES | ST | 16.13 |
| | | OPERATING SUPPLIES | SWR | 31.57 |
| | | WARRANT TOTAL | | 67.18 |
| 66837 | DC'S PRINTING & AWARDS | COMMUNICATIONS | EXE | 127.14 |
| | | WARRANT TOTAL | | 127.14 |
| 66838 | DATA BASE RECORDS DESTRUCTION LLC | SUPPLIES | FIN | 22.39 |
| | | SUPPLIES/BOOKS | PLN | 6.51 |
| | | SUPPLIES | ENG | 6.50 |
| | | OFFICE/OPERATING SUPPLIES | PD | 44.78 |
| | | OFF/OPER SUPPS & BOOKS | INSP | 6.51 |
| | | WARRANT TOTAL | | 86.69 |
| 66839 | DAVID EVANS & ASSOC INC | ENGINEERING-SKAGIT PROJECT | AST | 7,226.64 |
| | | CONST-SKAGIT PROJECT | AST | 51,361.53 |
| | | WARRANT TOTAL | | 58,588.17 |

| WARRANT | VENDOR NAME | DESCRIPTION | | AMOUNT |
|---|---|---|---|---|
| 66840 | DISPLAY SALES | OPERATING SUPPLIES | ST | 281.00 |
| | | WARRANT TOTAL | | 281.00 |
| 66841 | E & E LUMBER | REPAIRS/MT-RIVERFRONT | PK | 7.58 |
| | | REPAIRS/MT-RIVERFRONT | PK | 15.22 |
| | | REPAIR/MT-SENIOR CENTER | PK | 21.40 |
| | | OPERATING SUPPLIES | ST | 13.49 |
| | | OPERATING SUPPLIES | ST | 16.67 |
| | | OPERATING SUPPLIES | ST | 5.19 |
| | | SMALL TOOLS/MINOR EQUIP | ST | 55.71 |
| | | REPAIR/MAINT-STREETS | ST | 53.28 |
| | | REPAIR/MAINT-STREETS | ST | 49.51 |
| | | OPERATING SUPPLIES | ST | 59.27 |
| | | OPERATING SUPPLIES | SWR | 5.26 |
| | | WARRANT TOTAL | | 302.58 |
| 66842 | EDGE ANALYTICAL, INC. | PROFESSIONAL SERVICES | SWR | 84.00 |
| | | PROFESSIONAL SERVICES | SWR | 42.00 |
| | | WARRANT TOTAL | | 126.00 |
| 66843 | ENTERPRISE OFFICE SYSTEMS | SUPPLIES | JUD | 10.96 |
| | | SUPPLIES/BOOKS | PLN | 6.47 |
| | | SUPPLIES | ENG | 6.47 |
| | | OFFICE/OPERATING SUPPLIES | PD | 90.79 |
| | | OFFICE/OPERATING SUPPLIES | PD | 11.75 |
| | | OFF/OPER SUPPS & BOOKS | INSP | 6.47 |
| | | WARRANT TOTAL | | 132.91 |
| 66844 | EMERGENCY MEDICAL PRODUCTS INC | OPERATING SUPPLIES | FD | 170.25 |
| | | OPERATING SUPPLIES | FD | 106.13 |
| | | WARRANT TOTAL | | 276.38 |
| 66845 | F-1 ENTERPRISES | SOLID WASTE DISPOSAL | SAN | 2,650.90 |
| | | WARRANT TOTAL | | 2,650.90 |
| 66846 | FASTENAL COMPANY | OPERATING SUPPLIES | ST | 5.11 |
| | | SMALL TOOLS/MINOR EQUIP | ST | 82.47 |
| | | REPAIR/MAINTENANCE-EQUIP | ST | 246.54 |
| | | WARRANT TOTAL | | 334.12 |
| 66847 | FEDERAL EXPRESS CORP. | PROF SVS-ENGINEERING | SWR | 46.83 |
| | | WARRANT TOTAL | | 46.83 |
| 66848 | G.G. EXCAVATION INC. | TOWNSHIP SIDEWALK CONST | AST | 185,523.28 |
| | | CONST-FRUITDALE MCGARIGLE | AST | 83,999.07 |
| | | OTHER IMPROVEMENTS | SWR | 53,164.79 |
| | | WARRANT TOTAL | | 322,687.14 |
| 66854 | GREAT AMERICA LEASING COR | EQUIPMENT LEASES | CS | 270.39 |
| | | EQUIPMENT LEASES | CS | 309.56 |
| | | WARRANT TOTAL | | 579.95 |

| WARRANT | VENDOR NAME | DESCRIPTION | | AMOUNT |
|---|---|---|---|---|
| 66855 | GUARDIAN NW TITLE & ESCROW | TOWNSHIP SIDEWALK CONST | AST | 81.15 |
| | | TOWNSHIP SIDEWALK CONST | AST | 56.00 |
| | | WARRANT TOTAL | | 137.15 |
| 66856 | GUARDIAN SECURITY | PROFESSIONAL SERVICES | PD | 114.00 |
| | | OPERATING SUP - COMM CENTER | PK | 150.00 |
| | | OPERATING SUP - SENIOR CTR | PK | 135.00 |
| | | OPERATING SUP - CITY HALL | PK | 156.00 |
| | | REPAIR/MAINTENANCE-EQUIP | LIB | 354.00 |
| | | OPERATING SUPPLIES | SWR | 114.00 |
| | | WARRANT TOTAL | | 1,023.00 |
| 66857 | HEDEEN & CADITZ, PLLC | CONSTRUCTION- METCALF LINE | PWT | 3,648.93 |
| | | WARRANT TOTAL | | 3,648.93 |
| 66858 | HEPBURN SUPERIOR | LINERS | CEM | 298.44 |
| | | WARRANT TOTAL | | 298.44 |
| 66859 | HOLLAND HEALTH SERV. INC. | UNIFORM CLEANING | PD | 83.95 |
| | | WARRANT TOTAL | | 83.95 |
| 66860 | HONEY BUCKET | UTILITIES-PORTABLE TOILETS | PK | 64.50 |
| | | UTILITIES-PORTABLE TOILETS | PK | 64.50 |
| | | UTILITIES-PORTABLE TOILETS | PK | 64.50 |
| | | WARRANT TOTAL | | 193.50 |
| 66861 | HOWSON, JENNIFER | ASSOCIATE'S FEES | JUD | 150.00 |
| | | WARRANT TOTAL | | 150.00 |
| 66862 | H.W. LOCHNER, INC. | ENGINEERING-JAMESON SR9 | AST | 20,971.13 |
| | | WARRANT TOTAL | | 20,971.13 |
| 66863 | INGRAM LIBRARY SERVICES | BOOKS, PERIOD, RECORDS | LIB | 206.77 |
| | | BOOKS, PERIOD, RECORDS | LIB | 39.12 |
| | | BOOKS, PERIOD, RECORDS | LIB | 99.01 |
| | | BOOKS, PERIOD, RECORDS | LIB | 19.28 |
| | | WARRANT TOTAL | | 364.18 |
| 66864 | INTERWEST CONSTRUCTION | CONST-SKAGIT PROJECT | AST | 408,839.13 |
| | | WARRANT TOTAL | | 408,839.13 |
| 66865 | KROESEN'S INC. | UNIFORMS | FD | 181.75 |
| | | WARRANT TOTAL | | 181.75 |
| 66866 | LA CONNER REGIONAL LIBRARY | TUITION/REGISTRATION | LIB | 306.06 |
| | | WARRANT TOTAL | | 306.06 |
| 66867 | LANGUAGE EXCH. INC. (THE) | LANGUAGE INTERPRETER | JUD | 220.00 |
| | | WARRANT TOTAL | | 220.00 |
| 66868 | LAZARON, JOANN | MISC-DUES/SUBSCRIP/MEMSHIP | PLN | 24.63 |
| | | DUES/SUBSCRIPTIONS | ENG | 30.23 |

| WARRANT | VENDOR NAME | DESCRIPTION | | AMOUNT |
|---|---|---|---|---|
| | | MISC-DUES | INSP | 25.80 |
| | | MISC-DUES/SUBSCRIPTIONS | SWR | 9.34 |
| | | WARRANT TOTAL | | 90.00 |
| 66869 | LOGGERS AND CONTRACTORS | OPERATING SUP - RIVERFRONT | PK | 142.14 |
| | | SMALL TOOLS/MINOR EQUIP | ST | 31.41 |
| | | SAFETY EQUIPMENT | ST | 39.98 |
| | | OPERATING SUPPLIES | ST | 205.04 |
| | | WARRANT TOTAL | | 418.57 |
| 66870 | MCCANN, WILLIAM R. | INDIGENT DEFEND CONTR | JUD | 2,557.50 |
| | | WARRANT TOTAL | | 2,557.50 |
| 66871 | MCLOUGHLIN & EARDLEY CORP | SMALL TOOLS & MINOR EQUIP | FD | 43.00 |
| | | SMALL TOOLS & MINOR EQUIP | FD | 433.75 |
| | | WARRANT TOTAL | | 476.75 |
| 66872 | MOTOR TRUCKS, INC. | REPAIRS/MAINT-EQUIP | SAN | 118.18 |
| | | WARRANT TOTAL | | 118.18 |
| 66873 | MOUNT VERNON, CITY OF | SUMMER READ PROGRAM | LIB | 10.50 |
| | | WARRANT TOTAL | | 10.50 |
| 66874 | MUNICIPAL EMERGENCY SVC | REPAIRS/MAINT-EQUIP | FD | 239.99 |
| | | WARRANT TOTAL | | 239.99 |
| 66875 | NEWMAN SIGNS INC | OPERATING SUPPLIES | ST | 1,234.30 |
| | | WARRANT TOTAL | | 1,234.30 |
| 66876 | OFFICE DEPOT | OFFICE SUPPLIES | SWR | 54.90 |
| | | OFFICE SUPPLIES | SWR | 50.30 |
| | | OFFICE SUPPLIES | SWR | 41.59 |
| | | WARRANT TOTAL | | 146.79 |
| 66877 | OWEN EQUIPMENT COMPANY | EQUIP & VEHICLES | STORMWATER | 351,015.23 |
| | | WARRANT TOTAL | | 351,015.23 |
| 66878 | PACIFIC POWER BATTERIES | REPAIR/MAINTENANCE-EQUIP | ST | 180.85 |
| | | WARRANT TOTAL | | 180.85 |
| 66879 | PAT RIMMER TIRE CTR, INC | REPAIR & MAINT - AUTO | PD | 107.92 |
| | | REPAIR/MT-SMALL TOOLS EQUIP | PK | 45.99 |
| | | REPAIR/MT-SMALL TOOLS EQUIP | PK | 16.98 |
| | | OPERATING SUPPLIES | ST | 24.20 |
| | | OPERATING SUPPLIES | ST | 157.47 |
| | | REPAIR/MAINTENANCE-EQUIP | ST | 248.26 |
| | | MAINTENANCE OF VEHICLES | SWR | 461.05 |
| | | WARRANT TOTAL | | 1,061.87 |
| 66880 | PETROCARD | AUTO FUEL/DIESEL | PK | 12.35 |
| | | AUTO FUEL/DIESEL | ST | 111.23 |
| | | AUTO FUEL/DIESEL | SAN | 34.82 |

| WARRANT | VENDOR NAME | DESCRIPTION | | AMOUNT |
|---|---|---|---|---|
| | | WARRANT TOTAL | | 158.40 |
| 66881 | PETTY CASH-DEBRA PETERSON | SUPPLIES | LIB | 93.02 |
| | | WARRANT TOTAL | | 93.02 |
| 66882 | PITNEY BOWES | OPERATING RENTALS/LEASES | FIN | 47.34 |
| | | POSTAGE | PLN | 47.33 |
| | | POSTAGE | ENG | 47.33 |
| | | POSTAGE | PD | 47.34 |
| | | POSTAGE | FD | 47.33 |
| | | POSTAGE | INSP | 47.33 |
| | | WARRANT TOTAL | | 284.00 |
| 66883 | PITTMAN, HAROLD | RETIRED MEDICAL | PD | 18.53 |
| | | WARRANT TOTAL | | 18.53 |
| 66884 | PRINTWISE, INC. | SUPPLIES | JUD | 89.24 |
| | | SUPPLIES | JUD | 134.17 |
| | | WARRANT TOTAL | | 223.41 |
| 66885 | PUBLIC UTILITY DIS. NO.1 | PUBLIC UTILTIES | PD | 16.90 |
| | | UTILITIES-RIVERFRONT | PK | 232.59 |
| | | UTILITIES-COMMUNITY CTR | PK | 159.79 |
| | | UTILITIES-SENIOR CENTER | PK | 182.62 |
| | | UTILTIES-TRAIN | PK | 16.90 |
| | | UTILITIES-HAMMER SQUARE | PK | 227.44 |
| | | UTILITIES-BINGHAM & MEMORIAL | P | 36.99 |
| | | UTILITIES - OTHER | PK | 31.13 |
| | | PUBLIC UTILITIES-CITY HALL | PK | 256.18 |
| | | PUBLIC UTILITIES | CEM | 66.71 |
| | | PUBLIC UTILITIES | ST | 36.99 |
| | | PUBLIC UTILITIES | LIB | 25.69 |
| | | PUBLIC UTILITIES | SWR | 192.30 |
| | | PUBLIC UTILITIES | SAN | 36.99 |
| | | WARRANT TOTAL | | 1,519.22 |
| 66886 | PUGET SOUND ENERGY | PUBLIC UTILITIES | ST | 7,473.85 |
| | | WARRANT TOTAL | | 7,473.85 |
| 66887 | QUIRING MONUMENTS, INC. | LINERS | CEM | 86.00 |
| | | WARRANT TOTAL | | 86.00 |
| 66888 | RELIABLE (OFFICE SUPPLY) | OFFICE/OPERATING SUPPLIES | PD | 147.51 |
| | | OFFICE SUPPLIES | FD | 31.10 |
| | | WARRANT TOTAL | | 178.61 |
| 66889 | SALYER, DOUGLAS | RETIRED MEDICAL | PD | 284.00 |
| | | WARRANT TOTAL | | 284.00 |
| 66890 | SA-SO COMPANY | OFFICE/OPERATING SUPPLIES | PD | 149.89 |
| | | WARRANT TOTAL | | 149.89 |

| WARRANT | VENDOR NAME | DESCRIPTION | | AMOUNT |
|---|---|---|---|---|
| 66891 | SEARS COMMERCIAL ONE | MISC-LAUNDRY | SAN | 765.50 |
| | | WARRANT TOTAL | | 765.50 |
| 66892 | SEDRO-WOOLLEY AUTO PARTS | OPERATING SUPPLIES | ST | 11.03 |
| | | OPERATING SUPPLIES | ST | 47.50 |
| | | OPERATING SUPPLIES | SWR | 60.59 |
| | | REPAIRS/MAINT-EQUIP | SAN | 30.17 |
| | | WARRANT TOTAL | | 149.29 |
| 66893 | SIGNATURE FORMS INC. | OPERATING SUPPLIES | SWR | 694.83 |
| | | OFFICE SUPPLIES | SAN | 331.38 |
| | | OPERATING SUPPLIES | SWTR | 42.75 |
| | | WARRANT TOTAL | | 1,068.96 |
| 66894 | SK CO DEPT OF EMERG MGMT | DEPT OF EMERG MANAGEMENT | EMG | 5,356.19 |
| | | WARRANT TOTAL | | 5,356.19 |
| 66895 | SKAGIT PUD NO. 1 | REPAIRS/MAINT-HYDRANTS | FD | 545.49 |
| | | WARRANT TOTAL | | 545.49 |
| 66896 | SK. CO. COM ACTION AGENCY | SK. COMM ACTION PUBL HLTH | HLT | 1,946.13 |
| | | WARRANT TOTAL | | 1,946.13 |
| 66897 | SKAGIT CO. DISTRICT COURT | MUNICIPAL COURT PROB. | JUD | 2,550.00 |
| | | WARRANT TOTAL | | 2,550.00 |
| 66898 | SKAGIT CO. SENIOR SERVICE | SKAGIT SENIOR SERVICES | SEN | 5,110.25 |
| | | WARRANT TOTAL | | 5,110.25 |
| 66899 | SKAGIT CO. PUBLIC WORKS | SKAGIT CO SOLID WASTE | SWR | 1,115.26 |
| | | WARRANT TOTAL | | 1,115.26 |
| 66900 | SKAGIT COUNTY TREASURER | CRIME VCTM & WITNSS PROG | LGL | 150.00 |
| | | WARRANT TOTAL | | 150.00 |
| 66901 | SKAGIT FARMERS SUPPLY | REPAIR/MT-HARRY OSBORNE | PK | 43.27 |
| | | OPERATING SUPPLIES | ST | 30.29 |
| | | OPERATING SUPPLIES-PROPANE | ST | 18.05 |
| | | WARRANT TOTAL | | 91.61 |
| 66902 | SKAGIT SURVEYORS & | PROFESSIONAL SERVICES | ENG | 62.50 |
| | | PROF SVS-ENGINEERING | SWR | 218.75 |
| | | WARRANT TOTAL | | 281.25 |
| 66903 | SK. VALLEY BARK & TOPSOIL, INC. | OPERATING SUP - RIVERFRONT | PK | 389.52 |
| | | OPERATING SUP - LIBRARY | PK | 246.16 |
| | | WARRANT TOTAL | | 635.68 |
| 66904 | SKAGIT VALLEY PUBLISHING | PRINTING/PUBLICATIONS | PD | 126.59 |
| | | WARRANT TOTAL | | 126.59 |
| 66905 | SORIANO, RAY | SUMMER READ PROGRAM | LIB | 200.00 |

| WARRANT | VENDOR NAME | DESCRIPTION | | AMOUNT |
|---|---|---|---|---|
| | | WARRANT TOTAL | | 200.00 |
| 66906 | SOURCE NORTH AMERICA CORP. | REPAIR/MAINT-STREETS | ST | 3,669.70 |
| | | WARRANT TOTAL | | 3,669.70 |
| 66907 | SPARKLE SHOP LAUNDRIES | UNIFORM CLEANING | PD | 56.76 |
| | | UNIFORM CLEANING | PD | 366.04 |
| | | WARRANT TOTAL | | 422.80 |
| 66908 | STEWART, NANCY | SUMMER READ PROGRAM | LIB | 250.00 |
| | | WARRANT TOTAL | | 250.00 |
| 66909 | STILES & STILES | MUNICIPAL COURT JUDGE | JUD | 2,728.00 |
| | | WARRANT TOTAL | | 2,728.00 |
| 66910 | TIME EQUIPMENT COMPANY | SUPPLIES | FIN | 216.78 |
| | | WARRANT TOTAL | | 216.78 |
| 66911 | TRUE VALUE | OFFICE/OPERATING SUPPLIES | IT | 7.56 |
| | | OPERATING SUPPLIES | FD | 10.31 |
| | | OPERATING SUP - RV PARK | PK | 8.10 |
| | | OPERATING SUP - MEMORIAL PARK | | 12.94 |
| | | REPAIR/MT-SENIOR CENTER | PK | 7.55 |
| | | OPERATING SUPPLIES | CEM | 18.68 |
| | | OPERATING SUPPLIES | ST | 10.81 |
| | | REPAIRS/MAINTENANCE | ST | 12.97 |
| | | OPERATING SUPPLIES | ST | 12.08 |
| | | WARRANT TOTAL | | 101.00 |
| 66912 | UNITED GENERAL HOSPITAL | UGH AFTER SCHOOL PROGRAM | PK | 2,000.00 |
| | | WARRANT TOTAL | | 2,000.00 |
| 66913 | UNIVERSAL FIELD SVC INC | ROW - SKAGIT PROJECT | AST | 457.83 |
| | | TOWNSHIP SIDEWALK CONST | AST | 617.72 |
| | | WARRANT TOTAL | | 1,075.55 |
| 66914 | UTIL UNDERGROUND LOC CTR | OPERATING SUPPLIES | SWR | 69.60 |
| | | WARRANT TOTAL | | 69.60 |
| 66915 | VALLEY AUTO SUPPLY | REPAIRS/MAINT-EQUIP | FD | 9.38 |
| | | REPAIRS/MAINT-EQUIP | FD | 18.92 |
| | | REPAIRS/MAINT-EQUIP | SAN | 8.09 |
| | | REPAIRS/MAINT-EQUIP | SAN | 50.29 |
| | | REPAIRS/MAINT-EQUIP | SAN | 7.79- |
| | | REPAIRS/MAINT-EQUIP | SAN | 240.34 |
| | | WARRANT TOTAL | | 319.23 |
| 66916 | VERIZON NORTHWEST | TELEPHONE | JUD | 268.12 |
| | | TELEPHONE | FIN | 670.40 |
| | | TELEPHONE | PLN | 134.08 |
| | | TELEPHONE | ENG | 134.08 |
| | | TELEPHONE | INSP | 134.08 |

| WARRANT | VENDOR NAME | DESCRIPTION | | AMOUNT |
|---|---|---|---|---|
| | | TELEPHONE | SWR | 247.35 |
| | | WARRANT TOTAL | | 1,588.11 |
| 66917 | WA ST DEPT OF ECOLOGY | CONST-SKAGIT PROJECT | AST | 740.00 |
| | | CONST-FRUITDALE MCGARIGLE | AST | 454.00 |
| | | DOE NPDES PERMIT | SWTR | 1,108.00 |
| | | WARRANT TOTAL | | 2,302.00 |
| 66918 | WA STATE DEPT OF L & I | INDUSTRIAL INSURANCE | PD | 36.85 |
| | | WARRANT TOTAL | | 36.85 |
| 66919 | WA ST DEPT OF PROF LICEN | INTERGOV SVC-GUN PERMITS | PD | 72.00 |
| | | WARRANT TOTAL | | 72.00 |
| 66920 | WA STATE DEPT OF REVENUE | OFFICE/OPERATING SUPPLIES | PD | 9.18 |
| | | TAXES AND ASSESSMENTS | PK | 74.78 |
| | | TAXES AND ASSESSMENTS | CEM | 1,841.77- |
| | | TAXES AND ASSESSMENTS | LIB | 9.09 |
| | | BOOKS, PERIOD, RECORDS | LIB | 4.75 |
| | | TAXES AND ASSESSMENTS | SWR | 4,379.22 |
| | | PORTABLE EQUIPMENT | SWR | 6.12 |
| | | TAXES & ASSESSMENTS | SAN | 5,131.60 |
| | | WARRANT TOTAL | | 7,772.97 |
| 66921 | WA STATE DEPT OF REVENUE | RENTS, LEASES | | 64.20 |
| | | WARRANT TOTAL | | 64.20 |
| 66922 | WA ST DEPT OF TRANS | TOWNSHIP SIDEWALK CONST | AST | 612.55 |
| | | CONST-SKAGIT PROJECT | AST | 749.24 |
| | | CONST-FRUITDALE MCGARIGLE | AST | 1,427.53 |
| | | WARRANT TOTAL | | 2,789.32 |
| 66923 | WASHINGTON STATE PATROL | INTERGOV SVC-GUN PERMITS | PD | 57.75 |
| | | WARRANT TOTAL | | 57.75 |
| 66924 | WA ST OFF OF TREASURER | STATE REMITTANCES-COURT | | 7,197.40 |
| | | WARRANT TOTAL | | 7,197.40 |
| 66925 | WEST PAYMENT CTR | WESTLAW SERVICES | LGL | 285.31 |
| | | WARRANT TOTAL | | 285.31 |
| 66926 | WOMAN'S DAY | BOOKS, PERIOD, RECORDS | LIB | 12.00 |
| | | WARRANT TOTAL | | 12.00 |
| 66927 | WOOD'S LOGGING SUPPLY INC | REPAIRS/MT-RIVERFRONT | PK | 7.83 |
| | | REPAIR/MAINT-EQUIP & BLDG | CEM | 26.35 |
| | | OPERATING SUPPLIES | ST | 31.38 |
| | | MAINTENANCE OF LINES | SWR | 196.49 |
| | | WARRANT TOTAL | | 262.05 |
| 66928 | WRITERS DIGEST | BOOKS, PERIOD, RECORDS | LIB | 36.96 |
| | | WARRANT TOTAL | | 36.96 |

| WARRANT | VENDOR NAME | DESCRIPTION | AMOUNT |
|---|---|---|---|
| 66929 | TOWN & COUNTRY POST FRAM BLDG | BUILDING PERMITS | 290.60 |
| | | WARRANT TOTAL | 290.60 |
| 66930 | ATKINSON, LOREEN | SPACE/FACILITY RENT-RV PARKS | 110.00 |
| | | WARRANT TOTAL | 110.00 |
| 66931 | NAVARRO, NATALIE | SPACE/FACILITY RENT-RIVERFRONT | 175.00 |
| | | WARRANT TOTAL | 175.00 |
| 66932 | ABRAMS, ARNIE | SPACE/FACILITY RENT-RV PARKS | 25.00 |
| | | WARRANT TOTAL | 25.00 |
| | | RUN TOTAL | 1,290,775.97 |

| FUND | TITLE | AMOUNT |
|---|---|---|
| 001 | CURRENT EXPENSE FUND | 50,919.43 |
| 101 | PARK FUND | 16,821.50 |
| 102 | CEMETERY FUND | 1,294.63- |
| 103 | STREET FUND | 15,208.85 |
| 104 | ARTERIAL STREET FUND | 763,240.12 |
| 105 | LIBRARY FUND | 1,774.18 |
| 302 | RES FOR CURR EXP CAP OUT FUND | 10,386.14 |
| 332 | PWTF SEWER CONSTRUCTION FUND | 3,648.93 |
| 401 | SEWER FUND | 64,296.78 |
| 412 | SOLID WASTE FUND | 13,168.74 |
| 425 | STORMWATER | 1,590.70 |
| 501 | EQUIPMENT REPLACEMENT FUND | 351,015.23 |
| TOTAL | | 1,290,775.97 |

| DEPARTMENT | AMOUNT |
|---|---|
| 001 000 000 | 7,488.00 |
| 001 000 011 | 375.80 |
| 001 000 012 | 8,712.09 |
| 001 000 013 | 148.69 |
| 001 000 014 | 1,030.74 |
| 001 000 015 | 2,947.62 |
| 001 000 017 | 19.87 |
| 001 000 018 | 730.05 |
| 001 000 019 | 244.08 |
| 001 000 020 | 353.18 |
| 001 000 021 | 12,762.41 |
| 001 000 022 | 3,463.44 |
| 001 000 024 | 230.89 |
| 001 000 025 | 5,356.19 |
| 001 000 055 | 5,110.25 |
| 001 000 062 | 1,946.13 |
| FUND CURRENT EXPENSE FUND | 50,919.43 |
| 101 000 000 | 310.00 |
| 101 000 076 | 16,511.50 |
| FUND PARK FUND | 16,821.50 |
| 102 000 036 | 1,294.63- |
| FUND CEMETERY FUND | 1,294.63- |
| 103 000 042 | 15,208.85 |
| FUND STREET FUND | 15,208.85 |
| 104 000 042 | 763,240.12 |
| FUND ARTERIAL STREET FUND | 763,240.12 |
| 105 000 072 | 1,774.18 |
| FUND LIBRARY FUND | 1,774.18 |
| 302 000 000 | 10,386.14 |
| FUND RES FOR CURR EXP CAP OUT FUND | 10,386.14 |
| 332 000 082 | 3,648.93 |
| FUND PWTF SEWER CONSTRUCTION FUND | 3,648.93 |
| 401 000 035 | 64,296.78 |
| FUND SEWER FUND | 64,296.78 |
| 412 000 037 | 13,168.74 |
| FUND SOLID WASTE FUND | 13,168.74 |
| 425 000 000 | 64.20 |
| 425 000 039 | 1,526.50 |
| FUND STORMWATER | 1,590.70 |
| 501 000 425 | 351,015.23 |
| FUND EQUIPMENT REPLACEMENT FUND | 351,015.23 |

| VENDOR | VENDOR NAME | INVOICE NUMBER | REFERENCE | INVOICE DATE | DUE DATE | COMMENTS |
|---|---|---|---|---|---|---|
| | TOTAL | | 1,290,775.97 | | | |

CITY COUNCIL AGENDA
REGULAR MEETING

JUL 2 2 2009

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

# Resolution No. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, AMENDING RESOLUTION 760-07, SMALL WORKS ROSTER, TO INCREASE CERTAIN LIMITS CONSISTENT WITH HB1196 (CHAPTER 74, 2009 LAWS).

WHEREAS, the City maintains a small works roster and limited works process utilizing the Municipal Research Services Corporation; and

WHEREAS, the Governor of Washington recently signed into law HB1196 which increases the dollar amounts for the small works and limited works process; and

WHEREAS, the City Council desires to modify its policy consistent with the authority granted in new law effective July 26, 2009.

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

**Section 1.** Portions of Resolution No: 760-07 is amended as follows:

The dollar limitation in Section 3, paragraph 1 are increased as follows:

> 1. Cost. The City need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed Three Hundred Thousand Dollars ($300,000.00), which includes the costs of labor, material, equipment and sales and/or use taxes as applicable. Instead, the City may use the small works roster procedures for public works projects as set forth herein. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.

The dollar limitation in Section 3, paragraph 3(b) are increased as follows:

> 3.(b) Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.
>
> If the estimated cost of the work is from one hundred fifty thousand dollars ($150,000) to three hundred thousand dollars ($300,000), the City may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The City has the sole option of determining whether this notice to the remaining contractors is made by:

(i) publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
(ii) mailing a notice to these contractors; or
(iii) sending a notice to these contractors by facsimile or email.

PASSED this ___ day of July, 2009 and signed in authentication of its passage this ___ day of July, 2009.

_____
MAYOR

ATTEST:

_____
CLERK

APPROVED AS TO FORM:

_____
CITY ATTORNEY

CITY COUNCIL AGENDA
REGULAR MEETING

JUL 2 2 2009

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

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 Anderson

FROM: Mark A. Freiberger, PE

RE: **Possible Contract Award**
**2009 Sanitary Sewer CIPP Project**
**Construction Management Services**
**Reichhardt & Ebe Engineering, Inc.**

DATE: July 15, 2009 (for Council action July 22, 2009)

## ISSUE:

Shall council move to award the 2009 Sanitary Sewer CIPP Project Construction Management Services to Reichhardt & Ebe Engineering, Inc. of Sedro-Woolley, WA in the amount of $22,905.95?

## BACKGROUND:

On July 8, 2009, bids closed for the 2009 Sanitary Sewer CIPP Project. Award of the low bid is the subject of a separate agenda item for this council session. Attached is a proposal from Reichhardt & Ebe Engineering, Inc. to perform construction management services for the project.

## DISCUSSION:

Reichhardt & Ebe is the design engineer for the project. R&E has performed numerous other design and construction management services contracts for other sewer projects in the city, including CIPP Sewer projects in 2007 and 2008.

## FINANCIAL:

Funds for this project are available from the Account 401 Other Improvements item. Following is a summary of revenue and estimated costs for the project.

***REVENUE***

| | |
|---|---|
| Account 401.000.035.596.35.63.00 Other Projects (CIPP Sewer and Manhole Rehabilitation) | $ 250,000 |
| Account 401.000.035.596.35.63.20 Constr. Management | $ 25,000 |
| **Subtotal** | **$ 275,000** |

***ESTIMATED EXPENDITURES - CONSTRUCTION COSTS***

| | |
|---|---|
| Construction Contract, Insituform (rounded) | $ 192,783 |

| | |
|---|---|
| Contingency, 5% | $ 9,639 |
| Construction Engineering, budget | $ 25,000 |
| **Total, rounded** | **$ 227,422** |
| | |
| **Balance (additional contingency)** | **$ 47,578** |

**ANALYSIS:**

Sufficient funds are available to award. The R&E proposal represents 11.9% of the construction contract amount, and is well within the $25,000 budget for CM services noted above. Previous CM agreements for similar work have ranged from 5.7% to 12%. Lower figures in 2008 represented a larger spread of R&E services on other projects.

**MOTION:**

***Move to award the 2009 Sanitary Sewer CIPP Project Construction Management Services to Reichhardt & Ebe Engineering, Inc. of Sedro-Woolley, WA in the amount of $22,905.95.***

**Reichhardt & Ebe Engineering, Inc.**
Consulting Engineers

813 Metcalf Street
Sedro-Wooolley, WA 98284

Phone 360-855-1713
Fax 360-855-1164

July 13, 2009

City of Sedro-Woolley
220 Metcalf Street
Sedro-Woolley, Washington, 98284

Attn: Mr. Mark Freiberger, City Engineer-Director of Public Works

Re: Construction Services
Letter of Agreement, 2009 Sanitary Sewer CIPP Project

Dear Mr. Freiberger:

Thank you for the opportunity to provide the City of Sedro-Woolley this proposal for Construction Management services for the 2009 Sanitary Sewer CIPP Project.

Attached are the following documents for your review:
Exhibit A, Scope of Work
Exhibit B, Man Hour Estimate, $22,905.95

If this proposal meets with your approval please sign and return one copy to us for our files.

Respectfully,

Reichhardt & Ebe Engineering, Inc.

7/13/09
James L. Hobbs, Jr. P.E. Date

City of Sedro-Woolley

Mark Freiberger, City Engineer Date

## EXHIBIT A

## SCOPE OF WORK
## REICHHARDT & EBE

## CONSTRUCTION SERVICES FOR THE
## 2009 SANITARY SEWER CIPP PROJECT

During the term of this Agreement, the engineering consultant (CONSULTANT) shall perform professional services for the City of Sedro-Woolley (CITY), including construction management in connection with the:

**2009 SANITARY SEWER CIPP PROJECT**

This document shall be used to plan, conduct and complete the work on the PROJECT.

### I. BACKGROUND

The 2009 Sanitary Sewer CIPP Project will line specific sections of existing sanitary sewer pipe using cured-in-place pipe (CIPP) technology. The Contractor shall provide all materials, labor and disposal cost to:

- Inspect, clean and remove debris from the existing piping as needed to support CIPP installation
- Recommend the CIPP wall thickness, cure-method and other parameters that may be varied to match site-specific conditions
- Install and cure CIPP in accordance with typical industry standards
- Re-establish certain existing side sewers
- Rehabilitate existing manholes
- Provide a data package, which includes results of inspection, copies of any video inspection tapes, and a summary of applied CIPP areas.

### II. PROJECT DESCRIPTION

The work to be performed by the CONSULTANT consists of providing construction administration for the 2009 Sanitary Sewer CIPP Project. The work to be performed by the Consultant consists of submittal review, on-site observation, pay estimates preparation, cost tracking, schedule tracking, and the representation necessary to administer and manage the construction contract for the PROJECT to ensure that the work is constructed in accordance with the contract plans and specifications. Construction documentation will be prepared in accordance with the Washington Department of Transportation Local Agency Guidelines (LAG) Manual.

## TASK 1.0 – PROJECT MANAGEMENT/ADMINISTRATION

### 1. SPECIFIC ACTIVITIES

- Develop PROJECT documentation system and tracking systems for submittals, RFI's, change orders, correspondence and PROJECT contacts.
- Participate in coordination meetings with the Contractor, the CITY, and consultants. Meetings will be scheduled in advance and shall occur on an as needed basis.
- Coordinate and track Contractor transmittal of submittals, Requests for Information and report status at coordination meetings. Additional written comments to Contractor submittals and RFI's may be necessary to state the appropriate course of action to be taken.
- Develop and review monthly invoices by CONSULTANT and transmit to the CITY for payment.
- Prepare and maintain supporting documentation for the invoices.
- Coordination of CONSULTANT PROJECT staff.
- Documentation of expenditures on each Task, showing the hours worked by PROJECT personnel and other direct expenses related to the Tasks.

PROJECT Management/Progress Meetings -This Task will include meetings or conference calls between the CITY and the CONSULTANT to discuss PROJECT management issues, including satisfaction of the CITY, budget, schedule, project direction, coordination, and changes.

### 2. PRODUCTS

- PROJECT documentation data.
- Meeting agenda and minutes of coordination meetings.
- Database reports of outstanding submittals, RFI's, and change orders for distribution at PROJECT meetings for discussion.
- CONSULTANT invoicing

## TASK 2.0 – CONSTRUCTION MANAGEMENT/INSPECTION

### 1. SPECIFIC ACTIVITIES

- Act as daily point of contact with the Contractor and monitor progress and quality of work on a daily basis. Man hour estimate prepared anticipating four hours per day onsite.
- Assemble all documentation required to issue changes to the contract. Prepare cost estimates, justification for change, prepare letters to Contractor issuing proposed change orders and requesting cost proposals, lead change order negotiations with the Contractor, prepare negotiation notes, prepare NTP letters and letters confirming negotiated prices. Prepare amendment to Contractor's contract for transmittal to the CITY. No changes to contract documents will be made without CITY authorization.
- Prepare progress estimates for payment to Contractor for CITY approval.

- Review specifications and drawing requirements. Maintain an up-to-date PROJECT manual.
- Prepare and respond to PROJECT correspondence with the Contractor and City.
- Resolve day-to-day PROJECT issues, as well as design and contract issues with the Engineer, Contractor and CITY.
- Assist in Claim Evaluation.
- Monitor PROJECT costs (actual versus budget)
- Review Contractor's baseline schedules. Maintain schedule updates and review and monitor Contractor's CPM schedule. Record calendar days during contract work.
- Document compliance for Agency contract requirements
- Coordination and communication with Agency

**2. PRODUCTS**

- Written documentation pertaining to PROJECT issues
- Schedule updates
- Weekly statements of working days
- Monthly progress payment requests for CONTRACTOR

## TASK 3.0 – INSPECTION SERVICES

**1. SPECIFIC ACTIVITIES**

- Inspect work methods; verify compliance with PROJECT contract plans and specifications.
- Inspect materials; verify compliance with PROJECT contract plans and specifications.
- Inspect equipment; verify compliance with approved submittals and PROJECT contract plans and specifications.
- Monitor schedule process.
- Point of contact for quality control testing services.
- Review required wage rates and conduct employee wage interviews.
- Prepare inspection correspondence, records and reports.
- Develop punch lists.

**2. PRODUCTS**

- Daily inspection report on quality compliance.
- Punch lists

## TASK 4.0 – PROJECT CLOSEOUT

**1. SPECIFIC ACTIVITIES**

- Conduct final inspection with the CITY and Contractor to establish final punch list.
- Monitor and verify completion of punch list items and issue substantial completion to Contractor.
- Verify submittal of specified warranties and coordinate warranty issues.
- Transmit recommendation of final completion letter to the CITY.

## 2. PRODUCTS

- Issuance of Letter of Substantial Completion with final punch list.
- Issuance of Final Completion letter to the CITY.

CITY OF SEDRO-WOOLLEY

**Exhibit B**

**2009 Sanitary Sewer CIPP Project**

Construction Contract Administration and Inspection

**Date:** **July 13, 2009**

| Item | Description | Prime Consultant | | | | |
|---|---|---|---|---|---|---|
| | | Principal | Project Manager | Progect Engineer | Field Inspector | Admistrative |
| **9.0 Construction Contract Administration and Inspection** | | | | | | |
| 9.04 | Preconstruction Meeting | 0 | 1 | 2 | 2 | 1 |
| 9.05 | Review Submittals | 0 | 2 | 10 | 0 | 4 |
| 9.07 | Inspection | 0 | 3 | 8 | 133 | 0 |
| 9.08 | Change Order Preparation | 0 | 2 | 8 | 2 | 4 |
| 9.09 | Weekly construction meetings | 0 | 3 | 10 | 7 | 7 |
| 9.13 | Response to public concerns and complaints | 0 | 2 | 2 | 4 | 0 |
| 9.14 | Preparation of Pay Estimates | 0 | 3 | 6 | 8 | 12 |
| 9.15 | Project Close-out | 0 | 4 | 9 | 2 | 8 |
| | **SUBTOTAL** | **0** | **20** | **55** | **158** | **36** |
| | Billing Rates | $123.11 | $111.79 | $89.15 | $89.15 | $46.70 |
| | **TOTAL** | **$0.00** | **$2,235.80** | **$4,903.25** | **$14,085.70** | **$1,681.20** |

| | |
|---|---|
| **TOTAL** | **$22,905.95** |

CITY COUNCIL AGENDA
REGULAR MEETING

JUL 2 2 2009

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 3e

**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 Anderson

FROM: Mark A. Freiberger, PE

RE: **Possible Bid Award**
**2009 CIPP Sanitary Sewer Project**
**Insituform Technologies, Inc.**

DATE: July 15, 2009 (for Council action July 22, 2009)

## ISSUE:

Shall council move to award the 2009 Sanitary Sewer CIPP Project to Insituform Technologies, Inc. of Chesterfield, MO in the amount of $192,782.80 (including sales tax)?

## BACKGROUND:

On July 8, 2009, bids closed for the 2009 Sanitary Sewer CIPP Project. Three bids were received for the project. The Bid Tabulation prepared by Reichhardt & Ebe Engineering, Inc. is attached, along with Reichhardt & Ebe's recommendation to award.

## DISCUSSION:

This project is the latest in the yearly effort to rehabilitate sanitary sewer collection system lines to remove inflow and infiltration and to repair structural deficiencies.

The apparent low bidder is Insituform Technologies, Inc. of Chesterfield, MO with a bid of $192,782.80 (including sales tax), which is 30.9% under the Engineer's Estimate. The other bids were 29.5% and 14.6% under the engineer's estimate respectively. R&E has checked the bids and corrected addition or sales tax calculation errors as shown on the attached bid tabulation. R&E has recommended award of the bid, subject to funding availability.

## FINANCIAL:

Funds for this project are available from the Account 401 Other Improvements item. Following is a summary of revenue and estimated costs for the project.

***REVENUE***

| | |
|---|---|
| Account 401.000.035.596.35.63.00 Other Projects (CIPP Sewer and Manhole Rehabilitation) | $ 250,000 |
| Account 401.000.035.596.35.63.20 Constr. Management | $ 25,000 |

| | |
|---|---|
| **Subtotal** | **$ 275,000** |
| ***ESTIMATED EXPENDITURES - CONSTRUCTION COSTS*** | |
| Construction Contract, Insituform (rounded) | $ 192,783 |
| Contingency, 5% | $ 9,639 |
| Construction Engineering, budget | $ 25,000 |
| **Total, rounded** | **$ 227,422** |
| **Balance (additional contingency)** | **$ 47,578** |

**ANALYSIS:**

Sufficient funds are available to award, including a 5% construction contingency and a budget for construction engineering. The construction engineering contract is the subject of a separate memorandum on this council agenda.

**MOTION:**

***Move to award the 2009 Sanitary Sewer CIPP Project to Insituform Technologies, Inc. of Chesterfield, MO in the amount of $192,782.80 (including sales tax).***

**Reichhardt & Ebe Engineering, Inc.**
813 Metcalf Street
Sedro-Woolley, WA 98284
Phone: (360) 855-1713

Called By: City of Sedro-Woolley
For: **2009 SANITARY SEWER CURED-IN-PLACE SEWER PROJECT**

**CERTIFIED TABULATION OF BIDS RECEIVED**

By: James L. Hobbs, Jr., P.E.
Date: July 8, 2009

JAMES L. HOBBS JR. STATE OF WASHINGTON 37376 REGISTERED PROFESSIONAL ENGINEER
7/9/08

| BID ITEM | | LENGTH OF SEWER MAIN CIPP | HOST PIPE DIA. | APPROX. DEPTH | SERVICES TO RECONNECT | PROTRUDING TAPS TO REMOVE | | APPROXIMATE LOCATION | | ENGINEER'S ESTIMATE Reichhardt & Ebe 813 Metcalf Street Sedro-Woolley, WA 98284 (360)815-3343 | | Insituform Technologies, Inc. 17988 Edison Ave Cesterfield, MO 63005 (636)530-8000 | | Michels Corporation 1715 16th St. SE Salem, OR 97302 (503)364-1199 | | Veolia ES Industrial Services, Inc. Dba JF Pacific Liners, Inc 70 Union Way Vacaville, CA 95687 (707)446-8222 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | LINE ID | LINEAR FEET | INCHES | FT | EA | EA | MATERIAL | SEE APPENDIX | UNITS | UNIT COST $/UNIT | COST $ | UNIT COST $/UNIT | COST $ | UNIT COST $/UNIT | COST $ | UNIT COST $/UNIT | COST $ |
| 1 | MOBILIZATION | 1 | - | - | - | - | - | - | LS | $25,000.00 | $25,000.00 | $15,750.00 | $15,750.00 | $7,654.00 | $7,654.00 | $40,000.00 | $40,000.00 |
| 2A | P33-P32 | 294 | 8 | | 11 | 0 | - | F & S Grade Rd. | FT | $42.00 | $12,348.00 | $33.00 | $9,702.00 | $33.00 | $9,702.00 | $39.00 | $11,466.00 |
| 2B | P32-P30 | 94 | 8 | | 1 | 0 | - | F & S Grade Rd. | FT | $42.00 | $3,948.00 | $60.00 | $5,640.00 | $33.00 | $3,102.00 | $40.00 | $3,760.00 |
| 2C | P30-P29 | 323 | 8 | | 2 | 0 | - | State Route 20 | FT | $42.00 | $13,566.00 | $25.00 | $8,075.00 | $33.00 | $10,659.00 | $21.00 | $6,783.00 |
| 2D | P29-P28 | 389 | 8 | | 1 | 1 | PVC | State Route 20 | FT | $42.00 | $16,338.00 | $22.00 | $8,558.00 | $33.00 | $12,837.00 | $20.00 | $7,780.00 |
| 2E | P28-P27 | 368 | 8 | | 0 | 0 | - | State Route 20 | FT | $42.00 | $15,456.00 | $23.00 | $8,464.00 | $33.00 | $12,144.00 | $24.00 | $8,832.00 |
| 2F | P27-P17 | 362 | 8 | | 3 | 0 | - | State Route 20 | FT | $42.00 | $15,204.00 | $24.00 | $8,688.00 | $33.00 | $11,946.00 | $24.00 | $8,688.00 |
| 2G | P18-P17 | 397 | 8 | | 6 | 0 | - | Ferry/Woodworth | FT | $42.00 | $16,674.00 | $23.50 | $9,329.50 | $33.00 | $13,101.00 | $32.00 | $12,704.00 |
| 2H | P26-P17 | 371 | 8 | | 5 | 2 | PCC / VC | Borseth Street | FT | $42.00 | $15,582.00 | $24.00 | $8,904.00 | $33.00 | $12,243.00 | $34.00 | $12,614.00 |
| 3A | P22 - CO EAST | 289 | 8 | | 2 | 0 | - | Ferry Street | FT | $42.00 | $12,138.00 | $26.00 | $7,514.00 | $33.00 | $9,537.00 | $27.00 | $7,803.00 |
| 3B | P22 - CO WEST | 289 | 8 | | 1 | 0 | - | Ferry Street | FT | $42.00 | $12,138.00 | $26.00 | $7,514.00 | $33.00 | $9,537.00 | $27.00 | $7,803.00 |
| 4A | M98-M51 | 246 | 8 | | 2 | 2 | PCC / VC | State/Woodworth | FT | $42.00 | $10,332.00 | $30.00 | $7,380.00 | $33.00 | $8,118.00 | $29.00 | $7,134.00 |
| 4B | M51-M49 | 178 | 8 | | 6 | 2 | PCC / VC | Murdock/Metcalf | FT | $42.00 | $7,476.00 | $40.00 | $7,120.00 | $33.00 | $5,874.00 | $35.00 | $6,230.00 |
| 5 | M43-M7 | 450 | 8 | | 9 | 3 | PCC / PVC / VC | State/Warner | FT | $42.00 | $18,900.00 | $23.00 | $10,350.00 | $33.00 | $14,850.00 | $30.00 | $13,500.00 |
| 6A | M71-M58 | 405 | 8 | | 13 | 2 | PCC/ VC | Reed/Haines | FT | $42.00 | $17,010.00 | $26.00 | $10,530.00 | $33.00 | $13,365.00 | $32.00 | $12,960.00 |
| 6B | M72-M71 | 309 | 8 | | 6 | 0 | - | Reed/Haines | FT | $42.00 | $12,978.00 | $28.00 | $8,652.00 | $33.00 | $10,197.00 | $38.00 | $11,742.00 |
| 7A | SIDE SEWER (PCC) PROTRUDING TAP REMOVAL | | | | | 5 | | | EA | $250.00 | $1,250.00 | $310.00 | $1,550.00 | $355.00 | $1,775.00 | $360.00 | $1,800.00 |
| 7B | SIDE SEWER (PVC) PROTRUDING TAP REMOVAL | | | | | 2 | | | EA | $200.00 | $400.00 | $310.00 | $620.00 | $355.00 | $710.00 | $360.00 | $720.00 |
| 7C | SIDE SEWER (VC) PROTRUDING TAP REMOVAL | | | | | 5 | | | EA | $250.00 | $1,250.00 | $310.00 | $1,550.00 | $355.00 | $1,775.00 | $360.00 | $1,800.00 |
| BID ITEM | | | | APPROX. DIAM. | APPROX. DEPTH (FT) | | MATERIAL | LOCATION | | UNIT COST | COST | UNIT COST | COST | UNIT COST | COST | UNIT COST | COST |
| | | | | SEE APPENDIX | | | | SEE APPENDIX | UNITS | $/UNIT | $ | $/UNIT | $ | $/UNIT | $ | $/UNIT | $ |
| 8A | CORROSION RESISTANT SSMH LINING | | | 48 | 4 | | PCC | E-17 | EA | $1,120.00 | $1,120.00 | $2,880.00 | $2,880.00 | $425.00 | $425.00 | $1,600.00 | $1,600.00 |
| 8B | CORROSION RESISTANT SSMH LINING | | | 48 | 6.5 | | BRICK | P-22 | EA | $1,820.00 | $1,820.00 | $2,880.00 | $2,880.00 | $425.00 | $425.00 | $2,200.00 | $2,200.00 |
| 8C | CORROSION RESISTANT SSMH LINING | | | 48 | 10.5 | | PCC | S-5 | EA | $2,940.00 | $2,940.00 | $2,880.00 | $2,880.00 | $425.00 | $425.00 | $3,700.00 | $3,700.00 |
| 8D | CORROSION RESISTANT SSMH LINING | | | 48 | 13.5 | | PCC | S-11 | EA | $3,780.00 | $3,780.00 | $2,880.00 | $2,880.00 | $425.00 | $425.00 | $4,600.00 | $4,600.00 |
| 8E | CORROSION RESISTANT SSMH LINING | | | 48 | 8 | | PCC | S-38 | EA | $2,240.00 | $2,240.00 | $2,880.00 | $2,880.00 | $425.00 | $425.00 | $2,800.00 | $2,800.00 |
| 8F | CORROSION RESISTANT SSMH LINING | | | 48 | 7 | | PCC | S-39 | EA | $1,960.00 | $1,960.00 | $2,880.00 | $2,880.00 | $425.00 | $425.00 | $3,400.00 | $3,400.00 |
| 8G | CORROSION RESISTANT SSMH LINING | | | 48 | 12.5 | | PCC | S-40 | EA | $3,500.00 | $3,500.00 | $2,880.00 | $2,880.00 | $425.00 | $425.00 | $4,700.00 | $4,700.00 |
| 8H | CORROSION RESISTANT SSMH LINING | | | 48 | 11.5 | | PCC | S-54 | EA | $3,220.00 | $3,220.00 | $2,880.00 | $2,880.00 | $425.00 | $425.00 | $3,900.00 | $3,900.00 |
| 9 | REPAIR PUBLIC AND PRIVATE FACILITIES | | | | | | | | CALC | $10,000.00 PER CALC | $10,000.00 | $10,000.00 PER CALC | $10,000.00 | $10,000.00 PER CALC | $10,000.00 | $10,000.00 PER CALC | $10,000.00 |
| SUBTOTAL | | | | | | | | | | | $258,568.00 | | $178,930.50 | `** | $182,526.00 | | $221,019.00 |
| TAX (ITEM 1 through 8H) x 0.082 | | | | | | | | | | `* | $20,382.58 | `* | $13,852.30 | `* | $14,147.13 | `* | $17,303.56 |
| **TOTAL COST (INCLUDING TAX)** | | | | | | | | | | | **$278,950.58** | | **$192,782.80** | | **$196,673.13** | | **$238,322.56** |

`* Denotes corrected Tax

`** Denotes corrected multiplication error

# City of Sedro-Woolley

## PUBLIC WORKS DEPARTMENT PROJECT

### 2009 CIPP Sewer Project

Tuesday ~ July 7, 2009

| Bidder Name<br>Address<br>City, State, Zip | Non Collusion | Bidder Identification Completed | Proposal Signed & Notarized | Addendum No. 1 Acknowledged | Bid Bond Included | Pre-Qualification | Total Bid | |
|---|---|---|---|---|---|---|---|---|
| JF Pacific Liners<br>70 Union Way<br>Vacaville, CA 95687 | √ | √ | √ | √ | √ | √ | BASE BID: | $237,900.52 |
| Michels Corporation<br>1715 16th St. SE<br>Salem, OR 97302 | √ | √ | √ | √ | √ | √ | BASE BID: | $226,392.58 |
| Insituform<br>17988 Edison Ave<br>Cesterfield, MO 63005 | √ | √ | √ | √ | √ | √ | BASE BID: | $192,444.94 |
| | | | | | | | BASE BID: | |
| | | | | | | | BASE BID: | |
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| | | | | | | | BASE BID: | |

saved as: P:/projects/02080.3/bidder's checklist.xls

**REICHHARDT & EBE ENGINEERING, INC.**
**CONSULTING ENGINEERS**

813 Metcalf Street | Sedro-Woolley, WA 98284 | Telephone 360-855-1713 | Fax: 360-855-1164

July 15, 2009

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

Attn: Mr. Mark Freiberger, PE
City Engineer/ Director of Public Works

Re: City of Sedro-Woolley
2009 Sanitary Sewer CIPP Project
**Recommendation to Award**

Mr. Freiberger;

Per your request, we have reviewed all construction bid proposals for the above referenced project and have determined that Insituform Technologies, Inc. is the apparent low, responsible, responsive bidder with a total bid price of $192,782.80. We recommend that you award the contract to Insituform Technologies, Inc. if the required funds are available.

Please contact me if you have any questions or require additional information.

Respectfully,

James L. Hobbs, Jr. PE
Reichhardt & Ebe Engineering, Inc.

Cc: file

SUBJECT: PUBLIC COMMENT

Name:
Address:
Narrative:

Name:
Address
Narrative:

Name:
Address:
Narrative:

Name:
Address:
Narrative:

Name:
Address:
Narrative:

# PUBLIC HEARING(S)

CITY COUNCIL AGENDA
REGULAR MEETING

JUL 2 2 2009

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) 855-0771
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: Possible adoption by Resolution of the Six-Year Transportation Improvement Program (TIP) 2010-2015**

DATE: July 16, 2009 (for Council review July 22, 2009)

## ISSUE

Shall council move to adopt Resolution _____ adopting the 2010-2015 Six-Year Transportation Improvement Program?

## BACKGROUND/DISCUSSION

Each year, all agencies that are beneficiaries of federal and state funding programs must submit Six-Year Transportation Improvement Program documents to the state for inclusion in the statewide TIP. The local agency STIP must include all projects that are selected for funding or anticipating funding under the Federal program for the next three years. Project inclusion on the TIP is required to qualify for federal and most state funding. Because of these requirements, the City each year updates the STIP and coordinates this with the Comprehensive Plan and Transportation Plan. Council adopted the 2009 to 2014 STIP on June 25, 2008 under Resolution 768-08.

In addition to funding and planning considerations, SWMC requires that arterial projects be included on the TIP in order to qualify for transportation impact fee credits allowed under SWMC 15.60.060.C. As a result, we have included all of the projects recommended in the 2005 Transportation Plan, even though most are beyond the six year window required by the STIP.

A public hearing regarding the STIP and adoption of the STIP by Council Resolution is required. The public hearing is scheduled for the July 22, 2009 council meeting. The approved STIP is due to Skagit Metropolitan Planning Organization (MPO) by July 31, 2009. The MPO will forward the combined TIP for member agencies to the County and the State.

The attached STIP is prepared in the format required by WSDOT. The STIP has been updated from 2009 to include current anticipated schedules, funding and cost estimates.

## RECOMMENDATION

Following the public hearing, Staff recommends adoption by resolution of the attached 2010-2015 Six-Year TIP. The Resolution is also attached.

## MOTION:

***Move to adopt Resolution _____, "A RESOLUTION ADOPTING THE SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM FOR THE CITY OF SEDRO-WOOLLEY, WASHINGTON, 2010 – 2015".***

RESOLUTION ____-09

A RESOLUTION ADOPTING THE SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM FOR THE CITY OF SEDRO-WOOLLEY, WASHINGTON
2010 – 2015

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

WHEREAS, a public hearing was called by the City Council for the purpose of adopting said comprehensive Six-Year TIP on July 22, 2009, at approximately 7:00 p.m., at the Sedro-Woolley City Hall, 325 Metcalf Street, Sedro-Woolley, Washington and it appeared that adoption of the Six-Year Transportation Program will be good for the public.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Sedro-Woolley that the 2010 – 2015 comprehensive Six-Year Transportation Improvement Program of the City of Sedro-Woolley, Washington, as adopted at said public hearing is hereby adopted and approved as the 2010 – 2015 comprehensive Six-Year Transportation Improvement Program of said City.

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

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS 22th DAY OF JULY, 2009.

_____
MAYOR MIKE ANDERSON

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

**Washington State Department of Transportation**

# Six Year Transportation Improvement Program

## From 2010 to 2015

**Agency:** Sedro Woolley

**Co. No.:** 29 **Co. Name:** Skagit Co.

**City No.:** 1150 **MPO/RTPO:** SMPO

**Hearing Date:** 7/22/2009 **Adoption Date:** 7/22/2009

**Amend Date:** **Resolution No.:**

| Functional Class | Priority Number | Project Identification<br>A. PIN/Federal Aid No. B. Bridge No.<br>C. Project Title<br>D. Street/Road Name or Number<br>E. Beginning MP or Road - Ending MP or Road<br>F. Describe Work to be Done | Improvement Type(s) | Status | Total Length | Utility Codes | Project Costs in Thousands of Dollars: Project Phase | Phase Start | Fund Source Information: Federal Funding: Federal Fund Code | Federal Cost by Phase | State Fund Code | State Funds | Local Funds | Total Funds | Expenditure Schedule (*Local Agency*): 1st | 2nd | 3rd | 4th Thru 6th | Federally Funded Projects Only: Envir. Type | R/W Required Date (*MM/YY*) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 16 | 1 | *Jameson Arterial Extension to SR-9*<br>Jameson Street<br>from: SR9 to: Batey Road<br>Extend existing secondary arterial and potential relocation of intersection with SR-9. Work with landowners to streamline alignment of Jameson Arterial. Possible Roundabout at SR9 intersection. | 02<br>12<br>22<br>32<br>01 | P | 0.20 | C<br>G<br>P<br>S<br>T<br>W | RW<br>CN | 1/1/2010<br>7/1/2010 | | 2104 | | | 457 | 457<br>2104 | 457<br>2104 | | | | CE | Yes<br>6/1/10 |
| | | | | | | | Totals | | | 2,104 | | | 457 | 2561 | 2561 | | | | | |
| 16 | 2 | *SR-20 / Cook Rd. Intersection Improvements*<br>Cook Road<br>from: Cook Road to: SR-20<br>Realign Cook Road via Washington Street alignment to SR20 and construct a new Roundabout intersection with a leg to the Skagit Industrial Park. | 03<br>12<br>22<br>02 | P | 0.20 | G<br>S<br>W<br>C<br>P<br>T | ALL | 1/1/2012 | | 2000 | | 2000 | 1000 | 5000 | 500 | 4500 | | | CE | No |
| | | | | | | | Totals | | | 2,000 | | 2000 | 1000 | 5000 | 500 | 4500 | | | | |
| 16 | 3 | 020/226<br>*SR-20 BNSF Railroad Undercrossing Bridge*<br>SR-20<br>from: to:<br>Replace BNSF Railroad undercrossing bridge wide enough for Phase II arterial improvements on SR-20. (~90 feet) | 03<br>04<br>09<br>12 | P | 0.12 | G<br>W<br>S | ALL | 1/1/2013 | | 7000 | | | | 7000 | 500 | 6500 | | | CE | No |
| | | | | | | | Totals | | | 7,000 | | | | 7000 | 500 | 6500 | | | | |
| 16 | 4 | *SR-9 Pedestrian/Bicycle Safety Improvements*<br>SR-9 (North Township Street)<br>from: 57.74 Lucas Drive to: 58.37 North City Limits<br>Construct bicycle and pedestrian improvements on the west side of SR-9 from Lucas Drive to the north city limits. Major issues at Brickyard Creek crossing. Will require either culvert extension, or pedestrian bridge. | 05<br>12<br>13<br>06 | P | 0.63 | W<br>T<br>P<br>S<br>C | ALL | 6/1/2012 | | 752 | | | 117 | 869 | 100 | 769 | | | CE | No |
| | | | | | | | Totals | | | 752 | | | 117 | 869 | 100 | 769 | | | | |

**Washington State Department of Transportation**

# Six Year Transportation Improvement Program

## From 2010 to 2015

**Agency:** Sedro Woolley

**Co. No.:** 29 **Co. Name:** Skagit Co.

**City No.:** 1150 **MPO/RTPO:** SMPO

**Hearing Date:** 7/22/2009 **Adoption Date:** 7/22/2009

**Amend Date:** **Resolution No.:**

| Functional Class | Priority Number | Project Identification (A. PIN/Federal Aid No. B. Bridge No. C. Project Title D. Street/Road Name or Number E. Beginning MP or Road - Ending MP or Road F. Describe Work to be Done) | Improvement Type(s) | Status | Total Length | Utility Codes | Project Costs in Thousands of Dollars: Project Phase | Phase Start | Fund Source Information: Federal Funding: Federal Fund Code | Federal Cost by Phase | State Fund Code | State Funds | Local Funds | Total Funds | Expenditure Schedule (*Local Agency*): 1st | 2nd | 3rd | 4th Thru 6th | Federally Funded Projects Only: Envir. Type | R/W Required Date (*MM/YY*) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 06 | 5 | *SR-9, SR-20 to Cook Road Arterial Extension*<br>SR-9<br>from: SR-20 to: Cook Road<br>Construct arterial extension of SR-9 from SR-20 to Cook Road using existing WSDOT ROW. | 01 | P | 0.4 | G P T W C | ALL | 1/1/2014 | | 600 | | | 100 | 700 | 700 | | | | CE | No |
| | | | | | | | Totals | | | 600 | | | 100 | 700 | 700 | | | | | |
| 17 | 6 | *Reconstruct 3rd Street*<br>3rd Street<br>from: Sterling Street to: State Street<br>Resurface 3rd Street and coordinate crossing improvements at high school with School District. Improve drainage. | 12<br>07 | P | 0.44 | G P T W S C | ALL | 1/1/2011 | | | | | 450 | 450 | 450 | | | | CE | No |
| | | | | | | | Totals | | | | | | 450 | 450 | 450 | | | | | |
| 17 | 7 | *Jones / John Liner Railroad Undercrossing*<br>Jones / John Liner<br>from: Sapp Road to: John Liner Road<br>Construct new BNSF Railroad undercrossing wide enough for Phase II arterial improvements on Jones/John Liner. Construct through the existing embankment, tying Jones Road into John Liner on opposite sides of the RR | 01<br>12<br>04<br>08<br>06 | P | 0.1 | G P T W | ALL | 1/1/2013 | | | | 3000 | 1000 | 4000 | 500 | 3500 | | | CE | Yes<br>6/1/2012 |
| | | | | | | | Totals | | | | | 3000 | 1000 | 4000 | 500 | 3500 | | | | |
| 17 | 8 | *Jones Road Arterial Improvements*<br>Jones Road<br>from: F&S Grade Road to: Sapp Road<br>Rebuild Jones Road to arterial section - 3 lanes, bike lane, curb & gutter, planter strip, sidewalk. Part of Arterial Loop. | 04<br>03<br>12 | P | 0.75 | C G P T W | ALL | 1/1/2014 | | | | 2400 | 600 | 3000 | 300 | 2700 | | | CE | No |
| | | | | | | | Totals | | | | | 2400 | 600 | 3000 | 300 | 2700 | | | | |

**Washington State Department of Transportation**

# Six Year Transportation Improvement Program

## From 2010 to 2015

**Agency:** Sedro Woolley

**Co. No.:** 29 **Co. Name:** Skagit Co.

**City No.:** 1150 **MPO/RTPO:** SMPO

**Hearing Date:** 7/22/2009 **Adoption Date:** 7/22/2009

**Amend Date:** **Resolution No.:**

| Functional Class | Priority Number | Project Identification<br>A. PIN/Federal Aid No. B. Bridge No.<br>C. Project Title<br>D. Street/Road Name or Number<br>E. Beginning MP or Road - Ending MP or Road<br>F. Describe Work to be Done | Improvement Type(s) | Status | Total Length | Utility Codes | Project Costs in Thousands of Dollars: Project Phase | Phase Start | Fund Source Information: Federal Funding: Federal Fund Code | Federal Cost by Phase | State Fund Code | State Funds | Local Funds | Total Funds | Expenditure Schedule (*Local Agency*): 1st | 2nd | 3rd | 4th Thru 6th | Federally Funded Projects Only: Envir. Type | R/W Required Date (*MM/YY*) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 17 | 9 | 020/226<br>*John Liner Road Arterial Improvements*<br>John Liner Road<br>from: Sapp Rd/BNSF to: SR9/Township Street<br>Widen and improve John Liner Rd. to Phase I arterial from new RR x-ing to SR-9, constructing a new crossing through the existing embankment, tying into Jones Road on the west side of the RR tracks. Arterial Loop. | 01<br>05<br>32<br>12<br>23 | P | 0.6 | P<br>T<br>W<br>G<br>C<br>S | ALL | 1/1/2015 | | | | 2000 | 500 | 2500 | 250 | 2250 | | | CE | Yes<br>6/1/2015 |
| | | | | | | | Totals | | | | | 2000 | 500 | 2500 | 250 | 2250 | | | | |
| 16 | 10 | *F&S Grade Road Improvements*<br>F&S Grade Road<br>from: SR20 to: City Limits/Jones Road<br>Improve and widen F&S Grade Road from SR-20 to City Limits with sidewalk and bike lane and install sewer. | 03<br>04<br>12<br>32 | P | 0.64 | G<br>P<br>T<br>W<br>S | | | | | | | | | | | | | CE | No |
| | | | | | | | Totals | | | | | | | | | | | | | |
| | | | | **Grand Totals for Sedro Woolley** | | | | | | **12,456** | | **9,400** | **4,224** | **26,080** | **5,861** | **20219** | | | | |

# UNFINISHED BUSINESS

CITY COUNCIL AGENDA
REGULAR MEETING

JUL 2 2 2009

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

DRAFT

July 22, 2009

Skagit County Board of Commissioners
1800 Continental Place
Mount Vernon, WA 98273

Re: Impact Fees in the Unincorporated Sedro-Woolley Urban Growth Area

Dear Commissioners:

It is my understanding that the County simply collects Mount Vernon's impact fees, and not Sedro-Woolley's impact fees. There is no justifiable reason why this is so – it has been and continues to be an arbitrary practice by Skagit County. I would appreciate it if you would provide me with the total impact fees in each category collected by Skagit County and paid to the City of Mount Vernon for development in its unincorporated UGA since 1999. I would also appreciate it if you would provide me with the total impact fees in each category collected by Skagit County and paid to the City of Sedro-Woolley for development in its unincorporated UGA for the same period.

Commissioner Anderson offered County money to the City of Sedro-Woolley in exchange for not imposing Sedro-Woolley's transportation impact fee in the unincorporated UGA, and the City of Sedro-Woolley accepted this offer in principle. This was incorporated into Skagit County Ordinance No. O20050007, Section 11(2) (Exhibit B to the ordinance), adopted while Commissioner Anderson was on the Board of Commissioners. In reliance on Section 11(2), Sedro-Woolley dropped its efforts to change the County's unilateral policy of not collecting Sedro-Woolley's impact fees. The preamble to the ordinance recites that Ordinance O20050007 was adopted in satisfaction of Skagit County's concurrency requirement for GMA compliance, in satisfaction of the County's obligations under Western Washington Growth Management Hearing Board orders in Case No. 03-2-0013c. The City dismissed its claims related to concurrency issues in that case following adoption of Ordinance O20050007.

Section 11 of Ordinance O20050007 provides for joint funding for transportation projects that benefit both the City and the unincorporated UGA, and anticipates that the City and County will negotiate an agreement for this purpose. Projects to be covered by such an agreement include Wicker Road, F and S Grade Road and the planned John Liner Railroad Underpass, a connector between SR 20 and Cook Road, and other planned arterials serving both the City and unincorporated UGA. The criteria for funding are set forth in the ordinance.

Sedro-Woolley's Transportation Facilities Plan was written to support a plan under Section 11(2), Ordinance No. O20050007 for joint funding of construction projects within the Sedro-Woolley UGA. Sedro-Woolley provided this information to Skagit County Public Works some time ago for

purposes of facilitating a plan for joint financing, but we have never received a meaningful reply from Skagit County, and discussions stagnated.

I request that we begin anew to reach a comprehensive agreement for joint planning, funding and construction of transportation projects serving the Sedro-Woolley UGA, in anticipation of future annexations by the City. I will designate a staff person to represent the City, and ask that you designate a contact person to represent the County.

Very truly yours,

Mike Anderson
Mayor

DRAFT

# NEW BUSINESS

CITY COUNCIL AGENDA
REGULAR MEETING

JUL 2 2 2009

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

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

# MEMO:

**To:** City Council

**From:** Jack Moore,
Planning Director/ Building Official

**Date:** July 15, 2009

**Subject:** Proposed Annexation of UGA properties – R5 properties on Fruitdale Rd. north of SR20

## ISSUES

A. Should the City accept a petition to annex four properties adjacent to the City limits?

B. If petition to annex is accepted, shall the proposal include provisions for the property to accept a share of the City's outstanding indebtedness?

C. If petition to annex is accepted, should zoning requirements for one of the properties be changed to allow duplexes?

## DESCRIPTION / HISTORY

The owners of three properties in the City's urban growth area (UGA) have submitted a notice to the City of their intention to commence the annexation process using the direct petition method described in RCW 35A.14.120 -150.

The owners of the three properties are

| | |
|---|---|
| Roger D. Earles | 8615 Fruitdale Rd. |
| Harry M. Weatherby | 8645 and 8699 Fruitdale Rd. |
| Hickman Property Mgmt. | 8763 Fruitdale Rd. |

## PROCEDURE

Per RCW 35A.14.120, the City Council shall meet with the initiators of the annexation proposal "to determine whether the city will accept, reject, or geographically modify the proposed annexation, whether it shall require the simultaneous adoption of a proposed zoning regulation… and whether it shall require the assumption of all or of any portion of existing city indebtedness by the area to be annexed. If the legislative body requires the assumption of all or of any portion of indebtedness … it shall record this action in its minutes and the petition for annexation shall be so drawn as to clearly indicate these facts. Approval by the legislative body shall be a condition precedent to circulation of the petition."

## STAFF RECOMMENDATIONS

**A. Should the City accept a petition to annex two properties adjacent to the City limits?**

Staff recommends that the annexation not be accepted at this time. Because of the items noted below, the rezone request would be more appropriately accepted in 2010.

Currently, the Planning Commission is analyzing the zoning throughout the City and possible changes that the City Council may make to properties within the City limits may affect the need for additional residential properties.

Also, depending on the outcome of the current rezoning process, the City Council may wish to change the zoning designation of these properties as part of, or subsequent to a future annexation.

**B. If petition to annex is accepted, shall the proposal include provisions for the property to accept a share of the City's outstanding indebtedness?**

Yes. It has been Sedro-Woolley's practice as with most cities, to require that newly annexed properties "buy in" to the benefits that current property owners have had to pay for.

**C. If petition to annex is accepted, should zoning requirements for one of the properties be changed to allow duplexes?**

Staff recommends that the zoning requirements not be changed to allow duplexes.

## ENCLOSURES

Included with this memo:

- Letter of intent to commence annexation process from Roger D. Earles, with petition signed by the three property owners named above.

RECEIVED
JUN 26 2009
BY:

June 26, 2009

Jack Moore, Director
Sedro-Woolley Planning Department
325 Metcalf Street
Sedro-Woolley, WA

**RE: PETTITION FOR ANNEXATION REQUEST**

Jack:

The purpose of this letter is to provide clarification regarding the petition for annexation that was requested for the properties east of Fruitdale Road and north of SR 20. The land owners signing the petition represent roughly 98 percent of the area and 74 percent of the value of the properties included in the annexation request. The properties are located within the City's Urban Growth Area and have been designated by the City as R-5.

Along with the petition requesting the City Council to consider annexing the properties, we provided a specific request for our property (Roger Dean Earles P#39380). The narrative included a request for duplexes on the Earles' property. It has come to our attention that this request has been interpreted by the City as a request for increased density and that there may be some reluctance on the City's part to increase the density as part of the annexation due to the need for a Comprehensive Plan Amendment to increase density. It is not our intention to increase the density as part of the annexation request. Our property is approximately 9.6 acres in size and at the five dwelling units per acre allowed in the R-5 designation the property could have as many as 48 dwelling units. The 18 duplexes that we have requested would yield only 36 dwelling units.

The request for duplexes stems from the development constraints that are found on the property. In addition to the gas lines that bisect the property, there is a large wetland complex that makes much of the property undevelopable. We are proposing to take full advantage of the developable portions of the property by locating duplexes there. It is our intent as part of the annexation process to enter into a development agreement that would satisfy the needs and desires of both the City and the Earles.

As we discussed in our original submittal, our vision for this project is to develop an environmentally friendly development that will take advantage of available building technologies to reduce our carbon output. It is our intent to retain ownership of the duplex units and provide rental housing. This will allow us to insure that the units will continue to be "green" while supplying an important housing component to the community.

In 2007 Governor Gregoire challenged the State of Washington to be a leader in addressing climate change. In order to accomplish this jurisdictions are going to have to look for every opportunity to reduce their carbon footprints. The Governor and State Legislature convened a Climate Action Team to identify strategies and opportunities to address the issues of climate change. In November 2008 they produced a final document that outlined actions that would be necessary in order for the State to reach our carbon reduction goals. Many of those actions include changes to the way we currently think about land development. We need to focus our attention on encouraging those kinds of development that embrace "Green Technologies". Compact development will be necessary to achieve the mandates that will result from the changing focus of Washington's lawmakers. Our proposal offers Sedro-Woolley the chance to be a leader in providing opportunities to move us toward our Statewide climate change goals.

We thank you for considering our request and look forward to working with you through a successful annexation process.

Sincerely,

Roger Dean Earles

Roger Dean Earles

RECEIVED
JUN 22 2009
BY: JACK

ROGER DEAN EARLES
MARILYN EARLES
1033 JEANETTE ST
SEDRO-WOOLLEY, WA. 98284

MAYOR MIKE ANDERSON
SEDRO-WOOLLEY CITY COUNSIL
720 MURDOCK ST
SEDRO-WOOLLEY, WA. 98284

DEAR MAYOR and CITY COUNSIL

PLEASE FIND ATTACHED A PETITION FOR ANNEXATION INTO THE CITY LIMITS OF SEDRO-WOOLLEY. WE OWN THE 9.6 ACRES ON THE EAST SIDE OF FRUITDALE ROAD AT FIRE # 8619 AND P#39380.

THIS PROPERTY IS IN THE URBAN RESERVED RESIDENTIAL AREA. WE ARE PLANNING A "GREEN" FAMILY DEVELOPMENT OF 18 DUPLEXES. THESE DWELLINGS WOULD BE CONSTRUCTED USING THE MOST ENVIRONMENTALLY FRIENDLY MATERIALS AND THE BEST ENERGY SAVING APPLIANCES ON THE MARKET TODAY. WE ARE HOPING TO BE ABLE TO USE SOLAR PANELS AND POSSIBLY EVEN WIND FOR ELECTRICITY GENERATION. WE ANTICIPATE MEDIA ATTENTION FOR THE "GREEN" ASPECT OF OUR DEVELOPMENT.

THIS PROPERTY WOULD BE CLOSE ENOUGH FOR KIDS TO WALK TO SCHOOL (both Cascade and Evergereen schools are within walking distance) AND ALSO CLOSE TO THE PROPOSED PLAYFIELDS JUST SOUTH OF THE NORTHERN STATE FISHING POND.

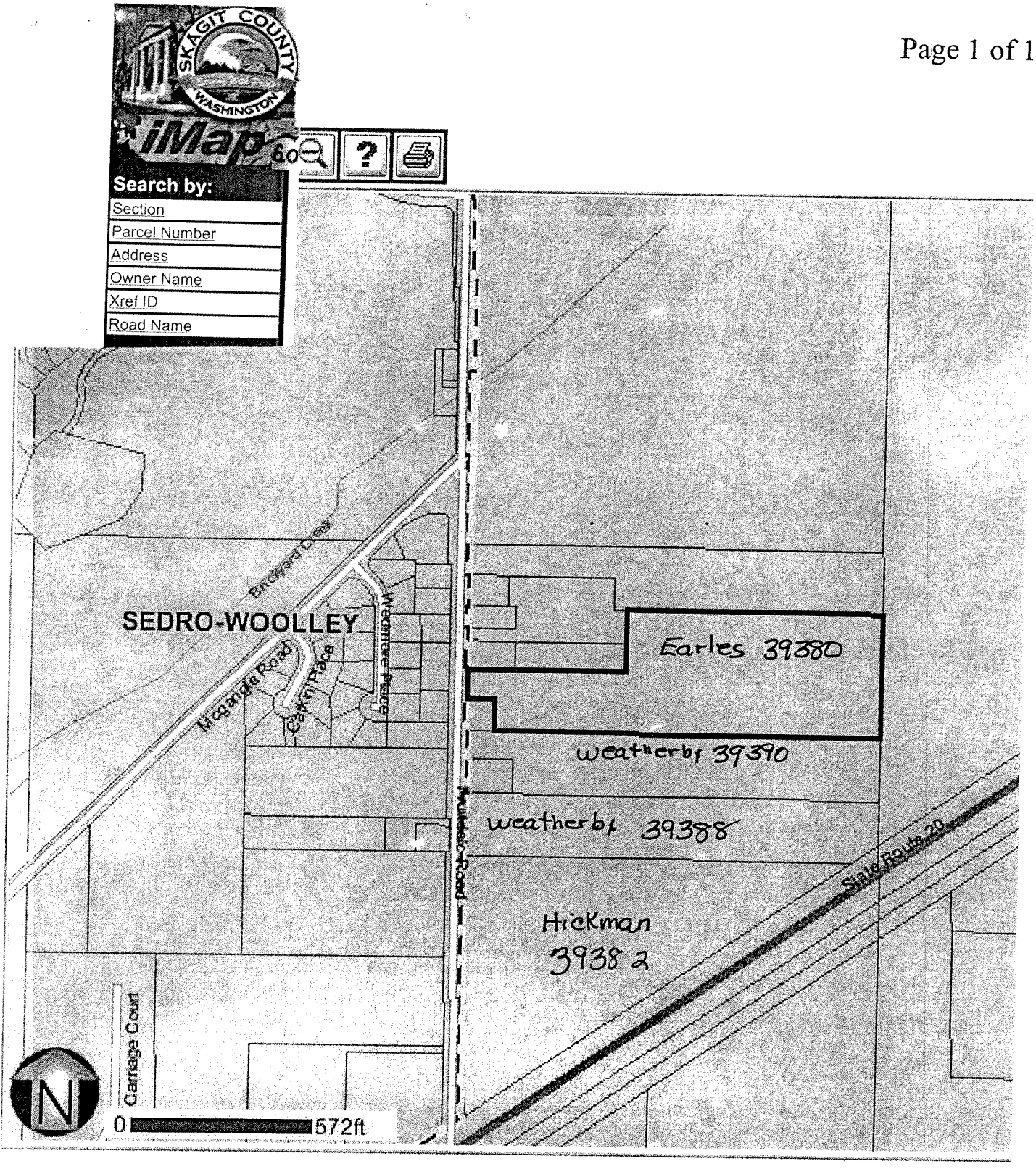
WE FEEL THAT THIS USE OF THE LAND WOULD BE A GREAT BENEFIT TO FAMILIES IN THE SEDRO-WOOLLEY AREA AND SO DO OUR NEIGHBORS. ATTACHED PLEASE FIND A MAP OT THE PROPOSED ANNEXATION AREA AND THE SIGNATURES OF ADJACENT LAND OWNERS.

**PETITION FOR ANNEXATION INTO THE CITY LIMITS OF THE CITY OF SEDRO-WOOLLEY**

**WE, THE UNDERSIGNED LEGAL PROPERTY OWNERS OF THE TERRITORY TO BE ANNEXED, PETITION THE CITY OF SEDRO-WOOLLEY FOR SAID ANNEXATION.**

**A MAP OF THE PROPOSED ANNEXATION AREA IS ATTATCHED.**

| PRINT NAME | ADDRESS | P # of Fruitdale Prop | SIGNATURE |
|---|---|---|---|
| Roger Dean Earles | 1033 Jeanette Sedro Woolley | 39380 | Roger Dean Earles |
| JAMES PAUL HICKMAN | 39382 8763 FRUITDALE RD | ~~39385~~ + ~~39386~~ | James Paul Hickman |
| Harry weatherby | 8645 " | 39388 + 39390 | Harry Weatherby |
| | | | |
| | | | |
| | | | |



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CITY COUNCIL AGENDA
REGULAR MEETING

JUL 2 2 2009

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

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

Mike Anderson
Mayor

---

MEMO TO: City Council
FROM: Mayor Anderson
RE: Fireworks
DATE: July 22, 2009

ISSUE: Should the Council modify the code to restrict certain types of fireworks?

BACKGROUND: Since the last Council meeting and article in the Courier-Times, I have received many calls, emails and visits from citizens who supported my statements in the paper regarding restricting fireworks.

Even though Anacortes, Burlington and Concrete have banned fireworks (and the Mayor of Burlington reported to me that their ban has been effective), I was thinking that you might consider limiting the types of fireworks to reduce the risk of fire, property damage and personal injuries. By simply cutting the aerial explosives, we can make a big improvement for next year. It will also be black and white for enforcement – no need to check the boxes or read the labels, if it goes up in the air, it would be illegal.

We are the only city in Skagit County that allows unfettered detonation of aerials and other explosives. I would appreciate it if you would consider reining in these dangerous fireworks.

Attached is our current code, the City of Auburn's code and the City of Mount Vernon's code.

RECOMMENDATION: *First Read: Discussion only.*

City of Sedro-Woolley (current code)

# Chapter 8.28
# FIREWORKS

Sections:


8.28.010 State statutes adopted.
8.28.020 Permit required.
8.28.030 Permit—Application.
8.28.035 Discharge.
8.28.040 Fire department inspection.
8.28.050 Cleanup of temporary facilities.


## 8.28.010 State statutes adopted.

The city adopts RCW Chapter 70.77 as its guideline for fireworks regulations plus those additions listed in this chapter. (Ord. 1041A § 1 (part), 1987)

## 8.28.020 Permit required.

No person shall engage in activities involving fireworks, as defined in RCW 70.77.255 without first obtaining a city permit. (Ord. 1041A § 2, 1987)

## 8.28.030 Permit—Application.

Application for a permit shall be made in writing, at least six days prior to the twenty-eighth day of June of each year and shall be accompanied by the following:

A. An insurance policy or certificate thereof showing the applicant has in force a policy in the amount prescribed by state law (RCW 70.77.295);

B. A valid Washington State fireworks license or permit;

C. A clearly defined diagram of the exact location and proposed layout for the activity;

D. A permit fee of fifty dollars. (Ord. 1041A § 3, 1987)

## 8.28.035 Discharge.

A. It is unlawful to discharge fireworks, except between the hours of nine a.m. through eleven p.m. on July 4th of each year.

B. Subsection A of this section shall not apply to the discharge of fireworks authorized by a permit issued pursuant to Sections 8.28.020 and 8.28.030.

C. Violation of this section shall be a misdemeanor punishable by a fine not to exceed five hundred dollars or imprisonment not to exceed ninety days, or by both such fine or imprisonment. (Ord. 1178 §§ 1—3, 1993)

## 8.28.040 Fire department inspection.

All fireworks activities permitted by the city shall be inspected and approved by a duly authorized representative of the city fire department. (Ord. 1041A § 4, 1987)

8.28.050 Cleanup of temporary facilities.

All temporary facilities used in conjunction with a fireworks permit shall be removed and all debris cleaned up within seven days of the expiration of the permit. (Ord. 1041A § 5, 1987)

City of Auburn ("If it goes up or blows up, it's not allowed in Auburn")

# Chapter 8.24
# FIREWORKS

Sections:


8.24.010 RCW adopted – Copies filed and authenticated.
8.24.020 Restriction on times for sale and discharge of fireworks.
8.24.030 Restrictions and permits.
8.24.040 Public display of fireworks.
8.24.050 Violation – Penalty.
8.24.060 Severability.


## 8.24.010 RCW adopted – Copies filed and authenticated.

Except as otherwise provided herein, Chapter 70.77 RCW, State Fireworks Law, is hereby adopted by reference, including all future amendments or additions thereto, and under the provisions of RCW 35A.12.140, the sections codified in this chapter shall be published as required by law, but the specified Chapter 70.77 RCW adopted by reference need not be published but shall be authenticated and recorded with the Auburn city clerk, and not less than one copy of such chapter in the form in which it was adopted shall forthwith be filed in the office of the Auburn city clerk for use and examination by the public. (Ord. 5679 § 1, 2002; Ord. 5385 § 3, 2000.)

## 8.24.020 Restriction on times for sale and discharge of fireworks.

The sale, purchase and discharge of consumer fireworks shall not be permitted at any time except during the following times and dates:

A. Sale and Purchase of Consumer Fireworks. Between the hours of 12:00 noon and 9:00 p.m. on June 28th of any year and between 9:00 a.m. and 9:00 p.m. on June 29th through July 4th of any year, with the sale of consumer fireworks not being permitted on or around New Year's Day, or at any time other than specified above; and

B. Discharge on July Fourth. Between the hours of 9:00 a.m. and 11:00 p.m. on the 4th of July of any year; and

C. Discharge on New Year's. Between the hours of 6:00 p.m. on December 31st and 1:00 a.m. on January 1st of the subsequent year. (Ord. 5679 § 1, 2002; Ord. 5385 § 1, 2000; Ord. 4749 § 2, 1995. Formerly 8.24.060.)

## 8.24.030 Restrictions and permits.

A. The following fireworks shall not be manufactured, possessed, used or detonated within the city of Auburn, Washington:

Any device that will produce a visual and/or audible effect when exploded and/or detonated by combustion, except as follows:

1. Flares for emergency operation.
2. Signal device to begin an athletic event or sport.
3. Use by military organizations.
4. Blank cartridges for show or theater.
5. A permitted fireworks display.
6. Where authorized by federal law within the Muckleshoot Indian Reservation.
7. Such fireworks may be possessed within the city of Auburn while in transit through the city of Auburn from a location where their purchase and possession is lawful to a location where their possession and use is lawful; provided, that such transit to and from such locations is continuous and uninterrupted while in the city of Auburn, and such transit is in a vehicle in which such transit can be safely accomplished and such transit while through the city of Auburn is on state highways only (SR-18, SR-164, SR-167); and further provided, that the transit is in conformity with all legal requirements for such transit.

B. The following types of fireworks are able to be manufactured, possessed, used or detonated within the city of Auburn, Washington:

1. Sparkler: stick or wire coated with pyrotechnic composition that produces a shower of sparks upon ignition.
2. Cylindrical fountain: cylindrical tubes containing pyrotechnic composition. Upon ignition, a shower of colored sparks and sometimes a whistling effect is produced. This device may be provided with a spike for insertion into the ground (spike fountain), a wood or plastic base for placing on the ground (base fountain), or a wood or cardboard handle if intended to be hand-held (handle fountain).
3. Cone fountain: cardboard or heavy paper cone containing pyrotechnic composition. The effect is the same as that of a cylindrical fountain.
4. Illuminating torch: cylindrical tube containing pyrotechnic composition. Upon ignition, colored fire is produced. May be spike, base or hand-held.
5. Wheel: pyrotechnic device attached to a post or tree by means of a nail or string. Each wheel may contain up to six driver units containing pyrotechnic composition. Upon ignition, the wheel revolves producing a shower of color and sparks and sometimes a whistling effect.
6. Ground spinner: small device similar to a wheel in design and effect, placed on the ground and ignited. A shower of sparks and color is produced by the rapidly spinning device.
7. Flitter sparkler: narrow paper tube containing pyrotechnic composition which produces color and sparks upon ignition. This device does not have a fuse for ignition. The paper at one end of the tube is ignited to make the device function.
8. Smoke device: tube or sphere containing pyrotechnic composition which, upon ignition, produces white or colored smoke as the primary effect.

C. Permit for Display of Fireworks. A permit for display of fireworks may be issued by the fire chief under the provisions as set forth in ACC 8.24.040. (Ord. 5945 § 1, 2005; Ord. 5679 § 1, 2002; Ord. 5385 § 5, 2000.)

## 8.24.040 Public display of fireworks.

A. Every public display of fireworks shall be handled by a competent operator approved by the fire chief or his designee and shall be of such character, and so located, discharged, or fired, that, in the opinion of the fire chief or his designee, after proper investigation, it will not constitute a hazard to property or endanger any person. Should the fire chief or his designee deny a permit for public display of fireworks, the applicant therefor shall have the right to appeal that denial to the appropriate Auburn

city council committee, which shall consider such application, recommendation and denial, and in its discretion shall either uphold the denial or grant the permit applied for.

B. A state pyrotechnics license is required for operators of a public display of fireworks.

C. A bond or certificate of insurance must be furnished to the fire chief before a permit is issued. The bond shall be in the amount of $1,000,000 and shall be conditioned upon the applicant's payment of all damages to persons and property resulting from or caused by such public display of fireworks, or by any negligence on the part of the applicant or its agents, servants, employees or subcontractors in the presentation of the display. The certificate of insurance shall evidence a comprehensive general liability, including automobile coverage, insurance policy providing limits of $1,000,000 combined single limit, per occurrence and annual aggregate, no deductible, and naming the city of Auburn as an additional insured.

D. Transportation and Storage.

1. All fireworks shall be transported within the city in accordance with 49 CFR Part 177 and 397.9(b) prior to reaching the display site.

2. As soon as the fireworks have been delivered to the display site, they shall be attended and shall remain dry.

3. All shells shall be inspected upon delivery to the display site by the display operator. Any shells having tears, leaks, broken fuses, or showing signs of having been wet shall be set aside and shall not be fired. After the display, any such shells shall be either returned to the supplier or destroyed according to the supplier's instructions.

4. All fireworks at the firing site must be stored in ready boxes (substantially constructed wood magazines). During the display, the magazines must be 25 feet upwind (relation to firing line) from the nearest mortar. Magazine lids must open in the opposite direction to the firing. All ready boxes are to be protected by a flame-proof water-repellent canvas cover until emptied.

5. The shell storage area shall be located at a minimum distance of not less than 25 feet from the discharge site.

6. During the display, shells shall be stored upwind from the discharge site. If the wind shifts during the display, the shell storage area shall be relocated to be upwind from the discharge site.

E. Preparation of Site and Crowd Control.

1. All dry grass, weeds and other combustible waste matter within 50 feet of the firing site shall be removed.

2. The site shall be located so that the trajectory of shells shall not come within 25 feet of any overhead object.

3. Discharged fireworks shall not come within 100 feet of any tent or canvas shelter.

4. The firing and storage site shall be located not less than 200 feet from any building.

5. The operator shall provide sufficient personnel to assure that no unauthorized persons are allowed within 200 feet of the firing and storage site. This requirement shall be in effect from one-half hour prior to the arrival of fireworks until all fireworks debris, equipment and fireworks have been removed from the site.

6. Spectators shall be restrained behind lines or barriers at least 200 feet from the firing and storage locations.

F. Installation of Mortars.

1. Mortars shall be inspected for dents, bent ends, and cracked or broken plugs prior to ground placement. Mortars found to be defective in any way shall not be used. Any scale on the inside surface of the mortars shall be removed.

2. Mortars shall be positioned so that the shells are carried away from spectators and buildings. When fired over water, mortars shall be installed at an angle of not less than 10 degrees, pointing toward the water.

3. Mortars shall be either buried securely into the ground to a depth of between two-thirds and three-fourths of their length or fastened securely in mortar boxes or drums. In soft ground, heavy timber or rock slabs shall be placed beneath the mortars to prevent their sinking or being driven into the ground during firing.

4. In damp ground, a weather-resistant bag shall be placed under the bottom of the mortar prior to placement in the ground to protect the mortar against moisture.

5. Weather-resistant bags shall be placed over the open end of the mortar in damp weather to keep moisture from accumulating on the inside surface of the mortar.

6. Sand bags, dirt boxes, or other suitable protection shall be placed around the mortars to protect the operator from ground bursts. This requirement shall not apply to the down-range side of the discharge site.

G. Operation of the Display.

1. The operator shall provide fire protection at the site as required by the fire chief or his designee.

2. Only permitted fireworks are authorized for use.

3. If, in the opinion of the fire chief or his authorized representative, lack of crowd control should pose a danger, the display shall be immediately discontinued until such time as the situation is corrected.

4. If at any time high winds or unusually wet weather prevail such that, in the opinion of the fire chief, his authorized representative or the display operator, a definite danger exists, the public display shall be postponed until weather conditions improve to permit safe discharge of fireworks.

5. Light snow or mist need not cause cancellation of the display; however, all materials used in the display shall be protected from the weather until immediately prior to use.

6. Display operators and assistants shall use only flashlights or approved electric lighting for artificial illumination.

7. No smoking or open flames shall be allowed within 50 feet of the firing or storage area as long as shells are present. Signs to this effect shall be conspicuously posted.

8. The first shell fired shall be carefully observed to determine that its trajectory will carry it into the intended firing range and that the shell functions over, and any debris falls into, the planned landing area.

9. The mortars shall be re-angled or reset if necessary at any time during the display.

10. When a shell fails to ignite in the mortar, the mortar shall not be touched for a minimum of five minutes. After five minutes it shall be carefully flooded with water. Immediately following the display, the mortar shall be emptied into a bucket of water. The supplier shall be contacted as soon as possible for proper disposal instructions.

11. Operators shall not attempt to repair a damaged shell nor shall they attempt to dismantle a dry shell. In all such cases, the supplier shall be contacted as soon as possible for proper disposal instructions.

12. Operators shall not dry a wet shell, lance, or pot for reuse.

13. The entire firing range shall be inspected immediately following the display to locate any defective shells. Any such shells found shall be immediately doused with water before handling. The shells shall be placed in a bucket of water. The supplier shall then be contacted as soon as possible for proper disposal instructions.

14. When fireworks are displayed in darkness the sponsor shall ensure that the firing range is inspected early the following morning.

15. Any fireworks remaining unfired after the display shall be immediately disposed of or removed from the city to the supplier from which they were purchased or to a location approved by the fire chief or his designee.

16. The debris from discharged fireworks shall be properly disposed of.

H. The denial by the fire chief of a permit for the public display of fireworks may be appealed to the appropriate Auburn city council committee. (Ord. 5679 § 1, 2002; Ord. 5385 § 6, 2000; Ord. 3976 § 8, 1984. Formerly 8.24.080.)

## 8.24.050 Violation – Penalty.

A. Any person violating any provision of this chapter is guilty of a misdemeanor, and upon conviction shall be punished by a fine in an amount not exceeding $1,000, or by imprisonment in jail for a term not exceeding 90 days, or by both. In the case of a conviction for a violation of this chapter, the city's fire marshal or designee may order the fireworks stand closed and may deny approval of a request by the person for a fireworks license for the next year.

B. A person is guilty of a separate offense for each separate and distinct violation of any provisions of this chapter, and a person is guilty of a separate offense for each day during which he/she commits or allows to continue any violation of the provisions of this chapter.

C. Any fireworks which are illegally sold, offered for sale, used, discharged, possessed or transported in violation of the provisions of this chapter or of Chapter 70.77 RCW shall be subject to seizure by any police officer or by the city's fire marshal or his designee. (Ord. 5679 § 1, 2002.)

## 8.24.060 Severability.

If any provision of this chapter or Chapter 70.77 RCW adopted by reference in this chapter and effective from and after five days from publication following adoption by the city council or its application to any person or circumstance is held invalid, the remainder of this chapter or its application of the provisions to other persons or circumstances shall not be affected. (Ord. 5679 § 1, 2002; Ord. 5385 § 4, 2000. Formerly 8.24.020.)

City of Mount Vernon

**Chapter 8.24**
**FIREWORKS**

Sections:

8.24.010 Definitions.
8.24.020 Use of certain fireworks unlawful.
8.24.030 Discharge of consumer fireworks.
8.24.035 Discharge of consumer fireworks prohibited near forests and parks.
8.24.040 Sale or purchase of consumer fireworks.
8.24.050 Permit for consumer fireworks.
8.24.060 Display of sign.
8.24.070 Permit required for public display.
8.24.080 Permit fees.

8.24.090 Issuance – Nontransferable – Voiding.
8.24.100 Applications for public display permit.
8.24.110 Fire marshal authorized to adopt regulations.
8.24.120 Special effects for entertainment media.
8.24.130 Nonprohibited acts – Signal purposes, forest protection.
8.24.140 Violations.
8.24.150 Effective date.
8.24.160 Severability.

**8.24.010 Definitions.**

Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter:

A. "Chaser" means a small paper or cardboard tube that travels along the ground upon ignition. A whistling effect or other noise is often produced. The explosive composition used to create the noise may not exceed 50 milligrams.

B. "Consumer fireworks" means any small firework device designed to produce visible effects by combustion and which must comply with the construction, chemical composition, and labeling regulations of the United States Consumer Products Safety Commission, as set forth in 16 C.F.R. Parts 1500 and 1507 and including some small devices designed to produce audible effects, such as whistling devices, ground devices containing 50 milligrams or less of explosive materials, and aerial devices containing 130 milligrams or less of explosive materials and classified as fireworks containing UN0336 by the United States Department of Transportation at 49 C.F.R. Section 172.101 as of the effective date of the ordinance codified in this section, and not including fused set pieces containing components which together exceed 50 milligrams of salute powder. Consumer fireworks include, but are not limited to, fireworks devices commonly known as the following: sparklers, morning glory, ground spinners, multi-aerials, helicopters, parachutes, cone and fountains, Roman candles, wheels, novelties, snakes, cakes and smoke devices.

C. "Firecracker" or "salute" means a small paper-wrapped or cardboard tube containing not more than 50 milligrams of pyrotechnic composition. Upon ignition, noise and a flash of light is produced. External dimensions shall not exceed one and one-half inches in length or one-quarter inch in diameter.

D. "Forest lands" means any unimproved lands which have enough trees, standing or down, or flammable material, to constitute a fire menace to life or property. Brush and grass areas may be considered forest lands when such areas are adjacent to or intermingled with areas supporting tree growth.
E. "Missile-type rocket" means a device similar to a sky rocket in size, composition and effect that uses fins rather than a stick for guidance and stability.
F. "Mortar-type firework" means a device including a shell or shells, typically round or cylindrical, that is launched by a lift charge and uses a mortar tube.
G. "Sky rocket" means a tube not exceeding one-half inch (12.5 millimeters) inside diameter that may contain up to 20 grams of pyrotechnic composition. Sky rockets contain a wooden stick for guidance and stability and rise into the air upon ignition. A burst of color or noise or both is produced at the height of flight. (Ord. 3204 § 1, 2004).

**8.24.020 Use of certain fireworks unlawful.**

Whether permitted by state law or not, the manufacture, storage, transportation (except in interstate commerce), sale at wholesale or retail, possession or discharge of firecrackers, salutes, chasers, sky rockets and missile-type rockets and mortar-type fireworks is prohibited in the city, except as allowed by this chapter. (Ord. 3204 § 1, 2004).

**8.24.030 Discharge of consumer fireworks.**

Notwithstanding any provision of state law, it shall be unlawful to use or discharge consumer fireworks at any time except for the following: on July 4th between the hours of 12:00 p.m. until 12:00 a.m. Nothing in this section shall be construed to permit the use or discharge of firecrackers, salutes, chasers, sky rockets, missile-type rockets, or mortar-type fireworks at any time except pursuant to a valid permit issued by the fire



chief for a public or private display of display fireworks. (Ord. 3276 § 1, 2005).

**8.24.035 Discharge of consumer fireworks prohibited near forests and parks.**

Notwithstanding any provision of state law, it shall be unlawful to use or discharge consumer fireworks within 300 feet from any forest lands or parks within the city. (Ord. 3204 § 1, 2004).

**8.24.040 Sale or purchase of consumer fireworks.**

Notwithstanding any provision of state law, it shall be unlawful to sell or purchase consumer fireworks at any time except for the following: From 12:00 noon to 11:00 p.m. on the 28th of June, from 9:00 a.m. to 11:00 p.m. on each day from the 29th of June through the 4th of July, and from 12:00 noon to 11:00 p.m. on each day from the 27th of December through the 31st of December of each year. (Ord. 3204 § 1, 2004).

**8.24.050 Permit for consumer fireworks.**

Pursuant to RCW 70.77.260, any person desiring to manufacture, import, possess, or sell any fireworks at wholesale or retail for any use shall apply in writing to a local fire official for a permit. All applications must be submitted by May 1st for sales commencing on June 28th. (Ord. 3204 § 1, 2004).

**8.24.060 Display of sign.**

Any person or organization that sells consumer fireworks within the city limits shall prominently display a sign or signs designed and produced by the fire marshal to inform the public of the times and dates for which the use or discharge of consumer fireworks is permitted. (Ord. 3204 § 1, 2004).

**8.24.070 Permit required for public display.**

It is unlawful for any person to hold, conduct or engage in a public display of fireworks within the city without first having obtained and being the holder of a valid permit issued pursuant to the provisions of this chapter. (Ord. 3204 § 1, 2004).

**8.24.080 Permit fees.**

Every person, firm or corporation shall, prior to obtaining any public display permit as provided in this chapter, pay a permit fee of $100.00 payable in advance. In addition, in the event that the location specified in the permit has unusual parameters, limitation or risks requiring inspection over and above that anticipated in the establishment of this fee, a charge for inspection shall be paid by the applicant equal to the actual cost of providing the inspection. (Ord. 3204 § 1, 2004).

**8.24.090 Issuance – Nontransferable – Voiding.**

Each public display issued pursuant to this chapter shall be valid for the specific authorized public display event only, shall be used only by the designated permittee and shall be nontransferable. Any transfer or unauthorized use of a permit is a violation of this chapter and shall void the permit granted in addition to all other sanctions provided

in this code. (Ord. 3204 § 1, 2004).

**8.24.100 Applications for public display permit.**

Applications for a permit to hold, conduct or operate a public display of fireworks shall be made to the Mount Vernon fire marshal at least 21 days prior to the scheduled event. Applicants shall meet all qualifications and requirements of state law regarding public display of fireworks and all fire and safety requirements set forth in any regulations authorized by the fire marshal pursuant to MVMC 8.24.070. (Ord. 3204 § 1, 2004).

**8.24.110 Fire marshal authorized to adopt regulations.**

The fire marshal appointed pursuant to MVMC 15.08.040 is authorized to adopt reasonable rules and regulations to implement the provisions set forth in this chapter, giving due regard to the prevention of fire, property damage and injury; provided, however, that any rule or regulation that is more restrictive than state law as to the types of fireworks that may be sold shall have an effective date no sooner than one year after adoption. A copy of such rules and regulations shall be maintained for copying and inspection in the office of the finance director. (Ord. 3204 § 1, 2004).

**8.24.120 Special effects for entertainment media.**

This chapter does not prohibit the assembling, compounding, use and display of special effects of whatever nature by any person engaged in the production of motion pictures, radio, or television production, theatricals or operas when such use and display is a necessary part of the production and such person possesses a valid permit issued by the city of Mount Vernon to purchase, possess, transport or use such fireworks. (Ord. 3204 § 1, 2004).



**8.24.130 Nonprohibited acts – Signal purposes, forest protection.**

This chapter does not prohibit the use of flares or fuses in connection with the operation of motor vehicles, railroads, or other transportation agencies for signal purposes or illumination or for the use in forest protection activities. (Ord. 3204 § 1, 2004).

**8.24.140 Violations.**

Any person violating or failing to comply with the provisions of this chapter which does not also constitute a violation of state law shall be guilty of a civil infraction and, upon conviction thereof,

shall be punished by a fine of $50.00 for the first offense, $100.00 for the second offense, $150.00 for the third offense and $200.00 for each additional offense within a three-year period. Any violation of this chapter which also constitutes a violation of state law shall be punishable under state law penalties. In addition, any fireworks that are involved in the violation may be confiscated. (Ord. 3204 § 1, 2004).

**8.24.150 Effective date.**

Pursuant to RCW 77.77.250, the ordinance codified in this chapter shall be in effect on June 28, 2005. (Ord. 3204 § 1, 2004).

**8.24.160 Severability.**

If any chapter or its application to any person or circumstance is held invalid, the remainder of the chapter or the application of the provision to other persons or circumstances is not affected. (Ord. 3204 § 1, 2004).

CITY COUNCIL AGENDA
REGULAR MEETING

JUL 2 2 2009

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

**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

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MEMO TO: City Council
FROM: Eron Berg
RE: Personnel Policies
DATE: July 22, 2009

ISSUE: Should the Council approve the attached resolution adopting a personnel policy regarding safety?

BACKGROUND: The City safety committee has been working on this policy for some time and is ready for the City Council to review it. Their objective is to have a clear policy to reduce situations that could result in injuries or accidents.

RECOMMENDATION: First reading – for discussion only at this time.

# City of Sedro-Woolley

# Accident Prevention Policies

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# Section I

# Introduction

## *1.01 Purpose*

a) The accident prevention regulations herein set forth are for the purpose of preventing injury to persons and property.

b) Accident prevention is of paramount importance to employee health and safety and the continued high level of service provided to City residences and business.

c) We believe that each employee has the right to obtain personal satisfaction from his/her job. Because the prevention of occupational illness or injury is crucial to this belief, it will be given top priority at all times.

d) It is the City of Sedro-Woolley's intention to initiate and maintain complete accident prevention and safety training programs. Each individual employed by the City plays an important role in those programs. By accepting mutual responsibility to operate safely and healthfully, we will each contribute to the wellbeing of our co-workers.

## *1.02 Scope and Applicability*

a) These accident prevention regulations shall be effective as of the date of issuance and every employee of the City shall comply with them under every circumstance where they are applicable.

b) Employees acting in a supervisory capacity shall require all employees working under their jurisdiction to comply with all applicable safety instructions and safe practices.

c) If a difference of opinion arises in the application or interpretation of these regulations, the decision of the employee in charge of the job shall be followed.

d) Departments and divisions may promulgate additional safety regulations to be followed by those persons working or operating under the jurisdiction of those departments. Employees assigned to work at work sites outside their home department will follow the safety procedures of the site at which they are working. The jurisdictional department/division will instruct the employee in the safety procedures specific to their areas of responsibility.

## *1.03 Enforcement*

a) Disciplinary action covering violations of these safety regulations can be carried out in accordance with personnel policies and state and federal laws.

b) Whenever there is a difference of opinion between the employee and the supervisor/foreman as to whether or not a particular assignment is safe, the judgment of the department head/supervisor/foreman will prevail. The employee may file a grievance regarding the situation in accordance with City grievance procedures.

c) Oral notice will be given to an employee for violating safety or health standards (WISHA and OSHA). The violator will acknowledge the notice in writing and a copy will be retained in his/her personnel file. No specific details will be recorded on the first notice other than the reason for the violation.

d) After review by the Safety Officer and/or Safety Committee, any employee found to be negligent by not using provided safety equipment might be appropriately disciplined. After oral notice, as provided above, a written notice will be issued stating the violation. City personnel policies and procedures will be followed as outlined in said book.

e) No City employee is exempt from these enforcement standards. A department manager may be found in violation of a safety or health standard (WISHA and OSHA) as well as any other employee. Possible violations could include neglecting to ensure that employees are properly protected from accident or injury, or neglecting to maintain a safe work area.

## *1.04 Management Responsibility*

a) Each division manager shall make certain a copy of the current safety regulations are kept in a conspicuous place and available to all employees.

b) Each manager shall conduct monthly meetings to discuss accidents and near-miss reports. Any changes to the safety regulations will be announced at this meeting. Meeting minutes will be recorded.

c) Management will schedule any training required by these regulations and keep records of training.

d) Management, in participation with the Safety Officer and/or Safety Committee, shall conduct a review of the training records and crew safety minutes.

e) Actively participate in and support safety and health programs.

f) At least one manager (as designated by Safety Officer and/or Safety Committee and rotated every other year) will participate in project safety and health meetings, accident investigations and job site inspections.

g) Each manager will establish realistic goals for accident reduction in his/her area of responsibility and establish the necessary implementing instructions for meeting those goals. Goals and instructions shall be within the framework established by this document.

h) Each manager will make sure that a safety bulletin board is in place with, at a minimum, all Department of Labor & Industries required notices.

i) It is the manager's responsibility to have the appropriate items stocked in first aid kits in accordance with WAC 296-24-06160 Appendix 2 for each workplace.

j) At least one out of three City employees on job shall be trained and qualified in first aid/CPR. Emergency first aid should be applied with judgement to prevent further injury to the injured.

k) All City employees with occupational exposure shall receive Bloodborne Pathogen training (per the City Bloodborne Pathogen Plan).

### *1.05 Supervisor/Foreman Responsibility*

a) Each supervisor or foreman shall make certain that all employees under his or her jurisdiction are familiar with these regulations and their application and that each employee has received an initial orientation before beginning work. That orientation must be documented.

b) Ensure each employee supervised is competent and receives training on safe operation of specific equipment or tasks before starting work on that equipment or job.

c) Ensure each employee has been issued and trained in the care and use of personal protection equipment (PPE) before starting work requiring PPE. The proper care and use of all needed PPE will be the employee's responsibility.

d) Ensure that a complete daily walk-through safety check of work area is conducted and that any hazards are corrected. Identify and eliminate job hazards efficiently through job safety analysis procedures.

e) Periodically observe work performance of employees for compliance with safety rules referenced and contained in this program and any department-specific safety guidelines. Provide training and take corrective action as

necessary. Document observance of all work-related safety rules in employees' annual performance evaluation.

f) Set good examples by following established safety rules and attending mandatory training.

g) Provide management with information suggesting work practice changes or equipment that would improve employee safety.

h) Inform and train all employees on the hazardous chemicals they may encounter under normal working conditions or during an emergency situation.

i) All injuries, serious or minor, as well as near misses shall be reported on the *Employee's Incident/Near Miss Report* form (Appendix A.01).

j) Conduct crew/leader meetings, possibly the first five minutes of each work shift, to discuss safety matters and work plans for the day. Discuss any accidents or near misses of previous day. Make written notes of any significant issues and forward with reports.

k) Participate in investigations and inspections on safety and health related matters.

### *1.06 Employee Responsibility*

a) Each employee of the City shall be required to know and understand each of the safety regulations that apply to the work he or she is performing for the City.

b) Report any unsafe or unhealthy actions or conditions to your supervisor or Safety Officer and/or Safety Committee representative as soon as possible.

c) Report all injuries promptly to your supervisor, no matter how minor.

d) Report all near-miss accidents immediately to your supervisor. All near misses shall be reported on the *Employee's Incident/Near Miss Report* form (Appendix A.01).

e) Always use personal protective equipment (PPE) in good condition where it is required.

f) Never remove or defeat any safety device or safeguard provided for protection of employees.

g) Encourage co-workers, by your behavior and words, to use safe work practices.

h) Make suggestions to your safety representative, supervisor, or management about changes to equipment or work practices that you think will improve employee safety and health.

### *1.07 Interpretation of the Regulations*

a) These regulations shall be strictly interpreted. However, when lawful and applicable WISHA and OSHA regulations are contrary to these regulations, such governmental regulations will control.

### *1.08 Revisions*

a) These regulations shall be strictly interpreted. However, when lawful and applicable WISHA and OSHA regulations are contrary to these regulations, such governmental regulations will control.

### *1.09 Governmental Safety Standards*

a) In addition to its own safety instructions and practices, the City and its employees in the performance of their work are subject to regulations of various other governmental agencies. Supervisors shall make certain that all applicable provisions of governmental regulations are followed.

### *1.10 Safety Bulletin Board*

a) Purpose: Increase employees' safety awareness and convey City's safety message. Designated safety only.

b) <u>The following items are required to be posted</u>:

- WISHA poster F416-081-00 (required)
- Industrial Insurance poster (required)
- NOTICE (to report all injuries) (recommended)
- Violation Citation and Notice (as appropriate)
- Emergency Telephone Numbers Posted (as appropriate)
- OSHA 200 Summary (required during February of each year)

c) Suggested Items:

- Safety posters
- Safety Officer and/or Safety Committee minutes
- Pertinent safety items
- Have a required reading board for minutes with an initial sheet for each employee in the department

### *1.11 Supervisor/Foreman Meetings*

a) Purpose: To assist in the detection and elimination of unsafe conditions and work procedures.

b) Monthly meetings: Meetings should be held in accordance with the various circumstances involved or when necessary. No set pattern will suit all cases.

- Safety meetings shall be held at least once a month.
- The attendance and subjects discussed shall be documented and maintained on file for one year.
- Copies of the minutes should be made available to the employees by posting or other means.

c) Scope of activities: Certain employees may be designated by their supervisors to assist

- Conduct in-house safety inspections with their supervisor concerned.
- Accident investigation to uncover trends.
- Review accident reports to determine means of elimination.
- Accept and evaluate employee suggestions.
- Review job procedures and recommended improvements.
- Monitor the safety program's effectiveness.
- Promote and publicize safety.

d) Documentation: *Crew Leader Safety Meetings* form is available to assist in documentation activities of crew/leader meetings (see your department secretary).

# Section II

# Accidents and Injuries

## *2.01 Employee Responsibility*

a) Regardless of severity, every City employee must report immediately to his or her supervisor all injuries, accidents and near misses incurred in the performance of duties. This policy will correct current deficiencies and prevent accidents in the future. Prompt reporting of injuries is a requirement of state and federal law. Failure to report an injury promptly could make the injured person ineligible for industrial compensation. All injuries, serious or minor, as well as near misses shall be reported on the *Employee's Accident/Incident Report* form (Appendix A.01).

b) Report all equipment damage to your supervisor/foreman immediately.

c) Use your safety equipment as directed – DON'T TAKE CHANCES.

d) Ask questions when in doubt about any phase of your operation – FOLLOW INSTRUCTIONS.

e) Report all unsafe situations or conditions that are potentially hazardous.

f) ONLY operate equipment you are qualified to operate. When in doubt, ask questions.

g) Talk to management/supervisors/foremen at any time about problems that affect your safety or work conditions.

h) The most important part of this program is the individual employee – YOU! Without your cooperation, the most stringent program can be ineffective. Protect yourself and your fellow workers by following the rules. REMEMBER: work safely so you can go home to your family and friends – they need you.

## *2.02 Personal Injury and Emergency*

a) Minor injury steps:

- Administer first aid, transport if necessary.
- Notify supervisor immediately.

b) Emergency and serious injury steps:

- Unless your job description specifically states otherwise (i.e., paramedic), providing first aid and/or CPR is ***not*** a job requirement. An employee certified in first aid/CPR may choose to render such assistance under the provisions of the "Good Samaritan" Act.

- Notify supervisor/manager immediately.

- The supervisor/manager will decide whether to:
  - Transport the victim to the nearest hospital emergency room
  - Call 911 (If using a **Nextel** phone, use **speed dial #91** or **direct dial 336-3131**)
  - Appoint accident investigation team
  - If 911 is called, give the exact location and explain the situation to the best of your ability
  - If possible, designate a person to meet and direct emergency personnel

### *2.03 Release for Work After Injury*

In all cases of industrial injury requiring the services of a physician, it is the responsibility of the employee to obtain from the physician a release authorizing return to work and any limitations placed on the employee's physical abilities. Upon request from the employee, the Clerk/Treasurer/Human Resources employee will send a letter, job description and release form to the physician of injured employee. The release shall indicate the date upon which the employee may return to work. No employee shall be allowed to return to work without a properly signed release from his or her physician.

### *2.04 Return to Work Program*

The City has established a Return to Work Program. Provisions of the program are detailed in the City of Sedro-Woolley Personnel Policies and Procedures manual.

### *2.05 Vehicle Accidents*

a) All motor vehicle accidents involving City-owned or other vehicles used in City business shall be reported immediately to the police department. Do not move vehicles or otherwise alter the scene of the accident, unless instructed by the police.

b) Prior to the arrival of police, attempt to reconstruct the accident. Write down pertinent information that has a bearing on the accident, however minor. Written information should include time, place, speeds, names of witnesses, etc. Take photographs if possible.

c) Do not make statements pertaining to responsibility to anyone except your supervisors. Report the accident to your supervisor promptly.

d) In all vehicle-to-vehicle accidents, regardless of the estimated value of damages or whether there are injuries as a result of the accident, a *Washington State Patrol Report* form (call extension 204-22 to obtain the form) must be submitted to the equipment rental/maintenance manager by the next business day.

e) After all report are completed and safety measures are met the Supervision will take the employee to get a drug test.

f) Following the driving accident the supervision will speak with employee, the employee is to give his or her account of the incident. The supervision will when speak with the public works director and a course of action will be discussed and employee informed. Since each incident is unique a set response is hard to set in stone.

### *2.06 Disaster Emergency*

a) No building, equipment, or material of any kind is worth a human life.

b) Any municipal building disaster: Follow the Building Evacuation Plan for each individual building.

- Site specific plans will conform to WAC 296-24-567 and WAC 296-24-56701 which include the location of evacuation exits, fire extinguishers, emergency lighting, first aid and BBP kits, medical $0_2$ bottles, emergency eye wash stations and showers shall be clearly marked.

c) Steps for a general disaster:

- Remove injured people, if any, from danger area. Warn people in area of danger, control crowds. Assist any physically or visually impaired from area.
- Assign a person to call the Fire Department – 911. (If using the **Nextel** phone, use **speed dial #91**.) Report exact locations of disaster (fire, etc.) and answer all questions calmly.
- Confine the dangers, if possible.
- Designate a person to go to the street entrance and direct emergency personnel.
- In the case of fire, be sure to use extinguishers suitable for the specific type of fire.
-

## *2.07 Accident Investigation*

a) Whenever there is an accident that results in serious injuries, a preliminary investigation will be conducted by the immediate supervisor of the injured person(s), a person designated by management, an employee representative of the Safety Officer and/or Safety Committee and any other persons whose expertise would aid the investigation.

b) The investigation team will take written statements from witnesses, photograph the accident scene and equipment involved, and note the conditions of equipment and the work area that may have had a bearing on the accident as soon as possible after the accident. The team will make a written report of its findings including a sequence of events leading up to the accident, conclusions about the accident and any recommendations to prevent a similar accident from occurring. The Safety Officer and/or Safety Committee will review the report at its next regularly scheduled meeting.

c) In the event of a fatality, probable fatality, or when an employee is admitted to the hospital as a result of an accident, the City will contact the Department of Labor and Industries within eight (8) hours after becoming aware of the accident. During weekends and evenings, the toll-free notification number is 1-800-321-6742. The notification must be a verbal conversation with a representative of the department. Fax and answering machine notifications are not acceptable. The notification must report the city name, location and time of the accident, number of employees involved, the extent of injuries or illness, a brief description of what happened and the name and phone number of a contact person.

d) When an employee injury is not serious enough to warrant a team investigation, as described above, the supervisor/foreman will prepare a *Supervisor's Incident/Near Miss Report* (Appendix A.02). The supervisor/foreman will forward this report and the *Employee's Incident/Near Miss Report* (Appendix A.01) to the Human Resources Director.

e) Whenever there is a near-miss incident (one that did not, but could have resulted in serious injury to an employee), the incident will be investigated by the supervisor or a team depending on the seriousness of the injury that could have occurred. The *Supervisor's Incident/Near Miss Report* form (Appendix A.02) will be used to report the near miss. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The Human Resources Department will forward the report to the Safety Officer and/or Safety Committee to record.

## *2.08 First Aid – Bloodborne Pathogen*

a) All work places shall have the type and size first aid kit and blood borne pathogen kit required by the General Safety and Health Standards of the State of Washington. Reference – City Emergency Response Plan, Bloodborne Pathogen Plan and Safety Plan.

b) All City vehicles or motorized riding equipment shall be required to carry not less than one (1) ten-unit first aid kit and blood borne pathogen kit. The kits shall be kept in such a manner as to make it readily available in case of emergency.

c) A minimum of one for every three permanent City employees per job site will be certified in first aid and will also receive Bloodborne Pathogen training. All part-time employees with occupational exposure shall receive Bloodborne Pathogen training within 10 days of employment.

# Section III

# General Safety

## *3.01 Personal Conduct*

a) All employees shall conduct themselves in a manner that assures maximum safety to all persons affected by their actions.

b) At no time shall employees engage in practical jokes, scuffling, horseplay, or misuse of City equipment.

c) The use of alcohol or drugs (except as prescribed by a qualified physician) during working hours is prohibited. Violation of this policy is sufficient cause for termination of employment.

d) Any source of ignition, including smoking, is prohibited in any area where a match, flame, spark or careless disposal of lighted material constitutes a fire hazard.

e) Personal work clothing shall be suitable for the individual job and be of the type offering maximum protection from accidental injury. Use good judgment about loose clothing, jewelry, or hanging objects worn while working around moving equipment. No shorts or sleeveless shirts will be worn. Long sleeve shirts will be worn when suitable to protect employee.

f) Hard hats will be worn in construction sites, in electrical substations, in any work area where there is a potential hazard from falling objects, and by all certified traffic flaggers.

g) Proper eye protection will be worn when you are exposed to flying objects, dust, harmful rays, chemicals, flying particles, etc.

h) Proper footwear will be worn as necessary for the particular job, in accordance with WISHA and OSHA.

i) Gloves, aprons and/or other protective clothing will be used when handling chemicals, hot or cold materials or rough materials.

## *3.02 Job Hazards*

a) Every employee shall be alert for possible hazards that could result in an accident, and act promptly to eliminate the hazard. If the hazard cannot be corrected immediately, report the problem to the immediate supervisor.

b) Report all accidents, injury or non-injury, to your immediate supervisor. When you have been involved in an accident, a lesson has been learned. This lesson is of valuable use to others to prevent their suffering a similar accident. The investigation shall focus on finding the cause, so that future preventative measures can be explored.

c) Supervisors/foremen shall promptly investigate all reported hazards and accidents. Hazards that could cause or contribute to accidents shall be immediately corrected. After correction, a follow-up inspection and report shall be scheduled to assure that corrections remain effective.

d) A copy of each reported hazard or accident shall be sent to the Human Resources Director for coordination with other departments and review.

e) Each division within the City shall have hazard control plans in place that coincide with specific jobs. All employees shall be trained in their individual work area hazards and be aware of said plan/policies (i.e., the Control of Hazardous Energy (Lock-out/Tag-out) Policy at the Sedro-Woolley Water Treatment Plant).

### *3.03 Housekeeping*

a) Loose materials or waste shall not be allowed to accumulate in the work area. This is particularly important in aisles and in the vicinity of ladders, ramps, stairs, machinery and equipment.

b) All aisles shall be clearly defined and kept free of any hazardous obstructions.

c) Aisles in storage areas shall be kept clear for easy access to fire-fighting equipment and to enable firefighters to reach a fire. Areas shall be kept clear around sprinkler control valves, fuse boxes and electrical panels. These areas shall be clearly identified, as governed by WAC 296-24-73505 and UFC codes.

d) Oil, grease, gasoline and other slippery substances spilled on floors and walkways shall be cleaned up immediately. Approved non-combustible absorbents shall be used to dry up spills before cleaning. Flammable liquids shall not be used.

e) Tools shall not be allowed to accumulate unnecessarily in the work area or left on overhead platforms where they could be kicked off on persons or materials.

f) All materials shall be neatly stacked and easily reached by adequate aisles. Cross ties, separators or dunnage shall be used to guard against falling.

g) Materials shall not be stacked within 24 inches of ceiling fire sprinkler heads and also shall not be stacked in such a manner as to project into aisles, to cause tripping hazards.

h) Combustible waste and flammable materials subject to spontaneous combustion shall be deposited only in non-combustible, metal containers with self-closing lids.

### *3.04 Personal Protective Equipment*

a) Prescribed protective equipment shall be used at all times in work areas as designated by safety procedures. Long sleeve shirts will be worn when employer feel protection is needed.

b) Approved hard hats shall be worn when the employee is exposed to a potential hazard from falling objects, when working in a construction area or an electrical substation.

c) Approved hard hats will be required in work areas where possible hazards from falling objects are not present, but protection from bumping type injuries is required.

d) WAC 296-24-088 and City policy require employees to wear steel-toe safety shoes where there may be a risk of foot injury and/or in any area that requires hardhats.

e) Goggles, face shields and other suitable protection devices shall be worn when employees are exposed to possible flying particles or possible splashing from chemicals.

f) Approved respiratory masks should be used when employees are exposed to concentrations of dust, fumes, vapors, gases or airborne pathogens.

g) Approved hearing protectors must be worn when working in areas having high noise levels.

h) Safety devices and guarding provided to protect the employee from injury shall be used at all times and shall not be removed or blocked by operating personnel.

i) Protective equipment shall be kept clean and free from damage. Frequent inspections shall be performed to assure protective equipment offers maximum protection. Damaged or defective protective equipment or clothing shall not be used and shall be replaced or repaired prior to use.

### *3.05 Handling of Materials*

WAC 296-62-05105 "What is a caution zone job"? A caution zone job is where an employee's typical work activities include any of the specific physical risk factors listed below. Typical work activities are those that are a regular and foreseeable part of the job and occur on more than one day per week, and more frequently than one week per year. Heavy, frequent or awkward lifting follows these guidelines:

a) Lifting objects weighing more than 75 pounds once per day or more than 55 pounds more than 10 times per day.

b) Lifting objects weighing more than 10 pounds if done more than twice per minute more than 2 hours total per day.

c) Lifting objects weighing more than 25 pounds above the shoulders, below the knees or at arms length more than 25 times per day.

d) Where possible, mechanical equipment should be used to lift heavier materials.

e) All employees are responsible to know and practice proper lifting techniques.

f) Safety is the first priority in determining the methods and procedures used to handle and/or transport materials.

### *3.06 Motor Vehicles*

a) Operators of City-owned vehicles shall be responsible for checking all vehicles on a monthly basis. Any safety defects found shall be reported and the vehicle will not be operated until the safety defect has been corrected.

b) Only fully qualified and properly licensed operators shall be permitted to drive or operate City vehicles.

c) All drivers of City vehicles shall comply with all state, county and local rules/regulations governing the safe and legal operations of vehicles.

d) Seat belts shall be worn and secured at all times when the vehicle is moving.

e) The driver shall be responsible for assuring that all passengers are seated and properly secure before moving the vehicle. Under no circumstances shall passengers ride on fenders, running boards, the tops of vehicles or any place not designed for a passenger.

f) Trucks, when used for transportation of employees shall be provided with facilities which will afford safe seating and the truck shall be protected on sides and ends to prevent falls from the vehicle.

g) Trucks transporting materials shall follow these guidelines:

- Maximum vehicle width: 102 inches
- Maximum vehicle height: 14 feet
- Single unit maximum length: 45 feet
- Truck-trailer combination maximum length: 70 feet
- Truck tractor-semi-trailer combination maximum length: 65 feet when operated on highways not on the National Network
- Semi-trailer maximum length: at least 48 feet on the National Network (Grandfather lengths greater than 48 feet may apply on the National Network)
- The maximum load per tire measure by pounds per inch of tire width shall be:
  - Steering axle: 600 lb/in
  - All other axles: 500 lb/in
- Except for the steering axles or wide base single tires described below, all axles weighing more than 10,000 pounds shall have at least four tires per axle.
- In lieu of four tires per axle, an axle may be equipped with wide base tires, limited to 500 pounds per inch of tire width.
- Every state reserves the right to permit or otherwise establish limits in excess of those described above for use vehicle configurations designed to address specific safety or economic concerns.
- Each state shall determine effective dates based upon local economic, safety and technological considerations. Amortization of investment and phasing out of single tires to minimize economic and operating disruption of individual companies and effected industries shall be considered factors.

- Axle and Gross Weights: The maximum single axle weight shall be 20,000 pounds. The maximum tandem axle weight shall be 34,000 pounds. The maximum gross weight of a vehicle or combination of vehicles computed in accordance with Axle Group Weights (below), shall be 80,000 pounds.

- Axle Group Weights: The total gross weight in pounds imposed on the highway by any group of two or more consecutive axles on a vehicle or combination of vehicles, shall not exceed the values computed by federal bridge formula "B" as follows:

  $W = 500 ((LN/N-L)+12N+36)$

  Where:

  W = Maximum weight in pounds carried on any group of two or more axles computed to the nearest 500 pounds.

  L = Distance in feet between the extremities of any group of two or more consecutive axles.

  N = Number of axles in the group under consideration.

  Exceptions to the axle group weights specified above which are federally mandated should be provided for by individual state code. (For additional information on DOT guidelines for material hauling, contact the Street Department at extension 204-26.)

h) All materials shall be tightly secured to prevent movement in transport. All cargo that extends beyond the end of the bed shall be clearly marked with a red cloth not less than 16 inches square. At night, red lights shall be used.

i) All drivers of City vehicles shall strictly observe speed limits on public roads and highways.

j) Speeds in parking lots, maintenance yards or in close proximity to persons or equipment shall be reduced as conditions warrant and are not to exceed 15 m.p.h. Lower speed limits may be imposed in selected areas.

### *3.07 Fire Prevention*

a) While the Fire Department has the primary responsibility for fighting fires, each employee has the responsibility of being alert for possible fire hazards. In the time period between reporting and arrival of fire equipment, the employee may be required to participate in initial fire fighting activities.

b) As many employees as possible shall be trained in the proper use of fire extinguishers.

c) All fire-fighting apparatus shall be kept in a ready condition and be accessible at all times.

d) Types of Fires:

- CLASS "A" FIRES - WOOD, TEXTILES, PAPER, RUBBISH: The quenching and cooling of water is of the greatest importance. Fire extinguishers employing the following substances may be used: water through hose lines using either stream or fog nozzles, soda-acid (chemical) pressurized water, knapsack A-B-C multi-purpose dry chemical pump extinguishers, hand and buggy type water extinguishers. Foam extinguishers may be used, but are not the most effective since foam does not have the cooling effect required.

- CLASS "B" FIRES - FLAMMABLE LIQUIDS, GASOLINE, OILS, ETC.: Smothering or blanketing effect of the extinguishing agent is of the greatest importance, especially fires in pools, tanks, etc. Fire extinguishers employing the following substances may be used: foam carbon dioxide (C02) and dry powder.

- CLASS "C" FIRES – ELECTRICAL EQUIPMENT: Fire extinguishers employing the following substances may be used on electrical equipment fires: dry powder rated for class B-C or multi-purpose dry chemical pump extinguishers rated A-B-C.

e) When removing supplies of paints, solvents or other flammables from storage, only the minimum supply to do the job shall be taken. Any unused portions should be returned to storage area. All containers shall be properly labeled as to contents and hazards pertaining to contents.

f) Combustible products of rubbish waste or other residues shall not be allowed to accumulate. Oil soaked rags and similar materials subject to spontaneous combustion shall only be stored in non-combustible containers with self-closing lids.

g) Flammable liquids shall not be stored in aisles or walkways and shall be so located that there will be no interference with evacuation of the area in case of fire.

h) Cigarette butts, matches or other similar materials shall not be discarded without fully extinguishing the substance.

i) Ashtrays, cigarette butts or matches shall only be disposed of in approved non-combustible containers.

j) Striking of matches or other sources of ignition shall not be permitted within "NO SMOKING" areas.

k) All gasoline or flammable solvents or liquids shall not be stored inside building in other than approved flammable storage containers.

### *3.08 Safety Inspection Procedures*

a) The City is committed to aggressively identifying hazardous conditions and practices that could result in injury or illness to employees and will take immediate action to eliminate those hazardous conditions. In addition to investigating accidents for their causes and reviewing injury/accident records, management and the Safety Officer and/or Safety Committee shall have implemented several methods for identifying hazardous conditions before they result in injury to employees/workers.

b) Annual Site Survey: Once a year an inspection team made up of members of the Safety Officer and/or Safety Committee will conduct a thorough walk through inspection of each work site. They will list any safety hazards or potential hazards at the walk through. Results of these inspections will be used to control obvious hazards, target certain work areas for more intensive investigation, assist in revising checklists used during regular monthly safety inspections and as part of annual review of the effectiveness of our accident prevention program.

c) Periodic Change Survey: Any time a new piece of equipment is received, a change is made in work procedures or changes are made to building structures that may have safety ramifications, Safety Officer and/or Safety Committee representatives shall examine the changed conditions. They will make recommendations to eliminate or control hazards that may be created as a result of the change. Equipment Rental will coordinate with the Safety Officer and/or Safety Committee.

d) Monthly Safety Inspection: Each month before the regularly scheduled Safety Officer and/or Safety Committee meeting, each member will inspect their area for hazards using the standard *Safety Inspection Checklist* (Appendix A.07) and talk to co-workers regarding their safety concerns. The committee member will report any hazards or concerns expressed to the whole committee for consideration. Results of area inspections and any actions taken shall be posted in affected areas. Committee members may, periodically, agree to inspect each other's areas to provide a different perspective. The standard *Safety Inspection Checklist* (Appendix A.07) will be updated as needed.

e) Job Hazard Analysis: Work areas or tasks may be identified as potentially hazardous as the result of a review of injury records, a note on the annual site

survey or a reasonable concern expressed by a City employee. In that case, a hazard analysis will be scheduled as soon as possible. A group from the Safety Officer and/or Safety Committee will conduct the study using the *Job Hazard Analysis* (Appendix A.08) form and instructions. The job will be modified as needed to control or eliminate the hazard and employees will be trained in revised operation. The Safety Officer and/or Safety Committee will update the *Job Hazard Analysis* form (Appendix A.08) as needed.

# Section IV

# Work Area Safety

## *4.01 Work Area*

a) Employees shall not be required to work in areas or situations where they may be adversely affected by working under these types of conditions (i.e., extreme heights, underground, closed areas, etc.) without proper protective devices.

b) Always store materials in a safe manner. Tie down or support piles if necessary to prevent shifting, falling or rolling.

c) Shavings, dust, scraps, oil or grease should not be allowed to accumulate.

d) Any refuse must be removed as soon as possible. It is a safety and fire hazard.

e) Remove any loose materials from stairs, ramps, walkways, platforms, etc.

f) Do not block traffic lanes, aisles, fire exits, stairs, etc.

g) Avoid shortcuts – use stairs, walkways, ramps, ladders, etc.

h) Erect proper barriers around floor openings (WAC 296-24-750) and excavations (WAC 296-155-655).

## *4.02 Office and Clerical Safety*

a) Personnel should not run on walkways or stairways. All personnel shall enter and leave buildings in an orderly manner.

b) All personnel shall observe safe lifting and carrying procedures (refer to Section 3.05) when moving boxes, office machines or other heavy materials. Large boxes or materials shall be moved with mechanical equipment or repacked in smaller parcels. Bulky materials shall not be carried when the view ahead is obstructed or when the materials interfere with stairway handrails.

c) Water, oil or other slippery substances shall be removed at once to eliminate slipping hazards. Extension cords, wastebaskets and other materials shall be kept out of walkways or aisles to prevent tripping hazards. Standing on chairs, boxes or makeshift supports to reach overhead objects is prohibited. Doors

shall always be opened with caution to avoid striking someone on the other side. Keep to the right when walking to avoid collisions. Handrails should be used at all times when ascending or descending stairways.

d) Desk and filing drawers shall be kept closed at all times when not in use. Caution should be observed in opening top file drawers to avoid tipping the cabinet. Only one drawer shall be opened at any one time. When possible, drawers of file cabinets should not open towards a workspace (i.e., desk, chairs, etc.).

e) Spindles and other sharp or pointed objects on desks to fasten papers are prohibited. Special care must be observed in disposing of broken glass or other sharp objects.

### *4.03 Elevated Positions*

a) Employees shall use approved safety belts, lifelines or other devices that are adequate for maximum protection while working at heights. No person, material or equipment shall be lifted from the ground by supports inadequate for the job. The supports or lines shall be approved supports, sufficiently strong and properly secured in place.

b) All ladders used shall be of good quality, securely placed, held or tied to prevent slipping or falling as per WAC 296-24-780. Ladders shall not be placed in front of doorways unless the door is open, locked or guarded. Employees shall face the ladder when ascending or descending. Materials that interfere with the free use of both hands shall not be carried up or down the ladder.

c) Wooden or non-conducting ladders shall be used by electrical workers and others working near electrical equipment. Straight and/or extension ladders shall have safety feet.

d) Scaffolding shall be built as per WAC 296-24-860.

e) Additional policies that are specific to the department or the project may be established and are applicable.

### *4.04 Underground Installations*

a) Underground installations include tanks, pits, pipes, sewers or any underground facility workers may enter to perform maintenance or inspections. Workers must follow confined space entry policies developed for the particular department, conforming to state and federal laws regulating confined space entry.

b) Warning signs and barriers shall be placed around open manholes to provide sufficient warning of the opening and to prevent unauthorized traffic from entering the area.

c) Workers shall not enter sewers or other underground installations without leaving a safety observer in attendance on the outside. The safety observer shall frequently monitor the operation and approaching traffic.

d) Before entering underground structures, the atmosphere of the structure shall be tested with an approved testing device (tested and calibrated within the required time period) to detect the presence of explosive gases, Hydrogen Sulfide or oxygen deficiencies.

e) Personnel shall not enter or work in underground facilities where concentrations of fumes, vapors, gases or oxygen deficiencies are present, without protective devices.

f) Smoking, open flames and spark-producing equipment shall not be permitted in or within 25 feet of any manhole.

g) A lifeline must be worn at all times by persons working in a manhole.

h) WAC Code 296-62-145 and individual department policies will be followed.

### *4.05 Sewers, Pits and Treatment Plants*

a) Hydrogen Sulfide is normally present in sewer lines and treatment plants. Hydrogen Sulfide is extremely toxic when inhaled and explosive when mixed with air.

b) Methane Gas is highly flammable, explosive and displaces oxygen in confined or poorly ventilated areas.

c) Carbon Dioxide is formed in large quantities in the sludge digesting process. While not explosive, Carbon Dioxide is an asphyxiating gas and should not be inhaled.

d) The gases produced by digesting sewage sludge may be explosive, toxic or suffocating.

e) Before working in any confined space, the air shall be tested by approved testing devices and retested at periodic intervals to assure that hazardous accumulations of gas do not occur. Forced air ventilation shall be used when necessary to prevent accumulations of hazardous gases.

f) Personal protective equipment to be used in and around confined spaces shall be as prescribed by department policy required by WAC Code 296-24-075. All personnel working in or around sewage facilities shall be familiar with the proper use and care of protective equipment.

g) Sewage normally contains harmful bacteria capable of causing serious disease if precautions are not observed.

h) All cuts, scratches and breaks in the skin shall be cleaned and treated immediately.

i) Food and beverages shall not be permitted in areas where they may become contaminated. Laboratory glassware shall never be used to drink from.

j) Smoking, open flames and spark producing equipment shall be strictly prohibited where flammable or explosive gases are present.

k) WAC Code 296-62-145 and individual department policies will be followed.

### *4.06 Electrical Facilities*

a) Only qualified and properly authorized maintenance personnel shall be permitted to install and maintain electrical facilities and equipment.

b) Each department shall have the Control of Hazardous Energy (Lock-out/Tag-out) Policies to be followed as per WAC Code 296-24-110 and OSHA regulations.

c) Personnel working with electrical circuits shall not wear rings, watches or metallic objects that could act as conductors of electricity. Hard hats will be worn in areas of high voltage.

d) Metal ladders and uninsulated tools shall not be used while working with electrical circuits and equipment.

e) Electrical equipment and lines shall always be considered "live" until proven "dead." Before beginning work, each electrical circuit shall be inspected and tested and, where possible, isolated from the power source. Extreme care shall be exercised as wires designed to operate at ground potential may become energized by faulty or inadequate connections. The Control of Hazardous Energy (Lock-out/Tag-out) Policies and Procedures shall be applied/adhered to.

f) All electrical cords and portable extension cords shall be equipped with a non-conducting plug and outer socket shell. All electrical cords shall be equipped with the three-prong grounding plug.

g) Electrical cords shall be heavily insulated and not subjected to excessive bending, stretching and kinking. All cords and wires shall be frequently inspected for signs of defects. Damaged or frayed electric wires, cords and plugs shall be immediately replaced by properly trained maintenance personnel determined by specific department policy.

h) Adequate warning signs and barriers shall be installed in plain sight, in all areas where hazardous electrical facilities exist.

i) Overloading of electrical circuits is extremely hazardous and shall not be permitted at any time. The replacement of fuses or circuit breakers with makeshift materials or over-capacity fuses is strictly prohibited.

j) The type of circuit and other conditions shall determine the type of protective equipment required. Rubber gloves, sleeves, blankets, mats and insulated platforms shall be used as required.

k) All insulated protective equipment shall be continuously inspected for defects or damage. Any defective equipment shall be replaced before use.

l) Testing schedules for insulation qualities shall be established for protective equipment and strictly complied with. All users shall verify that equipment has been satisfactorily tested prior to use.

### *4.07 Traffic Control*

a) The intent of this section is to create a safe work area for those employees with their work locations being in/on any street, road, alley or highway.

b) Barricading procedures and traffic control shall comply with state laws and any existing City policy.

c) When it is necessary for an employee or vehicle to work in/on any street, road or highway, proper traffic control will be in place. This control shall consist of coning, coning and flagmen, emergency lighting, signs, or if needed, all of these methods.

d) At locations where flagging or coning is established, there will be an employee with State of Washington Traffic Flagman certification.

e) On-site orientation – The employer must conduct an on-site orientation when flaggers start a new job. This orientation must include, but not be limited to, the flagger's role and location on the job site, equipment, traffic patterns, communications and hazards specific to the work site.

f) Additional warning sign – On roads allowing speeds of at least 45 mph, the employer must provide an additional warning sign marked "Be Prepared to Stop" or "Flagger Ahead". (This is in addition to the advanced warning signs required by the Manual on Uniform Traffic Control Devices.)

g) Highly visible clothing during daylight hours – While flagging during the day, a flagger must wear:

- A high visibility-warning garment designed in accordance with ANSI-SEA 107-1999; and
- A high visibility hard hat

h) High visibility clothing during nighttime hours – While flagging at night, a flagger must wear:

- A high visibility warning garment designed according to ANSI-SEA 107-1999 specifications over white coveralls or other coveralls or trousers designed according to ANSI-SEA 107-1999; and
- A high visibility hard hat that is iridescent or marked with reflectorized material

i) During inclement weather, yellow rain gear may be substituted for white coveralls.

j) The rest – Employers must ensure that:

- Flagger workstations are illuminated at night.
- Warning signs reflect the actual condition of the work zone.
- Flaggers are not assigned other duties while flagging.
- Flaggers do not use devices (i.e., cell phones, pagers, radio headphones, etc.) that can distract their vision, hearing or attention. Devices such as two-way radios used by flaggers for communications, directing traffic or ensuring flagger safety are acceptable.

## *4.08 Transporting of Equipment*

a) Transporting of equipment to the job site shall be accomplished in accordance with all state and local laws governing traffic control.

b) Mobile equipment operated on streets and highways shall conform to all state and local laws governing motor vehicles. All regulations concerning speeds and load limits shall be strictly observed by personnel operating mobile equipment.

c) When mobile equipment is hazardous to other vehicles on the road, the traffic shall be controlled by flagpersons, signs or temporary barriers.

d) When equipment is to be towed to the job site, use WSP standard safety chains in addition to towing hooks or tow bars. Operators with DOT commercial driver's licenses should be trained in visual inspection procedures for safety chains.

e) Personnel shall never stand or ride on the tow bar while equipment is being towed.

f) Towing should not be scheduled after dark. When emergency needs require nighttime towing, fully operating lights shall be placed at the rear of the tow.

g) When equipment is to be transported by trailer, extreme care shall be taken to prevent equipment from tipping while loading or traveling.

h) Clearance heights along the proposed route shall be reviewed for low-hanging objects and operators shall keep a close watch to avoid striking low-hanging objects with the equipment.

i) Equipment shall be secured and lashed to the trailer with the wheels blocked to prevent movement.

j) All trailers shall be equipped with fully operating stop and directional lights and they shall be checked for operation prior to transporting equipment.

## *4.09 Trenching and Excavating*

a) Determination of the angle of repose and design of the supporting system shall be based on careful evaluation of pertinent factors such as:

- Depth and/or cut soils classification
- Possible variation in water content of the soil.

- Anticipated changes in materials from exposure to air, sun, water or freezing.

- Loading imposed by structures, equipment, overlaying material or stored material.

- Vibration from equipment, blasting, traffic or other sources.

b) Bridges/walkways with standard railings will be provided when employees or equipment are required to cross over excavations.

c) Walls or faces of ALL excavations in which employees are exposed to danger from moving ground shall be guarded by a shoring system, sloping of the ground or some other equivalent means in compliance with WAC Code 296-155-655.

d) No person shall be permitted under loads handled by power shovels, derricks or hoists.

e) All employees shall be protected with appropriate PPE for the protection of head, hands, feet and other body parts.

f) For other rules and regulations see Washington State Department of Labor and Industries, Division of Industrial Safety and Health Construction Safety Standards – Trenching and Excavating WAC Code 296-155-650.

# Section V

# Equipment Safety

## *5.01 Drill Presses*

a) Stock to be drilled shall be secured to the press to prevent material from spinning during drilling.

b) The drill shall be completely shut down and stopped before attempting to clear jammed work.

c) When holes are to be drilled beyond the flutes of the drill, the drill shall be removed and cleaned out frequently to prevent jamming or freezing.

## *5.02 Abrasive Grinders*

a) Sight protection shall be used at all times while operating grinding or polishing tools regardless of size, speed or whether the tools are equipped with transparent protection guards.

b) Grinders, polishers, buffers and other equipment generating dust should be equipped with local ventilation capable of removing all dust. When exhaust ventilation is insufficient to remove all grinding dust, the operator shall use approved respiratory equipment.

c) Hand-grinding operations shall not be attempted without using the machine tool rest. Adjust distance between wheel and tool rest to maintain 1/8" or less separation as the diameter of the wheel decreases with use. Distance between wheel and spark breaker must be kept adjusted not to exceed ¼".

d) Work shall never be ground on the side of the wheel. Grinding work on the side can weaken the wheel, may cause premature failure and could result in injury from wheel separation.

## *5.03 Powered Machine Tools*

a) Powered machine tools include all power driven tools and equipment used in the cutting, shaping, forming or polishing of materials.

b) Material to be worked on shall be secured prior to bringing the material in contact with machinery under power. Movable material shall be secured by jigs, fixtures or other hold-down devices prior to contact with machine cutting surfaces.

c) Burrs, sharp edges or projections that could cause injury or difficulty in processing shall be removed prior to performing additional operations.

d) Cutting edges of tools shall be kept sharp at all times and checked for defects before each operation.

e) Cutting tools shall not be set or adjusted while the machinery is in operation or when the power is on.

f) Operators shall allow all machinery to stop turning of its own accord. Hand pressure shall never be used to slow down or stop turning machinery.

g) Materials or stock being processed or worked shall not be measured or calibrated while in motion. Measurement of material in machinery shall only be accomplished when the machinery is stopped with the switch in the "off" position.

h) Machinery shall only be operated at the recommended speeds for the material being worked and shall not be speeded up to expedite operations.

i) The speed of machinery or rate of material feeding shall not be changed while material is being worked.

j) Operating personnel shall remove chuck keys, wrenches and drifts from the machine and place them in a safe location before starting the operation. Adjustments with these devices shall not be attempted while the machinery is in motion.

### *5.04 Portable Power Tools*

a) Portable power tools receive power from electricity, air pressure, explosive charges or rotating flexible cable. Portable power tools are frequently more hazardous to use than stationary equipment because their mobility and smaller size make protective guarding difficult.

b) Cords, hoses and cables supplying power to portable power tools shall be routed in such a manner as to prevent tripping hazards.

c) Operating personnel shall avoid abusing power supply lines of portable equipment. Excessive scraping, kinking, stretching and exposure to grease and oils will damage lines, cause premature failure and possible injury to the operator or fellow workers.

d) Cords, hoses and cables shall be frequently inspected to detect wear or deterioration. Defective power supply lines shall be replaced before use.

e) Electrical powered tools shall not be used near flammable materials or explosive atmospheres unless they are of the explosion-proof type, meeting the National Electrical Code for explosive areas.

f) At no time will electrical power equipment be operated without proper grounding. All electrical cords and cables shall be of the type that includes a third wire ground.

g) Operation of electrical tools in wet or damp areas is strictly prohibited except in unusual emergency circumstances. When operation is required in wet or damp conditions, extreme care will be exercised to assure effective grounding of equipment and proper use of protective equipment.

h) Electrical cords shall be frequently inspected for damaged or frayed surfaces. Damaged or frayed electrical cords shall not be used until repaired or replaced by maintenance personnel.

### *5.05 Mechanized Equipment*

a) Mechanized equipment in use by the City ranges from grass cutting to heavy construction equipment. The following general rules apply to all types of mechanized equipment.

b) Only fully trained, properly authorized personnel shall be permitted to operate mechanized equipment. (Trained as per division/department policy.)

c) Operators shall never leave their equipment with the engine running. When leaving the equipment, the engine shall be completely shut down and all blades and lifts lowered to the full "down" position.

d) No person shall ever attempt to get on or off moving equipment. Unauthorized persons shall not be permitted to ride on equipment at any time.

e) Each individual job condition shall determine the safe operating speed. The speed shall be the minimum required for safe operation and to minimize dust. When excessive dust or glare is present, operators shall wear protective goggles.

f) Particular care shall be exercised in starting, turning and stopping of equipment. Operators shall exercise maximum caution to avoid contacting electrical lines with equipment.

g) Servicing of equipment shall not be performed while the equipment is running or in operation.

h) Fuel for equipment shall be kept in safety cans plainly marked (i.e., Gasoline, Diesel, 2-Stroke, etc.) and the fuel shall be kept isolated from all possible sources of ignition. Servicing shall not be attempted until the engine has cooled.

i) Maintenance or adjustments of equipment shall only be performed by maintenance personnel. When performing maintenance, the equipment shall be completely shut down with all lifts or blades lowered to the full "down" position.

### *5.06 Mechanical Handling Equipment*

a) Prior to using forklift, complete forklift safety checklist.

b) Mechanical materials-handling equipment such as hand trucks and forklifts shall be used when loads are too heavy or bulky to be carried efficiently or safely by hand.

c) Hand trucks shall be pushed rather than pulled. Truck handles that expose hands to possible injury shall be equipped with knuckle guards.

d) On handling equipment, the load center of gravity shall be kept low by placing the heavier objects on the bottom and lighter objects at the top.

e) Side stakes, straps or lashing materials shall be used on high loads where there is a possibility of material toppling. Maximum load limits shall be established for material handling equipment and strictly enforced.

f) Floors and other surfaces used in transporting materials shall be kept free of slippery substances, cracks, bumps and other defects that interfere with the safe movement of materials.

g) Equipment shall not be moved until the load is properly stacked and secured.

h) Operators shall be particularly careful when approaching doorways, aisle crossings and other intersections.

i) When self-propelled equipment is parked, the brakes shall be set and the ignition turned off with the transmission placed in low gear or park position.

j) Forklift operators shall travel with forks close to the floor to prevent accidental damage of other materials when turning too sharply. When traveling with a load, forks close to the floor will prevent obstruction of vision. When the load obstructs the forward view, the operator shall only travel in reverse for a clear field of vision.

k) Forklift operators will refuse to lift or move unsafe loads. If an operator believes the load is too heavy or improperly stacked, he will refuse the load and report to his supervisor.

l) Forklifts and other equipment shall not be left unattended while the equipment is running. When leaving the equipment, the engine shall be shut down and the lifts lowered to the floor.

m) Gasoline powered equipment shall not be fueled in buildings, but only at authorized, outdoor points. Equipment shall not be serviced, cleaned or repaired while the equipment is running.

### *5.07 Mechanical Lifting and Aerial Equipment*

a) Mechanical lifting devices and aerial equipment includes a wide variety of cranes, derricks, hoist, slings, baskets and platforms. Their use is subject to certain hazards, impossible to safeguard by mechanical means. The safe operation of mechanical lifting devices requires intelligence, care and observance of safety rules.

b) Operation of mechanical lift devices or aerial equipment shall be restricted to personnel who have been trained in the safe use of each type of equipment.

c) Inspection and test schedules shall be established for all mechanical lifting devices and all operators shall be familiar with the inspection schedules of each type of equipment. Prior to use, the operator shall verify that the equipment to be used has been inspected and tested in accordance with the established schedule. This is in the manufacturer's operations and maintenance book. Department policies will be followed.

d) Operators shall never leave a crane, hoist or derrick while the load is still suspended unless the load is suspended over a barricaded area or is blocked up or otherwise supported from the ground.

e) Before entering or leaving the vehicle, each operator shall assure that boom baskets and platforms do not contact electrical equipment.

f) Operators of all vehicles equipped with aerial baskets and outriggers shall lower the outriggers to a firm foundation before the aerial equipment is operated.

g) Before moving the stabilizers, outriggers or hydraulic jacks, the operator shall determine that no one is in a position to be injured. Before operation, outriggers' brakes shall be checked for safe operation prior to lifting a load.

h) Servicing of equipment shall never be performed while the equipment is in operation. Maintenance shall be performed by only qualified maintenance personnel and checked for performance after repair.

i) Vehicles with aerial equipment shall not be moved from one working location to another with the equipment in the raised position.

j) Drivers of aerial equipment trucks shall be constantly alert to the fact that the vehicle has exposed equipment above the truck and allow for necessary clearance.

k) The specified safe loading capacity shall not be exceeded. The manufacturer's suggested safe load requirements shall be observed for all loads to be lifted.

l) All controls shall be checked daily before operation to assure that they operate freely and properly.

m) Upper and lower controls are required for extensible and articulating boom platforms that are primarily designed as personnel carriers. Both controls must be operable and the lower control must be able to override the upper control.

n) No part of a lifting device shall be operated within ten feet of electrical lines except when the lines have been de-energized and visibly grounded at the point of work, or where insulating barriers have been erected to prevent contact with the lines. The only exemption from this rule will be when the work is performed from a device insulated for the work and is performed by either telecommunications employees, line-clearance tree trimming employees or electric utility employees who have been trained in working around exposed electrical lines.

o) Belting off to an adjacent pole, structure or equipment while working from an aerial lift shall not be permitted.

p) Personnel shall never be lifted off the ground without being secured to the equipment by an approved body belt and lanyards.

q) An aerial lift truck may not be moved when the boom is elevated in a working position with men in the basket, except where the equipment is specifically designed for such an operation.

### *5.08 Hand Tools*

a) Many persons are under the impression that hand tools are simple devices not requiring caution or training in safe operation. This impression is false.

Hand tools are responsible for a wide variety of industrial injuries and property damage.

b) The use of tools shall be confined to the purpose for which intended.

c) Protect tools from corrosion damage. Wipe off accumulated grease and dirt. Moving and adjustable parts shall be frequently lubricated to prevent wear and misalignment.

d) All damaged or worn tools shall be promptly repaired. All tools with mushroomed heads, split or defective handles shall be repaired prior to use. Temporary or makeshift repairs shall be prohibited. Discard all tools that cannot be safely repaired on the job or at the factory.

e) When not in use, tools shall be stored in suitable boxes or containers. Loose tools shall not be stored on ledges or where they will roll off benches or tables. Tools shall be picked up when a job is completed and not be allowed to accumulate in the work area.

f) Metal hand tools are good conductors of electricity. Do not use conducting tools around electrical facilities. Insulated tools approved for electrical work shall be tested frequently for proper insulation.

g) Select the correct size and type of wrench for each job. Wrench handles shall not be extended with pipe or cheaters because the jaws will spread.

h) Use personal protective equipment where applicable and when WAC Code 296-24-650 or department policy calls for it.

### *5.09 Battery Maintenance (WACs 296-155-437, 296-56-60245 & 296-24-23015)*

a) When performing battery charging or battery maintenance activities, operators are exposed to possible hazards from burns and explosive gases. To reduce exposure to other personnel, all battery charging operations shall be separated from other activities, except when fast-charging an installed battery.

b) Batteries of the unsealed type shall be located in enclosures with outside vents or in well ventilated rooms and shall be arranged so as to prevent the escape of fumes, gases, or electrolyte spray into other areas.

c) Ventilation shall be provided to ensure diffusion of the gases from the battery and to prevent the accumulation of an explosive mixture.

d) Racks and trays shall be substantial and shall be treated to make them resistant to the electrolyte.

e) Floors shall be of acid resistant construction unless protected from acid accumulations.

f) Facilities shall be provided for flushing and neutralizing spilled electrolyte and for fire protection.

g) Metallic objects shall not be placed on uncovered batteries.

h) Face shields, aprons, and rubber gloves shall be provided for and worn by workers handling acids or batteries.

i) Facilities for quick drenching of the eyes and body shall be provided within 25 feet (7.62 m) of battery handling areas.

j) Filler caps shall be in place when batteries are being moved.

k) Facilities for flushing the eyes, body and work area with water shall be provided wherever electrolyte is handled, except when employees are only checking battery electrolyte levels or adding water.

l) Carboy tilters or siphons shall be used to handle electrolyte in large containers.

m) Battery handling equipment which could contact battery terminals or cell connectors shall be insulated or otherwise protected.

n) Batteries shall be free of corrosion buildup and cap vent holes shall be open.

o) When a jumper battery is connected to a battery in a vehicle, the ground lead shall connect to ground away from the vehicle's battery. Ignition, lights and accessories on the vehicle shall be turned off before connections are made.

p) Parking brakes shall be applied before batteries are charged or changed.

q) Chargers shall be turned off when leads are being connected or disconnected.

r) Battery charging installations shall be located in areas designated for that purpose.

s) Charging apparatus shall be protected from damage by trucks.

t) When batteries are being charged, the vent caps shall be kept in place to avoid electrolyte spray. Vent caps shall be maintained in functioning condition.

u) Adequate ventilation shall be provided during charging.

v) Installed batteries shall be secured to avoid physical or electrical contact with compartment walls or components.

w) Smoking and open flames shall be strictly prohibited while working in or around batteries. Electrical equipment used shall be explosion proof and effectively grounded at all times.

### *5.10 Welding and Brazing*

a) Welding or open flames shall be prohibited where flammable gases or liquids may be ignited until the possibility of explosion or fire has been eliminated. In confined spaces where ventilation is inadequate, welding itself may produce flammable or explosive gases. Follow department policies regarding hot work.

b) Welding, open flames or external heat shall not be brought into contact with a vessel that may have contained a flammable substance until that vessel has been thoroughly purged or filled with an inert gas or water.

c) Oxygen cylinders and valves shall be kept free from oil and grease. Oxygen under pressure can release sufficient heat to ignite and explode oil and grease on contact.

d) Heating and welding of galvanized and cadmium-coated material shall only be done under controlled, ventilated conditions. The fumes shall be vented away from the operator and persons within the vicinity.

e) Before starting a welding operation, welders shall protect themselves with suitable protective equipment. Welders shall wear helmets, shields, aprons, gloves, gauntlets and other protective equipment as required. Goggles, helmets and shields shall be carefully selected for proper lens shade.

f) Arc welders shall place protective screens around the work area to prevent eye flash burns to other personnel in the area. Welders shall protect their eyes when chipping scarf or metal fragments.

g) Cylinders shall be handled with extreme care. Cylinders shall be stored in the upright position and securely lashed to prevent falling. Compressed gas cylinders shall never be treated roughly. Any damage, suspected or obvious, shall be reported immediately.

## *5.11 Compressed Air and Gas Safety*

a) For general shop and field use, compressed air shall be adjusted for not more than 30 PSI of pressure. For equipment operation requiring higher pressures, only the minimum pressure required to operate the equipment shall be used.

b) Do not use compressed air to clean dirt or debris from equipment. Do not direct compressed air from hoses/nozzles towards persons. Compressed air shall never be used to clean workbenches or other surfaces.

c) Compressed gas cylinders shall only be stored in designated areas away from external heat. The storage area should be away from traffic to minimize possible danger from damage.

d) All cylinders should be stored upright in racks and securely lashed to prevent falling. Adapter covers shall remain in place until removed for use.

e) Oxygen cylinders in storage shall be separated from fuel/gas cylinders and combustible materials by a minimum distance of 20 feet or by a noncombustible barrier at least five feet high.

f) Oxygen cylinders shall be kept free from oil and grease. Oxygen under pressure will produce sufficient heat to cause explosion or fire when released under pressure.

g) Cylinders shall never be dropped or treated roughly. Any damaged cylinders, suspected or obvious, shall be reported immediately.

h) When moving cylinders, adapter covers shall be in place to protect valves. In moving cylinders, valves or caps shall not be used as hand holds.

i) For raising or lowering, use a suitable sling, boat, cradle or platform. Cylinders shall not be raised by electric magnets.

j) When transporting cylinders by hand truck, or truck, the cylinders shall be securely lashed to prevent falling.

## *5.12 Compressed Air Tools*

a) In compressed air tools, air is supplied under high pressure. Only the best quality air hoses, equipped with secure couplings, shall be used.

b) Air supply hoses shall be protected from damage from vehicles or materials at all times. When used across walks or roadways, hoses shall be enclosed in channel-ways.

c) Operators shall turn the air pressure off at the inlet control valve before changing or connecting compressed air tools.

d) Pressure hoses shall be connected by safety chains to prevent hose whipping in the event couplings become disconnected or break.

e) Compressed air tools shall never be pointed at other personnel.

f) Always wear personal protective equipment when using compressed air tools.

### *5.13 Explosive Activated Tools*

a) Explosive or powder-activated tools represent hazards normally encountered from ammunition or other explosives.

b) Only fully trained and authorized personnel shall operate explosive actuated tools. Authorized personnel shall only be designated after being trained in explosive tools.

c) Only explosive tools bearing the manufacturer's label and approved by the "Industrial Code of Explosive Powered Tools" shall be used.

d) Loaded tools shall never be carried away from the work site. Tools shall always be left unloaded until ready for use.

e) Tools shall be held firmly against, and perpendicular to, the surface prior to firing.

f) Fasteners of any kind shall not be forced into masonry closer than three inches to the edge, unless special guards are used to prevent flying particles. Fasteners shall not be fired into steel closer than one-half inch to an edge or joint.

g) No tool of this type shall be used to fire projectiles into hardened steel, high tensile steel, cast iron, glazed brick, tile, marble, glass or other extra hard materials.

h) Powder-actuated tools shall not be used in flammable or explosive area.

i) Tools and explosive charges shall be stored separately in portable containers and explosives in locked metal boxes.

j) Misfired cartridges shall be disposed of in a manner that prevents further handling by fellow employees or the general public.

## *5.14 Power Saws/Chainsaws*

a) Blade guards shall be kept in good condition and not removed or blocked by operating personnel.

b) Blades shall be frequently inspected to detect cracks or other defects. Defective blades shall not be used. If they cannot be restored by repair or sharpening, they must be discarded.

c) When selecting blades, use the correct blade for the job. Substitution of blades that are not right for the job is strictly prohibited.

d) Saws shall not be jammed or crowded into the work surface. Green or wet material shall be cut slowly and with extra caution.

e) When a portable saw is adaptable to bench top use, it shall be securely clamped down before using.

f) When using table type or bench saws for ripping short stock, the hands shall not be used for pushing the stock. A pusher stick must be used.

g) When changing blades, disconnect the saw from the power source to prevent accidental restarting.

h) Approved personal protective equipment shall be used at all times when operating saws. Ballistic nylon chaps and other appropriate personal protection equipment shall be used when operating chain saws.

## *5.15 Painting*

a) Painting operations produce highly flammable mists and vapors that are easily ignited. For maximum safety, painting operations should be isolated from all other activities. When isolation is impractical, painting operations shall be separated by fire resistant walls.

b) Paint spray booths shall be constructed and maintained in accordance with the State Safety Code or WAC Code 296-155-170. Paint booths shall be kept clean and equipment stored in an orderly manner. Walls and floors of paint booths may be protected with papers to prevent accumulations of paint deposits. The paper shall be removed and destroyed when contaminated.

c) Paints, paint thinner and solvents shall not be stored in paint booths. All flammable materials shall be stored in approved fire resistant cabinets. Clothing that is saturated with painting materials shall be worn only during

painting operations and then removed and stored in well-ventilated metal cabinets.

d) Forced-air ventilation shall be provided in all spray booths where painting is being accomplished. When forced-air ventilation is impracticable, such as for touch-up painting, operating personnel shall wear suitable respirators.

e) All sources of ignition shall be removed from painting operations. Electrical equipment and fixtures used shall be explosion proof and effectively grounded. Mist and vapors produced by painting may be violently exploded by accidental ignition.

f) Paints and solvents may contain toxic substances such as lead or benzol that are harmful if inhaled or ingested. Eating and drinking shall be prohibited around painting areas.

g) Rags and other waste materials saturated with paint or solvents shall be disposed of in covered metal cans or approved safety cans and emptied daily.

h) WAC and departmental policies shall be followed and personal protective equipment used for all listed above.

### *5.16 Chemical Spraying*

a) Chemical spraying programs, where applicable, will be formulated individually by each City department under the guidelines set by the WAC.

b) All employees of each particular department will follow their department's chemical spraying program.

### *5.17 Stationary Equipment*

a) Each department supervisor/foreman will be responsible for the training of employees on equipment used or worked on by them.

b) Each department can write equipment policies so that proper operation, maintenance and training are consistent.

### *5.18 Mobile Equipment*

a) Every department supervisor/foreman will be responsible for the training of employees on any and all equipment used in their respective departments.

b) Written policies are required for reference and training on the proper and safe operation of all equipment.

# Section VI

# Hazardous Communications

## *6.01 Purpose*

a) The purpose of the Hazardous Communication Program is to ensure that the hazards of all chemicals imported or produced by chemical manufacturers or importers are evaluated and that information concerning their hazards is transmitted to affected employers and employees before they use products.

## *6.02 Procedure*

a) Inventory Lists – Know hazardous chemicals in your workplace that are a potential health or physical hazard. Make an inventory list of these chemicals. This list must be a part of your written program.

b) MSDS – Make sure there is a Material Safety Data Sheet (MSDS) for each chemical and that the inventory list and labeling system reference the corresponding MSDS for each chemical.

c) Labeling System – Each container entering the workplace must be properly labeled with the identity of the product, the hazardous warning and the name and address of the manufacturer.

d) Information and Training – Determine appropriate ways in which to train and inform employees on the specific chemicals in your workplace and their hazards.

e) Written Program – Develop, implement and maintain a comprehensive written hazard communication program at the workplace that includes provisions for container labeling, material safety data sheets and employee training.

f) Employees must be made aware of where hazardous chemicals are used in their work areas. They must be informed of the requirements of the Hazard Communication Standard, availability and location of the written program, the list of hazardous chemicals and material safety data sheets.

g) The code specifically requires employers to train employees in the protective practices implemented in their work areas, the labeling system used, how to obtain and use MSDSs, physical and health hazards of the chemicals and recognition, avoidance and prevention of accidental entrance of hazardous chemicals into the work environment.

## Section VII

## Fall Protection/Rescue

### *7.01 Fall Restraint (WAC 296-155-24510)*

a) Guardrails – scaffolding or other work platforms with standard guardrails.

b) Safety belts/harnesses – with lanyards attached to secure anchorage points.

c) Refer to WAC for applications.

### *7.02 Fall Arrest (WAC 296-45-25510)*

a) When stopping or arresting a fall, personal fall arrest systems shall limit the maximum arresting force on an employee to 1800 pounds (8 kN) if used with a body harness.

b) Personal fall arrest systems shall be rigged such that an employee can neither free fall more than 6 feet (1.8 m) nor contact any lower level.

c) If vertical lifelines or droplines are used, not more than one employee may be attached to any one lifeline.

d) Snaphooks may not be connected to loops made in webbing-type lanyards.

e) Snaphooks may not be connected to each other.

f) Refer to WAC 296-304-09021 for personal fall protection system requirements.

### *7.03 Fall Hazards*

a) List of those in work areas ten feet or more above ground, other work surface or water.

b) See WAC 296-155-245 for specific safety codes.

# Appendices

## *A.01 Employee's Incident/Near Miss Report*

Refer to attached form.

## *A.02 Supervisor's Incident/Near Miss Report*

Refer to attached form.

### *A.03 Employee Safety Orientation Checklist*

Refer to attached form.

### *A.04 Departmental Safety Training*

Refer to attached form.

### *A.05 Refusal to Seek Medical Care*

Refer to attached form.

## *A.06 Safety Programs by Department*

Refer to attached list.

## *A.07 Standard Safety Inspection Checklist*

Refer to attached form.

## *A.08 Job Hazard Analysis*

Refer to attached form.

# COMMITTEE REPORTS AND REPORTS FROM OFFICERS